

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

**Tuesday, September 15, 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, September 15, 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/82929293321>
  - Telephone: (301) 715-8592; Meeting ID: 829 2929 3321
- Submitting comments via email to the Town Clerk at [TimMattix@dhaz.gov](mailto: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. 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**

**5. 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.

**6. Consent Agenda**

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

5 **A. Approval of Minutes of August 11, 2020 Study Session**

11 **B. Adopt Ordinance No. 20-154, amending the Dewey-Humboldt Code of Ordinances, Title III, Administration, Chapter 30, Town Council and Officials, by amending § 30.105(D), Council Agenda, Order of Business, to change Invocation to 30-Second Moment of Silence (Staff CC)**

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

**A. Town Manager’s Report on the status of the presentation by the Urban Land Institute, as approved by Council at the July 7, 2020 Regular Meeting**

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

15 **A. Review of information and discussion with Jeff Schalau, University of Arizona Cooperative Extension, relating to the recommended number of animals per acre/amount of area required for different species of animals, and on the Allowed Animal Chart in Dewey-Humboldt Code of Ordinances § 153.066(F), and possible direction to staff (Staff CC)**

21 **B. Discussion and possible direction to staff relating to creating a policy to use The Dewey-Humboldt Newsletter for outreach about future Town issues (CAARF – Councilmember Collins)**

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

**10. 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, October 6, 2020 at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, October 8, 2020, at 6:00 p.m.

Next Town Council Study Session: Tuesday, October 13, 2020, at 6:30 p.m.

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

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**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
STUDY SESSION MEETING MINUTES  
AUGUST 11, 2020, 6:30 P.M.**

**A STUDY SESSION MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, AUGUST 11, 2020, AT TOWN HALL AT 2735 S. STATE ROUTE 69, DEWEY-HUMBOLDT, ARIZONA. THE MEETING WAS HELD VIA ZOOM VIDEO/TELECONFERENCE. 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, Victoria Wendt, Vice Mayor Amy Lance and Mayor Terry Nolan were present. Councilmember Mark McBrady arrived at 6:33 p.m. Councilmember John Hughes was excused. **Town Clerk Note** (as required by Public Body Rules of Policies and Procedures PG No. TC12-01): Town staff implemented and tested Zoom Video Communications – Pro prior to the first Council Meeting at which Zoom was utilized. Permissions in Zoom prevented the use of a chat feature, to ensure that members could not communicate except for verbally to all members. The first page of the agenda included instructions for public participation via video or calling in to the meeting; members of the public were also able to submit comments via email to the Town Clerk to be read at the meeting. After the meeting, Town staff downloaded the meeting video from Zoom. Additionally, Town staff attended the meeting in the Council Chambers and utilized the video recording system; the video recording system recorded all audio from the Council discussions and actions, and video of 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.

Nancy Wright spoke relating to having emailed staff in July asking about why a culvert was being replaced at a neighbor's house on Parker Street; her understanding that culverts are the homeowner's responsibility; the homeowner having not requested it and not knowing about it; the work not being done by Town staff; and, asked for a response to be provided to her as to if there is a new policy about replacing culverts on people's driveways. Ed Hanks, Town Manager, stated that he will provide the information to Ms. Wright.

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: Lesley D. Jenkins, Regional Director of the Northern Arizona Alzheimer's Association, on the programs and services provided by the Alzheimer's Association**  
(From the August 4, 2020 Regular Meeting)

Lesley Jenkins, Regional Director for Northern Arizona, Alzheimer's Association ("Association"), gave a presentation on the services provided by the Association. The Association's mission is not to provide direct services but to lead the way in trying to end Alzheimer's Disease ("Alzheimer's") and all other dementia. While people assume that Alzheimer's is a standalone disease, it is a form of dementia that is diagnosed in upwards of 70% cases of dementia. Alzheimer's is the most prevalent in dementia diagnoses. The Association is working to accelerate global research, drive risk reduction and early detection and maximize quality care and support. Arizona has the fastest growth rate for Alzheimer's in the country; there are currently 140,000 people age 65 or older living with Alzheimer's, with another 30,000 to 35,000 of early-stage diagnosis. There are 339,000 unpaid dementia caregivers, such as family members taking care of a loved one. The number of people with Alzheimer's in Arizona is expected to increase by 43% by 2025. The Association offers a variety of free programs, services and resource information to help caregivers cope with the varying aspects of the disease and its progression.

