

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

Tuesday, July 7, 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, July 7, 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/81188393119>
 - Telephone: (301) 715-8592; Meeting ID: 811 8839 3119
- 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. 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

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

7. Consent Agenda

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

A. Approval of Minutes of May 12, 2020 Study Session

- 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 annual Chip Seal project and the Community Development Block Grant project entitled Hill Street Improvements

B. Town Manager's Report on the kickoff meetings with Arizona Natural Design, PLC, relating to the design and construction of the new Town Hall to be located at 12938 East Main Street

C. Town Manager's Report on the 2019 Volunteer of the Year nominee and celebration

- 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 approve and authorize the Town Manager to execute the Notice of Termination of the Agreement with the Prescott Area Wildland Urban Interface Commission (PAWUIC) and the Blue Hills/Foothills Firewise Board, relating to Grant WFHF 19-202 (Staff CC)

B. Discussion and possible action to authorize Town Staff to contact the Urban Land Institute to present an update to Council on economic development opportunities (CAARF – Councilmember Collins)

C. Discussion and possible direction to staff relating to contacting the Prescott Courier to find out how to get articles about Dewey-Humboldt in the paper (CAARF – Councilmember Brooks)

D. Discussion and possible direction to staff relating to bringing forward or delaying items currently on hold due to the COVID-19 pandemic and the June 16, 2020 Council direction to delay items of widespread community concern. The Town Manager will provide an update on the status of each item listed below; staff is seeking Council direction to bring items forward as noted in the Staff CC, or continue to hold them until such time as in-person meetings resume. (Staff CC)

- Building Code Update
- Code Complaint Policy and Code Update
- Environmental Protection Agency – Superfund Site updates
- General Plan Update, including General Plan Steering Committee meetings
- Zoning Ordinance – Farm Animals (number of allowed animals and lot size; presentation and discussion with Jeff Schalau, University of Arizona)

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

11. Adjourn.

Persons with a disability may request reasonable accommodations by contacting the Town Hall at (928) 632-7362 at least 24 hours in advance of the meeting.

Certification of Posting

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Dewey-Humboldt Town Hall, 2735 South Highway 69, Humboldt, Arizona, Chevron Station, 2735 South Highway 69, Humboldt, Arizona, Blue Ridge Market, Highway 69 and Kachina Drive, Dewey, Arizona, on the _____ day of _____, 2020, at _____ a.m./p.m. in accordance with the statement filed by the Town of Dewey-Humboldt with the Town Clerk, Town of Dewey-Humboldt.

By: _____, Town Clerk’s Office.

For Your Information:

Next Town Council Regular Meeting: Tuesday, July 21, 2020 at 6:30 p.m.
Next Planning & Zoning Meeting: Thursday, August 6, 2020, at 6:00 p.m.
Next Town Council Study Session: Tuesday, July 14, 2020, at 6:30 p.m.

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

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the COVID-19 pandemic. She provided an overview of the budgeting process including revenue projection, producing a balanced budget, reviewing departmental fund requests and discussing service levels, and the line items for each department's budget. The COVID-19 impact will be felt from mid-March until an unknown end; while the governor lifted the stay at home order, the economy won't necessarily be like how it had been. The Town has its own specific tax base; because the Town doesn't have a strong retail or hotel and tourism base, the Town is weathering it pretty good so far. The Town will not know what the March receipts were until mid-May. State shared taxes will be impacted; the state will be harder hit than the Town.

Staff is presenting the Proposed Fiscal Year 21 ("FY 21") budget, which is the ceiling budget; if a lower amount is budgeted, the Town can't spend it if more revenue is received. The Town has also prepared a COVID-19 budget, which is a lower expenditure budget; staff will only be purchasing things that are needed until it can be assured that the economy is turning around. She detailed information and predictions from various economists about the COVID-19 pandemic impact.

There are two types of funds: the general fund, which houses most departments and is where tax revenue goes into, and special revenue funds, such as grant funds and HURF. Different categories of local sales tax go into the general fund, such as sales tax, construction sales tax and utility sales tax. In FY 20, \$423,000 was budgeted, while the estimated revenue is \$782,000. For FY 21, staff is keeping it at \$782,000 for the ceiling budget and reducing it by 10% for the COVID budget, or \$704,000.

The League of Arizona Cities and Towns ("League") provides estimates from the Arizona Department of Revenue ("ADOR") on state shared revenues; in FY 21, the estimate was prepared before the pandemic and is \$463,000. For the COVID-19 budget, staff is budgeting 80% of the League estimate, or \$370,000. Income tax revenue is based on income taxes that were paid two years ago; for FY 21 it is budgeted at \$596,000. The vehicle license tax is budgeted at 80% of the League's estimate, or \$249,000. For FY 20, staff is estimating revenues over realized by \$324,678; the Town has exceeded budget expectations through March and has not seen much of a decline in April and May. In FY 20, the Town budgeted \$2,118,377 while estimated expenditures are \$1,635,364, resulting in \$714,000 added to the \$5.1 million General Fund balance.

The proposed FY 21 revenue budget is \$2,500,756 and the proposed COVID-19 revenue budget is \$2,223,001. Departments prepared a COVID-19 budget with reserves of \$136,825 to cover the shortfall due to the pandemic. The COVID-19 budget will be revisited in fall or December, at which point money can be moved back up to the line items depending on the economy. The COVID-19 budget postpones expenditures with the lowest impact on public health and safety. Merit increases and cost of living adjustments are reserved in the COVID-19 budget and can be reinstated if the economy improves. The COVID-19 contingency is different than the contingency reserve, which will require Council approval to use; the departmental COVID-19 contingency can be moved up with the Town Manager's approval. A report can be given to Council on what has been moved up.

