

MINUTES OF A REGULAR MEETING OF THE BOARD OF ADJUSTMENT OF THE TOWN OF CLARKDALE HELD WEDNESDAY, OCTOBER 22, 2008, IN THE CLARK MEMORIAL LIBRARY, 39 N. NINTH STREET, CLARKDALE, AZ.

A Regular Meeting of the Board of Adjustment of the Town of Clarkdale was held on Wednesday, October 22, 2008, at 6:00 p.m. in the Clark Memorial Library.

Board of Adjustment:

Chairperson	Lee Daniels	Present
Vice Chairperson	Larry Conners	Present
Board Members	Robyn Prud'homme-Bauer	Excused
	Karen Daniels	Present
	Jack VanWye	Present

Staff:

Building Official	Mike Baker
Administrative Assistant II	Vicki McReynolds

AGENDA ITEM: CALL TO ORDER: The Chairperson called the meeting to order at 6:00 p.m.

AGENDA ITEM: ROLL CALL: The Administrative Assistant called roll.

AGENDA ITEM: MINUTES: Consideration of the Regular Meeting Minutes of June 25, 2008 and cancelled Minutes of July 23rd, August 27th and September 24, 2008. Board Member Van Wye motioned to approve the Regular Meeting Minutes of June 25, 2008 and cancelled Minutes of July 23rd, August 27th and September 24, 2008. Vice Chairperson Conners seconded the motion. The motion passed unanimously.

AGENDA ITEM: REPORTS:

Chairperson's Report: The Chairperson wanted to extend an open invitation for everyone to visit the Town's Museum. The hours of operation are Friday, Saturday and Sunday from 10:00 a.m. to 2:00 p.m.

-The Focus Groups are currently being formed to work on the Town's General Plan. Anyone interested can let the Community Development Department know and they will be sure the information is sent out.

Staff Report: The Building Official gave handouts to the Board Members covering the Board of Adjustment-Article 17-2- Creation, Powers, Appeals to the Board of Adjustment, Date of Hearing and Notice, Meetings and Appeals from the Board of

Adjustment. The importance of adhering to the six "Criteria" outlined in Section 17-2-2 Powers, was stressed to the members.

Other handouts included Section 112, Board of Appeals from the International Building Code-2006 and Legal Aspects of Code Administration pages 52-58.

The Chairperson explained to the new members that the Community Development Staff provides detailed staff reports and information that is provided in their packets prior to meetings. The minutes reflect the "reason"/what criteria the request falls under for approval or not being approved.

AGENDA ITEM: PUBLIC COMMENT: The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing staff to study the matter, or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit his or her comments to FIVE minutes. There was no public comment.

NEW BUSINESS

AGENDA ITEM: NEW MEMBERS: Introduction of new Board of Adjustment members. Karen Daniels and Jack Van Wye were welcomed to the Board.

AGENDA ITEM: ELECTIONS: For Chairperson and Vice Chairperson. **Board Member Connors motioned to appoint L. Daniels as Chairperson. Board Member K. Daniels seconded the motion. L. Daniels accepted the nomination and was elected unanimously.**

Chairperson L. Daniels motioned to appoint Board Member Connors as Vice Chairperson. Board Member Van Wye seconded the motion. Board Member Connors accepted the nomination and was elected unanimously.

AGENDA ITEM: DISCUSSION & POSSIBLE ACTION: Board of Adjustment Meeting Location Change back to the Men's Lounge of the Clark Memorial Clubhouse, starting at the next regular scheduled meeting.

Chairperson L. Daniels motioned to approve relocating the Board of Adjustment Meetings back to the Men's Lounge of the Clark Memorial Clubhouse, starting at the next regular scheduled meeting. Board Member Van Wye seconded the motion. The motion passed unanimously.

AGENDA ITEM: FUTURE AGENDA ITEMS:

-The Regular Meeting for November 26, 2008, will be cancelled (unless an applicant comes forth by the submittal deadline of November 3rd).

-The Town Clerk will be putting together a handbook with updated information regarding Boards and Commissions roles, etc. This will be handed out upon completion.

AGENDA ITEM: ADJOURNMENT: Board Member Van Wye motioned to adjourn the meeting. Vice Chairperson Conners seconded the motion. The motion passed unanimously. The meeting adjourned at 7:00 p.m.

