

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

Tuesday, March 18, 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.

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

6. Consent Agenda.

6.1. Minutes. Minutes from the February 18, 2014 Regular meeting, February 25, 2014 Special Visioning meeting, and March 4, 2014 Regular meeting.

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.

Page
17

8. Public Hearing Agenda.

8.1. Use Permit for Off-Premise sign and setback waiver for Dewey-Humboldt Historical Society. Public Hearing, discussion and possible action to approve, deny or approve the application with modifications.

9. 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.**

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

31

10.1. Discuss if the Town wants infrastructure installed. [CAARF requested by CM Hamilton]

33

10.2. To set a date, following our ED Visioning Sessions and upcoming ULI program to participate in this process as part of looking toward our mandatory General Plan revision. [CAARF requested by VM Alen]

35

10.3. Determine Rotation of Ethics Committee 2014-2015 and beyond and set panel. [CAARF requested by VM Alen]

43

10.4. Intent to apply for the Yavapai Resource Advisory Committee (RAC) grant for the Newtown Trailhead Project and/or other project(s) at the Council’s discretion. Direct staff to or not to apply for the grant for specific projects.

53

10.5. To approve hosting a booth at the League of Cities and Town Conference. [CAARF requested by Mayor Nolan]

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, April 1, 2014, at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, April 3, 2014, at 6:00 p.m.

Next Town Council Work Session: Tuesday, April 8, 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.

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**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
REGULAR MEETING MINUTES
TUESDAY, FEBRUARY 18, 2014, 6:30 P.M.**

A REGULAR MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, FEBRUARY 18, 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 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, Dennis Repan, Sonya Williams-Rowe, Nancy Wright; Vice Mayor Arlene Alen; and Mayor Terry Nolan were present.
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. None.
5. **Town Manager's Report.** Update on Current Events. None.
6. **Consent Agenda.**
 - 6.1. **Minutes.** Minutes from the February 4, 2014 Regular meeting.

Councilmember Jack Hamilton stated he wanted it noted in the minutes under agenda item 9.2 that he strongly objected to stopping maintenance on Outback Road for moral and possible legal reasons.

Councilmember Hamilton made a motion to accept the minutes from the February 4, 2014 meeting, as amended. It was seconded by Vice Mayor Alen. The motion passed unanimously.
7. **Comments from the Public (on non-agendized items only).**

Jerry Brady spoke on Arizona State Senate bills pertaining to federal standards for firefighter safety; upgrading street addressing system to meet GIS requirements.
8. **Public Hearing Agenda.**
 - 8.1. **Public Hearing on Ordinance 14-104 Accessory Dwelling Units. Request to Amend the Town of Dewey-Humboldt, Arizona Code of Ordinances, Title XV Land Usage, Chapter 153 Zoning regulations, General Provisions, § 153.005 Definitions; Use Districts, related to amending the definition of "Accessory Dwelling Unit", deleting the definition of "Guest Home" and adding new definitions of "Resident Camp Sleeping Units" and "Resident Camping"; Amending Sections 153.036 R1L District, 153.037 RMM District, 153.038 R1 District, 153.041 RS District, 153.042 C1 District, 153.043 C2 District, 153.048 PAD District, 153.049 RCD District; and General Regulations § 153.066 Accessory Uses and Structures, and § 153.072 Guest Home all related to permitting accessory dwelling units in the R1L, RMM and R1 zoning districts, subject to certain regulations, and prohibiting accessory dwelling units within the C1, C2, PAD and ECD zoning districts and providing regulations for accessory dwelling units related to lot size, setbacks, utility hookups, driveways, structure size, kitchens and restricting the use to non-paying guests.**

Mayor Nolan opened the public hearing at 6:37 p.m.

Community Development Coordinator Warren Colvin summarized the ordinance, explaining it cleans up the inconsistencies in the code and simplifies the regulations for secondary medical dwellings, guest homes and accessory dwellings.

PUBLIC COMMENT was taken at 6:46 p.m.

Jerry Brady spoke on medical dwelling laws through ADA and Prescott's laws on same.

Deb Wallace spoke on her experience with secondary medical dwellings and prior town laws; she recommended they take into consideration what is happening to families.

Mayor Nolan and CDC Warren Colvin responded to Ms. Wallace's comments explaining it cleans up the current code.

PUBLIC COMMENT

Deb Wallace spoke on reading a flyer distributed in town that was misleading.

Cody Weslin spoke on concerns about existing accessory dwelling structures and possible legalities and fines.

CDC Colvin stated this affects new structures. Anything built prior to this is most likely considered existing, non-conforming use/structure and is grandfathered in.

Councilmember Hamilton spoke his concerns for undersized septic and leech fields for additional structures and costs for putting additional septic systems in to accommodate kitchens in ADUs.

There was discussion on this and whether to send this to a Council work session. CDC Colvin explained a kitchen is required through the ICC (International Code Council) to be considered occupy-able.

PUBLIC COMMENT

Jerry Brady spoke on U.S. Statutes defining reasonable accommodations and the Mayor's response to a request from an audience member (moments before) to turn up the volume of the microphones.

Town Manager Kimball responded to Mr. Brady's comment and pointed out that a disclaimer is included on each agenda explaining persons with disability may request reasonable accommodations, at least 24 hours in advance of the meeting. No such request had been received for this meeting.

Councilmember Hamilton suggested sending this to a work session to look at "mandatory kitchen" requirements, ADA issues, language to address medical.

Town Attorney Goodwin responded to council questions on noticing another public hearing (only necessary if substantial changes); "Secondary Medical Dwelling" reference in code is being removed, therefore removes running afoul of violating ADA regulations and is much more accommodating to the ADA.

There was discussion by council and staff on the ICC and how it might be amended.

PUBLIC COMMENT

Deb Wallace spoke on size restrictions with the new code for the accessory dwelling and stating she felt it should be allowed to be larger than the 750 square feet or 25% of the primary structure (whichever is greater).

Ron Whitman spoke on allowing larger accessory dwellings.

Cody Weslin spoke on garbage disposal requirements and needing a separate septic; cost for requiring a kitchen; having this discussion at a larger meeting.

Mayor Nolan and CDC Colvin responded to Mr. Weslin's comments, explaining requirements for sizing septic, using primary structures septic if large enough, or possibly needing a separate septic system.

Jerry Brady spoke on medical accessory dwellings versus guest homes; conferring with disabled veterans (DAV) on this.

Angela Peterson spoke on the need for families to care for their ill family members.

CDC Colvin explained this ordinance doesn't affect having a sick or elderly loved one come live with family.

The Public hearing was closed at 7:02 p.m.

Council discussed definitions for sleeping units for residential; original zoning restriction minimums for guest homes in R1L-70 or R1-35 and how this ordinance expands to additional zoning.

9. Discussion Agenda – Unfinished Business. Discussion and Possible Action on any issue which was not concluded, was postponed, or was tabled during a prior meeting.

9.1. Ordinance 14-104 Accessory Dwelling Units, Amending Sections of Town Code 153 Zoning Regulations pertaining to Accessory Dwelling Units, Guest Homes and Secondary Medical Dwelling Units. Discussion and possible adoption or rejection.

Councilmember Hamilton made a motion to move this to a work session, seconded by Councilmember McBrady.

Town Manager Kimball explained this subject was given to the Planning and Zoning Commission in 2012. Since then there have been council changes, but council has since discussed the priority list and the updated list was given to P&Z in August 2013. This subject has been in front of the public for more than 6 months. She thanked Mr. Colvin and P&Z for the work that has been done on this. The public can call town hall with any concerns. She suggested council wait a couple of months to look into these concerns and an article being written for the newsletter to solicit feedback from the public.

A vote was taken on the motion to send this to a work session. It passed by a 4-3 vote in favor, Councilmembers Repan, Williams-Rowe and Mayor Nolan voting against.

9.2. Outback Rd. situation continued discussion. (Continued discussion from CM Repan's CAARF from the February 4th meeting) Discussion and possible action to Town Attorney's response to options.

Town Attorney Susan Goodwin explained the council's options regarding this issue:

1. Stop maintenance – designating a dirt road as primitive (must meet specific criteria);
2. Abandon the road. "No public use", but there is still a public use;
3. Annex the subdivision which would give the town a slightly larger revenue sharing and tax base to help with maintaining the road;
4. Continue to maintain it at the current level.

There was discussion on the legal ownership of the road and whether it is a road or easement.

Public comment was taken on this item.

Jerry Brady spoke on the history with the Department of Defense regarding rights-of-way; conveyance of all rights to the town from the Board of Supervisors; upgrading the road to fire service access.

Councilmember Repan spoke on leasing land from the state and not being able to grant that to someone else.

The town attorney was directed to research some of the answers to the questions raised. Public comment was taken.

Ron Whitman questioned why an aerial survey was done for Dewey Rd., by the town (years ago).

Mayor Nolan responded to his question.

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

10.1. HURF Resolution 14-109 at the request of the League of Cities and Towns.

Discussion and possible adoption or rejection.

Mayor Nolan gave an overview on what the resolution was for (requesting the restoration of HURF funds for cities and towns).

Councilmember Hamilton made a motion to approve the resolution, seconded by Councilmember Repan.

Public comment was taken on this item.

Jerry Brady spoke in support of this and expense of updating mapping system for roads.

The motion passed unanimously.

10.2. Revisit policy relating to educational, conference and event reimbursements to council members to clarify what types of these activities will be deemed acceptable. [CAARF requested by VM Alen]

Vice Mayor Alen spoke on her preference to move this to a work session. She made a motion to move this to the next available study session, seconded by Councilmember Repan. It was approved unanimously.

10.3. Ask Attorney questions about 1) What is legality of Council members addressing public during *Comments from the Public* agenda space? 2) Council discussing items in the Town Manager's report. 3) Gift clause on how it relates to Council duties and if challenged in court who pays attorney fees? These items are for discussion purposes. [CAARF requested by CM Hamilton]

Town Attorney Goodwin was present to answer these questions.

1. She doesn't recommend council speak as a member of the public, although they still have that right. There was discussion about whether it was necessary to step down from the dais if they choose to do so. There was additional discussion on this issue as well as commenting on an earlier agenda item later in the meeting. Ms. Goodwin explained she didn't feel that was a violation if the agenda item was agendized.
2. Ms. Goodwin explained if the individual items on the report are agendized it is legal to discuss, otherwise it is not.

3. Councilmember Hamilton asked if a suspected violation of the gift clause has occurred, how it is prosecuted. Attorney Goodwin explained gift clause challenges are usually a private lawsuit and would be against the entity (council) and defended by the town attorney.

Public comment was taken on this item.

Jerry Brady spoke on Modern Rules of Order; Council's rights as citizens; proper protocol for (council) speaking as an individual/citizen at a meeting.

10.4. Invitation to be issued to Animal Disaster Services to do a presentation for council and community on preparedness and plans of action. [CAARF requested by VM Alen]

Vice Mayor Alen gave an overview on providing information to the town's citizens on preparedness and plans of action during a disaster pertaining to their animals.

Vice Mayor Alen made a motion to issue an invitation to Animal Disaster Services to do a presentation for council and community on preparedness and plans of action, seconded by Councilmember Williams-Rowe.

There was discussion on how this was different than what was covered during the Emergency Management disaster response meeting. VM Alen explained this is for public education and a service to the community.

Public comment was taken on this item.

Jerry Brady spoke on standards for emergency management; cooperating with the Sheriff's department on these matters.

CM Wright suggested this would be better as an article in the town's newsletter.

A vote was taken on the motion which passed unanimously.

