

**TOWN OF PRESCOTT VALLEY  
WORK STUDY MEETING  
MINUTES  
January 16, 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. Roll Call

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

Absent: Council Member Mallory.

3. Discussion regarding the PV Pipeline MUP Phases 1, 2 & 3 - CIP# E273 & Central Core MUP Phase 3 - CIP# S45.3 resident open house notification

Public Works Director Norm Davis said the Town has been participating with Arizona Department of Transportation (ADOT) in the plan development process for the PV Pipeline Multi-use Path and Central Core - Phase 3 Multi-use path projects. The Town was successful in obtaining Federal Transportation Enhancement dollars in four grant funding cycles for these projects which will be built as one contiguous project. The Town of Prescott Valley Parks & Recreation Commission discussed these projects at their October 15<sup>th</sup> regular meeting and recommended the project be presented to Town Council for public comment. Project design is at the 60% completion stage and ready for resident comment. This stage is the best time to get resident comment. A Resident Open House information meeting will be conducted on Wednesday, January 29<sup>th</sup> at the CASA Senior Center to inform residents of project scope and gain comments for incorporation into the final construction plans. ADOT will administer this project.

The multi-use non-vehicular path will be accessible to the ADA community. It provides major linkages between Town core to the neighborhoods, parks and the schools. Construction could begin as early as fall of 2014 as the funding is in place. The approximate \$2 million grant requires a 5.7 percent fund match. Additional publicity about the project was included in the January Town Newsletter. Handbills were also distributed to the adjacent neighbors within 100 feet of the pathway.

The Arts and Culture Commission will have the opportunity to see the plan and incorporate some aesthetics at the rest areas along the path. Vice Mayor Nye commented that the Commission initiated the aesthetics at the rest areas along SR69 which they called "Pieces of our Lives". This



program was very personalized because citizens donated their colorful china, which were broken into pieces, to create 'warmer' rest areas.

Davis introduced Richard Schleicher who is a new engineer training hire who joined Public Works in November 2013. Schleicher expressed appreciation to the Town for the opportunity with the Town. He looks forward to working with the Town and being here a long time.

Davis announced that an Arizona State Transportation Board meeting will be held in this room tomorrow at 9:00 a.m. He invited Mayor Skoog to welcome them to Town. This Board is the big decision makers of all the transportation projects state wide.

The traffic on Glassford Hill Rd. is being monitored with the grand opening of Walmart on January 15. Traffic is moving well. The traffic engineer's initial adjustments to light timings are working well, but will be back in a couple of weeks to see what it looks like after the traffic settles down a little.

Davis responded to Mayor Skoog that the pathway will include bicycle path linkage.

Council member Marshall questioned why the path is 10 foot wide. Davis responded that 10 feet is the federal standard and ADA standard for ADA accessibility to allow two-way traffic.

Council member Whiting asked if the construction would include the pipeline. Davis responded that the Kinder Morgan pipeline has been in since the 1950s. It is a 20-inch high pressure gas line. While we do not have to pay for the right-of-way along the pipeline, we have to follow Kinder Morgan criteria such as the path has to be asphalt not concrete without trees growing along the path.

Council member Grossman questioned whether these were separate grants and will it be built in phases. Davis responded that these are four different grants but will be built concurrently as one project which helps with the economy of scale.

No action was taken.

#### 4. Presentation: Economic Development Community Activity Update

Economic Development manager Greg Fister said we have reached the halfway point of the fiscal year. Since July 1, 2013 we have had 210,000 sq. ft. new retail built and open for business including the new Walmart. Currently 40,000 square feet are under construction including Culvers, the buildings on the outlots in front of Kohl's and Sprouts Farmers Market. He expects possibly another 6 or 7 new buildings will be under construction in the next few months representing another 80,000 – 100,000 square feet of retail. Since July 1, 2013 the Town Clerk's office has issued 237 new business licenses compared to the total for the year last year (2012/13) of 419 business licenses. Calendar year 2012 and 2013 new commercial construction projects were valued at \$3.3 million. In 2010/11 that figure was \$24 million. Commercial permits issued in 2012/13 were valued at \$13 million compared to 2010/11 when it was \$6 million.



Sales tax collections June through November sales is up 15 percent compared to same time last year. Retail sales is up 11.3 percent, restaurant sales are up 12.2 percent, hotel sales are up 11.1 percent and construction is up 102 percent - a lot of which are the commercial projects just mentioned. Over the past six months we have had \$1 million in sales tax collected each month. With Walmart open he expects we will be getting more sales tax dollars staying in the community.

Vice Mayor Nye commented that at the NACOG meeting today, one of the attendees was bemoaning the poor economy and referred the person to Prescott Valley.

With the help of some land owners who took a gamble in 2007/08, those projects are in place with stores open now. Local consumers will spend money in their own community given the opportunity and regional consumers will bring more money into the community.

Gary Marks representing Prescott Valley Economic Development Foundation (PVEDF) said over the past six months eight companies have expanded with capital investment and new jobs facilitated the \$300,000 grant monies. They attend 2 or 3 trade shows a year. The last one was a 'PAC' trade show in September. One of our local businesses was an exhibitor at the show. Their corporate people talked about expansion of the company possibly doubling the operation within 18 to 36 months. Marks returned with 17 company names looking for expansion or relocation within the next 12 to 18 months. PVEDF placed 4 advertisements in a national publication about PV about who we are and what the opportunities here are.

In Prescott Valley and throughout the quad-city area we have an inventory of existing buildings currently. Typically a manufacturing build is 20,000 sq. ft. plus, but we only have 3 potential buildings that size. There is a lot of inventory of 1,000 – 3,500 square feet available buildings. Manufacturing companies are looking for 20,000 square feet up to 60,000 square foot buildings which we do not have. The ones we did have are occupied and being used. The focus shifted 7 years ago to the development of shovel ready certified sites. Today Prescott Valley has the only gold certified site in the State of Arizona. They made the commitment to create 3 additional new certified sites within the next 3 – 6 months. That is being marketed by the AZ Commerce Department to out-of-state companies that are looking for land for project development.

Council member Grossman questions what is taken into consideration regarding building ceiling height requirements when someone is building a 20,000 or 40,000? Marks responded that they are encouraging an investment group to build a 20,000 – 30,000 square foot spec shell building with nothing less than 18 ft. sidewalls. Two of those 3 already built only have 16 foot sidewalls. Ninety percent of the time they will not be a potential for a company that is looking. Typically such a company will require a minimum of 18 foot sidewalls 80 percent of the time. A large percentage is requesting 22 feet for their business.

Marks responded to Council member Whiting saying we have two local companies that are known to be aerospace manufacturing type companies which have now branched out doing medical design pieces. Medical development will go hand in hand with education and training. Additional medical services – Rehabilitation Center will be an expansion opportunity in the now



to distant future. Additional services in the side and feeder services come with population and demand for that.

No action was taken.

5. Presentation: Volunteer Central Update

Heidi Foster said Volunteer Central gets at least one phone call from a person per day wanting to know what the volunteer opportunities in Prescott Valley are, or to volunteer. They have a good application process, policies in place and established goals. One of their goals is make sure that the more than 230 volunteers have a meaningful and fulfilling experience. The Town Manager's vision is to invite as many citizens as possible to be engaged and help and grow and maintain the community. There are lots of opportunities in many areas such as P&R, Library and PD, an internship in the Utilities Department, volunteer student position in IT also an exciting project in Parks and Rec to map all the parks. Susan Johnstad of Yavapai College will be working to get college students involved who may get college credit for that project. Teams of volunteers have assisted with a Parks and Rec project, the Festival of Lights and the Polar Bear Splash and helping P&R get their new work area in order. Volunteer Central is now located on the 1st floor of the Civic Center. They are staffed from 8:30 a.m. until 12:30 p.m. every day. They are setting up a volunteer gathering place and will have their first training there January 21 at 1:00 p.m. Volunteer Coordinators from each department are represented on the Volunteer Central committee. They need to be flexible and give volunteers the opportunity they are looking for. They see a need for a volunteer administrators networking group to share resources and ideas and recruiting. They are working toward holding a volunteer fair this spring. Ron Culver is developing a Volunteer Workbook to guide and ensure standardization of practices and behaviors in the volunteer force. Ron is also working on a draft of formulas to measure our return on investment in the Towns investment in their volunteers. They have opportunities for young people, career change opportunity and gain experience in it.

