

BOARD OF ADJUSTMENT
JANUARY 27, 2010

NOTICE IS HEREBY GIVEN THAT THE REGULAR MEETING OF THE BOARD OF ADJUSTMENT OF THE TOWN OF CLARKDALE, SCHEDULED FOR WEDNESDAY, JANUARY 27, 2010, AT 6:00 P.M. IN THE CLARK MEMORIAL LIBRARY, 39 N. NINTH STREET, CLARKDALE, AZ, IS CANCELLED.

Dated this 11th day of JANUARY, 2010

TOWN OF CLARKDALE

By:

Walt Good

Deputy Town Clerk

***DESIGN REVIEW BOARD
JANUARY 13, 2010***

NOTICE IS HEREBY GIVEN THAT THE REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE, SCHEDULED FOR WEDNESDAY, JANUARY 13, 2010, AT 6:00 P.M. IN THE CLARK MEMORIAL LIBRARY, 39 N. NINTH STREET, CLARKDALE, AZ, IS CANCELLED.

Dated this 4th day of January, 2010.

TOWN OF CLARKDALE

By:

**Walt Good
Deputy Town Clerk**

**MINUTES OF A REGULAR MEETING OF THE
HERITAGE CONSERVANCY BOARD OF THE TOWN OF CLARKDALE**

A Regular Meeting of the Heritage Conservancy Board of the Town of Clarkdale was held on Wednesday, January 20, 2010 at 4:00 p.m. in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street,, Clarkdale, AZ.

Board Members: Chairperson Drake Meinke
Vice Chairperson Gerald Wombacher
Paul Peck
Isabel Erickson
Vacancy

Staff: Community Services Supervisor Dawn Norman
Library Manager Charlotte Hawken

Others in attendance: Archive Collections Co-Manager Shawna Jones

AGENDA ITEM: CALL TO ORDER – Chairperson Meinke called the meeting to order at 4:02 p.m. and noted that all members were present.

AGENDA ITEM: PUBLIC COMMENT– None.

AGENDA ITEM: CONSIDERATION OF THE MINUTES – Consideration of the minutes of the regular meeting held on December 16, 2009.

Board Member Erickson proposed to revise the wording in the minutes on Agenda Item: Merging the Heritage Conservancy Board into the Clarkdale Heritage Center Board, to state: “into” rather than “with” throughout the minutes of the agenda item.

Boardmember Erickson moved to approve the minutes of the regular meeting held on December 16, 2009 with the proposed changes. Boardmember Wombacher seconded and the motion passed unanimously.

AGENDA ITEM: INFORMATIONAL REPORTS

CHAIRPERSON'S REPORT – A report from the Chairperson on current events.

1. Library Services and Technology Act (LSTA) applications for centennial projects are due March 15, 2010.
2. Six hours of labor was donated in restoring the display case located in the Ladies Lounge.

STAFF REPORTS – A report from Community Services staff members on current events.

1. Community Services Supervisor Dawn Norman thanked the Board Members for attending the Open Meeting Law and Records Training held on January 6th.
2. Community Services Supervisor Dawn Norman informed that the Town of Clarkdale will hold several Presentations to the Public on the Clarkdale Sustainability Park.

Boards and Commissions are encouraged to attend. The next scheduled presentations are: January 27, February 22, and March 29. An informational flyer on the Clarkdale Sustainability Project public meetings was distributed.

3. Community Services Supervisor Norman introduced Shawna Jones, one of the new Archive Collections Co-Managers and welcomed Shawna Jones to the organization.
4. The Arizona Historical Records Advisory Board (AHRAB) is accepting grant applications and will conduct a workshop at the Sedona Historical Society on January 26th from 11:00 to 12:30.
5. A Library Services and Technology Act (LSTA) grant workshop will be held at the Sedona Library on January 28th from 9:30 a.m. to 12:30 p.m.
6. The Town is preparing for possible flooding during the next few days and an employee meeting is scheduled for today at 4:30 p.m. in the Ladies' Lounge.
7. The Heritage Conservancy Board financial report for December 2009 was distributed and reviewed by the Board. Community Services Supervisor Dawn Norman informed the Board of current expenses to be deducted: \$250.00 for the reupholstering of the Adopt-a-Chair and \$42.32 for the last of the blueprint project. Community Services Supervisor Norman reported that proceeds totaling \$250.47 for refreshments, 50/50 raffles and donations were turned in for the October, November and January dances. These figures would be reflected on the January finance report.

AGENDA ITEM: ARCHIVE SUPPLIES – Discussion and consideration of purchasing archival supplies.

Archive Collections Co-Manager Shawna Jones stated that she and Archive Collections Co-Manager Lowry have been accessioning materials for the Clarkdale Heritage Center. The procedure they have implemented is after accessioning an item, a hard copy of the record is printed and cataloged and stored in a binder. It was noted that working from the binders is much more accessible than retrieving information from the computer allowing volunteers to assist when researching items. This alleviates any concern that information will be deleted or changed in error on the computer database. Binders, protective sleeves and ink cartridges would need to be purchased in order to implement this procedure. Also, depending on the state of the current archive printer, a new color printer may need to be purchased in the future. Co-Manager Jones stated that after accessioning the museum's items a new printer had to be purchased due to the wear and tear on the printer.

Archive Collections Co-Manager Jones stated that in addition, it is useful to reproduce archival documents in order to preserve the original items. The reproductions would then be used for research or loan requests in place of the originals.

Board Member Erickson stated that she would like the Co-Managers to review and utilize the supplies that are already in the archive. If additional supplies are needed, she would like a list of items and their estimated costs presented at the next meeting.

There was open discussion on the current supplies stored in the archive and the ability for the Co-Managers to proceed with accessioning without any delay caused by needing approval from the Board for expenditures.

Chairperson Meinke moved to approve purchasing supplies for up to \$500 from the Heritage Conservancy Board Donations account. Board Member Erickson seconded and the motion passed unanimously.

AGENDA ITEM: CLUBHOUSE LIGHT FIXTURES – An update on the work being done on the exterior light fixtures from the Ladies’ Lounge of the Clark Memorial Clubhouse.

Community Services Supervisor Norman informed the Board that prior to December’s Regular Meeting Dave McDonough had submitted a letter on the progress of the Clubhouse Light Fixtures project. Staff had not been notified of this until after the meeting took place. This letter was included in their packet for their review.

Board Member Erickson noted that the letter was not included in the packet.

Staff apologized and informed that the letter would be emailed to the Board Members after the meeting.

AGENDA ITEM: MERGING THE HERITAGE CONSERVANCY BOARD INTO THE CLARKDALE HERITAGE CENTER BOARD – Work session on merging the Heritage Conservancy Board into the Clarkdale Heritage Center Board.

Chairperson Meinke stated that he reported the Heritage Conservancy Board’s discussion to the Clarkdale Heritage Center at last month’s meeting. Due to the item not being on their agenda it could not be discussed. This item is scheduled for discussion on the next agenda for the Clarkdale Heritage Center Board Meeting.

Community Services Supervisor Norman requested clarification on Board Member Erickson’s proposal regarding Town buildings. Board Member Erickson stated that the Town would retain ownership of all buildings and will be responsible for reservations and scheduling the use of the facilities.

Community Services Supervisor Norman informed that a discussion had not yet taken place with Town Clerk Bainbridge regarding the proposal. There were several items for the Town Manager and Town Clerk to review with regards to the proposal.

Board Member Erickson reiterated that the Town would maintain ownership of the current archival items and the Center would manage the items.

AGENDA ITEM: BANK FIXTURES AND FURNISHINGS – Discussion and consideration of a loan request for bank fixtures and furnishings.

Community Services Supervisor Norman stated that the Town had a lease agreement with the previous owners of the bank building to display the original bank fixtures and furnishings. In 2006 the property was sold and currently there is no agreement with the new owners. In order to resolve this, staff requests that the bank fixtures be handled in accordance with the Town Archive Policy under Section IX. Loans.

There was open discussion on the bank fixtures and furnishings located in the clubhouse along with the bank fixtures and furnishings housed and displayed at 907 Main Street.

Community Services Supervisor Norman stated that the current owner has expressed interest in additional bank fixtures/furnishings on display in the Clubhouse, more specifically the bank customer counter located in the Ladies' Lounge and the bench in the Reading Room. If the Board approves the loan request including making the additional fixtures available to the owner this would help in freeing up some of the space in the Clubhouse.

Board Member Erickson expressed that she would like to make all of the bank fixtures and furnishings available to the owner if they are interested.

Boardmember Erickson moved to approve a loan request for the bank furnishings and fixtures including the items located at 907 Main Street and any other additional bank fixtures that may be of interest to the owner, by Mr. David Conlin, Trustee of the Conlin Family Trust, with the stipulation that all loan items will be located and on display at 907 Main Street, with an annual inspection and renewal period. Vice Chairperson Wombacher seconded and the motion passed unanimously.

AGENDA ITEM: WALKING TOUR BROCHURE – Discussion and consideration of reproducing the Walking Tour brochures.