Ms. Walker reviewed major changes from last year's budget and the departmental budgets. For Town Council/Management, the FY 20 budget was \$132,031 and the FY 21 budget is \$125,600, mainly reducing travel and training; the COVID-19 contingency is \$9,000. For Town Clerk and Records Management, the FY 20 budget \$147,331 and the FY 21 budget is \$155,290; increases are for software, the Newsletter, and print/publish/advertise. The COVID-19 contingency is \$5,870. For Finance and Budget, the FY 20 budget was \$152,515 and FY 21 is \$133,765; the difference is in not filling the Finance Director and instead using OSP Contracts for the contract for Pat Walker Consulting. The COVID-19 Contingency is \$3,909.

For Legal, the FY 20 budget was \$84,300 and FY 21 is \$82,600; the decrease is for no EPA consulting. There is no COVID-19 contingency as everything is contractual. For Information Technology, the FY 20 budget was \$66,800 and FY 21 is \$60,500; the decrease is a result of a project completed in FY 20. The COVID-19 contingency is \$24,000 for notebook computers for Council and wiring improvements. For the Magistrate, the FY 20 budget was \$78,059 and FY 21 is \$80,723.21; the increase is for cost of living and merit, which is in the COVID-19 contingency. The Public Safety budget for FY 20 was \$452,620 and FY 21 is \$475,621; the increase is contractual with the Yavapai County Sheriff's Office. There is no COVID-19 contingency.

For Engineering, the FY 20 budget was \$132,571 and FY 21 is \$124,535; the decrease is for the Clearview survey. The COVID-19 contingency is \$52,169. For Public Works and Facilities, the FY 20 budget was \$476,379 and FY 21 is \$343,044; the decrease is due to HURF funds from House Bill 2748 being moved to the HURF Fund. The COVID-19 contingency is \$7,308. The Community Development FY 20 budget was \$395,441 and FY 21 is \$337,395; decreases are due to contracting the Planner, not needing a part-time Building Inspector, and reducing strategic community partnerships and Firewise. The COVID-19 contingency is \$33,094.

For the non-departmental FY 21 budget, revenues exceed expenditures by \$584,405. This amount was put into a contingency reserve that can be for revenue shortfalls or unanticipated expenditures; it will take Council action

to approve the move to a departmental budget. The best practice is to place three months of operating expenditures into reserves, which equates to \$479,088. If the COVID-19 budget is realized, \$306,000 will be placed into the FY 21 reserve.

Special Revenue Funds can only be spent on specific purposes. There are three funds: HURF, Grants, and the Capital Project Fund, which was created in the event the Town gets the United States Department of Agriculture loan for the new Town Hall. The HURF fund was budgeted in FY 20 at \$549,187 and for FY 21 is \$438,500; \$385,000 is for street maintenance and right-of-way acquisition. The Town had a fund balance of \$100,000 and is using \$58,000 in carryforward funds to balance the FY 21 proposed budget. The Capital Projects Fund does not count towards the expenditure limitation and is budgeted at \$1 million; grants are also not counted towards the expenditure limitation. The intent on the loan is to structure the debt to be the same as the rent payment currently being paid. For grants, the Town has the balance of the Community Development Block Grant at \$345,170; \$1,400,000 is included for miscellaneous grants, as grants can't be spent if not budgeted for.

Next steps include the tentative budget, to set the budget ceiling, on May 19; final budget approval is June 16. If Council wants meetings between these dates, it can be moved out, though the final budget should be adopted by the end of June.

Councilmember Collins asked if there are estimates for what the Town will receive from the APS franchise; Ms. Walker responded that the FY 20 budget estimate is \$26,558 and FY 21 is \$44,160, reduced to \$41,952. Councilmember Collins asked about Yavapai County cutting the flood control budget; in response, Ms. Walker and Mr. Hanks confirmed that the County swept the funding into its General Fund for FY 21.

Councilmember Brooks asked about the secondary egress from Blue Hills; Mr. Hanks responded that it is included in the HURF fund. Councilmember Brooks asked about donations to agencies such as the Dewey-Humboldt Historical Society ("DHHS"); Mickey Moore, Town Accountant, responded that was under the Strategic Partnership line in Community Development's budget; there is nothing budgeted in that line for FY 21 at this time.

Mayor Nolan asked if anyone had turned anything in; Ms. Walker noted that these are the type of things being put on hold for the time being, as no one knows what will happen in the next six months. In the fall or winter, Council can revisit donations and the contingency reserve. Mr. Hanks noted that the Town received a request from DHHS today. Mayor Nolan asked about giving to Mayer Area Meals on Wheels ("MAMOW"); Ms. Walker noted that is a policy decision. The Manager's role is to present a recommended budget that Council can change.

Vice Mayor Lance spoke relating to the question of DHHS having a parade due to COVID-19 and confirmed that the money could be utilized from the contingency fund. Ms. Walker confirmed, and spoke relating to it taking Council action, and being contingent on the estimated revenue coming in correctly.

Mayor Nolan asked about the difference between this budget and last year's; Ms. Walker and Mayor Nolan discussed the different funds.

Vice Mayor Lance asked if there is a cutoff date for funding requests; Mr. Hanks responded that staff has not reached out to anyone yet. Vice Mayor Lance spoke relating to the process during the last budget process; Ms. Moore responded that the Town solicited requests last year, and put a time limit on when they could come in.

Councilmember Wendt spoke relating to the recent agreement with the Prescott Area Wildland Urban Interface Commission ("PAWUIC") and asked if money has been set aside for it; Ms. Moore responded that it is part of miscellaneous grants. Councilmember Wendt spoke relating to looking at a bonus rather than salary increases.

Councilmember Collins spoke relating to including MAMOW as a standing item as it is a health and safety issue; Ms. Walker responded that it can be included prior to the tentative budget and that the contingency reserve would be decreased by that amount. Councilmembers discussed MAMOW further.

Mayor Nolan spoke relating to not having seen an Excel spreadsheet on the budget.

Councilmember Hughes asked if the League updated any percentages in the last week or two; Ms. Walker responded that they haven't and that ADOR is working to hurry up the local sales tax information. Councilmember Hughes requested Council write down and have ready their questions about the line item budget.

In response to Councilmember Collins, Mr. Hanks confirmed that staff will place a copy of the presentation for item 4.A. in Council's mail folders.

Ms. Walker noted that staff is trying to get away from Excel spreadsheets and point Council to things that matter the most overall. Mayor Nolan asked if anything was included for redoing the road if the state finds serious contamination; Ms. Walker responded that all that can be budgeted is what can be taken in in revenues and that expenditures can't be increased without cutting something else.

Nancy Wright spoke and noted that some members of the public have comments.

Mike Donovan spoke and asked if the Central Arizona Fire and Medical Authority (“CAFMA”) is included in Public Safety; Ms. Moore responded that CAFMA is not included in Public Safety. Councilmember Hughes spoke relating to CAFMA being paid for by tax revenue, while the Town needs to pay the contract for the Sheriff. Councilmember Brooks spoke relating to CAFMA being included in property taxes.

C. Discussion and clarification of the \$20,000 FY 2019/20 Town Budget line item for Firewise, account 10-465-5100; discussion of donating these funds to Dewey-Humboldt Firewise, a (501)(C)(3) organization, as seed money for future abatement grant assistance (CAARF – Councilmember Wendt)

Councilmember Wendt introduced the item as follows: last year, the previous Firewise Chairperson asked Council for a large amount of money to take Firewise to an independent state; at the time, Firewise hadn’t completed their 501(c)(3) status and the Town placed \$20,000 into a separate Firewise account; and, that Firewise has now obtained their 501(c)(3) status and would like to go independent. Councilmember Wendt continued, relating to Firewise needing seed money that could be designated only for upcoming grants; this giving them independence to officially go on their own; the money being replenished as abatement grants are completed so that the seed money remains there; the money already being in the budget and Firewise not having to approach the Town in the future for additional funding; and, wanting Council and the Town Manager to discuss and give input.

Vice Mayor Lance spoke relating to it being decided last year to incorporate Firewise into the Town; that if Firewise set up their own 501(c)(3), they would be totally separate from the Town; and, that the Town would finish up all of the grants that were left until this point. Mr. Hanks stated that this would be seed money for Firewise; in the last 60-90 days, everything came through for the Firewise 501(c)(3); this giving a clear separation with Firewise being their own entity; and, the Town doing what needs to be done to maintain the hazard mitigation standard.

Councilmember Wendt spoke relating to no organization having done as much for the Town safety-wise as Firewise has done with the grants; and, that last year there was no seed money to take over the grants.

Vice Mayor Lance spoke relating to it having been decided last year to go back into the Town; not being sure why it is being revisited; the Town maintaining FEMA requirements; and, finishing out the grants that were started. Councilmember Wendt spoke relating to there being another 35 acres; an opportunity for another grant; Firewise having allowed for hundreds of thousands of dollars in grant funding; and, that if it was sent to a Town committee, the same thing would happen such as with the other Town committees, such as Open Space and Trails, Water, and Clean Air. She also spoke relating to the FEMA plan having been that Firewise would be associated with the Town and eventually go on its own and Firewise being ready to become independent.

Vice Mayor Lance spoke relating to Firewise having been absorbed back into the Town; \$20,000 having been allotted for the Town to deal with it; and, that if the Firewise committee kept going, it was separate from the Town.

Councilmember Wendt spoke relating to the Firewise volunteers’ time spent on the grants.

Vice Mayor Lance spoke relating to being muted while others are not.

Kay Bigelow, Town Attorney, spoke relating to the Town being committed to allocate money from PAWUIC and asked if that is part of the \$20,000 that is being discussed. Mr. Hanks responded that is listed within the miscellaneous grant funds. The \$20,000 was for Town expenses for Firewise duties as Firewise was absorbed.

Councilmember Collins spoke relating to the line item from last year’s budget being 10-465-5110 and that \$12,500 was allocated; in response, Mr. Hanks will check on the item.

Councilmember Wendt spoke relating to losing the potential to assist the residents if Firewise is taken in as a Town committee; seed money enabling Firewise to continue on; Firewise not being ready last year to take in the money that was requested; and, Firewise’s address sign program.

Ms. Bigelow spoke relating to this being a Study Session where no decisions can be made; and, that there needs to be a public benefit in order for the Town to be able to give money to a private agency.

In response to Vice Mayor Lance, Mr. Hanks confirmed that a motion was made about a year ago to absorb Firewise into the Town, not as a committee, but where the Town maintained the FEMA requirements.

Councilmember Wendt asked if staff took Firewise into the Town as an internal committee. Mr. Hanks responded that a Town committee was not formed; staff was instructed to bring it back to meet the FEMA minimums; and, that staff has continued trying to help Firewise as they have proceeded forward as a separate group, such as with the PAWUIC agreements.

Mayor Nolan spoke relating to having just signed another agreement with PAWUIC.

Debbie Miller, Dewey-Humboldt Firewise, spoke relating to the \$20,000, if given, being considered seed money to begin handling all abatements on their own; a communication breakdown between Firewise and Council; needing additional education with the Town Attorney as to what the committee has done; Firewise intending to continue the abatement process; and, not being able to continue in this manner if Firewise does not have additional funding.

Mayor Nolan noted that this will be brought back up at the next budget meeting.

Vice Mayor Lance spoke relating to her appreciation for everyone on Firewise; the decision having been made that it would be absorbed; there not being a Firewise Committee in the view of the Town; and, Firewise being separate except for the 2019/20 grants. Mr. Hanks responded that there is one old grant left as well as the new grants, under the agreement recently signed, which Firewise applied for.

Councilmember Wendt spoke relating to there being a Firewise committee; the committee having a publication every month in the Town Newsletter; the volunteer hours given to Firewise; Firewise getting ready to submit for 2020 grants; and, Firewise not being able to proceed further without the seed money. She also spoke relating to educating Ms. Bigelow on the safety program provided by Firewise and that without Firewise, the fire danger and hazards increasing.

Councilmember Collins requested the statutes that govern this.

D. Review, discussion, and Council input on the information received from Foothills Bank, National Bank of Arizona, and OneAZ Credit Union for the provision of banking services for the Town (Staff CC)

Mayor Nolan noted that Council received the information from each bank.

Vice Mayor Lance noted that she wanted to speak on the last item and spoke relating to Firewise not being a Town Committee; Firewise having been absorbed into the Town; and, the Town putting forth the money for payroll to get up to FEMA requirements. Vice Mayor Lance and Councilmember Wendt discussed this further.

Mr. Hanks stated that at the March 17, 2020 Council Meeting, staff reported on issues with Wells Fargo Bank and Council directed staff to obtain information from three banks; since that time, staff spoke with National Bank of Arizona, OneAZ Credit Union, and met with Foothills Bank. The Town is looking for a checking account; staff does not recommend OneAZ Credit Union as they are not set up for government accounts. Foothills Bank and National Bank of Arizona have existing government accounts; the primary difference between the two is that there would be no service fees with Foothills Bank while the Town would pay fees with National Bank of Arizona.

Councilmember Collins spoke relating to being fine with staff's proposal and staff knowing what is needed.

Councilmember Hughes spoke relating to Foothills Bank having bought out Country Bank; Foothills Bank's hours are an hour less during the day, which may impact payroll checks; and, his recommendation of Foothills Bank.

Mr. Hanks summarized that staff will bring it back for a vote on the next Consent Agenda.

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

Councilmembers discussed whether an additional meeting is needed for the budget. No additional meeting was scheduled.

Councilmembers discussed resuming in-person meetings.

Leigh Cluff spoke relating to going back to regular meetings; having spent a half-hour trying to figure out how to raise her hand on Zoom; asked what happened to the money in the endowment fund for Firewise; and, thinking it wrong that it took a half-hour for Mayor Nolan to show up for the meeting.

6. Adjourn The meeting adjourned at 8:48 p.m.

Terry Nolan, Mayor

ATTEST: _____
Timothy A. Mattix, Town Clerk

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COUNCIL COMMUNICATION

Regular Council Meeting Date: July 7, 2020

Agenda Item: 9.A.

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

Subject:

Discussion and possible action to approve and authorize the Town Manager to execute the Notice of Termination of the Agreement with the Prescott Area Wildland Urban Interface Commission ("PAWUIC") and the Blue Hills/Foothills Firewise Board ("Firewise"), relating to Grant WFHF 19-202.

Background:

At the April 14, 2020 Council Meeting, Council approved an agreement with PAWUIC and Firewise for Grant WFHF 19-202 ("Agreement"), in which the Town advances funding to property owners for abatement grants and is subsequently reimbursed for the advancement.

At previous Council Meetings, Council authorized the donation of \$12,000 in Fiscal Year 2019-20 funding to Firewise. In return for the funding, Firewise will be taking on duties such as the PAWUIC pass-through grant funding. The Town has since entered into an Accountability Contract with and issued payment to Firewise.

The Agreement allows any party to provide a 30-day notice to the other parties that the Agreement is being terminated. Upon termination, PAWUIC is obligated to reimburse the Town the amount of any funds that were advanced by the Town to a property for which the Town has not yet received reimbursement. If approved by Council, the thirty-day notice will expire August 7, 2020, at which time the Town will no longer provide support for PAWUIC abatement grants.

Financial Impact:

Under the terms of the agreement, the Town received full reimbursement for funds that were advanced to property owners. The Town anticipates termination of the PAWUIC Agreement to result in cost savings to the Town in that Town staff will no longer be providing administrative and financial support of the grants.

