

**TOWN OF PRESCOTT VALLEY
REGULAR COUNCIL MEETING
MINUTES
June 26, 2014**

Library Auditorium
7401 E. Civic Circle
Prescott Valley, Arizona 86314
Council gathers at 5:00 p.m. for 5:30 p.m. meeting

1. CALL TO ORDER

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

2. INVOCATION - REV. PAMELA SCHMALING - ANGLICAN CHURCH OF THE HOLY SPIRIT

Reverend Schmaling gave the invocation.

3. PLEDGE OF ALLEGIANCE

VFW Post 10227 Quartermaster John Stuczynski led in the recitation of the Pledge of Allegiance.

4. ROLL CALL

Present: Mayor Skoog, Vice Mayor Nye, Council member Anderson, Council member Grossman, Council member Mallory, Council member Marshall and Council member Whiting

5. SCHEDULED ANNOUNCEMENTS & PRESENTATIONS

a. Hungry Kid's – Carm Staker

NorthCentral University presented the Hungry Kid's program, accepted by Carm Staker, with a check in the amount of \$15,000 and congratulated them for the difference they are making in all the kid's lives. Staker said this program is only supported by donations. The program provides breakfast and lunch in four schools and has been sending 150-170 backpacks of food home with the children on the weekends.

b. Parks & Recreation Service Award – David Manship

Parks & Recreation Director Brian Witty commented that David has been a tremendous asset to the community from the commission's standpoint as well as Brian's tutor on several subjects. He has been a cornerstone of the commission which championed numerous activities and a great supporter of the youth programs.

Mayor Skoog presented David with a plaque of appreciation for his six years of service.

David said it has been a great six years and noted that the start of it all was the town's Citizens Academy. One or two things stick out for him from his experience on the commission. One was the major improvements made at Mountain Valley Park. The other was the varied backgrounds and knowledge that the commission members brought to the table and outstanding director who has guided them. The Town's ability to project future growth and prepare for it in advance is a boost to the community.

6. PROCLAMATIONS

a. Independence Day for All

Town Clerk Diane Russell read the proclamation after which it was presented by Mayor Skoog to VFW Post 10227 Quartermaster John Stuczynski accepting for Commander Nelson. John thanked the town on behalf of all the Veterans. He invited everyone to visit the new post facility on July 26 for their Grand Opening starting at 10:00 a.m. with a Scottish Bagpipe Band marching down 5th Street. Free food will be available as well as a chance to see the new post. The Post restaurant is open Mondays thru Thursdays 11:00 a.m. – 6:30 p.m. and Fridays and Saturdays 11:00 a.m. – 7:30 p.m. The bar is open on Sundays from noon until 5:00 p.m.

b. Parks & Recreation Month

Town Clerk Diane Russell read the proclamation after which it was presented by Mayor Skoog to Commissioner Ron Brinkman. Brinkman said let's get out there and have some fun in the parks. Be sure to check out the town's website for a listing of all the parks and recreation activities in PV.

7. CERTIFICATES

a. Certificate of Appreciation to Jason Garver for 10 years of service

Town Clerk Diane Russell read the accolades submitted about Jason followed by Mayor Skoog presenting Jason with a plaque and pin commemorating his 10 years of service to the town. Council members and coworkers and Vice Mayor Nye congratulated him for surviving this mischievous public works group all this time. Greg Bryan and Alec Romero expressed their appreciation to Jason for his service and said it has been a pleasure working with Jason.

Jason thanked all the guys he works with saying he enjoys every day. It is quite an experience!

8. COMMENTS/COMMUNICATIONS

Council member Mallory reminded everyone this is movie night with the showing of “Night at the Museum” right here at the Civic Center Amphitheater. Mallory and Council member Grossman also announced that Season Sundog Hockey tickets are on sale right now. Two hundred and eight tickets have been sold to date with a goal of selling at least 300. Hockey games are a great family event.

Town Manager Larry Tarkowski announced that this is the first year anniversary of the loss of the 19 Hotshots that worked for the City of Prescott is June 30th. There will be a flag display at our Civic Center in the Amphitheater commemorating them.

9. CONSENT AGENDA

- a. Approving the June 5 Work Study & June 12, 2014 Council meeting minutes
- b. Approving the Election Services Agreement with Yavapai County
- c. Approving a request by Matt and Heather Bergman for the reconfiguration of three lots into two lots (RP14-001)
- d. Monthly Department Reports
- e. Monthly Financial Report
- f. Council Investment Report
- g. Approving Accounts Payable for 6/2 thru 6/16, 2014

Council member Marshall made the MOTION seconded by Council member Mallory to approve all items on the consent agenda. MOTION carried 7 ayes and 0 nays

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

- a. *Consideration of approving moving forward with a Mayor and Council ballot election to select a Vice Mayor for fiscal year 2014-2015 AND appointing that person to fulfil that position*

Town Manager Tarkowski indicated that each year the council members may select a Vice Mayor for the new year, if they so choose. A brief discussion followed with a nomination made by Mayor Skoog for a continuation of Vice Mayor Nye as Vice Mayor. Council member Anderson commented that one year is a very short time and said he believes a two year period would be much better for both the Mayor and Vice Mayor. They have worked very well together this year and will be even better next year. Ballots were distributed to the council members to vote for their preference of Vice Mayor.

Town Clerk Diane Russell tallied the ballots which showed Vice Mayor Nye receiving the majority of the votes cast.

Council member Anderson made the MOTION, seconded by Council member Mallory to appoint Lora Lea Nye as the Vice Mayor for the Council. MOTION carried with 7 ayes and 0 nays. Vice Mayor Nye will serve another year as the Vice Mayor for year Fiscal Year 2014/15.

b. Public Hearing - Fiscal Year 2014-15 Expenditure Limitation and Budget for the Town

Town Manager Tarkowski pointed out that this is the culmination of efforts that started back in early November. Should Council elect to approve the 2014-15 budgets that will mean Management Services Director Bill Kauppi is done working on budget for four and a half months. The process will begin again in November with the retreat. Prescott Valley Councils for the past decade have adopted their budgets on time in advance of the conclusion of the existing fiscal year.

Bill Kauppi said we went over this budget in detail in May. There have been no changes made to the budget since then. The tentative budget was adopted a couple of weeks ago. He offered a very brief overview of the budget if council wishes to review it.

Mayor Skoog commented that it looks like we will see our reserves increase and debt service decrease. Our revenue forecasts look good for this year and we hope it continues next year with the growth in retail and new housing we are seeing. Vice Mayor Nye commented that we have the ability to increase our budget for the first time in several years based on the facts shown of our increase in revenue. Council member Anderson said that he wanted everyone to be aware that our budget going up this year does a number of things: A) well-deserved employee compensation, who have been going without for many years, B) increased public services with library hour expansion on Mondays, and C) the opening of the pool on Sundays again.

No comments were forthcoming from the audience.

*c. Consideration of authorizing the Mayor to sign **Resolution No. 1881**, adopting the Fiscal Year 2014-15 Final Expenditure Limitation and Budget for the Town of Prescott Valley*

Vice Mayor Nye made the MOTION, seconded by Council member Grossman, to sign **Resolution No. 1881**, adopting the Fiscal Year 2014-15 Final Expenditure Limitation and Budget for the Town of Prescott Valley. MOTION carried with 7 ayes and 0 nays.

*d. Consideration of reading **Ordinance No. 794** by title only, then place the same on final passage for approval by emergency measure, approving an exchange of parcels between the Town and Humboldt Unified School District*

Capital Projects Coordinator Kim Moon said this is a small housekeeping item to exchange a piece of HUSD land for a piece of town owned property. During planning and design of Phase IV of the Loos Drive Widening Project from Robert Road to Ranger Road, it was discovered that the Town has inadvertently located a section of multi-use path on a southwest portion of the Mountain View School parcel and that HUSD has inadvertently located a section of its west driveway entrance on a portion of the Mountain Valley Park parcel. The Town and HUSD wish to correct and clarify ownership through a land exchange. The parcels are of roughly equal size and value, and public notice of the proposed exchange has been published as required.

Council member Mallory made a MOTION, seconded by Council member Whiting, to read Ordinance No. 794 authorizing an exchange of described parcels between the Town and Humboldt Unified School District by title only as an emergency measure then place the same on final passage. MOTION carried with 7 ayes and 0 nays.

Town Clerk Diane Russell read the ordinance by title only. The Ordinance passed with 7 ayes and 0 nays.

e. Consideration of re-appointing Kathy Derry to the Library Board of Trustees

On June 30, 2014, Kathy Derry's term on the Library Board of Trustees will come due for renewal. She submitted the renewal application letter choosing to be reappointed. Kathy Derry was first appointed to a partial term on the Library Board of Trustees on August 22, 2013 and this re-appointment will be her 2nd consecutive term.

Kathy said she wished to be reappointed a second term because one year is too short. She wants to continue having fun.

Council member Rick Anderson made the MOTION, seconded by Council member Mallory, to reappoint Kathy Derry to the Board for a term with a renewal date of June 30, 2017. MOTION carried with 7 ayes and 0 nays.

f. Consideration of re-appointing Michelle Tissot to the Parks and Recreation Commission

On June 30, 2014, Michelle Tissot's term on the Parks and Recreation Commission will come due for renewal. She submitted the renewal application letter choosing to be reappointed. Michelle Tissot was first appointed to a partial term on this Commission on January 14, 2010 and this re-appointment will be her 2nd consecutive term.

Council member Mallory made the MOTION, seconded by Vice Mayor Nye, to re-appoint Michelle Tissot to the Parks and Recreation Commission to a term with a renewal date of June 30, 2017.

g. Consideration of re-appointing Nancy Smith to the Arts and Culture Commission

On June 30, 2014, Nancy Smith's term on the Arts and Culture Commission will come due for renewal. She submitted the renewal application letter choosing to be reappointed. Nancy Smith was first appointed to a partial term on this Commission on February 22, 2007 and this re-appointment will be her 4th consecutive term.

Vice Mayor Nye made the MOTION, seconded by Council member Mallory, to re-appoint Nancy Smith to the Arts and Culture Commission to a term with a renewal date of June 30, 2017. MOTION carried with 7 ayes and 0 nays.

h. Consideration of approve the Agreement for Professional Services with Civiltec Engineering, Inc. for engineering design and construction administration services in an amount of \$38,900.00 for the Loos Drive Improvement Project (CIP #S339.4)

Capital Projects Coordinator Kim Moon said the improvements will include roadway, sidewalk and drainage infrastructure. The selection committee evaluated three submittals for the project of which Civiltec was the top firm with their proposal of \$38,900.00. Kim stated that we will keep building out Loos as long as we can keep getting grant funding.

Council member Grossman made the MOTION, seconded by Council member Mallory, to approve the Agreement for Professional Services with Civiltec Engineering, Inc. for engineering design and construction administration services in an amount of \$38,900.00 for the Loos Drive Improvement Project (CIP #S339.4). MOTION carried with 7 ayes and 0 nays.

- i. *Consideration of approving a Professional Services Agreement with Lyon Engineering for design services for the Agua Fria Floodplain Channelization Project in the total amount of \$100,000.00 (CIP # E340)*

Public Works Director Norm Davis said we talked about this in detail in Work Study session last week, but he would give an overview of the facts. The Town of Prescott Valley approved an Intergovernmental Agreement with Yavapai County Flood Control District (YCFCD) on August 23, 2012, to fund the Agua Fria Floodplain Outfall & Bank Protection Project. A subsequent Professional Service Agreement was approved at the November 8, 2012 Council meeting for Lyon Engineering to complete the Agua Fria Floodplain Revision and Unit 16 Stormwater Mitigation Study- CIP #E340. Study Final Report was completed in June 2013.

Town received a letter dated June 3, 2014, from YCFCD that the District Board of Directors is supportive of contributing funding in FY 2014/15 to complete 100% construction plans and estimate for channelization for approximately 1.5 miles of the Agua Fria floodplain between proposed Viewpoint Dr. Connector intersection at Roundup Dr. and Fain Land and Cattle Company land to the East. The desired outcome is to explore funding opportunities through FEMA to complete the project which will remove an anticipated existing 379 platted properties from the floodplain south of Roundup Dr. in Section 1.

This action is for the consideration of approval for a Professional Services Agreement with Lyon Engineering for design services in an amount not to exceed \$100,000 to complete 100% construction plans for the Agua Fria Floodplain Channelization project. If Council approves this action it would be done around April.

Council member Mallory made the MOTION, seconded by Council member Grossman, to approve a Professional Services Agreement with Lyon Engineering for design services for the Agua Fria Floodplain project for a total amount of \$100,000.00. MOTION carried with 7 ayes and 0 nays.

- j. *Consideration of approving an Amendment to the Town Engineer Agreement with Dava & Associates for design services for the Enterprise Parkway Project for a total amount of \$60,340.00 (CIP# E364)*

Public Works Director Norm Davis said this subject was discussed in detail at last week's Work Study session. The Town was awarded a \$500,000 Rural Economic Development Grant from the Arizona Commerce Authority (ACA) this past December 2013 to facilitate the construction of the Enterprise Parkway connection to SR 69. Dava & Associates was awarded a design contract at the February 13, 2014 Council meeting to develop construction plans for both Enterprise Parkway construction and turn lane widenings for SR 69.

