

DRAFT

*Board of Adjustment*  
*November 26, 2008*

**MINUTES OF A REGULAR MEETING OF THE BOARD OF ADJUSTMENT OF THE TOWN OF CLARKDALE HELD WEDNESDAY, NOVEMBER 26, 2008, AT 6:00 P.M. IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, ARIZONA.**

The **REGULAR MEETING** of the Board of Adjustment of the Town of Clarkdale that was scheduled for **November 26, 2008**, was **cancelled**.

**APPROVED BY:**

**SUBMITTED BY:**

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Lee Daniels  
Chairperson

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Vicki McReynolds  
Administrative Assistant II

**MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, NOVEMBER 12, 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, November 12, 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	Excused
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 October 8, 2008. Board Member Sakelarios 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:** None.

Board Member Stackhouse reported that Mountain Gate is going to Chapter 7.

**Staff Report:** The GIS Planner stated the first Focus Group meeting of 11/12/08 held in the Community Development Department went well. He also explained the types of maps he will be producing throughout the general plan 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.**

**OLD BUSINESS**

**6. DISCUSSION & POSSIBLE ACTION:** DRB-090052, Design Review request for a placard placement on the sidewalk between Tenth Street and Main Street in front of the Main Street Café & Pizzeria, 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 sidewalk between Tenth Street and Main Street in front of the Main Street Café & Pizzeria as seen in Exhibit (A). The sign placard will become the property of the Town of Clarkdale and all upkeep will be the responsibility of the Public Works Department. 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 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 was not present at this meeting. Staff presented for the applicant, as this application request is an “in-kind” service with the Town.

**Questions to Staff/Applicant:**

Following are responses to questions from the Board Members:

- The placard is the only sign of it's' type being put up.
- This was an existing sign and the applicant felt it important to re-erect it.
- Self-guided tours would include this sign.

**Discussion:**

Following are areas discussed by the Board Members:

- The safe location of the placard near the light pole will keep people from walking in to it.
- The lighting from the pole illuminates the placard at night (another good safety feature).
- It is far enough away from parked cars and doors opening.
- The Board Members had no issues with the application as presented.

**AGENDA ITEM: ACTION:** Board Member Stackhouse motioned to approve the application as presented with the stipulation that the mounting and placement of the sign be overseen by the Public Works Department. Board Member Sakelarios seconded the motion. The motion passed unanimously.

**NEW BUSINESS**

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

**THE APPLICANT WITHDREW THEIR APPLICATION. NO ACTION WAS NECESSARY.**

*DRAFT*

*Design Review Board  
November 12, 2008*

**AGENDA ITEM: FUTURE AGENDA ITEMS:**

**-No applications at this time**

**AGENDA ITEM: ADJOURNMENT: Board Member Sakelarios motioned to adjourn the meeting. Board Member Hayman seconded the motion. The motion passed unanimously. The meeting adjourned at 7:00 p.m.**

**APPROVED BY:**

**SUBMITTED BY:**

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**Charles Scully  
Chairperson**

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**Vicki McReynolds  
Administrative Assistant II**

**Minutes of a Regular Meeting of the Library Advisory Board of the Town of Clarkdale, Held on November 6, 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 November 6, 2008 at 9:00 a.m. in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona.

**Members:** John Stevenson, Chairperson  
Elise Rotchford  
Winnie Bohall  
Sue Hill  
Margaret Krznarich (absent)  
Roberta Peterson  
Chris Calderon

**Staff:** Library Manager Hawken

**CALL TO ORDER** – Boardmember Bohall nominated Boardmember Hill to conduct the meeting. Boardmember Calderon seconded and the motion passed unanimously. Boardmember Hill called the meeting to order and noted that Chairperson Stevenson and Boardmember Krznarich were absent.

**PUBLIC COMMENT** – Jerry Wiley stated that he has been transporting the tubs of requested books between our library and the Cottonwood Library on Mondays. A courier takes them from there to the Prescott Library as part of the county library network system of sharing books. He explained the procedure and asked the board to look out for people to volunteer to make the trip later in the week in order to provide better service.

