

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

**Tuesday, February 3, 2015, 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 Arlene Alen, Mark McBrady, Dennis Repan, Doug Treadway, Nancy Wright; Vice Mayor Jack Hamilton; 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. Public Safety Quarterly Update – 4<sup>th</sup> Quarter 2014 and/or 2014 year summary.**

**4.1.1. Yavapai County Sheriff's Office report presented by Lt. Auvenshine.** Topics for possible discussion include: Overview - Self-Initiated, Calls for Service, Traffic Stops including number of citations, Arrests (Family Fight, Disorderly, DUI/Drugs); Criminal Investigation; Animal Control - Calls for Service; Calls for Service Comparison-Days of Week, Time of Day; Average Response Times; Part 1 Crimes Comparison.

**4.1.2. Central Yavapai Fire District report presented by Rick Chase.** Topics for possible discussion include: calls responded; outreach programs and services, construction permitting.

**4.1.3. Magistrate Court report presented by Judge Catherine Kelley.** Topics for possible discussion include: Customer Service and citations.

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

Page 6. **Consent Agenda.**

15 **6.1. Minutes.** Minutes from the October 21, 2014 Regular meeting, November 4, 2014 Regular Meeting and January 20, 2015 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.

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. None.

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

27 **9.1. Preliminary discussion of FY2016 Budget preparation.**

**10. Public Hearing Agenda.**

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**THIS CONCLUDES THE LEGAL ACTION PORTION OF THE AGENDA.**

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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, February 17, 2015, at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, February 5, 2015, at 6:00 p.m.

Next Town Council Work Session: Tuesday, February 10, 2015, at 2:00 p.m.

If you would like to receive Town Council agendas via email, please sign up at [AgendaList@dhaz.gov](mailto: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 \_\_\_\_\_, 2015, 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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# Yavapai County Sheriff's Office

Dewey-Humboldt Quarterly Report  
Oct, Nov, Dec  
2014

Lt. Nate Auvenshine  
February 3, 2015

## Quarterly Overview

During the months of Oct - Dec 2014, Southern Area Command responded to 245 calls for service and 246 deputy-initiated calls for a total of 491 calls in the town of Dewey-Humboldt.

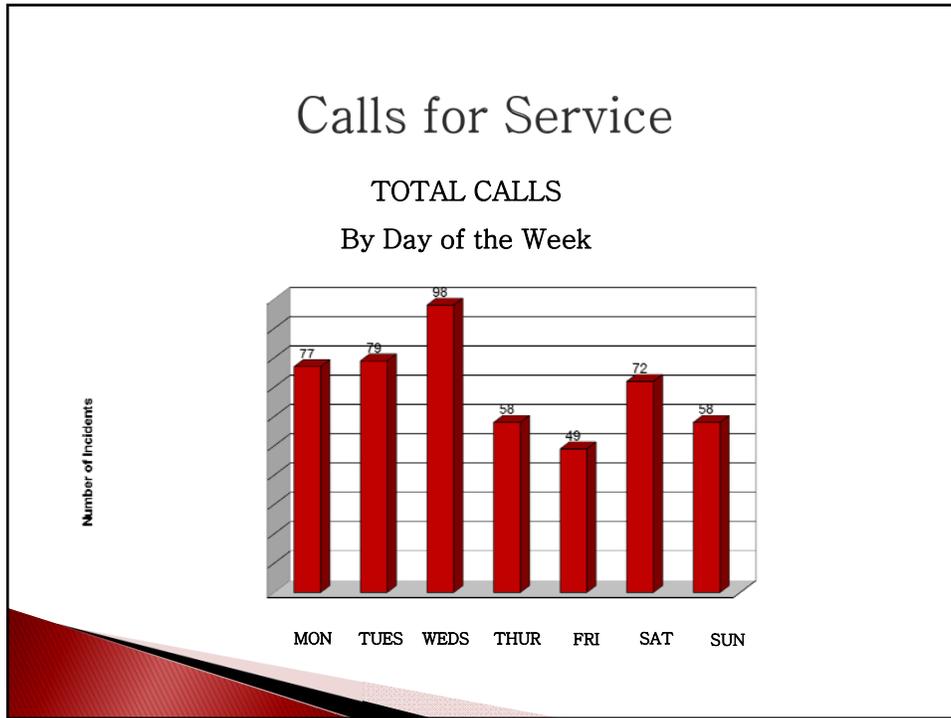
- ▶ 138 Traffic Stops
- ▶ 62 Traffic Citations
  
- ▶ 2 Drug Arrests
- ▶ 2 DUI Arrests
- ▶ 4 Family Fight Arrests
- ▶ 3 Sex Offense Arrests
- ▶ Total Arrests: 31
  - Including Custody Arrests & Criminal Citations (cite & release)
  
