

**TOWN OF PRESCOTT VALLEY  
REGULAR COUNCIL MEETING  
MINUTES  
OCTOBER 22, 2009**

*Magistrate Court/Council Chambers  
Civic Center  
7501 E. Civic Circle  
Prescott Valley, Arizona 86314  
Council gathers at 5:00 p.m. for 5:30 p.m. meeting*

1. *CALL TO ORDER*
2. *INVOCATION*
3. *PLEDGE OF ALLEGIANCE*
4. *ROLL CALL*

The meeting was called to order by Mayor Skoog at 5:30 p.m. in the Magistrate Courtroom/Council Chambers. Pastor Hobby Wiles gave the Invocation after which the Pledge of Allegiance was said in unison as led by Pastor Wiles. The following Council members were present for roll call.

<i>Harvey Skoog</i>	<i>Mayor</i>
<i>Lora Lee Nye</i>	<i>Vice Mayor</i>
<i>Richard Anderson</i>	<i>Council member</i>
<i>Mike Flannery</i>	<i>Council member</i>
<i>Patty Lasker</i>	<i>Council member</i>
<i>Fran Schumacher</i>	<i>Council member</i>
<i>Harold Wise</i>	<i>Council member</i>

5. *ANNOUNCEMENTS & PRESENTATIONS*
  - a. *Chamber of Commerce introduction of new members*

Gloria, Membership Director for the Chamber of Commerce, introduced Betsy Miller of A-1 Driving School and Kim Woollen of Perfect Image Hair Studio who told a little about their businesses and provided contact information to each business.

Vice Mayor Nye announced that the PVPD is looking for 21 volunteers who may be interested in training into several volunteer areas of service at the Police Department. Interested persons may call Vice Mayor Nye at 759- 0272 for a card of interest.

Peggy McGee, Prescott Valley Historical Society, announced a plaque dedication to be held Sunday 10/25/09 at 2:00 p.m. signifying Fain Park as a part the Lynx Creek District which was placed on the National Register of Historic Places. Andy Christenson of the Archeological Society will be leading a tour of the Fitz Maurice ruins immediately following the dedication.

6. *PROCLAMATION*
  - a. *National Community Planning Month*

Town Clerk Diane Russell read the Proclamation which by Mayor Skoog presented to Community Development Director Richard Parker, and Chairman Keith Burley and Ben Harper representing the Planning and Zoning Commission. Parker noted that the Arizona Planning Association was very successfully received by the planning community and Prescott Valley looks forward to bidding on a future convention here.

7. *CERTIFICATES*

- a. *Certificate of appreciation to Pam Gray for 10 years of service*
- b. *Certificate of appreciation to John Darling for 5 years of service*

Library Director Stuart Mattson commended Pam Gray for her 10 years equaling 20,000 hours, 2,500 days or 1,200,000 minutes of service to the Town of Prescott Valley especially the last year or so with the building of the new library facilities. Pam is the ‘go to person’ for the library and a valued part of the team. Mayor Skoog presented Pam with a pin and plaque for her ten years of service.

Town Clerk Diane Russell read the comments submitted by the Public Works Department for John Darling who is celebrating his 5<sup>th</sup> anniversary of service to the Town. Ken Stanton noted that it is nice to have staff that performs well and represent the town in such a positive manner. Mayor Skoog presented John with a Certificate of Appreciation and a five-year pin.

8. *COMMENTS/COMMUNICATIONS*

No comments were forthcoming.

9. *CONSENT AGENDA. All matters listed under Consent Agenda are considered to be routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately (FOR DISCUSSION AND POSSIBLE ACTION)*
- a. *Approval of Minutes – October 8, 2009*
  - b. *Authoring the Mayor to sign a Vote-by-Mail Election Services Agreement and a Vote-by-Mail Election Services Agreement Addendum with Yavapai County Recorder and Election Offices for continued election services*
  - c. *Accepting Public Utility Easements from Yavapai Hills Commercial, Inc. and YK Commercial Realty L.L.C. for additional development of the Crossroads Parcel C property for the Chase Bank site*
  - d. *Approving Departmental Monthly Statistical Reports:*
    - Community Development*
    - Library*
    - Parks and Recreation*
    - Public Works*
    - Town Clerk*
    - Utilities*
  - e. *Monthly Financial Report*
  - f. *Council Investment Report*
  - g. *Approving Accounts Payable for October 2 thru 15, 2009*
  - h. *Approving the expenditure of \$101,090.00 of the Edward Byrne Memorial JAG Formula Program grant funds for specific equipment for the PV Police Department*

Council member Schumacher made the MOTION, seconded by Vice Mayor Nye, to approve all items on the Consent Agenda by roll call vote. MOTION CARRIED UNANIMOUSLY.

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

- a. *Consideration of re-appointing Keith Burley and Ben Harper to the Planning and Zoning Commission to terms with a renewal date of October 31, 2012*

Council members Flannery and Schumacher and Vice Mayor Nye thanked Mr. Burley and Mr. Harper who have each served two terms on the commission and both have submitted letters requesting reappointment. Council expressed appreciation to both gentlemen for their continued interest in the P & Z Commission. Council member Flannery made the MOTION, seconded by Council member Schumacher, to reappoint Keith Burley and Ben Harper to the Planning and Zoning Commission to terms with a renewal date of October 31, 2012, by roll call vote. MOTION CARRIED UNANIMOUSLY.

