

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

Tuesday, January 3, 2017, 6:30 P.M.

**COUNCIL REGULAR MEETING
2735 S. HWY 69**

**COUNCIL CHAMBERS, TOWN HALL
DEWEY-HUMBOLDT, ARIZONA**

AGENDA

The issues that come before the Town Council are often challenging and potentially divisive. In order to make sure we benefit from the diverse views to be presented, the Council believes that the meeting be a safe place for people to speak. With this in mind, the Council 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 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. The Council meeting may be 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. Opening Ceremonies.

2.1. Pledge of Allegiance.

2.2. Invocation.

3. Roll Call. Town Council Members Jack Hamilton, John Hughes, Amy Timmons, Doug Treadway, Victoria Wendt; Vice Mayor Mark McBrady; and Mayor Terry Nolan.

4. Announcements Regarding 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.

5. Town Manager's Report. Update on Current Events. No legal actions can be taken. Council may ask town staff to review an operational matter at this time, or may ask that a matter be put on a future agenda for actions or further discussion. Possible matters and projects are related to Town general administration, Finance, Public Works, Community Development.

Page 3
5.1. Public Works Department Report – half year (July to December 2016) budgeted projects update, routine projects per maintenance plans.

5.2. Council Retreat arrangement follow-up.

6. Consent Agenda.

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6.1. Minutes. Minutes from the December 13, 2016 Work Session.

7. Comments from the Public (on non-agendized items only). 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. At the conclusion of Comments from the Public, Council members 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, Council members are forbidden by law from discussing or taking legal action on matters raised during the Comments from the Public unless the matters are properly noticed for discussion and legal action. A 3 minute per speaker limit may be imposed. The audience is asked to please be courteous and silent while others are speaking.

8. Discussion Agenda – Unfinished Business. Discussion and Possible Action on any issue which was not concluded, was postponed, or was tabled during a prior meeting.

8.1. Executive session pursuant to A.R.S. § 38-431.03(A)(4) for discussion or consultation with the Town Attorney in order to consider its position and instruct the Town Attorney regarding the Town's position in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation in the matter of Keenan v. Town of Dewey-Humboldt.

8.1.1. Recess into and hold the Executive Session.

8.1.2. Reconvene into Open Session.

9. Discussion Agenda – New Business. Discussion and Possible Action on matters not previously presented to the Council.

9.1. [Request of] Presentation by Mr. Stuart McLean of the Humboldt Water District [CARRF requested by CM Wendt]

10. Public Hearing Agenda.

THIS CONCLUDES THE LEGAL ACTION PORTION OF THE AGENDA.

11. Adjourn.

For Your Information:

Next Town Council Meeting: Tuesday, January 17, 2017, at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, January 5, 2017, at 6:00 p.m.

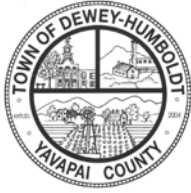
Next Town Council Work Session: Tuesday, January 10, 2017, at 2:00 p.m.

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

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 _____, 2017, at ____ 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.

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



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

TOWN COUNCIL REGULAR MEETING

January 3, 2017, 6:30 p.m. Town Council Meeting Chambers

Agenda Item # 5.1. Public Works activity report (July 2016 to December 2016)

To: Town Manager, Mayor and Town Council Members

From: Ed Hanks, Public Works Director

Date submitted: December 28, 2016

Summary:

- **Annual Contract Work** – Projects and roads are completed following the multi-year maintenance plan as a guide line.
 - Pavement Preservation – Fog Coating Maintenance Fall work completed 6.20 Miles.
 - Chipseal project – Spring work - Approximately 6.50 Miles will be Chipsealed in late spring 2017.
- **Annual On-Call Contractor Work** – Completed based on the 5 Year Maintenance Plan for dirt road.
 - Fall Dirt Road Grading – Approximately 8.5 Miles of Road graded of this 1.75 Miles were dreading at a Level 2+3. Completed in the fall of 2016.
 - Spring Dirt Road Grading – Approximately 8.50 Miles of Dirt Roads will be graded at a level 1 in late spring of 2017.
 - Hot Patch Repair – Approximately 50% of the budgeted/anticipated work has been completed. Balance will be completed in the spring.
- **2016/2017 One-Time Budgeted Projects** –
 - Additional Fog Coating - Kachina, Pony, Newtown-Henderson, Foothill Road, East Bradshaw Road, Little Green Valley Road, Lazy River Road, Prescott Street and Main Street. This was completed at the time of the Annual Pavement Preservation Project in September/October 2016.
 - Town Funds for the balance of the CDBG project – This allowed us to complete the full scope of work on last year’s CDBG projects Huron Street Side Walk and Blue Hills Farm #3 drainage and road improvements – Completed October 2016.
 - Expedite Hot Patch Repairs on Old Black Canyon Highway – Approximately 50% completed balance will be completed in spring of 2017.
 - Relocation of Cattle guard at Colina Street and Highway 69, and upgrade Parker Hill subdivision Roads with level 3 maintenance in accordance with the Multi-Year Dirt Road Maintenance Plan – Currently working with ADOT on cattle guard move.

