

**Minutes of a Regular Meeting of the Common Council of the Town of Clarkdale
Held on Tuesday, March 9, 2010.**

A Regular Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, March 9, 2010, at 6:00 PM at Clark Memorial Clubhouse, Men's Lounge, 19 North Ninth Street, Clarkdale, Arizona.

CALL TO ORDER 6:00 PM

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

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.

Ellie Bauer, Clarkdale – Requested an accounting of the funds spent on the Clarkdale Sustainability Park.

Christine Schwab, Clarkdale – Had some questions which she will ask at a different time due to the Public Comment regulations.

INFORMATIONAL REPORTS

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

1. Met with the Nature Conservancy, County, local officials, and conservationists to initiate a study that would define the economic benefits of the Verde River to the Verde Valley and how to quantify those benefits.
2. Met with the House of Representatives Water and Energy Committee in Phoenix for a Clarkdale Sustainability Park presentation.
3. Met with Lew Dodendorf's energy engineer's group for a Clarkdale Sustainability Park presentation.
4. Attended the Arizona Cities and Town Board meeting in Phoenix.

5. Met with Governor Brewer in Prescott regarding local issues and her philosophy.
6. Held a Clarkdale Sustainability Park presentation at the Orme Ranch School for the students.
7. Spoke with the Walton Family Foundation regarding grants available for water/river conservation programs in the Verde Valley.
8. Attended the Verde Pride Awards where he received the Verde Valley Citizen of the Year Award.
9. Gathered a group of people from the Water Advisory Committee regarding Senate bills which have since been withdrawn.
10. Held a Clarkdale Sustainability Park presentation for Town residents.
11. Traveled to Phoenix to receive recognition from the Arizona House of Representatives for the work on the Clarkdale Sustainability Park.
12. Met with the National Parks Service regarding their letter of concern about the Clarkdale Sustainability Park and settled their concerns.
13. Attended an organizational meeting with the Water Sustainability Water Conservation Recycling Efficiency and Energy Nexus working group, part of the Governor's Blue Panel on water.
14. Attended the Verde Valley Intergovernmental Meeting in Jerome.
15. Attended the all day Strategic Planning session with the Council and staff.
16. Attended the Verde Valley Regional Economic Organization (VVREO) Energy Committee meeting with members of various expertise, all committed to sustainability and renewable energy.
17. Met with the Technical Working Group - Bureau of Reclamation Central Highlands Water Resource Management Study – looking at 2050 water issues and are in the 2nd phase of their 4 phase study.
18. Met with Karen Fann, candidate running for Lucy Mason's position in Legislature, and discussed basic municipal core values.
19. Met with the Verde Valley Natural Resources Committee regarding the possibility of a new Technical Advisory Committee member.
20. Attended the Saint Patrick's Day parade with Vice Mayor Wiley.

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

1. Bill Peterson, ADOT Liaison, reported some I-17 closures between Sunset Point and Black Canyon City with construction on Monday through Thursday nights between 7am - 7pm for the next few weeks which will close the left lane.
2. Received notice from League regarding the new proposal from the Governor to disband the Arizona Department of Juvenile Corrections and transfer those responsibilities to the County, along with the shifting of cost, which possibly will come from shared revenues. Our portion could be \$15,000 - \$16,000. LTAF Funds may also be swept by the State which would be an additional amount of \$17,000 - \$18,000 for Clarkdale.
3. Town Manager Mabery presented the Mayor with the Verde Pride Award from the Cottonwood Chamber of Commerce, 2010 Citizen of the Year Award.

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

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

VVLPI – A report regarding the Verde Valley Land Preservation Institute – Councilmember Williams reported no report.

NACOG - A report regarding the Northern Arizona Council of Governments – Vice Mayor Wiley reported that they met February 25th and reviewed a 150 page guideline for federal examiners to review Head Start, which happens every three years.

VVTPO – Report regarding the Verde Valley Transportation Planning Organization & other transportation affiliations – No Meeting.