10.5. Report on Branding Initiatives per Budget. [CAARF requested by VM Alen]

Vice Mayor Alen gave her report, explaining the process: #1 a sign on the highway for the town; #2 a Dewey-Humboldt T-shirt; #3 a tri-fold brochure.

Council discussed #1 Sign, considering ADOT requirements/criteria, location, more than one sign, cost for sign.

Public comment was taken on this item.

Jerry Brady spoke on placement considerations; establishing a legal identity; submitting it to a GIS GPS location system for state roadside attractions.

No action was taken as it was not agendaized for action.

10.6. Discuss Format of Budget. [CAARF requested by CM Hamilton]

Councilmember Hamilton spoke on wanting the budget changed for more transparency.

There was discussion on how the budget already meets requirements for transparency.

Councilmember detailed what he would like to see: list each project under each line item; spell out the OSP line items; HURF projects listed out specifically; what equipment to purchase under equipment; each employee's wages listed separately; travel and training broken out for each department; benefits listed as a whole not individually.

There was discussion on whether the rest of council felt this was necessary. Councilmember Hamilton agreed to take a budget class if one is available.

Public comment was taken on this item.

Jerry Brady spoke on complying with federal aid standards for federal funds; fiduciary or public duty, due diligence research and due process disclosure; publishing in a comprehensible manner.

Ron Whitman spoke on knowing where the money is going.

Councilmember Hamilton made a motion to move this to the first work session in March, seconded by Councilmember Wright.

Town Manager Kimball responded to CM Hamilton's comments by explaining the budget process is very transparent. The town has a very small budget with no debt; this budget season is scheduled for a longer period with more meetings, all the meetings are public and recorded. She explained what CM Hamilton is asking for is accounting rather than the budget and as the Town Manager her job is to make sure the money budgeted is being spent correctly.

Public comment was taken on this item.

Ron Whitman spoke on his difficulty in getting notification of meetings through the State-mandated postings. He spoke on the courtesy listing of agenda items in the town's newsletter and the timing for receiving the newsletter.

Jerry Brady spoke on publications and mail service.

A roll call vote was taken on the motion. It failed by a 3-4 vote, with Councilmember Repan, Williams-Rowe, Vice Mayor Alen and Mayor Nolan voting against.

11. Comments from the Public.

Jerry Brady spoke on another entity's fine for not filing accountability reports and recommended the town look up the status of our reports.

Ron Whitman spoke on his work history and council staying out of trouble.

Angela Teski-Peterson complimented the council for their good work.

12. Adjourn.

The meeting was adjourned at 9:12 p.m.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
SPECIAL “ECONOMIC DEVELOPMENT VISIONING” MEETING MINUTES
TUESDAY, FEBRUARY 25, 2014, 4:00 P.M.**

A SPECIAL “ECONOMIC DEVELOPMENT VISIONING” MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, FEBRUARY 25, 2014, AT THE DEWEY-HUMBOLDT TOWN LIBRARY, DOWNSTAIRS, J.W. MITCHELL ROOM, 2735 S. CORRAL STREET, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.

Facilitator Richard Bowen introduced himself and had each Council Member introduce themselves and give a short background of their time on Council and in the community.

1. Call To Order. The meeting was called to order at 4:06 p.m. Mayor Nolan presided.

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. Special Study Agenda. No legal action to be taken.

The Session is facilitated by Mr. Richard Bowen, Northern Arizona University Faculty – Associated Vice President, Economic Development, Sustainability, and Phoenix Bio-Medical Campus Office of the President.

Richard Bowen introduced himself to the group and his background pertaining to economic development. He met Vice Mayor Alen at the Flinn Brown Institute and was invited to speak to the council on the economy of Dewey-Humboldt. He spoke on the history of this area over a long period of time and specifically during the recession and recommended the Council to be more intentional with the changes that will occur and build an economic development work plan.

3.1. Presentation of economic data for Dewey-Humboldt and surrounding area.

Mr. Bowen talked about some of the statistical data that he brought pertaining to the D-H area. This data shows some growth in retail with a steep decline during the recession and now starting to slowly grow again. He spoke on how historically, most Arizona government is sales-tax revenue based, taxing goods and services. With more transactions comes more money, therefore more services are available to the citizens. He asked what the future driver of our economy is. An advantage to the town is being closer to Phoenix, with most people passing through D-H when traveling from the valley to this region. He recommended being intentional, getting a plan together and growing it (the plan).

3.2. Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis, including discussions of economic development, planning, infrastructure, facilities, financial and staffing issues and external influences as they relate to SWOT.

Council reviewed Flagstaff’s SWOT. Mr. Bowen directed Council to write statements on, “What are D-H strengths, not just economic”, and place them on a board. He talked

with Council on these statements. He spoke on needing infrastructure to draw business here first.

Council discussed values, such as rural lifestyle; animals; children and schools etc. They discussed having cores of density within town, which the town already has with Humboldt and the history that created that density.

Weaknesses were listed and posted on the board. Infrastructure; superfund site; not enough commercial property. Council discussed benefits for the town such as Tourism, lifestyle etc.

3.3. Start discussion on “economic development opportunities and requirements” process.

Council considered on-going planning needed for growth; corralling that growth so it doesn’t interfere with the rural lifestyle; identifying those areas for long term growth; and potential economic opportunities. Mr. Bowen spoke on the regional economy, with most people living, working and shopping in different locations. There was discussion on how a signal at Main Street can help with tourism, and other potential development opportunities in this area. Councilmember McBrady spoke on an idea for an RV park on one of the superfund site locations; since D-H is closer to Phoenix, build it as a nice bedroom community.

Kevin Leonard was asked about his mine and whether it could be opened up for tourism. An unidentified person in the audience stated there is a museum in town.

Council was asked to write down ideas for D-H: regional airport, medical facility, hotel, senior housing, and manufacturing, small business incubation (entrepreneurial citizens) (incubation resources are available and important for small towns), finding partners (like the mining idea),

Mr. Bowen spoke on the Council acting as collaborators for these opportunities, and there being a consortium to work with all the entities to make things happen. “Government encouraged”.

Mr. Bowen asked Council for the requirements to do these opportunities that they came up with: Infrastructure; road development; etc.

Councilmember Hamilton spoke on a charette and asked whether Mr. Bowen had read that report. Mr. Bowen was given the report, which he stated he would review.

Mr. Bowen explained Council should consider this information for a strategic plan, and then create a work plan on how to make their plan work, including marketing to get the message out, collaboration, public/private partnerships, who has resources and likes these types of development, with the Town guiding the process.

Councilmember Hamilton spoke on not neglecting the Dewey area while having limited resources.

Mr. Bowen spoke on possible funding assistance through EDA money and other partnerships in economic development and the USDA.

Mr. Bowen spoke on identifying Sectors within Town: signage; arts, outdoor attractions, country festivals, amenities, retail lifestyle, center core/downtown, service industry, and manufacturing.

Mr. Bowen will take the input provided by Council and provide a report.

4. **Adjourn.** The meeting was adjourned at 6:00 p.m.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
REGULAR MEETING MINUTES
TUESDAY, MARCH 4, 2014, 6:30 P.M.**

A REGULAR MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, MARCH 4, 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 6:34 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 (arrived late at 6:36 p.m.), Dennis Repan, Nancy Wright; Vice Mayor Arlene Alen; and Mayor Terry Nolan were present. Councilmember Sonya Williams-Rowe 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.

Councilmember Repan spoke on the Yavapai Regional Medical Center Board of Directors needing 2 more members in September. Anyone interested in serving can contact CM Repan.

4.1. Mayors' Day Recognition for National Services Proclamation.

Mayor Nolan read the National Service proclamation.

5. **Town Manager's Report.** Update on Current Events.
None.
6. **Consent Agenda.**
 - 6.1. **Minutes.** Minutes from the February 11, 2014 Study Session.
Vice Mayor Alen requested the minutes be amended for the Transient Merchant agenda item to reflect her statement as "incorporating a similar, simpler element into the event permit".
Vice Mayor Alen made a motion to approve the minutes from the February 11, 2014 Study Session as amended, seconded by Councilmember Hamilton. It was approved unanimously.
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.
 - 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.

Mayor Nolan gave an overview: Council sent to Staff to develop a general policy.

There was discussion on whether this policy is needed and holding off until such time as Council approves purchasing portable electronic devices for the Council's use. Town Manager Kimball offered to work with IT for a detailed estimate of costs, which will come back to the Council during the budget process.

Councilmember Wright made a motion to table this until such time as council determines to purchase these devices, seconded by Councilmember Repan. It was approved by a 4-2 vote in favor, Councilmember McBrady and Mayor Nolan voting against.

Town Manager Kimball was directed to bring back a quote from IT for these devices and any implementation costs for the budget process.

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

9.1. Dewey-Humboldt Town Branding Project approval. [CAARF requested by VM Alen]

Vice Mayor Alen reviewed her report given to council at a previous meeting and explained she would like council to approve the report and move forward on the sign project. There was discussion on the details of the sign (size, content, color, location for sign). VM Alen explained a 10x8 sign approximately 16' high would probably get through ADOT's approval process. There was discussion on the sign and sign erection costs.

Public comment was taken on this item.

Gerald Hoyer spoke on the cost to mount the sign in the ground being considerable.

Vice Mayor Alen made a motion to approve her report and move forward with the sign project, seconded by Councilmember Hamilton.

There was discussion on the motion. Vice Mayor Alen modified her motion to direct the Town Manager to get a detailed sign quote and bring back to the Council if it exceeds \$3k in cost for the entire project. The seconder agreed to the modification.

There was discussion on the modified motion. Vice Mayor Alen modified the motion a second time to direct the Town Manager to get a detailed sign quote and bring it back to council for their approval. The seconder agreed to the modification. The motion passed by a 6-0 vote in favor.

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]

Councilmember Alen gave an overview on her idea to build community by having a signature event for the town, and proposed moving this to a work session.

Vice Mayor Alen made a motion to move this to a work session, seconded by Councilmember Wright. There was discussion on the Agua Fria Festival event and lack of volunteerism. VM Alen explained her event uses a different model.

No public comments were received on this item.

The motion passed by a 6-1 vote in favor.

9.3. Approve a presentation by Mayer Area Meals on Wheels representative for April 1, 2014 meeting. [CAARF requested by Mayor Nolan]

Mayor Nolan gave an overview explaining the town had been contacted about this and he felt it was a good idea for community relations.

Councilmember Repan made a motion to approve inviting Mayer Area Meals on Wheels to do a presentation at the April 1, 2014 regular Council meeting, seconded by Vice Mayor Alen.

Councilmember Wright spoke on the CAARF form not being marked for action. Councilmember Repan made a motion to move this to an action item, seconded by VM Alen. This was approved by a 6-0 vote.

Council voted on the original motion which was approved by a 6-0 vote in favor.

9.4. To approve hosting a booth at the League of Cities and Towns Conference. [CAARF requested by Mayor Nolan]

Mayor Nolan explained that this CAARF was not marked for action in error. He made a motion to move it to an action item. The motion failed for lack of a second. Council moved to the next agenda item without any further discussion on this item.

9.5. Budget initial discussion on priorities, process and schedule. Discussion on priorities, review the calendar.

Town Manager Kimball gave an overview on the budget schedule and outlined the process for the Councilmembers. She asked them for their budgetary considerations, which could be emailed or given in person.

There was discussion on the number of meetings and whether there was a need or not for so many.

No action was taken.

10. Public Hearing Agenda. None.

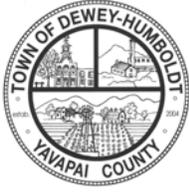
11. Comments from the Public. None.

