

**TOWN OF PRESCOTT VALLEY  
REGULAR COUNCIL MEETING  
MINUTES  
October 23, 2014**

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

Reverend Wendy Swanson of the United Methodist Church gave the Invocation.

3. PLEDGE OF ALLEGIANCE

Reverend Swanson led in the recitation of the Pledge of Allegiance.

4. ROLL CALL

Present: Council Member Grossman, Council Member Whiting, Council Member Anderson,  
Vice Mayor Nye, and Mayor Skoog.

Absent: Council Member Marshall and Council Member Mallory.

5. SCHEDULED ANNOUNCEMENTS & PRESENTATIONS

a. Arizona Sonshine Program

Pastor Louis Fitting of the Prescott Seventh Day Adventist Church, and committee member of the Arizona SONshine Program, gave an overview of the program goals which are: providing medical and dental services to underserved groups such as the veterans, homeless, indigent, and college students. Patients are served on a first come, first serve basis. Such an event was held in San Francisco providing over \$5.2 million of medical and dental services free of charge over the two-day event. They hope to bring such an event to Prescott Valley next June 17<sup>th</sup> and 18<sup>th</sup> in 2015. It is proposed to be held at the Prescott Valley Event Center. Collaborations are being made with medical and dental professionals, county health, local hospitals, city governments and local agencies.

Council members were very supportive and pleased that such services would be offered to those who so desperately need it in our own country. Information will be disseminated with the

assistance of Yavapai County Health and local agencies to target their specific audiences as they get closer to the event time.

*b. United Way Campaign*

Darla Deville, United Way Executive Director, thanked Mayor Skoog for the interest he takes in the community. Deville thanked Council member Whiting for laying some solid ground work when he was with United Way. United Way is back on track providing leadership and service to the Yavapai County. They have a new mission statement which *encompasses uniting people, organizations and resources to improve lives and build strong communities*. United Way currently funds 14 different programs that are delivered by agencies throughout the county and is supported by another 80 collaboratives. United Way focuses on the building blocks of healthy communities which are health, education and income. They are a collaborative, networking, partnering agency with a county wide perspective. They help people identify gaps and overlaps in services so they can target United Way funding toward programs that are making a significant impact in the community. United Way is running a campaign right now to promote and encourage the opportunity for them to be able to dialog with other entities about what programs would benefit this community.

Council member Whiting said they appreciate that United Way is still strong. He continued that he could not imagine how the community would continue to support our nonprofits without United Way.

*c. Student of the Month*

Council member/Rotary member Whiting and Kort Miner, Bradshaw Mtn. High School Principal, introduced Elizabeth Cruz who was nominated by the Principal, faculty and staff as Student of the Month. She is considered one of the more influential students at the Bradshaw Mountain High School. Elizabeth holds a 4.56 GPA, is ranked number two in her class of 401 students, is Student Body Vice President, President of the Soroptomist Club, Vice President of the math club Mu Alpha Beta, National Honor Society Treasurer and tutors other students. She has accomplished a lot in her short life. Mr. Miner commented that she is referred to as BMHS's Steve Nash; whatever she does - she makes it better. Whoever she is around - she makes them better. People want to be involved with her because of her positive attitude. She is also very humble. She pushes those around her to reach higher. She is respected for her academic success and leadership on campus. Beth thanked everyone for the honor.

Council member Whiting presented Beth with a Rotary paperweight and Certificate as Student of the Month from the Rotary Club and BMHS.

*d. Chamber of Commerce*

Gloria Gross said that Adam Ferris of the Origin Bistro had an emergency and had to leave. His office is located at 3015 Windsong, phone 277-8212.

Gloria announced that the Lions are holding their safe *Trick or Treat* for the kids on October 31 from 4:00 until 7:00 p.m. at the PV Event Center. Almost 40 businesses will be there passing out free candy.

