SPECIAL STUDY SESSION MEETING NOTICE
TOWN COUNCIL OF DEWEY-HUMBOLDT
Tuesday, January 10, 2012, 2:00 P.M.

COUNCIL SPECIAL STUDY SESSION MEETING **COUNCIL CHAMBERS, TOWN HALL**
2735 S. HWY 69 **DEWEY-HUMBOLDT, ARIZONA**

AGENDA

The issues that come before the Town Council are often challenging and potentially divisive. In order to make sure we benefit from the diverse views to be presented, the Council believes that the meeting be a safe place for people to speak. With this in mind, the Council asks that everyone refrain from clapping, heckling and any other expressions of approval or disapproval. Council may vote to go into Executive Session for legal advice regarding any matter on the open agenda pursuant to A.R.S. 38-431.03 (A) (3), which will be held immediately after the vote and will not be open to the public. Upon completion of Executive Session, the Council may resume the meeting, open to the public, to address the remaining items on the agenda. Agenda items may be taken out of order. Please turn off all cell phones. The Council meeting may be broadcast via live streaming video on the internet in both audio and visual formats. One or more members of the Council may attend either in person or by telephone, video or internet conferencing. **NOTICE TO PARENTS:** Parents and legal guardians have the right to consent before the Town of Dewey-Humboldt makes a video or voice recording of a minor child. A.R.S. § 1-602.A.9. Dewey-Humboldt Council Meetings are recorded and may be viewed on the Dewey-Humboldt website. If you permit your child to participate in the Council Meeting, a recording will be made. You may exercise your right not to consent by not permitting your child to participate or by submitting your request to the Town Clerk that your child not be recorded.

1. **Call To Order.**
2. **Roll Call.**
   - **2.1. Town Council.** Town Council Members John Dibble, David Hiles, Dennis Repan, Denise Rogers Nancy Wright; Vice Mayor Mark McBrady; and Mayor Terry Nolan.
3. **Study Agenda.** No legal action to be taken.

Page 3
   - **3.1. EPA Briefing – Monika O'Sullivan to provide an update.**

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   - **3.2. Define Expectations for the Town Manager. A review of list made at the December 13, 2011 work session.**

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   - **3.3. Discussion and action on creating a priority list of issues the Council wishes to address. [from the December 13, work session]**
4. **Executive Session.** Upon a public majority vote of the members constituting a quorum, the ***Council may hold an Executive Session that is not open to the public for the following purposes.*** When the Executive Session ends, Council may act on any matter considered in this Agenda.
   - **4.1. Call for Executive Session.** An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consultation of employment and salary of Christy Awtrey-Tieman for the position of Records Manager/Administrative Assistant.
5. **Return to Open Session - Special Session.** Legal Action can be taken.

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   - **5.1. Ratification of hiring Christy Awtrey-Tieman for the Records Manager/ Administrative Assistant position.** Discussion and possible action.

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   - **5.2. Public Works Operator Vacancy.** Discussion and possible action on proceeding with the recruitment for this vacancy.

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   - **5.3. Expenditures approval for Mayor and Town Manager for January and February 2012.**

6. **Comments from the Public**. The Council wishes to hear from Citizens at each meeting. Those wishing to address the Council need not request permission or give notice in advance. For the official record, individuals are asked to state their name. Public comments may appear on any video or audio record of this meeting. Please direct your comments to the Council. Comments are accepted regarding any services or individuals in Town government or about others doing business or who might do business with or for the Town. Topics can include all services the Town provides or could provide under State Law. At the conclusion of Comments from the Public, Council members may respond to criticism made by those who have addressed the public body, may ask Town staff to review a matter, or may ask that a matter be put on a future agenda; however, Council members are forbidden by law from discussing or taking legal action on matters raised during the Comments from the Public unless the matters are properly noticed for discussion and legal action. The total time for Comments from the Public is ***20*** minutes. No time limit is imposed on individuals within this total. The audience is asked to please be courteous and silent while others are speaking.

7. **Adjourn.**

For Your Information:

Next Town Council Meeting: Tuesday, January 17, 2012, at 6:30 p.m.
Next Planning & Zoning Commission Meeting: Thursday, February 9, 2012, at 6:00 p.m.
Next Town Council Work Session: Tuesday, February 14, 2012, at 2:00 p.m.

If you would like to receive Town Council agendas via email, please sign up at AgendaList@dhaz.gov and type Subscribe in the subject line, or call 928-632-7362 and speak with Judy Morgan, Town Clerk.

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 _____, 2012, at _____ 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.

Iron King Mine-Humboldt Smelter Site
Dewey-Humboldt, Arizona

Dewey-Humboldt Town Council Meeting

January 10, 2012

United States Environmental Protection Agency
San Francisco, CA

Topics

- Introductions
- Completed, Ongoing, and Upcoming Activities
- Project Timeline
- Questions and Answers

Project to Date

- Residential Removal completed in 2006
- Listed on the National Priorities List in 2008
- Remedial Investigation began in 2008
- Residential Soil Sampling Events 2009-2011
- Interim Removal Action completed November 2011

Residential Yard Removal 2011

- 12 yards were addressed
  - Up to 2 feet of soil with elevated levels of arsenic and lead were removed
  - Yards were backfilled with clean soil and restored to original or equivalent conditions
- Excavated residential yard soils were transported to the Iron King Mine Main Tailings Pile
  - Hydro-seed was applied on top of yard soils
    - Act as a dust suppression cover at select areas on the surface of the main tailings pile

Restoration of residential yard

←

Restoration of alley

→

Placement of tailings on to Main Tailings Pile

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Placement of tailings on to Main Tailings Pile

