

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

Tuesday, July 3, 2012, 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 David Hiles, Mark McBrady, Dennis Repan, Denise Rogers, Nancy Wright; Vice Mayor John Dibble; 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.

4.1. Healing Fields Project. A presentation by Prescott Valley Councilmember Mary Mallory.

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

6. Consent Agenda.

6.1. Minutes. Minutes from the June 5, 2012 Regular Meeting; June 11, 2012 Special Meeting; and June 19, 2012 Regular 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 agenda; however, Council members are forbidden by law from discussing or taking legal action on matters raised during the Comments from the Public unless the matters are properly noticed for discussion and legal action. A **3** minute per speaker limit may be imposed. The audience is asked to please be courteous and silent while others are speaking.

8. **Discussion Agenda – Unfinished Business.** Discussion and Possible Action on any issue which was not concluded, was postponed, or was tabled during a prior meeting.
- 8.1. **Community Development Block Grant (CDBG) Project Progress.** A Presentation by Ed Hanks. Discussion and possible action.
9. **Discussion Agenda – New Business.** Discussion and Possible Action on matters not previously presented to the Council.
- 21 **9.1. CDBG Project Engineering Design Authorization #2 for Sidewalks and remaining projects.** Discussion and possible action.
- 29 **9.2. Intent to apply for Arizona Commerce Authority 2012 Vision Grant.** Discussion and possible action.
- 37 **9.3. Centennial Monument Sign matters as per Dewey-Humboldt Historical Society request.** Discussion and possible action.
- 44 **9.4. [Consideration whether] to Dissolve the Board of Adjustments until further notice.** Discussion and possible action. (CAARF Request by CM Dibble)

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 Comments from the Public is **20** minutes. No time limit is imposed on individuals within this total. The audience is asked to please be courteous and silent while others are speaking.

12. Adjourn.

For Your Information:

- Next Town Council Meeting: Tuesday, July 17, 2012, at 6:30 p.m.
- Next Planning & Zoning Meeting: Thursday, July 5, 2012, at 6:00 p.m.
- Next Town Council Work Session: Tuesday, July 10, 2012, 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 _____, 2012, 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.

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
REGULAR SESSION MINUTES
TUESDAY, JUNE 5, 2012, 6:30 P.M.**

A REGULAR SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, JUNE 5, 2012, 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.** Made.
 - 2.2. **Invocation.** Given by Councilmember Wright.
3. **Roll Call.** Town Council Members John Dibble, David Hiles, Dennis Repan, Denise Rogers, Nancy Wright; Vice Mayor Mark McBrady (absent at roll call-arrived at 6:34 p.m.); and Mayor Terry Nolan.
4. **Announcements Regarding Current Events, Guests, Appointments, and Proclamations.**

Cathy Jackson gave the Council a report on the Roving Dumpster program. VM McBrady arrived at 6:34 p.m. Cathy Jackson thanked the Council for hiring her to help at Town Hall and complimented the staff on the job they do.

Mayor Nolan spoke on the loss of a business in town which resulted in 5 full-time jobs being lost.

5. **Town Manager's Report.**

None.

6. **Consent Agenda.**

- 6.1. Minutes. Minutes from the May 8, 2012 Special Study Session Meeting.**

Councilmember Rogers made a motion to approve the minutes as presented, seconded by CM Dibble. It was approved unanimously.

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

Jack Hamilton spoke on a detail of the minutes and including the budget in the packet.

Jerry Brady spoke on a work study session with Jerome on an interstate transportation study, and on providing a statement of public benefit.

8. **Public Hearing Agenda.**

- 8.1. Budget Public Hearing #1.** Public Hearing regarding the Proposed FY2012-13 Budget, and Council discussion.

The Public Hearing was opened at 6:42 p.m.

Mayor Nolan explained the copy of the budget was made available online.

Jack Hamilton spoke on increased revenues and increased road maintenance costs; concerns for roads deteriorating before maintenance cycle is complete; salaries and benefits being 40% of general fund; responsibility of Council to cut the grant requests (SCPG).

Jerry Brady agreed with Mr. Hamilton; spoke on unfunded liabilities by cutting the Roving Dumpster program; federal and state grants for road system; communicating with towns that participated in Yavapai County's five-year intermodal transportation plan.

Bob Greene stated he couldn't ask questions as he did not have a copy of the budget.

Mayor Nolan explained where the budget was available.

The Public Hearing closed at 6:51 p.m.

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

9.1. Council Joint Meetings with other Boards, Commissions and Committees.

Discussion and possible action.

Town Manager Kimball asked for direction from Council on how to set up joint meetings between the Council and other public bodies.

Councilmember Wright stated Council will make the determination whether to have a joint meeting, rather than the Commission.

Mayor Nolan explained the P&Z has requested joint meetings before; training meetings would be advisable for the Council to attend as well and notification should be made to the Council so they can sit in on it if they choose.

There was discussion on whose idea it was to bring guest speakers to provide training/guidance to the P&Z.

Councilmember Wright made a motion to approve a joint meeting procedure where someone from the outside, commission, committee or board would bring their request for a joint meeting to the Town Manager who would then bring it to Council to decide whether to establish the meeting, date, etc., seconded by Councilmember Reban.

Public comment was taken on this item.

Andy Peters spoke on the P&Z commission requesting a joint meeting with Council to hear from Council their priorities.

Mayor Nolan explained he came up with the idea for training and speaking with Mr. Mauk to see if he was available for the training, at no cost to the town, to help P&Z get some answers. There was discussion on why to have the training and why with Mr. Mauk.

Jack Hamilton spoke on having a training session rather than a joint session.

Jerry Brady spoke on Mr. Mauk's expertise and being a good choice for training P&Z, as he knows federal standards and can show them the process to assimilate the standards.

Andy Peters spoke in support of the last joint meeting and its benefits for prioritizing action items.

A vote was taken on the motion. It was approved by a 6-1 vote, Mayor Nolan voting against.

9.2. June's Council budget meeting scheduling. Discussion and possible action.

Town Manager Kimball asked for Council to give her direction on whether additional meetings are necessary for the budget process.

There was discussion. It was decided the Council would meet for an additional budget meeting on Monday, June 11, 2012 at 10:00 a.m.

Public comment was taken on this item.

Bob Greene suggested having a meeting after the second public hearing.

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

10.1. Emergency Management Services Intergovernmental Agreement (IGA).

Town Manager Kimball spoke on having the Town Attorney review the agreement with only a few minor adjustments: page 3(f) update the years to 2012 and 2013; 5(d) term years updated to 2012 and 2013, extension of original agreement so add wording that addresses this for clarity; final signature page updated with Dewey-Humboldt rather than Chino Valley.

Councilmember Hiles made a motion to approve the Emergency Management Services Intergovernmental Agreement with changes discussed, seconded by Vice Mayor McBrady.

Public comment was taken on this item.

Jerry Brady spoke in support of the IGA, and spoke on it being a necessary contract.

A vote was taken on the motion and it passed unanimously.

10.2. Discussion and possible action to add definitions to Town Code Paragraph 10.05. [CM Wright CAARF]

Councilmember Wright gave an overview on her item. She is requesting adding definitions to clarify words. She spoke on it being necessary to follow the proper format to make change in the town code. There was discussion.

Councilmember Hiles made a motion to direct staff to draft an ordinance to add the definitions to the town code, seconded by Councilmember Rogers.

Public comment was taken on this item.

Jerry Brady agreed it was the proper way to change code and explained the AZ Constitution defines how to modify an ordinance with an ordinance. He stated the electoral procedure and AZ Rules of Evidence and Procedure in addition to Open Meeting Law defines this as well.

A vote was taken on the motion and it passed unanimously.

10.3. Discussion and possible action to change Town Code Paragraph 30.015. [CM Wright CAARF]

Councilmember Wright gave an overview, explaining she was looking for a way when a motion is made to show the intent to bring back an ordinance to change the code. There was discussion on having the Attorney come up with the proper wording and bringing back a draft ordinance for Council's action.

Councilmember Wright made a motion to direct staff to take this to the Town Attorney to draft an ordinance to reflect the suggested changes, seconded by Councilmember Repan.

Public comment was taken on this item.

Jack Hamilton suggested staff go back through motions made over the last year to find any that were not reflected in town code through an ordinance.

Jerry Brady agreed with Mr. Hamilton's idea and explained those ordinances need to be reviewed to see if they are in conformity to state and federal laws.

Town Manager Kimball spoke on the difficulties for staff last year and will be glad to review those if directed.

A vote was taken on the motion and it passed unanimously.

10.4. Per Town Code 30.031(D) appoint a new vice mayor for one year. [CM Wright CAARF]

Councilmember Wright gave an overview explaining that code states yearly, the first session in June, the most senior Councilmember who has not already been the vice mayor is appointed. Mayor Nolan asked Councilmember Hiles, as he is the most senior CM, if he would accept the position. CM Hiles stated he was not interested in the position. Mayor Nolan asked Councilmember Dibble if he was interested, as he was the next most senior CM. CM Dibble answered affirmatively.

Mayor Nolan made a motion to appoint John Dibble as Vice Mayor for the next year, seconded by Councilmember Repan. It was approved unanimously.

10.5. Discussion of ARS 9-244 (Implementation of property taxes to support infrastructure), 9-471-02 (Deannexation), 9-102 (Disincorporation). CM Repan CAARF

Councilmember Repan gave an overview on his request. He spoke on reasons why Dewey-Humboldt incorporated, concerns with expenses and revenues; how to move the town along: Deannexation to work with adjoining community to consider an agreement to swap the ownership of land; Disincorporation-going back to the County jurisdiction; Levy taxes if people want park, better roads, etc. He asked whether the Council wanted to be proactive or wait for the town's funds to deplete.

