

**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