

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

Tuesday, April 11, 2017, 2:00 P.M.

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

Page

3 **3. Special Session: Review of some preliminary budgetary priorities.** No legal action to be taken.

5 **3.1. Town Hall: Past, Current and Future Considerations.**

17 **3.2. Public Works operation overview and resources (Human Resources and heavy equipment) proposed to provide a certain level of service.**

23 **3.3. Aspects of possibly transitioning Private Roads into Town Maintenance.**

27 **3.4. Dumpster Day Program: Operation overview and proposed.**

4. Adjourn.

For Your Information:

Next Town Council Meeting: Tuesday, April 18, 2017, at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, May 4, 2017, at 6:00 p.m.

Next Town Council Work Session: Tuesday, April 11, 2017, at 6:30 p.m.

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

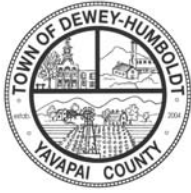
Certification of Posting

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Dewey-Humboldt Town Hall, 2735 South Highway 69, Humboldt, Arizona, Chevron Station, 2735 South Highway 69, Humboldt, Arizona, Blue Ridge Market, Highway 69 and Kachina Drive, Dewey, Arizona, on the ____ day of _____, 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.

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

TOWN COUNCIL SPECIAL MEETING

April 11, 2017 – 2:00 p.m. Town Council Meeting Chambers

Agenda Item # 3 Special Session: review of some preliminary budget priorities.

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: April 4, 2017

Summary:

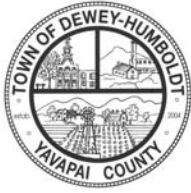
First, I wanted to express my sincere appreciation to Council for allowing this study session to take place. Staff understands how busy each of you are. We are grateful that we can get together to discuss some of the budget considerations.

At the recent retreat, we gathered a list of subjects that appears to need some “study session” time for staff to bring the council up to speed and for Council to ask questions. Further, responding to my call of individual council members budget priorities, many council members provided me with your individual budget priorities. Today’s topic of discussion contains most of those individual priorities – town hall, roads related (town-owned roads and private roads), public works resources (equipment, manpower) and the dumpster day program.

Legal action is not expected at this session. Staff merely wants to have a block of your time to bring you up to speed on some of challenging issues, which usually implicates significant budget impacts.

We are however, seeking your direction on these issues. Generally, the options of your direction can be: do nothing (continue the way it is now if applicable); accept staff recommendation; accept partial recommendation with council modification.

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TOWN COUNCIL SPECIAL MEETING

April 11, 2017 – 2:00 p.m. Town Council Meeting Chambers

Agenda Item # 3.1. Town Hall: Past, Current and Future Considerations.

To: Mayor and Town Council Members

From: Yvonne Kimball, Town Manager

Date submitted: April 5, 2017

Summary:

Town Hall has frequently been a discussion topic for the Council, past and present. Currently the town hall along with the Sheriff's Dewey-Humboldt sub-station is a leased property (as well as the library building). I understand that the town has been leasing the current location since 2005. It has been renewed a few times since then. The Town rents several units from Humboldt Station. According to the 2007 lease agreement, the total square footage for the offices and the chamber is 2600 sq. ft. (1880+336+384); the Sheriff unit is 640 sq. ft. There are eleven workstations/offices total, two designated to the Court personnel. The council chambers is approximately 700 sq. ft. Currently we pay \$49,000 a year for renting the town hall and YSCO sub-station.

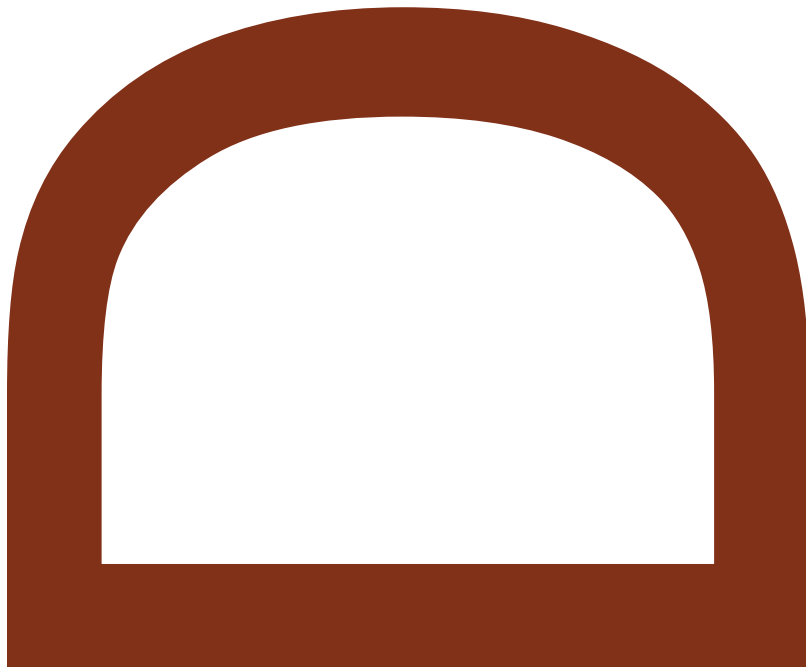
It is my understanding that since the Town's inception, each Council continued to debate whether to purchase a town hall and/or build a town hall or continue to rent. Recently in 2015, Council directed to conduct a facility space study as an effort to determine space needed for a town hall. The consultant used national average and trade standards to come up with the space needed. The consultant interviewed all employees (the Council felt that the employees should be interviewed since employees are working in town hall daily). Some Council Members and the public also provided input. When the results were released, the study was widely criticized for being unrealistic or baseless. Council then provided further parameters, such as a budget limitation. Ultimately the consultant revised the study and outlined an 8600 sq. ft. building as the main building (no library, no YCSO) and provided a very preliminary cost estimate at \$1.62 million. The controversial study led to further in-house research.