Board Member Erickson stated that the Chamber of Commerce would like to have a supply of brochures to include in the new resident packets along with some for their information kiosk. The Clarkdale Heritage Center would also like to have some to distribute and to place on display.

Archive Collections Co-Manager Jones stated that she had contacted Little Lisa's on reproducing the brochure and the estimate was about \$3.00 each to reprint them.

Library Manager Charlotte Hawken informed that there are currently 900 or more brochures stored in the Archive.

There was open discussion on displaying and distributing the brochures. The consensus of the Board was it was beneficial to display and distribute the brochures at the Clarkdale Chamber of Commerce, in the new resident packet, at the Clarkdale Heritage Center and at Town Hall.

The Board Members agreed to postpone a decision on this issue due to a supply being on hand.

AGENDA ITEM: PROTECTIVE FURNITURE COVERS – Discussion of the storage locations and use of the furniture protective covers purchased to protect the Clubhouse furniture.

Community Services Supervisor Norman stated a change to the proposed storage locations and amounts was made. There were now six pads located in the wooden box in the Ladies Lounge hallway and six pads in the wooden box located in the Men's Lounge. Due to the card room being open and accessible at all times there would not be any pads stored in the card room. There was open discussion on the storage of the pads and the Board thought the locations were ideal.

There was open discussion on events and how the Board would be informed of the events and the need to cover the furniture. It was decided that Town staff will inform the Board Members when there are events planned in the Clubhouse and the furniture needs to be covered.

AGENDA ITEM: ADOPT-A-CHAIR - Discussion of the completed first project of the Adopt-a-Chair program.

Board Member Erickson informed that the first Adopt-a-Chair was finished and was placed at a desk in the Reading Room.

AGENDA ITEM: ADOPT-A-CHAIR PROJECT - Discussion and consideration of the next item for the Adopt-A-Chair project.

There was open discussion on items needing to be refinished or repaired. Community Services Supervisor Norman informed that one of the tables located in the Ladies' Lounge had a loose top. There was open discussion on how to repair the table and approximate costs for the repair.

Boardmember Erickson moved to approve establishing an Adopt-a Chair fund for the amount of \$100 to repair the wood table in the Ladies' Lounge that has a loose top. Vice Chairperson Wombacher seconded and the motion passed unanimously.

At the request of Community Services Supervisor Norman, Chairperson Meinke reopened Agenda Item: Informational Reports - Staff Report.

Community Services Supervisor Norman stated that the February Meeting packet would be prepared a week earlier than usual and would be sent out two weeks prior to the meeting via email.

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

1. **Merging the Clarkdale Heritage Conservancy Board into the Clarkdale Heritage Center Board**
2. **Arizona Historical Records Advisory Board grant.**
3. **Reimbursing the display case repair costs.**
4. **Archive supplies**
5. **LSTA grant**
6. **Report on archival supplies and grant project.**

AGENDA ITEM: ADJOURNMENT – With no further business and without objection the meeting adjourned at 5:16 pm.

APPROVED: _____
Drake Meinke, Chairperson

SUBMITTED: _____
Charlotte Hawken, Library Manager

GENERAL PLAN UPDATE COMMITTEE
JANUARY 18, 2010

NOTICE IS HEREBY GIVEN THAT THE REGULAR MEETING OF THE GENERAL PLAN UPDATE COMMITTEE OF THE TOWN OF CLARKDALE, SCHEDULED FOR MONDAY, JANUARY 18, 2010, AT 4:00 P.M., IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ, IS CANCELLED.

Dated this 11th day of JANUARY, 2010.

TOWN OF CLARKDALE
BY:

Walt Good
Deputy Town Clerk

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**General Plan Update Committee
JANUARY 25, 2010**

MINUTES OF A SPECIAL MEETING OF THE GENERAL PLAN UPDATE COMMITTEE OF THE TOWN OF CLARKDALE HELD ON MONDAY, JANUARY 25, 2010, IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.

A **SPECIAL** Meeting of the General Plan Update Committee of the Town of Clarkdale was held on Monday, January 25, 2010 at 4:00 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

Planning Commission:

Chairperson	Janet Regner	Present
Vice Chairperson	Lew Dodendorf	Present
Committee Members	David Gordon	Absent
	Ida deBlanc	Present
	Jack VanWye	Present
	Karen Daniels	Present
	Lisa O'Neill	Present
	Ruth Wicks	Present

Staff:

Community Development Director	Sherry Bailey
Administrative Assistant	Vicki McReynolds

Others In Attendance: None.

