Minutes of a Special Session of the Common Council of the Town of Clarkdale Held on Tuesday, September 28, 2021 at 4:00 P.M. (Hybrid meeting in person and via Video-Conferencing

A Special Meeting of the Common Council of the Town of Clarkdale was held on Tuesday, September 28, 2021, at 3:00 P.M.

Town Council:
Mayor Robyn Prud'homme-Bauer
Vice Mayor Debbie Hunseder
Councilmember Bill Regner
Councilmember Marney Babbitt-Pierce (via Zoom)
Councilmember Lisa O'Neill

Town Staff:
Interim Town Manager Rob Sweeney
Public Works Director Maher Hazine
Community Development Director Ruth Mayday
Parks and Recreation Supervisor Joni Westcott
Police Chief Randy Taylor
Town Clerk Mary Ellen Dunn

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR DISCUSSION AND POSSIBLE ACTION, UNLESS OTHERWISE NOTED.

CALL TO ORDER – Meeting was called to order at 3:00 P.M. by Mayor Prud'homme-Bauer.

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(H), 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.

Chief Randy Taylor stated in public comment that he wanted to publicly thank the Council for COVID-19 bonus.
Mayor Prud'homme-Bauer presented information on the arts in Clarkdale.

REPORTS –

Departmental Reports (submitted with Council packet) - Summary of written Reports from Town Departments and Other Agencies

Building Permit Report – July, August 2021
Capital Improvements Report – July 2021
Magistrate Court Report – July, August 2021 (2019 – 2021 comparison)
Water and Wastewater Report – July, August 2021
Residential Trash/Recycling Report – 2018 – 3rd Qtr 2021

Police Department Report – July, August 2021
Special Event Liquor License Recommendation – Clarktoberfest, October 2, 2021
CAT/LYNX Transit Report – 2021
Verde Valley Humane Society – July 2021

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. **GOHS STEP Enforcement Grant –** Acceptance of a non-match, GOHS federal grant totaling $5,000 from October 1, 2021 to September 30, 2022.

B. **Extra Mile Day Proclamation –** Approval of a Proclamation naming November 1, 2021 as Extra Mile Day, recognizing individuals and organizations who created positive change by "going the extra mile" and making a difference.

C. **Intergovernmental Agreement Regarding Gang & Immigration Intelligence Team Enforcement Mission (GIITEM) State Gang Task Force –** Approval of an Intergovernmental Agreement between the State of Arizona, through its Department of Public Safety, and the Clarkdale Police Department to enhance law enforcement services concerning the criminal activities of street gangs.'

Action: Approve Consent Agenda items A – C as presented.
Motion: Vice Mayor Hunseder
Second: Council Member O'Neill
Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

NEW BUSINESS

JOINT WORK SESSION WITH HISTORIC PRESERVATION COMMISSION - A work session for the purpose of updating Council on the activities and actions taken by the group.

The purpose of the Historic Preservation Commission, as defined in Chapter 17 Boards and Commissions, Article 17-8, Historic Preservation Commission, Section 17-8-1 Establishment and Purpose of the Historic Preservation Commission is as follows:

> "There is hereby created a Historic Preservation Commission for the identification, evaluation, protection, preservation, and enhancement of historic properties that have significance for the Town of Clarkdale." [Ordinance #405, 2020.]

This Commission has been assigned numerous tasks by Council; of those, the most critical and immediate is the creation of a plan for the preservation of historic properties in Clarkdale. This is typically developed as an Historic Preservation Ordinance, which will be initiated in 2021. The State Historic Preservation Office (SHPO) will be meeting with the HPC during their regular meeting on September 23, 2021 to discuss the Historic Preservation Ordinance and historic preservation activities in general.

Commissioners will also be working in tandem with the Design Review Board (DRB) in reviewing guidelines and ordinance requirements to ensure equal and consistent enforcement of the Historic Preservation ordinance.

The Commission is comprised of the following members:

Chair: Terry Gibson
Vice-Chair: Craig Backus
Commissioners: Cindy Emmett
Michael Lindner
Ed Loesche

2019/2020 Planning Commission Activities:

1. Organizational Meetings
2. Review and comment on General Plan Element

2021 Goals and Objectives

1. Historic Preservation Ordinance
2. Index of Historic Landscape
3. Index of At-Risk Historic Properties, Sites, and Structures

Community Development Director Ruth Mayday presented this item. Chair Terry Gibson called the meeting to order at 3:07 p.m. All members present except Commissioner Backus. Mayday updated the Council on Commission activities and presented PowerPoint slides before turning the meeting over to commissioners. Gibson approached the podium to present information and updates to Council. Encouraged the Council to consider providing more resources to the commission to facilitate more consistent meetings and staff. Discussion followed about what the commission would require to help it be as effective as it would like to be. Commissioners discussed projects, i.e., kiosks, plaques, grant applications. Commissioner Lindner noted grants to provide plaques for some of our downtown historic buildings. He noted progress is happening downtown with the purchase of the Newsstand and the Market buildings.