Mayor Nolan made a motion to send this agenda item to a work session and have further research available, seconded by Councilmember Repan.

Public comment was taken on this item.

Cathy Jackson spoke on citizens not being able to afford the additional cost of a property tax.

Councilmember Repan explained his point was the Council has been conservative with the town funds but is hearing people ask for services. He doesn't want a property tax either, but is trying to find an approach to deal with this issue.

Bob Greene spoke against this item being on the agenda; he spoke on the hard work to get the town incorporated; needing economic development; concerns if the town disincorporates as Prescott Valley will annex along the highway and claim the water supply; he spoke in support of staying involved in the Verde Coalition and communicating with other towns and being involved in politics across the state.

Jerry Brady spoke on the town needing to apply for federal and state taxes for infrastructure; proper format on agenda; talking with other agencies; new standards and needing to be in compliance before the County can take the town back. He recommended speaking with Leonard Gradias for help with the town's grant application.

David Nystrom spoke on the County not taking Dewey-Humboldt back; property tax not being a realistic option; problem with using up HURF funds and tapping into General funds; look at grant money; with the PARA study the town is eligible to pursue grant monies; apply for transportation grant money to free up operation funds.

Jack Hamilton thanked Councilmember Repan for bringing this up. He suggested looking for outside sources of income; and pro-business choices made by council in the past.

Bob Greene spoke on ARS Title 9-Chapter 2 stating the Board of Supervisors being able to remove officials of the town and put a new council in.

Councilmember Repan responded that the purpose of this agenda item was to be proactive, needing a discussion so they don't lose the town; and economic development not working in Dewey-Humboldt.

Andy Peters supported CM Repan bringing this forth for discussion and being proactive. He recommended creating an ad hoc committee to work with council to come up with some long-term viable ideas to create an environment to make the budget more manageable.

Kevin Leonard spoke on the Historical Society talking about ways to make this a viable town; get grants to fix the roads; have faith; support the museum to get the town turned around and make an historic district downtown.

Bart Brush spoke on the changes in the state of our county and suggested giving the choice to the people if they want something to pay for it through a property tax.

Jerry Brady spoke on Prescott Valley's start-up with no tax base, agricultural land and the Fains working with the state to obtain funding.

A roll call vote was taken on the motion to move this item to a work session, which passed by a 4-3 vote, Councilmembers Hiles, Rogers and McBrady voting against.

11. Comments from the Public.

Bob Greene spoke on the need to budget for things otherwise, the money can't be spent; supports the dumpster program; would like to have the Agua Fria Festival funded but not necessary; look at something for the museum; Jerome museum has acquired \$10 million through grants; tour from Tucson coming through Dewey-Humboldt and have them stop here; Prescott Valley helping the D-H Little League.

Jerry Brady spoke on his father's involvement with community outreach in the Navy; finding money through appropriate sources; talking with Prescott Valley, Jerome and Yavapai County Board of Supervisors and this being part of the Council's job as liaison with other agencies.

12. Adjourn.

The meeting was adjourned at 8:37 p.m.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
STUDY SESSION MEETING MINUTES
MONDAY, JUNE 11, 2012, 10:00 A.M.
A SPECIAL BUDGET SESSION OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS
HELD ON MONDAY, JUNE 11, 2012, 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 10:03AM.

2. **Roll Call.**

Town Council Members David Hiles, Mark McBrady, Dennis Repan, Denise Rogers (arrived at 10:08AM), Nancy Wright; Vice Mayor John Dibble; and Mayor Terry Nolan were present.

3. **Special Budget Agenda.**

3.1. Council Deliberation of FY2012-13 Tentative Budget. Discussion and possible action.

Town Manager Kimball gave an overview, noting there was nothing new in the budget; rather it reflects the changes that Council made since the acknowledgement of the tentative budget. She reviewed the level of service table, the new personnel plan after recently losing one employee, the CIP schedule, and contingency funds.

There was discussion about contingency funds and the amount to allocate in contingency.

Councilmember McBrady made a motion to make the contingency fund \$200,000, seconded by Vice Mayor Dibble. No vote was taken on this motion due to passing a conflicting subsequent motion.

Public comment was taken on this item.

Jack Hamilton spoke in favor of going up to 30% (\$400,000) for contingency funds, if needed the Town will have enough money to do what is necessary.

Andy Peters spoke in favor of bringing contingency funds up to the maximum amount.

Councilmember Hiles made a motion to raise contingency funds to 30% of the budget, seconded by Councilmember McBrady. The motion passed by a 5-2 vote, with Councilmembers Rogers and Wright voting against.

Councilmember Wright spoke on the budget being a policy document, whether to require a report before approving reimbursement, how we determine whether we are sending a Councilperson to any particular meeting and how much money to set aside for those meetings.

There was discussion on the Training and Travel line item, whether there is a need for a Council retreat, meeting attendance and an associated budget amount for Council.

Councilmember Repan made a motion to leave the Training and Travel budget as is, the entire amount \$15,600, seconded by Councilmember Hiles. The motion passed by a 6-1 vote with Councilmember Wright voting against.

Public comment was taken on this item.

Jack Hamilton spoke on the Council retreat and they must have something concrete come out of it and the Town should not belong to WAC.

Jerry Brady spoke on the Council retreat noting six church camps along Senator Highway available for retreats, APS has a speaker's bureau available at minimal cost and participating in WAC.

Andy Peters spoke on leaving the number as is because Council should have external perspective to see what others are doing.

There was further discussion on setting a policy and being aware of opportunities or meetings that come up at the last minute

Councilmember Wright made a motion to create policy to reimburse training and travel expenses for the Mayor and Council that fall in line with the Town Code when the Mayor and Council are representing the official business of and for the benefit of the Town. Councilmember Wright amended the motion to add with Council's pre-approval, seconded by Councilmember Rogers. The motion passed by a 6-1 vote with Councilmember McBrady voting against.

Public comment was taken on this item.

Jerry Brady spoke on an ordinance already enacted by the Town Council giving the Mayor a discretionary budget to expend without prior approval, he also spoke on the Town Attorney finding no financial abuse and another Town ordinance must be enacted to change an earlier ordinance.

Bart Brush spoke on having some funds allotted for each Councilmember to attend a meeting they felt was important without having to go through Council for approval, promoting better community/Council relations and trust.

Jack Hamilton noted a motion was made but not a second.

Town Manager Kimball spoke on creating a policy document for the Town Council to review upon passage of this motion.

Councilmember Wright spoke on the Attorney stating the Town should have something in its Administrative Rules about reimbursements.

Town Manager Kimball stated for the rest of this current fiscal year the expenses will go to Town Council for pre-approval.

Town Manager Kimball reviewed the WAC updated dues of \$4,000. Vice Mayor Dibble spoke on WAC presenting the updated dues at a recent meeting he attended, noting he is in favor of being a member of WAC as there is a lot more at stake than exempt wells.

There was discussion about the varying fees which is based on population; WAC is a water advisory committee who does not enact legislation, what WAC does with the dues received and their budget.

Public comment was taken on this item.

Jerry Brady spoke on SRP alleging they exercise authority in this area, not exclusive ownership, it being a judicial issue, not a legislative issue, that WAC or any person could intervene with the courts. He also spoke on Water Resources in the Economic Development Plan from the City of Prescott.

Jim Lindell spoke on \$4,000 being a small fee to have a voice and a lobbyist.

Jack Hamilton spoke on water being one of the most important things in Arizona, who has control of it and Council directed Mr. Dibble to vote no on the increased fees.

Ellie Demesquita spoke on this being a priority issue, if the Town does not attend these meetings it would be foolish.

Andy Peters spoke on it not being clear what WAC does with the money they receive.

Vice Mayor Dibble noted WAC dues pay for a full-time water representative for the County, legislative reports, conducting studies and tests. Councilmember McBrady and Mayor Nolan spoke in favor of being informed and involved with WAC. Councilmember Hiles spoke against the WAC membership.

Public comment was taken on this item.

Jerry Brady spoke on the necessity to make a distinction between the ownership of water as a property right and the permit to use excess surplus water owned by the state.

Mayor Nolan made a motion to continue involvement in the WAC committee, seconded by Vice Mayor Dibble. The motion passed by a 5-2 vote with Councilmember Hiles and Wright voting against.

Councilmember Wright spoke on salaries, per Town Code 3301(A)(C) it requires Council approval to hire someone over the midpoint; and concern with giving salary increases before probationary period is met.

Town Manager Kimball reviewed the salary increase of 4% including 2.3% COLA based on a resolution which is effective at the beginning of the fiscal year and the 1.7% merit occurs on the anniversary date.

Mayor Nolan made a motion to approve this part of the budget as presented by the Town Manager, seconded by Councilmember Hiles.

There was discussion on adjusting the salary ranges to allow for the COLA, hiring a new employee somewhere within the salary range and applying the COLA increase equally across eligible staff.

Public comment was taken on this item.

Jack Hamilton spoke on following or changing the Town Code as a Council decision, not ignoring it.

Jerry Brady spoke on hiring employees within the salary range and Council having the authority to change the terms of an employment contract.

Councilmember Hiles withdrew his second. No other second was received so that motion failed.

Councilmember Hiles made a motion that the salary ranges that are currently listed be increased across the board by the amount of the COLA, 2.3%, and that the Town Manager has discretion to give merit increases to employees up to one step increase on anniversary date, seconded by Vice Mayor Dibble.

