



Town of Chino Valley

MEETING NOTICE TOWN COUNCIL AGENDA

**REGULAR MEETING
TUESDAY, APRIL 25, 2023
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. Presentation by Mackenzie Rodgers, and Frank Sanderson, APS Northwest Division Manager, regarding an overview of APS' Firewise/Fire Mitigation Program.
3. **CALL TO THE PUBLIC- Individuals requesting to speak, please complete a Speaker Comment Card and return to the Clerk.**

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 at the discretion of the Council and not required by law. Individuals are limited to speak for three (3) minutes, yielding of time will not be permitted. 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. Disrespectful behavior will not be tolerated; this includes loud outbursts, profanity and disruptive discussions among our audience.
4. **CURRENT EVENT SUMMARIES AND REPORTS**

This item is for information only. The Mayor, any Councilmember, or Town Manager may present a brief summary or report of current events. If listed below, there may also be a presentation on information requested by the Mayor and Council and questions may be answered. No action will be taken.

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

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

5. CONSENT AGENDA

All those items listed below are considered to be routine and may be enacted by one motion. Any Councilmember may request to remove an item from the Consent Agenda to be considered and discussed separately.

- a. Consideration and possible action to appoint applicants recommended by the Appointments Subcommittee to the Parks and Recreation Advisory Board (PRAB).
- b. Consideration and possible action to recommend approval of an application from Agent Gregory Collins for a Permanent Extension of Premises for Lucy's Place, located at 3020 West Road 4 North, Chino Valley.
- c. Consideration and possible action to approve a revised Purchase Agreement for the previously approved purchase of a new bulk water loading station from AquaFlow Int'l, Inc. in the amount of \$68,897.05.
- d. Consideration and possible action to approve the March 1, 2023, study session minutes.
- e. Consideration and possible action to approve the March 14, 2023, regular meeting minutes.

6. ACTION ITEMS

The Council may vote to recess the public meeting and hold an Executive Session on any item on this agenda pursuant to A.R.S. § 38-431.03(A)(3) for the purpose of discussion or consultation for legal advice with the Town Attorney. Executive sessions are not open to the public and no action may be taken in executive session.

- a. Consideration and possible action to award the construction of FY 2023 Street Improvements to CLM Earthmovers, LLC, in the amount of \$4,321,876.25.

Recommended Action: Award the construction of FY 2023 Street Improvements to CLM Earthmovers, LLC, in the amount of \$4,321,876.25.

- b. Public hearing, consideration, and possible action to approve a Conditional Use Permit for a single-family residence on the commercially zoned parcel located at the northeast corner of S Road 1 West and W Road 1 South, Chino Valley, Arizona (APN 306-29-057A).

Recommended Action: (i) Hold public hearing. (ii) Approve a Conditional Use Permit for a single-family residence on the commercially zoned parcel located at the northeast corner of S Road 1 West and W Road 1 South, Chino Valley, Arizona.

- c. Public hearing, consideration, and possible action to approve a Conditional Use Permit for a single-family residence on the commercially zoned parcel located at 700 W Road 5 1/2 North, Chino Valley, Arizona (APN 306-46-003F).

Recommended Action: (i) Hold the public hearing. (ii) Approve a Conditional Use Permit for a single-family residence on the commercially zoned parcel located at 700 W Road 5 1/2 North, Chino Valley, Arizona (APN 306-46-003F).

- d. Public hearing, consideration, and possible action to approve Ordinance 2023-932, amending Section 4.5 of the Chino Valley Unified Development Ordinance, revising the flag lot provisions to allow for flag lots with shared access under certain conditions.

Recommended Action: The Planning and Zoning Commission recommended approval of this text amendment.

7. ADJOURNMENT

Dated this 18th day of April, 2023.

By: *Erin N. Deskins, 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 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.

Council meetings are live-streamed on Town of Chino Valley Website and Facebook page.

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: _____
Erin N. Deskins, Town Clerk



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

5. a.

Meeting Date: 04/25/2023
Contact Person: Erin Deskins, Town Clerk
 Phone: 928-636-2646 x-1208
Department: Town Clerk
Estimated length of staff presentation: None
Physical location of item: N/A

AGENDA ITEM TITLE:

Consideration and possible action to appoint applicants recommended by the Appointments Subcommittee to the Parks and Recreation Advisory Board (PRAB).

RECOMMENDED ACTION:

Appoint applicants recommended by the Appointments Subcommittee to the Parks and Recreation Advisory Board (PRAB).

SITUATION AND ANALYSIS:

The Council Appointments Subcommittee met on April 5, 2023, to review applications and make recommendations for the Parks and Recreation Advisory Board. Staff received ten applications (three of which were filed after the deadline of March 29, 2023) to fill five terms. Based on the review of all applications by the subcommittee, they recommend the following appointments:

- Celia Ann van der Molen
- Jeffrey Crandell
- Michael Pickett
- Susie Jarvis
- Larry Holt

To create staggered terms, per the PRAB Bylaws, the applicants recommended for appointment have been randomly assigned to an initial term of either two or three years, with two members serving two-year initial terms and three members serving three-year initial terms, as follows, after which all will serve three year staggered terms:

Two-year initial terms: Celia van der Molen and Larry Holt

Three-year initial terms: Jeffrey Crandell, Michael Pickett, and Susie Jarvis.

Fiscal Impact

Attachments

PRAB applications and resumes



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 _____

Received

MAR 20 2023

PUBLIC BODY APPLYING FOR

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

Clerk's Office
By:

NAME Celia Ann van der Molen

RESIDENCE ADDRESS [REDACTED]

MAILING ADDRESS [REDACTED]

PHONE #s [REDACTED]

EMAIL [REDACTED]

IS YOUR RESIDENCE WITHIN THE TOWN LIMITS?

☐ YES

☒ NO

HOW LONG HAVE YOU LIVED IN THE CHINO VALLEY AREA?

35 years

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.

Parks and Recreation Board, TOCV: +/- 8 years

General Plan Committee, TOCV: 2012 (2 years)

Why you would like to be appointed to this position?

As a native to Chino Valley, this town means a lot to myself and my family. Through my work experience and my involvement with youth sports, I understand how valuable a strong parks and recreation department is to the community. I'd like to see it continue to grow in a positive manner and support the P&R team with their goals.

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

To help advise the Parks and Recreation department. This may including making suggestions on how they can improve their current and future events; improve use of or enhance/expand their current facilities; and suggest possibilities of new/future facilities/amenities.

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

I have worked in the field of landscape architecture for over 20 years. For the last 12 years I have owned and operated my own landscape architecture firm in the Chino Valley/Quad City area. My work experience includes the preparation and execution of conceptual plans and construction documents for local parks, trails, playgrounds and community driven amenity areas. In addition I had the opportunity to work for the TOCV as the Parks and Recreation Lead in 2017.

Please attach a RESUME or SUMMARY of related previous experience, if applicable (REQUIRED for Planning and Zoning Commission & Board of Adjustment).


SIGNATURE

3-20-23

DATE

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

Sara Burchill

From: noreply@civicplus.com
Sent: Monday, March 27, 2023 2:49 PM
To: Clerks
Subject: Online Form Submittal: Application for Public Body Appointment

Received**MAR 27 2023**
 Clerk's Office
 By: 

Application for Public Body Appointment

Step 1

Public Body Applying For	<i>Field not completed.</i>
Other Public Body Applying For (not in drop down list)	Parks and Recreation Advisory Board
First Name	Jeffrey
Last Name	Crandell
Residence Address	
Mailing Address	
Phone Number(s)	
Email Address	
Is your residence within Town limits?	No
How long have you lived in the Chino Valley area?	approx 3 years
Are you a qualified to vote even if not registered?	Yes
Are you related to any Town employee	No
If yes, what is the employee's name?	<i>Field not completed.</i>

Step 2

Have you ever served on a municipal public body? If yes, please note the name of the public body, the	I served s a VP of the Chamber of Commerce in Carson, CA, for 2 years
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municipality served in, and
length of time served.

Why would you like to be
appointed to this position?

I moved to the Chino Valley area for quality of life opportunities. I have always been active in communities that I have lived in or done business in. I would like to help improve quality of life even more in this area.

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

Connecting with the community to find out what the most important needs are.

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

I have been active as a volunteer in many groups (churches, Masons, CV Historical Society, Chamber of Commerce) so I am familiar with dealing with many competing viewpoints and constituencies. From my position with the Carson, CA, Chamber of Commerce, I watched the town council work. As a leader in Fortune 500 companies for 44 years, I can set priorities.

To help our review
committee get to know you
better, please attach a
RESUME or SUMMARY of
previous training, skills, and
experience.

[2023 resume.docx](#)

Date Application Submitted 3/27/2023 2:45 PM

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PLEASE BE AWARE THIS MESSAGE CAME FROM A SENDER OUTSIDE THE TOWN!

Jeffrey S. Crandell



Skills

Through 44 years of experience with Fortune 500 companies in the food industry, I have learned skills including how to manage and motivate people. My style is collaborative, working as part of a team. I have learned how to listen to stake holders, set priorities, deal with difficulties, and get things done. I was responsible for budgets in excess of \$50MM/year, and capital budgets that sometimes exceeded \$20MM/year. I have had up to 350 employees reporting to me. I have learned how to take organizations from worst to first in parameters that were important to the business I was leading. I have been active as a volunteer in community organizations, including Chamber of Commerce, various churches, Chino Valley Historical Society, Order of DeMolay, and Meals on Wheels

Experience

2018-present – Retired. Active in Chino Valley Historical Society and Chino Valley Meals on Wheels.

2005-2018 – Regional Quality Assurance Director for Dean Foods, the largest dairy company in America. Responsible for 9 regional dairies producing 1 MM gallons of product per day.

2004-2005 – Director of Quality and R&D for Naked Juice, CO, Azusa, CA.

2003-2004 – Director of Operations for Heartland Farms Dairy, City of Industry, CA

1993-2003 – Plant Manager for Yoplait Yogurt, a division of General Mills, Carson, CA. Responsible for all aspects of production and quality for all Yoplait Yogurt sold in the western US.

1974-1993 – various positions of supervision and management with Carnation Dairies and Nestle, USA.

Sara Burchill

From: noreply@civicplus.com
Sent: Wednesday, March 29, 2023 9:42 AM
To: Clerks
Subject: Online Form Submittal: Application for Public Body Appointment

Received**MAR 29 2023**Clerk's Office
By: JCB

Application for Public Body Appointment

Step 1

Public Body Applying For	Field not completed.
Other Public Body Applying For (not in drop down list)	Parks and Recreation Advisory Board
First Name	Michael
Last Name	Pickett
Residence Address	[REDACTED]
Mailing Address	[REDACTED]
Phone Number(s)	[REDACTED]
Email Address	[REDACTED]
Is your residence within Town limits?	Yes
How long have you lived in the Chino Valley area?	10 years
Are you a qualified to vote even if not registered?	Yes
Are you related to any Town employee	No
If yes, what is the employee's name?	Field not completed.

Step 2

Have you ever served on a municipal public body? If yes, please note the name of the public body, the	No
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municipality served in, and
length of time served.

Why would you like to be
appointed to this position?

I feel like I would bring a new perspective to this board. Having a large family, with young kids, I want to see there be opportunities in our town for them and not have to rely on always traveling to other places for activities. I have made Chino home and want to see the best for everyone here.

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

Being open minded and looking at what is best for the towns growth and development.

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

19 years in Public Safety
7 yrs on CV Little League Board, 4 as the President
Current Chair of the AZ Wildfire and Incident Management
Academy Board of Directors
14 years coaching youth sports

To help our review
committee get to know you
better, please attach a
RESUME or SUMMARY of
previous training, skills, and
experience.

[Pickett Resume 23.pdf](#)

Date Application Submitted 3/29/2023 12:00 AM

Email not displaying correctly? [View it in your browser.](#)

PLEASE BE AWARE THIS MESSAGE CAME FROM A SENDER OUTSIDE THE TOWN!

Michael Pickett

I am proficient in fire management and fire operations with experience in working with cooperating agencies. I have great organizational, communication, planning and problem-solving skills with a great ability to work with people at all levels within an organization. I have proven leadership skills; Ability to make sound decisions and accept increasing levels of responsibility. I strive for professionalism and high levels of integrity in my work.

Qualifications: Acting Battalion Chief, Strike Team Leader, Firefighter 1 & 2, Engine Boss, Incident Commander IV, Expanded Dispatch Recorder, Faller 3, AZ EMT, Emergency Vehicle Technician Driver/Operator, Blue Card Incident Command System IC.

Trainee Qualifications: Crew Boss, Firing Boss, Initial Attack Dispatcher

Professional Experience

Summit Fire and Medical District - Flagstaff, AZ

July 2007-Present

Supervisor: Chris Fennell, Battalion Chief

- **Fire Captain** (Jan 2019-Present). As a Fire Captain, I am responsible for managing a crew of 2-3 individuals (Engineer and Firefighters) as well as the assigned fire house. I have served as an initial Incident Commander on emergency scenes, including structure fires, car fires, wildland fires and motor vehicle accidents. I have also filled the role as a Division Supervisor and Safety Officer on the same scenes. In addition to emergency scenes, I have been responsible for personnel management, budget preparation, purchase ordering and trainings. I currently act in the role of Battalion Chief.
- **Acting Battalion Chief** (January 2022-Present) As an Acting Battalion Chief, I have filled in for the ranked Chief while on leave. I am responsible for the shift personnel (3-4 Engine Companies), including morning briefings, daily assignments, trainings and emergency calls for service. On larger scenes, I serve as the Incident Commander or fill the role of a Division Supervisor or Safety Officer.
- **Coconino Wildland Resource Group Regional Duty Officer (2017-Present)**. As Regional Duty Officer, I am responsible for coordinating with the AZ Department of Forestry and Fire Management Dispatch Center and local fire departments within the region for wildland fire equipment assignments.
- **Wildland Division Coordinator** (June 2010-Present) As the Wildland Division Coordinator, I have been responsible for managing the department's Wildland Division. I am one of the agency representatives for the Ponderosa Fire Advisory Council (PFAC) and with Arizona State DFFM. I maintain certifications and qualifications through IQS for approximately 40 department personnel, including issuing red cards and maintaining experience records. I prepare and manage the program budget. I am responsible for preparing and teaching annual fire refresher training to our staff as well as within the Greater Flagstaff Region (GFR) partnership. I work closely with the local Forest Service districts, including the dispatch center to help ensure smooth working relationships both in the field and administratively. I have been responsible for writing grants for the program and district pertaining to wildland fire training, equipment, and PPE. I am the Agency representative for the GRF. Within GFR, we have conducted annual refreshers, joint prescribed fires, and recruit firefighter academies. While in this program, I have coordinated 3 full scale wildland fire training drills through PFAC.
- **Acting Captain** (October 2013-2019). As an Acting Captain, I filled in on the engine as the Company Officer in charge, while the ranked Captain is on leave. I was responsible for engine crew members (1-2 personnel daily), station duties, emergency calls, and public contacts. On emergency scenes, I served as the Incident Commander for structure fires, wildland fires and EMS calls. Worked a total of 3,500 hours as an Acting Captain. Completed regional Acting Captain Task Book May 21, 2018.
- **Firefighter/EMT**. As a Firefighter, I was responsible for driving and operating all department apparatus, including engineering the apparatus on fires. Typically, I assisted the lead Paramedic on EMS calls. I performed basic maintenance of apparatus. Perform additional structure firefighter responsibilities on structure fires such as search and rescue, water supply, ventilation and rehab.
- Completed two engineer academies, where we trained for 40 hours during each academy on pumps, driving, hydraulics and preventative maintenance of all fire apparatus. Completed department Engineer Task Book.
- Program assistant for the department Communications program. I assist the program manager with writing and programming mobile and portable radios, installation of mobile radios in apparatus and in the stations and liaison between the district and Flagstaff Alarm (PSAP) room.
- Program assistant for the department PPE program. I assist the program manager with inspections of structural and wildland PPE. I have been certified to inspect and wash structure turnouts according to NFPA standards and also issue PPE supplies as needed.

M. Pickett

- Served as the department lead and one of our Commanders for the Honor Guard. While serving on the Honor Guard, I coordinated three 9/11 Memorial Ceremonies, assisted coordinating the Fire Honor Guards for former Flagstaff Police Chief Cooper's funeral, a memorial service for a former Fire Board Member, and participated in several other Line Of Duty Death events throughout the state.

Arizona Snowbowl Ski Area – Flagstaff, AZ

November 2001- Present

Supervisor: Chris Louderback – [REDACTED]

- **Assistant to Ski Patrol Director.** As an assistant to the director, I assist with writing policy and guidelines, personnel management, serve as a Liaison between agencies and currently working as the COVID Liaison.
- **Medical Coordinator (2008-2011).** As the medical coordinator, I am responsible for maintaining records of medical incidents throughout the ski season and reporting data to the insurance company. I also order and maintain EMS supplies and equipment for all departments within the Ski Area as well as perform quality assurance checks on patient care forms.
- **Senior Ski Patrol staff.** I assist daily with training new staff members, performing avalanche control work, Incident Investigations, ski area safety and risk management.
- **Ski Patroller,** I respond to various types of injuries and illnesses at the ski area. I treat and transport patients at the BLS level.
- **Ski Area Dispatcher (2001-2005).** As the area dispatcher, I was responsible for all priority incidents within the ski area and communications with external resources such as Guardian Medical Transport (Ground and Air), Coconino County Sheriffs Office, DPS Ranger and United States Forest Service.

Coconino Community College – Flagstaff, AZ

November 2007- 2019

Supervisor: Mike Duran – [REDACTED]

Dave Manning – [REDACTED]

- As a contract instructor for CCC, I lead groups in the Firefighter 1 & 2 class during practical skills days. Skills included Search and Rescue, Ladders, Ventilation, Fire Attack, Rapid Intervention Crew (RIC), Fire Behavior.
- During Live Fire training days, I served as a lead Company Officer/Instructor, interior safety officer and also IC of the drill.
- Instructor for college Wildland Fire courses includes S-130/190, I-100, L-180.

Arizona Wildfire and Incident Management Academy – Prescott, AZ

March 2014- Present

Supervisor: Libby Reiman – [REDACTED]

- **Planning Operations Section Chief.** As one of the Operations Chiefs, I coordinate all courses and instructors prior and during the academy.
- **Group Supervisor.** As a Group supervisor, I was responsible for numerous classes including the basic wildland firefighter courses.
- **Lead Instructor:** Basic Wildland Firefighter training.
- Coordinated joint lectures and field day with Academy Team members and other cadre members

USDA Forest Service – Peaks R.D. – Flagstaff, AZ

March 2006 – Sept 2006

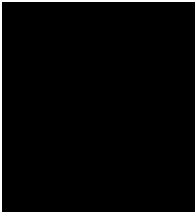
Supervisor: Jim Burton [REDACTED]

- Firefighter Type 2 (FFT2) on a Type 6 engine.
- Performed RX burn block prep.
- Hand tool and chainsaw maintenance.
- Trained in driving and pumping the engine on fire assignments.
- Assisted with training additional seasonal firefighter
- While working for the Forest Service, I worked on a total of 52 fires(7 fires on an off district assignment to Idaho/ 14 days). Assignments on the fires included, hand line construction, hose lays, pump and roll operations, saw work, basic firing operations, holding and patrolling.
- Other assignments I had while employed by the USFS included preventative maintenance of apparatus working with the local fire departments to map fire hydrant locations around the various AOR's.

Education

• Columbia Southern University – BS Fire Science Major	Current
• Yavapai College – AAS Fire Science Major	2016-2018
• Coconino Community College – AAS Fire Science Major	2005-2016

Professional References

<u>Name</u>	<u>Employer</u>	<u>Title</u>	<u>Phone</u>
Jason Kolb	USFS – Coranado N.F.	Air Attack Supervisor	
Jason Olson	Town of Chino Valley	Facilities Manger	
PJ Lingley	AZ Dept. Forestry and Fire Mgt	Asst. Fire Management Officer	
Rich Doty	Prescott Police Dept.	Police Officer	
Chris Pond	Highlands Fire Dist.	Fire Captain/Paramedic	

Affiliations

Arizona Wildfire Academy Board of Directors - Chair	Present
Prescott Rebels Baseball Club – Coach	2020- Present
Chino Valley High School – Assistant Varsity Baseball Coach	2019-Present
Flagstaff Exchange Club - Firefighter of the Year	2016
Chino Valley Little League – League President and Coach Present	2015-
National Ski Patrol	2014-Present
International Association of Firefighters	2007- Present
Professional Firefighters of Arizona	2007- Present
Boy Scouts of America – Life Scout and Parent Volunteer	1991-2022

Job Related Training

S-290 – Intermediate Fire Behavior	S-130- Basic Firefighting	A-100- Basic Aviation Safety
S-260- Interagency Business Management	S-190- Into to Wildland Fire Behavior	S-131- Advanced Firefighter
S-200- Initial Attack IC	S-211- Portable Pumps	I-100- Intro to ICS
S-230- Crew Boss	S-212- Wildland Fire Chainsaws	I-200- Basic ICS
S-231- Engine Boss	S-215- Fire in Urban Interface	I-300- Intermediate ICS
S-232- Dozer Boss	M-410- Facilitative Instructor	I-400- Advanced ICS
S-234- Ignition Operations	L-180- Human Factors on Fireline	IS-700- Introduction to NIMS
S-258- Incident Comm. Tech Plan	L-280- Follership to Leadership	IS-800- Intro to National Response
S-330- Strike Team/Task Force Leader	S-390 Intro to Wildland Fire Behavior Calcs	S-131- Look, Up, Down, Around
IS-235- Emergency Planning	Blue Card Incident Command	P-110- Inspecting Fire Prone Properties
S-134- LCES	Engineer Academy	Captain Academy
Leadership In History	Arizona EMT	Emergency Vehicle Technician – Driver/Operator

Quantified Firefighting Experience

EMT: 216 months Structure/Wildland: 204 months

Sara Burchill

From: noreply@civicplus.com
Sent: Tuesday, March 28, 2023 2:33 PM
To: Clerks
Subject: Online Form Submittal: Application for Public Body Appointment

Received**MAR 28 2023**
 Clerk's Office
 By: Feb

Application for Public Body Appointment

Step 1

Public Body Applying For ~~Board of Adjustment~~ *Parks + Rec per Susie 3/28/23*

Other Public Body Applying For (not in drop down list) *Field not completed.*

First Name Susie

Last Name Jarvis

Residence Address [REDACTED]

Mailing Address [REDACTED]

Phone Number(s) [REDACTED]

Email Address [REDACTED]

Is your residence within Town limits? Yes

How long have you lived in the Chino Valley area? 4 1/2 years

Are you a qualified to vote even if not registered? Yes

Are you related to any Town employee No

If yes, what is the employee's name? *Field not completed.*

Step 2

Have you ever served on a municipal public body? If yes, please note the name of the public body, the

No, I believe I can bring a lot of experience. I have serviced on little league boards 5 years. I have also serviced on chamber boards and for 16 years I was on the board for the American Business Women Association. Currently I am on the board

municipality served in, and length of time served.	Chino Valley Pickleball Association and Women Community Network.
Why would you like to be appointed to this position?	Boar member
What do you believe is the key responsibility of this position?	Guarantee that the people of Chino Valley have recreation for all ages, that is safe.
What experience, skills, and qualities would you bring to this position?	Currently serve on the Board for the Chino Valley Pickleball Association, I am Elk with the Chino Valley lodge. I have served on the Boards for Little league, where I was treasurer for 5 years. 16 years I served on the Board for the American Business Women Association, president, vice president.
To help our review committee get to know you better, please attach a RESUME or SUMMARY of previous training, skills, and experience.	<u>Susan Jarvis resume.pdf</u>
Date Application Submitted	3/28/2023 2:30 AM

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SUSAN JARVIS

PROFESSIONAL BUSINESS MANAGER

Motivational Management • Progressive Planning • Dynamic Leadership

PROFILE

Dedicated Professional • Banking and Sales • Excellent Communication • Exceptional Leadership • Optimistic Team Manager • Project Management • Proven Results

PROFESSIONAL EXPERIENCE

Alta Vista Credit Union, Redlands, CA

2014-Aug 2018

Business Development/Marketing

- *Provide new business opportunities* - new markets, new partnerships, new ways to reach existing members.
- Facilitate Credit Union Events: Kids Day, Car Show, Redlands Christmas Parade Credit Union Annual Meeting, Meals of Love for Ronald McDonald House, Blood Drives,
- Work with the local Chambers of Commerce, Treasurer for the Board of the Redlands Chamber of Commerce. Ambassador for Highland, Yucaipa Chambers. Leadership with San Bernardino Chamber. Attending Chamber Events. 2017 Yucaipa Ambassador of the Year
- Administering on boarding with our In-Direct Lending Program.
- Building membership and Credit Union name in the community

Consulting

2012-2013

La Loma Federal Credit Union, Loma Linda, CA

1976 to 2013

Special Accounts Manager

- Participate with the Credit Union attorney for civil suit actions.
- Facilitate the collection of Repossessions from Demands, remarketing and deficiency balances.
- Facilitate and Assist members to modify loans under a hardship workout.
- Provide Financial Counseling to members
- Manage Bankruptcy's and Chapter 13 filings
- Administer Skip Tracing

Additional Duties: Loan Officer, Membership Officer, Marketing, and Security Officer

Cookie Lee, Nationwide

1998-2014

Team Director, National Trainer/Independent Sales Consultant

- Facilitate sales thru Home, office Shows and fundraisers
- Recruit building teams and giving women new opportunities
- Train consultants in sales, recruiting and marketing
- Mentor sales representatives

MANAGEMENT & TECHNOLOGY SKILLS

Troubleshooting & Problem solving, Member Services & Support, Management, Training, Leadership, Windows XP/Vista/Windows 6, Word, Excel, Outlook

EDUCATION

Eisenhower High School Graduate; San Bernardino Valley College General Course Work; Additional courses in management, training, goal-setting, team leadership and sales.

PROFESSIONAL & CIVIC AFFILIATIONS

President, American Business Women's Association 2002

President - 2008-2011, 2015-2017

Vice President - 2011-2012, 2013-2015

Events Coordinator - 1 years

Woman of the Year-2008,2018

Business Associate of the Year 2007, 2011

Member, Heart- Link, Business Women's Networking Group

Member, BNI, Business Networking International

Auctioneer, Professional fundraising group for American Cancer Society

Committee Member for Be a Santa to a Senior (Home Instead) 2015-2017

Treasurer Redlands: Chamber of Commerce

Ambassador: San Bernardino, Yucaipa and Highland Chambers

Ambassador of the Year 2017 Yucaipa Chamber

Businesswomen of the Year 2018: BASBC

PROFESSIONAL REFERENCES

Available Upon Request



Susan Jarvis

Page 3

REFERENCES

Professional

David Justice
Executive Vice President
Alta Vista Credit Union
[REDACTED]

Dora Houck-Marketing
PAR of America
[REDACTED]

Brenda Heuesterberg
Vice President
Printers Credit Union
[REDACTED]

Personal

Cori Freeman-Owner
Strategic Business Coaching
[REDACTED]

Debbie Sumpter-Part Owner
Hoffman Insurance Service
Personal Friend,
Post 777 Little League Board
[REDACTED]

Nancy A. Sellers-Owner
Pro-Tax Solutions, Inc.
[REDACTED]



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 _____

Received

MAR 08 2023

PUBLIC BODY APPLYING FOR

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

Clerk's Office
By: JSB

NAME LARRY HOLT

RESIDENCE ADDRESS _____

MAILING ADDRESS Same

PHONE #s _____

EMAIL _____

IS YOUR RESIDENCE WITHIN THE TOWN LIMITS?

☒ YES

☐ NO

HOW LONG HAVE YOU LIVED IN THE CHINO VALLEY AREA?

5 YEARS

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.

YES, CHINO VALLEY PRAB 1 YEAR PLUS.

Why you would like to be appointed to this position?

I HAVE WORKED WITH THE PRAB PREVIOUSLY AND BELIEVE WE HAD A GOOD PLAN FOR FUTURE GROWTH OF THE TOWN'S PARKS AND RECREATION. I BELIEVE WE NEED TO INCLUDE BOTH YOUTH AND ADULTS WHEN MAKING DECISIONS.

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

REVIEW, RECOMMEND AND ASSIST IN IDENTIFYING OPPORTUNITIES FOR PARKS AND RECREATION. REPORT TO STAFF AND COUNCIL.

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

4- ONE YEAR ON THE PREVIOUS PRAB,
35 PLUS YEARS OF GOVERNMENT EXPERIENCE INCLUDING EXECUTIVE LEVEL. WELL VERSED IN RECREATION AND SPORTING, AS A PARTICIPANT, COACH AND BOARD MEMBER (INCLUDING YOUTH AND ADULT SPORTS).

Please attach a RESUME or SUMMARY of related previous experience, if applicable (REQUIRED for Planning and Zoning Commission & Board of Adjustment).

SIGNATURE

DATE

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

RESUME OF: LAURY JOE HOLT (LARRY)**BACKGROUND/EXPERIENCE:****CHINO VALLEY MEMORIAL FOUNDATION*****2021-Present***

Chief executive officer for a 501(c)3 charity that maintains and provides funding for memorials dedicated to fallen first responders and active duty military from Yavapai County, Arizona. Acting as president of the foundation duties include: Identifying fundraising opportunities and grants, coordination of events, working with municipalities to identify needs and coordination of volunteers. This is a volunteer position.

HOLT'S CUSTOM RODS***July 1995 to 2019***

Owner and operator of an at home small business building custom fishing rods for clients throughout the United States. In August of 2017 I temporarily closed the business in order to sell our home and relocate.

