



TOWN COUNCIL  
REGULAR MEETING

Council Chambers/Library Auditorium 7401 E. Skoog Blvd. Prescott Valley, Arizona 86314, at 5:30 p.m.

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**MEETING MINUTES**

**June 13, 2024**

**1. CALL TO ORDER AND ROLL CALL**

**Present:**

**Kell Palguta, Mayor**  
**Lori Hunt, Vice Mayor**  
**Kendall Schumacher, Council Member**  
**Brenda Dickinson, Council Member**  
**Michael Greer, Council Member**

**Absent:**

**April Hepperle, Council Member**  
**Lucy Leyva, Council Member**

Mayor Palguta called the meeting to order at 5:30 p.m.

**2. INVOCATION AND PLEDGE OF ALLEGIANCE**

Pastor Jeff Jackson with Christ's Church of Prescott Valley gave the invocation. Following, Boy Scout Troop 7330 led the recitation of the pledge of allegiance.

**3. SCHEDULED ANNOUNCEMENTS & PRESENTATIONS**

**3a. Library Services & Technology Act (LSTA) Grant Awards Announcement [Casey Van Haren, Community Services Director & Michele Hjorting, Public Services Manager]**

Casey Van Haren, Community Services Director, discussed the total amount of LSTA grant funding received over the last thirteen years. She explained the criticality of such awarded monies to fund library operations, support often underfunded public services, and to enhance the availability of technology resources. She then introduced Public Services Manager Michele Hjorting.

Michele Hjorting further discussed how grant funds will be used to include the addition of a qualified part-time Community Resource Specialist to connect the community to resources. Additionally, the Town will bring in professional speaker and ASU professor, Dr. Sarah Tracy, who specializes in organizational communication, emotional wellness at work, compassion and leadership, in an effort to cultivate joy in the workplace.

#### **4. CALL TO THE PUBLIC**

**Public Comment #1:** Resident Steve Caros shared he was contacted by a number of individuals who expressed concern that letters written by residents were being edited to show community support for the Lakeshore 650 project. He vocalized additional concern that the Citizens Water Advocacy Group (CWAG) was excluded from the water focus groups and questioned the professionalism and ethical governance of the Town.

**Public Comment #2:** Resident Sandy Cordova vocalized the need for quality health care and recommended creative solutions be looked at given the overstretched medical staff and extended wait times. She shared personal experience when being seen by an ophthalmologist and asked how the Town can justify residential building without first meeting the medical and adequate infrastructure needs of residents.

**Public Comment #3:** Resident Bill Williams advised everyone to pay close attention to ethics in government and cautioned how extreme it can get when citizen groups have to sue local government due to a disregard for citizen concerns. He discussed the lawsuit regarding a proposed mining operation and expressed interest in what Chief Ticer has to say this evening regarding human trafficking.

**Public Comment #4:** Resident Tim Reynolds discussed his attendance at the Glassford Dells Regional Park Open House. He expressed a desire to have a view of Glassford Hill, being a resident on the east side. He noted that during the Open House there were very nice pictures displaying walking and biking paths, ramadas, chalets, and other amenities but was informed that a picture of the chairlift was not included given the ongoing controversy. He recommended the Town put the regional park project forward for a public vote.

**Public Comment #5:** Resident Charles Morrison discussed sheds that were built on industrial property and used for affordable housing without having to undergo rezoning. He emphasized the need to implement activities for the Town's younger population and the need for the Town to provide better assistance to homeless Veterans.

#### **5. COUNCIL COMMUNICATIONS: SUMMARY OF CURRENT EVENTS**

Vice Mayor Hunt welcomed the Boy Scout Troop in attendance and congratulated the Prescott Valley Police Department for the funding received, addressing agenda item 7f. She then announced that the Coalition for Compassion & Justice is accepting cases of water for donation.

#### **6. MANAGER'S REPORT: SUMMARY OF CURRENT EVENTS**

Town Manager Gilbert Davidson advised that the monthly report for May is now available on the Town's website. Following, Town Manager Davidson announced that there will be one additional meeting held on June 27, 2024 with no meetings scheduled during the month of July.

