

## Minutes of a Regular Meeting of the Common Council of the Town of Clarkdale Held on Tuesday, March 13, 2007

A Regular meeting of the Common Council of the Town of Clarkdale was held on Tuesday, March 13, 2007 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
	Curtiss Bohall

**Town Staff:**

Town Manager	Gayle Mabery
Community Dev. Dir.	Sherry Bailey
Deputy Town Clerk	Walt Good
Finance Director	Carlton Woodruff
Public Works Director	Steven Burroughs
Police Chief	Pat Haynie
Ass’t to Town Manager	Janet Perry
ITC Coordinator	Peter deBlanc
Fire Chief	Don Eberle
Public Works crew	K.C. Bailey
Finance Director	Carlton Woodruff

Others in attendance: Robyn Prud’homme-Bauer, Carol Johnson, Roy Buck, Brian Nicoll, Ida deBlanc, Tomas Bialek and Susanna Struble.

**AGENDA ITEM: CALL TO ORDER** - Mayor Von Gausig called the meeting to order at 6:02 p.m. and noted that all Council members were present.

**AGENDA ITEM: PUBLIC COMMENT** –

**AGENDA ITEM: INFORMATIONAL REPORTS-**

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

1. He took staff group and department pictures.
2. He met with Supervisor Davis on the proposed new roads impact fees and the proposed new road projects over the next 20 years.
3. He and Town Manager Mabery went to

Camp Verde for the monthly Mayors and Managers meeting. Topics included the Verde Valley Leadership Program, impact fees, water, and Yavapai-Apache Proposition 202 distributions.

4. He met with the Natural Resources Committee in Cottonwood. Topics included the upcoming WAC agenda, including a new proposal for of treatment of “Exempt Wells” and obtaining extraction levels to make informed decisions.

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

1. The continuing meetings with Cottonwood and Sedona for a regional Police Dispatch. This appears a reality and should come before the council in the next few months.
2. The drought meetings were not well attended and more meetings will need to be scheduled for May when Stage One goes into effect. There will probably be a mailing of information also. The main question at the meetings was, “Is the Town going to regulate the amount of my usage?” The answer is, no, the Town is going to regulate the times and days you may do certain activities.

**NACOG** - A report regarding Northern Arizona Council of Governments. Vice Mayor Wiley stated the group has petitioned the governor for a greater portion of the highway funds than is currently allocated. They approved the 2008 social services block grant allocations, which covers seniors, children single parent families and developmentally disabled people. There is a question as to the status of quasi-governmental entities being subject to the open meeting law - on the advice of our counsel, we have asked for a ruling from the attorney general.

**NAMWUA** - A report regarding Northern Arizona Municipal Water Users Association. Mayor Von Gausig reported that he had a phone meeting with

the NAMWUA officials to discuss their position on water related legislation - 8 to 10 bills are before the legislature.

**WAC** - A report regarding Yavapai County Water Advisory Council. See Mayor's report above.

**CATS** – A report regarding Cottonwood Area Transit System. No Report

**COCOPAI** - A report regarding Coconino Yavapai Resource Conservation District. No Report

**VVLPI** – A report regarding Verde Valley Land Preservation Institute. Councilmember Williams reported that the meeting was held in Clarkdale on March 12, 2007. A discussion was held with Mr. Bud Myers, the owner of the Fox Ranch. In question is whether he needs to request permission from VVLPI to sell 4 acres to a developer for access to his property. Dawn Lorenzo gave a grant status report. Bob Rothrock reported on the Regional Planners Meeting and handed out postcards from the Land Trust Alliance regarding new federal legislation.

**Prescott/Coconino Management Plan** – No report.

**VVTPO** – A report regarding Verde Valley Transportation Planning Organization. Councilmember Bohall reported that the next meeting of the VVTPO will be March 28, 2007 and then every other month. He also reported on the Central Arizona Regional Transportation Study and the need to gain information on some proposed long term projects.

**VERDE RIVER BASIN PARTNERSHIP -**

Mayor Von Gausig discussed the support that they had received from Senator McCain for the partnership and that if communities felt they did not have a voice they needed to join and participate. Congressional Representative Renzi has also got behind the partnership and feels they are the official spokesman.

**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 requested items B, C, and D be pulled from consent for discussion. Vice Mayor Wiley moved that the consent items A, E, F, and G be accepted and approved with no changes, seconded by Councilmember Williams. The motion passed unanimously.