Councilmember Hiles spoke on allowing the Town Manager to give up to 5%, one step merit increase, on the employee's anniversary, which would conform to policy, noting the Town Manager knows to use her discretion and knows what Council wants.

There was discussion on how that action would affect the budget. Town Manager Kimball spoke on the 2.3% COLA and up to a 1.7% merit increase being adequate and reasonable and a 5% merit would be a major increase to the budget. She also spoke on the magistrate's salary and increase.

Public comment was taken on this item.

Jack Hamilton spoke on typical Town Manager support for salaries and the possibility of a 5% merit increasing the budget about \$12,000.

Jerry Brady spoke on retention of good staff dependent upon the level of appreciation extended to them, high cost of living in this area and the Town getting a bargain for keeping good employees.

Councilmember McBrady spoke on the Town Manager likely preferring to know what Council is asking her to do instead of an unknown risk.

The motion failed by a 4-3 vote with Councilmember Hiles, Repan and Vice Mayor Dibble voting in favor.

Councilmember Wright made a motion to increase the salary range by the amount of the COLA, 2.3%, keep Town Manager's budget as is, using her discretion for up to a 1.7% merit increase, seconded by Councilmember McBrady. The motion passed unanimously.

Mayor Nolan made a motion to recess for lunch and come back at 1:30PM, seconded by Councilmember McBrady. The motion failed by a 4-3 vote with Councilmembers Hiles, Repan, Rogers and Vice Mayor Dibble voting against.

There was discussion about recessing.

Mayor Nolan called a 10 minute recess at 12:25PM. The meeting reconvened at 12:38PM.

Councilmember Wright spoke on the IT contract and Accountant contract. Town Manager Kimball noted the IT contract is due this December for negotiation; OSP Professional covers the Accountant contract, the current contractor offers a different level of expertise and the Town can utilize him if necessary. Councilmember Repan asked if there was a specific date after which the Town would not utilize the Accountant contractor's services. Town Manager Kimball stated the contract the Council entered with the Accountant is open-ended and she budgeted money if there is a need for those expert services.

There was discussion about the Accountant contract, having the flexibility and the benefit of using someone with that level of familiarity with the Town.

Councilmember Hiles made a motion to leave the OSP Professional Contract - Finance budget as presented, seconded by Vice Mayor Dibble. The motion failed by a 4-3 vote with Councilmembers McBrady, Repan, Rogers and Wright voting against.

Public comment was taken on this item.

Jack Hamilton spoke in favor of keeping OSP Professional services until an Accountant is hired and spoke against slack in the budget.

There was discussion about the amount of money budgeted to the OSP Professional Finance budget. Town Manager Kimball noted it was also for some bank services.

Councilmember McBrady made a motion to allow \$5,000 in the OSP Professional Finance budget, seconded by Councilmember Rogers. The motion failed by a 4-3 vote with Councilmembers Hiles, Repan, Vice Mayor Dibble and Mayor Nolan voting against.

Councilmember Hiles made a motion to change OSP Professional Finance budget to \$10,000, seconded by Councilmember Repan. The motion passed unanimously.

Mayor Nolan declared a recess at 1:00PM. The meeting reconvened at 1:19PM.

Town Manager Kimball noted that during recess she updated the changes that were made to the budget so far.

Councilmember Wright spoke on minor changes to the commentary section of the Budget which she will review with the Town Manager Kimball at a later date.

There was discussion about the Public Works budget and the number of roads anticipated to chip seal. Town Manager Kimball stated her conclusion was the Town could do at least four miles of chip seal because CDBG will do several miles this coming year, and their scope is the downtown Humboldt area, no dirt roads.

Councilmember McBrady spoke on not having enough money in the Community Development line item and that \$7,000 is insufficient. There was discussion about the cost of dumpster day being approximately \$4,000 each. Councilmember McBrady noted Little League requested \$2,700 and the historical society \$7,200 for one year of rent. There was discussion on where in the budget to cut in order to fund these three items.

Councilmember Repan spoke on roads being important but if the Town cannot do anything else for the community, the future is questionable.

Councilmember McBrady made a motion asking the Town Manager to review the budget in order to increase the Neighborhood Outreach line item to \$20,000.

Councilmember McBrady made a motion to utilize funds from the Excess of Revenues over Expenditures line item for the Neighborhood Outreach line item to include: one additional dumpster day, one year historical society rent and Little League, seconded by Vice Mayor Dibble. The vote passed by a 5-2 vote with Councilmembers Hiles and Wright voting against.

There was discussion about the historical society and funding their rent for one year.

Public comment was taken on this item.

Jerry Brady spoke on the budget being conservative, roads are one of the largest expenses, additional federal funding available for roads to upgrade fire access roads, using solid waste disposal grants for dumpster day and dedicated funding for history based tourism for the museum.

Jack Hamilton spoke on the appearance of excess funds but it is not excess, the Town not living within its budget and using extra money to do more roads which was a top priority for many Councilmembers.

Kevin Leonard spoke in favor of the Town helping the historical society and putting the interest in the people instead of roads.

Councilmember Wright spoke on voting as a responsibility of the government. Councilmember Hiles spoke against spending the community's money to pay the rent on the historical society building and if the community wants it, they will come forth to support it.

Public comment was taken on this item.

Jerry Brady spoke on history based tourism and encouraged all to attend the Jerome Historical Society meeting.

4. **Comments from the Public.**

Jerry Brady spoke on the importance of an Economic Development Plan and the Town bypassing large sources of revenue by not having one.

Andy Peters spoke on maximizing the Town's chances to get grants, creating employee objectives for obtaining grants and the ability to measure objectives.

5. **Adjourn.** The meeting was adjourned at 2:08PM.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
REGULAR MEETING MINUTES
TUESDAY, JUNE 19, 2012, 6:30 P.M.**

A REGULAR MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, JUNE 19, 2012, 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 6:36 p.m.
2. **Opening Ceremonies.**
 - 2.1. **Pledge of Allegiance.** Led by Jerry Brady.
 - 2.2. **Invocation.** Given by Councilmember Wright.
3. **Roll Call.** Town Council Members David Hiles, Mark McBrady, Dennis Repan, Denise Rogers, Nancy Wright; Vice Mayor John Dibble; and Mayor Terry Nolan were present.
4. **Announcements Regarding Current Events, Guests, Appointments, and Proclamations.**

Councilmember Wright made a few announcements: Open Meeting Law training available through the League of Arizona Cities and Towns website; Dewey-Humboldt recognized in the AMRRP newsletter with an award of excellent 0-10% Loss Ratio for workers' comp.; thanked Heidi Remakel for putting in over 1000 hours volunteering at the Library; thanked all the other volunteers for the Library as well.

- 4.1. **APS Grant Check presentation.** Matt Meierbachtol to present the check for the Butte Street Pocket Park.

Matt Meierbachtol with APS was in attendance and presented Mayor Nolan and Sandra Goodwin, Chair of the Open Space and Trails Committee a check for \$4k to the town for the pocket park. He announced APS will donate trees for the park, as well.

5. **Town Manager's Report.** Update on Current Events. None.
6. **Consent Agenda.**
 - 6.1. **Minutes.** Minutes from the May 15, 2012 Special Meeting and May 29-30, 2012 Special Meeting.

Councilmember Rogers made a motion to approve the minutes as presented, seconded by Councilmember Wright. It was approved unanimously.
7. **Comments from the Public (on non-agendized items only).**

Jerry Brady spoke on a Historic Preservation conference which was held in Prescott the previous week. He offered information so the town could be put on contact registers. He spoke on a visit from the German Consulate to this area in the near future and their looking at sister city programs. He stated Karl Mai will meet with the council to advise them on history-based programs with the state and federal agencies. He spoke on Continuing Legal Education (CLE) being offered.

Jack Hamilton spoke on WAC (Water Advisory Committee) dues increasing and questioned how this happened. John Dibble responded he will look into it as he did not recall a vote on it, only a discussion.

Sandra Goodwin introduced the other members of the OSAT committee in attendance, Skip Gladue and Kevin Leonard.

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. FY2012-2013 Budget Final Review.

Town Manager Kimball gave an overview on the status of the budget. The final adoption is scheduled for June 26, 2012 at 10:00 a.m.

Councilmember Wright addressed the following issues:

1. Increase the size of the spreadsheets in the document. This will be done if possible without making it blurry.
2. Clarify staff size as she thought it was increasing. TM Kimball reviewed the positions proposed.
3. Clarify number of total, paved and unpaved roads. TM Kimball explained 38 paved and 12 unpaved. This information will be updated on the town website.

Councilmember Rogers found a correction to be made on page 6 regarding the Vice Mayor. It will be updated to reflect Vice Mayor, John Dibble. There was discussion on the font color and readability.

Councilmember Repan asked about the WAC dues amount being accurate and if the - 70k under HURF was for the Kachina project. TM Kimball responded affirmatively.

Mayor Nolan spoke on including \$5k for the Agua Fria Festival as a way to contribute to the commerce of the community. There was discussion.

Public comment was taken on this item.

Jerry Brady spoke on eligibility for federal and state aid requiring an engineered surface for roads.

Jack Hamilton spoke on donating money for the park not for the Agua Fria Festival.

No action was taken on this item.

9. Public Hearing Agenda.

9.1. Sign Code. Final Revised Sign Code Review.

The public hearing was opened at 7:17 p.m.

Jack Hamilton spoke on Exempt Sign chart (page 58) and questioning the different sized signs for different uses. Judy Morgan, Town Clerk and Phyllis Smiley, Town Attorney both explained this section pertained to signs exempt from permitting.

Jerry Brady spoke on including wording in the sign code to assimilate state standards referenced by statute.

Councilmember McBrady asked whether they would be voting on the sign code adoption and stated he had some issues with the sign code and would like to have a work session with the P&Z commission to discuss it. Mayor Nolan explained an Ordinance to adopt the sign code was on the agenda under 10.2.

Councilmember Rogers asked about the valuation wording included in the sign code and how it relates to the code. TM Kimball explained valuations can be calculated as in building codes and to consider that some signs can be structures.

Councilmember Wright spoke on simplifying corner lot signage; removing specific position titles and including a liability clause.

Councilmember Hiles stated he was not happy with the sign code as presented. They asked for shorter, simpler, less restrictive, and with less regulations. He stated this was not accomplished.

Andy Peters, Planning and Zoning Commissioner spoke on the request being made to the commission and their initial work on the sign code significantly reducing it, but information came back to them from a staff member and the Attorney indicating things that needed to be put back in.

Councilmember Hiles spoke on those new requirements, but seeing other places where they could have been less restrictive but were resistant to do so.

Councilmember McBrady spoke on businesses struggling and allowing bigger signs to draw people in off the highway.

Jerry Brady spoke on adopting the state codes, with modifications; referencing mandatory requirements. Yvonne Kimball, Town Manager explained there is no state statute regarding sign codes. This was affirmed by Town Attorney Smiley. Jerry Brady explained ADOT regulates signs visible from highways.

Jack Hamilton spoke in support of not having the sign code so simple as people will take advantage of it. It needs to be spelled out to mean anything.

The public hearing was closed at 7:40 p.m.

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

10.1. Ordinance 12-92 to amend code 31.22 Board of Adjustment and related provisions.

Town Manager Kimball gave an overview, explaining a motion to change this section of code was made but no ordinance was drafted and approved so it was not codified. Once this was discovered the Attorney was asked to draft an ordinance to address those changes approved.

Phyllis Smiley, Town Attorney explained the ordinance and what was modified, to bring it into compliance as well as to make the changes that were approved through motion in August 2011. (Removal of wording giving BOA ability to waive fees – not allowed; move BOA from committees section to Zoning; appeal to superior court not town council; powers and duties are those set forth in state statute).

Councilmember Repan asked about the member size requirement and if only four members if they are out of compliance. Ms. Smiley responded affirmatively. CM Repan then asked if the decision made at a recent hearing was valid or not. Ms. Smiley stated she would need to look into that further and provide an answer. CM Repan asked about the Chair being able to call a meeting if not a hearing and whether this was allowed based on state law. Ms. Smiley responded the BOA normally only meets when they have business to do, therefore would have no reason to have regular meetings. But since the town code allows it the Chair could call a meeting for something other than a hearing, such as training.

Councilmember Wright asked about the zoning administrator reference as ex-officio member and did not feel that should be in there. Ms. Smiley explained that was in the existing code and saw no reason to change it. CM Wright spoke on the wording regarding minute taking and her preference for it to be done by a staff member. Ms.

Smiley explained the existing wording does not limit it to a member of the board taking the minutes.

Councilmember Wright made a motion to bring back the ordinance with changes made for a future meeting, seconded by Councilmember Repan.

Public comment was taken on this item.

Jerry Brady spoke on other resolutions for appeal; most issues being resolved administratively; consulting the Yavapai County Attorney and Clerk of the Court in the Office of Administration for Yavapai County Superior Court.

Lydia Chapman spoke on her frustration with the council examining the BOA and their non-hearing meetings; how they are handling the minutes now; she read from some information she received from a BOA Attorney regarding privileges, secretarial duties, staffing, reforming how staffing is handled for the board, who should serve on the board. She asked the Council to figure out if they want them or not and if they do then make it easy for them.

Jack Hamilton explained the last hearing was not appealed so it is a moot point. He stated how minutes are being handled is working fine, but keep it consistent by requiring all committees to keep their own minutes. TM Kimball explained she just had that conversation with staff and it will be addressed shortly.

Lydia Chapman thanked Ms. Smiley for rewriting the code regarding the BOA as it is parallel to the law and other documents. She would like the secretarial part taken out as it is hard to understand.

Jerry Brady spoke on Clarkdale; ethics issues for a board of adjustment coming before the AZ Dept. of Commerce and recommended resolution through this department for re-education.

Councilmember Wright asked about 31.22 Reserved. Ms. Smiley will modify it to un-strike the BOA wording. CM Wright spoke on the Zoning Administrator advising the BOA being a problem and recommended removing the technical aid reference. She spoke on how much time she thought staff spends on all the committees, commissions and boards and thinks they should support those public bodies like the council is supported.

A vote was taken on the motion to bring the changes back for a future meeting and it passed unanimously.

10.2. Ordinance 12-93 to amend Town Code 153.125 – 153.138 Sign Code.

Councilmember Hiles made a motion to send the sign code back to Planning and Zoning, reiterating the Council wants it shorter, simpler, less restrictive, with less regulations, seconded by Vice Mayor Dibble. It was approved unanimously.

Town Manager Kimball asked for guidance on what to do with active requests for sign permits, whether to work off the existing sign code or not. There was discussion on the moratorium on the sign code and what was decided previously during the period where the sign code is being revised.

Councilmember Wright made a motion to approve enforcing the existing sign code until the updated sign code is adopted. The motion failed for lack of a second.

Town Attorney Smiley explained the current code would remain in effect until the revised code is adopted. Lifting of the moratorium would need to be agendaized at a future meeting if it is still in effect.

11. Executive Session. Upon a public majority vote of the members constituting a quorum, the ***Council may hold an Executive Session that is not open to the public for the following purposes.*** When the Executive Session ends, Council may act on any matter considered in this Agenda.

Councilmember Hiles made a motion to not go in to Executive Session, seconded by Councilmember Wright. It was approved by a 6-1 vote in favor, Mayor Nolan voting against. Council moved on to agenda item 12.1.

11.1. Call for Executive Session. An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consultation of employment and salary of Warren Colvin for the position of Community Development Coordinator.

12. Return to Open Session. Legal Action can be taken.

12.1. Ratification of hiring Warren Colvin for the Community Development Coordinator position. Discussion and possible action.

Councilmember Rogers made a motion to honor the recommendation of the Town Manager and ratify the hiring of Warren Colvin for the Community Development Coordinator position, seconded by Councilmember Hiles. It was approved unanimously.

13. Comments from the Public.

Jerry Brady spoke on the Board of Adjustment and appeals; concerns of Prescott Valley doing string annexation along Highway 69, it being a National Defense Highway; recommended reciting the conference title before voting on motions.

Jack Hamilton pointed out a minor correction on the budget agenda council communication (contingency fund to 20%, should be 30%). TM Kimball agreed it was a typo.

Doris Lake spoke on a zoning adjustment and asked why it takes so long to get something done.

14. Adjourn.

The meeting was adjourned at 8:39 p.m.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk

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

TOWN COUNCIL REGULAR MEETING

July 3, 2012– 6:30 pm Town Council Meeting Chambers

Agenda Item # 9.1 CDBG Project Engineering Design Proposal Authorization #2.
Review, discussion and possible action.

To: Mayor and Town Council Members
From: Yvonne Kimball, Town Manager

Date submitted: June 27, 2012

Recommendation: accept the proposal

Summary:

On April 3rd, an engineering proposal for the CDBG project was authorized by the Council. The proposal was in amount of \$11,980 for the design of the entire project including road improvements and some sidewalks.

As soon as the design began, the engineers realized that the sidewalk portion would need more detailed design than what was included in the first proposal as a contractor “design-build” project. Scope of the sidewalks was also re-evaluated; a new section was suggested to add to the original scope for practical reasons*. After a month long discussion, the engineer presented the attached proposal in the amount of \$31,800 which will cover all remaining CDBG engineering work. After the design is finished, the project construction is to be bid out. Staff reviewed the proposal and recommends the Council to accept it. This cost is expected to be grant-eligible pending on the final written nod from the state.

**The Town is also conducting an income survey for the State to determine the eligibility of the added sidewalks area. If the survey result shows that the newly added area is not eligible for grant funding, we will then extend the sidewalk into the original project area which has been approved. The result will not change the design proposal.*

The Town of Dewey Humboldt has previously entered into an Agreement for engineering services on the above referenced project with Willdan. The Town now desires additional services to be rendered. It is hereby agreed that the following services are authorized and approved.

PROJECT: Design for a sidewalk from the existing sidewalk near the school at Corral Street south to Prescott Street and west along Prescott to Old Black Canyon Highway (Azurite).

Type of Work:

The Town would like to construct a sidewalk on one side of the street from the existing sidewalk near the school at Corral Street south to Prescott Street and west along Prescott to Old Black Canyon Highway (Azurite). This proposal is to prepare design plans and construction documents for sidewalk and associated drainage improvements. Critical portions of the project will require extensive fill, retaining walls, MSE walls or some other solution in order to install the sidewalk due to the existing roadway ditches and the difference in elevation from the roadway to the adjacent property.

SCOPE OF SERVICES:

The basic services required for this project include a review of the project with the Town and preparation of contract documents. Design survey will be conducted by Meridian Land Surveyors. Bidding assistance will also be required. A minimal Drainage Report to size structures will be included in this Scope of Work.

TASK 1 Data Review

After the Town issues the Notice to Proceed, the Consultant will arrange an initial coordination meeting and site visit with the Town to discuss detailed objectives of the project and to begin data assembly. At that time, the Town will provide the Consultant copies of available plans, quarter section maps, and as-built drawings of the project area that are available from the Town files.