12. Adjourn. The meeting was adjourned at 7:27 p.m.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk



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

TOWN COUNCIL REGULAR SESSION

March 18, 2014 6:30 p.m. Town Council Meeting Chambers

Agenda Item: 8.1. Use Permit for Off-Premise sign and setback waiver for Dewey-Humboldt Historical Society. Approve the application, deny the application or approve the application with modifications.

To: Mayor and Council Members

From: Warren Colvin, Community Development Coordinator

Date Submitted: March 13, 2014

Recommendation: Discussion and possible action on approving Use Permit for one (1) year with conditions listed below.

Summary: D-H Historical Society applied for a Use Permit for an off-premise sign to be installed on Parcel # 402-10-073. The property is currently zoned RS-70 (Residential Services).

Under the current sign code, off-premise signage would not be allowed per section 153.130 due to RS zoning and the 200' setback requirement. The applicant has requested waivers of the two requirements through the Use Permit process. **Waiver 1).** Request that the sign be allowed in an RS zoned district (which the uses in RS zoned district are very comparable to a commercial zoned district use). **Waiver 2).** Request a waiver from the 200' setback to residentially zoned property be reduced to 125'. The request to waive or reduce these requirements is based on the sign not being lit, property terrain, and no surrounding residential property will be adversely affected.

The proposed sign is made from a 6' diameter old water tank that will be mounted horizontally and anchored to the ground via short metal supports. The tank was originally used by the Iron King Laboratory and still has the name painted on the end. Total sign square footage as proposed is 92.75 square feet which is well under the 160 square feet allowed by section 153.130 of the Town Code. The sign location as shown on the site plan is in compliance with the setback requirements of a 1' to 1' ratio.

DHHS has secured written permission from the American Legion to place the sign on their property. DHHS has submitted an application to ADOT for approval of the sign. ADOT has reviewed the proposed sign and has approved the location and type of sign (see attached email confirmation by staff).

The intent by the applicant is to draw attention to the museum and historic downtown Humboldt along with the businesses along Main Street.

On January 16, 2014, a Citizen's Participation meeting was held after notification was sent to adjacent neighbors within 300' of the property. During this meeting it was noted that no citizens showed up to the meeting to speak in favor or opposition of this project.

On January 18, 2014, DHHS was contacted by Mr. William Lacey who owns the property at the corner of 3rd Street and Highway 69. He was in favor of the sign location but wanted to see what the sign looked like. Mr. Marsee of the DHHS mailed him a copy of the rendering and details of location. Staff had a meeting with Mr. Lacey on February 6, 2014 and he spoke in favor of the project.

On January 28, 2014, an application for a Use Permit was filed with the Town of Dewey-Humboldt to install an off-premise sign located at 12470 E. Legionnaire Way, Parcel # 402-08-049G (American Legion Post site).

On February 7, 2014, Staff sent out a Notice of Public Hearing along with a site plan and sign rendering to five adjacent owners of property within 300' of the project site.

On February 11, 2014, Staff posted the site in three locations for the Notice of Public Hearing.

On February 19, 2014, a Public Notice was published in the local newspaper announcing the dates and times for the Public Hearing for the Planning and Zoning Commission meeting along with the Town Council meeting.

On March 6, 2014 the Planning and Zoning Commission held a Public Hearing on the Use Permit. After reviewing the staff report and hearing comments in favor of the project from the public, the Commission voted 4 to 0 (with Commissioner Parker absent) to approve the Use Permit for a period of one year with stipulations recommended by staff.

Staff Recommendations:

Staff recommends that this Use Permit be approved for a period of one (1) year with stipulations listed below.

Staff believes that the two requests for waivers of section 153.130 as stated above can be approved because:

Waiver Request 1) To allow the sign in an RS zoned district. The town code 153.130 requires an off-premise sign to be located in C and M district. However, the RS zoned district allowed uses appear compatible with the uses found in a commercial zoned district.

Town Code § 153.041 RS DISTRICT (RESIDENTIAL AND SERVICES).

Permitted uses for the RS District (Residential and Services) are as follows in this section.

- (A) Where no zoning/density district has been combined, then all provisions of Density District 3 shall prevail (see § [153.069](#), most common ones shown in chart below).
- (B) (1) All principal and accessory uses and structures permitted in any more restrictive zoning district. Where the lot is contiguous to a less restrictive zoning district, requirement for securing an administrative review is waived (unless otherwise provided for);
 - (2) Offering of personal services within enclosed buildings (such as, but not limited to beauty and barber, massage, photography, group instruction, tailoring and small appliance repair). Such operations shall not include the offering of materials or equipment for sale. Small appliance repair not to include small gas engines. Subject to administrative review with comment period;
 - (3) Hospitals, clinics, sanitariums and nursing homes for the care of humans on a minimum one-half acre parcel excluding road right-of-way;
 - (4) Offices in which only professional, administrative, clerical or sales services are conducted;

Attachments: DHHS Use Permit Application Packet; ADOT Approval; Public Notice; Photos

- (5) Private clubs and lodges operated solely for the benefit of bona fide members, including outdoor recreation or assembly facilities on two acres or less. Subject to administrative review with comment period;
- (6) Nursery schools on minimum one-half acre parcel;
- (7) Revival tents and similar temporary operations; and
- (8) Educational institutions (privately funded) as defined in § [153.005](#) (provided they offer a curriculum of general instruction comparable to similar publicly funded educational institutions).

Waiver Request 2) A waiver from the 200 foot setback to residentially zoned property be reduced to 125'. The waiver can be granted because the sign will have no exterior illumination and mainly vacant property adjacent to this parcel.

Additionally, as of February 26, 2014 the Town has received no letter in opposition to this project. The applicant performed a Citizen Participation meeting in January 2014 as required and no opposition was stated at this meeting.

Stipulations:

- 1) Sign and its structural components to be constructed as shown on submitted rendering to P&Z and Town Council. Minor sign text changes may be approved administratively by staff.
- 2). Applicant to apply for a sign permit as required by Town Code section 153.138.
- 3). Granting of the use permit does not constitute a permanent use nor does it grant a vested right beyond the term of the permit.
- 4). If the use for which the use permit has been granted is discontinued for a continuous period of 12 months, the use permit shall be voided per Town Code Section 153.091(D)(6) and the sign must be removed.

JAN 28 2014

TOWN OF DEWEY-HUMBOLDT

DEVELOPMENT APPLICATION

Received

PROJECT DESCRIPTION:

Directional off-premise sign on historic tank located on the American Legion property.

- General Plan Amendment - Major, General Plan Amendment - Minor, Pre-Application, Community Master Plan, Major Use / Site Plan, Preliminary plat, Commercial Design Review, Annexation, Zoning Clearance, Conditional Use Permit, Abandonment, Rezone, Land split (3 parcels max), Lot Combine, Variance, Area Plan / Amendment, Final Plat / Amendment, Land Use District, Other

LEGAL DESCRIPTION:

Property Address: 12470 E. Legionnaire Way, Number of Lots / Units Proposed: N/A, Assessor's Parcel Number: 402-08-049G, Parcel Size (Acres): 3.06, Existing Land Use District: RS-70, Proposed Land Use District: Same, Plat Name: N/A, Block: N/A, Lot: N/A, Tract: N/A

DESCRIBE UTILITIES AVAILABLE TO PROPERTY: N/A

- Water, Gas, Sewer, Phone, Electric, Cable

Describe Public Access to Property:

FEES

Base Fees: Other Fees: Other Fees: Subtotal: Total:

Table with 2 columns: APPLICANT / CONTACT INFORMATION (Dewey-Humboldt Museum) and OWNER INFORMATION (American Legion #78)

Signature of owner or representative applicant: Chairman, Dewey-Humboldt Historical Society

*If application is being submitted by someone other than the owner of the property under consideration, a letter of authorization or other corresponding information must be provided.

LETTER OF INTENT

The Dewey-Humboldt Historical Society is requesting permission to install a historical water tank above Highway 69 on the American Legion property. The tank is horizontal and was originally used by the Iron King Laboratory and still has the name painted on the end. A new sign will be painted on the side of the tank directing people to the Dewey- Humboldt Museum. The sign will read: *Dewey-Humboldt Museum – Turn right at Main Street.*

The tank will be located on the south side of the hill just above East Legionnaire Highway. A rendering of the tank and a map showing its location is attached. The tank is thirteen feet long, 6 feet in diameter and will stand approximately seven feet high. The tank will be securely fastened to the ground. In addition to the museum, it will draw attention to historic downtown Humboldt and the businesses along Main Street.

We are also requesting a waiver from Town Code Section 153.130 (Off Premise Signs). The waiver is to reduce the requirement of off premise signs to not be closer than 200 feet of a residential zoning district. The tank will be approximately 125 feet north of an open field that is zoned residential. It will not be illuminated and there are no residential houses with a view of the proposed sign.

We have secured written permission from the American Legion to place the tank on their property. The Arizona Department of Transportation has also been contacted since the proposed sign will be within 660 feet of Highway 69.



TOWN OF DEWEY-HUMBOLDT
Plot Plan Sketch and Affidavit

I certify that I am authorized by the property owner to make this application, that all information provided for this application is correct and that this plot plan, as part of the permit, indicates all structures (including fences, walls, and pads), correct property and building dimensions; setback distances; legal access and easements; road cuts; walls and/or any water course (including washes, drainage ditches etc.) on or within 50'; 100' and 200' respectively of the property. We agree to conform to all applicable laws of this jurisdiction.

[Signature]
 Signature

1/28/14
 Date

Orientation of Plot Plan

Dimension & Lettering ↑				
	Dimension & Lettering ↔			

Document #

Sec

Twn

Rng

A P N

Zoning:

Stories:

Height:

Slope: %

FY:

RY:

EY:

IY:

LC:

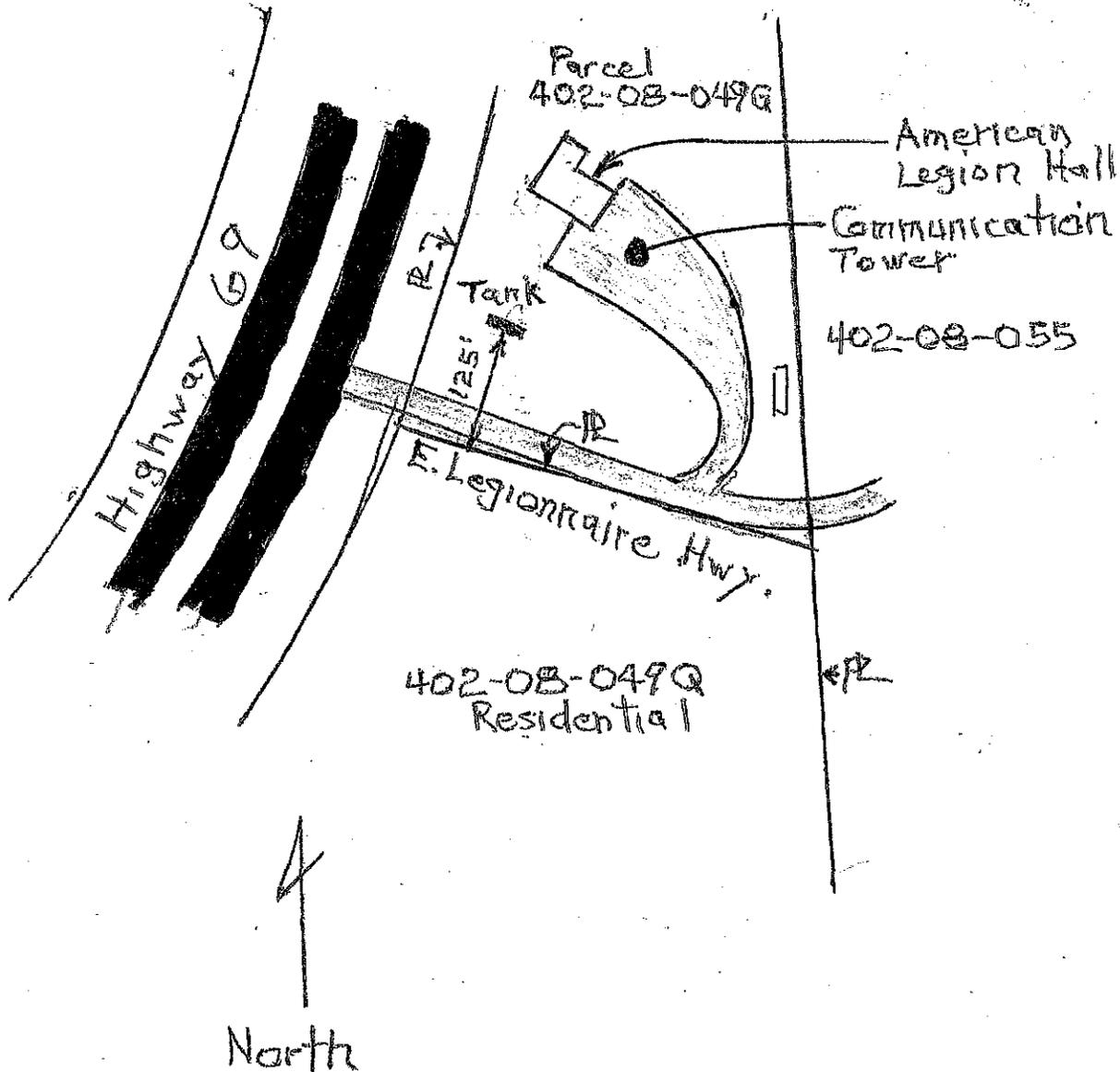
Lot Area

Lot %

Density Used:

Scale:

North Arrow



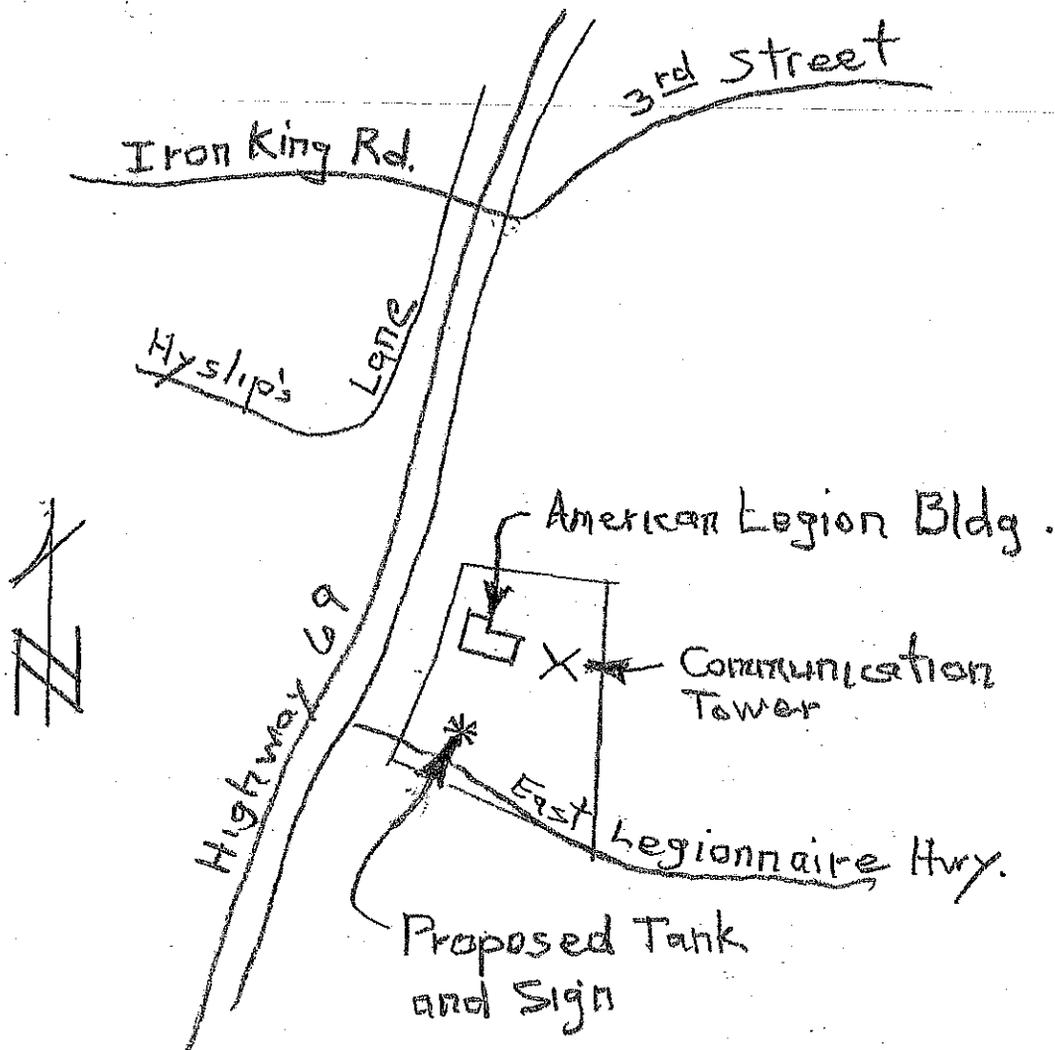
MUST BE DRAWN TO SCALE PER CHECKLIST. An additional 8 1/2" x 11" sheet may be used to provide an area map for a parcel which exceeds 2 acres or dimensions of 300 feet.

Town of Dewey-Humboldt

Directions to Site

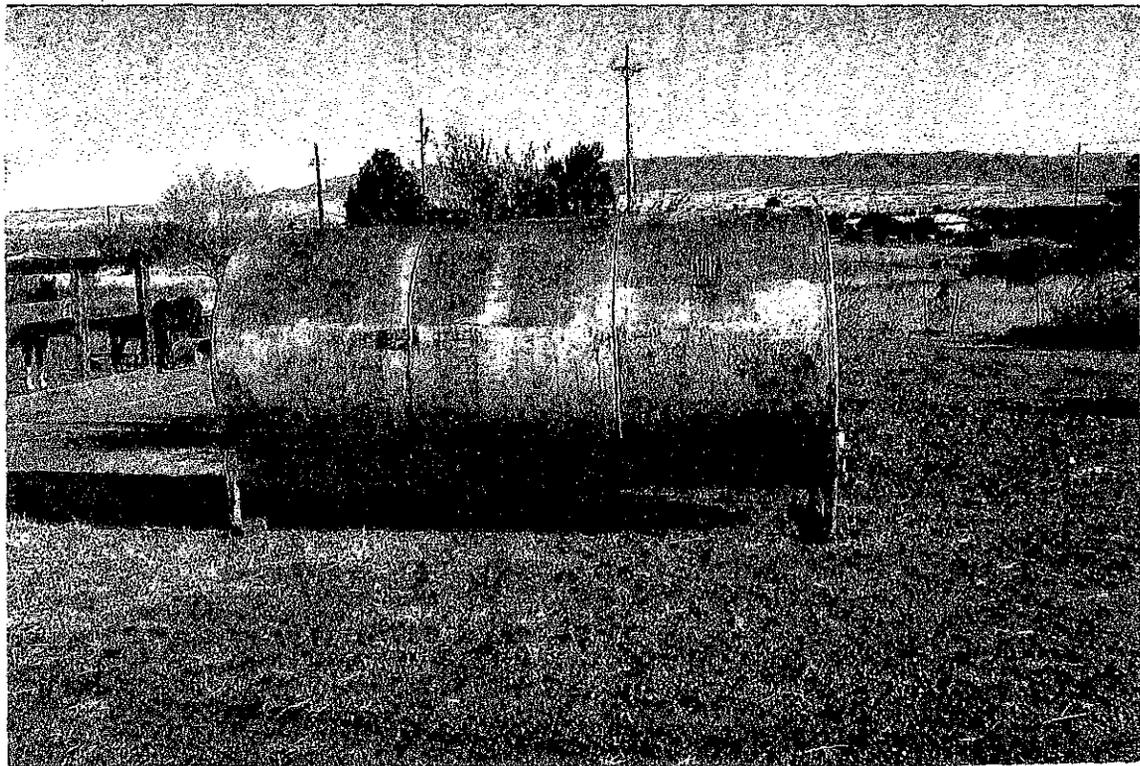
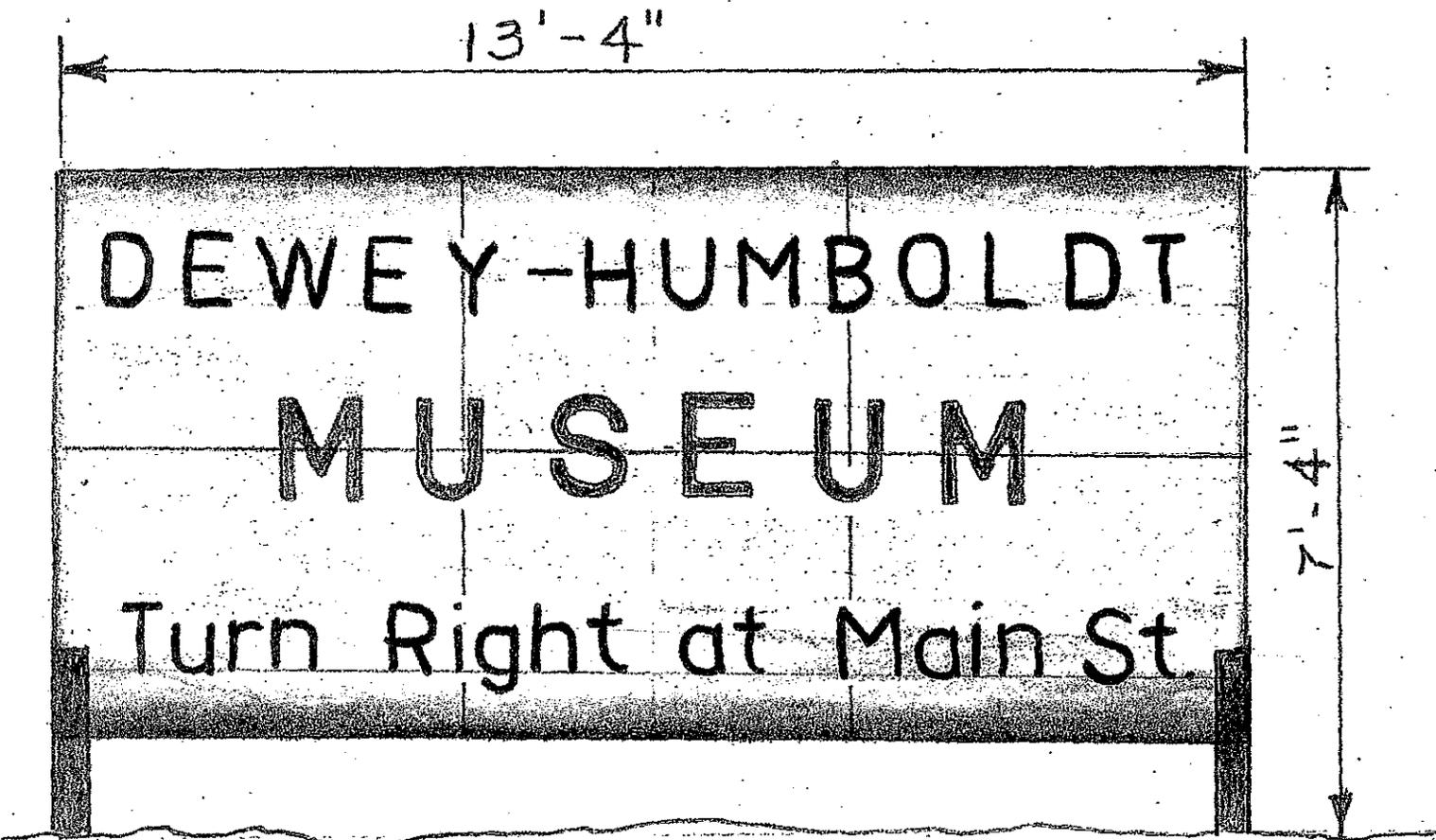
Instructions: An actual detailed line map is needed, not written instructions, adding any significant buildings, land marks, main highway, street names, and north arrows. If the map is not adequate it could cause a delay in issuing your permit.