- ▶ Cases transferred to Criminal Investigations: 2
  - Sex Offense
  - Fraud

## Criminal Investigations

- ▶ In 2014, five (5) cases were assigned to Criminal Investigations Bureau
  - Sex Crime (x3)
  - Suspicious
  - Fraud
  
- ▶ Year to Date, seven (7) cases are actively being investigated:
  - General Investigation (x2)
  - Agency Assist
  - Auto Theft
  - Sex Crimes (x2)
  - Fraud

## Animal Control

- ▶ During the months of Oct - Dec 2014, Animal Control Officers responded to the following animal related calls within the town of Dewey-Humboldt:
  - Animal Bite: 4
  - Animal Neglect: 5
  - Animal Noise: 8
  - Animal Pickup: 8
  - Animal Problem (dog at large): 22
  - Vicious Animal: 2
    - Total Incidents: 49
  
- ▶ Animal Citations Issued: 5



## Average Response Times for In-Progress Calls

- ▶ Accidents : 3 mins
- ▶ Alarm : 6 mins
- ▶ Disorderly : 6 mins
- ▶ Family Fights : 11 mins
- ▶ Trespassing : 8 mins

## Part 1 Crimes – 4<sup>th</sup> Quarter

	LESD*	SAC*	S108*	S108 vs LESD	S108 vs SAC
Murder & Non-Negligent Manslaughter	2	1	0	0.00%	0.00%
Forcible Rape	3	0	0	0.00%	0.00%
Robbery	1	0	0	0.00%	0.00%
Aggravated Assault	49	5	1	2.04%	20.00%
Burglary	91	18	3	3.30%	16.67%
Larceny-Theft	190	40	1	0.53%	2.50%
Motor Vehicle Theft	34	5	1	2.94%	20.00%
Arson	0	0	0	0.00%	0.00%
<b>Total**</b>	<b>370</b>	<b>69</b>	<b>6</b>	<b>1.62%</b>	<b>8.70%</b>

\*LESD: Law Enforcement Services Division

\*SAC: Southern Area Command

\*S108: Dewey-Humboldt

## Yearly Overview

During 2014, Southern Area Command responded to 1003 calls for service and 1114 deputy-initiated calls for a total of 2117 calls in the town of Dewey-Humboldt.

- ▶ 692 Traffic Stops
- ▶ 265 Traffic Citations
  
- ▶ Total Arrests: 120
  - Including Custody Arrests & Criminal Citations (cite & release)
  
- ▶ Total Citations Issues: 356
  - Including both Traffic & Criminal

## 2014 Yearly Overview

911 Hangup	25	Dead Body	9
Abandoned Vehicle	19	Deliver Message	3
Agency Assist	88	Detail	20
Aircraft Problem	1	Disorderly Conduct	26
Alarm	63	Controlled Substance Problem	8
Animal Bite	17	DUI Alcohol or Drugs	5
Animal Neglect	12	Family Fight	48
Animal Noise	37	Fire	6
Animal Pickup	32	Fireworks	7
Animal Problem	95	Found Property	7
Assault	6	Fraud	17
Attempt to Locate	10	Harassment	17
Burglary	8	Traffic Accident, Hit & Run	2
Attempted Burglary	1	Illegal Burning	5
Child Abuse or Neglect	2	Information Report	54
Citizen Assist	104	Internet Fraud	1
Citizen Dispute	13	Intoxicated Person	3
Civil	32	Juvenile Problem	32
Civil Process	3	Litter/Pollution/Public Health	4
Civil Standby	30	Livestock	21
Criminal Damage	5	Lost Property	10
Custodial Interference	5	Loud Music	9
		Loud Party	6

## 2014 Yearly Overview

Medical Emergency	10	Theft	15
Missing Person	2	Theft-Automobil	4
Noise Disturbance	3	Threatening	20
Overdose	3	Traffic Hazard	27
Overdue Person	4	Traffic Violation	40
Parking Problem	5	Traffic Stop	692
Traffic Accident w/ Damage	11	Trespassing	27
Property Damage, Non Vandalism	6	Unsecure Premise	1
Recovered Stolen Property	2	Utility Problem	2
Recovered Stolen Vehicle	3	Vandalism	20
Runaway Juvenile	4	Vicious Animal	10
Search & Rescue	1	Victim Notification	7
Search Warrant	1	VIN Number Inspection	4
Security Check	3	Violation Order of Protection	16
Sex Offense	6	Wanted Person	7
Suicide	3	Weapon Offense	13
Attempted Suicide	3	Welfare Check	44
Suspicious Person/Circumstance	168	Wild Animal	2
		Total Incidents for This Report:	2117



## CYFD RESPONDED TO 74 CALLS OCTOBER 1<sup>ST</sup> - DECEMBER 30<sup>TH</sup>, 2014

### Types of calls:

- 3 fires
  - Structure, Wildland, Vehicle
  
- 3 hazardous condition
  - ex: comb./flam. spill, chemical or biological hazard, illegal burning

