

**TOWN OF PRESCOTT VALLEY
REGULAR COUNCIL MEETING
MINUTES
November 17, 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 5:32 p.m.

2. INVOCATION

Reverend Wendy Swanson of the Prescott Valley Methodist Church gave the invocation.

3. PLEDGE OF ALLEGIANCE

Chief Petty Officer Chris Mitchell led in the recitation of the Pledge of Allegiance said in unison.

4. ROLL CALL

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

5. SCHEDULED ANNOUNCEMENTS & PRESENTATIONS

a. Chamber of Commerce

Patrick Daniels made a couple of announcements:

- a. The Flying High Turkey drive is scheduled for November 21st, 2016 at the Fry's Stores from 12:00 to 6:00 p.m. with a goal to collect 2,500 turkeys and fixings to fill the Yavapai Food Bank
- b. The 17th annual Valley of Lights opens Thanksgiving evening and will run thru December 30th

b. PVPD Danny Oen retirement

Chief Jarrell thanked Senior Detective Danny Oen for his 22 years of dedicated service starting with YCSO in 1994. In the year 2000, Danny came to PVPD then serving in several capacities with several certifications and has been recognized with numerous commendations. He has made a positive difference in the lives of many people and this community. Danny was presented with a shadow box commemorating his law enforcement career and accomplishments, a plaque and his retirement badge. Deputy Chief James Edelstein said it has been a pleasure to work with

Danny who is a very kind and generous person with a great sense of humor. He thanked Danny for planning officer family events held over many years.

Danny introduced his family members present. He thanked God for protecting him over the 22 years, for his family for putting up with him in this career, fellow family officers and the town. Council members congratulated him on his retirement giving well wishes saying he will be missed for all he has given this community. Danny said it was his honor and privilege and thanked them for the great 16 years. He said he is not going far – just over to the Yavapai County Register of Contractors Office as an investigator.

Prescott Valley Police Foundation President Kay Giles came forward to congratulate Danny saying she worked with him in many capacities over many years and appreciates his high level of professionalism, his compassion, caring and kindness toward victims and family, and his calm demeanor regardless of what was going on.

c. *Student of the Month, Mako Bennett*

Council member Whiting introduced Mako Bennett, Student of the Month for November 2016. Mako excels in athletics, music and academics. He challenges himself and raises the bar for other students at Bradshaw Mountain High School. He has taken all but two advanced placement courses, is an avid swimmer and in fact the most valuable swimmer and captain of the swim team. He is in concert band, chamber choir and jazz band. Mako is a very accomplished student, involved in his church, a boy scout and has participated in the Hugh O'Brien Youth Seminar.

Bradshaw Mountain High School Principal Kort Miner commented that Mako is special as a boy scout, attending seminary before school, a member of Boy's State, member of Chamber Choir, State Swim, incredible church involvement and a member of the National Honor Society. Mako makes the program and the people around him better. He holds a GPA is 4.564 and he is ranked 2 in the senior class. Mr. Miner invited Mrs. Bennett forward who then thanked this community saying they are blessed to be here. She thanked Mr. Miner for the program and teachers at HUSD saying she grateful for the many opportunities it provides Mako.

Mako thanked the town and the Rotary Club for this recognition, his family for their support of him, his teachers who have taught him so much, and for all he has. Council member Whiting presented him with a certificate and paperweight commemorating this evening.

d. *Healing Field Essay Presentations*

Council Member Mallory introduced Darlene Packard and Sandy Schaffer organizers of the *9/11 Healing Field* who presented certificates and a flag to each of seven students who wrote a winning *Healing Field* essay about what the American flag means to them. Jessica Marks (Glassford Hill Middle School) had her students write the essays and picked the top seven student's essays. Sandy read an excerpt of each essay written by Haley Denman, Madison Hohman, Kaelyn Mitchell, Cali Smith, Danielle Tran and Johnny Vallely and Christopher Villarreal.

Teacher Ms. Standos (Kirkland Elementary School) and Michelle Perry (Principal at Kirkland Elementary School) brought 85 students to see the Healing Field. Teacher Deborah Fineston with the Equine High School brought all her classes to the Field as well. Mr. Tim Carter Yavapai Superintendent and HUSD representative Dr. Fogner were also in attendance. Chief Petty Officer Chris Mitchell was called forward to be recognized.

Council Member Mallory presented a \$25 Walmart gift card to each student from an anonymous donor and huge supporter of the Healing Field. She invited all business supporters of the *Healing Field* to come forward and be recognized to include Walmart, Cableone, Stoney Creek Builders and Kohl's as well as the all the first responders, Supervisor Jack Smith and a local veteran - Sean. Mallory said we come together and make this a great and safe place to live. We have each other, a united force for the betterment of all. Mayor Skoog thanked Mary Mallory for her efforts in implementing this event. A gentlemen came forward to speak about the 9/11 event and his involvement in the *First 9/11 Motorcycle Ride* ending at Ground Zero to honor the first responders; this ride continues every year. Mallory thanked them for the fabulous job everyone does and making the Healing Field grow more each year.

6. PROCLAMATIONS

a. American Diabetes Month

Town Clerk Diane Russell read the proclamation.

7. CERTIFICATES

a. Citizen Academy Graduation

Deputy Town Manager Ryan Judy announced this as the 21st *Citizens Academy* held over the past 11 years. Ryan introduced each graduate who was then presented with a Certificate of Graduation.

8. RECESS

Mayor Skoog recessed the meeting at 6:29 p.m. for refreshments.

9. RECONVENE

Mayor Skoog reconvened the meeting at 6:37 p.m.

10. COMMENTS/COMMUNICATIONS

No comments were forthcoming.

11. CONSENT AGENDA

- a. *Approving the October 27 and November 3, 2016 council minutes*
- b. *Approving a location and person transfer of a Series 9 liquor license from the Prescott Hagen store to the Maverik, Inc. store located at 3576 E. Glassford Hill Rd.; Lauren Merrett, agent*
- c. *Approving Amendment #2 to the Grant Agreement between Town of Prescott Valley (on behalf of the Upper Verde River Protection Coalition) and Arizona Department of Forestry and Fire Management*
- d. *Department reports*
- e. *TPT tax report*
- f. *Monthly financial report*
- g. *Council investment report*
- h. *Accounts payable*
- i. *Approving Board and Commission Selection Committee 10/31/16 minutes*
- j. *Approving Resolution No. 1982 authorizing purchasing supplies and services from council members*

Vice Mayor Anderson recused himself due to a conflict of interest with agenda item 11(j).

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 and 1 abstain. Vice Mayor Rick Anderson abstained.

12. OLD BUSINESS (FOR ACTION)

- a. Second reading of Ordinance No. 822 approving Zoning Map Change ZMC16-006 (Navajo Commons Apts.)

Council Member Nye made the MOTION, seconded by Vice Mayor Anderson, to table this item until a later date at the request of the developer, by electronic vote. MOTION carried with 6 ayes and 0 nays.

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

a. Consideration of appointing Buzz Gummer to the Parks and Rec Commission

Vice Mayor Anderson said one position on the Parks and Recreation Commission became open when Michelle Tissot resigned, effective September 12, 2016. The vacancy was advertised and one (1) 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 Buzz Gummer to fill the vacancy made by Michelle Tissot's departure, with a term renewal date of June 30, 2017.

Buzz Gummer commented that he has a void in his life without working on the Parks and Recreation Commission and would like to serve again. He wrote and read a poem with comments about each council member, Town Manager Tarkowski and P&R Director Brian Witty.

Council Member Nye made the MOTION, seconded by Council Member Mallory to appoint Buzz Gummer to the Parks and Rec Commission, by electronic vote. MOTION passed with 6 ayes and 0 nays.

b. Consideration of approving the award of a construction contract to Earth Resources Corporation, in an amount up to \$213,550.08, and approving the amendment to the professional services agreement with Lyon Engineering, and approving the amendment to the Town Engineer Agreement with Dava & Associates for the Viewpoint Drive Storm water Channelization Improvements (Spouse to Manley) Phase 2 CIP # S168.5b

Public Works Director Norm Davis said we covered this subject in detail at last week's work study session. He highlighted the fact that Yavapai County Flood Control dollars are funding this project via a grant. A photo of the public notice and signage were shown on the overhead. Davis said this project should start about December 1, 2016.