AGENDA ITEM: CALL TO ORDER: The Chairperson called the meeting to order at 4:00 p.m.

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

AGENDA ITEM: MINUTES: Consideration of the **Regular Meeting Minutes of December 21, 2009.** Committee Member Van Wye pointed out some grammatical changes and misspellings for the Administrative Assistant to correct. Committee Member Wicks motioned to approve the Regular Meeting Minutes of December 21, 2009. Vice Chairperson Dodendorf seconded the motion. The motion passed unanimously.

AGENDA ITEM: REPORTS:

Chairperson's Report: None.

Staff Report: The Community Development Director gave the Committee Members an update regarding the storm on Thursday, January 21, 2010. Clarkdale residents along Rincon Drive, Rio Lane, Vista Lane, River Drive and portions of the southern end of Fiesta Street were warned in advance of the flood potential and recommendation to evacuate. The Town of Clarkdale and Clarkdale Fire District activated a Unified Command Structure with an Emergency Operations Center (EOC) at the Clarkdale Town Hall and Incident Command Post (IC) at the Clarkdale Wastewater Treatment Plant's Fisher House. The storm that was predicted Thursday night shifted significantly to the south,

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away from the Verde Valley, resulting in reduced flood potential in Clarkdale. The EOC and IC were deactivated at 9:00 am on Friday, January 22, 2010.

The Community Development Director stated there needs to be included in the General Plan an “Emergency Plan” in the Circulation and Transportation Chapter regarding a water drainage event. Public Works would be involved in this process. This will come towards the end of the General Plan.

The Community Development Director stated she is waiting for more information regarding the Water Chapter. The Economic Development Chapter is near completion, but the Focus Group will need to see it first. The Community Development Director proposed to the Chairperson to take a break from meeting in February to allow more time to catch up. October / November are the projected completion months for the Committee Members regarding the General Plan.

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: RECAP: Open Meeting Law and Records Training held on January 6, 2010, by Elizabeth Hill, State of Arizona Assistant Ombudsman. (Committee Members Ruth Wicks, Ida deBlanc and David Gordon).

Committee Members who attended the training session stated Liz Hill did a great job and the information presented was informative. Committee Members are reminded that “perception” is very important and the rules and regulations that all Boards, Commissions and Committee Members must follow are quite strict.

This being a recap only, there were no actions taken.

AGENDA ITEM: REVIEW & DISCUSSION: COMMUNITY PLANNING: Cost of Development.

The Community Development Director provided a handout covering Community Planning: Cost of Development for the Committee Members. The following will highlight the discussion:

-The Town of Clarkdale has long held the philosophy that new development should “pay for itself” and not burden existing residents and property owners with the cost of infrastructure, public services and facilities needed by that new development. The purpose of the Cost of Development element is to identify the fiscal impacts created by new development and determine how costs will be equitably distributed.

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-A number of options are available to the town to extend needed infrastructure into an un-served or underserved area. They include: Improvement Districts, Community Facilities Districts, Impact Fees. The "Goal" is to equitably assess and manage the fiscal and capital impacts resulting from new development.

-The philosophy of the town has changed since 2002.
-The Impact Fees started in 2007.

-The Community Development Director explained the impact of water run-off, drainage issues, developer's responsibilities and when it becomes the responsibility of the town.

-It was further explained how Impact Fees can be utilized for building, (but not for maintaining or staffing).

-The Committee Members brought up the responsibilities of the town regarding cost of development and what lessons have been learned to reflect accountability. The Members felt the Impact Fees used for capital improvement is not explained enough in this present handout. The cost of development has a huge impact on the town and the words used in this chapter must be carefully thought out. Action items will be set up in this Chapter with better definitions.

-It was suggested by the Members to examine total build out, do an Impact Fee study and possibly increase the cost of a Business and Home Occupation license.

-The Committee Members want to see a revised version of this chapter. Staff will send it out electronically for their comments.

This being for discussion only, there were no actions taken.

AGENDA ITEM: RECAP: Meeting Accomplishments.

-The Boards and Commission's Training Session was discussed.

-The Community Development Director will send a revised version of the Community Planning: Cost of Development Chapter electronically to the Committee Members for their comments.

-The February regular scheduled meeting will be cancelled. The **next meeting will be March 15, 2010.**

AGENDA ITEM: FUTURE AGENDA ITEMS:

-Community Planning: Cost of Development Chapter.

-The Community Development Director will bring another chapter to the Committee Member's meeting in March.

