

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

Tuesday, January 17, 2012, 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 John Dibble, David Hiles, Dennis Repan, Denise Rogers, Nancy Wright; Vice Mayor Mark McBrady; and Mayor Terry Nolan.

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

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

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

Page **6. Consent Agenda.**

5 **6.1. Minutes.** Minutes from the December 20, 2011 Regular Council meeting; and January 3, 2012 Regular Council 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. Comments are accepted regarding any services or individuals in Town government or about others doing business or who might do business with or for the Town. Topics can include all services the Town provides or could provide under State Law. 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.

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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. **Open Space and Trails Committee presentation on the proposed Butte Street Park.** Presentation by Sandra Goodwin, Chair of the OSAT, discussion and possible action or direction to the committee.
- 8.2. **Dewey-Humboldt Historical Society Proposal for Town Funding of a Historical Museum.** [Requested by David Nystrom through the Museum Subcommittee] Presentation only, no legal action.
9. **Discussion Agenda – New Business.** Discussion and Possible Action on matters not previously presented to the Council.
- 9.1. **Revisions of Plat.** Applications for Revision of Subdivision Plats, reverting combined lots 20 and 21 back to individual lots.
- 9.2. **First reading of proposed Ordinance to amend Town Code 30.016 Vacancies on Town Council, to comply with A.R.S. § 9-235.** [Town Attorneys, Susan Goodwin/Phyllis Smiley request]
- 9.3. **Discussion and possible action on requiring submittal of agenda items early in receive the agenda packets by Wednesday night or Thursday morning.** [CM Wright Request]
- 9.4. **Discussion and possible implementation of a Council Policy on attending meetings through telephonic (electronic) means.** [CM Wright Request]
- 9.5. **Selection and Hiring Process for the Accountant position.** Discussion and possible action.
10. **Executive Session.** Upon a public majority vote of the members constituting a quorum, the ***Council may hold an Executive Session that is not open to the public for the following purposes.*** When the Executive Session ends, Council may act on any matter considered in this Agenda.
- 10.1. **Call for Executive Session.** An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consultation of employment and salary of Amanda Garfield for the position of Administrative Assistant.
11. **Return to Open Session.** Legal Action can be taken.
- 11.1. **Ratification of hiring Amanda Garfield for the Administrative Assistant position, and other staffing considerations.** Discussion and possible action.
12. **Public Hearing Agenda.** None.

THIS CONCLUDES THE LEGAL ACTION PORTION OF THE AGENDA.

13. **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. Comments are accepted regarding any services or individuals in Town government or about others doing business or who might do business with or for the Town. Topics can include all services the Town provides or could provide under State Law. 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 Comments from the Public is **20** minutes. No time limit is imposed on individuals within this total. The audience is asked to please be courteous and silent while others are speaking.

14. Adjourn.

For Your Information:

Next Town Council Meeting: Tuesday, February 7, 2012, at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, February 9, 2012, at 6:00 p.m.

Next Town Council Work Session: Tuesday, February 14, 2012, at 2:00 p.m.

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

Certification of Posting

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Dewey-Humboldt Town Hall, 2735 South Highway 69, Humboldt, Arizona, Chevron Station, 2735 South Highway 69, Humboldt, Arizona, Blue Ridge Market, Highway 69 and Kachina Drive, Dewey, Arizona, on the ____ day of _____, 2012, 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.

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**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
REGULAR MEETING MINUTES
TUESDAY, DECEMBER 20, 2011, 6:30 P.M.**

A REGULAR MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, DECEMBER 20, 2011, AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.

1. **Call To Order.** The meeting was called to order at 6:32 p.m.
2. **Opening Ceremonies.**
 - 2.1. **Pledge of Allegiance.** Made.
 - 2.2. **Invocation.** Given by Councilmember Nancy Wright.
3. **Roll Call.** Town Council Members David Hiles, Dennis Repan, Denise Rogers, Nancy Wright; Vice Mayor Mark McBrady; and Mayor Terry Nolan were present. Councilmember John Dibble was absent.

Mayor Nolan moved agenda item 9.5 up to the beginning of the meeting to accommodate the large crowd of people in attendance to speak on this item.

9.5. A History Museum as a Significant Contribution and Benefit to the Revitalization of Main Street. [CM Wright/David Nystrom request]

David Nystrom spoke on behalf of the Historical Society regarding the vision of the Museum proposal.

Mayor Nolan recommended setting up a subcommittee to work with the Historical Society and Town Manager to develop a plan. Councilmembers Wright, and Rogers and Vice Mayor McBrady volunteered to be that subcommittee. There was discussion on other options to fund the purchase of a building for the museum.

Public comment was taken on this item. Jerry Brady spoke in support of the proposal and spoke on historical preservation funds available to the town. Jack Hamilton spoke on funding the purchase with grants, keeping the town's money for roads. He also spoke on concerns with traffic. Chris Berry spoke in support of the proposal. Carl Marsee spoke in support and the Historical Society sharing the history of the town with others. Kevin Leonard spoke in support of the museum and it being self-supporting down the line. Betty Joy spoke on this giving the town a purpose. Jim Lindell spoke on the town being able to support the museum project and roads, and using some of the money for historical revitalization. Catherine Hoyer spoke on having tours of the museum for kids and the museum being a good way to start the celebration of the State's centennial. Steven Lain spoke on a museum teaching the history of the town and it being a great vision for the town and to increase tourism. Gerald Hoyer spoke on a museum on Main Street providing a focus for the town. Carolyn Cox spoke on Wickenburg being an example for this idea.

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.

At 7:15 p.m. the Council took a recess to clear the room. They resumed at 7:18 p.m.

4.1. Interview and possible appointment for vacancy on the Environmental Issues Advisory Committee (EIAC). (William Winkert)

Mr. Winkert was present and introduced himself, giving his background and experience on Environmental Issues.

Councilmember Hiles made a motion to appoint Mr. Winkert to the EIAC, seconded by CM Wright. The motion passed by a 6-0 vote, CM Dibble being absent from this meeting.

4.2. Interview and possible appointment for vacancy on the Planning and Zoning Commission Vacancy. (Claire Clark)

Ms. Clark was not in attendance so this item was moved to the next regular Council meeting on January 3rd.

4.3. Possible re-appointment of Commissioners to Planning and Zoning. Terms to expire January, 2012. (Bob Bowman, Andy Peters, and Mel Scarbrough)

Vice Chair of the P&Z Commission, Bob Bowman was in attendance and was asked if there was anything he wished to say. He stated his interest in staying on the commission. There was discussion on Andy Peter's attending many of these meetings by teleconference.

Councilmember Repan made a motion to re-appoint Mr. Bowman and Mr. Scarbrough to the Planning and Zoning for a 4-year term, seconded by Councilmember Wright. The motion was approved by a 6-0 vote.

Mayor Nolan made a motion to ask Andy Peters to appear at the next Council meeting for discussion/interview, seconded by Councilmember Wright. The motion passed by a 6-0 vote.

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

5.1. Financial Update Report. Presented by Bernie Wiegandt, Contract Accountant.

Contract Accountant Bernie Wiegandt gave an overview on the report and answered questions regarding revenues and expenditures.

Interim Town Manager, Rumpeltes gave an update on the Arizona Commerce Authority Grant with Mortimer Farms. A copy will be sent to the subcommittee for comments Wednesday. Their use permit will be changed to accommodate the greenhouse proposal.

6. Consent Agenda.

Councilmember Rogers made a motion to approve 6.1 Minutes from the December 6, 2011 Regular Meeting; 6.2 CDBG Documents for signing; and 6.3 NACOG Technical Assistance Agreements; as presented, seconded by Councilmember Repan. The motion passed by a 6-0 vote.

6.1. Minutes. Minutes from the December 6, 2011 Regular Meeting. (approved)

6.2. CDBG Documents for signing. Approve signing the CDBG documents for two grants. (approved)

6.3. NACOG Technical Assistance Agreements. Whether to approve the signing of the NACOG Technical Assistance Agreements for the two CDBG grant projects. (approved)

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

Mayor Nolan explained this was the opportunity for the public to comment on any item on the agenda as he would not take public comment on each agenda item.

Len Marinaccio spoke in support of the museum proposal; his concern for the future of Dewey-Humboldt with the 169 bypass; on Ed Hank's appointment to the Public Works Supervisor position; on accounting for expenditures and getting reports when attending these events.

Jerry Brady spoke on 4.1 and 4.2 and those appointments being critical to the future of the town; roads meeting the standard of floodplains; and Environmental emergency forecasts due to extreme drought.

Chris Berry spoke on the museum topic and Josephine Peloso (owner on Main Street) supporting the Historical Society's goal.

Troy O'Dell spoke on the Public Works Supervisor position and needing a town Engineer.

Jack Hamilton agreed with Mr. O'Dell; protocol for moving agenda items forward and requesting presentations in advance; the subcommittee meeting; moving 11.1 before 10.1; Mayor expenditures with reports.

Lydia Chapman agreed with Mr. O'Dell regarding the Public Works Supervisor appointment.

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. Kachina Road Geotechnical Report and Overview. Discussion and possible action or direction.

Ed Hanks, Public Works Operator spoke to the Council regarding this report and three critical issues: the geometric profiles, negative drainage and unstable soil. He asked for Council to authorize staff to get a cost estimate for the variations that report recommends.

Councilmember Rogers made a motion to obtain a cost analysis for those materials, seconded by Councilmember Repan. The motion was approved by a 6-0 vote.

8.2. Application to APS for Butte Street Park. Discussion and possible action to request resources from APS.

Mayor Nolan explained this item was not ready yet and would be moved to a future meeting.

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

9.1. Authorize expenditures for Mayor activities from Town Council, Management and Legal program budget for Training: Council Individualized.

Councilmember Wright asked the Mayor who he represents at the functions he attends as the Mayor. There was discussion on which events should be reimbursed and which should not.

Councilmember Wright made a motion to approve the monthly Manager/Mayor meeting and the GAMA meetings for actual costs incurred, including mileage, seconded by Councilmember Rogers.

A vote was taken on the motion, which failed by a 2-3 vote, Councilmember Hiles, Repan, Vice Mayor McBrady voting against and Mayor Nolan abstaining from the vote.

There was discussion on the Mayor providing a schedule of events for the next 30 days for the Council to approve or reject.

9.2. Refreshments for Open House welcoming Yvonne Kimball. Discussion and possible action on planning the open house for the new Town Manager, January 4th.

ITM Rumpeltes gave an overview on the request for approximately \$50 for refreshments for the open house.

Councilmember Hiles made a motion to allow an expenditure of up to \$50 for the open house event, seconded by Councilmember Repan. The motion passed by a 6-0 vote.

9.3. WAC (Water Advisory Committee) Report and Discussion of WAC dues proposals. [CM Dibble request]

Councilmember Dibble was not in attendance so this agenda item was moved to the next regular Council meeting.

9.4. Discuss some ideas for changes to the Newsletter. [CM Rogers request]

Councilmember Rogers gave an overview on her request. She asked that it go on a future work session to discuss some suggested changes she has.

Councilmember Rogers made a motion to move this to a work session, seconded by Councilmember Repan. The motion passed by a 6-0 vote.

9.5. A History Museum as a Significant Contribution and Benefit to the Revitalization of Main Street. [CM Wright/David Nystrom request]

This item was moved to the beginning of the agenda.

Susan Goodwin, Town Attorney was brought into the meeting telephonically. She recommended the discussion on employment and salary be held in Executive Session. Both Ed Hanks and Catherine Kelley, through their prior notice indicated these agenda item discussions could be held in Executive Session.

Councilmember Wright made a motion to not go into Executive Session. The motion failed for lack of a second.

Councilmember Repan made a motion to go into Executive Session, seconded by Vice Mayor McBrady. The motion passed by a 4-2 vote, Councilmembers Hiles and Wright voting against.

Council convened into Executive Session at 8:55 p.m.

10. Executive Session. Upon a public majority vote of the members constituting a quorum, the ***Council may hold an Executive Session that is not open to the public for the following purposes.*** When the Executive Session ends, Council may act on any matter considered in this Agenda.

10.1. Call for Executive Session. An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consultation of employment and salary of Ed Hanks for the Public Works Supervisor position.

10.2. Call for Executive Session. An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consultation of employment, term and salary of Catherine Kelley for Magistrate.

11. Return to Open Session.

The Council reported back into Open Session at 9:37 p.m.

11.1. Discussion and possible action regarding ratifying Ed Hanks for the Public Works Supervisor position.

Councilmember Hiles made a motion to ratify Ed Hanks to the Public Works Supervisor position, seconded by Councilmember Rogers.

There was discussion on Mr. Hanks' skills and filling the Public Works Operator position, and whether to support the Town Manager's and Interim Town Manager's selection.

A vote was taken on the motion, and it passed by a 4-2 vote in favor, Councilmember Wright and Vice Mayor McBrady voting against.

11.2. Magistrate Appointment. Discussion and possible action to continue Catherine Kelley's appointment as Dewey-Humboldt Magistrate, and set a term.

There was discussion on when to start the new contract and 2-year term at.

Councilmember Wright made a motion to extend the current contract through the end of the year, starting January 1, 2012 with the new contract at a monthly salary of \$2049.00 per month, for a two-year term, seconded by Vice Mayor McBrady. The motion passed by a 6-0 vote.

12. Public Hearing Agenda. None.

13. Comments from the Public.

Mayor Nolan explained the 20 minute limit for all speakers would be adhered to.

Lydia Chapman spoke on allowing public comment on every agenda item; she spoke to the Council on an agenda request item regarding Mayor Nolan reimbursing the town for his expenditures.

Jerry Brady spoke in support of CM Hiles and title 18 procedures requiring pre-clearance on policy (public comment before voting on items).

Jack Hamilton spoke on building trust in the community; the Mayor changing the agenda and violating the set policy; and he spoke against Ed Hank's promotion.

Len Marinaccio congratulated Ed Hanks on his promotion and the Magistrate's re-appointment; he stated he wanted to go on record as objecting to the change in the public comment policy execution (allowing comments on agendized items at only one unrelated place on the agenda instead of allowing comments on an item while the Council is addressing that item) and explained the Council can overturn the Mayor's/Chair's decision. He asked for them to put back the policy the way it used to be.

Gary Mortimer spoke in support of Ed Hank's promotion. He suggested the Council write a letter of recommendation for Interim Town Manager, Jim Rumpeltes for the good job he has done.

Treesha deFrance concurred with Mr. Marinaccio's comments regarding public comment and the importance of having public comment during an agenda item, prior to deliberation.

Bart Brush spoke on freedom of speech; explaining acronyms during meetings; having public comment during the agenda item; suggested the Mayor's expenditures come to the Council 30 days in advance.

Councilmember Hiles made a motion to extend the public comment period beyond the 20 minute limit, seconded by Vice Mayor McBrady. The motion was approved by a 6-0 vote.

David Nystrom spoke on the policy change for public comment being clumsy. He spoke on the Council working together to find positive ways to build the community.

Councilmember Wright made a request to have the policy change to the first public comment period be on the next council agenda.

14. Adjourn. The meeting was adjourned at 10:12 p.m.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
REGULAR MEETING MINUTES
TUESDAY, JANUARY 3, 2012, 6:30 P.M.**

A REGULAR MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, JANUARY 3, 2012, 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. Mayor Nolan presided.
2. **Opening Ceremonies.**
 - 2.1. **Pledge of Allegiance.** Made.
 - 2.2. **Invocation.** Given by Council Member Nancy Wright.
3. **Roll Call.** Town Council Members John Dibble, David Hiles, Dennis Repan, Denise Rogers (arrived late at 6:33 p.m.), Nancy Wright; Vice Mayor Mark McBrady; 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. **Interview and possible appointment for vacancy on the Planning and Zoning Commission Vacancy.** (Claire Clark)

Ms. Clark was present and gave her background and qualifications. Council interviewed her. Councilmember Repan made a motion to appoint Claire Clark to the Planning and Zoning Commission for a 4-year term, seconded by Councilmember Dibble. The motion passed unanimously.
 - 4.2. **Interview and possible re-appointment of Commissioner to Planning and Zoning.** Terms to expire January, 2012. (Andy Peters)

Mayor Nolan postponed this agenda item as Mr. Peters was not available to attend the meeting. It will be placed on the next regular Council meeting that Mr. Peters is available for.
5. **Town Manager's Report.** Update on Current Events.

Mayor Nolan welcomed Yvonne Kimball, the new Town Manager, to Dewey-Humboldt.
6. **Consent Agenda.**
 - 6.1. **Minutes.** Minutes from the December 13, 2011 Special Study Session.

Councilmember Wright made a motion to approve as presented the Minutes from the December 13, 2011 Special Study Session, seconded by Vice Mayor McBrady. The motion passed unanimously.

Councilmember Hiles made a motion to move agenda item 9.2 up to this point in the agenda, seconded by Councilmember Repan. The motion passed unanimously.
- 9.2. **Change in Agenda regarding Public Comments.** Discussion and possible action.

Councilmember Wright spoke on her reasons for requesting this agenda item, and stated she wanted it to remain as it was previously set. Mayor Nolan explained his reasons for making the change to the first Comments from the public, including effort to shorten meetings, no obligation under Open Meeting Law to allow public comment, and already two places on the agenda allowing public comment. He referenced town code regarding protocol at meetings.

Public comment was taken on this item. Jack Hamilton, Len Marinaccio and Lydia Chapman spoke in support of restoring the public comment period on the agenda as it had been.

Councilmember Wright made a motion to put the public comments at the beginning of the agenda back as it was before for non-agendized items only, effective immediately, seconded by Councilmember Hiles. The motion passed by a 6-1 vote, Mayor Nolan voting against.

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

Comments were restored and were allowed on non-agendized items.

Len Marinaccio spoke to the Council on considering Open Meeting Law on this agenda item, now allowing non-agendized items when it wasn't agendized that way. He spoke on the job Council is doing and thinking about Legacies, and made a recommendation to the Mayor regarding leadership.

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.

8.1.2011 Arizona Commerce Authority (ACA) Rural Economic Development (REDC) Grant. Discussion and possible action on approval to submit application/proposal.

Sharla Mortimer with Mortimer Farms spoke to the Council on the update to the grant proposal and she reviewed the proposal. There were questions.

Public comment on this item was taken. Jack Hamilton pointed out a typo on the grant proposal.

Councilmember Hiles made a motion to proceed with this grant application, seconded by Councilmember Dibble. The motion passed unanimously.

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

9.1. WAC (Water Advisory Committee) report and discussion of WAC dues proposal. [CM Dibble request moved from 12/20/11 agenda]

Councilmember Dibble gave an overview on the issue (increase from \$2500 annual dues to \$3900 proposed annual dues). There was discussion on the value of the Committee and options available, and timeline for decision.

Public comment was taken on this item. Lydia Chapman spoke in support of maintaining a membership on the Committee. Len Marinaccio spoke on issues that come through the committee and the possibility of voting against a dues increase. Jack Hamilton spoke on the AMA meeting in Prescott Valley on January 21st.

Councilmember Wright made a motion to instruct Mr. Dibble to vote against any increase in dues for the WAC, seconded by Councilmember Repan. The motion passed by a 6-1 vote, Vice Mayor McBrady voting against.

9.2. Change in Agenda regarding Public Comments. Discussion and possible action.

Addressed prior to 7. Comments from the Public.

9.3. Discussion and possible action on putting in place the “journaling” capability of the Town’s email system. [CM Wright request]

Councilmember Wright explained her reasons for bringing this to the Council. She explained that during the email training session with the Town’s IT Consultant, Peter deBlanc, he advised that this was a solution that the town should consider for records management purposes.

Councilmember Wright made a motion to have staff contact IT to enable this journaling, seconded by Councilmember Dibble.

Town Clerk, Judy Morgan referenced a recent email from Ida deBlanc regarding the premature timing on this system, recommending analysis and discussion between the Town Manager, Clerk and IT Consultant. There was discussion.

Councilmember Wright amended her earlier motion to have the IT Consultant and Town Manager come back to Council with any extra costs and their proposal whether to pursue it, Seconder, CM Dibble agreeing to the amendment. The motion passed unanimously.

10. Public Hearing Agenda. None.

11. Comments from the Public.

Lydia Chapman spoke to Council on her agenda item request to evaluate the expenditures of the Mayor.

Jack Hamilton spoke on the budget, transferring of money; grant monies; waiting until 2013 before considering the Museum project to comply with CIP process; and tracking time spent at town hall by Councilmember(s).

Len Marinaccio spoke positively about the new Town Manager; the WAC membership and appealing for a special rate since other municipalities have done it, but maintaining the membership; and the good job the Council is doing.

Councilmember Rogers requested Lydia Chapman’s agenda request to evaluate the expenditures of the Mayor be placed on the next available Work Session (February) agenda.

12. Adjourn. The meeting was adjourned at 7:50 p.m.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk

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DATE: January 17, 2012
TO: Dewey-Humboldt Town Council
FROM: Open Space and Trails Committee (OSAT)
Sandra Goodwin, Chair

Subject: Proposed Butte Street Park – **Action Requested**

RECOMMENDATIONS:

- 1) Approve the proposed site plan and ask staff to obtain bids with costs of approximately \$35,000 to be paid from the unallocated contingency funds of \$134,220 available in the current budget. The park's development can then be completed this fiscal year.
- 2) Direct staff to complete an APS grant application for the trees and equipment verbally offered as well as pursue other identified grants available for park development.

BACKGROUND:

The Council directed the Open Space and Trails Committee to pursue a proposed neighborhood park using the undeveloped Butte Street right-of-way to serve the Humboldt community.

We reported our progress to the council on October 4, 2011 and the Council directed staff to have the town owned property surveyed.

A request by a neighboring landowner to sell or trade property adjacent to the park was reviewed. There was no committee or Council support for a trade. The discussion of purchasing the 25' wide adjacent land was not concluded as the focus turned to whether or not the town could spend taxpayer money on surveying the parcel. The survey has been completed and is attached.

We have explored the availability of outside funding to help with the park project and have determined that APS might assist with some trees and some equipment. This requires the town submit a grant application requesting this donation. This application is time sensitive and must be completed and submitted ASAP but no later than the end of January.

Additionally, the Sheriff and Probation departments have community restitution programs that the Sheriff has offered for start up workers as well as periodic maintenance workers. Our local magistrate also has such a program and would be solicited to participate.

Town staff has taken OSAT's preliminary site plan and site preparation information and developed a refined site plan for the park as well as those associated costs. Those plans plus the estimated cost of your first and only Town Park are attached.

REASONS FOR RECOMMENDATIONS:

The Butte Street Park would benefit the Humboldt and surrounding neighborhoods in the following ways –

- Provide a park setting with picnic tables, shade trees and horseshoe courts for neighborhood and large family gatherings
- Provide a pedestrian pathway for convenient and safe access between Phoenix Street and Prescott Street eliminating the need to walk in the street to get between the two streets
- Provide play space for our young children
- Provide our children and teens with a safe community park in which to gather rather than the current trend of walking in the street and meeting at the gasoline station.
- And, finally, the park will be highly visible evidence of this Council's commitment to our families and our community. Council is aware that Dewey-Humboldt is the only town of our size in Arizona that does not have a park.

CONCLUSIONS:

The Town has funding for the estimated cost of approximately \$35,000 in the current unallocated budget item. (See page 22 of current budget book.) These uncommitted, available funds mean construction could begin now and therefore produce a completed project by late spring or early summer.

Alternatives considered but **NOT RECOMMENDED:**

Approve the proposed Butte Street Park and direct staff to include the project in the 2012-13 proposed budget.

OSAT chose not to recommend this delaying alternative because: 1) our initial development proposal is a one-time cost; 2) the cost is moderate; 3) funds are clearly available; and, 4) it would delay park completion for nearly a year.



DRAINAGE CULVERT (24" DIA.)



WASH



LOOKING SOUTH



LOOKING NORTH

REV. NO. DATE REMARKS



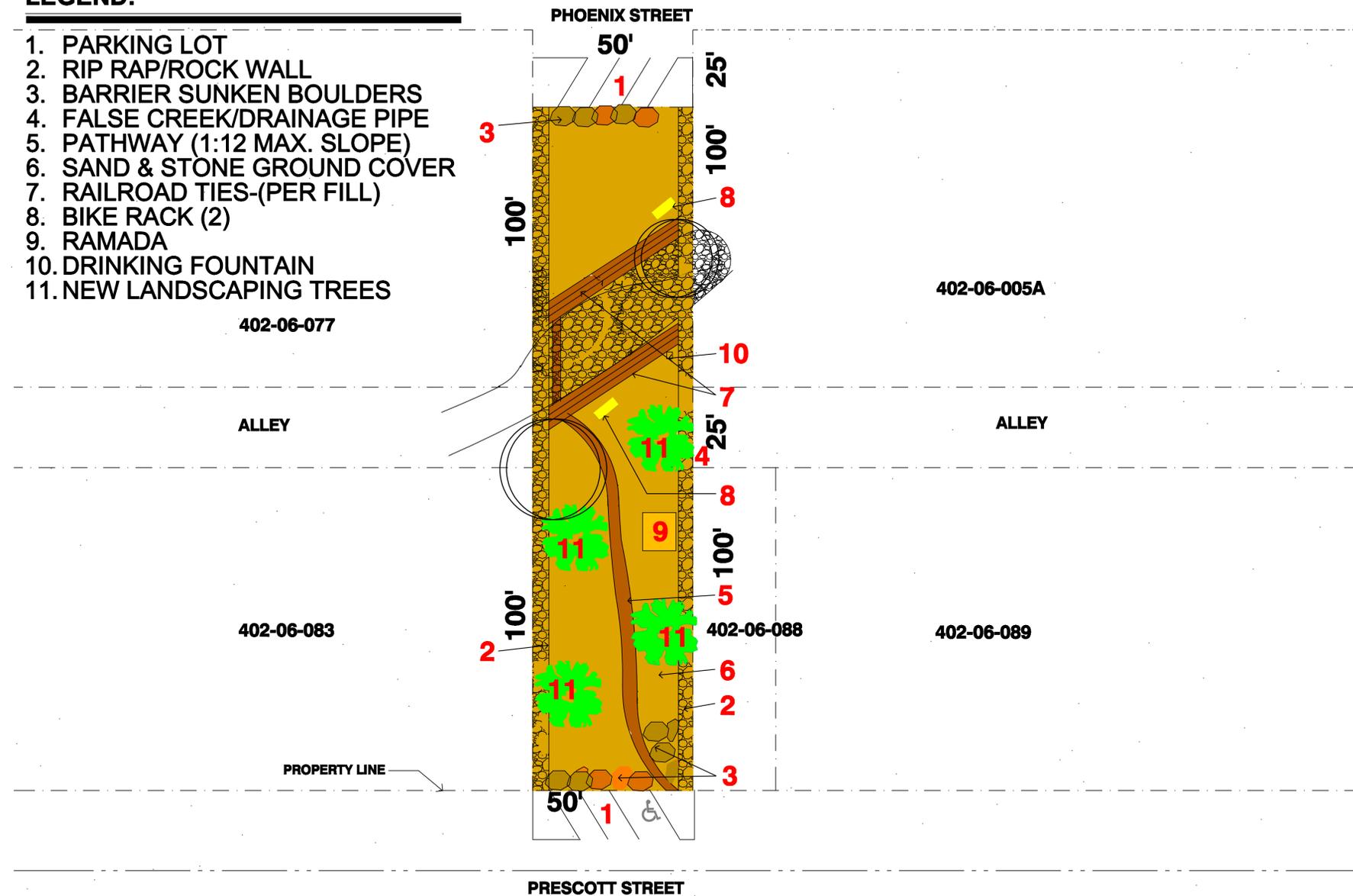
LOOKING SOUTH



LOOKING WEST DOWN ALLEY

LEGEND:

