

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

Tuesday, March 17, 2020, 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, March 17, 2020, 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 Council Members: Karen Brooks, Lynn Collins, John Hughes, Mark McBrady, Victoria Wendt, Vice Mayor Amy Lance 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.

Page

A. Council announcements about outside meetings and committees

5 B. Review of applications and possible interview/appointment of applicants to the General Plan Steering Committee. Applicants: Jack Hamilton, Judy Kerber, Denise Rogers, Nancy Wright, and Darrell Wyatt.

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 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

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.

- 17 **A. Approval of Minutes of January 14, 2020 Study Session**
 23 **B. Approval of Minutes of January 21, 2020 Regular Meeting**
 29 **C. Approval of Minutes of February 4, 2020 Regular Meeting**
 35 **D. Approve a future presentation to Council from Vice President Rodney Jenkins, Yavapai College Vice President of Community Relations & Student Development.**
 Topics of the future presentation will include Senate Bill 1661, House Bill 2790, the Yavapai College 3D printing program, and the Yavapai College Center. (Staff CC)

- 8. Town Manager's Report** Update on Current Events. The Town Council may ask clarifying questions about any item listed on the agenda under Town Manager's Report, or ask that any item listed on the agenda under Town Manager's Report be placed on a future agenda for Council deliberation and action. No legal action will be taken on items listed under Town Manager's Report. From time to time, as authorized by A.R.S. § 38-431.02(K), the Town Manager may present a brief summary of a current event that, due to its timeliness, is not listed on the agenda. In such cases, the Town Council shall not propose, discuss, deliberate or take legal action on the matter.

- A. Town Manager's Report on the Wells Fargo Bank, N.A., account with public funds and the email received by Mayor Nolan at his personal email address relating to said bank account, as Mayor Nolan announced at the March 10, 2020 Study Session**

- 9. General Business** Discussion and possible legal action may be taken. Agenda language may vary from that in CAARFs for Open Meeting Law purposes.

- 37 **A. Discussion and possible action to direct staff relating to pursuing a new contract for banking services for the Town** (Staff CC)
 39 **B. Discussion and possible action to approve a structure for the General Plan Steering Committee.** Discussion and possible action includes formalizing the composition, responsibilities, and schedule. (Staff CC)
 43 **C. Discussion and possible action to adopt Resolution No. 20-140, adopting the Citizen Participation Plan for the 2009 General Plan Update** (Staff CC)
 49 **D. Discussion and possible action relating to changing the Mayor's term of office from a two-year term to a four-year term** (CAARF – Mayor Nolan)
 51 **E. Discussion and possible action relating to changing how the Vice Mayor is appointed** (CAARF – Mayor Nolan)
 53 **F. Discussion and possible action to direct staff to update the Town's website to have a webpage listing all of the businesses located in the Town** (CAARF – Mayor Nolan)
 55 **G. Discussion and possible action to establish a stipend for members of the Town Council** (CAARF – Mayor Nolan)

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

11. 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 _____, 2020, 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 Town Council Regular Meeting: Tuesday, April 7, 2020 at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, April 9, 2020, at 6:00 p.m.

Next Town Council Study Session: Tuesday, April 14, 2020, at 6:30 p.m.

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

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COUNCIL COMMUNICATION

Regular Council Meeting Date: **March 17, 2020**

Agenda Item: **5.B.**

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

Subject:

Interview and possible appointment of applicants to the General Plan Steering Committee.

Background:

At the January 21, 2020, Council Meeting, Council directed staff to solicit applications for individuals wishing to be on the Town's General Plan Steering Committee ("Committee").

Notice of the application was provided in two Town newsletters, published in *The Daily Courier*, posted on the Town's website and sent out twice via constant contact email. The Town received five applications, all from residents of the Town.

This item has been placed on tonight's agenda for Council to interview and make appointments to the Committee.

Financial Impact:

There is no financial impact to the Town for making these appointments.

Direction Requested:

Staff is seeking Council appointment of members to the Committee.

Suggested Motion:

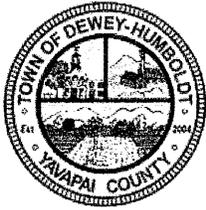
For: I move to appoint {names} to the General Plan Steering Committee.

Against: I move to take no action on this agenda item tonight.

Attachments:

Applications from Jack Hamilton, Judy Kerber, Denise Rogers, Nancy Wright, and Darrell Wyatt.

Town of Dewey-Humboldt
P.O. Box 69
Humboldt, AZ 86329
Phone: 928-632-7362 | Fax: 928-632-7365
www.dhaz.gov



TOWN OF DEWEY-HUMBOLDT

RECEIVED

FEB 3 2020

Dewey-Humboldt

General Plan Steering Committee Application Form

Please complete this application form and thank you for your interest in serving.

Personal information:

Name: JACK HAMILTON Email: [REDACTED]

Mailing & Physical Address: [REDACTED]

Phone Numbers: HOME [REDACTED] Occupation: RETIRED

(please indicate home and work numbers)

How long have you lived in Dewey-Humboldt? 15 years. Are you over the age of 18? Yes No

Are any of your relatives, employed by the Town? Who/Where: NO

Emergency Contact: <u>GLENDENE HAMILTON</u>	[REDACTED]	<u>SPOUSE</u>
Name	Phone	Relationship

Are you presently employed? (Check as many as apply)

Employed full-time Employed part-time Unemployed Retired

Employment experience relevant to the position applied for: BEEN HEAVILY INVOLVED IN TOWN

ACTIVITIES. WAS ON WATER COMMITTEE, CAPITAL IMPROVEMENT COMMITTEE, LAST GENERAL PLAN COMMITTEE, OSAT COMMITTEE AND TOWN COUNCIL

Position applied for: Briefly describe your interest in volunteering for the Town's General Plan Steering Committee. Describe your experience, education and /or other qualities that you feel would be of value to the Town. If needed, you may attach a separate sheet of paper.

AS MENTIONED ABOVE I HAVE BEEN ON A NUMBER OF TOWN COMMITTEES SINCE LIVING IN THIS TOWN. I DIDN'T HAVE SPACE ABOVE, I WAS ALSO ON THE BOARD OF ADJUSTMENTS.

I TOOK MY DUTIES SERIOUSLY WHEN ON THE COMMITTEES AND DID RESEARCH SO I COULD PERFORM THOSE DUTIES WELL.

I WOULD LIKE TO SERVE ON THE GENERAL PLANS STEERING COMMITTEE.

I ATTEND A LOT OF COUNCIL MEETING TO STAY UP TO DATE ON WHAT IS GOING ON.

Information for Applicants

Members of boards, commissions and committees are appointed by the Town Council and serve at the pleasure of the Council. The appointment process begins with the submission of an application. Applications will be retained for one year following submission.

Voting members of boards, commissions and citizen committees must be residents of the Town. Non-voting members of Citizen Committees may be non-residents.

Appointees may serve an unlimited number of terms on a board, commission, or citizen committee, at the discretion of the Town Council.

Regular attendance is required for board, commission and committee members. If a member misses three meetings consecutively or within a calendar quarter and the chair recommends removal, his seat is deemed vacant upon declaration by the Council.

Board, commission and citizen committee members are required to comply with Arizona open meeting laws and public records laws and with the Town of Dewey-Humboldt Code of Ethics.

Signature and Verification

I hereby certify that all information contained in this application is true and complete and I understand that the information I have provided in this application may be verified by the Town of Dewey-Humboldt. I have read the information for applicants provided above and agree to comply with all the requirements for serving as a board, commission, or citizen committee member set forth above or as may be required by the Town Code and the laws of the State of Arizona.

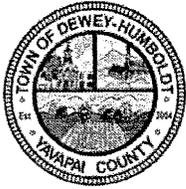
2/3/2020
Date

Joe K. Hamilton
Signature

RECEIVED

FEB 3 2020

Dewey-Humboldt



TOWN OF DEWEY-HUMBOLDT

General Plan Steering Committee Application Form

Please complete this application form and thank you for your interest in serving.

Personal information:

Name: Judy L Kerber Email: [Redacted]

Mailing & Physical Address: [Redacted]

Phone Numbers: [Redacted] Occupation: Retired Accountant
(please indicate home and work numbers)

How long have you lived in Dewey-Humboldt? 25 years. Are you over the age of 18? Yes No

Are any of your relatives, employed by the Town? Who/Where: none

Name	Phone	Relationship
<u>Mark Kerber</u>	[Redacted]	<u>Husband</u>

Are you presently employed? (Check as many as apply)

Employed full-time Employed part-time Unemployed Retired

Employment experience relevant to the position applied for: Accounting, office mgmt, HOA President, business mgmt, sole proprietor (mother, grandmother, gr gr mother! LOL) OSAT member

Position applied for: Briefly describe your interest in volunteering for the Town's General Plan Steering Committee. Describe your experience, education and /or other qualities that you feel would be of value to the Town. If needed, you may attach a separate sheet of paper.

Accountant - set up and maintain small businesses in Tempe and then PV, overseeing operations, for other entities and my husband, and myself.

HOA mgmt and serve on BOD. where I owned 3 properties 10+ yrs.

Help manage my husband's company and work my own acctg services business.

Served on Dewey-Humboldt OSAT Committee

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2-3-20
Date

Judy L. Kerber
Signature



Dewey-Humboldt

FEB 19 2020

Received

Town of Dewey-Humboldt
2735 S. Highway 69, Suite 12
Humboldt, AZ 86329
Phone: 928-632-7362/Fax: 928-632-7365
www.dhaz.gov



TOWN OF DEWEY-HUMBOLDT

General Plan Steering Committee Application Form

Please complete this application form and thank you for your interest in serving.

Personal information:

Name: Denise Rogers Email: [Redacted]

Mailing & Physical Address: [Redacted]

Phone Numbers: [Redacted] Occupation: Shop owner

(please indicate home and work numbers)

How long have you lived in Dewey-Humboldt? 25 years. Are you over the age of 18? Yes No

Are any of your relatives employed by the Town? Who/Where: no

Emergency Contact: Garry [Redacted] Spouse
Name Phone Relationship

Are you presently employed? (Check as many as apply)
 Employed full-time Employed part-time Unemployed Retired

Employment experience relevant to the position applied for:

DH General Plan Update Steering Committee

Position applied for: Briefly describe your interest in volunteering for the Town's General Plan Steering Committee. Describe your experience, education and/or other qualities that you feel would be of value to the Town. If needed, you may attach a separate sheet of paper.

DHCO
1st General Plan Committee
DH Council member
DH Newsletter

BA - Education - ASU
MA - Geography - Columbia Univ

DH is my town and I'm interested in & concerned about what happens here.

