TOWN OF PRESCOTT VALLEY
REGULAR COUNCIL MEETING
MINUTES
April 10, 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. INVOCATION

Pastor Don Tjiema of Mountain Valley Church of God gave the Invocation.

3. PLEDGE OF ALLEGIANCE

Youth Chamber of Commerce member Jacob Midkiff led in the recitation of the Pledge of Allegiance.

4. ROLL CALL

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

5. SCHEDULED ANNOUNCEMENTS & PRESENTATIONS

a. Chamber of Commerce

Chamber CEO Marnie Uhl introduced Jody Drake representing the Blue Rose Heritage and Culture Center who updated the Council about upcoming events. Call 928.227.2737 for information.

Marnie introduced Virginia Platisha owner of the Bella Luna Beauty Salon and Supply who told about the services they provide. They are located on 3147 N. Robert Rd. Call 928.583.8324 for more information.

a. Stay Alive, Don't Text and Drive

Bill Suedmeyer introduced officers and members of the Prescott Valley School Youth Chamber Volunteer Club. This is Bill's 10th year with the school. The club's program for the year is "Stay Alive. Don't Text and Drive". They ask people to sign a petition to pledge not to text and drive.

For the tenth year in a row the group will be receiving the President's Volunteer Service Award based on total hours volunteered in the community.

6. PROCLAMATIONS

a. Stay Alive, Don't Text and Drive

Town Clerk Diane Russell read the proclamation after which it was presented to Bill Suedmeyer and officers of the Prescott Valley School Youth Chamber Volunteer Club by Mayor Skoog.

7. COMMENTS/COMMUNICATIONS

Council member Whiting commented that "Stay Alive. Don't Text and Drive" is a great message and we are learning about the impact of texting and driving. Council will support the effort.

8. CONSENT AGENDA

a. Approving the March 27, 2014 Council meeting minutes

b. Approving a new Series 9S Liquor License Application for Fry's Food & Drug located at 3100 N. Glassford Hill Rd.; Robert J. Nelson, applicant

c. Approving distribution of NCU funds as follows: $25,000 to the Boys & Girls Club, $15,000 to the Hungry Kids Project, and $10,000 to the Big Brothers Big Sisters organization

d. Approving the purchase of ExecuTime software

e. Approving the purchase of hiring software in the amount of $19,516 along with $1,275 kiosk workstation

f. Approving Accounts Payable for March 18 to March 30, 2014

Council Member Mallory made the MOTION, seconded by Council Member Marshall, to approve all items listed on the consent agenda, by electronic vote. MOTION carried with 7 ayes and 0 nays.

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

a. Consideration of appointing Larry Renken to the Planning and Zoning Commission

Council Member Anderson stated that one position on the Planning and Zoning Commission became open when Charles Musarra resigned effective March 10, 2014. Charles Musarra was first appointed to the Planning and Zoning Commission on April 26, 2012 to a partial term with a

renewal date of October 31, 2012 and then reappointed to a second term with a term renewal date of October 31, 2015.

The vacancy was advertised and one (1) application was received. Vice Mayor Lora Lee Nye and Council members Rick Anderson and Mary Mallory conducted the interview and are recommending the appointment of Larry Renken to fill the vacancy made by Charles Musarra's departure, with a term renewal date of October 31, 2015.

Larry Renken came forward to say how much he appreciates this opportunity to give back to the Town of Prescott Valley.

Council Member Anderson made the MOTION, seconded by Council Member Mallory to appoint Larry Renken to a term expiring October 31, 2015 on the Planning and Zoning Commission, by electronic vote. MOTION carried with 7 ayes and 0 nays.

b. *Consideration of appointing Ronald Owsley to the Building Board of Appeals*

Council member Anderson said one position on the Building Board of Appeals became open when Bruce Hertzog resigned effective January 23, 2014. Bruce Hertzog was first appointed to the Building Board of Appeals on January 10, 2013 to a partial term with a renewal date of September 5, 2014. This renewal date should have been September 5, 2013. Due to this error the term renewal date of September 5, 2015 will be offered to the successor. This will correct the staggering of the term dates per the by-laws.

The vacancy was advertised and one (1) application was received. Vice Mayor Lora Lee Nye and Council members Rick Anderson and Mary Mallory conducted the interview and are recommending the appointment of Ronald Owsley to fill the vacancy made by Bruce Hertzog's departure, with a term renewal date of September 5, 2015.

Ronald Owsley said it is an honor and pleasure to be here in the Town of Prescott Valley. Prescott Valley is so easy to work with and such a delight. We enjoy everything about it.

Council Member Mallory made the MOTION, seconded by Council Member Anderson, to appoint Ronald Owsley to a term expiring September 5, 2015 on the Building Board of Appeals, by electronic vote. MOTION carried with 7 ayes and 0 nays.

c. *Consideration of authorizing the first reading of Ordinance No.790 by title only on two separate occasions, then place the same on final passage (Cooperative Purchasing)*

Deputy Town Attorney Stephen Zraick said the purpose of this amendment is to modify the purchasing procedure broadening it to other public entities to include federal, nonprofit agencies, school districts or other public entities. The purchasing procedure language will mirror the purchasing policy the Town is practicing now. Town Attorney Ivan Legler said this has been sitting on his task list for about ten years and Steven was able to get it done.

Council Member Mallory made the MOTION, seconded by Council Member Grossman, to read Ordinance No.790 by title only on two separate occasions, and then place the same on final passage, by electronic vote. MOTION carried with 7 ayes and 0 nays.

