

**TOWN OF PRESCOTT VALLEY
REGULAR COUNCIL MEETING
MINUTES
May 26, 2016**

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 Hobby Wiles of the Robert Road Baptist Church gave the invocation.

3. [PLEDGE OF ALLEGIANCE](#)

Michelle Ritzer, with AZ Sonshine, led in the recitation of the pledge of allegiance.

4. [ROLL CALL](#)

Present: Mayor Harvey Skoog, Vice Mayor Rick Anderson, Council members: Marty Grossman, Mary Mallory, Lora Lee Nye, and Michael Whiting.

Absent: Council member Stephen Marshall.

5. [SCHEDULED ANNOUNCEMENTS & PRESENTATIONS](#)

a. *Student of the Month*

None until September.

b. [New Employee Introductions- Police Department](#)

Chief Jarrell introduced Don Plate the new Animal Control Supervisor who started with the PVPD in May, 2005. Jarrell summarized Don's career background with the PVPD.

Plate thanked Council for the honor. He commented that for the first time in 7 years the PD will have 3 full-time animal control officers. Next year he would like to have the patrol division get more involved with the community. He plans to start an educational program to include visits to the elementary schools and give classes on 'do' and 'do not's' around a dog in order to reduce the number of dog bites. Patrols of the Iron King and Glassford Hill Trails are anticipated.

Council congratulated Plate for his community involvement plans and the promotion.

c. [*SRO Tyler Brown Introduction-POSTPONED*](#)

d. [*AZ Sonshine Event*](#)

Pastor Louis Fitting introduced members of his Sonshine group Steve Salsberry, Kathy Garrett, Russell Dirkson and Michelle Ritzer. The Sonshine event will be held on June 9 and 10 at the Prescott Valley Event Center. It is a free two-day health care service first come, first served event with transportation available for participants. They have collaboration on this event with Pacific Union Conference 7th day Adventist other faith based communities, the County Health Department, local hospitals, governments and businesses. Last year they served 700 guests with 850 plus procedures equaling \$850,000 in services. This year they hope to serve 1,400 guests with 1,800 procedures equaling \$1.5 million in medical services. Services provided include: chaplaincy, chiropractic, dentistry, eyes exams, general primary care, general legal advice, immunizations for children, massage therapy, optical services, photography, physical therapy, neurology and wellness, lifestyle coaching and counseling. They are planning a huge advertising campaign with 74,000 direct mailers going out, posters, radio advertising and social media. Fitting stressed again that there is no charge for any of the services. Ritzer added that port'a pottys will be available for those who will be camping on the property overnight. Garrett added that the City of Chandler could be offering a once a month event for folks in their area in the near future.

Council thanked them on behalf of those who they will provide services to.

6. [*PROCLAMATIONS*](#)

a. [*Relay For Life*](#)

Town Clerk Diane Russell read the proclamation after which Mayor Skoog presented it to Kristi Jones, Chairperson of Relay for Life in the quad city area. Council members commented that this is a wonderful event. Kristi has served on the committee for twelve years which is appreciated by the Council.

7. [*CERTIFICATES*](#)

a. [*Certificate of Appreciation to Kristi Jones for 15 years of service*](#)

Town Clerk Diane Russell read the comments submitted about Kristi Jones. Community Development Director Richard Parker commented that during the recession, administrative personnel were the ones who picked up more work and the slack. Their people are happy to be at work in Com Dev. He feels fortunate to work with the admin people.

Council described Kristi as effervescent. Community Development employees are smiling faces of dedicated employees. Council extended congratulations on her fifteen years of commitment to

the Town. Mayor Skoog presented her with a 15-year certificate, a pin and a gift card for her years of service.

Kristi said as far as she knows the Town of PV is the only one that did not lay off employees during the recession. She can't image worrying about whether you are going to have a job or not; "Council had our backs" by cutting costs while retaining the employees. She loves to work here and the people she works with.

b. [Certificate of Appreciation to Fernando Gonzalez for 15 years of service](#)

Community Development Director Richard Parker recalled the early days when he first hired Fernando and talked about his job experience prior to coming to Prescott Valley. Fernando knows how to get the job done in Code Enforcement. He has the ability to communicate well, the knowledge and experience with code enforcement, and the willingness to seek solutions. He also has considerable wit. He is the face of Code Enforcement in Prescott Valley. He has created a civil process to gain compliance. Fernando is a leader. He hopes to have Fernando another 15 years.

