

**SUMMARY MINUTES**  
**OF THE REGULAR MEETING OF THE COTTONWOOD CITY COUNCIL HELD NOVEMBER 6, 2012, AT 6:00 P.M., AT THE CITY COUNCIL CHAMBERS BUILDING, 826 N. MAIN STREET, COTTONWOOD, ARIZONA.**

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This summary is a statement of action taken by the Cottonwood City Council at a Regular Meeting pursuant to A.R.S. § 38-431.02(D.), and is being provided as required by A.R.S. § 38-431.01(D.).

**Council Members Present:** Mayor Diane Joens, Vice Mayor Karen Pfeifer, Council Members Jesse Dowling, Ruben Jauregui, Linda Norman and Terence Pratt.

**Council Members Absent:** Council Member Tim Elinski.

APPROVAL OF MINUTES – Regular Meeting of 10/16/12

The Council unanimously approved the minutes as presented.

UNFINISHED BUSINESS

ORDINANCE NUMBER 590–AMENDING THE MUNICIPAL CODE BY DELETING CHAPTER 10.20.40 RESTRICTED PARKING AREAS RESERVED FOR THE PHYSICALLY DISABLED; OF TITLE 10, VEHICLES AND TRAFFIC; AND ADDING A NEW CHAPTER 10.20.40, RESTRICTED PARKING AREAS RESERVED FOR THE PHYSICALLY DISABLED; SECOND & FINAL READING.

The Council unanimously approved Ordinance Number 590. This ordinance clarifies the restricted parking areas reserved for the physically disabled. The effective date of Ordinance Number 590 is December 6, 2012.

NEW BUSINESS–The following items are for Council discussion, consideration, and possible legal action.

DISCUSSION, CONSIDERATION, AND POSSIBLE LEGAL ACTION TO IMPLEMENT THE CITY’S FISCAL YEAR 2013 COMPENSATION STUDY.

The following staff members declared a conflict of interest on this item: City Manager Bartosh, Finance Director Rodriguez, City Attorney Horton, Human Resource Manager Dobler, and City Clerk Jiménez.

The Council approved, with a dissenting vote by Council Member Jauregui, the implementation of the city’s compensation study recommendations.

Kay Tilzer, of Public Sector Personnel Consultants, reviewed the compensation study they had conducted for the city. The scope of the project included review and evaluation of the city’s existing classification structure, recommended equitable placement of each classification within the structure, survey of the city’s competitive labor market to determine its level of competitiveness, and development of a salary plan that is internally equitable and externally competitive. The salary survey findings are that 50 benchmark classes were

below the prevailing rates, 14 were comparable, and 10 were above. The consultant's recommendations were for the city to adopt a permanent prevailing rate-related salary policy, establish the city's level of competitiveness at 100 percent of the market, utilize the fiscal year 2013 permanent salary range table and salary range assignment, annually update the salary plan by reallocating job classes to different salary ranges on the salary range table reflecting individually varying prevailing rate movement of each job class, and bring all employees below minimum up to the minimum of the new range. The approximate cost to implement the salary plan will be \$424,433.

APPROVAL OF THE PURCHASE OF TWO STAND-BY POWER GENERATORS FOR WELL SITE 8/9 AND LIFT STATION NUMBER 1

The Council unanimously approved purchasing two stand-by emergency power generators for Well Site 8/9 on Willard Street and Lift Station Number 1 on East Cottonwood Street from Cummins Rocky Mountain in the amount of \$80,978.00.

APPROVAL OF A DESIGN CONTRACT WITH SHEPHARD WESNITZER FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT 10TH STREET RECONSTRUCTION PROJECT

The Council unanimously approved the design contract with Shephard/Wesnitzer for the design of the 10th Street CDBG project and authorized the Mayor to sign the contract. The design contract will be paid out from the CDBG grant funds.

APPROVAL OF STAFF PROCEEDING TO ISSUE A REQUEST FOR QUALIFICATION (RFQ) FOR ARCHITECTURAL/ENGINEERING SERVICES FOR THE DESIGN OF A NEW EMERGENCY COMMUNICATIONS CENTER, FOLLOWED BY A CONSTRUCTION MANAGER AT RISK RFQ

The Council unanimously approved staff issuing two Requests for Qualifications for the new Emergency Communications Center project. One will be for Architectural/Engineering and the second will be for the Construction Manager at Risk.

APPROVAL OF A JOB ORDER CONTRACTING BID FOR THE CONSTRUCTION OF A NEW PARKING LOT IN OLD TOWN LOCATED BEHIND THE ORION BAKERY

Council Member Jauregui and Council Member Dowling declared a conflict of interest on this item.

The Council approved awarding the job order contract bid for construction of the new parking lot, driveway and pedestrian walkway behind and adjacent to the Orion Bread Company building to Kinney Construction for the amount of \$155,333.93.

RESOLUTION NUMBER 2673--DESIGNATING THE ELECTION DATE AND PURPOSE OF ELECTION; DESIGNATING THE DEADLINE FOR VOTER REGISTRATION; AND DESIGNATING THE PLACE AND THE LAST DATE FOR CANDIDATES TO FILE NOMINATION PAPERS

The Council unanimously approved Resolution Number 2673. Resolution Number 2673 designates March 12, 2013, as the primary election that will be held for the purpose of

nominating council members for the general election to be held on May 21, 2013. Those wishing to vote in the primary must be registered to vote by February 11, 2013, and April 22, 2013, for the general election.

Candidates seeking municipal office may obtain nomination papers and other materials from the City Clerk's office starting on November 13, 2012.

REQUEST FOR ADDITIONAL FUNDING FROM THE COUNCIL'S CONTINGENCY FUND FOR THE EXPANSION OF THE OLD TOWN HOLIDAY LIGHT PROGRAM

The Council unanimously approved \$5,000 from the Council's Contingency Fund to expand the Old Town Holiday Light Program.

CLAIMS & ADJUSTMENTS

The Council unanimously approved the claims and adjustments.

ADJOURNMENT

The regular meeting adjourned at 8:05 pm.