APPROVED BY:

SUBMITTED BY:

Lee Daniels
Chairperson

Vicki McReynolds
Administrative Assistant II

MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, OCTOBER 8, 2008, AT 6:00 P.M. IN THE CLARK MEMORIAL LIBRARY BUILDING, 39 N. NINTH STREET, CLARKDALE, AZ.

A Regular Meeting of the Design Review Board of the Town of Clarkdale was held on Wednesday, October 8, 2008, at 6:00 p.m. in the Clark Memorial Library Building, 39 N. Ninth Street, Clarkdale, AZ.

BOARD MEMBERS:

Chairperson	Charles Scully	Present
Vice Chair	Marsha Foutz	Present
Board Members	Michelle Hayman	Present
	Josh Stackhouse	Present
	Elaine Sakelarios	Present

STAFF:

GIS Planner	Guss Espolt
Administrative Assistant	Vicki McReynolds

AGENDA ITEM: CALL TO ORDER: The Chairperson called the meeting to order at 6:00 p.m.

AGENDA ITEM: ROLL CALL: The Administrative Assistant called roll.

AGENDA ITEM: MINUTES: Consideration of the Regular Meeting Minutes of September 10, 2008. Vice Chairperson Foutz motioned to approve the Regular Meeting Minutes of September 10, 2008. Board Member Stackhouse seconded the motion. The motion passed unanimously.

AGENDA ITEM: REPORTS:

Chairperson's Report: The Chairperson gave an update on the next trails project that he is involved in. He also stated there will be a public meeting on Thursday, October 10th in regards to the considered annexation next to Pecks Lake with Cottonwood's Council and City Manager.

Vice Chairperson Foutz talked about rainwater harvesting. She would like to see home tours of various homes (on a volunteer basis), that are utilizing rainwater harvesting methods. This type of one on one interaction could bring a greater awareness of utilizing rainwater.

Staff Report: The Administrative Assistant gave the Board Members an update on the Arizona Smart Growth Scorecard timeline. The General Plan's focus groups were explained and the part they will play in the process.

AGENDA ITEM: PUBLIC COMMENT: The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing staff to study the matter, or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit his or her comment to FIVE minutes. **There was no public comment.**

NEW BUSINESS:

AGENDA ITEM: NEW MEMBER: The Design Review Board was happy to welcome their newest Board Member, Elaine Sakelarios. Elaine introduced herself and shared with everyone she has a background in graphic design and looks forward to utilizing her knowledge in the many items that come before the Board. She wanted to become more involved with the Town of Clarkdale and serving on the Design Review Board will allow her to do so.

AGENDA ITEM: ELECTIONS: Board Member Sakelarios motioned to appoint Charles Scully as Chairperson. Board Member Hayman seconded the motion. Charles Scully accepted the nomination and was elected unanimously. Board Member Hayman motioned to appoint Marsha Foutz as Vice Chairperson. Board Member Stackhouse seconded the motion. Marsha Foutz accepted the nomination and was elected unanimously.

Chairperson Scully stated the Design Review Board has a tradition of looking at each project that comes before them with an equal exchange of interaction between the members and hopes it will continue in the upcoming year.

AGENDA ITEM: DISCUSSION & POSSIBLE ACTION: DRB-090053, Design Review request from Unleashed Motor Sports, located at 1151 Hwy 89 N., to use their existing banner as the sign for their business.

The applicant did not show up for the meeting.

Chairperson Scully motioned to continue this agenda item at the next regular scheduled Design Review Board Meeting. Vice Chairperson Foutz seconded the motion. The motion passed unanimously.

AGENDA ITEM: DISCUSSION & POSSIBLE ACTION: DRB-090052, Design Review request for a placard placement on the corner of Tenth Street and Main Street (Clarkdale Classic Gas Station), from Applicant- Drake Meinke.

Staff Report:

Background: Mr. Drake Meinke has submitted an application for Design Review for a 4 sq. ft. sign placard on a 2" pipe approximately 3 ft. tall. The placard use to be at the Chamber of Commerce caboose and was removed during the widening of the sidewalks. The request is to place the placard on the corner of Tenth Street and Main Street, Clarkdale Classic Gas Station as seen in **exhibit (A)**. The owner, Michael Hensley of Clarkdale Classic Gas Station, has given written approval for the placement of the placard on his property. The placement and mounting of the placard will be done as in-kind work by the Town of Clarkdale, overseen by the Public Works Department.

The Design Review Board may approve the signage submitted, conditionally approve with stipulations, or disapprove the application as filed.

Staff Comments: Design Review fees have been waived as in-kind town service.

