

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

**TUESDAY, JULY 25, 2017
6:00 P.M.**

The Town Council of the Town of Chino Valley, Arizona, met for a Regular Meeting in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona, on Tuesday, July 25, 2017.

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

Absent: Councilmember Lon Turner

Staff Town Manager Cecilia Grittman; Town Attorney Phyllis Smiley; Finance Director Joe Duffy;

Present: Human Resources Director Laura Kyriakakis; Police Chief Chuck Wynn; Police Lieutenant Vince Schaan; Officer Cody Johnson; Magistrate Mary Hamm; Court Administrator Ronda Apolinar; Court Clerk Erin Deskins; Court Clerk Traci Lavelle; Interim Public Works Director/Town Engineer Richard Straub; Community Services Director Scott Bruner; Matt Santos (videographer); Deputy Town Clerk Michelle Greenstreet (recorder)

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

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

2) INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS

- a)** Administration of Oath of Office to Magistrate Mary E. Hamm by Judge Glenn Savona, Prescott Consolidated Court.

Judge Savona administered the Oath of Office to Judge Hamm, who spoke about her prior experience with and ongoing service to the Town.

- b)** Quarterly presentation by Arlene Alen, CEO/President of the Chino Valley Area Chamber of Commerce (CVACC). (Cecilia Grittman, Town Manager)

Mayor Croft requested that Ms. Alen give her presentation under item 7a.

- c)** Presentation of Traffic Impact Study, prepared by Dowl, related to the two proposed apartment developments on Road 2 North. (Richard Straub, Interim Public Works Director/Town Engineer)

Mr. Straub reported that:

- This study, a preliminary assessment of traffic impacts on Road 2 North currently and with the two proposed apartment complexes, found that certain improvements must be made for the traffic from the new developments to function properly on the road; and if said improvements were made, the road would not fail.
- The study will be given to the developers, who will pay to complete the traffic analysis relating to field counts and items such as additional width, turn lanes, pedestrian safety devices, retiming signals, and driveways.
- Once this data was obtained, the Town will be able to determine the specific improvements to be made.

- d) Presentation of the proposed construction of Road 1 East from Road 3 South to Kalinich Avenue and three connector roads to SR 89. (Richard Straub, Interim Public Works Director/Town Engineer)

Mr. Straub reported that:

- Several years ago, when ADOT was widening the Town's south portion of SR 89, an agreement between the parties provided that the Town would construct an alternate route in the event of highway closures.
- ADOT provided some millings toward the project and the Town had spent the past four years acquiring the needed rights-of-way to construct the roads.
- Staff recommended using Town forces to perform initial drainage and grading for low water crossings, then use contract forces to process the millings from ADOT, lay down the asphalt, and chip seal. He anticipated completion in late spring/early summer.

3) CALL TO THE PUBLIC

Call to the Public is an opportunity for the public to address the Council on any issue within the jurisdiction of the Council that is not on the agenda. Public comment is encouraged. Individuals are limited to speak for three (3) minutes. The total time for Call to the Public may be up to 30 minutes per meeting. Council action taken as a result of public comment will be limited to directing staff to study the matter, scheduling the matter for further consideration and decision at a later date, or responding to criticism.

Craig Brown, Yavapai County District 4 Supervisor, spoke about the county's free slash program in August and the National Night Out event on August 1.

John Scholl, Chino Valley School Superintendent, spoke about the success of the District's partnership with the Town on the Road 2 North / Road 1 West widening project.

Beth Vicory thanked Council for considering her suggestion regarding additional signage at Town Hall.

4) **RESPONSE TO THE PUBLIC**

Response to the Public is an opportunity for the Mayor to inform the public about how Town officials addressed matters raised during Call to the Public at a previous meeting.

- a) Contribute unused fireworks money to Territorial Days, National Night Out or another local event.

Community Services Director Bruner reported that Town officials and the Lions Club were discussing ways to use the funds to enhance the upcoming Territorial Days celebration.

5) **CURRENT EVENT SUMMARIES AND REPORTS**

This item is for information only. The Mayor, any Councilmember, or Town Manager may present a brief summary or report of current events, or ask a staff member to provide the same. Presentation on information requested by the Mayor and Council will be made and questions answered. No action will be taken.

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

Councilmember Miller reported on the “Friends” of Big Brothers Big Sisters and the organization’s Dancing for the Stars event.

Councilmember Lane reported on the upcoming National Night Out and the Town’s distinction of hosting the largest event in the state last year.

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

Ms. Gritman reported on:

- The Arizona City Managers’ Association conference she attended last week.
- National Night Out and supporting the Town's police and public safety.
- Extending an offer today to a candidate for Public Works Director.

6) **CONSENT AGENDA**

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

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Cloyce Kelly to accept consent agenda as read.

Vote: 6 - 0 PASSED - Unanimously

- a) Consideration and possible action to approve First Amendment to Agreement for Professional Consulting Services with EPS Group, related to Old Home Manor Industrial Park, to revise the contract term and Town representative. (Cecilia Grittmann, Town Manager)
- b) Consideration and possible action to adopt Resolution No. 17-1111 authorizing acquisition of a right-of-way along Road 4 South and Picacho Boulevard for roadway purposes. (Phyllis Smiley, Town Attorney)
- c) Consideration and possible action to provide prior approval to Judge Hamm by the Council regarding the appointment of John Erickson as a Judge Pro Tempore in the Chino Valley Municipal Court. (Ronda Apolinar, Court Administrator)
- d) Consideration and possible action to appoint applicants to fill vacancies on the Parks and Recreation Advisory Board, Senior Center Advisory Board, Roads and Streets Committee, Board of Adjustment, Industrial Development Authority, and Municipal Property Corporation. (Jami Lewis, Town Clerk)
- e) Consideration and possible action to approve the Intergovernmental Agreement between the Arizona Department of Housing, Office of Manufactured Housing, and the Town of Chino Valley, effective July 25, 2017 outlining the terms of inspection and reporting. (Cecilia Grittmann, Town Manager)
- f) Consideration and possible action to accept the June 27, 2017 regular meeting minutes. (Jami Lewis, Town Clerk)
- g) Consideration and possible action to accept the July 11, 2017 regular meeting minutes. (Jami Lewis, Town Clerk)

7) **ACTION ITEMS**

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

- a) Consideration and possible action to approve the Second Amendment to Accountability Contract and Scope of Services between the Town of Chino Valley and the Chino Valley Area Chamber of Commerce for FY 17/18 in the amount of \$ _____ dollars. (Cecilia Grittmann, Town Manager)

Recommended Action: Approve the Second Amendment to Accountability Contract and Scope of Services between the Town of Chino Valley and the Chino Valley Area Chamber of Commerce for FY 17/18 in the amount of \$ _____ dollars.

Ms. Grittmann reported that Town staff sent out an inquiry to Arizona communities asking how they funded their local chambers. The 10 responses received showed funding levels from \$30,000 to \$57,000, while some communities funded from 2% to 45% of bed tax. The Town's bed tax was currently about \$90,000 and the Chamber was requesting \$55,000. The highest the Town had funded in the past had been \$48,000 and the funding level was for Council to decide.

Arlene Alen, Chamber CEO/President, acknowledged her new board members and reported on:

- *Budget:* 60% of the Chamber's budget was for destination marketing outreach (DMO) and the Town currently funded 20% of that.
- *Changes:* The Chamber's change in focus and engagement in the community, begun three years ago, was resulting in increased participation in Chamber events, membership, and retention. They were also redesigning the Town's rack card that is distributed to all chambers and expanding the Visitor Center.
- *Outreach:* Relocation packages had increased from 63 in 2013 to 273 in the first six months of 2017. The Chamber had applied for another grant to market the Town through Tripadvisor. Social media was increasing interest in tourism and relocation.
- *Programs and services included:* Job fair, bringing back the Health and Wellness Expo, new Americore Community Volunteer Program, Bus Tour Through History, Fall Fest, Sequins and Saddles, Fall Fest, Heritage Fest, and Chino Family Christmas.

She also noted that she had completed the U.S. Chamber Certification Program and would soon complete ASU's Certified Public Management Program.

Council asked Ms. Alen how the Chamber measured success. She stated that it was how they helped business grow, how businesses were received in the public, levels of engagement from businesses and the public, and promoting a sense of place. She did not have data to correlate sales tax impacts with Chamber actions.

Ms. Grittmann stated that both parties had had intentions to increase their partnership, but challenges with resources had kept them from it. She supported the requested funding increase, so that the Chamber could relieve the Development Services Department of certain tasks related to the Small Business Development Center, as well as partnering with the new Community Services Division.

Council comments:

- The Chamber could also assist the Town with the future industrial park.
- Consistent repetition of events brought businesses and visitors, and that was happening now.
- The Chamber had made lots of progress in the last few years.
- For the reasons commented above, Council generally supported the increase.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Corey Mendoza to approve the Second Amendment of Accountability Contract and Scope of Services between the Town of Chino Valley and the Chino Valley Area Chamber of Commerce for FY 17/18 in the amount of \$55,000.