FORMS\Town Clerk\Volunteer App\General Plan Steering Committee Application Form 01-24-20.pdf

Page 1 of 2

Information for Applicants

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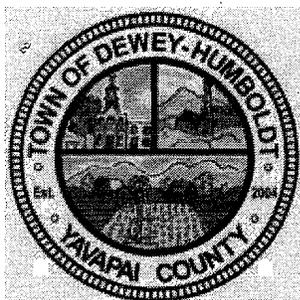
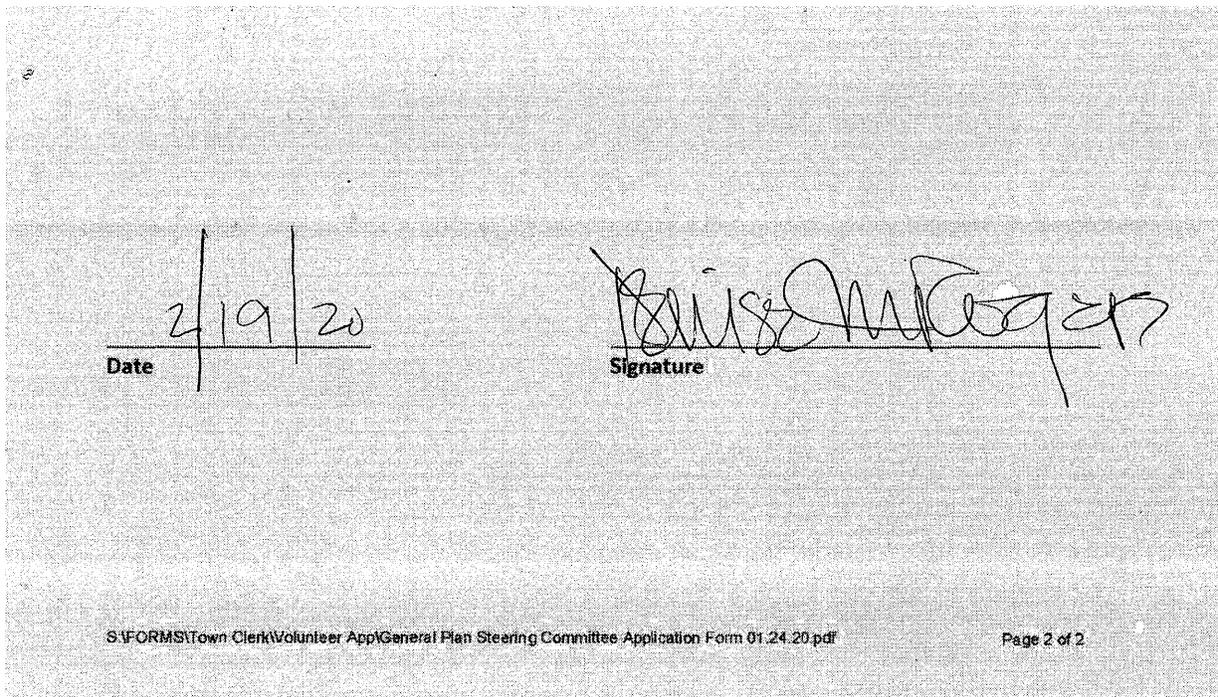
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Dewey-Humboldt Library
 2735 S. Corral Street
 928-632-5049
yavapailibrary.org/dewey

Town of Dewey-Humboldt
 2735 S. Highway 69
 928-632-7362 phone
 928-632-7365 fax
newsletter@dhaz.gov
www.dhaz.gov

Connect With Us!

Town of Dewey-Humboldt | PO Box 69, 2735 S. Highway 69, Dewey-Humboldt, AZ 86329

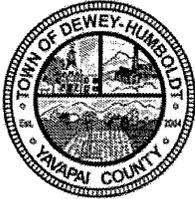
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TOWN OF DEWEY-HUMBOLDT

FEB 18 2020

Received

General Plan Steering Committee Application Form

Please complete this application form and thank you for your interest in serving.

Personal information:

Name: Nancy Wright Email: _____

Mailing & Physical Address: [REDACTED]

Phone Numbers: [REDACTED] Occupation: Accountant

(please indicate home and work numbers)

How long have you lived in Dewey-Humboldt? 20 years. Are you over the age of 18? Yes No

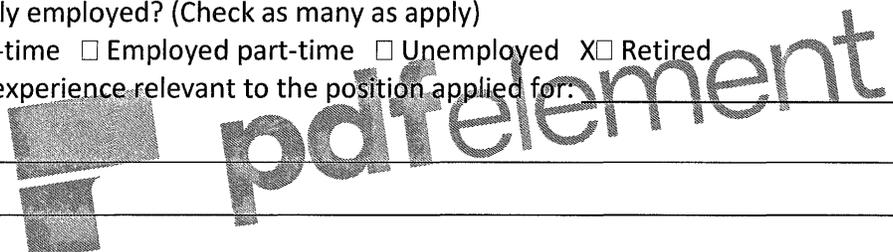
Are any of your relatives, employed by the Town? Who/Where: No

Emergency Contact: Dennis [REDACTED] Son
Name Phone Relationship

Are you presently employed? (Check as many as apply)

Employed full-time Employed part-time Unemployed Retired

Employment experience relevant to the position applied for: _____



Position applied for: Briefly describe your interest in volunteering for the Town's General Plan Steering Committee. Describe your experience, education and /or other qualities that you feel would be of value to the Town. If needed, you may attach a separate sheet of paper.

I believe my 11 years on the Town Council gives my a good knowledge of how the General Plan works and
 the amount of time needed to do a good job. I am familiar with the Arizona Revised Statutes on the General
 Plan. I also have many contacts in the community to get feedback from on their vision for Dewey-Humboldt
 both for now and in the future. I think it is important to hear from as many in the community as possible to
 give the Council the big picture on what at least one part of the community wants for the town.

Information for Applicants

Remove Watermark Now

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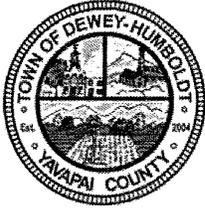
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2-19-20

Date

Signature



TOWN OF DEWEY-HUMBOLDT

FEB - 3 2020

Received

General Plan Steering Committee Application Form

Please complete this application form and thank you for your interest in serving.

Personal information:

Name: DARRELL WYATT Email: [REDACTED]

Mailing & Physical Address: [REDACTED]

Phone Numbers: [REDACTED] Occupation: Retired

(please indicate home and work numbers)

How long have you lived in Dewey-Humboldt? 9 years. Are you over the age of 18? Yes No

Are any of your relatives, employed by the Town? Who/Where: NONE

Emergency Contact: <u>STERLING BARKER</u>	[REDACTED]	<u>BROTHER-IN-LAW</u>
Name	Phone	Relationship

Are you presently employed? (Check as many as apply)

Employed full-time Employed part-time Unemployed Retired

Employment experience relevant to the position applied for: OVER 30 YEARS EXPERIENCE

AS A MANUFACTURING AND OPERATIONS EXECUTIVE. EXTENSIVE EXPERIENCE IN PROJECT PLANNING AND PROJECT MANAGEMENT

Position applied for: Briefly describe your interest in volunteering for the Town's General Plan Steering Committee. Describe your experience, education and /or other qualities that you feel would be of value to the Town. If needed, you may attach a separate sheet of paper.

RECENTLY, I BECAME A COMMISSIONER ON THE P&Z ADVISORY COMMISSION, PRIMARILY BECAUSE OF MY INTEREST IN DEVELOPING THE NEW TOWN PLAN. DURING MY YEARS AS AN OPERATIONS EXECUTIVE, I PERSONALLY DEVELOPED THE OPERATIONS PLANS FOR MY COMPANIES. ADDITIONALLY, I DEVELOPED AND IMPLEMENTED THE PLANS FOR THE PHYSICAL RELOCATION OF TWO 300,000 SQ' MANUFACTURING PLANTS, MAINTAINING PLANT OPERATIONS & DELIVERIES TO CUSTOMERS DURING EACH MOVE. I LOOK FORWARD TO BEING A MEMBER OF THE TEAM INVOLVED IN THE NEW PLAN.

(MY RESUME IS ON FILE WITH THE CITY OF DEWEY-HUMBOLDT.)

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2-3-20

Date

Daull Wyatt

Signature

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
STUDY SESSION MEETING MINUTES
JANUARY 14, 2020, 6:30 P.M.**

A STUDY SESSION MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, JANUARY 14, 2020, AT TOWN HALL AT 2735 S. STATE ROUTE 69, DEWEY-HUMBOLDT, ARIZONA. VICE MAYOR AMY LANCE PRESIDED.

1. **Call To Order.** Vice Mayor Lance called the meeting to order at 6:30 p.m.
2. **Roll Call.** Town Councilmembers Karen Brooks, Lynn Collins, John Hughes, Victoria Wendt and Vice Mayor Amy Lance were present. Councilmember Mark McBrady was absent, and Mayor Terry Nolan was excused.
3. **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.

No one spoke.

4. **Study Session.** No legal action to be taken.
 - A. **Public Safety Report and Discussion – Central Arizona Fire & Medical Authority (CAFMA) Report presented by Fire Marshal Rick Chase.** Topics for possible discussion include: calls responded; outreach programs and services; construction permitting.

Rick Chase, CAFMA, summarized that CAFMA covers 365 square miles and a population of 86,865. There were 33 EMS calls in October, 27 in November and 25 in December, for 5.1%, 4% and 3.6% of the overall calls. There were no fire responses in the Town in October and November and two in December. For public service dispatch calls, in October, 6% of the overall calls were in the Town; in November, 5%; and, 5.3% in December. For hazardous condition responses, there were no calls in October and December, and one call in November; 3% of the total calls were in the Town in the reporting period. For good intent responses, there were 9 calls in October, 6 in November and 4 in December, or 6.4%, 4.4% and 3.6% of the total calls respectively. For total dispatches, there were 53 calls in October, 44 in November and 41 in December, or 5.4%, 4.3% and 4% of the total calls respectively. Mr. Chase noted that he never sees a large change in the numbers or percentages for the Town.

Councilmember Collins spoke relating to a public comment at a previous Council Meeting and asked if there is a Fire Code or standard related to all-night generator use. Mr. Chase responded that he has spoken with an individual about the same situation; the Fire Code does not address all-night use of generators. He recommended that generators not be in the middle of dry weeds and that vegetation be maintained.

- B. **Public Safety Report and Discussion – Yavapai County Sheriff’s Office Report, presented by Sergeant John Bounds.** Topics for possible discussion include: overview – self-initiated, calls for service, traffic stops including number of citations, arrests (family fight, disorderly, DUI/drugs), criminal investigation, animal control – calls for service, calls for service comparison – days of week and time of day, average response times, part 1 crimes comparison.

Vice Mayor Lance noted that Sergeant Bounds was called away and Deputy Aaron Peterson will be giving tonight’s presentation. Deputy Peterson noted that there were 296 calls for service, and 241 deputy-initiated calls in the Town. There were 136 traffic stops, with nine resulting in traffic citations; no assaults, one drug arrest, four disorderly conduct arrests, nine family fight arrests and 10 wanted person arrests. There were three animal bites, eight neglect, 11 noise, five pickup, 19 animal problem, such as dog at large, and one vicious animal; five citations were issued. The highest call volume is on Thursdays; the majority of calls originate between 10:00 a.m. and 2:00 p.m. Response times included 31 minutes for one accident call, four minutes for four disorderly calls, and 20 minutes for nine family fight calls. There were seven Part 1 Crime calls in the Town.

Councilmember Wendt asked who is responsible for notifying the community when a sex offender moves into a neighborhood, and if that information is sent out on postcards. Deputy Peterson responded that the Criminal Investigations Bureau issues the postcards; the postcards are assigned mainly to volunteers to hand them out. Councilmember Wendt spoke relating to a Level 2 sex offender who moved in with no notification to the neighborhood. Deputy Peterson will look into the matter and speak to Sergeant Bounds about it.

C. Magistrate Court Quarterly Report and Discussion – presented by Town Magistrate Douglas Suits.

Topics for possible discussion include: Yavapai County Sheriff's Office Reach Out Initiative, Court security meetings, citations, procedures, services.

Judge Suits spoke relating to the Sheriff's Reach Out Initiative, relating to mental illness. The Reach Out Initiative works with law enforcement, courts, and community support organizations to identify people when they are picked up, to identify the nature of their illness and to figure out the best approach. The tool will be available in the Magistrate Court. He addressed various aspects, including pre-arrest diversion, an inmate screening process, and noted that Judges are responsible to determine conditions of when an inmate is to be released; sometimes, when individuals are severely troubled, it is better to get them into treatment right away rather than released back into the community. He noted that since April, there has been one occasion where this became an issue.

Judge Suits discussed Court security updates, including: regular meetings with the Sheriff's Office and Town Manager about Court security; and, the Court is entering into a contract for panic buttons and cameras and will be able to order them after the contract is signed. Since the Court is likely to be moving from the location, the Court will not seek further funds for this space; in 2021, the Court will be able to re-request funding. The Court has done an initial security review of the new Town Hall building floorplan and has brought concerns to Town staff to try to minimize potential risk. Currently, there is no beeper and no bailiff for the Court. Due to liability issues, the Sheriff's Office is not interested in using volunteers to be a visual representation of authority at Court. The Court is talking with the Superior Court to potentially have a security officer onsite during Court; the Sheriff's Office has helped in the past. Security protocol requires an active shooter or emergency protocol plan; the Court is working to set up a day for the Sheriff's Office to come and provide training to all Town Hall staff and is also looking at first aid training for all staff. The existing Town emergency plan is being updated; the plan is facilities-based, and there is not much that can be done to update it in the current location.