NAMWUA - A report regarding the Northern Arizona Municipal Water Users Association – No Meeting.

VRBP – A report regarding the Verde River Basin Partnership. Mayor Von Gausig reported that on February 22, 2010 they met in Jerome and discussed getting funding for the partnership.

WAC - A report regarding the Yavapai County Water Advisory Committee. Mayor Von Gausig met with the Committee on February 17, 2010 and reviewed the Central Yavapai Highland Water Resource Management Study.

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 02/09/10 and Special Meeting held 02/23/10.

- B. Claims** - List of specific expenditures made by the Town during the previous month.
February Check Log and PPE 2/13/10 and 2/27/10
- 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 2/24/10 - Cancelled
Design Review Board minutes of the meeting held 2/10/10
Heritage Conservancy Board minutes of the meeting 2/17/10 – cancelled & held 2/22/10
General Plan Update Committee minutes of the meeting 2/15/10 - Cancelled
Library Advisory Board minutes of the meeting 2/4/10 - Cancelled
Parks and Recreation Board minutes of the meeting held 2/10/10
Planning Commission minutes of the meeting held 2/16/10
- D. Proclamation – April 2010, As Substance Abuse Awareness Month** – Approval of a Proclamation declaring April 2010, Substance Abuse Awareness Month in the Town of Clarkdale.
- E. Resolution Adopting a Fair Housing Policy** – Approval of Resolution #1324 adopting a fair housing policy, making known its commitment to the principle of fair housing, and describing actions it shall undertake to affirmatively further fair housing.
- F. Resolution Making Appointments to the Heritage Conservancy Board** – Approval of Resolution #1325 amending Resolution #1314, making an appointment to the Heritage Conservancy Board.

Vice Mayor Wiley moved to accept the Consent Agenda items as prepared by staff. Motion seconded by Councilmember Williams. Motion approved unanimously.

NEW BUSINESS

PUBLIC HEARING FOR CDBG PROJECTS – Public Hearing to receive input regarding the use of FY10 Federal Community Development Block Grant (CDBG) funds.

The Town of Clarkdale is expected to receive approximately \$379,294.00 in FY10 Federal Community Development Block Grant (CDBG) funds from the Arizona Department of Housing Regional Account. CDBG funds must be used to benefit low to moderate income persons and areas, alleviate slum and blight, or address health hazards. Two public hearings are required to gather citizen input on the use of the CDBG funds.

The Town of Clarkdale held the first public hearing on December 8, 2009 at 6:00 PM in the Clark Memorial Clubhouse, Men’s Lounge, 19 N. Ninth St., Clarkdale to gather citizen input on the use of the CDBG funds.

There was no public comment.

CDBG RESOLUTION SETTING PROJECT PRIORITY – Discussion and consideration of CDBG project selection and approve Resolution #1326 allowing staff to move forward with the submission of the FY10 Federal Community Development Block Grant (CDBG) funds.

The Town of Clarkdale is expected to receive approximately \$379,294.00 in FY10 Federal Community Development Block Grant (CDBG) funds from the Arizona Department of Housing Regional Account. CDBG funds must be used to benefit low-income persons and areas, alleviate slum and blight, or address urgent health hazards.

The following are the staff's suggested projects. They are identified and ranked for the Council's project recommendation:

CDBG Projects – Staff ranking list.