ATASCADERO FIREARMS***April 2013 to August 2015***

Part time sales associate and firearms instructor for firearms dealer. This was a part time job 16-24 hours per week

ATASCADERO STATE HOSPITAL POLICE***May 2000 to Sept. 2010 (Service Retirement)***

Chief of Police at Atascadero State Hospital. Atascadero State Hospital is a maximum security forensic facility which houses prisoners from the California Department of Corrections and Rehabilitation, parolees, mentally ill offenders, and subjects found "not guilty by reason of insanity" or "incompetent to stand trial". In addition, from 2006 until retirement I was the chief of the sexual predator unit for the State of California.

August 1997 to May 2000:

Lieutenant, Support Services Division Commander. Responsible for management of Investigations, Training, Canine and Transportation Units. Conducting criminal and internal affairs investigations and providing oversight of all investigations.

February 1991 through April 1997:

Sergeant, responsible for duties of *Watch Commander* or *Field Supervisor* on all shifts. Supervision of both internal and external posts and patrol. In September of 1991 I was appointed to the position of Commander, Special Operations Response Team. The team is a paramilitary unit trained in riot/crowd control, hostage negotiations/rescue, tracking and other specialized operations. The team responds to all critical incidents and disasters.

In October 1991 I was assigned to the position of *Investigations Unit Sergeant*. Responsible for conducting and supervising criminal and employee background investigations. Additional investigations include Peace Officer Background, and employee misconduct. In 2003 I was assigned the additional responsibility as the acting Training Unit supervisor, responsible for maintaining all required POST annual in service training for officers. Upon completion of rotational assignment in Investigation Unit in 1994, I worked as a Field Supervisor and Watch Commander on all shifts. In January of 1995 I was assigned as the Department *Administrative Sergeant* for six months. This assignment included the coordinating and recruiting of new staff; review and update of department policies and procedures; supervision of Communications Division and other administrative duties as assigned.

October 1990 through February 1991:

Hospital Police Officer, responsible for patrol of internal and external areas. Duties included vehicle and foot

patrol of hospital grounds, response to emergency and routine calls for service; preliminary investigation and writing of crime and/or incident reports; working fixed observation assignments and transportation of court committed patients.

UNITED STATES DEPARTMENT OF JUSTICE, FEDERAL BUREAU OF PRISONS

UNITED STATES PENITENTIARY, LOMPOC

February 1990 through October 1990:

Federal Correctional Officer from February through August when I was promoted to Senior Correctional Officer.

SAN LUIS OBISPO COUNTY SHERIFF'S DEPARTMENT

April 1988 through September 1989:

Senior Correctional Officer; duties included the supervision of Custody Division staff, both Correctional Officers and clerical staff. Responsible for the operations and security of the County Jail while working as the Watch Commander/Shift Supervisor.

January 1985 through September 1989:

Reserve Deputy Sheriff with experience working in the Patrol, civil and investigations units. Duties included mobile and foot patrol, crime detection, suppression and investigation, report writing, making arrest and court testimony.

November 1981 through April 1988:

Correctional Officer; duties included the reception, processing and supervision of pre-trial and court committed inmates.

VENTURA COUNTY SHERIFF'S DEPARTMENT

July 1979 through November 1981:

Sheriff's Service Technician; responsibilities included the reception, processing and supervision of pre-trial and court committed inmates. Additional duties included the processing, (fingerprinting and photographing) of various types of applicants and registrants; report writing and record keeping.

TRAINING AND QUALIFICATIONS:

- Bilingual in Spanish
- California POST PC832, Arrest Search and Seizure (40 hrs)
- California POST Reserve Peace Officer (Level II, 60 hrs)
- Federal Bureau of Prisons Academy (120 hrs)
- Basic Jails and Adult Institutions Course (48 hrs)
- California POST Supervisory Course (80 hrs)
- California POST Management Course (80 hrs)
- FBI Southwest Command College
- CPOA Role of the Police Chief
- California POST Basic Instructor Certificate
- California POST Arrest Written and Firearms Instructor Certificate
- California POST Arrest Methods Skills Proctor Certificate
- TASER Instructors Course (16 hrs)
- Federal Bureau of Investigations Firearms Instructor Course (80 hrs)
- California POST Crime Scene Investigation (40 hrs)
- California POST Background Investigation (32 hrs)
- California POST Traffic Collision Investigation Course (40 hrs)
- California POST/FBI Basic & Advanced Hostage Negotiator Course (40 hrs)
- NIMS/SEMS/ICS FEMA Executive Emergency Management Courses (ICS100/200/400/700/800)

- RCPI Community Oriented Policing for Supervisors and Managers (8 hrs)
- Community Oriented Policing (48 hrs)
- Internal Affairs and Discipline Course (24 hrs)
- Officer Involved Shooting Investigator Course (16 hrs)
- Electronic Restraint Course for NOVA stun guns (24 hrs)
- Interview and interrogations (16 hrs)
- Drug Abuse Recognition Expert (DARE 8 Step) H&S11550 (24 hrs)
- Search Warrant preparation (8 hrs)
- Explosive awareness (8 hrs)
- Police civil liability (8 hrs)
- Forensic Odontology (8 hrs)
- Trainer/Resource in communicable disease for first responders (32 hrs)
- State Supervisory Development Certificate (AB409)
- Numerous other law enforcement and management related courses.

AWARDS AND APPOINTMENTS:

- Certificate of Exceptional Performance in Firearms and Scholastics; U.S. Dept. of Justice (FLETC)
- Best Practices Certificate from Department of Mental Health for implementation of narcotics canine program
- Lifesaving Award; San Luis Obispo Sheriff's Department
- Firearms Master Award; San Luis Obispo Sheriff's Department
- PSA Flight 1771 Memorial Award; San Luis Obispo Sheriff's Department
- Firearms Champion; United States Penitentiary, Lompoc
- Department of Defense Commendation for Support of the National Guard
- Communicable Disease Instructor; San Luis Obispo Sheriff's Department
- Assistant Rangemaster; San Luis Obispo Sheriff's Department
- Firearms Instructor; San Luis Obispo Sheriff's Department
- California POST Basic Peace Officer Instructor; contract with Alan Hancock College
- Forensic Police Officer Academy Instructor-Alan Hancock College
- Other commendations for performance and/or assistance will be provided on request

AFFILIATIONS:

- Former Chair: State Hospital Police Chief's Group
- Past Member: Statewide Hospital Security Committee
- Past Member: San Luis Obispo County Criminal Justice Administrators Association
- Past Member: FBI Law Enforcement Executive Development Association
- Past Member: California Peace Officers Association
- PastMember: International Footprint Association
- Past member: Board of Directors, San Luis Obispo County Criminal Justice Administrators Association
- Past member: San Luis Obispo County Law Enforcement Mid-Management Association.
- Past member: California Gang Task Force
- Past Member California State Gang Task Force
- Past member: California Association of Hostage Negotiators
- Past member: Central Coast Investigator's Association
- Past member: San Luis Obispo County Sexual Assault Investigators
- Past member: International Association of Law Enforcement Firearms Instructors
- Past member: California Organization of Police and Sheriffs

ACCOMPLISHMENTS:

- Implementation of Narcotics Canine Interdiction Program at Atascadero State Hospital
- Implementation of Forensic Peace Officer Academy at Atascadero State Hospital (now a statewide academy based on my model).
- Implementation of Custody Classification position at Atascadero State Hospital
- Implementation of the Special Operations Response Team (SORT) at Atascadero State Hospital
- Implementation of Community Based/Oriented Policing Program at Atascadero State Hospital
- Implementation of bicycle patrol program at Atascadero State Hospital
- Implementation of automated Records Management System and Computer Aided Dispatch for Atascadero State Hospital.
- Implementation and formation of Police Honor Guard detail at Atascadero State Hospital
- Secured various federal grant funds for Atascadero State Hospital
- Coordinated 800mgz radio upgrade for Atascadero State Hospital
- Consultant for implementation of Narcotics Canine Unit for Patton, Napa, and Coalinga State Hospitals
- Design and security consultant for Secure Treatment Facility (Coalinga State Hospital)
- Assisted in design of San Luis Obispo County Jail 1988/1989
- Assisted in automation and design of inmate records system at Ventura County Jail 1979/1980

Erin Deskins

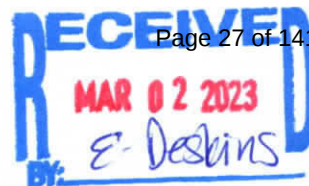
From: noreply@civicplus.com
Sent: Sunday, April 2, 2023 8:45 PM
To: Clerks
Subject: Online Form Submittal: Application for Public Body Re-Appointment

Application for Public Body Re-Appointment

Public Body Applying For	<i>Field not completed.</i>
Other Public Body Applying For (not in drop down list)	PRAB
First Name	Donna
Last Name	Armstrong
Residence Address	[REDACTED]
Mailing Address	[REDACTED]
Phone Number(s)	[REDACTED]
Email Address	[REDACTED]
Are you related to any Town employee	No
If yes, what is the employee's name?	<i>Field not completed.</i>
List any NEW experience, skills, and qualities you would bring to this position.	I have learned a little bit more about the town, county and state. I fully accept the new mission of this committee and hope I can take this new committee to excel in the needs of the town.
Date Application Submitted	4/2/2023 8:15 PM

Email not displaying correctly? [View it in your browser.](#)

PLEASE BE AWARE THIS MESSAGE CAME FROM A SENDER OUTSIDE THE TOWN!



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

NAME Mr. David B. Somerville

RESIDENCE ADDRESS [REDACTED]

MAILING ADDRESS same as above

PHONE #s [REDACTED]

EMAIL [REDACTED]

IS YOUR RESIDENCE WITHIN THE TOWN LIMITS?

☒ YES ☐ NO

HOW LONG HAVE YOU LIVED IN THE CHINO VALLEY AREA?

6years

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.

Parks and Recreation 4 years. Planning and Zoning Commission 4 years, Senior Center Adv. Board 3 years

Why you would like to be appointed to this position?

I would like to continue with serving on the Parks and Recreation Advisory Board because I am passionate about helping Chino help plan and vitalize its recreational activities and venues.

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

The key responsibility is to help the Parks and Recreation Dept. to find and make use of recourses to enhance their Parks and Recreation programs. (ie grant writing, stragic planning, research, etc.)

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

I've written grants, planned various activities (ie Kite Festival, etc.), undertaken research on park settings and various recreational facilities which a community can offer its residents. (Member-American Planning Assn.)

Please attach a RESUME or SUMMARY of related previous experience, if applicable (REQUIRED for Planning and Zoning Commission & Board of Adjustment).

SIGNATURE



2/28/2023

DATE

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

Erin Deskins

From: noreply@civicplus.com
Sent: Saturday, April 1, 2023 3:28 PM
To: Clerks
Subject: Online Form Submittal: Application for Public Body Appointment



Application for Public Body Appointment

Step 1

Public Body Applying For *Field not completed.*
 Other Public Body Applying For (not in drop down list) Parks and Rec Advisory Board
 First Name Erin
 Last Name Pickett
 Residence Address [REDACTED]
 Mailing Address [REDACTED]
 Phone Number(s) [REDACTED]
 Email Address [REDACTED]
 Is your residence within Town limits? Yes
 How long have you lived in the Chino Valley area? 10 years
 Are you a qualified to vote even if not registered? Yes
 Are you related to any Town employee No
 If yes, what is the employee's name? *Field not completed.*

Step 2

Have you ever served on a municipal public body? If yes, please note the name of the public body, the No

municipality served in, and
length of time served.

Why would you like to be
appointed to this position?

I would like to help by serving on the Parks and Rec Advisory Board because my family, including my children and grandchildren are part of this community and I would like to help ensure the proper changes in our community and have a voice in the future of our town's recreation.

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

I believe the key responsibility is to assist in brain storming new ideas and helping improve the existing amenities our Parks and Recs department is able to provide our community.

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

As a Mother to children who stay busy with sports and activities I am able to help assist in new ideas for the children of this community. I also bring interpersonal skills along with knowledge in budgeting.

To help our review
committee get to know you
better, please attach a
RESUME or SUMMARY of
previous training, skills, and
experience.

[Erin Pickett Resume.docx](#)

Date Application Submitted 4/1/2023 3:30 PM

Email not displaying correctly? [View it in your browser.](#)

PLEASE BE AWARE THIS MESSAGE CAME FROM A SENDER OUTSIDE THE TOWN!

Erin Pickett



Objectives

To obtain a volunteer position where I can help make a difference in my community.

Education

Small Business Certificate (2010) Estrella Community College

- SBS200 Business Operations, SBS202 Business Bookkeeping/Tax Prep, SBS203 Financial Cash Management, SBS204 Marketing and Advertising, SBS214 Business Customer Relations, SBS220 Internet Marketing

Computer Basics (2010) Glendale Community College

- Excel
- Word
- PowerPoint
- Entry Level Internet / Web Development

Completed Continuing Education

- IS-100.C Intro to Incident Command System
- MGT175 Business Organization and Management
- MGT253 Owning and Operating a Small Business
- History103 US History to 1870
- CRE101 Critical Reading
- OAS120 Financial Record Keeping
- COM110 Interpersonal Communication
- DFT121 Intro to Architecture Drafting
- DFT126 Blueprint Reading
- PSY101 Intro to Psychology
- Eng101 &102 College English
- BSA102 Career Search and Success

Experience

Prescott Endodontic Associates

Front Office Lead (July 2017 – Present)

Endodontic Office (1658 Oaklawn Prescott, AZ 86305)

My duties as a Front Office Lead include but are not limited to the daily audits of the previous day, using our computerized charting system to schedule patients, check patients in and out and to enter patient information. Checking patients in and out includes greeting patients as they arrive, insuring they complete paperwork if needed, entering endodontic codes and accepting payments. I frequently submit insurance claims, process payment plans, accept payments over the phone or by mail and generate receipts. I work closely with referring general dentist offices to ensure patients are scheduled accurately and quickly depending on their needs. I often verify dental insurance online or by phone using endodontic codes and create quotes for patients according to their insurance plans. I correct and send doctor reports for each patient's visit via email or mail. As the lead I am also responsible for approving time off requests for front office employees, ensuring everyone stays with their scheduled work hours and addresses issue as they may arise. I work closely with the Doctors, Office Manager and Back Office Lead to ensure new and existing policies are followed by the front office. I also have extensive knowledge with multi-line phones, email and fax.

Resume: Erin Pickett

Declan Air Conditioning
Owner / Office Manager (February 2009 – January 2018)
HVAC (382 W. Butterfield Rd #123 Chino Valley, AZ 86323)

My duties included but were not limited to the daily use of QuickBooks, processing payroll, submitting quarterly and monthly taxes, processing accounts receivable and payable requests, monthly bank and credit card reconciliation, business license renewal, customer relations and knowledge of basic office duties such as use of Microsoft office, email and fax.

OneAZ Credit Union
Teller (May 2016 – June 2017)
Financial Institution (550 E. Gurley Prescott, AZ 86301)

My duties with OneAZ included but were not limited to cash handling and balancing my cash drawer daily, member service, sales, referrals, time management, basic computer knowledge and use of office equipment such as email, internal messenger, fax, copier and multi-line phones.

United States Postal Service
Letter Carrier (March 2004 – January 2008)
Government (5021 N. 20th St Phoenix, AZ 85016)

My duties included but were not limited to sorting and delivering mail, time management, customer interaction, and physical demands such as walking long distances, lifting heavy items and standing for long periods of time.

Volunteer Positions

- Arizona Wildfire and Incident Management Academy – Lead Volunteer for Merchandising - 2023
- Chino Valley Little League - Sponsorship Liaison and Treasurer - 2013 - 2020
- Classroom Volunteer - Chino Valley School District - 2012 – 2017
- Desert Moon PTO Surprise, AZ - Treasurer - 2008-2010

Skills

- Accounts Payable
- Accounts Receivable
- Time Management
- Basic Computer Skills
- Type 35 wpm
- Budgeting
- Organizing

References

- Melissa Bates [REDACTED]
- Sherri Mannix [REDACTED]
- Donna Dominguez [REDACTED]
- Season Clark [REDACTED]



Town of Chino Valley

APPLICATION FOR PUBLIC BODY APPOINTMENT

(Council, Commissions, Boards, Committees)



BY: _____
Office Use Only

Appointment Date _____

Term Start _____

Date of Resignation/
Term End _____

PUBLIC BODY APPLYING FOR

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

NAME Michael DITTA

RESIDENCE ADDRESS _____

MAILING ADDRESS SAME

PHONE #s _____

EMAIL _____

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

HOW LONG HAVE YOU LIVED IN THE CHINO VALLEY AREA? 5 years

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.

BOARD of ADJUSTMENTS - 5 YEARS

Why you would like to be appointed to this position?

To help promote our city in a respectable
and fun way to our residents

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

DISCUSS AND PURSUE DIFFERENT IDEAS PERTAINING
TO PARKS & REC. TO DETERMINE ROADS TO
ACHIEVE THE BEST FOR CHINO VALLEY.

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

15 years with S.C. Edison and dealing
with 5 cities in their needs, including
power requirements for different
parks.

Please attach a RESUME or SUMMARY of related previous experience, if applicable
(REQUIRED for Planning and Zoning Commission & Board of Adjustment).


SIGNATURE

3-30-2023
DATE

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



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

 NAME STEVE HECK

RESIDENCE ADDRESS _____

 MAILING ADDRESS SAME AS ABOVE.

PHONE #s _____

EMAIL _____

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

 HOW LONG HAVE YOU LIVED IN THE CHINO VALLEY AREA? 6 YEARS

 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.

I HAVE NOT SERVED ON A MUNICIPAL PUBLIC BODY.

Why you would like to be appointed to this position?

I FEEL THAT MY EXPERIENCE IN EDUCATION WILL BENEFIT THE ADVISORY BOARD.

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

TO ASSIST THE TOWN WITH DUTIES RELATED TO THIS POSITION.

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

35 YEARS WORKING AS AN EDUCATOR FOR HIGH SCHOOL AND UNIVERSITY AGE STUDENTS. I HAVE SERVED ON MANY COMMITTEES PLANNING CURRICULUM AND ACTIVITIES RELATED TO THE SUBJECTS TAUGHT.

Please attach a RESUME or SUMMARY of related previous experience, if applicable (REQUIRED for Planning and Zoning Commission & Board of Adjustment).

Steve Beck

SIGNATURE

MARCH 22 2023

DATE

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



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

5. b.

Meeting Date: 04/25/2023

Contact Person: Erin Deskins, Town Clerk
Phone: 928-636-2646 x-1208

Department: Town Clerk

Estimated length None

of staff presentation:

Physical location of item: Lucy's Place, 3020 W Rd 4 North, Chino Valley, AZ 86323

AGENDA ITEM TITLE:

Consideration and possible action to recommend approval of an application from Agent Gregory Collins for a Permanent Extension of Premises for Lucy's Place, located at 3020 West Road 4 North, Chino Valley.

RECOMMENDED ACTION:

Approve the application from Gregory Collins for a Liquor License Permanent Extension of Premises for Lucy's Place, located at 3020 West Road 4 North, Chino Valley.

SITUATION AND ANALYSIS:

Liquor Licenses are granted to specific establishments and only allows the alcohol to be served in a specified boundary of space as provided by the approved floor plan in the liquor license application. Pursuant to A.R.S. 4-207.01, any change to include additional space to a licensed premise requires an Application for Extension of Premises/Patio Permit to the Arizona Department of Liquor Licenses and Control, who also requests a recommendation from the local government body or its designate.

Lucy's Place currently holds a Series 12 Restaurant Liquor License. They have applied with the State Liquor Board to permanently extend their licensed premises to include the patio, which has been approved for a temporary extension of premises on previous occasions.

The Police and Planning Departments reviewed the application and recommended approval with no comments. The Fire Department said it would approve the extension and would determine an occupant load upon completion.

Fiscal Impact

Fiscal Impact?: No.

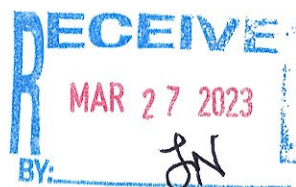
If Yes, Budget Code:

Available:

Funding Source:

Attachments

Lucy's EOP Application and Map



PERMANENT EXTENSION OF PREMISES/PATIO PERMIT

A non-refundable \$50. fee will apply

Arizona Dept. of Liquor Licenses and Control
800 W. Washington St. 5th Floor Phoenix, AZ 85007
(602) 542-5141

DLIC USE ONLY

Job #:

Date Accepted:

CSR:

Type or Print with **Black Ink**

OBTAIN APPROVAL FROM LOCAL GOVERNING BOARD BEFORE SUBMITTING TO THE DEPARTMENT OF LIQUOR

****Notice: Allow 30-45 days to process permanent change of premises****

License#: 06130065

Specific purpose for change: Outside Dining eating, Drinking
and out door activities

1. Agent/Individual Name: Collins Gregory Stephen
Last First Middle

2. Premises Name (Doing Business As-DBA): Lucy's Place LLC

3. Premises Location Address: 3020 W. Rd 4 North Chino Valley AZ 86323
Street City State Zip Code

4. Mailing address: P.O. Box 2287 Chino Valley Arizona 86323
Street City State Zip Code

5. Email Address: KimstamAZ@gmail.com

6. Business Phone Number: 928-636-7314 Contact Phone Number [REDACTED]

7. Is extension of premises/patio complete?

☐ N/A ☒ Yes ☐ No

If no, what is your estimated completion date? / /

8. Do you understand Arizona Liquor Laws and Regulations?

☒ Yes ☐ No

9. Does this extension bring your premises within 300 feet of a school?

☐ Yes ☒ No

10. Have you received approved Liquor Law Training?

☒ Yes ☐ No

11. What security precautions will be taken to prevent liquor violations in the extended area? Patio has

fencing with 1 opening all employees will be
serving outside all windows facing patio and whole
patio is observed from inside to see all guests
on patio. we also have employee walking thru off and on
to watch.

12. **IMPORTANT:** Attach the revised floor plan, clearly depicting your licensed premises along with the new extended area outlined in black marker or ink, if the extended area is not outlined and marked "extension" we cannot accept the application.

BARRIER

- ☐ Barrier Exemption: an exception to the requirement of barriers surrounding a patio/outdoor serving area may be requested. Barrier exemptions are granted based on public safety, pedestrian traffic, and other factors unique to a licensed premises. List specific reasons for exemption:

- ☐ Approval ☐ Disapproval by DLLC: _____

SIGNATURE

Declaration:

I, (Print Name) Coregary Stephen Collins, declare under penalty of perjury that I am authorized to submit this application. I have read the contents of this application, and to the best of my knowledge believe all statements made on this application to be true, correct and complete.

Greg Collins
Signature

Greg Collins

GOVERNING BOARD

After completion, and **BEFORE** submitting to the Department of Liquor, please take this application to your local Board of Supervisors, City Council or Designate for their recommendation. This recommendation is not binding on the Department of Liquor.

☐ Approval

☐ Disapproval

Authorized Signature

Title

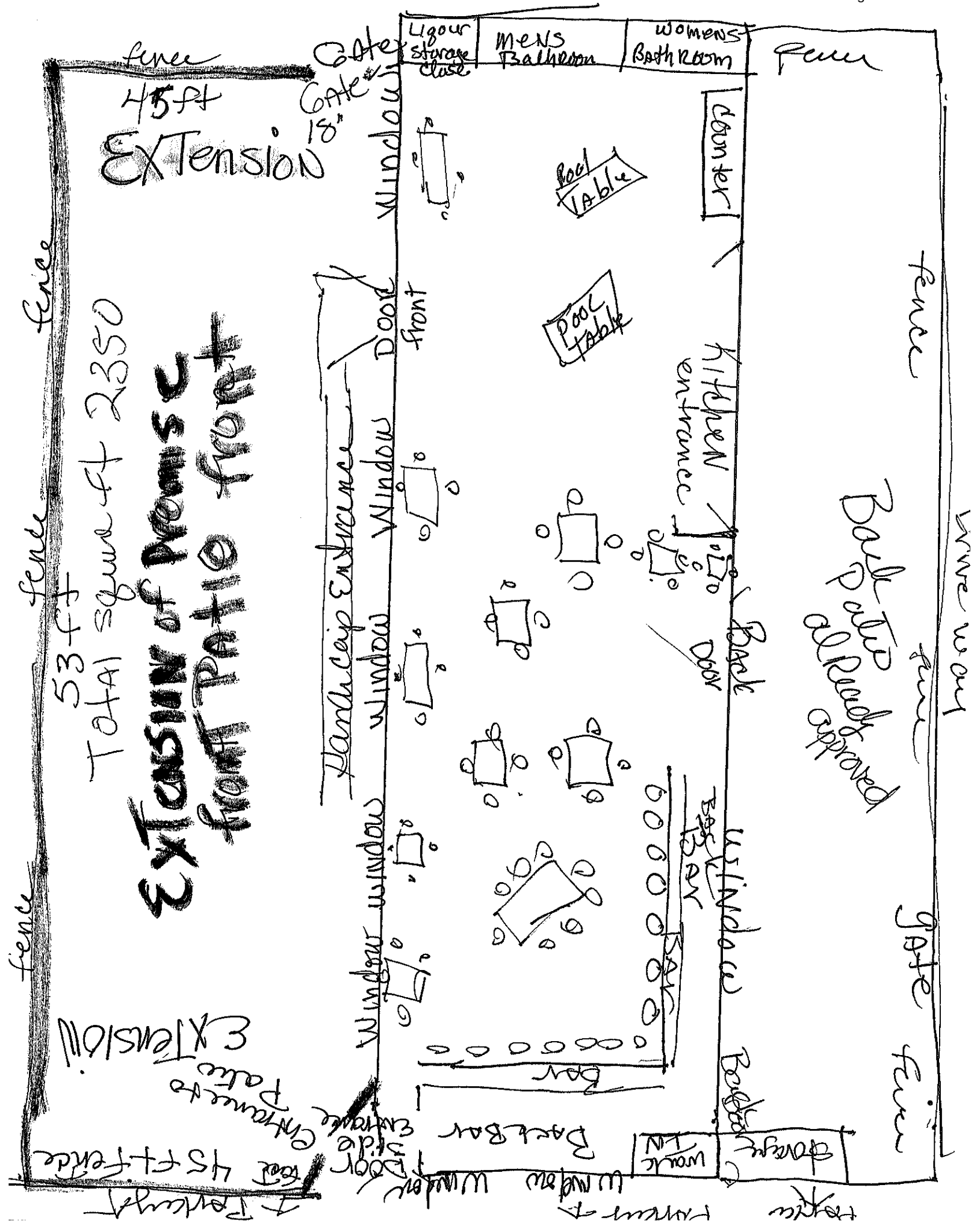
Agency

Date

DLLC USE ONLY

Investigation Recommendation: ☐ Approval ☐ Disapproval by: _____ Date: ____/____/____

Director Signature required for Disapprovals: _____ Date: ____/____/____





TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

5. c.

Meeting Date: 04/25/2023

Contact Person: Terri Denemy, Assistant to the Town Manager
Phone: 928-636-2646 x-1301

Department: Town Manager

Estimated length None

of staff presentation:

Physical location of item: Proposed: Far southwest corner of the Old Home Manor Business Park

AGENDA ITEM TITLE:

Consideration and possible action to approve a revised Purchase Agreement for the previously approved purchase of a new bulk water loading station from AquaFlow Int'l, Inc. in the amount of \$68,897.05.

RECOMMENDED ACTION:

Approve the revised Purchase Agreement for the previously approved purchase of a new bulk water loading station from AquaFlow Int'l, Inc. in the amount of \$68,897.05.

SITUATION AND ANALYSIS:

Town Council previously approved the sole-source purchase of this bulk water loading station at its February 14, 2023 council meeting. After consulting with the vendor, it was determined that the agreement associated with the purchase should be amended to delete unnecessary language. The original contract included the 18-pages of Standard Terms and Conditions used for construction and service contracts, rather than simple equipment purchases. The longer contract covers the Town for liability for onsite constructive work, and has additional language on propriety software and financial records and audit rights. The attached contract for your approval is an abbreviated Terms and Conditions developed by our attorney more suited to this type of purchase. The purchase price and scope of work have not changed.

Fiscal Impact

Fiscal Impact?: YES

If Yes, Budget Code: 22-82-5409

Available: 68,897.05

Funding Source:

Attachments

AquaFlow Revised Purchase Agreement

**PURCHASE AGREEMENT
BETWEEN
AQUA FLOW INT’L, INC.,
AND
THE TOWN OF CHINO VALLEY**

This PURCHASE AGREEMENT (this “Agreement”) is entered into as of April 25, 2023, between Aqua Flow Int’l, Inc., an Arizona corporation (the “Vendor”), and the Town of Chino Valley, an Arizona municipal corporation (the “Town”) (each individually a “Party,” or together the “Parties”).

RECITALS

A. The Town currently owns and operates an automated bulk water loading station and needs to purchase an additional automated bulk water loading station (the “Equipment”) in the configurations set forth in Estimate No. 2313, dated December 20, 2022 (the “Estimate”), attached hereto as Exhibit A and incorporated herein by reference.

B. To ensure efficient and effective maintenance and operation for Town employees and residents, such Equipment should be compatible with the Town’s existing station.

C. The Vendor also offers customer transaction processing (the “Services”) through a cloud-based system fully integrated into the Equipment.

D. The Mayor and Town Council have determined it is in the Town’s best interest to enter into an agreement with the Vendor to purchase the Equipment and Services.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing introduction and recitals, which are incorporated herein by reference, the following covenants and agreements, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. Term of Agreement. This Agreement shall be effective as of the date first set forth above and shall remain in full force and effect until April 24, 2028 (the “Initial Term”) unless terminated as otherwise provided in this Agreement. After the expiration of the Initial Term, this Agreement may be renewed for up to two successive five-year terms (each, a “Renewal Term”) if (i) it is deemed in the best interest of the Town, subject to availability and appropriation of funds for renewal in each subsequent year, (ii) at least 30 days prior to the end of the then-current term of the Agreement, the Vendor approves the additional five-year term in writing (including any price adjustments approved as part of this Agreement), as evidenced by the Town Manager’s signature thereon, which approval may be withheld by the Town for any reason. The Vendor’s failure to seek a renewal of this Agreement shall cause the Agreement to terminate at the end of the then-current term of this Agreement; provided, however, that the Town may, at its discretion and with the agreement of the Vendor, elect to waive this requirement and renew this Agreement. The Initial Term and any Renewal Term(s) are collectively referred to herein as the “Term.” Upon

renewal, the terms and conditions of this Agreement shall remain in full force and effect.