The Traffic Impact Analysis submitted to the Arizona Department of Transportation (ADOT) for anticipated traffic from proposed building development in the Big Sky Industrial Park has determined that a traffic signal is required to be installed as part of initial construction. Further project design development with ADOT also has determined additional requirements for storm water and slope mitigation design analysis. None of these additional design elements were included in the original scope of services awarded to Dava & Associates.

This action is for consideration of approval of an Amendment to the Town Engineer Agreement with Dava & Associates, Inc. for design services in an amount not to exceed \$60,340.00 to complete additional design elements for Enterprise Parkway connection to SR 69. With all the additional industrial use this will provide better truck route use to SR 69. The plans are anticipated done by late this summer and construction starting in November.

Council member Mallory added that safety is of the utmost importance and it is good to see things moving forward.

Council member Grossman made the MOTION, seconded by Council member Mallory, to approve an Amendment to the Town Engineer Agreement with Dava & Associates for design services for the Enterprise Parkway Project for a total amount of \$60,340.00. MOTION carried with 7 ayes and 0 nays.

- k. *Consideration of approving Contract Amendment No. 7 with CH2MHill 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*

Utilities Director Neil Wadsworth stated that in July of 2008, the Town signed a 5-year contract (subsequently extended by 2 years in June 2010) 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.

The proposed contract amendment for FY 14-15 contains a 3 percent price adjustment to be included in our FY 14-15 contract. The resulting overall base fee increase is 3.0 percent from \$3,291,290.15 to \$3,390,031.00. The scope of services and the compensation amounts are adjusted and negotiated to reflect any requested changes in services provided, inflation, or other changes in the cost of performing the needed services. Over the last 7 years it would amount to a one percent increase per year. Neil

introduced Gary Young, Regional Director of Operations and Juan Mancha the local Project Manager.

Town Manager Tarkowski reminded Council that we have a long history of outsourcing for services which is one of the cornerstones for the success of this municipal corporation especially during the recessionary period we are coming out of right now. We outsource a great deal of the services we provide in Prescott Valley and find it to be a cost effective way to do business. Our partnership with CH2MHill goes back many years and has been a great relationship.

Juan Mancha said thank you and that he was been working with the water system for 28 years and watching the town grow. Additional CH2MHill staff came forward to say thank you and how much they appreciate the partnership, camaraderie and Prescott Valley. Among them were: Gary Young – Regional Director of Public Works O & M Services, Shane Shatzer - Distribution Supervisor, Ben Metzler – Waste Water Supervisor, Ron Stillwell – Lead Water Supervisor, Bill Jones – Administrative Supervisor and Jim Kendall – Utility Locator. Utility Operations Manager Mark Kieren said they do a great job for the town and make his job easier. They are a huge resource for them.

Council member Whiting made a MOTION, seconded by Vice Mayor Nye, to approve the Contract Amendment with CH2MHill. MOTION carried with 7 ayes and 0 nays.

l. Consideration of approving the new the Streetlight Maintenance Agreement with APS

Town Manager Tarkowski said the town, in agreement with APS, has operated a number of street lights in town. We have a long history with APS. The Town purchased the 90 street lights back in 1998 then paid APS to maintain them. We have many more lights now. We pay a per pole maintenance price and have done so all these years. Six months ago APS decided to raise their price across the state. It is an insignificant amount compared to the amount of time they spend providing the electricity and maintenance of the lights. This is a favorable agreement for the municipalities in the state. Town Attorney Legler was complimented for working through the indemnification language for the agreements that works for all parties concerned. This agenda item and the next two items are related, but must be voted on individually.

Council member Mallory made the MOTION, seconded by Council member Marshall, to approve the Streetlight Maintenance Agreement with APS. MOTION carried with 7 ayes and 0 nays.

m. Consideration of approving the Streetlight Energy Agreement with APS

Council member Mallory made the MOTION, seconded by Council member Marshall to approve the Streetlight Energy Agreement with APS. MOTION carried with 7 ayes and 0 nays.

n. Consideration of approving the Streetlight Pole Use License Agreement with APS

Council member Marshall made the MOTION, seconded by Council member Mallory, to approve the Streetlight Pole Use License Agreement with APS. MOTION carried with 7 ayes and 0 nays.

11. COMMENTS FROM THE PUBLIC

No comments were forthcoming

12. ADJOURNMENT

Council member Mallory made the MOTION, seconded by Council member Marshall, to adjourn the meeting. MOTION carried with 7 ayes and 0 nays. Mayor Skoog adjourned the meeting at 6:52 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, June 26, 2014.

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

Dated this July 3, 2014

Diane Russell, Town Clerk