The Association's core programs are the 24/7 hotline; education; early stage program; support groups; and, safety services. Licensed social workers and clinicians staff the hotline to help address any type of concern. Alzheimer's is challenging and frustrating for caregivers, and the hotline is a safe place to get immediate support. The Association provides, via trained volunteers, various educational presentations; educational programming is now provided virtually. The Association offers support groups telephonically, for caregivers to talk about the varying degrees of challenges that they are experiencing. The Association works in conjunction with MedicAlert in helping with wandering, which is a behavior of someone with dementia; information is coded on a bracelet to assist in identifying where the individual lives. There are three support groups in the quad-city area: in Prescott,

at the Prescott Valley Library, and one by telephone.

The Association's Science Hub App provides the latest news, information and expert views about Alzheimer's and dementia research; the app is managed by the Association's science and research department. The Community Resource Finder, in conjunction with AARP, is localized by zip code and provides information about programs and events, care at home, medical services, housing options and community services. The Association's Walk to End Alzheimer's: The Quad Cities is an annual event that will be held on Saturday, October 3, 2020; the Association is not gathering people for it, but instead is asking people to walk in their neighborhoods. The Walk will help raise money for the Association to continue to provide services free of charge.

Vice Mayor Lance spoke relating to having heard of a correlation between Ambien and Alzheimer's, and asked if the Association has seen evidence; Ms. Jenkins responded that there are a number of studies that express that there may be different causes or links to Alzheimer's, such as some antihistamines. The Science Hub App is the best place to look to look for research findings. Vice Mayor Lance asked if the Association is offering signs or t-shirts for the October 3 walk; Ms. Jenkins responded that each participant who raises or gives \$100 will get a t-shirt. Vice Mayor Lance spoke relating to being willing to being on a team in the community.

Glen Blomgren spoke relating to family members and friends in various stages of Alzheimer's and data showing that dancing is one of the best preventative measures for Alzheimer's; and, asked Ms. Jenkins for comments. Ms. Jenkins spoke relating to dancing and music helping to engage those in advanced stages. Mr. Blomgren spoke relating to having had a dance student who made a recovery after taking dance lessons.

**B. Presentation, review and Council input on the preliminary plans for the new Town Hall Building, located at 12938 East Main Street, as included in the Council packet materials. Staff and Claire Clark, Arizona Natural Design, PLLC, will be presenting and discussing the preliminary plans. (Staff CC)**

Claire Clark, Arizona Natural Design, PLLC, stated that the goal for tonight's discussion is to see if the preliminary plans on track with what Council wants. Ms. Clark provided a detailed overview of the preliminary plans. For the Site Plan, Ms. Clark discussed the two entrances and traffic flow; the location of the main entrance, the Court entrance, and the Courtroom/Council Chambers ("Chambers") entrance, which opens facing Main Street; parking; landscaping; and, the location of, and parking for, the Sheriff's Office. For the first-floor Floorplan, Ms. Clark detailed the layout and location of the lobby area, offices, restrooms, conference rooms, storage areas, and the copy and breakroom; the Court; the Chambers, which accommodates 45 seats; and, the Sheriff's Office. For the second-floor Floorplan, Ms. Clark noted that she encouraged staff to include a second floor for heating, ventilation, and air conditioning ("HVAC"), Information Technology and storage. The Administration and Court areas are separated by a firewall to allow for a second floor without requiring fire sprinklers; a portion of the second floor will not be used to keep below the sprinkler requirement. Ms. Clark also discussed which direction each elevation faces and the façade giving a 1900's look to the building.

Vice Mayor Lance asked about having space left over to build a separate Sheriff's Office; Mr. Hanks responded that when Council discussed a potential standalone Sheriff's Office, it was in relation to the Town purchasing the vacant lot next to the current lot. Mr. Hanks stated that the drawings show what can fit on the lot. Vice Mayor Lance spoke relating to the safety of Town employees when the Sheriff's Office is part of the same building.

