

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

Tuesday, November 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. Yavapai College District Governing Board's (DGB) County-wide Survey Presentation. A

Council approved presentation (October 7th Regular Meeting) by Dr. Stuart Blacklaw, Vice President for Instruction and Student services.

4.2. Interview and possible appointment of Victor Hambrick to the Planning and Zoning Commission.

4.3. Diabetes Month Proclamation.

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

6. Consent Agenda.

6.1. Minutes. Minutes from the August 5, 2014 Regular meeting and August 12, 2014 Work 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 – New Business.** Discussion and Possible Action on matters not previously presented to the Council.

8.1. **Plan Joint meeting(s) with P&Z to discuss Accessory Dwelling Units (ADU) proposed ordinance, Set-back Task and Animal Code review task; and scheduling of the meeting(s).**

8.2. **Public Body Code of Ethics Complaint Process. [CAARF requested by Mayor Nolan]**

8.3. **Approve release of Attorney prepared document (unmarked) of “Code Enforcement Procedure and Forms”, for dissemination and information. [CAARF requested by CM Repan]**

8.4. **Approve release of phase one environmental assessment and title report for 12938 E. Main Street, Humboldt, for public information. [CAARF requested by CM Repan]**

8.5. **Several town residents are asking for the release of the summary of first COE hearing including status, recommendations, and findings to council and public. [CAARF requested by CM Repan]**

8.6. **Office Holiday Closing Friday, December 26th and Friday, January 2nd. [CAARF requested by Mayor Nolan]**

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. **Continued discussion and possible action regarding acquisition of the real property located in Dewey-Humboldt at 12938 E. Main Street (APN 402-10-026 A) through donation for Town use.** [Staff report and council discussion and possible action on preparatory work conducted as directed at the June 3, 2014 meeting] The Council may, by majority vote, recess the regular meeting, hold an executive session, and then reconvene the regular meeting for discussion and possible action on this item.

9.1.1. **Recess into and hold an executive session** pursuant to A.R.S. § 38-431.03(A)(7) for discussions or consultations with designated representatives of the Town in order to consider its position and instruct its representatives regarding negotiations for the donation, purchase, sale or lease of real properties located at 12938 E. Main Street (APN 402-10-026A), Humboldt.

9.1.2. **Reconvene into Regular Meeting.**

9.2. **Continued discussion and possible action regarding potential acquisition of real property located in Dewey-Humboldt at 12130 E. Iron King Rd. (APN 402-01-059 D) in response to property owner’s offer to sell.** The Council may, by majority vote, recess the regular meeting, hold an executive session, and then reconvene the regular meeting for discussion and possible action on this item.

9.2.1. **Recess into and hold an executive session** pursuant to A.R.S. § 38-431.03(A)(7) for discussions or consultations with designated representatives of the Town in order to consider its position and instruct its representatives regarding negotiations for the

purchase, sale or lease of real property located in Dewey-Humboldt at 12130 E. Iron King Rd. (APN 402-01-059D).

9.2.2. Reconvene into Regular Meeting.

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, November 18, 2014, at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, December 4, 2014, at 6:00 p.m.

Next Town Council Work Session: **Friday**, November 14, 2014, at 2:00 p.m. (This meeting rescheduled due to Veteran’s Day holiday falling on the second Tuesday of the month.)

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.

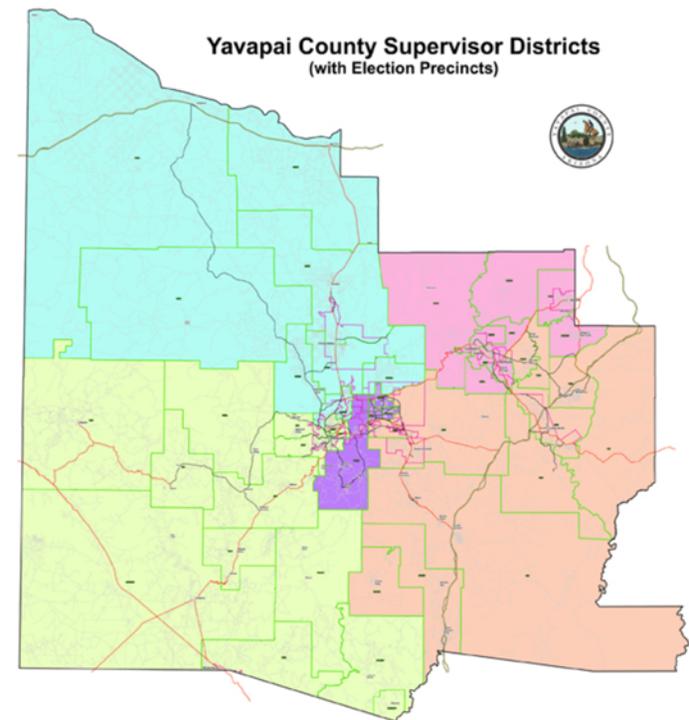
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Community Survey Results

Prepared for Community Feedback Sessions

Survey Timeline

- December 2013: Survey Requested by DGB
- Spring 2014: Survey Designed
- May 2014: Survey Draft Approved by DGB
- June/ July 2014: Implementation
- August 2014: Analysis & Preliminary Results
- September 2014: Final Report



Survey Communication

CAMP VERDE BUGLE

The Camp Verde
JOURNAL
"The Voice of the Lower Verde Valley"

CHINO VALLEY
REVIEW
Serving Chino Valley and Paradise, Arizona
Established 1982

The Daily Courier

journalaz.com
the verde valley's no. 1 news source. period
The Camp Verde
JOURNAL **JOURNAL EXTRA**

Prescott Valley Tribune

SEDONA RED ROCK NEWS
The Voice of Sedona, Oak Creek Canyon & Cottonwood

Verde Independent

What's your opinion, Yavapai County?