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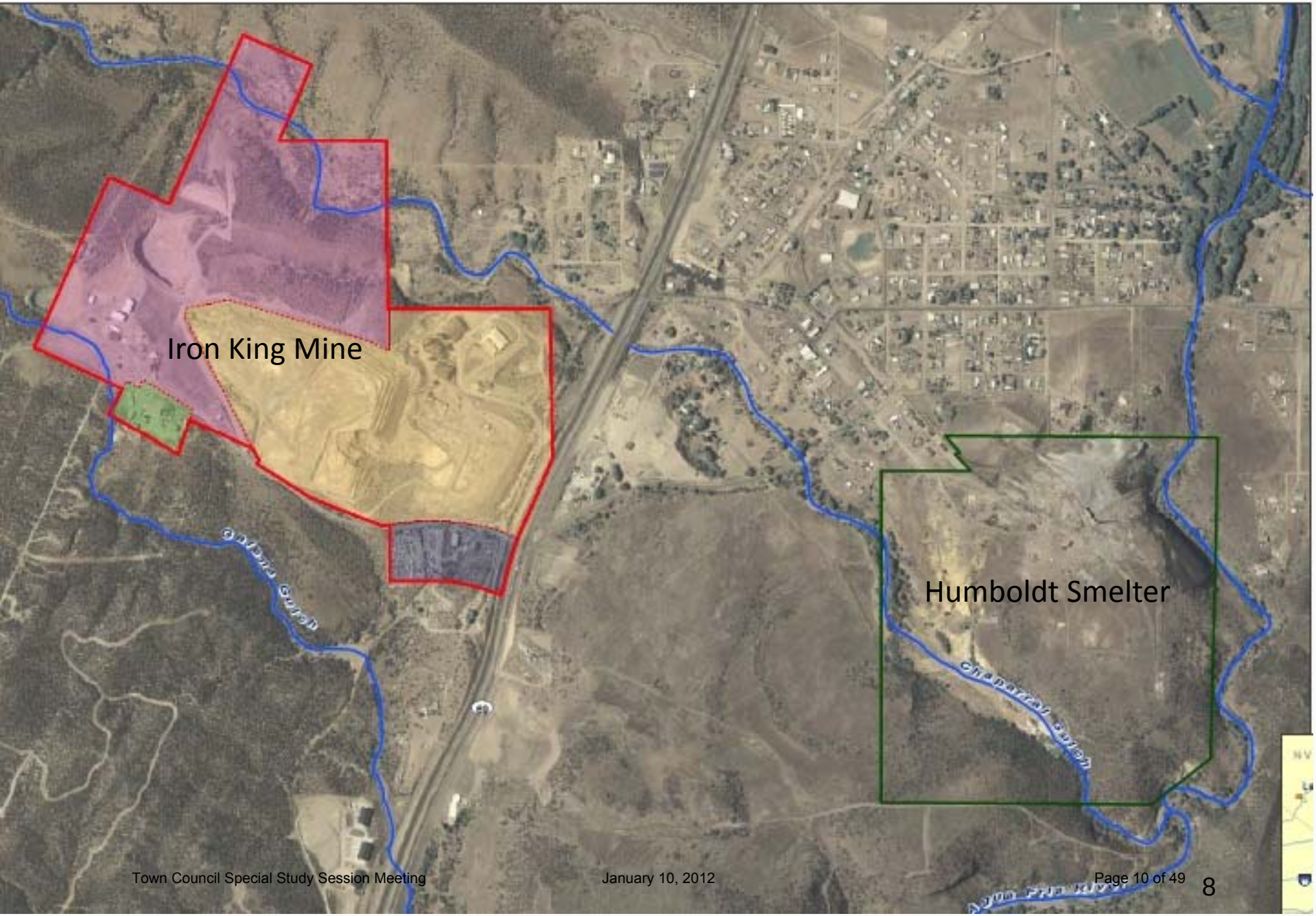
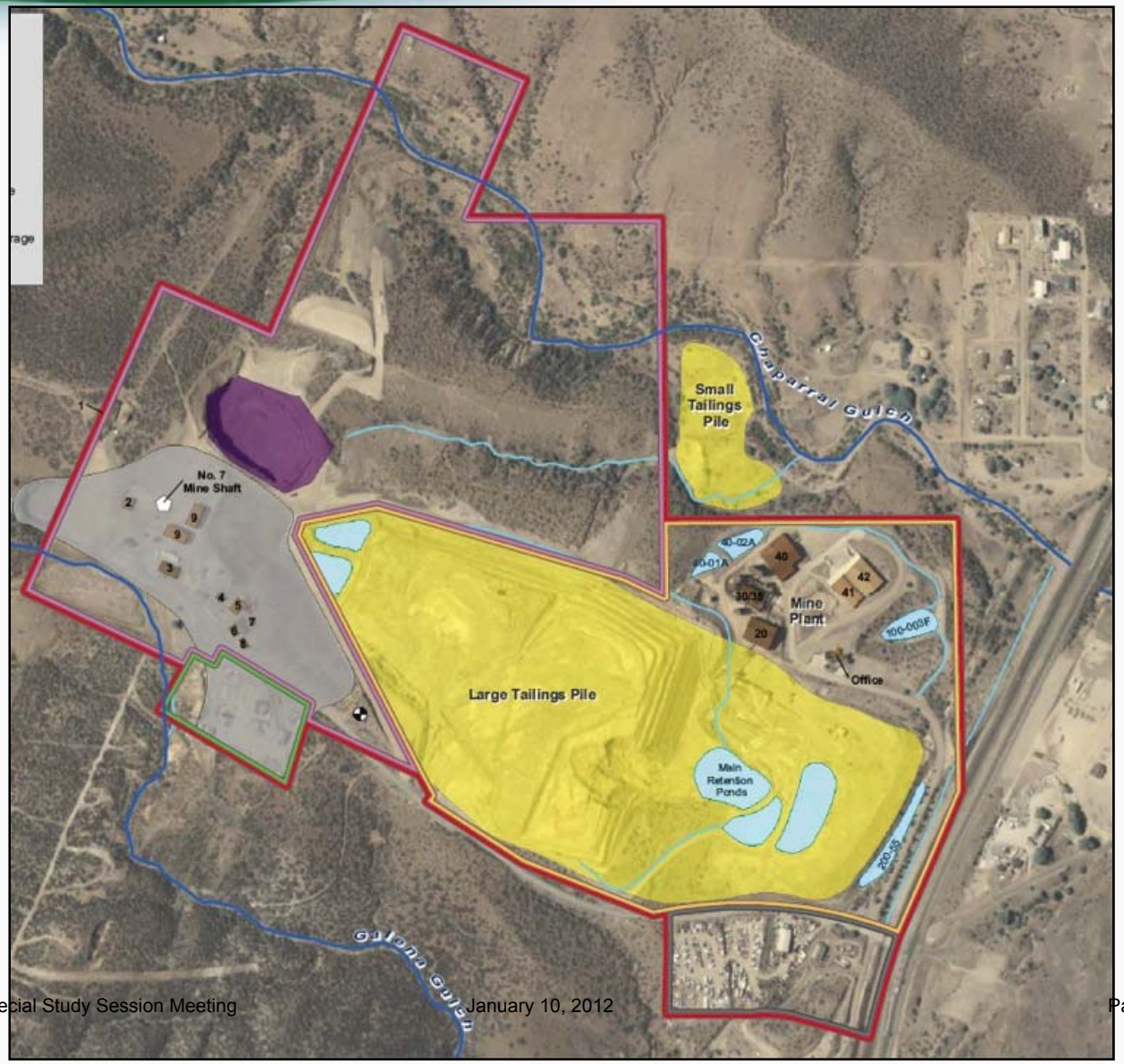
Small Tailings Pile and Humboldt Smelter

