

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

**Tuesday, July 2, 2019, 6:30 P.M.**

**DEWEY-HUMBOLDT TOWN HALL  
COUNCIL CHAMBERS  
2735 S. HWY 69, SUITE 10  
HUMBOLDT, ARIZONA 86329**

## **COUNCIL REGULAR MEETING 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. Roll Call** Town Council Members: Karen Brooks, Lynn Collins, John Hughes, Mark McBrady, Amy Lance, Vice Mayor Victoria Wendt and Mayor Terry Nolan.

**3. Pledge of Allegiance**

**4. Invocation**

**5. Announcements regarding Town 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.

**A. Council announcements about outside meetings and committees**

**6. Public Comment on Non-agendized Items**

The Council wishes to hear from Citizens at each meeting. Those wishing to address the Council need not request permission or give notice in advance. For the official record, individuals are asked to state their name. Public comments may appear on any video or audio record of this meeting. Please direct your comments to the Council. Individuals may address the Council on any issue within its jurisdiction. At the conclusion of Comments from the Public, Council members may respond to criticism made by those who have addressed the public body, may ask Town staff to review a matter, or may ask that a matter be put on a future agenda; however, Council members are forbidden by law from discussing or taking legal action on matters raised during the Comments from the Public unless the matters are properly noticed for discussion and legal action. A 3 minute per speaker limit may be imposed. The audience is asked to please be courteous and silent while others are speaking.

**7. Consent Agenda**

Page All those items listed below are considered to be routine and may be enacted by one motion. Any Council Member may request to remove an item from the Consent Agenda to be considered and discussed separately.

**3 A. Approval of Minutes of June 4, 2019, Study Session**

**7 B. Approval of Minutes of June 11, 2019, Study Session and Special Meeting**

**8. Town Manager's Report**

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

**A. Report on Status of Town Hall Lease**

**B. Report on Inquiries relating to a Larger Building for Town Hall, as directed by Town Council on June 18, 2019**

Page 9. **General Business** Discussion and possible legal action may be taken.

- 11 **A. Discussion and possible action to approve a presentation by a representative from the Arizona Department of Environmental Quality (CAARF – Mayor Nolan)**
- 13 **B. Discussion and possible action relating to enacting a Town of Dewey-Humboldt Business License for all Businesses (CAARF – Councilmember Brooks)**
- 15 **C. Discussion and possible action relating to enacting a Town of Dewey-Humboldt Peddlers Occupational License for all Peddler-Type Sales (CAARF – Councilmember Brooks)**

**10. Executive Session**

**Vote to recess to Executive Session**

- A. An Executive Session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of appointment of a Town Attorney and preparation of final list**

**Close Executive Session/Reconvene Special Meeting**

**11. Discussion and possible action to direct staff relating to the responses received to the Town’s Request for Qualifications (RFQ) for Town Attorney services**

**12. Consideration of additional Special Session(s)** Whether to hold and, if so, set the date

**13. Adjourn**

Persons with a disability may request reasonable accommodations by contacting the Town Hall at 632-7362 at least 24 hours in advance of the meeting.

**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 \_\_\_\_\_, 2019, at \_\_\_\_\_ a.m./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.

**For Your Information:**

- Next Planning & Zoning Meeting: Friday, July 5, 2019, at 6:00 p.m.
- Next Town Council Study Session: Tuesday, July 9, 2019, at 6:30 p.m.
- Next Town Council Regular Meeting: Tuesday, July 16, 2019 at 6:30 p.m.

If you would like to receive Town Council agendas via email, please sign up at [AgendaList@dhaz.gov](mailto:AgendaList@dhaz.gov) and type Subscribe in the subject line, or call 928-632-7362 and speak with Tim Mattix, Town Clerk.

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
STUDY SESSION MEETING MINUTES  
JUNE 4, 2019, 6:30 P.M.**

**A STUDY SESSION MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, JUNE 4, 2019, AT TOWN HALL AT 2735 S. STATE ROUTE 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.**

1. **Call To Order.** Mayor Terry Nolan called the meeting to order at 6:30 p.m.
2. **Roll Call.** Town Council Members: Karen Brooks, Lynn Collins, John Hughes, Amy Lance, Mark McBrady, Vice Mayor Victoria Wendt and Mayor Terry Nolan were present.
3. **Study Session.** No legal action to be taken.

**A. Mayer Area Meals On Wheels (MAMOW) 2<sup>nd</sup> report (per FY 19-20 Accountability Contract)**

David Treadway, Vice President of MAMOW Board of Directors, distributed a report and provided a verbal update, including: the number of meals increased to over 3,000 during this period, compared to 2,700 or 2,800 last report; MAMOW provides bread and milk weekly; each volunteer driver drives about 55 miles into Dewey-Humboldt; two drivers were reimbursed at about \$3,500. There is no longer anyone on a waiting list in the Town. MAMOW needs volunteer drivers, a board secretary, funding for building upgrades and maintenance, and marketing. Donation activities are not coming out as good as MAMOW would like.

In response to the Town Council, Mr. Treadway clarified that the 171 people served are throughout the system; MAMOW averages 13 clients per day in Dewey-Humboldt. The clients listed in Poland Junction would be added to the total of 13. MAMOW's building on Miami Street is approximately 1,500 square feet; MAMOW prepares all of the meals there, and the building is also where people come to eat. A block grant made the building happen; Yavapai County leases the property to MAMOW for \$1 per year.

**B. Presentation by Alvin Stump (ADOT) to discuss highway development @ Hwy 69 & Hwy 169**

Alvin Stump, Arizona Department of Transportation (ADOT), gave a PowerPoint presentation related to the intersection of Highway 69 and Highway 169, which is well over-capacity for the single left-turn lane. Options to look at: 1) construct a dual left-turn lane, which means widening both Highways 69 and 169, and 2) looking at a roundabout, which would have a bigger footprint at the intersection but a smaller impact on the approach. ADOT is recommending a roundabout, which are safer, more efficient, and allow more business access.

Mr. Stump is pursuing district minor funding for the project, which will cover the majority of the construction cost, in either fiscal year 2022 or 2023. Local participation helps in projects such as this. ADOT has had discussions with Cabin Development, on the northeast side and Central Yavapai Metropolitan Planning Organization (CYMPO), who may contribute with preliminary engineering design. If a gas station goes in, they could potentially contribute right-of-way. He asked if the Town is interested in participating; there is not a set number in mind.

In response to the Town Council, Mr. Stump stated that Cabin Development, which is looking at developing multi-family housing and commercial development at the northeast corner, is Prescott Valley's key impact, though he does not have a problem asking PV for help with costs. Cabin Development is proposing a second roundabout at full buildout. He does not know the timeframe. In this case, there will be a pretty significant cost to Cabin Development to build a second roundabout and contribute to this one. ADOT asked the developer to contribute to mitigate the impact of their development. Even without that development, the intersection is over capacity for the current configuration.

Diamond divergent lanes, which are replacing roundabouts in Happy Valley, are not necessary for this area; a roundabout will handle the traffic volume well into the future. Regarding concerns of impacts to elderly people, Mr. Stump stated that there are a lot of retirement communities around the airport; three roundabouts are currently in operation and one is about to go into operation. Roundabouts feel different at first, but people get used to them; going slow through roundabouts gives people more time to react, and they are more forgiving than an intersection.

Mr. Stump stated that there was an Arizona State University graduate student who did a study on roundabouts, but the study applied some data incorrectly; when Mr. Stump did a study, the results showed the same types of data as the national studies. There have been accidents at roundabouts, but not serious crashes. There are more crashes at a four-way intersection control than a two-way; at some intersections where ADOT has put signals, the number of crashes increased. Signaled intersections have more serious crashes than roundabouts.

Roundabouts are now designed for two semis to be able to stay in-lane; roundabouts are designed for trucks on the inside lane to have their back tires go over it. A truck on the outside has more room and can swing wide.

ADOT has 4,200 lane miles between Yavapai and Mohave Counties and is trying to fix some of the worst potholes in I-40; after that is under control, ADOT is looking at microseal work to buy more time on some of these roads.