## TYPES OF CALLS CONTINUED

3 good intent calls

Ex: cancelled enroute, animal rescue, controlled burning, vicinity (smoke/fire) alarm

6 public service calls

Ex: lock out, water problem, bee/snake call, unauthorized burning, police assist, other type of help

59 EMS calls

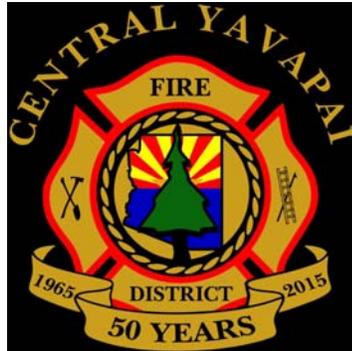
Ex: medical, MVA, rescue, search for lost person, water rescue, electrical rescue

74 Total responses

## 2014 END OF YEAR SUMMARY

281	Total EMS Responses
23	Fire Responses
23	Public Service Calls
3	Hazardous Condition Calls
12	Good Intent Calls
342	Total Responses From CYFD

**50<sup>TH</sup> ANNIVERSARY OF CYFD**  
**MARCH 14, 2015 10:00 AM-2:00 PM**  
**9601 E VALLEY RD.**



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**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
REGULAR MEETING MINUTES  
TUESDAY, OCTOBER 21, 2014, 6:30 P.M.**

**A REGULAR MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, OCTOBER 21, 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 6:33 p.m.
2. **Opening Ceremonies.**
  - 2.1. **Pledge of Allegiance.** Done.
  - 2.2. **Invocation.** Given by Mayor Terry Nolan.
3. **Roll Call.** Town Council Members Jack Hamilton, Mark McBrady, Dennis Repan, Sonya Williams-Rowe and Mayor Terry Nolan were present. Councilmember Nancy Wright and Vice Mayor Arlene Alen were 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.
  - 4.1. **Tax Credit Giving Month Proclamation.**

Mayor Nolan read the proclamation declaring October as Tax Credit Giving Month and presented the proclamation to Mr. Dan Streeter, Board Member with Big Brothers Big Sisters.
  - 4.2. **Cities and Towns Week Proclamation.**

Mayor Nolan read the proclamation declaring October 19-25, 2014, Arizona Cities and Town Week.
5. **Town Manager's Report.** Update on Current Events.

None.
6. **Consent Agenda.**

None.
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. **Old Black Canyon Highway Maintenance Issue and Council Direction for future maintenance.** Continued from the September 9, 2014 Council Special Study Session.

Town Manager Kimball gave an overview and history to date on this issue (Council requested having legal questions addressed and having a civil engineer provide input on drainage).

Councilmember Hamilton asked Town Attorney, Susan Goodwin questions about land conveyance and rights-of-way and whether the road is an R.S. 2477. Ms. Goodwin explained that it may have been an RS 2477 road but they can't establish the location of it, and an engineer would need to determine this situation (through a survey and legal description).

Town Manager Kimball explained the potholing isn't working well anymore, as the problem with the roadway is from unmaintained drainage. Ditch work can be done in-house with the work being spread over a 2-3 year period with chip seal sometime in the future after the drainage has been reestablished.

There was discussion on how many property owners there are along OBC Highway and whether public monies can be used for private roads. Ms. Goodwin explained that this is an unusual situation with patchwork ownership (town and private) of the roadway and public safety concerns.

Councilmember Repan made a motion to direct staff to send letters out to the land owners about the maintenance proposal, seconded by CM Hamilton.

Councilmember McBrady made an amendment to the first motion to allow staff to work on the drainage, ditches and potholes as they have been doing and to send out letters to land owners regarding maintenance work, seconded by CM Hamilton. The motion failed by a 2-3 vote, Council members Repan and Williams-Rowe and Mayor Nolan voting against.

Mayor Nolan and CM Williams-Rowe spoke against working on private property without the approval from property owners. No public comment was received.

The original motion to direct staff to send letters out to the land owners about the maintenance proposal passed by a 5-0 vote in favor.

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

**9.1. Continued discussion on proposed Ordinance 14-104 regarding Accessory Dwelling Units (ADU).** Staff report on community input and Council discussion and possible action to direct next steps of the proposed ordinance.

Town Manager Kimball gave an overview explaining a public hearing has been held on Accessory Dwelling Units (ADU) ordinance prior and P&Z was directed by Council to clean up the code regarding these issues. P&Z proposed adoption of Ordinance 14-104. Councilmember McBrady had an additional concern, wanting to make sure living units for managers of commercial properties would not be restricted. There was discussion on Secondary Medical Dwellings and whether to allow Manufactured Homes for this purpose on any zoned property (not just R1 but R1L too). The proposed ordinance prohibits roomers and boarders for ADUs.