Chairperson Stevenson took over conducting the meeting at 9:10 a.m.

**MINUTES** – Discussion and consideration of approving the minutes of the regular meeting held on October 2, 2008. Boardmember Calderon moved to approve the minutes. Boardmember Hill seconded and the motion passed unanimously.

**REPORTS** – Library Manager Hawken noted that the grant application for reroofing the library building, which the board recommended at their September meeting, had been awarded and the Town is awaiting the paperwork in order to be able to begin the project.

**ICE CREAM SOCIAL** – Discussion and consideration of the Ice Cream Social.

Discussion included the following issues:

1. The space arrangements would not be made until May or June 2009.
2. New county health department requirements might affect the food donations and table arrangement.

**BOOK SALE** – Discussion and consideration of the annual Book Sale.

The board discussed various details of the event.

**ELECTIONS** – Discussion and consideration of electing a chairperson and a vice-chairperson.

Boardmember Hill nominated John Stevenson as chairperson. Boardmember Bohall seconded and the motion passed unanimously. Boardmember Bohall nominated Sue Hill as vice-chairperson. Boardmember Calderon seconded and the motion passed unanimously.

**FUTURE AGENDA ITEMS** – Book Sale

**ADJOURNMENT** Without objection, Chairperson Stevenson adjourned the meeting at 10:00 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, NOVEMBER 20, 2008, IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.**

A **SPECIAL** meeting of the Planning Commission of the Town of Clarkdale was held on Thursday, November 20, 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	Dave Puzas	Excused
Vice Chairperson	Jorge Olguin	Present
Commissioners	Amy Bayless	Present
	Sarah Vinson	Present
	Bill Regner	Present

**Staff:**

Community Development Director	Sherry Bailey
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 October 23, 2008 and the cancelled Special Meeting Minutes of November 6, 2008. Commissioner Regner **motioned to approve the Regular Meeting Minutes of October 23, 2008.** Commissioner Bayless **seconded the motion.** The motion passed unanimously. Commissioner Bayless **motioned to approve the cancelled Special Meeting Minutes of November 6, 2008.** Commissioner Regner **seconded the motion.** The motion passed unanimously.

**AGENDA ITEM: REPORTS:**

**Chairperson's Report:** None.

**Staff Report:** The Community Development Director stated the Focus Groups are going well and have been accomplishing a lot. There is opportunity for public input and for other members from various Focus Groups to get involved in groups other than their own.

The Commissioners asked the Director if they can join in any of the Focus Groups elements. The Community Development Director said no more than two Commissioners in any one group are allowed. Agendas are available through the Director for anyone who may be interested.

**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: PUBLIC HEARING: DISCUSSION AND CONSIDERATION**  
**CONCERNING THE ARIZONA SMART GROWTH SCORECARD CHECK LIST.**

- **Open Public Hearing: The Chairperson opened the Public Hearing.**
- **Staff Report:**

**Project Description:**

The State of Arizona has mandated that each community whether small, medium or large submit a rating checklist called the Smart Growth Scorecard whereby a community rates itself on its effectiveness as a smart growth community. As an incentive to complete this task, discretionary funding applications from communities that have completed this task receive a higher rating than communities that fail to submit their checklist.

**Summary:**

The Planning Commission and the Town Council met jointly on October 23<sup>rd</sup> and completed most of the review for the checklist. The only item remaining was number 24 which dealt with the question of how the General Plan addresses housing. In reviewing the existing General Plan section 2-f addressed the housing needs of Clarkdale, the condition of the housing stock and the types of housing Clarkdale would need in the future. Goal 2-C called for a program that would support housing programs to meet the needs of all residents. Objective 2-C a and b listed policy statements that could accomplish this goal and Objective 2-Cb. calls for the support of new quality development that addresses affordable housing objectives and provides for policy statements that accomplish that goal.