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*General Plan Update Committee
JANUARY 25, 2010*

AGENDA ITEM: ADJOURNMENT: Committee Member Van Wye motioned to adjourn the meeting. Committee Daniels seconded the motion. The motion passed unanimously. The meeting adjourned at 5:20 p.m.

APPROVED BY:

SUBMITTED BY:

Janet Regner
Chairperson

Vicki McReynolds
Administrative Assistant

**MINUTES OF A REGULAR MEETING OF
THE LIBRARY ADVISORY BOARD OF THE TOWN OF CLARKDALE**

A Regular Meeting of the Library Advisory Board of the Town of Clarkdale was held on January 7, 2010, at 9:00 a.m. in the Administration Community Room, 39 North Ninth Street, Clarkdale, Arizona.

Board Members: Chairperson Sue Hill
 Vice Chairperson Winnie Bohall
 Maggie Krznarich
 Roberta Peterson
 Elise Rotchford (absent)
 John Stevenson (absent)

Staff: Library Manager Charlotte Hawken
 Community Services Supervisor Dawn Norman

Others in attendance: None.

AGENDA ITEM: CALL TO ORDER – Vice Chairperson Hill called the meeting to order at 9:08 a.m. and noted that Board Members Stevenson and Rotchford were absent.

AGENDA ITEM: PUBLIC COMMENT – None.

AGENDA ITEM: MINUTES – Discussion and consideration of approval of the minutes of the Regular Board Meeting held on December 3, 2009.

Board Member Bohall moved to approve the minutes as written. Board Member Peterson seconded and the motion passed unanimously.

AGENDA ITEM: REPORTS

CHAIRPERSON'S REPORT – None.

STAFF REPORT –

1. Community Services Supervisor Dawn Norman thanked the Board Members for attending the Open Meeting Law and Records Training held on January 6th.
2. The Town of Clarkdale will hold several Presentations to the Public on the Clarkdale Sustainability Park. Boards and Commissions are encouraged to attend. The next scheduled presentations are: January 27, February 22, and March 29. The flier was distributed to the Board Members.
3. Community Services Supervisor Norman updated the Commission on the status of the Library Public Computer Center Grant. To date, only 18 stimulus grants have been issued nationwide, four of which were public computer centers. The Town has not received word if the grant has been rewarded or denied. The NTIA, the federal agency reviewing the grants, asked the Governor's of each state to prioritize the

projects that were submitted in their states. Clarkdale's Library grant was not included in the Governor's recommendation to NTIA. However, the federal government is not following those recommendations. If and when the second round for applications is opened, Clarkdale will apply for the second round if the first application is denied. This date has not been released.

AGENDA ITEM: BOOK SALE – Discussion and consideration of the annual December Book Sale.

There was open discussion on the following issues:

1. The decision to keep and store the books remaining from this year's book sale for next year is that there were fewer books removed from the library inventory to sell in 2009 than what was pulled from the shelves in 2008. The Board Members were concerned that there may be fewer books pulled from the library inventory in 2010. The idea was to save mysteries, fiction and children's books.
2. Some of the boxed up books could be put out for sale for \$1.00 on the library entrance shelves.
3. Proposed storage locations for the remaining books. The pool room is used as a dressing room by the theater group. Other Clubhouse basement areas are not available for storage because of creating a fire hazard. There is an exterior space under the library entrance steps, but it is unsuitable for storage of books. Staff will research possible storage locations.
4. The 2009 book sale brought in approximately \$1,050.00.
5. Book Sale Location - There would be more room for sale books in the Ladies' Lounge if the bank counter was moved out and the tall cabinet was moved over to make room for two tables on the south wall. The round tables could be relocated to the Men's Lounge, but they are useful for the sale.
6. There was consensus among the members that moving the book sale to the Men's Lounge would not be workable due to other scheduled events in the Men's Lounge in early December. Relocating to the Men's Lounge would also lose the convenience of people going directly from the art exhibit in the auditorium to the sale in the Ladies' Lounge.
7. In 2008 and 2009 the Library Board's poinsettias were moved out of the Ladies' Lounge before the Friday evening opening of the book sale and put in the Men's Lounge for the Santa event on Saturday. The Board Members requested that they remain in the Ladies' Lounge on the opening of Made in Clarkdale on Friday evening.

AGENDA ITEM: REPORT ON LITERACY GRANT – Report on Literacy Grant.

In 2008, Library Advisory Board Member Elise Rotchford suggested applying for a Library Services and Technology Act (LSTA) grant for an early literacy program for parents and caregivers of young children. Town Clerk Bainbridge submitted the grant and \$3,200 was awarded on June 8, 2009. No one responded to a request in the Town's news flyer for volunteers to conduct the program. Therefore, we are developing a job description for a paid position. The plan is to have a main teacher along with an assistant in order to allow that the program take place regardless if one or the other is unable to attend due to illness, etc. The deadline for spending the funds is August 2, 2010.