Members of the public who spoke were: Carole Stensrud, Ulys Brooks, Leigh Cluff, Mike Donovan and Gary Mortimer. Mr. Stump responded with the following information: ADOT has not yet started engineering; spiral striping is designed to help guide drivers where they need to go; diamond divergent lanes shift traffic at the interchange to eliminate left turns, and are not the type of fix needed for this intersection; diamond divergent lanes take a lot of space and would eliminate some business access near the interchange. He also responded relating to elderly drivers and retirement communities in Chino Valley being accepting of additional roundabouts, and spoke to difference between traffic volume turning left out of a gas station and after special events.

**C. Present required forms of Uniform Video Service License Agreement and Uniform Video Service Application and Affidavit (Staff CC)**

Ed Hanks, Interim Town Manager, stated that this is a state requirement that will be uniform statewide and goes into effect on July 1. Susan Goodwin, Town Attorney, helped prepare the license agreements. This item will be voted on at the June 18, 2019, Town Council Regular Meeting.

Susan Goodwin, Town Attorney, stated that cities and towns are no longer able to negotiate their cable licenses. Cox Communications will probably approach cities that they serve to talk about in-kind services. The Town has no ability to deny a cable license or negotiate more to go into a cable license.

**4. Special Meeting.** Legal action may be taken.

**A. Discussion and Staff direction on Ordinance establishing Regular Council Meeting and Study Session dates (Staff CC)**

Ed Hanks, Interim Town Manager, stated that Council previously directed staff to prepare an ordinance that would allow for two Council Regular Meetings, on the first and third Tuesdays, with a Study Session on the second Tuesday of each month, beginning at 6:30 p.m. The ordinance was distributed to Council for approval or changes; should Council wish changes, the ordinance would need to come back to Council. Susan Goodwin, Town Attorney, clarified that the ordinance contains an emergency clause in order to go into effect July 1, 2019, less than 30 days, and requires six votes to pass.

In response to the Town Council, Ms. Goodwin clarified that the proposed Code section differentiates between Special Meetings and Emergency Meetings. The Arizona Open Meeting Law permits Emergency Meetings when there is not an ability to give 24-hours' notice, and something needs to get done, such as in response to a flood event.

Councilmember Brooks moved to accept the ordinance as written and presented by Ms. Goodwin; seconded by Vice Mayor Wendt. Motion passed on a voice vote 7-0. CM Brooks – aye; CM Collins – aye; CM McBrady – aye; CM Lance – aye; VM Wendt – aye; Mayor Nolan – aye.

**B. Discussion on review the hiring of a Town Manager (CAARF – Mayor Nolan)**

Mayor Nolan introduced the item and stated his thought that it is now time to go to firms for assistance with finding qualified applicants. The Town Council has a list of qualified firms; he asked Ed Hanks, Interim Town Manager, about pricing. Mr. Hanks stated that he looked at the firms' websites; costs will vary depending on additional information, such as timeframe, how many applicants; the list of firms came from the League of Arizona Cities and Towns. Some firms supply permanent managers and others interim. The closest firm is located in Tucson; the Town looked at Slavin before, and they were out of place for what the Town wanted.

Councilmember Collins moved to discuss a contract with Interim Town Manager Ed Hanks as permanent Town Manager; seconded by Councilmember Lance.

In response to the Town Council, Ms. Goodwin stated that voting on negotiating a contract with Mr. Hanks is within the scope of the agenda item, and Mr. Hanks stated that he would be open to negotiations.

The motion to discuss a contract with Interim Town Manager Ed Hanks as permanent Town Manager passed on a voice vote 6-1. CM Brooks – aye; CM Collins – aye; CM McBrady – aye; CM Lance – aye; VM Wendt –

aye; Mayor Nolan – nay.

The contract discussion will be listed on the next Council Meeting agenda. Ms. Goodwin confirmed, and asked the Town Council for guidance on the contract, such as benefits. Items discussed include: the Town just negotiated a contract with Mr. Lanning that could be used as a guide; there would not be moving expenses; and some things would need to come out of the contract.

In response to the Town Council, Ms. Goodwin stated that a \$1,000 per month benefit for all staff could not be discussed tonight due to the Open Meeting Law, but it could be included in the Town Manager’s contract. Ms. Goodwin sought Council feedback on keeping the retirement the same, on the health savings account, which was not changed, the Council wishing to keep the \$1,000 per month benefit, nine sick days per year and one personal day per year. Training, conferences and vehicle and telephone allowance came out of the previous Town Manager’s contract. Council concurred. Mr. Hanks stated that this will give staff a starting point.