Councilmember Brooks asked about the existing sidewalk not being on the plans and noted a previous CAARF she had submitted relating to angled parking along Main Street. Ms. Clark responded that the sidewalk can be added to the plans. Councilmember Brooks asked about including a dumbwaiter to move boxes of documents up and down stairs; Ms. Clark responded that a dumbwaiter is viable and is not a huge ticket item.

Councilmember McBrady spoke relating to there being no direct way to get into the Executive Session room from the Council Chambers; putting a door behind the Chambers or adding a wall and hallway near the shared wall with the Sheriff's Office, so that Council can go directly to the Executive Session room; and, previous concerns from the Judge about keeping the Court secure and locked when they are not there.

Councilmember Collins spoke relating to making sure that office and Court staff reviewed the floorplan; and that the lot was donated to the Town by the Neil Peters estate and having a plaque making mention of the donation.

Vice Mayor Lance asked about the video recording equipment and projector for the Council Chambers; Mr. Hanks responded that staff is looking at a projection screen on the wall behind Council and potentially having screens in front of Council. The voting equipment will not need extra room; it will be overlaid on the projection screen.

Councilmember Brooks spoke relating to switching the Building Official and Public Works offices with the Executive Session conference room and adding a door behind the dais for access. Mr. Hanks responded that staff will work with Ms. Clark on the best option.

Councilmember McBrady reminded staff that a flagpole is needed. Councilmember Brooks responded that she listed it when discussing the budget; if not included in the building, it will be added once the building is complete.

Kay Bigelow, Town Attorney, spoke relating to working in things that are required due to COVID-19 as they may be required in the future; and, thinking about security measures, such as needing metal detectors.

Leigh Cluff spoke relating to understanding that the Court meeting room is for an attorney to meet with their client rather than storage; Mr. Hanks confirmed that the Court requested a room for opposing attorneys to meet and that there will not be important papers there; they will be secured in the Court offices; that it is ok to walk through; and, that staff will look into Councilmember Brooks' suggestion to flip the layout of the rooms.

Councilmember Collins spoke relating to the Town Code allowing weapons in Town Hall; Ms. Bigelow responded that a metal detector would let people know that someone has a weapon, and that while she hopes the Town never needs a regular metal detector station, it should plan now.

Councilmember Brooks spoke relating to a previous presentation from Judge Suits regarding security grants; Mr. Hanks confirmed that the Court is looking for additional security funds as the building is built.

Vice Mayor Lance asked if staff has checked with the Court and Sheriff's Office; Mr. Hanks confirmed that both have reviewed the plans and liked the setup; the only requested change is shown on the plans, where there is a door between the Chambers and the Sheriff's Office.

Councilmember Wendt asked the cost. Mayor Nolan responded that he has comments on it. Ms. Clark responded that a rule of thumb is \$225 - \$250 per square foot; the step after preliminary design is to talk to metal building companies, who will help with the cost per square foot; and, a viable plan is required to determine cost. Councilmember Wendt spoke relating to the floorplan being ambitious; affordability; looking at a smaller design; having understood that there will be space to grow and have the Sheriff's Office in a separate building; and, potential security issues.

Vice Mayor Lance asked if the Town had a tentative budget; Mr. Hanks responded that a dollar amount was never stated, though the hope was to stay under \$1 million for the building. The cost went over with façade and site improvements and may be closer to \$1.5 million.

Councilmember Collins spoke relating to the Town needing space for starting programs such as the United States Department of Agriculture ("USDA") grants and this being an investment to try to get growth coming in.

Councilmember Brooks asked if the \$250 per square foot cost is for both the first and second floor, or just the first floor. Ms. Clark responded that the \$225-\$250 is for the building's total footprint, 4,875 square feet, rather than each level separately.

