

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

Tuesday, July 21, 2015, 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 Arlene Alen, Mark McBrady, Dennis Repan, Doug Treadway, Nancy Wright; Vice Mayor Jack Hamilton; 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.

5.1. Transaction Privilege Tax (TPT) Auditor Service Report.

6. Consent Agenda.

6.1. Minutes. Minutes from the May 19, 2015 Regular Council Meeting, June 2, 2015 Regular Council Meeting, June 9, 2015 Study Session, and June 16, 2015 Regular Council Meeting.

6.2. Council Intent to engage the service of Yavapai College Regional Economic Development Center for the Town's 2015/2016 Citizen Survey Services. (Directed at the July 14th meeting)

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

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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.

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

Page 31 9.1. **Discussion and possible action on changing the Town Code to allow for Agenda Packets to be available for Town Council to pick up from Town Hall by Wednesday at 5pm.**
[CAARF requested by CM Wright]

33 9.2. **Determination on whether to hold a Joint Meeting between Council and Planning and Zoning as requested by P&Z Commission.** Suggested date would be Thursday, October 8th.

10. **Public Hearing Agenda.**

THIS CONCLUDES THE LEGAL ACTION PORTION OF THE AGENDA.

11. **Comments from the Public.** 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. The total time for Public Comment is 3 minutes per person. The audience is asked to please be courteous and silent while others are speaking.

12. **Adjourn.**

For Your Information:

Next Town Council Meeting: Tuesday, August 4, 2015, at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, August 6, 2015, at 6:00 p.m.

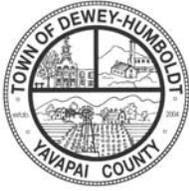
Next Town Council Work Session: Tuesday, August 11, 2015, at 2:00 p.m.

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 _____, 2015, 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 SESSION

July 21, 2015 6:30 p.m. Town Council Meeting Chambers

Agenda Item: # 5.1. Transaction Privilege Tax (TPT) Auditor Service Report.

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: July 15, 2015

Summary:

In January 2015 the Town entered into a service agreement with Don Zeleckowski, CPA, for him to conduct Transition Privilege Tax (TPT) Consulting Services. Mr. Zeleckowski has prepared some general descriptions for the TPTs, which staff intends to post on the town website as general information. He identified that construction tax is perhaps the most complicated TPT category. Based on his experience, he also pointed out that rental taxes can be a problem area for collection. Mr. Zeleckowski has recently decided to conclude his services for the Town. Staff wishes to provide a report on the documents Mr. Zeleckowski prepared for us.

Additionally, Town staff also enclosed a sample TPT report to demonstrate the information staff receives from Arizona Department of Revenue (ADOR). Moving forward, staff will be working closely with ADOR on TPT matters as ADOR and Town have entered into an updated TPT collection IGA in July in the hope to be more proactive in assisting cities and towns.

Town of Dewey-Humboldt
P.O. Box 69, 2735 S. Hwy. 69
Dewey-Humboldt, AZ 86329
928-632-7362

Summary of the Dewey-Humboldt Transaction Privilege Tax Code

This information is intended to provide general information about the Dewey-Humboldt transaction privilege tax code. The Arizona Dept. of Revenue administers the Dewey-Humboldt transaction privilege tax (TPT). You will obtain your TPT license, file your TPT returns, and make your tax payments through the Arizona Dept. of Revenue (ADOR). ADOR will process your returns and maintain your TPT accounting records. The ADOR offers an excellent website located at <http://www.azdor.gov/> from which you can obtain forms and information pertaining to your business taxes.

The state of Arizona has a separate tax code, while the cities/towns of Arizona utilize the Model Town Tax Code. The Model Tax Code can be found at <http://modelcitytaxcode.az.gov/>. From this website you can review the Local and Model Options selected by the Town of Dewey-Humboldt.

The following business categories are subject to the Dewey-Humboldt transaction privilege tax: Amusements; Advertising; Job Printing; Retail; Utilities; Telecommunications; Contracting; Rental of Real Property; Hotel; Publishing; Manufactured Buildings; Rental of Personal Property; and others.

For further information regarding the Town of Dewey-Humboldt transaction privilege tax and its application to these business categories, please contact Deni Thompson, Town Accountant, at 928-632-7362 or by email at DeniThompson@dhaz.gov.

Below are information briefs on the transaction privilege tax of the Town of Dewey-Humboldt for the following business categories:

Real Property Rentals: The gross receipts from all commercial property rentals located within the Town of Dewey-Humboldt are subject to tax. Residential rental property is taxable if the property owner has three or more residential rentals in Arizona. However, a single unit of residential rental property becomes taxable if the property owner has any commercial rental property in Arizona. Further, all rental property managed by a property manager are subject to the tax even if it otherwise would be exempt if under the owner's care. The Town's 2.0% privilege tax is levied on the party that leases to the tenant in actual possession.

Construction Contracting/Speculative Builders: The Town of Dewey-Humboldt levies a 2.0% privilege tax on the gross receipts of all construction contractors and speculative builders for projects constructed in Dewey-Humboldt. Dewey-Humboldt does not allow a land deduction from the gross receipts of speculative builders. Gross receipts include labor, materials and other charges to customers. Deductions from gross receipts include the 35% standard contracting deduction. The Arizona/Yavapai County privilege tax is reported on the contracting listed as "Yavapai County" and the rate is 6.35%.

Advertising: The gross receipts from the sale of local advertising in newspapers, radio, billboards or any other manner within the Town limits of Dewey-Humboldt is subject to tax. Publishers of free magazines and other literature, e.g., coffee shop newsletters, are also subject to this tax.

Telecommunications: Telecommunication devices are subject to the Town of Dewey-Humboldt TPT rate of 2.0%. This includes portable phones, pagers, etc. For portable devices, the TPT tax is to be reported to the city/town of the billing address of the customer.

Retail Sales: The sale of tangible personal property at retail is subject to the Town's 2.0% privilege tax. Food for home consumption is subject to a 2.0% Dewey-Humboldt tax only. The Town of Dewey-Humboldt taxes the sale of art, including original artwork that is commissioned. The Town also taxes the sale of retail items to non-residents who purchase the items in the Town, regardless of whether or not it is shipped to an out of state location.

Sale of food or items for home consumption: The sales of items intended for home consumption are subject to tax by the Town, but are exempt from Arizona state tax. Sales of deli type food items, hot and cold beverages sold in open containers, and other similar food items are considered restaurant sales and are taxable by the Town and the State of Arizona. One example is a beverage bar in a convenience store, where hot and cold beverages are sold. Another example would be a deli in a grocery store.

Use Tax: The Town levies a 2.0% Use Tax. Any person who uses, stores or consumes any tangible personal property, on which a sales tax has not been collected, shall pay the Use Tax. An out-of-state retailer or utility business making sales of tangible personal property to Arizona purchasers must register with the ADOR for the collection of the Use Tax. See the Use Tax information letter for more details.

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Construction Contracting Privilege Tax Information

The following information is provided to assist you in complying with the Dewey- Humboldt privilege tax as it applies to contracting activities conducted in the Town.

A) Construction Contractors:

The business receipts from construction contractor activities performed within the Town of Dewey-Humboldt are subject to the Town transaction privilege tax of 2.0% and the 6.35 % tax levied by the state of Arizona and Yavapai County.

A construction contractor is anyone that performs an improvement to real property, such as excavating, paving, landscaping, plumbing, or painting, or the development and construction of structures, or other improvements to real property.

The Town of Dewey-Humboldt privilege tax of 2.0 % is reported on your state of Arizona privilege (sales) tax return on the line coded for Dewey-Humboldt as **"DH 015"**. All contractors, except subcontractors, are subject to the Town/state tax on their gross receipts, less a factored tax deduction and the 35% standard contracting deduction. An example of how to calculate your tax liability is detailed on the enclosed tax worksheet.

Subcontractors must document that a prime contractor will assume all liability for the privilege tax on the subcontractor's activities. The enclosed form should be completed and retained as evidence to support exempt subcontractor receipts.

B) Owner Builder:

If you have performed construction contracting on your property as an owner builder, you may be liable for Town of Dewey-Humboldt privilege tax of 2.0%, which is reported on your state of Arizona privilege (sales) tax return on the line coded for Dewey-Humboldt as **"DH 037"**. As the owner-builder, you are required to pay sales tax on all material purchased for use in the construction of any house, building, fence, garage, landscape or remodel project, or any other

construction improvements made to real property. You are advised to retain all receipts from any purchase of materials as proof that you paid the applicable sales taxes at the time of purchase. You will also need to complete and retain a list of information on the contractors that have worked on your project, including names, addresses, and the amount paid for their work. All contractors hired by you are responsible to pay all applicable privilege taxes on the work they have performed on the project. If your construction includes a new home and you sell it within twenty-four (24) months after completion, you may be considered a speculative builder and liable for the Town of Dewey-Humboldt privilege tax on the sales price of the home.

C) Speculative Builder:

The Town of Dewey-Humboldt levies a 2.0 % privilege tax on the construction contracting receipts of speculative builders and is reported on your state of Arizona privilege (sales) tax return on the line coded for Dewey-Humboldt as **“DH 016”**. This tax is levied on the total sales price from the sale of improved and partially improved real property, at the earlier of closing of escrow or transfer of title.

A speculative builder is an owner-builder who sells or offers to sell, at anytime, improved real property consisting: 1) custom, model, or inventory homes, despite the stage of completion; 2) improved residential or commercial lots without structures. A speculative builder is also an owner-builder who sells or offers to sell any improved real property after the improvements of the real property are substantially complete.

Improved real property includes any real property upon which: 1) a structure has been built; or 2) where improvements have been made to the land without structures, such as paving, landscaping; or 3) the subdividing of real property and all construction activities performed on such property defined as reconstruction activity; or 4) where water, power, and streets have been constructed to the property line.

The taxable amount is calculated as the total sales price less the standard 35% contracting deduction, and allowable factored tax deductions. Land is not allowed as a deduction from the sales price when calculating the taxable Town of Dewey-Humboldt receipts. Further, a tax credit is allowed for the privilege tax paid directly to a taxing jurisdiction or paid directly to a vendor for purchases of tangible personal property incorporated into the real property improvements. A credit is also allowed for Town of Dewey-Humboldt privilege tax paid or separately charged to the customer by any construction contractor on the improvements made to the real property.

To calculate the Town of Dewey-Humboldt tax due on speculative contractor receipts from the sale of a home or commercial structure, please review the enclosed worksheet that provides an example of how to do so. To calculate the Town tax due on the sale of an improved residential or commercial lot, multiply the sales price by the Town tax factor of .013 to obtain the amount of Dewey-Humboldt tax due. For example, an improved lot sold for \$100,000 would be subject to Town tax of \$1,300.00 ($\$100,000 \times .013$). The state of Arizona does not tax lot sales.

Please contact please contact Deni Thompson, Town Accountant, at 928-632-7362 or DeniThompson@dhaz.gov to discuss any questions you may have on this matter.

Example:

Dewey - Humboldt - Construction Contracting Tax Calculation

		\$3,082.69
1)	Contracting Receipts/Draw Amount	\$250,000.00
2)	Factor for Combined Tax Rate for Town, State, & County:	0.0514809
3)	Factored Tax: (Line 1 times line 2)	\$12,870.22
4)	Basis for Standard Deduction: (Line 1 minus line 3)	\$237,129.78
5)	Standard Deduction: (35.0% times line 4)	\$82,995.42
6)	Total Deductions: (Line 3 plus line 5)	\$95,865.64
7)	Taxable Amount: (Line 1 minus line 6)	\$154,134.36
8)	State & County Tax Due: (6.35% times line 7)	\$9,787.53
9)	Town Tax Due: (2.0% times line 7)	\$3,082.69
10)	Total State, County, Town Tax Due: (Line 8 plus line 9)	\$12,870.22

Town of Dewey-Humboldt

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Privilege Tax on Real Property Rental Receipts

The Town of Dewey-Humboldt levies a 2.0% privilege tax on the gross business receipts derived from the rental of commercial real property, and on qualified residential real properties. The residential rental property is subject to the Town tax if the property owners have three or more residential rental units within the state of Arizona. An example of what constitutes a unit of property: a single-family house is considered to be one unit, a duplex is two units, and a tri-plex is three units.

However, should the residential rental property owner own any commercial property within the state of Arizona, then all of the residential rental property within Dewey-Humboldt would be subject to the Town tax. Finally, should a property manager handle the residential rental transactions for the property owner, the rent receipts from that property would become subject to the tax, even if the property owner should own less than three units within Arizona.

Gross rent receipts include rent, late fees, sewer-trash charges, and non-refundable deposits. Further, the income received as a commission from telephone, coke, or laundry machine operators is taxable as licensing for use of real property.

The Dewey-Humboldt privilege tax program is administrated by the Arizona Department of Revenue (ADOR), whom will process your tax license application, privilege tax returns, and collect any taxes due. You may access their website at www.azdor.gov.

For further information regarding the Town of Dewey-Humboldt transaction privilege tax and its application to this business category, please contact Deni Thompson, Town Accountant, at 928-632-7362 or by email DeniThompson@dhaz.gov.

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Use Tax Information

This publication provides general information about the Town of Dewey-Humboldt Use Tax.

How Do I Pay Use Tax?

The Arizona Department of Revenue administrates the Town of Dewey-Humboldt Privilege and Use Tax Code. As a result, the Dewey-Humboldt Use Tax is reported on your Arizona Transaction Privilege, Use and Severance Tax Return, Form TPT-1. The Dewey-Humboldt Use Tax is reported on the line listed as “Dewey-Humboldt”, Tax Code “DH 029”, at 2.0 %. The Arizona/Yavapai County Use Tax rate is 5.60 %, resulting in a combined Use Tax rate of 7.60%. The Arizona Dept. of Revenue is responsible for issuing licenses and processing all privilege and use tax returns on behalf of the Town of Dewey-Humboldt.

Who Pays Use Tax?

Most businesses understand their transaction privilege tax obligations. However, many businesses overlook or do not recognize their Use Tax obligations. Use Taxes were instituted by the state of Arizona and select cities and towns to protect local businesses from unfair competition from businesses located in other states, cities, and towns, or unincorporated areas. Without the Use Tax, these businesses would have a 5.6% to 7.6% price advantage over local businesses

1. Any person who uses, stores or consumes any tangible personal property, on which a sales tax has not been collected, shall pay the Use Tax.
2. An out-of-state retailer or utility business making sales of tangible personal property to Arizona purchasers must register with the Arizona Department of Revenue for the collection of the Use Tax.

