

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

**Tuesday, August 6, 2019, 6:30 P.M.**

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

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

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Dewey-Humboldt Town Council and to the general public that the Town Council will hold a meeting open to the public on **Tuesday, August 6, 2019, at 6:30 p.m.**, at the **Dewey-Humboldt Town Hall Council Chambers, 2735 S. Highway 69, Suite 10, Humboldt, Arizona 86329.**

**DEWEY-HUMBOLDT TOWN COUNCIL REGULAR MEETING AGENDA**

The issues that come before the Town Council are often challenging and potentially divisive. To make sure we benefit from the diverse views to be presented, the Council believes public meetings to be a safe place for people to speak, and 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 the 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. Council Meetings are 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 Councilmembers: Karen Brooks, Lynn Collins, John Hughes, Amy Lance, Mark McBrady, 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. Pursuant to the Arizona Open Meeting Law, the Town Council may present a brief summary of current events; however, the Council may not discuss, deliberate, or take legal action on any matter in the summary.

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

**B. Cancellation of August 20, 2019, Town Council Regular Meeting, pursuant to the Dewey-Humboldt Town Code of Ordinances § 30.105(A)**

**C. Magistrate Court Quarterly Report presented by Town Magistrate Douglas Suits**

Topics for possible discussion include: citations, procedures, services.

**5 D. Proclamation – August, 2019, Child Support Awareness Month**

**7 E. Proclamation – August 7, 2019, Purple Heart Day**

**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. According to the Arizona Open Meeting Law, Councilmembers may respond to criticism

Page

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, Councilmembers are forbidden from discussing or taking legal action on matters raised during Public Comment unless the matters are properly noticed for discussion and legal action. A **3 minute** per speaker limit shall be imposed. Everyone 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 Councilmember may request to remove an item from the Consent Agenda to be considered and discussed separately.

9 **A. Approval of Minutes of March 19, 2019, Regular Council Meeting**

13 **B. Approval of Minutes of July 2, 2019, Regular Council Meeting**

17 **C. Approval of Minutes of July 11, 2019, Special Council Meeting**

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

19 **A. Discussion and possible action relating to the 2018 Volunteer of the Year (VOTY) – staff update, acceptance of the VOTY Committee recommendation of Mike and Ronnie Donovan as 2018 VOTY, and determination of the type and date of celebration** (Staff CC)

21 **B. Discussion about the 2015 Town Hall Space Study Preliminary Report and previous Town Council discussions on the Town Hall Space Study, for background discussion prior to agenda items 9, 11 and 12** (CAARF – Councilmember Collins)

**9. Executive Session.**

**Vote to recess to Executive Session**

**A. An Executive Session pursuant to A.R.S. § 38-431.03(A)(1) to discuss and consider the appointment of and employment/Agreement for Town Attorney Services with Bigelow Law Offices, PLC.**

**B. 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 potential purchase of real property located at 2735 South Highway 69.**

**C. 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 potential lease of real property located at 3650 South Highway 69.**

**Close Executive Session/Reconvene Regular Meeting**

57 **10. Discussion and possible action to approve the Agreement for Town Attorney Services with Bigelow Law Offices, PLC.** (Staff CC)

63 **11. Discussion and possible action relating to the potential purchase of real property located at 2735 South Highway 69.** (Staff CC)

65 **12. Discussion and possible action relating to the potential lease of real property located at 3650 South Highway 69.** (Staff CC)

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

**14. Adjourn**

Persons with a disability may request reasonable accommodations by contacting the Town Hall at (928) 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: Thursday, August 8, 2019, at 6:00 p.m.

Next Town Council Study Session: Tuesday, August 13, 2019, at 6:30 p.m.

Next Town Council Regular Meeting: Tuesday, September 3, 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.

[Page intentionally left blank]

## PROCLAMATION

### “CHILD SUPPORT AWARENESS MONTH”

**WHEREAS**, the Town of Dewey-Humboldt joins the Nation in recognizing August as Child Support Awareness Month, and reaffirms its commitment to strengthening Arizona’s families by providing child support services to improve the economic stability and well-being of children; and

**WHEREAS**, the State of Arizona will always be committed advocates for our children, whose safety and security remains top of mind; and

**WHEREAS**, a child who receives emotional and financial support is more likely to feel safe and secure and is better equipped with the courage to be their very best in life; and

**WHEREAS**, the Department of Economic Security Division of Child Support Services (DCSS), is robustly committed to putting Arizona’s children first and to humbly serving Arizonans with excellence, respect, integrity and kindness, as well as being an overall champion for economic growth and opportunity; and

**WHEREAS**, DCSS is a strong advocate for shared parenting responsibilities because parents and children benefit when both parents are engaged with their child at every stage, regardless of marital status; and

**WHEREAS**, strengthening individuals and families with an emphasis on fiscal responsibility promotes the safety and well-being of children, provides stability, improves the lives of children, and provides opportunities for families to be able to enhance their children’s future; and

**WHEREAS**, child support awareness month salutes diligent parents who spend time with their child and who make regular child support payments to safeguard their children’s future.

**NOW THEREFORE**, I, Terry Nolan, mayor of the Town of Dewey-Humboldt, Arizona, do hereby proclaim the month of August 2019 as

### “CHILD SUPPORT AWARENESS MONTH”

**IN WITNESS WHEREOF**, I have hereunto set my hand this 6<sup>th</sup> day of August, 2019.

---

Terry Nolan, Mayor

---

Timothy A. Mattix, Town Clerk

[Page intentionally left blank]

## PROCLAMATION

### “PURPLE HEART DAY”

**WHEREAS**, on August 7, 1782, General George Washington established the Badge of Military Merit to honor enlisted soldiers of the Continental Army and was the first decoration made available to the common soldier for recognition of outstanding valor or merit, and;

**WHEREAS**, today’s Purple Heart Medal is the successor to the Badge of Military Merit, making the Purple Heart the oldest United States military decoration still awarded, and;

**WHEREAS**, the Purple Heart Medal is awarded to those killed or wounded serving their country in combat, and thus is a symbol of the ideals of duty, honor, and sacrifice for country that are the tradition of the United States military, and;

**WHEREAS**, August 7th, is designated as Purple Heart Day, a day set aside for the nation to pause, and to acknowledge and remember the sacrifices made by the brave men and women that have faced combat, and have been killed or wounded as members of the United States military, sacrificing themselves so that we may remain a free people, and;

**WHEREAS**, it is proper that all citizens of Yavapai County pause and remember Purple Heart Medal recipients and their unselfish acts of bravery in service of the United States of America.

NOW, THEREFORE, I, Terry Nolan, Mayor of the Town of Dewey-Humboldt, recognize and support August 7th as

### “PURPLE HEART DAY”

and encourage all citizens of Yavapai County to remember and thank Purple Heart Medal recipients for their sacrifice for our freedom.

IN WITNESS WHEREOF, I have hereunto set my hand this 6th day of August, 2019.

---

Terry Nolan, Mayor

---

Timothy A. Mattix, Town Clerk

[Page intentionally left blank]

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
REGULAR MEETING MINUTES  
MARCH 19, 2019, 6:30 P.M.**

**A REGULAR MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, MARCH 19, 2019, AT TOWN HALL AT 2735 S. STATE ROUTE 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.**

1. **Call To Order** Mayor Nolan called the meeting to order at 6:30 p.m.
2. **Roll Call** Town Council Members: Karen Brooks, Lynn Collins, John Hughes, Mark McBrady, Vice Mayor Victoria Wendt and Mayor Terry Nolan were present. Council Member Amy Lance was absent.
3. **Pledge of Allegiance** Mayor Nolan led the Pledge.
4. **Invocation** Given by CM Brooks.
5. **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.

VM Wendt announced that the CAFMA water tanks have arrived and construction has begun. She reminded everyone of the Firewise meeting on March 20, 2019 at 6:30 p.m. Linda Niles, Coordinator for the Emergency Preparedness Program for Yavapai County will be our presenter.

Mayor Nolan announced that Coldwater Farm is getting close on raising the money needed. If anyone would like to donate, talk to Denise Rogers at Gifts and Games.

**A. Power Talk 21 Day Proclamation**

Mayor Nolan read the Power Talk 21 Day Proclamation. Power Talk 21 Day is April 21, 2019.

**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.

None.

**7. 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.

Interim Town Manager Hanks spoke of Staff mailing out letters to property owners who live on the roadway that we are looking at doing the fire road on. We have started receiving comments from property owners. Response is going quite well.

ITM Hanks stated he recently met with Michael Lawrence, Project Manager for APS. Over the next 3-6 months, APS will be replacing poles and transformers all over town. There are about 256 locations on the west side and they will be doing the east side as well. They were planning to start this week.

ITM Hanks stated he has directed Staff to begin putting together their budget numbers for what they are going to need for their departments for next year. Mayor Nolan reminded Council to let ITM Hanks know if they have items that they want put into the budget so they can add it in and see how it is going to fit.

In response to the Council, ITM Hanks stated that he would try to put a notification in the Newsletter about the power poles.

## 8. Consent Agenda

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.

- A. **Approval of Minutes of January 22, 2019, Special Study Session**
- B. **Approval of Minutes of February 27, 2019, Special Meeting**
- C. **Approval of Minutes of March 4, 2019, Special Meeting**
- D. **Approval of Minutes of March 5, 2019, Special Study Session**
- E. **Approval of Minutes of March 8, 2019 Special Meeting**

The January 22, 2019 minutes were taken off for revision; in the minutes, under Councilmember Collins, it should have read implement third land use goal in the General Plan through the Planned Area Development Zoning Code regarding compatibility of zoning.

VM Wendt made a motion to approve the minutes as printed, with the exception of the January 22, 2019 minutes, seconded by CM Hughes. The motion passed unanimously, 6-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – aye; VM Wendt – aye; Mayor Nolan – aye; CM Lance – absent.

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

### A. Discussion and consideration of adopting an additional secondary road standard, a Country Dirt and/or Gravel Road Standard (Per Council 1/15/19)

Mayor Nolan stated everyone has a copy of the road standards and recommended everyone take it home and review it.

In response to the Council, ITM Hanks stated that the road standard is for a traveled dirt road. We don't have any type of dirt road standard. He stated he couldn't find anyone that had a dirt road standard, so he put together some generic guidelines that would work for the community as a whole. The Council discussed that Prescott Valley has a secondary access, maybe the County had something when they put in those roads. ITM Hanks stated Prescott Valley got their standards from the County. They didn't have a set guideline for dirt roads, as they weren't accepting anymore and they were maintaining the current dirt roads.

The Council discussed finding one thing online for dirt roads (earth or gravel surfaces) out of Canada. In response to the Council, ITM Hanks said most of the guidelines were for 100-400 maximum trips. The Federal Government doesn't recommend anything over 400 trips for dirt roads. He stated he didn't think we had any dirt roads that would have more the 100 vehicles a day. ITM Hanks asked CM Collins to get him a copy of a newspaper article regarding chip sealing over gravel roadways for the Wikieup Mesa Unit #2 development project.

In response to the Council, ITM Hanks said yes, the Town is informing residents that this is an emergency access road only, for Prescott Dells Road. The Town could have this standard for the heavily regulated roads and then a separate standard for the emergency access road.

There was further Council discussion regarding the use of the road.

ITM Hanks said he would provide CM Brooks a copy of the generic letter that was sent out.

### B. Modifying Town Land Use (Zoning) to include a Museum as an approved use (CAARF – VM Wendt)

VM Wendt stated she brought this forward at the request of Dewey-Humboldt Historical Society President, David Nystrom to add the word museum in the Zoning Ordinance in C1, C2 and C3.

DHHS P, Nystrom said the leaving out the word museum was probably an oversight. The definition of the C2 District seems to be consistent with that of a museum. He said he's not asking for a land use change, he's just asking to add the word museum to the C2 Zoning Code.

There was Council discussion on whether adding the word museum was necessary. Town Attorney Goodwin stated she thought we needed to do a code amendment.

CM Brooks made a motion to add the word museum to C1, C2 and C3. Councilmembers discussed the following: by adding it to C3, which is for light manufacturing, it would also be included in anything less than C3 (C2 and C1), and including it in RS. In response to the Council, Town Attorney Goodwin said she thought the zoning code did have the cumulative zoning, whereby adding it to C3 would also cover C2 and C1. There was further discussion regarding the placement of the word museum.

CM McBrady made a motion to add the word museum to C2 only, seconded by VM Wendt. Mayor Nolan called for the vote: CM Brooks – nay; CM Collins – nay; CM Hughes – nay; CM McBrady – aye; VM Wendt – aye; Mayor Nolan – aye. The motion was defeated 3 to 3.

CM Collins seconded CM Brooks’ motion to add the word museum to C1, C2 and C3. Mayor Nolan called for the vote: CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – nay; VM Wendt – nay; Mayor Nolan – nay. The motion was defeated 3 to 3.

In response to the Council, DHHS P, Nystrom said he believed the preference of the Board would be the wider the zoning, the better. Whatever would give them the greatest flexibility in looking for a home for the museum.

There was further Council discussion regarding the placement of the word museum.

VM Wendt made a motion to add the word museum to C3 only, but would be covered in all three zones, seconded by CM Collins. There was further Council discussion on which zone to add the word museum to. VM Wendt withdrew this motion.

CM McBrady made a motion to add the word museum to C1, seconded by CM Hughes. Mayor Nolan called for the vote: CM Brooks – nay; CM Collins – aye; CM Hughes – aye; CM McBrady – aye; VM Wendt – aye; Mayor Nolan – nay. The motion passed 4 to 2.

**C. Discussion of ongoing Town Hall maintenance issues regarding heat & rodents**

Town Attorney Goodwin stated CM McBrady should recuse himself. CM McBrady left the dais.

CM Brooks stated she asked for this to be put on the agenda, as we have not had adequate heat since January and because of the skunks in the building. Taxpayers pay to have Town Hall open five days a week. She stated there were two traps out back last Thursday, but they weren’t set. The skunks need to be sent to a different location where they can’t make their way back. Then, that would allow the heating people to come in and work on the ductwork. When it starts costing our taxpayers extra money, we need to look at and address this very seriously.

Councilmembers discussed the need to have comfortable working conditions for the Staff and working on this with the new lease and the owner.

In response to the Council, Town Attorney Goodwin said that the current lease has a self-help provision in the lease. It requires that you give the landlord a ten-day notice. That allows the landlord time to cure the problem. If you expend money curing the problem, you can offset that against your lease payments. She thought a notice was sent. ITM Hanks, said yes, at approximately noon on Friday, March 15, 2019.

DHHS P, Nystrom stated he thought this would be an administrative issue and not for the Town Council to discuss. CM Brooks said she felt it was important to let the citizens know.

Landlord, Mark McBrady stated he called two companies to come out right away. They both need to work together to get this done. The skunk had dug underneath the foundation, so you have to put wire mesh down, frame it and then pour concrete over the wire mesh. Then, the skunk came back and dug a new hole. The company was paid, but it was weather delayed. Concrete was poured over the weekend. The skunks had tore into the ventilating system, which affected the heat and he brought down heaters for us to use. The next step will be getting the heating company here.

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

No further meetings were scheduled.

**10. Adjourn**

The meeting was adjourned at 7:30 p.m.

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

ATTEST: \_\_\_\_\_  
Beth Evans, Interim Town Clerk

[Page intentionally left blank]

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
REGULAR COUNCIL MEETING MINUTES  
JULY 2, 2019, 6:30 P.M.**

**A REGULAR COUNCIL MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, JULY 2, 2019, AT TOWN HALL AT 2735 S. STATE ROUTE 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.**

1. **Call To Order** Mayor Nolan called the meeting to order at 6:30 p.m.

Agenda items 2, 3 and 4 were taken out of order.

3. **Pledge of Allegiance** Mayor Nolan led the Pledge.

4. **Invocation** Given by Councilmember Lance.

2. **Roll Call** Town Council Members: Karen Brooks, Lynn Collins, Mark McBrady, Amy Lance, Vice Mayor Victoria Wendt and Mayor Terry Nolan were present. Councilmember John Hughes was absent.

5. **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.

