



Town of Chino Valley

MEETING NOTICE TOWN COUNCIL

REGULAR MEETING
Tuesday, April 11, 2017
6:00 P.M.

Council Chambers
202 N. State Route 89
Chino Valley, Arizona

A majority of the Councilmembers may attend a private invocation in the Council Conference Room immediately prior to the Council meeting. No Town business will be discussed.

AGENDA

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

2. INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS

- a.** Proclamation Celebrating 10 Years of Service by the Chino Valley Noontimers Lions Club.
- b.** Presentation of Certificate of Achievement for Excellence in Financial Reporting to the Town's Finance Department. (Cecilia Gritman, Interim Town Manager)

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.

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

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.

- a. Consideration and possible action to accept the March 14, 2017 regular meeting minutes.
- b. Consideration and possible action to accept the March 21, 2017 special meeting minutes.
- c. Consideration and possible action to accept the March 21, 2017 study session minutes.
- d. Consideration and possible action to accept the March 28, 2017 regular meeting minutes.

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 approve Ordinance No. 17-830 approving the Development Plan for the Village North Planned Area Development and changing the zoning classification of approximately 9.92 acres of real property generally located 1,200 feet east of the intersection of State Route 89 and Road 2 North from MR/MHP-4 (Multi-Family Residential/Mobile Home Park, 4 Acre Minimum) zoning district to MR/MHP-4 zoning district with a Planned Area Development Overlay. Applicant: Don Karcie / Sam Malouff. (Ruth Mayday, Development Services Director)

Recommended Action: Approve Ordinance No.17-830 approving the Development Plan for the Village North Planned Area Development and changing the zoning classification of approximately 9.92 acres of real property generally located 1,200 east of the intersection of State Route 89 and Road 2 North from MR/MHP-4 zoning district to MR/MHP-4 zoning district with a Planned Area Development Overlay, subject to the conditions set forth in the Ordinance.

- b. Consideration and possible action to approve contributing \$_____ to Yavapai Regional Transit to support transporting children from the Paulden area to the Chino Valley Aquatics Center for the 2017 swim season. (Cecilia Grittmann, Interim Town Manager)

Recommended Action: Approve contributing \$_____ to Yavapai Regional Transit to support transporting children from the Paulden area to the Chino Valley Aquatics Center for the 2017 swim season.

- c. Consideration and possible action to authorize staff to submit an application to the USDA-RD for its Rural Development Business Grant in an amount not to exceed \$100,000, and authorize the Mayor to sign the same. (Ruth Mayday, Development Services Director)

Recommended Action: Authorize staff to prepare and submit an application for the USDA-RD Rural Business Development Grant (RDBG) in an amount not to exceed \$100,000, and authorize the Mayor (or in his absence, the Vice-Mayor) to sign the application.

- d. Consideration and possible action to direct staff regarding the process to fill a vacancy on the Town Council created by the resignation of Councilmember Susan Cuka. (Jami Lewis, Town Clerk)

Recommended Action: Direct staff to initiate and follow the process to fill the Council vacancy created by the resignation of Councilmember Susan Cuka as discussed.

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.

9. ACTION ITEMS RESUMED

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

10. ADJOURNMENT

Dated this 6th day of April, 2017.

By: **Jami C. Lewis, Town Clerk**

The Town of Chino Valley endeavors to make all public meetings accessible to persons with disabilities. Please call 636-2646 (voice) or 711 (Telecommunications Arizona Relay Service) 48 hours prior to the meeting to request a reasonable accommodation to participate in this meeting.

Supporting documentation and staff reports furnished to the Council with this agenda are available for review on the Town website at <http://www.chinoaz.net/agendacenter> and in the Public Library and Town Clerk's Office.

CERTIFICATION OF POSTING

The undersigned hereby certifies that a copy of this notice was duly posted at Chino Valley South Campus, Chino Valley Post Office, and Chino Valley North Campus in accordance with the statement filed by the Town Council with the Town Clerk.

Date: _____ Time: _____ By: _____
Jami C. Lewis, Town Clerk



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

2.a.

Meeting Date: 04/11/2017
Contact Person: Jami Lewis, Town Clerk
 Phone: 928-636-2646 x-1208
Department: Town Clerk
Estimated length 5 minutes
of Staff Presentation:
Physical location of item: N/A

AGENDA ITEM TITLE:

Proclamation Celebrating 10 Years of Service by the Chino Valley Noontimers Lions Club.

SITUATION & ANALYSIS:

The Mayor is sometimes asked to sign proclamations that are not necessarily read at Council meetings. This past January, the Chino Valley Noontimers Lions asked the Mayor to sign this proclamation for an event that was scheduled on January 21. Due to a snowstorm, the event was cancelled and rescheduled for April 8. The Lions have now asked the Mayor to formally read the proclamation at the next available meeting.

Attachments

Proclamation-Lions Anniversary



PROCLAMATION

Chino Valley Noontimers Lions Club Celebrating 10 Years of Service



Whereas, Lions Clubs International, established in 1917, is the largest service club organization in the world, made up of friends, family and neighbors who share a core belief that "community is what we make it"; and

Whereas, the Chino Valley Noontimers Lions Club, a local service club of Lions Clubs International, is celebrating 10 years of service to the citizens of the Town Chino Valley, its surrounding areas, and the State of Arizona; and

Whereas, in their 10 years of service, members contributed to the Town by creating a more sustainable, resilient community, and providing education, career skills, and leadership abilities for those who serve; and

Whereas, members have unselfishly dedicated their time and talents in many ways;

Whereas, they have provided aid and services to the blind and visually impaired; held clothing and food drives, and assisted with natural disaster relief;

Whereas, they have supported local youth through drug awareness programs, Breakfast with Santa, and other outreach activities through local schools; and

Whereas, they have sponsored the Town's annual 4th of July celebration, and participated in many others;

Now, Therefore, I, Darryl L. Croft, Mayor of the Town of Chino Valley, do hereby recognize, commend, and pay tribute to the *Chino Valley Noontimers Lions Club* for 10 years of unlimited, undaunted, and priceless service to the Chino Valley community;

In Witness Whereof, I have hereunto set my hand and caused the Seal of the Town of Chino Valley to be affixed this *11th* day of *April* 2017.

Darryl L. Croft, Mayor

ATTEST: Jami C. Lewis, Town Clerk



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

2.b.

Meeting Date: 04/11/2017
Contact Person: Cecilia Grittman, Acting Town Manager
Department: Town Manager
Estimated length 5 minutes
of Staff Presentation:
Physical location of item: N/A/

AGENDA ITEM TITLE:

Presentation of Certificate of Achievement for Excellence in Financial Reporting to the Town's Finance Department. (Cecilia Grittman, Interim Town Manager)

SITUATION & ANALYSIS:

The Town's Finance Department, employees: Joe Duffy, Cindy Sandlin and Kat Lordi, has received the comprehensive annual financial report (CAFR) Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in government accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Attachments

CAFR, 2017



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

March 21, 2017

The Honorable Darryl L. Croft
Mayor
Town of Chino Valley
202 North State Route 89
Chino Valley, AZ 86323

Dear Mayor Croft:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended 2016 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release is enclosed to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

A handwritten signature in black ink, reading "Todd Buikema". The signature is written in a cursive, flowing style with a prominent 'T' and 'B'.

Todd Buikema
Acting Director, Technical Services Center



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

03/21/2017

For more information contact:

Todd Buikema, Acting Director/TSC

Phone: (312) 977-9700

Fax: (312) 977-4806

E-mail: tbuikema@gfoa.org

(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Town of Chino Valley** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

Government Finance Officers Association is a major professional association servicing the needs of nearly 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C.

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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

6.a.

Meeting Date: 04/11/2017

Contact Person: Jami Lewis, Town Clerk

Phone: 928-636-2646 x-1208

Department: Town Clerk

Item Type: Consent

AGENDA ITEM TITLE:

Consideration and possible action to accept the March 14, 2017 regular meeting minutes.

RECOMMENDED ACTION:

Accept the March 14, 2017 regular meeting minutes.

Attachments

March 14, 2017 minutes

DRAFT

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

**TUESDAY, MARCH 14, 2017
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, March 14, 2017.

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

Staff Present: Interim Town Manager Cecilia Gritman; Town Attorney Phyllis Smiley (via Skype); Finance Director Joe Duffy; Police Lieutenant Vince Schaan; Public Works Director/Town Engineer Michael Lopez; Development Services Director Ruth Mayday; I.T. Specialist Spencer Guest (videographer); Town Clerk Assistant Amy Pyeatt-Lansa (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**

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.

John Scholl, School Superintendent, spoke about a meet and greet for candidates for the position of principal at Chino Valley High School.

Mark Vucich, resident, asked staff to look into making it easier for Paulden residents to pay for multiple sessions at the pool. Mayor Croft asked the Town Manager to review the matter.

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) Response regarding the status of commercial development at Road 4 South.

Mayor Croft reported that it was the Town's understanding that the property was under escrow, but the Town had no knowledge about the type of development to occur.

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 Cuka reported on an Economic Development Subcommittee recommendation regarding a consulting firm for Old Home Manor.

Mayor Croft reported on the upcoming Citizen's Academy.

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

Ms. Grittman reported on:

- Town Clerk Assistant Amy Lansa's resignation;
- Public Works crews actions to mitigate Granite Creek flooding on Perkinsville Road; and
- the Council study session next Tuesday night.

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 Mike Best, seconded by Councilmember Susie Cuka to accept consent agenda items.

Vote: 7 - 0 PASSED - Unanimously

- a) Consideration and possible action to accept the February 28, 2017 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 adopt Ordinance 17-819, amending the Unified Development Ordinance ("UDO"), Chapter 2, Definitions, Section 2.1, Meanings of Words and Terms; repealing Chapter 4.21 Sign Regulations, and adopting new Chapter 4.21 Sign Regulations, consisting of Sections 4.21.1 Purpose, 4.21.2 Permits Required, 4.21.3 General Sign Regulations, 4.21.4 Measurement of Signs, 4.21.5 Sign Standards, 4.21.6 Temporary Signs, 4.21.7 Prohibited Signs, 4.21.8 Non-Conforming Signs, and 4.21.9 Violations; Removal, all as set forth in the "Amendments to the Unified Development Ordinance of the Town of Chino Valley Related to Signs, dated July 26, 2016". (Ruth Mayday, Development Services Director)

Recommended Action: Approve Ordinance 17-819, declaring the "Amendments to the Unified Development Ordinance of the Town of Chino Valley related to Signs, dated July 26, 2016" to be a public record and adopting the "Amendments to the Unified Development Ordinance of the Town of Chino Valley, Arizona, Related to Signs, dated July 26, 2016", by reference, amending the Unified Development Ordinance.

Ms. Mayday reported that the only substantial change to this ordinance since Council's last review was to remove flags from all restrictions and regulations.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Lon Turner to approve Ordinance 17-819, declaring the "Amendments to the Unified Development Ordinance of the Town of Chino Valley related to Signs, dated July 26, 2016."

Vote: 7 - 0 PASSED - Unanimously

[Scrivener's Note: The Ordinance date of July 26, 2016 in the agenda item title and motion was incorrect; the Ordinance in the packet contained the correct date of March 14, 2017.]

- b) Consideration and possible action to approve the Agreement for Professional Consulting Services with Engineering Testing Consultants, Inc., for Geotechnical Engineering Testing for the Old Home Manor Industrial Park project in an amount not to exceed \$34,005.00. Funds to come from Grants Fund match. (Michael Lopez, Acting Public Works Director/Town Engineer)

Recommended Action: Approve the Agreement for Professional Consulting Services with Engineering Testing Consultants, Inc., for Geotechnical Engineering Testing for the Old Home Manor Industrial Park project in an amount not to exceed \$34,005.00.