- Small tailings pile was excavated and re-located to Main Tailings Pile
  - Stabilized at a designated temporary storage pad
  - An estimated 20,000 cubic yards were removed
- Natural drainage pathway restored
- Temporary sealant applied to Humboldt Smelter ash piles


Iron King Mine
Humboldt Smelter


Small Tailings Pile
Chaparral Gulch
No. 7 Mine Shaft
Large Tailings Pile
Mine Plant
Office
Main Retention Ponds
Galena Gulch

Removal of Small Tailings Pile

Removal of Small Tailings Pile

Upcoming Remedial Activities 2012

- Additional soil sampling
  - Needed to fill data gaps to continue to determine where contamination has come to be located
  - Continue to evaluate background levels
- Evaluation of groundwater and additional sampling
- Stability testing on Main Tailings Pile at Iron King Mine

Upcoming Remedial Activities, cont.

- Remedial Investigation Addendum- Summer/Fall 2012
  - A supplement to the 2010 Remedial Investigation to include the nature and extent of residential soil contamination for all sampling

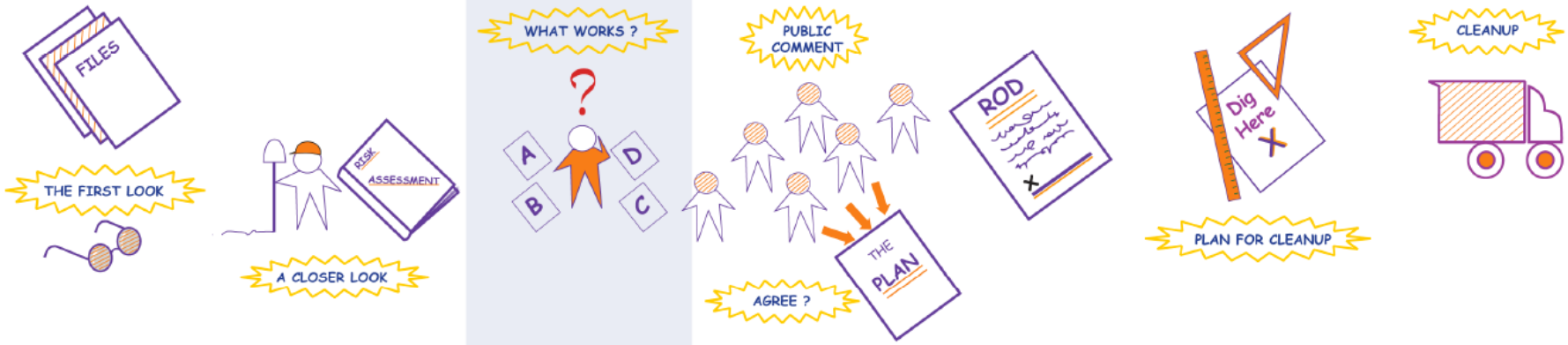
- Feasibility Study-Summer/Fall 2012
  - Detailed comparative analysis of cleanup alternatives

Community Involvement

- Upcoming Activities
  - Community Meeting planned for Spring 2012
    - Will send out fact sheet announcing date, time, and location
  - Fact sheet to communicate summary of RI Addendum & Feasibility Study
  - Other fact sheets and community meetings as needed

Iron King Mine & Humboldt Smelter CERCLA Process

NPL Listing	Remedial Investigation	Feasibility Study	Proposed Plan	Record of Decision	Remedial Design	Remedial Action
Site placed on National Priorities List (NPL) in 2008. Eligible for federal funding to implement cleanup action under Superfund.	Initial RI sampling began in 2008 to identify and evaluate the sources of contamination and risk to human health and the environment. Additional sampling was completed in 2010 and will continue into 2011 and 2012. An RI Addendum is underway.	A feasibility study will evaluate cleanup options for the site. The feasibility study is underway.	A proposed plan will explain options for site cleanup and identify a preferred option for public comment.	A record of decision will document the selected remedy. A "responsiveness summary" will address public comments.	Development of detailed design for the selected remedy.	Implementation of the selected remedy.
September 2008	**Underway**	**Underway**	**Fall 2012**	**Spring 2013**	**2013–2014**	**2014–2016**



Residential Removal Fall 2011

Community Involvement

*** Schedule subject to change*

Project Team Contact Information

EPA

- **Monika O'Sullivan,** Remedial Project Manager
  (415) 972-3111
- **Dave Cooper,** Community Involvement Coordinator
  (415) 972-3245
- **EPA Toll Free Message Number (**800) 231-3075
- **Website:** www.epa.gov/region09/ironkingmine

ADEQ

- **Wendy Flood,** Project Manager
  (602) 771-4410
- **Wayne Miller,** Hydrogeologist
  (602) 771-4121
- **Felicia Calderon,** Community Involvement Coordinator
  (602) 771-4167

Questions?