Casual sales between individuals are not subject to the Use Tax. Property purchased by a nonresident individual whose first actual use or consumption of the property occurred outside the Town of Dewey-Humboldt or state is not subject to the Use Tax if the property is not used in conducting a business.

An Arizona purchaser is liable for Use Tax on goods purchased from an out-of-state vendor that did not collect the Use Tax. Arizona purchasers are also liable for Use Tax if they purchase goods using an exemption or resale certificate, and the goods are

subsequently used, stored or consumed in Arizona contrary to the purpose stated on the certificate.

The Use Tax also applies to purchases on which another state's sales or other excise tax was imposed if the rate of that tax is less than the Arizona/Dewey-Humboldt combined Use Tax rate of 7.60 %.

If you purchase a vehicle from an out-of-state dealer or manufacturer, the Department of Transportation will, at the time of vehicle registration, require proof that a sales tax was paid in the state of purchase and is equal to or greater than the Arizona/Yavapai County Use Tax rate of 5.60 %. If the sales tax was not paid in the state of purchase or was less than the Arizona Use Tax of 5.60%, the Department of Transportation will require that the Use Tax be paid at the time you register the vehicle. Separately, the Arizona Dept. of Revenue will bill Dewey-Humboldt residents for any Dewey-Humboldt Use Tax due within 90 days of the registration of the vehicle in Arizona.

Distinction Between the Transaction Privilege (Sales) Tax and Use Tax

The transaction privilege (sales) tax is imposed upon income or proceeds derived from engaging in a taxable business within the Town & State. The Use Tax is imposed upon the purchaser of tangible personal property that is used, stored, or consumed in Dewey-Humboldt and/or Arizona when the sale was not subject to the transaction privilege tax. Out-of-state retailers or utility businesses that sell to Arizona customers are required to collect the Arizona Use Tax and remit it to the Arizona Department of Revenue.

For additional information, please contact Deni Thompson, Dewey-Humboldt Town Accountant, at 928-632-7362 or by email at DeniThompson@dhaz.gov.

Program City: DEWEY-HUMBOLDT
Report Period: 5/31/2015
Creation Date: 6/12/2015

Report Period	Region Code	Industry Group	NAICS Range	Collections	Fiscal YTD Payments	Calendar YTD Payments
5/31/2015	DH	MINING	21	-	3,091.77	12.03
5/31/2015	DH	COMMUNICATIONS & UTILITIES	22, 517	6,269.08	81,360.70	37,104.71
5/31/2015	DH	TRANSPORTATION & WAREHOUSING	48-49	68.13	734.97	327.12
5/31/2015	DH	CONSTRUCTION	23	1,570.26	40,081.94	11,562.47
5/31/2015	DH	MANUFACTURING	31-33, 511	2,952.02	28,686.48	13,998.13
5/31/2015	DH	WHOLESALE TRADE	42	5,565.59	60,432.03	26,252.18
5/31/2015	DH	RETAIL TRADE	44-45	12,770.28	131,854.41	60,047.55
5/31/2015	DH	FINANCE & INSURANCE	52	85.43	1,055.40	556.81
5/31/2015	DH	REAL ESTATE, RENTAL & LEASING	53	1,599.95	19,780.43	9,681.69
5/31/2015	DH	RESTAURANT & BAR	722	1,032.11	6,591.97	3,222.51
5/31/2015	DH	ACCOMMODATION	721	-	2.00	2.00
5/31/2015	DH	PUBLIC ADMINISTRATION	92	-	0.24	0.08
5/31/2015	DH	SERVICES	512-516,518-519,5	1,319.55	15,860.94	6,898.80
5/31/2015	DH	ARTS & ENTERTAINMENT	71	234.48	1,464.49	947.82
5/31/2015	DH	OTHER	11, OTHER	4,045.57	18,143.52	9,677.11
5/31/2015	DH	BRITS DISCOVERY AMOUNT		-	-	-
5/31/2015	DH	BRITS EFFICIENCY AMOUNT		-	-	-
5/31/2015	DH	PROGRAM CITY TOTALS --->		37,512.45	409,141.29	180,291.01

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
REGULAR MEETING MINUTES
MAY 19, 2015, 6:30 P.M.**

A REGULAR MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, MAY 19, 2015, AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.

1. **Call To Order.** The meeting was called to order at 6:30 p.m.
2. **Opening Ceremonies.**
 - 2.1. **Pledge of Allegiance.** Done.
 - 2.2. **Invocation.** Given by Mayor Nolan.
3. **Roll Call.** Town Council Members Arlene Alen, Mark McBrady, Dennis Repan, Doug Treadway, Nancy Wright (attended telephonically); Vice Mayor Jack Hamilton; and Mayor Terry Nolan were present.
4. **Announcements Regarding Current Events, Guests, Appointments, and Proclamations.**

Mayor Nolan spoke on Humboldt Water Systems' current water treatment issue.

 - 4.1. **OSAT Reappointments for those appointed over 2 years ago.** Possible interviews and re-appointment of Sandra Goodwin, Skip Gladue, Kevin Leonard and Laurence McCormick to another 2-year term on the Open Space and Trails committee.

Town Manager Kimball gave an overview. OSAT Chair, Sandra Goodwin was present and gave her understanding that the current Executive Members (whose terms have expired) would all like to be re-appointed. There was discussion regarding Kevin Leonard's D-H resident status. Ms. Goodwin reminded Council he could always be appointed by the OSAT committee as an Associate member if he is not a current resident of D-H.

Mayor Nolan made a motion to approve re-appointment to the OSAT Committee as Executive Members, Sandra Goodwin, Skip Gladue and Laurence McCormick for another 2-year term, seconded by VM Hamilton. It was approved unanimously.
5. **Town Manager's Report.** Update on Current Events.
 - 5.1. **Citizens survey input by the Planning and Zoning Commission and moving forward direction.**

There was discussion on the work done to date on the citizen survey, the collection of input from Council and P&Z and the process being ready to move forward. This will come back to the Council at the next study session.
6. **Consent Agenda.**
 - 6.1. **Minutes.** Minutes from the April 7, 2015 Regular Council Meeting

Councilmember Alen made a motion to approve the April 7, 2015 Regular Council meeting minutes, as presented; seconded by CM Treadway. It was approved unanimously.
7. **Comments from the Public (on non-agendized items only).**

Sandra Goodwin spoke on a presentation on the Aging Brain, being given through the Library. She spoke on a clean-up day for trails that occurred.

Vicky Wendt spoke on having an animal advisory committee and presented information to the town she and Debbie Pomeroy would like considered by Council.

Ulys Brooks spoke on his suggestion to P&Z to attend the Council meetings so they can better understand what the Council wants them to do.

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.

8.1.2014 Volunteer of the Year Selection report and Council ratification of 2014 Volunteer(s) of the Year selection.

Town Manager Kimball gave an overview on the process (advertise, nomination, selection committee). The selection made by the selection committee is Judy and Frank Davidson.

Council discussed the selection and whether to do something different.

Councilmember Alen made a motion to select Sandra Goodwin as the Volunteer of the Year, in lieu of the selection committee's recommendation; seconded by CM McBrady. The motion failed by a 3-4 vote, CM Repan, Treadway, VM Hamilton and Mayor Nolan voting against.