Given the fact that the existing General Plan does address multiple housing issues, staff has recommended that we indicate the 2 point answer is appropriate for this question. You will find the 2 point answer highlighted under item 24.

**Staff Recommendation:**

Staff recommends the Planning Commission vote to submit the revised Scorecard to the Town Council for approval and submittal by the Town Manager.

**Final Note:** There should be one more update from the State next week or the first week in December. If there are any significant updates, the Planning Commission would meet one more time before presenting to the Town Council the revised Scorecard. The Community Development Director does not anticipate this happening.

- **Invite Public to Speak:** There was no public comment.
- **Close Public Hearing:** The Chairperson closed the Public Hearing.

**AGENDA ITEM: CONSIDERATION AND POSSIBLE ACTION: DISCUSSION AND CONSIDERATION CONCERNING THE ARIZONA SMART GROWTH SCORECARD CHECK LIST.**

- **Questions May Be Directed to Staff:** The Community Development Director stated the next step if the Planning Commission accepts this revised Scorecard, is to submit to the Town Council.
- **Discussion:** None.
- **AGENDA ITEM: ACTION: Commissioner Vinson motioned to approve submitting the revised Scorecard Draft 7, October 17, 2008, to the Town Council for approval and submittal by the Town Manager. Commissioner Bayless seconded the motion. The motion passed unanimously.**
- **Commissioner Vinson ammended the motion to approve submitting the revised Scorecard Draft 7, October 17, 2008, to the Town Council for approval and submittal by the Town Manager, with the stipulation if the State makes any significant changes to the Scorecard, the Planning Commission will do a re-submittal to the Town Council. Commissioner Bayless seconded the motion. The motion passed unanimously.**

**AGENDA ITEM: FUTURE AGENDA ITEMS:**

**-The Planning Commission's Worksession will be held on Thursday, December 4, 2008 – to get information prepared for meeting with Clarkdale Metals at their regular meeting on Thursday, December 18, 2008.**

**-The Community Development Director stated in January or February 2009 at the Planning Commission's Worksession, there would be a joint meeting with the Land Use Focus Group people.**

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

**APPROVED BY:**

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Dave Puzas  
Chairperson

**SUBMITTED BY:**

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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, November 12, 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  
Assistant Town Manager: Janet Perry  
Community Development Director: Sherry Bailey

Others in Attendance: None

**AGENDA ITEM: CALL TO ORDER** -Chairperson Zanolli called the meeting to order at 5:33 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 October 8<sup>th</sup>, 2008.

*Commissioner Radoccia motioned to approve the Regular Meeting minutes for October 8<sup>th</sup>, 2008, as written. 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 informed the Commission that a safe walk to school was organized last month by the Police and Public Works Departments encouraging students to walk to school in recognition of National Walk to School Day. A group of students met at Town park for those residing outside walking limits and were escorted to the school by the police, fire, and public works departments.

Parks and Recreation Supervisor Norman presented the Commissioners with a Walkability Survey and a Bikability Survey. She explained that Public Works is asking for residents to fill out the surveys and turn them in as soon as possible. She stated that Public Works has applied for an

infrastructure grant which requires the community's involvement. She asked the commissioners to please encourage neighbors and friends to complete the surveys and get them returned as soon as possible.

**FINANCE REPORT** – Parks and Recreation Supervisor Norman stated that the finance reports were up to date. She reviewed the reports with the commissioners and informed the Summer Concerts line item would be adjusted and increased \$650. She said that this was due to the two concert cancellations. She explained that because the two checks were voided finance was waiting on direction from the software supplier on the correct process on how to handle the adjustment in the new system.

### **NEW BUSINESS:**

#### **AGENDA ITEM: DISCUSSION - Discussion of the 2008 Halloween on Main Street Event.**

Parks and Recreation Supervisor Norman reported that there was a slight increase of trick-or-treaters from last year. 1,354 versus 1,286 from 2007.