Mayor Nolan spoke relating to adding the existing sidewalks and an eight-foot block wall between property lines to the Site Plan; on the first floor Floorplan, moving the Planner to the Building and Public Works area, the Executive Session conference room being too narrow, and the Court Clerk's room being too small. Mr. Hanks responded that the Court Clerk's room is 30% larger than the current room; Mayor Nolan and Mr. Hanks discussed it further. Mayor Nolan spoke relating to the Sheriff's Office holding prisoners and being locked, and asked what will happen if there is a fire and the Sheriff is out on a call. Ms. Bigelow stated that the Sheriff does not leave the prisoner alone, even if there were an emergency; and, that this is for prisoners being brought for a Court appearance, with someone from the jail accompanying them, rather than the Deputy on duty. Vice Mayor Lance spoke relating to the Sheriff's Office taking prisoners to Camp Verde, not to the holding cell; Ms. Bigelow spoke further relating to someone from County Corrections bringing the person over and staying with them, rather than it being a holding place for someone who has been arrested. Ms. Bigelow noted that the Town should make sure that the Sheriff's Office is not using it that way as there is a liability with keeping someone locked in there.

Mayor Nolan spoke relating to expected building costs, including: second floor space and façade not included in the price; and, he estimated the cost, including asphalt and AB, landscaping, sidewalk, curbing, building, septic, and driveways at \$1,453,000. Mayor Nolan moved that the architect give an estimated cost of the building with the façade and everything involved so that Council has an idea of what this will cost. Mr. Hanks clarified that, as this is a Study Session, Council can't vote. Mr. Hanks stated that adjustments will be made to the preliminary plans based on tonight's meeting; it will be brought back to Council for approval.

Mayor Nolan spoke relating to \$1 million from the USDA not being enough; his cost estimate not including the interior, such as desks; and, the floorplan not allowing room for future staffing needs. Mayor Nolan and Mr. Hanks discussed workspaces being combined, and options such as converting the smaller conference room into an office. Mayor Nolan also spoke relating to needing a fire suppression system in the building for records.

Vice Mayor Lance asked why an eight-foot wall is needed; Mayor Nolan responded that it is needed between property lines to not interfere with the neighbor, to help if a prisoner escapes, and to keep people from going onto the residence. Vice Mayor Lance spoke relating to the wall going halfway down and not keeping anybody out. Vice Mayor Lance asked why the Planner and Inspector need to be in the same vicinity; Mr. Hanks responded that it is not necessary and that some communities have them in separate buildings. In response to Vice Mayor Lance, Mr. Hanks confirmed that the new building will have 30% more space for the Court Clerk and that the building was planned so that each room can be rearranged and have extra desks.

Councilmember Collins clarified that Mr. Hanks will be meeting with the Court and Sheriff soon to review and comment on the plans; Mr. Hanks responded that both have already seen it, and only asked to add a door between the Sheriff's Office and Chambers.

Leigh Cluff spoke and asked who will be in the Court Clerk's room; Mr. Hanks responded that it will be Therese Christopher and that she has seen the plans. Ms. Cluff spoke relating to previous talks about buying the adjacent property for the Sheriff's Office; Mr. Hanks confirmed that the Sheriff could move and the space be reconfigured for Town use. Ms. Cluff asked where the eight-foot wall is around the Sheriff's Office currently and spoke relating to it not being important currently, and not wanting Town Hall to look like a prison.

Sharla Mortimer spoke and asked about larger workrooms with dividers to break into different workspaces, rather than individual offices. Mr. Hanks responded that it could be looked at if the Town outgrows it.

In response to Vice Mayor Lance, Ms. Clark stated that the façade will be above the per square foot cost and that she will need to speak with contractors to get real numbers once the preliminary plans are approved. Vice Mayor Lance spoke relating to not needing the tables and chairs in the Town Clerk and Town Manager offices; putting two desks in one office; and, of concerns that the per square foot cost does not include the façade. In response to Vice Mayor Lance, Mr. Hanks stated that once there is agreement on the plans, Ms. Clark will be able to get hard numbers on actual costs to bring back to Council.

Ms. Mortimer spoke relating to appreciating the efforts and being excited to see the next step.

In response to Vice Mayor Lance, Mr. Hanks stated that staff will try to have it ready to come back next week; if not, it will be the first meeting in September.

Councilmember Brooks spoke relating to appreciating Ms. Clark's efforts; the property owner where Mayor Nolan proposed the block wall already having a chain link fence; and, not knowing that an eight-foot wall is necessary.

