

Minutes of a Special Meeting of the Common Council of the Town of Clarkdale
Held on Tuesday, October 23, 2007

A Special meeting of the Common Council of the Town of Clarkdale was held on Tuesday, October 23, 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
	Curtis Bohall

Town Staff:

Town Manager	Gayle Mabery
Town Attorney	Rob Pecharich
Ass’t to the Town Manager	Janet Perry
Finance Director	Carlton Woodruff
Police Chief	Patrick Haynie
Town Clerk	Kathy Bainbridge
Public Works Director	Steve Burroughs
Deputy Town Clerk	Walt Good
Water Utility Manager	Patsy Olsen
ICT Coordinator	Peter deBlanc
Building Official	Mike Baker
Community Development Dir.	Sherry Bailey

Others Present: Drake Meinke, Robyn Prud’homme-Bauer, Carol Johnson-Willdan, Susanna Strable-Willdan, Ellie Bauer and Charles Sculley.

AGENDA ITEM: CALL TO ORDER –

Mayor Von Gausig called the meeting to order at 6:01 p.m. and noted that all Councilmembers were present.

AGENDA ITEM: PUBLIC COMMENT

Robyn Prud’homme Bauer, Clarkdale, thanked the Town’s Public Works Department for their help on the Clarkdale Chamber Family Fun Fest held on October 16, 2007 in the park. The event was a huge success and the Chamber is interested in doing the event again next year. She stated that her heart is happy that the Town now makes staff reports available to view on the Town’s Website. League of

Women Voters is co-sponsoring a public workshop “Creating a Landscape Vision for the Verde Valley” on November 8, 6 to 8:30 PM at the Cottonwood Public Safety Building on Sixth Street.

Drake Meinke, Clarkdale, informed Council of the professionally restored furniture the Heritage Conservancy Board has on display in the Ladies Lounge

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.

Vice Mayor Wiley moved that the Consent Agenda be approved as submitted. Councilmember Sa seconded and the motion passed unanimously.

A) **Resolution Adopting New Building Permit Fees** – Approval of Resolution # 1248 replacing Resolution # 1209 increasing the Building Permit Fees.

B) **Grant Application** – Approval of a grant from Verde Valley Employee Benefit Pool in the amount of \$420.00.

AGENDA ITEM: GRANT APPLICATION – Discussion and consideration to apply for the “Preserve America Community” grant designation.

Deputy Town Clerk Good and Drake Meinke made presentation to the Council on the proposed “Preserve America Community” designation.

Councilmember Williams moved to approve the “Preserve America Community” designation. Vice Mayor Wiley seconded and the motion passed unanimously.

AGENDA ITEM: WORKSESSION TO DISCUSS TOWN’S ENGINEERING SERVICES AND REQUIREMENTS

Public Works Director Burroughs made a presentation to Council on the various aspects of

support and the types of engineering services required by the Town. He listed the services that are provided and the different types of engineering disciplines the town receives from its engineering firms. The City of Cottonwood and the City of Sedona informed him that staff engineers mainly do project review and plan review. At present, plan review is done by Willdan and the applicant is billed for the service. Willdan has the capacity to do all listed items including everything that Stantec now provides.

Do we need two engineering firms? When we have two major projects going at same time the project is sent out for firms to submit their qualifications. The Town currently has Willdan working on water issues and other Town engineering services and Stantec is working on wastewater and the Broadway Water Reclamation Facility. Rates are compatible between the two companies. Having Stantec on wastewater will be a more expedient time frame for the Town.

Councilmember Sa stated that he spoke with other communities and concluded that it is financially beneficial for the Town to continue to do business the way we are doing it and not try to provide those services ourselves.

AGENDA ITEM: ADDENDUM TO CONTRACT BETWEEN WILLDAN AND THE TOWN OF CLARKDALE FOR DEVELOPMENT OF A WATER CODE FOR THE TOWN OF CLARKDALE

Town Manager Mabery presented the proposed changes to the Willdan Contract for the development of the Town's Water Code. The expense has changed from \$9,900.00 to \$17,400.00.

