

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
STUDY SESSION MINUTES
TUESDAY, JANUARY 14, 2014, 2:00 P.M.**

A STUDY SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, JANUARY 14, 2014, 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 2:04 p.m.

2. **Roll Call.**

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

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

3.1. Discussion on the future operation of Dewey-Humboldt Building Permitting and Inspection Services and how to proceed.

Town Manager Kimball gave an overview explaining the County approached the Town with the desire to not continue the current IGA for Building Safety Services. Ms. Kimball reviewed the options open to the Council:

1. Refuse to discontinue the current IGA arrangement and insist Yavapai County continue the current arrangement.
2. Establish an IGA with another municipality and/or a contractor to perform the same services. I would venture to predict that fee schedules will have to go up if the town were to choose a private contractor to manage the service for us.
3. Bring the services back in-house and have the County cover for unexpected events through a new IGA (which the County's Building Department has kindly offered to do).

Vice Mayor Alen arrived at 2:06 p.m.

Ms. Kimball explained the purpose for this agenda item is for council to gather their thoughts on this and give direction on which option to pursue, at this time. There was discussion on the specifics of who brought this message to Dewey-Humboldt and to whom it was delivered.

Ms. Kimball gave historical information on how this was handled by the town prior to the IGA with the County. She explained she was just looking for direction on which avenue to pursue at this time rather than discussing the details of personnel. She spoke on a permitting fee comparison done with other municipalities within Yavapai County.

Councilmember Williams-Rowe arrived at 2:36 p.m.

Councilmember McBrady asked about having the County handle the commercial permits with the town taking back the residential plan review/inspection process.

Ms. Kimball clarified that the initial focus will be taking the full permitting process back in-house, with looking into the option of breaking out the commercial from the residential. The biggest cost will be staffing. She will get more details to bring back to council, then if they are comfortable they can proceed with next steps. If she is able to find any existing rate chart from the contract Town Engineer for these services she will provide this to the council as well.

3.2. Main Street/Historical Designation and Alternatives. (Continuation from December 17, 2013 Regular meeting) Report by Vice Mayor Alen.

Vice Mayor Alen gave an overview on the information she had obtained regarding historical districts. Council should consider speaking with the person who runs the ULI program to determine if they are qualified to move forward on this. VM Alen offered to take pictures of the buildings going in the district with the staff assisting with plat maps and google. She asked Council for any historical information on the buildings in the area.

Council reached consensus that they would like to hear from ULI about options. VM Alen explained she will make the initial contact and then direct them to Ms. Kimball to coordinate scheduling of meeting. Ms. Kimball will fill out the factual assessment data excluding any "direction", as this should come from the Council. VM Alen agreed to walk through those "directional" areas with Ms. Kimball using her opinion. Council did not disagree to this.

3.3. Revisit process CAARF (Council Agenda Action Request Form) submittals from inception through action. (Continuation from December 10, 2013 Work Session to look at VM Alen's proposal regarding this.)

Vice Mayor Alen gave an overview, explaining her recommendation follows Prescott Valley's process where all CAARFs go to a work session. There was discussion on whether this is what Council wanted and if so how they would handle the work load since there is currently only one regularly scheduled work session per month.

Staff was directed to put this on the next regular Council meeting for a vote.

3.4. Create a Strategy for a Town Hall. [CAARF requested by CM Hamilton]

Councilmember Hamilton gave an overview. If they wished to move forward on this issue they need a strategy. There was discussion on possible options for Town Hall: continue to lease, build or purchase building within D-H. Council directed the Town Manager to contact a realtor to find out what properties are available near the highways, preferably commercial. Councilmember McBrady explained there is a 6,000 square-foot building design for the vacant lot across from Town Hall at Humboldt Station.

3.5. Partial Reimbursement for Educational Opportunity. [CAARF requested by VM Alen]

Vice Mayor Alen gave an overview explaining she has signed up for training for economic developers, in Phoenix. The Flinn-Brown Foundation has granted her a partial scholarship toward this training. She explained the information she obtains will benefit the town. She asked if some funds allocated for Council travel and training can be designated for this training.

There was discussion on whether this is appropriate use of these funds and what the benefits to the town might be (knowledge, networking, etc.).

Staff was directed to move this forward to the next regular Council meeting for a decision.

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.

There was discussion on holding an additional special session for the talk on ULI-Main Street Discussion. Council gave their scheduling limitations to Ms. Kimball. If a meeting can be planned for this purpose in January Council will be notified of that date.

5. **Comments from the Public.** None.
6. **Adjourn.** The meeting was adjourned at 4:12 p.m.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk