

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
SPECIAL STUDY SESSION MINUTES  
TUESDAY, SEPTEMBER 24, 2013, 2:00 P.M.**

**A SPECIAL STUDY SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, SEPTEMBER 24, 2013, AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. VICE MAYOR DENNIS REPAN PRESIDED.**

1. **Call To Order.** The meeting was called to order at 2:03 p.m.

2. **Roll Call.**

**2.1. Town Council.** Town Council Members Arlene Alen, Jack Hamilton, Mark McBrady (absent at roll call but arrived at 2:04 p.m.), Sonya Williams-Rowe (arrived late at 3:38 p.m.), Nancy Wright; and Vice Mayor Dennis Repan were present. Mayor Terry Nolan was absent.

3. **Study Agenda.** No legal action to be taken.

**3.1. Town Visioning Exercise Introduction presented by Richard Bowen, VP Economic Development at NAU.** Review and Further Discussion.

Councilmember McBrady returned to meeting at 2:04 p.m.

Richard Bowen was present and gave an introduction on the type of work that he does for small rural communities. He reviewed what was necessary for the Economic Development process: community dialog; figure out how to work together; pull the leaders of the community together for a series of meetings; create a collaborative environment to pool resources and save duplicated efforts; be intentional and figure out D-H's natural niche; create consortiums, tax economic transactions to provide funding for a thriving community; create objects and break them down into "the nuts and bolts", then do something with the plan, take action. His work is to help communities grow appropriately for their situation and build an entrepreneurial culture, moving the community toward the general plan.

There were questions about growth with water and infrastructure concerns, and efforts to reach out to the community and businesses previously. Councilmember McBrady spoke on buying a water company to provide water for the town's citizens.

Mr. Bowen explained this process takes about 3 years. To start the first year they would hold summits (approximately 6) for input. Yavapai County should be part of the process too. Mr. Bowen would work with the town without any cost to the Town, and call it an update to the General Plan, long-term vision of the community. He can also help with the economic development portion of it too.

No action was taken; Council thanked Mr. Bowen for coming.

**3.2. Town Newsletter Discussion.** Clarification on policy and procedure regarding the newsletter.

Town Manager Kimball gave an overview of the direction she was looking for from the Council regarding the newsletter. The Editor of the newsletter, Denise Rogers was in attendance and joined the Council at the table for discussion.

1. Purpose of the newsletter? Should the newsletter be a non-public forum, limited public forum or designated public forum. Council consensus was to keep it a non-public forum, therefore they would not have advertising or citizen opinions.

Councilmember Williams-Rowe arrived at 3:38 p.m.

2. What is staff's expected role in the entire newsletter operation? Staff role has the overall authority. Council discussed what type of businesses can be included in the newsletter under new business. Only those that are within the town's limits. Educational, transportation, food bank or community cupboard articles are good. There was discussion on who can write articles and whether Council and Mayor should have an article. It was decided to have town news articles coming from staff only to keep any possible political flavor out of the newsletter. Council member articles will only be accepted if they are on an (agency) meeting report. Town Manager Kimball reiterated what she heard was to always have something under Town News from Staff. Editor Rogers suggested changing the heading to "News from Town Hall". Articles that are deemed to be non-productive or political would not be included in the newsletter. A notice of a personal event planned for the community by someone on the council will be placed on the bulletin board but an article will not go in the newsletter.

Yvonne Kimball explained she will contact the Town Attorney to draft a policy and will bring it back to the council for their review.

Councilmember Wright asked to move agenda item 4.1 next in line since Mr. Piper is in attendance to speak on this issue. It was addressed next and then Council resumed to the scheduled agenda order. (Please see 4.1 for these discussion minutes)

**3.3. Council Code of Conduct further discussion.** Continued from May 14th, June 11th, July 23rd, August 13th, and September 10th Council meetings.

Council returned to this agenda item after 4.1. Councilmember McBrady excused himself from the meeting at 5:10 p.m. explaining he had a prior commitment he had to leave for. He suggested they move 3.3 Code of Conduct to another meeting.

Vice Mayor Repan gave an overview and spoke on reviewing the violation process, which was the last portion of the Code of Conduct.

Councilmember Hamilton spoke on taking VM Repan's violation process and elaborating on it. This information was provided to Council after the packet was put together so many of the Council members had not had a chance to review or compare it to what VM Repan had provided Council.

Councilmember Williams-Rowe spoke on League conference information regarding fining for violations and she recommended they consider not having those fines.

It was explained that this document will go to the Town Attorney before adoption and the attorney can address those issues she feels are problematic.

There was discussion on censure and sanctions.

Vice Mayor Repan suggested moving this to next month's work session(s). This will allow them to review what CM Hamilton submitted and recommend any changes, looking into sanctions and censure. Town Manager Kimball stated she will place it tentatively on the October 8<sup>th</sup> works session and council can move it to a special "added" work session if they desire.

4. **Special Session.** Legal Action can be taken.

4.1. **Discussion on the Town Council's policy on code enforcement and permits, including but not limited to proactive approach or complaint-driven approach.**  
[CAARF requested by CM Wright] --Moved in the discussion schedule to follow agenda item 3.2.

Councilmember Wright gave an overview explaining Mr. Piper asked her to place this on an agenda for discussion of whether or not to have a code enforcement policy on a complaint basis or a proactive approach.

Jerry Piper spoke to the Council on historic complaint-based handling of code enforcement by the town since incorporation; giving staff "teeth"/authority to respond if they notice a violation; the problem it puts on citizens to turn in their neighbors; and consistency with code enforcement.

Town Manager Kimball explained current policy to deal with code enforcement through the complaint driven process unless there is a public safety concern. There was discussion on the importance of the complainant including their name on a complaint rather than being anonymous, and needing additional resources if staff is to be proactive on code enforcement violations. Council asked for code enforcement staff to come to a future work session to discuss his expertise on this issue and answer questions.

Public comment was taken on this item.

Denise Rogers spoke on issues that pertain to code enforcement that came before the Planning and Zoning Commission but weren't addressed at that time, and how this can affect the controversy with the codes as they are now. The code should be simplified and made less restrictive to reflect the vision of the community.

There was more discussion on reporting health and safety concerns and retaliation with difficult neighbors.

Vice Mayor Repan asked for this to come back in a work session as a general discussion with a decision at the 3<sup>rd</sup> regular Council meeting in October.

5. **Comments from the Public.**

None.

6. **Adjourn.**

The meeting was adjourned at 5:28 p.m.

---

Terry Nolan, Mayor

ATTEST:

---

Judy Morgan, Town Clerk