2. Scope of Work. In accordance with the terms and conditions of this Agreement and as further set forth in the Estimate, the Town hereby agrees to purchase the Equipment from the Vendor, and the Vendor hereby agrees to sell and provide the Equipment to the Town. The Vendor further agrees to provide installation oversight as set forth in Exhibit A at a date mutually agreeable to the Parties.

3. Purchase Price. The total purchase price for the Equipment is \$68,897.05 (the "Purchase Price"). The Town shall pay the Vendor a deposit of \$30,000.00 (the "Deposit") upon the execution of this Agreement. The balance of the Purchase Price, which is \$38,897.05, shall be due and payable by the Town to the Vendor within 10 days of the delivery of the Equipment (the "Balance Due Date"). If delivery is delayed more than 30 days after the Vendor completes the Equipment manufacture, the balance becomes due immediately. If the Town fails to pay the Purchase Price balance on or before the Balance Due Date, the Town shall be subject to a late charge of two percent of the unpaid balance, subject to a minimum late charge of \$25.00. Additionally, the Town shall be subject to a late charge of two percent of the unpaid balance, subject to a minimum late charge of \$25.00, for every 30 days thereafter until the balance is paid in full.

4. Transaction Processing Fee. For the Term of this Agreement, the Town shall pay the Vendor a fee of ten cents per transaction for the Services processed through the Equipment's interface. The Vendor shall provide the Town with an invoice annually, itemizing the total number of transactions assessed during the applicable billing period.

5. Delivery, Inspection, and Acceptance. The Vendor shall deliver the Equipment to the Town within four to eight weeks of receiving the Deposit or at a date mutually agreeable to the Parties. Equipment is subject to final inspection and acceptance by the Town. Equipment failing to conform to the requirements of this Agreement will be held at the Vendor's risk and may be returned to the Vendor. If so returned, all costs are the responsibility of the Vendor. Upon discovery of non-conforming Equipment, the Town may elect to, by written notice to the Vendor, (A) waive the non-conformance or (B) bring the Equipment into compliance and withhold the cost of same from any payments due to the Vendor.

6. Risk of Loss. The risk of loss or damage to the Equipment shall pass from the Vendor to the Town upon the Town's acceptance of the Equipment.

7. Licenses. The Vendor shall maintain in current status all federal, state, and local licenses and permits required to operate the Vendor's business. The Town has no obligation to provide the Vendor, its employees, or subcontractors any business registrations or licenses required to perform the specific services set forth in this Agreement.

8. Equipment Warranty. The Vendor warrants that the Equipment shall be free from defects in material and workmanship and shall conform to the specifications outlined in Exhibit A for one year from the date the Town accepts delivery of the Equipment. The Vendor further agrees to execute any special guarantees as required by law. The Vendor shall, upon written notice from the Town, promptly repair or replace, at its expense, any Equipment that fails to comply with this

warranty during the warranty period.

9. Performance Warranty. In addition to any specific obligations set forth in Exhibit A, the Vendor warrants that the Services rendered will conform to the requirements of this Agreement and shall be carried out with the care and skill ordinarily used by members of the same profession practicing under similar circumstances at the same time and in the same locality.

10. Indemnification. To the fullest extent permitted by law, the Vendor shall indemnify, defend, and hold harmless the Town and each council member, officer, employee, or agent thereof (the Town and any such person being herein called an “Indemnified Party”) for, from, and against any and all losses, claims, damages, liabilities, costs, and expenses (including, but not limited to, reasonable attorneys’ fees, court costs and the costs of appellate proceedings) to which any such Indemnified Party may become subject, under any theory of liability whatsoever (“Claims”), insofar as such Claims (or actions in respect thereof) relate to, arise out of, or are caused by or based upon the negligent acts, intentional misconduct, errors, mistakes, or omissions, in connection with the work or services of the Vendor, its officers, employees, agents, or any tier of subcontractor in the performance of this Agreement.

11. Insurance.

11.1 Insurer Qualifications. Without limiting any obligations or liabilities of the Vendor, the Vendor shall purchase and maintain, at its own expense, the minimum insurance set forth in this Section 11 with insurance companies authorized to do business in the State of Arizona pursuant to ARIZ. REV. STAT. § 20-206, as amended, with an AM Best, Inc. rating of A or above, and with policies and forms satisfactory to the Town. Failure to maintain insurance as specified herein may result in termination of this Agreement at the Town’s option.

11.2 No Representation of Coverage Adequacy. By requiring insurance herein, the Town does not represent that coverage and limits will be adequate to protect the Vendor. The Town reserves the right to review any and all of the insurance policies or endorsements cited in this Agreement, but has no obligation to do so. Failure to demand such evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve the Vendor from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

11.3 Additional Insured. All insurance coverage, except Workers’ Compensation insurance and Professional Liability insurance, if applicable, shall name, to the fullest extent permitted by law for claims arising out of the performance of this Agreement, the Town, its agents, representatives, officers, directors, officials, and employees as Additional Named Insured.

11.4 Coverage Term. All insurance required herein shall be maintained in full force and effect until all work or Services required to be performed under the terms of this Agreement are satisfactorily performed, completed, and formally accepted by the Town.

11.5 Primary Insurance. The Vendor’s insurance shall be primary insurance with respect to performance of this Agreement and in the protection of the Town as an Additional Insured.

11.6 Claims Made. In the event any insurance policies required by this Agreement are written on a “claims made” basis, coverage shall extend, either by keeping coverage in force or by purchasing an extended reporting option, for three years past completion and acceptance of the services. Such continuing coverage shall be evidenced by submission of annual Certificates of Insurance and necessary endorsements citing applicable coverage is in force and contains the provisions as required herein for the three-year period.

11.7 Waiver. All policies, except for Professional Liability, including Workers’ Compensation insurance, shall contain a waiver of rights of recovery (subrogation) against the Town, its agents, representatives, officials, officers, and employees for any claims arising out of the work or services of the Vendor. The Vendor shall arrange to have such subrogation waivers incorporated into each policy via formal written endorsement thereto.

11.8 Policy Deductibles and/or Self-Insured Retentions. The policies set forth in these requirements may provide coverage that contains deductibles or self-insured retention amounts. Such deductibles or self-insured retention shall not be applicable with respect to the policy limits provided to the Town. The Vendor shall be solely responsible for any such deductible or self-insured retention amount.

11.9 Use of Subcontractors. If any work under this Agreement is subcontracted in any way, the Vendor shall execute written agreement with its subcontractors containing the indemnification provisions set forth above and insurance requirements set forth herein protecting the Town and the Vendor. The Vendor shall be responsible for executing any agreements with its subcontractors and obtaining certificates of insurance verifying the insurance requirements.

11.10 Evidence of Insurance. Prior to commencing any work or services under this Agreement, the Vendor will provide the Town with suitable evidence of insurance in the form of certificates of insurance and, if requested by the Town, a copy of the declaration page(s) of the insurance policies as required by these requirements, issued by the Vendor’s insurance insurer(s) as evidence that policies are placed with acceptable insurers as specified herein and provide the required coverages, conditions and limits of coverage specified in these requirements and that such coverage and provisions are in full force and effect. Confidential information, such as the policy premium, may be redacted from the declaration page(s) of each insurance policy, provided that such redactions do not alter any of the information required by these requirements. The Town shall reasonably rely upon the certificates of insurance and declaration page(s) of the insurance policies as evidence of coverage, but such acceptance and reliance shall not waive or alter in any way these insurance requirements or obligations. If any of the policies required by these requirements expire during the life of this Agreement, it shall be the Vendor’s responsibility to forward renewal certificates and declaration page(s) to the Town 30 days prior to the expiration date. All certificates of insurance and declarations shall be identified by referencing this Agreement; certificates of insurance and declaration page(s) of the insurance policies submitted without referencing this Agreement, as applicable, will be subject to rejection and may be returned or discarded. Certificates of insurance and declaration page(s) shall specifically include the following provisions: (1) the Town, its agents, representatives, officers, directors, officials, and employees are Additional Insureds as follows: (a) Commercial General Liability – Under Insurance Services Office, Inc., (“ISO”) Form CG 20 10 04 13 or equivalent, (b) Auto Liability – Under ISO Form

CA 20 48 or equivalent, (c) Excess Liability – Follow Form to underlying insurance; and (2) Vendor’s insurance shall be primary insurance with respect to performance of this Agreement; and (3) a clear statement that all policies, except for Professional Liability, including Workers’ Compensation, waive rights of recovery (subrogation) against the Town, its agents, representatives, officers, officials, and employees for any claims arising out of work or services performed by the Vendor under this Agreement. ACORD certificate of insurance form 25 (2014/01) is preferred. If ACORD certificate of insurance form 25 (2001/08) is used, the phrases in the cancellation provision “endeavor to” and “but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives” shall be deleted. Certificate forms other than ACORD form shall have similar restrictive language deleted.

11.11 Endorsements. The Vendor shall provide the Town with the necessary endorsements to ensure the Town is provided the insurance coverage set forth in this Section 13.

11.12 Commercial General Liability. The Vendor shall maintain “occurrence” form Commercial General Liability insurance with an unimpaired limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products and Completed Operations Annual Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury, and advertising injury. Coverage under the policy will be at least as broad as ISO policy form CG 00 010 93 or equivalent thereof, including but not limited to, separation of insured’s clause. To the fullest extent allowed by law, for claims arising out of the performance of this Agreement, the Town, its agents, representatives, officers, officials, and employees shall be cited as an Additional Insured under ISO, Commercial General Liability Additional Insured Endorsement form CG 20 10 04 13, or equivalent, which shall read “Who is an Insured (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of “your work” for that insured by or for you.” If any Excess insurance is utilized to fulfill the requirements of this subsection, such Excess insurance shall be “follow form” equal or broader in coverage scope than underlying insurance.

11.13 Vehicle Liability. The Vendor shall maintain Business Automobile Liability insurance with a limit of \$1,000,000 each occurrence on the Vendor’s owned, hired, and non-owned vehicles assigned to or used in the performance of the Vendor’s work or services under this Agreement. Coverage will be at least as broad as ISO coverage code “1” “any auto” policy form CA 00 01 12 93 or equivalent thereof. To the fullest extent allowed by law, for claims arising out of the performance of this Agreement, the Town, its agents, representatives, officers, directors, officials, and employees shall be cited as an Additional Insured under ISO Business Auto policy Designated Insured Endorsement form CA 20 48 or equivalent. If any Excess insurance is utilized to fulfill the requirements of this subsection, such Excess insurance shall be “follow form” equal or broader in coverage scope than underlying insurance.

11.14 Professional Liability. If this Agreement is the subject of any professional services or work, or if the Vendor engages in any professional services or work in any way related to performing the work under this Agreement, the Vendor shall maintain Professional Liability insurance covering negligent errors and omissions arising out of the services performed by the Vendor, or anyone employed by the Vendor, or anyone for whose negligent acts, mistakes, errors

and omissions the Vendor is legally liable, with an unimpaired liability insurance limit of \$2,000,000 each claim and \$2,000,000 annual aggregate.

11.15 Workers' Compensation Insurance. If the Vendor employs anyone who is required by law to be covered by workers' compensation insurance, the Vendor shall maintain Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction over the Vendor's employees engaged in the performance of work or services under this Agreement and shall also maintain Employers' Liability Insurance of not less than \$500,000 for each accident, \$500,000 disease for each employee and \$1,000,000 disease policy limit.

11.16 Cancellation and Expiration Notice. The Vendor shall provide at least 30 days' prior written notice to the Town before insurance required herein expires, is canceled, or is materially changed.

12. Termination; Cancellation. The Town may, by written notice to Vendor as set forth in this Section, terminate this Agreement in whole or in part, as follows:

12.1 For Town's Convenience. This Agreement is for the convenience of the Town and, as such, may be terminated without cause after receipt by the Vendor of written notice by the Town. Upon termination for convenience, the Vendor shall be paid for all undisputed services performed to the termination date.

12.2 Conflict of Interest. The Town may cancel this Agreement pursuant to ARIZ. REV. STAT. § 38-511.

12.3 For Cause. If either Party fails to perform any obligation pursuant to this Agreement and such Party fails to cure its nonperformance within 30 days after notice of nonperformance is given by the non-defaulting Party, such Party will be in default. In the event of such default, the non-defaulting Party may terminate this Agreement immediately for cause and will have all remedies that are available to it at law or in equity including, without limitation, the remedy of specific performance. If the nature of the defaulting Party's nonperformance is such that it cannot reasonably be cured within 30 days, then the defaulting Party will have such additional periods of time as may be reasonably necessary under the circumstances, provided the defaulting Party immediately (A) provides written notice to the non-defaulting Party and (B) commences to cure its nonperformance and thereafter diligently continues to completion the cure of its nonperformance. In no event shall any such cure period exceed 90 days. In the event of such termination for cause, payment shall be made by the Town to the Vendor for the undisputed portion of its fee due as of the termination date.

12.4 Due to Work Stoppage. This Agreement may be terminated by the Town upon 30 days' written notice to the Vendor in the event that the Services are permanently abandoned. If the Vendor abandons the Services without the consent of the Town, the Vendor shall be liable for all actual, incidental, and consequential damages arising from or related to said abandonment, including, but not limited to (A) the difference between the cost of a replacement Vendor to complete the Services and this Agreement price for the Vendor under this Agreement; and (B) any additional charges, costs, fees or expenses for labor, materials or professional services

incurred by the Town as a result of delays caused by abandonment of the Services by the Vendor. The Town shall use its best efforts to replace the Vendor within a reasonable time.

12.5 Gratuities. The Town may, by written notice to the Vendor, cancel this Agreement if it is found by the Town that gratuities, in the form of economic opportunity, future employment, entertainment, gifts, or otherwise, were offered or given by the Vendor or any agent or representative of the Vendor to any officer, agent or employee of the Town for the purpose of securing this Agreement. In the event this Agreement is canceled by the Town pursuant to this provision, the Town shall be entitled, in addition to any other rights and remedies, to recover and withhold from the Vendor an amount equal to 150% of the gratuity.

12.6 Agreement Subject to Appropriation. The Town is obligated only to pay its obligations set forth in this Agreement as may lawfully be made from funds appropriated and budgeted for that purpose during the Town's then-current fiscal year. The Town's obligations under this Agreement are current expenses subject to the "budget law" and the unfettered legislative discretion of the Town concerning budgeted purposes and appropriation of funds. Should the Town elect not to appropriate and budget funds to pay its Agreement obligations, this Agreement shall be deemed terminated at the end of the then-current fiscal year term for which such funds were appropriated and budgeted for such purpose, and the Town shall be relieved of any subsequent obligation under this Agreement. The Parties agree that the Town has no obligation or duty of good faith to budget or appropriate the payment of the Town's obligations set forth in this Agreement in any budget in any fiscal year other than the fiscal year in which this Agreement is executed and delivered. The Town shall be the sole judge and authority in determining the availability of funds for its obligations under this Agreement. The Town shall keep the Vendor informed as to the availability of funds for this Agreement. The obligation of the Town to make any payment pursuant to this Agreement is not a general obligation or indebtedness of the Town. The Vendor hereby waives any and all rights to bring any claim against the Town from or relating in any way to the Town's termination of this Agreement pursuant to this Section.

12.7 Obligations Upon Receipt of Termination Notice. Upon receipt of a notice of termination as set forth above, the Vendor shall (A) immediately discontinue all Services affected (unless the notice directs otherwise) and (B) deliver to the Town copies of all data, reports, calculations, drawings, specifications, and estimates entirely or partially completed, together with all unused materials supplied by the Town, related to the Services including any completed divisible part of the Services which can be deemed to stand alone (the completed divisible parts of the Services will be determined by both Parties at the time of termination). Such termination shall not relieve the Vendor of liability for errors and omissions. Any use of incomplete documents for the Services or for any other project without the specific written authorization by the Vendor will be without liability or legal exposure to the Vendor. The Vendor shall appraise the work it has completed and submit the appraisal to the Town for evaluation.

12.8 Forced Labor of Ethnic Uyghurs. To the extent applicable under Ariz. Rev. Stat. § 35-394, the Vendor warrants and certifies that it does not currently, and agrees for the duration of the Agreement that it will not use the forced labor, any goods or services produced by the forced labor, or any contractors, subcontractors, or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If the Vendor becomes aware that it is not in compliance with this paragraph, the Vendor

shall notify the Town of the noncompliance within five business days of becoming aware of it. If the Vendor fails to provide a written certification that the Vendor has remedied the noncompliance within 180 days after that, the Agreement shall terminate unless the termination date of the Agreement occurs before the end of the remedy, in which case the Agreement terminates on this Agreement termination date.

13. Suspension of Work.

13.1 Order to Suspend. The Town may, for its convenience, order the Vendor, in writing, to suspend all or any part of the Services for such period of time as it may determine to be appropriate.

13.2 Adjustment to Contract Sum. If the performance of all or any part of the Services is, for any unreasonable period of time, suspended or delayed by an act of the Town in the administration of this Agreement, or by its failure to act within the time specified in this Agreement (or if no time is specified, within a reasonable time), an adjustment shall be made for any increase in cost of performance of this Agreement necessarily caused by such unreasonable suspension or modified in writing accordingly. However, no adjustment shall be made under this clause for any suspension or delay (A) to the extent that performance was suspended or delayed for any other cause, including the fault or negligence of the Vendor, or (B) for which a change order is executed.

14. Miscellaneous.

14.1 Applicable Law; Venue. This Agreement shall be governed by the laws of the State of Arizona, and a suit pertaining to this Agreement may be brought only in courts in Yavapai County, Arizona.

14.2 Laws and Regulations. The Vendor shall keep fully informed and shall at all times during the performance of its duties under this Agreement ensure that it and any person for whom the Vendor is responsible abides by, and remains in compliance with, all rules, regulations, ordinances, statutes, or laws affecting the Services, including, but not limited to, the following: (A) existing and future Town and County ordinances and regulations, (B) existing and future State and Federal laws, and (C) existing and future OSHA standards.

14.3 Amendments. This Agreement may be amended only by a written instrument executed by both Parties.

14.4 Provisions Required by Law. Each and every provision of law and any clause required by law to be in this Agreement will be read and enforced as though it were included herein and, if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either Party, this Agreement will promptly be physically amended to make such insertion or correction.

14.5 Severability. The provisions of this Agreement are severable to the extent that any provision or application held to be invalid by a Court of competent jurisdiction shall not

affect any other provision or application of this Agreement which may remain in effect without the invalid provision or application.

14.6 Entire Agreement; Interpretation; Parol Evidence. This Agreement represents the Parties' entire agreement with respect to its subject matter, and all previous agreements, whether oral or written, entered into prior to this Agreement are hereby revoked and superseded by this Agreement. No representations, warranties, inducements, or oral agreements have been made by any of the Parties except as expressly set forth herein or in any other contemporaneous written agreement executed for the purposes of carrying out the provisions of this Agreement. This Agreement shall be construed and interpreted according to its plain meaning, and no presumption shall be deemed to apply in favor of or against the Party drafting this Agreement. The Parties acknowledge and agree that each has had the opportunity to seek and utilize legal counsel in the drafting of, review of, and entry into this Agreement.

14.7 Assignment; Delegation. No right or interest in this Agreement shall be assigned or delegated by the Vendor without prior, written permission of the Town, signed by the Town Manager. Any attempted assignment or delegation by the Vendor in violation of this provision shall be a breach of this Agreement by the Vendor.

14.8 Rights and Remedies. No provision in this Agreement shall be construed, expressly or by implication, as waiver by the Town of any existing or future right or remedy available by law in the event of any claim of default or breach of this Agreement. The failure of the Town to insist upon the strict performance of any provision of this Agreement or to exercise or delay the exercise of any right or remedy provided in this Agreement, or by law, or the Town's acceptance of and payment for the Equipment or Services, shall not release the Vendor from any responsibilities or obligations imposed by this Agreement or by law, and shall not be deemed a waiver of any right of the Town to insist upon the strict performance of this Agreement.

14.9 Attorneys' Fees. In the event either Party brings any action for any relief, declaratory or otherwise, arising out of this Agreement or on account of any breach or default hereof, the prevailing Party shall be entitled to receive from the other Party reasonable attorneys' fees and reasonable costs and expenses, determined by the court sitting without a jury, which shall be deemed to have accrued on the commencement of such action and shall be enforced whether or not such action is prosecuted through judgment.

14.10 Liens. The Equipment delivered under this Agreement shall be free from all liens, and if the Town requests, a formal release of all liens will be delivered to the Town Manager.

14.11 Offset.

a) Offset for Damages. In addition to all other remedies at law or equity, the Town may offset from any money due to the Vendor any amounts the Vendor owes to the Town for damages that have been reduced to a judgment resulting from breach or deficiencies in performance or breach of any obligation under this Agreement.

b) Offset for Delinquent Fees or Taxes. The Town may offset from any money due to the Vendor any amounts the Vendor owes to the Town for delinquent fees, transaction privilege use taxes, and property taxes, including any interest or penalties.

14.12 Notices and Requests. Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if (i) delivered to the Party at the address set forth below, (ii) deposited in the U.S. Mail, registered or certified, return receipt requested, to the address set forth below, or (iii) given to a recognized and reputable overnight delivery service, to the address set forth below:

If to the Town: Town of Chino Valley
202 North State Route 89
Chino Valley, Arizona 86323
Attn: Town Manager

With copy to: Gust Rosenfeld P.L.C.
One East Washington Street, Suite 1600
Phoenix, Arizona 85004-2553
Attn: Andrew J. McGuire

If to the Vendor: AquaFlow Int'l, Inc.
P.O. Box 2841
Flagstaff, AZ 86003
Attn: Jon Keller, President

or at such other address, and to the attention of such other person or officer, as any Party may designate in writing by notice duly given pursuant to this subsection. Notices shall be deemed received (i) when delivered to the Party, (ii) three business days after being placed in the U.S. Mail, properly addressed, with sufficient postage, or (iii) the following business day after being given to a recognized overnight delivery service, with the person giving the notice paying all required charges and instructing the delivery service to deliver on the following business day. If a copy of a notice is also given to a Party's counsel or other recipient, the provisions above governing the date on which a notice is deemed to have been received by a Party shall mean and refer to the date on which the Party, and not its counsel or other recipient to which a copy of the notice may be sent, is deemed to have received the notice.

14.13 Confidentiality of Records. The Vendor shall establish and maintain procedures and controls that are acceptable to the Town for the purpose of ensuring that information contained in its records or obtained from the Town or from others in carrying out its obligations under this Agreement shall not be used or disclosed by it, its agents, officers, or employees, except as required to perform the Vendor's duties under this Agreement. Persons requesting such information should be referred to the Town. The Vendor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of the Vendor as needed for the performance of duties under this Agreement.

14.14 Information Technology.

a) Limited Access. If necessary for the fulfillment of this Agreement, the Town may provide the Vendor with non-exclusive, limited access to the Town's information technology infrastructure. The Vendor understands and agrees to abide by all Town policies, standards, regulations, and restrictions regarding access and usage of the Town's information and communication technology resources. The Vendor shall enforce all such policies, standards, regulations, and restrictions with all the Vendor's employees, agents, or any tier of subcontractor granted access in the performance of this Agreement and shall be granted and authorized only such access as may be necessary for the purpose of fulfilling the requirements of this Agreement.

b) Permitted Access. The Vendor's employees, agents, and subcontractors must receive prior, written approval from the Town before being granted access to the Town's information and communication technology resources and data. The Town, in its sole discretion, shall determine accessibility and limitations thereto. The Vendor agrees that the requirements of this Section shall be incorporated into all subcontractor/subvendor agreements entered into by the Vendor. It is further agreed that a violation of this Section shall be deemed to cause irreparable harm that justifies injunctive relief in court. Notwithstanding the provisions in Section 14, a violation of this Section may result in immediate termination of this Agreement without notice.

c) Data Confidentiality. All Town data and technical information, regardless of form, including originals, images, and reproductions, prepared by, obtained by, or transmitted to the Vendor in connection with this Agreement, are confidential, proprietary information owned by the Town. Except as specifically provided in this Agreement, the Vendor shall not, without the prior, written consent of the Town Manager or authorized designee, (A) disclose data generated in the performance of the Services to any third Party, or (B) use Town data and information.

d) Data Security. Personal identifying information, financial account information, or restricted Town information, whether in electronic format or hard copy, must be secured and protected at all times to avoid unauthorized access. At a minimum, the Vendor must encrypt and/or password-protect electronic files. This includes data saved to laptop computers, computerized devices, or removable storage devices. When Town information, regardless of its format, is no longer required by the Vendor to execute the work contracted by the Town, the information must be redacted or destroyed through appropriate and secure methods to ensure the information cannot be viewed, accessed, or reconstructed.

e) Compromised Security. In the event that data collected or obtained by the Vendor in connection with this Agreement is believed to have been compromised, the Vendor shall immediately notify the Town Manager, or authorized Town designee. The Vendor agrees to reimburse the Town for any costs incurred by the Town to investigate potential breaches of this data by the Vendor and, where applicable, the cost of notifying and/or assisting individuals who may be impacted by the breach.

f) Disengagement. In the event this Agreement is terminated by either Party, the Vendor agrees to confer back to the Town all of its data, in usable and normalized

format, within 30 days of notice of termination. There shall be no charge for the return of Town data to the Town.

g) Survival. The obligations of the Vendor under this Section 14.14 shall survive the termination of this Agreement.

14.15 E-verify Requirements. To the extent applicable under ARIZ. REV. STAT. § 41-4401, the Vendor and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their employees and their compliance with the E-verify requirements under ARIZ. REV. STAT. § 23-214(A). The Vendor's or its subcontractor's failure to comply with such warranty shall be deemed a material breach of this Agreement and may result in the termination of this Agreement by the Town.

14.16 Israel. To the extent ARIZ. REV. STAT. § 35-393 through § 35-393.03 are applicable, the Parties hereby certify that they are not currently engaged in, and agree for the duration of this Agreement to not engage in, a "boycott" of goods or services from Israel, as that term is defined in ARIZ. REV. STAT. § 35-393.

14.17 Conflicting Terms. In the event of any inconsistency, conflict, or ambiguity among the terms of this Agreement, any amendments, the Estimate, or any Town-approved Purchase Order, the documents shall govern in the order listed herein.

14.18 Time is of the Essence. The timely completion of the Services is of critical importance to the economic circumstances of the Town.

14.19 Meaning of Terms. References made in the singular shall include the plural and the masculine shall include the feminine or the neuter.

14.20 Non-Exclusive Contract. This Agreement is entered into with the understanding and agreement that it is for the sole convenience of the Town. The Town reserves the right to obtain like goods and services from another source when necessary.

(SIGNATURES ON THE FOLLOWING PAGE)

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date and year first set forth above.

“Town”

TOWN OF CHINO VALLEY,
an Arizona municipal corporation

Cindy Blackmore, Town Manager

ATTEST:

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

Andrew J. McGuire, Town Attorney
Gust Rosenfeld, PLC

“Vendor”

_____,
a(n) _____

By:_____

Name:_____

Title:_____

**EXHIBIT A
TO
EQUIPMENT PURCHASE AGREEMENT
BETWEEN
AQUA FLOW INT'L, INC.,
AND
THE TOWN OF CHINO VALLEY**

[Estimate 2313]

See the following pages.