Assessor's Parcel Number 402-08-049G Address Post 78



Scale: ~1" = 400'

Jan, 2014
Page 6 of 7



Jan. 2014

From: John Young <johncharlesyoung@aol.com>

To: johncharlesyoung <johncharlesyoung@aol.com>

Subject: Approval for water tank sign to be located at legion hall #78 property. in Humboldt

Date: Thu, Dec 19, 2013 9:00 pm

American Legion hall Post #78 is giving permission to the Dewey/Humboldt Historical Society/Museum to locate and keep its water tank sign on Legion property for a time of ten years and at that time the Legion will determine to extend renewal.

I DUSTIN SACMANS, Commander Am. Legion Post 78
Humboldt, Az. 12/23/13

GIVE PERMISSION TO DEWEY-HUMBOLDT HISTORICAL SOCIETY/
MUSEUM TO LOCATE AN ANTIQUE WATER TANK ON OUR
PROPERTY - AS PER ABOVE.

Dustin L. Sacmans 1/5/14
Commander 2014



Dewey-Humboldt Historical Society

P.O. Box 85, Humboldt Az., 86329

January 27, 2014

To: Town of Dewey-Humboldt
Community Development Department

Attn: Warren Colvin

This letter is regarding the application to place a historic water tank, with a sign painted on it, in the Town of Dewey-Humboldt. On January 9, 2014 a letter (see attached) was sent to abutting property owners within 300 feet of where the tank will be located. All owners were invited to a meeting on January 16th to be held at the Dewey-Humboldt Museum. The meeting was to discuss any questions regarding the tank. No one showed up at the meeting.

On January 18th, I was contacted by a Mr. William Lacey who owns property at the corner of 3rd Street and Highway 69. He was in favor of placing the tank on the American Legion property but he wanted to know what it would look like. I mailed him a rendering of the proposed tank and the details about where it would be located

Sincerely, Carl Marsee, Chairman of the Board
Dewey-Humboldt Historical Society

Dewey-Humboldt Historical Society

P.O. Box 85, Humboldt, Arizona, 86329

January 9, 2014

To: Specific Humboldt property owners:

The Dewey-Humboldt Historical Society has secured permission from The American Legion – Post 78 to place an empty water tank on their property overlooking Highway #69. The tank will have a sign painted on it showing the turnoff to the Dewey-Humboldt Museum located on Main Street in Humboldt. The tank will be located about fifty yards south of the legion hall. As part of the planning process, this letter is intended to do the following:

1. To formally notify the citizens of our intentions.
2. To invite anyone who might have concerns that the tank might have a negative impact on the community to meet with us. The meeting is to discuss our intentions and to express any concerns.
3. To insure that the property owners in the area have ample opportunity to learn about the proposal, to meet with us, discuss our intentions and express concerns.
4. To facilitate communication between the Historical Society, interested citizens, property owners town staff, and elected officials.

A public meeting to discuss the proposed placement of the tank will be held at the Museum at 12925 East Main Street in downtown Humboldt at 7:00 p.m. on Thursday, January 16, 2014. If further public dialogue is desired, a second meeting will be scheduled at that time.

Owners of property within 300 feet of the proposed location of the tank will be mailed a copy of this letter as an invitation to attend. All interested citizens are encouraged to attend. Anyone with questions may call the number given below.

Sincerely,

Carl A. Marsee

Chairman, Dewey-Humboldt Historical Society 928-499-0445



ARIZONA DEPARTMENT OF TRANSPORTATION

MAINTENANCE PERMITS SERVICES
206 SOUTH 17TH AVENUE, MAIL DROP 004R
PHOENIX, AZ 85007
ofc. (602) 712-7386 fax (602) 712-3484

Permit # 5817



Sign Owner Name : **DEWEY-HUMBOLDT HISTORICAL SOCIETY**

Sign Owner Code : **D082**

Address : **P. O. BOX 85
HUMBOLDT, AZ 86329**

Phone : **(928) 499 - 0445** Fax :

Property Owner Name : **AMERICAN LEGION POST 78**

Address : **2470 E. LEGIONAIRE WAY, HUMBOLDT, AZ 86329**

Phone : Fax :

SIGN LOCATION :

Route :	S -69	Milepost :	278.70
County :	YAVAPAI	Nearest City :	HUMBOLDT
Inside city limit :	YES	Direction of travel :	NORTH
Direction of sign on same side of road :	NORTH	Distance to nearest sign : (in feet)	2,500
Zoning :	RS	Parcel Number :	402-08-049G

Your application is approved.

Permit approved effective: **02/19/2014**

**Permit valid 12 months if sign is erected within the required 120 days time period.
(Reference: Administration rule R17-3-701, c12)**



Town of Dewey-Humboldt

P.O. Box 69 / 2735 South Highway 69, Suite 10, Humboldt, AZ 86329

PUBLIC HEARINGS NOTICE

The following hearing application shall appear in addition to previously set matters by the

**TOWN OF DEWEY-HUMBOLDT PLANNING & ZONING ADVISORY COMMISSION
ON MARCH 6, 2014 AT 6:00 PM
AND
DEWEY-HUMBOLDT TOWN COUNCIL
ON MARCH 18 AT 6:30 PM**

Hearings will be conducted at Town Hall, 2735 South Highway 69, Suite 10,
Humboldt, Arizona 86329

PUBLIC HEARING ITEMS:

ITEM: APPLICATION FOR A USE PERMIT

Planning & Zoning Case Number: UP2014-1

APN: 402-08-049G

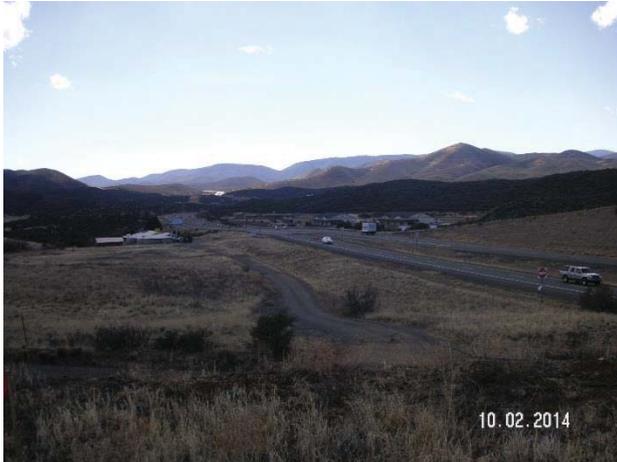
Address: 12470 E. Legionnaire Way

Applicant: Dewey-Humboldt Historical Society
12925 E. Main Street
Humboldt, AZ 86329

Request: Use Permit to install an off-premise sign and requesting a waiver from 200' setback to Residential Zoned District.

Notes: Sign drawing and site map can be reviewed at Town Hall.

NOTICE TO THE PUBLIC: Property owners may submit letters in support or opposition of a Public Hearing Item by directing written correspondence to the Town of Dewey-Humboldt, PO Box 69, Humboldt, Arizona 86329. For more information, contact Dewey-Humboldt Town Clerk, Judy Morgan, at (928) 632-8562/Fax 928-632-7365



rec'd 2/27/14
@ 9:15am JM



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: 3/18/14

Date of Request: 2/27/14

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):

DISCUSS IF THE TOWN WANTS INFRASTRUCTURE
INSTALLED.

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

Staff Recommendation(s): _____

Budgeted Amount: _____

List All Attachments: _____

Type of Presentation: _____

Special Equipment needed: Laptop Remote Microphone

Overhead Projector Other: _____

Contact Person: Jack Manville

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: next available

Date of Request: 3.4.14

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 set a date, following our ED Visioning Sessions and upcoming ULI program to participate in this process as part of looking toward our mandatory general plan revision.

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

See League of Cities & Towns Newsletter- Connection #130

Program in conjunction with ASU for 4 hours of free consultations for governments to help local governments advance their sustainability efforts with practical and affordable solutions

Staff Recommendation(s): that provide value to your community and a higher quality of life for your residents.

Budgeted Amount: _____

List All Attachments: TBD provided through ASU

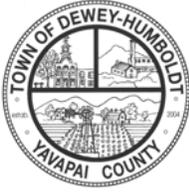
Type of Presentation: verbal

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: _____

Date of Request: 3.9.14

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):

Determine Rotation for Ethics Committee 2014-2015 and beyond and set panel.

Purpose and Background Information (Detail of requested action). Ethics Code is currently in place and per same we are required to have a 3 person Ethics Committee with a rotating Council Member along with the Mayor and Vice-Mayor. Council needs to establish panel, back-up and process for rotation.

Staff Recommendation(s): _____

Budgeted Amount: _____

List All Attachments: Copy of current code and requirements provided by staff

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.

ORDINANCE No-13-103

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, COUNTY OF YAVAPAI, ARIZONA, AMENDING THE TOWN OF DEWEY-HUMBOLDT, ARIZONA CODE OF ORDINANCES, TITLE III ADMINISTRATION, CHAPTER 30 TOWN COUNCIL AND OFFICIALS, BY ADDING NEW SECTION 30.020 CODE OF ETHICS AND CONDUCT TO ESTABLISH A CODE OF ETHICS AND CONDUCT FOR MEMBERS OF THE TOWN COUNCIL AND MEMBERS OF TOWN BOARDS, COMMISSIONS AND COMMITTEES; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING PENALTIES

Whereas, Arizona Revised Statutes Section 9-240(b)(29) authorizes the Town Council to adopt ordinances for the government of its officers; and

Whereas, The Town Council of the Town of Dewey-Humboldt finds that a code of ethics and conduct for public officials of the Town would further public confidence in the integrity of the Town's public officials.

