

## Minutes of a Regular Meeting of the Common Council of the Town of Clarkdale Held on Tuesday, January 10, 2006.

A Regular meeting of the Common Council of the Town of Clarkdale was held on Tuesday, January 10, 2006 at 6:00 p.m. in the Men’s Lounge of the Clark Memorial Clubhouse, 19 North Ninth Street, Clarkdale, Arizona.

**Town Council:**

Mayor	Doug Von Gausig
Vice Mayor	Jerry Wiley
Councilmember	Frank Sa
	Patricia Williams
	Tim Wills

**Town Staff:**

Town Manager	Gayle Mabery
Town Clerk	Joyce Driscoll
Town Attorney	Anna Young
Com. Dev. Director	Sherry Bailey
Fire Chief	Jerry Doerksen
Police Chief	Pat Haynie

Others in Attendance: Robyn Prud’homme-Bauer, Ellie Bauer, Dennis and Geri Branaman, Chris Catalano, Henri Prud’homme, Brandon Wilson, MaryAnn spear, Kyle Spencer, Rick Meyer and Curt Bohall.

**AGENDA ITEM: CALL TO ORDER** - Mayor Von Gausig called the meeting to order at 6:00 p.m. and noted that all Council members were present.

**AGENDA ITEM: PUBLIC COMMENT** – None.

**AGENDA ITEM: INFORMATIONAL REPORTS**

**MAYOR’S REPORT** – A report from the Mayor on current events. Mayor Von Gausig stated the following:

1. He attended the Mayors and Managers meeting.
2. He attended the Phelps Dodge tailings remediation meeting.
3. He participated in the Community Development Director interviews.
4. He met with citizens who had concerns over procedures.

5. He did a radio interview.
6. He attended the organizational meeting with the Verde Valley Basin Regional Partnership.
7. He attended a meeting regarding the future of Mingus Union High School.
8. He attended the Verde River Partnership Committee.

**TOWN MANAGER’S REPORT** – A report from the Town Manager on current events.

Town Manager Mabery reported the following.

1. Town Hall will be closed Monday, January 16<sup>th</sup>.
2. The Clarkdale Fire district formation committee will hold a public hearing on January 17<sup>th</sup>.
3. The Town is conducting a special census in the Patio Park area for CDBG.
4. Congratulations to Sherry Bailey who was just promoted to Community Development Director.

**NACOG** - A report regarding the Northern Arizona Council of Governments. Vice-Mayor Wiley stated the executive committee met and produced a new brochure for members.

**NAMWUA** - A report regarding the Northern Arizona Municipal Water Users Association. Town Manager Mabery stated they discussed the ongoing projects of the different municipalities and membership.

**WAC** - A report regarding the Yavapai County Water Advisory Committee. Mayor Von Gausig stated they discussed the Verde River Partnership, which was mandated by the Ruskin Land Trade bill. Duties and responsibilities were left open in the legislation. They discussed HB 2277, regarding water companies reporting to ADWR.

**CATS** – A report regarding the Cottonwood Area Transit System. Councilmember Williams had no

report.

**COCOPAI** - A report regarding the Coconino Yavapai Resource Conservation District. Councilmember Williams stated the next meeting will be January 30th.

**VVLPI** - A report regarding the Verde Valley land Preservation Institute. Councilmember Williams stated they reviewed a draft budget for 2006. Fundraising letters were sent out. They discussed the bill on conservation easements and elected officers. They hired an outside grants administrator to apply for seed grants. They discussed the board and board member responsibilities.

**AGENDA ITEM: CONSENT AGENDA** - The consent agenda portion of the agenda is a means of expediting routine matters that must be acted on by the Council. All items approved with one motion. Any items may be removed for discussion at the request of any Council Member.

Vice-Mayor Wiley moved to approve the Consent Agenda items. Councilmember Sa seconded and the motion passed unanimously.

**A) Approval of Minutes of the Common Council**  
Approval of the minutes of the Regular Meeting held December 13, 2005.

**B) Claims** - List of specific expenditures made by the Town during the previous month.

**C) Board and Commission Minutes** - Acknowledgement of receipt of minutes and draft minutes of the previous month's Board and Commission Meetings.

- Board of Adjustment - December 28, 2005,
- Design Review Board - December 14, 2005,
- Heritage Conservancy - December 14, 2005,
- Library Advisory Board - December 1, 2005,
- Planning Commission - December 19, 2005.

