

**TOWN OF PRESCOTT VALLEY
REGULAR COUNCIL MEETING
MINUTES
January 10, 2013**

Library Auditorium
7401 E. Civic Circle
Prescott Valley, Arizona 86314

1. CALL TO ORDER

Mayor Skoog called the meeting to order at 5:30 p.m.

2. INVOCATION - Pastor Charlie Hail of the Prescott Valley Church of the Nazarene

Pastor Charlie Hail of the Prescott Valley Church of the Nazarene gave the invocation.

3. PLEDGE OF ALLEGIANCE

Council member Nye led in the recitation of the Pledge of Allegiance.

4. ROLL CALL

Present: Vice Mayor Tjiema, Mayor Skoog, Council Member Lasker, Council Member Mallory,
Council Member Nye, Council Member Anderson, and Council Member Whiting.

5. SCHEDULED ANNOUNCEMENTS & PRESENTATIONS

a. Yavapai Big Brother, Big Sisters Annual Kick-off, Kathleen Murphy, Pres. & CEO

Kathleen Murphy, President and CEO of Big Brothers, Big Sisters, showed a short video demonstrating the importance and positive impact that a Big Brother can have in the life of a child. She asked that council and employees consider putting together a bowling team to help sponsor the program through pledges. Council member Nye thanked Kathleen for her service and dedication. Vice Mayor Tjiema stated that it is a lifetime relationship that one develops with their Little Brother as he did many years ago as a Big Brother.

b. Martin Luther King Jr. Day of Service

Town Clerk Diane Russell read the proclamation after which Mayor Skoog it presented to Jamie Nevera and Constance Howard.

6. CERTIFICATES

a. Certificate of Appreciation to Gary Roberts for service on the Board of Adjustments

Mr. and Mrs. Roberts came forward to accept his Certificate of Appreciation for service on the Board of Adjustments. Mayor Skoog read the certificate and announced Mr. Roberts numerous governmental services at several levels.

7. COMMENTS/COMMUNICATIONS

No comments were forthcoming.

8. CONSENT AGENDA

a. *Approval of Minutes of December 13 Council and Annual Legislative Work Study meetings and December 19, 2012 Joint Council meeting with the City of Prescott*

b. *Approving the Upper Verde River Water Protection Coalition U.S. Bureau of Reclamation grant application in an amount up to \$25,000 to supplement the construction costs for a pilot-scale rainwater harvesting and recharge project (Town of Chino Valley Old Home Manor property)*

c. *Approving a Library budget transfer from line item 101-4510-653-6020 (Books) in the amount of \$3,854.97 to 101-4500-700-7435 (Computer Related Items) and in the amount of \$273.74 to 101-4500-653-6122 to (Computer Software) for the purchase of a server and related operating system licenses*

d. *Approving Change Order #10 to the construction contract with Danson Construction, LLC, in the amount of \$8,746.00 for the Civic Center Remodel Project (CIP # F322)*

e. *Financial Report*

f. *Investment Report*

g. *Approving Accounts Payable for December 1 thru 31, 2012*

Council Member Mallory made the MOTION, seconded by Council Member Lasker, to approve Motion to approve all items listed on the consent agenda, by electronic vote. MOTION carried with 7 ayes and 0 nays.

9. NEW BUSINESS (FOR REVIEW, COMMENT, AND/OR POSSIBLE ACTION)

a. Consideration of appointing Bruce Hertzog to the Building Board of Appeals to a term with a renewal date of September 5, 2014

Vice Mayor Tjiema said we are fortunate to have such qualified candidates who are willing to step up and offer their service on the Board and Commissions.

Vice Mayor Tjiema made the MOTION, seconded by Council Member Nye, to appoint Bruce Hertzog to the Building Board of Appeals to a term with a renewal date of September 5, 2014, by electronic vote. MOTION carried with 7 ayes and 0 nays.

b. Consideration of appointing Gary Roberts to a term expiring October 31, 2014 on the Planning and Zoning Commission

Vice Mayor Tjiema said this is another quality candidate with a vast amount of knowledge to serve on P & Z. Council member Nye added that he is taking on a lot more responsibility volunteering to serve on this board.

Council Member Lasker made the MOTION, seconded by Vice Mayor Tjiema, to appoint Gary Roberts to a term expiring October 31, 2014 on the Planning and Zoning Commission, by electronic vote. MOTION carried with 7 ayes and 0 nays.

c. Consideration of appointing Lucila Mangels to the Library Board of Trustees to a term with a renewal date of June 30, 2015

Vice Mayor Tjiema commented that Lucila Mangels is another jewel of our community who brings much experience to this board. She is highly recommended for this board.

Lucila Mangels said she has been with the library the last 3 or 4 years as a volunteer. She is originally from New Jersey and has lived here 8 years. She is glad for this opportunity to serve the community.