Rank	Project Type	Location	Approx. Cost
1.	Lighting, Sidewalk & Bridge		
	• Street Lighting / solar	Broadway Rd. / Patio Park / Lower Town	\$377,425
	• Sidewalks / Curb / Gutter	Broadway Rd. / Patio Park / Lower Town – one side of street	
	• Bridge Reconstruction (Improvements)	One Lane / Bitter Creek (Reconstruction of bridge, directional signs both ends & R/R lighting - 4)	
2.	Wastewater, Water		
	• Connections Grants Program	Mingus Shadows Area (Residential connections existing line)	\$485,000
		45 Residents Low / Mod. Income Lower Town	
	• Service Lines Grants Program	Lower Clarkdale (Water line replacement area)	
		7 Residents Low / Mod. Income Mingus Shadows	
3.	Park		
	• Rebuild / Refurbish	Caballero Park (Play surface Artificial Grass), Play Equipment, Fencing, Parking and Lighting)	\$375,000
4.	Roads		
	• a) Resurface / Pavement	Rincon Dr, Hopi Dr, River Rat Rd, Rio Ln, Vista Ln, (New pavement, curbs, gutters, & chip seal existing)	\$403,250
	• b) Resurface (chip seal)	Centerville neighborhood area	\$123,625
	• c) New Road Construction	Connector road from (Calle Carrillo to Mingus Shadows Dr)	\$199,750
5.	Trails		
	• Reconstruct / Rebuild	Trestle Bridge & Benatz Trail (Reconstruct surface, rebuild "Burnt out" trestle, continue Trail Third North St. to	\$348,325

Broadway road)

- | | | | |
|----|----------------------------------|--|-----------|
| 6. | Address ADA Issues | | |
| | • Town Buildings | (Fisher House, Town Complex Bld.) | \$85,000 |
| | • Street intersection Crosswalks | (Town-Wide) | \$266,000 |
| | • Park ADA deficiencies | (Centerville, Main Street
& Caballero parks) | \$379,000 |
| 7. | Studies | | |
| | • Planning Grant | Feasibility Study for
Clarkdale Sustainability Park
Does not qualify | |

Vice Mayor Wiley moved to approve Resolution #1326, A Resolution of the Mayor and Common Council of the Town of Clarkdale Authorizing the Submission of an Application for FY10 Community Development Block Grant Funds, Certifying that said Application Meets the Community's Previously Identified Housing and Community Development Needs and the Requirements of the CDBG Program, and Authorizing All Actions Necessary to Implement and Complete the Activities Outlined in said Application along with accepting the prioritization of projects as presented by staff. Motion seconded by Councilmember Bohall. Motion approved unanimously.

UPDATE FROM STRATEGIC PLANNING – Update presentation on Town of Clarkdale 2010 Strategic Planning held February 26, 2010.

Mayor Von Gausig gave an overview of the Strategic Planning session and the goals staff will move towards during the next year.

STAFFING STRUCTURE & ORGANIZATIONAL DEVELOPMENT

- ❖ Adjust Work Flow and Service Delivery to Accommodate Loss of Two Eliminated Positions
- ❖ Restructure Assistant Town Manager Position and Responsibilities
- ❖ Explore Additional Voluntary Programs That Could Result in Staff Time Reductions
- ❖ Continue Monitoring Revenues and Expenses to Determine Impacts on Staffing Levels and Service Delivery

DELIVERY OF TOWN SERVICES

- ❖ Explore Opportunities to Supplement Staff Resources By Addressing Efficiency/Organization of Boards and Commissions
- ❖ Increase Volunteerism and Identify Roles for Volunteers to Provide in Clarkdale
- ❖ Explore Job Training, Safety and Liability Issues for Volunteer Programs
- ❖ Communicate Impacts on Services That Result from Staff Reductions
- ❖ Explore Further Special Projects and Grants that Utilize/Provide Opportunities to Utilize Existing Town Staffing Resources

FINANCIAL PLANNING AND ADMINISTRATION

- ❖ Develop Trial Budget and Hold Trial Budget Public Meetings
- ❖ Formulate Depreciation Policy

- Evaluate Appropriate Reflection of Depreciation in General Fund, Enterprise Funds and Streets Fund
- ❖ Recommend Wastewater/Water Rate Structures
 - Evaluate the establishment of a target for gpcd
 - Evaluate water rate tier structure; incentivize low water use
- ❖ Develop Sanitation Capital Fund Policy & Evaluate Rate Structure in Sanitation Fund
- ❖ Define Policy for Fund Balances
- ❖ Define Cemetery Financial Strategy
 - Explore Conversion of Cemetery From Enterprise Fund to General Fund
 - Evaluate Cemetery Fee Schedule and Policies For Payment of Fees

