

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

**Tuesday, October 4, 2016, 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, Jack Hamilton, Mark McBrady, Dennis Repan, Nancy Wright; Vice Mayor Doug Treadway; 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. ADOT presentation regarding ongoing/future ADOT projects relative to D-H and the speeding and speed signs etc. discussion items identified by Council at July 19<sup>th</sup> meeting.** (Alvin Stump, P.E., Northwest District Engineer)

**4.2. Yavapai College Presentation.** (Dr. Ron Liss, Vice President for Instruction and Student Development – speaker)

**5. Town Manager's Report.** Update on Current Events. No legal actions can be taken. Council may ask town staff to review an operational matter at this time, or may ask that a matter be put on a future agenda for actions or further discussion. Possible matters and projects are related to Town general administration, Finance, Public Works, Community Development.

**6. Consent Agenda.**

**6.1. Minutes.** Minutes from the June 14, 2016 Work Session, July 5, 2016 Regular Council Meeting and July 12, 2016 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.

Page  
19

**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. Current Private Roads transition (to Town-owned-and-maintained roads) policy and implementation procedures.** Staff report and Council review and comment.

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

25

**9.1. Approval of Dewey-Humboldt Local Historical Area as defined by Planning & Zoning and discussed by Council from recommendation in Town Manager’s Report.** [CAARF requested by CM Alen]

27

**9.2. Discussion to send letter to Property Owners along Prescott Dells Rd., Rocky Hill Rd., and Dewey Road for Private to Public Road Transition for the purpose of creating circulation roads through Blue Hills area.** [CAARF requested by Mayor Nolan]

29

**9.3. Big Brother Big Sister [request to hear future] Presentation.** [CAARF requested by Mayor Nolan]

**10. Public Hearing Agenda.**

---

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

---

**11. Adjourn.**

**For Your Information:**

Next Town Council Meeting: Tuesday, October 18, 2016, at 6:30 p.m.

Next Planning & Zoning Meeting: November 3, 2016, at 6:00 p.m. - October 6<sup>th</sup> meeting cancelled.

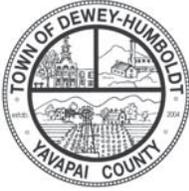
Next Town Council Work Session: Tuesday, October 11, 2016, at 2:00 p.m.

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 \_\_\_\_\_, 2016, 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.



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

---

### Town Council Presentation Request Form

Requests to make a formal Town Council presentation must be approved by the Town Council as a whole at a council meeting. The request form is used to accompany a council member's Council Agenda Request Form (CARF) which would sponsor the presentation request. The Form must be submitted at least four weeks to the sponsoring council member prior to the requested Town Council meeting date. The CARF will be discussed at a council meeting for the Council to determine whether to approve the presentation request. The Town Council meets every first and third Tuesday of the month at 6:30 p.m. for regular sessions. The Council also meets every second Tuesday of the month at 2:00 p.m. for study sessions. The Town Council attempts to limit the length of individual presentations to 30 minutes unless the Council votes to extend that time. If any special equipment is requested, please notify the Town Clerk no less than 72 hours before the Council meeting.

Nature and Description of Presentation (Please note that this form does not apply to commendation and /or proclamation presentations, and individuals who wish to speak at the Comments from the public item on an agenda):

---

Brief update on Yavapai College (10 minutes)

---

---

Please describe the number of participants, any audio or visual equipment that you will set up and utilize, and how long you will require to set up your equipment.

---

One person, no audio or visual equipment needed.

---

---

Individual, agency, and/or organization attending Town Council meeting:

Name: Dr. Penny Wills (or a VP) Phone: 928-776-2023

Council Meeting Date Requested: October 4, 2016; alternate date: October 18

Requested by:

Name: Barbara Robinson Phone: 928-776-2023

Address: Yavapai College, 1100 E. Sheldon St., Prescott, AZ Email: barbara.robinson@yc.edu

---

If you have any questions about the application process, please contact the Town Clerk's Office at (928) 632-7362. Please return this form to the sponsoring council member, Dewey- Humboldt Town Hall, 2735 S. Highway 69, P.O. Box 69, Humboldt, AZ 86329, by fax to (928) 632-7365 or by email to the council member (Town Council contact information can be found at [www.dhaz.gov/contacts](http://www.dhaz.gov/contacts)).

For Town Clerk Office Use Only:

Date requested received	<u>8/30/16</u>	Sponsoring Council Member	<u>Mayor Atolan</u>
Approved by Council at	<u>9/6/16</u>	meeting (Mayor Initial _____)	
Not Approved	_____	Applicant Notified and Notes:	<u>9/8/16 - DM</u> <u>Enrolled</u>

# YAVAPAI COLLEGE COMMUNITY UPDATE



## FROM THE DESK OF DR. PENNY WILLS

Other schools mark fall semester with the turning of leaves or a chill in the air. Here at Yavapai College, I see fall in the arrival of our new students, brimming with energy and anticipation;

I see it in the faces of our returning students, determined and confident. And, I see it in our faculty and staff – reinvigorated and ready to play their role in student success.

This academic year brings challenges, as well. Like many colleges across the country, we are managing constant change in our budgeting and enrollment; in the makeup of our districts, and in the needs of our communities. We will embrace the changes ahead while remaining true to our core purpose. At Yavapai College, our mission is our students' success.

That means focusing on improving outcomes. As an institution, we are exploring ways to increase retention and graduation rates. Our faculty mentorship project is already underway and will offer personalized support for first-time college students. Our Strategic Enrollment Management committee has identified the need to focus on personal enrichment and strengthening ties to high school counselors and teachers.

Keeping pace with our community, and its needs, also requires clear communication. At Yavapai College, we are listening: through our Focus Forum series, key stakeholders from across the district have offered recommendations and insights related to their expectations of the college. We were heartened by positive feedback: YC responds to community priorities with flexible programming, serves as an economic driver, and enhances cultural enrichment opportunities for the district.

At our August convocation ceremony, I challenged our faculty and staff to think about what each of us can do, as individuals, to provide greater support to our students, our college, and our community as a whole. Together we can make the 2016-17 academic year the time to grow Yavapai County's "education capital." A concerted effort will lead us to our vision: Yavapai College makes our community a better place to learn, work and live.

### Let's continue the conversation:

If you want to know more about any of our projects at Yavapai College, please reach out. We're always happy to meet with you or your group to answer questions and hear ideas. Just call Karen Jones at 928-776-2307 to invite a Yavapai College rep to one of your meetings.