Mayor Prud'homme-Bauer opened the agenda item to public comment.

Ruth Wicks, Clarkdale resident, expressed appreciation for the Historic Preservation Commission creation, staff and commissioners.
Marshall Whitmire, not a Clarkdale resident, spoke in favor of the Commission and its activities and projects.

The Mayor closed public comment.

Chair Gibson adjourned the Joint Session of the Historic Preservation Commission at 3:33 p.m.

Action: This is a work session and no Council action is required.

PRESENTATION ON MINGUS UNION HIGH SCHOOL BUDGET OVERRIDE – Superintendent Mike Westcott from Mingus Union High School will provide factual information to Council on the budget override.

Mingus Union High School will have a ballot issue in November regarding the budget override. Superintendent Mike Westcott provided factual information to Council regarding this ballot proposal.

Westcott noted that further information can be found at mingusunion.com This is a mail ballot only election – no polling places provided. Early ballots/pamphlets were mailed out yesterday. No statements against the override were received for the pamphlet.

Action: This is a work session and no Council action is required.

AGREEMENT WITH THE CITY OF COTTONWOOD FOR EMERGENCY DISPATCH SERVICES – Discussion and possible action regarding an agreement with the City of Cottonwood for dispatch services.

The Clarkdale Police Department has contracted with Camp Verde Marshal's Office for dispatch services since 2013. Camp Verde Marshal's Office has notified us of their intent to sever that agreement by December 31, 2021. Clarkdale Police Department proposes to contract with the City of Cottonwood for emergency dispatch services through its Public Safety Communication Center. The total fee for fiscal year 2021-2022 is $89,927.30, to be prorated from the date of execution of the agreement. The term of the agreement is one year, with the option to renew for two additional one-year terms subject to annual rate negotiations in year three.

Cottonwood Public Safety Communication Center currently dispatches for four fire districts and one ambulance company in addition to Cottonwood police. Jerome Police Department is contracting separately with Cottonwood as well and we will continue to share our frequency with Jerome.

Chief Taylor presented information on this agenda item and the next two items as well. In a PowerPoint presentation he provided history of our dispatch service contracts and emergency services.

(Council Member Babbitt-Pierce exited the meeting at 3:59 p.m.)

Action: Approve the Emergency Services Agreement with the City of Cottonwood.
Motion: Vice Mayor Hunseder
Second: Council Member Regner
Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	na
Vice Mayor Debbie Hunseder	Aye

Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

MOTOROLA SOLUTIONS FOR DATA MIGRATION – Discussion and possible action regarding expenditure of $45,460 to Motorola Solutions for data migration services as part of our change in dispatch center.

Should the Town Council agree to migrate emergency dispatch services to the City of Cottonwood, staff recommends the execution of an agreement with Motorola Solutions to transition records management system data and capabilities in the amount of $45,460.

When Clarkdale Police Department contracted with Camp Verde Marshal's Office in 2013, our data was migrated from Cottonwood. At that time, the cost of the migration was absorbed by Camp Verde.

Since that time Motorola acquired the software vendor utilized by the Town of Clarkdale. Now, Motorola seeks $45,460 to migrate services from Camp Verde to Cottonwood. Staff did not anticipate this fee when establishing the 2021-2022 budget was set.

Clarkdale Police Department requests that the amount of $45,460 for data migration services be paid out of the general fund.

Taylor explained that Cottonwood has the service space for all hardware so the cost for the migration will not need additional funds for that equipment. He added that there will be a space of time when manual input of reporting would be required. Interim Town Manager Sweeney clarified that the recommendation includes the approval for the budget adjustment as it wasn't a contemplated expense. Town staff seeks contingency funds. Chief Taylor explained that all frequencies between here and Cottonwood will now be licensed. Regional dispatch services and cost stability over time was discussed.

Action: Approve a contract with Motorola Solutions in the amount of $45,460 for data migration services as part of our change in dispatch centers. In addition, staff requests Council approval to allocate General Fund Contingency of up to $45,460 for this unanticipated expense, as necessary, per the approved Town Council Financial Policies.
Motion: Vice Mayor Hunseder
Second: Council Member O'Neill
Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	na
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

AGREEMENT WITH THE TOWN OF JEROME FOR JOINT LAW ENFORCEMENT DISPATCH SYSTEM – Discussion and possible action regarding an agreement with the Town of Jerome to purchase radio transmitter equipment.

The Chiefs of Police for Clarkdale and Jerome have undertaken to improve police radio transmissions in their respective jurisdictions by purchasing radio transmission equipment. Said equipment shall be jointly owned at 50% per municipality. The Town of Jerome shall maintain the equipment and bill the Town of Clarkdale annually for 50% of the cost of equipment and maintenance. The initial outlay for fiscal year 2021-2022 is $16,000. Clarkdale's portion of this is $8,000.

