

**TOWN OF PRESCOTT VALLEY  
REGULAR COUNCIL MEETING  
MINUTES  
June 13, 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 - VICE MAYOR/PASTOR DON TJIEMA, MOUNTAIN VALLEY CHURCH OF GOD

Vice Mayor/Pastor Tjiema began with a prayer from John F. Kennedy and continued with his prayer for the Council in their leadership of the Town of Prescott Valley.

3. PLEDGE OF ALLEGIANCE

Pastor Joe Phillips led in the recitation of the Pledge of Allegiance.

4. OATH OF OFFICE AND SEATING OF COUNCIL MEMBERS

Judge Keith Carson came forward and administered the Oath of Office to Mayor Harvey Skoog, Council members Michael Whiting, Stephen Marshall and Marty Grossman.

Mayor Skoog called Don Tjiema and Patty Lasker forward to express the Council's and Town's appreciation for the dedicated service on the Town Council after which he presented a plaque to each of them. Tjiema said it has been a privilege for the citizens to entrust in them to make decisions for this community. His vote went from 1 to 40,000 when he was put on this council. He looked at every issue with the mindset that he is representing 40,000 people in this town. He prayed that he had done them justice and thanked them for the privilege. Lasker said she has really enjoyed her time serving the people and encouraged others to also serve if given the opportunity. Citizen government was how the country was founded and it is what makes it strong today. We need to continue that. Without citizens being the government, we have problems. Again, she encouraged anyone to do their role in government as that is what makes this work.

Mayor Skoog thanked Patty Lasker and Don Tjiema for their good service and commented that we have had a good council this last term. Skoog commented that he wished he could take them to Washington, D.C. - maybe they could do something nationally. He noted that the Town is down about fifty employees from eight years ago. The budget is in good shape. Jobs have increased in this family community and we continue to grow residentially and commercially. Things are really looking up here.

5. RECESS FOR REFRESHMENTS

Mayor Skoog recessed the meeting at 5:45 p.m.

6. RECONVENE

Mayor Skoog reconvened the meeting at 6:00 p.m.

7. ROLL CALL

*Present: Council Member Grossman, Mayor Skoog, Council Member Marshall, Council Member Mallory, Council Member Nye, Council Member Anderson, and Council Member Whiting.*

8. ANNOUNCEMENTS & PRESENTATIONS

a. Chamber of Commerce

Marni Uhl, Chamber of Commerce Director, introduced Ron (General Contractor and Co-owner) & Kelley (CFO, Co-owner, broker) Owsley of Premier Development who told a little bit about the service they provide. Currently they are building new homes in the Viewpoint area using Yavapai County contractors only. He complimented the Community Development Department which has worked well with them. Ron announced that the Chamber of Commerce is holding a Ribbon Cutting for them on June 26th at 11:30 a.m. with models open to tour.

Marni said the 35<sup>th</sup> annual Prescott Valley Days starts tonight with the carnival/midway. A parade with 50 entries begins on Saturday morning at 9:00 a.m. being put on by the Prescott Valley Early Bird Lions Club. It starts at Yavapai and Florentine traveling to Tim's Toyota Center and Main Street. A quilt show, music, entertainment and demonstrations will be happening at Tim's Toyota Center. Tomorrow night is PV Idol with 19 singers competing. Saturday night is music by Bitter Sweet and Road One South. The Prescott Valley Rotary Club is putting on a Balloon Fest. The hot air balloons will take flight at 5:45 a.m. on Saturday with a Balloon Glow Saturday night around 7:45 or 8:00 p.m. and then again Sunday morning. Everything other than the carnival is free.

9. PROCLAMATIONS

a. Small Business Week

Town Clerk Diane Russell read the proclamation after which Mayor Skoog it presented to Marni Uhl and Matt Zurcher from the Chamber of Commerce. Representatives of a small business – Premier Development – Ron and Kelley Owsley joined Uhl and Zurcher at the podium.

Marni Uhl commented that small business is the backbone of our community and it is nice to be able to recognize them through this national week. This is all about our small business community.

*10. COMMENTS/COMMUNICATIONS*

No comments were forthcoming.

*11. CONSENT AGENDA*

- a. Approving a Special Event Liquor License for the Fireside Grill Restaurant annual company picnic on July 4th at Tonto Park North located at 4700 N. Tonto Way*
- b. Approving the Regularly-Scheduled Town Council Meeting dates for Fiscal Year 2013 - 2014*
- c. Approving a budget transfer in the amount of \$3,797.00 for the purchase of a computer server for the Library*
- d. Approving the purchase of Tactical Vests for SWAT in the amount of \$37,292.56, as outlined in the Fiscal Analysis*
- e. Approving a transfer up to \$15,000 from General Fund Contingency to PW Facilities Maintenance - Building Repairs - Youth & Family Services for the Boys & Girls Club Repairs*
- f. Approving Accounts Payable for May 11 thru June 3, 2013*

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

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

- a. Consideration of appointing a Vice mayor to act in the place of the mayor when the mayor is absent as authorized by A.R.S. §9-236 and Prescott Valley Town Code 2-02-020*

Mayor Skoog announced that each year the Vice Mayor position is rotated. A new Vice Mayor is selected by secret ballot.

Town Clerk Diane Russell distributed ballots to the Mayor and Council to make their selection for Vice Mayor. The ballots were collected then tabulated after which Russell announced that the majority of the votes were for Lora Lee Nye. Nye made one comment – “Mayor, please stay well!”

Council Member Anderson made the MOTION, seconded by Council Member Grossman, to appoint Lora Lee Nye as Vice Mayor, by electronic vote. MOTION carried with 7 ayes and 0 nays.

b. Consideration of re-appointing Ron Brinkman to the Parks and Recreation Commission to a term with a renewal date of June 30, 2016

Vice Mayor Nye commented that Ron Brinkman has already served us well and cheerfully. She hopes he still feels the joy of being a part of making a difference in this community.

Brinkman said he does enjoy serving on the Parks and Recreation Commission and said he hopes he can give back to the community and we can improve our parks and playing fields so the league groups continue expressing appreciation for that. They bring a lot of money into town with their tournaments.

Town Manager Larry Tarkowski commented under Ron's guidance on the Parks & Rec Commission the Yavapai College Coach talked about the quality of the fields and facilities that we have here. There is no comparison in the State of Arizona as it relates to the quality of the turf at the amphitheatre. A couple of weeks ago, an English group that was training some of our children remarked that the amphitheatre facility is as good or better than the professional fields in England.

Ron said the credit really goes to the Parks & Rec staff. They work hard at that.

Council member Whiting congratulated Ron and thanked him for his four years of service and the four more to come.

Vice Mayor Nye made the MOTION, seconded by Council member Mallory, to reappoint Ron Brinkman to the Parks and Recreation Commission to a term with a renewal date of June 30, 2016.

c. Consideration of approving the Intergovernmental Agreement with Yavapai County for Unified Emergency Management services for FY2013/2014 in the amount of \$16,693.00

Interim Police Chief James Edelstein said we enter into this IGA each year to better prepare to respond to a potential disaster that could occur here. This is a partnership between the Town of Prescott Valley and Yavapai County Emergency Management. He introduced Denny Foulk to talk about some of the accomplishments to date and what to expect in the future. He thanked Denny for his dedication and the time he has spent with the Town over the past year.

Denny Foulk, Director of the Office of Yavapai County Emergency Management, said they have been working with the Town this year. What has been accomplished by the Town to date are: revision of the response plan, 2 table top exercises, 1 drill, EOC exercises at the tabletop in July and October, in August a full scale exercise with the 91<sup>st</sup> CST. In January we had a recall procedure drill, in March the wildland fire exercise, ICS 300 & 400 training classes for the PD,

sponsored training for staff members, a Senior Leadership Workshop, various Homeland Security courses, FEMA approval for the Yavapai County Multi-jurisdictional Hazard Mitigation Plan, assisted in ERMA registration and additional classes such as the HAZMAT class here. Foulk thanked us for the rewarding partnership and he looks forward to the upcoming year. The county is in the process of rewriting its Emergency Operations Plan as well as the Emergency Operations Activation Guide. They plan to have an EOC exercise towards the end of the year activating every EOC in the county for a Flood Activation Exercise and practice communications going up and down the communications chain. He will be calling a stakeholder meeting together around the end of July to help in the development of that exercise and they look forward to Prescott Valley's participation.

Council member Whiting commented that we appreciate the resources they offer and look forward to the County's partnership in the future.

Council Member Whiting made the MOTION, seconded by Council Member Mallory, to approve the Intergovernmental Agreement with Yavapai County for Unified Emergency Management for FY2013/2014, by electronic vote. MOTION carried with 7 ayes and 0 nays.

*d. Consideration of approving the proposed Contract Amendment in the amount of \$3,291,290.15 for FY 13-14 with CH2MHill OMI to operate and maintain the Town's utilities which consist of the water system, the wastewater system, the reclaimed water system, and the recharge facility*

Utility Director Neil Wadsworth introduced the OMI group present. Wadsworth noted the key differences in the scope of services this year are the addition of the new recharge facility which came on line in March, and the increased sewer cleaning completing all of it in a two-year cycle. This is as part of the settlement agreement with ADEQ to reduce the potential sewer system backups and overflows. This will be accomplished with the new VAC truck which is expected to arrive this August. After they complete this two-year cycle they may jump back to a more normal three- or four-year cycle. There is a one percent increase overall on the contract which is basically cost of living, materials and supplies.

Vice Mayor Nye commented that this isn't frivolous. She asked why the OMI personnel would come all this way, spend all this time and not get up and share something with us.

Jeremiah Mecham credited Juan Manchaca who has put together a good team up here. Over the last eight months there have been no overflows in the system due to the experience and learning on the job and a more comprehensive schedule in cleaning the sewer system, not just hitting the trouble spots. It has helped in reducing those sewer overflows which keeps them out of the limelight of their regulators. The team here cares about what they do, they value the partnership they have with the town and care about the customers. He expressed gratitude from CH2MHill for that.

Vice Mayor Nye questioned what did they learn from that [overflows and spills] to make our plant serve the community better?

Mecham responded that structural improvements were made to the facility and the electrical system (from the generators that didn't come on when they were needed) to prevent the same occurrence from happening again. He knows the town has invested greatly in the SCADA system for the lift stations to prevent what happened at the Quailwood lift station. They are working with another contractor to get the SCADA system programmed on line to keep disasters from happening. There have been a lot of improvements that have gone in this year to prevent things like this from happening again.

Council member Whiting said the two items that we are talking about are necessities since it concerns the ADEQ. We need to ensure that the things that happened previously won't happen again. It is budgeted for and we need to do it.

Mayor Skoog commented that we have had a partnership with them for about 20 years now. They have done a good job for us.

Council Member Mallory made the MOTION, seconded by Council Member Whiting, to approve the Contract Amendment with CH2MHill OMI in the amount of \$3,291,290.15, by electronic vote. MOTION carried with 7 ayes and 0 nays.

*e. Consideration of approving budget transfers to cover costs in the water/wastewater systems as indicated in the fiscal analysis*

Utilities Director Neil Wadsworth said budget transfers are needed for repairs made to the systems. Well rehab is typically budgeted for on the Capital budget at about \$150,000 per year. Many times that money is not spent as it is not needed. This year a number of wells had problems and dollars are needed to be moved from the Capital budget into the Operating budget to cover those costs.

Council Member Nye made the MOTION, seconded by Council Member Grossman, to approve the transfer of funds as outlined, by electronic vote. MOTION carried with 7 ayes and 0 nays.

*f. Consideration of approving the Amended Memorandum of Understanding with NACOG for \$50,000 for the continued implementation of the Voucher Transit System through Fiscal Year 2013/2014 pending all final FY 13/14 Budget approvals*

Public Works Director Norm Davis noted this subject was covered in detail last week in Work Study. Funding to NACOG for the Voucher Transit System has been ongoing since the year 2000. The town will again fund the transit voucher program in the amount of \$50,000.

Council member Mallory passed along to council that a citizen had thanked the town for supporting this program. Council member Nye encouraged other communities to help support the program too. Davis responded to Council member Whiting that the \$50,000 benchmark was a figure that Public Works determined they could afford out of their budget last year. About 150 people meet the criteria to use these funds. NACOG does pursue grants to help stretch the dollars available.

Town Manager Tarkowski said \$50,000 is about as much as we have ever contributed to this program. This is a large expenditure for us. In the past community funding helped leverage LTAF II money which has since been swept by the state. Recognizing that this program is so important, council said we will fund it entirely from the General Fund if need be while other communities eliminated their contribution.

Council Member Whiting made the MOTION, seconded by Council Member Nye, to approve the Amended Memorandum of Understanding with NACOG for the continued implementation of the Voucher Transit System through Fiscal Year 2013/2014 pending all final FY 13/14 Budget approvals, by electronic vote. MOTION carried with 7 ayes and 0 nays.