Councilmember Repan made a motion to approve including all the nominees as the 2014 Volunteers of the Year, seconded by CM Alen. It was approved unanimously.

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

9.1. Waive the Counsel-Client Privilege for Attorney's Memo dated 4/1/15 regarding Land Splits on Large Parcels and to have a discussion regarding this issue and determine whether to start the process to modify Town Code pertaining to this issue. [CAARF requested by Mayor Nolan]

Vice Mayor Hamilton made a motion to waive the Counsel-Client Privilege for attorney's memo dated 4/1/15 regarding Land Splits on Large Parcels. It was seconded by Mayor Nolan. Motion failed by a 3-4 vote, CM Alen, Repan, Treadway and Wright voting against.

It was discussed whether the Council could still ask questions of the attorney and have discussion on the issue without referencing the memo. Town Attorney Susan Goodwin explained they can NOT since they did not waive the client/counsel privilege. Mayor Nolan stated it can come back to Council for discussion at a later date.

9.2. Manufactured Home Issue on the property located at 968 S. Foothill's Dr. (APN# 402-02-003E) Dewey, R1L-70 zoning district: obtaining legal advice and Council direction on how to proceed.

9.2.1. Recess into and hold an executive session pursuant to A.R.S. § 38-431.032 (A)(3) for discussions or consultation for legal advice with the attorney or attorneys of the public body; and/or (A)(4) Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation.

Councilmember Alen made a motion to recess in to Executive Session for this agenda item, seconded by Vice Mayor Hamilton. It was approved unanimously. Council recessed in to Executive Session at 7:15 p.m.

9.2.2. Reconvene into Open Session.

Council Reconvened in to Open Session at 8:10 p.m.

10. **Public Hearing Agenda.** None.

11. **Comments from the Public.** None.

12. **Adjourn.**

The meeting was adjourned at 8:11 p.m.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
REGULAR MEETING MINUTES
JUNE 2, 2015, 6:30 P.M.**

A REGULAR MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, JUNE 2, 2015, AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.

1. **Call To Order.** The meeting was called to order at 6:32 p.m.
2. **Opening Ceremonies.**
 - 2.1. **Pledge of Allegiance.** Done.
 - 2.2. **Invocation.** Given by Councilmember Nancy Wright.
3. **Roll Call.** Town Council Members Arlene Alen, Dennis Repan, Doug Treadway, Nancy Wright; Vice Mayor Jack Hamilton; and Mayor Terry Nolan were present. Councilmember Mark McBrady was absent.
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.

Mayor Nolan spoke on the Poker Run through the Legion that happened the previous Saturday.

4.1. Public Safety Quarterly Update –1st Quarter 2015.

- 4.1.1. **Yavapai County Sheriff's Office report presented by Lt. Auvenshine.** Topics for possible discussion include: Overview - Self-Initiated, Calls for Service, Traffic Stops including number of citations, Arrests (Family Fight, Disorderly, DUI/Drugs); Criminal Investigation; Animal Control - Calls for Service; Calls for Service Comparison-Days of Week, Time of Day; Average Response Times; Part 1 Crimes Comparison.

Lt. Auvenshine explained he is transferring assignment and Lt. Daniel Raiss is taking over the Southern Area Command. A couple of new deputies are in the area.

Lt. Auvenshine explained the primary jurisdiction over the highways being the Department of Public Safety (DPS) and Yavapai County Sheriff's Office (YCSO) also having jurisdiction, but not primary. He gave the quarterly update (1st quarter for 2015). He reviewed a few recent activities in the Dewey-Humboldt area.

- 4.1.2. **Central Yavapai Fire District report presented by Rick Chase.** Topics for possible discussion include: calls responded; outreach programs and services, construction permitting.

Rick Chase gave the presentation and answered Council questions pertaining to incidents of accidents around traffic signals, possible fire restrictions, bee and rattlesnake calls.

- 4.1.3. **Magistrate Court report presented by Judge Catherine Kelley.** Topics for possible discussion include: Customer Service and citations.

Magistrate Cathy Kelley spoke on the correlation between the YCSO report and the magistrate court. Citations levels are appropriate, few dog issues, complimented the Sheriff's department. Ms. Kelley spoke on the Veterans' Court.

Lt. Daniel Raiss spoke to Council.

Town Manager Kimball thanked Lt. Auvenshine and spoke on some special projects she worked with him on.

5. Town Manager's Report. Update on Current Events.

5.1. Council review of Administrative Regulation (A.R.) 15-01 Benefits, A.R. 15-02 Unpaid Medical Leave, and revised A.R. 10-07 Hiring and its accompanying Application Form.

Town Manager Kimball gave an overview on the updated Administrative Regulations 15-01 benefits, 15-02 Unpaid Medical Leave and 10-07 Hiring.

She answered questions regarding Employees' accrual of no more than 30 days sick leave. There was discussion on when sick and vacation pay are combined as Paid Time off (PTO); 6 weeks unpaid leave since town does not participate in Family Medical Leave Act (FMLA), paying health benefits during unpaid leave and employee requirement to apply and qualify to be eligible for the unpaid leave, existing wording in A.R. about paying expenses for interviewing applicants, retirement benefits and how determined.

Vice Mayor Hamilton made a motion to accept AR 10-07 with modifications to travel expenses. Motion failed for lack of a second (no action to be taken under Town Manager's report).

Town Manager Kimball explained this does not need a vote and she spoke on her research done on this subject.

6. Consent Agenda.

6.1. Minutes. Minutes from the April 14, 2015 Study Session and the April 21, 2015 Regular Meeting.

Mayor Nolan made a motion to approve the April 14, 2015 Study Session and April 21, 2015 regular Council meeting minutes, as presented. Vice Mayor Hamilton seconded the motion. It was approved unanimously.

7. Comments from the Public (on non-agendized items only).

Frank Davidson spoke on the volume of the speakers/microphones.

Frank Fernandez asked the Council about the future of the town and how it has improved since incorporation. He spoke on the real estate market in the area.

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. None.

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

9.1. FY 16 Tentative Budget acknowledgement and scheduling for future budget related meetings.

Town Manager Kimball spoke on the process to acknowledge the tentative budget and what has been done with it since the last meeting (narrative added and charts).

Councilmember Repan asked about the town hall facility rent. Ms. Kimball explained it is still being negotiated between the attorney and the landlord, but it is not up until December, any cost overrun due to a rent increase could be handled by the contingency fund.

There was discussion on making formatting changes for ease of reading (charts, spreadsheets).

Vice Mayor Hamilton made a motion to adopt the tentative budget, seconded by CM Treadway. It was approved unanimously.

TM Kimball explained Council will have a final review on June 9th Work Session, with the public hearing and final adoption scheduled for July 7th.

9.2. League of Cities and Towns request for participation in Executive Committee. [CAARF requested by Mayor Nolan]

Councilmember Treadway made a motion to recommend CM Alen to the Executive Committee, seconded by CM Wright. CM Alen agreed to this recommendation. The motion passed by a 5-1 vote in favor, CM Alen recused from the vote.

9.3. Understanding a Municipal Budget class at the League Offices. [CAARF requested by Mayor Nolan] To allow the Mayor and Vice Mayor to attend this class on June 4th.

There was discussion on whether to send a Council person to this training. No action was taken.