Direction Requested:

Staff is seeking formal Council approval of the Notice of Termination, and for the Town Manager to execute the Notice.

Suggested Motion:

For: I move to approve and authorize the Town Manager to execute the Notice of Termination of the Agreement with PAWUIC and Firewise.

Against: No motion is necessary.

Attachments:

Notice of Termination



TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69, 2735 S. Hwy. 69
HUMBOLDT, AZ 86329
Phone 928-632-7362 ▪ Fax 928-632-7365

July 7, 2020

Shirley Howell
Prescott Area Wildland Urban Interface Commission
PO Box 11085
Prescott, AZ 86304

Blue Hills/Foothills Firewise Board (Dewey-Humboldt Firewise)
PO Box 764
Humboldt, AZ 86329

RE: Notice of Termination of Agreement, Grant # WFHF 19-202

Pursuant to Section 3.4 of that Agreement between Prescott Area Wildland Urban Interface Commission ("PAWUIC"), Blue Hills/Foothills Firewise Board ("Firewise") and the Town of Dewey-Humboldt ("Town") for Grant # WFHF 19-202, the Town hereby provides 30-day notice to all parties that the Agreement is terminated, effective August 7, 2020.

As required by Section 3.4, PAWUIC is obligated to reimburse the Town the amount of funds advanced by the Town to a property owner and not yet reimbursed by PAWUIC.

Sincerely,

Edward L. Hanks, Jr.
Town Manager

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
SPECIAL “ECONOMIC DEVELOPMENT VISIONING” MEETING MINUTES
TUESDAY, FEBRUARY 25, 2014, 4:00 P.M.**

A SPECIAL “ECONOMIC DEVELOPMENT VISIONING” MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, FEBRUARY 25, 2014, AT THE DEWEY-HUMBOLDT TOWN LIBRARY, DOWNSTAIRS, J.W. MITCHELL ROOM, 2735 S. CORRAL STREET, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.

Facilitator Richard Bowen introduced himself and had each Council Member introduce themselves and give a short background of their time on Council and in the community.

1. Call To Order. The meeting was called to order at 4:06 p.m. Mayor Nolan presided.

2. Roll Call.

2.1. Town Council. Town Council Members Jack Hamilton, Mark McBrady, Dennis Repan, Nancy Wright; Vice Mayor Arlene Alen; and Mayor Terry Nolan were present. Council Member Sonya Williams-Rowe was absent.

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

The Session is facilitated by Mr. Richard Bowen, Northern Arizona University Faculty – Associated Vice President, Economic Development, Sustainability, and Phoenix Bio-Medical Campus Office of the President.

Richard Bowen introduced himself to the group and his background pertaining to economic development. He met Vice Mayor Alen at the Flinn Brown Institute and was invited to speak to the council on the economy of Dewey-Humboldt. He spoke on the history of this area over a long period of time and specifically during the recession and recommended the Council to be more intentional with the changes that will occur and build an economic development work plan.

3.1. Presentation of economic data for Dewey-Humboldt and surrounding area.

Mr. Bowen talked about some of the statistical data that he brought pertaining to the D-H area. This data shows some growth in retail with a steep decline during the recession and now starting to slowly grow again. He spoke on how historically, most Arizona government is sales-tax revenue based, taxing goods and services. With more transactions comes more money, therefore more services are available to the citizens. He asked what the future driver of our economy is. An advantage to the town is being closer to Phoenix, with most people passing through D-H when traveling from the valley to this region. He recommended being intentional, getting a plan together and growing it (the plan).

3.2. Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis, including discussions of economic development, planning, infrastructure, facilities, financial and staffing issues and external influences as they relate to SWOT.

Council reviewed Flagstaff's SWOT. Mr. Bowen directed Council to write statements on, "What are D-H strengths, not just economic", and place them on a board. He talked

with Council on these statements. He spoke on needing infrastructure to draw business here first.

Council discussed values, such as rural lifestyle; animals; children and schools etc. They discussed having cores of density within town, which the town already has with Humboldt and the history that created that density.

Weaknesses were listed and posted on the board. Infrastructure; superfund site; not enough commercial property. Council discussed benefits for the town such as Tourism, lifestyle etc.

3.3. Start discussion on "economic development opportunities and requirements" process.

Council considered on-going planning needed for growth; corralling that growth so it doesn't interfere with the rural lifestyle; identifying those areas for long term growth; and potential economic opportunities. Mr. Bowen spoke on the regional economy, with most people living, working and shopping in different locations. There was discussion on how a signal at Main Street can help with tourism, and other potential development opportunities in this area. Councilmember McBrady spoke on an idea for an RV park on one of the superfund site locations; since D-H is closer to Phoenix, build it as a nice bedroom community.

Kevin Leonard was asked about his mine and whether it could be opened up for tourism. An unidentified person in the audience stated there is a museum in town.

Council was asked to write down ideas for D-H: regional airport, medical facility, hotel, senior housing, and manufacturing, small business incubation (entrepreneurial citizens) (incubation resources are available and important for small towns), finding partners (like the mining idea),

Mr. Bowen spoke on the Council acting as collaborators for these opportunities, and there being a consortium to work with all the entities to make things happen. "Government encouraged".

Mr. Bowen asked Council for the requirements to do these opportunities that they came up with: Infrastructure; road development; etc.

Councilmember Hamilton spoke on a charette and asked whether Mr. Bowen had read that report. Mr. Bowen was given the report, which he stated he would review.