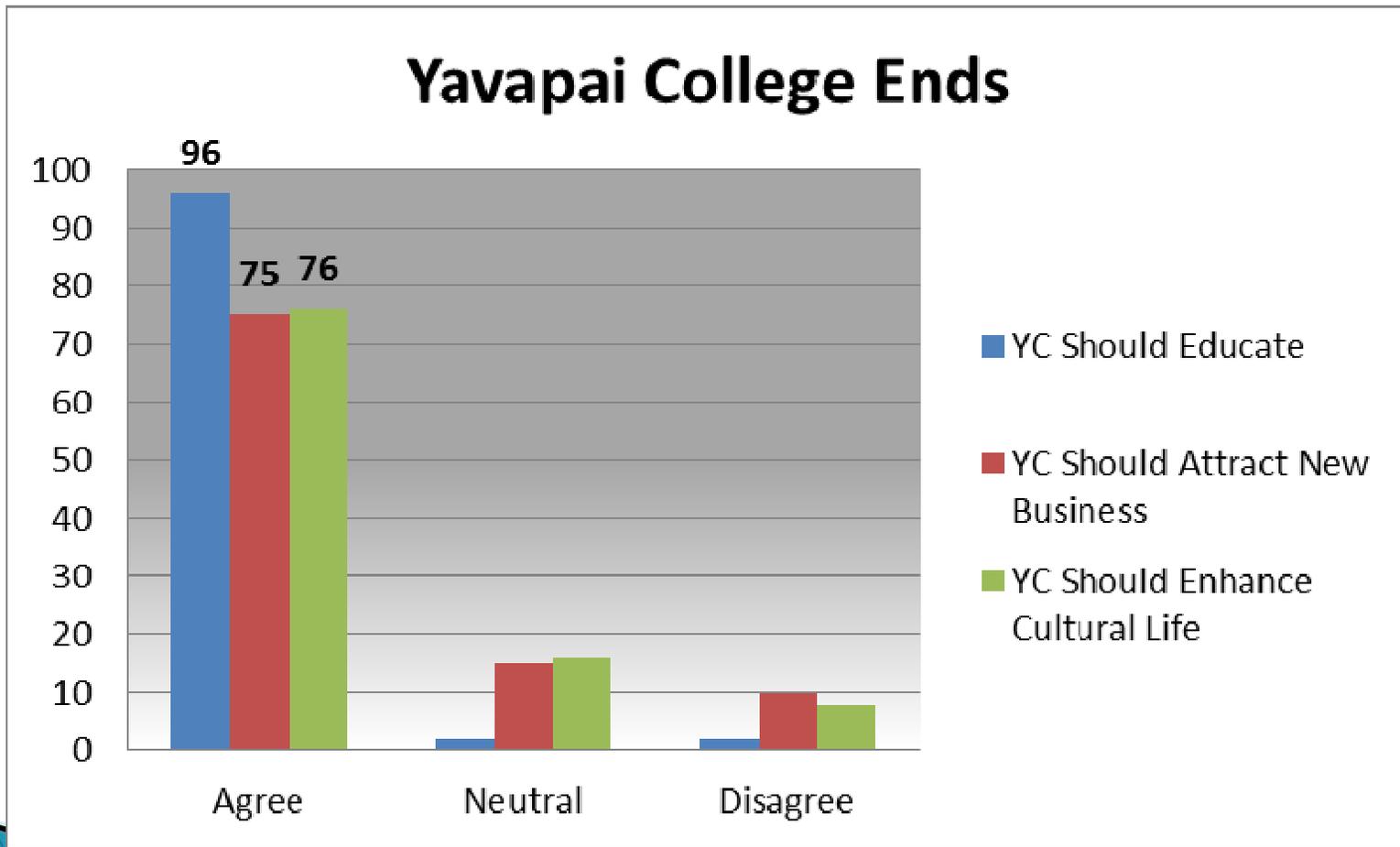
Complete the Yavapai College District Governing Board's survey about its goals: **education, economic development, and cultural enrichment.** Are those the right goals for the College? Here's your chance to weigh in.

90K direct mail pieces
online ads
print ads
radio PSAs

Chambers of Commerce emails
Social Media postings

- Over 1600 Responses
- 95% Confidence that results are $\pm 2.5\%$

Findings: Ends



Findings:

Participation and Satisfaction

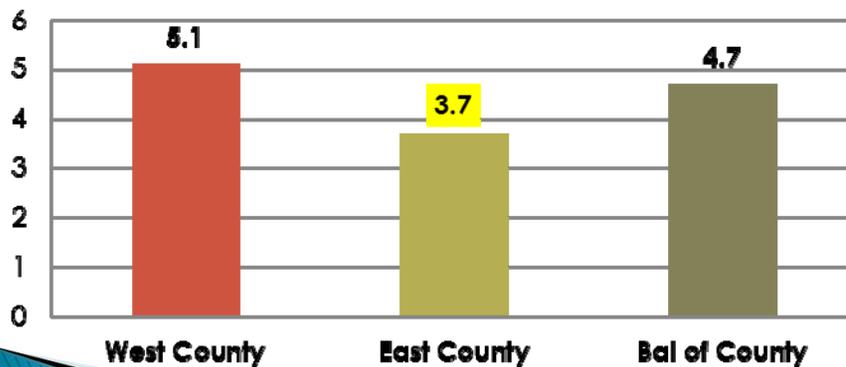
▶ Participation

- Yavapai County participates in more college services than our national peers
 - East County participates less than West or Balance
 - Men participate less
 - New people participate less

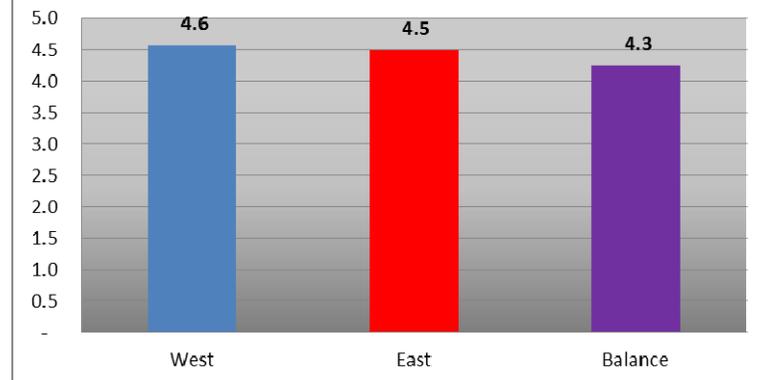
▶ Satisfaction

- Overall residents are very satisfied with YC Services
- Residents are less satisfied with Economic Development (3.7)

