

**Minutes of a Regular Meeting of the Common Council of the Town of Clarkdale  
Held on Tuesday, February 10, 2009.**

A Regular Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, February 10, 2009, at 6:00 PM at Clark Memorial Clubhouse, 19 North Ninth Street, Men's Lounge, Clarkdale, Arizona.

**CALL TO ORDER:** Mayor Von Gausig called the meeting to order at 6:00 p.m.

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  
Community Development Director Sherry Bailey  
Town Clerk Kathy Bainbridge

Assistant Town Manager Janet Perry  
Police Chief Pat Haynie  
Utility Director Wayne Debrosky

**PUBLIC COMMENT** – The Town Council invites the public to provide comments at this time. Members of the Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Town Clerk during the meeting. Each speaker is asked to limit their comments to five minutes.

No public comment

**INFORMATIONAL REPORTS**

**MAYOR'S REPORT** – A report from the Mayor on current events.

1. Attended a meeting held by the City of Cottonwood regarding the State Trust Land where they discussed the annexation and master planning for the 10 acres of Trust Land. They described their preliminary plans for the area and asked for public input.
2. Met with Margaret Bowman of the Walton Family Foundation regarding a new fresh water program and the Verde River.
3. Attended the Clarkdale General Plan's Land Use Planning Group
4. Had lunch with Rennie Radoccia and Vernon Woolf to talk about plasma gasification conversion systems and ideas for Clarkdale.
5. Attended the Bureau of Reclamation appraisal level study worksession in Prescott. They continue to fine tune where the water is being used in Yavapai

County and about to start on the supply side. The decisions for future water supply and water use in Yavapai County are being made at these meetings.

6. Met with Congresswoman Ann Kirkpatrick.
7. Met with Town Manager Mabery and Vice Mayor Wiley and about 30 Swedish visitors who were mayors and managers brought out by ASU. They wanted to see how a small town was run and then visited Phoenix and Chandler.
8. Met with John Rasmussen, Director of the Yavapai County Water Advisory Committee to talk about the philosophy of WAC since he would be the Co-Chair and talk about why some of the founded principles of WAC have not been done, one of which was to bring both sides of the County together.
9. Met with Ryna Rock and Sara Luna regarding conservation issues and Fossil Creek.
10. Met with Jorge Olguin regarding the plasma conversion system.
11. Attended Strategic Planning for Clarkdale all day on January 30<sup>th</sup>.
12. Attended the Bureau of Reclamation Study appraisal level study worksession.
13. Met with Diane Jones, Doug Bartosh, George Gehlert, and Town Manager Mabery regarding the Cottonwood's proposed annexation of Forest Service land. It was decided that it would be best to have the Forest Service appear at a joint meeting between Cottonwood and Clarkdale to describe what kinds of things could happen that would protect that land and what kinds of things might be added to the forest plan that is being worked on to see that the land stays open and stays forest service, which is what Cottonwood and Clarkdale want. The Forest Service volunteered to come to a joint meeting on Tuesday, March 31<sup>st</sup> tentatively at 5:00 p.m. at the Public Service Building in Cottonwood.
14. Attended Cottonwood's Recreation Center ground breaking.

#### TOWN MANAGER'S REPORT – A report from the Town Manager on current events.

1. There is a lot of positioning going on at the local levels regarding the federal economic stimulus package. ADOT has been working with the local governments through the COGS figuring out formulas for how they anticipate the money will flow through the State and onto the local governments. Thoughts are that about \$750,000 will trickle down to the Verde Valley The VVTPO will be meeting and ranking projects that Verde Valley communities have put forward as a recommendation to NACOG. There is no definitive information as to what other

areas the stimulus may pertain to other than transportation. Clarkdale is working to position ourselves to move quickly when details of the stimulus package is know by forming a task force of eight staff members working on economic stimulus projects.

2. The City of Sedona is hosting the next Intergovernmental Meeting on February 26<sup>th</sup>.

COCOPAI – A report regarding the Coconino Yavapai Resource Conservation District – No Report.

CAT – A report regarding the Cottonwood Area Transit – No Meeting.

NACOG - A report regarding the Northern Arizona Council of Governments – No Meeting.

NAMWUA - A report regarding the Northern Arizona Municipal Water Users Association - Mayor Von Gausig attended the NAMWUA board meeting in Sedona. They just approved their 504c4 status and continue to look at ways to bring water into northern Arizona in the future.

PFSG – A report regarding the Prescott Forest Stewardship Group – No Report.

VRBP – A report regarding the Verde River Basin Partnership - - Mayor Von Gausig met with the Verde River Basin Coordinating Committee in Jerome. The Committee decided that it would try to coordinate with WAC by bringing the Verde River Basin Partnership Technical Advisory Group and the WAC Technical Advisory Committee together to think about the types of things WAC needed in the next five years that could be performed by federal money obtained by the Verde River Partnership. The discussion will be on the next WAC agenda and ask for permission to discuss the issue.