Council Member Nye made the MOTION, seconded by Council Member Whiting, to award a construction contract to Earth Resources Corporation, in an amount up to \$213,550.08, and approving the amendment to the professional services agreement with Lyon Engineering, and approving the amendment to the Town Engineer Agreement with Dava & Associates for the Viewpoint Drive Storm water Channelization Improvements Phase 2 CIP # S168.5b, by electronic vote. MOTION carried with 6 ayes and 0 nays.

c. Consideration of signing a funding agreement with the Arizona Department of Housing accepting \$645,307 in Community Development Block Grant funding from the FY 2016 Regional Account to expand the Boys & Girls Club

Deputy Town Manager Ryan Judy said an application for a CDBG grant was submitted and awarded to expand the Boys & Girls Club located at 8201 E. Loos Drive which holds a long term lease for this town owned building. No matching funds are required. Ryan introduced Gerald Szostak who thanked the council for supporting the Boys & Girls Club. He said they have been in the community since 2000 and like to keep the town up to date of what they are doing and let them know they are being a good steward of the building. The board is very proud that they are

in this position with the building expansion happening a lot sooner than they thought it was going to happen. They are working hard with the board to be part of it and raise additional money for improvements for some interior renovations to the existing building and to the expansion. They are happy to be moving forward with this project and thank council as this will allow them to serve 80 more kids a day. Prescott Valley's Boys & Girls Club typically serves 120 kids per day and the waiting list is lengthy for kids wanting to get in. Ryan added that the next step in the process is to competitively select the architect in a couple of months and hopefully bidding the project by summer.

Council Member Grossman made the MOTION, seconded by Council Member Whiting, to sign a funding agreement with the Arizona Department of Housing accepting \$645,307 in Community Development Block Grant funding from the FY 2016 Regional Account to expand the Boys & Girls Club, by electronic vote. MOTION carried with 6 ayes and 0 nays.

d. Consideration of accepting National Bank of Arizona's banking services proposal and sign the necessary agreements

Finance Manager Katie Pehl commented that she researched questions from last week's meeting to resolve council's doubts about the low bid. National Bank confirmed that they will not be raising their fees for the entire five (5) years of the agreement. If at any time we are not satisfied with their services, we just need to provide a written notification to them within 90 days to switch banks. Council members were appreciative of Katie following up with them.

Council Member Grossman made the MOTION, seconded by Council Member Mallory, to accept National Bank of Arizona's banking services proposal and sign the necessary agreements, by electronic vote. MOTION carried with 6 ayes and 0 nays.

e. Consideration of approving a Memorandum of Understanding between the Town and the State of Arizona

Chief Bryan Jarrell said excess Federal equipment is distributed to law enforcement agencies via the State requiring a MOU between the two entities. Generally it is expensive equipment that small agencies cannot afford to purchase like night vision and the PRAV armored rescue vehicle. A \$250 membership fee is all that the town is required to pay.

Council Member Nye said she does not understand citizens faulting law enforcement agencies for putting life-saving equipment in place. "We want our officers to go home to their families at night." Chief Jarrell said that unfortunately there are law enforcement agencies around the country that have used and abused this program with so much equipment that they don't even know what they have anymore. Those are the ones that make all law enforcement look bad.

Council Member Whiting made the MOTION, seconded by Council Member Mallory, to approve a Memorandum of Understanding between the Town and the State of Arizona for participation in the Department of Defense Procurement Program, by electronic vote. MOTION carried with 6 ayes and 0 nays.

f. Consideration of approving the Amendment for the Out-of-Scope Services with CH2MHILL/OMI in the amount of \$91,895.19

Utilities Director Neil Wadsworth reiterated that we do out-of-scope work periodically through CH2MHILL/OMI which operates our water and wastewater systems. These projects are not a part of their normal operations, but are needed in our system and OMI needs to be involved in. This amendment is for water and wastewater system controls.

Council Member Nye made the MOTION, seconded by Council Member Grossman, to approve the Amendment for the Out-of-Scope Services with CH2MHILL/OMI in the amount of \$91,895.19, by electronic vote. MOTION carried with 6 ayes and 0 nays.

g. Consideration of awarding the Library - Café / Coffee Bar Concessionaire contract to Linda Auston (DBA Open Book Café & Coffee House)

Deputy Town Manager Ryan Judy said they advertised for an operator of the library cafe, received three (3) proposals, met with them and recommend awarding a one-year contact with a two-year extension to Linda Auston, owner of the Blackboard Café. Ten percent of their gross will come back to the town for use of the space. Linda's daughter Denise offered to answer any questions for the council. Council Member Nye said they will be offering lunch and breakfast and that is what has been missing. Council Member Nye wished her success.

Council Member Mallory made the MOTION, seconded by Council Member Nye, to award the Library - Café / Coffee Bar Concessionaire contract to Linda Auston (DBA Open Book Café & Coffee House), by electronic vote. MOTION carried with 6 ayes and 0 nays.

14. COMMENTS FROM THE PUBLIC

No comments were forthcoming.

15. ADJOURNMENT

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

Mayor Skoog adjourned the meeting at 7:11 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, November 17, 2016.

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

Dated this November 21, 2016

Diane Russell, Town Clerk