- b. *Consideration of authorizing the Mayor to sign **Resolution No. 1671** taking steps to implement one or more general salary reductions or similar compensation adjustments in FY 2009-2010*

Town Manager Larry Tarkowski pointed out that this item was discussed in great depth at Work Study Session last week. Due to declining revenues and to keep our spending in line with the revenues, a five (5) percent pay decrease is suggested across the board with the exception of the sworn PVPD police officers. Mayor and Council volunteered to take a five percent cut also. To accomplish this, Resolution No. 1671 is proposed in order to allow this to happen. A Town committee comprised of representatives from each department met three times to grapple with the methodology by which this would happen.

Human Resources Director Dani Gersper explained the changes required to the four personnel policies (2-04, 2-08, 2-10 & 2-22) to allow the reduction in hours worked, the pay reduction and termination-reduction in force policy.

The Personnel Board met and approved the policy changes on October 6, 2009. The 16 or 17 employees met to determine the best way to handle the five percent reduction in salary. They narrowed the options to four and then presented the four options for vote by all employees. The four-day work week option appealed to most employees. The exception to any change is the police department employees who would maintain their customer service hours and have a flexible furlough day schedule. The library will implement a fixed furlough day one day per month. The Magistrate Court (first floor) will remain open five days per week with a fixed furlough day off. The second, third and fourth floors of the Civic Center will be open 7:30 to 5:30 Monday through Thursday and closed every Friday.

Vice Mayor Nye stated that Council values their employees to the highest level and wish they did not have to take this step. Because they did not want to lose even one employee they are now placed in this position of reductions in pay to keep employees on the job. Staff and employees were commended by Council for their efforts to hit middle ground on this. This is all done to preserve jobs.

Gersper noted that it was the Town Manager's idea to implement an employee committee to assist with this decision-making step. This has been difficult and not everyone is happy about

the choice, but some expressed an appreciation that they were able to participate or have a voice in the process.

Council member Wise made the MOTION, seconded by Council member Schumacher, to authorize the Mayor to sign Resolution No. 1671 taking steps to implement one or more general salary reductions or similar compensation adjustments in FY 2009/2010, by roll call vote. MOTION CARRIED UNANIMOUSLY.

- c. *Consideration of authorizing the Mayor to sign a contract with Markham Contracting Company Inc. in the amount of \$319,000.00 for construction of the Bison Lane Multi-use Path from Lake Valley Elementary School to the Civic Center/Library facilities (CIP#S171)*

Public Works Director Norm Davis said this has been a long process starting out with a federal Transportation Enhancement Grant. The project is 5,000 feet long starting at Starlight and terminating at Lakeshore Dr. The Town had a \$150,000 match for the original \$500,000 Transportation Enhancement Grant. This is an A.R.R.A. funded project with no matching funds required and will put 15-20 people to work locally. Eighteen bids were received on October 8, 2009 with construction costs coming in at sixty percent of what they normally would have. Markham Contracting currently working on the Lakeshore Dr. widening came in as the low bidder. The project should take about ninety days starting around November 1, 2009 completing about mid January of 2010. The path will connect HUSD school campuses of Lake Valley School, Bradshaw Middle School and Yavapai College campus to the Civic Center and Library. The multi-use path is ADA accessible.

Council member Schumacher made the MOTION, seconded by Vice Mayor Nye, to authorize the Mayor to approve the contract with Markham Contracting Company Inc. in the amount of \$319,000.00 for construction of this project, by roll call vote. MOTION CARRIED UNANIMOUSLY

#### *11. COMMENTS FROM THE PUBLIC*

Mr. Keith Burley expressed his appreciation for both his and Mr. Ben Harper's reappointment to the P & Z Commission. On behalf of the commission he commended the staff for the preparations and follow-up on the matters they consider.

- 12. MOTION TO CONVENE INTO EXECUTIVE SESSION (PER A.R.S. 38-431.03(A)(3) in order to discuss or consult with the attorneys or other designated representatives of the public body regarding, or to otherwise discuss or consider, the following:  
- Job Incentive Programs*

Vice Mayor Nye made the MOTION, seconded by Council member Schumacher, to convene into executive session, by roll call vote. MOTION CARRIED UNANIMOUSLY.

#### *13. [Recess into Executive Session]*

Mayor Skoog recessed the regular meeting at 6:25 p.m. to go into executive session.

*14. [Reconvene into Regular Session]*

Council reconvened into regular session at 7: 48

*15. ACTION (IF ANY) RELATED TO EXECUTIVE SESSION ITEMS*

No action was taken.

*16. ADJOURNMENT*

Vice Mayor Nye made the MOTION, seconded by Council member Wise to adjourn the regular meeting. Mayor Skoog adjourned the meeting at approximately 7:50 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, October 22, 2009. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this October 27, 2009

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Diane Russell, Town Clerk