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

Mayor Nolan attended the Greater Arizona Mayors Association (GAMA) meeting on Friday, June 28, 2019; GAMA is going to propose another resolution for Airbnb control from Cities and Towns.

Vice Mayor Wendt attended the Northern Arizona Council of Governments (NACOG) Quarterly Regional Meeting; the meeting was strictly dealing with budgets for the upcoming year.

Councilmember Brooks attended the Chino Valley Fire Board Meeting, the Yavapai County Fire Board Meeting, and the Central Arizona Fire Medical Authority (CAFMA) Board Meetings on Monday, June 24, 2019; the Boards gave reports and finalizing budgets.

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.

No one spoke.

7. **Consent Agenda** 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.

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

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

A correction was noted to the June 4, 2019, Study Session minutes; the correct name of the developer in Agenda Item 3B, Presentation by Alvin Stump, is Cavan.

Councilmember Lance moved to accept the minutes as corrected from the June 4 and June 11 Study Sessions and Special Meeting; seconded by Councilmember Brooks. Motion passed on a voice vote 6-0. CM Brooks – aye; CM Collins – aye; CM McBrady – aye; CM Lance – aye; VM Wendt – aye; Mayor Nolan – aye. CM Hughes – absent.

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**

Ed Hanks, Town Manager, noted that he met with the current landlord, Mr. McBrady, about the current lease being extended; Mr. McBrady indicated that he is not in favor of extending the lease, but is more apt to seek a purchase. Town staff will prepare an overall proposal, including lot size and what a purchase would entail, to bring to the Town Council.

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

Mr. Hanks noted that he visited the building located at 3650 South State Route 69, formerly the motorcycle repair shop and museum. He is putting together floor plan options and trying to get tenant improvement cost estimates. He will bring this back to Council to see which direction Council would like to proceed.

In response to a question from the Town Council, Mr. Hanks confirmed that the proposals will include an estimated time on closing, as well as how long it would take to complete the tenant improvements.

Councilmembers discussed whether or not Town Manager Reports can be discussed under the Open Meeting Law. The Town Manager and Town Clerk will look into the question.

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

**A. Discussion and possible action to approve a presentation by a representative from the Arizona Department of Environmental Quality (CAARF – Mayor Nolan)**

Mayor Nolan introduced the item. The CAARF is seeking to allow a presentation from the Arizona Department of Environmental Quality (ADEQ).

Councilmembers discussed the following: Morgan O'Connor from ADEQ approached the Town, rather than the other way around; in the past, outside sources who were brought in to talk to the Council were attacked, and Council hopes it will not happen with this presentation. The agenda will show a time allotted for questions and answers and will allow for discussion.

**B. Discussion and possible action relating to enacting a Town of Dewey-Humboldt Business License for all Businesses (CAARF – Councilmember Brooks)**

Councilmember Brooks introduced the item, which came about from discussions with the Town Manager and Finance Director and training by the League of Arizona Cities and Towns. The Town should implement a Town license, for maybe \$25 per year for businesses, to track if businesses are paying taxes, and where that money is going. This should not be a method of raising funds, other than the cost of the license, paperwork and tracking. It is problematic to track taxes on the Town's northern boundary, where the boundary with Prescott Valley bounces back and forth. Without a way to track this, the Town does not know what is being paid or what it is entitled to. The state is two years behind in processing; this is a good method to go forward and be able to track monies going into the state.

Councilmembers discussed the following: the state is responsible for tracking; tax dollars are sent to the state or federal level and the Town is not getting anything back; it may help keep the Town from having to tax property soon.

Mr. Hanks stated that the Town will need a resolution drafted and advertised; he suggested as part of the motion to have the resolution include a start date of January 1, 2020, and annual renewal date of January 1, to allow staff to get everything set up and in place.

Councilmember Brooks moved to start a resolution developing a Dewey-Humboldt business license for all local businesses to be enacted by January 1, 2020; seconded by Councilmember Collins. Motion passed on a voice vote 6-0. CM Brooks – aye; CM Collins – aye; CM McBrady – aye; CM Lance – aye; VM Wendt – aye; Mayor Nolan – aye. CM Hughes – absent.

**C. Discussion and possible action relating to enacting a Town of Dewey-Humboldt Peddlers Occupational License for all Peddler-Type Sales (CAARF – Councilmember Brooks)**

Councilmember Brooks introduced the item. At Agua Fria Days and events at Mortimer Farms, the contracts say that temporary vendors need to have licenses. A peddlers license should be enacted along with the business license.

Councilmembers discussed individuals who receive doorknockers and are unable to check on businesses without a business license; even if the license is a minimal \$5 or \$10 license, it would be tracking taxes and revenue that would be coming back to the Town; the Town is losing tax dollars, such as house rentals, which

have a 2% sales tax that is not being collected; there are also internet businesses using the Post Office daily, and the Town could work with the Post Office to determine who those are.

Councilmember Brooks moved to enact a peddlers license along with the resolution on the sales tax license, to be put forward and enacted by January 1, 2020; seconded by Councilmember Lance. Councilmember Brooks restated the motion as follows: to develop a resolution for a peddlers license to be the same price as the yearly sales tax license that will be enacted by January 1, 2020.

Councilmembers discussed the rate for a peddlers license and a business license; smaller peddlers do not make the same income as a regular business, and the license fee may need to be smaller. Mr. Hanks clarified that as staff drafts the resolution, staff will look at state requirements for license fees and develop something realistic to include in the resolution. Staff will bring it back for Council consideration, and should the Council wish to change the fee, it could be addressed at that time.

Councilmember Lance confirmed her second on the motion, as clarified.

Gary Mortimer addressed the Council, and spoke in favor of the item and of benefits of implementing it.

Councilmembers discussed state legislation passed last year, relating to outside contractors paying tax at the point of purchase, rather than in the Town that they are working in. The Town Code, Chapter 34, cover contractors; Councilmembers discussed state law superseding the Code provisions.

The motion by Councilmember Brooks, as clarified, seconded by Councilmember Lance, passed on a voice vote 6-0. CM Brooks – aye; CM Collins – aye; CM McBrady – aye; CM Lance – aye; VM Wendt – aye; Mayor Nolan – aye. CM Hughes – absent.

Mr. Hanks asked for clarification on agenda item 9A, as to whether the Council wished to have ADEQ come in and present.

Motion by Councilmember Lance to allow ADEQ to come in and present a PowerPoint at a scheduled work session according to staff's convenience; seconded by Councilmember Collins. Motion passed on a voice vote 6-0. CM Brooks – aye; CM Collins – aye; CM McBrady – aye; CM Lance – aye; VM Wendt – aye; Mayor Nolan – aye. CM Hughes – absent.

## **10. Executive Session**

### **Vote to recess to Executive Session**

Vice Mayor Wendt moved to go into Executive Session; seconded by Councilmember Brooks. Motion passed on a voice vote 6-0. CM Brooks – aye; CM Collins – aye; CM McBrady – aye; CM Lance – aye; VM Wendt – aye; Mayor Nolan – aye. CM Hughes – absent.

The Regular Meeting adjourned into Executive Session at 6:53 p.m.

### **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 Regular Meeting**

The Regular Meeting reconvened at 7:10 p.m. All Councilmembers except Councilmember Hughes were present.

## **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.**

Councilmember Brooks moved to have Town staff contact the three applicants for Town Attorney, to see about setting up interviews on July 11, 2019, at 6:00 p.m. in 45 minute increments; seconded by Vice Mayor Wendt. Motion passed on a voice vote 6-0. CM Brooks – aye; CM Collins – aye; CM McBrady – aye; CM Lance – aye; VM Wendt – aye; Mayor Nolan – aye. CM Hughes – absent.

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

No discussion was held.

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

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

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

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
SPECIAL MEETING MINUTES  
JULY 11, 2019, 6:00 P.M.**

**A SPECIAL MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON THURSDAY, JULY 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 6:00 p.m.
2. **Roll Call.** Town Council Members Karen Brooks, Lynn Collins, John Hughes, Amy Lance, Mark McBrady and Vice Mayor Victoria Wendt were present. Mayor Terry Nolan was absent.

**3. Public Comment.**

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.

No one spoke.

4. **Special Session: Town Attorney Selection Process** Legal action may be taken.

**A. Executive Session**

**Vote to recess to Executive Session**

Councilmember Brooks moved to adjourn into Executive Session; seconded by Councilmember Lance. The motion passed on a voice vote 6-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM Lance – aye; CM McBrady – aye; VM Wendt – aye; Mayor Nolan – absent.

The Special Meeting adjourned into Executive Session at 6:01 p.m.

1. **An Executive Session pursuant to A.R.S. § 38-431.03(A)(1) for interviews of applicants for the Town Attorney position. Applicants are: Bigelow Law Offices, PLC, Law Office of John T. Hestand, and Musgrove Drutz Kack & Flack PC.**
2. **An Executive Session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of appointment of a Town Attorney.**

**Close Executive Session/Reconvene Special Meeting**

The Special Meeting reconvened at 9:04 p.m. Town Council Members Karen Brooks, Lynn Collins, John Hughes, Amy Lance, Mark McBrady and Vice Mayor Victoria Wendt were present. Mayor Terry Nolan was absent.

**B. Discussion and possible action to provide direction to staff relating to proceeding with the Town Attorney selection process.**

Councilmember Brooks moved to hire Kay Bigelow; second by Councilmember Lance. The motion passed on a roll call vote 4-2. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM Lance – aye; CM McBrady – nay; VM Wendt – nay; Mayor Nolan – absent.

**5. Adjourn.**

The meeting adjourned at 9:05 p.m.

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

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

[Page intentionally left blank]



## COUNCIL COMMUNICATION

Regular Council Meeting Date: **August 6, 2019**

Agenda Item: **8.A.**

---

**Submitted by:** Edward L. Hanks, Jr., Town Manager

**Subject:**

Discussion and possible action relating to the 2018 Volunteer of the Year (VOTY) – staff update, acceptance of the VOTY Committee recommendation of Mike and Ronnie Donovan as 2018 VOTY, and determination of the type and date of celebration

**Background:**

The Town opened a “nomination period” for the 2018 VOTY with an article in the March, April and May D-H Newsletters. The deadline to submit nominations was originally April 11, 2019, but at the time of submitting the May Newsletter, we had not received any nominations therefore, the nomination period was extended to May 16, 2019. The Town has received seven nominations.

Staff selected a committee of D-H residents, along with one Council Member who would serve as an arbitrator to review the nominations. The committee has met, reviewed all of the nominations and made a selection. The arbitrator was not available at the time of the scheduled meeting.

The committee has chosen Mike and Ronnie Donovan for the 2018 VOTY. They were chosen for all of their hard work with the Firewise Board, informing residents about being Firewise and abatement, researching and writing grants, developing fund raising ideas and their love and dedication to our town.

The next step is for Staff to notify the VOTY and the other nominees and invite them to a late afternoon celebration at Town Hall where they will be recognized for their volunteerism. Following the celebration, they are invited to attend the Town Council meeting where they will be awarded certificates of appreciation. The date of the celebration will be determined at the Council meeting.

**Financial Impact:**

- Will depend on the type of celebration held – cost is anticipated to be between \$100 - \$200, including plaque and celebration.

Sufficient funds for the anticipated expenditures in the current fiscal year were budgeted in the General Fund, account number 10-465-6950.

**Direction Requested:**

Staff is seeking Council approval of the recommended 2018 VOTY, and direction on the type and date of the celebration.

**Suggested Motion:**

I move to approve Mike and Ronnie Donovan as the 2018 Volunteer of the Year, and to hold a (type of celebration) on (date).

**Attachments:**

None.

Town of Dewey-Humboldt

P.O. Box 69

Humboldt, AZ 86329

Phone: 928-632-7362 | Fax: 928-632-7365

August 6, 2019  
[www.dhaz.gov](http://www.dhaz.gov)

[Page intentionally left blank]



TOWN OF DEWEY-HUMBOLDT

P.O. BOX 69

HUMBOLDT, AZ 86329

Phone 928-632-8562 • Fax 928-632-7365

Dewey-Humboldt

JUL 23 2019

COUNCIL AGENDA ACTION REQUEST FORM

Received

Meeting Type:  Regular  Special  Work Session

Meeting Date: Aug. 6 2019

Date of Request: 7-23-19

Requesting:  Action  Discussion or Report Only Background

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):

2015 Town Hall Space Needs Study preliminary report

Purpose and Background Information (Detail of requested action). Info to consider when discussing our Town Hall location.

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

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

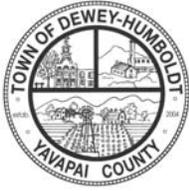
List All Attachments: \_\_\_\_\_

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

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

Contact Person: Lynn Collins

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



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

---

**TOWN COUNCIL SPECIAL MEETING**

**April 11, 2017 – 2:00 p.m. Town Council Meeting Chambers**

**Agenda Item # 3.1. Town Hall: Past, Current and Future Considerations.**

**To: Mayor and Town Council Members**

**From: Yvonne Kimball, Town Manager**

**Date submitted: April 5, 2017**

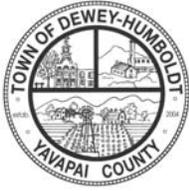
**Summary:**

Town Hall has frequently been a discussion topic for the Council, past and present. Currently the town hall along with the Sheriff's Dewey-Humboldt sub-station is a leased property (as well as the library building). I understand that the town has been leasing the current location since 2005. It has been renewed a few times since then. The Town rents several units from Humboldt Station. According to the 2007 lease agreement, the total square footage for the offices and the chamber is 2600 sq. ft. (1880+336+384); the Sheriff unit is 640 sq. ft. There are eleven workstations/offices total, two designated to the Court personnel. The council chambers is approximately 700 sq. ft. Currently we pay \$49,000 a year for renting the town hall and YSCO sub-station.

It is my understanding that since the Town's inception, each Council continued to debate whether to purchase a town hall and/or build a town hall or continue to rent. Recently in 2015, Council directed to conduct a facility space study as an effort to determine space needed for a town hall. The consultant used national average and trade standards to come up with the space needed. The consultant interviewed all employees (the Council felt that the employees should be interviewed since employees are working in town hall daily). Some Council Members and the public also provided input. When the results were released, the study was widely criticized for being unrealistic or baseless. Council then provided further parameters, such as a budget limitation. Ultimately the consultant revised the study and outlined an 8600 sq. ft. building as the main building (no library, no YCSO) and provided a very preliminary cost estimate at \$1.62 million. The controversial study led to further in-house research.

In 2015, the Town accepted a property donation from the Peters Family for general municipal use. The donated property is vacant, about 0.7 acre in size, and located on Main St. (12938 E. Main), across the street from the Museum. Council collectively was interested in seeing how to utilize this vacant property to build a town hall. The Building Official spent some time to map out a layout using the newly donated property. In this concept plan, the building is 4875 sq. ft., including the YCSO substation. See the attached. This is preliminary conceptual information and should be used for discussion only; professional architect drawing will be needed if council is interested in proceeding further. The cost estimate would vary. The building official will be going over the drawing with the council.

