



MINUTES

**WICKENBURG COMMON COUNCIL
REGULAR MEETING
Monday, March 17, 2025 - 5:30 P.M.
155 N. TEGNER - COUNCIL CHAMBERS
WICKENBURG, ARIZONA 85390**

- A. **CALL TO ORDER** – Mayor Bratcher called the meeting to order at 5:30 PM
- B. **PLEDGE OF ALLEGIANCE** - Led by Councilmember Rebecca Rovey
- C. **INVOCATION** - Led by Pastor Jeffrey Hull, Faith Baptist Church
- D. **ROLL CALL**

Present: Mayor BG Bratcher
Vice Mayor Brian Jones
Councilmember Kristy Bedoian
Councilmember Shawn Clark
Councilmember Margaret Nyberg
Councilmember Rebecca Rovey

Absent: Councilmember Art Rubash

Staff Present: Troy Smith, Interim Town Manager
Trish Stuhan, Town Attorney
Tim Suan, Deputy Town Manager/Economic Development
Steve Boyle, Community Development Director
Amy Brown, Town Clerk
Les Brown, Police Chief
Robert Martinez, Finance Director
Tarah Mayerhofer, Human Resources Director
Ed Temerowski, Fire Chief
Herschel Workman, Public Works Director

E. MAYOR & COUNCILMEMBERS REPORT ON CURRENT EVENTS

- Mayor BG Bratcher started with a moment of silence in memory of Everett Sickles, who passed away on Saturday. Services will be on April 18th at Wickenburg Funeral Home. Mr. Sickles was on the Council from December 2014 until May 2016 and served as Mayor from December 2016 until May 2019.
- Councilmember Margaret Nyberg attended the Community Rodeo Association of Wickenburg (CRAW) fundraiser and Foundation for Senior Living (FSL) meeting.

- Councilmember Shawn Clark attended a basketball tournament in Ohio with the Wickenburg Christian Academy and the Guys Who Grill event put on by the Del E. Webb Center for the Performing Arts.
- Councilmember Kristy Bedoian paid tribute to Everett Sickles, as he was the main reason she ran for Council.
- Mayor BG Bratcher attended a BNSF Railroad meeting, Friends of Transit meeting, CRAW fundraiser, and met with Yavapai County Supervisor Brooks Compton.
- PROCLAMATION – First Responder’s Appreciation Day – April 5, 2025

F. TOWN MANAGER'S REPORT

- Troy Smith, Interim Town Manager, started with the Years of Services awards for employees and recognized Taylor for five years of service and Brandon Dalley and Corina Carrasco for fifteen years of service.
- Interim Town Manager Troy Smith reported that the town received the zoning code from the consultants and will be reviewing the information. The town also received the first batch of title reports for the Lewis Addition Road area with 12 of the 56 received. The issue now is that there needs to be a release from the lender also, if they have a mortgage company. Council asked for an update on the timing at the next Council meeting. SB1229 is called the starter home act but takes away local control on housing, with no guarantees that the homes will be affordable. SB1013 and SCR1008 will prohibit cities and towns from increasing any assessment, tax or fee without a 2/3 vote of the Council. HB2222 requires any settlement of \$500,000 or more to be reported to the state 90 days prior to signing the settlement agreement, which will delay settlements.
- Upcoming events include: Town Talk on 03/18, Beer Fest on 03/22, West Fest on 04/04, Dump Days on 04/04 and 04/05, Make a Difference Day is 04/12, Rural Pitch competition is 04/17, swim team and summer camp signups start 04/01, on June 9th a class to receive a Home Health Aide Certification will start and also on June 9th there will be a class for an Electronic Health Records Management Certification.
- Interim Town Manager Troy Smith reported on two events for the police department to highlight the great job they are doing. On Saturday night, an officer encountered a wrong way driver at 163rd and US-60 and eventually stopped the vehicle to avoid any collisions, with the driver highly intoxicated. On Sunday night, there was a stolen vehicle with a pursuit in which officers deployed stop sticks and apprehended one of the suspects.

G. FINAL CALL for Request to Speak Cards to be turned into the Town Clerk.

H. CALL TO THE PUBLIC

- Vern Correa, Out-of-Town Resident, reported that the football teams need a field prior to five years in the future.

I. NEW BUSINESS

1. Action on the Consent Agenda -

MOVED BY Vice Mayor Brian Jones to approve items a, b, and c of the consent agenda

SECONDED BY Councilmember Rebecca Rovey

VOTE: 6 – 0 (Yes – Mayor Bratcher, Vice Mayor Jones, Councilmembers Bedoian, Clark, Nyberg, and Rovey)

- a. Consideration and Action to Approve the Minutes of the Special Meeting of February 24, 2025 and the Regular Meeting of March 3, 2025

By a 7-0 vote under the Consent Agenda, Council moved to approve the minutes of February 24, 2025 and March 3, 2025.

- b. Consideration and Action Approving an Agreement for Architectural / Engineering Services with Consor North America, Inc. for Engineering and Design Services for the Headworks Improvement Project in an Amount Not to Exceed \$196,653.00

Hershel Workman, Public Works Director, reported in his Council routing form that the Town of Wickenburg has recognized the need for critical improvements to the Wastewater Treatment Plant (WWTP) headworks and grit removal systems, which are essential components of the overall treatment process. The existing systems, including the strainer, auger, and comminutor have reached the end of their service life, and ongoing maintenance and repair are becoming increasingly unsustainable. These systems play a pivotal role in protecting downstream mechanical components and contribute to reducing wear on physical infrastructure. The headworks system currently operates at approximately 80% of its designed capacity, and its lack of redundancy and performance under peak flow conditions have contributed to degraded system efficiency.

Similarly, the existing grit removal system, which includes an aerated vault, is operating at approximately 90% of its designed capacity. The system has also been assessed to be in poor condition, with components expected to fail within the next 5 years or less. Like the headworks system, the grit removal system is critical to protecting downstream infrastructure and ensuring the efficient operation of the WWTP. The lack of redundancy and underperformance during peak flow conditions have further exacerbated operational inefficiencies and maintenance challenges.

The proposed agreement will enable Consor to provide design services, permitting support, and limited post-design services during construction (SDS), including bid support, shop drawing review, testing and inspection

review and approval of construction application support, observation of structural formwork, reinforcement and concrete placement, equipment placement, equipment demonstration and commissioning, limited training, development of operations and maintenance (O&M) manuals and record documents, and support the final regulatory approval and Project close-out effort.

The approval of this agreement with Consor North America will allow the town to proceed with critical infrastructure improvements that are essential for maintaining reliable wastewater treatment and meeting regulatory requirements.

By a 7-0 vote under the Consent Agenda, Council moved to approve the agreement for architectural/engineering services with Consor North America, Inc. for the Headworks Improvement Project, for an amount not to exceed \$196,653.00.

- c. Consideration and Action on the Sale of Real Property Consisting of an Approximately 0.5-Acre Triangular Portion of a Larger 48-Acre Parcel, Situated at the Northwest Corner of North Industrial Drive and Sabin Brown Road through Bid 25-01 to Benner-Nawman Inc.

Tim Suan, Deputy Town Manager, reported in his Council routing form that at the February 24, 2024, council meeting, the Council directed staff to solicit bids for town-owned property adjacent to Benner Nawman in response to a letter of interest from the company, which sought to purchase the land for an expansion project. To facilitate the bidding process, Benner Nawman covered the costs of the required surveys and appraisal. The town then solicited sealed bids through Bid 25-01, receiving a single bid from Benner Nawman Inc.

The subject property is an approximately 0.5-acre triangular portion of a larger 48-acre parcel, located at the northwest corner of N. Industrial Drive and Sabin Brown Road, identified as Maricopa County Assessor's Parcel No. 505-41-008R, 3410 West Wickenburg Way, Wickenburg, AZ 85390.

The purpose of this item is for the Council to now consider whether to accept or reject the highest bid. The Council has the option to reject all bids if it determines not to proceed with the sale. If the bid is awarded, the property will enter escrow and is expected to close within 30 days.

By a 7-0 vote under the Consent Agenda, Council moved to approve the sale of an approximately 0.5-acre triangular portion of a larger 48-acre parcel, located at the northwest corner of N. Industrial Drive and Sabin Brown Road, to the highest qualified bidder through Bid 25-01 and authorize the Mayor, Town Manager, and Town Attorney to take all necessary steps to complete

the sale in accordance with the bid documents, with the cost of the survey and appraisal, up to \$2,925, applied toward the purchase of the property.

2. Presentation as Required by the Arizona Auditor General Regarding the Audit Results for Fiscal Year Ending June 30, 2024

Robert Martinez, Finance Director, introduced Richard Gillespie from CWDL, the town's audit firm.