Public comment was taken on this item.

Karen Brooks spoke on living facilities on commercial for security uses.

Councilmember Repan made a motion to arrange a joint meeting with Planning and Zoning Commission and staff to discuss Accessory Dwelling Units, seconded by

Councilmember Hamilton. It was approved by a 5-0 vote in favor.

**10. Public Hearing Agenda.** None.

**11. Comments from the Public.** None.

**12. Adjourn.** The meeting was adjourned at 8:13 p.m.

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Terry Nolan, Mayor

ATTEST:

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Judy Morgan, Town Clerk

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

**A REGULAR MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, NOVEMBER 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 6:32 p.m.
2. **Opening Ceremonies.**
  - 2.1. **Pledge of Allegiance.** Held.
  - 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.
  - 4.1. **Yavapai College District Governing Board's (DGB) County-wide Survey Presentation.** A Council approved presentation (October 7<sup>th</sup> Regular Meeting) by Dr. Stuart Blacklaw, Vice President for Instruction and Student services.

Stuart Blacklaw with Yavapai College, gave a presentation and answered questions on the outcome of the Yavapai College Survey. Some of the question were on the Sedona Center access and parking; curriculum versus job opportunities; the technical facility; shared faculty and resources with Embry Riddle; JTEP program; rate of response for the survey; master plan does not address any new buildings at this time.
  - 4.2. **Interview and possible appointment of Victor Hambrick to the Planning and Zoning Commission.**

Victor Hambrick was present for his interview and answered questions.

Mayor Nolan made a motion to appoint Victor Hambrick to the Planning and Zoning Commission, seconded by Councilmember Williams-Rowe. It was approved unanimously.
  - 4.3. **Diabetes Month Proclamation.**

Mayor Nolan read the Diabetes Month proclamation.

Councilmember Wright made a public apology to Ms. Karen Brooks for a comment made by CM Wright at a previous work session meeting.

Mayor Nolan announced the Veterans' Day holiday November 11<sup>th</sup> and a Veterans' Day parade and event in Phoenix.
5. **Town Manager's Report.** Update on Current Events. None.

**6. Consent Agenda.**

**6.1. Minutes.** Minutes from the August 5, 2014 Regular meeting and August 12, 2014 Work Session.

Councilmember Wright made a motion to approve the minutes from the August 5, 2014 regular meeting and August 12, 2014 work session, as presented. It was seconded by CM Hamilton and approved unanimously.

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

**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).**

Council discussed when to hold the previously approved Joint Meeting with P&Z. Council agreed to review all three topics at the Council Work Session on December 9<sup>th</sup>, to reach consensus on direction to P&Z; notify the P&Z of the Joint meeting to be held on January 8<sup>th</sup> at 6:00 p.m.

Public comment was taken on this item.

Karen Brooks asked for clarification of the joint meeting time.

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

Mayor Nolan spoke on his request explaining he hadn't heard back from any other Council members on their draft proposals for Ethics complaint process. He recommended having Judge Kelley propose a person or firm to be the hearing officer and have all complaints go directly to that individual.

Council reviewed Mayor Nolan's draft proposal with comments about who should be the hearing officer and striking #5 from the draft process.

Mayor Nolan made a motion to hold off on all the ethics complaint hearings until this process has been approved by the Council. The motion failed for lack of a second.

Council reached consensus to add the Ethics Complaint process as an agenda item to the Special November 14<sup>th</sup> Work Session. Council should submit their proposals to the Town Manager by November 10<sup>th</sup> at noon, and the proposals will be included in the packet for the November 14<sup>th</sup> meeting.

Karen Brooks called a point of order asking about the motion made which did not get voted on. Mayor Nolan explained it failed for lack of a second.

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

Councilmember Repan explained his request, wanting the information released to the public since there was nothing sensitive in it.

Councilmember Hamilton made a motion to approve the release of the attorney's prepared document "Code Enforcement Procedure and forms", seconded by Vice Mayor Alen. It was approved by a 6-1 vote in favor, Mayor Nolan voting against.

**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]**

Councilmember Repan explained his request to provide an understanding to the public for the decision to be made, with tax dollars paid for it. There was discussion on the private property owner's right to privacy and the how releasing it might affect the negotiation process, and considering the timing of the public record release.

Councilmember Repan made a motion to contact the Town Attorney to get her opinion on this issue, seconded by CM Hamilton. It was approved unanimously.

**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]**

Councilmember Repan gave an overview on his request, wanting feedback on where the first hearing is in the process. Vice Mayor Alen explained the outcome of the COE hearing she chaired would be going before the Council at the next available council meeting for council to review. The very first hearing was held prior to the COE hearing process being established. Mayor Nolan explained there has been scheduling conflicts with the members of that committee. CM Repan spoke on due process to take place in a timely manner. Council will wait until they have worked out the process, then the committee can be scheduled for follow-up.