Council acknowledged the good work he does; he is remarkable. He has endless patience and lots of grit. They congratulated him for 15 years of service, his commitment and leadership saying he is a gracious person. Mayor Skoog presented Fernando with a plaque, pin and gift certificate.

Fernando thanked the council for the recognition and for watching out for the employees during the hard recessionary years.

8. [COMMENTS/COMMUNICATIONS](#)

1. Vice Mayor Anderson acknowledged Dr. Penny Wills, President of Yavapai College, presence.
2. Library Director Stuart Mattson introduced Shelbi Marks, Teen Librarian. Shelbi is from Alabama and said she excited to be here in the exact position she wanted – her dream job. The team is awesome and teens are great.
3. Council member Grossman said tomorrow morning at Sally B's Restaurant the police officers will be the servers and waiters to benefit one of the officer's wives with cancer. Ten percent of the proceeds will go toward her medical expenses. He encouraged everyone to visit Sally B's between 8 a.m. and 2 p.m. in the Safeway shopping center to help the cause.
4. Council member Mallory said the 328 flags flying at the Civic Center represent the lives taken in the fight for the freedoms we have. A memorial service will be held at 2:00 p.m. on Monday with Mayor Skoog and Congressman Gosar presiding along with some Gold Star families in attendance.

9. [CONSENT AGENDA](#)

- a. *Approving the May 5 Work Study and May 12 Regular meeting minutes*

- b. *Approving Selection Committee minutes of April 19 and April 29*
- c. *Approving the UVRWPC Coalition's proposal to apply for the Arizona Commerce Authority Rural Education Enhancement Grant for up to \$25,000*
- d. *Approving the proposed Assignment and Assumption Agreement which partially assigns the Granville development agreement from Granville Development Company, Inc. to Universal Homes Construction, LLC*
- e. *Approving a budget transfer of funds from the Customer Accounts Water and Wastewater Professional Services accounts to the Capital equipment account for a new server*
- f. *Approving Police Department FFY 15 Homeland Security Grant Purchases*
- g. *Approving Reversionary Plat RP16-001 by Greenmark LLC for 6301 N. Baja Circle*
- h. *Approving PAD Amendment FDP16-006 for Dorn Homes in Quailwood Meadows*
- i. *Approving Final Plat FP16-001 for Antelope Point Condominium by Prescott Charities*
- j. *Approving submittal of Library Services and Technology Act (LSTA) Grant Application for The Peak Experience Business Hub*
- k. *Approving submittal of Library Services and Technology Act (LSTA) Grant Application for Digital Literacy Training: Oasis Connections at Prescott Valley Public Library*
- l. *Consideration of approving the Long Mesa Yard Paving for the Annual Contract with Specialty Paving and Grading, LLC, for the amount of \$24,999.00.*
- m. *Approving Monthly Department Reports*
- n. *Approving Quarterly TPT Report*
- o. *Approving Monthly Financial Report*
- p. *Approving Monthly Investment Report*
- q. *Approving Accounts Payable*

Council member Grossman made the motion, seconded by Council member Anderson to approve all items on the Consent Agenda by roll call vote. Motion carried unanimously.

10. OLD BUSINESS (FOR ACTION)

- a. Consideration of reading Ordinance No. 816 by title only for the second reading for Proposed Amendments to Sign Regulations - ZOA16-001

Town Clerk Diane Russell read the ordinance by title only for the second reading. Mayor Skoog asked “shall the ordinance pass?” The ordinance was approved unanimously.

Council member Whiting clarified that we are not outlawing garage sale signs. He commented that this effort will make it simpler for any and all signs. People can put garage sale signs in their yard but not in the right of way of the Town which applies to all signs. Council member Nye added that directional signs to a garage sale may be placed in a neighbor’s yard as long as they have the property owner’s permission.

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

- a. Public hearing for ZMC16-001 Zoning Map Change - Granville Park

Open Public Hearing.

Planner Carmen Ogden said this hearing is to take comments on a request by the Town of Prescott Valley. The purpose of this action is to change the Zoning Map in order to reclassify approximately 33 acres of land from R1L-10 PAD (Residential; Single Family, Limited-Planned Area Development) to PL (Public Lands).

Universal Homes, as a condition of its development agreement with the Town of Prescott Valley, proposes to improve as a public park and then dedicate approximately 33 acres of land on the west side of Glassford Hill Road, south of Santa Fe Loop Road to Tuscany Way to satisfy a portion of its requirements for Park Land/Open space. It has long been the policy of the Town of Prescott Valley to give a zoning classification of Public Lands (PL) for lands set aside for public and quasi-public use. Town policy has been consistent in taking similar actions in the past where intent of the grantor of the land or the acquiring entity has been to dedicate the subject parcel to public use.