Average # of Services by Region



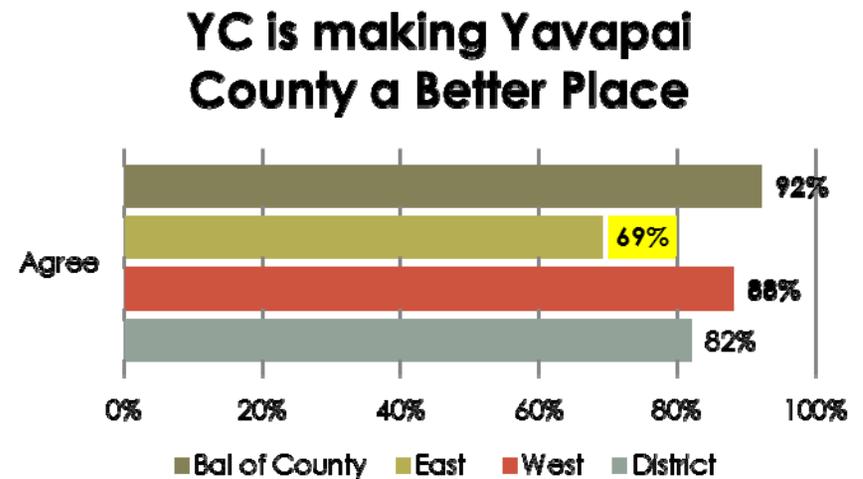
Average Satisfaction



Findings:

YC is making Yavapai County a Better Place

- ▶ Though still in agreement, East County residents are less in agreement that the West Region or Balance of County
 - No differences in results between Eastern communities
 - E-W education and median income levels are similar
 - East has 10% more free/ reduced lunches



Planned Actions

1. Improve marketing and outreach to all regions of Yavapai County.
2. Explore expanded access to CTE programs in the East County.
3. Expand community event opportunities in the East County.
4. Review and improve course scheduling to increase availability and reduce cancellations.

Planned Actions

5. Now that the Sedona Center land situation has been resolved, develop appropriate programming for the center.
6. Continue to be price-conscious for tuition & fees, as well as all other services provided.
7. Continue to demonstrate and improve quality of academic offerings.

Questions and Discussion

What Can YC do to improve?

East County Themes

- ▶ Programming (151)
- ▶ **Scheduling Issues (52)**
- ▶ Not Enough East County Taxes Spent in East County (41)
- ▶ **Improve Marketing/Outreach (30)**

West County Themes

- ▶ Lower Pricing (32)
- ▶ **Keep/More Art (28)**
- ▶ Academic Quality (20)
- ▶ **Improve Marketing/Outreach (19)**



TOWN OF DEWEY-HUMBOLDT

P.O. Box 69

Humboldt, AZ 86329

Phone: 928-632-8562 • FAX: 928-632-7365

Town Council, Commission and Committee Vacancy Application Form

Please complete this application form and thank you for your interest in serving.

Personal information:

Name: Victor Haribrick email: [REDACTED]

Mailing & Physical Address: P.O. Box [REDACTED] Dewey, AZ 86327

Phone Number: 928- [REDACTED] Occupation: Owner/ROE LLC
(please indicate home and work numbers)

How long have you lived in Dewey-Humboldt? 15 years. Are you over the age of 18? Yes No

Are any of your relatives employed by the Town? Who/Where: NO

Name	Phone	Relationship
[REDACTED]	[REDACTED]	<u>Wife</u>

Are you presently employed? (Check as many as apply)

Employed full-time Employed part-time Unemployed Retired

Employment experience relevant to the position applied for: _____

Position applied for: Briefly describe your interest in volunteering for the Town's Council, Commissions and/or Committees. Describe your experience, education and /or other qualities that you feel would be of value to the Town. You may apply for more than one position. If doing so, please list in order of preference. If needed, you may attach a separate sheet of paper.

Please see Attached Resume.

10/14/2014
DATE

[REDACTED SIGNATURE]
SIGNATURE

If you have any questions about this application, please contact the Town Clerk at (928) 632-8562. Please mail the completed application to the Town of Dewey-Humboldt, Town Clerk, P.O. Box 69, Humboldt, AZ, 86329, fax to 928-632-7365, or email to judymorgan@dhaz.gov.

Town of Dewey-Humboldt
Council, Commissions and Committees

(Please number in order of preference, 1st choice, 2nd choice, etc., if applying for more than one position)

COUNCIL- serves as the legislative body and primary authority of the Town.

_____ **Town Council**

COMMISSIONS - appointed by the Town Council and subject to open meetings law.

_____ **Planning and Zoning Advisory Commission** – Seven member commission that hears requests for re-zonings, Planned Area Developments; makes recommendations to the Town Council.

COMMITTEES – entirely voluntary and meet at their discretion based on interest and need.

_____ **Environmental Issues Advisory Committee** – Provides for the identification, assessment and monitoring of environmental/public health issues of concern to the Town.

_____ **Groundwater Resource Advisory Committee** – Provides for the collection of data, information and studies that will assist the Town in being a positive influence in the preservation of its citizens rights to access groundwater and other appropriate water resources.

_____ **Clean Town Committee** – Provides volunteer services to the Town and its citizens in developing programs that address issues of accumulated trash, code enforcement and related concerns.

_____ **Open Space & Trails Committee** – Provides volunteer services to the Town for the collection of data, information and studies that will further the implementation of the goals and objectives of the Open Space & Trails Master Plan.

_____ **Other Committees as needed.**

For additional information regarding any of the above volunteer groups, please contact Judy Morgan, Town Clerk at 928-632-7362.

Victor Hambrick

Objective

To provide a fair adequate private and public service for the communities that I Serve. Continue to work as a professional and lead by example.

Qualifications

Strong organizational and problem-solving abilities, demonstrating sound judgment in establishing Priorities and making decisions. Well-developed communication skills, interacting effectively with People on all levels. Self-motivated and conscientious with an earned reputation of dependability, Integrity and Professionalism. I am focused, goal-directed and approach every project with the end result in mind. Have proven myself to be effective in the private and public sector. I am an ACE Certified level 4 coach with ASA. I have coached and managed a successful 14U travel Team for 3 years.