Also after this meeting, the Consultant will furnish to the Town, for review and approval, a detailed schedule that includes target dates for the completion of each phase of the design and submittal dates for the various reports and documents.

TASK 2 Preliminary Designs / Data Collection

Data collection undertaken by the Town Engineer may include, but shall not be limited to the following:

1. Investigation of existing public improvements and private utilities that may impact the project, including size, type and location from as-built drawings or Blue stake.
2. Investigate drainage conditions that will affect the design.

- 3. Completion of a field survey to verify the locations of existing structures, improvements and utilities that may impact the project and verification of existing easements, property lines and right-of-way. The limits of the survey will run from the existing sidewalk on Corral Street south to Prescott Street and west along Prescott to Old Black Canyon Highway(Azurite)

TASK 3 Design and Contract Document Preparation

Construction Drawings

The Town Engineer will prepare construction drawings showing for the location of the drainage features with possible alternates.

Yavapai Association of Governments (YAG) Uniform Standard Specifications and Details will be used for the design.

Existing landscaping removed by construction will not need to be replaced.

Contract Documents and Special Provisions

The Consultant will prepare the contract documents using the CDBG Contract Documents provided by NACOG and the special provisions to supplement the latest edition of the Yavapai Association of Governments (YAG) Uniform Standard Specifications and Details, and the Town of Dewey-Humboldt. The contract documents and special provisions will be prepared and delivered in hard copy form as well as on diskette prepared in MS Word.

Probable Estimated Construction Costs

The Town Engineer will prepare detailed, itemized cost estimates for the proposed improvements. The probable estimated construction costs shall be prepared on a sheet-by-sheet basis with total quantities and costs for the overall project using MS Excel.

PLAN SHEET LIST

Cover Sheet	1 Sheet
Note/Detail sheets	3 Sheets
Plan Sheets	8 Sheets
Total	12 Sheets

Review Submittals

The Town Engineer will be required to make 2 submittals of plans and estimates, for the sidewalk and drainage structures at the 90% and final stages.

The Town Engineer will be required to submit four (4) sets of 24x36 reproducible construction plans and specifications.

TASK 4 COORDINATION MEETINGS

The Town will designate a project manager. The Consultant will meet with the Project Manager for the Town and NACOG monthly or as needed to review the progress of the work. Meetings NACOG, Pre-bid and Pre-construction meetings are included in this Task. All coordination meetings will be held as designated by the Town representative and affected utility companies and other agencies will be invited as necessary.

TASK 5 CONSTRUCTION ADMINISTRATIONS AND INSPECTION

The consultant proposes construction administrations on a limited basis so as to stay current with construction progress. Services to include the following:

- Conduct the pre-construction conference
- Review contractor submittals including schedule, mix designs, and shop drawings.
- Review traffic control plans with the Town
- Address conflicts
- Review contract modifications and change orders and make a recommendation to the Town
- Review and process contractor monthly pay estimates with concurrence from the Town Public Works Foreman
- Review and approve the contractors final pay request.

COST OF SERVICES: Unless provided herein, it is agreed that the cost of services shall be as provided in Attachment "1" to this authorization. The agreed upon services are estimated to cost:

\$ 31,820

PROJECT MANAGER: Grant Anderson, P.E. shall be the Engineer's Project Manager and is fully responsible for seeing that the project is completed in compliance with the provisions of the Master Agreement.

EXHIBIT C

AUTHORIZATION FOR SERVICES

MASTER AGREEMENT: The Master Agreement between the parties is incorporated and amended herein as if fully set forth.

DATED this _____ day of _____, 2012

Grant Anderson, P.E.
Vice President
WILLDAN

Terry Nolan
Mayor
Town of Dewey-Humboldt

Town of Dewey Humboldt Consultant/Subconsultant Cost Proposal

Consultant: Willdan

Project Name: Prescott Street CDBG Sidewalk

Task 1 and 2 Data Review, Preliminary Design and Data Collection

<u>Classifications</u>	<u>Man-hours</u>	<u>Hourly Rates</u>	<u>Labor Cost</u>
Project Manager	6	\$ 140.00	\$ 840.00
Senior Engineer	10	\$ 120.00	\$ 1,200.00
Drafter	10	\$ 90.00	\$ 900.00
Sub-Total			\$ 2,940.00

Subconsultants

Survey (Meridian Land Surveyors, LLC)	\$4,600.00
Sub-Total	\$4,600.00

Task 3 Design and Contract Document Preparation

<u>Classifications</u>	<u>Man-hours</u>	<u>Hourly Rates</u>	<u>Labor Cost</u>
Project Manager	6	\$ 140.00	\$ 840.00
Senior Engineer	50	\$ 120.00	\$ 6,000.00
Drainage Engineer	20	\$ 120.00	\$ 2,400.00
Drafter	80	\$ 90.00	\$ 7,200.00
Clerical	10	\$ 50.00	\$ 500.00
Sub-Total			\$ 16,940.00

Task 4 Project management and Coordination/Meetings

<u>Classifications</u>	<u>Man-hours</u>	<u>Hourly Rates</u>	<u>Labor Cost</u>
Project Manager	8	\$ 140.00	\$ 1,120.00
Senior Engineer	16	\$ 120.00	\$ 1,920.00
Sub-Total			\$ 3,040.00

Task 5 Construction Administration and Inspection

(Assumes a 30 calendar day Construction time and part-time construction oversight)

<u>Classifications</u>	<u>Man-hours</u>	<u>Hourly Rates</u>	<u>Labor Cost</u>
Senior Engineer	16	\$ 120.00	\$ 1,920.00
Inspector	16	\$ 90.00	\$ 1,440.00

Sub-Total	\$ 3,360.00
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Direct and Outside Expenses

Utility Company As-builts	\$ 100.00
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Printing	\$ 240.00
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Mileage	\$ 600.00
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Sub-Total	\$ 940.00
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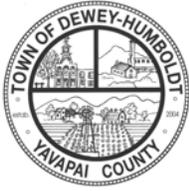
Subtotal Labor	\$ 26,280.00
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Subtotal Expenses	\$ 940.00
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Subtotal Subconsultants	\$ 4,600.00
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TOTAL	\$ 31,820.00
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TOWN OF DEWEY-HUMBOLDT
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TOWN COUNCIL REGULAR MEETING

July 3, 2012– 6:30 pm Town Council Meeting Chambers

Agenda Item # 9.2 Intent to apply for Arizona Commerce Authority 2012 Vision Grant. Discussion and possible action.

To: Mayor and Town Council Members
From: Yvonne Kimball, Town Manager

Date submitted: June 27, 2012

Summary:

Mayor Nolan forwarded me the notice for the Arizona Commerce Authority's 2012 Vision Grant. Upon review and conferring with the grant contact person, I found out that the grant is a newly created funding opportunity and intended to be made available twice a year. I believe the Town can be an eligible entity for the grant so long as we have a project that would impose regional economic development impact.

I suggest an application for DH Historical Society's website design and initial launch project. The application should be manageable in order to meet the deadline of July 15. I had other ideas for larger projects, but they would require planning and would not be ready by July 15 (maybe for future applications). I spoke with Mr. David Nystrom, DH HS's member and treasurer. He seemed to like this idea and will discuss such with other Society members.

Staff seeks Council's direction whether staff time can be spent to work with DH HS for the website grant application. Also, we are open to your suggestions on future projects.



2012 VISION GRANT

June 12, 2012

The Vision Grant

Section 1: The Vision Grant Program

1.1 Introduction

The primary objective of the Vision Grant Program (the “Program”) is to improve Arizona’s economy in rural areas by creating rural jobs and increasing rural wages, particularly in base industries. The Program accomplishes these objectives by leveraging the existing assets of regional economic development organizations in rural Arizona. Grant funds are awarded to improve the capacity of such organizations by enhancing and expanding their economic development systems, projects and programs focused on creating jobs and increasing wages, particularly in base industries. Successful applications for the Program will be aligned with these Program objectives and methods and will propose projects (“Projects”) that involve innovative and cost effective strategies.

1.2 Available Funding

The total amount of funds available for distribution under the Vision Grant Program will be \$250,000. Individual Program grants (“Grants”) will not exceed \$50,000. As further described herein, funds will be allocated based on the merits of applications for the Program (“Proposals”).

1.3 Program Contacts

Each entity submitting a Proposal (“Applicant” or “Offeror”) is encouraged to contact the Arizona Commerce Authority (ACA) contact person identified below early in the application process with any questions or ideas about the process and/or Program requirements.

1.4 Arizona Commerce Authority Online

Visit our website at <http://www.azcommerce.com>.

1.5 Transparency

Please note that the ACA is subject to Arizona Public Records laws (A.R.S. §39-101, *et seq.*). As such, information submitted in response to the Vision Grant Program may be subject to public records requests. Public Records laws do provide exceptions relating to certain types of sensitive business information, and the ACA will preserve the confidentiality of such information to the extent permitted by law. Accordingly, if any information submitted in response to the Program (i) is a trade secret, (ii) would undermine the Applicant's competitive position if released, or (iii) is otherwise sensitive or confidential; it should be designated as such upon submission to the ACA.

Section 2: General Considerations

2.1 Eligible Entities

Grants may be issued to either (i) a rural county (as hereinafter defined) or (ii) a nonprofit regional economic development group that is an official representative of a rural county and/or multiple rural municipalities (as hereinafter defined). A “rural county” is any county other than Maricopa County or Pima County. A “rural municipality” is any municipality other than Phoenix or Tucson. Grant funds may not be passed through to sub-grantees.

