

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

Tuesday, May 5, 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 public meeting (see notes about public participation below) on **Tuesday, May 5, 2020, at 6:30 p.m.**, at the **Dewey-Humboldt Town Hall Council Chambers, 2735 S. Highway 69, Suite 10, Humboldt, Arizona 86329**. Members of the Town Council will attend by audio/video conference call.

THIS MEETING WILL BE HELD BY REMOTE PARTICIPATION ONLY

Due to the federal government's declaration of a COVID-19 pandemic and the resulting Executive Orders from Arizona Governor Ducey to limit events of people in personal contact and Mayor Nolan's declaration of an emergency based on the COVID-19 pandemic, the following accommodations are provided for public participation at the Council Meeting:

- Viewing live streaming audio only on the Town's website, at <http://az-deweyhumboldt.civicplus.com/2164/Town-Meeting-Documents-and-Videos>
- Viewing and potentially participating in the meeting via Join Zoom Meeting
 - Computer: <https://zoom.us/j/86975408835>
 - Telephone: (301) 715-8592; Meeting ID: 869 7540 8835
- Submitting comments via email to the Town Clerk at TimMattix@dhaz.gov. Comments should be submitted no later than 3:30 p.m. on the day of the meeting. Please identify the agenda item and your first and last name.

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. Protocol for participating in the Council Meeting via Zoom (Ed Hanks, Town Manager)

6. 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**
- B. Presentation and Council discussion on the Future of Yavapai College, by Rodney Jenkins, Yavapai College Vice President of Community Relations & Student Development and Richard Hernandez, Director, Economic Development.**
- 5 **C. Review of applications and possible interview/appointment of applicants to the General Plan Steering Committee.** Applicants: Christopher Baker, Glen Blomgren, Mel Kuhnel, Judy Kerber, William Lacey (non-resident), Denise Rogers, Darrell Wyatt. Note: Since March 17, 2020, two applicants have withdrawn their applications.
- 21 **D. Proclamation – declaring May 3, 2020 through May 9, 2020 as Municipal Clerks Week**
- 7. 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.
- 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.
- 23 **A. Approval of Minutes of March 10, 2020 Study Session**
- 29 **B. Approval of Minutes of March 17, 2020 Regular Meeting**
- 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 question of the eligibility of Councilmember Mark McBrady as a sitting Councilmember due to a question of voter registration** (from the April 21, 2020 Regular Meeting)
- B. Town Manager’s Report on the question of Conflict of Interest/Financial Disclosure Statement requirements for members of Town boards, commissions and committees** (from the March 17, 2020 Regular Meeting)
- 10. General Business** Discussion and possible legal action may be taken. Agenda language may vary from that in CAARFs for Open Meeting Law purposes.
- 35 **A. Discussion and possible action to approve a structure for the General Plan Steering Committee** (Staff CC)

- 39 **B. Review, discussion and possible action to direct staff relating to existing Boards, Commissions, and Committees as set forth in Dewey-Humboldt Code of Ordinances Title III, Chapter 31.** Existing Boards, Commissions, and Committees for possible review, discussion and action include the Residential Values Advisory Committee, Planning and Zoning Advisory Commission, Board of Adjustment, Clean Town Committee, Groundwater Resource Advisory Committee, Environmental Issue Advisory Committee, and Open Space and Trails Committee. (Staff CC)
- 43 **C. Discussion and possible action to authorize staff to 1) purchase a new truck using a State of Arizona Cooperative Purchasing Contract; 2) issue a formal bid for the purchase of a new truck to replace Town Site Truck #2; or 3) approve the purchase and installation of a rebuilt motor for Town Site Truck #2 from one of the three vendors who provided quotes.** If Council chooses to proceed with the purchase of a new truck, Council will also be asked for approval of the recommended specifications as outlined in the Staff CC. (Staff CC; from the April 21, 2020 Regular Meeting)
- 55 **D. Discussion and possible action to change the Council’s voting procedure to a roll call vote for all action taken at Council Meetings** (CAARF – Vice Mayor Lance)

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

12. 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 Study Session: Tuesday, May 12, 2020, at 6:30 p.m.
- Next Town Council Regular Meeting: Tuesday, May 19, 2020 at 6:30 p.m.
- Next Planning & Zoning Meeting: Thursday, June 4, 2020, at 6:00 p.m.

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

[Page intentionally left blank]



COUNCIL COMMUNICATION

Regular Council Meeting Date: **May 5, 2020**

Agenda Item: **6.C.**

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

Subject:

Review of applications and possible interview/appointment of applicants to the General Plan Steering Committee. Applicants: Christopher Baker, Glen Blomgren, Mel Kuhnel, Judy Kerber, William Lacey (non-resident), Denise Rogers, Darrell Wyatt. Note: since March 17, 2020, two applicants have withdrawn their applications.

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"). On March 17, Council directed staff to place the Committee application in the Newsletter; the application was in the April edition of the Newsletter and sent out two additional times via constant contact email.

Notice of the application was previously 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 has six applications from residents of the Town, and one non-resident application. Pursuant to the Town Code, only resident members may be voting members; non-resident members may participate on the Committee in a non-voting role.

This item has been placed on tonight's agenda for Council to review and possibly 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.

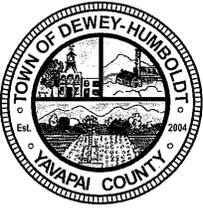
Suggested Motion:

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

Against: No motion is necessary.

Attachments:

Applications from Christopher Baker, Glen Blomgren, Mel Kuhnel, Judy Kerber, William Lacey (non-resident), Denise Rogers, Darrell Wyatt.



TOWN OF DEWEY-HUMBOLDT APR 15 2020

Received

General Plan Steering Committee Application Form

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

Personal information:

Name: CHRISTOPHER BAKER Email: [REDACTED]

Mailing & Physical Address: [REDACTED]

Phone Numbers: [REDACTED] Occupation: RESTAURANT MANAGER / PARALEGAL
(please indicate home and work numbers)

Are you over the age of 18? Yes No

Are you a Dewey-Humboldt resident? Yes No How many years? 2

Are you a Dewey-Humboldt business owner? Yes No How many years? 2

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

Emergency Contact: <u>CRYSTAL BAKER</u>	<u>[REDACTED]</u>	<u>WIFE</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: BUSINESS OWNER, PARALEGAL 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.

Proud resident of the town interested in the preservation of the qualities which make Dewey such a desirable place to live. Would appreciate the opportunity to provide insight into the future of the town. I possess an Associate's Degree in Paralegal Studies from Yavapai College, am currently in a Pre-Law program at ASU and am a business owner. I feel the experience + judgment required to successfully manage businesses + people as well as to analyze situations affords me unique skills I hope to utilize in service to our town.

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.

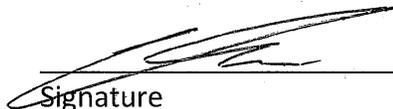
Regular attendance is required for board, commission and committee members. If a member misses three meetings consecutively or within a calendar quarter and the chair recommends removal, his seat is deemed vacant upon declaration by the Council.

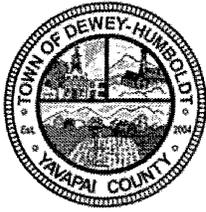
Board, commission and citizen committee members are required to comply with Arizona open meeting laws and public records laws and with the Town of Dewey-Humboldt Code of Ethics.

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.

April 12, 2020
Date


Signature



Dewey-Humboldt

TOWN OF DEWEY-HUMBOLDT

MAR 16 2020

Received

General Plan Steering Committee Application Form

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

Personal information:

Name: Glen Blomgren Email: [Redacted]

Mailing & Physical Address: [Redacted]

Phone Numbers: [Redacted] Occupation: Owner - Rhythm 'n' Boots
(please indicate home and work numbers)

How long have you lived in Dewey-Humboldt? 2 1/2 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>Julia Blomgren</u>	[Redacted]	<u>Wife</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: Community Enhancement Coordinator;

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 love the Dewey-Humboldt community and have a genuine interest in finding ways to revitalize our town. The General Plan can be key to helping that happen.

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.

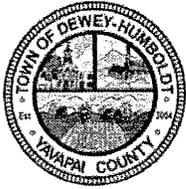
Board, commission and citizen committee members are required to comply with Arizona open meeting laws and public records laws and with the Town of Dewey-Humboldt Code of Ethics.

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.

3/14/20
Date

Glen W. Blomgren
Signature



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

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.

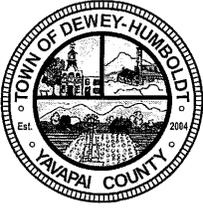
Board, commission and citizen committee members are required to comply with Arizona open meeting laws and public records laws and with the Town of Dewey-Humboldt Code of Ethics.

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.

2-3-20
Date

Judy L. Kerber
Signature



TOWN OF DEWEY-HUMBOLDT

APR - 6 2020

Received

General Plan Steering Committee Application Form

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

Personal information:

Name: MEL KUHNEL

Email: [REDACTED]

Mailing & Physical Address: [REDACTED]

Phone Numbers: [REDACTED]

Occupation: ARCHITECT

(please indicate home and work numbers)

Are you over the age of 18? Yes No

Are you a Dewey-Humboldt resident? Yes No How many years? 4 1/2 YEARS

Are you a Dewey-Humboldt business owner? Yes No How many years? _____

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

Emergency Contact: CARRIE CAMPBELL [REDACTED] DAUGHTER

Name

Phone

Relationship

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

Employed full-time? Employed part-time? Unemployed? Retired? (SEMI)

Employment experience relevant to the position applied for: SELF EMPLOYED

ARCHITECT FOR OVER 50 YEARS. WITH EXPERIENCE IN ALL 50 STATES AND CANADA.

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 AM A SELF EMPLOYED ARCHITECT WITH PLANNING, DESIGN, PROJECT MANAGEMENT AND CONSTRUCTION MANAGEMENT EXPERIENCE IN ALL 50 STATES AND CANADA.

I AM "SEMI-RETIRED" WITH TIME TO DEVOTE.

I HAVE MANY YEARS OF EXPERIENCE WORKING WITH CLIENTS, CITY & STATE JURISDICTIONS - INCLUDING MASTER PLANNING OF COMMUNITIES AND MIXED USE DEVELOPMENTS. 6 YEARS @ UNIV. OF NEBR. WITH DEGREE IN ARCHITECTURE.

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.

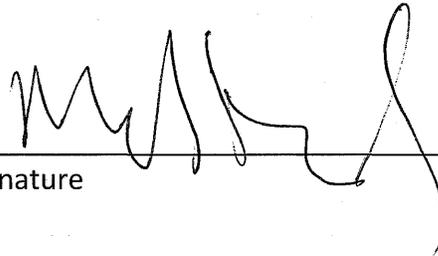
Board, commission and citizen committee members are required to comply with Arizona open meeting laws and public records laws and with the Town of Dewey-Humboldt Code of Ethics.

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.

4/4/2020

Date

A handwritten signature in black ink, appearing to be 'M. S. S.', written over a horizontal line.