AquaFlow Int'l, Inc.
 5375 N Dodge Ave.
 Flagstaff, AZ 86004
 928-380-6164

Estimate

DATE	ESTIMATE #
12/20/2022	2313

BILL TO

Town of Chino Valley
 1982 Voss Dr. , #201
 Utilities Department
 Chino Valley, AZ 86323
 United States

ITEM	DESCRIPTION	QTY	RATE	TAX	AMOUNT
Note	This Quote is for a single sided water loading station, where the customer shall have the option of choosing one of 3 exit ports. The System shall have a 3" overhead loading exit, a 3" side loading Cam lock port, and a 2" side loading cam lock port. The customer shall pick the exit port on the screen. The water station shall be run by the AquaTrack Cloud/Internet based system. The customers shall use a Member # and PIN to access the water. Internet service shall be provided to the loading site. (Cell based routers are commonly used, but any 24/7 internet connection works.)	1	0.00		0.00
36x96x72 Enclosure	The enclosure is 36"x96"x72". The enclosure is able to house 2" and a 3" water systems. Walls are made using 2"x2" 16 gage steel frame 16" on center. The frame is then powder coated to prevent rust. The voids are filled with 2" ridged insulation. The outer shell is covered in alum panels that are polar white. (Other colors are available for an additional charge) the inside is covered in white FRP panels. The Enclosure has one door approximately 44" wide and 68" tall on one side.	1	19,990.00	T	19,990.00
3" Water Components	3" water components for the AquaFlow or AquaTrack water systems. Includes a backflow device (Wilkins 375a RP or alike), flow sensor, two 3" Electronic valves, one drain valve, and one 2" Electronic valve. Includes piping inside the enclosure.	1	12,990.00	T	12,990.00
AquaTrack Site	AquaTrack site controller and power supplies. This is the customer interface for the AquaTrack system. It interfaces the water valve and flow sensor to the computer system that uses the internet for sales.	1	16,990.00	T	16,990.00
Deployment	Internet Cloud based database and deployment setup. 2nd site	1	2,550.00	T	2,550.00
3" OH Support	The 3" water pipe support post is made of .120 Steel that is 4" square. The support is a "L" shale support. The height of the support post and water line is 14' 6" min height and has an 8' arm. The post is mounted like a light post.	1	6,490.00	T	6,490.00
OH Piping	Piping for the 3" overhead support post. Includes roll grove fittings. It also includes 6' of 3" flexible FG hose.	1	2,450.00	T	2,450.00
All Quotes are Valid for 180 days.		Subtotal			64,450.00
		6.90% Tax			4,447.05
		Total			68,897.05

AquaFlow Int'l, Inc.
 5375 N Dodge Ave.
 Flagstaff, AZ 86004
 928-380-6164

Estimate

DATE	ESTIMATE #
12/20/2022	2313

BILL TO

Town of Chino Valley
 1982 Voss Dr. , #201
 Utilities Department
 Chino Valley, AZ 86323
 United States

ITEM	DESCRIPTION	QTY	RATE	TAX	AMOUNT
Installation	Installation over sight of the enclosure to the concrete (provided by customer) slab. Water Hookup and system made ready for use. (customer shall provide an electrician to hook up the sub-panel box in the enclosure.) A Lifting device shall be provided by customer onsite, such as a Backhoe, Forklift, or Excavator to help set the enclosure. Installation is to be onsite in Chino, AZ USA. Includes Delivery to your location. Training and installation to be completed with the delivery. On site estimate: 1 Day	1	2,990.00	T	2,990.00
Term 4	A \$30,000 deposit required to start production of the system(s). The balance of of the project is due Net 10 Days from Delivery. (If the Delivery is delayed more than 30 days from AquaFlow Completion of the project, the balance then becomes due.) There is a 2 percent (\$25.00 minimum) late charge on all past due accounts, and 2 percent (\$25.00 minimum) every 30 days thereafter. AquaFlow Int'l Inc. will be ready to install system within 4 to 8 weeks of receipt of the deposit depending on the number of customers in front of you.	1	0.00		0.00
Warranty	System is warranted against factory defect for one year. Not included in this warrantee are: Acts of God, Acts of War, Acts of Terrorism, Accidents (except by AquaFlow Int'l Inc personal), Power related Issues (such as lightning strikes or power surges), or vandalism.	1	0.00		0.00
Sales Tax	Sales Tax laws are forever changing. "Sales Tax" or "Use Tax" (or alike) is the responsibility of the Customer. Arizona does not require "Sales Tax" on out of state sales. Check with your State agency if these taxes apply to you.	1	0.00		0.00
Transaction Charge	There is a \$ 0.10 (10 cents) transaction charge billed by AquaFlow Int'l Inc. for each transaction processed through our secure server. Charges are billed yearly. Example: 5 sales per day x 365 days would be \$182.50 per year.	1	0.00		0.00
All Quotes are Valid for 180 days.		Subtotal			64,450.00
		6.90% Tax			4,447.05
		Total			68,897.05

AquaFlow Int'l, Inc.
 5375 N Dodge Ave.
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Estimate

DATE	ESTIMATE #
12/20/2022	2313

BILL TO

Town of Chino Valley
 1982 Voss Dr. , #201
 Utilities Department
 Chino Valley, AZ 86323
 United States

ITEM	DESCRIPTION	QTY	RATE	TAX	AMOUNT
Force Majeure	Force Majeure. In no event shall the Trustee be responsible or liable for any failure or delay in the performance of its obligations hereunder arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitation, strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes or acts of God, and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services; it being understood that the Trustee shall use reasonable efforts which are consistent with accepted practices in the banking industry to resume performance as soon as practicable under the circumstances.	1	0.00		0.00
2nd Year	The Vendor offer an extended Maintenance and Warranty extension on a yearly basis. The optional continuing year maintenance fee currently is \$ 1598.00 per year for the first bay, and \$850.00 per year per bay for more than one bay. The maintenance fee covers the expedited shipping of repair parts. The continuing Maintenance fee is included in the maintenance, and it covers any software upgrades and phone Technical Support for the system. All System upgrades will be shipped to the customer at no further cost including shipping. Customer shall be billed for parts not covered under the Warranty.	1	0.00		0.00
All Quotes are Valid for 180 days.		Subtotal			64,450.00
		6.90% Tax			4,447.05
		Total			68,897.05



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

5. d.

Meeting Date: 04/25/2023

Contact Person: Erin Deskins, Town Clerk
Phone: 928-636-2646 x-1208

Department: Town Clerk

Item Type: Consent

AGENDA ITEM TITLE:

Consideration and possible action to approve the March 1, 2023, study session minutes.

RECOMMENDED ACTION:

Approve the March 1, 2023, study session minutes.

Attachments

March 1, 2023, Study Session Minutes

DRAFT

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

WEDNESDAY, MARCH 01, 2023
10:00 AM

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

Present: Jack Miller, Mayor; Eric Granillo, Vice-Mayor; Annie Perkins, Councilmember; Tom Armstrong, Councilmember; John McCafferty, Councilmember; Sherri Phillips, Councilmember (arrived at 11:07 a.m.); Robert Schacherer, Councilmember

Absent:

Staff Present: Cindy Blackmore, Town Manager; Terri Denemy, Assistant to the Town Manager; Joe Duffy, Administrative Services Director; Laurie Lineberry, Development Services Director; Maggie Tidaback, Economic Development Project Manager; Laura Kyriakakis, HR Director; Frank Marbury, Town Engineer/Public Works Director; Chuck Wynn, Police Chief; Cyndi Thomas, Community Services Director; Tricia Lewis, Public Information Officer; Joan Dwyer, Magistrate; Sara Burchill, Deputy Town Clerk; Erin Deskins, Town Clerk

1. CALL TO ORDER; ROLL CALL

Mayor Miller called the meeting to order at 10:10 a.m.

2. DISCUSSION ITEMS

- a. Town Council will engage in strategic planning activities and discussion to determine priorities which will guide the 2023/24 budget process.

Cindy Blackmore, Town Manager, introduced the budget workshop planning session and overviewed the agenda and plan for the day:

- This meeting was an opportunity to get together and talk about the budget process, especially for the new Councilmembers. They would hear from Joe about how the budget worked, and he could answer any questions they might have. The meeting was intended to be very interactive.
- The meeting was not about specific numbers, but rather a higher level of planning and prioritizing. Numbers would come later as staff moved through the budget process.
- Last year's budget workshop looked two and three years out so they would be going over that also to see if priorities may have changed.
- The morning would have department overviews including accomplishments and priorities coming into the next budget year.

- The economy was a little shaky and the Town would need to be conservative. Joe would talk more about that.
- Input today would help staff to put together a recommended budget to present to Council.
- Council and staff participated in an ice breaker game.

Cindy Blackmore presented the following:

- Accomplishments
 - Enhanced public information with the new Public Information Officer (PIO). The PIO had been on board for about six months now and the plan was to continue to enhance communication with the public, increase social media content, finding new ways to reach the public, and generally get the Town's message out there. Another goal is to tell the Town's side of the story, get ahead of false information, and get feedback from the public to make sure the Town was meeting the needs of the public.
 - Analyzed and improved administrative processes – Ms. Blackmore had wanted to make some changes and improve some processes so they worked for the Town's needs today. She recognized Terri for her work with department heads and staff to improve processes, get contracts in place, working with Joe to make the budget process more effective, etc. Terri was also working with the Public Works department helping to do procurement while they had some administrative changes.
 - Held Citizens Academy – this had been done in the past, but hadn't been done for three or four years. It was a great academy celebrating what the staff does, letting the citizens know what the Town does, and getting them involved. Staff got great feedback and were looking at doing this program at least twice per year. Citizen's Academy was a great way to get more people involved.
 - Employee Connection Meetings – with the limited time that the Town Manager had, she wanted to reach all levels of staff, not just talking to department heads, she wanted to have the frontline workers come so she could get information from them directly since they were out every day working with the public. It was a meeting held once per month where representatives from all departments who would come, have lunch, and discuss what had been going on. It had been a good process for the Town Manager and the feedback was positive for staff as well. They spread information with their coworkers as well so they could answer questions from the public.
- Incoming year want to:
 - Continue community engagement and communication.
 - Strategic Plan update – this was done in 2018 and most of the current Council was not involved in that plan, so it needed to be updated.
 - Continue process improvements.
 - Right sizing staffing & succession planning – this would be really important next year. It wasn't always about how much staff you had, but having the right people in place.
 - Capital Improvement Program.
 - Training and staff development – this was super important because the Town had a small staff and they needed to be the best they could be.
 - Internal communications – make sure staff was communicating effectively as a team.
 - Regional communication & collaboration – this area was unique, and the quad cities need to work together and not double the work.

Maggie Tidaback, Economic Development Project Manager, presented the following:

- Accomplishments:

- The Town was awarded \$750,000 in grant funding.
 - \$500,000 was for the Economics Strengths Project Grant. This was awarded to the Town two years in a row. This was to help fund the Capital Improvement Project from Road 1 East to Perkinsville and underneath the highway.
 - \$250,000 was congressionally directed spending at Old Home Manor (OHM).
- RV Park Development was in escrow at OHM. It was 33.66 acres and would include pickle ball courts, a gaming area, horse stall, a convenience store, etc.
- Tourism campaign – this was the second year the Town was partnering with the Arizona Office of Tourism.
 - Mostly now focusing on micro-marketing highlighting outdoor tourism, side-by-side, UTV tourism, etc.
- Collaborating with Greater Chino Valley Collaboration to develop outdoor recreation opportunities. Ms. Tidaback was on the coordinating team. Camp Verde did this and was able to get a trail built that brought in 250,000 hikers that year.
- Planning and Development of Wayfinding Sign Program – These signs would provide direction to specific places within the town. Development Services was helping with this project. Civiltech was getting the engineering done. Staff would also be adding placemaking which would add a logo to the top of the wayfinding signs.
- Coming year
 - Move forward with wayfinding
 - Working with ADOT on relocating their yard away from Highway 89.
 - Continue searching for economic development infrastructure funds.
 - Grow tourism campaign & outdoor recreation opportunities.
 - Get the OHM/RV Park deal across the table.
 - Get a second grocery store.

Laura Kyriakakis, Human Resources, presented the following:

- Accomplishments
 - Completed Classification and Compensation Study (Class & Comp) – this study started with a position analysis questionnaire. Instead of comparing title to title, they compared duties and responsibilities. They focused on matching the external market and addressing any internal inequities and depression. The Town ended up reclassifying some positions, updating pay scales and initiating market adjustments for staff. Since doing that recruitment had changed and recruiting was no longer an issue. If an employee was paid fairly, money was a non-issue.
 - Turnover for this fiscal year was about 13% and the government rate was about 20%. The Town on-boarded 18 employees and off-boarded 15. There were four positions to fill.
 - The Police Department was now seeing some lateral recruitment. The Town would do an informal Comp & Class to make sure employees were being paid fairly.
 - Career ladders were also created for preparation as the Town grows.
 - CALM app (wellness programming) – this was paid for through Yavapai Combined Trust (YCT). It was a mobile app that helped with stress, sleep, improves mood, helps to prepare for stressful meetings, etc. It had been pretty successful with staff.
 - Stipend program, inclement weather and GPS tracker Policies – these policies helped employees to know what was expected and when, and what and how they would be paid.

- Updated personnel policy manual and administrative procedure manual – staff was in the process of doing this now, breaking it out into employee handbook and an administrative procedural manual. It was currently overwhelming and employees didn't read it. The goal was for it to be more user friendly and easier to read.
- Coming year
 - Roll out personnel policies and administrative procedures manual.
 - Update job description for all positions – this would be part 2 of the Class & Comp study.
 - Enhancement to payroll system – This was mandatory, but the staff wanted to make use of technology to help the Town's small staff.
 - Executive search for a Finance Director.

Laurie Lineberry, Development Services Director, presented the following:

- Accomplishments
 - Implemented CitizenServe software – this was the same software that the County used for building permits as well as planning, business licenses, customers were well pleased with the software. Staff was also working on a module for Public Works to use also.
 - Development on the program began in February 2022 and went live with it in June of 2022.
 - The software included modules for grading, drainage permits, right-of-way permits, and driveway permits which would be utilized by Public Works.
 - General plan rewrite and approval through Council (June) – documentation would be reviewed soon. The land that had been entitled would cover the Town for the next 10 years. Staff would also be working on adding intensity density categories, because the current general plan did not allow for land owners to take a 10-acre parcel and split it into two five-acre parcels; it started at two.
 - Updated process for festivals/events with Community Services – been working with Cyndi Thomas on the events process. Staff spent six months working through creating a new process.
 - Internal review of code enforcement processes – Staff had been struggling with complaints. The codes on the books were done in 2019 by one person who did not receive any additional input from anyone else. It did not function well for those doing code enforcement.
 - Remodeled half of lobby/office area – this was done to get supervisors with the people they were supervising. It was difficult to supervise when your employees were working with customers out of earshot.
 - Expanded notification for planning cases – despite the current code stating a minimum of 300 feet, the development staff would pull up each case on the computer and enter different radii to make sure they notify a minimum of 25 properties as well as people who would be directly impacted and give them notice. The State required one type of notice, the Town would put out five.
- Coming year
 - Review and adopt International Property Maintenance Code - Had been adopted by the Town about 10 years ago, but a prior Council said that it was too restrictive. It could be taken through a review process and eliminate some things that didn't make sense for the Town and then present it to Council. The Planning & Zoning Commission would be vetting the code.
 - Adoption of the General Plan by voters.
 - Review of Unified Development Ordinance (UDO) with adopted General Plan goals and policies – the UDO would implement the General Plan so they needed to line up with what the Town was trying to accomplish. It wouldn't be deleted, but it would be reorganized, make sense, and implement the General Plan.

- Update Town Code Chapter 113: Festivals.
- Remodel 2nd half of lobby/office area.
- Begin review of the 2024 “I-Codes” with the Building Advisory Board – the Town’s Building Department talked to all others in the Valley and County to make sure the Town was using the same code books they use and the same timeline for adoption so that contractors working in three different locations wouldn’t have to juggle three different codes.

Erin Deskins, Town Clerk, presented the following:

- Accomplishments
 - Successfully completed the 2022 primary election including the Mayor’s seat, three Councilmember seats, and the APS Franchise Agreement.
 - PrimeGov – this was a new agenda management software system. It was still a work in progress. It went live on 1/24/23, there were a few hiccups, but would hopefully work themselves out.
 - I-Pads for Council & Commission members – these enabled the Town to transition from printed to electronic packets. They were not fully up and running yet. Staff was waiting to get through full implementation with PrimeGov before moving forward. It had already helped save on printing and ink costs, and staff time. It was a huge success. Staff was now only printing for permanent storage.
 - Blueink – this was a digital signature software which was much cheaper than DocuSign. There have been no issues and this was also saving on printing and ink as everything is able to be retained as an electronic document.
- Coming year:
 - Special election on November 7, 2023
 - This would be an all mail in ballot only election.
 - Items would be the General Plan, to amend the mayor’s term from two to four years, and get approval to sell land at OHM. In order to sell land for a price over \$1.5 million the Town had to get approval from the voters.
 - Implement Town-wide records management program – this was currently the Deputy’s job who has a lot of other duties, so staff was looking to implement a full town-wide records management program to make sure state statute on records was being followed.

Cyndi Thomas, Community Services Director, presented the following:

- Recreation
 - Accomplishments
 - Enhanced Territorial Days to become Chino Valley’s “signature” event – this event was expanded with Council approval by moving the July 4th budget to Territorial Days. The Town had more people in the park than ever before.
 - Planned and facilitated monthly family activities at the Community Center – staff was trying for one topic a month. So far they held A “Pizza” Art for families and children to come and make art. Feb was “I Heart Art” month, tomorrow would be “Luck of the Irish” family bingo and they had some really good prizes lined up.
 - Offered exercise and activity classes daily at the community center – classes included yoga, fitness with friends, karate, and zoomba. Classes were full all the time, and instructors were asking for a spot daily.
 - Became a member of the National Parks and Recreation Association and attended their national conference in September – Ms. Thomas said this

was one of the highlights of her career because the people she met, and the networking and ideas she gained were immeasurable.

- With support from Development Services, created a Special Event permit and updated the process for special events – the very first Special Event Permit was given out this week. There were some hiccups, but staff would overcome them. It was an online fillable form which had a few issues. This was to be focused on outside vendors that want to come do large events (over 100 people). Not necessarily Town events.
- Coming year
 - Continue to enhance Territorial Days and make it the Town’s signature event – This year it would be a three-day event including a car show and fireworks on Sunday.
 - Seek additional instructors to offer even more exercise and activity classes daily at the Community Center – staff would also be looking at other facilities to offer instruction like the senior center and aquatics facility.
 - Continue to enhance monthly family activities – staff would like to go to an every other week program rather than once per month and the numbers showed that the Town would be able to support that. There were 16 children with their parents for the “Pizza Art” activity.
 - Purchase recreational scheduling software – this would help with scheduling of fields, classes, facilities, and help the youth leagues to manage their programs.
- Aquatics:
 - Accomplishments
 - Served over 7,500 patrons at the pool.
 - Installed artificial turf for the comfort of the swimmers – this saved staff time with not having to upkeep grass.
 - Certified 13 swim instructors – some would be able to be utilized again this year, but the goal was to certify 15 swim instructors this year.
 - Partnered with HI-Line vending to supply discounted products for the concession stand – staff and life guards were going to Costco almost every other day to pick up otter pops, ice cream sandwiches, etc. Staff thought of this idea and it had been very successful.
 - Coming year
 - Re-plaster the pool and resurface the pool deck – this was in the budget for the current budget year, but hadn’t been done due to vendor availability.
 - Plan and enhance family friendly activities and special swim events – these had been done in the past, and staff wanted to go back to them.
 - Keep the pool open and operable until Labor Day.
 - Purchase aquatics scheduling software – this went hand-in-hand with the recreation software.
- Library:
 - Accomplishments
 - New programs – circulating tech devices
 - Launchpad learning tablets for kids – these were provided for children to be able to do educational games for reading, writing, math, etc.
 - Wonderbooks (books with audio built in) – users could read along with it to help get to the next level of reading.
 - Playaways (audio book players)
 - Hotspots (free wifi to take home) – this came to the Town through a grant. The Town currently had 12 and there was always a waitlist.
 - Dramatic service increase & customer engagement.

- Doubled number of programs and program attendance.
 - Doubled number of new library cards.
 - Patron walk ins and patron website visits had also increased.
- Coming year
 - Library would need additional funds to get more hotspots – the grant would end soon and staff would not be able to purchase more.
 - Audio compact discs – these were also in high demand and staff was looking to increase their supply.
 - Subscription and membership costs – these costs were rising and the Library would need additional funds.
- Senior Services:
 - Accomplishments
 - Community Development Block Grant funding for Senior Center – staff was still in the design phase, but hopeful to start construction around the first of June.
 - Served over 35,000 meals this year, this was the largest number the Town had ever had.
 - 4,0000 participated in gentle exercise program.
 - Largest daily attendance numbers in the past 15 years.
 - Daily averages
 - Coming year
 - Complete kitchen renovation.
 - Find a location to continue serving during construction – the Town was contractually obligated to serve meals to clients. Staff had been looking at trailers to rent, and came up with the idea to use a trailer from the Salvation Army. The only downside was that the Salvation Army would only have to give 24 hours notice if they needed the trailer for a natural disaster emergency, and this would be right during fire season.
 - Continue to enhance “Living Your Best Life” talk series – this program was meant to target the younger Senior crowd. This month they would be talking about addiction and where it begins, next month would be “Marijuana as Medicine – Is it Right for Me?”
 - Solicit and train more Meals on Wheels drivers to be able to use substitute drivers when needed.

Meeting recessed at 11:36 a.m. for lunch.

Meeting resumed at 12:00 p.m.

Council and staff participated in a trivia challenge.

Chuck Wynn, Police Chief Police, presented the following:

- Police Department
 - Accomplishments
 - Began transition to the new police building.
 - Cadet program for teens interested in a career in law enforcement – this program was for 14-15 year olds and would help to keep them out of trouble.
 - Trained all officers on active shooter response including having several staff certified as trainers – officers trained with all other local departments and would refresh once per year. This training included force on force, simulations, and Chino Valley officers were also trained as trainers.

- Police shooting range restroom project underway – Scott Balck, Engineering Project Manager, had been great about getting bids on this project. Lots of agencies were using the range now, and the porta-john was not an ideal solution.
 - Department’s first therapy dog – staff had been waiting to find the right person to fit the dog with. McKenna Popp had been hired last year as an adoption specialist and she was the perfect fit for the position. She was put in charge of finding the dog, training, etc., and then she promoted into the Animal Control position. The dog would work with victims and also go into schools and visit senior citizens.
 - Purchasing AED (defibrillators) – the goal was to have one in every patrol car. Chino Valley police officers often got on medical scenes first and the possession of AED’s greatly increased a person’s chance of survival.
- Coming year
 - Analyzing staffing needs of the new building lobby operations and have the Police Department open five days per week.
 - Begin succession planning for Chief’s position.
 - Continue to develop staffing plan to move to 10-hour shifts for patrol staff – every time they took two steps forward they would end up taking one step back when someone got hurt, or sick, or went on leave. The 12-hour shifts were really long, unsafe, and stressful. The department was three officers short and two certified officers were in field training now, two were in the academy, and two were on light duty, so there was light at the end of the tunnel.
 - Continue increasing the use of technology – utilizing more technology lead to staff savings and better investigations.
 - Improve the quality of police services provided to the community.
 - Make more efficient use of staff time.
 - Budget cost for capital items over time to reduce large one-time costs.
- Animal Control
 - Accomplishments
 - Opened a cat room – this had been needed for years. Staff added a small office outside the shelter to house cats and they did it themselves to save money.
 - Increased the use of social media – staff was great about utilizing social media to get pets adopted.
 - Online licensing program – staff was trying to get more voluntary licensing from residents. The program would send out reminders to residents to renew their animal’s licenses, and prevent owners from having to drive down to the station to do so.
 - Partnered with Petco to vaccinate 77 dogs and 25 cats – the Town had a spay/neuter program and a trap and release neutering program where they pick up the cats, fix them, and release them.
 - Repaired original chain link fencing in the outdoor kennel space.
 - Coming year
 - Replace the current artificial turf in the play area.
 - Expand use of the Town’s new online licensing program.
 - Analyze the need and impact of increased shelter operating hours.

Frank Marbury, PW Director, presented the following:

- Engineering:
 - Accomplishments

- Managed Police Department Construction – this was a \$9 million project and with all engineering projects for the year the Town was up to about \$15 million.
- Construction of road 4 ½ North had been fixed, Road 2 South on the East side of the highway had been completed, Road 1 West was waiting to be finished when APS finished putting power under the road, and Antelope was a cul-de-sac off Perkinsville and it had been done.
- Construction of the 18” waterline along the Peavine Trail should be done, but with all the weather delays they were not able to work a lot. They were right at Perkinsville Rd now. Connecting this waterline would help to provide a loop for water services so that if water goes out at one spot not everyone would be put out of service.
- Road 1 East from Center Street to Road 3 South would get a sewer line underneath it, Road 1 South by the Fire Station would also get a sewer line. Staff would be fixing three cul-de-sacs off Perkinsville Rd by having the road crew do the gravel work and the contractor do the paving work. All these projects were out to bid
- Pavement Management Program – this was already being advertised. There were 10 people at the pre-bid conference. This would give staff good data to rate the roads and provide budget scenarios for \$1 million for roads versus \$2 million for roads.
- Chino Valley Integrated Water Master Plan – this would be a water and sewer master plan. The Town had reached a point of production that this was now a necessity.
- Coming year
 - Complete planned roads projects
 - Old Highway 89 – this would be an overlay and fixing the guardrails on the historic bridge.
 - Perkinsville Road Water and Sewer Extension across Hwy 89 – this project was currently stuck as staff tried to figure out right-of-way issues to get the water across the highway. The design needed to be completed.
 - Chip seal Angus Place – this cul-de-sac needed water and sewer under it, so staff was looking at chip sealing to get a few more years out of it until the water and sewer could be done.
 - Chip seal the pathway along Road 1 West between the Senior Center and Del Rio School – a lot of people used the pathway.
 - Re-stripe Town Streets – the Town was about five years behind on this project.
 - Repave handicap spaces and re-stripe lot for Senior Center.
 - Re-purpose former Police Department building – the roof needed to be repaired and the inside needed to be remodeled. It was still being discussed what would be done with the building.
 - Update engineering standards – this had been put on hold with all of the construction needs.
 - Begin working on Town right-of-way needs – the Town currently had a patchwork of right-of-way through Town. Staff would need to look at how to systematically get the right-of-way before repaving the road so they could look at adding pathways or widening a road to get decent drainage. Some homeowners owned all the way across the road.
 - Council asked how much of the town’s roads were not on right-of-way. Mr. Marbury responded that probably 50% of the projects done last year did not have proper rights-of-way which is why power poles and trees were right up against the road and water stood on the road because proper ditches couldn’t be done.

- Streets
 - Accomplishments
 - Construction and temporary chip seal of Meridian Parkway.
 - Constructed and secured streets yard
 - Cleanup of illegal dump site at OHM – over 700 tons of essentially free material was reclaimed and used for road shoulders.
 - Acquired new equipment for enhanced service delivery.
 - 3-ton roller and trailer.
 - Additional snowplow – the Town now had two snow plows, both were equipped with salt/cinder spreaders on the back.
 - High-power pressure washer – used to wash down the snow plows so they don't rust out from the salt.
 - Coming year
 - Continue street maintenance. Staff would be concentrating on shoulder drainage.
 - Complete base construction in preparation of paving the cul-de-sacs off Perkinsville Rd.
 - Work with engineering on the new pavement management program.
 - Acquire a new streets division office facility – they were currently sharing a space with the Equestrian Facility, and they were supposed to have been out a little over a year ago. Supply chain issues were making it difficult to find an office trailer.
 - Implement “on-call” rotation for streets – this would allow for someone to be on-call all the time and let employees know when they were on-call.
 - Replace three vehicles including dump truck – the dump truck had been postponed because of the needs of the road office.
- Fleet
 - Accomplishments
 - The new fleet manager had focused on process improvements.
 - New fleet software was up and running – this was integrating service center goals and inventory management. The department had made a lot of money by turning in old parts and filters that no longer fit the Town's vehicles.
 - Centralized new vehicle and equipment purchases – staff would rotate vehicles that weren't being used to someone who would use them before just getting rid of them.
 - Implemented workflow improvement processes.
 - Safety compliance improvements.
 - Improved efficiency in inventory management.
 - Coming year
 - Continue to focus on process improvement.
 - Use new software metrics for replacement data and inventory.
 - Shop improvements.
 - Scoping and design of new fleet shop.
- Utilities (water and sewer)
 - Accomplishments
 - Staffing enhancements
 - Equipment upgrades
 - Screw press – this was installed and was about 25% more efficient. It ran more often, but ran slower and dried out the sludge better saving the Town money on pump fees and energy.
 - Air line replacement – the plant would not have been functioning well enough to pass all the permits without this having been done.

- Water storage tanks inspection and cleaning.
 - Back up generators for two well sites.
 - Water fill station – this was just about ready to present to Council for purchase.
- Coming year
 - Collection system inflow & infiltration survey – this was the stormwater that seeped into the storm system. It needed to be studied so it could be minimized so the Town didn't treat rain water.
 - Continue planning for Wastewater Treatment Plant expansion – a consultant was doing a study to determine what type of treatment methods might be best and whether the Town should look at moving the plant closer to Sullivan Lake and do those cost-benefit analyses.
 - SCADA technology upgrade – reports on all systems and sets off the alarms if something goes down. It was aging technology and need upgrading.
- Parks & Facilities
 - Accomplishments
 - Roof and gutters at Community Center
 - HVAC at Town Hall
 - Paint/flooring at Aquatics
 - Slide shade canopy on Aquatics slide
 - Fleet building electrical and safety upgrades
 - Solar lights on pergola at Memory Park
 - Landscaping in front of Library
 - Coming year
 - Develop staffing plan for Parks & Custodial staff
 - Obtain equipment to support operations
 - Scoping and design of new maintenance shop
 - Re-plaster the pool
 - Replace Library roof
 - Lighting improvements

Joan Dwyer, Municipal Court Judge, presented the following:

- Accomplishments
 - Triennial review of minimum accounting standards.
 - In-house audit was conducted in July 2022.
 - Final audit was received in November 2022 showing no findings – this was the first time ever there were no findings for the court.
 - Jury Trial Questionnaire Pilot Program – the questionnaires that were usually done in Court could now be done online ahead of time.
 - A juror information page created on the Town of Chino Valley Municipal Court website.
 - A case specific juror questionnaire was added to the page.
 - Approximately 50% of the jurors used the online process to complete the questionnaire.
 - Completion of Chino Valley Municipal Court Policy Manual – this was done with several court administrators throughout Yavapai County. It took about 18 months and would be presented to Superior Court next week.
 - A committee was set up by the Yavapai County Superior Court Presiding Judge to review, edit, and update the court's policy manual to share with Yavapai County Municipal and Justice courts.
 - A presentation of the final policy is scheduled for March 9, 2023
- Coming year

- Review old case files for collection efforts – the Court had over 3,000 cases sitting in collections starting from 1998. Collections was done through Supreme Court who sent out letters on the Court's behalf letting people know what they owed and their registration was tagged so they can't renew their plates. If a person moved out of the state the Court had minimal activity. If people didn't pay the Court was issuing Order to Show Cause and if that didn't work the Court would issue a warrant which could result in someone's license being suspended.
- Monthly staff meetings – enhanced time for questions and communication and working on things that needed to be addressed. In two years the Court would be having their operational review through the administrative office of the Courts and they needed to start getting prepped for that.
- Quarterly audit of cases for docketing and disposition – the Court Administrator would pick 10 cases once per quarter and make sure that the docketing is being done, the disposition is there, etc. This would ensure that public access was complete.
- Training Manual & Staff Information Guide.
- General information for Court staff on the Court and the Town of Chino Valley.
 - Outlines job responsibilities
 - Gives training guidelines for new employees
- Refine Standard Operating Procedures

Joe Duffy, Finance Manager, presented the following:

- Budget Process
 - Rather than starting with the General Fund he would start from the bottom and work his way up because everyone knew about the General fund but might not know about the smaller accounts the Town had.
 - Every year the Town put out a Budget Calendar giving a summary of what had to be done and when. January and February was preparation and getting information sent out to departments. Beginning of March would start interdepartmental meetings and things would be very busy until Council adopted the budget.
 - Accounting system was broken into three funds: Major fund, capital improvement funds, and minor funds
 - Minor funds included the street lighting improvements district which was the Town's smallest fund and accounted for \$4,000 per year, there were three separate districts all located in Brightstar. The Town paid the electric bill for all property owners for the street lights. The Town would tell the County how much they need to collect for each district and the County would assess all the properties and based on the assessed value the homeowners would receive a bill. Larger homes paid more, smaller homes paid less.
 - The Court had a special revenue fund that allowed court to collect fees for court improvements and collection expenses. Last year the Judge made the decision not to spend a lot in court improvements in the event that the court would be included in a new Town Hall, there would be a good bucket of money to use on improvements at that time. It was currently in an interest-bearing account and would be rolled forward every year. At the end of this budget year staff estimated it would be over \$114,000.
 - The Police Department also had a special revenue fund that collects funds when vehicles are towed for evidentiary purposes, and other traffic related items. The Town was not collecting as much due to a change in State law.
 - The Town received a lot of miscellaneous grants. The Town usually only received a few hundred thousand dollars, but some years a large grant was received, so every year the Town would budget \$3.5 million even if that's not what was received because the Town had to have the expenditure authority to

spend it. Without doing that the Town would have to wait until the next fiscal year to budget the money and then spend it. Grants could roll forward if they weren't spent.