Mr. Bowen explained Council should consider this information for a strategic plan, and then create a work plan on how to make their plan work, including marketing to get the message out, collaboration, public/private partnerships, who has resources and likes these types of development, with the Town guiding the process.

Councilmember Hamilton spoke on not neglecting the Dewey area while having limited resources.

Mr. Bowen spoke on possible funding assistance through EDA money and other partnerships in economic development and the USDA.

Mr. Bowen spoke on identifying Sectors within Town: signage; arts, outdoor attractions, country festivals, amenities, retail lifestyle, center core/downtown, service industry, and manufacturing.

Mr. Bowen will take the input provided by Council and provide a report.

4. **Adjourn.** The meeting was adjourned at 6:00 p.m.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
SPECIAL "ECONOMIC DEVELOPMENT VISIONING" MEETING MINUTES
TUESDAY, MARCH 25, 2014, 4:00 P.M.**

A SPECIAL "ECONOMIC DEVELOPMENT VISIONING" MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, MARCH 25, 2014, AT THE DEWEY-HUMBOLDT TOWN LIBRARY, DOWNSTAIRS, J.W. MITCHELL ROOM, 2735 S. CORRAL STREET, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.

1. **Call To Order.** The meeting was called to order at 4:05 p.m. Mayor Nolan presided, Richard Bowen facilitated the discussion.

2. **Roll Call.**

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

3. **Special Study Agenda.** No legal action to be taken. The session is facilitated by Mr. Richard Bowen, Northern Arizona University faculty – Associated Vice President, Economic Development, Sustainability, Phoenix Bio-Medical Campus Office of the President.

Mr. Bowen reviewed what council did at the last meeting and explained they would have the basics they would need to start the work plan by the end of this meeting. He has spoken with a number of development interests in Phoenix who do development in this region, about Dewey-Humboldt. Dewey-Humboldt's challenges are infrastructure, but opportunities are land and a market.

3.1. Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis, including discussions of economic development, planning, infrastructure, facilities, financial and staffing issues and external influences as they relate to SWOT.

Mr. Bowen reviewed that sales tax is the major driver of our government in Arizona. Positive growth trends create market. He reviewed the responses Council gave at the previous meeting.

Strengths: Population base to the West, bedroom community with large lots, great air quality, award winning Elementary School, Entrepreneurial residents; proximity to Phoenix, Historic tourism potential; rural lifestyle, quality of life, low density housing, small government, low property taxes, equine community, historic areas and assets, low crime, large workforce in region, friendly people, nice climate, lots of children, good schools, mountains, land access, major arterials, affordable.

Challenges: lack of visibility, availability of residential and commercial raw land, workforce lack-technical and industrial experience, private water system and water company, septic systems-need central wastewater treatment systems in the future, small mining lots, next to Prescott Valley, major water issues, dispersed land, EPA designations, no high school, lack of infrastructure, no hotel/lodging, road develop, not enough developed commercial property, no grocery store.

Opportunities: General Plan revision in 2 years, flexible zoning to attract business, hotel, senior housing, manufacturing, tourism, Jerome model for mining tourism. Regional RV Park, regional tourism, hospitality, Main Street Development Project, small business incubation, historic and lifestyle tourisms, mixed use area growth concepts-walk, ride, work, shop, technology industry attraction, web-based software industry, gateway to

Town Council Special "Economic Development Visioning" Meeting Minutes, March 25, 2014
historic mining district, gold mining-tourism, regional airport (landing strip), medical center.

3.2. Continued discussion on "economic development opportunities and requirements" process and implementation strategies.

Mr. Bowen spoke on Infrastructure for economic development (sewer and water) and explained Package Plants are an efficient way of creating a wastewater plant.

He reviewed *Strategic actions*: do a property inventory (ACA and other state agencies can help with this process; APS (Arizona Public Services, Co.) has "Prospector" software); infrastructure planning; business attraction; business retention and expansion; entrepreneurial activity - start-up partnerships, community amenities; Vision - long-range plan, short term actions, 2014 work plan; Economic Development partnerships.

Mr. Bowen spoke on possible partnerships where there would be a shared benefit (example: APS). Planning usually is project driven – decide where the first development areas would be and bring in Economic Developers with that direction. Create a "general" infrastructure plan for the community. Tie this information to the Town's website, using regional economic agencies to push out information as well; meeting locals in the valley where ideas can be pitched. Tie into ACA (Arizona Commerce Authority), NAU (Northern Arizona University), Regional partners, AAED (Arizona Association for Economic Development), NACOG (Northern Arizona Council of Governments), private developers, Arizona Tourism Office. Create opportunities for entrepreneurs to do business.

Mr. Bowen reviewed the community amenities in Dewey-Humboldt – school, library, activity center, etc., sized appropriately for the area. He spoke on agency assistance such as USDA (U.S. Department of Agriculture) and EDA (Economic Development Administration), but consider the EDA funds projects but need matching funds. The Town would need to find outside partners to help with that funding. The Town needs to identify where they want to go next and create a plan to get there.

Mr. Bowen reviewed Sectors: Identity – signage; arts; outdoor attractions - Mortimer family farms; country festivals; tourism-mining, Jerome model, wine, antique; amenities; retail; lifestyle; center core/downtown; service industry, manufacturing.