2.2 Eligible Projects

The Vision Grant

Grant funds are may only be used for Projects that involve the enhancement or expansion of the Applicant's existing economic development systems, projects or programs that are focused on job growth. For illustrative purposes, only, such Projects could include but are not limited to the following:

- Enhancement of infrastructure for economic development related uses and/or projects (i.e. computer hardware, research, labor studies, websites, marketing material, software tools, etc)
- Technical assistance (i.e. consulting expertise, training, etc)
- The execution of economic development related projects (i.e. marketing programs, outreach campaigns, asset inventory, etc)

2.3 Grant Period Eligibility

Projects must be started and completed within one year from the time a Grant is awarded. The anticipated award date under the Program is September 12, 2012. Grant funds may not be used to reimburse expenses incurred prior to the date a Grant is awarded. The ACA at its discretion may approve requests to extend the Project period for up to 12 months, provided, however, that a Grant must be closed before a grantee can apply for another Grant in a future Program cycle.

2.4 Project Expenses

The following costs and expenses, without limitation, are eligible for reimbursement under the Program:

- Reasonable management and administrative (M&A) costs associated with Project management, up to 5% of the total Grant amount
- Infrastructure Studies
- Marketing Analyses/Materials
- Needs Assessments/SWOT Analyses
- Labor Force Analyses.
- Website Design
- Strategic Planning
- Professional and Outside Services

The following costs and expenses, without limitation, are not eligible for reimbursement under the Program:

- Payment of existing financial obligations
- Personnel salaries other what is included in allowable M&A costs, as provided above
- Operating, overhead and indirect expenses other than allowable M&A costs, as provided above
- Maintenance costs
- Costs of preparing a Proposal for the Program
- Costs associated with political activities

Section 3: Proposal Submission Process

3.1 Proposal Submission

The Vision Grant

Applicants are to provide three (3) paper copies and one (1) electronic copy of each Proposal. Electronic copies may be sent by E-mail or delivered on a DVD or CD. Both electronic and hard copies must be received by the due date and time indicated. Electronic copies may be delivered via email to shawndah@azcommerce.com.

Proposals must be submitted by an authorized representative of the eligible organization. Each Applicant may submit only one Proposal.

3.2 DUNS Number and CCR Requirements

Proposals must include a Dunn and Bradstreet Data Universal Numbering System (DUNS) number and indicate the Offeror has an active registration in the Central Contractor Registration (CCR) database.

3.3 Deadline for Submission

The deadline to submit a proposal is **Thursday, July 15, 2012 no later than 4:00p.m.** (Arizona time)

Section 4: Proposal Organization

A complete Proposal will include the following sections:

- Executive Summary
- Offeror's Qualifications
- Project Narrative
- Project Budget
- Letters of Support (optional)

4.1 Executive Summary

The Executive Summary (not to exceed one page) must include the Applicant's name, address and contact information, and must briefly describe the proposed Project, including its name, the goals and tasks to be completed, the amount of Grant funds requested, and who will perform the Project work (e.g., organizational staff, consultants, or contractors).

4.2 Offeror's Qualifications

The Applicant's Qualifications section must include (i) a one (1) page narrative describing the Offeror's team, including consultants and/or organizations providing services to the Project, and (ii) resumes of key personnel (management, staff and partners) who will work on the Project (limited to two (2) pages per resume).

4.3. Project Narrative

The Project Narrative should not exceed five (5) pages and must include the following elements.

4.3.1 Project Title

The title of the proposed Project must be brief yet describe the nature of the Project.

4.3.2 Work Plan and Timeline

Describe the Project in detail, including all Project activities, including who will perform them, and a Project timeline.

The Vision Grant

4.3.3 Project Outcomes

Describe, in detail, the intended Project outcomes in terms of specific uses and benefits of the final product to the public, explain how the Project activities will lead to those outcomes, and provide a schedule for when the outcomes are expected to occur. The Project outcomes must be tied to the tasks in the work plan and budget.

4.3.4 Project Budget

Provide a detailed budget for the Project and the proposed use of Grant funds. The budget must align with the work plan and timeline.

Section 5: Evaluation Criteria

Proposals will be evaluated on the following criteria, in no particular order:

- Economic Impact / Alignment with Program goals and objectives
 - Preference given to Projects focused on base industries
 - Extent of intended economic benefits of intended Project outcomes and demonstrated likelihood of Project achieving such outcomes
- Leveraged dollars
 - Contribution(s) from the Applicant or other funding sources or partners
- Quality of Project Plan as Outlined in Proposal
 - Accuracy, thoroughness and appropriateness of work plan and budget
 - Description of the specific tasks to be completed with Grant funds
- Applicant Qualifications
 - Organization as a whole and key Project personnel
 - Track record of administering projects that promote the economic development goals of the Vision Grant Program
- Demonstrated Local support
 - From local business, community and elected leadership in the form of support letters

Section 6: Application Review Process

6.1 Evaluating the Proposal

Each complete and eligible application will be evaluated by a panel of qualified reviewers. Applicants are strongly encouraged to be clear, concise and to the point in their Proposals.

6.2. Scoring Criteria

Applications that are complete and eligible will be scored and ranked competitively based on the criteria listed in Evaluation Criteria.

6.3 Application Selection

The Vision Grant

Based on final evaluations, Proposals will be selected for funding, subject to the availability of Vision Grant funds.

Section 7: Award Administration Information

7.1 Notice of Award / Grant Agreement

Upon selection of a Proposal for a Grant, a notice of award letter and a Grant agreement setting forth the terms and conditions of the Grant ("Grant Agreement") will be forwarded to the successful Applicant ("Grantee"). The Grant agreement must be signed and returned to ACA.

7.2 Term of Agreement/Effective Date

The period of performance of this Grant is 12 months from the date of execution of the Grant Agreement.

7.4 Programmatic and Financial Reports; Outcomes Tracking

The Grantee shall provide a monthly program activity report to ACA that provides updates on milestones and performance measures outlined in the Proposal. This report is due to ACA by the 15th of each month for the previous month. The Grantee shall use the forms provided by the Grantor (ACA) to submit monthly program activity reports. The report shall contain such information as deemed necessary by the ACA. The forms will be sent to the Grantee upon receipt of the signed Agreement. ACA will track Project outcomes relative to Program goals based on program activity reports, criteria and outcomes outlined in Proposals, as well as any independent investigation ACA may elect to undertake.

7.5 Financial Reimbursement

The Grantee shall be paid on a cost-reimbursement basis. The reimbursement amount is to be determined on the cash basis of accounting. The reimbursement request must be submitted no more frequently than monthly and no less frequently than quarterly for those items submitted and approved in the budget inclusively. Notwithstanding any other payment provision to this contract, failure of the Grantee to submit required reports when due, or failure to perform or deliver required work, supplies or services, will result in withholding of payment under the Grant Agreement unless such failure arises due to causes beyond the control and without the fault of negligence of the Grantee.

7.6 Fund Management

The Grantee must maintain funds received under the Grant Agreement in separate ledger accounts and cannot co-mingle these funds with funds from other sources.

The Grantee must maintain adequate business systems. The business systems that must be maintained are:

- Financial Management
- Procurement
- Personnel
- Property
- Travel

The Vision Grant

A system is adequate if it is: 1) written; 2) consistently followed - it applies in all similar circumstances; and 3) consistently applied – it applies to all sources of funds. The ACA reserves the right to review all business systems policies.

7.7 Fiscal Responsibility

It is understood and agreed that the total amount of the funds used under the Grant Agreement shall be used for the Project outlined in the Proposal. Therefore, should the Project not be completed, be partially completed, or be completed at a lower cost than the original budget called for, the amount reimbursed to the Grantee shall be for only the amount of approved funds actually spent by the Grantee. For any funds received under this Agreement for which expenditure is disallowed by an audit exception by the State, the Grantee shall reimburse said funds directly to the Grantor immediately, but not later than fifteen (15) business days, exclusive of state holidays.

Section 8: Other Grant Terms & Conditions

The Grant Agreement will contain the ACA's standard terms and conditions for Grants. Please contact the ACA if you would like a copy of these terms and conditions.

ACA Contact:

Shawnda Henderson
Grants/Procurement Manager
Arizona Commerce Authority
333 North Central Avenue
Suite 1900
Phoenix, AZ 85004
602-845-1237
shawndah@azcommerce.com



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TOWN COUNCIL REGULAR MEETING

July 3, 2012– 6:30 pm Town Council Meeting Chambers

Agenda Item # 9.3 Centennial Monument Sign matters as per Dewey-Humboldt Historical Society requests. Review, discussion and possible action.

To: Mayor and Town Council Members
From: Yvonne Kimball, Town Manager

Date submitted: June 27, 2012

Summary:

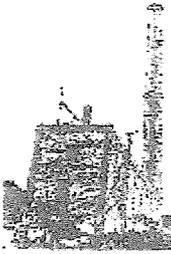
Historical Society President Mr. Gerald Hoyer presented a proposal for a centennial sign to be placed on Humboldt Station property (details attached).

Mr. Hoyer asked whether the Town wanted to partner with DH-HS on this monument sign. Mr. Hoyer further explained that the Town purchased a plaque the same time as DH-HS but it was not engraved yet. DH-HS was in the process of engraving the plaque. If the Town still intends to have a commemorative plaque, this would be a good opportunity to partner with DH-HS so that the work can be coordinated and the cost shared between the Town and DH- HS.

Staff is reviewing the sign request according to the Town's sign code. I also advised Mr. Hoyer that there would be review by the Building Safety Department to ensure safety of the structure.

Staff seeks Council's direction whether to partner with DH-HS on the monument. If so, we ask Council what to put on the plaque.

I've been trying to arrange Mr. Hoyer or someone else from DH-HS to attend the meeting.