Now, Therefore, Be it ordained by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, as follows:

Section I. In General

The Town of Dewey-Humboldt, Arizona Code of Ordinances, Title III Administration, Chapter 30 Town Council and Officials is hereby amended by adding new Section 30.020 Code of Ethics and Conduct to read as follows (additions in ALL CAPS; deletions in ~~strikeout~~):

§ 30.020 CODE OF ETHICS AND CONDUCT FOR THE TOWN COUNCIL AND TOWN BOARDS, COMMISSIONS AND COMMITTEES

(A) *PREAMBLE*

(1) THE RESIDENTS AND BUSINESSES OF DEWEY-HUMBOLDT ARE ENTITLED TO HAVE A FAIR, ETHICAL AND ACCOUNTABLE LOCAL GOVERNMENT AND TO DEMAND THE HIGHEST STANDARD OF ETHICS FROM ALL ITS OFFICIALS. ALL MEMBERS OF TOWN BOARDS, COMMISSIONS, COMMITTEES AND THE TOWN COUNCIL SHALL MAINTAIN THE UTMOST STANDARDS OF PERSONAL INTEGRITY, TRUTHFULNESS, HONESTY AND FAIRNESS IN CARRYING OUT THEIR

PUBLIC DUTIES, AVOID ANY IMPROPRIETIES IN THEIR ROLES AS PUBLIC SERVANTS, COMPLY WITH ALL APPLICABLE LAWS, WHETHER LOCAL, STATE OR FEDERAL, AND NEVER USE THEIR POSITION OR POWERS IMPROPERLY OR FOR PERSONAL GAIN.

(2) ETHICS IS DEFINED HERE AS THE RULES OR STANDARDS GOVERNING THOSE PERSONS FUNCTIONING AS REPRESENTATIVES OF THE TOWN DEWEY-HUMBOLDT. THESE RULES AND STANDARDS ARE BASED UPON A SET OF VALUES JUDGED TO BE MORAL TO THE EXTENT THAT THEY ENHANCE SOCIETY AND AN INDIVIDUAL'S RELATIONSHIP TO OTHERS. HONESTY AND INTEGRITY SHALL BE THE PRIMARY VALUES IN ALL ISSUES WHETHER IT BE IN THEIR DUTIES FOR THE TOWN OF DEWEY-HUMBOLDT OR IN ANY REGARD TO THEIR CONSTITUENTS.

(3) THE PURPOSE OF THIS CODE IS TO ESTABLISH ETHICAL STANDARDS OF CONDUCT FOR PUBLIC OFFICIALS ACTING IN THEIR OFFICIAL PUBLIC CAPACITY.

(B) *DEFINITIONS*

"CENSURE" MEANS:

1. AN EXPRESSION OF STRONG DISAPPROVAL OR HARSH CRITICISM.
2. AN OFFICIAL REBUKE, AS BY A LEGISLATURE OF ONE OF ITS MEMBERS.
3. TO CRITICIZE SEVERELY; BLAME.
4. TO EXPRESS OFFICIAL DISAPPROVAL OF
5. A FORMAL, PUBLIC REPRIMAND FOR AN INFRACTION OR VIOLATION.

"PUBLIC OFFICIAL" MEANS THE MAYOR, TOWN COUNCIL MEMBERS, AND ANY TOWN BOARD, COMMISSION OR COMMITTEE MEMBER.

"SANCTION" MEANS:

1. THE PENALTY FOR NONCOMPLIANCE SPECIFIED IN A LAW OR DECREE.
2. A PENALTY, SPECIFIED OR IN THE FORM OF MORAL PRESSURE, THAT ACTS TO ENSURE COMPLIANCE OR CONFORMITY.
3. TO PENALIZE, ESPECIALLY FOR VIOLATING A MORAL PRINCIPLE OR INTERNATIONAL LAW.
4. TO IMPOSE A SANCTION ON; PENALIZE, ESP. BY WAY OF DISCIPLINE
5. TO PUNISH SO AS TO DETER

(C) *RESPONSIBILITIES OF PUBLIC OFFICE*

(1) BY OATH OF OFFICE EACH PUBLIC OFFICIAL IS RESPONSIBLE TO UPHOLD THE CONSTITUTION OF THE UNITED STATES, THE CONSTITUTION OF

THE STATE OF ARIZONA, AND THE ORDINANCES AND REGULATIONS OF THE TOWN OF DEWEY-HUMBOLDT. PUBLIC OFFICIALS ARE OFTEN ASKED TO MAKE DECISIONS THAT AFFECT VARIOUS GROUPS AND INDIVIDUALS ADVERSELY. BALANCING DIVERSE CONSTITUENT INTERESTS IS A DIFFICULT TASK AND THEREFORE THE PUBLIC OFFICIAL SHALL PERFORM HIS OR HER OBLIGATIONS IN A MANNER THAT IS IMPARTIAL AND RESPONSIBLE TO ALL PEOPLE AND SHALL ADHERE TO ETHICAL STANDARDS THAT ELIMINATE DISAPPOINTMENT BORNE OF DISHONESTY, CONFLICTS OF INTEREST, UNFAIRNESS OR ILLEGALITY.

(2) THE PUBLIC OFFICIAL SHALL NOT USE HIS POSITION FOR PERSONAL OR MONETARY GAIN, WHETHER DIRECTLY OR INDIRECTLY OR ANY OTHER MANNER IN WHICH THE POSSIBILITY OF GAIN MIGHT BE PERCEIVED BY THE PUBLIC OR ANOTHER MEMBER OF THE PUBLIC BODY AND AS DESCRIBED HERE WITHIN IN SECTION II.

(3) THE PUBLIC OFFICIAL SHALL NOT DISCLOSE CONFIDENTIAL INFORMATION CONCERNING THE PROPERTY, GOVERNMENT, OR AFFAIRS OF THE TOWN OF DEWEY-HUMBOLDT WITHOUT PROPER LEGAL AUTHORIZATION. ARIZONA LAW PROVIDES THAT DURING A PERSON'S EMPLOYMENT OR SERVICE TO THE TOWN AND FOR TWO YEARS THEREAFTER, NO PUBLIC OFFICIAL MAY DISCLOSE OR USE CONFIDENTIAL INFORMATION WITHOUT APPROPRIATE AUTHORIZATION AS SET FORTH IN A.R.S. SECTION 38-504(B).

(4) PUBLIC OFFICIALS HAVE AN OBLIGATION TO BE ACCESSIBLE, OPEN AND DIRECT, NOT ONLY WITH THE OTHER MEMBERS OF THE COUNCIL AND/OR BOARDS, COMMISSIONS OR COMMITTEES BUT ALSO TO THE CITIZENS AND BUSINESS REPRESENTATIVES THAT APPEAR BEFORE THEM, BOTH IN THE PUBLIC FORUM AND IN PRIVATE. THE PUBLIC IS ENTITLED TO COMMUNICATE WITH THEIR PUBLIC SERVANTS AND UNDERSTAND THE POSITION OF THE COUNCIL AND BOARDS, COMMISSIONS AND COMMITTEES ON PUBLIC ISSUES.

(5) PUBLIC OFFICIALS HAVE AN OBLIGATION TO ATTEND MEETINGS AND BE PREPARED. IT IS EXPECTED THAT PUBLIC OFFICIALS WILL REVIEW THE MATERIALS, PARTICIPATE IN DISCUSSIONS AND MAKE INFORMED DECISION OF THE MERITS OF THE ISSUE AS OPPOSED TO ACTING OUT OF EMOTIONAL BIAS.

(D) *CONFLICT OF INTEREST*

(1) PUBLIC OFFICIALS MUST BE CONSTANTLY ON GUARD AGAINST CONFLICTS OF INTEREST AND SHALL NOT BE INVOLVED IN ANY ACTIVITY WHICH CONFLICTS WITH THEIR RESPONSIBILITIES TO THE TOWN OF DEWEY-HUMBOLDT AND ITS RESIDENTS. THE PEOPLE OF THIS TOWN HAVE A RIGHT TO EXPECT INDEPENDENCE AND FAIRNESS TOWARDS ALL GROUPS WITHOUT FAVORING INDIVIDUALS OR PERSONAL INTEREST.

(2) ARIZONA CONFLICT-OF-INTEREST LAWS APPLY TO PUBLIC OFFICIALS. AND AS SUCH, THIS CODE SHALL REINFORCE ANY EXISTING AFFIRMATION REGARDING CONFLICT OF INTEREST CONTAINED IN THE PUBLIC OFFICIAL'S OATH OF OFFICE. WHEN ACTING IN A PUBLIC CAPACITY, THE PUBLIC OFFICIAL SHALL ABSTAIN FROM PARTICIPATING IN DISCUSSION AND VOTE ON ANY PENDING MATTER THAT WOULD RESULT IN HIS FINANCIAL OR PRIVATE GAIN.

(3) PUBLIC OFFICIALS SHALL NOT DIRECTLY OR INDIRECTLY SOLICIT, ACCEPT OR RECEIVE ANY GIFT--WHETHER IT BE MONEY, SERVICES, LOAN, TRAVEL, ENTERTAINMENT, HOSPITALITY, PROMISE, OR ANY OTHER FORM THAT COULD BE REASONABLY INFERRED TO INFLUENCE THE PERFORMANCE OF HIS OFFICIAL DUTIES AND ACTIONS OR SERVE AS A REWARD FOR ANY OFFICIAL ACTION. IN ADDITION AND EXTENDED UNDER THIS ISSUE, UNDER NO CIRCUMSTANCES SHALL A PUBLIC OFFICIAL ACCEPT A GIFT OR FAVOR THAT IS A BRIBE, OR REFLECTS, TO A REASONABLE PERSON, AN EFFORT TO IMPROPERLY INFLUENCE THE PUBLIC OFFICIAL CONTRARY TO THAT PUBLIC OFFICIAL'S RESPONSIBILITY TO THE PUBLIC IN TOTAL OR TO ACT IMPARTIALLY AND ON THE MERITS OF THE MATTER. PUBLIC OFFICIALS MUST NOT BE INVOLVED IN DISCUSSING ISSUES THAT APPEAR TO BE SELF-DEALING. THAT IS, PUBLIC OFFICIALS MUST NOT BE INVOLVED IN DISCUSSING OR DECIDING ON ANY ISSUE OVER WHICH THEY HAVE JURISDICTION AS A COUNCIL OR BOARD, COMMITTEE OR COMMISSION MEMBER, WHICH MAY IMPACT THE PUBLIC OFFICIAL OR MEMBERS OF HIS FAMILY OR THE PUBLIC OFFICIAL'S BUSINESS, FINANCIALLY OR IN ANY WAY THAT MAY BE PERCEIVED BY ANY REASONABLE MEMBER OF THE COMMUNITY AS ADVANTAGEOUS TO THAT PUBLIC OFFICIAL. IT SHOULD ALSO BE NOTED THAT COUNCILMEMBER'S MUST COMPLY ANNUALLY WITH THE FINANCIAL DISCLOSURE ACT, AS REQUIRED IN A.R.S. 38-541-545. ARIZONA LAW ALSO PROHIBITS PUBLIC OFFICIALS FROM RECEIVING ANYTHING OF VALUE OR ANY COMPENSATION OTHER THAN THEIR NORMAL SALARY OR STIPEND FOR ANY SERVICE RENDERED IN CONNECTION WITH THAT PUBLIC OFFICIAL'S DUTIES WITH THE TOWN OF DEWEY-HUMBOLDT.

(E) *CONDUCT IN PUBLIC OFFICE*

(1) THE PUBLIC OFFICIAL SHALL NOT DISCUSS OR DIVULGE CONFIDENTIAL INFORMATION ACQUIRED BY HIM IN THE COURSE OF HIS OFFICIAL DUTIES NOR SHALL HE USE THIS INFORMATION FOR HIS OWN PERSONAL INTEREST OR AGGRANDIZEMENT AND AS A MINIMUM, UTILIZE A.R.S. 38-504 AS, BUT NOT LIMITED TO, A GUIDELINE.

(2) THE PUBLIC OFFICIAL SHALL RESPECT THE RIGHTS, PRIVILEGES AND OPINIONS OF HIS FELLOW OFFICIALS.