Mr. Lopez reported that:

- The Town had received official approval from the EDA to start the project.
- Staff desired that Engineering Testing Consultants (ETC) provide quality assurance on this project on the Town's behalf and that they be available the full 280 days of the project on an as-needed basis for the geotech portions of the whole project.
- Quality control was typically handled by the contractor to verify that their means and methods conformed with plans and specs, while quality assurance was used by the Town to evaluate the contractor for achieving specified conditions.
- Asking a third party to provide quality assurance was not a requirement, but was a standard practice on major municipal projects.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Susie Cuka to approve the Agreement for Professional Consulting Services with Engineering Testing Consultants, Inc., for Geotechnical Engineering Testing for the Old Home Manor Industrial Park project in an amount not to exceed \$34,005.00.

Vote: 7 - 0 PASSED - Unanimously

- c) Consideration and possible action to approve change order number 2 to the contract with Earth Resources Corporation to remove the construction survey line item from the existing Construction Contract resulting in a decrease in the contract amount of \$17,700.00. (Michael Lopez, Public Works Director/Town Engineer)

Recommended Action: Approve change order number 2 to the contract with Earth Resources Corporation, decreasing the contract amount by \$17,700.00.

Mr. Lopez reported that:

- This item pertained to the Center Street sewer project. The survey staking portion was in the original contract with Earth Resources.
- After the contract was issued, the contractor questioned who would be responsible for any contamination of the asphalt base between installation and chipsealing, since the road had to be left incomplete until weather conditions were favorable for chipseal.
- Staff determined that the easiest way to address the issue was to remove the survey staking from Earth Resources' contract and have the consultant engineer provide it.

Councilmember Turner requested that Council address item 7d before voting on 7c.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Lon Turner to table item 7c.

Vote: 7 - 0 PASSED - Unanimously

Council addressed item 7d.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Lon Turner to bring 7c back to the table.

Vote: 7 - 0 PASSED - Unanimously

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Lon Turner to approve change order number 2 to the contract with Earth Resources Corporation, decreasing the contract amount by \$17,700.00.

Vote: 7 - 0 PASSED - Unanimously

- d) Consideration and possible action to approve the Professional Services Agreement with Lyon Engineering, Inc., for the construction staking for the Center Street Sewer Main Extension project in the amount not to exceed \$17,700.00. (Michael Lopez, Acting Public Works Director/Town Engineer)

Recommended Action: Move to approve Change Order number 2 with Lyon Engineering, Inc. for the construction staking for the Center Street Sewer Main Extension project in an amount not exceed \$17,700.00, increasing the total compensation for this Project not to exceed amount of \$110,595.00.

Mr. Lopez reported that:

- It had been up to the contractor, Earth Resources, to contract with Lyon for staking. As the contractor did not desire the extra expenses of negotiating a separate contract with Lyon, staff determined it would be in the Town's best interest to remove the staking out of the project's contract and contract directly with Lyon.
- Benefits to the Town were that: the contractor will not be able to negotiate a higher price with Lyon, nor dictate any additional staking or survey; the Town will have control over how much staking was to be done; Lyon designed the plan, so there would be no need to rebid; and anything beyond Lyon's control would fall to the contractor.
- This item pertained only to the Center Street portion of the project; staff will come back with a change order for the Road 1 West portion.

Council generally supported the action as the contractor would not be able to raise the staking costs and as long as the \$17,700 was a direct trade-off. One questioned the scope in the two contracts appearing different. Mr. Lopez clarified that the use of the words "survey" and "staking" described the same thing.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Lon Turner to approve Change Order number 2 with Lyon Engineering, Inc. for the construction staking for the Center Street Sewer Main Extension project in an amount not exceed \$17,700.00, increasing the total compensation for this Project not to exceed amount of \$110,595.00.

Vote: 7 - 0 PASSED - Unanimously

- e) Consideration and possible action to approve the Intergovernmental Agreement (IGA) between the Chino Valley Unified School District and the Town of Chino Valley for the improvements to Town rights-of-way adjacent to Del Rio School and Heritage Middle School using Adjacent Ways funding. (Michael Lopez, Public Works Director/Town Engineer)

Recommended Action: Approve the Intergovernmental Agreement (IGA) between the Chino Valley Unified School District and the Town of Chino Valley for the improvements of the adjacent ways to the Del Rio School and Heritage Middle School at no cost to the Town but staff's time to perform engineering and project management.

Mr. Lopez reported that:

- This item had been postponed from a previous agenda, as the IGA had needed further revision by the school district. The project would widen Road 2 North and Road 1 West, and create an additional route into and behind the schools, to allow for safer bus movement.
- The engineer's cost estimate was \$196,000.
- The Town's role was to manage design, construction, and the project as a whole. No funds were obligated by the Town other than staff time.

John Scholl, School District Superintendent, explained that:

- The Adjacent Ways program was funded by a tax levy and could only be used for improvements on property adjacent to school district property, such as sidewalks, intersections, bus lanes, and fire lanes.
- The last such project was to install sewer on the high school property, as well as upgrades to parking lots and fire lanes.
- This project would be funded over two fiscal years, with \$100,000 in the current fiscal

year that had to be spent by June 30, and \$100,000 in the next.

Mr. Lopez added that as the first phase was under \$100,000, but the second phase was higher, the contractor will be billed for the full \$100,000 in the current fiscal year.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Jack Miller to approve the Intergovernmental Agreement (IGA) between the Chino Valley Unified School District and the Town of Chino Valley for the improvements of the adjacent ways to the Del Rio School and Heritage Middle School at no cost to the Town but staff's time to perform engineering and project management.

Vote: 7 - 0 PASSED - Unanimously

- f) Consideration and possible action to approve a Notice of Intention to increase Wastewater Rates, Fees, and Service Charges, set a Public Hearing date, and issue a public report. (Joe Duffy, Finance Director)

Recommended Action: Move to adopt a Notice of Intention to Increase Wastewater Rates, Fees, and Service Charges and set a public hearing on the proposed rates for May 9, 2017.

Mr. Duffy reported that:

- With the advent of new multi-family apartment complexes coming to town, a question arose about sewer and water connection and monthly fees. Staff found that one multi-family establishment was not paying what other multi-family customers were paying for sewer and staff could find no contractual reason for it.
- In order to correct the error, the Town needed to go through this statutory process. The correction involved no changes for any class, but only revisions to some components for how to calculate the fee.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Corey Mendoza to adopt a Notice of Intention to Increase Wastewater Rates, Fees, and Service Charges and set a public hearing on the proposed rates for May 23, 2017.

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.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Jack Miller to go into executive session at 6:56 p.m.

Vote: 7 - 0 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 in pending litigation or in settlement discussions conducted in order to avoid or resolve litigation in the matter of Town of Chino Valley v. Glenarm Land Company, Inc. (Phyllis Smiley, Town Attorney)

- b) An executive session pursuant to A.R.S. § 38-431.03(A)(3) and (A)(7) for discussion or consultation for legal advice with the Town Attorney and for discussions or consultations with designated representatives of the Town in order to consider its position and instruct its representatives regarding negotiations regarding the lease to Yavapai Community College of real property located at Old Home Manor.
- c) Executive session pursuant to A.R.S. & 38-431.03(A)(1) for discussion or consideration of employment, assignment, appointment, or salary of Interim Town Manager, Cecilia Grittman.

9) ACTION ITEMS RESUMED

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

Mayor Croft reconvened the meeting at 8:06 p.m.

10) ADJOURNMENT

MOVED by Councilmember Jack Miller, seconded by Vice-Mayor Mike Best to adjourn the meeting at 8:06 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 14th day of March, 2017. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 11th day of April, 2017.

Jami C. Lewis, Town Clerk



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

6.b.

Meeting Date: 04/11/2017

Contact Person: Jami Lewis, Town Clerk

Phone: 928-636-2646 x-1208

Department: Town Clerk

Item Type: Consent

AGENDA ITEM TITLE:

Consideration and possible action to accept the March 21, 2017 special meeting minutes.

RECOMMENDED ACTION:

Accept the March 21, 2017 special meeting minutes.

Attachments

March 21, 2017 special meeting minutes

DRAFT

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

**TUESDAY, MARCH 21, 2017
6:00 P.M.**

The Town Council of the Town of Chino Valley, Arizona, met for a Special Meeting in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona, on Tuesday, March 21, 2017.

Present: Mayor Darryl Croft; Vice-Mayor Mike Best; Councilmember Susie Cuka; Councilmember Annie Lane; Councilmember Corey Mendoza; Councilmember Lon Turner

Absent: Councilmember Jack Miller

Staff Interim Town Manager Cecilia Grittman; Finance Director Joe Duffy; Public Works Director/Town

Present: Engineer Michael Lopez; Public Works Manager Chris Bartels; Development Services Director Ruth Mayday; Associate Planner Alex Lerma; Library Director Scott Bruner; I.T. Specialist Spencer Guest (videographer); Town Clerk Jami Lewis (recorder)

1) **CALL TO ORDER; ROLL CALL**

Mayor Croft called the meeting to order at 6:01 p.m.

- 2) Consideration and possible action to accept the bid and approve the contract between the Town of Chino Valley and Shasta Commercial and Olympic for the purchase and installation of a Raypak XTherm ultra high efficiency pool heater for the Chino Valley Aquatics Facility in an amount not to exceed \$48,400. (Recreation Supervisor Chris Bartels)

Recommended Action: Accept the bid and approve the contract between the Town of Chino Valley and Shasta Commercial and Olympic for the purchase and installation of a Raypak XTherm ultra high efficiency pool heater for the Chino Valley Aquatics Facility in an amount not to exceed \$48,400.

Mr. Bartels reported that:

- The Aquatics Facility was constructed in 2006; the original heater had a lifecycle of 10 years. Staff hired a professional to assess the unit, which had been ailing for the past two years, who recommended that the unit be replaced.
- While the proposed heater still had a 10-year lifecycle, it would be more efficient and reduce annual run costs by 25% (\$12,000) per year.
- Staff had also asked for a bid on a maintenance program. Shasta, the apparent low bidder, could not provide that, but made a recommendation for a qualified professional. Staff will bring this to Council separately in the future.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Lon Turner to accept the bid and approve the contract between the Town of Chino Valley and Shasta Commercial and Olympic for the purchase and installation of a Raypak XTherm ultra high efficiency pool heater for the Chino Valley Aquatics Facility in an amount not to exceed \$48,400.

Vote: 6 - 0 PASSED - Unanimously

3) **ADJOURNMENT**

MOVED by Mayor Darryl Croft, seconded by Councilmember Susie Cuka to adjourn the meeting at 6:06 p.m.

Vote: 6 - 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 Special Meeting of the Town Council of the Town of Chino Valley, Arizona held on the 21st day of March, 2017. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 11th day of April, 2017.

Jami C. Lewis, Town Clerk

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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

6.c.

Meeting Date: 04/11/2017

Contact Person: Jami Lewis, Town Clerk

Phone: 928-636-2646 x-1208

Department: Town Clerk

Item Type: Consent

AGENDA ITEM TITLE:

Consideration and possible action to accept the March 21, 2017 study session minutes.

RECOMMENDED ACTION:

Accept the March 21, 2017 study session minutes.

Attachments

March 21, 2017 study session minutes

DRAFT

MINUTES OF THE STUDY SESSION OF THE TOWN COUNCIL OF THE TOWN OF CHINO VALLEY

**TUESDAY, MARCH 21, 2017
6:15 P.M.**

The Town Council of the Town of Chino Valley, Arizona, met for a Study Session in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona, on Tuesday, March 21, 2017.

Present: Mayor Darryl Croft; Vice-Mayor Mike Best; Councilmember Susie Cuka; Councilmember Annie Lane; Councilmember Corey Mendoza; Councilmember Lon Turner

Absent: Councilmember Jack Miller

Staff Interim Town Manager Cecilia Grittman; Finance Director Joe Duffy; Public Works Director/Town

Present: Engineer Michael Lopez; Public Works Manager Chris Bartels; Development Services Director Ruth Mayday; Associate Planner Alex Lerma; Library Director Scott Bruner; I.T. Specialist Spencer Guest(videographer); Town Clerk Jami Lewis (recorder)

1) CALL TO ORDER; ROLL CALL

Mayor Croft called the meeting to order at 6:15 p.m.

