

**TOWN COUNCIL OF DEWEY-HUMBOLDT
SPECIAL MEETING NOTICE**

Tuesday, May 29, 2018, 6:30 P.M.

**COUNCIL SPECIAL MEETING
2735 S. HWY 69**

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

AGENDA SUMMARY

1. **Call To Order.** The meeting was called to order at 6:30 p.m.
2. **Roll Call.** Town Council Members Jack Hamilton, Amy Timmons, Doug Treadway, Victoria Wendt, Vice Mayor John Hughes and Mayor Terry Nolan were present. Council Member Mark McBrady was absent.
3. **Special Meeting.** Legal Action can be taken.

A. Contract for special Plan Check and Building Inspection services with Colibryn

Town Manager Wilson explained that the Giant Gas Station is about to complete its plan evaluation process with ADOT and Yavapai County Flood Control. Once that occurs the Town will receive the plans and will need to conduct a plan check process to issue permits. Due to health issues, the Building Official Don Roberts, is still limited in his duties, therefore, a contract is being brought forth with the Colibryn firm for the inspection process on the Giant Gas Station. Colibryn is owned and served by Cindy and Adam Sessions. Randy Plumier of Prescott serves as a consultant for Colibryn and will oversee this inspection process. Town Manager Wilson asked Town Council to approve the one-time contract to meet the demands of the project and provide first class inspection and planning services. TM Wilson noted that supplemental updated Colibryn staff resumes and risk insurance were provided, as well.

There was Council discussion regarding the fee structure. Town Manager Wilson explained that the Town would rely on Yavapai County's fee structure for this project. The fees will cover all the costs of the fees for Colibryn and inspection work, as well as provide the Town the estimated range of 25% of that number. Mr. Sessions explained that the fees are based on the valuation of the project, with an hourly rate charged for the inspections. D-H retaining 25% of the fees. The Developer is responsible for the fees and they will be collected by the Town. There would be a "not to exceed clause" in the contract regarding Colibryn's fees.

There was further Council discussion regarding hours involved in plan checks; how the Colibryn firm was located by the Town; and the Building Official's employment status.

Mr. Sessions noted that the Town Ordinance is liberal allowing fees to be passed on to the developer. He informed Council they will not be surprised by any bill received from their firm.

Some necessary corrections to the contract were noted such as changing references from "county" to "town". An expenditure limit will be included, a "not to exceed" clause. The budget will be impacted in a neutral fashion. The revised contract will be brought back to Council for approval on June 5, 2018, under Special Session. Council also asked for a minimum and maximum on the individual inspection hours.

- B. Review of Tentative Budget by Funds and Departments (General Fund – Revenues, Expenditures: Town Council and Management, Town Clerk, Finance, Legal, IT, Magistrate Court, Public Safety, Engineering, Public Works, and Community Development, non-Departmental; HURF – Revenues, Expenditures: Engineering, Public Works; Grant Fund)**

Town Manager Wilson explained this is a tentative budget and, as yet, the Town still does not have the State Shared Revenue numbers. This tentative budget is subject to the Council's review and modification.

The first area of change is under the Town Clerk department the salary was incorrect and there was money added to the Elections line item. The supplemental handed-out has the correct numbers to follow. The numbers concerning salaries have a provision like last year that allowed for a cost of living increase of 2% and 3% merit increase. Nationally, the COLA is a 2.5%, but he recommends staying at 2%. All the initiatives requested by Council are included in this version.

TM Wilson asked Judge Kelley to present her budget. Judge Kelley noted that there is nothing different or unusual in the Court's budget. There will be the COLA and merit for the Magistrate Clerk. The Town Prosecutor is not under the Court budget and is generally included under the Town Attorney budget. The Supreme Court supplies the equipment. The space and utilities are rented from the Town. Councilmember Hamilton expressed no concern with expenditures, but noticed the revenues have dropped. Judge Kelley noted that the thing that generates revenue is traffic citations. There was discussion regarding the different viewpoints on traffic citations according to the different sergeants that have been in command. There was further Council discussion regarding traffic citations. Town Manager Wilson shared that traffic citation was not a topic of priority for the Sheriff during the contract negotiation process. There was further Council discussion as to how this could be made a priority.

Public Works Director Ed Hanks spoke of having four employees working in the field and defined the duties they perform. Councilmember Hamilton asked why Capital Equipment of \$70K is being taken out of the General Fund rather than the HURF fund. TM Wilson explained that the rationale was that HURF is restricted to roads; they can afford to take it out of General Fund, and keep the HURF funds to dedicate strictly to roads for such things as asphalt. CM Hamilton disagreed. TM Wilson explained that the \$70K in capital is affordable from the General Fund. If Council wants to do it that way would be fine, but the end result will be the same. TM Wilson's personal, experienced preference is use the General Fund for capital equipment.

