

**Minutes of a Special Meeting of the Common Council of the Town of Clarkdale
Held on Tuesday, February 23, 2010.**

A Special Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, February 23, 2010, at 3:00 PM at Clark Memorial Clubhouse, Men’s Lounge, 19 N Ninth Street, Clarkdale, Arizona.

CALL TO ORDER 3:00 PM

Town Council:

Mayor Doug Von Gausig
Vice Mayor Jerry Wiley

Councilmember Patricia Williams - Absent
Councilmember Curtiss Bohall
Councilmember Richard Dehnert

Town Staff:

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

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.

There was no public comment.

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 2010
 - Capital Improvements Report - January 2010
 - Magistrate Court Report – January 2010
 - Police Department Report – January 2010
 - Water and Wastewater Report – January 2010
 - Clarkdale Fire District Report and Mutual Aid Responses Report – January 2010
 - Cottonwood Area Transit (CAT) Operations Report – Oct, Nov, Dec 2009, & Jan 2010
 - Verde Valley Humane Society – No January 2010 report.

- B. Library Services and Technology Act (LSTA) Grant Application for Centennial Experience** – Approval of submitting a Library Services and Technology Act Grant Application for Centennial Experience through the Arizona State Library, Archives and Public Records.

- C. Library Services And Technology Act (LSTA) Grant for Virtual Access Application** – Approval of submitting a Library Services and Technology Act Grant Application for Virtual Access through the Arizona State Library, Archives and Public Records.
- D. Arizona Historical Records Advisory Board (AHRAB) for Archive Grant Application** – Approval of submitting an Arizona Historical Records Advisory Board Grant Application.
- E. Arizona Historical Records Advisory Board (AHRAB) Grant Application** – Approval of submitting an Arizona Historical Records Advisory Board Grant Application.
- F. Approval of the Town Manager’s Evaluation as Written by the Mayor** - Approval of the review of the Town Manager’s Evaluation conducted on December 8, 2009, by Town of Clarkdale Common Council in Executive Session.

Vice Mayor Wiley moved to accept the consent agenda as prepared by staff. Councilmember Bohall seconded the motion. Motion approved unanimously

NEW BUSINESS

YAVAPAI-APACHE NATION DISTRIBUTION OF GAMING REVENUES UNDER PROPOSITION 202 – Discussion and consideration of the Town Council to accept and honor the Yavapai-Apache Nation request to use the \$10,000 to offset the total costs of purchasing a police vehicle.

Proposition 202, passed by Arizona voters in 2002, specifies various guidelines for new gaming compacts between the State of Arizona and the respective Indian tribal nations in the state. The compacts permit an Indian tribe to make 12% of its total annual contribution 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.”

In October, 2009, the Yavapai-Apache Nation requested the Town of Clarkdale to submit a proposal to them identifying the Town’s priorities for funding for the 2009 Proposition 202 distributions. At the October 27, 2009 meeting, the Town Council identified three items for the Nation’s consideration, noting that funding for any of these items would be extremely beneficial for Clarkdale’s citizens:

- **Funding for a Clarkdale Sustainability Park Planning Coordinator**
- **Operating Expenses for the Clarkdale Swimming Pool**
- **Police Department Patrol Vehicle**

In early February, the Town received notification from the Nation that the Tribal Council had distributed \$10,000 to the Town of Clarkdale to assist in the purchase of a police vehicle for the Town.

The total cost of a police vehicle can range from \$24-37,000, depending on the make, model and year of the vehicle that is purchased. While the Town should purchase at least one vehicle per year in order to allow us to rotate high mileage vehicles out of our fleet in a timely manner, we were unable to do so last year due to budget constraints. There are currently 5 police vehicles with 100,000 + miles. There is a line item in this year's budget for police equipment purchases that was planned to allow for the purchase of a vehicle, but the local sales tax that funds that line item is projected to be 30-35% under budget for the fiscal year. The \$10,000 contribution from the Nation can be combined with the remaining available revenue under the Police Equipment line item and assure the purchase of a vehicle this year.

Yavapai-Apache Nation Public Relations Manager, Fran Chavez, presented the Town of Clarkdale a check for \$10,000 on behalf of the Councilmembers.

Vice Mayor Wiley moved to accept and honor the Yavapai-Apache Nation request to use the \$10,000 to offset the total cost of purchasing a police vehicle. Councilmember Dehnert seconded the motion. Motion approved unanimously.

FISCAL YEAR 2008-2009 AUDITED FINANCIAL STATEMENTS – Presentation of the audit reports and consideration of approval of the 2008-2009 Fiscal Year Audit.

Finance Director Kathy Bainbridge introduced Scott Graff, Partner with Colby & Powell, PLC the Town of Clarkdale independent auditors.

Mr. Graff explained that an audit starts by coming up with an audit plan that is heavily weighted towards the areas that are considered risky, or which may have more likelihood in having errors, mistakes, or even fraud. Those areas are heavily tested and lighter testing is done on those areas that might not be as risky.

The auditors gave the Town a “clean opinion” or an “unqualified opinion” which is the highest opinion that an auditor can give to any type of entity. The clean opinion shows that the Town cares about its accounting system and has put together good internal controls, and has good accounting. Findings located at the end of the audit show determinations of what the auditors feel can be improved in the Town and shows previous years along with the current year. The previous and current findings requested a more complete and accurate working trial balance prior to the start of the audit so that the auditors would not be required to complete as many accounting adjustments. The major adjustments were due to the transition from the old accounting system to the new accounting system throughout the fiscal year which needed to be rectified during the year end closing process.

