

# City of Prescott Citizen Advisory Committee

February 19, 2025 | 1:30pm  
201 N. Montezuma Street  
3rd Floor Council Chambers  
Prescott, AZ 86301



## MINUTES

### 1. CALL TO ORDER

Chair Suttles called the meeting to order at 1:30 p.m.

### 2. ROLL CALL

Chair Mary Ann Suttles  
Vice Chair Janie Evans  
Member Jinger Cutting  
Member Betsy Howe  
Member Jim Howell  
Member John Paris  
Member Debbie Savoini

### 3. DISCUSSION & ACTION ITEMS

- A. Approval of Minutes from January 15, 2025, CDBG Citizen Advisory Committee Meeting.

**MOTION BY MEMBER PARIS TO APPROVE THE MINUTES AS PRESENTED; SECONDED BY MEMBER CUTTING: PASSED (7 - 0).**

- B. Presentation & Discussion Regarding the Selection of Three Committee Members to the Program Year 2025 Ranking Subcommittee.

Michael McInnes, City CDBG Coordinator, presented on the role of the three-member subcommittee in regard to the application selection process.

Nominations by the CAC for the three-member subcommittee included Chair Mary Ann Suttles, Vice Chair Janie Evans, and member Jim Howell

**MOTION BY MEMBER CUTTING TO SELECT CHAIR SUTTLES, VICE CHAIR EVANS, AND MEMBER HOWELL TO THE CITIZEN ADVISORY SUBCOMMITTEE; SECONDED BY MEMBER JOHN PARIS: PASSED (7 - 0).**

- C. Presentation & Discussion Regarding the 2025 CDBG Program Applications.

Present:  
Member

The committee heard presentations from the following applicants:

#### Public Service Applicants:

1. **Wrapped in Love Diaper Bank** - Lori Deutsch, Executive Director

- Requested funding for diapers, wipes, and continence supplies
  - Will support at least 160 unduplicated individuals monthly
  - Works with over 20 local agencies
2. **People Who Care** - Barry DeKemper
- Requested funding for transportation and non-medical services for adults who can't drive
  - Served 325 Prescott residents in 2024 (69% of total clients)
  - Provided 8,300 services to Prescott residents with 12,800 volunteer hours donated
3. **YES (Yavapai Exploration and Science)** - Amanda Voss, Executive Director
- Requested funding for Nature Niños program for families with children ages 0-8
  - Program provides free outdoor activities, guided nature walks, and educational programming
  - Served 2,022 participants in 2023-24 with 4,044 hours of family time spent outdoors
4. **United Way of Yavapai County** - Gary Janchik, Communications Manager, and David Seagler, Executive Director  
(Chair Suttles recuses herself due to being a past board member of this organization for many years)
- Requested funding for Center for Organizational Excellence workshops
  - Workshops focus on strengthening local nonprofit organizations
  - Topics include board development, financial management, and governance
5. **NACOG** - Art Askew, Program Specialist
- Requested \$126,000 to assist with occupational and vocational training
  - Will provide up to \$3,000 for at least 30 low to moderate income Prescott residents
  - Training includes nursing assistant programs, EMT training, CDL training, and more

**Construction Applicants:**

6. **City of Prescott Public Works** - Randy Perham, Deputy Director and City Engineer
- Requested \$100,000 for the Dexter neighborhood project
  - Project addresses flooding issues in a low-income area
  - Will benefit approximately 4,000 residents, 75% of whom are low to moderate income
7. **City of Prescott Parks and Recreation** - Ellen Basher, Park Ranger
- Requested funding for an ADA-compliant restroom at Community Nature Center

- Would be the first ADA-compliant trail system with an ADA-compliant bathroom in Prescott
  - Over 6,000 Prescott residents use mobility devices.
8. **Boys and Girls Club** - Alex Heinemann, CEO
- Requested funding for playground improvements and safety fence
  - Playground is shared between the club and City of Prescott
  - Safety fence is required by national organization standards
9. **The Center (formerly Adult Center)** - Kathy McFadden, Executive Director

(Chair Suttles recuses herself due to being on the board of this organization)

- Requested \$15,000 for 75 tables and two table carts
  - Center serves over 98,000 individuals annually, most of which are seniors in the community
  - Hosted 110 activities, classes, or events last year
10. **DTL Real Estate Holdings** – Teresa Lohmeier
- Requested funding for accessibility improvements to rental properties
  - Six rental units are primarily occupied by low-income residents
  - Improvements would make property more accessible to elderly population
11. **Agape House** - Becky Mitchell, Executive Director
- Requested \$19,000 for HVAC units, shed, surge protectors, and mold remediation
  - Provides transitional housing for homeless families
12. **Aloha Gardens** - Kristen Kingsbury, Owner
- Requested funding for mobile home park improvements
  - Aims to provide safe, affordable housing options
  - Owner plans to install new, upgraded manufactured home
13. **The Launch Pad** – Courtney Osterfelt, Executive Director
- Requested funding for asphalt repairs
  - Teen center serves 60-80 teenagers daily and 1,200 kids annually
  - Repairs would improve accessibility for kids and senior volunteers with mobility restrictions
14. **NAZCARE** – Cassandra Neff
- Requested funding for roof replacement and drainage repairs
  - Organization serves individuals dealing with mental health and substance use recovery
  - Building has water damage issues and inefficient roofing
15. **Prescott Community Cupboard Food Bank** - Bud Heitman, Board Chair, and Joe Jenkins, Treasurer
- Requested \$25,000 for building remodel to improve client flow

- Served 43,000 people and distributed 550,000 pounds of food last year
- Remodel would create more efficient space and allow clients to shop with dignity

**16. Meals on Wheels** - Neil Sneller, Executive Director

- Requested funding for a commercial steam kettle for their kitchen
- Serves 63,500 meals in Prescott annually with 175 daily homebound clients
- Steam kettle would increase efficiency in meal production

**17. Pronghorn Services** - Gerald Stasko

- Requested funding for land acquisition for workforce housing
- Project would provide housing for essential workers at below-market rates
- Could help address Prescott's housing shortage for teachers, healthcare workers, and first responders

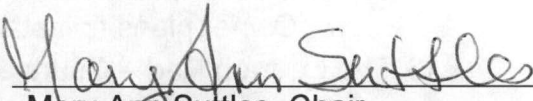
The committee noted that Village of Hope and New Horizons did not present but their applications will still be considered.

**4. STAFF UPDATES**

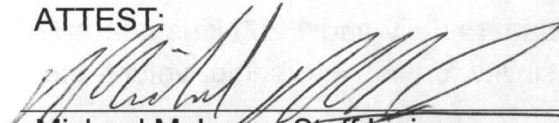
6. Subcommittee will meet during the first week of March. Next CAC meeting scheduled for March 19<sup>th</sup>, 2025.

**5. ADJOURNMENT**

There being no further business to discuss, Chair Suttles adjourned the meeting at 4:15 p.m.

  
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Mary Ann Suttles, Chair

ATTEST:

  
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Michael McInnes, Staff Liaison