

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, HELD DECEMBER 6, 2011, AT 6:00 P.M., AT THE CITY COUNCIL CHAMBERS BUILDING, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

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CALL TO ORDER AND ROLL CALL

Mayor Joens called the regular meeting to order at 6:00 p.m. Roll call was taken as follows:

COUNCIL MEMBERS PRESENT

Diane Joens, Mayor  
Karen Pfeifer, Vice Mayor  
Jesse Dowling, Council Member  
Tim Elinski, Council Member  
Ruben Jauregui, Council Member  
Linda Norman, Council Member  
Terence Pratt, Council Member

STAFF MEMBERS PRESENT

Doug Bartosh, City Manager  
Marianne Jiménez, City Clerk  
Steve Horton, City Attorney  
Mike Casson, Fire Chief  
Jody Fanning, Police Chief  
Vanessa Ward, Library Manager  
Kyle Smith, Library Clerk  
Liz Guerra, Library Clerk  
Dan Lueder, Development Services General Manager  
Richard Faust, Community Services General Manager  
Morgan Scott, Development Services Operations Manager  
Bill Madson, Fire Inspector/EMT  
Brandon Clark, Police Officer  
Maria Blanchard, Library Clerk  
Shirley Scott, Library Clerk

PLEDGE OF ALLEGIANCE

Robert Valentine, a Cottonwood Youth Commission member, led the Pledge and was presented a certificate of appreciation by Mayor Joens.

BRIEF SUMMARY OF CURRENT EVENTS BY MAYOR, CITY COUNCIL AND/OR CITY MANAGER--  
THE PUBLIC BODY DOES NOT PROPOSE, DISCUSS, DELIBERATE OR TAKE LEGAL ACTION ON  
ANY MATTER BROUGHT UP DURING THIS SUMMARY UNLESS THE SPECIFIC MATTER IS  
PROPERLY NOTICED FOR LEGAL ACTION

Mr. Bartosh stated it was a great weekend with the Christmas parade and Chocolate Walk.

Council Member Dowling stated he participated in the parade with the Mingus High School football team and he attended the Chocolate Walk.

Mayor Joens stated the December 13th work session and the December 20th regular meetings were cancelled. On November 19th, she attended the Fit Kids race; she had lunch with retired Clarkdale Police Chief Pat Haynie; she attended the Verde Valley Senior Center Thanksgiving meal; November 28th the Verde Valley Medical Center met with representatives from the various community agencies they work with to design policies that meet not only their facility needs during a disaster but also address the needs of the community they serve; she attended a forum with Todd Reeve of the Bonneville Environmental Foundation meeting which was sponsored by the Nature Conservancy; on December 1st we had our first For Our Cities Breakfast and there were 22 attendees and they discussed what the needs were in the community with non-profit and faith based organizations and they planned a summit for January 21, 2012; on December 1st she attended the Northern Arizona Council of Governments Economic Development Committee meeting and they talked about tourism and the Arizona Commerce Authority; on Friday for Inside Cottonwood she interviewed Dru Bacon from Arizona SmartPower and she also interviewed Sergeant Gareth Braxton; she attended the Christmas parade and Chocolate Walk and she thanked Dave Kessler for the lights.

#### CALL TO THE PUBLIC

There were no comments from the public.

#### INTRODUCTION OF NEW EMPLOYEES

Chief Casson introduced the new Fire Inspector/EMT, Bill Madson.

Chief Fanning introduced Officer Brandon Clark.

Ms. Ward introduced Library Clerks Kyle Smith, Maria Blanchard, Shirley Scott and Liz Guerra.

#### APPROVAL OF MINUTES--Joint Work Session of 10/11/11, Work Session of 11/8/11, and Regular Meeting of 11/15/11

Mayor Joens stated the only correction she could find was on the 11/15/11 minutes on page 3, second item, rather than Mr. Stokes accepting the plaque it was Chris Taylor who accepted the plaque.

Council Member Norman moved to approve the minutes. The motion was seconded by Council Member Elinski and carried unanimously.

