

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

**Tuesday, December 15, 2020, 6:30 P.M.**

**DEWEY-HUMBOLDT TOWN HALL  
COUNCIL CHAMBERS  
2735 S. HWY 69, SUITE 10  
HUMBOLDT, ARIZONA 86329**

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

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Dewey-Humboldt Town Council and to the general public that the Town Council will hold a public meeting (see notes about public participation below) on **Tuesday, December 15, 2020, at 6:30 p.m.**, at the **Dewey-Humboldt Town Hall Council Chambers, 2735 S. Highway 69, Suite 10, Humboldt, Arizona 86329**. Members of the Town Council will attend by audio/video conference call.

***THIS MEETING WILL BE HELD BY REMOTE PARTICIPATION ONLY***

Due to the federal government's declaration of a COVID-19 pandemic and the resulting Executive Orders from Arizona Governor Ducey to limit events of people in personal contact and Mayor Nolan's declaration of an emergency based on the COVID-19 pandemic, the following accommodations are provided for public participation at the Council Meeting:

- Viewing live streaming audio only on the Town's website, at:  
<http://az-deweyhumboldt.civicplus.com/2164/Town-Meeting-Documents-and-Videos>
- Viewing and potentially participating in the meeting via Join Zoom Meeting:
  - Computer: <https://zoom.us/j/83474555801>
  - Telephone: (301) 715-8592
  - Meeting ID: 834 7455 5801
- Submitting comments via email to the Interim Town Clerk at [BethEvans@dhaz.gov](mailto:BethEvans@dhaz.gov). Comments should be submitted no later than 3:30 p.m. on the day of the meeting. Please identify the agenda item and your first and last name.

**DEWEY-HUMBOLDT TOWN COUNCIL REGULAR MEETING AGENDA**

The issues that come before the Town Council are often challenging and potentially divisive. To make sure we benefit from the diverse views to be presented, the Council believes public meetings to be a safe place for people to speak, and 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 the 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. Council Meetings are 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 Barry Thomas, Glen Blomgren, Lynn Collins, Karen Brooks; Mark McBrady, Vice Mayor Amy Lance and Mayor John Hughes.

**3. Pledge of Allegiance**

**4. Moment of Silence**

**5. Announcements regarding Town 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. Pursuant to the Arizona Open Meeting Law, the Town Council may present a brief summary of current events; however, the Council may not discuss, deliberate, or take legal action on any matter in the summary.

**A. Council announcements about outside meetings and committees**

**B. Interview and possible re-appointment of applicant (Jeff Siereveld) to the Planning and Zoning Advisory Commission**

**6. Public Comment on Non-agendized Items** 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. According to the Arizona Open Meeting Law, Councilmembers 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, Councilmembers are forbidden from discussing or taking legal action on matters raised during Public Comment unless the matters are properly noticed for discussion and legal action. A **3 minute** per speaker limit shall be imposed. Everyone is asked to please be courteous and silent while others are speaking.

**7. Public Hearing Agenda** Discussion and legal action may be taken.

Page 5 **A. Conduct Public Hearing and consider a proposal ZTC-20-001 to amend the text of the Town of Dewey-Humboldt Zoning Ordinance to amend the uses permitted in Section § 153.043, C2 (Commercial, General Sales and Services) District to add “Recreational Vehicle Parks” to the list.** (Staff CC)

**Staff Report**

**Open Public Hearing and Receive Public Comments**

**Close Public Hearing**

**Council Discussion and Possible Action**

53 **B. Conduct Public Hearing and consider a proposal ZMC 20-001 to amend the zoning map of the Town of Dewey-Humboldt to change the zoning designation of Assessor’s Parcel (APN) 402-08-059H located at 12864 E. Kloss Avenue, from R1-10 (Residential; Single-Family) to C2 (Commercial, General Sales and Services)** (Staff CC)

**Staff Report**

**Open Public Hearing and Receive Public Comments**

**Close Public Hearing**

**Council Discussion and Possible Action**

**8. Consent Agenda**

All those items listed below are considered to be routine and may be enacted by one motion. Any Councilmember may request to remove an item from the Consent Agenda to be considered and discussed separately.

**9. Town Manager’s Report** Update on Current Events. The Town Council may ask clarifying questions about any item listed on the agenda under Town Manager’s Report or ask that any item listed on the agenda under Town Manager’s Report be placed on a future agenda for Council deliberation and action. No legal action will be taken on items listed under Town Manager’s Report. From time to time, as authorized by A.R.S. § 38-431.02(K), the Town Manager may present a brief summary of a current event that, due to its timeliness, is not listed on the agenda. In such cases, the Town Council shall not propose, discuss, deliberate or take legal action on the matter.

**A. Town Manager’s Report on progress in coordinating the December 22, 2020 Special Meeting addressing Proposition 207, which allows limited marijuana possession, use and cultivation by adults 21 or older**

**B. Town Manager’s Report on Town Clerk and Interim Town Clerk position**

**10. General Business** Discussion and possible legal action may be taken. Agenda language may vary from that in CAARFs for Open Meeting Law purposes.

57 **A. Discussion and possible action to amend the Town’s contract with Municipal**

**Solutions, LLC to resolve possible confusion about Interim Town Manager Jim Thomas’s payment for work between 11/30/20 and 12/4/20 and other miscellaneous items as set forth in Municipal Solutions, LLC’s proposal (the “Proposal”) which is attached to this memo. (Attorney CC)**

Page 77 **B. Discussion and possible action on giving Non-Exempt Staff (Part-time and Full-time) two additional paid days off for December; 12/24/2020 and 12/31/2020. (Staff CC)**

79 **C. Review of the 2021 Meeting Dates and Holidays**

81 **D. Discussion and possible action regarding whether the CAARF process has changed (CAARF CM Brooks)**

83 **E. Discussion and possible action on removal of the 2009 General Plan revision and any associated procedures from “Controversial Issues” that have been suspended from consideration (Attorney CC)**

155 **F. Discussion and possible action regarding the open application process to replace vacancies on the General Plan Steering Committee (CAARF CM Brooks)**

157 **G. Discussion and possible action regarding when the advanced planning for the General Plan Steering Committee’s timetable for meeting (CAARF CM Brooks)**

159 **H. Discussion and possible action regarding what will be the tentative content of the agendas of the General Plan Steering Committee (CAARF CM Brooks)**

161 **I. Discussion and possible action regarding amending Resolution 20-140 which adopted the General Plan Citizen Participation to add multi-media option, including printed media, to accommodate people who have trouble with computers (CAARF CM Collins)**

**J. Council Regional Organization Appointments pursuant to Public Body Policy PG No. TC20-01, Regional Organization Appointments:**

- Central Yavapai Metropolitan Planning Association (CYMPO)
- Northern Arizona Council of Governments (NACOG)
- Yavapai Regional Medical Center – Board of Electors
- Greater Arizona Mayors’ Association (GAMA)
- Yavapai County Local Emergency Planning Committee
- Central Arizona Fire and Medica Authority (CAFMA)

**11. Appointment of the Vice Mayor for a one-year term, pursuant to the Dewey-Humboldt Code of Ordinances § 30.031(E)**

**12. Consideration of additional Special Session(s)** Whether to hold and, if so, set the date

**13. Adjourn.**

Persons with a disability may request reasonable accommodations by contacting the Town Hall at (928) 632-7362 at least 24 hours in advance of the meeting.

**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 \_\_\_\_\_, 2020, at \_\_\_\_\_ a.m./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.

**For Your Information:**

Next Town Council Regular Meeting: Tuesday, January 5, 2021 at 6:30 p.m.

Next Planning & Zoning Meeting: Thursday, January 7, 2021, at 6:00 p.m.

Next Town Council Study Session: Tuesday, January 12, 2021, at 6:30 p.m.

If you would like to receive Town Council agendas via email, please sign up at [AgendaList@dhaz.gov](mailto:AgendaList@dhaz.gov) and type Subscribe in the subject line, or call (928) 632-7362 and speak with Beth Evans, Interim Town Clerk.



# COUNCIL COMMUNICATION

Regular Council Meeting Date: **December 15, 2020**

Agenda Item: **7.A.**

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**Submitted by:** Jim Thomas, Town Manager

**Subject: Public Hearing**

**7.A. Conduct Public Hearing and consider a proposal ZTC-20-001 to amend the text of the Town of Dewey-Humboldt Zoning Ordinance to amend the uses permitted in Section § 153.043, C2 (Commercial, General Sales and Services) District to add “Recreational Vehicle Parks” to the list.**

- 1. Staff Report**
- 2. Open Public Hearing and Receive Public Comments**
- 3. Close Public Hearing**
- 4. Council Discussion and Possible Legal Action**

## **I. BACKGROUND**

Muffy Kutsick is the owner of Wagon Wheel RV Park located at 12850, 12960 and 12870 E. Kloss Ave. (APNs 402-08-006, 007 and 008) desires to expand this pre-existing non-conforming use onto 12864 E. Kloss (APN 402-08-059H) that borders the existing park on the north.

There are currently no zoning districts in the Town of Dewey-Humboldt Zoning Code wherein RV Parks are permitted uses, and this park's existence is considered by staff to represent a pre-existing nonconforming use as it appears it has been present on this property since at least 1992, based on historical aerial photos. County Assessor's records of improvements on these parcels for mobile home park date back to 1975.

As an RV Park would be a commercial use, the applicant opted to request a change to the zoning map for the above listed parcels from their current zoning designation of R1-10 to C2.

- Parcel 402-08-059H was proposed to be changed from the R1-10 Zoning district to the C2 district. The R1-10 zoning district is the most-dense zoning district that exists in the Town of Dewey-Humboldt, requiring 10,000 sq. ft. minimum.
- This parcel benefits from frontage on State Route 69 and is located approximately 80 feet from existing C2 zoned property (Billy Jack's Tavern).
- The General Plan lists this property in the Medium Density Residential Land Use District, and the property is directly adjacent to Commercial and Community Core Land Use districts. This would indicate that the Town anticipated the potential for the progression of commercial uses in the surrounding vicinity.
- The suggestion has been made that perhaps C1 would be a more appropriate zoning district for this property as it would serve as more of a buffer between residential and commercial. But C1 is intended as Neighborhood Sales and Service and would be more appropriate located deeper into the R1-10 area to serve the surrounding neighborhood.
- The R1-10 already serves as the buffer between it and the R1-35 and thence the R1-70 zoning districts in a natural progression. Additionally, the wash that follows the northern property line of 402-08-059H already serves as a natural buffer for R1-10 properties to the north, and cannot be built on, as has been pointed out during the P&Z Public Hearing by adjacent property owners.

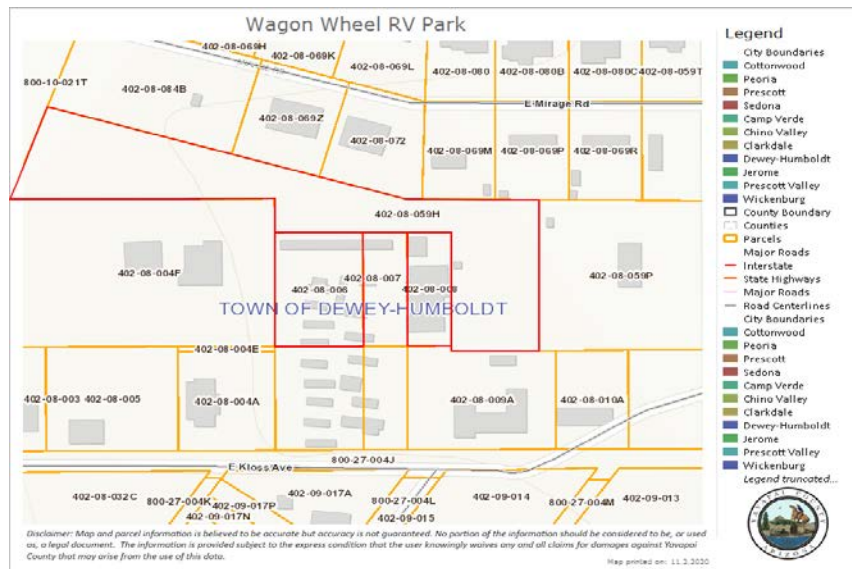
Town of Dewey-Humboldt  
P.O. Box 69  
Humboldt, AZ 86329  
Phone: 928-632-7362 | Fax: 928-632-7365  
[www.dhaz.gov](http://www.dhaz.gov)

- During the review by the Planning and Zoning Advisory Commission the following issues were raised:

Septic: The property owner has already obtained approval from Yavapai County Health for the septic system to serve the project, and she will be emailing me a copy of the approval to include in the packet.

Floodplain: I have already verified through a call to Yavapai County Flood Control that there is no FEMA regulated floodplain associated with the wash that runs along the north boundary of the parcel proposed for the Wagon Wheel expansion. Absent a FEMA designated floodplain Flood Control would not impose any setback to the wash.

### Parcels



### Aerial Circa 1992





**ORDINANCE NO. 20-155**

**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 XV LAND USAGE, CHAPTER 153 ZONING REGULATIONS, BY AMENDING § 153.043, TO ADD RECREATIONAL VEHICLE PARKS AS A PERMITTED USE IN THE TOWN'S C2 COMMERCIAL, GENERAL SALES AND SERVICES DISTRICT**

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

**SECTION I**

The Town of Dewey-Humboldt, Arizona Code of Ordinances, Title XV Land Usage, Chapter 153 Zoning Regulations, is hereby amended by adding Subsection 153.043(A)(20) as follows (additions in underlined ALL CAPS; deletions in strikeout):

**§ 153.043 C2 DISTRICT (COMMERCIAL; GENERAL SALES AND SERVICES).**

Permitted uses for the C2 District (Commercial; General Sales and Services) are as follows in this section.

(A) (1) Storage of materials and supplies, displays (other than signs), and other nonresidential uses are restricted to buildings closed on sides facing lot perimeter (i.e., no service entries/bays facing street or readily visible from adjacent residential) (except as may otherwise be permitted).

(2) Where no density district has been combined, then the provisions of Density District 1 shall prevail for dwelling units, hotels and motels (see § 153.069, most common ones shown in chart below).

(B) (1) All principal and accessory uses permitted in any more restrictive zoning district, except accessory dwelling units; and providing further that, unless specifically provided to the contrary, the following are waived:

(a) Requirements for use permits/administrative reviews (except for lots contiguous to residential districts);

(b) Area limitations for uses and buildings; and

(c) Limitations on hours of operation.

(2) Sales (retail and wholesale) and rentals;

(3) Commercial parking facilities;

(4) Bars, tap rooms and nightclubs;

(5) Theaters, auditoriums, banquet and dance halls;

(6) Dancing, art, music, business and trade schools (including permission for public recitals, concerts and dances);

- (7) Commercial bath and massage;
  - (8) Frozen food lockers;
  - (9) Custom craft and service shops, limited to 5,000 square feet of shop floor area. Cleaning and dyeing limited to closed unit machines with self-contained transmission and using solvents, shampoos, detergents and other agents of chlorinated solvent type and having a rating of five or under by Underwriters Laboratories, Inc.;
  - (10) Bowling alleys and poolrooms;
  - (11) Water distillation and bottling for retail sales only, limited to 5,000 square feet of shop floor area;
  - (12) Mortuaries (loading, unloading and automobile stacking for processions confined to mortuary premises);
  - (13) Vending for on or off-site consumption of foods, confections, nonintoxicating drinks (and other refreshments) through openings in buildings (no such vending allowed within 300 feet of a public or parochial grade or high school);
  - (14) General repair of automobiles, light trucks, recreational vehicles, cycles and small stationary or portable machinery entirely within enclosed buildings or attached enclosures of solid material at least six feet in height: subject to performance criteria set out in § 153.092;
  - (15) General sales of new and used automobiles, light trucks, recreational vehicles, travel trailers, mobile homes, boats, boat trailers, utility trailers, motorcycles, ATVs (all terrain vehicles), bicycles and small stationary or portable machinery within enclosed buildings. Outside display of such vehicles or similar merchandise shall be permitted subject to performance criteria set out in § 153.085;
  - (16) Veterinary clinics and hospitals for the diagnosis and treatment of household pets and other small animals under 100 pounds, entirely within an enclosed building not exceeding 3,000 square feet. Boarding of animals incidental to their diagnosis or treatment shall be permitted, provided that:
    - (a) The boarding area is entirely within the same building as the clinic or hospital and does not exceed 50% of the total floor area; and
    - (b) The boarding area is either completely soundproofed or is no closer than 300 feet to any contiguous parcel of property. No on-site incineration shall be permitted.
  - (17) Pet shops within enclosed buildings not exceeding 1,500 square feet for the display and sale of household pets and other small animals, under 100 pounds, provided that:
    - (a) The pet shop is either completely soundproofed or is no closer than 300 feet to any contiguous parcel of residential property zoned or used for residential purposes; and
    - (b) No on-site incineration shall be permitted.
  - (18) Signs: see §§ 153.125 through 153.130; and
  - (19) Self-service storage facilities: see § 153.089.
- (C) (1) Yard requirements: same as for C1 District;
- (2) Building heights: in accordance with § 153.069; and
  - (3) Building density: in accordance with § 153.069.

(20) RECREATIONAL VEHICLE PARKS.

**PASSED AND ADOPTED** by the Mayor and Common Council of the Town of Dewey-Humboldt, Arizona, this 15th day of December, 2020, by the following vote:

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSENT: \_\_\_\_\_ EXCUSED: \_\_\_\_\_

ABSTAINED: \_\_\_\_\_

APPROVED this 15th day of December, 2020.

ATTEST:

\_\_\_\_\_  
Beth Evans, Interim Town Clerk

\_\_\_\_\_  
John Hughes, Mayor  
APPROVED AS TO FORM:

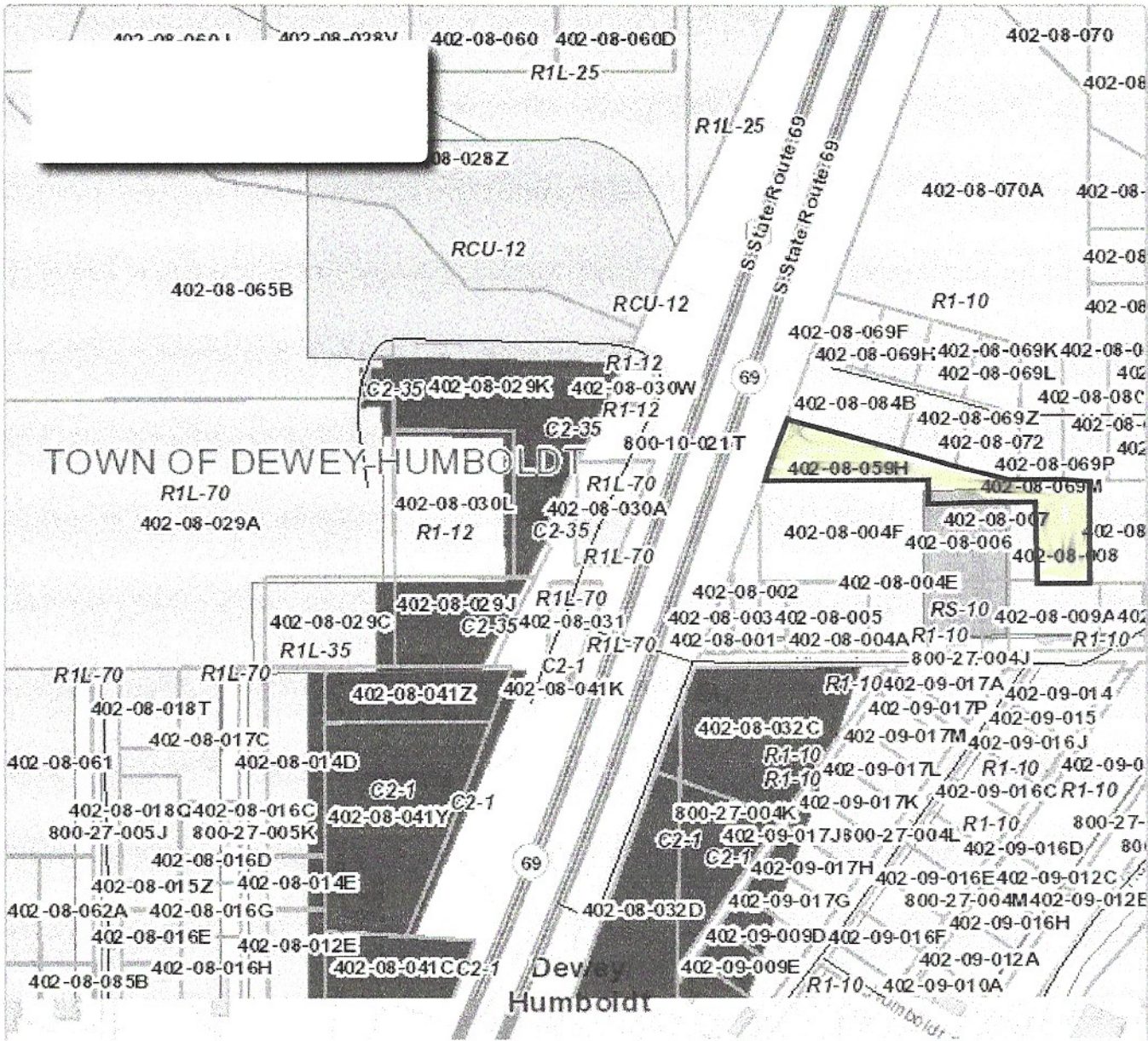
\_\_\_\_\_  
Bigelow Law Offices, PLC  
Town Attorney  
By: Kay Bigelow

I, BETH EVANS, INTERIM TOWN CLERK, DO HEREBY CERTIFY THAT A TRUE AND CORRECT COPY OF THE ORDINANCE NO. 20-155 ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT, ARIZONA, ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020, WAS POSTED IN THREE PLACES ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.

\_\_\_\_\_  
Beth Evans, Interim Town Clerk

# Zoning Change to Better the Town of Humboldt

## Wagon Wheel Expansion



All C2 in Black already to Hwy 69



Map Scale: 1:5,000

Yavapai County | Yavapai County, City of Cottonwood, City of Prescott, City of ...

## Residential to Commercial Zoning with added verbiage

We have been overwhelmed with the responses we have received in **SUPPORT** of changing the zoning and adding these homes from our neighbors and surround businesses.

Our neighbors see the WONDERFUL improvements we have been making and continue to make and want to see more.

We are grateful to be a part of this community and cannot wait to keep improving it

# Revenue, Pride, and a name for Humboldt

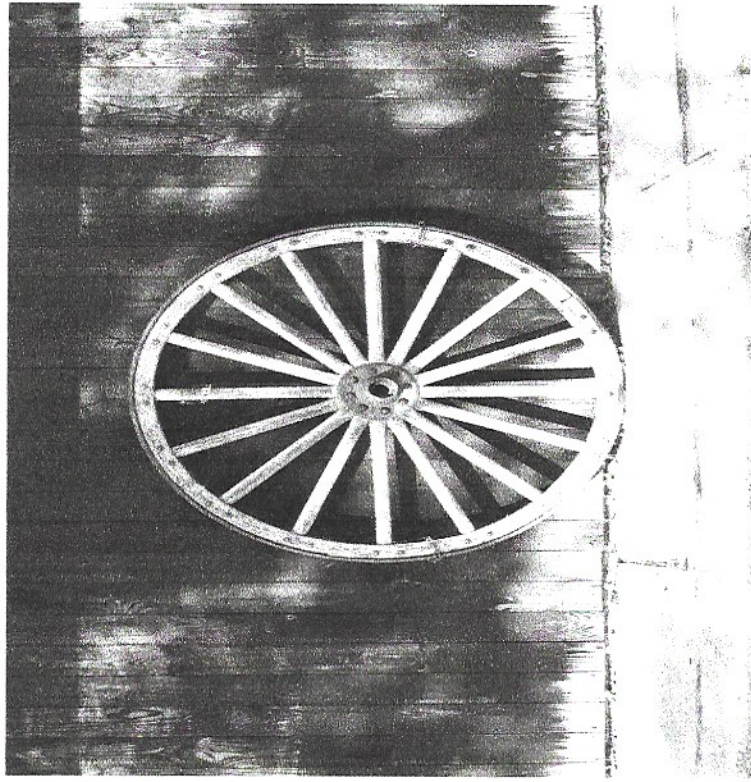
## What We have created:

**Added** to property values around us by creating a clean, quiet, beautiful neighborhood setting

**Pride** of community and neighborhood

**Revenue** to the town of Humboldt as our residents all spend money on a daily basis in this town to the local businesses.

**Awareness** to this small town as family and friends come here to visit and then in turn spend money here.



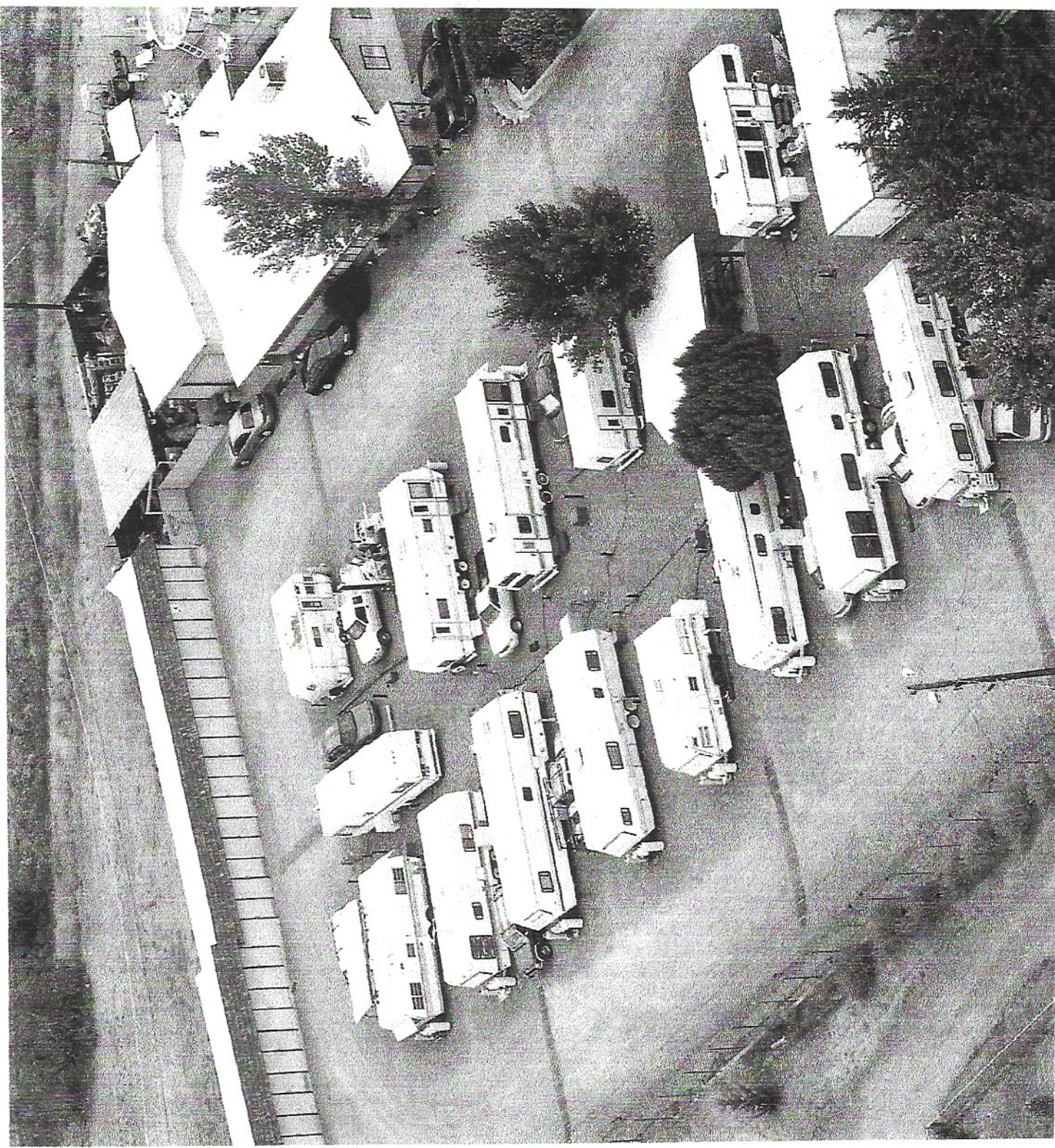
## Change for the Better

What it was:

A clean park but needed TLC

A place to live but not a community

What If was Before, Clean But Needed Help



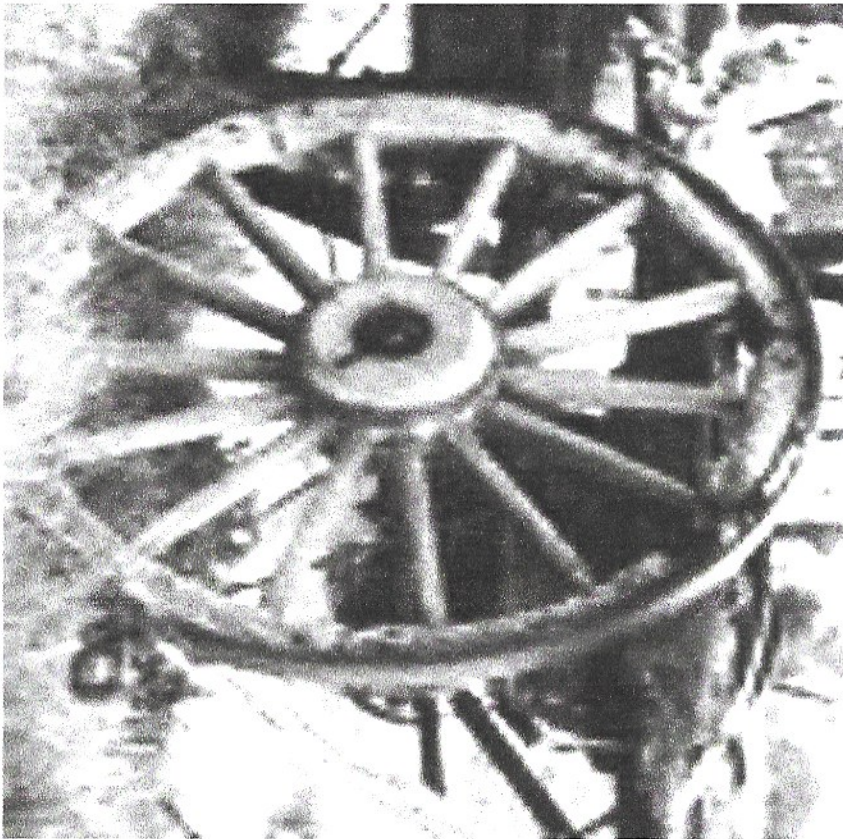
# Change for the Better

What it became:

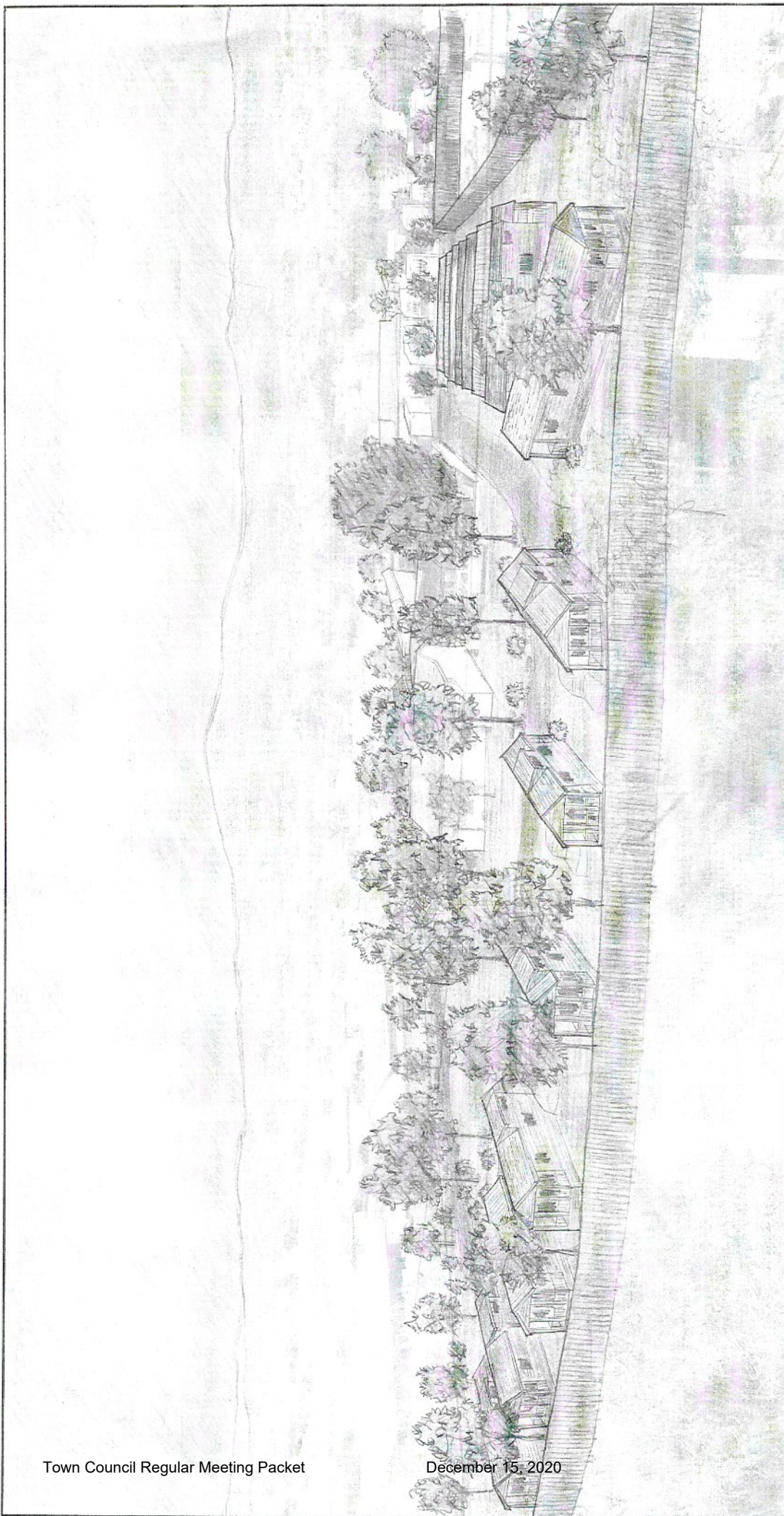
CLEAN, QUIET, WELL  
MAINTAINED,  
LANDSCAPED, A  
PLACE PROUD TO  
CALL HOME

A NEIGHBORHOOD  
COMMUNITY PROUD  
TO COME HOME TO  
REVENUE FOR THE TOWN

INCREASE IN  
SURROUNDING PROPERTY  
VALUES AS WE ARE THE  
CLEANEST, MOST WELL  
KEPT PROPERTY ON THE  
STREET



FUTURE OF PROGRESS and GROWTH



## Future Improvements With the Rezoning

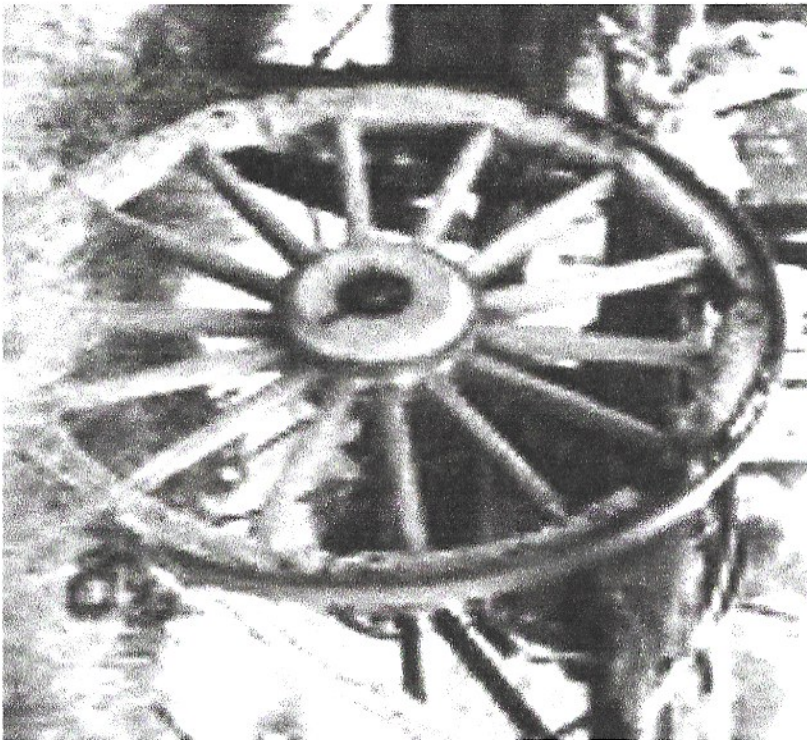
Beautiful Fencing around the property

Tons of landscaping and trees

Addition of sidewalks inside the property

More revenue for the city

Making Humboldt a destination to come to and be proud of





*Serving those who served*

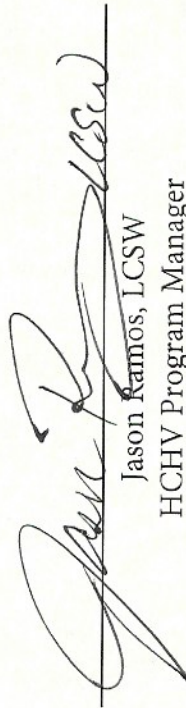


# 2020 Certificate of Appreciation

presented to

## Muffy Kutsick

*For being an outstanding community member and landlord providing affordable housing options to our nations formerly homeless Veterans providing them with a sense of community and dignity.*



Jason Ramos, LCSW  
HCHV Program Manager





**DEPARTMENT OF VETERANS AFFAIRS**  
**Northern Arizona VA Health Care System**  
**500 Hwy 89N, Prescott, Arizona 86313**  
**Building 151, Lower C, Office C036**

RE:

The Wagon Wheel Park  
12850 E. Kloss Ave  
Dewey, AZ. 86327

To Whom it May Concern:

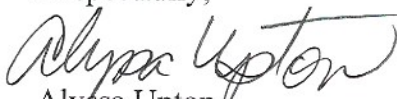
We at the Prescott VA have a great task of assisting our nation's Veterans to find affordable housing in the quad city area. The Kutsick family have been strong supporters of this endeavor. They have assisted us in housing numerous Veterans as well as non-veterans and we hope to continue this partnership.


The property, Wagon Wheel, they own on Kloss Ave. has undergone a very positive transition. I have seen the Wagon Wheel property several years ago when it was under previous ownership. The improvements that have been made to date have transformed the property and its surrounding area where its residents are once again proud to live there. The property has taken on a whole new life with newly painted and renovated trailers, new landscaping and decks, even a dog run area. There is even an upgrade to the onsite amenities enhancing the community.

We support the Kutsick family with these continued renovations creating available and affordable housing where it is so widely needed. Housing our Veterans in the Quad Cities has been increasingly more difficult where the demand is far exceeding what is available. The Kutsick family takes pride in their rentals, providing affordable housing that creates a safe and welcoming environment to its tenants. The Veterans I provide services to have all been impressed with the respect and kindness they receive as well as with the quick responses to any issue or concerns they may have.

There are many Veterans, families and individuals still searching for affordable places to live in this area. I am also a long-term resident of Dewey-Humboldt and have seen the changing landscape over the years. The changes to the Wagon Wheel community have only enhanced the community around them. Senator Krysten Sinema and her team have also been involved to address the housing needs of our Veterans as this is a large problem across the state. I urge you to please consider the proposal to expand this property from the Kutsick family as this community faces huge challenges regarding affordable housing options for its residents.

Respectfully,

  
Alyssa Upton  
RN Case Manager  
HUD VASH Program  
Prescott VA

  
Jason Ramos  
LCSW  
Health Care for Homeless Veterans  
Program Manager  
Prescott VA

Dec 1, 2020

I, Brenda French would be absolutely in support of an expansion of the wagon wheel RV Park into adjacent parcels. A definite Yes!!!

I am happy they are able to provide affordable housing to our community which it needs.

I am very pleased with the way the park looks after changing owners and very pleased with the improvements that have been made and continue to be done. They keep it clean and have all respectful residents who are quiet and considerate.

Thank You

Brenda French

12930 KLOSS AVE  
P.O BOX 533  
HUMBOLDT, AZ. 86329  
directly behind wagon wheel RV park  
parcel

December 3, 2020

Marian Powell  
12870 E. Kloss Ave.  
P.O. Box 891  
Humboldt, AZ 86329

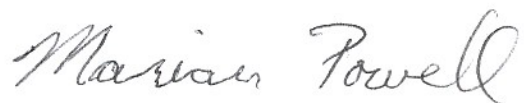
To Whom It May Concern

I have lived next to Old Wagon Wheel R.V. Park for over two years.

I find it quiet and peaceful. The people who live here are very nice. It is kept up well.

I would be in favor of the expansion of the park to include more units. I see no problem with that.

Sincerely,

A handwritten signature in cursive script that reads "Marian Powell".

Marian Powell

directly next to wagon wheel RV park

*Date: 12/3/20*

*Re: Letter of Endorsement of Expansion of  
Wagon Wheel Trailer Park*

*Upon relocation for retirement we moved from Huntington Beach, California to The Prescott Country Club. After three years, we discovered The small City of Humboldt, AZ. Going on three years living in Humboldt, we've made some Good Friends in The Wagon Wheel Community and the surrounding Homes, who have recently moved here to the quaint Remodeled Little Homes the Owners have added.*

*After the New Shell Gas Station was added, the convenience of not having to drive into The Shell Station in Prescott Valley was just wonderful. So we than tried Jackie Boyn's Pizza in downtown Humboldt, and enjoy the food and Nice people we meet there . My Grand Daughter loves going to the Public Library on her occasional visits.*

*In short, expansion would bring more residence to our City and Local Commerce. Just yesterday I had a long conversation with two long time residence of the Wagon Wheel. The addition of their small gathering area has developed into a gathering area of people in my age group to interact.*

*Greg J. Mafnas  
12820 Kloss Avenue  
PO Box 925  
Humboldt, AZ 86329  
928 308-9429*

*directly next to Wagon Wheel RV Park*



November 23, 2020

Town of Dewey Humboldt  
Humboldt, AZ 86329

To Whom It May Concern:

As you know JT's Septic is a business located in the perimeter of Dewey-Humboldt and we would like to see additional "affordable" housing in our area and are very encouraged that the Kutsick family is taking on the challenge.

The Old Wagon Wheel Trailer Park is a great place to continue to provide affordable housing and continue the tradition of assisting Veteran's and the Elderly that are not able to afford today's housing market. Each of the tenant's that our company has dealt with in the past has indicated that they appreciate the owners of the park and of course having a safe place to call home.

There is a need to provide additional affordable housing in our small hometown. We are hoping that permission can be granted for the progress to begin soon!

JT's Septic

A handwritten signature in cursive script that reads "Brenda Taulbee".

Jesse & Brenda Taulbee- Owners

---

**Kristen Munchinsky**

PO Box 1797  
Dewey, AZ 86327

1st December 2020

To Whom it May Concern:

As a resident of Dewey, AZ, I am in support of the expansion of units at the Wagon Wheel RV park. The park is well maintained and provides affordable housing for those who need it most. It is in a location which I drive by each day on my way to work, and it has been clean and well maintained. As a community it is our responsibility to ensure that we are providing not only for property values of the area but for the lives of those who live in it as well. Affordable housing is needed in our area and as a community member I am in full support of this.

Sincerely,

**Kristen Munchinsky**

# Devine Diesel Industries LLC

11775 East Berry Dr. Ste A Dewey, AZ 86327 ||  
info@devinediesel.com

December 1, 2020

Breanne & Joe Devine  
Owner  
Devine Diesel Industries  
11775 East Berry Dr. Ste A  
Dewey, AZ 86327

## To Whom It May Concern:

This letter is on behalf of Wagon Wheel RV Park at 12850 East Kloss Ave Humboldt, AZ 86329, and the zoning reclassification they seek for expansion. Dewey-Humboldt is a great town and has such potential for growth. Wagon Wheel RV Park would be a great location to house that growth. More residential options allow for more residents spending time and money in Dewey-Humboldt. More tax dollars being collected in our towns would allow for more funding available for taxed based budgets and would allow more funds sufficient to provide for people and businesses in Dewey-Humboldt.

The growth is exponential in areas around us. There is no reason that Dewey-Humboldt should not be reaping the benefits from that growth. A rezoning of Wagon Wheel RV Park would contribute immensely towards those benefits.

Dewey-Humboldt is a great place to live and own a small business. Having more housing available would promote more revenue for our towns, and would allow for the continued success for all small business owners in Dewey-Humboldt; as many people spend money with businesses closer to their homes. We feel Wagon Wheel RV Park would be a prime location for future residents of our town.

Sincerely,



Breanne Devine



*"SERVING THOSE WHO SERVED"*

**To: Whom it may Concern**

**From: Chris Whitaker**

**Subject: Affordable Housing**

As you now there is not a lot of affordable housing for individuals in this area and that becomes an even bigger issues for seniors who live on fixed incomes and have no way of supplementing their income. In working with Mrs. Kornusky for about a year in a half her housing properties have been a god send for seniors as well as veterans who other wise would be homeless if not for Mrs. Kornusky. Her affordable housing as well as her willingness to work with HUD VASH which is section 8 for veterans who have low residual annual income has increased the ability for senior individuals to increase there quality of life by having independent in the community. Allowing Mrs. Kornusky to have more land to be able to place more affordable housing for seniors and veterans would be great for this area as we have a lot of both who need the help. As I have worked with the homeless Veteran population for over 6yrs I have been fortunate to work with Mrs. Kornusky for about the last year and she has been able to help me house at least 4 veterans who would other wise be homeless, as well as referred her to other agencies. As this area continues to grow there is a huge need for affordable senior living and granting Mrs. Kornusky more land to be able to help address this need would be greatly received by this community.

Thank You

Chris Whitaker U.S. VETS Prescott

Chris Whitaker Masters Professional Counseling  
Case Manager III  
U.S.VETS - Prescott  
1040 Whipple St  
Prescott, AZ 86305  
Phone: 928-925-9297  
Fax: 928-778-0609

United States Veterans Initiative  
917 E. Gurley St.  
Prescott, Arizona 86301  
(928) 583-7200, Fax: (928) 778-0690

## TO THE LEADERS OF DEWEY-HUMBOLT

My NAME IS Cyndi Kordell, & I HAVE BEEN A RESIDENT OF HUMBOLT SINCE OCT 2014 AFTER MY HUSBAND RETIRED. GOT ACQUAINTED WITH MUFFY AS MY REALTOR, & THEN AS OUR LANDLORD IN THE HOUSE IN HUMBOLT, WE WANTED TO BE IN THIS AREA THE REST OF OUR DAYS.

UNFORTUNATELY MY HUSBAND PASSED AWAY SUDDENLY July 2018 WHICH LEFT ME ALONE IN A HUGE HOUSE. I KIDDED MYSELF THAT I COULD KEEP IT, BUT NOW I KNOW IT'S TIME

TO DOWNSIZE. MUFFY + PETE ARE NOW OWNERS OF THE WAGON WHEEL RV PARK AS YOU KNOW, AND SHE SUGGESTED I COME TAKE A LOOK, & THAT I WOULD NOT BE DISAPPOINTED. SHE WAS RIGHT, WHAT A CHARMING PARK, & GETTING BETTER EVERYDAY. I AM NOW LOOKING FORWARD TO SELLING MY BIG HOUSE & MOVING INTO THEIR PARK, IT'S STILL IN THE AREA

I LOVE, I THINK THIS AREA HAS SO MUCH TO OFFER, & PEOPLE ARE FLOCKING HERE. THE NICE PLACES FOR SENIORS LIKE ME ARE NOT ALWAYS EASY TO FIND, SO MORE SPACES IN THE PARK IS A WIN, WIN. THIS IS SUCH AN AMAZING AREA

MUEFFY + PETE TAKE PRIDE IN THEIR PROPERTIES, WHICH NOT ONLY ENHANCES THE AREA, BUT GENERATES SUBSTANTIAL REVENUE POSSIBILITIES FOR THIS WONDERFUL PLACE.

I APPRECIATE YOU TAKING THE TIME TO READ MY LETTER.

THANK YOU ALL FOR YOUR CONSIDERATION TO EXPAND THE PARK.

I FORESEE NOTHING BUT POSITIVES IN DOING SO

SINCERELY  
CYNDI KORDEL

2495 Mecla St  
Humboldt, AZ 86329

To Whomever this may concern;

My wife and I are buying a Park Model at “The Wagon Wheel RV Park” here in Humboldt. We had to downsize from our previous residence that we were renting in Prescott Valley. If it were not for Muffy and Pete having these units available, and affordable we quite possibly would be living in a tent somewhere.

There are several Veterans that live in this Park that very well could have been homeless also if it were not for this Park.

So we totally support what they want to do in expanding this complex as it will provide for more units that are affordable.

Also they are in the process of getting the Laundry Room complete to provide the tenants a place to do their laundry. They are building a very nice dog park for our furry companions and I am sure they will keep adding on upgrades to make this place better each and everyday. Very clean and quite here also.

Just my 2 cents..... Dustin Salmans  
Space 15

To whom it may concern

my name is Anna Hunter. I live in the old wagon wheel RV Park. I am a disabled veteran. And there are several other veterans that live here in the park. The park is well maintained and in good repair. We are great park and each is respectful of the other residents. The management keeps up the park. Maintenance is done on time and repairs are made quickly if needed. They work to improve park. They listen to their renters and try to help them out. Maffy at Christmas turns in names to Legion for boxes. John always says hello and how you are doing. Basically this is a nice ~~place~~ and safe place to live.

Thank you

Anna Hunter

November 18, 2020

Daniel Wirt  
12850 Kloss Avenue  
Humboldt, AZ  
(928) 925-1329

To Whom It May Concern:

I am writing this letter in support of plans to expand the Old Wagon Wheel Park in Humboldt. I have been a resident here since September, 2007 so have witnessed the progressive transformation of the park from a poorly maintained, rundown trailer park into the attractive and clean neighborhood it is today.

When Pete and Muffy took over a few years ago, they inherited a multitude of problems. The previous owners, although well-meaning nice people, had attempted a few improvements but, for the most part, maintained the trailers by applying numerous temporary fixes which were destined to fail repeatedly.

I have seen vast improvements in this park including the replacement of most of the old travel trailers with newer, more livable, park models. Common upgrades have included a general cleaner look to the park, installation of a laundry facility, and have presented a feeling of moving out of a ghetto into a modern complex. The improvements seem to have also attracted a better class of tenants than when I first moved here thirteen years ago.

I believe additional improvements and expansion of the park would help facilitate healthy growth of the community by providing affordable, quality housing. This would bring much needed support to the lower Humboldt area and promote business growth which might finally reverse the trend of constant turnover of shops in our small downtown area.

With Prescott Valley knocking at the door, it might be time for Humboldt to consider options which will improve and modernize our community. Expansion of The Old Wagon Wheel Park would be a good step in that direction.

Yours,

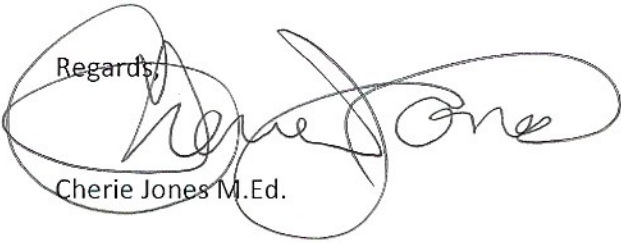
  
Dan Wirt

November 18, 2020

To Whom It May Concern,

I reside in Old Wagon Wheel RV Park. I moved into the community in March and it has been a great decision. My neighbors are mostly retired Veterans and this small community provides them with nice homes that are affordable. I picked this area of Humboldt for the convenience and the improvements that are always under way. I believe in the mindset of "shop local" and shop in the local business frequently. As a single woman knowing I have a safe, well maintained community that I can call home gives me peace of mind and pride. Knowing there is a possibility for growth of our community can only make our community strong and thriving. I hope you will consider the request for additional homes and improvements.

Regards,



Cherie Jones M.Ed.

December 1, 2020

To Whom It May Concern,

This letter is on behalf of Wagon Wheel RV Park at 12850 East Kloss Ave Humboldt, AZ 86329, and the zoning reclassification they seek for expansion. There is so much growth in our surrounding areas, there is no reason Dewey-Humboldt should not be benefiting from that growth while the opportunity is there. More housing options available will allow for more people to call our great town home. More residents ensure that more money will be spent in our town, and tax dollars collected for tax-based budgets.

As a resident and business owner in Dewey-Humboldt, I appreciate that there is opportunity for a fellow business owner to help contribute towards the livelihood of our town. Wagon Wheel RV Park has the means, if granted the zoning reclassification, to contribute in so many positive ways to our town. Allowing for more people to call Dewey-Humboldt their home, travel to our town would increase through people coming to visit, this in turn would help to create a bigger name for Dewey-Humboldt. Those who live here would benefit as property values would also increase.

Wagon Wheel RV Park cares about the opportunities that are present for our town. Granting them the opportunity to grow, would allow for them to contribute towards those opportunities. By them currently being a business resident of Dewey-Humboldt, that would ensure there would be continued contribution towards the hometown values that Dewey-Humboldt represents. They are not stranger from an outside company coming in to change things up completely. They are a local small business and members of our amazing community looking to preserve the values that represent our way of life, in our country town.

Warm regards,

*Breanne Devine*  
**Breanne Devine**

Resident of Humboldt

928-237-9408

breanne@devinediesel.com

2985 East Rancho PL Humboldt, AZ 86329

To Whom it may concern,

My name is Robin. I've lived here going on five years. Since Muffy has become manager the park has been better and safer. A lot more nicer. Like to see more trees but that's me. Muffy has made changes, which has been for the better. As a disabled female Army veteran Muffy and her team has always been there for me and everyone who lives in this park. If you could see pictures of before her becoming manager and now. She is always trying to make this a better place to live.

Sincerely

Ms Robin Martin

Traci Ranic

1025 N Stirrup High Dr W

Dewey, AZ 86327

Phone: 928-202-4270

December 1, 2020

RE: Character Reference – Muffy Kornusky

To Whom it May Concern;

I have lived in the Quad City area of Prescott since 2005. I have been a small business owner of a Residential Mortgage Brokerage since 2009 with our main office based in Dewey, AZ. Muffy Kornusky was one of the first woman business owners I met in 2009.

Muffy is very driven and goal oriented. When I met her she laid the groundwork for our relationship. Her plan was to obtain individual mobile homes and manufactured housing for seniors and others on fixed incomes. Over the next 10 years her goal was to obtain enough rental properties that she would eventually be able to sell and exchange into mobile home parks. Between 2009 and 2015, I provided her financing for some of these properties. All of them were in line with her long term goal.

In the last 4 to 5 years she began selling off the individual units in order to advance her real estate portfolio to include small mobile home parks in Chino Valley & Dewey-Humboldt. She sought properties that fit her goal of providing affordable housing to our Senior and Veteran residents. On many occasions she would relocate residents from the properties she sold, to the properties she purchased. It was and remains important to her that affordable housing continues to be available in the quad city area for these types of people.

Ownership and management of a mobile home park is not easy. This type of housing requires regular maintenance and upkeep. Muffy has successfully improved the appearance of her properties without charging above market rents. She has provided safe housing to the tenants who occupy her properties. She is respected and trusted by her tenants and has a waiting list of people in need of affordable housing.

Should you support her in the expansion of her real estate portfolio, I am confident she will continue to provide the Town of Dewey-Humboldt and their residents safe, affordable housing for years to come.

Sincerely,



December 3, 2020

To whom this may concern,

I am writings this letter in regards to the expansion of Old Wagon Wheel trailer park. We believe that the expansion of the trailer park would be very beneficial to ,not only mine, but other businesses here in Dewey Humboldt.Plenty of our customers here at Mammass Kitchen Cafe, reside there.They bring really good business to our cafe and I'm sure to the surrounding businesses as well.

If the park was to be expanded that would bring more customers our way, which we always do our best to welcome. Please take under consideration the expansion of this trailer park. It will only bring good to our community. From new neighbors to more customers. Thank you for your time

Sincerely

Rodrigo Cantabrana (Owner)

A handwritten signature in cursive script, appearing to read "Rodrigo Cantabrana". The signature is written in black ink on a white background.

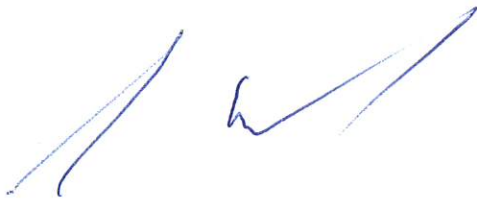
2735 S Hwy 69 Humboldt Arizona 86329 (928)632-5411

To the Dewey-Humboldt Town Council;

My name is John Chisholm. I own property adjacent to the land that they would like to rezone. There are houses on this property, that were built onsite, not mobile. Why would I want to devalue my property by rezoning that land for storage? So, I can look out my back window and see a storage lot? There are so many other commercial lands that have been sitting empty in Humboldt.

The three parcels north of the proposed parcel, that I own, are zoned R1-10. All parcels surrounding are zoned R1-10 as well. If approved, there is a concern of lighting, as well as hours of access. There is also a concern of excessive noise and disturbance. Access to this proposed parcel is only able to be done across R1-10; RS-10 zoned parcels.

My answer to the question of rezoning is a strong no!



602-717-5719

RECEIVED

DEC 01 2020

Dewey-Humboldt



To Town Council

12 4 2020

Last night at the P&Z meeting the commissioners made it clear that they do not believe in the last Councils directive to them about creating a buffer zone between business and residential. This changes this residential zoning area to C2 zoning, which allows more businesses to go in. I know some of you think that this is a RV park which is not the same as other businesses in the C2 definition. But once it is zoned C2 then if the property is ever sold, other types of business than can go in, or the owners can now change their mind and apply for a different business after this zoning is approved.

If you want to expand the RV Park and create more dense housing then I think the best way would be to change it to C1 and add the zoning change for RV Parks to that zoning definition rather than put the definition into the C2 definition.

In any case Mrs Collins idea of the buffer zone between residential and commercial appears to be dead since you are now creating a new commercial zoning in the middle of an existing residential area.

Jack Hamilton

## What Has Already Been Done

New homes in place

New homes have brand new roofs, new siding

Look like cottages in a sweet little community

New gravel for all roads

New fencing

New Paint entire exterior and new roofs on all buildings

All garbage and debris gone and clean at all times

Addition of landscaping, community areas,

All low lumens light fixtures so no light interference

Made in to a 50 plus community so respectful and retired to spend money in community

Most walk to everything and have no vehicles  
so very little traffic

All spend money in the community

Endorsements through Senator Sinema for our  
growth

Support of neighbors and businesses close to us



**Yavapai County Development Services Department  
Environmental Services Unit**

1120 Commerce Dr.  
Prescott, AZ 86305  
(928) 771-3214

10 S. 6th St.  
Cottonwood, AZ 86326  
(928) 639-8151

**SEPTIC SYSTEM CONSTRUCTION AUTHORIZATION**  
*Approval to Construct for a 4.02 General Permit (AAC R18-9-E302)*  
**402-08-059H** **CSP20-000015**

Date of Application: 05/07/2020

**I. Property/Project Description:**

Facility Owner/Contact Person for System Operation:	Current Address:
KUTSICK PETER	9265 B MOUNTAIN VIEW RD
Phone Number:	PRESCOTT VALLEY, AZ 863154150

Subdivision: M&B: Lot no.: Acres:

Longitude and Latitude of Disposal Area: Latitude: 34.507 Longitude: -112.24

**Sizing Calculations for Commercial Systems/Additional Permit Requirements:**

COMMERCIAL SEPTIC FOR FUTURE 10 SPACE RV PARK Bio Inhibitors commonly used in RV holding tanks are not consistent with typical sewage and cannot be discharged into the onsite wastewater treatment facility.

A copy of park rules that require all vehicles with holding tanks to empty their contents into an offsite commercial RV Dump Station or development of a Sewage Vault for the purpose of receiving holding tank contents before connecting to the park wastewater treatment facility must be submitted. 6-12-2020: email from Dan Smith regarding this ADEQ requirement AAC R18-9-A309B5 via park rules and display onsite will be met before Discharge Authorization will be issued BJS.

Disposal Type:	Chambers	Tank Size: 2100.0 Gallons	Disposal Area Required: 1666.67 Sq.Ft.
Linear Length (ft) or # of Chambers:	7.07	Chamber Type:	Width (ft): 2.83
Aggregate or Chamber Depth (ft):	2.12	Cover (ft): 1.67	Total Depth (ft): 3
Sq.Ft./Linear Ft.:	2.83/2.12	Perc Rate: MPI	SAR (g/day/sq.ft):

**III. Acknowledgment of Understanding:**

As Property owner or designated agent, you agree to install or repair this sewage disposal system in accordance with Yavapai County and Arizona Department of Environmental Quality regulations. This Construction Authorization is based on the Notice of Intent to Discharge submitted to YCDS-EU along with the signed plot plan, directions to property, any variances granted based on Arizona Administrative Code (AAC) R18-9-A312G and all Site Investigation information available. A final inspection must be requested and a Request for Discharge Authorization form must be submitted to YCDS-EU. The inspection must be completed and a Discharge Authorization (Approval to Operate) issued by YCDS-EU before the system can be covered and used. This permit will expire two years from the date of issue. Septic permits cannot be issued where public sewer is available.

ANY CHANGES FROM WHAT IS APPROVED IN THIS PERMIT WILL REQUIRE APPROVAL IN ADVANCE FROM YCDS-EU UNLESS THE CHANGE CONTINUES TO CONFORM WITH THE STANDARDS SET IN AAC R-18-9-ARTICLE 3. ALL PARTS OF THE SEPTIC SYSTEM MUST BE AT LEAST 100 FEET FROM ALL WELLS, LEACH TRENCHES MUST BE INSTALLED ON THE CONTOUR WHERE SLOPE IS INVOLVED. ALL PORTIONS OF THE SEPTIC SYSTEM MUST BE 50 FEET FROM WASHES DRAINING GREATER THAN 20 ACRES AND UNDEVELOPED PROPERTY LINES.

# Yavapai County Development Services

Prescott Office  
1120 Commerce Dr., Prescott, AZ 86305  
(928) 771-3214 Fax: (928) 771-3432



Cottonwood Office  
10 S. 6<sup>th</sup> Street, Cottonwood, AZ 86326  
(928) 639-8151 Fax: (928) 639-8153

Addressing – Building Safety – Customer Service & Permitting – Environmental – Land Use – Planning

## FINAL INSPECTION REQUIREMENTS FOR CONVENTIONAL SEPTIC SYSTEMS

The applicant or contractor shall call when all components of the septic system are installed and complete except for the final cover of soil over the system. The sewer line from the house to the septic tank does not have to be installed or connected unless this is a repair on an existing system (See form titled, "Environmental Unit Will be Inspecting the Building Sewer Line for this Project" for requirements).

### Sewer line (If present- 2018 International Building Code):

- Installed with adequate fall to allow flow of sewage into tank
- 2-way cleanout properly installed
- If there is new plumbing between tank and building tracer wire per adopted Building Code is required.

### Septic tank (AACR18-9-A314):

- Provide an Inlet T for tanks without built-in inlet baffle.
- Must meet ADEQ design specifications, in sound condition, appropriate size with effluent filter installed on outlet side
- Proper installation per manufacturer's installation requirements (proper sealing around the inlet and outlet pipes is recommended at inspection)
- Tank lids must be within 6" of final grade. If risers are used they must be affixed to the tank to form a watertight seal and securely connected together if more than one riser is used.
- Plastic tank lids shall have no more than 2 screws in each tank lid to ease access to the inside of the tank. If the tank lids are concrete and exceed 20" in diameter additional arrangements may need to be made with the inspector to inspect the interior of the tank.
- All septic tanks must be leak tested and the water must remain in the tank until after the final inspection has been conducted.

### Outlet line (AAC R18-9-A312(B)(1)):

- At least 5' separation (undisturbed soil) from tank to leach lines
- 4" fall between tank and disposal field is recommended

### Distribution between multiple leach lines (if present-AAC R18-9-E302(C)):

- D-box approved and in sound condition, level and properly installed with the Inlet (highest) hole receiving effluent from the tank.
- Plastic distribution boxes must be anchored in concrete. (AAC R18-9-A313A)
- 2' of solid pipe and undisturbed soil is required out of the d-box before perforated pipe or chamber trench begins. (AAC R18-9-312(A)(2))
- When using D-Box, leach lines must be of equal length

### Disposal trench/bed (AAC R18-9-E302(C)):

- Trenches installed to specifications indicated on approved permit, sufficient cover and effective depth, not exceeding maximum permitted depth, minimum separation between lines
- A minimum of one properly installed inspection pipe in each trench. Inspection Pipes must extend from the bottom of the trench to the top of grade. Inspection pipes should be constructed of 3 or 4" perforated pipe to the top of the aggregate (rock) or chamber, solid pipe to grade with a cap on the top. We strongly encourage inspection pipes to be left in place for the homeowner's use to monitor the system. AAC R 18-9-A301(D)(2)
- Trench separation is measured from trench edge to trench edge and 2X rock depth.
- Aggregate Trenches:
  - Aggregate (rock) must be reasonably clean and of proper size and hardness (3/4" to 2 1/2" in size) AAC R18-9-101(1).
  - Perforated pipe must be installed correctly (holes at 5 and 7 o'clock; SDR 35 grade pipe if more than 2' of cover over the trench)
  - The perforated pipe must have 2" of aggregate (rock) cover and geo-textile or landscape filter fabric placed over it.

### General considerations:

- All ADEQ-mandated setbacks must be clearly met (AAC R18-9-A312(C))
- Discovery of soils significantly different than indicated on Site Investigation, higher than expected bedrock, groundwater, etc may result in disapproval of the system (AAC R 18-9-A310)
- Minor deviations from the approved plot layout (such as a change in tank orientation or slight changes in tank or trench location) may not require as-built plans and will be noted by the inspector. The inspector will let the installer or contractor know if an as-built is required. (AAC R 18-9-A301(D)(1)(e))
- Significant changes should to be approved by YCDS in advance and shown on an accurate as-built plot plan which must be submitted to the office or left on site when the final inspection is requested.
- Any other situation which is found to be in violation of ADEQ and YCDS-EU codes and rules may constitute grounds for disapproval
- A Request for Discharge Authorization must be left on site; faxed to our office at 928-771-3443 Prescott or 928-639-8153 in Cottonwood or dropped by our offices in Prescott or Cottonwood prior to the issuance of the Discharge Authorization (Approval to Operate).

Wagon Wheel RV Park  
 Peter & Murfy Kutsick  
 12864 E. Kloss Ave.  
 Dewey, AZ 86364

APN 402-08-059H  
 1.2 Acres

- System Components - Upper System**
- 1 2 Way Clean Outs (8)
  - 2 3'18" - 4" SDR35 Sewer Pipe
  - 3 2,000 Gal. Yavapai Precast Septic Tank with Polylok PL-625 Effluent Filter
  - 4 14" - 4" SDR35 Sewer Pipe
  - 5 D-Box (Leveled & stabilized with concrete)
  - 6 4", 13", 22", 30", 38" & 48" L - 4" SDR 35 Pipe
  - 7 6 Trenches 44.17'L x 3'W x 2.75' Eff. Depth
  - 8 Inspection Pipes (6)
  - 9 Test Hole Locations (3)

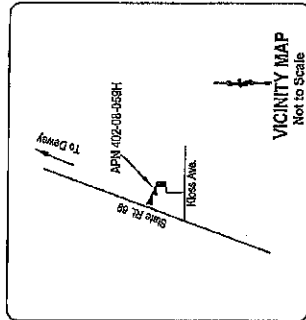
**Setback Table**

Treatment Unit	Disposal Area
Buildings	10 FL
Property Lines	5 FL
Wells (Public)	100 FL
Wells (Private)	100 FL
Ferrietal or Infirm. Stream	100 FL
Dry Wash/Drainage Easement	50 FL
Water Main/Branch Water Line	10 FL
Out Bank	15 FL
Driveways	5 FL
Water Service Line	5 FL
Easement	5 FL
California/Roadside Ditches	15 FL
Swimming Pool	5 FL
Drinking Water Intake	200 FL
Lake/Reservoir	100 FL

**YCDS - EU**  
**Construction Authorization**  
 (Approval to Construct)

Date: 6-12-2020 By: Don Murphy  
 Permit No. CSP20-000015

- System Components - Lower System**
- 1 2 Way Clean Outs (11)
  - 2 247" - 4" SDR35 Sewer Pipe
  - 3 2,500 Gal. Yavapai Precast Septic Tank with Polylok PL-625 Effluent Filter
  - 4 30" - 4" SDR35 Sewer Pipe
  - 5 D-Box (Leveled & stabilized with concrete)
  - 6 4", 11", 18", 28" & 34" L - 4" SDR 35 Pipe
  - 7 5 Trenches 48'L x 3'W (12 Infiltrator Quick4 Plus HC Chambers/Trench)
  - 8 Inspection Pipes (6)
  - 9 Test Hole Locations (2)



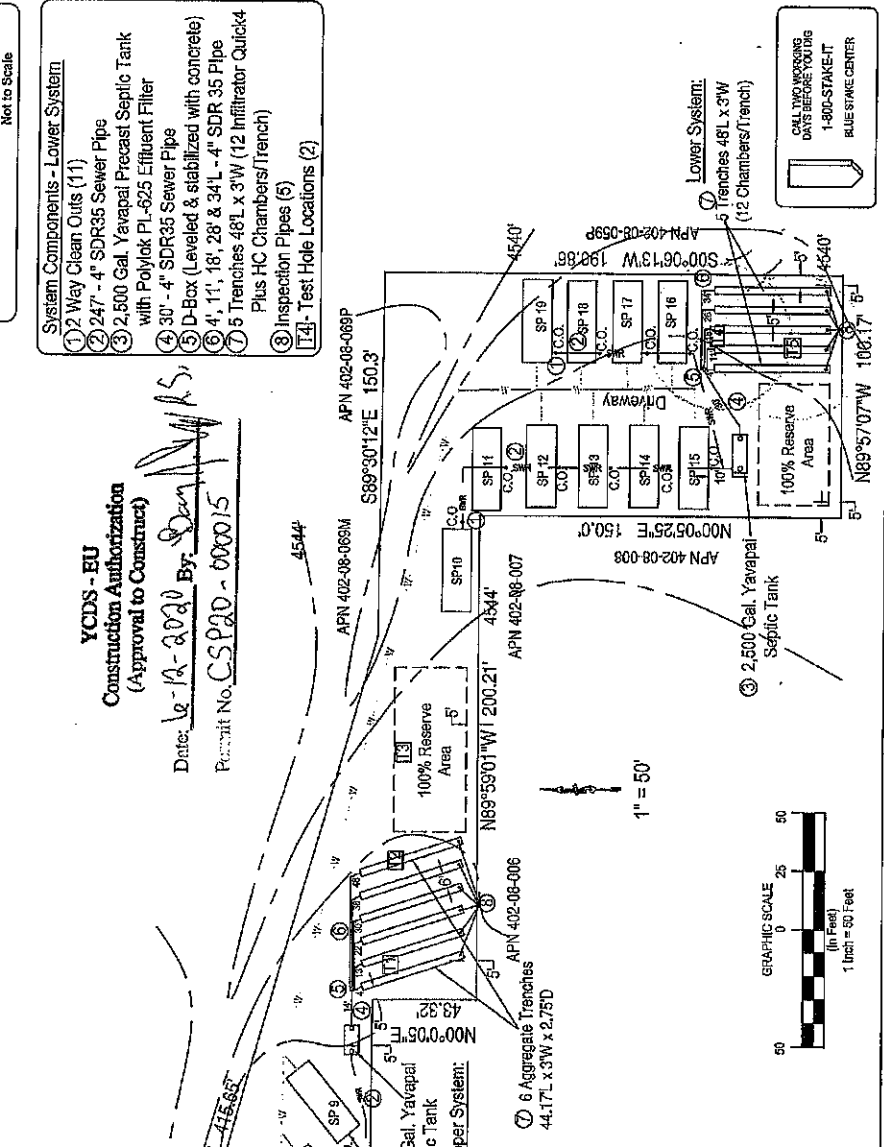
ARIZONA WASTEWATER DESIGN  
 914 HUULETLN.  
 FLAGSTAFF, AZ 86604  
 (928) 774-1318 FAX: (928) 774-2546

**Site Plan & System Components**  
 Scale: 1" = 50'  
 Drawing Date: 12/18/2019  
 Checked:

Revisions: 03/28/2020  
 Agency: YCES  
 Drawn By: RS  
 DRW #: 2019-89

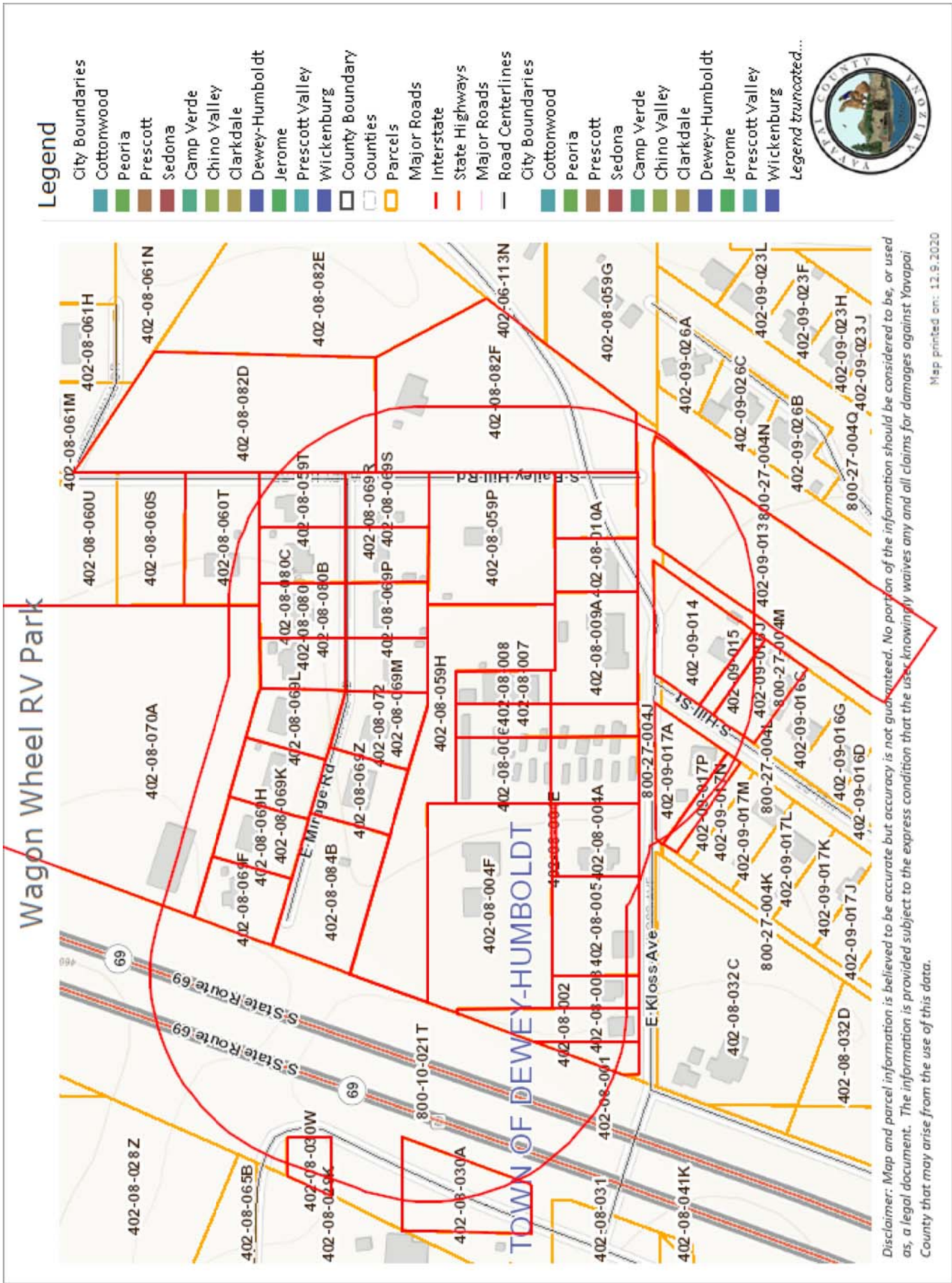
STANDARD SEPTIC SYSTEM  
 Peter & Murfy Kutsick  
 Wagon Wheel RV Park  
 12864 E. Kloss Ave. Dewey, AZ 86364  
 APN 402-08-059 H Yavapai County

1 of 1



- Site Notes**
1. There is no public sewer within 400' of the property.
  2. Water is provided by Humboldt Water Co.
  3. There are no features within 200' of the treatment and/or disposal field that will constrain the onsite wastewater system location because of setback limitations specified in R-18-9-A312.C.
  4. There are no wells within 100' of the system.
  5. Maintain setbacks as shown in SETBACK Table.
  6. Cleanouts shall be provided in the 4" sewer service 2' from the RV unit and at all bends greater than 22.5' and runs greater than 50'.
  7. Drainage from structures and driveways should be diverted away from all wastewater components by berming, gutters or other means.
  8. Leach trenches in the upper field will be covered with 9 inches of soil. Chambers in the lower field will be covered with 20" of soil.
  9. Power is provided by A.P.S.
  10. Property corners are marked by metal pins.
  11. All easements & R.O.W.S. are accurately shown on site plan.
  12. All HOA and CCR&R setbacks & requirements are met.

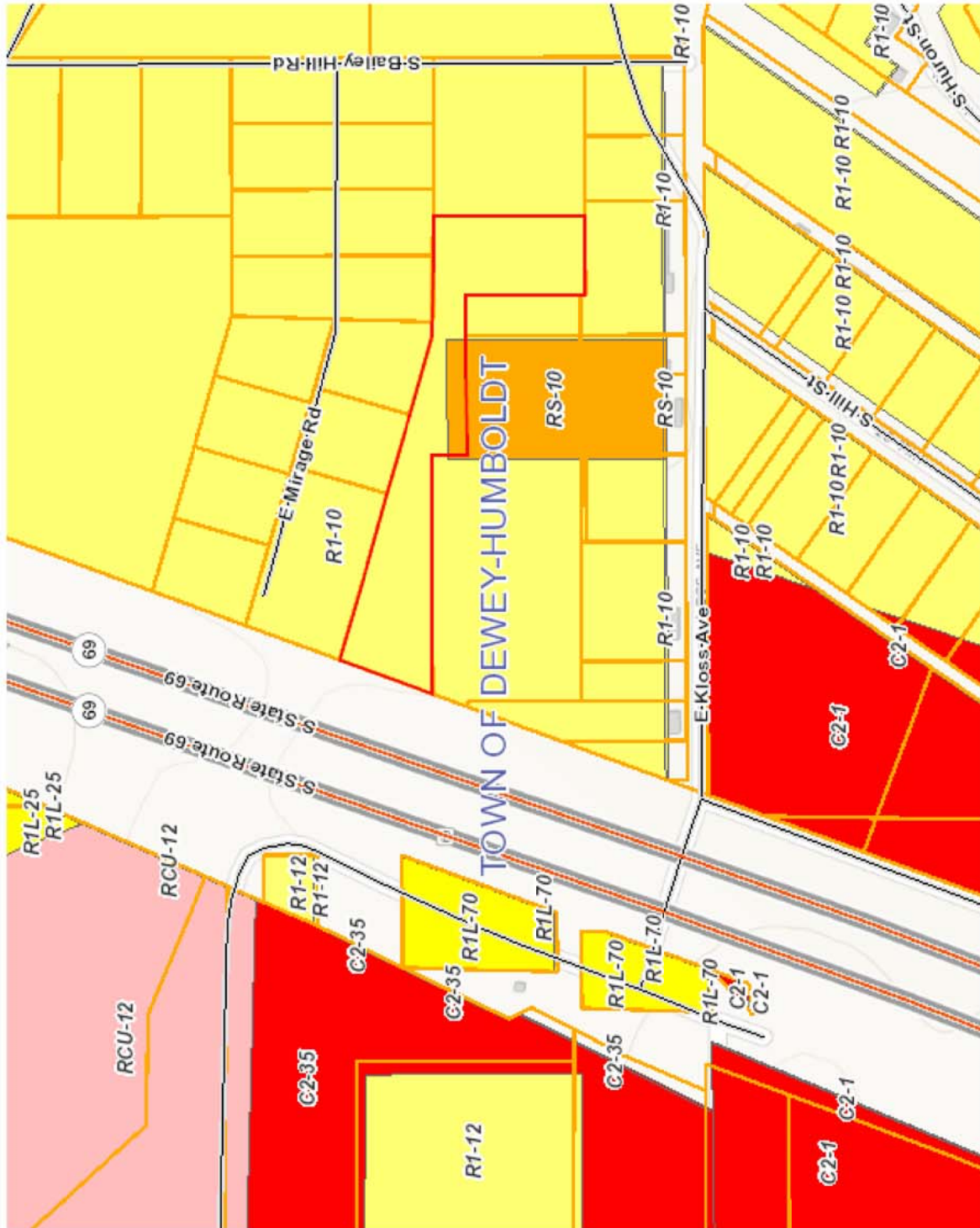
CALL THE WORKS  
 DATES BEFORE YOU DIG  
 1-800-STAKE-IT  
 BLUE STAKE CENTER



Parcel, Owner, Address, City, State, Zip

402-08-059H, KUTSICK PETER, 9265 E MOUNTAIN VIEW RD, PRESCOTT VALLEY, AZ, 863154150  
402-09-013, CHEVRON USA INC, PO BOX 285, HOUSTON, TX, 770010285  
402-08-003, RICHMOND STEVE M, 12790 E KLOSS AVE, HUMBOLDT, AZ, 86329  
402-08-007, KUTSICK PEPTER, 9265 E MOUNTAIN VIEW RD, PRESCOTT VALLEY, AZ, 863154150  
402-08-004F, KUTSICK PETER, 9265 E MOUNTAIN VIEW RD, PRESCOTT VALLEY, AZ, 863154150  
402-08-080B, VOSECKY CATHERINE L , 7616 E HORSESHOE LN APT A, PRESCOTT VALLEY, AZ, 863143373  
402-08-060T, HANS WILLIAM & MICHELLE &, PO BOX 61, HUMBOLDT, AZ, 863290061  
402-08-004E, CARRILLO MICHAEL, PO BOX 263, HUMBOLDT, AZ, 863290263  
402-08-069S, CARRILLO MICHAEL & RACHEL JT, PO BOX 851, DEWEY, AZ, 863270851  
402-08-030W, STATE TRANSPORTATION DEPARTMENT, 205 S 17TH AVE, PHOENIX, AZ, 850073212  
402-08-069H, CHISHOLM JOHN M TRUST, 11090 E IRONWOOD LN, DEWEY, AZ, 863275520  
402-09-014, DE ROSS MICHAEL, 703 N WALNUT ST, PRESCOTT, AZ, 863011817  
402-08-006, KUTSICK PETER, 9265 E MOUNTAIN VIEW RD, PRESCOTT VALLEY, AZ, 863154150  
402-08-002, FLORES EMPERATRIZ MARTINEZ, 12780 E KLOSS AVE, DEWEY-HUMBOLDT, AZ, 86329  
402-08-069M, CARRILLO MICHAEL & RACHEL JT, PO BOX 851, DEWEY, AZ, 863270851  
402-08-080, CHISHOLM JOHN M TRUST, 11090 E IRONWOOD LN, DEWEY, AZ, 863275520  
402-08-080C, JOHNSON KIM E & JULIE R RS, PO BOX 783, HUMBOLDT, AZ, 863290783  
402-08-069K, CHISHOLM JOHN M TRUST, 11090 E IRONWOOD LN, DEWEY, AZ, 863275520  
402-09-016J, FERNANDEZ VICTOR M, PO BOX 562, HUMBOLDT, AZ, 863290562  
402-08-030A, STATE TRANSPORTATION DEPARTMENT, 205 S 17TH AVE, PHOENIX, AZ, 850073212  
402-08-069P, CARRILLO MICHAEL & RACHEL JT, PO BOX 851, DEWEY, AZ, 863270851  
402-09-015, CHEVRON USA INC, PO BOX 1392, BAKERSFIELD, CA, 933021392  
402-09-017P, WHITE RITA KAY &, PO BOX 158, HUMBOLDT, AZ, 863290158  
402-09-017A, WHITE RITA KAY &, PO BOX 158, HUMBOLDT, AZ, 863290158  
402-08-001, FLORES EMPERATRIZ MARTINEZ, 12772 E KLOSS AVE, DEWEY-HUMBOLDT, AZ, 86329  
402-08-059P, FRENCH BRENDA, PO BOX 533, HUMBOLDT, AZ, 863290533  
402-08-072, DIXON ROBERT G & JUDITH A RS, PO BOX 480, HUMBOLDT, AZ, 863290480  
402-08-069F, KJB PROPERTY HOLDINGS LLC, 517 S BLOSSOM, MESA, AZ, 852062259  
402-08-004A, CARRILLO MICHAEL, PO BOX 263, HUMBOLDT, AZ, 863290263  
402-08-010A, THURMAN SHAUNA L & ANDREW J RS, PO BOX 935, HUMBOLDT, AZ, 863290935  
402-08-059P, FRENCH BRENDA, PO BOX 533, HUMBOLDT, AZ, 863290533  
402-08-006, KUTSICK PETER, 9265 E MOUNTAIN VIEW RD, PRESCOTT VALLEY, AZ, 863154150  
402-08-007, KUTSICK PEPTER, 9265 E MOUNTAIN VIEW RD, PRESCOTT VALLEY, AZ, 863154150  
402-08-008, KUTSICK PETER, 9265 E MOUNTAIN VIEW RD, PRESCOTT VALLEY, AZ, 863154150  
402-08-082D, EICHMAN FAMILY TRUST, 1784 STONEY LN, PRESCOTT, AZ, 863034960  
402-08-070A, AGUA FRIA BAPTIST CHURCH, PO BOX 393, HUMBOLDT, AZ, 863290393  
402-08-005, CARLSON NETTIE FAY & , PO BOX 864, HUMBOLDT, AZ, 863290864  
402-08-009A, WHITE RITA K, PO BOX 158, HUMBOLDT, AZ, 863290158  
402-08-059H, KUTSICK PETER, 9265 E MOUNTAIN VIEW RD, PRESCOTT VALLEY, AZ, 863154150  
402-08-069R, CARRILLO MICHAEL & RACHEL JT, PO BOX 851, DEWEY, AZ, 863270851  
402-08-069Z, CHISHOLM JOHN M TRUST, 11090 E IRONWOOD LN, DEWEY, AZ, 863275520  
402-08-084B, CHISHOLM JOHN M TRUST, 11090 E IRONWOOD LN, DEWEY, AZ, 863275520  
402-08-059T, BAKER JERRY L & KARLA K FAMILY TRUST , PO BOX 1265, DEWEY, AZ, 863271265  
402-08-069L, RIVERA MELODY, PO BOX 906, HUMBOLDT, AZ, 863290906  
402-08-082F, EICHMAN FAMILY TRUST, 1784 STONEY LN, PRESCOTT, AZ, 863034960

# Wagon Wheel Zoning



## Legend

- City Boundaries
- Cottonwood
- Peoria
- Prescott
- Sedona
- Camp Verde
- Chino Valley
- Clarkdale
- Dewey-Humboldt
- Jerome
- Prescott Valley
- Wickenburg
- County Boundary
- Counties
- DeweyHumboldt
- C1
- C2
- C
- M1
- M2
- PAD
- R1
- R1L
- RCU
- RMM
- RS
- Parcels
- Major Roads
- Interstate
- State Highways
- Major Roads
- Road Centerlines
- Legend truncated...



Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.

Map printed on: 12.4.2020



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## COUNCIL COMMUNICATION

Regular Council Meeting Date: **December 15, 2020**

Agenda Item: **7.B.**

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**Submitted by:** Jim Thomas, Interim Town Manager

**Subject:** Public Hearing

**7.B. Conduct Public Hearing and consider a proposal ZMC 20-001 to amend the zoning map of the Town of Dewey-Humboldt to change the zoning designation of Assessor's Parcel (APN) 402-08-059H located at 12864 E. Kloss Avenue, from R1-10 (Residential; Single-Family) to C2 (Commercial, General Sales and Services).**

- 1. Staff Report**
- 2. Open Public Hearing and Receive Public Comments**
- 3. Close Public Hearing**
- 4. Council Discussion and Possible Legal Action**

### **I. BACKGROUND**

Muffy Kutsick is the owner of Wagon Wheel RV Park located at 12850, 12960 and 12870 E. Kloss Ave. (APNs 402-08-006, 007 and 008) desires to expand this pre-existing non-conforming use onto 12864 E. Kloss (APN 402-08-059H) that borders the existing park on the north.

There are currently no zoning districts in the Town of Dewey-Humboldt Zoning Code wherein RV Parks are permitted uses, and this park's existence is considered by staff to represent a pre-existing nonconforming use as it appears it has been present on this property since at least 1992, based on historical aerial photos. County Assessor's records of improvements on these parcels for mobile home park date back to 1975.

As an RV Park would be a commercial use, the applicant opted to request a change to the zoning map for the above listed parcels from their current zoning designation of R1-10 to C2.

- Parcel 402-08-059H was proposed to be changed from the R1-10 Zoning district to the C2 district. The R1-10 zoning district is the most-dense zoning district that exists in the Town of Dewey-Humboldt, requiring 10,000 sq. ft. minimum.
- This parcel benefits from frontage on State Route 69 and is located approximately 80 feet from existing C2 zoned property (Billy Jack's Tavern).
- The General Plan lists this property in the Medium Density Residential Land Use District, and the property is directly adjacent to Commercial and Community Core Land Use districts. This would indicate that the Town anticipated the potential for the progression of commercial uses in the surrounding vicinity.
- The suggestion has been made that perhaps C1 would be a more appropriate zoning district for this property as it would serve as more of a buffer between residential and commercial. But C1 is intended as Neighborhood Sales and Service and would be more appropriate located deeper into the R1-10 area to serve the surrounding neighborhood.
- The R1-10 already serves as the buffer between it and the R1-35 and thence the R1-70 zoning districts in a natural progression. Additionally, the wash that follows the northern property line of 402-08-059H already serves as a natural buffer for R1-10 properties to the north, and cannot be built on, as has been pointed out during the P&Z Public Hearing by adjacent property owners.

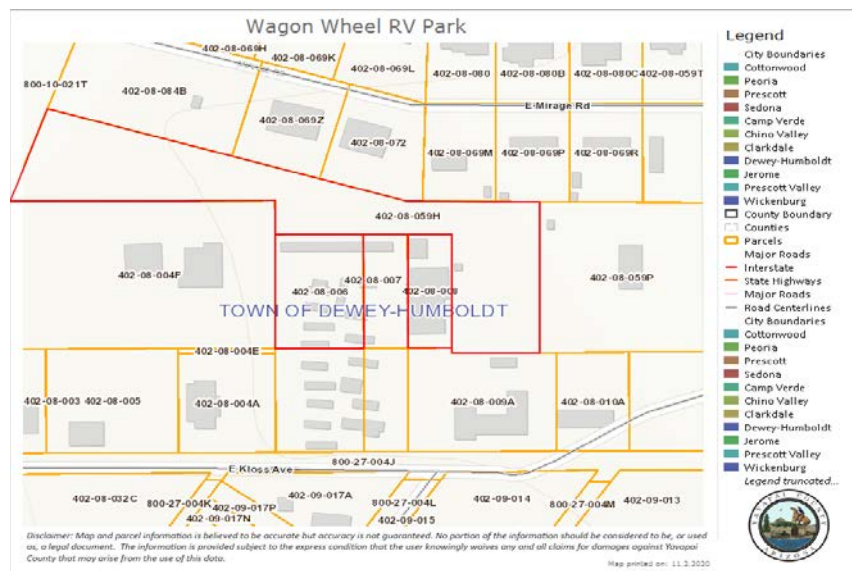
Town of Dewey-Humboldt  
P.O. Box 69  
Humboldt, AZ 86329  
Phone: 928-632-7362 | Fax: 928-632-7365  
[www.dhaz.gov](http://www.dhaz.gov)

- During the review by the Planning and Zoning Advisory Commission the following issues were raised:

**Septic:** The property owner has already obtained approval from Yavapai County Health for the septic system to serve the project, and she will be emailing me a copy of the approval to include in the packet.

**Floodplain:** I have already verified through a call to Yavapai County Flood Control that there is no FEMA regulated floodplain associated with the wash that runs along the north boundary of the parcel proposed for the Wagon Wheel expansion. Absent a FEMA designated floodplain Flood Control would not impose any setback to the wash.

### Parcels



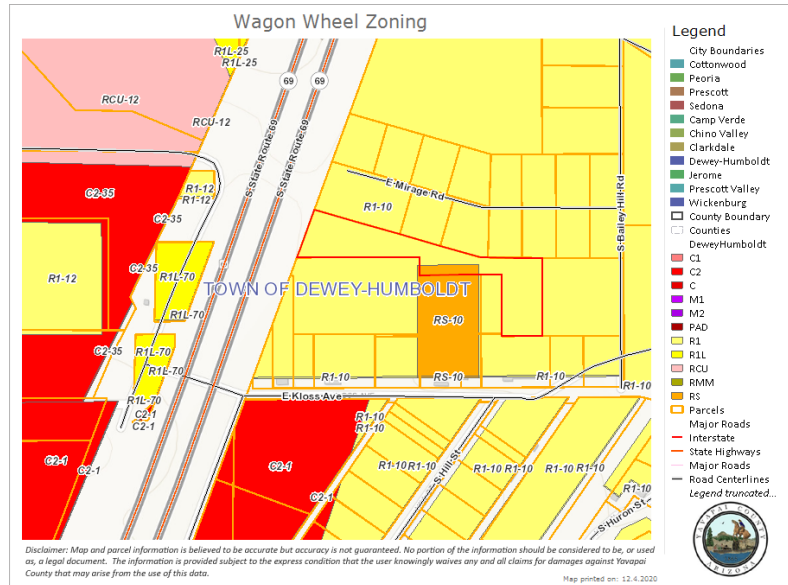
### Aerial Circa 1992





# COUNCIL COMMUNICATION

Regular Council Meeting Date: **December 15, 2020**  
Agenda Item: **7.B.**



**Financial Impact:** No direct financial impact expected, but the prospect is for additional tax revenue.

**P&Z Recommendation:**

On December 3, 2020, the Planning and Zoning Advisory Commission (P&Z) with 4 members present voted 3-1 to recommend that the Council approve ZMC 20-001, amending the Town of Dewey-Humboldt Zoning Map to change the designation of Parcel 402-08-059H from R1-10 (Residential Single-Family to C2 (Commercial, General Sales and Services) District.

**Staff Recommendation:**

Staff recommends to Council that the facts and comments, as presented by staff, the applicant and members of the public having been considered, that Council accept and support the recommendation of the P&Z and vote to approve the amending of the Town of Dewey-Humboldt Zoning Map to change the designation of Parcel 402-08-059H from R1-10 (Residential Single-Family to C2 (Commercial, General Sales and Services) District.

**Suggested Motions for 7.B.:**

Approving: Move to approve the requested amendment of the Town of Dewey-Humboldt Zoning Map to change the designation of Parcel 402-08-059H from R1-10 (Residential Single-Family to C2 (Commercial, General Sales and Services) District.

Denying: Move to deny the requested amendment of the Town of Dewey-Humboldt Zoning Map to change the designation of Parcel 402-08-059H from R1-10 (Residential Single-Family to C2 (Commercial, General Sales and Services) District.

Town of Dewey-Humboldt  
P.O. Box 69  
Humboldt, AZ 86329  
Phone: 928-632-7362 | Fax: 928-632-7365  
[www.dhaz.gov](http://www.dhaz.gov)

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## Municipal Solution's Proposal for Clarification of Contract Terms

### 1. Start Date:

- change the start date from Monday Nov 30 to Monday Dec 7<sup>th</sup>, or
- provide Mr. Thomas' work his first week at no cost to the City...but not both.

Although we never offered a 'free week', some Council members had that expectation so we will accommodate them. The savings to the Town for that week is \$3,000.

The issue for us is liability. He technically and legally started on the 30th. I'm concerned that changing the date of start could raise some legal / liability issues should something arise later which was later determined rose out of his first week. I just want to avoid this all together.

If we can simply state that the payment calculations will be adjusted to begin on Dec 7, rather than Nov 30 and run 90-days from Dec 7<sup>th</sup> – or as extended by the Council. This way I think the Council receives an accommodation for the misunderstanding, and we don't have to mess with the other potential liabilities.

- ### 2. Miscellaneous Expenses:
- Mr. Thomas' expenses are likely to exceed \$3000 per month, most of which are coming out of his pocket. We felt the \$1,500 to cover miscellaneous expenses presented was reasonable. We understand that it was not determined whether it was a blanket authorization, or whether it was to be treated as a reimbursement.

Anticipated costs would be:

**Per Diem:** We generally include a per diem for food and lodging. This would have been \$150 (\$94 for lodging and \$55 for meals) for 25 days = **\$3,750** per month. To minimize the fiscal impact on the Town, Mr. Thomas was able to secure a vacation rental / AirBnB for \$60 x 25 days at an expense of \$1,500 / month. We did not ask for a per diem because we understood that we needed to provide our services as simply and as cost-effectively as possible.

Mr. Thomas has already incurred a \$1500 expense for the month of December, and presume that he will be able to negotiate a similar rate for January and February. This is an assumed risk. This is why I submitted an invoice for the Miscellaneous Expenses last week.

### Vehicle Mileage / Car Rental:

- Car Rental: The cost of his rental car for the 1<sup>st</sup> week is 'on him', though his second week rental rate of \$35/day x 5 days is **\$175** (not including taxes or fees).
- Vehicle Mileage: It would be an appropriate expense to be reimbursed miles for his personal vehicle while in Dewey Humboldt – while performing his contractual responsibilities (to and from Town Hall, official meetings, etc.). This is normally reimbursed at an IRS rate of \$.56 / mile. Example: a meeting in

Phoenix would be approximately 240 miles (120 miles each way) x \$.56 is \$132 per trip x 2 meetings / month = **\$260**. I would expect his mileage to far exceed this.

**Airfare:** None. Mr. Thomas and his wife expect to live in the Dewey-Humboldt area during the term of the contract. With exception of his travel home to bring his car back.

Total expenses to Mr. Thomas could be as high as \$4,700 his first month, and \$3,000 or more the remaining two months. We are simply asking for \$1,500 which seems reasonable, which covers his current lodging expense. As a result, we feel the \$1,500 to cover miscellaneous expenses presented is reasonable and should remain unencumbered. This should be paid *in advance* to allow him to secure the cost up-front – rather than the possibility of waiting 4-6 weeks for reimbursement. The Town doesn't need the headache of micromanaging reimbursements, however if they would like his receipts for expenses we will provide them.

3. **Work hours / Location:** Due to the nature of the work which exceeds a standard 40-hours per week, the Interim Manager's time and location will not be limited strictly to Town Hall. The *location* of work is the Town of Dewey-Humboldt, and the desired location is Town Hall during regular business hours, but it is expected that the Interim will *frequently* conduct official business outside the Town Hall within the Town and *occasionally* outside the Town. So long as the Interim is within the State of Arizona, taking personal time so long as he is able to perform his duties should be perfectly acceptable. If taking leave *outside* the State of Arizona is necessary he is permitted to do so provided he notify the Council in advance – in person or by formal communication

*\*\*\*Please note: Mr. Thomas plans to be outside the State of Arizona to attend his daughter's upcoming wedding between Christmas Eve and New Year's\*\*\** Because 4 work days will be impacted, we will prorate his monthly expected pay on a daily equivalent and show a 4-day deducting \$2,000 from the invoice for the 4 days he will be outside of Arizona. ( $\$9,500 / 20 \text{ working days} = \$475$ ;  $\$475 \times 4 \text{ days} = \$1,900$ )

**Expense and Shared Risk:** Municipal Solutions, Mr. Thomas and the Town are all taking a risk – with the intent that it will be a mutually-beneficial relationship.

**Performance Incentives:** Municipal Solutions and Mr. Thomas both have an incentive to perform above expectations and provide value to the Town. Our goal is to provide a highly-qualified professional who performs at a high level, insomuch that the Town Council will desire to hire him for the permanent position. To make this happen, both Municipal Solutions and Mr. Thomas desire to provide the best possible value to the Town for the expense.

## **PROFESSIONAL SERVICES AGREEMENT**

for Interim Professional Management services for Town Clerk & Town Manager

THIS **PROFESSIONAL SERVICES AGREEMENT** (the "agreement") is entered into this 17<sup>th</sup> day of November, 2020, by and between the Town of Dewey-Humboldt, a municipal corporation in the State of Arizona ("Town"), acting through its Mayor, Town Manager or designee, and Municipal Solutions, LLC an Arizona limited liability corporation ("Firm"), to provide various professional executive level consultants on an as needed basis.

### **RECITALS**

WHEREAS, the Code and Ordinances of the Town, Town's policies and/ or Town Council empowers the Mayor, Town Manager or designee to enter into contracts on behalf of Town for professional services; and

WHEREAS, Town is in need of professional interim staffing services, at this time and possibly in the future; and

WHEREAS, Town desires to retain firm to furnish professional interim services and to make payment for the same in accordance with the terms and conditions set forth in this Agreement, including all attachments and addenda, which are appended hereto by mutual agreement of the parties; and

WHEREAS, the Firm desires to provide the Services upon the terms and conditions set forth herein; and

WHEREAS, Town desires to enter into this Agreement for Firm to provide professional services to the Town upon the terms and conditions set forth herein and to agree to terms and conditions that will govern other such related services as may be requested by the Mayor, Town Manager or designee from time to time (the "Services");

### **AGREEMENT**

NOW, THEREFORE, Town agrees to retain and does hereby retain the Firm, and the Firm agrees to provide the services required according to the terms and conditions and for the consideration hereinafter set forth:

#### **1. FIRM'S DUTIES**

Firm agrees to provide executive level interim professionals on an *as needed* basis, as more specifically set forth in each Exhibit A, which are attached hereto and incorporated herein by reference ("Services").

For each engagement hereunder, a description of the services to be provided, the expected start date, fees and expenses, and other details regarding the services shall be set forth in a schedule to this Agreement signed by the Mayor, permanent Town Manager or designee

and Municipal Solutions. Each of the individuals to be provided by Firm to perform services shall be referred to herein as an "Interim Professional" and as "Interim Professionals."

If the Town is not satisfied with any Interim Professional, the Town may request that the Firm replace such Consultant.

## 2. COMPENSATION

In accordance with the terms and conditions of this Agreement, Town shall compensate Firm for its services as follows (see attached Exhibit A):

- a. Should the Town request additional services beyond those specified in Section 1, the Firm shall charge, and the Town shall pay, a rate as mutually agreed upon in writing prior to Firm performing the additional services. Costs caused by delays or by improperly timed activities shall be borne by the party responsible thereof. Unless otherwise included in this Agreement, the Firm shall provide and pay for labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Services.
- b. If at any time during the term of this Agreement, applicable Exhibits, Schedules or Contract Amendment terms and within one (1) year thereafter the Town hires, contracts with or engages in any way, directly or indirectly, with any consultant who has been recommended to or provided by Firm to provide Services to the Town under the Agreement or any Schedule or Contract Amendment thereto to perform any services for or for the benefit of the Town (other than through the Firm), the Town hereby agrees to pay the Firm an Engagement Fee equal to 12% of the agreed upon equivalent annualized salary, fees or other compensation to be paid to or for the benefit of such individual, payable to Firm at the time of such engagement of such individual's services begin.

## 3. TERM

This Agreement shall be effective upon approval by the Town and the Firm. THIS Agreement shall remain in effect for one (1) year or until terminated pursuant to the provisions provided hereunder, however SEPARATE engagements detailed in separate individual Exhibit A's to be entered into for each Interim candidate during the term of this contract shall be subject to approval of both parties, and there shall be no obligation on either party to enter into a particular engagement, Contract Amendment, or Schedule during the contract term. If the duration of this Agreement is found to be unlawful, then the duration of THIS Agreement shall continue to extend for one (1) additional year or until terminated.

## 4. BILLING / INVOICING

Firm shall invoice Town bi-monthly on a time basis. Town shall pay such billings within fifteen (15) days of the date of receipt of the Firm's invoice.

## 5. TOWN'S PERFORMANCE STANDARDS

While receiving the services, Town employees and elected officials shall exercise the reasonable professional care and skill, and shall use reasonable diligence and good judgment in their working relationship with the Interim(s). The Town shall comply with the provisions of Town

Ordinances / Code, the policies and procedures adopted and used by the Town, the laws of the State of Arizona, #17 of this agreement, and all other applicable laws and regulations. Failure to do so may constitute breach, and Town shall furnish the Firm with all data, information and other supporting services necessary for Firm to provide the services provided for herein.

## 6. FIRM'S PERFORMANCE STANDARDS

While performing the services, Firm and any Interim Professional shall exercise the reasonable professional care and skill customarily exercised by reputable members of Firm' s or Interim Professional' s profession, and shall use reasonable diligence and best judgment while exercising its professional skill and expertise. The Firm and the Interim Professional shall comply with the provisions of the laws of the State of Arizona, the Ordinances of the Town, the policies and procedures adopted and used by the Town, and any formal actions of the Town Council / Commission and all other applicable laws and regulations.

Firm shall be responsible for all errors and omissions Firm or any Interim Professional commits in the performance of this Agreement that are a breach of this standard.

## 7. CONFIDENTIALITY

The Firm, and any Interim Professional or individuals hired by Firm, agree not to disclose to any other person or entity (unless required by law) any confidential information concerning Town matters during and after this Agreement. Interim Professionals will refrain from activities that are harmful to the image of the Town and the Firm. In the implementation of the assignment the expert will adhere to "The values and policies or Municipal Solutions" which are an integral part of this agreement (see Exhibit B).

## 8. NOTICES

All notices to the other party required under this Agreement shall be in writing and sent by first class certified mail, postage prepaid, return receipt requested, addressed to the following personnel:

To the Town:                      Town: Dewey -Humboldt  
    Mayor / Town Manager: \_\_\_\_\_  
    Address: \_\_\_\_\_  
    City, State, Zip: \_\_\_\_\_

To the Firm:                      Municipal Solutions, LLC  
    Attn: David A. Evertsen, CEO & Principal  
    875 So. Estrella Parkway #5038  
    Goodyear, AZ 85338

## 9. TERMINATION

This Agreement may be terminated by either party upon thirty (30) days written notice. If this Agreement is terminated, Firm shall be paid for services performed to the date of receipt of such termination notice. In the event of such termination, Firm shall deliver to Town all work in any state of completion at the date of effective termination.

## 10. SUBCONSULTANTS

Firm agrees that it is fully responsible to Town for the acts and omissions of its subconsultants and of persons either directly or indirectly employed by them as it is for the acts and omissions of persons directly employed by Firm. Nothing contained in the Agreement shall create any contractual relations between any Firm, Interim Professionals and Town.

## 11. RECORDS

Records of Firm's labor, payroll, and other costs pertaining to this Agreement shall be kept on a generally recognized accounting basis and made available to Town for inspection on request. Firm shall maintain records for a period of at least two (2) years after termination of this Agreement, and shall make such records available during that retention period for examination or audit by Town personnel during regular business hours.

## 12. INSURANCE

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Firm, its agents, representatives, or employees.

### Minimum Scope and Limits of Insurance

Consultant shall maintain limits no less than:

- *\$1,000,000 General Liability (including operations, products and completed operations) per occurrence for bodily injury, personal injury and property damage at least as broad as Insurance Services Office (ISO) Commercial General Liability coverage (occurrence Form CG 00 01).*
- *\$1,000,000 Automobile Liability per accident for bodily injury or property damage at least as broad as ISO Form CA 00 01 covering Automobile Liability, code 1 (any auto).*
- *\$1,000,000 Employer's Liability per accident for bodily injury or disease.*
- *\$1,000,000 Errors & Omissions Liability appropriate to the consultant's profession. Architect's and Engineer's coverage is to be endorsed to include contractual liability.*

If the Firm maintains higher limits than the minimums required above, the entity shall be entitled to coverage at the higher limits maintained by the Firm.

### Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the entity.

### Other Insurance Provisions

The general liability policy and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

- The entity (Town), its officers, officials, employees, and volunteers are to be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the consultant; and with respect to liability arising out of work or operations performed by or on behalf of the Firm.
- For any claims related to this project, the Firm's insurance coverage shall be primary

insurance as respects the entity, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the entity, its officers, officials, employees or volunteers shall be excess of the Firm's insurance and shall not contribute with it.

- Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the entity.
- Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under state law.

#### Acceptability of Insurers

Insurance is to be placed with admitted insurers with a current AM Best's rating of no less than A:VII, unless otherwise acceptable to the entity.

#### Verification of Coverage

Firm shall furnish the entity with copies of original certificates and endorsements, including amendatory endorsements, effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the entity before work commences; however, failure to do so shall not operate as a waiver of these insurance requirements. The entity reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

#### Subcontractors

The Firm shall include all Interim Professionals as insureds under its policies or shall furnish separate certificates and endorsements for each subcontract Interim Professional. All coverages for subcontract Interim Professional shall be subject to all of the requirements stated herein.

### **13. EXCLUSIVITY / NON-EXCLUSIVITY**

Nothing in this Agreement shall imply Town is obligated to obtain the services described herein with only this particular Firm.

### **14. UNCONTROLLABLE FORCES**

Town and the Firm shall exert all efforts to perform their respective responsibilities under this Agreement. However, neither party shall hold the other party responsible for inability to render timely performance if such inability is a direct result of a force beyond its control, including but not limited to the following: strikes, lockouts, embargoes, failure of carriers, inability to obtain transportation facilities, acts of God or the public enemy, or other events beyond the control of the other or the other's employees and agents.

### **15. MUTUAL INDEMNIFICATION:**

15.1 By the Firm: Firm waives all rights to claim, assert or recover from the Town, its representatives, agents, officers, employees, and any other individual(s), firm(s),

organization(s), or entities associated with the Town for any claims, liability, or actions which may result, in whole or in part, from the acts or omissions of the Town, its representatives, agents, officers, employees, and/or any other individual(s), firm(s), organization(s), or entities associated with the Town, other than for the other Parties' nonperformance pursuant to this Agreement. Further, the Firm agrees to defend, hold harmless and indemnify the Town, its officers, agents and employees from and against any and all claims, losses, damages, causes of action, suits and liability of every kind, including all expenses of litigation, court costs and attorney's fees, for injury or death to any person, arising in whole or in part from the gross negligence, fraud or willful misconduct of the Firm and / or Consultant, their agents or representatives, in the execution or performance of this Agreement. This indemnification shall be binding on the Firm and Firm's Consultants, agents, successors, and approved assignees.

15.2 By the Town: To the fullest extent permitted by law, and except as otherwise provided herein, Town shall defend, indemnify, and hold Firm, its officers and its employees, agents and subconsultant Interim Professionals harmless from any and all loss, damage, claim for damage, liability, expense, or cost, including reasonable attorneys' fees, which arise out of, or are in any way connected with any act or omission of Town, or its employees, agents or representatives in implementing the terms of or undertaken in fulfillment of the Town's obligations under this Agreement. The Town shall also defend, indemnify, and hold Firm, its officers and its employees, agents and subconsultant Interim Professionals harmless from any and all loss, damage, claim for damage, liability, expense, or cost, including reasonable attorneys' fees, which arise out of, or are in any way connected with the acts of Firm or its employees, agents, or subconsultants while acting within the course and scope of providing services to Town under this Agreement; provided, however, that this indemnification shall not apply to any grossly negligent acts or omissions, willful misconduct or grossly negligent conduct whether active or passive, on the part of Firm. This section shall survive the expiration or early termination of the Agreement.

## 16. WAIVER OF TERMS AND CONDITIONS

The failure of the Town or the Firm to insist in any one or more instances on performance of any of the terms or conditions of this Agreement or to exercise any right or privilege contained herein shall not be considered as thereafter waiving such terms, conditions, rights or privileges, and they shall remain in full force and effect.

## 17. INDEPENDENT FIRM

It is expressly agreed and understood by and between the Town and the Firm that Interim Professionals are independent contractors working for the Firm and, as such, the Interim Professionals are not Town employees, and are not entitled to payment or compensation from the Town or to any fringe benefits to which other Town employees are entitled (other than as set forth herein). As an Independent Contractor to the Firm, the Interim Professionals are fully aware that they are solely responsible for payment of any and all income taxes, FICA, withholding, unemployment insurance, health insurance, disability insurance, life insurance, workers compensation insurance, or other taxes due and owing any governmental entity whatsoever as a result of this Agreement. As an Independent Contractor, Interim Professional

will not make any claim, demand of application to or for any right or privilege applicable to any officer or employee of the Town, including but not limited to workmen's compensation coverage, unemployment insurance benefits, social security coverage, or retirement membership or credit (other than as set forth herein).

Notwithstanding the foregoing, if applicable Town shall be responsible to pay any alternative pension contributions as required by state law that arise as a result of the Services provided hereunder; Town agrees that it shall otherwise pay no wages, salary or other forms of direct or indirect compensation, including employee benefits, to any employee of the Firm.

## **18. ARBITRATION**

In the event that there is a dispute hereunder which the parties cannot resolve between themselves, the parties agree to attempt to settle the dispute by nonbinding arbitration before commencement of litigation. The arbitration shall be held under the rules of the American Arbitration Association. The matter in dispute shall be submitted to an arbitrator mutually selected by Firm and the Town. In the event that the parties cannot agree upon the selection of an arbitrator within seven (7) days, then within three (3) days thereafter, the Town and the Firm shall request the presiding judge of the Superior Court in and for Maricopa County, State of Arizona, to appoint an independent arbitrator. The cost of any such arbitration shall be divided equally between the Town and the Firm. The results of the arbitration shall be nonbinding on the parties, and any party shall be free to initiate litigation subsequent to the final decision of the arbitrator. In the event either party brings any action for any relief, declaratory or otherwise, arising out of this Agreement or on account of any breach or default hereof, the prevailing party shall be entitled to receive from the other party reasonable attorneys' fees and reasonable costs and expenses, determined by the court sitting without a jury, which shall be deemed to have accrued on the commencement of such action and shall be enforced whether or not such action is prosecuted through judgment.

## **19. GOVERNING LAW AND VENUE**

The terms and conditions of this Agreement shall be governed by and interpreted in accordance with the laws of the State of Arizona. Any action at law or in equity brought by either party for the purpose of enforcing a right or rights provided for in this Agreement, shall be tried in a court of competent jurisdiction in Maricopa County, State of Arizona. In the event either party shall bring suit to enforce any term of this Agreement or to recover any damages for and on account of the breach of any term or condition in this Agreement, it is mutually agreed that the prevailing party in such action shall recover all costs including: all litigation and appeal expenses, collection expenses, reasonable attorneys' fees, necessary witness fees and court costs to be determined by the court in such action.

## **20. OWNERSHIP OF RECORDS AND REPORTS**

All of the files, reports, documents, information and data prepared or assembled by Firm under this Agreement shall be and remain the property of Town and shall be forwarded to Town at any time Town requires such papers.

**21. LICENSES AND PERMITS**

Firm represents and warrants that any license or permit necessary to perform Services under this Agreement is current and valid. The Firm understands that the activity described herein may constitute "doing business in the Town of..." and the Firm agrees to obtain any necessary business tax license of the Town, Town's Town Code and keep such license current during the term of this Agreement. Any activity by subconsultants within the corporate Town limits, will invoke the same business tax regulations on any subconsultants, and Firm ensures its subconsultant will obtain any required business tax license. Failure of Firm to obtain said permits prior to the commencement of its work shall mean breach of this agreement.

**22. NONASSIGNMENT**

This Agreement has been entered into based upon the personal reputation, expertise and qualifications of Firm. Neither party to this Agreement shall assign its interest in the Agreement, either in whole or in part. Firm shall not assign any monies due or to become due hereunder without the prior written consent of Town.

**23. ENTIRE AGREEMENT**

This Agreement and any attachments represent the entire agreement between Town and Firm and supersede all prior negotiations, representations or agreements, either express or implied, written or oral. It is mutually understood and agreed that no alteration or variation of the terms and conditions of this Agreement shall be valid unless made in writing and signed by the parties hereto. Written and signed amendments shall automatically become part of the Supporting Documents, and shall supersede any inconsistent provision therein; provided, however, that any apparent inconsistency shall be resolved, if possible, by construing the provisions as mutually complementary and supplementary.

**24. SEVERABILITY**

The invalidity in whole or in part of any provision hereof shall not affect the validity of any other provision hereof and this Agreement shall remain in full force and effect except as to such invalid provision.

**25. CONFLICTS OF INTEREST**

Municipal Solutions' employees, agents, consultants, analysts and Interim Professional adhere to the International Town / County Managers Association (ICMA) Code of Ethics, and company policy (Exhibit B), to represent the company using the highest professional standards. The Town understands that the Firm has ongoing commitments, contracts and personal interests outside the terms of this Agreement. Pursuant to State Statute, the Firm agrees to avoid and or disclose any potential conflicts which might prohibit the Firm or Consultant from performing the duties as assigned. In the foregoing event, the Town may terminate this Agreement as described in Section 9.

**26. AMERICANS WITH DISABILITIES ACT**

This agreement is subject to all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S. C. 1.2101-12213) and all applicable federal regulations under the Act, including 28 CFF Parts 35 and 36. (Non-Discrimination: The Firm shall comply with Executive Order 99-4, which mandates that all persons, regardless of race, color, religion, sex,

age, national origin or political affiliation shall have equal access to employment opportunities, and all other applicable state and federal employment laws, rules and regulations, including the Americans With Disabilities Act. The Firm shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, age, national origin or political affiliation or disability.)

## **27. STATEMENT OF NON-SUSPENSION OR DISBARRMENT**

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Firm acknowledges, by signature to this agreement, that:

- Firm is not currently suspended or debarred from contracting with the federal government, any of its agencies or any state or any of their political subdivisions;
- Firm's principals, agents, and consultants are not currently suspended or debarred from contracting with the federal government, any of its agencies or any state or any of their political subdivisions;

## **28. UNDOCUMENTED WORKERS**

Firm understands and acknowledges the applicability to it of the Immigration Reform and Control Act of 1986. Under the provisions of appropriate state laws, Firm hereby warrants to the Town that the Firm and each of its subconsultants ("subconsultants") will comply with, and are contractually obligated to comply with, all Federal and Immigration laws and regulations that relate to their employees and applicable State Statutes (Arizona Revised Statutes A.R.S.) (hereinafter "Immigration Warranty"). A breach of the Immigration Warranty shall constitute a material breach of this Agreement and shall subject the Firm to penalties up to and including termination of this Agreement at the sole discretion of the Town. The Town retains the legal right to inspect the papers of any Firm or subconsultant employee who works on this Agreement to ensure that the Firm or subconsultant is complying with the Immigration Warranty. Firm agrees to assist the Town in regard to any such inspections. The Town may, at its sole discretion, conduct random verification of the employment records of the Firm and any of subconsultant to ensure compliance with Immigration Warranty Firm agrees to assist the Town in regard to any random verification(s) performed.

Neither the Firm nor any subconsultant shall be deemed to have materially breached the Immigration Warranty if they establish that it has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by Arizona Revised Statutes A.R.S.. The provisions of this paragraph must be included in any contract the Firm enters into with any and all of its subconsultant who provide services under this Agreement or any subcontract. "Services are defined as furnishing labor, time or effort in the State of Arizona by a subconsultant of the Firm.

## **29. NON-COLLUSION / NO KICK-BACK CERTIFICATION**

Firm warrants that it has not colluded with any individual or company, and that no person has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage or contingent fee. For breach or violation of this warranty, the Town shall have the right to annul this Agreement without

Town warrants that no member of the Town Council/ Town Commission or any employee of the Town has an interest, financially or otherwise, in the Firm or it's officers, agents, consultants, analysts or Interim Professionals other than under this Agreement. For breach or violation of this warranty, the Firm shall have the right to annul this Agreement without liability, or at its discretion to add additional compensation to be paid Town hereunder, the full amount of such commission, percentage, brokerage or contingent fee.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their duly authorized representatives as of the day and year first above written.



**MUNICIPAL SOLUTIONS**  
EFFICIENCY. TECHNOLOGY. SAFETY.

**Municipal Solutions, LLC**

\_\_\_\_\_  
David A. Evertsen, CEO & Principal  
875 So. Estrella Parkway #5038  
Goodyear, AZ 85338

**Town of Dewey Humboldt**, a municipal corporation in the State of Arizona.

*Edward J. Hambe Jr.*  
Mayor, Town Manager or Designee

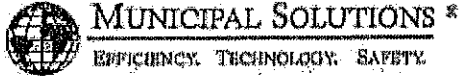
ATTEST

*Beth A. Evans*  
TOWN CLERK or authorized  
APPROVED AS TO FORM

*Kay Bigelow*  
Kay Bigelow, Bigelow Law Offices, PLC  
TOWN ATTORNEY

Town warrants that no member of the Town Council/ Town Commission or any employee of the Town has an interest, financially or otherwise, in the Firm or it's officers, agents, consultants, analysts or Interim Professionals other than under this Agreement. For breach or violation of this warranty, the Firm shall have the right to annul this Agreement without liability, or at its discretion to add additional compensation to be paid Town hereunder, the full amount of such commission, percentage, brokerage or contingent fee.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their duly authorized representatives as of the day and year first above written.



Municipal Solutions, LLC

Digitally signed by David A. Evertsen, CEO  
DN: cn=David A. Evertsen, CEO, o=Municipal Solutions  
LLC, ou=Principal  
\*Email=davevertsen@municipalsolutions.org, c=US  
Date: 2020.11.18 23:12:28 +0100

David A. Evertsen, CEO & Principal  
875 So. Estrella Parkway #5038  
Goodyear, AZ 85338

Town of Dewey Humboldt, a municipal corporation in the State of Arizona.

Mayor, Town Manager or Designee

ATTEST

TOWN CLERK or authorized  
APPROVED AS TO FORM

Kay Bigelow, Bigelow Law Offices, PLC  
TOWN ATTORNEY

**EXHIBIT A TO FIRM AGREEMENT***To be discussed and completed with for Interim Assignment***Town:** Town of Dewey Humboldt**Services:** Interim Town Manager, *Jim Thomas***Expected Commencement Date for Engagement:** December 1 –February 28**Expected Work Performance:** Monday through Friday on-site, however schedule flexibility will be expected. Interim will be available for staff and elected officials by telephone 24/7.**Fees:** Town shall pay to our Firm the Fees set forth below, in consideration of the Services rendered by our Firm detailed below:

<b>Compensation</b>	<b>Details</b>
Interim Manager	The Town shall pay Firm \$9,500 for Interim Manager's compensation each month during which the Firm is contracted to provide services to the Town.
Service Fee	The Town shall pay Firm \$1,000 Firm's Service Fee each month during which the Interim Town Manager provides Services to the Town.
Lodging	The Town shall <u>not</u> provide the Firm housing, or housing allowance, for the Interim beyond what is provided in Miscellaneous Expenses below.
Mileage Reimbursement	Town shall reimburse the Firm the consultant's mileage at a rate of \$.55 per mile when using personal vehicle to conduct business outside of the Town.
Air Travel	Town shall provide <u>no</u> air-travel reimbursement other than the Miscellaneous Expense allowance provided below.
Business-related Expenses	Town shall reimburse the Firm for consultant's business-related expenses as all other employees per existing Town personnel and finance policies and practices.
Miscellaneous Expenses	The Town shall pay Firm \$1,500 per month – at the beginning of each month for Miscellaneous Expenses which may be used by the Interim to supplement (but not limited to) lodging, travel or mileage reimbursement.

The Services Fees set forth above shall increase by five percent (5%) on 1 January 2022 annually thereafter. Services Fees may be prorated by the Firm as appropriate. If Town expressly approves or requests that a consultant's work overtime hours, and if the Firm is required to pay such Consultant overtime rates for such work, Town hereby agrees that its rates for such Consultant with respect to such overtime hours shall be 1.5 times the Services Fees rates set forth above.

**Term:** This Schedule shall commence upon its stated Commencement Date and shall continue until December 1, 2020 and shall continue month to month after said date if mutually agreed upon in writing. After, this date, the schedule may be extended by:

- a. by the Town in the event that services are requested for a longer period of time;
- b. rate shall be a simple extension of the existing agreement and expected completion date reduced to writing and approved by both the Town and Firm (or unless otherwise agreed in writing); and
- c. availability and approval of the Interim Professional.

Schedule may be terminated either:

- a. by either party without cause by providing the other party 30 days' prior written notice of termination; or
- b. by either party with cause by providing the other party at least fifteen (15) days' prior written notice of termination for cause, provided that if the party giving such notice agrees that such cause has been cured during the first seven (7) days of such notice period then such notice of termination shall have no force or effect. It is understood and agreed that if for any reason the Consultant originally appointed cannot perform his duties, the Town, in its sole discretion, may terminate this Agreement or request that Firm provide a substitute. Should the Town terminate this agreement without cause before, Town shall pay to the Firm as a termination fee of fifty percent (50%) of the Services Fee set forth above for each week remaining between the date of Town' s early termination.

IN WITNESS WHEREOF the parties have executed this Schedule, effective on the Effective Date described above.

Town: Town of Dewey Humboldt

Agreed and Accepted:

**Municipal Solutions llc**

*David A. Evertsen, CEO & Principal*

*David A. Evertsen*  
 Date: \_\_\_\_\_  
 Digitally signed by David A. Evertsen, CEO  
 DN: cn=David A. Evertsen, CEO,  
 o=Municipal Solutions LLC, ou=Principal,  
 email=davevertsen@municipalsolutions.or  
 g, c=US  
 Date: 2020.11.30 21:53:56 +0100'

**Interim Town Manager**

*Jim Thomas*  
*Jim Thomas*

Date: 11/30/2020

**Town Manager or Mayor**

*Mayor Terry Nolan*

*Terry Nolan*

Date:

11/30/2020

*Interim* **Town Clerk or Town Attorney (as to form only)**

*Bob Evans*

Date: 11/30/2020

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- a. by the Town in the event that services are requested for a longer period of time;
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- b. by either party with cause by providing the other party at least fifteen (15) days' prior written notice of termination for cause, provided that if the party giving such notice agrees that such cause has been cured during the first seven (7) days of such notice period then such notice of termination shall have no force or effect. It is understood and agreed that if for any reason the Consultant originally appointed cannot perform his duties, the Town, in its sole discretion, may terminate this Agreement or request that Firm provide a substitute. Should the Town terminate this agreement without cause before, Town shall pay to the Firm as a termination fee of fifty percent (50%) of the Services Fee set forth above for each week remaining between the date of Town' s early termination.

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Town: Town of Dewey Humboldt

Agreed and Accepted:

**Municipal Solutions Ilc**

*David A. Evertsen, CEO & Principal*

Date:

**Town Manager or Mayor**

*Mayor Terry Nolan*

Date:

*11/30/2020*

**Interim Town Manager**

*Jim Thomas*

Date: *11/30/2020*

*Interim* **Town Clerk or Town Attorney (as to form only)**

*Ruth Evans*

Date: *11/30/2020*

Approved as to form:

*Interim*

Town Clerk or Town Attorney (as to form only)

*Beth Evans*

Date: *11/30/2020*

## EXHIBIT B: THE VALUES AND POLICIES OF MUNICIPAL SOLUTIONS LLC

Municipal Solutions is committed to strengthening local government worldwide. With this mission in mind MS has formulated values and policies that steer the operation of our organization.

- I. **Code of Conduct.** *Wherever we operate we aim for the highest standards of performance and behavior in everything we do, according to certain principles that shall govern the conduct of every employee and expert of Municipal Solutions. (See Code of Conduct below). We are aware that statements on paper are not sufficient to avoid condemnable behavior so we see the Code of Conduct as an instrument which is only useful if we discuss the mentioned values when we are confronted with dilemma's in the daily practice of our work. The management will review annually our attention for the values expressed in the Code of Conduct.*
- II. **Human Resources.** *Our Analysts, Senior Analysts, Consultants and Board Members are central to everything we do. Municipal Solutions will invest in skills and talents of their employees through ongoing training and development.*
- III. **Security and Safety.** *We take security and safety very seriously. That is why we have a well elaborated security and safety policy to protect our employees and experts on assignments around the world.*
- IV. **Sustainable Entrepreneurship.** *We want to contribute to sustainable growth that is why we operate in a way that minimizes negative environmental impact and maximizes positive social impact.*

### Code of Conduct Municipal Solutions

1. We are dedicated to the concepts of effective, efficient local government service delivery and strive to assist local governments globally to fulfill their stewardship to the residents of the communities served.
2. We affirm the dignity and worth of the services rendered by democratic government and maintain a constructive, creative, and practical attitude to local government affairs and a deep sense of social responsibility.
3. We know that we are the ambassadors of Municipal Solutions. We are dedicated to the highest ideals of honor, integrity and trustworthiness in all public and personal relationships, which means amongst other things that the use of illegal drugs, excessive consumption of alcohol, sexual harassment and bribery are prohibited in all circumstances. We are fair and do not discriminate.
4. We strive to achieve the highest quality, effectiveness and dignity in both the process and the products of our professional work. We only accept an assignment if we are able to offer the know-how and qualifications to fulfill. We are straight and clear in our accountability for the results and failures of our work. We are open for criticism and see that as a stimulus for improving the quality of work.
5. We acquire and maintain professional competence, share information with our colleagues, and accept and provide appropriate professional review.
6. We listen carefully to our clients, partners and contracting agents in order to be able to understand and address their real needs.

7. We know that we are doing our work on the request of our clients. We respect cultural values, sensitivities and national laws of the country in which we work. We stick to contracts, agreements, and assigned responsibilities.
8. We honor property rights including copyrights and patent and give proper credit for intellectual property. We respect the privacy of others and honor confidentiality.
9. We are aware that we sometimes work under difficult or dangerous circumstances and we fully comply with the 'Security and Safety Policy' of Municipal Solutions.
10. We uphold and promote the principles of this Code.

When becoming aware of a possible violation of the Municipal Solutions Code of Conduct by staff or experts of the organization, people are encouraged to report the matter to Municipal Solutions. In reporting the matter people may choose to go on record as the complainant or report the matter on a confidential basis. Reports of violation can be sent to our CEO and Principal, David Evertsen: 623 207-1309 via Email: [devertsen@municipalsolutions.org](mailto:devertsen@municipalsolutions.org)



## COUNCIL COMMUNICATION

Regular Council Meeting Date: **December 15, 2020**

Agenda Item: **10.B.**

**Submitted by:** Jim Thomas, Interim Town Manager

**Subject:** Discussion and possible action on giving Non-Exempt Staff (Part-time and Full-time) two additional paid days off for December; 12/24/2020 and 12/31/2020.

**Background:** This year Christmas Day and New Year's Day both fall on Friday. Due to our current Staffing situation at Town Hall, Town Hall is temporarily closed on Friday. Staff has been filling in for the positions that need to be filled with added workloads and extra hours and are requesting to have the two additional paid days off to spend with their families during the holidays.

**Research – Holiday Schedules from other Cities and Towns:**

- 1) Maricopa (noon on the 24<sup>th</sup>), Tolleson and Youngtown will be closed December 24 and will reopen on January 4.
- 2) Douglas is usually only closed on December 25 and January 1; however, the City Manager decided to close on December 25 and reopen on January 4.
- 3) Apache Junction, Kingman and Page have a 4/10 work schedule with Fridays off. This year they will be closed December 24 and December 31.
- 4) Fountain Hills has a 4/10 work schedule with Fridays off. Holidays are December 25 and January 1.
- 5) Queen Creek has a 4/10 work schedule with Fridays off. This year they will be closed on December 24, since Christmas falls on Friday. For January 1, they are giving employees a 10-hour floating holiday to use at their discretion during 2021 since Town offices are closed on Fridays.
- 6) Safford will be closed December 24-25 and December 31-January 1.
- 7) Bullhead City will close at noon on December 24-25 and noon on December 31-January 1.
- 8) Clarkdale added Christmas Eve last year, so they will be closed on December 24-25 and January 1.
- 9) Show Low added 4 hours off on Christmas Eve and New Year's Eve when they fall Monday through Thursday.
- 10) Litchfield Park, Prescott Valley and Sierra Vista will be closed December 24-25 and January 1.
- 11) The following Cities, Towns and Yavapai County are closed only December 25 and January 1:  
Chandler, Chino Valley, Cottonwood, Eagar, Florence, Jerome, Mesa, Lake Havasu, Phoenix, Sahuarita, Sedona, Winslow

**Financial Impact:**

No direct impact on finances due to a reduction in Staff.

**Direction Requested:**

Staff is seeking Council approval of the additional paid days off.

**Suggested Motion:**

I move to approve giving Non-Exempt Staff (Part-time and Full-time) two additional paid days off for December; 12/24/2020 and 12/31/2020.

Town of Dewey-Humboldt  
P.O. Box 69  
Humboldt, AZ 86329  
Phone: 928-632-7362 | Fax: 928-632-7365  
[www.dhaz.gov](http://www.dhaz.gov)

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**Town of Dewey-Humboldt  
2021 Holidays and Scheduled Meeting Dates**

**Holidays**

New Year's Day	01-01-21	Friday
MLK Day	01-18-21	Monday
President's Day	02-15-21	Monday
Memorial Day	05-31-21	Monday
Independence Day	07-04-21	Monday, July 5 (observed)
Labor Day	09-06-21	Monday
Veterans' Day	11-11-21	Thursday
Thanksgiving Day	11-25 & 26-21	Thursday and Friday
Christmas Day	12-25-21	Friday, December 24 (observed)
New Year's Day	01-01-22	Friday, December 31 (observed)

**2021 Scheduled Meeting Dates**

**Council Meeting Dates** – Regular Council meetings are held on the first and third Tuesday of each month; Study Sessions are held on the second Tuesday of each month. All Council meetings begin at 6:30 p.m. and are held in the Council Chambers, 2735 South Highway 69, Suite 10, Humboldt, AZ 86329. Please check Town website as meetings may be held by technological means and not at the before-mentioned physical location because of COVID 9 pandemic.

**Planning and Zoning Advisory Commission (“P&Z”) Meeting Dates** – P&Z meets on the first Thursday, after the first Tuesday of each month. Meetings begin at 6:00 p.m. and are held in the Council Chambers, 2735 South Highway 69, Suite 10, Humboldt, AZ 86329. Please check Town website as meetings may be held by technological means and not at the before-mentioned physical location because of COVID 9 pandemic.

<b>Council Meetings</b>		<b>Council Meetings (continued)</b>		<b>P&amp;Z Meetings</b>
Date	Type	Date	Type	Date
01-05-2021	Regular	07-20-2021	Regular	01-07-2021
01-12-2021	Study Session	08-03-2021	Regular	02-04-2021
01-19-2021	Regular	08-10-2021	Study Session	03-04-2021
02-02-2021	Regular	08-17-2021	Regular	04-08-2021
02-09-2021	Study Session	09-07-2021	Regular	05-06-2021
02-16-2021	Regular	09-14-2021	Study Session	06-03-2021
03-02-2021	Regular	09-21-2021	Regular	07-08-2021
03-09-2021	Study Session	10-05-2021	Regular	08-05-2021
03-16-2021	Regular	10-12-2021	Study Session	09-09-2021
04-06-2021	Regular	10-19-2021	Regular	10-07-2021
04-13-2021	Study Session	11-02-2021	Regular	11-04-2021
04-20-2021	Regular	11-09-2021	Study Session	12-09-2021
05-04-2021	Regular	11-16-2021	Regular	
05-11-2021	Study Session	12-07-2021	Regular	
05-18-2021	Regular	12-14-2021	Study Session	
06-01-2021	Regular	12-21-2021	Regular	
06-08-2021	Study Session			
06-15-2021	Regular			
07-06-2021	Regular			
07-13-2021	Study Session			

A copy of the agenda for each meeting will be available at Dewey-Humboldt Town Hall (2735 South Highway 69), Chevron Station (2735 South Highway 69), Blue Ridge Market (210 South Highway 69), and online at [www.dhaz.gov](http://www.dhaz.gov) at least twenty-four 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

**RECEIVED**  
DEC 02 2020  
Dewey-Humboldt

**COUNCIL AGENDA ACTION REQUEST FORM**

Meeting Type:  Regular       Special       Work Session

Meeting Date: DECEMBER 8TH OR DECEMBER 15TH 2020

Date of Request: DECEMBER 15TH 2, 2020

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):

HAS THE CAARF PROCESS CHANGED? THREE  
CAARF'S WERE SUBMITTED ON NOVEMBER 20,

Purpose and Background Information (Detail of requested action). 2020

IS THERE A REASON THESE WERE NOT  
PRESENTED?

Staff Recommendation(s): \_\_\_\_\_

Budgeted Amount: 0

List All Attachments: \_\_\_\_\_

Type of Presentation: ORAL

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

Contact Person: KAREN BROOKS

**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.**

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## COUNCIL COMMUNICATION

Regular Council Meeting Date: **December 15, 2020**

Agenda Item: **10.E.**

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**Submitted by:** Kay Bigelow, Town Attorney

**Subject:**

Discussion and possible action on removal of the 2009 General Plan revision and any associated procedures from “Controversial Issues” that have been suspended from consideration during Emergency Proclamation limiting physical meetings due to COVID 9 pandemic.

**Background:**

Before the following four Agenda items regarding the General Plan revision can be heard, the Town Council must remove the General Plan from the Controversial Issues list and allow it to actively process and consider the revision of the existing General Plan.

**Financial Impact:**

None at this time other than contractual obligations of Town’s Agreement with General Plan Consultant, PLAN \*et Communities.

**Direction Requested:**

**Suggested Motion:**

I move to take the General Plan off the list of Controversial Issues postponed during the COVID 9 pandemic and allow it to be processed through Town processes.

Or

I move to keep the General Plan on the list of Controversial Issues until future removal by the Town Council.

**Attachments:**

Consulting Agreement with PLAN \*et Communities

Town Council Regular Meeting Packet and Minutes dated May 5, 2020 and June 16, 2020

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
REGULAR COUNCIL MEETING MINUTES  
MAY 5, 2020, 6:30 P.M.**

**A REGULAR COUNCIL MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, MAY 5, 2020, AT TOWN HALL AT 2735 S. STATE ROUTE 69, DEWEY-HUMBOLDT, ARIZONA. THE MEETING WAS HELD VIA ZOOM VIDEO/TELECONFERENCE. MAYOR TERRY NOLAN PRESIDED.**

1. **Call To Order** Mayor Nolan called the meeting to order at 6:30 p.m.
2. **Roll Call** Town Councilmembers Karen Brooks, Lynn Collins, John Hughes, Mark McBrady, Victoria Wendt, Vice Mayor Amy Lance and Mayor Terry Nolan were present. **Town Clerk Note** (as required by Public Body Rules of Policies and Procedures PG No. TC12-01): Town staff implemented and tested Zoom Video Communications – Pro prior to the first Council Meeting at which Zoom was utilized. Permissions in Zoom prevented the use of a chat feature, to ensure that members could not communicate except for verbally to all members. The first page of the agenda included instructions for public participation via video or calling in to the meeting; members of the public were also able to submit comments via email to the Town Clerk to be read at the meeting. After the meeting, Town staff downloaded the meeting video from Zoom. Additionally, Town staff attended the meeting in the Council Chambers and utilized the video recording system; the video recording system recorded all audio from the Council discussions and actions, and video of staff.
3. **Pledge of Allegiance** Mayor Nolan led the Pledge.
4. **Invocation** Given by Vice Mayor Lance.
5. **Protocol for Participating in the Council Meeting via Zoom** (Ed Hanks, Town Manager)  
Ed Hanks, Town Manager, gave an overview of using Zoom during the meeting.

6. **Announcements regarding Town 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. Pursuant to the Arizona Open Meeting Law, the Town Council may present a brief summary of current events; however, the Council may not discuss, deliberate, or take legal action on any matter in the summary.

**D. Proclamation – declaring May 3, 2020 through May 9, 2020 as Municipal Clerks Week (item taken out of order)**

Mayor Nolan read a proclamation declaring May 3, 2020 through May 9, 2020 as Municipal Clerks Week and announced that May is Military Recognition Month.

**A. Council announcements about outside meetings and committees**

Mayor Nolan attended a meeting on May 5, 2020 about developing literature for Congress to get money for road improvements in Arizona; these are ongoing meetings and there will be a meeting next week.

Councilmember Brooks attended the Co Operators Countywide Communication meeting on COVID-19 on April 30, 2020 and May 5, 2020 and provided updates including: Yavapai County's total positive cases increased by 40 cases due to the Mingus Mountain Girls Academy; Yavapai County's second death was a counsellor for inmates at Verde Valley and contact tracing has been done; and, Yavapai County and Arizona have not reached the peak yet. She attended the April 27, 2020 meetings of the Central Yavapai Fire District and Central Arizona Fire and Medical Authority ("CAFMA"); updates include that no staff has tested positive; there have been fewer car accidents; and, there is still a huge time lapse on getting ambulance to assist. She encouraged everyone to recheck their voter registration and noted important election dates, including: July 6 - voter registration deadline; July 8 - first day early ballots are mailed; August 4 - Primary Election Day; October 5 - voter registration deadline for the General Election; and, November 3 - General Election Day. Councilmember Brooks also spoke relating to the Spring Cleanup Days, May 26-29, 2020, being in a different location and requested signs on Main Street to direct people to the correct location. She also noted that people who only have a Post Office Box will not receive the Census forms and encouraged advertising the Census 2020 phone number, 844-330-2020.

Mayor Nolan spoke relating to his petitions being challenged in Court; having collected 59 signatures when 33 were needed; that his name will not be on the ballot due to signatures being disqualified; there being two candidates on the ballot for three Town Council seats; and, having contemplated for a long time about not running.

- B. Presentation and Council discussion on the Future of Yavapai College, by Rodney Jenkins, Yavapai College Vice President of Community Relations & Student Development and Richard Hernandez, Director, Economic Development.**

Rodney Jenkins and Richard Hernandez, Yavapai College, gave a PowerPoint presentation on the future of Yavapai College ("College"). Mr. Jenkins spoke relating to the COVID-19 pandemic, including: the College working with the community to ensure enrollments didn't dip; enrollments being up by 36%; using COVID-19 funding to provide free tuition for the summer; and the percent of classes being offered online. All students who took classes in spring can take up to six credits for free in summer. The College is looking at how to disrupt technologies to become the Community College of the future; in the fall, the College will be launching Open Educational Resources ("OER"). OER is real-time electronic material with no printed textbook, allowing students to be taught on real-time issues and resulting in savings to students of approximately \$1,600 per semester. The College is trying to increase Hispanic student enrollment and is working to help people who took some coursework but had something interrupt their education. The College added a process so that there is an adviser every step of the way to assist students.

Mr. Hernandez spoke relating to the District Governing Board's Strategic Plan, which includes helping with economic development in Yavapai County. The vision is to educate young people and provide them with an opportunity to use that education in a job that supports their families. The College recently started advancing its 3D printing program. He discussed the printers and how they function; the College has purchased two, one large enough to print up to a 2,000 square foot home and one that is in a classroom environment. A livable, attainable home can be printed in about a month for about half the cost of a traditional house. Mr. Hernandez played a Youtube video relating to the Vulcan II printer from Icon and noted that the College has partnered with MudBots.

The Regional Economic Development Center ("REDC") was asked by the Governor to participate on the task force for the design of the reopening. The REDC is undergoing a proposed expansion and wants to build a 30,000 square foot building within the County, not on the College campus; the REDC will be an affiliate of the College, with no taxpayer money. The REDC will house the Small Business Development Center ("SBDC") and will have a strong focus on jobs of the future. The REDC has visited federal agencies, the Governor's Office, and others, all of whom received the proposal with a strong commitment of support.

Mayor Nolan asked about installing electricity, doors and windows, and foundations; Mr. Hernandez responded that the foundation is traditional and the printer will print around the stub-ups; electrical will still be done by an electrician. The printer stops printing and prompts to lay the conduit; once that is done, it starts printing again. The building only takes a few hours, though it needs time to cure; the cost without electrical and plumbing for a 2,000 square foot house is less than \$100,000.

In response to Councilmember Brooks, Mr. Jenkins stated that around 40% of the students who get their Associates Degree go on to get a four-year degree; most of the students enter the workforce.

Councilmember Collins asked about support for small businesses; Mr. Hernandez confirmed that is done now; the SBDC provides business counselling, access to capital, workshops, and other services at no cost. Mr. Jenkins stated that the incubator supports existing businesses and the accelerator helps to flush out and build a business. The SBDC steps in when the business is ready to be on its own. Councilmember Collins asked if a site has been found for the REDC. Mr. Jenkins responded that a site has not yet been found; the College is trying to get the funding in place first, and then will talk to communities about the appropriate location.

In response to Councilmember Hughes, Mr. Hernandez stated that the R Factor on the buildings can be almost whatever is wanted; the air gap can create a 19R value, which can be added to.

**10.A. Discussion and possible action to approve a structure for the General Plan Steering Committee (item taken out of order) (Staff CC)**

Mr. Hanks noted that staff requested this item be moved up, to set the structure of the General Plan Steering Committee ("Committee"), such as the number of people on the Committee.

Mayor Nolan spoke relating to having six people who applied for the Committee; appointing them to the Committee and the Committee deciding who they want to Chair to be the Secretary; and, Mr. Blomgren not being able to be on the Committee if he will be on the Council.

Councilmember Collins spoke relating to the COVID-19 pandemic; the Committee not lending itself to virtual meetings; and, Mr. Blomgren being a good ambassador for the process.

Mayor Nolan spoke relating to there being an ordinance saying that Councilmembers won't serve on the Committee.

Councilmember Hughes asked what staff is requesting of Council. Mr. Hanks responded that he would like to see Council set the number of members and whether Council wants businesses or others involved.

Mayor Nolan spoke relating to letting the Committee get started and having others come in after.

Councilmember Hughes moved to approve the General Plan Steering Committee; seconded by Councilmember Wendt. Councilmember Hughes clarified that six resident voting members is fair if Council is in favor of it.

Vice Mayor Lance spoke relating to have an odd number of voting members and recommended either five or seven.

Councilmember Hughes amended his motion to five.

Councilmember Brooks spoke relating to making a motion that the Committee be composed of five resident voting members, with three to seven non-voting partners; and, that the committee have the roles and responsibilities outlined in the staff Council Communication in the Council packet. She also spoke relating to Mr. Blomgren, if elected, not taking a seat on Council until December, and, him being a valuable member.

Vice Mayor Lance asked about one of the applicants being a non-resident; Mayor Nolan confirmed that Mr. Lacey is a non-resident and would be a non-voting member.

Councilmember Collins spoke relating to having five members; and, her hope that Council comes up with a list of groups to include as non-voting members and not having seen a list of who they would be. Councilmember Collins and Mayor Nolan discussed needing to amend the ordinance as mentioned earlier; Kay Bigelow, Town Attorney, responded that a member would not be able to be on the Committee once they took office.

Vice Mayor Lance moved to make the Steering Committee members Christopher Baker... Mayor Nolan and Vice Mayor Lance discussed this item being to set the structure; and, the discussion about Mr. Blomgren as a member. Mr. Hanks clarified that the current item is for the overall number of members. There was further discussion.

The motion by Councilmember Hughes, with five voting members and three to seven as non-voting members (clarified by Councilmember Hughes) passed on a roll call vote 6-1. CM Brooks – aye; CM Collins – nay; CM Hughes – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye. **Town Clerk Note:** This motion was revisited and amended during agenda item 6.C. See page 4 for the amended motion.

**C. Review of applications and possible interview/appointment of applicants to the General Plan Steering Committee.** Applicants: Christopher Baker, Glen Blomgren, Mel Kuhnel, Judy Kerber, William Lacey (non-resident), Denise Rogers, Darrell Wyatt. Note: Since March 17, 2020, two applicants have withdrawn their applications.

Applicants Glen Blomgren, Judy Kerber, William Lacey and Darrell Wyatt were present.

The Council interviewed Darrell Wyatt. Mr. Wyatt stated his interest in the General Plan and that he would like to be involved. In response to the Council, Mr. Wyatt spoke relating to his background in business planning; the general philosophy in the existing General Plan appealing to him; there being opportunities to develop interesting things in Town; people residing in his area not relating to being a resident of Dewey-Humboldt; and, there being a need to develop more of a sense of community, such as developing Main Street. In response to the Council, Mr. Wyatt also spoke relating to having reviewed the existing General Plan in detail on the Planning and Zoning Advisory Commission; wanting to look at specific development ideas; and, measurement steps in the General Plan, such as an annual review of goals, that haven't been done on a regular basis.

The Council interviewed Glen Blomgren. Mr. Blomgren stated that in the Town there is a sentiment for keeping the Town friendly, open and rural, rather than high-density; the General Plan being well-written and well-conceived; and, one of his goals would be to try to make sure that there is follow-through. In response to the Council, Mr. Blomgren spoke relating to developing a tax base by identifying areas suitable for, and designated as, commercial development; needing to capture tourism and an opportunity to develop the historic value to where the Town could be a major destination; emphasizing and showcasing the rich history of mining and ranching; and, carefully developing the Town so people who drive by see that something is going on in the Town.

The Council interviewed Judy Kerber. Ms. Kerber stated that the General Plan hasn't been followed and the Town needs enthusiastic people who can recognize and act on the Town's abilities to pull in more revenues through tourism and emphasizing small businesses. She also spoke relating to retaining the rural atmosphere; trying to unite the different factions that make up the community; and, needing fewer restrictions on people's freedoms as long as it promotes the Town. In response to the Council, Ms. Kerber stated that she has lived here since 1992; she does not like homeowners associations ("HOAs"), does not want them in the Town and that she was involved with HOAs because she owned condos; a decision such as about a developer who wants an HOA needs to be made by a group of people; and, that the fact that she does not like HOAs doesn't necessarily mean that she would not be open to one.

The Council interviewed William Lacey. Mr. Lacey spoke relating to his history and involvement with the Town; having ideas of what he would like to see happen in the Town; the Town needing growth and facilities for young families. He also spoke relating to his experience developing properties and education; wanting residential areas to stay clean and quiet; designating areas where the Town would like development; developing Main Street while maintaining a distinct style; needing a grocery store; and, wanting to see growth with an appreciation of the history. In response to the Council, Mr. Lacey clarified that he has owned land in the Town for the past 50 years, though he doesn't live in the Town; the Town needing development guidelines for what is wanted for the Town; and, wanting to see the Town change the process for someone to change zoning and the General Plan. In response to the Council, Mr. Lacey also spoke relating to hoping that the Town doesn't do tract homes in large subdivisions; that HOAs can be used to maintain the rural atmosphere and quality of development; with strong enough building codes and development standards, there not being a need for HOAs; and, his experience with a General Plan Amendment in the past, and the process being cost prohibitive.

Councilmember Brooks moved to appoint Christopher Baker, Glen Blomgren, Mel Kuhnel, Judy Kerber, Denise Rogers, and Darrell Wyatt to the General Plan Steering Committee; seconded by Councilmember Collins.

In response to Mayor Nolan, Councilmember Brooks confirmed that she wanted to include William Lacey; however, he is a non-voting member. Councilmembers discussed Mr. Lacey's appointment. Ms. Bigelow spoke relating to the number of voting members in the motion.

Mayor Nolan requested an amendment to the motion to include Mr. Lacey. Discussion ensued.

Vice Mayor Lance spoke relating to the meetings being open to the public; and, Mr. Lacey being welcome to come to the meeting. In response to Vice Mayor Lance, Mr. Hanks confirmed that on agenda item 10.A., Council approved five to seven voting members with 3-7 non-resident, non-voting members.

Councilmember Wendt spoke relating to Ms. Rogers being a business owner.

Ms. Bigelow noted that Council could make a motion to reconsider the previous item.

Councilmember Brooks moved to amend the previous motion from five to six [voting members] on [agenda item] 10.A.; seconded by Councilmember Hughes. The motion passed on a roll call vote 7-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

Mr. Hanks restated the motion on the current agenda item as to appoint the six resident applicants as voting members and the non-resident as a non-voting member. Motion passed on a roll call vote 7-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

**D. Proclamation – declaring May 3, 2020 through May 9, 2020 as Municipal Clerks Week**

Item taken out of order. See page 1.

- 7. Public Comment on Non-agendized items** 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. According to the Arizona Open Meeting Law, Councilmembers 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, Councilmembers are forbidden from discussing or taking legal action on matters raised during Public Comment unless the matters are properly noticed for discussion and legal action. A **3 minute** per speaker limit shall be imposed. Everyone is asked to please be courteous and silent while others are speaking.

Mr. Hanks read a letter from Leigh Cluff with comments including: she checked all candidate nomination petitions and five were valid; two, Debra Snodgrass and Terry Nolan, were challenged in Court; Ms. Snodgrass withdrew her name from the ballot; Mayor Nolan was removed from the ballot by the Judge due to not having enough valid signatures. Comments also included: 17 signatures were disqualified by the County Recorder; signatures dated before the candidate filled out a Statement of Interest form were disqualified; on two petitions, the candidate omitted the name of the office being sought; the candidate had 26 qualified voters out of 54 signatures; and, these were the reasons that Mayor Nolan was withdrawn from the ballot.

- 8. Consent Agenda** All those items listed below are considered to be routine and may be enacted by one motion. Any Councilmember may request to remove an item from the Consent Agenda to be considered and discussed separately.

- A. Approval of Minutes of March 10, 2020 Study Session**
- B. Approval of Minutes of March 17, 2020 Regular Meeting**

Councilmember Brooks moved to accept the consent agenda items, minutes of March 10 and March 17, 2020; seconded by Councilmember Hughes. Motion passed on a voice vote 7-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

9. **Town Manager's Report** Update on Current Events. The Town Council may ask clarifying questions about any item listed on the agenda under Town Manager's Report, or ask that any item listed on the agenda under Town Manager's Report be placed on a future agenda for Council deliberation and action. No legal action will be taken on items listed under Town Manager's Report. From time to time, as authorized by A.R.S. § 38-431.02(K), the Town Manager may present a brief summary of a current event that, due to its timeliness, is not listed on the agenda. In such cases, the Town Council shall not propose, discuss, deliberate or take legal action on the matter.

**A. Town Manager's Report on the question of the eligibility of Councilmember Mark McBrady as a sitting Councilmember due to a question of voter registration** (from the April 21, 2020 Regular Meeting)

Mr. Hanks reported that following the April 21, 2020, Council Meeting, the Town Attorney and Town Manager looked into the voter registration question; it was a matter of needing to update the address in the voter registration record that has now been corrected. At no time was Councilmember McBrady not qualified as a Councilmember. He was on an inactive list and did not show up on the active voter registration list.

**B. Town Manager's Report on the question of Conflict of Interest/Financial Disclosure Statement requirements for members of Town boards, commissions and committees** (from the March 17, 2020 Regular Meeting)

Mr. Hanks noted that there was a question at a previous meeting; for Town boards, it has to be a direct Conflict of Interest and Financial Disclosure Statements are not required.

10. **General Business** Discussion and possible legal action may be taken. Agenda language may vary from that in CAARFs for Open Meeting Law purposes.

**A. Discussion and possible action to approve a structure for the General Plan Steering Committee** (Staff CC)

Item taken out of order. See pages 2-3 for discussion and action.

**B. Review, discussion and possible action to direct staff relating to existing Boards, Commissions, and Committees as set forth in Dewey-Humboldt Code of Ordinances Title III, Chapter 31.** Existing Boards, Commissions, and Committees for possible review, discussion and action include the Residential Values Advisory Committee, Planning and Zoning Advisory Commission, Board of Adjustment, Clean Town Committee, Groundwater Resource Advisory Committee, Environmental Issue Advisory Committee, and Open Space and Trails Committee. (Staff CC)

Mr. Hanks noted that in the ten years that he has worked with the Town, the only Committees that have had members are the Open Space and Trails Committee, the Planning and Zoning Advisory Commission and the Board of Adjustment. If Council would like the Committees to be filled, staff will begin advertising; otherwise, staff is seeking direction to draft an ordinance to remove some or all from the Town Code.

Councilmember Brooks moved to direct staff to prepare an ordinance amending the Town Code to remove the Residential Values Advisory Committee, removal of Clean Town Committee, removal of Groundwater Resource Advisory Committee, removal of Environmental Issue Advisory Committee, and removal of Open Space and Trails Committee from the Town Code. Councilmember Collins offered a friendly amendment to keep the Open Space and Trails Committee open. The friendly amendment was accepted by Councilmember Brooks, as long as the Committee can be viable and hold meetings.

In response to Vice Mayor Lance, Mr. Hanks stated that there are no members on the Committees in the motion.

The motion to prepare an ordinance amending the Town Code to remove the Residential Values Advisory Committee, Clean Town Committee, Groundwater Resource Advisory Committee, and Environmental Issue Advisory Committee from the Town Code; seconded by Councilmember Collins, passed on a roll call vote 5-2. CM Brooks – aye; CM Collins – aye; CM Hughes – nay; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – nay.

**C. Discussion and possible action to authorize staff to 1) purchase a new truck using a State of Arizona Cooperative Purchasing Contract; 2) issue a formal bid for the purchase of a new truck to replace Town Site Truck #2; or 3) approve the purchase and installation of a rebuilt motor for Town Site Truck #2 from one of the three vendors who provided quotes.** If Council chooses to proceed with the purchase of a new truck, Council will also be asked for approval of the recommended specifications as outlined in the Staff CC. (Staff

CC; from the April 21, 2020 Regular Meeting)

Mr. Hanks noted that under the state procurement office, staff obtained quotes from Sanderson Ford and Pioneer Ford; the F-250 4X4 is in stock at Sanderson Ford. It can be set up as a second snowplow truck; it will cost \$31,837.96 through the state procurement office, including a heavier front end for the snowplow component. A second option is to issue a formal bid; a price quote from Sanderson Ford, which would be provided for a formal bid would be \$39,854.01. A third option is for the quotes for the rebuilt engine.

Mayor Nolan spoke relating to purchasing the one truck now and purchase the other truck later; when the other truck is purchased later on, brackets for a snowplow can be installed by staff. Mr. Hanks clarified that the F-250 has beefed-up suspension for the added weight on the front end in the four-wheel drive.

In response to Councilmember Collins, Mr. Hanks clarified that Bluetooth is for headphone hookups.

Councilmember Brooks moved to authorize staff to proceed with purchasing a new truck with the staff's recommended specifications from Sanderson Ford on the state cooperative purchasing contract with a total cost not to exceed \$35,000; seconded by Councilmember Hughes.

Councilmember Brooks spoke relating to not finding better pricing than through the competitive state contract.

Councilmember Hughes spoke relating to the 4-wheel drive F-250 being a good asset to the Town; if the existing F-250 goes down, the Town being able to replace it; and, the price being a good deal. In response to Mayor Nolan, Councilmember Hughes clarified that he is not wanting to purchase both; rather, staff presented choices.

In response to Vice Mayor Lance, Mr. Hanks clarified that staff recommends the 4-wheel drive.

Councilmember Brooks spoke relating to the 3/4-ton truck being less likely to jackknife than a 1/2-ton and the importance of going with a 3/4-ton.

The motion by Councilmember Brooks passed on a roll call vote 7-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

In response to Vice Mayor Lance, Mr. Hanks stated that the old truck will be listed on a public surplus auction site, as per purchasing requirements.

**D. Discussion and possible action to change the Council's voting procedure to a roll call vote for all action taken at Council Meetings (CAARF – Vice Mayor Lance)**

Vice Mayor Lance introduced the item as follows: this would change the Council's procedure to a roll call vote; at least one resident has requested this in writing; and, that this would be every time Council votes until further notice. In response to Mayor Nolan, Vice Mayor Lance confirmed that this would include the consent agenda.

Vice Mayor Lance moved to change voting procedures to roll call votes; seconded by Councilmember Collins.

Ms. Bigelow spoke relating to this being part of the Town Code and asked if the Code provision will be suspended temporarily. Vice Mayor Lance responded that until further notice it would be suspended to a roll call vote; and, that the Town has a roll call vote machine for Council to push a button to vote.

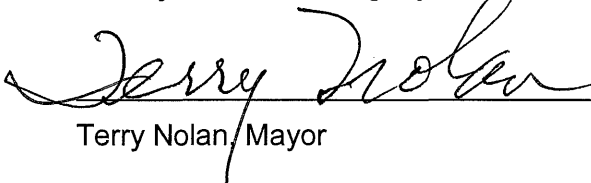
Councilmember Wendt clarified that Vice Mayor Lance is wanting to suspend it temporarily until the voting machine is available in the Council Chambers; Vice Mayor Lance confirmed and spoke relating to not seeing this as a temporary situation due to the COVID-19 pandemic. In response to Councilmember Wendt, Mr. Hanks stated that the Town does have the machine.

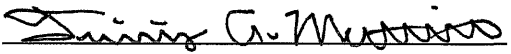
The motion by Vice Mayor Lance passed on a roll call vote 7-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

**11. Consideration of additional Special Session(s) Whether to hold and, if so, set the date**

Council discussed having a Special Meeting to review the budget; Mr. Hanks noted that Council may revisit scheduling a Special Meeting after the initial budget presentation at the May 12, 2020, Study Session.

**12. Adjourn** The meeting adjourned at 8:46 p.m.

  
Terry Nolan, Mayor

ATTEST:   
Timothy A. Mattix, Town Clerk

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

**Tuesday, May 5, 2020, 6:30 P.M.**

**DEWEY-HUMBOLDT TOWN HALL  
COUNCIL CHAMBERS  
2735 S. HWY 69, SUITE 10  
HUMBOLDT, ARIZONA 86329**

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

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Dewey-Humboldt Town Council and to the general public that the Town Council will hold a public meeting (see notes about public participation below) on **Tuesday, May 5, 2020, at 6:30 p.m.**, at the **Dewey-Humboldt Town Hall Council Chambers, 2735 S. Highway 69, Suite 10, Humboldt, Arizona 86329**. Members of the Town Council will attend by audio/video conference call.

***THIS MEETING WILL BE HELD BY REMOTE PARTICIPATION ONLY***

Due to the federal government’s declaration of a COVID-19 pandemic and the resulting Executive Orders from Arizona Governor Ducey to limit events of people in personal contact and Mayor Nolan’s declaration of an emergency based on the COVID-19 pandemic, the following accommodations are provided for public participation at the Council Meeting:

- Viewing live streaming audio only on the Town’s website, at <http://az-deweyhumboldt.civicplus.com/2164/Town-Meeting-Documents-and-Videos>
- Viewing and potentially participating in the meeting via Join Zoom Meeting
  - Computer: <https://zoom.us/j/86975408835>
  - Telephone: (301) 715-8592; Meeting ID: 869 7540 8835
- Submitting comments via email to the Town Clerk at [TimMattix@dhaz.gov](mailto:TimMattix@dhaz.gov). Comments should be submitted no later than 3:30 p.m. on the day of the meeting. Please identify the agenda item and your first and last name.

**DEWEY-HUMBOLDT TOWN COUNCIL REGULAR MEETING AGENDA**

The issues that come before the Town Council are often challenging and potentially divisive. To make sure we benefit from the diverse views to be presented, the Council believes public meetings to be a safe place for people to speak, and 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 the 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. Council Meetings are 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: Karen Brooks, Lynn Collins, John Hughes, Mark McBrady, Victoria Wendt, Vice Mayor Amy Lance and Mayor Terry Nolan.

**3. Pledge of Allegiance**

**4. Invocation**

**5. Protocol for participating in the Council Meeting via Zoom** (Ed Hanks, Town Manager)

**6. Announcements regarding Town 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. Pursuant to the Arizona Open Meeting Law, the Town Council may present a brief summary of current events; however, the Council may not discuss, deliberate, or take legal action on any matter in the summary.

- Page **A. Council announcements about outside meetings and committees**
- B. Presentation and Council discussion on the Future of Yavapai College, by Rodney Jenkins, Yavapai College Vice President of Community Relations & Student Development and Richard Hernandez, Director, Economic Development.**
- 5 **C. Review of applications and possible interview/appointment of applicants to the General Plan Steering Committee.** Applicants: Christopher Baker, Glen Blomgren, Mel Kuhnel, Judy Kerber, William Lacey (non-resident), Denise Rogers, Darrell Wyatt. Note: Since March 17, 2020, two applicants have withdrawn their applications.
- 21 **D. Proclamation – declaring May 3, 2020 through May 9, 2020 as Municipal Clerks Week**
- 7. Public Comment on Non-agendized Items** 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. According to the Arizona Open Meeting Law, Councilmembers 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, Councilmembers are forbidden from discussing or taking legal action on matters raised during Public Comment unless the matters are properly noticed for discussion and legal action. A **3 minute** per speaker limit shall be imposed. Everyone is asked to please be courteous and silent while others are speaking.
- 8. Consent Agenda**
- All those items listed below are considered to be routine and may be enacted by one motion. Any Councilmember may request to remove an item from the Consent Agenda to be considered and discussed separately.
- 23 **A. Approval of Minutes of March 10, 2020 Study Session**
- 29 **B. Approval of Minutes of March 17, 2020 Regular Meeting**
- 9. Town Manager’s Report** Update on Current Events. The Town Council may ask clarifying questions about any item listed on the agenda under Town Manager’s Report, or ask that any item listed on the agenda under Town Manager’s Report be placed on a future agenda for Council deliberation and action. No legal action will be taken on items listed under Town Manager’s Report. From time to time, as authorized by A.R.S. § 38-431.02(K), the Town Manager may present a brief summary of a current event that, due to its timeliness, is not listed on the agenda. In such cases, the Town Council shall not propose, discuss, deliberate or take legal action on the matter.
- A. Town Manager’s Report on the question of the eligibility of Councilmember Mark McBrady as a sitting Councilmember due to a question of voter registration** (from the April 21, 2020 Regular Meeting)
- B. Town Manager’s Report on the question of Conflict of Interest/Financial Disclosure Statement requirements for members of Town boards, commissions and committees** (from the March 17, 2020 Regular Meeting)
- 10. General Business** Discussion and possible legal action may be taken. Agenda language may vary from that in CAARFs for Open Meeting Law purposes.
- 35 **A. Discussion and possible action to approve a structure for the General Plan Steering Committee** (Staff CC)

- 39 **B. Review, discussion and possible action to direct staff relating to existing Boards, Commissions, and Committees as set forth in Dewey-Humboldt Code of Ordinances Title III, Chapter 31.** Existing Boards, Commissions, and Committees for possible review, discussion and action include the Residential Values Advisory Committee, Planning and Zoning Advisory Commission, Board of Adjustment, Clean Town Committee, Groundwater Resource Advisory Committee, Environmental Issue Advisory Committee, and Open Space and Trails Committee. (Staff CC)
- 43 **C. Discussion and possible action to authorize staff to 1) purchase a new truck using a State of Arizona Cooperative Purchasing Contract; 2) issue a formal bid for the purchase of a new truck to replace Town Site Truck #2; or 3) approve the purchase and installation of a rebuilt motor for Town Site Truck #2 from one of the three vendors who provided quotes.** If Council chooses to proceed with the purchase of a new truck, Council will also be asked for approval of the recommended specifications as outlined in the Staff CC. (Staff CC; from the April 21, 2020 Regular Meeting)
- 55 **D. Discussion and possible action to change the Council’s voting procedure to a roll call vote for all action taken at Council Meetings** (CAARF – Vice Mayor Lance)

**11. Consideration of additional Special Session(s)** Whether to hold and, if so, set the date

**12. Adjourn**

Persons with a disability may request reasonable accommodations by contacting the Town Hall at (928) 632-7362 at least 24 hours in advance of the meeting.

**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 \_\_\_\_\_, 2020, at \_\_\_\_\_ a.m./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.

**For Your Information:**

- Next Town Council Study Session: Tuesday, May 12, 2020, at 6:30 p.m.
- Next Town Council Regular Meeting: Tuesday, May 19, 2020 at 6:30 p.m.
- Next Planning & Zoning Meeting: Thursday, June 4, 2020, at 6:00 p.m.

If you would like to receive Town Council agendas via email, please sign up at [AgendaList@dhaz.gov](mailto:AgendaList@dhaz.gov) and type Subscribe in the subject line, or call (928) 632-7362 and speak with Tim Mattix, Town Clerk.

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## COUNCIL COMMUNICATION

Regular Council Meeting Date: **May 5, 2020**

Agenda Item: **6.C.**

---

**Submitted by:** Edward L. Hanks, Jr., Town Manager

**Subject:**

Review of applications and possible interview/appointment of applicants to the General Plan Steering Committee. Applicants: Christopher Baker, Glen Blomgren, Mel Kuhnel, Judy Kerber, William Lacey (non-resident), Denise Rogers, Darrell Wyatt. Note: since March 17, 2020, two applicants have withdrawn their applications.

**Background:**

At the January 21, 2020, Council Meeting, Council directed staff to solicit applications for individuals wishing to be on the Town's General Plan Steering Committee ("Committee"). On March 17, Council directed staff to place the Committee application in the Newsletter; the application was in the April edition of the Newsletter and sent out two additional times via constant contact email.

Notice of the application was previously provided in two Town newsletters, published in *The Daily Courier*, posted on the Town's website and sent out twice via constant contact email.

The Town has six applications from residents of the Town, and one non-resident application. Pursuant to the Town Code, only resident members may be voting members; non-resident members may participate on the Committee in a non-voting role.

This item has been placed on tonight's agenda for Council to review and possibly interview and make appointments to the Committee.

**Financial Impact:**

There is no financial impact to the Town for making these appointments.

**Direction Requested:**

Staff is seeking Council appointment of members to the Committee.

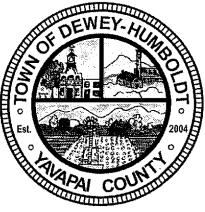
**Suggested Motion:**

**For:** I move to appoint {names} to the General Plan Steering Committee.

**Against:** No motion is necessary.

**Attachments:**

Applications from Christopher Baker, Glen Blomgren, Mel Kuhnel, Judy Kerber, William Lacey (non-resident), Denise Rogers, Darrell Wyatt.



# TOWN OF DEWEY-HUMBOLDT APR 15 2020

Received

## General Plan Steering Committee Application Form

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

### Personal information:

Name: CHRISTOPHER BAKER Email: [REDACTED]

Mailing & Physical Address: [REDACTED]

Phone Numbers: [REDACTED] Occupation: RESTAURANT MANAGER / PARALEGAL  
(please indicate home and work numbers)

Are you over the age of 18?  Yes  No

Are you a Dewey-Humboldt resident?  Yes  No How many years? 2

Are you a Dewey-Humboldt business owner?  Yes  No How many years? 2

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

Emergency Contact: <u>CRYSTAL BAKER</u>	<u>[REDACTED]</u>	<u>WIFE</u>
Name	Phone	Relationship

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

Employed full-time?  Employed part-time?  Unemployed?  Retired?

Employment experience relevant to the position applied for: BUSINESS OWNER, PARALEGAL MANAGEMENT.

**Position applied for:** Briefly describe your interest in volunteering for the Town's General Plan Steering Committee. Describe your experience, education and /or other qualities that you feel would be of value to the Town. If needed, you may attach a separate sheet of paper.

Proud resident of the town interested in the preservation of the qualities which make Dewey such a desirable place to live. Would appreciate the opportunity to provide insight into the future of the town. I possess an Associate's Degree in Paralegal Studies from Yavapai College, am currently in a Pre-law program at ASU and am a business owner. I feel the experience + judgement required to successfully manage businesses + people as well as to analyze situations affords me unique skills I hope to utilize in service to our town.

## Information for Applicants

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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.

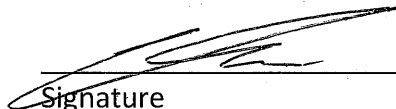
Regular attendance is required for board, commission and committee members. If a member misses three meetings consecutively or within a calendar quarter and the chair recommends removal, his seat is deemed vacant upon declaration by the Council.

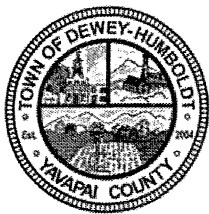
Board, commission and citizen committee members are required to comply with Arizona open meeting laws and public records laws and with the Town of Dewey-Humboldt Code of Ethics.

## 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.

April 12, 2020  
Date

  
Signature



# TOWN OF DEWEY-HUMBOLDT

Dewey-Humboldt

MAR 16 2020

Received

## General Plan Steering Committee Application Form

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

**Personal information:**

Name: Glen Blomgren Email: [Redacted]

Mailing & Physical Address: [Redacted]

Phone Numbers: [Redacted] Occupation: Owner - Rhythm 'n' Boots  
(please indicate home and work numbers)

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

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

Emergency Contact:	<u>Julia Blomgren</u>	[Redacted]	<u>Wife</u>
	Name	Phone	Relationship

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

Employed full-time  Employed part-time  Unemployed  Retired

Employment experience relevant to the position applied for: Community Enhancement Coordinator;

**Position applied for:** Briefly describe your interest in volunteering for the Town's General Plan Steering Committee. Describe your experience, education and /or other qualities that you feel would be of value to the Town. If needed, you may attach a separate sheet of paper.

I love the Dewey-Humboldt community and have a genuine interest in finding ways to revitalize our town. The General Plan can be key to helping that happen.

## Information for Applicants

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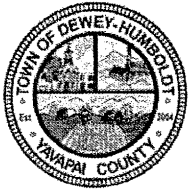
3/14/20  
Date

Glen W. Blomgren  
Signature

RECEIVED

FEB 3 2020

Dewey-Humboldt



# TOWN OF DEWEY-HUMBOLDT

## General Plan Steering Committee Application Form

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

**Personal information:**

Name: Judy L Kerber Email: [Redacted]

Mailing & Physical Address: [Redacted]

Phone Numbers: [Redacted] Occupation: Retired Accountant  
(please indicate home and work numbers)

How long have you lived in Dewey-Humboldt? 25 years. Are you over the age of 18?  Yes  No

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

Name	Phone	Relationship
<u>Mark Kerber</u>	[Redacted]	<u>Husband</u>

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

Employed full-time  Employed part-time  Unemployed  Retired

Employment experience relevant to the position applied for: Accounting, office mgmt, HOA President, business mgmt, sole proprietor (mother, grandmother, gr gr mother! LOL) OSAT member

**Position applied for:** Briefly describe your interest in volunteering for the Town's General Plan Steering Committee. Describe your experience, education and /or other qualities that you feel would be of value to the Town. If needed, you may attach a separate sheet of paper.

Accountant - set up and maintain small businesses in Tempe and then PV, overseeing operations, for other entities and my husband, and myself.

HOA mgmt and serve on BOD. where I owned 3 properties 10+ yrs.

Help manage my husband's company and work my own acctg services business.

Served on Dewey-Humboldt OSAT Committee

## Information for Applicants

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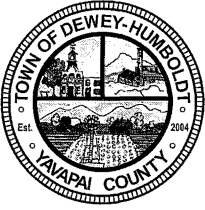
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## Signature and Verification

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2-3-20  
Date

Judy L. Kerber  
Signature



# TOWN OF DEWEY-HUMBOLDT

APR - 6 2020

Received

## General Plan Steering Committee Application Form

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

### Personal information:

Name: MEL KUHNEL Email: [REDACTED]

Mailing & Physical Address: [REDACTED]

Phone Numbers: [REDACTED] Occupation: ARCHITECT

(please indicate home and work numbers)

Are you over the age of 18?  Yes \_\_\_ No

Are you a Dewey-Humboldt resident?  Yes \_\_\_ No How many years? 4 1/2 YEARS

Are you a Dewey-Humboldt business owner? \_\_\_ Yes  No How many years? \_\_\_

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

Emergency Contact: CARRIE CAMPBELL [REDACTED] DAUGHTER

Name

Phone

Relationship

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

Employed full-time? \_\_\_ Employed part-time? \_\_\_ Unemployed? \_\_\_ Retired?  (SEMI)

Employment experience relevant to the position applied for: SELF EMPLOYED

ARCHITECT FOR OVER 50 YEARS. WITH EXPERIENCE IN ALL 50 STATES AND CANADA.

**Position applied for:** Briefly describe your interest in volunteering for the Town's General Plan Steering Committee. Describe your experience, education and /or other qualities that you feel would be of value to the Town. If needed, you may attach a separate sheet of paper.

I AM A SELF EMPLOYED ARCHITECT WITH PLANNING, DESIGN, PROJECT MANAGEMENT AND CONSTRUCTION MANAGEMENT EXPERIENCE IN ALL 50 STATES AND CANADA.

I AM "SEMI-RETIRED" WITH TIME TO DEVOTE.

I HAVE MANY YEARS OF EXPERIENCE WORKING WITH CLIENTS, CITY & STATE JURISDICTIONS - INCLUDING MASTER PLANNING OF COMMUNITIES AND MIXED USE DEVELOPMENTS. 6 YEARS @ UNIV. OF NEBR. WITH DEGREE IN ARCHITECTURE.

## Information for Applicants

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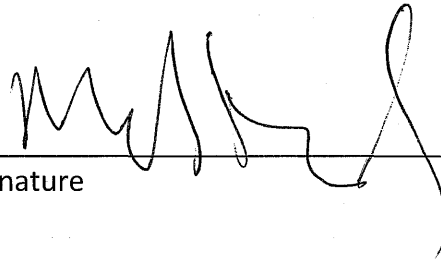
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## Signature and Verification

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4/4/2020

Date

A handwritten signature in black ink, appearing to be 'M. S. ...', written over a horizontal line.

Signature



# TOWN OF DEWEY-HUMBOLDT

MAR 16 2020

Received

## General Plan Steering Committee Application Form

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

### Personal information:

Name: William Lacey Email: [REDACTED]

Mailing & Physical Address: [REDACTED]

Phone Numbers: [REDACTED] Occupation: ethnologist  
(please indicate home and work numbers)

How long have you lived in Dewey-Humboldt? 50 years. Are you over the age of 18? X Yes \_\_\_ No

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

Emergency Contact: <u>Aaron Lacey</u>	<u>[REDACTED]</u>	<u>son</u>
Name	Phone	Relationship

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

X Employed full-time  Employed part-time  Unemployed  Retired

Employment experience relevant to the position applied for: Owned and Developed 6

residential subdivisions in Yavapai Cty and numerous Commercial sites.

**Position applied for:** Briefly describe your interest in volunteering for the Town's General Plan Steering Committee. Describe your experience, education and /or other qualities that you feel would be of value to the Town. If needed, you may attach a separate sheet of paper.

I am a Yavapai County native, having been born at the end of Alarcon St. in Prescott which was a hospital at that time while my folks had a ranching operation southwest of Prescott and a home in Dewey and have lived and been involved in our community for many years.

While attending the University of Arizona I majored in Business and minored in Regional Land Use Planning prior to Law School at the University of Michigan. I have certification as a Master Watershed Steward from the UofA.

I was partner in D & D Construction which was the first construction company in Northern Arizona to build over one hundred homes in 1985. My last development included over 700 acres with 120 property owners. I have been President of the Headwaters Ranch Property Owner Assoc. for the past 5 years and am familiar with all the Open Meeting laws, Planned Community Statutes, Non-Profit Corporation Act and the way they are administered and enforced in Arizona.

I have also been the Chairman of the Yavapai Food Bank for the past 15 years which feeds over 30,000 people per month in our area and if I can make my learning and experience of use to our community I offer my services.

## Information for Applicants

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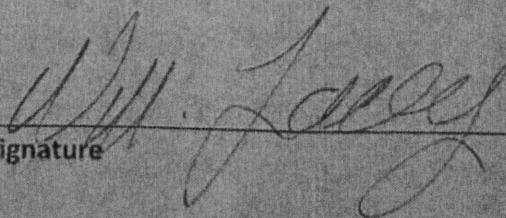
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3/16/2020

Date

Signature





Dewey-Humboldt

FEB 19 2020

Received

Town of Dewey-Humboldt  
2735 S. Highway 69, Suite 12  
Humboldt, AZ 86329  
Phone: 928-632-7362/Fax: 928-632-7365  
www.dhaz.gov



### TOWN OF DEWEY-HUMBOLDT

### General Plan Steering Committee Application Form

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

**Personal information:**

Name: Denise Rogers Email: [Redacted]

Mailing & Physical Address: [Redacted]

Phone Numbers: [Redacted] Occupation: Shop owner

(please indicate home and work numbers)

How long have you lived in Dewey-Humboldt? 25 years. Are you over the age of 18?  Yes  No

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

Emergency Contact: Garry [Redacted] Spouse  
Name Phone Relationship

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

Employment experience relevant to the position applied for: DH General Plan Update Steering Committee

Position applied for: Briefly describe your interest in volunteering for the Town's General Plan Steering Committee. Describe your experience, education and/or other qualities that you feel would be of value to the Town. If needed, you may attach a separate sheet of paper.

DHCO  
1<sup>st</sup> General Plan Committee  
DH Council member  
DH Newsletter

BA - Education - ASU  
MA - Geography - Columbia Univ

DH is my town and I'm interested in & concerned about what happens here.

FORMS\Town Clerk\Volunteer App\General Plan Steering Committee Application Form 01-24-20.pdf

Page 1 of 2

**Information for Applicants**

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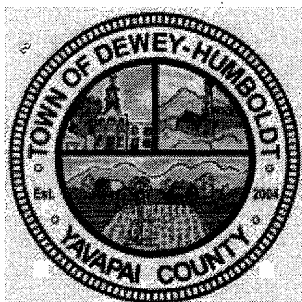
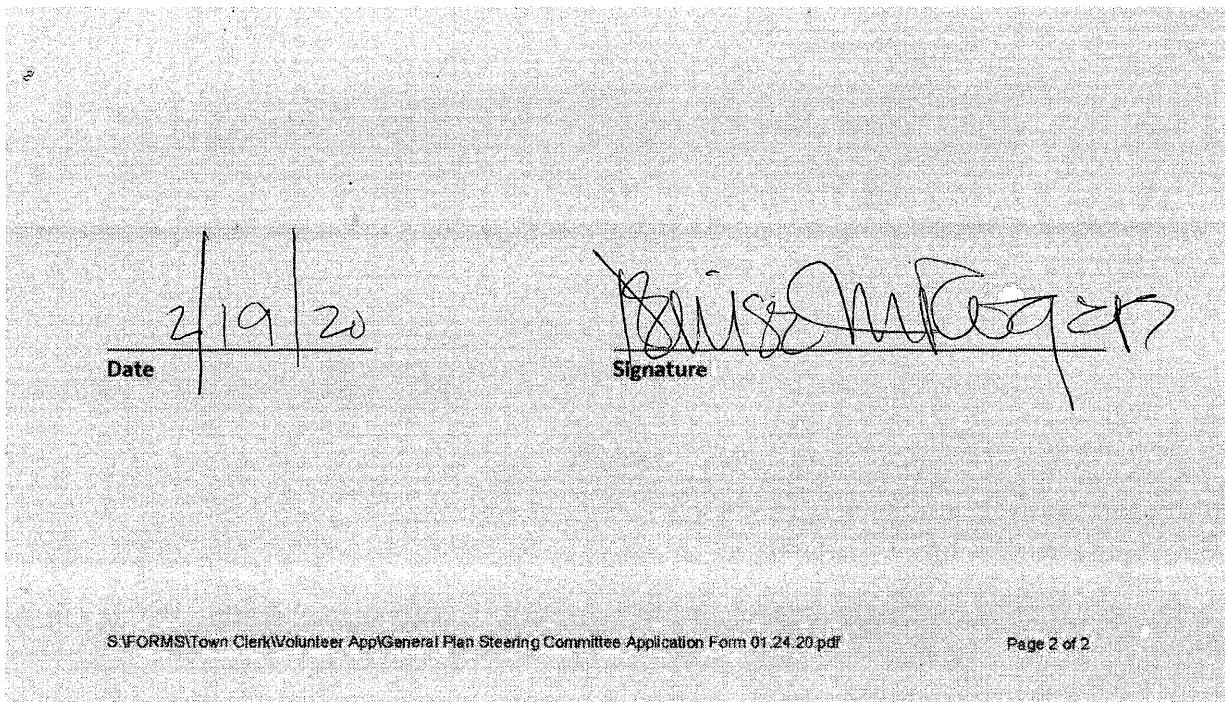
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**Signature and Verification**

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**Dewey-Humboldt Library**  
 2735 S. Corral Street  
 928-632-5049  
[yavapailibrary.org/dewey](http://yavapailibrary.org/dewey)

**Town of Dewey-Humboldt**  
 2735 S. Highway 69  
 928-632-7362 phone  
 928-632-7365 fax  
[newsletter@dhaz.gov](mailto:newsletter@dhaz.gov)  
[www.dhaz.gov](http://www.dhaz.gov)

**Connect With Us!**

Town of Dewey-Humboldt | PO Box 69, 2735 S. Highway 69, Dewey-Humboldt, AZ 86329

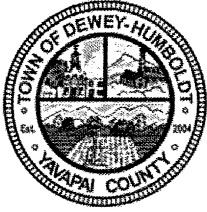
Unsubscribe [REDACTED]

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Sent by [bethevans@dhaz.gov](mailto:bethevans@dhaz.gov) in collaboration with



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# TOWN OF DEWEY-HUMBOLDT

FEB - 3 2020

Received

## General Plan Steering Committee Application Form

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

### Personal information:

Name: DARRELL WYATT Email: [Redacted]

Mailing & Physical Address: [Redacted]

Phone Numbers: [Redacted] Occupation: Retired

(please indicate home and work numbers)

How long have you lived in Dewey-Humboldt? 9 years. Are you over the age of 18?  Yes  No

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

Emergency Contact: <u>STERLING BARKER</u>	[Redacted]	<u>BROTHER-IN-LAW</u>
Name	Phone	Relationship

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

Employed full-time  Employed part-time  Unemployed  Retired

Employment experience relevant to the position applied for: OVER 30 YEARS EXPERIENCE

AS A MANUFACTURING AND OPERATIONS EXECUTIVE. EXTENSIVE EXPERIENCE IN PROJECT PLANNING AND PROJECT MANAGEMENT

**Position applied for:** Briefly describe your interest in volunteering for the Town's General Plan Steering Committee. Describe your experience, education and /or other qualities that you feel would be of value to the Town. If needed, you may attach a separate sheet of paper.

RECENTLY, I BECAME A COMMISSIONER ON THE P&Z ADVISORY COMMISSION, PRIMARILY BECAUSE OF MY INTEREST IN DEVELOPING THE NEW TOWN PLAN. DURING MY YEARS AS AN OPERATIONS EXECUTIVE, I PERSONALLY DEVELOPED THE OPERATIONS PLANS FOR MY COMPANIES. ADDITIONALLY, I DEVELOPED AND IMPLEMENTED THE PLANS FOR THE PHYSICAL RELOCATION OF TWO 300,000 SQ' MANUFACTURING PLANTS, MAINTAINING PLANT OPERATIONS & DELIVERIES TO CUSTOMERS DURING EACH MOVE. I LOOK FORWARD TO BEING A MEMBER OF THE TEAM INVOLVED IN THE NEW PLAN.

(MY RESUME IS ON FILE WITH THE CITY OF DEWEY-HUMBOLDT.)

## 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.

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 and public records laws and with the Town of Dewey-Humboldt Code of Ethics.

## 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.

2-3-20

Date

Daull Wyatt

Signature

# Proclamation

MUNICIPAL CLERKS WEEK

May 3 - May 9, 2020

*Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and*

*Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and*

*Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and*

*Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all, and*

*Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community, and*

*Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations, and*

*Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.*

***Now, Therefore, I, Terry Nolan, Mayor of the Town of Dewey-Humboldt, do recognize the week of May 3 through May 9, 2020, as Professional Municipal Clerks Week, and further extend appreciation to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.***

*Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020*

*Mayor \_\_\_\_\_ Attest: \_\_\_\_\_*

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**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
STUDY SESSION MEETING MINUTES  
MARCH 10, 2020, 6:30 P.M.**

**A STUDY SESSION MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, MARCH 10, 2020, AT TOWN HALL AT 2735 S. STATE ROUTE 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.**

1. **Call To Order.** Mayor Nolan called the meeting to order at 6:30 p.m.
2. **Roll Call.** Town Councilmembers Karen Brooks, Lynn Collins, John Hughes, Victoria Wendt, Vice Mayor Amy Lance and Mayor Terry Nolan were present. Councilmember Mark McBrady was absent.

Mayor Nolan spoke relating to the coronavirus; on February 10, 108 people in China died of it; on the same day, 26,283 people died of cancer; 24,541 people died of heart disease; 4,300 died of diabetes; and, more people died of suicide than by the virus. Daily, mosquitos kill 2,740 people; humans kill 1,300 fellow humans on average; and, snakes kill 137 people. He encouraged people to take a deep breath, wash their hands, and pray for all who have died, regardless of the cause. The Town of Prescott Valley, with the Yavapai County Health Department, is hosting a coronavirus information session for the quad-cities management, elected officials and staff on Wednesday, March 18, 2020, at 2:00 p.m. at the Prescott Valley Public Library Auditorium.

Mayor Nolan spoke relating to an email he received from Wells Fargo Bank and read the email, including: Arizona Unclaimed Property Law requires Wells Fargo to transfer funds in the account to the state if the account has been inactive for over three years; the last customer-initiated activity on the account was June 16, 2017. The account, in the amount of \$100,262.20 is in danger of escheating to the administrators; it may be avoided by completing a step by April 17, 2020. If the funds are transferred to an administrator, an apparent owner may file a claim with the administrator to recover it; property which is not legal tender of the United States may be sold by the administrator. Mayor Nolan asked why the Town has over \$100,000 in an account for over three years that the Town does not know about. Mayor Nolan stated that he went into the bank and asked about it. Vice Mayor Lance asked who opened the account; Mayor Nolan responded that the Town Finance Department opened it.

Mickey Moore, Town Accountant, stated that the account is listed on the Town's financial statements; it was set up by a former employee and was meant to be an overdraft protection account. Mayor Nolan stated that nothing has happened over three years; Ms. Moore stated that the Town accrues interest of approximately \$2.55 per month on the account. Mayor Nolan spoke relating to needing to do something about it; Ms. Moore indicated that she had not received the letter. Ed Hanks, Town Manager, requested that staff be allowed to look into it. In response to Vice Mayor Lance, Mayor Nolan indicated that the letter is dated March 3, 2020. Mayor Nolan and Vice Mayor Lance discussed Councilmembers being authorized signers.

Mayor Nolan spoke relating to the money being lost if nothing is done. Mr. Hanks responded that staff had not seen the letter. Mayor Nolan asked if the Town was short last fiscal year; Ms. Moore responded that the account was listed on the Financial Statement as a savings account. Mayor Nolan spoke relating to doing something about it. Vice Mayor Lance spoke relating to bringing the letter to the Town Manager. Mr. Hanks spoke relating to the money having been tracked, requested a copy of the letter, and asked why it was being addressed for the first time at this meeting.

Vice Mayor Lance asked why Mayor Nolan's personal address is listed on the account, rather than the Town's. Mayor Nolan spoke relating to everyone being on the account and the possibility that everyone could have received a copy of it. In response to Vice Mayor Lance, Mayor Nolan noted that he went to the bank today.

Councilmember Brooks raised a point of order as the item is not on the agenda. Mayor Nolan responded that it is not on the agenda but is just a point of information. Councilmember Brooks requested that the meeting go back to the agenda.

Leigh Cluff spoke relating to the Mayor not bringing the email to staff immediately. Mayor Nolan responded that he received the email on March 3 and went to the bank today. Ms. Cluff spoke relating to bringing a copy to staff on March 3; and, that she will find out why the Mayor's name, instead of the Town's, is on it.

Vice Mayor Lance spoke relating to staff being aware of it; it being on the Financial Statement; and, that it should have been brought to the Town staff.

**3. Public Comment on Non-agendized Items**

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. According to the Arizona Open Meeting law, Councilmembers 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, Councilmembers are forbidden from discussing or taking legal action on matters raised during Public Comment unless the matters are properly noticed for discussion and legal action. A 3 minute per speaker limit shall be imposed. Everyone is asked to please be courteous and silent while others are speaking.

Leigh Cluff spoke relating to the new dance hall; people saying that if you catch the coronavirus, it won't be as bad if you are healthy; and, encouraged people to come and exercise.

Gary Mortimer spoke relating to the agenda being very informational; the potential along Highway 69 and Main Street; it being inappropriate for the Mayor to bring it up in this forum and that it should have been addressed behind the scenes; needing to correct it so that staff receives bank information; and, his support for staff.

- 4. Study Session.** Study Sessions are held for the purpose of detailed review and Council discussion. As such, Council may discuss and provide feedback on any matter listed on the agenda. No final decisions or voting occurs at Study Sessions. Agenda language may vary from that in CAARFs for Open Meeting Law purposes.

**A. Presentation and discussion with Liza Noland, Local First Arizona, on who Local First Arizona is, the functions of Local First Arizona, and how the Town may be able to partner with Local First Arizona; obtain Council feedback on next steps** (From the February 4, 2020 Regular Meeting)

Liza Noland, Local First Arizona, gave a presentation and discussed Local First Arizona and Local First Arizona Foundation ("LFAF"). LFAF focuses on rural development, specifically rural community and healthy food system development. LFAF focuses on small businesses. LFAF is action-oriented; after the planning stage, LFAF picks up the plans and moves them into action. LFAF works across the state. Depending on the focus, strategic plans, funding and interest, LFAF can work on community engagement, small business and workforce development, and capacity-building workshops. Tourism and marketing is a large focus area for LFAF; LFAF partners with the Arizona Office of Tourism on tourism and marketing, branding, community profile development, and on WeekendZona, a quarterly trip into a rural community that shows people the experience of a town through the eyes of a local.

Food system work is for communities across the state with a high level of food producers, ranging from farmers to those who make honeys, salsas or jams; food producers tend to struggle with distribution, connection to marketplace and access between the local market and the food producer, and LFAF works to connect those systems. LFAF also helps communities with youth engagement and waste and sustainability. Community engagement metrics include the level of volunteerism, the levels of buying from local businesses, community health assessments and rankings, civic engagement, and how to break down silos, such as between the Town and businesses. LFAF acts as a bridge in community engagement.

For business workforce development, LFAF does a lot of consulting and work through Chambers of Commerce or economic development organizations to build up business retention and expansion programs. LFAF has worked on micro-loans; the average small business loan at banks is around \$250,000 - \$300,000, higher than rural businesses tend to need; LFAF has lent out \$95,000 in the last year, with seven jobs built through it. 85% of jobs in the next two years will go into Maricopa County, with very few coming into rural Arizona. Ms. Noland spoke relating to disengaged youth; disengaged youth is a workforce that is waiting to be connected to, with jobs and careers that excite them; and, LFAF will be working on connecting to disengaged youth.

The Arizona Office of Tourism has a program called the Arizona Rural Co-Op in which any community destination marketing organization, town, or Chamber can apply for, and up to \$50,000 is matched in advertising and branding and marketing packages. LFAF is a Co-Op for branding, community profile development, and collateral development; LFAF also focuses in some communities on eco-tourism, agritourism, arts and culture, and historic preservation, and can work with the Town on blogging. Ms. Noland discussed an example success story from Ajo, and how that program works. LFAF has an event called the Food and Farm Forum in April, which is a summit for any agricultural businesses trying to grow their business.

She spoke relating to youth engagement and LFAF's Science Happens Here program, in which playing cards with STEM experiments are placed in local businesses; kids then go on a scavenger hunt to find them. LFAF helps find grant funding and brings the program to interested communities. She discussed Waste and Sustainability; LFAF partners with Keep Arizona Beautiful and the Arizona Department of Environmental Quality ("ADEQ"); ADEQ Brownfields helps with abandoned gas stations and blighted buildings. LFAF uses the hashtag #RuralAZ; sample community profiles are available online at RuralAZ.com. LFAF is big on leveraging partnerships, and helps people write grants for the Rural Business Development Grant Program.

In response to Mayor Nolan, Ms. Noland stated that the micro-loan program has to be funded first, and then LFAF administers it, facilitating loans and paybacks; the loans range from \$5,000 to \$25,000. Mayor Nolan and Ms.

Noland discussed loan amounts and the target recipients being small businesses.

Vice Mayor Lance asked if the ADEQ Brownfield programs works with old mines; Ms. Noland responded that ADEQ could be a partner, and, that often there is a closed mine site facilitator to connect with. In response to Vice Mayor Lance, Ms. Noland clarified that the Science Happens Here project is for 3<sup>rd</sup> through 5<sup>th</sup> grade.

Councilmember Brooks asked about Chambers of Commerce that are completely online; Ms. Noland responded that Local First Arizona is an e-Chamber of Commerce, and spoke about it sometimes seeming competitive when there is a local Chamber. Ms. Noland spoke relating to the value of an active online business directory; Local First Arizona has about 50,000 hits to the directory per month. Local First Arizona's membership is \$35 per year. She also spoke relating to the key to the value of a new e-Chamber of Commerce being how well the website is put together, how simple the directory is, and the utilization of the directory.

Councilmember Hughes spoke relating to most of the Town's citizens not having a problem with buying outside of the community, and asked if there is a way LFAF can help educate people. Ms. Noland spoke relating to the localism program through LFAF; inspiring people to understand the importance of buying local; and, businesses needing to do a good job, such as good service and keeping stock to meet community needs.

Glen Blomgren spoke relating to revitalizing and branding downtown; the Vision 2020 community group being concerned about the upcoming construction of Town Hall; and, distributed copies of examples Mike Donovan put together of Town Halls around Arizona. He also spoke relating to Town Halls representing the vision of the Town; and, that the Vision 2020 group recommends slowing down.

Darrell Wyatt spoke relating to having not seen Main Street for the first six years that he lived in Town; his impression of Main Street being of old, tumbled-down buildings and his fear that others see it the same way; residents not having a connection to the Town and renovating Main Street may change that; Town Hall being an opportunity to make a statement; and, that the Town could be Jerome or Cottonwood. Ms. Noland responded, relating to her background being in branding; the value of true branding being two-fold, external and internal; the Town having a big opportunity to capitalize on the growth of Prescott and Prescott Valley; and, starting to develop something unique for the Town.

Lynne Beyer spoke relating to the Vision 2020 group getting feedback from people who want to make things better, and those who don't; the first step being community engagement; seeing how Prescott and Prescott Valley have changed since 2001, and the Town not changing, but getting better; keeping the same feel of the Town while getting better, such as a store on Highway 69; and, of helping people who can't help themselves.

Gary Mortimer spoke relating to staff facilitating it but only being able to handle so much with limited staffing; considering how to get these programs without throwing more on staff; Prescott Valley pulling tax dollars out of the Town; and, Highway 69 being an opportunity for all of the people coming up to stop in the Town.

Vice Mayor Lance spoke relating to beauty in the buildings along Main Street; the community finding a way to build up the Town; the Town having things that would draw people in; and, of the need to get people involved.

Leigh Cluff spoke relating to inviting everyone to see the dance hall on Main Street; the building being beautiful; and, needing Council to support it.

**B. Presentation and discussion with Pat Walker, Pat Walker Consulting, relating to the Fiscal Year 2020/21 Budget process, including the budget calendar, project prioritization and roles and responsibilities (Staff CC)**

Ed Hanks, Town Manager, introduced Pat Walker, Pat Walker Consulting; the Town contracted with Ms. Walker for help in the Accounting department, including the budget. Ms. Walker gave an overview of her professional background and a presentation. The budget's purpose is to meet organizations' strategic goals and to determine what and how services are delivered to the citizens and financed. The budget is also an internal control mechanism for planning and controlling operations. She noted that revenues must equal expenditures in Arizona, as budgets must be balanced; revenues can be added, expenditures reduced, or a combination of both.

Ms. Walker spoke relating to roles in budgeting. Citizens have their voices heard as to the priorities and service levels. Elected officials listen to the citizens, set policy guidelines, establish priorities, communicate with the citizens, and resolve conflicts. Public employees develop program objectives, identify service levels and prepare budget requests, while executive management is responsible for preparing a recommended balanced budget, incorporating the Council's priorities, and assessing the service levels.

In Arizona, two funds are required: general fund, and highway user revenue fund ("HURF"), which is a special revenue fund. The general fund can be used for any municipal purpose and contains most departments. Special

revenue funds are collected for a specific purpose; HURF can only be used on street projects. Grants are also a special revenue fund. The Town may want to look at a capital budget in the future; capital budgets are long-term and can be financed by pay-as-you-go, grants, or borrowing. The budget process includes projecting out revenues, prioritizing needs by importance, and, consideration of fund balances, or carryover of funds. She spoke relating to one-time versus ongoing expenses; the fund balance should be used on one-time expenditures.

Local revenues include sales taxes; licenses, permits and fees; fines; and, property taxes. Sales taxes are made up of different revenue categories, including retail, construction, utilities, rental, and restaurant and bar; each category may have a different tax rate. In response to Councilmember Collins, Ms. Walker noted that there is a hotel/motel transient tax, with a bed tax being put on top of it. Franchise taxes must be approved by a vote, are usually based on a percent of gross sales, and cannot exceed 25 years. A primary property tax can be used for any municipal purpose; establishing a new primary property requires a vote and is difficult to pass. A secondary property tax can only be used to finance debt on bonds that were approved by the voters.

State shared revenues are distributed based on the Town's population compared to the growing population of other municipalities; if the Town's population grows slower than others, there is not more revenue. State sales tax and income tax are also distributed based on that formula; the auto lieu is based on vehicle sales and the population formula; HURF is based on a price per gallon formula.

Other financial sources include different types of bonds. Ms. Walker also discussed various loans available to cities and towns, including United States Department of Agriculture ("USDA") loans. Relating to debt, if everything is paid in cash and new people come into Town, they aren't paying their share as it was already paid.

Budget preparation includes revenue forecasting and producing a balanced budget; Ms. Walker discussed phantom deficit reductions, or unrealistic revenue projections, such as hearing of the possibility of a new sales tax source. Council's role during budget preparation includes understanding various revenue sources and their restrictions; understanding grants, which may have associated costs that the Town is not anticipating and that would need to be absorbed. Council also needs to understand how the estimates were arrived at and if there are sound assumptions behind them.

Ms. Walker discussed expenditures and classified them as wants, needs and must-haves; the must-haves must always be included to deliver certain services. An expenditure limitation was set by the state legislature in 1979 or 1980; it is an artificial ceiling that is based on 1979/1980 revenues. Alternatives to the expenditure limitation include the Home Rule Option, which is voted on by the voters every four years; a Permanent Base Adjustment [which must be approved by voters], or a one-time override, which is typically used if the Home Rule Option did not pass and must also be approved by voters. The Town's preliminary expenditure limitation for next fiscal year is \$4.8 million, which does not include grants and statutory exemptions, such as interest and donations. The Town is under the expenditure limitation but could bump against it quickly.

A budget request form is being implemented this year for line items that need more than 5%, to ask why it is needed and the consequences if it is not received; budget request form should reflect Council goals. Staff's role is to put together budget justifications and cost estimates; Council's job is to look at the high-level, rather than things like how much electricity is needed.

Ms. Walker addressed service levels; there are service level standards, capital needs and operating needs to be balanced. Service levels are defined by each community, rather than a standard, though sometimes there are not choices due to regulatory requirements. Service levels need to meet the community's expectations and should reflect the value of the community and what the citizens are willing to pay for. Examples include police response time, types of public facilities, and the pavement maintenance schedule.

Reasons for service need prioritization include that there are more demands than resources; it gives the ability to compare diverse needs; it provides consistency in logic, breaks down silos and becomes a more collaborative effort; and it helps define wants versus needs. Prioritization helps moderate political influences, identify important factors in selecting budget additions, add credibility to the process and looks at competing needs. There can be simplistic or complex approaches to prioritization; Ms. Walker is proposing a simplistic method, with judgments by decision makers as to whether it is a high, medium or a low priority. Ms. Walker discussed various approaches to prioritization; the main thing is what works for the community. Experience-based judgment is the most common approach used by small to medium sized organizations.

As the initial step, Town departments rank their budget requests; Council needs to know what the consequences are of not adding something to the budget. High priorities are projects or programs that are essential and impending; medium priorities meet an essential or important need but don't need to be funded immediately; and, low priorities benefit the community but not enough to merit inclusion in the current year.

Staff is working to address strategic issues to align with budget priorities. The strategic issues have been identified as quality of life, managed growth, infrastructure and facilities, economic development, organizational development, and financial sustainability. Ms. Walker discussed each briefly. Staff will send a survey to Council for Councilmembers to rank the strategic issues based on high, medium or low. The Town Manager will present the budget to Council, with the budget aligning with Council goals; Council will keep out of the weeds and look at it at a policy level; and, Council will approve a balanced budget.

The tentative budget needs to be adopted by the third Monday in July. There is no requirement for a final budget unless there is a property tax; it's a good practice to adopt a final budget. The tentative budget is required to be itemized per the Auditor General's forms; it must be published; and, the tentative and final budget must be posted online within seven days of adoption. There needs to be a notice of hearing before final budget adoption. Proposed municipal tax and fee increases need to be noticed on the Town's website for 60 days. Planned next steps include a budget work session on April 14, 2020 to discuss revenue and expenditure projections; tentative budget approval on May 19, 2020; and, final budget adoption on June 16, 2020.

Mayor Nolan, Vice Mayor Lance and Councilmember Brooks expressed appreciation for the presentation.

Darrell Wyatt spoke relating to the Town's cash balance and asked if any of it can be incorporated into the budget beyond revenues; Mayor Nolan responded that everything can be put into the budget.

Gary Mortimer spoke and asked if a tax increase can go into effect in any category without voter approval; Mayor Nolan responded that it can be instituted by Council, with restrictions. Mr. Mortimer asked if the Town is 1% across the board for goods and services; Mayor Nolan and Ms. Walker responded, relating to there being different categories, such as a retail tax of 2%, utilities that could be 2% or 3%, and mining at 0.1%; information about all municipal tax rates is on the Arizona Tax Commission's website. In response to Mr. Mortimer, Ms. Walker clarified that any can be changed by Council, subject to statutory requirements. Mr. Mortimer asked if the Town automatically gets a portion of the gas tax and what the portion is; and, asked about the business tax and why the Town doesn't know who contributes. Mayor Nolan responded that the Town Accountant receives the information, but that it is not public information.

Councilmember Wendt spoke relating to having not seen figures yet on the new Arizona Public Service ("APS") tax, and wanting to know how that will figure into the Town's revenues.

Councilmember Brooks asked for additional information about the Arizona Department of Revenue being a year or two behind. Ms. Walker responded that the income tax is what the state collected two years ago; sales taxes are two months behind, making it difficult to project revenue for the year; and, that it is important to use 12 months of revenue to project for the next year.

Vice Mayor Lance asked how the state knows what businesses are in the Town, versus Prescott Valley; Ms. Walker responded that the state has the license information, and that a lot of cities and towns have business licenses to help check what the state is collecting. Business licenses also can be used to help businesses.

Councilmember Brooks spoke relating to the boundary with Prescott Valley and the way it shifts back and forth; having proposed a business license to try to track it; and, asked for Ms. Walker's expertise on how to straighten it out. Ms. Walker responded that she is working with a small community that is instituting a business license. Examples of reasons for one include seeing sales taxes decrease, when no businesses left; and, a city discovering that the Arizona Department of Revenue was paying their taxes to another city.

Mr. Wyatt spoke relating to the Town controlling expenditures well.

**C. Discussion and obtain Council feedback on a business development program, in conjunction with funding opportunities from the Rural Business Development Grant program offered by the United States Department of Agriculture ("USDA") (Staff CC)**

Mr. Hanks stated that staff provided Council with handouts from the USDA; at the January 14, 2020 Council Meeting, Jeff Hays from the USDA presented about loans and the Rural Business Development Grant ("RBDG") program. Tonight's presentation and discussion is about the RBDG. The application window opened in January and closes in April; things to get in place before applying for grants, include the type of program and how it would look. Staff is proposing to meet with Town businesses to find out how the RBDG may help them; getting ideas from Council; and, laying the foundation to set up a program that will succeed. This will be brought back to Council to discuss various aspects moving forward, with the goal being to be ready for the 2021 grant year.

Vice Mayor Lance asked how staff will know what businesses to meet with, with some unknown; Mr. Hanks stated that it wouldn't be all businesses, but those that staff is aware of and able to locate. Vice Mayor Lance spoke relating to a benefit being that more people knowing that they are a Town business; and, businesses not along

the main corridor also benefiting. Mr. Hanks spoke relating to keeping the program fair and consistent throughout, and USDA requirements including knowing the program’s end goal and how the Town will get there.

Councilmember Brooks spoke relating to businesses not knowing about the RBDG or LFAF; having a community-wide education program that could be expanded on; and, disseminating information throughout the Town. Mr. Hanks noted that staff wants to talk to the business owners and community to find out what the need is; the education piece will come later; and, needing to get the foundation, procedures and policies in place. Councilmember Brooks spoke relating to the first step being the hardest, and of supporting this.

Vice Mayor Lance spoke relating to approaching businesses in a positive manner; and, needing input to grow as a Town.

In response to Councilmember Wendt, Mr. Hanks clarified that the RBDG is separate from the loan for the Town Hall; Council previously authorized staff to work on the loan, and staff is gathering that documentation to bring back to Council. The USDA’s first question on an RBDG application is the type of program being looked at.

Councilmember Hughes spoke relating to the RBDG being administered by the Town, with funding from the USDA; staff is wanting to communicate with the businesses on what benefits would fit them best; and, business owners wanting this as anything will help. He also spoke relating to the micro-loans through LFAF; the LFAF working with the USDA; and, the Town needing to have a program in place for LFAF and the USDA to assist. Mr. Hanks concurred with Councilmember Hughes’ assessment, and noted that staff will do this and bring the information back to Council for input.

Councilmember Brooks spoke relating to promoting the Local First Arizona e-commerce membership during meetings with businesses.

Mike Donovan spoke relating to supporting grants, not understanding why the Town doesn’t have a dedicated grant writer, and whether the Town meets the requirement for the RBDG program. Mr. Hanks clarified that this program is for small businesses, not grant funding for the Town.

**5. Adjourn.**

The meeting was adjourned at 8:48 p.m.

\_\_\_\_\_  
Terry Nolan, Mayor

ATTEST: \_\_\_\_\_  
Timothy A. Mattix, Town Clerk

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
REGULAR COUNCIL MEETING MINUTES  
MARCH 17, 2020, 6:30 P.M.**

**A REGULAR COUNCIL MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, MARCH 17, 2020, AT TOWN HALL AT 2735 S. STATE ROUTE 69, DEWEY-HUMBOLDT, ARIZONA. MAYOR TERRY NOLAN PRESIDED.**

1. **Call To Order** Mayor Nolan called the meeting to order at 6:31 p.m.
2. **Roll Call** Town Councilmembers Karen Brooks, Lynn Collins, Mark McBrady, Victoria Wendt, Vice Mayor Amy Lance (participated telephonically) and Mayor Terry Nolan were present. Councilmember John Hughes arrived at 6:52 p.m. **Town Clerk Note** (as required by Public Body Rules of Policies and Procedures PG No. TC12-01): Vice Mayor Lance participated telephonically. The Town of Dewey-Humboldt teleconference phone was set up in the Council Chambers and tested prior to the meeting. The phone was located on the staff table and placed next to a dedicated microphone, ensuring that Vice Mayor Lance's voice was amplified in the Chambers and captured on the audio and video recorders.
3. **Pledge of Allegiance** Audience Member Darrell Wyatt led the Pledge.
4. **Invocation** Given by Vice Mayor Lance.
5. **Announcements regarding Town 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. Pursuant to the Arizona Open Meeting Law, the Town Council may present a brief summary of current events; however, the Council may not discuss, deliberate, or take legal action on any matter in the summary.

**A. Council announcements about outside meetings and committees**

Mayor Nolan reported that he had provided a copy of the Rural Transportation Advocacy Council (RTAC) list of bills introduced for one-time appropriations for transportation; the Town is not included. Councilmember Brooks noted that Yavapai County is not on the list.

Councilmember Wendt announced that the Firewise meeting scheduled for March 18, 2020 was canceled due to concerns about the coronavirus.

Mayor Nolan noted that agenda item 9.B. is being moved ahead of item 5.B. There were no objections from Council.

**9.B. Discussion and possible action to approve a structure for the General Plan Steering Committee.**

Discussion and possible action includes formalizing the composition, responsibilities, and schedule. (Staff CC)

Ed Hanks, Town Manager, noted that Leslie Dornfeld, PLAN\*et Communities, had provided information concerning the General Plan Steering Committee ("Committee"); staff is seeking Council approval of the structure, including the number of voting and non-voting members.

Councilmember Brooks spoke relating to there being six viable candidates who have applied for the Committee, and the seventh a non-resident; and, promoting all six applicants to be on the Committee.

Councilmember Collins spoke relating to holding off and trying to get younger people involved; everybody who applied being fine; it being in the Newsletter for 35 days, with Spring Break in the middle; people with younger children having approached her with interest; and, the Committee needing to be diverse.

Vice Mayor Lance spoke relating to having requested that the application be put in the Newsletter; Mr. Hanks and Vice Mayor Lance discussed how it was advertised, though due to a misunderstanding, the application itself was not included in the Newsletter. Vice Mayor Lance discussed needing more than six Committee members; and, without volunteers there not being a need to go further. Mr. Hanks stated that there is time to include the application in the next month's Newsletter if Council would like to hold off and bring it back in May.

Councilmember McBrady spoke relating to including the application in the Newsletter; needing as many people as possible; and, asked if Gary Mortimer would participate. Mr. Mortimer responded that he would like to, but he understood it to be for Town residents only. Councilmember McBrady also spoke relating to it being important to have commercial people on the Committee.

Councilmember Brooks spoke relating to the number of non-voting member partners to be determined by Council; non-residents being unable to be voting members; and, a list of six partners to be on the Committee. Councilmember Brooks also spoke relating to putting the application in the Newsletter; taking it a step at a time to see how serious the coronavirus becomes; and, wanting community participation and involvement.

Councilmember Collins spoke relating to effects of the coronavirus; including the application in the Newsletter; using more plainspoken wording in the Newsletter about the General Plan Update; and, needing a diverse group.

In response to Councilmember Wendt, Mr. Hanks confirmed that there is still enough time to work on the Committee. Councilmember Wendt spoke relating to her support of including the application in the Newsletter.

Councilmember Brooks moved to postpone or delay Resolution No. 20-140; seconded by Councilmember Wendt. After discussion, it was clarified that Resolution No. 20-140 is a different agenda item.

Councilmember Brooks moved to delay the structuring and selection of the General Plan Steering Committee and the list of partners to be determined by Council; seconded by Vice Mayor Lance. Motion passed on a voice vote 5-1. CM Brooks – aye; CM Collins – aye; CM Hughes – absent; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – nay.

**B. Review of applications and possible interview/appointment of applicants to the General Plan Steering Committee.** Applicants: Glen Blomgren, Jack Hamilton, Judy Kerber, Denise Rogers, Nancy Wright, and Darrell Wyatt.

Item included in the motion for agenda item 9.A. See pages 1-2 for discussion and action.

- 6. Public Comment on Non-agendized items** 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. According to the Arizona Open Meeting Law, Councilmembers 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, Councilmembers are forbidden from discussing or taking legal action on matters raised during Public Comment unless the matters are properly noticed for discussion and legal action. A **3 minute** per speaker limit shall be imposed. Everyone is asked to please be courteous and silent while others are speaking.

Nancy Wright spoke relating to agenda item 5.B. being cancelled; and, requested her name be removed from the list of applicants for the General Plan Steering Committee due to upcoming surgeries.

Barton Lee McLain spoke and asked if there are any rules about Conflict of Interest for the Planning and Zoning Advisory Commission (“P&Z”) and other boards, and if members of boards and commissions are required to file financial disclosure statements; and, spoke relating to the head of P&Z being in real estate entitlement who receives money in helping developers get zoning changed. She also spoke relating to everyone on P&Z voting against Heli-Swift and it still moving forward; not knowing how the General Plan is supposed to be updated if everything is rigged against the townspeople; having heard that Monogram has filed another appeal; needing businesses that attract tourism; and, the aquifer being the most endangered one in the state.

Leigh Cluff spoke and thanked Glen and Julia Blomgren for doing things for kids during Spring Break and the school cancellation; and, of her hope that Council will support them. Councilmember Hughes arrived at 6:52 p.m.

Councilmember Collins requested that staff look into the Conflict of Interest/financial disclosure question; Mr. Hanks responded that staff will look into it and report back to Council.

- 7. Consent Agenda** All those items listed below are considered to be routine and may be enacted by one motion. Any Councilmember may request to remove an item from the Consent Agenda to be considered and discussed separately.

**A. Approval of Minutes of January 14, 2020 Study Session**

**B. Approval of Minutes of January 21, 2020 Regular Meeting**

**C. Approval of Minutes of February 4, 2020 Regular Meeting**

**D. Approve a future presentation to Council from Vice President Rodney Jenkins, Yavapai College Vice President of Community Relations & Student Development.** Topics of the future presentation will include Senate Bill 1661, House Bill 2790, the Yavapai College 3D printing program, and the Yavapai College Center. (Staff CC)

Mayor Nolan removed agenda item 7.B. from the Consent Agenda.

Councilmember Brooks moved to approve Consent Agenda Items A, C and D; seconded by Councilmember Hughes. Motion passed on a voice vote 7-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

**B. Approval of Minutes of January 21, 2020 Regular Meeting**

Mayor Nolan noted that he pulled item 7.B. to make sure that the letter from the County Attorney that he read, and the vote to at the February and April meetings relating to talking to outside entities about the state park, are

included in the minutes.

Mayor Nolan moved to approve the February 21 [January 21] minutes; seconded by Councilmember Wendt. Motion passed on a voice vote 4-3. CM Brooks – nay; CM Collins – nay; CM Hughes – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – nay; Mayor Nolan – aye.

- 8. Town Manager's Report** Update on Current Events. The Town Council may ask clarifying questions about any item listed on the agenda under Town Manager's Report, or ask that any item listed on the agenda under Town Manager's Report be placed on a future agenda for Council deliberation and action. No legal action will be taken on items listed under Town Manager's Report. From time to time, as authorized by A.R.S. § 38-431.02(K), the Town Manager may present a brief summary of a current event that, due to its timeliness, is not listed on the agenda. In such cases, the Town Council shall not propose, discuss, deliberate or take legal action on the matter.

**A. Town Manager's Report on the Wells Fargo Bank, N.A., account with public funds and the email received by Mayor Nolan at his personal email address relating to said bank account, as Mayor Nolan announced at the March 10, 2020 Study Session**

Mr. Hanks provided an update on the item. The email sent to Mayor Nolan at his personal email address stated that the Town's account had gone dormant and \$100,262.20 would be transferred to the state as unclaimed property on April 17, 2020 due to inactivity since June 16, 2017. The funds in the account were included in the January 14, 2020 budget update; staff was not aware of the reversion to the state due to Mayor Nolan receiving the email. Beginning on March 11, 2020, staff began looking into the issue with Wells Fargo; Mr. Hanks and two Councilmembers went to Wells Fargo on March 12, 2020, reactivated the account and then transferred \$100,264.03 to the Town's regular checking account, leaving \$1 in the troubled account. Mr. Hanks has been added as an additional account administrator, and a new signature card is at the dais for Council to sign.

On March 12, 2020, staff discovered how this occurred. At the May 3, 2016 Council Meeting, Council approved opening a savings account at Wells Fargo. Subsequently, Mayor Nolan opened the additional account for the Town; when it was opened, Mayor Nolan's personal information was also listed. Wells Fargo's system enabled Mayor Nolan's personal email account to override notifications; Wells Fargo could not determine if it was linked by Mayor Nolan or automatically by the bank. Due to Wells Fargo's policies, in June, 2017, the savings account was changed to a checking account, enabling it to start on the track of being unclaimed property. The account is now in the process of being closed. All funds are accounted for; there are no missing funds.

Vice Mayor Lance spoke relating to it not being part of the agenda when Mayor Nolan brought it up; having asked who opened the account and Mayor Nolan indicating staff; and, asked if Mayor Nolan recalls it. Mayor Nolan responded that he does not and never opened an account for the Town. Mayor Nolan and Vice Mayor Lance discussed it further.

Council and staff discussed making a motion for this item; it was clarified that this is a Town Manager's Report and that a motion can be made on the next agenda item.

Vice Mayor Lance requested staff provide copies of the paperwork to Mayor Nolan.

Councilmember Hughes asked if there have always been two signers on the checks; Mr. Hanks confirmed that there have been since he has been with the Town.

Councilmember Wendt asked if staff is still comfortable working with Wells Fargo; Mr. Hanks responded that can be discussed on the next agenda item.

- 9. General Business** Discussion and possible legal action may be taken. Agenda language may vary from that in CAARFs for Open Meeting Law purposes.

**A. Discussion and possible action to direct staff relating to pursuing a new contract for banking services for the Town (Staff CC)**

Mr. Hanks stated that given the information in the Town Manager's Report, staff is bringing this item forward. The Town's contract with Wells Fargo ends in the middle of April; staff is requesting direction to seek information on additional financial institutions.

Councilmember Brooks moved to direct staff to contact and gather all required information for managing the Town's accounts from no fewer than three financial institutions, and return to Council at a future meeting; seconded by Councilmember Wendt.

In response to Mayor Nolan, Mr. Hanks provided additional information as follows: the Town's contract with Wells Fargo is until April, 2020; based on the Town's purchasing procedure, there are three options: issue a formal Request for Proposals; extend the contract with Wells Fargo; or, contact three financial institutions and bring

back information for Council review and selection.

Vice Mayor Lance spoke relating to the situation that happened being a larger issue and against the law to put a government account into a single person's social security number; and, supporting the idea of finding another banking system.

The motion by Councilmember Brooks passed on a roll call vote 7-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

**B. Discussion and possible action to approve a structure for the General Plan Steering Committee.**  
Discussion and possible action includes formalizing the composition, responsibilities, and schedule. (Staff CC)

Item taken out of order. See pages 1-2 for discussion and action.

**C. Discussion and possible action to adopt Resolution No. 20-140, adopting the Citizen Participation Plan for the 2009 General Plan Update** (Staff CC)

Mr. Hanks stated that state law requires the governing body to adopt a written procedure for public participation in the development and major amendment of general plans. Staff is seeking Council adoption of the resolution.

Councilmember Collins requested a provision for an election be inserted in the Resolution and spoke relating to section 1.2 saying “public health, safety and welfare”, and the phrase not being defined in any Town document; and, hearing from people who wanting to see important issues and hearings mentioned in the Newsletter.

Councilmember Wendt asked the Town Attorney about the definition of public health, safety and welfare. Kay Bigelow, Town Attorney, responded that it is a body of law that gives government the authority to do what it does in regulation; and, suggested that the Resolution can say “other matters within the Town’s authority under state law” as a substitute. Councilmember Wendt spoke relating to having a substitute that would satisfy Councilmembers who are concerned about encroaching on people’s property rights.

In response to Mayor Nolan, Ms. Bigelow confirmed that P&Z would have a public hearing; Mayor Nolan spoke relating to Council having a public hearing after the P&Z hearing. Mayor Nolan asked where the paragraph about the election would go in the resolution; Ms. Bigelow responded that it would go towards the end of the Resolution.

Councilmember Collins spoke relating to section 4.3 talking about mass media notifications, and asked that NextDoor be included. Mayor Nolan responded that it will be in the paper and newsletter; Councilmember Wendt added that it would also be on the Town’s website.

Mayor Nolan moved to approve this as amended as discussed; seconded by Councilmember Hughes. Motion passed on a roll call vote 7-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

**D. Discussion and possible action relating to changing the Mayor’s term of office from a two-year term to a four-year term** (CAARF – Mayor Nolan)

Mayor Nolan introduced the item as follows: the CAARF is to change the Mayor’s term of office from two years to four years; Town Code Section 30.045 states that the Mayor is directly elected for a term of two years; two years not being enough time; having a four-year term can be more effective for the Town and to accomplish more; and, the Town Attorney indicating that it would need to go before the voters.

Vice Mayor Lance spoke relating to Town voters having approved it for a two-year term; not thinking it should be changed; and, two years being a sufficient amount of time.

Councilmember Brooks spoke relating to having been told by a former Town Manager and Mayor Nolan that if an issue was voted down, a member on the losing side could not bring it up again, while a member on the winning side who had a change of heart could bring it up again. Mayor Nolan spoke relating to a motion to reconsider needing to be made by a person on the winning side; reconsideration needing to be done before the next regular meeting; and, reconsideration not going from year to year. Councilmember Brooks spoke relating to Mayor Nolan having brought up an extension multiple times before and it being voted down.

Vice Mayor Lance moved that the Town of Dewey-Humboldt continue to have the Mayor’s term be an every two-year term in office.

Councilmember Wendt spoke relating to the two-year term being so that if citizens were not happy with the Mayor, then they only had to survive two years; and, understanding that it is difficult to enact everything in two years.

Vice Mayor Lance restated her motion to continue to have the Mayor’s term in office a two-year term as the voters

of Dewey-Humboldt voted; seconded by Councilmember Collins.

Leigh Cluff spoke relating to the Mayor having been in office for eight or 10 years; and, if people want the Mayor in, they will vote him back in.

The motion by Vice Mayor Lance failed on a roll call vote 3-4. CM Brooks – aye; CM Collins – aye; CM Hughes – nay; CM McBrady – nay; CM Wendt – nay; VM Lance – aye; Mayor Nolan – nay.

Mayor Nolan moved to extend the Mayor's term to four years; seconded by Councilmember Hughes.

Councilmember Hughes spoke relating to Councilmembers having four-year terms; Council removing power from the Mayor's office; and, that if all offices are the same, they should be the same term.

Vice Mayor Lance spoke relating to the Mayor's office not being different from a Councilmember except as a deciding vote; having previously given the Mayor more power; and, the former Council's perception of the Mayor's abuse of power.

Councilmember McBrady spoke relating to putting it to a vote; seeing the benefits of a four-year term; and, that it should be the community who decides.

Ms. Bigelow stated that this item needs a document that sets out both the election and the ballot language, rather than doing it by motion.

Mayor Nolan moved to direct staff to come up with a statement for the election to be put on the ballot for a decision of the body from a two-year to a four-year term; seconded by Councilmember Hughes. Motion passed on a roll call vote 7-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

**E. Discussion and possible action relating to changing how the Vice Mayor is appointed** (CAARF – Mayor Nolan)

Mayor Nolan introduced the item as follows: this item being to change how the Vice Mayor is appointed; needing a Vice Mayor perform the duties and the Mayor identifying the person to be the Vice Mayor; and, read Town Code Sections 30.031(E) and (F). The current process is for the next person in line to rotate and become Vice Mayor; when he calls the Vice Mayor to go somewhere for him, they are unable to do it.

Vice Mayor Lance and Mayor Nolan discussed that the Mayor has not contacted her; Vice Mayor Lance having presided over meetings; and, in the past, Councilmember Wendt sometimes being unable to take the Mayor's place due to appointments. They also discussed this going into effect for the next cycle and the next two Councilmembers in line not working.

Leigh Cluff spoke relating to Vice Mayor Lance being Vice Mayor throughout the rest of the year; and, asked Mayor Nolan what guarantee that he will be Mayor next time.

Councilmember Brooks spoke relating to the system being the most equitable, with the most senior Councilmember who has not served previously.

Councilmember Brooks moved to keep the Vice Mayor in a rotating position with the most senior Councilmember that has not previously served in line for Vice Mayor; seconded by Councilmember Collins.

Vice Mayor Lance spoke relating to the current way being fairest; it having worked for everyone involved; and, everyone having a chance to experience how to be Vice Mayor.

The motion by Councilmember Brooks passed on a roll call vote 5-2. CM Brooks – aye; CM Collins – aye; CM Hughes – nay; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – nay.

**F. Discussion and possible action to direct staff to update the Town's website to have a webpage listing all of the businesses located in the Town** (CAARF – Mayor Nolan)

Mayor Nolan spoke relating to this item being to list all businesses on the Town's homepage to help local businesses, giving residents an opportunity to find a local business to do work for them. The Town does not have a Chamber of Commerce.

Councilmember Brooks spoke relating to wanting to see a tab or link to a business directory, rather than posted directly on the website; supporting the idea; and, it being free of charge.

Councilmember Hughes asked about legal ramifications. Ms. Bigelow responded that it is the same as advertising, including not censoring businesses; listing or not listing all based on a criteria rather than the type of

business; and, being able to exclude a business if it is not legally operating, such as not paying for permits.

In response to Councilmember Collins, Ms. Bigelow stated that the Town may define what being located in Town means, such as the business being in Town or the owner living in Town.

Vice Mayor Lance spoke relating to not knowing all businesses due to not having a business license; and, asked if an adult bookstore would be allowed to advertise on the Town’s website. Ms. Bigelow responded that the Town cannot make a differentiation based on the type of business.

Councilmember Wendt moved to hold off on doing anything on this CAARF until the Town gets more into the previous Newsletter advertising item that Council dealt with, and it is defined; seconded by Councilmember Hughes. Motion passed on a roll call vote 7-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

**G. Discussion and possible action to establish a stipend for members of the Town Council (CAARF – Mayor Nolan)**

Mayor Nolan introduced the item as follows: this being to help Councilmembers for their work; read Town Code Section 30.017(A); and, noted that it would become effective at new Councilmember terms of office, rather during a sitting Councilmember’s term.

Vice Mayor Lance and Mayor Nolan discussed the item, including that Mayor Nolan brought it forward because he thinks it’s time to start paying Councilmembers; it being a stipend rather than a salary; the stipend possibly being \$100/month for the Mayor and \$50/month for Council; and, that Council receives reimbursement for travel.

Vice Mayor Lance spoke relating to a current Councilmember who receives a stipend being required to leave their seat of office in order to run for Mayor. Mayor Nolan spoke relating to this taking effect after the election and being for the new Council rather than the current Council.

Councilmember Brooks spoke relating to it being a burden on the Town to be paying a stipend until businesses are developed and paying taxes; and, Councilmembers receiving mileage reimbursement.

Councilmember Brooks moved to not change anything and not to provide a stipend for any of the Councilmembers. Councilmember Collins seconded the motion.

Councilmember Collins spoke relating to preferring that extra money to go to staff instead.

Vice Mayor Lance spoke relating to not asking for mileage reimbursement and Councilmembers being volunteers.

Leigh Cluff spoke relating to members of the public who volunteer; those in Firewise spending more time volunteering than anyone; and, a stipend would be slapping other volunteers in the face.

Barton Lee McLain spoke relating to finding it offensive that Council think they deserve a stipend when there is not a second road out of the Blue Hills.

Mayor Nolan spoke relating to, if there is a monetary value, there may be more people who run for office.

The motion by Councilmember Brooks, seconded by Councilmember Collins, passed on a roll call vote 5-2. CM Brooks – aye; CM Collins – aye; CM Hughes – nay; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – nay.

**10. Consideration of additional Special Session(s)** Whether to hold and, if so, set the date

**A. Consideration of the previously scheduled Special Meeting on March 24, 2020; whether to hold, reschedule or cancel the Special Meeting**

Councilmember Wendt moved to delay the March 24, 2020 meeting and reschedule it at a future date; seconded by Councilmember Hughes. Motion passed on a voice vote 7-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

**11. Adjourn** The meeting adjourned at 7:58 p.m.

\_\_\_\_\_  
Terry Nolan, Mayor

ATTEST: \_\_\_\_\_  
Timothy A. Mattix, Town Clerk



# COUNCIL COMMUNICATION

Regular Council Meeting Date: **May 5, 2020**

Agenda Item: **10.A.**

**Submitted by:** Edward L. Hanks, Jr., Town Manager

**Subject:**

Discussion and possible action to approve a structure for the General Plan Steering Committee.

**Background:**

At the February 11, 2020, Study Session, Leslie Dornfeld, PLAN\*et Communities, gave a presentation to Council on the General Plan Update Process, including the General Plan Steering Committee. Resident member appointments are on tonight's agenda as item 6.C. On March 17, 2020, Council continued this item until after the application form for Committee members was distributed via the Town Newsletter.

Town Code § 31.16(A) requires Council to form, by motion or resolution, Ad Hoc Citizen Committees, with the composition, responsibilities and schedule adopted by Council.

Staff is recommending that Council approve the Committee composition, responsibilities and schedule, as follows:

- Six resident voting members;
- Number of business owners/agents, to be determined by Council, as non-voting members;
- Number of partners, to be determined by Council, as non-voting members;
- The Committee have the following role and responsibilities:
  - Help ensure a successful execution of the project;
  - Guide the project & process from start to finish;
  - Provide input on project process and strategy;
  - Review and comment on project product;
  - Provide ideas and advice to negotiate unanticipated project challenges;
- The Committee meet, at a minimum, once every two months;
- Committee meetings be open to the public, with a meeting notice, agenda and minutes published in accordance with the Arizona Open Meeting Law;
- All meetings of the Committee be held in the Council Chambers, with video of the meetings recorded and available on the Town website.

**Financial Impact:**

There is no financial impact to the Town for this decision.

**Direction Requested:**

Staff is seeking Council approval of the Committee composition, responsibilities and schedule.

**Suggested Motion:**

**For:** I move to approve the General Plan Steering Committee be composed of six resident voting members; {number determined by Council} non-voting business members and {number determined by Council} non-voting partners; that the Committee have the role and responsibilities outlined above; and, that the Committee holding public meetings no less than once every two months.

**Against:** No motion is necessary.

**Attachments:**

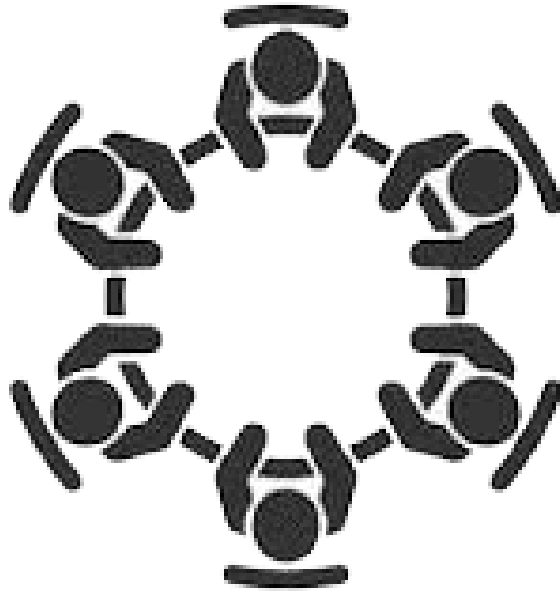
Excerpt from February 11 presentation by Leslie Dornfeld, PLAN\*et Communities

Town of Dewey-Humboldt  
P.O. Box 69  
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Phone: 928-632-7362 | Fax: 928-632-7365  
[www.dhaz.gov](http://www.dhaz.gov)

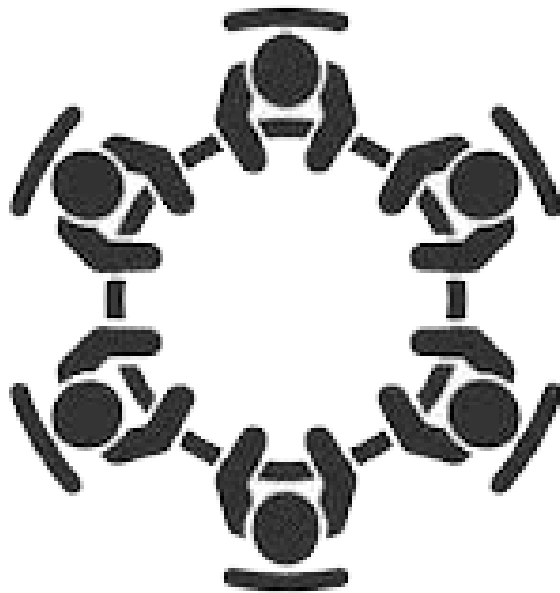
# STEERING COMMITTEE

**Role: Help ensure a successful execution of the project.**

- Guide the project & process from start to finish
- Provide input on project process & strategy
- Review and comment on project product
- Provide ideas and advice to negotiate unanticipated project challenges



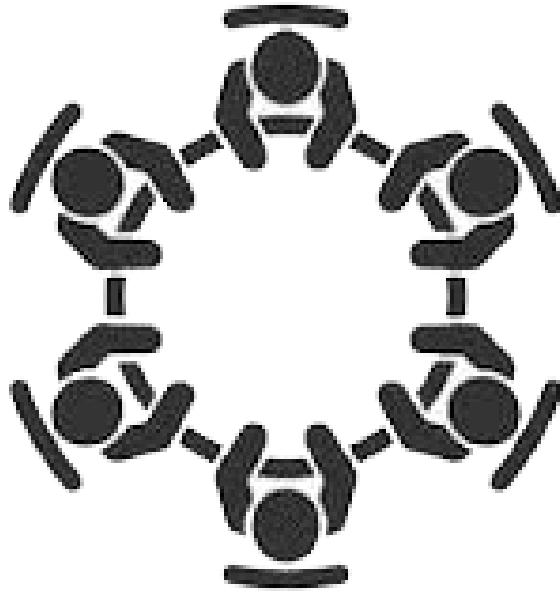
# STEERING COMMITTEE



**Composition: Key stakeholders affected by the project outcome:**

- Residents
- Businesses
- Partners (i.e., Federal, State, County, Not-for-Profit)
- Implementors (Agencies, Departments, Staff)

# STEERING COMMITTEE



## Role of Individual Members:

- Understand the aim, strategy and intended outcomes of the project
- Appreciate the significance of the project for their own organization
- Be genuinely interested in the project and the intended outcomes
- Be a project advocate by doing what they can to promote its outputs

*Source: Law and Justice Foundation*



## COUNCIL COMMUNICATION

Regular Council Meeting Date: **May 5, 2020**

Agenda Item: **10.B.**

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**Submitted by:** Edward L. Hanks, Jr., Town Manager

**Subject:**

Review, discussion and possible action to direct staff relating to existing Boards, Commissions and Committees as set forth in Dewey-Humboldt Code of Ordinances Title III, Chapter 31.

**Background:**

The Dewey-Humboldt Code of Ordinances ("Town Code") contains provisions establishing and requiring meetings from the following Boards, Commissions and Committees:

- Residential Values Advisory Committee;
- Planning and Zoning Advisory Commission;
- Board of Adjustment;
- Clean Town Committee;
- Groundwater Resource Advisory Committee;
- Environmental Issue Advisory Committee; and,
- Open Space and Trails Committee.

Of these, the Planning and Zoning Advisory Commission and Board of Adjustment are required and active when needed, and staff is not seeking direction on them.

With the General Plan process starting soon, there may be value in reactivating and recruiting members for some or all of the other Committees to assist in reviewing certain aspects of the General Plan and any other items that may be referred to them.

**Financial Impact:**

There is no financial impact to the Town for this decision.

**Direction Requested:**

Staff is seeking direction from Council to:

- Reactivate one, some, or all the Committees and begin recruiting for members;
- Prepare an ordinance amending the Town Code to remove one, some, or all of the Committees from the Town Code.

**Suggested Motion:**

**For:** I move to direct staff to reactivate and begin recruiting members to the {Committee Names}, with applications brought back to Council for review and appointment.

**Against:** I move to direct staff to prepare an ordinance amending the Town Code to remove the {Committee Names} from the Town Code.

**Attachments:**

Town Code Excerpt, with information about each Board, Commission and Committee

Town of Dewey-Humboldt  
P.O. Box 69  
Humboldt, AZ 86329  
Phone: 928-632-7362 | Fax: 928-632-7365

[www.dhaz.gov](http://www.dhaz.gov)

## **BOARDS, COMMISSIONS AND CITIZEN COMMITTEES**

### **§ 31.20 RESIDENTIAL VALUES ADVISORY COMMITTEE.**

(A) The Residential Values Advisory Committee is hereby formed to review and analyze proposals and laws that may have either a direct or indirect impact on the value and use of properties within the town.

(B) The Committee will comprise five individuals appointed by the Council with experience in listing, selling and analysis of property values within the area. Specific issues for study may be assigned by the Town Council or, with approval of the Council, may be subjects as may be identified by the Committee.

(C) Terms shall be staggered and for two years with appointment, and possible reappointment, by the Council as recommended by an ad hoc committee of the Council appointed by the Mayor. Meetings will be at least quarterly as may be called by the Chairperson of the Committee or at the request of the Mayor or a Council Member. A Council liaison will be designated by the Mayor.

(D) Committee meetings will be held in accordance with Arizona Open Meetings Law and shall use *Robert's Rules of Order* in conducting its business.

### **§ 31.21 PLANNING AND ZONING ADVISORY COMMISSION.**

The Planning and Zoning Advisory Commission (the "P&Z Commission") shall be formed of seven members, all of whom must be residents of the town. Each member will be appointed to a four-year term, unless filling a vacancy appointment (in which case the term is the balance of the term of the person replaced). The P&Z Commission may set its own meeting schedule, but meetings will be held at least quarterly, or at the request of the Mayor, a Councilmember, or an applicant. The P&Z Commission may adopt its own rules of procedure, but the rules must include *Robert's Rules of Order*. The P&Z Commission has the duty to diligently perform all the duties allocated to the P&Z Commission by Arizona law or town ordinance.

### **§ 31.22 BOARD OF ADJUSTMENT.**

The Board of Adjustment (BOA) is hereby established as further set forth in § [153.021](#) of this code.

### **§ 31.23 CLEAN TOWN COMMITTEE.**

The Clean Town Committee (CTC) shall be formed of five executive members and any number of associate members. Executive members are responsible to vote on matters before the CTC and constitute a quorum, but all members (associate and executive) have the right to prepare items for the agenda. Executive members must be residents of the town, are appointed by 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. CTC members are subject to reappointment without limit. The CTC may set its own meeting schedule, but meetings will be held at least annually or at the request of the Council. The CTC may adopt its own rules of procedure, but such rules must include *Robert's Rules of Order*. The CTC has the duty to diligently provide organizational oversight of volunteer services to the town and its citizens, and assist in development of programs that address issues of accumulated trash, code enforcement, and related concerns.

#### **§ 31.24 GROUNDWATER RESOURCE ADVISORY COMMITTEE.**

The Groundwater Resource Advisory Committee (GRAC) shall be formed of five executive members and any number of associate members. Executive members are responsible to vote on matters before the GRAC and constitute a quorum, but all members (associate and executive) have the right to prepare items for the agenda. Executive members must be residents of the town, are appointed by 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. GRAC members are subject to reappointment without limit. The GRAC may set its own meeting schedule, but meetings will be held at least quarterly or at the request of the Council. The GRAC may adopt its own rules of procedure, but such rules must include *Robert's Rules of Order*. The GRAC has the duty to diligently provide for the identification, assessment, and monitoring of citizens' rights to access quality groundwater and other appropriate water resources that may be of concern to the Council; however, before moving from identification to assessment, or from assessment to monitoring, the GRAC will report to the Council.

#### **§ 31.25 ENVIRONMENTAL ISSUE ADVISORY COMMITTEE.**

The Environmental Issue Advisory Committee (EIAC) shall be formed of five executive members and any number of associate members. Executive members are responsible to vote on matters before the EIAC and constitute a quorum, but all members (associate and executive) have the right to prepare items for the agenda. Executive members must be residents of the town, are appointed by 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. EIAC members are subject to reappointment without limit. The EIAC may set its own meeting schedule, but meetings will be held at least quarterly or at the request of the Council. The EIAC may adopt its own rules of procedure, but such rules must include *Robert's Rules of Order*. The EIAC has the duty to diligently provide for the identification, assessment, and monitoring of environmental and public health issues that may be of concern to the Council; however, before moving from identification to assessment, or from assessment to monitoring, the EIAC will report to the Council.

#### **§ 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.

(B) In its duties should the OSAT Committee plan any trail, refuge area, or other related facility within the vicinity of Chaparral Gulch, Council suggests that a facility be named in memory of the tragic passing of Emmett Trapp on August 4, 2010.

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# COUNCIL COMMUNICATION

Regular Council Meeting Date: **May 5, 2020**

Agenda Item: **10.C.**

**Submitted by:** Edward L. Hanks, Jr., Town Manager

**Subject:**

Discussion and possible action to authorize staff to 1) purchase a new truck using a State of Arizona Cooperative Purchasing Contract; 2) issue a formal bid for the purchase of a new truck to replace Town Site Truck #2; or 3) approve the purchase and installation of a rebuilt motor for Town Site Truck #2 from one of the three vendors who provided quotes.

**Background:**

As discussed at the April 21, 2020 Council Meeting, Town Site Truck #2 (“Truck”) is instrumental for the Public Works department in moving equipment, supplies and manpower around Town to perform maintenance on Town rights-of-way and to respond to citizen requests and concerns.

At the April 21, 2020 Council Meeting, Council directed staff to research the difference between purchasing a new truck and replacing the engine in the Truck, and to return to Council.

It should be noted that staff’s preference, if Council direction is to purchase a new truck, is to purchase a 4X4 F-250 or F-350 truck. This truck can be set up as a second snowplow truck and will also have more load capacity making it safer to move equipment when needed.

Purchase through the Arizona State Cooperative Purchasing Office

The State of Arizona solicited a contract, and multiple vendors were awarded. In researching the state contracts, staff located the following vendors who provide a truck meeting staff’s recommended specification:

Vendor	F-150 in stock	F-150 ordered	F-250 4X4 in stock	F-250 4X4 Ordered
Sanderson Ford	\$22,027.55	Not offered	\$31,837.96	Not offered
Chapman Ford	<i>Spoken with; waiting on estimates. Estimates will be provided when received.</i>			
Pioneer Ford	\$25,839.82	\$24,645.31	\$36,690.90	\$30,170.31

Use of the cooperative purchasing contract would enable staff to procure the new truck in a timely manner.

Issue a formal bid for the purchase

Due to the cost of purchasing a truck, if the Town does not utilize a cooperative purchasing contract, the Town will be required to begin a formal bid process for the purchase of the truck (due to the Town’s purchasing procedure).

Issuing a formal bid would require more time. It would allow any vendor who meets the Town’s specifications to provide a response.

Rebuilt motor

Town staff received three written quotes for the purchase and installation of a rebuilt motor, as follows:

- Devine Diesel & Off-road - \$7,607.99
- Galpin Ford & RV - \$6,898.27
- Outlaw Fleet Services - \$7,692.73

Town of Dewey-Humboldt  
 P.O. Box 69  
 Humboldt, AZ 86329  
 Phone: 928-632-7362 | Fax: 928-632-7365

[www.dhaz.gov](http://www.dhaz.gov)

Should Council wish to pursue replacing the motor, staff recommends using Devine Diesel & Off-road. Devine Diesel & Off-road provided the most comprehensive and complete quote and is who the Town uses for some of its equipment repairs.

**Financial Impact:**

Cost varies, depending on which option Council wishes to pursue.

**Direction Requested:**

Staff is seeking Council direction to move forward with either the purchase of a new truck or the purchase and installation of a rebuilt motor.

**Suggested Motion:**

**State Cooperative Contract:** I move to authorize staff to proceed with purchasing a new truck, with staff's recommended specifications, from {Lowest Vendor Quoted} on the State Cooperative Purchasing Contract, with a total cost not to exceed \${maximum cost to pay}.

**Issue a Formal Bid:** I move to authorize staff to issue a formal bid for the purchase of a new truck meeting staff's recommended specifications, and to return to Council with the bid responses.

**Purchase/Install Rebuilt Motor:** I move to approve the purchase and installation of a rebuilt motor from Devine Diesel & Off-road.

**Attachments:**

Quotes for a new truck; quotes for a rebuilt motor



**PFVT MOTORS, INC.**

CONTRACT # **ADSP017-166117**  
 QUOTE DATE: 4/23/2020

**CUSTOMER: Town Of Dewey-Humboldt**  
 CONTACT: ED HANKS  
 E-MAIL: [EDHANKS@DHAZ.GOV](mailto:EDHANKS@DHAZ.GOV)

**SANDRA GONZALEZ**  
 9130 West Bell Road  
 Peoria, Arizona 85382  
 Direct: 480-696-5930  
 Cell: 505-850-5504  
 Fax: 480-393-5536  
 Email: [sgonzalez@peoriaford.com](mailto:sgonzalez@peoriaford.com)

REFERENCE: F-150

LEAD TIME: ORDER 14-16 WEEKS

LINE ITEM	ORDER CODE	DESCRIPTION	PRICE
1	F1C	WHITE 2020 F-150 R/C 4X2 141" WB	\$ 21,799.00
2	99P	2.7L ECOBOOST	\$ 995.00
3	44G	10 SPEED TRANSMISSION	INC
4	100A	BASE EQUIPMENT PACKAGE	NC
5		3 KEYS	INC
6			\$ -
7			\$ -
8			\$ -
9			\$ -
<b>TAXABLE TOTAL</b>			<b>\$ 22,794.00</b>
<b>SALES TAX</b>			<b>\$ 1,846.31</b>
<b>WARRANTY COST</b>			<b>\$ -</b>
<b>TIRE TAX</b>			<b>\$ 5.00</b>
<b>FREIGHT</b>			<b>\$ -</b>
<b>TOTAL PER UNIT</b>			<b>\$ 24,645.31</b>
<b>QUANTITY OF UNITS</b>			<b>1</b>
<b>PO TOTAL</b>			<b>\$ 24,645.31</b>

\*ALL VEHICLES PURCHASED ON STATE CONTRACT SHALL INCLUDE FOLLOWING OPTIONS, UNLESS OPTION IS ELECTED TO BE DELETED:  
 - BLUETOOTH - AM/FM/RADIO, CRUISE CONTROL, POWER DOORS AND WINDOWS, 4 ENTRANCE KEYS, FRONT AND REAR A/C - WHEN AVAILABLE, CLOTH SEATS, REAR CAMERA, SPARE TIRE, FLOOR MATS, ARIZONA LEGAL TINT

ALL TRUCKS WILL INCLUDE ADDITIONAL OPTIONS:  
 - ANTI-SLIP DIFFERENTIAL AND TOW HOOKS (2WD/4WD)  
 - 4WD TRUCKS - SKID PLATES

**THANK YOU FOR YOUR BUSINESS!**



**PFVT MOTORS, INC.**

CONTRACT # **ADSP017-166117**  
 QUOTE DATE: 4/23/2020

**CUSTOMER: Town Of Dewey-Humboldt**  
 CONTACT: ED HANKS  
 E-MAIL: [EDHANKS@DHAZ.GOV](mailto:EDHANKS@DHAZ.GOV)

**SANDRA GONZALEZ**  
 9130 West Bell Road  
 Peoria, Arizona 85382  
 Direct: 480-696-5930  
 Cell: 505-850-5504  
 Fax: 480-393-5536  
 Email: [sgonzalez@peoriaford.com](mailto:sgonzalez@peoriaford.com)

REFERENCE: F-150

LEAD TIME: IN STOCK

LINE ITEM	ORDER CODE	DESCRIPTION	PRICE
1	F1C	WHITE 2019 F-150 R/C 4X2 141" WB - 3.3L	\$ 21,799.00
2	99B	3.3L V6 ENGINE	INC
3	446	6 SPEED TRANSMISSION	INC
4	53B	CLASS IV TRAILER HITCH	\$ 95.00
5	DIO	3 KEYS	INC
6	101A	XL MID-LEVEL EQUIPMENT PKG, INCLUDES:	\$ 2,005.00
7		POWER DOORS, WINDOWS, MIRRORS, KEYLESS ENTRY	INC
8		CRUISE CONTROL, BLUETOOTH	INC
9			\$ -
			\$ -
		<b>TAXABLE TOTAL</b>	\$ 23,899.00
		<b>SALES TAX</b>	\$ 1,935.82
		<b>WARRANTY COST</b>	\$ -
		<b>TIRE TAX</b>	\$ 5.00
		<b>FREIGHT</b>	\$ -
		<b>TOTAL PER UNIT</b>	\$ 25,839.82
		<b>QUANTITY OF UNITS</b>	1
		<b>PO TOTAL</b>	\$ <b>25,839.82</b>

\*ALL VEHICLES PURCHASED ON STATE CONTRACT SHALL INCLUDE FOLLOWING OPTIONS, UNLESS OPTION IS ELECTED TO BE DELETED:  
 - BLUETOOTH - AM/FM/RADIO, CRUISE CONTROL, POWER DOORS AND WINDOWS, 4 ENTRANCE KEYS, FRONT AND REAR A/C - WHEN AVAILABLE,  
 CLOTH SEATS, REAR CAMERA, SPARE TIRE, FLOOR MATS, ARIZONA LEGAL TINT

**ALL TRUCKS WILL INCLUDE ADDITIONAL OPTIONS:**  
 - ANTI-SLIP DIFFERENTIAL AND TOW HOOKS (2WD/4WD)  
 - 4WD TRUCKS - SKID PLATES

**THANK YOU FOR YOUR BUSINESS!**



**PFVT MOTORS, INC.**

CONTRACT # **ADSP017-166117**  
 QUOTE DATE: 4/30/2020

**CUSTOMER: Town Of Dewey-Humboldt**  
 CONTACT: ED HANKS  
 E-MAIL: [EDHANKS@DHAZ.GOV](mailto:EDHANKS@DHAZ.GOV)

**SANDRA GONZALEZ**  
 9130 West Bell Road  
 Peoria, Arizona 85382  
 Direct: 480-696-5930  
 Cell: 505-850-5504  
 Fax: 480-393-5536  
 Email: [sgonzalez@peoriaford.com](mailto:sgonzalez@peoriaford.com)

REFERENCE: F-250

LEAD TIME: 2 WEEKS

LINE ITEM	ORDER CODE	DESCRIPTION	PRICE
1	F2B	2020 FORD F-250 REG CAB 4X4	\$ 32,977.00
2	996	6.2L V8 ENGINE	INC
3	X3E	3.73 LOCKING REAR AXLE	\$ 390.00
4	DIO	3 KEYS	INC
5	52B	TRAILER BRAKE CONTROLLER	\$ 270.00
6	90L	POWER DOORS, WINDOWS, MIRRORS, KEYLESS ENTRY	INC
7	96V	CRUISE CONTROL, BLUETOOTH	INC
8	873	REAR CHMSL CAMERA	\$ 200.00
	1S	CLOTH SEATS	\$ 100.00
			\$ -
<b>TAXABLE TOTAL</b>			<b>\$ 33,937.00</b>
<b>SALES TAX</b>			<b>\$ 2,748.90</b>
<b>WARRANTY COST</b>			<b>\$ -</b>
<b>TIRE TAX</b>			<b>\$ 5.00</b>
<b>FREIGHT</b>			<b>\$ -</b>
<b>TOTAL PER UNIT</b>			<b>\$ 36,690.90</b>
<b>QUANTITY OF UNITS</b>			<b>1</b>
<b>PO TOTAL</b>			<b>\$ 36,690.90</b>

\*ALL VEHICLES PURCHASED ON STATE CONTRACT SHALL INCLUDE FOLLOWING OPTIONS, UNLESS OPTION IS ELECTED TO BE DELETED:  
 - BLUETOOTH - AM/FM/RADIO, CRUISE CONTROL, POWER DOORS AND WINDOWS, 4 ENTRANCE KEYS, FRONT AND REAR A/C - WHEN AVAILABLE,  
 CLOTH SEATS, REAR CAMERA, SPARE TIRE, FLOOR MATS, ARIZONA LEGAL TINT

ALL TRUCKS WILL INCLUDE ADDITIONAL OPTIONS:  
 - ANTI-SLIP DIFFERENTIAL AND TOW HOOKS (2WD/4WD)  
 - 4WD TRUCKS - SKID PLATES

**THANK YOU FOR YOUR BUSINESS!**



**PFVT MOTORS, INC.**

CONTRACT # **ADSP017-166117**  
 QUOTE DATE: 4/30/2020

**SANDRA GONZALEZ**  
 9130 West Bell Road  
 Peoria, Arizona 85382  
 Direct: 480-696-5930  
 Cell: 505-850-5504  
 Fax: 480-393-5536  
 Email: [sgonzalez@peoriaford.com](mailto:sgonzalez@peoriaford.com)

**CUSTOMER: Town Of Dewey-Humboldt**  
 CONTACT: ED HANKS  
 E-MAIL: [EDHANKS@DHAZ.GOV](mailto:EDHANKS@DHAZ.GOV)

**REFERENCE: F-250**

**LEAD TIME: ORDER UNIT - 18 WEEKS MIN**

LINE ITEM	ORDER CODE	DESCRIPTION	PRICE
1	F2B	2020 FORD F-250 REG CAB 4X4	\$ 26,995.00
2	996	6.2L V8 ENGINE	INC
3	X3E	3.73 LOCKING REAR AXLE	\$ 390.00
4	DIO	3 KEYS	INC
5	52B	TRAILER BRAKE CONTROLLER	\$ 270.00
6	525.00	CRUISE CONTROL	INC
7	STD	BLUETOOTH	\$ -
8	473	SNOW PLOW PREP PACKAGE	\$ 250.00
9	AS	VINYL SEATS	\$ -
<b>TAXABLE TOTAL</b>			<b>\$ 27,905.00</b>
<b>SALES TAX</b>			<b>\$ 2,260.31</b>
<b>WARRANTY COST</b>			<b>\$ -</b>
<b>TIRE TAX</b>			<b>\$ 5.00</b>
<b>FREIGHT</b>			<b>\$ -</b>
<b>TOTAL PER UNIT</b>			<b>\$ 30,170.31</b>
<b>QUANTITY OF UNITS</b>			<b>1</b>
<b>PO TOTAL</b>			<b>\$ 30,170.31</b>

**THANK YOU FOR YOUR BUSINESS!**

	Suggested Retail Price	Invoice Amount
F15L 4X2 REGULAR CAB - 141	28455.00	27175.00
2019 MODEL YEAR		
YZ OXFORD WHITE		
CG DARK GRAY CLOTH 40/20/40		
INCLUDED ON THIS VEHICLE		
EQUIPMENT GROUP 100A		
XL SERIES		
OPTIONAL EQUIPMENT/OTHER		
.17" SILVER STEEL WHEELS		
99B 3.3L V6 PFDI		
446 ELEC 6-SPEED AUTO W/TOW MODE		
.245/70R 17 BSW ALL-SEASON		
X19 3.55 RATIO REGULAR AXLE	NC	NC
6170# GVWR PACKAGE		
422 CALIFORNIA EMISSIONS SYSTEM	NC	NC
53B CLASS IV TRAILER HITCH	95.00	87.00
FLEX FUEL VEHICLE		
TOTAL OPTIONS/OTHER	95.00	87.00
TOTAL VEHICLE & OPTIONS/OTHER	28550.00	27262.00
DESTINATION & DELIVERY	1595.00	1595.00

195936

TOTAL FOR VEHICLE 30145.00

FUEL CHARGE		65.55
SHIPPING WEIGHT 4023 LBS.		
TOTAL	30145.00	28922.55

STATE CONTRACT  
 4DSD017-166123  
PHASE II  
 \$ 22,022.55

This invoice may not reflect the final cost of the vehicle in view of the possibility of future rebates, allowances, discounts and incentive awards from Ford Motor Company to the dealer.

Sold to <b>Don Sanderson Ford</b> P.O. BOX 1407 Glendale		71A171 AZ 85311		Order Type 2	Ramp Code CF1P	Batch ID KJ092	Price Level 950
Ship to (if other than above)				Date Inv. Prepared 09 09 19	Item Number 71-3396	Transit Days 13	
				Ship Through			
Invoice & Unit Identification NO. 1FTMF1CB3KKE95191		Final Assembly Point KANSAS CITY		Finance Company and/or Bank Ford Motor Credit 000001			

HB	Invoice Total	A & Z Plan	D Plan	X Plan	FPA	AA
857	28922.55	27983.55	28083.55	29081.86	427.00	429.00

WE ADJUST YOUR ACCOUNT AS FOLLOWS: -

DEALER 71A 171

VIN 1FTBF2BN1LEC20914

	SUGGESTED RETAIL PRICE	INVOICE AMOUNT
F25H 4X4 STYLESIDE PICKUP/142	36495 00	34670 00
2020 MODEL YEAR		
Z1 OXFORD WHITE		
1S MEDIUM EARTH GRAY CLOTH		
PREFERRED EQUIPMENT PKG.600A		
.XL TRIM		
57Z .AIR CONDITIONING -- CFC FREE	NC	NC
.AM/FM STEREO MP3/CLK		
99N 7.3L DECVT NA PFI V8 ENGINE	2045 00	1861 00
44G 10-SPEED AUTOMATIC	NC	NC
TD8 .LT245/75R17E BSW ALL-SEASON		
X35 3.55 RATIO REGULAR AXLE	NC	NC
90L POWER EQUIPMENT GROUP	915 00	832 00
JOB #1 ORDER		
TRAILER TOWING PACKAGE		
17F XL DECOR PACKAGE	NC	NC
10000# GVWR PACKAGE		
425 50 STATE EMISSIONS	NC	NC
512 SPARE TIRE AND WHEEL	NC	NC
52B TRAILER BRAKE CONTROLLER	270 00	246 00
TELESCPNG TT MIRR-POWR/HTD		
JACK		
1 CLOTH 40/20/40 SEAT	100 00	91 00
96V XL VALUE PACKAGE	395 00	360 00
.CRUISE CONTROL		
TOTAL OPTIONS/OTHER	3725 00	3390 00
TOTAL VEHICLE & OPTIONS/OTHER	40220 00	38060 00
DESTINATION & DELIVERY	1595 00	1595 00

203444

TOTAL FOR VEHICLE 41815 00

FUEL CHARGE		82 96
SPEC. DLR. ACCT. ADJ.		
SHIPPING WEIGHT 5909 LBS.		
TOTAL	41815 00	39737 96

STATE CONTRACT  
ADSP017-166123  
PHASE II  
\$ 31,837.96

# ADJUSTMENT INVOICE

Sold to		Invoice Total	Amount Prev. Invoiced	Net Adjustment
Don Sanderson Ford P.O. BOX 1407 Glendale		39737.96	39737.96	.00
71A171 AZ 85311		Order Type	Ramp Code	Batch ID
		2	CS1P	A051
Ship to (if other than above)		Date Inv. Prepared	Item Number	Transit Days
71171		01 15 20	71-3874	
		Ship Through		
Invoice & Unit Identification NO.		Final Assembly Point		
1FTBF2BN1LEC20914		KENTUCKY		
HB	Invoice Total	A & Z Plan	D Plan	X Plan
1206	39737.96	38304.96	38404.96	39854.01
				FPA
				547.00
				AA
				603.00



3/16/2020 12:26:21 PM

**Estimate #438**

Page:1

**BERG, JASON**

**Phone: 1-928-308-2842**

Service Writer : 98701

**Vehicle : 2007 Ford F150 1/2 Ton - Pickup 5.4 L 330 CID V8 SOHC 24 Valve**

VIN : 1FTPX12587FA32677

Tag/State : /AZ

Fleet #/Driver

Created : 3/11/2020 3:22:35 PM

Qty	Code/Tech	Description	Condition	Unit Price	Price
		MISC LABOR			\$1,644.50
	Note: R&R ENGINE ASSEMBLY				
1		misc part		\$4,672.60	\$4,672.60
	Note: FORD LONG BLOCK				
1		SHIPPING		\$40.00	\$40.00
6		Zerex G-05 Yellow Ready To Use Antifreeze - 1 gal		\$25.78	\$154.68
7		NAPA Full Synthetic Motor Oil 5W20 - 1 qt		\$9.20	\$64.40
	Note: Full Synthetic;6.0 Qt. Capacity; Full Synthetic;7.0 Qt. Capacity				
3		Valvoline MaxLife ATF Automatic Transmission Fluid - 1 qt		\$14.46	\$43.38
	Note: w/ 4R70E Transmission;w/ 4R70W A/Trans;w/ 4R100 A/Trans;w/ E40D A/Trans				
1		Oil Filter - NAPA Gold - Master Pack		\$13.18	\$13.18
	Note: Manufacturer OE Recommended Oil Change Intervals				
1		misc part		\$466.33	\$466.33
	Note: INTAKE MANIFOLD				

Labor	\$1,644.50
Parts	\$5,414.57
Tires	\$0.00
Wheels	\$0.00
Sublet/Misc.	\$0.00
Other Charges	\$49.34
Charges	\$40.00
Sales Tax	Default Rule @ 8.35% \$459.58

**Estimate \$7,607.99**

I hereby authorize the repair work herein set forth to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft or any other cause beyond your control. I hereby grant you and/or your employees permission to operate the vehicle herein described on streets, highways or elsewhere for the purpose of testing and/or inspection. An express garagekeeper's lien is hereby acknowledged on above vehicle to secure the amount or repairs thereto. All Vehicles left over 48 hrs. after repairs are completed WILL INCUR A \$5.00 PER DAY STORAGE FEE. 12 Month or 12,000 Mile Warranty On Repairs.

Customer Signature \_\_\_\_\_



# RECEIVED

MAK 16 2020

1:38 PM

Dewey-Humboldt

Outlaw Fleet Services

8300 E Slash Arrow Dr.  
Prescott Valley AZ 86315

## Estimate

Date	Estimate #
3/12/2020	2442

Name / Address
Town of Dewey-Humboldt Public Works P.O. Box 69 Humboldt AZ 86329

Description	Qty	Rate	Total
2007 Ford F150 1FTPX12587FA32677			
Ford long block	1	4,410.00	4,410.00
misc. parts filters oil coolant belts	1	100.00	100.00
remove and replace engine and R& R engine block	20	125.00	2,500.00
intake manifold	1	268.00	268.00
By signing below you agree to pay for all services.			
Signature		<b>Subtotal</b>	\$7,278.00
		<b>Sales Tax (8.68%)</b>	\$414.73
		<b>Total</b>	\$7,692.73

## Jason Berg

---

**From:** Sarah Dunkel <sarahgalpindewey@gmail.com>  
**Sent:** Friday, March 13, 2020 12:03 PM  
**To:** Jason Berg  
**Subject:** Service Quote  
**Attachments:** Service Quote .pdf

Good Afternoon Jason,

This is from Cheryl at Galpin Ford in Dewey. Have a great weekend.

Sarah Dunkel  
Receptionist  
928-632-7808

01797 7FA32677

JASON BERG

03/13/20

2007 FORD F150

DEWEY AZ 86327

C: ( ) -

H: (928) 632-7362 W: ( ) -

JASONBERG@DHAZ.GOV

SCHWOCHE

(1) REMOVE AND REPLACE ENGINE

Labor			2520.00
7L3Z6006DARM (SERVICE ENGI)	1		3854.90
N800419S301 (NUT - HEX. )	4		40.00
VC7B (ANTI-FREEZE )	3		71.40
DISTH2O (DIST/WATER O)	3		7.20
Total Labor			2520.00
Total Parts			3973.50
Shp. Sup.			40.00
Total Repair (Customer )			6533.50

Subject to change after inspection of vehicle

Ford has left to much out of this Quote and want give a better Quote unless they are doing the Job.

03/13/2020 11:50 AM  
Quote is valid for 60 days.

.00	.00 Labor	2520.00
.00	.00 Parts	3973.50
.00	.00 Sublet/Fees	.00
.00	.00 Shp Supplies	40.00
.00	.00 Oil/Grease	.00
.00	.00 Sub Total	6533.50
.00	.00 Tax	364.77
.00	.00 Total	6898.27

Page 1 of 1

01797

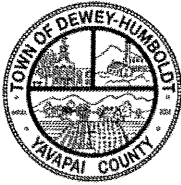
### Service Quote

No Engin oil or Filters.  
No ATF Fluid  
Page 143 of 171

RECEIVED

APR 30 2020

Dewey-Humboldt



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: \_\_\_\_\_

Date of Request: 4/30/2020

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):

Change voting procedure to role call vote

Purpose and Background Information (Detail of requested action). \_\_\_\_\_

Confusion added to our sometimes hectic meetings, I feel the Council should change voting procedure to a role call vote for all action being taken. I have had at least one resident request this in writing as well as others voice their opinions.

Staff Recommendation(s): \_\_\_\_\_

Budgeted Amount: \$0

List All Attachments: N/A

Type of Presentation: Oral

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

Contact Person: Amy Lance

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

**TOWN OF DEWEY-HUMBOLDT  
TOWN COUNCIL  
REGULAR COUNCIL MEETING MINUTES  
JUNE 16, 2020, 6:30 P.M.**

**A REGULAR COUNCIL MEETING OF THE DEWEY-HUMBOLDT TOWN COUNCIL WAS HELD ON TUESDAY, JUNE 16, 2020, AT TOWN HALL AT 2735 S. STATE ROUTE 69, DEWEY-HUMBOLDT, ARIZONA. THE MEETING WAS HELD VIA ZOOM VIDEO/TELECONFERENCE. MAYOR TERRY NOLAN PRESIDED.**

1. **Call To Order** The meeting began at 6:34 p.m.
3. **Pledge of Allegiance** Audience Member Darrell Wyatt led the Pledge.
4. **Invocation** Given by Vice Mayor Lance.

Mayor Nolan noted that everyone is muted and gave an overview for participants to raise their hand in the Zoom meeting.

2. **Roll Call** Town Councilmembers Karen Brooks, Lynn Collins, John Hughes, Mark McBrady, Victoria Wendt, Vice Mayor Amy Lance and Mayor Terry Nolan were present. **Town Clerk Note** (as required by Public Body Rules of Policies and Procedures PG No. TC12-01): Town staff implemented and tested Zoom Video Communications – Pro prior to the first Council Meeting at which Zoom was utilized. Permissions in Zoom prevented the use of a chat feature, to ensure that members could not communicate except for verbally to all members. The first page of the agenda included instructions for public participation via video or calling in to the meeting; members of the public were also able to submit comments via email to the Town Clerk to be read at the meeting. After the meeting, Town staff downloaded the meeting video from Zoom. Additionally, Town staff attended the meeting in the Council Chambers and utilized the video recording system; the video recording system recorded all audio from the Council discussions and actions, and video of staff.
5. **Announcements regarding Town 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. Pursuant to the Arizona Open Meeting Law, the Town Council may present a brief summary of current events; however, the Council may not discuss, deliberate, or take legal action on any matter in the summary.

**A. Council announcements about outside meetings and committees**

Councilmember Brooks attended the Yavapai County Co Operators meeting today. Notes include: 388 COVID-19 cases in Yavapai County; over 15,000 tests; seven deaths and 207 recoveries; testing has been done in seven skilled nursing facilities and the state is coming up to do more; and, concerns about Maricopa County's numbers as people come up to Yavapai County due to the heat. Notes also include: the southern border in Arizona is the highest risk; the Emergency Operations Center ("EOC") is at level 2 preparedness for COVID-19 and wildfire; the EOC is preparing for early and often due to the dry fuel; southern Arizona is in extreme fire danger; and, the Brush Fire is the largest fire in the nation. Notes also include: the schools have not completed reopening plans; visitor restrictions will remain in place at the Yavapai Regional Medical Center ("YRMC") and at the Veterans Affairs Hospital ("VA"); Yavapai College is fully online for this summer and summer enrollment is up 30%; and, there is still \$123 million still available for the Paycheck Protection Program.

Councilmember Wendt reported that, as past volunteer and Director of Dewey-Humboldt Firewise, she gave a half-hour interview to the Urban Land Institute ("ULI") on wildfire resistance and her role in establishing the Firewise program. She provided background information about ULI; wildfire resilience is a key 2020 topic for ULI and their Urban Resilience Program; and, ULI will be publishing their report on wildfire resilience late this summer.

Mayor Nolan attended several online meetings relating to COVID-19 and other issues; he noted that there is a problem in getting money from the state for roads and it is not known if they will release any money. He spoke relating to the Legislature having shut down without passing anything about roads or a gas tax; the importance of getting money and the state's support; the Rural Transportation Advocacy Council ("RTAC") has sent a lot of letters to the legislature. He also noted that he is handing out food boxes on Thursday.

6. **Public Comment on Non-agendized items** 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. According to the Arizona Open Meeting Law, Councilmembers 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, Councilmembers are forbidden from discussing or taking legal action on matters raised during Public Comment unless the matters are properly noticed for discussion and legal action. A **3 minute** per speaker limit shall be imposed. Everyone is asked to please be courteous and silent while others are speaking.

Vice Mayor Lance welcomed the gas station and Minute Mart to the Town.

Leigh Cluff spoke relating to being accused of playing games when she was not touching her computer; thanked Town staff for helping her get signed on and find the raise hand feature; and, on the June 2, 2020, Zoom meeting, at 1:19:40 in the video where an expletive was said, the meeting screen showed Mayor Nolan for six seconds.

Frank Davidson spoke relating to having filed a complaint some time ago and wanting to know the disposition on the complaint. Mayor Nolan responded that he could ask the Town Manager now; Mr. Davidson spoke relating to having given the complaint to the Community Enhancement Coordinator. Mayor Nolan asked Ed Hanks, Town Manager, for comment; Mr. Hanks requested to know which complaint it was. As the item is not on tonight's agenda for discussion, Mr. Hanks requested Mr. Davidson call him on June 17, 2020; Mr. Davidson confirmed.

7. **Consent Agenda** All those items listed below are considered to be routine and may be enacted by one motion. Any Councilmember may request to remove an item from the Consent Agenda to be considered and discussed separately.

**A. Approval of Minutes of May 5, 2020 Regular Meeting**

Councilmember Brooks moved to approve the consent agenda item as presented; seconded by Councilmember Hughes. Motion passed on a roll call vote 7-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

8. **Town Manager's Report** Update on Current Events. The Town Council may ask clarifying questions about any item listed on the agenda under Town Manager's Report, or ask that any item listed on the agenda under Town Manager's Report be placed on a future agenda for Council deliberation and action. No legal action will be taken on items listed under Town Manager's Report. From time to time, as authorized by A.R.S. § 38-431.02(K), the Town Manager may present a brief summary of a current event that, due to its timeliness, is not listed on the agenda. In such cases, the Town Council shall not propose, discuss, deliberate or take legal action on the matter.

**A. Town Manager's Report on the federal CARES Act funding and distribution requirements through the State of Arizona, including steps taken since the June 2 report and additional information received**

Mr. Hanks reported that he has completed the required registration course; reimbursement requests must be tied either to public safety or public health costs; and, staff is looking into the Yavapai County Sheriff's Office ("Sheriff") payroll. The reimbursement will go into the General Fund and can be used in other areas; Mr. Hanks is coordinating the request with the Sheriff to ensure that the Town and Sheriff are not double-dipping.

**B. Town Manager's Report on the implementation of Town Council Policy PG TC 20-05 Advertising and Public Comment in Town media, and of the distribution to Council of printed copies of all current Town Council policies**

Mr. Hanks reported that staff is updating the Town's website according to the policy and notifying those who are normally in the Newsletter; the July Newsletter is the first one since the policy went into effect; and, in response to the policy, staff is reducing the number of Constant Contact emails. As there have been a number of changes to the Town Council policies, staff has printed and provided copies of current policies to Council.

Mayor Nolan asked how much the Town is applying for; Mr. Hanks responded that he is working with the Sheriff to determine the amount based on their payroll and what they did not apply for. In response to Mayor Nolan, Mr. Hanks stated that the topic of using the money for employees can be addressed later on tonight's agenda.

9. **General Business** Discussion and possible legal action may be taken. Agenda language may vary from that in CAARFs for Open Meeting Law purposes.

**A. Discussion and possible action to approve the Accountability Contract with Dewey-Humboldt Firewise for Fiscal Year 2019/20 budget funding in the amount of \$12,000 (Staff CC)**

Mr. Hanks noted that on May 19, 2020, Council voted to donate \$12,000 to Firewise and eliminate Town support; discussion ensued that the money was to be used to frontload the Prescott Area Wildland Urban Interface Commission ("PAWUIC") grants, with Firewise being reimbursed by PAWUIC. Staff worked with the Town Attorney and met with Firewise to draft an accountability contract; staff is trying to get this done before going into next year's budget as the funds are budgeted this year.

Councilmember Wendt spoke relating to Council's discussion being about a donation, not a loan, to Firewise; the accountability contract being overreaching and keeping the Town's thumb on Firewise; Firewise trying to establish anonymity; and, the Town giving donations to Meals on Wheels, the Dewey-Humboldt Historical Society ("DHHS") and the Little League, who come in once or twice a year to report. She also spoke relating to her recommendation to Firewise, including: to not accept the contract; have the Town continue on with the current grant; Firewise take over with the 2020 grants; and, Firewise starting to fundraise and apply for grant money.

In response to Vice Mayor Lance, Mr. Hanks noted that Kay Bigelow, Town Attorney, is present and can answer questions as to why it is classified as a loan. Vice Mayor Lance spoke relating to Firewise being separate from the Town; and, DHHS coming in once or twice a year but not asking for staff time and the Town Attorney.

Councilmember Hughes spoke relating to Council's discussion and approval being to donate the \$12,000 to Firewise to rid the Town of it; it not having been mentioned that it would be a loan; Firewise initially requesting \$20,000 and Council taking out the Town's fees, reducing it to \$12,000; and, that as long as PAWUIC was in agreement, it would be fine.

Ms. Bigelow spoke relating to this being different than other contracts because PAWUIC repays every dollar back; and, the terms that Council agreed to being that it was money to participate in PAWUIC-type agreements, not to spend money on administrative costs or other things. She also spoke relating to Council having approved for Firewise to pay the vendors, and then get repaid; if PAWUIC decides to no longer do the grants, Firewise has \$12,000 of taxpayer dollars with no authorization to spend it and no way to do what Council told them it was restricted for; and, that Council tied it to participating in the grants. The \$12,000 never really disappears from Firewise's bank account except temporarily while PAWUIC is paying them; at any time in between the term of the contract, if Firewise gets another contract with PAWUIC, they can continue to do that by coming back to the Town and saying that they have another contract. She requested Council tell her what they want.

Vice Mayor Lance asked Councilmember Hughes if his motion at the last meeting was a one-time breakaway donation to Firewise; Councilmember Hughes confirmed that is what he thought it was and spoke relating to how it came to \$12,000. Vice Mayor Lance spoke relating to Firewise having decided in 2019 that they didn't want anything from the Town and were going to be absorbed into the Town; and, the motion originally made was to absorb Firewise back in to the Town, with the budget being for Town staff to do any required work.

Ms. Bigelow stated that if Council's direction is to not tie it to Firewise taking over the PAWUIC agreement, she can write the agreement to it being available to use for anything.

Vice Mayor Lance spoke relating to being muted and having the floor and asked if Firewise would be responsible for the rest of the PAWUIC grants and then be able to use the money for what they want if they agree to take over everything. Ms. Bigelow responded relating to Firewise always having the \$12,000 if they spend it on PAWUIC grants, because they will be reimbursed; based on tonight's discussion, the Town is giving them an unrestricted \$12,000. Councilmember Hughes spoke relating to the motion having been to give Firewise a \$12,000 donation; at the time of the motion, there was a separate discussion about the PAWUIC grants; Debbie Miller, Firewise, having said that they would be able to do the PAWUIC grant on their own; and, that his proposal was to let them have the \$12,000 donation, rid the Town of the staffing and eliminate the problem that is being had now. Vice Mayor Lance and Councilmember Hughes discussed the purpose of the original motion further.

Councilmember Brooks spoke relating to PAWUIC being agreeable with Firewise taking it over; Ms. Miller having indicated that PAWUIC is agreeable; and, asked if the Town received confirmation from PAWUIC. Ms. Bigelow responded that staff spoke with PAWUIC, who indicated that the Town should terminate the existing PAWUIC agreement, and then PAWUIC would sign up Firewise in place of the Town.

Councilmember Wendt spoke relating to Firewise having done most of the administrative work, while the Town double-checked the figures and paperwork, and processed the payment; and, Council having made the motion to give the \$12,000 to Firewise to support them.

Vice Mayor Lance spoke relating to the \$12,000 being a donation to be free and clear of any Town responsibility to Firewise; Firewise having agreed to take over PAWUIC grants and the Town not having anything to do with them. Ms. Bigelow confirmed. Vice Mayor Lance spoke relating to the Town having no responsibility to Firewise; the Town having separate responsibilities; Firewise being a separate entity; and, this being a one-time donation.

Councilmember Wendt moved that \$12,000 be donated to the Dewey-Humboldt Firewise Board and Committee to be used at their discretion; seconded by Councilmember Hughes.

Vice Mayor Lance asked if the accountability contract will still be worked on to cut all ties so that Firewise is separate from the Town; Ms. Bigelow responded that there will be a provision that the Town will get out of the responsibility of the PAWUIC agreement. Ms. Bigelow also spoke relating to not hearing what public benefit Firewise will have to provide and confirmed that Council's intent is for Firewise to get the money and use at their discretion. In response to Vice Mayor Lance, Ms. Bigelow confirmed that the Town will no longer do the work.

Councilmember Collins asked what happens to the money if Firewise loses their certification; and spoke relating to Firewise trying to get points for certification; remembering discussion about it being for PAWUIC; and, the Town's ability to claw it back if Firewise loses their certification.

Judy Kerber spoke relating to the April 14, 2020 Council Meeting minutes indicating the PAWUIC agreement was approved by Council and read portions of the minutes of the discussion between Council and staff.

Councilmember Wendt requested comments from Ms. Miller. Ms. Miller spoke relating to Firewise not fooling around with the funds and their appreciation of the donation; having expanded the Firewise community and it not going away; the amount of work from the Firewise volunteers; and, the donation being in a fund that will specifically be used for grants.

Leigh Cluff spoke relating to thanking Firewise for what they've done; asked if Firewise will still be having meetings and the Town paying staff to be present if the Town cuts all ties; spoke of knowing of three places that volunteer their business for groups like Firewise; and asked if that financial part will be taken into consideration. Mayor Nolan spoke relating to it being taken care of and Firewise no longer using Town Hall.

Vice Mayor Lance spoke relating to Ms. Miller living in Prescott Valley and asked how Firewise is looking to expand; Ms. Miller responded that the expansion will be in Dewey-Humboldt. Councilmember Wendt raised a point of order due to being off-topic. Ms. Miller stated that it will not be used outside of the Town and spoke relating to concerns about HOA Firewise communities in Prescott Valley. Ms. Bigelow stated that the discussion is off topic.

The motion by Councilmember Wendt to donate the \$12,000 to Dewey-Humboldt Firewise passed on a roll call vote 4-3. CM Brooks – aye; CM Collins – nay; CM Hughes – aye; CM McBrady – nay; CM Wendt – aye; VM Lance – nay; Mayor Nolan – aye.

**B. Discussion and possible action to adopt Resolution No. 20-146, designating the Town Manager as Applicant Agent and Town Clerk as Alternate Point of Contact for the Hazard Mitigation Program with respect to the coronavirus (COVID-19) pandemic. (Staff CC)**

Mr. Hanks stated that there is a CARES Act funding requirement for Council approval of a point of contact.

Councilmember Brooks moved to adopt Resolution No. 20-146 designating the Town Manager as the applicant agent and the Town Clerk as the Town's alternate point of contact for the hazardous mitigation program; seconded by Councilmember Hughes.

Councilmember Collins requested clarification on what the funds will be used for; Mr. Hanks clarified that this is for the CARES Act funding and that it would be for the Sheriff's costs. Mr. Hanks stated that the public health portion would be for healthcare providers, such as ambulance service.

In response to Vice Mayor Lance, Mr. Hanks stated that he is the single point of contact. Vice Mayor Lance asked if staff is taking precautions like having staff tested periodically and if it could be included in the reimbursement. Mr. Hanks stated that there is not currently periodic testing and that he will research if it can be reimbursed.

The motion passed on a roll call vote 7-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

**C. Review, discussion and possible action relating to authorizing hazard pay for Town staff due to COVID-19. Continued from the June 2, 2020 Regular Meeting (Staff CC; CAARF from Mayor Nolan from the April 14, 2020 Regular Meeting)**

Mr. Hanks stated that this item was brought back after staff attended the registration class for CARES Act funding; Council asked if hazard pay for staff is reimbursable. As staff is not a healthcare provider or working directly in emergency services, it is not reimbursable. Mayor Nolan asked if staff is putting themselves at risk; Mr. Hanks confirmed that they are working with the public, though it does not meet the CARES Act guidelines at this time.

Vice Mayor Lance asked if it would be reimbursable if the Town required all staff members go for COVID-19 testing or antibody testing. Mr. Hanks responded that he would need to check and bring it back to Council.

Councilmember Collins spoke relating to mandatory testing and not supporting requiring any invasive testing and not tying up money due to not knowing how bad things will be in the future.

Mayor Nolan spoke relating to paying it out of this year's budget.

Vice Mayor Lance spoke relating to using the \$12,000 for Council notepad computers for hazard pay for staff.

Mayor Nolan moved to pay all staff people \$500 as a bonus for working through the coronavirus at Town Hall. Motion failed for lack of a second.

**D. Discussion and possible direction from Town Council relating to bringing back the previous Conduct and Ethics provision in the Dewey-Humboldt Code of Ordinances (CAARF – Mayor Nolan)**

Mayor Nolan introduced the item, noting that it is being brought forward due to discussions about how to discipline Councilmembers. He is not asking for a vote tonight; he requested Council review it and come back with changes if wanted.

Vice Mayor Lance spoke relating to needing something in place; volatile outbursts and foul and abusive language at several Council Meetings; and, thinking that staff and the Town Attorney should work on a Code of Ethics or Code of Conduct.

Councilmember Brooks spoke relating to following state laws; and, not needing anything at the Town at this time.

Councilmember Collins spoke relating to problems with harassment and abuse directed at staff; most of what is in the two previous ordinances is not usable; interest in considering a Code of Conduct that addresses protecting staff or makes it easier for staff to address grievances of abuse or intimidation; not wanting to see a thought-police type provision; and, it being valuable to consider and look at what comes back from staff as far as suggestions on fixing the problem.

Councilmember Wendt spoke relating to having submitted a CAARF with Councilmember Hughes in 2016 and the Code of Ethics being removed due to being overreaching and difficult; it being centered on punishment to the Mayor; agreeing that now is the time for Council to look at a Code of Conduct; there being outbursts and abuse to staff and Council; and, there being overriding, screaming, and bullying at Council Meetings, resulting in people not wanting to be a part of the Town.

Mr. Hanks read a letter from Judy Kerber that included the following: the timing of the process outlined in Ordinance No. 15-112 being 70 days if the maximum allowable time is used; that being a long time to allow misconduct to overshadow Council proceedings and Town operations; misconduct almost being considered an emergency item; the ordinance not having a definition or examples of minor and major violations; specifying in the code if the meeting with the Hearing Officer is an Executive Session or open; there being no appeal process; asked the timeframe and if the list to be prepared by the Town Attorney is a standing list or only prepared after an alleged infraction; asked if each Councilmember, official, staff and Board or Commission member will be required to sign a new statement of their adherence to the new ordinance; asked if there is a code of ethics or conduct for members of the Town who attend meetings; and, respectfulness being important from all participants.

Darrell Wyatt spoke relating to these kinds of standards being subjective; having a censure procedure; expectations for Councilmembers to be responsible; and, censure being an effective way to deal with it.

Councilmember Brooks spoke relating to having attended the hearing where Mayor Nolan was brought up on ethics charges; the process seeming like a witch hunt; that the process can be misused and misdirected when there are small towns and small Councils; all Council signing an ethics contract when taking office; and, letting state law govern it.

Vice Mayor Lance spoke relating to having Councilmembers who goad people, are abusive and never take responsibility or try to change their demeanor; and, that signing the ethics code has not come to fruition.

Councilmember Collins spoke relating to the code of ethics being poorly written in the past; staff recommending that Council review a draft; people who work for the Town needing to be top of mind; and, wanting to see a possible solution through a draft ordinance or a list of suggestions.

Councilmember Wendt spoke relating to all Councilmembers signing a Code of Ethics before taking office; a Code of Conduct being needed for how Councilmembers conduct themselves at and outside of meetings; and, the past few Council Meetings getting off the wall and needing to be under control.

Leigh Cluff spoke relating to the Lord's name having been said in vain and that being inappropriate and needing to stop.

Councilmember Collins moved to direct staff to draft or come back with something that Council can look at that might be useful; seconded by Councilmember Wendt. Mayor Nolan offered an amendment that the comment from Ms. Kerber be taken into account and looked at in whatever is brought back; Councilmember Collins accepted the amendment.

The motion, as amended, passed on a roll call vote 6-1. CM Brooks – nay; CM Collins – aye; CM Hughes – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

**E. Discussion and possible action to direct staff to delay the consideration of controversial issues and issues of widespread community concern that are suggested in the CAARF until Council Meetings are held in person (CAARF – Councilmember Collins)**

Councilmember Collins introduced the item as follows: as a disabled person, it is a problem for people with disabilities to participate in meetings on computers; wanting to not alienate anyone by trying to get something under the wire where people won't be able to participate; the best policy being to be transparent and considerate of people who have issues with computers; and, that not everyone has the funds to purchase a computer or cable or satellite internet. She also spoke relating to things not to discuss including large zoning changes, buying a utility and the General Plan; addressing things that are more housekeeping oriented and not controversial; and, knowing of three people who won't use Zoom as they don't trust the technology.

Vice Mayor Lance spoke relating to Councilmembers at the last meeting saying that they were going to deny people access to the meetings and thinking that this is something to look at.

Mayor Nolan spoke relating to everything in front of Council being controversial and it being hard to pick out something that is not controversial.

Kay Bigelow, Town Attorney, spoke relating to the motion sticking to the suggested items that appeared in the CAARF and that the items that the public has notice that Council may decide to put off are those in the CAARF.

Councilmember Wendt spoke relating to Council having the responsibility to conduct business; not always being able to control the business that staff brings forward; and, that anything coming to Council has some controversy. She also spoke relating to not being in Zoom meetings much longer; and, not wanting to leave anyone out, though Council has the responsibility to go on with the Town's business.

Councilmember Collins moved to ask staff to delay consideration of controversial issues of widespread community concern, such as the General Plan, until everybody can participate equally; seconded by Councilmember Brooks.

Councilmember Collins spoke relating to people with disabilities not being able to use computers for meetings; the affordability of computers; and, that 50% of the people who responded to the census did so without use of a computer.

Mike Donovan spoke relating to the Town needing to give residents reasonable access to the meetings; the two options prior to Zoom being to attend the meeting or send a letter; people now being able to phone in, send a letter, or use a computer; the meetings being opened up to more people by holding them electronically; and, there being more people in attendance now than there were in the Council Chambers. Mayor Nolan responded that there are currently 20 attendees; very seldom were there twenty people in the Council Chambers; and, needing a six-foot separation and a group of ten people or less, which would be Council, staff and the Town Attorney.

Judy Kerber spoke and asked staff if there have been people who have complained that they haven't been able to attend the meetings; Mr. Hanks stated that there were a few who had problems getting logged in, though staff worked with them and they are attending now. Ms. Kerber asked what the problem would be with mixing the two. Mayor Nolan responded that it would be hard to do that; and, that the Town also uses Granicus for the meetings.

Nancy Wright spoke relating to agreeing with Mr. Donovan; there being more ways to participate now; Zoom giving everybody a chance to see Council working together without being together or playing to an audience, as happens when the public is there; everybody being able to use it if they want; and, wanting to see it done even when meetings are held in Town Hall. Mayor Nolan spoke relating to Council getting tablet computers and being able to connect without problems. Vice Mayor Lance spoke relating to people being denied access and being threatened that they would not be allowed to have access this week at last week's meeting; and, having received several complaints.

Councilmember Collins spoke relating to being happy with doing combined in-person and Zoom meetings; not liking excluding people because of limitations; letters not being contemporaneous comments as they are not part of the discussion and there is not a chance to ask for clarification; and, people with disabilities being unable to use tablet computers.

Darrell Wyatt spoke relating to being a regular attendee at Council Meetings; being excluded if Council Meetings weren't held on Zoom due to age and health; and, a lot of people being excluded without Zoom meetings.

Sharla Mortimer spoke relating to being unable to attend last week's meeting as she was on hold over an hour waiting to get admitted into the meeting and never being admitted.

Councilmember Collins responded to Mr. Wyatt and spoke relating to not trying to exclude anybody; wanting to make sure that everyone can participate in controversial items; Prescott having pledged to not consider controversial or issues of widespread community concern; the Town having a lot of technical things that can be fixed; and, things such as the General Plan, water and zoning, needing to be accessible to everybody.

Leigh Cluff spoke relating to thanking staff for being willing to help; preferring to have meetings in person; and, having been humiliated at meetings. Ms. Bigelow spoke relating to that not being the agenda item; Ms. Cluff and Ms. Bigelow discussed it further. Ms. Cluff spoke relating to being accused of touching her computer when she is not and not being able to understand or hear when Councilmembers talk all at once.

Mayor Nolan spoke relating to the Council having set up a General Plan Steering Committee before anything can come to Council.

Vice Mayor Lance called the question. The motion to call the question passed on a roll call vote 7-0. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – aye; CM Wendt – aye; VM Lance – aye; Mayor Nolan – aye.

The motion to delay consideration of controversial issues of widespread community concern, such as the General Plan, passed on a roll call vote 5-2. CM Brooks – aye; CM Collins – aye; CM Hughes – aye; CM McBrady – aye; CM Wendt – nay; VM Lance – aye; Mayor Nolan – nay.

**10. Consideration of additional Special Session(s)** Whether to hold and, if so, set the date

Councilmembers did not schedule a Special Meeting.

**11. Public Hearing.**

**A. Hold a Public Hearing to receive public comments on the Fiscal Year 2020/21 Final Budget.**

- 1. Staff Report**
- 2. Open Public Hearing and receive public comments**
- 3. Close Public Hearing**

Mr. Hanks noted that this item is a public hearing to receive comments on the Fiscal Year 2020/21 Final Budget; Pat Walker, Pat Walker Consulting, and Mickey Moore, Town Accountant, are present to answer questions.

Mayor Nolan opened the public hearing at 8:34 p.m.

Councilmember Collins asked for clarification that the tablet computers won't get spent until after December or January; Mr. Hanks confirmed that they will be looked at later in the year.

Darrell Wyatt spoke relating to the revenue forecast of the A budget being 106% of this year's actual numbers; there being economic challenges; and, asked why the Town is forecasting a 6% increase over this year's actual. He spoke relating to the B budget revenue being 95% of this year's actual; this year's actual being a 7% increase over last year; not knowing if the Town will receive funds from the state; and, asked how the revenue can be justified. Ms. Walker responded that the reason a higher budget is adopted is because if the economy continues to improve and the revenues come in, the Town wouldn't be able to spend it; the highest is Budget A, and the Town manages it under Budget B. Ms. Walker also spoke relating to the Budget B revenues exceeding expenditures; having taken into consideration a decrease for all expenditures; having been conservative in estimates; the year to date under the General Fund is at \$2,349,408 and the COVID budget is \$2,223,001. Departments budgeted a COVID reserve to decrease the budget in case revenues don't come in; the budget gives the most flexibility to be able to spend the money if it comes in, and to manage it if it doesn't. The state did allocate funding for the Town; the Town is in good shape, but it needs to be monitored.

Mr. Wyatt spoke relating to Budget B being less than this year's actual by 5% and asked about budgeting revenues high, rather than getting a realistic forecast of revenues. Ms. Walker responded that the local sales tax indicates \$781,000, while the COVID budget says \$703,800; the income tax is increasing to \$596,000 from \$531,000 and is not a forecast as it is from income tax collections of two years ago. She also spoke relating to franchise fees increasing, due to the APS franchise agreement; the Arizona Department of Revenue ("ADOR") providing estimates; and, the state expenditure limitations that the Town falls under, resulting in the Town not being able to spend revenue, such as providing services to citizens, if the revenue is taken in.

Mr. Wyatt asked about the state sales tax revenue being 110% of last year and the vehicle license tax revenue being 13% higher. Ms. Walker responded that the estimates were provided by the League of Arizona Cities and Towns and ADOR and that the Town is proposing 80% of the estimates. Mr. Wyatt confirmed his understanding.

Nancy Wright asked why the Town is seeking a loan for Town Hall when cash can be paid. Ms. Walker responded

relating to a new Town Hall benefitting everyone in the future; a philosophical question of whether it is better for everyone now in the Town to pay for the building, or to use debt service so that people coming in to the Town in the future also pay for it; and, that while the Town is currently under the expenditure limitation, it may not always be so, and debt service is excluded from the expenditure limitation.

Councilmember Collins spoke relating to the gas station and mini market opening, and asked about unanticipated revenue and if the Council will be re-evaluating pay and cost of living increases at the mid-year review. Mr. Hanks confirmed that the mid-year evaluation will take those into consideration.

In response to Vice Mayor Lance, Ms. Walker confirmed that if the Town does not have it appropriated, it can't be spent.

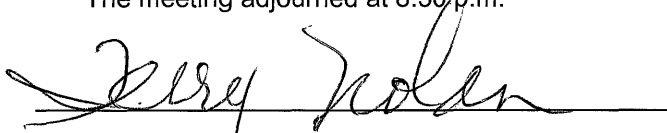
Mike Donovan spoke and commended everyone involved in preparing the budget.

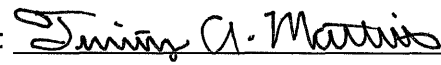
Judy Kerber spoke and commended everyone involved in preparing the budget; taking the COVID-19 crisis into consideration and adjusting the budget accordingly; and, that in comparing the budget to FY 2019-20, Council is doing very well.

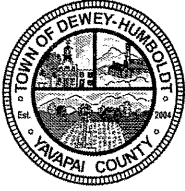
Mayor Nolan closed the public hearing at 8:49 p.m.

**12. Adjourn. Note: Immediately after the Regular Meeting is adjourned, Council will reconvene in a Special Meeting to consider the Fiscal Year 2020/21 Final Budget.**

The meeting adjourned at 8:50 p.m.

  
Terry Nolan, Mayor

ATTEST:   
Timothy A. Mattix, Town Clerk



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

Dewey-Humboldt

JUN - 2 2020

Received

**COUNCIL AGENDA ACTION REQUEST FORM**

Meeting Type:  Regular  Special  Work Session

Meeting Date: Next available

Date of Request: June 2

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):

Discuss delaying any consideration of controversial and issues of widespread community concern (i.e. Update of Gen Plan) until

Purpose and Background Information (Detail of requested action).

Need to include whole community - even elderly and fixed-income people who can't have access to zoom, and/or are not able to use computers due to disability or lack of familiarity with computers.

Every one can participate equally

Staff Recommendation(s):

Staff recommends that Council approve the item, with clear guidance as to the types of items

Council wishes to delay until in-person meetings resume. It should be noted that there are a number of items that staff has been delaying until in-person meetings resume, due to anticipated  
Budgeted Amount: public interest.

List All Attachments: \_\_\_\_\_

Type of Presentation: \_\_\_\_\_

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

Contact Person: Lynn Collins

**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.**

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RECEIVED

NOV 20 2020

Dewey-Humboldt



TOWN OF DEWEY-HUMBOLDT  
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HUMBOLDT, AZ 86329  
Phone 928-632-7362 • Fax 928-632-7365

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type:  Regular  Special  Work Session

Meeting Date: DECEMBER 1, 2020

Date of Request: NOVEMBER 20, 2020

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):

OPEN APPLICATION PROCESS TO REPLACE VACANCIES ON THE GENERAL PLAN STEERING COMMITTEE

Purpose and Background Information (Detail of requested action).

Staff Recommendation(s):

Budgeted Amount: 0

List All Attachments:

Type of Presentation: Oral

Special Equipment needed:  Laptop  Remote Microphone

Overhead Projector  Other:

Contact Person: Karen Brooks

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.

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NOV 20 2020

Dewey-Humboldt

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Meeting Date: DECEMBER 1, 2020

Date of Request: NOVEMBER 20, 2020

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):

WHEN IS ADVANCED PLANNING FOR THE GENERAL PLAN STEERING COMMITTEE'S TIME TABLE FOR MEETING.

Purpose and Background Information (Detail of requested action). \_\_\_\_\_

Staff Recommendation(s): \_\_\_\_\_

Budgeted Amount: 0

List All Attachments: \_\_\_\_\_

Type of Presentation: Oral

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

Contact Person: Karen Brooks

**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.**

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**RECEIVED**  
NOV 20 2020  
Dewey-Humboldt

**COUNCIL AGENDA ACTION REQUEST FORM**

Meeting Type:  Regular  Special  Work Session

Meeting Date: DECEMBER 1, 2020

Date of Request: NOVEMBER 20, 2020

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):

WHAT WILL BE THE TENTATIVE CONTENT OF  
THE AGENDAS OF THE GENERAL PLAN STEERING  
Purpose and Background Information (Detail of requested action). COMMITTEE

Staff Recommendation(s):

Budgeted Amount: 0

List All Attachments:

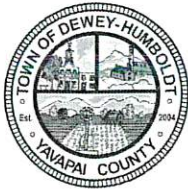
Type of Presentation: ORAL

Special Equipment needed:  Laptop  Remote Microphone  
 Overhead Projector  Other:

Contact Person: Karen Brooks

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.

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RECEIVED

JUL 24 2020

Dewey-Humboldt

COUNCIL AGENDA ACTION REQUEST FORM

Meeting Type:  Regular  Special  Work Session

Meeting Date: 8-4-2020

Date of Request: 7-24-2020

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):

Amend Res. 20-140, General Plan Citizen Participation to add multi-media option, including printed media, to accomodate people who have trouble with computers.

Purpose and Background Information (Detail of requested action).

While not a total solution to the problem, it may help some people be able to participate in the update who would be excluded with current emphasis on electronic access only. Which

Staff Recommendation(s): is better than half participating by listening to meeting if you ever can find them on website

Budgeted Amount:

List All Attachments: R 20-140; Amended 20-140 Res suggested new 4.2.3 printed media access policy, citizen e-mail about website

Type of Presentation: frustrations (This is not meant as criticism of our website - only as example of what I have heard and continue to hear from non-users of computers)

Special Equipment needed:  Laptop  Remote Microphone  Overhead Projector  Other:

Contact Person:

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.

Amended

RESOLUTION NO. 20-140

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT ADOPTING A CITIZEN PARTICIPATION PLAN PURSUANT TO A.R.S. 9-461.06(C) FOR THE PURPOSE OF ENSURING AN OPEN PROCESS FOR DEWEY-HUMBOLDT CITIZENS TO BECOME ACTIVELY INVOLVED IN THE EVALUATION, APPRAISAL AND UPDATE OF THE DEWEY-HUMBOLDT 2009 GENERAL PLAN.

Whereas, the Town of Dewey-Humboldt desires to inform and empower its citizens to participate in the evaluation, appraisal and update of the Dewey-Humboldt 2009 General Plan by encouraging all to provide vision, direction and guidance to the planning process; and

Whereas, outreach communication, education and opportunities for involvement in the processes of local government is a fundamental principle of democracy; and

Whereas, the Town is committed to complying with the spirit and intent of Arizona's "Growing Smarter" legislation, including public consideration of proposed General Plan elements and implementation strategies, with opportunities for Town-wide discussions, meetings, public hearings, education, information, and interactive communication; and consideration of citizen input regarding evaluation, appraisal, and update of the Town's 2009 General Plan; and

Whereas, Arizona Revised Statutes § 9- 461.06 requires that the Town Council adopt written procedures to provide "effective, early and continuous public participation in the development and major amendment of general plans from all geographic, ethnic and economic areas" of the Town.

**Now, Therefore, Be It Resolved** that the Town Council of the Town of Dewey-Humboldt, State of Arizona, adopts the following procedures to promote effective, early and continuous public participation in the evaluation, appraisal and update to the Dewey-Humboldt 2009 General Plan.

1. **Purpose.** The purpose of the General Plan 2009 Update "Citizens' Participation Plan" is to receive public input for directing Town growth and development in accord with the following factors:

1.1. **Project Scope.** The Dewey-Humboldt 2009 General Plan Update process consists of two phases.

1.1.1. Phase 1 constitutes three Steering Committee Meetings and one Community Meeting to evaluate, appraise and develop a recommendation related to the update of the 2009 General Plan, including at least the following elements:

- 1.1.1.1. Land Use;
- 1.1.1.2. Circulation;
- 1.1.1.3. Cost of Development;
- 1.1.1.4. Open Space and Trails;
- 1.1.1.5. Environmental Planning; and
- 1.1.1.6. Water Resources.

At the end of Phase 1, a recommendation will be made to the Planning and Zoning Advisory Commission and the Town Council to present the General Plan outline and next steps/timeline.

1.1.2. Phase 2 will consist of ongoing Steering Committee Meetings, a land use planning workshop, and open houses to update General Plan maps, elements, goals and strategies and assist in the development of final documents to be presented to the Planning and Zoning Advisory Commission and Town Council for approval.

1.2. **Policy Direction.** Public expressions of preference offer guidance to their elected and appointed officials in matters pertaining to living quality, type and intensity of proposed development, preservation of the environment, and other matters within the Town's authority under State and local law.

**Citizen Participation Activities.** The following activities are expected to enable participation among a broad base of residents; businesspeople; persons representing a range of cultural, ethnic, economic and generational interests is a key aspect of the Citizens' Participation Plan. Among opportunities for General Plan Update involvement by individuals or groups are:

2.1. **Written Comments.** Written comments are encouraged to be submitted to Dewey-Humboldt Town Hall.

2.2. **General Plan Steering Committee Meetings.** Public input and participation meetings with the "General Plan Steering Committee." This Ad Hoc Citizen Committee will be comprised of citizens as appointed by the Town Council, and it should meet as needed throughout Phase 1 and Phase 2 of the Project. Committee meetings will be open to the public.

2.3. **Public Hearings.** All public hearings will be noticed a minimum of 15 days in advance of said hearing. The notice will be published in a newspaper of general circulation in Yavapai County. Public hearings are expected to provide an opportunity for citizen testimony regarding the Dewey-Humboldt General Plan document. A minimum of 1 public hearing each will be held by the:

2.3.1. Dewey- Humboldt Planning and Zoning Advisory Commission; and

2.3.2. Dewey- Humboldt Town Council.

3. **Agency and Entity Participation Activities.** The Dewey-Humboldt General Plan is intended to consider input from other governments, planning organizations, and information sources.

Ammer to add 2.  
\* Committee meetings will be announced in town newsletter far enough in advance to ensure sufficient time for people to be able to attend.

\* add \*

And announced in the town newsletter

far enough in advance to ensure time for people to be able to attend.

- 3.1. **Jurisdictions/Agencies.** Among entities required to be contacted to assure joint planning compatibility are:
  - 3.1.1. Yavapai County including Yavapai Law Enforcement;
  - 3.1.2. Town of Prescott Valley;
  - 3.1.3. Northern Arizona Council of Governments;
  - 3.1.4. Arizona Department of Commerce;
  - 3.1.5. Arizona State Land Department;
  - 3.1.6. Bureau of Land Management; and
  - 3.1.7. Prescott National Forest.
- 3.2. **Entities.** As a supplement to scheduled community and public body meetings, targeted outreach efforts strive for inclusiveness from Town organizations and agencies. Efforts extended to encourage participation by major stakeholders and interest groups include solicitation of input from:
  - 3.2.1. School and College Districts;
  - 3.2.2. Public Utilities;
  - 3.2.3. Chambers of Commerce; and
  - 3.2.4. Local Citizen Resident Groups.
- 3.3. **Draft Plan Review.** Draft Evaluation Reports and General Plan Update documents are to be provided to agencies and jurisdictions and to persons requesting copies in writing, for the required 60-day review period preparatory to required notice of the Planning and Zoning Advisory Commission's consideration of General Plan for recommendation to the Town Council.
- 3.4. **Plans Incorporation.** Planning studies adopted or in progress are to be cross-referenced or integrated into the General Plan, including documents provided by the agencies listed above.
4. **Citizen Information Activities.** Several communication methods will be used to reach a broad cross - section of Dewey-Humboldt.
  - 4.1. **Citizen Information.** Opportunities for citizen expression of opinion and findings of fact summaries are typically distributed at public and General Plan Steering Committee meetings and other planning events. Opportunities for citizen input will also include use of citizen surveys, articles or notices in the Town newsletter, and use of electronic media.

MUEFI

4.2. **Electronic Media Access.** Electronic information will be provided.

4.2.1. General Plan Web Page Announcements and project status updating will occur regularly; summaries and data from draft General Plan Elements are provided on the Town of Dewey-Humboldt's web site (www.dhaz.gov ) with visual and audio presentation of General Plan meetings and hearings for all residents, which will be available at home or on Town Library computers; and

4.2.2. Recording and Broadcast Live internet broadcast of public hearings and other meetings held at Town Hall.

Amend to  
add a 4.2.3<sup>e</sup>  
printed  
media  
access  
policy,  
that is  
responsive  
to our  
multi-  
generational  
population,  
(see  
attached  
suggestion

4.3. **Mass Media Notification.** Public notice of meetings and information articles on status of the General Plan will be provided to newspapers of general circulation and local radio stations, when possible.

the town Newsletter,

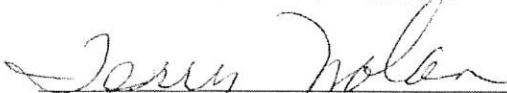
4.4. **Notice.** A mailing list of interested parties will be maintained by the Dewey-Humboldt Town Manager's Office, and those on the list will be notified of community meetings and public hearings. Announcement of all community meetings will be posted and advertised using the Town's customary methods for public meetings.

**Authorization to Prepare Documents.** The Town Manager, Town Clerk, Town Attorney, Town Planner, and any other necessary persons are hereby authorized to prepare the agreements, forms and instruments contemplated to be used by the Town in implementing the provisions of the Citizens' Participation Plan.

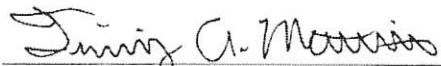
**Election.** Once the Plan is approved by Council, it will be presented to the qualified electors of the Town at the next available election in accordance with State and local law.

**Effective Date.** This Resolution shall be effective from and after its passage until the completion and adoption of the update to the 2009 General Plan.


Passed and Adopted by the Mayor and Town Council of the Town of Dewey-Humboldt, Arizona, this 17th day of March, 2020.

  
Terry Nolan, Mayor

ATTEST:

  
Timothy A. Mattix, Town Clerk

APPROVED AS TO FORM:

  
Bigelow Law Offices, PLC  
Kay Bigelow, Town Attorney

#### 4.2.3.-Printed media access

General plan steering committee meeting, and public hearing announcements and agendas will also be published in the Town newsletter, with explanations of technical terms when needed; Such as land use and circulation, ect. These will be published far enough in advance of the meetings and public hearing so that people have time to attend., or write comments and letters.

Brief synopsis of the steering committee meetings and public hearings will be published in the newsletter also. An information table or rack for printed material at the town library will be made available and publicized as well.

Printed minutes of the meetings and hearings should be made available to those who request them.

RESOLUTION NO. 20-140

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF DEWEY-HUMBOLDT ADOPTING A CITIZEN PARTICIPATION PLAN PURSUANT TO A.R.S. 9-461.06(C) FOR THE PURPOSE OF ENSURING AN OPEN PROCESS FOR DEWEY-HUMBOLDT CITIZENS TO BECOME ACTIVELY INVOLVED IN THE EVALUATION, APPRAISAL AND UPDATE OF THE DEWEY-HUMBOLDT 2009 GENERAL PLAN.

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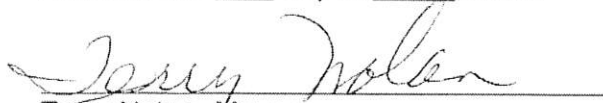
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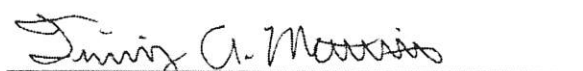
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6. **Election.** Once the Plan is approved by Council, it will be presented to the qualified electors of the Town at the next available election in accordance with State and local law.
7. **Effective Date.** This Resolution shall be effective from and after its passage until the completion and adoption of the update to the 2009 General Plan.


Passed and Adopted by the Mayor and Town Council of the Town of Dewey-Humboldt, Arizona, this 17th day of March, 2020.

  
 Terry Nolan, Mayor

ATTEST:

  
 Timothy A. Mattix, Town Clerk

APPROVED AS TO FORM:

  
 Bigelow Law Offices, PLC  
 Kay Bigelow, Town Attorney

**Fw: Election**

Patti Lake <plakefrog@yahoo.com>

Sat 7/11/2020 12:20 PM

To: CM Collins <cm.collins@dhaz.gov>

Sent from Yahoo Mail on Android

I don't want to embarrass Ms. Lake - Can we redact this whole top part

----- Forwarded Message -----

**From:** "Patti Lake" <plakefrog@yahoo.com>  
**To:** "CM.Brooks@dhaz.gov" <CM.Brooks@dhaz.gov>  
**Sent:** Sat, Jul 11, 2020 at 11:40 AM  
**Subject:** Election

I've been searching the web site for over an hour to find out about whos council seat is up for election. What council member besides Mayor Terry is leaving?. Can you give me insight of that please. And also want to let you know that myself and others are not happy that you will no longer let the american legion, dewy museum and even the senior center put articles in the news letter. These and a few other non profits help the town get recognition and lets our community know about fund raisers and activities going on in the community. Why would you not want them in the newsletter.

My mother was told to look on the web site for any information as to what was going on in the town by Ed the the town manager. Well I tried to find out information about the council, the open seat, and town updated and it took me over 30 minutes. And still did not get the information. I finally got the news letters and nothing in that states whis seats are up or need to fill, and no information on why the council will no longer let non profits place information in the news letter.

Ed also stated that we could zoom in on meetings. I did not see that in the news letter. Plus zoom is not the safest to use.

I am very up set and so are my neighbors about how things are being handled right now. Esp. The elderly neighbors who are not going to a web site for town information. And after my experiance in the site i don't blame them.

So I would appreciate what ever information you can give me

Thank you

Patti Lake

Can we redact name