Yavapai College Nursing Program



Yavapai College Career Fair



Verde Valley Ceramics

## AROUND OUR DISTRICT

### PRESCOTT CAMPUS

The campus is alive this fall with classes, events and new services for our community. The art gallery begins the academic year with the Fall Faculty Exhibition; the library offers the Naxos Music Library, a free streaming music database offering nearly 2 million tracks of music; and YC's highly anticipated, inaugural Pokemon Go Invitational Tournament will be held on Sept. 24th. It promises to be a great introduction to the campus for many of the attendees.

Good news for the business community and lifelong learners: building renovations for the Regional Economic Development Center (REDC) and the Osher Lifelong Learning Institute (OLLI) are now complete. The REDC staff can now work more effectively with business professionals, and the OLLI building offers an attractive, comfortable space for its growing ranks of lifelong learners.

Join us on October 21 for an open house event: participants of all ages will have the opportunity to attend college-level sessions hosted by YC faculty and staff. Attendees will learn more about subjects like nursing, viticulture, financial aid, application preparation, and many others. Attendance is limited to the first 200 participants. The online registration form will be available soon at [yc.edu](http://yc.edu).

### VERDE VALLEY CAMPUS

Student success was the underlying theme of the summer. Fourteen high school students participated in the early-college LEAD program, earning college credits and getting a preview of campus life. The result: all enrolled at YC for the fall semester, either as full or part-time students. And, the popular College For Kids program hit an all-time high with 485 registrations!

This fall, thanks to a new partnership with the Valley Academy for Career and Technology Education, Verde Valley high school students will be able to earn college credits while taking YC courses in Welding, Fire Science and Media Arts.

Improvements to the campus include new maps, directories, and signs designed to simplify navigating the grounds. Plus, the Mabery Pavilion will launch its fall season with a new paved floor to compliment lighting and landscape work.

### SEDONA CENTER

Community teams have shared their ideas for the future of the Sedona Center. Highlights included: adding culinary and pastry kitchens to support the development of a culinary/hospitality program; redesigning classrooms to accommodate lifelong learning, community education, and general education programming; and exploring a partnership with Sedona Red Rock High School to enhance their performing arts program.

### CAREER & TECHNICAL EDUCATION CENTER (CTEC)

Career & Technical Education (CTE) programs continue to thrive with a robust 90.5% job placement percentage. By pairing high job placement with career coaching assistance, CTE gives our students a competitive edge in Arizona's job market.

With a National Science Foundation grant of \$855,350 to fund high-quality engineering technician training, work-based student internships, instructor training and technical equipment enhancements for the next three years, CTEC will continue to remain one of the top facilities of its kind in Arizona.

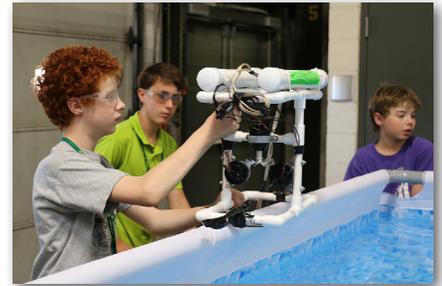
In an effort to promote increased collaboration and efficient use of public monies, the Mountain Institute Joint Technical Education District administration has relocated to the Yavapai College Career & Technical Education Center. The campus typically hosts more than 200 high school students who attend courses in Pre-Engineering, Welding, Automotive, Auto Body and Paint, and Aviation.



Prescott Campus



Verde Valley Campus



CTEC Robot Camp

## CTE Program Highlights

### Computer Numerical Control

The Computer Numerical Control (CNC) Machining certificate program provides an introduction to manufacturing technology and allows the student to program and operate a CNC mill and lathe, design a product for CNC machining, reverse engineer a product for 3D replication, and set tools for the CNC machining of a given product.

### Industrial Machine Mechanic

The Industrial Machine Mechanic (IMM) program offers six certificates and a degree in the millwright trade and prepares the student for careers in industrial plant and production machinery installation, maintenance, repair, and fabrication. The types of machines taught include pumps, valves, hydraulic/pneumatic, and bulk material handling (e.g., conveyer systems).

### CHINO VALLEY AGRIBUSINESS CENTER

Through two successful summer horticulture classes, students prepared the tomato bay for fall students, built a straw-bale garden, planted the pumpkin patch, cleaned up the outdoor gardens and erected a trellis for the grape vines. Meanwhile, canine students tested their handling skills while learning about canine sports such as barn hunt, flyball and agility.

Among the community activities on tap at the center this fall is an all-breed, multi-discipline horse show on Saturday, Oct. 8. The event is in partnership with the Arizona Agribusiness & Equine Center.

The Electrical Utility Lineworker program is in full swing with its third cohort. Students are learning the basics of electricity and line skills in preparation for well-paying careers in the energy industry. If you stop by the campus, you may see our students at the top of 40' poles installing equipment, operating utility trucks, or conducting mock rescues.

### PRESCOTT VALLEY CENTER

The center will undergo renovations and expansion over the next year. Many YC allied health and JTED programs will relocate to the campus once construction is complete. The renovations will provide dedicated classrooms and labs, which will contribute to student learning and success.

### FINANCIAL AID

Parents and students, take note. Financial aid may be awarded earlier this year. The 2017-18 Free Application Form for Student Aid (FAFSA) will be available starting Oct. 1, 2016 -- three months early! YC financial aid staff will present several workshops at area high schools this fall to ensure that college-bound students are aware of the latest FAFSA filing information.

### YAVAPAI COLLEGE PERFORMING ARTS CENTER (YCPAC)

It's hard to imagine a more exciting fall/winter season of entertainment. The Yavapai College Music Department will follow up its September production of "Little Women: The Musical" with the holiday classic "It's a Wonderful Life" in December. Celebrated artists appearing live at the YCPAC include Art Garfunkel and Rita Rudner. Plus, the center will continue to offer satellite broadcasts of the Metropolitan Opera, National Theatre Live, the Bolshoi Ballet performances, and others.

In the Verde Valley, the YCPAC will present Australian jazz sensation Matt Baker & the Trio at the Phillip England Center on Oct. 22 and Windham Hill: Winter Solstice will usher in the holidays at the Sedona Performing Arts Center, Nov. 20. The Broadway favorite Golden Dragon Acrobats will amaze in the final winter season performance at the Sedona Performing Arts Center in March, 2017.

