

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

**TUESDAY, JULY 26, 2011
6:01 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 26, 2011.

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

Council Present: Mayor Chris Marley, Vice-Mayor Carl Tenney, and Councilmembers Mike Best, Darryl Croft, Dean Echols, Linda Hatch, and Lon Turner (by telephone).

Staff Present: Town Manager Michael Scannell, General Services Director Cecilia Watts, Town Attorney Tom Kack, Finance Director Vera Smith, Commander Chuck Wynn, Commander Mark Garcia, Development Services Director Pat Clingman, Town Engineer/Public Works Director Ron Gritman, I.T. Technician Spencer Guest, and Town Clerk Jami Lewis (recorder).

Councilmember Echols gave the invocation and Mayor Marley led the pledge of allegiance.

2) Introductions, Presentations and Proclamations

- 2a) Introduction of newly-appointed members to the Industrial Development Authority, Municipal Property Corporation, Parks and Recreation Advisory Board, and Senior Center Advisory Board.

Town Clerk Jami Lewis introduced newly appointed public body members.

- 2b) Recognition of Barb Linnert upon her retirement after 13 years of service.

The item was postponed.

- 2c) Presentation regarding Drake Cement.

Recreation Manager Shannon Gansz acknowledged Drake Cement for a \$2,000 donation toward keeping the pool open an additional month.

Cliff Ayres, Chief Operating Officer, Drake Cement, spoke about the current status of the plant, community activities, future economic development plans, and an overview of the cement business.

3) Call to the Public

Kim Eldredge, resident, spoke about an Arizona Centennial geocaching event on September 16-18, 2011 at Memory Park and asked Council to consider waiving the park rental fees for this event.

Ginger Blankmeier, resident, spoke about her husband, Bill Blankmeier, and his bid for the office of County Supervisor.

Ab Jackson, CEO, Chino Valley Area Chamber of Commerce, spoke about the upcoming Citizen's Academy that would be held on September 12 through October 24.

Karen Rockhold, business owner, spoke about the benefits of attending the Citizen's Academy.

Mike Tobey, resident, spoke about a reward being offered for information about person(s) who damaged flags set along the highway by the American Legion.

Mayor's Response to the Public from July 12, 2011:

- The Council was making ongoing efforts toward transparency;
- The Police Department had raised half the funds needed to transport the World Trade Center artifact; and
- The Economic Development Committee welcomed those with tourism ideas.

Dave Mazy, business owner, offered to donate the balance of the funds needed to transport the World Trade Center artifact.

4) Mayor/Council/Manager Report

Mayor Marley reported that five Councilmembers would be attending the annual League of Arizona Cities and Towns Conference in late August.

4a) Introduction of Liz Hart, Town Clerk Assistant/Records Technician.

Town Clerk Jami Lewis introduced Ms. Hart, new Clerk's office staff member.

4b) Update on Transit Program status by Ron Romley, Transit advocacy group member.

Ron Romley, Transit advocacy group chair, reported that ridership had significantly increased.

4c) Update on used vector truck purchase by Public Works Director Ron Grittmann.

Mr. Grittmann reported that the Town secured the used vector truck for the total amount of \$35,560.

Consent Agenda

Council set down item 7.

5) Consideration and possible action to approve the March 8, 2011 Regular Meeting minutes.

6) Consideration and possible action to approve the Arizona State Purchasing Cooperative Agreement with the State of Arizona Procurement Office.

Vice-Mayor Tenney MOVED, seconded by Councilmember Hatch, to approve the March 8, 2011 Regular Meeting minutes and the Arizona State Purchasing Cooperative Agreement with the State of Arizona Procurement Office. The motion PASSED unanimously 7-0.

7) Consideration and possible approval of Professional Services Agreement with PW Consulting Services for Paul Wenbert to conduct two workshops with Town Council and one workshop with Town Staff focusing on Team-Building and Strategic Planning for an amount not to exceed \$4,800. Funding to come from Training and Seminars expenditure line in the Mayor and Council budget in the General Fund.

General Services Director Cecilia Watts reported that:

- The citizens of Chino Valley elected a new Mayor and three new Council Members on June 14, 2011, all of whom were new to political office. The Mayor and Vice-Mayor had requested a Council retreat to discuss objectives for the next several years.
- The Consultant would work with Council to develop a list of prioritized two-year strategic objectives, which would be provided within two weeks of the final workshop.
- Mr. Wenbert was selected due to his previous work and relationship with the Town and would only require a professional contract.

Council comments:

- A Request for Proposal (RFP) process could take up to 90 days, which cost could outweigh the project.
- Council could use a local consultant to keep the money in the Town or obtain an outside consultant with a more objective point of view.

Vice-Mayor Tenney MOVED, seconded by Councilmember Hatch, to approve Professional Services Agreement with PW Consulting Services for Paul Wenbert to conduct two workshops with Town Council and one workshop with Town Staff focusing on Team-Building and Strategic Planning for an amount not to exceed \$4,800. Funding to come from Training and Seminars expenditure line in the Mayor and Council budget in the General Fund. The motion PASSED 6-1 with 1 abstention by Councilmember Echols.

Action Items

- 8) Presentation of the Organizational Assessment report of the Development Services Department and Engineering Division of the Public Works Department prepared by PW Consulting Services, LLC (Paul Wenbert), dated July 12, 2011; followed by discussion and possible action relative to implementing one or more of the recommendations set forth in said report.

On May 5, 2011, Council approved contracting with PW Consulting Services, LLC, to perform an Assessment of the Development Services Department and the potential need for an additional Engineer in the Public Works Department.

Mr. Wenbert provided an overview of his report, which included the following recommendations:

- Water Resources Director: Continue to have the Public Works Director serve as Water Resources Director representing the Town with the Northern Arizona Municipal Water User's Association and Water Advisory Committee; and eliminate membership in the Upper Verde River Watershed Protection Coalition (UVRWPC), for a total savings of \$26,667 in the Water Enterprise Fund budget.
- Capital Improvements Program: Fill the Public Works Department's part-time Civil Engineer position to assist in implementing Capital Improvements projects. This position was already included in proposed 2011-12 budget and was funded by the General Fund, Water Enterprise Fund, and Sewer Enterprise Fund.
- Code Enforcement: Move Code Enforcement from Development Services to Police Department and change the title of the current Code Enforcement Officer to Utilities/Zoning Technician, for an annual cost savings to the General Fund of \$41,000, annual cost addition to General Fund of \$17,000, and no additional net cost to Sewer Enterprise Fund.
- GIS/Webmaster Services: Have GIS/CAD Technician report to General Services Director; explore contracting with Yavapai County and/or other municipalities to explore GIS services and explore the possibility of contracting with a private company for webmaster services.

- **Staffing Reorganization:** Merge Development Services into Public Works Department, thereby eliminating the Development Services Director position; reclassify Associate Planner to Community Development Supervisor, Utilities Supervisor to Utilities/Streets Supervisor, Engineering Inspector to Streets Supervisor/Engineering Inspector, Public Works Director to Public Works/Community Development Director, and change the title of Senior Building Inspector to Building Official. This will reduce General Fund expenses by \$84,000 annually.
- **Working Out-of-Class Issues:** Address these issues in Development Services either through town-wide wage and classification study or on a case-by-case basis by Human Resources. This could result in a cost increase to Town.
- **Funding for Certifications:** The Town should pay for job-related certifications and continuing education required to maintain certifications consistent with industry standards, resulting in some relatively minimal ongoing cost.
- **Permit and Zoning Software:** Research software options to track building and zoning permit application data and implement. Costs were unknown, but this would increase reliability and accessibility of data.