- g. Consideration of awarding the construction contract for the Fiscal Year 2013/2014 annual Chip Seal program to Earth Resources Corporation in the total bid amount of up to \$379,255.70

Public Works Director Norm Davis said they anticipate chip sealing about 12 miles this year. Ken Stanton talked last week in detail about the bidding the process we do every year. For best working conditions they will begin work in the hot summer months. Maps showing the areas to be chip sealed are included in the Town News that goes out in the utility bills prior to the chip sealing process. This is one form of informing the public if and when their area may be scheduled for this road renewal process.

Council Member Marshall made the MOTION, seconded by Council Member Grossman, to award the construction contract for the Fiscal Year 2013/2014 annual Chip Seal program to Earth Resources Corporation in the total bid amount of up to \$379,255.70, by electronic vote. MOTION carried with 7 ayes and 0 nays.

- h. Consideration of approving the Change Orders for renewal of Annual Contracts for Janitorial, Landscape, Street Striping, Street Sweeping and Swath Mowing Services

Public Works Director Norm Davis said they have five-year renewable contracts (renewed annually) for outsourced services equaling about \$735,000 aggregate work. We have roughly \$1 million of service and vendor contracts that are being looked at for council's consideration. We are staying sharp, cost effective and getting the best prices available on the open market. Services levels are being matched with funding. The vendors are appreciative of the contracts and town work.

Vice Mayor Nye commented that the well established relationships the town has with the vendors has paid off.

Council Member Grossman made the MOTION, seconded by Council Member Anderson, to approve: a.) the Change Order to the contract with Clean Team Janitorial, LLC for Janitorial Services, AND b.) the Change Order to the contract with Koehler Enterprises, dba: K-ler Land Works Maintenance for Landscape Services, AND c.) the Change Order to the contract with Traffic Safety, Inc. for Street Striping Services, AND d.) the Change Order to the contract with Tryton Enterprises, LLC for Street Sweeping Services, AND e.) the Change Order to the contract

with Larry's Mowing Service for Swath Mowing Services thereby extending these contracts for Fiscal Year 2013/2014, by electronic vote. MOTION carried with 7 ayes and 0 nays.

i. Consideration of approving contracts for the annual Public Works materials and supply programs

Public Works Director Norm Davis commented that these contracts are bid annually for all the materials that public works uses. Again we are staying sharp and we are getting the best market value for these materials in a competitive market. The fuel contract comes up for re-bid every five years. The long standing vendor we have used the last ten years was beat out by Bennett Oil. Annually we spend about \$230,000 on fuel through a local vendor. We have four out of five new vendors this year. Competition in the market gave us the best price possible on all these contracts.

Vice Mayor Nye said we don't want to be in any business where we have to deal with federal agencies. It is cost effective to do this at many levels. It is not in the town's best interest to have all that equipment and run our own stations, it just doesn't make sense.

Council member Whiting said it appears we will be under budget again. It puts us in a very good position to fund those things that may come along that we didn't anticipate.

Council member Mallory said she is reminded of what a great country that we are able to live here, have input into, compete in prices, have free enterprise, we are able to vote and we are able to be the people who have input and a voice in this great country. That is priceless. Everything that happened here tonight, like every week, is such a gift.

Council Member Marshall made the MOTION, seconded by Council Member Anderson, to award each annual contract to the lowest responsive bidder per the unit prices bid as follows: (a) the Roadway Material to Asphalt Paving & Supply, Inc., AND (b) the Asphalt Paving contract to Asphalt Paving & Supply, Inc., AND (c) the Annual Street & Park Concrete contract to Asphalt Paving & Supply, Inc., AND (d) the CMP Culvert contract to Contech Engineered Solutions, LLC, AND (e) the Solid Waste contract to Waste Management of Arizona, AND (f) the Portable Toilet services contract to Waste Management of Arizona, AND (g) the Fuel contract to Bennett Oil Company, by electronic vote. MOTION carried with 7 ayes and 0 nays.

13. COMMENTS FROM THE PUBLIC

No comments were forthcoming.

14. ADJOURNMENT

Vice Mayor Nye made the MOTION, seconded by Council Member Whiting, to adjourn, by electronic vote. MOTION carried with 7 ayes and 0 nays. Mayor Skoog adjourned the meeting at 7:12 p.m.

ATTEST:

APPROVED:

\_\_\_\_\_  
Diane Russell, Town Clerk

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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, June 13, 2013.

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

Dated this June 14, 2013

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Diane Russell, Town Clerk