SUSTAINABILITY

- ❖ Explore Options to Ensure that Sustainability is part of the Culture of Decision Making in Clarkdale
- ❖ Pursue Water Adequacy Designation

ECONOMIC/COMMUNITY DEVELOPMENT

- ❖ Economic Development
 - Work with Property Owners in Downtown Business District to Explore Resources for Building Preservation
 - Explore Regional Enterprise Zone
 - Clarkdale Sustainability Park
 - Secure Outside Funding for Project Administration of CSP
 - Focus on Water Reclamation Project as 1st Phase of CSP
 - Consider Plasma Conversion Technology as one Long Range Option, Recognize Plasma Conversion Challenges as an Obstacle to Short Term Consideration
 - Ensure the Feasibility Study Has Full Evaluation of All Potential Sites for the CSP, Remain Open to the Use of Any of the 3 Identified Sites
- ❖ Land Use/Community Development
 - Amend Development Agreement for The Highlands Subdivision
 - Explore Wastewater Collection Options
 - Discuss Public vs Private Parks in Subdivision
 - Explore Options to Address Requirement for Public Facility
 - Annexation of Clarkdale Metals Property North of Existing Town Boundary
 - Explore Boundary Agreement with Town of Jerome

PARTNERSHIPS, COMMUNICATIONS & INFORMATION TECHNOLOGY

- ❖ Retain and Enhance Existing Partnership with League of AZ Cities and Towns
- ❖ Approach Legislative Advocacy As a Shared Responsibility Among Mayor and Council
- ❖ Strengthen Relationship with Clarkdale Chamber of Commerce

- ❖ Strengthen Relationship with Verde Valley Regional Economic Organization (VVREO)

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

No future items brought forward.

ADJOURNMENT 6:50 PM

APPROVED:

Doug Von Gausig, Mayor

SUBMITTED/ATTESTED:

Kathy Bainbridge, Town Clerk

STRATEGIC PLANNING 2010

A Special Meeting of the Common Council was held on Friday, February 26, 2010, at 8:00 AM in the Community Room of the Clarkdale Administration Building, 39 North Ninth Street, Clarkdale, Arizona for Strategic Planning.

Mayor Von Gausig called the meeting to order at 8:00 A.M.

Present:

Town Council:

Mayor Doug Von Gausig

Councilmember Patricia Williams

Vice Mayor Jerry Wiley

Councilmember Curtiss Bohall

Councilmember Richard Dehnert

Town Staff:

Town Manager Gayle Mabery

Town Clerk/Finance Director Kathy Bainbridge

Utility Director Wayne Debrosky

Community Development Director Sherry Bailey

Police Chief Pat Haynie

Public Works Director Steve Burroughs

Assistant Town Manager

Town Manager Mabery updated the Council on the progress made on items identified for staff to explore from Strategic Planning in 2009.

Operational/System Improvements or Changes

- Parks & Recreation Events – July 4th, Halloween, Santa, New Years and Concerts in the Park did a good job in reducing their costs. *The Concerts in the Park were completely funded by donations and volunteers and the New Year's event was cancelled.*
- Combine Library – Parks & Recreation services; establish Volunteer/Community Outreach Volunteer coordination, engaging community in creating meaningful participation program. *Completed*
- Police Department - *The Administrative Assistant is working on defining volunteer positions with Community Services for 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.*
- Library – bring in to 21st Century maintaining general function, increasing focus on technology/media, increasing available computer stations. *Some renovations are being made with grants, but still seeking additional grants.*
- 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. *Small Talk now included with monthly utility bills.*

