

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
SPECIAL STUDY SESSION MEETING MINUTES
TUESDAY, MAY 14, 2013, 8:00AM**

A SPECIAL STUDY SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, MAY 14, 2013, AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.

1. **Call To Order.** The meeting was called to order at 8:00 a.m. Mayor Nolan presided.

2. **Roll Call.**

2.1. Town Council. Town Council Members Arlene Alen, Denise Rogers, Nancy Wright; Vice Mayor Dennis Repan; and Mayor Terry Nolan were present. Councilmember Mark McBrady was absent.

3. **FY 2013-14 Budget Deliberation.** (8:00 a.m. – 12:00 p.m.) Legal Action can be taken.

3.1. Public Works Presentation on Multi-Year Road Maintenance Plan. A presentation by Ed Hanks, Public Works Supervisor.

Public Works Supervisor Ed Hanks gave an overview on the 6-year Road Maintenance Plan/Schedule. There were questions regarding the chip seal process; how the amount of work is calculated (match with the budgeted amount); how many times a year roads are budgeted to be graded and level of service desirable. There was discussion on the anticipated decline in HURF revenues.

Public comment was taken.

Jack Hamilton spoke on the number of roads to receive maintenance throughout the 6-year plan span and his opinion to have all (town) roads maintained during that time.

There was discussion on where to take the money from and what level to bring road maintenance up to.

Jack Hamilton recommended doing Old Black Canyon Hwy at some time as part of it belongs to the town.

Staff was directed to look at what the costs will be to do more roads in the 6-year plan.

3.2. Highlights and Review of FY 2013-14 Tentative Budget. Council Deliberation and possible action to modify Tentative Budget content.

Town Manager Kimball gave an overview explaining her goal was to balance the budget and maintain the level of service with some Council requests included. She stated that revenues are looking stronger this year but she has concerns for future years with the change to construction sales tax. Ms. Kimball reviewed those highlights:

1. Replacement permitting software to replace BlackBear (Town Clerk). There was discussion.
2. OpenBooks (Finance). There was discussion on other possible options and cost effectiveness of going with OpenBooks.
3. Neighborhood Outreach (Community Development) which included Museum Lease, Little League, Dumpster and Recycling Programs, Town Branding.
4. Trailhead Project (Public Works) plus park operations.
5. Council Technologies Allowance (Town Council and Management).

6. Water system Feasibility study (Engineering). Whether to consider Humboldt Water Company purchase. There was discussion on how many customer's served, pros and cons.
7. iPad/tablet purchases for Council - Paperless agendas (Information Technologies).
8. Raises for Employees. Ms. Kimball recommended a 3% COLA/merit combined.

Public comment was taken.

Jack Hamilton spoke in support of merit raises but not COLA (Cost of Living Adjustment) raises.

There was discussion on having goals for employees to exceed to receive full percentage of merit. Ms. Kimball explained she had included two promotions being recommended for Finance and Community Development.

Council took a 10 minute recess at 9:38 a.m. Mayor Nolan reconvened the meeting at 9:57 a.m.

Discussion continued on staff raises, seasonal help for Public Works, and the YCSO IGA being 10k less this year. Ms. Kimball spoke on revenue estimates being on track.

Council discussed whether to consider bringing plan review and inspections back in-house or stay with the County's IGA. Councilmember Wright asked the Town Manager to look into whether there are any private businesses that could be hired to do that work as part-time contractors.

Public comment was taken.

Jack Hamilton recommended asking previous Building Official Terry Ford if he was interested in that position.

Ms. Kimball spoke on her concerns in the near future with construction tax changes.

EXPENDITURES

Council discussed how much to allow for raises and whether to include a COLA along with merit raises.

Mayor Nolan made a motion to approve up to a 5% total raise including the COLA. The motion failed for lack of a second.

Councilmember Wright made a motion to approve a merit increase of up to 3% for employees, seconded by Councilmember Rogers. There was discussion. The motion was approved by a 3-2 vote in favor, Councilmember Alen and Mayor Nolan voting against.