Mayor Nolan stated that there would be no public comment.

Councilmember Collins moved to allow public comment; second by Councilmember Lance. Motion passed on a voice vote 6-1. CM Brooks – aye; CM Collins – aye; CM McBrady – aye; CM Lance – aye; VM Wendt – aye; Mayor Nolan – nay.

Two members of the public spoke in favor of negotiating with Mr. Hanks: Gary Mortimer and Leigh Cluff.

**5. Executive Session.**

Vote to recess to Executive Session

Ed Hanks, Interim Town Manager, stated that at this time, the Town Attorney has not heard back from the landlord, and there is not a reason for an Executive Session.

- A. An Executive Session pursuant to A.R.S. § 38-431.03 (A) (7) for discussion with designated representatives of the Town in order to consider its position and instruct its representatives regarding negotiations for the lease of real property located at 2735 S. Highway 69.

Close Executive Session/Reconvene Study Session

**6. Discussion and possible action regarding the Town Hall lease contract.**

There was no discussion or action.

**7. Adjourn.**

The meeting was adjourned at 7:46 p.m.

\_\_\_\_\_  
Terry Nolan, Mayor

ATTEST: \_\_\_\_\_  
Timothy A. Mattix, Town Clerk

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**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
STUDY SESSION MEETING MINUTES  
JUNE 11, 2019, 6:30 P.M.**

**A STUDY SESSION MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, JUNE 11, 2019, AT TOWN HALL AT 2735 S. STATE ROUTE 69, DEWEY-HUMBOLDT, ARIZONA. VICE MAYOR VICTORIA WENDT PRESIDED.**

1. **Call To Order.** Vice Mayor Wendt called the meeting to order at 6:30 p.m.
2. **Roll Call.** Town Council Members: Karen Brooks, Lynn Collins, John Hughes, Amy Lance and Vice Mayor Victoria Wendt were present. Council Member Mark McBrady and Mayor Terry Nolan were absent.
3. **Study Session.** No legal action to be taken.
  - A. Discussion of FY 2019/20 Budget Line Items

The Town Council took agenda items 3A1 through 3A4 out of order and discussed them first.

**A1. FY 2019/20 Budget Request – Presentation by David Nystrom, Dewey-Humboldt Historical Society (DHHS)**

David Nystrom, DHHS President and Chair, gave a PowerPoint presentation and summarized the Town's contributions to DHHS as follows: \$2,500 as a sponsor of the Agua Fria Festival, \$500 per month for moving expenses, and \$5,000 to offset expenses with setting up exhibits at Mortimer Farms. In FY 2018/19, DHHS spent \$2,971.45, rather than spending the entire \$5,000 on a temporary location. DHHS purchased 2.88 acres of land along Route 69 for a permanent location. Future plans include modifying the land use for Commercial Property to include a Museum use; after approval, relocating outdoor exhibits, and submitting site and building plans to the Town for a museum building. DHHS will use a "pay as we go" approach to remain debt free and operate as independently as possible in the future. DHHS is seeking certification by the Arizona Historical Society, which will allow DHHS to pursue additional grant funding. He spoke of the Museum's importance and role in the community.

For FY 2019/20, DHHS is requesting \$12,300, as follows: \$400 per month for the storage of exhibits, artifacts and archives records, \$5,000 in support of the future museum building, and \$2,500 for sponsorship of the Agua Fria Festival.

In response to the Town Council, Mr. Nystrom stated that he hopes that when he is back next year, he will be able to show pictures of the inside of the building.

**A2. FY 2019/20 Budget Request – Presentation by Lindsay Statler, Agua Fria Little League**

Lindsay Statler, Agua Fria Little League (the "League"), gave a PowerPoint presentation and presented a plaque to the Town Council in appreciation of the Town's \$20,000 donation last fiscal year. The League hired Michael Taylor Architects to design plans and continues to raise funds. She displayed a drawing of the proposed fields and the plot proposal and discussed the layout; the League has obtained easements for parking. Ms. Statler anticipates \$250,000 in funding needs to complete the project; while some costs are currently unknown, fencing and landscaping will be the largest. A well was donated and drilled in 2017 and has the capacity for grass. The landscaping cost estimate includes grass, trees, and the irrigation system. The clubhouse will include bathrooms, concession stand, and storage area.