1. PARKING LOT
2. RIP RAP/ROCK WALL
3. BARRIER SUNKEN BOULDERS
4. FALSE CREEK/DRAINAGE PIPE
5. PATHWAY (1:12 MAX. SLOPE)
6. SAND & STONE GROUND COVER
7. RAILROAD TIES-(PER FILL)
8. BIKE RACK (2)
9. RAMADA
10. DRINKING FOUNTAIN
11. NEW LANDSCAPING TREES



01 PROPOSED SITE PLAN

PROJECT:
BUTTE STREET PARK
 DEWEY-HUMBOLDT, AZ

SHEET TITLE:
 PROPOSED SITE PLAN

JAN 2012
 PROJ. NO.:
 SCALE: 1" = 20'-0"
 CHCK'D BY:
 DRAWN BY:
 SHEET



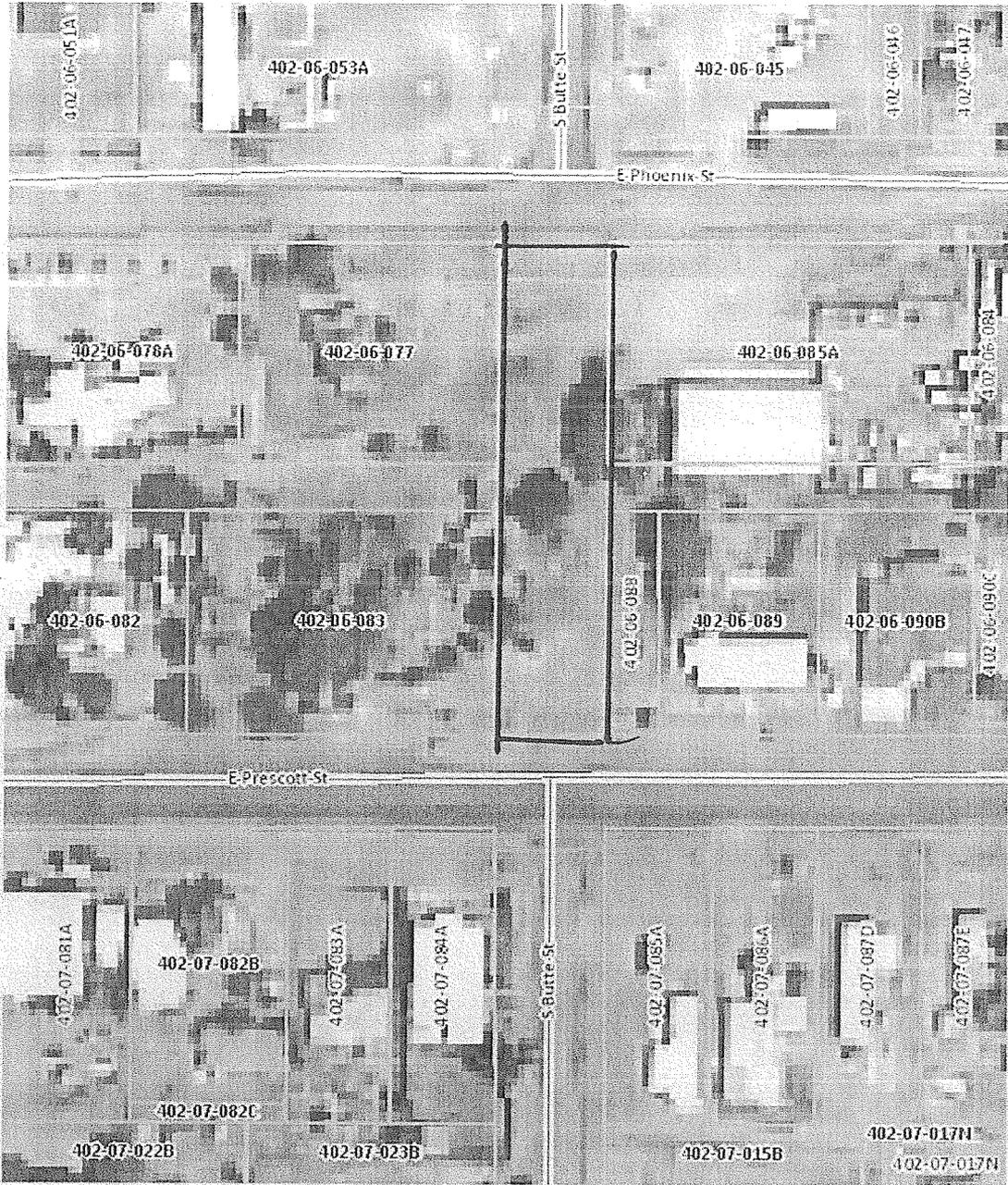
SC: 1" = 20'-0"

SP.1

Butte Street pocket Park cost Estimates

Materials description	Quantity	Price	Total plus tax
8' Rail Road Ties	80	15.97 each	127.76
.5" Rebar 20' Long	16	6.55 each	104.80
3" - 8" Rip Rap	37 tons	33.00 /ton	1221.00
Weed abatement Fabric	11rolls	39.97 /roll	439.67
Rock Ground cover ¾-1"	56ton	33.00 /ton	1804.80
¼" Decomposed Granite	115ton	23.00 /ton	2645.00
4 foot Diameter Rock	12	50.00 /ton	250.00
		Sub Total	6389.00
		tax	597.37
Park Equipment			
Benches	2	275.00 each	550.00
Picnic Tables	2	510.00 each	1020.00
Game Table	1	650.00 each	650.00
Table Shelter	1	8600.00 each	8600.00
Bicycle Rack	2	450.00 each	900.00
Water Fountain	1	951.00 each	951.00
		Sub Total	12671.00
		tax	1184.74
Labor (including equipment and operator)			9782.00
incidental/unpredicted costs			4000.00
		Total	34191.00

pocket park area



Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.

Map printed on: 5.12.2011

http://gis.co.yavapai.az.us/print_image.aspx?imageID=YCMap2f32983e-bde9-417c-a...

16' x 16' Laminated Wood Curved Roof Hexagon Victory Pavilion

Fifthroom Markets™ Browse all of our Specialty Shops.

Six Shops. One Checkout.
Your Cart: 0 Items



Live Customer Service: 1-888-293-2339



Build Your Gazebo | Gazebos By Shape | Pergolas | Enclosed Rooms | Other Products | Commercial

Step 1: Style (Factory: 16x16) | Step 2: Material & Roof (Wood & 30 Year Shingle) | Step 3: Size (16' x 16') | Step 4: Customize



Design Your: 16' x 16' Laminated Wood Curved Roof Hexagon Victory Pavilion

Choose Options for your Pavilion

Scroll through the options below, pricing will update instantly.

1. Select Columns
(Click "Details" for Larger Image and Description)

- Treated Glue Laminated Columns (Incl.) Details
- Tube Steel Columns (+\$2,599) Details

2. Select Roofing
(Click "Details" for Larger Image and Description)

- No Shingles (Incl.) Details
- 30 Year Shingle Roofing (+\$569) Details

3. Select Stain Option
(Click "Details" for Larger Image and Description)

- Unstained (Incl.) Details
- Factory Stain (+\$349) Details

Help Center

- Savannah Specs
- Orchard Specs
- Charleston Specs
- Victory Specs
- Forestview Specs
- Payment Options

Talk with a Project Advisor

1-888-293-2339
Mon-Fri: 8:00AM-7:00PM EST
Sat: 10:00AM-3:00PM EST

Live Chat
Offline Chat Now

Email Us
Answers in 24 hours

Click image below to enlarge your Pavilion

Save Design | My Designs | Photo Gallery | Email Design | Custom Design

Price with Selected Options: \$8,599

Submit for a Shipping Quote
Fill in the information below, and a Design Consultant will contact you within 24 hrs.

First Name: _____ Last Name: _____ Zip Code: _____

Phone Number: _____ Email Address: _____ [Privacy Policy](#)

Est. Purchase Time Frame: _____ Please Select a Time

Additional Requests, Comments, Best Time to Call, etc.:

Optional Schedule call: Date _____ Time _____ Eastern _____ Details _____

Keep me informed about new offers & news

Why Request a Shipping Quote?
For an Instant Quote call us at 1-888-293-2339
Mon-Fri: 8:00AM-7:00PM | Sat: 10:00AM-3:00PM EST
Personal Information will not be shared

Summary

Below is a summary of all your selected options.

Size: 16' x 16'
Material: Wood
Roof: Single Roof
Style: Victory (Hexagon)

Base Code: [LWSFH16]
Base Price: \$8,599

[View Included Options](#)

Total Price: \$8,599

[Clear Options](#) [Payment Options](#) [Printable Summary](#)

Specifications

- Product Type: Pavilion
- Style: Victory (Hexagon)
- Roof: Single Roof
- Material: Wood
- Size: 16' x 16'
- Height: 136 in.
- Approx. Area: 222 Sq. Ft.

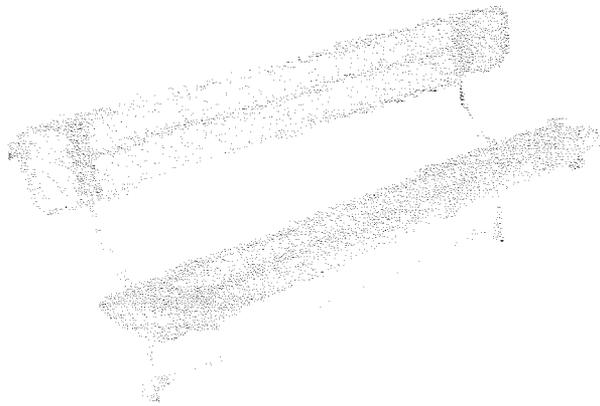
Base Features

- Treated Glue Laminated Columns
- 2 x 8 Tongue and Groove Roof Decking
- #1 Grade 2x6 Treated SYP Fascia
- Prime Painted Steel Connection Plates
- Engineered to Local Code

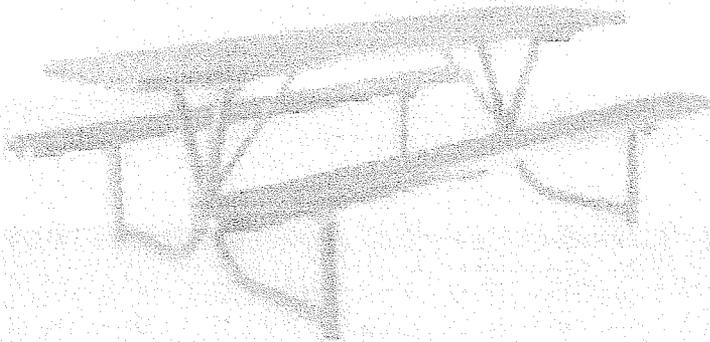
[Request Spec Drawings](#)

[Need even more Customizations?](#)

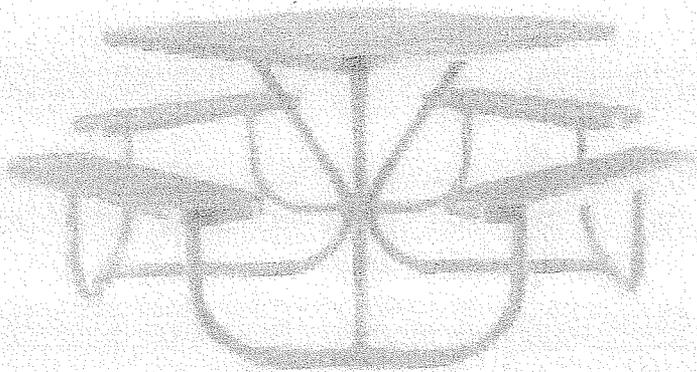
http://www.gazebocreations.com/ProductCustomize.aspx?ProductID=9471&Path=144 8/11/201



Long Life Bench \$275



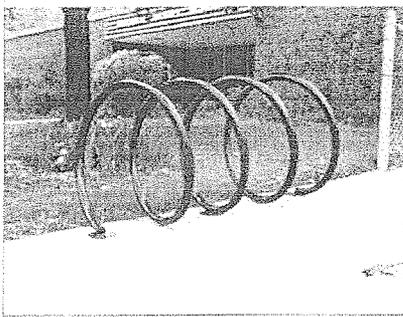
Long Life Picnic \$510



Long Life Game \$650 ✓

KEYWORD BRAND ITEM#

Buy From



Coil Surface Mount Bike Rack - 6, 8, 10 Bikes

Item # 1941100

\$448.00 / EA

List Price: \$648.00

You Save: \$197.00 (30%)

BEST PRICE GUARANTEE

Estimate Freight

Buy More and Save!

