

Minutes of a Special Meeting of the Common Council of the Town of Clarkdale Held on Tuesday, May 22, 2007

A Special meeting of the Common Council of the Town of Clarkdale was held on Tuesday, May 22, 2007 at 6:00 p.m. in Room M137 at Yavapai College, Black Hills Drive, Clarkdale, Arizona.

Town Council:

Mayor	Doug Von Gausig
Vice Mayor	Jerry Wiley (absent)
Councilmember	Frank Sa
	Patricia Williams (absent)
	Curtiss Bohall

Town Staff:

Town Manager	Gayle Mabery
Ass't to the Town Manager	Janet Perry
Public Works Director	Steven Burroughs
Finance Director	Carlton Woodruff
Police Chief	Patrick Haynie
Fire Chief	Don Eberle
Community Dev. Dir.	Sherry Bailey

Others Present: Robyn Prud'homme-Bauer, Ellie Bauer, and others whose names were not legible.

AGENDA ITEM: CALL TO ORDER –

Mayor Von Gausig called the meeting to order at 6:01 p.m. and noted that Vice Mayor Wiley and Councilmember Williams were absent.

AGENDA ITEM: PUBLIC COMMENT – No public comment.

Robyn Prud'homme-Bauer, Clarkdale, noted that there is still some work to be done to the entry sign that was installed on Highway 89A. They plan to be done by June 15. She also noted that the copper banners are ready to be hung on Main Street and the caboose sign will be done in 2-3 weeks.

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 are approved with one motion. Any items may be removed for discussion at the request of any Council Member.

Councilmember Sa moved to approve the Consent Agenda items. Councilmember Bohall seconded

and the motion passed unanimously.

A) BOARD & COMMISSION RESIGNATION – Acceptance of a resignation from Ron Black from the Parks and Recreation Commission.

B) BOARD & COMMISSION APPOINTMENTS – Approval of a Resolution making appointments to the Parks and Recreation Commission.

C) DISPOSAL OF TOWN PROPERTY – Approval of a list of Town Property to be auctioned.

D) PERFORMANCE BOND RELEASE - Approval of a resolution releasing a portion of performance bond No. SU5019742 for improvement completed in the Mountain Gate Development by Empire Residential Companies.

AGENDA ITEM - AMENDMENT TO MOUNTAIN GATE DEVELOPMENT

AGREEMENT – Discussion and consideration of an amendment to the development agreement with Empire Companies regarding the use and maintenance of recreational facilities in the Mountain Gate Development.

Community Development Director Bailey presented the following staff report:

Background: *Tabled from the February 13, 2007, Clarkdale Council Meeting.*

As part of the Preliminary Plat approval stipulations for the Mountain Gate Subdivision staff was directed to amend the development agreement to meet the stipulation. Staff has worked with the developer to provide for joint use and maintenance of the soccer field, restroom, trail head, tot lot park and the proposed dog park area. Also included is an annual negotiation of the town costs.

Current negotiations have been with the developer, however, future negotiations regarding the facilities will be with the Home Owners Association. Staff has included reference to the HOA in the agreement. The Town Attorney has reviewed this amendment.

Recommendation:

To approve an amendment to the development agreement with Empire Companies regarding the use and maintenance of recreational facilities in the Mountain Gate Development.

Discussion included the following issues:

1. The location of future dog park. Current water treatment area will be converted to the dog park when the treatment area is decommissioned.
2. Clarification of town costs/in-kind.
3. Concern about whether annual negotiations will work and the maintenance will be kept up.
4. The agreement not allowing the town to opt out in the first five years.
5. The ability to work out an annual understanding of the costs of maintenance and the inability to opt out of the agreement.
6. Irrigation being provided by effluent.
7. Soccer field being for youth soccer.
8. The original development agreement, which this is an amendment to, provides for mediation.
9. Homeowners association (HOA) will eventually be the other party not the developer.
10. Legal advice received was that the developer is the HOA so they are obligating the HOA.
11. Original discussion by the town was for the parks to be dedicated.
12. Possible differences between the parties.

Community Development Director Bailey noted blanks on pages 3 and 4:

18.1 – “Third phase of development”

18.2 – Blank should say, “

Discussion of location of tot lot, which was a design review board stipulation.

Mayor Von Gausig moved to approve an amendment to the development agreement with Empire Companies regarding the use and maintenance of recreational facilities in the Mountain Gate Development, with changes on page 3, 18.1

And page 4, 18.2, general maintenance and watering of a field, dog park situated over the effluent disposal site and a second tot lot added at the end of Cabaria. Councilmember Sa seconded and the motion passed unanimously.

AGENDA ITEM - FIVE-YEAR STAFFING PLAN – Discussion and consideration of adopting the 2007 Five Year Staffing Plan.