The League will continue to apply for Arizona Diamondbacks grants; in the past, the League has not been successful. She expressed appreciation for use of the Humboldt Unified School District and Mayer Unified School District fields and is confident of using the fields in the future; however, more fields will be needed. Softball was brought back this year, but was difficult to schedule; having no lighted fields added to the difficulty. The League will continue to apply for grants and is moving forward with continued fundraisers, including a Legacy Dinner, Hit-A-Thon, and continued community support. She is not asking the Council for a specific dollar amount and suggested that the Town may be able to donate permits.

In response to the Town Council, Ms. Statler stated that the League has a free title to the land, there were 10 teams last season; the number of teams has leveled out, as bringing in softball took away from baseball. Every season sees more kids coming back from Prescott Valley ("PV"); if kids go to school in PV, they automatically receive a free pass to play in PV. The League is not currently selling sponsorships, but will start once this project is done, and will sell advertising on the fencing and bricks at the entry area. The fields will not have lights initially due to the cost. Dan Streeter, Humboldt Unified School District Superintendent, has the goal for the League to continue to use the School District's lighted field, but Ms. Statler does not want

to be completely dependent on that field. There are different options for lights, such as LED lights; part of the planning process will include discussions about power to the fields.

Councilmember Brooks moved to allow public comment; seconded by Councilmember Collins. There was Council consensus to allow public comment.

Nancy Wright spoke on the agenda item relating to a suggestion for the League to consider for assistance with some of the work.

In response to the Town Council, Ms. Statler stated that slow-pitch leagues are a possibility, and there are many opportunities once the fields are built. The space could be used for softball and baseball year-round, but if not used, the fields could be rented out or made available for other uses. She just approved the plot plan, and the League and architect will be moving on to the next step.

Ed Hanks, Interim Town Manager, took photos of Ms. Statler presenting the plaque to the Town Council.

### **A3. FY 2019/20 Budget Request – Letter from Coldwater Farms Conservancy**

Vice Mayor Wendt stated that the Town Council has received a letter from Coldwater Farms Conservancy requesting \$2,500 in Fiscal Year 2019/20.

### **A4. FY 2019/2020 Budget Request – Letter from Mayer Area Meals on Wheels (MAMOW)**

Vice Mayor Wendt stated that the Town Council has received a letter from MAMOW requesting funding. MAMOW is requesting \$5,500 in Fiscal Year 2019/20.

## **A. Discussion of FY 2019/20 Budget Line Items**

Vice Mayor Wendt announced the agenda item and noted the outstanding balance of almost \$750,000. Mr. Hanks stated that amount, from previous budget meetings, needs to be trimmed down. He introduced Mickey Moore, Town Accountant, and gave an overview of the budget materials in the Town Council packet.

On account 10-413-6010, Dues and Memberships, staff clarified that it included Northern Arizona Council of Governments (NACOG) and Planning and Zoning membership dues. The amount did not change.

Mr. Hanks stated that based on Council's direction for the salary, wage and benefit line items, \$1,000 per month towards dependent healthcare coverage is included, and so the numbers are higher than previously. This expense would total to approximately \$120,000 per year. Ms. Moore added that personnel costs were added to Finance for a full-time position, and to Community Development, where Council had asked to add a Community Planner, a Code Enforcement staff and a separate Building Inspector, all full-time. This totals almost \$350,000. Mr. Hanks recommended that for Finance and Budget, the Town look at either a part-time position or a consultant to reduce salary and benefit costs. In response to the Town Council, Ms. Moore stated that the day-to-day Finance work is manageable; she recommends having an individual who could come in once or twice a week to answer questions, assist, and be a second set of eyes, as per last year's audit. Other towns may be facing the same issues, and it could be a challenge to get someone to come in to the Town on a part-time basis. A part-time position would not have benefits; benefits would strictly be sick time and the ICMA 457 retirement plan, with the Town contributing a 5% match.