Recommended Stipulations: Staff Recommends the signage be approved with the stipulation that the mounting and placement of the sign be overseen by the Public Works Department.

Applicant: The applicant did not attend this evenings meeting.

Questions to Staff/Applicant:

Following are **responses to questions** from the Board Members:

- The staff explained the location of the placard by referencing the pictures in **exhibit (A)**.
- The Board Members viewed the "actual" placard at this evenings meeting.
- The placard being attached to the historic building, is not an option due to the possible damage to the building itself.
- This placard could be added to the historical list/kiosk information sign.
- It was noted that the placard's construction is very sturdy.
- The sign itself will not be redone.

Discussion:

Following are areas discussed by the Board Members:

- The Board Members wondered if it was possible to put it on the sidewalk by the building it's representing.
- The placard has excellent historic information on it.
- The hardware that "angles" the placard on the backside needs to be "reversed" so the angle will be correct upon installment.
- This is just a remounting of this one placard only.
- Something at the base of the pole would draw more attention to it.
- The location of the sign as presented, could be an issue with vehicles being parked at the Gas Station and the safety of the people standing and reading it.

AGENDA ITEM: ACTION: Staff was given direction to have the applicant bring other positioning/location possibilities for the placard to the next regular scheduled Design Review Board Meeting.

AGENDA ITEM: FUTURE AGENDA ITEMS:

- DRB-090053: Unleashed Motor Sports, 1151 Hwy 89 N. (banner request)
- DRB-090052: Placard Placement, Applicant: Drake Meinke

AGENDA ITEM: ADJOURNMENT: Vice Chairperson Foutz motioned to adjourn the meeting. Board Member Hayman seconded the motion. The motion passed unanimously. The meeting adjourned at 7:45 p.m.

APPROVED BY:

SUBMITTED BY:

Charles Scully
Chairperson

Vicki McReynolds
Administrative Assistant II

Minutes of a Regular Meeting of the Library Advisory Board of the Town of Clarkdale, Held on October 2, 2008 at 9:00 a.m. in the Clark Memorial Library, Clarkdale, Arizona

A regular meeting of the Library Advisory Board of the Town of Clarkdale was held on October 2, 2008 at 9:00 a.m. in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona.

Members: John Stevenson, Chairperson

Elise Rotchford (absent)

Winnie Bohall (absent)

Sue Hill

Margaret Krznarich

Roberta Peterson (absent)

Chris Calderon

Staff: Library Manager Hawken

Town Clerk Bainbridge

CALL TO ORDER – Chairperson Stevenson called the meeting to order at 9:00 a.m. and noted that Boardmembers Bohall, Rotchford and Peterson were absent.

PUBLIC COMMENT – None.

MINUTES – Discussion and consideration of approving the minutes of the regular meeting held on September 4, 2008. Boardmember Calderon moved to approve the minutes. Boardmember Krznarich seconded and the motion passed unanimously.

REPORTS – Library Manager Hawken distributed a list of board members and noted that the new member is Elise Rotchford. She stated that the grant application that the board recommended at their last meeting had been approved by the Town Council and submitted before the deadline. She stated that town board members would no longer have mail boxes at Town Hall.

ICE CREAM SOCIAL – Discussion and consideration of the Ice Cream Social. Discussion included the following issues:

1. The price of the items.
2. Starting serving earlier, perhaps 9:00 am.
3. A table arrangement that would allow two lines for quicker service.
4. Sending the table arrangement to Parks and Recreation Supervisor Norman for her to consider in relocating the social in the park.

Boardmember Hill moved to increase the price of items at the Ice Cream Social to \$1.00 each. Boardmember Calderon seconded and the motion passed unanimously.

BOOK SALE – Discussion and consideration of the annual Book Sale. Discussion included the following issues:

1. Set up in the Ladies Lounge would be from November 17th to December 5th. They would meet on Tuesdays and Thursdays from 10:00 am to noon to price and arrange the materials.
2. The Sale would be conducted during the Made in Clarkdale art show from December 5th at 6:00 pm to December 14th.
3. Only the first evening would be staffed. The rest of the time there would be a coffee can for buyers to put their money in.
4. The leftover books would be removed from the Ladies Lounge on December 15th.

BOARD STATEMENT OF POLICIES AND GOALS – Discussion of the Library Advisory Board Statement of Policies and Goals. Discussion about open meeting laws and the role of board members.

FUTURE AGENDA ITEMS – Review of the July 4th Ice Cream Social.