10. Public Hearing Agenda. None.

11. Comments from the Public. None.

12. Adjourn. The meeting was adjourned at 8:05 p.m.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
STUDY SESSION MINUTES
JUNE 9, 2015, 2:00 P.M.**

A STUDY SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, JUNE 9, 2015, 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 2:01 p.m.
2. **Roll Call.** Town Council Members Arlene Alen, Mark McBrady (arrived late at 2:16 p.m.), Dennis Repan, Doug Treadway, Nancy Wright; Vice Mayor Jack Hamilton; and Mayor Terry Nolan were present.
3. **Study Session.** No legal action to be taken.

3.1. Citizen Survey question result and next steps. Directed from the May 19, 2015 meeting. Results collected by CM Repan.

Councilmember Repan gave an overview on his survey question compilation from Council members. There was discussion on requesting a bid from Alex Wright for the survey process; how much work the council should do on the questions versus having Ms. Wright provide her input.

Public comment was taken on this item.

Jerry Brady spoke on surveys being used for funding; mid-century census survey; NAU and Yavapai College having plans already integrated for funding over the next 5-years.

Council agreed to submit CM Repan's collected results to Alex Wright (pages 5-12 in the packet).

Councilmember McBrady arrived at 2:16 p.m.

Town Manager Kimball reviewed that this will define the scope of work and next would be an agreement, refine, conduct survey, report, and finalize on a date to be determined.

3.2. Council review and direction on the Draft Accountability Contract for Dewey-Humboldt Historical Society Museum rent reimbursement.

There was discussion on possible stipulations that could be included in the contract, how a change in location for the museum would change the agreement; removing the "free admission for D-H residents" stipulation from the agreement, allowing admission fee at the DHHS discretion; remove #3 altogether.

The agreement will have the scope of work #3 removed as the only revision, go to the attorney for review, then be on the June 16th agenda for approval.

Public comment was taken on this item.

Jerry Brady spoke on studies done on economic development in this region; history based tourism a major economic driver in the area; visitors' center in Cordes Junction.

3.3. Council advisability of amending Town Code Section 152 Subdivision - Large Land Division, in the form of Ordinance 15-113.

Mayor Nolan spoke on waiving the client-counsel privilege before discussing the issue and whether they need to bring this back at a future agenda once that is done.

Vice Mayor Hamilton spoke on a question he has for the attorney regarding whether the town “must allow land splits”; uncontrolled land division and ingress/egress problems.

Town Manager Kimball explained this is why this matter is before the Council, to consider whether to adopt an ordinance that would remove Town Code 152.3 (B) altogether as the town does not have the authority to regulate large land lots over 2.5 acres. She explained this subject is not one that would be required to go through P&Z Commission but could, for their recommendation to Council.

Public comment was taken on this item.

Jerry Brady spoke on historic issues in Prescott regarding land division; recommended referencing annotated edition for case precedence and talk with Judge Kelley on these issues.

There was discussion on whether the attorney memo was necessary for discussion or forwarding it on to the P&Z Commission. Mayor Nolan stated he would submit a request (CAARF) to put it on a future meeting to waive the client-counsel privilege. This memo would help the public understand the reasons for recommending the removal of that portion of town code pertaining to large land division, to be compliant with Arizona Revised Statute.

3.4. Council advisability of imposing an application fee for Right-of-Way abandonment.

Town Manager Kimball gave an overview and explained the recommendation to adopt a \$750 permit fee for a Right-of-Way abandonment application fee.

There was discussion on standard of compensation for staff resources through fees. There was discussion on the level of work that goes in to this process.

Public comment was taken on this item.

Jerry Brady spoke on Prescott’s sale of a right-of-way and the problems they had since it affected utilities and ADA rights. He spoke on the process involved in a land abandonment.

Town Manager Kimball explained this fee is paid for the review process and would not be refundable if it fails. It does not preclude selling the land for compensation.

Council agreed with the fee recommendation and directed staff to move forward on it.

3.5. Review of proposed (final) FY 15-16 Budget in preparation for its adoption at the July 7 Regular meeting. [Budget materials provided separately (online) due to its size]

Town Manager Kimball reviewed the budget process to date: June 2nd meeting Council adopted the tentative budget; some editing (not numbers) suggestions were made and completed. The final adoption is advertised for and the public hearing and final adoption is agendized for July 7th. Changes can be made up until the final adoption.

4. Special Session. Legal action can be taken.

4.1. Whether to hold additional special session(s) this month.

No additional meeting was needed or scheduled.

5. Comments from the Public.

Jerry Brady spoke on General Land Use Surveys and adjudications not completed in Arizona and Alaska; kinds of surveys; variations/offsets due to different standards: cardinal point; no survey description for the town; difficult abandoning a right-of-way for this reason.

6. Adjourn.

The meeting was adjourned at 3:13 p.m.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
REGULAR MEETING MINUTES
JUNE 16, 2015, 6:30 P.M.**

A REGULAR MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, JUNE 16, 2015, AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.

1. **Call To Order.** The meeting was called to order at 6:33 p.m.
2. **Opening Ceremonies.**
 - 2.1. **Pledge of Allegiance.** Done.
 - 2.2. **Invocation.** Given by Councilmember Nancy Wright.
3. **Roll Call.** Town Council Members Arlene Alen, Mark McBrady, Dennis Repan, Doug Treadway, Nancy Wright; Vice Mayor Jack Hamilton; and Mayor Terry Nolan were present.
4. **Announcements Regarding Current Events, Guests, Appointments, and Proclamations.**

None.
5. **Town Manager's Report.** Update on Current Events.
 - 5.1. **Report on the meeting with Karen Gaylord, environmental attorney with JH&C law firm, and Phil Lagas, with Haley Aldrich consulting firm regarding town superfund sites.**

Town Manager Kimball reported on the meeting with Karen Gaylord and Phil Lagas regarding successful superfund opportunities available and environmental projects; EPA being the best source for funding for re-furbishing or cleaning out as there are no significant private sources available for this purpose.
6. **Consent Agenda.** None.
7. **Comments from the Public (on non-agendized items only).**

David Nystrom spoke on a grant for the museum to purchase a stamp mill. He asked for continued support from the Town Council for the museum.

Jerry Brady spoke on history in the area pertaining to land splits.

Earl Goodwin spoke on the budget (estimated revenues and expenditure) and recommended providing more services or requests for funding.
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. **Accountability Contract with the Dewey-Humboldt Historical Society (DHHS) for partially reimbursing the current museum rent (museum address: 12925 E. Main St., Dewey-Humboldt).** Discussion and possible action.

There was discussion on the contract and whether the DHHS was involved in drafting the agreement; whether the town should pay for 100% of the rent.

Vice Mayor Hamilton made a motion to approve the Accountability Contract with Dewey-Humboldt Historical Society for partially reimbursing the current museum rent, as presented. Councilmember Wright seconded the motion.

Public comment was taken on this item.

Jerry Brady spoke in on supporting the museum and recommended broadening the scope of ways to assist the museum.

David Nystrom thanked the town for the support for the museum; the increase in museum rent; decreasing the level of support decreases the level of services provided by the museum; museum's positive attribute to the town and tourism; asked Council to consider restoring support to \$600/month.

Earl Goodwin spoke on the agreement and questioned why both parties did not negotiate the agreement; agreement missing a termination clause; having an equal partnership and waiting until the DHHS board has reviewed the agreement before approving it.

