

## NOTICE OF THE REGULAR SESSION OF THE CHINO VALLEY TOWN COUNCIL

**APRIL 12, 2011  
6:00 P.M.**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Chino Valley Town Council and to the general public that the Chino Valley Town Council will hold a Regular Meeting open to the public on **Tuesday, April 12, 2011** at **6:00 p.m.** in the Chino Valley Council Chambers located at 202 N. State Route 89, Chino Valley, Arizona. Members of the Town Council will attend either in person or by telephone conference call.

### **RULES FOR ADDRESSING THE COUNCIL – AMENDED MAY 13, 2010**

*It is the Council's desire to hear public comment on agenda items.* Because it is important to maintain order during the meeting, please adhere to the following rules of order if you wish to speak:

- 1) Members of the public wishing to speak must be first recognized by the Chairman.
- 2) Please state your name and whether or not you are a Town resident in an audible tone for the record.
- 3) TIME LIMIT: 3 MINUTES PER PERSON.
- 4) Remarks shall be limited to the agenda item under consideration.
- 5) All remarks shall be directed to the Mayor and to any or all members of the Council.
- 6) A person wishing to make a presentation that exceeds the three-minute time limit should make such a request of the Town Clerk prior to the meeting.
- 7) Members of the public are expected to observe rules of propriety and decorum.
- 8) Speakers shall not discuss employee performance, employee evaluations, or employee health, family or personal matters.

The **Agenda** for the meeting is as follows:

- 1) **Call to Order, Invocation; Pledge of Allegiance; Roll Call.**
- 2) **Introductions, Presentations and Proclamations**
  - 2a) Proclamation declaring April 2011 as “**Substance Abuse Awareness Month**,” sponsored by MATForce and the Yavapai County Substance Abuse Coalition.
  - 2b) **Commendation** by Town Manager Michael Scannell recognizing Senior Building Inspector Dan Trout for receiving certification as a building official (CBO).

2c) Presentation of Certificates of **Election** and Certificates of Nomination to qualified candidates.

2d) **Chamber Update** by Ab Jackson, CEO, Chino Valley Area Chamber of Commerce.

### 3) **Call to the Public**

Call to the Public is an opportunity for the public to address the Council concerning a subject that is not on the agenda. Public comment is encouraged. At the conclusion of an open call to the public, individual members of the Council may respond to those who have addressed the Council, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the Council shall not discuss or take legal action on matters raised during an open Call to the Public unless the matters are properly noticed for discussion and legal action.

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.

### 4) **Mayor/Council/Manager Report**

This item is for information only. Presentation on information requested by the Mayor and Town Council will be made and questions answered. No action will be taken.

### **Consent Agenda**

All those items listed below may be enacted by one motion and approved as consent agenda items. Any item may be removed from the consent agenda and considered separately if a member of the Council so requests.

- 5) Discussion and possible approval of January 11, 2011 Regular Meeting **minutes**.
- 6) Discussion and possible approval of January 25, 2011 Regular Meeting **minutes**.
- 7) Discussion and possible acceptance of resignation of Albert Gonzales from the **Parks & Recreation Advisory Board**, effective March 17, 2011 and appoint Matthew Quay to fill the vacant position.
- 8) Discussion and possible adoption of **Resolution No. 11-957**, amending Resolution No. 09-905 to increase **Aquatic Center** daily use, programs, and facility rental fees.
- 9) Discussion and possible approval of **Change Order** Requests 1, 2 and 3 with **B's Contracting**, in the total amount of \$5,167.25, for the South Campus remodeling project. Funds to come from General Government Impact Fee Fund, to be disbursed from General Government Impact Fees Projects line item.

**Staff recommended motion:** Move to accept Consent Agenda items 5-9.

## **Action Items**

- 10) *Continued from March 22, 2011:* Discussion and possible approval of a one-year Lease Agreement between the Chino Valley **Food Bank**, located at 1943 Voss Drive, and the Town of Chino Valley, for the period of April 1, 2011 to March 31, 2012.

**Staff recommended motion:** Move to approve a one-year lease agreement between the Town of Chino Valley and the Chino Valley Food Bank for a term beginning April 1, 2011 and ending on March 31, 2012.

- 11) Presentation by **BMA Architects** and discussion and possible action regarding the “Draft Master Plan” for the Town Complex, South Campus site located at 202 N. State Route 89, and including an adjacent parcel owned by the Chino Valley Fire District, addressed as 238 N. State Route 89.

**Staff recommended motion:** To be determined per Council discussion.

- 12) Discussion and possible acceptance of “Parks and Recreation Department Organizational Assessment” report prepared by **PW Consulting Services, LLC** (Paul Wenbert), dated April 6, 2011, and authorize the Town Manager to implement the recommendations made in the report.

**Staff recommended motion:** Move to approve the changes recommended by Mr. Wenbert of PW Consulting Services, LLC in his organizational assessment of the Parks and Recreation Department, dated April 6, 2011, and authorize the Town Manager to implement such changes.

