

**Minutes of a Special Meeting of the Common Council of the Town of Clarkdale
Held on Tuesday, July 22, 2008**

A special Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, July 22, 2008 at 3:00 PM at Yavapai College Verde Valley Campus, 601 Black Hill Drive, Room M137, Clarkdale, Arizona.

Town Council:

Mayor Doug Von Gausig
Vice Mayor Wiley

Councilmember Curtis Bohall
Councilmember Richard Dehnert
Councilmember Patricia Williams

Town Staff:

Town Manager, Gayle Mabery
Public Works Director Steve Burroughs
Finance Director Carton Woodruff
Police Chief Pat Haynie
ICT Coordinator Peter deBlanc

Town Clerk Kathy Bainbridge
Community Development Director Sherry Bailey
Utility Director Wayne Debrosky
Public Works Superintendent Dennis Inman
Deputy Town Clerk Walt Good

CALL TO ORDER – Vice Mayor Wiley called the meeting to order at 3:10 PM and noted that Mayor Von Gausig and Councilmember Williams were not present.

PUBLIC COMMENT – Vice Mayor Wiley 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) **Intergovernmental Agreement with Yavapai County Library District** – Approval of the 2008–2009 Yavapai County Library District Library Service Agreement with the Town of Clarkdale.
- B) **Reimbursement Agreement For Use of Town Facilities with Verde Valley Theatre**– Approval of a 2008-2009 Reimbursement Agreement for the use of Town Facilities by the Verde Valley Theatre.
- C) **Clarkdale-Jerome Lions Club Facilities Use Agreement** – Approval of a 2008-2009 Reimbursement Agreement for the use of Town Facilities by the Clarkdale-Jerome Lions Club.
- D) **Reimbursement Agreement for Use of Town Facilities with Clarkdale Chamber of Commerce** – Approval of a 2008-2009 Reimbursement Agreement for the use of Town

Facilities by the Clarkdale Chamber of Commerce.

- E) **Resignation Of Dennis Rhoades From Design Review Board**– Acceptance of letter of resignation from Dennis Rhoades.
- F) **Resolution Authorizing the Submittal of a TEA 21 Grant Application – Approval of Resolution #_____** authorizing submittal of a TEA 21 Grant Application for a multi-use pedestrian pathway on Clarkdale Parkway.
Resolution # 1270
- G) **Intergovernmental Agreement with City of Cottonwood for a Public Transit System –** Approval of an intergovernmental agreement for a public transit system within the Clarkdale town limits with the City of Cottonwood known as C.A.T.

Vice Mayor Wiley pulled Consent Item F.

Councilmember Dehnert moved to accept Consent Agenda Items A, B, C, D, E, and G as presented. Seconded by Councilmember Bohall. Motion approved unanimously.

Vice Mayor Wiley advised Council that the Resolution allowing staff to submit a TEA-21 grant requires amending the resolution to include, “Commitment to funding project scoping document, environmental right-of-way and utility clearances and design if applicable.” Vice Mayor Wiley requested more information from Public Works Director Burroughs on the project.

Public Works Director Burroughs informed Council that the information needed in the resolution changed this year and the information did not get included in the draft resolution in the packet. Director Burroughs also presented Council with the proposed drawings for the project and described the project.

This grant application would encompass a multi-use pedestrian path that would extend from the South West corner of Town’s Main Street Park at Eleventh Street and First South running along Clarkdale Parkway extending to the roundabout at Cement Plant Road and Hwy 89A. The pathway would be constructed on both sides of the road and incorporate multiple rest areas with benches, zero-scape type landscaping pockets and a surface meeting ADA and Town requirements. A “boardwalk” style walkway would be constructed to provide safe passage for pedestrians behind the guardrail sections of Clarkdale Parkway. An enhanced intersection at Eleventh Street, First South and Clarkdale Parkway through signage and striping will be proposed along with the development of the treed island section between the streets. The usage of the island would be a bus stop along with overflow parking for the Main Street Park.

The match portions of the grant will 5.7% for the Town and the remainder will be received from ADOT. Our portion will be paid through the streets improvement budget.