Town Manager Mabery noted that staff prepared the first plan last year and informed the Council that it would be revised annually. She noted an omission in the chart at the end.

Mayor Von Gausig stated the 06/07 year lists positions filled except the building inspector. Town Manager Mabery discussed year 07/08. She previously proposed a split of the Administrative Services Director and Town Clerk. She now proposes eliminating the Administrative Services Director and replacing that position with an Assistant Town Manager. The Assistant Town Manager would do human resources and would supervise Parks and Rec, ICT, the library. She anticipates a full time HR person and adding an administrative assistant for the Assistant Town Manager in 09/10. They will be adding a full time records clerk for the Town Clerk.

Finance Director Woodruff stated he is proposing a full time accounting clerk in 07/08 and a fulltime utility clerk. He noted the duties of these positions. They could take on water billing in December, so they would not hire the fulltime utility clerk until October or November.

Town Manager Mabery stated she is proposing a split of the Public Works Director position and create a Utilities Director. She is also proposing hiring a water utility manager under the Utilities Director.

A fulltime Utility Technician is also proposed in 07/08 in the anticipation of the town taking over billing and minor service orders.

Discussion followed as to changes in what water items the town will take over from the City of Cottonwood. It was noted that primarily customer service will be handled by the town. Public Works Director Burroughs stated he is proposing a half time grounds lead worker and half time custodian in 07/08. He is also proposing a full time Project Inspector that would reduce the need for the town to contract with engineers to provide some of these services.

Police Chief Haynie proposed adding one position a year to keep up with the population. Commercial growth could result in a bigger impact. As they add officers, more supervisors needed to retain span of control. The supervisor position in 08/09 may be a Lieutenant.

Discussion included:

Having the Animal Control Officer be a certified officer.

Starting process of collecting traffic data on Clarkdale streets.

Town Manager Mabery noted that Community Development does not propose any additional staff in 07/08. the magistrate will add a part time court clerk. With the current full time clerk they need additional coverage. They anticipate increasing the magistrate to two days a week in 08/09. The Magistrate currently works more than one day a week at times. Budget numbers include all the employees listed in the plan for 07/08.

Councilmember Bohall moved to approve the May 2007 Five-Year Staffing Plan for the Town of Claarkdale, with the following changes: for 07/08 add under the Water Utility column one fulltime Water Technician and a Water Utility Manager and for 08/09 add one full time Water Technician and one part time Court Clerk. Councilmember Sa seconded and the motion passed unanimously.

AGENDA ITEM - BUDGET WORKSESSION – A work session to discuss the FY 2007-08 Budget.

Finance Director Woodruff stated this work session concerns the Enterprise funds: wastewater, sanitation, cemetery and perpetual care. His presentation and discussion included the following issues:

1. Budget requests
2. Wastewater cost centers
3. Assumptions
4. Financing new wastewater treatment plant.
5. Sewer operations and maintenance.
6. Chemical testing cost increases.
7. New expenses under personnel.
8. Budgeted revenues.
9. Sale of effluent.

10. Possible change of wastewater fees.
11. Sludge removal, revenue derived from a portion of user fees.
12. Line replacement revenue and expenses.
13. Cycle for replacing lines.
14. Plant and equipment expenses.
15. Estimate of costs for closure of wastewater treatment plants.
16. Process for closing the existing plant.
17. Construction of a plant and equipment.
18. Loans for new plant construction and sources of revenue to repay loans.
19. Lift station revenues and expenses.
20. Wastewater development projects.
21. Capacity fees.

Discussion about the Sanitation Enterprise fund included the following issues:

1. Operation and maintenance costs, revenues and projections.
2. Personnel that are allocated to this fund.
3. Deriving salary costs allocated to this fund.
4. Figuring workman’s compensation for positions with multiple duties.

Discussion of the Cemetery Enterprise fund included the following issues:

1. Budget requests.
2. Idea of columbarium.
3. Operations and maintenance, revenue and expenses.
4. Perpetual care revenue and expenses.
5. Watering of cemetery with reclaimed water. The Highlands development will be constructing the effluent line to the cemetery.
6. Capacity of the cemetery.
7. Need for improved accounting procedures for the cemetery fund.
8. Perpetual care expenditures and revenues.

Mayor Von Gausig complemented Finance Director Woodruff on the budget process. He stated he

appreciates his efforts to make work sessions go smoothly.

AGENDA ITEM: FUTURE AGENDA ITEMS -

Listing of items to be placed on a future council agenda. None.

AGENDA ITEM: ADJOURNMENT - With no further business before the Council and without objection the meeting adjourned at 7:46 p.m.

APPROVED:

Doug Von Gausig, Mayor

ATTESTED:

Joyce Driscoll, Town Clerk

SUBMITTED:

Charlotte Hawken, Admin. Assistant