Signature



TOWN OF DEWEY-HUMBOLDT

MAR 16 2020

Received

General Plan Steering Committee Application Form

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

Personal information:

Name: William Lacey Email: [REDACTED]

Mailing & Physical Address: [REDACTED]

Phone Numbers: [REDACTED] Occupation: ethnologist

(please indicate home and work numbers)

How long have you lived in Dewey-Humboldt? 50 years. Are you over the age of 18? X Yes ___ No

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

Emergency Contact: Aaron Lacey [REDACTED] son

Name	Phone	Relationship
Aaron Lacey	[REDACTED]	son

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

X Employed full-time Employed part-time Unemployed Retired

Employment experience relevant to the position applied for: Owned and Developed 6

residential subdivisions in Yavapai Cty and numerous Commercial sites.

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 am a Yavapai County native, having been born at the end of Alarcon St. in Prescott which was a hospital at that time while my folks had a ranching operation southwest of Prescott and a home in Dewey and have lived and been involved in our community for many years.

While attending the University of Arizona I majored in Business and minored in Regional Land Use Planning prior to Law School at the University of Michigan. I have certification as a Master Watershed Steward from the UofA.

I was partner in D & D Construction which was the first construction company in Northern Arizona to build over one hundred homes in 1985. My last development included over 700 acres with 120 property owners. I have been President of the Headwaters Ranch Property Owner Assoc. for the past 5 years and am familiar with all the Open Meeting laws, Planned Community Statutes, Non-Profit Corporation Act and the way they are administered and enforced in Arizona.

I have also been the Chairman of the Yavapai Food Bank for the past 15 years which feeds over 30,000 people per month in our area and if I can make my learning and experience of use to our community I offer my services.

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.

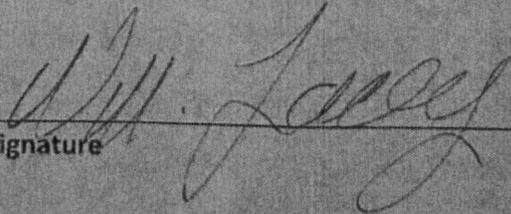
Signature and Verification

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.

3/16/2020

Date

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

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.

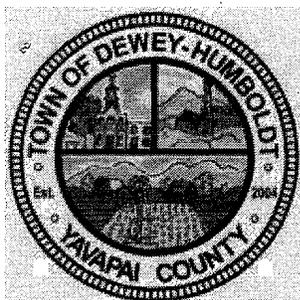
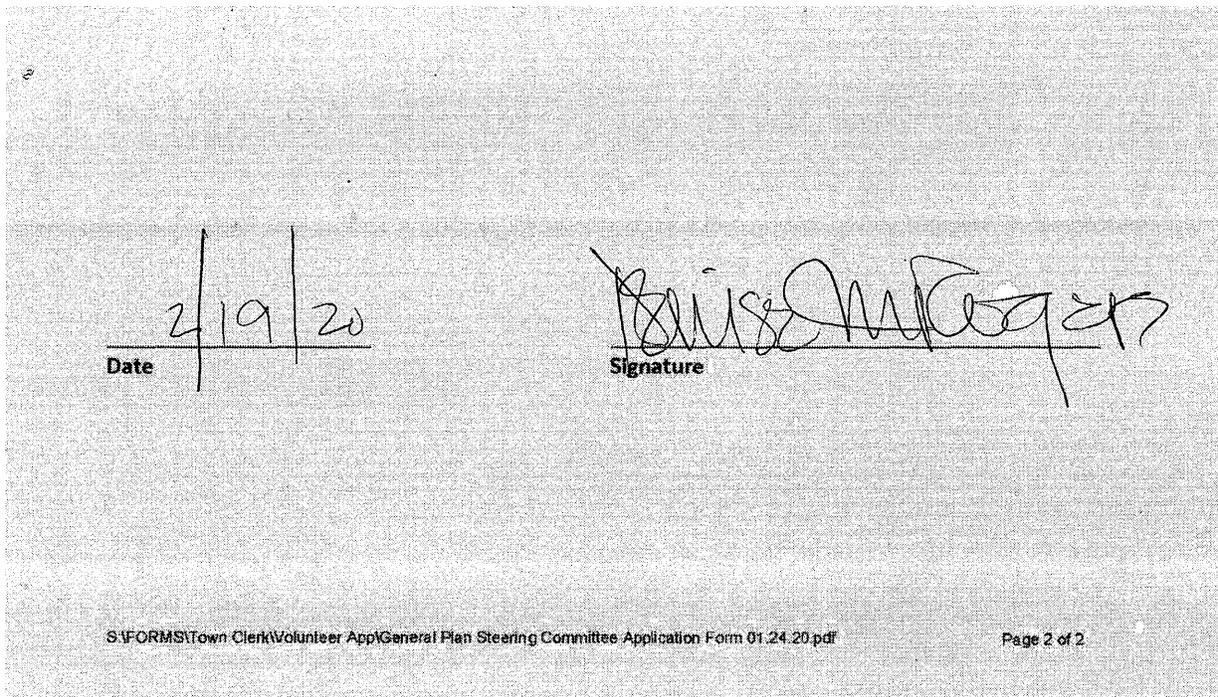
Appointees may serve an unlimited number of terms on a board, commission, or citizen committee, at the discretion of the Town Council.

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.



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

Unsubscribe [REDACTED]

[Update Profile](#) | [About Constant Contact](#)

Sent by bethevans@dhaz.gov in collaboration with



Try email marketing for free today!



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.)

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.

2-3-20

Date

Daull Wyatt

Signature

Proclamation

MUNICIPAL CLERKS WEEK

May 3 - May 9, 2020

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all, and

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community, and

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations, and

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, Terry Nolan, Mayor of the Town of Dewey-Humboldt, do recognize the week of May 3 through May 9, 2020, as Professional Municipal Clerks Week, and further extend appreciation to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this _____ day of _____, 2020

Mayor _____ Attest: _____

[Page intentionally left blank]

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
STUDY SESSION MEETING MINUTES
MARCH 10, 2020, 6:30 P.M.**

A STUDY SESSION MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, MARCH 10, 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.

Mayor Nolan spoke relating to the coronavirus; on February 10, 108 people in China died of it; on the same day, 26,283 people died of cancer; 24,541 people died of heart disease; 4,300 died of diabetes; and, more people died of suicide than by the virus. Daily, mosquitos kill 2,740 people; humans kill 1,300 fellow humans on average; and, snakes kill 137 people. He encouraged people to take a deep breath, wash their hands, and pray for all who have died, regardless of the cause. The Town of Prescott Valley, with the Yavapai County Health Department, is hosting a coronavirus information session for the quad-cities management, elected officials and staff on Wednesday, March 18, 2020, at 2:00 p.m. at the Prescott Valley Public Library Auditorium.

Mayor Nolan spoke relating to an email he received from Wells Fargo Bank and read the email, including: Arizona Unclaimed Property Law requires Wells Fargo to transfer funds in the account to the state if the account has been inactive for over three years; the last customer-initiated activity on the account was June 16, 2017. The account, in the amount of \$100,262.20 is in danger of escheating to the administrators; it may be avoided by completing a step by April 17, 2020. If the funds are transferred to an administrator, an apparent owner may file a claim with the administrator to recover it; property which is not legal tender of the United States may be sold by the administrator. Mayor Nolan asked why the Town has over \$100,000 in an account for over three years that the Town does not know about. Mayor Nolan stated that he went into the bank and asked about it. Vice Mayor Lance asked who opened the account; Mayor Nolan responded that the Town Finance Department opened it.

Mickey Moore, Town Accountant, stated that the account is listed on the Town's financial statements; it was set up by a former employee and was meant to be an overdraft protection account. Mayor Nolan stated that nothing has happened over three years; Ms. Moore stated that the Town accrues interest of approximately \$2.55 per month on the account. Mayor Nolan spoke relating to needing to do something about it; Ms. Moore indicated that she had not received the letter. Ed Hanks, Town Manager, requested that staff be allowed to look into it. In response to Vice Mayor Lance, Mayor Nolan indicated that the letter is dated March 3, 2020. Mayor Nolan and Vice Mayor Lance discussed Councilmembers being authorized signers.

Mayor Nolan spoke relating to the money being lost if nothing is done. Mr. Hanks responded that staff had not seen the letter. Mayor Nolan asked if the Town was short last fiscal year; Ms. Moore responded that the account was listed on the Financial Statement as a savings account. Mayor Nolan spoke relating to doing something about it. Vice Mayor Lance spoke relating to bringing the letter to the Town Manager. Mr. Hanks spoke relating to the money having been tracked, requested a copy of the letter, and asked why it was being addressed for the first time at this meeting.

Vice Mayor Lance asked why Mayor Nolan's personal address is listed on the account, rather than the Town's. Mayor Nolan spoke relating to everyone being on the account and the possibility that everyone could have received a copy of it. In response to Vice Mayor Lance, Mayor Nolan noted that he went to the bank today.

Councilmember Brooks raised a point of order as the item is not on the agenda. Mayor Nolan responded that it is not on the agenda but is just a point of information. Councilmember Brooks requested that the meeting go back to the agenda.

Leigh Cluff spoke relating to the Mayor not bringing the email to staff immediately. Mayor Nolan responded that he received the email on March 3 and went to the bank today. Ms. Cluff spoke relating to bringing a copy to staff on March 3; and, that she will find out why the Mayor's name, instead of the Town's, is on it.

Vice Mayor Lance spoke relating to staff being aware of it; it being on the Financial Statement; and, that it should have been brought to the Town staff.

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.

Leigh Cluff spoke relating to the new dance hall; people saying that if you catch the coronavirus, it won't be as bad if you are healthy; and, encouraged people to come and exercise.

Gary Mortimer spoke relating to the agenda being very informational; the potential along Highway 69 and Main Street; it being inappropriate for the Mayor to bring it up in this forum and that it should have been addressed behind the scenes; needing to correct it so that staff receives bank information; and, his support for staff.

- 4. Study Session.** Study Sessions are held for the purpose of detailed review and Council discussion. As such, Council may discuss and provide feedback on any matter listed on the agenda. No final decisions or voting occurs at Study Sessions. Agenda language may vary from that in CAARFs for Open Meeting Law purposes.

A. Presentation and discussion with Liza Noland, Local First Arizona, on who Local First Arizona is, the functions of Local First Arizona, and how the Town may be able to partner with Local First Arizona; obtain Council feedback on next steps (From the February 4, 2020 Regular Meeting)

Liza Noland, Local First Arizona, gave a presentation and discussed Local First Arizona and Local First Arizona Foundation ("LFAF"). LFAF focuses on rural development, specifically rural community and healthy food system development. LFAF focuses on small businesses. LFAF is action-oriented; after the planning stage, LFAF picks up the plans and moves them into action. LFAF works across the state. Depending on the focus, strategic plans, funding and interest, LFAF can work on community engagement, small business and workforce development, and capacity-building workshops. Tourism and marketing is a large focus area for LFAF; LFAF partners with the Arizona Office of Tourism on tourism and marketing, branding, community profile development, and on WeekendZona, a quarterly trip into a rural community that shows people the experience of a town through the eyes of a local.

Food system work is for communities across the state with a high level of food producers, ranging from farmers to those who make honeys, salsas or jams; food producers tend to struggle with distribution, connection to marketplace and access between the local market and the food producer, and LFAF works to connect those systems. LFAF also helps communities with youth engagement and waste and sustainability. Community engagement metrics include the level of volunteerism, the levels of buying from local businesses, community health assessments and rankings, civic engagement, and how to break down silos, such as between the Town and businesses. LFAF acts as a bridge in community engagement.

