

**Minutes
Town of Clifton
Town Council Regular Meeting
August 8, 2024
2:00 P.M.**

Members Present

Mayor Laura Dorrell
Vice-Mayor Anthony James
Council member Ray Lorenzo
Council member Ray West
Council member Karen Crump-Frye** (arrived late)
Council member Janeene K. Carrillo

**Participated via telephone

Quorum Present

The Town's legal counsel, Trish Stuhan, participated via telephone.

Call To Order:

The meeting was called to order by Mayor Laura Dorrell followed by the Pledge of Allegiance.

Call to the Public:

Barbara Reyes, Clifton Resident addressed the Council in regards to her sewer billing, she does not believe she should have two sewer bills. She has no water going through one of her accounts. She wants one sewer bill. She says it's bad for her credit and she has contacted the Arizona Commission on Wastewater, the advised her to contact a lawyer. She thinks the Council needs to have a work session to look into how they're billing, she feels it is unfair.

Steve Ahmann, Clifton Resident addressed the Council in regards to sharing information from SEAGO. SEAGO has designated Graham, Greenlee, and Santa Cruz counties as areas for recipients of Brownfield grants available for local citizens that are home or business owners. There is a meeting scheduled for August 15th from 1-2pm at the Train Depot. He has information for anyone that would like to speak with him after the meeting. The US Department of Agriculture has their Rural Energy for America program geared to small businesses associated with agriculture such as ranching and farming.

Danny Cervantez, Clifton Resident addressed the Council to thank the Public Works department for their hard work, they completed a request of his to clean up weeds on the corner in his neighborhood. The town hall staff is always great about taking his work order requests and submitting them to ensure they get completed. He attended the Greenlee County Board of Supervisors meeting and Clifton Public Library Director Sabrina Dumas acting as the Greenlee County Library Director presented the 2023-2024 Greenlee County Library system report to the board.

Marina Morales, Clifton Social Club Event Coordinator, Festival of Lights Co-Chair. Marina addressed the Council in regards to their requests for this year's Festival of Lights. They would like the town to still provide the booths, the electrical work, the parade insurance coverage. It is difficult for them to obtain the insurance. They hope to not have any problems with the parade this year. They are excited for the 28th Annual Festival of Lights to take place this year.

Council Reports:

Council Member Crump-Frye informed the Council that she received an email from Jessica Gutman from Best Friends Animal Society informing her that there was a grant available for up to \$10,000 for spaying and neutering and she would like to help apply for the grant. She would ask Council Member Carrillo and the Town Clerk to help. The Mayor suggested she also contact Matt Bolinger from the County for assistance.

Council Member Carrillo is happy to help with the grant, she will also contact the town's animal control officer.

Council Member Lorenzo reminded everyone that the next Roads and Streets Committee meeting is going to be on August 21st at 1pm, the Annual League Conference conflicts with it being on the normal 4th Wednesday of the month.

Mayor Dorrell discussed the vacancy on the SEAGO Executive Board, she will be able to fill the vacancy. She attended the training at the new Wastewater Treatment Plant she recorded the training for the town to be able to reference. The training was very informative and she is very excited for the plant to be up and running soon. Also thanked Chief Negrete and Clerk Jernigan for taking on the additional roles and task for interim Town Manager

Consent Agenda:

The Motion to approve the following items as listed under consent agenda was made by Council Member Carrillo, seconded by Council member West

1. Approval of the July 11, 2024 Regular Meeting Minutes, July 11, 2024 Special Session Minutes and July 15, 2024 Special Session Minutes and
2. Receive Department Reports;
3. Approval of July 2024 Demands.

Voting in favor of the motion were Council Members: Dorrell, James, West, Lorenzo, Crump-Frye, and Carrillo

Motion Carries

Old Business:

Discussion and/or action to adopt Resolution No. 2024-04: Designating the Chief Fiscal Officer for the Annual Expenditure Limitation Report for Fiscal Year 2024-2025.

