



TOWN COUNCIL  
STUDY SESSION

Council Chambers/Library Auditorium 7401 E. Skoog Blvd. Prescott Valley, Arizona 86314, at  
3:00 p.m.

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**MEETING MINUTES**  
**March 07, 2024**

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

**Present:**

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

**Absent: None.**

Mayor Palguta called the meeting to order at 3:00 p.m.

Council Member Kendall Schumacher arrived at the meeting at 3:07 p.m.

**2. DISCUSSION ITEMS(S):**

- 2a.** Central Yavapai Metropolitan Planning Organization (CYMPO) Update  
(Discussion Only) [Vincent Gallegos, CYMPO Executive Director]

Vincent Gallegos, CYMPO Executive Director, explained CYMPO's mission and vision, shared a brief history of the organization and touched on the planned boundary expansion within Yavapai County. He identified those serving as CYMPO Executive Board Members and detailed the request for thirty-three million dollars to fund improvements to SR89 between Roads 3 and 5 North and SR89A eastbound on-ramps and to apply towards regional pavement preservation.

Bryn Stotler, CYMPO Planner, explained the role of CYMPO and provided roadway planning project updates on the Sundog Connector, State Route 69 Corridor Master Plan, Northern Arizona Regional Transportation Safety Plan and Central Yavapai Active Transportation-Unified Plan (ACT-UP). She encouraged citizens to take part in their community surveys and presented a brief overview of CYMPO's 2025 – 2050 Regional Transportation Plan (RTP).

Leslie Contreras, CYMPO Planner, advised that CYMPO will be starting a road safety assessment in Prescott Valley from Robert Road to the base of Mingus Mountain. She shared crash and fatality statistics within that corridor and explained the goal of determining whether improvements can be made. Contreras discussed ongoing efforts to increase community engagement and raise awareness of CYMPO's projects.

Michael Lamar, CYMPO Regional Development Manager, discussed regional environmental initiatives and transit. He detailed environmental initiatives currently under consideration including master planning Glassford Dells Park and highlighted the benefits of having well-planned trail systems, an ecotourism plan, and a regional transit system. Lamar shared CYMPO's regional transit partners (YavaLine, Yavapai Regional Transit and Yavapai Apache Indian Tribe) and discussed ongoing efforts in reaching out to other transit providers in the community.

Pedro Rodriguez, Transit Manager, shared microtransit data and discussed the service area phases, including the soft launch of Phase II.

Gallegos announced that CYMPO will be hosting the AZ Rural Transportation Summit in October 2024.

Mayor Palguta commented on CYMPO's use of social media and commended the CYMPO team for their accomplishments.

**2b. Townwide Speed Study Results and Recommendations – Discussion Only [John Litteer, Town Engineer]**

Parker Murphy, Town Traffic Engineer, provided background on speed studies and indicated that nineteen corridors were identified for the Town's speed study. Each study reports the average speed, 85<sup>th</sup> percentile speed, daily traffic volume and number of recorded collisions from 2017 through 2021. Murphy summarized the recommended changes to include increasing the Granville area collector roadways from 25-MPH to 30-MPH, Robert Road from Roundup to SR89A from 30-MPH to 35-MPH (further study required due to impacts related to school traffic), Santa Fe Loop Road from 25-MPH to 30-MPH, StoneRidge Drive from 35-MPH to 40-MPH (following the buildout of the five-lane cross section), Tuscany Way from 25-MPH to 30-MPH, and Viewpoint Drive, north of 89A, from 30-MPH to 35-MPH (following the widening of Viewpoint Drive to a three-lane cross section). Murphy

advised Council he can present detailed information regarding the speed and volume data if Council wishes.

Mayor Palguta stated Council has received all of the information in their packet and inquired on where the public should be directed if they have questions.

Parker Murphy requested that a Public Records Request be submitted. He advised that the consultant provided the Town with the finalized reports this week and that he would be happy to answer any questions regarding those reports.

Mayor Palguta recommended the information be added to the Town's website.

Town Manager Gilbert Davidson added that the finalized reports will be brought to Council for their formal approval at a later date and that this is just a preview.

Vice Mayor Lori Hunt welcomed Parker Murphy to the team and commented that she liked that the speed limits would be adjusted once roads are in their final form.

Council Member Brenda Dickinson inquired whether the study recommended any reduction in speed for any of the Town's roadways.

Parker Murphy advised that a lot of the roadways analyzed were already posted at 25-MPH, which is the minimum speed the Town would post. He added that there was crash data provided in all of the reports, but none of the provided crash data led to the recommendation for speed reductions in any of the Town's roadways.

Council Member Brenda Dickinson commented she was thinking specifically in the vicinity of schools or blind spots.

Parker Murphy indicated the speed study looked at free flow speed along the corridor and the traffic volume. Any additional warning signs would be handled outside of a speed study.

**2c. Neighborhood Services Department Update (Discussion Only) [Stephanie Robinson, Neighborhood Services Director]**

Stephanie Robinson, Neighborhood Services Director, discussed the department's creation, purpose and current process of analyzing needs and capacity. She noted the department currently has four divisions including Code Compliance, Animal Service, Housing Services and Community Engagement, highlighting that the department is actively in the process of recruiting a grant coordinator. She specified that their department would need staff to handle the resources, funding and compliance responsibilities that come about with a CDGP program, should the Town of Prescott Valley become an entitlement community. Director Robinson presented an overview of the steps taken when building the department, including a review of the policies and procedures, touring neighborhoods, and meeting with stakeholders, while

looking for opportunities to be a better resource for community residents. She discussed the planning phase of building the department to include reviewing department capacity, submitting budgetary items for FY24-25, collaborating with other departments, and identifying department initiatives. From there the department will move to the implementation phase and will look at the operating authority for the department, utilizing communications and marketing to communicate with residents, and evaluating programs regularly to identify what is and is not working well.

