

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

Tuesday, March 21, 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. Yavapai College Presentation given by Dr. Ron Liss, V.P. for Instruction and Student Development. [CAARF approved by Council at February 21st meeting]

4.2. Interviews and possible appointment of applicants to the Open Space and Trials Committee.

4.3. Lions' Club International 100-year Anniversary Proclamation.

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. Budget calendar and confirming the meeting dates with Council [continued from the March 7th meeting].

5.2. Schedule a Special Study Session to go over some Budget related topics prior to rendering of the Budget Worksheet.

6. Consent Agenda.

6.1. Minutes. Minutes from the January 17, 2017 Regular Council Meeting.

6.2. Acceptance of Official Canvass of the March 14, 2017, Special Election. (Acceptance of the

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.
9. **Discussion Agenda – New Business**. Discussion and Possible Action on matters not previously presented to the Council.
- Page 41 **9.1. Ordinance 17-133 Amending Sections of Town Code related to the Board of Adjustment’s Quasi-Judicial Role and Ex-Parte Communications.**
- 45 **9.2. Authorization for CM Wendt to attend the League of Cities and Towns’ “Municipal Grant Seeking 101” training and authorization to pay for travel expense (mileage to and from Phoenix).** [CAARF requested from CM Wendt]
- 47 **9.3. Discussion and possible action to repeal all or parts of Town Code, Title III, Section 35, Code of Ethics and Conduct.** [CAARF requested by CM’s Wendt and Hughes]
- 53 **9.4. Ratify appointments of newly appointed P&Z members.** [CAARF requested by Mayor Nolan]

10. Public Hearing Agenda.

THIS CONCLUDES THE LEGAL ACTION PORTION OF THE AGENDA.

11. Adjourn.

For Your Information:

Next Town Council Meeting: Tuesday, April 4, 2017, at 6:30 p.m.

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

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.

YAVAPAI COLLEGE

SPRING 2017 UPDATE



FROM THE DESK OF DR. PENNY WILLS

Every year, YC students pass through our doors in pursuit of their best possible future. This year, along with our impressive curriculum and talented faculty, Yavapai College students will have a new system to help them.

Our guided academic pathways system – Pathways, for short – will be implemented for the fall 2017 semester. Pathways streamlines each student’s academic journey by identifying the courses needed for a desired degree, then structuring a clear route to that goal. By aligning their interests with career requirements, we can accelerate each student’s degree program – saving them time and money, and increasing the likelihood of a successful outcome.

This makes us more effective without changing who we are. Yavapai College will always be a place of exploration for students still discovering their talents, and a resource for lifelong learners who enjoy the wonders of education. Now, with Pathways, YC will be even more valuable to students who come to us with an established career goal in mind.

Pathways is just one way our faculty and administrators have made us a better place. 2016 was rich with such accomplishments. I encourage you to look at our “By the Numbers” section for the many ways we are positioning YC to remain effective now, and in the future.

To that end, I would like to welcome Dr. Connie Harris to our District Governing Board. Dr. Harris is a fantastic individual – professional and focused – and I understand she is already hard at work representing District 3 in the Verde Valley. I look forward to her leadership as we work together to improve higher education in Yavapai County.

I am so proud of our student body, faculty and staff. I have seen them all working together to assist fellow students in financial need. They do this, eager to maintain a spirit of dignity and respect, as we greet this new year on campus. I am now more confident than ever that we are providing a College that serves all of our students well.

AROUND OUR DISTRICT

Here’s what we’re working on as we begin our Spring 2017 semester.

PRESCOTT CAMPUS

As you might expect, YC staff members were busy early in the new year, assisting current and future students with federal student aid and scholarship applications. A longer FAFSA application period, looming YC scholarship deadlines, and better communication about the ways to acquire financial support have all led to a surge in student interest.

Let’s continue the conversation:

If you want to know more about any of our projects at Yavapai College, please reach out. We’re always happy to meet with you or your group to answer questions & hear ideas. Call Karen Jones at 928-776-2307 to invite a YC rep to one of your meetings.



YC is for everybody



Dr. Connie Harris



Prescott Campus students

Meanwhile, YC's Honors Program, early-college LEAD program and Student Leadership Council are all aggressively recruiting for their summer and fall programs. Each program enhances the student experience and we look forward to amazing results in 2017.

We'd like to draw your attention to "Woman to Woman," a mentoring program from the American Association of University Women, and one of the many partnerships YC cultivates for student success. "Woman to Woman" provides extra support and encouragement for adult women who are returning to college.

The Yavapai College Prescott Art Gallery is already off and running in 2017 with its new exhibit, "Altered Realities: Toward Atonement," featuring the photography-based prints of Albuquerque artist Randy Waln.

VERDE VALLEY CAMPUS

Verde Valley Community Education's non-credit enrollment increased 11% (240 participants) this fall. The Verde campus features regional-interest courses — like the Viticulture Irrigation and Soil workshop — which draw industry professionals together from across Arizona. YC's innovative Verde Riparian Habitat program, in association with Arizona Conservation Corps, has been nominated for national recognition as Corps Network Project of the Year.

Dr. Wills and Dr. Perey welcomed the Yavapai-Apache Nation to campus in December. Yavapai and Apache members offered ceremonial blessings as the Nation launched a highly-technical, grant-funded, GPS Mapping project of the historical 1875 Exodus route from Clarkdale to San Carlos.

In January, the Southwest Wine Center (SWC) was awarded a prestigious Gold Medal for Best Sauvignon Blanc at the Arizona Republic's Arizona Grand Wine Festival in Phoenix. Judging was conducted by an elite group of Arizona sommeliers, chefs and wine professionals. SWC wines garnered five additional awards, including a Bronze Medal for Petite Sirah and four Wine of Distinction medals.

The Verde Valley campus will be offering Administration of Justice (AJS) and Paralegal Studies (LAW) classes for a March 20 late start. The courses include LAW 100: Introduction to Paralegal Studies, AJS 101: Introduction to Admin of Justice, AJS192: Serial Killers and Mass Murderers, and AJS 225: Criminology.

SEDONA CENTER

Community teams have been sharing their ideas for the future of the Sedona Center. Highlights include: adding culinary and pastry kitchens to support the development of a culinary/hospitality program; redesigning classrooms to accommodate lifelong learning, community education, and general education programming; and exploring a partnership with Sedona Red Rock High School to enhance their performing arts program.

After the scheduled summer renovations, the College will launch both culinary and hospitality programs at the Sedona Center in the fall of 2017. These programs will help meet the county's growing workforce demand, while also providing a variety of general interest classes for the community.

CAREER & TECHNICAL EDUCATION CENTER (CTEC)

The Career and Technical Education Center is seeking external funding to help create paid internships for students in the programs at CTEC or the Chino Valley campuses.

To date, the division has received three grants, totaling more than \$1.2 million. These will allow 19 students – in our Engineering, Engineering Technician, Electrical Instrumentation, Diesel, Welding, Automotive, and Agriculture programs – to be placed in paid internships with Yavapai County companies.

The program has been successful so far. Several of our early interns have been able to use the experience to land good jobs in their chosen technical fields. Interns are paid \$12 per hour, for up to 20 hours per week, in local companies including: Tesoro, Chino Valley Farms, City of Prescott Motor Pool, Toro Manufacturing, Bent River Machine, Drake Cement, Centerpointe, and Whipstone Farms. Students must be



Student Leadership Council (SLC)



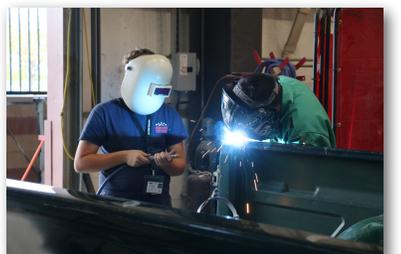
Verde Valley Campus



Southwest Wine Center awarded gold medal



Sedona Center remodel - core interior



CTEC automotive repair

enrolled in programs affiliated with the placement opportunities to participate. The program is modeled around our very successful Yavapai College/Freeport-McMoRan Apprenticeship program, now in its tenth year, which allows students to explore internships while pursuing their degrees.

CHINO VALLEY AGRIBUSINESS AND TECHNOLOGY CENTER

The Chino Valley Center continues to improve its technologies and teaching tools, thanks to grant funding and the enthusiasm of students and staff. J.W. Kieckhefer and Margaret T. Morris Foundation grants, awarded in late 2016 and totaling \$17,300, are funding a new utility vehicle, building materials for two additional composting bins and a chicken-coop kit. And a new mechanized hanging plant system has been installed in the ceiling of the horticulture program's greenhouses. Modeled after a similar device at Color Spot (our industry partner and CV Center neighbor), this new system saves space and helps students monitor their plants more efficiently. The Center's strawberries and herbs were the first crops to benefit from the mechanism, and a system expansion is planned during spring semester. Stay tuned!



Chino Valley Agribusiness Center

The Electric Utility Technology program continues to thrive. Currently, six high school JTED students and 15 adults are enrolled in the popular career training program. They've been busy rebuilding the pole training field where they continue to refine their skills, and prepping for First Aid and CPR certification ahead of the application process for Arizona utility jobs in February.



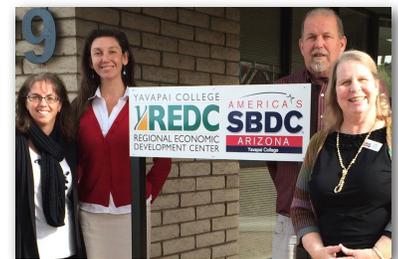
PV Center renovation

PRESCOTT VALLEY CENTER

Renovations are underway for the two-story expansion of the Prescott Valley Center. Once completed, the Center will be able to consolidate all of YC's Allied Health, Emergency Services and JTED health occupation programs into one convenient location. Work is moving apace and we anticipate that the renovation will be complete by the start of the Fall 2017 semester.

REGIONAL ECONOMIC DEVELOPMENT CENTER

Yavapai College's Regional Economic Development Center (REDC) was recently awarded funding to provide paid internships at businesses throughout Yavapai County. REDC Career Coaches are working with industry professionals to provide students with work-based learning opportunities that lead to greater proficiencies and increased placement into permanent jobs. The Center is also staging its annual Prescott and Verde Valley Job Fairs – on March 31 and April 5 respectively – and has added a new Chino Valley Job Fair, on February 24.



Small Business Development Center team

The Small Business Development Center (SBDC) now provides counseling and workshops at The Peak Business Hub, the Prescott Valley Library's business incubator. With the SBDC's assistance, small businesses in Yavapai County increased sales by over \$2.6 million last year, and captured \$6.3 million in financing.

For more information on any of these programs, please call 928-776-2008.

YAVAPAI COLLEGE PERFORMING ARTS CENTER (YCPAC)

Yavapai College Performing Arts Center has stacked 2017 with headline performers, hidden gems and a little something for everyone.

Cantus, one of America's finest male vocal ensembles, salutes the odyssey of our soldiers in song, Feb. 9. **Rhythm of the Dance** tells the saga of the Celts in music and dance, Feb. 11. And on Feb. 25, **The Glenn Miller Orchestra** takes us back to the heyday of swing. March brings **The Golden Dragon Acrobats**, and their death-defying antics, Mar. 3 in Prescott and Saturday, Mar. 4, at the Sedona Performing Arts Center. **Art Garfunkel**, one of the defining voices of the '60's and '70's, will take the YCPAC stage March 10. Then, "The play's the thing" when the National Players offer a modern staging of Shakespeare's **Hamlet**, Mar. 31.



The Glenn Miller Orchestra

In **Stage & Screen**, Apr. 2, flute virtuoso Gary Arbuthnot celebrates the art of the musical score. Then comedienne **Rita Rudner** brings her sly, hysterical take on relationships Apr. 15. New York jazz favorite **Catherine Russell** shares her remarkable voice in Camp Verde Apr. 21, then again at YCPAC Saturday night, Apr. 22.



Little Women

YCPAC closes its season with **Ballet West II**, the elite touring ensemble, dancing Apr. 28, at YCPAC and the following night at the Sedona Performing Arts Center.

For tickets or more information, please contact the YCPAC Box Office at 928-776-2000 (or 877-928-4253 toll free) or visit www.ycpac.com.

Osher Lifelong Learning Institute (OLLI) / COMMUNITY EDUCATION

Looking for a little new year’s inspiration? Try browsing the YC Community Education and Osher Lifelong Learning Institute class schedules that were recently delivered to your mailbox. The sheer number and variety of classes for all ages is amazing, and Yavapai College is always pleased to be a catalyst for personal discovery, enlightenment and adventure. Speaking of adventures, if you’re up for a small one, the YC Art Galleries are always an engrossing visit. Up for something larger? Say, a trip around the world? Consider joining the adventurous souls heading for New Zealand with the 2017 fall YC EDventure. Check your catalog or visit the YC website for all the pertinent details.

ATHLETICS

Yavapai College athletes were a hit in the academic arena again. Last fall, the YC Athletic Director’s Honor Roll added 37 names. These 37 student athletes were honored for achieving a 3.0 GPA or higher.

On deck for spring: YC’s Roughrider baseball team – the defending NJCAA National champs – and our nationally ranked softball team take their respective fields in late January. The first softball home game of the 2017 season is Tuesday, Jan. 31, against South Mountain Community College. Baseball’s home opener is on Monday, Feb. 6, against Salt Lake Community College. See you at a game this spring!

IN CLOSING

I hope this brings you up to speed on YC’s Spring 2017 plans. As always, we have a lot going on and we want to continue improving our communication with the communities we serve. So please, stay connected! I encourage you to subscribe to our monthly YC e-Newsletter (yc.edu/signup), follow us on social media and check in at yc.edu for the latest news, events and class schedules.

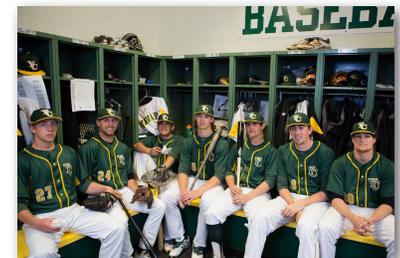
If there’s anything you’d like to know more about, please call Karen Jones at 928-776-2307. We look forward to hearing from you.



Dr. Penny Wills
President
Yavapai College



Osher Lifelong Learning Institute



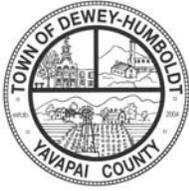
Baseball national champs



Softball division champs

YC By the Numbers

91.28%	Yavapai College nursing graduates scored an impressive first-time NCLEX-RN pass rate of 91.28%, compared to the state of Arizona universities average of 85.10%, and the national average of 82.29%.
3.1 GPA	YC students who transferred to ABOR universities earned a cumulative 3.10 GPA, ranking them in the 85th percentile of all community college transfer students nationwide.
\$1.6M	YC was awarded \$1.6 million for the TRIO Program, providing students with opportunities for academic development and successful completion of post-secondary education.
\$850K	The college also won a prestigious \$850,000 National Science Foundation grant, to focus on engineer technician training in rural Arizona.
90%	CTEC posted a pass rate exceeding 90%, and the Electrical & Instrumentation program achieved a 100% job placement rate.
\$250K	Thanks to a \$250,000 Marley Foundation award for “High-Tech STEM training for Middle Skills,” CTEC is funded for new equipment, supplies, and student internships with local employers.



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

TOWN COUNCIL REGULAR MEETING

March 21, 2017, 6:30 p.m. Town Council Meeting Chambers

Agenda Item: 4.2 Interview and possible appointment of applicants to the Open Space and Trails Committee to fill vacancies and re-appointment of 2 current Executive Members, Skip Gladue and Sandra Goodwin for additional 2-year terms.

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: March 14, 2017

Recommendations:

1. Interview and appoint up to 3 Executive Members to vacancies on the OSAT committee, for 2-year terms.

and

2. Re-appoint current Executive Members Skip Gladue and Sandra Goodwin for additional 2-year terms (1/2017 – 1/2019).

Summary:

The Open Space and Trails Committee was designated as a standing committee comprised of 5 Executive (voting) members, required to reside in Dewey-Humboldt, and any number of Associate (non-voting) members, who do not need to meet residence status in D-H.

§ 31.26 OPEN SPACE AND TRAILS COMMITTEE.

(A) The Open Space and Trails Committee (OSAT) shall be a standing committee comprised of five executive members and any number of associate members. Executive members are responsible to vote on matters before the OSAT and constitute a quorum, but all members (associate and executive) have a right to prepare items for the agenda. Executive members must be residents of the town, are appointed by the Council, and serve two-year terms; while associate members are appointed by the executive members (subject to Council veto), need not be residents, and may serve for an indefinite duration. OSAT members are subject to reappointment without limit. The OSAT may set its own meeting schedule, but meetings will be held at least quarterly or at the request of Council. The OSAT may adopt its own rules of procedure, but such rules must include Robert's Rules of Order and shall observe Arizona Open Meeting law. The Committee may receive direction and assistance from staff through Council. The OSAT has the duty to diligently provide volunteer services to the town and its citizens by interacting with the community, other similar area committees and agencies to further the implementation of the Dewey-Humboldt Open Space and Trails Master Plan. The OSAT shall compile findings and contact reports associated with its activities and report on a quarterly basis to Council.

The OSAT committee last met in September of 2016. For the subsequent OSAT meetings they were unable to meet as their numbers dropped below the quorum requirement (2 Executive Members). We have received applications from 2 residents requesting consideration for appointment to the OSAT committee. They are as follows:

Terry Goacher (vetted)

Ken Murphy (vetted)

Background checks were completed on both applicants, and they were interviewed by Open Space and Trails Committee Chair Sandra Goodwin. Ms. Goodwin is recommending the appointment of both Terry Goacher and Ken Murphy to the OSAT committee as Executive Members.

Additionally, the Committee's two current executive members, Skip Gladue and Sandra Goodwin, are due for re-appointment for another 2-year term (2017 –2019). Both have indicated their desire to continue as executive members of the OSAT committee.



TOWN OF DEWEY-HUMBOLDT

Town Commission, Boards and Committee Vacancy Application Form

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

Personal information:

Name: TERRY GOACHER email: _____

Mailing & Physical Address: S. RIVER DR DEWEY, AZ 86327

Phone Number: M- _____ Occupation RETIRED
(please indicate home and work numbers)

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

Are any of your relatives, employed by the Town? Who/Where: NONE.

Emergency Contact:	Name	Phone	Relationship
--------------------	------	-------	--------------

Are you presently employed? (Check as many as apply)
 Employed full-time Employed part-time Unemployed Retired Other _____

Employment experience relevant to the position applied for: NONE

Position applied for: Briefly describe your interest in volunteering for the Town's 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.

I HAVE ENJOYED NUMEROUS TRAILS IN ARIZONA ON BOTH HORSEBACK AND ATV-UTV. AS A CANDIDATE MY BACK GROUND AND PAST WORK HISTORY IN MANAGEMENT, COULD MAKE MYSELF AS A VALUED CANDIDATE, AND A PERSON WHO WOULD OBTAIN POSITIVE RESULTS IN MEETING OBJECTIVES AND GOALS.

Information for Applicants

Members of boards, commissions and committees are appointed by the Town Council and serve at the pleasure of the Council. The appointment process begins with the submission of an application. Applications will be retained for one year following submission. Applicants are subject to a background checks and are expected to be interviewed by the Chair of the board, commission or committee and the Town Council for appointment.

Voting members of boards, commissions and citizen committees must be residents of the Town. Non-voting members of Citizen Committees may be non-residents.

Appointees may serve an unlimited number of terms on a board, commission, or citizen committee, at the discretion of the Town Council.

Regular attendance is required for board, commission and committee members. If a member misses three meetings consecutively or within a calendar quarter and the chair recommends removal, his seat is deemed vacant upon declaration by the Council.

Board, commission and citizen committee members are required to comply with Arizona open meeting laws, public records laws and with the Town of Dewey-Humboldt Code of Ethics.

Consent to Background Check

I (print name) TERRY GOACHER, by signing this application, hereby grant the Town of Dewey-Humboldt, through its officers, agents and administrative staff, permission to conduct a background check as authorized by the Dewey-Humboldt Town Code, § 31.17(D). The results of this check will be utilized to determine eligibility for membership on a Town board, commission, or citizen committee for which I have applied.

Signature and Verification

I hereby certify that all information contained in this application is true and complete and I understand that the information I have provided in this application may be verified by the Town of Dewey-Humboldt. I have read the information for applicants provided above and agree to comply with all the requirements for serving as a board, commission, or citizen committee member set forth above or as may be required by the Town Code and the laws of the State of Arizona.

2-23-2017
Date

Signature 



TOWN OF DEWEY-HUMBOLDT

Town Commission, Boards and Committee Vacancy Application Form

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

Personal information:

Name: Ken Murphy email: _____

Mailing & Physical Address: 5. Hwy 69

Phone Number: 928- (please indicate home and work numbers) Occupation School Bus Driver

How long have you lived in Dewey-Humboldt? 5 years. Are you over the age of 18? Yes No

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

Emergency Contact: _____
Name Phone Relationship

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

Employed full-time Employed part-time Unemployed Retired Other _____

Employment experience relevant to the position applied for: _____

Position applied for: Briefly describe your interest in volunteering for the Town's 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.

Open spaces, Parks and Trails are an integral part of the health of a community. I would like to be a part of preserving those things in the Dewey Humboldt community.

Town of Dewey-Humboldt

Commissions, Boards and Committees

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

COMMISSIONS

_____ **Planning and Zoning Advisory Commission** – Seven-member commission that hears requests for re-zonings, Planned Area Developments; makes recommendations to the Town Council. Term of appointment is four years. The Commission may set its own schedule but is required to meet at least quarterly or at the request of the Mayor, a Councilmember or applicant.

BOARDS

_____ **Board of Adjustment** – Five resident members that hear appeals by property owners regarding variances and interpretations of staff decisions regarding land uses. Quasi-judicial, appeals of the Board's decisions are heard by Superior Court.

COMMITTEES

_____ **Environmental Issues Advisory Committee** – Provides for the identification, assessment and monitoring of environmental and public health issues that may be of concern to the Town. Term of appointment is two years. Committee may set its own meeting schedule and shall meet at least quarterly or at the request of the Town Council.

_____ **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. Term of appointment is two years. Committee may set its own schedule and shall meet at least quarterly or at the request of the Town Council.

_____ **Clean Town Committee** – Provides organizational oversight of volunteer services to the Town and its citizens and assist in developing programs that address issues of accumulated trash, code enforcement and related concerns. Term of appointment is two years. Committee may set its own meeting schedule and shall hold at least one meeting per year.

✓ _____ **Open Space & Trails Committee** – Provides volunteer services to the Town by interacting with the community, other similar area committees and agencies to further the implementation of the Town Open Space & Trails Master Plan and to compile findings and contact reports associated with its activities. It shall also plan any trail, refuge area or related facility within the vicinity of Chaparral Gulch that is suggested by Council to be named in memory of Emmett Trapp.

_____ **Other Committees as needed.**

Information for Applicants

Members of boards, commissions and committees are appointed by the Town Council and serve at the pleasure of the Council. The appointment process begins with the submission of an application. Applications will be retained for one year following submission. Applicants are subject to a background checks and are expected to be interviewed by the Chair of the board, commission or committee and the Town Council for appointment.

Voting members of boards, commissions and citizen committees must be residents of the Town. Non-voting members of Citizen Committees may be non-residents.

Appointees may serve an unlimited number of terms on a board, commission, or citizen committee, at the discretion of the Town Council.

Regular attendance is required for board, commission and committee members. If a member misses three meetings consecutively or within a calendar quarter and the chair recommends removal, his seat is deemed vacant upon declaration by the Council.

Board, commission and citizen committee members are required to comply with Arizona open meeting laws, public records laws and with the Town of Dewey-Humboldt Code of Ethics.

Consent to Background Check

I (print name) Ken Murphy, by signing this application, hereby grant the Town of Dewey-Humboldt, through its officers, agents and administrative staff, permission to conduct a background check as authorized by the Dewey-Humboldt Town Code, § 31.17(D). The results of this check will be utilized to determine eligibility for membership on a Town board, commission, or citizen committee for which I have applied.

Signature and Verification

I hereby certify that all information contained in this application is true and complete and I understand that the information I have provided in this application may be verified by the Town of Dewey-Humboldt. I have read the information for applicants provided above and agree to comply with all the requirements for serving as a board, commission, or citizen committee member set forth above or as may be required by the Town Code and the laws of the State of Arizona.

2-23-17
Date

Signature _____

[Page intentionally left blank]

Founding of Lions Clubs International Mayoral Proclamation

WHEREAS, the year 2017 marks the Centennial year of celebration of the founding of Lions Clubs International; and,

WHEREAS, the members of Bradshaw Mountain Dewey Humboldt Lions Club have been active volunteers, dedicated to serving those in need in our community in numerous humanitarian and philanthropic projects since October 29, 2001; and,

WHEREAS, Lions Club International membership is open to people regardless of ethnic identity, religion, physical ability, gender or political preference, with a mission statement to empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs; and,

WHEREAS, Bradshaw Mountain Dewey Humboldt Lions Club members share with all other Lions clubs the same international motto of "WE SERVE", which inspires members to provide humanitarian service locally and globally to maintain high ethical standards; and,

WHEREAS, through its many initiatives, Lions Club International and Bradshaw Mountain Dewey Humboldt Lions Club members along with their fellow 3,000 plus Lions in Arizona and 1.4 million Lions in 210 countries and 46,000 clubs worldwide make a big difference every day in areas including assistance for Youth, Hunger, Environment, Vision, and Disaster Relief and we value what they are doing.

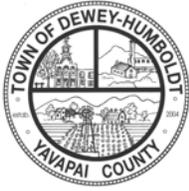
NOW, THEREFORE, I Terry Nolan, Mayor of Dewey-Humboldt, in the County of Yavapai, Arizona, do hereby proclaim and recognize 2017 as the Centennial year for Lions Club International, and urge my fellow citizens to recognize the crucial role played by Lions Club members within our community and throughout the world.

In Witness Whereof, I have hereunto set my hand this 21st day of March 2017.

*Mayor Terry Nolan
Town of Dewey-Humboldt*

*Judy Morgan
Town Clerk*

[Page intentionally left blank]



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

TOWN COUNCIL REGULAR MEETING

March 21, 2017 – 6:30 p.m. Town Council Meeting Chambers

Agenda Item # 5.1. Budget calendar and confirming the meeting dates with Council
[continued from the March 7th meeting].

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: March 15, 2017

Recommendation: confirm the time and the dates for long budget discussions.

Summary:

At the March 7th meeting, I presented the Council with a draft budget calendar. I also sought Council Members' input in the scheduling for the budget discussions.

CM Timmons has provided some available dates and it appears that April 25, May 9 and May 23 are good days for her. These three days were also in the draft calendar presented on March 7. If Council agrees to those dates for the budget discussions, please confirm at this meeting. The proposed meeting time starts at 9 a.m.

FISCAL YEAR 2017-18 Budget SCHEDULE (draft 1)

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



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

TOWN COUNCIL REGULAR MEETING

March 21, 2017 – 6:30 p.m. Town Council Meeting Chambers

Agenda Item # 5.2. Schedule a Special Study Session to go over some Budget related topics prior to rendering of the Budget Worksheet.

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: March 15, 2017

Recommendation: Decide on a date to hold a Special Study Session; staff suggests the afternoon of April 11, 2017.

Summary:

I have been telling the Council (and the public) that I would like to arrange a long Study Session to go over the issues that are on your mind. Yesterday at the retreat, many issues were brought up. Some are directly related to the upcoming Budget. I would like to go over those first. They are “town hall” related, roads related, and Public Works (PW) operation related. Under the PW operation, I would like to go over its resources (equipment and staffing) and how they directly impact road maintenance.

In order to have detailed discussions on these subjects, a long study session where key staffers can attend is needed. I propose Tuesday, April 11, 2017, with a suggested start time of 2 p.m. At 6:30 p.m., the same night, there is a regularly scheduled study session, which is not expected to be affected. CM Timmons who appears to face the biggest scheduling challenges among all council members advised that she could be available during that time.

If the April 11th, 2 p.m. meeting time is not convenient for the Council, please provide an alternate meeting date at this meeting.

[Page intentionally left blank]

**TOWN OF DEWEY-HUMBOLDT
TOWN COUNCIL
REGULAR MEETING MINUTES
JANUARY 17, 2017, 6:30 P.M.**

A REGULAR MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, JANUARY 17, 2017, 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 by Mayor Nolan at 6:31 p.m.
2. **Opening Ceremonies.**
 - 2.1. **Pledge of Allegiance.** Done.
 - 2.2. **Invocation.** Given by Amy Timmons.
3. **Roll Call.** Town Council Members Jack Hamilton, John Hughes, Amy Timmons, Doug Treadway, Victoria Wendt; Vice Mayor Mark McBrady; and Mayor Terry Nolan were present.
4. **Announcements Regarding Current Events, Guests, Appointments, and Proclamations.**

Mayor Nolan spoke of having an announcement, sharing communication from the Humboldt Postmaster, Melanie Thomas. Ms. Thomas noted that anyone can stop in anytime and discuss any USPS delivery issues. She is especially interested with the service received over the past holiday season, in order to help improve future delivery service.

Mayor Nolan requested that Agenda Item 10 be moved forward ahead of Agenda Item 4.1 in order to adopt the ordinance to establish the appointment of the Board of Adjustment. There was Council consensus to do so.

10. Public Hearing Agenda.

10.1 Public Hearing on Ordinance No. 17-132, amending the Town of Dewey-Humboldt Code of Ordinances, Title XV Land Usage, Chapter 153 Zoning Regulations, Section 153.021 Board of Adjustment; Zoning Administrator, Subsections (A), (B), (C)(1) and (E)(2) related to appointing a 5-member Board of Adjustment to hear and decide variances, appeals from interpretations of the Zoning Administrator, and appeals from decisions of the Hearing Officer regarding alleged civil violations of the Town Zoning Code.

10.1.1. Open Public Hearing

The Public Hearing was opened at 6:35 p.m.

10.1.2. Presentation by Staff

Mayor Nolan read the Public Hearing introduction regarding Ordinance 17-132 Board of Adjustment.

Town Manager (TM) Kimball gave an overview on this item. An Ordinance was drafted at Council's direction in August 2016. There were enough applications to move this process forward. The Ordinance amends Section 153. The effective date of the Ordinance is 30 days after the adoption and full execution.

10.1.3. Public Comments

Nancy Wright spoke of whether a change was required as in the Town Code Section 30.086 on Page 10, states that the Town Council was serving as the Board of Adjustment and quasi-judicial.

10.1.4. Close Public Hearing

The Public Hearing was closed at 6:41 p.m.

10.2 Council consideration, discussion and possible action to approve Ordinance No. 17-132, amending the Town of Dewey-Humboldt Code of Ordinances, Title XV Land Usage, Chapter 153 Zoning Regulations, Section 153.021 Board of Adjustment; Zoning Administrator, Subsections (A), (B), (C)(1) and (E)(2), as stated above.

Councilmember Hamilton made a motion to approve the amendment of Ordinance No. 17-132, with the amendment that Nancy Wright brought up to the amend the code.

Town Manager (TM) Kimball spoke that Ms. Wright brought up current code 30.086 included in the packet material which talks about quasi-judicial as ex parte contacts which TM Kimball has not discussed, at length, with the Town Attorney yet. The Town Attorney indicated that this section may need to be amended to specify that the Board of Adjustment is a quasi-judicial body so there may be some ex parte contacts that requires awareness. The ordinance before Council does not affect 30.086. If Council directs the amendment of this ordinance, a separate motion can be made. Right now, the Public Hearing is dealing with Ordinance 17-132 which is solely regarding the reinstatement of the Board of Adjustment. Town Code 30.086 is a separate subject.

Councilmember Hamilton withdrew his motion and made a new motion to approve Ordinance 17-132, seconded by Councilmember Timmons.

Mayor Nolan called for discussion or public comment and received none.

Mayor Nolan called for a vote on the motion, which passed unanimously.

Councilmember Hamilton asked if he could make a motion to amend Code Section 30-086.

TM Kimball confirmed with Council that this was the direction from Council to proceed with an ordinance amending Section 30.086 removing "quasi-judicial role" wording remaining from the Council's responsibilities. Town Council confirmed this with head nods. TM Kimball stated she will move forward in this direction.

4.1. Discussion and Possible Action to appoint a 5-member Board of Adjustment with two members to serve two-year terms and three members to serve four-year terms, contingent upon the Council's approval of Ordinance No.17-132 and effective upon the effective date of Ordinance No. 17-132.

Mayor Nolan asked the Council how they would like to handle this agenda item.

There was Council discussion regarding the interview and selection process with Town Clerk Judy Morgan explaining previous processes and offering suggestions. Town Manager Yvonne Kimball explained the process of how the two-year and four-year terms to be filled, and that it is Council's decision on the assignment of the terms.

Councilmember Timmons recused herself in the matter of the vote regarding her sister, Lori Crofutt, who was one of the applicants.

Public Comment was taken.

Ted Brooks recommended applicant introductions and suggested a numeric ranking.

Nancy Wright spoke on being concerned with ranking and just listing the top five choices.

Linda Horvath spoke of voting one at a time.

There was further Council discussion on the selection process.

TM Kimball explained that there were a total of ten applications received with Mayor and Council having had an opportunity to review them and recommended that Mayor Nolan read the names of the applicants. The applicants chosen need to be ratified by Council motion and vote. If all ten were approved, it could come down to a drawing, again ratified by Council motion and vote.

Mayor Nolan called on the list of applicants.

Arlene Alen was unable to be present.

Ulys Brooks spoke his ability to be very helpful to this committee and that it is important to have very fair hearings, allowing people to tell their stories.

Councilmember Hamilton noted that Mr. Brooks applied for the Planning and Zoning Commission, as well, and inquired if he would prefer that position. He asked if Mr. Brooks read the material regarding the purpose of the Board of Adjustment.

Councilmember Hamilton went on to give an overview of the BOA and that the member's roles are to apply and adhere to the law. Some people confuse this with other committees wherein the members do have some input and advisory roles.

Ted Brooks spoke of his long-time residency and ability to discern facts and make fair judgements. Mr. Brooks would consider serving on other commissions, if he was not appointed to the BOA.

Lori Crofutt was unable to attend the meeting.

Gary Ford spoke of wishing to give back to his community and that he served on boards similar to this in his previous community and is familiar with making decisions that could be considered as unfavorable. Mr. Ford spoke of wishing to serve on either P & Z or BOA, but does have the most experience in the area of BOA. Mr. Ford has been a resident since August 2016.

Councilmember Hamilton pointed out that there is no long-term residency requirement to serve on this committee.

Linda Horvath spoke of applying as she is a long-time resident and wants to give back to the community. She spoke of being an asset to the community in a public way. She prefers serving on BOA as opposed to other committees.

Judy Kerber was unable to attend the meeting.

Dennis Repan spoke of wanting to continue his service to the community and has previously served in the role of Board of Adjustment. Mr. Repan preferred to serve on BOA as opposed to the P & Z Commission.

Cheryl Taylor spoke of her concern over the community tearing apart over the last few years. Ms. Taylor spoke of working in schools in Special Ed and being able to bring together that population, despite sometimes having to make unfavorable decisions, citing her conflict resolution skills.

Nancy Wright spoke of receiving training to serve on the Board of Adjustment and having knowledge of the A.R.S. She believes she could be an asset to the Board and would like to continue volunteering in the Town. Ms. Wright would consider the P & Z Commission, but the time involved to serve on the BOA would be more conducive to her time constraints.

There was further Council discussion regarding the selection process and how to fill the two-year and four-year terms.

Councilmember Wendt read a statement regarding the qualities to consider before making choices.

Councilmember Hamilton disagreed with some of Councilmember Wendt's statement, reminding that the BOA is governed by the law. If an applicant wants to make changes and feel good they should consider other committees.

Councilmember Timmons inquired if the BOA would receive training. This was confirmed by Mayor Nolan.

Councilmember Treadway spoke of his recent education on the purpose of the BOA citing that the issues that come before the Board are very serious issues and by no means a popularity contest.

Mayor Nolan again inquired of the Council how they wanted to proceed. Council consensus was for each Councilmember to write down their five choices and allow this to be tallied by Town Staff.

Vice Mayor McBrady spoke that he felt his was a confusing way to vote.

Councilmember Hamilton felt voting for five choices was a good place to start.

The Council Members voted on paper for their top five choices, their names identifying their papers. The paper ballots were collected, tallied on a spreadsheet, while being projected on the large public viewing screen, during the meeting. A motion was made by Councilmember Hamilton to approve the five applicants that received the highest number of votes: Ted Brooks, Ulys Brooks, Gary Ford, Cheryl Taylor, and Linda Horvath to the Board of Adjustment, seconded by Councilmember Hughes, the motion was approved unanimously.

The newly appointed members did not have a preference between two and four year terms, when asked.

Mayor Nolan recommended that the two highest vote receivers serve the two-year terms, and the other members receive the remaining four-year positions.

Councilmember Hamilton disagreed feeling the higher vote getters should get the four-year terms and that the two Brooks family members should serve opposing terms.

Ted Brooks recommended that the two members that received five votes serve four-year terms and the other three serve the two-year terms.

TM Kimball spoke of the ordinance being written to provide for staggering terms to provide appropriate quorums.

It was decided that names of the three lower vote receivers would be placed in a hat and the one name drawn would serve as the third four-year term member. The name of Ted Brooks was drawn.

Councilmember Timmons made a motion to approve Ulys Brooks; Ted Brooks; and Cheryl Taylor be four-year terms on the Board of Adjustments and Gary Ford and Linda Horvath be a two-year term on the Board of Adjustments, the motion was seconded by Councilmember Hamilton. The motion passed unanimously.

Councilmember Hamilton announced there were other openings on other committees, if anyone was interested.

5. Town Manager's Report.

5.1. Financial Report for FY2016-17 2nd Quarter (October 1, 2016 to December 31, 2016).

TM Kimball spoke that the report covers the first six months of the fiscal year. She summarized that expenditures are just below 50%, with the exception of legal fees which is at just 26% of what was budgeted. The Public Safety budget is actually at 58% but should balance out over the remainder of the fiscal year. HURF is proceeding as planned. Public Works Supervisor Hanks gave an update at the last meeting and money still needs to be transferred to the General Fund to HURF which was budgeted, but that hasn't happened just yet, but it will happen soon. The third fund is the Grant Fund and there are CDBG and Flood Control activities under this area. Town Accountant, Mickey Moore, and Supervisor Hanks have worked on achieving a balance this area. CDBG is a reimbursement grant fund, the Town pays for activities out of their coffer and the state reimburses these funds. Flood Control is received from Yavapai County and they are currently working on balancing this area, waiting on reimbursement. TM Kimball felt the budget was going well at the six-month mark.

Councilmember Wendt spoke of being pleased with the Town Attorney budget and that the figures are down where they need to be.

Mayor Nolan asked for other comments with none forthcoming. Mayor Nolan thanked Town Accountant Moore for her hard work and the great job she has done.

5.2. ADOT/CYMPO response to State Route 169 Improvements Petition.

Public Works Supervisor Hanks spoke of the last meeting where he gave a presentation on this matter and cited that not a lot has changed since then. Early February, the TAC Committee for CYMPO will be looking at this and adding it to MTIP as a recommendation for CYMPO to approve. Still in the process of working with ADOT on the signs and they should be going up soon. They are looking at the construction for turn-out lanes and looking at adding them to the 2021 year as far as the budget and using ADOT and CYMPO money.

Councilmember Treadway asked how this could be expedited. Supervisor Hanks said that if there were projects that fell through or got bumped out, that could move the project up. Just getting it into the system is a huge step. As it is a smaller project, if revenues were better, and the budget allowed it, there are times that things can be moved forward.

Mayor Nolan inquired if the speed limit would be reduced. Supervisor Hanks was not sure on a speed limit reduction, if the turning lanes were put in. This issue was submitted for study by Alvin Stump of ADOT.

TM Kimball spoke of hearing from ADOT and CYMPO that there could be other sources of funding to bump the project ahead.

Public Comment was taken.

Dennis Repan spoke of a discussion with a couple of engineers and doubts that the speed limit will be reduced. The cost could be cut down, if the Town took the project on themselves, or worked with CYMPO on a 50/50 basis. The key to get it done quickly is to work as a partnership.

There was Council discussion regarding funding and timelines for the project.

Dennis Repan spoke on the expedition of the project if the Town took it on. Mr. Repan spoke of the safety hazard this area presents.

Councilmember Wendt spoke of realizing that the corridor traffic is going to continue grow but feels there are other projects in the community that need attention as well. Councilmember Wendt does not see this money coming out of the Town's pockets.

Councilmember Treadway disagreed with Councilmember Wendt stating that some of the other projects may not have the safety implications of the corridor situation.

There was further Council discussion regarding funding from County and the eventual Prescott Valley Fain Road/169 Connector road.

Dennis Repan commented that the connector road is 20-30 years down the road and is currently a dead issue.

Public Comment was taken.

Ted Brooks spoke of a letter-writing campaign, as the squeaky wheel gets the grease. The state should be funding this as it is a state road.

Supervisor Hanks said the size of the project has been reduced. They do see there is a safety and speed problem, which is only going to get worse. Getting this added to the MTIP was with CYMPO adding roughly an overall 15% of the project. Engineering work is what CYMPO was looking at contributing the year before, that would line it up with the 2021 project end and were looking at 15% overall on the CYMPO funds, not requiring any contribution from the Town.

6. Consent Agenda.

6.1. Minutes. Minutes from the December 20, 2016 Regular Council Meeting

Mayor Nolan made a motion to approve the minutes from the December 20, 2016, Regular Council Meeting, Councilmember Hughes seconded the motion, approved unanimously.

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

Councilmember Treadway stepped away from the dais at 8:09 p.m.

Mayor Nolan asked for Public Comment, none was forthcoming.

8. Discussion Agenda – Unfinished Business.

8.1. Council advisability on continuation of Town Hall Extended Hours (staff report of the current state and possible decision by council).

Town Manager (TM) Kimball gave her report on the testing period of the extended office hours. TM Kimball reported that this hour extension benefits the Town residents; all employees are in favor of the arrangement; and she is seeking approval for continuation.

Councilmember Treadway returned to the dais at 8:10 p.m.

Mayor Nolan inquired if the Town Code needs to be revised to reflect the change.

TM Kimball cited there is an administrative regulation that refers to flexible hours that may need revision. If the Council wants to proceed with the extended hours, the regulation could use some clean up and she will bring the verbiage back to the Council for approval.

There was Council discussion about the meaning of flexible hours with TM Kimball clarifying this matter.

Councilmember Hamilton made a motion to approve the continuation of the extended office hours followed by the recommendations made by the Town Manager, seconded by Councilmember Hughes.

Public Comment

Nancy Wright asked about the lunch arrangements as 8 a.m. to 6 p.m. as this is a 10-hour day.

TM Kimball explained that the employees are having lunch while they work at their desk.

Councilmember Wendt spoke of assuming that employees were entitled to a half hour lunch.

TM Kimball explained that Arizona is a "right to work" state, wherein employees are not required to take a lunch break.

There was Council discussion in favor of allowing a lunch break and not understanding why they had lunch hours previously before the extended hours.

Public Comment

Ted Brooks spoke that in the State of Arizona as long as employees are given the ability to eat while on the clock it meets requirements. It is not required that a lunch hour be given as long as no one is denied sustenance.

Nancy Wright spoke of believing that there is federal law regarding lunch hours, not just state law. She recommended attorney input on this issue.

Councilmember Timmons spoke of the office being open 10 hours per day, the office is open five days per week, the employees are getting lunches and breaks, she did not see the problem, as long as things are being handled.

Councilmember Hughes spoke that as long as you have the opportunity to take your lunch at your desk this meets state and federal law.

Councilmember Treadway agreed with Councilmember Hughes viewpoint and believes that if it is working for the Town personnel and the Town is getting good service, this is a good idea.

Mayor Nolan called for a vote on Councilmember Hamilton's motion. The motion passed unanimously.

8.2. Council retreat arrangements. Possible selection of a retreat facilitator and direction of event details.

Town Manager Kimball reminded Council that at their direction she has been contacting facilitators for the retreat and provided the proposals for Council review.

There was Council discussion regarding the proposed speakers, the intent of the retreat, and if the speaker would meet with Council in advance of the retreat.

TM Kimball explained that Ms. Wintrich recommended an online communication profile survey that Council could complete for an approximate cost of \$500.

Councilmember Wendt made a motion to approve the employment of Ms. Ina Wintrich for a one-day retreat as stated in her proposal, seconded by Councilmember Timmons. The motion passed unanimously.

Public Comment

Dennis Repan spoke of the past Council's approach to these types of seminars. Mr. Repan spoke that the new Council Members ran on a platform of being able to get along with the current Council and the public, therefore, he is confused what the money is being spent

for, noting that past Council conflicts could be worked out over a cup of coffee.

Councilmember Timmons spoke that before she was a Council Member, she was appalled, ashamed, and embarrassed by the Council Members' childish behavior with 90% of Council Members holding grudges against each other. She wants to avoid that happening again and do what's best for the community. She endorsed the purpose of the retreat to learn to get along and discuss issues in a responsible, adult manner.

Public Comment was taken.

Ted Brooks spoke of Councilmember Timmons speaking his thoughts.

Dennis Repan spoke of agreeing with Ms. Timmons regarding her hopes for the retreat stating that in an ideal world that would be great. Mr. Repan put the question forth to Council if they would be willing to participate in such a session if they had to pay for it out of their own pocket.

Councilmember Timmons replied that she probably would. She wants to do the best job she can for her constituents.

Councilmember Hamilton spoke of everyone wanting to do a good job for the constituents. He spoke of diverging opinions, but treating everyone with respect. He is in favor of the retreat, but doubts it will change people's opinions or unite the Council.

Councilmember Treadway acknowledged it was a lot of money to spend, but felt it would be worthwhile for the Town. It is okay to disagree, but show the respect you want to see.

Public Comment was taken.

Cheryl Taylor spoke of working with the community as well as with the Council. Wants to see a Council who works together and comes up with different ideas. Listen to the entire community. Ms. Taylor felt as if she had no voice with the previous Council.

Councilmember Timmons spoke of keeping the Council professional and respectful. Making the audience comfortable and at ease is her goal.

Councilmember Hughes spoke in regard to Mr. Repan's statement that the Council gets along and he recommends the retreat in an effort to help the Council be better leaders.

Mayor Nolan asked for the motion to be restated.

Town Clerk Judy Morgan repeated the motion: To approve the employment of Ms. Ina Wintrich for a one-day retreat as stated in her proposal.

Mayor Nolan called for a vote, the motion passed unanimously.

9. Discussion Agenda – New Business.

9.1. Council consideration of potentially changing study session/work session meeting time from 2pm to 6:30pm on the second Tuesday of each month. [CAARF requested by CM Timmons]

Mayor Nolan requested Councilmember Timmons give an overview of her CAARF.

Councilmember Timmons requested that Council consider changing the work sessions to 6:30 in the evening instead of the 2 p.m. afternoon meetings, as many people, including some Council Members work during the days.

Councilmember Hamilton spoke against the change, as the work session is primarily for Council, to see if issues need to be taken to evening sessions, where the people have the

right to attend and hear the issues. This is where the voting occurs with Council input. If Council wants to have three regular sessions with action, so be it, but, this also is an inconvenience to Staff who have to work 13-14 hour days when there are meetings.

Councilmember Timmons spoke of the one time they moved a Work Session to evening to accommodate her at former Councilmember Wright's request, she was told that it had one of the highest attendances by another Council Member. Councilmember Timmons noted that the two Staff that have to attend the additional evening meeting are salaried employees, so they could and would adjust for the hours, and the Town Manager could adjust her employees' hours to accommodate for the night sessions.

Public Comment was taken.

Ted Brooks spoke of the citizens at large, including him and his father, having asked time and again to have the Work Sessions in the evening, citing it is not fair to have these meetings in the afternoon when the people cannot be represented.

Cheryl Taylor spoke of asking many times to have the Work Sessions moved to the evening. She had to take a day off work last year to attend one of the Work Sessions. She feels it is a biased viewpoint at the afternoon Work Session without the full public input. Maybe a middle ground could be met, later than 2 p.m. but earlier than 6:30 p.m.

Councilmember Treadway disagreed stating that he does not make up his mind on issues before he attends meetings. He is not in agreement with moving the meeting to the evening. Councilmember Treadway feels there would need to be accommodations for the employees, as it is unfair that they put in additional evening hours. Councilmember Treadway would be in favor of a compromise such as a 4 p.m. meeting.

Vice Mayor McBrady spoke of being in favor of evening work sessions as he feels every Council Member should have the opportunity to be at Work Sessions. There is a Council Member who works and deserves consideration. Council Member not being able to attend due to the time would be unfortunate.

Councilmember Wendt is in support of Councilmember Timmons' proposal mainly because of Cheryl Taylor not being able to attend Work Sessions due to employment commitments. Councilmember Wendt is sure that TM Kimball would make sure her employees are well taken care of, if the meeting is moved to the evening.

Public Comment was taken.

Nancy Wright spoke that a majority of the citizens are retired and are often unable to drive in the evening. She recommended that they try a new time, and see if they get a higher attendance, doubting that would be the case. She stated if the time is being changed to accommodate the Town Council then be honest, don't say it's for the public. Some of the public cannot come except for during the day.

Councilmember Timmons inquired if Ms. Wright was aware of how many retired citizens attend the Work Sessions during the day.

Ms. Wright answered that there were retired citizens in attendance, if there were subjects of interest.

Vice Mayor McBrady offered to pick up any citizen that needs a ride to an evening session and spoke that not making it possible for working Council Members to attend sessions is wrong.

Public Comment was taken.

Cheryl Taylor spoke of it being hard on her when she had to take time off to attend Work Sessions in the afternoon. She thanked Councilmember Treadway for his earlier comments.

Councilmember Hamilton spoke that if there are going to be three evening sessions, then they need to be Regular Council Meetings, so action can be taken.

Councilmember Treadway spoke of other local communities having work sessions during the day. He is opposed to this on behalf of the employees and for other reasons. He is not in favor but would be willing to pursue a trial basis.

Councilmember Hughes spoke of being torn on this issue. He acknowledged that as a business owner it is harder to make the afternoon sessions, and asked how the employees feel about the additional evening meeting. Councilmember Hughes said he was willing to try it on a trial basis.

Councilmember Treadway agreed with Councilmember Hughes and spoke of the Town having lost one good employee and that accommodations have to be made.

Councilmember Hughes spoke again of it being difficult to jockey employees around, but he would be willing to try the proposed additional evening meeting.

Councilmember Timmons inquired of the Town Manager if it were possible for employees to take a long lunch or allow employees to take a break and go home before the meeting. She referred to this pertaining only to the Town Manager and Town Clerk.

TM Kimball thanked the Council Members for considering the Staff and giving weight to their thoughts. She believed that the Town Clerk would agree with her that they have a "yes, we can" attitude, but it will present some challenges. Some staff members that need to attend meetings live too far away to go home and come back, however, some staff members could do that. The hourly employees are very conscientious about their hours and don't stay unless it is necessary. There is also the challenge of the small staff size. TM Kimball deferred the decision to the Council. TM Kimball conceded that, naturally, it would be nice not to have to do three evening meetings a month, but they will just have to.

Vice Mayor McBrady made a motion to a proposal to try it for three months, making the meetings as short as possible, and reevaluate at that point, seconded by Councilmember Timmons. Town Clerk Morgan asked for clarification on the motion clarifying that there would be three meetings held at 6:30 p.m.

Mayor Nolan agreed with Councilmember Hamilton that this request is overburdening the Staff as they are already working ten hour days and they won't get a chance to go home to see family. Mayor also spoke to the matter of traditionally Council wanted no Public Comment at Work Sessions, and, if they go with a third evening meetings, then the third meeting should be opened to Public Comment.

Councilmember Timmons spoke of personally having to work five days a week and that she had thought that the four day schedule was a great idea for staff but that maybe it should be revisited. She had thought it was a better deal working four days, instead of being a sacrifice.

Councilmember Hamilton agreed with Mayor Nolan that Public Comment should be allowed during Work Sessions and that his should be revisited. He also agreed with the additional evening meeting being a burden on Staff. He spoke of the public being able to

get their comments and viewpoints to Council through other avenues, if they can't attend in person.

Mayor Nolan asked for a roll call vote. The motion passed by a 4-3 vote with Councilmember Hamilton; Councilmember Treadway; and Mayor Nolan voting against.

TM Kimball spoke that there is no need to change code as this is occurring on a three-month temporary basis with a follow-up discussion at the end of the three-month trial, which will begin in February. TM Kimball placed this item on the May 2, 2017, agenda to revisit.

11. Adjourn.

The meeting was adjourned at 9:16 p.m.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk

[Page intentionally left blank]



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

TOWN COUNCIL REGULAR MEETING

March 21, 2017 – 6:30 p.m. Town Council Meeting Chambers

Agenda Item # 6.2. Acceptance of Official Canvass of the March 14, 2017, Special Election. Acceptance of the Canvass of results from Yavapai County Elections Department.

To: Mayor and Town Council-members

From: Judy Morgan, Town Clerk

Date submitted: March 15, 2017

Recommended Action: Accept the YCED Official Canvass of the March 14, 2017 Special Election.

Summary:

Official results of the March 14, 2017 Special Election were released by the Yavapai County Elections Office on March 15, 2017. State law requires the Canvass of the Election be formally accepted by the Town Council in order to be recognized as “Official Results.”

The Election results in the form of the Canvass are attached.

Elections
Lynn A. Constabile
Elections Director
928 771-3250
928 771-3446 (Fax)

Yavapai County Recorder
Leslie M. Hoffman
County Recorder
1015 Fair Street-Room 228
Prescott, Arizona 86305
928-771-3244
928-771-3258 (Fax)

Voter Registration
Laurin Custis
Registrar of Voters
928-771-3248
928-771-3446 (Fax)



CERTIFICATION OF ELECTION RESULTS

For the

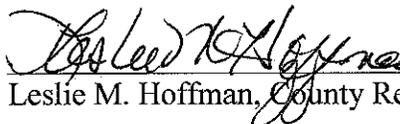
TOWN OF DEWEY-HUMBOLDT SPECIAL ELECTION

MARCH 14, 2017

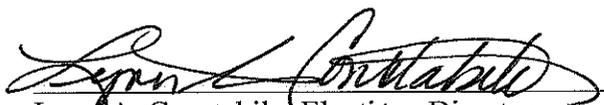
YAVAPAI COUNTY, ARIZONA

We, Leslie M. Hoffman, Yavapai County Recorder, and Lynn A. Constabile, Yavapai County Elections Director, hereby certify that the attached foregoing vote results contains a full, true, and correct copy of the vote tabulations for the March 14, 2017, Town of Dewey-Humboldt Special Election.

Dated this 15th day of March, 2017



Leslie M. Hoffman, County Recorder



Lynn A. Constabile, Elections Director

Registered Voters 2,654 - Total Ballots 922 : 34.74%

PROPOSITION 441 - TOWN OF DEWEY-HUMBOLDT

Number of Precincts	1	
Precincts Reporting	1	100.00%
Vote For 1		
Total Votes	921	
YES	341	37.02%
NO	580	62.98%

Statement of Votes Cast
MARCH 14, 2017
COUNTY OF YAVAPAI
STATE OF ARIZONA
SPECIAL ELECTION RESULTS
UNOFFICIAL FINAL RESULTS

Date: 3/15/2017
Time: 11:30:28 AM

	Turnout			PROPOSITION 441 - TOWN OF DEWEY-HUMBOLDT					
	Reg. Voters	Ballots Cast	% Turnout	Reg. Voters	Total Votes	YES		NO	
Jursidiction Wide									
225 - IRON									
Early Voting	2654	922	34.74%	2654	921	341	37.02%	580	62.98%
Total									
Early Voting	2654	922	34.74%	2654	921	341	37.02%	580	62.98%
Total	2654	922	34.74%	2654	921	341	37.02%	580	62.98%



YAVAPAI COUNTY ELECTIONS DEPARTMENT
REJECTED BALLOTS REPORT

March 14, 2017

Special Election

Town of Dewey-Humboldt

Precinct # & Name	EARLY
225 IRON	2
TOTALS	2

**EARLY BALLOT
REJECT REASONS**

- EMPTY ENVELOPE
 - 1 NOT SIGNED BY VOTER
 - 1 SIGNATURE DIFFERENT
 - VOTED TWICE
-
- 2 TOTAL

Registered Voters 2,654 - Total Ballots 922 : 34.74%

PROPOSITION 441 - TOWN OF DEWEY-HUMBOLDT

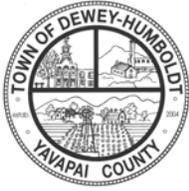
Number of Precincts	1	
Precincts Reporting	1	100.00%
Vote For 1		
Total Votes	921	
YES	341	37.02%
NO	580	62.98%

Statement of Votes Cast
MARCH 14, 2017
COUNTY OF YAVAPAI
STATE OF ARIZONA
SPECIAL ELECTION RESULTS
OFFICIAL FINAL RESULTS

Date: 3/15/2017
Time: 11:32:41 AM

	Turnout			PROPOSITION 441 - TOWN OF DEWEY-HUMBOLDT					
	Reg. Voters	Ballots Cast	% Turnout	Reg. Voters	Total Votes	YES		NO	
Jursidiction Wide									
225 - IRON									
Early Voting	2654	922	34.74%	2654	921	341	37.02%	580	62.98%
Total									
Early Voting	2654	922	34.74%	2654	921	341	37.02%	580	62.98%
Total	2654	922	34.74%	2654	921	341	37.02%	580	62.98%

[Page intentionally left blank]



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

TOWN COUNCIL REGULAR MEETING

March 21, 2017 – 6:30 p.m. Town Council Meeting Chambers

Agenda Item # 9.1. Ordinance 17-133 Amending Sections of Town Code related to the Board of Adjustment's Quasi-Judicial Role and Ex-Parte Communications.

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: March 9, 2017

Recommendation: Adopt ordinance 17-133 Amending Sections of Town Code related to the Board of Adjustment's Quasi-Judicial Role, and Ex-Parte Communications.

Summary:

At the January 17, 2017, Council meeting, the Council approved Ordinance 17-132, which establishes a separate Board of Adjustment (BOA) and outlines the authorities of the BOA. At the meeting, Council also directed amendments to current Town Code section 30.086 Quasi-judicial Role; Ex Parte Communications to reflect the change of a separate BOA. This proposed ordinance clarifies that only the BOA has the quasi-judicial role and is subject to the ex-parte communication requirement.

Staff recommends adoption of the ordinance.

ORDINANCE No. 17-133

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, COUNTY OF YAVAPAI, ARIZONA, AMENDING THE TOWN OF DEWEY-HUMBOLDT, ARIZONA CODE OF ORDINANCES, TITLE III ADMINISTRATION, CHAPTER 30 TOWN COUNCIL AND OFFICIALS, SUBCHAPTER COMMUNICATIONS, BY DELETING § 30.086 QUASI-JUDICIAL ROLE IN ITS ENTIRETY AND AMENDING TITLE XV LAND USAGE, CHAPTER 153 ZONING REGULATIONS, SUBCHAPTER ADMINISTRATION; ENFORCEMENT, § 153.021 BOARD OF ADJUSTMENT, RELATED TO THE BOARD OF ADJUSTMENT'S QUASI-JUDICIAL ROLE AND EX PARTE COMMUNICATIONS; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES.

Whereas, on January 17, 2017, the Town Council approved Ordinance No. 17-132, establishing a separate Board of Adjustment and ending the Council's responsibility to hear certain matters in a quasi-judicial role; and

Whereas, the newly created Board of Adjustment has responsibilities that involve it to act in a quasi-judicial role with respect to the decisions it makes,

Now, therefore, be it ordained by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, as follows:

The Town of Dewey-Humboldt, Arizona Code of Ordinances, Title III Administration, Chapter 30 Town Council, Subchapter Communications, is hereby amended to delete Section 30.086 Quasi-Judicial Role; Ex Parte Communications in its entirety.

The Town of Dewey-Humboldt, Arizona Code of Ordinances, Title XV Land Usage, Chapter 153 Zoning Regulations, Subchapter Administration; Enforcement, Section 153.021 Board of Adjustment is hereby amended to read as follows (additions in ALL CAPS; deletions in strikeout):

§ 153.021 BOARD OF ADJUSTMENT; ZONING ADMINISTRATOR.

* * *

(E) *Hearings and rulings.* The Board of Adjustment shall hold at least one public hearing, within a reasonable time from the date of application, after giving a minimum of 15 days' notice thereof to parties of interest and the public, by posting at the property of application (if property is involved) and by publishing once in a newspaper of general circulation in the town. The Board of Adjustment shall render a decision within 30 days after the initial hearing on same, unless an extension is agreed to by the Board and the applicant.

* * *

(3) Decisions of the Board of Adjustment may be appealed to the Superior Court within 30 days of the decision by the Board.

(4) QUASI-JUDICIAL ROLE; EX PARTE COMMUNICATIONS

(a) THE BOARD OF ADJUSTMENT ACTS IN A QUASI-JUDICIAL MANNER AND, TO ENSURE THAT THE DECISION-MAKING PROCESS IS FAIR AND IMPARTIAL, NO MEMBER OF THE BOARD SHALL, DIRECTLY OR INDIRECTLY, ENTERTAIN, ACCEPT OR PARTICIPATE IN ANY EX PARTE COMMUNICATION RELEVANT TO AN APPLICATION PENDING BEFORE THE BOARD.

(b) EX PARTE COMMUNICATIONS ARE ORAL OR WRITTEN COMMUNICATIONS RELATED TO THE MATTER TO BE HEARD BY THE BOARD AND WHICH ARE MADE TO OR BY A MEMBER OF THE BOARD, INCLUDING IN PERSON, TELEPHONIC OR ELECTRONIC COMMUNICATIONS THAT OCCUR OUTSIDE OF A PUBLIC MEETING OF THE BOARD.

(c) EXCEPTIONS. THIS PROHIBITION SHALL NOT APPLY TO COMMUNICATIONS BETWEEN THE MEMBERS OF THE BOARD AND TOWN STAFF. THIS PROHIBITION IS NOT INTENDED TO PREVENT SITE VISITS, THE RECEIPT OF EXPERT OPINIONS, AND THE REVIEW OF MAIL AND OTHER CORRESPONDENCE RELATING TO THE PROCEEDINGS.

(d) IF A BOARD MEMBER RECEIVES AN EX PARTE COMMUNICATION, THE BOARD MEMBER SHALL PLACE THE COMMUNICATION IN THE PUBLIC RECORD OR SHALL ENTER INTO THE RECORD A STATEMENT DESCRIBING THE TIME, PLACE, AND CONTENT OF THE COMMUNICATION.

Section II. Savings Clause

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance as amended is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remainder of this Ordinance.

Section III. Repeal of Conflicting Ordinance

All other code provisions, ordinances, or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed as of the effective date hereof.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, this ____ day of _____, 2017, by the following vote:

AYES: _____

NAYES: _____ ABSENT: _____

EXCUSED: _____ ABSTAINED: _____

APPROVED this ____ day of _____, 2017.

Terry Nolan, Mayor

ATTEST:

Judy Morgan, Town Clerk

APPROVED AS TO FORM:

Susan D. Goodwin, Town Attorney

I, JUDY MORGAN, TOWN CLERK, DO HEREBY CERTIFY THAT A TRUE AND CORRECT COPY OF THE ORDINANCE NO. _____ ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, ARIZONA ON THE ____ DAY OF _____, 2017, WAS POSTED IN THREE PLACES ON THE ____ DAY OF _____, 2017.

Judy Morgan, Town Clerk

mk
March 1, 2017
received



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 21, 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):

authorization for CM Wendt to attend the League of Cities and Towns' "Municipal Grant Seeking 101"
training and authorization to pay for travel expense (mileage to and from Pheonix)

Purpose and Background Information (Detail of requested action). The AZ League of

Cities and Towns is having a grant training on April 6 in Phoenix. Grant has been a subject of interest for me.

I would like to learn more about it in order to benefit our community and what we do.

The registration is \$120 and I also request the reimbursement for the trip to and from Phoenix

Staff Recommendation(s): _____

Budget has sufficient fund for the request. if other Council Members wish to attend, please advise.

Budgeted Amount: _____

List All Attachments: League training opportunity announcement

Type of Presentation: verbal

Special Equipment needed: Laptop Remote Microphone

Overhead Projector Other: _____

Contact Person: CM Wendt

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.

Municipal Grant Seeking 101

This comprehensive training will cover the basics of seeking, finding and securing grants for municipalities including:

- Facts versus Myths about Your Eligibility as a Grant Award Candidate
- How to Position Your Unit of Government for Foundation and Corporate Grant Seeking
- Finding Nonprofit Fiscal Partners
- Forming Your Own Municipal 501C3
- Council Resolutions Required
- Budgeting for Cash Matching Funds
- Developing an In-Kind Matching Funds Budget
- Carving Out Time to Build Funder Relationships
- Full-Time or Part-Time Grant Writing Support (Pros and Cons)
- Arizona Grant Writing Resources (Associations and the League)
- Review of Arizona Foundation and Corporate Funders
- Types of Funding Request Documents
- Letter of Inquiry - Writing Exercise
- Letter Proposal - Discussion
- Grant Applications: Online formats and hard copy paper or file formats
- Researching Relevant Statistics to Support Your Grant Application
- Crafting Measurable Goals and Objectives
- Writing Compliance, Editing, and Funding Request Considerations
- Next Steps after Funding
- Next Steps When Program Isn't Funded

Who: Dr. Beverly Browning ("Dr. Bev")

Dr. Browning brings over four decades of experience to her annual League training events. She has assisted municipal and other types of clients and previous workshop participants in winning grant awards of more than \$430 million. Dr. Bev is the author of 42 grant-related publications.

Cost: \$120 (materials and lunch are included).

Details

When

Thursday, April 6, 2017

9:00 AM - 3:00 PM

Where

League of Arizona Cities and Towns

1820 W. Washington St.

Phoenix, Arizona 85007

602-258-5786

Planner

Matt Lore

Received
3/19/2017
me



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 21, 2017

Date of Request: 03-08-2017

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 to repeal all or parts of Town Code

Title III Section 35. Code of Ethics and Conduct.

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

See attached Purpose and Background details.

Staff Recommendation(s): _____

Budgeted Amount: -0-

List All Attachments: copy of Town Code Title III Administration/Section 35 code of ethics and conduct

Type of Presentation: Verbal

Special Equipment needed: Laptop Remote Microphone

Overhead Projector Other: NONE

Contact Person: Co-Contact/Sponsors CM Wendt & CM Hughes

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.

Purpose and Background details:

Being ethical is fundamental for both personal and professional conducts. However, we are concerned about the current code of ethics (Town Code Title III Section 35). It was introduced and adopted before the 2016 election and may have served its purpose at the time. Time has changed and after the November election, a new council has been elected. As a new council, we should revisit the current code of ethics and to this end, recommend repealing all or part of the code section. The code is unnecessary as it states that its intent is to “educate, and where necessary, to discipline public officials who violate this chapter”. As far as using the code of ethics as an “educational tool”, there are plenty of training opportunities on ethics offered by the League of Cities and Towns and other professional and legal groups. We believe those trainings would be more effective than this code. Concerning its intent of disciplining elected officials, we as elected officials, are accountable to our constituents who elected us. They are the best judge on how we perform. When we were elected to Town Council, we all took an oath to uphold the laws of the United States of America, the State of Arizona and the Town of Dewey-Humboldt. There is no intention to violate the oath we took and we do not believe our fellow council members would. We need to focus on taking care of our town and residents other than worrying about dealing with unnecessary code.

CHAPTER 35: CODE OF ETHICS AND CONDUCT

Section

- 35.01 Preamble
- 35.02 Definitions
- 35.03 Responsibilities of public office
- 35.04 Conflict of interest
- 35.05 Conduct in public office
- 35.06 Compliance and enforcement

§ 35.01 PREAMBLE.

(A) The residents and businesses of Dewey-Humboldt are entitled to have a fair, ethical and accountable local government, and to demand the highest standard of ethics from all of its officials. All members of town boards, commissions, committees and the Town Council shall maintain the utmost standards of personal integrity, truthfulness, honesty and fairness in carrying out their public duties, avoid any improprieties in their roles as public servants, comply with all applicable laws, whether local, state or federal, and never use their positions or powers improperly or for personal gain.

(B) **ETHICS** is defined here as the rules or standards governing those persons functioning as representatives of the town. These rules and standards are based upon a set of values judged to be moral to the extent that they enhance society and an individual's relationship to others. Honesty and integrity shall be the primary values in all issues, whether it be in their duties for the town or in any regard to their constituents.

(C) The purpose of this chapter is to establish ethical standards of conduct for public officials acting in their official public capacity.

(Ord. 13-103, passed 12-17-2013)

§ 35.02 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

CENSURE.

- (1) An expression of strong disapproval or harsh criticism.
- (2) An official rebuke, as by a legislature of one of its members.
- (3) To criticize severely; blame.
- (4) To express official disapproval of.
- (5) A formal, public reprimand for an infraction or violation.

PUBLIC OFFICIAL. The Mayor, Town Council Members, and any town board, commission or committee member.

SANCTION.

- (1) The penalty for noncompliance specified in a law or decree.
- (2) A penalty, specified or in the form of moral pressure, that acts to ensure compliance or conformity.
- (3) To penalize, especially for violating a moral principle or international law.
- (4) To impose a sanction on; penalize, especially by way of discipline.
- (5) To punish so as to deter.

(Ord. 13-103, passed 12-17-2013)

§ 35.03 RESPONSIBILITIES OF PUBLIC OFFICE.

(A) By oath of office each public official is responsible to uphold the Constitution of the United States, the Constitution of the State of Arizona, and the ordinances and regulations of the

town. Public officials are often asked to make decisions that affect various groups and individuals adversely. Balancing diverse constituent interests is a difficult task, and therefore, the public official shall perform his or her obligations in a manner that is impartial and responsible to all people, and shall adhere to ethical standards that eliminate disappointment borne of dishonesty, conflicts of interest, unfairness or illegality.

(B) The public official shall not use his position for personal or monetary gain, whether directly or indirectly, or any other manner in which the possibility of gain might be perceived by the public or another member of the public body, and as described in § 35.04.

(C) The public official shall not disclose confidential information concerning the property, government or affairs of the town without proper legal authorization. Arizona law provides that during a person's employment or service to the town, and for two years thereafter, no public official may disclose or use confidential information without appropriate authorization as set forth in A.R.S. § 38-504(B).

(D) Public officials have an obligation to be accessible, open and direct, not only with the other members of the Council and/or boards, commissions or committees, but also to the citizens and business representatives that appear before them, both in the public forum and in private. The public is entitled to communicate with their public servants and understand the position of the Council and boards, commissions and committees on public issues.

(E) Public officials have an obligation to attend meetings and be prepared. It is expected that public officials will review the materials, participate in discussions and make an informed decision of the merits of the issue, as opposed to acting out of emotional bias.

(Ord. 13-103, passed 12-17-2013)

§ 35.04 CONFLICT OF INTEREST.

(A) Public officials must be constantly on guard against conflicts of interest and shall not be involved in any activity that conflicts with their responsibilities to the town and its residents. The people of this town have a right to expect independence and fairness towards all groups without favoring individuals or personal interest.

(B) Arizona conflict-of-interest laws apply to public officials. And as such, this chapter shall reinforce any existing affirmation regarding conflict of interest contained in the public official's oath of office. When acting in a public capacity, the public official shall abstain from participating in discussion and voting on any pending matter that would result in his or her financial or private gain.

(C) Public officials shall not directly or indirectly solicit, accept or receive any gift—whether it be money, services, a loan, travel, entertainment, hospitality, a promise or any other form of consideration—that could be reasonably inferred to influence the performance of his or her official duties and actions, or serve as a reward for any official action. In addition and included under this issue, under no circumstances shall a public official accept a gift or favor that is a bribe, or reflects, to a reasonable person, an effort to improperly influence the public official contrary to that public official's responsibility to the public in total, or to act impartially and on the merits of the matter.

(1) Public officials must not be involved in discussing issues that appear to be **SELF-DEALING**. That is, public officials must not be involved in discussing or deciding on any issue over which they have jurisdiction as a Council or board, committee or commission member, which may impact the public official or members of his or her family, or the public official's business, finances or in any way that may be perceived by any reasonable member of the community as advantageous to that public official.

(2) It should also be noted that Council Members must comply annually with the Financial Disclosure Act, as required in A.R.S. §§ 38-541 through 38-545. Arizona law also prohibits public officials from receiving anything of value or any compensation other than their normal salary or stipend for any service rendered in connection with that public official's duties with the town.

(Ord. 13-103, passed 12-17-2013)

§ 35.05 CONDUCT IN PUBLIC OFFICE.

(A) The public official shall not discuss or divulge confidential information acquired in the course of his or her official duties, nor shall he or she use this information for his or her own personal interest or aggrandizement. As a minimum, the public official shall utilize A.R.S. § 38-504 as one, but not the only, guideline.

(B) The public official shall respect the rights, privileges and opinions of fellow officials.

(C) Propriety dictates that the public official shall be sensitive to the possible confidential or personal nature of directives addressed to other individuals.

(D) In any dealings with town employees, the public official shall maintain professional conduct with respect to work assignments and obligations. The office of the public official shall in no situation be used to wrongfully obtain information, either by intimidation or by deliberately violating the privacy of an employee's work station.

(E) Public decision-making must be fair and impartial and shall be non-discriminatory on the basis of protected classes, such as racial and religious groups, outlined in federal, state and town laws and ordinances. Public officials shall conduct business and operate in a manner that is free from illegal discrimination on the basis of age, sex, color, race, disability, national origin, or religious persuasion.

(F) Public officials shall not use their political or appointed office to advance private interests and engage in political campaigning at town meetings or within town buildings.

(G) No relative of a sitting Council Member, member of a town board, committee or commission may be employed by the town.

(H) Discussion of issues that may appear in the future before the Council or a board, committee or commission shall be prohibited when a situation arises where a quorum of the Council or a board, committee or commission exists. Numerous Arizona laws require that meetings of public bodies be open to the public, and that public records be available for inspection.

(Ord. 13-103, passed 12-17-2013)

§ 35.06 COMPLIANCE AND ENFORCEMENT.

(A) Public officials take an oath when they assume their duties to uphold the laws of the United States of America, the State of Arizona, and the Town of Dewey-Humboldt. Therefore, it is the intent of the Town Council to educate and, where necessary, to discipline public officials who violate this chapter.

(B) The process for enforcement follows:

(1) If a resident (complainant) thinks that a violation of this chapter has occurred, he shall complete a complaint form and file it with the Town Clerk within 14 days of the discovery of the alleged violation. The form will be available online or at Town Hall. The form will include the date of filing the complaint, the date of the alleged violation, the facts supporting the complaint, which part of the code is alleged to have been violated, and the name of the person alleged to have violated the code. The complainant will supply contact information so he can be told of the outcome of the complaint.

(2) Within seven days of receipt of the complaint, the Town Clerk shall forward the complaint and supporting documentation to a hearing officer appointed pursuant to division (C) of this section.

(3) The hearing officer shall conduct a hearing on the complaint within 45 days of the date of the complaint, which date may be extended by the hearing officer for good cause. The hearing is not subject to the open meeting law.

(a) The hearing officer shall provide notice of the hearing to the complainant and public official alleged to have violated this chapter at least ten days prior to the hearing.

(b) The hearing officer may request additional information from staff, the public official, the complainant and the Town Attorney.

(c) At the hearing, the complainant and the public official may submit evidence and testimony regarding the alleged violation. At the end of the hearing, the hearing officer shall issue his written decision regarding whether there has been a violation of this chapter and, if so, whether the violation was a major or minor violation.

(d) The hearing officer shall forward his written decision to the town council within five days of the end of the hearing. The written decision shall be a public record.

(4) The Town Council shall review the written decision of the hearing officer at its next regularly scheduled meeting or at a special meeting. If the complainant is a member of the Council, he shall recuse himself from the discussion and the vote. If the decision of the hearing officer is that the public official violated this chapter, the Council shall determine what sanctions, if any shall be imposed.

(a) For a first minor violation, the Council may discuss the violation with the public official and explain how to avoid a violation in the future. For a second minor violation, the Council may either discuss the violation with the public official or may adopt a public censure. For a third minor violation, the Council may adopt a public censure.

(b) For a first major violation, the Council may adopt a public censure. For a second major violation, the Council may remove the public official from a town board, committee or commission, or remove him from representing the town at other government entities such as CYMPO, NACOG, WAC or the like. For a third major violation, the Council may impose a fine of up to \$500 per § 10.99.

(c) The decision of the Council shall be final. The complainant shall be notified in writing of the decision of the Council.

(C) The Town Attorney shall prepare a list of at least three qualified hearing officers for presentation to the Council. For each ethics code violation complaint filed with the Town Clerk, the Council shall select a hearing officer from the list prepared by the Town Attorney. A complainant or public official who is a member of the Council shall recuse himself and not participate in the selection of the hearing officer.

(Ord. 13-103, passed 12-17-2013; Am. Ord. 15-112, passed 4-21-2015)



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: 3/21/17

Date of Request: 3/14/17

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):

To Retify appointments of newly
appointment of P&Z members

Purpose and Background Information (Detail of requested action):

after hearing dissatisfaction about the
appointment of P&Z members I feel that it
should come back to Council for Retification

Staff Recommendation(s): _____

Budgeted Amount: _____

List All Attachments: _____

Type of Presentation: _____

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

Contact Person: Mayer, Nolan

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