

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

Tuesday, March 4, 2014, 6:30 P.M.

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

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

AGENDA

The issues that come before the Town Council are often challenging and potentially divisive. In order to make sure we benefit from the diverse views to be presented, the Council believes that the meeting be a safe place for people to speak. With this in mind, the Council asks that everyone refrain from clapping, heckling and any other expressions of approval or disapproval. Council may vote to go into Executive Session for legal advice regarding any matter on the open agenda pursuant to A.R.S. 38-431.03 (A) (3), which will be held immediately after the vote and will not be open to the public. Upon completion of Executive Session, the Council may resume the meeting, open to the public, to address the remaining items on the agenda. Agenda items may be taken out of order. Please turn off all cell phones. The Council meeting may be broadcast via live streaming video on the internet in both audio and visual formats. One or more members of the Council may attend either in person or by telephone, video or internet conferencing. **NOTICE TO PARENTS:** Parents and legal guardians have the right to consent before the Town of Dewey-Humboldt makes a video or voice recording of a minor child. A.R.S. § 1-602.A.9. Dewey-Humboldt Council Meetings are recorded and may be viewed on the Dewey-Humboldt website. If you permit your child to participate in the Council Meeting, a recording will be made. You may exercise your right not to consent by not permitting your child to participate or by submitting your request to the Town Clerk that your child not be recorded.

1. Call To Order.

2. Opening Ceremonies.

2.1. Pledge of Allegiance.

2.2. Invocation.

3. Roll Call. Town Council Members Jack Hamilton, Mark McBrady, Dennis Repan, Sonya Williams-Rowe, Nancy Wright; Vice Mayor Arlene Alen; and Mayor Terry Nolan.

4. Announcements Regarding Current Events, Guests, Appointments, and Proclamations.

Announcements of items brought to the attention of the Mayor not requiring legal action by the Council. Guest Presentations, Appointments, and Proclamations may require Council discussion and action.

4.1. Mayors' Day Recognition for National Services Proclamation.

5. Town Manager's Report. Update on Current Events.

6. Consent Agenda.

6.1. Minutes. Minutes from the February 11, 2014 Study Session.

7. Comments from the Public (on non-agendized items only). The Council wishes to hear from Citizens at each meeting. Those wishing to address the Council need not request permission or give notice in advance. For the official record, individuals are asked to state their name. Public comments may appear on any video or audio record of this meeting. Please direct your comments to the Council. Individuals may address the Council on any issue within its jurisdiction. At the conclusion of Comments from the Public, Council members may respond to criticism made by those who have addressed the public body, may ask Town staff to review a matter, or may ask that a matter be put on a future agenda; however, Council members are forbidden by law from discussing or taking legal action on matters raised during the Comments from the Public unless the matters are properly noticed for discussion and legal action. A **3** minute per speaker limit may be imposed. The audience is asked to please be courteous and silent while others are speaking.

8. **Discussion Agenda – Unfinished Business.** Discussion and Possible Action on any issue which was not concluded, was postponed, or was tabled during a prior meeting.
- 9 **8.1. Council Portable Electronic (iPad) Device Policy.** (Continued from the November 5, 2013 Discussion on Mayor Nolan CAARF request) Council review and possible adoption, rejection or revisions.
9. **Discussion Agenda – New Business.** Discussion and Possible Action on matters not previously presented to the Council.
- 17 **9.1. Dewey-Humboldt Town Branding Project approval.** [CAARF requested by VM Alen]
- 19 **9.2. Discussion of Annual Signature Event for Town of D-H. Projection of proposed event partnerships, opportunities, phased-rollout and more.** [CAARF requested by VM Alen]
- 21 **9.3. Approve a presentation by Mayer Area Meals on Wheels representative for April 1, 2014 meeting.** [CAARF requested by Mayor Nolan]
- 23 **9.4. To approve hosting a booth at the League of Cities and Towns Conference.** [CAARF requested by Mayor Nolan]
- 25 **9.5. Budget initial discussion on priorities, process and schedule.** Discussion on priorities, review the calendar.

10. Public Hearing Agenda. None.

THIS CONCLUDES THE LEGAL ACTION PORTION OF THE AGENDA.

11. Comments from the Public. The Council wishes to hear from Citizens at each meeting. Those wishing to address the Council need not request permission or give notice in advance. For the official record, individuals are asked to state their name. Public comments may appear on any video or audio record of this meeting. Please direct your comments to the Council. Individuals may address the Council on any issue within its jurisdiction. At the conclusion of Comments from the Public, Council members may respond to criticism made by those who have addressed the public body, may ask Town staff to review a matter, or may ask that a matter be put on a future agenda; however, Council members are forbidden by law from discussing or taking legal action on matters raised during the Comments from the Public unless the matters are properly noticed for discussion and legal action. The total time for Public Comment is **3** minutes per person. The audience is asked to please be courteous and silent while others are speaking.

12. Adjourn.

For Your Information:

Next Town Council Meeting: Tuesday, March 18, 2014, at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, March 6, 2014, at 6:00 p.m.

Next Town Council Work Session: Tuesday, March 11, 2014, at 2:00 p.m.

If you would like to receive Town Council agendas via email, please sign up at AgendaList@dhaz.gov and type Subscribe in the subject line, or call 928-632-7362 and speak with Judy Morgan, Town Clerk.

Certification of Posting

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Dewey-Humboldt Town Hall, 2735 South Highway 69, Humboldt, Arizona, Chevron Station, 2735 South Highway 69, Humboldt, Arizona, Blue Ridge Market, Highway 69 and Kachina Drive, Dewey, Arizona, on the ____ day of _____, 2014, at ____ p.m. in accordance with the statement filed by the Town of Dewey-Humboldt with the Town Clerk, Town of Dewey-Humboldt.

By: _____, Town Clerk's Office.

Persons with a disability may request reasonable accommodations by contacting the Town Hall at 632-7362 at least 24 hours in advance of the meeting.

Mayors Day of Recognition for National Service Proclamation

WHEREAS, service to others is a hallmark of the American character, and central to how we meet our challenges; and

WHEREAS, the nation's mayors are increasingly turning to national service and volunteerism as a cost-effective strategy to meet city needs; and

WHEREAS, AmeriCorp and Senior Corps address the most pressing challenges facing our cities and nations, from educating students for the jobs of the 21st century and supporting veterans and military families to preserving the environment and helping communities recover from natural disasters; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those we serve; and

WHEREAS, national service participants serve in more than 70,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

WHEREAS, national service participants increase the impact of the organizations they serve with, both through their direct service and by recruiting and managing millions of additional volunteer; and

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

WHEREAS, AmeriCorps members and Senior Corps volunteers demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

WHEREAS, the Corporation for National and Community Service shares a priority with mayors nationwide to engage citizens, improve lives, and strengthen communities; and is joining with Mayors across the country to support the Mayors Day of Recognition for National Service on April 1, 2014.

NOW, THEREFORE, I, Terry Nolan, Mayor of the Town of Dewey-Humboldt, do hereby proclaim April 1, 2014, as National Service Recognition Day, and encourage residents to recognize the positive impact of national service in our town, to thank those who serve; and to find ways to give back to their communities.

In witness whereof, I have hereunto set my hand this 4th day of March, 2014.

*Mayor Terry Nolan
Town of Dewey-Humboldt*

*Judy Morgan
Town Clerk*

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**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
STUDY SESSION MINUTES
TUESDAY, FEBRUARY 11, 2014, 2:00 P.M.**

A STUDY SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, FEBRUARY 11, 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 2:03 p.m.

2. **Roll Call.**

2.1. Town Council. Town Council Members Jack Hamilton, Mark McBrady, Dennis Repan, Nancy Wright; Vice Mayor Arlene Alen; and Mayor Terry Nolan were present. Council member Sonya Williams-Rowe was absent.

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

3.1. Transient Merchant Draft Ordinance.

Councilmember Hamilton spoke on a letter received from citizen, David Nystrom regarding the Transient Merchant Ordinance. He stated they should hold off on doing this until they decide to have business licenses.

Town Manager Kimball explained this was a priority listed for Planning and Zoning to work on, and a draft ordinance has been provided by the attorney to get started on. P&Z looked over the ordinance without any objections. Council should consider whether they want it and if so what their goal to accomplish is.

Town Attorney, Susan Goodwin was in attendance to answer council's questions.

Vice Mayor Alen suggested looking at transient merchants as it relates to special events and whether the producer or the vendors would handle the licensing.

There was discussion on whether there had been any complaints and the reasons for sending this to the commission for creation.

Mayor Nolan read a prepared letter from Councilmember Sonya Williams-Rowe stating her opposition to this ordinance, her reasons being most transient merchants operate during weekends and holidays and it might discouraging vendor participation in special events by increasing their cost to operate in town.

Councilmember Repan gave his opinion to shelf the ordinance until they see a need for it.

