

**TOWN OF CHINO VALLEY  
COUNCIL APPOINTMENTS SUBCOMMITTEE  
MINUTES**

**MONDAY, JANUARY 9, 2017  
4:00 P.M.**

The Council Appointments Subcommittee of the Town of Chino Valley, Arizona, convened for a public meeting in the Council Conference Room, located at 202 N. State Route 89, Chino Valley, Arizona.

Present: Vice-Mayor Darryl Croft (Chair); Councilmember Mike Best; Councilmember Lon Turner

Staff Present: Development Services Director Ruth Mayday

**1) CALL TO ORDER**

Mayor Croft called the meeting to order at 4:00 p.m.

**2) ROLL CALL**

**3) APPROVAL OF MINUTES**

- a) Consideration and possible action to approve the November 9, 2015 minutes.

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner to approve the minutes for Monday, November 9.

**Vote:** 3 - 0 PASSED - Unanimously

- b) Consideration and possible action to approve the June 2, 2016 minutes.

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner to approve the June 2, 2016 minutes.

**Vote:** 3 - 0 PASSED - Unanimously

**4) OLD BUSINESS**

**5) NEW BUSINESS**

- a) Review and possible action regarding amendments to the Planning and Zoning Commission Position Description, Training Requirements, and Appointment Process.

Per the Staff Report by Town Clerk Jami Lewis, staff had worked with the document titled, "Planning and Zoning Commission Position Description, Training Requirements, and Appointment Process," for about two years, and Council last amended it one year ago. Staff desired the subcommittee to review the document for further revisions.

Members reviewed the document and staff's recommended revision and comments pertaining to certain requirements for appointment as follows:

- *Strike requirement for appointee to agree to an employee background check:* The subcommittee did not discuss the requirement, but both the Mayor and Town Clerk had recommended striking it.
  - *Question regarding the requirement for appointee to attend Citizen's Academy within 12 months of appointment:* If an appointee did not meet this requirement in the 12 month timeframe, the subcommittee preferred that staff continue to pursue the appointee's participation.
  - *Amend requirement to attend legal briefing:* The subcommittee did not object to including the option for an appointee to view the town attorney's Open Meeting Law training video, if one was available.
  - *Amend requirement for attendance at one Town Council regular meeting and one Town Council study session within 60 days of appointment:* The subcommittee suggested extending the time to 90 days.
  - *Appointee's failure to meet training requirements:* The subcommittee suggested that staff obtain an explanation from the appointee and report it to the subcommittee, who may, at any time, consider removing the appointee from the Commission.
- b) The Council Appointments Subcommittee may vote to recess the public meeting and hold an executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of recommending to the Town Council the appointment of William Welker and Tom Armstrong to fill positions on the Planning and Zoning Commission.

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner to go into executive session at 4:04 p.m.

**Vote:** 3 - 0 PASSED - Unanimously

Mayor Croft reconvened the public meeting at 4:46 p.m.

- c) Consideration and possible action to recommend appointment of applicants to the Planning and Zoning Commission.

Per the Staff Report by Town Clerk Jami Lewis:

- 4 Regular positions and 1 Alternate position will expire on January 31, 2017.
- 2 vacancies were created when Commissioner Annie Lane was elected and seated on the Town Council in December 2016, and Commissioner Florence Sloan resigned in December 2016.
- Current Regular Commissioners Charles Merritt and Gary Pasciak and Alternate Commissioner Gwen Rowitsch applied for re-appointment. Staff received new applications from William Welker and Tom Armstrong.
- Staff recommended re-appointment of Charles Merritt, Gary Pasciak, and Gwen Rowitsch; and appointment of William Welker and Tom Armstrong subject to the results of their interviews with the subcommittee.

MOVED by Councilmember Lon Turner, seconded by Councilmember Mike Best to recommend to Council the appointment of William Welker and Tom Armstrong to the Planning and Zoning Commission.

**Vote:** 3 - 0 PASSED - Unanimously

**6) ADJOURNMENT**

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner to adjourn the meeting at 4:51 p.m.

**Vote:** 3 - 0 PASSED - Unanimously

Dated this 12th day of January, 2017.

By: *Jami C. Lewis*

Approved: May 17, 2017