

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

**TUESDAY, JANUARY 25, 2022  
6:00 P.M.**

**CHINO VALLEY COUNCIL CHAMBERS  
202 N. STATE ROUTE 89, CHINO VALLEY, AZ**

Present: Mayor Jack Miller; Vice-Mayor Annie Perkins; Councilmember Tom Armstrong; Councilmember Eric Granillo; Councilmember Cloyce Kelly; Councilmember John McCafferty

Absent: Councilmember Lon Turner

Staff Present: Town Manager Cindy Blackmore; Town Attorney Andrew McGuire(remotely); Assistant to the Town Manager Terri Denemy; IT Manager Spencer Guest; Development Services Director Laurie Lineberry; Officer Jesse Newton (Sgt at Arms); Public Works Director/Town Engineer Frank Marbury; Community Services Manager Cyndi Thomas; Senior Planner Will Dingee; Planner Bethan Heng; Audio Visual Technician Lawrence Digges; Deputy Town Clerk Sara Burchill; Town Clerk Erin N. Deskins

- 1) **CALL TO ORDER, PLEDGE OF ALLEGIANCE; ROLL CALL**
- 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.*

- Cheryl Main – Thanked the Council for their service. She expressed her appreciation and support for Chief Wynn and his decision to spend budgeted money for a resource officer. She also supported the relationship he was building with the students at the Chino Valley Unified School District. She marked her calendar for the dodgeball tournament.
- Rick Nichols – He was a safety officer for the Chino Valley Flyers. He provided an update on the club’s status, which currently had 147 members. Most of those members were from out of town. They had a fund for improving the airport, which paid for resurfacing the runway every ten-years at an approximate cost of \$50,000. They last resurfaced the runway two years ago. They also had plans to reseal the runway every three years. They were also working on a plan to expand the cabana and the concrete to make more room for airplanes. They really appreciated the lease they got from the

Town, and they tried to take good care of the property. They contributed to the Food Bank, and they held an annual show.

#### 4) **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.

Mayor Miller held a moment of silence for past Councilmember Joel Baker after reporting that Mr. Baker had passed away. He had served on Town Council from March 23, 1999, through June 14, 2011. He also served as Vice Mayor from June 12, 2003, through June 14, 2011.

Councilmember Kelly thanked staff for fixing the lighting at the community center, which was used for local youth meetings and activities.

- b) Status report by Town Manager Cindy Blackmore regarding Town accomplishments, and current or upcoming projects.

#### 5) **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 Annie Perkins, seconded by Councilmember Cloyce Kelly to approve Consent Agenda Items a, b, c, d, and e as written.

AYE: Mayor Jack Miller, Vice-Mayor Annie Perkins, Councilmember Tom Armstrong, Councilmember Eric Granillo, Councilmember Cloyce Kelly, Councilmember John McCafferty

**6 - 0 PASSED - Unanimously**

- a) Consideration and possible action to approve the Cooperative Purchasing Agreement with C & I Show Hardware and Security Systems, Inc. to provide access control and security system hardware, installation and training for the new Chino Valley Police Department Facility in an amount not to exceed \$166,701.39. (Spencer Guest, IT Manager)
- b) Consideration and possible action to approve the First Amendment Lease Agreement with Chino Valley Flyers, formerly Chino Valley Model Aviators Club. (Erin N. Deskins, Town Clerk)

- c) Consideration and possible action to appoint applicants to the Planning and Zoning Commission per recommendation of the Appointments Subcommittee. (Erin N. Deskins, Town Clerk)
- d) Consideration and possible action to adopt Resolution No. 2022-1198, approving a Call of Election for Fall 2022, designating election date, the purpose of election, the deadline for voter registration, and the location and deadline for candidates to file nomination papers. (Erin N. Deskins, Town Clerk)
- e) Consideration and possible action to approve the January 11, 2022, regular meeting minutes. (Erin N. Deskins, Town Clerk)

6) **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) Consideration and possible action to accepting funds from the Arizona Department of Housing for the Town of Chino Valley's four-year rotational Community Development Block Grant (CDBG) funding, and authorizing the Mayor to sign said application upon completion by NACOG and Town staff. (Terri Denemy, Assistant to the Town Manager)

**Recommended Action:** (i) Hold public hearing.  
(ii) Approve the Senior Center Renovation and Improvement Project as the Town's selected project(s) for 2022 CDBG funding.