Vice Mayor Wiley stated that the project would improve safety and work well with the Town's trails. Councilmember Dehnert noted the improved pedestrian safety, the Park-N-Ride area for the local transit service and possible future area transit were aspects that would be beneficial to the Town.

Public Works Director Burroughs stated that the pathways could be made up of the same materials used at Disneyland and that upkeep repairs were easy and not labor intensive.

Councilmember Bohall moved to accept Agenda Item F with the inclusion of the phrase "Commitment to funding project scoping document, environmental right-of-way and utility clearances and design if applicable", to the submitted resolution. Motion was seconded by Councilmember Dehnert. Motion was approved unanimously.

NEW BUSINESS

WORKSESSION ON COUNCIL PROCEDURES AND PRACTICES – A worksession to discuss the Council's procedures and practices.

Town Manager Mabery led the discussion on Council's procedures and practices. Ms. Mabery mentioned that some procedures are determined by state statutes and others by Town Code. Other items are decided by Council preference and those items will be discussed to determine if this Council would like to revise the method in which those items are now processed.

A. Meeting and Worksession Procedures – Regular Meetings are set in the Town Code Chapter 2 for the second Tuesday of the month in the Clark Memorial Clubhouse Men's Lounge at 6:00 PM. The location may be changed for various reasons and the Council has approved moving the meetings to Yavapai College during the summer because the Men's Lounge is not air conditioned. Special Meetings can be called by the Mayor or by consent of a quorum of Councilmembers. Agendas must be posted twenty-four hours prior to each meeting. The Council has met commonly on the fourth Tuesday of the month for several years to work on the Town's business.

Councilmember Dehnert asked if the Town should change the fourth Tuesday's meeting to a Regular meeting.

Town Manager Mabery replied that during the holiday season this meeting has been canceled and that Special Meeting allows the Council some latitude.

Councilmember Williams arrived at the meeting.

Town Manager Mabery continued, that the meeting agendas are set two weeks prior and all staff reports should be into the Town Clerk one week prior so that packets can be prepared and ready for Council before the meeting. The Town Clerk's office has to meet state statute requirements

for the agendas, action agendas and minutes. The Town now posts the agenda, along with all staff reports and supporting documentation on the Town's Website for the public. The Town Attorney recently conducted an audit of the Town's Website and confirmed that we were in compliance with state statutes and Open Meeting Law (OML) requirements.

B. Mayor and Council Member Roles –the procedures pertaining to these roles are in the Town Code Chapter 2.

C. Council/Manager/Attorney/Staff Relationships – The Town Manager, Town Magistrate are employees of the Council. The Town Attorney is a contracted employee of the Council, The Council has direct access to the Town Manager but because the Town Attorney is a contracted employee, for cost reasons, the Town Manager requests that items that pertain to the Town's operation be referred to the Town Manager first. If the issue is the Town Manager or of a "conflict of issue" matter and the Councilmember feels more comfortable speaking with the Town Attorney then they should do so. Council also has direct access to all department heads for information or input but are asked not to ask other Town staff workers as your conversation may be perceived by the Town employee as direction. The Mayor is a voting member of the Council and may make motions and vote on agenda items.

Mayor Von Gausig arrived and apologized to Council for his tardiness. Vice Mayor Wiley yielded the meeting control to the Mayor.

Town Manager mentioned the new federal training for National Incident Management System to manage emergencies and other incidents in the area. The Town staff has been certified and the Town Manager would like to get the Mayor and Vice Mayor also trained in case of an emergency such as flood or fire.

Mayor Von Gausig said that all issues should go to the Town Manager, department heads can be asked for information but should not be contacted with concerns. Those concerns should be directed to Ms. Mabery.

D. Board and Commission Appointment Process – Town Manager Mabery mentioned that in the past Councilmembers have made appointments without any process. At the present the Town advertises vacancies and goes through a process that includes review of the applications, then two Councilmembers a staff member and the B&C chair meet and interview the applicants. They then make recommendations to the Council for appointment to the Town's B&C. We are currently in this process for the September 30th expiring terms and vacancies. B&C's are committees of and serve at the pleasure of the Council and must operate under Open Meeting Law requirements. However, the Town Manager may appoint ad hoc committees that can meet and report back findings and not be subject to the state's Open Meeting Law requirements. Council did not suggest any changes to the current process.