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

d. *Consideration of authorizing the Mayor to sign Resolution No. 1871 declaring as a public record a document entitled "Amendments to Chapter 7 'Building,' 2012"*

Community Development Director Richard Parker said that we adopt standard building codes to enable builders to build to a common standard. The last codes adopted were the 2006 International Building Code and the several series of actions this evening will put in place the adoption of the most current Codes with some very minor modifications. The Town does this along with the other municipalities and the county to ensure that everyone is working from the same page in this region. Parker complimented Ron Owsley on the Building Board of Appeals, and staff members Woody Lewis, Paul Macari, Kristi Jones and Carol Cornell for their work on it.

Council Member Mallory made the MOTION, seconded by Council Member Grossman, to authorize the Mayor (or, in his absence, the Vice Mayor) to sign Resolution No. 1871 declaring as a public record a document entitled "Amendments to Chapter 7 'Building,' 2012" (said document being adopted by reference in Ordinance No. 788), by electronic vote. MOTION carried with 7 ayes and 0 nays.

e. *Consideration of approving the reading of Ordinance No. 788 on two separate occasions by title only, then place the same on final passage*

Council Member Mallory made the MOTION, seconded by Vice Mayor Nye, to read Ordinance No. 788 on two separate occasions by title only, and then place the same on final passage, by electronic vote. MOTION carried with 7 ayes and 0 nays.

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

f. *Consideration of authorizing the Mayor to sign Resolution No. 1872 declaring as a public record a document entitled "Amendments to Chapter 15 "Manufactured Homes, Mobile Homes, Factory-Built Buildings, and Accessory Structures" 2012"*

Council Member Marshall made the MOTION, seconded by Council Member Mallory, to authorize the Mayor (or, in his absence, the Vice Mayor) to sign Resolution No. 1872 declaring as a public record a document entitled "Amendments to Chapter 15 'Manufactured Homes, Mobile Homes, Factory-Built Buildings, and Accessory Structures' 2012" (said document being adopted by reference in Ordinance No. 789), by electronic vote. MOTION carried with 7 ayes and 0 nays.

g. *Consideration of approving the reading of Ordinance No. 789 on two separate occasions by title only, then place the same on final passage*

Council Member Mallory made the MOTION, seconded by Vice Mayor Nye, to read Ordinance No. 789 on two separate occasions by title only, and then place the same on final passage, by electronic vote. MOTION carried with 7 ayes and 0 nays.

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

h. *Consideration of authorizing the Mayor to sign Resolution No. 1874 adopting Final Development Plan/Condominium Plat FDP14-001 for Windsong Medical Park*

Planner Carmen Ogden said we received a request by Windsong Medical Park LLC, for a Final Development Plan and Condominium Plat to create eight (8) condominium units and a common area within an existing Medical Building complex, comprising 17,750 exterior square feet on an approximately two (2) acre parcel located at 3200 N. Windsong Drive (approximately 400' north of Florentine Road adjacent to Yavapai Regional Medical Center (YRMC) Del Webb Outpatient clinic).

The subject area was developed in several phases from 1994 to 2001. In 2002 the 2 acre site was rezoned from RS (Residential and Services) to RS PAD (Residential and Services - Planned Area Development) to allow for variations in site development layout as provided for in Article 13-19 (Planned Area Development). Subsequently a Final Development Plan was approved by Resolution No.1373 on August 11, 2005 for Windsong Medical Park that included development of a new 2 story, 12,740 square foot medical office building in conjunction with the existing six (6) buildings which are also used for medical offices. More recently on March 10, 2014, the Planning and Zoning Commission approved a Preliminary Development Plan (PDP13-005) for creation of 8 condominium units for the medical park, now comprising 17,750 exterior square feet. In the related Condominium Plat, the owners wanted to add an additional 416 square feet of office area. Per Town Code §13-19-080(1)(b) this required an amendment to the earlier PAD and inclusion in the Condominium Plat.

Co-owner of the property Nita Laucher Morris said this was the first medical office property in Prescott Valley. The commercial condos will be individually owned condominium units; no residential components are included. This property is adjacent to the YRMC Hospital and Del Webb properties.

Council Member Mallory made the MOTION, seconded by Council Member Marshall to authorize the Mayor (or, in his absence, the Vice-Mayor) to sign Resolution No. 1874 adopting a Final Development Plan and Condominium Plat FDP14-001 for Windsong Medical Park, by electronic vote. MOTION carried with 7 ayes and 0 nays.

10. *COMMENTS FROM THE PUBLIC*

No comments were forthcoming.

11. *MOTION TO CONVENE INTO EXECUTIVE SESSION in order to conduct the annual review and evaluation of the performance of Town Clerk Diane Russell. The executive*

session is scheduled pursuant to Arizona Revised Statutes Section 38-431.03(A)(1), which allows for discussion or consideration of employment, assignment or appointment of a public officer, appointee or employee.

Council Member Whiting made the MOTION, seconded by Council Member Grossman, to convene into Executive Session, by electronic vote. MOTION carried with 7 ayes and 0 nays.

12. [Recess into Executive Session]

Mayor Skoog recessed the Regular Session at 6:18 p.m.

13. [Reconvene into Regular Session]

Council reconvened into Regular Session at 6:33 p.m.

14. ACTION (IF ANY) RELATED TO EXECUTIVE SESSION ITEMS

Council member Mallory made the MOTION, seconded by Council member Whiting, to approve the Town Clerk Diane Russell's evaluation ranked as Far Exceeds Expectations – level 5. MOTION passed with 7 ayes and 0 nays.

15. ADJOURNMENT

Council member Marshall made the MOTION, seconded by Council member Whiting, to adjourn the meeting. MOTION carried UNANIMOUSLY. Mayor Skoog adjourned the meeting at approximately 6:35 p.m.

ATTEST:

Diane Russell, Town Clerk

APPROVED:

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, April 10, 2014.

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

Dated this April 14, 2014

Diane Russell

Diane Russell, Town Clerk