

**TOWN COUNCIL OF DEWEY-HUMBOLDT
STUDY SESSION MEETING NOTICE**

Tuesday, December 8, 2015, 2:00 P.M.

**COUNCIL STUDY SESSION MEETING
2735 S. HWY 69**

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

AGENDA SUMMARY

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 (absent at roll-call, arrived late at 2:07 p.m.), Dennis Repan, Doug Treadway, Nancy Wright; Vice Mayor Jack Hamilton; and Mayor Terry Nolan were present.
3. **Study Session.** No legal action to be taken.

3.1. Town Website Redeveloping Options and next steps.

Town Clerk Judy Morgan gave an overview on the process followed and recommendation for selection of website developer. Council asked for clarification on a few specific questions: Migration costs; search engine tool improvement; timeline; provide active sites utilizing templates for council's review. Council gave direction to focus on one developer proposal (Revize) and for Staff to come back with the answers to their questions and additional information requested.

3.2. Fiscal Year 2015-16 Financial Statement review. Presentation by Town Accountant Deni Thompson.

New Accounting Administrative Assistant, Mickey Moore was introduced to Council. Accountant Deni Thompson reviewed the financial statement for FY2014-15 with Council and answered their questions.

3.3. "Municipal Bill of Rights" (AZ Senate Bill 1598) implementation overview. Presentation by Community Planner/Code Officer Steven Brown.

Community Planner/Code Officer Steven Brown gave an overview on the Municipal Bill of Rights (regulatory process) and gave a PowerPoint presentation (included in packet). He spoke on the timelines required and posting information on town website, as well as other requirements and limitations. CM Hamilton suggested changing timelines to business days rather than weeks and factoring in flexibility for vacations and such. Mr. Brown showed the Council the binder with all the packet information for each type of process. The legal review of this project should be done in February.

3.4. Discussion and consensus on changing Town Code 30.031(D) on choosing the vice-mayor or any other part of the code 30.031(D). [CAARF requested by CM Wright]

Councilmember Wright gave an overview explaining the foreseeable time when all Councilmembers have served as Vice Mayor at one time and updating the code to address this situation.

Another concern brought up by Council was having a brand new Councilmember being appointed as Vice Mayor once seated. Council agreed Council members should serve at least one year before being eligible to be appointed to the Vice Mayor position.

Other suggestions were made such as having the Town Mayor nominate with the decision ratified by Council.

Councilmember Alen recommended the following wording: Council shall appoint the most senior member who has not already Should there be no candidate for that position who has served for at least one year, the most senior member of council shall be appointed for one year. After that year it reverts back to the most senior member who has not served.

The suggested wording will be submitted to the attorney with instructions to generate an ordinance to bring back for approval. This will probably be available for the January 5th meeting.

3.5. A group of Town Manager evaluation forms for consideration by Council and process formulation. [Directed at the November 10th meeting upon CM Wright's CAARF; continued from the December 1st meeting]

Council expressed their opinions on which form they preferred, with most liking the Clarkdale form. They considered how the process would work and when they would need to set the goals for the Town Manager (TM) and when to judge the TM on those goals; who would compile the Council's input; whether to hold a retreat for the goal setting process to occur; when to consider offering a bonus to TM; using the budget goals for TM evaluation.

Council considered how to talk about the process of evaluating the Town Manager as she came under a contractual agreement that is now changing. They asked to have an Executive Session on the next Regular meeting for this purpose.

Councilmember Alen stated the outcome of the Executive Session is to have a smooth and mutually agreeable process for review of a town manager in Dewey-Humboldt. Ms. Kimball said she will discuss this with the Town Attorney so the wording allows for discussion in Executive Session (as requested by Council) on the January meeting agenda.

There was discussion on the contract and whether there would need to be wording to address renegotiating the TM contract in Executive Session. Councilmember Repan asked for something on the agenda in Executive Session that addresses dialog on negotiation of the contract if necessary. Councilmember Alen agreed with including the ability to discuss the contract in Executive Session and adding that verbiage on the agenda.

4. Special Session. Legal action can be taken.

4.1. Whether to hold additional special session(s) this month. This is an established agenda item for Council's discussion on whether to add an additional special study session and if so, to set the date.

No action taken, no meeting added.

5. Adjourn. The meeting was adjourned at 4:43 p.m.