(3) PROPRIETY DICTATES THAT THE PUBLIC OFFICIAL BE SENSITIVE TO THE POSSIBLE CONFIDENTIAL OR PERSONAL NATURE OF DIRECTIVES ADDRESSED TO OTHER INDIVIDUALS.

(4) IN ANY DEALINGS WITH TOWN OF DEWEY-HUMBOLDT EMPLOYEES, THE PUBLIC OFFICIAL SHALL MAINTAIN PROFESSIONAL CONDUCT WITH RESPECT TO THE EMPLOYEE'S WORK ASSIGNMENTS AND OBLIGATIONS. THE OFFICE OF THE PUBLIC OFFICIAL SHALL IN NO SITUATION BE USED TO WRONGFULLY OBTAIN INFORMATION EITHER BY INTIMIDATION OR BY DELIBERATELY VIOLATING THE PRIVACY OF AN EMPLOYEE'S WORK STATION.

(5) PUBLIC DECISION-MAKING MUST BE FAIR AND IMPARTIAL AND SHALL BE NON-DISCRIMINATORY ON THE BASIS OF PROTECTED CLASSES, SUCH AS RACIAL AND RELIGIOUS GROUPS, OUTLINED IN FEDERAL, STATE AND TOWN LAWS AND ORDINANCES. PUBLIC OFFICIALS SHALL CONDUCT BUSINESS AND OPERATE IN A MANNER THAT IS FREE FROM ILLEGAL DISCRIMINATION ON THE BASIS OF AGE, SEX, COLOR, RACE, DISABILITY, NATIONAL ORIGIN, OR RELIGIOUS PERSUASION.

(5) PUBLIC OFFICIALS SHALL NOT USE THEIR POLITICAL OR APPOINTED OFFICE TO ADVANCE PRIVATE INTERESTS AND ENGAGE IN POLITICAL CAMPAIGNING AT TOWN MEETINGS OR WITHIN TOWN BUILDINGS.

(6) NO RELATIVE OF A SITTING COUNCIL MEMBER, MEMBER OF A TOWN BOARD, COMMITTEE OR COMMISSION MAY BE EMPLOYED BY THE TOWN.

(7) DISCUSSION OF ISSUES WHICH MAY APPEAR IN THE FUTURE BEFORE THE COUNCIL OR A BOARD, COMMITTEE OR COMMISSION SHALL BE PROHIBITED WHEN A SITUATION ARISES WHERE A QUORUM OF THE COUNCIL OR A BOARD, COMMITTEE OR COMMISSION EXISTS. NUMEROUS ARIZONA LAWS REQUIRE THAT MEETINGS OF PUBLIC BODIES BE OPEN TO THE PUBLIC AND THAT PUBLIC RECORDS BE AVAILABLE FOR INSPECTION.

(F) *COMPLIANCE AND ENFORCEMENT WITH THE DEWEY-HUMBOLDT CODE OF ETHICS*

(1) PUBLIC OFFICIALS TAKE AN OATH WHEN THEY ASSUME THEIR DUTIES TO UPHOLD THE LAWS OF THE UNITED STATES OF AMERICA, THE STATE OF ARIZONA, AND THE TOWN OF DEWEY-HUMBOLDT. THEREFORE, IT IS THE INTENT OF THE TOWN COUNCIL TO EDUCATE AND WHERE NECESSARY, TO DISCIPLINE PUBLIC OFFICIALS WHO VIOLATE THIS CODE.

(2) THE PROCESS FOR ENFORCEMENT FOLLOWS:

(A) IF A RESIDENT (COMPLAINANT) THINKS THAT A VIOLATION OF THIS CODE HAS OCCURRED THEY SHALL COMPLETE A COMPLAINT FORM. THE FORM WILL BE AVAILABLE ON-LINE OR AT TOWN HALL. THE FORM WILL INCLUDE THE DATE OF FILING THE COMPLAINT, THE DATE OF THE VIOLATION, THE FACTS SUPPORTING THE COMPLAINT, WHAT PART OF THE CODE THAT WAS VIOLATED, AND THE NAME OF THE PERSON THAT VIOLATED THE CODE. THE COMPLAINANT WILL SUPPLY CONTACT INFORMATION SO HE CAN BE TOLD OF THE OUTCOME OF THEIR COMPLAINT.

(B) THE COMPLAINT THEN GOES TO THE ETHICS COMMITTEE. THIS COMMITTEE WILL BE MADE UP OF THE MAYOR, VICE-MAYOR AND A ROTATING COUNCIL MEMBER. THE ROTATING MEMBER WILL BE SELECTED IN THE SAME MANNER AS THE VICE-MAYOR IS SELECTED ON A YEARLY BASIS. THE COMMITTEE WILL DETERMINE WHETHER A VIOLATION HAS OCCURRED. THE ETHICS COMMITTEE MAY REQUEST ADDITIONAL INFORMATION FROM STAFF, THE RESPONDENT (OBJECT OF THE COMPLAINT), THE COMPLAINANT AND TOWN ATTORNEY.

(C) THE ETHICS COMMITTEE WILL THEN DECIDE WHETHER OR NOT THERE WAS A VIOLATION AND WHETHER THE VIOLATION WAS A MINOR OR MAJOR VIOLATION OF THE ETHICS CODE. THE RULING OF THE MAJORITY OF THE COMMITTEE IS THEN PRESENTED TO THE FULL COUNCIL. IF THERE IS NOT A UNANIMOUS DECISION BY THE COMMITTEE, A MINORITY REPORT CAN BE PRESENTED ALONG WITH THE MAJORITY OPINION. THE WHOLE COUNCIL CAN ALSO LOOK AT ALL THE INFORMATION RECEIVED BY THE ETHICS COMMITTEE TO MAKE THEIR DETERMINATION. THE ETHICS COMMITTEE DISCUSSION MAY BE HELD IN EXECUTIVE SESSION.

(D) IF A MAJORITY OF THE COUNCIL DETERMINES THAT NO VIOLATION OCCURRED, NO ACTION WILL BE TAKEN AND THE COMPLAINANT WILL BE NOTIFIED OF THE OUTCOME.

(E) IF A MAJORITY OF THE COUNCIL AGREES THAT A MINOR VIOLATION HAS OCCURRED, THE COMMITTEE HAS THE FOLLOWING OPTIONS:

(1) FOR THE 1ST MINOR OFFENSE THE COMMITTEE CAN TALK TO THE VIOLATOR IN EXECUTIVE SESSION AND EXPLAIN HOW TO AVOID A VIOLATION IN THE FUTURE.

(2) FOR THE 2ND MINOR OFFENSE THE COMMITTEE CAN CHOOSE TO AGAIN SPEAK TO THE VIOLATOR ON HOW TO AVOID A VIOLATION IN THE FUTURE OR RECOMMEND A PUBLIC CENSURE.

(3) FOR THE 3RD MINOR OFFENSE THE COMMITTEE CAN RECOMMEND A PUBLIC CENSURE.

(F) IF A MAJORITY OF THE COUNCIL AGREES THAT A MAJOR VIOLATION HAS OCCURRED THE COMMITTEE HAS THE FOLLOWING OPTIONS:

(1) FOR THE 1ST MAJOR OFFENSE THE COMMITTEE CAN RECOMMEND A PUBLIC CENSURE.

(2) FOR THE 2ND MAJOR OFFENSE THE COMMITTEE CAN RECOMMEND A PUBLIC SANCTION. THIS CAN BE REMOVAL FROM A TOWN BOARD, COMMITTEE OR COMMISSION OR REMOVAL FROM REPRESENTING THE TOWN AT OTHER GOVERNMENT ENTITIES SUCH AS CYMPO, NACOG, WAC OR THE LIKE.

(3) FOR THE 3RD MAJOR OFFENSE THE COMMITTEE CAN RECOMMEND A FINE OF UP TO \$500 PER TOWN CODE 10.99.

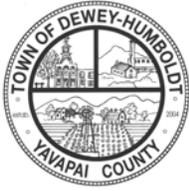
(G) FOR ANY OUTCOME THE COMPLAINANT WILL BE NOTIFIED OF THE DECISION.

(H) IF THE COMPLAINT IS AGAINST ONE OF THE MEMBERS OF THE ETHICS COMMITTEE, THAT PERSON WILL BE EXCUSED FROM THE PROCEEDINGS AND ANOTHER COUNCIL MEMBER WILL BE APPOINTED IN HIS OR HER PLACE.

(I) THE RESPONDENT HAS THE RIGHT TO APPEAL ANY COUNCIL DECISION TO BINDING ARBITRATION BY AN INDEPENDENT HEARING OFFICER MUTUALLY AGREED TO BETWEEN THE TOWN COUNCIL AND THE PUBLIC OFFICIAL. THE COST OF THE HEARING OFFICER SHALL BE BORNE EQUALLY BETWEEN THE TOWN AND THE PUBLIC OFFICIAL.

Section II. Savings Clause

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance as amended is for any reason held to be invalid or unconstitutional by the decision of any court



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

TOWN COUNCIL REGULAR SESSION

March 18, 2014, 6:30 p.m. Town Council Meeting Chambers

Agenda Item # 10.4. Intent to apply for Yavapai Resource Advisory Committee (RAC) grant for the Newtown Trailhead Project and/or other project(s) at the Council's discretion.

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: March 12, 2014

Recommendation: Endorse the intent to apply for the RAC grant for the Newtown Trailhead project and/or other project authorized by the Council

Summary: A RAC grant has become available recently. The Town's OSAT Chair, Ms. Goodwin, and I believe that we can try to utilize this grant for the Newtown Trailhead project. This project has been endorsed by the Town Council and acknowledged by the Prescott National Forest Staff.

Ms. Goodwin and I are working on filling out the application form. We intended to apply for the funding to pay for a portion of the project, if not all, such as the National Environmental Protection Act (NEPA) Study. Should the Council agree to the intent to apply, we will submit the application by April 25, 2014.

Prescott National Forest Staff advised that the selection will be in May 2014 and the money will be allocated to selected projects in fall of 2015 (next fiscal year for D-H).

Additionally, some Council Members may have received the grant announcement (attached) through other sources. If there are other projects that you think Staff should consider for this grant, please advise and direct accordingly.

Judy Morgan

From: Maneely, Debbie -FS <dmaneely@fs.fed.us>
Sent: Wednesday, March 05, 2014 10:56 AM
Subject: Grants Available to Improve Watershed, Forest Health or Infrastructure Maintenance
Attachments: 0305-Round4-proposals-RAC-.doc

Grants Available to Improve Watershed, Forest Health Or Infrastructure Maintenance

PRESCOTT, AZ (March 5, 2014) - The Yavapai Resource Advisory Committee (RAC) is now accepting proposals for review and possible funding for Fiscal Year 2014. The funding is available through the Secure Rural Schools and Community Self Determination Act, which was reauthorized by Congress for one year.

Although the primary location for projects is intended to be in Yavapai County on the Prescott National Forest and portions of the Kaibab, Coconino and Tonto National Forests, projects can also be on non-federal lands within Yavapai County where projects would benefit the National Forest. The Act authorizes grants to federal agencies, State and local governments, private and non-profit entities for projects that improve the maintenance of existing infrastructure such as roads, trails, recreation facilities or projects that improve forest health and restore and improve land health and water quality.

The following types of projects are eligible:

- Road, trail access, and infrastructure maintenance or obliteration
- Soil health and productivity improvement
- Improvement in forest ecosystem health and productivity
- Watershed restoration, preservation and maintenance
- Restoration, maintenance, and improvement of wildlife and fish habitat
- Control of noxious and exotic weeds
- Re-establishment of native species
- Encourage sustainable recreation opportunities
- Other (i.e. fire prevention, integrated pest management etc.)