Mayor Von Gausig asked what Willdan has contributed and what benefit has the Town derived from Willdan's efforts on this project? Why the original project amount was so badly missed and why the time allocated by Willdan was so poorly estimated? *Susanna Strable*, Willdan, stated the original scope for the project was to modify existing codes in force from other communities in the state. First draft showed that this was going to be a bigger project because it was not adaptable from other

codes. She feels the water code project may have been mismanaged by Willdan and the committee. Willdan reduced the amount of actual hours billed because of the possible mismanagement.

Mayor Von Gausig asked what did we get from Willdan? Ms. Strable Willdan provided research and discussion of ideas with staff, Willdan facilitated the process and brought forth answers on the methods used in other communities and then drafted a code that will work for Clarkdale.

Ms. Strable believes that the water conservation section should be part of this code but will not be in this version, a placeholder in the code sets this aside for the future.

Mayor Von Gausig asked if Willdan usually does code writing for communities. Ms. Strable stated yes, they have done this for other communities.

Mayor Von Gausig asked why this was mismanaged so badly. Ms. Strable answered there was a misunderstanding at the beginning of this project on what level of changes would be required to the template codes.

Mayor Von Gausig asked what the items that made the change were. Ms. Strable stated the hearing officer, over sizing pipes sizes and management decisions on other items that came from Council. Mayor Von Gausig asked if the Town was more difficult than other communities? Ms. Strable stated no, Willdan needed more meetings because the Town wanted to understand and asked more questions since it was a new water company owner.

Town Manager Mabery thought the committee could change other communities' templates also not accepting status quo and the Town's Water Code Committee questioning the process at every step to ensure that the water code was right for Clarkdale the process took much longer.

Mayor Von Gausig asked how the Town could be assured that the project would be completed in the new timeline. Ms. Strable stated that bringing three individuals from Willdan to the table for the final meetings ensured total Willdan commitment.

Town Manager Mabery stated most Water Codes are written as you go. However, the Town's was not

because it is a new owner and the committee wanted to do it right.

Mayor Von Gausig stated the Town wants to be assured that we will not be looking at an additional charge again. Town Manager Mabery stated she sees the information coming to a Council worksession on November 13, 2007.

Mayor Von Gausig wanted to know when the water conservation part would be done. Ms. Strable stated the code that is being presented contains the rules that the town will be using in performing the water supply business.

Councilmember Bohall asked what the City of Cottonwood's connection was in this process. Town Manager Mabery stated that the City of Cottonwood will be doing their own Water Code and some of the items being put forward by the Clarkdale committee would not be presented to Cottonwood Council.

Mayor Von Gausig asked if this was a reasonable price for what has been done and what will be presented to Council? Town Manager Mabery replied that this was a reasonable increase.

Vice Mayor Wiley moved that the Town approve the amended contract . Councilmember Bohall seconded and the motion passed unanimously.

AGENDA ITEM: TOWN MANAGER REVIEW –
Discussion of the review process for the Town Manager Contract.

Town Manager Mabery presented the process for the Town Manager's review and evaluation. Nothing has changed in the three events in the review process. First the process is being discussed tonight. Second, Town Manager Mabery will do a self evaluation and send it to the Council by October 30th. Finally, the Council will meet with the Town Manager for evaluation on November 13, 2007.

Mayor Von Gausig asked Town Manager Mabery if she was requesting under State Statues that the evaluation take place in an open Council meeting or if the evaluation could be conducted in Executive Session. Town Manager Mabery replied Executive Session and that Executive Session is scheduled for November 13, 2007, in the new Public

Works/Utility Conference Room.

AGENDA ITEM: FUTURE AGENDA ITEMS - A
listing of items to be placed on a future council agenda.

1. Worksession on Water Code
2. Worksession on Street Impact Fees
3. Worksession to review Waste Water Treatment Plant (WWTP) Design Plan
4. Worksession on WWTP Financing

AGENDA ITEM: ADJOURNMENT - With no further business before the Council and without objection the meeting adjourned at 6:52 p.m.

APPROVED:

Doug Von Gausig, Mayor

ATTESTED:

Walt Good, Deputy Town Clerk

SUBMITTED:

Charlotte Hawken, Admin. Assistant