Continuing the discussion, Ms. Moore stated that reducing the Finance position and one Community Development position to part-time would save approximately \$144,000. Mr. Hanks confirmed that there is not enough workload to justify two full-time positions in Community Development and recommended four part-time positions; staff can work up to thirty-hours per week without benefits. If the Community Development positions are filled, the Town will not be spending money to have Colibryn perform outside plan review, and will provide better service to the community.

Account number 10-465-5001, OSP P&Z Management, which indicates \$50,000 to start the General Plan process, encompasses Colibryn, Steven Brown, who conducts Planning services on a contract basis, and the Town's Building Inspector. Based on the fact that the account is over budget due to unanticipated events, staff recommends keeping it at that level, of which \$25,000 or \$30,000 is set aside for the General Plan consultant. Mr. Hanks stated the Town Council could look at organizing into Ad-Hoc Committees for public input on the General Plan at a future Study Session.

The dependent healthcare coverage costs would increase from zero to \$120,000; Mr. Hanks stated that while staff appreciates the Council looking at it, it is an unrealistic number to start. The Town currently contributes \$100 to a health savings account; health savings accounts cannot be used to pay for insurance premiums. The proposed contribution would be in conjunction with the current insurance plans; staff understands the proposal

to be a set amount per employee that would be paid according to employee needs. Staff could look at \$500 per employee, rather than \$1,000, which is more manageable for the Town.

Mr. Hanks stated that under Community Development, there is \$25,000 for OSP Abatements. The water testing was completed the year before last; Council agreed to budget the account at \$5,000 for water testing.

Mr. Hanks stated that in account 10-431-7006, \$10,000 was recommended for offsite trails and parks, but it could be dropped down to \$6,000, which would cover the gazebo, park maintenance, and the flag pole in front of Town Hall; staff will also look into solar lighting for the flag pole.

The \$50,000, for the Blue Hills Fire Road, which may not be needed in the immediate future, and the Clearview Survey funds could be trimmed and added to the next budget; the funds are tagged as if-needed, and would still be there if not spent. The \$10,000 survey is for the Blue Hills easements; the \$50,000 is the Town's portion towards the survey and design of the interchange. The \$50,000 is a minimal number based on ADOT's design costs. There is no commitment from ADOT yet; it could be two or three years down the road.

The Town Council discussed the donation for the Prescott Area Wildland Urban Interface Commission (PAWUIC) and separating it from Firewise as they are separate entities. Firewise is requesting \$12,500 in Fiscal Year 2019/20, which is doubling their budget; Council discussed the amount of grants processed by Firewise, Firewise not currently having a bank account and being unable to fundraise until they have money, Firewise continuing to be managed by the Town, the Firewise presentation from a previous [May 29, 2019] Council Meeting, and the money going directly to Firewise once it is a 501(c)(3) organization.

Vice Mayor Wendt noted a hand in the audience; Council agreed to allow public comment.

Leigh Cluff spoke on the agenda item, and discussed with the Town Council and staff a current Firewise grant for street signs, the budget for Coffee with the Mayor, holding a Town Manager and Council event, and cutting little expenditures, which will add up.

In response to the Town Council staff clarified that the Mayor's Breakfast with the Community is an event where the Mayors and Managers of the tri-cities meet monthly, and rotate who hosts it and pays for all attendees. Coffee with the Mayor is listed in the newsletter, and the Town does not reimburse costs for meals. In regards to the travel and training account, number 10-413-6020, Ms. Moore clarified that the total at the top of the Council packet materials, \$27,100, is the total amount of travel and training for all departments.

Mr. Hanks stated that he and Ms. Moore will work on making the labor and benefit adjustments and asked for Council direction on the donations.

The Town Council discussed listing items out on the donations sheet in the Council Packet materials, and potentially dividing up donations over a number of years; having a separate sheet of the donations requests at the next budget meeting; donating permit fees to the League; funding a percentage of each request, such as 75%; a previous survey of Town employees asking who wanted the benefits resulted in a 50% split; and surveying employees to see how they feel about giving a percent of their merit increase back in return for the dependent healthcare coverage. At this time, the total requested donation amount is \$24,300, excluding Firewise's request of \$12,500. Councilmembers discussed including Firewise under donations, and determining what is providing the highest benefit to the Community.