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TOWN OF DEWEY-HUMBOLDT
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Phone 928-632-8562 ▪ Fax 928-632-7365

TOWN COUNCIL SPECIAL STUDY SESSION MEETING
January 10, 2012 – 2:00 Town Council Meeting Chambers

Agenda Item # 3.2.
To: **Mayor and Town Council Members**
From: **Jim Rumpeltes, Interim Town Manager**

Date submitted: December 8, 2011

Agenda Item: **Define Expectations for the Town Manager**. A review of the list made at the December 13, 2011 Work Session.

Recommended action: No action is required

Summary: After brainstorming with the Mayor and Vice Mayor about how prepare for the arrival of the new Town Manager, we came up with a work session idea. The idea is to have two work sessions to discuss expectations for the Town Manager. The focus would be to clarify the expected role of the Town Manger and how to best work with the Town Council. The first session would be on Tuesday, December 13th, and the second on Tuesday, January 10th.

The sessions would be facilitated by me. As a facilitator, I would pose the questions and record the conclusions. I would probably use the "nominal group process" where items are ranked in order of importance. This would be done to get a sense of what is most important to the Council. Yvonne Kimball would be present for the second session but not the first.

The public could comment at the end of this exercise but would not be participants in the discussion.

December 13th Session

1. Guidelines for the session
2. Discussion and preliminary conclusions on the role of the Council and the Town Manager (who does what).
3. Discussion and preliminary conclusions on how the Council and Town Manager work together.
    - Examples:
    - How to best communicate with each other?
    - How should complaints or mistakes be addressed?
4. Nominal group prioritizing
5. Public comment

January 10th Session

1. Review conclusions of December 13th
    - Roles of Council and Town Manager
    - How to work together
2. Changes?
3. Public comment

How should the Town Manager and Council work together?

How are the best ways to communicate?

1.) Future Council agendas****

- Send an email to Council from the Town Manager after every agenda setting meeting (almost weekly with Mayor and Vice Mayor). Project the agendas several months ahead including the major things comings up like the schedule for the budget.
- Council members can put items on the agenda.
- Any updates to immediate agendas and the long-term list of agenda items should be done right away. Changes should be fully disclosed and there should be no surprise especially in the immediate agendas.

2.) When to Tell the Council

- Department Heads should give regular reports. They should report monthly or quarterly on road status, complaints and permits.*******
- An expenditure summary should be given in conjunction with checks that are being signed.
- Contracts with outside suppliers that are not on the agenda.
- Upcoming grant applications.
- The Council should be notified of disciplinary/exemplary actions. *
- Updates on road status.
- When a mistake has been made the Council should be informed by email and or one on one conversations. If the mistake was made publicly, then it should be communicated publicly.

3.) When to use email versus other means of communications

- This depends on the urgency. Call if it's urgent. If you call one, you call all.
- Generally speaking secrets are not allowed. Don't the tell the Town Manager a secret.

4.) General Communications

- Have the New Town Manager remind the Council to be respectful of other Council members.
- On social events the Town Manager shouldn't feel obligated or prohibited regarding invitations to social events from Council members.
- Directives should only be made from the Council as a body. Information can be requested if the time it takes is under 1 hour. The information should be sent to all Council members.*********

5.) When should the Town Manager tell the entire Council?

- When there's media contact.
- When there is potential training/seminars for the Council and/or employees.
- When there's a change in staff or their duties.****
- When there a change in salary that is being considered.
- Commission. Committees, and board updates
- Financial status.****
- New or potential businesses.
- Especially notable citizen complaints. A periodic summary report could be given.
- Notable applications for permits.

6.) Requests for information

- When a single or some Council members request information, the entire Council should be given the same information.********
- If the Town Manager shares information with some Council members, it should be shared with all.**
- The same goes for individual Council members.
  If the Town Manager gets information from the Town Attorney, that information should go out to the entire Council.****

Behavior in Council Meetings

- There should be no suprises from either the Council or the Town Manager.
- Behavior should be respectful by both staff and Council.
- The Town Manager should bring to attention of the full Council if a member is disrespectful.
- Generally speaking, criticism by a Council member or staff should be done privately as opposed to in a public meeting.

Town Manager

Communicate with Council.

Help set up agendas.

Be responsible for administrative problems and answerable.

Work with council to rework codes so they coincide with the Town vision.

Research legality of action Town takes works with Town Attorney.

Give best effort to create atmosphere of harmony between staff, council and community.

Direct employees.

Oversee daily business of town.

Alert Council of changes in state law.

Bring to the attention of council, budget status.

Keep council informed on:

- Not be surprised
- Council meetings
- In general, major things that come along.

Implement the Council policy, for example hiring/firing employees.

Follow through on Council motions and directives.*

Give Council multiple options regarding recommendations for action.

Follow-up on grant applications and current projects.

Council

Communicate with Town Manager.

Attend council meetings and vote.

Remain mindful of official responsibilities to the community.

Oversee Town Attorney.

Oversee Magistrate.

Come to meetings having read the material.

Promote economic development.

Adopt budget.

Oversight of budget.

Set policies.

Help decide agenda.

Listen to people.

Determine and approve ordinances (and repair if necessary).

Ratification of hiring/firing of staff.

Listen/do what Town wants done.*

Communicate with Town Manager*

Review and revise the Town vision and general plan if necessary.

Modify codes as per state law.*

Be respectful of staff and Town Manager*

Work in the best interest of Dewey-Humboldt not necessarily a national standard or model.*

Be respectful of Council.*

Submit a proposed budget.*

<u>Both Town Manager and Council:</u>

Design a Town government that fits this Town's needs.********

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TOWN OF DEWEY-HUMBOLDT
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COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: ☐ Regular ☐ Special ■ Work Session

Meeting Date: December 13, 2011

Date of Request: November 9, 2011

Type of Action: ☐ Routine/Consent ■ Regular

Requesting: ■ Action ☐ Report Only

Agenda Item Text (a brief description for placement on the agenda; please be exact): Discussion and action on creating a priority list of issues the Council wishes to address.

Purpose and Background Information (Detail of requested action). The purpose is to give each Council person the opportunity to bring a list of issues they would like to see on the agenda. Council would create a priority list based on the input and then determine in what order they would like to start working on the issues.

Staff Recommendation(s): _____

Budgeted Amount: N/A

List All Attachments: One page of info

Type of Presentation: Oral

Special Equipment needed: ☐ Laptop ☐ Remote Microphone ☐ Overhead Projector ☐ Other: None

Contact Person: Councilwoman Wright

Note: Per Town Code §30.105(D): Any new item will be placed under "New Business" for the council to determine its disposition. It can be acted upon at that meeting, sent to staff for more work, sent to the appropriate board or commission, set for a work session or tabled for a future date, etc.

S:\FORMS1\Council Action Request Form Template.docx

A number of years ago the Town Council created a priority list of items they wanted to see addressed. While each of us can put an item on the agenda at any time, it would be helpful if we all made a list and integrated it to see which items we would like to take care of first.

Also, by knowing what issues are on the horizon, we could independently research them and come better prepared to discuss the pros and cons.

This would be one way to get the Council focused on what they feel is important. It would allow us to determine what sort of staff help might be needed and in that way give them a "heads up" on what this Council wants to accomplish.

Additionally, it would be useful in giving direction to the Planning & Zoning Commission on issues Council would like them to work on.

Town of Dewey-Humboldt, AZ

2010 Town Council Planning Retreat

EXECUTIVE SUMMARY

Town of Dewey-Humboldt, AZ
Town Council
Strategic Planning Retreat
August 6-7, 2010

-EXECUTIVE SUMMARY-

The Mayor, Town Council (TC) and Town Manager (TM) of Dewey-Humboldt (D-H) met at the FX Ranch on August 6 and 7 to identify and discuss key policy issues and strategic initiatives that need to be included in the leadership agenda for 2010-11. The retreat process focused on the identification of the policy initiatives that will be most critical in achieving the Town's vision and the TC initiatives that support it. The follow are the key outcomes of the retreat. More detail will be found in the full report.

Long-Term Strategic Initiatives:

1. **Infrastructure:** We need to do a proper assessment and develop a solution that includes both maintenance and construction. The future of D-H will be highly impacted by the quality of our infrastructure
2. **Zoning overlays:** D-H has a variety of areas with unique character. Preservation of that character as the community develops will be dependent on the policies set to preserve what is important to the D-H identity. Identify options for protecting special districts characteristic including overlay districts.
3. **Communication:** With the many challenges we face including citizen concerns for the changes in the community we need to significantly improve the communication efforts both internally between administration and the TC and externally with the citizens and other stakeholders.
4. **Economic Development:** We will need a well balanced economic development plan to help to create the financial capacity to maintain quality service delivery and to have business in Town to serve citizens.. The plan and policies formed to support it should take the community vision into account
5. **Code Review and Revision:** The code adopted with the incorporation is the County code. The concern regarding the code is both the language and the nature of enforcement. A review of the code, with focus on the short term issues noted in this report will be a good start and send a positive message to the community that the TC is working to have the rules in synch with the community.

In formulating the details of each of the 5 strategic initiatives, it will be important to include several of the points made during the retreat as they apply to the initiatives.

Short-Term Policy Directions:

1. **Code enforcement:** Discuss options and consider adjusting regulatory actions to be more in concert with our traditional character & community values while adhering to the community vision.
2. **Infrastructure:** TC review and approve TM work plan and identify funding to support infrastructure upkeep… with primary attention to roads, new construction, and maintenance to assure a safe, effective transportation system.
3. **Overlay Districts:** Establish overlay districts where appropriate to serve our vision and respect the variety of living characteristics. Staff will identify options for TC review and action.
4. **Communication:** Form a communication policy and plan that engages citizens in discussion of key decisions that impact them, and assure that internal communication clarifies & informs TC and staff… open communication loops to enhance trust and improve decision-making.
5. **Special use and event permits:** Special events contribute to the culture and vibrancy of D-H. It is important to allow such opportunities to be considered with minimum delay in the approval process. Review options to achieve this intention and adopt.
6. **Economic development:** The Town has many promising locations for revenue production. It is important establish a direction and strategy for target industries, supportive zoning, marketing, incentives, etc.

What happens next?

- The TM will create action plans to achieve both the long and short-term directions.
- First, the TM will interpret the strategic initiatives and policy directions into administrative action items. Before expending staff time on forming the fine details the TM will test the interpretation against the TC intention during a study session. This will occur in 45 days or less.
- The TM will advise TC of possible staff and budget capacity limitations to achieving the TC desired outcomes.
- The TM will develop the administrative action plan to provide the means to achieve the strategic intentions and policy directions including time frame, cost and impact.
- The TM will include recommendations for formal TC policy action as needed to achieve the intentions… policy adoption and budgetary needs.
- TC & TM will need to agree to the timing of actions & proceed to establish policy as needed and administrative action to address the initiatives

- The TM will prepare a final document and seek TC approval for the comprehensive strategic plan.
- It is recommended that the TC & TM meet at least quarterly to discuss progress, problems and fine-tuning of the Strategic Plan.
- Meet in 6 months or less to measure progress, recalibrate, adjust if needed, and recommit to the strategic plan.

Respectfully submitted,

Richard A. Bowers

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Phone 928-632-8562 ▪ Fax 928-632-7365

TOWN COUNCIL SPECIAL STUDY SESSION MEETING
January 10, 2012 – 2:00 Town Council Meeting Chambers

Agenda Item # 5.1.
To: **Mayor and Town Council Members**
From: **Jim Rumpeltes, Interim Town Manager**

Date submitted: December 21, 2011

Agenda Item: **Ratification of Christy Awtrey-Tieman for the position of Records Manager/Administrative Assistant**

Recommended action: Approve ratification

Summary: Five candidates were interviewed for this position by myself and Town Clerk, Judy Morgan. We received approximately 60 resumes. Attached are the following documents:

1.) Job description
2.) Resume
3.) Draft offer letter with proposed salary.