#### OLD BUSINESS-None

CONSENT AGENDA--The following items are considered to be routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of

these items unless a Council Member or a citizen so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

NEW LIQUOR LICENSE APPLICATION FOR CHARLENE M. ZACK, OWNER OF ABBIE'S FINE FOODS AND CATERING LOCATED AT 778 N. MAIN STREET

RESOLUTION NUMBER 2616--APPROVING AN ANNUAL LIBRARY SERVICE AGREEMENT WITH THE YAVAPAI COUNTY LIBRARY DISTRICT TO PROVIDE LIBRARY DISTRICT FUNDS AND BOOKS

AWARD OF BID FOR THE PURCHASE OF TWO FULLY-EQUIPPED TAHOES TO SANDS MOTOR COMPANY IN THE AMOUNT OF \$83,985.20 FOR THE COTTONWOOD POLICE DEPARTMENT

Council Member Pratt moved to approve the consent agenda. The motion was seconded by Vice Mayor Pfeifer and carried unanimously.

Mayor Joens requested the City Clerk to read Resolution 2616 by title only.

RESOLUTION NUMBER 2616

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, APPROVING A LIBRARY SERVICE AGREEMENT WITH THE YAVAPAI COUNTY LIBRARY DISTRICT TO PROVIDE LIBRARY DISTRICT FUNDS AND BOOKS.

NEW BUSINESS

RESOLUTION NUMBER 2617-APPOINTING A MEMBER TO THE PLANNING & ZONING COMMISSION

Mr. Gehlert stated this had to do with an appointment of a commission seat on the Planning and Zoning Commission. The Planning and Zoning Commission reviewed new development in the City of Cottonwood and made recommendations regarding zone changes, subdivision development, and use permits. There was one applicant, Ray Cox.

Mayor Joens invited Mr. Cox to address the Council and asked how long he had been a member.

Mr. Cox stated he had been a member for five years.

Mayor Joens stated he had been doing a great job and appreciated his service.

Council Member Elinski moved to approve Resolution Number 2617 appointing Raymond Cox to the Planning and Zoning Commission. The motion was seconded by Vice Mayor Pfeifer and carried unanimously.

Mayor Joens requested the City Clerk read Resolution Number 2617 by title only.

RESOLUTION NUMBER 2617

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, APPOINTING RAYMOND COX A MEMBER OF THE PLANNING AND ZONING COMMISSION AND ESTABLISHING HIS TERM OF OFFICE.

RESOLUTION NUMBERS 2618, 2619, & 2620-APPOINTING MEMBERS TO THE BOARD OF ADJUSTMENT

Mr. Gehlert stated the Board of Adjustment was a five member board that heard appeals of administrative decisions by the Planning and Zoning Administrator and request for relief from the zoning ordinance requirements pertaining to building heights and setbacks and based on hardship of typography and boundary configuration. Members must be residents of the city. Three applications had been received from Brian Brooks, Mary Eichman, and Carol Hulse.

Mayor Joens invited the three candidates up to the podium and asked how they would serve the citizens of Cottonwood, which they responded to.

Council Member Pratt moved to approve Resolution Number 2618 appointing Brian Brooks a member of the Board of Adjustment for a three-year term expiring December 7, 2014; Resolution Number 2619 appointing Mary Eichman a member of the Board of Adjustment for a three-year term expiring December 7, 2014; and Resolution Number 2620 appointing Carol Hulse a member of the Board of Adjustment for a three-year term expiring December 7, 2014. The motion was seconded by Vice Mayor Pfeifer and carried unanimously.

Mayor Joens requested the City Clerk read Resolution Numbers 2618, 2619, and 2620 by title only.

RESOLUTION NUMBER 2618

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, APPOINTING BRIAN BROOKS A MEMBER OF THE BOARD OF ADJUSTMENT.

RESOLUTION NUMBER 2619

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, APPOINTING MARY EICHMAN A MEMBER OF THE BOARD OF ADJUSTMENT.

RESOLUTION NUMBER 2620

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, APPOINTING CAROL HULSE A MEMBER OF THE BOARD OF ADJUSTMENT.

REQUEST TO CHANGE THE PUBLIC WORKS DIRECTOR POSITION TO A DEVELOPMENT SERVICES OPERATIONS MANAGER AND THE STAFF ENGINEER POSITION TO A CIVIL ENGINEERING DESIGNER/DRAFTER

Mr. Lueder stated this was part of the ongoing reorganization and the request was for two job descriptions to be changed. The Staff Engineer was not a proper title for the position according to state statute, and staff was requesting the title be changed to Civil Engineering Designer/Drafter that more closely represented the type of work this person would be performing. Staff recommended the Public Works Director be changed to the Development Services Operations Manager with the primary duties still being the public works department, streets, and the parks and building maintenance crew. He would also be the Airport Manager and second in command to the development services department which we currently didn't have. With these change in job descriptions the estimated savings to the city would be in excess of \$34,000 a year.