Judge Suits discussed Court statistics, including 92 calls per month during the reporting period, 50 window visitors, and 35 motions. Charges pending before the Court in October included 16 public order (such as disorderly conduct) charges and 5 failure to appear; he discussed the failure to appear process and efforts to educate people about it. In November, there were 12 public order charges; two interfering with judicial proceedings; two criminal speeding charges; and, four registration and three insurance charges, which are statutory with no discretionary authority for the Judge. In December, there were 12 public order charges; two interfering with judicial proceedings, and five failure to appear; one criminal speeding; and, four registration and three insurance issues. The numbers are not substantially changing from month to month. There were five misdemeanor domestic violence cases charges in December. The Court is not a revenue-generating entity; the Court averages about \$3,000 per month, with the money going to the Town, state, county, and the citing agency.

Councilmember Brooks asked if the Police need to go after a person who is sent to a mental health facility and leaves against medical advice. Judge Suits responded and noted that he does not have experience with it yet; he discussed those from the Magistrate Court being there voluntarily, which means they can voluntarily leave. Councilmember Brooks asked about liability if someone leaves a facility and hurts someone; Judge Suits responded that he does not believe there is a liability issue.

Councilmember Brooks asked about the services the Court gets from the Constable; Judge Suits responded that in some cases the Constable provides service of warrants or other legal paper. Deputy Peterson clarified that the Constable does not act as a bailiff; the Constable handles the civil paperwork for the Courts. Councilmember Brooks asked about the difference in the report between pending and inactive; Judge Suits responded that the document is generated by the State and noted that a finding has not yet been found for pending; he will verify about the inactive cases. Councilmember Brooks spoke relating to the State getting more money than the Town in August and November; Judge Suits responded that the State Legislature defines how the fines are split up.

Councilmember Wendt asked if the state is still on the probationary period for cell phone usage while driving; Judge Suits responded that officers can currently stop and warn, and Deputy Peterson confirmed that it becomes a citable offense in 2021.

Deputy Peterson spoke relating to the pre-arrest diversion side of the Reach Out Initiative; when responding, the Sheriff's Office has discretion on whether the person goes to jail or if they go to a mental health specialist. Once the Sheriff's Office surrenders an individual to a facility, it is up to the individual if they want to voluntarily discharge. Vice Mayor Lance asked what is to stop an individual from saying they want to go to a mental health facility, and then checking themselves out; Judge Suits responded that it depends on the nature of the condition and how severe it is. Vice Mayor Lance asked about repeat offenders; Deputy Peterson noted that the Sheriff's Office maintains a record of every contact and takes into account the history when determining how to react.

D. Presentation and discussion – Jeff Hays, United States Department of Agriculture – Rural Development, Arizona Office, relating to Rural Business Development Grant opportunities in the Town. Topics for possible discussion include small business development funding for economic planning, job training, and business startup, grant opportunities and revitalization.

Jeff Hays, United States Department of Agriculture – Rural Development, Arizona Office (“USDA”), provided an overview of the following USDA programs: Housing, open to communities with a population under 35,000; Infrastructure, open to communities with a population under 10,000; and, Facilities, for communities with a population under 20,000. Tonight’s presentation is on Rural Business Development Grants (“RBDG”).

RBDG is used for small and emerging private business enterprises in rural areas and the grants are typically in the \$50,000-\$60,000 range. Eligible projects include businesses creation or expansion, and jobs that are created or saved, such as small market entrepreneurs. RBDG are not for individual businesses; rather, the eligible grantee would be the Town or a non-profit. The USDA can set up a small revolving loan fund, such as for a downtown rehabilitation project or to provide money to small entrepreneurs for supplies; the RBDG can be used for things such as to provide technical assistance to small businesses or for site development.

He gave examples where the USDA has worked with jurisdictions. Under Technical Assistance, the USDA helped Camp Verde get a feasibility study for a hotel; Clarkdale plan for an industrial park road; loans for small business training in Cottonwood and Sedona; and, a retail assessment in Prescott Valley. The USDA partners with Local First Arizona (“LFA”); LFA does online marketing and advertising for communities to create their own identity for services. The USDA is helping St. Johns create a strategy for economic development. With direct assistance, the USDA finances a third party to provide assistance. In Jerome, the USDA provided matching funding for the Hotel Jerome Artisan Center. In Ajo, the USDA assisted with an indoor farmers market and helped Clarkdale with downtown parking improvements. In these cases, the USDA assisted municipalities with making improvements to the cities by recognizing that the improvements help businesses.

He spoke relating to re-lending. In the Verde Valley, VVREO is the most successful model; VVREO borrows money from the USDA at 1% and lends it out to provide technical assistance. Re-lending includes projects that support a business, where there is a grant to the city, and then a loan to the business.

The USDA encourages municipalities to approach the USDA for assistance with developing an application. He recommended that the Town begin by looking at local entrepreneurs to see what is here first and asking what they see as obstacles. Another strategy is to ask what the community is looking for and to look at the best timing for the best impact; starting small to gain participation would then allow the Town to come back the next year. The Town should also leverage partners such as LFA. Finally, he recommended that the Town ask the USDA for help; while the Town needs to figure out what it wants, the USDA will help to frame the application.

The RBDG opens in January; the application window closes in late March or early April, with grants awarded in July and kickoff in October. The last three years, the USDA has funded almost every project that has come through; sometimes, the USDA may split the difference in funding.

In response to Councilmember Brooks, Mr. Hays stated that the USDA would look at what the Dewey-Humboldt Historical Society (“DHHS”) would garner for the Town, such as hiring people, or saving a job. Councilmember Brooks and Mr. Hays discussed DHHS; Mr. Hays noted that if a referral can be proven, more people going into another business, it could be seen as saving a job. Councilmember Brooks spoke relating to older buildings in the downtown area. Mr. Hays responded that it could be a re-lending program, where the risk to the Town is zero. The Town would need to work to find out the owners’ needs, where the owners would commit to fixing the building, but need capital; the lending pool would be a tool to offer to the owners at minimal risk to try to lure more businesses in to the Town. Councilmember Brooks asked about opportunities for the new Town Hall building; Mr. Hays responded that it would fall under the Facilities program, which is typically funded January through July.

Councilmember Wendt asked about grants for infrastructure, such as an emergency route for the Blue Hills. Mr. Hays responded that the Facilities program provides grants of around \$50,000; the USDA could lend the money to the Town. He recommended setting up a Municipal Property Corporation, which would help to avoid bond issues, or the possibility of setting up a small improvement district and noted that the USDA would need to look at it closer. In response to Councilmember Wendt, Mr. Hays also discussed loan opportunities for families of four who are under 80% of the median income, or seniors and those over the age of 62, to assist in home repair.

In response to Councilmember Collins, Mr. Hays responded that LFA does not assist in the packaging of these types of loans to families. Councilmember Collins spoke relating to business incubators, such as for manufacturing, and asked if the USDA provides grants that would assist in building an office or suite. Mr. Hays responded that if it is being done as an investment, the USDA could finance it, and discussed the difference between the overall business owner and microentrepreneurs who need assistance. In response to

Councilmember Collins, Mr. Hays stated that rental assistance for businesses could be a part of the Town's business program; Mr. Hays also noted that the USDA does not provide funding directly for Superfund sites.

In response to Councilmember Collins, Mr. Hays stated that the USDA suggests taking a vision to LFA; the USDA then works to help fix it to what the USDA funds. Councilmember Collins asked if bed and breakfasts or smaller resorts would apply; Mr. Hays responded that the Town could help the businesses in the form of a loan.

In response to Vice Mayor Lance, Mr. Hays stated that there are not grants available for road improvements; however, it may be possible in cases where the Town had run out of money and could get a smaller amount of funding to finish a project. Roads fall under community facilities, which are under the loan program. Vice Mayor Lance discussed the DHHS fundraising and new museum, and asked if they would go to the USDA or the Town; Mr. Hays responded that they could come to the USDA. Vice Mayor Lance asked if, in regards to loans for home repairs for seniors, it would be advantageous for the Town to have an advocate; Mr. Hays responded that it would be advantageous, and that someone from the USDA staff could train the Town on what the USDA looks for.

Councilmember Hughes asked if a multi-family home would be similar to single-family homes. Mr. Hays responded that multi-family homes are more complicated and competitive; for market-force housing, the USDA guarantees loans; the USDA is able to do workforce housing.

Councilmember Collins spoke relating to the Community Center and asked what kind of loans or grants it would be eligible for. Mr. Hays responded that he would need to assess their needs, and discussed other agencies that may be involved in place of the USDA.

Gary Mortimer spoke and requested Council extend the three-minute limit. Councilmember Brooks moved to allow Mr. Mortimer more than three minutes; seconded by Councilmember Collins. Motion passed on a voice vote 5-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – absent; CM Wendt – aye; VM Lance – aye; Mayor Nolan – excused.

Mr. Mortimer asked if the Town could get assistance on financing the General Plan; Mr. Hays responded that it could be possible if it could be tied directly into a business. Mr. Mortimer asked about vacant buildings and what can be done; Mr. Hays suggested talking to LFA who could possibly do research and development investigation on behalf of the Town. Mr. Mortimer spoke relating to a proposal on future planning for Mortimer Farms and asked if he would go through the Town or to the USDA directly. Mr. Hays responded that the Town could help with physical infrastructure, while Mortimer Farms can go to the USDA directly for the operational side, as the USDA has a program supporting agricultural businesses. In response to Vice Mayor Lance, Mr. Hays clarified that if it is a public right-of-way improvement it would be a grant to the Town.

Mr. Mortimer asked if there is funding available for marketing and promotion; Mr. Hays responded that the USDA would rather see the Town partner with LFA, who already has a template. Mr. Mortimer asked what is needed to get the ball rolling and what direction is needed to give staff to move forward. Vice Mayor Lance spoke relating to picking a small project and working on it together and the potential of this program. Mr. Hays noted that he would be happy to talk offline and walk through the feasibility of different options. Ed Hanks, Town Manager, noted that staff has a number of questions, and will meet with the USDA and bring the information back to Council.

Vice Mayor Lance spoke relating to there being possible opposition to downtown revitalization; and, the importance of the first project being a success story and of working with a willing participant.

Councilmember Hughes spoke relating to the community facilities being a good starting point for the new Town Hall building; the new Town Hall being a benefit for the whole community; and, it being a fast process.

Councilmember Brooks requested to have LFA come in and give a presentation to Council.

Leigh Cluff spoke and asked if the item needs to be brought back to the next meeting so that the Council can vote; spoke relating to different phases, such as the Town being phase 1 and Mortimer Farms being phase 2; and, asked if there are funding opportunities for an emergency exit out of the Blue Hills. Mr. Hays responded that there could be an opportunity for a small-scale grant and spoke relating to the Town setting up a facilities district. In response to Ms. Cluff, Councilmember Hughes clarified that the only one open January through April is the business development grants; the other opportunities are available year-round.

E. Fiscal Year 2019/20 Mid-Year Finance and Budget Report and Discussion, from July 1, 2019 through December 31, 2019. (Staff CC) Topics for possible discussion include mid-year budget status, including revenues and expenditures; line item budget updates.

Mr. Hanks noted that staff is presenting the mid-year budget and that the Town is on track on most of the spending and ahead on revenues due to interest. Items showing as being expended out are one-time bills.

Councilmember Wendt asked about being over budget on the intergovernmental agreement with the Library ("Library IGA"); Mr. Hanks responded that staff will check into what happened with it.

Councilmember Brooks asked about the Library IGA, and if the \$4,212 is for the first half of the fiscal year or the entire fiscal year; Mr. Hanks responded that he will confirm.

Councilmember Brooks asked if dollar amounts in parenthesis are pluses or minuses, such as for the cash allocations and liabilities; Mr. Hanks responded that they are showing where money has been taken out of the General Fund and moved into other funds, such as HURF (Highway User Revenue Fund). The parenthesis is a minus, showing the cash allocation going down to zero; Mr. Hanks will confirm this.

Councilmember Collins asked if the Utility Franchise Fees include payments from APS; Mr. Hanks responded that APS began collecting franchise fees January 1, and the Town will see the payment at the end of the first quarter of 2020. Councilmember Collins asked what the line item OSP Project Development Agreement is; Mr. Hanks responded that he will look into it and get back to Council.

Councilmember Brooks asked about the line item for public safety, which is at 58.4%; Mr. Hanks responded that the report is through the end of December, while the bill that was paid in December covered a portion of January.

Councilmember Wendt spoke relating to the Court revenue being low and possibly looking at outsourcing.

In response to Councilmember Collins, Mr. Hanks confirmed that a lot of the right-of-way allocations line item is for Blue Hills.