- Grants the Police Department received included sign boards, defibrillators, cadet academy, community outreach, and K9 donations.
- The Library, Senior Center, and Parks & Recreation also received grants and donations.
- Debt Service Fund
 - This fund kept track of General government debt.
 - The Town had about \$7 Million dollars of debt left from the aquatics center that would be paid off in 10 years. Staff recently had it refinanced at a lower interest rate with the same term saving the Town a little over a million and a half dollars over 10 years.
- Capital Asset Replacement Fund
 - This was set up by Council to account for one-time moneys like a worker's comp dividend. The money would then be used to replace vehicles and equipment. Staff had also started moving money from the General Fund into this fund and was now being used as a capital equipment replacement fund. The Town hadn't been in a position to do that until the last couple years.
- Community Development Block Grant (CDBG)
 - These funds were received every three to four years and were historically used to pave roads in some of the lower income areas. This year the Town chose to use it for the Senior Center kitchen remodel along with the Mary Campbell donation, and the Town will put in about \$150,000.
- Capital Improvement Project (CIP) Funds
 - The Town had always had a general CIP fund, but when Ms. Blackmore came on as the Town Manager she said there should be one for HURF, Water, and Sewer. CIP funds that were moved over from the general fund were able to be rolled over into the next year and was a great way to build funds for future CIP projects. The dollar threshold was any major capital over \$50,000.
 - General CIP – this was funded by 1% of the Town's sales tax collections. This fund would provide for all sorts of projects like the CDBG match, pool re-plastering, General Plan, Police Department construction. Staff was projecting \$3.5 million to complete the Police Department this year, but had added in a lot of cushion and expect to come in well under budget and end the fiscal year with unexpended fund in this account. Per Town code this fund could also be used to fund projects for the Police Department, Recreation, and Aquatics.
 - Water CIP – this included money from the Water Enterprise Fund. Money could also be moved from the General fund to this fund. Funds left over at the end of each year could be used on future year projects
 - Sewer CIP – funds were transferred in from the Sewer Enterprise Fund. Staff was planning to borrow money for the EQ Basin and the 1 East sewer line, but Mr. Duffy now recommended that the Town use some federal monies first before borrowing money.
 - Covid Relief – the Town needed to spend the federal funds before borrowing money to complete projects. The Town received nearly \$5 million and transferred in \$1 million from the general fund to cover the Perkinsville water and sewer line and the Peavine water line. The projects came in under what was projected and would add the Road 1 East Sewer Line. This fund needed to get down to zero as quickly as possible.
- Major Funds

- Highway User Revenue Fund (HURF) – this fund was commonly referred to as the gas tax fund. When a load of fuel was brought to Yavapai County the distributor would record it and give that number to the state, the State calculates the distribution to the County and the Town would get its portion based on population.
 - This fund also paid for operating expenses including salaries and wages, uniforms, gas and oil, road signs, etc.
- Water and Sewer Enterprise Funds – these funds tracked operating expenses of the departments and kept track of the fund’s debt service.
 - Excess funds were transferred to the Water and Sewer CIP funds.
- General Fund – This account was for items that were not department specific such as:
 - Legal fees
 - Insurance
 - Outside agency funding
 - League of Arizona Cities and Towns dues
 - One-time items such as a software package the whole Town would use – this might start as a large dollar amount like \$250,000 for set up and implementation and then go to \$25,000 for subsequent years. Staff would budget the first year through the general fund and then bill the appropriate department in the following years.
 - Contingencies – the Town was required to have a contingency fund of 5% of fund expenditures. This year’s was \$600,000, next years might be \$650,000. Excess funds are used to pay off the Town’s unfunded liability to PSPRS. The Town had done \$300,000 for a few years, last year it went up to \$400,000, and staff hoped to get it up to \$500,000.

Council and staff discussed the following:

- Council asked where reserves were recorded. Mr. Duffy stated that he keeps a worksheet in the budget that Council would see when the budget was put out. Every year the Town had carryable reserves because previous Councils had instructed to overestimate expenditures and underestimate revenues, and that had been how the Town operated ever since.
 - The departments were really good about doing this and staying under budget. Last year the Town’s reserves were three times what the Town was required to carry. The Town’s current reserves were at \$5.2 million but may end closer to \$6 million.
 - The Town was seeing healthy growth in revenues and departments were not way over budget.
 - There was some concern about the sewer enterprise fund because buy in fees were paying for replacement projects, and sewer buy ins were down.
- Council asked if the Town would see a significant impact if the Governor were to sign legislation removing sales tax from food. Staff stated that it would have a big impact in the Town’s budget and they were working closely with the League of Arizona Cities and Towns to oppose that legislation and tell the State that it should not be messing with city and town revenues. The legislation could be devastating to rural communities like Chino Valley. The Town would have to cut services.
 - It would depend on how the legislation was structured. It could be effective immediately or phased in.
 - Some staff members had good relationships with legislators and tell them how things like this would hurt small town communities.

- Council asked how online shopping had been for this year compared to Covid. It hadn't been looked at for the last few months, but the Town was still seeing healthy growth. The issue was that the Department of Revenue put an online shopping code for vendors to report which they were not doing accurately. Without that the Town would be seeing more growth without that code. It should still be a stable revenue source for the Town. It was coded to where it was delivered. It was suggested that the Town get some Amazon lockers.

Cindy Blackmore summarized the meeting with the following:

- Staff worked very hard to have structurally balanced budgets. Some money was ongoing, some things were one-time expenses.
- The past few years had been good years, but the way it was looking, things were very volatile. There was lots of talk of recession, but the Town was not really seeing anything to suggest that was a reality yet. There was a downturn in buy-in fees, housing has slowed down, interest rates were up.
 - With the upcoming cycle it would be an even more conservative budget than last year. The first priority would be to take care of staff and then look at what really needed to be done in the next business cycle even though new staff was very needed.
- Staff did not have specific numbers on anything yet, but it would be brought to Council as soon as they did.

Council and staff discussed what Council would like to prioritize:

- Council pointed out that last year's discussion revolved around not expanding roads until the current roads were fixed, and not stalling on projects, but getting them done.
- Staff looked through the list and stated that a lot of them were discussed at this meeting. They would continue to utilize technology, look at adding a new Town Hall complex into the CIP, and refine the CIP plan to have a 5- and 10-year plan, working on the RV park, improving visuals along Highway 89, increasing tourism, looking at selling OHM, increasing recreational events and venues.
- Council mentioned removing the General Plan, the Pavement Management Program, and Wastewater Treatment Plant (WWTP) Expansion as they were all in process.
 - Staff clarified that although the General Plan was in process there were still a lot of steps to happen before going to vote and then it needed to be approved by the voters.
 - The Town currently had a consultant on board to evaluate the different technologies available and see what they should incorporate for the WWTP Expansion. Current flows were at about 70%. The Town was required to begin design at 80% and be in construction at 90%.
- Staff felt that technology was still a priority and Council agreed.
- Prioritize Communication to reach the silent majority.
- Council discussed that the General Plan Open Houses showed that the community wanted more amenities and opportunities for recreation. Some Councilmembers asked what the town should do that it was not already doing. Pickelball and improved paths was suggested. Council also discussed if recreation should supersede a new Town Hall complex since the chambers were rarely filled during a meeting. It was clarified that a new Town Hall complex referred more to workspace for staff rather than chambers for meetings.
 - When speaking about recreation, parks were consistently mentioned and councilmember clarified that recreation was not just a park but rather a highlight of the community, not one acre parcels.
 - Staff suggested adding a recreation piece to the plan and stated that there were some things in the works such as the Trust for Public Land deal at Del Rio

Springs and potentially adding recreational opportunities at the State Park. It didn't necessarily have to be about expanding recreation, but rather properly maintaining the parks, or adding recreation activities at the parks.

- Councilmember asked about having \$200,000 for Pickleball courts. Staff stated that it would be looked at once the numbers were in, but it would be closer to \$750,000 – \$1 million. The Town might have to look at public-private partnerships. Prescott's 32 Pickelball courts cost \$1.2 million. The Pickelball tournaments were huge, so it might not be a bad investment when considering the increase to tourism. Contractors volunteering services fell into a gray area since it was government work and there needed to be proper insurance coverage, etc.

3. ADJOURNMENT

Adjourned at 1:57 p.m.

Jack W. Miller, Mayor

ATTEST:

Erin N. Deskins, Town Clerk
CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of the Town Council of the Town of Chino Valley, Arizona held on the _____ day of _____, 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 2023.

Erin N. Deskins, Town Clerk



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

5. e.

Meeting Date: 04/25/2023

Contact Person: Erin Deskins, Town Clerk
Phone: 928-636-2646 x-1208

Department: Town Clerk

Item Type: Consent

AGENDA ITEM TITLE:

Consideration and possible action to approve the March 14, 2023, regular meeting minutes.

RECOMMENDED ACTION:

Approve the March 14, 2023, regular meeting minutes.

Attachments

March 14, 2023, Regular Meeting Minutes

DRAFT

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

**TUESDAY, MARCH 14, 2023
6:00 PM**

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

Present: Jack Miller, Mayor; Eric Granillo, Vice-Mayor; Annie Perkins, Councilmember; Tom Armstrong, Councilmember; John McCafferty, Councilmember; Sherri Phillips, Councilmember; Robert Schacherer, Councilmember

Absent:

Staff Present: Cindy Blackmore, Town Manager; Andrew McGuire (remote), Town Attorney; Terri Denemy, Assistant to the Town Manager; Joe Duffy, Administrative Services Director; Laurie Lineberry, Development Services Director; Maggie Tidaback, Economic Development Project Manager; Laura Kyriakakis, Human Resources Director; Joan Dwyer, Magistrate; Cyndi Thomas, Community Services Director; Frank Marbury, Public Works Director/Town Engineer; Randy Chapman, Lieutenant; Steve Sellers (Sgt at Arms), Officer, Bethan Heng, Associate Planner; Lawrence Digges, Audio/Visual Technician; Spencer Guest, IT Manager; Sara Burchill, Deputy Town Clerk

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

Vice-Mayor Granillo called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

2. INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS

a. Update and presentation by Judge Dwyer regarding Chino Valley Municipal Court.

Judge Joan Dwyer presented the following:

- She had always given similar reports to prior Councils so they would know what was going on as the Council and Court had separation of powers.
- Judge Dwyer gave the Council a list of employees including:
 - Ronda Apolinar – Court Administrator
 - Andrea White – Criminal Clerk
 - Elena Aragon – Civil Clerk/Front Desk
 - Mark Garcia – Court Security
- The Court's rank for 2022 was 37 out of 82 courts in the State (this was up from 42 and 41 in 2022 and 2021 respectively) and was ranked 5 out of 9 courts in Yavapai County.
 - For comparison, Prescott Valley was the largest court in the county with 7,465 filings, 8 employees and 933 filings/employee. Cottonwood and Sedona had

2,421 and 2,042 filings respectively with approximately four and a half employees. Chino Valley had 2,013 filings and just 3.48 employees.

- Out of the 2,000 filings that Chino Valley had, 1,600 were civil, and 461 were criminal and traffic.
- There were 106 DUIs, 75 protection orders, 32 civil traffic hearings, 90 domestic violence charges, 8 bench warrants, 1 jury trial, and 14 search warrants. There were 210 outstanding warrants. 2,100 people represented themselves.
- The Court's gross revenue for 2022 was \$439,295.00. Less than half went to the Town, more went to the State. The State assessed fees on top of surcharges to collect additional revenue. \$6,592 was paid to the County to cover the jail fees and \$1 per ticket to the Justice Court. The rest went to Judicial Collection Enforcement and restitution.
- The Court's fees included a \$15 Traffic Case Processing Fee, and a Court Improvement Fee of \$40 of which the State would get \$17.65.
- The court did 2,385 receipts in 2022.
- Judge Dwyer identified an allocation error where money that was supposed to be going to the State had been funneled into the Town. The total was in excess of \$10,000 and was paid back to the State.
- Per Minimum Accounting Standards (MAS) deposits must be made the next day, so the Court created a deposit record with the Town so there was a paper trail. Previously those deposits had not been done for three to five days.
- Receipting had not been getting done until the money hit the bank but MAS stated that received payments must be receipted by the next business day, so the Court also corrected this oversight.
- MAS also stated that financial policies must be posted and those could now be found at the payment window.
- The Judge created a script for the Police Department and provided them with an updated form to use for Emergency Protective Orders should they need to contact the on-call Judge in the middle of the night.
- The Court had four scheduled jury trials and mailed out Summons for all, but only one jury trial was held which was the first in six years.
- A walk-in calendar was created giving defendants an opportunity to come in, get warrants quashed or obtain a new court date or set up a payment plan.
- Court hours were changed from 8:00 a.m. - 4:30 p.m. to 7:00 a.m. - 4:00 p.m. This gave people an opportunity to come in before work to make a payment or do whatever they need to do. The Court was now seeing more people from 7:00 - 8:00 a.m. than they were from 4:00 - 4:30 p.m.
- The Court Administrator had been working on a Policy Manual for the last 18+ months and was presented to Judges Napper and Carmen and would be made available to the other judges and courts in Yavapai County. There had also been discussion of taking it to the State level. They were hoping to achieve time savings and consistency within the court system.
- Home detention had been a huge success. A recent 2nd offense was sentenced to 120 days in jail. She served 24, and 96 could be served at home and work.
- Old cases were put into a new software and there were approximately 3,000 files in collections totaling several million dollars in accounts receivables. Cases with no social security number or proven date of birth would be closed out as there was no way to collect on them. Cases that did include that information could be issued an Order to Show Cause, if that doesn't work Warrants would be issued which could suspend licenses even out of state.
- The Court staff would be having monthly staff meetings to address what had been done or needed to be changed, and do quarterly audits to review files for accuracy, timeliness, receipting, and proper docketing to get ready for their Operational Review.
- The Court was looking to amend the Court Improvement fee in the future to bring in more money for the Town and save defendants some money.
- The Court wanted to revise the website in an effort to provide more communication to defendants of what to do and how to do it and hopefully gain more compliance. This

would be especially helpful with expungements, petitions for second chance, and sealing of records.

- The Court had been looking at doing property liens as a form of collection when people were unable to pay.
- The Council commended Judge Dwyer for her attention to detail and cleaning up a lot of issues that had been overlooked.

- b. Update on current legislation regarding overnight camping by Chief Wynn and Town Attorney McGuire.

This item was continued to April 11, 2023.

3. CALL TO THE PUBLIC – Individuals requesting to speak, please complete a Speaker Comment Card and return to the Clerk.

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 at the discretion of the Council and not required by law. Individuals are limited to speak for three (3) minutes, yielding of time will not be permitted. 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. Disrespectful behavior will not be tolerated; this includes loud outbursts, profanity and disruptive discussions among our audience.

Larry Holt, 9/11 Memorial Foundation, presented the following:

- He was appearing before the Council on behalf of the 9/11 Memorial Foundation to give an update on the error that had been identified on the plaque.
- A vendor had been contracted to build a new sign for a very reasonable cost. It would take four to six weeks to complete. It was likely the entire sign would have to be pulled out rather than just replacing the error.
- The foundation had been busy in the past year and was able to purchase a bronze plaque to be displayed at the new police station honoring Paul Marsden, the only first responder ever killed in the Town limits in the line of duty.
- The foundation also helped with the new flagpole at the new station and given money to the recently lost deputy's family.
- The foundation was looking at fundraisers, one of which being a classic car show for the third day of this year's Territorial Day festivities. The foundation was working with the Community Services department to get that all worked out.

4. CURRENT EVENT SUMMARIES AND REPORTS

This item is for information only. The Mayor, any Councilmember, or Town Manager may present a brief summary or report of current events. If listed below, there may also be a presentation on information requested by the Mayor and Council and questions may be answered. No action will be taken.

- a. Status reports by Mayor and Council regarding current events.
- Mayor Miller announced that the second meeting of March was cancelled. The next meeting would be April 11, 2023.
 - Councilmember Perkins announced that it was Cattlemen's weekend and hoped to see everyone at the Prescott Livestock Auction.
- b. Status reports by Town Manager Cindy Blackmore regarding Town accomplishments, and current or upcoming projects.

- Cindy Blackmore, Town Manager, presented the following:
 - She gave an update on what the Town had been doing to improve communication with the community:
 - Community Services launched their own Facebook page where the community could find information on events from the Library, Aquatics Center, Senior Center, and Community Center. They would also be shared to the Town Facebook page as well. Staff worked together to create a new look for the page and there had already been over 4,600 reposts.
 - The Town was featured in Cougar Country Magazine highlighting recruitments, spring events, the community center, senior center, an article on the Town's Police Chief, and an article on School Resource Officer Jeff Pizzi.
 - The Town was also featured in Drive Guide which was done through the Town's membership with the Arizona Office of Tourism.

5. **CONSENT AGENDA**

All those items listed below are considered to be routine and may be enacted by one motion. Any Councilmember may request to remove an item from the Consent Agenda to be considered and discussed separately.

- a. Consideration and possible action to ratify the execution of the Exclusive Sales Listing Agreement between the Town of Chino Valley and CBRE; and to authorize the execution of the First Amendment thereto.
- b. Consideration and possible action to approve the Cooperative Purchasing Agreement with Dahill Office Technology Corporation dba Xerox Business Solution Southwest (XBSS) to provide copiers, supplies, equipment, and service for 60 months for \$96,989.40, and the Cooperative Purchasing Agreement with XBSS to provide printer supplies, service, and maintenance for 36 months for \$14,526.
- c. Consideration and possible action to authorize the Police Department to apply for and approve expenditure of funds for a Government of Highway Safety (GOHS) Grant.
- d. Consideration and possible action to approve Resolution No. 2023-1220 regarding an Intergovernmental Agreement (IGA) with the City of Prescott for repair and maintenance services of Chino Valley Police motorcycles.
- e. Consideration and possible action to approve the Contract and Bill of Sale for two 2018 Police Chevrolet Tahoe's from the City of Cottonwood in the amount of \$66,400.00.
- f. Consideration and possible action to approve the January 24, 2023, regular meeting minutes.
- g. Consideration and possible action to approve the January 24, 2023, study session minutes.

MOVED by Councilmember Perkins, seconded by Councilmember Tom Armstrong, to approve Consent Agenda items a, b, c, d, e, f, and g as written.

AYE: Mayor Jack Miller, Vice-Mayor Eric Granillo, Councilmember Annie Perkins, Councilmember Tom Armstrong, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer

NAY:

7 – 0 PASSED

6. ACTION ITEMS

The Council may vote to recess the public meeting and hold an Executive Session on any item on this agenda pursuant to A.R.S. § 38-431.03(A)(3) for the purpose of discussion or consultation for legal advice with the Town Attorney. Executive sessions are not open to the public and no action may be taken in executive session.

- a. Public Hearing, consideration and possible action on the Final Plat for a 2-lot subdivision located at 19997 Old State Route 89, Chino Valley, Arizona, APN 306-40-028X

Bethan Heng, Associate Planner, presented the following:

- This was a request for a final plat on Old Highway 89 and the applicant was in attendance.
- The four-acre property was located at 19997 and 20047 Old State Route 89. The two lots were 2.09 acres each.
- The site was surrounded by the Del Rio Springs PAD which the subject properties and the property to the north were not part of.
- The subject property was zoned appropriately at Single Family Residential 1-acre zoning.
- The proposed final plat was in conformance with the proposed General Plan at medium density, 2 acres or less.
- The properties would be served by well and septic, with access off Old Highway 89.
- Planning & Zoning forwarded recommendation of approval.

Vice-Mayor Granillo opened the public hearing.

There were no speaker comment cards on this item.

- Council asked about the neighbors who attended the neighborhood meeting. Ms. Heng stated there were two neighbors in attendance at the meeting held on November 28, 2022, and they lived in the property to the north. The neighbors were concerned about drainage and runoff and the final plat specified that the applicant would be required to do a drainage study.

Vice-Mayor Granillo closed the public hearing.

MOVED by Councilmember Perkins, seconded by Councilmember Tom Armstrong, to approve the Final Plat located at 19997 Old State Route 89.

AYE: Mayor Jack Miller, Vice-Mayor Eric Granillo, Councilmember Annie Perkins, Councilmember Tom Armstrong, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer
NAY:

7 – 0 PASSED

- b. Public Hearing, consideration and possible action on a Conditional Use Permit for a Mini Storage facility with a Commercial Retail component located directly east of Olsen's Grain, along State Route 89, Chino Valley, Arizona, APN 306-29-030D

Bethan Heng, Associate Planner, presented the following:

- This was a request for a conditional use permit (CUP) for the Fairwoods Commons and Storage, and the applicant was in attendance.
- The property was located directly in front of Olsen's Grain, vacant and zoned commercial light with commercial light and agricultural residential surrounding the property.

- The Town's Unified Development Ordinance (UDO) listed mini storage as a conditional use.
- The current General Plan designated the subject property as a commercial multi-family residential and a potential community core. For that reason, the applicant had agreed to include a commercial retail aspect to meet the requirements of the General Plan.
- The Community Core was described as having a combination of uses which meant a location, property, or building that contained a variety of land uses or functional interrelationships like residences, offices, retail businesses, etc. meeting the communities economic and lifestyle means.
- The development of the project would happen in three phases. 1) the first half of the mini storage 2) the commercial retail space 3) full completion of the mini storage. Staff recommended the phasing of the project be included in the conditions of approval.
- Access to the site would be from West Rd 1 South and completed in the first phase, and from State Route 89 which would be completed in the second phase.
- Planning & Zoning forwarded a recommendation to Council of approval.

Council and staff discussed the following:

- There was currently no time limit for completion of the phases. That was within Council purview to discuss.
- Other CUPs that were done in the past were given time limits, some were not.
- Council discussed the access off 89.
- Council inquired why the project needed a CUP when mini storage already fell under commercial light.
 - Ms. Heng stated that mini storage was not an outright use of commercial light.
 - Ms. Blackmore stated that the UDO specifically stated that mini storage facilities needed a CUP.
- Council discussed that a turn lane from 89 would be an ADOT decision.

Richard Ivie, applicant, and Council discussed the following:

- Council inquired as to the applicant's timeline to get the project constructed.
 - Mr. Ivie stated that the intention was to construct the project as timely as possible and they didn't expect any delays other than the normal things like weather and materials. He anticipated the project being complete in two years. Mr. Ivie stated that a five-year limit would be fine.
- The mini storage would be privately owned.
- Mr. Ivie stated that he had had representatives from ADOT come out and measure and assess the area and they would probably want him to put in a new turn lane starting at the Olsen's driveway. ADOT had completely rejected access off of Olsen's driveway.
- One Councilmember was concerned that ADOT would slow down the project at phase two as it was the part that benefited the Town and that it would not be as quick and easy as two years.
 - Mr. Ivie stated that they already had bids for the phase two buildings and were anxious to get to that point.
- Council asked if there were any concepts that could be provided.
 - Mr. Ivie shared pictures of a mini storage facility in Page that he planned to design this project after. The retail buildings would be the same type of metal/steel buildings as the storage buildings.
- There would not be storage for RV's or boats.

Council and staff discussed the following:

- Council inquired if they had been consistent with time limits on CUPs.
 - No one could answer about what had been done in the past. One councilmember stated it should be on a case by case basis.

Vice-Mayor Granillo opened the public hearing.

Rachelle Fernow – staff did a great job of directing the applicant on this project. She agreed with Councilmember Perkins that it was something the Town needed for opportunities for small

business and economic development. She liked the condition that stated a landscaping plan, but also felt that the architectural nature of the retail space was also important as it was a goal of the General Plan to beautify Highway 89. She felt that three years was more than adequate since the applicant stated it would be done in two.

Larry Holt – this would be the fifth mini storage on 89 within Town limits. He stated he wasn't for it or against it, but questioned if a bunch of mini storage places were what the community wanted to see when traveling up and down Highway 89. So it was important to make sure it was aesthetically pleasing. He didn't believe the Town got revenue from the rental of the storage places, and hoped that the retail would.

Vice-Mayor Granillo closed the public hearing.

Council discussed the following:

- Some councilmembers felt that the Town should be consistent with CUP timelines and wanted to give the applicant five years to complete the project.
- Other councilmembers felt that five was fair. In the case of an economic downturn, it would give the applicant time to regroup.

MOVED by Mayor Miller , seconded by Councilmember Tom Armstrong, to approve the Conditional Use Permit for a Mini Storage facility with a Commercial Retail component with a five year limit located directly east of Olsen's Grain.

AYE: Mayor Jack Miller, Vice-Mayor Eric Granillo, Councilmember Tom Armstrong, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer

NAY: Councilmember Annie Perkins

6 – 1 PASSED

7. ADJOURNMENT

MOVED by Councilmember Phillips, seconded by Mayor Jack Miller, to adjourn the meeting at 6:53 p.m.

AYE: Mayor Jack Miller, Vice-Mayor Eric Granillo, Councilmember Annie Perkins, Councilmember Tom Armstrong, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer

NAY:

7 – 0 PASSED

Jack W. Miller, Mayor

ATTEST:

Erin N. Deskins, Town Clerk
CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of the Town Council of the Town of Chino Valley, Arizona held on the _____ day of _____, 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 2023.

Erin N. Deskins, Town Clerk



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

6. a.

Meeting Date: 04/25/2023
Contact Person: Frank Marbury, Public Works Director/Town Engineer
 Phone: 928-636-7140 x-1226
Department: Public Works
Estimated length of staff presentation: 5 minutes
Physical location of item: Various

AGENDA ITEM TITLE:

Consideration and possible action to award the construction of FY 2023 Street Improvements to CLM Earthmovers, LLC, in the amount of \$4,321,876.25.

RECOMMENDED ACTION:

Award the construction of FY 2023 Street Improvements to CLM Earthmovers, LLC, in the amount of \$4,321,876.25.

SITUATION AND ANALYSIS:

The FY 2023 Street Improvements project reconstructs the following road segments:

- Cantfield Ave between W Perkinsville Rd and end of cul-de-sac
- Taylor Ave between W Perkinsville Rd and end of cul-de-sac
- Campbell Ave between W Perkinsville Rd and end of cul-de-sac
- E Rd 1 South between SR-89 and S Road 1 East
- S Rd 1 East between Fletcher Ct and E Rd 3 South including new 18" sewer main with appurtenances

On March 21, 2023, the project was advertised for public bid, and on April 11, 2023, three bids were received as follows:

CLM Earthmovers, LLC Prescott, AZ	\$4,321,876.25
Asphalt Paving & Supply, Inc. Prescott Valley, AZ	\$4,334,097.00
Fann Contracting, Inc. Prescott, AZ	\$5,359,760.00

Other Pertinent Documents Available Upon Request:

Appendix 6(a)-1. The complete construction contract with CLM Earthmovers, LLC may be viewed online at <http://www.chinoaz.net/AgendaCenter> with the April 25, 2023, Council Meeting Documents.

Fiscal Impact

Fiscal Impact?: Yes

If Yes, Budget Code:

Available: 4,321,876

Funding Source:

50% of the project will be coded to the Roads Capital Improvement Fund 21-78-5406.