Councilmember Rogers made a motion to approve the recommended 75% of the League of Cities and Town's COLA bringing the COLA to 1.5%, above and beyond the merit (3%), seconded by Mayor Nolan.

Public comment was taken.

Jack Hamilton suggested a review twice a year and eliminating the COLA.

A vote was taken on the motion which passed by a 4-1 vote in favor, Councilmember Wright voting against.

There was discussion on Council Allowances.

Mayor Nolan made a motion to have an \$80 allowance for Council. The motion failed for lack of a second.

Council continued to review the tentative budget line item by line item. There was discussion regarding whether to retain membership with the Yavapai County Water Advisory Committee (WAC). This item was tabled until the Town's representative for this committee was able to give his input.

Mayor Nolan spoke on the Central Yavapai Economic Partnership and its benefits (generate jobs, transportation, schooling, employment). There was discussion on how it benefits the town.

CM Alen suggested providing Council with the seed documents to review before making this decision.

CLERK'S DEPARTMENT

Town Manager Kimball reviewed the decreases in costs for this department: Codification; no election scheduled.

Mayor Nolan made a recommendation to eliminate Granicus. Council spoke in support of keeping Granicus for the benefits it provides with transparency of government. Mayor Nolan recommended adding a camera so there is one on the public speakers. There was discussion on whether it was worth the cost.

TM Kimball review the cost saving initiated by staff for travel and training. There was discussion about migrated the newsletter to an electronic version for cost savings.

Public comment was taken.

Jack Hamilton asked for the positions for salary and wages in this department.

TM Kimball showed those on the overhead.

There was discussion on when travel for training would include hotel stay the night before an event. Council agreed if it is in Phoenix then it would not be paid for the night before the training, only if it is a further travel distance.

LEGAL

Council discussed the increase in legal fees. CM Wright suggested putting out a request to have someone at every meeting

Public comment was taken.

Jack Hamilton asked about the Town Attorney contract and whether it was under an automatic renewal.

Council reviewed the schedule to determine additional dates for budget meetings.

Council recessed for lunch at 12:04. Council reconvened the meeting at 1:03 p.m.

4. Special Study Session. (1:00 p.m. – 5:00 p.m.) Legal Action can be taken.

4.1. Water and Soil Testing Information/Grant possibilities for citizens. [CAARF Requested by CM Rogers] Discussion with possible direction to Staff.

Councilmember Rogers gave an overview, explaining citizens' concerns about arsenic in the water and helping people with testing of their well water. She spoke on the tests being available through the AG extension office, costing from \$9, \$32 and \$100+ test, depending on what the individual wants to test for. There was discussion on whether to provide these tests through town hall for the convenience of the Town's residents.

Public comment was taken.

Jack Hamilton spoke against providing the tests but instead providing information on where to obtain them.

Councilmember Wright made a motion to put an article in the newsletter notifying the residents about the tests and their availability, seconded by Vice Mayor Repan. It was approved unanimously.

For the future, Ms. Karr could be invited to attend a meeting to talk about testing and arsenic. Council members and/or Staff can check on the availability of grants for this purpose through the Sierra Club.

4.2. OpenBooks IGA with the AZ Department of Administration in order to be in compliance with the state “financial transparency” requirement. Discussion with possible action of accepting the IGA or rejecting the IGA and next steps of such action.

Town Manager Kimball gave an overview. Accountant Deni Thompson was present and spoke on the statutes requiring this and the three options available to the town, with all but the OpenBooks option costing more for the town to be in compliance.

Vice Mayor Repan made a motion to approve the OpenBooks IGA with the State, seconded by Councilmember Alen. It was approved unanimously.

4.3. Review of current Code of Conduct and policy, process and procedures related to same. [CAARF requested by CM Alen]

Councilmember Alen gave an overview on her request explaining they need a process to be in place for these issues. There was discussion

Public comment was taken.

Jack Hamilton spoke on having clear definitions in their policy and procedures.