There was discussion regarding the Clearview Road improvement. CM Hamilton recommended contacting CYMPO to get an estimate of what they are willing to contribute to the project. Director Hanks said that generally CYMPO helps with the design. The Town setting aside funds would help incentivize CYMPO to move this up on the priority list. TM Wilson noted that to put it in the budget, is a clear indication of the Town's priority. This money would more than likely not be spent during this budget year.

Council went over the different items starting with the General Fund. CM Hamilton inquired why there is a drop in the sales tax projection. TM Wilson explained he was being conservative and that this is just an estimate. VM Hughes noted that two good-sized businesses moved out of Town. He clarified again that the numbers provided were estimates from the State, not the final figures.

Councilmember Treadway inquired about Prescott dropping out of GPREP. Vice Mayor Hughes explained that they wish to go it alone, the remaining communities want to keep it established and keep it rolling.

CM Hamilton was dissatisfied with the Town Manager plugging in the figures for employee salaries. TM Wilson explained it was his task to prepare a tentative budget. The numbers used for the increase were the same as last year, they can be changed totally or it can be zero. Mayor Nolan spoke of the staff being deserving of at least the proposed amount. CM

Treadway agreed with the Mayor. CM Hamilton asked what percentage of the budget salaries take up. TM Wilson estimated this to be 40% if you included the Sheriff Department. Without the Sheriff Department, he thought it may be 20-25%.

Councilmember Timmons spoke of being dissatisfied with the Granicus meeting system and considering an upgrade. Town Clerk Gibson explained that Granicus receives the blame for all technical issues. In actuality, some of the previous technical issues were due to a faulty keyboard, a deficient laptop computer, and general internet issues. CM Timmons asked what happened at a recent meeting when it was not live-streamed. TM Wilson cited operator error. TC Gibson explained that only one time in the last year has an issue actually been attributable to the Granicus system. Granicus has the reputation for being a preferred meeting manager system.

TM Wilson explained that there was a new item increase in legal services on line item 5100 for \$18K for Outside Service Provider Project Development Agreement in anticipation of the possibility of a development at the Mortimer Farm area. TM Wilson clarified for Councilmember Treadway the amount budgeted for legal fees.

TM Wilson noted that there are no significant changes in the IT Department. The contract with 4D raises from \$95 to \$100 per hour in the next year and no significant upgrades are expected.

The Sheriff Contract was negotiated for a three-year contract starting with \$415,012 this year; the second year would be \$438K and the third year would be \$460K, the amount that was originally requested for this year. The provision that provides for 20 hours deputy presence within the Town limits has been eliminated. They will continue extending the same service level. The Town Manager recommended approval of this contract. The Emergency Response fund requires \$1,800.

The Community Development line item includes the IGA for Library Services and a separate lease payment for the building. The Library District has reduced their cost to \$36K this year. There were savings in the staffing that reduced the cost throughout the district.

The Community Clean-up Days included Dumpster Days; a payment to PAWUIC and Firewise costs; potential purchase of meals from Meals on Wheels for the Community Center; the facility lease for the library, which had a 2.5% COLA increase; and a proposed amount for possible abatement costs, if the proposed nuisance abatement ordinance is approved. Two 16 hour per week employees were also accommodated in the budget to assist at the Library and Activity Center.

The Community Outreach fund included the normal Mayer Meals on Wheels donation; the D-H Historical Society donations for the Agua Fria Festival and the society exhibits; and the Coldwater conservancy donation of \$2500.

Councilmember Hamilton asked to go back over the initiatives, as there were only four Councilmembers present the last time they were discussed. He recommended holding the library programs in the Community Center allowing one employee to handle both programs. Mayor Nolan explained that they were two different programs and it would cause confusion. TM Wilson supported two separate employees. CM Hamilton questioned if there would need to be funds set aside for utilities for the Community Center, recommending \$1000 be set aside on a line item under Community Outreach. CM Hamilton asked for a vote on the Community Center meal proposal. There was discussion regarding the feasibility of the program and whether the Town would fund this or the recipients would pay for the meal.

Councilmember Hamilton made a motion that the Town not pay for the free meals. The motion failed due to lack of a second to the motion. There was further Council discussion

on the proposed meal program. TM Wilson explained the original thought behind this initiative. CM Wendt agreed with CM Hamilton that there should be a charge for the meal.

Councilmember Hamilton made a motion that the populous would pay what it would cost for the meal, which is \$5 at this time, seconded by Vice Mayor Hamilton. The motion passed unanimously.

CM Wendt asked where the PAWUIC abatement program funding was in the budget. TM Wilson suspected this was not reflected in the budget, as it is a revolving fund.

CM Treadway recommended itemizing under Community Outreach the different initiatives. TM Wilson said that would be done on the final tentative budget.

CM Hamilton made a motion to put \$2,000 into the Community Center budget to work with to develop great things in the Community Center, seconded by Councilmember Timmons. The motion passed unanimously.

CM Hamilton spoke of initially approving two ball fields at \$20,000. He disagrees with this and feels they should only support the Little League field, not the school system field.

