

**TOWN COUNCIL OF DEWEY-HUMBOLDT
STUDY SESSION & SPECIAL MEETING NOTICE**

Tuesday, June 5, 2018, 2:00 P.M.

**STUDY SESSION & SPECIAL MEETING
2735 S. HWY 69, SUITE 10**

**COUNCIL CHAMBERS, TOWN HALL
DEWEY-HUMBOLDT, ARIZONA**

AGENDA SUMMARY

1. **Call To Order.** Vice Mayor John Hughes called the meeting to order at 2:01 p.m.
2. **Roll Call.** Town Council Members Jack Hamilton, Mark McBrady, Victoria Wendt, Vice Mayor John Hughes were present. Mayor Terry Nolan and Council Members Amy Timmons and Doug Treadway were absent.
3. **Study Session.** No legal action to be taken.

A. Review and possible adoption of an ordinance, amending Dewey-Humboldt Town Code, Title III Administration, Chapter 30 Town Council and Officials, Council Meetings, §30.105 Council Agenda; §30.107 Time of Adjournment; and §30.108 Agenda Packets, Subsection (A), related to council meetings and agendas (As directed by Council 5/1/18)

Town Manager (TM) Wilson stated this is in regard to adjustments to the structure and order of council items, the hours and adjournment times and the availability of the Agenda Packets. The present code is unclear and also mandated the order for these items to be heard by the Council. TM Wilson stated the number of monthly meeting recently changed, but the time frames were not adjusted. This includes language to a 3.5 hour time frame which can be extended with a motion made by the Mayor, if necessary. Also included is a clarification as to how items from the Public can come to the Council. One way is to add it to the agenda under Public Comment Non-Agendized Item. Another way is for a citizen to contact a Councilmember who would use the CAARF process.

CM Hamilton requested that the Agenda Packet be available on Friday by noon and CM McBrady and CM Wendt agreed with that recommendation.

CM McBrady requested to change the word “appropriate” to “regular” in regard to agenda item placement.

CM McBrady talked about Announcements and Proclamations being placed at the end of the meeting. He stated that not everyone stays throughout the whole meeting. TM Wilson said this could be moved to right after the Invocation.

CM McBrady asked if a Councilmember can attend an Agenda Prep Meeting. TM Wilson replied there is room for one Councilmember to attend and language can be included to address this.

CM McBrady requested a change to the Time of Adjournment. He would like it to be that any Councilmember would be able to request an extension on meeting time and then have a vote.

There was Councilmember discussion on the number of meetings a month. TM Wilson recommended waiting for direction from the whole Council on the meeting schedule.

CM Hamilton recommended a general date and time for the Agenda Committee Meetings be included in the language. CM McBrady stated CAARFs should have a date and time. TM Wilson replied that we will change the wording to the normal date and time of the

Agenda Committee Meeting and that Councilmembers shall be advised if there is a change.

TM Wilson stated that he would include Council's recommendations and make the revisions.

Public Comment

Lynn Collins stated she is not comfortable with our Agenda Meetings or how we process the Agenda Packets. She suggested rotating Councilmembers attend the Agenda Meetings.

Vice Mayor Hughes called for any other comment.

CM Hamilton stated that the Mayor and Vice Mayor need to be on the Agenda Committee.

TM Wilson stated the requested changes would be made and Council could consider bringing back three meetings.

Study Session adjourned at 2:36 p.m.

4. Special Meeting. Legal action to be taken.

A. Review and approval of appointment of Associate Magistrate per the Dewey-Humboldt Town Code §30.032 by the presiding Magistrate

TM Wilson spoke of the Town having a Magistrate, but there are sometimes occasions that an Associate Magistrate may be needed for such things as conflict of interest. Judge Kelley recommended a former D-H Magistrate, Joan Dwyer, to serve in this role.

CM Hamilton made a motion to approve the appointment of Associate Magistrate for Dewey-Humboldt, seconded by CM Wendt.

Public Comment

Lynn Collins asked if this is a zoning case? TM Wilson replied that it is a criminal matter.

Vice Mayor Hughes called for the vote. The motion passed unanimously.

B. Review and approval of contract for special Plan Check and Building Inspection services with Colibryn

TM Wilson spoke of the Giant Gas Station plan checks and inspections contract with Colibryn. He talked about the fee schedule, which is based on the County's commercial fee schedule, and how the Town will be paid. The Town does not have a commercial fee schedule. This is a single project contract. He also mentioned Building Official Don Roberts is coming back.

CM Hamilton stated the Town should have a commercial fee schedule. TM Wilson agreed.

CM McBrady asked why Don Roberts can't do these inspections? TM Wilson stated Don Roberts does not have his commercial certification yet.

CM McBrady asked if Yavapai County could do these inspections? TM Wilson stated the County doesn't have the ability to commit to us at this time.

CM McBrady asked who does the septic inspections? TM Wilson replied Yavapai County.

CM Wendt spoke of her concerns regarding the Commercial fee schedule, Mr. Robert's Commercial Certification and the septic system.

CM McBrady spoke of this being a big project and that he would be voting against it.

CM Hamilton made a motion to approve the contract with Colibryn. CM Wendt seconded the motion.

Public Comment

Karen Brooks requested the Public and Councilmembers to review the gas station project again. She has concerns regarding the previous Chevron's fill dirt as it was condemned. We need some protection in place so the Town won't be liable. TM Wilson stated Colibryn has insurance up to \$3 million and we are a rider on that policy. Vice Mayor Hughes talked more about the insurance and everyone else involved in the inspections.

Cheryl Taylor spoke of there being a lot of opinions both ways on the Giant Gas Station. She knows there are time constraints, but would like to have it reviewed again.

CM McBrady spoke of his concerns using a new start up company. TM Wilson stated the insurance is bonded and will be in place for the life of the event.

Leigh Cluff asked if other companies were considered? TM Wilson answered that the Town did look for an inspector in this County. A recommendation for Colibryn was made, as they had given classes at the Arizona Building Official's Spring Conference. We were comfortable with Colibryn due to the qualifications of Randall Pluimer.

There was further Council Member discussion on this issue.

Vice Mayor Hughes called for a roll call vote: CM Hamilton – Yes; Vice Mayor Hughes – Yes; CM McBrady – No; CM Wendt – Yes. The motion passed by a 3 -1 margin.

C. Approval of Yavapai County Multi-Jurisdictional Hazard Mitigation Plan

TM Wilson stated this is a Federal requirement to develop a Hazardous Mitigation Plan. Without a Federal Government approved plan, we would be unable to qualify for Federal assistance. Yavapai County has a plan subscribed to by all of the County Jurisdictions and our representative is Public Works Director (PWD) Ed Hanks.

PWD Hanks stated the Technical Committee met with State and FEMA officials to identify hazards. We looked at the old plan and what we need to do for a new plan. TM Wilson stated the Jurisdiction has not published this yet. We are asking for your approval of the plan so Yavapai County can submit it to the Federal Government for assistance.

Vice Mayor Hughes asked if there was any other questions?

PWD Hanks stated the plan was presented to FEMA officials and it met all of their criteria.

CM Wendt complimented PWD Hanks for working on this new plan.

CM Hamilton made a motion to approve the Yavapai County Multi-Jurisdictional Hazard Mitigation Plan, seconded by CM Wendt. The motion passed unanimously.

5. Adjourn. Vice Mayor Hughes adjourned the meeting at 3:19 p.m.