Education

- GED
- University of Arizona Southwest leadership program, Certificate in public policy and management
- Arizona School of Real Estate all required courses for Arizona Certification as a Certified Fee Appraiser and continuing education
- International Association of Assessing Officers. Certification in Assessment administration.
- Covey Leadership Center, Principled Centered Leadership
- Arizona Department of Revenue Certifications, Hearing procedures, Complex Commercial Valuation, Residential and simple Commercial Valuation, Personal Property Valuation, Land Valuation
- Yavapai County, Effective Performance Appraisals
- URISA, Integrating Geographic information systems with computer assisted mass appraisal
- ESRI, completion of Introduction to ARC Info
- Arizona Department of Revenue, Level 2 certified appraiser
- Arizona Board of Appraisal, Licensed Real Estate Appraiser
- ERAU, General Courses
- IAAO, Membership
- Completion of all FAA requirements for private/instrument pilot certifications

Employment

- January 2003 to current owner operator of R.O.I. Land Management.
- Manage owned rental property.
- Manage investment funds for acquisition of real estate.
- Manage investment funds for tax liens.

- January 2005 to 2009 Yavapai County Assessor
- Represent the people of Yavapai County for the purpose of property tax issues
- Value all Real, Personal, and Business property in Yavapai County for Ad-valorum purpose
- Administrate a 3.7 million dollar budget and staff of 75 employees
- Know and oversee ten divisions within the Assessors Office

- Design and use management resource tools to keep up with a growing county and meet statutorily guidelines
 - Present and explain Arizona Property Tax system to the public through public presentation
 - Represent Yavapai County at the Arizona State Legislator
 - Testify before the Ways and Means Committee (Arizona State Legislator)
 - Testify as expert witness in tax court cases
 - Integrate Assessment, Digital Mapping and Database
-
- 2003 thru current Managing member of R.O.I. LLC
 - Purchase and acquire land for development purpose
 - Acquire entitlements for other developers as outside consultant
 - Work with Municipalities, ADEQ, ADWR, Arizona Corporation Commission to obtain legal entitlements for raw land
 - Manage Engineers, Surveyors, A-1 General Contractors and Utility Company's through the entire process of completing infrastructure
 - Complete the set up of any Private Utility Company necessary to provide service to rural subdivisions
 - Manage all media and public process and presentation for the purpose of approval of entitlements to meet municipalities development guidelines and State Statute
-
- October 2001 thru 2003 Old Capital Investments Entitlement Specialist
 - Purchase and acquire land for development purpose
 - Work with Municipalities, ADEQ, ADWR, Arizona Corporation Commission to obtain legal entitlements for raw land
 - Manage Engineers, Surveyors, A-1 General Contractors and Utility Company's through the entire process of completing infrastructure
 - Complete the set up of any Private Utility Company necessary to provide service to rural subdivisions
 - Manage all media and public process and presentation for the purpose of approval of entitlements to meet municipalities development guidelines and State Statute
-
- 1996 thru 2000 Chief Deputy Assessor, Yavapai County Assessors Office
 - Represent the people of Yavapai County for the purpose of property tax issues
 - Value all Real, Personal, and Business property in Yavapai County for Ad-valorem purpose
 - Administrate a 2.5 million dollar budget and staff of 62 employees
 - Know and oversee ten divisions within the Assessors Office
 - Design and use management resource tools to keep up with a growing county and meet statutorily guidelines
 - Present and explain Arizona Property Tax system to the public through public presentation
 - Represent Yavapai County at the Arizona State Legislator
 - Testify before the Ways and Means Committee (Arizona State Legislator)
 - Testify as expert witness in tax court cases
 - Integrate Assessment, Digital Mapping and Database
 - Computerize office functions
 - Liaison with other County Department Heads
 - Read blue prints and develop cost for new construction and infrastructure of new developments

- Supervision of field appraisers
- Supervision of staff responsible for tracking and maintenance of county vehicles
- Research of entire county valuations of structure and implementation of long range plans to create equity with cost data
- Compile comprehensive reports for studies throughout the county

- 1993 thru 1998 Owner Operator, ABA Appraisal Service
- Manage and operate business
- Sell and acquire accounts
- Inspect and appraise property
- Appraise new commercial and residential property from blue prints
- Appraise speculative property for development purpose

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American Diabetes Month

Proclamation

WHEREAS in the United States, nearly 30 million people, including approximately 500,000 children and adults in Arizona have diabetes, a serious disease with potentially life-threatening complications such as heart disease, stroke, blindness, kidney disease and amputation; and

WHEREAS an additional 86 million people in the United States are at risk for developing type 2 diabetes; and

WHEREAS recent estimates project that as many as one in three American adults will have diabetes in 2050 if current trends continue; and

WHEREAS an increase in community awareness is necessary to put a stop to the diabetes epidemic.

NOW, THEREFORE, be it resolved that I, Terry Nolan, Mayor of the Town of Dewey-Humboldt, Arizona, do hereby proclaim November 2014 to be American Diabetes Month[®]. I encourage all Americans to recognize American Diabetes Month and to be part of the American Diabetes Association's Stop Diabetes[®] movement to confront, fight and most importantly, change the future of this deadly disease.

IN WITNESS THEREOF, I, Terry Nolan, Mayor of the Town of Dewey-Humboldt have hereunto set my hand this 4th day of November, 2014.

*Terry Nolan, Mayor
Town of Dewey-Humboldt*

Judy Morgan, Town Clerk

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**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
REGULAR MEETING MINUTES
TUESDAY, AUGUST 5, 2014, 6:30 P.M.**

A REGULAR MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, AUGUST 5, 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 6:31 p.m. Mayor Nolan presided.
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 (absent at roll call - arrived late at 6:56 p.m.), 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 Report.** Update on Current Events. None.
6. **Consent Agenda.**
 - 6.1. **Minutes.** Minutes from the June 24, 2014 "Special" Regular Meeting and July 1, 2014 Regular Meeting.

Councilmember Wright made a motion to approve the June 24, 2014 "Special" Regular meeting and July 1, 2014 Regular Meeting Minutes, as presented; seconded by Vice Mayor Alen. It was approved by a 6-0 vote in favor, CM McBrady being absent for the vote.
7. **Comments from the Public (on non-agendized items only).**

Jerry Brady spoke on the City of Prescott meeting regarding firefighter life safety and ICC Codes; state renewal of gas funds; mandatory conformation of firefighter life-safety standards; subdivision rules for ingress/egress; ISO ratings going down in the area.

Ulys Brooks spoke in support of Community Partnership grants for Meals on Wheels and Agua Fria Festival and he suggested they help the food bank too.
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. **Reconsider the motion of approving the June 17th Regular Council meeting minutes with modifications, made at the July 15, 2014 Regular Council meeting. Approve the minutes of June 17, 2014 as presented.**

Town Clerk, Judy Morgan explained the minutes were accurate as presented at the June 17th meeting, therefore the Council is asked to reconsider their earlier motion to “modify the minutes - adding a motion”, which did not occur.