As always, for the full season schedule and ticket information, visit the Yavapai College Performing Arts Center website at [www.ycpac.com](http://www.ycpac.com).

### REGIONAL ECONOMIC DEVELOPMENT CENTER (REDC)

Fostering employer/job-seeker connections, the REDC has been a principal collaborator in a series of career fairs around the district. The next scheduled event will be held at the Prescott Valley Event Center, Sept. 27, 9 a.m. - 1 p.m.

"Mobile Small Business Counseling for Rural Yavapai County" is now available thanks to a \$68,000 grant. The funding will expand small business technical assistance including personalized counseling services through the Small Business Development Center (SBDC). The geographic areas of focus for the grant include Yarnell, Black Canyon City, and the Town of Chino Valley.

In addition, the SBDC will continue to offer a variety of low-cost entrepreneurship workshops, as well as free one-on-one small business counseling. For workshop schedules and information, visit the SBDC web page at [www.yc.edu/sbdc](http://www.yc.edu/sbdc).



Chino Valley Agribusiness Center



Prescott Valley Campus



Financial Aid Support



Yavapai College Performing Arts Center



REDC Workshop

## ATHLETICS

The Roughrider baseball and softball teams this spring were the pride of the county. Baseball capped a stellar season by winning the National Junior College World Series. Softball capped an outstanding season with a fourth-place finish in the NJCAA national championship tournament.

Academics were also a source of pride for YC athletes. Five student athletes earned a perfect 4.0 GPA. Seventeen student-athletes earned NJCAA academic awards and 45 of 78 student athletes were named to the Athletic Director's Honor Roll for earning a 3.0 GPA or higher.

The Roughrider soccer and volleyball fall seasons are now underway and both teams are off to a solid start and on their way to post-season appearances. Visit [www.goroughriders.com](http://www.goroughriders.com) for game schedules.

## IN CLOSING

I hope this letter brings you up to date on just some of YC's recent and upcoming activity. I'd like to leave you with an infographic (below) that reminds us why Yavapai College is the best place to receive a high-quality education through both credit and non-credit programming.

If there's anything you'd like to know more about, please call Karen Jones at (928) 776-2307. We look forward to hearing from you.



Dr. Penny Wills  
President  
Yavapai College



National Junior College World Series Champions



YC Softball

## YC By the Numbers

**\$10,146**

Average tuition cost for 15 credit hours (typical for one semester) among the four largest Arizona universities.

**\$1,185**

Tuition cost for 15 credit hours (typical for one semester) at Yavapai College.

**\$13.8M**

Tuition assistance provided to Yavapai College students in 2015-16 through grants, loans, scholarships and other sources.

**2,849**

Number of Yavapai College students that received financial aid in 2015-16.

**18,917**

Number of students served in the Lifelong Learning Programs at Yavapai College (OLLI, Community Education, EDventures and College for Kids), 2011-16.

FOLLOW US TODAY.

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
STUDY SESSION MINUTES  
JUNE 14, 2016, 2:00 P.M.**

**A STUDY SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, JUNE 14, 2016, AT TOWN HALL AT 2735 S. STATE ROUTE 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.**

1. **Call To Order.** The meeting was called to order at 2:02 p.m. Vice Mayor Treadway officiating until Mayor Nolan's arrival at 2:11 p.m., at which time Mayor Nolan presided.
2. **Roll Call.** Town Councilmembers Arlene Alen, Jack Hamilton, Mark McBrady (arrived late at 2:06 p.m.), Dennis Repan, Nancy Wright; Vice Mayor Doug Treadway, and Terry Nolan (arrived late at 2:11 p.m.) were present.
3. **Study Session.** No legal action to be taken.

**4.1. Report of the FY Citizen Survey, including the follow-up one-question survey Questionnaire and possible acceptance of the Survey result(s).**

Vice Mayor Treadway advised that Alexandria Wright of Yavapai College was in attendance and requested to move Item 4.1 forward on the agenda. There was Council consensus to do so.

Ms. Wright spoke on the follow-up survey question of which 82 responses were received with the top three concerns being #1 roadway improvements; #2 food market and #3 water issues.

Councilmember McBrady arrived to the meeting at 2:06 p.m.

There was Council discussion regarding the wording of the questions and the results.

Mayor Nolan arrived to the meeting at 2:11 p.m.

Councilmember Alen recommended changing the motion from accepting the report to acknowledging the report and allowing for follow-up.

Mayor Nolan made a motion to approve to accept the report of the FY16 Citizen Survey, seconded by VM Treadway. The motion passed unanimously.

Town Manager Kimball will put this on for follow-up at the July 12th work session.

**3.1 Direction on whether to continue the historical consideration of annexing the "200 Foot Strip" located along the town's northerly boundary.**

Community Planner/Code Officer (CP/CO) Brown gave an overview on the annexation process of a 200-foot strip of property located on the Town's northerly boundary. Recently several residents have approached the Town on this issue, as they have lots that are split between the Town and the County. It is a problematic issue for the property owners, if they need to do anything regarding the status of their property, they have to deal with two jurisdictions, in addition to receiving two separate tax bills. There are 12 homes located in the County portion. The chief reason to follow up on the annexation is to alleviate the hardship placed on the residents as they try to utilize their properties. There was an effort in 2010 by Dava Hoffman, Town Planner, who did much of the groundwork for this endeavor, and this work would not have to be repeated.

There was Council discussion regarding caution against creating county islands; whether there needed to be a majority or 100% participation from affected property owners; and the Town cost for this process. Council consensus was to move forward in this process and seek Town Attorney input.

### **3.2 Visioning for the downtown following the survey and other related discussions.**

(February 9<sup>th</sup> meeting and March 8<sup>th</sup> meeting direction)

Town Manager Kimball gave the background for this agenda item citing that it was in reference to discussions at the 2/9/16 and 3/9/16 meetings on the potential acquisition of property, which prompted the need for a discussion about the vision for the downtown area. With recent full meeting agendas this was the first opportunity to bring it back to Council.

There was extensive Council discussion as to the vision for D-H with recommendations from Councilmembers on a revitalized downtown area; new Town Hall; possible relocation of the Museum; capitalization of the local history; zoning issues; as well as ideas to attract a grocery store to the area which ranked highest on the citizen survey.

There was no Council action taken.