A vote was taken on the motion which passed by a 4-3 vote in favor, Councilmembers McBrady and Treadway, and Mayor Nolan voting against.

8.2. Waive the Counsel-Client Privilege for Attorney's Memo dated 4/1/15 regarding Land Splits on Large Parcels and to have a discussion regarding this issue and determine whether to start the process to modify Town Code pertaining to this issue. [CAARF requested by Mayor Nolan] Continued from the May 19th meeting, directed at the June 9 meeting.

Mayor Nolan gave an overview on his request.

Public Comment was taken on this item.

Jerry Brady spoke on large parcel splits being the biggest issue for "scandalous frauds".

Mayor Nolan made a motion to waive the client/counsel privilege for Attorney's memo dated 4/1/15 regarding Land Splits on Large Parcels, seconded by CM Alen.

There was discussion with the Town Attorney on the background of this memo issue and why they are being asked to waive the privilege on this information. A letter was sent to the town stating the town had exceeded its authority regarding large land splits. This issue is not required to go through the P&Z Commission but could go to them.

A vote was taken on the motion which passed by a unanimous vote in favor.

Town Attorney, Susan Goodwin answered Council questions regarding the town's authority to regulate subdivisions and land divisions but not to prohibit large land divisions; and land lock issues being a civil manner.

Public comment was taken on this item.

Earl Goodwin spoke on ingress/egress as it pertains to land division, when he was mayor.

Jerry Brady spoke on previous land splits and only being able to move against them when petitioning for a building permit.

There was further discussion on lot splits for those parcels greater than 2.5 acres.

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

9.1. Equestrian Signage and/or other warning signage (for safety purposes) placed within the Town.

Public Works Supervisor, Ed Hanks spoke on the proposed signage placement recommended by the Open Space and Trails (OSAT) Committee, warning motorists of horses, fitting rural lifestyle. Staff recommendation is to proceed with purchasing and placement of equestrian signage.

Vice Mayor Hamilton proposed having pedestrian, equestrian and bicycle cautionary wording on each sign. There was discussion about this and where in the budget to cover the cost of approximately \$1700.

Public comment was taken on this item.

Jerry Brady recommended checking with the Arizona Horseman's Association (AHA) regarding these issues.

Vice Mayor Hamilton made a motion to put up pedestrian/horse/bicycle signage as needed, seconded by Councilmember Treadway. It was approved by a 6-1 vote in favor, CM Repan voting against.

9.2. Master Maintenance Intergovernmental Agreement (IGA) for Traffic Signals, Roadway Lighting and Electrical Power between ADOT and the Town of Dewey-Humboldt for Kachina Road & SR 69 (existing signal) and Main Street & SR 69 (to be installed). Discussion and possible action.

PW Supervisor, Ed Hanks gave an overview of the IGA, explaining the Town will pay for the electricity for the signals and ADOT will be responsible for the maintenance.

There was discussion on the type of lights used (LED), added cost is included in FY 15-16 budget.

YK spoke on asking ADOT for a pedestrian crossing at the Main Street location, but being told they probably won't have that funding.

Jerry Brady spoke on a government program offering federal funding for traffic control systems.

Vice Mayor Hamilton made a motion to approve the Master Maintenance IGA with ADOT, as presented. Seconded by CM McBrady. It was approved unanimously.

9.3. Ordinance 15-113 Amending Town Code of Ordinances, Title XV Land usage, Chapter 152 Subdivision Regulations, sections 152.02, 152.03, 152.05 pertaining to Large Land divisions. Directed at the June 9th meeting. Possible adoption, rejection or modification.

Mayor Nolan and Town Manager Kimball gave an overview and history of this item.

Councilmember Repan made a motion to adopt Ordinance 15-113 Amending Town Code of Ordinance, Title XV Land usage, Chapter 152 Subdivision Regulations, Sections 152.02, 152.03, 152.05, pertaining to Large Land Divisions, as presented. The motion was seconded by CM Wright.

Public comment was taken on this item.

Jerry Brady spoke on land splits being a major problem and recommended they look at land use regulations.

A vote was taken on the motion, which passed unanimously.

9.4. Unified Emergency Management Intergovernmental Agreement (IGA) with Yavapai County Office of Emergency Management for FY 2015-16 and appoint a town representative to the County EM Advisory Committee. Discussion and possible action and appointment.

Town Manager Kimball gave an overview explaining this committee is something new. She recommended dealing with the IGA (changed from annually to a 5-year term) first,

then address the representative issue secondly. It is up to the town whether to have a representative from staff or council. If council does not wish to nominate a council member as the representative then she will delegate Ed Hanks as the representative.

Councilmember Repan made a motion to approve the Unified Emergency Management IGA with Yavapai County Office of Emergency Management for 2015-16, seconded by Councilmember Alen.

Public comment was taken on this motion.

Jerry Brady spoke on it being vital to approve the IGA for compliance with laws.

A vote was taken on the motion which passed unanimously.

Councilmember Wright made a motion to appoint Ed Hanks as the representative to the County EM Advisory Committee.

There was discussion on the town needing to be NIMS compliant; whether the Mayor or Town Manager should be the representative to the committee due to classified information.

CM Wright withdrew her first motion and made a new motion to appoint the Mayor as the primary representative and the Vice Mayor as an alternate to the EM Advisory Committee. The motion was seconded by CM Repan.

Public comment was taken on this motion.

Jerry Brady spoke on classified v. non-classified; certification training at Embry Riddle; certification standards and restriction of military information.

The motion was approved unanimously.

9.5. Proposed Council Procedural Policy on the Administrative Adjustments allowed by Town Staff to any Town Codes. TC Policy 15-01. [CAARF requested by CM Wright]

Councilmember Wright gave an overview on her request stating the administrative adjustments allowed should be specified in the code, to be authorized.

There was discussion on having a secondary authority when making adjustments in the zoning.

Town Attorney Susan Goodwin explained the code has some limited authority on adjustment issues and the recent situation involving placement of a Manufactured Home does not apply to this area of the Town Code. CM Wright expressed her wish to have a policy included to address these issues. TM Kimball explained she has had some of these discussions with the Attorney already requesting wording in the code for "reasonable accommodations". There was further discussion on concerns where staff states something erroneously and it carries some authority.

There was discussion regarding this; the Town Manager's final authority on these issues and providing more training for staff on administrative adjustments and other zoning issues.

Public comment was taken on this item.

Jerry Brady spoke on one of the purposes of a General Comprehensive Plan is to set limitations on responsibility for Town manager and staff.

Direction was given to have the Town Attorney work on this.

9.6. Discussion and possible action regarding acquisition of property located at 12925 E. Main Street which is currently occupied by the Dewey-Humboldt Historical Society Museum. The Council may by majority vote, recess the regular meeting, hold an executive session, and then reconvene the regular meeting for discussion and possible action on this item.[CAARF requested by CM Alen]

Councilmember McBrady recused himself from this agenda item and stepped down from the dais.

Vice Mayor Hamilton made a motion to go in to Executive Session, seconded by CM Alen. It was approved by a 6-0 vote in favor, CM McBrady being recused from the vote.

Council recessing into executive session at 8:24 p.m.

9.6.1. Recess into and hold an executive session pursuant to A.R.S. Section 38-431.03 (A)(7) Discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the acquisition of real property located at 12925 E. Main Street in Dewey-Humboldt.