Councilmember Alen made a motion to move this to a future work session, including the old code of ethics documents in that discussion, then forwarding it to the attorney for legal review, seconded by Councilmember Wright. It was approved unanimously.

Council moved 4.9 and 4.10 to this point in the agenda prior to interviews as they had time to address them. Please see minutes below under those agenda items.

Councilmember McBrady arrived at 2:11 p.m. just as agenda item 4.9 was being introduced.

4.4. Discussion of Interview Process.

Town Clerk Morgan asked Council for clarification of how they want to handle the meeting recording during the interviews and after. Council agreed to record the interviews but not stream them live. After the meeting is over they can be published on the website.

Council reviewed how they will handle the voting and what to do if the vacancy is not selected through three voting opportunities.

Vice Mayor Repan made a motion to allow 30 days to go back out for advertising to solicit for more applicants if necessary. It was approved by a 4-1 vote in favor, Councilmember Wright voting against.

TM Kimball asked about whether to automatically include the current applicants or to ask them to apply. By consensus Council agreed to ask them to reapply if interested in the second consideration.

4.5. 3:00-3:30 p.m. Interview of Robert Ellis for vacant Council seat.

Mr. Ellis was present for the interview. He spoke on his vision of the future of D-H. Council asked questions and Mr. Ellis answered them.

4.6. 3:30-4:00 p.m. Interview of Jimmie Stanfield for vacant Council seat.

Mr. Stanfield was present for the interview. He gave an overview of his experience. Council asked questions and Mr. Stanfield answered them.

4.7. 4:00-4:30 p.m. Interview of Sonya Williams-Rowe for vacant Council seat.

Ms. Williams-Rowe was present for the interview. She spoke on her background, experience and her current workload. Council asked questions and Ms. Williams-Rowe answered them.

4.8. Possible Council Vacancy Appointment replacing David Hiles' seat vacated through resignation. Discussion and possible action.

The first round of ballots were distributed to each Councilmember. They were instructed to include their name and the name of their choice for the vacancy. Ballots were gathered and tallied. Vice Mayor Repan abstained from the vote. The ballots tallied read as follows. Sonya Williams-Rowe received votes from Mayor Nolan, and Council members Rogers and McBrady. Bob Ellis received votes from Councilmember Wright and Alen.

Ms. Williams-Rose received the majority of votes (3-2 vote) and was selected to fill the vacancy. Council directed staff to sign her up for Newly Elected Officials Training. She will be sworn in at the next regular meeting which she is available for.

TM Kimball reviewed the dates available for budget meetings: May 20th at 9:30 a.m., May 21st at 8:30 a.m., May 28th.

Agenda items 4.9 and 4.10 were moved up following 4.3 to fill in before interview times.

4.9. Modification of Town Code 30.031(E5) through Council action and resolution or ordinance. [CAARF requested by VM Repan]

Vice Mayor Repan gave an overview. There was discussion on whose job it is to manage the budget.

Councilmember Wright made a motion to amend the wording of Town Code Section 30.031(E5) from "Mayor" to "Council", seconded by Vice Mayor Repan. It was approved unanimously.

4.10. Modification of Town Code 30.031(C) through Council action and resolution or ordinance. [CAARF requested by VM Repan]

Vice Mayor Repan gave an overview. There was discussion on how the process works and it being an administrative process.

Public comment was taken.

Jack Hamilton spoke on finding a way to monitor what is moved to a work session.

David Nystrom spoke on agenda setting meetings being for setting the agenda only not to discuss details of the agenda items.

Councilmember Wright made a motion to amend the code as corrected, changing "written" to "requestor's consent", seconded by Vice Mayor Repan. The motion failed by a tie vote, Councilmembers Alen, McBrady and Mayor Nolan voting against.

The meeting was recessed at 2:44 p.m. until the interview times at 3:00 p.m.

5. **Comments from the Public.**

Jack Hamilton spoke against the selection of any of the three applicants interviewed.

6. **Adjourn.**

The meeting was adjourned at 5:00 p.m.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk