

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
SPECIAL "COUNCIL RETREAT" MEETING MINUTES  
MONDAY, DECEMBER 10, 2012, 8:00 A.M.**

**A SPECIAL "COUNCIL RETREAT" MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON MONDAY, DECEMBER 10, 2012, 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 8:25 a.m. Mayor Nolan presided.
2. **Roll Call.** Town Council Members David Hiles, Mark McBrady, Denise Rogers, Nancy Wright; and Mayor Terry Nolan were present. Vice Mayor Dennis Repan was absent.
3. **Discussion Agenda. No legal action can be taken.**

**3.1. Council Retreat.**

**3.1.1. Vision Items Discussion:**

1. Town's role in historical preservation.

Town Manager Yvonne Kimball explained this to be an overall discussion not specific to an overlay and these topics come from the council suggestions.

There was discussion on the need to build on the town's history; whether it is for economic development or preservation; costs for placing buildings on the historic registry; role of Council, is it to make it easier to work on the building; whether to roll back the codes to a prior version; grants for buildings on the national registry; talk with local municipalities on the costs to the city/town. Town Manager Kimball responded to the discussions on overlay standards, what incentive will the town provide (incentive options: grant opportunity to fix up, assist with application for national historic registry, acquire the buildings); next step-for historic overlay research, site visit; to have finance look for those grants specific to Historical Preservation.

2. What is the Council's policy on the level of services on roads (in the future)?

There was discussion on developing a new 5-year plan, or maintain the standard and continuing with the previous 5-year plan. There was discussion on when to pave roads and maintenance once paved. How should the town proceed on a plan to receive the community's input (work session; publish proposed plan; survey-asking about improvement districts or taxes for roads, having an expert on improvement districts to explain how they work, benefits; newsletter article; staff provide an inventory and cycle for maintenance).

There was discussion on whether to have a three or five year plan and other options such as purchasing more equipment for drainage work and maintaining dirt roads, then eventually chip sealing them.

Town Manager Kimball spoke on the town's HURF reserve lasting for approximately 20 years based on current income and expenditure levels; concerns for how to pay for more equipment, hiring more people, and those things shrinking the years to pay for this. Staff will bring back that 5-year road plan for the council to look at during the budget season.

3. How to address the long-term financial costs for the road programs?

Covered under #2.

4. Does the Council wish the Town to go into utility operation and provision?

There was discussion on what type of utilities to consider (water, sewer, and electric), and challenges and costs. They discussed the Humboldt Water company and the current quality of water and service. Town ownership of the water company could get more funding for upgrades, but the town should look at the numbers and the customer base; other areas needing water service and considering developers providing water service; consideration of water for emergency circumstances; possibility of a solar or wind field on the superfund site for an energy source for the town. Town Manager Kimball spoke on the Kuhles approaching the town about purchasing their property, and the Humboldt Water Company owner, Mr. Kylo, being interested in selling, and preferring to sell to the town.

5. Does the Council wish to consider another survey? In the survey, the Town wants to address questions such as what services the citizens would like the Town to provide, whether the Town should promote local business, whether the Town should spend money on establishing a historical district and so on.

There was discussion on previous surveys done on the town (1995 County Survey v. Town initiated surveys) and determining pertinent questions. Councilmember Wright read wording from Chino Valley's survey: I would support the following projects for bonding... I would use the increased revenues for \_\_\_\_ a, b, c, etc. Keep it shorter. Would like to see a survey next year, maybe going through NAU, and setting parameters. Town Manager Kimball will include in the budget money for a survey. Mayor Nolan suggested deciding what the survey is for (capital improvements) then talk with NAU about doing the survey.

Council took a 10 minute break at 10:30 a.m.

Mayor Nolan reconvened the meeting at 10:58 a.m. Councilmember McBrady left the meeting for an appointment, but will return.

There was discussion on researching the survey to come up with questions, having someone experienced with surveys pose the questions so the answers aren't skewed; put this topic on a work session to decide what questions to pursue; and including the historic district question on this survey.