Attachments: 1) 2015/16 Facility Space Study (Abacus Inc.); 2) in-house research (conceptual new town hall layout)



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

---

**TOWN COUNCIL REGULAR SESSION**

**April 7, 2015, 6:30 p.m. Town Council Meeting Chambers**

**Agenda Item: #8.1. Abacus Inc. presenting Town Hall Space Needs Study preliminary report.**

**To: Mayor and Town Council Members**

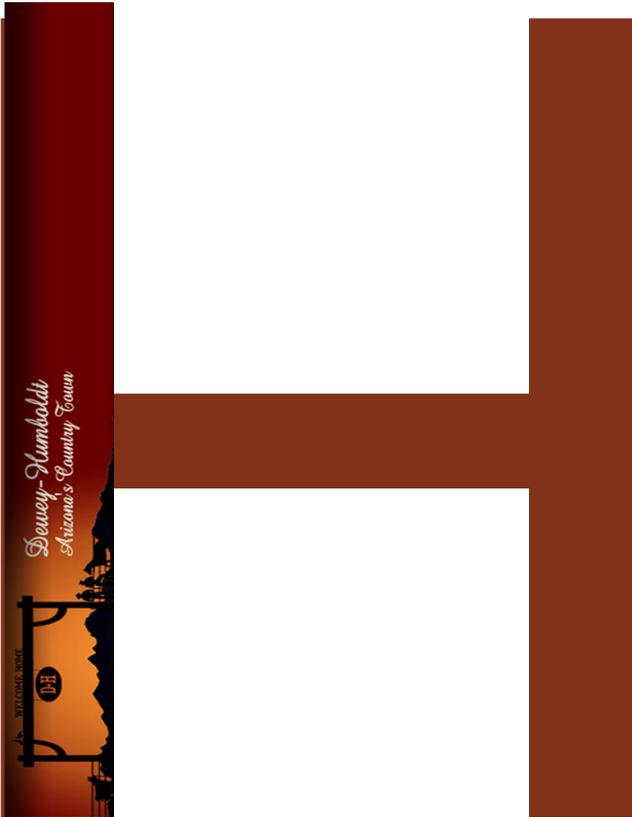
**From: Yvonne Kimball, Town Manager**

**Date submitted: March 31, 2015**

**Summary:**

Late 2014, Council authorized Abacus Inc. to conduct the Town's first-ever Town Hall Space Needs Study. The study is intended to provide an objective and professional analysis of the space needed in consideration of current status and future growth. Consultants from Abacus Inc. conducted in-depth interviews with town staff, including YSCO staff and the library staff. When calculating the space needs and the cost estimate, Consultants also utilized professional standards. The report serves as a tool to inform the permanent town hall deliberation process as the town moves forward into the future.

Enclosed is the final report for this study. The consultant from Abacus Inc. will give an overview and answer questions the Council may have.



EXPIRES 6/30/2016

# Town of Dewey-Humboldt Town Hall Programming Document

04/02/2015

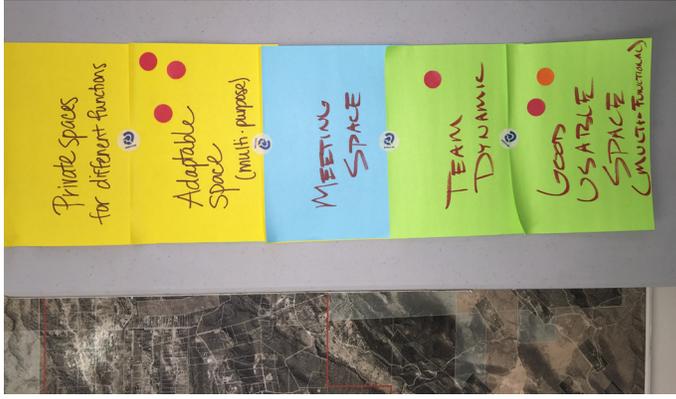
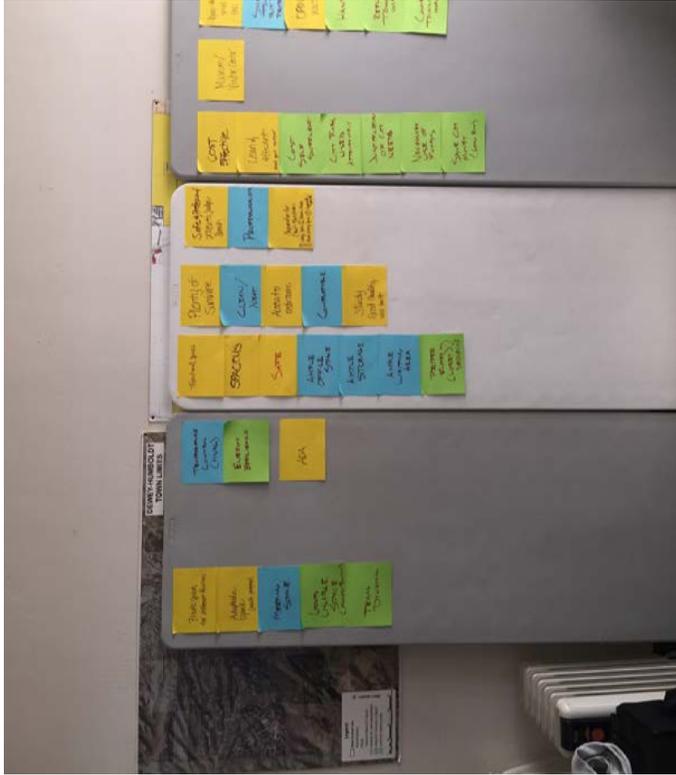
# contents

TC Regular Meeting Packet

August 6, 2019

- 03. Visioning Session
- 04. Program
- 08. Standards + Workstations
- 09. Adjacency
- 10. Floor Plan
- 11. Exterior

The visioning session was held on Thursday, January 8, 2015. The design team met with a variety of stakeholders to determine the project's overall vision. While participating in a number of exercises, the stakeholders were able to express each of their hopes and concerns. At the end of the meeting the team facilitated in creating consensus through dot-polling, a voting method used to prioritize the list of desires. This information is then sorted, analyzed and applied to the Goals and Vision of the project. The intent is to return to these goals throughout the project for assistance in decision making and prioritizing.



# programming

# 04

Dewey-Humboldt Government Center Staff and Space Requirements		prepared by ARCHITEKTON 1/22/2015		2015	* 2025	Cost per SF	Construction Cost
Department	Description	Position	2015	* 2025	Cost per SF	Construction Cost	
<b>Administration</b>		Mayor	280sf				
		Town Manager	280sf				
		Town Attorney (not full time) 1 touch down space	80sf				
		Town Council (not full time) 3 touch down spaces	240sf				
		City Clerk	196sf				
		Administrative Assistant	80sf				
		Office Assistant- City Hall Receptionist	80sf				
		Finance Director - Accountant	196sf				
		Technology Director	120sf				
		Municipal Records	80sf				
	Secured Storage	80sf					
	Information Tech			48sf			
	Administration Storage			48sf			
	Administration Storage			48sf			
	Growth			278sf			
	Growth			747sf			
	Growth			15%			
				35%			
			<b>1,712sf</b>	<b>1,856sf</b>			
			257sf	278sf			
			689sf	747sf			
			<b>2,658sf</b>	<b>2,881sf</b>	<b>\$ 250 per sf</b>	<b>\$ 720,360</b>	
<b>Development, Engineering, and Community Services</b>		Community Development Officer	120sf				
		Public Works Director	120sf				
		Building Official	120sf				
		Public Works Technicians (Mostly in the field)					
		1 touch down space	48sf				
		Plan Review Workstation	80sf				
		Scanner / Storage	120sf				
		Additional Position Workstation			48sf		
		Additional Position Workstation			48sf		
				<b>608sf</b>	<b>704sf</b>		
			91sf	106sf			
			245sf	283sf			
			<b>944sf</b>	<b>1,093sf</b>	<b>\$ 250 per sf</b>	<b>\$ 273,240</b>	

# programming

## Dewey-Humboldt

Government Center Staff and Space Requirements

prepared by ARCHITEKTON  
1/22/2015

# 05

Department	Description	Position	2015	* 2025	Cost per SF	Construction Cost
<b>Municipal Court</b>		Town Magistrate	280sf			
		Court Clerk	120sf			
		Storage	120sf	80sf		
		Additional Position Workstation		600sf		
subtotal			520sf	90sf		
support space			78sf	242sf		
circulation factor	15%		209sf			
TOTAL square feet	35%		807sf	932sf	\$ 300 per sf	\$ 279,450
<b>Support Areas</b>		Building Lobby - Town Hall	400sf			
		Building Lobby - Town Court	120sf			
	Multi-use Space - Chambers	Council Chambers/Town Court	2,500sf			
	Front of House Conference Room (can be used for Attorney Conferences)	Conference room, seats 6	144sf			
	Chambers area/public	Conference room, seats 6	144sf			
	Back of house Conference Room with plumbing	Conference room, seats 12	320sf			
Executive Study/Staff Conference Room		Restrooms staff	320sf			
		Restrooms public	400sf			
		Restroom family	50sf			
		Break/Lunch Room	300sf			
		Building Support/Storage	200sf			
		Data Server Room	120sf			
subtotal			5,018sf	5,018sf		
support space			753sf	753sf		
circulation factor	15%		1,443sf	1,443sf		
TOTAL square feet support	25%		7,213sf	7,213sf	\$ 330 per sf	\$ 2,380,414
		Building Subtotal	11,622sf	12,119sf		
		Efficiency Factor	1,162sf	1,212sf	\$ 165 per sf	\$ 199,968
		Efficiency Allowance	12,785sf	13,331sf	\$ 289 per sf	\$ 3,853,432
		Building Total				
		Asphalt	54,000sf			\$ 270,000
		Landscaping	26,200sf			\$ 104,800
		Concrete slabs and walks	17,600sf			\$ 176,000
		Curb, Gutter	2,260 lf			\$ 56,500
		Miscellaneous Site fixtures	1 LS			\$ 80,000
		Street Improvements	1 LS			\$ 150,000
		Site Total				\$ 837,300
		Project Costs				
		FF&E, Design, CMAR, Data/Telecom/Security, Permitting, Construction Testing, Inspections			30% of building cost plus 10% of site cost	\$ 1,239,760
		Total Project Budget - Phase I				\$ 5,930,491

