

**TOWN OF PRESCOTT VALLEY  
REGULAR COUNCIL MEETING  
MINUTES  
December 3, 2015**

Library Auditorium/Council Chambers  
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 gave the invocation.

3. PLEDGE OF ALLEGIANCE

Kirk Mallory led in the recitation of the Pledge of Allegiance said in unison.

4. ROLL CALL

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

Absent: Council Member Marshall.

5. COMMENTS/COMMUNICATIONS

No comments or communications were forthcoming.

6. CONSENT AGENDA

a. Approving the November 12 Work Study and November 19, 2015 Council meeting minutes

b. Approving Accounts Payable

c. Approving Resolution No. 1940 adopting the updated guidelines AND authorizing the submission of an application(s) for State Housing Funds

d. Approving Reversionary Plat (RP15-005) to combine Lots 3757 and 3758, Prescott Valley Unit 12, into new lot 3758R located at the northeast intersection of Christine Drive and

Sommer Drive

- e. Approving Reversionary Plat (RP15-006) to combine Lots 4868 and 4869, Prescott Valley Unit 18, into new lot 4868R located on the south side of Thrush Ln, approximately 200'™ west of Rockland Dr

Council Member Grossman made the MOTION, seconded by Council Member Nye, to approve all items on the consent agenda, by electronic vote. MOTION carried with 6 ayes and 0 nays.

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

Mayor Skoog asked for and received approval from Council members to move item (i) to the top of the New Business section of the agenda.

- i. Consideration of awarding a construction contract to Ventura Pacific Development, Inc., in an amount of \$266,296.00 and approve the budget transfer as outlined in the Fiscal Analysis for the Treatment Plant Equipment Storage Building, CIP # W372

Utilities Director Neil Wadsworth stated that on February 12, 2015 Town Council approved professional services for a new steel building at the Wastewater Treatment Plant (WWTP). The building will be used primarily as a storage facility for equipment that is susceptible to damage / inoperability during winter conditions. The project was previously bid earlier this year and bids were rejected on June 11, 2015. The building design has now been modified to reduce the cost. Upon review of the lowest responsive bid received, it is recommended that award of a construction contract be made to Ventura Pacific Development, Inc. in the amount of \$266,296.00.

Neil introduced Gary Reitenberger the Ventura Pacific Development Project Manager for this project. Mr. Reitenberger said they like to build strong relationships with their clients and look forward to doing so with Prescott Valley. He told about the different projects and locations the company has worked on in the past which included Glendale and Tucson municipality projects. He responded to Town Manager Larry Tarkowski the frame building should be up within 12 weeks.

Neil added that the cost of construction is \$36,226.00 above the estimate of \$230,070.00 requiring a budget transfer from within the wastewater enterprise fund to complete the project.

Council Member Nye made the MOTION, seconded by Council Member Mallory, to approve award of a construction contract to the lowest responsive bidder, Ventura Pacific Development, Inc., in an amount of \$266,296.00 and approve the budget transfer as outlined in the Fiscal Analysis, by electronic vote. MOTION carried with 6 ayes and 0 nays.

a. Consideration of appointing Bill Dodge to the Library Board of Trustees

Vice Mayor Anderson said one position on the Library Board of Trustees became open when Donna Morgan completed her 2<sup>nd</sup> and final term on June 30, 2014. Donna Morgan was first appointed to the Library Board of Trustees on August 14, 2008 to fill a full term and then reappointed to a second term consecutively with a renewal date of June 30, 2014.

The vacancy was advertised and two (2) applications were received. Vice Mayor Rick Anderson and Councilmembers Mary Mallory and Lora Lee Nye conducted the interviews and are recommending the appointment of Bill Dodge to fill the vacancy made by Donna Morgan's departure, with a term renewal date of June 30, 2017.

Mr. Dodge thanked council for considering his application for the position. Being a lifelong educator of 40 years or more, also having been a librarian, he has always had a passion for library's and volunteering. He has lived in 3 different states and one of the things he and his wife always do upon entering a new town is check out the library. They very impressed with the library and the library program. He hopes to help the library meet its mission and goals.

Council noted his very impressive credentials and welcomed him to Town.

Council Member Mallory made the MOTION, seconded by Council Member Nye, to approve the appointment of Bill Dodge to the Library Board of Trustees to a term with a renewal date of June 30, 2017, by electronic vote. MOTION carried with 6 ayes and 0 nays.

b. Consideration of appointing Richard Leithead to the Building Board of Appeals

Vice Mayor Anderson said one position on the Building Board of Appeals became open when Nicole Russell resigned effective September 5, 2015 at the completion of the term. Nicole Russell was first appointed to the Building Board of Appeals on February 27, 2014 to fill a partial term with a renewal date of September 5, 2015. The vacancy was advertised and one (1) application was received. Vice Mayor Rick Anderson and Councilmembers Mary Mallory and Lora Lee Nye conducted the interviews and are recommending the appointment of Richard Leithead to fill the vacancy made by Nicole Russell's departure, with a term renewal date of September 5, 2017

Mr. Leithead has lived here since 1974 and now has a second generation of family graduating from Bradshaw Mountain High School. He commented that he has 13 grandchildren locally and it is a pleasure to live here. He enjoyed his previous 8-year stint on the board and looks forward to another term. He has worked construction continuously since 1964 but is now semi-retired.