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

Mayor Nolan gave an overview on his request, explaining both Christmas and New Year's day are on Thursdays and he proposes Council approve giving the following two Fridays off as well, as paid holidays.

There was discussion on whether it was appropriate for the Town to pay for those two extra days or whether staff could just take them off using their vacation days instead.

Public comment was taken on this item.

Ulys Brooks spoke on those not eligible for paid time off (PTO) would still need to be supervised.

Karen Brooks spoke in support of giving those days off (PTO) as extra holidays, this year.

Councilmember Repan made a motion to approve allowing staff to take the Friday after Christmas and New Years off, seconded by VM Alen. It was approved unanimously.

Town Manager Kimball thanked the Council for their consideration of the Staff.

**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.

There was discussion on whether to wait until the Town Attorney weighs in on the property report release. TM Kimball explained prior direction was to bring this back at this meeting after the Council had a chance to review the information on the report.

Public comment was taken on this item.

Troy O'Dell asked if the Town will consult with the other neighboring property owners or considered how it will affect the neighborhood.

Mayor Nolan made a motion to go in to Executive Session on this agenda item, seconded by Councilmember Hamilton. It was approved by a 5-1 vote in favor, Councilmembers McBrady and Repan voting against.

Council recessed the regular session and convened in to Executive Session at 8:16 a.m.

- 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.**

Council recessed the Executive Session and reconvened into the regular meeting at 8:40 p.m.

Councilmember Repan made a motion to accept the property donation of 12938 Main Street and direct staff to proceed with the acceptance process, seconded by CM Hamilton.

Councilmember McBrady spoke on not having enough questions answered and taking more time shouldn't jeopardize the donation. Councilmember Repan explained the report addressed some of CM McBrady's questions.

Mayor Nolan spoke on his concerns for the neighbors of the donation property.

A vote was taken on the motion, which passed by a 5-2 vote in favor, Councilmember McBrady and Mayor Nolan voting against.

- 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.

Mayor Nolan made a motion to go in to Executive Session. The motion failed for lack of a second.

Town Manager Kimball gave a review of the property purchase proposal. The owner has offered to sell to the town; the property is located within the Superfund site.

There was discussion on the location of the site and concerns over environmental issues and the cost to the town if bill for remediation is passed on to the property owner.

Councilmember Repan made a motion to refuse the offer to acquire this property, seconded by CM Williams-Rowe.

Public comment was taken on this item.

Karen Brooks spoke on environmental concerns with that location.

A vote was taken on the motion which passed by a 6-1 vote in favor, Mayor Nolan voting against.

**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.

**11. Comments from the Public.** None.

**12. Adjourn.** The meeting was adjourned at 8:57 p.m.

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Terry Nolan, Mayor

ATTEST:

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Judy Morgan, Town Clerk

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
REGULAR MEETING MINUTES  
JANUARY 20, 2015, 06:30 P.M.**

**A REGULAR MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, JANUARY 20, 2015, 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 6:30 p.m.
2. **Opening Ceremonies.**
  - 2.1. **Pledge of Allegiance.** Done.
  - 2.2. **Invocation.** Given by CM Wright.
3. **Roll Call.** Town Council Members Arlene Alen, Dennis Repan, Doug Treadway, Nancy Wright, Vice Mayor Jack Hamilton, and Mayor Terry Nolan were present. Councilmember McBrady 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.

- 4.1. Interview and possible appointment of Ruth Szanto to the Open Space and Trails Committee or the Planning and Zoning Commission.
- 4.2. Interview and possible appointment of Kevin Szanto to the Open Space and Trails Committee or the Planning and Zoning Commission.

Council conducted both 4.1 and 4.2 interviews together.

Ruth Szanto was present and answered questions. Ms. Szanto spoke on her preference for either the OSAT committee or P&Z commission, with P&Z being her first preference but she would also like to also serve on the OSAT committee with her husband.

Councilmember Wright made a motion to appoint Ms. Szanto to both OSAT and P&Z. Councilmember Arlene Alen seconded the motion.

CM Alen spoke on how much work it might be to serve on two committees and other challenges.

Kevin Szanto was present and spoke to council and answered questions. He suggested his wife, Ruth Szanto would be the better applicant of the two to serve on the P&Z commission.

Public comment was taken on this item.

Jerry Brady asked whether Mr. Szanto had the time to read a document regarding trails. Mr. Szanto responded affirmatively.

Councilmember Wright amended the original motion to appoint Ruth Szanto to the P&Z Commission, to the OSAT committee as an Associate member, and appoint Kevin

Szanto to the OSAT committee as an Executive Member. The seconder agreed to the amendment. It was approved unanimously.