6. PROCLAMATIONS

a. National Indian Heritage Month

Town Clerk Diane Russell read the proclamation after which it was presented to Daughters of the American Revolution (DAR) Sue Burk and Paige Augustine. Ms. Burk said about 3,000 other DAR chapters are also celebrating this month with a proclamation in their communities.

b. Tax Credit Giving Month

Town Clerk Diane Russell read the proclamation after which it was presented to Julianna Goswick, fund developer for Yavapai Big Brothers, Big Sisters and Dan Streeter on behalf of Big Brothers, Big Sisters and HUSD. Streeter stated that this presentation is to make people aware that they can take a portion of their taxes owed the State and keep them in our community and schools. As the Assistant Superintendent of HUSD and member of the Board of Directors of Yavapai Big Brothers, Big Sisters he would like to see the tax donations go to those two organizations, but the real purpose is to bring a greater awareness to the fact that people can give the full amount of \$200 (single) \$400 (married) to a qualified charitable organization and a school of their choice. This step is being taken to help keep tax dollars local, to be used for educating our community and bring awareness to the organizations that help our under privileged kids and our schools.

Ms. Goswick said she is honored to be a part of this because it is historic. Knowing that only ten percent of our state participates in tax credit there is great potential to do more. There is also a credible need for education. They are hoping that people will give to a charitable giving organization as well as the school of choice. A list of charitable tax giving organizations is available. This is a quad city proclamation. Streeter added that the IRS website lists all the qualifying agencies.

c. Arizona Cities and Towns Week

Town Clerk Diane Russell read the proclamation after which it was presented to Dale Wiebusch, Legislative Associate with the Arizona League of Cities and Towns. Mr. Wiebusch, a former Prescott resident, said they are very appreciative of the work of the Mayor and Council, staff and community. Wiebusch commented that he watched this community grow up, change and excel.

Mayor Skoog added that cities and towns are very important considering about 80 percent of the state's population resides in municipalities and the municipalities provide 90 percent of the revenue to the state.

7. COMMENTS/COMMUNICATIONS Council Committee Reports by: Harvey Skoog & Lora Lee Nye

Vice Mayor Nye gave an overview of the boards and committees that she serves on as a Council representative and provided a little information about each one. Among the organizations are: Northern Arizona Council of Governments (NACOG), Regional Head Start Chairperson, Head Start Economic Development Committee, Executive Committee for NACOG, Governing Board member of the Yavapai Guidance Center plus their Program and Community Relations committees, Yavapai College Emergency Medical Technical Board, Chairperson of the Upper Verde Watershed Protection Coalition, Vice Chair Northern Arizona Municipal Water Users Association (NAMWUA), Parents Council for Headstart, Prescott Valley Police Foundation, a founding member of MATFORCE, attends the Greater Arizona Mayors Association meetings with the Mayor, Board and Commission Interview Team and Healing Field Committee.

Mayor Skoog noted the boards and committees he serves on are: the Council of Electors of the Hospital Board, Greater Arizona Mayors Association (GAMA), Executive Committee of League of Arizona Cities and Towns and Governor's Commission for Homeland Security. Every council member has some committee(s) assigned to them and every one of them is busy serving on them.

8. CONSENT AGENDA

- a. *Approving the October 2 Work Study & October 9, 2014 Council meeting minutes*
- b. *Accepting the Neilon C. & Cheryl L. Prill property donation of Lot 7467, Unit 19 located at 7941 E. Las Palmas Drive*
- c. *Accepting the temporary construction easements for the Loos Drive Widening Project Phase 4 project from Katie Circle West to Ranger, CIP # 339.4*
- d. *Approving reallocation of funds for capital improvement purchases and installation of six Anoxic Basin Mixers for the Waste Water Treatment Plant*
- e. *Department Reports*
- f. *Monthly Financial Report*
- g. *Council Investment Report*
- h. *Approving Accounts Payable*

Council Member Grossman made the MOTION, seconded by Council Member Whiting, to approve all items listed on the consent agenda, by electronic vote. MOTION carried with 5 ayes and 0 nays.

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

a. Public Hearing - 2014 Community Development Block Grant (State Special Projects)

Mayor Skoog opened the public hearing.

Deputy Town Manager Ryan Judy said the state opened up another round of State Special Funding with applications due by February 19, 2015. The \$300,000 competitive grant must benefit low to moderate income people, eliminate slum or blight or address an urgent health hazard. Over the last four or five years the Town has received \$1.6 million which has gone to make the Loos Drive improvements. Phase 4 of this project is scheduled for consideration later this evening. This funding round, they wish to make improvements including a 1,350 foot long sidewalk on the eastside of Windsong between Lakeshore and Florentine. This has been requested by the public several times. Council members Whiting and Grossman commented that this is somewhat of a medical corridor. People in motorized wheelchairs, scooters or walkers are often seen using the existing dirt path. Adding a sidewalk to this would be very beneficial and is long overdue. Vice Mayor Nye said we have to get this done as she has been promising this to residents for 12 years!