In 2015, the Town accepted a property donation from the Peters Family for general municipal use. The donated property is vacant, about 0.7 acre in size, and located on Main St. (12938 E. Main), across the street from the Museum. Council collectively was interested in seeing how to utilize this vacant property to build a town hall. The Building Official spent some time to map out a layout using the newly donated property. In this concept plan, the building is 4875 sq. ft., including the YCSO substation. See the attached. This is preliminary conceptual information and should be used for discussion only; professional architect drawing will be needed if council is interested in proceeding further. The cost estimate would vary. The building official will be going over the drawing with the council.

Attachments: 1) 2015/16 Facility Space Study (Abacus Inc.); 2) in-house research (conceptual new town hall layout)



EXPIRES 6/30/2016



Town of Dewey-Humboldt Town Hall Programming Document

02/03/2016

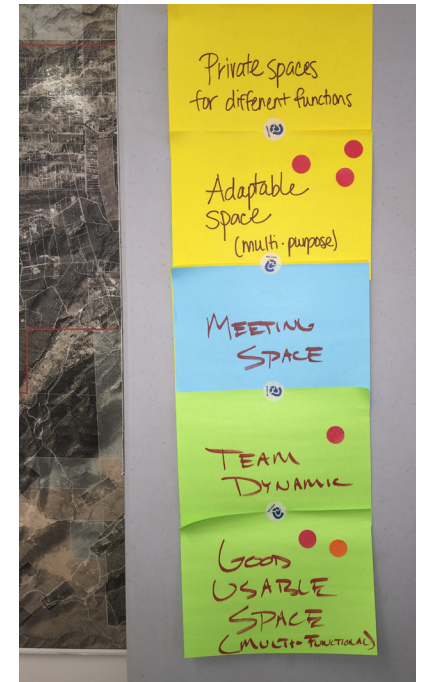
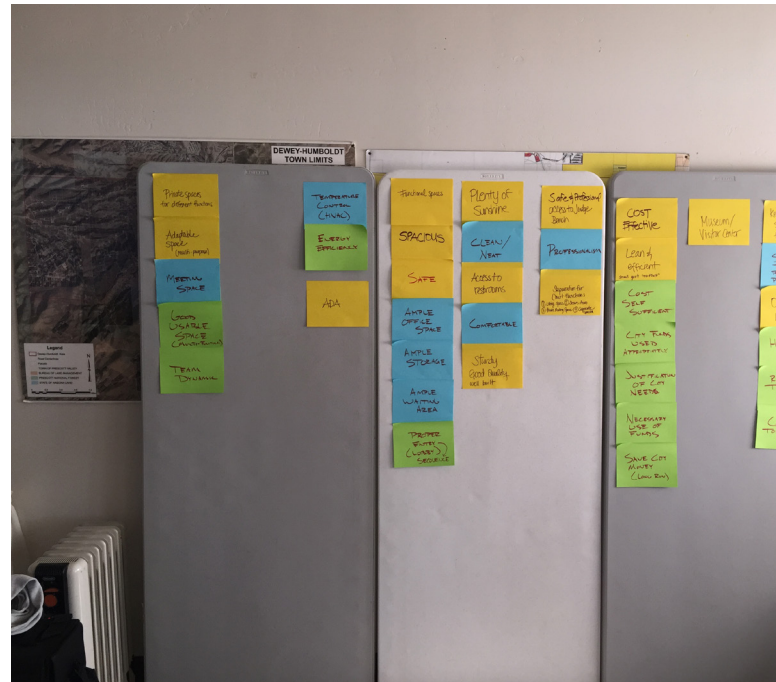
contents

- 03. Visioning Session
- 04. Program
- 06. Standards + Workstations
- 07. Adjacency
- 08. Floor Plan
- 09. Exterior

visioning

03

The visioning session was held on Thursday, January 8, 2015. The design team met with a variety of stakeholders to determine the project's overall vision. While participating in a number of exercises, the stakeholders were able to express each of their hopes and concerns. At the end of the meeting the team facilitated in creating consensus through dot-polling, a voting method used to prioritize the list of desires. This information is then sorted, analyzed and applied to the Goals and Vision of the project. The intent is to return to these goals throughout the project for assistance in decision making and prioritizing.



Dewey-Humboldt

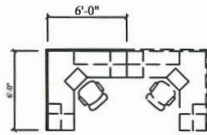
Government Center Staff and Space Requirements

04

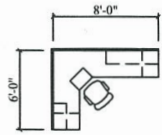
Department	Description	Position	2/3/2016	Cost per SF	Construction Cost
Administration		Mayor			
		Town Manager	252sf		
		Town Attorney (not full time)			
		1 touch down space	80sf		
		Town Council (not full time)			
		4 touch down spaces	320sf		
		City Clerk	196sf		
		Administrative Assistant	80sf		
		Office Assistant- City Hall Receptionist	80sf		
		Finance Director - Accountant	196sf		
	Information Tech	Technology Director	120sf		
	Administration Storage	Municipal Records	80sf		
	Administration Storage	Secured Storage	80sf		
	Growth	Additional Position Workstation	48sf		
	Growth	Additional Position Workstation			
	Growth	Additional Position Workstation			
	subtotal		1,532sf		
	support space	15%	230sf		
	circulation factor	35%	617sf		
	TOTAL square feet		2,378sf	\$ 175 per sf	\$ 416,225
Development, Engineering, and Community Services		Community Development Officer	120sf		
		Public Works Director	120sf		
		Building Official	120sf		
		Public Works Technicians (Mostly in the field)			
		1 touch down space	48sf		
		Plan Review Workstation	80sf		
		Scanner / Storage	120sf		
		Additional Position Workstation			
		Additional Position Workstation			
	subtotal		608sf		
	support space	15%	91sf		
	circulation factor	35%	245sf		
	TOTAL square feet		944sf	\$ 175 per sf	\$ 165,186