For business workforce development, LFAF does a lot of consulting and work through Chambers of Commerce or economic development organizations to build up business retention and expansion programs. LFAF has worked on micro-loans; the average small business loan at banks is around \$250,000 - \$300,000, higher than rural businesses tend to need; LFAF has lent out \$95,000 in the last year, with seven jobs built through it. 85% of jobs in the next two years will go into Maricopa County, with very few coming into rural Arizona. Ms. Noland spoke relating to disengaged youth; disengaged youth is a workforce that is waiting to be connected to, with jobs and careers that excite them; and, LFAF will be working on connecting to disengaged youth.

The Arizona Office of Tourism has a program called the Arizona Rural Co-Op in which any community destination marketing organization, town, or Chamber can apply for, and up to \$50,000 is matched in advertising and branding and marketing packages. LFAF is a Co-Op for branding, community profile development, and collateral development; LFAF also focuses in some communities on eco-tourism, agritourism, arts and culture, and historic preservation, and can work with the Town on blogging. Ms. Noland discussed an example success story from Ajo, and how that program works. LFAF has an event called the Food and Farm Forum in April, which is a summit for any agricultural businesses trying to grow their business.

She spoke relating to youth engagement and LFAF's Science Happens Here program, in which playing cards with STEM experiments are placed in local businesses; kids then go on a scavenger hunt to find them. LFAF helps find grant funding and brings the program to interested communities. She discussed Waste and Sustainability; LFAF partners with Keep Arizona Beautiful and the Arizona Department of Environmental Quality ("ADEQ"); ADEQ Brownfields helps with abandoned gas stations and blighted buildings. LFAF uses the hashtag #RuralAZ; sample community profiles are available online at RuralAZ.com. LFAF is big on leveraging partnerships, and helps people write grants for the Rural Business Development Grant Program.

In response to Mayor Nolan, Ms. Noland stated that the micro-loan program has to be funded first, and then LFAF administers it, facilitating loans and paybacks; the loans range from \$5,000 to \$25,000. Mayor Nolan and Ms.

Noland discussed loan amounts and the target recipients being small businesses.

Vice Mayor Lance asked if the ADEQ Brownfield programs works with old mines; Ms. Noland responded that ADEQ could be a partner, and, that often there is a closed mine site facilitator to connect with. In response to Vice Mayor Lance, Ms. Noland clarified that the Science Happens Here project is for 3rd through 5th grade.

Councilmember Brooks asked about Chambers of Commerce that are completely online; Ms. Noland responded that Local First Arizona is an e-Chamber of Commerce, and spoke about it sometimes seeming competitive when there is a local Chamber. Ms. Noland spoke relating to the value of an active online business directory; Local First Arizona has about 50,000 hits to the directory per month. Local First Arizona's membership is \$35 per year. She also spoke relating to the key to the value of a new e-Chamber of Commerce being how well the website is put together, how simple the directory is, and the utilization of the directory.

Councilmember Hughes spoke relating to most of the Town's citizens not having a problem with buying outside of the community, and asked if there is a way LFAF can help educate people. Ms. Noland spoke relating to the localism program through LFAF; inspiring people to understand the importance of buying local; and, businesses needing to do a good job, such as good service and keeping stock to meet community needs.

Glen Blomgren spoke relating to revitalizing and branding downtown; the Vision 2020 community group being concerned about the upcoming construction of Town Hall; and, distributed copies of examples Mike Donovan put together of Town Halls around Arizona. He also spoke relating to Town Halls representing the vision of the Town; and, that the Vision 2020 group recommends slowing down.

Darrell Wyatt spoke relating to having not seen Main Street for the first six years that he lived in Town; his impression of Main Street being of old, tumbled-down buildings and his fear that others see it the same way; residents not having a connection to the Town and renovating Main Street may change that; Town Hall being an opportunity to make a statement; and, that the Town could be Jerome or Cottonwood. Ms. Noland responded, relating to her background being in branding; the value of true branding being two-fold, external and internal; the Town having a big opportunity to capitalize on the growth of Prescott and Prescott Valley; and, starting to develop something unique for the Town.

Lynne Beyer spoke relating to the Vision 2020 group getting feedback from people who want to make things better, and those who don't; the first step being community engagement; seeing how Prescott and Prescott Valley have changed since 2001, and the Town not changing, but getting better; keeping the same feel of the Town while getting better, such as a store on Highway 69; and, of helping people who can't help themselves.

Gary Mortimer spoke relating to staff facilitating it but only being able to handle so much with limited staffing; considering how to get these programs without throwing more on staff; Prescott Valley pulling tax dollars out of the Town; and, Highway 69 being an opportunity for all of the people coming up to stop in the Town.

Vice Mayor Lance spoke relating to beauty in the buildings along Main Street; the community finding a way to build up the Town; the Town having things that would draw people in; and, of the need to get people involved.

Leigh Cluff spoke relating to inviting everyone to see the dance hall on Main Street; the building being beautiful; and, needing Council to support it.

B. Presentation and discussion with Pat Walker, Pat Walker Consulting, relating to the Fiscal Year 2020/21 Budget process, including the budget calendar, project prioritization and roles and responsibilities (Staff CC)

Ed Hanks, Town Manager, introduced Pat Walker, Pat Walker Consulting; the Town contracted with Ms. Walker for help in the Accounting department, including the budget. Ms. Walker gave an overview of her professional background and a presentation. The budget's purpose is to meet organizations' strategic goals and to determine what and how services are delivered to the citizens and financed. The budget is also an internal control mechanism for planning and controlling operations. She noted that revenues must equal expenditures in Arizona, as budgets must be balanced; revenues can be added, expenditures reduced, or a combination of both.

Ms. Walker spoke relating to roles in budgeting. Citizens have their voices heard as to the priorities and service levels. Elected officials listen to the citizens, set policy guidelines, establish priorities, communicate with the citizens, and resolve conflicts. Public employees develop program objectives, identify service levels and prepare budget requests, while executive management is responsible for preparing a recommended balanced budget, incorporating the Council's priorities, and assessing the service levels.

In Arizona, two funds are required: general fund, and highway user revenue fund ("HURF"), which is a special revenue fund. The general fund can be used for any municipal purpose and contains most departments. Special

revenue funds are collected for a specific purpose; HURF can only be used on street projects. Grants are also a special revenue fund. The Town may want to look at a capital budget in the future; capital budgets are long-term and can be financed by pay-as-you-go, grants, or borrowing. The budget process includes projecting out revenues, prioritizing needs by importance, and, consideration of fund balances, or carryover of funds. She spoke relating to one-time versus ongoing expenses; the fund balance should be used on one-time expenditures.

Local revenues include sales taxes; licenses, permits and fees; fines; and, property taxes. Sales taxes are made up of different revenue categories, including retail, construction, utilities, rental, and restaurant and bar; each category may have a different tax rate. In response to Councilmember Collins, Ms. Walker noted that there is a hotel/motel transient tax, with a bed tax being put on top of it. Franchise taxes must be approved by a vote, are usually based on a percent of gross sales, and cannot exceed 25 years. A primary property tax can be used for any municipal purpose; establishing a new primary property requires a vote and is difficult to pass. A secondary property tax can only be used to finance debt on bonds that were approved by the voters.

State shared revenues are distributed based on the Town's population compared to the growing population of other municipalities; if the Town's population grows slower than others, there is not more revenue. State sales tax and income tax are also distributed based on that formula; the auto lieu is based on vehicle sales and the population formula; HURF is based on a price per gallon formula.

Other financial sources include different types of bonds. Ms. Walker also discussed various loans available to cities and towns, including United States Department of Agriculture ("USDA") loans. Relating to debt, if everything is paid in cash and new people come into Town, they aren't paying their share as it was already paid.

Budget preparation includes revenue forecasting and producing a balanced budget; Ms. Walker discussed phantom deficit reductions, or unrealistic revenue projections, such as hearing of the possibility of a new sales tax source. Council's role during budget preparation includes understanding various revenue sources and their restrictions; understanding grants, which may have associated costs that the Town is not anticipating and that would need to be absorbed. Council also needs to understand how the estimates were arrived at and if there are sound assumptions behind them.

Ms. Walker discussed expenditures and classified them as wants, needs and must-haves; the must-haves must always be included to deliver certain services. An expenditure limitation was set by the state legislature in 1979 or 1980; it is an artificial ceiling that is based on 1979/1980 revenues. Alternatives to the expenditure limitation include the Home Rule Option, which is voted on by the voters every four years; a Permanent Base Adjustment [which must be approved by voters], or a one-time override, which is typically used if the Home Rule Option did not pass and must also be approved by voters. The Town's preliminary expenditure limitation for next fiscal year is \$4.8 million, which does not include grants and statutory exemptions, such as interest and donations. The Town is under the expenditure limitation but could bump against it quickly.

A budget request form is being implemented this year for line items that need more than 5%, to ask why it is needed and the consequences if it is not received; budget request form should reflect Council goals. Staff's role is to put together budget justifications and cost estimates; Council's job is to look at the high-level, rather than things like how much electricity is needed.

Ms. Walker addressed service levels; there are service level standards, capital needs and operating needs to be balanced. Service levels are defined by each community, rather than a standard, though sometimes there are not choices due to regulatory requirements. Service levels need to meet the community's expectations and should reflect the value of the community and what the citizens are willing to pay for. Examples include police response time, types of public facilities, and the pavement maintenance schedule.

Reasons for service need prioritization include that there are more demands than resources; it gives the ability to compare diverse needs; it provides consistency in logic, breaks down silos and becomes a more collaborative effort; and it helps define wants versus needs. Prioritization helps moderate political influences, identify important factors in selecting budget additions, add credibility to the process and looks at competing needs. There can be simplistic or complex approaches to prioritization; Ms. Walker is proposing a simplistic method, with judgments by decision makers as to whether it is a high, medium or a low priority. Ms. Walker discussed various approaches to prioritization; the main thing is what works for the community. Experience-based judgment is the most common approach used by small to medium sized organizations.

As the initial step, Town departments rank their budget requests; Council needs to know what the consequences are of not adding something to the budget. High priorities are projects or programs that are essential and impending; medium priorities meet an essential or important need but don't need to be funded immediately; and, low priorities benefit the community but not enough to merit inclusion in the current year.

Staff is working to address strategic issues to align with budget priorities. The strategic issues have been identified as quality of life, managed growth, infrastructure and facilities, economic development, organizational development, and financial sustainability. Ms. Walker discussed each briefly. Staff will send a survey to Council for Councilmembers to rank the strategic issues based on high, medium or low. The Town Manager will present the budget to Council, with the budget aligning with Council goals; Council will keep out of the weeds and look at it at a policy level; and, Council will approve a balanced budget.

The tentative budget needs to be adopted by the third Monday in July. There is no requirement for a final budget unless there is a property tax; it's a good practice to adopt a final budget. The tentative budget is required to be itemized per the Auditor General's forms; it must be published; and, the tentative and final budget must be posted online within seven days of adoption. There needs to be a notice of hearing before final budget adoption. Proposed municipal tax and fee increases need to be noticed on the Town's website for 60 days. Planned next steps include a budget work session on April 14, 2020 to discuss revenue and expenditure projections; tentative budget approval on May 19, 2020; and, final budget adoption on June 16, 2020.

Mayor Nolan, Vice Mayor Lance and Councilmember Brooks expressed appreciation for the presentation.