Vice Mayor Alen suggested incorporating it into an event permit.

Town Attorney Goodwin explained this will take discussion and care before making a decision, but models are available if this is direction the council wishes to give.

Councilmember Wright spoke on our contract police services being able to fulfill the regulations the council legislates.

Public comment was taken on this item.

Jerry Brady spoke on special event permits, tax codes for transient merchants and other types of merchants that should be included in the ordinance.

3.2. Cable One Franchise Agreement Renewal.

Town Attorney Goodwin spoke on what had changed in the franchise, but the State legislature taking away much of the negotiations. If the Council is good with the 5% (which is what it has been historically) then they will forward the agreement to Cable One for their review, comments and/or revisions. Council agreed that they were satisfied with the agreement as presented.

3.3. What is town policy for collecting money owed to the Town? [CAARF requested by CM Hamilton]

Councilmember Hamilton spoke on his request and on the town's use of a collection agency in prior years. He gave his opinion that he would prefer to put a lien on the property rather than go through a collection agency.

Town Attorney Goodwin explained the town's ability to place a lien on land is where the violation involves land. She reviewed 4 options available to the town: use a collection agency and if monies are not collected within a certain period of time it goes back to the town to collect; file criminal charges to collect; treat them like civil traffic violations; recordation of a lien if it involves property.

There was discussion on the various options and where and when they could use certain ones.

Public comment was taken on this item.

Jerry Brady spoke on tax liens, how they work and problems collecting on them. He spoke on Prescott Valley's efforts to collect monies owed and administrative costs.

Councilmember Wright explained the town does not collect property taxes. Councilmember Hamilton spoke on having a policy of pursuing options 2 (criminal charges) and 4 (lien).

Town Attorney Goodwin responded to a question about whether this would be done retroactively. She explained how a new policy could be used moving forward and could be done on any outstanding cases where money is still owed. There was discussion on whether to codify or just have a policy and what to do when monies are not easily collected.

Public comment was taken on this item again.

Jerry Brady spoke on research done with Yavapai County Superior Court on the Town's procedures, and the computer system the magistrate office uses.

There was discussion on how few cases the town has had, and Council reached consensus to consider a policy for now and if an increase in this problems then consider taking further steps with an ordinance.

3.4. Continued Discussion on In-House Building Safety Inspection.

Town Manager Kimball gave an update to the Council on where they are on this process and her research for options. Not a practical option to partner with other

municipalities; contractor will be more expensive; approximately \$30k available (to remain revenue neutral) for additional in-house staffing; full-time versus part-time, need for certificated employees.

There was discussion on these options; details of the current fee schedule and administrative fees; NACOG grant funding; whether to have another fee study done; consideration of not having a building department or any building permit requirements.

Public comment was taken on this item.

Jerry Brady spoke on his certifications; fire codes; life safety initiative; waiting until the public safety survey is done in Prescott.

There was more discussion between Councilmember Wright and Town Manager Kimball regarding the NACOG grant programs. Council agreed to have staff continue down the avenue they have been pursuing with discussion of those results at a later time.

3.5. NAU faculty facilitated visioning session location, recording and broadcast options, time, and dates. To update where and when to hold the sessions and whether to use Granicus system.

Town Manager Kimball spoke on Facilitator Bowen's recommendation to have the meeting off-site, and 2 council members' suggestion to have it on-site, in the council chambers in order to record it on Granicus. Ms. Kimball spoke on options within town for an alternate facility to use for this purpose.

There was discussion on the pros and cons of these options.

Public comment was taken on this item.

Jerry Brady spoke on the town's ability to generate an economic base similar to Sedona's and sending out notice of these meetings using the database generated through the D-H Museum petitions.

Councilmember Repan spoke on the first two visioning meetings being the preliminary meetings for this process, with the steps following being input from citizens. Vice Mayor Alen explained the next component after these meetings being community stakeholders interacting with Council.

Public comment was taken on this item.

John Young spoke on putting the town on the map and preserving its history and finding ways to get people interested in this topic.

Town Manager Kimball explained all these meetings are public meetings and the public is welcomed, but it is suggested the first two "visioning" meetings to have no public comment.

The "visioning" meetings will be scheduled for 4:00 p.m. at the Dewey-Humboldt Library – downstairs room.

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 reviewed that the 4th Tuesday in February was already scheduled for the Special Visioning meeting being held on February 25th at 4 p.m. at the D-H Library downstairs library room. They decided not to hold any other additional meetings this month.