VVREO – A report regarding the Verde Valley Regional Economic Organization – No Report.

VVLPI – A report regarding the Verde Valley Land Preservation Institute – No Report.

VVTPO – Report regarding the Verde Valley Transportation Planning Organization – Councilmember Bohall reported that there was a general discussion about the proposed economic recovery bills being debated in the House and Senate as they relate to transportation issues. The Willard Street extension is open to local traffic and completion is expected by the end of the month. Several projects are winding down with the exception of the McGuireville interchange and enhancement projects along SR-260 between Thousand Trails and Wilshire Drive. ADOT will be sponsoring an open house at the Cliff Castle Conference Center on February 19<sup>th</sup> from 6:00 to 7:30 pm.

WAC - A report regarding the Yavapai County Water Advisory Committee - Report

given above.

**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) **Approval of Minutes of the Common Council** - Approval of the minutes of the Regular Meeting held 1/13/09
- B) **Claims** - List of specific expenditures made by the Town during the previous month. PPE 1/2/09 & PPE 1/16/09, January Check and Credit Card Report
- C) **Board and Commission Minutes** – Acknowledgement of receipt of minutes and draft minutes of the previous month’s Board and Commission Meetings.
  - Board of Adjustments minutes of the meeting held - No meeting
  - Design Review Board minutes of the meeting held – 1/14/09
  - Library Advisory Board minutes of the meeting held – 1/8/09
  - Planning Commission minutes of the meeting held – 1/22/09
  - Parks and Recreation Board minutes of the meeting held – 1/14/09
  - Heritage Conservancy Board minutes of the meeting – 1/21/09
- D) **Reports** - Approval of written Reports from Town Departments and Other Agencies
  - Building Permit Report – December 2008
  - Capital Improvement Report – December 2008
  - Magistrate Court Report – November 2008, December 2008
  - Police Department Report - December 2008
  - Water and Wastewater Report – December 2008
  - Fire District Report and Mutual Aid Responses Report – December 2008
  - Cottonwood Area Transit (CAT) Operations Report – October, November 2008
  - Verde Valley Humane Society – November 2008, December 2008
- E) **Acceptance of the Franchise Agreement between Arizona Public Service Company (APS) and the Town of Clarkdale** – Approval of the Arizona Public Service Franchise Agreement as approved by the voters in November 2008.
- F) **Acceptance of the Arizona Historical Records Advisory Board (AHRAB) Grant** – Approval of acceptance of the AHRAB grant funding from the National Historical Publications and Records Commission and the Arizona State Library, Archives and Public Records in the amount of \$3,165.00 to be

shared with the Museum for the support of preservation projects.

Motion by Vice Mayor Wiley to approve the consent agenda items A – F as presented.  
Second by Councilmember Williams. Motion carried unanimously.

Without objection, the Mayor reordered the agenda so that New Business - FISCAL YEAR 2007-2008 AUDITED FINANCIAL STATEMENTS was taken out of order.

### **NEW BUSINESS**

#### **FISCAL YEAR 2007-2008 AUDITED FINANCIAL STATEMENTS – Presentation of the audit reports and consideration of approval of the 2007-2008 Fiscal Year Audit.**

Auditor Scott Graff from Colby Powell, PLC was present to review the Fiscal Year Ending 2008 Financial Statements. Mr. Graff reported that the Town had received a clean opinion and that the year ended in conformity with accounting principles generally accepted in the United States, which is the best opinion an auditor can give to any type of entity. The six “Findings” were reported as places that the auditor thought could be improved. Mr. Graff reported that the Management Discussion and Analysis is an easily readable summary of the financial statements written by Carlton Woodruff, Finance Director. The report addresses current operational activities, the sources, uses, and changes in resources, adherence to budget, service levels, limitations, significant economic factors, and the status of infrastructure and its impacts on debt and operation.

Motion by Councilmember Dehnert to approve the Fiscal Year Ending 2008 Financial Statements. Second by Councilmember Bohall. Motion carried unanimously.

#### **UPDATE PRESENTATION ON THE KIOSK PROJECT – Presentation and possible direction on Phase Two of the Arizona Tourism Grant. Drake Meinke will update Council on the sixteen subject titles and proposed locations for the kiosk project.**

Drake Meinke, Chairperson of the Heritage Conservancy Board reported that the first phase of the Rural Tourism Development Grant of the historical signcaps was completed. He presented subject titles along with suggested locations for the kiosk. Locations were reviewed with accessibility, parking, shaded areas, seating, and least disruption to traffic in mind.