Vice Chairperson Hill and Board Member Peterson stated they would be interested in seeing the program materials and might be available to conduct the program.

AGENDA ITEM: FIVE-MEMBER BOARD – Discussion of five-member Library Board.

Chairperson Hill stated that she had requested this item to be discussed. She expressed she had concerns that by changing the board member number to 5 may negate the agreement held with the Library District.

Community Services Supervisor Norman explained that when Board Member Chris Calderon resigned, the Town Clerk’s office investigated the issue and determined that Council could reduce the number of members to five in order to be consistent with other Town Boards and Commissions. She explained that as long as all of the current members wanted to continue on the Board that the Library Board would continue with 6 members. The change would be implemented when one of the members decided they no longer wanted to participate on the Board. The reduction would be achieved through attrition.

Vice Chairperson Bohall stated that the change would allow for the Library Board to be consistent with the other Boards and Commissions, in addition, it would be easier to keep a full board with fewer members.

Community Services Supervisor Norman stated that if the five-member board is in compliance with the Library District Agreement, the Town Council would implement the change to the Town ordinance when the sixth member of the current board members resigns. She continued that until the Board is changed by the Town Council; the Library Board is still a seven member board and requires a quorum of four members to hold a meeting.

Chairperson Hill expressed that the Board should have clear current information from the Library District about this issue in order to ensure that this change would not affect the agreement with the District. Staff informed that they would provide the appropriate documentation from the District to the Board to confirm this.

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

- a. *Five member board*
- b. *Literacy grant report*
- c. *Canopy for Ice Cream Social*

At the request of Community Services Supervisor Norman, Chairperson Hill reopened Agenda Item: Reports - Staff Report.

Community Services Supervisor Norman thanked Chairperson Hill for decorating the Library for the holidays. It was a nice surprise to staff members and was much appreciated.

AGENDA ITEM: ADJOURNMENT –

Board Member Peterson moved to adjourn the meeting. Board Member Krznarich seconded and the motion passed unanimously. The meeting adjourned at 10:05 a.m.

APPROVED:

Sue Hill, Chairperson

SUBMITTED:

Charlotte Hawken, Library Manager

**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, January 13, 2010, at 5:30 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, Arizona.

Chairperson: Lynda Zanolli
Commissioners: Krysta Dehnert
Bethany Bezdek
Barbara Van Wye (Absent)
Jesse Kennen

Town Staff:
Community Services Supervisor: Dawn Norman
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 December 9, 2009.

Commissioner Dehnert motioned to approve the Regular Meeting minutes for December 9, 2009, as written. Commissioner Kennen seconded the motion. The motion passed unanimously.

AGENDA ITEM: INFORMATIONAL REPORTS

CHAIRPERSON'S REPORT – A report from the Chairperson on current events. Chairperson Zanolli had no items to report.

STAFF REPORT – A report from the Community Services Supervisor on current events.

1. Community Services Supervisor Dawn Norman thanked the Board Members for attending the Open Meeting Law and Records Training held on January 6th.
2. The Town of Clarkdale will hold several Presentations to the Public on the Clarkdale Sustainability Park. Boards and Commissions are encouraged to attend. The next scheduled presentations are: January 27, February 22, and March 29. Community Services Supervisor Norman will email the informational flier to the Board Members.
3. Community Services Supervisor Norman has begun scheduling bands for the 2010 Concerts in the Park.
4. Community Services Supervisor Norman has been in discussions with the Arizona Diamondbacks to schedule another Home Town Night event for this upcoming Diamondback's season.

FINANCE REPORT – A review of the current finance reports.

The Commission reviewed the financial reports for the month of December. Community Services Supervisor Dawn Norman informed of revisions needed as there were expenses missing from the report: a \$50 expense from the Fourth of July account along with expenses totaling \$108.62 from the Christmas account.

NEW BUSINESS:

AGENDA ITEM: WORKSESSION – A work session to discuss the Parks and Recreation Master Plan.

Community Development Director Bailey presented and reviewed several maps with the Board. In review, Community Development Director Bailey pointed out that there were several neighborhoods and subdivisions that were lacking park facilities after applying the radius established by the Board and that it was at the Board's discretion if they wanted to reevaluate the areas. There was a consensus that the Board would review and address the areas lacking facilities. There was open discussion on trails. Community Development Director Bailey stated that the Parks and Recreation Board needed to discuss trails located in washes and work with the Planning Commission to establish policies on trails in washes.