She stated that the pre-event and debrief meetings were very productive and made a big difference in the outcome of the event. She informed that at the debrief meeting suggestions were made to: add the time to all signs, encourage the residents participating to follow the 7 p.m. end time, keep road blocks up longer to allow the trick-or-treaters to get to their vehicles, and make announcements throughout the evening informing of time.

Parks and Recreation Supervisor Norman stated that the comments received were all positive and that the residents reporting supported the time change of 7 p.m. and the changes implemented.

Commissioner Burroughs stated that the event should be lengthened to 8 p.m. again because there were a lot of trick-or-treaters still out after 7 p.m. There was open discussion on why the event had been altered to end at 7 p.m. versus the 8 p.m. end time. Parks and Recreation Supervisor Norman stated that extending the event back to 8 p.m. would contradict all of the hard work and progress that the Commission had made and would encourage trick-or-treaters to continue to come after 7 p.m. Commissioner Bezdek agreed and stated that the Mayor and Council requested that the Commission work on the event to resolve concerns brought forward and by making the change would put the town right back to where it started. Parks and Recreation Supervisor Norman pointed out that this event was on a Friday night and that the majority involved felt that the implementations and focus on safety did impact the event regardless of the event falling on Friday. She stated that the town would face this again next year with the event falling on Saturday and that consistency and persistence was the key to the changes that the Council and Commissioners were trying to achieve. She continued as long as the town and the residents continue with the changes implemented this year the positive effects will increase each year.

There was open discussion on changing the costume contest to 5 p.m. Commissioner Radoccia commented that this would be difficult for working parents to be there at this time. Parks and Recreation Supervisor Norman remarked that she was very surprised to see how many people were at the park before 5 p.m. waiting for the contest to begin. She continued that the time change would have to be reviewed before next year's event.

There was open discussion on all of the positive comments received by the Commissioners and Town staff from upper Clarkdale residents.

**Chairperson Zanolli motioned to move Agenda Item 8. Work session to discuss the General Plan Update before Agenda Item 6. Work session to discuss the Holiday Festivity with Santa event on the agenda. Commissioner Radoccia seconded the motion. The motion passed unanimously.**

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

Community Development Director Sherry Bailey updated the Commission on the current status of the Focus Groups. She explained that after reviewing the work done by both past and current Parks and Recreation Commissions and Parks and Recreation staff that good groundwork is in place for finalizing a Parks and Recreation Master Plan. Working in concert with the General Plan process would be a very timely and beneficial way to approach a Parks and Recreation Master Plan process.

Community Development Director Sherry Bailey stated that the Open Space element in the General Plan contained policy for direction and guidance whereas the Parks and Recreation Master plan should provide more specifics. She continued that the work already done by the commission and staff was at the point where Parks and Recreation needed to be working on their master plan and developing the final plan that the Commission, staff, and Council could use.

Community Development Director Bailey reported that two of the Commissioners were signed up for the open space element and offered a proposal to the Commissioners to have those two Commissioners act as liaisons to the Commission through the process. She stated that, along with Assistant Town Manager Janet Perry and Parks and Recreation Supervisor Dawn Norman, they would combine the existing Master Plan documents into one, provide the document additional form and work with Commission to move forward so the document could be completed about the same time the focus groups completed their projects.

Commissioner Radoccia presented the question if this would necessitate a lot of work for the two commission members participating on the open space element. Community Development Director Bailey stated that this process will necessitate a lot of work on everyone's part, but the majority of the process could be done by email.

Community Development Director Bailey proposed the Commission to start the process with a mini-charette. She continued that in this process the Commission would split into groups and tackle the project from a design point of view providing groundwork for a broader picture. Community Development Director Bailey suggested scheduling the mini-charette for the January Parks and Recreation regular meeting. She continued that each monthly meeting thereafter would be primarily dedicated to working on the Master Plan. The initial mini-charette is estimated to last at least 3 hours. Parks and Recreation Supervisor Norman stated that the January meeting could be dedicated to the mini-charette only and the Commissioners agreed that no other agenda items would be included. Community Development Director Sherry Bailey continued that in the following months the Commission would use the mini-charette experience to further their work on drafts of the master plan.