Councilmember Wendt asked about the flood control reimbursement being at a low percentage; Mr. Hanks responded that the Town submits for reimbursement every quarter, and the January submittal is not accounted for in the report; the expenses show that almost half was paid out through the end of December. In response to Councilmember Wendt, Mr. Hanks noted that the miscellaneous grants line item includes Prescott Area Wildland Urban Interface, Title III and Community Development Block Grants.

In response to Councilmember Brooks, Mr. Hanks confirmed that there is not anything unforeseen and the Town is well under-budget; and, that if the Town does not spend 100% of the HURF funding, it will go into HURF reserves, rather than back to the state. Mr. Hanks discussed the extra \$197,000 granted by the state to be used as HURF funds; that does not need to be spent in this fiscal year and can roll over into the next year.

5. Adjourn.

The meeting was adjourned at 8:39 p.m.

Amy Lance, Vice Mayor

ATTEST: _____
Timothy A. Mattix, Town Clerk

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**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
REGULAR COUNCIL MEETING MINUTES
JANUARY 21, 2020, 6:30 P.M.**

A REGULAR COUNCIL MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, JANUARY 21, 2020, 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 Councilmembers Karen Brooks, Lynn Collins, Mark McBrady, Victoria Wendt, Vice Mayor Amy Lance and Mayor Terry Nolan were present. Councilmember John Hughes arrived at 6:31 p.m.
3. **Pledge of Allegiance** Audience member Jack Hamilton led the Pledge.
4. **Invocation** Given by Vice Mayor Lance.
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.

Mayor Nolan acknowledged Jodi Rooney, candidate for Board of Supervisors; Ms. Rooney introduced herself.

Mayor Nolan read a letter from the Yavapai County Attorney relating to the criminal review of Mayor Nolan finding no conduct requiring a criminal charge to be filed, and an excerpt from the February 7, 2017, Town Council Regular Meeting minutes, where the Town Council approved allowing the Mayor to talk with the State Park Department about turning the smelter area into a State Park. Mayor Nolan noted that the minutes of April 18, 2017 show that the February 7, 2017 minutes were approved. Mayor Nolan discussed being exonerated from the item; and, the Town Manager and staff not reviewing the minutes.

The subject letter and minutes are on file and available for viewing in the Town Clerk's Office.

A. Council announcements about outside meetings and committees

There were no announcements.

B. Interview and possible appointment of applicant (Susan Jakubec) to fill the vacancy on the Planning and Zoning Advisory Commission

Ms. Jakubec introduced herself and provided background information: lived in the Town for three years after retiring from the Phoenix Police Department; volunteered with Firewise; wants to be involved in the community; and, her experience with public contact, supervision, and legal background. In response to Councilmember Wendt, Ms. Jakubec noted that she has not yet had the opportunity to read the General Plan or Zoning Ordinance and that she understands the commitment of being on the Planning and Zoning Advisory Commission.

Councilmember Brooks moved to accept Susan Jakubec's application for the Planning and Zoning Advisory Commission; seconded by Councilmember Wendt. Motion passed on a voice vote 7-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

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 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.

Ashley Preston, Humboldt Superfund and Awareness Research Team, spoke relating to the property behind the school being contaminated over 1,000 times over what the Environmental Protection Agency ("EPA") cleans up; the Town having done a land swap with the School District without doing due diligence; finding that the property behind the school was the old train depot; having released the brick report done by Brian Beck; and, having uncovered where the EPA and Arizona Department of Environmental Quality ("ADEQ") have missed information. She also spoke relating to having found evidence that the Arizona Consolidated Smelter had storage tanks that held 330,000 gallons of oil; three previous smelters using coal; fly ash at the smelter; fly ash being toxic when inhaled or ingested; children being exposed to 1,300 parts per million of lead years after the EPA was on scene;

and, the Council talking about cargo containers and weed height rather than the Superfund site.

Jason Chisholm spoke relating to tires behind Billy Jack's; tires being toxic if there is a fire; an oil spill behind the Billy Jack's maintenance shop; having reached out to the property owner with no response; and, asked the Council to take action on it, with a reasonable time being 90 days.

Leigh Cluff spoke relating to having been at the smelter site for the Open House at the smelter site and no one having showed up; and, having been at an EPA meeting at the school when Warren Kuhles said he wanted to sell the property rather than give it away.

Ramadene Couch spoke relating to the importance of children's health; raising grandchildren and their continuous health problems, which can be related to the environment; the Town Council doing what needs to be done to protect children; the children at Humboldt School not being healthy; and, her husband having died of a rare bladder cancer.

Jack Hamilton spoke relating to five Town Committees that are not active; Firewise not being a Town Committee; the Planning and Zoning Advisory Commission meeting 5 times in 2018 and 8 times in 2019 and the number of members in attendance; people not serving on committees unless they are willing to attend; Council's ability to remove people if they don't attend meetings; having written a letter to Council on possible problems with emergency roads; there being a vast difference between a private individual building a road and the Town building it; A.R.S. § 9-240(D) saying that the Town can spend money on roads within the Town limits and nothing about roads outside the Town limits; and, the Town only having the powers granted by the state.

7. Public Hearing Agenda Discussion and legal action may be taken.

A. Conduct a public hearing and consider the adoption of Ordinance No. 20-150 amending the Dewey-Humboldt Code of Ordinances, Title XV, Land Usage, Chapter 153, Zoning Regulations, by amending § 153.036 and § 153.086, all related to the regulation of Steel Cargo Containers

Staff Report

Open Public Hearing and Receive Public Comments

Close Public Hearing

Council Discussion and Possible Action

Mayor Nolan opened the public hearing at 6:52 p.m.

Ed Hanks, Town Manager, introduced the ordinance as follows: the Planning and Zoning Advisory Commission recommends approval; removing the requirements of one unit per residential parcel and for painting; outside storage size not applying; cargo containers needing to comply with setback and separation requirements; and, it fits the criteria as previously discussed by Council.

Jack Hamilton spoke relating to the stated reason for passing the ordinance being for fire protection of goods; nobody spending thousands of dollars on a storage container leaving it empty; when a fire comes, having to empty it and then replace it with the items that people want to save; not having time when there is a notice to evacuate; Firewising the property; his thought that the real reason for passing it is that only one Councilmember lives in R1L zoning; Council lowering the standard of R1L; Council not caring what the Town looks like; removal of the provision relating to painting; and, the requirement of only storing personal property can't be enforced.

Ramadene Couch spoke and asked if this item is to remove metal containers from properties; Mayor Nolan responded that it is for allowing containers on property.

Mayor Nolan closed the public hearing at 6:58 p.m.

Councilmember Brooks moved to adopt Ordinance No. 20-150, relating to regulations of steel cargo containers; seconded by Vice Mayor Lance. Motion passed on a voice vote 5-2. CM Brooks – aye; CM Collins – aye; CM Hughes – nay; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – nay.

8. Consent Agenda 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.

A. Approval of Minutes of November 19, 2019 Regular Meeting

B. Approval of Minutes of November 26, 2019 Special Meeting

Councilmember Brooks moved to accept the Consent Agenda items as presented; seconded by Councilmember Hughes. Motion passed on a voice vote 7-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

- 9. Town Manager's Report** Update on Current Events. The Town Council may ask clarifying questions about any item listed on the agenda under Town Manager's Report, or ask that any item listed on the agenda under Town Manager's Report be placed on a future agenda for Council deliberation and action. No legal action will be taken on items listed under Town Manager's Report. From time to time, as authorized by A.R.S. § 38-431.02(K), the Town Manager may present a brief summary of a current event that, due to its timeliness, is not listed on the agenda. In such cases, the Town Council shall not propose, discuss, deliberate or take legal action on the matter.

A. Town Manager's Report on the status of research concerning angled parking along Main Street (from the January 7, 2020 Regular Council Meeting)

Mr. Hanks reported that staff is continuing to research requirements for angled parking; the item will be brought back to Council in February.

B. Town Manager's Report on the status of easement agreements with various property owners for the Blue Hills Prescott Dells Ranch Road Emergency Evacuation Route

Mr. Hanks noted that staff is in the process of getting signatures from property owners, with two remaining. There are nine total properties on Bandit Way and Read Star Mine Road; staff has been in communication with the Bureau of Land Management ("BLM") regarding the land in between. In response to Mayor Nolan, Mr. Hanks clarified that half of the property is on the west and half on the east of the BLM land.

Mayor Nolan asked if the diagonal parking will go from Prescott Street to Old Black Canyon; Mr. Hanks responded that staff is confirming requirements, and that it is up for Council as to whether it would go all the way through.

Troy Odell spoke and asked if staff has looked at the ditches on Main Street; Mr. Hanks confirmed that staff has. Mr. Odell spoke relating to some vehicles not being able to negotiate the ditch.

- 10. General Business** Discussion and possible legal action may be taken. Agenda language may vary from that in CAARFs for Open Meeting Law purposes.

A. Discussion and possible action to approve the letter from the Town Council to State Legislators who represent the Town, requesting legislation to designate state funds for the Town to improve evacuation routes for fire (Staff CC; from the January 7, 2020 Regular Council Meeting)

Councilmember Wendt asked about the letter being more specific to identify emergency crossing areas, and whether the Prescott Dells Ranch Road Emergency Evacuation Route has been surveyed; Mr. Hanks responded that the survey for the legal description has been done, but a topographical survey has not yet been completed.

Councilmember Brooks asked if the letter should request \$2 million or be less specific and noted a typographical error for correction. Councilmember Hughes spoke relating to leaving the amount at \$2 million as the state will give the Town what they have; Councilmember Brooks concurred.

Councilmember Hughes requested to add that the Town has received BLM's permission to cross its land, to show that step has been completed. Vice Mayor Lance concurred and suggested where the phrase could be included.

Councilmember Brooks asked about including a note that the archaeological testing has been completed; Councilmember Wendt concurred. Councilmember Collins asked if the environmental survey has also been completed; Mr. Hanks confirmed, and Councilmember Hughes noted that it would be nice to include.

Councilmember Brooks moved to approve the letter as drafted by staff, with the Council's additions, requesting state appropriations to assist the Town in improving emergency evacuation routes; seconded by Councilmember Wendt. Motion passed on a voice vote 7-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

B. Discussion and possible action to approve a structure for the General Plan Steering Committee and Steering Committee meeting dates. Discussion and possible action includes deciding on the number of members, membership composition, whether to ask any individuals from the private group who met on January 6, 2020 to discuss Dewey-Humboldt visioning, and the structure of Steering Committee Meetings (Staff CC and CAARF – Councilmember Collins)

Mayor Nolan moved to bypass this because it will and could easily implicate all of the Councilmembers involved in the Executive Session that was held on January 7. Councilmember Collins spoke relating to having received outside information about it. Councilmember Wendt seconded the motion.

Jack Hamilton spoke relating to a Town staff member being involved in organizing the private group; staff not being involved in things that are Town-related without the Town Manager's permission; the Town Council not having given the Town Manager permission to do it; Council having previously voted to hire the company [PLAN*et Communities]; and, the rules requiring committee members have to be citizens of the Town.

Jason Chisholm spoke relating to the Council having voted previously on specific dates; and, the first date approaching quickly and possibly hindering the General Plan. Councilmembers Collins and Wendt responded that the Council did not vote on it; Councilmember Hughes spoke relating to the item being tabled until after meeting with the firm hired to do the General Plan study.

Councilmember Collins spoke relating to the current General Plan missing information, such as the water district map not showing boundaries.

Leigh Cluff spoke relating to a neighbor having been at the meeting; never having heard that a Town staff member set up the meeting; being thankful that a group of people want to meet and get the Town moving; and, that an elderly woman at the meeting felt attacked by two Councilmembers who were in attendance.

Ashley Preston spoke relating to having been invited but unable to attend the meeting; getting people talking and working together being the only way the Town is going to improve; the Town having issues needing to be addressed, such as water flowing through the mine and the possibility of mine shafts collapsing; and, nothing being different until the Town gets together and people start talking.

Vice Mayor Lance spoke relating to not believing that people getting together to talk about the Town's future is bad; and, Town residents being able to talk about the future of the Town.

Councilmember Collins spoke relating to bringing up the item to sidestep politics; nobody knowing who was in attendance; and, the group not being politically connected.

