

**TOWN COUNCIL OF DEWEY-HUMBOLDT  
STUDY SESSION MEETING NOTICE AND AGENDA**

**Tuesday, August 13, 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 13, 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 STUDY SESSION 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 Council Members Karen Brooks; Lynn Collins, John Hughes, Amy Lance, Mark McBrady, Vice Mayor Victoria Wendt and Mayor Terry Nolan.

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

**A. Presentation and discussion: Morgan O'Connor, Arizona Department of Environmental Quality (ADEQ) – Introduction of ADEQ local community liaison** (from the July 2, 2019 Regular Meeting)

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**3 B. Overview and discussion of the process and timelines of adopting new Building Codes** (Staff CC)

**5 C. Discussion and consideration of a Secondary Road Standard (Country/Gravel and Emergency Access Standards)** (Staff CC; from the March 19 and January 15, 2019 Regular Meetings)

**13 D. Town Manager update and discussion on the status of lease negotiations for the property located at 3650 South Highway 69, and on moving Town Hall from 2735 South Highway 69** (Staff CC; from the August 6, 2019 Regular Meeting)

**15 E. Discussion of the condition of Main Street, South of 3rd Street, including whether gravel can be placed on Main Street by the Town or another agency, and the Dead End street sign located on Main Street** (CAARF – Councilmember Collins)

**17 F. Discussion of the Town Council's policy of allowing anonymous code enforcement/code violation complaints, and of the proper method to repeal the practice of allowing anonymous complaints and switch to an outreach/arbitration-type approach to code enforcement/code violation complaints** (CAARF – Councilmember Collins)

#### 4. 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 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.

#### 5. Adjourn.

##### For Your Information:

Next Town Council Meeting: Tuesday, September 3, 2019 at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, September 5, 2019 at 6:00 p.m.

Next Town Council Work Session: Tuesday, September 10, 2019 at 6:30 p.m.

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

##### Certification of Posting

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

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.



# COUNCIL COMMUNICATION

Study Session Meeting Date: **August 13, 2019**

Agenda Item: **3.B.**

**Submitted by:** Don Roberts, Building Official, through Edward L. Hanks, Jr., Town Manager

**Subject:**

Overview and discussion of the process and timeline for adopting new Building Codes.

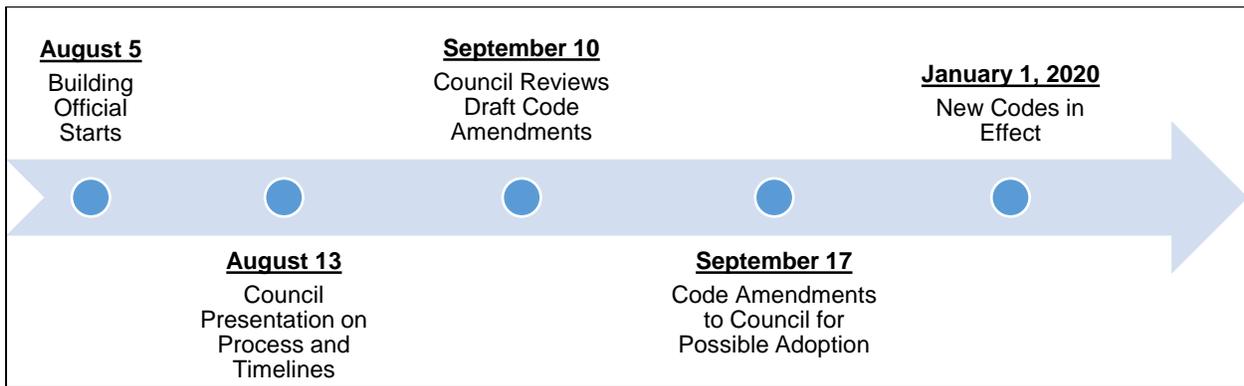
**Purpose:**

To provide an introduction to the process of reviewing and adopting new Building Codes and a proposed timeline for the adoption, and to seek Council feedback on the process and timeline.

**Background:**

The Town uses the 2012 versions of the International Building Codes, and the 2006 Electrical Code. A list of codes currently in place is below. Surrounding jurisdictions (Chino Valley, Prescott, Yavapai County) have updated to the 2018 versions of the Codes, the Town is reviewing to determine which, if any, codes need to be updated. The Town is using Chino Valley as a model during this process.