Nancy Wright spoke relating to temporary walls instead of permanent walls as a cost savings measure and, when bringing it back, having a cost comparison for temporary versus permanent walls. Vice Mayor Lance responded that the current Town Hall walls are very thin and don't allow privacy. Ms. Wright spoke relating to having worked for many years and always having partitions. Vice Mayor Lance requested that prices be included on those. Ms. Wright clarified that she did not mean the Town Manager, Town Clerk, or Town Accountant offices, but the others.

**C. Staff introduction of, and Council discussion on, proposed changes to the Fee Schedule in Title XV, Chapter 153, Dewey-Humboldt Code of Ordinances, relating to Lot Splits, Lot Combinations, and Lot Line Adjustments (Staff CC)**

Mr. Hanks stated that a resident brought to staff's attention that the Town has been charging the same fee for lot splits, lot combinations and lot line adjustments; the process is all the same, however, the fee schedule only specifies lot splits. Staff is proposing that the fee stay the same, but to take to the Planning and Zoning Advisory Commission ("P&Z") and Council a verbiage change to add lot combinations on its own line. Staff is presenting it tonight so that Council is aware of it.

Mayor Nolan spoke relating to sending it back to P&Z to discuss and come back with a recommendation.

Nancy Wright spoke relating to having found out that her lots had not been combined; staff requiring her to have the property surveyed and pay \$500; not finding in the fee study where the Town charges for lot combinations; and, that the registered surveyor that she spoke with was surprised that a survey is required to combine lots. She spoke relating to the property having been surveyed in 1917 and asked why she needs a new survey as she is combining lots that were already surveyed. She spoke relating to a past Council not requiring a fee from the Chaparral Heights subdivision combining lots; Council having waived fees when there was a problem with different sized lots in Prescott Dells; and, the staff report saying it takes two hours and \$500 being excessive. She spoke relating to Council having cut most fees in half and eliminating a lot of fees when the fee study was presented; the Town only looking up the property online and signing off before she takes it to Yavapai County; and, the requirements of A.R.S. § 9-499.15 before a new fee is approved or disapproved. She also spoke relating

to not making it more costly to combine lots since, as Arizona’s Country Town, the vision is to maintain the rural character and combining lots helping to maintain it being rural.

Councilmember Collins asked if a reference in the fee study to a citizen-initiated text amendment relates to the initiative process. Ms. Bigelow stated that the citizen-initiated text amendment is when a citizen or developer wants to do something where a Zoning Ordinance text amendment would be required; instead of staff or Council asking for the amendment, it’s somebody else asking for it. Councilmember Collins and Ms. Bigelow discussed it further, including examples. Mr. Hanks noted that the conversation is veering into open meeting law issues.

Mayor Nolan spoke relating to sending this to P&Z. Vice Mayor Lance asked if there is a P&Z meeting scheduled or if they have been canceled due to COVID-19; Mr. Hanks stated that it may be possible to do a Zoom meeting.

Ms. Wright spoke relating to the fee study page being included in the meeting packet only to show the lot split and that the rest is not on the agenda; and, before it goes to P&Z, it has to be on the website before a decision is made. Ms. Bigelow confirmed that it will be done before it becomes law.

Councilmember Brooks spoke relating to this needing public input; having previously passed a motion that there would not be controversial items while meetings are held virtually; and, that this could be controversial.

**D. Discussion on creating a Dewey-Humboldt Code of Ordinances provision to require first and second read/adoption of ordinances and resolutions, making conforming changes to the Code, and of modifying Town Council Policy PG TC20-04 accordingly (CAARF – Councilmember Collins)**

Councilmember Collins introduced the item as follows: this being due to the present situation and needing transparency; this being done in 2010 as a practice rather than a policy; it helping to enable more public participation as people are having trouble following what is going on; and, it being a way to get information out to get more participation.

Mayor Nolan spoke relating to this being controversial and that it should be put off. Mayor Nolan and Councilmember Collins discussed transparency and people being able to watch meetings.

**5. Adjourn** The meeting adjourned at 8:43 p.m.

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

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

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Study Session of the Town Council of the Town of Dewey-Humboldt, Arizona, held on the 11th day of August, 2020. I further certify the meeting was duly called and held and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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

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## CONSENT AGENDA ITEM OVERVIEW

Regular Council Meeting Date: **September 15, 2020**

Consent Agenda Item: **6.B.**

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

**Subject:**

**Consent Agenda Adoption** of Ordinance No. 20-154, amending the Dewey-Humboldt Code of Ordinances, Title III Administration, Chapter 30, Town Council and Officials, by amending § 30.105(D), Council Agenda, Order of Business, to change Invocation to 30-Second Moment of Silence.