ADJOURNMENT Without objection, Chairperson Stevenson adjourned the meeting at 9:55 a.m.

APPROVE: _____
John Stevenson, Chairperson

SUBMIT: _____
Charlotte Hawken, Library Manager

MINUTES OF A SPECIAL MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON THURSDAY, OCTOBER 2, 2008, IN THE CLARK MEMORIAL LIBRARY, 39 N. NINTH STREET, CLARKDALE, AZ.

A **SPECIAL** Meeting of the Planning Commission of the Town of Clarkdale was held on Thursday, October 2, 2008, at 6:00 p.m., at the Clark Memorial Library, 39 N. Ninth Street, Clarkdale, AZ.

Planning Commission:

Chairperson	Amy Bayless	Excused
Vice Chairperson	Dave Puzas	Present
Commissioners	Bill Regner	Present
	Jorge Olguin	Present
	Sarah Vinson	Present

Staff:

Town Manager	Gayle Mabery
Community Development Director	Sherry Bailey
GIS Planner	Guss Espolt

AGENDA ITEM: CALL TO ORDER: The Chairperson called the meeting to order at 6:00 p.m.

AGENDA ITEM: ROLL CALL: The GIS Planner called roll.

AGENDA ITEM: MINUTES: None.

AGENDA ITEM: REPORTS:

Chairperson's Report: None.

Staff Report: None.

AGENDA ITEM: PUBLIC COMMENT: - The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing staff to study the matter, or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit his or her comments to five minutes.

DRAFT

SPECIAL MEETING/ Planning Commission
October 2, 2008

NEW BUSINESS

AGENDA ITEM: WORKSESSION: DISCUSSION- GROWING SMARTER CHECKLIST.

The Community Development Director feels the Planning Commission can have the Smart Growth Scorecard to the Town Council by December 2008/January 2009. She also explained to the Commissioners why we are not a small city and how we fit in the "medium" category.

This being a worksession only, no action was taken.

AGENDA ITEM: FUTURE AGENDA ITEMS:

-Continuation of the Smart Growth Scorecard process.

AGENDA ITEM: ADJOURNMENT: Commissioner Olguin motioned to adjourn the meeting. Commissioner Regner seconded the motion. The motion passed unanimously. The meeting adjourned at 6:25 p.m.

APPROVED BY:

SUBMITTED BY:

Amy Bayless
Chairperson

Guss Espolt
GIS Planner

MINUTES OF A REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON THURSDAY, OCTOBER 23, 2008, IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.

A **REGULAR** meeting of the Planning Commission of the Town of Clarkdale was held on Thursday, October 23, 2008, at 6:00 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

Planning Commission:

Chairperson	Amy Bayless	Present
Vice Chairperson	Dave Puzas	Present
Commissioners	Jorge Olguin	Present
	Sarah Vinson	Present
	Bill Regner	Present

Staff:

Community Development Director	Sherry Bailey
Administrative Assistant II	Vicki McReynolds

Others in Attendance: Town Council, Mayor Von Gausig, Vice Mayor Wiley, Town Manager, Assistant Town Manager and Town Clerk.

AGENDA ITEM: CALL TO ORDER: The Chairperson called the meeting to order at 6:00 p.m.

AGENDA ITEM: ROLL CALL: The Administrative Assistant called roll.

NEW BUSINESS

ELECTIONS: For Chairperson and Vice Chairperson. Commissioner Olguin made a motion to appoint Dave Puzas as Chairperson. Commissioner Regner seconded the motion. Dave Puzas accepted the nomination and was elected unanimously.

Commissioner Regner made a motion to appoint Jorge Olguin as Vice Chairperson. Chairperson Puzas seconded the motion. Jorge Olguin accepted the nomination and was elected unanimously,

Newly retired Chairperson Bayless turned the meeting over to the newly appointed Chairperson Dave Puzas for the Planning Commission.

Mayor Von Gausig opened the meeting of the Town Council.

JOINT WORKSESSION WITH TOWN COUNCIL: Discussion and consideration concerning the Arizona Smart Growth Scorecard Check List.

The Arizona Smart Growth Scorecard Check List, Draft 7, October 17, 2008 was viewed by the Planning Commissioners and others in attendance for discussion. Two checklists were also provided for them as a reference reflecting actual total numbers for each question. The Draft had the highlighted consensus for all questions. The following questions that needed further discussion to come to a general consensus are outlined below with their results.