Director Robinson noted the intended plan to ensure all staff involved with property maintenance have been properly trained in International Property Maintenance Code and discussed additional required training and certifications. She emphasized the need to work with Development Services on the zoning ordinance, partnering with Public Works as it relates to the scheduled Clean Up Days, and connecting with Yavapai County in order to implement a similar program to A Home of Your Own. Additionally, she discussed working with Human Resources to develop a volunteer list to assist in resolving code compliance issues either in a physical or resourceful capacity.

Director Robinson summarized department accomplishments to date, to include an application submission for a two hundred-thousand-dollar grant with the Arizona Department of Housing, and opportunities for improvements through adjustments to Town Code, innovative attainable housing initiatives, neighborhood clean-up/bulk trash events, graffiti abatement, and through a balanced score card. She noted the department has conducted a complete assessment of the inspection process including but not limited to identifying redundancies, enhancing communications with residents, updating forms, implementing a new Compliance Action Form to address seasonal repairs or time extensions, updating the appeal process, providing options for staff to charge violations as a civil versus criminal matter, instituting a skip-tracing process to identify the responsible party (their properties) and developing an interactive website to aid in communication and compliance.

Vice Mayor Hunt shared appreciation for the organized training that was brought to Prescott Valley. Following, she introduced Mike Kimmel, Executive Director of Agape House, Suzanne Palombi with A Safe Place, Bert Hunt with House of Hope, and Dene Hunt with Village of Hope. She shared she was happy to hear that the department is looking into the A Home of Your Own program and expressed her excitement towards the department already having volunteers. Vice Mayor Hunt then requested Director Robinson discuss housing goals further.

Director Robinson stressed the importance of receiving the applied for grant funds and detailed the four housing goals including preserving the existing housing stock, exploring additional attainable housing goals, reviewing community development activities, and ensuring transparency in government.

Vice Mayor Hunt commented on the necessity of the CDBG program given the community's size and noted the grant writer position is long overdue.

Mayor Palguta extended appreciation to Director Robinson and requested she explore options for roll off dumpsters given some residents may not have the opportunity to utilize the dump day.

Director Robinson replied that the Neighborhood Services Department, in collaboration with Public Works, has explored that option. She further noted that there may be some opportunities to schedule throughout the year within current program funding.

Council Member Lucy Leyva shared she had the opportunity to meet one-on-one with Director Robinson and extended appreciation for Director Robinson's efforts.

**2d. Utility Box Mural Project (Discussion Only) [Coleen Bornschlegel, Arts and Culture Coordinator, Community Services]**

Coleen Bornschlegel, Arts and Culture Coordinator, Community Services, explained that utility box murals are an inexpensive and unique way to beautify a community's business or residential districts while promoting the celebration of public art. Bornschlegel shared examples of utility box mural programs that have been incorporated in other communities, detailed the utility box art pilot program with APS and discussed project implementation to include proposed project sites, timeline, cost and funding options, project benefits, and next steps.

Vice Mayor Hunt inquired on whether there was an intended plan to use non-profits, school children or whether it would be a free-for-all with regards to submittals.

Bornschlegel commented that she would want to avoid a free-for-all, mentioning that one of the key components of this program in any community for it to be successful is to have high caliber artists and quality designs. She added that if they do not receive the designs or the number that they would like to select from then they would extend their reach to Yavapai County or even across the entire State of Arizona; however, they would like to first focus on reaching out to local artists.

Vice Mayor Hunt commented on the possibility of local artists partnering with non-profits or schools.

Bornschlegel shared she will be reaching out to schools to include high school level art classes.

Vice Mayor Hunt requested to schedule this same presentation for the next Friends of Prescott Valley Parks and Recreation meeting.

Bornschlegel replied absolutely.

Council Member Brenda Dickinson shared that at the Yavapai County Fair they often have artists displays from around the County and commented on the high school student art currently displayed in the library.

**2e. Sister Cities Update - Discussion Only [Skyler Barton, Assistant to the Town Manager]**

Skyler Barton, Assistant to the Town Manager, presented an update on the Town's status for developing a Sister Cities partnership. Barton explained the Sister City partnership and Sister Cities International (SCI) partnerships, reviewed the program benefits, and outlined Prescott Valley's search for a Sister City. Population was a major determinant as it determines similar infrastructure, size and scope of economy, demographics, and growth rates. Barton discussed the two potential candidates including Nuevo Casas Grandes located in Northern Mexico in the state of Chihuahua, and Chapala located in Central Mexico in the state of Jalisco. He then discussed the next steps and proposed sending letters of interest to both Mexican municipalities to begin discussions about building a Sister City partnership.

Mayor Palguta highlighted the importance of building such a relationship with another community of a similar size.

Council Member Brenda Dickinson recommended proceeding slowly and with caution considering the current climate. Dickinson requested to find out what the international organization has to say about safety and security, especially in regard to international travel.

Council Member Lucy Leyva commented that this is a great partnership that will make other cities aware of the existence of Prescott Valley.

### **3. ADJOURNMENT**

Mayor Palguta adjourned the meeting at 4:25 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 Study Session Meeting of the Town Council of the Town of Prescott Valley, held on March 7, 2024.

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

Dated this March 28, 2024

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Marissa Greenwood, Deputy Town Clerk