- **Flood Control Funded Work –**

- Old Black Canyon Highway Bridge Scouring Repairs – Graded and lined the flow line of the water under the bridge with grouted rock to prevent erosion and undermining of the footers/Main support of the bridge. Placed Rip-Rap in needed areas for erosion control. Completed Fall 2016.
- Realign the ditches on Kathy Lane – Widened and built shoulders along road edge, moved ditches and water flow away from road. Added rip-rap where needed for erosion control.
- Kachina Road ditch repairs – Cleaned and repaired ditches after last monsoon season.

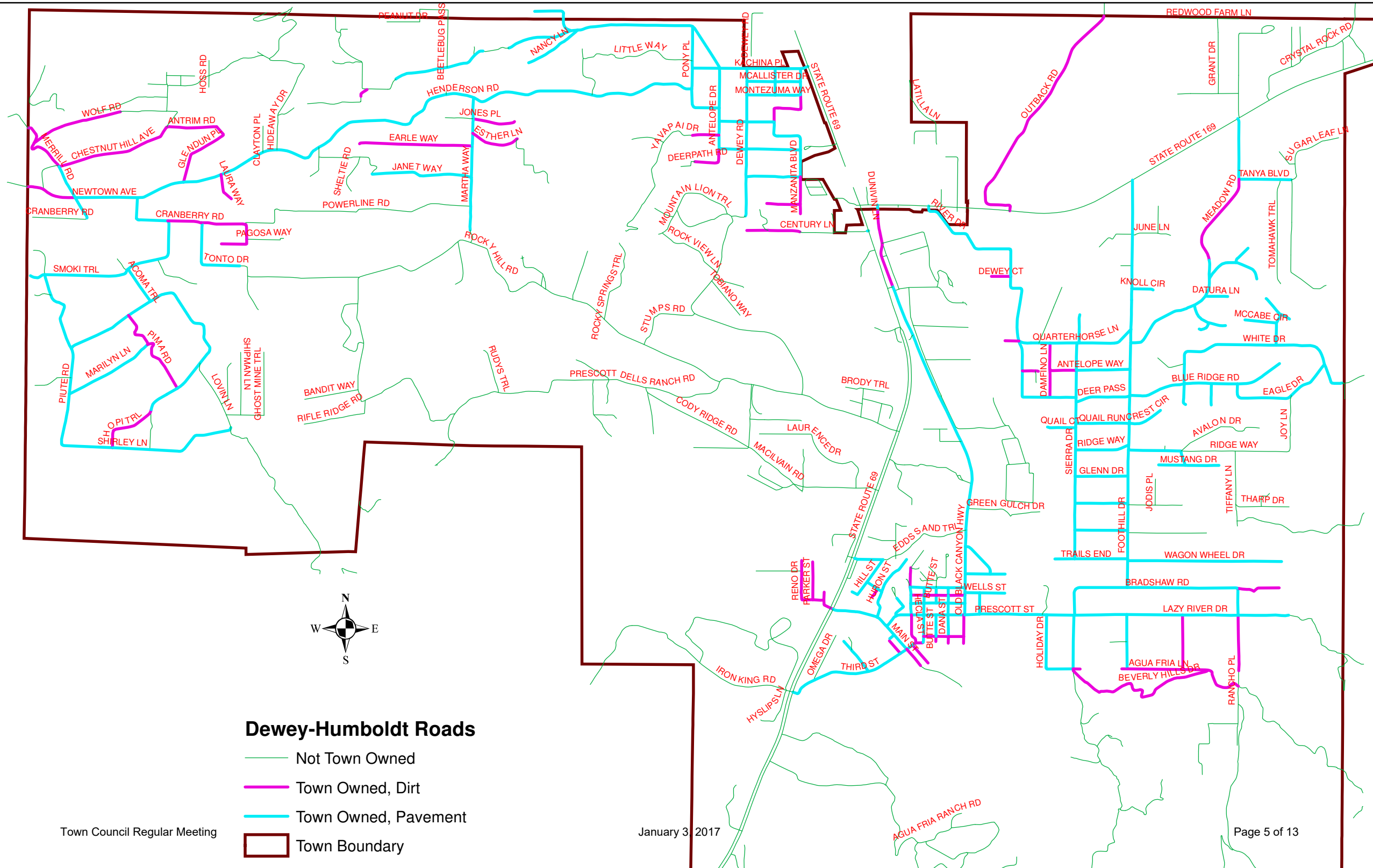
The above work was completed by the on call contractor in the fall of 2016.