The second meeting in November it will be brought back for prioritization of CDBG projects, as a formality as this is the only project for current consideration.

Mayor Skoog closed the public hearing

b. Consideration of reappointing Cherie Dreves to the Planning and Zoning Commission to a term with a renewal date of October 31, 2017

Council member Anderson said on October 31, 2014 Cherie Dreves' term on the Planning and Zoning Commission will come due for renewal. She submitted the renewal application letter requesting to be reappointed. Cherie Dreves was first appointed to the Planning and Zoning Commission on January 24, 2013 to fill a partial term. This reappointment will be Cherie Dreves 2<sup>nd</sup> term.

Vice Mayor Lora Lee Nye and Council Members Rick Anderson and Mary Mallory are recommending the reappointment of Cherie Dreves to a term with a renewal date of October 31, 2017.

Vice Mayor Nye made the MOTION, seconded by Council Member Anderson, to reappoint Cherie Dreves to the Planning and Zoning Commission to a term with a renewal date of October 31, 2017, by electronic vote. MOTION carried with 5 ayes and 0 nays.

Cherie Dreves said it has been an enjoyable experience serving on the commission.

c. Consideration of reappointing Gary Roberts to the Planning and Zoning Commission to a term with a renewal date of October 31, 2017

Vice Mayor Nye stated that on October 31, 2014 Gary Roberts' term on the Planning and Zoning Commission will come due for renewal. He submitted the renewal application letter requesting to be reappointed. Gary Roberts was first appointed to the Planning and Zoning Commission on January 10, 2013 to fill a partial term. This reappointment will be Gary Roberts' 2<sup>nd</sup> term.

Vice Mayor Lora Lee Nye and Council Members Rick Anderson and Mary Mallory are recommending the reappointment of Gary Roberts to a term with a renewal date of October 31, 2017.

As a business owner in town, Gary Roberts stated he likes to see the community grow and he added that he sees some great things coming.

Council Member Anderson made the MOTION, seconded by Vice Mayor Nye, to reappoint Gary Roberts to the Planning and Zoning Commission to a term with a renewal date of October 31, 2017, by electronic vote. MOTION carried with 5 ayes and 0 nays.

*d. Consideration of appointing Arda Rutherford to the Planning and Zoning Commission to a term with a renewal date of October 31, 2016*

Vice Mayor Nye commented that a few years back Arda Rutherford wanted to be appointed to the Planning and Zoning Commission. Given that there was not an opening on the Commission at that time, she agreed to serve on the Board of Adjustments. Mayor Skoog and Vice Mayor Nye presented Arda Rutherford with a Service Award for her service on the Board of Adjustments. Arda said it has been an honor to serve the community.

Vice Mayor Nye reported that one position on the Planning and Zoning Commission became open when Warner Owen resigned effective September 15, 2014. Warner Owen was first appointed to the Planning and Zoning Commission on September 8, 2011 to a partial term with a renewal date of October 31, 2013 and then reappointed to a second term with a term renewal date of October 31, 2016.

The vacancy was advertised and one (1) application was received. Vice Mayor Lora Lee Nye and Councilmembers Rick Anderson and Mary Mallory conducted the interview and are recommending the appointment of Arda Rutherford to fill the vacancy made by Warner Owen's departure, with a term renewal date of October 31, 2016.

Council Member Whiting made the MOTION, seconded by Council Member Anderson to appoint Arda Rutherford to the Planning and Zoning Commission to a term with a renewal date of October 31, 2016, by electronic vote. MOTION carried with 5 ayes and 0 nays.

Community Development Director Richard Parker came forward to thank Council for the commission appointments as operations of it fall under his purview. He looks forward to working with Arda.

*e. Consideration of appointing Helen Dickerson to the Arts & Culture Commission to a term with a renewal date of June 30, 2017*

Council member Anderson said one position on the Arts and Culture Commission became open when Carol Power resigned effective June 30, 2014. Carol Power was appointed to the Arts and Culture Commission on June 13, 2011 to a partial term with a renewal date of June 30, 2011. She was then reappointed to a second term with a renewal date of June 30, 2014.

One application was submitted for the Arts and Culture Commission. Vice Mayor Lora Lee Nye and Councilmembers Mary Mallory and Rick Anderson conducted the interview and recommend the appointment of Helen Dickerson to fill the vacancy made by Carol Power's departure, with a term renewal date of June 30, 2017.