By amending the zoning map to recognize the proposed lands as Public Lands, the land so classified will be able to accommodate future uses in keeping with those found in the Public Lands zoning district. The Public Lands designation separates these uses from the customary urban uses and is reflected on the official Zoning Map. The district is intended to provide areas within the community for location of parks, public open space, governmental buildings and facilities, schools and school grounds, quasi-public buildings and facilities, towers, antennae and wireless telecommunications facilities, and related uses for the enjoyment and use of present and future generations.

In compliance with Article 13-30-012 of Town Code, staff from the Community Development Department held an informational meeting at the Town of Prescott Valley Community Room on

Thursday April 7th, 2016 at which approximately 40 people attended. The purpose of the meeting was to get feedback from the neighborhood and answer questions on the proposed rezoning action. There was no commentary relating to the action. The comments and questions were all related to the proposed park itself and other property issues that were irrelevant to the action. Town staff advised the participants to contact the Parks and Rec Department relating to park questions and issues, and to the developer, relating to property issues.

A Public Hearing was held on May 9, 2016 during the Planning and Zoning Commission meeting. The Planning and Zoning Commission unanimously recommended approval and forwarded ZMC16-001 to Town Council for the same.

Council member Nye said citizens expressed concern to her as this area could flood. She explained that is consistent with creating park lands. Scottsdale and Phoenix have green belts that run all through them that are both parks and run off areas to control the rain and flooding. Council is aware of that and its mutual use.

Town Manager Larry Tarkowski commented that one of the better lineal parks in the state happens to be Indian Bend Wash in Scottsdale which has multiple uses. It eliminates sheet-flow flooding but has a golf course, soccer fields and other amenities. A floodplain, greenbelt and park are not mutually exclusive concepts.

Close Public Hearing.

b. *Consideration of reading Ordinance No. 817 by title only on two separate occasions, and then place the same on final passage for ZMC 16-001, Granville Park*

Council member Mallory made the motion, seconded by Council member Nye to read Ordinance No. 817 by title only on two separate occasions, and then place the same on final passage. Motion carried unanimously. Town Clerk Diane Russell read the ordinance by title only for the first reading.

c. *Consideration of appointing Allen Hall to the Personnel Board to a term with a renewal date of April 25, 2018*

Vice Mayor Anderson said one position on the Personnel Board became open when Ron Culver was appointed to the Citizen position on the Personnel Board, effective April 14, 2016. Ron Culver was first appointed to the Personnel Board as the Citizen Alternate Board Member on September 26, 2013 to fill an existing term and then he was reappointed to one more consecutive term with a renewal date of April 25, 2016.

The vacancy was advertised and one application was received. Vice Mayor Rick Anderson and Council Members Lora Lee Nye and Mary Mallory conducted the interview and are recommending the appointment of Allen Hall to fill the vacancy, with a term renewal date of April 25, 2018

Mr. Hall thanked Council for considering him for this position. He is a recent Citizen Academy graduate and a retired Kernel of the Infantry. Every time he volunteered for something he got sent where they shot at him. He is hoping this is a new experience.

Council member Nye made the motion, seconded by Council member Mallory, to appoint Allen Hall to the Personnel Board to a term with a renewal date of April 25, 2018. Motion carried unanimously.

d. [Consideration of appointing Andrew Sinclair to the Arts & Culture Commission to a term with a renewal date of June 30, 2019](#)

Council member Nye said one position on the Arts and Culture Commission became open when Judith Berry resigned effective November 30, 2015. She was appointed to the Arts and Culture Commission on June 12, 2012 to fill a partial term with a renewal date of June 30, 2013 and was then reappointed to a second term with the renewal date of June 30, 2016. The vacancy was advertised and one application was received. Council Members Lora Lee Nye and Mary Mallory conducted the interview and are recommending the appointment of Andrew Sinclair to fill the vacancy made by Judith Berry's departure, with a term renewal date of June 30, 2019.

Council member Nye made the motion, seconded by Council member Mallory, to appoint Andrew Sinclair to the Arts and Culture Commission to a term with a renewal date of June 30, 2019. Motion carried unanimously.