Mayor Nolan called the question. Motion passed on a voice vote 7-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

The motion to bypass the agenda item passed on a roll call vote 7-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

C. Discussion and possible action to approve a process for making appointments to the General Plan Steering Committee (Staff CC)

Councilmember Hughes moved to postpone this item until the Town hears from the firm that was hired to do the job; seconded by Council Wendt. Councilmember Hughes spoke relating to staff contacting the firm [PLAN*et Communities] to schedule them for a Council Meeting.

In response to Councilmember Collins, Mr. Hanks confirmed that materials in the Council packet were provided by PLAN*et Communities ("PLAN*et"); staff spoke to PLAN*et, who recommended that the Town work to get the committee members appointed and to finalize the structure. The Committee setup could take three to four weeks; the Town Code requires people be appointed after applications and interviews.

Kay Bigelow, Town Attorney, noted that the Town Code has provisions for Councilmember subcommittees and for citizen committees; there is no authorization in the Town Code to permit mixed committees.

Councilmember Hughes asked why the information provided by Mr. Hanks wasn't given to Council earlier.

Councilmember Collins spoke relating to not agreeing with the structure of the Steering Committee in the Council packet materials.

Councilmember Wendt spoke relating to proceeding with a citizen committee; each Councilmember recommending somebody that they would like to see and then Council voting on who was recommended.

Vice Mayor Lance spoke relating to agreeing that the Steering Committee should be resident-driven that with the Town Code application and interview process; and, advertising in the Town newsletter.

Councilmember Collins spoke relating to the Steering Committee collecting information from the community, not driving it. Ms. Bigelow spoke relating to the Steering Committee gathering information and being a provider of input, guidance and direction to the consultant.

Councilmember Collins and Vice Mayor Lance discussed the Steering Committee's responsibilities.

Vice Mayor Lance moved to direct staff to start advertising, to get an application formed for the Steering Committee, put it in the next couple of newsletters and in the newspaper, to get applications started so that when PLAN*et comes back with what they are ready to do, the Town will have some applications to go through.

Vice Mayor Lance restated her motion to direct staff to get started on an application and put it in the newsletter; seconded by Councilmember Hughes.

The motion by Vice Mayor Lance, as restated, passed on a voice vote 7-0. CM Brooks – aye; CM Collins – aye;

CM Hughes – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

D. Discussion and possible action to approve the new Town Council Policy and Guideline, PG No. 20-03, Town Council Agenda Process (Staff CC)

Mr. Hanks noted that the way that the agenda committee is set up, the Town could potentially be violating Arizona Open Meeting Law; staff developed a Town Council Policy and the Town Code changes that need to be made. If the item is not approved, beginning with the next agenda committee meeting, staff will post agendas.

Vice Mayor Lance moved to approve Town Council Policy and Guideline, PG No. 20-03, Town Council Agenda Process; seconded by Councilmember Brooks.

Mayor Nolan noted that the policy doesn't note that there can be a Special Meeting; Ms. Bigelow responded that the authorization for Special Meetings comes from the ordinance.

The motion passed on a roll call vote 6-1. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – nay.

E. Discussion and possible action to adopt Ordinance No. 20-151, amending the Dewey-Humboldt Code of Ordinances, Title III, Administration, Chapter 30, Town Council and Officials, § 30.031, § 30.100 and § 30.105, all relating to Council Meetings, the agenda committee, order of business and agenda preparation process (Staff CC)

Mr. Hanks stated that the ordinance was reviewed by the Town Attorney and addresses the policy that was just passed; it was brought to staff's attention that an item was missing on the order of business, to add public comment on non-agendized items and an amended copy of the ordinance is on the dais.

Vice Mayor Lance moved to adopt Ordinance No. 20-151, relating to the agenda committee, order of business and agenda preparation process, as amended; seconded by Councilmember Brooks.

Councilmember Collins spoke relating to Section 30.031(B)(4) and having the same restrictions on all of Council, not just the Mayor. Ms. Bigelow responded that the code section deals with the Mayor's duties. Councilmember Wendt, Vice Mayor Lance, Mayor Nolan, Councilmember Brooks and Ms. Bigelow discussed a Town Code provision relating to Councilmembers being elected into positions with outside agencies, attending meetings as observers if they are not the primary contact, and permission to speak with other agencies and businesses; Ms. Bigelow noted that it may be appropriate to add a provision for Councilmembers. Councilmembers and Ms. Bigelow spoke relating to language that could be added to the Code section. Councilmember Collins spoke relating to the Mayor's list of meetings for the year that was presented in December; Ms. Bigelow noted that this and the discussion of the Mayor's participation with other agencies and businesses is outside of the scope of tonight's discussion, and that she will provide an opinion to Council separately.

Troy Odell spoke relating to that section of the Code having to deal with the Mayor; the Council is trying to make the Mayor one of seven, and all Councilmembers needing to walk the same line; and, that each section needs to provide for any Councilmember. Ms. Bigelow noted that there are some provisions that may not apply for each Councilmember and spoke relating to the specification of duties in Section 30.031.

Councilmember Hughes spoke relating to the discussion being off topic and this item being for the agenda process and noted that it would need to be taken on at a different meeting.

Councilmember Collins asked if the ordinance, Section 30.105, can be updated to cite the policy. Mr. Hanks confirmed that it can be updated.

The motion to adopt Ordinance No. 20-151 passed on a roll call vote 4-3. CM Brooks – aye; CM Collins – aye; CM Hughes – nay; CM McBrady – nay; CM Wendt – aye; VM Lance – aye; Mayor Nolan – nay.

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

No discussion was held.

12. Adjourn The meeting adjourned at 7:56 p.m.

Terry Nolan, Mayor

ATTEST: _____
Timothy A. Mattix, Town Clerk

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**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
REGULAR COUNCIL MEETING MINUTES
FEBRUARY 4, 2020, 6:30 P.M.**

A REGULAR COUNCIL MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, FEBRUARY 4, 2020, 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 Councilmembers Karen Brooks, Lynn Collins, John Hughes, Victoria Wendt, Vice Mayor Amy Lance and Mayor Terry Nolan were present. Councilmember Mark McBrady was absent.
3. **Pledge of Allegiance** Audience member Jason Chisholm led the Pledge.
4. **Invocation** Given by Vice Mayor Lance.
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

Councilmember Brooks attended the Central Arizona Fire and Medical Authority (“CAFMA”) meeting on January 27, 2020 and discussed items from the meeting, including ambulance service and response times. Councilmember Hughes discussed ambulance provider Lifeline being sold to AMS and the transition to AMS.

Councilmember Wendt noted that she was invited, as a past volunteer, Director and Chairperson of Dewey-Humboldt Firewise, to participate in the Arizona Fire Adapted Communities virtual learning exchange and will be participating in April.

Mayor Nolan attended a Rural Transportation Advocacy Council “RTAC” meeting and discussed items from the meeting, including that Representative Noel Campbell will introduce a bill to increase gas tax by 18 cents per year for the next three to four years. Vice Mayor Lance clarified that the tax will be 18 cents per gallon, increasing per year.

B. Proclamation – declaring January 26, 2020 through February 1, 2020 as Dewey-Humboldt School Choice Week

Mayor Nolan read a proclamation recognizing January 26 – February 1, 2020 as Dewey-Humboldt School Choice Week.

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 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.

Jason Chisholm spoke relating to Billy Jack’s having been cleaned up in a timely manner; he is working with them regarding the vehicles behind Billy Jack’s; there being no abatement policy; and, citizens taking pride and addressing owners to clean property up. He also spoke relating a manufactured home being moved; the likeliness of a powerline retainer cable across Kloss Avenue being snapped, the risk to the main powerline behind Hill Street and the possibility of a fire; and, Jason Berg, Public Works Supervisor, actively working on the issue.

Leigh Cluff thanked Mr. Berg and Ed Hanks, Town Manager, for the improvements at Smoki Trail and Hopi Trail.

7. **Consent Agenda** 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.

A. Approval of Minutes of December 3, 2019 Regular Meeting

B. Approval of Minutes of December 10, 2019 Study Session

Councilmember Brooks moved to accept the Consent Agenda items; seconded by Councilmember Hughes.

Motion passed on a voice vote 6-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – absent; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

- 8. Town Manager’s Report** Update on Current Events. The Town Council may ask clarifying questions about any item listed on the agenda under Town Manager’s Report, or ask that any item listed on the agenda under Town Manager’s Report be placed on a future agenda for Council deliberation and action. No legal action will be taken on items listed under Town Manager’s Report. From time to time, as authorized by A.R.S. § 38-431.02(K), the Town Manager may present a brief summary of a current event that, due to its timeliness, is not listed on the agenda. In such cases, the Town Council shall not propose, discuss, deliberate or take legal action on the matter.

A. Town Manager’s Report on information received from the United States Department of Agriculture, Rural Development Office, relating to grant and loan options for the new Town Hall building, and on information gathered relating to Business Development Grant Opportunities in the Town (from the January 7, 2020 Regular Council Meeting)

Mr. Hanks reported that he met with Jeff Hays from the United States Department of Agriculture (“USDA”) on January 30, 2020; staff will place questions and answers from the meeting in Council’s mail folders. Rural Business Development Grants (“RBDG”) are open for submissions through March. There are grant options for equipment at Town Hall; while the USDA does not provide grants for buildings, it offers low-interest loans, at 2.75% interest. The USDA can also provide loans for road and sidewalk improvements; grants are primarily available for short-term assets. The RBDG program would entail the Town applying for a grant through the USDA and setting it up as loans for businesses; the Town would not necessarily make interest; the USDA guarantees the loan; and, due to the need to set up internal controls, recommended applying for it in next year’s grant cycle. The grants and loans for equipment and Town Hall are open year-round; in response to Mayor Nolan, Mr. Hanks confirmed that the Town could apply for a grant for a grader.

Councilmember Brooks asked for the reserve fund’s current interest rate and spoke relating to looking at loans if the reserve interest rate is higher than 2.75%. Mr. Hanks will research and provide information about the reserve fund interest rate to Council.

Darrell Wyatt spoke relating to the current year’s budget having a large amount for grant income; one staff member doing grants part-time; and, getting a professional approach in the future to go after grant money.

B. Town Manager’s Report on the status of the new Town Hall building, to be located at 12938 East Main Street

Mr. Hanks noted that staff was working with Forbes Steel, who provides an all-in-one solution; Forbes agreed to put information together for the Town but has since stopped responding. If the Town does not hear back soon, staff will need to bring the item back to Council for direction.

Councilmember Brooks spoke relating to architectural quotes that the Town had received previously and asked if the Town will need to go that route. Mr. Hanks confirmed that may be the direction that needs to be taken, and noted that for loans from the USDA, the Town would need architectural services as part of the loan requirements.

- 9. General Business** Discussion and possible legal action may be taken. Agenda language may vary from that in CAARFs for Open Meeting Law purposes.

A. Review, discussion and possible action relating to the draft ordinance amending the Dewey-Humboldt Code of Ordinances to change farm animals from an accessory use to a permitted use.

Possible action includes directing staff on revisions to the draft ordinance and/or referring the draft ordinance to the Planning and Zoning Advisory Commission to begin the public hearing process. (Staff CC; from the September 17, 2019 Regular Council Meeting)

Mr. Hanks noted that on September 17, 2019, Council referred this item to the Planning and Zoning Advisory Commission (“P&Z”) for review; P&Z has now returned it. Kay Bigelow, Town Attorney, spoke relating to P&Z recommending allowing farm animals on lots of no less than 35,000 square feet only in the R1L and R1 zoning districts and requested clarification on including additional residential use districts and limiting lot size.

Councilmember Collins spoke relating to the current zoning code and the reasoning for the item. Ms. Bigelow requested the use districts the Council wants this in and if Council wants a lot size limitation. Councilmember Collins spoke relating to large lots and weeds, and allowing the option to graze them down; and, asked if, for vacant lots, there needs to be allowances for temporary fencing and shelter. Ms. Bigelow responded that is more of a temporary grazing use; she will make sure that it is permitted.

Councilmember Brooks spoke relating to concerns with the lot size being inappropriate and that it can be on parcels a lot smaller than 35,000 square feet; concerns with the allowed animal chart and number of animals per

acre; case law in Pennsylvania and another state relating to not setting a number of animals; the number of goats, pigeons and rabbits that can be kept and how they are kept; and, requested to bring in Jeff Schalau from the University of Arizona Extension Agency to discuss with Council and to provide documentation on the suggested square foot per farm animal. She also spoke relating to proposed Code Section 153.036(B)(13)(2) referencing Yavapai County regulations, and having the regulations in the Town's records.