9.6.2. Reconvene into Open Session.

Council reconvened into Open Session at 9:43 p.m. No further action was taken on 9.6.

10. Public Hearing Agenda. None.

11. Comments from the Public.

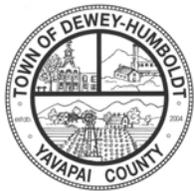
Jerry Brady spoke on commercial permits and warranty deeds involving Emergency Responses for FEMA Accountability Standards.

12. Adjourn. The meeting was adjourned at 9:48 p.m.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk



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

July 21, 2015

Alexandria M. Wright, Director

Regional Economic Development Center
Yavapai College

1100 E. Sheldon St.
Prescott, AZ 86301

Re: D-H Citizen Survey and Analysis Proposal

Dear Ms. Wright,

In Fiscal Year 2015-16, Town Council decided to conduct a Citizen Survey to gauge the community's interest in various issues. The Council has received and reviewed your recent proposal for the Citizen Survey & Analysis Project. We thank you for your proposal. Upon deliberation, we would like to engage your office to conduct the survey service as outlined in your proposal.

Please contact the Town Manager, Yvonne Kimball, to devise a work plan for the survey. We look forward to working with you.

Terry Nolan, Mayor
Town of Dewey- Humboldt

Town of Dewey-Humboldt Citizen Survey & Analysis

The Town Council for Dewey-Humboldt produced a Citizen Survey in 2009 with the intention of garnering input from the Town's constituents regarding elements of the community. Aspects of community life, public services, housing, the economy, safety, and demographics were included in the survey. These elements were identified as meaningful to the creation of policy and planning in the community.

The Citizen Survey requires an update to reflect the current environment of Dewey-Humboldt. The intent of this project is to provide Town Council with an updated picture of community values, priorities, needs, opportunities, and challenges. The results will be used by Council to inform future policy making.

Methodology

The Yavapai College Regional Economic Development Center specializes in conducting research at the community level to determine community derived priorities. Qualitative and quantitative data is gathered to create a holistic picture that is accessible and easily applied to decision-making, particularly in the arena of community development and public policy.

The YC REDC proposes the following project approach:

- ✦ Prepare a community overview for the council to review that is inclusive of demographic, household, occupational, and industry data. This will help determine if questions can be removed because the information is already available.
- ✦ Council has completed an initial review of the 2009 survey. The next step is to review the survey with council to determine the final questions and verify the ultimate purpose of the survey.
- ✦ Consult with council as to how the survey will be conducted (mail, in-person at events and community areas, etc.) If a variety of methods are applied in collecting survey data, the propensity for greater response and more accurate results is increased.
- ✦ Aggregate data and prepare final report for council to review. The report will include a synopsis of direct responses, identification of policy priorities and an assessment of strengths, weaknesses, and opportunities as identified by the citizenry. This report will be presented to council for questions or clarifications needed.

Timeline

One or two meetings with council will be required for project inception. Once developed, the survey will be opened for four weeks. Aggregation of data will take two weeks. It is estimated that the YC REDC will deliver a report within 45 days of survey commencement.

Cost of Project: \$8,500

About the Yavapai College Regional Economic Development Center

The Yavapai College Regional Economic Development Center provides analysis and services that facilitate economic development throughout Yavapai County and build wealth in our local communities.

Regional Economic and Policy Analysis

Regional policy development services are offered to gather input using participatory processes and public engagement, and analyze the impact of policy decisions on local and regional economies and public resources. Methods include community and economic development planning, facilitating community discussions, performing community surveys, designing performance assessments, and aggregating results for application in decision-making. The center also provides demographic and industry analysis to municipal, regional, and county economic development professionals.

Economic Impact and Contribution Analysis

Examining the impact an activity has on wages, jobs creation, and regional sales or output provides a solid foundation from which decisions can be made which best serve community goals and build wealth across the region. The REDC specializes in providing this analysis for private firms and government agencies.

Entrepreneurial Education & Resources

The Rural Center for Entrepreneurship is a business incubator providing specialty services in intellectual property rights, commercialization, and contracting products. The incubator is located at the YC Career & Technical Education Center and is open to student and community entrepreneurs.

Customized Training for Regional Employers

The center offers customized training that provides contextual analysis of employer labor needs and design of local credentials to provide job-driven educational services.

Native American Economic Development

The REDC provides services to assist in Tribal economic development and capacity building.

Alexandria M. Wright is the director of the Yavapai College Regional Economic Development Center which produces regional economic and policy analysis, research on community development, workforce demand studies, entrepreneurial educational services, private sector training, and programs for Native American economic development. Ms. Wright holds graduate degrees in regional economics and public policy specializing in rural economic development, labor analysis, sustainable development assessment systems, and Tribal capacity building. She has published in the field of regional policy making and community indicators for development. Her most recent work includes economic impact studies using multiplier analysis for public institutions and private businesses to determine return on investment for publicly subsidized projects.

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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: July 21, 2015

Date of Request: June 8, 2015

Type of Action: Routine/Consent Regular

Requesting: Action Report Only

Agenda Item Text (a brief description for placement on the agenda; please be exact):

Discussion and possible action on changing the Town Code to allow for Agenda Packets

to be available for Town Council to pick up from Town Hall by Wednesday at 5 pm.

Purpose and Background Information (Detail of requested action). To change the

pickup time for Agenda Packets from Friday to Wednesday at 5 pm. This would give

the extra time needed for Council to study and research. This would require a code

change to require any CAARF's be submitted earlier than the Fri or Mon prior.

Staff Recommendation(s): _____

Budgeted Amount: _____

List All Attachments: _____

Type of Presentation: _____

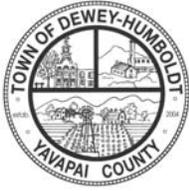
Special Equipment needed: Laptop Remote Microphone

Overhead Projector Other: _____

Contact Person: CM Wright

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

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

TOWN COUNCIL REGULAR SESSION

July 21, 2015 6:30 p.m. Town Council Meeting Chambers

Agenda Item: # 9.2. Determination on whether to hold a Joint Meeting between Council and Planning and Zoning as requested by P&Z Commission.

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: July 15, 2015

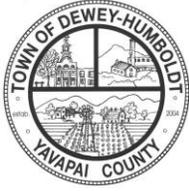
Summary:

At the July 9th Planning and Zoning Meeting the Commission requested staff to schedule a mid-year joint study session with the Town Council to further refine the goals and objectives of the Commission and possibly update the task list for P&Z Commission, from the Council. Consensus from the Commission was to tentatively hold this meeting at 6:00 p.m. on October 8, 2015 (regular P&Z meeting time), pending Council's approval.

It appears that the last priority list was given to P&Z in August 2013. I have also attached the list for your convenience. Some of the tasks have been completed. Some would need some clarification from Town Council. Staff will recommend P&Z go over the existing list and add pertinent items to the list at their Sept. meeting. By the same token, Council may have additional projects for P&Z to consider working on.

Recommendation:

Schedule a Joint Meeting with Planning and Zoning Commission for Thursday, October 8, 2015, at 6:00 p.m.