6. Town's 2009 General Plan matters, such as monitoring, revision and future development.

Mayor Nolan asked Council for their opinion on the General Plan and whether it needs revisions made to it. Councilmember Wright suggested the short-term range for implementation needs to be updated to reflect a current year span. Mayor Nolan spoke on industrial development and commercial development areas needing infrastructure, and development being necessary for a tax base. There was discussion on whether or not to rezone some areas. Town Manager Kimball spoke on a proposed development. There was discussion on whether to change the General Plan to allow zoning changes whenever they are applied for rather than through a major amendment, which is done once a year.

**Break for Lunch**

Council broke for lunch at 11:23 a.m.

Mayor Nolan resumed the meeting at 12:09 p.m. Councilmember McBrady arrived at 12:11 p.m.

There was discussion on staff updating those things in the General Plan (like implementation ranges) rather than going through Council. Council reviewed the circulation plan and whether any of the transportation plan projects can be implemented at this time. A secondary circulation access for the blue hills area was discussed and whether to encourage people to turn their private roads over to the town and the cost for the town for more roads to maintain.

Council will review the General Plan for updates in a future work session: Goals, circulation, update TPT to 2%, and whether to consider changes such as acreage minimum for a major amendment.

### **3.1.2. Policy Items Discussion.**

1. Policy on how much time and effort each individual council member is expected to spend on town affairs.

Councilmember Hiles stated he doesn't think there should be a policy. There was discussion on how to enforce, expectations, Newly Elected Officials training, etc. Council decided not to pursue this item.

2. Policy on amount and types of trainings that are needed for Council members.

There was discussion on what training is necessary and expected number of trainings. No direction for a policy given.

3. Public body Code of Ethics policy review.

Town Manager Kimball clarified the original question posed, what to do if there is a code of ethics violation of a council member of a personal nature. The attorney suggested the review of the ethical policy instead. There was the reminder that all new Public Body members are asked to review and sign the code of ethics.

4. Policy on how to encourage citizen participation in Town's public bodies.

There was discussion on ways the town has encouraged volunteers (citizen's academy, newsletter, postings, website, etc.), and the effectiveness. Council discussed putting mechanisms in place so volunteers are not overlooked; considering an annual appreciation dinner for public body members, and including other volunteers (Friends of the Library, Activity Center, etc.), within the town for outstanding service, having a "Volunteer of the Year" award. This agenda item will come back to council at a work session and Ms. Kimball will write a short article for the newsletter soliciting suggestions.

5. Review policy on council communication with the town attorney.

Mayor Nolan reviewed that all communications with the Town Attorney need to go through the Town Manager unless it is about the Town Manager, then the Town Manager would be notified they are going directly to the attorney.

There was discussion on whether this policy is being followed. There were concerns that casual conversation and citizen communication was billed. Councilmember Hiles stated billable hours should only be paid if initiated by the town. There was discussion on considering having attorney on retainer and a change in the town's primary attorney. Town Manager Kimball will have a conversation with Susan Goodwin about concerns raised.

RECAP:

### **3.1.1**

1. Staff researching Historic Preservation and will bring this back to council.
2. and 3. Staff will bring back a 5-year plan for roads.
4. Staff will research the water company (# of customers served, what kind and how many wells), and will report back on a Work Session (February or March).
5. Staff will research a survey through NAU or private company.
6. Will hold a Work Session for General Plan: goals and circulation.

**3.1.2**

1. Nothing on this item.
2. Training on internet for OML. No changes to be made.
3. Code of Ethics-no changes to be made.
4. Public participation – volunteer of the year, dinner, newsletter article soliciting suggestions, BBQ in spring, community and municipal volunteers.
5. Town Manager to report on her communication with the attorney.

4. **Adjourn.** The meeting was adjourned at 2:15 p.m.

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Terry Nolan, Mayor

ATTEST:

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Judy Morgan, Town Clerk