**DRAFT 7
OCTOBER 17, 2008**

2. How do you engage your local community in planning activities?

2 pts: We have an adopted public participation plan for amendments to our general/comprehensive plan; and we have a neighborhood participation plan for rezonings.

3. Are you using your general/comprehensive plan to determine your funding and planning priorities?

2 pts: The general/comprehensive plan identifies implementation actions for adopting regulations or funding of public improvements.

14. Does your community have programs to acquire and maintain open space?

1 pt: We are developing programs and policies for the acquisition and maintenance of open space.

18. Does your community's general/comprehensive plan have a natural open space element that strives for a regional integrated system that includes protected land critical for preserving wildlife habitat connectivity?

2 pts: We emphasize the importance of our wildlife habitat and corridors in our general/comprehensive plan but we have not taken any steps to restore or protect them.

20. Does your community protect open space, manage growth and infrastructure and encourage economic development through programs like cluster development, transfer of development rights (TDR), conservatin easements, and partnering with land trusts?

3 pts: We utilize more than one of these or similar programs.

26. Which option best describes the mix of housing types approved in your community?

3 pts: We approve a wide mix of housing types including single-family homes, multi-family housing, and senior housing that reflects the composition of our community and addresses a broad spectrum of needs.

28. Does your community have pedestrian mobility options that include an integrated system for bicycling and walking linking residential, commercial, and recreation areas?

1pt: We are in the process of creating pedestrian and bicycle connections.

32. Does your zoning allow for mixed uses, especially in designated growth areas or corridors?

3 pts: Our zoning ordinance allows mixed land uses in a number of locations throughout the community and in designated growth areas.

34. Does your community encourage new development to locate where infrastructure and services already exist?

1 pt: We have an adopted Capital Improvement Program (CIP) that is linked to our general/comprehensive plan.

39. How does your community integrate wildlife movement corridors (connecting larger blocks of wildlife habitat) to ensure motorist safety and provide safe wildlife passage?

2 pts: We have identified important wildlife crossing sites, but lack specific general/comprehensive plan policies.

49. Does your community regularly track (or work with an entity that tracks) local and regional economic information and trends?

2 pts: We have regular reports on local and regional economic information, but the information is limited.

The Community Development Director will provide additional information regarding question #24 for re-evaluation.

There will be a Public Hearing at the next meeting of the Planning Commission on November 20th. This meeting will cover the updated version of the Arizona Smart Growth Scorecard Check List from the information gathered at this evening's meeting. After the Public Hearing Meeting, the information will go to the Town Council for their review.

This being a worksession only, there was no action taken.

AGENDA ITEM: MINUTES: Consideration of the Regular Meeting Minutes of September 25, 2008 and Special Meeting Minutes of September 23rd and October 2, 2008. Vice Chairperson Olguin motioned to approve the Regular Meeting Minutes of September 25, 2008, the Special Meeting Minutes of September 23, 2008 and the Special Meeting Minutes of October 2, 2008. Commissioner Vinson seconded the motion. The motion passed unanimously.

AGENDA ITEM: REPORTS:

Chairperson's Report: None.

Staff Report: The Community Development Director stated that the first Organizational Meeting for the Focus Groups on the General Plan was successful.

AGENDA ITEM: PUBLIC COMMENT: The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing staff to study the matter, or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit his or her comments to **FIVE minutes.**

There was no public comment.

AGENDA ITEM: FUTURE AGENDA ITEMS:

-November 20, 2008 – Public Hearing / Arizona Smart Growth Scorecard Check List

-Late November or on the regular scheduled December 4th Worksession: Clarkdale Metals with Tom Piccioli and Tom Pender.

AGENDA ITEM: ADJOURNMENT: Chairperson Puzas motioned to adjourn the meeting. Commissioner Vinson seconded the motion. The motion passed unanimously. The meeting adjourned at 7:30 p.m.

APPROVED BY:

SUBMITTED BY:

Dave Puzas
Chairperson

Vicki McReynolds
Administrative Assistant II

**MINUTES OF A REGULAR MEETING OF THE PARKS AND RECREATION
COMMISSION OF THE TOWN OF CLARKDALE**

A Regular Meeting of the Parks and Recreation Commission of the Town of Clarkdale was held on Wednesday, October 8, 2008, at 5:30 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona.

Chairperson: Lynda Zanolli
Vice Chairperson: Maya Radoccia
Commissioners: Krysta Dehnert
Bethany Bezdek
Alice Burroughs

Town Staff:
Parks and Recreation Supervisor: Dawn Norman
Others in Attendance: None

AGENDA ITEM: CALL TO ORDER -Chairperson Zanolli called the meeting to order at 5:36 p.m. It was noted that a quorum was present.