1. The entrance to Patio Park along with an alternative area by Caballero Park.
2. Sports complex by the old school
3. Lower Clarkdale architectural styles kiosk at Mongini Park
4. Town complex area
5. Bench area by Museum with an alternative further down the road overlooking the smelter area

6. Overlook of the Cement Plant at 14<sup>th</sup> and 1<sup>st</sup> North
7. Upper residential architectural style kiosk at 13<sup>th</sup> and 1<sup>st</sup> South
8. Kiosk on the Clark Mansion, plane crash and High School located by the High School.
9. Yavapai-Apache Nation overlook kiosk at 16<sup>th</sup> and 1<sup>st</sup> North

Mayor Von Gausig suggested a kiosk at the Main Street park, and topics regarding the river, native vegetation, birds, and animals. Vice Mayor Wiley suggested the cemetery. Town Manager Mabery thought previously discussed kiosks at Tuzigoot, the State Park in Jerome, and the train depot that would draw tourists to the other kiosk locations in town should be included in the first phase of the kiosks. Sixteen kiosks are completed and the grant funds should cover informational panels completed for all of them. Sue Hill is compiling the text for the panels. Heritage Conservancy will be reviewing the completed text and then go to Design Review for approval.

**UPDATE FROM STRATEGIC PLANNING – Update presentation on Town of Clarkdale 2009 Strategic Planning held January 30, 2009.**

Town Manager Mabery reported that Council and Department Heads held a strategic planning day on January 30<sup>th</sup>. Due to the economic pressures, the day focused on policy decisions the Council will be faced with as we go through the budget process, operational issues – where can we be more efficient and cut costs, and the fee structures. Staff will be creating a trial budget by mid March, a quicker timeframe than usual so it can be brought to Council, and they can listen to the public response. It is going to be a tough year with many big decisions. Engaging the public during this process is paramount. Mayor Von Gausig stated that Strategic Planning had many hopeful, good, optimistic things for the Town for the public to hear and cautioned that it was not just all budget items.

**ADDENDUM: YAVAPAI-APACHE NATION DISTRIBUTION OF GAMING REVENUES UNDER PROPOSITION 202**

Council discussed receipt of a letter from the Yavapai-Apache Nation with a Prop 202 Initiative distribution check in the amount of \$14,542 designated for the Clarkdale Jerome School for seed money for a Native American Club. A key provision of Prop 202 Initiative is the sharing of gaming revenue with the state. The compact permits an Indian tribe to make 12 percent of its total annual contribution in the following form: “Distribution to cities, towns or counties for government services that benefit the general public, including public safety, mitigation of the impacts of gaming, or promotion of commerce and economic development”.

The City of Cottonwood received \$56,058 designated 100% to Mingus Union High School. Camp Verde received \$56,058 designated 50% to Camp Verde School District, 25% to South Verde High School and 25% to Parks & Recreation Youth Programs. Yavapai County received \$50,000 designated 70% to Boys & Girls Club

of Yavapai-Apache Nation, 15% to Beaver Creek School, and 15% to Rimrock High School.

Although the establishment of a Native American Club at the Clarkdale Jerome School may be a priority for the Nation or the School, Councilmembers agree that they do not feel the distribution meets the intent or the language of Proposition 202 and might not be legal. Mayor Von Gausig does not want to be a party to that. Dave Hunt, Assistant Administrator/Board Council, Yavapai County, recommended to Yavapai County that the Nation be advised that the County would be unable to distribute their award under the conditions established for acceptance.

Councilmember Dehnert thought that \$14, 542 was a lot of money to set up a club, especially with extremely tight municipal budgets and asking employees to take pay cuts and that due to the economic emergency situations we should check with the school for realistic start up costs for distribution and use rest for strategic planning items.

Vice Mayor Wiley suggested that we return the check and thank them, but do not feel it is properly applied.

Councilmember Bohall stated that if we return the check, we probably will not get any funding next year.

Mayor Von Gausig clarified that the Yavapai-Apache Nation does not have to give the money to surrounding communities. They can give it to any municipality.

In previous years, Mayor Von Gausig had attended Tribal meetings regarding uses for the funding. The Nation preferred that they meet individually with surrounding communities, but when that did not happen, a letter had been sent to the Tribe identifying what the Town thought would be the best use of funds this year.

Mayor Von Gausig thought that if all the communities in the Verde Valley and Yavapai County could work with the Yavapai Apache Nation in such a way that they could contribute the entire amount to a single project that would benefit everyone, it could probably do some real good.

Councilmember Dehnert stated that Council was appreciative of the Nation's contribution, but independent in determination of how it will be used.

The distribution of the Yavapai Apache Nation funds will be added to the February 24<sup>th</sup> Council meeting so that the Council can make a decision on how the check will be handled.

