

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

**TUESDAY, FEBRUARY 13, 2018
6:00 P.M.**

The Town Council of the Town of Chino Valley, Arizona, met for a Regular Meeting in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona, on Tuesday, February 13, 2018.

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

Staff Present: Town Manager Cecilia Grittman; Town Attorney Phyllis Smiley; Finance Director Joe Duffy; Police Chief Chuck Wynn; Public Works Director/Town Engineer Frank Marbury; Community Services Director Scott Bruner; Deputy Town Clerk Vickie Nipper; Town Clerk Jami Lewis (recorder); Administrative Technician Kathy Frohock (videographer)

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 declaring February 26-March 3, 2018 as "Stand With Me, Be Drug Free Week," sponsored by MatForce.

Mayor Croft read the proclamation and presented it to several representatives with MatForce.

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.

Craig Brown, Yavapai County District 4 Supervisor spoke about this being "Salute Veterans Week."

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.

Councilmember Best reported on a recent Central Yavapai Metropolitan Planning Organization retreat, which focused on funding roads and streets.

Mayor Croft reported on the upcoming 2018 Citizen's Academy, starting March 1.

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

Ms. Grittmann reported on:

- The next Coffee with the Mayor and Manager to be held on February 28.
- A Town clean up scheduled for March 3.

Town Clerk Lewis reported on the Town's August Primary Election and the candidate nomination process.

- c) Review of the impact from reducing the Manufactured Home Sales Tax Rate from 4% to 2%, effective March 1, 2017. (Joe Duffy, Finance Director)

Mr. Duffy reviewed various statistics related to the manufactured home sales taxes from 2015 to the present:

- While manufactured home sales had increased since the tax reduction, the net cash effect in 2017 was about even, but overall sales had increased.
- He believed the increase was due to both the tax reduction and increased construction activity in general; and the addition of two new manufactured home businesses locating to the Town probably resulted from the tax reduction.
- Staff will continue to monitor this item.

Council asked about numbers from other municipalities. Mr. Duffy stated that he had some, but he could not legally disclose them.

Councilmember Miller commented that he desired to reduce the taxes on all construction sales.

Mayor Croft asked staff to bring this back in a year for an update.

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 Mike Best to accept consent agenda items 6a and b.

Vote: 7 - 0 PASSED - Unanimously

- a) Consideration and possible action to approve Financial Report for the six months ending December 31, 2017. (Joe Duffy, Finance Director)
- b) Consideration and possible action to accept the January 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) Consideration and possible action to direct staff to post and publish the notice of intent to increase admission fees for the Town of Chino Valley Aquatic Facility and the written report and data in support, pursuant to A.R.S. Section 9-499.15. (Scott Bruner, Community Services Director)

Recommended Action: Direct staff to post and publish the Notice of Intent to Increase Admission Fees for the Town of Chino Valley Aquatic Facility and the written report and data in support, pursuant to A.R.S. Section 9-499.15.

Mr. Bruner reported that:

- Aquatic Center fees were last reviewed in 2012. Since then, the General Fund had subsidized the pool at about \$150,000 each year.
- As the recent minimum wage increases, and equipment replacements and upgrades to the facility will push that subsidy higher, staff recommended gradual rate increases to coincide with the minimum wage increases. In response to citizen comments, other changes being recommended pertained to eliminating split sessions and charges for children aged 0-2 years and non-swimmers.
- Tonight's item was to approve the notice of the intended increases and set a public hearing for April 24, at which time he will make a full presentation of the proposed changes.

Councilmember Lane stated that families will be very happy about the session structure changes.

MOVED by Vice-Mayor Lon Turner, seconded by Councilmember Jack Miller to direct staff to post and publish the Notice of Intent to Increase Admission Fees for the Town of Chino Valley Aquatic Facility and the written report and data in support, pursuant to A.R.S. Section 9-499.15.

Vote: 7 - 0 PASSED - Unanimously

- b) Consideration and possible action to waive the bidding requirements and purchase an F350 Utility Service Truck with Crane, Bobcat Compact Track Loader with Mower, and an enclosed John Deere Utility Tractor with Mowers using cooperative purchase agreements with the City of Mesa, Arizona Mohave, and the Arizona State Bid List. (Frank Marbury, Public Works Director/Town Engineer)

Recommended Action: Waive the bidding requirements and approve the following cooperative purchases and agreements:

(i) From Berge Ford, an F350 Utility Service Truck with Crane for a total amount not to exceed \$62,910.80, pursuant to a cooperative purchase bid by City of Mesa Contract 2016068, Amendment 1.

(ii) From Clark Equipment Co, dba Bobcat Company, a Bobcat Compact Track Loader with Mower compact track loader with mower and bucket for an amount not to exceed \$52,290.20, pursuant to the Arizona State Contract #ADSP013-035802, May 7, 2019.

