

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

Tuesday, March 7, 2017, 6:30 P.M.

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

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

AGENDA

The issues that come before the Town Council are often challenging and potentially divisive. In order to make sure we benefit from the diverse views to be presented, the Council believes that the meeting be a safe place for people to speak. With this in mind, the Council asks that everyone refrain from clapping, heckling and any other expressions of approval or disapproval. Council may vote to go into Executive Session for legal advice regarding any matter on the open agenda pursuant to A.R.S. 38-431.03 (A) (3), which will be held immediately after the vote and will not be open to the public. Upon completion of Executive Session, the Council may resume the meeting, open to the public, to address the remaining items on the agenda. Agenda items may be taken out of order. Please turn off all cell phones. The Council meeting may be broadcast via live streaming video on the internet in both audio and visual formats. One or more members of the Council may attend either in person or by telephone, video or internet conferencing. **NOTICE TO PARENTS:** Parents and legal guardians have the right to consent before the Town of Dewey-Humboldt makes a video or voice recording of a minor child. A.R.S. § 1-602.A.9. Dewey-Humboldt Council Meetings are recorded and may be viewed on the Dewey-Humboldt website. If you permit your child to participate in the Council Meeting, a recording will be made. You may exercise your right not to consent by not permitting your child to participate or by submitting your request to the Town Clerk that your child not be recorded.

1. Call To Order.

2. Opening Ceremonies.

2.1. Pledge of Allegiance.

2.2. Invocation.

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

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

4.1. Northern Arizona University, Prescott Valley Campus presentation by Richard Heath.
[approved presentation at 2/21 Council meeting- CM Wendt CAARF]

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

5.1. The Town's Fiscal Year 2016-2017 Budget received the GFOA Distinguished Budget Presentation Award.

5.2. Fiscal Year 2017-2018 Budget Calendar (draft #1).

6. Consent Agenda.

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.

Page 7 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. **Continued discussion regarding circulation enhancement, private-road transition and public-road maintenance** (follow up on the discussion at the February 7th meeting)

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

9.1. **Whether to hold additional special sessions this month.** (As directed at the February 21 regular meeting; in consideration of cancellation of the March 14th Study Session in order to hold a day-long council retreat)

13 9.2. **Council’s approval to hear presentation by Earl Goodwin regarding Road Improvement program.** [CAARF requested by CM Treadway]

10. Public Hearing Agenda.

THIS CONCLUDES THE LEGAL ACTION PORTION OF THE AGENDA.

11. Adjourn.

For Your Information:

Next Town Council Meeting: Tuesday, March 21, 2017, at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, March 9, 2017, at 6:00 p.m.

Next Town Council Special Retreat: Tuesday, March 14, 2017, at 9:00 a.m. (Cherry Creek Ranch)

Next Town Council Work Session: Tuesday, April 11, 2017, at 6:30 p.m. (NOTE: change in time)

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

Certification of Posting

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Dewey-Humboldt Town Hall, 2735 South Highway 69, Humboldt, Arizona, Chevron Station, 2735 South Highway 69, Humboldt, Arizona, Blue Ridge Market, Highway 69 and Kachina Drive, Dewey, Arizona, on the ____ day of _____, 2017, at ____ p.m. in accordance with the statement filed by the Town of Dewey-Humboldt with the Town Clerk, Town of Dewey-Humboldt.
By: _____, Town Clerk’s Office.

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Dewey-Humboldt
Arizona**

For the Fiscal Year Beginning

July 1, 2016

Jeffrey R. Enos

Executive Director



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

February 21, 2017

PRESS RELEASE

For Further Information Contact
Todd Buikema 312-977-9700

Chicago--The Government Finance Officers Association of the United States and Canada (GFOA) is pleased to announce that **Town of Dewey-Humboldt, Arizona** has received the GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

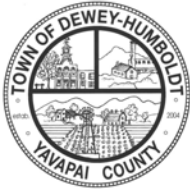
Budget documents must be rated "proficient" in all four categories, and the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual or department designated as being primarily responsible for its having achieved the award. This has been presented to **Jane Fuller, Finance Director**

note: wrong recipient name; correction: "the Dewey-Humboldt Finance Department".

For budgets beginning in 2015, 1,565 participants received the Award. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

The Government Finance Officers Association is a major professional association servicing the needs of nearly 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington D.C. The GFOA's Distinguished Budget Presentation Awards Program is the only national awards program in governmental budgeting.



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

TOWN COUNCIL REGULAR MEETING

March 7, 2017 – 6:30 p.m. Town Council Meeting Chambers

Agenda Item #5.2. Fiscal Year 2017-2018 Budget Calendar

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: March 1, 2017

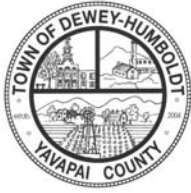
Summary:

In preparation for the FY 18 budget discussions with Council, each year I develop a calendar. The dates and/or meetings outlined in the calendar are subject to change, but provide an outlook of the scheduling needs.

In the past, Council went into budget discussions for a couple of months during special meetings once the basic numbers are available in the format of a draft budget worksheet. I anticipate Council continues to do so this year. The challenge is the meeting dates given your busy life and work schedule. I tentatively used Tuesdays for those special meetings. If Tuesdays are not convenient for you, please advise at this meeting so that we can adjust and plan ahead to suit the team's needs.

FISCAL YEAR 2017-18 Budget SCHEDULE (draft 1)

Date	Task
February - March 2017	State Expenditure Limitation information available Council consideration of Budget programs and meeting with the TM Preliminary Budget guidelines provided to Staff, Developing Budget Calendar State Shared Revenues provided by the League of Cities/Towns
March 1 - 25, 2017	Departmental Budget estimates and narrative prep, including Sheriff and IT proposals Council retreat outlining long term goals State Shared Revenues provided by the League of Cities/Towns
April 1 - 30, 2017	Revised State Shared Revenues provided by the League of Cities/Towns Council staff study session to go over council priorities and other issues
April 7, 2017	Council Budget Worksheet Completion Begin composing narrative, graphs and charts
April 18, 2017	Preliminary Budget Worksheet Council Acknowledgment at Regular Council meeting at 6:30 pm
April 25, 2017	Council Budget discussion at Special Council Meeting at 9:00 a.m. (Detailed discussion #1) Revisions by staff; preparation of narratives and graphics
May 9, 2017	Council Budget discussion at 9 a.m. or 2 p.m. (Detailed discussion #2) Revisions by staff, preparation of narratives and graphics
May 23, 2017	Council Budget discussion at Special Session at 9:00 a.m. (Detailed discussion #3) Revision by staff
June 6, 2017	Council adoption of the Tentative Budget at Regular Council Meeting Publication of the Tentative Budget within 7 days, Prepare and post notice of final Budget hearing and adoption
June 13, 2017	Council Tentative Budget final review at Study Session Revisions by staff, if necessary
June 20, 2017	Public Hearing at 6:30 p.m. Regular Council Meeting Planned Adoption of FY17-18 Budget; publication within 7 days upon adoption
June - July 2017	Fiscal Year 2017-18 Setup in accounting system
July 1, 2017	Fiscal Year 2017-2018 begins
July 1, 2017 - June 30, 2018	FY16-17 Audit; FY17-18 Budget monitor; measure; assess; report



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

TOWN COUNCIL REGULAR MEETING

March 7, 2017 – 6:30 p.m. Town Council Meeting Chambers

Agenda Item #8.1. Continued discussion regarding circulation enhancement, private-road transition and public-road maintenance. (Follow-up on the discussion at the February 7th meeting)

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager; Ed Hanks, Public Works Director

Date submitted: February 28, 2017

Recommendation:

Summary:

At the February 7th Council meeting, town staff reported our research regarding how Yavapai County handles road improvement districts and road maintenance districts. The Town Attorney reported the mechanism of forming an improvement district whereby maintenance is to be paid by the properties within the district through either bonds or property taxes. She also reiterated that public monies can not be used to maintain private roads. At the end of the discussion, Council collectively directed staff to bring the subject back for discussion. Council wanted to review the 2012 ADOT conducted Transportation Study (through the Planning Assistance for Rural Areas [PARA] program).

It appears that Council collectively is interested in creating a circulation route for the area west of SR 69. In order to accomplish that goal, council members have different ideas: Various Council members were interested in lowering the current standards implicated in the current Private-to-Public Road Transition policy; Some Council members also would like to explore the option of the Town maintaining private roads, ie. grading a couple of times a year. Upon reviewing the PARA study (again) and other research staff did throughout the years, below is a follow-up from the discussion:

1. To address circulation issues. The PARA study and other Town documents addressed this issue. In review of all available information, staff prepared a map representing four alternate routes for circulation. All of the routes tie into Prescott Dells Ranch Road. In addition to the cost of obtaining ownership, the challenge is that all of the roads need to be rebuilt/re-profiled, with drainage improvements, to a maintainable standard. Furthermore, all of the roads identified are private dirt roads. Therefore, they would not qualify for the possible funding alternates listed in the PARA study.
2. To establish rural road maintenance standard that would be lower than the current transition standard: Current Town Policy for private roads to transition to public roads requires the roads to be brought up to the minimum residential street standards shown in section 152.09 in the Code Standards. This is a base standard for road width and finish surface based on the projected volume of traffic. But it does required a paved surface in most cases. We believe the pavement requirement is to keep the Town from very costly

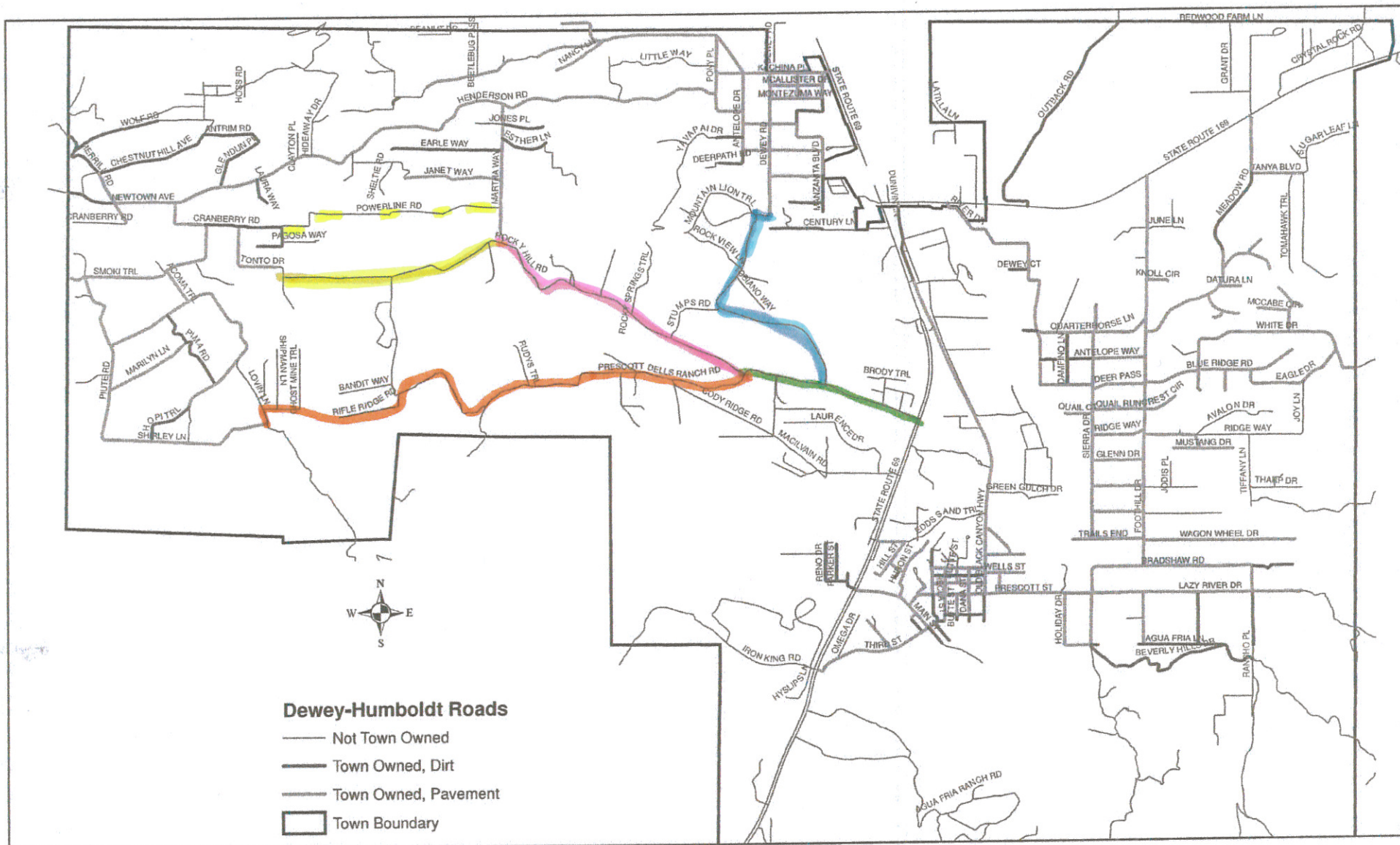
liability for ongoing maintenance (once the private roads are transitioned to town roads). Other jurisdictions follow the same standards.

In searching for an alternative “rural road standards”, we have enclosed a guideline taken from **the 2015 Gravel Roads and Maintenance Guide** published by **the Federal Highway Administration** (Attachment #2). This implies that local agencies set their own standards for dirt roads. Most of the surrounding jurisdictions follow the customary road width table listed on this sheet. This shows the minimum driving surface width for roads based on speed and volume of traffic. Along with the drivable surface there is usually a shoulder (at 1 foot wide minimum) and adequate drainage for the surrounding run off area. This all falls within the roads Geometric Profile. In everything reviewed there is no finish surface material standards that are set. Native soils and road conditions/profile dictate the finish material.

Town-owned dirt roads have a minimum of 18’ wide drivable surface with shoulders and drainage as part of their profile and therefore reflect the recommended “customary roadway width” by the Federal Highway Administration. The finish materials on them varies which can be native material, AB, or asphalt millings depending on their status in the improved/upgraded maintenance schedule. Contrary to what some may perceive, all dirt roads will eventually washboard and pothole regardless of the finish materials and/or how the dirt roads are built.

3. Maintaining private roads. The Town Attorney has repeatedly advised that public money can not be used to maintain private roads. As far as we know, none of the other jurisdictions maintain private roads for the same reason. **Staff does not recommend the Town maintain any private roads.** However, **we can help to expedite the transition** of the identified alternate routes into Town-owned right-of-ways. For discussion purposes here are some things that the Town can do if Council directs: Town initiating the private road transition process by approaching the owners; Town paying for the costs of survey and legal description of the private roadways to be dedicated to the town; town accepting the roads at its current condition. Any one of the examples would be a significant effort. However, they would expedite the dedication of ownership. Once the private roads are dedicated to the town, we would be able to work these roads into our current maintenance schedule. Staff would like to discuss this in detail.

Attachments: Circulation routes based on PARA study and other researches; a Gravel Roads and Maintenance Guide



Appendix A: Construction Guidelines

Overview:

Gravel roads are often constructed or rehabilitated without a formal project plan or specifications to control the work. The work is generally performed with agency staff and equipment. Consequently, the knowledge, experience and skills of field supervisors and workers is critical to manage the work in a way that will result in an improved road. While it is not common practice, it is good to get engineering advice and assistance if at all possible. The level of funding for gravel road improvement is often very limited, which allows only basic improvements to be made. Consequently, guidance in this Appendix will be limited to basic concepts that can be understood and followed by field staff. Whether formal or informal, a plan must be in place and understood by management and field staff before the work begins.

Standards:

If the agency has established standard requirements for roadway geometry, such as surface width, steepness of foreslopes and backslopes, and minimum horizontal and vertical alignment requirements, be sure to follow them. If local standards do not exist, check local road standards established by your State department of transportation. There may be constraints that prevent meeting those standards. One example would be inadequate public right-of-way in which to build a good cross section and no opportunity to purchase additional right-of-way. At this point, some basic risk assessment needs to be done to determine how to proceed. If deviation from local or State standards is necessary, discuss and document why this was done before beginning the project.

If no local or State standards are available, one resource is *A Policy on Geometric Design of Highways and Streets*, often called the “Green Book”, published by AASHTO. Look in the section on local roads for guidance. Another good resource is *Guidelines for Geometric Design of Very Low-Volume Local Roads (ADT ≤ 400)* also published by AASHTO. Note the guidance in that manual applies only to those roads with average traffic volume of 400 vehicles per day or less.

The vast majority of gravel roads have traffic volume that fits that traffic volume requirement less than 400 ADT.

U.S. Customary						
Total roadway width (ft) by functional subclass						
Design speed (mph)	Major access	Minor access	Recreational and scenic	Industrial/commercial access	Resource Recovery	Agri-cultural access
15	-	18.0	18.0	20.0	20.0	22.0
20	-	18.0	18.0	20.0	20.0	24.0
25	18.0	18.0	18.0	21.0	21.0	24.0
30	18.0	18.0	18.0	22.5	22.5	24.0
35	18.0	18.0	18.0	22.5	22.5	24.0
40	18.0	18.0	20.0	22.5	-	24.0
45	20.0	20.0	20.0	23.0	-	26.0
50	20.0	20.0	20.0	24.5	-	-
55	22.0	-	20.0	-	-	-
60	22.0	-	-	-	-	-

Note: Total roadway width includes the width of both traveled way and shoulders.

Table 2: Total roadway width

This table provides guidance on recommended roadway width for very low volume roads according to road subclassification. Source: Guidelines for Geometric Design of Very Low-Volume Local Roads (ADT ≤ 400) 1st Edition Managing Construction or Rehabilitation of Gravel Roads.

Agenda Item 9.1.

- ✦ scheduling of the joint session with Council
- ✦ possible addition of one item to the work list – how to approach the GP update
- ✦ review or clarification of P&Z expectations of the work list when it is presented to the Council

February 10, 2017 special session

Agenda to be set by Judy and Susan (directed at the Feb. 7 meeting)

February 14, 2017 Work Session Council (6:30 p.m.)

- ✦ town clerk office functions overview
- ✦ Talk about amending “Principles of Sound Financial Management”. [CAARF CM Hamilton]
- ✦ Joint council/ p&Z meeting regarding P&Z work list)
- ~~✦ More action or report on the March election (a CARRF from Mayor Nolan and/or VM McBrady; may have a CARRF based on Feb. 7 discussion with the town clerk and the town attorney)(in light of the Feb. 10 special meeting)~~

February 21, 2017 Regular Council

- ✦ Public safety reports (judy, please confirm) (Judge Kelley can't attend – out of town for training)
- ✦ CM Wendt CARF – request for NAU presentation
- ✦ **P&Z and/or OSAT appointments (as of 1/20; 2 P&Z applicants confirmed-yk)**

March 7, 2017 Regular Council

- ✦ NAU presentation (2/21 council approval of CM Wendt requesting CARF);
- ✦ follow up and implementation details on council direction of “implementing a test period for the town to maintain certain private roads.) – Direction on February 7 meeting. (Ed and Yvonne; could wait for another date in order to gather all information from the council)
- ✦

March 9, 2017 Planning and Zoning

- ✦ Swearing in of three new members
- ✦ Briefing by Chair on Joint Meeting with Council on February 7, 2017
- ✦ Discussion on development of strategy for addressing zoning anomalies.

March 14, 2017 Work Session Council 6:30 P.M. - CANCELLED (2/21) TO REPLACE WITH RETREAT AT 9:00 A.M.

Council retreat at 9 am, at cherry creek ranch.

March 14, 2017 Board of Adjustment

- ✦ Adopt ByLaws
- ✦ Election of Officers
- ✦ Consider request for variance for James Keenan of 1925 S. Sierra

March 21, 2017 Regular Council

- ✦ Canvass of March 14th election.

Items contained within are tentative in nature. Official meeting agendas are subject to changes without further notices and will be published according to the Open Meeting Law and other applicable codes and regulations.

- ✦ Yavapai College presentation (directed at the February 21 meeting)
- ✦ CM Wendt CARF-league training
- ✦ Ex parte communication ordinance

April 4, 2017 Regular Council

- ✦ Mayer Meals on Wheels second bi-annual presentation (Mickey contact)
- ✦ EPA update general work, residential clean-up (34 priority yards, structure of planning)

After the council retreat,
Council-staff long study session
ref. issues – dump day program,

April 6, 2017 Planning and Zoning

- ✦ tbd

April 11, 2017 Work Session Council (6:30 p.m.)

- ✦ Jan. 1 to March 31, 2017 financial report
- ✦ Public works quarterly report (?)
- ✦ Discuss how appointments are made to Town boards, commissions or committees under 33.17 Appointments. [CAARF-CM Hamilton]

April 18, 2017 Regular Council

- ✦ DH HS business plan 2nd presentation (according to Accountability contract/ Mickey contact)

May 2, 2017 Regular Council

- ✦ Follow up discussion on study session hours (following up on the Jan. 17 regular meeting)

May 4, 2017 Planning and Zoning

- ✦ tbd

May 9, 2017 Work Session Council (time? 2 or 6:30?)

- ✦ university of Arizona superfund research program report
- ✦

May 16, 2017 Regular Council

- ✦ tbd

June 6, 2017 Regular Council

- ✦ tbd

June 8, 2017 Planning and Zoning

- ✦ tbd

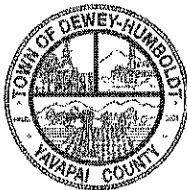
June 13, 2017 Work Session Council

June 20, 2017 Regular Council

- ✦ Public safety quarterly report (judy, please confirm)

Items contained within are tentative in nature. Official meeting agendas are subject to changes without further notices and will be published according to the Open Meeting Law and other applicable codes and regulations.

Rec'd 3/1/17 Jm



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

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type: ☒ Regular ☐ Special ☐ Work Session

Meeting Date: March 7, 2017

Date of Request: March 1, 2017

Requesting: ☒ Action ☐ Discussion or Report Only

Type of Action: ☒ Routine/Consent Agenda ☐ Regular

Agenda Item Text (a brief description for placement on the agenda; please be exact as this will be the wording used for the agenda):

Council's approval to hear presentation by
Earl Goodwin re: Road Improvement program.

Purpose and Background Information (Detail of requested action).

See attached request for presentation at
the April study session.

Staff Recommendation(s):

Budgeted Amount: 0

List All Attachments: Presentation request form

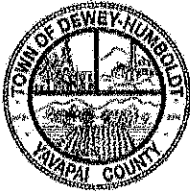
Type of Presentation: Oral - 30 minutes.

Special Equipment needed: ☐ Laptop ☐ Remote Microphone

☒ Overhead Projector ☐ Other: _____

Contact Person: Doug Treadway

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



TOWN OF DEWEY-HUMBOLDT

P.O. BOX 69

HUMBOLDT, AZ 86329

Phone 928-632-8562 • Fax 928-632-7365

Rec'd 2/21/17
@ 1:10pm

Town Council Presentation Request Form

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

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

An alternative approach to the Road Improvement program. It includes private easement roads, has a Council controlled annual limit, brings additional money, has a fixed 5-year time line and would be submitted to voters for approval. The presentation, including answering questions, will take 30 minutes.

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

Will require Overhead Projector

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

Name: **Earl Goodwin** Phone: **632-8490**

Council Meeting Date Requested: **April Work Session**; alternate date: **May Work Session**

Requested by:

Name: **Earl Goodwin**

Phone: **632-8490**

Address: **14525 Eagle Dr. Dewey**

Email: **esgoodwin@commspeed.net**

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

For Town Clerk Office Use Only:

Date requested received	<u>2/21/17</u>	Sponsoring Council Member	<u>Treadway</u>
Approved by Council at	_____ meeting (Mayor Initial _____)		
Not Approved	_____	Applicant Notified and Notes:	_____