Clerk Jernigan explained that the Council would need to replace previous Manager Perez with Interim Negrete as the Chief Fiscal Officer.

Motion to adopt Resolution No. 2024-04: Designating Interim Town Manager Omar Negrete as the Chief Fiscal Officer for the Annual Expenditure Limitation Report for Fiscal Year 2024-2025 was made by Vice Mayor James, second to the motion was made by Council Member West

Voting in favor of the motion were Council Members: Dorrell, James, West, Lorenzo, Carrillo, and Crump-Frye

Motion Carries

New Business:

Discussion and/or action to approve Resolution No. 2024-05: A Resolution of the Mayor and Town Council of the Town of Clifton, Greenlee County, State of Arizona hereby approving authorized signers to execute all documents and other items which may be required by the National Bank of Arizona on behalf of the Town of Clifton.

Clerk Jernigan explained to the Council that the Resolution was necessary to update information at the bank to allow for financial business to be conducted for the Town

Motion to adopt Resolution No. 2024-05: approving authorized signers to execute all documents and other items which may be required by the National Bank of Arizona on behalf of the Town of Clifton was made by Vice Mayor James, second to the motion was made by Council Member Carrillo

Voting in favor of the motion were Council Members: Dorrell, James, West, Lorenzo, Carrillo, and Crump-Frye

Motion Carries

Discussion and/or action to approve Resolution No. 2024-06: A Resolution Of The Mayor And Town Council Of The Town Of Clifton, Greenlee County, State Of Arizona Hereby Approving and Authorizing Town Personnel To Access The Town's Safe Deposit Box Located At The National Bank Of Arizona-Morenci Branch On Behalf Of The Town Of Clifton.

Clerk Jernigan informed the Council the resolution was simply a precaution in case access was required, at this time both authorized parties are no longer employed with the town. It will be updated when a new Town Manager is placed.

Motion to adopt Resolution No. 2024-07: Approving and Authorizing Town Personnel To Access The Town's Safe Deposit Box Located At The National Bank Of Arizona-Morenci Branch On Behalf Of The Town Of Clifton was made by Council Member Crump-Frye, second to the motion was made by Council Member West

Voting in favor of the motion were Council Members: Dorrell, James, West, Lorenzo, Carrillo, and Crump-Frye

Motion Carries

Discussion and/or action to approve the Clifton Social Club's request for financial and in-kind support from the Town of Clifton for the 2024 Festival of Lights.

Clerk Jernigan recommended to the Council to support the requests made by the Clifton Social Club for the Annual Festival of Lights. It was appreciated how early they submitted their Public Events Request Form. The Mayor and Council members echoed their appreciation on the group taking on the planning of the event and the timely submittal of their requests. The town will assist with booths, Public Works clean up before and after, garbage can and submitting of the parade permit and insurance.

Motion to approve the Clifton Social's Club request for financial and in-kind support from the Town of Clifton for the 2024 Festival of Lights was made by Council Member Carrillo second to the motion was Council Member Crump-Frye

Voting in favor of the motion were Council Members: Dorrell, James, West, Lorenzo, Carrillo, and Crump-Frye

Motion Carries

Littell Consultancy Group, LLC Presentation – John Dunty – Senior Utility Consultant

John Dunty introduced himself and his background in the wastewater and utility industry. He has more than 46 years in the field, he has found that he now enjoys helping small towns and companies by offering big consulting firm services at a price that is affordable for the smaller systems. Dunty and his company would be able to assess the town's needs in all levels of our wastewater utility system including the wastewater treatment plant, collections, record keeping, maintenance, etc. After evaluating the Town's needs he and his company can help address the needs whether it be maintenance plans, operating plans, or what will be best the action for what is needed. Council asked clarifying questions to determine what services were being offered. Council Member West talked about the preventive maintenance measures that he seemed to be offering and the importance of the Town having a plan. Council Member Crump-Frye asked about his training and if it is accredited. It is currently not accredited in Arizona, but it could be. Crump-Frye also asked for further more detailed cost estimates as time goes on and Mr. Dunty will be providing that as he does his initial assessments around town and learns more about what the needs are for the Town.