### **4.3 Directions regarding pending budget items by Funds and Departments {General Fund-Revenues, Expenditures: Town Council and Management, Town Clerk, Finance, Legal, IT, Magistrate Court, Public Safety, Engineering, Public Works, and Community Development, non-Departmental; HURF – Revenues, Expenditures: Engineering, Public Works; Grant Fund}, continued.**

Mayor Nolan recommended addressing Agenda Item 4.3 before Agenda Item 4.2. There was Council consensus on this.

Town Manager gave a review of the modified budget numbers.

Mayor Nolan left the table at 3:48 p.m.

Town Manager Kimball gave a review of the modified budget numbers and spoke on the cost contingency overrun which is generally \$200,000, but which has only been utilized one time during her management. TM Kimball recommended \$74,000 from the reserve be transferred to the HURF fund. TM Kimball indicated being more comfortable with not having as large a contingency, expecting a surplus at year end, and recommended a \$10,000 contingency fund.

Mayor Nolan returned to the table at 3:53 p.m.

TM Kimball clarified some of the budget line items.

Councilmember Repan inquired as to the total of the funding requests and Community Outreach causes.

The D-H Historical Society has requested \$8,400 for Museum rent and \$2,000 for the Agua Fria Festival. Mayer Meals on Wheels program requested assistance, but no specific figure.

Councilmember Hamilton made a motion to approve the money for the Museum (\$8400), Agua Fria Days (\$2000); and Mayer Area Meals on Wheels (\$4,000). It was seconded by CM Wright.

Councilmember Repan spoke in support of a water testing program and the need for a second step in providing help to the Community with their private well issues, suggesting possible \$100 stipends to help with filtration systems.

There was discussion on how this program might be run and obtaining more information on providing education to the citizens and a possible grant program.

Councilmember Repan asked for a roll call vote which passed 6-1, with Mayor Nolan voting against.

Councilmember Repan made a motion for an additional \$10,000 budgeted for water educational and possible grants program. It was seconded by CM McBrady. It passed unanimously.

Councilmember Alen left the table at 4:33 p.m.

There was discussion on capital improvements and where they could be found in the budget to cover the possible purchase of the Museum building.

TM Kimball pointed out a line item in the budget which was a placeholder for purchasing capital items.

Councilmember Alen returned to the table at 4:38 p.m.

Councilmember Hamilton spoke to having the contingency fund back up to \$200,000 in case they do decide to make a real estate purchase. CM Hamilton also spoke that a decision needs to be made regarding the Town Hall and recommends the building of a new Town Hall as the funds are available.

Councilmember Hamilton made a motion to approve putting \$5,000 in a line item for architectural work on a new Town Hall. The motion did not receive a second and was lost.

There was Council input and discussion regarding tentative projects: placeholder for architecture work on a Town Hall; the contingency fund; architectural work; water analysis testing and remediation funding.

Councilmember Hamilton made a motion to approve putting \$200,000 back into the contingency fund, seconded by Vice Mayor Treadway, motion passed unanimously.

TM Kimball and the Council had further discussion and approved the transfer of remaining funds to HURF. Ms. Kimball noted that the decisions and expenditures decided at this meeting would be finalized and reflected in the tentative budget for adoption at the Regular Council Meeting on 6/21/16.

**4.2 An Executive Session pursuant to A.R.S. 38-431.03 [A] [7] for discussion or consultations with designated representatives of the Town in order to consider its position and instruct representatives regarding negotiations for the purchase of real property and if purchased, the potential lease of the real property loc.2 Directions regarding pending budget items by Funds and Departments [General Fund – Revenues, Expenditures: Town Council and Management, Town Clerk, Finance, Legal, IT, Magistrate Court, Public Safety, Engineering, Public Works, and Community Development, non-Departmental; HURF – Revenues, Expenditures: Engineering, Public Works; Grant Fund], continued.**

Councilmember Repan made a motion to go into Executive Session, seconded by Councilmember Alen, motion passed unanimously.

**4.2.1 Recess into and hold executive session pursuant to A.R.S. § 38-431.03 (A)(7) Discussions or consultations with designated representative of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase of real property located at 12925 E. Main Street, Dewey-Humboldt (APN 402-10-018).**

Council recessed to Executive Session for Item 4.2 at 5:01 p.m.

**4.2.2 Reconvene into Open Session.**

Council reconvened to Regular Session at 6:40 p.m. and gave staff direction resulting from Executive Session.

**4.3 Whether to hold additional special session(s) this month.**

No special sessions were scheduled.

**5 Adjourn.** The meeting was adjourned at 6:43 p.m.

---

Terry Nolan, Mayor

ATTEST:

---

Judy Morgan, Town Clerk

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
REGULAR MEETING MINUTES  
JULY 5, 2016, 6:30 P.M.**

**A REGULAR MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, JULY 5, 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.** Done.
  - 2.2. **Invocation.** Given by Councilmember Nancy Wright.
3. **Roll Call.** Town Council Members Arlene Alen, Jack Hamilton, Dennis Repan, Nancy Wright; and Mayor Terry Nolan were present. Council Member Mark McBrady and Vice Mayor Doug Treadway 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.

Mayor Nolan thanked the Town Staff, in particular, Town Clerk Judy Morgan, for her efforts in upgrading the Council Chambers' audio system.

Victoria J. Wendt introduced Isaac Shumway as working on a Boy Scout citizenship badge. Isaac Shumway spoke on what the requirements were to attain the badge.

5. **Town Manager's Report.** Update on Current Events.
  - 5.1 **Town logo and slogan – State Trademark process update.**

Town Manager Kimball gave an overview on what Council approved on the trademark and slogan. Town Council desired trademarks for the logo and slogan. The State has been accomplished. Federal level applies only to the slogan, not the logo. The Town Attorney will proceed with the Federal application on the Town slogan.

Councilmember Hamilton asked about Council direction and if it included the Federal. He believed that the Council had chosen to not pursue Federal level due to the cost.

TM Kimball will check on this, and if Federal level was not desired, she will stop that process. Councilmember Repan thought that the instruction was just the state level. Councilmember Alen spoke on it being moot, since the logo apparently can't be trademarked federally. CM Alen thought it would be cost-prohibitive to pursue the Federal level.