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

Distribution of the Yavapai Apache Nation Funds

**ADJOURNMENT at 8:15 PM**

APPROVED:

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Doug Von Gausig, Mayor

ATTESTED:

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Kathy Bainbridge, Town Clerk

SUBMITTED:

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Walt Good, Deputy Town Clerk

**Minutes of a Special Meeting of the Common Council of the Town of Clarkdale  
Held on Friday, January 30, 2009**

A Special Meeting of the Common Council of the Town of Clarkdale was held on Friday, January 30, 2009 at 8:00 AM in the Clarkdale Community Development Building, 39 North Ninth Street, Clarkdale, Arizona for a strategic planning session.

**CALL TO ORDER** - Mayor Von Gausig called the meeting to order at 8:00 a.m.

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  
Chief of Police Pat Haynie  
Utility Director Wayne Debrosky

Assistant Town Manager Janet Perry  
Community Development Director Sherry Bailey  
Town Clerk Kathy Bainbridge

The Mayor encouraged everyone to be optimistic and that we would be spending the day deciding on some ways to provide services to the citizens that they have come to expect and need. When dealing with budgetary issues there will be talk of things that are most expensive for the town and the need to balance those with items that are most important for the Town. Capital items are not only trucks, buildings and cash, but the people that work for the town and Clarkdale should do everything they can to avoid reducing that most important part of the Town's capital.

**Review of priorities set during 2008 Strategic Planning Session**

Short term priorities from the 2008 Strategic planning session were reviewed:

- **Street Master Plan.** The plan is about ¾ complete. We have been able to secure a PAR grant for a small area transportation study which is the final component and goes out for bid this month. Traffic counts have been updated. This information will be added into the circulation plan which will be a component of the General Master Plan.
- **Centerville Road – Broadway to Hwy 89A.** This project is tied to the third phase of the Mountain Gate Subdivision. Town Manager Mabery stated that regardless of the financial challenges facing Clarkdale today, we will still be able to work towards our short and long term priorities, which may take us longer to get completed, but will get there.
- **Industrial Road Extension -** Currently working with Salt River Materials Group for a section of the new road which crosses their property for connection to Cement Plant Road. Clarkdale Metals is also working on clearing up some land ownership questions.
- **Take Over Operation and Maintenance of the Water Company –** Clarkdale has taken over the billing process from Cottonwood. Cottonwood was notified that Clarkdale would take over the operations and maintenance at the end of June 2009, one year early. A plan to provide staffing and identify issues along with the benefits derived from acquiring the utility has been initiated.
- **General Plan Revision/Update –** Moving forward with focus groups with good discussions within the group framework along with being able to follow the original timelines.

Recommendations from the General Plan Committee members will be brought to the Council at the end of February.

- Complete Facilities Master Plan – Had been following the five year facilities plan adopted in 2003 until the Town shifted directions this year, will be used to move forward in the future. Electrical upgrades were done in the Clubhouse and sprinklers in the auditorium have been installed, but need water hookup.
  - Annexation of Clarkdale Minerals Property – Clarkdale Minerals’ timeline is one year from now. They are moving forward to define the project. The Town is treating the annexation area as a PAD.
  - Pecks Lake Amended Development Agreement/IGA – There are a lot of stakeholders interested that would like to see the property in public hands in some type of conservation use. Dealing with a large company which has their main focus on the mining community. All stakeholders need to work together and need funding.
  - Install and Train on the Clarkdale Customer Service System – Incode has been implemented and training is still in progress.
  - 100 Year Anniversary – Some grant funds are being looked at currently. Anniversary is in 2012 so this will be an ongoing project.
  - Wastewater Treatment Plan – Currently a funding issue but we are not under pressure to move forward as in the past. Alternative locations are being reviewed with new opportunities that have arisen with Clarkdale Metals.
  - Start Planning on Form Based Codes – Planning Commission is waiting for community design focus group with General Plan.
  - Start CIP Process – Have gone through initial ranking earlier in year and have the basic process set up. Have not moved forward due to economy. Update of General Plan will correlate with updates with CIP projects.
- Over all, of the thirteen short term priorities, eight items have progressed as anticipated whereas progress on five of the items has been adjusted for current timeframes.

### **Shaping Clarkdale to Succeed in a New Economy**

Town Manager Mabery started the discussion by informing the Council that each department head was going to present a variety of options to them throughout the day. An Organizational Chart was on the wall with positions without names. Currently the Town is operating on a bare bones budget. A Wage Percentage of Budget by Department sheet was handed out that showed the current budgeted wage and fringe compared to the budgeted operational costs. General Fund wages averaged 77% of the total budget. Based upon projections the Town is looking at about \$600,000 less in revenues in FY 09-10 than this year.