2) Presentation regarding procurement and features provided by CivicPlus CivicRec Recreation Management System.

I.T. Specialist Guest presented on this item:

- Staff first reviewed Rec1 software, which managed all public services for Recreation, four years ago, but had been unable to pursue it further. Since that time, CivicPlus, the Town's web host, purchased Rec1.
- Staff was recommending purchase of the software, as: (i) the product had been expanded and would fulfill needs for Library, Parks and Senior Services, as well as Recreation; (ii) Express Bill Pay integrated with the software; (iii) this was a good time with new Recreation staff coming onboard; and (iv) Prescott Valley used the software and had nothing but positive comments.
- He showed brief videos highlighting facilities management, league management, managing classes, membership management, and point of sale modules, as well as the public portal user experience.
- Costs included \$1,750 for up-front set up, plus a \$2,500 per year annual fee.

3) Discussion of and possible direction of staff actions with regards to Old Home Manor Industrial Park (OHMIP) Master Planning Process;

Discussion of and possible direction of staff actions with regards to potential grant funding for OHMIP Master Planning Services.

Development Services Director Mayday introduced Jackie Guthrie, Principal Planner, and Valeria Bravo, Landscape Architect, with EPS Group, whom the Council Economic Development Subcommittee was recommending to develop the master plan for the Old Home Manor (OHM) Industrial Park. Staff invited EPS to give an updated presentation to Council to explain this process.

Ms. Guthrie introduced the Arizona survey and planning firm and presented:

- Their approach to develop the OHM Industrial Park plan.
- The project team, project experience, and examples of other Arizona industrial parks.
- OHM land use concept.
- Project scope and tasks.

Council, staff, and Ms. Guthrie further discussed:

- *EPS' role:* EPS, rather than a developer, helping the Town create the plan, and this task representing a nominal fee compared to the whole project.
- *Stakeholders:* These will be identified during the first meeting and will include anyone with a strong interest, those who could give direction, potential users, and surrounding land owners.
- *Project viability:* EDS believed the Town was ready to begin developing the plan and had a viable project. Industries preferred shovel-ready sites with utilities and zoning in place, as evidenced by Casa Grande, which recently put in a shovel-ready park that had attracted several industries.

Council comments:

- Things happening in other states now made this a good time to bring new industry here.
- Council desired businesses with jobs.
- The Economic Development Subcommittee selected EPS over other companies due to their extensive work in Arizona.

- 4) Staff update of current projects in pre-development phase; discussion of potential amendments to the General Plan.

Ruth Mayday presented a map indicating the location of all development-related projects in the planning process, including Old Hwy 89 Estates, JC Ranch multi-family, West meadows, Fletcher industrial park, Heritage Pointe (Appaloosa Meadows 3), Old Home Manor Industrial Park, long term campground on Perkinsville, Chino Valley Town Center, Village North apartments, and Colonial Villas.

- 5) Discussion of and possible direction of staff with respect to the proposed Motor Sports facility at Old Home Manor.

Interim Town Manager Gritman reported that:

- When the former Mayor's Old Home Manor (OHM) Recreational Committee had been speaking with proponents of a motor sports facility, staff discovered that Yavapai Community College (YCC) had a right to refuse motor sports at OHM.
- After staff approached the College Board to make a presentation and was declined, Council directed staff during an executive session to make a presentation tonight for Council's input. Mr. Brinkley, representing the motor sports groups, was present as well.

Ms. Mayday reported on:

- the current status of the matter;
- proposed next steps;
- possible timeline;
- potential for litigation;
- potential for referendum and referendum process; and
- zoning process.

Staff and Council discussed the following topics in more detail:

- *Current status:* YCC declined to hear the matter until the Town had a better developed project. The Town's main concern was expending time and money to develop a plan and still possibly being denied by YCC at the end.
- *Process:* The Town needed to be prepared for a long process, possible litigation or referendum, and the ability to present a strong case.
- *Next steps:* The group discussed moving forward with a public process versus directing staff to accept an application from Mr. Brinkley for a Planned Area Development (PAD) first.
- *Associated costs:* A market feasibility study would cost about \$30,000 and a traffic study was \$5,000 to \$10,000. Staff had had feasibility meetings with Mr. Brinkley and provided him with the development standards and requirements. If Council directed staff to accept the PAD application, staff and Mr. Brinkley would discuss those details during the PAD process and lease negotiations. Staff recommended following the same procedure as with the equestrian facility. If Mr. Brinkley determined that he could not afford the requirements, then the project would not go forward.

Council preferred that staff accept an application from Mr. Brinkley for a PAD and inform YCC.

6) ADJOURNMENT

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Lon Turner to adjourn the meeting at 7:26 p.m.

Vote: 6 - 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 Study Session of the Town Council of the Town of Chino Valley, Arizona held on the 21st day of March, 2017. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 11th day of April, 2017.

Jami C. Lewis, Town Clerk

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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

6.d.

Meeting Date: 04/11/2017

Contact Person: Jami Lewis, Town Clerk

Phone: 928-636-2646 x-1208

Department: Town Clerk

Item Type: Consent

AGENDA ITEM TITLE:

Consideration and possible action to accept the March 28, 2017 regular meeting minutes.

RECOMMENDED ACTION:

Accept the March 28, 2017 regular meeting minutes.

Attachments

March 28, 2017 minutes

DRAFT

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

**TUESDAY, MARCH 28, 2017
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, March 28, 2017.

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

Staff Present: Interim Town Manager Cecilia Grittmann; Town Attorney Phyllis Smiley (via Skype); Finance Director Joe Duffy; Human Resources Director Laura Kyriakakis; Police Lieutenant Vince Schaan; Public Works Director/Town Engineer Michael Lopez; Library Director Scott Bruner; GIS/CAD/Web Technician Jan Mazy (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.

2) **INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS**

- a) Proclamation declaring April 2017 as "Fair Housing Month," in Chino Valley, sponsored by Northern Arizona Council of Governments.

Mayor Croft read the proclamation.

- b) Presentation by Richard Heath, Executive Director, regarding the Northern Arizona University (NAU) campus in Prescott Valley.

Mr. Heath provided an update on the NAU campus, reporting on: four year institutions' importance to economic development and workforce; NAU's mission to offer affordable flexible degree programs; student statistics; partnership with Yavapai Community College; degree programs and career opportunities; and future plans and changes.

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.

John Trout, Center Street resident, spoke about roadway issues with Center Street and asked when the road would be completed. Mayor Croft directed him to Public Works Director Lopez.

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) Comments regarding Aquatic Center entry fees for multiple sessions.

Mayor Croft reported that Town staff had reconfigured the pool schedule to increase safety and efficiency with regard to staffing levels and water quality, and as the revised schedule had also improved attendance and revenues, Council had approved it.

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.

Council had nothing to report.

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

Ms. Grittman reported on:

- New hires in Police and Recreation, and an intern in Development Services.
- Staff's current efforts on the budget process.

- c) Presentation by Finance Department regarding the Revenue Manual and revenue projections for the next fiscal year.

Mr. Duffy reported on:

- trends and comparisons of all revenues from five years prior to five years ahead;
- projections based on 0% to 3% increases, subject to change from new data;
- overall revenues and individual breakdowns; and
- the Town's dependence upon sales tax.

(Vice-Mayor Best left the meeting at 6:25 p.m. and returned at 6:28 p.m.)

Key points were:

- Overall, revenues were slowly increasing.
- Sales taxes had softened in the last three months and staff was watching this closely.
- Highway User Revenues were finally back to near \$1 million.
- Staff projected 29 new water connections; the general fund subsidized the Water fund

with \$75,000; and the annual \$65,000 from Prescott will be ending soon.

- Sewer will be in the black for the first time next year and will be able to start paying back the loan from the general fund.

Council and staff discussed the following in more detail:

- *Sales taxes:* These made up about 40% of the Town's revenue and were the Town's key to survival, since the Town had no property tax. The recent decrease was in the retail sector and December and January had been soft nationally. If the trend continued, staff would have to adjust the budget.
- *HURF status:* In 2007/2008, it was around \$1.4 million, then went down after the recession and the 2010 Census.

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.

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.

Councilmember Mendoza suggested moving item 7c up to accommodate the people in the audience.

MOVED by Councilmember Corey Mendoza, seconded by Vice-Mayor Mike Best to move action item 7c above a and b.

Vote: 7 - 0 PASSED - Unanimously

- a) Consideration and possible action to approve the Waiver of Four Year Notice and Pavement Quality Report for the abandonment of the Old State Route 89 right-of-way for continued public use to the Town of Chino Valley. (Michael Lopez, Public Works Director/Town Engineer)

Recommended Action: Approve the Waiver of Four Year Notice and Pavement Quality Report for the abandonment of the Old State Route 89 right-of-way for continued public use to the Town of Chino Valley.

(This item was heard after item 7c but is retained here for clarity.)

Mr. Lopez reported that:

- SRP and the City of Prescott had contacted the Town about obtaining a right-of-way permit to monitor the station at Sullivan Dam. Staff then determined that even though the State believed it had abandoned Old Highway 89 to the County and Town years ago, the State still owned it.
- The State had not maintained the road in 40 years and the Town had maintained it for

several years. As the State intended to complete the abandonment to the County and Town, the Town would need to absorb the road into its maintenance plan, and staff hoped to work with the County on that.

- The Town also owned the bridge and he had spoken with ADOT about grant opportunities for remediation. ADOT also intended for construction and repair in the area in 2020 and the Town should put aside money to repair its portion of the old highway at the same time.
- In order to clean up these discrepancies, staff was asking Council to waive the four-year review period so ADOT could abandon the road now.

Some councilmembers questioned the history of the matter; why the Town had been maintaining the road when the State owned it; if the Town was required to accept the State's abandonment; and if the State was going to require the road be up to code.

Mr. Lopez spoke about the Town's positive relationship with ADOT, his belief that the Town had no choice but to accept the road, and researching the matter further.

MOVED by Councilmember Lon Turner, seconded by Vice-Mayor Mike Best to direct Mr. Lopez to get more information so it was crystal clear.

Vote: 7 - 0 PASSED - Unanimously

- b) Consideration and possible action to approve Change Order No.1 to the Agreement for Professional Consulting Services with CivilTec Engineering, Inc. for additional services including Nationwide 404 permitting and Water of the US Jurisdictional Delineation for Santa Cruz Wash, development of bid alternates, and as-built record drawings in the amount not to exceed \$35,944.00. (Michael Lopez, Public Works Director/Town Engineer)

Recommended Action: Approve Change Order No. 1 to the Agreement for Professional Consulting Services with CivilTec Engineering, Inc. for additional services including Nationwide 404 permitting and Water of the US Jurisdictional Delineation for Santa Cruz Wash, development of bid alternates, and as-built record drawings in the amount not to exceed \$35,944.00.

Mr. Lopez reported that this change order included three items not included in CivilTec's contract:

- *Nationwide 404 Permitting and Water of the US Jurisdictional Delineation for Santa Cruz Wash:* After the contract's approval, the Army Corps of Engineers determined that they had jurisdiction over the Wash. This required additional services at a cost of \$18,396 to obtain 404 permitting, which was not in the contract's original scope. After much time and effort, the Town now had all the approvals needed.
- *Bid Alternates:* As the estimated project cost was \$2.8 million and the Town had \$1.27 million, the EDA representative had suggested using deductive bid alternatives. The time and plan modifications that went into iterations for the deductive bids cost an additional \$9,492.
- *Asbuilts:* The contract's original scope for asbuilts was strictly for drainage improvements. The consultant was asking to add design for the asbuilts for the rest of project, such as water valves, sewer manholes, roads, intersections, and monuments, at a cost of \$8,056, in order to produce a final set of asbuilts for potential clients.
- The original estimate for this contract had been \$210,000-\$220,000. This change order would increase the total cost to \$232,049.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Jack Miller to approve Change Order No. 1 to the Agreement for Professional Consulting Services with CivilTec Engineering, Inc. for additional services including Nationwide 404 permitting and Water of the US Jurisdictional Delineation for Santa Cruz Wash, development of bid alternates, and as-built record drawings in the amount not to exceed \$35,944.00.