(iii) From Flagstaff Equipment Company, an enclosed John Deere 5115M utility tractor with mowers for an amount not to exceed \$120,075.21, pursuant to a cooperative purchase bid by Arizona Mohave Contract 15G-DEER-0824 (PG 3V).

Mr. Marbury reported on this item:

- Due to the change in leadership in Public Works, department needs being re-evaluated, and in the attempt to do more with less, some of the purchasing requests were different from those which were originally proposed in the budget.
- *Utilities purchases:* (i) Rather than purchasing the originally proposed $\frac{3}{4}$ ton service truck, he was proposing to upgrade the truck with a crane to help several departments with heavy lifting. (ii) As the Roads Department had four large dump trucks with too many miles, rather than purchasing a small dump truck for Utilities, staff preferred to look toward replacing one the Roads' large dump trucks, letting Utilities use the flatbed dumps for smaller tasks and Roads helping with the bigger truck when needed. (iii) The Bobcat was needed to mow infiltration basins and could be used by several departments, and staff could use and rent attachments when needed.
- *Roads purchases:* (i) The budget included purchase of a backhoe, but as Utilities had a fairly new one, which Roads had been borrowing, staff recommended continuing that for another year and providing staff the ability to obtain other needed equipment. (ii) The mower in the budget came in higher than budgeted and they had to upgrade the tractor to handle the mower decks. (iii) Roads will also be requesting a broom sweeper in the future. (iv) If the Town could sell the chip spreader, it could use those funds for one of the 10-wheel dump trucks.
- Staff was recommending that Council only approve items (ii) and (iii) tonight, as the service truck item needed to be postponed because the Mesa bid had expired and staff was now reviewing the state bid.

Council had no questions or comments.

MOVED by Vice-Mayor Lon Turner, seconded by Councilmember Mike Best to waive the bidding requirements and approve the following cooperative purchases and agreements:

(ii) From Clark Equipment Co, dba Bobcat Company, a Bobcat Compact Track Loader with Mower compact track loader with mower and bucket for an amount not to exceed \$52,290.20, pursuant to the Arizona State Contract #ADSP013-035802, May 7, 2019.

(iii) From Flagstaff Equipment Company, an enclosed John Deere 5115M utility tractor with mowers for an amount not to exceed \$120,075.21, pursuant to a cooperative purchase bid by

Vote: 7 - 0 PASSED - Unanimously

- c) Consideration and possible action to adopt Ordinance No. 18-843, declaring the document entitled "The 2012-2014 Amendments to the Tax Code of the Town of Chino Valley" to be a public record; and adopting "The 2012-2014 Amendments to the Tax Code of the Town of Chino Valley" by reference; establishing effective dates; providing for severability and providing penalties for violations. (Jami Lewis, Town Clerk)

Recommended Action: Adopt Ordinance No. 18-843, declaring the document entitled "The 2012-2014 Amendments to the Tax Code of the Town of Chino Valley" to be a public record and adopting the same by reference.

Ms. Lewis reported that:

- The Town's Tax Code conformed to the Arizona Model City Tax Code (MCTC), which provided for the various tax options that each municipality elects to impose. Periodically, the Model City Tax Commission makes recommendations to the legislature for amendments to the MCTC, and when enacted, local entities are asked to adopt those changes for their local codes.
- While the legislature enacted certain amendments in 2012-2014, the Town did not find out about them until last year. Adopting this ordinance will bring the Town's tax code back into conformance with the MCTC.

MOVED by Vice-Mayor Lon Turner, seconded by Councilmember Jack Miller to adopt Ordinance No. 18-843, declaring the document entitled "The 2012-2014 Amendments to the Tax Code of the Town of Chino Valley" to be a public record and adopting the same by reference.

Vote: 7 - 0 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.

- a) An executive session pursuant to A.R.S. & 38-431.03(A)(1) for discussion or consideration of employment, assignment, appointment, or salary of Town Manager, Cecilia Grittman. (Mayor and Council)

MOVED by Vice-Mayor Lon Turner, seconded by Councilmember Cloyce Kelly to hold an executive session.

Vote: 7 - 0 PASSED - Unanimously

9) ACTION ITEMS RESUMED

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

Mayor Croft reconvened the meeting at 7:03 p.m.

10) **ADJOURNMENT**

MOVED by Councilmember Jack Miller, seconded by Councilmember Annie Lane to adjourn the meeting at 7:03 p.m.

Vote: 7 - 0 PASSED - Unanimously


Darryl L. Croft, Mayor

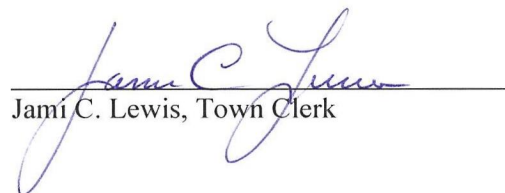
ATTEST:


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

Dated this 27th day of February, 2018.


Jami C. Lewis, Town Clerk