# programming

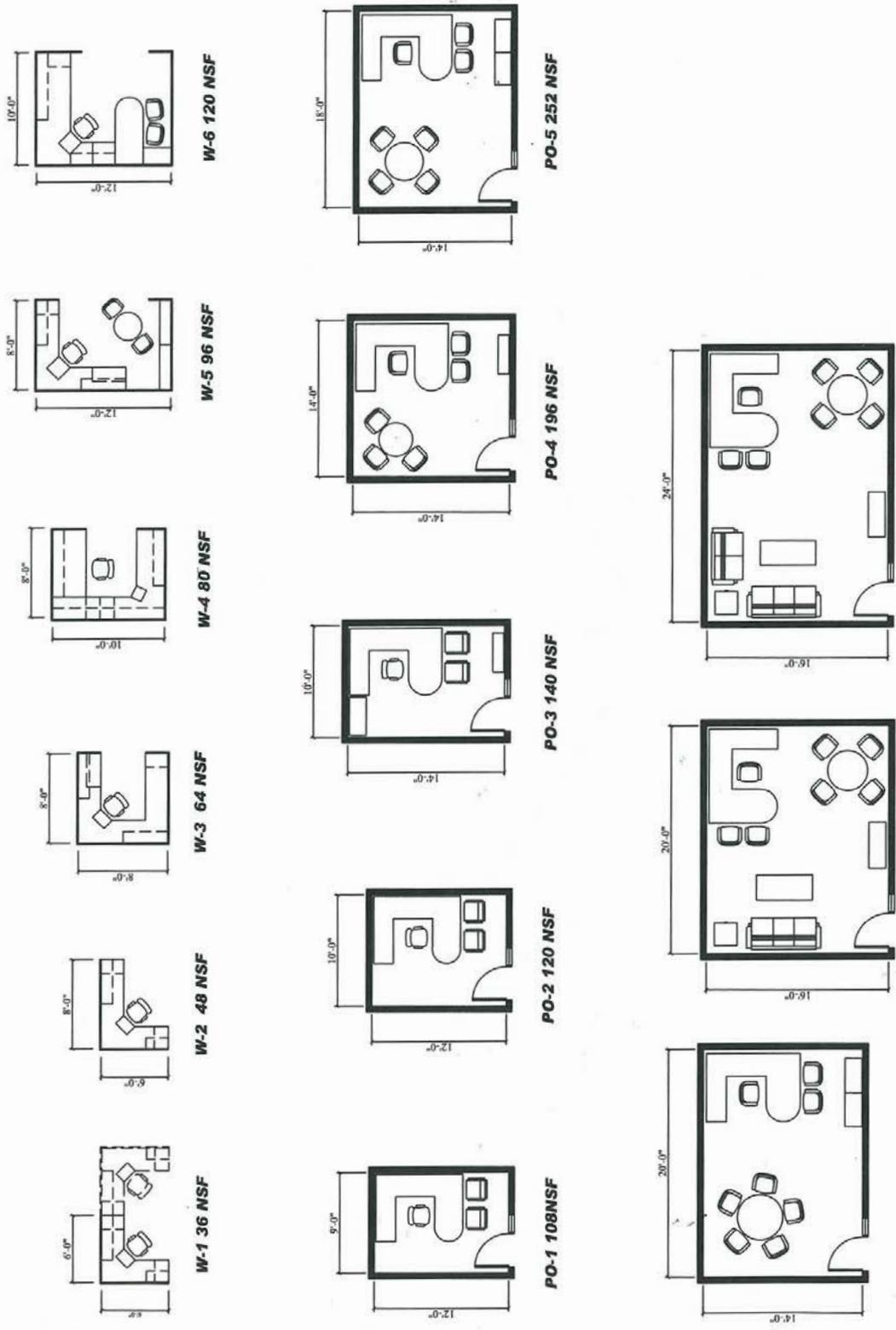
## Dewey-Humboldt

prepared by ARCHITEKTON  
1/22/2015

# 06

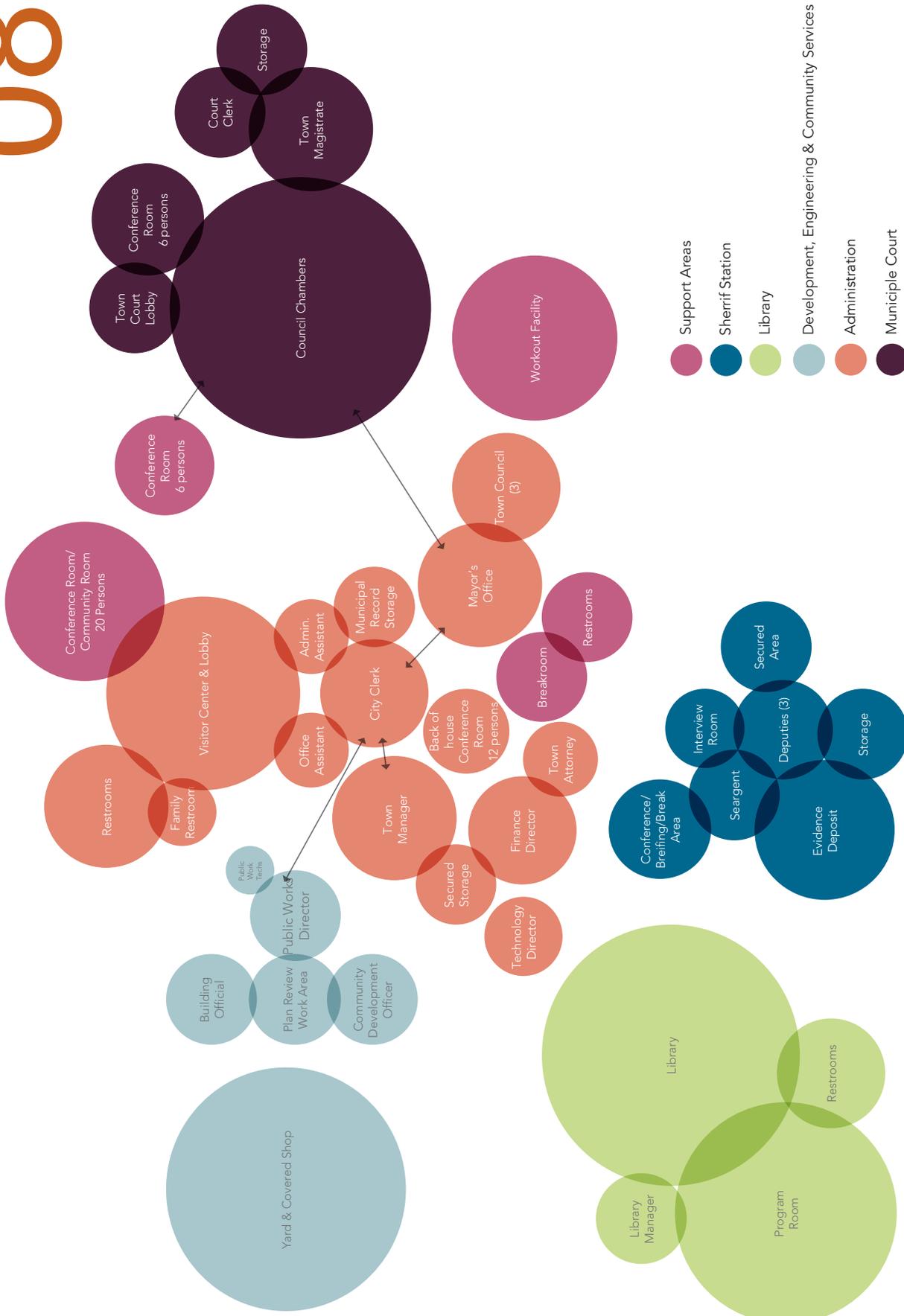
Department	Description	Position	2015	*2025	Cost per SF	Construction Cost
<b>Phase II</b>						
Visitor Center (could be part of Lobby)	Public Space	Display Area		400sf		
	subtotal			<b>400sf</b>		
	support space circulation factor TOTAL square feet	15% 20%		60sf 92sf <b>552sf</b>	\$ 250 per sf	\$ 138,000
Public Works Field Operations	Field Yard (existing) New Construction Conex Box Storage (existing)	Yard Covered Shop Pad Storage				
	subtotal			<b>2,000sf</b>		
	support space circulation factor TOTAL square feet	0% 0%		25,000sf 2,000sf 0sf 0sf <b>2,000sf</b>	\$ 40 per sf	\$ 80,000
Sheriff Station	1 Sergeant 3 Deputies Support Support Support Support	Seargent Deputies (3) Evidence Deposit Interview Storage Secured Area (Holding) Conference/Briefing Area/Break area				
	subtotal			<b>1,018sf</b>		
	support space circulation factor TOTAL square feet	15% 30%		120sf 144sf 210sf 108sf 120sf 120sf 196sf 153sf 351sf <b>1,522sf</b>	\$ 300 per sf	\$ 456,573
Library	Library Multi-purpose Room Manager	Stacks and Computer Terminals Program Room Storage Restrooms Office				
	subtotal			<b>3,636sf</b>		
	support space circulation factor TOTAL square feet	15% 25%		1,200sf 196sf 320sf 120sf <b>5,227sf</b>	\$ 250 per sf	\$ 1,306,688
Support Areas	Small Gym/Fitness Multi-use Space Community Room	Workout Facility Conference room, seats 20				
	subtotal			<b>1,280sf</b>		
	support space circulation factor TOTAL square feet support	15% 25%		800sf 480sf 192sf 368sf <b>1,840sf</b>	\$ 330 per sf	\$ 607,200
Building Subtotal Efficiency Factor Efficiency Allowance Building Total	Building Subtotal Efficiency Factor Efficiency Allowance Building Total					
	subtotal			<b>11,141sf</b>		
	support space circulation factor TOTAL square feet support	10%		1,114sf <b>12,255sf</b>	\$ 165 per sf \$ 226 per sf	\$ 183,821 \$ 2,772,281
<b>Project Costs</b>		FF&E, Design, CMAR, Data/Telecom/Security, Permitting, Construction Testing, Inspections		30% of building cost		<b>\$ 831,684.42</b>
<b>Total Project Budget - Phase II</b>						<b>\$ 3,603,965.81</b>

**AREA STANDARDS | WORKSTATIONS & OFFICES (REPRESENTATIONAL ONLY)**

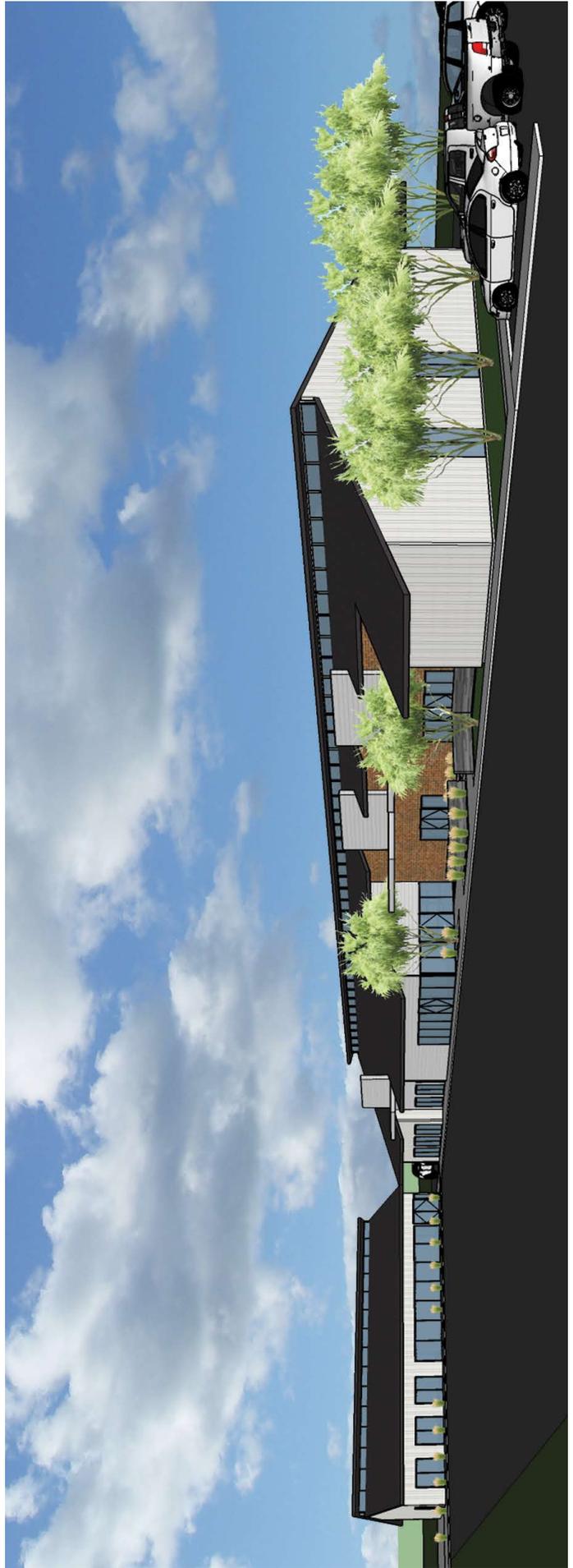


# adjacency

08





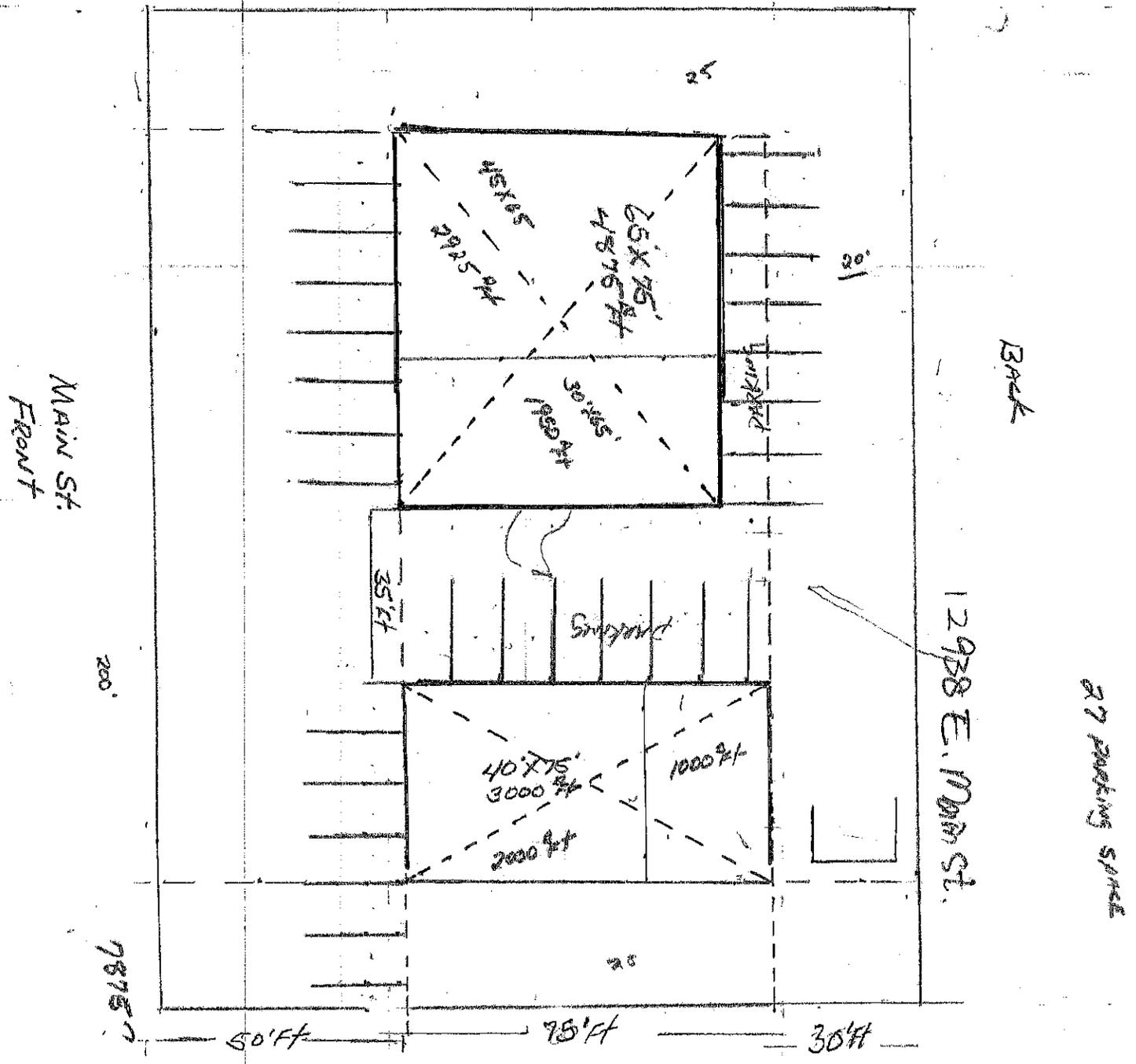


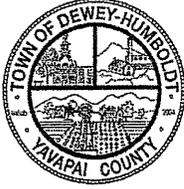


4/12/08 SWMS

Town Building  
concept plan  
plot plan

draft





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

Dewey-Humboldt

JUL 23 2019

Received

**COUNCIL AGENDA ACTION REQUEST FORM**

Meeting Type:  Regular       Special       Work Session

Meeting Date: Aug. 6 2019

Date of Request: 7-23-19

Requesting:       Action       Discussion or Report Only      Background

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):

Previous Council discussions on Town Hall  
space NEEDS Study

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

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

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

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

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

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

Contact Person: Lynn Collins

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

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
STUDY SESSION MINUTES  
MARCH 8, 2016, 2:00 P.M.**

**A STUDY SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, MARCH 8, 2016, AT TOWN HALL AT 2735 S. STATE ROUTE 69, DEWEY-HUMBOLDT, ARIZONA. VICE MAYOR DOUG TREADWAY PRESIDED.**

1. **Call To Order.** The meeting was called to order at 2:02 p.m.
2. **Roll Call.** Town Council Members Arlene Alen, Jack Hamilton, Mark McBrady, Dennis Repan, Nancy Wright; Vice Mayor Doug Treadway were present. Mayor Terry Nolan was absent.

Vice Mayor Treadway recommended moving 4.1 to the beginning of the agenda as CM Alen and Town Attorney Goodwin needed to participate in that agenda item but they had other commitments and would not be able to stay past a certain time. Council agreed.

**4.1. An Executive Session pursuant to A.R.S. 38-431.03 (A)(7) for discussion or consultations with designated representatives of the Town in order to consider its position and instruct representatives regarding negotiations for the purchase of real property and if purchased, the potential lease of the real property located at 12925 E. Main St. This is a continuation of the discussion held earlier this month in work study session. [CAARF requested by CM Alen]**

Councilmember Hamilton made a motion to recess into Executive Session for 4.1., seconded by CM Wright. It was approved unanimously.

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

Council recessed into Executive Session for at 2:04 p.m. to address 4.1.

- 4.1.2. Reconvene into Open Session.**

Council reconvened into Open Session at 3:04 p.m. No discussion or action was taken in Open Session on 4.1.

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

Council agreed to move 3.3 ahead on the agenda to accommodate Town Attorney Goodwin's schedule (leave early).

- 3.3. Trademark/copyright Town Logo and/or Slogan report and direction.**

Town Attorney Goodwin gave an overview on the information she received regarding possible trademark/copyright of the Town logo. The cost to trademark at the federal and state levels for all (color and black and white) town logos was estimated at \$5K. There was council discussion.

It was agreed that Council likes the idea of moving forward with the state trademark. They directed staff to put this matter on the next Town Council Meeting agenda for legal action.

Council agreed to move 3.2 up next on the agenda to accommodate staff's attendance for this item.

- 3.2. Social Media Presence report and direction of future steps.**

Community Development Technician Penney Hubbard gave an overview of the feasibility and requirements of development and maintenance of a social media page for the Town.

There was discussion amongst the Council as to the validity of the need for this type of social media presence. TM Kimball shared that other communities cited positive feedback regarding their social media endeavors and are satisfied with their Facebook pages.

Council reached consensus to consider this for a trial period, but want to view a social media policy before proceeding.

**3.1. Facility Space Study follow-up. [CAARF requested by VM Treadway]**

Vice Mayor Treadway spoke to the Facility Space Study Plan results from Abacus not fitting the possible town hall site. He discussed the issue with TM Kimball and as a result Building Official (BO) Don Roberts reviewed the Abacus draft and drew alternate plans that did fit the Town site.

BO Roberts gave an overview of his drawing to incorporate a steel building (under 5,000 sq. ft.) that suits the actual needs of the Town with an estimated cost of \$135k-140k.

There was Council discussion about working on the Town's infrastructure before considering building a Town Hall. Council determined to put any building plans on hold for now.

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

**4.2. Revision of 30.019 including sub paragraphs. [CAARF requested by CM Repan]**

Councilmember Repan gave an overview of his requested code revision of § 30.019 Council Member Committees. Council agreed to forward the proposed revisions to the Town Attorney for review.

**4.3. Revision of 31.17 including sub paragraphs. [CAARF requested by CM Repan]**

Councilmember Repan gave an overview of his code revision of § 31.17 Appointments. Council agreed to forward the proposed revisions to the Town Attorney for review.

**4.4. Modification of Town Code 30.105 through council action, resolution and/or ordinance. [CAARF requested by CM Repan]**

Councilmember Repan gave an overview of his code revision of § 30.105 Council Agenda. Council agreed to review this with the Town Attorney at the next regular meeting.

**4.5. Discussion and consensus on removing 33.01, 33.02 and 33.03 from Town Code. [CAARF requested by CM Wright]**

Councilmember Wright spoke on her reasons for removing § 33.01 - Employee Compensation Plan, § 33.02 - 457 Deferred Compensation Plan, and § 33.03 - 401 Money Purchase Retirement Plan, from the Town Code. Council inquired as to the difference between a resolution and an ordinance. Town Clerk Judy Morgan spoke on the difference and historical considerations for codifying.

TM Kimball shared that the majority of the subjects in the three resolutions were covered under policy with the exclusion of COLAs, merit raises, and salary ranges. There was council discussion. Ms. Wright spoke on bringing this back for deletion from

Town Code and proposed Town Council review of all employee benefits during the annual budget process. Councilmember Hamilton recommended Town Attorney review and bringing it back on a future agenda.

**4.6. Consideration of individual Council member(s)' proposals and ideas as they are related to the FY 17 Budget's General Fund, Highway User Revenues Fund (HURF) and Grant Funds. [CAARF requested by CM Repan]**

Councilmember Alen left the meeting at 4:32 p.m.

Councilmember Repan gave an overview as to his purpose for bringing forth this issue. He spoke on wanting CM Alen to be in attendance to give her input on this topic. Council agreed to move this CAARF to the April 5th meeting.

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

Council agreed to add no additional special sessions, as there is already a Special Session scheduled for March 22<sup>nd</sup> for the animal ordinance discussion.

