Town of Wickenburg

MINUTES

WICKENBURG COMMON COUNCIL
STUDY SESSION
Monday, October 20, 2025 - 3:00 P.M.
155 N. TEGNER - COUNCIL CHAMBERS
WICKENBURG, ARIZONA 85390

A. **CALL TO ORDER** – Mayor Bratcher called the meeting to order at 3:05 PM

B. **PLEDGE OF ALLEGIANCE** - Led by Councilmember Clark

C. **ROLL CALL**

Present:	Mayor BG Bratcher
	Councilmember Kristy Bedoian (Via Zoom from 3:05 - 4:15 PM)
	Councilmember Shawn Clark
	Councilmember Margaret Nyberg
	Councilmember Rebecca Rovey
	Councilmember Art Rubash
Absent:	Vice Mayor Brian Jones
Staff Present:	Troy Smith, Town Manager
	Trish Stuhan, Town Attorney
	Steve Boyle, Community Development Director
	Amy Brown, Town Clerk
	Robert Martinez, Finance Director
	Tarah Mayerhofer, Human Resources Director
	Herschel Workman, Public Works Director

D. **ITEMS OF BUSINESS**

1. Discussion and Direction to Staff Regarding the Design of the Community Center

   Todd Wallace, Manager Parks and Facilities, explained that the Community Center was built in 1970 with 10,000 square feet under the roof and sits on 4 acres. The building needs significant repairs including to following:
   - Equipment upgrades, HVAC, electrical and plumbing
   - Structural deficiencies, trusses and roof
   - Renovations to meet modern Americans with Disabilities Act (ADA) and safety building codes
     - ADA access
     - ADA Restrooms
     - Fire sprinkler system and addressable fire alarm

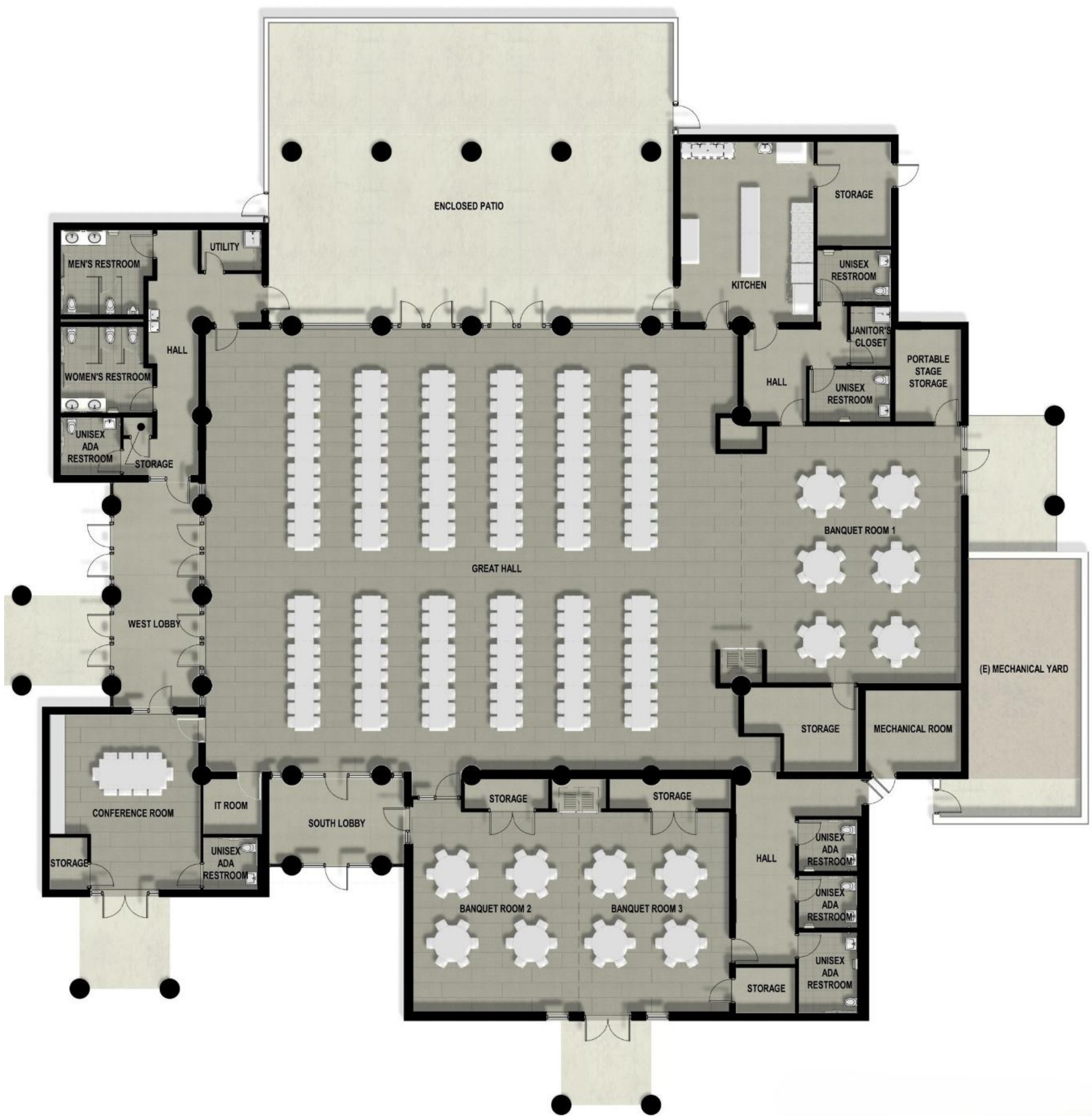
The town surveyed residents in August 2024 with approximately 60% of those surveyed preferring to renovate the existing building and 40% preferred to redesign and build a new building. 97% like the Community Center's current location. The main requests were for large event and meeting areas, an outdoor area for weddings and concerts and small multipurpose meeting spaces.

