

DRAFT

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

**TUESDAY NOVEMBER 13, 2018
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, November 13, 2018.

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

Staff Present: Town Manager Cecilia Grittmann; Town Attorney (electronically) Andrew McGuire; Economic Development Project Manager John Coomer; Finance Director Joe Duffy; Public Works Director/Town Engineer Frank Marbury; Planner Alex Lerma; Interim Development Services Director Martin Scribner; Community Services Director Scott Bruner; Police Chief Chuck Wynn; Police Lieutenant Randy Chapman; Administrative Technician Kathy Frohock (videographer); Deputy Town Clerk Vickie Nipper; 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.

2) INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS

a) Proclamation acknowledging Veterans Day, November 11, 2018. (Mayor Croft)

Mayor Croft acknowledged the veterans in the room and read the proclamation. Bob Ingram with the American Legion thanked Council for their support and noted that the new flags for the highway were en route.

b) Presentation by Laura Norman with West Yavapai Guidance Clinic regarding an update on the clinic's Crisis Stabilization Unit and its impacts on the community.

Laura Norman with West Yavapai Guidance Clinic spoke about the Clinic's services, programs, and statistics for year one of the Crisis Stabilization Unit, as well as partner organizations. She thanked the Town for its support and acknowledged the Town's Economic Development Project Manager, who sat on the Clinic's board.

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.

Al Gibbons, a 20-year resident, expressed concern about (1) lack of regulations concerning garbage cans and where they could be stored; (2) garbage being collected at 4:00 a.m. and lack of noise regulations on businesses; (3) odors from properties with too many cattle; and (4) fire hazards from properties not being properly maintained. He requested that the first two items be addressed in the UDO rewrite and that the Town would limit cattle and address usable animal acreage.

Dean Schlarbaum, new resident, urged Council to do everything possible to keep the Shooting Range open to the public.

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.

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, or ask a staff member to provide the same. Presentation on information requested by the Mayor and Council will be made and questions answered. No action will be taken.

- a) Status reports by Mayor and Council regarding current events.

Mayor Croft recognized Town staff for the recent Halloween and National Night Out events.

Councilmember Kelly reported that the flags mentioned earlier by Bob Ingram of the American Legion were funded by donations from Jeff Champ and the Town and will extend the flags to Perkinsville Road.

Councilmember Best reported on the latest 50th Anniversary Committee meeting, the Committee's next meeting on January 9, and Council's participation in the Prescott Christmas Parade on December 1.

- b) Status report by Town Manager Cecilia Grittman and/or Town staff members regarding Town accomplishments, and current or upcoming projects.

Ms. Gritman reported on the following:

- Interim Development Services Director Martin Scribner will fill this position for approximately four months. Mr. Scribner introduced himself and his background in the public sector, development, consulting, and urban planning.
- Employee work anniversaries for October and November.
- Town free dump days on November 16-17 at the Community Center.
- Council study session on November 27.
- December to Remember on December 8 at Memory Park, sponsored jointly by the Recreation Department and the Chamber of Commerce; and holiday flags to be placed along the highway.
- The Friends of the Library receiving the 2018 Library Volunteer of the Year from the Arizona Library Association. Mayor Croft presented the plaque to Scott Bruner.
- Chino Valley will host the next Greater Arizona Mayor's Association Luncheon at Granite Creek Vineyard.
- Efforts by staff members Joe Duffy, Frank Marbury, John Coomer, Jami Lewis and Mayor Croft for their community outreach involvement.
- The next Economic Development Subcommittee meeting on November 20.

c) Update on Council's 2017/18 Strategic Plan.

Town Manager Gritman reviewed the status of the 2018 Strategic Plan as follows:

1. Water and utilities purchases—25% complete: Staff recently learned that the Town must go out for a vote to receive permission from the citizens before a purchase of a water utility company could take place. The election would be May 21, 2019.
2. Old Home Manor Industrial Park water and sewer extension—25% complete: Sewer and water had been extended to the Rodeo Drive lot line.
3. Outfit a second well for the Town's water system—10% complete: Staff had received specifications and Public Works was working on the bid package.
4. Extension of sewer/water to low income/high density areas—0% complete: A study session will be scheduled after the first of the year.
5. Masterplan for municipal facilities—25% complete: A staff committee was working on a plan to be ready by the end of the fiscal year.
6. Asset analysis of real property—0% complete: She was working with staff.
7. Inventory of Town well and production levels—0% complete: She was working with staff.
8. Analysis of development agreements—50% complete: The Town needed the new staff member in Development Services to continue this.
9. Transportation strategic plan and funding options—50% complete: Public Works Department had developed a plan.
10. Renegotiate Concessionaire Agreement with Prescott Sportsman Club—50% complete: The draft agreement had been complete.
11. Develop economic development strategic plan for Old Home Manor Industrial Park—15% complete: This was partially complete.
12. Economic development strategic plan, exclusive of the Industrial Park—25% complete: Staff will present an update to the Economic Development Subcommittee.
13. Re-write the Town's Unified Development Ordinance—10% complete: Portions of the UDO and Town code will be separated and updates will be completed simultaneously and parallel to one another.
14. Create a planned area development for the Industrial Park—10% complete: The Economic Development Department was reviewing acceptable uses for the Park.
15. Exploration of an RV Park at Old Home Manor—10% complete: There was some

- interest and staff was working to get more people involved.
16. Analysis and recommendations of infrastructure at the Industrial Park—10% complete: Staff will take some ideas to the Economic Development Subcommittee.
 17. Town's 50th birthday celebration in 2020—15% complete: This was ongoing and the Town will assist in any way it can.
 18. Additional code compliance officer to work commercial compliance—25% complete: Staff had hired an additional person and will report to Council in January.