**D) Reports** - Approval of written Reports from Town Departments and Other Agencies  
Building Permit/CDD Report,  
Fire Department Report and Mutual Aid

Responses Report - December 2005,

Magistrate Court Report - November 2005,

Police Department Report - November (corrected) and December 2005,

Cottonwood Area Transit System (CATS) Operations Report - November 2005.

**E) Contract** - Approval of a Technical Assistance Contract with Northern Arizona Council of Governments (NACOG).

**F) Memorandum of Understanding** - Approval of a Memorandum of Understanding with the City of Sedona to receive information technology services.

**G) Agreement** - Approval of an easement agreement with Verde Canyon Railroad to facilitate the effluent line project.

**H) Resolution** - Approval of a Resolution changing a street name in the Verde Palisades Subdivision. (#1175)

**AGENDA ITEM: APPOINTMENT** - Discussion and consideration of appointing a representative from the Clarkdale Town Council to the Verde River Basin Partnership, its forming committee, and other committees associated with the partnership. Mayor Von Gausig clarified that this is an appointment to the formation committee. They will hold a forum on February in Camp Verde about Title 2. They hope to have legislators in attendance.

Councilmember Williams moved to appoint Mayor Von Gausig as the Clarkdale representative. Vice-Mayor Wiley seconded and the motion passed unanimously.

**AGENDA ITEM: REPORT** - A report on the water company acquisition project. Town Manager Mabery stated the Town has received the bond ratings as investment grade. They are working with an insurance agency with the bonds and they have expressed a willingness to insure the bonds. The preliminary official statement was not issued yet, but will be finalized this week. They look to close the fourth week of January. Cottonwood Water Works last billing will be January. The new water rates will be effective in February. They will be sending a letter

out to customers in the next ten days.

**AGENDA ITEM: PLAT APPROVAL** – Discussion and consideration of Final Plat approval for Verde Highlands, L.L.C. and The Highlands Development Group, L.L.C. regarding The Highlands subdivision, a 240 lot subdivision near the intersection of Scenic Drive and Hwy 89A.

Community Development Director Bailey presented the staff report, as follows:

Background:

*Verde Highlands, LLC has applied for Final Plat approval for The Highlands subdivision (formerly Cliff Rose). This project has previously obtained approval for a Planned Area Development (PAD) and Preliminary Plat approval from the Town Council. They have asked that Council consider approving the Final Plat with stipulations that must be completed before the Final Plat is signed and recorded. A timetable set forth by their funding commitment has necessitated the consideration and approval of their Final Plat within their January time frame. They have no problems with completing the stipulations prior to the recording of the plat. The Water Service Agreement is a major part of the negotiations that remain to be completed. The construction design issues that remain are minor, as are the Final Plat issues. These will be corrected to the satisfaction of the Town’s staff and the Town’s engineering review before recording of the Final Plat.*

*Normally, we would present a Subdivision Agreement for consideration by Council at the same meeting as the Final Plat. In this case we are proposing the agreement be held until a later date to address items that may need specific conditions within the Subdivision Agreement. We are stipulating that a Subdivision Agreement must be entered into as part of the Final Plat approval.*

Town Engineer:

*The Town Engineer has completed the review of the plans for The Highlands Subdivision Final Plat. The issues remaining at this time are some misspellings on the plat; the need to have one plat sheet, not Plat A and Plat B; some street tangents still need to be modified to meet town requirements; Tracts C, D and E on Plat B need to be removed from dedication to the Town and in turn dedicated to the Home Owner’s Association with*

*maintenance requirements included within the Home Owner’s Association structure document.*

Sewer Service:

*The applicants are constructing and dedicating a temporary package plant on their site, which would be dedicated to the Town. They have applied for their own Aquifer Protection Permit (APP) from the Arizona Department of Environmental Quality (ADEQ). The capacity of that plant is 90,000 gpd. This permit has not yet been granted.*

Recommendation:

*Staff recommends that the Town Council approve the Final Plat for The Highlands subdivision with the following stipulations:*

*Prior to recording of the Final Plat for The Highlands subdivision:*

- 1. The Verde Highlands LLC shall enter into a Subdivision Agreement with the Town of Clarkdale that stipulates the terms for the provision and release of assurances to cover the cost of improvements that are a part of the subdivision.*
- 2. A Water Service Agreement with the Town of Clarkdale shall have been entered into stipulating the conditions under which water service will be available to The Highlands Subdivision.*
- 3. All grammatical and design corrections will have been made on the face of the Plat.*
- 4. All redlined comments provided by the Town Engineer on the construction plans must be incorporated and modifications made so that the Town Engineer may provide written confirmation that they are satisfied with the revisions.*
- 5. A copy of the ADEQ APP permit for the Temporary Package Plant will be provided prior to the issuance of any building permits for homes or commercial structures.*
- 6. A Sewer Service Agreement with the Town of Clarkdale shall have been entered into stipulating the conditions under which the temporary wastewater package plant shall be operated by*

