

**Minutes of a Special Meeting of the Common Council of the Town of Clarkdale
Held on Tuesday, June 24, 2008**

A Special Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, June 24, 2008, at 3:00 PM. at Yavapai College, Verde Valley Campus, 601 Black Hills Drive, Room M137, Clarkdale, Arizona.

Town Council:

Mayor Doug Von Gausig
Vice Mayor Jerry Wiley

Councilmember Patricia Williams
Councilmember Curtiss Bohall
Councilmember Richard Dehnert

Town Staff:

Town Manager Gayle Mabery
Public Works Director Steve Burroughs
Finance Director Carlton Woodruff
Town Clerk Kathy Bainbridge
Deputy Town Clerk Walt Good

Assistant Town Manager Janet Perry
Community Development Director Sherry Bailey
Police Chief Pat Haynie
Town Attorney Robert Pecharich

CALL TO ORDER - Mayor Von Gausig called the meeting to order at 3:00 PM and noted that all Council members were present.

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.

No public comment

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.

- A) **Verde Valley Humane Society Agreement** – Approval of a 2008-2009 Verde Valley Humane Society Agreement with the Town of Clarkdale regarding animal shelter services.
- B) **Intergovernmental Agreement for Police Dispatch Services** – Approval of the 2008-2009 Intergovernmental Agreement between the City of Cottonwood and the Town of Clarkdale for Police Dispatch Services.
- C) **Facilities Use Agreement**– Approval of a 2008-2009 Reimbursement Agreement for the use of Town Facilities by the Yavapai Community College District.

Vice Mayor Wiley pulled Consent Item A.

Councilmember Williams moved to accept Consent Items B and C, seconded by Vice Mayor Wiley. Approved unanimously.

Vice Mayor Wiley informed Council that the Verde Valley Humane Society (VVHS) agreement has changed. VVHS had contacted the Town on June 23, 2008, and VVHS would be reducing their fees by 10% from last fiscal year due to a reduced number of impoundments. Last fiscal year fees were \$9,312.00 and FY2008-2009 would be \$8,380.80, a savings of \$931.20.

Vice Mayor Wiley moved to accept the VVHS Agreement with revised contract amount of \$8,380.80, seconded by Councilmember Williams. Approved unanimously.

NEW BUSINESS

EMPLOYMENT CONTRACT FOR HARRY CIPRIANO AS TOWN MAGISTRATE OF CLARKDALE– Discussion and consideration of the Employment Contract between the Town of Clarkdale and Harry Cipriano as Clarkdale Town Magistrate.

Mayor Von Gausig reported that he had spoken with Magistrate Cipriano. The only change in the Renewed Agreement with Town Magistrate Cipriano is for an increase from \$17,500.00 to \$18,500.00.

Vice Mayor Wiley moved to approve the Renewed Agreement with Town Magistrate Cipriano, seconded by Councilmember Williams.

Town Manager Mabery informed Council that the Renewed Agreement, Item 2, had the incorrect year of 2009 and should be revised to 2010.

Councilmember Williams withdrew her second, Vice Mayor Wiley withdrew his motion.

Vice Mayor Wiley moved to approve the Renewed Agreement with Town Magistrate Cipriano for two years ending June 30, 2010, seconded by Councilmember Williams. Approved unanimously.

WORKSESSION ON THE ARCHIVE POLICY MANUAL – Discussion and possible direction to the Heritage Conservancy Board on policy issues associated with the Town of Clarkdale Archive Policy Manual, which governs the preservation and accessibility of the Town’s archives and artifacts as drafted by the Heritage Conservancy Board.

Kathy Bainbridge, Town Clerk, presented the Archive Policy Manual for discussion and discussed the reason for its establishment. The Heritage Conservancy Board has been working on drafting this Policy Manual which will govern the preservation of archives and artifacts regarding the history, prehistory, culture, or natural history of the Verde Valley of Arizona. Records of the Town of Clarkdale since the 1957 incorporation will not be held in the Archive.

An Archive is the building or room that houses archives. Archives are a collection of documents, photographs, maps, ledgers, journals, books, or paintings kept for their historical interest and permanent preservation. Artifacts are objects that document the history, prehistory, culture, or natural history. Collections are the archives and artifacts held in trust and preserved by the Heritage Conservancy Board.

Vice Mayor Wiley said that Section X-G-8 & 9 were confusing and wanted to ensure that the Town and Town Archives were protected. Town Clerk Bainbridge said that forms have been created that will protect the Town and Archives when on loan. Discussion on a possible annual inventory audit of Town Archives was held.

Mayor Von Gausig discussed the prudence of having the Heritage Conservancy Board (HCB) listed in places where it should read the Town of Clarkdale. The HCB is only an arm of the Town and appointed by the Town Council.

Councilmember Williams inquired about Page 3 Section 4 - Collection Manager and was concerned with whether the person had to be a member of the HCB and if they would have determining powers. The Policy says that the Collection Manager is a volunteer reporting to the Town Clerk, this could mean that the Collection Manager could be a member of HCB but did not have to be and that any issues could be decided by HCB, or brought to the Town Clerk's attention. Mayor Von Gausig would like the word "volunteer" removed from the Collection Manager definition.

Archives training will include the Town Clerk, HCB, and the museum board. The training will instruct everyone on how to handle various archival pieces.

Mayor Von Gausig mentioned in Section II-A-2 on insurance that the required types of insurance should be defined. The Town should ask for Bailee Coverage on the archive itself and Liability Insurance in the Amount of \$1,000,000.00 to protect the Town in case the artifact injured or damaged something.

Town Clerk Bainbridge said she would make the changes and return the Policy Manual to Council for approval.

AUDITING CONTRACT – Discussion and consideration of possibly awarding a contract to Colby & Powell, PLC for Professional Auditing Services for fiscal year ending June 30, 2008 with a possible extension in subsequent years through fiscal year ending June 30, 2012.

Carlton Woodruff, Finance Director, explained the process followed to this point and that the RFP deadline was June 5, 2008. All the bidders had qualified and returned their bids on time, complete, and in the correct form. Bidders were ranked by dollar amount and the two lowest bidder's references were checked.

Discussion was held regarding the low bidder, Colby & Powell, PLC. Finance Director Woodruff reported to Council that every Town and City he had contacted was pleased with the service they received. The Colby & Powell, PLC bid includes a section for a Single

Audit and the Town will not require one this fiscal year which will reduce the contract amount by \$2,800.00. Colby & Powell, PLC is a small company and deals mainly with smaller cities and towns. The on-site audit work usually takes a week and the firm includes travel and per diem in their bid.

Vice Mayor Wiley moved to award Colby & Powell, PLC the Professional Auditing Services Contract for fiscal year ending June 30, 2008, seconded by Councilmember Williams.

Mayor Von Gausig said that the contract should also include “with possible extensions in subsequent years through fiscal year ending June 30, 2012” in the motion.

Councilmember Williams withdrew her second, Vice Mayor Wiley amended his motion to award Colby & Powell the Professional Services contract for auditing for fiscal year ending June 30, 2008, with possible extensions in subsequent years through fiscal year ending June 30, 2012. Seconded by Councilmember Williams. Approved 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 3:42 PM.

APPROVED:

Doug Von Gausig, Mayor

ATTESTED:

Kathy Bainbridge, Town Clerk

SUBMITTED:

Walt Good, Deputy Town Clerk