- 13) Discussion and possible approval of Professional Services Agreement with Mr. Paul Wenbert of **PW Consulting Services, LLC** for an Organizational Assessment of the Development Services Department, for an amount not to exceed \$5,000 plus travel expenses not to exceed \$400. Funds to come from the Professional Services expenditure line in the Planning Department. A budget transfer will be required to facilitate this expenditure; therefore, staff recommends a transfer from the Non-Departmental Contingencies expenditure line.

**Staff recommended motion:** Move to approve Professional Services Agreement with PW Consulting Services, LLC, for an organizational assessment of the Development Services Department for an amount not to exceed \$5,000 plus travel expenses not to exceed \$400.

- 14) Discussion and possible approval of the reorganization of the **Administrative Offices** which entails re-classifying two positions, restructuring two positions, and developing a new organizational chart. This proposal offers a reduction with respect to the fiscal impact. It is proposed this reorganization should save the Town approximately \$52,000.00 in salaries and benefits.

**Staff recommended motion:** Move to approve the reorganization of the Administrative Offices which entails re-classifying two positions, restructuring two positions, and accepting the new organizational chart.

- 15) Discussion and possible action to provide direction and prioritization for personnel to fill the position of **Civil Engineer**. Funding levels are pursuant to Council direction with funds to come from HURF, Water and Sewer Enterprise Funds, and General Fund.

**Staff recommended motion:** Move to (a) approve the necessary funding to fill the civil engineer position as a full time employee and place a high priority on the completion of the capital improvement program; **OR** (b) approve the necessary funding to fill the civil engineer position as a part time employee and recognize that the implementation of the capital improvement program will be extended; **OR** (c) approve no funding and not filling the position of civil engineer and recognize that given the current budget limitations the Town will take on maintenance mode toward capital needs.

- 16) Discussion and possible adoption of **Resolution No. 11-956** supporting a "Finding in the Public Interest" to utilize proprietary **artistic services** in the construction of equine sculptures for the State Route 89 Sidewalk and Landscaping Enhancements. Funds to come from ADOT Transportation Enhancement Funds.

**Staff recommended motion:** Move to adopt Resolution No. 11-956 supporting a "Finding in the Public Interest" to utilize the proprietary artistic services of local artist Diana Simpson in the construction of equine sculptures for the SR 89 Sidewalk and Landscaping Enhancements.

- 17) Discussion and possible approval of the use of Town resources to provide **videotaping services** for the Candidate Forum sponsored by the Appaloosa Meadows Homeowners Association I to be held April 25, 2011.

**Staff recommended motion:** Move to approve the use of Town resources for filming of the Candidate Forum scheduled for April 25, 2011.

- 18) Discussion and possible approval of the February 3, 2011 Study Session **minutes**. (Absent: Vice-Mayor Romley and Councilmember Baker)

**Staff recommended motion:** Move to approve February 3, 2011 Study Session minutes.

- 19) Discussion and possible approval of the February 8, 2011 Regular Meeting **minutes**. (Absent: Vice-Mayor Romley)

**Staff recommended motion:** Move to approve February 8, 2011 Regular Meeting minutes.

**20a)** Council may vote to hold an **executive session** pursuant to A.R.S. § 38-431.03 (A)(3) and (A)(4) to obtain legal advice, consider its position and instruct its attorneys and/or staff regarding exchanging reimbursement of certain costs of drilling a new well for obligations that Granite Investment and Development has to improve the Highlands Ranch well and certain other items under the Development Agreement with Granite Investment & Development, LLC and as that agreement was since amended and clarified, and issues regarding reimbursement to Granite Investment & Development, LLC for water lines installed for the Town.

**20b)** Possible action regarding the above obligations relative to agreements between the Town of Chino Valley and **Granite Investment** and Development, LLC.

**Staff recommended motion:** To be determined per Council discussion.

**21a)** Council may vote to hold an **executive session** pursuant to A.R.S. §38-431.03(A)(3) and (A)(4) to obtain legal advice, consider its position and instruct its attorneys and/or staff regarding sewer connection/hookup fees and contract issues relative to the Chino Valley Sewer Plant and Fann Contracting, Inc.

**21b)** Possible action regarding sewer connection/hookup fees and contract issues relative to the Chino Valley Sewer Plant and **Fann Contracting**, Inc.

**Staff recommended motion:** To be determined per Council discussion.

**22)** Council may vote to hold an **executive session** pursuant to A.R.S. §38-431.03 (A)(4) to obtain legal advice, consider its position and instruct its attorneys or staff on issues regarding health insurance with Yavapai Combined Trust.

**23) Adjournment.**

Dated this 6<sup>th</sup> day of April, 2011.

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 636-1787 (TDD) 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/clerk/townagenda.shtml>, and in the Public Library and Town Clerk's Office.