*Verde Highlands LLC or its appointed agent for a period of time prior to dedicating the facility to the Town for continued operation.*

- 7. *A copy of their statement of adequate or inadequate water supply from the Arizona Department of Water Resources shall be submitted to the Community Development Department before recording of the Final Plat.*

She noted that there was a change in the platting where lots 128 and 129 become a park site and the former park site becomes lots. This results in making the park area larger and it being on a much flatter parcel and it becomes the most community oriented park in the development. She described the park amenities. She noted the relationship started out rocky, but they have been good to work with.

Town Manager Mabery reported on the package plant, noting that the effluent will water the development parks and the cemetery. After the package plant is decommissioned the infrastructure will remain to continue this watering. Clarkdale is the only community in the Verde Valley that is getting the developers together with the school districts.

It was noted that the development has not received a statement of adequate or inadequate water supply from Arizona Department of Water Resources.

**Jim Spear**, Representative of Highlands, stated they have worked long and hard and are going to have the features of a community with three parks. He addressed the stipulations, as follows:

- 1. This is ready. They have provided assurances. Not far away from completion.
- 2. They are working closely with staff to get this done. Conceptually in agreement. Giving the town land and a good producing well.
- 3. Will be done.
- 4. Will be done in the next seven days.
- 5. Should have in the next 60 days.
- 6. Working with Community Development Director Bailey. They will control the plant until it is producing acceptable effluent.

When it is hooked onto the town system, they will decommission the plant. The plant is an in-ground system located in Tract F. When decommissioned, Tract F becomes open space.

- 7. Approved as far as analysis. Constraint is they cannot get it until they get the water agreement from the town.

He reported that the school districts state they do not need land, so they will be negotiating with them to fulfill their greatest need.

He noted that different contractors will build homes except the zero-lot-line homes.

Councilmember Sa asked about advertising for lots 56-130 since they border existing subdivisions. These adjacent owners approached the developer to purchase the parcels in order to protect their viewsheds. It was noted they cannot guarantee lots because of how they are required by the state to take reservations.

Jim Spear discussed the commercial area. He showed a concept drawing and perimeter design. They anticipate having a specialty grocer, movie theater, bowling alley and restaurants. The highest square footage for tenants is 24,000. He stated they anticipate rough paving on Scenic Drive for the construction period. He confirmed that Mescal Spur will be extended to Highway 89A, which is part of the development agreement.

Councilmember Sa moved to approve the Final Plat for The Highlands Subdivision with the following stipulations:

- 1. The Verde Highlands LLC shall enter into a Subdivision Agreement with the Town of Clarkdale that stipulates the terms for the provision and release of assurances to cover the cost of improvements that are a part of the subdivision.
- 2. A Water Service Agreement with the Town of Clarkdale shall have been entered into stipulating the conditions under which water service will be available to The Highlands Subdivision.

- 3. All grammatical and design corrections will have been made on the face of the Plat.
- 4. All redlined comments provided by the Town Engineer on the construction plans must be incorporated and modifications made so that the Town Engineer may provide written confirmation that they are satisfied with the revisions.
- 5. A copy of the ADEQ APP permit for the Temporary Package Plant will be provided prior to the issuance of any building permits for homes or commercial structures.
- 6. A Sewer Service Agreement with the Town of Clarkdale shall have been entered into stipulating the conditions under which the temporary wastewater package plant shall be operated by Verde Highlands LLC or its appointed agent for a period of time prior to dedicating the facility to the Town for continued operation.
- 7. A copy of their statement of adequate or inadequate water supply from the Arizona Department of Water Resources shall be submitted to the Community Development Department before recording of the Final Plat.

Councilmember Wills seconded and the motion passed unanimously.

**AGENDA ITEM: GRANT APPLICATION** – Consideration of grant applications for the Rural & Volunteer Fire Assistance Grant Program with the Arizona State Land Department.

Fire Chief Doerksen presented the staff report, as follows:

Background:

Clarkdale Fire responds to Wild Land fires within the Town of Clarkdale and to neighboring jurisdictions. The personal protective equipment we currently have is in need of replacement and we also could use better Wild Land fire fighting tools.