- If revenues stay exactly as they are, we are \$150,000 short for this fiscal year.
- \$60,000 local sales tax collection decline.
- \$75,000 urban revenue sharing decline.
- Fire District paid the Town \$215,000 this year which will not be received next year.
- \$50,000 state sales tax decline.
- \$50,000 school resource officer grant which possibly will not be funded next year.

Assistant Town Manager Janet Perry discussed Park and Recreation and operational strategy. Standards for Parks and Receptions development and maintenance need to be reviewed.

- Options for park costs could be funded by privately neighborhoods instead of the Town as they are currently. Average maintenance cost for Main Street Park is about \$5,000 per month (man hour and water charges). Average cost for Centerville Park is about \$1,200 per month because there is no grass.

➤ Parks & Recreation Events, Program

	<u>Budgeted</u>	<u>Staff \$</u>	<u>Total</u>
4 <sup>th</sup> of July	\$1,500	\$4,494	=\$5,994
Halloween	\$1,000	\$ 792	=\$1,792
Santa	\$ 500	\$ 324	=\$ 824
New Years	0	\$ 828	=\$ 828

- Pool revenues generated about \$8,800 with costs about \$60,000.
  - Programs have not been scheduled as revenue generating, but additional revenues could be generated with fee based classes.
  - Modified pool season scenarios were presented with costs for full season, closing on Fridays, opening one less month, and not opening, along with various scenarios of staffing.
  - There are maintenance costs even if pool is not opened unless the pool is emptied, which then leads to additional long term costs for pool repair.
  - Total use in 2008 was 1,890 visits with 66 days of operation with an average of 41 visits a day.
- Shift in operations with Park and Rec and Library Services Combined.
  - Direct attention to community outreach.
  - Limit actual number of books, keep children's section, local history, and large print sections.
  - Focus more on development of media area.
  - Focus more on community center.
  - Resource for all departments for volunteer coordination/community services.
  - Clarkdale Citizens Academy.
  - Would follow shift nationwide as to how libraries are utilized and funding is following those shifts.

Town Clerk/Interim Finance Director Kathy Bainbridge presented various options to the Council in order to raise revenues for the next budget cycle.

- Local Sales Tax Options – The projected reduction for local sales tax is 15% for the 2009 budget. Currently our local sales tax rate is 2.25%. Compared to the 2008 budget:
  - Keeping a 2.25% sales tax rate would reduce revenues by \$58,894
  - Raising the local sales tax to 2.5% would reduce revenues by \$21,813
  - Raising the local sales tax to 2.75% would raise an additional \$39,263
  - Raising the local sales tax to 3.0% would raise an additional \$78,525
- Tax Rate Options – It would be a good strategy to levy the maximum allowable tax rate so that the Council's ability to collect those monies would be less limited in the future by any type of reform legislation.
  - The primary tax levy is limited to an increase of 2% over the previous years maximum allowable primary levy. The maximum levy for this year was

\$389,185 with a tax rate of .9563, but the Council adopted a budget with a tax rate of .71 and tax levy of \$288,949.

- The estimated 2009 maximum allowable primary levy is \$423,378, or a tax rate of .95. An additional \$108,378 would be levied by budgeting at the maximum versus the .71 rate which would generate a levy of \$315,000.
  - An estimated impact on a \$100,000 home would be an additional \$24 per year, an additional \$48 on a \$200,000 home, and an additional \$72 on a \$300,000 home.
  - Various options were calculated for the Council for rates and levies between the .71 to the estimated maximum allowable rate/levy.
- By adopting Model Tax Code 13, an APS franchise tax can be charged by the Town. A 2% tax would raise an estimated revenue of \$53,000.
  - Newsletters cost \$1,500 each quarter to print and mail. A two-sided page can be inserted with the utility bills for about \$100 each distribution. A combination of mailing the newsletter and distribution through utility bills could be an option to save costs.
    - Not all residents would receive the insert if they did not receive a utility bill, about 20% do not receive utility bill.
    - Concerns that not all residents would receive information – come up with a mailing list for those that do not receive a utility bill.
    - Send newsletter out with list serve type service.
  - Website hosting has been moved to Town hosting which will save \$180 per month Identify and utilize Incode to its potential.
    - Working to set up on-line utility bill payment options.
    - Vendor payments by ACH would save time and money.
    - Automatic utility bill pay would save time and money.

Police Chief Pat Haynie presented his thoughts for Police Department options:

- Establish an impound yard for seized vehicles using trailered towing for 30 day holds on vehicles so that Clarkdale could realize the fees instead of towing companies and impound yard companies.
- Using retired officers or other part time certified officers to cover holidays, vacations, and other part time needs instead of paying overtime wages and would save on fringe benefits.
- Use of civilian and volunteer force options in Police Department:
  - Taking many types of initial reports
  - Crime scene security
  - House watch
  - Juvenile transports to Prescott
  - Code enforcement – barking dogs, noise
  - Clerical, record keeping
- Establish a fee schedule for services.
- Fuel surcharge on traffic citations.
- House watch fees.
- Excessive alarm call fees.
- Commercial vehicle inspection fees.
- Revise Town Codes so that traffic enforcement is cited through the Town Codes instead of A.R.S. as currently, where the State realizes the revenues.