Assistant to the Town Manager, Terri Denemy, and Community Services Manager, Cyndi Thomas, presented the following:

- The Block Grant was administered federally by the US Department of Housing and Urban Development (HUD), and on the State level the funds passed through and were administered by the Arizona Department of Housing.
- The Town worked directly with NACOG, who assisted applicants and program administrators to successfully apply and receive the funds.
- Based on a poverty and population formula, the Arizona Department of Housing determined the amount of funds allocated to each community.
- The grant was on a rotating cycle, and the Town was eligible to apply for the funds once every four-years. Based on this formula, the Town was eligible for \$348,686.
- The Town already had the first required public hearing the previous month, which provided an opportunity for the public to bring forth any projects for the Council to consider. The Town held that meeting, and no one from the public was in attendance. All the projects that were considered were brought forth by staff.
- The current meeting was the second public hearing to get public comments on the projects presented to the Council, and for the Council to select the project.
- Once a project was selected by Council, staff would put the application together and work with NACOG to ensure that all requirements were met.
- In March or April, it would be brought back to Council. Council would be asked to pass a Resolution, authorizing the Mayor to sign the application. Once the application packet

was together, it went through the grant process. By October, the contract would come back to the Town for signature. Once the contract documents were executed, construction could begin that winter.

- Eligibility for grant funds required funds to address poverty in the community. At least 51% of the persons benefiting from the project had to be low- to moderate-income or the project must aid in the prevention or elimination of slums or blight or the project must serve an urgent health need.
- Previous CDBG funded projects included the Senior Center, completed in 1985.
- Some of the projects included on the list included infrastructure projects and private purchases, which according to NACOG were not eligible because of the funding requirements. They also had CARES ACT and ARPA Funding that would cover infrastructure work.
- The project staff was recommending was the Senior Center Renovation and Improvement Project.
- By the year 2025, 30% of Arizona's population would be over the age of 60. That was up from the 16.9% in 2010. The age group 85 and over was the fastest growing age group in the state and would increase 141% by 2025. 25% of Yavapai County was over the age of 60.
- A key part of the Senior Center Mission Statement was to provide Meals on Wheels and congregate meals for the Town community. In Fiscal Year 2021, they served over 11,000 congregate meals and 16,000 Meals on Wheels. Since they were shut down for a time during that period, the congregated numbers were low. They were projected to serve 16,000 meals in both categories in the current year.
- The Senior Center Kitchen was built in 1985 and there had never been an update. They still had the original cabinets and countertops. They were also using the same ovens and dishwasher as well, which had been donated to the Center in an already used condition.
- A kitchen renovation would improve the Senior Center operations and improve the health and wellbeing of the senior population.
- The project included architectural and design services, environmental assessment, grant administration, capital item purchases, project management, construction, and contingency. For the full renovation, including the parking lot, the total budget was estimated at \$523,500. With the CDBG Grant Funds totaling \$348,686 and the \$150,000 programmed into the five-year capital plan for renovations, they could do the full renovation. There was also a Mary Campbell Grant for \$25,000, which would give them more than enough funds to do the full renovation.
- Should the Council decide to approve the allocation and the use of the Mary Campbell Grant, they could start with the design, environmental assessments, and get a final budget so that when the allocation was available, they could go right to construction.

Council and staff discussed the following:

- Members thought it was good use of the funds.
- The \$150,000 had been programmed as part of the upcoming Capital Improvement Budget.
- Senior programs automatically qualified for the grant, which meant the Town did not need to do income surveys that were normally required to ensure a project qualified.

Mayor Miller opened the public hearing. There were no public comments, and the public hearing was closed.

MOVED by Vice-Mayor Annie Perkins, seconded by Councilmember Tom Armstrong to approve the Senior Center Renovation and Improvement Project as the Town's selected project(s) for 2022 CDBG funding.

AYE: Mayor Jack Miller, Vice-Mayor Annie Perkins, Councilmember Tom Armstrong, Councilmember Eric Granillo, Councilmember Cloyce Kelly, Councilmember John McCafferty

**6 - 0 PASSED - Unanimously**

- b) Consideration and possible action to approve Ordinance 2022-910 for the rezoning of approximately 4.55 acres of real property from the AR-5 (Agricultural Residential 5-acre Minimum) to SR-1 (Single Family Residential 1-acre minimum). The property is located approximately 700 feet east of the intersection of North Road 1 West and West Road 1 North with an address of 836 West Road 1 North. – APN 306-23-028. (Will Dingee, Senior Planner)

**Recommended Action:** Approve Ordinance 2022-910 for the rezoning of approximately 4.55 acres of real property from the AR-5 (Agricultural Residential 5-acre Minimum) to SR-1 (Single Family Residential 1-acre minimum) as presented.

Senior Planner Will Dingee presented the following:

- The 4.55-acre property site location and surrounding properties were reviewed.
- The property was used as a single-family residence.
- Most surrounding properties were zoned SR-1, with several AR-5 parcels that were under the minimum required five-acres.
- The SR-1 conformed to the surrounding area and the General Plan Land Use Designation for the area of two-acres or less.
- The item was heard by the Planning Commission on December 7 and received unanimous approval. The Commission forwarded a recommendation of approval with stipulations as outlined in attachment A.

