

**TOWN COUNCIL OF DEWEY-HUMBOLDT  
STUDY SESSION & SPECIAL MEETING NOTICE**

**Tuesday, May 1, 2018, 2:00 P.M.**

**STUDY SESSION & SPECIAL MEETING  
2735 S. HWY 69, SUITE 10**

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

**3. Study Session.** No legal action to be taken.

**A. Firewise Quarterly Report**

**B. Review of proposed updates of language in Town Code §30.105 Council Agenda; §30.107 Time of Adjournment; and §30.108 Agenda Packets**

**4. Special Meeting.** Legal action may be taken.

**A. Special Council-Initiated Projects for FY 2018/19 Budget**

**B. Discussion of possibility of getting Smelter on historic register (Mayor Nolan – CAARF)**

**C. Presentation from Garry Roger’s family regarding the donation of property to the Central Arizona Land Trust (CAARF – Mayor Nolan)**

**D. Consider holding a special meeting on May 29, 2018, at 6:30 p.m. for adoption of the tentative FY 2018/19 budget this month.**

**5. Adjourn.**

**For Your Information:**

Next Town Council Meeting: Tuesday, May 15, 2018 at 6:30 p.m.

Next Town Council Work Session: Tuesday, June 5, 2018 at 2:00 p.m.

Next Planning & Zoning Meeting: Thursday, May 3, 2018 at 6:00 p.m.

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.

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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 Julie Gibson, 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 26<sup>th</sup> day of April, 2018, 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.



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

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**TOWN COUNCIL STUDY SESSION & SPECIAL MEETING**

**May 1, 2018 – 2:00 p.m. Town Council Meeting Chambers**

**Agenda Item - #3. B. Revision/Editing of Town Code §30.105 Council Agenda; §30.107 Time of Adjournment; and §30.108 Agenda Packets**

**To: Mayor and Town Council Members**  
**From: Tom Wilson**  
**Date submitted: April 26, 2018**

**Recommendation:**

Review Staff's proposed revisions to Town Code §30.105 Council Agenda; §30.107 Time of Adjournment; and §30.108 Agenda Packets

**Summary:**

Staff's review of the provisions of Town Code §30.105 Council Agenda; §30.107 Time of Adjournment; and §30.108 Agenda Packets determined that some of the provisions do not accommodate the public/citizen participation in the Council meetings and are cumbersome in relation to the preparation of the meeting Agendas.

Staff's revisions/edits are proposed to address these circumstances.

Attached is Town Code §30.105 Council Agenda; §30.107 Time of Adjournment; and §30.108 Agenda Packets as current in Town Code, along with a "strike-out" version and a proposed "new" version without strike-outs.

## CURRENT VERSION

### §30.105 COUNCIL AGENDA.

(A) The Manager and Clerk are responsible for receiving and organizing all materials for the agenda, in collaboration with the Mayor and Vice-Mayor. The Manager will then prepare a memorandum for distribution to the Council containing all agenda items currently scheduled. The Mayor or Vice Mayor should be contacted if an individual Councilmember wishes to modify that schedule.

(B) Any resident of Dewey-Humboldt or staff member may request placement of a matter on the Council agenda by requesting that a Councilmember submit a “Council Agenda Action Form.”

(C) Any member of the Town Council may request an item be added to the agenda for the next regular Council meeting. If the request complies with the requirements set forth in division (D) of this section, the item shall be placed on the agenda. A request to modify or remove an agenda item may be made by the requesting Councilmember, in which case it shall be modified or removed without further action. The Mayor or any other Councilmember may request an item that was submitted by another Councilmember be modified or removed, in which case it may only be modified or removed with the concurrence of the Councilmember who requested it be put on the agenda.

(D) Agenda item requests shall be submitted using a “Council Agenda Action Form” and shall accurately describe the matter to be addressed and the proposed Council action regarding the matter. Agenda Action Forms shall be submitted prior to the next agenda setting meeting prior to the next requested, regularly scheduled Council meeting. An emergency agenda request may be submitted after the deadline pursuant to § [30.031\(B\)\(10\)](#).

(E) 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 to a future date or dropped.

(F) *Order of agenda.*

(1) Regular Council meeting agenda items shall be listed in the following order:

- (a) Call to order;
- (b) Pledge of Allegiance;
- (c) Invocation;
- (d) Roll call;
- (e) Announcements regarding current events, guests, appointments, and proclamations;
- (f) Town Manager’s report;
- (g) Consent agenda;
- (h) Public comment on non-agendized items;
- (i) Unfinished business;
- (j) New business;
- (k) Public hearing agenda; and
- (l) Adjournment.

(2) When Council holds a work study or special study Council meeting, agenda items shall be listed in the following order:

- (a) Call to order;
- (b) Roll call;
- (c) Discussion only items;

- (d) Action items; and
- (e) Adjournment.

(G) *Modifications to the agenda.*

(1) The presiding officer or any Councilmember may request a change of order of the agenda which, if approved by a majority of the Council, shall be granted.

(2) An agenda item may be continued to a date certain or postponed indefinitely by motion and approval by a majority of the members present who have not declared a conflict of interest. (Ord. 09-49, passed 4-7-2009; Am. Ord. 10-77, passed 10-5-2010; Am. Ord. 11-89, passed 10-18-2011; Am. Ord. 13-99, passed 9-17-2013; Am. Ord. 15-116, passed 9-15-2015; Am. Ord. 16-125, passed 4-5-2016)

📖 § 30.107 TIME OF ADJOURNMENT.

It is the policy of the town that all evening meetings of the Council be adjourned no later than 10:00 p.m. Study sessions shall be adjourned no later than 6:00 p.m. These times shall be referred to as the normal times of adjournment. The Council, by majority vote, may decide to set aside this policy and consider any or all of the items remaining on the agenda. If it appears that the entire agenda cannot be completed before the normal time of adjournment, the Council may decide by motion to consider and act upon the more pressing agenda items. All items that are not considered because of the time limitation shall be continued by the Council to the next regular or special meeting. At or before the normal time of adjournment, the presiding officer shall ask for a motion to adjourn and, upon Council approval, the meeting shall be adjourned. (Ord. 09-49, passed 4-7-2009; Am. Ord. 15-114, passed 9-1-2015)

📖 § 30.108 AGENDA PACKETS.

(A) Agenda packets are to be made available at the Town Clerk's office, the town's web site ([www.dhaz.gov](http://www.dhaz.gov)), and at the Council meeting. Council meeting agendas, minutes and staff reports are available for public review beginning the Friday evening before each Council meeting.

(B) Agenda packets are to be delivered to Councilmembers on the Friday prior to Tuesday Council meetings, or as far in advance as possible for special or emergency Council meetings.

(C) Agenda packets may be released to the press or members of the public at 4:30 p.m. on the Friday preceding Tuesday Council meetings, or as far in advance as possible for special or emergency Council meetings.

(Ord. 09-49, passed 4-7-2009)

## STRIKE-OUT VERSION

### § 30.105 COUNCIL AGENDA.

(A) The Manager and Clerk are responsible for receiving and organizing all materials for the agenda, in collaboration with the Mayor and Vice-Mayor. ~~The Manager will then prepare a memorandum for distribution to the Council containing all agenda items currently scheduled. The Mayor, Vice Mayor, Town Manager and Town Clerk shall constitute the Agenda Committee.~~ The Mayor or ~~Vice Mayor~~ Town Manager should be contacted if an individual Councilmember wishes to modify ~~the agenda that schedule.~~

~~(B) Any resident of Dewey Humboldt or staff member may request placement of a matter on the Council agenda by requesting that a Councilmember submit a "Council Agenda Action Form."~~

~~(B)(C)~~ Any member of the Town Council may request an item be added to a future the agenda. ~~for the next regular Council meeting. If the request complies with the requirements set forth in division (D) of this section, the item shall be placed on the agenda.~~ A request to modify or remove an agenda item may be made by the requesting Councilmember, in which case it shall be modified or removed without further action. The Mayor or any other Councilmember may request an item that was submitted by another Councilmember be modified or removed, in which case it may only be modified or removed with the concurrence of the Councilmember who requested it be put on the agenda.

(D) Agenda item requests shall be submitted using a "Council Agenda Action Request Form". ~~The Agenda Committee shall place the item on an appropriate future agenda and shall accurately describe the matter to be addressed and the proposed Council action regarding the matter. Agenda Action Forms shall be submitted prior to the next agenda setting meeting prior to the next requested, regularly scheduled Council meeting.~~ An emergency agenda request may be submitted after the deadline pursuant to § 30.031(B)(10).

~~(E) 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 to a future date or dropped.~~

~~(E)(F)~~ Order of agenda.

(1) Regular Council ~~meeting~~ Agendas items shall ~~be begin with listed in~~ the following items order:

- (a) Call to order;
- (b) Roll Call;
- ~~(c)~~ Pledge of Allegiance;
- ~~(de)~~ Invocation;
- ~~(d)~~ Roll call;

The remaining agenda items shall be scheduled appropriately, based on content, by the Agenda Committee.

(e) Public Comment; Announcements regarding current events, guests, appointments, and proclamations;

- (f) Public Hearing; Town Manager's report;
- (g) Consent agenda;
- (h) Reports; Public comment on non-agendized items;
- (i) General Business; Unfinished business;
- (j) Announcements, Proclamations; New business;

- (k) ~~Consideration of Additional Special Session(s) this month; Public hearing agenda; and~~
- (l) Adjournment.