Richard Gillespie, CWDL Certified Public Accountants, reported that their firm comes in to review a lot of documents. Staff are very cooperative and helpful in providing all the information for the audit. Their company then puts together all the documents to provide final information to the Town Council. There are several documents that they have included in their audit and provided to the town, including the following:

- Annual Comprehensive Financial Report – This report starts with the introductory section with the transmittal letter and organizational chart. The second part is the financial section with the independent auditor's report being 3 pages with reasonable assurance about the financial statements being accurate, since they test a certain percentage of the transactions, but it is not an absolute assurance since not all transactions are tested. The last section is the statistical section with financial trends, revenue capacity, dept capacity, economic information, and operating information.
- Single Audit Report – This is to confirm that the town is following uniform guidance for federal grants. There were no deficiencies or non-compliance issues.
- The Government Auditing Report looks at the controls, disbursements and payroll. There were 2 findings and 1 significant finding. The two findings were for material weaknesses related to the year end closing and bank reconciliation process. The significant finding was that payroll was not always reviewed prior to payday.
- Highway User Fund (HURF) Report – This report looks at the HURF funds to make sure the expenditures are what is allowed, with no findings.
- Annual Expenditure Limitation Report – This compiles the information and then tests the final limit, which the town is under the limit.
- Governance Compliance Letter – This lists the significant audit findings as well as looks at risks. There are significant risks, but they are the risks that are standard for all towns. There were no disagreements with management on the audit.

3. Consideration and Action to Ratify the Emergency Change Order in the Amount of \$150,961.00 for Aquavida LLC dba Aquavida Pools for the Pool Remodeling Project and Authorize \$150,961.00 from General Fund Contingency

Herschel Workman, Public Works Director, reported that the municipal pool resurfacing project is currently underway, with the goal of enhancing the facility

and preparing it for the upcoming summer season. During the course of the resurfacing work, it was discovered that the sand filters, valves, and pumps located in the pool's equipment room are failing and leaking. This discovery was not entirely unexpected, as the equipment is over 20 years old, and the replacement of these components had already been identified as a priority for next year's budget.

Given the critical role these systems play in the proper functioning of the pool, immediate replacement is necessary to ensure the pool's operation. Unfortunately, because of the age and condition of the equipment, waiting until the next fiscal year to address this issue is no longer feasible.

The equipment failure requires the renovation of the equipment room and the replacement of the sand filters, pumps, and valves. The estimated cost for these repairs and upgrades is \$150,961. Additionally, due to long lead times for procurement, particularly for the sand filters, we face a window of approximately 10-12 weeks for delivery and installation. This means that any delays in securing the necessary equipment could result in missing the scheduled opening of the pool on May 26th, which coincides with Memorial Day.

In light of these urgent circumstances, an emergency change order was requested to proceed with the necessary repairs and equipment replacement. This change order ensures that the pool can open on time for the summer season and avoid potential disruptions to the community's use of the facility.

Approval of this change order is essential to move forward with the repairs and ensure the pool is operational by the planned opening date. Since this was not a budgeted item, the use of contingency funds is needed.

MOVED BY Councilmember Rebecca Rovey to approve and ratify the contract with Aquavida LLC dba Aquavida Pools and the emergency PO expenditure in the amount of \$150,961.00 to complete the Pool Remodeling Project and authorize the use of \$150,961.00 from General Fund Contingency

SECONDED BY Councilmember Margaret Nyberg

VOTE: 6 – 0 (Yes – Mayor Bratcher, Vice Mayor Jones, Councilmembers Bedoian, Clark, Nyberg, and Rovey)

J. EXECUTIVE SESSION - (Council May Vote to Go Into Executive Session Pursuant to A.R.S §38-431.03(A)(3) to Receive Legal Advice from the Town Attorney on Any of the Above Agenda Items.)

1. An executive session pursuant to A.R.S. § 38-431.03(A)(3) and (A)(7) for legal advice and discussion or consultation with the Town Attorney regarding the Town's position regarding Development of Commercial Hangars at the Town of Wickenburg Municipal Airport.

MOVED BY Councilmember Rebecca Rovey to adjourn into executive session at 6:16 PM

SECONDED BY Councilmember Margaret Nyberg

VOTE: 6 – 0 (Yes – Mayor Bratcher, Vice Mayor Jones, Councilmembers Bedoian, Clark, Nyberg, and Rovey)

The meeting was reconvened at 6:34 PM.

K. SCHEDULING OF FUTURE COUNCIL AGENDA ITEMS - None

L. ADJOURNMENT

MOVED BY Councilmember Kristy Bedoian to adjourn at approximately 6:34 PM

SECONDED BY Councilmember Rebecca Rovey

VOTE: 6 – 0 (Yes – Mayor Bratcher, Vice Mayor Jones, Councilmembers Bedoian, Clark, Nyberg, and Rovey)

BG Bratcher, Mayor

ATTEST:

Amy Brown, Town Clerk

CERTIFICATION

I, Amy Brown, the duly appointed and qualified Town Clerk of the Town of Wickenburg, do hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Town Council of Wickenburg, Arizona held on March 17, 2025. I further certify the meeting was duly called and held and that a quorum was present.

Amy Brown, MMC
Town Clerk