Vote: 7 - 0 PASSED - Unanimously

- c) Authorize Mayor to sign a letter of support, on behalf of the Council, to Yavapai County for the Northern Connector road, which extends Center Street west of Reed Road to Williamson Valley Road. (Cecilia Gritman, Interim Town Manager)

Recommended Action: Authorize Mayor to sign letter of support, on behalf of the Council, to Yavapai County for the Northern Connector road, which extends Center Street west of Reed Road to Williamson Valley Road.

(This item was heard after item 5c but is retained here for clarity.)

Mayor Croft read the proposed letter, which cited business, education, and employment opportunities, and safety as reasons to support the future connector road.

Public comment:

Cathy Lopez, Brenda Trail resident; Peggy Trout, Center Street resident; George Flood, Brenda Trail resident; Jimmy McConnell; and Mr. Trout spoke in opposition, citing the following reasons:

- 1,300 persons, 75% of whom were from Williamson Valley, had signed a petition opposed to this project due to lack of clear information from the County and concerns about the need and expense.
- Questions about the Town's plan for its Reed Road/Center Street intersection.
- The money should be used to fund the jail and emergency services.
- A connector for shopping or fire evacuations was not that great a need.
- The preferred route was based on flawed data and a connector was more needed north of Road 5 North.
- The County could not justify the costs when it had many unimproved roads needing maintenance and repair.
- Increased traffic from the new road would go through a school zone.
- The Town stated that the project was not scheduled for 15-20 years, yet the citizens were hearing five to 10 years, and the County was already buying right-of-way.

Public Works Director Lopez stated that as the project was not slated for 15-20 years, the Town would have no specific plans for the Reed Road/Center Street in the near future.

Council comments:

- Councilmembers Cuka and Miller spoke about the Council having to consider opportunities for sales tax revenues in order to become sustainable, as the Town's citizens had not wanted a property tax; connector roads being part of the future; and it making sense to connect the communities.
- Councilmember Turner spoke about the inevitability of change and those it affected.

- Vice-Mayor Best spoke about such projects needing engineering and right-of-way acquisition efforts years in advance, and the County needing help with funding.
- Councilmember Mendoza spoke about the importance of sales tax, the Council's job to do what's best for the whole Town, and citizens having the option to vote out their supervisor, if desired.
- Councilmember Lane spoke about also being concerned with the effects of the road on the high school, but the connector road being beneficial to bring jobs, and needing the alternate evacuation route.
- Mayor Croft spoke about the proposed route being the best and cheapest.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Susie Cuka to authorize the Mayor to sign the letter of support, on behalf of the Council, to Yavapai County for the Northern Connector road, which extends Center Street west of Reed Road to Williamson Valley Road.

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.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Lon Turner to go into executive session at 7:30 p.m.

Vote: 7 - 0 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 in pending litigation or in settlement discussions conducted in order to avoid or resolve litigation in the matter of Town of Chino Valley v. Glenarm Land Company, Inc. (Mayor and Council)
- b) An executive session pursuant to A.R.S. & 38-431.03(A)(1) for discussion or consideration of employment, assignment, appointment, or salary of Interim Town Manager, Cecilia Grittmann. (Mayor and Council)

9) ACTION ITEMS RESUMED

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

Mayor Croft reconvened the regular meeting at 7:43 p.m.

- a) Consideration and possible action to authorize staff and the Town Attorney to take necessary actions to settle the eminent domain litigation of Town of Chino Valley, Arizona v. Glenarm Land Co., Inc. in an amount not to exceed \$50,000 plus statutory interest as applicable. (Mayor and Council)

Recommended Action: Authorize staff and the Town Attorney to take necessary actions to settle the eminent domain litigation of Town of Chino Valley, Arizona v. Glenarm Land Co., Inc. in an amount not to exceed \$50,000 plus statutory interest as applicable.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Jack Miller to authorize staff and the Town Attorney to take necessary actions to settle the eminent domain litigation of Town of Chino Valley, Arizona v. Glenarm Land Co., Inc. in an amount not to exceed \$50,000 plus statutory interest as applicable.

Vote: 7 - 0 PASSED - Unanimously

- b) Consideration and possible action to approve the Town Manager Contract for Cecilia Grittman, effective _____ for a 2 year period ending June 30, 2019. (Mayor and Council)

Recommended Action: Approve the Town Manager Contract for Cecilia Grittman, effective _____ for a 2 year period ending June 30, 2019.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Lon Turner to approve the Town Manager Contract for Cecilia Grittman, effective April 1, 2017 for a 2 year period ending June 30, 2019.

Vote: 7 - 0 PASSED - Unanimously

10) ADJOURNMENT

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Lon Turner to adjourn the meeting at 7:45 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 28th day of March, 2017. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 11th day of April, 2017.

Jami C. Lewis, Town Clerk



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

7.a.

Meeting Date: 04/11/2017
Contact Person: Ruth Mayday, Development Services Director
 Phone: 928-636-4427 x-1217
Department: Development Services
Item Type: Action Item - Presentation
Estimated length of staff presentation: 15 minutes
Physical location of item: East Road 2 North, between SR 89 and North Road 1 East

AGENDA ITEM TITLE:

Consideration and possible action to approve Ordinance No. 17-830 approving the Development Plan for the Village North Planned Area Development and changing the zoning classification of approximately 9.92 acres of real property generally located one thousand two hundred feet east of the intersection of State route 89 and Road 2 North from MR/MHP-4 (Multi-Family Residential/Mobile Home Park, 4 Acre Minimum) zoning district to MR/MHP-4 Multi-Family Residential/Mobile Home Park, 4 Acre Minimum) zoning district with a Planned Area Development Overlay Zoning District. Applicant: Don Karcie / Sam Malouff. (Ruth Mayday, Development Services Director)

RECOMMENDED ACTION:

Recommended Motion: I move to approve Ordinance No.17-830 approving the Development Plan for the Village North Planned Area Development and changing the zoning classification of approximately 9.92 acres of real property generally located one thousand two hundred feet east of the intersection of State Route 89 and Road 2 North from MR/MHP-4 (Multi-Family Residential/Mobile Home Park, 4 Acre Minimum) zoning district to MR/MHP-4 (Multi-Family Residential/Mobile Home Park, 4 Acre Minimum) zoning district with a Planned Area Development Overlay Zoning District, subject to the conditions set forth in the Ordinance.

SITUATION AND ANALYSIS:

See attached Staff Report from Planning & Zoning meeting.

Fiscal Impact

Fiscal Impact?: No

If Yes, Budget Code:

Available:

Funding Source:

This project will generate one-time Construction Sales Tax revenues and Sewer/Water connection fees. Ongoing revenue generated includes 3% Rental Sales Tax and monthly sewer/water fees.

Attachments

Village North Memo

Ordinance 17-830 Village North Rezoning

Site Location Map

Staff Report – (PAD) Planned Area Development Overlay District

APPLICATION SUMMARY

File Number:

Assessors Parcel Number: 306-20-031Q

Site Location: Located approximately 1,200 feet east of State Route 82 and 2 North and 600 feet west of 1 East and 2 North.

Applicant: Don Karcie/ Sam Malouff

Property Owner: John A. Dejong

Request: Request for PAD Overlay District in order to allowed the required density for project proposal.

SITE DATA

Existing Zoning	(MR-1 / MHP-4) Multi-Family Residential / Mobile Home Parks-Residential
Lot Size	9.22 Acres (approx. 401,623 sq. ft.)
Designated General Plan Land Use	Commercial / Multi- Family Residential
Existing Land Use	Vacant

BACKGROUND

SITE DESCRIPTION

The subject property is generally located approximately 1,200 feet east of State Route 82 and 2 North and 600 feet west of 1 East and 2 North. (See Appendix A) The property is current zoned (MR-1 / MHP-4) Multi-Family Residential / Mobile Home Parks-Residential under the Town of Chino Valley Unified Development Ordinance. The property has a Land Use Designation of Commercial / Multi-Family Residential under the Town of Chino Valley General Plan Potential Land Use Map. The site is currently vacant.

SURROUNDING PROPERTIES AND NEIGHBORHOOD

Directly east of the site, properties are zoned (AR-5) Agricultural/Residential and (SR-2) Single Family Residential. South of the lot, properties are zoned (MR-1 / MHP-4) Multi-Family Residential / Mobile Home Parks-Residential and (CL) Light Commercial. Directly west of the, lots are zoned (CL) Light Commercial and (CH) Heavy Commercial. To the north properties are zoned (CH/AR-5) Heavy Commercial / Agricultural Residential and (CL) Light Residential. (See Appendix B)

PROJECT DESCRIPTION

The applicant is submitting and application for approval of a (PAD) Planned Area Development Overlay on site to allow the proper density for project proposal of an apartment complex. The applicant recently rezoned the property to (MR-1 / MHP-4) Multi-Family Residential / Mobile Home Parks-Residential to meet Town requirements.

Section 1.9.4.A. of the Town of Chino Valley (UDO) Unified Development Ordinance states that a PAD Overlay District will “permit flexibility in the design of residential, ” furthermore Section 1.9.4.B. states the modification of “underlying zoning district regulation to permit flexibility and innovation in development design and provide opportunities for unique or mixed-use development.”

A Neighborhood Meeting was held on January 23, 2017, with seven (7) neighbors present. Concerns expressed by neighbors included traffic, noise, decreased property values, increased crime, and desire for lower density (Bright Star) development.

The application was first reviewed by the Planning & Zoning Commission during its regular meeting on February 7, 2017. A Public Hearing was held during that meeting after notice in compliance with ARS9-462.0-4. As with the neighborhood meeting, the concerns expressed by those in attendance included traffic, noise, decreased property values, increased crime, overwhelming existing stores, and desire for lower density (Bright Star) development.

The Commissioners also discussed the proposal at length, requesting additional details with respect to landscape, amenities, building elevations, walls, and other similar issues. The commission then voted 7-0 to forward the application to Town Council for review and comment.

Town Council reviewed the proposed zone change and development plan during their regular meeting on February 28, 2017. After a presentation by Director Mayday, questions were taken from Council regarding traffic loading on local streets, site circulation, parking, and other development matters. The Mayor then opened the floor to questions and comments from the public. As with previous public comments, questions and statements were related to increased traffic, crime, impact on schools, and overcrowding of retail amenities.

Council then voted 7-0 to direct staff to forward this application to the next available Town Council meeting for consideration and possible approval.

ANALYSIS

Section 1.9.4.3 of the Town of Chino Valley UDO addresses that PAD overlay district will be considered and treated as a change in zoning and will be subject to the procedures required for changes in zoning, including citizen review, public hearing by the Planning Commission and approval by Town Council.

The applicant will meet the following requirements:

- A. Applicant will submit Development Plan consisting of site plan showing the locations of buildings and street layout plans. Applicate will provide building elevation, building heights, design guidelines, residential lots layout and any additional information relevant to the request.
- B. Use and development of the property will conform to the development plan which will be approved by the Town Council as an exhibit to the PAD overlay district zoning ordinance.
- C. Applicant will comply with recommendations and conditions set by Planning Commission and Town Council.
- D. Applicant will dedicate the required land for public use.

- E. The applicant shall provide dedication right-of-way as streets, alleys, public ways, drainage and public utilities and easements as required.

APPENDIX

A





ORDINANCE NO. 17-830

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, COUNTY OF YAVAPAI, ARIZONA, APPROVING THE DEVELOPMENT PLAN FOR THE VILLAGE NORTH PLANNED AREA DEVELOPMENT AND AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF CHINO VALLEY BY CHANGING THE ZONING CLASSIFICATION OF PROPERTY CONSISTING OF APPROXIMATELY 9.22 ACRES LOCATED APPROXIMATELY ONE THOUSAND TWO HUNDRED FEET EAST OF THE INTERSECTION OF STATE ROUTE 89 AND ROAD 2 NORTH, FROM MR/MHP-4 (MULTI-FAMILY RESIDENTIAL/MOBILE HOME PARK, 4 ACRE MINIMUM) ZONING DISTRICT TO MR/MHP-4 (MULTI-FAMILY RESIDENTIAL/MOBILE HOME PARK, 4 ACRE MINIMUM) ZONING DISTRICT WITH A PLANNED AREA DEVELOPMENT OVERLAY ZONING DISTRICT; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES, PROVIDING FOR NON-SEVERABILITY; AND PROVIDING PENALTIES.