- On-line bill payments for utility customers. *Working on setting up by end of year.*
- Utilizing INCODE to full potential. *Have cleaned up many of the glitches with the set up of Incode and are moving forward with new modules.*
- Check out APS rates whether rate structure can be changed? *Have found that we are operating under the correct rate structure.*
- Establish impound yard @ Fisher house – or other location? *Found that converting one bay at the Town Yard would be more beneficial and practical.*
- Using retired police officers or other part time certified officers to cover holidays, vacations and other department needs. *Have one retired officer that is on reserve status.*
- CDD focus on Economic Stimulus, applications, Economic Development projects. *Formed a CREST group to monitor stimulus program and complete applications.*
- Coordinate and manage Mtn. Gate bond process. *Still moving forward with a lawsuit filed. The Town is doing inspections that are reimbursable.*
- Audit rental property tax collections. *Community Development has worked with Utilities.*
- GIS Planner transition to part-time in Utilities. *Completed*
- General Plan in process and on web site. *General Plan groups have met and are on target for a November election.*
- Offset Town Crew salaries with special projects (grants, Mountain Gate bond work). *Wages have been split out to be reimbursable from Yavapai Flood and Mountain Gate.*
- Shift existing staff salaries from General Fund to Utilities. *Two staff positions have been shifted from the Streets Department to the Utilities.*
- Water system documentation (mapping). *GIS position from Community Development has shifted 50% time to Utilities and has been mapping the systems.*
- Approach water system improvements in lower Clarkdale on section-by-section basis. *Have started on the water project in lower Clarkdale.*
- Use General Plan focus groups as access/contacts for other information. *General Plan Focus Group has been meeting and still on schedule for November 2010 election.*

Policy Issues or Council Action

- Local sales tax. *Was increased from 2.25% to 3%*
- APS Franchise Fee. *A 2% franchise fee was instituted as of January 2010.*
- Property Tax Levy. *Was raised from to .71 to .9120.*

- Explore separating water company financing from Cottonwood. *Has been explored, but market is not good for bonding at this time.*
- Address increasing procurement limits. *The Financial Operations Guide and Town Code have been amended to increase limits.*
- Pool – cost impact of full season, partial season, not opening. *Pool was not opened in the 2009 or the 2010 season.*

Fees for Service

- Cemetery fees. *Have been adjusted to reflect costs.*
- Wastewater rate increase. *Rate increase was approved.*

After the recap of the 2009 strategic planning session the group proceeded with the agenda for the 2010 strategic planning discussions.

➤ **Staffing Structure & Organizational Development**

Organizational Structure

An updated organizational chart was handed out to the Council which reflected the two eliminated positions along with the change in the Assistant Town Manager position to a Department Head position called Human Services Director. The new position will handle human resources along with the Community Services Department.

Working on a Voluntary Separation Agreement to be introduced the beginning of the fiscal year.

Delivery of Town Services - Impacts of staff reductions on daily operations and impacts of diverting staff to special projects on daily operations.

The Public Works Department has been cut in half since 2008. Staff wages have been spread across special projects such as the Yavapai County Flood Control program, Library improvements, and Mountain Gate. Wages for these programs are reimbursable by the special projects, which alleviated budgeting for those wages. Although there are additional buildings, grounds, streets and fleet for the department to maintain, their time must be spread out between the special projects proportionate to the wages budgeted through them.

Community Restitution/Volunteer Programs/Friends of Cemetery.

The Community Services Department started a Volunteer Program and has six volunteers spending 50-60 hours per month volunteering. A Restitution Program has also been instituted which has participants spending about 50 hours with another 30 hours remaining on special projects.

Boards and Commissions

Parks & Recreation – Currently working on their portion of the General Plan along with special projects such as Halloween, Santa, July 4th and Concerts in the Park.

Heritage Conservancy Board – Cleaned up the Reading Room in the Clubhouse so that it

could be used as an additional meeting room. Will be working more with the Museum in 2010 and moving towards merging the two entities.

Library Board- Operational hours have been increased along with starting a children's story time and a book club.

Managing Boards and Commissions is a big part of staff responsibilities. Internal discussions regarding creating efficiencies have taken place for volunteers along with meeting schedule changes for the Boards and Commission to meet every other month or even quarterly instead of monthly.

Sustainability Commission - Planning Commission could look at the structure and program of sustainability commission functions. Is there a need for an additional venue to funnel ideas through or could there be sustainability training woven throughout the community, Boards and Commissions, Council and staff.