A general timeline for the proposed Code adoption process is as follows:



Building Codes currently in effect:

- Administrative Code (2012)
- International Building Code (2012)
- International Residential One- and Two-Family Dwelling Code (2012)
- International Plumbing Code (2012)
- International Mechanical Code (2012)
- Electrical Code (2006 ICC Electrical Code Administrative Provisions/2011 National Electrical Code)
- International Fuel Gas Code (2012)
- International Property Maintenance Code (2012)
- Grading Ordinance (2006)
- International Energy Conservation Code (2006)
- Arizonans with Disabilities Act

**Financial Impact:**

Anticipated cost to the Town is \$1,400 for the purchase of new code books.

**Attachments:**

The Chino Valley codes will be provided to Council at the Study Session to review prior to September 10.

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## COUNCIL COMMUNICATION

Study Session Meeting Date: **August 13, 2019**

Agenda Item: **3.C.**

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

**Subject:**

Discussion and consideration of a Secondary Road Standard (Country/Gravel Road and Emergency Access Standards).

**Purpose:**

To receive Council feedback on the updated Secondary Road Standard (“Standard”).

**Background:**

At the January 15, 2019, Council Meeting, staff was directed to gather costs and options for a Standard and bring it back to a Study Session. Following this, Council reviewed, discussed and provided feedback on a draft Standard at the March 19, 2019, Regular Meeting.

**Financial Impact:**

Following acceptance of a road under the Standard for maintenance by the Town, there will be a two-year guarantee period during which repairs will be made at no cost to the Town. The Town will pay for routine maintenance during the guarantee period, and for repair and maintenance following the guarantee period.

**Attachments:**

Standard, entitled “Minimum design and construction standards for Rural/unpaved roads within Dewey-Humboldt”.

 <p><b>TOWN OF DEWEY- HUMBOLDT DEPARTMENTAL REGULATION</b></p>	
<p><b>Department: Public Works</b></p>	
<p><b>Subject: <i>Minimum design and construction standards for Rural/unpaved roads within Dewey-Humboldt.</i></b></p>	

1. **Scope.** This procedure applies **minimum** standards for the design and construction of Rural/unpaved roads within public and private rights of way and easements in The Town of Dewey-Humboldt, Arizona.
2. **Purpose.** To establish criteria for safe, adequate access to private and public parcels within the Town of Dewey-Humboldt.
3. **Acceptance and Maintenance.** All roadways conveyed to the public shall require acceptance of the conveyance by the Town Council prior to any responsibility for maintenance by the Town. All unpaved public roadways shall be constructed to these standards prior to approval for maintenance. Approval for maintenance shall be by written documentation signed by the Town Council.
4. **Right-of-Way Requirements.**
  - 4.1. Minimum Right-of-Way Widths for Rural/unpaved roads.
    - 4.1.1. Low Volume Residential Street - 40' wide.
    - 4.1.2. Alleys - 30' minimum.
    - 4.1.3. Emergency Access - 25' minimum.
    - 4.1.4. Cul-de-sacs - 60' radius.
    - 4.1.5. Utility easements - 20' wide.
  - 4.2. The above rights-of-way are minimum width requirements and in instances approved by the Town, the right of way may be adjusted to a sufficient width to contain the complete or future roadway prism.
  - 4.3. Classification of roadways will be determined at time of sketch plan or preliminary review by the Town Public Works Director or Town Engineer.
  - 4.4. Right-of-way widths shown are total widths and shall be equidistant from the survey centerline shown on the final plat.
  - 4.5. Right of way shall be cleared in accordance with AASHTO 2001 clear lane requirements
5. **Road Width Requirements.**
  - 5.1. Minimum drivable surface widths:
    - 5.1.1. Low Volume Residential Street - 22' wide.

- 5.1.2. Alley - 18' wide.
- 5.1.3. Emergency Access - 15' wide
- 5.1.4. Cul-de-sacs - 50' radius.

5.2. Adjustments. The above road widths are minimum width requirements and shall only be adjusted by Town Public Works Director or Town Engineer.

## 6. **Design Standards**.

6.1. All geometric design criteria shall be in conformance with A Policy on Geometric Design of very Low-Volume Roads, 2001 edition, and subsequent editions as adopted by the American Association of State Highway and Transportation Officials (AASHTO), or as approved by the Town.

6.2. A design speed of 20 M.P.H. shall be utilized for the design of residential streets and rural unpaved Low Volume roads.

6.3. Design speeds may be decreased for low volume residential streets as approved by the Town Public Works Director or Town Engineer.

### 6.4. Vertical Alignment:

6.4.1. Street grades of twelve (12) percent shall have a maximum length of six hundred (600) feet. (Wherever possible)

6.4.2. Shoulders minimum 2' each side of drivable surface.

6.4.3. Roadside drainage channels shall be in accordance with the drainage analysis and the drainage plan as approved by the Yavapai County Flood Control and the Town.

