

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

**Tuesday, January 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 John Dibble, David Hiles, Dennis Repan, Denise Rogers Nancy Wright; Vice Mayor Mark McBrady; and Mayor Terry Nolan.

**4. Announcements Regarding Current Events, Guests, Appointments, and Proclamations.**

Announcements of items brought to the attention of the Mayor not requiring legal action by the Council. Guest Presentations, Appointments, and Proclamations may require Council discussion and action.

**4.1. Interview and possible appointment for vacancy on the Planning and Zoning Commission Vacancy. (Claire Clark)**

**4.2. Interview and possible re-appointment of Commissioner to Planning and Zoning. Terms to expire January, 2012. (Andy Peters)**

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

**6. Consent Agenda.**

**6.1. Minutes.** Minutes from the December 13, 2011 Special Study Session.

**7. Comments from the Public (on 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. Comments are accepted regarding any services or individuals in Town government or about others doing business or who might do business with or for the Town. Topics can include all services the Town provides or could provide under State Law. 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.

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**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.

**8.1.2011 Arizona Commerce Authority (ACA) Rural Economic Development (REDC) Grant.** Discussion and possible action on approval to submit application/proposal.

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

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**9.1. WAC (Water Advisory Committee) report and discussion of WAC dues proposal. [CM Dibble request moved from 12/20/11 agenda]**

**9.2. Change in Agenda regarding Public Comments.** Discussion and possible action.

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**9.3. Discussion and possible action on putting in place the “journaling” capability of the Town’s email system. [CM Wright request]**

**10. Public Hearing Agenda.**

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**THIS CONCLUDES THE LEGAL ACTION PORTION OF THE AGENDA.**

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**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. Comments are accepted regarding any services or individuals in Town government or about others doing business or who might do business with or for the Town. Topics can include all services the Town provides or could provide under State Law. 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, January 17, 2012, at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, January 5, 2012, at 6:00 p.m.

Next Town Council Work Session: Tuesday, January 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](mailto: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 \_\_\_\_\_, 2011, 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, Commission, Boards and Committee Vacancy Application Form

Please complete this application form and thank you for your interest in serving.

### Personal information:

Name: CLAIRE S. CLARK email: claire\_92882@gmail.com

Mailing & Physical Address: 985 S. Apache Knolls Trail  
Dewey 86327

Phone Number (please indicate home and work numbers): 899-0963 Occupation: Architect

How long have you lived in Dewey-Humboldt? 1/2 years. Are you over the age of 18?  Yes  No

Are any of your relatives employed by the Town? Who/Where: No

Emergency Contact: Barrie Clark 949-379-0673 Husband  
Name Phone Relationship

Are you presently employed? (Check as many as apply)

Employed full-time  Employed part-time  Unemployed  Retired

Employment experience relevant to the position applied for: Architect

**Position applied for:** Briefly describe your interest in volunteering for the Town's Council, Boards, Commissions and/or Committees. Describe your experience, education and /or other qualities that you feel would be of value to the Town. You may apply for more than one position. If doing so, please list in order of preference. If needed, you may attach a separate sheet of paper.

Planning & Zoning Commission:

I have worked in the planning/architectural field for over 35 years. My last position was as Sr. Park Planner in Riverside County, CA. My present position is District Manager for Construction & Space Planning at Yavapai College in Prescott.

12/5/11  
DATE

[Signature]  
SIGNATURE

If you have any questions about this application, please contact the Town Clerk at (928) 632-8562. Please mail the completed application to the Town of Dewey-Humboldt, Town Clerk, P.O. Box 69, Humboldt, AZ, 86329, fax to 928-632-7365, or email to judymorgan@dhaz.gov.

Although I am not a long-time resident of Dewey, I am committed to Dewey and love the Dewey-Humboldt area. I want to serve my town very much.

**Town of Dewey-Humboldt  
Council, Boards, Commissions and Committees**

*(Please number in order of preference, 1<sup>st</sup> choice, 2<sup>nd</sup> choice, etc., if applying for more than one position)*

**COUNCIL**- Council serves as the legislative body and primary authority of the Town.

\_\_\_\_\_ ***Town Council***

**BOARDS**– Boards are appointed by the Town Council and subject to open meetings law.

2 \_\_\_\_\_ ***Board of Adjustment*** – Five resident members that hear appeals by property owners regarding variances and interpretation of staff decisions regarding land use issues. Quasi-judicial, appeals of the Board’s decisions are heard by Superior Court.