Mayor Joens stated it made sense and was a cost savings.

Council Member Norman moved to approve changing the Public Works Director position to Development Services Operations Manager and the Staff Engineer position to Civil Engineering Designer/Drafter. The motion was seconded by Council Member Pratt and carried unanimously.

PUBLIC HEARING REGARDING THE SUBMISSION OF AN APPLICATION TO THE ARIZONA DEPARTMENT OF TRANSPORTATION FOR FEDERAL TRANSIT ADMINISTRATION (SECTION 5311) FUNDING FOR THE CAT AND VERDE LYNX TRANSPORTATION SYSTEMS

Mr. Faust stated in discussion with Matt Carpenter, the ADOT planning manager, we probably didn't need to have a public forum, but we should have a public forum even separate from this Council meeting. Mr. Carpenter has stated that it would be fine for this meeting and he would research if we needed to have a separate forum with all the various surface providers for transportation which would include Sedona, Clarkdale, etc. We could hold it in January and we would submit all of our information with the grant and it would not affect our status. Cottonwood was applying for both CAT transit and Verde Lynx through rural transportation funding.

Mayor Joens stated she hoped the public had enough information. We were having a public hearing and opening the floor to the public about the 5311 grant we were trying to get for the CAT system.

Mayor Joens then opened the floor to the public and there were no comments made.

Council Member Pratt questioned if all we were approving tonight is authorizing the submission for an application for a grant.

Mr. Faust stated that was correct.

Mr. Horton stated the way the state Department of Transportation structured the grant program this year, when we submit the grant application we are binding ourselves to the grant agreement if we are awarded the grant. There are discussions scheduled to take place in February and March where they will discuss the budget and come up with a final budget award that will come back for approval, but they have asked that this authorization, which is really a ratification, because it (the grant application) had already been submitted binding the city to the agreement if we get an award.

Mr. Bartosh stated we were at the last minute (submitting the grant), and he thought it was important that the public and Council understand the reason for that was there was some back and forth between NAIPTA and our staff as to who was actually going to submit this grant. Originally it was NAIPTA who was going to submit it and then at the last minute they changed their mind and our staff was saddled with that responsibility.

Mayor Joens stated Elaine Bremner from the Senior Center had told her how important the transportation service was to the community.

RESOLUTION NUMBER 2621--AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE ARIZONA DEPARTMENT OF TRANSPORTATION FOR FEDERAL TRANSIT ADMINISTRATION (SECTION 5311) FUNDING FOR THE CAT AND VERDE LYNX TRANSPORTATION SYSTEMS

Council Member Pratt moved to approve Resolution Number 2621, authorizing the submission of an application to the Arizona Department of Transportation to provide funding for the operation the Cottonwood Area Transit and Verde Lynx Transit systems. The motion was seconded by Council Member Norman and carried unanimously.

Mayor Joens requested the City Clerk read Resolution Number 2621 by title only.

RESOLUTION NUMBER 2621

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE ARIZONA DEPARTMENT OF TRANSPORTATION FOR FEDERAL TRANSIT ADMINISTRATION (SECTION 5311) FUNDING.

ACCEPTANCE OF THE DEDICATION OF A PUBLIC RIGHT-OF-WAY FROM THE COTTONWOOD-OAK CREEK SCHOOL DISTRICT FOR THE WEST MINGUS AVENUE RECONSTRUCTION PROJECT

Mr. Scott stated they were trying to finish collecting the right-of-way needed for the Mingus Avenue project from Willard Street to 89A. The Cottonwood-Oak Creek School District dedicated the right-of-way for free for a couple of reasons; in community spirit, and because the intersection of Mingus and Willard will be a roundabout. A roundabout was the proposal in the Cottonwood-Oak Creek School District Safe Routes to School transportation plan.

Mr. Bartosh stated staff did a presentation for the school district to show them that a roundabout is a safer form to get the kids across the street.