Chairperson Zanolli asked if there was any documentation defining washes. Community Development Director Bailey informed that larger washes are currently defined in FEMA maps but that the smaller washes needed to be defined. She continued that the Town currently has a policy in place stating that no building can be done within 10 feet from the edge of a wash but that there is no ownership policy. Currently, the land is privately owned by homeowners or developers. If the Board wanted to stipulate that trail easements be granted to the Town within washes this would need to be specified in policies. The Board expressed that this is the direction they would like to take. Community Development Director Bailey informed that a joint meeting with the Planning Commission to discuss this avenue should be scheduled but prior to this work session the Parks and Recreation Commission should discuss the item to prepare for the joint work session.

There was open discussion on washes and proposed trails along with the discussion of possible opposition to establishing trails in washes. Community Development Director Bailey stated that developers would argue that premium lots would lose their value. In addition, private owners would state that they would not want strangers walking through their back yard. There was open discussion on oppositions to trails in washes.

The question was posed on existing owners of wash properties and how the land could be acquired in the future to close the gaps of connectivity. Community Development Director Bailey stated that it comes down to policies and how the Master Plan is written which would give the Town direction on addressing the land.

Chairperson Zanolli stated that the Board needed to discuss maintenance issues of trails and how the Town would maintain all of the trails. There was open discussion on volunteers and the need for community commitment in order for the trails to be successful.

Chairperson Zanolli asked how the Verde Valley Regional Trails Plan affects our trails and how does the plan come into play with our trails plan. Community Services Supervisor Norman explained that the Verde Valley Trails Plan is a guide for municipalities to follow but that it is at each municipality's discretion on whether or not they follow the plan. The main goal of the plan

was to ensure connectivity throughout the Verde Valley and that the hope was that when each partner of the group proposed to build a trail that it would work with the surrounding parties to ensure that connectivity would be priority.

There was open discussion on the Verde Valley Regional Trails Plan.

Community Development Director Bailey reviewed the Open Space map with the Board. She informed that private land can be designated as open space only with the owner's permission and that the plan can stipulate areas for potential open space designation if the Town policy specifies. The only stipulation is that it cannot identify specific parcels only general areas.

Community Development Director Bailey asked the Board to take home the maps and review them and bring back any questions or changes. The Board will be reviewing and revising them continuously throughout the process.

Community Development Director Bailey distributed a draft of the Parks and Recreation Vision Statement and Philosophy. There was open discussion on the Vision Statement. Commissioner Kennen asked if "natural open spaces" should be included in the statement. There was open discussion on his suggestion. The Board asked if staff could revise the statement. Community Development Director Bailey stated that she would rework the statement to include the natural beauty and bring it back before the Commission for their review.

The Board reviewed and discussed the philosophy section. Chairperson Zanolli inquired as to which category the sports programs would fall under. Community Services Supervisor Norman responded that it would fall under both: helping children learn and improving public health.

Commissioner Dehnert asked for a definition of "climate change management". Community Development Director Bailey explained that it refers to reducing our carbon footprint. Some examples of how to achieve this are to increase our open space along with increasing our park areas.

AGENDA ITEM: DISCUSSION – Discussion of the Clarkdale Municipal Pool.

Commissioner Bezdek explained that she requested this item on the agenda. She continued she wanted to ensure that the Board did not forget about the pool and asked what they could do as Board Members. Community Services Supervisor Norman explained that unfortunately, with the state's current budget situation things were not very promising. She continued that the state's budget affects the town tremendously and that the state continues to cut funding to municipalities. This presents a major challenge to the town as the majority of the town's funding is through the state. Because of the state's current budget crisis the town would not be able to include the pool in the 2010-2011 budget. In response to Commissioner Bezdek's question as to what Board Members could do to help; one is to assist with researching any funding opportunities made available. Community Services Supervisor Norman explained that she continuously is looking for grant opportunities but that the more individuals seeking them out the better as the amounts of grants available are diminishing while the need for financial assistance grows.

Commissioner Kennen stated that as Parks and Recreation Board Members, town residents continuously approach them to inquire why the town doesn't budget for the pool arguing that the town is spending money elsewhere that isn't necessary. Community Services Supervisor Norman stated that the Town is faced with limited funding and that the Town must prioritize as to what town services are priority, for example: infrastructure, water and sewer, etc. Community Development Director Bailey said that as residents it is important that their voices

are heard and that by approaching the Board Members this is their way of achieving this. As Board Members they can inform the residents that public meetings are held during the budget process and to encourage those residents to attend in order to voice their concerns to the Council.