AGENDA ITEM: PUBLIC COMMENT - None

AGENDA ITEM: MINUTES-Discussion and consideration of minutes of the Regular Meeting held on September 10th, 2008.

Parks and Recreation Supervisor Norman explained that Commissioner Radoccia had identified an error under the Chairperson's Report listed after Future Agenda Items. Parks and Recreation Supervisor Norman stated that the minutes were corrected to state that Commissioner Bethany Bezdek was one of the two applicants recommended for appointment to the Parks and Recreation Commission, not Commissioner Radoccia.

Commissioner Dehnert motioned to approve the Regular Meeting minutes for September 10th, 2008, as corrected. Commissioner Burroughs seconded the motion. The motion passed unanimously.

AGENDA ITEM: REPORTS- Reports on current events

CHAIRPERSON'S REPORT - None.

STAFF REPORT - Parks and Recreation Supervisor Norman reported that the last concert in the park was scheduled for Saturday at 5:30 p.m.

Parks and Recreation Supervisor Norman informed that the American Red Cross Babysitting Class had been rescheduled to October 25th and notification will be distributed about the change.

Parks and Recreation Supervisor Norman informed the Commission that this Friday was Family Movie Night and the movie scheduled to show was Hocus Pocus. She continued that a poster was on display at Planet Video and the movie phone line was up and running.

FINANCE REPORT – Parks and Recreation Supervisor Norman stated that she had just received the reports yesterday afternoon and did not have time to fully review them. She stated that the brief overlook of the reports looked correct as she did not have any expenditures for the month. Chairperson Zanolli requested that when Parks and Recreation Supervisor reviewed the finance reports to please notify the Commission of any discrepancies in her weekly report.

NEW BUSINESS:

AGENDA ITEM: CHAIR AND VICE CHAIR – Discussion and consideration of appointing Chairperson and Vice Chairperson.

Commissioner Dehnert motioned to nominate Commissioner Zanolli as Chairperson. Commissioner Burroughs seconded the motion. The motion passed unanimously.

Commissioner Dehnert motioned to nominate Commissioner Radoccia as Vice Chairperson. Commissioner Burroughs seconded the motion. The motion passed unanimously.

AGENDA ITEM: WORKSESSION - A work session to discuss the Halloween on Main Street Event.

Parks and Recreation Supervisor Norman informed the Commission that packets were hand delivered to the Upper Clarkdale residents today and that flyers would be distributed to the Lower Clarkdale residents on Friday. She reviewed a copy of the packet along with the costume contest flyer with the Commission. She stated that the costume contest flyer would be distributed to the school.

Parks and Recreation Supervisor Norman stated that volunteers were needed to assist with: bagging candy for the residents, staff road blocks, and the costume contest.

There was open discussion on the volunteers needed and their assignments. Parks and Recreation Supervisor Norman stated that the candy would be bagged on Tuesday, October 28th, at 3:30 p.m. She continued that if any of the Commissioners were available to assist in any way to please notify her by email.

Commissioner Burroughs inquired if the Explorers were going to be able to assist residents with entering and leaving the homes on Main Street. Parks and Recreation Supervisor Norman replied that the number of Explorers and volunteers available were very limited and that the Explorers would need to be utilized at the road block stations. She continued that information on how and where to enter and exit on Main Street was included in the packet.

Parks and Recreation Supervisor Norman informed that this year she is organizing a meeting with Chief Haynie and all road block volunteers. Items which will be covered will include how to properly run a road block, directing traffic and communication between road block stations.

AGENDA ITEM: WORKSESSION - A work session to discuss the Holiday/Santa event previously known as Santa in the Park.

Parks and Recreation Supervisor Norman opened the discussion with an overview of last year's event. She stated that due to inclement weather the event was re-located to the Men's Lounge which sparked an overwhelming amount of positive responses from all parties involved. She continued that these responses initiated the decision to permanently locate the event to the Men's Lounge.