Mayor Croft requested a deadline for completion of item 13.

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 Lon Turner, seconded by Councilmember Cloyce Kelly to accept the consent agenda items.

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

PASSED - Unanimously

- a) Consideration and possible action to adopt Ordinance 18-855 to rezone Assessor's Parcel No. 306-23-101B, 1.74 acres of real property generally located on the northeast corner of North Road 1 West and Reyes Road at 920 Reyes Road, from AR-5 (Agricultural Residential-5 Acre Minimum) zoning district to SR-1.6 (Single Family Residential-1.6 Acre Minimum) zoning district. (Owner: Roger & Sharon Fillebrown) (Alex Lerma, Planner)
- b) Consideration and possible action to adopt Ordinance No. 18-857 to rezone Assessor's Parcel No. 306-27-108Z, 2 acres of real property located approximately 612 feet north of the northeast corner of Red Cinder Road and Kachina, from AR-5 (Agricultural Residential-5 Acre Minimum) zoning district to SR-2 (Single Family Residential-2 Acre Minimum) zoning district. (Owner: Thomas & Princess Romanek) (Alex Lerma, Planner)
- c) Consideration and possible action to approve Financial Report for the three months ending September 30, 2018. (Joe Duffy, Finance Director)
- d) Consideration and possible action to adopt Ordinance 18-859, amending Chino Valley Town Code Title VII Traffic Code, Chapter 71 Traffic Rules by adding a new section 71.14 Use of portable communication devices and texting while operating a motor vehicle.
- e) Consideration and possible action to accept the October 16, 2018 study session minutes. (Jami Lewis, Town Clerk)
- f) Consideration and possible action to accept the October 23, 2018 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) Public Hearing and consideration and possible action to recommend approval of an application from Kimberly Stam for a new Series 12 (Restaurant) Liquor License for Kim's Diner Bisquits Burgers N More, located at 1120 S. State Route 89, Chino Valley. (Jami Lewis, Town Clerk)

Recommended Action:

- (i) Hold Public Hearing.
(ii) Recommend approval for a new Series 12 Liquor License for Kim's Diner.

Town Clerk Lewis reported that Ms. Stam had applied for a restaurant liquor license with the State. Staff reviewed the application and signed off on it. Notices were publicly posted and staff had received no comments in favor or in opposition from the public.

MOVED by Vice-Mayor Lon Turner, seconded by Councilmember Jack Miller to open the public hearing.

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

PASSED - Unanimously

Ms. Stam told Council that all her employees and servers had just been certified through the Liquor Department's ABC Council for alcohol training; and the Department of Liquor had approved an inspection for both Lucy's and Danny B's.

MOVED by Vice-Mayor Lon Turner, seconded by Councilmember Cloyce Kelly to close the public hearing.

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

PASSED - Unanimously

MOVED by Vice-Mayor Lon Turner, seconded by Councilmember Cloyce Kelly to approve a new Series 12 liquor license for Kim's Diner.

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

NAY: Councilmember Annie Perkins

PASSED

- b) Consideration and possible action to transfer contingency funds in the amount of \$20,000 to complete the Memory Park Library expansion project. (Scott Bruner, Community Services Director)

Recommended Action: Authorize transfer of contingency funds in the amount of \$20,000 to complete the Memory Park Library expansion project.

Mr. Bruner reported that Phase one was complete and staff was ready to start phase two. The original budget request had been submitted one year in advance without a firm idea of the total cost. Staff now knew the exact amount of funds necessary to complete the project. The playground equipment for this phase had been approved at a previous meeting and was being funded by donations.

Finance Director Duffy explained that the percentage difference between the original estimate to the total completion cost was approximately 15% for a total project cost of \$115,000.

MOVED by Councilmember Jack Miller, seconded by Councilmember Mike Best to approve authorize transfer of contingency funds in the amount of \$20,000 to complete the Memory Park Library expansion project.

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

PASSED - Unanimously

8) EXECUTIVE SESSION

Council may vote to recess the Regular Meeting and hold an executive session, which will not be open to the public, for the following purposes.

MOVED by Vice-Mayor Lon Turner, seconded by Councilmember Cloyce Kelly to go into executive session after a five-minute recess at 6:51 p.m.

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

PASSED - Unanimously

- a) An executive session pursuant to A.R.S. § 38-431.03(A)(4) for discussion or consultation with the Town Attorney in order to consider its position and instruct the Town Attorney regarding the Town's position regarding a contract (concessionaire management agreement) with Prescott Sportsmen's Club related to management of the Chino Valley Shooting Facility that is the subject of negotiations. (Cecilia Grittman, Town Manager)
- b) An executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the Town Attorney regarding a proposed development. (Andrew McGuire, Town Attorney)

- c) An executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the Town Attorney regarding a letter filed with the Attorney General with regard to a previous Council action pertaining to Proposition No. 127. (Andrew McGuire, Town Attorney)

9) ACTION ITEMS RESUMED

After the Executive Session, Council will reconvene the Regular Meeting.

Mayor Croft reconvened the regular meeting at 8:05 p.m. and reported that Council gave direction to the Town Attorney.

10) ADJOURNMENT

MOVED by Councilmember Jack Miller, seconded by Councilmember Mike Best to adjourn the meeting at 8:06 p.m.

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

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 13th day of November, 2018. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 11th day of December, 2018.

Jami C. Lewis, Town Clerk