Helen Dickerson said she has worked with the commission for at least 10 years. As a BMHS art teacher, it was a natural link for her to continue to grow the arts and culture here in Prescott Valley through service on the Commission.

Vice Mayor Nye made the MOTION, seconded by Council member Anderson, to appoint Helen Dickerson to the Arts and Culture Commission to a term with a renewal date of June 30, 2017. MOTION carried with 5 ayes and 0 nays.

f. Consideration of authorizing the Mayor to sign Resolution No. 1890 accepting the Governor's Office of Highway Safety grant award providing funds in the amount of \$20,748.00 for DUI enforcement and education (Contract 2015-405d-018)

Chief Jarrell, accompanied by Corporal Shawn Caswell, said they have three resolutions for council's consideration this evening all having to do with the Governor's Office of Highway Safety grants. This particular grant would be used for DUI enforcement and education. No matching funds are required.

Council Member Anderson made the MOTION, seconded by Council Member Grossman, to authorize the Mayor (or, in his absence, the Vice Mayor) to sign Resolution No. 1890 accepting the GOHS Contract 2015-405d-018, by electronic vote. MOTION carried with 5 ayes and 0 nays.

g. Consideration of authorizing the Mayor to sign Resolution No. 1891 accepting the Governor's Office of Highway Safety grant award providing funds in the amount of \$21,995.00 for accident investigation equipment (Contract 2015-AI-005)

Chief Jarrell said this grant would be used to purchase equipment that provides computer aid and GPS capabilities for mapping crime scenes. He did note that the equipment will be purchased from a different manufacturer than stipulated in the RFCA. Officer Jeff Baker said this is a robotic system rendering a 3D image for reconstruction of crime scenes yielding more realistic results and exact measurements. As a result accident scenes would be cleared up much quicker.

Council Member Grossman made the MOTION, seconded by Council Member Whiting, to authorize the Mayor (or, in his absence, the Vice Mayor) to sign Resolution No. 1891 accepting the GOHS Contract 2015-IA-005, by electronic vote. MOTION carried with 5 ayes and 0 nays.

- h. Consideration of authorizing the Mayor to sign Resolution No. 1892 accepting the Governor's Office of Highway Safety grant award providing funds in the amount of \$15,346.00 for selective traffic enforcement and equipment. The funds will be utilized for the purpose of conducting educational and enforcement of DUI driving and equipment (Contract 2015-PT-033)

Chief Jarrell said this grant money would be used to purchase three vehicle radar units for speed enforcement. No matching funds are required. Jarrell stated that the RFCA incorrectly states it will be used for DUI related enforcement.

Vice Mayor Nye made the MOTION, seconded by Council Member Anderson, to authorize the Mayor (or, in his absence, the Vice Mayor) to sign Resolution No. 1892 accepting the GOHS Contract 2015-PT-033, by electronic vote. MOTION carried with 5 ayes and 0 nays.

Council member Whiting expressed appreciation to law enforcement for their assistance in the recovery of a StoneRidge missing person last week. He asked for additional detail in the police logs that Council Members receive every day.

Chief Jarrell commented that the search for the missing person was a collaborative effort of several agencies. He also noted that toggling between pages on the excel spreadsheet [log] will provide the additional detail Council member Whiting is looking for.

- i. Consideration of awarding Lyon Engineering with a contract for design services for the Viewpoint Drive Floodplain Storm water Mitigation Study & Floodplain Revision in an amount up to \$199,680.00 (CIP # S168.4)

Public Works Director Norm Davis said this project is funded by the Yavapai County Flood Control District. This is a large drainage corridor that has never been fully mapped, detailed and accepted by FEMA. This study would provide both basin management and storm water flows prior to any road construction across the corridor. Thirty percent design plans will come from this study which will help with future capital improvement planning. The Agua Fria Park, a linear park, is also a part of future improvements in this area.

Vice Mayor Nye made the MOTION, seconded by Council Member Whiting, to approve the Agreement with Lyon Engineering in an amount of \$199,680.00, by electronic vote. MOTION carried with 5 ayes and 0 nays.