The auditor pointed out the Management's Discussion and Analysis which is drafted by management of the Town and provides an easy to read summary analysis along with a comparison between the current year and prior year.

Along with the auditor's overview of the Financial Statements, there were additional discussions regarding depreciation for the water and wastewater utilities and the need to budget for those amounts along with having the utility rates cover those. Currently the Town does not budget for depreciation for the wastewater utility of \$67,000 and \$270,000 for the water utility. Budgeted depreciation is one way to ensure unrestricted cash resources have been set aside for future

replacement or purchase of major infrastructure.

The auditor explained the Fund Balances and the affect of borrowing from fund to fund which is expected to be paid back and does not affect the ending fund balance versus transfers from fund to fund which are not expected to be paid back and would change fund balance. The Town has made some “borrowings” between funds in order to balance the cash balances at year end.

Mayor Von Gausig along with the Council recognized and thanked the Finance Department for all their work and overcoming the obstacles along the way, in order to have a good audit report.

Councilmember Dehnert moved to approve the FY 2008/2009 audited Financial Statements. Motion seconded by Councilmember Bohall. Motion approved unanimously.

SPEED TRAFFIC ENFORCEMENT PROGRAM (STEP) GRANT RESOLUTION – Discussion and consideration of the approval of Resolution #1323, pertaining to the submission of a Clarkdale Police Department Speed Traffic Enforcement Program (STEP) Grant Proposal for FY 2011 through the Governor’s Office of Highway Safety (GOHS) in the amount of \$48,582.76.

Chief Pat Haynie presented the 2011 STEP grant proposal to Council. The Clarkdale Police Department continues to strive for operating in a proactive way opposed to a reactive way and would like to put extra enforcement on DUI, speeding, aggressive driving, seatbelt usage and child restraints by providing money for overtime and a fully equipped police unit.

The additional overtime money requested would help continue participation in a monthly victim impact panel, monthly DITEP (Drug Impairment Training for Educational Professionals), holiday DUI enforcement and time to implement/coordinate CUB (Curb Underage Buying) through underage party and sales to minor stings.

They will also be requesting funds to purchase and equip a new police car with the most up to date equipment including an in car digital camera, radar, low profile interior LED emergency lighting and portable breath analyzers. (PBT)

Vice Mayor Wiley moved to approve Resolution #1323, a Resolution pertaining to the submission of a Clarkdale Police Department Speed Traffic Enforcement Program Grant Proposal for FY 2011 through the Governor’s Office of Highway Safety for the amount of \$48,582.76. Motion seconded by Councilmember Dehnert. Motion approved unanimously.

PRESENTATION OF THE PLANNING COMMISSION WORK PLAN FOR 2010 – Discussion of the Planning Commission Work Plan for 2010.

Jorge Olguin, Planning Commission Chairperson, and Vice Chairperson, Bill Regner presented the Planning Commission’s 2010 Work Plan to Council. The Planning Commission has been reviewing those issues that they feel are the most important to the Town and which will have the greatest value to the overall mission. The work plan is grouped into general categories with several individual projects under those categories.

The Planning Commission sees sustainability as a key word which will direct and guide the Commission, who will define the associated goals and their complexities with economic, social,

and environmental components. The Commission will act as the Housing and Community Design focus groups for the General Plan. The Clarkdale Sustainability Park will be an ongoing discussion throughout the year along with their routine issues of ordinances and update of the Smart Growth Scorecard. The Commission recognizes limited staff resources and plans to limit special meetings, completing their work during the regular Commission meetings, in order to limit time needed by staff. This includes moving the night of their meetings which will help accommodate the best use of staff's time.

The Mayor thanked the Commission for the work they are doing.

Councilmember Dehnert thought that a no-growth scenario might be interesting to add to the plan along with a preservation plan to manage the Town's historical assets.

Mayor Von Gausig stated that we are in a period of quiescence in development and need an evaluation of the processes for development for both those that did not work along with those that did work. Community Development Director, Sherry Bailey, stated that there will be some ordinance changes coming forward which will alleviate some probabilities of issues arising in the future that have in the past.

GENERAL PLAN UPDATE - Progress update on the Town of Clarkdale General Plan.

Community Development Director, Sherry Bailey, reported that the General Plan Update Committee has reviewed and approved the Introduction, Open Space, Environmental Planning, and the Cost of Development chapters. The committee will be reviewing chapters for Water Resources, Land Use, Growth Areas and Economic Development in the next two months. That will leave Circulation and Transportation, which will be reviewed in conjunction with the Planning Assistance for Rural Areas (PARA) study Steve Burroughs is managing, Housing and Community Design which will be handled by the Planning Commission in the focus group format along with the Sustainability Chapters to be completed in the next few months.

The Planning Commission and the Update Committee have met once to review the work that has been completed and will be meeting again in March. Both organizations agreed to group similar topics into a joint meeting so at least three more meetings are anticipated. Staff will then finish the layout so that the Planning Commission can start having their Public Hearings, make their changes and send the completed document onto council. The process is on track for public hearings by council, and then adding it to the election calendar for November.

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

No future items brought forward.

ADJOURNMENT 4:30 PM

APPROVED:

Doug Von Gausig, Mayor

ATTESTED:

Kathy Bainbridge, Town Clerk

SUBMITTED:

Kathy Bainbridge, Town Clerk