

**Minutes of a Special Meeting of the Common Council of the Town of Clarkdale
Held on Tuesday, October 27, 2009.**

A Special Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, October 27, 2009, at 3:00 PM at Clark Memorial Clubhouse, Men's Lounge, 19 N ninth St, Clarkdale, Arizona.

CALL TO ORDER

Mayor Von Gausig called the Clarkdale Town Council to order at 3:00 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
Utility Director Wayne Debrosky
Police Chief Pat Haynie
Assistant Town Manager Janet Perry

Town Clerk/Finance Director Kathy Bainbridge
Community Development Director Sherry Bailey
Public Works Director Steve Burroughs
Deputy Town Clerk Walt Good

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.

None

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 – September 2009
 - Capital Improvements Report - September 2009
 - Magistrate Court Report – September 2009
 - Police Department Report – September 2009
 - Water and Wastewater Report – September 2009
 - Clarkdale Fire District Report and Mutual Aid Responses Report – September 2009
 - Cottonwood Area Transit (CAT) Operations Report – August 2009
 - Verde Valley Humane Society – September 2009
- B. **Proclamation Declaring October 2009 as National Community Planning Month** -
Approval of a proclamation declaring October 2009 as National Community Planning Month.
- C. **Resolution Making Adjustments To Police Department Fees In The Town Fee Schedule**
– Approval of a Resolution replacing Resolution #1294 - Town Fee Schedule, including

Police Department officer and vehicle reimbursement fees for the Town of Clarkdale.

Resolution # 1318

- D. Authorizing the Submittal of a Grant Application for Arizona Balance of State Energy Efficiency and Conservation Block Grant** - Approval to authorize the submittal of a grant application to the Arizona Balance of State Energy Efficiency and Conservation Block Grant (ABS-EECBG)
- E. Lease Agreement between the Town of Clarkdale and Clarkdale Minerals LLC for Wastewater Treatment Disposal Site** – Approval of a Lease Agreement between the Town of Clarkdale and Clarkdale Minerals LLC for the wastewater treatment disposal site.
- F. Resolution Adopting July 4, 2012 as Clarkdale’s Centennial** – Approval of a Resolution declaring July 4, 2012 as the official date of the commemoration of Clarkdale’s Centennial.

Resolution #1319

Vice Mayor Wiley moved to accept the Consent Agenda as submitted by staff. Motion seconded by Councilmember Bohall. Motion approved unanimously.

NEW BUSINESS

PUBLIC HEARING REGARDING THE HOME RULE OPTION – A hearing to receive public input regarding the Town of Clarkdale’s proposed placement of the Home Rule Option (Alternative Expenditure Option) on the March 9, 2010 ballot.

Mayor Von Gausig opened the Public Hearing to receive public comment.

No public comment received.

Mayor Von Gausig closed public comment.

RESOLUTION REGARDING THE HOME RULE OPTION – Discussion and consideration of adopting a resolution placing the Home Rule Option (Alternative Expenditure Option) on the March 9, 2010 ballot.

Resolution #1320

Mayor Von Gausig asked the Council for any questions before asking for a motion on the resolution.

Councilmember Dehnert motioned to approve Resolution #1320 placing the Home Rule Option, Alternative Expenditure Option, on the March 9, 2010 ballot. Vice Mayor Wiley seconded the motion. Motion was approved unanimously.

BUDGET UPDATE – A worksession to discuss the first quarter of the 2009-2010 Budget year.

Finance Director Kathy Bainbridge presented Council a PowerPoint presentation on the first quarter. Street Funds are running under the 25% number because the spring is when the Town usually performs the street resurfacing. Wastewater Funds are running under the 25% also. Utility Director Wayne Debrosky informed Council that winter expenditures have heat expenditures while

summer period has higher chemical demand.

The Sanitation Fund has positive revenue and is on goal for the quarter.

The Water Fund revenues are up but this is the high revenue period usage. The usage in the winter normally does reduce consumption. Mayor Von Gausig said that the Town's average water use is continuing to decline. Councilmember Dehnert asked if there were any other reason for the decline in water use other than conservation. Utility Director Wayne Debrosky replied that it is the continued low water usage landscaping being installed by residences in the community. Town Manager Mabery informed Council that since the Town has taken over the water billing, Utility Director Wayne Debrosky's staff, notably Debra LaFrance, monitors the billing and advises customers when she notices that the customer may have a leak. Several customers have called in thanking Debra for that service. Councilmember Dehnert asked if there was any decline in the number of customers. Utility Director Wayne Debrosky replied that the Town is one account more this year than last year.

