

MINUTES OF THE SPECIAL WORK SESSION OF THE CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, HELD AUGUST 10, 2011, AT 5:00 P.M. AT THE CITY COUNCIL CHAMBERS BUILDING, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

CALL TO ORDER AND ROLL CALL

Mayor Joens called the work session to order at 5:00 p.m.

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
Scott Mangarpan, Project Manager
Kyla Allen, Executive Assistant to the City Manager

ITEMS FOR DISCUSSION, CONSIDERATION, AND POSSIBLE DIRECTION TO STAFF:

INTRODUCTION OF THE VERDE VALLEY HUMANE SOCIETY BOARD MEMBERS AND EXECUTIVE DIRECTOR

Mr. Bartosh stated as the Council had been made aware of through his management reports, the Verde Valley Humane Society (VVHS) was struggling a little bit, primarily financially, and they were making an effort to try and make their operation sustainable. They operated out of two buildings both located on city property. The older building was leased to them for a dollar a year and the VVHS was required to maintain it. The newer building had been built through donations and they were still using both buildings for the operation. They had a new president, Kyla Allen, who the Council knew well. The city wanted to keep the VVHS operational as they provided a great service to the city and the area. If they were not here the city would probably have to provide this service at some point. The idea was to provide some additional assistance with maintenance and repairs to the old building. Staff offered to provide the VVHS with the money the Council allocated each year upfront rather than in quarterly disbursements to try and make them whole. The city's project manager had taken a look at the buildings to assess what the needs were, and Mr. Bartosh felt comfortable that we could help through our staff or contracting something out to try and get the building back in shape.

Ms. Allen introduced Dawn Hunsberger, the immediate past president who then introduced the new Verde Valley Humane Society (VVHS) Board President, Kyla Allen, Vice President Sandra Trautman, Treasurer Robert Hudson, and Secretary Val Hudson.

The newly appointed Executive Director Sierra Neblina was also introduced.

PLANNING & FUTURE DIRECTION OF THE VERDE VALLEY HUMANE SOCIETY

Ms. Neblina reviewed her past experience which she felt was an asset to her new position. She explained the changes she had made to the operations of the facility, her vision for the Humane Society, volunteer and fundraising efforts, and some of the issues they were having with the buildings.

Mr. Bartosh again informed the Council the city had forwarded the \$40,000 budgeted for the Humane Society upfront instead of on a quarterly disbursement so they had money to continue operating.

STATUS OF THE VERDE VALLEY HUMANE SOCIETY BUILDINGS & OPPORTUNITIES FOR POSSIBLE COLLABORATION WITH THE VERDE VALLEY HUMANE SOCIETY

Scott Mangarpan, Project Manager for the City, reviewed his findings of the inspection of the new Humane Society's building as follows: the HVAC system had not been set up correctly for the way some of the spaces were now being used; ceramic floor tile with grout joints used in some of the animal areas needed to be resealed; installation of two gates and fencing in the central courtyard would allow staff to keep animals separated during play time; construction of nine outside runs would allow staff to relocate half of the dogs while the kennels were being cleaned due to a drainage design that required the inside kennels to drain through the outside kennels; roll down shades should be installed on the east kennel windows and doors to help cut down on the heat load in the kennel; and expansion joints within the kennels needed to be recaulked. His findings of the inspection of the old building were as follows: the foam roof was severely deteriorated and he had requested an inspection and proposal from a local foam roofing contractor; one of the coolers serving the kennel area was not working and the area exhaust fan needed cleaning; in several areas the lighting and electrical wiring needed to be repaired; several areas needed wall patching and painting; the crematorium needed to be serviced and may require a relining of the burn box; several doors and door hardware needed to be replaced; fencing at outdoor runs needed repair and they would like to construct a fenced-in play area for exercising the dogs.

Council Member Jauregui requested a list of what had to be done and the cost for it.

Mr. Bartosh indicated any additional funds to assist the VVHS could be drawn from either the capital reserves, or the manager's or Council's contingency funds.

The Council concurred with Mr. Bartosh's suggestion of the city working with the VVHS to get on a sustainable path and reporting back to the Council on a regular basis.

ADJOURNMENT

Council Member Jauregui moved to adjourn. The motion was seconded by Council Member Pratt, and carried unanimously. The work session adjourned at 5:56 p.m.

Diane Joens, Mayor

ATTEST:

Marianne Jiménez, City Clerk

CERTIFICATION OF MINUTES

I hereby certify that the attached is a true and correct copy of the minutes of a special work session of the City Council of the City of Cottonwood held on August 10, 2011. I further certify that the meeting was duly called, and that a quorum was present.

Marianne Jiménez, City Clerk

Date