Parks and Recreation Supervisor Norman reported that this year's event will still include the opportunity for children and families to visit with Santa and have their photo taken with him along with providing the child with a picture frame ornament. She said that Made in Clarkdale will again host an ornament making section for the children to create a hand-made ornament which they can either hang on the Town tree or take home with them. Parks and Recreation Supervisor Norman expressed her concern of the challenges posed with allowing the children to hang their ornament on the town tree. The town tree has historically been placed in the gazebo in the park and if they were going to continue with this practice then a volunteer would have to be posted at the gazebo to assist the children with hanging the ornament in order to ensure that no one tripped on cords or fell into the tree. She said an alternate option would be to either purchase or seek a donated tree to place inside the Men's Lounge or to use one of the trees located outside of the Men's Lounge. There was open discussion on the town tree in the park, the option of an additional tree, and where the children could hang and display their hand-made ornaments. The commission concluded that the tree outside of the Men's Lounge be decorated and used to display the hand-made ornaments in lieu of the town tree in the gazebo.

AGENDA ITEM: WORKSESSION - A work session to discuss the General Plan Update Process and the role of Parks and Recreation.

Parks and Recreation Supervisor Norman notified the Commissioners that letters were sent out to approximately 80 residents, including to the Commission, informing of the Focus Group Organizational Meeting scheduled for October 21st at 6:30 p.m. in the Men's Lounge. She continued that the package included information about each of the Focus Groups along with a postcard to return if interested in participating. There was open discussion on the short notice of the meeting date and several Commissioners not being able to attend the meeting. Commissioner Bezdek asked if the Commissioners were not able to participate if they could give their package to another resident they felt would be an asset to the open space focus group. Parks and Recreation Supervisor Norman reiterated no one was required to participate in the General Update process but that everyone was strongly encouraged.

AGENDA ITEM: FUTURE AGENDA ITEMS - Listing of items to appear on future agendas.

Halloween

Christmas/Holiday Event

New Year's Event



AGENDA ITEM: ADJOURNMENT-With no further business before the board, the meeting adjourned at 6:13 p.m.

APPROVED:

Lynda Zanolli
Chairperson

SUBMITTED BY:

Dawn Norman
Parks and Recreation Supervisor

**Minutes of a Regular Meeting of the Heritage Conservancy Board of the Town of Clarkdale,
Held on October 15, 2008 at 4:00 p.m. in the Clark Memorial Library, Clarkdale, Arizona.**

A Regular meeting of the Heritage Conservancy Board of the Town of Clarkdale was held on October 15, 2008 at 4:00 p.m. in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona.

Board Members: Chairperson Drake Meinke
Vice Chairperson Gerald Wombacher
Linda McDonough
Jesus Valdez (absent)
Isabel Erickson

Staff: Admin. Assistant Charlotte Hawken
Town Clerk Kathy Bainbridge
Others in attendance: No one.

CALL TO ORDER –Chairperson Meinke called the meeting to order at 4:00 p.m. and noted that Boardmember Valdez was absent.

PUBLIC COMMENT– None.

CONSIDERATION OF THE MINUTES – Consideration of the minutes of the regular meeting held on September 17, 2008. Boardmember McDonough moved to approve the minutes. Vice Chairperson Wombacher seconded and the motion passed unanimously.

REPORTS –Chairperson Meinke reported that 1) the downtown plaque was considered by the Design Review Board and they want it to be on public land at the sidewalk in front of the Classic service station so that someone looking at it would be facing the buildings across the street, which are depicted on the plaque. It will go back to Design Review and it looks like it will be approved for placement, 2) the Fun Fest rained out at mid-day, 3) the Chamber is arranging a Northern Arizona Council of Governments (NACOG) historical tour of northern Yavapai County relating to economic development that includes Clarkdale on October 23rd and Pat Williams will have the museum open at that time, 4) there will be a walk in on Main in Old Town Cottonwood on November 15th.

Vice Chairperson Wombacher reported that Boardmember Valdez was concerned about the proposed annexation of forest service property by Cottonwood because the site of the 1932 plane crash by William Andrews Clark III is located on it. He went to a meeting about the issue and they said they weren't interest in that piece of the property. They had to include it in order to annex pieces adjacent to it. Clarkdale will meet with Cottonwood at the end of October to discuss options.

Chairperson Meinke adjourned the meeting to the Reading Room at 4:30 pm. The meeting reconvened in the Reading Room of the Clark Memorial Clubhouse at 4:37 pm.