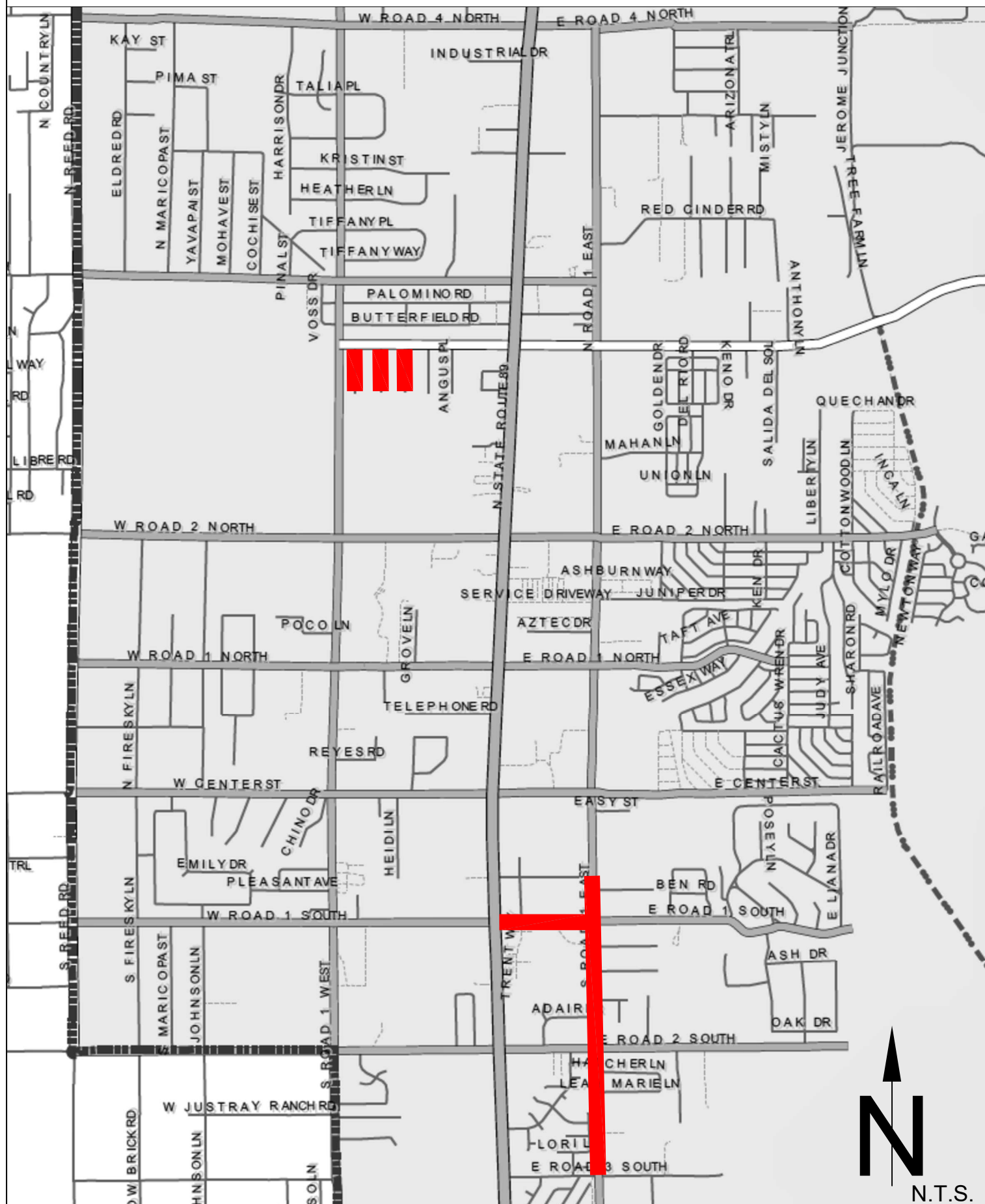
50% of the project will be coded to the State and Local Covid Relief Fund 17-82-5403.

Attachments

Vicinity Map

Bid Results

Contract Excerpt



Town of Chino Valley Bid Results

Title: FY 2023 Street Improvements

Bid Date: 4/11/23

Time: 3:00 p.m.

				1		2		3	
				CLM Earthmovers, LLC 810 Rodeo Dr. Prescott, AZ 86304		Asphalt Paving & Supply, Inc. 2425 N. Glassford Hill Rd. Prescott Valley, AZ 86314		Fann Contracting, Inc. PO Box 4356 Prescott, AZ 86302	
Item No.	Description	QTY	Unit of Measure	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	CONSTRUCTION SURVEY, STAKING, AS-BUILT SURVEY & AS-BUILT PLAN PREPARATION, MAG SP 105.8 & 105.16	1	LS	\$90,000.00	\$90,000.00	\$70,000.00	\$70,000.00	\$44,000.00	\$44,000.00
2	SAMPLES AND TESTING OF MATERIALS MAG, SP 106.2	1	LS	\$38,500.00	\$38,500.00	\$55,000.00	\$55,000.00	\$72,000.00	\$72,000.00
3	SWPPP, EROSION CONTROL DEVICES AND SEEDING MAG SP 107.15	1	LS	\$29,500.00	\$29,500.00	\$15,000.00	\$15,000.00	\$8,000.00	\$8,000.00
4	MOBILIZATION, MAG 109.10	1	LS	\$253,000.00	\$253,000.00	\$292,392.00	\$292,392.00	\$80,000.00	\$80,000.00
5	REMOVALS, MAG 350	22,100	SY	\$10.15	\$224,315.00	\$7.00	\$154,700.00	\$12.00	\$265,200.00
6	TRAFFIC CONTROL, MAG SP 401 & ADOT REQUIREMENTS	1	LS	\$120,000.00	\$120,000.00	\$85,000.00	\$85,000.00	\$160,000.00	\$160,000.00
7	SUBGRADE PREPARATION (MAG 301), 8" SCARIFY AND RECOMPACT	25,560	SY	\$2.50	\$63,900.00	\$2.50	\$63,900.00	\$2.00	\$51,120.00
8	ASPHALT CONCRETE (MAG 3/4" MIX)	6,367	TONS	\$142.85	\$909,525.95	\$150.00	\$955,050.00	\$152.00	\$967,784.00
9	9" ABC, MAG 702-1 (INCLUDES 8" THICK SHOULDERS)	6,273	CY	\$60.10	\$377,007.30	\$75.00	\$470,475.00	\$92.00	\$577,116.00
10	STRIPING	1	LS	\$4,500.00	\$4,500.00	\$2,800.00	\$2,800.00	\$4,500.00	\$4,500.00
11	18" PVC, ASTM D3034, DR-35 SEWER MAIN	6,181	LF	\$222.00	\$1,372,182.00	\$220.00	\$1,359,820.00	\$340.00	\$2,101,540.00
12	COP DET 440-1, 4" SEWER SERVICES	29	EA	\$4,614.00	\$133,806.00	\$3,300.00	\$95,700.00	\$6,500.00	\$188,500.00
13	MAG 552 CONCRETE FORD WITH 12" ABC BASE	3	EA	\$31,000.00	\$93,000.00	\$20,000.00	\$60,000.00	\$40,000.00	\$120,000.00
14	8" PVC ASTM D3034, DR-35 SEWER MAIN	40	LF	\$174.00	\$6,960.00	\$144.00	\$5,760.00	\$250.00	\$10,000.00
15	60" SEWER MANHOLES	20	EA	\$7,230.00	\$144,600.00	\$9,500.00	\$190,000.00	\$11,900.00	\$238,000.00
16	REMOVE AND REPLACE EXISTING MANHOLE. REPLACE PAVEMENT	1	LS	\$11,080.00	\$11,080.00	\$8,500.00	\$8,500.00	\$22,000.00	\$22,000.00
17	CONTRACT ALLOWANCE	1	LS	\$450,000.00	\$450,000.00	\$450,000.00	\$450,000.00	\$450,000.00	\$450,000.00
				\$4,321,876.25		\$4,334,097.00		\$5,359,760.00	



INVITATION FOR BIDS

Town of Chino Valley
Public Works Department
1982 Voss Drive
Chino Valley, Arizona 86323

SOLICITATION INFORMATION AND SCHEDULE

Solicitation Title: FY 2023 Street Improvements

Release Date: **Tuesday, March 21, 2023**

Advertisement Dates: **March 21 – March 24, 2023 – Prescott Daily Courier**

NON-MANDATORY **Wednesday, March 29, 2023**

Prospective Bidders' Conference: **9:00 a.m.** (local-time, Chino Valley, Arizona)
Public Works Conference Room,
1982 Voss Drive, Chino Valley, Arizona 86323

Or virtually via Zoom meeting ID 811 3448 7458, passcode 944428, at
<https://us02web.zoom.us/j/81134487458?pwd=amhwL2RQQ2NDUVRCOTNSWFZBMlduQT09>, or dial in by phone at 877-853-5247 US Toll-free

Final Date for Inquiries: **Friday, March 31, 2023 at 5:00 p.m.**

Bid Deadline: **Tuesday, April 11, 2023**
3:00 p.m. (local-time, Chino Valley, Arizona)

Bid Opening: **Tuesday, April 11, 2023**
3:00 p.m. (local-time, Chino Valley, Arizona)

Town Representative: Steve Sullivan ssullivan@chinoaz.net
928-636-2646; ext. 1308

In accordance with the Town of Chino Valley Procurement Policy, competitive sealed Bids for the services specified herein will be received at the Town of Chino Valley Public Works Department at the above-referenced location until the date and time referenced above (the "Bid Deadline"). Bids received by the Bid Deadline shall be publicly opened and the Bid Price read. Bids must be in the actual possession of the Public Works Department on, or prior to, the Bid Deadline. Late Bids will not be considered and will be returned unopened. Each Bid shall be submitted in a sealed envelope with the Solicitation Name and the Bidder's name and address clearly indicated on the front of the envelope.

Copies of the Contract Documents, including plans and specifications, are available for download from the Town's website at <https://www.chinoaz.net/bids.aspx> beginning Tuesday, March 21, 2023, at 7:00 am.

* The Town of Chino Valley reserves the right to amend the solicitation schedule as necessary.
** The Contract Documents are available for the sole purpose of obtaining Bids on the Work and do not confer any license or grant of use.

**TOWN OF CHINO VALLEY
PUBLIC WORKS DEPARTMENT**

OFFER

The undersigned (the "Bidder") hereby offers this Bid as an offer to contract with the Town under the terms and conditions set forth below and certifies that Bidder has read, understands and agrees to fully comply with, and be contractually bound by, all terms and conditions as set forth in this Invitation For Bids ("IFB"), the Contract formed hereby (as defined below) and any amendments thereto, together with all Exhibits, Specifications, Plans and other documents included as part of this Contract (the "Contract Documents").

Arizona Transaction (Sales) Privilege Tax License Number: <u>20440611 - F</u>	For Clarification of this Bid contact: Name: <u>CLM Eastmaners LLC.</u> Telephone: <u>928-445-1918</u> Facsimile: <u>928-445-4773</u> Email: <u>info@clmeastmaners.com</u>
Federal Employer Identification Number: <u>26-4241330</u> <u>CLM Eastmaners LLC.</u> Contractor Name <u>810 Radio Drive</u> Address <u>Prescott</u> <u>AZ</u> <u>86304</u> Town State Zip Code	_____ Authorized Signature for Contractor <u>Conner Machy</u> Printed Name <u>President</u> Title
ACCEPTANCE OF OFFER (FOR TOWN OF CHINO VALLEY USE ONLY)	
Effective Date: _____ Contract No. _____ Official File: _____	
TOWN OF CHINO VALLEY, an Arizona municipal corporation _____ Jack W. Miller, Mayor ATTEST: _____ Erin N. Deskins, Town Clerk	
APPROVED AS TO FORM: _____ Andrew J. McGuire, Town Attorney	

**TOWN OF CHINO VALLEY
PUBLIC WORKS DEPARTMENT**

**TOWN OF CHINO VALLEY
ACKNOWLEDGMENT OF PLANS AND SPECIFICATIONS RECEIVED**

INVITATION FOR BIDS

FY 2023 STREET IMPROVEMENTS

Bidder certifies that it has reviewed and verified the following Plans and Specifications were included as part of the IFB for FY 2023 Street Improvements, released on March 21, 2023, and that the information contained therein has been incorporated in formulating the Bidder's Offer:

1. Town of Chino Valley FY 2023 Improvements Street and Sanitary Sewer Improvement Plans, Sheets 1-52, prepared by Civiltec Engineering, Inc.; sealed by Richard E. Aldridge on 03/16/23.
2. MAG Special Provisions prepared by Civiltec Engineering, Inc.; sealed by Richard E. Aldridge on 03/16/23.

Signed , Date 4/10/23 2023

Connor Moody President
Print Name and Title

LLM Earthmovers LLC.
Company Name

BID SCHEDULE INSTRUCTIONS:

1. Bidders must bid on all items. This completed and signed BID SCHEDULE shall be included with the Contractors Bid.
2. All items will be paid for in accordance with the Special Provisions, Section 109 on a Lump Sum basis. The "ENGINEERS ESTIMATED QUANTITY" and the "CONTRACTORS UNIT PRICE" will be used as a means of computing progress payments and as a basis for any Change Orders incurred.
3. The Owner reserves the right to recalculate the following Schedules if they appear disproportionate.
4. Where the Contractors Total Amount differs from the product of the Engineers Estimated Quantity/Unit and the Contractors Unit Price, the Engineer reserves the right to calculate a new Contractors Unit Price based on the Contractors Total Amount. In any case, the Contractors Total Amount, as indicated on the Bid Schedule and the Form of Proposal, shall serve as the basis of the bid amount for the work.
5. The Unit Prices include all associated taxes, insurance, bonds, profit, etc. associated with each item of work.
6. The Contract Allowance bid item amount as included in the Bid Schedule shall be included in the Contractors Total Base Bid amount, in numbers and in words. This is a contingency item for additional work that will only be authorized for payment by the Town for additional items of work requested and authorized in writing by the Town on this project.

Bidder's Acknowledgement



Date

4/10/23

BASE BID

ITEM No	BASE BID - ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
1	CONSTRUCTION SURVEY, STAKING, AS-BUILT SURVEY & AS-BUILT PLAN PREPARATION, MAG SP 105.8 & 105.16	LS	1	\$ 90,000.00	\$ 90,000.00
2	SAMPLES AND TESTING OF MATERIALS, MAG, SP 106.2	LS	1	\$ 38,500.00	\$ 38,500.00
3	SWPPP, EROSION CONTROL DEVICES AND SEEDING MAG SP 107.15	LS	1	\$ 29,500.00	\$ 29,500.00
4	MOBILIZATION, MAG 109.10	LS	1	\$ 253,000.00	\$ 253,000.00
5	REMOVALS, MAG 350	SY	22,100	\$ 10.15	\$ 224,315.00
6	TRAFFIC CONTROL, MAG SP 401 & ADOT REQUIREMENTS	LS	1	\$ 120,000.00	\$ 120,000.00
7	SUBGRADE PREPARATION (MAG 301), 8" SCARIFY AND RECOMPACT	SY	25,560	\$ 2.50	\$ 63,900.00
8	ASPHALT CONCRETE (MAG 3/4" MIX)	TONS	6,367	\$ 142.85	\$ 909,525.95
9	9" ABC, MAG 702-1 (INCLUDES 8" THICK SHOULDERS)	CY	6,273	\$ 60.10	\$ 337,007.30
10	STRIPING	LS	1	\$ 4,500.00	\$ 4,500.00
11	18" PVC, ASTM D3034, DR-35 SEWER MAIN	LF	6,181	\$ 222.00	\$ 1,372,182.00
12	COP DET 440P-1, 4" SEWER SERVICES	EA	29	\$ 4,614.00	\$ 133,806.00
13	MAG 552 CONCRETE FORD WITH 12" ABC BASE	EA	3	\$ 31,000.00	\$ 93,000.00
14	8" PVC ASTM D3034, DR-35 SEWER MAIN	LF	40	\$ 174.00	\$ 6,960.00
15	60" SEWER MANHOLES	EA	20	\$ 7,230.00	\$ 144,600.00
16	REMOVE AND REPLACE EXISTING MANHOLE . REPLACE PAVEMENT	LS	1	\$ 11,080.00	\$ 11,080.00
17	CONTRACT ALLOWANCE	LS	1	\$450,000.00	\$ 450,000.00

Bidder's Acknowledgement



Date

4/11/23

TOTAL BASE BID ITEMS IN NUMBERS: (\$) 4,321,876.25

In Words: FOUR MILLION, THREE HUNDRED TWENTY ONE THOUSAND,
EIGHT HUNDRED SEVENTY SIX & 25/100

Bidder's Acknowledgement



Date

4/11/23



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

6. b.

Meeting Date: 04/25/2023

Contact Person: Will Dingee, Senior Planner
Phone: 928-636-4427 x-1233

Department: Development Services

Estimated length 5 minutes

of staff presentation:

Physical location of item: Northeast corner of S Road 1 West and W Road 1 South

AGENDA ITEM TITLE:

Public hearing, consideration, and possible action to approve a Conditional Use Permit for a single-family residence on the commercially zoned parcel located at the northeast corner of S Road 1 West and W Road 1 South, Chino Valley, Arizona (APN 306-29-057A).

RECOMMENDED ACTION:

- (i) Hold public hearing.
- (ii) Approve a Conditional Use Permit for a single-family residence on the commercially zoned parcel located at the northeast corner of S Road 1 West and W Road 1 South, Chino Valley, Arizona.

SITUATION AND ANALYSIS:

See Attached

Fiscal Impact

Fiscal Impact?: N/A

If Yes, Budget Code:

Available:

Funding Source:

Attachments

CUP-2023-02 Staff Report



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM #	{{item.number}}	☐ Ordinance
MEETING DATE:	April 25, 2023	☐ Resolution
CONTACT PERSON:	Will Dingee, Assistant Director	☐ Public Hearing
		☐ Contract/IGA/PSA

AGENDA ITEM TITLE:

Public Hearing, and consideration and possible action on a Conditional Use Permit for a single-family residence on a commercially zoned parcel, northeast corner of S Road 1 West and W Road 1 South, Chino Valley, Arizona.

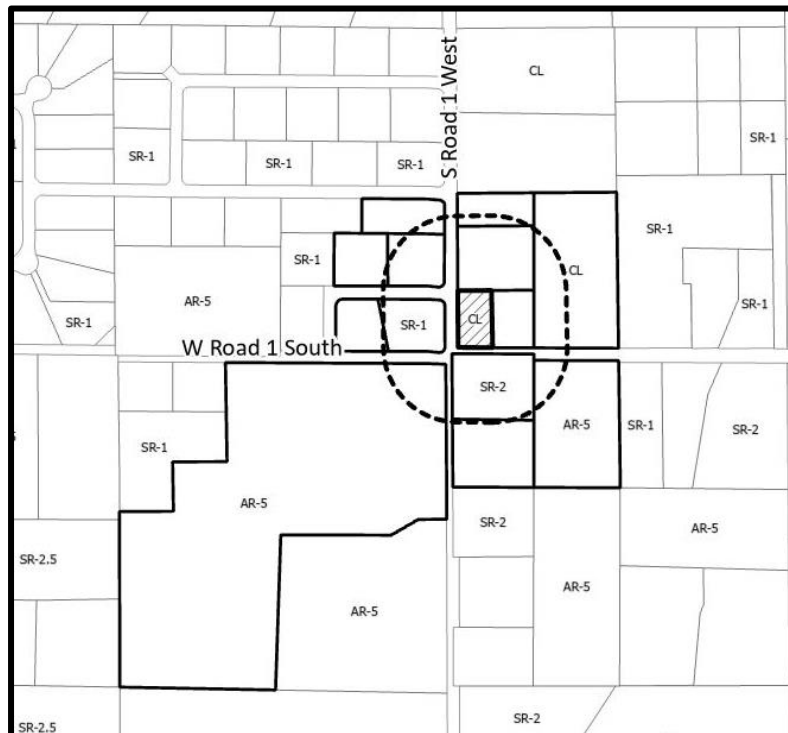
P&Z RECOMMENDED ACTION:

The Planning and Zoning Commission gave a recommendation of approval for this Conditional Use Permit

See Attachment 1 for the Conditions of Approval.

See Attachment 2 for a detailed dialog from the P&Z Hearing.

LOCATION



MAP:

LOCATION DATA:

	Existing Zoning	Use(s) on-site	General Plan Designation
Site	Commercial Light (CL)	Vacant	Medium Density Residential (2 Acres or Less)
North	Commercial Light (CL)	Vacant	Medium Density Residential (2 Acres or Less)
South	Single Family Residential 2-Acre Minimum (SR-2)	Residential	Medium Density Residential (2 Acres or Less)
East	Commercial Light (CL)	Residential	Medium Density Residential (2 Acres or Less)
West	Single Family Residential 1-Acre Minimum (SR-1)	Residential	Medium Density Residential (2 Acres or Less)

PUBLIC COMMENT:

Staff received no public comment regarding this item outside of the P&Z Hearing.

PREVIOUS ACTION:**Pre-Application Meetings**

January 11, 2023 – PA-2022-95

Rezone

May 26, 2005 – Ordinance No. 05-608 approved the rezone from SR-2 to CL.

SUMMARY:

This is a request by Curtis Asselstine for approval of a Conditional Use Permit to allow for the construction of single-family residence on a commercially zoned parcel. Section 3.15.C.1 of the Unified Development Ordinance lists “Single-family Residence” as a Conditional Use in Commercial Light.

See Attachment 3 P&Z Staff Report

FISCAL IMPACT? – N/A

Attachments

Attachment 1 – Conditions of Approval

Attachment 2 – P&Z Meeting Minutes

Attachment 3 – P&Z Staff Report

Attachment 1 – Conditions of Approval

The following conditions have been found to have a reasonable nexus and are roughly proportionate to the impact of the proposed conditional use for the site:

Development Services Comments: Laurie Lineberry, Director, 928 636-4427- x1217

1. The conditions listed below are in addition to Town codes, rules, fees, and regulations that are applicable to this action.
2. The Owner shall sign a Waiver of Claims form, which the Town will provide and record with the Yavapai County Recorder's Office, prior to the conditional use permit being heard by the Town Council.

Public Works/Engineering: Frank Marbury, Director, (928) 636-7140 - x1226

3. Staff recommends this property have the ability to utilize a private onsite septic system, permitted by Yavapai County Environmental Services, as the nearest Town sewer main is approximately 250' north of the north property line in Rd 1 West.
4. The Owner shall provide a grading plan and drainage report prior to permitting.
5. The Owner shall dedicate approximately 15' of additional right of way, for a total of 40' east of the west section line of section 27 along South Road 1 West.
6. The Owner shall dedicate approximately 15' of additional right of way, for a total of 40' north of the east-west mid-section line of section 27 along West Road 1 South.
7. The Owner shall dedicate additional right of way at the street intersection to round the property line corners by circular arc having a minimum chamfer length of thirty-five (35) feet.

Attachment 2 – P&Z Meeting Minutes – April 4, 2023

PUBLIC HEARING #D.2 - CASE# CUP-2023-02 – *This is a request by Curtis Asselstine, for approval of a Conditional Use Permit for a single family residence on a commercially zoned parcel located at the northeast corner of S Road 1 West and W Road 1 South, Chino Valley, Arizona.*

Chair Merritt asked the Commission if anyone had a disclosure to declare regarding this project. There were none.

Bethan Heng, Associate Planner presented the staff report for case CUP-2023-02 and recommended approval. **Meadors** asked about Condition #5 and if that right-of-way dedicated could come from the property on the other side of the road. **Frank Marbury** stated that this footage is half of the total right-of-way and half would be required from the other property as well.

The applicants' representative, **Chris Asselstine** spoke for his father, Curtis Asselstine. He shared that he and his family would be living in the home on this property. He added that he when he visited the site he spoke with some of the neighbors and they were all agreeable with a home at this location. He stated that building a home here would be a great opportunity for his family.

Merritt opened the public hearing.

Rachelle Fernow, alternate commissioner, asked about the connection to the town sewer within 250 feet north of the property and had concerns about a septic system being on this property with the waterflow issues. She also added that a water line is right at the property line. She felt there should be more in-depth research for this project related to the flooding possibilities related to the proposed septic. **Marbury** stated that for a single lot, outside of a subdivision, there is no town requirement for them to extend the main sewer line, which is at a cost of \$300 a linear foot, so the cost would be approximately \$75,000 to bring the sewer to this property.

Merritt mentioned the sheetflow identified on the plot plan. **Marbury** stated that the flow indicated on that property is based on a Chino Valley master study. He added that this map is for planning purposes only and to get an exact indication of the sheetflow, a licensed engineer would have to be hired to evaluate that area. **Switzer** clarified that the Arizona Department of Environmental Quality (ADEQ) has assigned Yavapai County the authority to approve all septic systems. **Marbury** also stated that the right-of-way dedications and easements are calculated into the acreage for septic systems.

There were no further comments from the public.

Merritt closed the public hearing.

MOTION - A motion was made by Vice-Chair Pasciak and seconded by Commissioner Switzer to approve CUP-2023-02, as presented by staff. This motion passed with a 7-0 roll call vote.

**Attachment 3 – Planning and Zoning Staff Report
Presented April 4, 2023**



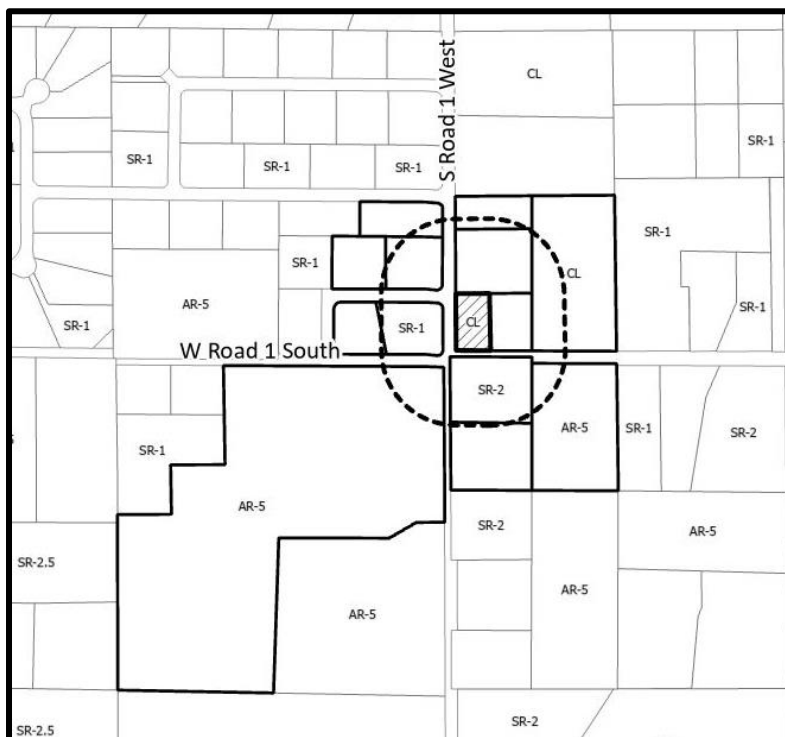
TOWN OF CHINO VALLEY
Planning Commission Staff Report
April 4th, 2023
File Number CUP-2023-02
Conditional Use Permit

PROJECT DESCRIPTION

This is a request by Curtis Asselstine, for approval of a Conditional Use Permit for a single family residence on a commercially-zoned parcel located at the northeast corner of S Road 1 West and W Road 1 South, Chino Valley, Arizona.

LOCATION DATA

	Existing Zoning	Use(s) on-site	General Plan Designation
Site	Commercial Light (CL)	Vacant	Medium Density Residential (2 Acres or Less)
North	Commercial Light (CL)	Vacant	Medium Density Residential (2 Acres or Less)
South	Single Family Residential 2-Acre Minimum (SR-2)	Residential	Medium Density Residential (2 Acres or Less)
East	Commercial Light (CL)	Residential	Medium Density Residential (2 Acres or Less)
West	Single Family Residential 1-Acre Minimum (SR-1)	Residential	Medium Density Residential (2 Acres or Less)

LOCATION MAP

PRIOR SITE ACTIONS:

Code Enforcement Cases

March 3, 2006 – Weeds
August 9, 2010 – Weeds

Land Division Status

June 6, 1995 – Lot split of APN 306-29-026K (Sibling parcel APN 306-29-057).

Rezone

May 26, 2005 – Ordinance No. 05-608 approved the rezone from AR-2 to CL.

STAFF RECOMMENDATION:

Staff recommends that the Planning and Zoning Commission forward to the Town Council a recommendation of **APPROVAL** for the Curtis Asselstine Residential Conditional Use Permit for a Single Family Residence with Conditions of Approval found in Attachment A.

SUGGESTED MOTION:

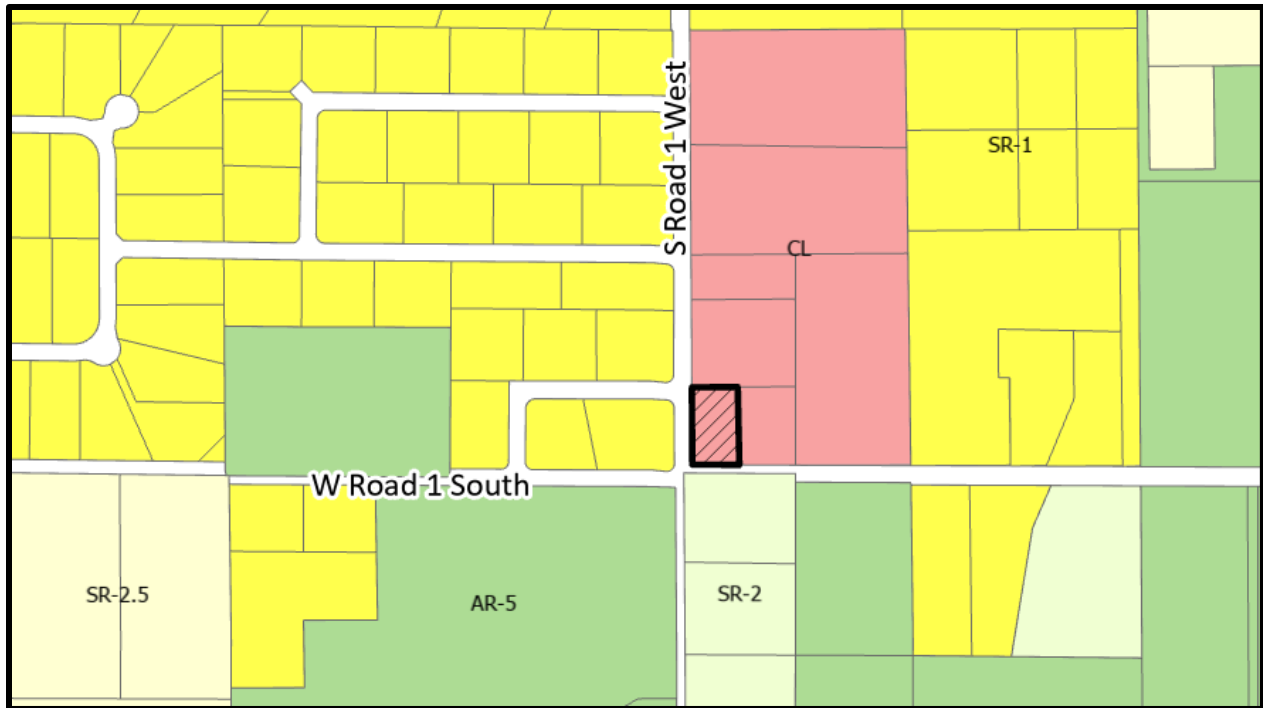
Move to **APPROVE** Conditional Use Permit CUP-2023-02 as presented, subject to the staff report and information provided during this hearing, and the Conditions of Approval in Attachment A

EFFECT OF THE APPROVAL:

By approving this Conditional Use Permit, the Planning and Zoning Commission is recommending approval to Town Council for the Curtis Asselstine Conditional Use Permit, located at the northeast corner of S. Road 1 West and W. Road 1 South, subject to the staff report and information provided during this hearing, and affirmatively finds that the request is in conformance with the previously approved zoning on the parcel.