**5. Adjourn.** The meeting was adjourned at 5:04 p.m.

---

Terry Nolan, Mayor

ATTEST:

---

Judy Morgan, CMC

Town Clerk

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
SPECIAL STUDY SESSION MEETING MINUTES  
MAY 12, 2015, 2:00 P.M.**

**A SPECIAL STUDY SESSION MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, MAY 12 2015, AT TOWN HALL AT 2735 S. STATE ROUTE 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR PRESIDED.**

1. **Call To Order.** The meeting was called to order at 2:03 p.m.
2. **Roll Call.** Town Council Members Arlene Alen, Mark McBrady (arrived late at 2:26 p.m.), Dennis Repan, Doug Treadway, Nancy Wright; Vice Mayor Jack Hamilton; and Mayor Terry Nolan were present.
3. **Study Session.** No legal action to be taken.

**3.1. Discussion of Town Hall future options as it relates to the recent Facility Needs Study conducted by Abacus Inc.**

Town Manager Kimball gave an overview explaining the project was completed by the contractor, who then offered to revise the study with the Council's input for no additional charge. Council was provided copies to mark-up (provide input) for submittal to Abacus through Ms. Kimball.

Vice Mayor Hamilton spoke on finding Council consensus on parameters for a town hall. There was discussion on what this study was designed to provide and whether data provided to the contractor was flawed since it did not include Council's input; whether the recent study was unrealistic for Dewey-Humboldt in the size and facility space uses; providing feedback on which spaces to eliminate and number of employees in the future; location for town hall consideration; giving parameters for a more realistic space study of the future. Council agreed to submit their input on the facilities study by the 20<sup>th</sup> of May to the Town Manager.

**3.2. Continued review and discussion of the Preliminary Budget by Funds and Departments (General Fund – Revenues, Expenditures: Town Council and Management, Town Clerk, Finance, Legal, IT, Magistrate Court, Public Safety, Engineering, Public Works, and Community Development, non-Departmental; HURF – Revenues, Expenditures: Engineering, Public Works; Grant Fund).**

Mayor Nolan asked for clarification on the proposed \$10k set aside for private well testing kits.

Councilmember Wright spoke on the need to hire a Community Planner rather than a Coordinator and a Planner/Code Enforcement officer allows a higher salary range for this position. TM Kimball explained the salary range was established many years ago and the higher range would attract more people and higher level at this range.

Councilmember McBrady arrived at 2:26 p.m.

There was further discussion on the duties of this position and the need for someone with expertise in planning rather than just a Community Development Officer. There was consensus to go ahead with the title, description and range for the higher level position.

There was discussion on the Private Well Testing Kits, where to store, what to do with results, what to do if arsenic levels are high as private wells are not regulated; limitation within the town limits for those using the kits; EPA results indicating superfund impact is

localized and those areas already being tested; other options to use the money for or other ways to provide testing with more accurate results.

It was decided to keep the money in there for this purpose with a possible work session to continue this discussion.

Council reviewed the salary raise/bonus budget decision previously made. TM Kimball explained that bonuses are uncommon for municipalities but it can be done legally; impact of a bonus versus a raise on taxes.

Contingency will be funded at 10% of the total expenditure, as directed. Council's future decisions on Town hall/real property issue can be handled with the contingency fund.

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

**4.1. Central Yavapai Metropolitan Planning Organization (CYMPO) notice for CMYPO members to share the cost to host the Arizona State Transportation Board dinner and its request for the Mayor's attendance.** Possibly approve/rectify the fund of the event and the Mayor's attendance.

There was discussion on the decision to share the costs (5 way split evenly) for this event; the Town's return on investment with their membership in CYMPO; Council having input on the decision to partner in this event.

Councilmember McBrady made a motion to pay the \$500 to support the Arizona State Transportation Board dinner this year, seconded by Mayor Nolan. It was approved by a 4-2-1 vote in favor, Councilmember Wright, Vice Mayor Hamilton voting against and Mayor Nolan abstaining from the vote.

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

Council reviewed the tentative agenda list and identified there were no time sensitive items that needed to be addressed immediately.

Vice Mayor Hamilton made a motion to hold no additional meetings this month, seconded by CM Wright. It was approved unanimously.

**5. Comments from the Public.**

Deni Thompson spoke on a CYMPO project to widen Highway 169, which might impact the Dewey-Humboldt citizens.

**6. Adjourn.**

The meeting was adjourned at 3:26 p.m.

---

Terry Nolan, Mayor

ATTEST:

---

Judy Morgan, Town Clerk

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

**Tuesday, April 7, 2015, 6:30 P.M.**

**COUNCIL REGULAR MEETING  
2735 S. HWY 69**

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

**AGENDA SUMMARY**

1. **Call To Order.** The meeting was called to order at 6:33 p.m. Mayor Nolan presided.
2. **Opening Ceremonies.**
  - 2.1. **Pledge of Allegiance.** Done.
  - 2.2. **Invocation.** Given by Councilmember Nancy Wright.
3. **Roll Call.** Town Council Members Arlene Alen, Mark McBrady, Dennis Repan, Doug Treadway, Nancy Wright; Vice Mayor Jack Hamilton; and Mayor Terry Nolan were present.

Mayor Nolan moved agenda items 8.1, 9.1, and 9.2 ahead in the meeting to accommodate guests attending to speak on these three issues.

**8.1. Abacus Inc. presenting Town Hall Space Needs Study preliminary report.**

Adam Brill with Abacus Inc., was present and gave an overview on the "Facilities Needs Study" process and outcome for the Town of Dewey-Humboldt. He reviewed who was interviewed for the visioning process; square footage needs for current and future; special analysis; floor plan, providing a "sense of space" rather than a final representation; used examples of appropriate facilities in other rural communities in Arizona.

There were questions on parameters used; how they came to the size needs for the facility; dot-polling voting method; who provided input. Town Manager Kimball gave an overview on the timeline and Council's decision to budget and hire for a facility needs study. Council decided to not give parameters to keep the process from being political, but could provide feedback individually through the dot-polling process. Councilmember Hamilton spoke on the plan not being acceptable as the town can't afford the proposed facility. Parameters of lot size should have been provided, using the donated land on Main Street as the size restriction. Town Manager Kimball explained she was not aware there were parameters (where to build, size and amount to spend) and recommended they give direction to Mr. Brill so he knows how to proceed. There was discussion on the current size used for town hall (2k SF) and the proposed size needed (12k SF).

Mr. Brill explained to Council that he can "tweak" the plan to do something that will work for the town. Councilmember Wright suggested square footage amounts for Town Hall of 2600 SF and 640 for the Sheriff's substation (approximately 3200 SF).

- 9.1. **Intent to join regional agencies to apply for a FEMA Grant for Public Safety/Technology/Permitting Software Application and authorization of Mayor to sign letter of support.** Council support or reject intent to apply for the grant and possible authorization to sign letter of support.

Council agreed to hear this agenda item ahead of the agenda since there were guests from the Town of Prescott Valley in attendance to speak on this issue.

Carmen Ogden, Planner for P.V. spoke on the grant proposal explaining it would be for a regional database (permitting, code enforcement, etc.) made available to emergency services for better communication between agencies. She explained the implementation costs are covered by the

grant but subscription services fees would be ongoing.

Town Manager Kimball explained they can partner in this grant proposal at this time, through the implementation process at no cost to the town. Once a cost is involved, the council can revisit whether to stay involved in the project.

Richard Parker, Community Development Director for Prescott Valley elaborated on the grant and provided answers to Council questions and explaining the shared data can be available to partnering agencies without having to maintain hardware and software. Council asked questions on specific components of this proposal.

Vice Mayor Hamilton made a motion to authorize sending a letter of support for the FEMA Grant for Public Safety/Technology/Permitting, but not to spend money at this time, seconded by Councilmember Alen. It was approved by a 4-3 vote in favor, Councilmembers Repan, Treadway and Wright voting against.

Mayor Nolan announced a guest visitor, Central Yavapai Fire District Chief Scott Freitag. CYFD is celebrating 50 years on March 11, 2015 and wished to announce this and presented to each Council Member, the Town Manager and Town Clerk, a CYFD 50<sup>th</sup> Anniversary Challenge coin to commemorate the event.

**9.2. Fiscal Year 15-16 Public Safety Services Intergovernmental Agreement (IGA) with Yavapai County Sheriff's Office and Contract Fees.** Possible acceptance or rejection of the IGA and possible discussion of related fees.

Lt. Nathan Auvenshine with the Yavapai County Sheriff's Office was present and spoke on the approved final version of the IGA for next year's YCSO services and explained they are ready to move forward once the council is ready. The increase in this year's proposed IGA is mainly coming from the benefits increases for Public Safety.

Vice Mayor Hamilton asked if the Town goes to a marshal if the YCSO services would still come to the town because of everyone paying property taxes to the YCSO. The Lt. explained support services would not come to the town without a contract.

Vice Mayor Hamilton made a motion to accept as presented the Fiscal Year 15-16 Public Safety Services Intergovernmental Agreement with Yavapai County Sheriff's Office and Contract Fees. The motion was seconded by Councilmember Treadway. It was approved unanimously.

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

**4.1. PowerTalk21® Day Proclamation.**

Mayor Nolan read the PowerTalk21 Day Proclamation declaring April 21<sup>st</sup> as a special day to raise awareness of underage drinking.

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

**5.1. Invitation and scheduling of Public Works Supervisor taking Council Members to tour all Town roads, including paved and unpaved.**

Town Manager Kimball extended an offer to Council Members to ride along with the Public Works Supervisor to look at roads in the Town. Council will email the Town Manager with their interest and what dates they are available for this by April 10<sup>th</sup>, 5pm.

**5.2. Brief update on a few pending/upcoming planning and zoning projects.**

Town Manager Kimball gave an update on three projects. 1) Animal related Code of Ordinance

review: Council gave direction to go with option 2, revising existing definitions and code 90 and 153, and maintenance and nuisance. After with review with the attorney on what Council wants performance standards, definitions will be added and discussion on kennels and what to do with existing conditions. The ordinance will come to Council and P&Z for discussion. 2) Code of Ordinance chapter pertaining to Subdivisions (Title XV: Land Use; Section 152) may need to be modified. It will come before Council and P&Z (not mandatory for P&Z, recommended). 3) Staff was directed to proceed with Antelope Way abandonment. Staff is working on this and will come back to council to give an update.

**5.3. Replacement and reuse plan for current Town information sign located at the intersection of Third St. and SR 69.** Its current state and suggested improvement as related to annual budgets.

Town Manager Kimball spoke on the "Welcome" signage on 3<sup>rd</sup> Street and Highway 69 not being as noticeable as hoped. She gave an option of making the sign bigger at that location and finding a new location for the current sign on Old Black Canyon Highway (shoulder). The new sign estimate would be about \$2300.

There was council discussion on the original determination for size and location of the sign; content on sign; font, etc.

Council gave direction to staff to submit this to a sign company for design and bring it back to council with the parameters to make it less busy, change the font to be easier to read from a distance.

**6. Consent Agenda.**

**6.1. Minutes.** Minutes from the March 3, 2015 Regular Council Meeting.

Councilmember Alen made a motion to approve the March 3, 2015 Regular Council Meeting minutes as presented, seconded by CM Repan. It was approved unanimously.

**7. Comments from the Public (on non-agendized items only).** No comments received.

**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. Abacus Inc. presenting Town Hall Space Needs Study preliminary report.** Moved up on the agenda to the beginning of the meeting.

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

**9.1. Intent to join regional agencies to apply for a FEMA Grant for Public Safety/Technology/Permitting Software Application and authorization for Mayor to sign letter of support.** Council support or reject intent to apply for the grant and possible authorization to sign letter of support.

Moved up on the agenda to the beginning of the meeting.

**9.2. Fiscal Year 15-16 Public Safety Services Intergovernmental Agreement (IGA) with Yavapai County Sheriff's Office and Contract Fees.** Possible acceptance or rejection of the IGA and possible discussion of related fees.

Moved up on the agenda to the beginning of the meeting.

**9.3. Discussion and possible action on changing some dates for budget discussion.** [CAARF requested by CM Wright]

Councilmember Wright recommended scheduling a full day for a budget workshop, in April and if necessary add some extra consecutive meetings in order to get through the budget discussions. There was discussion on this and Council's availability in April for adding a meeting date. It was decided to wait until the April 14<sup>th</sup> meeting to determine date(s) for this meeting.

**9.4. Request to have a booth at the League of Cities and Towns Conference in August. That we have our T-shirt depicting our town.** [CAARF requested by Mayor Nolan]

Mayor Nolan gave an overview on this suggestion. There was discussion and Council decided they were not ready for this in this coming year so would not do it for the 2015 Conference.

**9.5. To purchase 3-dozen T-shirts for the Elementary School kids who are planting flowers around the Town Council complex.** [CAARF requested by Mayor Nolan]

Mayor Nolan gave an overview with Councilmember McBrady explaining his donation of pots to place under the windows for flowers to beautify town hall.

Council reviewed the T-shirt designs.

Councilmember Treadway made a motion to approve purchasing 3-dozen t-shirts for the Elementary School kids who are planting flowers around the Town Hall complex, seconded by Councilmember McBrady. A friendly amendment was made and accepted by the mover and seconder to add "Dewey-Humboldt" to the design with a less busy design for the t-shirts. The motion passed by a unanimous vote in favor.

**10. Public Hearing Agenda.**

**10.1. Ordinance 15-110 Town Code Amendments regarding Accessory Dwelling Units Public Hearing and possible action.** Possible adoption or rejection of Ordinance 15-110.

Mayor Nolan opened the public hearing at 9:27 p.m. No comments were received. The public hearing was closed at 9:28.

Councilmember Wright made a motion to approve Ordinance 15-110 Accessory Dwelling Units, as presented. The motion was seconded by Vice Mayor Hamilton. It was approved unanimously.

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

**12. Adjourn.** The meeting was adjourned at 9:30 p.m.

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

**Tuesday, February 4, 2014, 6:30 P.M.**

**COUNCIL REGULAR MEETING  
2735 S. HWY 69**

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

**AGENDA**

The issues that come before the Town Council are often challenging and potentially divisive. In order to make sure we benefit from the diverse views to be presented, the Council believes that the meeting be a safe place for people to speak. With this in mind, the Council asks that everyone refrain from clapping, heckling and any other expressions of approval or disapproval. Council may vote to go into Executive Session for legal advice regarding any matter on the open agenda pursuant to A.R.S. 38-431.03 (A) (3), which will be held immediately after the vote and will not be open to the public. Upon completion of Executive Session, the Council may resume the meeting, open to the public, to address the remaining items on the agenda. Agenda items may be taken out of order. Please turn off all cell phones. The Council meeting may be broadcast via live streaming video on the internet in both audio and visual formats. One or more members of the Council may attend either in person or by telephone, video or internet conferencing. **NOTICE TO PARENTS:** Parents and legal guardians have the right to consent before the Town of Dewey-Humboldt makes a video or voice recording of a minor child. A.R.S. § 1-602.A.9. Dewey-Humboldt Council Meetings are recorded and may be viewed on the Dewey-Humboldt website. If you permit your child to participate in the Council Meeting, a recording will be made. You may exercise your right not to consent by not permitting your child to participate or by submitting your request to the Town Clerk that your child not be recorded.

1. **Call To Order.**

2. **Opening Ceremonies.**

2.1. **Pledge of Allegiance.**

2.2. **Invocation.**

3. **Roll Call.** Town Council Members Jack Hamilton, Mark McBrady, Dennis Repan, Sonya Williams-Rowe, Nancy Wright; Vice Mayor Arlene Alen; and Mayor Terry Nolan.

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

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

page

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

5.1. **Realtor's response to Town's request on properties for sale along SR 69 within Dewey-Humboldt town limits and direction on further actions.**

6. **Consent Agenda.**

6.1. **Minutes.** Minutes from the January 14, 2014, Work Session and January 21, 2014, Regular Session.

7. **Comments from the Public (on non-agendized items only)**. The Council wishes to hear from

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

please be courteous and silent while others are speaking.