➤ **Financial Planning & Administration**

2009/2010 Budget- Projected year end fund balances were discussed for the General Fund - (\$15,000), Capital Projects Fund - (\$169,000), HURF Fund - \$48,000 with the \$193,000 Street Transfer Tax, Wastewater Fund - (\$44,000), Sanitation Fund - \$50,000, Water Fund - \$62,000 and Cemetery Fund - (\$20,000).

Recommendations will be presented to the Council for transfers from the Sanitation Fund to cover the shortfall of the Capital Projects Fund and an adjustment in the Street Transfer Tax from the General Fund to the HURF Fund.

Currently, the Sanitation Fund has an accumulated fund balance of \$300,000. Previously, Council approved the Sanitation Fund to help fund technology purchases in the Capital Projects Fund. Those transfers were not made and the General Fund funded the purchases. The Sanitation Fund could also transfer funds to the HURF (Street) fund which could help fund street projects repairing street damage from the garbage trucks.

The Cemetery Fund should be evaluated regarding possible conversion from an Enterprise Fund to the General Fund and using some of the Cemetery Perpetual Care funds to stabilize the Cemetery Fund balance. Fee structures and payment policies could also be a part of the evaluation.

2010/2011 Budget - Projected shortfalls of approximately \$500,000 for the 2010/2011 budget were discussed along with increases in retirement rates, IT rates, and health insurance premiums. Although the shortfalls have been addressed in the tentative budget, there are various bills in front of the legislature that could affect the budget.

Health Insurance premiums increased 7.4% which amounts to about \$25,000 in the budget. The Council will have options to explore during the budget process which could shift some of the premium responsibility from the Town to the employees.

Water Rates – Projected shortfalls for the water department are \$33,000 for the 2010/2011 budget. This shortfall does not include budgeting for utility depreciation. Depreciation has not been budgeted for in the past, but has been a discussion with Council and auditors. Depreciation should be budgeted for and included in the rate structure so that funds are accumulated for future repairs or capital projects without borrowing. In order to cover the shortfall, without depreciation, rates would need to be increased 6.5%, or an additional \$2.00 per month, for a base rate of \$32.77. Base user rates, with the \$270.00 depreciation included, increase the base rate 59.3%, or an additional \$18.25 per month.

Variations of rate structures could include revising rates at different levels (tiers) of water usage along with the base rate increase and phasing in the cost of depreciation over a number of years. By adjusting rates with tier levels, those people conserving water, or using less would be less impacted than those with large water usage. Phasing in the cost of depreciation over a number of years would keep the increases at a more manageable rate.

Sewer Rates – Projected shortfalls for the sewer department are \$54,000 without depreciation. The sewer utility has the same depreciation issues as the water utility, only with an annual depreciation of \$64,000. In order to cover the shortfall, without depreciation, rates would need to be increased 15%, or an additional \$4.17 per month. Base user rates, with depreciation included, would raise the base rate 33%, or \$9.12 per month. The sewer utility has been budgeting for line replacement which could be considered as depreciation and would decrease the impact on the rate increase.

➤ **Economic/Community Development**

The Highlands – PTM Development- The Highlands development is starting discussions with the Town. There are a few options in their development agreement that could be amended to be a better fit for the Town in today's economy.

Church Property – The Highlands development agreement has a provision for the development to provide a 3000 square foot building for Town use. The Catholic Church has initiated discussions regarding purchase/long-term lease of their building which is about the size requirements in the development agreement. The Highlands could purchase that property and turn it over to the Town instead of building a new space. This would provide additional space within the Town complex that could have a variety of future uses.

Parks – The Town should investigate the options of having a larger park in the development along with some private neighborhood “pocketparks” vs a few public parks. The Town would then have only one larger park to maintain, which would save staff time, and the Highlands would be responsible for maintaining the smaller neighborhood parks.

WWTP – It would be more feasible to have the development build a small wastewater package plant to accommodate the development versus additions to the Town's existing wastewater treatment plant. This could save the Town from making additions to the plant in hopes the development would build out.