5. Comments from the Public.

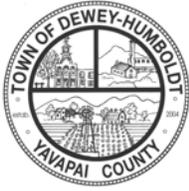
Jerry Brady spoke on German Business interest in Dewey-Humboldt's economic development plan and historic tourism. He spoke on money available if there is tourism filtered through Phoenix Airport.

6. Adjourn. The meeting was adjourned at 4:05 p.m.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk



TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-7362 ▪ Fax 928-632-7365

TOWN COUNCIL REGULAR SESSION

March 4, 2014, 6:30 p.m. Town Council Meeting Chambers

Agenda Item # 8.1. Council Portable Electronic Device (iPad) Policy. Council Review and possible adoption, rejection or revisions.

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: February 26, 2014

Recommendation: Discussion and address staff concerns

Summary:

At the November 5th council meeting, Mayor Nolan requested to discuss establishing a council notepad or notebook computer policy (in a form of CAARF). The Council directed staff to develop a policy. Meeting minutes are attached.

The town attorney developed the policy based on the Council's direction. The town IT consultant also reviewed the document. In addition to what is presenting to you, staff has some additional concerns for you to address:

1. What are your desired uses of the town issued e-device, (receiving and viewing meeting packets, for composing/reading/sorting town emails, for other research online)? What are the formats of the documents you may be reading /editing/composing? Knowing the purpose would help IT determine what kind of e-device is the most economical.
2. The Town's computers are Windows based. Many of you may be more familiar with Windows based platform and software. If the council desire to have a windows based e-device, a small laptop is recommended (as opposed to iPads).
3. When a Town-issued e-device is returned to the town by a council member, would the Council expect staff to conduct a "departure" inspection of the device to ensure the device is in a good condition for the next user?
4. There are a few places referring to the Town Manager's authorization and/or acknowledgement for a council member's use of the town issued e-device (item 9, 11, and 13). I am concerned whether the Council Members would consider it appropriate when staff is being responsible for or monitoring your usage of the device. I am also concerned that the ambiguity in interpretations of "gross negligence or intentional misconduct of the user" may become troublesome for staff to implement the policy on the Council's behalf.
5. The policy indicated that "the Town" has the authority to enforce the policy. Would it be the Council as a whole? Does the Council expect the staff to monitor the proper use of the e-devices? Does the Council expect the staff to report the improper use of the devices when we become aware of such? The enforcement implications should be clarified.

After your discussion, staff can put the document into a council policy format if needed.

Attachments: draft e-device policy for council members; Nov. 5, 2013 meeting minutes

TOWN OF DEWEY-HUMBOLDT
Portable Electronic Device POLICY

SECTION 1: GENERAL STATEMENT

The Town of Dewey-Humboldt may provide Portable Electronic Devices with Internet and E-mail access to all members of the Town Council (“Users”) for the purpose of performing work efficiently and effectively. “Portable Electronic Device” means iPads, laptops, tablets and similar electronic devices. The purpose of this policy is to set forth the conditions for use of those Portable Electronic Devices by Users.

SECTION 2: POLICY

1. Each User shall comply with this policy when using the Portable Electronic Device issued to such User.
2. The town will provide an email address for the Portable Electronic Device that will be used to send official Town documents, including without limitation Town Council agendas, staff reports, and the like. Internet access may be available through the Portable Electronic Device.
3. The Portable Electronic Device and Internet, and E-mail access provided on the Portable Electronic Device are tools for conducting Town business. The use of such tools shall be solely for Town-related purposes, such as to review Council agenda materials, research relevant topics, obtain useful information for Town-related business, and conduct business communications as appropriate.
4. All of the Town's computer systems, including the Portable Electronic Device, are property of the Town. All documents, files, and E-mail messages are subject to the Arizona Public Records Law and are the property of the Town of Dewey-Humboldt.
5. Users shall comply with the copyrights, software license provisions, property rights, privacy of others, just as in any other business dealings. All existing Town policies will continue to apply to use of the Internet and to use of E-mail on the Portable Electronic Device, including but not limited to those that deal with misuse of Town resources, sexual harassment, information and data security, and confidentiality.
6. Portable Electronic Devices, Internet, and E-mail activities will be traceable to the Town of Dewey-Humboldt and will impact the reputation of the Town. Users shall refrain from making any false or defamatory statements in any Internet forum and from committing any other acts which could expose the Town to liability.
7. Users shall not knowingly download onto the Portable Electronic Device files from sources which may be untrustworthy nor shall Users open and read files attached to E-mail transmissions unless they originate from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage the Town's systems.