Darrell Wyatt spoke relating to the Town's cash balance and asked if any of it can be incorporated into the budget beyond revenues; Mayor Nolan responded that everything can be put into the budget.

Gary Mortimer spoke and asked if a tax increase can go into effect in any category without voter approval; Mayor Nolan responded that it can be instituted by Council, with restrictions. Mr. Mortimer asked if the Town is 1% across the board for goods and services; Mayor Nolan and Ms. Walker responded, relating to there being different categories, such as a retail tax of 2%, utilities that could be 2% or 3%, and mining at 0.1%; information about all municipal tax rates is on the Arizona Tax Commission's website. In response to Mr. Mortimer, Ms. Walker clarified that any can be changed by Council, subject to statutory requirements. Mr. Mortimer asked if the Town automatically gets a portion of the gas tax and what the portion is; and, asked about the business tax and why the Town doesn't know who contributes. Mayor Nolan responded that the Town Accountant receives the information, but that it is not public information.

Councilmember Wendt spoke relating to having not seen figures yet on the new Arizona Public Service ("APS") tax, and wanting to know how that will figure into the Town's revenues.

Councilmember Brooks asked for additional information about the Arizona Department of Revenue being a year or two behind. Ms. Walker responded that the income tax is what the state collected two years ago; sales taxes are two months behind, making it difficult to project revenue for the year; and, that it is important to use 12 months of revenue to project for the next year.

Vice Mayor Lance asked how the state knows what businesses are in the Town, versus Prescott Valley; Ms. Walker responded that the state has the license information, and that a lot of cities and towns have business licenses to help check what the state is collecting. Business licenses also can be used to help businesses.

Councilmember Brooks spoke relating to the boundary with Prescott Valley and the way it shifts back and forth; having proposed a business license to try to track it; and, asked for Ms. Walker's expertise on how to straighten it out. Ms. Walker responded that she is working with a small community that is instituting a business license. Examples of reasons for one include seeing sales taxes decrease, when no businesses left; and, a city discovering that the Arizona Department of Revenue was paying their taxes to another city.

Mr. Wyatt spoke relating to the Town controlling expenditures well.

C. Discussion and obtain Council feedback on a business development program, in conjunction with funding opportunities from the Rural Business Development Grant program offered by the United States Department of Agriculture ("USDA") (Staff CC)

Mr. Hanks stated that staff provided Council with handouts from the USDA; at the January 14, 2020 Council Meeting, Jeff Hays from the USDA presented about loans and the Rural Business Development Grant ("RBDG") program. Tonight's presentation and discussion is about the RBDG. The application window opened in January and closes in April; things to get in place before applying for grants, include the type of program and how it would look. Staff is proposing to meet with Town businesses to find out how the RBDG may help them; getting ideas from Council; and, laying the foundation to set up a program that will succeed. This will be brought back to Council to discuss various aspects moving forward, with the goal being to be ready for the 2021 grant year.

Vice Mayor Lance asked how staff will know what businesses to meet with, with some unknown; Mr. Hanks stated that it wouldn't be all businesses, but those that staff is aware of and able to locate. Vice Mayor Lance spoke relating to a benefit being that more people knowing that they are a Town business; and, businesses not along

the main corridor also benefiting. Mr. Hanks spoke relating to keeping the program fair and consistent throughout, and USDA requirements including knowing the program’s end goal and how the Town will get there.

Councilmember Brooks spoke relating to businesses not knowing about the RBDG or LFAF; having a community-wide education program that could be expanded on; and, disseminating information throughout the Town. Mr. Hanks noted that staff wants to talk to the business owners and community to find out what the need is; the education piece will come later; and, needing to get the foundation, procedures and policies in place. Councilmember Brooks spoke relating to the first step being the hardest, and of supporting this.

Vice Mayor Lance spoke relating to approaching businesses in a positive manner; and, needing input to grow as a Town.

In response to Councilmember Wendt, Mr. Hanks clarified that the RBDG is separate from the loan for the Town Hall; Council previously authorized staff to work on the loan, and staff is gathering that documentation to bring back to Council. The USDA’s first question on an RBDG application is the type of program being looked at.

Councilmember Hughes spoke relating to the RBDG being administered by the Town, with funding from the USDA; staff is wanting to communicate with the businesses on what benefits would fit them best; and, business owners wanting this as anything will help. He also spoke relating to the micro-loans through LFAF; the LFAF working with the USDA; and, the Town needing to have a program in place for LFAF and the USDA to assist. Mr. Hanks concurred with Councilmember Hughes’ assessment, and noted that staff will do this and bring the information back to Council for input.

Councilmember Brooks spoke relating to promoting the Local First Arizona e-commerce membership during meetings with businesses.

Mike Donovan spoke relating to supporting grants, not understanding why the Town doesn’t have a dedicated grant writer, and whether the Town meets the requirement for the RBDG program. Mr. Hanks clarified that this program is for small businesses, not grant funding for the Town.

5. Adjourn.

The meeting was adjourned at 8:48 p.m.

Terry Nolan, Mayor

ATTEST: _____
Timothy A. Mattix, Town Clerk

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
REGULAR COUNCIL MEETING MINUTES
MARCH 17, 2020, 6:30 P.M.**

A REGULAR COUNCIL MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, MARCH 17, 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 6:31 p.m.
2. **Roll Call** Town Councilmembers Karen Brooks, Lynn Collins, Mark McBrady, Victoria Wendt, Vice Mayor Amy Lance (participated telephonically) and Mayor Terry Nolan were present. Councilmember John Hughes arrived at 6:52 p.m. **Town Clerk Note** (as required by Public Body Rules of Policies and Procedures PG No. TC12-01): Vice Mayor Lance participated telephonically. The Town of Dewey-Humboldt teleconference phone was set up in the Council Chambers and tested prior to the meeting. The phone was located on the staff table and placed next to a dedicated microphone, ensuring that Vice Mayor Lance's voice was amplified in the Chambers and captured on the audio and video recorders.
3. **Pledge of Allegiance** Audience Member Darrell Wyatt 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

Mayor Nolan reported that he had provided a copy of the Rural Transportation Advocacy Council (RTAC) list of bills introduced for one-time appropriations for transportation; the Town is not included. Councilmember Brooks noted that Yavapai County is not on the list.

Councilmember Wendt announced that the Firewise meeting scheduled for March 18, 2020 was canceled due to concerns about the coronavirus.

Mayor Nolan noted that agenda item 9.B. is being moved ahead of item 5.B. There were no objections from Council.

9.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)

Ed Hanks, Town Manager, noted that Leslie Dornfeld, PLAN*et Communities, had provided information concerning the General Plan Steering Committee ("Committee"); staff is seeking Council approval of the structure, including the number of voting and non-voting members.

Councilmember Brooks spoke relating to there being six viable candidates who have applied for the Committee, and the seventh a non-resident; and, promoting all six applicants to be on the Committee.

Councilmember Collins spoke relating to holding off and trying to get younger people involved; everybody who applied being fine; it being in the Newsletter for 35 days, with Spring Break in the middle; people with younger children having approached her with interest; and, the Committee needing to be diverse.

Vice Mayor Lance spoke relating to having requested that the application be put in the Newsletter; Mr. Hanks and Vice Mayor Lance discussed how it was advertised, though due to a misunderstanding, the application itself was not included in the Newsletter. Vice Mayor Lance discussed needing more than six Committee members; and, without volunteers there not being a need to go further. Mr. Hanks stated that there is time to include the application in the next month's Newsletter if Council would like to hold off and bring it back in May.

Councilmember McBrady spoke relating to including the application in the Newsletter; needing as many people as possible; and, asked if Gary Mortimer would participate. Mr. Mortimer responded that he would like to, but he understood it to be for Town residents only. Councilmember McBrady also spoke relating to it being important to have commercial people on the Committee.

Councilmember Brooks spoke relating to the number of non-voting member partners to be determined by Council; non-residents being unable to be voting members; and, a list of six partners to be on the Committee. Councilmember Brooks also spoke relating to putting the application in the Newsletter; taking it a step at a time to see how serious the coronavirus becomes; and, wanting community participation and involvement.

Councilmember Collins spoke relating to effects of the coronavirus; including the application in the Newsletter; using more plainspoken wording in the Newsletter about the General Plan Update; and, needing a diverse group.

In response to Councilmember Wendt, Mr. Hanks confirmed that there is still enough time to work on the Committee. Councilmember Wendt spoke relating to her support of including the application in the Newsletter.

Councilmember Brooks moved to postpone or delay Resolution No. 20-140; seconded by Councilmember Wendt. After discussion, it was clarified that Resolution No. 20-140 is a different agenda item.

Councilmember Brooks moved to delay the structuring and selection of the General Plan Steering Committee and the list of partners to be determined by Council; seconded by Vice Mayor Lance. Motion passed on a voice vote 5-1. CM Brooks – aye; CM Collins – aye; CM Hughes – absent; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – nay.

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

Item included in the motion for agenda item 9.A. See pages 1-2 for discussion and action.

- 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.

Nancy Wright spoke relating to agenda item 5.B. being cancelled; and, requested her name be removed from the list of applicants for the General Plan Steering Committee due to upcoming surgeries.

Barton Lee McLain spoke and asked if there are any rules about Conflict of Interest for the Planning and Zoning Advisory Commission (“P&Z”) and other boards, and if members of boards and commissions are required to file financial disclosure statements; and, spoke relating to the head of P&Z being in real estate entitlement who receives money in helping developers get zoning changed. She also spoke relating to everyone on P&Z voting against Heli-Swift and it still moving forward; not knowing how the General Plan is supposed to be updated if everything is rigged against the townspeople; having heard that Monogram has filed another appeal; needing businesses that attract tourism; and, the aquifer being the most endangered one in the state.

Leigh Cluff spoke and thanked Glen and Julia Blomgren for doing things for kids during Spring Break and the school cancellation; and, of her hope that Council will support them. Councilmember Hughes arrived at 6:52 p.m.

Councilmember Collins requested that staff look into the Conflict of Interest/financial disclosure question; Mr. Hanks responded that staff will look into it and report back to Council.

- 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 January 14, 2020 Study Session

B. Approval of Minutes of January 21, 2020 Regular Meeting

C. Approval of Minutes of February 4, 2020 Regular Meeting

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)

Mayor Nolan removed agenda item 7.B. from the Consent Agenda.

Councilmember Brooks moved to approve Consent Agenda Items A, C and D; 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.

B. Approval of Minutes of January 21, 2020 Regular Meeting

Mayor Nolan noted that he pulled item 7.B. to make sure that the letter from the County Attorney that he read, and the vote to at the February and April meetings relating to talking to outside entities about the state park, are

included in the minutes.

Mayor Nolan moved to approve the February 21 [January 21] minutes; seconded by Councilmember Wendt. Motion passed on a voice vote 4-3. CM Brooks – nay; CM Collins – nay; CM Hughes – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – nay; 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 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

Mr. Hanks provided an update on the item. The email sent to Mayor Nolan at his personal email address stated that the Town's account had gone dormant and \$100,262.20 would be transferred to the state as unclaimed property on April 17, 2020 due to inactivity since June 16, 2017. The funds in the account were included in the January 14, 2020 budget update; staff was not aware of the reversion to the state due to Mayor Nolan receiving the email. Beginning on March 11, 2020, staff began looking into the issue with Wells Fargo; Mr. Hanks and two Councilmembers went to Wells Fargo on March 12, 2020, reactivated the account and then transferred \$100,264.03 to the Town's regular checking account, leaving \$1 in the troubled account. Mr. Hanks has been added as an additional account administrator, and a new signature card is at the dais for Council to sign.