We are applying for \$8,280 of equipment in the grant. There are two (2) grant applications that are being submitted. In the first grant the Town would pay 50%

and the grant would pay 50%. In the second grant the Town would pay 10% and the grant would pay 90%. We may be approved for only one of the grants, preferably the 90%/10%.

This grant is for the 2006 calendar year and can be spent this budget year, as well as the 2006/2007 budget year. We do have enough funds available in our current budget to pay the required matching portion, should we be awarded the grant.

Both grants have been mailed to the appropriate agencies in order to meet the application deadlines. These applications are contingent on approval by Town Council and will be withdrawn should Council decide not to approve either application.

Recommendations: To approve applications and authorize staff regarding the 2006 Rural & Volunteer Fire Assistance Grant, entering in to a grant award agreement with Arizona State Land Department.

Fire Chief Doerksen clarified that they would receive one or the other grant, not both.

Vice-Mayor Wiley moved to approve the applications and authorize staff regarding the 2006 Rural and Volunteer Fire Assistance Grant, entering in to a grant award agreement with Arizona State Land Department. Councilmember Sa seconded and the motion passed unanimously.

**AGENDA ITEM: WORKSESSION** – A worksession to discuss the Town’s proposed letter of response to the Arizona Department of Environmental Quality regarding the Fact Sheet and draft Aquifer Protection Permit for the Town’s wastewater treatment plant.

Town Manager Mabery noted that Public Works Director Burroughs has put a lot of work into this. However, he could not attend this meeting, so she presented the staff report, as follows:

Background: The Town of Clarkdale submitted a Notice of Disposal (NOD) on February 1, 1988. An Aquifer Protection Permit (APP) application (inventory NO. 100715) was issued for the construction of a new Wastewater Treatment Plant on September 25, 1995, and a minor amendment to that facility was applied for on June 6, 1997 but never issued. That new facility was never constructed. The current facility does not have an

APP in place. This puts the Town in a position of operating without an issued permit from Arizona Department of Environmental Quality (ADEQ). The application to secure the APP for the existing facility was submitted September 20, 2005.

The existing facility is an aerated lagoon treatment process with a stabilization/evaporation pond, constructed in 1977, designed to treat ~250,000 gallons per day (gpd). Effluent is currently disposed on the adjacent Phelps Dodge (PD) tailings. Therefore, as an existing facility, this application is being reviewed under Best Available Demonstrated Control Technology (BADCT) Rules A.A.C. R18-9-B205. The designer has identified the chlorination unit as the design improvement, which will be upgraded to bring the facility closer to the treatment needs which would allow the facility to produce Class B Reclaimed Water.

An EPA order [Docket No. IX-FY90-33] was issued to PD on August 20, 1990, requiring the Town of Clarkdale to cease discharging effluent to the PD tailings by April 1, 1991, and for PD to cap these tailings to prevent seepage from carrying more pollutants to the Verde aquifer, i.e., the Verde River. This order was amended November 19, 1990 [item 1.e of the correction plan] to allow PD and Clarkdale to work on this problem and report on progress Quarterly. This quarterly reporting is still ongoing, the PD tailings area remains uncapped and the effluent is still being deposited on that tailings. All monitoring from the wells on the PD tailings have not indicated any seepage of pollutants to the Verde Aquifer.

On April 29, 1991 the Town of Clarkdale and Phelps Dodge Development Corporation submitted an application for an APP. That APP was public noticed and had a public hearing on August 20, 1994 for both APP No.'s 100715 (the un-constructed WWTP) and 101076 (PD Clarkdale Tailings). An appeal to that issuance was filed by Save our Lovely Valley Environment (SOLVE), a Sierra Club Chapter. A finding that the two permits issued were "reasoned and thoughtful" was entered and the issuance was completed.

An APP was subsequently issued (Inventory number 100715) on September 25, 1995, for a new 500,000 gpd wastewater treatment plant (WWTP) proposed to be constructed on land adjacent to the existing WWTP. That proposed WWTP treatment was to be an oxidation ditch

with denitrification, filtration and UV disinfection, which would meet new facility BADCT and would be capable of producing Class A+ effluent which was permitted (R-100715) for reuse in the adjacent proposed Verde Valley Ranch residential development. This facility has never been constructed and the proposed subdivision has not been developed. Discharge to the tailings has continued.