Community Development Director Sherry Bailey explained that normally community development departments are identified as growth and development entities. Currently they are looking at what they could do to benefit the Town. Usually in slow times they update ordinances, processes and the General Plan.

- Establish street impact fees which would look at collector streets that receive impacts from new developments.
- Involvement in the Town's role in economic development.
- Transition into focusing on obtaining grants and the evolving economic stimulus funding.
- Broaden inspection services into municipal inspection services for water and sewer lines instead of paying Wildan.
- Audit renters tax using utility lists in order to ensure receiving tax money from all rental properties.
- Work with the Police Department, and Utility Department to obtain an accurate listing of abandoned property.
- GIS Planner will do mapping and as-builts for the Utility and part of those wages would be paid by Utility.
- Fee changes based upon total costs including salaries and publications.
- Streamline user processes including on-line applications.
- General Plan process monitoring on website.

Public Works Director Steve Burroughs explained some of the Public Works cost savings options:

- Capital equipment sharing with other governmental agencies. Offset costs of street sweeper by sharing between communities and cutting back on use, along with sharing/contracting with Yavapai College for use.
- Offset Town crew salaries by resource sharing and outsourcing crew to work on Mountain Gate bond issues, and grant projects.
- Special services municipal IGAs with other communities for specialized staff.
- Establish Job-Order-Contract coalition with other agencies to obtain lower costs.
- Adopt-A-Street, Adopt-A-Park/Trail, Adopt-Your-Street programs to help offset crew salaries.
- Modify or expand mechanical repair services to include Yavapai College.
- Replacement to solar powered street lights, adjust street light usage with fewer lights, less time used, and rate adjustments.
- Placement of antique parking meters on Main Street and at various other areas such as the park and by mutt mitt boxes for voluntary donations.
- Adjustment of cemetery fees.
- Adjustment of right-of-way permit fees.

Utility Director Wayne Debrosky explained that currently the Utilities Department includes water, wastewater and sanitation (trash). Salaries are relatively a lower percentage of their budget due to high chemical, energy and equipment costs.

- Currently undergoing a water system evaluation with ADEQ in order to have a third party documentation of the state of the system.
- Sharing of mechanic for repairs/rebuilding of water and wastewater equipment.

- Taking over the operations and maintenance of the water company from Cottonwood as of July 1<sup>st</sup>. A plan to provide staffing and identify issues along with the benefits derived from acquiring the utility has been initiated.
- Researching security and operational liabilities along with water system documentation and mapping.
- Water system documentation and mapping with the Community Development Department and Public Works Department.
- Conversion to radio read meters from touch or visual readers would keep you better in touch with your services along with saving crew time and increasing in revenues with more accurate readings from new meters.
- Fully utilize Incode for Utility reporting and information gathering.
- Neighborhood watch of utility sites.
- Approach water system improvements in Lower Clarkdale on section by section basis using the funds Clarkdale currently has by using Public Works personnel and equipment to tackle small sections of the main based upon Wildan's plan which would be a multi year project done in house.
- Utilize the Enterprise Fund (utilities) to fund wages from other departments used in utility projects and services.
- Wastewater rate increase – lump sum or phased in over 2-3 years.
- Hold deposits on rental properties until renter moves out.
- Raising limits on the procurement policy which are very restrictive.
- Establish an inter-municipal water fee for water going back and forth between Cottonwood and Clarkdale along with a tracking system.

Mayor Von Gausig closed the meeting stating that during the day there were about \$450,000 in revenue options proposed to the Council and that he appreciated everyone's positive attitudes. In addition, the Mayor stated his appreciation to all the employees of the Town and their sacrifices in order to keep the Town running and that the Council's commitment to keep as many as possible remains as their main goal.

Meeting adjourned at 5:15 p.m.