- j. Consideration of approving an Agreement with Civiltec Engineering, Inc. to provide professional design services in the amount of up to \$69,724 for the Roundup Drive Gravity Sewer Main Study and Upsizing Project, (CIP # W311)

Utilities Director Neil Wadsworth said we touched on this subject when we were talking about the Northside Project. That project ties into the Roundup Sewer which will have to be upsized downstream to accommodate additional flow capacity coming in from Northside. Also, with the

future Agua Fria Floodplain channel coming into that area the Roundup Sewer will have to be deepened.

Council member Grossman made a MOTION, seconded by Council member Anderson, to approve an agreement with Civiltec Engineering, Inc. to provide professional design services in the amount of \$69,724 for the Roundup Drive Gravity Sewer Main Study and Upsizing Project, (CIP #W311)

*k. Consideration of awarding a contract to Earth Resources Corporation in the total bid amount of \$234,844.05 for construction of the Loos Drive Improvements, Hoffman Road to Katie Circle East, Phase 4, Project CIP# S339.4*

Public Works Director Norm Davis said this is an Arizona Department of Housing, Community Development Block Grant [competitive grant] award that will pay for Phase 4, the final phase, of the Loos Drive Improvements Project. The scope of the project is well within the grant amount. They have gone through the design process and are ready to go into the construction phase. The project sign will go up next week. The project will include an underground drainage pipe, sidewalk in front of Mt. View School and Multi-use Path which will connect up to the existing path system. Approximately \$1.6 million has been spent for improvements in this area. Davis acknowledged Ryan Judy for handling the CDBG paperwork and Kim Moon for her assistance. Davis anticipates the project being completed mid-January.

Vice Mayor Nye made the MOTION, seconded by Council Member Whiting, to award a construction contract to Earth Resources Corporation, in the total bid amount of \$234,844.05 for construction of the Loos Drive Widening Project, Phases Four (CIP # S339.4), by electronic vote. MOTION carried with 5 ayes and 0 nays.

*l. Consideration of awarding of a construction contract to Danson Construction for construction of the Civic Stage Expansion and Roof installation Project (CIP # F322d)*

Capital Improvements Coordinator Kim Moon said this project includes a purchased prefabricated roof, stage expansion into the lawn and sidewalk extension. This bid is approximately \$200,000 less than what was previously considered the last time it went out for bid. The project will be paid for from the remaining Civic Center Development Impact Fees. Concrete work will be completed prior to the holiday event on December 5. Everett Sharp with Danson Construction was present as the low bidder on the project.

Council member Grossman stated how happy he is to see this project starting. Vice Mayor Nye thanked them on behalf of the Arts and Culture Commissioners who are very excited. The style and colors were selected by the Brian Witty's team so that it will match the rest of the Civic Center campus.

Council Member Grossman made the MOTION, seconded by Council Member Whiting, to award a construction contract to Danson Construction in the total bid amount of \$129,680.00 for construction of the Civic Stage Expansion and Roof installation Project (CIP # F322d), by electronic vote. MOTION carried with 5 ayes and 0 nays.

10. COMMENTS FROM THE PUBLIC

No comments were forthcoming.

11. MOTION TO CONVENE INTO EXECUTIVE SESSION in order to conduct the annual review and evaluation of the performance of the Magistrate Judge Keith Carson. The executive session is scheduled pursuant to Arizona Revised Statutes Section 38-431.03(A) (1), which allows for discussion or consideration of employment, assignment or appointment of a public officer, appointee or employee.

Vice Mayor Nye made the MOTION, seconded by Council Member Whiting, to convene into executive session, by electronic vote. MOTION carried with 5 ayes and 0 nays.

12. RECESS INTO EXECUTIVE SESSION

Mayor Skoog recessed the regular meeting to go into executive session at 7:17 p.m.

13. RECONVENE INTO REGULAR SESSION

Mayor Skoog reconvened back into regular session at 7: 32 p.m.

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

Vice Mayor Nye made the MOTION, seconded by Council member Whiting, to award Judge Carson the highest merit increase that Exceeds Expectations allow. MOTION carried with 5 ayes and 0 nays.

15. ADJOURNMENT

Vice Mayor Nye made the MOTION, seconded by Council member Whiting to adjourn the meeting. Mayor Skoog adjourned the meeting at 7:35 p.m.

ATTEST:

APPROVED:

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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 Council meeting of the Town Council of the Town of Prescott Valley, held on Thursday, October 23, 2014.

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

Dated this October 27, 2014

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Diane Russell, Town Clerk