6.4.4. All roads and streets shall have a finished maintainable surface.

6.4.4.1. Special consideration may be given when specifying a road surface type, based upon consideration of the following or a combination of the following: (A) Total build-out, (B) traffic volumes, (C) geometrics, (D) snow removal, (E) location, and/or (F) grades.

6.4.5. Inverted crown streets will not be acceptable without approval of a variance.

6.4.6. All road improvements shall conform to M.A.G. construction standards as approved by the Town.

### 6.5. Design Criteria for Road Drainage.

6.5.1. A drainage report shall be subject to review and approved by the Yavapai County Flood Control and Town.

6.5.2. All-natural drainages crossing roadways will be culverted unless approved otherwise by Yavapai county Flood Control and/or Town.

6.5.3. All roadside drainage channels will be constructed prior to the laying of the finish material. Driveway culverts shall be a minimum of 15" arch/squash. Inlet and outlet erosion protection shall be implemented to prevent sediment transport.

6.5.4. Whenever possible, storm water shall be conveyed separately from the street system and defined drainage ways shall follow existing alignment.

6.5.5. Minimum cover of fill over culverts must be provided to maintain the structural integrity of the pipe under anticipated loading conditions. Culvert manufacturers provide minimum cover requirements for prefabricated pipe. All culverts shall have a manufacturer's minimum of cover from the top of subgrade. The minimum size culvert allowed across a Town road will be 18" in diameter or arch/squash equivalent. Inlet and outlet erosion protection shall be implemented to prevent sediment transport.

6.6. Roadway Encroachments. All encroachments onto Town roadways shall be done by permit.

6.7. Drainage Reports shall be in accordance with Yavapai County Drainage Criteria Manual and will be subject to review for conformance with regulatory flood control requirements.

## 7. **Construction Standards**.

7.1. All construction shall be in accordance with the approved improvement plans, and any changes in construction from the approved plans shall be preapproved by the Town.

7.2. Any errors or omissions discovered at the time of construction shall be corrected by the responsible party at no cost to The Town.

### 7.3. Construction Inspection and Submittals.

7.3.1. Inspection by Town representative will be done on the following stages:

7.3.1.1. Subgrade Completion - all utilities, culverts, ditches, shaping to finished subgrade, etc. complete in place.

7.3.1.2. A.B.C. or compatible finish material complete in Place.

7.3.1.3. Final.

7.3.2. The Town will inspect on a total-stage completion basis and not on a partial-stage completion basis.

7.3.3. It shall not be assumed that inspection by the Town Engineer's office will in any way eliminate the need for regular inspection during the construction period; it is required that a qualified registered professional engineer and testing firm (approved by the Town Engineer's office) be retained by the developer for quality control for this purpose. These costs shall be borne by the developer and/or contractor.

7.3.3.1. The engineering firm and/or inspecting firm shall document, verify and report to the Town Engineer's office all pertinent information relative to quality control for all improvements being installed, and in accordance with the quality control and testing section of this document.

7.3.3.2. The term "all improvements" shall be understood to be any required utility, roads, or other improvements, for subdivision approval or any use of the public roadway and easements.

7.3.3.3. All laboratory reports deemed necessary for quality control and testing and as specified in the documents, along with compaction test results, will be submitted to the Town Engineer's office by the inspecting firm as backup data for the bi-monthly progress report.

7.3.3.4. The responsibility for the construction of all projects shall lie with the contractor/developer. The contractor developer shall be responsible for the necessary adjustments and/or repairs due to any failure for a minimum period of two years.

7.3.3.5. The costs for the above required quality control shall be borne by the developer and/or contractor.

7.3.3.6. Any questions as to construction standards, interpretation of results, or methods of construction, shall be brought to the Town Public Works Director attention for interpretation.

7.4. Testing and Sampling. All testing and sampling will be performed by a qualified and approved laboratory and/or engineering firm, in accordance with the applicable provisions of ASTM and the quality control and testing section of this document, with the results submitted to The Town Engineer's office.

## 8. Utilities.

8.1. All utilities required in new subdivisions and/or public rights-of-way will be designed in accordance with the standards specified by the respective utility company and approved by the proper regulatory agency with placement location reviewed and approved by the Town.

8.2. Utility depth, separation, and requirements shall conform to applicable standards (e.g., Arizona Administrative Code, Arizona Department of Environmental Quality, private utility companies). The Town shall review and approve placement, horizontal and vertical, prior to construction.

8.3. All above ground devices shall be outside of the roadway template and located as near to the right of way as feasible.