**8. Discussion Agenda – Unfinished Business.** Discussion and Possible Action on any issue which was not concluded, was postponed, or was tabled during a prior meeting.

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

**9.1. Request Appointment for NACOG Representative for coming year in response to letter from NACOG Administrator.** [CAARF requested by Mayor Nolan]

**9.2. Remove Outback Road from Town Maintained Road Status.** [CAARF requested by CM Repan]

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

---

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

---

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

**12. Adjourn.**

**For Your Information:**

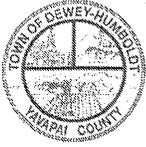
- Next Town Council Meeting: Tuesday, February 18, 2014, at 6:30 p.m.
- Next Planning & Zoning Meeting: Thursday, February 6, 2014, at 6:00 p.m.
- Next Town Council Work Session: Tuesday, February 11, 2014, at 2:00 p.m.

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

**Certification of Posting**

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Dewey-Humboldt Town Hall, 2735 South Highway 69, Humboldt, Arizona, Chevron Station, 2735 South Highway 69, Humboldt, Arizona, Blue Ridge Market, Highway 69 and Kachina Drive, Dewey, Arizona, on the \_\_\_\_ day of \_\_\_\_\_, 2014, at \_\_\_\_ p.m. in accordance with the statement filed by the Town of Dewey-Humboldt with the Town Clerk, Town of Dewey-Humboldt. By: \_\_\_\_\_, Town Clerk's Office.

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



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

**TOWN COUNCIL REGULAR SESSION**

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

**Agenda Item # 5.1 Town Manager's report. Realtor's response to Town's request on properties for sale along S.R. 69 within Dewey-Humboldt town limits and direction for further actions.**

**To: Mayor and Town Council Members**  
**From: Yvonne Kimball, Town Manager**

**Date submitted: January 29, 2014**

**Purpose: Report and advise the Council of staff thoughts**

**Summary:** At the January 14<sup>th</sup> Study Session, the Council discussed formulating plans for "town hall" at CM Hamilton's request. The Council directed staff to contact a realtor to gather a list of "for-sale" properties along SR 69 within the town limits.

I contacted a realtor that the town used to work with. The response is nothing is for sale in the area specified. It was instead suggested contacting other firms for in-depth study in order to determine what the town wants so that meaningful real property research can be generated.

I tend to agree with the suggestion. The current and past councils have made efforts to determine how to proceed with the overall town hall issue. The discussions covered renting or buying and where to buy. The discussions were emotional and political at times. It appears that the Town hall issue has become complex without clear objectives.

In considering a town hall, many factual components need to be evaluated, such as location, size for existing buildings, functionality, cost to purchase and so on. These components on their own can be complicated to identify, let alone the inevitable political and emotional aspects of this issue. It is no wonder the town hall discussions have not generated an agreed-upon and implementable plan. On the other hand, the options for town hall are only two – continue to rent or find a location to purchase. The complexity comes to play under each scenario.

All said, I recommend two approaches to the Council. They are equally important in helping the Council make a decision regarding "town hall", especially if you decide to discontinue renting in the near future (within two to five years).

1. Conduct a Town Hall Needs Assessment Study. This study is to determine the factual factors for the town hall based on the Town's current and future needs. The goal to provide objective perimeters for a town hall, such as square footage and location. As a result of the study, options may be narrowed down for the Council to choose from. This study is recommended to be conducted by a third party consultant who possesses pertinent knowledge base.
2. Council appointing a citizen committee to discuss the pros and cons of the two obvious options for the town hall – continuing renting for the next five years versus purchasing a town hall /property. Under the pros and cons discussion, the committee is tasked to bring citizens' view of the advantages of each option. The Committee is also tasked to present pros and cons for buying an existing building versus purchasing vacant land to build on.

In addition to the above recommendations, I am also hopeful that the upcoming economic development related "visioning" sessions may initiate some good dialogues on this topic. With the Council's consent, my recommendations to this subject can be placed in April's Study Session (after the visioning meetings) for further consideration.

[Page intentionally left blank]

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

**A REGULAR MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, FEBRUARY 4, 2014, AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.**

1. **Call To Order.** The meeting was called to order at 6:33 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 Jack Hamilton, Mark McBrady, Dennis Repan, Sonya Williams-Rowe, Nancy Wright; Vice Mayor Arlene Alen; and Mayor Terry Nolan were present.
4. **Announcements Regarding Current Events, Guests, Appointments, and Proclamations.** Announcements of items brought to the attention of the Mayor not requiring legal action by the Council. Guest Presentations, Appointments, and Proclamations may require Council discussion and action.

Mayor Nolan announced an Open House through Horses with Heart for Heroes for Horses. This event is on March 1<sup>st</sup> from 11 am to 2:30 p.m., located at 2705 S. Highway 89 in Chino Valley.

Councilmember Repan spoke on an earlier meeting agenda item decision regarding reimbursement for training. He reminded council that the town code and reimbursement procedures were not addressed before making the decision.

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

Town Manager Kimball spoke on the two Intergovernmental Agreements, one with Prescott for the Household Hazardous Waste Day (HHW) being held on March 30<sup>th</sup>, and the second with Prescott Valley for their clean-up day event May 3<sup>rd</sup>.

**5.1. Realtor's response to Town's request on properties for sale along SR 69 within Dewey-Humboldt town limits and direction on further actions.**

Town Manager Yvonne Kimball gave an overview on what she had found in her research on this subject. There were no properties available for sale along highway 69 at this time. She provided 2 suggestions: have a needs assessment done or appoint a citizen committee for input on pros and cons on town hall situation.

Council discussed this information and their thoughts on the options. Vice Mayor Alen made a motion to move this to a work session, seconded by Councilmember Wright.

Town Manager Kimball explained this wasn't agendized for action but stated she would find out the cost for a needs assessment and will bring it back at the April study session. The maker and seconder of the motion withdrew their motion.

6. **Consent Agenda.**

**6.1. Minutes.** Minutes from the January 14, 2014, Work Session and January 21, 2014, Regular Session.

Vice Mayor Alen made a motion to approve the January 14, 2014 Work Session and January 21, 2014 Regular Session minutes, as presented, seconded by Councilmember Williams-Rowe. It was approved unanimously.

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

Jerry Brady spoke on infrastructure development and engineering study on the alignment of highway. He indicated there are federal sources of funding available to the town (US Department of Transportation).

**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.

None.

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

**9.1. Request Appointment for NACOG Representative for coming year in response to letter from NACOG Administrator.** [CAARF requested by Mayor Nolan]

Mayor Nolan gave an overview and nominated Councilmember Wright to continue as the NACOG representative for the town. CM Wright agreed to the appointment.

Mayor Nolan made a motion to appoint CM Wright as the primary NACOG representative, seconded by CM Hamilton. It was approved unanimously.

TM Kimball explained NACOG requested an alternate be appointed as well.

Councilmember Repan made a motion to appoint the vice mayor and the mayor as the alternates to NACOG, seconded by CM Williams-Rowe. There was discussion on who would attend with two alternates. Mayor Nolan explained it would be whoever has the time and can attend. The motion passed unanimously.

**9.2. Remove Outback Road from Town Maintained Road Status.** [CAARF requested by CM Repan]

Councilmember Repan gave an overview on his agenda item request, explaining since Outback Rd. only serves a subdivision located outside of the town's limits the council should either remove the road from the maintenance program or consider another option, in order to best serve the citizens of D-H.

Councilmember Hamilton strongly objected to stopping maintenance of Outback Road for moral and possible legal reasons.

There was discussion on how this subdivision had been excluded in the incorporation process. Some options are to do nothing different and continue to maintain; stop maintenance; abandonment of road; annexation of subdivision into Dewey-Humboldt. There was discussion on the current maintenance standard and cost.

Councilmember Repan made a motion to have the attorney answer the questions raised and attend the meeting where the information is being presented, seconded by Councilmember Hamilton.

Public comment was taken on this item.

Jerry Brady spoke on future economic development of that intersection; major emergency ingress egress for Outback subdivision; and liability if not maintained.

Mike Gibson spoke on his 25-year history in the area and the conditions of the road since incorporation.

Barry Smylie spoke on federal highway grant money to assist in this problem and bringing the road up to a higher standard using grant money. Emergency Medical Services being

a valid reason to maintain the road and having the town's contract engineer look into possible grants.

Town Manager Kimball gave the benefits to the town to annex the subdivision into D-H. She clarified the questions she would pose to the attorney for a response: 4 options to consider (as stated earlier). Other Councilmembers listed some additional questions: the annexation process and who would the road be abandoned to. TM Kimball will distribute the written response to the council prior to the February 18<sup>th</sup> meeting and will have the attorney attend that meeting if available.

Public comment was taken on this item again.

Gerard Kaur spoke on relinquishing the section back to the county or the state.

Mike Gibson spoke on the property owners of the subdivision not having a vote on this when the town incorporated.

A vote was taken on the motion. It passed by a unanimous vote in favor.

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

**11. Comments from the Public.**

Jerry Brady spoke on NACOG not funding emergency planning of ingress/egress. He recommended the town lease larger equipment through the county to maintain roads faster.

Mayor Terry Nolan stated Ms. Kimball did not influence the decision made (in response to CM Repans earlier announcement topic).

**12. Adjourn.**

The meeting was adjourned at 7:42 p.m.

---

Terry Nolan, Mayor

ATTEST:

---

Judy Morgan, Town Clerk

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
STUDY SESSION MINUTES  
TUESDAY, JANUARY 14, 2014, 2:00 P.M.**

**A STUDY SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, JANUARY 14, 2014, AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.**

1. **Call To Order.** The meeting was called to order at 2:04 p.m.

2. **Roll Call.**

**2.1. Town Council.** Town Council Members Jack Hamilton, Mark McBrady, Sonya Williams-Rowe (absent at roll call, arrived late), Nancy Wright; Vice Mayor Arlene Alen (absent at roll call, arrived late); and Mayor Terry Nolan were present. Councilmember Dennis Repan was absent.

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

**3.1. Discussion on the future operation of Dewey-Humboldt Building Permitting and Inspection Services and how to proceed.**

Town Manager Kimball gave an overview explaining the County approached the Town with the desire to not continue the current IGA for Building Safety Services. Ms. Kimball reviewed the options open to the Council:

1. Refuse to discontinue the current IGA arrangement and insist Yavapai County continue the current arrangement.
2. Establish an IGA with another municipality and/or a contractor to perform the same services. I would venture to predict that fee schedules will have to go up if the town were to choose a private contractor to manage the service for us.
3. Bring the services back in-house and have the County cover for unexpected events through a new IGA (which the County's Building Department has kindly offered to do).

Vice Mayor Alen arrived at 2:06 p.m.

Ms. Kimball explained the purpose for this agenda item is for council to gather their thoughts on this and give direction on which option to pursue, at this time. There was discussion on the specifics of who brought this message to Dewey-Humboldt and to whom it was delivered.

Ms. Kimball gave historical information on how this was handled by the town prior to the IGA with the County. She explained she was just looking for direction on which avenue to pursue at this time rather than discussing the details of personnel. She spoke on a permitting fee comparison done with other municipalities within Yavapai County.

Councilmember Williams-Rowe arrived at 2:36 p.m.

Councilmember McBrady asked about having the County handle the commercial permits with the town taking back the residential plan review/inspection process.

Ms. Kimball clarified that the initial focus will be taking the full permitting process back in-house, with looking into the option of breaking out the commercial from the residential. The biggest cost will be staffing. She will get more details to bring back to council, then if they are comfortable they can proceed with next steps. If she is able to find any existing rate chart from the contract Town Engineer for these services she will provide this to the council as well.

**3.2. Main Street/Historical Designation and Alternatives.** (Continuation from December 17, 2013 Regular meeting) Report by Vice Mayor Alen.

Vice Mayor Alen gave an overview on the information she had obtained regarding historical districts. Council should consider speaking with the person who runs the ULI program to determine if they are qualified to move forward on this. VM Alen offered to take pictures of the buildings going in the district with the staff assisting with plat maps and google. She asked Council for any historical information on the buildings in the area.

Council reached consensus that they would like to hear from ULI about options. VM Alen explained she will make the initial contact and then direct them to Ms. Kimball to coordinate scheduling of meeting. Ms. Kimball will fill out the factual assessment data excluding any "direction", as this should come from the Council. VM Alen agreed to walk through those "directional" areas with Ms. Kimball using her opinion. Council did not disagree to this.

**3.3. Revisit process CAARF (Council Agenda Action Request Form) submittals from inception through action.** (Continuation from December 10, 2013 Work Session to look at VM Alen's proposal regarding this.)

Vice Mayor Alen gave an overview, explaining her recommendation follows Prescott Valley's process where all CAARFs go to a work session. There was discussion on whether this is what Council wanted and if so how they would handle the work load since there is currently only one regularly scheduled work session per month.

Staff was directed to put this on the next regular Council meeting for a vote.

**3.4. Create a Strategy for a Town Hall.** [CAARF requested by CM Hamilton]

Councilmember Hamilton gave an overview. If they wished to move forward on this issue they need a strategy. There was discussion on possible options for Town Hall: continue to lease, build or purchase building within D-H. Council directed the Town Manager to contact a realtor to find out what properties are available near the highways, preferably commercial. Councilmember McBrady explained there is a 6,000 square-foot building design for the vacant lot across from Town Hall at Humboldt Station.

**3.5. Partial Reimbursement for Educational Opportunity.** [CAARF requested by VM Alen]

Vice Mayor Alen gave an overview explaining she has signed up for training for economic developers, in Phoenix. The Flinn-Brown Foundation has granted her a partial scholarship toward this training. She explained the information she obtains will benefit the town. She asked if some funds allocated for Council travel and training can be designated for this training.

There was discussion on whether this is appropriate use of these funds and what the benefits to the town might be (knowledge, networking, etc.).

Staff was directed to move this forward to the next regular Council meeting for a decision.

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

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

There was discussion on holding an additional special session for the talk on ULI-Main Street Discussion. Council gave their scheduling limitations to Ms. Kimball. If a meeting can be planned for this purpose in January Council will be notified of that date.

5. **Comments from the Public.** None.
6. **Adjourn.** The meeting was adjourned at 4:12 p.m.

---

Terry Nolan, Mayor

ATTEST:

---

Judy Morgan, Town Clerk

[Page intentionally left blank]



## COUNCIL COMMUNICATION

Regular Council Meeting Date: **August 6, 2019**

Agenda Item: **10**

---

**Submitted by:** Edward L. Hanks, Jr., Town Manager

**Subject:**

Discussion and possible action to approve the Agreement for Town Attorney Services with Bigelow Law Offices, PLC.

**Background:**

At the July 16, 2019 Regular Meeting, Council authorized staff to negotiate with Bigelow Law Offices, PLC, for Town Attorney Services, and to bring a contract back to Council at tonight's meeting for Council action. This item has also been placed on the agenda under Executive Session for discussion.

**Contract terms:**

- One-year term, automatically renewing July 31;
- First year of the agreement has a review of the Attorney's performance after six months;
- The Town may terminate the contract at any time;
- The Attorney may resign upon a minimum 30-day notice;
- Other attorneys may provide services to the Town, except Kay Bigelow will be the primary contact, and the other attorneys shall report to Ms. Bigelow;
- Flat monthly fee includes one day per month office hours in the Town and attendance at a Council meeting, including travel.

**Financial Impact:**

- \$3,700 flat monthly fee;
- Hours worked in a year exceeding 264 hours will be billed at \$200 per hour;
- 216 or fewer hours worked in a year will result in 24 hours being carried over into the next year, increasing the limit at which the Town would need to pay \$200 hourly;
- Expenses accrued by the Attorney exceeding \$100.00 in a month are subject to review and approval by the Town Manager.

Sufficient funds for the anticipated expenditures in the current fiscal year were budgeted in the General Fund, account number 10-416-5001.

**Direction Requested:**

Staff is seeking Council direction on proceeding with the Legal Services Contract.

**Suggested Motion:**

**For:** I move to approve the Agreement for Town Attorney Services with Bigelow Law Offices, PLC.

**Against:** I move to deny the Agreement for Town Attorney Services with Bigelow Law Offices, PLC, and to direct staff to proceed as discussed during Executive Session.