Council and staff discussed the following:

- The stipulations were reviewed:

Per the Town's Unified Development Ordinance Section 5.3.2, Table 5-1 the minimum required right of way dedications are as follows: 40' north of the section line on West Road 1 North 1.

Mayor Miller opened the item for public comment.

- Beth Allsup and Randy Stuflick – They had been unable to attend the Planning and Zoning meeting due to Covid. They forwarded their concerns, which were shared with the Commission, but they were not sure if their concerns were answered. There had been poor planning by the Town, and in the area they lived, they were getting flooded out by water coming down. Water had no place to go except onto their property and other area properties. The terrain around them had been developed over the last four years, and the water flow during that time had more than doubled, and they were now getting flooded. There seemed to be some confusion with the Public Works Director, and they were concerned by his response. They had no concerns with the development, but they wanted to ensure there would be no water flow from Messenger and Road 1 to the north. The hard pack had gone past the limit of an 18" culvert under Road 1 North.

Staff would look into the issue.

MOVED by Vice-Mayor Annie Perkins, seconded by Councilmember Tom Armstrong to approve Ordinance 2022-910 for the rezoning of approximately 4.55 acres of real property from the AR-5 (Agricultural Residential 5-acre Minimum) to SR-1 (Single Family Residential 1-acre minimum) as presented.

AYE: Mayor Jack Miller, Vice-Mayor Annie Perkins, Councilmember Tom Armstrong, Councilmember Eric Granillo, Councilmember Cloyce Kelly, Councilmember John McCafferty

**6 - 0 PASSED - Unanimously**

- c) Consideration and possible action to approve a conditional use permit for a Temporary Model Home Complex. The property is located at the northeast corner of the intersection of East Perkinsville Road and North Road 1 East. – APN 306-18-009H. (Will Dingee, Senior Planner)

**Recommended Action:** Approve a conditional use permit C-21-02 for a Temporary Model Home Complex as presented, subject to the staff report, information provided during this hearing, and the conditions in Attachment A.

Planner, Bethan Heng, presented the following:

- A location map of the subject property was reviewed. The property site location and surrounding properties were reviewed.
  - The model home sales office would be located in Phase 1 of the Perkinsville 44 project, on lot 75, 76, and 77. The office would be located in the garage on lot 76 and lot 77 would be a parking lot. Both would be converted to the original intent after use.
  - Planning and Zoning reviewed the application on January 4, 2021. The Commission unanimously voted to forward a recommendation of approval, with the stipulations as outlined.
1. No vertical construction or storage of combustible material shall occur on-site until water and sewer lines are constructed according to approved plans and authorized for use by the Town of Chino Valley and Yavapai County Development Services.
  2. All access roads must have a minimum of a dust free surface approved by Central Arizona Fire and Medical Authority.
  3. The Perkinsville 44 Final Plat must be recorded before the Conditional Use Permit can take effect.
  4. If the Perkinsville 44 Final Plat is not recorded within one (1) year of this Conditional Use Permit's approval, the Conditional Use Permit will expire
  5. The model home complex unit shall be converted back into the original single-family residence with a functional garage.

Council and staff discussed the following:

- The stipulation changes were reviewed.
- The model home would be completely built for customers to walk into.

MOVED by Vice-Mayor Annie Perkins, seconded by Councilmember Tom Armstrong to approve a conditional use permit C-21-02 for a Temporary Model Home Complex as presented, subject to the staff report, information provided during this hearing, and the conditions in Attachment A.

AYE: Mayor Jack Miller, Vice-Mayor Annie Perkins, Councilmember Tom Armstrong, Councilmember Eric Granillo, Councilmember Cloyce Kelly, Councilmember John McCafferty

**6 - 0 PASSED - Unanimously**

7) **ADJOURNMENT**

MOVED by Councilmember Eric Granillo, seconded by Councilmember Cloyce Kelly to adjourn the meeting at 6:32 p.m.

AYE: Mayor Jack Miller, Vice-Mayor Annie Perkins, Councilmember Tom Armstrong, Councilmember Eric Granillo, Councilmember Cloyce Kelly, Councilmember John McCafferty

**6 - 0 PASSED - Unanimously**



A handwritten signature in blue ink, appearing to read "Jack W. Miller".

\_\_\_\_\_  
Jack W. Miller, Mayor

ATTEST:

*Erin Deskins*

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Erin N. Deskins, 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 25th day of January 2022, 2021. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 22nd day of February 2022, 2021.

*Erin Deskins*

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Erin N. Deskins, Town Clerk