8.3.1. No closures, transformers, standpipes, poles, etc., will be allowed in any surface drainage ditch.

8.3.2. Utility ditches outside of roadway prism must be compacted to 95% proctor.

8.4. As-built utility plans sealed by a Professional Engineer registered in the State of Arizona will be submitted to the proper utility company as required by the respective utilities and The Town.

## 9. Variances. Procedure for variance from these specifications shall be as follows:

9.1. A written statement to the Town requesting variance, with reasons for variance. The Town shall investigate the request and present the variance request to the Town Council at the time the plat is considered at the public hearing.

9.2. Recommendation by Town staff will be submitted to the Town Council for action.

9.3. The Town Council shall recommend approval, approval in a modified form, or denial of the request for waiver in a separate council action.

9.4. NO VARIANCE MAY BE MADE, AND NO ACCEPTANCE EXPECTED, UNLESS THE VARIANCE HAS BEEN APPROVED IN WRITING BY THE TOWN COUNCIL.

**10. Town Acceptance.**

10.1. When roads have been constructed to Town standards and verified as such by the Town office, recommendation will be made to the Town Council that these roads be accepted into the Town system for total maintenance for the stage to which they were constructed. Once the improvements for a subdivision/development have been approved and surety released, the Town Council will review the roadway for acceptance for maintenance.

10.2. Action by the Town Council.

10.3. Response in writing to developer, inspecting firm and/or contractor as to Board action.

10.4. Inspection and release of assurances shall be done in accordance with Article V of The Town Subdivision Regulations.

**11. Material Specifications.**

11.1. Subgrade. The subgrade of the street shall be thoroughly compacted to at least 95% of maximum density, based on standard proctor, by wetting and rolling. The compacted depth shall not be less than 6". In fill sections, subgrade material shall be worked in layers (not to exceed 8" in depth) and compaction tests taken on each layer.

11.1.1. The materials for the subgrade of a road shall meet and be constructed in accordance with M.A.G. Standard Specification 702.

11.2. Select Material. Select material shall conform to M.A.G. Standard Specification 702 for processed natural materials and decomposed granite.

11.3. Aggregate Base Course. The base material shall be sand and gravel, crushed rock and/or decomposed granite with enough binder material so that it can be tightly compacted and shall have a plasticity index not in excess of 6 and shall conform to gradation as required by the Town Engineer. The work and construction shall be in accordance with Section 702 of M.A.G. Standard Specifications or Section 303 of ADOT Standard Specifications, and as modified herein. Section 303-2 of ADOT Standard Specifications shall be modified as follows:

Materials: Table 303-1 is modified to add:

Sieve Size	Percent Passing
1 1/8"	100
3/4"	80-100
3/8"	55-65
No. 8	30-45
No. 200	0-10
Class of Aggregate - 3	Maximum Plasticity Index – 6

Base material shall be placed in uniform layers not to exceed 6" in depth. Each layer shall be bladed to a smooth surface conforming to the cross section shown on the plans and shall be watered and thoroughly rolled in a manner satisfactory to obtain a minimum compaction of 95% of maximum density, based on a standard proctor. Testing shall be in accordance with the quality control and testing section of this document.

12. **Guarantee.** All work shall be guaranteed for a period of two years beginning at the time of final acceptance by the Town Council.

<b>TOWN MANAGER APPROVAL</b>	Initial: _____
Notes: _____	

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## COUNCIL COMMUNICATION

Study Session Meeting Date: **August 13, 2019**

Agenda Item: **3.D.**

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

**Subject:**

Town Manager update and discussion on the status of lease negotiations for property located at 3650 South Highway 69, and on moving Town Hall from 2735 South Highway 69.

**Purpose:**

To provide Council with any updates about, and receive Council feedback on, the following:

- Lease negotiations for 3650 South Highway 69;
- Tenant improvement cost estimates;
- Steps to move from the current Town Hall location.

**Background:**

At the August 6, 2019 Regular Meeting, Council authorized staff to proceed with negotiations on a lease agreement, and to get cost estimates for necessary tenant improvements, for the building at 3650 South Highway 69, and to notify the landlord of 2735 South Highway 69 that the Town will not be purchase the property.

Staff will be providing updates at Council meetings throughout the negotiation and transition process.

**Financial Impact:**

Any new or updated cost information will be provided verbally at the Study Session.

**Attachments:**

None.

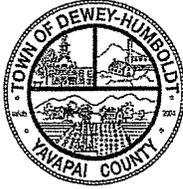
Town of Dewey-Humboldt

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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: 7-25-19

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):

Need to discuss condition of Main Street So. of 3rd.  
Also can EPA put gravel on this, and/or do we need bigger sign

Purpose and Background Information (Detail of requested action). I had a  
call from a resident living in the area - he said  
EPA had put gravel down to help control dust. He wants  
to see this paved - so can we get it in line of next

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.