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

MEETING OF THE TOWN PLANNING & ZONING ADVISORY COMMISSION

September 5, 2013 6:00 p.m. Town Council Meeting Chambers

Agenda Item: Priority list from Town Council

To: Planning & Zoning Advisory Commission

From: Warren Colvin, Community Development Coordinator

Date Submitted: August 27, 2013

Recommendation: Discussion and review of Council priority list.

Summary: At the August 13, 2013 Town Council workshop, Council reviewed the previously established P&Z Priority list and voted to revise the list as follows and also allow staff and P&Z to set the priority list in the order they see fit.

P&Z Priority List (As revised by Town Council on 8/13/13)

- 1). Accessory Dwelling Units (almost done; P&Z changes to final text at Sept. 5th P&Z meeting).
- 2). Historical Overlay District and parking on Main Street: (recommendation is to look into what it will entail and the turnaround time).
- 3). Transient Merchants: (recommendation to resolve a problem with people soliciting on street corners. Not to include lunch trucks, etc.).
- 4). Private driveway versus named road: (Establish Code text that would define a driveway versus a named road).
- 5). Commercial Contractor: (recommendation to come up with code text that is consistent with State law that regulates when a commercial contractor is required based on the amount of work and type).
- 6). Ground Water: (recommendation is to have someone from P&Z resurrect the Groundwater Resources Advisory Committee (GRAC)).

**TOWN OF DEWEY-HUMBOLDT
PLANNING & ZONING ADVISORY COMMISSION
REGULAR MEETING MINUTES
SEPTEMBER 5, 2013, 6:00PM**

A REGULAR MEETING OF THE DEWEY-HUMBOLDT PLANNING AND ZONING COMMISSION WAS HELD ON THURSDAY, SEPTEMBER 5, 2013, AT TOWN HALL AT 2735 S. HIGHWAY 69, DEWEY-HUMBOLDT, ARIZONA. CHAIR CLAIRE CLARK PRESIDED.

1. **Call To Order.** The meeting was called to order at 6:00PM.
2. **Opening Ceremonies.**
 - 2.1. **Pledge of Allegiance.** Made.
3. **Roll Call.** Commissioners Tammy DeWitt, Dee Parker, Jeff Siereveld, Barry Smylie and Chair Claire Clark were present.
4. **Disclosure of Ex Parte Contacts.** None.
5. **Informational Reports.** Warren Colvin, Community Development Coordinator, spoke on the Mortimer's Use Permit. Based on Town Code it will go straight to Town Council for approval since it is a renewal. He also spoke on meetings being held to educate the public on the adoption of the 2012 Building Code Series. The meetings are tentatively scheduled for October 3, November 7 and December 5, 2013 from 4 – 6PM to encourage the public to participate in reviewing what changed from 2006 to 2009 to 2012. He explained there have been several joint meetings with Yavapai County, Chino Valley, Prescott Valley, Prescott, Dewey-Humboldt and the Yavapai County Contractor's Association to discuss all quad cities adopting the same version together. Mr. Colvin stated that Jack Judd, Building Official from Yavapai County, will do a presentation for Town Council in October with tentative adoption scheduled for January 2014 and enforcement starting July 2014. Commissioner Smylie encouraged Staff to make code similar to other municipalities and consider that in future planning. Mr. Colvin stated the goal of the quad cities code committee is to get on the same code cycle so everyone can build according to the same code with just a few minor changes depending on jurisdiction. Chair Clark encouraged Commissioners to attend the public meetings to be aware of the upcoming changes.
6. **Consent Agenda.**
 - 6.1. **Minutes.** Minutes from the July 11, 2013 Planning & Zoning Regular Meeting.

Commissioner Parker made a motion to approve the minutes of July 11, 2013 Planning & Zoning Commission meeting as presented, seconded by Commissioner DeWitt. The motion passed unanimously.
7. **Discussion Agenda – Unfinished Business.**
 - 7.1. **P&Z Priority List from Town Council.** Discussion and Possible Action on P&Z priority list.

Mr. Colvin stated that he attended the August 13, 2013 Town Council Work Session where he reviewed the previously established Planning & Zoning priority list with Town Council. They voted to revise the list and did not establish top priorities or order of priorities and instead wish to allow Planning & Zoning and Staff to determine the order of priorities. He reviewed the list:

Accessory Dwelling Units to be reviewed tonight, select the final code text and send to

Town Council for review before public hearings.

Historic Overlay District and parking on Main Street was combined into one item. Mr. Colvin stated it would take a considerable amount of time to research this subject, see what it entails, estimated turnaround time, getting advice from others who have gone through this process to learn from them and possibly plan some field trips on this subject. Mr. Colvin suggested tackling this subject once some of the Code adoption work settles. Commissioner Parker asked if the historic overlay only applied to the Main Street area; Mr. Colvin responded yes. Chair Clark agreed this would take quite a bit of time; to be handled as a long-term project.

Transient Merchants – Mr. Colvin stated Town Council wants to resolve a problem with soliciting on streets or corners and were adamant about not including lunch trucks. Council did not want to tackle the business license issue. Mr. Colvin suggested possibly making two proposals to Council, one outlining a permit process for people to get a transient merchant permit and the other proposal being shut it down entirely and make it illegal.

Private Driveway versus Named Road – Mr. Colvin stated Staff is looking at establishing code text that would define a driveway versus a named road; actually put it in the Code instead of what is in Hillside Lot Standards. Mr. Colvin stated this is a subject that can be easily handled and would like to do so first.

Commercial Contractors – Mr. Colvin stated this should be fairly easy to handle by referencing in the Code and being consistent with state law that would regulate when a commercial contractor is required based on the amount of work and type. Commissioner DeWitt asked what state law requires. Mr. Colvin stated commercial work valued under \$1,000 does not require permit though structural work would require commercial general contractor.

Ground Water – Mr. Colvin stated Town Council agreed it is an important issue and recommended that Planning & Zoning resurrect the Groundwater Resource Advisory Committee (GRAC). Commissioners Clark, Smylie and Parker expressed interest in sitting on the committee. Mr. Colvin stated he will research the details of resurrecting the GRAC and report information at the next Planning & Zoning meeting.

The Commissioners agreed the first priority is getting GRAC going again, followed by the private driveway issue, then transient merchants.

Chair Clark asked if the Commissioners wished to add any other items to the list. There was discussion about the Iron King mine and noise complaints. No items were added to the priority list.

7.2. Accessory Dwelling Units. Discussion and Possible Action on accessory dwelling units, secondary medical dwelling units and guest homes.

Mr. Colvin gave an overview of the topic noting that he provided a clean copy of the ADU code language with the revisions from the last P&Z meeting. Also included in the text was an alternative option for letter H regarding non-paying, non-reimbursing guests suggested by the Town Attorney: “An accessory dwelling unit shall only be used to house a non-paying or non-reimbursing relative or guest of the owner and shall not be used as either a short-term or long-term rental property.” The Commissioners agreed they all preferred the alternative language for letter H as suggested by the Town Attorney.

Commissioner Smylie made a motion to accept 153.072 Accessory Dwelling Unit (ADU) as written, including and inserting the alternative text for letter H, seconded by

Commissioner Siereveld. The motion passed unanimously.

8. **Discussion Agenda – New Business.** None.
9. **Public Hearing Agenda.** None.
10. **Comments from the Public.** None.
11. **Adjourn.** The meeting was adjourned at 6:38PM.

Claire Clark, Chairperson

ATTEST:

Mandi Garfield, Administrative Assistant