Council member Grossman asked Foster to explain how someone could register. Foster responded that an application can be picked up at their office on the 1<sup>st</sup> floor 8:30 - 12:30 M-F or call or email [hfooster@pvaz.net](mailto:hfooster@pvaz.net) or Heidi at 928-759-3123.

Vice Mayor Nye said that this is Larry's vision, realized. It will be easier for people to volunteer now with Volunteer Central in place. She has accomplished so much in such a short period of time.

Foster said they are also working on the Nextdoor.com web opportunities. Council member Grossman said we have two groups in Prescott Valley that are already operating.

Council member Whiting asked whether they will incorporate Boards & Commissions into this volunteer effort or is it separate and distinct. Foster said the Town Manager's office staff will be working with her.

No action was taken.



6. Presentation: Radio Read Meters Status and Update

Utility Operations Manager Mark Kieran along with Jeremiah Mecham, project manager with OMI presented a lengthy detailed update about the Town's meter technology and evolution. Before beginning he acknowledged the presence of OMI's Juan Manchaca, Shane Shatzer and Ron Stillwell. He showed the meter evolution from 2005 - 2009 from when every meter had to be touched for a 'read' up to today's automated system with radio read transmitters read by the Vehicle Patrolling Unit (VXU), one of the first in the state. It can read up to 1,200 meter reads from in the van getting the feet off the ground to read the meters with increased accuracy. In 2007-08 they began the radio read replacement program in areas such as the subdivisions and the business district. About 90 percent have been replaced with flex-net deployed in 2009. Flex-net provides customer access by customer account personnel, computerized billing, monitoring, diagnostics and remote shutoff and SCADA RTU. The total meters currently installed is 19,018 of which 60 percent are direct read, radio read and flex-net meters (automated meters). Based on the current funding level for meter replacements, that project will be completed in approximately 4 years (FY 2017-2018).

Jeremiah Mecham added to the update that the direct benefits of meter automation are: reduction in feet on the ground (staffing levels), reduced operating expenses, follow-up is quick, dependable meter accuracy, meter maintenance, customer service requests, immediate read recognition, re-routing and combining current routes. Mecham said it is nice to have this tool for immediate customer service response plus it saves a lot of money. This has been a tremendous step for Prescott Valley.

Kieran continued with future flex-net projects: Permalog Leak Detection Interface, second and final transmitting ground base (TGB) antenna to provide total area wide radio coverage in the area and provide a web hosted portal for customer interface. They will be submitting a grant application to offset operating costs. Kieran explained how the leak detection equipment works at Council member Whiting's request. Customers are pre notified of an impending change to technology based meters but are not notified when the meter change out has been completed unless they happen to be at home at the time of the work. Of the 4,000 changes to date only three have rejected the new type meter. Vice Mayor Nye commented how meaningful it is to them when these changes provide better customer service and efficiency.

Kieran concluded that the water team was informed recently that Jeremiah will be moving to Rio Rancho as the project manager over there. He is sad to see him go.

No action was taken.

7. Adjournment

Mayor Skoog adjourned the meeting at 7:12 p.m.





*Diane Russell*  
Diane Russell, Town Clerk

APPROVED:

*Harvey Scoog*  
Harvey Scoog, 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 Work Study Meeting of the Town Council of the Town of Prescott Valley, held on Thursday, January 16, 2014.

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

Dated this January 22, 2014

*Diane Russell*  
Diane Russell, Town Clerk