**5. Town Manager's Report. Update on Current Events. None.**

**6. Consent Agenda.**

**6.1. Minutes. Minutes from the September 9, 2014 Work Session, September 16, 2014 Regular Meeting, October 7, 2014 Regular Meeting, and October 14, 2014 Work Session.**

Mayor Nolan made a motion to Approve 6.1. Minutes. Minutes from the September 9, 2014 Work Session, September 16, 2014 Regular Meeting, October 7, 2014 Regular Meeting, and October 14, 2014 Work Session, as presented. Councilmember Alen seconded the motion. It was approved unanimously.

**7. Comments from the Public (on non-agendized items only).**

Jerry Brady spoke on water issues in the state that pertain to the Agua Fria; another government entity that pulled their ethics complaint process; and the Governor changing the funding for road improvements through ADOT which will affect the Town's light at Main Street and Hwy. 69.

**8. Public Hearing Agenda. Public Hearing, discussion and possible action.**

**8.1. Community Development Block Grant Funding (CDBG) Second Hearing for selection of final projects and possible adoption of applicable resolutions.**

The Public Hearing was opened at 6:45 p.m.

Staff Accountant Deni Thompson gave an overview, explaining that November 18th was the first required hearing and this is the second public hearing. 4 potential projects have been submitted. Staff recommends combining two separate projects in two different ways to make one larger project. The one standalone project is for housing rehab.

Public Works Supervisor, Ed Hanks reviewed the details for the Kachina/Blue Hills area project combination and the Sidewalk projects on Huron and Kachina. NACOG CDBG Administrator Isabel Rollins spoke on the challenges of including some money for housing projects. she explained that eligible CDBG projects have to serve low to moderate income areas and an income survey of the areas will need to be done once ranked.

There were discussions about the details of the two combined projects and the income survey.

Ms. Rollins explained that the survey needs 75% response rate. She also explained that the alternative is the "slum/blight" designation of the (project) neighborhood through a public hearing and a resolution.

The discussion went on for the housing rehab option. Ms. Rollins explained that there would be no waiting list, the project would need to be advertised and applications submitted with a ranking process resulting in each qualified recipient receiving 20-25k for home rehab. She also spoke about selecting the housing rehab as the backup in order not to lose any available CDBG money.

Public comment was received at this hearing.

Jerry Brady spoke on many of the homes in that area that are not owner occupied due to how many homes are bank-owned and the difficulty of qualifying a single location. Low to moderate income is spread out throughout that side of town. Priority will be very low for CDBG funds for sidewalks.

The public hearing was closed at 7:30 p.m.

Back in the regular session, Councilmember Repan made a motion to rank the Community Development Block Grant Funding (CDBG) final projects as follows: #1 Blue Hills Drainage; #2 Huron St. Sidewalk; #3 Kachina Place Sidewalk; #4 Housing Rehab. Mayor Nolan seconded the motion. It was approved unanimously.

**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 15-109 to modify Town Code Section 30.031 Mayor and Vice Mayor; Appointment, Power and Duties.** [As directed by Council at the December 9, 2014 Work Session] adoption, rejection or modification of Ordinance 15-109.

Town Manager Kimball gave an overview of the ordinance. It was drafted at council's direction at the December 9th meeting. The Staff recommendation is to approve the ordinance.

Councilmember Wright made a motion to approve Ordinance 15-109 as presented, to modify Town Code Section 30.031 Mayor and Vice Mayor; Appointment, Power and Duties. Councilmember Alen seconded the motion. It was approved unanimously.

**9.2. Expectations and scheduling of a follow-up Town Economic Development Visioning Session with NAU Richard Bowen on either the afternoon of January 27 or February 24, 2015.** [Continued from the January 13 meeting; proceeding with scheduling direction originally made at the October 7, 2014 meeting upon CM Alen CAARF]

Councilmember Alen gave an overview of what has been decided and discussed on this process to date. Councilmember Alen made a motion to approve inviting Mr. Bowen back to discuss the visioning meeting outcome and with a higher public input on this process.

There were discussions on the purpose of the session, whether to have public input during the session, the report generated by the last two sessions and how it relates to the next General Plan.

Councilmember Repan seconded the motion. A vote was taken and carried with a (4-2) vote in favor with CM Wright and Vice Mayor Hamilton voting against.

Town Manager Kimball stated that she will arrange the meeting for February 24th at 2 pm. with Mr. Bowen and it will allow public comments in the end.

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

**10.1. Discussion and possible action on adjusting salary ranges of personnel.**  
[CAARF requested by CM Hamilton]

Vice Mayor Hamilton gave an overview on why he requested this on the agenda. There were discussions on the purpose of the salary ranges and handling the current situation of two employees exceeding the range and whether to further discuss this at the upcoming budget preparation.

Councilmember Alen made a motion to approve retaining the present ranges until such time as they are in the position they need to hire above the range. CM Treadway seconded the motion. A vote was taken and carried with a (5-1) vote in favor, Councilmember Wright voting against.