Mr. Hanks stated that the next budget meeting is June 25, and requested another budget meeting be scheduled on Wednesday, June 19, 2019, at 6:30 p.m. to review changes made at tonight's Council Meeting. Staff confirmed with the Council that staff will adjust the \$1,000 dependent healthcare expense to \$500 and conduct a survey regarding a lower merit and the dependent case expense.

Councilmembers discussed the Firewise donation request, and requested staff to provide the Firewise presentation from the May 29, 2019, Council meeting and to have Carole Stensrud, Firewise, present at the June 19, 2019, budget meeting.

Staff summarized changes to the staff positions, including looking at consulting and a part-time position as options for the Finance position and calculating Community Development positions as four part-time employees.

In response to the Town Council, Mr. Hanks stated that staff is working on a joint Town Council and Planning and Zoning Advisory Commission meeting, and a discussion of the Town's contradicting codes will be included on the agenda. The budget is for the entire year, and whether the codes are ready in one month or eight months, the Code Enforcement position will need to be in the budget in order to be filled in Fiscal Year 2019/20.

Jack Hamilton spoke on the agenda item relating to the need for a balanced budget.

**4. Adjourn.**

The meeting was adjourned at 8:20 p.m.

\_\_\_\_\_  
Victoria Wendt, Vice Mayor

ATTEST: \_\_\_\_\_  
Timothy A. Mattix, Town Clerk





TOWN OF DEWEY-HUMBOLDT  
 P.O. BOX 69  
 HUMBOLDT, AZ 86329  
 Phone 928-632-7362 • Fax 928-632-7365  
 www.dhaz.gov

### Town Council Presentation Request Form

Requests to make a formal Town Council presentation must be approved by the Town Council as a whole at a council meeting. The request form is used to accompany a council member's Council Agenda Action Request Form (CAARF) which would sponsor the presentation request. The Form must be submitted at least four weeks to the sponsoring council member prior to the requested Town Council meeting date. The CAARF will be discussed at a council meeting for the Council to determine whether to approve the presentation request. The Town Council meets the third Tuesday of the month at 6:30 p.m. for Regular sessions. The Council also meets the first Tuesday of the month for Study Sessions at 2:00 p.m. The Town Council attempts to limit the length of individual presentations to 15 minutes unless the Council votes to extend that time. If any special equipment is requested, please notify the Town Clerk no less than 72 hours before the Council meeting.

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

*This presentation is a short powerpoint to introduce your local community liaison Morgan O'Connor who covers YAVAPAI & COCONINO COUNTIES.*

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

*one participant (Morgan O'Connor) who needs some IT equipment to show his powerpoint that he will bring on his flash drive*

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

Name: *Morgan O'Connor, ADEQ* Phone: *928-920-1700*

Council Meeting Date Requested: *July, 2019*; alternate date: *August, 2019*

Requested by:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

*OConnor.Morgan@Ardeq.gov*

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

For Town Clerk Office Use Only:

|                                                            |                                     |
|------------------------------------------------------------|-------------------------------------|
| Date requested received _____                              | Sponsoring Council Member _____     |
| Approved by Council at _____ meeting (Mayor Initial _____) |                                     |
| Not Approved _____                                         | Applicant Notified and Notes: _____ |



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

**RECEIVED**

JUN 21 2019

Dewey-Humboldt

**COUNCIL AGENDA ACTION REQUEST FORM**

Meeting Type:  Regular  Special  Work Session

Meeting Date: July 2, 2019

Date of Request: JUNE 21, 2019

Requesting:  Action  Discussion or Report Only

Type of Action:  Routine/Consent Agenda  Regular

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

ENACTING A DEWEY-HUMBOLDT SALES TAX LICENSE FOR ALL BUSINESSES

Purpose and Background Information (Detail of requested action). TO TRACK

SALES TAX PAID BY BUSINESSES THROUGH THE STATE'S ACCOUNTING SYSTEM.