Councilmember Hamilton made a motion to approve the minutes of June 17, 2014, as presented; seconded by Vice Mayor Alen. It was approved by a 6-0 vote in favor, CM McBrady being absent for the vote.

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

9.1. To discuss and support or decline Resolution from Bullhead City, AZ: EPA (proposed) jurisdiction over local waterways. [CAARF requested by Mayor Nolan]

Mayor Nolan gave an overview on a resolution presented at the League conference (Resolution Committee meeting) where they are asking Councils whether they wish to support it.

There was discussion on the impact the resolution would have on Dewey-Humboldt; what it is about; what entity governs navigable waters.

Councilmember Hamilton made a motion for Council to support the Resolution from Bullhead City, AZ: EPA (proposed) jurisdiction over local waterways, seconded by Vice Mayor Alen.

Public comment was taken on this item.

Jerry Brady spoke on a public meeting regarding this in Prescott; this issue affecting all contiguous waters of the U.S. not just navigable; contamination of the water coming from Prescott Valley and remediation of contamination making it more expensive.

A vote was taken on the motion which passed by a 6-0 vote in favor, CM McBrady being absent for the vote.

9.2. Whether to invite County Officials to make a presentation about County Sales Tax for new jail. [CAARF requested by Mayor Nolan]

Mayor Nolan explained the County could be invited to speak on a possible ½ percent tax to build a jail.

There was discussion on whether they could have a presentation on this if it might influence the outcome of an election and whether someone with opposing views would be invited to present as well.

Town Attorney, Susan Goodwin explained the law isn't clear on this, and it is within the law if they come and tell the facts. If it is done in a public meeting then it is then a limited public forum but if broadcast over the air then it is a campaign.

Councilmember McBrady arrived at 6:56 p.m.

There was more discussion on whether anyone could be contacted with an opposing view; who makes the presentation; if an opinion has been stated for or against this; what other cities and towns have done.

Public comment was taken on this item.

Jerry Brady spoke on who controls electoral issues; the Yavapai County Board of Supervisors having a way to receive public feedback.

There was discussion on whether to receive the information through documentation or by a presentation. No action was taken on this agenda item.

9.3. Request legal advice regarding water issues.[Council direction upon CM Hamilton July 1st CARRF request]

Councilmember Hamilton spoke on his wanting legal advice from the Town Attorney regarding water issues. Town Attorney, Susan Goodwin reviewed CM Hamilton's questions and gave brief responses to the questions asked. She explained a water provider has a duty to serve the responsibilities in the certified areas with reasonable terms and conditions. There was discussion on responsibilities and costs for extension of water lines, if service was extended outside of the existing areas; water study being a good place to start when considering the viability of the town in the future; extending water service to areas without water would increase property values and increase density.

Public comment was taken.

Jerry Brady spoke on the town not having any water interests in the state, therefore not being a registered interested party to find out what is going on. He spoke on large undeveloped water areas within town limits.

Jerry Piper spoke on the need to have a water line run to the top of the hill in the Blue Hills.

No action was taken on this item.

9.4. Seeking approval to contact Town Attorney with Town Manager, to discuss and obtain legal opinion on ethics violation investigations and hearings during election season. [CAARF requested by VM Alen; council discussion at the July 15 meeting]

Vice Mayor Alen gave an overview explaining the Council wanted to hear the Attorney's "general" response on this. Council discussed whether this should be done in open or Executive Session.

Vice Mayor Alen made a motion to approve recessing into and holding an executive session for this agenda item, seconded by Mayor Nolan. It was approved by a 4-3 vote in favor, Councilmembers Hamilton, Repan and Wright voting against. Council recessed into Executive Session at 7:45 p.m.

9.4.1. Recess into and hold an executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the Town Attorney regarding the Town's Ethics Committee, processing complaints of violations of the Code of Ethics, and the Committee's legal obligations in light of upcoming elections.

Executive Session was held.

9.4.2. Reconvene into Regular Meeting.

Council reconvened into the regular open meeting at 8:21 p.m. Mayor Nolan explained there was no statement to give or action to take.

9.5. To determine if it is ethical and legal that person who files the complaint can sit on the Ethics Committee and participate on the committee that determines the outcome of the accused. [CAARF requested by Mayor Nolan]

Mayor Nolan gave an overview.

Town Attorney Susan Goodwin explained that if a person who sits on the ethics committee files a complaint against a Council Member, that person should step down from the ethics committee for due process.

9.6. [Hold] An executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the Town Attorney regarding public private partnership arrangement, and pursuant to A.R.S. § 38-431.03(A)(4) for discussion or consultation with the Town Attorney in order to consider its position and instruct the Town Attorney and Town Manager regarding a possible public private partnership contractual arrangement for a Main Street Program. [CAARF requested by VM Alen]

Vice Mayor Alen made a motion to go into Executive Session, seconded by Mayor Nolan. There was discussion on whether to go into Executive Session. Town Attorney Goodwin gave clarification on why this would be discussed in Executive Session and stated it was agendaized only for Executive Session, not public session.

A vote was taken on the motion which passed by a 4-3 vote in favor, Councilmembers Hamilton, Repan and Wright voting against.

Council recessed into executive session at 8:31 p.m.

9.6.1. Recess into and hold an executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussions or consultations for legal advice with the Town Attorney regarding public private partnership arrangement, and pursuant to A.R.S. § 38-431.03(A)(4) for discussion or consultation with the Town Attorney in order to consider its position and instruct the Town Attorney and Town Manager regarding a possible public private partnership contractual arrangement for a Main Street Program.

Executive Session was held on this agenda item.

9.6.2. Reconvene into Regular Meeting.

Council reconvened into the regular meeting at 9:15 a.m. with no statements or action taken.

10. Public Hearing Agenda. None.

11. Comments from the Public.

Jerry Brady spoke on water rights and Jerome's history regarding adjudicated rights of water. He showed a document to council and stated he would provide them with it.

12. Adjourn.

The meeting was adjourned at 9:19 p.m.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
SPECIAL STUDY SESSION MINUTES
TUESDAY, AUGUST 12, 2014, 2:00 P.M.**

A SPECIAL STUDY SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, AUGUST 12, 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 2:02 p.m.