Council consensus was not to discuss this at the upcoming budget season.

**10.2. To discuss attending the Greater Prescott Regional Economic Partnership (GPREP) Annual Dinner, January 23, 2015.** [CAARF requested by Mayor Nolan]

Mayor Nolan gave an overview on his CAARF and explained that he had made the reservation and wanted to ask if the Council would reimburse him and/or wants him to go.

There were discussions on whether the Town should pay for Mayor Nolan to attend the GPREP dinner.

Mayor Nolan made a motion to approve paying for the Mayor to attend the GPREP dinner on January 23, 2015. CM Repan seconded the motion. A vote was taken and carried with a (4-2) vote in favor, CM Wright, and Vice Mayor Hamilton voting against.

**11. Comments from the Public.** None.

**12. Adjourn.** The meeting was adjourned at 8:05 p.m.

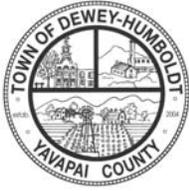
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Terry Nolan, Mayor

ATTEST:

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Judy Morgan, Town Clerk



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**TOWN COUNCIL REGULAR SESSION**

**February 3, 2015, 6:30 p.m. Town Council Meeting Chambers**

**Agenda Item # 9.1. Preliminary discussion of FY2016 Budget preparation.**

**To: Mayor and Town Council Members**

**From: Yvonne Kimball, Town Manager**

**Date submitted: January 27, 2015**

**Recommendation: Review the calendar and process; review issues and considerations I brought up in this memo; direct additional discussion(s) as needed.**

**Summary:**

Budget Calendar and Process:

In preparation for the annual budget, staff developed a budget calendar. The calendar lays out the process by time line: initial internal discussion, staff formulating preliminary budget; numerous council workshops for Council to go over each line; tentative budget; more council workshops; adoption by July 1, 2015.

In the past years, Council chose not to have a separate budget retreat to discuss priorities prior to staff budget formulation. Instead, Council members provided me with individual "wish lists" and I would figure these individual requests in the preliminary budget sheet followed by Council's collective discussion on these items (along with other expenditures that I proposed). I would like for the Council to revisit the process. If you do not want to have a budget retreat, I would recommend that council hold off your individual expenditure requests after seeing what I propose.

My proposed budget will be based on these objectives: a balanced (operating revenues pays for operating expenditures); continue the same level of service with reasonable improvements.

Trends and events:

In considering the FY 15-16 Budget, I foresee a slight revenue increase overall. Income taxes, state shared sales taxes are very likely to see an increase, perhaps 5%. Once the League releases the revenue estimates, we will have a better idea about these state collected revenues. I am also optimistic about the permit fees. However, we are only 6 months into the Building Safety in-house operation; there are unforeseen variables. I may very well take the ultra-conservative approach in estimating permit fee revenues for FY 16. The Magistrate and the Sheriff may feel the fines would see an uptake based on history and behavior trend.

We have a few routine memberships, IGAs and leases continue into FY 16 and the expiring Town Hall lease. Town wide routine memberships are League membership which is about \$4000 annually, NACOG membership \$500 annually, CYMPO membership \$2134 estimated for FY 16. Both the library service IGA and the building lease are effective until June 30, 2017 (the service fee is \$36,141 annually; building lease and repair \$14,000 annually). The Public Safety/Policing IGA with YCSO and the emergency management IGA will be prepared and approved annually: YCSO IGA will be up 3-5% that is allowed by the IGA; the EM fee is likely remain the same (last year's fees were \$366,238 and \$1,800 respectively). I want to bring your immediate attention to the Town Hall/YSCO Office lease: the lease is up in December 2015. I will bring this matter up for you to have a further discussion at a future meeting. The current lease costs \$45,700 annually.

**Attachments: a draft budget calendar (V1)**

The Council requested the CYMPO and state funded traffic light at the corner of Main St. and SR 69 and it is undergoing the design phase currently. It is likely that the light will be fully constructed by the end of December 2015. The Town may have to contribute towards construction by relocating a cattle guard on Corley St. close to SR 69. The estimated cost for this is \$10,000. We can use HURF to pay for this expenditure. Additionally, once the light is constructed, the Town will have a maintenance agreement with ADOT and it is my understanding that the Town will pay for the power cost and ADOT conducting maintenance. I will budget for the additional power expense.

A few expenditure items I am considering for the FY 16 in addition to routine expenditures:

~ Citizens' academy – the Town used to have a citizens' academy program. The attendance was scarce. I replaced this program with the "Coffee with the Town Manager" program. I see a need of further reaching out to the community to advocate and educate the residents of the town government's fundamentals. I am considering resuming the "citizens' academy" program in FY 16. If implemented, this activity is likely to impact budget at a very minimal level.