- 5.2 **Main St./SR 69 traffic light dedication ceremony scheduling.**

Town Manager Kimball gave an overview of the traffic light work, with the anticipated timeline for completion estimated to be mid-July and shared that ADOT District Engineer Alvin Stump would like to attend the dedication ceremony. There was further Council discussion regarding testing, start-up date, and the parties strategic to the completion of the project, to be included in the dedication, as well as possible dates for the ceremony.

6. **Consent Agenda.**

**6.1. Minutes.** Minutes from the April 26, 2016 Special Budget Workshop #1 Meeting.

There was a motion to approve the minutes of the April 26, 2016, Special Budget Workshop #1 Meeting made by Councilmember Alen, seconded by Councilmember Hamilton, and approved unanimously.

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

**8. Discussion Agenda – Unfinished Business.**

**8.1. Discussion and possible adoption of Resolution No. 16-122 to authorize the acquisition, by condemnation, purchase or donation of real property located at 13101 E. Phoenix Street, Dewey-Humboldt, Arizona.** (continued from the June 21 meeting).

Councilmember Hamilton made a motion to defer Agenda Item 8.1 until after Item 9.3 on the agenda, seconded by Councilmember Alen, approved unanimously.

**8.2 To accept or reject the results of the Citizens Survey as presented to Council.** [CAARF requested by CM Repan]

Councilmember Repan gave an overview of his CAARF pointing out that there was a motion to accept the Citizens Survey so payment could be made on the bill, but that there was to be further Council discussion on whether to accept the Survey or not.

Mayor Nolan inquired if there was a bill submitted for this work.

Town Manager Kimball shared that the original invoice was to have been for \$8,500 but Ms. Wright issued a credit reducing the invoice to \$7,500 and this invoice was payable to Yavapai College.

There was Council discussion about the acceptance or rejection of the survey and possible delay on a motion until there was full Council.

Mayor Nolan made a motion to hold off until there was a full Council to vote on it, seconded by Councilmember Alen, approved unanimously.

TM Kimball reminded Council that Ms. Wright was to come back in July to update Council on the survey but had a conflict that prevented her attendance.

There was further Council discussion regarding whether there was an issue left outstanding by Ms. Wright, as well as the need to either accept or reject the report having a bearing on the need to have Ms. Wright come back. Council directed TM Kimball to check and see if there was an issue that required Ms. Wright's clarification and attendance at another meeting.

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

**9.1. Three Public Body Policies/Procedure Guidelines {as the result of the resolution codification correction process}.** (As directed at June 21, 2016, Council meeting)  
**Discussion and possible approval.**

**9.1.1. PG TC 16-02 Policy Mirroring Resolution 07-35 Allowing Firearms at Town Hall.**

Mayor Nolan read the policy.

Councilmember Hamilton made a motion to approve PG TC 16-02 Policy Mirroring Resolution 07-35 Allowing Firearms at Town Hall, seconded by Councilmember Alen.

Mayor Nolan called for Public Comment, there was none.

The motion was approved unanimously.

**9.1.2. PG TC 16-03 Policy Mirroring Resolution 08-56 National Incident Management System (NIMS) Training for Public Officials.**

Councilmember Hamilton made a motion to approve PG TC 16-03 Policy Mirroring Resolution 08-56 National Incident Management System (NIMS) Training for Public Officials, seconded by Councilmember Repan.

Mayor Nolan called for Public Comment.

Public Comment – Victoria J. Wendt asked for clarification on what exactly the NIMS training is, if it is new or if it was an annual training.

Mayor Nolan gave an overview of the training.

The motion was approved unanimously.

**9.1.3. PG TC 16-04 Policy Mirroring Resolution 08-62 Records Retention and Disposition Schedule.**

Town Clerk Judy Morgan gave an overview of the current retention schedule, which is Arizona State Library and Public Records' established schedule.

Councilmember Repan made a motion to adopt PG TC 16-04 Policy Mirroring Resolution 08-62 Records Retention and Disposition Schedule, seconded by Councilmember Hamilton.

Mayor Nolan called for Public Comment, there was none.

The motion passed unanimously.

**9.2. Gain consensus on council opinion for response letter to Senator McCain as requested by his staff post the EPA response to Sen. McCain's letter on behalf of D-H to be written by staff. [CAARF requested by CM Alen]**

Mayor Nolan gave an overview of the item. Mayor Nolan felt in his opinion that the EPA letter was boilerplate.

Councilmember Alen spoke to Senator McCain's office and their feeling, as well, was that this was a boilerplate letter and are waiting to hear from Town Council for further direction.

Councilmember Repan recommended that this matter be moved to a work study when all Council Members are present.

Councilmember Alen agreed that this should be moved to a work session.

There was discussion regarding future meeting agendas and Council Member schedules. There was Council consensus to address this item at the August 9, 2016, Work Session.

**9.3. To discuss and take action on the letter we received from the EPA. [CAARF requested by Mayor Nolan]**

Mayor Nolan addressed his CAARF under Agenda Item 9.2.

Mayor Nolan explained that the Council would now be moving to Executive Session.

**8.1 Discussion and possible adoption of Resolution No. 16-122 to authorize the acquisition, by condemnation, purchase or donation of real property located at**

**13101 E. Phoenix Street, Dewey-Humboldt, Arizona.** (continued from the June 21 meeting).

Councilmember Hamilton made a motion to defer Agenda Item 8.1 until after Item 9.3 on the agenda, seconded by Councilmember Alen, approved unanimously.

**8.1.1 Recess into and hold an executive session** 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 regarding the Town's position regarding contemplated litigation to acquire property located at 13101 E. Phoenix, Street, Dewey-Humboldt, Arizona; and 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 of such real property.

Councilmember Repan made a motion to recess into and hold an executive session for the purpose stated under this agenda item. It was seconded by CM Hamilton and approved unanimously. Council recessed into executive session at 7:23 p.m.

**8.1.2 Reconvene into Open Session.**

The Council reconvened to Open Session at 7:50 p.m.

Mayor Nolan noted that at this time the resolution would not take effect. Council will not look at condemnation at this time.

Councilmember Hamilton made a motion that the Council would not pursue condemnation of the property. Mayor Nolan did not feel a motion was required as the Council was no taking action. Mayor Nolan restated Mr. Hamilton's motion and asked for a second. Councilmember Wright seconded the motion. Councilmember Hamilton asked the Town Clerk to read his motion. The Town Clerk restated the motion. Mayor Nolan called for a vote. The motion passed unanimously.