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AUG 02 2019

Dewey-Humboldt

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type:  Regular  Special  Work Session

Meeting Date: August 13

Date of Request: Jul. 31

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):

Discuss anonymous complaints, and proper method to repeal & switch to an outreach/ombudsman approach.

Purpose and Background Information (Detail of requested action).

This officially began on Nov 12, 2013. It seems to have been done as a "policy decision". <sup>was</sup> IS that proper method? What is right method to change it?

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

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

List All Attachments: Sept. 24, 2013; Oct 8, 2013; Nov 12, 2013 minutes

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  
SPECIAL STUDY SESSION MINUTES  
TUESDAY, SEPTEMBER 24, 2013, 2:00 P.M.**

**A SPECIAL STUDY SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, SEPTEMBER 24, 2013, AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. VICE MAYOR DENNIS REPAN PRESIDED.**

1. **Call To Order.** The meeting was called to order at 2:03 p.m.

2. **Roll Call.**

**2.1. Town Council.** Town Council Members Arlene Alen, Jack Hamilton, Mark McBrady (absent at roll call but arrived at 2:04 p.m.), Sonya Williams-Rowe (arrived late at 3:38 p.m.), Nancy Wright; and Vice Mayor Dennis Repan were present. Mayor Terry Nolan was absent.

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

**3.1. Town Visioning Exercise Introduction presented by Richard Bowen, VP Economic Development at NAU.** Review and Further Discussion.

Councilmember McBrady returned to meeting at 2:04 p.m.

Richard Bowen was present and gave an introduction on the type of work that he does for small rural communities. He reviewed what was necessary for the Economic Development process: community dialog; figure out how to work together; pull the leaders of the community together for a series of meetings; create a collaborative environment to pool resources and save duplicated efforts; be intentional and figure out D-H's natural niche; create consortiums, tax economic transactions to provide funding for a thriving community; create objects and break them down into "the nuts and bolts", then do something with the plan, take action. His work is to help communities grow appropriately for their situation and build an entrepreneurial culture, moving the community toward the general plan.

There were questions about growth with water and infrastructure concerns, and efforts to reach out to the community and businesses previously. Councilmember McBrady spoke on buying a water company to provide water for the town's citizens.

Mr. Bowen explained this process takes about 3 years. To start the first year they would hold summits (approximately 6) for input. Yavapai County should be part of the process too. Mr. Bowen would work with the town without any cost to the Town, and call it an update to the General Plan, long-term vision of the community. He can also help with the economic development portion of it too.

No action was taken; Council thanked Mr. Bowen for coming.

**3.2. Town Newsletter Discussion.** Clarification on policy and procedure regarding the newsletter.

Town Manager Kimball gave an overview of the direction she was looking for from the Council regarding the newsletter. The Editor of the newsletter, Denise Rogers was in attendance and joined the Council at the table for discussion.

1. Purpose of the newsletter? Should the newsletter be a non-public forum, limited public forum or designated public forum. Council consensus was to keep it a non-public forum, therefore they would not have advertising or citizen opinions.

Councilmember Williams-Rowe arrived at 3:38 p.m.

2. What is staff's expected role in the entire newsletter operation? Staff role has the overall authority. Council discussed what type of businesses can be included in the newsletter under new business. Only those that are within the town's limits. Educational, transportation, food bank or community cupboard articles are good. There was discussion on who can write articles and whether Council and Mayor should have an article. It was decided to have town news articles coming from staff only to keep any possible political flavor out of the newsletter. Council member articles will only be accepted if they are on an (agency) meeting report. Town Manager Kimball reiterated what she heard was to always have something under Town News from Staff. Editor Rogers suggested changing the heading to "News from Town Hall". Articles that are deemed to be non-productive or political would not be included in the newsletter. A notice of a personal event planned for the community by someone on the council will be placed on the bulletin board but an article will not go in the newsletter.

Yvonne Kimball explained she will contact the Town Attorney to draft a policy and will bring it back to the council for their review.

Councilmember Wright asked to move agenda item 4.1 next in line since Mr. Piper is in attendance to speak on this issue. It was addressed next and then Council resumed to the scheduled agenda order. (Please see 4.1 for these discussion minutes)

**3.3. Council Code of Conduct further discussion.** Continued from May 14th, June 11th, July 23rd, August 13th, and September 10th Council meetings.