E. Communication/Interaction with Boards and Commissions –In the past Councilmembers have been asked not to make comments at B&C meetings as those comments could be perceived as direction. Councilmembers who do attend a B&C meeting as an observer should be as unobtrusive as possible. This will give the B&C confidence to make independent decisions.

Mayor Von Gausig mentioned that the Design Review Board and the Board of Adjustment are *Quasi Official* boards and can make final decision without Council review.

Town Manager mentioned that the Public Service Handbook had been originally created for B&C members and is now being revised and will apply to anyone who serves the town.

F. Communication/Interaction with the Public, the Media and Outside Entities – When a Councilmember speaks to others they should realize that they should clarify when they speak in their capacity as a Council Member or as a private individual.

Councilmember Dehnert asked if the Town had an official policy on media contact that states who is allowed to speak with the media.

Town Manager said that the department heads had the authority to speak with the media on issues pertaining to their departments. When there are only a few individuals aware of the facts of a particular issue, staff is advised to whom they should direct requests for information. Otherwise, the Town staff has the flexibility to make statements; we are doing the public's business and should be open to the media and the public. Staff usually refers the media to the individual who is most knowledgeable of the issue.

Councilmember Dehnert asked if the Town had had any formal media contact training. Town Manager Mabery replied no official media training has been done but that the core group of reporters the Town deals with want the facts and want to talk with the person who has them. Ms. Mabery is comfortable with the reporters and provides them with the information they request.

Mayor Von Gausig stated that he has in the past, asked the reporter what the questions are and then returned the call after he has researched and thought about the questions.

Town Manager Mabery mentioned that other communities have a 'code of conduct' for Council. This usually comes about when the Council is in turmoil and is discontinued when the turmoil ceases. We work together for a common mission and we should be respectful of each other.

RESOLUTION MAKING APPOINTMENTS TO VARIOUS REGIONAL ORGANIZATIONS – Discussion and possible approval of a resolution appointing representatives to various regional organizations. Resolution # 1271

Mayor Von Gausig mentioned that a new group that the Town may be interested in adding and having representation on is the Prescott Forest Stewardship Group. They are newly forming and proposing to deal with land use/ranching, recreation/access, water, rural character, open space/viewshed, social/economical benefits, forest/grassland & water health, community,

trash/liter, engagement/volunteers, law enforcement, transportation planning, fire, and culture/historical sites. Discussion by Council was held and the following appointments were recommended for the resolution to make appointments to various regional organizations

Organization	Representative	Alternate
COCOPAI	<u>PATRICIA WILLIAMS</u>	<u>NONE</u>
CAT	<u>PATRICIA WILLIAMS</u>	<u>NONE</u>
NACOG	<u>JERRY WILEY</u>	<u>RICHARD DEHNERT</u>
NAMWUA	<u>DOUG VON GAUSIG</u>	<u>JERRY WILEY</u>
VVBP	<u>DOUG VON GAUSIG</u>	<u>NONE</u>
VVREO	<u>RICHARD DEHNERT</u>	<u>NONE</u>
VVLPI	<u>PAT RICA WILLIAMS</u>	<u>NONE</u>
VVTPO	<u>CURT BOHALL</u>	<u>STEVE BURROUGHS</u>
WAC (NRCAC)	<u>DOUG VON GAUSIG</u>	<u>JERRY WILEY</u>
PFSG	<u>JERRY WILEY</u>	<u>NONE</u>

Vice Mayor Wiley moved to approve Resolution # 1271 with the appointments to the various regional organization as submitted with the inclusion of the Prescott Forest Stewardship Group. Motion was seconded by Councilmember Williams. Motion approved unanimously.

FUTURE AGENDA ITEMS - Listing of items to be placed on a future council agenda.

None

ADJOURNMENT at 5:32 PM

APPROVED:

Doug Von Gausig, Mayor

ATTESTED:

Kathy Bainbridge, Town Clerk

SUBMITTED:

Walt Good, Deputy Town Clerk