Item B – Discussion about whether this was the last payment to Waste Management. Finance Director Woodruff replied that we will continue to be billed for roll offs, but this is the last monthly billing on the Town Trash Contract. Councilmember Sa moved to approve Item B. Councilmember Bohall seconded and the motion passed unanimously.

Item C – Discussion about the minutes of a Board of Adjustment meeting, at which Normalinda Zúñiga read a presentation for her parents. Councilmember Sa questioned if this was a Conflict of Interest with her being a Town employee and working for Community Development. Community Development Director Bailey said that Normalinda Zúñiga was not at the meeting at the request of the Town and had just read her parents presentation, as they were ill. Town Manager said she would check with the town attorney to see if it was a conflict of interest. Councilman Sa moved to approve Item C. Vice Mayor Wiley seconded and the motion passed unanimously.

Item D – Discussion about the following:

1. Administrative problems at the Magistrate Office - were amended reports needed for prior months? Town Manager Mabery reported that the errors found had no bearing on the monthly report but were related to other administrative steps.
2. On the Police report for Town Ordinances' Violation - if that is related to the new covered load ordinance. Town Manager Mabery stated that Ordinance 300 does not go into effect until March 15, 2007, thirty days after it was passed. She also mentioned that this is February's report.
3. The Capital Projects Report - what the financing is for the \$3,000,000.00 shortage to fund the Waste Water Plant. Town

Manager Mabery stated that the Town is requesting a WIFA loan to make up any shortage of funds.

Councilmember Sa Moved to approve Item D. Vice Mayor Wiley seconded and the motion passed unanimously.

**A. Approval of Minutes of the Common Council**

– Approval of the minutes of the Regular Meeting held February 13, 2007, and the two (2) Special Meetings held February 27, 2007.

**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.

Planning Commission - 2/20/07

Board of Adjustments - 2/28/07

Design Review Board - 2/14/07

Library Advisory Board - 2/1/07

Parks and Recreation Board - 2/5/07 & 2/22/07

Heritage Conservancy Board - 2/21/07

**D. Reports – Approval of written Reports from Town Departments and Other Agencies.**

Fire Department Report and Mutual Aid

Responses Report - February 2007

Magistrate Court Report – February 2007

Building Permit Report – February 2007

Police Department Report – February 2007

Cottonwood Area Transit System (CATS)

Operational Report – January 2007

Verde Valley Humane Society – January 2007, February 2007

Capital Project Report - February 2007

**E. REIMBURSEMENT AUTHORIZATION** –

Approval of request from Town Manager to authorize reimbursement for Judge Cipriano’s additional time spent streamlining and correcting operational procedures.

**F. MASTER TRAILS RESOLUTION #1220 -**

Approval of a resolution forming an ad hoc Verde Valley Regional Trail Plan Committee.

**G. RESOLUTION #1221 FOR PERFORMANCE BOND RELEASE -**

Approval of a resolution of the Common Council of the Town of Clarkdale, Arizona, releasing performance bonds No. SU5013712, 5019743 and SU5013728 for improvements completed by Empire Companies.

**AGENDA ITEM: PROCLAMATION** –

Declaring Roy Buck an honorary citizen of the Town of Clarkdale.

Vice Mayor Wiley presented the proclamation to Mr. Buck.

**AGENDA ITEM: WORKSESSION ON IMPACT FEES** – Worksession on Preliminary Impact Fee Study.

Community Development Director Bailey made a presentation on the Impact Study. She stated the council members had not had enough time to review it. Impact Fees are based on what new buildings would cost the Town in order to maintain the current level of service without additional taxation on existing property owners. Impact fees were arrived at with Council direction on service levels and current levels of support. Community Development Director Bailey told everyone that this is a DRAFT Development Impact Fee Study and is for discussion purposes only, then referred the Council to page 6 for the Arizona Impact Fee Enabling Act. She went through the study by sections.

**Page 13 - Civic Facilities** – building square footage is off. It only reflects the administration building - not finance, community development or public works square footage. MuniFinancial will have to make a correction and recalculate. Vice Mayor Wiley asked if the \$150 a Square foot was a realistic number. Director Bailey relied that that was a remodel price for existing facilities and that MuniFinancial would rework those numbers after the new Facilities Management Plan is made and accepted by Council. Town Manager Mabery informed Council that the Impact Study was an item that would have to be revisited about every 3 years to ensure that it reflected the current cost and needs.