**10. Public Hearing Agenda.** None

**11. Adjourn.** The Meeting adjourned at 7:55 p.m.

---

Terry Nolan, Mayor

ATTEST:

---

Judy Morgan, Town Clerk

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
STUDY SESSION MINUTES  
JULY 12, 2016, 2:00 P.M.**

**A STUDY SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, JULY 12, 2016, AT TOWN HALL AT 2735 S. STATE ROUTE 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.**

1. **Call To Order.** The meeting was called to order at 2:00 p.m.
2. **Roll Call.** Town Council Members Jack Hamilton, Mark McBrady, Dennis Repan, Nancy Wright; Vice Mayor Treadway and Mayor Terry Nolan were present. Council Member Arlene Alen was absent.
3. **Study Session.** No legal action to be taken.

**3.1. Public Works Annual Report.**

Ed Hanks, Public Works Supervisor (PWS), gave a report on the Public Works Department including an overview of the work done this past year. CDBG projects are still in process as well as the traffic light at Main Street.

There was Council discussion regarding the work completed with last year's hot patch budget; the upcoming year's hot patch budget adequacy; road work done on Meadow Ranch Lane; and the difficult corrective work completed on Deer Pass Lane.

Vice Mayor Treadway acknowledged the department's hard work.

**3.2. Consideration of Accountability Contract details with Dewey-Humboldt Historical Society [DHHS] and Mayer Area Meals on Wheels [MAMOW] for Town's funding support.**

Town Manager (TM) Kimball gave an overview of the fund requests and contract details seeking direction on the Council's expectations of the recipients as far as providing plans and reporting. After Council discussion it was decided that the contract for Mayer Meals on Wheels would require a report every six months. The Dewey-Humboldt Historical Society (DHHS) contract would require a business plan update two times per year, as well as provide a general accounting report after the Agua Fria Festival.

TM Kimball advised that DHHS would like to display a banner acknowledging the Town as a sponsor asking if they could use the Town logo on the banner. DHHS also asked permission to use the Town's vacant lot across from the museum and inquired if the Town would like to have a booth at the event and a float in the parade.

There was Council discussion regarding providing a banner for DHHS to use at this event, that could be used at other Town events in the future. Councilmember Hamilton recommended moving the subject of the banner to a Council Meeting so that action could be taken on this matter.

TM Kimball spoke to utilizing a booth for the Firewise program manned by volunteers and would check with Town Staff on the possibility of a simple float for the parade. TM Kimball would also check on banner details.

**3.3. Board of Adjustment Reinstatement Mechanism. [Directed at June 7<sup>th</sup> Meeting]**

Town Manager Kimball spoke to the mechanics of how to reinstate the Board of Adjustment. The current code would require a change through an ordinance. Volunteers would need to be solicited to serve as the Board of Adjustment.

There was Council discussion regarding the frequency of need for the board, background checks; soliciting for volunteers and not creating the board until they have five volunteers to seat the board.

TM Kimball spoke on putting an article in the newsletter over a couple month period seeking volunteers for the board.

**3.4. Creating an ordinance as a reference for the Private Road Transition Policy.**

Councilmember Wright asked if the resolution could be changed to an ordinance.

Town Manager Kimball said the drawback would be, if the policy changes, then the ordinance would require change. A policy could be referenced and revised without changing the code.

There was Council discussion regarding the condition of private roads before being transitioned to the Town and the responsibility that minimum conditions be met by property owners before transition. There was further discussion regarding the determination of acceptability of the road conditions before transition and, whether Council previously voted on that, or if it was at the sole determination of the Town Engineer. There was Council consensus that the determinations for private road transitions should be handled in a very consistent manner before Council accepts the issue for a final vote.

Town Manager Kimball explained that if Council is happy with 07-49, then she will review the Transition Request Application and Engineering Policy 10-04 to be sure there is no confusion and see if there is any revision necessary, subsequently creating a reference ordinance so that it can be codified. In the future, if Council feels there is a problem or want to change it, then only the resolution would require revision, not an ordinance. This was TM Kimball's recommendation and she will bring this back to Council after review and preparation of the ordinance.

**4. Special Session.** Legal action can be taken.

**4.1. Whether to hold additional special session[s] this month.**

No additional sessions to be held.

**5. Adjourn.** The meeting was adjourned at 3:09 p.m.

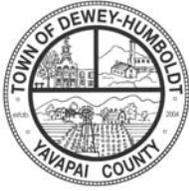
---

Terry Nolan, Mayor

ATTEST:

---

Judy Morgan, Town Clerk



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

---

**TOWN COUNCIL REGULAR MEETING**

**October 4, 2016, 6:30 p.m. Town Council Meeting Chambers**

**Agenda Item # 8.1. Current Private roads transition (to Town-owned-and-maintained roads) policy and procedures.**

**To: Mayor and Town Council Members**

**From: Yvonne Kimball, Town Manager**

**Date submitted: September 26, 2016**

**Purpose: informational; direct changes if necessary**

**Summary:**

Earlier this year during the budget discussion, some owners of certain privately-owned roadways expressed interest for the town to maintain those private roads. Although Council was sympathetic with the private road situation, the Town Attorney advised that the Town could not maintain privately-owned roads legally. Town has a private road transaction policy through Resolution 07-49. At this meeting, staff wishes to go over the procedures and standards we use to implement the policy.

Enclosed are:

A copy of Resolution 07-49

A copy of the existing application form

A flow chart staff developed to illustrate the existing process

**RESOLUTION NO. 07-49**

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, ARIZONA, ADOPTING A POLICY AND PROCEDURE FOR THE IDENTIFICATION, TRANSFER AND MAINTENANCE OF PRIVATE RIGHT OF WAY FOR PURPOSES OF DEVELOPING THE TOWN ROAD SYSTEM.**

**WHEREAS, within the Town limits there are significant sections of roadway that are privately owned and maintained, and,**

**WHEREAS, circulation and transportation within the Town would benefit in some instances if portions of private roads became owned by the Town, and,**

**WHEREAS, a policy and procedure for incorporating private roads into the Town's system would assist property owners and the Town in considering requests for transfer of ownership maintenance responsibility:**

**NOW THEREFORE BE IT RESOLVED that the Town of Dewey-Humboldt hereby adopts the Private Road Transition Policy as follows,**

**Private Road Transition Policy**

1. Any neighborhood or group of property owners wishing to transfer ownership and maintenance of a private road to the Town will provide a written request to the Town identifying the portion of roadway to be transferred, the names and parcel numbers of property owners adjacent to the roadway and signatures of those property owners that are indicating support of the transfer.
2. Upon receipt of the request, Town Staff will review the request and prepare a report identifying the condition, the required width, drainage considerations, connection of the proposed roadway to existing Town owned roads and other factors that may be deemed relevant to the maintenance and ownership of the roadway by the Town. The report will also identify any improvements to the roadway that may require resolution prior to being accepted for transfer of ownership.
3. Upon recommendation of the Town Staff for transition to Town ownership of the proposed roadway, each property owner will provide a survey of the proposed roadway by a registered surveyor for their parcel.
4. The proposed transfer will be placed on the next available Town Council Agenda for Public Hearing and consideration for acceptance of ownership and maintenance by the Town.