Along with the application submitted to ADEQ for the existing facility, the Town has given a date of submittal to ADEQ for the plans to construct a new WWTP facility to be completed in the next three years and to provide BADCT approvable treatment and Class A+ reclaimed water for reuse. Also, the engineering report will include a submittal for a new facility APP application and an AZPDES application for the new WWTP facility.

Staff has composed a proposed letter of response.

Town Manager Mabery stated they had reviewed a draft letter to ADEQ and discussed the following items listed in the letter that Clarkdale would like to see changed in the Fact Sheet and draft Aquifer Protection Permit for the Town of Clarkdale wastewater treatment plant:

January 13, 2006

Arizona Department of Environmental Quality Water Quality Division – Wastewater, Recharge & Reuse Unit  
Attn: Donald Bell  
1110 W. Washington St., Mail Code 5415B-3  
Phoenix, Arizona 85007

Re: Town of Clarkdale  
Aquifer Protection Permit 105414  
Publication Date: December 21, 2005  
Comments Due: January 20, 2006

Dear Mr. Bell:

On behalf of the Town of Clarkdale, please accept the following information as the Town of Clarkdale's formal response to the Fact Sheet and draft Aquifer Protection Permit for the Town of Clarkdale Wastewater Treatment Plant:

**APP Fact Sheet:**

General Comments – All references to Clarkdale should be to the "Town", not the "City".

Page 2 of 12, 5<sup>th</sup> paragraph – The Fact Sheet refers to the

Town's effluent disposal site as a "park". In order to match the permit language (Page 2 of 29, Item 2.1 of the draft permit) and adequately portray the project to the public, the reuse site should be referred to as "the VRIC Irrigation site".

Page 3 of 12, 1<sup>st</sup> paragraph – The projected completion date for the Town of Clarkdale's new Water Reclamation Facility is July 31, 2008, not January 31, 2008. Additionally, the Town plans to submit the APP application for the new facility by April 1, 2008, not January, 2008. Although these dates are not pertinent to the compliance schedule for this permit, the Town would like them corrected in the Fact Sheet so that the public has the most accurate information available.

Page 3 of 12, bottom paragraph. Sludge has been hauled off site by a contractor (Synagro) for disposal at an approved facility, but not necessarily to the Cottonwood WWTP. Please delete the reference to the Cottonwood WWTP.

Page 4 of 12, top paragraph. The reclaimed water main is 8 inches, not 10 inches.

Page 4 of 12, 2<sup>nd</sup> paragraph – This paragraph would lead the reader to believe that the pipeline will be installed by January 2006, when, in fact, the permit, as currently drafted, allows for that phase of the project to be completed in July, 2006. However, in a meeting between Town Staff and yourself on November 1, 2005, the Town indicated that the Town could be able to meet a compliance date for construction of the pipeline of 9 months from the expected January, 2006 permit issuance (September 30, 2006). It was our understanding that the permit would reflect that date. We request that both the Fact Sheet and the draft Permit be corrected to reflect that the Town will have 270 days from the date of permit issuance to construct a pipeline extending upstream along Bitter Creek and delivering effluent to the Verde River Iron Company (VRIC) slag reclamation facility and Irrigation Site, in order to cease discharges to the Clarkdale Tailings.

Page 7 of 12, Table. The Longitude for POC No. 3 is 112 Degrees 02' 00". The tables in the APP also need to be updated on pages 4 of 29 and 22 of 29.

Page 10 of 12, Item #3 – The July 30, 2006 date should be changed to 270 days from the date of permit issuance, as referenced above.

Page 10 of 12, Item #4 – There is a reference to the Virgin River. Should this be either the Verde River or Bitter Creek?

### APP No. P-105414

General Comments – All references to Clarkdale should be to the "Town", not the "City".

Page 4 of 29 – The Longitude for POC No. 3 is 112 Degrees 02' 00".

Page 16 of 29, Compliance Item #3 – We request that the draft Permit be corrected to reflect that the Town will have 270 days from the date of permit issuance to construct a pipeline extending upstream along Bitter Creek and delivering effluent to the Verde River Iron Company (VRIC) slag reclamation facility and Irrigation Site, in order to cease discharges to the Clarkdale Tailings, as reflected in our comments above.

Page 16 & 17 of 29, Compliance Item #4 – References the Virgin River. Please correct.

Page 18 of 29, Table 1A - The fecal coliform needs to be monitored at the reuse site, not at the WWTP, because the chlorine contact time occurs in the pipeline.