The Cemetery Fund has a deficit of \$1,304.01, but the summer is a higher grounds maintenance time. Council did increase fees for the cemetery and fund should improve in the future. Councilmember Williams asked about the funds that had be left by will to the Town. Town Manager Mabery replied that that these funds are not yet received and that Public Works Director Steve Burroughs is working with the executor with plans for the funds. These funds are not for operation but for capital improvements. Councilmember Williams asked if the cemetery is getting effluent water. Town Manager Mabery replied that the reuse water project has not begun.

Finance Director Bainbridge reviewed the General Fund revenues and expenditures and informed Council that revenues are below expectation. The funds continue to come in slower than projected. The Town estimated sales tax at below the State estimates and actual is about 8% below the Town's estimate. Vice Mayor Wiley stated that the State is spending at a rate higher than budgeted and that this will affect communities in the future. Mayor Von Gausig estimated that it could cost the Town of Clarkdale \$200,000. Building Permits are lower than expected but the Town is beginning to see some solar and discussion on other construction projects in the near future. Some of the first quarter expenses are due to the early employee retirement program the Town offered.

Mayor Von Gausig asked why the pool expenses were high, Finance Director Bainbridge replied that in the summer the chemicals used cause a higher expense. Parks expense is high due to watering and that cost will reduce over the winter. Mayor Von Gausig stated that what he sees in these report numbers is a very good budgeting process, commended Finance Director Bainbridge for her forecasting.

Police Chief Haynie explained the RICO funds to the Council. The Town of Clarkdale is a member of PANT and the seizure of assets in Yavapai County has been very lucrative this year. Crime may be down in our area but the funds from the seizures along the highway from drugs moving through the area are high. The Town of Clarkdale Police Department receives a share of these funds from the seizures but they come with guidelines on how we can spend the money. The Town may have to change radios because of Federal requirements and officers may be able to get back into the neighborhoods. Councilmember Dehnert asked if there are funds available in

Homeland Security to pay for the radio change. Police Chief Haynie replied that no grants have been located yet but the Town is still looking.

Mayor Von Gausig asked how the Town sales tax dollars compare with other area sales tax dollar receipts, if the Town is down the percentage as the rest of the area. Would like to see how the sales tax increase may have affected the Town.

Councilmember Dehnert congratulated Finance Director Bainbridge on her budget projections. Mayor Von Gausig stated that the economy may be bottoming out and the economy beginning to level out.

PROFESSIONAL SERVICES FOR LOWER CLARKDALE WATERLINE REPLACEMENT PROJECT – Consideration of approval of a proposal from Wildan Engineering to design the Lower Clarkdale Waterline Replacement Project in the Town of Clarkdale.

Utility Director Wayne Debrosky explained the proposed project, where the funds to pay for the project would come from, and the services Wildan Engineering would provide. A map was handed out to Council of the project area. The map is from the Upper Verde, circa 1954, and the name on the road is Hwy 89A, now known as Broadway. The extension of the 12” line down to Centerville Road is not included in the project.

The sixteen homes that are noted to be re-plumbed from front service to rear service have been adjusted to eleven homes because of topography. The proposal is to connect to the recently completed Main Street water main replacement project. The estimated time for the project is ten to twelve months. The only areas that the project will be in the roadway are Broadway and 3rd North. The project total replacement footage is for about 12,300 feet of 8” C-9 PVC material.

The Town has experienced an unusually large number of leaks in Lower Clarkdale. The project will also replace the fire hydrants and will enhance the fire protection in this area. Lower Clarkdale fire calls currently require a water tender to accompany the calls because hydrant service may or may not be available. This project will also reduce the Town’s water loss due to leaks. Service outages will also be reduced because of the replacement project.

The original price from Wildan was \$430,650.00, but through discussion and negotiation with Wildan the Town will be doing some of the onsite inspections and the final cost is \$336,870.00 a saving to the Town of \$93,780.00. Wildan will still have the project management and final sign off.

The money for this project comes from the water company purchase bond and the improvements lists are noted in that bond. Mayor Von Gausig noted that a condition of the bond was that the money be spent on this area.

During the fire hydrant test this year in Lower Clarkdale the Town responded to nine leaks so the Clarkdale Fire District suspended testing until the Town replaces the mains. Councilmember Dehnert asked if this project would lower fire insurance rates in Lower Clarkdale. It will improve the service, but the Town does not know if it will improve the area fire rating.