Councilmember Brooks moved to continue working on the ordinance on the issues she raised and to bring a specialist in on the size necessary; seconded by Vice Mayor Lance.

Vice Mayor Lance spoke relating to the 35,000 square foot minimum and not limiting the number of animals as long as they are cared for; people using animals for food necessities; and, this not being good for the Town.

Councilmember Collins spoke relating to the allowed animal chart only allowing eight small animals; and, not being able to produce much food with the restriction.

Jason Chisholm spoke relating to the number of animals he has; not being able to have a goat on his property, which is a little over 20,000 square feet; animals providing a food source; support for bringing in a subject matter expert; and, read Prescott Valley Code section, 6-02-020, relating to wildlife and exotic animals.

Leah Robbins spoke relating to agreeing with Councilmembers who are against it; having self-raised chickens, rabbits and goats for milk, meat and eggs for her family.

Leigh Cluff spoke relating to agreeing; the number of coyotes and bobcats on her property; most people keeping chickens in a coop and the size of coops; and, people getting their own food from animals.

Councilmember Wendt spoke relating to having had 50 show rabbits in individual cages in a 12-foot by 12-foot building; there being no smell or noise; and, it being possible to have more than what is in the allowed animal chart. She also spoke relating to having larger animals that causes flies or smell on a small lot and being courteous to neighbors; and, the Town being a rural Town.

Vice Mayor Lance spoke relating to taking into consideration people who raise and eat animals; and, people wanting to go to raw feeding for dogs.

Darrell Wyatt spoke relating to people who don't properly maintain animals; and, asked if anything would be used if the allowed animal chart is not.

Councilmember Brooks spoke relating to the rising cost of feed and hay governing animal quantities and gave a comparison of the rising costs to feed market steers.

Linda Horvath spoke relating to raising animals for herself and her family; having rabbits, chickens and goats in pens; animals being clean; and, having a smaller area and being able to raise healthy animals.

Vice Mayor Lance and Ms. Bigelow discussed next steps; Ms. Bigelow clarified that it seems that Council wants to hear the information. Vice Mayor Lance summarized that the specialist will come to a Study Session, and Council will then send its recommendation to Ms. Bigelow to incorporate into the ordinance. Councilmember Brooks spoke relating to directing staff to determine the kind of time Mr. Schalau has; and, of having it be at a public, evening meeting.

Vice Mayor Lance asked why the FFA and 4H provisions were being struck; Ms. Bigelow clarified that they were being incorporated into specific use districts, rather than eliminated.

The motion passed on a roll call vote 6-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – absent; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

B. Discussion and possible action relating to designating parking on Main Street as angled parking (Staff CC; from the January 7, 2020 Regular Council Meeting)

Mr. Hanks noted that on January 7, 2020, staff was directed to research angled parking on Main Street. Staff looked at state and local codes, construction and engineering standards, and Americans with Disability Act (ADA) requirements. The standards stated that angled, on-street parking is not preferred. Based on the ADA requirements, staff is recommending that this be put on hold until the new Town Hall's parking lot is ready with ADA-compliant parking. The street has too much of a slope profile to meet ADA requirements.

Councilmember Hughes moved to hold off on this until staff figures out what to do with the Town parking lot, and go from there; seconded by Councilmember Collins. Motion passed on a voice vote 6-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – absent; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

C. Discussion and possible action to approve the second amendment to agreement number WFHF 17-

201 with the Blue Hills/Foothills Firewise Board and the Prescott Area Wildland Urban Interface Commission (PAWUIC), to add seven additional acres as eligible for reimbursement (Staff CC)

Mr. Hanks stated that PAWUIC approached Firewise about a grant for seven acres needing to be completed by March 31, 2020; another community was unable to complete it. Firewise has found someone willing to take it on that size lot. In response to Councilmember Wendt, Mr. Hanks confirmed that it is one person with a large area.

Councilmember Wendt spoke relating to the grant being able to be used on undeveloped property.

Councilmember Hughes moved to approve the second amendment to the agreement with the Blue Hills Firewise Board and PAWUIC; seconded by Vice Mayor Lance. Motion passed on a roll call vote 6-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – absent; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

D. Discussion and possible action relating to signing a letter in support of the Arizona Heritage Alliance’s proposed legislation that will appropriate \$10 million to the state’s Heritage Fund in support of local, regional and state parks, trails and historic preservation (Staff CC)

Mr. Hanks noted that staff received a request to sign in support of a bill that will appropriate \$10 million to the Arizona Heritage Alliance’s Heritage Fund.

Councilmember Brooks moved to approve the signing on in support of the Arizona Heritage Alliance’s proposed legislation to appropriate \$10 million to the state’s Heritage Fund; seconded by Councilmember Hughes.

In response to Vice Mayor Lance, Councilmember Brooks clarified that the funds were established from Arizona Lottery Sales prior to the recession; in 2017 or 2018, Governor Ducey reinstated the fund but it was not financed; there is no cost to the Town; and, it is to be used for trails handled by the Arizona Game and Fish Department.

Darrell Wyatt spoke relating to the 18 cent per gallon gas tax to pay for roads; the \$10 million going to roads; and, leaving the \$10 million where it is and ask the legislators to use it for things that are needed.

Councilmember Brooks spoke relating to the lottery funds not going to roads at any time, due to the way they are divided; the way lottery funds were divided and go to multiple agencies and programs; and, this being a small drop in the bucket.

Vice Mayor Lance asked how the Town knows it will go to preservation instead of to the promotion of game or fish. Councilmember Hughes responded that game and fish is in the General Fund. Vice Mayor Lance spoke relating to Arizona Game and Fish Department funds being appropriated for commercial game and fishing, as they make more money on that. Councilmember Brooks spoke relating to it being for specific things and that it has to be accounted for. Councilmember Collins spoke relating to the Heritage Fund offering grants for conservation efforts and educational; and, it being a plus for tourism.

Jason Chisholm spoke relating to money being allocated to conservation efforts through the Arizona Game and Fish Department from hunting permits; the website for the Arizona Lottery and the breakdown of what the revenues go towards; and, that the \$10 million should go back to the original purpose.

Leigh Cluff spoke and asked for a roll call vote; and spoke relating to the Town getting a board to see how Councilmembers vote; and, the public knowing how Councilmembers voted.

The motion to approve signing on in support passed on a roll call vote 6-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – absent; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

E. Discussion and possible action to authorize staff to negotiate a contract with Civiltec Engineering, Inc., for Civil Engineering for the Community Development Block Grant (CDBG) project entitled Hill Street Improvements (Staff CC)

Mr. Hanks provided background information as follows: the Northern Arizona Council of Governments (“NACOG”) issued a Request for Qualifications (“RFQ”) for engineering services to meet CDBG requirements; Mr. Hanks, Mr. Berg, and two NACOG representatives reviewed and scored the engineering firms; and, staff is seeking authorization to negotiate a contract with Civiltec Engineering. Funding will come from the CDBG grant. In response to Councilmember Hughes, Mr. Hanks confirmed that all respondents scored closely; pricewise, it will be around \$35,000.

Councilmember Hughes moved to authorize staff to negotiate a contract with Civiltec Engineering; seconded by Vice Mayor Lance.

Ashley Preston spoke relating to the project being on Hill Street, which is in the vicinity of the property Ms. Preston

spoke about at the last Council meeting; the Environmental Protection Agency (“EPA”) has not tested any roads for contamination; two nearby properties are owned by Chevron, Inc; a sample with high contamination was taken at one of the Chevron properties; and, Chevron’s other property connects the larger lot and Hill Street. She spoke relating to the property being a part of the train depot; the Chevron property having been owned by Standard Oil, with oil, gasoline and unknown things stored on the property; and, asked if the Town intends on doing testing before workers start. She also spoke relating to the Arizona Department of Health Services doing lead testing if initiated by the Town; the Town owning two easements through the Chevron property that needs to be tested; and, the Council doing due diligence to ensure that workers and people in the area are safe. She asked if the Town has plans to do further testing. In response, Mr. Hanks noted that prior to testing, asphalt would need to be removed; the easements are not a part of this project.

Ms. Preston spoke relating to not being sure what the project entails exactly; the EPA not going along the side of the road and testing; knowing that there are contaminants there; and, not having a worker say they became sick due to no testing. Mayor Nolan responded that it has already been paved; Vice Mayor Lance spoke relating to the sidewalk not being on the street; and, digging for the sidewalk could cause problems.

Councilmember Collins spoke relating to being in favor of testing due to kids passing through and housing in the area; the sidewalk being on the Town’s right-of-way; and, asked about the EPA testing roadbeds. Mr. Hanks confirmed that the EPA had not tested roadbeds under asphalt and discussed rights-of-way that the EPA did test.

Councilmember Wendt asked if the project could be moved to another location; Mr. Hanks responded that he does not believe there is another option, though the Town could look into testing and possibly include it within the contract. In response to Councilmember Wendt, Mr. Hanks noted that he is not sure that the EPA would be able to come within the required timeframe. In response to Mayor Nolan, Mr. Hanks noted that he could try to contact Jeff Dhont with the EPA to discuss.

Vice Mayor Lance asked about legal ramifications and if it would be better to wait until somebody is able to test. Kay Bigelow, Town Attorney, responded that as part of any road construction job, the County environmental services will develop a plan to mitigate dust; Occupational Safety and Health Administration (“OSHA”) has requirements for what needs to be done for workers. Mr. Hanks recommended Council authorize staff to proceed with the contract and noted that testing should be able to be completed before construction starts.

Councilmember Collins confirmed with Ms. Preston that the state only tests for lead and that it is free; the Town or the School can initiate the request for testing. Ms. Preston spoke relating to the Arizona Department of Environmental Quality taking the lead on the other Chevron property through a voluntary cleanup; the EPA not wanting to do any more testing as they are in the cleanup phase; and, if the Town requests the EPA test the roads, they are almost obligated to come test.

Councilmember Brooks spoke relating to needing to contact the Arizona Department of Health Services and moving ahead with the civil engineering contract.

Leigh Cluff spoke and asked if the Town can be sued by putting in sidewalks and someone getting ill. Ms. Bigelow responded that the Town is not the one that contaminated it and so not necessarily.

Jason Chisholm spoke and asked where the Hill Street water drainage will be dumped; Mr. Hanks responded that will be part of the engineering services for the project. Mr. Chisholm discussed how it currently drains.

Leah Robbins spoke and asked if the pavement will be completely removed and repaved. Mr. Hanks responded that will be determined during engineering design; a small portion will be removed and repaved. Ms. Robbins spoke relating to the potential for lead contamination; asked if the Town will need to find a certified contamination company; spoke relating to different regulations for dust control and contaminated dust; and, needing to make everyone aware.

Vice Mayor Lance asked if it will be added to the motion to have the testing done; Councilmember Hughes responded relating to it not being on the agenda, but that staff is aware and will get answers for Council.

The motion to authorize staff to negotiate with Civiltec Engineering passed on a roll call vote 6-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – absent; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

F. Discussion and possible action to approve a presentation from the United States Census Bureau relating to the 2020 Census (Staff CC)

Mr. Hanks stated that staff received a request from Kimberly Robinson, United States Census, who has been working with the Town on the census; Ms. Robinson asked to come give a presentation to Council.

Councilmember Hughes moved to get staff to schedule her in for the presentation; seconded by Vice Mayor Lance.

Councilmembers and Ms. Bigelow discussed voting by voice vote, and that if a Councilmember doesn't vote it is considered an "aye" vote.

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

G. Discussion and possible action to direct staff to contact Local First Arizona and schedule a future presentation to Council on who they are, what their functions are, and how the Town can partner with Local First Arizona to help the Town (CAARF – Councilmember Brooks)

Councilmember Brooks introduced the item and noted that Gary Hays, United States Department of Agriculture, pointed out that Local First Arizona can help bridge the gap between USDA funds and the Town; this item is requesting staff to contact Local First Arizona to see if they can come in and talk with Council.

Vice Mayor Lance moved to have staff contact Local First Arizona and have them come, if they are available, to give a presentation; seconded by Councilmember Hughes. Motion passed on a voice vote 5-1. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – absent; CM Wendt – aye; VM Lance – aye; Mayor Nolan – nay.