Downtown Renovations – There is concern regarding the condition of the historic buildings in the downtown area. The Community Development Department along with the Heritage Conservancy Board could get together with the historic building property owners to have discussions regarding the loss of historic buildings due to lack of maintenance. Downtown revitalization discussions could draw in new businesses and sustain the current businesses. Preserving the past is as important as developing the future. Richard Dehnert would like to take on this project in coordination with SHIPO and the Chamber of Commerce.

Clarkdale Sustainability Park – (CSP) - The CSP is moving forward using a phased approach. The first phase is the wastewater reclamation site which is the responsibility of the Town. Wastewater reclamation has an economic development focus because the commercial properties along 89A would need room in the wastewater treatment plant along with the Highlands.

An update to Council from the Clarkdale Sustainability Park Feasibility Study Scope of Work Group regarding their work in progress on the Feasibility Study will be scheduled for March. The group members have created a Table of Content that will be used to develop the application for the CSP Feasibility Study funding. The study will examine all three sites in the phase one study. Phase two is more detailed studies and there will be public participation in both phases.

The Clarkdale Sustainability Park Planning Group is made up of Gayle Mabery, Janet Perry, Sherry Bailey, and Mayor Von Gausig. The Town is investigating grant availability through the Walton Family Foundation for administrative funding. The Walton Family seems intrigued with the project and we hope for some funding.

“An Evolutionary Solution for a Sustainable Community” seems to have moved into being a Vision Statement of the Town, not just the Sustainability Park.

A Water Adequacy Designation would cost \$10,000 to \$15,000 to get the designation with a four month timeframe which could be paid for from water development funds. This designation quantifies available water resources in the Town’s service area, identifies resource limitations, and requires others seeking a Water Adequacy Report in the same ground-water basin to account for the Town’s designated water in their study. The Designation of Adequate Water Supply also demonstrates the Town of Clarkdale’s commitment to long-term water planning and management. The Town will move forward with this in April.

➤ **Partnerships, Communications & Information Technology**

Website/IT Services – The Town has invested time and resources over the past few years to upgrade the computer and phone systems. Maintenance costs alone are very expensive along with moving forward with the replacement programs for the computers. IT hourly costs have also risen which have been addressed by cutting the number of hours available.

STRATEGIC PLANNING

February 26, 2010

❖ **STAFFING STRUCTURE & ORGANIZATIONAL DEVELOPMENT**

- ❖ Adjust Work Flows and Service Delivery to Accommodate Loss of Two Eliminated Positions
- ❖ Restructure Assistant Town Manager Position and Responsibilities
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 - Discuss Public vs Private Parks in Subdivision
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 - Annexation of Clarkdale Metals Property North of Existing Town Boundary
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❖ **PARTNERSHIPS, COMMUNICATIONS & INFORMATION TECHNOLOGY**

- ❖ Retain and Enhance Existing Partnership with League of AZ Cities and Towns
- ❖ Approach Legislative Advocacy As a Shared Responsibility Among Mayor and Council
- ❖ Strengthen Relationship with Clarkdale Chamber of Commerce
- ❖ Strengthen Relationship with Verde Valley Regional Economic Organization (VVREO)

ADJOURNMENT 4:30 PM

APPROVED:

Doug Von Gausig, Mayor

SUBMITTED/ATTESTED:

Kathy Bainbridge, Town Clerk

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

A Regular Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, March 23, 2010, at 3:00 PM at Clark Memorial Clubhouse, Men's Lounge, 19 North Ninth Street, Clarkdale, Arizona.

CALL TO ORDER 3:00 PM

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

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.

Vic Viarengo, Clarkdale - Commented on the professionalism and courteousness of the street crew when they were working on flood control by his home.