(2) When Council holds a Study Session ~~work study~~ or Special ~~study~~ Council meeting, agenda items shall be listed in the following order:

- (a) Call to order;
- (b) Roll call;
- (c) Discussion only items;
- (d) Action items; and
- (e) Adjournment.

(G) *Modifications to the agenda.*

(1) The presiding officer or any Councilmember may request a change of order of the agenda which, if approved by a majority of the Council, shall be granted.

(2) An agenda item may be continued to a date certain or postponed indefinitely by motion and approval by a majority of the members present who have not declared a conflict of interest. (Ord. 09-49, passed 4-7-2009; Am. Ord. 10-77, passed 10-5-2010; Am. Ord. 11-89, passed 10-18-2011; Am. Ord. 13-99, passed 9-17-2013; Am. Ord. 15-116, passed 9-15-2015; Am. Ord. 16-125, passed 4-5-2016)

📖 § 30.106 DECORUM.

(A) The presiding officer shall preserve the decorum of the meeting.

(B) While the Town Council is in session, all persons shall conduct themselves with reasonable decorum. Any person who is disorderly or who persistently disrupts the business meeting so far as to interfere with the proper conduct of the business may be ordered by the presiding officer to be removed from the meeting place. At such time, the presiding officer may call a recess.

(C) If the presiding officer fails to act on a matter of decorum, Council may, by majority approval of a motion, require the presiding officer to act.

(Ord. 09-49, passed 4-7-2009; Am. Ord. 15-116, passed 9-15-2015)

📖 § 30.107 TIME OF ADJOURNMENT.

It is the policy of the town that all Regular Council Meeting ~~evening meetings of the Council~~ be adjourned no later than 10:00 p.m. Study Sessions shall be adjourned no later than 6:00 p.m. These times shall be referred to as the normal times of adjournment. ~~The Council, by majority vote, may decide to set aside this policy and consider any or all of the items remaining on the agenda. If it appears that the entire agenda cannot be completed before the normal time of adjournment, the Council may decide by motion to consider and act upon the more pressing agenda items. All items that are not considered because of the time limitation shall be continued by the Council to the next regular or special meeting.~~ At or before the normal time of adjournment, the presiding officer shall ask for a motion to continue or adjourn ~~and, upon Council approval, the meeting shall be adjourned.~~

(Ord. 09-49, passed 4-7-2009; Am. Ord. 15-114, passed 9-1-2015)

📖 § 30.108 AGENDA PACKETS.

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(B) Agenda packets are to be delivered to Councilmembers on the Friday prior to Tuesday Council meetings, or as far in advance as possible for special or emergency Council meetings.

(C) Agenda packets may be released to the press or members of the public at 4:30 p.m. on the Friday preceding Tuesday Council meetings, or as far in advance as possible for special or emergency Council meetings.  
(Ord. 09-49, passed 4-7-2009)

## NEW VERSION

### § 30.105 COUNCIL AGENDA.

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(B) Any member of the Town Council may request an item be added to a future agenda. A request to modify or remove an agenda item may be made by the requesting Councilmember, in which case it shall be modified or removed without further action. The Mayor or any other Councilmember may request an item that was submitted by another Councilmember be modified or removed, in which case it may only be modified or removed with the concurrence of the Councilmember who requested it be put on the agenda.

(C) Agenda item requests shall be submitted using a “Council Agenda Action Request Form” (CAARF). The Agenda Committee shall place the item on an appropriate future agenda. An emergency agenda request may be submitted after the deadline pursuant to § [30.031](#)(B)(10).

(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;

The remaining items shall be scheduled appropriately, based on content, by the Agenda Committee.

- (e) Public Comment;
- (f) Public Hearing;
- (g) Consent Agenda;
- (h) Reports;
- (i) General Business;
- (j) Announcements, Proclamations;
- (k) Consideration of Additional Special Session(s) this month;
- (l) Adjournment.

(2) When Council holds a Study Session or Special Council Meeting, agenda items shall be listed in the following order:

- (a) Call to order;
- (b) Roll call;
- (c) Discussion only items;
- (d) Action items; and
- (e) Adjournment.

(E) Modifications to the agenda.

(1) The presiding officer or any Councilmember may request a change of order of the agenda which, if approved by a majority of the Council, shall be granted.

(2) An agenda item may be continued to a date certain or postponed indefinitely by motion and approval by a majority of the members present who have not declared a conflict of interest.