Council said they appreciate his willingness to serve on the Board. He brings some great experience to the board.

Council Member Nye made the MOTION, seconded by Council Member Mallory, to appoint Richard Leithead to the Building Board of Appeals to a term with a renewal date of September 5, 2017, by electronic vote. MOTION carried with 6 ayes and 0 nays.

*c. Public Hearing - General Plan Amendment (GPA15-004) - Public Works Yard*

Open public hearing

Planner Carmen Ogden said the next 4 items are all related, so she will talk about them as one. It came to staffs attention that the public works yard is not zoned public land right after they had an inquiry about a locating a possible telecommunications tower site there. Staff now requests an amendment to change the zoning from industrial to public/quasi-public on the public works yard. This action is recommended in order to be consistent with other publicly owned property in the town. It is the proper land use designation for the public land zoning district. It allows for government facilities. A neighborhood meeting was held in August at the P&Z Commission meeting. The Commission recommends approval of this General Plan Amendment.

Council member Nye commented that this is a housekeeping matter which has been occurring frequently over the last few months. Town Manager Larry Tarkowski said this is a house keeping matter because the present use is an industrial use. This action is bringing it up to the town standard to make it public lands.

No public comments were forthcoming.

Close public hearing

*d. Consideration of approving Resolution No. 1941 adopting a Minor Amendment to the Prescott Valley General Plan 2025 (GPA15-004)*

Council Member Grossman made the MOTION, seconded by Council Member Nye, to authorize the Mayor (or, in his absence, the Vice Mayor) to sign **Resolution No. 1941** adopting a Minor Amendment to the Prescott Valley General Plan 2025 (GPA15-004), by electronic vote. MOTION carried with 6 ayes and 0 nays.

*e. Public Hearing - Zoning Map Change (ZMC15-003) - Public Works Yard*

Open public hearing.

Carmen Ogden said this is also related to the description she gave previously which also pertains to this item. According to state law the General Plan and zoning designations need to correlate. Therefore, these two actions are needed to proceed with the zoning. Town Attorney Ivan Legler said one of the reasons this needs to be done is that all public land designated areas are susceptible to a lease agreement for telecommunication facilities. We need to have as many options for those as we can.

Close public hearing.

- f. Consideration of approving the reading of Ordinance No. 812 by title only on two separate occasions, then place the same on final passage approving ZMC15-003 - Public Works Yard

Council Member Grossman made the MOTION, seconded by Council Member Whiting, to read **Ordinance No. 812** by title only on two separate occasions, and then place the same on final passage, by electronic vote. MOTION carried with 6 ayes and 0 nays.

Town Clerk Diane Russell read the ordinance by title only for the first reading.

- g. Consideration of approving/ratifying revisions to the Municipal Property Corporation By-Laws

Town Manager Tarkowski said this is housekeeping matter. The annual MPC Board meeting was held 3 weeks ago. At that time they went through the proposed modifications to the by-laws which haven't been touched in at least 15 years. The updates do not change the way the Board does business. It just brings the by-laws up current. Council member Nye said for the public, the changes are inserting a date and terms.

Council Member Nye made the MOTION, seconded by Council Member Mallory, to approve/ratify the proposed revisions to the Municipal Property Corporation By-Laws, by electronic vote. MOTION carried with 6 ayes and 0 nays.

- h. Consideration of approving the purchase of the playground equipment via Dave Bang & Associates, Inc. (Playworld) in the amount of \$24,434.17

Brian Witty said back on May 20, 2015, the Commission conducted a work study at Antelope Park meeting seeking feedback community members on desired play features for the site. This would be the last component in the revitalization of Antelope Park. The Town had a number of different applicants with a variety of play elements and installation options. The P&R Commission reviewed the options and recommend Dave Bang & Associates with Eagle Summit Playground. The illustration showed what it would look like. Staff is ready to move forward, with Council's approval. They will remove existing equipment and have the site prepared to receive the new equipment. Safety surface material will be added prior to the park being developed in early spring.

Council member Mallory said she is excited at how the park is developing and thanked Brian and his staff. Brian expressed appreciation to North Central University for the fund donation for this project. Council is looking forward to seeing kids on the climbing wall.

Witty responded to Council that the safety surface is loose engineered wood fiber rated for fall height requirements.

Council Member Whiting made the MOTION, seconded by Council Member Mallory, to approve the purchase of the playground equipment via Dave Bang & Associates, Inc.

(Playworld) in the amount of \$24,434.17, by electronic vote. MOTION carried with 6 ayes and 0 nays.

8. COMMENTS FROM THE PUBLIC

No comments were forthcoming.

9. ADJOURNMENT

Council Member Mallory made the MOTION, seconded by Council Member Grossman, to adjourn the meeting, by electronic vote. MOTION carried with 6 ayes and 0 nays.

Mayor Skoog adjourned the meeting at 6:07 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 Regular Meeting of the Town Council of the Town of Prescott Valley, held on Thursday, December 3, 2015.

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

Dated this December 4, 2015

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Diane Russell, Town Clerk