Dewey-Humboldt Historical Society

Centennial Monument placement; Humboldt Station
May 3, 2012

Mr. Mark McBrady

This is a follow-up of our discussion in February about placing a Centennial monument in Humboldt Station.

We agreed that a better location for the monument would be the isolated "square" north of the main lot area rather than in the NW corner of the lot as we had first discussed.

Bob Mattheis, a retired builder, has modified the original structural design to more efficiently allow for a tablet on both faces of the monument. The dimensions change a little from the original. The footer will extend 16 inches below ground level, and the monument will be 44 inches above ground, 40 inches wide and 8 inches thick with space for a stone tablet on each face.

Bob estimates the structural materials will cost about \$220. This is close to the expected cost when the monument idea was originally proposed and accepted. I have attached a copy of Bob's work.

Here is what the Society proposes be done ;

1. Bob and I, with other help, will, on behalf of the Society, purchase the necessary material, will arrange for or do the building and will mount the 2 tablets if the Town Council has selected a message and can have one tablet engraved by the time of construction and mounting of the Society's completed tablet in the monument. We would then present a bill for half of the cost of materials each to the Town and to the Society for reimbursement. By placing 2 tablets on a single monument the cost per tablet is reduced to half of the original budgeted amount.
2. We suggest an appropriate message for the town to use for their tablet on this site. A copy is attached. I am checking with the Centennial committee to get their ok to use the Centennial seal on the tablet. I have checked with Ken at *Set in Stone* and he said that engraving the map part of the proposed message would not be a problem.
3. We propose that a small separate holder for a one-page flyer be placed near the monument and that the Society prepare and supply a flyer that elaborates interesting historical details beyond the limited message that is inscribed on the Town's tablet. A draft of the proposed flyer is attached.
4. Action steps:
 - a. Town Council approve the process outlined above;

b. Town Council approve the message for the stone, authorize and pay Set in Stone for the engraving, (as was planned for in the original monument decision).

c. McBrady approve the exact spot and facing of the monument on the selected location.

d. The DHHS monument committee set an appropriate date, erect the monument and the Society, in conjunction with town Council, plan an unveiling ceremony as another Centennial celebration event.

If the Council is open for another suggested monument location and message, for another of the town's tablets, we have developed an idea appropriate for use on town property near the old "Cherry Station" location. Let us know if the Council is interested in further cooperation with the monument effort.

We look forward to hearing your decisions on these matters.

Sincerely,

Gerald Hoyer

Monument Committee, for DHHS

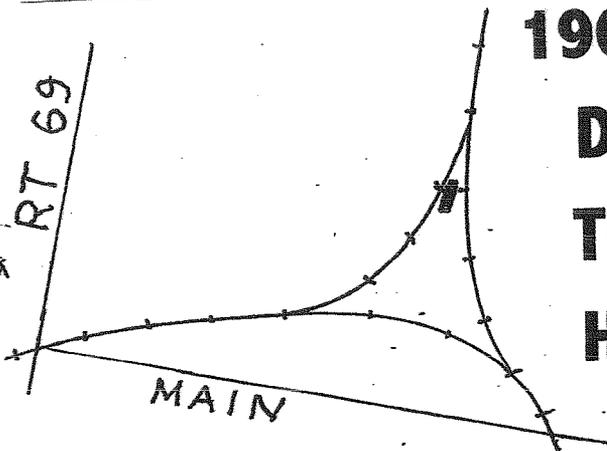
CC Society Board Chair

HUMBOLDT STATION

A HUB OF INDUSTRY

1860s AGUA FRIA MILL

1899 VAL VERDE - TOWN & MILL



1905

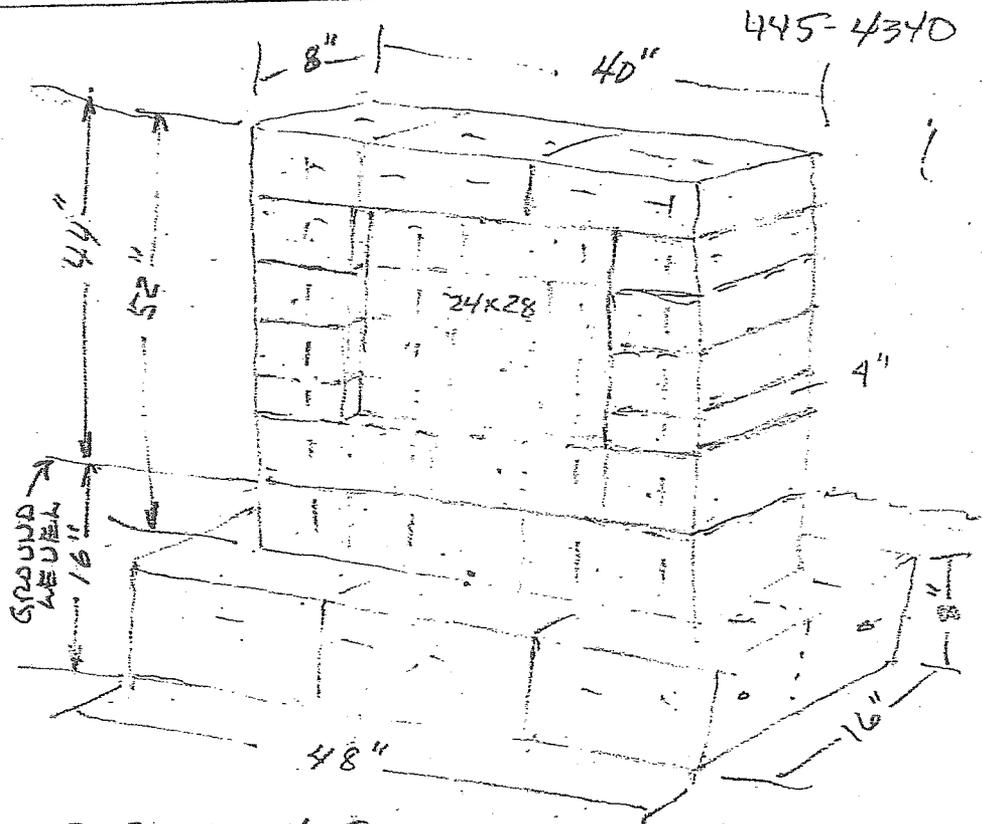
DEPOT BUILT,
TOWN RENAMED
HUMBOLDT

1916-17 PEAK SMELTER YEARS

1934-68 MAIN IRON KING YEARS

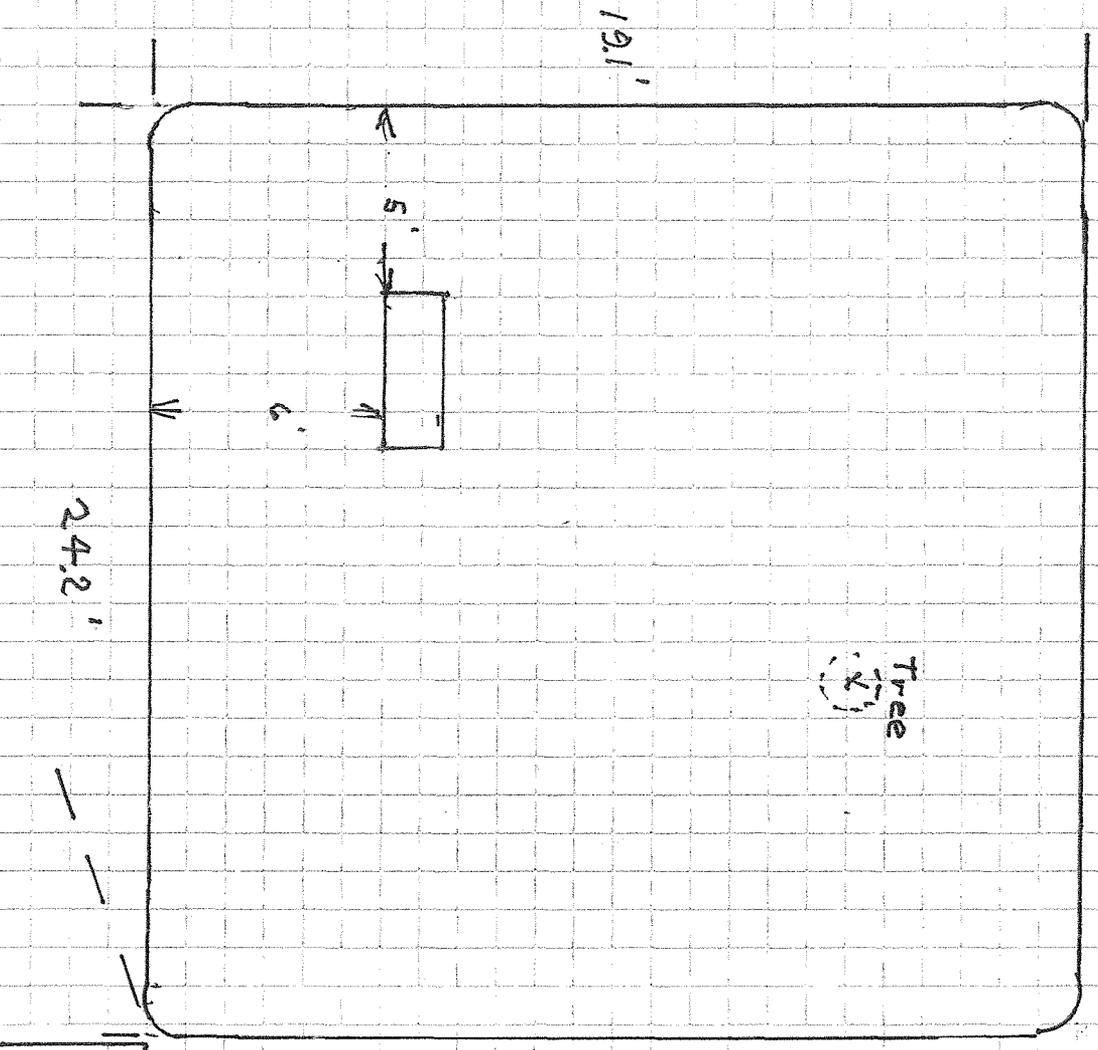
2012 HUMBOLDT LOOKS AHEAD

seat



8x8x16 = 6 @ .95	6.00
8x8x8 = 9 @ .92	9.00
6x8x16 = 3 @ .92	3.00
6x8x8 = 3 @ .84	3.00
4x8x8 = 2 @ .80	2.00
4x6x16 = 1 @ .82	1.00
4x6x8 = 1 @ .70	1.00
3/16 x 10 REBAR = 40' @	40.00
MORTAR = 4 BAGS @ 6.00	24.00
STUCCO = BAGS @	
CONCRETE = 18 BAGS @ 6.00	108.00
THIN SET = BAGS @	12.00
4x4 FOAM =	228.00