5. Upon approval by the Town Council, property owners will transfer ownership of the designated right of way to the Town and the Town will arrange for recording of modifications to each portion of parcels and property and designation of the transferred right of way as Town owned property.

6. As of the effective date of the creation of the right of way, the Town will add the right of way to its assets and begin providing standard maintenance of the roadway.

7. Future paving of the roadway may be proposed by the Town or the property owners and may be financed by formation of a Local Improvement District and/or Town resources.

**EFFECTIVE DATE:** This Resolution shall be effective upon passage.

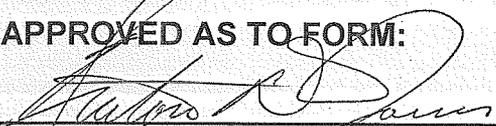
**PASSED AND ADOPTED** by the Mayor and Common Council of the Town of Dewey-Humboldt, Yavapai County, Arizona, this 20th day of November, 2007.

  
\_\_\_\_\_  
Earl Goodwin, Mayor

**ATTEST:**

\_\_\_\_\_  
Debbie Gifford, MMC, Town Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Kenton Jones, Town Attorney



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

**TRANSITION REQUEST FORM**

Date:	Parcel #
Owner Name:	Phone #:
Mailing Address:	
Site Address:	
Road(s) submitted for Town ownership:	
Road(s) located:	

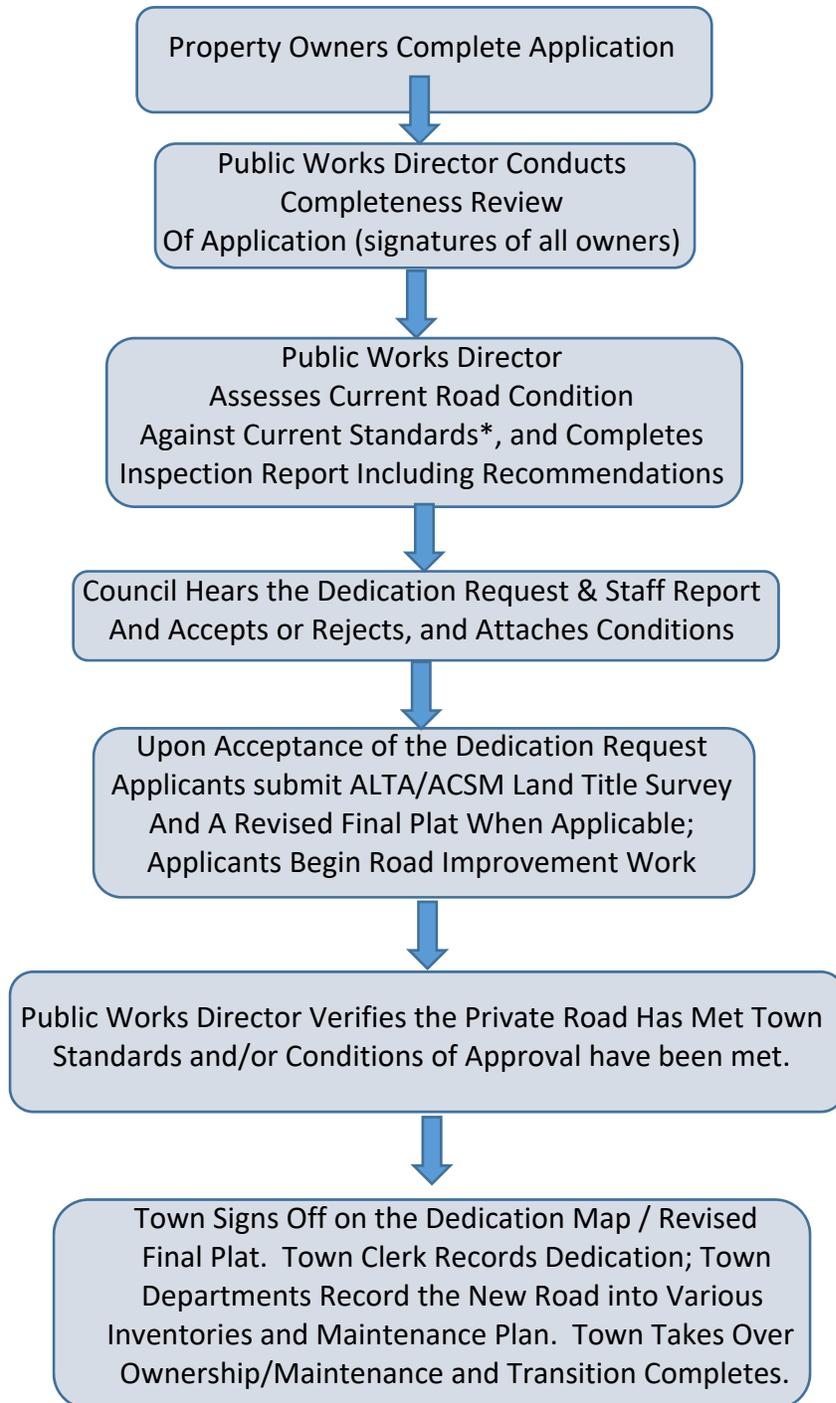
I/We the undersigned do hereby request the Town of Dewey-Humboldt, accept this letter of intent in accordance with the Town of Dewey-Humboldt Resolution No. 07-49. Private Road Transition Policy:

Our intent is as follows:

1. To work with our neighbors and gain agreement to see this process through.
2. Make application by the property owners for consideration by the Town for the transfer of ownership and maintenance responsibility, of our roads listed herein.
3. Work with the Town Staff and aid in the review of the application and identification of issues concerning the proposed roads.
4. Upon acceptance and agreement by the Town staff to submit a favorable recommendation to the Mayor and Town Council, I/we will join with our neighbors to secure and pay for a survey as required by the Town.
5. I/We will work with the Mayor and Town Council in seeking consideration and approval of our application.
6. Upon the Mayor, Town Council and all property owners, agreement: I/We will transfer ownership, responsibility of maintenance, and future improvements of all roads listed herein to the Town so as to become part of the Towns road system in accordance with Resolution No. 07-49.