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

Budgeted Amount: 0

List All Attachments: NONE

Type of Presentation: ORAL

Special Equipment needed:  Laptop  Remote Microphone

Overhead Projector  Other: NONE

Contact Person: Karen Brooks

**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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**RECEIVED**

JUN 21 2019

Dewey-Humboldt

**COUNCIL AGENDA ACTION REQUEST FORM**

Meeting Type:  Regular  Special  Work Session

Meeting Date: July 2, 2019

Date of Request: June 21, 2019

Requesting:  Action  Discussion or Report Only

Type of Action:  Routine/Consent Agenda  Regular

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

ENACTING A DEWEY-HUMBOLDT SALES TAX  
PEDDLERS LICENSE FOR ALL PEDDLER TYPE SALES

Purpose and Background Information (Detail of requested action). TO TRACK  
WHAT PEDDLERS ARE IN THE AREA, WHAT  
THEY ARE SELLING AND IF THEY ARE PAYING  
SALES TAX AND TRACKING THE SALES TAX.

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

Budgeted Amount: 0

List All Attachments: NONE

Type of Presentation: ORAL

Special Equipment needed:  Laptop  Remote Microphone  
 Overhead Projector  Other: NONE

Contact Person: Karen Brooks

**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.**

9-842. Regulation of occupation, trade or profession; notice; hearing; exemptions; definition

A. A city or town may not impose an occupational licensing requirement on any occupation, trade or profession unless the new occupational licensing requirement is necessary to protect the health, safety or welfare of the public.

B. Beginning August 3, 2018, a city or town may not impose an occupational licensing requirement on any occupation, trade or profession on which the city or town has not previously imposed a fee, requirement or other regulation unless the city or town adopts the occupational licensing requirement pursuant to the procedures prescribed in subsection C of this section and demonstrates that the new occupational licensing requirement is necessary to protect the health, safety or welfare of the public.

C. Before adopting an occupational licensing requirement on any occupation, trade or profession, a city or town shall hold at least one public hearing on the proposed occupational licensing requirement. The city or town shall publish notice of the time and place of the public hearing on the occupational licensing requirement, including a general explanation of the matter to be considered, pursuant to section 9-812.

D. If the city or town adopts an occupational licensing requirement pursuant to this section, the city or town shall determine and establish administrative rules and procedures for the application and enforcement of the occupational licensing requirement. The city or town may:

1. Assign or delegate administrative powers and duties to any agency, as necessary.
2. Create administrative agencies.
3. Provide for officials and for monies for the compensation of officers, employees and agencies and for the support of their work.

E. A city or town that does not adopt an occupational licensing requirement is not prohibited from adopting an occupational licensing requirement in the future if the city or town follows the procedures in subsection C of this section when reconsidering the requirement.

F. An occupational licensing requirement adopted pursuant to this section shall terminate five years after its adoption unless the city or town continues the occupational licensing requirement after following the procedures prescribed in subsection C of this section at least three months before the occupational licensing requirement expires.

G. An occupational licensing requirement that is in effect on August 3, 2018 shall terminate August 3, 2023 unless the city or town continues the occupational licensing requirement after following the procedures prescribed in subsection C of this section at least three months before the occupational licensing requirement expires and demonstrates that the occupational licensing requirement is necessary to protect the health, safety or welfare of the public.

H. This section does not apply to an occupational licensing requirement on an individual who works or seeks employment in a lawful occupation, trade or profession at:

Excerpt from Arizona Revised Statutes, Title 38, Chapter 7, Article 4

1. A structured sober living home as defined in section 9-500.40.
2. An establishment that provides an adult service as defined in section 11-811.
3. An adult oriented business as defined in section 11-811.
4. A public airport under title 28, chapter 25.

I. For the purposes of this section, "occupational licensing requirement":

1. Means:

(a) A rule, regulation, practice or policy that is adopted by a city or town and that allows an individual to use an occupational title or work in a lawful occupation, trade or profession or a regulatory requirement that prevents an individual from using an occupational title or working in a lawful occupation, trade or profession.

(b) A fee or tax that a city or town imposes on an individual to use an occupational title or work in a lawful occupation, trade or profession.

2. Does not include:

(a) A business license, facility license, building permit or zoning and land use regulation.

(b) Any license or regulation that is required by federal law.