**Background:**

At the September 1, 2020 Regular Meeting, Council reviewed the subject of Invocation at Regular Council Meetings and directed staff to change Invocation to a Moment of Silence. In order to effectuate this change, staff has prepared the attached ordinance amending the Dewey-Humboldt Code of Ordinances.

**Financial Impact:**

Standard costs for any ordinance include:

- Publication costs to publish the ordinance after adoption;
- Printing costs for posting the ordinance after adoption; and,
- Costs for the third-party codifier to codify the changes into the Town Code

**Direction Requested:**

Staff is seeking Council adoption of Ordinance No. 20-154.

**Suggested Motion:**

**For:** I move to adopt Ordinance No. 20-154.

**Against:** No motion is necessary.

**Attachments:**

Ordinance No. 20-154

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

**ORDINANCE NO. 20-154**

**AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, COUNTY OF YAVAPAI, ARIZONA, AMENDING THE TOWN OF DEWEY-HUMBOLDT, ARIZONA CODE OF ORDINANCES, TITLE III ADMINISTRATION, CHAPTER 30 TOWN COUNCIL AND OFFICIALS, BY AMENDING § 30.105(D), COUNCIL AGENDA, ORDER OF BUSINESS**

Be it ordained by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, as follows:

**SECTION I**

The Town of Dewey-Humboldt, Arizona Code of Ordinances, Title III Administration, Chapter 30 Town Council and Officials, is hereby amended by amending Section 30.105(D) as follows (additions in underlined ALL CAPS; deletions in ~~strikeout~~):

**§ 30.105 COUNCIL AGENDA.**

\*\*\*

(D) Order of agenda.

(1) Regular Council Meeting Agendas shall begin with the following items:

- (a) Call to order;
- (b) Roll call;
- (c) Pledge of Allegiance;
- (d) ~~Invocation~~ 30-SECOND MOMENT OF SILENCE;
- (e) Announcements regarding town current events; guests; appointments; and

proclamations;

(2) The following agenda items shall be appropriately placed on Regular Council Meeting Agendas, based on content, by the Town Manager or Town Clerk.

- (a) Public comment on non-agendized items;
- (b) Public hearing;
- (c) Consent agenda;
- (d) Reports; Town Manager's report;
- (e) General business;
- (f) Consideration of additional Special Session(s); and
- (g) Adjournment.

(3) When Council holds a Study Session or Special Council meeting, the following agenda items shall be appropriately placed on the agenda by the Town Manager or Town Clerk based on content:

- (a) Call to order;
- (b) Roll call;

- (c) Public comment on non-agendized items;
- (d) Discussion only items;
- (e) Action items (Special Meetings only); and
- (f) Adjournment.

\*\*\*

**PASSED AND ADOPTED** by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by the following vote:

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSENT: \_\_\_\_\_ EXCUSED: \_\_\_\_\_

ABSTAINED: \_\_\_\_\_

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

ATTEST:

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

\_\_\_\_\_  
Terry Nolan, Mayor  
APPROVED AS TO FORM:

\_\_\_\_\_  
Bigelow Law Offices, PLC  
Town Attorney  
By: Kay Bigelow

I, TIMOTHY A. MATTIX, TOWN CLERK, DO HEREBY CERTIFY THAT A TRUE AND CORRECT COPY OF THE ORDINANCE NO. 20-154 ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, ARIZONA, ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020, WAS POSTED IN THREE PLACES ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.

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

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## COUNCIL COMMUNICATION

Regular Council Meeting Date: **September 15, 2020**

Agenda Item: **8.A.**

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

**Subject:**

Review of information and discussion with Jeff Schalau, University of Arizona Cooperative Extension, relating to the recommended number of animals per acre/amount of area required for different species of animals, and on the Allowed Animal Chart in Dewey-Humboldt Code of Ordinances § 153.066(F), and possible direction to staff.