WHEREAS, by adoption of this Ordinance, the Town Council desires to provide for the orderly development of land consistent with the Unified Development Ordinance of the Town of Chino Valley to permit flexibility in the design of residential, commercial and/or industrial developments in conformity with the intent and purpose of the General Plan and Unified Development Ordinance; modify underlying zoning district regulations to permit flexibility and innovation in developmental design and provide opportunities for unique or mixed-use development; and promote economical construction and maintenance of streets and utilities without compromising public safety and welfare; and

WHEREAS, the Town Council has determined that this amendment to the Official Zoning Map conforms with the Town of Chino Valley General Plan and any applicable Specific Area Plan, neighborhood, or other plan, and any overlay zoning district; and

WHEREAS, all required public notice was provided and all required public meetings and hearings were held in accordance with applicable state and local laws; and

WHEREAS, the Planning and Zoning Commission, by unanimous vote recommends approval of the rezoning;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Common Council of the Town of Chino Valley, Arizona, as follows:

Section 1. In General.

1. The Village North Planned Area Development Plan, defined in Paragraph 3 herein and attached hereto as Exhibit C, is hereby approved.

2. The Official Zoning Map of the Town of Chino Valley is hereby amended by changing the zoning classification of property consisting of approximately 9.22 acres, described in the legal description, Exhibit A and shown on the Zoning Exhibit (map) in Exhibit B (the "Property"), both of which are attached hereto and incorporated herein by this reference, from MR/MHP-4 (Multi-family Residential/Mobile Home Park, 4 acre minimum) zoning district to MR/MHP-4 (Multi-family Residential/Mobile Home Park, 4 acre minimum) zoning district with a Planned Area Development Overlay (PAD) zoning district, in accordance with the Development Plan, as defined in Paragraph 3, herein.

3. The following definitions shall apply:

- a. "Project" shall mean the "Village North PAD" containing approximately 9.22 acres, located approximately 1,200 feet east of the intersection of State Route 89 and Road 2 North;
- b. "Development Plan" shall mean that certain document submitted pursuant to Section 1.9.4.3 of the Unified Development Ordinance, as follows:

Exhibit C: Development Plan (Site Plan) Exhibit of the Village North Planned Area Development, dated February 17, 2017.

4. The Property described in Paragraph 2 of this Section shall be used and developed in accordance with the Development Plan and the Town of Chino Valley Unified Development Ordinance. In addition to conformance with the Development Plan, development of the Property shall be subject to the following conditions:

- a. Dedication to Chino Valley for right-of-way from East Road 2 North and continuing along the eastern boundary of the Property shall be completed prior to issuance of a building permit for any building in the Project, or sooner, as required by the Town Engineer. Failure to complete dedication as required by this ordinance may result in reversion of the zoning to the prior zoning classification.
- b. Dedication of the right-of-way described above in paragraph a shall extend 50 feet in width from Road 2 North and continuing along the eastern boundary of the Property.
- c. Developer shall construct improvements to the right-of-way (a street), which shall be completed prior to issuance of a certificate of occupancy or final approval of any building constructed on the Property, or at the time requested by Chino Valley, whichever is earlier. Improvements shall be constructed in compliance with

YAG/MAG standards, including curbs, gutters, and sidewalk on one (1) side and dedicated to the Town upon approval and acceptance of the Town Engineer.

- d. Developer shall provide Chino Valley with a Traffic Impact Analysis (TIA) for review and acceptance by the Town Engineer/Public Works Director. Developer shall construct off-site improvements as recommended by the TIA. All such improvements shall be completed prior to issuance of a certificate of occupancy or final approval of any unit or building constructed on the Property or at the time requested by Chino Valley, whichever is earlier. Improvements shall be constructed to YAG/MAG standards and dedicated to the Town upon approval and acceptance by the Town Engineer.
- e. Emergency access/egress shall be provided as illustrated on the Development Plan (Site Plan). Developer shall provide a copy of the recorded deed or easement establishing said emergency access/egress.
- f. At the written request of Chino Valley, Developer shall dedicate all necessary easements for the roadway improvements, including easements for drainage and retention and temporary construction easements. Failure to dedicate said easements within thirty (30) days after the date of Chino Valley's written request may result in the reversion of the zoning of the Property to the prior zoning classification.
- g. All residential units shall be connected to and served by the Town of Chino Valley water and sewer. Developer shall install service lines for sewer and water along the entire frontage of the Property. Any and all recharge credits shall inure to the benefit of the Town of Chino Valley.
- h. The Project shall be developed in conformance with Chino Valley's zoning requirements for the zoning districts and all development shall comply with the Unified Development Ordinance, except as modified by the following:
 - 1. Overall density shall be increased to 17 dwelling units per acre.
 - 2. Required landscaping shall be reduced by at least 25% but not more than 40%. Prior to installation of any landscaping, Developer shall submit an Alternative Landscape Plan for approval by the Zoning Administrator.

Section 2. Providing for Repeal of Conflicting Ordinances.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3. Providing for Non-Severability.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, then this entire ordinance is invalid and this ordinance shall have no force or effect.

Section 4. Providing for Penalties.

Any person found responsible for violating this Ordinance shall be subject to the civil sanctions and habitual offender provisions set forth in Sections 1.10 and 1.11 of the Town of Chino Valley Unified Development Ordinance. Each day a violation continues, or the failure to perform any act or duty required by this zoning ordinance, the Unified Development Ordinance or by the Town of Chino Valley Town Code continues, shall constitute a separate civil offense.

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona this ____ day of _____, 2017 by the following vote:

AYES: _____

ABSENT: _____

NAYS: _____

ABSTAINED: _____

APPROVED this ____ day of _____, 2017.

Darryl Croft, Mayor

ATTEST:

APPROVED AS TO FORM:

Jami C. Lewis, Town Clerk

Phyllis L.N. Smiley, Town Attorney
Gust Rosenfeld, PLC

I, JAMI C. LEWIS, TOWN CLERK, DO HEREBY CERTIFY THAT A TRUE AND CORRECT COPY OF THE ORDINANCE NO. _____ ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF CHINO VALLEY ON THE ____ DAY OF

_____, 2017, WAS POSTED IN THREE PLACES ON THE _____ DAY OF _____, 2017.

Jami C. Lewis, Town Clerk

The following exhibits are attached hereto and incorporated herein:

- A. Legal Description
- B. Zoning Exhibit (map)
- C. Development Plan

EXHIBIT A
LEGAL DESCRIPTION

EXHIBIT B

ZONING EXHIBIT (MAP)

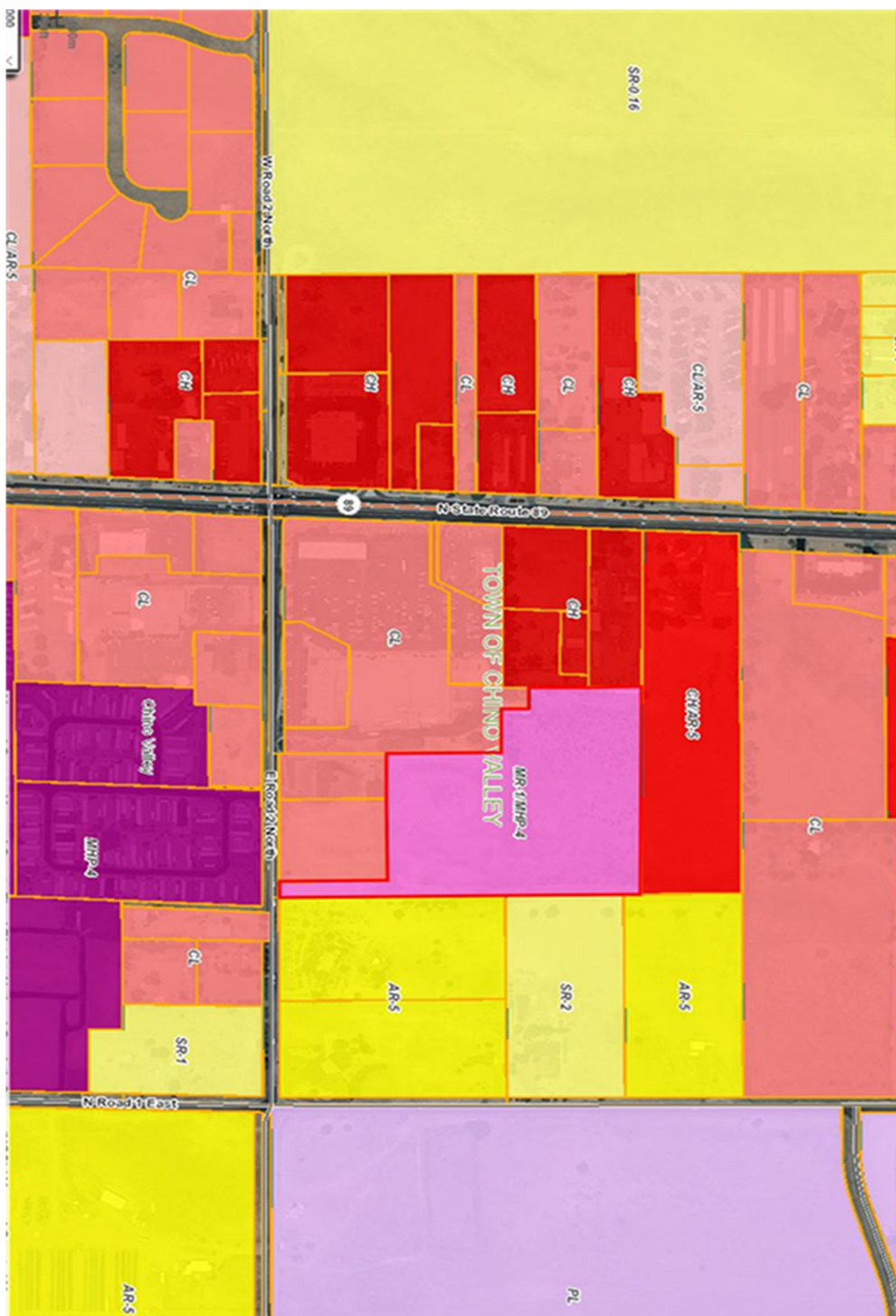
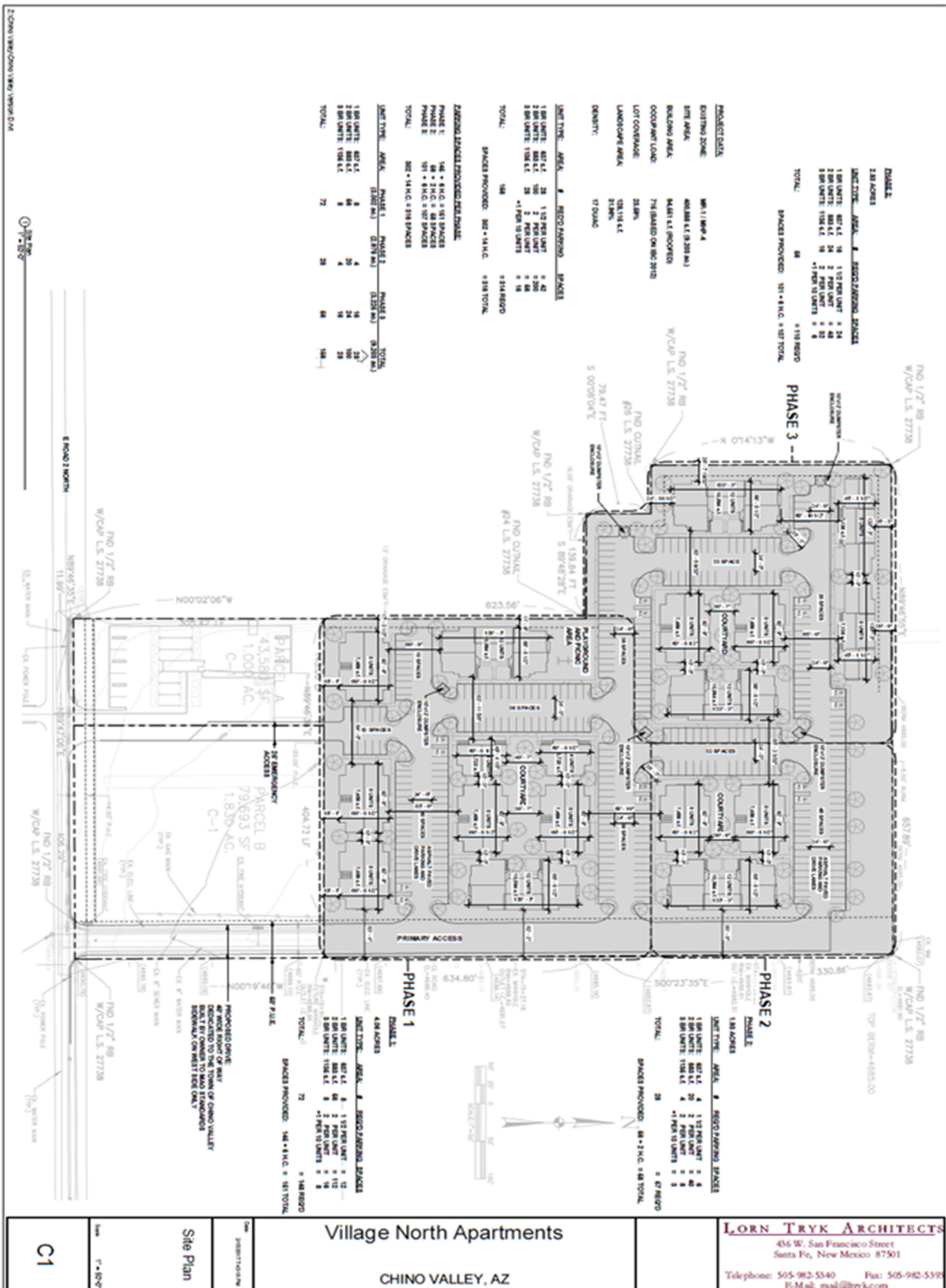