On March 12, 2020, staff discovered how this occurred. At the May 3, 2016 Council Meeting, Council approved opening a savings account at Wells Fargo. Subsequently, Mayor Nolan opened the additional account for the Town; when it was opened, Mayor Nolan's personal information was also listed. Wells Fargo's system enabled Mayor Nolan's personal email account to override notifications; Wells Fargo could not determine if it was linked by Mayor Nolan or automatically by the bank. Due to Wells Fargo's policies, in June, 2017, the savings account was changed to a checking account, enabling it to start on the track of being unclaimed property. The account is now in the process of being closed. All funds are accounted for; there are no missing funds.

Vice Mayor Lance spoke relating to it not being part of the agenda when Mayor Nolan brought it up; having asked who opened the account and Mayor Nolan indicating staff; and, asked if Mayor Nolan recalls it. Mayor Nolan responded that he does not and never opened an account for the Town. Mayor Nolan and Vice Mayor Lance discussed it further.

Council and staff discussed making a motion for this item; it was clarified that this is a Town Manager's Report and that a motion can be made on the next agenda item.

Vice Mayor Lance requested staff provide copies of the paperwork to Mayor Nolan.

Councilmember Hughes asked if there have always been two signers on the checks; Mr. Hanks confirmed that there have been since he has been with the Town.

Councilmember Wendt asked if staff is still comfortable working with Wells Fargo; Mr. Hanks responded that can be discussed on the next agenda item.

- 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. Discussion and possible action to direct staff relating to pursuing a new contract for banking services for the Town (Staff CC)

Mr. Hanks stated that given the information in the Town Manager's Report, staff is bringing this item forward. The Town's contract with Wells Fargo ends in the middle of April; staff is requesting direction to seek information on additional financial institutions.

Councilmember Brooks moved 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; seconded by Councilmember Wendt.

In response to Mayor Nolan, Mr. Hanks provided additional information as follows: the Town's contract with Wells Fargo is until April, 2020; based on the Town's purchasing procedure, there are three options: issue a formal Request for Proposals; extend the contract with Wells Fargo; or, contact three financial institutions and bring

back information for Council review and selection.

Vice Mayor Lance spoke relating to the situation that happened being a larger issue and against the law to put a government account into a single person's social security number; and, supporting the idea of finding another banking system.

The motion by Councilmember Brooks 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.

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)

Item taken out of order. See pages 1-2 for discussion and action.

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

Mr. Hanks stated that state law requires the governing body to adopt a written procedure for public participation in the development and major amendment of general plans. Staff is seeking Council adoption of the resolution.

Councilmember Collins requested a provision for an election be inserted in the Resolution and spoke relating to section 1.2 saying “public health, safety and welfare”, and the phrase not being defined in any Town document; and, hearing from people who wanting to see important issues and hearings mentioned in the Newsletter.

Councilmember Wendt asked the Town Attorney about the definition of public health, safety and welfare. Kay Bigelow, Town Attorney, responded that it is a body of law that gives government the authority to do what it does in regulation; and, suggested that the Resolution can say “other matters within the Town’s authority under state law” as a substitute. Councilmember Wendt spoke relating to having a substitute that would satisfy Councilmembers who are concerned about encroaching on people’s property rights.

In response to Mayor Nolan, Ms. Bigelow confirmed that P&Z would have a public hearing; Mayor Nolan spoke relating to Council having a public hearing after the P&Z hearing. Mayor Nolan asked where the paragraph about the election would go in the resolution; Ms. Bigelow responded that it would go towards the end of the Resolution.

Councilmember Collins spoke relating to section 4.3 talking about mass media notifications, and asked that NextDoor be included. Mayor Nolan responded that it will be in the paper and newsletter; Councilmember Wendt added that it would also be on the Town’s website.

Mayor Nolan moved to approve this as amended as discussed; seconded by Councilmember Hughes. Motion 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.

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)

Mayor Nolan introduced the item as follows: the CAARF is to change the Mayor’s term of office from two years to four years; Town Code Section 30.045 states that the Mayor is directly elected for a term of two years; two years not being enough time; having a four-year term can be more effective for the Town and to accomplish more; and, the Town Attorney indicating that it would need to go before the voters.

Vice Mayor Lance spoke relating to Town voters having approved it for a two-year term; not thinking it should be changed; and, two years being a sufficient amount of time.

Councilmember Brooks spoke relating to having been told by a former Town Manager and Mayor Nolan that if an issue was voted down, a member on the losing side could not bring it up again, while a member on the winning side who had a change of heart could bring it up again. Mayor Nolan spoke relating to a motion to reconsider needing to be made by a person on the winning side; reconsideration needing to be done before the next regular meeting; and, reconsideration not going from year to year. Councilmember Brooks spoke relating to Mayor Nolan having brought up an extension multiple times before and it being voted down.

Vice Mayor Lance moved that the Town of Dewey-Humboldt continue to have the Mayor’s term be an every two-year term in office.

Councilmember Wendt spoke relating to the two-year term being so that if citizens were not happy with the Mayor, then they only had to survive two years; and, understanding that it is difficult to enact everything in two years.

Vice Mayor Lance restated her motion to continue to have the Mayor’s term in office a two-year term as the voters

of Dewey-Humboldt voted; seconded by Councilmember Collins.

Leigh Cluff spoke relating to the Mayor having been in office for eight or 10 years; and, if people want the Mayor in, they will vote him back in.

The motion by Vice Mayor Lance failed on a roll call vote 3-4. CM Brooks – aye; CM Collins – aye; CM Hughes – nay; CM McBrady – nay; CM Wendt – nay; VM Lance – aye; Mayor Nolan – nay.

Mayor Nolan moved to extend the Mayor's term to four years; seconded by Councilmember Hughes.

Councilmember Hughes spoke relating to Councilmembers having four-year terms; Council removing power from the Mayor's office; and, that if all offices are the same, they should be the same term.

Vice Mayor Lance spoke relating to the Mayor's office not being different from a Councilmember except as a deciding vote; having previously given the Mayor more power; and, the former Council's perception of the Mayor's abuse of power.

Councilmember McBrady spoke relating to putting it to a vote; seeing the benefits of a four-year term; and, that it should be the community who decides.

Ms. Bigelow stated that this item needs a document that sets out both the election and the ballot language, rather than doing it by motion.

Mayor Nolan moved to direct staff to come up with a statement for the election to be put on the ballot for a decision of the body from a two-year to a four-year term; seconded by Councilmember Hughes. Motion 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.

E. Discussion and possible action relating to changing how the Vice Mayor is appointed (CAARF – Mayor Nolan)

Mayor Nolan introduced the item as follows: this item being to change how the Vice Mayor is appointed; needing a Vice Mayor perform the duties and the Mayor identifying the person to be the Vice Mayor; and, read Town Code Sections 30.031(E) and (F). The current process is for the next person in line to rotate and become Vice Mayor; when he calls the Vice Mayor to go somewhere for him, they are unable to do it.

Vice Mayor Lance and Mayor Nolan discussed that the Mayor has not contacted her; Vice Mayor Lance having presided over meetings; and, in the past, Councilmember Wendt sometimes being unable to take the Mayor's place due to appointments. They also discussed this going into effect for the next cycle and the next two Councilmembers in line not working.

Leigh Cluff spoke relating to Vice Mayor Lance being Vice Mayor throughout the rest of the year; and, asked Mayor Nolan what guarantee that he will be Mayor next time.

Councilmember Brooks spoke relating to the system being the most equitable, with the most senior Councilmember who has not served previously.

Councilmember Brooks moved to keep the Vice Mayor in a rotating position with the most senior Councilmember that has not previously served in line for Vice Mayor; seconded by Councilmember Collins.

Vice Mayor Lance spoke relating to the current way being fairest; it having worked for everyone involved; and, everyone having a chance to experience how to be Vice Mayor.

The motion by Councilmember Brooks passed on a roll call vote 5-2. CM Brooks – aye; CM Collins – aye; CM Hughes – nay; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – nay.

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)

Mayor Nolan spoke relating to this item being to list all businesses on the Town's homepage to help local businesses, giving residents an opportunity to find a local business to do work for them. The Town does not have a Chamber of Commerce.

Councilmember Brooks spoke relating to wanting to see a tab or link to a business directory, rather than posted directly on the website; supporting the idea; and, it being free of charge.

Councilmember Hughes asked about legal ramifications. Ms. Bigelow responded that it is the same as advertising, including not censoring businesses; listing or not listing all based on a criteria rather than the type of

business; and, being able to exclude a business if it is not legally operating, such as not paying for permits.

In response to Councilmember Collins, Ms. Bigelow stated that the Town may define what being located in Town means, such as the business being in Town or the owner living in Town.

Vice Mayor Lance spoke relating to not knowing all businesses due to not having a business license; and, asked if an adult bookstore would be allowed to advertise on the Town's website. Ms. Bigelow responded that the Town cannot make a differentiation based on the type of business.

Councilmember Wendt moved to hold off on doing anything on this CAARF until the Town gets more into the previous Newsletter advertising item that Council dealt with, and it is defined; seconded by Councilmember Hughes. Motion 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.

G. Discussion and possible action to establish a stipend for members of the Town Council (CAARF – Mayor Nolan)

Mayor Nolan introduced the item as follows: this being to help Councilmembers for their work; read Town Code Section 30.017(A); and, noted that it would become effective at new Councilmember terms of office, rather during a sitting Councilmember's term.

Vice Mayor Lance and Mayor Nolan discussed the item, including that Mayor Nolan brought it forward because he thinks it's time to start paying Councilmembers; it being a stipend rather than a salary; the stipend possibly being \$100/month for the Mayor and \$50/month for Council; and, that Council receives reimbursement for travel.

Vice Mayor Lance spoke relating to a current Councilmember who receives a stipend being required to leave their seat of office in order to run for Mayor. Mayor Nolan spoke relating to this taking effect after the election and being for the new Council rather than the current Council.

Councilmember Brooks spoke relating to it being a burden on the Town to be paying a stipend until businesses are developed and paying taxes; and, Councilmembers receiving mileage reimbursement.

Councilmember Brooks moved to not change anything and not to provide a stipend for any of the Councilmembers. Councilmember Collins seconded the motion.

Councilmember Collins spoke relating to preferring that extra money to go to staff instead.

Vice Mayor Lance spoke relating to not asking for mileage reimbursement and Councilmembers being volunteers.

Leigh Cluff spoke relating to members of the public who volunteer; those in Firewise spending more time volunteering than anyone; and, a stipend would be slapping other volunteers in the face.

Barton Lee McLain spoke relating to finding it offensive that Council think they deserve a stipend when there is not a second road out of the Blue Hills.

Mayor Nolan spoke relating to, if there is a monetary value, there may be more people who run for office.

The motion by Councilmember Brooks, seconded by Councilmember Collins, passed on a roll call vote 5-2. CM Brooks – aye; CM Collins – aye; CM Hughes – nay; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – nay.

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

A. Consideration of the previously scheduled Special Meeting on March 24, 2020; whether to hold, reschedule or cancel the Special Meeting

Councilmember Wendt moved to delay the March 24, 2020 meeting and reschedule it at a future date; 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.