Council returned to this agenda item after 4.1. Councilmember McBrady excused himself from the meeting at 5:10 p.m. explaining he had a prior commitment he had to leave for. He suggested they move 3.3 Code of Conduct to another meeting.

Vice Mayor Repan gave an overview and spoke on reviewing the violation process, which was the last portion of the Code of Conduct.

Councilmember Hamilton spoke on taking VM Repan's violation process and elaborating on it. This information was provided to Council after the packet was put together so many of the Council members had not had a chance to review or compare it to what VM Repan had provided Council.

Councilmember Williams-Rowe spoke on League conference information regarding fining for violations and she recommended they consider not having those fines.

It was explained that this document will go to the Town Attorney before adoption and the attorney can address those issues she feels are problematic.

There was discussion on censure and sanctions.

Vice Mayor Repan suggested moving this to next month's work session(s). This will allow them to review what CM Hamilton submitted and recommend any changes, looking into sanctions and censure. Town Manager Kimball stated she will place it tentatively on the October 8<sup>th</sup> works session and council can move it to a special "added" work session if they desire.

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

**4.1. Discussion on the Town Council's policy on code enforcement and permits, including but not limited to proactive approach or complaint-driven approach.**  
[CAARF requested by CM Wright] --Moved in the discussion schedule to follow agenda item 3.2.

Councilmember Wright gave an overview explaining Mr. Piper asked her to place this on an agenda for discussion of whether or not to have a code enforcement policy on a complaint basis or a proactive approach.

Jerry Piper spoke to the Council on historic complaint-based handling of code enforcement by the town since incorporation; giving staff "teeth"/authority to respond if they notice a violation; the problem it puts on citizens to turn in their neighbors; and consistency with code enforcement.

Town Manager Kimball explained current policy to deal with code enforcement through the complaint driven process unless there is a public safety concern. There was discussion on the importance of the complainant including their name on a complaint rather than being anonymous, and needing additional resources if staff is to be proactive on code enforcement violations. Council asked for code enforcement staff to come to a future work session to discuss his expertise on this issue and answer questions.

Public comment was taken on this item.

Denise Rogers spoke on issues that pertain to code enforcement that came before the Planning and Zoning Commission but weren't addressed at that time, and how this can affect the controversy with the codes as they are now. The code should be simplified and made less restrictive to reflect the vision of the community.

There was more discussion on reporting health and safety concerns and retaliation with difficult neighbors.

Vice Mayor Repan asked for this to come back in a work session as a general discussion with a decision at the 3<sup>rd</sup> regular Council meeting in October.

**5. Comments from the Public.**

None.

**6. Adjourn.**

The meeting was adjourned at 5:28 p.m.

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Terry Nolan, Mayor

ATTEST:

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Judy Morgan, Town Clerk

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
SPECIAL STUDY SESSION MINUTES  
TUESDAY, OCTOBER 8, 2013, 2:00 P.M.**

**A SPECIAL STUDY SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, OCTOBER 8, 2013, 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 2:01 p.m. Mayor Nolan presided until 3:23 p.m., then Vice Mayor Repan presided for the rest of the meeting.

2. **Roll Call.**

**2.1. Town Council.** Town Council Members Jack Hamilton, Mark McBrady, Sonya Williams-Rowe (arrived late at 2:51 p.m.), Nancy Wright; Vice Mayor Dennis Repan; and Mayor Terry Nolan were present. Council Member Arlene Alen was absent. (Town Manager Kimball was absent)

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

**3.1. Proposed 2012 International Building Code County-wide adoption overview.** A presentation and update by Jack Judd, Yavapai County Building Official (and Dewey-Humboldt's Chief Building Official).

Yavapai County Building Official, Jack Judd was in attendance and gave an overview on the process they are currently involved in reviewing the 2012 International Building Codes for adoption. He spoke on the cost to adopt a new code and reasons for doing so. He spoke on the problems with the Energy Code and mandates to adopt it.

Council asked questions. Community Development Coordinator was in attendance. Mr. Colvin and Mr. Judd answered Council's questions. Council asked for copies of the County's Administrative Ordinances that pertain to the 2012 IBC adoption.

Councilmember Williams-Rowe arrived at 2:51 p.m.

Mr. Judd spoke on Yarnell's issues with building and non-insurable structures due to age and being built without permits. There were questions about Manufactured Homes being built under HUD standards rather than the IBC. Some zoning restricts residences to site built only.

Mr. Judd and Mr. Colvin spoke on the public input phase of this process and having upcoming public meetings to obtain feedback from citizens and to familiarize them with the proposed changes. Planning and Zoning will have an opportunity to look at the proposed 2012 IBC adoption before it goes to the Council for approval as well.

