

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
SPECIAL STUDY SESSION MEETING MINUTES  
MARCH 24, 2015, 2:00 P.M.**

**A SPECIAL STUDY SESSION MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, MARCH 24, 2015, AT TOWN HALL AT 2735 S. STATE ROUTE 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR PRESIDED.**

1. **Call To Order.** The meeting was called to order at 2:02 p.m. Mayor Nolan presided.
2. **Roll Call.** Town Council Members Arlene Alen, Mark McBrady, Dennis Repan, Doug Treadway, Nancy Wright; and Mayor Terry Nolan were present. Vice Mayor Jack Hamilton was absent.
3. **Study Session.** No legal action to be taken.

**3.1. Review and discussion of Public Body Code of Ethics proposed Ordinance 15-112.**  
[Directed at the February 10, 2015 meeting]

Council reviewed the proposed Ordinance asking questions and making comments with Town Attorney Susan Goodwin in attendance. Some of those questions/comments were regarding gender reference; (page 5/item B) why respondent was removed from verbiage; some drafted internal procedures were written in to the code; code only covering public officials; "hearing officer" being a generic term, not legal term; (page 7/item C) wording discussion; civil sanctions versus criminal offense; no appeal process as hearing officer only makes a recommendation to Council; suing if not satisfied with findings or sanctions.

There was further discussion on the hearing officer selection; recommendation or selection of outcome by hearing officer; establishing qualifications for the hearing officer (experience in mediation or arbitration); how to recruit and select a hearing officer.

Public comment was taken on this item.

Ulys Brooks spoke on his training in mediation and reason for mediation is to get more than one party together to work on a solution. Hearing officer needs to NOT be related to the town.

Town Manager Kimball spoke on the wording of the last paragraph of the ordinance explaining she did not think the Council would want her to do this process; if council appoints the hearing officer then they would report to the Council which might be a conflict of interest. Council discussed having the Attorney do the legwork of finding a hearing officer. There was discussion on the differences between mediation and arbitration.

Council agreed to have the attorney handle the hearing officer recruitment with the ordinance being modified for (C) to reflect this change before the ordinance comes back to council for approval.

**3.2. Report on conducting a Citizen Survey through the National Research Center and direction on a moving-forward plan.** [Directed at the March 10, 2015 meeting]

Town Manager Kimball gave an overview, providing a sample in the packet. She asked Council for direction on whether to use the prior survey or a survey with changes; cost is higher than the \$5k budgeted; what is covered under the \$12k survey quote.

Council discussed what questions were more relevant to the town and would provide more valuable data to work with.

Council directed staff to obtain a quote to do the old 2009 baseline survey rather than the standard 2015 survey; determine the sample size and an alternate size cost.

**3.3. Staff revisions on Principles of Sound Financial Management.** Council Review and direction.

Town Manager Kimball spoke on why this is being brought to council for revisiting. She wants direction from Council on her comments and proposed changes provided on the document.

There was discussion on the challenges in implementing this document fully with limited staffing; modifying the code or the budget process as this document is to be used for the budget process; timelines in the POSFM are more restrictive than statutes require, but reason had to do with the previous election cycle being in Spring and now it is in the Fall; why the town does not impose impact fees now; reasons for this document to track and control finances, but with a small town that is already done through the Town Manager's office; auditor didn't think the town needed a CAFR due to a small town with a small budget and few services; suggested modifications are not major, just removing additional restrictions placed on staff.

Town Attorney Susan Goodwin left the meeting at 3:53 p.m.

Town Manager Kimball was directed to create the document with mark-ups showing her proposed changes, removing comments for council's review at a future meeting.

**4. Comments from the Public.**

None.

**5. Adjourn.** The meeting was adjourned at 4:01 p.m.

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Terry Nolan, Mayor

ATTEST:

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Judy Morgan, Town Clerk