

**Minutes of a Regular Meeting of the Common Council of the Town of Clarkdale
Held on Tuesday, October 9, 2007**

A Regular meeting of the Common Council of the Town of Clarkdale was held on Tuesday, October 9, 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:

Public Works Director	Steven Burroughs
Acting Town Manager	Sherry Bailey
Water Utility Mgr.	Patsy Olsen
Police Chief	Pat Haynie
Finance Director	Carlton Woodruff
Town Clerk	Kathy Bainbridge
ICT Coordinator	Peter deBlanc
Deputy Town Clerk	Walt Good
Water Utility Tech.	KC Bailey
Building Official	Mike Baker

Others in attendance: Casey Osbourne, Kevin Loving, David Murphy, Jules Osher, Joann Vanderstrap, Drake Meinke, Ellie Bauer, Lee Ann Collins

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 -

Ellie Bauer, Clarkdale, invited Council to the Clarkdale Chamber of Commerce Family Fun Fest at the Clarkdale Town Park on Saturday, October 13, 2007 from 9:00 AM to 3:00 PM.

AGENDA ITEM: INFORMATIONAL REPORTS -

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

1. Traveled to Washington D.C. with Freeport-McMoRan where an award was accepted for the tailings cover work that they did in Clarkdale.
2. Met with Town Manager Mabery and Bill Snyder, owner Clarkdale Highland Laundry, to discuss commercial water rates and possible changes to equipment.
3. Met with the Nature Conservancy Group in Flagstaff for a discussion regarding the future of the Verde River.
4. Traveled with Vice Mayor Wiley to Leadville, CO for the Mining Communities Summit at the invitation of Freeport-McMoRan. Both were very impressed with how mining has changed over the last 20 years and how companies like Freeport-McMoRan are cleaning up the legacy left behind from days when mining was less responsible.
5. Attended a Water Committee meeting with Town Manager Mabery, Mayor Joens and Acting Town Manager Jimenez from the City of Cottonwood. They discussed the Water Code, which will be presented to both Councils in the future. Later that day, he met with Town Manager Mabery, Mike Mongini and Ray Selna regarding concerns with the Highlands Subdivision roads.
6. Attended an area discussion on Proposition 207 regarding the implications for local governments, held at the Cottonwood

Public Safety Building. Later that day, he met with Town Manager Mabery and a lobbyist to discuss the possibility of forming a Verde Valley Government group which would help track state legislations concerning local governments.

7. Attended the Mayor's Regional Summit where economic issues and water were discussed. The group is discussing officially forming a Yavapai Association of Governments which would be a more formal force with the state legislature.

8. Met with Public Works Director Burroughs and Water Utility Manager Olsen to develop a monthly report on the Town's water resources. The report will probably contain current and past usage, well depth, pumping capacity, water level, along with the storage capacity in days.

TOWN MANAGER'S REPORT - A report from the Acting Town Manager, Sherry Bailey, on current events.

1. The first "Talk About the Town" will be held next week on Tuesday, October 16th, on the patio of the Verde Canyon Railroad at 7:00 p.m. The Mayor, some Council members, and staff will be present to answer resident's questions.

2. The Halloween route map has been prepared and is ready for distribution.

3. On November 7, 2007 at 6:00 p.m. ADEQ will hold an air quality review forum on Clarkdale Metals.

NACOG - A report regarding Northern Arizona Council of Governments. No report

NAMWUA - A report regarding Northern Arizona Municipal Water Users Association. No report.

WAC - A report regarding Yavapai County Water Advisory Council. Vice Mayor Wiley attended in the Mayor's absence and reported

that there was discussion regarding the bylaws.

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 in Sedona. Discussed the Fox Ranch conservation easement and planned a trip to the area for review. IRS tax reports are due and being completed. Next meeting is planned in the Clarkdale Men's Lounge.

VVTPO - A report regarding Verde Valley Transportation Planning Organization. No report.

VERDE RIVER BASIN PARTNERSHIP -NO REPORT

AGENDA ITEM - CONSENT AGENDA - The consent agenda portions 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 to approve the Consent Agenda items as submitted.
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 September 11, 2007 and the Special Meeting held September 18, 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 - September 17, 2007
Board of Adjustments - September 26, 2007

- Design Review Board - September 9 and 26, 2007
- Library Advisory Board - September 6, 2007
- Parks and Recreation Board - September 4, 2007
- Heritage Conservancy Board - September 19, 2007

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

- Building Permit Report – September 2007
- Capital Project Report - September 2007
- Magistrate Court Report - August 2007
- Police Department Report - September 2007
- Clarkdale Fire District Report and Mutual Aid Responses Report - September 2007
- Cottonwood Area Transit System (CATS) Operational Report - August 2007
- Verde Valley Humane Society – August 2007

E. Board & Commission Appointments –

Approval of Resolution Number 1246, appointing Winifred Bohall to the Library Advisory Board.

F. Board & Commission Appointments –

Approval of Resolution Number 1247, appointing Bill Regner to the Planning Commission.

G. APS Bicycle Grant – Acceptance of a funding grant from APS for a bicycle and safety equipment for an officer.

H. Census 2010 Program - Authorization for the Mayor to sign the registration form for the Town of Clarkdale to participate in the LUCA [Local Update of Census Addresses] Program as part of the Decennial Census 2010 preparation program.

AGENDA ITEM: - PRESENTATION

OSBORNE GROUP – Presentation by Mr. Osborne about the Osborne Group Operation. *Casey Osborne* made a presentation regarding the concept of Health Information Exchange and the benefits of the program. Some benefits of the program include reduced operational costs for the provider and a central accessible location for health records. A health provider would be able

to access the patient’s health records (with patient’s permission) to have complete medical information and history of treatments and medications. Current technology provides practitioners the ability to provide a higher level of patient services at reduced overhead. Patients would benefit by having health records available for review so that orders could be sent without delay to various providers along with having managed care for prescriptions. Mr. Osborne would like Clarkdale to become a member of the Advisory Board that the Osborne Group is setting up in January.

AGENDA ITEM: PRESENTATION BREAST CANCER AWARENESS MONTH

– Presentation by Ms. Rodriquez from the Yavapai County Community Health Services on Breast Cancer Awareness. *Ms. Virginia Rodriquez* of the Yavapai County Health Services Well Women Program provided Council with information on Breast Cancer and the need for yearly mammograms for women over 40. The program provides assistance for free or reduced costs for mammograms to uninsured and under insured women between the ages of 40 and 64. Women over 65 receive mammograms under Medicare. It was noted that men can get breast cancer also. Ms. Rodriquez stressed that early detection leads to a higher survival rate.

AGENDA ITEM - WORKSESSION BUILDING PERMIT FEE SCHEDULE –

Presentation and discussion on current building permit fee trends and practices.

Building Official, Mike Baker presented the proposed increases to the building permit fee schedule. The fees for newly constructed buildings were calculated using the Building Valuation Data Square Foot Construction Costs from the August 2007 issue of the Building Safety Journal, published by International Code Council, and Table 1-A, Building Permit Fees. Vice Mayor Wiley questioned the fees on solar, grey water and recirculation of hot water systems. Fees for conservation items were discussed, and Council requested that

conservation items be reviewed and fees reduced to encourage public utilization.

AGENDA ITEM - CONTRACT ON RECLAIMED WATER MASTER PLAN WITH TOWN ENGINEER – Discussion and consideration of the contract with Stantec for the Reclaimed Water Master Plan.

Public Works Director Burroughs presented Council the proposed Stantec Contract for the Reclaimed Water Master Plan. No new changes to the contract were made. ADEQ requires the Town to know where the effluent will be used before it can dispose of any amount over 250,000 gallons per day. Delay of approval can be very costly. Vice Mayor Wiley moved to accept the contract with Stantec for the Reclaimed Water Master Plan in the amount of \$145,044.00. Councilmember Bohall seconded the motion. Passed unanimously.

AGENDA ITEMS: FUTURE AGENDA ITEMS – Listing of items to be placed on a future council agenda. No new listings

AGENDA ITEM: ADJOURNMENT - With no further business before the Council and without objection the meeting adjourned at 7:28 p.m.

APPROVED:

Doug Von Gausig, Mayor

ATTESTED:

Kathy Bainbridge, Town Clerk

SUBMITTED:

Charlotte Hawken, Admin. Assistant

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 Contact 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