**APPROVED:**

\_\_\_\_\_  
Doug Von Gausig, Mayor

**ATTESTED:**

\_\_\_\_\_  
Kathy Bainbridge, Town Clerk

**SUBMITTED:**

\_\_\_\_\_  
Walt Good, Deputy Town Clerk

## **Operational/System Improvements or Changes**

### ➤ Parks & Recreation Events, Program

	<u>Budgeted</u>	<u>Staff \$</u>	<u>Total</u>
4 <sup>th</sup> of July	\$1,500	\$4,494	=\$5,994
Halloween	\$1,000	\$ 792	=\$1,792
Santa	\$ 500	\$ 324	=\$ 824
New Years	0	\$ 828	=\$ 828
Concerts	\$3,000		

### ➤ Combine Library – Parks & Recreation services, establish Volunteer/Community Outreach Volunteer coordination – engaging community, create meaningful participation program

Utility System security watch

Police Dept

Taking initial reports

Crime scene security

Neighborhood watch, house watch

Accident/traffic control

Juvenile transport to Prescott

Code enforcement – barking dogs, noise, abandoned vehicles

Record keeping

Some preliminary work with evidence

Programs/Events – increased community focus

Clarkdale Citizens Academy

Local Government training (grow future B&C, Council, staff, volunteers)

Add programming offering training

Library – bring in to 21<sup>st</sup> Century

Maintain general function, increase focus on technology/media

Increase available computer stations

- Newsletters - change distribution from quarterly mailing to use of 1-page monthly insert in Utility bill, allow non-utility customers to 'opt-in' for receipt of information on-line.
- List serves – begin use of on-line distribution of communications with residents.
- On-line bill payments for utility customers.
- Utilizing INCODE to full potential.
- On-line fillable forms for permitting.
- Check out APS rates, can we change our rate structure?
- Would VOIP be applicable?
- Establish impound yard @ Fisher house – or other location?
- Using retired police officers or other part time certified officers to cover holidays, vacations and other department needs.
- CDD focus on Economic Stimulus, applications, Economic Development projects.
- CDD inspections – staff can handle, cross utilization
- Coordinate and manage Mtn. Gate bond process

- Audit rental property tax collections
- GIS Planner transition to part-time in Utilities
- General Plan in process and on web site
- Capital equipment sharing with other government agencies (investigating street sweeper)
- Offset Town Crew salaries with special projects (grants, Mtn Gate bond work)
- Form IGA's to provide specialized staff services
- Form Job-Order-Contract coalition with other agencies
- Adopt-A-Street; Adopt-A-Park, Adopt-Your-Street
- Modify or expand mechanical repair services (ex: Utility dept equipment/fixture maintenance)
- Solar powered street lights
- Shift existing staff salaries from G. Fund to Utilities
- Water system evaluation through DEQ
- Water system documentation (mapping)
- Approach water system improvements in lower Clarkdale on section-by-section basis
- Conversion to radio-read meters
- Use General Plan focus groups as access/contacts for other information

#### **Policy Issues or Council Action**

- Parks & Rec capital expenses and maintenance- privately funded or public?
- Pool – cost impact of full season, partial season, not opening  
\$60,000 expense vs. \$9,000 revenue; 45 users per day, roughly 10% of population
- Local sales tax  
Currently 2.25%, could increase as high as 3.00%
- APS Franchise Fee – 2% would generate \$53,000
- Property Tax Levy
- Fuel surcharge on traffic citations
- Street Impact Fee
- Town's role in Economic Development
- Modify street lighting schedules
- Explore separating water company financing from Cottonwood
- Address increasing procurement limits

#### **Fees for Service**

- House watch fees
- Excessive alarm call fees
- Commercial vehicle inspection fee
- Traffic enforcement under Town Code vs. ARS
- Planning/building/grading fee adjustments
- Cemetery fees
- Adjust Work-In-Row permits
- Parking meters – historic and voluntary pay
- Wastewater rate increase – lump sum or phased in over 2 – 3 years
- Hold deposits on rental properties

## **Minutes of a Special Meeting of the Common Council of the Town of Clarkdale Held on Tuesday, February 24, 2009**

A Special Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, February 24, 2009, at 3:00 PM. in the Clarkdale Magistrate Courtroom, 49 North Ninth Street, 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  
Police Chief Pat Haynie  
Deputy Town Clerk Walt Good

Town Clerk Kathy Bainbridge  
Community Development Director Sherry Bailey  
Utility Director Wayne Debrosky  
Town Attorney Robert Pecharich

**CALL TO ORDER** at 3:10 PM

**PUBLIC COMMENT** – The Town Council invites the public to provide comments at this time. Members of the Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Town Clerk during the meeting. Each speaker is asked to limit their comments to five minutes.

No public comments.

**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) **Reports** - Approval of written Reports from Town Departments and Other Agencies
  - Building Permit Report – January 2009
  - Capital Improvement Report – January 2009
  - Magistrate Court Report – January 2009
  - Police Department Report – January 2009
  - Water and Wastewater Report – January 2009
  - Fire District Report and Mutual Aid Responses Report – January 2009
  - Cottonwood Area Transit (CAT) Operations Report – December 2008
  - Verde Valley Humane Society – January 2009

- B) **Resolution Approving The 2010 Federal Appropriations Request For Municipal Wastewater Project** – approval of a resolution to be submitted to Representative Ann Kirkpatrick for project funding.

