

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
SPECIAL STUDY SESSION MINUTES  
TUESDAY, NOVEMBER 12, 2013, 2:00 P.M.**

**A SPECIAL STUDY SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, NOVEMBER 12, 2013, 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 2:03 p.m.

2. **Roll Call.**

**2.1. Town Council.** Town Council Members Arlene Alen, Jack Hamilton, Mark McBrady (absent at roll call), Sonya Williams-Rowe (absent at roll call), Nancy Wright; Vice Mayor Dennis Repan; and Mayor Terry Nolan were present.

3. **Study Agenda.** No legal action was taken.

**3.1. FY12-13 Financial Status Report.** A report by Town Accountant, Deni Thompson.

Deni Thompson, Accountant, gave a presentation on the FY12-13 Audit done by Henry and Horne. She spoke on there being less money spent than was received last year.

Councilmember McBrady arrived at 2:07 p.m.

There was discussion on identifying roads for the depreciation schedule and reconciling items.

**3.2. (Grant Funded) Sign Replacement Projects Update.** A report by Public Works Supervisor, Ed Hanks.

Public Works Supervisor, Ed Hanks gave an overview, explaining this project has been in the works for some time. This project will bring the "Road Names" and "Road Regulatory" signage up to compliance with new regulations.

**3.3. To visit Council Policy 12-02 for clarification and especially item 4.6 "Legal research results and opinions on specific questions will be disseminated... at the discretion of the TM." [ continued discussion on CAARF originally requested from CM Wright for August 20, 2013 meeting]**

Councilmember Wright gave an overview on her request explaining that "discretion of the Town Manager" should be removed from the verbiage, with all council receiving the same information to make decisions. There was discussion on this being specific to questions from Council to the Attorney and the need for all Council members to get the same response.

Direction was given to remove "staff" and "at the discretion of the Town Manager" verbiage in the policy and bring it back for approval at a regular session.

**3.4. Discussion on Town Council's policy on Code Enforcement and Permits.** Continued discussion from September 24<sup>th</sup> and October 8<sup>th</sup> Study Sessions. [continued discussion on CAARF originally requested from CM Wright for September 24, 2013 meeting]

Councilmember Wright gave an overview of this agenda item explaining she had wanted staff to compile a list of those things that don't fit with the town (in the code) and bring it back for direction to P&Z to work on.

There was discussion on the pro-active approach and the council's desire to look into anonymity in complaints. Ms. Kimball spoke on staffing challenges with a "pro-active" approach to code enforcement complaints and the attorney's feedback on anonymous complaints.

Councilmember Williams-Rowe arrived at 2:51 p.m.

Ms. Kimball went on to explain that if a records request is made on a complaint, staff can redact the complainant's name and contact information before releasing the record.

Council decided to move forward with this approach (for about 4 months) and if the work load gets too high or impacts the budget adversely to come back to Council to decide whether to add more personnel or go back to the old way of handling complaints.

Council agreed to have a "soft launch" of the information to the public and staff will adapt to the changes (redaction of public records and increased workload). Council will be updated on this by the end of the first quarter of 2014, or sooner if there is a problem.

**3.5. Town Policy TC 12-03 Part 4.3 concerning what information that the Council and Town get from meetings and placement of meeting materials in binder.** Continued discussion from October 15<sup>th</sup> meeting. [CAARF requested by CM Hamilton and CM Alen].

Councilmembers Hamilton and Alen gave overviews on this joint agenda item. Council discussed putting all meeting materials from other agency meetings in binders to be kept at town hall. This would be done by the individuals attending the meetings. If meetings or conferences are attended by more than one Council Member Council could choose to delegate one person to maintain those materials.

Councilmember Hamilton explained his original intent was to publish on the town website the summaries of these meetings but has realized this information is for Council rather than the public and this binder file would be adequate. Councilmember Hamilton withdrew his original request.

Summaries/Reports would continue to be sent out to Council electronically (emailed). Council looked at the current policy on travel reimbursement, Section 4.3 pertaining to reporting and discussed appending this section to include wording on placement of meeting materials in binders. Direction was given to staff to do such and bring it back in an amended policy for the next regular meeting.

**3.6. Dewey-Humboldt Town Visioning Project: Moving Forward.** [CAARF requested by CM Alen]

Councilmember Alen spoke on the previous discussion on this matter: finding common ground and common vision, including the community and business owners. She stated it was time for a new survey of the stakeholders. She suggested setting up one or more visioning meetings, then open it up to the public for their input.

There was discussion about surveys. Councilmember Wright spoke on one of two previous surveys being done by NAU and it was very good.

Town Manager Kimball was directed to contact Richard Bowen to arrange an economic development/visioning exercise. "When" and "where" will be guided by Mr. Bowen and once arranged Council will be notified.

**3.7. Discussion of process for submitting CAARF's, agendaing and for regular meetings.** [CAARF requested by CM Alen].

Councilmember Alen explained that since the Mayor spoke on this and the new ordinance pertaining to CAARFs was read aloud, she was withdrawing the CAARF request.

**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.

Council looked at the workload and spoke on conflicts with the holidays and decided to not hold a second work session in November.

**5. Comments from the Public.** None.

**6. Adjourn.** The meeting was adjourned at 3:53 p.m.

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Terry Nolan, Mayor

ATTEST:

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Judy Morgan, Town Clerk