11. Adjourn The meeting adjourned at 7:58 p.m.

Terry Nolan, Mayor

ATTEST: _____
Timothy A. Mattix, Town Clerk



COUNCIL COMMUNICATION

Regular Council Meeting Date: **May 5, 2020**

Agenda Item: **10.A.**

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 6.C. On March 17, 2020, Council continued this item until after the application form for Committee members was distributed via the Town Newsletter.

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.

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

- Six 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 six 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: No motion is necessary.

Attachments:

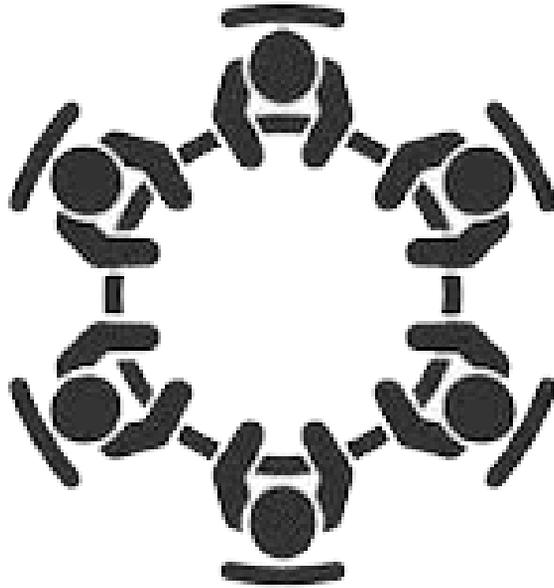
Excerpt from February 11 presentation by Leslie Dornfeld, PLAN*et Communities

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

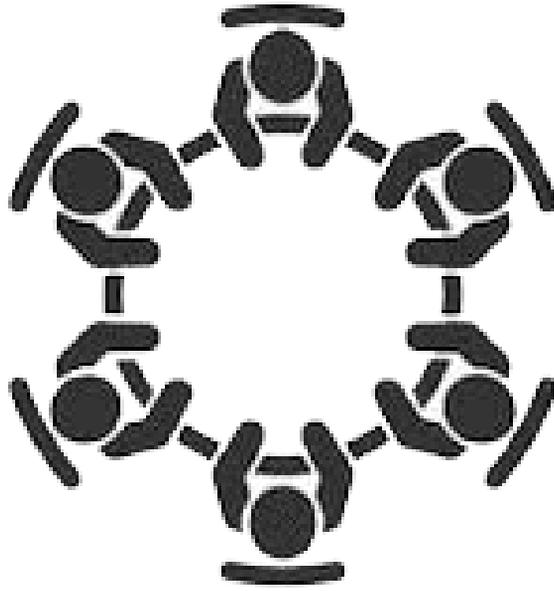
STEERING COMMITTEE

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



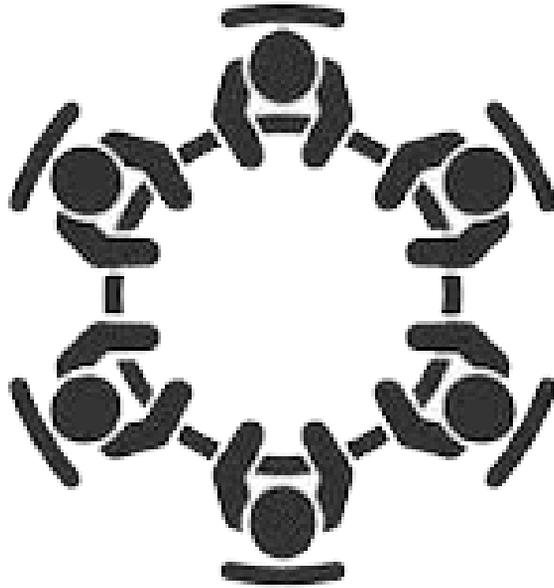
STEERING COMMITTEE



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: **May 5, 2020**

Agenda Item: **10.B.**

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

Subject:

Review, discussion and possible action to direct staff relating to existing Boards, Commissions and Committees as set forth in Dewey-Humboldt Code of Ordinances Title III, Chapter 31.

Background:

The Dewey-Humboldt Code of Ordinances ("Town Code") contains provisions establishing and requiring meetings from the following Boards, Commissions and Committees:

- Residential Values Advisory Committee;
- Planning and Zoning Advisory Commission;
- Board of Adjustment;
- Clean Town Committee;
- Groundwater Resource Advisory Committee;
- Environmental Issue Advisory Committee; and,
- Open Space and Trails Committee.

Of these, the Planning and Zoning Advisory Commission and Board of Adjustment are required and active when needed, and staff is not seeking direction on them.

With the General Plan process starting soon, there may be value in reactivating and recruiting members for some or all of the other Committees to assist in reviewing certain aspects of the General Plan and any other items that may be referred to them.

Financial Impact:

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

Direction Requested:

Staff is seeking direction from Council to:

- Reactivate one, some, or all the Committees and begin recruiting for members;
- Prepare an ordinance amending the Town Code to remove one, some, or all of the Committees from the Town Code.

Suggested Motion:

For: I move to direct staff to reactivate and begin recruiting members to the {Committee Names}, with applications brought back to Council for review and appointment.

Against: I move to direct staff to prepare an ordinance amending the Town Code to remove the {Committee Names} from the Town Code.

Attachments:

Town Code Excerpt, with information about each Board, Commission and Committee

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

BOARDS, COMMISSIONS AND CITIZEN COMMITTEES

§ 31.20 RESIDENTIAL VALUES ADVISORY COMMITTEE.

(A) The Residential Values Advisory Committee is hereby formed to review and analyze proposals and laws that may have either a direct or indirect impact on the value and use of properties within the town.

(B) The Committee will comprise five individuals appointed by the Council with experience in listing, selling and analysis of property values within the area. Specific issues for study may be assigned by the Town Council or, with approval of the Council, may be subjects as may be identified by the Committee.

(C) Terms shall be staggered and for two years with appointment, and possible reappointment, by the Council as recommended by an ad hoc committee of the Council appointed by the Mayor. Meetings will be at least quarterly as may be called by the Chairperson of the Committee or at the request of the Mayor or a Council Member. A Council liaison will be designated by the Mayor.

(D) Committee meetings will be held in accordance with Arizona Open Meetings Law and shall use *Robert's Rules of Order* in conducting its business.

§ 31.21 PLANNING AND ZONING ADVISORY COMMISSION.

The Planning and Zoning Advisory Commission (the "P&Z Commission") shall be formed of seven members, all of whom must be residents of the town. Each member will be appointed to a four-year term, unless filling a vacancy appointment (in which case the term is the balance of the term of the person replaced). The P&Z Commission may set its own meeting schedule, but meetings will be held at least quarterly, or at the request of the Mayor, a Councilmember, or an applicant. The P&Z Commission may adopt its own rules of procedure, but the rules must include *Robert's Rules of Order*. The P&Z Commission has the duty to diligently perform all the duties allocated to the P&Z Commission by Arizona law or town ordinance.

§ 31.22 BOARD OF ADJUSTMENT.

The Board of Adjustment (BOA) is hereby established as further set forth in § [153.021](#) of this code.

§ 31.23 CLEAN TOWN COMMITTEE.

The Clean Town Committee (CTC) shall be formed of five executive members and any number of associate members. Executive members are responsible to vote on matters before the CTC and constitute a quorum, but all members (associate and executive) have the right to prepare items for the agenda. Executive members must be residents of the town, are appointed by Council, and serve two-year terms; while associate members are appointed by the executive members (subject to Council veto), need not be residents, and may serve for an indefinite duration. CTC members are subject to reappointment without limit. The CTC may set its own meeting schedule, but meetings will be held at least annually or at the request of the Council. The CTC may adopt its own rules of procedure, but such rules must include *Robert's Rules of Order*. The CTC has the duty to diligently provide organizational oversight of volunteer services to the town and its citizens, and assist in development of programs that address issues of accumulated trash, code enforcement, and related concerns.

§ 31.24 GROUNDWATER RESOURCE ADVISORY COMMITTEE.

The Groundwater Resource Advisory Committee (GRAC) shall be formed of five executive members and any number of associate members. Executive members are responsible to vote on matters before the GRAC and constitute a quorum, but all members (associate and executive) have the right to prepare items for the agenda. Executive members must be residents of the town, are appointed by Council, and serve two-year terms; while associate members are appointed by the executive members (subject to Council veto), need not be residents, and may serve for an indefinite duration. GRAC members are subject to reappointment without limit. The GRAC may set its own meeting schedule, but meetings will be held at least quarterly or at the request of the Council. The GRAC may adopt its own rules of procedure, but such rules must include *Robert's Rules of Order*. The GRAC has the duty to diligently provide for the identification, assessment, and monitoring of citizens' rights to access quality groundwater and other appropriate water resources that may be of concern to the Council; however, before moving from identification to assessment, or from assessment to monitoring, the GRAC will report to the Council.

§ 31.25 ENVIRONMENTAL ISSUE ADVISORY COMMITTEE.

The Environmental Issue Advisory Committee (EIAC) shall be formed of five executive members and any number of associate members. Executive members are responsible to vote on matters before the EIAC and constitute a quorum, but all members (associate and executive) have the right to prepare items for the agenda. Executive members must be residents of the town, are appointed by Council, and serve two-year terms; while associate members are appointed by the executive members (subject to Council veto), need not be residents, and may serve for an indefinite duration. EIAC members are subject to reappointment without limit. The EIAC may set its own meeting schedule, but meetings will be held at least quarterly or at the request of the Council. The EIAC may adopt its own rules of procedure, but such rules must include *Robert's Rules of Order*. The EIAC has the duty to diligently provide for the identification, assessment, and monitoring of environmental and public health issues that may be of concern to the Council; however, before moving from identification to assessment, or from assessment to monitoring, the EIAC will report to the Council.

§ 31.26 OPEN SPACE AND TRAILS COMMITTEE.

(A) The Open Space and Trails Committee (OSAT) shall be a standing committee comprised of five executive members and any number of associate members. Executive members are responsible to vote on matters before the OSAT and constitute a quorum, but all members (associate and executive) have a right to prepare items for the agenda. Executive members must be residents of the town, are appointed by the Council, and serve two-year terms; while associate members are appointed by the executive members (subject to Council veto), need not be residents, and may serve for an indefinite duration. OSAT members are subject to reappointment without limit. The OSAT may set its own meeting schedule, but meetings will be held at least quarterly or at the request of Council. The OSAT may adopt its own rules of procedure, but such rules must include *Robert's Rules of Order* and shall observe Arizona Open Meeting law. The Committee may receive direction and assistance from staff through Council. The OSAT has the duty to diligently provide volunteer services to the town and its citizens by interacting with the community, other similar area committees and agencies to further the implementation of the Dewey-Humboldt Open Space and Trails Master Plan. The OSAT shall compile findings and contact reports associated with its activities and report on a quarterly basis to Council.

(B) In its duties should the OSAT Committee plan any trail, refuge area, or other related facility within the vicinity of Chaparral Gulch, Council suggests that a facility be named in memory of the tragic passing of Emmett Trapp on August 4, 2010.