TOWN OF DEWEY-HUMBOLDT
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JOB DESCRIPTION

Full time Records Manager and Administrative Assistant

A. JOB OBJECTIVES

Actively supports and upholds the Town's stated mission and values. Employees of this class are expected to exercise a high degree of independence, initiative, flexibility, and attention to detail. In general, this position assists the Town Clerk in the management of the town-wide records management program and performs responsible technical work associated with records management. This position provides a high degree of customer service to internal and external customers and interacts with all levels of town government. This position also handles information of a sensitive and confidential nature. Some attendance may be required at regularly scheduled afternoon and evening town council, commission and committee meetings, as well as minute taking and word processing skills.

B. SUPERVISION RECEIVED AND EXERCISED

Receive administrative direction from the Town Manager and technical direction from the Town Clerk.

C. CRITICAL SKILLS/EXPERTISE

These are needed to complete position accountabilities.

C.1 Knowledge of:

- Records management program development and implementation
- Principles, methods and techniques used for records management
- Pertinent federal, state, and local laws, codes and regulations regarding municipal records management
- Electronic Document Management systems
- Organization and function of town government

C.2 Ability to:

- Manage day-to-day operations of records management functions
- Perform complex analysis and provide conclusions and recommendations based on that analysis

- Use a personal computer, a variety of computer software, and other equipment essential to performing daily activities
- Provide information and organize material in a clear and concise manner
- Establish and maintain effective working relationships with town staff, coworkers, other government agencies, and the general public; exercise tact and diplomacy in contact with town staff, the general public and other government agencies
- Follow established procedures and meet deadlines
- Exercise good judgment in organizing records, researching and compiling written reports, statistical computations, and general correspondence, respecting the public and sensitive information
- Perform work under changing, intensive deadlines on multiple concurrent tasks

C.3 Typical Work Activities:

- storing, arranging, indexing and classifying records;
- facilitating the development of filing systems, and maintaining these to meet administrative, legal, and financial requirements;
- devising and ensuring the implementation of retention and disposal schedules;
- overseeing the management of electronic and paper-based information;
- setting up, maintaining, reviewing, and documenting records systems;
- identifying the most appropriate records management resources;
- advising on and implementing new records management policies and classification systems;
- providing a policy framework to guide staff in the management of their records and use of the employer's records system;
- ensuring compliance with relevant legislation and regulations;
- standardizing information sources throughout the organization;
- managing the changeover from paper to electronic records management systems;
- preserving the Town's heritage;
- resolving problems with information management by effective use of software and other information management resources;
- enabling appropriate access to information;
- responding to internal and/or external information inquiries;
- advising on highly complex legal and regulatory issues, often involving difficult judgments in controversial areas such as the Freedom of Information Act, and other national or regional legislation;
- advising staff in other departments on the management of their records and information.

D. Experience and Training:

Any combination of experience or training that would likely provide the required knowledge and abilities is qualifying. Typically this would be: five (5) years of technical office work. Education equal to Associates Degree in records management, business administration, public

administration; or any combination of training, certifications, or qualifying experience that provides the ability to successfully fulfill the essential knowledge, skills and abilities. Municipality experience preferred. Must possess and maintain a valid Arizona driver's license.

E. ADDITIONAL REQUIREMENTS

E.1 Physical Requirements:

Exerting up to 20 pounds of force occasionally and 30 or more pounds of force infrequently. The use of arms and/or leg controls requires exertion of forces greater than that for sedentary work, and medium to heavy work may be involved to carry out records and information management functions; involves sitting most of the time.

E.2 Work Environment:

Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

E.3 License or Certificate:

None required for hire. Certification as a Notary Public within 1 year of hire.

FLSA Status: Non-exempt.

Employee Association Status: Non-exempt.

Revised: 6/2009

DURING THE SELECTION PROCESS, ANY APPLICANT REQUIRING ACCOMMODATION FOR A DISABILITY SHOULD ADVISE THE TOWN MANAGER. Human Resources: 928-632-7362. EOE M/F/D/V AN EQUAL OPPORTUNITY EMPLOYER. OPORTUNIDAD DE EMPLEO CON DERECHOS IGUALES. 2735 S. Hwy 69, P.O. Box 69, Humboldt, AZ 86329, Phone 928-632-7362 ▪ Fax 928-632-7365

Christy Awtrey-Tieman
[redacted]

November 30, 2011

To Whom It May Concern,

This letter is in reference to the Records Manager/Administrative Assistant position posted on your Town website. I would like to take this opportunity to introduce myself, as well as provide you with my résumé and references. I consider that my credentials and interests match with the requirements of this position and know that I would fit perfectly as the Records Manager/Administrative Assistant for the Town of Dewey-Humboldt. Working in municipal government and serving our local citizens is my passion. I would love the opportunity to discuss the position with you personally.

The substantial experiences I have gained in the positions that I have held throughout my career fit the job requirements of the Records Manager/Administrative Assistant position. My unique career experiences have provided me with comprehensive knowledge of municipal government practices and procedures, broad experiences in administrative office support, and the ability to interface with a diverse population. I have also had the benefit of receiving training in both records management and records retention with the Arizona State Library, Archives and Public Records. I truly believe that my skills and knowledge are a perfect match for this position. If you are looking for a motivated, well-rounded employee with the capacity to perform any task assigned, you have found one.

Thank you for your time in considering my qualifications and experiences. I would love the opportunity to continue my career in municipal government and strive to make a significant contribution to the citizens of The Town of Dewey-Humboldt. You may contact me on my cell phone, [redacted] or my home telephone, [redacted] I look forward to hearing from you.

Sincerely,

[redacted]

Christy Awtrey-Tieman

[redacted]

Christy Awtrey-Tieman

Career Summary

A dedicated assistant with eleven years' experience in Government administration, Seeking a challenging position utilizing my technical abilities, knowledge of municipal government operations, and experience in administrative support. Highly motivated with attention to detail and ability to maintain high level of confidentiality.