READING ROOM – Discussion and consideration of recommending possible uses of the Reading Room and the furnishings located in it to the Town Council. Discussion included the following issues:

1. Boardmember McDonough noted that the space had been built as a Reading Room with a small section of books in an alcove at the end that had a counter across it and access through a doorway to the side. There was a large table with six chairs around it and lounge chairs against the side walls. People could read in the room or check items out for a small fee. In the early 1930's glass-front bookcases were installed along the side walls and it became more of a library. A check-out counter was installed in the center of the room. This continued until the library was moved in 1979. At some point the bookcases were disassembled and moved to the basement of the Clubhouse. Some of them were reassembled on the south wall of the reading room. They bookcase doors have locks and we have the keys. Some of the glass doors and other parts are missing.
2. The Heritage Conservancy Board used the room for some time. Furnishings located in the Clubhouse were moved into the room during Operation Graduation for a period of years and then at some point the items were not moved back to their usual places after the event. The room became a storage place for historic Clubhouse items. The two ceiling light fixtures in the room were replicated by the Heritage Conservancy Board and installed by the town crew in March 2006.
3. The furniture could again be placed in their original spaces in the Men's and Ladies Lounges.

4. The Heritage Conservancy Board could develop a recommendation to the Council of what to do to preserve the furnishings if they were taken out of storage.
5. The pre-1927 books stored in the room could be processed for access.
6. How to use a large historical display case that is stored in the room.
7. How to protect the delicate table and floor lamps.
8. Some of the furnishings need to be repaired.
9. The furnishings need to be stored during events like Operation Graduation and the New Year's Eve party.
10. Items could be:
 - a. used to create the original seating arrangements in other rooms in the Clubhouse
 - b. put in the alcove of the Reading Room as a display (good for the lamps)
 - c. stored in the jail area in the basement of the Clubhouse
 - d. displayed at the end of rooms in the Clubhouse and barricaded from access.
11. The Board's initial plan would be to
 - a. Create a vision of how it would look and work
 - b. Use in the original rooms (must be protected during events)
 - c. Need to make a repair list and complete repairs before moving some items
 - d. Set up a sample area in the Men's Lounge with some of the furniture.
 - e. Identify adequate storage spaces for anything that cannot be used immediately.
 - f. Develop directions for maintenance of wood finished and use of table top covers.

12. One key question is how (what) the Council and residents of Clarkdale want to use (do with) the Clubhouse.

CLARKDALE'S KIOSKS ABOUT HISTORY – Discussion and consideration of Clarkdale's Kiosks about History, part of an Arizona Tourism Grant. Chairperson Meinke moved to table this item to the next meeting. Boardmember McDonough seconded and the motion passed unanimously.

ELECTIONS – Discussion and consideration of elections of a Chairperson and a Vice-Chairperson. Boardmember Erickson moved to nominate Drake Meinke as Chair and Gerald Wombacher as Vice-Chair. Boardmember McDonough seconded and the motion passed unanimously.

LOAN REQUESTS – Discussion and consideration of loan requests from the Clarkdale Heritage Center for items for a museum display. Boardmember Erickson moved to approve the loan request of a ballot box, two ballot box keys and a 1962 ballot. Boardmember McDonough seconded and the motion passed unanimously.

ARCHIVE COLLECTIONS MANAGER – Discussion and consideration of appointing an Archive Collections Manager. Town Clerk Bainbridge noted that there were more duties outlined for the Collections Manager than one volunteer would reasonably do and that there were two applicants with different abilities who could share the position. Boardmember Erickson moved to approve accepting both applications with Linda McDonough carrying out collections/preservation and June Kahalley carrying out the administration/records aspect of the Archive Collections Manager position. There was a suggestion to track to time required to do each position. Vice Chairperson Wombacher seconded and the motion passed, with Boardmember McDonough abstaining from voting.

POSTCARDS – Discussion and consideration of a request from the Clarkdale Heritage Center to purchase postcards that were produced by the board at a discount for resale. Boardmember Erickson moved to sell the postcards to the Clarkdale Heritage Center at their current price of 25 cents each, not at a discount. Vice Chairperson Wombacher seconded and the motion passed unanimously.

BOARD STATEMENT OF POLICIES AND GOALS – Discussion of the Heritage Conservancy Board Statement of Policies and Goals. Chairperson Meinke moved to table this item to the next meeting. Boardmember McDonough seconded and the motion passed unanimously.

FUTURE AGENDA ITEMS – A listing of items to appear on future agendas. 1) Reading Room arrangement. 2) Board statement of policies and goals. 3) Kiosks project. 4) OLLI marsh project partnership.

ADJOURNMENT – With no further business and without objection the meeting adjourned at 5:20 pm.

APPROVED: _____ **SUBMITTED:** _____
 Drake Meinke, Chairperson Charlotte Hawken, Administrative Assistant