2. **Roll Call.**

2.1. Town Council. Town Council Members Jack Hamilton, Mark McBrady, Dennis Repan, Sonya Williams-Rowe (arrived late at 2:55 p.m.), Nancy Wright; Vice Mayor Arlene Alen; and Mayor Terry Nolan were present.

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

3.1. Tourism Presentation by Glenn Schlottman (AZOT) [Original CAARF from May 20, 2014 Regular meeting – VM Alen, and approved at the May 20th Council meeting].

Glenn Schlottman gave his PowerPoint presentation on tourism, speaking on the AZ office of Tourism; its purpose to promote tourism to the state; the strategy for promoting tourism throughout the state (research, advertising, trade, media marketing and community outreach and working with communities; statistical information of economic impact of tourism; AZOT no cost resources including business listings, website (visitarizona.com,) travel deals, event calendar, virtual brochures, social media and travel and trade media, FAMS, and educational workshops. He provided information on strategies for marketing in rural communities in AZ. All resources that are business related are located on the website tourism.az.gov.

Mr. Schlottman explained D-H has a page on the website, but it needs to be updated, and needs to have business and community listings. Information can be updated by the Town, we can contact their office staff or we can utilize Glenn as a resource for getting information updated and for development and marketing for town's tourism strategies. The AZOT provides a 50/50 partnership for advertising.

There was discussion on state tourism trade during the economic downturn.

Mayor Nolan asked about how we could to make contact for international recognition.

Mr. Schlottman said he would act as primary contact and then will route specific information on to the correct staff members.

Public comment was taken on this item.

Mr. David Nystrom, Dewey-Humboldt Historical Society Board Member, spoke on DHHS events and using internet access and print materials for marketing.

Mr. Schlottman stated the best way to get the message out would be through social media and if they get information to them, they would assist in getting the information out in a broader sense and recommended the historical society connect through the town to access AZOT.

Mr. Kevin Leonard (who arrived late to the meeting) asked who Mr. Schlottman is and what he did.

Mr. Schlottman reiterated the information he had presented so far.

Mayor Nolan stated that he can see where the AZOC can be very beneficial to the historical society and to the D-H community.

Mr. Schlottman passed out his business card and wrapped up his presentation.

3.2. Determine process and procedure for TC meeting guests, speakers, presentations, reports, etc. in compliance with Open Meeting law, Election law, AG protocols and Town's legal advisor. [Original CAARF from May 13 2014 Work Session – VM Alen]

Vice Mayor Alen gave an overview regarding the purpose for discussing the issue of guest speakers and the criteria for placing speakers/presenters on meeting agenda.

Councilmember Wright questioned the original discussion about the matter and whether there was a quorum present during the discussion and if so was this in violation of open meeting law.

Town Manager Kimball responded and discussed the policy in regards to the council discussion. She spoke on the criteria list. She stated that the original discussion could be done by quorum or by single request brought to the council for quorum decision.

Councilmember Wright spoke against the wording in the draft procedure pertaining to "Agenda Committee" as it is then considered a subcommittee, which would be subject to Open Meeting Law requirements. TM Kimball explained it wasn't intended to create a subcommittee so it can be modified.

CM Hamilton gave his opinion on how the process should work: presenters approach a councilperson to submit a CAARF; or can speak during public comment; if presenting a fact-based issue then both sides should be represented; avoid election issues.

VM Alen spoke on addressing this issue is to establish consistency within the Council on who can speak on certain issues and what issues will be agenized.

There was discussion on the amount of time to limit speakers to and Council having the ability to waive the time limit if they agree to do so.

There was more discussion on the wording on "agenda committee" and concerns about open meeting law. TM Kimball stated she would consult with the attorney on this, however, it is her understanding that if a staff appointed committee is formed then they are not subject to open meeting law.

There was discussion on staff initiated presenters and making sure presenters are aware of the guidelines in advance; whether this policy brought the decision to the council to decide to hear a presentation or whether it was up to the agenda committee. CM Repan requested the policy clarify this issue. CM Kimball stated as co-author of the policy that Council reserves the authority on whether a presentation is in order. She pointed out a paragraph; if conforms to the guidelines established by the Council, then the presentation can be placed on agenda. Maybe policy is unnecessary since Councilmembers now submit a CAARF for decision on presentations.

CM Sonya Williams-Rowe arrived at 14:55

CM Repan spoke in support of the usefulness for established guidelines for those requesting to make presentations. CM Hamilton stated the policy may not be necessary. VM Alen spoke on the guidelines for the policy and the purpose for saving time and

doing something that isn't arbitrary or subjective then that form would do that for this situation. CM Wright expressed her approval for the written policy but agreed there needs to be some word-smithing on this policy. She recommended modifying the wording to, "presentation is requested by a CAARF submitted by a council member. Once a CAARF is agendized, then council votes on whether to approve the presentation.

TM Kimball will send the word document for all the councilmembers' changes and requested to have them returned by September 9th. Once there is consensus received it will be sent back to the attorney for review.

3.3. Direction to staff whether to proceed with pursuing preparatory work for Council adoption of the 2012 International Code Council (ICC) Code and the 2011 National Electrical Code (NEC). [Original CAARF from May 13 2014 Work Session – VM Alen]

TM Kimball officially introduced Terry Ford as the Town's Building Official/Inspector.

Terry Ford gave a PowerPoint presentation for the purpose of obtaining the council's direction on whether to adopt 2012 ICC or stay with the 2006 version. Mr. Ford recommended that D-H adopt the updated version with amendments.

CM Hamilton questioned Mr. Ford about how the modifications affect the ISO score, and the cost for updating. Mr. Ford explained how it would improve the ISO rating, reducing the cost of homeowner's insurance. He spoke on the amount of work and cost to adopt the new codes. TM Kimball added there would be some legal costs for adopting the ordinance, staff and council time which is minimal considering the scope of the work.

CM Wright asked if the new codes will include the prior amendments made to the other codes, such as the 400 square foot exception. Mr. Ford said the amendments previously made and the Energy Code would remain the same. Mr. Ford explained we choose to go along with what the County does with the codes since we are both rural and there are very few modifications from what the county changes.

Mr. Ford answered other Council questions regarding new exceptions from permitting and remodeling issues.

Council recommended moving forward on accomplishing this update.