Vote: 6 - 0 PASSED - Unanimously

- b) Consideration and possible action to approve the Agreement for Professional Consulting Services with Lyon Engineering and Surveying, Inc. for Road 2 South & SR 89 Drainage Improvements, in an amount not to exceed \$13,710.00. (Richard Straub, Interim Public Works Director/Town Engineer)

Recommended Action: Approve Agreement for Professional Consulting Services with Lyon Engineering and Surveying, Inc. for design and contract administration services for drainage improvements, in an amount not to exceed \$13,710.00.

Mr. Straub reported that:

- About six years ago, the Town developed a series of projects with Yavapai County Flood Control District to address certain drainage issues.
- Approval of this item will result in Lyon Engineering completing the design on the Road 2 South drainage project next to Maverik that was started four years ago, assisting with the bid, and administering the contract. This project will not solve all the drainage problems there, but it will reduce the standing water in the road.
- He believed ADOT was aware that the project included draining water into their retention system.

Council asked Mr. Straub to confirm ADOT's knowledge of the plan and they asked if approval of the item needed to be contingent upon ADOT's approval. Town Attorney Smiley stated that it did not, as they had directed the town engineer to check on it.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Jack Miller to approve Agreement for Professional Consulting Services with Lyon Engineering and Surveying, Inc. for design and contract administration services for drainage improvements, in an amount not to exceed \$13,710.00.

Vote: 6 - 0 PASSED - Unanimously

- c) Consideration and possible action to approve the Agreement for Professional Consulting Services with Civiltec Engineering, Inc. for Road 1 East from Road 3 South to Kalinich Avenue and three related connector roads to SR 89, in the amount of \$59,958.00. (Richard Straub, Interim Public Works Director/Town Engineer)

Recommended Action: Approve Agreement for Professional Consulting Services with Civiltec Engineering, Inc. for design services for Road 1 East from Road 3 South to Kalinich Avenue and three connector roads to SR 89 in the amount of \$59,958.00.

Mr. Straub reported that:

- Plans for this project will be abbreviated as the Town would use Town forces and not go to bid.
- One unresolved issue was that the Road 1 East extension will need to cross a Prescott water line. If Prescott did not agree to allow the road to bridge their water valve cover, the road will be built with a slight jog.
- Staff was not sure if the Town had enough millings to complete the east-west connector roads. Staff proposed an additional cost to place base on all the roads, but to add a double chip seal would be \$60,000 per mile; Kalinich would cost about \$30,000-\$35,000 to double chip.

Council asked staff to contact ADOT about donating additional chips and upon presenting the construction contract, giving Council the option to use contingency funds to chipseal the whole project.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Jack Miller to approve Agreement for Professional Consulting Services with Civiltec Engineering, Inc. for design services for Road 1 East from Road 3 South to Kalinich Avenue and three connecting roads to SR 89 in an amount of \$59,958.00.

Vote: 6 - 0 PASSED - Unanimously

8) EXECUTIVE SESSION

Council may vote to recess the Regular Meeting and hold an executive session, which will not be open to the public, for the following purposes.

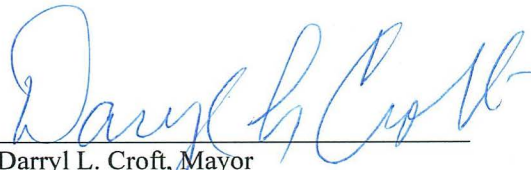
9) ACTION ITEMS RESUMED

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

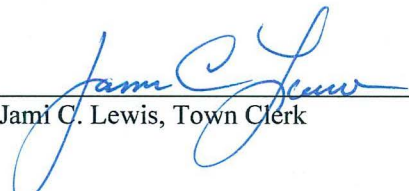
10) ADJOURNMENT

MOVED by Councilmember Jack Miller, seconded by Vice-Mayor Mike Best to adjourn the meeting at 7:09 p.m.

Vote: 6 - 0 PASSED - Unanimously


Darryl L. Croft, Mayor

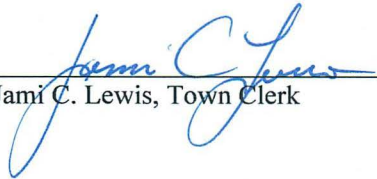
ATTEST:


Jami C. Lewis, Town Clerk

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of the Town Council of the Town of Chino Valley, Arizona held on the 25th day of July, 2017. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 8th day of August, 2017.



Jami C. Lewis, Town Clerk