Page 22 of 29 - The Longitude for POC No. 3 is 112 Degrees 02' 00".

In closing, the Town of Clarkdale would like to reiterate that all dates listed in the Compliance Schedule should be triggered from the point of issuance of the Permit. With that in mind, the date specific that is listed in the draft permit under Compliance Item #3, should be changed to "On or before 270 days from the date of permit issuance".

**AGENDA ITEM: WORKSESSION** – A worksession to discuss and review a draft 5-Year Staffing Projections Plan.

Administrative Services Director/Town Clerk Driscoll reviewed the draft 5-Year Staffing Projections Plan. The development of the plan was initiated as a result of the 2004 Strategic Planning Session. Most of the staff additions are based on trigger points that are plotted in the fiscal year that it is anticipated they will occur. The Plan is a guide that will be updated annually. Implementation will depend on funding.

Discussion followed as to the necessity of adding

staff due to the increased workloads due to growth.

**AGENDA ITEM: RESOLUTION** – Discussion and consideration of a Resolution amending the Town of Clarkdale Personnel Policies and Procedure Manual.

Administrative Services Director/Town Clerk Driscoll reviewed the proposed changes to the Personnel Policy:

Section 1 – Changes to this section clarify that employees may be terminated at any time for any legally acceptable reason, even after the probationary period.

Section 2 – The Town cites Independence Day as a holiday; however most employees are required to work on that day. Currently some hourly employees receive overtime for the hours worked on this day, while other hourly employees do not, depending on whether or not they have worked the remainder of their normal hours during the rest of the week. Since some employees are required to work only a couple of hours on Independence Day, they have to manage to get in the balance of their normal hours some time in the remaining days of the week to receive holiday pay. Staff proposes paying overtime to all hourly employees who are required to work on Independence Day.

Section 3 – The Paid Time Off (PTO) schedule has been modified. The previous chart gave accrual hours only for employees who worked 80 hours per pay period. The chart did not compute PTO for part-time employees and shift work employees, though it was “understood” that for these employees PTO was pro-rated. The new chart computes PTO earned on an hourly rate which can easily be multiplied out for part-time employees. PTO hours earned for fire department personnel are depicted in “shift rate hours”. The PTO hours earned on the new chart are the same as the old chart; the information is just presented in another way, except for a new category for FLSA Exempt, Non-Department Head Employees. This is a new category which staff is proposing be added. The current personnel policies were written before the Town had management-level employees (Planning Manager, Public Works Manager, etc.). These employees are

salaried and have management responsibilities; however they receive the same amount of Paid Time Off as hourly employees. This new category increases PTO for management-level employees to midway between hourly employees and Department Heads.

Section 4 – Reformatting only, no new content. The Illness Bank (IB) table was also changed to make it easier for employees to understand and compute out to the number of worked.

Section 6 – No significant changes. It was noted in the committee meeting that, if there is an emergency, employees cannot always get authorization in writing in advance to work overtime. Therefore, some changes have been suggested to address this.

Section 11 – In the current policy, employees are required to submit to drug testing if they are involved in an accident during work hours. There was a concern that the existing wording could be taken to the extreme. The revised wording requires an employee to submit to drug testing if there is a fatality, an injury or damage above \$500. However, supervisors, with the permission of the Town Manager, may require an employee to undergo substance abuse testing at any time if suspicion warrants it.

Section 14 – Instead of having to change the Manual every time there is a redefinition of “FLSA exempt” (salaried) employees, this is denoted in the salary schedule.

Section 15 – The naming of Department Heads in this section is not necessary, and will also be denoted in the salary schedule.

Section 22 – The Email and Internet Policy, which was discussed above, is inserted here.

Discussion followed regarding how the Paid Time Off system works and regarding the requirement for drug testing after an accident.

Vice-Mayor Wiley moved to approve Resolution #1176 replacing Resolutions #1086 and #1097, adopting the Town of Clarkdale Personnel Policies and Procedures Manual. Councilmember Wills seconded and the motion passed unanimously.

**AGENDA ITEM: FUTURE AGENDA ITEMS -**

Listing of items to be placed on a future council agenda. There were none.

**AGENDA ITEM: ADJOURNMENT -** With no further business before the Council, and without objection, the meeting adjourned at 8:14 p.m.

**APPROVE:**

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Doug Von Gausig, Mayor

**ATTEST:**

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Joyce Driscoll, Town Clerk

**SUBMIT:**

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Charlotte Hawken, Admin. Assistant