He will use the notes from these two meetings to create a draft strategic economic development piece with specific measurable steps with deadlines and who is accountable for each. The work plan is the tactical piece-what they have to do to move the economy forward. He asked council to think what priorities they think the Town should have. Include on the work plan: partnerships (expand those); property inventory (formalize). Council should consider what partnerships to pursue for this.

They discussed regional partnerships they could pursue: EDC (Economic Development Council); APS (Arizona Public Services, Co.) for the property inventory, or some element of the project that will benefit them in the long run; NAU is a regional partner to help put the plan together.

There was discussion on how this plan works since the Town doesn't own land for development. Mr. Bowen explained the Town can be involved in speaking with land-owners and developers, allowing some flexibility in zoning, etc. He asked Council how they felt about those actions discussed for a *Work Plan* so far: Partnerships (yes); Property Inventory (yes); Pre-zoning properties (yes and no); Infrastructure Planning (to stay on the list to be aware of once the opportunity comes). Mr. Bowen explained the

Town Council Special "Economic Development Visioning" Meeting Minutes, March 25, 2014
Town would need property owners' approval prior to putting them on the property inventory, otherwise leave them out of the inventory;

He reviewed who might be on the list of possible interested parties to invite to the town: hotel developers; senior housing developers; manufacturing; tourism laying out what is needed for tourism to be here; regional RV Park (water is the challenge) with the County as a partner for infrastructure (septic/water, etc.). Arizona Tourism is a partner to talk with (Figure out what Town is promoting, museum, mine tours, etc.). Do an Asset inventory to say what the Town has to offer. There was discussion on possible equine opportunities and events for the Town and proximity of state and BLM land for some of these opportunities.

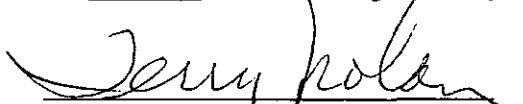
There was discussion on bringing a car event here from Prescott; the farm and its uses; what amenities the citizens want, such as a grocery store, pharmacy and bank.

Mr. Bowen explained this was a good starting point to work on what they have identified. It involves, staff, council, community members, developers, and other agencies. It is important that these people tour the community and meet the council to see what the decision-makers want to see for the Town. Mr. Bowen recommended the (Northern branch of) AAED have a meeting here. Talk about your community and vision and it becomes something real to them.

Mr. Bowen spoke on the timeframe for the draft strategic plan and work plan with quarterly updates on where they are in the plan. He will include a set accomplishable to achieve in a year's time, with a second set for the second year. The work plan will create follow-up projects and activities. Council should initiate contact, then send to Town Manager Yvonne Kimball, regional developers that they know. Part of the work plan is to leverage time with assets in the community for effectiveness, to include council, citizens, and others in the community.

Deadlines are June or July to the same in the following year. Deadlines, updates, etc. are in the work plan.

4. **Adjourn.** The meeting was adjourned at 5:56 p.m.


Terry Nolan, Mayor

ATTEST:


Judy Morgan, Town Clerk

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
SPECIAL ECONOMIC DEVELOPMENT VISIONING #3 MEETING MINUTES
FEBRUARY 24, 2015, 2:00 P.M.**

A SPECIAL ECONOMIC DEVELOPMENT VISIONING #3 MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, FEBRUARY 24, 2015, AT TOWN HALL AT 2735 S. STATE ROUTE 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR PRESIDED.

1. **Call To Order.** The meeting was called to order at 2:00 p.m.

2. **Roll Call.**

2.1. Town Council. Town Council Members Arlene Alen, Mark McBrady, Dennis Repan, Doug Treadway, Nancy Wright; Vice Mayor Jack Hamilton; and Mayor Terry Nolan were present.

3. **Special Study Agenda.** No legal action to be taken. The Session is facilitated by Mr. Richard Bowen, Northern Arizona University faculty – Associated Vice President, Economic Development, Sustainability, and Phoenix Bio-Medical Campus Office of the President.

3.1. Presentation and discussion of the compiled report(s) from the last two meetings (on February 25 and March 25, 2014), which may include a draft economic work plan.

Mr. Richard Bowen was present and gave his presentation for the consideration of Dewey-Humboldt's long-term strategic economic development plan. He reviewed economic development considerations: need good accessible roads; infrastructure and a support system in place; be proactive and plan well; capitalize on the positive attributes; rural lifestyle, historic tourism, country town environment; governments tend to impede the progress of economic transactions so there is a need to balance the regulatory burden; build a process to evaluate what the citizens want; challenges reflect the evolution of the community.

Mr. Bowen spoke about a process to start on a work plan: need investments from private, public, non-profit, council, etc.; allow for flexible zoning to increase the opportunity to bring more businesses to the area; reviewed ECONA discipline process; must measure goals and progress; need to have people who can do things in the community. Recommended making contacts and reaching out to investors, focusing on getting retail businesses interested in the Town. He provided the council with handouts to give examples and stimulate thinking for developing a plan of action for the Town. He spoke about growth and economic development of Phoenix and other surrounding areas. He believes there is opportunity to change the economic value of the community without changing the small town image or damaging the rural lifestyle.

Questions and comments from Council were presented in regards to the process for getting started (Mayor Nolan), having better signage and locating them on highway corners and brochures for listing available commercial property (CM McBrady), having obtainable workforce for potential businesses/manufactures (CM Repan), breaking down the sectors within the Town and reviewing the branding issue and tourism (CM Alen), attracting businesses who respect and fit the rural lifestyle (CM Treadway), desire to review success from other comparable towns (CM Wright).

