

**CIP COMMITTEE (ad hoc)
REGULAR MEETING NOTICE
Thursday, May 7, 2009, 3:00 P.M.**

**ad hoc CIP COMMITTEE REGULAR MEETING
2735 S. HWY 69**

**COUNCIL CHAMBERS, TOWN HALL
DEWEY-HUMBOLDT, ARIZONA**

AGENDA

The issues that come before the ad hoc CIP Committee are often challenging and potentially divisive. In order to make sure we benefit from the diverse views to be presented, the Committee believes that the meeting be a safe place for people to speak. With this in mind, the Committee asks that everyone refrain from clapping, heckling and any other expressions of approval or disapproval. Please turn off all cell phones. The Committee meeting may be recorded in audio & video format.

1. CALL TO ORDER.

2. ROLL CALL: CIP Committee Members Andy Peters, Doyle Wiste, Pete Kelley, Mike Randall, Skip Gladue, Secretary, Vice Chair Jack Hamilton and Chair Robert Bowman.

3. CONSENT AGENDA - All matters listed under the Consent Agenda are considered to be routine by the Town Committee and will be enacted by one motion.

At a Committee Member's request only, any item may be removed from the Consent Agenda for separate consideration. If a citizen desires separate consideration of an item, they must approach a Committee Member prior to the meeting and ask that the Committee Member request that the item be removed.

3.1. Minutes. Minutes from April 1, 2009 Regular Meeting.

4. REGULAR AGENDA – Unfinished Business - Discussion and Possible Action on any issue which was not concluded, was postponed, or was tabled during a prior meeting. No items scheduled.

5. REGULAR AGENDA – New Business - Discussion and Possible Action on matters not previously presented to the Committee.

5.1. Discussion of process improvement for the CIP

5.1.1. Public Involvement

5.1.2. Project Information Forms

5.1.3. Evaluation Criteria

5.2. CIP Status Update. Report prepared by Town Engineer, Grant Anderson.

5.3. Announcement of Council Meeting. CIP report will be on the May 5th Council meeting.

6. COMMENTS FROM THE PUBLIC. Those wishing to address the Committee need not request permission in advance. For the official record, individuals will state their name. Any such remarks shall be addressed to the Committee as a whole and not to any member thereof. Individuals are limited to speak for three (3) minutes per person unless additional time is granted by the Chair. At the conclusion of all of the unscheduled comments of all interested members of the public and at the discretion of the Chair, individual members of the Committee may respond to criticism regarding the item addressed, may ask the matter be reviewed by Town Staff, or may ask that the matter be placed on a future agenda. The total time for Comments from the Public shall be 30 minutes per meeting.

7. ADJOURN.

FOR YOUR INFORMATION

Next CIP Committee Meeting: None

Next Town Council Special Session: Tuesday, May 12, 2009 at 9:00 a.m. and 6:30 p.m.

Next Town Council Regular Meeting: Tuesday, May 19, 2009 at 6:30 p.m.

Next Planning & Zoning Commission Meeting: Thursday June 4, 2009 at 6:00 p.m.

CERTIFICATION OF POSTING

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Dewey-Humboldt Town Hall, 2735 South Highway 69, Humboldt, Arizona, Chevron Station, 2735 South Highway 69, Humboldt, Arizona, Blue Ridge Market, Highway 69 and Kachina Drive, Dewey, Arizona, on the ____ day of _____, 2009, at ____ a.m./p.m. in accordance with the statement filed by the Town of Dewey-Humboldt with the Town Clerk, Town of Dewey-Humboldt.

By: _____, Town Clerk's Office.

**TOWN OF DEWEY-HUMBOLDT
CIP COMMITTEE REGULAR MEETING
MEETING MINUTES
APRIL 1, 2009, 3:00 P.M.**

A REGULAR MEETING OF THE DEWEY-HUMBOLDT CIP COMMITTEE WAS HELD ON WEDNESDAY, APRIL 1, 2008, AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. CHAIR BOB BOWMAN PRESIDED.

1. CALL TO ORDER at 3:03 p.m.

2. ROLL CALL

Committee Members Andy Peters, Doyle Wiste, Chair Bob Bowman, and Vice Chair Jack Hamilton were present. Committee Members Skip Gladue, Pete Kelley and Mike Randall were absent.

3. CONSENT AGENDA

3.1. Minutes. Minutes from March 6, 2009 Regular Meeting.

Vice Chair Jack Hamilton made a motion to Approve 3.1. Minutes. Minutes from March 6, 2009 Regular Meeting. Andy Peters seconded the motion. It was approved unanimously.

4. REGULAR AGENDA - Unfinished Business. None.

5. REGULAR AGENDA - New Business

5.1. Discussion of process improvement for the CIP

Town Engineer, Susanna Struble gave an overview. There are 3 key areas in the process which are recognized: citizen input, project identification and evaluation criteria. The criteria was an establish process for CIP selection for small towns.

There was discussion regarding citizen input. It was determined the public should be able to submit projects to the Town for review. Placing an article in the newsletter and on the Town website, soliciting members for the next CIP ad hoc committee was suggested.

The Committee discussed the criteria ranking and whether it was effective. It was a good tool for initiating project discussion. The CIP process should be started earlier to allow more time to evaluate projects.

5.1.1. Public Involvement.

It was suggested citizen input could come from a survey asking what services and projects the citizens would like to see in the future. They discussed other ways of obtaining citizen input, such as articles in the local paper asking for input, and quarterly community meetings.

There was discussion regarding how to develop a process to filter out projects that aren't needed and whether this should be done by the CIP Committee or the Council.

5.1.2. Project Information Forms.

There was discussion regarding project identification, data form improvements and the financial perspective on projects. It was agreed the forms are fine, and the cost is important in the decision making process.

It was suggested Council should consider keeping at least two members from this committee to the next for continuity, and best efforts should be made to get a cross section of the community.

5.1.3. Evaluation Criteria.

Town Engineer, Struble gave an overview of the top priority criteria: master plans, health and safety, and connectivity of transportation. Others were community value/enhancement, phased projects, and bang for the buck.

There was discussion and the consensus was these were the important criteria and were ranked accordingly. No changes were requested.

5.2. CIP Status Update. Report prepared by Town Engineer, Susanna Struble.

Town Engineer, Struble gave an update on the process. They have met with Staff and reported on how the process went. A draft CIP report will be done the week of April 7th and will go before the Council on April 21st. A meeting of the CIP committee will be held prior to presenting to the Council to review the draft document.

The Committee will recommend starting the ad hoc committee earlier (in October) to allow enough time for additional discussion. Chair Bowman and Vice Chair Hamilton will attend the presentation to the Council. They will ask for the dissolving of the current committee at that time.

5.3. Schedule Additional Meeting. A meeting was scheduled for Thursday, April 16, 2009 at 3:00 p.m.

6. COMMENTS FROM THE PUBLIC. No Public Comment as there was no Public in attendance.

7. ADJOURN. The CIPCAC Meeting was adjourned at 4:25 p.m.

Bob Bowman, Chair

ATTEST:

Judy Morgan, Town Clerk