Department	Description	Position	2/3/2016	Cost per SF	Construction Cost
Municipal Court		Town Magistrate	280sf		
		Court Clerk	120sf		
		Storage	120sf		
		Additional Position Workstation			
subtotal			520sf		
support space		15%	78sf		
circulation factor		35%	209sf		
TOTAL square feet			807sf	\$ 175 per sf	\$ 141,278
Support Areas					
		Building Lobby - Town Hall/Court	320sf		
		Building Lobby - Town Court			
		Council Chambers/Town Court	1,500sf		
		Conference room, seats 6			
		Conference room, seats 6			
Executive Study/Staff Conference Room		Conference room, seats 12			
		Restrooms staff	320sf		
		Restrooms public	400sf		
		Restroom family	50sf		
		Break/Lunch Room	300sf		
		Janitor and Storage	150sf		
		MDF Room	100sf		
subtotal			3,140sf		
support space		15%	471sf		
circulation factor		25%	903sf		
TOTAL square feet support			4,514sf	\$ 200 per sf	\$ 902,750
	Building Subtotal		8,643sf		
	Building Total		8,643sf		\$ 1,625,439

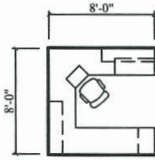
AREA STANDARDS / WORKSTATIONS & OFFICES (REPRESENTATIONAL ONLY)



W-1 36 NSF



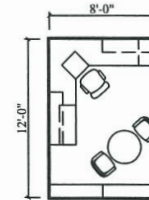
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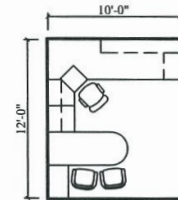
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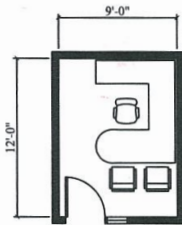
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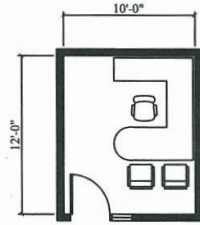
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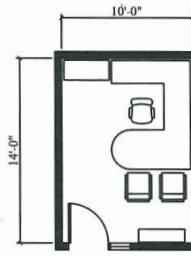
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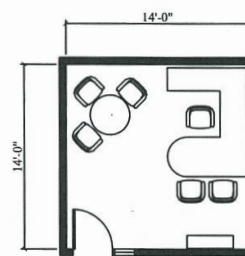
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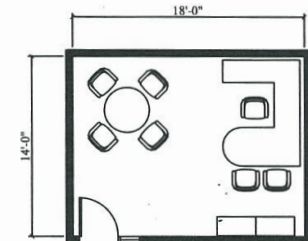
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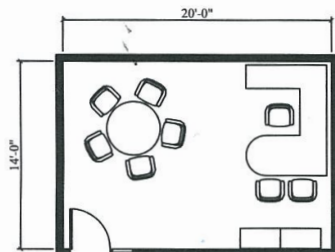
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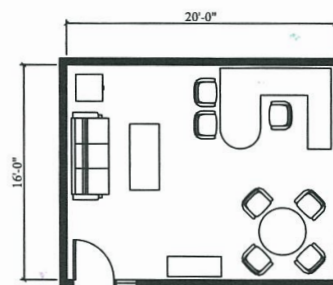
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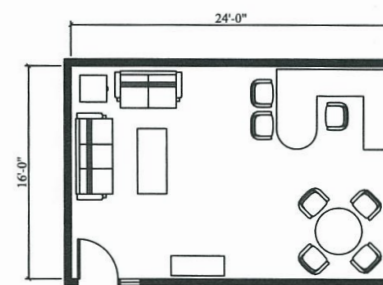
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PO-7 320 NSF



PO-8 384 NSF





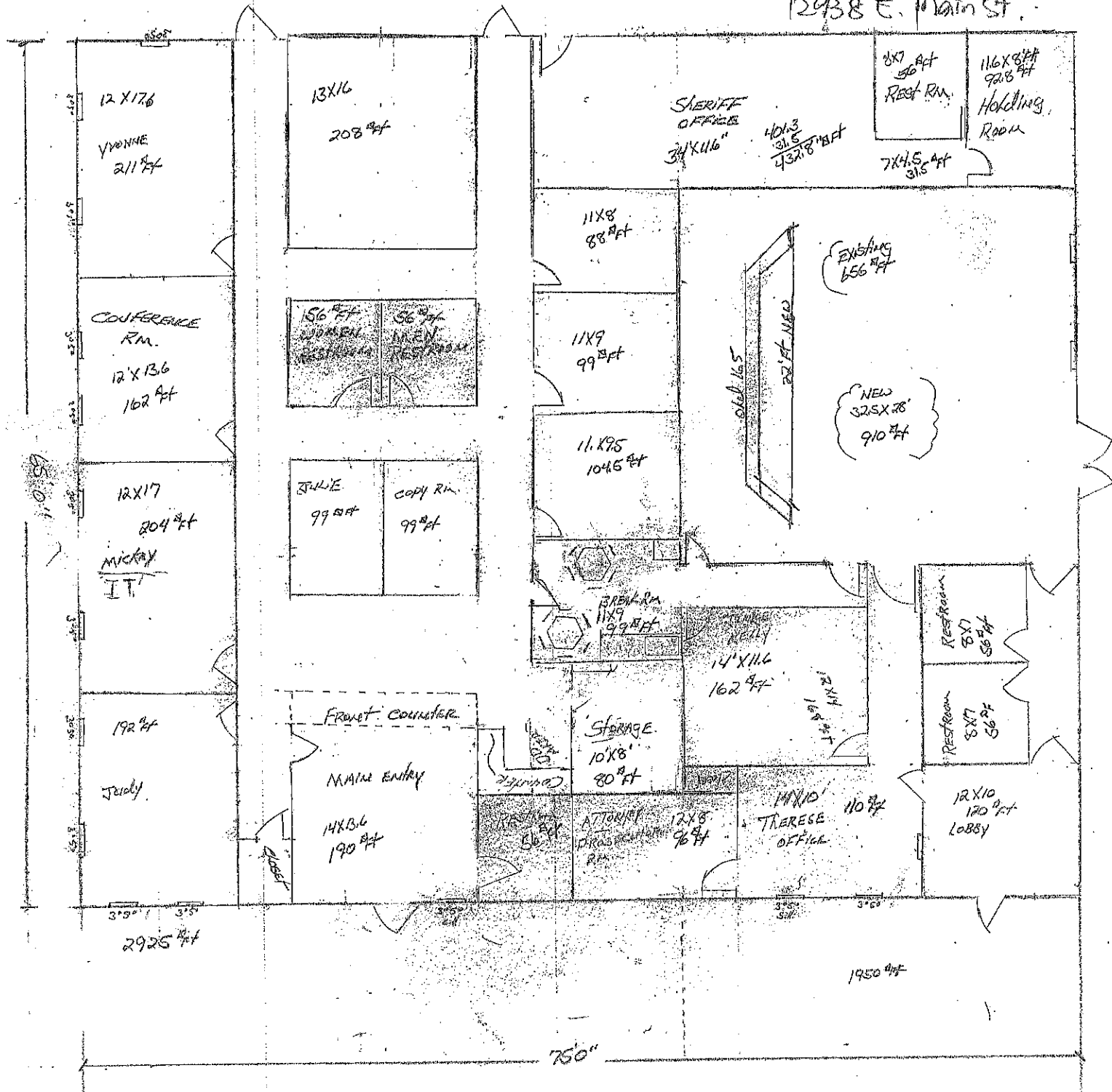
- Access + Parking
- Circulation
- Support Areas
- Administration
- Development, Engineering, + Community Services
- Municipal Court
- Landscape
- Vegetation

Dewey - Humboldt Town Hall [DRAFT]

7,620 sf



A Concept plan for a Town Hall Building located @
12938 E. Main St.



Main St

Front
Street

Address
12928 E. MAIN ST.

TOTAL SQ. FT 4875

4113.03 SYMS

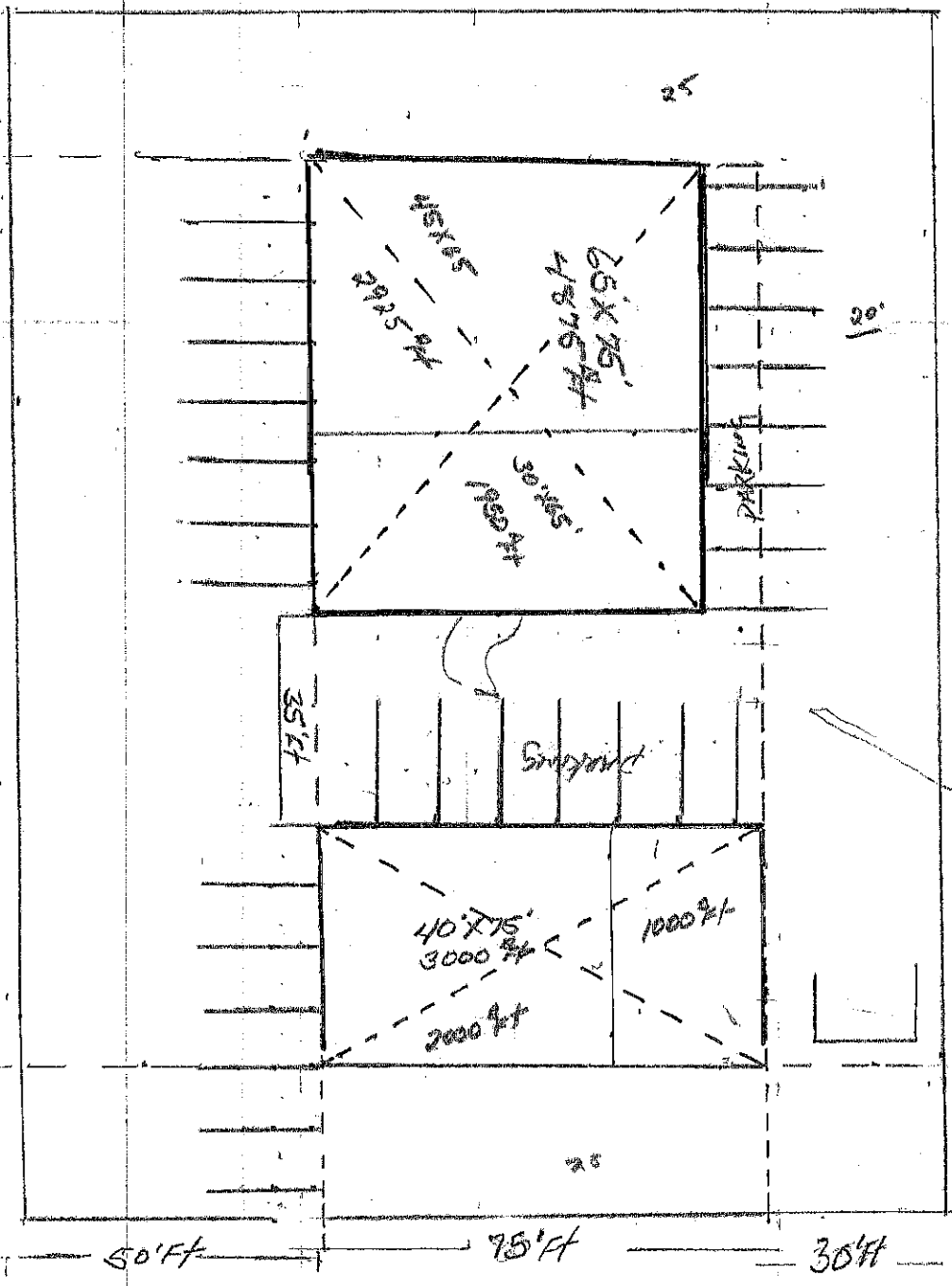
Town Building
concept plan
plot plan

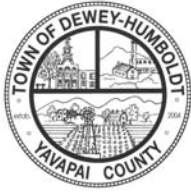
direct

Back

27 parking space

12938 E. Main St.





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TOWN COUNCIL SPECIAL MEETING

April 11, 2017 – 2:00 p.m. Town Council Meeting Chambers

Agenda Item # 3.2. Public Works operation overview and resources (Human Resources and heavy equipment) proposed to provide a certain level of service.

To: Mayor and Town Council Members

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

Date submitted: April 5, 2017

Summary:

1. Current operation overview:

The Public Works Department is charged with overall street and right-of-way maintenance, providing direction and support for capital improvements, maintaining data on all Town infrastructure and assuring compliance with pertinent town codes. The Town owns approximately 38 miles of paved roads and 10 miles of unpaved roads. There are also approximately 50 miles of private roads in town which are unpaved. That means double amount of the ditches to maintain and weeds to control. Per state law, the Town does not maintain private roads. In addition to roads, the PW department also manages the CDBG grant (since we only provide road services, our CDBG dollars are only utilized for road projects); annual Flood control funds; maintains Butte St. Park; provides facility maintenance for town (owned and leased) properties and buildings; offers (provides labor and equipment) the popular dumpster day program; and handles roadway safety related matters such as dead animal removal and livestock relocation.

In the first few years of the Town's municipal history, all road operation was provided by outside contractors. The Town had a full-time engineer to oversee the projects and provide all aspects of project management. The Town owned no equipment before September 2010. In September 2010, the Town decided to take some work in-house to improve efficiency and effectiveness. The expansion consisted of hiring an Equipment Operator and purchasing a tractor.

Over the years, the Dept. has solidified its procedures, developed road maintenance plans for all town-owned roads (paved and unpaved). The Town also expanded the department to provide more in-house services in a more cost-effective manner. Currently the Public Works Department is staffed with one Public Works Director and two Public Works Operators, in the field full time. The current town equipment inventory consists of one GMC top-kick dump truck, one flatbed trailer, a John Deere 110 Tractor (This is a multi-use machine with multiple attachments), a New Holland E30 mini-excavator, a 500-gallon water wagon, 2 echo weed trimmers and other small hand tools. The Town has an on-call engineer and an on-call contractor that we utilize when needed.

With this equipment staff focuses on on-going maintenance to prolong existing road life span and improve its quality as opposed to building new roads. Routinely, in-house staff completes sign replacement and maintenance, mowing, weed trimming, ditch (approximately 15,000 linear

feet last year) and culvert cleaning and repairs, adds Rip-Rap (rock) for erosion control in areas that need attention, and placed approximately 20 tons of cold-patch on the roads last year. The Town has 26 low-water crossings that are checked and cleaned (if needed) after storms, along with addressing any dirt road needs in-between the grading that the on-call contractor does.

The current maintenance schedule for unpaved roads is an upgraded level of service based on a 5-year plan. Every 5 years a group of roads is re-profiled/re-built for road bed and drainage improvement purposes. At this time, material is added where needed. Ditches, culverts, and erosion control (that may be needed) to protect roads as well as adjoining property in the drainage area are addressed at this time if needed. This is completed during the fall grading.

The current maintenance schedules for paved roads is a 6-year rotation plan. This plan has all of the roads on a 6-year rotation for a chipseal overlay, which is completed every spring. There is also a 6-year rotation for the paved roads to be fog-coated. The fog-coating is applied on the roads the 3rd year after chipsealing to help preserve the existing chip layers. This is completed in the fall of each year. Prior to completing both of these projects staff evaluates the ditches and drainage. Any areas that need to be addressed are taken care of prior to the work being completed. This helps minimize drainage problems and keeps ditches on a regular evaluation and maintenance schedule. Any potholes or road failures that need addressed are taken care of prior to the work being done. These projects are advertised and awarded annually and are not part of the on-call contractor work.

The Town also purchased a snowplow in 2015 after a big winter storm. Staff developed a snow removal plan based on needs.

2. Equipment and Human Resources needed:

Town Council has always considered roads as a top priority. Town Council in general is very favorable about purchasing equipment for the department. As stated before, we now own a few pieces of heavy equipment, which is critical for our daily operation.

On the other hand, additional manpower is also needed to operate the equipment and to provide a higher level of services, i.e. completing a project faster and performing multiple projects at the same time. It is true that hiring additional personnel means additional on-going operational cost. However, the additional personnel cost is offset by what we would have to pay the contractors.

In 2014 we added the third full-time staff (the second field worker) which enabled a great reduction of the jobs performed by, or payment for, on call contractors. Currently the on-call contractors are used for hot-patch repair, dirt road grading, drainage work where larger equipment and more manpower is needed (this is primarily where the Flood Control funds are used) and at times for storm cleanup and repairs (mostly summer monsoon).

In the attached calculation comparison, we used “ditch work” as an example to illustrate the efficacy of in-house operation v. on-call work. Granted, the additional manpower and equipment also covers other work. The ditch work is only one of the many projects the team is responsible for. With the comparison table, it is clear that with additional manpower and more equipment the town is able to get more done for the same or less cost. Also, with more work being performed in-house, the town gains more quality control and greater flexibility enabling a quicker response to the community.

Attachment: town roads map

	FY 2013-14 completed by contractor (the last year of on-call contractor doing ditch work)	FY 2015-16 completed in-house (the first full year the Town had a two-man crew, supervisor and more equipment in the field)
Ditch cleaned or repaired (linear feet)	2960 linear feet	15,200 linear feet
Culvert removed and/or replaced (linear foot)	100 linear feet of culvert installed	120 linear feet of culvert installed
Rip rap rock placed for erosion control (ton)	0 ton rip-rap	80 tons rip rap
Total actual cost (\$)	\$14,973.20 at current on-call contract rates	Only material cost of \$3837.20 plus labor and fuel (It would have cost <u>\$56,565</u> if on-call contractor was used)

For FY 2018, several Council members have expressed interest in purchasing more equipment for the town. Equipment is considered capital purchases and uses fund balances or reserves and usually does not affect daily operational budget. Equipment and manpower are related and when combined together, the added resources lead to higher level of services. Therefore, with possible addition of the equipment for FY 2018, we propose to hire one additional full-time employee (FTE) beginning the second half of the fiscal year (January 2018). Consequently, some of the on-call work can be conducted in-house. The anticipated cost-offsets are explained in the equipment list below.

Here is a heavy equipment list staff proposes to Council:

Double Drum Smooth Roller 3-5 ton weight - \$15,000.00 - \$25,000.00 depending on make and age of machine. This would be used in preparing for and completing hot patch repairs on existing paved roads. It can also be used for dirt road compaction during maintenance in-between scheduled road grading.

Currently the on call contractor is performing the hot patch repairs. This is completed at a cost of \$300.00 per ton of hot mix with a 20-ton minimum (a minimum of \$6,000 annually in total can be offset). By bringing this in house staff can take care of these repairs in smaller quantities instead of waiting for the minimum. This would create a quicker response that would reduce the growth of the areas while waiting for the minimum needed.

A larger backhoe – John Deere/Caterpillar with a thumb attachment for placing larger Rip Rap on erosion areas - \$50,000.00 – \$100,000.00 depending on options, make, year, etc. This would be used for some of the larger drainage repairs and maintenance that need to be completed.

Currently the on-call contractor has been taking care of these projects for us due to the staffing and equipment needed. These projects are primarily funded with the flood control funds. By adding this machine it would also give staff a second machine for loading material in one

Attachment: town roads map

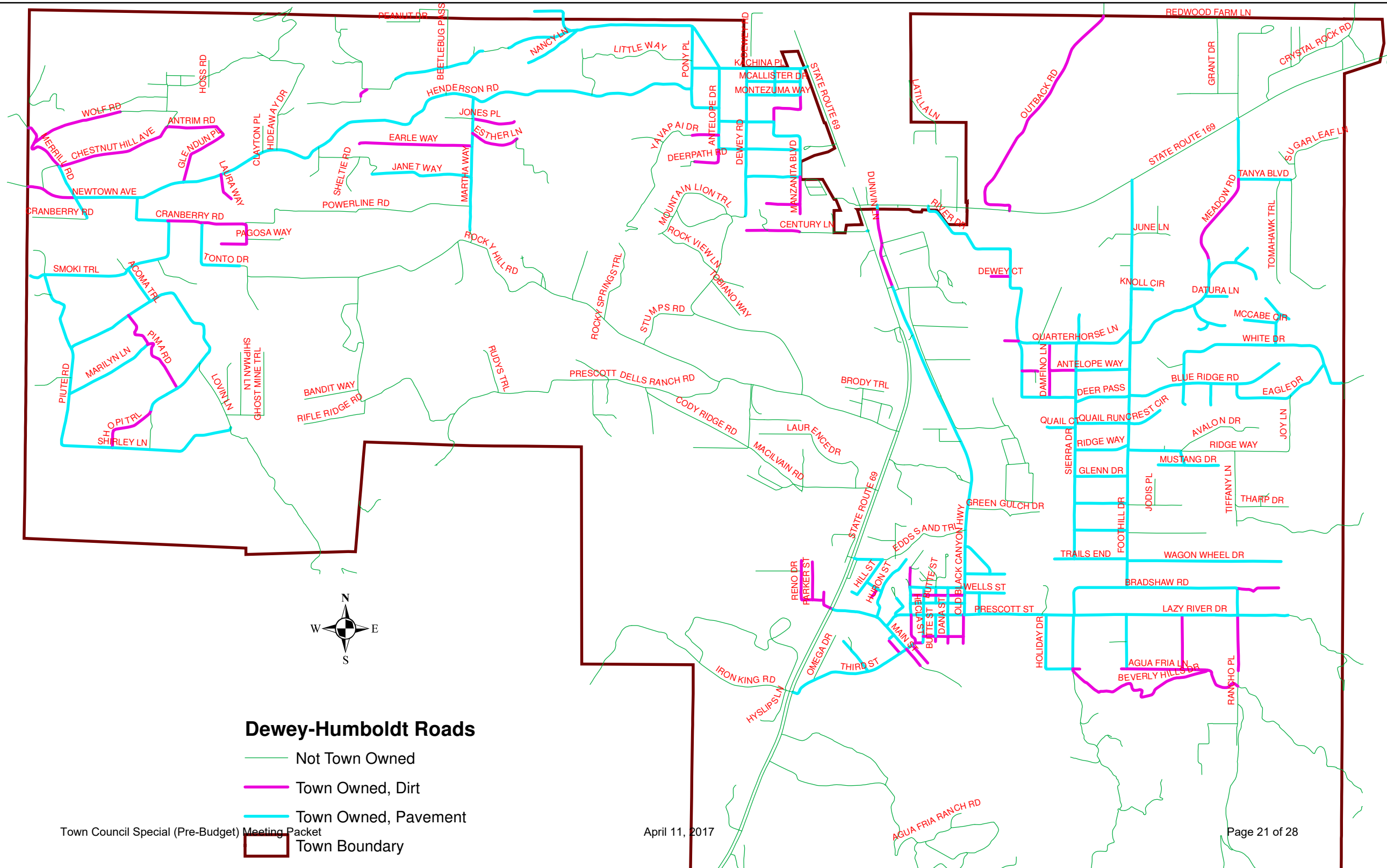
location while spreading or placing material in a second location creating a better efficiency on other projects that staff does.

With the additional equipment and manpower most of the flood control funded projects could be completed in house. For example, in this year, of the \$60,000.00 allocated by YC Flood Control, \$45,000.00 worth of project, including the material cost which would be \$8000, could have been completed in-house with an extra man and proper equipment. This means the \$45,000 could have been used to pay for an employee and material rather than paying for the contractors.

Equipment that would be nice to have:

Wood/brush chipper - \$15,000 - \$23,000 depending on the age of the machine

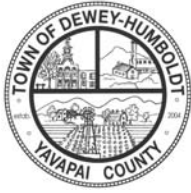
Power broom attachment for the tractor –\$7,500+/- this would be used to remove rock/debris off of the paved roads.



Dewey-Humboldt Roads

- Not Town Owned
- Town Owned, Dirt
- Town Owned, Pavement
- ▭ Town Boundary

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TOWN COUNCIL SPECIAL MEETING

April 11, 2017 – 2:00 p.m. Town Council Meeting Chambers

Agenda Item #3.3. Aspects of possibly transitioning Private Roads into Town Maintenance. (Follow-up on the discussion at the February 7th and March 7th meetings)

To: Mayor and Town Council Members

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

Date submitted: April 4, 2017

Summary: The subject of possibly transitioning private roads into town maintenance roads has been discussed by past and current councils. Recently the subject was brought up to respond to the concern of safety in the event of a fire, due to the lack of an alternate route in the Blue Hills area. To address the fire safety concerns, the Town has established a FireWise program and has been supporting it with both personnel and financial contributions. The FireWise Board also explored some option of establishing a connector road within the BLM property to connect other private roads into a through roadway linking the far end of the Blue Hills to State Route 69.

Nonetheless, at this meeting, staff would like to focus on the details of private road transition. We desire to inform the Council and the public so that council can make informed decisions regarding the current road transition policy. Below is a memo staff prepared for the March 7th meeting, the last discussion the Council had on the subject. At that meeting, Council decided to bring the discussion back. Council was also very interested in the 2012 PARA Study. The copies of the study has been provided to Council in early March. Staff also reviewed the study again in preparation for today's discussion. We hope that at this extended "study session", staff is able to go a step further with Council on this, as budgetary impacts are likely to occur with a policy change. We will need some direction to determine the short-term and long-term budget impacts.

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

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

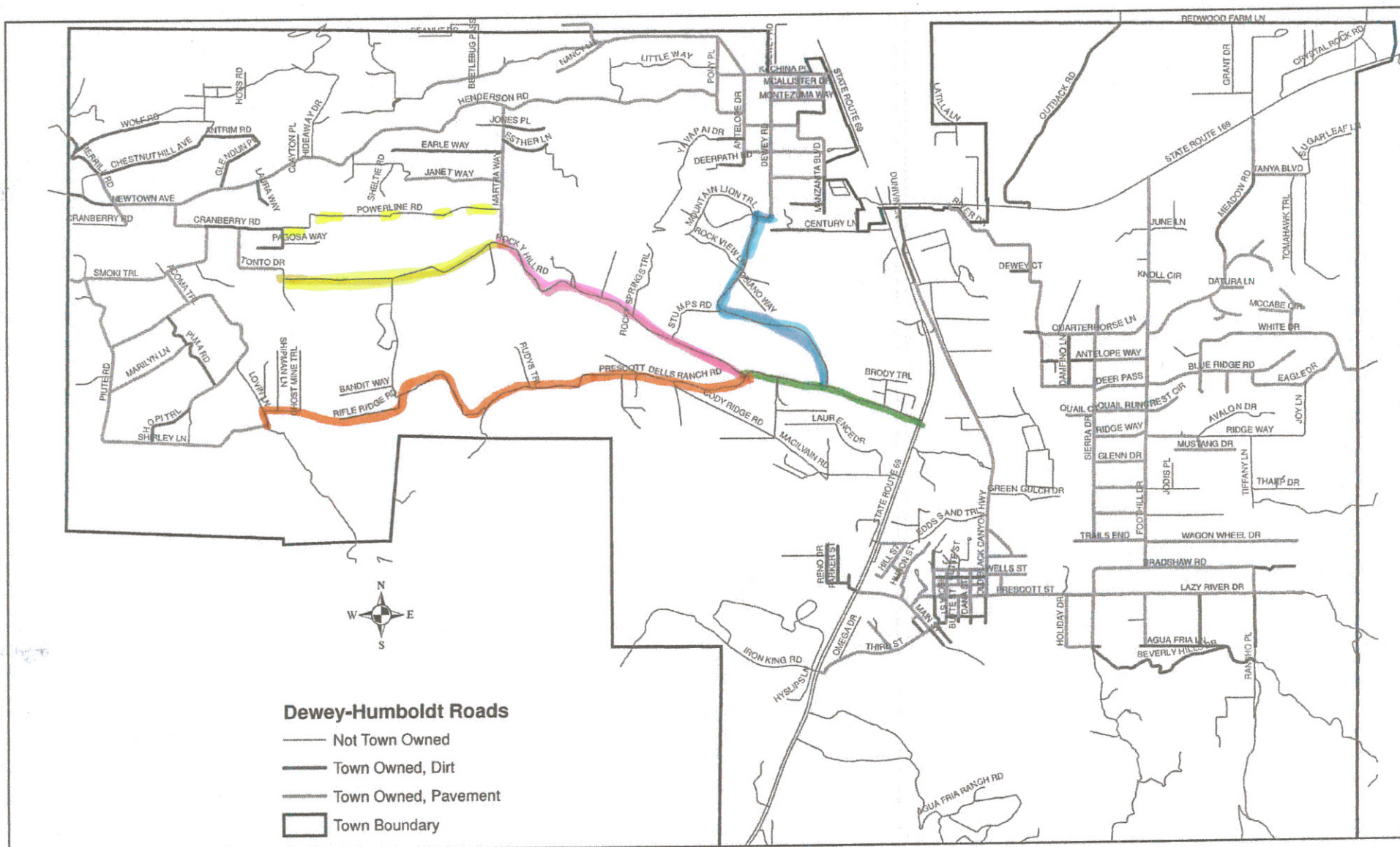
1. To address circulation issues. The PARA study and other Town documents addressed this issue. In review of all available information, staff prepared a map representing four alternate routes for circulation. All of the routes tie into Prescott Dells Ranch Road. In addition to the cost of obtaining ownership,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

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

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

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

Attachments: 1) Circulation routes based on PARA study and other researches; 2) a Gravel Roads and Maintenance Guide



Appendix A: Construction Guidelines

Overview:

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

Standards:

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

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

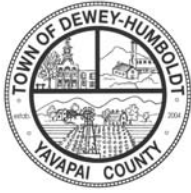
The vast majority of gravel roads have traffic volume that fits that traffic volume requirement less than 400 ADT.

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

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

Table 2: Total roadway width

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



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TOWN COUNCIL SPECIAL MEETING

April 11, 2017 – 2:00 p.m. Town Council Meeting Chambers

Agenda Item # 3.4. Dumpster Day Program: Operation overview and proposed.

To: Mayor and Town Council Members

From: Ed Hanks, Public Works Director

Date submitted: April 4, 2017

Summary:

The Dumpster Day or the Free Dump Day has been a popular program. It is our understanding that it began in early 2010 and was an effort to clean up the community and reduce or resolve property maintenance related code enforcement issues.

It ran quarterly and for one day only each time. The event was intended to be staffed solely by volunteers. In the beginning, volunteers were contributing labor, time and equipment to the program, but it was never solely staffed by volunteers, as the Town sent me, its (only) Public Works worker to assist. By 2012, volunteer assistance became scarce and I continued to be the employee to work the Dumpster Day once a quarter for about a year. The lack of labor and equipment coupled with the property maintenance issues with the event locations, the Town decided to suspend the program in 2014. In the interim, the Town formed several partnerships with the County and other communities that have adequate manpower and properties to provide alternative “dumping” opportunities to our citizens.

In September 2016, the Town resumed our own dumpster/cleanup program and expanded it into a four-day program rather than one-day program. By then, the town had received a piece of property suitable for the program. The Town installed temporary fencing around the property perimeter to prevent after-hours dumping which had been a big problem in the past.

Here is how we ran the 4-day event:

- On September 7, 8, 9 and 10, 2016, the event was offered to the residents at the Town’s property located at 12938 E. Main. St. Announcements went out through the newsletter and Council meetings a couple of months before.
- The property was fenced and gated in advance of the event. Gates were opened at 7:30 a.m. and closed at 5:30 p.m., Wednesday through Friday and open from 9:00 a.m. till 1:00 p.m. on Saturday. Staff was alternated allowing for the extra hours and keeping overtime to a minimum.
- On Saturday, staff finally closed the gates about 3:30 in the afternoon allowing for a few people in line to dump and for staff to clean up the area before leaving. 10 large dumpsters were filled and hauled off with approximately 40 tons of rubbish and debris from residents.
- Brush was piled to be chipped later, after the cleanup program. Chipping was set up through the Firewise program and was completed by Earth Resources

Corporation. There was approximately 20 cubic yards of chips that were available for residents to pick up and use from this program. Town Public Works Staff was present with the tractor and excavator throughout this event.

Moving forward, we propose a twice a year multi-day (Late Spring early Fall) program, following the same guidelines that were used in September 2016. The estimated cost for the program (not including payroll and town equipment) is \$12,000.00.