

DRAFT

MINUTES OF THE REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF CHINO VALLEY

TUESDAY, APRIL 28, 2020
6:00 P.M.

The Town Council of the Town of Chino Valley met for a Regular Meeting in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona, on Tuesday, April 28, 2020.

Present: Mayor Darryl Croft; Vice-Mayor Jack Miller; Councilmember Mike Best; Councilmember Cloyce Kelly; Councilmember Corey Mendoza; Councilmember Annie Perkins; Councilmember Lon Turner

Staff Present: Town Manager Cecilia Grittman; Town Attorney Andrew McGuire (remotely); Finance Director Joe Duffy; Human Resources Director Laura Kyriakakis (remotely); Public Works Director/Town Engineer Frank Marbury; Development Services Director Joshua Cook; Assistant Community Services Director Cyndi Thomas; IT Manager Spencer Guest (videographer); Town Clerk Jami Lewis (recorder)

1) CALL TO ORDER, PLEDGE OF ALLEGIANCE; ROLL CALL

Mayor Croft called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance. He thanked staff keeping the Town going during the pandemic crisis.

2) INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS

3) CALL TO THE PUBLIC

Call to the Public is an opportunity for the public to address the Council on any issue within the jurisdiction of the Council that is not on the agenda. Public comment is encouraged. Individuals are limited to speak for three (3) minutes. The total time for Call to the Public may be up to 30 minutes per meeting. Council action taken as a result of public comment will be limited to directing staff to study the matter, scheduling the matter for further consideration and decision at a later date, or responding to criticism.

Town Manager Cecilia Grittman read the emailed comment received from Mark Anthony with B Organic Farms, who requested a 150 day waiver from the prohibition on living in travel trailers for a couple who would help to grow an additional 25,000 pounds of food over the upcoming five-month period. The question would be addressed at the next meeting.

4) RESPONSE TO THE PUBLIC

Response to the Public is an opportunity for the Mayor to inform the public about how Town officials addressed matters raised during Call to the Public at a previous meeting.

- a) Questions regarding overnight parking regulations in subdivisions.

Mayor Croft reported that staff was able to communicate with the concerned citizen about the enforcement of CC&Rs within a subdivision, and the citizen was satisfied with the information and no further comment was required.

5) **CURRENT EVENT SUMMARIES AND REPORTS**

This item is for information only. The Mayor, any Councilmember, or Town Manager may present a brief summary or report of current events. If listed below, there may also be a presentation on information requested by the Mayor and Council and questions may be answered. No action will be taken.

- a) Status reports by Mayor and Council regarding current events.
- b) Update by Mayor Croft regarding the coronavirus pandemic.

Mayor Croft reported on the latest Yavapai Community Health Services report that stated there were 78 active cases of COVID-19 in Yavapai County with two deaths and seven recoveries. Cases were continuing to grow daily through communities and affected all ages. The Town of Chino Valley was committed to following the guidelines established by the President, CDC, Governor, and Yavapai County Health Services. The Mayor encouraged community members to practice social distancing, wear protective clothing and stay at home as much as possible. The Town was opened for business with limited close contact between staff and citizens. Further information was available through the Town website, Facebook, Channel 57 and by phone. Financial support for businesses was available from State and Federal programs through the small business administration. The Town Council would be meeting on schedule with appropriate physical distancing and accepting comments and concerns through the Call to the Public portion of the Agenda. The Mayor explained that he estimated the Town would be back to normal in a step by step, week by week, and month by month process that would begin when the number of COVID-19 cases had decreased to a level that was safe to return to business activity while practicing safety measures that controlled further spread of the virus.

- c) Status report by Town Manager Cecilia Gritman regarding Town accomplishments, and current or upcoming projects.