~ A Town owned road condition/improvement/cost estimate report conducted by the Town's engineering firm Shephard-Wesnitzer, Inc. The Town in-house staff prepared a multi-year road maintenance plan which only covers the town-owned black-top roads. In addition to the 38 miles of paved roads, the Town also owns approximately 12 miles of unpaved dirt roads. This report will evaluate both paved and unpaved roads and provide some nuts & bolts information for Council and Staff's maintenance decisions. The report may cost \$6,000 to \$7,000. In this report, I recommend including Old Black Canyon Hwy assessment. Old Black Canyon's maintenance also cast uncertainty for future budgets, especially when the surface re-chipping needs to occur.

~ Evaluation of the current staffing situation: which likely leads to additional staff. I see an apparent need for some additional help in the Finance Dept. There has been two full time positions budgeted under the Department before the FY 12-13 budget. In FY 13, I eliminated a half position as it did not seem warranted at that time. What I did was to share a FTE under the Town Clerk's Department with the Finance. It worked well. In FY 2014-15, the FTE position went through an employee turnover; about the same time, the Town brought in building inspection in house. In order to implement the change of the building safety services and maximize staff talents, the new FTE under the Town Clerk's Department is now utilized for building permitting functions. As a result, all finance functions have been handled by one employee (plus limited administrative support from others) since the end of FY 13-14. Although staff has the best intention to do it all, it has become apparent that additional help is needed in the Finance Department. Hiring additional help also makes sense for the considerations of long term succession planning. With the additional position under the Finance Department, essentially we are expanding the total amount of employees by one. Upon examining the revenues, I can decide on whether it is a part-time position or full time position. I would use operational revenues to pay for the position.

~ What to do with the non-profit organizations fund requests. The Town Council has considered non-profit organizations funding requests before. Aqua Fria Festival requested \$5,000 financial support; DH HS museum's future rent (DH HS has not requested any financial support as of now). In my view, I do not believe these two organizations should be considered the same as the other non-profit organizations in the area. Aqua Fria Festival and DH HS have more direct connection to the DH community and the services they provide are common among municipal support or direct service provision. I recommend that Council consider these two organizations favorably when coming to allocate funds to Aqua Fria Festival and DH HS. Needless to say, an accountability contract will be entered into if Council decides to continue financial support. On the other hand, I do not recommend Town actively solicit grant requests from other non-profit organizations through the Strategic Partnership Grant Program. Although many non-profit organizations provide invaluable services to our community, the Town is not a philanthropic organization and the priority is to use the limited funds providing supreme services that are conventional municipal services. There are other funding sources that can be available to non-profit organizations.

## FISCAL YEAR 2015 - 16 BUDGET SCHEDULE (version 1)

Date	Task
February - March 2015	State Expenditure Limitation information available; Preliminary Budget guidelines provided to Staff, Developing Budget Calendar, <b>Town Manager preliminary budget Communications with Council Members</b> , including needs and priorities, input for budget narrative, road plan expectations State Shared Revenues provided by the League of Cities/Towns
March 14 - April 4, 2015	Departmental budget estimates and narrative due, including Sheriff and IT proposals
April 1 - 30, 2015	Revised Stateshared Revenues provided by the League of Cities/Towns
April 6, 2015	Council Budget Worksheet Completion Begin composing narrative and graphs and charts
April 14, 2015	Preliminary Budget (budget worksheet) Council Acknowledgement @ Regular Council meeting
April 21, 2015	? Council Budget workshop #1 at 9:00 a.m. (evening regular meeting) Revisions by staff
April 28, 2015	Council Budget Workshop #2 at 9:00 a.m. Revisions by staff; forming the Tentative Budget (including narrative)
May 5, 2015	? Council Budget Workshop #3 at 9:00 a.m. (evening regular meeting) Revisions by staff; forming the Tentative Budget (including narrative)
May 12, 2015	? Council Budget Workshop #3 at 9:00 a.m. (Morning Budget Workshop, afternoon Council Work Session) Revisions by staff
May 19, 2015	Council adoption of the Tentative Budget @ evening regular meeting Publication of the Tentative Budget within 7 days, Prepare and post notice of June's budget hearing and adoption
May 26, 2015 <i>right after Memorial day</i>	Council Budget Workshop #4 at 9.00 p.m. Evening regular meeting
6/2 or 9/2015	Council Budget Workshop #5 at 2.00 p.m.
June 16, 2015	Public Hearing at 6.30pm regular council meeting Planned Adoption of FY 15-16 Budget; publication within 7 days upon adoption
June 2015	Fiscal Year 2014-2015 Setup in accounting system
July 1, 2015	Fiscal Year 2015-2016 begins
July 1, 2015 - - June 30, 2016	FY 14-15 Audit; FY 15-16 Budget monitor, measure, assess, report