Approximately 1/3 of budgeted amount remains.

- **CDBG Projects –** Huron Street Sidewalk and Blue Hills Farm #3 completed in October 2016.

- **In House Work/Responsibilities – (Field Staff)**

- Paved Road and Right of Way maintenance – Cold Patch Repairs, weed and brush abatement, ditch and culvert maintenance, erosion control and repairs where needed, sign replacement/repairs when needed, any and all maintenance that is needed whether in house or on call contractor work are completed or overseen by in-house staff.
- Dirt Road Maintenance – Ditch maintenance and repairs as needed, grading and repairs on roads in between scheduled grading as needed.
- Park Maintenance and repairs.
- Office and library maintenance as needed.
- Removal of all dead animals on Town Roads.



Dewey-Humboldt Roads

- Not Town Owned
- Town Owned, Dirt
- Town Owned, Pavement
- Town Boundary

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**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
STUDY SESSION MINUTES
DECEMBER 13, 2016, 2:00 P.M.**

A STUDY SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, DECEMBER 13, 2016, AT TOWN HALL AT 2735 S. STATE ROUTE 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.

1. **Call To Order.** The meeting was called to order at 2:00 p.m.
2. **Roll Call.** Town Council Members Jack Hamilton, Mark McBrady, Victoria Wendt; Vice Mayor Doug Treadway; and Mayor Terry Nolan were present. (Council Member John Hughes arrived late at 2:17 p.m. and Council Member Amy Timmons arrived late at 2:22 p.m.)
3. **Study Session.** No legal action to be taken.

3.1. Presentation by APS of their Focused Future program that they have facilitated for many AZ communities. [Approved by Council at November 1, 2016 Council Meeting]

Town Manager™ Kimball reported that APS was not ready to present at this session.

3.2. Report on Audit of the Fiscal Year 2015-2016 Financial Statements. [presented by Marilyn Mays, Partner of Henry & Horn LLP]

TM Kimball introduced Marilyn Mays, Partner of Henry & Horn LLP.

Ms. Mays gave an overview of the 2015-2016 Financial Statement audit. Ms. Mays requested any questions to be asked when going over the material rather than wait till the end of the overview. Ms. Mays explained that general auditing standards and federal government auditing standards were followed. On Page 5 is Management's Discussion and Analysis, written by Management, which is a summary composed by the Town Manager and Financial Director.

TM Kimball explained that it is a form letter with numbers generated by the finance process.

Ms. Mays directed Council to Page 13 pointing out there are two types of financial statements, a modified accrual (cash basis/fund based) and government-wide type of statement which is a full accrual. Full accruals have long-term assets and liabilities.

Councilmember Hamilton asked how the value of roads is determined.

Ms. Mays explained it is by appraisal or by the value placed by developer compared to other cities and towns.

Councilmember Wendt asked if HURF is all maintenance.

Ms. Mays explained it doesn't have to be, but is what Dewey-Humboldt uses it for.

Ms. Mays quoted that as of 6/30/16 the Town has total assets of \$8.6 Million comprised of \$4 million cash/cash equivalents and the capital assets is the remainder, made up of land, right of way and other capital assets that are depreciated. There are no long-term liabilities or debt, summed at \$167,000 leaving the net worth at \$8.4 million. Ms. Mays went over the audit page by page with the Council.

There were Council questions and discussion regarding road depreciation; HURF fund purpose and how the Town uses it; bonds and interest; projected budgets vs. actual budget; journal entry issues found at the year end and prevention methods for the current year.

Councilmember Hughes arrived to the meeting at 2:17 p.m.

Councilmember Timmons arrived to the meeting at 2:22 p.m.