Council member Lasker said the talents of the applicants are what comes through when they sit down with the applicants. It is so much more telling than what is written on paper. She connects with the citizens and that is what came through.

Vice Mayor Tjiema made the MOTION, seconded by Council Member Mallory, to appoint Lucila Mangels to the Library Board of Trustees to a term with a renewal date of June 30, 2015, by electronic vote. MOTION carried with 7 ayes and 0 nays.

d. Consideration of authorizing the Mayor to sign Resolution No. 1821 in support of the Bureau of Reclamation Grant Application for the Water SMART: Water and Energy Efficiency Grants for FY 2013

Utilities Director Neil Wadsworth said the town has the chance to apply for a Bureau of Reclamation Funding Opportunity that will be used to boost the water meter program installations. The grant has two funding levels: 1) Up to \$300,000 for a project of 2 years or less, and 2) Up to \$1,500,000 for a project of 3 years or less (not more than \$750,000 in any one year). The awarded grants will be no more than 50% of the total project costs requiring matching funds.

The proposed grant funding would assist in enhancing the Town's radio read meter replacement program. This program is currently funded (FY12/13 budget) at \$500,000. At this current funding level, it will take approximately 4 – 5 years to complete the meter replacement program. Additional funding will allow us to expedite the program and reduce our costs. Staff recommends submitting applications for both funding categories. The proposed software purchase (to go along with) this will allow customers to see their water usage over a 24-hour period instantaneously. This tool will also allow water users to diagnose a water leak.

Council member Lasker thanked Neil for working on this long-term project.

Council Member Nye made the MOTION, seconded by Council Member Mallory, to authorize the Mayor to sign Resolution No. 1821 in support of the Bureau of Reclamation Grant Application for the Water SMART: Water and Energy Efficiency Grants for FY 2013, by electronic vote. MOTION carried with 7 ayes and 0 nays.

e. Consideration of authorizing the Mayor to sign Resolution No. 1822 adopting and approving a Final Development Plan/Plat (FDP12-006) for Granville Unit 8

Council Member Mallory made the MOTION, seconded by Vice Mayor Tjiema, to table Resolution No. 1822 adopting and approving a Final Development Plan/Plat (FDP12-006) for Granville Unit 8, by electronic vote. MOTION carried with 7 ayes and 0 nays.

f. Consideration of authorizing the Mayor to sign Resolution No. 1823 approving FDP 12-005, AND to sign any agreement under Proposition 207 for the Kachina Animal Hospital

Town Planner Ruth Mayday commented that this request is by Michael Taylor, Michael Taylor Architects on behalf of Kachina Animal Hospital for the approval of a Final Development Plan (FDP 12-005) for approximately 1 acre in the Antelope Meadows Commercial Center, located at the intersection of Henrickson Road and State Route 169. This area was annexed into the Town on March 25, 2005 upon the adoption of Ordinance 585 and given a zoning classification of M1 PAD (Industrial; General Limited, Planned Area Development) with that same action. The proposed 7,000 square foot Veterinary Clinic and Dog/Cat boarding facility is a use by right under the existing zoning classification for the area, as well as the General Plan designation of PAD 5-II. Council member Nye commented that this is the perfect area for this facility.

Mr. Taylor offered to answer any questions that council may have. Vice Mayor Tjiema and Council member Lasker inquired as to the color scheme of the facility. Mr. Taylor responded that an earth tone pallet of masonry with a metal roof and traditional architecture is planned. Mayday responded to council that no opposition or support has been shown for the development.

Council Member Mallory made the MOTION, seconded by Council Member Nye, to authorize the Mayor (or in his absence, the Vice Mayor) to sign Resolution No. 1823 approving FDP 12-005, AND to sign any agreement under Proposition 207, by electronic vote. MOTION carried with 7 ayes and 0 nays.

- g. Consideration of approving the Agreement for Professional Services with Shephard Wesnitzer, Inc. for engineering design and construction administration services in an amount of \$63,280.00 for the Loos Drive Widening Project Phase II (CIP #S339.2)

Deputy Town Manager Ryan Judy stated that the approved Budget for Fiscal Year 2012-13 includes the Loos Drive Widening Project Phase II from Hoffman Road to Navajo Dr, CIP # S339.2. The project consists of widening the street section pavement by 6' and improvements along the north side of Loos Drive, including a 5' wide sidewalk, curb & gutter, and appropriate underground stormwater drainage infrastructure. Funding for this phase of Loos Drive is provided by a Community Development Block Grant (CDBG) in the amount of \$485,858.

As required by federal regulations, the Town held a competitive selection process for professional engineering services. On Monday, December 10, 2013, the Town received three (3) Statements of Qualifications (SoQs) from engineering firms. A Selection Committee reviewed and evaluated the SoQs. Interviews were not included in this selection process. The top ranked firm is Shephard Wesnitzer, Inc. This action is for consideration of approval of an Agreement for Professional Services with the Shephard Wesnitzer, Inc. Professional Services for this Agreement include Design Services, Bidding Phase Services, Construction Administration and Oversight Services, and Close-Out Services. This agreement is in the amount of up to \$63,280.00.

Council member Nye commented that she drives that area many times at night and notices that it is scary especially if someone is walking in dark clothes. The sidewalk will provide pedestrian safety that isn't there now. Council member Whiting likes the idea that we are investing in infrastructure especially with the use of outside resources. Mayor Skoog thought it was great for the school children in that area. Vice Mayor Tjiema commented that he was glad Ryan moved forward with his suggestion of locating the sidewalk on the north side only to link up with the multi-use path that we will have in the future.

Vice Mayor Tjiema made the MOTION, seconded by Council Member Mallory, to approve the Agreement for Professional Services with Shephard Wesnitzer, Inc. for engineering design and construction administration services in an amount of \$63,280.00 for the Loos Drive Widening Project Phase II (CIP #S339.2), by electronic vote. MOTION carried with 7 ayes and 0 nays.

- h. Consideration of approving entering Contract # ST-WSG-12-2366-11Y2 with the Governor's Office of Children, Youth and Families to accept a grant award in the amount of \$145,165 requiring a non-federal match of \$48,389 by the Town

Chief Fessler praised the folks who provide the stats and work in this Family Violence Unit to reduce these types of issues in our community. Fessler said this was program was modeled after the Mesa PD back in 2009. We are the model for the program in northern Arizona.

The total cost for continuation and enhancement of this program is \$193,554. The GOCYF will provide funding in the amount of \$145,165; pursuant to federal statute which mandates the STOP Formula Grant Program may not cover more than 75% of the total costs of the project funded. In accordance, a 25% non-federal match of \$48,389 will be required by the Town,

which already is provided for in the budget. The approved STOP Grant funding is a one (1) year contract that may be renewable for two (2) additional one (1) year periods, contingent upon the availability of funds.

Council Member Mallory made the MOTION, seconded by Council Member Nye, to approve Contract # ST-WSG-12-2366-11Y2 with the Governor's Office of Children, Youth and Families to accept the grant award, by electronic vote. MOTION carried with 7 ayes and 0 nays.

10. COMMENTS FROM THE PUBLIC

Jessica O'Connor asked if there are any upcoming candidate forums. Council responded that one is scheduled for January 30 sponsored by the Prescott Valley Economic Prosperity Committee in this auditorium at 6:00 p.m.

*11. MOTION TO CONVENE INTO EXECUTIVE SESSION (PER A.R.S. 38-431.03(A)(1) in order to discuss or consult with the attorneys or other designated representatives of the public body regarding, or to otherwise discuss or consider, the following: * Town Manager's Annual Review*

Council Member Nye made the MOTION, seconded by Council Member Anderson, to convene into Executive Session (PER A.R.S. 38-431.03(A)(1) in order to discuss or consult with the attorneys or other designated representatives of the public body regarding, or to otherwise discuss or consider, the following: Town Manager's Annual Review, by electronic vote. MOTION carried with 7 ayes and 0 nays.

12. [Recess into Executive Session]

Mayor Skoog recessed the regular meeting at 6:23 p.m.

13. [Reconvene into Regular Session]

Mayor Skoog reconvened the Regular Session at 7:01 p.m.

14. ACTION (IF ANY) RELATED TO EXECUTIVE SESSION ITEMS

Council member Nye made the MOTION, seconded by Council member Anderson, stating that although he [Town Manager Larry Tarkowski] merits an increase, because of the financial condition [of the Town] this is the fifth year in a row that we have elected not to give a merit increase. Mayor Skoog added that Larry is one of the top municipal managers in the state. MOTION carried UNANIMOUSLY.

15. ADJOURNMENT.

Council member Anderson made the MOTION, seconded by Council member Nye to adjourn the meeting, by roll call vote. MOTION carried UNANIMOUSLY. Mayor Skoog adjourned the meeting at approximately 7:03 p.m.

ATTEST:

APPROVED:

Diane Russell, Town Clerk

Harvey Skoog, Mayor

STATE OF ARIZONA)
COUNTY OF YAVAPAI) ss:
TOWN OF PRESCOTT VALLEY)

CERTIFICATE OF COUNCIL MINUTES

I, Diane Russell, Town Clerk of the Town of Prescott Valley, Arizona, hereby certify that the foregoing minutes are a true and correct copy of the Minutes of the Regular Meeting of the Town Council of the Town of Prescott Valley, held on Thursday, January 10, 2013.

I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 14th day of January 2013

Diane Russell, Town Clerk