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 – February 2010
 - Capital Improvements Report –February 2010
 - Magistrate Court Report – February 2010
 - Police Department Report – February 2010
 - Water and Wastewater Report – February 2010
 - Clarkdale Fire District Report and Mutual Aid Responses Report – February 2010
 - Cottonwood Area Transit (CAT) Operations Report – February 2010
 - Verde Valley Humane Society – No Report
- B. Resolution Declaring and Adopting the Canvass of the March 9, 2010 Primary Election**
– Approval of Resolution #1327 canvassing the results of the March 9, 2010 primary election.

- C. **Sedona Recycles, Inc. Agreement for Contracted Services**– Approval of an agreement with Sedona Recycles, Inc. for recycling drop off services in the Town of Clarkdale.
- D. **Resignation of Sarah Voit Vinson From the Planning Commission** – Acceptance of the letter of resignation from Sarah Voit Vinson from the Planning Commission.

Item A, Water Report, was pulled by Vice Mayor Wiley with a question regarding water usage. The residential water usage was much more compared to last year. Utility Director Debroski reported that the multi-user accounts had been re-categorized and were being reported differently and that it could also be due to the recalibration of meters.

Councilmember Williams moved to accept items B, C, & D of the Consent Agenda items as prepared by staff. Motion seconded by Vice Mayor Wiley. Motion approved unanimously.

Vice Mayor Wiley moved to accept item A of the Consent Agenda items as prepared by staff. Motion seconded by Councilmember Dehnert. Motion approved unanimously.

NEW BUSINESS

LEASE/PURCHASE AGREEMENT WITH RDO EQUIPMENT COMPANY FOR A NEW BACKHOE – Discussion and consideration of entering into a lease/purchase agreement for a new John Deere backhoe for the Utility Department with RDO Equipment Company.

The Utilities Department currently rents the Streets Department's backhoe for water and sewer repairs. The Public Works backhoe is and has been in the shop for approximately two months having the engine rebuilt. During the past two months, the Utilities Department has had to rent a backhoe or use the cemetery backhoe to make system repairs. The cemetery backhoe is at the end of its useful life and is very hard to start, keep running, and operate due to excessive play in hydraulics for the boom and bucket. In the 2010/2011 Water and Sewer Budgets, the Utilities Department proposes to redirect funds from its Equipment Rental – Town line item to cover the yearly costs for this lease/purchase. The five-year lease/purchase agreement for a 2010 John Deere backhoe from RDO Equipment Co. amounts to \$69,405.44. The monthly payment would be \$1,390.42, which includes a 60 month extended full machine warranty with a 2,000 hour run time limit.

Councilmember Williams moved to approve the five year Lease/Purchase Agreement for a 2010 John Deere backhoe from RDO Equipment Company, including the 60 month extended full machine warranty with a 2,000 hour run time limit. Motion seconded by Vice Mayor Wiley. Motion approved unanimously.

TOWN MAGISTRATE'S RESIGNATION AND APPROVAL OF STAFF'S EFFORTS FOR REPLACEMENT - Discussion and consideration of accepting the Town Magistrate's resignation and approval of staff's efforts for replacement of that position.

On March 18, 2010 Harry Cipriano tendered his resignation as Town Magistrate, providing sixty days notice, as required by his Employment Contract.

Since this is a council appointed position, staff requested authorization to proceed as quickly as possible with replacing the position. This includes the advertising, interviewing and selection processes. With the recent discussions regarding consolidation of Court services on a regional basis, staff would like to include verbiage in the terms of the new contract which would address those consequences, if such an event were to occur, along with the current removal "for cause" language. The salary will be advertised as \$17,500, which reflects the 10% furlough as was in the current contract.

Vice Mayor Wiley moved to accept the Town Magistrate's 60-Day Notice of Resignation and authorized staff to move forward with replacing that position, with a salary of \$17,500, and including consolidation of services release language. Motion seconded by Councilmember Bohall. Motion approved unanimously.

FUTURE AGENDA ITEMS - Listing of items to be placed on a future council agenda - None

ADJOURNMENT at 3:27 PM

APPROVED:

Doug Von Gausig, Mayor

SUBMITTED/ATTESTED:

Kathy Bainbridge, Town Clerk