3.4 Town Code of Ordinances "Animal Code" review progress staff report. [Original CAARF from May 13 2014 Work Session – VM Alen]

TM Kimball introduced Connie Dedrick as the Community Development Coordinator and explained she would be presenting a progress report on the animal code review.

CDC Dedrick gave an overview on the process to date.

Council asked questions on allowing swine in the D-H community and the solution to the animal problem is for neighbors to be responsible and respectful to each other.

VM Alen spoke on the purpose of addressing the animal codes was to clean up the disjointed codes. The council agreed to task the Planning and Zoning Commission in researching and evaluating all the animal codes and provide recommendations for revisions. The issue has grown with feedback from the community.

CDC Dedrick spoke on: both sides of issues have been presented at her meetings; challenge of how to manage growth and still protect rural animal rights; balance through code enforcement and maintenance codes; networking with other rural communities for

ideas on how to work with the members of the community to find a balance; timeline for this process is December tentatively to allow for additional meetings and feedback; animals limits per household is the most controversial issue among citizens.

CM Wright spoke about researching comparable communities in regards to kennel definition and number of animals allowed per resident; developing a sample agreement between two parties and a mediator to keep problems from becoming legal issues which require litigation; make the code clearer with details on what is allowed and not allowed.

There was discussion regarding complaints and the process for citizens issuing complaints such as barking dogs, and other animal nuisance.

CDC Dedrick spoke on the procedural process for code enforcement and how this affects multiple departments. In regards to animal nuisance matters, staff is working closely with county animal control. Public announcements can be done for the educating the public on the animal code.

TM Kimball spoke on animal codes as being one component in code enforcement. Staff does work together to evaluate the issues and ultimately she is the gatekeeper for public announcement and information relayed in the media. There is some misinformed citizens who may benefit from talking with staff. She recommended that concerns should be brought to staff to address and advised of an anonymous newsletter being distributed around town.

Public comment was taken on this item.

Ulys Brooks spoke regarding the use of dogs for personal protection of private property.

Karen Brooks spoke on growth and differences. She spoke on complaints of her dogs barking and her right to have them to protecting her property as well as their goats. She spoke on what complainants should be required to prove with a complaint and the laws on public records.

Ulys Brooks spoke on past dealings with animal control and staff about his farm, which he stated is grandfathered in.

CM Hamilton spoke on council policy to redact names on complaints and problems about complaints being valid. CDC Dedrick confirmed that the majority of complaints are not anonymous, however there are concerns of retaliation.

3.5 Process and Procedures for hearing Ethics Complaints filed in Dewey-Humboldt plus Hearing Process draft document for discussion and later action. [CAARF requested by VM Alen]

VM Alen gave an overview regarding the purpose of the ethics code and a process for filings and the due process for getting a hearing for a complaint facilitated. The current method is not clearly defined so a draft process has been presented for Council's review. She stated there must be consistent expectations and parameters for all involved and responsibilities defined, and the process needs to be fair and ethical.

CM Repan commented on item four (4) of the first section – process and procedures; the first sentence has implications which need to be clarified. VM Alen stated that when a complaint comes in, the committee should get together and determine if the complaint is valid and justifies further action. CM Repan questioned if the committee had the power to determine if the complaint could be rectified without further action/hearing. VM Alen explained her feeling that the ultimate determination should be made by council,

however, the committee could give a recommendation for dismissal or further action based on findings and fact.

CM Wright questioned how the process would work for minor complaints as well as major complaints. VM Alen stated the existing code might need to be modified for the process to work.

CM Hamilton commended Vice Mayor on the work done to establish a process for the ethic complaint cases.

CM Repan spoke on the timeframe and whether existing complaint cases could move forward without the revised process being in place. VM Alen replied that treating each case different and not being consistent in the hearing process is not right.

CM Repan requested a tentative adoption of the presented code process presented by VM Alen so that the Council can move forward with current ethics complaints.

Consensus was reached to move forward with this draft for now with fine tuning at a future meeting.

4. Special Session. Legal Action can be taken.

4.1 Discussion and direction to Staff to identify how each proposed Council action relates to the values listed in the General Plan. [CAARF requested by CM Wright for possible action]

Councilmember Wright gave an overview, explaining the reason to identify each proposed Council action is to bring awareness of the General Plan and for the purpose of reminding Council Members of the vision of the GP.

There was discussion on previous practice with Council Communications to address this and why it isn't in practice today (previous Town Manager's practice and he was discharged). Mayor Nolan suggested council members should review the General plan under each item and then bring that determination up to council and not depend on the staff to do this. There are mistakes in the GP and reviews will come up soon to make those needed revisions. He stated that staff should not be burdened with this task.

There was discussion on how this process is a burden in time and money.

TM Yvonne Kimball spoke on the findings that show past agenda's do not reflect values but the Council communications do. She passed out the examples of how it was done. Although the staff can provide assistance, it would not be something she would volunteer to do. This can be done for staff proposed action, but asked if council wants staff to do it for council's CAARF's.

Mayor Nolan stated he does not feel it is necessary at this time and it should be left as it is. If presenting a CAARF, then council members should be responsible for making sure it complies with the General Plan (GP).

CM Wright stated that it has been removed from the agenda without council approval and the GP was a good plan. If others do not agree or are not interested in this then it can be dropped.

CM Hamilton stated he did not have a problem with the idea. Vision criteria is so general and doesn't reflect the actual GP. Would like to see it specifically in the GP and believes it is not necessary to pursue and is in support of dropping it.

4.2 Discussion and decision on whether to cancel the August 19th Regular meeting due to League Conference attendance for Council.

Mayor Nolan explained the August 19th meeting conflicts with Council's attendance, in Phoenix, for the League Conference. A Motion to approve cancelling the August 19th regular meeting due to League Conference attendance for council, was made by CM Hamilton, seconded by CM Repan. It was approved unanimously.

4.3 Whether to hold additional special session(s) this month. This is an established agenda item for Council's discussion on whether to add an additional special study session and if so, to set the date.

There was discussion on what was coming up for council that might require an extra meeting. A Board of Adjustment (BOA) variance hearing was coming up and the information would likely go out on the 22nd to the Council. Council agreed no added meeting dates were needed this month.

5. Comments from the Public.

Karen Brooks spoke against previous Town Manager Emerson; in support of developing guideline which can be changed and improved; how the recession changed the U.S.