**Resolution # 1289**

- C) **Resolution Approving The 2010 Federal Appropriations Request For Municipal Water Projects** – approval of a resolution to be submitted to Representative Ann Kirkpatrick for project funding.

**Resolution # 1291**

Vice Mayor Wiley moved to accept the consent agenda as presented, motion was seconded by Councilmember Williams. Motion approved unanimously.

### NEW BUSINESS

**REQUEST FOR REDUCTION OF TOWN FEES FOR THE FESTIVAL OF NATIVE AMERICAN CULTURE** – Discussion and consideration of a request from the Clarkdale Chamber of Commerce for a reduction in the Town's Fees for the use of Town Facilities for the Festival of Native American Culture being held June 5, 2009.

Lisa O'Neil made presentation to Council on the Festival of Native American Culture. Council wants to ensure that the Town's cost are totally covered and asked that the full deposit be made, the cost incurred for utilities and any staff time will be deducted from the deposit and the balance returned. It was also requested that the Clarkdale Chamber have the item added to their insurance policy to ensure coverage.

Vice Mayor Wiley moved to charge the Festival of Native American Culture a \$350.00 deposit and any utility use and janitorial charges be deducted from that deposit with balance to be returned. Motion was seconded by Councilmember Williams. Motion approved unanimously.

**REQUEST FOR WAIVER OF TOWN FEES FOR OPERATION GRADUATION** – Discussion and consideration of a request for waiver of the Town's Fees for the use of Clark Memorial Clubhouse by Operation Graduation on May 21 to May 23, 2009.

Rita Ledbetter made presentation to Council on behalf of Operation Graduation. Council is pleased with the relationship the Town has had with Operation Graduation in the past, but because of the Town's economic pressures the Town must ensure that staff cost and utility cost is covered. Ms. Ledbetter informed Council in past years that Operation Graduation has made a \$500.00 donation to the Town from the balance of donations they have received for support of the event. Knowing that is intent by Operation Graduation to make a donation to the Town that will cover any costs incurred during Operation Graduation.

Councilmember Bohall moved to approve the waiver of Town Fees for Operation Graduation, motion was seconded by Councilmember Dehnert. Motion approved unanimously.

**REAL PROPERTY TRANSFER AGREEMENT ON THE WASTEWATER TREATMENT PROPERTY ALSO KNOWN AS THE 'FISHER HOUSE'** – Discussion and possible acceptance of a real property transfer agreement between Freeport-McMoRan (formally Phelps Dodge Corporation) and the Town of Clarkdale on the Wastewater Treatment Property.

Town Attorney Pecharich explained the real property transfer agreement for the Fisher Property. The attorney recommended the Town have a Title Search done while the property is in escrow.

Councilmember Williams moved to approve the real property transfer agreement for the Fisher House Property with the change on Page 2 Section 2B revising the date from March 1, 2009 to April 1, 2009, seconded by Vice Mayor Wiley. Motion approved unanimously.

Town Attorney Robert Pecharich requested to be excused from the meeting. Mayor Von Gausig excused him.

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CLARKDALE, ARIZONA, CREATING A GENERAL PLAN UPDATE COMMITTEE AND APPROVING APPOINTMENTS TO THE GENERAL PLAN UPDATE COMMITTEE OF THE TOWN OF CLARKDALE** - Discussion and consideration of Resolution # \_\_\_\_\_, creating a General Plan Update Committee and approving appointments to the General Plan Update Committee.

**Resolution # 1291**

Community Development Director Bailey explained the General Plan process through Phase One and that the Town is now moving into Phase Two of the process and that this phase should take eight (8) to eleven (11) months. The intent of this process is to be as open and inclusive of the residents of the Town as possible.

Vice Mayor Wiley moved to approve the resolution creating the General Plan Update Committee and appointing the persons listed to that committee, seconded by Councilmember Williams. Approved unanimously.

**WORKSESSION ON TOWN OF CLARKDALE SEWER FEE RATES** – A worksession and direction to staff for the possible revision of the Town's sewer fee rate.

Utility Director Debrosky presented Council with the reasons for a rate increase on the Wastewater Enterprise Account and the timeline that he would like to follow. The Mayor asked why the increase was set to occur over two years instead of all at once and if the staging of the increase would protect the Town and ensure that there is enough money for this year and next year. Council asked that this information be brought to Council at the March 10, 2009 meeting.

This is a worksession only and no action was taken.

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

**ADJOURNMENT 4:14 PM**

**APPROVED:**

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Doug Von Gausig, Mayor

**ATTESTED:**

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Kathy Bainbridge, Town Clerk

**SUBMITTED:**

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Walt Good, Deputy Town Clerk