#### **7. CONSENT AGENDA**

- 7a.** Regular Town Council Meeting Minutes of May 9, 2024 - Consideration & Possible Action (Approve) [Fatima Fernandez, Town Clerk]

- 7b. Routine Destruction of Records per State-Approved Retention Schedule - Consideration & Possible Action (Approve) [Fatima Fernandez, Town Clerk]
- 7c. Series 7 & 12 Permanent Extension of Premise/Patio Permit, The Sanctuary Kitchen and Tap House - Consideration & Possible Action (Recommend Approval) [Fatima Fernandez, Town Clerk]
- 7d. Amended Planning & Zoning Commission By-Laws corresponding to Town Code 13-29-020(B) - Consideration & Possible Action (Ratify) [Ernest Rubi, Deputy Director Development Services Department]
- 7e. Reversionary Plat RP24-003, Portion of Desert Pines - Consideration & Possible Action (Approve) [Ernest Rubi, Development Services Deputy Director]
- 7f. Arizona Department of Public Safety (DPS) Anti-Human Trafficking Agreement - Consideration & Possible Action to (Approve) [Chief Bob Ticer]
- 7g. Additional Designation of Signature Authority - Consideration & Possible Action (Approve) [CYMPO]

Council Member Kendall Schumacher made the MOTION, seconded by Council Member Brenda Dickinson to approve all items listed under Consent Agenda by electronic vote.

Council Members voted as follows: Mayor Kell Palguta YES, Vice Mayor Lori Hunt YES, Council Member Kendall Schumacher YES, Council Member Brenda Dickinson YES, and Council Member Michael Greer YES. NAYS: none. ABSENT: Council Member April Hepperle and Council Member Lucy Leyva. MOTION PASSED with 5 ayes, 0 nays, 2 absent.

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

- 8a. Prescott Valley IT/GIS Strategic Plan - Discussion Only [BerryDunn]

Casey Danner, IT Director, advised that in October of 2023, after a thorough request for proposal process, the Town engaged BerryDunn to assist with the development of a five-year IT and GIS strategic plan to help provide a road map for future projects and business processes. During the engagement, Berry Dunn met with IT staff as well as representatives from other departments assessing key issues and opportunities to develop projects and initiatives. Director Danner introduced Project Manager Don Begin and Engagement Manager Erin Provazek to discuss project results.

Following introductions, Don Begin reviewed project drivers, objectives, work performed and stakeholder participation.

Erin Provazek highlighted the importance of stakeholder engagement to strategize the future of technology within the Town. She noted two tracks were developed, one to address IT technology and another to address GIS specific projects and initiatives, with a combined total of 41 projects. She summarized plan projects with estimated costs and estimated resource hours. She then discussed the need to establish IT and GIS governance committees to oversee the execution of projects and to continue the discussions every year to assess current projects and incorporate any additional projects necessary.

Council Member Schumacher inquired whether GIS technology will be made available for public use and requested GIS be defined.

Erin Provazek confirmed GIS technology will be made available for public use.

Director Danner clarified GIS stands for geographic information system. He noted the strategic plan includes various projects that incorporate internal staff usage as well as citizen facing applications.

Council Member Schumacher commented on the use of GIS for landscapers and realtors.

Council Member Dickinson requested an example of one of the projects being considered.

Erin Provazek identified that replacing the Town's enterprise resource planning (ERP) system is the highest priority project identified which will be a multi-year project in order to select, procure, and implement.

Council Member Dickinson inquired on the number of individuals that will be involved in that specific project.

Erin Provazek replied upwards of fifty actively engaged individuals could be involved.

Vice Mayor Hunt asked Director Danner how many of the projects were included in the FY2024-25 budget.

Director Danner explained staff resources will begin being devoted and that money has been set aside in the budget to start getting a consultant to look at and assist with the replacement of the Town's ERP system.

Vice Mayor Hunt questioned whether this would feed into the capital improvement projects for the Town.

Town Manager Davidson advised that this five-year rolling technology plan will become a component of the overall strategy with the Town's capital planning.

Vice Mayor Hunt asked if BerryDunn provided a list of grants to assist with project funding.

Director Danner specified that one of the items listed is to start looking to see how the Town can use grants more effectively for both GIS and IT.

Discussion was closed.