6. Adjourn.

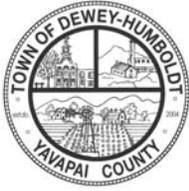
The meeting was adjourned at 2:41 p.m.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk

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

TOWN COUNCIL REGULAR MEETING

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

Agenda Item # 8.1. Plan Joint meeting(s) with P&Z to discuss Accessory Dwelling Unit (ADU) proposed ordinance, Setback Task and Animal Code review task; and scheduling of the meeting(s).

To: Mayor and Town Council Members

From: Connie Dedrick, Community Development Officer

Date submitted: October 28, 2014

**Recommendation: 1. Consider to have joint meetings with P&Z
2. Schedule meeting dates**

Summary:

At the October 9, 2014 Planning & Zoning Commission meeting, the Commission discussed these items on the agenda: Accessory Dwelling Units (ADU) proposed ordinance, Zoning Setbacks and staff's update regarding the "Animal Code" community outreach meetings.

Discussion ensued among the Commissioner's as to the direction for each of the aforementioned items. P&Z felt that a joint discussion with the Council would assist the Commission in assigning staff with research and in crafting a revised ordinance for Council's review. Staff believes that through the joint meeting(s), P&Z would like to address key issues and establish a clear understanding of the objectives and direction the Town Council has in regard to Accessory Dwelling Units (ADU) proposed ordinance, Zoning Setbacks option review and discussion, and the "Animal Code" review projects.

Council has previously decided to have a joint meeting with P&Z to discuss the ADU proposed ordinance. Staff recommends council to plan for one or more joint meetings with P&Z on other issues also as requested by the Commission. In planning for the meetings, staff feels that after the first of the New Year would be desirable to avoid holiday interruptions.

**THE PLANNING & ZONING ADVISORY COMMISSION
FOR THE TOWN OF DEWEY-HUMBOLDT
REGULAR MEETING NOTICE
Thursday, October 9, 2014 6:00 P.M.**

**P&Z MEETING
2735 S. HWY 69**

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

AGENDA

The issues that come before the Planning & Zoning Advisory Commission are often challenging and potentially divisive. In order to make sure we benefit from the diverse views to be presented, the Commission believes that the meeting be a safe place for people to speak. With this in mind, the Commission asks that everyone refrain from clapping, heckling and any other expressions of approval or disapproval. Agenda items may be taken out of order. Please turn off all cell phones. The Commission meeting may be broadcast via live streaming video on the internet in both audio and visual formats. A quorum of Council may be present. One or more members of the Commission 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.**
- 3. Roll Call.** Commissioners Dee Parker, Jeff Siereveld, Barry Smylie and Chair Tammy DeWitt.
- 4. Disclosure of Ex Parte Contacts.**
- 5. Informational Reports.** Individual members of the Commission and public may provide brief summaries of current events and activities. These summaries are strictly for the purpose of informing the Commission and public of such events, actions or activities. The Commission will take no discussion, consideration, or action on any such item except that an individual member of the Commission may request an item be placed on a future agenda.
- 6. Planner's Update on current events and activities.** No discussion, deliberation or legal action can occur.
 - 6.1. Update of review of town code sections regarding animals.**
- 7. Consent Agenda.** All matters listed under the Consent Agenda are considered to be routine by the Commission and will be enacted by one motion. Any item may be removed from the Consent Agenda for separate consideration at a Commissioner's request. If a citizen desires separate consideration of an item, he or she should approach a Commissioner prior to the meeting and ask that the Commissioner request that the item be removed.
 - 7.1. Minutes.** Minutes from the September 4, 2014 Planning & Zoning Regular Meeting.
- 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. Continued discussion on proposed Ordinance 14-104 regarding Accessory Dwelling Units (ADU).** Staff report on community input and P&Z discussion and possible action to direct modification of the proposed ordinance.

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

9.1. **Review of existing District Zoning Setbacks per Town Council request.**

10. **Public Hearing Agenda.**

THIS CONCLUDES THE LEGAL ACTION PORTION OF THE AGENDA.

11. **Comments from the Public.** The Commission wishes to hear from Citizens at each meeting. Those wishing to address the Commission 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 Commission. Individuals may address the Commission on any issue within its jurisdiction. At the conclusion of Comments from the Public, Commissioners 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, Commissioners 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 Comments from the Public is **20** minutes. A 3-minute time limit may be imposed on individuals within this total. The audience is asked to please be courteous and silent while others are speaking.

12. **Adjourn.**

For Your Information:

Next Town Council Work Session: Tuesday, October 14, 2014 at 2:00 p.m.

Next Town Council Meeting: Tuesday October 21, 2014 at 6:30 p.m.

Next Planning & Zoning Commission Meeting: Thursday, November 6, 2014 at 6:00 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.

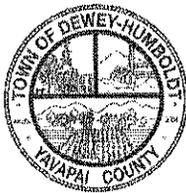
Certification of Posting

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
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: Nov 4, 2014

Date of Request: Oct 27, 2014

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):

Public Body Code of Ethics Complaint Process

Purpose and Background Information (Detail of requested action).

Due to recent escalation of Ethics complaints we need to address this now rather than waiting

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.

Ethics Complaints

Process and Procedures for hearing

1. Complaint filed with Clerk.
2. Complaint forwarded to Hearing Officer
3. Complaint must be filed upon discovery...or within 30 Calendar days of alleged incident.
4. Hearing Officer reviews complaint and determines if complaint is valid or not. If complaint is valid the hearing officer will contact both the complainant and the defendant that a hearing date will be set.
5. If the Hearing Officer determines that the complaint is being used for political, personal, retaliation, professional defaming or frivolous. Then accusers will be charged with an ethics violation at the purview of the defendant.
6. The Hearing Officer will accept a response from the defendant on the complaint and will then set a hearing date.
7. After the Hearing the Hearing Officer will determine the decision and notify the parties involved.
8. The Hearing Officer will determine the course of action to prevent the issue from reoccurring.

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COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: Nov 4, 2014

Date of Request: Oct 27, 2014

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):

Office Holiday closing Friday Dec 26 +
Friday Jan 2

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

As Christmas + New Years both fall
on Thursday, I propose that we close the Office
on the Fridays after these dates (12/26 & 1/2)

Staff Recommendation(s): _____

Budgeted Amount: _____

List All Attachments: _____

Type of Presentation: _____

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.