The remodel of the existing facility will include the following work:

- Correct structural deficiencies - Roof and trusses
- Replace aging equipment - HVAC, electrical, and plumbing systems
- Remodeling will require compliance with current building and safety codes to include ADA-compliant access and restrooms as well as a new fire alarm and fire sprinkler systems
- Reconfiguration interior
- Exterior cosmetic and structural repairs
- Current Projected Cost: $5 - $7 million
- Current Budget: $1.8 million FY26 and $3.5 million in the CIP for FY27

The below image shows the current layout of the building:

The proposed concept of the new floor plan includes adding a divider in the current Banquet Room to make two meeting rooms. The stage will be removed to add another meeting room, with a temporary stage available for anyone who uses a stage. The storage room to the right of the main entrance can be made into a conference room. The outside entryway would be enclosed as a lobby area. The outside patio area could be expanded with a wall for privacy for wedding events. The trusses will have to be replaced as they are over stressed and the roof doesn't have the correct slope so it leaks. In addition, the ADA access and bathrooms will need to be completed along with fire sprinklers and upgrades to the electrical and plumbing systems. This remodel project is expected to take twelve months. The best and least expensive option is to do this as one project, not divide it up into phases. The concept floor plan is shown below:



Manager Wallace then presented some pictures of other locations with what the town can do to the inside of the community center to make it look more modern. The final decision will depend on funding, but there are lots of options.

The next steps, if the Council has no changes recommended to the concept, will be to get community involvement and input. The town can host an open house at the Community Center to get the feedback on the floor plans and renderings.

At this time the projected timeline is:

- 11/25 – 1/26 Phase 1 Design Development (60%)
- 2/26 – 4/26 Phase 2 Construction Documents (100%)
- 4/26 – 5/26 Prepare and Approve Construction Contract (GMP)
- 6/26 – 7/26 Caliente Issue Subcontractor Contracts and Mobilize
- 8/26 – 3/27 Demo/Construction
- 4/27 Project Complete

Troy Smith, Town Manager, the main question to the Council is whether there is anything missing that the Council would like to see or should anything be taken out of this concept. If there are no changes, staff can take this for public comment and input. When it comes to the questions for the public they will mostly be asked about the optional aspects of the plans including whether to take out the stage for another room and whether to enclose the patio. There is no option regarding the ADA, roof, HVAC, electrical and plumbing.

There was a question about partitioning the auditorium, but that might not be practical due to the high ceiling in that room. There was also discussion on possibly waiting thought this winter to be open for February and March as those are the busy months and then try to finish prior to the next February.

Ed Temerowski, Fire Chief, stated that once the fire and electric are taken out of service, the building will not be able to be occupied until the systems are back online.

Consensus of the Council was to complete the project all at once, but they would like to see a schedule and the costs of what is included in the project.

2. Presentation and Discussion Regarding Pavement Maintenance and Pavement Preservation 5-Year Plan

Hershel Workman, Public Works Director, stated that the town has approximately 77.1 miles of streets with 81% being asphalt, 12% dirt and 7% either ADOT or private roads. The salaries and benefits for the streets department employees are $554,476 for this fiscal year. There are six streets' employees, with one primarily dedicated to downtown maintenance. There is one manager for that department.

Streets is an enterprise fund but the funding for it comes from many sources, with large capital improvement projects coming from the General Fund.

Street Funding	FY 2025	Anticipated FY 2026
Construction Sales Tax	$694,522.06	$890,251
HURF	$553,401.41	$651,363
Interest Income	$68,989.54	$62,802
Transferred from General Fund	$600,000.00	$1,700,000
Total	**$1,916,913.01**	**$3,304,416**

This is a core responsibility of the town and makes the town look more appealing for economic development if there are nice streets and paths. It is a public safety matter and is an expectation of our residents. Currently it costs approximately $10 per square foot for repaving a project like Tegner Street. There can also be costs for curbs, sidewalks, crosswalks, street signs, pavement striping, and ADA compliance.