10. Executive Session

Vote to recess to Executive Session

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

The Regular Meeting recessed at 8:16 p.m. for a five minute break prior to Executive Session.

A. An Executive Session pursuant to A.R.S. § 38-431.03(A)(1) for the purpose of providing a six-month review of the legal services provided by Bigelow Law Offices, PLC, pursuant to the agreement for Town Attorney Services

Close Executive Session/Reconvene Regular Meeting

The Regular Meeting reconvened at 8:17 p.m. Councilmembers Brooks, Collins, Hughes, Wendt, Vice Mayor Lance and Mayor Nolan were present. Councilmember McBrady was absent.

11. Possible action related to the six-month review of the legal services provided by Bigelow Law Offices, PLC

No discussion was held or action was taken.

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

No discussion was held.

13. Adjourn The meeting adjourned at 8:17 p.m.

Terry Nolan, Mayor

ATTEST: _____
Timothy A. Mattix, Town Clerk



CONSENT AGENDA ITEM OVERVIEW

Regular Council Meeting Date: **March 17, 2020**

Consent Agenda Item: **7.D.**

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

Subject:

Consent Agenda Approval of a future presentation to Council from Vice President Rodney Jenkins, Yavapai College Vice President of Community Relations & Student Development.

Background:

Town Council Policy PG No. TC20-03, Town Council Agenda Process, provides that any governmental organization wishing to present information to the Town Council shall request such in writing to the Town Manager, who will review the request and determine whether the presentation request shall be presented to the Town Council.

Yavapai College has traditionally given an annual presentation to the Council, with the last presentation in May 2018. Staff received a request from Yavapai College, on behalf of Vice President Rodney Jenkins, to provide an update to Council at an upcoming meeting. The topics that will be covered include:

- Arizona Senate Bill 1661;
- Arizona House Bill 2790;
- Yavapai College 3D printing program;
- Yavapai College Center

If approved, the presentation will be tentatively scheduled for the May 5, 2020 Council Meeting.

Financial Impact:

There is no financial impact to the Town for receiving this presentation.

Direction Requested:

Staff is seeking formal Council approval to schedule the presentation.

Suggested Motion:

For: I move to direct staff to schedule a presentation from Yavapai College at an upcoming Council Meeting.

Against: I move to not receive a presentation from Yavapai College.

Attachments:

None.

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COUNCIL COMMUNICATION

Regular Council Meeting Date: **March 17, 2020**

Agenda Item: **9.A.**

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

Subject:

Discussion and possible action to direct staff relating to pursuing a new contract for banking services for the Town.

Background:

For the reasons discussed during the Town Manager's Report on tonight's agenda and contract expiration with Wells Fargo in mid-April, staff is seeking Council direction on pursuing a new contract for banking services.

Options include:

Option 1: Direct staff to issue a formal Request for Proposals for banking services;

Option 2: Pursue extending the current contract with Wells Fargo Bank, N.A.; or,

Option 3: Direct staff to contact no fewer than three financial institutions in the area requesting information about commercial banking/government accounts, and return to Council.

While a formal Request for Proposals was issued prior to the last contract, banking services fall under the category of Professional Services, which are exempted from the Town's bid requirements, pursuant to Administrative Regulation AR No. 09-01. Staff does not recommend pursuing a contract extension with Wells Fargo Bank, N.A.

As such, staff recommends Option 3. This will allow subject matter expert staff to contact financial institutions, gather all of the required information, and return to Council with all of the required information and a recommendation.

Financial Impact:

Costs will depend on the option selected and on the selected bank. There are no fiscal impacts identified for tonight's agenda item.

Direction Requested:

Staff is requesting Council select Option 3 and direct staff accordingly.

Suggested Motion:

Staff recommended: I move to direct staff to contact and gather all required information for managing the Town's accounts from no fewer than three financial institutions and return to Council at a future meeting.

Option 1: I move to direct staff to issue a formal Request for Proposals for banking services.

Attachments:

None.

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COUNCIL COMMUNICATION

Regular Council Meeting Date: **March 17, 2020**

Agenda Item: **9.B.**

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

Subject:

Discussion and possible action to approve a structure for the General Plan Steering Committee.

Background:

At the February 11, 2020, Study Session, Leslie Dornfeld, PLAN*et Communities, gave a presentation to Council on the General Plan Update Process, including the General Plan Steering Committee. Resident member appointments are on tonight's agenda as item 9.B.

Town Code § 31.16(A) requires Council to form, by motion or resolution, Ad Hoc Citizen Committees, with the composition, responsibilities and schedule adopted by Council. According to Dewey-Humboldt Town Code § 31.17(C), non-residents cannot be voting members of Town committees.

Staff is recommending that Council approve the Committee composition, responsibilities and schedule, as follows:

- Five resident voting members;
- Number of business owners/agents, to be determined by Council, as non-voting members;
- Number of partners, to be determined by Council, as non-voting members;
- The Committee have the following role and responsibilities:
 - Help ensure a successful execution of the project;
 - Guide the project & process from start to finish;
 - Provide input on project process and strategy;
 - Review and comment on project product;
 - Provide ideas and advice to negotiate unanticipated project challenges;
- The Committee meet, at a minimum, once every two months;
- Committee meetings be open to the public, with a meeting notice, agenda and minutes published in accordance with the Arizona Open Meeting Law;
- All meetings of the Committee be held in the Council Chambers, with video of the meetings recorded and available on the Town website.

Financial Impact:

There is no financial impact to the Town for this decision.

Direction Requested:

Staff is seeking Council approval of the Committee composition, responsibilities and schedule.

Suggested Motion:

For: I move to approve the General Plan Steering Committee be composed of five resident voting members; {number determined by Council} non-voting business members and {number determined by Council} non-voting partners; that the Committee have the role and responsibilities outlined above; and, that the Committee holding public meetings no less than once every two months.

Against: I move to take no action on this agenda item tonight.

Attachments:

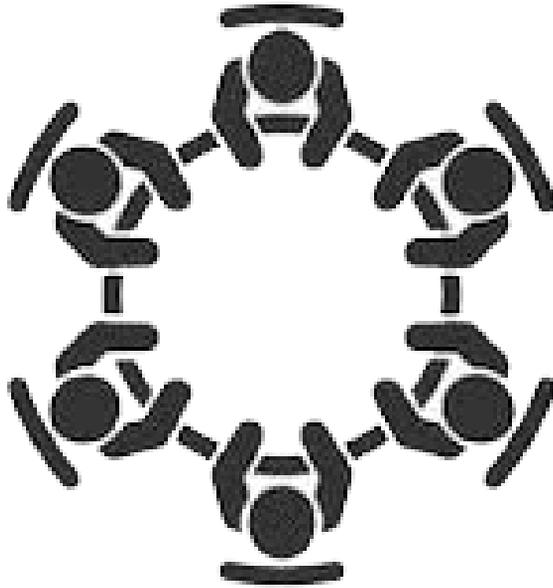
Excerpt from February 11 presentation by Leslie Dornfeld, PLAN*et Communities

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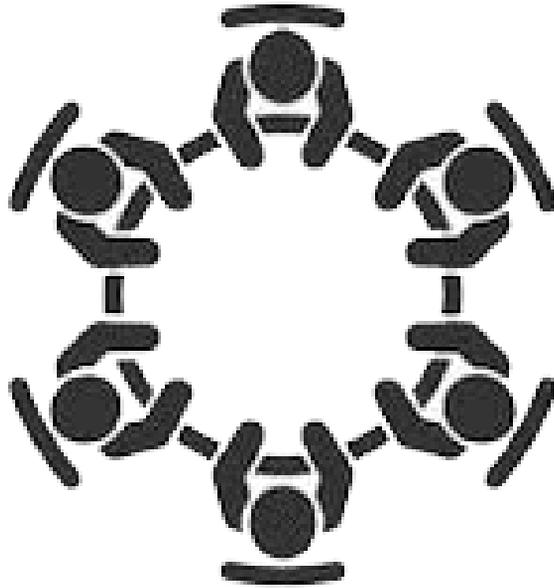
STEERING COMMITTEE

Role: Help ensure a successful execution of the project.

- Guide the project & process from start to finish
- Provide input on project process & strategy
- Review and comment on project product
- Provide ideas and advice to negotiate unanticipated project challenges



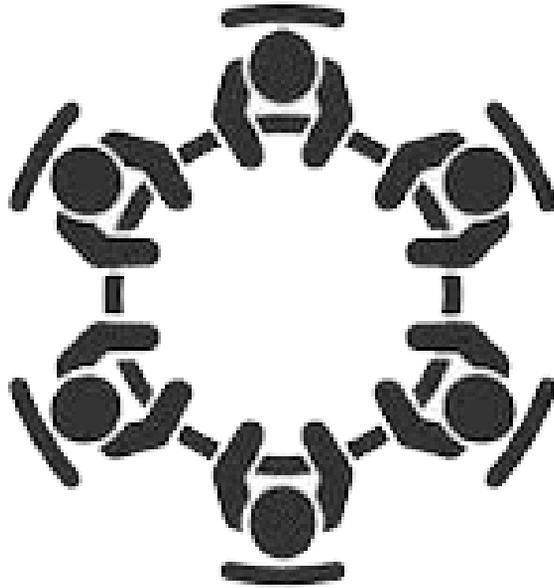
STEERING COMMITTEE



Composition: Key stakeholders affected by the project outcome:

- Residents
- Businesses
- Partners (i.e., Federal, State, County, Not-for-Profit)
- Implementors (Agencies, Departments, Staff)

STEERING COMMITTEE



Role of Individual Members:

- Understand the aim, strategy and intended outcomes of the project
- Appreciate the significance of the project for their own organization
- Be genuinely interested in the project and the intended outcomes
- Be a project advocate by doing what they can to promote its outputs

Source: Law and Justice Foundation



COUNCIL COMMUNICATION

Regular Council Meeting Date: **March 17, 2020**

Agenda Item: **9.C.**

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

Subject:

Discussion and possible action to adopt Resolution No. 20-140, adopting the Citizen Participation Plan for the 2009 General Plan Update.

Background:

A.R.S. 9-461.06(C) requires the governing body to adopt written procedures to provide effective, early and continuous public participation in the development and major amendment of General Plans. As required by statute, the procedures shall provide for:

- The broad dissemination of proposals and alternatives;
- The opportunity for written comments;
- Public hearings after effective notice;
- Open discussions, communications programs and information services;
- Consideration of public comments.

In anticipation of the General Plan Update process beginning, staff prepared and took the DRAFT Citizen Participation Plan for the 2009 General Plan Update to the Planning and Zoning Advisory Commission (P&Z) for review and recommendation to the Council.

On March 5, 2020, the P&Z had the Resolution on their agenda for discussion and possible action. The P&Z voted unanimously to recommend the Plan for approval by Council with two amendments.

- 1. Amend Section 3.1.1 to read Yavapai County including Yavapai Law Enforcement.**
- 2. Add Section 3.2.4 to read Local Citizen Resident Groups**

The changes recommended by P&Z have been incorporated into the Resolution before Council tonight.

By adopting the Plan by Resolution, the Town will be setting the stage for the beginning of the 2009 General Plan Update, by establishing a comprehensive set of steps aimed at maximizing citizen participation in the update process.

Financial Impact:

There is no expected financial impact to the Town by adopting this Resolution.

Direction Requested:

P&Z and Staff are seeking Council adoption of Resolution No. 20-140.

Suggested Motion:

For: I move to adopt Resolution No. 20-140, adopting the Citizen Participation Plan for the 2009 General Plan Update.

Against: I move to deny Resolution No. 20-140.

Attachments:

Resolution No. 20-140

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RESOLUTION NO. 20-140

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT ADOPTING A CITIZEN PARTICIPATION PLAN PURSUANT TO A.R.S. 9-461.06(C) FOR THE PURPOSE OF ENSURING AN OPEN PROCESS FOR DEWEY-HUMBOLDT CITIZENS TO BECOME ACTIVELY INVOLVED IN THE EVALUATION, APPRAISAL AND UPDATE OF THE DEWEY-HUMBOLDT 2009 GENERAL PLAN.