Councilmember Hamilton made a motion that they only do one field for \$10,000. The motion failed due to lack of a second to the motion.

There was further Council discussion regarding the ball fields. CM Wendt asked to consider supporting the Agua Fria Little League more so than the school field, as the Little League is not in a priority position to use the school field. CM Treadway supports the Little League and would rather see the local kids get a real good field, as opposed to giving the money to the school district and getting involved in those politics.

Vice Mayor Hughes made a motion to keep up with their deal and give the \$20,000 to the Little League to concentrate on their field, seconded by Councilmember Timmons,

Mayor Nolan restated the motion as: To give the \$20,000 to the Little League and not support the Parent-Teachers Association on the field here that the Little League uses. Vice Mayor Hughes corrected Mayor Nolan and stated that was not what VM Hughes said. His motion was to give it to the Little League to build their field and, if they want to help on the other field, they can do that. He did not specify that it be for two fields.

Vice Mayor Hughes withdrew his first motion and made a second motion to give the Little League the \$20,000 to get their fields done and they can do what they want with the rest, seconded by Councilmember Timmons. The motion passed by a 5-1 margin, with Mayor Nolan voting against.

CM Hamilton spoke of the \$5,000 initiative for the Dewey-Humboldt Historical Society for the displays. He believes that DHHS should pay 25% and the Town would pay 75% up to \$5,000. He believes this would cause DHHS to be more careful with their expenditures and they have thousands of dollars in their account.

Councilmember Hamilton made a motion to this effect. The motion failed due to lack of a second to the motion.

CM Hamilton asked what Council is going to do about a Town Hall. If purchasing or building a facility is considered, money needs to be put aside for a capital improvement project. He prefers to build, as the current building is not big enough, and the money return on the investment would be realized in 13 to 14 years and you would be saving \$50K a year. Mayor Nolan stated he did not think it was a good idea, stay here and decide on this next year. CM Wendt felt that CM Hamilton was premature on this idea. CM Treadway noted that, if it is put off, there would be a new Council next year to give this serious consideration.

He was not in favor of continuing to rent and feels the Town would be better off to own its own building. CM Hamilton noted that this continues to be put off every year. There is one more lease extension and then the rent will go up and it is at \$50K per year now. CM Wendt spoke of the Town-owned property on Main Street not being big enough for a building. VM Hughes is a firm believer in owning a building and something should be in the budget in case a property becomes available for purchase. He spoke of a recent meeting where there was not enough seating for the audience. He believes the only way to get an investment back is to own, not rent. TM Wilson noted that the budget could be amended, if an opportunity arises in the future. CM Timmons noted that it was odd that the Council wants to own their own place, when a few months back the Council did not want to hear from the person who owns this building that they rent from. They don't know if possibly the gentleman wanted to give it away. She recommended looking at this a lot harder. CM Hamilton noted there is room for a 4,000 square foot steel building on the town-owned lot and there were plans drawn by the Building Official. He noted that the owner wanted appraised value three or four years ago and it was over somewhere between \$1 and \$1.5 Million. TM Wilson noted this subject was getting off-topic and should be brought back with a CAARF. CM Hamilton recommended not bringing up the building subject again until there is a new Council, as it appears to be a split issue.

Councilmember Timmons made a motion to put \$5,000 into a new exterior sound system, seconded by Councilmember Wendt. The motion passed unanimously.

Mayor Nolan recommended a \$100 per month stipend for each Councilmember for travel. If a Councilmember does not want to accept it, they don't have to. There was Council discussion and a lack of consensus to support for a stipend.

TM Wilson noted that HURF was the final item and had previously been discussed. CM Timmons had a question about cold-patching. CM Hughes explained the difference between cold patches and hot patches and that getting a cold patch in is sometimes to just prevent further damage until it can be fixed with hot patch. CM Hamilton clarified that certain seasons they don't make hot patch, only cold patch can be used.

C. Employee Classification/Compensation Plan

TM Wilson explained that normally the positions and salaries are annually reviewed with Council. This attachment is an outline of the current positions. The salary ranges were based on surveys of comparable size cities, as much in the area as possible. TM Wilson described different aspects of the positions and differences.

CM Hamilton asked if the salary ranges are different from the previous ranges. TM Wilson said he did not find current salary ranges, he created these based on the survey he described and did not find an associated range chart in the previous budget.

VM Hughes questioned that possibly a "+" be added behind the hourly ranges to allow for discrepancy for example, if you find someone for a position who is extremely qualified or experience. There was further Council discussion. It was agreed by Council to add the "+" to the hourly ranges and give these positions a range. TM Wilson said this chart would be brought back with the adjustments. CM Wendt believed there was a chart of salary ranges shared by the previous Town Manager. CM Timmons asked if any of the salaried people are on the top side of the range. TM Wilson said that the salaried staff are at the bottom of the ranges. One employee is below the range and that would be brought to Council in Executive Session.

4. Adjourn.

Mayor Nolan adjourned the meeting at 9:48 p.m.