Commission Dehnert posed the question of whether this process was putting the cart before the horse. Community Development Director Sherry Bailey acknowledged that Parks and Recreation had done a lot of the work and that with both projects, the open space element and the Master plan, being worked on at the same time would allow for both of the projects to be completed and taken through the required processes simultaneously, including public input. She continued that the elements in the Parks and Recreation Master Plan drafts already entail information from the General Plan Open Space element and that it was very important that the Parks and Recreation Master Plan be incorporated into the land use element. Community Development Director Bailey expressed that she felt that the standards developed by Parks and Recreation were very good basic building blocks to build off of but needed more specifics. She continued that the Parks and Recreation Master Plan could then be incorporated into the open space and land use elements parallel with one another.

There was open discussion on the timeline of each project, the Focus Group Elements, the Parks and Recreation Master Plan and the General Plan update. Community Development Director Sherry Bailey informed that the focus groups should be completed sometime in March, from there the work completed by each focus group would then be put into a draft document which would take approximately an additional 3 months resulting with the draft of each chapter/element going to each of the focus groups for review sometime in June.

There was open discussion on the mini-charette scheduled for the January meeting and if there was anything that the commissioners needed to do to prepare prior to the meeting. Assistant Town Manager shared that she had participated in a mini-charette and that in order to have a productive experience they should enter the charette prepared with being familiar with the existing Parks and Recreation documents and ready to think outside the box. Community Development Director Sherry Bailey added that it was not just parks, but also trails, circulation, programs, etc. that they were going to be tasked to think about and that there would be some hurdles for the Commission to address.

Commissioner Burroughs asked if the Commissioners were constrained to open meeting laws during this process, for example email communications. Community Development Director Sherry Bailey informed that they were required to follow the open meeting laws and that each Commissioner would have to share the information with Parks and Recreation Supervisor Norman who then would process the information accordingly.

There was open discussion on holding the January meeting in the Community Development building open area. Parks and Recreation Supervisor Norman stated that she would include the location change in January's agenda.

**AGENDA ITEM: WORKSESSION - A work session to discuss the Holiday Festivity with Santa event.**

Parks and Recreation Supervisor Norman opened the discussion with an overview of the schedule of events. She expressed her thanks to Chairperson Zanolli and her husband for the donated Christmas tree. She continued that Parks and Recreation now has an additional artificial tree to use which could be set up in the Men's Lounge to display the children's hand-made ornaments which then could be relocated to the auditorium during Made in Clarkdale.

Parks and Recreation Supervisor Norman addressed the need for additionalvolunteers..

**AGENDA ITEM: WORKSESSION – A work session to discuss the 2nd Annual 2008 New Year’s Eve event.**

Parks and Recreation Supervisor Norman provided an update of the current entertainment scheduled for the evening along with possible performers that have not yet confirmed. She stated that additional updates will be included in the Parks and Recreation weekly report.

**AGENDA ITEM: FUTURE AGENDA ITEMS – Listing of items to appear on future agendas.**  
***Review of Strategic Plan Drafts***

**AGENDA ITEM: ADJOURNMENT-**With no further business before the board, the meeting adjourned at 6:31 p.m.

APPROVED:

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Lynda Zanolli  
Chairperson

SUBMITTED BY:

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Dawn Norman  
Parks and Recreation Supervisor

**Minutes of a Regular Meeting of the Heritage Conservancy Board of the Town of Clarkdale, Held on November 19, 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 November 19, 2008 at 4:00 p.m. in the Clark Memorial Library, 39 North Ninth Street, Clarkdale, Arizona.