**Attachments:**

Legal Services Contract; Information from State Bar of Arizona (showing no disciplinary action on record).

Town of Dewey-Humboldt

P.O. Box 69

Humboldt, AZ 86329

Phone: 928-632-7362 | Fax: 928-632-7365

August 6, 2019  
[www.dhaz.gov](http://www.dhaz.gov)

## AGREEMENT FOR TOWN ATTORNEY SERVICES

### (Independent Contractor Agreement)

THIS AGREEMENT made this 1st day of August, 2019, by and between the Town Council of the Town of Dewey-Humboldt, a municipal corporation organized pursuant to the laws of the State of Arizona (hereafter referred to as “the Town”), and the law firm of Bigelow Law Offices, PLC, an Arizona professional limited liability company (“Firm”) (the Town and Firm are hereafter collectively referred to as “the Parties”) witnesseth:

WHEREAS, the Town desires to enter into an Agreement with Firm to serve as Town Attorney for the Town and to provide for the terms and conditions upon which Firm might be so contracted;

WHEREAS, the Town Council met on August 6, 2019, in a properly noticed and agendized public meeting, and designated Firm as its Town Attorney; and

WHEREAS, Firm is willing to serve in such position, under the terms and conditions outlined, herein.

WHEREAS, Town and Firm will meet and the Town will perform a review of the Firm’s provision of legal services six (6) months into the Contract Year, as defined in Paragraph 2.

NOW THEREFORE, in consideration of the foregoing and based upon the mutual covenants, promises and payments hereinafter set forth, it is agreed between the Parties as follows:

1. **APPOINTMENT OF TOWN ATTORNEY:** The Town hereby appoints Firm as the Town Attorney to handle all civil legal matters of the Town. In that regard, Firm shall perform the functions and duties of Town Attorney as allowed for by the controlling rules of professional ethics for attorneys, applicable Federal and Arizona Statute, and any lawfully enacted Codes and Ordinances of the Town of Dewey-Humboldt. The attorney primarily responsible for communication with the Town and management of the Town’s legal matters is attorney Kay Bigelow (hereafter “Bigelow”). Firm will not replace Bigelow as the Town’s primary contact without the express written permission of the Town of Dewey-Humboldt. Nothing in this Agreement shall prohibit the Firm from using other attorneys in the Firm at the same hourly rates as set forth in Paragraph 3 to provide legal services as described herein, so long as Bigelow provides supervision over such attorneys.

2. **TERM:** The term of this Agreement shall be for one year, beginning as of August 1, 2019 and ending on July 31, 2020, with such term being served at the pleasure of the Town and terminable, any time, by the Town Council without cause. In light of this Agreement being terminable without cause at the direction of the Town Council, Firm shall, likewise, be entitled to resign at any time. Firm shall provide a minimum of thirty (30) days notice in the event of such resignation. This Agreement shall automatically renew on July 31, 2020 and each July 31st thereafter unless sooner terminated by written notice from one party to the other. Each twelve months between August 1 and July 31 of each year in the Term will be defined as a “Contract Year” for purposes of this Contract.

3. **COMPENSATION:**

A. Firm’s compensation for the services provided, hereunder, shall be as follows: \$3,700.00 per month which is earned upon payment as a retainer for legal services for general counsel (town attorney) services and other legal services.

B. The Parties have agreed that the presumed time for the legal services needed annually by the Town is 20 hours per month or 240 hours per year (Presumed Hours). If hours worked in any contract year is 10% greater than 240 hours (hereinafter “Overage Hours”), the Town will pay \$200 per Overage Hour worked and billed to the Town.

C. If hours worked in any contract year is 10% less than 240 hours (hereinafter “Under Hours”), the Firm will carry 24 hours over to the next Contract Year for inclusion in the retainer fees paid during the next Contract Year. For example, the second Contract Year will have 264 (240 + 24) hours for the Presumed Hours for the second Contract Year. Consequently, the Town’s hours for the set monthly fee during the second Contract Year would have to exceed 288 hours<sup>1</sup> before legal services would be billed as Overage Hours.

D. Any additional costs that may be necessary to the representation, such as court filing fees, process service fees, recording fees, etc., must be approved in advance by the Town Manager if they exceed \$100.00 in any one month. Online legal research which is outside the free legal subscriptions or paid subscriptions for legal research already carried by the Firm as overhead, if necessary, must be approved in advance by the Town Manager.

E. Round-trip travel to the Town for one trip is included in the monthly fee set forth in paragraph A, above. If the Town wishes to have an attorney present for other Town meetings or business, the Firm will charge \$50 per hour for travel time from Phoenix to the Town Hall but travel time will not be billed as time for legal services. If Town will provide a conference room with Wi-Fi access, Bigelow will arrive early and provide office hours so in person meetings can occur on the “free” or included trip that occurs once a month. Any other travel time and expenses that may be necessary in the representation of the Town must be agreed to in advance by the Town Manager. Beyond those sums stated herein, Firm shall be entitled to no additional or further compensation of any type for the services contracted for, herein. Firm hereby acknowledges and agrees that the Town is a municipal corporation and subject to the state laws regarding municipal budgeting; as such, Firm will use its best efforts to work with the Town Manager to the end that all civil legal expenses of the Town remain as nearly as reasonably possible within the budgeted allocation by Town Council for civil legal expenses, excluding litigation when covered by insurance (as it typically is).

#### 4. MISCELLANEOUS:

4.1. **INDEPENDENT CONTRACTOR STATUS:** Nothing agreed upon, hereunder, creates or shall be construed to create any nature or form of employment relationship between Firm and the Town, and the Parties acknowledge, understand and agree that Firm shall be deemed an independent contractor with the Town, pursuant to this Agreement and for all purposes for which this Agreement is made. In that regard, the Town shall provide Firm with a form 1099 to verify and report all contract payments, hereunder, to Federal and State taxing authorities, as required by law. Firm understands that it is its sole responsibility to report all income earned pursuant to this Agreement, as required by law, and that it shall be solely responsible for all related taxes due to any and every taxing authority as and for social security, income, and every other applicable governmental tax.

4.2. **NON-EXCLUSIVE NATURE OF SERVICES:** It is specifically understood and agreed by the Parties that this Agreement is a non-exclusive contract for services and Firm shall be and is fully entitled, during the term of this Agreement, to take any other or further employment as it deems appropriate so long as such other or further work does not professionally conflict with his responsibilities and obligations to the Town, hereunder; and the Town may engage other attorneys for similar work.

4.3. **CANCELLATION:** Pursuant to the specific language and allowances of A.R.S. § 38-511, the Town may cancel this Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the Agreement on behalf of the Town of Dewey-Humboldt is at any time while the Agreement or any extension of the Agreement is in effect, an employee or agent of any other party to the contract in any capacity

<sup>1</sup> [(240 Presumed Hours for 2<sup>nd</sup> Contract Year + 24 Overage Hours carried over from previous Contract Year) + (10% of 240 hours)]

or a consultant to any other party of the Agreement with respect to the subject matter of the Agreement.

4.4. ENTIRE AGREEMENT: The text of this Agreement constitutes the entire Agreement between the Parties. With the execution of this Agreement, any further or additional representations, statements, promises, or understandings not contained herein shall be of no continued force, effect or validity.

4.5. SEVERABILITY: The invalidity, in whole or in part, of any provision hereof, shall not affect the validity of any other provision, hereof, and this Agreement shall remain in full force and effect except as to such invalid provision.

4.6 COMPLIANCE WITH IMMIGRATION LAWS AND REGULATIONS: Pursuant to the provisions of A.R.S. § 41-4401, Firm warrants to the Town that Firm and all its agents are in compliance with all Federal Immigration laws and regulations that related to their employees and with the E-Verify Program under A.R.S. § 23-214(A). Firm acknowledges that a breach of this warranty by Firm or any of its agents is a material breach of the Agreement subject to penalties up to and including termination of the Agreement or any subcontract. The Town retains the legal right to inspect the papers of any employee of Firm or any agent who works on the Agreement to ensure compliance with this warranty.

4.6.1. The Town may conduct random verification of the employment records of Firm and any of its agents to ensure compliance with this warranty.

4.6.2. The Town will not consider Firm or any of its agents in material breach of the foregoing warranty if Firm and it agents establish that they have complied with the employment verification provisions prescribed by 8 USCA § 1324(a) and (b) of the Federal Immigration and Nationality Act and the e-verify requirements prescribed by A.R.S. § 23-214(A).

4.6.3. The provisions of this Article must be included in any contract Firm enters into with any and all of its agents who provide services under the Agreement or any subcontract. As used in this Section, “services” are defined as furnishing labor, time or effort in the State of Arizona by a contractor or subcontractor. Services include construction or maintenance of any structure, building or transportation facility or improvement to real property.

IN WITNESS WHEREOF, the Town of Dewey-Humboldt, Arizona, has caused this Agreement to be signed and executed on its behalf by its Mayor, and duly attested by its Town Clerk and Firm has signed and executed this Agreement as well; both signing in duplicate, on the day and year stated above.

TOWN OF DEWEY-HUMBOLDT

BIGELOW LAW OFFICES, PLC

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

\_\_\_\_\_  
Kay Bigelow, Esq.

ATTEST:

APPROVED AS TO FORM

\_\_\_\_\_  
Town Clerk



Powered by Legal Services Link

HOW IT WORKS

FAQ



## Kay Bigelow

Managing Attorney

Message

\*To message attorneys, please create an account here.

### Contact Information

602-527-1629

[kaybigelow@cox.net](mailto:kaybigelow@cox.net)

Bigelow Law Offices

1009 E Shadow Ridge Rd, Casa Grande, Arizona, 85122-1709

### Discipline

None

[Page intentionally left blank]



## COUNCIL COMMUNICATION

Regular Council Meeting Date: **August 6, 2019**

Agenda Item: **11**

---

**Submitted by:** Edward L. Hanks, Jr., Town Manager

**Subject:**

Discussion and possible action relating to the potential purchase of real property located at 2735 South Highway 69.

**Background:**

At the July 18, 2019, Council Meeting, Council directed staff to place both items relating to the Town Hall location on the agenda for a vote.

The lease agreement for the current Town Hall location expires December 31, 2019. The landlord has indicated a preference to sell the property to the Town rather than enter into a new lease agreement. This item has also been placed on the agenda under Executive Session for discussion.

**Property notes:**

- 3,308 total square feet building size;
- Approximate 1.4 acre total lot size;
- Lot size allows room to expand the current building and for future growth to accommodate the Sheriff's Office and Library.

**Financial Impact:**

- \$780,000 for purchase of existing building and lot;
- Additional costs for a legal survey and appraisal of the property prior to purchase, and for ongoing maintenance and improvements to the building.

Sufficient funding for purchase of the property was not budgeted in the current fiscal year. Should Council wish to proceed with the purchase, negotiations for a lease extension through the end of the fiscal year will need to occur, so that funding can be properly budgeted in FY2020/21.

**Direction Requested:**

Staff is seeking Council direction on whether or not to proceed with the purchase of the current Town Hall location.

**Suggested Motion:**

**For:** I move to proceed with the purchase of the current Town Hall location, and to direct the Town Manager to enter negotiations for an extension of the current lease through the end of the fiscal year.

**Against:** I move to direct the Town Manager to notify the landlord in writing that the Town will not purchase the property.

**Attachments:**

Site map showing proposed property boundaries.

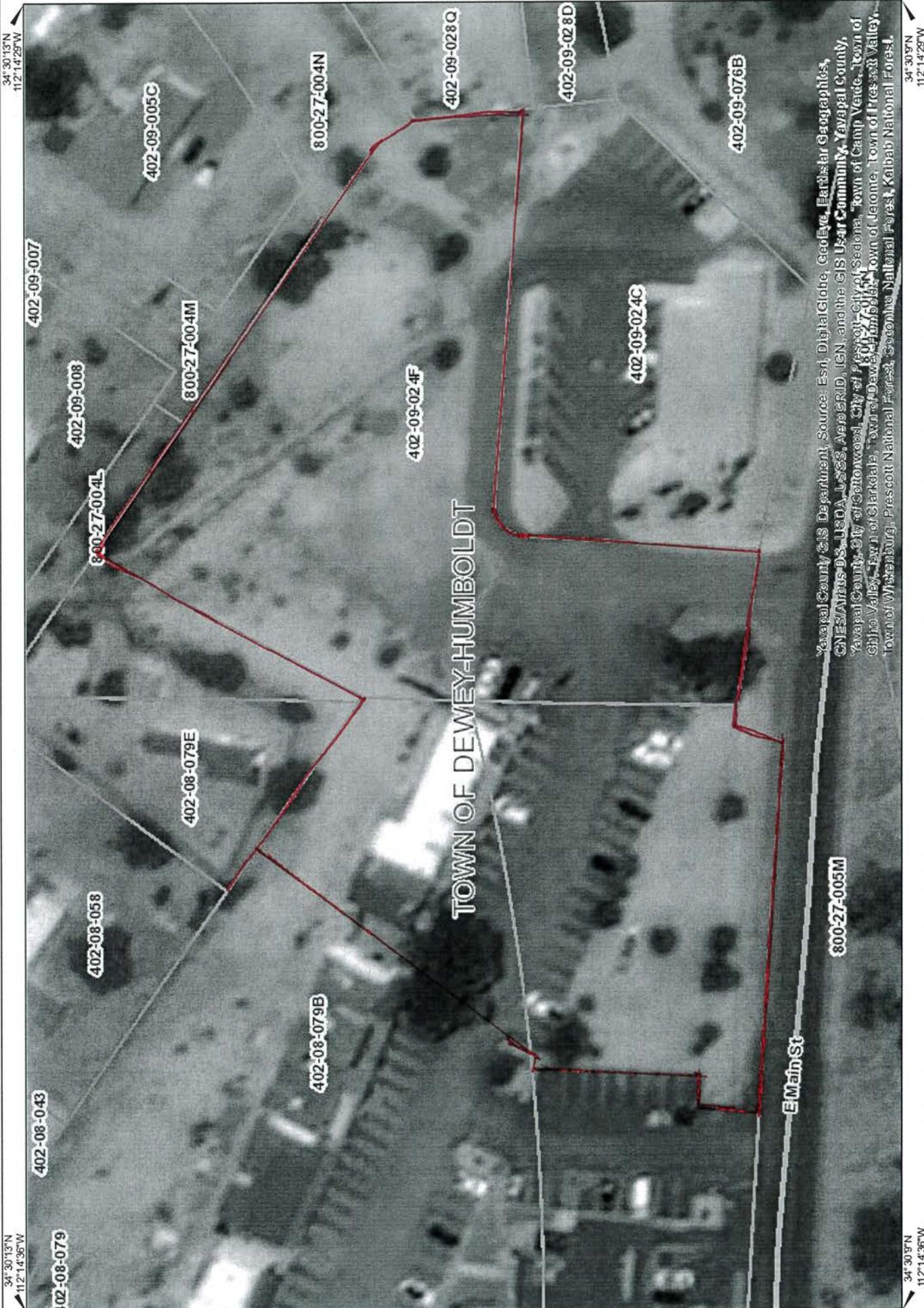
Town of Dewey-Humboldt

P.O. Box 69

Humboldt, AZ 86329

Phone: 928-632-7362 | Fax: 928-632-7365

August 6, 2019  
[www.dhaz.gov](http://www.dhaz.gov)



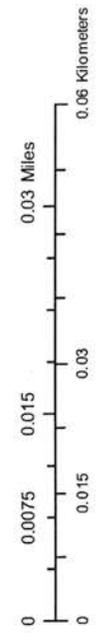
TOWN OF DEWEY-HUMBOLDT

E Main St

800-27-005M

Yavapai County GIS Department, Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community, Yavapai County, Yavapai County, City of Cottonwood, City of Prescott, City of Sedona, Town of Camp Verde, Town of Chino Valley, Town of Clarkdale, Town of Dewey-Humboldt, Town of Jerome, Town of Prescott Valley, Town of Wickenburg, Prescott National Forest, Sedona National Forest, Kaibab National Forest.

