

Minutes of a Special Meeting of the Common Council of the Town of Clarkdale Held on Tuesday, November 27, 2007

A Regular meeting of the Common Council of the Town of Clarkdale was held on Tuesday, November 27, 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 Patricia Williams
Councilmember Curtiss Bohall
Councilmember Frank Sa - Absent

Town Staff:

Town Manger Gayle Mabery
Public Works Director Steve Burroughs
Finance Director Carlton Woodruff
Town Clerk Kathy Bainbridge
IT Coordinator Peter deBlanc
Interim Utility Director Ron Doba
Parks & Recreation Supervisor Dawn Norman

Assistant Town Manger Janet Perry
Community Development Director Sherry Bailey
Police Chief Pat Haynie
Deputy Town Clerk Walt Good
Water Technician KC Bailey
Waste Water Superintendent Mick McCullough

Others in Attendance: Robyn Prud'homme-Bauer, Ellie Bauer, Drake Meinke, Chris Simko – Stantec, Tracy Anderson – Stantec, Richard Dehnert, Cult Jeuff (sic)

CALL TO ORDER - Mayor Von Gausig called the meeting to order at 6:03 p.m. and noted that all Council members were present except for Councilmember Frank Sa.

PUBLIC COMMENT – Mayor Von Gausig informed the audience that the council could not reply to comments on items that were not on the posted agenda per state law. The Council is interested in the public's comments, but may not be able to respond other than to offer clarification or direct staff.

Robyn Prud'homme –Bauer, Clarkdale – Invited Council to attend the 21st Made in Clarkdale starting on December 7th.

Ellie Bauer, Clarkdale - encouraged Council to attend Made in Clarkdale. She also questioned when the Council moved to join the Verde River Basin Partnership and pay \$40,000.00 a year to support it. Mayor Von Gausig informed Ms. Bauer that he and Council could not reply to her question in Public Comment, but that if she would contact the Town Manager or himself in the morning the would provide her the answers.

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 accepted as submitted, seconded by Councilmember

Bohall, passed unanimously.

- A) **American Red Cross Authorized Provider Agreement** – Approval of the Authorized Provider Agreement for Aquatics between the American Red Cross and the Town of Clarkdale for the 2007-2008 FY.

NON-PROFIT FUNDING – Review of recommendations for council approval awarding of funds to government agencies, non-profit and not-for-profit organizations that provide services and/or projects that benefit Clarkdale citizens. Kathy Bainbridge, Town Clerk described the process of the review and presented the Council with the recommendations for the funding of the 2007 Non-Profit program. This year the budget had been set at \$4,500.00 and had twelve applicants requesting over \$50,000.00. It was a difficult job for the recommendation committee to decide which programs best served the Town of Clarkdale. The committee based their decisions on Clarkdale residents' health, safety and welfare concerns and recommended \$1,500.00 each to Verde Valley Caregivers, Verde Valley Veterans Van and Buena Vista Children's Services. Relay for Life, American Cancer Society was also received an award for In-Kind services from the Town of Clarkdale.

Councilmember Williams moved to accept the recommendation from the Non-Profit Program Committee for the 2007 Non-Profit funding of \$1,500.00 each to Verde Valley Caregivers, Verde Valley Veterans Van, and Buena Vista Children's Services. Relay for Live, American Cancer Society was also received an award for In-Kind services from the Town of Clarkdale, and that checks are to be issued to the recipients. Seconded by Councilmember Bohall, passed unanimously.

WORKSESSION – A worksession to discuss and update Council on the Wastewater Treatment Plant Designs (WWTP). Ron Doba, Interim Utilities Director, was introduced by the Mayor. Mr. Doba informed Council that the plans are 75% complete and the Wastewater Treatment Plant (WWTP) should go to bid in January. Chris Simko, Stantec, presented Council a copy of the 75% complete plans and a PowerPoint presentation on the plans for the WWTP.

1. The existing wastewater feed will come from two directions; gravity fed under the Broadway sewer line and pumped from the line that runs across the abandoned railroad bridge at Deception Wash.

2. Mr. Simko explained the process and capacities of the proposed plant. Beginning capacity will be 250,000 gallons per day, and the plant will eventually have capacity of 650,000 gallons per day when the Town has discharge approval. Equipment is designed for peak flow and designed for 10% over the average flow. The equipment being recommended is of manufactures that have been in the WWTP business for years and will most likely be around in the future.

3. The planting along Tuzigoot Road is planned pines. Council would prefer to see the plantings be native trees including the Arizona Cypress, and would like to set an example for the citizens of Clarkdale of what should be planted from the approved vegetation list.