**Board Members:** Chairperson Drake Meinke  
(absent)

Vice Chairperson Gerald Wombacher  
Linda McDonough  
Jesus Valdez  
Isabel Erickson

**Staff:** Admin. Assistant Charlotte Hawken  
Town Clerk Kathy Bainbridge

**Others in attendance:** No one.

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

**PUBLIC COMMENT**– None.

**CONSIDERATION OF THE MINUTES** – **Consideration of the minutes of the regular meeting held on October 15, 2008. Boardmember Erickson moved to approve the minutes. Boardmember McDonough seconded and the motion passed unanimously.**

**REPORTS** –Administrative Assistant Hawken reported that the balance in the hdb Donations account is \$5,806.89.

**CLARKDALE’S KIOSKS ABOUT HISTORY** – Discussion and consideration of Clarkdale’s Kiosks about History, part of an Arizona Tourism Grant.

This item was tabled to the next meeting.

**PARTNERSHIP WITH OLLI FOR TAVASCI MARSH CLASS** – Discussion and consideration of partnering with Osher Lifelong Learning Institute in presenting a class regarding Tavasci Marsh.

Boardmember Erickson stated that OLLI is presenting a program on Tavasci Marsh in conjunction with the National Park Service. It will be in the clubhouse on April 4, 2009 from 9:00-12:00. The purpose of the workshop is to include the public in the decision making process about how to fund, manage the marsh for animal habitat and for recreational use. Town Clerk Bainbridge stated that the Council may need to approve a Heritage Conservancy Board partnership or support of the presentation. The Board requested that she check on any issues that might arise with the Town’s involvement.

**SOFTWARE UPGRADE** – Discussion and consideration of purchasing a network upgrade for the Past Perfect software.

By acquiring a Multi Media option photographs can be added to the information about each item that is cataloged. The Network upgrade would allow the program and information to be accessed at more than one computer. Boardmember Erickson moved to purchase the Past Perfect software Multi Media option and the Network upgrade for up to \$900.00 from the Heritage Conservancy Board Donations account. Boardmember McDonough seconded and the motion passed unanimously.

**GLASS TOPS FOR TABLES** – Discussion and consideration of purchasing glass tops for the wooden tables in the Clubhouse.

Options to protect the tops of the wooden Clubhouse tables include glass, Plexiglas, felt pads and elasticized vinyl pads. Glass and felt pads are in the \$150 range for each table. Plexiglas scratches. Boardmember McDonough moved to purchase an elasticized vinyl cover for the table from the Ladies Lounge that was recently refinished from the Heritage Conservancy Board Donations account. Boardmember Erickson seconded and the motion passed unanimously.

**PULPIT PLAQUE** – Discussion and consideration of reimbursing Clarkdale Heritage Center \$8.50 for the “Donated by” plaque they put on the Mountain View United Methodist Church pulpit that is on loan to them from the Town.

Boardmember McDonough moved to reimburse the Clarkdale Heritage Center \$8.50 for a donation plaque they placed on the Town-owned church pulpit. Boardmember Erickson seconded and the motion passed unanimously.

**BOARD STATEMENT OF POLICIES AND GOALS** – Discussion of the Heritage Conservancy Board Statement of Policies and Goals.

The Board reviewed the statement.

**READING ROOM** – Adjourn to the Reading Room for discussion and consideration of possible uses and arrangements of the Reading Room and the furnishings located in it and working on the cleaning and moving project.

The Board agreed to meet for a worksession in the Reading Room on December 3<sup>rd</sup> at 11:00 am to prepare the furnishings that are stored there for distribution in January to their original locations. They requested that a list of the auction items be given to Public Works so that they can remove them from the Reading Room. They also requested a list of the broken chairs be given to Public Works so that those items can be stored in a card room off the Council chamber in the Men’s Lounge.

**FUTURE AGENDA ITEMS** – A listing of items to appear on future agendas.

- 1) Reading Room project
- 2) Kiosks project
- 3) OLLI marsh project partnership
- 4) Fundraising.

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

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