Town Council Special "Economic Development Visioning #3" Meeting Minutes, February 24, 2015
Mr. Bowen spoke about zoning, keeping Highway 69 a major focus of activity, attracting those things that fit within the community. AZ Commerce Authority a good source for resources and information; network with other community leaders. Keep focus on the uniqueness of the community; don't duplicate what is already established in larger sectors; put in a winery, small shops, etc.; examples given from other AZ towns similar in size situation. Council is tasked to look down the road, to have a vision for the future, as growth pressures come, somewhere down the road someone will have to make decisions. For slow gradual improvement or gradual decline. Opportunities will come along. Good planning and vision is vital to success.

Jerry Brady spoke about training at Yavapai College for economic development; major interest is history based tourism; affordable housing and eligibility for low cost housing; grants available to veterans and to the general public with different terms; majority of citizens eligible for funding due to large population of low income citizens.

Sandra Goodwin spoke about her desire to see the Town consider purchasing the Town Hall; good location, plenty of space for future growth, draw people into the area and supporting business interested, get the people off the highway and get them stopping at Humboldt station, prime opportunity now to do something for the future.

David Nystrom spoke about his history in the area and his concerns about growth and property values.

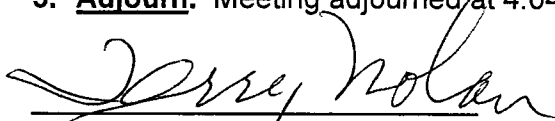
Carl Marsee spoke about tourism: Dewey Humboldt Historical Society is looking into having some charter buses to bring people to the D-H museum. He solicited the Councils help, and hopes for a good working relationship to keep the museum here.

Mayor Nolan thanked Mr. Bowen for coming and making his presentation. He expects to see CAARFs pertaining to this subject come to the Council in the near future.

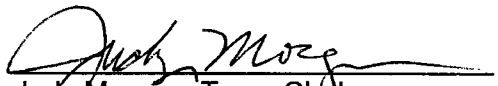
4. Comments from the Public.

Jerry Brady spoke about the system of loop tours for history based tourism; have opportunities through participation from the local Chamber of Commerce and other civil organizations to participate in the Highway 69 rural community development and business consortium.

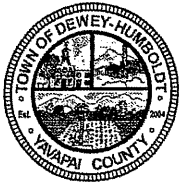
5. Adjourn. Meeting adjourned at 4:04 p.m.


Terry Nolan, Mayor

ATTEST:


Judy Morgan, Town Clerk

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TOWN OF DEWEY-HUMBOLDT
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JUN 24 2020

Received

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: July 7, 2020

Date of Request: JUNE 24, 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):

DIRECT STAFF TO CONTACT PRESCOTT COURIER
TO FIND OUT HOW TO GET ARTICLES ABOUT D-H
Purpose and Background Information (Detail of requested action). IN THE PAPER.

Staff Recommendation(s): _____

Budgeted Amount: 0

List All Attachments: _____

Type of Presentation: ORAL

Special Equipment needed: Laptop Remote Microphone

Overhead Projector Other: _____

Contact Person: Karen Brooks

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

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COUNCIL COMMUNICATION

Regular Council Meeting Date: July 7, 2020

Agenda Item: 9.D.

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

Subject:

Discussion and possible direction to staff relating to bringing forward or delaying items currently on hold due to the COVID-19 pandemic and Council direction on June 16, 2020 to delay items of widespread community concern.

Background:

Due to the COVID-19 pandemic, staff had been delaying certain items of community-wide concern until in-person meetings resume. Additionally, at the June 16, 2020 Council Meeting, Council directed staff to delay the consideration of controversial issues of widespread community concern, such as the General Plan, until everyone can participate equally.

There are a number of items that staff has identified as impacting the community as a whole. As the pandemic seems to be continuing for the foreseeable future, staff is seeking clarification from Council as to whether or not to continue to delay the items, or to begin moving them forward as noted below. With the exception of the EPA updates, each item in the table below represents a fairly significant amount of work for staff; in order to ensure forward movement, it may be best to begin phasing in work on items now.

Item	Public Body	Status	Potential Next Step
Building Code Update	Council	Pending Council review prior to action.	Schedule a Special Zoom Council meeting on Tuesday, July 28, 2020, to continue the review.
Code Complaint Policy and Code Update	Council	Pending Council review.	Place the item on an upcoming Zoom Study Session agenda.
EPA – Superfund Site updates	Council	The EPA is under travel restrictions but is able to present via Zoom.	Place the item on an upcoming Zoom meeting agenda.
General Plan Update	General Plan Steering Committee	Per Council direction on June 16, 2020, the initial Committee Meeting will be delayed until it can be held at an in-person meeting.	Delay the first Committee Meeting until in-person meetings resume.
Zoning Ordinance – Farm Animals	Council	Anticipate widespread community interest; delaying until in-person meetings resume.	Delay the item until in-person meetings resume.

Financial Impact:

There is no financial impact for this item.

Direction Requested:

Staff is seeking Council direction on whether to resume work or continue to delay the items listed in table.

Suggested Motion:

To Resume Item(s): I move to direct staff to resume the (Item names) by proceeding with staff's identified next step.

To Delay Item(s): I move to direct staff to delay the consideration of (Item names) until in-person meetings resume.

Attachments:

None.