Ms. Gritman thanked the Council for allowing her time off for medical reasons. Shortly after she took time off, the COVID-19 virus became a serious issue. She recognized and acknowledged Finance Director Joe Duffy who acted as Interim Manager, Matt Santos, Laura Kyriakakis, Spencer Guest, and Town departments for their response and actions during an unprecedented time. The Town was looking at bringing staff back in full force incrementally and department by department dependent on interaction with the public and necessary safe space. Town staff and Councilmembers would have to make decisions on upcoming events including the Fourth of July and the 50th Anniversary Celebration. There had been requests to open the pickle ball courts, but because of the similarity to tennis courts and the Governors executive order to shut down tennis courts, the Town would follow his order until it was updated. Public Body meetings would slowly be scheduled as appropriate.

Mayor Croft added he supported the Manager's statement and the performance of staff members.

- d) Status update on the August 4, 2020, Primary Election pertaining to candidates, Home Rule ballot measure, and Yavapai County Elections/Voter Registration news. (Jami Lewis, Town Clerk)

Ms. Lewis reported on the following information that had been posted to the Town's election webpages regarding the August 4 primary election:

- A list of candidates on the ballot was on the Regular (Candidate) Election webpage.
- Write-In Candidates could still file until June 25, 2020, and information was on the Candidates page.
- Proposition 450, regarding the Home Rule Expenditure Limitation, was on the Ballot Measures page as well as guidelines for submitting a pro/con statement. Anyone wanting to submit a pro/con statement had until May 6.

Yavapai County and Town release regarding COVID-19 restrictions and elections were posted on the Home Page under News Flash.

6) **CONSENT AGENDA**

All those items listed below are considered to be routine and may be enacted by one motion. Any Councilmember may request to remove an item from the Consent Agenda to be considered and discussed separately.

MOVED by Vice-Mayor Jack Miller, seconded by Councilmember Mike Best to approve consent agenda items (a) and (b).

AYE: Mayor Darryl Croft, Vice-Mayor Jack Miller, Councilmember Mike Best, Councilmember Cloyce Kelly, Councilmember Corey Mendoza, Councilmember Annie Perkins, Councilmember Lon Turner

7 - 0 PASSED - Unanimously

- a) Consideration and possible action to adopt Resolution No. 2020-1158, designating Joe Duffy as Chief Fiscal Officer for officially submitting the Fiscal Year 2020 Expenditure Limitation Report to the Arizona Auditor General. (Joe Duffy, Finance Director)
- b) Consideration and possible action to approve the March 10, 2020, regular meeting minutes. (Jami Lewis, Town Clerk)

7) **ACTION ITEMS**

The Council may vote to recess the public meeting and hold an Executive Session on any item on this agenda pursuant to A.R.S. § 38-431.03(A)(3) for the purpose of discussion or consultation for legal advice with the Town Attorney. Executive sessions are not open to the public and no action may be taken in executive session.

- a) Presentation and possible discussion regarding the proposed budget for Fiscal Year 2020/2021. (Joe Duffy, Finance Director)

Mr. Duffy presented the following:

- Staff had met with all the Department Heads and had come up with a list of projects.
- They had a balanced budget in place, but with the COVID-19, staff had taken some extra steps to reduce expenses: Money would only be spent on essential items; departments had reduced operating expenses by \$170,000 and \$2.3 million in capital expenses; all capital expenditures had been suspended; and a temporary hold was put on any new position hires—there were currently two vacancies that would not be filled. The effect and timing of the pandemic on the Town's revenues was unknown.
- Council had to determine if the Aquatic Center would be open.
- Staff recommended that all merit increases be deferred until January 2021 instead of July 1. There would still be a 1% cost of living increase on July 1, 2020.
- To date there was no current effect on revenues, which had actually gone up through the month of March. Unfortunately, the total impact would not be known until later. The state revenue shares would take a hit. The urban revenue sharing, which was two fiscal years behind and based on shared income taxes for the state, would also take a hit in the future. State shared sales tax, vehicle license tax, and highway user revenue funds would also have a negative hit on the Town's budget.
- The reserve provided a healthy rainy-day fund to the Town.
- Staff will track the Town's top five revenues and report the results to Council. Those revenues included monthly sales tax, construction sales tax, state shared sales tax, vehicle license sales tax, and HURF.
- Any capital projects that were in the process for the current fiscal year were still ongoing. Any project that was previously approved by Council would need to come back to Council if they wanted to cancel it. Staff could provide a report on any items or contracts approved but not yet delivered for Council consideration.
- The month of May was when Council and staff reviewed and revised the budget, with Council adopting the final budget on June 23.