**3.2. Discussion on Town Council's policy on Code Enforcement and Permits.** Continued discussion from September 24, 2013 Special Study Session. [CAARF originally requested from CM Wright for September 24, 2013 meeting]

\* ~~Mayor Nolan made a motion to postpone this agenda item until Town Manager Kimball is here and Community Development Coordinator, Warren Colvin can attend as well, seconded by Councilmember McBrady.~~

Vice Mayor Repan asked council if they had any questions or input to assist in the preparation for this discussion with Staff. Councilmember Wright spoke on heights of

fences and looking at modifying parts of town code to fix violations through code modifications.

The motion to postpone passed by a unanimous vote.

**3.3. Council Code of Conduct continued discussion.** Continued discussion from May 14, June 11, July 23, August 13, September 10, and September 24 meetings.

Council looked at what Councilmembers Hamilton and Wright had provided for this agenda item (CM Wright provided a page on definitions for Sanctions and Censure, at the meeting). There was discussion on the reason for the Code of Conduct (educational). They talked about #6 – Fines, and making sure it would be legal or not to have this section. Council looked at including the three-offense portion of what CM Wright provided. CM Hamilton spoke on finding out if they could publish offenses in the town newsletter.

This agenda item was moved to the next work session for more word-smithing and a decision on whether they are ready to send this to the attorney for her opinion and review.

**3.4. Direction from Council to address at a work session a possible amendment to Town Code Section 30.085 (E), from August 20, 2013 meeting.** [CAARF originally requested from VM Repan for August 20, 2013 meeting]

Vice Mayor Repan spoke on wanting the public to have access to the information when council attends other agency meetings. He spoke on the timeframe and whether it can go on the town's website.

There was discussion on the best way to put these reports on the website. Councilmember Hamilton recommended they have a special report section on the website. Council looked at the wording proposal provided by VM Repan for this agenda item.

Mayor Nolan explained he had to leave the meeting for a prior commitment at 3:23 p.m. Vice Mayor Repan presided.

This item was postponed until more research can be done and the wording can be straightened out. It will be moved to the next available work.

**3.5. Direction from Council to address at a work session a possible amendment to Town Policy PG No. TC 12-03, Section 4.3, from the August 20, 2013 meeting.** [CAARF originally requested from CM Hamilton for August 20, 2013 meeting]

Councilmember Hamilton spoke on his agenda item explaining it was to work in conjunction with VM Repan's previous request, with his addressing the reports coming out of these agency meetings going on the website. There was discussion on how much work this would entail and how much space is available for this. There was discussion on whether other cities and towns list this information.

Town Clerk, Judy Morgan was asked about placing these reports on the website. She explained things to consider are records retention schedules and not violating those; where they could be posted on the website; and what materials get posted from these meetings. Ms. Morgan suggested it could just go under the "Downloads" page with a heading of "Other Agency Reports".

Council talked about keeping the timeline to report at 30 days rather than shortening it to 15 days.

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Councilmember Hamilton stated he will bring back a CAARF to finalize this.

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.

Council spoke on things that could go on an added October 22<sup>nd</sup> Special Study Session. Councilmember Hamilton asked about the Legal Parameters– Town Manager discretion item and where it was on the tentative agenda item list. Councilmember Wright suggested it go on the October 22<sup>nd</sup> meeting.

Council review the four items on the next agenda: Code Enforcement and Permits (could be moved later so Staff can prepare), Code of Conduct, 30.085 (E) code wording change. 3.5 will go on the November regular meeting.

Vice Mayor Repan made a motion to hold a Special Study Session on October 22<sup>nd</sup>, seconded by Councilmember Hamilton. It was approved by a 4-1 vote in favor, Councilmember Williams-Rowe voting against. She explained her reasons: she will not be able to attend the October 22<sup>nd</sup> meeting and asked for the Legal Parameters item to go on the November 12<sup>th</sup> agenda so she could there for that discussion and decision.

5. **Comments from the Public.**

None.

6. **Adjourn.**

The meeting was adjourned at 3:48 p.m.

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Terry Nolan, Mayor

ATTEST:

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Judy Morgan, Town Clerk

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
SPECIAL STUDY SESSION MINUTES  
TUESDAY, NOVEMBER 12, 2013, 2:00 P.M.**

**A SPECIAL STUDY SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, NOVEMBER 12, 2013, 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 2:03 p.m.

2. **Roll Call.**

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

3. **Study Agenda.** No legal action was taken.

**3.1. FY12-13 Financial Status Report.** A report by Town Accountant, Deni Thompson.

Deni Thompson, Accountant, gave a presentation on the FY12-13 Audit done by Henry and Horne. She spoke on there being less money spent than was received last year.