Council Member Dowling stated he looked into it, and he had some engineering background with that, and from a purely mathematical standpoint in a standard four-way intersection with pedestrian traffic and vehicle traffic you have between 24 and 32 points at any given time where somebody can interact with another vehicle or another car and be hit. If you take a simple roundabout you knock that down to 8 points of interaction. It was a dramatic mathematical reduction and possibilities of injuries.

Vice Mayor Pfeifer moved to accept the public right-of-way as dedicated by the Cottonwood-Oak Creek School District. The motion was seconded by Mayor Joens and carried unanimously.

ACCEPTANCE OF AN EASEMENT FROM MARY PATRICIA PARKER FOR THE WEST MINGUS AVENUE RECONSTRUCTION PROJECT

Mr. Scott stated this was for another portion of the Mingus Avenue reconstruction project. This easement was further west on Mingus Avenue and was the one residence on the western portion of the project. This was dedicated free of charge to the city and was a sidewalk and utility easement five feet wide.

Mayor Joens thanked Ms. Parker for that donation.

Council Member Dowling moved to accept the easements as dedicated by Mary Patricia Parker. The motion was seconded by Council Member Pratt and carried unanimously.

ACCEPTANCE OF AN EASEMENT FROM GREG AND ELIZABETH TESTA FOR THE WEST MINGUS AVENUE RECONSTRUCTION PROJECT

Mr. Scott stated this was another portion of the Mingus Avenue project for a five feet wide sidewalk and utility easement that was dedicated to the city free of charge.

Council Member Pratt moved to accept the easements as dedicated by Greg and Elizabeth Testa. The motion was seconded by Council Member Dowling and carried unanimously.

PURCHASE AGREEMENT WITH THE CRAIG EDWARD HOFFBAUER AND JANICE ELAINE HOFFBAUER REVOCABLE FAMILY TRUST FOR PUBLIC RIGHT-OF-WAY FOR THE WEST MINGUS AVENUE RECONSTRUCTION PROJECT

Mr. Scott stated Mr. Hoffbauer was originally going to dedicate the five foot wide sidewalk easement, but staff had some difficulty obtaining neighboring right-of-ways and had to shift the road to the south, which affected Mr. Hoffbauer a great deal more than everyone else who had dedicated the easements free of charge. This was not an easement and the city would be purchasing right-of-way which was up to 12 feet wide in one area and part of the road would be on property that was formally his.

Mayor Joens stated we do appreciate those citizens who did participate and thanked them.

Vice Mayor Pfeifer stated Mr. Hoffbauer was a council member years ago and he understands how these works.

Council Member Elinski moved to approve the purchase agreement with the Craig Edward Hoffbauer and Janice Elaine Hoffbauer Revocable Family Trust. The motion was seconded by Council Member Norman and carried unanimously.

LIBRARY GRANT VIRTUAL WORKFORCE WORKSTATION COMPUTER AND LASER PRINTER  
STATE OF ARIZONA - STATE LIBRARY ARCHIVES AND PUBLIC RECORDS DIVISION

Mr. Faust stated this grant has a little bit of a history. This was originally approved as it pertains to the Arizona State Archives and Public Records agency by the Council clear back a year ago. This was one of those baggage scenarios that come along with the grant. The original grant was for \$30,000 for computer systems, workstations, and printers which the library has already received. The state came in and realized we needed a visual workforce workstation which is used by job seekers to access job information and the award is for \$1,100.

Vice Mayor Pfeifer moved to approve the grant agreement with the Arizona State Library, Archives and Public Records. The motion was seconded by Council Member Pratt and carried unanimously.

CLAIMS & ADJUSTMENTS

Council Member Norman moved to pay the Claims and Adjustments. The motion was seconded by Council Member Elinski and carried unanimously.

ADJOURNMENT

Mayor Joens moved to adjourn. The motion was seconded by Vice Mayor Pfeifer and carried unanimously.

The meeting adjourned at 7:05 pm.

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Diane Joens, Mayor

ATTEST:

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Marianne Jiménez, City Clerk

CERTIFICATION OF MINUTES

I hereby certify that the attached is a true and correct copy of the minutes of a regular meeting of the City Council of the City of Cottonwood held on December 6, 2011. I further certify that the meeting was duly called, and that a quorum was present.

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Marianne Jiménez, City Clerk

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Date