Users shall not knowingly use the Portable Electronic Device to propagate any virus, worm, “Trojan horse”, “trap door”, or “back door” program code or to knowingly disable, disrupt, or overload the computer system or network, or to circumvent any system designed to protect the privacy or security of another user, computer system, communications network or organization. Users will be held accountable for any breaches of security caused by files obtained for non-business purposes.

8. Users shall not use the Portable Electronic Device in connection with election or re-election efforts or campaigning, either for the User or any other candidate for public office, or to otherwise influence the outcome of an election.

9. There is no expectation of privacy with respect to the use of the Portable Electronic Device. The Town reserves the right to inspect all files stored on the Portable Electronic Device in order to assure compliance with this policy. Users do not have any privacy right in any matter created, received, stored in, or sent from any Town Portable Electronic Device and the Town Manager may institute appropriate practices and procedures to assure compliance with this policy.

10. The Portable Electronic Devices will be equipped and periodically updated by the Town with such applications, "apps", and software as may be reasonably necessary and appropriate to perform Town related duties. In the event any User wishes to download any additional application, "app", or software, consent from the Town Manager shall be obtained. Any software, E-mail messages, or files downloaded via the Internet into the Town systems become the property of the Town and may only be used in ways that are consistent with licenses or copyrights.

11. The Portable Electronic Devices are wireless technology compatible. However, if a User wishes to subscribe to a data plan, the plan must be purchased by the User and the Town Manager notified of said purchase. The town is not responsible for providing a mobile data plan.

12. The Portable Electronic Device is sensitive to moisture and extreme heat. It must not be left in a car or location where it will be damaged and must be kept dry and away from sources of water such as sinks, bathtubs and swimming pools. User is responsible for the care of the Portable Electronic Device in accordance with manufacturer’s instructions.

13. If a User loses or damages the Portable Electronic Device, it shall be reported to the Town Manager immediately, as the Portable Electronic Devices may be covered by an extended warranty. The User may be responsible for payment of the deductible for repair or replacement if the damage or loss was the result of gross negligence or intentional misconduct of the User.

14. Users shall not send any messages of an obscene, libelous, vulgar, or defamatory nature. Users shall not use any email program or service during any Town meeting and Users will not use the Portable Electronic Device in any way that might violate the Arizona Open Meeting Law.

15. Users shall not use the Portable Electronic Devices for operating a business for personal gain, sending chain letters, soliciting money for religious or political causes, or any other purpose that interferes with normal Town business activities.

16. When using the Portable Electronic Devices, Users shall identify themselves honestly, accurately, and completely at all times.

17. Users shall return their Portable Electronic Device to the Town Clerk when their term of office with the Town of Dewey-Humboldt has ended.

**TOWN OF DEWEY-HUMBOLDT
PORTABLE ELECTRONIC DEVICE AGREEMENT FOR COUNCIL MEMBERS**

I, the undersigned, have been provided a copy of the Town of Dewey-Humboldt Portable Electronic Device Policy and understand its contents fully. I accept and understand terms of the policy and agree to abide by all terms contained in it.

(signature)

Name (print) _____

Date

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
REGULAR MEETING MINUTES
TUESDAY, NOVEMBER 5, 2013, 6:30 P.M.**

A REGULAR MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, NOVEMBER 5, 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 6:32 p.m.
2. **Opening Ceremonies.**
 - 2.1. **Pledge of Allegiance.** Made.
 - 2.2. **Invocation.** Given by Councilmember Nancy Wright.
3. **Roll Call.** Town Council Members Jack Hamilton, Mark McBrady, Sonya Williams-Rowe, Nancy Wright; Vice Mayor Dennis Repan; and Mayor Terry Nolan were present. Councilmember Arlene Alen was absent.
4. **Announcements Regarding Current Events, Guests, Appointments, and Proclamations.** Announcements of items brought to the attention of the Mayor not requiring legal action by the Council. Guest Presentations, Appointments, and Proclamations may require Council discussion and action.

Ed Boks, Executive Director of the Yavapai Humane Society spoke on a grant from PetSmart Charities to fund the spaying and neutering of 1,200 dogs in Prescott Valley, Dewey-Humboldt and Mayer (free to the owners-proof of residency required). Flyers were provided to the town to get the information out. This information is also available on the Town's website.