Whereas, the Town of Dewey-Humboldt desires to inform and empower its citizens to participate in the evaluation, appraisal and update of the Dewey-Humboldt 2009 General Plan by encouraging all to provide vision, direction and guidance to the planning process; and

Whereas, outreach communication, education and opportunities for involvement in the processes of local government is a fundamental principle of democracy; and

Whereas, the Town is committed to complying with the spirit and intent of Arizona's "Growing Smarter" legislation, including public consideration of proposed General Plan elements and implementation strategies, with opportunities for Town-wide discussions, meetings, public hearings, education, information, and interactive communication; and consideration of citizen input regarding evaluation, appraisal, and update of the Town's 2009 General Plan; and

Whereas, Arizona Revised Statutes § 9- 461.06 requires that the Town Council adopt written procedures to provide "effective, early and continuous public participation in the development and major amendment of general plans from all geographic, ethnic and economic areas" of the Town.

Now, Therefore, Be It Resolved that the Town Council of the Town of Dewey-Humboldt, State of Arizona, adopts the following procedures to promote effective, early and continuous public participation in the evaluation, appraisal and update to the Dewey-Humboldt 2009 General Plan.

1. **Purpose.** The purpose of the General Plan 2009 Update "Citizens' Participation Plan" is to receive public input for directing Town growth and development in accord with the following factors:
 - 1.1. **Project Scope.** The Dewey-Humboldt 2009 General Plan Update process consists of two phases.
 - 1.1.1. Phase 1 constitutes three Steering Committee Meetings and one Community Meeting to evaluate, appraise and develop a recommendation related to the update of the 2009 General Plan, including at least the following elements:
 - 1.1.1.1. Land Use;
 - 1.1.1.2. Circulation;
 - 1.1.1.3. Cost of Development;
 - 1.1.1.4. Open Space and Trails;
 - 1.1.1.5. Environmental Planning; and
 - 1.1.1.6. Water Resources.

At the end of Phase 1, a recommendation will be made to the Planning and Zoning Advisory Commission and the Town Council to present the General Plan outline and next steps/timeline.

1.1.2. Phase 2 will consist of ongoing Steering Committee Meetings, a land use planning workshop, and open houses to update General Plan maps, elements, goals and strategies and assist in the development of final documents to be presented to the Planning and Zoning Advisory Commission and Town Council for approval.

1.2. **Policy Direction.** Public expressions of preference offer guidance to their elected and appointed officials in matters pertaining to living quality, type and intensity of proposed development, preservation of the environment, and other matters of public health, safety and welfare.

2. **Citizen Participation Activities.** The following activities are expected to enable participation among a broad base of residents; businesspeople; persons representing a range of cultural, ethnic, economic and generational interests is a key aspect of the Citizens' Participation Plan. Among opportunities for General Plan Update involvement by individuals or groups are:

2.1. **Written Comments.** Written comments are encouraged to be submitted to Dewey-Humboldt Town Hall.

2.2. **General Plan Steering Committee Meetings.** Public input and participation meetings with the "General Plan Steering Committee." This Ad Hoc Citizen Committee will be comprised of citizens as appointed by the Town Council, and it should meet as needed throughout Phase 1 and Phase 2 of the Project. Committee meetings will be open to the public.

2.3. **Public Hearings.** All public hearings will be noticed a minimum of 15 days in advance of said hearing. The notice will be published in a newspaper of general circulation in Yavapai County. Public hearings are expected to provide an opportunity for citizen testimony regarding the Dewey-Humboldt General Plan document. A minimum of 1 public hearing each will be held by the:

2.3.1. Dewey- Humboldt Planning and Zoning Advisory Commission; and

2.3.2. Dewey- Humboldt Town Council.

3. **Agency and Entity Participation Activities.** The Dewey-Humboldt General Plan is intended to consider input from other governments, planning organizations, and information sources.

- 3.1. **Jurisdictions/Agencies.** Among entities required to be contacted to assure joint planning compatibility are:
 - 3.1.1. Yavapai County including Yavapai Law Enforcement;
 - 3.1.2. Town of Prescott Valley;
 - 3.1.3. Northern Arizona Council of Governments;
 - 3.1.4. Arizona Department of Commerce;
 - 3.1.5. Arizona State Land Department;
 - 3.1.6. Bureau of Land Management; and
 - 3.1.7. Prescott National Forest.
- 3.2. **Entities.** As a supplement to scheduled community and public body meetings, targeted outreach efforts strive for inclusiveness from Town organizations and agencies. Efforts extended to encourage participation by major stakeholders and interest groups include solicitation of input from:
 - 3.2.1. School and College Districts;
 - 3.2.2. Public Utilities;
 - 3.2.3. Chambers of Commerce; and
 - 3.2.4. Local Citizen Resident Groups.
- 3.3. **Draft Plan Review.** Draft Evaluation Reports and General Plan Update documents are to be provided to agencies and jurisdictions and to persons requesting copies in writing, for the required 60-day review period preparatory to required notice of the Planning and Zoning Advisory Commission's consideration of General Plan for recommendation to the Town Council.
- 3.4. **Plans Incorporation.** Planning studies adopted or in progress are to be cross-referenced or integrated into the General Plan, including documents provided by the agencies listed above.
4. **Citizen Information Activities.** Several communication methods will be used to reach a broad cross - section of Dewey-Humboldt.
 - 4.1. **Citizen Information.** Opportunities for citizen expression of opinion and findings of fact summaries are typically distributed at public and General Plan Steering Committee meetings and other planning events. Opportunities for citizen input will also include use of citizen surveys, articles or notices in the Town newsletter, and use of electronic media.

- 4.2. **Electronic Media Access.** Electronic information will be provided.
- 4.2.1. General Plan Web Page Announcements and project status updating will occur regularly; summaries and data from draft General Plan Elements are provided on the Town of Dewey-Humboldt's web site (www.dhaz.gov) with visual and audio presentation of General Plan meetings and hearings for all residents, which will be available at home or on Town Library computers; and
- 4.2.2. Recording and Broadcast Live internet broadcast of public hearings and other meetings held at Town Hall.
- 4.3. **Mass Media Notification.** Public notice of meetings and information articles on status of the General Plan will be provided to newspapers of general circulation and local radio stations, when possible.
- 4.4. **Notice.** A mailing list of interested parties will be maintained by the Dewey-Humboldt Town Manager's Office, and those on the list will be notified of community meetings and public hearings. Announcement of all community meetings will be posted and advertised using the Town's customary methods for public meetings.
5. **Authorization to Prepare Documents.** The Town Manager, Town Clerk, Town Attorney, Town Planner, and any other necessary persons are hereby authorized to prepare the agreements, forms and instruments contemplated to be used by the Town in implementing the provisions of the Citizens' Participation Plan.
6. **Effective Date.** This Resolution shall be effective from and after its passage until the completion and adoption of the update to the 2009 General Plan.

Passed and Adopted by the Mayor and Town Council of the Town of Dewey-Humboldt, Arizona, this 17th day of March, 2020.

Terry Nolan, Mayor

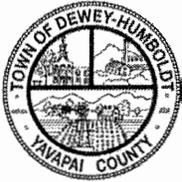
ATTEST:

APPROVED AS TO FORM:

Timothy A. Mattix, Town Clerk

Bigelow Law Offices, PLC
Kay Bigelow, Town Attorney

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Dewey-Humboldt

MAR 02 2020

Received

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: March 17, 2020

Date of Request: March 2, 2020

Type of Action: Routine/Consent Regular

Requesting: Action Report Only

Agenda Item Text (a brief description for placement on the agenda; please be exact):
to change the time of the Mayor's term in office

Purpose and Background Information (Detail of requested action). _____
the idea to extend the term of office of the Mayor's
to a four (4) year term.

Staff Recommendation(s): Staff recommends that, if Council wishes to proceed, the
Town Attorney be directed to research and gather information and return to Council.

Budgeted Amount: \$0.00

List All Attachments: Town Code Section 30.045.

Type of Presentation: Oral

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

Contact Person: Mayor Nolan

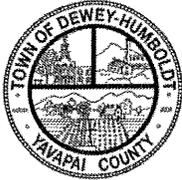
Note: Per Town Code §30.105(D): Any new item will be placed under "New Business" for the council to determine its disposition. It can be acted upon at that meeting, sent to staff for more work, sent to the appropriate board or commission, set for a work session or tabled for a future date, etc.

§ 30.045 ELECTION OF MAYOR.

(A) *Direct election of the Mayor.* The Mayor of the town shall be directly elected by the qualified electors of the town.

(B) *Term of office.* The term of office of the Mayor shall be two years, except that, to accommodate the consolidated elections law, A.R.S. § 16-204, the term of the Mayor elected in 2013 will end in December 2014, at the time of assumption of duties by the Mayor elected in the Fall 2014 election.

(Ord. 05-05, passed 3-1-2005; Am. Ord. 13-97, passed 6-4-2013; Am. Ord. 14-106, passed 6-3-2014)



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MAR 06 2020

Received

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: March 17, 2020

Date of Request: March 05, 2020

Type of Action: Routine/Consent Regular

Requesting: Action Report Only

Agenda Item Text (a brief description for placement on the agenda; please be exact):
change how Vice-Mayor is appointed

Purpose and Background Information (Detail of requested action). the need is to have a Vice-Mayor preform the duties of a Vice Mayor. to have the Mayor identify the person See Attached page 2

Staff Recommendation(s): Staff recommends that, if Council wishes to proceed, the Town Attorney be directed to research and gather information and return to Council.

Budgeted Amount: \$0.00

List All Attachments: see page 2 of 2

Type of Presentation: oral

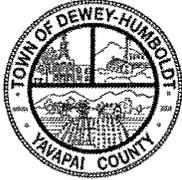
Special Equipment needed: Laptop Remote Microphone
 Overhead Projector Other: _____

Contact Person: Mayor, Nolan

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

(E) Appointment of Vice Mayor; term. Absent a vote of no-confidence, at the second regular Council Meeting in December each year, the Town Council shall appoint the most senior Councilmember who has not already been the Vice Mayor and has served on Council for at least one year to the Vice Mayor position for a one-year term or until a new Vice Mayor is appointed. If no Councilmember meets the above criteria or the person to be appointed declines the appointment, the most senior Councilmember shall be appointed to serve as Vice Mayor for a one-year term.

(F) Duties of Vice Mayor. The Vice Mayor shall perform the duties of the Mayor in the Mayor's absence and shall perform such other duties as may be, from time to time, delegated by the Town Council.



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Dewey-Humboldt

MAR 06 2020

Received

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: March 17, 2020

Date of Request: March 06, 2020

Type of Action: Routine/Consent Regular

Requesting: Action Report Only

Agenda Item Text (a brief description for placement on the agenda; please be exact):
help the local businesses in the community

Purpose and Background Information (Detail of requested action). to list all Dewey-Humboldt businesses on the towns
Home page. giving the residents an opportunity to
fine a local business to do work for them.

Staff Recommendation(s): Staff recommends that, if Council wishes to proceed, the
Town Attorney be directed to research and gather information and return to Council.

Budgeted Amount: _____

List All Attachments: _____

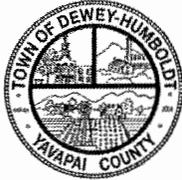
Type of Presentation: oral

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

Contact Person: Mayor, Nolan

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

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Dewey-Humboldt

MAR 06 2020

Received

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: March 17, 2020

Date of Request: March 06, 2020

Type of Action: Routine/Consent Regular

Requesting: Action Report Only

Agenda Item Text (a brief description for placement on the agenda; please be exact):
to establish a stipend for the council.

Purpose and Background Information (Detail of requested action). _____

this to help the council members for all the work they
do as a council member

Staff Recommendation(s): Staff recommends that, if Council wishes to proceed, the
Town Attorney be directed to research and gather information and return to Council.

Budgeted Amount: \$\$\$

List All Attachments: Town Code Section 30.017(A)

Type of Presentation: oral

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

Contact Person: Mayor, Nolan

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

§ 30.017 COMPENSATION, BOND AND FINANCIAL DISCLOSURE STATEMENT.

(A) *Council compensation.* Councilmembers will not receive any salary, benefits or other form of monetary compensation for their services. A sitting Council may, by ordinance, modify compensation; provided, however, such modification shall not be effective for any Councilmember during his term in which the ordinance modifying compensation was adopted. For Councilmembers not in office at the time the ordinance was adopted, the modified compensation shall become effective upon the start of such Councilmember's term in December following the Council election.