Town of Wickenburg

MINUTES

WICKENBURG COMMON COUNCIL
STUDY SESSION MEETING
Monday, May 5, 2025 - 2:00 P.M.
155 N. TEGNER - COUNCIL CHAMBERS
WICKENBURG, ARIZONA 85390

A. **CALL TO ORDER** – Mayor Bratcher called the meeting to order at 2:04 PM

B. **ROLL CALL**

Present:	Mayor BG Bratcher
	Vice Mayor Brian Jones
	Councilmember Kristy Bedoian
	Councilmember Shawn Clark (Arrived at 2:30 PM)
	Councilmember Margaret Nyberg
	Councilmember Rebecca Rovey
	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

C. **ITEMS OF BUSINESS**

1. Discussion and Direction to Staff Regarding the Proposed Draft Budget and Capital Improvement Plan for Fiscal Year 2025-26

   Troy Smith, Interim Town Manager, reported that this is the third budget workshop. The tentative budget is set for adoption on May 19th, which will set the expenditure limitation so the town then can't go above that overall amount. The final budget is set for approval at the July 7th meeting.

   Robert Martinez, Finance Director, reported that the current property tax rate is .4123 and the levy is $600,000. The Council wanted to keep the levy similar so there will be no Truth in Taxation hearing required. The property tax rate will be .3997 with the levy increasing to $615,000.

The General Fund restricted projected end of year fund balance is $22,103,499 with the details below:

- -Contingency $3,193,980
- -Capital Reserve $1,000,000
- -Reserve $5,476,519 (30%) – policy is 15%

The unrestricted fund balance for the General Fund is $12.433M.

Interim Town Manager Smith stated that the town keeps funds in a Local Government Investment Pool (LGIP) interest account that the town will draw from for paying bills. The town might look at a new account that would be a longer-term commitment to possibly invest the reserve fund. This will come back to the Council in the future to make this decision.

The Council requested a five-year Capital Improvement Project (CIP) list, which is next for discussion.

Herschel Workman, Public Works Director, reported that the Parks Master Plan has a list of maintenance recommendations spread over five-years. The town has completed many of these maintenance items already and plans to complete the entire five-year list next fiscal year. Staff sent a summary to the Council. The current plan for FY26 includes the following maintenance items:

- Refurbish/Paint Sunset Park Concession Stand – $36,500
- Seal and Stripe Sunset Park Parking Lots – $75,000
- Resurface Coffinger Park Tennis Courts – $38,000
- Add wood chips to playground areas – $10,000
- ADA Safety Upgrades at Town Parks – $48,000

The CIP projects for FY26 are the follows:

- Engineering/Design of Sunrise Park – $1,122,000
- Sunset Park Pickleball Restrooms – $250,000
- Coffinger Park Field Renovation for Baseball and Football – $125,000
- Coffinger Park Pool improvements – $222,000

One of the ideas for Sunset Park was to add an additional baseball field, however, the proposed location is where the current dog park is situated. That additional ballfield is not planned until FY28. An option for the new location of the dog park is at Coffinger Park. Coffinger Park is centrally located and has available space to accommodate the move. Director Workman met with members of the dog park organization in August about the future plans of the town. He met in February with Bill Munds to review the options and reasons again.

The priority of the Council at the retreat was to work on Sunrise Park first, which would be the new park across the street from Sunset Park. Therefore, the CIP lists the design of that park, at an estimated cost of $1 million. There is no construction in this next fiscal year. This design will include restrooms, parking lots and lights. Having the design will help us to apply for grants.

Interim Town Manager Smith stated that the design for the ballpark at Sunset Park is in FY27 with construction in FY28, so the dog park is not expected to move right away. The rule of thumb for the cost of design versus construction is that the design is usually around 10% of the cost of the project.

Councilmember Jones thought that the town should do something next year to help the youth have a new field to allow for more practice areas. Director Workman stated that the design of the extra field (#7) and the parking lot (#3) next to it will cost approximately $460,000. It is estimated to cost about $1.94 million for the new field and parking lot. It will cost about $586,000 for the dog park at Sunset Park (#1). There is also a possible dog park at Coffinger Park that is smaller next to the tennis court and skate park. The flood area that is next to the bypass is a larger area but will require working with the Arizona Department of Transportation (ADOT).

Mayor Bratcher asked if the costs are the cost in the Master Plan or are they adjusted for possible inflation included. Director Workman stated that they are the ones in the plan, so they do not factor in inflation.

Director Workman then reviewed the projects for water and wastewater and the funding for these projects. The water projects include:

- Monitoring Wells - WIFA
- Adams/Santa Cruz Waterline Replacement – WIFA (CDBG $340K)
- Vulture Mine Booster Station

The wastewater projects include:

- Aztec Lift Station Odor Control
- South WWTP Headworks Upgrade - ARPA
- South WWTP UV Disinfection/Effluent Pump Station - WIFA
- South WWTP Grit Removal Improvements – WIFA
- South WWTP Intensification Expansion Construction & Engineering - WIFA

The Council has requested some work on Constellation Road which is estimated to cost about $1.2 million for a mill, regrade, pave with 3” of asphalt and stripe.