[Page intentionally left blank]



COUNCIL COMMUNICATION

Regular Council Meeting Date: **May 5, 2020**

Agenda Item: **10.C.**

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

Subject:

Discussion and possible action to authorize staff to 1) purchase a new truck using a State of Arizona Cooperative Purchasing Contract; 2) issue a formal bid for the purchase of a new truck to replace Town Site Truck #2; or 3) approve the purchase and installation of a rebuilt motor for Town Site Truck #2 from one of the three vendors who provided quotes.

Background:

As discussed at the April 21, 2020 Council Meeting, Town Site Truck #2 (“Truck”) is instrumental for the Public Works department in moving equipment, supplies and manpower around Town to perform maintenance on Town rights-of-way and to respond to citizen requests and concerns.

At the April 21, 2020 Council Meeting, Council directed staff to research the difference between purchasing a new truck and replacing the engine in the Truck, and to return to Council.

It should be noted that staff’s preference, if Council direction is to purchase a new truck, is to purchase a 4X4 F-250 or F-350 truck. This truck can be set up as a second snowplow truck and will also have more load capacity making it safer to move equipment when needed.

Purchase through the Arizona State Cooperative Purchasing Office

The State of Arizona solicited a contract, and multiple vendors were awarded. In researching the state contracts, staff located the following vendors who provide a truck meeting staff’s recommended specification:

Vendor	F-150 in stock	F-150 ordered	F-250 4X4 in stock	F-250 4X4 Ordered
Sanderson Ford	\$22,027.55	Not offered	\$31,837.96	Not offered
Chapman Ford	<i>Spoken with; waiting on estimates. Estimates will be provided when received.</i>			
Pioneer Ford	\$25,839.82	\$24,645.31	\$36,690.90	\$30,170.31

Use of the cooperative purchasing contract would enable staff to procure the new truck in a timely manner.

Issue a formal bid for the purchase

Due to the cost of purchasing a truck, if the Town does not utilize a cooperative purchasing contract, the Town will be required to begin a formal bid process for the purchase of the truck (due to the Town’s purchasing procedure).

Issuing a formal bid would require more time. It would allow any vendor who meets the Town’s specifications to provide a response.

Rebuilt motor

Town staff received three written quotes for the purchase and installation of a rebuilt motor, as follows:

- Devine Diesel & Off-road - \$7,607.99
- Galpin Ford & RV - \$6,898.27
- Outlaw Fleet Services - \$7,692.73

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

Should Council wish to pursue replacing the motor, staff recommends using Devine Diesel & Off-road. Devine Diesel & Off-road provided the most comprehensive and complete quote and is who the Town uses for some of its equipment repairs.

Financial Impact:

Cost varies, depending on which option Council wishes to pursue.

Direction Requested:

Staff is seeking Council direction to move forward with either the purchase of a new truck or the purchase and installation of a rebuilt motor.

Suggested Motion:

State Cooperative Contract: I move to authorize staff to proceed with purchasing a new truck, with staff's recommended specifications, from {Lowest Vendor Quoted} on the State Cooperative Purchasing Contract, with a total cost not to exceed \${maximum cost to pay}.

Issue a Formal Bid: I move to authorize staff to issue a formal bid for the purchase of a new truck meeting staff's recommended specifications, and to return to Council with the bid responses.

Purchase/Install Rebuilt Motor: I move to approve the purchase and installation of a rebuilt motor from Devine Diesel & Off-road.

Attachments:

Quotes for a new truck; quotes for a rebuilt motor



PFVT MOTORS, INC.

CONTRACT # ADSP017-166117
QUOTE DATE: 4/23/2020

CUSTOMER: Town Of Dewey-Humboldt
CONTACT: ED HANKS
E-MAIL: EDHANKS@DHAZ.GOV

SANDRA GONZALEZ
 9130 West Bell Road
 Peoria, Arizona 85382
Direct: 480-696-5930
Cell: 505-850-5504
 Fax: 480-393-5536
 Email: sgonzalez@peoriaford.com

REFERENCE: F-150

LEAD TIME: ORDER 14-16 WEEKS

LINE ITEM	ORDER CODE	DESCRIPTION	PRICE
1	F1C	WHITE 2020 F-150 R/C 4X2 141" WB	\$ 21,799.00
2	99P	2.7L ECOBOOST	\$ 995.00
3	44G	10 SPEED TRANSMISSION	INC
4	100A	BASE EQUIPMENT PACKAGE	NC
5		3 KEYS	INC
6			\$ -
7			\$ -
8			\$ -
9			\$ -
TAXABLE TOTAL			\$ 22,794.00
SALES TAX			\$ 1,846.31
WARRANTY COST			\$ -
TIRE TAX			\$ 5.00
FREIGHT			\$ -
TOTAL PER UNIT			\$ 24,645.31
QUANTITY OF UNITS			1
PO TOTAL			\$ 24,645.31

***ALL VEHICLES PURCHASED ON STATE CONTRACT SHALL INCLUDE FOLLOWING OPTIONS, UNLESS OPTION IS ELECTED TO BE DELETED:**
 - BLUETOOTH - AM/FM/RADIO, CRUISE CONTROL, POWER DOORS AND WINDOWS, 4 ENTRANCE KEYS, FRONT AND REAR A/C - WHEN AVAILABLE, CLOTH SEATS, REAR CAMERA, SPARE TIRE, FLOOR MATS, ARIZONA LEGAL TINT

ALL TRUCKS WILL INCLUDE ADDITIONAL OPTIONS:
 - ANTI-SLIP DIFFERENTIAL AND TOW HOOKS (2WD/4WD)
 - 4WD TRUCKS - SKID PLATES

THANK YOU FOR YOUR BUSINESS!



PFVT MOTORS, INC.

CONTRACT # ADSP017-166117
QUOTE DATE: 4/23/2020

SANDRA GONZALEZ
 9130 West Bell Road
 Peoria, Arizona 85382
 Direct: 480-696-5930
 Cell: 505-850-5504
 Fax: 480-393-5536
 Email: sgonzalez@peoriaford.com

CUSTOMER: Town Of Dewey-Humboldt
 CONTACT: ED HANKS
 E-MAIL: EDHANKS@DHAZ.GOV

REFERENCE: F-150

LEAD TIME: IN STOCK

LINE ITEM	ORDER CODE	DESCRIPTION	PRICE
1	F1C	WHITE 2019 F-150 R/C 4X2 141" WB - 3.3L	\$ 21,799.00
2	99B	3.3L V6 ENGINE	INC
3	446	6 SPEED TRANSMISSION	INC
4	53B	CLASS IV TRAILER HITCH	\$ 95.00
5	DIO	3 KEYS	INC
6	101A	XL MID-LEVEL EQUIPMENT PKG, INCLUDES:	\$ 2,005.00
7		POWER DOORS, WINDOWS, MIRRORS, KEYLESS ENTRY	INC
8		CRUISE CONTROL, BLUETOOTH	INC
9			\$ -
			\$ -
		TAXABLE TOTAL	\$ 23,899.00
		SALES TAX	\$ 1,935.82
		WARRANTY COST	\$ -
		TIRE TAX	\$ 5.00
		FREIGHT	\$ -
		TOTAL PER UNIT	\$ 25,839.82
		QUANTITY OF UNITS	1
		PO TOTAL	\$ 25,839.82

***ALL VEHICLES PURCHASED ON STATE CONTRACT SHALL INCLUDE FOLLOWING OPTIONS, UNLESS OPTION IS ELECTED TO BE DELETED:**

- BLUETOOTH - AM/FM/RADIO, CRUISE CONTROL, POWER DOORS AND WINDOWS, 4 ENTRANCE KEYS, FRONT AND REAR A/C - WHEN AVAILABLE, CLOTH SEATS, REAR CAMERA, SPARE TIRE, FLOOR MATS, ARIZONA LEGAL TINT

ALL TRUCKS WILL INCLUDE ADDITIONAL OPTIONS:

- ANTI-SLIP DIFFERENTIAL AND TOW HOOKS (2WD/4WD)
 - 4WD TRUCKS - SKID PLATES

THANK YOU FOR YOUR BUSINESS!



PFVT MOTORS, INC.

CONTRACT # **ADSP017-166117**
 QUOTE DATE: 4/30/2020

CUSTOMER: Town Of Dewey-Humboldt
 CONTACT: ED HANKS
 E-MAIL: EDHANKS@DHAZ.GOV

SANDRA GONZALEZ
 9130 West Bell Road
 Peoria, Arizona 85382
 Direct: 480-696-5930
 Cell: 505-850-5504
 Fax: 480-393-5536
 Email: sgonzalez@peoriaford.com

REFERENCE: F-250

LEAD TIME: 2 WEEKS

LINE ITEM	ORDER CODE	DESCRIPTION	PRICE
1	F2B	2020 FORD F-250 REG CAB 4X4	\$ 32,977.00
2	996	6.2L V8 ENGINE	INC
3	X3E	3.73 LOCKING REAR AXLE	\$ 390.00
4	DIO	3 KEYS	INC
5	52B	TRAILER BRAKE CONTROLLER	\$ 270.00
6	90L	POWER DOORS, WINDOWS, MIRRORS, KEYLESS ENTRY	INC
7	96V	CRUISE CONTROL, BLUETOOTH	INC
8	873	REAR CHMSL CAMERA	\$ 200.00
	1S	CLOTH SEATS	\$ 100.00
			\$ -
		TAXABLE TOTAL	\$ 33,937.00
		SALES TAX	\$ 2,748.90
		WARRANTY COST	\$ -
		TIRE TAX	\$ 5.00
		FREIGHT	\$ -
		TOTAL PER UNIT	\$ 36,690.90
		QUANTITY OF UNITS	1
		PO TOTAL	\$ 36,690.90

*ALL VEHICLES PURCHASED ON STATE CONTRACT SHALL INCLUDE FOLLOWING OPTIONS, UNLESS OPTION IS ELECTED TO BE DELETED:
 - BLUETOOTH - AM/FM/RADIO, CRUISE CONTROL, POWER DOORS AND WINDOWS, 4 ENTRANCE KEYS, FRONT AND REAR A/C - WHEN AVAILABLE,
 CLOTH SEATS, REAR CAMERA, SPARE TIRE, FLOOR MATS, ARIZONA LEGAL TINT

ALL TRUCKS WILL INCLUDE ADDITIONAL OPTIONS:
 - ANTI-SLIP DIFFERENTIAL AND TOW HOOKS (2WD/4WD)
 - 4WD TRUCKS - SKID PLATES

THANK YOU FOR YOUR BUSINESS!



PFVT MOTORS, INC.

CONTRACT # ADSP017-166117
QUOTE DATE: 4/30/2020

CUSTOMER: Town Of Dewey-Humboldt
CONTACT: ED HANKS
E-MAIL: EDHANKS@DHAZ.GOV

SANDRA GONZALEZ
 9130 West Bell Road
 Peoria, Arizona 85382
Direct: 480-696-5930
Cell: 505-850-5504
 Fax: 480-393-5536
 Email: sgonzalez@peoriaford.com

REFERENCE: F-250

LEAD TIME: ORDER UNIT - 18 WEEKS MIN

LINE ITEM	ORDER CODE	DESCRIPTION	PRICE
1	F2B	2020 FORD F-250 REG CAB 4X4	\$ 26,995.00
2	996	6.2L V8 ENGINE	INC
3	X3E	3.73 LOCKING REAR AXLE	\$ 390.00
4	DIO	3 KEYS	INC
5	52B	TRAILER BRAKE CONTROLLER	\$ 270.00
6	525.00	CRUISE CONTROL	INC
7	STD	BLUETOOTH	\$ -
8	473	SNOW PLOW PREP PACKAGE	\$ 250.00
9	AS	VINYL SEATS	\$ -
TAXABLE TOTAL			\$ 27,905.00
SALES TAX			\$ 2,260.31
WARRANTY COST			\$ -
TIRE TAX			\$ 5.00
FREIGHT			\$ -
TOTAL PER UNIT			\$ 30,170.31
QUANTITY OF UNITS			1
PO TOTAL			\$ 30,170.31

THANK YOU FOR YOUR BUSINESS!