**Page 16 - Library section** was correct as submitted. Vice Mayor Wiley asked if that included

parking. Director Bailey replied that parking was covered in a different area.

**Page 19 - Parks** does not include the discussed new master park, only the current facilities and levels of service.

**Page 22 - Police** - Shows existing facilities and needs to include the future vehicles equipped with computers and cameras.

**Page 25 - Traffic Facilities** - Willdan did a review of traffic about four months ago and that information needs to be factored in. Community Development Director Bailey reviewed the residential versus the non-residential properties. The numbers are defensible but she would like direction from Council on how they would like the impact fees to relate to proposed growth of commercial and industrial areas. Do they want to defer the cost over all or bare it solely on the non-residential? Council discussion directed staff to get information from local and regional areas on how they approach the issue and bring that back for discussion and further direction. *Susanna Struble*, Town Engineer with Willdan, said that the Town gets other benefits from commercial property. Director Bailey said there is also a difference between "Big Box" and smaller commercial operations as far as the impact they cause on infrastructure.

**Page 29 - Wastewater Connection** - The numbers need to be review as the plant capacity extension in 2011 is not a new plant.

**Page 35 - Water Connection Fee** - Needs to be by meter size.

Council discussion on the report:

1. Vice Mayor Wiley asked if this should be indexed to prepare for future price increases. Town Manager Mabery said that is one way to do it but revisiting the impact study every few years makes sounder sense, as the Town may elect to change service levels and that would change the fees.
2. Councilmember Sa asked if this would cover the Town's inadequacies. Director Bailey stated that impact fees can only be changed on

existing levels of service and this report deals with those existing levels.

3. Councilmember Sa thanked Director Bailey for including the 20 questions with the staff report as it was very educational and eye-opening.

**AGENDA ITEM: WILLDAN CONTRACT AMENDMENT** - Discussion and consideration and possible approval of a contract amendment for additional services to Willdan's current contract with the Town of Clarkdale.

Public Works Director Burroughs made a presentation on the Willdan Contract. Susanna Struble, the Town Engineer with Willdan, was in the audience to answer any questions. Mayor Von Gausig asked if the funds were in the budget. Town Manager Mabery replied that funding was included in the Water Company Purchase funds. Vice Mayor Wiley questioned what portion of the existing pipeline in the project needed soil testing. Director Burroughs said none of the existing pipeline, just the area of connection.

Vice Mayor Wiley moved to approve the Willdan Contract Amendment for \$91,274.50. Councilmember Bohall seconded and the motion passed unanimously.

**AGENDA ITEM: WORKSESSION** – A worksession to discuss the 2007-2008 Fiscal Year Budget process.

Finance Director Woodruff made a presentation on the budget process for the 2007-2008 year. The budget process will be like last year. Finance Director Woodruff will review last fiscal year (FY), compute an estimation of the current FY and add in budget requests for next FY to formulate a projection. Council will review the preliminary budget at their June regular meeting and adopt it at their June special meeting.

Some information to be aware of:

1. Property Tax Levy has to be done in the third week of August.
2. The Fire District will appear as a one line item this budget as they will be taking over there own expenditures in November. Town Manager Mabery informed the Council that this does not

become funded until November negotiations with the Fire District now that the Town will fund the Fire District operation July to November 2007, and then the District will pay the Town back for those expenditures over the next two FY. When this agreement has been worked out it will come to Council for approval

**AGENDA ITEM: FUTURE AGENDA ITEMS –**  
Listing of items to be placed on a future council agenda.

1. Mayor Von Gausig - Worksession on easement temporary signage problem.
2. Councilmember Sa - Update on the copper signs on Main Street.
3. Signs – Town Manager Mabery stated she would forward an update in this week’s Weekly Report.

**AGENDA ITEM: ADJOURNMENT** - With no further business before the Council and without objection the meeting adjourned at 8:45 p.m.

**APPROVE:**

\_\_\_\_\_  
Doug Von Gausig, Mayor

**ATTEST:**

\_\_\_\_\_  
Walt Good, DeputyTown Clerk

**SUBMIT:**

\_\_\_\_\_  
Charlotte Hawken, Administrative Assistant