Staff and Council discussed the following regarding the Aquatic Center:

- Staff was neutral on the subject of whether the aquatic center should be open. Assistant Community Services Director Cyndi Thomas provided a couple of proposals to cover the possibilities if the Center were to open. All proposals had challenges with staff and training.
- Interviews typically took place in March and no one had been interviewed to date. There had been 30 applicants and only 16 were still interested, with six of those people previously trained. Proposal C mirrored how the Center was run the previous year and would take 19 lifeguards, which would require further recruiting.
- It would take a minimum of six to seven weeks to be prepared to open the Center for a nine-week season. Staff could currently not be trained because of social distancing requirements. Additionally, the pool had not undergone summer maintenance and it was not ready to have staff trained. A neighboring pool would need to be used, but there were not any available.
- Staff reviewed the summer maintenance and training process.
- Several Councilmembers expressed the need for the pool to be open for the community children. They presented COVID-19 transmission information in relation to swimming. It was suggested that extra staff members could ensure showers were taken and appropriate cleaning maintenance was done.
- Staff requested leeway on the opening date so proper training could be accomplished. The cost to train staff and prep the pool would be between \$8,000-\$10,000. Council Members thought it would be worth prepping in hopes of opening the pool. Staff

- explained that Option B offered the most bang for the buck
- Council discussed the risk factor of opening up the pool with so many unknowns about the virus. Staff thought it was possible that parents would not want their children working at the pool during the pandemic. They were also having a difficult time finding proper personal protective equipment (PPE) and disinfectant supplies. Rendering first aid without the proper PPE should be a factor to consider. There might be enough supplies left from the previous year to use for the current year.
- CDC and local health agencies may have proper guidelines to follow.

Five councilmembers supported opening the pool if approved by the Governor, Vice-Mayor Miller was undecided, and Mayor Croft opposed it. Option B was the preferred proposal for operation.

- b) Consideration and possible action to approve Intergovernmental Agreement between the Town of Chino Valley and the City of Prescott related to commercial water service in the Town of Chino Valley. (Cecilia Grittman, Town Manager)

Recommended Action: Approve the Intergovernmental Agreement between the Town of Chino Valley and the City of Prescott related to commercial water service in the Town of Chino Valley.

Manager Grittman presented the following:

- The City of Prescott met to discuss the water history between the two municipalities and the Intergovernmental Agreement.
- There were two small non substantive changes to the agreement.
- The Prescott Council voted 6-1 in favor of entering into the agreement with the dissent from Prescott City Council Member Cathey Rusing.

MOVED by Vice-Mayor Jack Miller, seconded by Councilmember Mike Best to adopt Resolution 2020-1166 to approve the Intergovernmental Agreement between the Town of Chino Valley and the City of Prescott related to commercial water service in the Town of Chino Valley.

AYE: Mayor Darryl Croft, Vice-Mayor Jack Miller, Councilmember Mike Best, Councilmember Cloyce Kelly, Councilmember Corey Mendoza, Councilmember Annie Perkins, Councilmember Lon Turner

7 - 0 PASSED - Unanimously

8) ADJOURNMENT

MOVED by Councilmember Lon Turner, seconded by Councilmember Cloyce Kelly to adjourn the meeting at 6:57 p.m.

AYE: Mayor Darryl Croft, Vice-Mayor Jack Miller, Councilmember Mike Best, Councilmember Cloyce Kelly, Councilmember Corey Mendoza, Councilmember Annie Perkins, Councilmember Lon Turner

7 - 0 PASSED - Unanimously

Darryl L. Croft, Mayor

ATTEST:

Jami C. Lewis, Town Clerk

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of the Town Council of the Town of Chino Valley, Arizona held on the 28th day of April, 2020. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 12th day of May, 2020.

Jami C. Lewis, Town Clerk