Commissioner Bezdek explained that her concern is that the pool would never re-open resulting in Clarkdale not having a pool. Community Development Director Bailey stated that it was very apparent that the pool was very important to the Board and that one way to protect the pool would be to include the pool in the Master Plan.

Commissioner Bezdek expressed that she appreciated the discussion on the pool and wishes to periodically schedule discussions in the future.

At the request of Community Services Supervisor Norman, Chairperson Zanolli reopened Agenda Item: Informational Reports - Staff Report.

Community Services Supervisor Norman reported that she will be attending the Clarkdale Chamber Meeting tomorrow and will present to them a Certificate of Appreciation in recognition of their help at the 2009 Santa in Clarkdale Event.

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

Parks and Recreation Master Plan

Skate Park

Evaluate 'Existing and Proposed Parks with Proposed Trails Map' to address areas lacking park facilities

Wash Trails and Policies

AGENDA ITEM: ADJOURNMENT-With no further business before the board and with no objection, the meeting adjourned at 6:36 p.m.

APPROVED:

Lynda Zanolli
Chairperson

SUBMITTED BY:

Dawn Norman
Community Services Supervisor

PLANNING COMMISSION
January 19, 2010

NOTICE IS HEREBY GIVEN THAT THE REGULAR MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE, SCHEDULED FOR TUESDAY, JANUARY 19, 2010, AT 6:00 P.M., IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 NORTH NINTH STREET, CLARKDALE, AZ, IS CANCELLED.

Dated this 11th day of JANUARY, 2010.

**TOWN OF CLARKDALE
BY:**

Walt Good
Deputy Town Clerk

MINUTES OF A SPECIAL MEETING OF THE PLANNING COMMISSION OF THE TOWN OF CLARKDALE HELD ON THURSDAY, JANUARY 28, 2010, 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, January 28, 2010 at 6:00 p.m., in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

Planning Commission:

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

Staff:

Community Development Director	Sherry Bailey
Planner II	Normalinda Zuniga

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

AGENDA ITEM: ROLL CALL: The Community Development Director called roll.

AGENDA ITEM: MINUTES: Consideration of the Special Meeting Minutes of December 17, 2009. Commissioner Bayless motioned to approve the Special Meeting Minutes of December 17, 2009. Vice Chairperson Regner seconded the motion. The motion passed unanimously.

AGENDA ITEM: REPORTS:

Chairperson's Report: None.

Staff Report: Commissioner Vinson has concerns with her availability attending the Planning Commission meetings. The Commissioners would like to see how February works out for her and the percentage of meetings she would be available for. All the Commissioners would like to see her stay if she can participate. They will leave this up to her.

AGENDA ITEM: PUBLIC COMMENT: There was no public comment.

NEW BUSINESS

AGENDA ITEM: RECAP: OPEN MEETING LAW and RECORDS TRAINING held on January 6, 2010, by Elizabeth Hill, State of Arizona Assistant Ombudsman. (Chairperson Olguin, Vice Chairperson Regner, and Commissioner Puzas attended this session).

There were over 60 topics covered at the training session. Some areas brought up at this meeting were:

- Public records are available to the public
- 2-way communications – violation of open meeting law
- Clarkdale operates on the side of caution
- Statutes are not always clear
- Social networking – where and when does it become a violation of the public records law?

This recap being for discussion only, there were NO actions taken.

AGENDA ITEM: WORKSESSION: PLANNING COMMISSION 2010 WORK PLAN.
What are key issues for the Planning Commission?

Discussion centered around the two things to be accomplished at this meeting: 1) settle on a work plan for 2010; 2) present that work plan to the council on February 23, 2010. The key issues are sustainability and how that concept can be applied in Clarkdale, and the completion of the General Plan Update process. After much discussion, the Planning Commission agreed that the Chair and Vice Chair are to present a report to council on the discussion items for 2010. The Planning Commission requested staff to provide some research material for the meeting in February on sustainability.

This worksession being for discussion only, there were NO actions taken.

AGENDA ITEM: FUTURE AGENDA ITEMS:

- Focus on work plan 2010
- Sustainability Concept and General Plan Update process

AGENDA ITEM: ADJOURNMENT: Vice Chairperson Regner motioned to adjourn the meeting. Commissioner Bayless seconded the motion. The motion passed unanimously. The meeting adjourned at 8:10 p.m.

APPROVED BY:

SUBMITTED BY:

Jorge Olguin
Chairperson

Sherry Bailey
Community Development Director