F15L 4X2 REGULAR CAB - 141	Suggested Retail Price	28455.00	Invoice Amount	27175.00
2019 MODEL YEAR				
YZ OXFORD WHITE				
CG DARK GRAY CLOTH 40/20/40				
INCLUDED ON THIS VEHICLE				
EQUIPMENT GROUP 100A				
XL SERIES				
OPTIONAL EQUIPMENT/OTHER				
.17" SILVER STEEL WHEELS				
99B 3.3L V6 PFDI				
446 ELEC 6-SPEED AUTO W/TOW MODE				
.245/70R 17 BSW ALL-SEASON				
X19 3.55 RATIO REGULAR AXLE		NC		NC
6170# GVWR PACKAGE				
422 CALIFORNIA EMISSIONS SYSTEM		NC		NC
53B CLASS IV TRAILER HITCH	95.00		87.00	
FLEX FUEL VEHICLE				
TOTAL OPTIONS/OTHER	95.00		87.00	
TOTAL VEHICLE & OPTIONS/OTHER	28550.00		27262.00	
DESTINATION & DELIVERY	1595.00		1595.00	

195936

TOTAL FOR VEHICLE 30145.00

FUEL CHARGE			65.55
SHIPPING WEIGHT 4023 LBS.			
TOTAL	30145.00		28922.55

STATE CONTRACT
 4DSD017-166123
 PHASE II
 \$ 22,022.55

This invoice may not reflect the final cost of the vehicle in view of the possibility of future rebates, allowances, discounts and incentive awards from Ford Motor Company to the dealer.

Sold to Don Sanderson Ford P.O. BOX 1407 Glendale		71A171 AZ 85311		Order Type 2	Ramp Code CF1P	Batch ID KJ092	Price Level 950
Ship to (if other than above)				Date Inv. Prepared 09 09 19	Item Number 71-3396	Transit Days 13	
				Ship Through			
Invoice & Unit Identification NO. 1FTMF1CB3KKE95191		Final Assembly Point KANSAS CITY		Finance Company and/or Bank Ford Motor Credit 000001			
HB	Invoice Total	A & Z Plan	D Plan	X Plan	FPA	AA	
857	28922.55	27983.55	28083.55	29081.86	427.00	429.00	

This invoice to be used for the billing of vehicles only

Dealer's copy

WE ADJUST YOUR ACCOUNT AS FOLLOWS: -

DEALER 71A 171

VIN 1FTBF2BN1LEC20914

	SUGGESTED RETAIL PRICE	INVOICE AMOUNT
F25H 4X4 STYLESIDE PICKUP/142	36495 00	34670 00
2020 MODEL YEAR		
Z1 OXFORD WHITE		
1S MEDIUM EARTH GRAY CLOTH PREFERRED EQUIPMENT PKG.600A .XL TRIM		
572 .AIR CONDITIONING -- CFC FREE	NC	NC
.AM/FM STEREO MP3/CLK		
99N 7.3L DECVT NA PFI V8 ENGINE	2045 00	1861 00
44G 10-SPEED AUTOMATIC	NC	NC
TD8 .LT245/75R17E BSW ALL-SEASON		
X35 3.55 RATIO REGULAR AXLE	NC	NC
90L POWER EQUIPMENT GROUP JOB #1 ORDER	915 00	832 00
TRAILER TOWING PACKAGE		
17F XL DECOR PACKAGE	NC	NC
10000# GVWR PACKAGE		
425 50 STATE EMISSIONS	NC	NC
512 SPARE TIRE AND WHEEL	NC	NC
52B TRAILER BRAKE CONTROLLER TELESCPNG TT MIRR-POWR/HTD JACK	270 00	246 00
1 CLOTH 40/20/40 SEAT	100 00	91 00
96V XL VALUE PACKAGE .CRUISE CONTROL	395 00	360 00
TOTAL OPTIONS/OTHER	3725 00	3390 00
TOTAL VEHICLE & OPTIONS/OTHER	40220 00	38060 00
DESTINATION & DELIVERY	1595 00	1595 00

203444

TOTAL FOR VEHICLE 41815 00

FUEL CHARGE		82 96
SPEC. DLR. ACCT. ADJ.		
SHIPPING WEIGHT 5909 LBS.		
TOTAL	41815 00	39737 96

STATE CONTRACT
ADSP017-166123
PHASE II
\$ 31,837.96

ADJUSTMENT INVOICE

Sold to Don Sanderson Ford P.O. BOX 1407 Glendale		71A171 AZ 85311		Invoice Total 39737.96	Amount Prev. Invoiced 39737.96	Net Adjustment .00		
Ship to (if other than above) 71171		Date Inv. Prepared 01 15 20	Item Number 71-3874	Transit Days	Order Type 2	Ramp Code CS1P	Batch ID A051	Price Level 025
Invoice & Unit Identification NO. 1FTBF2BN1LEC20914		Final Assembly Point KENTUCKY		Ship Through				
HB	Invoice Total	A & Z Plan	D Plan	X Plan	FPA	AA		
1206	39737.96	38304.96	38404.96	39854.01	547.00	603.00		

This invoice to be used for the billing of vehicles only

Dealer's copy



3/16/2020 12:26:21 PM

Estimate #438

Page:1

BERG, JASON

Phone: 1-928-308-2842

Service Writer : 98701

Vehicle : 2007 Ford F150 1/2 Ton - Pickup 5.4 L 330 CID V8 SOHC 24 Valve

VIN : 1FTPX12587FA32677

Tag/State : /AZ

Fleet #/Driver

Created : 3/11/2020 3:22:35 PM

Qty	Code/Tech	Description	Condition	Unit Price	Price
		MISC LABOR			\$1,644.50
	Note: R&R ENGINE ASSEMBLY				
1		misc part		\$4,672.60	\$4,672.60
	Note: FORD LONG BLOCK				
1		SHIPPING		\$40.00	\$40.00
6		Zerex G-05 Yellow Ready To Use Antifreeze - 1 gal		\$25.78	\$154.68
7		NAPA Full Synthetic Motor Oil 5W20 - 1 qt		\$9.20	\$64.40
	Note: Full Synthetic;6.0 Qt. Capacity; Full Synthetic;7.0 Qt. Capacity				
3		Valvoline MaxLife ATF Automatic Transmission Fluid - 1 qt		\$14.46	\$43.38
	Note: w/ 4R70E Transmission;w/ 4R70W A/Trans;w/ 4R100 A/Trans;w/ E40D A/Trans				
1		Oil Filter - NAPA Gold - Master Pack		\$13.18	\$13.18
	Note: Manufacturer OE Recommended Oil Change Intervals				
1		misc part		\$466.33	\$466.33
	Note: INTAKE MANIFOLD				

Labor	\$1,644.50
Parts	\$5,414.57
Tires	\$0.00
Wheels	\$0.00
Sublet/Misc.	\$0.00
Other Charges	\$49.34
Charges	\$40.00
Sales Tax	Default Rule @ 8.35% \$459.58

Estimate \$7,607.99

I hereby authorize the repair work herein set forth to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft or any other cause beyond your control. I hereby grant you and/or your employees permission to operate the vehicle herein described on streets, highways or elsewhere for the purpose of testing and/or inspection. An express garagekeeper's lien is hereby acknowledged on above vehicle to secure the amount or repairs thereto. All Vehicles left over 48 hrs. after repairs are completed WILL INCUR A \$5.00 PER DAY STORAGE FEE. 12 Month or 12,000 Mile Warranty On Repairs.

Customer Signature _____



RECEIVED

MAK 16 2020

1:38 PM

Dewey-Humboldt

Outlaw Fleet Services

8300 E Slash Arrow Dr.
Prescott Valley AZ 86315

Estimate

Date	Estimate #
3/12/2020	2442

Name / Address
Town of Dewey-Humboldt Public Works P.O. Box 69 Humboldt AZ 86329

Description	Qty	Rate	Total
2007 Ford F150 1FTPX12587FA32677			
Ford long block	1	4,410.00	4,410.00
misc. parts filters oil coolant belts	1	100.00	100.00
remove and replace engine and R& R engine block	20	125.00	2,500.00
intake manifold	1	268.00	268.00
By signing below you agree to pay for all services.			
Signature		Subtotal	\$7,278.00
		Sales Tax (8.68%)	\$414.73
		Total	\$7,692.73

Jason Berg

From: Sarah Dunkel <sarahgalpindewey@gmail.com>
Sent: Friday, March 13, 2020 12:03 PM
To: Jason Berg
Subject: Service Quote
Attachments: Service Quote .pdf

Good Afternoon Jason,

This is from Cheryl at Galpin Ford in Dewey. Have a great weekend.

Sarah Dunkel
Receptionist
928-632-7808

01797 7FA32677

JASON BERG

03/13/20

2007 FORD F150

DEWEY AZ 86327

C: () -

H: (928) 632-7362 W: () -

JASONBERG@DHAZ.GOV

SCHWOCHE

(1) REMOVE AND REPLACE ENGINE

Labor			2520.00
7L3Z6006DARM (SERVICE ENGI)	1		3854.90
N800419S301 (NUT - HEX.)	4		40.00
VC7B (ANTI-FREEZE)	3		71.40
DISTH2O (DIST/WATER O)	3		7.20
Total Labor			2520.00
Total Parts			3973.50
Shp. Sup.			40.00
Total Repair (Customer).....			6533.50

Subject to change after inspection of vehicle

Ford has left to much out of this Quote and want give a better Quote unless they are doing the Job.

03/13/2020 11:50 AM
Quote is valid for 60 days.

.00	.00 Labor	2520.00
.00	.00 Parts	3973.50
.00	.00 Sublet/Fees	.00
.00	.00 Shp Supplies	40.00
.00	.00 Oil/Grease	.00
.00	.00 Sub Total	6533.50
.00	.00 Tax	364.77
.00	.00 Total	6898.27

Page 1 of 1

01797

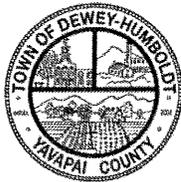
Service Quote

No Engin oil or Filters.
No ATF Fluid

RECEIVED

APR 30 2020

Dewey-Humboldt



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

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: _____

Date of Request: 4/30/2020

Requesting: Action Discussion or Report Only

Type of Action: Routine/Consent Agenda Regular

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

Change voting procedure to role call vote

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

Confusion added to our sometimes hectic meetings, I feel the Council should change voting procedure to a role call vote for all action being taken. I have had at least one resident request this in writing as well as others voice their opinions.

Staff Recommendation(s): _____

Budgeted Amount: \$0

List All Attachments: N/A

Type of Presentation: Oral

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

Contact Person: Amy Lance

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.