Mayor Nolan clarified the protocol to hear Council Agenda Action Request's (CAARFs), reading Ordinance 13-99 - allowing CM submitting to present their request and the placement and removal of these on agendas.

4.1. American Diabetes Month Proclamation.

Mayor Nolan read the American Diabetes Month Proclamation, declaring November American Diabetes month.

Mayor Nolan reported on the Halloween Window Painting contest and thanked those supporters of the event.

Vice Mayor Repan spoke on the Emergency Response Plan Training and his appreciation of the information provided by Yavapai County EMS personnel, Denny Foulk and Hugh Vallely.

5. Town Manager's Report. Update on Current Events.

Town Manager Kimball announced the following: Roving Dumpster Day event this coming Saturday, November 9th from 9 am to 1 pm, which will be at the Reata Pass location; the tentatively rescheduled EPA Community Meeting for December 7th from noon to 5pm, which will be held at the Humboldt Elementary School Cafeteria; Dewey-Humboldt Activity Center is accepting frozen Turkey donations now through November 22nd.

6. Consent Agenda.

Mayor Nolan moved 6.2 off the consent agenda for discussion.

6.1. Minutes. Minutes from the October 8, 2013 Special Study Session, October 15, 2013 Regular Meeting and October 22, 2013 Special Study Session.

Councilmember Wright made a motion to approve the minutes for October 8 Special Study

Town Council Regular Meeting Minutes, November 5, 2013
Session, October 15 Regular Meeting and October 22 Special Study Session, as presented. Councilmember Hamilton seconded the motion. It was approved unanimously.

6.2. Suggested Intergovernmental agreement (IGA) with the City of Prescott for the Household Hazardous Waste Disposal program and review of existing IGA with the Town of Prescott Valley for Dumpster Day. review only, no action requested.

Town Manager Kimball explained the status of the IGA with Prescott and Prescott Valley. The IGA for Prescott was developed by the Dewey-Humboldt Attorney and sent to Prescott for their review. She was informed that they will probably develop their own version, or at least modify it. No action is needed. Once a response is received from Prescott Staff will provide it to Council. The IGA with Prescott Valley is already in affect so no reason to draft a new document.

7. Comments from the Public (on non-agendized items only). None.

8. Discussion Agenda – Unfinished Business. Discussion and Possible Action on any issue which was not concluded, was postponed, or was tabled during a prior meeting. None.

9. Discussion Agenda – New Business. Discussion and Possible Action on matters not previously presented to the Council.

9.1. Have a legal opinion on whether the Town can maintain or repair private roads that the public uses. If it can, does the Town assume any liability? [CAARF requested from CM Hamilton]

Councilmember Hamilton received information regarding this since he requested the item and therefore withdrew the agenda item.

9.2. Proposal to hold an event to recognize the 50th anniversary of the Vietnam War. To give recognition to the Vietnam Veterans in the Town of Dewey-Humboldt. [CAARF requested from Mayor Nolan]

Mayor Nolan gave an overview and read about the US Vietnam War Commemoration. There was discussion on the date of the 50th anniversary for the war and how many Vietnam Veterans reside in Dewey-Humboldt. Mayor Nolan will look into this further and come back to the council with more information at a later date.

9.3. To send the General Plan back to the Planning Committee to review and look at a Main Street or Old Town designation for the Town. [CAARF requested by Mayor Nolan]

Mayor Nolan gave an overview explaining he felt it was time to send the General Plan to the P&Z Commission to look at. There was discussion on Main Street and differences between Old Town Designation, Historic District and Historic Overlay and the different processes and reasons for each.

Vice Mayor Repan made a motion to send this to Planning and Zoning for review and recommendations and to look at the General Plan to see if it is applicable or not to do it, seconded by Councilmember Williams-Rowe.

There was more discussion on the “next step” for the upper Main Street area and providing P&Z with a clear objective.

Vice Mayor Repan withdrew his first motion and made a second motion. The seconder agreed to withdraw the first motion.

Vice Mayor Repan made a motion to move this to a work session, seconded by Councilmember Hamilton. It was approved unanimously.

9.4. To survey the end of Newtown Road at the Forest Service property for a couple of hundred feet. [CAARF requested by Mayor Nolan]

Mayor Nolan gave an overview on his request explaining he thought the gate might not be located in the correct place, therefore the Forest Survey would need to move it. They would be asked to move it far enough back to allow for the trailhead. There was discussion on this idea and concerns with costs for a survey and harming the town's relationship with the Forest Service.