Mr. Sinclair thanked Council for this opportunity. He commented that he is new to the community and after much research around the southwest they are happy to be in Prescott Valley.

e. [Consideration of appointing Brent Poliakon to the Parks & Recreation Commission to a term with a renewal date of June 30, 2018](#)

Vice Mayor Anderson said one position on the Parks and Recreation Commission became open when Buzz Gummer resigned, effective June 30, 2015. Buzz Gummer was appointed to the Parks and Recreation Commission on November 21, 1996 to fill a partial term with a renewal date of June 30, 1997. He served seven consecutive terms with the last having a term renewal date of June 30, 2015.

The vacancy was advertised and one application was received. Vice Mayor Rick Anderson and Council Members Lora Lee Nye and Mary Mallory conducted the interview and are recommending the appointment of Brett Poliakon to fill the vacancy made by Buzz Gummer's departure, with a term renewal date of June 30, 2018. Council member Mallory added that Mr. Poliakon is a Fireman already serving our community well.

Mr. Poliakon said he appreciates this opportunity to serve the community in another facet and make a difference.

Council member Nye made the motion, seconded by Council member Mallory, to appoint Brett Poliakon to the Parks and Recreation Commission to a term with a renewal date of June 30, 2018 Motion carried unanimously.

- f. *Consideration of awarding the construction contract for the FY16/17 annual Chip Seal program to Earth Resources Corporation in the total bid amount of up to \$1,099,059.44*

Public Works Director Norm Davis showed the map indicating the areas to be chip sealed and the related maintenance cost for each area. With gas prices going down, oil prices have also gone down about 15 percent. As a result, the anticipated cost is also about 15 percent less. The project will be ready to go by July 1. The low bidder Earth Resources is a local contractor with local employees. The project will consist of maintenance on 33 miles of roadway at a cost of \$1.4 million.

Council member Whiting commented that this project is funded by the \$2 million sales tax increase. We have a competent construction company to do the job. Davis responded to Council member Grossman that they will fully utilize the funding that has been set aside for enhanced street maintenance.

Council member Grossman made the motion, seconded by Council member Mallory, to award the construction contract for the Fiscal Year 2016/2017 annual Chip Seal program to Earth Resources Corporation in the total bid amount of up to \$1,099,059.44 Motion carried unanimously.

- g. *Consideration of awarding FY 16/17 Public Works contracts to the following: Roadway Materials for Cold Mix and Hot Mix (under 100 tons) to Vulcan Materials, AND Roadway Materials for Hot Mix (over 100 tons) to Asphalt Paving & Supply, AND Asphalt Paving Services to Earth Resources Corporation, AND Annual Street & Park Concrete to Asphalt Paving & Supply, Inc., AND CMP Culverts to Arizona Culvert Company AND Solid Waste Services to Waste Management, AND Portable Toilet Services to Patriot Disposal, Inc.*

Norm Davis said we had some great local competition along with some changing of contracts. This is about one half million dollars' worth of contracts. Outsourcing works well to get the competitive bids from the specialists in their area of expertise.

Council member Whiting made the motion, seconded by Council member Nye, to award each annual contract to the lowest responsive bidder as follows:

- (a) the Roadway Materials for Cold Mix, and Hot Mix (under 100 tons) to Vulcan Materials, AND
- (b) the Roadway Materials for Hot Mix (over 100 tons), Aggregate Base, Shoulder Backing, Slurry & Concrete to Asphalt Paving & Supply, AND
- (c) the Asphalt Paving contract to Earth Resources Corporation, AND
- (d) the Annual Street & Park Concrete contract to Asphalt Paving & Supply, Inc., AND
- (e) the CMP Culvert contract to Arizona Culvert Company AND
- (f) the Solid Waste contract to Waste Management, AND
- (g) the Portable Toilet services contract to Patriot Disposal, Inc.

Motion carried unanimously.

- h. Consideration of approving the Public Works Change Orders to the contracts with Bennett Oil Company for Fuel Services, AND with Koehler Enterprises, dba: K-ler Land Works Maintenance for Landscape Services, AND with Traffic Safety, Inc. for Street Striping Services, AND with Swept Away LLC (dba: Tryton Enterprises) for Street Sweeping Services, AND with Clean Team Janitorial, LLC for Janitorial Services thereby extending these contracts for FY 16/17*

Norm Davis said the town has long term service contracts. Each of these vendors agrees to renew the contract for their services at a zero percent increase. Public Works staff does a good job managing the projects with all these vendors.

Council member Grossman made the motion, seconded by Council member Whiting, to approve:

- a.) the Change Order to the contract with Bennett Oil Company for Fuel 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 Swept Away, LLC (dba: Tryton Enterprises) for Street Sweeping Services, AND
- e.) the Change Order to the contract with Clean Team Janitorial, LLC for Janitorial Services thereby extending these contracts for Fiscal Year 2016/2017.