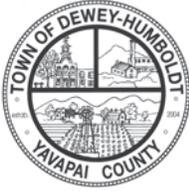
Signed: \_\_\_\_\_

**Town of Dewey-Humboldt**  
**Private/Public Road Transition Process Flow Diagram**



*\*applicable town code sections - 152.09 street design standards; 152.10 assurances, guarantees, improvements, inspections and releases*

[Page intentionally left blank]



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

**COUNCIL AGENDA ACTION REQUEST FORM**

**Meeting Type:**  Regular       Special       Work Session

**Meeting Date:** next available

**Date of Request:** 9.24.16

**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):**

Approval of D-H Local Historical Area as defined by Planning & Zoning and discussed by Council from recommendation in Town Managers Report.

**Purpose and Background Information (Detail of requested action).** \_\_\_\_\_

Further discussion, if needed, and vote to adopt recommendation of P&Z as boundaries for Local Historic Area.

**Staff Recommendation(s):** \_\_\_\_\_

**Budgeted Amount:** \_\_\_\_\_

**List All Attachments:** \_\_\_\_\_

**Type of Presentation:** Verbal, back up materials from staff/P&Z

**Special Equipment needed:**  Laptop     Remote Microphone

Overhead Projector     Other: \_\_\_\_\_

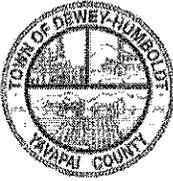
**Contact Person:** CM. Arlene Alen

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

[Page intentionally left blank]

Rec'd 9/26/16  
@ 11:30 AM

JM



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

**COUNCIL AGENDA ACTION REQUEST FORM**

Meeting Type:  Regular  Special  Work Session

Meeting Date: 10/04/16

Date of Request: 9/26/16

Requesting:  Action  Discussion or Report Only

Type of Action:  Routine/Consent Agenda  Regular

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

Discussion to send letter to Property Owners  
along: Prescott Delle Rd, Rocky Hill Rd, + Dewey Rd.

Purpose and Background Information (Detail of requested action):

for Private to Public Road transition for purpose  
of creating circulation Rds. through Blue Hills  
area. Using town letterhead with copy of Policy

Staff Recommendation(s): on Road Transitions.

Budgeted Amount: \_\_\_\_\_

List All Attachments: \_\_\_\_\_

Type of Presentation: \_\_\_\_\_

Special Equipment needed:  Laptop  Remote Microphone  
 Overhead Projector  Other: \_\_\_\_\_

Contact Person: Mayor, 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.**

[Page intentionally left blank]

Rec'd 9/26/16  
@ 11:30 am gm



**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: 10/21/16

Date of Request: 9/26/16

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):

Big Brother - Big Sister Presentation

Purpose and Background Information (Detail of requested action)

For Representative To make presentation about tax credits to Res. & Read Proclamations

Staff Recommendation(s): \_\_\_\_\_

Budgeted Amount: \_\_\_\_\_

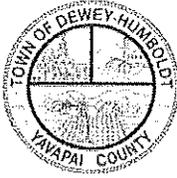
List All Attachments: \_\_\_\_\_

Type of Presentation: \_\_\_\_\_

Special Equipment needed:  Laptop  Remote Microphone  
 Overhead Projector  Other: \_\_\_\_\_

Contact Person: Mayer, 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.**



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

**Town Council Presentation Request Form**

Requests to make a formal Town Council presentation must be approved by the Town Council as a whole at a council meeting. The request form is used to accompany a council member's Council Agenda Request Form (CARF) which would sponsor the presentation request. The Form must be submitted at least four weeks to the sponsoring council member prior to the requested Town Council meeting date. The CARF will be discussed at a council meeting for the Council to determine whether to approve the presentation request. The Town Council meets every first and third Tuesday of the month at 6:30 p.m. for regular sessions. The Council also meets every second Tuesday of the month at 2:00 p.m. for study sessions. The Town Council attempts to limit the length of individual presentations to 30 minutes unless the Council votes to extend that time. If any special equipment is requested, please notify the Town Clerk no less than 72 hours before the Council meeting.

Nature and Description of Presentation (Please note that this form does not apply to commendation and /or proclamation presentations, and individuals who wish to speak at the Comments from the public item on an agenda):

Mayor Nolan will be issuing proclamation of November being Charitable Tax Credit Giving Month. Dan Streeter will be accepting proclamation at the November 1, 2016 council meeting. We would like to include 10-15 minute presentation about Yavapai Big Brothers Big Sisters & charitable tax credit giving donations.

Please describe the number of participants, any audio or visual equipment that you will set up and utilize, and how long you will require to set up your equipment.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Individual, agency, and/or organization attending Town Council meeting:  
 Name: YBBS Phone: 928-778-5135  
 Council Meeting Date Requested: 11/1/2016; alternate date: \_\_\_\_\_

Requested by:  
 Name: Nancy Hamerly Phone: 928-778-5135  
 Address: 3208 Lakeside Village Dr. Prescott, AZ 86301 Email: nhamerly@azbigs.org

If you have any questions about the application process, please contact the Town Clerk's Office at (928) 632-7362. Please return this form to the sponsoring council member, Dewey- Humboldt Town Hall, 2735 S. Highway 69, P.O. Box 69, Humboldt, AZ 86329, by fax to (928) 632-7365 or by email to the council member (Town Council contact information can be found at [www.dhaz.gov/contacts](http://www.dhaz.gov/contacts)).

S:\FORMS1\Town Clerk\Presentation Form\council presentation request form-final and adopted.docx

For Town Clerk Office Use Only:

Date requested received <u>9/30/16</u>	Sponsoring Council Member <u>Mayor Nolan</u>
Approved by Council at _____ meeting (Mayor Initial _____)	
Not Approved _____	Applicant Notified and Notes: _____