EXHIBIT C
DEVELOPMENT PLAN



Village North Apartments

Current Zoning: MR/MHP-4 (Multi-Family Residential/Mobile Home Park, 4-Acre Minimum)

Proposed Zoning: MR/MHP-4-PAD (Planned Area Development)

General Plan Designation: Commercial/Multi-Family Residential



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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

7.b.

Meeting Date: 04/11/2017
Contact Person: Cecilia Grittmann, Acting Town Manager
Department: Town Manager
Item Type: Action Item
Estimated length of staff presentation: 5 minutes
Physical location of item: Aquatic Center, 1615 N Road 1 East, Chino Valley, AZ 86323

AGENDA ITEM TITLE:

Consideration and possible action to approve contributing \$_____ to Yavapai Regional Transit to support transporting children from the Paulden area to the Chino Valley Aquatics Center for the 2017 swim season.

RECOMMENDED ACTION:

Move to approve contributing \$_____ to Yavapai Regional Transit to support transporting children from the Paulden area to the Chino Valley Aquatics Center for the 2017 swim season.

SITUATION AND ANALYSIS:

Ron Romley, chairman of the Board of Yavapai Regional Transit, (YRT) has approached Town staff asking for Council support to help defray costs of transporting children from the Paulden area to the Chino Valley Aquatics Center for the 2017 swim season. Yavapai Regional Transit has provided the transportation opportunity for Paulden children for several years, and the Council supported the efforts last year by providing \$1,000.00 towards their costs, which are estimated to be approximately \$1600 in direct costs and utilizing volunteer drivers (which means actual costs would be higher should they have to pay additionally for drivers). Approximately 250 children have been transported over the two years the program has been in place.

YRT is developing a new sponsorship program and will be reaching out to additional community partners to help defray costs. Their request to the Council is to participate by contributing \$1,000.00 or more to help defray fuel and maintenance costs.

Fiscal Impact

Fiscal Impact?: Yes

If Yes, Budget Code: 01-50-5225

Available:

Funding Source:

Funds to come from the Mayor and Council Public Relations Budget.

Attachments

YRT/Aquatics 2017 season

YRT Accountability Contract



Yavapai Regional Transit, Inc.
P.O. BOX 1157
Chino Valley, Arizona 86323
(928) 458-5885 Office
(928) 636-3602 Dispatcher
Yavapaiaregionaltransit.com

“Moving Yavapai Regional Transit forward”

March 10, 2017

Mrs. Cecilia Grittman
Interim Town Manager
Town of Chino Valley
202 N State Route 89
Chino Valley AZ 86323

RE: Chino Valley Pool/Paulden route

Dear Cecilia

Pursuant to our Chino Valley / Paulden meeting at the town hall on March 8th, we discussed the renewed bus service again this summer to transport the children from Paulden into Chino Valley to swim at the aquatic center while school is in summer session.

During this meeting, I advised the group that last year, the Town of Chino Valley had graciously provided Yavapai Regional Transit \$1000 to help defray the costs of running the bus for this purpose. During the summer of 2015, we ran the bus five days per week, between Paulden and Chino Valley twice a day for the full period that the pool was open. During that summer YRT's costs were about \$3500. We absorbed the entire amount. Being a non-Profit, it was determined by our Board of Directors, that we needed to cut down the expense.

In the summer of 2016, YRT cut the routes down to two (2) trips per day. The monies the town provided helped out immensely. Our direct costs were actually \$1600, of which YRT absorbed \$600. In addition, YRT provided 3 volunteer drivers to assist in further reducing the costs. These

drivers wages would have been approximately \$2500. During the inception of this program, we have transported around 250 kids to the pool. They all enjoyed having fun at the pool.

With the new sponsorship program which will be implemented this year, YRT's projections are that the ridership will increase significantly this summer. This appears to us as a "win-win" situation for the community.

YRT is requesting that the Town of Chino Valley again be a sponsor in this cooperative effort and contribute a \$1000, or more, to Yavapai Regional Transit to help us defray our maintenance and fuel costs.

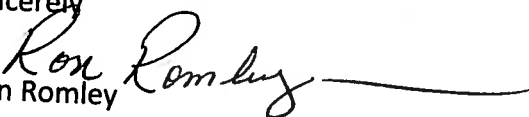
Your quick notification of this request would be appreciated, due to the short period of time to get this all organized.

Your continued support is greatly appreciated.

Should you have any questions please call me at 928-710-9392

Thank you for your consideration.

Sincerely


Ron Romley

Chairman of the Board.

ACCOUNTABILITY CONTRACT

This Agreement is entered into the 25 day of April, 2017 by and between the Town of Chino Valley, Arizona, an Arizona municipal corporation (hereinafter referred to as Town) and Yavapai Regional Transit, Inc. (hereinafter referred to as Contractor).

Now, therefore, in consideration of the mutual covenants between the parties, it is agreed as follows:

1. **DURATION OF AGREEMENT:** The duration of the Agreement shall be from April 25, 2017 until August 10, 2017.
2. **SCOPE OF WORK:** Contractor agrees to use funds received from Town to provide transportation services ("Services") meeting the criteria set forth in Exhibit A of this Agreement. Contractor also agrees to maintain accurate financial records to enable the Town to verify that the funds provided under this Agreement are expended in accordance with this Contract.
3. **COMPENSATION:** Town shall compensate Contractor for the Services in the amount of \$_____. Such funds shall only be used for the purposes set forth in Exhibit A.
4. **REPORTING:** At the completion of the Services, Contractor shall submit to Town an itemized report setting forth how the funds received from Town were expended.
5. **INSPECTION:** Within five (5) days of receipt of a written request from Town, Contractor agrees to open for inspection and to make available all financial records relating to the Services.
6. **CONTRACT NONCOMPLIANCE:** If Town, in its sole discretion, determines Contractor is in breach of this Agreement, Town shall give written notice to Contractor of the specific area of noncompliance. Contractor shall comply within 30 calendar days of the date of notice.
7. **TERMINATION FOR CAUSE:** If Contractor does not comply within 30 calendar days from the date of the notice of breach, Town may terminate this Agreement. Contractor shall immediately return to Town all funds not spent for the Services described in Exhibit A.
8. **TERMINATION PURSUANT TO A.R.S. § 38-511:** Town may terminate this Agreement pursuant to A.R.S. § 38-511.
9. **INDEMNIFICATION:** Contractor agrees to hold harmless and indemnify Town from any loss, damage, liability, cost, charge or expense, whether direct or indirect, including reasonable attorney's fees, and whether to any person or property to which Town, its

agents, employees or said parties may be subject to related to the Services, including, but not limited to, actions for bodily injury, illness, death, or property damage.

10. **INDEPENDENT CONTRACTOR:** Contractor is an independent contractor and not an agent or employee of Town. Contractor shall supervise and direct the Services using Contractor's best skill and attention. Contractor shall be solely responsible for all staffing, curriculum, scheduling, transportation of participants to Services events, supplies and equipment for the Services. Contractor shall be responsible to its employees, volunteers, Town employees, and other persons performing any services related to the Services as set forth in this Agreement.
11. **ENTIRE AGREEMENT; AMENDMENTS:** This agreement represents the entire agreement between the parties with respect to the subject matter hereof. This Agreement may not be amended except through an appropriate writing signed by both parties.
12. **ASSIGNMENT PROHIBITED:** Contractor shall not assign any rights acquired hereby, without first obtaining the written consent of Town.
13. **NO DISCRIMINATION:** Neither Contractor nor its employees or agents will discriminate on the basis of race, religion, handicap, gender or national origin in providing the Services.
14. **IMMIGRATION LAW WARRANTY:** As required by A.R.S. § 41-4401, Contractor hereby warrants its compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A). Contractor further warrants that after hiring an employee, Contractor verifies the employment eligibility of the employee through the E-Verify program. If Contractor uses any subcontractors in performance of the Services, subcontractors shall warrant their compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A), and subcontractors shall further warrant that after hiring an employee, such subcontractor verifies the employment eligibility of the employee through the E-Verify program. A breach of this warranty shall be deemed a material breach of the Contract that is subject to penalties up to and including termination of the Contract. Contractor is subject to a penalty of \$100 per day for the first violation, \$500 per day for the second violation, and \$1,000 per day for the third violation. Town at its option may terminate the Contract after the third violation. Contractor shall not be deemed in material breach of this Contract if the Contractor and/or subcontractors establish compliance with the employment verification provisions of Sections 274A and 274B of the federal Immigration and Nationality Act and the E-Verify requirements contained in A.R.S. § 23-214(A). Town retains the legal right to inspect the papers of any Contractor or subcontractor employee who works on the Contract to ensure that the Contractor or subcontractor is complying with the warranty. Any inspection will be conducted after reasonable notice and at reasonable times. If state law is amended, the parties may modify this paragraph consistent with state law.
15. **NOTICES:** All notice provided for herein shall be hand delivered, delivered by overnight

courier (e.g., Federal Express) or sent by certified or registered mail, return receipt requested, addressed to all parties hereto at the address designated for each party beside its signature or at such other address as the party who is to receive such notice may designate in writing. Notice shall be deemed completed upon: (i) such hand delivery or courier delivery or (ii) three (3) days after the deposit of same in a letter box or other means provided for the posting of mail, addressed to the party and with the proper amount of postage affixed thereto. Except as otherwise herein provided, actual receipt of notice shall not be required to effect notice hereunder.

CHINO VALLEY:

Town Manager
Town of Chino Valley
202 North State Route 89
Chino Valley, Arizona 86323

CONTRACTOR:

Ron Romley
Yavapai Regional Transit, Inc.
PO Box 1157
Chino Valley, AZ 86323

17. Non-Boycott of Israel: Contractor certifies that it is not currently engaged in, and agrees for the duration of this Agreement that it will not engage in, a boycott of Israel, as that term is defined in Ariz. Rev. Stat. § 35-393.