Mayor Nolan made a motion to find out the cost of a survey for the road, seconded by Councilmember Williams-Rowe. The motion failed by a tie vote, Councilmembers Hamilton, Wright and Vice Mayor Repan voting against.

9.5. To develop a policy or an ordinance for use and possession of notebook or notepad computers for Council. [CAARF resubmitted by Mayor Nolan]

Mayor Nolan gave an overview on his request, suggesting they move this to a study session. There was discussion on the need for a policy on this and whether it would cover only town purchased technology or personally owned equipment. Mayor Nolan explained his intent was a policy for when the Town purchases laptops or notepad computers for the Council to use. There was discussion on budget talks about these possible purchases.

Mayor Nolan made a motion to put this to a work session. The motion failed for lack of a second.

Councilmember Wright made a motion to send this to the attorney to develop a policy for laptop use using the two samples she provided at this meeting, seconded by Vice Mayor Repan. It was approved by a 5-1 vote in favor, Councilmember Hamilton voting against.

10. Public Hearing Agenda. None.

11. Comments from the Public. None.

12. Adjourn. The meeting was adjourned at 7:36 p.m.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk

Welcome To
DEWEY ★ HUMBOLDT
"Arizona's Country Town"

MAIN STREET HISTORIC AREA

TOWN HALL ★ LIBRARY ★ MUSEUM

www.dhaz.gov



TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-8562 ▪ Fax 928-632-7365

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: Next Regular Meeting

Date of Request: 2.24.14

Requesting: Action Discussion or Report Only

Type of Action: Routine/Consent Agenda Regular

Agenda Item Text (a brief description for placement on the agenda; please be exact as this will be the wording used for the agenda):

Discussion of Annual Signature Event for Town of D-H. Projection of proposed event partnerships, opportunities, phased-rollout and more.

Purpose and Background Information (Detail of requested action). _____

Prior to being elected, in an appointment process, I detailed, in response to questions, a vision for a Signature Event as part of a long-range branding, economic development and sustainability plan for the Town of Dewey-Humboldt
I have been working with entities on a project that in partnership with the Town would bring this vision to reality.

Staff Recommendation(s): _____

Budgeted Amount: _____

List All Attachments: _____

Type of Presentation: Verbal

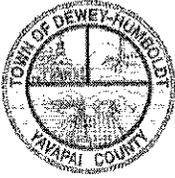
Special Equipment needed: Laptop Remote Microphone

Overhead Projector Other: _____

Contact Person: Arlene Alen

Note: Per Town Code §30.105(D): Any new item will be placed under "New Business" for the council to determine its disposition. It can be acted upon at that meeting, sent to staff for more work, sent to the appropriate board or commission, set for a work session or tabled for a future date, etc.

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TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-8562 • Fax 928-632-7365

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: 3/4/14

Date of Request: 2/24/14

Requesting: Action Discussion or Report Only

Type of Action: Routine/Consent Agenda Regular

Agenda Item Text (a brief description for placement on the agenda; please be exact as this will be the wording used for the agenda):

current event

Purpose and Background Information (Detail of requested action):

current event Presentation by
Maps on Wheels for April 1, 2014
meeting.

Staff Recommendation(s):

Budgeted Amount:

List All Attachments:

Type of Presentation: Oral

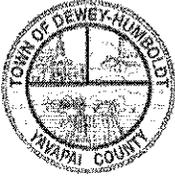
Special Equipment needed: Laptop Remote Microphone

Overhead Projector Other:

Contact Person: Mayor, Terry Nolan

Note: Per Town Code §30.105(D): Any new item will be placed under "New Business" for the council to determine its disposition. It can be acted upon at that meeting, sent to staff for more work, sent to the appropriate board or commission, set for a work session or tabled for a future date, etc.

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COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: 3/4/14

Date of Request: 2/24/14

Requesting: Action Discussion or Report Only

Type of Action: Routine/Consent Agenda Regular

Agenda Item Text (a brief description for placement on the agenda; please be exact as this will be the wording used for the agenda):

To approve hosting a booth @ the
League Conference

Purpose and Background Information (Detail of requested action).

Host a booth @ the League Conference
+ pass out items encouraging people
To Visit D-H.

Staff Recommendation(s): _____

Budgeted Amount: _____

List All Attachments: _____

Type of Presentation: _____

Special Equipment needed: Laptop Remote Microphone
 Overhead Projector Other: _____

Contact Person: Mayou, Terry Nolan

Note: Per Town Code §30.105(D): Any new item will be placed under "New Business" for the council to determine its disposition. It can be acted upon at that meeting, sent to staff for more work, sent to the appropriate board or commission, set for a work session or tabled for a future date, etc.