Centennial Monument location, Humboldt Station, AZ



Scale 1" = 5' dimensions are outside; area curbed on all sides by 6" concrete

Property owner's approval:

Mark W Brady
Signature

6-22-12
date

land owner retains right to remove in monument needed for future development need or at his discretion.

appt for DMHS

Barry Kory
Jan 21 2012

402-08-07 9B
approx. parcel line
402-08-07 9B

Curb adjacent area



Draft for review

The town of Dewey-Humboldt today represents a combining of the lives and experiences of many who lived and worked in the valley of the Agua Fria over hundreds of years. Native Americans lived in the valley at least as far back as 1200 AD, farmed the land and built stone houses the remains of which can still be found today.

About three-quarters of a mile to the south east, the Agua Fria River, fed by the wet portion of the current climatic cycle, flowed continuously and, where it cut through a narrow channel, it provided a site suitable for a water-powered mill. This asset was recognized by the white settlers who began entering the area in the 1860s.

In the late 1860s, Levi Bashford established a small mill on the site - known as the Bashford or the Agua Fria Mill. It processed ore from mines in the lower foothills of the Bradshaw Mountains that dominate the skyline five miles to the west. Those mines, along with others in the state, produced significant amounts of silver. From 1881-85 Arizona mines produced as much as 43 percent of the silver purchased annually for coinage at the San Francisco mint.

The Santa Fe Railway was completed from Prescott to Phoenix in 1895. By 1898, the Prescott and Eastern Railroad, a division of the Santa Fe, had completed the railroad south from Cherry Creek (Dewey; north of Humboldt) past Humboldt (which was not on the main line), to Huron and Mayer with depots at each of the three main-line stations.

In 1899, the Val Verde Smelting Company acquired the Agua Fria Mill site and built a large smelter and a company town, Val Verde. The Val Verde Company convinced the P & E Railway to build a branch spur into the town. The smelter, the town and the railroad spur were completed in year 1899. This began a new industrial era; ore that formerly had been shipped to El Paso, San Francisco or Colorado for processing now came to the mill at Val Verde. The smelter was soon overwhelmed with ore and plans were made to double the smelter's capacity. The plans were interrupted by a fire that destroyed the smelter in September of 1904.

A newly-formed Arizona Smelting Company built a new, larger and more efficient smelter and moved the town site a half mile from the smelter site. The railroad facilities on the spur were expanded and included a wye that

Draft for review

allowed train access to the smelter from either direction on the main line. A depot, Humboldt Station, was built inside the wye by the end of 1905. The depot, together with stores built along the branches of the wye, created a town business-center.

The railroad facilities were capable of holding 106 railroad cars and included 29 switches that directed traffic through the town and to the various smelter buildings. The new community was named Humboldt and had more than 1000 residents.

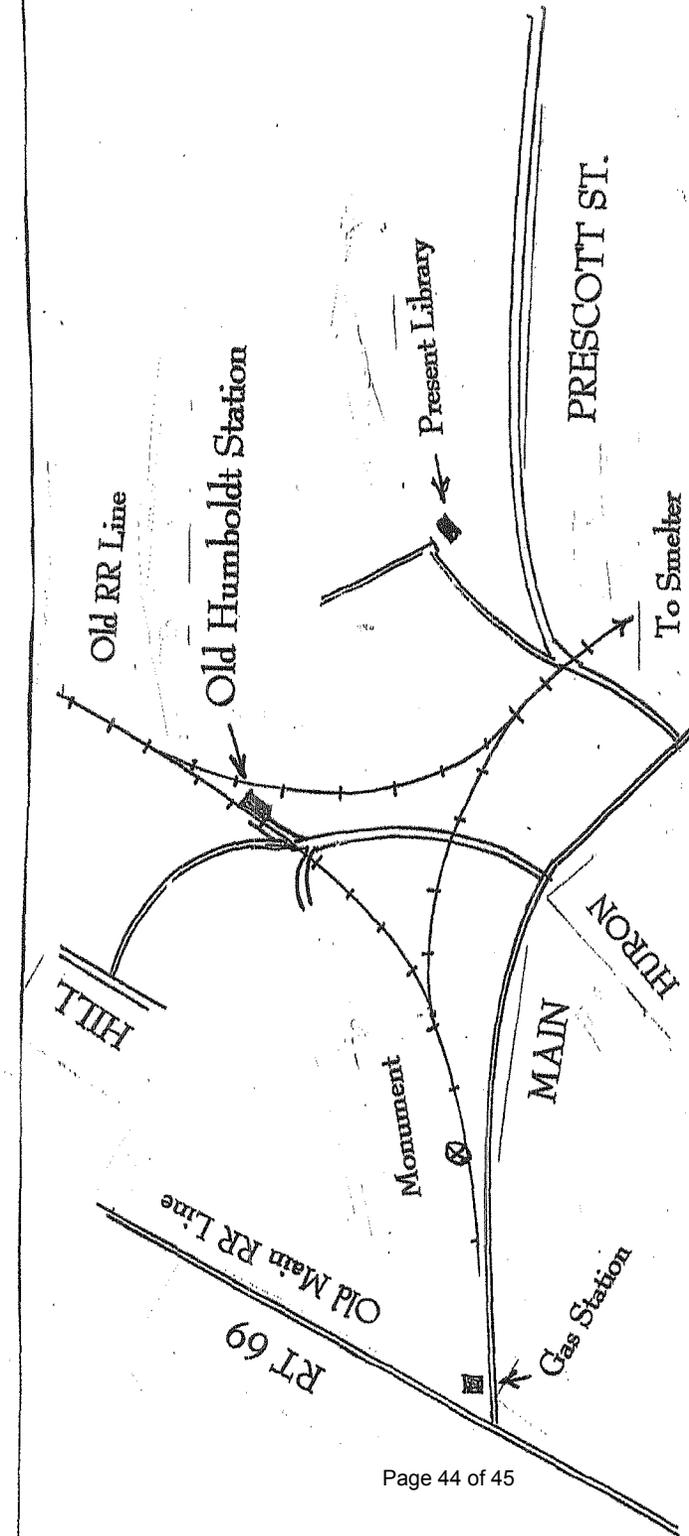
The community thrived for several years but the smelting industry was beset by business fluctuations related to the need for metal. The smelter closed in 1907 and again in 1911. But during the WW1 years it processed large amounts of ore; 1,000 tons per day. The railroad yards handled 559 cars of freight in a month in 1917. More than 2,000,000 pounds of pure copper left the smelter per month.

After the war years smelter demand decreased and the community suffered. Population decreased by about 25 percent by 1920 and by 50 percent by 1930. Some of the smelter was removed in 1927 and most of what remained was dismantled by 1937.

Ore from remaining mines in the area, including near-by Iron King, was sent to other smelters. Most of the intricate railroad network was removed from Humboldt in the 1930s and 40s.

A new mining surge began in 1934 with the Iron King Mine and peaked with demand for lead and zinc during WW2. Iron King produced \$160,000,000 worth of ore, most of it after 1936.

The Iron King mine was exhausted in 1968 and there was little remaining in the town of Humboldt. The last of the original smelter smokestacks, one of the tallest in the southwest, was removed in 1955. The smelter smokestack that still remains was built after the original smelter construction, in 1905-07. The railroad mainline was removed in 1974. Remains of the railroad grade and the location of the wye can be recognized today.





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COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: Regular Special Work Session

Meeting Date: [July 3, 2012].

Date of Request: [June 24, 2012].

Type of Action: Routine/Consent Regular

Requesting: Action Report Only

Agenda Item Text (a brief description for placement on the agenda; please be exact):
[x]. A request by Mayor & CM [Nolan & Dibble] to discuss and take action [x].

Purpose and Background Information (Detail of requested action): []

To: dissolve the Board of Adjustments until further notice. Due to the fact that we only have 4 members and we should have a minimum of 5 members, we are not in compliance with the AZ Revised Statutes. Due to our mistake we have allowed this until now. We need to correct this at this time by dissolving the current Board and take on the responsibilities ourselves.

Staff Recommendation(s): [].

Budgeted/Amount: \$ [].

Expected duration of discussion or report: [30 min]

List All Attachments: [].

Type of Presentation: Oral.

Special Equipment needed: Laptop Remote Microphone
 Overhead Projector Other: _____

Contact Person: Mayor Nolan or CM Dibble [x].