Price	Qty
\$448.00 / Each	1-2
\$435.00 / Each	3-5
\$422.00 / Each	6-9
\$405.00 / Each	10+

Bulk Inquiry

QTY:

[View Details & Dimensions](#)

6 Bikes

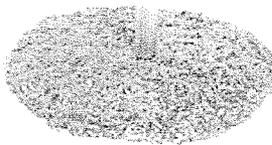
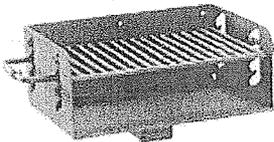
Goldenrod Yellow-Smooth Fin.

Description Specifications

Coil Surface Mount Bike Rack - 6, 8, 10 Bikes

Bike-Coil Racks provide a secure and creative way to secure bikes. The continuous steel coil provides stability for the bikes and the smooth edges protect the bike's finish. Rugged construction from 1.9" diameter steel tube assures durability and security. Lasting beauty is provided with a glossy Polyester Powder top coat available in a variety of colors.

Note: This bike rack is available in surface mount only.



200.00

Budgeted expenditures were managed without using any of the Contingency or Operational Reserve funds from the prior year. To provide a vital margin of safety, total committed funds are \$682,883 leaving an unassigned fund balance of \$1,737,854.

 Town of Dewey-Humboldt Combined Budget Summary General Fund, HURF (Special Revenue) Fund, and Grants Fund 2011-2012					
	<i>General Fund</i>	<i>HURF Fund</i>	<i>Subtotal of General and HURF Funds</i>	<i>Grants Fund</i>	<i>2011-12 Total</i>
Summary					
<i>Committed for Contingency</i>	\$ 134,220	\$ -	\$ 134,220	\$ -	\$ 134,220
<i>Committed for Reserves</i>	\$ 548,663	\$ -	\$ 548,663	\$ -	\$ 548,663
<i>Unassigned Fund Balance</i>	\$ 1,560,793	\$ 177,061	\$ 1,737,854	\$ -	\$ 1,737,854
Total Fund Balance	<u>\$ 2,243,676</u>	<u>\$ 177,061</u>	<u>\$ 2,420,737</u>	<u>\$ -</u>	<u>\$ 2,420,737</u>

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Funding a Proposed Museum in the “Old Bank Building” on Main Street

Presented to Town Council
by the Dewey-Humboldt Historical Society
on 17th January 2012

Presentation Overview

- ✓ Benefits of a Museum
- ✓ Future Site of Proposed Museum
- ✓ Purchase of Proposed Property
- ✓ Lease Agreement Highlights
- ✓ DHHS Obligation for Use of Property
- ✓ Historic Preservation
- ✓ Funding for Museum Start-Up
- ✓ Success Factors
- ✓ Level of Volunteer Commitment
- ✓ Organizational Structure & Oversight
- ✓ General Areas / Categories of Expenses
- ✓ Fiscal Responsibility
- ✓ Path Forward

Benefits of a Museum

- ✓ A Museum is much like a School or Library, providing an educational benefit to the overall community.
- ✓ A Museum also provides a link to the past, a record of our history. It has been said, *“You don’t really know where you’re going, unless you first know where you’ve come from.”*
- ✓ For our Town, a Museum would have the added advantage of acting as an anchor destination, providing increased traffic and visibility to our historic Main Street.
 - This would be of a great benefit to the existing businesses on Main Street trying to become viable businesses in our community.
 - Additional traffic and visibility would encourage future business to make Main Street their home.
 - Our future tax base, from business will come from visitors and tourists wanting to experience the rich history we have to offer.

Benefits of a Museum

- ✓ This presentation only addresses a Museum as a destination and is hopefully only a beginning for the Town Council and our community to encourage a continuing investment in the revitalization Main Street.

- ✓ The Historical Society and many members of our community continue to have a vision for a completely revitalized Main Street. Can you imagine...
 - Additional shops, cafes, art galleries, etc.
 - Renovated buildings retaining the historic elements of our Town along with Parking and Walkways.
 - Perhaps a working “Old West” Leather Shop, Blacksmith Shop, Horse Stables and outdoor Mining Museum Exhibits.
 - Even a Stagecoach running between Mortimer Family Farms and Main Street, linking the Dewey Ranching / Farming experience to the Humboldt Mining History.

- ✓ But, like every journey, it begins with a single step. For our community, that initial step is a History Museum on Main Street.

Future Site of Proposed Museum

QuickTime™ and a
decompressor
are needed to see this picture.

Purchase of Proposed Property

- ✓ “Old Bank” Building on Main Street, owned by Gateway Baptist Church.
- ✓ Town would purchase & own building outright.
 - Town would negotiate purchase from the current property owner, current asking price \$160,000.
 - Since the Town would be the buyer of the property the Town would cover all costs associated with the purchase; any inspections, property assessments, any desired title insurance, property survey, closing costs with Title Company etc.
 - Since the property would be a Town asset, the Town would be responsible for insuring the property against loss; fire, flood, wind, other weather damage, willful destruction or acts of god, etc.
 - The Town would be responsible for any major repair or damage to the facility - as specified in the lease agreement.

Lease Agreement Highlights

- ✓ The Town would lease the property to DHHS, solely for the use as a Historical Museum open to the general public.
- ✓ The Town and DHHS would be agreeing to a 10 year lease for \$10 per year. Lease should include option for DHHS to purchase property from the Town during the term of the lease.
- ✓ The DHHS would be responsible for insuring building contents along with any liability insurance.
- ✓ The DHHS would be responsible for general maintenance and minor repair / upkeep of the property - as specified in the lease agreement.
- ✓ All utilities such as heat, power, water, phone and internet would be the responsibility of DHHS.
- ✓ The DHHS as a condition of the lease, will maintain its registration with the Arizona Corporation Commission and remain a non-profit organization.

DHHS Obligation For Use of Property

- ✓ Should DHHS during the term of the lease...
 - Be unable to continually operate a museum per a pre-published scheduled by the first year anniversary date of the lease, or...
 - Be unable to meet its financial obligations to cover general expenses or upkeep the property.

- ✓ The Town Council may give 60 day notice that if DHHS does not remedy the issue, the property may be claimed for other uses as deemed appropriate.

Historic Preservation

- ✓ During the 10 year term of the lease, both the Town and DHHS would pledge to preserve the historical value of this landmark property.
- ✓ This would include minimizing any modifications to the structure and altering the outside appearance of the building, except as necessary to preserve the structure and / or assure public safety.

Town Funding for Museum Start-Up

- ✓ Any funds not used in the purchase of the property (and related expenses), will be set aside for purpose of setting up the museum, including but not limited to by way of example:
 - Minor interior modifications
 - Purchase of display cases or other furnishing required for the museum
 - Payment for work by licensed contractor
 - Promotion & advertising

- ✓ Itemized receipts for purchases will be provided to the Town, within 45 days of expenditure. Any funds remaining unspent after a period of 1 year will be returned to the to Town.

- ✓ At no time and under no circumstances will Town funding be used to pay salaries or cover routine expenses such as utilities.

Success Factors

- ✓ Volunteers for both the initial start-up phase as well as the long-term functioning of the Museum will be required.

- ✓ Enough funding must be reserved to not only complete the purchase of the property, but to also...
 - Make any necessary modifications to the layout of the facility
 - Set-up displays
 - Promote the Museum

- ✓ Without proper funding to make the property a functioning Museum in a short period of time, interest and enthusiasm for the project could fade.

Level of Volunteer Commitment

- ✓ The Historical Society has grown to over 70 members. Of those, over 20 members have made a commitment to spending time both in the initial set-up phase of the museum, as well as operating the facility on a routine basis.
- ✓ A number of non-members of the Historical Society have expressed interested in volunteering time for the museum.
- ✓ Just as it is unrealistic to expect a museum to flourish before there are volunteers, is is equally unrealistic to expect every potential volunteer to make a commitment before the museum becomes a reality.
- ✓ What we should expect, and are experiencing, is that as we come closer to having a museum the number of volunteers and overall commitment continues to grow (even among some skepticism).

Organizational Structure & Oversight

- ✓ During the initial stages of developing and operating a museum on the property, the Historical Society has a Museum Committee which will coordinate volunteer activities and get the museum up and running.
- ✓ The Historical Society Board will oversee and approve plans, expenditures and any general recommendations made by the Museum Committee.
- ✓ Members of the Museum Committee, Historical Society Officers & Board...

Kevin Leonard

Gerald Hoyer

Carl Marsee

John Young

Art Dietrich

Sue Palacios

Betty Joy

Jackie Matthies

Kathy Hoyer

Na Rains

Bonnie Coulter

David Nystrom*

- * The financial activities for the Museum will be managed by the Treasurer for the Historical Society.

General Areas / Categories of Expenses

(other than Capital Outlay for Property)

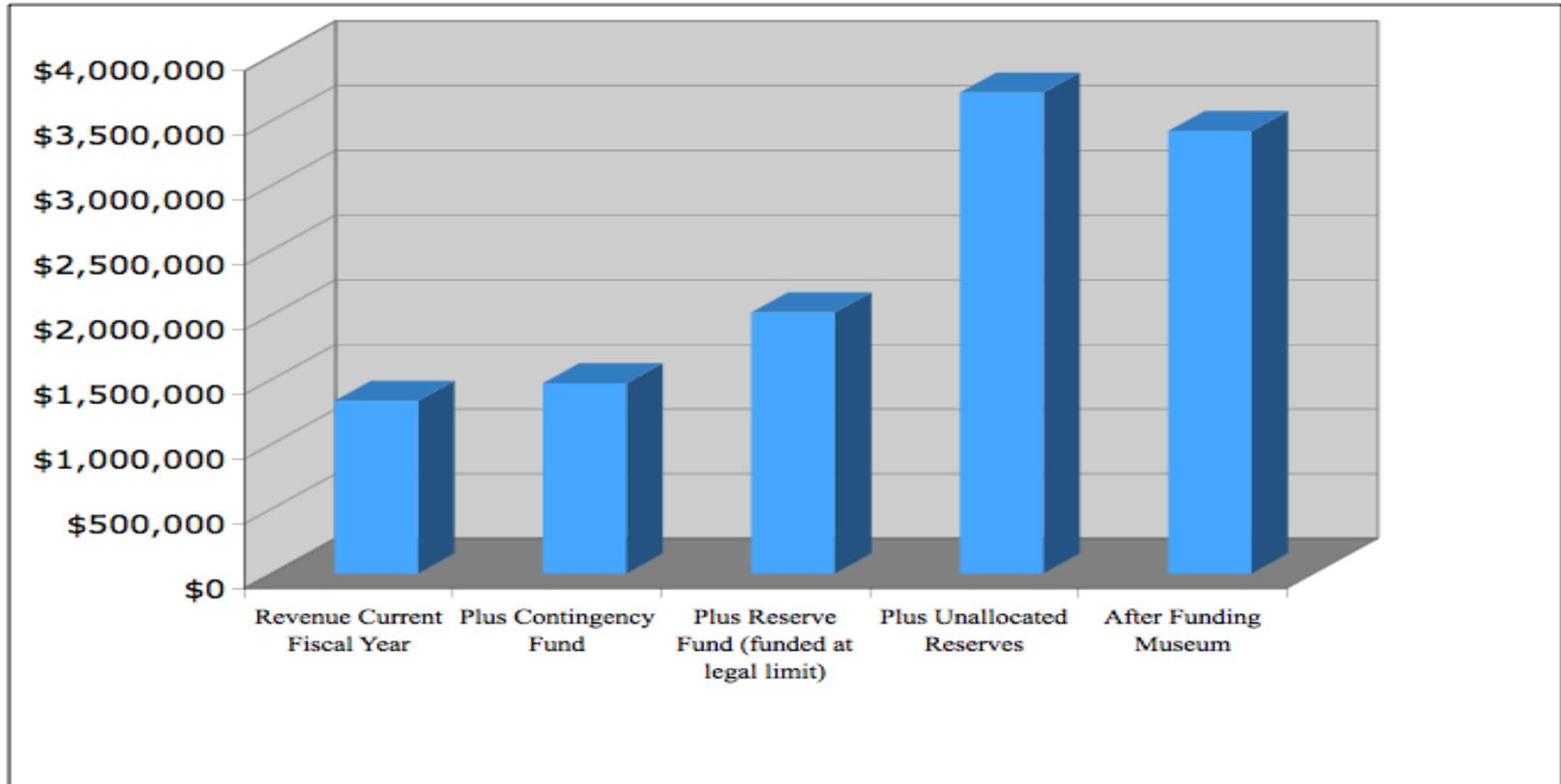
- ✓ Closing Costs, Building Inspections / Appraisals, all associated with Town's purchase of the property.
- ✓ Building Modification, including any internal structural changes, running electric for power to display cases, security, etc.
- ✓ Purchase of Display Cases, Viewing Tables and Signage.
- ✓ Computer, Software and General Office Equipment.
- ✓ Museum Promotion, Signage, Advertising and Fliers.

REMEMBER - The proposal is that Itemized Receipts for purchases will be provided to the Town, within 45 days of expenditure. Any funds remaining unspent after a period of 1 year will be returned to the to Town.

Fiscal Responsibility

- ✓ The Town is requested to reserve a minimum of \$300,000 from the uncommitted, unallocated reserves to fund this project. This would cover both the purchase of the property as well as set-up a fund to start the museum.
- ✓ This amount represents less than 20% of the Town's total uncommitted, unallocated reserves of over \$1,700,000.
- ✓ This request draws no funds from the current budgeted General Fund. The Contingency Fund of \$134,220 and Reserves of \$548,663 (maximum amount allowed by law) remain fully funded and are untouched by this request, leaving the Town completely able to meet its financial obligations.
- ✓ The lease of the property to DHHS, also allows the Town to continue ownership of the property as an asset for the Town.

Fiscal Responsibility



Revenue Current Fiscal Year: Represents Revenue & Fees, does not include any potential Grants or HURF.

Path Forward

✓ Recommended Action by Town Council...

- Motion to direct the Town Staff to draft a resolution to set aside \$300,000 from the Uncommitted / Unallocated Reserves for the establishment of a Historical Museum by the Dewey-Humboldt Historical Society.

Should according to Arizona State law, this request be required to be a line item in the Town's fiscal budget, the motion may be amended to begin the process to amend the Town budget.

- Motion authorizing the Town Staff on behalf of the Town, to enter into negotiations to purchase the property in question, with any offer subject to review and approval by the Town Council at a future date.
- Motion to schedule a Town Council Meeting with an Executive Session for next Tuesday (24th January 2012), for the discussion of the negotiation & purchase of the property in question.

Path Forward (continued)

- ✓ Recommended Action by Town Council...
 - Motion to authorize the Town Subcommittee to begin negotiating details of a lease agreement with the Dewey-Humboldt Historical Society, for review and possible ratification by the Town Council at a future date.

DHHS looks forward to addressing concerns and obtaining assistance from the Town Subcommittee as the recommended motions move the entire process forward without any undue delays.

***The Entire Membership
Of The Dewey-Humboldt
Historical Society Thanks You
For Your Consideration Of Our
Request!***



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

TOWN COUNCIL REGULAR MEETING
January 17, 2012 – 6:30 pm Town Council Meeting Chambers

Agenda Item #9.1.

To: Mayor and Town Council-Members

By: Yvonne Kimball, Town Manager

From: Gregory Arrington, Code Enforcement/Community Outreach Coordinator

Date submitted: December 21, 2011

Agenda Item: Revisions of Plat. Applications for Revision of Subdivision Plats, reverting combined lots 20 and 21 back to individual lots.

Recommended action: Approve the Revisions of Plats.

Summary:

Request is to split of Lots 20 and 21 within Blue Hills Farm #3, a Platted Subdivision (Book 12 of Maps, Page 81 of Yavapai County Records). Town Code § 152.11(B) (1) requires that a Revision of Plat be submitted for approval by the Town Council when a division of land within a subdivision results in the increase in the total of lots in that subdivision.

Richard Pichette has made application to spilt approximately 0.49 acres located at 12310 E. McAllister Drive The results of the division will remain consistent with the R1-10 District, as each lot will exceed 10,000 square feet. The completed division will yield: (1) a vacant lot of 0.24 acres that fronts on McAllister Drive; (2) 0.24-acre lot supporting an existing primary residence that maintains frontage on McAllister Drive.

APN: 402-02-214A does qualify as a dividable lot.

Vision Criteria:

Sustainable Development – the land regulated by the Town should be developed such that it remains at least as valuable in future generations as it is today, *ceteris paribus*, with no additional external resources.

These properties, as divided, meet Town Subdivision Requirements so as to retain value and remain as assets to the community.

Budget: No additional cost.

Attachments: Graphics of the Revision of Plat; vicinity maps.

NOV 21 2011
Received

TOWN OF DEWEY-HUMBOLDT DEVELOPMENT APPLICATION

PROJECT DESCRIPTION:

M

- General Plan Amendment - Major
- General Plan Amendment - Minor
- Other
- Community Master Plan
- Major Use / Site Plan
- Conditional Use Permit
- Abandonment
- Lot split
- Area Plan / Amendment
- Variance
- Final Plat / Amendment
- Annexation
- Land Use District
- Preliminary Plat
- Change Rezone

LEGAL DESCRIPTION:

Property Address:

12310 E. McALLISTER 1

Number of Lots / Units Proposed:

2

Assessor's Parcel Number:

402-02-214A

Parcel Size (Acres):

0.496

Existing Land Use District:

R1-10

Proposed Land Use Dist:

R1-10

Plat Name:

BLUE HILLS FARM

Block:

Lot:

20421

Tract:

DESCRIBE UTILITIES AVAILABLE TO PROPERTY:

- Water
- Phone

- Gas
- Electric

- Sewer
- Cable

Describe Public Access to Property:

GATES off McALLISTER

*APPLICANT / CONTACT INFORMATION:		OWNER INFORMATION:	
Name:	<u>RICHARD VICHEITE</u>	Name:	<u>RICHARD VICHEITE</u>
Address:			
Phone:			
Email:			

Signature of owner or representative

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

REVERSION OF PLAT

LOT 20 AND 21, BLUE HILLS FARM No.3, A SUBDIVISION PLAT AS RECORDED IN BOOK 12 OF MAPS & PLATS, PAGE 81, RECORDED IN THE OFFICE OF THE YAVAPAI COUNTY RECORDER, ALSO BEING ASSESSORS PARCEL 402-02-214A, LOCATED IN THE NORTHWEST QUARTER OF SECTION 3, TOWNSHIP 13 NORTH, RANGE 1 EAST, GILA AND SALT RIVER MERIDIAN, YAVAPAI COUNTY, ARIZONA

DECLARATION:

THAT RICHARD PICHETTE, PER THE SUBDIVISION PLAT UNDER THE NAME OF 'BLUE HILLS FARM No.3', A PORTION OF SECTION 3, TOWNSHIP 13 NORTH, RANGE 1 EAST, GILA AND SALT RIVER MERIDIAN, YAVAPAI COUNTY, ARIZONA, AS SHOWN ON THE SUBDIVISION PLAT RECORDED IN BOOK 12 OF MAPS AND PLATS, PAGE 81, IN THE OFFICE OF THE RECORDER OF YAVAPAI COUNTY, ARIZONA, DOES HEREBY PUBLISH THIS PLAT AS AND FOR THE REVERSION OF PLAT OF SAID 'BLUE HILLS FARM No.3', FOR THE PURPOSE OF REVERTING COMBINED LOTS 20 AND 21, BACK TO INDIVIDUAL LOTS 20 AND 21 AS SHOWN HEREON AND HEREBY DECLARES THAT THIS REVERSION OF PLAT SHALL BE SUBJECT TO AND TOGETHER WITH ALL ITEMS DECLARED WITHIN THE DEDICATION ON THE FACES OF SAID ORIGINAL SUBDIVISION PLAT OF SAID 'BLUE HILLS FARM No.3' EXCEPT FOR THOSE SPECIFICALLY ADDRESSED HEREON.

IN WITNESS WHEREOF: RICHARD PICHETTE, AS OWNER OF LOTS 20 & 21, HAS HEREUNTO CAUSED ITS NAME TO BE AFFIXED AND THE SAME TO BE ATTESTED BY THE SIGNATURE OF THE UNDERSIGNED DULY AUTHORIZED.

RICHARD PICHETTE
 BY Richard H. Pichette 12/19/2011
 RICHARD PICHETTE DATE

ACKNOWLEDGMENT:

STATE OF ARIZONA
 COUNTY OF YAVAPAI
 ON THIS, THE 19th DAY OF December, 2011, BEFORE ME THE UNDERSIGNED OFFICER PERSONALLY APPEARED WHO ACKNOWLEDGED HIMSELF TO BE Richard Harry Pichette, AS OWNER OF LOTS 20 & 21, ACKNOWLEDGE THAT HE, AS SUCH OWNER BEING AUTHORIZED TO DO SO EXECUTED THE FORGOING INSTRUMENT FOR THE PURPOSES THEREIN CONTAINED.

IN WITNESS WHEREOF: I HEREUNTO SET MY SEAL,
 MY COMMISSION EXPIRES: April 9, 2012

NOTARY PUBLIC Judy Morgan



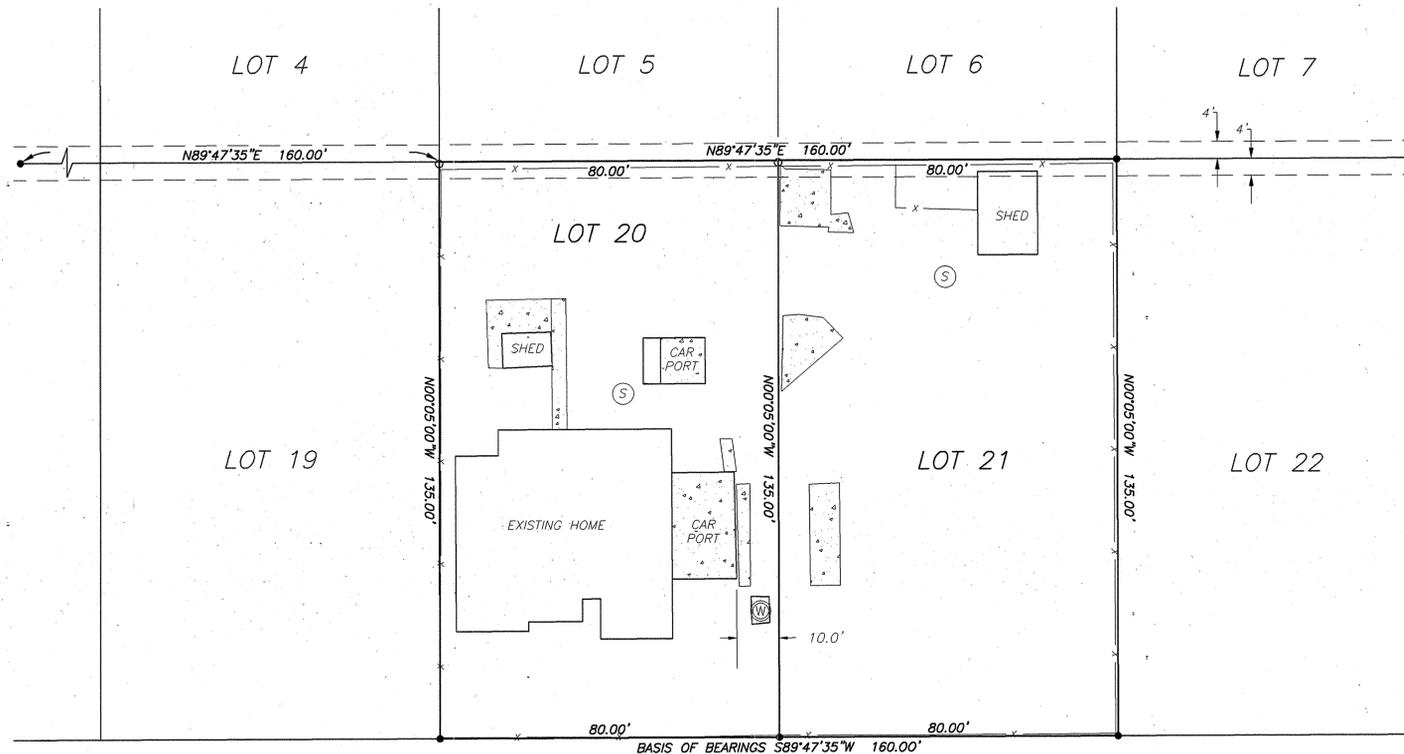
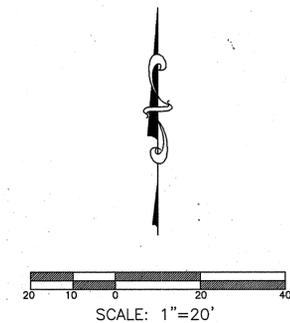
APPROVALS:

THE MAYOR AND TOWN COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, ARIZONA, ON THIS _____ DAY OF _____, 20____, HEREBY APPROVE THIS PLAT.

MAYOR _____ DATE _____
 ATTEST
 TOWN CLERK _____ DATE _____

THIS PLAT HAS BEEN CHECKED FOR CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THE TOWN AND TO ANY OTHER APPLICABLE REGULATIONS AND APPEARS TO COMPLY WITH ALL REQUIREMENTS WITHIN MY JURISDICTION TO CHECK AND EVALUATE.

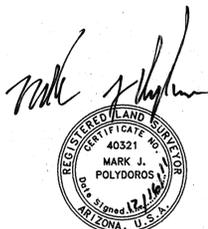
TOWN ENGINEER _____ DATE _____
 COMMUNITY DEVELOPMENT DIRECTOR _____ DATE _____



MCALLISTER DRIVE

CERTIFICATION OF LAND SURVEYOR:

I HEREBY CERTIFY THAT THE SURVEY AND REVERSION OF PLAT OF THE PREMISES DESCRIBED AND PLATTED HEREON, WAS EXECUTED BY ME OR UNDER MY DIRECTION DURING THE MONTH OF NOVEMBER, 2011 AND TO THE BEST OF MY KNOWLEDGE AND BELIEF THE PLAT CONTAINS TRUE, ACCURATE AND ADEQUATE INFORMATION TO ALLOW THE SURVEY TO BE RETRACED.



EXPIRES 3/31/2013

AREAS:

LOT 20=10,800± SQ. FT. OR 0.248± ACRES.
 LOT 21=10,800± SQ. FT. OR 0.248± ACRES.