Each project proposal will be evaluated on how cost-effective it is and to what extent partners are involved, how the project improves the quality of human life including any employment opportunities, and how many benefits accrue to ecosystem health. Projects should be less than or equal to \$75,000; funding in excess of this amount will not be considered.

Project proposals will be reviewed at the May 2014 RAC meeting (exact date and location to be determined). Projects recommended and approved by the Forest Supervisor will be funded in summer/fall 2014, after completion of any needed agreements or other obligating instruments. Successful applicants must ensure that the required legal paperwork is completed and signed before they begin their project.

Potential applicants for Title II funding should discuss their proposal and have the support of the affected District Ranger before submitting an application. The Act allows Title II funds to be used for some of the costs of National Environmental Policy Act (NEPA) analysis and/or for on-the-ground project implementation. All project proposals for on-the-ground project work need to be covered by any required NEPA and associated analyses at the time of the proposal.

The electronic RAC Proposal Form and guidance for applicants is available at the following web site:
<http://www.fs.usda.gov/main/prescott/workingtogether/advisorycommittees> or by calling Debbie Maneely at (928) 443-8130 or via email dmaneely@fs.fed.us

To be considered for this round of funding, projects must be postmarked by April 25, 2014 and mailed to Prescott NF, ATTN: Debbie Maneely, 344 S. Cortez, Prescott, AZ 86301 or delivered to any Prescott National Forest office by close of business April 25.

For more information please contact Debbie Maneely, RAC Coordinator at (928) 443-8130.

Debbie Maneely
Public Affairs/FOIA
Prescott NF
(928) 443-8130

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Yavapai County Title II RAC Projects Guidance for Applicants

Background. Title II RAC projects are funded under the authority of the Secure Rural Schools and Communities Self-Determination Act of 2000, as re-authorized in 2008. The primary location for proposed projects is on the Prescott, Coconino, Tonto and Kaibab National Forest's in Yavapai County. However, projects can be proposed for non-federal lands within Yavapai County if the said project provides benefits to these National Forests.

Project Purpose and Objectives. Projects proposed should meet these purposes: Improve the maintenance of existing infrastructure; implement stewardship objectives that enhance forest ecosystems; and restore and improve land health and water quality. Projects objectives may include, but are not limited to:

- Road, trail access and infrastructure maintenance or obliteration;
- Soil health and productivity improvement;
- Improvement in forest ecosystem health and productivity;
- Watershed restoration, preservation and maintenance;
- Restoration, maintenance and improvement of wildlife and fish habitat;
- Control of noxious and exotic weeds;
- Re-establishment of native species; and
- Encourage sustainable recreation opportunities.
- Other (ie. fire prevention, integrated pest management etc.)

Eligible Applicants. Federal agencies, state and local governments, tribal governments, non-profit organizations and private individuals.

Information and Guidance for Project Applicants.

1. The deadline for project proposals is April 25, 2014. All project proposals must be submitted or postmarked by the deadline date.
2. Project proposals must have a recommendation by the District Ranger and appropriate land owner/manager is applicable on the project proposal **prior to** consideration for funding. Thus before submitting a proposal, applicants should discuss their proposal with the District Ranger on the National Forest where the project is proposed.
3. Project proposals must be accompanied by a completed and signed Title II Project Submission Form.
4. Electronic grant applications are available upon request at dmaneely@fs.fed.us or at the following website https://fsplaces.fs.fed.us/fsfiles/unit/wo/secure_rural_schools.nsf/RAC/96ED9A2748413F95882575C5004C3B43?OpenDocument . Inquiries may be made by calling Debbie Maneely at (928) 443-8130.
5. Funding for approved projects is through a reimbursement type grant. This means the applicant should have funds available upfront to spend on their projects, and be reimbursed for those expenditures later.
6. The budget accompanying the grant application must include 5% above the amount being requested to cover administrative costs of Forest Service personnel who will process your project if approved. (The 5% FS Indirect Costs should be inserted on the Project Cost Analysis Worksheet, Colum B, Item n)
7. No matching funds are required for RAC grants, but proponents are strongly encouraged to provide financial and/or in-kind contributions. These contributions should be enumerated in both the project proposal and accompanying budget.
8. The federal contribution to approved projects will be less than or equal to \$75,000; funding in excess of this amount will not be considered.

July 2012

9. Project proposals will be evaluated on cost-effectiveness including financial and in-kind contributions, demonstration of partnership involvement, benefits to ecosystem health, and improvement in the quality of human life including any employment opportunities and jobs created.
10. Approved project funding may be used for the cost of the National Environmental Policy Act (NEPA) analysis, or for on-the-ground project implementation, where NEPA has already been completed.
11. Title II funds may be used for road and trail maintenance. Applicants should insure that Forest Service engineers work with the County Road Department to plan and implement needed work.
12. All non-federal applicants will need to meet the requirements for Central Contractor Registration (CCR) (www.ccr.gov) and have a Data Universal Number System (DUNS) number (<http://fedgov.dnb.com/webform>) established.
13. Applicants can add an additional short narrative describing the benefits of their project and support from the public (ie. letters, messages etc).

July 2012

**2008 - 2013 SECURE RURAL SCHOOLS
PUBLIC LAW 110-343
TITLE II PROJECT SUBMISSION FORM
USDA FOREST SERVICE**

Name of Resource Advisory Committee: Yavapai
Project Number
Funding Fiscal Year(s): 2013

2. Project Name:	3a. State: 3b. County(s):
4. Project Submitted By:	5. Date:
6. Contact Phone Number:	7. Contact E-mail:

8. Project Location:	
a. National Forest(s):	b. Forest Service District:
c. Location (Township-Range-Section)	

9. Project Goals and Objectives:

10. Project Description:
a. Brief: <i>(in one sentence)</i>
b. Detailed:

11. Types of Lands Involved?
State/Private/Other lands involved? <input type="checkbox"/> Yes <input type="checkbox"/> No
Land Status:
If Yes, specify:

12. How does the proposed project meet purposes of the Legislation? (Check at least 1)
<input type="checkbox"/> Improves maintenance of existing infrastructure.
<input type="checkbox"/> Implements stewardship objectives that enhance forest ecosystems.
<input type="checkbox"/> Restores and improves land health.
<input type="checkbox"/> Restores water quality

13. Project Type	
a. Check all that apply: (check at least 1)	
<input type="checkbox"/> Road Maintenance	<input type="checkbox"/> Trail Maintenance
<input type="checkbox"/> Road Decommission/Obliteration	<input type="checkbox"/> Trail Obliteration
<input type="checkbox"/> Other Infrastructure Maintenance (specify):	
<input type="checkbox"/> Soil Productivity Improvement	<input type="checkbox"/> Forest Health Improvement
<input type="checkbox"/> Watershed Restoration & Maintenance	<input type="checkbox"/> Wildlife Habitat Restoration
<input type="checkbox"/> Fish Habitat Restoration	<input type="checkbox"/> Control of Noxious Weeds
<input type="checkbox"/> Reestablish Native Species	<input type="checkbox"/> Fuels Management/Fire Prevention
<input type="checkbox"/> Implement CWPP Project	<input type="checkbox"/> Other Project Type (specify):
b. Primary Purpose (select only 1):	

14. Identify What the Project Will Accomplish
Miles of road maintained:
Miles of road decommissioned/obliterated:
Number of structures maintained/improved:
Acres of soil productivity improved:
Miles of stream/river restored/improved:
Miles of fish habitat restored/improved:
Acres of native species reestablished:
Acres of hazardous fuel treatment
Miles of trail maintained:
Miles of trail obliterated:
Acres of forest health improved (including fuels reduction):
Acres of rangeland improved:
Acres of wildlife habitat restored/improved:
Acres of noxious weeds controlled:
Timber volume generated (mbf):
Jobs generated in full time equivalents (FTE) to nearest tenth. One FTE is 52 forty hour weeks:
People reached (for environmental education projects/fire prevention):
Direct economic activity benefit:
Other:

15. Estimated Project Start Date:	16. Estimated Project Completion Date:
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17. List known partnerships or collaborative opportunities.

18. Identify benefits to communities.

19. How does the project benefit federal lands/resources?

20. What is the Proposed Method(s) of Accomplishment? (check at least 1)	
<input type="checkbox"/> Contract	<input type="checkbox"/> Federal Workforce
<input type="checkbox"/> County Workforce	<input type="checkbox"/> Volunteers
<input type="checkbox"/> Grant	<input type="checkbox"/> Agreement
<input type="checkbox"/> Americorps	<input type="checkbox"/> YCC/CCC Crews
<input type="checkbox"/> Job Corps	<input type="checkbox"/> Stewardship Contract
<input type="checkbox"/> Merchantable Timber Pilot	<input type="checkbox"/> Other (specify):

21. Will the Project Generate Merchantable Timber? Yes No

22. Anticipated Project Costs
a. Title II Funds Requested:
b. Is this a multi-year funding request? <input type="checkbox"/> Yes <input type="checkbox"/> No

23. Identify Source(s) of Other Funding:

24. Monitoring Plan (provide as attachment)

- a. Provide a plan that describes your process for tracking and explaining the effects of this project on your environmental and community goals outlined above.
- b. Identify who will conduct the monitoring:
- c. Identify total funding needed to carry out specified monitoring tasks (Worksheet 1, Item k):

25. Identify remedies for failure to comply with the terms of the agreement.

If project cannot be completed under the terms of this agreement:

- Unused funds will be returned to the RAC account.
- Other, please explain:

Project Recommended By:

/s/ (INSERT Signature)

Project Approved By:

/s/ (INSERT Signature)

Chairperson

Resource Advisory Committee

Forest Supervisor

National Forest

Project Cost Analysis Worksheet

Worksheet 1

Please submit this worksheet with your proposal

Item	Column A Fed. Agency Appropriated Contribution	Column B Requested Title II Contribution	Column C Other Contributions	Column D Total Available Funds
a. Field Work & Site Surveys				
b. NEPA/CEQA				
c. ESA Consultation				
d. Permit Acquisition				
e. Project Design & Engineering				
f. Contract/Grant Preparation				
g. Contract/Grant Administration				
h. Contract/Grant Cost				
i. Salaries				
j. Materials & Supplies				
k. Monitoring				
l. Other				
1.				
2, Partner Indirect Cost				
m. Project Sub-Total				
n. FS Indirect Costs				
Total Cost Estimate				

NOTES:

- a. Pre-NEPA Costs
- g. Includes Contracting/Grant Officer Representative (COR) costs. Excludes Contracting/Grant Officer costs.
- i. Cost of implementing project
- l. Examples include overhead charges from other partners, vehicles, equipment rentals, travel, etc.
- n. Forest Service indirect costs, including contracting/grant officer costs if needed.



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):

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: Booth-\$195; T-shirts-566.37

List All Attachments: _____

Type of Presentation: _____

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

Contact Person: Mayon, 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.

Estimate



**P.O. Box 730
Humboldt, Az 86329
928-632-0124
928-632-0127 Fax
info@tshirtantics.com
www.tshirtantics.com**

Date	Estimate #
3/10/2014	415

Name / Address		Terms		Project	
Town of Dewey-Humboldt PO Box 69 Humboldt, AZ 86329					
Description	Qty	Rate	Total		
Hanes 50/50 Tees White	144	3.63	522.72T		
		Subtotal		\$522.72	
		Sales Tax (8.35%)		\$43.65	
		Total		\$566.37	

