



TOWN COUNCIL MEETING
1777 N Meadowlark Dr, Apple Valley
Wednesday, September 17, 2025 at 6:00 PM

MINUTES

CALL TO ORDER – Mayor Farrar called the meeting to order at 6:00 PM

PLEDGE OF ALLEGIANCE

PRAYER – Prayer was offered by Council Member Sair

ROLL CALL

PRESENT

Mayor Michael Farrar

Council Member Kevin Sair

Council Member Annie Spendlove

Council Member Scott Taylor

Council Member Richard Palmer

DECLARATION OF CONFLICTS OF INTEREST

None declared.

MAYOR'S TOWN UPDATE & REPORTS, RECOMMENDATIONS, AND ANNOUNCEMENTS

The Mayor reported that road base had been laid at the entrance of Canaan Way to improve access to the highway. Approximately ten truckloads were compacted, and residents expressed satisfaction with the improvement. Work on cleaning bar ditches was ongoing. The Mayor stated that the town intended to assume responsibility for ditch maintenance rather than leaving it to residents.

The Mayor announced the installation of a large emergency generator at the pump station, which was nearly operational. All water quality tests had returned positive results, and the town's Division of Drinking Water score had improved significantly. Once the new one-million-gallon tank was in place, the score was expected to reach zero. The Mayor noted that design and easement work for the new tank continued.

A new receptionist, Mellie, had been hired.

Council and Community Updates

- Council Member announced that the community garden would host a butchering class on Friday and Saturday at the Vegetable Ranch, offering participants a hands-on experience.
- The Mayor highlighted the farmers market, which had been held several times at the town entryway. Plans were discussed to relocate it to the Chevron gas station if it expanded, potentially combining it with car shows and swap meets to create a community event. The Mayor emphasized that proceeds from garden sales were nonprofit and returned to the community.
- Council Member Palmer noted that the garden had distributed produce to residents in need during Monday meetings, fulfilling its community-oriented purpose.
- Council Member Taylor reminded residents that September was National Preparedness Month and encouraged them to review resources from ready.gov. He confirmed that the town's wells and pumps now had emergency backup generators and fuel reserves.

Upcoming Community Events

- Trunk or Treat was scheduled for Saturday, October 25, with pulled pork sandwiches to be served.

- A chili cook-off fundraiser organized by the Fire Association was scheduled for Saturday, November 1. Funds raised would support community projects, including the construction of a wheelchair ramp for a resident.

The Fire Chief explained that the association's efforts not only assisted residents but also benefited firefighters by improving access during calls. He noted that additional small projects were being considered, and donations were welcome.

PUBLIC COMMENTS: 3 MINUTES EACH - DISCRETION OF MAYOR FARRAR

No public comments.

DISCUSSION AND ACTION

1. Ordinance O-2025-33, Proposed Zone Change, Open Space Transition Zone (OST) to Agricultural 10 Acres Zone (AG-10) for AV-1354-B, Applicant: Alan Dockstader.

*Planning Commission recommended approval on September 10, 2025.

The Council considered Ordinance O-2025-33, a proposed zone change for parcel AV-1354-B from Open Space Transition Zone (OST) to Agricultural 10 Acres Zone (AG-10). The Mayor explained that the property, located south of the highway on Main Street near Hutchings Place, consisted of 80 acres purchased by Alan Dockstader and his brothers. Their intent was to divide the land into 10-acre lots for family use. Two brothers planned to take the first two lots, with the applicant eventually moving to the property as well.

The Mayor clarified that the action before the Council was to rezone the property to AG-10, which aligned with the Town's General Plan and rural agricultural character. Once rezoned, the applicant planned to return with a request for a lot split into 10-acre parcels. The Mayor asked if the Council had any questions or concerns, and none were raised.

MOTION: Council Member Sair motioned we approve O-2025-33, the Proposed Zone Change, Open Space Transition Zone (OST) to Agricultural 10 Acres Zone (AG-10) for AV-1354-B.

SECOND: The motion was seconded by Council Member Palmer.

VOTE: Mayor Farrar called for a Roll Call vote:

Council Member Taylor - Aye
 Council Member Sair - Aye
 Mayor Farrar - Aye
 Council Member Spendlove - Aye
 Council Member Palmer - Aye

The vote was unanimous and the motion carried.

2. Resolution R-2025-21, Adoption of "Purchasing Card (P-Card) Policy.

The Council reviewed Resolution R-2025-21, which proposed adoption of a Purchasing Card (P-Card) Policy. The Mayor explained that the policy, prepared by Finance Director Michelle Kinney, would replace the town's use of debit cards with purchasing cards. This change was intended to provide greater security, align with practices of other municipalities, and streamline accounting processes. Debit cards would remain available for emergencies.

The policy included spending limits, such as a \$5,000 monthly purchase cap, along with prohibited uses including personal expenses and alcohol. Council Member Sair commended staff for preparing the policy.