LEGEND

- FOUND 1/2" REBAR NO CAP OR TAG.
- SET 1/2" REBAR CAPPED R.L.S. 40321 AS WITNESS CORNER 0.50' SOUTHERLY OF ACTUAL CORNER LOCATION.
- UTILITY EASEMENT PER SUBDIVISION PLAT OF 'BLUE HILLS FARM, No.3' RECORDED IN BOOK 12 OF MAPS & PLATS, PAGE 81.
- x- EXISTING FENCE LINE.
- Ⓢ EXISTING SEPTIC TANK LOCATION.
- ▭ EXISTING CONCRETE PAD.
- Ⓜ EXISTING WATER WELL.

NOTES

1. ALL DOCUMENTS REFERRED TO HEREON ARE ON FILE AT THE YAVAPAI COUNTY RECORDERS OFFICE.
2. BEARINGS AND DISTANCES ON ADJOINERS ARE SHOWN AS CORROBORATIVE EVIDENCE ONLY AND SHOULD NOT BE CONSTRUED AS A SURVEY OF THESE PROPERTIES.
3. EASEMENTS OF RECORD MAY NOT BE SHOWN ON THIS PLAT.

FLOOD PLAIN INFORMATION:

THE YAVAPAI COUNTY FLOOD CONTROL DISTRICT HAS DETERMINED THAT THIS PROPERTY IS NOT WITHIN A FLOOD ZONE.

ZONING DESIGNATION:

THIS PROPERTY IS ZONED AS R1-10 BY THE TOWN OF DEWEY-HUMBOLDT AND IS SUBJECT TO THE REQUIREMENTS AND REGULATIONS AS STATED BY THE TOWN CODE.

WATER SOURCE:

WATER IS SUPPLIED TO THE SUBJECT PROPERTY BY 'WILHOIT DELLS WATER COMPANY'.

REVISIONS:

REVERSION OF PLAT
 BLUE HILLS FARM No.3
 LOTS 20 & 21

Meridian Land Surveyors LLC.
 P.O. BOX 546, Dewey, AZ 86327 Phone/Fax (928) 772-8390
 markpdewey@aol.com

JOB No.: 1135

DRAWN BY: MP

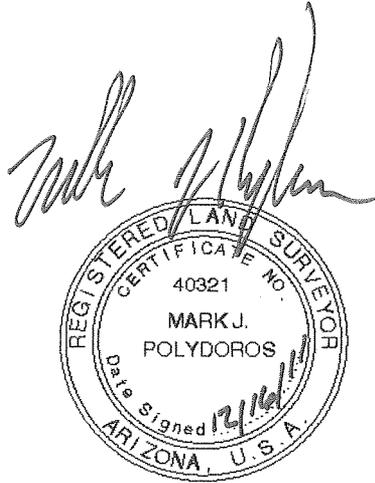
DATE: 11/15/11

1

SHEET: 1 OF 1

Land Description

Lot 20, BLUE HILLS FARM No.3, according to the plat of record in Book 12 of Maps and Plats, Page 81, records of Yavapai County, located in the northwest quarter of Section 3, Township 13 North, Range 1 East.

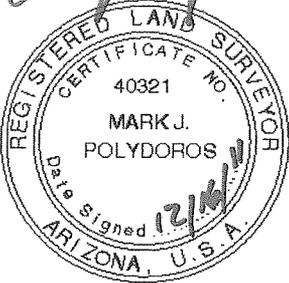


Expires 3/31/2013

Land Description

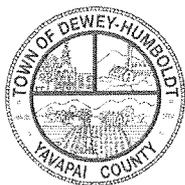
Lot 21, BLUE HILLS FARM No.3, according to the plat of record in Book 12 of Maps and Plats, Page 81, records of Yavapai County, located in the northwest quarter of Section 3, Township 13 North, Range 1 East.

Mark J. Polydoros



REGISTERED LAND SURVEYOR
CERTIFICATE NO.
40321
MARK J.
POLYDOROS
Date Signed 12/16/12
ARIZONA, U.S.A.

Expires 3/31/2013



**WAIVER OF RIGHTS AND CLAIMS FOR DIMINUTION
IN VALUE
PURSUANT TO A.R.S. §12-1134
(PROPOSITION 207 WAIVER)**

This agreement regarding Waiver of Rights and Claims under A.R.S. § 12-1134 ("Agreement") is made by RICHARD H. PICHETTE (Owner) for the benefit of the Town of Dewey-Humboldt, Arizona, regarding the following property:

12310 E. MCALLISTER, DEWEY, AZ 86327
APN: 402-02-214A

(Use legal description and street address or you can list property in a separate attachment but incorporate by reference into the space above).

The Owner agrees and consents to all the conditions imposed by the Town Council regarding the actions/approvals necessary to complete the land use request for the above-referenced property.

By signing this Waiver, the Owner acknowledges that Owner waives any right to claim diminution in value or claim for just compensation for diminution in value under A.R.S. §12-1134 as a result of the Town's actions but not limited to approvals, denials, or conditions of approvals with regard to the above-referenced property.

This Agreement, any exhibits attached hereto, and any addendum, constitute the entire understanding and agreement of the Owner and the Town and shall supersede all prior agreements or understandings between the Town regarding the above-referenced property. This Agreement may not be modified or amended except by written agreement by the Owner and the Town.

This Agreement is entered into in Arizona and will be construed and interpreted under the laws of the State of Arizona.

Within ten days after the execution of this Agreement, the Town Clerk shall file the Agreement in the Official Records of the County Recorder's Office, Yavapai County, Arizona.

This Agreement runs with the land and is binding upon all present and future owners of the above-referenced property.

The Owner warrants and represents that Owner is the owner of fee title to the above-referenced property, and that no other person has an ownership interest in the property [if more than one owner this will need to be modified]. The person who signs on behalf of the Owner personally warrant and guarantees to the Town [he/she/they] have the legal power to bind Owner to this Agreement.

Dated this 11 day of January, 20 12.

[PROPERTY OWNER]

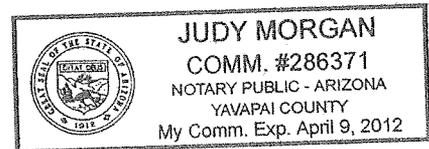
By

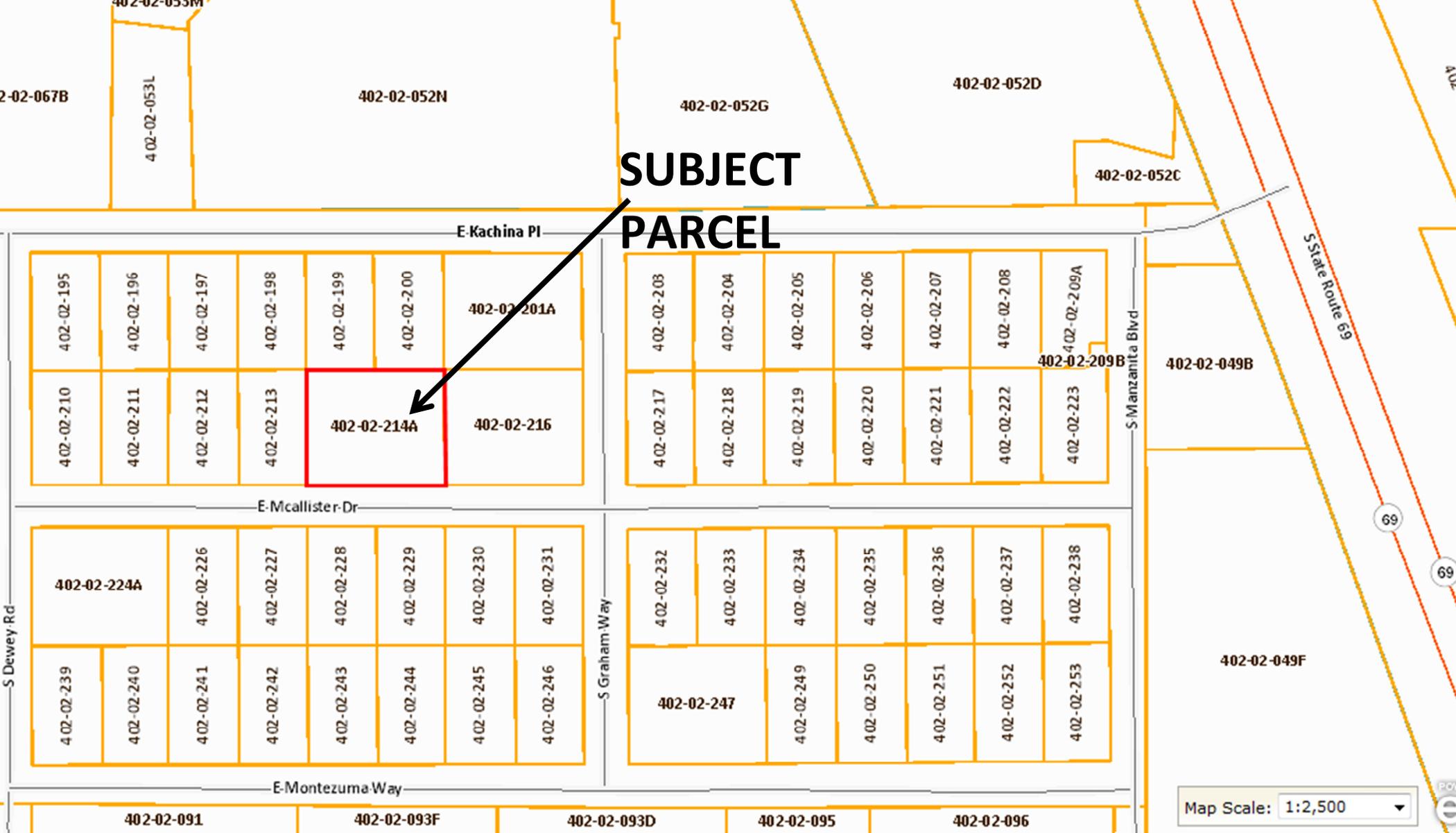
State of Arizona)
) ss
County of Yavapai

SUBSCRIBED AND SWORN to before me this 11th day of Jan, 20 12, by

Judy Morgan
Notary Public

My commission expires: April 9, 2012



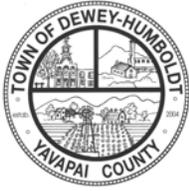


**SUBJECT
PARCEL**

Vicinity Map

Information is from
and as, a legal doc

Map Scale: 1:2,500



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

TOWN COUNCIL REGULAR MEETING
January 17, 2012 – 6:30 Town Council Meeting Chambers

Agenda Item # 9.2.

To: Mayor and Town Council Members

From: Judy Morgan, Town Clerk for Phyllis Smiley, of Curtis, Goodwin, Sullivan, Udall & Schwab, P.L.C., Town Attorneys

Date submitted: December 6, 2011

Agenda Item: First reading of proposed Ordinance to amend Town Code 30.016 Vacancies on Town Council, to comply with A.R.S. § 9-235.

Recommended action: Review and adopt Ordinance 12-90 – Filling of Council Vacancies.

Summary: Staff received a memorandum from Phyllis Smiley with Curtis, Goodwin, Sullivan, Udall & Schwab, P.L.C. regarding Arizona legislation that amended provisions in A.R.S. § 9-235 related to the method of filling vacancies on city and town councils. The Town's current code conflicts with these amendments so Ms. Smiley has provided the Council with a recommended draft ordinance to modify the Town Code to bring it into compliance with the revised statute.

ORDINANCE NO. _____

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, COUNTY OF YAVAPAI, ARIZONA, AMENDING THE CODE OF DEWEY-HUMBOLDT, CHAPTER 30 TOWN COUNCIL AND OFFICIALS, BY AMENDING SECTION 30.016 VACANCIES ON TOWN COUNCIL, RELATED TO THE PROCESS FOR FILLING VACANCIES ON THE TOWN COUNCIL PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING FOR A SAVINGS CLAUSE.

Whereas, the Mayor and Council find it in the best interest of the Town to revise the procedures set forth in the Code of Dewey-Humboldt related to filling vacancies on the Town council.

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

Section I In General.

The Code of Dewey-Humboldt, Arizona is hereby amended by amending Chapter 30 Town Council and Officials, by amending Section 30.016 Vacancies on Town Council to read as follows (deleted text appears in ~~strikeout~~; new text in ALL CAPS):

30.016 VACANCIES ON TOWN COUNCIL.

(A) ~~Generally.~~ The Council shall fill ~~by appointment, for the unexpired term,~~ any vacancy that may occur for whatever reason BY APPOINTMENT UNTIL THE NEXT REGULARLY SCHEDULED COUNCIL ELECTION IF THE VACANCY OCCURS MORE THAN THIRTY DAYS BEFORE THE NOMINATION PETITION DEADLINE.

(B) IF THE VACANCY OCCURS THIRTY DAYS OR LESS BEFORE THE NOMINATION PETITION DEADLINE, THE VACANCY SHALL BE FILLED BY APPOINTMENT FOR THE UNEXPIRED TERM.

Section II. Providing for Repeal of Conflicting Ordinances.

All ordinances and parts of ordinances in conflict with the provisions of this Ordinance or any part of the Code adopted herein by reference, are hereby repealed.

Section III Savings Clause.

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance as amended is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remainder of this Ordinance.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, this ____ day of _____ 2012.