**Background:**

At the August 18, 2020, Town Council Meeting, Council directed staff to contact Jeff Schalau, University of Arizona Cooperative Extension, to invite Mr. Schalau to a Town Council Meeting to discuss the amount of area required for various species of animals. This is relating to a review of the Town's Allowed Animal Chart, which is found in the Town Code, § 153.066(F).

Mr. Schalau has also provided written information for Council's consideration, as seen in the attachments. Mr. Schalau has confirmed his availability to speak with Council on the subject at tonight's meeting.

**Financial Impact:**

There are no costs associated with tonight's discussion.

**Direction Requested:**

Council's pleasure.

**Suggested Motion:**

Council's pleasure.

**Attachments:**

Email from Mr. Schalau with information on the recommended number of birds/chickens per acre; Attachment entitled "Animal Units"; Existing Allowed Animal Chart (Town Code § 153.066(F)); CAARF from August 18 Regular Meeting

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

Hi Tim,

Sorry for the delay – you know, I don't think I'll have a lot to add. I'm not an animal scientist and usually been involved in these issues related to 4-H projects. I am still happy to attend.

I think your current table below looks good and it is aligned closely with Yavapai County guidelines. You might want to increase the numbers of small animals and poultry up to 20-25/acre. If you do this, then enforcement may get more difficult if the owner does not actively manage flies. You might also want to consider setbacks to provide neighbors with a buffer.

I did some research on animal units (see attached) – this data is primarily for grazing management. You will see that various places recommend between 50-100 birds/acre. I also found a table of Arizona cities that allow chickens and the numbers (see below).

### **Cities in Arizona that Allow the Keeping of Chickens**

- Apache Junction – no maximum number, roosters allowed.
- Chandler – no maximum number, roosters allowed.
- Chino Valley – maximum 4 hens.
- Gilbert – no maximum number, roosters allowed.
- Glendale – no limit on numbers.
- Mesa – 10 birds per half acre up to 2.5 acres, no limit on larger plots, roosters allowed.
- Paradise Valley – maximum 20 hens.
- Peoria – no limit on numbers, roosters allowed.
- Phoenix – maximum 20 hens.
- Prescott – no maximum number.
- Scottsdale – no limit on numbers.
- Show Low – one hen per 2000 sq ft.
- Surprise – maximum 25 hens.
- Tempe – 5 hens in residential areas, no limit on numbers (and roosters allowed) in agricultural zones.
- Tucson – maximum 24 birds.

Regards, Jeff Schalaus

County Director/Agent Agriculture & Natural Resources, Yavapai County  
University of Arizona Cooperative Extension  
840 Rodeo Dr, Bldg C  
Prescott, AZ 86305  
Phone: 928-445-6590 ext. 224  
Fax: 928-445-6593  
<https://extension.arizona.edu/yavapai>  
<https://cals.arizona.edu/yavapai/anr/hort/byg/>

**Animal Units**

Species	Iowa St. Univ.	Univ. of Ill.	Univ. of Maryland	Texas A & M Utah State Univ.	Univ. of Cal.
Steer	1.0	1.0	1.0	1.0	1.0
Cow/Calf	1.0	1.0	1.0	na	1.0
Mature Milk Cow	1.4	1.4	1.3	na	na
Horse	2.0	2.0	1.0	1.3	1.25
Pony	na	na	na	na	na
Sheep	0.1	0.1	0.2	0.18	0.2
Goat	na	0.1	0.09	0.19	0.17
Swine	0.4	0.4	0.13	na	na
Alpaca	na	na	0.1	na	na
Llama	na	na	0.3	na	na
Ostrich	na	na	0.3	na	na
Emu	na	na	0.13	na	na
Rabbit	na	na	na	na	na
Turkey	0.02	0.02	0.02	na	na
Chicken	0.01	0.01	0.004	na	na
Goose	na	na	0.01	na	na
Duck	na	0.01	0.007	na	na