Experience

2009 – Present Northcentral University Prescott Valley, AZ

Financial Aid Processing Specialist

- Developed department disbursement process and procedures
- Created records system to track all Return to Title IV records
- Process, disburse, track, and reconcile all financial aid funds
- Prepare statistical reports
- Perform all Return to Title IV calculations and ensure compliance with federal regulations

2008 - 2009 Yavapai County Consolidated Court Prescott, AZ

Court Clerk

- Maintained detailed court calendar and files
- Interacted with attorneys and defendants throughout court processes
- Extensive data entry of detail case information
- Examined court documents for accuracy and completeness
- Processed all court appeals

2007 - 2008 Yavapai County Voter Registration Prescott, AZ

Voter Registration Clerk III

- Direct assistant to Registrar of Voters
- Maintained complex voter registration database
- Prepared daily and monthly reports for Registrar of Voters
- Maintained department budget database and processed all invoices
- Ensure adherence and compliance to government regulations relating to voting procedures
- Performed critical inventory management of highly confidential voting materials

2001 - 2007 Springerville Police Department Springerville, AZ

Administrative Assistant

- Direct assistant to Chief of Police
- Prepared detailed monthly and quarterly statistical reports
- Created and maintained department records management system / retention schedule
- Maintained and tracked department budget, tracking all invoices and expense reports
- Assisted in the development and maintenance of department policies and procedures

Education

2009 - present Northcentral University Prescott Valley, AZ

- Pursuing Bachelor of Business Administration (will graduate May 2012)

2001 – 2006 Northland Pioneer College Springerville, AZ

- Associate of Applied Science in Administrative Information Services

TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-8562 ▪ Fax 928-632-7365

December 22, 2011

Ms. Christy Awtrey-Tieman
PO Box 779
Dewey, AZ 86327

Re: Public Works supervisor

Dear Christy,

The Town of Dewey-Humboldt (Town) is pleased to offer the position of Records Manager/ Administrative Assistant. We trust that your attitude, knowledge, skills, and experience will be among our most valuable assets. This position has a twelve (12) month probationary period.

Should you accept this job offer, per Town policy you'll be eligible to receive the following beginning on January 30, 2012 after ratification by Town Council.

Wage. Gross starting salary of $36,000 per year, paid in biweekly installments by direct deposit. This position is eligible for overtime. Your employment will be Monday through Friday, 8am through 5pm basis.

Benefits. Town-provided benefits for exempt employees include the following:

- ICMA-RC 401(a) retirement account: the Town provides a 2-to-1 match of up to 12% for an employee contribution of 6% (for a total of 18%). The Town does not participate in Social Security or the Arizona State Retirement System. As you know, an employee-funded ICMA-RC 457 plan is also available.

- Health (2 plans: one high deductible plan a Health Savings Account, and a low deductible plan without HSA), dental, life ($20k from Town, employee paid up to $300,000), and vision insurance paid by the Town for the employee only (dependent coverage available at employee's expense), supplemented with a Health Savings Account contribution by the Town of $100 per month (if using the HSA-qualified plan).

- Sick leave will accrue at a rate of 2.7692 hours each pay period (9 days per year).

- Vacation leave will accrue at a rate of 4.6154 hours each pay period (15 days per year).

- One personal day and 10 holidays.

- Off-site training (conferences, etc.), on-line Training, and associated travel as approved in the fiscal year budget.

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To accept this job offer, please sign and date this job offer letter where indicated below. By signing, you certify that you are fully able to perform the job functions of the position indicated above and that you consent to a fiscal malfeasance background investigation. To decline this job offer, please sign and date this job offer letter where indicated below.

I hope that you'll accept and I look forward to welcoming you aboard as a full partner in our commitment to professionalism, openness, and ethics. I will be your immediate supervisor, so feel free to call me at 928-632-7362 if you have questions or concerns.

All the best,

Jim Rumpeltes

Interim Town Manager

Accept Job Offer

By signing and dating this letter below, I, Christy Awtrey-Tieman, accept this job offer of Records Manager/Administrative Assistant by the Town of Dewey-Humboldt.

Signature: _____ Date: _____

Decline Job Offer

By signing and dating this letter below, I, Christy Awtrey-Tieman, decline this job offer of Records Manager/Administrative Assistant by the Town of Dewey-Humboldt.

Signature: _____ Date: _____

S:\Human Resources\Positions\Records Manager Offer Letter 12222011.docx

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TOWN COUNCIL SPECIAL STUDY SESSION MEETING
January 10, 2012 – 2:00 Town Council Meeting Chambers

Agenda Item # 5.2.
To: **Mayor and Town Council Members**
From: **Judy Morgan, Town Clerk; Yvonne Kimball, Town Manager**

Date submitted: January 4, 2012

Agenda Item: **Public Works Operator Vacancy.** Discussion and possible action on proceeding with the recruitment for this vacancy.

Recommended action: Direct staff to start recruitment process to fill this vacancy.

Summary: On December 20, 2012 the Council approved the promotion of Ed Hanks to the position of Public Works Supervisor. This promotion created a vacancy in the Public Works Operator position. Staff is asking for direction on whether to start the recruitment process to fill that vacancy. Pay range for the PW Operator position is $30,000 to $42,000 (according to the salary study conducted by the Town Council in 2011). The job description is also attached for your convenience.

Attachments: Public Works Operator Job Description

TOWN OF DEWEY-HUMBOLDT
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PUBLIC WORKS OPERATOR

JOB DESCRIPTION

Job Objectives. The purpose of this position is to do skilled manual work in the performance of laboring tasks and operating a variety of Public Works construction and maintenance equipment in a context of public scrutiny and interaction.

Supervision Received and Exercised. Receive general supervision from the Town Engineer.

Position Accountabilities. May include, but are not limited to, the following:

- Road maintenance, patch holes with asphalt, clear trees, brush and vegetation, mow right-of-ways, maintain ditches/culverts, and other maintenance functions as needed.
- Loads and unloads heavy material from trucks. Moves equipment and large bulky objects.
- Operate light to heavy equipment. Operates bush hog, tractors, backhoes, mowers, dump and flat bed trucks, water trucks and other equipment as needed.
- Loads trash on truck. Unloads trash and other materials. Picks up boxes and other materials.
- Performs preventative maintenance and services equipment as scheduled.
- Maintains Town property in clean and sanitary condition.
- Observes traffic control safety devices as necessary to ensure safe working conditions and procedures; directs traffic and places traffic signs as required.
- Perform on-call duties when needed.
- Respond to citizen requests. Perform related duties, as assigned.
- Inspects capital improvement projects for compliance with plans and specifications.
- Documents duties and activities performed using word processing software. Completes all required paperwork to include work reports, equipment and vehicle checklists and time sheets.
- Perform assigned duties in a safe and responsible manner that does not expose the employee, co-workers, or the public to unnecessary risk of danger.