Len Marinaccio, Mayor

ATTEST:

APPROVED AS TO FORM:

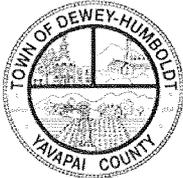
Judy Morgan, Town Clerk

Susan D Goodwin, Town Attorney

I, JUDY MORGAN, TOWN CLERK, DO HEREBY CERTIFY THAT A TRUE AND CORRECT COPY OF THE ORDINANCE NO. _____ ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT ON THE ____ DAY OF _____, 201_, WAS POSTED IN THREE PLACES ON THE ____ DAY OF _____, 201_.

Judy Morgan, Town Clerk

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

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: January 17, 2012

Date of Request: December 20, 2011

Type of Action: Routine/Consent Regular

Requesting: Action Report Only

Agenda Item Text (a brief description for placement on the agenda; please be exact):
Discussion and possible action on requiring submittal of agenda items early in
receive the agenda packets by Wednesday night or Thursday morning.

Purpose and Background Information (Detail of requested action). Council voted to
implement a trial period for getting agenda requests in early to facilitate Staff's
ability to get the agenda packets out early. This is to determine if it is working well for
Council and Staff or if we want to return to the previous time schedules.

Staff Recommendation(s): _____

Budgeted Amount: None

List All Attachments: None

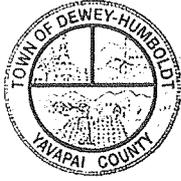
Type of Presentation: Oral

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

Contact Person: Nancy Wright

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

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

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: January 17, 2012

Date of Request: January 9, 2012

Type of Action: Routine/Consent Regular

Requesting: Action Report Only

Agenda Item Text (a brief description for placement on the agenda; please be exact):
Discussion and possible implementation of a Council Policy on attending meetings
through telephonic (electronic) means.

Purpose and Background Information (Detail of requested action). The Open Meeting
Law allows for electronic attendance at meetings but suggests they should be used only where
there are no reasonable alternatives to presence at the meeting. Council needs to establish
a policy to guide their meetings and the meetings of committees, commissions & boards.

Staff Recommendation(s): None required.

Budgeted Amount: No impact on budget.

List All Attachments: Applicable Open Meeting Law and Town Code.

Type of Presentation: Oral

Special Equipment needed: Laptop Remote Microphone

Overhead Projector Other: _____

Contact Person: CM Nancy Wright

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.

The preferred procedure for meetings is that the Mayor, Council, Committee, Commission and Board members be physically present at the designated time and location of the meeting. Over the years some Mayors, Council members, and at least one Planning and Zoning (P&Z) Commissioner have attended their respective meetings via teleconference. Council has allowed it but the intent was for it to be used rarely and it was not intended to take the place of regular attendance in person. No policy has been made by the Council on teleconferencing by committees, commissions or boards. Because it is often difficult to hear much is lost when attending electronically and it is certainly not the preferred method of attending a meeting. Therefore, Council needs to set a policy on attending meetings via electronic means.

One possibility is to have a policy of not allowing attendance via electronic means except when extended medical care is needed for the individual or the individual's immediate family.

Another possibility is to limit the number of electronic meetings allowed in a calendar year with Town Council approval prior to allowing it.

In either case, if it is the Council's policy to allow attendance by electronic means the person attending should be able to hear the Mayor, Council, the public and the Town Clerk and the Mayor, Council, the public and the Town Clerk should all be able to hear the person meeting electronically. Also, because of confidentiality issues meeting electronically should not be allowed at Executive Sessions or any hearing on ethics charges. The same policy would be required of committee, commission and boards.

For your convenience, I've attached a copy of what our Town Code says about Town Council Policies and a copy of the applicable section of the Open Meeting Law.

The Arizona Open Meeting Law

7.10.2 Telephone Conferences. If one or more members of a public body are unable to be present in person at a public meeting, they may nevertheless participate by telephone or video conference if the practice is approved by the public body and is not prohibited by statutes applicable to meetings of the public body. Ariz. Att'y Gen. Ops. I91-033, I83-135. This practice presents several practical and legal problems and **should be used only where there are no reasonable alternatives to presence at the meeting.**

A public body must comply with the following guidelines to avoid violations of the Open Meeting Law.

1. **The notice and the agenda should state that one or more members of the public body will participate by telephonic or video communications.** In the appropriate notice, insert the following after the first sentence: "Members of the [name of public body] will attend either in person or by telephone conference call."
2. The public meeting place where the public body normally meets should have facilities that permit the public to observe and hear all telephone or video communications.
3. The public body should develop procedures for clearly identifying all members participating by telephonic or video communications.
4. **The minutes of the meeting should identify the members participating by telephonic or video communications** and describe the procedures followed to provide the public access to all communications during the meeting.

Town Code regarding Policy

POLICY AND ADMINISTRATION

§ 32.15 DEFINITIONS.

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ADMINISTRATIVE PROCEDURES. These are designed to be applied town-wide and to be a written definition of those powers and duties granted to the Town Manager under ordinance (and code, if codified).

DEPARTMENTAL PROCEDURES. These are specific written procedures implemented by a town department or office that are designed to implement the powers and duties granted that department or delegated in accordance with town ordinance by the Town Manager. ***DEPARTMENTAL PROCEDURES*** are not designed for town-wide implementation but to address issues applicable to a particular department.

TOWN COUNCIL POLICIES. A TOWN COUNCIL POLICY is a written statement of policy adopted by the Town Council that outlines and defines town matters within the powers and duties granted to the Town Council under state law and ordinance (and code, if codified). A TOWN COUNCIL POLICY shall be in writing and may be adopted by motion. A TOWN COUNCIL POLICY may be modified within the exclusive determination of the Town Council.

(Ord. 08-42, passed 9-2-2008)

§ 32.16 TOWN COUNCIL POLICIES.

(A) Town Council policies shall be in writing and may be placed on the agenda and acted on in the same manner as other matters before the Town Council. Town Council policies shall be in conformance with state law and ordinances (and codes, if codified) of the town. The Town Attorney shall approve as to form Town Council policies. Citizen comments will be encouraged at the time of consideration of adoption of a Town Council policy.

(B) The Town Manager or his or her designee shall maintain a codification of all policies adopted by the Town Council, with copies available for public inspection at the office of the Town Clerk.

(Ord. 08-42, passed 9-2-2008)

§ 32.17 DEPARTMENTAL PROCEDURES; MUNICIPAL COURT APPROVAL; PUBLIC INSPECTION.

(A) The presiding judge of Superior Court for Yavapai County shall approve applicable Municipal Court procedures in accordance with the administrative orders promulgated by the Arizona Supreme Court.

(B) Copies of departmental procedures shall be on file with the adopting department or office and shall be available for public inspection.

(Ord. 08-42, passed 9-2-2008)

§ 32.18 ADMINISTRATIVE PROCEDURES; APPROVAL AND IMPLEMENTATION.

(A) Administrative procedures shall be developed by the Town Manager or his or her designee to provide written statements on those powers and duties granted to the Town Manager under prior Town Council action.

(B) Prior to implementation, the procedure shall be reviewed by the Town Attorney as being within the powers and duties of the Town Manager or his or her designee.

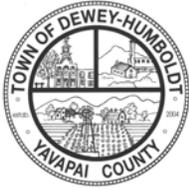
(C) Not less than ten days prior to the implementation of an administrative procedure, the Town Manager shall provide written notice to the Town Council of the proposed revisions or new administrative procedure. The Council shall retain the right in its sole discretion and judgment to amend, repeal, or modify any of the above-designated regulations.

(D) Upon approval by the Town Manager or Town Council, copies of the administrative procedure shall be available for public inspection at the office of the Town Clerk.

(E) The Town Manager shall maintain a codification of all administrative procedures promulgated by the Town Manager or Town Council.

(Ord. 08-42, passed 9-2-2008)

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

TOWN COUNCIL SPECIAL STUDY SESSION MEETING
January 17, 2012 – 6:30 pm Town Council Meeting Chambers

Agenda Item # 9.5 Selection and Hiring Process for the Accountant Position

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: January 12, 2012

Agenda Item: Selection and Hiring Process for the Accountant Position. Discussion and possible action on proceeding with the recruitment for this vacancy.

Recommended action: Direct staff to proceed with filling this vacancy.

Summary:

In December, 2011, the Accountant position was advertised in the local paper. Friday, Jan. 13, 2012 is the last day to apply. The Town has received some applications. Since the hiring process began in December, I would like to confirm with the Council that it is your direction to fill the position as soon as possible.

Attached is the advertisement for the accountant position. With your direction, I will continue the hiring process based on pertinent town codes and will bring the final recommendation to you for ratification.

TOWN OF DEWEY-HUMBOLDT
is seeking applicants for:

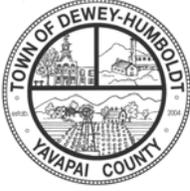
Accountant (Hiring Salary Range: \$38,571 to \$46,285.50)

Applications must be received by 5:00 PM on 08/24/11.

Summary: Accountant performs intermediate accounting, financial, and budget work. This position also processes payroll and related activities. This position is engaged in various municipal accounting functions and budget compliance tasks within the general ledger, cash, investments, payroll, budget, audit, purchasing, fixed assets, grants and other special assignments. This position also assists in Human Resource functions, research, general phone and customer service functions. Caselle experience preferred.

Minimum Requirements: Bachelor's Degree in Accounting, Business Administration or related field and three years professional experience in accounting, budget preparation, auditing, contract administration, financial cost analysis or closely related financial/fiscal activity which includes broad experience utilizing computerized or personal computer based financial systems or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Submit letter of interest and detailed resume at hr@dhaz.gov. Applications will be kept confidential.



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

Job Title. STAFF ACCOUNTANT

Department. Finance

FLSA Status. Exempt

Salary Range. \$38,584 - \$54,292

Hiring salary range. \$38,584 - \$42,964

Submit Letter of Interest and Resume to. hr@dhaz.gov

Job Objectives. Accountant performs intermediate accounting, financial, and budget work. This position also process payroll and related activities. This position is engaged in various municipal accounting functions and budget compliance tasks within the general ledger, cash, investments, payroll, budget, audit, purchasing, fixed assets, grants and other special assignments. This position also assists in Human Resource functions, research, general phone and customer service functions.

Supervision Received and Exercised. Receive general supervision from Finance Director.

Essential Duties and Responsibilities. This list of essential duties and responsibilities is illustrative only, and is not a comprehensive listing of all duties and responsibilities performed by positions in this class.

- Primary responsibility for managing the day to day purchasing and accounting, including the responsibility to ensure that all payments comply with Budget allocation.
- Assist operating departments with budget development, maintenance and compliance.
- Participate in the preparation of the annual Budget, capital improvement program (CIP), Audit, CAFR and annual reporting requirements ensuring compliance with applicable laws, regulations, and recommended budget practices.
- Preparation and distribution of payroll and benefits payments;
- General ledger; accounts payable, accounts receivable and payroll. Monitor accounts, perform account reconciliations and provide analysis.
- Assist in the research and development of policies, procedures and controls.
- Perform related duties as assigned.

Qualifications. To perform this job successfully, an individual must be able to perform each essential duties satisfactorily. The qualifications listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of:

- Principles, practices, methods of municipal finance, accounting and budget
- Principals and techniques of systems
- Research techniques and financial analysis
- Accounting theory, principals, objective and procedures
- Federal, state and local laws, codes and regulations applicable to governmental accounting and budget
- Generally Accepted Accounting Principles (GAAP), and Generally Accepted Auditing Standards (GAAS)
- Bookkeeping, payroll, fiscal terms and cost accounting

Skills in:

- Keyboarding
- Using computer and related software applications

Education and/or Experience

- Bachelor's Degree in Accounting, Business Administration or related field and three years professional experience in accounting, budget preparation, auditing, contract administration, financial cost analysis or closely related financial/fiscal activity which includes some experience utilizing computerized or personal computer based financial systems or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

License or Certificate: None

Revised: 10 November 2010

S:\Human Resources\Positions\Accountant\AccountantJob Description Nov 2010.doc

DURING THE SELECTION PROCESS, ANY APPLICANT REQUIRING ACCOMMODATION FOR A DISABILITY SHOULD ADVISE THE TOWN.

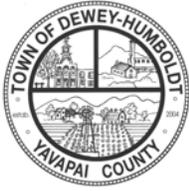
EOE M/F/D/V

AN EQUAL OPPORTUNITY EMPLOYER

OPORTUNIDAD DE EMPLEO CON DERECHOS IGUALES

Town of Dewey-Humboldt P.O. Box 69 Humboldt, AZ 86329 928-632-8562 ▪ hr@dhaz.gov

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TOWN OF DEWEY-HUMBOLDT
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HUMBOLDT, AZ 86329
Phone 928-632-8562 ▪ Fax 928-632-7365

TOWN COUNCIL REGULAR SESSION MEETING
January 17, 2012 – 6:30 p.m., Town Council Meeting Chambers

Agenda Item: # 11.1 Ratification of hiring Amanda Garfield for the Administrative Assistant position and other staffing considerations.

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: January 12, 2012

Agenda Item: # 11.1 Ratification of hiring Amanda Garfield for the Administrative Assistant position and other staffing considerations. Discussion and possible action.

Recommended action: Approve ratification of the new position, support staff's additional recommendation on staffing.

Summary:

As you may recall, the recruitment of this position began a month ago. The Interim Town Manager at the time and the Town Clerk conducted screening, interviews and reference check. Two candidates stood out; one of them was tentatively offered the position but decided to withdraw from consideration prior to last week's Council ratification. Thereafter, staff contacted the other candidate, Amanda Garfield. Ms. Garfield was very excited about the opportunity. She desires to start immediately upon Council's ratification of the position. Although I have not met or spoken to Ms. Garfield, I believe the Interim Town Manager and the Town Clerk has made a good choice to offer her the position. Ms. Garfield also agrees to accept the beginning level of the advertised pay range at \$15.31/hr.