Motion carried unanimously.

- i. Consideration of awarding a construction contract for 2016 PRV Rehab Project, CIP # W386 to the lowest responsive bidder, Earth Resources Corporation, in an amount of \$159,171.00*

Utilities Engineer Randy Perham said he is pleased with the bid results. The proposed expenditures are lower than the funds available. The construction project is slated to start next month which involves the rehabilitation of 5 existing PRV (Pressure Reducing Valve) Stations throughout the Town. We have about 35 of these around Town which allows them to regulate and maintain water pressure zones. Most of the valves and appurtenant equipment being replaced are at least 30 years old and need to be replaced in order to provide continuous, reliable service. Each improvement will enhance the ability to reliably maintain and regulate the Town's water pressure zones and bring the existing PRV Stations up to current design standards.

Council member Whiting made the motion, seconded by Council member Grossman to award a construction contract to the lowest responsive bidder, Earth Resources Corporation, in the amount of \$159,171.00 for CIP#W386. Motion carried unanimously.

12. COMMENTS FROM THE PUBLIC

1. Michelle Duray a resident of Poquito Valley came forward. She became aware at the Home Show from Supervisors Jack Smith and Craig Brown that \$1.5 million will be available in July to get the road fixed between Viewpoint and the Vineyard Church in Poquito Valley. The residents are experiencing expenses to their vehicles due to the poor road condition. Some transportation services will not even drive out there given the road condition. People are driving to the right of the road on private property to avoid driving on the road which is a liability to the owner. Construction vehicles are adding to the road tear, as well as speeders. The Vineyard Church contributed money, equipment and time to help pay for and to patch the road. Duray continued that many of the businesses in Prescott Valley have employees who live in Poquito Valley and cannot function without the employees. The business pays taxes that are generated because of the employees. Roberts Market owes a great debt to all of Poquito Valley for the sales tax revenue the Poquito Valley residents generate. One third of a cent goes toward town streets. That road is a special target. In 2015 Prescott Valley was allocated \$3,024,968.58 from the HURF fund. What portion of that is left over and how much is in the pot that could possibly help repair the road? If we put our heads together we can find a way to build that road.

Tarkowski commented that that portion of road (if it belonged to Prescott Valley) would not look like it does today. It is not our road. It is on private property. Tarkowski said we worked with the property owner to go ahead and allow the improvements that residents are driving on now. But those improvements were not allowed on his private property. The good news is the town has a meeting with the County Board of Supervisors Smith and Brown scheduled and they are eager to address the problem. They are willing to dedicate money to make a better roadway where the Town pavement ends. Had it not been for the recession, they would have had a Town of Prescott Valley road all the way to the section line. But the recession slowed down the development and the building of houses in the Viewpoint. The town maintains the road from Highway 89A all the way to the end of the asphalt. The solution is that the County makes the improvements to that stretch of road and we will work with the developer to get a temporary easement in the name of the Town to where we would assume the maintenance of that. That is an interim fix because we are working with a developer that will be the successor in interest to the present developer to the Viewpoint who had as a plan to continue building in the areas that are no longer under construction. When that happens there will be a period of time when the improvements that the County makes to the road will get ripped up because the alignment of the road is not the final alignment for that subdivision. It will be close, but what will be put in place will be ripped up and replaced with a town-standard road – asphalt. Thanks to the Board of Supervisors there seems to be a way to fix their problem.

2. Carl Boreman said the reason the road washes out so badly is because it is so low there. No preparation was done to address that when the road was initially done.

Tarkowski responded that the solution has not been arrived at yet. The Supervisors are interested in seeing the road brought up to a standard. Engineers will be involved to address the low spot areas. What is needed is constant maintenance.

3. Tarkowski confirmed for Valarie Morgan that the ‘no man’ private property is in the Town of Prescott Valley limits. The meeting is with the Supervisors and a group of engineers and not a meeting they [the residents] would want to attend. Once there is something to fix the problem the supervisors will let them know what the fix is. He encouraged her to contact Supervisor Brown to first thank them and then ask for additional communication.

4. Michael Gibbons thanked Council for their time and the information provided.

13. ADJOURNMENT

Council member Mallory made the motion, seconded by Council member Grossman, to adjourn the meeting at 7:17 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, May 26, 2016.

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

Dated this May 27, 2016

Diane Russell, Town Clerk