Action: Approve the Agreement with the Town of Jerome for a Joint Law Enforcement Dispatch System.
Motion: Vice Mayor Hunseder
Second: Council Member Regner
Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	na
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

PURCHASE OF A POLICE VEHICLE – Approval of the purchase of a new 2021 Chevrolet Tahoe for the Clarkdale Police Department.

The Clarkdale Police Department wishes to purchase and outfit a new Chevrolet Tahoe for $53,084.49. This vehicle is intended for the use of a patrol officer and replaces an aging and high-mileage Crown Victoria sedan. This is a four-wheel-drive vehicle and is industry standard for law enforcement.

The vehicle is offered by John Elway Chevrolet which is a government-approved vendor. John Elway Chevrolet has the low bid of the three obtained.

The Police Department will use approved funds in the 2021-2022 budget for the purchase.

Interim Town Manager led off the discussion by explaining the financial aspects and vehicle purchase plan to the Council. Chief Taylor explained that typically he drives a vehicle to Colorado for outfitting at his expense and returns with the new vehicle to Clarkdale at the Town's expense.

Action: Approval of the purchase of the 2021 Chevrolet Tahoe for $53,084.49.
Motion: Council Member Regner
Second: Vice Mayor Hunseder
Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	na
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye

Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

APPROVAL TO OBTAIN 2010 TOYOTA SEQUOIA FROM YAVAPAI COUNTY ATTORNEY'S OFFICE ASSET FORFEITURE – Approval to obtain a 2010 Toyota Sequoia from Yavapai County Attorney's Office Asset Forfeiture for the Clarkdale Police Department.

Yavapai County Attorney's Office makes seized vehicles available to police agencies once adjudication is complete and with the approval of the Partners Against Narcotics Task Force (PANT) Committee. The Clarkdale Police Department has been offered a 2010 Toyota Sequoia with an approximate value of $15,000. The PANT Committee has approved the vehicle transfer. If approved by Council, the vehicle will be inspected by a mechanic and, if the condition is acceptable, we will take possession of it.

The soft cost to obtain the vehicle is the replacement of our patrol vehicle that was wrecked. The Town's fleet insurance expense is $17,000 annually, or approximately $420 per vehicle. This vehicle will be replacing a vehicle that was taken out of our fleet earlier this year. The hard cost will be $4,400 to outfit the vehicle with lights, siren, and a police radio. This vehicle will become an unmarked unit for the Chief and the high-mileage 2008 Infiniti that is currently assigned to him will be used as an unmarked police unit.

Funds to outfit the vehicle will come from RICO funds awarded to the Police Department through the Yavapai County Attorney's Office and approved by the PANT Committee.

Interim Town Manager introduced this item to Council and explained the forfeiture process. He stated that the Sequoia may not be what we need and therefore the request is to acquire a vehicle using the forfeiture process and possibly substituting the year, make, and model of the vehicle to acquire a vehicle that would meet the needs of Clarkdale. Chief Taylor presented further information to Council and entertained questions. Sweeney advised that any funds that would need to be expended would be RICO funds.

Action: Approve Clarkdale Police Department to obtain a vehicle via the Yavapai County Attorney's Office Asset Forfeiture process
Motion: Council Member Regner
Second: Council Member O'Neill
Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	na
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

After a brief recess the Mayor resumed the Special Meeting.

REPORT REGARDING THE 2021 LEAGUE OF ARIZONA CITIES AND TOWNS ANNUAL CONFERENCE – Discussion regarding information gathered at the 2021 League of Arizona annual conference.

Mayor Prud'homme-Bauer, Vice Mayor Hunseder and Councilmembers Regner and O'Neill attended the 2021 League of Arizona Cities and Towns Annual Conference. This is an informational discussion with the Council relating to the information they received and the sessions they attended during the conference.

Vice Mayor Hunseder presented a brief video depicting conference events and led the discussion about her experience. Council and staff provided brief reports on their activities and experiences at the conference.

5:34 Council Member Babbitt-Pierce rejoined the Council meeting.

Action: This is discussion only, no action is required.

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

- Broadband discussion within next 2 Council meetings
- Redistricting discussion (October 26 or November 9) – discussion and possible action

ADJOURNMENT: Without objection Mayor Robyn Prud'homme-Bauer adjourned the meeting at 5:41 P.M.

APPROVED: ATTESTED/SUBMITTED:

Robyn Prud'homme-Bauer, Mayor Mary Ellen Dunn, Town Clerk

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Town Council of the Town of Clarkdale, Arizona held on the 28th day of September 2021. I further certify that meeting was duly called and held and that a quorum was present.

Dated this 12th day of October, 2021. SEAL

Mary Ellen Dunn, Town Clerk