The next project is to make improvements to the Smoke Eaters building with the following list of improvements:

- Improve the interior and exterior of the building and add publicly accessible restrooms added to the rear of the building
- Includes utilizing the facility for youth after-school programming featuring a life skills curriculum
- FY26 Design & Exterior Renovations - $300,000 - to include roof replacement, painting, sidewalks, etc.
- FY27 Interior Renovations - $150,000 - to include ADA compliant restrooms, space for programming.
- Total Project Construction Cost $450,000 (over two years)

- There is a potential Opioid Settlement Funding: ~$53,500 for building improvements and furnishings.

Director Workman then moved on to a discussion of the Community Center with the following options:

Basic Remodel	Substantial Remodel
Cost: $3-4 million	Cost: $5-6 million
Roof replacement	Roof replacement
ADA accessibility upgrades	ADA accessibility upgrades
Essential repairs & maintenance	Structural and interior improvements
No major aesthetic or functional upgrades	Exterior renovations & possible amenities
Maintains existing structure	Improves functionality but retains aging framework

Interim Town Manager Smith would like to look at an option in the middle. The basic remodel will fix issues, but there will not be anything that is visible to the public after spending $4 million. Options could be to take out the glass wall and expand the seating of the auditorium to maybe enclose the patio area. Another option is to take out one kitchen and look to expand the footprint of the building for another room in that area. Director Workman stated that the plan is for design in July, but the construction will not start until the following April. The design can include some alternatives that the Council can review. This is currently programmed with $300K of design and $2M for construction in FY26 and $2M in FY27.

Director Workman then asked about the recycling program to get a decision for the budget. On April 7, 2025, the Council gave direction to explore options related to solid waste programs. Staff is preparing a future work session for Council with a variety of alternatives. Right now staff needs to know whether to maintain the current funding at $25K as a cap or increase the amount to cover the entire cost at $66K.

Consensus of Council was to maintain the current funding of $25K, which will last about five months.

Director Workman stated that there is a project for the taxilane and the town will be applying for a Federal Aviation Administration (FAA) grant to cover 90% of the costs. There are some electric upgrades. The town will ask for proposals from developers to put hangars at the airport. The covered tie downs project was pulled as a project and will not be completed.

Interim Town Manager Smith then summarized the priority projects in the FY26 budget and stated that now is the time to make a change to the budget and CIP list:

- Community Center Design and Construction - $2,300,000
- Constellation Road - $1,200,000
- Complete Park Maintenance Projects – Parks Master Plan
- Sunrise Design - $1,122,000
- Sunset Improvements - $250,000
- Smoke Eaters - $300,000

Finance Director Martinez suggested not spending the entire unrestricted fund balance because that amount took a long time to accumulate. The town can look at increasing revenues or cutting expenses.

Interim Town Manager Smith stated that the town will possibly need to look at debt services to fund the construction of Sunrise Park. However, we need the cost of the project first, which is why the design is listed in next year's budget. Then the town can also look for grants, donations, and loans to cover the construction costs.

Councilmember Jones would like to add the design of #7 field and #3 parking area at Sunset Park to have something sooner. Director Workman stated that this design could possibly be added to the design of Sunrise Park at a lower cost since they will already be working on it and then the Council would have the information.

Consensus of Council was to add the design of #7 and #3 to the RFP as an alternate to the design of Sunrise and make the determination when the costs come in as to whether to have them design it all.

Finance Director Martinez stated that the town has 38 special funds, with 9 enterprise funds and 29 special revenue funds such as the Rodeo Grounds and Cemetery. The budgets for these funds will be sent to the Council ahead of the tentative budget.

Fund Name / No.	2023-24 Actual	2024-25 Budgeted	2024-25 YTD	2025-26 Proposed
Water 1 / 500	1,315,980	8,528,372	826,341	7,553,313
Water 2 / 501	1,024,147	1,942,407	470,926	1,485,351
Electric / 510	2,406,517	6,963,653	2,612,960	6,885,335
Sanitation / 520	1,337,652	2,235,526	1,721,795	1,242,565
Wastewater 1 / 530	61,960	6,884,237	1,149,818	4,991,087
Wastewater 2 / 531	1,766,560	4,049,714	720,066	3,647,420
Airport / 580	1,119,533	1,654,642	549,921	3,784,233
Maintenance Shop / 600	207,805	300,490	193,289	292,954
Fuel Facility / 620	382,118	436,505	233,188	398,000
Total	**9,622,272**	**32,995,546**	**8,478,304**	**30,280,258**

Interim Town Manager Smith stated that the tentative budget is set for May 19th with the final budget on July 7.

D. **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.)

E. **ADJOURNMENT**

MOVED BY Councilmember Rebecca Rovey to adjourn at approximately 3:14 PM
SECONDED BY Councilmember Margaret Nyberg
VOTE: 7 – 0 (Yes – Mayor Bratcher, Vice Mayor Jones, Councilmembers Bedoian, Clark, Nyberg, Rovey, and Rubash)

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 special meeting of the Town Council of Wickenburg, Arizona held on May 5, 2025. I further certify the meeting was duly called and held and that a quorum was present.

Amy Brown, MMC
Town Clerk