Ms. Mays summarized by noting that the numbers in the report are correct; the Town is not operating in deficit, which is good; the General Fund expenditures for the year were \$1.5 million with \$3.8 million remaining in the bank and some fund balance which provides financial stability.

There was Council discussion regarding expenses and income matching more closely and different Councils having different philosophies on income and expenditures.

TM Kimball referred to Council's policy regarding fund balance. Principles of Sound Management guides the budget process.

Ms. Mays spoke of expenditure limitations with some cities and towns adopting a home rule to change the limit.

TM Kimball explained the policy that was set for fund balance but noted that there will typically be more money coming in, than money spent. The Town is frugal per Town Council guidance. The road money budgeted is always spent.

Town Council thanked Ms. Mays for her presentation.

3.3. Discussion of whether to hold a Council retreat and options of a retreat.

Mayor Nolan spoke of it having been three or four years since the last Town Council retreat.

There was Council discussion in support of a retreat as there are new Council members. The new Council members were in support of a Council retreat. There were ideas such as holding it at Town Hall and recording it on the Granicus system for the public to view or not recording it as the public are invited to attend; holding a two-day rather than one-day event; and ideas for meeting facilitators.

Council requested Town Manager (TM) Kimball to research and negotiate with facilitators, beginning with Lance Decker, and return to Council for authorization to proceed upon researching availability and fees.

Mayor Nolan, with Council consensus, moved Agenda Item 3.5 ahead of Item 3.4.

3.5. Town services and Department Core Function Overview.

Town Manager (TM) Kimball introduced this item and asked Judge Kelley to give an overview of the Court.

Judge Kelley spoke on the three branches of government, explaining that the Court is a separate branch of government and does not actually take direction from the Town Council. The citizens are actually in charge of the Court and the Court is dependent. The Town Court was organized in 2009, prior to that date there was an IGA with the Mayer Court. Judge Kelley was appointed by the Town Council as Magistrate Judge in November 2009 and her terms have been extended by either two or four-year increments.

Judge Kelley gave an overview of the core functions of the court and answered general questions from the Council. Judge Kelley offered to return to Council possible at their retreat and speak with them some more.

Councilmember Hamilton spoke on the previous fee study and recommended that it be studied and revised again, proposing this be done during the next budget talks.

TM Kimball spoke of the remaining Town departments beginning with the Town Manager position, which is a position appointed by the Council and operates with a contract, and may be terminated with or without cause. The Town Manager's primary responsibility is to implement Town Council's collective policies and directive. The Town Manager is generally the head of staff, which is in accordance with the D-H system, other than the Magistrate and Town Attorney.

TM Kimball spoke of the other departments including Community Development, which includes the Library, Building Safety consisting of the Building Inspector, Don Roberts; Planning & Zoning; Code Enforcement; and Community Outreach supervised by Steven Brown and supported by one other staff member; the Town Clerk which is Judy Morgan and one other staff member; Public Safety which includes the Sheriff, by way of an IGA agreement; Public Works which covers the roads supervised by Ed Hanks and two other employees; Finance which covers HR; Payroll, Budget, small Contracts; Finance and Accounting is supervised by Mickey Moore, who has been promoted to Town Accountant. TM Kimball noted that Town staff is a very small team made up of 12 employee members whose goals are to collectively to make the Town Council successful.

Councilmember Wendt noted that in her experience the less employees you have the easier the job is; the more employees you have the more difficult it is to get the job accomplished, summarizing that D-H has effective staff.

Councilmember Hamilton noted to the new Council Members that they do not relate directly with staff. If they have issues or questions, they should address the Town Manager, not the staff.

TM Kimball spoke to the "manager" form of government that is practiced at D-H.

There was further discussion regarding accessibility of staff and the proper procedures for communication and the value of having a small employee team.

TM Kimball introduced the Department Supervisors to the Town Council and covered staff credentials, as well.

TM Kimball explained that Department Supervisors will come before Council on a quarterly basis to present their reports. The process was also explained regarding contact with the Town Attorney.

3.4. To talk about Council rules and procedures. [CARRF by Mayor Nolan - December 5, 2016]

Mayor Nolan gave an overview of the some of the Town Committees and Boards, i.e. Planning and Zoning Commission; Open Space and Trails Committee; etc.

Councilmember Hamilton noted that Firewise is not a council function and is not subject to open meeting law guidelines.

Mayor Nolan spoke of reinstating the Board of Adjustment, the need to keep the political aspects out of this process, and the rules and regulations for the variance and appeal processes.

Vice Mayor Treadway left the table at 4:03 p.m. and returned to the meeting at 4:10 p.m.