**8b. ZMC24-003 Re-zoning Portion Desert Pines - Consideration & Possible Action (Public Hearing, 1st Reading) [Ernest Rubi, Development Services Deputy Director]**

Mayor Palguta opened the public hearing.

Ernest Rubi, Development Services Deputy Director, explained the item before the Town Council is a re-zoning for a portion of the Desert Pines project. The proposal is to resolve an issue related to Final Development Plan FDP21-004 approved in 2022 for the Desert Pines Manufactured Home Park, a 185-space Manufactured Home Park adjacent to the Villages at Lynx Creek. Deputy Director Rubi provided additional background on the prior approved Final Development Plan FDP21-004. As part of due diligence for transferring ownership of Desert Pines, it has recently been noted that a small portion of FDP21-004 located at the terminus of Village Way and Mountain Brush Drive was also part of a plat for the adjacent Villages at Lynx Creek. Unfortunately, this portion was never formally abandoned from the Final Plat for Unit 1 (Phase 2) & Unit 2 of the Villages at Lynx Creek adopted back on March 18, 1993. In response to the request from the proposed new owners of Desert Pines, Town

staff has initiated re-zoning of the described small portion of FDP21-004 (+/- 0.5 acres) located at the terminus of Village Way and Mountain Brush Drive. A public hearing was held before the Planning & Zoning Commission on June 10, 2024, for this purpose and the Commission voted thereafter to recommend approval of ZMC24-003. Deputy Director Rubi identified that staff also recommends approval of this cleanup measure.

There were no comments from the public. Mayor Palguta closed the public hearing.

Vice Mayor Hunt asked what will go on the half acre.

Deputy Director Rubi explained the half acre includes a right of way where the old Village Way was proposed to go. In addition, there is a small portion of Lot 400 that will be open for replacement of a manufactured home.

Vice Mayor Lori Hunt made the MOTION, seconded by Council Member Brenda Dickinson to read Ordinance No. 2024-937 approving ZMC24-003 by title only on two separate occasions, then place the same on final passage by electronic vote.

Council Members voted as follows: Mayor Kell Palguta YES, Vice Mayor Lori Hunt YES, Council Member Kendall Schumacher YES, Council Member Brenda Dickinson YES, and Council Member Michael Greer YES. NAYS: none. ABSENT: Council Member April Hepperle and Council Member Lucy Leyva. MOTION PASSED with 5 ayes, 0 nays, 2 absent.

Town Clerk Fatima Fernandez read Ordinance No. 2024-937 by title only for the first reading.

**8c.** *Grant Agreement Arizona Water Infrastructure Finance Authority (WIFA) Rainwater Harvesting & Aquifer Recharge - Consideration & Possible Action (Approval) [Tracy Lund, Water Resources Advisor]*

Tracy Lund, Water Resources Advisor, discussed a grant awarded by the WIFA (Water Infrastructure Finance Authority of Arizona) Board of Directors to implement Rainwater Harvesting for Aquifer Recharge systems on municipal owned buildings including the Wheelhouse, Police Department, Prescott Valley Public Library, Civic Center as well as the installation of systems on two buildings owned by the Yavapai-Prescott Indian Tribe. Water Resources Advisor Lund reviewed the application process, key components of the project, total amount of grant funds received and identified the required completion date for the project. Following, she discussed project benefits.

Vice Mayor Hunt commented in favor of using grant funding to match grant funding for this project and noted this will assist in water conservation.

Tracy Lund shared additional support for the matched grant funding. She agreed that this project will assist in spearing activities statewide and will demonstrate successful recharge of stormwater into the aquifer.

Vice Mayor Hunt shared this may be fun project for the Boy Scouts to get involved in.

Mayor Palguta inquired on whether other communities have begun implementing a similar project.

Water Resources Advisor Lund replied that Prescott Valley is the only municipality conducting this particular project at the moment. She added that this project will assist the Town in identifying more details about how these systems function.

Mayor Palguta commented on the likelihood of other communities implementing similar projects once they see the success of this program.

Water Resources Advisor Lund then discussed the grant startup process for a Regional Conservation Partnership Program Grant (RCPP Grant). Additional agreements are required by the NRCS RCPP program that complement that initial grant agreement to include a financial agreement and companion confidentiality agreement covering aspects of the budget for in-the-ground land management activities and a supplemental agreement for technical assistance. The supplemental agreement for Financial assistance will be the final approval needed to proceed with grant implementation. The supplemental agreement will be brought to the Town Council at a later date.