**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.



34° 30' 13" N  
112° 14' 36" W

34° 30' 13" N  
112° 14' 29" W



## COUNCIL COMMUNICATION

Regular Council Meeting Date: **August 6, 2019**

Agenda Item: **12**

---

**Submitted by:** Edward L. Hanks, Jr., Town Manager

**Subject:**

Discussion and possible action relating to the potential lease of real property located at 3650 South Highway 69.

**Background:**

At the July 18, 2019, Council Meeting, Council directed staff to place both items relating to the Town Hall location on the agenda for a vote.

As directed by Town Council at the June 18, 2019 Council Meeting, staff has made inquiries about possibly using the building at 3650 South Highway 69 as a new location for Town Hall. This item has also been placed on the agenda under Executive Session for discussion.

**Property notes:**

- Approximately 10,000 total square feet building size;
- 1.94 acre total lot size for the building to be leased;
- Building size allows for the Sheriff's Office and possibly the Library in the same location.

**Financial Impact:**

- \$78,000 annually, for lease of the existing building and lot;
- Rough estimate of \$40,000 - \$50,000 for design and tenant improvements prior to move-in;
- No lease payment will be required while tenant improvements are being made.

Sufficient funding for lease of the property is included in the current fiscal year's budget; however, should Council wish to proceed, a separate Council action at an upcoming meeting is required to approve a budget transfer for the costs.

**Direction Requested:**

Staff is seeking Council direction on whether or not to proceed with the lease of 3650 South Highway 69 for the Town Hall location.

**Suggested Motion:**

**For:** I move to proceed with leasing the property located at 3650 South Highway 69 for the Town Hall location, and to direct the Town Manager to enter into lease negotiations as instructed during Executive Session.

**Against:** I move to direct the Town Manager to notify the property owner in writing that the Town will not lease the property.

**Attachments:**

Site map; CAARF from Councilmember Collins with appraisal, parcel map and sales history information; CAARF from Councilmember Collins with parcel map.

Town of Dewey-Humboldt

P.O. Box 69

Humboldt, AZ 86329

Phone: 928-632-7362 | Fax: 928-632-7365

August 6, 2019  
[www.dhaz.gov](http://www.dhaz.gov)





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

Dewey-Humboldt

JUL 23 2019

Received

**COUNCIL AGENDA ACTION REQUEST FORM**

Meeting Type:  Regular     Special     Work Session

Meeting Date: Aug 6 2019

Date of Request: 7-23-19

Requesting:     Action     Discussion or Report Only    Background

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):

Background info on 3650 So. St. R.L. 69 from G.I.S., and it's two neighboring properties.

Purpose and Background Information (Detail of requested action):

Miscellaneous appraisal, parcel map, sales history information

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

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

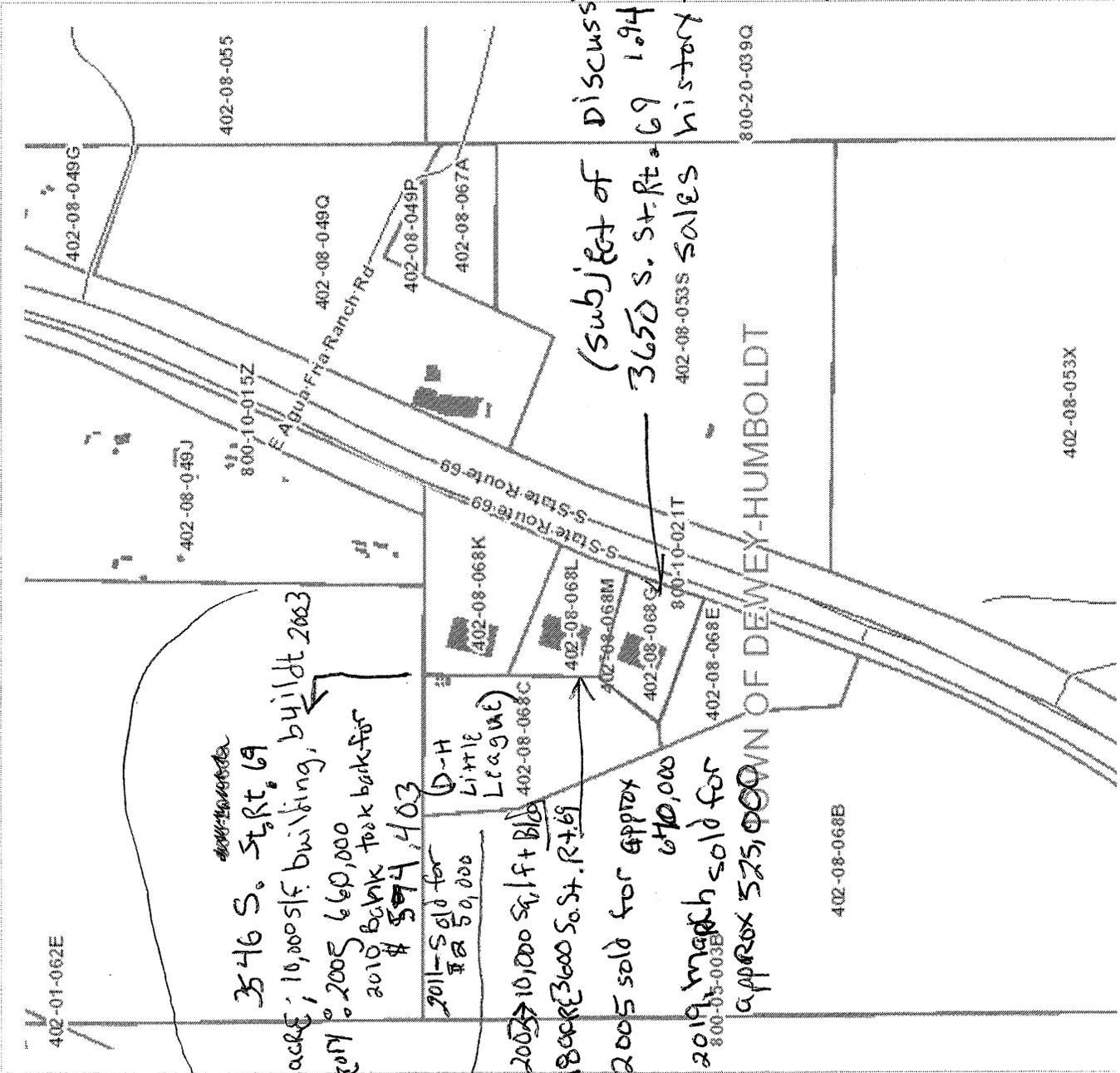
List All Attachments: \_\_\_\_\_

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

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

Contact Person: \_\_\_\_\_

**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.**



(Subject Property)

**TREASURER'S OFFICE**  
YAVAPAI COUNTY GOVERNMENT AZ

402-08-068G8    New Parcel    1.94 acre    Main Menu    Contact Us    Help

**Valuations**    9,920 sq ft building built in 2005

Tax Year: 2018    Tax Area Code: 2280    Use Class: 1810    [View Assessor Information](#)

**Assessor Valuations**    Primary (LPV): \$80,224    Secondary (FCV): \$80,224

Levy Type	Legal	Legal Class	Value Type	Value	Ratio	Exempt	Net Assessed
Primary	0112	Commercial/Real not in other Classes	Improvements	375,076	0.1800	0	\$67,514
Primary	0112	Commercial/Real not in other Classes	Land	70,610	0.1800	0	\$12,710
Secondary	0112	Commercial/Real not in other Classes	Improvements	375,076	0.1800	0	\$67,514
Secondary	0112	Commercial/Real not in other Classes	Land	70,610	0.1800	0	\$12,710

**SALES HISTORY - (approx amounts)**

2005 - 483,000

2006 - 1,309,000

2010 - 385,000 (as bank owned sale) to current owner

PARCEL INQUIRY

- TAX SUMMARY
- TAX BILL/COUPON
- TAX YEAR DUE
- PAYMENT HISTORY
- APPLIED INT/FEES
- VALUATIONS
- OWNER HISTORY
- UPDATE ADDRESS
- TAX BILL ESTIMATOR
- VIEW MAP (GIS)

PAYMENTS

- PAYMENT OPTIONS
- PAY ONLINE

REPORTS

- TAX STATEMENT
- PAYMENT RECEIPT
- TAX RECEIPT

PER GIS online link - Assessments

	2020	2019
Limited value for taxes	491,368	467,970
Full cash value	677,827	562,315



402-08-068K1    New Parcel    1.98 acre    Main Menu    Contact Us    Help

PARCEL INQUIRY

TAX SUMMARY

TAX BILL/COUPON

TAX YEAR DUE

PAYMENT HISTORY

APPLIED INT/FEES

VALUATIONS

OWNER HISTORY

UPDATE ADDRESS

TAX BILL ESTIMATOR

VIEW MAP (GIS)

PAYMENTS

PAYMENT OPTIONS

PAY ONLINE

REPORTS

TAX STATEMENT

PAYMENT RECEIPT

TAX RECEIPT

Valuations

10000sq ft Building built in 2003

Tax Year: 2018    Tax Area Code: 2280    Use Class: 3020    [View Assessor Information](#)

Assessor Valuations			Primary (LPV): \$80,223		Secondary (FCV): \$80,223		
Levy Type	Legal	Legal Class	Value Type	Value	Ratio	Exempt	Net Assessed
Primary	0110	Commercial/Manufacturers/Assemblers	Improvements	336,341	0.1800	0	\$60,541
Primary	0110	Commercial/Manufacturers/Assemblers	Land	109,345	0.1800	0	\$19,682
Secondary	0110	Commercial/Manufacturers/Assemblers	Improvements	336,341	0.1800	0	\$60,541
Secondary	0110	Commercial/Manufacturers/Assemblers	Land	109,345	0.1800	0	\$19,682

Sales history (approx. amounts)

2019, April - \$525,000

2004 - \$640,000

PER GIS online link - Assessments

	2020	2019
Limited value for taxes -	616,916	587,539
Full cash value -	730,998	614,152

# TREASURER'S OFFICE

YAVAPAI COUNTY GOVERNMENT

402-08-068K1

New Parcel

3.59 ACRE

[Main Menu](#)

[Contact Us](#)

[Help](#)

PARCEL INQUIRY

TAX SUMMARY

TAX BILL/COUPON

TAX YEAR DUE

PAYMENT HISTORY

APPLIED INT/FEES

VALUATIONS

OWNER HISTORY

UPDATE ADDRESS

TAX BILL ESTIMATOR

VIEW MAP (GIS)

PAYMENTS

PAYMENT OPTIONS

PAY ONLINE

REPORTS

TAX STATEMENT

PAYMENT RECEIPT

TAX RECEIPT

Valuations 10,000 s.f. Building - built in 2003

Tax Year: 2018

Tax Area Code: 2280

Use Class: 3020

[View Assessor Information](#)

Assessor Valuations

Primary (LPV): \$80,223

Secondary (FCV): \$80,223

Levy Type	Legal	Legal Class	Value Type	Value	Ratio	Exempt	Net Assessed
Primary	0110	Commercial/Manufacturers/Assemblers	Improvements	336,341	0.1800	0	\$60,541
Primary	0110	Commercial/Manufacturers/Assemblers	Land	109,345	0.1800	0	\$19,682
Secondary	0110	Commercial/Manufacturers/Assemblers	Improvements	336,341	0.1800	0	\$60,541
Secondary	0110	Commercial/Manufacturers/Assemblers	Land	109,345	0.1800	0	\$19,682

Sales history - (approx amounts)

2-23-2011 - Bank owned sale - \$250,000

7-22-10 - Auctioned, payment made by credit bid by trustee (Wells Fargo) \$574,403,000



TOWN OF DEWEY-HUMBOLDT

P.O. BOX 69

HUMBOLDT, AZ 86329

Phone 928-632-7362 • Fax 928-632-7365

RECEIVED

JUL 25 2019

Dewey-Humboldt

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type:  Regular  Special  Work Session

Meeting Date: Aug 6 2019

Date of Request: 7-26-19

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):

Please include this or some <sup>other</sup> parcel map when discussing the town hall. (Can we get it on the projector?)

Purpose and Background Information (Detail of requested action). This would help so everyone knows what peices of property are being discussed

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

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

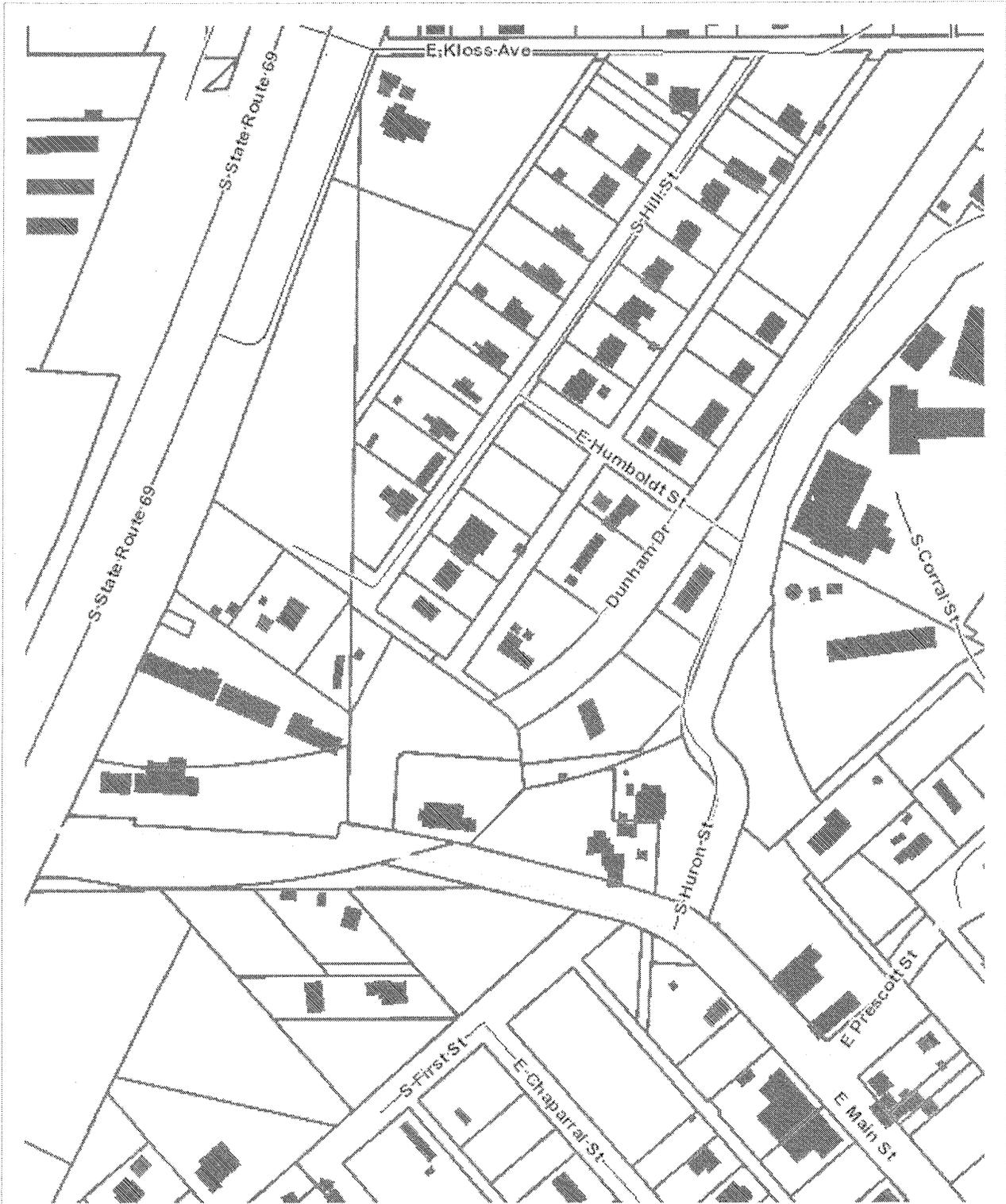
List All Attachments: \_\_\_\_\_

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

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

Contact Person: Lynn Collins

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.



*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: 7.25.2019