Councilmember Timmons left the meeting at 4:17 p.m.

Mayor Nolan gave information regarding referendums and initiatives which come from the citizens; the process regarding privileged information and confidentiality; other sections of

Town Council Work Session Meeting Minutes, December 13, 2016
the code and information on the Town Meeting schedule, as well as the Council Agenda
Action Request Forms.

There was Council input and discussion shared regarding the meeting packet distribution
and the need to prepare for the meetings.

Mayor Nolan also spoke of the Code of Conduct noting that Council follows Robert's Rules
of Order and Open Meeting Law, stressing that Council Members need to know the codes
pertaining to Council.

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

4.4. Whether to hold additional special session(s) this month. This is an established
agenda item for Council's discussion on whether to add an additional special study session
and if so, to set the date.

Council consensus was to not hold any additional sessions this month.

Town Manager (TM) Kimball pointed out that the document that contains tentative agenda
items for future meetings.

There was Council discussion regarding the appointment of the Board of Adjustment, a
change in the current code before appointment; and the scheduling process for Board of
Adjustment meetings.

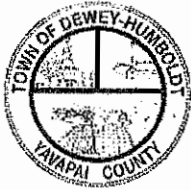
5. **Adjourn.** The meeting was adjourned at 4:03 p.m.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk

Reviewed 12/21/2016
mg



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

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: TBD Jan: 3, 2017

Date of Request: 12-21-2016

Type of Action: Routine/Consent Regular

Requesting: Action Report Only

Agenda Item Text (a brief description for placement on the agenda; please be exact):
Presentation by Mr. Stuart McLean of the Humboldt Water District

Purpose and Background Information (Detail of requested action).
To bring council up to date on state of affairs, future plans and updates to the Humboldt Water District

Staff Recommendation(s):

Budgeted Amount: -0-

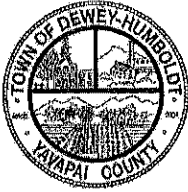
List All Attachments:

Type of Presentation: Verbal

Special Equipment needed: Laptop Remote Microphone
 Overhead Projector Other: NONE

Contact Person: CM Wendt

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



TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
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Town Council Presentation Request Form

Requests to make a formal Town Council presentation must be approved by the Town Council as a whole at a council meeting. The request form is used to accompany a council member's Council Agenda Request Form (CARF) which would sponsor the presentation request. The Form must be submitted at least four weeks to the sponsoring council member prior to the requested Town Council meeting date. The CARF will be discussed at a council meeting for the Council to determine whether to approve the presentation request. The Town Council meets every first and third Tuesday of the month at 6:30 p.m. for regular sessions. The Council also meets every second Tuesday of the month at 2:00 p.m. for study sessions. The Town Council attempts to limit the length of individual presentations to 30 minutes unless the Council votes to extend that time. If any special equipment is requested, please notify the Town Clerk no less than 72 hours before the Council meeting.

Nature and Description of Presentation (Please note that this form does not apply to commendation and /or proclamation presentations, and individuals who wish to speak at the Comments from the public item on an agenda):

Humboldt Water serves over 100 households in the Humboldt area of the Town of Dewey-Humboldt. I wanted to bring the Council and the public up to date with the general state of our services, such as water quality measures, infrastructure improvement, and potential partnership with the town to establish a bulk water wholesale location.

Please describe the number of participants, any audio or visual equipment that you will set up and utilize, and how long you will require to set up your equipment.

None

Individual, agency, and/or organization attending Town Council meeting:

Name: Stuart McLean, manager/owner of Humboldt Water Phone: 928-300-5764

Council Meeting Date Requested: to be determined by the council ; alternate date: _____

Requested by:

Name: CM Vickie Wendt Phone: 928-710-9244

Address: _____ Email: cm.wendt@dhaz.gov

If you have any questions about the application process, please contact the Town Clerk's Office at (928) 632-7362. Please return this form to the sponsoring council member, Dewey- Humboldt Town Hall, 2735 S. Highway 69, P.O. Box 69, Humboldt, AZ 86329, by fax to (928) 632-7365 or by email to the council member (Town Council contact information can be found at www.dhaz.gov/contacts).

For Town Clerk Office Use Only:

Date requested received <u>12/21/2016 (one)</u> Sponsoring Council Member <u>cm Wendt</u>
Approved by Council at _____ meeting (Mayor Initial _____)
Not Approved _____ Applicant Notified and Notes: _____