Discussion and/or action for services provided through Littell Consultancy Group LLC

Motion to approve the services provided by John Dunty and Littell Consultancy Group LLC was made by Vice-Mayor James second to the motion was Council Member West

Voting in favor of the motion were Council Members: Dorrell, James, West, Lorenzo, Carrillo, and Crump-Frye

Motion Carries

Discussion and/or action to direct staff on the Town of Clifton Waste Water Policy

Clerk Jernigan explained to the Council the need for an updated Waste Water Policy for the Town to address the concerns of citizens, the changes in the financial software, and the lack of all the policies being in one place. Jernigan also discussed and explained with the Council the difficulties that the Town has in developing a waste water policy and addressing certain issues without the town also being in charge of the water. Vice-Mayor James asked Legal Counsel about current policy, Attorney Stuhan advised that the current policy is bare bones, but it is serviceable it does need to be updated. Discussion was held on current policies and whether the Council would advise the staff to change any current policies as they are working on revising and updating the policy book.

Motion to table the Waste Water Policy to be brought up at next meeting made by Council Member West seconded by Vice-Mayor James

Voting in favor of the motion were Council Members: Dorrell, James, West, Lorenzo, Carrillo, and Crump-Frye

Motion Carries

Discussion and/or action on Town Manager Recruitment Process

Clerk Jernigan explained the 3 agencies that the committee communicated with in the process. Mayor Dorrell discussed with the Council why the committee felt it was best to go with a recruitment agency at this time. Mayor Dorrell and Vice-Mayor James discussed the different approaches the agencies take to search as well as the skills and behavioral screenings and testing that applicants go through during the process. Council Member West inquired about length of time for the search

Motion to hire Accurate Placement as recommended by the Town Manager Recruitment committee made by Council Member West, second to the motion was made by Council Member Lorenzo.

Voting in favor of the motion were Council Members: Dorrell, James, West, Lorenzo, Carrillo, and Crump-Frye

Motion Carries

Interim Manager and Town Clerk Report

Clerk Jernigan updated the Council and informed them that we have our unofficial primary results, and the Franchise Agreement passed and the four candidates for the four Council seats all received the votes required for election. We will schedule a special session for next week to canvass the election results. Clerk Jernigan updated the Council on the Caselle software conversion, overall it has been successful. Administration/Town Hall will be posting for the full time Admin Assistant position. Jernigan updated the Council on the mountain lion sightings in Clifton, it will full under Arizona Game and Fish to determine how to address the situation. Jernigan informed the board on various ongoing projects:

Chase Creek Bridge #1 – ADOT will be invited to present to the Council regarding the One Bridge Formula to help make a decision on which direction to go.

Pending land purchase for the fire department is in the hands of the property owners at this time, they have overcome one of their hurdles and should be working on probate soon.

FMI Land Exchange working on the final documents for Escrow with the attorney's office

Personnel Policy currently being worked on with attorney's office

Planning and Zoning grant from United Way currently looking for assistance to prepare the RFQ

Investments that have been discussed Council should inform Clerk Jernigan on the direction they would like to take as far as making it a priority or waiting

Lift Stations Construction and installation should be started around the end of the month

WIFA working on ironing out some paperwork and documentation details

WWTP the mayor did help with recording the training, the engineers certificate of completion has been completed and permit application submitted to ADEQ last week, processing approximately 1 month

Interim Negrete discussed the weekly meetings with the department heads and looking at adding trainings and different things to the department head meetings to support the staff

Adjournment

Motion to adjourn made by Council Member West, Second to the motion made by Vice-Mayor James Meeting ended approximately 3:58pm