Documents regarding this position are attached: job description, resume and draft offer letter with proposed salary.

Further, staff would like to suggest having the temporary front desk Receptionist stay on for some additional time. The extra help would be beneficial during the initial learning period of the new Administrative Assistant whose job also entails complex responsibilities of records management. The current temporary Receptionist has been an asset to staff and possesses institutional memory to pass on to the new person. I spoke to all staff about this idea and together we felt that having the temporary Receptionist staying on for a while will be helpful to all of us at Town Hall and it is an economical and effective way to achieve the goal of better serving our citizens. Nonetheless, the ultimate future of the Receptionist position will be reviewed and considered in the overall staffing plan which is being formulated by me as per your direction.

Thank you for your consideration.

The Town of Dewey-Humboldt is seeking applicants for the position of:

Records Manager/Administrative Assistant

Hiring Range: \$15.31 to \$18.42 per hour (career range to \$21.54).

The Town of Dewey-Humboldt is seeking a teammate with a passion for community service to join us as our Records Manager/Administrative Assistant. Located in the natural beauty and unsurpassed climate of Arizona's Upper Agua Fria Valley, the Town of Dewey-Humboldt is a professional, ethical, and transparent organization that is working toward excellence in citizen service.

In general, this position assists the Town Clerk with a Town-wide records management program; performs responsible technical work associated with records management; and provides record making and keeping services to the Engineering and Community Development departments. This position provides a high degree of citizen service to internal and external customers and interacts with all levels of Town government. This position also handles information of a sensitive and confidential nature. Some attendance may be required at regularly scheduled afternoon and evening Town Council, commission, and committee meetings, as well as minute taking and word processing skills.

The ideal candidate will have over five years experience in an Arizona community with progressive responsibility for all aspects of records management, typically with an Associate's degree in records management, business administration, public administration. This enthusiastic and results-oriented associate will possess outstanding communication skills, critical thinking abilities, and exceptional interpersonal qualities. The hourly compensation is negotiable depending on qualifications and experience. Benefits are provided, and there is no residence requirement.

To be considered for this exceptional career opportunity, please submit cover letter and resume on or before Friday, December 2, 2011, to the Town Clerk at P.O. Box 69, Humboldt, AZ 86329: electronic submissions to hr@dhaz.gov are encouraged (*pdf* preferred). Applications will be kept confidential. For additional information please call (928) 632-7362.



TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-8643 • Fax 928-632-7365

JOB DESCRIPTION

Full time Records Manager and Administrative Assistant

A. JOB OBJECTIVES

Actively supports and upholds the Town's stated mission and values. Employees of this class are expected to exercise a high degree of independence, initiative, flexibility, and attention to detail. In general, this position assists the Town Clerk in the management of the town-wide records management program and performs responsible technical work associated with records management. This position provides a high degree of customer service to internal and external customers and interacts with all levels of town government. This position also handles information of a sensitive and confidential nature. Some attendance may be required at regularly scheduled afternoon and evening town council, commission and committee meetings, as well as minute taking and word processing skills.

B. SUPERVISION RECEIVED AND EXERCISED

Receive administrative direction from the Town Manager and technical direction from the Town Clerk.

C. CRITICAL SKILLS/EXPERTISE

These are needed to complete position accountabilities.

C.1 Knowledge of:

- Records management program development and implementation
- Principles, methods and techniques used for records management
- Pertinent federal, state, and local laws, codes and regulations regarding municipal records management
- Electronic Document Management systems
- Organization and function of town government

C.2 Ability to:

- Manage day-to-day operations of records management functions
- Perform complex analysis and provide conclusions and recommendations based on that analysis

- Use a personal computer, a variety of computer software, and other equipment essential to performing daily activities
- Provide information and organize material in a clear and concise manner
- Establish and maintain effective working relationships with town staff, coworkers, other government agencies, and the general public; exercise tact and diplomacy in contact with town staff, the general public and other government agencies
- Follow established procedures and meet deadlines
- Exercise good judgment in organizing records, researching and compiling written reports, statistical computations, and general correspondence, respecting the public and sensitive information
- Perform work under changing, intensive deadlines on multiple concurrent tasks

C.3 Typical Work Activities:

- storing, arranging, indexing and classifying records;
- facilitating the development of filing systems, and maintaining these to meet administrative, legal, and financial requirements;
- devising and ensuring the implementation of retention and disposal schedules;
- overseeing the management of electronic and paper-based information;
- setting up, maintaining, reviewing, and documenting records systems;
- identifying the most appropriate records management resources;
- advising on and implementing new records management policies and classification systems;
- providing a policy framework to guide staff in the management of their records and use of the employer's records system;
- ensuring compliance with relevant legislation and regulations;
- standardizing information sources throughout the organization;
- managing the changeover from paper to electronic records management systems;
- preserving the Town's heritage;
- resolving problems with information management by effective use of software and other information management resources;
- enabling appropriate access to information;
- responding to internal and/or external information inquiries;
- advising on highly complex legal and regulatory issues, often involving difficult judgments in controversial areas such as the Freedom of Information Act, and other national or regional legislation;
- advising staff in other departments on the management of their records and information.

D. Experience and Training:

Any combination of experience or training that would likely provide the required knowledge and abilities is qualifying. Typically this would be: five (5) years of technical office work. Education equal to Associates Degree in records management, business administration, public

administration; or any combination of training, certifications, or qualifying experience that provides the ability to successfully fulfill the essential knowledge, skills and abilities. Municipality experience preferred. Must possess and maintain a valid Arizona driver's license.

E. ADDITIONAL REQUIREMENTS

E.1 Physical Requirements:

Exerting up to 20 pounds of force occasionally and 30 or more pounds of force infrequently. The use of arms and/or leg controls requires exertion of forces greater than that for sedentary work, and medium to heavy work may be involved to carry out records and information management functions; involves sitting most of the time.

E.2 Work Environment:

Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

E.3 License or Certificate:

None required for hire. Certification as a Notary Public within 1 year of hire.

FLSA Status: Non-exempt.

Employee Association Status: Non-exempt.

Revised: 6/2009

DURING THE SELECTION PROCESS, ANY APPLICANT REQUIRING ACCOMMODATION FOR A DISABILITY SHOULD ADVISE THE TOWN MANAGER. Human Resources: 928-632-7362. EOE M/F/D/V AN EQUAL OPPORTUNITY EMPLOYER. OPORTUNIDAD DE EMPLEO CON DERECHOS IGUALES. 2735 S. Hwy 69, P.O. Box 69, Humboldt, AZ 86329, Phone 928-632-7362 ▪ Fax 928-632-7365

Amanda Garfield

[REDACTED]
Dewey, AZ 86327

[REDACTED]
[REDACTED]
November 30, 2011

To Whom It May Concern:

I am submitting this cover letter and my resume to you for consideration for the position of Records Manager/Administrative Assistant at the Town of Dewey Humboldt.

I believe I am a great fit for this position after reading through the job description because I meet (or can acquire the knowledge) each of the Critical Skills/Expertise criteria listed. I am familiar with the laws surrounding records management and implementing the retention schedules in effect and have done so in my previous employment. Because I have worked the last 14 years in some form of municipal government and I understand its functions, I feel especially equipped and able to tackle the duties of this position.

At both the City of Peoria and the Sedona Fire District, I was responsible for specialized software programs that handled specific aspects of our work. In Peoria, it was the software that staffed our fire trucks. I created the database and the information that fed the software and was responsible for maintaining the accuracy of the records and producing accurate reports to make recommendations to management. In Sedona, I was part of the team that implemented a joint Payroll/HR software system to better manage and streamline our efforts and move towards becoming a paperless office.

I am a people person by nature; I enjoy interacting with internal customers and co-workers, as well as external customers and citizens. My computer skills are current. I feel very comfortable with computers, software and technology in general and I type approximately 70 wpm.

Thank you for taking the time to consider my qualifications for this position. I welcome the opportunity for an interview.

Respectfully Yours,

Amanda Garfield

Objective

I am actively seeking a rewarding and fulfilling career that will benefit from my municipal experience and positive interaction skills where my skills are utilized to make a positive contribution to the Town.

Experience

Freelance Writer/Editor

April 2011 – Current

Recent projects have included heavy editing on manuscripts including grammar, punctuation, and complete rewrites of some content, creating vacation rental home descriptions, editing high school literature study guides and editing/writing in general.

Sedona, AZ Fire District Human Resources

October 2008 – April 2011

I served as the Human Resources Manager. In this role, I gained management, leadership, human resource and budget experience. I maintained the confidential records for each employee, including all new hire information, personnel and disciplinary actions, evaluations, FMLA and disability, developed and maintained a division budget, handled employee relations and researched laws on all levels to keep up-to-date on employment law. In addition, I was responsible for reviewing, revising and rewriting current and new department policy. I was responsible for supervising my division, keeping it organized and on task.

City of Peoria, AZ Fire Department

April 1999 – October 2008

I served in multiple positions during my time at the City of Peoria Fire Department. I began as the Front Desk/Office Assistant; promoted to Sr. Office Assistant, Administrative Assistant and Management Assistant, taking on progressive responsibilities with each promotion. I answered phones, took minutes at meetings, drafted letters from rough draft and verbal directions, edited letters, memos, e-mails, policies, reports, etc. I performed the payroll and timekeeping function and analyzed the staffing software we implemented to run reports and make recommendations. I was responsible for the department's confidential records for each employee, including all new hire information, personnel and disciplinary actions, evaluations, FMLA and disability.

City of Mesa, AZ City Clerk's Office

August 1998 – April 1999

I was responsible for managing a multi-line phone and greeting customers as they entered the Clerk's Office. Other duties included typing Council minutes from draft and recordings, setting up for meetings, posting meeting notices within appropriate timeframes and at the designated posting areas. I assisted citizens with municipal elections, early voting and voter registration.

Education

Arizona State University

December 2004

Bachelor of Arts - English

Coconino Community College

December 1998

Associate's Degree – General Studies

January 18, 2012

Ms. Amanda Garfield
[REDACTED]
Dewey, AZ 86327

Re: Administrative Assistant

Dear Amanda,

Re: Administrative Assistant Job Offer

Dear Ms. Garfield,

The Town of Dewey-Humboldt is pleased to offer you a job as our Administrative Assistant!

This position has a twelve (12) month probationary period. Should you accept this job offer, per Town policy per Town policy you'll be eligible to receive the following beginning on January 23, 2012 – your proposed date of hiring.

Wage. Gross starting hourly wage of \$15.31 per hour, paid in biweekly installments by direct deposit. This position is eligible for overtime.

Annual review. At the time you commence employment, we will establish performance criteria and a training plan for the coming year. As of your anniversary date, your wage may be adjusted upward by up to the lesser of 5% or the rate cap established by Town Council for the position (current top of range, not accounting for future COLA, is \$16.07 per hour).

Benefits. Town-provided benefits for non-exempt employees include the following:

- ICMA-RC 401(a) retirement account: the Town provides a 2-to-1 match of up to 12% for an employee contribution of 6% (for a total of 18%). The Town does not participate in Social Security or the Arizona State Retirement System. An employee-funded ICMA-RC 457 plan is also available.
- After 30 days, health (2 plans: one high deductible plan a Health Savings Account, and a low deductible plan without HSA), dental, life (\$20,000 from Town, employee paid up to \$300,000), and vision insurance paid by the Town for the employee only (dependent coverage available at employee's expense), supplemented with a Health Savings Account contribution by the Town of \$100 per month (if using the HSA-qualified plan).
- Sick leave will accrue at a rate of 2.7692 hours each pay period (9 days per year), but cannot be used until an initial 3 months have passed.
- Vacation leave will accrue at a rate of 4.6154 hours each pay period (15 days per year), but cannot be used until an initial 3 months have passed.
- 10 holidays, and, after 30 days, one personal day.

- Off-site training (conferences, etc.), on-line Training, and associated travel in the amount of \$1,671 per fiscal year.
- Membership in ARMA International (see www.arma.org) and completion of ARMA International's RIM Self-Assessment.

This offer is contingent upon compliance with the Town's hiring requirements as set forth in its Administrative Regulation No. 10-07. A copy of the Regulation is enclosed. In addition, Arizona law requires proof of eligibility to work in the United States.

To accept this job offer, please sign and date this job offer letter where indicated below. Mail, fax, or email a scan of all pages of the signed and dated job offer letter back to us, to arrive by Thursday, January 19, 2012. If you accept this job offer, your hire date will be on Monday, January 23, 2012, the day that we agree by phone. To decline this job offer, please sign and date this job offer letter where indicated below. Mail, fax, or email a scan of all pages of this job offer letter back to us, to arrive by that same Thursday.

Although I have not met you, I look forward to welcoming you aboard as a full partner in our commitment to professionalism, openness, and ethics. Judy Morgan, our Town Clerk, will be your immediate supervisor. Please feel free to call her at 928-632-7362 if you have questions or concerns.

All the best,

Yvonne Kimball

Town Manager

Accept Job Offer

By signing and dating this letter below, I, Amanda Garfield, accept this job offer of Administrative Assistant by the Town of Dewey-Humboldt.

Signature: _____ Date: _____

Decline Job Offer

By signing and dating this letter below, I, Amanda Garfield, decline this job offer of Administrative Assistant by the Town of Dewey-Humboldt.

Signature: _____ Date: _____

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