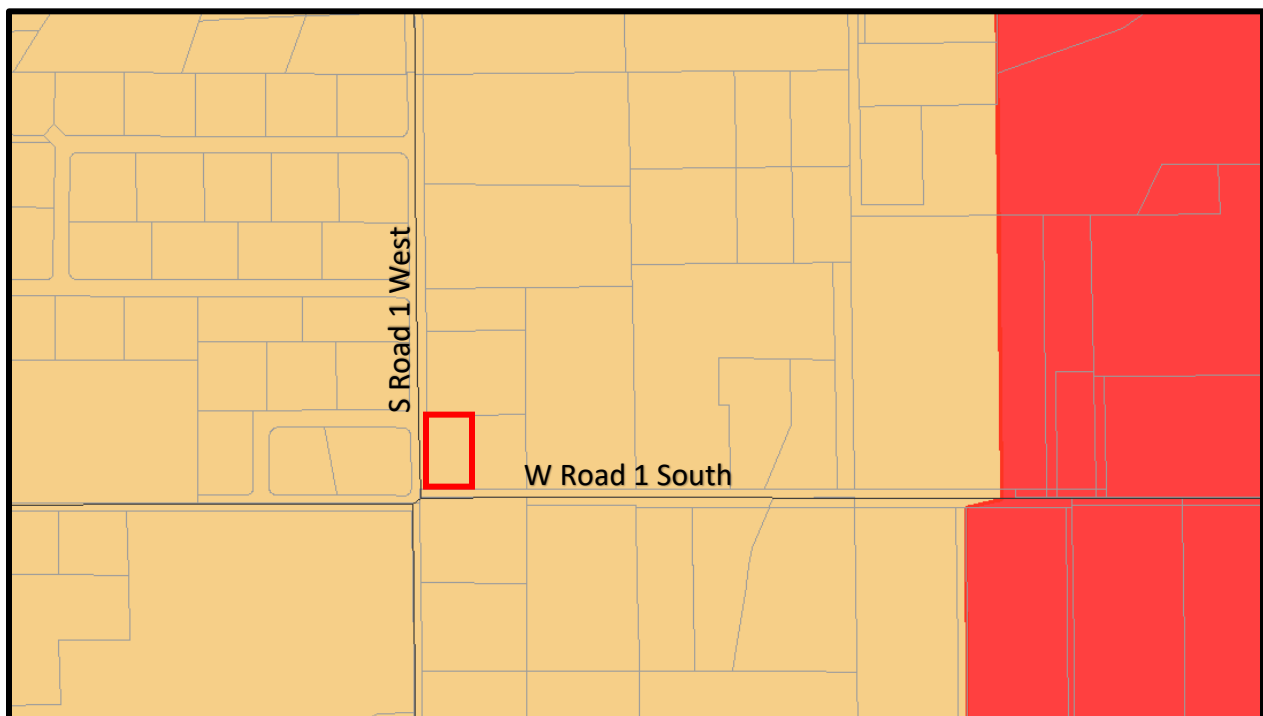
Zoning

The subject property is currently zoned as Commercial Light (CL). The applicant is requesting a Conditional Use Permit to place a Single Family Residence on the subject property. Section 3.15.C.1 of the Unified Development Ordinance lists “Single-family Residence” as a Conditional Use.



General Plan

The General Plan designates the subject property for Medium Density Residential (2 acres or less). Having a Conditional Use Permit for the Single Family Residence will retain the Commercial Light zoning district, satisfying the General Plan Land Use Designation.



Conditional Use Permit

A Conditional Use Permit is a use that because of special requirements or characteristics, may be allowed in a particular zoning district only after review by the Commission and Council, granting of conditional use approval by imposing such conditions as necessary to make the use compatible with other uses permitted in the same zoning district or vicinity. Conditional uses run with the land.

Section 3.15.C.1 includes Single-Family Residences as a conditional use, a use that may be approved with a Conditional Use Permit. The Conditional Use Permit is subject to discretionary approval by Council, if the location and context of the site is suitable for the required use.

Staff is recommending that the following conditions be attached to this Conditional Use Permit:

- The applicant shall apply for a revision to the Conditional Use Permit if any changes are proposed to the attached approved site plan.

Staff Analysis:

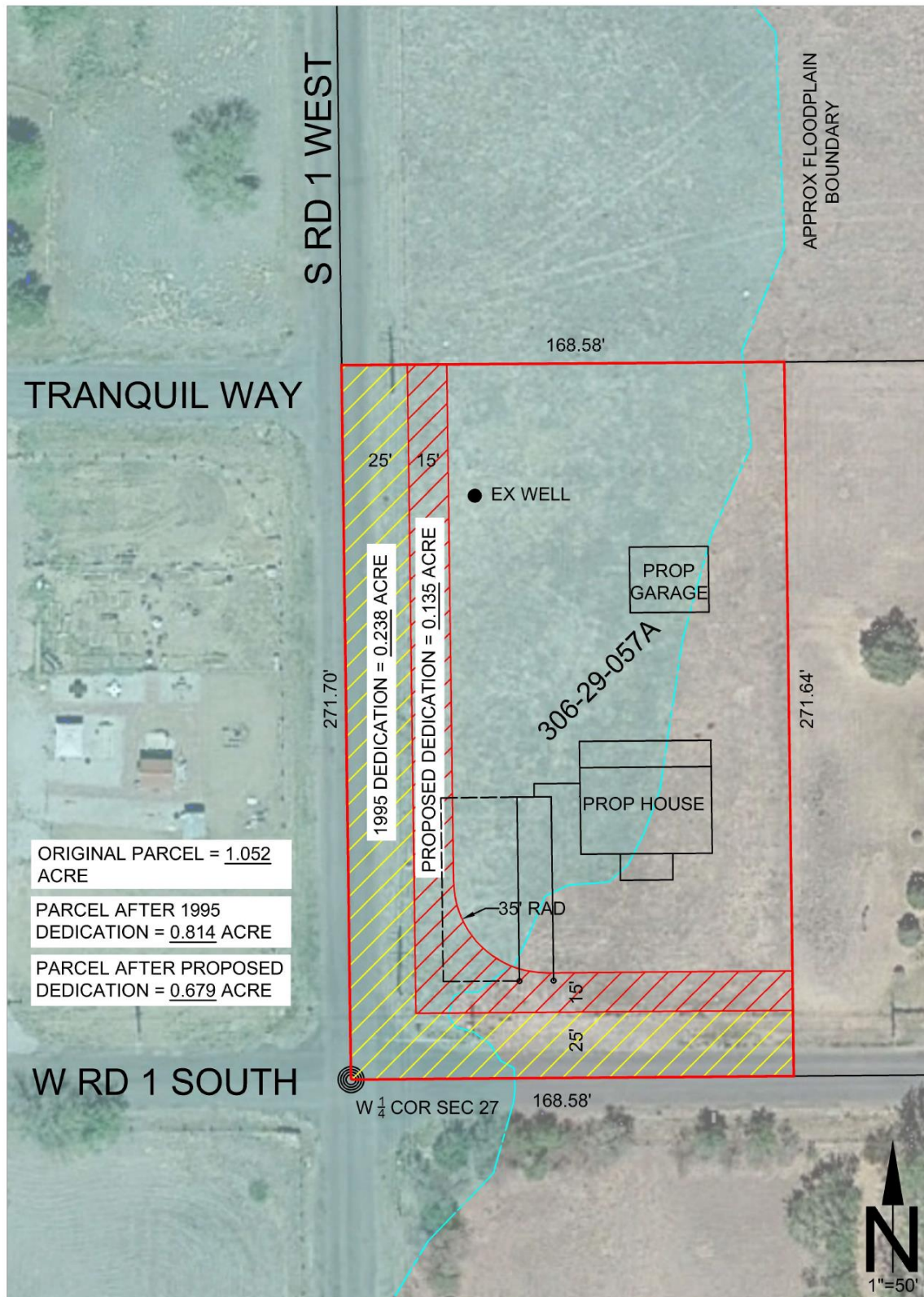
Pathway to Entitlements

The applicant is intending to use the subject property for a single family residence. The applicant has two possible pathways to obtaining entitlements to this type of land use. The first possible pathway is a rezone from Commercial Light to a Single Family Residential District. The second possible pathway is through a Conditional Use Permit, since a Single Family Residence is listed as a Conditional Use. The applicant has chosen the second pathway.

Flooding

The subject property is in an area of potential flooding as shown by The Town of Chino Valley Area Drainage Master Study. The following image shows the extent of the flooding on the subject property.

Potential Flooding Area



PUBLIC COMMENTS RECEIVED: None received.

EXTERNAL AGENCY COMMENTS: See Attachment B

NEIGHBORHOOD MEETING COMMENTS: See Attachment C

PROPOSED CONDITIONS DELIVERED TO APPLICANT ON: March 14, 2023

X	Applicant agreed with all of the conditions of approval on (March 17 th , 2023)
	Applicant did not agree with the following conditions of approval: (list #'s)
	If the Planner is unable to make contact with the applicant – describe the situation and attempts to contact.

ATTACHMENTS:

A	B	C	D	E
Conditions of Approval	External Agency Comments	Neighborhood Meeting Comments	Site Plan & Exhibits	Staff Research

PREPARED BY:

DATE:

BETHAN HENG, PLANNER
(BHENG@CHINOAZ.NET)
928 636-4427 - x1295

MARCH 20, 2023

APPROVED BY:

LAURIE LINEBERRY, AICP
DEVELOPMENT SERVICES DIRECTOR

ATTACHMENT A CONDITIONS OF APPROVAL
--

The following conditions have been found to have a reasonable nexus and are roughly proportionate to the impact of the proposed conditional use for the site:

Development Services Comments: Laurie Lineberry, Director, 928 636-4427- x1217

1. The conditions listed below are in addition to Town codes, rules, fees, and regulations that are applicable to this action.
2. The Owner shall sign a Waiver of Claims form, which the Town will provide and record with the Yavapai County Recorder's Office, prior to the conditional use permit being heard by the Town Council.

Public Works/Engineering: Frank Marbury, Director, (928) 636-7140 - x1226

3. Staff recommends this property have the ability to utilize a private onsite septic system, permitted by Yavapai County Environmental Services, as the nearest Town sewer main is approximately 250' north of the north property line in Rd 1 West.
4. The Owner shall provide a grading plan and drainage report prior to permitting.
5. The Owner shall dedicate approximately 15' of additional right of way, for a total of 40' east of the west section line of section 27 along South Road 1 West.
6. The Owner shall dedicate approximately 15' of additional right of way, for a total of 40' north of the east-west mid-section line of section 27 along West Road 1 South.
7. The Owner shall dedicate additional right of way at the street intersection to round the property line corners by circular arc having a minimum chamfer length of thirty-five (35) feet.

Any questions or comments regarding the Conditions of Approval as stated above should be directed to the staff member who provided the comment. Name and phone numbers are provided.

ATTACHMENT B
EXTERNAL AGENCY COMMENTS

STAFF RECEIVED NO COMMENTS FROM EXTERNAL AGENCIES.

ATTACHMENT C
NEIGHBORHOOD MEETING COMMENTS

DATE MEETING HELD: MARCH 2, 2023

LOCATION: CHINO VALLEY TOWN HALL COUNCIL CHAMBERS – 202 NORTH STATE ROUTE 89

ATTENDEES:

AGENT/DEVELOPER: CURTIS AND TRYSTAN ASSELSTINE, APPLICANT; TOINETTE ROCCA, PROPERTY OWNER.

TOWN STAFF: BETHAN HENG, ASSOCIATE PLANNER

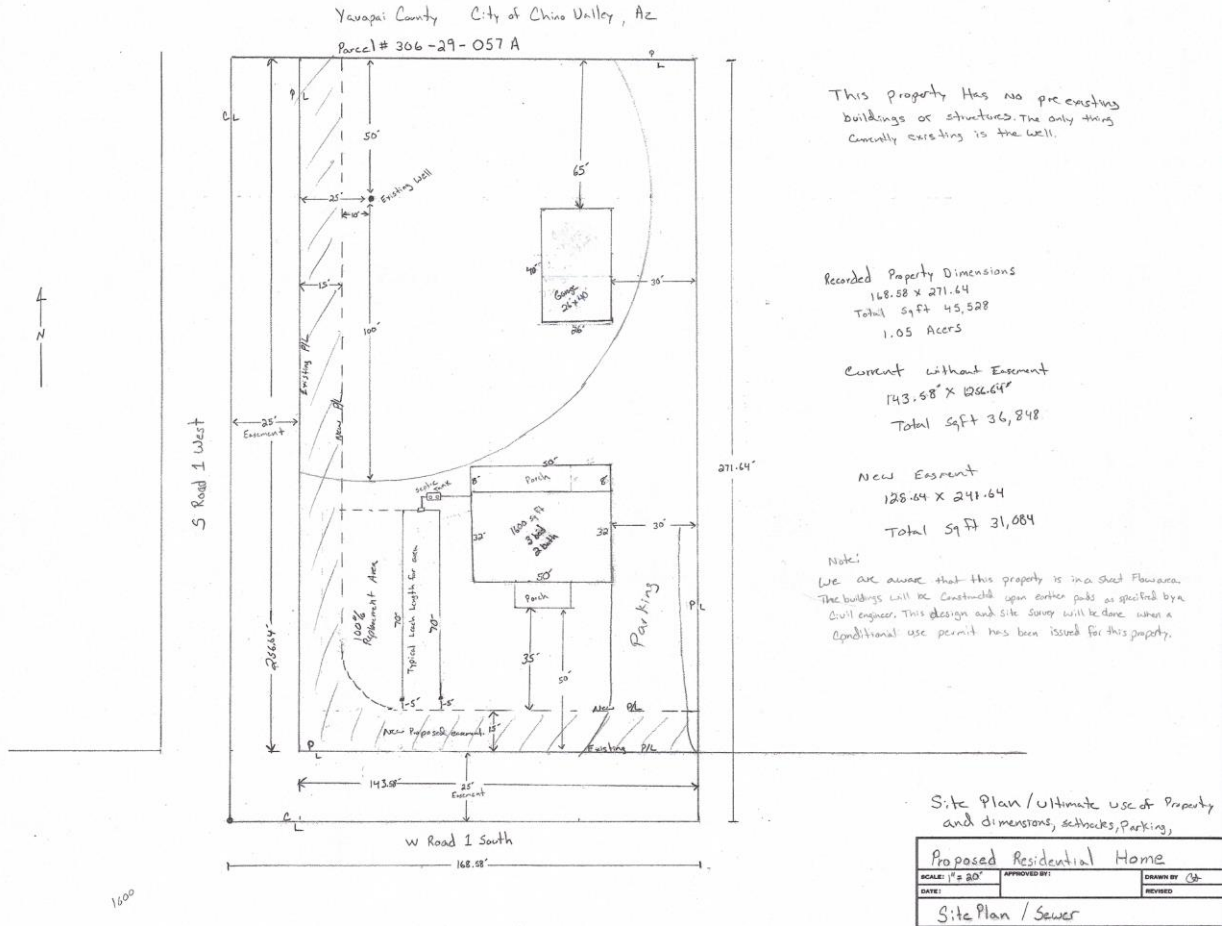
No neighbors were in attendance at the Neighborhood Meeting.

ATTACHMENT D SITE PLAN AND EXHIBITS

APN# 306-29-057A

Address: Property located on the northeast corner of S Road 1 West and W Road 1 South,
Chino Valley, Arizona.

Site Plan Submitted by Applicant at Point of Submission



ATTACHMENT E
STAFF RESEARCH

	STAFF RESEARCH – CUP CASE #: CUP-2023-02 CASE PLANNER: BETHAN HENG
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I. PROJECT DATA

Project Location:	Property located on the northeast corner of S Road 1 West and W Road 1 South, Chino Valley, Arizona.				
Parcel Number(s):	APN 306-29-057A				
Parcel Size(s):	0.814 Acres				
Total Acreage:	1.052 Acres				
Proposed Dwelling Units:	1 Single Family Residence				
Address:	Property located on the northeast corner of S Road 1 West and W Road 1 South, Chino Valley, Arizona.				
Applicant:	Curtis Asselstine				
Applicant's Agent:	N/A				
Land Use Conformity Matrix:	Conforms:	Yes	X	No	
Zoning Overlay	PAD	N/A	Commercial Light (CL)		

	Existing Zoning	Use(s) on-site	General Plan Designation
Site	Commercial Light (CL)	Vacant	Medium Density Residential (2 Acres or Less)
North	Commercial Light (CL)	Vacant	Medium Density Residential (2 Acres or Less)
South	Single Family Residential 2-Acre Minimum (SR-2)	Residential	Medium Density Residential (2 Acres or Less)
East	Commercial Light (CL)	Residential	Medium Density Residential (2 Acres or Less)
West	Single Family Residential 1-Acre Minimum (SR-1)	Residential	Medium Density Residential (2 Acres or Less)

Prior Cases or Related Actions:					
Type	Conforms				Cases, Actions or Agreements
Pre-Annexation Agreement	Yes		No	X	
Annexation	Yes	X	No		November 30, 1970 – 1 st Annexation
General Plan Amendment	Yes		No	X	
Development Agreement	Yes		No	X	
Rezone	Yes		No	X	
Subdivision	Yes		No	X	
Conditional Use Permit	Yes		No	X	

**ATTACHMENT E
STAFF RESEARCH**

Pre-Application Meeting	Yes	X	No	January 11, 2023 – PA-2022-95
Enforcement Actions	Yes	X	No	March 3, 2006 – Weeds August 9, 2010 - Weeds
Land Division Status:	Yes	X	No	June 6, 1995 – Lot split of APN 306-29-026K (Sibling Parcel APN 306-29-057)
Irrigation District:	N/A			
<u>Detailed Narrative</u>	Request for Conditional Use Permit to place a Single Family Residence on the property with Commercial Light (CL) zoning.			

II. TOWN OF CHINO VALLEY GENERAL PLAN

Land Use Element:		
Land Use Designation:	Medium Density Residential (2 Acres or Less)	
Issues:	N/A	
Public Services Element:		
Water Facility Plan:	Source:	Existing City of Prescott 6" Water Main available at subject property.
Sewer Facility Plan:	Treatment:	12" Existing Gravity 250ft from subject property. The applicant may use septic on site as long as it satisfies Yavapai County Environmental Services requirements.
Issues:	None.	
Safety Element:		
Flood Plain Designation:	Yavapai County Flood District Flood Plain.	
Issues:	The Town of Chino Valley Area Drainage Master Study indicates the potential for flooding on the property.	
Transportation Element:		
Road Classification	Rural Road without Trail	
Issues:	None.	
Parks and Rec Element:		
Closest Park:	Center Street Park (0.5 miles away)	
Within 1 mile of the Peavine Trail?	No.	

NOTIFICATION

- **Legal Ad Published:** (03/07/23)
- **300' Vicinity Mailing:** (02/13/23)
- **20 Commenting/Reviewing Agencies noticed:** (02/09/23)
- **Neighborhood Meeting:** (03/02/23)
- **Hearing Dates:** (04/04/23)
- **Comments Due:** (02/27/23)

ATTACHMENT E
STAFF RESEARCH

External List (Comments)	Response Received	Date Received	"No Comment"	Written Comments	Comments Attached
Samantha Alvarez – APS	N				
Richard Perez - A.D.O.T.	N				
Ralph Baker – C.V.I.D.	N				
Cody Rose - CAFMA	Y	2/9/2023	X		
Suzanne Ehrlich – YC ENV	N				
Monica Kriner – YC Health	Y	2/9/2023	X		
SparkLight Cable	N				
LUMEN (Previously Centurylink)	N				
Unisource Gas	N				
CVUSD	N				
United States Postal Service	N				
Mark Holmes – Water Advisor	N				
Town of Chino Valley Internal List (Conditions)	Response Received	Date Received	"No Conditions"	Written Conditions	Comments Attached
Bethan Heng – Associate Planner (DS)	N				
Will Dingee – Assistant Director (DS)	N				
Laurie Lineberry – DS Director	Y	3/1/2023		X	X
Frank Marbury – PW Director	N				
Steve Sullivan – Assistant Engineer (PW)	Y	2/9/2023		X	X
Dan Trout – CBO (DS)	N				
Damon Stanley or Tracey Dashiell – Code Enforcement	N				
Chuck Winn – Chief of Police (Police)	N				



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

6. c.

Meeting Date: 04/25/2023
Contact Person: Will Dingee, Senior Planner
 Phone: 928-636-4427 x-1233
Department: Development Services
Estimated length of staff presentation: 5 minutes
Physical location of item: 700 W Road 5 1/2 North

AGENDA ITEM TITLE:

Public hearing, consideration, and possible action to approve a Conditional Use Permit for a single-family residence on the commercially zoned parcel located at 700 W Road 5 1/2 North, Chino Valley, Arizona (APN 306-46-003F).

RECOMMENDED ACTION:

- (i) Hold the public hearing.
- (ii) Approve a Conditional Use Permit for a single-family residence on the commercially zoned parcel located at 700 W Road 5 1/2 North, Chino Valley, Arizona (APN 306-46-003F).

SITUATION AND ANALYSIS:

See Attached

Fiscal Impact

Fiscal Impact?: N/A

If Yes, Budget Code:

Available:

Funding Source:

Attachments

CUP-2023-01 Staff Report



TOWN COUNCIL AGENDA ITEM STAFF REPORT

AGENDA ITEM #	{{item.number}}	☐ Ordinance
MEETING DATE:	April 25, 2023	☐ Resolution
CONTACT PERSON:	Will Dingee, Assistant Director	☐ Public Hearing
		☐ Contract/IGA/PSA

AGENDA ITEM TITLE:

Public Hearing, and consideration and possible action on a Conditional Use Permit for a single-family residence on a commercially zoned parcel, 700 W Road 5 1/2 North, Chino Valley, Arizona.

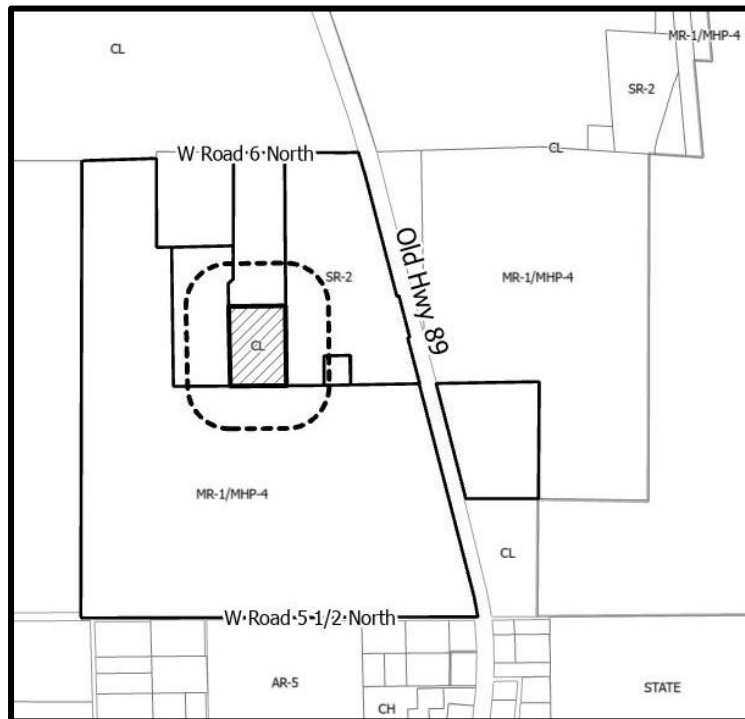
P&Z RECOMMENDED ACTION:

The Planning and Zoning Commission gave a recommendation of approval for this Conditional Use Permit

See Attachment 1 for the Conditions of Approval.

See Attachment 2 for a detailed dialog from the P&Z Hearing.

LOCATION



MAP:

LOCATION DATA:

	Existing Zoning	Use(s) on-site	General Plan Designation
Site	Commercial Light (CL)	Vacant	Commercial / Multi-Family Residential
North	Commercial Light (CL)	Vacant	Commercial / Multi-Family Residential
South	Multiple Family Residential (MR) / Mobile Home Park (MHP)	Vacant	Commercial / Multi-Family Residential
East	Single Family Residential 2-Acre Minimum (SR-2)	Old Farmstead Retail Store	Commercial / Multi-Family Residential
West	Single Family Residential 2-Acre Minimum (SR-2)	Residential	Commercial / Multi-Family Residential

PUBLIC COMMENT:

Staff received no public comment regarding this item.

PREVIOUS ACTION:**Pre-Application Meetings**

August 10, 2022 – PA-2022-54

Rezone

May 26, 2005 – Ordinance No. 05-608 approved the rezone from SR-2 to CL

SUMMARY:

This is a request by Travis Bates, for approval of a Conditional Use Permit to allow for the construction of single-family residence on a commercially zoned parcel. Section 3.15.C.1 of the Unified Development Ordinance lists “Single-family Residence” as a Conditional Use in Commercial Light.

See Attachment 3 P&Z Staff Report

FISCAL IMPACT? – N/A

Attachments

Attachment 1 – Conditions of Approval

Attachment 2 – P&Z Meeting Minutes

Attachment 3 – P&Z Staff Report

Attachment 1 – Conditions of Approval

The following conditions have been found to have a reasonable nexus and are roughly proportionate to the impact of the proposed conditional use for the site:

Development Services Comments: Laurie Lineberry, Director, 928 636-4427- x1217

1. The conditions listed below are in addition to Town codes, rules, fees, and regulations that are applicable to this action.
2. The Owner shall sign a Waiver of Claims form, which the Town will provide and record with the Yavapai County Recorder's Office, prior to the conditional use permit being heard by the Town Council.

Attachment 2 – P&Z Meeting Minutes – April 4, 2023

PUBLIC HEARING #D.1 - CASE# CUP-2023-01 – *This is a request by Travis and Lisa Bates, for approval of a Conditional Use Permit for a single family residence on a commercially zoned parcel located at 1650 feet west of SR89 on the north side of W Road 5 ½ North, Chino Valley, Arizona.*

Chair Merritt asked the Commission if anyone had a disclosure to declare regarding this project. There were none.

Bethan Heng, Associate Planner presented the staff report for case CUP-2023-01 and recommended approval. There were no questions for staff from the commissioners.

Applicant **Travis Bates** shared that property in this area had been owned by the family since the 1940's and he recently inherited this parcel. He planned to build a family residence and felt it would enhance that area of the town.

Switzer asked the applicant why he had not requested a rezone. **Laurie Lineberry** shared that in the current general plan this parcel is in a commercial area, but the new general plan it would be in a residential area. **Bates** stated that he is wanting to build soon and that there was a long delay until November for the new general plan. **Switzer** also shared that there is a possibility the residential designation might not happen. **Merritt** mentioned that the applicant may have an issue for a residential loan on a commercial property. **Bates** said that was a non-issue for him.

Merritt opened the public hearing. There were no comments from the public.

Merritt closed the public hearing.

MOTION - A motion was made by Commissioner Meadors and seconded by Vice-Chair Pasciak to approve CUP-2023-01, as presented by staff. This motion passed with a 7-0 roll call vote.

**Attachment 3 – Planning and Zoning Staff Report
Presented February 7, 2023**



TOWN OF CHINO VALLEY
Planning Commission Staff Report
April 4th, 2023
File Number CUP-2023-01
Conditional Use Permit

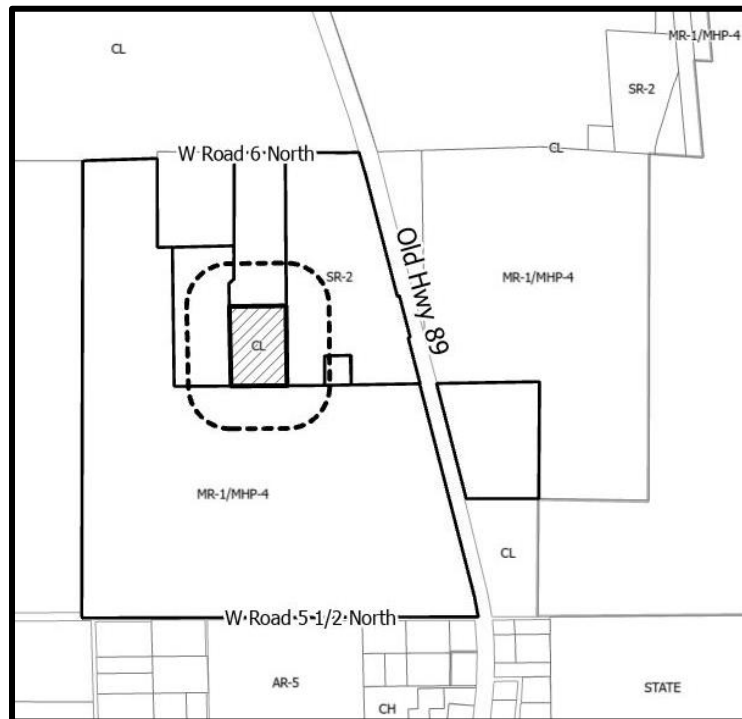
PROJECT DESCRIPTION

This is a request by Travis and Lisa Bates, for approval of a Conditional Use Permit for a single family residence on a commercially-zoned parcel 1650 feet west of SR89 on the north side of W Road 5 ½ North, Chino Valley, Arizona.