Public Works utilizes Iworq Pavement Software to give the town the Pavement Condition Index (PCI). In July 2024 Iworq collected data of our street conditions and current signs using a vehicle camera. The data is updated by staff when roads are maintained or reconstructed. It is recommended to not have more than two chip seals on any section of paved roads. The PCI is a number rating the road.

Score Range	Condition Rating	General Description
85 – 100	Excellent	New or Fairly New
70 – 84	Good	Minor Distress
55 – 69	Fair	Noticeable Wear
40 – 54	Poor	Significant Distress
25 – 39	Very Poor	Major Structural Issues
0 - 24	Failed	Complete Reconstruction

In reviewing nearby communities PCI, the goal is to have an average PCI above 60 with a back log of 15%. The backlog is anything with a rating under 40 with reconstruction required. Currently the town is at 64 PCI with a backlog of 11%. This is after Tegner and Constellation construction as those two projects increased the town’s PCI.

Some of the roads with a PCI below 40 include the following:

- Adams* - CDBG Project
- Cochise – low usage and only one block
- Coconino
- Fisher* - On this fiscal year’s pavement preservation list

- Howard
- Industrial
- Navajo* - On next fiscal year's pavement preservation list
- Madison
- Sabin Brown
- Santa Cruz* - CDBG Project
- S Tegner
- Villa Sereno
- S Washington

The town puts efforts with the PCI information to target road maintenance based on the data. We do not treat all roads in backlog. We maintain some that are in good condition to prevent deterioration and some in fair condition to improve them to good condition. Another consideration is the amount of traffic on a road, with higher traveled roads receiving more attention than lower traveled roads.

This fiscal year the town has $500,000 for pavement preservation and an additional $200,000 for the Lewis Addition roads. North Vulture Mine Road will need to be repaved in the next five years. The current cost for that work is estimated to be about $2.5 million.

Budget			
Fiscal Year	FY 2023-2024	FY 2024-2025	FY 2025-2026
Streets Maintenance (All Streets Maintenance)	$527,300.00	$705,000.00	$670,000.00
Improvements	$1,950,000.00	$900,000.00	$2,380,000.00

Town Manager Smith stated that the Highway User Fund (HURF) is from a gas tax that was passed in 1992 and hasn't increased from $0.18 per gallon. In addition, this is a declining revenue due to the electric vehicles. Usually the Council will pick a score that they want to achieve and then staff can come back with the investment needed in order to achieve that goal. With roads, the longer you put off maintenance, the more it will cost. The town is only currently keeping the roads the way they have been and not upgrading to add curb, gutter, or sidewalks to any of the streets that don't include those.

3. Discussion Regarding Non-Profit End of Year Reports

Robert Martinez, Finance Director, reported that this item was requested by the Council to review the end of year reports for the non-profits who submit those reports including AllThrive365 (formerly FSL), Del E. Webb Center for the Performing Arts, Desert Caballeros Western Museum and the Wickenburg Chamber of Commerce.

AllThrive365 received $120,000 last fiscal year and are in compliance with the requirements of their funding agreement. They spent that amount in the following ways:

- $60,641 nutrition
  - ✓ Offers congregate meals, home delivered meals to the homebound and social activities for seniors
    - – 25,764 meals were provided to 632 seniors (80% of participants residing in Wickenburg)
- $31,442 Community Resource Center
  - ✓ CAP Services (rental/utility assistance and crisis intervention), Food Bank (food supplies to families), and Family Resource Center (supports for families with children aged 0-5)
    - – 127 households facing economic hardship were helped (88% residing in Wickenburg)
    - – 483,756 pounds of food were distributed through the food bank (80% residing in Wickenburg)
    - – 300 holiday bags were distributed (67% residing in Wickenburg)
- $27,918 Town of Wickenburg electrical bill

The Del E. Webb Center for the Performing Arts received $65,562 and submitted 56 approved invoices in their report with no repayment required. The Desert Caballeros Western Museum received $65,562 and submitted 42 approved invoices in their report with no repayment required.

The Wickenburg Chamber of Commerce received $65,562 and submitted 28 approved invoices. They have 30 days to provide the supporting material for $11,631.16 of that amount or they will need to repay the deficient items. They have until October 25th to submit the information.

These organizations do a lot for Wickenburg to bring events and help those in need.

Mayor Bratcher asked about the Destination Marketing Organization (DMO) that the town uses the funding for marketing the town and whether that designation should stay with the town.

Consensus of Council was to keep the DMO designation with the town.

There was a suggestion to possibly use some of the DMO funds to do joint ads for activities such as Gold Rush Days and the Webb Center performance for that weekend.

There was also a comment that the town logo was very small on the ads and there was a suggestion to change the funding agreement language when it is renewed to put a size requirement in the agreement.

E. **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.)

F. **ADJOURNMENT**

MOVED BY Councilmember Rebecca Rovey to adjourn at approximately 4:32 PM
SECONDED BY Councilmember Margaret Nyberg
VOTE: 5 – 0 (Yes – Mayor Bratcher, Councilmembers 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 October 20, 2025. I further certify the meeting was duly called and held and that a quorum was present.

Amy Brown, MMC
Town Clerk