Council Member Taylor expressed support, noting that the change would make staff more efficient in conducting business, reduce delays in purchasing, and ensure appropriate oversight and accountability.

MOTION: Council Member Sair motioned we approve Resolution R-2025-21, Adoption of "Purchasing Card (P-Card) Policy.

SECOND: The motion was seconded by Council Member Palmer.

VOTE: Mayor Farrar called for a Roll Call vote:

Council Member Taylor - Aye
Council Member Sair - Aye
Mayor Farrar - Aye
Council Member Spendlove - Aye
Council Member Palmer - Aye

The vote was unanimous and the motion carried.

3. Audit Engagement Letter FY25.

The Council considered the annual audit engagement letter for Fiscal Year 2025. The Mayor explained that this was the town's state-required yearly audit, conducted by certified auditors who also worked with the town's CPA. The Mayor noted that the agreement was consistent with previous years.

The Mayor also clarified that financial information was regularly shared with the public during Town Council meetings, with all expenditures tracked and subject to both internal and state audits. No concerns were raised, and the item was ready for approval.

MOTION: Council Member Taylor moved that we approve the 2025 Engagement Letter.

SECOND: The motion was seconded by Council Member Sair.

VOTE: Mayor Farrar called for a vote:

Council Member Taylor - Aye
Council Member Sair - Aye
Mayor Farrar - Aye
Council Member Spendlove - Aye
Council Member Palmer - Aye

The vote was unanimous and the motion carried.

4. Request for Statement of Qualifications (SOQ).

The Council reviewed the Request for Statement of Qualifications related to impact fee studies, which were partially funded through a 50/50 Community Impact Board (CIB) grant. The Mayor explained that

towns were expected to update their SOQ process every five years and that Apple Valley had received two responses, from Sunrise Engineering and DBA.

Finance Director Michelle Kinney noted that this stage of the process was focused on qualifications rather than price. Council Members were provided scoring sheets to evaluate the proposals. Nate Wallentine of Sunrise Engineering presented the firm's qualifications, outlining expertise in stormwater, parks and recreation, transportation, and public safety planning, and emphasized the benefit of comprehensive impact fee studies to support growth. Council Members asked questions about drainage and flood control, which were addressed during the presentation.

The Mayor stressed the importance of planning for long-term infrastructure needs, including storm drainage improvements and 100-year flood capacity, while being cautious about debt tied to future growth projections.

After scoring, each Council Member indicated Sunrise Engineering as their top choice. The Council agreed to proceed with Sunrise as the recommended firm and moved to approve the final selection for contract negotiations.

MOTION: Council Member Taylor moved that we approve Sunrise Engineering as the top rank engineering firm for our (SOQ) Request for Statement of Qualifications.

SECOND: The motion was seconded by Council Member Sair.

VOTE: Mayor Farrar called for a Roll Call vote:

Council Member Taylor - Aye
Council Member Sair - Aye
Mayor Farrar - Aye
Council Member Spendlove - Aye
Council Member Palmer - Aye

The vote was unanimous and the motion carried.

CONSENT AGENDA

5. Disbursement Listing for August 2025.
6. Budget Report for Fiscal Year 2025 through August 2025.
7. August 2025 Water Usage Comparison.
8. Minutes: August 20, 2025 - Town Council Hearing and Meeting.

The Council reviewed the Consent Agenda. The Mayor explained that this portion of the agenda was a regular monthly review of financial reports and disbursements. The Mayor confirmed that staff, including the Finance Director and Council Member with financial oversight, were present to answer questions. No concerns were raised.

MOTION: Council Member Taylor moved we approve the Consent Agenda, item 5 through 8.

SECOND: The motion was seconded by Council Member Palmer.

VOTE: Mayor Farrar called for a Roll Call vote:

Council Member Taylor - Aye
Council Member Sair - Aye

Mayor Farrar - Aye
Council Member Spendlove - Aye
Council Member Palmer - Aye

The vote was unanimous and the motion carried.

REQUEST FOR A CLOSED SESSION: IF NECESSARY

No request.

ADJOURNMENT

The Fire Chief reported that although the official burn season had been scheduled to open on September 15, conditions remained unsafe due to extremely dry vegetation. Despite recent rainfall, the brush had become more flammable, and the state was still under Level 1 fire restrictions. The Fire Chief announced that burn permits would not be issued until conditions improved, and no specific reopening date could be provided at that time. Residents were reminded that burning outside the permitted season carried significant penalties.

MOTION: Council Member Sair motioned to adjourn.

SECOND: The motion was seconded by Council Member Palmer.

VOTE: Mayor Farrar called for a Roll Call vote:

Council Member Taylor - Aye
Council Member Sair - Aye
Mayor Farrar - Aye
Council Member Spendlove - Aye
Council Member Palmer - Aye

The vote was unanimous and the motion carried.

Meeting adjourned at 6:40 PM

Date Approved: _____

Approved BY: _____
Mayor | Michael L. Farrar

Attest BY: _____
Recorder | Jenna Vizcardo