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Phone 928-632-7362 ▪ Fax 928-632-7365

TOWN COUNCIL REGULAR SESSION

March 4, 2014, 6:30 p.m. Town Council Meeting Chambers

Agenda Item # 9.5. Budget initial discussion on priorities, process and schedule.

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: February 26, 2014

Recommendation: Review the calendar; confirm availability; advise budgetary needs.

Summary: In preparation for the annual budget, staff developed a budget calendar. In addition to the calendar, I would like to start hearing council member's perceived budgetary needs and priorities for FY 14-15 which begins July 1, 2014.

Staff planned for four workshops in April and May and there is potential for additional meetings if needed. These meetings are tentatively scheduled for Tuesdays during the daytime based on past practice. If council members' work or personal schedules conflict with the proposed times, staff is glad to accommodate.

Two workshops are to discuss the preliminary budget worksheet which would be in the form of an excel spreadsheet before the Tentative Budget is devised. The Tentative Budget's formulation is largely driven by the discussion of the preliminary budget worksheets and the Expenditure Limitation issued by the State. Two other workshops occur after the Tentative Budget acknowledgement or adoption. There are stringent posting requirements staff has to fulfill once the Tentative Budget is acknowledged or adopted. There is also a council review at a regular meeting before the final adoption public hearing at the last regularly scheduled council meeting in June.

In looking at FY 14-15's budget picture, I foresee the general fund revenues will be a slight increase than the current year FY 13-14. HURF could see \$20,000 more if the proposed HURF restoration bill can pass this legislation. On the expenditure side, based on the initial forecast of the revenues, I would propose to provide the same level of service as this year pending Council direction. I also strive to deliver a budget that is balanced and contains no deficits. Some highlights that I have been considering are: to balance the personnel cost for the new Public Works employee who was hired in January 2014; to factor in the change in the Building Safety Services; to adjust the multiyear road plan.

In addition, I would like to hear your budgetary wishes. I would incorporate those individual wishes into the preliminary budget and see where we are, which would lead to discussions whether those needs can be funded. If you have anything in particular you would like this budget to consider (at least for discussion purposes), please email me your requests by March 21st. Further, if you would like to suggest certain items be added to the narrative of the budget, please also write to me by then.

I look forward to working with the Council, the community and staff in the upcoming budget process.

Attachments: draft budget calendar

FISCAL YEAR 2014 - 15 BUDGET SCHEDULE (draft)

Date	Task
February - March, 2014	Preliminary Budget guidelines provided to Staff Town Manager preliminary budget Communications with Council Members, including needs and priorities, input for budget narrative, road plan expectations State Shared Revenues provided by the League of Cities/Towns
March 14 - April 4, 2014	Departmental budget estimates and narrative due, including Sheriff and IT proposals
April 1 - 30, 2014	State Expenditure Limitation information available Revised Stateshared Revenues provided by the League of Cities/Towns
April 7, 2014	Council Budget Worksheet Completion Begin composing narrative, graphs and charts
April 15, 2014	Preliminary Budget (budget worksheet) Council Acknowledgement @ Regular Council meeting
April 22, 2014	Council Budget workshop #1 at 9:00 a.m. Revisions by staff
April 29, 2014	Council Budget Workshop #2 at 9:00 a.m. Revisions by staff; Forming the Tentative Budget (including narrative)
May 6, 2014	Council acknowledgement of the Tentative Budget Publication of the Tentative Budget within 7 days, Notice of June's budget hearing
May 13, 2014	Council Budget Workshop #3 at 9:00 a.m. (Tentative Budget) Morning budget work shop, afternoon Council work session Revisions by staff
May 20, 2014 ?	Council Budget Workshop #4 at 9:00 a.m. (Tentative Budget) Morning budget wokshop, evening regular council meeting
May 27, 2014 ?	Council Budget Workshop #4 at 9:00 a.m. (Tentative Budget)
June 3, 2014	Council Final Review of the Budget @ regular council meeting
June 17, 2014	Public Hearing at Regular Council Meeting Adoption of FY 14-15 Budget; publication within 7 days
June 2014	Fiscal Year 2014-2015 Setup in accounting system
July 1, 2014	Fiscal Year 2014-2015 Begins
July 1, 2014 - - June 30, 2015	FY 13-14 Audit; FY 14-15 Budget Monitor, Measure, Assess, Report