Mayor Von Gausig asked if there was any type of complete bid on this portion of the project. Town Manager Mabery replied that the Town went through a process to hire Wildan as the Town’s Engineer.

Vice Mayor Wiley congratulated Utility Director Wayne Debrosky on the reduction in the bid.

Vice Mayor Wiley moved to approve the Proposal for Professional Engineering Services between Wildan Engineering and the Town of Clarkdale for the amount of \$336,870.00 for the Lower Clarkdale Water Main Replacement Project. Motion was seconded by Councilmember Dehnert. Motion was unanimously approved.

TOWN MANAGER ANNUAL EVALUATION PROCESS - Discussion of the review process for the Town Manager Annual Evaluation.

Mayor Von Gausig stated that the Town Manager evaluation is a yearly review and that the Council tries to do the review at the end of the year. Town Manager Mabery discussed with Council the timeline on the review. Town Manager Mabery will be doing her self evaluation and it is due to Council by November 24, 2009. The Council will reply in Executive Session at the December 8, 2009 meeting. Town Manager Mabery informed Council the Town is trying to make the evaluation a fillable PDF for Council convenience.

REVISION OF THE FINANCIAL OPERATION GUIDE – PROCUREMENT SECTION- Discussion and consideration regarding revisions to the Financial Operations Guide - Procurement Section which establishes standard procedures for the procurement of supplies, materials, equipment and services.

Finance Director/Town Clerk Kathy Bainbridge explained the change to the Financial Operation Guide was done because of the changes Council approved on the Procurement Section of the Town Code. Town Manager Mabery stated that the Financial Operation Guide is an administration policy guide.

Mayor Von Gausig wanted to know how the Town was going to treat blanket purchase orders. Finance Director Bainbridge replied that this will be done on a yearly basis during the budgeting process and the department heads will monitor these accounts each month, blanket purchase orders will have an upper spending limit.

Councilmember Bohall asked about Section 2-C-3 where it states “The Department Head may award the purchase or contract to the lowest responsible bidder.” Councilmember Bohall would like the verbiage to state “shall” not “may”.

Councilmember Bohall motioned to approve the Financial Operation Guide – Procurement Section, establishing standard procedures for the procurement of supplies, materials, equipment and services with change to section 2-C-3 “If the purchase or contract is to be awarded the Department Head shall award to the lowest responsible bidder”. Motion was seconded by Councilmember Dehnert. Motion was approved unanimously.

PROPOSITION 202 GAMING REVENUES DISTRIBUTED BY THE YAVAPAI-APACHE NATION – Discussion and direction to staff on the Town’s priorities for Proposition 202 funding requests to the Yavapai-Apache Nation.

Discussion was held on the priority for the Town of Clarkdale to present to the Yavapai Apache Nation Council. Mayor Von Gausig discussed the Clarkdale Sustainability Park and mentioned that the Town would be in need of a project manager. Town Manager Mabery noted that if funded, that the position would be a temporary position. Mayor Von Gausig said that a consultant could be hired instead of a staff person. Councilmember Williams stated that this would be a onetime one year

donation and will the Town be ready for that in this stage of the project. Mayor Von Gausig replied that the Town could be ready within six months.

Mayor Von Gausig stated that the Town should bring other items also to the Nation. Councilmember Dehnert asked if the patrol car was still a need. Town Manager Mabery replied that it was still a priority. Councilmember Dehnert stated that the Nation has in the past funded items that would provide members of the Nation a benefit. Safety and youth seem to be a Nation priority and Councilmember Dehnert would like the pool to be the top item or at least near the top in the Council’s priority list. Councilmember Williams would like to see the pool open also but it is a very expensive operation for the Town.

Vice Mayor Wiley and Councilmember Williams asked about the Concerts in the Park. Town Manager Mabery stated that all the concerts were covered by donations this year.

Town Manager Mabery informed Council that the priorities to the Nation have to be done on November 3, 2009.

Council priorities are Clarkdale Sustainability Park Project Manager for 60,000.00; patrol car for Police Department at \$37,000.00; and fund the operation of the Clarkdale Swimming Pool for \$64,000.00.

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

None

ADJOURNMENT 4:32 PM

APPROVED:

Doug Von Gausig, Mayor

ATTESTED:

Kathy Bainbridge, Town Clerk

SUBMITTED:

Walt Good, Deputy Town Clerk