**References**

	URL
Iowa State Univ.	<a href="http://extension.agron.iastate.edu/tools/animalunits.aspx">http://extension.agron.iastate.edu/tools/animalunits.aspx</a>
Univ. of Illinois	<a href="https://web.extension.illinois.edu/ezregs/ezregs.cfm?section=viewregs_byq&amp;QuestionID=196&amp;searchTerm=&amp;ProfileID=1">https://web.extension.illinois.edu/ezregs/ezregs.cfm?section=viewregs_byq&amp;QuestionID=196&amp;searchTerm=&amp;ProfileID=1</a>
Univ. of Maryland	<a href="https://extension.umd.edu/sites/extension.umd.edu/files/_docs/animal_units.pdf">https://extension.umd.edu/sites/extension.umd.edu/files/_docs/animal_units.pdf</a>
Texas A & M	<a href="https://agriflife.org/agnewsandviews/files/2018/06/Exotics-wildlife-livestock-AU-chart1.pdf">https://agriflife.org/agnewsandviews/files/2018/06/Exotics-wildlife-livestock-AU-chart1.pdf</a>
Utah State Univ.	<a href="https://extension.usu.edu/rangelands/ou-files/Determine_Stocking_rate.pdf">https://extension.usu.edu/rangelands/ou-files/Determine_Stocking_rate.pdf</a>
Univ. of California	<a href="https://ucanr.edu/sites/UCCE_LR/files/180581.pdf">https://ucanr.edu/sites/UCCE_LR/files/180581.pdf</a>

<b><i>Allowed Animal Chart</i></b>	
<b><i>Type</i></b>	<b><i>Animals Allowed</i></b>
Category A - Dairy cow, bison, steer/heifer, horse or other similar size/weight	2 per acre*
Category B - Ostrich, miniature horse, llama, alpaca, sheep, goat, emu or other of similar size/weight	5 per acre*
Category C - Turkeys, peacocks, geese, pheasants, ducks, pigeons, chinchillas, rabbits, chickens or other similar size/weight toward the total. After one year of age, animal offspring count as adult animals	8 per acre*
*And proportionately greater for larger properties	



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

**RECEIVED**

AUG 05 2020

Dewey-Humboldt

**COUNCIL AGENDA ACTION REQUEST FORM**

Meeting Type:  Regular       Special       Work Session

Meeting Date: August 11, 2020 or August 18, 2020

Date of Request: August 5, 2020

Requesting:  Action       Discussion or Report Only *now*

Type of Action:  Routine/Consent Agenda       Regular

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

PLEASE INVITE JEFF SCHALLAU, UNIVERSITY OF AZ  
TO PRESENT EXPERT INFORMATION ON AREA REQUIRED  
 Purpose and Background Information (Detail of requested action). FOR EACH  
SPECIES OF ANIMALS. LIST ON FOLLOWING PAGE

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

Budgeted Amount: 0

List All Attachments: LIST OF ANIMALS

Type of Presentation: ORAL

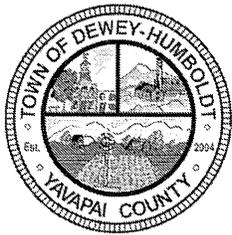
Special Equipment needed:  Laptop     Remote Microphone  
 Overhead Projector     Other: \_\_\_\_\_

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.**

AREA OR SQUARE FOOTAGE NEEDED TO HAVE FOR THE FOLLOWING LIST OF ANIMALS, FOR EACH SPECIES AND BUYING ALL FOOD THEY WILL EAT.

1. PIGEON
2. CHICKEN
  - A. BANTAM
  - B. STANDARD
  - C. GIANT
3. DUCK
  - A. FLYING DUCKS
  - B. NON FLYING DUCKS
4. GEESE
5. TURKEYS
6. PEACOCKS
7. GUINEAS
8. EMUS
9. RABBITS
  - A. DWARF
  - B. STANDARD
  - C. MINI
  - D. GIANT
10. SHEEP
11. GOATS
12. LLAMAS
13. ALPACAS
14. PIGS
15. CATTLE
16. PONIES
  - A. MINATURE
  - B. SHETLANDS
17. HORSES



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SEP - 3 2020  
Dewey-Humboldt

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type:  Regular  Special  Work Session

Meeting Date: When available

Date of Request: SEPT 3 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): Discuss town policy to use newsletter for outreach about future to WNV issues

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

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

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

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

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

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

Contact Person: LYNNE COLLINS

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