Councilmember McBrady arrived at 2:07 p.m.

There was discussion on identifying roads for the depreciation schedule and reconciling items.

**3.2. (Grant Funded) Sign Replacement Projects Update.** A report by Public Works Supervisor, Ed Hanks.

Public Works Supervisor, Ed Hanks gave an overview, explaining this project has been in the works for some time. This project will bring the "Road Names" and "Road Regulatory" signage up to compliance with new regulations.

**3.3. To visit Council Policy 12-02 for clarification and especially item 4.6 "Legal research results and opinions on specific questions will be disseminated... at the discretion of the TM." [ continued discussion on CAARF originally requested from CM Wright for August 20, 2013 meeting]**

Councilmember Wright gave an overview on her request explaining that "discretion of the Town Manager" should be removed from the verbiage, with all council receiving the same information to make decisions. There was discussion on this being specific to questions from Council to the Attorney and the need for all Council members to get the same response.

Direction was given to remove "staff" and "at the discretion of the Town Manager" verbiage in the policy and bring it back for approval at a regular session.

**3.4. Discussion on Town Council's policy on Code Enforcement and Permits.** Continued discussion from September 24<sup>th</sup> and October 8<sup>th</sup> Study Sessions. [continued discussion on CAARF originally requested from CM Wright for September 24, 2013 meeting]

Councilmember Wright gave an overview of this agenda item explaining she had wanted staff to compile a list of those things that don't fit with the town (in the code) and bring it back for direction to P&Z to work on.

There was discussion on the pro-active approach and the council's desire to look into anonymity in complaints. Ms. Kimball spoke on staffing challenges with a "pro-active" approach to code enforcement complaints and the attorney's feedback on anonymous complaints.

Councilmember Williams-Rowe arrived at 2:51 p.m.

Ms. Kimball went on to explain that if a records request is made on a complaint, staff can redact the complainant's name and contact information before releasing the record.

Council decided to move forward with this approach (for about 4 months) and if the work load gets too high or impacts the budget adversely to come back to Council to decide whether to add more personnel or go back to the old way of handling complaints.

Council agreed to have a "soft launch" of the information to the public and staff will adapt to the changes (redaction of public records and increased workload). Council will be updated on this by the end of the first quarter of 2014, or sooner if there is a problem.

**3.5. Town Policy TC 12-03 Part 4.3 concerning what information that the Council and Town get from meetings and placement of meeting materials in binder.** Continued discussion from October 15<sup>th</sup> meeting. [CAARF requested by CM Hamilton and CM Alen].

Councilmembers Hamilton and Alen gave overviews on this joint agenda item. Council discussed putting all meeting materials from other agency meetings in binders to be kept at town hall. This would be done by the individuals attending the meetings. If meetings or conferences are attended by more than one Council Member Council could choose to delegate one person to maintain those materials.

Councilmember Hamilton explained his original intent was to publish on the town website the summaries of these meetings but has realized this information is for Council rather than the public and this binder file would be adequate. Councilmember Hamilton withdrew his original request.

Summaries/Reports would continue to be sent out to Council electronically (emailed). Council looked at the current policy on travel reimbursement, Section 4.3 pertaining to reporting and discussed appending this section to include wording on placement of meeting materials in binders. Direction was given to staff to do such and bring it back in an amended policy for the next regular meeting.

**3.6. Dewey-Humboldt Town Visioning Project: Moving Forward.** [CAARF requested by CM Alen]

Councilmember Alen spoke on the previous discussion on this matter: finding common ground and common vision, including the community and business owners. She stated it was time for a new survey of the stakeholders. She suggested setting up one or more visioning meetings, then open it up to the public for their input.

There was discussion about surveys. Councilmember Wright spoke on one of two previous surveys being done by NAU and it was very good.

Town Manager Kimball was directed to contact Richard Bowen to arrange an economic development/visioning exercise. "When" and "where" will be guided by Mr. Bowen and once arranged Council will be notified.

**3.7. Discussion of process for submitting CAARF's, agendaing and for regular meetings.** [CAARF requested by CM Alen].

Councilmember Alen explained that since the Mayor spoke on this and the new ordinance pertaining to CAARFs was read aloud, she was withdrawing the CAARF request.

**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.

Council looked at the workload and spoke on conflicts with the holidays and decided to not hold a second work session in November.

**5. Comments from the Public.** None.

**6. Adjourn.** The meeting was adjourned at 3:53 p.m.

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Terry Nolan, Mayor

ATTEST:

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Judy Morgan, Town Clerk