(Ord. 09-49, passed 4-7-2009; Am. Ord. 10-77, passed 10-5-2010; Am. Ord. 11-89, passed 10-18-2011; Am. Ord. 13-99, passed 9-17-2013; Am. Ord. 15-116, passed 9-15-2015; Am. Ord. 16-125, passed 4-5-2016)

§ 30.107 TIME OF ADJOURNMENT.

It is the policy of the town that all Study Sessions, Special Meetings, and Regular Council Meetings shall be adjourned no later than four hours from the scheduled start time. These times shall be referred to as the normal times of adjournment. At or before the normal time of adjournment, the presiding officer shall ask for a motion to continue or adjourn the meeting.

(Ord. 09-49, passed 4-7-2009; Am. Ord. 15-114, passed 9-1-2015)

§ 30.108 AGENDA PACKETS.

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(Ord. 09-49, passed 4-7-2009)



**TOWN OF DEWEY-HUMBOLDT**  
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**Phone 928-632-7362 ▪ Fax 928-632-7365**

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## **TOWN COUNCIL STUDY SESSION & SPECIAL MEETING**

**May 1, 2018 – 2:00 p.m. Town Council Meeting Chambers**

### **Agenda Item - #4. A. Special Council-Initiated Projects for FY 2018/19 Budget**

**To: Mayor and Town Council Members**  
**From: Tom Wilson**  
**Date submitted: April 26, 2018**

#### **Recommendation:**

Review and provide direction for FY 2018/19 Town Budget

#### **Summary:**

At the April 3, 2018, Council Meeting, the Council received a preview of the FY 2018/19 Town Budget and was asked to begin to consider special initiatives or areas of focus for potential inclusion in the FY 2018/19 Budget. Staff has received additional proposals and would ask that Council provide direction to Staff.

#### **PREVIOUSLY SUBMITTED:**

- **Friends of the Library**  
Request that the Council consider funding a part-time position for 16 hours per week to assist Library programs
- **Dewey-Humboldt Community Center**  
Funding a part-time Program Coordinator for the Center – to renew programs/activities
- **Dewey-Humboldt Community Center**  
Renew a “meals” program – possibly establish a relationship with “Meals on Wheels”
- **Dewey-Humboldt Open Space and Trails Committee**  
Consider funding the construction of a hiking/biking path at south end of Foothill Drive to Lazy River Drive

- **Agua Fria Festival**  
Consideration of an additional contribution above the past \$2,500 sponsorship to provide additional events/activities
- **Councilmember Wendt's Proposal**  
Proposal for funding of intersection improvements at Merrill and Cranberry Roads
- **Dewey-Humboldt Historical Society**  
Consideration of funding to assist in the development of displays at Mortimer Farms

### **NEWLY SUBMITTED:**

- **Firewise – Councilmember Wendt**  
\$6,600 - \$4,000 for PAWUIC/\$2,600 for literature; newsletter inserts; Aqua Fria Festival booth fee; snacks for monthly meetings
- **Community Center – Councilmember Wendt**  
If no volunteer comes forward, then budget for a 24-hour weekly support staff person
- **Road Conditions – Councilmember Wendt**  
Consider improvements to existing town-owned roads. We need secondary “country road” standard, making it affordable for those residing on private roads.
- **Town Hall – Councilmember Hamilton**  
Continue renting, buying or building
- **D-H Little League and Humboldt Elementary School - Mayor Nolan**  
Consider donations to assist in the construction/completion of baseball fields
- **Town Council Expense Allowance – Mayor Nolan**  
Consider monthly auto allowance and \$80 monthly cell phone allowances for Mayor and Council
- **Paving of Old Black Canyon Highway – Councilmember Wendt**  
Establish ownership; pave the entire road
- **Blue Hills Road System Upgrades - Councilmember Wendt**  
Pave town-owned dirt roads and install looping system for emergencies
- **Road Grader – Councilmember Wendt**  
Purchase of equipment and consideration of qualified operator
- **Clearview Drive Turn-Out Lane – Councilmember Treadway**

Install turn-out lane off Clearview Drive to accommodate entry to the Apache Knolls Subdivision (safety factor)

- **Digital/Paperless format for Council – Mayor Nolan**  
Purchase of tablets, equipment, training

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

**COUNCIL AGENDA ACTION REQUEST FORM**

Meeting Type:  Regular  Special  Work Session

Meeting Date: May 1, 2018

Date of Request: April 28, 2018

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):**

Discussion of Possibility of getting Smelter on Historic Register

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

To pursue getting Smelter on Historic Register

**Staff Recommendation(s):**

**Budgeted Amount:** ?

**List All Attachments:**

**Type of Presentation:** Oral

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

**Contact Person:** Mayer, Terry Nolan

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

Dewey-Humboldt

APR 23 2018

Received

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