IN WITNESS WHEREOF, the parties hereto have hereunto subscribed their names,

For Contractor

For Town

(Signature)

Darryl Croft, Mayor

Title

Town of Chino Valley
202 N. State Route 89
Chino Valley, Arizona 86323
(928) 636-2646

PO Box 1157
Address

Chino Valley, AZ 86323
Town Zip Code

Attest:

Telephone Number

Jami Lewis, Town Clerk

Approved as to Form:

Phyllis L.N. Smiley, Town Attorney
Gust Rosenfeld, PLC

EXHIBIT A
SCOPE OF WORK

The Contractor agrees to use the funds received from Town only for the following services:

Yavapai Regional Transit will use the funds for transportation costs for the summer aquatics programs, providing transportation between the Paulden Community and the Town's Aquatic Center. The costs include gas and other bus maintenance expenses.



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

7.c.

Meeting Date: 04/11/2017
Contact Person: Ruth Mayday, Development Services Director
 Phone: 928-636-4427 x-1217
Department: Development Services
Item Type: Action Item - Presentation
Estimated length of staff presentation: 5 minutes
Physical location of item: Old Home Manor Industrial Park

AGENDA ITEM TITLE:

Consideration and possible action to authorize staff to submit an application to the USDA for its Rural Development Business Grant, and authorize the Mayor to sign the same.

RECOMMENDED ACTION:

RECOMMENDED MOTION: I MOVE TO AUTHORIZE STAFF TO PREPARE AND SUBMIT AN APPLICATION FOR THE USDA-RD RURAL BUSINESS DEVELOPMENT GRANT (RDBG) IN AN AMOUNT NOT TO EXCEED \$100,000, AND AUTHORIZE THE MAYOR (OR IN HIS ABSENCE, THE VICE-MAYOR) TO SIGN THE APPLICATION.

SITUATION AND ANALYSIS:

Issue Statement

Applicable "Policy"

Satisfaction of "Policy"

Summary of Issues and Staff Rationale

The US Department of Agriculture Rural Development (USDA-RD) has funding available up to \$100,000 for economic development planning purposes for communities with populations of 20,000 or less. If awarded, funds would be used to complete Phase 2 of the Old Home Manor Industrial Park (OHMIP) Master Plan as presented by EPS Group to Town Council during the March 21, 2017 Study Session.

There is no specific match requirement; however, the greater the match provided by an applicant,

the more points are awarded for scoring applications. USDA would consider the Town's \$137,000 match for the EDA and ACA grants as an equivalent match for this application, providing a ratio of 1:1.37.

As previously committed match dollars can be used to leverage additional funds, staff recommends authorization by Council to apply for the USDA-RD grant program.

Findings of Fact

Fiscal Impact

Fiscal Impact?: No

If Yes, Budget Code:

Available:

Funding Source:

Attachments

Draft Application

Scope of Work

Rural Business Development Grant

Town of Chino Valley

The **Town of Chino Valley** is applying for a Rural Business Development Grant (RBDG) from USDA, Rural Development (hereafter referred to as "Grantor"). The following Scope of work will be used to measure the performance of the **Town of Chino Valley** (hereafter referred to as "Grantee").

- 1) **The specific purposes for which grant funds will be utilized:** Master planning services for Old Home Manor Industrial Park

- 2) **Timeframes or dates by which action surrounding the use of funds will be accomplished.**

The grantee anticipates having all documentation completed for the purposes of closing the grant within three (3) months after notification of grant funding. The grantee also anticipates having all initial RLF funds loaned within twelve (12) months after notification of grant funding.

- 3) **Who will be carrying out the purpose for which the grant is made (key personnel should be identified).**

The Old Home Manor Industrial Park Master Plan Project will be administered by Ruth Mayday, Development Services Director, along with the Public Works Director Michael Lopez and Finance Director Joe Duffy. The Town will contract with EPS Group to develop the Master Plan and related documents.

- 4) **How the grant purposes will be accomplished.** EPS Group will facilitate development of a Master Plan for the Old Home Manor Industrial Park that will establish uses, create an infrastructure development plan; landscaping, lighting, façade, and other development regulations that will facilitate development economic investment and growth in this small, rural community.

- 5) **Documentation regarding the availability and amount of other funds to be used in conjunction with the grant funds.**

The Town of Chino Valley has already contributed \$137,000 in matching funds to development of the Old Home Manor Industrial Park, creating a public/private investment of \$2.4 million in infrastructure improvements. The Town is requesting gap funding to complete the land planning required to ensure design of the Industrial Park is in fact conducive to industrial and

manufacturing development that will create meaningful employment for residents of this underserved rural region.

Verification of these funds is provided in the form of the project budget as approved by the Economic Development Administration.

6) Project Budget.

Activity #	Task Name and Description	Start Date	End Date	RBDG Funds	Supplemental Funds	Total Project Costs
1	<u>OHMIP Master Plan</u>	August 1, 2017	March 1, 2018	\$100,000	\$2.4 Million	\$2.41 Million
	TOTAL PROJECT			\$100,000	\$2.4 Million	\$2.41 Million

This Scope of Work is submitted by the grantee. The grantee agrees that no changes will be made to the Scope of Work without prior written approval by the grantor.

Town of Chino Valley (GRANTEE)

By: _____, _____, _____
(Signature) (Mayor) (Date)

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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

7.d.

Meeting Date: 04/11/2017
Contact Person: Jami Lewis, Town Clerk
 Phone: 928-636-2646 x-1208
Department: Town Clerk
Item Type: Action
Estimated length of staff presentation: None
Physical location of item: N/A

AGENDA ITEM TITLE:

Consideration and possible action to direct staff regarding the process to fill a vacancy on the Town Council created by the resignation of Councilmember Susan Cuka.

RECOMMENDED ACTION:

Direct staff to initiate and follow the process to fill the Council vacancy created by the resignation of Councilmember Susan Cuka as discussed.

SITUATION AND ANALYSIS:

Issue Statement

Councilmember Susan Cuka submitted her resignation from the Council on March 30, 2017. Pursuant to state law, because the resignation occurred more than 30 days before the nomination petition deadline for the next regularly scheduled council election (November 2018), the appointee will serve until the person elected at the November 2018 election is seated. The person elected at the November 2018 election to fill this seat will serve only the remaining two years of former Councilwoman Cuka's term.

Applicable "Policy"

- A.R.S. 9-235 - state law requirements
- A.R.S. 9-232 - qualifications for appointed member
- Town Code Section 30.004 - filling vacancies per state law
- Chino Valley Resolution No. 482 - appointments policy

Satisfaction of "Policy"

As long as Council follows state law and Town policy that already exist, or votes to suspend any provision of Town policy, they may determine the unspecified details of the procedure.

Summary of Issues and Staff Rationale

In 2015, the Town Attorney set forth the existing laws and Town policy, and offered several suggestions or options regarding the procedure (attached as a confidential record).

Findings of Fact

- A vacancy has occurred through resignation.
- Council may appoint a person to the position to serve as a councilmember through November 2018.
- Aside from the qualifications set forth in State Law and Town policy, Council may determine a procedure to follow.

Fiscal Impact

Fiscal Impact?: Yes

If Yes, Budget Code:

Available:

Funding Source:

Classified ad special is 10 lines for 14 days for \$100.00

Attachments

Proposed Process

Town Code & A.R.S. cites

Resolution 482 "Appointments"

Classified Ad

News Release

Public Body application

BODY/STAFF	DATE/ TIMEFRAME	ACTION
Staff	April 16-30 April 17-May 1	Submit advertisements: • Run news release/classified ad in Review/Courier • Run news release in media outlets & social media (bulletin boards, Town website, Channel 57, Facebook, Twitter, Chamber website, if appropriate).
Applicants/Staff	April 17-May 1	Applicants submit applications to Town Clerk – deadline 15 days after first ad.
Staff	April 17-May 8	Review applications for completeness.
Mayor & Town Clerk	April 17-May 8	Review applications: • If 0-5 applicants only, schedule interviews before Appointments Subcommittee. • If 5+ applicants, schedule Appointments Subcommittee meeting to review and determine top 4-5 to interview.
Appointments Subcommittee	May 8-15	Review applications, if needed, and determine top 4-5 to interview.
	May 15-25	Interview applicants: • Interviews to be scheduled in executive session in one hour intervals. • Applicants to arrive 15-30 minutes early to review interview questions ahead of time. • Rank interviews and forwards top 5 for Council to interview and/or make selection.
Council	June 13	Interview and/or select candidate, who takes Oath immediately and is seated. • Schedule an executive session at beginning of action items to conduct brief 15-minute interview of top 5 candidates, if so desired, and/or discussed subcommittee recommendation. • Schedule action item to appoint candidate. • Staff administers Oath and appointee is seated. (Staff will advise top 5 prior to meeting to read OML materials at least 24-hours prior to possible appointment date.)

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DUE TO THEIR CONFIDENTIAL NATURE

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TOWN CODE § 30.004 Vacancies.

The Council shall fill any vacancy that may occur for whatever reason as provided by state law.

A.R.S. § 9-235 Vacancies in Council

A. The council shall fill a vacancy that may occur by appointment until the next regularly scheduled council election if the vacancy occurs more than thirty days before the nomination petition deadline, otherwise the appointment is for the unexpired term. This subsection does not apply to a charter city.

B. The member appointed shall meet the qualifications established in section 9-232.

A.R.S. § 9-232. Council; qualifications of members; oath; selection of mayor; vacancy

A. A person shall not be a member of a city or town council unless, at the time of the election, the person is eighteen years old, is a qualified elector residing within the city or town and has resided in the city or town for at least one year next preceding the election, or if an area has been annexed to the city or town for a period of less than one year next preceding the election has resided in such area for at least one year next preceding the election. If an annexed area is subject to the provisions of this subsection, a person may meet the residency requirements if the person has resided within the existing limits of the city or town for the one-year period.

B. Every member of the council shall hold the office for the term of two years, except the members of the council first appointed, and before entering on the duties of the office, the member shall take and subscribe the oath of office.

C. Except for a common council organized as prescribed by section 9-232.04, the common council shall assemble within twenty days after their appointment or election, and choose a mayor from among their number.

D. If a member of the council, at any time during the member's term of office, ceases to be a qualified elector of the city or town or ceases to reside in the city or town, the council seat held by the member is deemed vacant. The council seat shall be filled in the same manner as any vacancy on the council. on request, the county attorney for the county in which the city or town is located shall investigate and determine whether a vacancy exists pursuant to this subsection.

RESOLUTION NO. 482

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, COUNTY OF YAVAPAI, ARIZONA, REPEALING RESOLUTION NO. 454 AS AMENDED BY RESOLUTION NO. 472 AND ADOPTING A NEW APPOINTMENT POLICY.

BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, COUNTY OF YAVAPAI, ARIZONA, AS FOLLOWS:

SECTION 1. REPEAL OF PRIOR APPOINTMENT POLICY.

RESOLUTION NO. 454 AND RESOLUTION NO. 472 AND ANY AMENDMENTS THERETO ARE HEREBY REPEALED IN THEIR ENTIRETY.

SECTION 2. TOWN OF CHINO VALLEY APPOINTMENT POLICY FOR TOWN COUNCIL, PLANNING AND ZONING COMMISSION AND BOARD OF ADJUSTMENT

1. APPLICATION, NOTICE AND DEADLINE. THERE SHALL BE AT LEAST A 15-DAY APPLICATION PERIOD FOR VACANCIES ON THE TOWN COUNCIL, PLANNING AND ZONING COMMISSION AND BOARD OF ADJUSTMENT. THE 15-DAY APPLICATION PERIOD SHALL COMMENCE ON THE DATE OF THE FIRST PUBLICATION OF THE NOTICE OF VACANCY. THE PUBLISHED NOTICE SHALL INCLUDE THE DEADLINE FOR APPLICATIONS.