LOCATION DATA

	Existing Zoning	Use(s) on-site	General Plan Designation
Site	Commercial Light (CL)	Vacant	Commercial / Multi-Family Residential
North	Commercial Light (CL)	Vacant	Commercial / Multi-Family Residential
South	Multiple Family Residential (MR) / Mobile Home Park (MHP)	Vacant	Commercial / Multi-Family Residential
East	Single Family Residential 2-Acre Minimum (SR-2)	Old Farmstead Retail Store	Commercial / Multi-Family Residential
West	Single Family Residential 2-Acre Minimum (SR-2)	Residential	Commercial / Multi-Family Residential

LOCATION MAP



PRIOR SITE ACTIONS:**Land Division Status**

January 6, 2006 – Lot split of APN 306-46-003D (Sibling parcel APN 306-46-003E).

STAFF RECOMMENDATION:

Staff recommends that the Planning and Zoning Commission forward to the Town Council a recommendation of **APPROVAL** for the Travis Bates Conditional Use Permit for a Single Family Residence with Conditions of Approval found in Attachment A.

SUGGESTED MOTION:

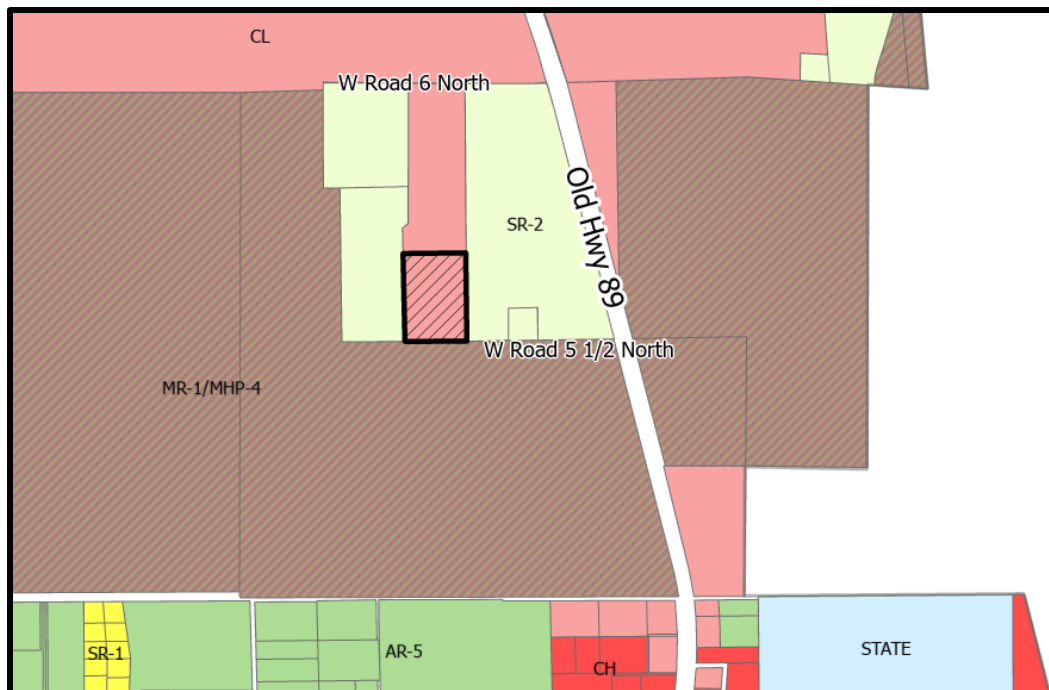
Move to **APPROVE** Conditional Use Permit CUP-2023-01 as presented, subject to the staff report and information provided during this hearing, and the Conditions of Approval in Attachment A.

EFFECT OF THE APPROVAL:

By approving this Conditional Use Permit, the Planning and Zoning Commission is recommending approval to Town Council for the Bates Conditional Use Permit, located on a commercially-zoned parcel 1650 feet west of SR89 on the north side of W Road 5 ½ North, subject to the staff report and information provided during this hearing, and affirmatively finds that the request is in conformance with the previously approved zoning.

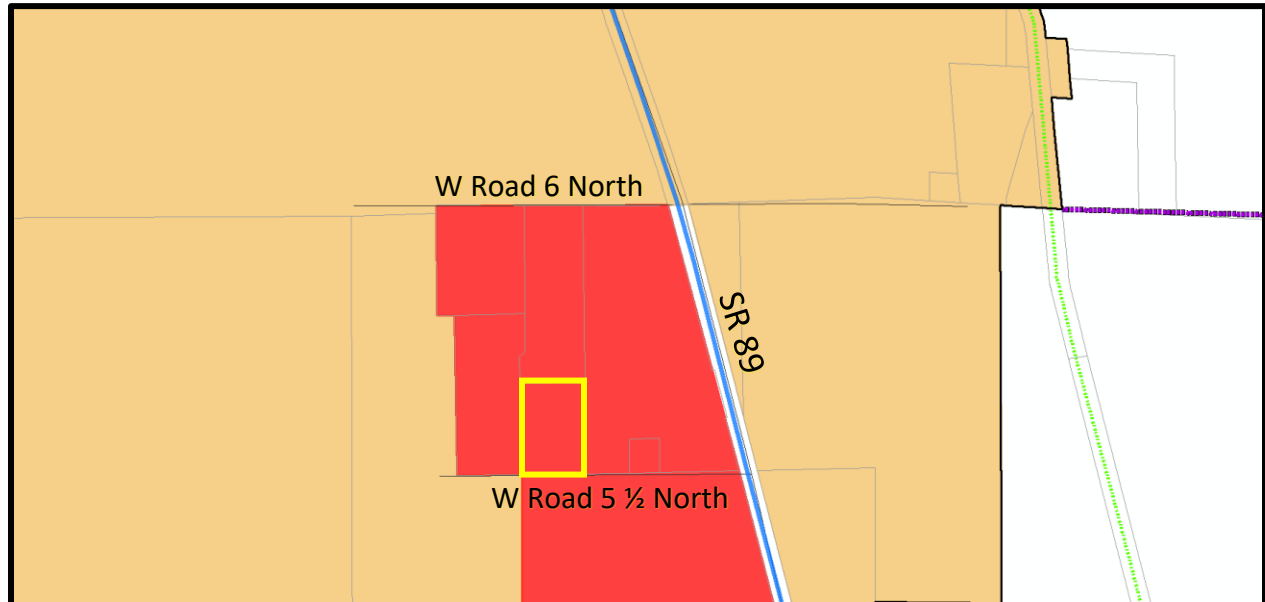
Zoning

The subject property is currently zoned Commercial Light (CL). The applicant is requesting a Conditional Use Permit to place a Single Family Residence on the property. Section 3.15.C.1 of the Unified Development Ordinance lists “Single-family Residence” as a Conditional Use.



General Plan

The General Plan designates the subject property for Commercial/Multi-family Residential. Having a Conditional Use Permit for the Single Family Residence will retain the Commercial Light zoning district, satisfying the General Plan requirement.



Conditional Use Permit

A Conditional Use Permit is a use that because of special requirements or characteristics, may be allowed in a particular zoning district only after review by the Commission and Council, granting of conditional use approval by imposing such conditions as necessary to make the use compatible with other uses permitted in the same zoning district or vicinity. Conditional uses run with the land.

Section 3.15.C.1 includes Single-Family Residences as a conditional use, a use that may be approved with a Conditional Use Permit. The Conditional use permit is subject to discretionary approval by Council if the location and context of the site is suitable for the required use.

Staff is recommending that the following conditions be attached to this Conditional Use Permit:

- The applicant shall apply for a revision to the Conditional Use Permit if any changes are proposed to the attached approved site plan.

PUBLIC COMMENTS RECEIVED: None received.

EXTERNAL AGENCY COMMENTS: See Attachment B

NEIGHBORHOOD MEETING COMMENTS: See Attachment C

PROPOSED CONDITIONS DELIVERED TO APPLICANT ON: February 28, 2023

X	Applicant agreed with all of the conditions of approval on (March 7, 2023)
	Applicant did not agree with the following conditions of approval: (list #'s)
	If the Planner is unable to make contact with the applicant – describe the situation and attempts to contact.

ATTACHMENTS:

A	B	C	D	E
Conditions of Approval	External Agency Comments	Neighborhood Meeting Comments	Site Plan & Exhibits	Staff Research

PREPARED BY:

DATE:

BETHAN HENG, PLANNER
(BHENG@CHINOAZ.NET)
928 636-4427 - x1295

MARCH 13, 2023

APPROVED BY:

LAURIE LINEBERRY, AICP
DEVELOPMENT SERVICES DIRECTOR

ATTACHMENT A
CONDITIONS OF APPROVAL

The following conditions have been found to have a reasonable nexus and are roughly proportionate to the impact of the proposed conditional use for the site:

Development Services Comments: Laurie Lineberry, Director, 928 636-4427- x1217

1. The conditions listed below are in addition to Town codes, rules, fees, and regulations that are applicable to this action.
2. The Owner shall sign a Waiver of Claims form, which the Town will provide and record with the Yavapai County Recorder's Office, prior to the conditional use permit being heard by the Town Council.

Any questions or comments regarding the Conditions of Approval as stated above should be directed to the staff member who provided the comment. Name and phone numbers are provided.

ATTACHMENT B
EXTERNAL AGENCY COMMENTS

STAFF RECEIVED NO COMMENTS FROM EXTERNAL AGENCIES.

ATTACHMENT C
NEIGHBORHOOD MEETING COMMENTS

DATE MEETING HELD: MARCH 2, 2023

LOCATION: CHINO VALLEY TOWN HALL COUNCIL CHAMBERS – 202 NORTH STATE ROUTE 89

ATTENDEES:

AGENT/DEVELOPER: LISA AND TRAVIS BATES, PROPERTY OWNERS.

TOWN STAFF: BETHAN HENG, ASSOCIATE PLANNER

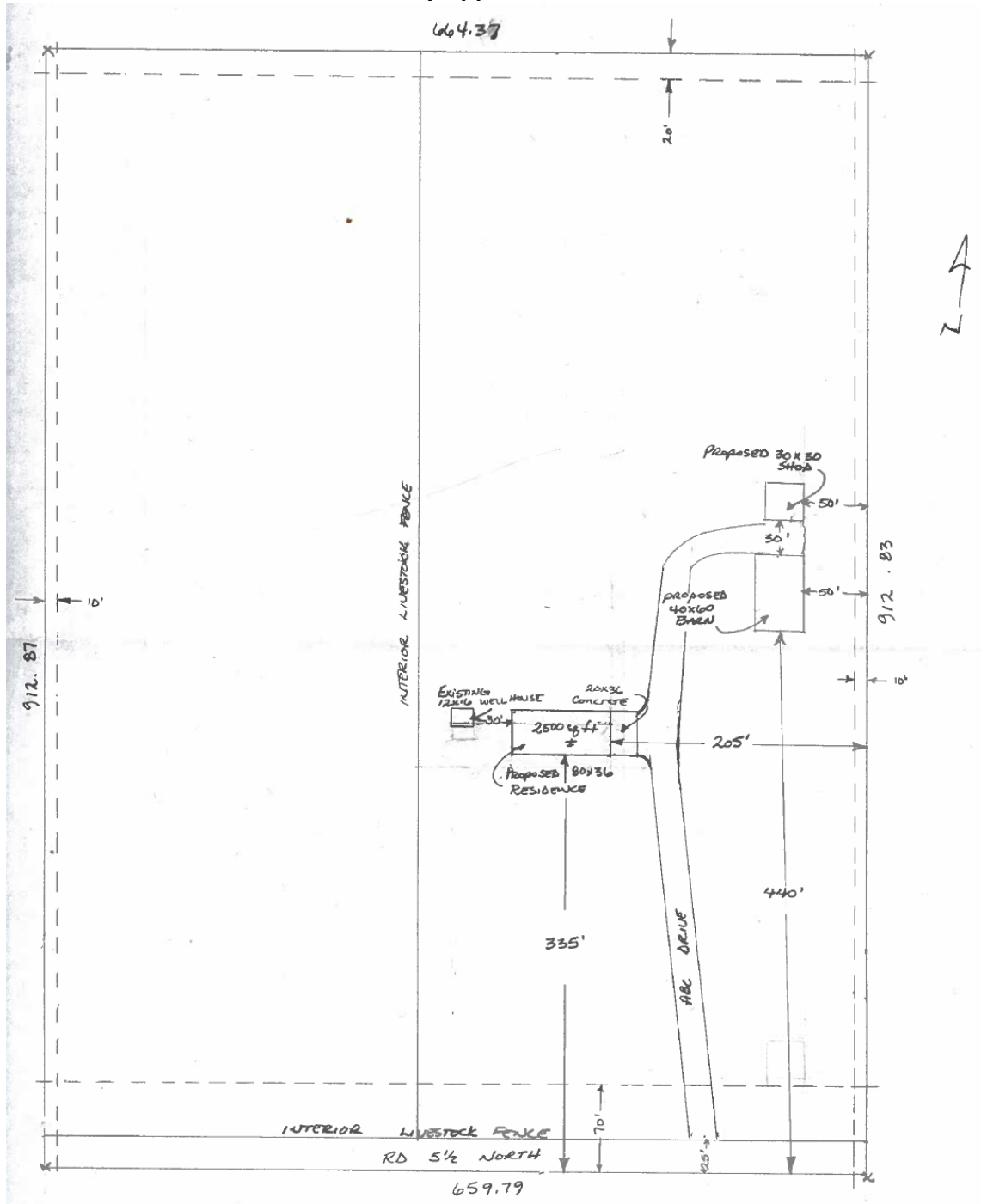
No neighbors were in attendance at the Neighborhood Meeting.

ATTACHMENT D SITE PLAN AND EXHIBITS

APN# 306-46-003F

Address: 1650 feet west of SR89 on the north side of W Road 5 ½ North, Chino Valley, Arizona.

Site Plan Submitted by Applicant at Point of Submission



Case #CUP-2023-01

April 4, 2023

Page 8 of 11

ATTACHMENT E
STAFF RESEARCH

	STAFF RESEARCH – CUP CASE #: CUP-2023-01 CASE PLANNER: BETHAN HENG
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I. PROJECT DATA

Project Location:	700 W Road 5 ½ North, Chino Valley, Arizona.					
Parcel Number(s):	APN 306-46-003F					
Parcel Size(s):	14.23 Acres					
Total Acreage:	14.23 Acres					
Proposed Dwelling Units:	1 Single Family Residence					
Address:	1650 feet west of SR89 on the north side of W Road 5 ½ North, Chino Valley, Arizona.					
Applicant:	Travis and Lisa Bates					
Applicant's Agent:	N/A					
Land Use Conformity Matrix:	Conforms:	Yes	X	No		
Zoning Overlay	PAD	N/A				

	Existing Zoning	Use(s) on-site	General Plan Designation
Site	Commercial Light (CL)	Vacant	Commercial / Multi-Family Residential
North	Commercial Light (CL)	Vacant	Commercial / Multi-Family Residential
South	Multiple Family Residential (MR) / Mobile Home Park (MHP)	Vacant	Commercial / Multi-Family Residential
East	Single Family Residential 2-Acre Minimum (SR-2)	Old Farmstead Retail Store	Commercial / Multi-Family Residential
West	Single Family Residential 2-Acre Minimum (SR-2)	Residential	Commercial / Multi-Family Residential

Prior Cases or Related Actions:					
Type	Conforms				Cases, Actions or Agreements
Pre-Annexation Agreement	Yes		No	X	
Annexation	Yes	X	No		September 5, 2000 – Del Rio Springs Area
General Plan Amendment	Yes		No	X	
Development Agreement	Yes		No	X	
Rezone	Yes	X	No		May 26, 2005 – Ordinance No. 05-608 approved the rezone from SR-2 to CL.
Subdivision	Yes		No	X	

ATTACHMENT E
STAFF RESEARCH

Conditional Use Permit	Yes		No	X	
Pre-Application Meeting	Yes	X	No		August 10, 2022 – PA-2022-54
Enforcement Actions	Yes		No	X	
Land Division Status:	Yes	X	No		January 6, 2006 – Lot split of APN 306-46-003D (Sibling parcel APN 306-46-003E)
Irrigation District:	N/A				
<u>Detailed Narrative</u>	Request for Conditional Use Permit to place a Single Family Residence on the property with Commercial Light (CL) zoning.				

II. TOWN OF CHINO VALLEY GENERAL PLAN

Land Use Element:			
Land Use Designation:	Commercial/Multifamily		
Issues:	N/A		
Public Services Element:			
Water Facility Plan:	Source:	Well	
Sewer Facility Plan:	Treatment:	Septic	
Issues:	N/A		
Safety Element:			
Flood Plain Designation:	N/A		
Issues:	N/A		
Transportation Element:			
Road Classification	None		
Issues:	N/A		
Parks and Rec Element:			
Closest Park:	Chino Valley Equestrian Park (4.3 Miles away)		
Within 1 mile of the Peavine Trail?	No		

NOTIFICATION

- **Legal Ad Published:** (03/07/23)
- **500' Vicinity Mailing:** (02/13/23)
- **20 Commenting/Reviewing Agencies noticed:** (02/09/23)
- **Neighborhood Meeting:** (03/02/23)
- **Hearing Dates:** (04/04/23)
- **Comments Due:** (02/27/23)

<i>External List (Comments)</i>	Response Received	Date Received	"No Comment"	Written Comments	Comments Attached
Samantha Alvarez – APS	N				
Richard Perez - A.D.O.T.	N				
Ralph Baker – C.V.I.D.	N				
Cody Rose - CAFMA	Y	2/9/2023	X		
Suzanne Ehrlich – YC ENV	N				
Monica Kriner – YC Health	Y	2/9/2023	X		
SparkLight Cable	N				

ATTACHMENT E
STAFF RESEARCH

LUMEN (Previously Centurylink)	N				
Unisource Gas	N				
CVUSD	N				
United States Postal Service	N				
Mark Holmes – Water Advisor	N				
<i>Town of Chino Valley Internal List (Conditions)</i>	Response Received	Date Received	“No Conditions”	Written Conditions	Comments Attached
Bethan Heng – Associate Planner (DS)	N				
Will Dingee – Assistant Director (DS)	N				
Laurie Lineberry – DS Director	Y	3/1/2023		X	X
Frank Marbury – PW Director	N				
Steve Sullivan – Assistant Engineer (PW)	N				
Dan Trout – CBO (DS)	N				
Damon Stanley or Tracey Dashiell – Code Enforcement	N				
Chuck Winn – Chief of Police (Police)	N				



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

6. d.

Meeting Date: 04/25/2023
Contact Person: Will Dingee, Senior Planner
 Phone: 928-636-4427 x-1233
Department: Development Services
Estimated length of staff presentation: 5 minutes
Physical location of item: N/A

AGENDA ITEM TITLE:

Public hearing, consideration, and possible action to approve Ordinance 2023-932, amending Section 4.5 of the Chino Valley Unified Development Ordinance, revising the flag lot provisions to allow for flag lots with shared access under certain conditions.

RECOMMENDED ACTION:

The Planning and Zoning Commission recommended approval of this text amendment.

SITUATION AND ANALYSIS:

See Attached

Fiscal Impact

Fiscal Impact?: N/A
If Yes, Budget Code:
Available:
Funding Source:

Attachments

TA-2023-01 Staff Report
 ORD - 2023-932



TOWN OF CHINO VALLEY
Planning Commission Staff Report
March 7, 2023
File Number TA-2023-01
Text Amendment

PROJECT DESCRIPTION: This is a request for a Text Amendment to Section 4.5 of the Chino Valley Unified Development Ordinance revising the flag lot provisions to allow for flag lots with shared access under certain conditions.

BACKGROUND AND ANALYSIS:

The Unified Development Ordinance (UDO) states that it “may be amended, supplemented, changed, modified or repealed when deemed necessary to best serve the public interest, health, comfort, convenience, safety and general welfare of the citizens of the Town.” This current text amendment request from staff, is deemed necessary to best serve the public interest. The proposal is to modify Chapter 4 of the UDO as it pertains to Flag Lots. The primary purpose of the modifications is to allow for flag lots to utilize shared access under specific conditions.

Town Staff has held Pre-Application meetings with various Chino Valley landowners looking at dividing their properties through the lot split process with the utilization of flag lots. A handful of these proposals were unable to proceed with their division due to the separation requirement between flagpoles that currently exists in the UDO. In reviewing the current code requirements, it was determined that there is a reasonable need for a text amendment that would assist landowners in these situations, which could also help increase traffic safety through minimizing the number of driveways directly accessing collector and arterial roadways.

This proposed amendment gives landowners the option to place two flagpoles directly adjacent to each other with the following conditions:

- Each flagpole must be a minimum of 25 feet in width, for a total of 50 feet together.
- No more than two flagpoles can be directly adjacent to each other.
- There must be a shared access agreement for the two flagpoles recorded and reflected on the land split’s Record of Survey.

This proposal was presented conceptually to the Planning and Zoning Commission as an informational item on February 7, 2023 and was asked to be brought back to the commission as an action item.

The proposed text amendment is reflected in Attachment A

Staff Recommendation:

Staff recommends **APPROVAL** of the text amendment amending section 4.5 of the Chino Valley Unified Development Ordinance revising the flag lot provisions to allow for flag lots with shared access under certain conditions.

**SUGGESTED COMMISSION
MOTION:**

Move to **APPROVE** Text Amendment TA-2023-01 as reflected in Attachment A, subject to the staff report and information provided during this hearing.

Effect of the Approval:

By approving the Text Amendment, the Planning and Zoning Commission is recommending that the Town Council approve the text amendment to amend Section 4.5 of the UDO revising the flag lot provisions to allow for flag lots with shared access under certain conditions.

Attachments

A	B
Text Amendment Language	P&Z Meeting Minutes

By:**Date: February 22, 2023**

Will Dingee
Assistant Director
wdingee@chinoaz.net
(928)636-4427, x1233

Attachment A
Text Amendment Language

Proposed Changes

4.5 YARD, LOT AND AREA REQUIREMENTS

10. Notwithstanding other provisions of this code to the contrary, flag-shaped or panhandle **lots** ("**flag lots**") may be created by **land split** in any **zone**, with the exception of **zones** with a minimum required acreage of less than one (1) acre in size, if all of the following requirements are met:

a) The **lot** has at least fifty (50) feet of frontage on a dedicated **public street** or a **private street** established in a **final plat**; and

b) The entire flagpole/panhandle portion of the **lot** shall be at least fifty (50) feet in width;

c) A maximum of two (2) flagpoles/panhandles adjacent to each other may share access between the two (2) lots. Shared access is defined by each flagpole/panhandle having a minimum width of 25 feet, for a total of 50 feet minimum frontage between the two (2), in conjunction with a recorded shared access agreement which shall be reflected on the land split's Record of Survey.

e) d) Except where exempted in c. above, there shall be a minimum separation between the edges of flagpoles/panhandles that equals or exceeds the minimum **lot** width for the respective **zone** in which the property is located; and

e) e) The length of the flagpole or panhandle shall not exceed three hundred thirty (330) feet as measured from the **right-of-way** line or street chord upon which the flagpole/panhandle fronts on a **public street** or final platted **private street** to the front line of the body of the **lot**; and

e) f) The flagpole or panhandle portion of a **flag lot** shall be included in calculating gross square footage of a **lot** where the flagpole/panhandle is **contiguous** to the **lot** in question and is owned by the owner of the **lot** in question or was owned by the owner of the **lot** in question at the time the flagpole/panhandle or portion thereof was accepted for ownership by the **Town** pursuant to a **dedication** made by the owner in order to create, using all or part of the flagpole/panhandle and, if applicable, other property, a **public street**; and

f) g) Existing **lots** that would otherwise meet the definition of a **flag lot** but for the width or length of the flagpole/panhandle used as **access** to the **lot** shall be considered non-conforming **flag lots**.

Attachment B
P&Z Meeting Minutes – March 7, 2023

PUBLIC HEARING #D.1 - CASE# TA-2023-01 – *This is a request to amend the Town of Chino Valley Unified Development Ordinance, Chapter 154 Section 4.5 Yard, Lot and Area Requirements – to allow for shared access flag lots.*

Chair Merritt asked the Commission if anyone had a disclosure regarding this project to declare. There were none.

Will Dingee, Assistant Director presented the staff report for case TA-2023-01 and recommended approval.

Switzer asked if an existing flag lot has a 50-foot flag, would another flag lot be allowed adjacent to that flag or would wording be needed to allow the new owner another 25-feet which would generate a 75-foot flag. **Meadors** asked if the additional 25-feet would then turn that flag into an easement. **Merritt** mentioned that you can't limit access and landlock a parcel. He also asked if the parcel with the 50-foot easement if 25-feet would go back to the property owner that gave up that access to begin with.

Dingee responded that an easement would create a subdivision as defined in 2020. Also, flag lots are not allowed within subdivisions. The Planning Department has current procedures in place that can accommodate property line adjustments if requested.

Merritt opened the public hearing. There were no comments from the public.

Merritt closed the public hearing.

MOTION - A motion was made by Commissioner Switzer and seconded by Commissioner Meadors to approve TA-2023-01, as presented by staff. This motion passed with a 7-0 vote.

ACTION ITEMS: There were no action items for this meeting.

ORDINANCE NO. 2023-932

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CHINO VALLEY, ARIZONA, AMENDING THE TOWN OF CHINO VALLEY UNIFIED DEVELOPMENT ORDINANCE BY AMENDING CERTAIN PROVISIONS OF SECTION 4.5 RELATED TO YARD, LOT, AND AREA REQUIREMENTS.

WHEREAS, the Mayor and Common Council of the Town of Chino Valley (the “Town Council”) desires to amend the Chino Valley Town Code, Title XV, Land Usage, Chapter 154, Unified Development Ordinance of the Town of Chino Valley (the “UDO”), by amending section 4.5 (Yard, Lot and Area Requirements) as set forth herein (the “Text Amendment”); and

WHEREAS, the Town Council has determined that the Text Amendment is not in conflict with the Town of Chino Valley General Plan and any applicable specific area plan, neighborhood plan, or any other plan; and

WHEREAS, in accordance with Article II, Sections 1 and 2 of the Constitution of Arizona, the Town Council has considered the individual property rights and personal liberties of the residents of the Town before adopting this ordinance; and

WHEREAS, the Town Council has considered the probable impact of this ordinance on the cost to construct housing for sale or rent.

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

Section 1. The recitals above are hereby incorporated as if fully set forth herein.

Section 2. UDO section 4.5 (Yard, Lot and Area Requirements), paragraph 10 is hereby deleted in its entirety and replaced with the following:

4.5 YARD, LOT AND AREA REQUIREMENTS

10. Notwithstanding other provisions of this code to the contrary, flag-shaped or panhandle lots (“flag lots”) may be created by land split in any zone with a minimum required acreage of one (1) or more acres if all the following requirements are met:

a. The lot must have at least fifty (50) feet of frontage on a dedicated public street or a private street established in a final plat; and

b. The entire flagpole or panhandle (“flagpole”) portion of the lot must be at least fifty (50) feet wide or, if a maximum of two (2) adjacent flagpoles share access, each flagpole must have at least 25 feet of frontage, for a combined

frontage of at least 50 feet, and the lots sharing access must have a shared access agreement recorded and reflected on the land split's record of survey; and

c. Except as permitted in b above, the minimum separation between the edges of flagpoles must equal or exceed the minimum lot width for the respective zone in which the property is located; and

d. The length of the flagpole must not exceed three hundred thirty (330) feet as measured from the right-of-way line or street chord upon which the flagpole fronts on a public street or final platted private street to the front line of the body of the lot; and

e. The flagpole portion of a flag lot must be included in calculating the gross square footage of a lot where the flagpole is contiguous to the lot in question and is or was owned by the owner of the lot in question when the Town accepted ownership of the flagpole, or a portion thereof, pursuant to a dedication the owner made to create a public street, using all or part of the flagpole and, if applicable, other property; and

f. Existing lots that would otherwise meet the definition of a flag lot but for the width or length of the flagpole used to access the lot must be considered non-conforming flag lots.

Section 5. 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, such decision shall not affect the validity of the remaining portions thereof.

Section 6. The Mayor, the Town Manager, the Town Clerk, and the Town Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this Ordinance.

(SIGNATURES ON THE FOLLOWING PAGE)

PASSED AND ADOPTED by the Mayor and Common Council of the Town of Chino Valley, Arizona, this 25th day of April 2023.

Jack W. Miller, Mayor

ATTEST:

Erin N. Deskins, Town Clerk

APPROVED AS TO FORM:

Gust Rosenfeld PLC, Town Attorney
By: Andrew J. McGuire

I hereby certify the above foregoing Ordinance No. 2023-932 was duly passed by the Council of the Town of Chino Valley, Arizona, at a meeting held on April 25, 2023, and that quorum was present, and that the vote thereon was _____ ayes and _____ nays and _____ abstentions. _____ Council members were absent or excused.

Erin N. Deskins, Town Clerk