Critical Skills/Expertise.

Experience and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Experience: At least five (5) years experience in manual labor, including the operation of light, medium, and heavy construction equipment. Road and right-of-way construction is essential. Maintenance activities as applied to the field of municipal public works, including equipment operation; technical documentation involved in the conduct of municipal public works maintenance programs; ability to interpret plans and specifications relating to engineering projects; construction oversight for roadway improvement projects.

- Training: Preference is given for persons who have a High School Diploma or General Education Degree (GED) equivalency and proof of training completion awards, particularly in the areas of safety and heavy equipment.

- Knowledge: Applicable regulations, traffic laws, and safety precautions involved in medium equipment operation. General knowledge of the occupational hazards involved and the safety precautions necessary to the proper operation of varied construction and maintenance equipment; skill and care in the operation of several types of trucks and construction equipment.

Supervision: Work requires managing and monitoring work performance of contractors performing Public Works activities.

Human Collaboration Skills: Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. This position provides indirect customer service to members of the general public, on a daily basis, by maintaining road safety.

Freedom to Act: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Technical Skills: Work requires:

- Comprehensive knowledge of the methods and procedures used in the operation of equipment including; front-end loaders and back-hoes and related equipment in the maintenance of roads and drainage facilities; large and small mowing equipment used in maintaining right-of-way; attachments including gannons, buckets, mower decks, and augers. Must have experience utilizing the equipment to perform roadway maintenance duties such as establishing roadside ditches, removing debris from road surface, cleaning culverts, sign post installations, and weed abatement.
- Knowledge of tools and equipment used in construction and maintenance, and perform minor repairs.
- Knowledge of occupational hazards connected with construction and maintenance.
- Ability to learn new methods of operating and maintaining tools and equipment.
- Ability to perform manual labor and effectively operate construction equipment.
- Ability to understand and follow instructions.

- Ability to perform mathematical functions needed to complete tasks.
- Skill in using hand tools.
- Knowledge of traffic and work zone safety as necessary to ensure safe working conditions and procedures.
- Knowledge of proper street sign installation.
- Knowledge of word processing software.

Additional Requirements.

Physical Requirements:

- Sufficient physical strength, agility and freedom from disabling defects to perform heavy manual labor.
- Heavy lifting and carrying (45 pounds or over).
- Acceptable vision (with or without correction). Special vision requirements of this position include close, color, and peripheral vision, depth perception, and the ability to adjust focus.
- Acceptable hearing (with or without hearing aid).
- Pulling, pushing, walking, standing, kneeling, bending, balancing, and stooping as required.
- Climbing a stepladder.
- Skills and dexterity to effectively and efficiently operate equipment as needed.

Work Environment: Position is subject to work inside and outside in varying weather conditions, with exposure to dust and dirt, and occasionally below ground level in ditches.

License or Certificate: Must have an Arizona Class B Commercial Driver's License (preferably with a Tanker endorsement).

FLSA Status: Non-exempt.

Developed: June 10, 2010.

S:\Human Resources\Positions\Public Works Operator\Public Works Operator Job Description June 2010 v3.doc

DURING THE SELECTION PROCESS, ANY APPLICANT REQUIRING ACCOMMODATION FOR A DISABILITY SHOULD ADVISE THE TOWN.

EOE M/F/D/V

AN EQUAL OPPORTUNITY EMPLOYER

OPORTUNIDAD DE EMPLEO CON DERECHOS IGUALES

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TOWN COUNCIL SPECIAL STUDY SESSION MEETING
January 10, 2012 – 2:00 Town Council Meeting Chambers

Agenda Item # 5.3.
To: **Town Council Members**
From: **Mayor Terry Nolan**

Date submitted: December 15, 2011

Agenda Item: Authorize upcoming expenditures for Mayor and Town Manager activities from Town Council, Management and Legal program budget for Training: Council Individualized.

Recommended action: Authorize expenditures

Summary: There is a list of proposed activities and expenditures for your approval, through February 2012.

Proposed reimbursement for Mayor Nolan

Monthly Mayor/Manager meetings (2) January 16, 2012 and February 20, 2012

- Meal Reimbursement: One of two meetings the town should pick up the tab. Depending on who attends (5-8 people): $60-95.
- Travel/Mileage: One of two meetings will have mileage to Denny's in Prescott Valley - $9.44.

GAMA(Greater AZ Mayor's Assn.) February 10, 2012

- 1 meetings at $98.80 for each meeting ($10 for meal, $88.80 for mileage, 160 miles RT)

Criminal Justice Issue Day

- Prescott Area Leadership (PAL) sponsored, in Prescott - January 20, 2012, ($20.31 for 36.6 miles RT)

Total Request $225.00

Judy Morgan

From: Arlene Alen <aalen@mindspring.com>
Sent: Wednesday, November 30, 2011 9:33 AM
To: Judy Morgan
Subject: Invitation for Mayor to Participate in PAL Community Crime Panel

Good Morning Judy

I am sending this invitation for Mayor Nolan through you. This year I am a part of the Prescott Area Leadership group and on January 20th my team and I are producing a "Criminal Justice Issue Day". We have a commitment for the afternoon from Mayor Skoog and/or Larry Tarkowski from PV as well as the Mayor's office in Prescott.

For present, we are checking interest and availability and early December we will push out an agenda for the meeting and the panel discussion.

We hope Mayor Nolan will be willing and able to participate.

Thank you.

Arlene Alen
Arlene Alen, Executive Director
Neighbor to Neighbor
928.308.8538
neighboraz@gmail.com
www.NtNaz.org

The thing always happens that you really believe in: and the belief in a thing makes it happen.
Frank Lloyd Wright 1934

Prescott Area Leadership
http://www.youtube.com/watch?v=TMfrbCcZSOE