Vice Mayor Lori Hunt made the MOTION, seconded by Council Member Kendall Schumacher to approve the grant Agreement with the Water Infrastructure Finance Authority of Arizona (WIFA) in the amount of \$714,274.40 to install Rainwater Harvesting for Aquifer Recharge systems by electronic vote.

Council Members voted as follows: Mayor Kell Palguta YES, Vice Mayor Lori Hunt YES, Council Member Kendall Schumacher YES, Council Member Brenda Dickinson YES, and Council Member Michael Greer YES. NAYS: none. ABSENT: Council Member April Hepperle and Council Member Lucy Leyva. MOTION PASSED with 5 ayes, 0 nays, 2 absent.

**8d. Grant Agreements USDA Natural Resources Conservation Partnership Program (RCPP) - Consideration & Possible Action (Approve) [Tracy Lund, Water Resources Advisor]**

Council Member Kendall Schumacher made the MOTION, seconded by Council Member Brenda Dickinson to approve a Confidentiality Agreement and Supplemental Agreement to continue towards final approval of an NRCS RCPP grant with the watershed restoration program by electronic vote.

Council Members voted as follows: Mayor Kell Palguta YES, Vice Mayor Lori Hunt YES, Council Member Kendall Schumacher YES, Council Member Brenda Dickinson YES, and Council Member Michael Greer YES. NAYS: none. ABSENT: Council Member April Hepperle and Council Member Lucy Leyva. MOTION PASSED with 5 ayes, 0 nays, 2 absent.

**8e. Restricted Parking Area, Coyote Springs Road - Consideration & Possible Action (Authorize Signature) [Bob Ticer, Police Chief]**

Police Chief Bob Ticer explained that the Town has received numerous complaints about cars parking in that area and found that the vast majority of the vehicles were parked there exclusively during daytime hours. This suggests the area is a convenient location for informal ridesharing. It is proposed that the Town Council consider adopting Resolution No. 2024-2377 designating a portion of Coyote Springs Road as “restricted parking” each day during the period from 11:00 p.m. to 6:00 a.m. The Prescott Valley Police Department will continue to monitor the area to see if this resolves the issue and takes care of concerns raised by the public.

Vice Mayor Hunt suggested Police Chief Ticer look at the area of Village Way and Bradshaw Mountain Road.

Council Member Brenda Dickinson made the MOTION, seconded by Council Member Kendall Schumacher to authorize the Mayor to sign Resolution No. 2024-2377, designating a portion of Coyote Springs Road as restricted parking between the hours of 11:00 p.m. and 6:00 a.m. each day by electronic vote.

Council Members voted as follows: Mayor Kell Palguta YES, Vice Mayor Lori Hunt YES, Council Member Kendall Schumacher YES, Council Member Brenda Dickinson YES, and Council Member Michael Greer YES.

NAYS: none. ABSENT: Council Member April Hepperle and Council Member Lucy Leyva. MOTION PASSED with 5 ayes, 0 nays, 2 absent.

## 9. ADJOURNMENT

Council Member Kendall Schumacher made the MOTION, seconded by Council Member Brenda Dickinson to adjourn the meeting (by electronic vote).

Council Members voted as follows: Mayor Kell Palguta YES, Vice Mayor Lori Hunt YES, Council Member Kendall Schumacher YES, Council Member Brenda Dickinson YES, and Council Member Michael Greer YES. NAYS: none. ABSENT: Council Member April Hepperle and Council Member Lucy Leyva. MOTION PASSED with 5 ayes, 0 nays, 2 absent.

Mayor Palguta adjourned the meeting at 6:27 p.m.

ATTEST:

APPROVED:

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Fatima Fernandez, Town Clerk

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Kell Palguta, Mayor

STATE OF ARIZONA)  
COUNTY OF YAVAPAI)

ss:  
TOWN OF PRESCOTT VALLEY)

### CERTIFICATE OF COUNCIL MINUTES

I, Marissa Greenwood, Deputy 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 June 13, 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this August 8, 2024

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Marissa Greenwood, Deputy Town Clerk