2. APPLICATION REQUIREMENTS. EACH APPLICANT SHALL SUBMIT A COMPLETED TOWN OF CHINO VALLEY APPLICATION FORM AND A CURRENT RESUME.

3. ELIGIBILITY REQUIREMENTS. APPLICANTS MUST DWELL IN AND MAINTAIN A RESIDENCE IN THE TOWN OF CHINO VALLEY FOR AT LEAST ONE YEAR PRECEDING APPLICATION FOR APPOINTMENT AND MUST BE A QUALIFIED AND REGISTERED ELECTOR AT THE TIME OF APPLICATION.

IF AN APPOINTEE FAILS TO CONTINUE TO MEET THE RESIDENCY OR VOTER REGISTRATION REQUIREMENTS DURING THE TERM OF HIS OR HER APPOINTMENT, THE APPOINTEE SHALL RESIGN THE APPOINTMENT OR THE POSITION SHALL BE DECLARED VACANT.

4. INTERVIEWS: APPLICANTS MAY BE INTERVIEWED IN EXECUTIVE SESSION TO PROVIDE THE COUNCIL WITH THE NECESSARY INFORMATION TO MAKE AN APPOINTMENT.

5. NO AUTOMATIC RE-APPOINTMENT: THERE WILL BE NO AUTOMATIC RE-APPOINTMENTS, PROVIDED, HOWEVER, THAT IF THE COUNCIL FAILS TO APPOINT A SUCCESSOR PRIOR TO THE EXPIRATION OF THE TERM OF OFFICE, THE APPOINTEE SHALL REMAIN IN OFFICE AFTER THE EXPIRATION OF HIS OR HER TERM UNTIL A SUCCESSOR IS NAMED AND QUALIFIED.

6. VOTING: APPOINTMENTS SHALL BE FOR THE UNEXPIRED PORTION OF THE TERM OF OFFICE TO BE FILLED.

A. AN APPLICANT RECEIVING VOTES FROM AT LEAST A MAJORITY OF MEMBERS PRESENT WILL BE APPOINTED AND SWORN INTO OFFICE IMMEDIATELY AT THE COMPLETION OF THE VOTING ON ALL OTHER VACANT POSITIONS.

B. IF AN APPOINTMENT CANNOT BE ACHIEVED WITHIN FOUR VOTES TAKEN BY THE COUNCIL, COUNCIL MAY ADJOURN TO AN EXECUTIVE SESSION TO DISCUSS THE QUALIFICATION OF THE APPLICANTS.

C. IF COUNCIL DOES NOT GO INTO EXECUTIVE SESSION OR IF AFTERTURNING FROM EXECUTIVE SESSION, THE COUNCIL REMAINS AT AN IMPASSE AFTER ONE ADDITIONAL VOTE, THE POSITION SHALL BE RE-ADVERTISED. TO BE CONSIDERED, APPLICANTS MUST RE-APPLY.

7. SUSPENSION OF RULES: ANY OF THE PROVISIONS OF THE APPOINTMENT POLICY MAY BE TEMPORARILY SUSPENDED BY A RECORDED VOTE OF TWO THIRDS (2/3) OF THE MEMBERS PRESENT, EXCEPT THAT THIS SECTION SHALL NOT BE CONSTRUED TO PERMIT ANY ACTION THAT IS CONTRARY TO STATE LAW.

8. REMOVAL: ANY PERSON, EXCEPT MEMBERS OF THE COUNCIL, APPOINTED TO THE PLANNING AND ZONING COMMISSION OR BOARD OF ADJUSTMENT MAY BE REMOVED FROM OFFICE, WITHOUT CAUSE, UPON THE VOTE OF AT LEAST THREE-FOURTHS (¾) MAJORITY OF THE MEMBERS OF THE TOWN COUNCIL.

SECTION 3. TOWN OF CHINO VALLEY APPOINTMENT POLICY FOR LIBRARY BOARD, SENIOR CENTER ADVISORY BOARD AND STANDING COMMITTEES

1. INTEREST LIST

A. THE TOWN MAY ESTABLISH A LIST OF CITIZENS INTERESTED IN BEING CONSIDERED FOR APPOINTMENT TO THE LIBRARY BOARD, SENIOR CENTER ADVISORY BOARD OR STANDING COMMITTEES AS FUTURE VACANCIES OCCUR.

B. COUNCILMEMBERS MAY ALSO NOMINATE INDIVIDUALS FOR APPOINTMENT AS VACANCIES OCCUR.

2. APPLICATION REQUIREMENTS. EACH APPLICANT/NOMINEE SHALL SUBMIT A COMPLETED TOWN OF CHINO VALLEY APPLICATION FORM AND A CURRENT RESUME.

3. ELIGIBILITY REQUIREMENTS.

A. COMMITTEES:

APPLICANTS FOR APPOINTMENT TO BOARDS AND COMMITTEES MUST DWELL IN THE TOWN OF CHINO VALLEY AND MUST BE QUALIFIED AND REGISTERED ELECTORS AT TIME OF APPLICATION.

B. LIBRARY BOARD AND SENIOR CENTER ADVISORY BOARD:

APPLICANTS MUST DWELL IN YAVAPAI COUNTY AND NEED NOT BE A QUALIFIED ELECTOR AT THE TIME OF APPLICATION.

EXCEPTION: ONE POSITION ON THE LIBRARY BOARD MAY BE A YOUTH POSITION.

IF AN APPOINTEE FAILS TO CONTINUE TO MEET THE RESIDENCY OR VOTER REGISTRATION REQUIREMENTS DURING THE TERM OF HIS OR HER APPOINTMENT, THE APPOINTEE SHALL RESIGN THE APPOINTMENT OR THE POSITION SHALL BE DECLARED VACANT.

4. NO AUTOMATIC RE-APPOINTMENT: THERE WILL BE NO AUTOMATIC RE-APPOINTMENTS, PROVIDED, HOWEVER, THAT IF THE COUNCIL FAILS TO APPOINT A SUCCESSOR PRIOR TO THE EXPIRATION OF THE TERM OF OFFICE, THE APPOINTEE SHALL REMAIN IN OFFICE AFTER THE EXPIRATION OF HIS OR HER TERM UNTIL A SUCCESSOR IS NAMED AND QUALIFIED.

5. VOTING: APPOINTMENTS SHALL BE FOR SPECIFIED TERMS.

AN APPLICANT RECEIVING VOTES FROM AT LEAST A MAJORITY OF MEMBERS PRESENT AT A SPECIAL OR REGULAR MEETING WILL BE APPOINTED. COUNCIL MAY GO INTO EXECUTIVE SESSION TO DISCUSS THE QUALIFICATIONS OF APPLICANTS.

6. SUSPENSION OF RULES: ANY OF THE PROVISIONS OF THE APPOINTMENT POLICY MAY BE TEMPORARILY SUSPENDED BY A RECORDED VOTE OF TWO THIRDS (2/3) OF THE MEMBERS PRESENT, EXCEPT THAT THIS SECTION SHALL NOT BE CONSTRUED TO PERMIT ANY ACTION THAT IS CONTRARY TO STATE LAW.

7. REMOVAL: ANY PERSON, APPOINTED TO ANY BOARD OR COMMITTEE MAY BE REMOVED FROM OFFICE, WITHOUT CAUSE, UPON THE VOTE OF AT LEAST THREE-FOURTHS (¾) MAJORITY OF THE MEMBERS OF THE TOWN COUNCIL.

8. AD HOC AND SPECIAL COMMITTEES MAY BE FORMED AT THE WILL OF THE COUNCIL.

PASSED AND ADOPTED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, THIS 28th DAY OF August, 1997.

Kate Nelson
KATE NELSON, MAYOR

ATTEST:

Delores Sliger
DELORES SLIGER, TOWN CLERK

APPROVED AS TO FORM:

William E. Farrell
WILLIAM E. FARRELL, TOWN ATTORNEY

**CHINO VALLEY TOWN CLERK****Contact: Jami C. Lewis***Phone (928) 636-2646, ext. 1208**Fax (928) 636-2144***CLASSIFIED AD
CHINO VALLEY REVIEW
PRESCOTT COURIER****(For publication April 16-30, 2017)****TOWN COUNCIL APPOINTMENT**

The Town of Chino Valley seeks candidates to appoint to a vacancy on the Town Council. The Council is responsible for making policy and setting the Town's direction. For preferable experience, commitment anticipated, legal qualifications, and application requirements, see ad on the Town's website homepage at www.chinoaz.net or contact the Town Clerk at jlewis@chinoaz.net or (928) 636-2646, ext. 1208.

**CHINO VALLEY TOWN CLERK****Contact: Jami C. Lewis***Phone (928) 636-2646, ext. 1208**Fax (928) 636-2144***NEWS RELEASE/
PUBLIC SERVICE
ANNOUNCEMENT****(Review: For publication April 19 & 26, 2017)
(Courier: For Immediate Release)****TOWN SEEKS CANDIDATES TO FILL COUNCIL VACANCY**

The Town of Chino Valley is seeking candidates to fill a vacancy on the Town Council. The Town Council, consisting of a directly-elected mayor and six elected councilmembers, is responsible for making policy and setting the Town's direction. Candidates will preferably have some experience and/or knowledge of or willingness to learn about local government, applicable state and local laws, and procedures; willingness and ability to prepare for and attend meetings; and a desire to serve the entire community of Chino Valley.

The Council meets on the 2nd and 4th Tuesday of most months at 6:00 p.m. and holds special meetings and study sessions as needed. The term of this appointment will end in December 2018.

Interested candidates must be 18 years old at the time of appointment, be a qualified elector, and have resided within the Town for at least one year preceding appointment.

Interested, qualified candidates can obtain a Public Body Appointment Application at Chino Valley Town Hall, 202 N. State Route 89 or online at <http://www.chinoaz.net/345/Forms>. Application should include a brief resume or summary that describes relevant experience and reasons for interest in the position. Submit application to Chino Valley Town Hall, Attention: Town Clerk, 202 N. State Route 89, Chino Valley, AZ 86323 or by fax at 636-2144, or by email to jlewis@chinoaz.net. Applications will be accepted through May #, 2017, at 5:00pm AZ time. For further questions, call 636-2646, ext. 1052.



Town of Chino Valley

APPLICATION FOR PUBLIC BODY APPOINTMENT

(Council, Commissions, Boards, Committees)

Office Use Only

Appointment Date _____

Term Start _____

Date of Resignation/
Term End _____

PUBLIC BODY APPLYING FOR

- | | |
|--|---|
| ☐ Town Council | ☐ Planning & Zoning Commission |
| ☐ Board of Adjustment | ☐ Roads & Streets Committee |
| ☐ Industrial Development Authority | ☐ Senior Center Advisory Board |
| ☐ Municipal Property Corporation | ☐ Transit Advisory Committee |
| ☐ Parks & Recreation Advisory Board | |
| ☐ Other _____ | |

NAME _____

RESIDENCE ADDRESS _____

MAILING ADDRESS _____

PHONE #s _____

EMAIL _____

IS YOUR RESIDENCE WITHIN THE TOWN LIMITS? ☐ YES ☐ NO

HOW LONG HAVE YOU LIVED IN THE CHINO VALLEY AREA? _____

ARE YOU A QUALIFIED ELECTOR
(qualified to vote even if not registered)? ☐ YES ☐ NO

ARE YOU RELATED TO ANY TOWN EMPLOYEE? ☐ YES ☐ NO

If Yes, what is the employee's name? _____

***Please respond to the questions on the second page.
Attach a separate sheet if necessary.***

Have you ever served on a municipal public body? If yes, please note the name of the public body, the municipality served in, and length of time served.

Why you would like to be appointed to this position?

What do you believe is the key responsibility of this position?

What experience, skills, and qualities would you bring to this position?

Please attach a RESUME or SUMMARY of related previous experience, if applicable.

SIGNATURE

DATE

***Return application to Town Clerk's Office, 202 N. State Route 89, Chino Valley, or
email scanned application to lhart@chinoaz.net.***