4. Composting sludge in the future may have beneficial applications and the Council would like to ensure that we have the ability to use the sludge when that technology becomes

available.

5. The centrifuge is sized for the ultimate capacity of the plant and is able to work at a lower capacity if needed.

6. The building is designed to make maintenance or service easy for the WWTP staff. This will also help keep the operation and maintenance cost lower.

7. The Head Works Building is now a two story building.

8. The Town will be able to hold a tour from a safety stand point, but the building is not an ADA total compliant facility as it is considered a factory and not required to be totally ADA compliant. Changing some of the block windows so that tours would not have to go into the building is being considered, since the building is for odor and noise control.

9. There is space for ten pumps in the effluent discharge area and will only be installing four at the plant construction Phase 1.

10. The lab will be capable of being certified and able to send information to the state. The plant will be able to do testing daily and notice if a problem in the initial stages and make modifications.

11. Buildings will go through Design Review for approval.

12. A Class 3 Operator will be assigned to the plant for an eight hour day. A Class 2 Operator could work with the training of the designated Class 3 Operator.

13. The Town will need to install three phase power and APS is working on the most economical way of getting this electricity to the plant.

14. DEQ gave Mick McCullough, WWTP Superintendent, a complement on the operation and cleanliness of the existing plant.

WORKSESSION – Discussion and consideration of a proposal by Staff for the development of a Conservation Code; Conservation Program and Printed Products. Sherry Bailey, Community Development Director, presented Council a PowerPoint presentation on the proposed Water Conservation Code for the Town.

The Town of Clarkdale is in the process of developing a comprehensive water program as a result of the recent purchase of the water company by the Town of Clarkdale and the City of Cottonwood. Phase I was the development of a Drought and Water Shortage Preparedness Plan. Phase II was the development and adoption of a Water Code setting the day to day parameters of providing water to the town's customers. Phase III is the development of a Water Conservation Code and Plan along with the program to implement that plan.

There are numerous Water Conservation Codes in existence but staff felt that what would work with

Clarkdale's existing codes and community values requires significant staff involvement. A result of that concern was the proposal to the Town Manager that the creation of a Conservation Code for the Town of Clarkdale; a Conservation Program; and associated printed products ready for distribution be developed in house by staff.

1. Review existing codes and programs evaluating elements in each that may be appropriate for use in Clarkdale. Compiling those results into a Table of Contents for the Conservation Code and developing the framework for a water conservation program. It is anticipated that this task will take approximately one month and require 40 hours of staff time.

2. The creation of work groups within the organization, within the existing Board and Commissions, working with the City of Cottonwood and drawing in public participation in the review of the results of Task I. The purpose of this task is to narrow the focus of the Clarkdale project and to ensure it meets the needs of the community in that process. Included in this process is one work session with council towards the end of the focus process where the results can be shared with council. This process should take about two months and 80 hours of staff time.

3. The development of the written code and the conservation program plan for distribution to the reviewing groups for comments. This is anticipated to take one month and 30 hours of staff time.

4. Conduct a work session with the council on the water conservation code and water conservation program. Obtain final direction from council, incorporate any changes and bring to council the final documents for approval. This should take one month and 10 hours of staff time.

5. Development of the graphic documents for printing and public distribution. This should take about one month and 80 hours of staff time.

Direct costs would be approximately \$4,500, and indirect costs of staff time approximately \$5,760, for a total approximate cost of \$11,760.

Mayor Von Gausig congratulated Director Bailey for her organization of the project.

CONTRACT – Discussion and consideration of the Restated Employment Agreement between the Town of Clarkdale and Town Manager Mabery. Mayor Von Gausig submitted to Council the proposed Restated Town Manager Employment Agreement. The main things that changed were a salary increase to \$82,000.00, cost of living index, and the Town Manager review being done yearly. Finance Director Woodruff would like the Town Manager review in May so that salary changes are accounted for in the budget process. This timing would also be prior to possible councilmember changes during elections seasons. The next review will be in May 2008. Councilmember Williams moved that the Restated Employment Agreement with the Town Manager be approved. Vice Mayor Wiley seconded the motion, passed unanimously.

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

ADJOURNMENT - With no further business before the Council and without objection the meeting adjourned at 7:50 PM.

APPROVED:

Doug Von Gausig, Mayor

ATTESTED:

Kathy Bainbridge, Town Clerk

SUBMITTED:

Walt Good, Deputy Town Clerk