**COMMISSIONS** – Commissions are appointed by the Town Council and subject to open meetings law.

1 \_\_\_\_\_ ***Planning and Zoning Advisory Commission*** – Seven member Commission that hears requests for rezoning, Planned Area Developments; makes recommendations to the Town Council.

**COMMITTEES** – Committees are voluntary and meet at their discretion based on interest and need.

\_\_\_\_\_ ***Environmental Issues Advisory Committee*** – Provides for the identification, assessment and monitoring of environmental/public health issues of concern to the Town.

\_\_\_\_\_ ***Groundwater Resource Advisory Committee*** – Provides for the collection of data, information and studies that will assist the Town in being a positive influence in the preservation of its citizens’ rights to access groundwater and other appropriate water resources.

\_\_\_\_\_ ***Clean Town Committee*** – Provides volunteer services to the Town and its citizens in developing programs that address issues of accumulated trash, code enforcement and related concerns.

\_\_\_\_\_ ***Open Space & Trails Committee*** – Provides volunteer services to the Town for the collection of data, information and studies that will further the implementation of the goals and objectives of the Open Space & Trails Master Plan.

\_\_\_\_\_ ***Other Committees as needed.***

For additional information regarding any of the above volunteer groups, please contact Judy Morgan, Town Clerk at 928-632-7362.

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
SPECIAL STUDY SESSION MEETING MINUTES  
DECEMBER 13, 2011, 2:00 P.M.**

**A SPECIAL STUDY SESSION MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, DECEMBER 13, 2011, 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 2:00 p.m. Mayor Nolan presided.

2. **Roll Call.**

**2.1. Town Council.** Town Council Members John Dibble, David Hiles, Dennis Repan, Denise Rogers (absent at roll call), Nancy Wright; Vice Mayor Mark McBrady; and Mayor Terry Nolan.

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

**3.1. Define Expectations for the Town Manager.** Discussion and possible direction.

Interim Town Manager, Jim Rumpeltes gave an overview. Councilmember Rogers arrived at 2:03 p.m. Using a flip chart, the Council created a list of roles/duties for the Town Manager and roles/duties for the Council.

Next, Council answered, "How should the Town Manager and Council work together?", "Best ways to communicate", "When to tell the Entire Council", "Preferences on emailing versus in-person or phone communication", "Directives: what circumstances should the Town Manager do something when asked by a council member?", and "Behavior in council meetings".

Council took a recess at 3:34 p.m. to place gold stars on those issues they felt were most important.

**3.2. Rules for Credit Card use for Council.** Discussion and possible direction regarding the use of credit cards by Town Council Members and expenditure rules for Council Members.

Council resumed the session at 3:41 p.m.

ITM, Rumpeltes gave an overview and recommended focusing on reimbursement of council members' expenses, as the credit card is strictly a tool. There was discussion on which expenses should be reimbursed, and whether the Mayor or Council should have a town credit card.

ITM Rumpeltes explained one way to define in the budget the travel and training reimbursements, is through a memo describing the wishes of the council. This will allow them to keep the type of budget they currently have. There was discussion.

Councilmember Repan left the meeting at 4:13 p.m.

ITM Rumpeltes explained he will write up a memo of agreement or administrative policy based on the 4 points defined at this meeting:

1. Future - Define allowed expenses and description of those activities in the next budget.

2. Now – if expenditures are necessary, they will be brought to the Council to amend the budget as needed.
3. Credit card use must be approved by (full) Council in advance.
4. Provide a notification to the Council of the checks paid out, on a regular basis.

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

**4.1. Appointment of a temporary committee of the Town Council regarding the Rural Economic Development Grant application.** Discussion and possible action.

ITM Rumpeltes gave an overview and suggested a subcommittee be selected to work out the details of the grant application. He explained a meeting will occur on Thursday morning with Tom Doyle, with the Arizona Commerce Authority to meet with staff and the Mortimers. A second meeting will occur later in December. Councilmembers Dibble, Wright and Hiles agreed to meet as that subcommittee.

**4.2. Discussion and action on creating a priority list of issues the Council wishes to address. [CM Wright request]**

Councilmember Wright explained this agenda item was to request this be put on a future work session with the new Town Manager, either in January or February. ITM Rumpeltes suggested this would work well on the work study session on January 10<sup>th</sup> along with the review of the 3.1 topic.

Councilmember Wright made a motion to put this on the January 10, 2012 work session, seconded by Councilmember Dibble. It was approved unanimously by a 6-0 vote (CM Repan absent).

5. **Comments from the Public.**

Jerry Brady spoke on grants for infrastructure in a rural community; differences between legislative and administrative procedures/functions and speaking to the Attorney General about this; and he stated there was a violation of the agenda published.

Lydia Chapman spoke on Open Meeting Law violations (ex-parte and email); public comment being limited to 3 minutes, and only considering the council not the other public bodies of the town on 3.2; and preparation for meetings by Council.

Jack Hamilton complimented the Town Manager; suggested reporting to council on what staff is working on; requiring a report be given on the benefit to the town, when council attends events and requests reimbursement; the 3 minute limit on public comment; and offering Jerry Brady a commission to work on grants for the town.

6. **Adjourn.** The meeting was adjourned at 4:37 p.m.

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Terry Nolan, Mayor

ATTEST:

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Judy Morgan, Town Clerk



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

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**TOWN COUNCIL REGULAR MEETING**  
**January 3, 2012 – 6:30 Town Council Meeting Chambers**

**Agenda Item # 8.1.**

**To: Mayor and Town Council Members**  
**From: Jim Rumpeltes, Interim Town Manager**

**Date submitted: December 21, 2011**

**Agenda Item: Discussion and approval of a grant application to the Arizona Commerce Authority.**

**Recommended action:** Approval of the grant application.

**Summary:** The attached grant proposal is to the Arizona Commerce Authority for Rural Economic Development. The application is in conjunction with Mortimer Family Farms for capital improvements to their business in Dewey-Humboldt. The grant proposal is for \$115,084. The money will go for a greenhouse complex, store remodel, restrooms and walkways. There will be six jobs added with annual payroll of \$150,000.

TOWN OF DEWEY-HUMBOLDT

# Mortimer Family Farms Greenhouse & Market Expansion

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Rural Economic Development Grant

**Sharla Mortimer**

**12/20/2012**

To expand and develop Mortimer Family Farms on the “Young’s Farm” property in Dewey, Arizona  
to provide fresh, locally grown produce to families in Arizona.

# Mortimer Family Farms Greenhouse & Market Expansion

## Executive Summary

Mortimer Family Farms opened in 2011 and is owned by Gary & Sharla Mortimer. This business is a baseline industry agriculture operation growing food catering to Arizona's local food movement. They offer fresh produce grown at the farm. Families are encouraged to learn and be a part of how their food is being grown including sweet corn, tomatoes, peppers, onions, carrots, garlic, potatoes, squash, and pumpkins. Currently they are able to grow produce between April and October employing nine people during the growing season.

Mortimer Family Farms wants to expand the farm with 5,800 square feet of greenhouse growing space and indoor sales space. The greenhouses will be irrigated, heated and cooled to provide perfect year round growing conditions. An existing building will be restored for sales and will include refrigeration and display tables. They will grow tomatoes, peppers, cucumbers and other produce. This will increase revenue by \$250,000 per year and create new jobs for six personnel with a combined gross income of \$150,000. This will support the overall business by providing year round income, customer retention and permanent sales space. The cost of this expansion is \$115,000.00 and can complete construction by June 1, 2012.

The Mortimer's have owned Mortimer Nursery & Landscape Company in Prescott since 1987. In March of 2011 they expanded their business by revitalizing the "Young's Farm" property in Dewey, Arizona. This historical farm is in the heart of Dewey-Humboldt and very well known throughout Arizona. This expansion included an open air Retail Garden Center and Farm Stand where they sell sweet corn, pumpkins and other vegetables grown on the restored 150 acre farm. They created nine new jobs in 2011 and provided a farm experience for 30,000 people in their opening year, many of them from the Phoenix area bringing people into our rural community who then visit other businesses in the region. This project will create six new jobs, provide permanent sales space, increase produce availability, customer retention, winter income and stabilize their overall business.

**Job Creation:** In 2011 Mortimer Family Farms hired nine new employees. This expansion will warrant six new full time permanent jobs with a combined gross income of \$150,000.

**Capital Investment:** The Mortimer's have invested in the farm business in 2011. This expansion will cost \$115,000 and will build two greenhouses, restore indoor sales space, install produce sales fixtures, refrigeration, restroom facility and parking.

**Payroll Increase:** This project will increase payroll by \$150,000 per year.

**Sustainability of the Project:** Once the infrastructure is in place the greenhouses and store space will provide fresh, locally grown, year round vegetables for families in Central Arizona. There are no other farmers who are doing this in our area. This market will be well received and the greenhouses can be expanded to meet future demand.

**Cost Effectiveness:** This project costs \$115,000 and will provide the infrastructure to grow food for years. The project can be completed by June 1, 2011 and will employ people immediately. These greenhouses can be expanded as demand increases with the installed infrastructure.

**Regional Impact:** This farm brings visitors from all of Arizona. These people will frequent other business and they will benefit from increased traffic and sales.

**Leverage Dollars:** The Mortimer's have invested in this farm business in 2011. These funds will be used to accelerate their business plans and will facilitate an immediate investment in our rural community.

**Management and Administrative Capacity:** Gary & Sharla Mortimer has the experience, management and team building skills necessary to make this a successful project and business. They have education, training and experience in farming, greenhouse management, growing produce and marketing.

**Past Performance:** Gary & Sharla Mortimer have a successful Nursery & Landscape Company in Prescott since 1987. They have years of experience in farming and ranching. They have farmed 50 to 100 acres since 2004. In 2011 they revitalized and planted 150 acres of farmland successfully marketing to 30,000 Arizonians. They are ready to expand their experience and talents to benefit in a year round greenhouse.

Town of Dewey-Humboldt

2735 AZ Highway 69 Humboldt, AZ 86329

# Mortimer Family Farms Greenhouse & Market Expansion

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## Management Team

**Jim Rumpeltes** is the interim City Manager of Dewey-Humboldt. He has been instrumental in assisting with planning and organizing of this project. Jim will continue to be involved in the completion of this project and will maintain open lines of communication and assistance as needed.

**Yvonne Kimball** is the City Manager of Dewey-Humboldt. She is experienced in multi-million dollar construction projects and is available to provide support for this project.

**Burney Wiegandt** is the Finance Manager of Dewey-Humboldt. He will be involved in reporting, billing, and accounting.

**Gary Mortimer** grew up in agriculture on his families farms. At 12 he got his first job in a Nursery in Phoenix. He loved plant material and working with people. He began planting and installing plants for people and this grew into a love for landscape construction. After high school Gary graduated from Arizona State University with a Bachelors degree in Horticulture in 1988. He opened Mortimer Nursery & Landscape Company in 1987 in Prescott. In 2003 he and Sharla purchased agriculture property where they farm and raise livestock. In 2010 they were approached about farming property in Dewey commonly known as "Young's Farm". Gary cleared, prepared and planted this land bringing it back into production. This farm is an example of how food is grown in America and he welcomes the public onto the property. Gary can operate many different types of equipment and has vast construction experience.

**Sharla Mortimer** grew up in Arizona involved in agriculture. She met and married Gary in 1996. She studied business management and accounting and has been an integral part of their family business since. She excels in marketing and public outreach. Sharla manages the retail operations, marketing, and farm activities. She is also responsible for all the company reporting, accounting and book keeping. Sharla will be responsible for the accounting, record keeping and coordination of this project.

Commercial Contractors will be completing many aspects of the construction. We will hire framers, roofers, electricians and plumbers to complete work as needed.

# Mortimer Family Farms Greenhouse & Market Expansion

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## Performance Measures & Six Month Milestones

This project is “shovel ready.” The design work is complete and approved; the required permitting has been identified and is ready for final authorization. The greenhouse and supplies have been chosen and will require 30 days lead time prior to installation. Mortimer Family Farms wants to have the greenhouses and permanent sales market grand opening the end of May of 2012. This can be accomplished with the planning that has been completed and the efficiency of the work to be completed. This is the perfect time to complete the work because it is a slow time for construction and will facilitate scheduling.

Upon grant approval we will order the supplies and materials to be delivered by mid March. The site work, electrical and plumbing infrastructure will be installed. When the greenhouses and other materials arrive construction can begin immediately.

DRAFT

# Mortimer Family Farms Greenhouse & Market Expansion

## Project Timeline & Identifiable Milestones

Project Name	Owner	Days	Start	End	1-Feb	1-Mar	1-Apr	1-May
<b>Greenhouse &amp; Store Expansion</b>		<b>110</b>	<b>15-Feb</b>	<b>4-Jun</b>				
<b>Scope Definition Phase</b>		<b>10</b>	<b>15-Feb</b>	<b>25-Feb</b>				
Grant Approval	AZ Commerce Authority	1	15-Feb	16-Feb				
Obtain Permits & Authorization	Sharla Mortimer	7	16-Feb	23-Feb				
Order Materials & Hire Contractors	Gary Mortimer	30	23-Feb	24-Mar				
<b>Site Work</b>		<b>30</b>	<b>23-Feb</b>	<b>24-Mar</b>				
Prepare Site	Gary Mortimer	5	23-Feb	28-Feb				
Install Water Line	Gary Mortimer	2	1-Mar	3-Mar				
Install Power	APS	4	1-Mar	5-Mar				
Tie-in Septic	Gary Mortimer	4	1-Mar	5-Mar				
Misc.		14	3-Mar	17-Mar				
<b>Construction</b>		<b>60</b>	<b>17-Mar</b>	<b>16-May</b>				
Foundation	Gary Mortimer	10	17-Mar	27-Mar				
Framing	Gary Mortimer	7	27-Mar	3-Apr				
Plumbing	Gary Mortimer	7	4-Apr	11-Apr				
Electrical	Gary Mortimer	7	4-Apr	11-Apr				
Siding & Roofing	Gary Mortimer	7	12-Apr	19-Apr				
Interior	Gary Mortimer	14	20-Apr	4-May				
Paint, Set-up & Décor	Sharla Mortimer	14	5-May	19-May				
Install Coolers & Fixtures	Sharla Mortimer	14	19-May	2-Jun				
Misc.		14	3-Jun	17-Jun				
<b>Reports</b>		<b>110</b>	<b>15-Feb</b>	<b>4-Jun</b>				
Monthly Reporting	Sharla Mortimer	110	15-Feb	4-Jun				
Monthly Billing	Sharla Mortimer	110	15-Feb	4-Jun				
Monthly Billing	Bernie Wiegandt	110	15-Feb	4-Jun				
Final Report	Sharla Mortimer	7	25-May	1-Jun				

# Mortimer Family Farms Greenhouse & Market Expansion

## Project Budget

<b>Site Work</b>			
	Prepare Site		\$ 2,500.00
	Install Water Line		\$ 1,500.00
	Install Power		\$ 11,000.00
	Septic Tie-in		\$ 1,000.00
<b>Greenhouses</b>			
	Buildings	5760 sq feet	\$ 26,484.00
	Propane Hookup		\$ 500.00
	Electrical Hookup		\$ 11,000.00
	Installation		\$ 15,000.00
	Freight		\$ 2,100.00
	Irrigation		\$ 3,000.00
<b>Store Remodel</b>			
	Electrical		\$ 4,000.00
	Plumbing		\$ 4,000.00
	HVAC		\$ 3,000.00
	Compressor		\$ 3,000.00
	Interior & Décor		\$ 2,000.00
	Fixtures & Display		\$ 8,000.00
<b>Restroom Facility</b>			
	Building		\$ 6,000.00
	Electrical		\$ 2,000.00
	Plumbing		\$ 2,000.00
<b>Walkways &amp; Access</b>			
	Paver Walkway		\$ 6,000.00
	Handicapped Parking		\$ 1,000.00
			\$115,084.00

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

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**COUNCIL AGENDA ACTION REQUEST FORM**

**Meeting Type:**  Regular  Special  Work Session

**Meeting Date:** January 3, 2012

**Date of Request:** December 20, 2011

**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 putting in place the "journaling" capability of  
of Town's email system.

**Purpose and Background Information (Detail of requested action).** \_\_\_\_\_  
Per our IT department, the Town's email system has the capability of being  
saved to make it easier for staff to provide documents in the case of information  
requests. To do this the "journaling" capability must be enable.

**Staff Recommendation(s):** Recommended by our IT person, Pete. He has  
asked for guidance from the Council to implement this policy.

**Budgeted Amount:** Should be covered by our contract.

**List All Attachments:** None

**Type of Presentation:** Oral - direction to staff to implement if Council wishes.

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

**Contact Person:** Nancy 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.**