Council concerns:

- Eliminating the Town's participation with the UVRWPC;
- Who the zoning administrator would be with proposed zoning split;
- The unknown amount of savings resulting from the reorganization;
- Public concern regarding cutting positions and then spending remaining funds;
- Not receiving the report until this afternoon and needing more time to review it.

Mr. Wenbert recommended that the Community Development Supervisor be appointed as the zoning administrator. The senior building inspector had the credentials to be the building official if the Development Services Director position was eliminated, which would result in \$84,000 in savings.

Vice-Mayor Tenney MOVED, seconded by Councilmember Croft, to postpone acceptance of this report until it can be considered in a study session. The motion PASSED unanimously 7-0.

- 9) Consideration and possible action to appoint Mayor and Councilmembers and/or staff members to represent the Town, and designate alternates, to the various water-related entities.

Vice-Mayor Tenney reported that:

- The Town had been asked by several regional entities to appoint representatives and alternates to represent the Town's interests to these entities.
- On June 28, 2011, Council appointed its members and staff to several entities. However, staff requested that Council defer making any appointments at that time to the water-related entities until after the organizational study of the Development Services and Engineering Departments by PW Consulting was completed as this study would address the Town's participation in these entities. The entities in question were: Yavapai County Water Advisory Committee (WAC) and its Technical Advisory Committee, Upper Verde River Watershed Protection Coalition (UVRWPC) and its Technical Advisory Committee, and Northern Arizona Municipal Water User's Association (NAMWUA) and its Technical Advisory Committee.

Mayor Marley volunteered for NAMWUA, with Councilmember Turner as alternate, and he proposed Councilmember Turner as representative and himself as alternate for WAC.

Vice-Mayor Tenney offered to serve as a representative for UVRWPC and suggested Councilmember Turner as alternate, as long as the Town was provided relief from the \$26,000 assessment through a proposed associate membership.

Vice-Mayor Tenney MOVED, seconded by Councilmember Hatch, to appoint Mayor Marley as NAMWUA representative, Councilmember Turner as alternate; to appoint Councilmember Turner as WAC representative, Mayor Marley as alternate; to appoint Vice-Mayor Tenney as UVRWPC representative, Councilmember Turner as alternate; no alternate on GUAC, and that the Town works out an agreement on the dues. The motion PASSED unanimously 7-0.

- 10) Discussion and possible action to review and make recommendation to the Yavapai County Supervisors regarding the proposed County redistricting maps.

Phil Bourdon, County Engineer and member of the County Redistricting Committee, reported that:

- After each census, counties were required by Federal Law to re-draw supervisorial district boundaries to equalize district populations. A.R.S. 11-0211 required counties with a population of 175,000 or more to have five supervisorial districts. Yavapai County currently had three districts and the 2010 Census population figure for Yavapai County was 211,033.
- The County solicited public input on how the new supervisorial districts should be constructed through open houses held across Yavapai County, website, email, mail, and surveys.
- Based upon the public input and applicable legal requirements, four potential district maps were developed and the County was soliciting comment. The Board of Supervisors, after considering public input, will select a final district map upon a majority vote at the regular meeting in August 2011. The new map must be reviewed and accepted by the U.S. Department of Justice prior to implementation. A new board of Supervisors will be seated in January 2013.

Public comments:

Mike Flannery, Chair, Central Yavapai Metropolitan Planning Organization, spoke in support of Map A.

Bill Feldmeier, Board Member, Central Yavapai Metropolitan Planning Organization, spoke in support of Map A.

Vice-Mayor Tenney MOVED, seconded by Councilmember Croft, that the Town of Chino Valley support Map A and send a letter to the Board of Supervisors to that effect. The motion PASSED 6-0 with 1 abstention by Councilmember Turner.

Mayor Marley called for a break at 8:12 p.m. and called the meeting back to order at 8:27 p.m.

- 11) Continued from July 1, 2011: Consideration and possible action to approve (1) the purchase of an Avaya IP Office 500 Communications System, including all hardware, software, and licensing, which will be located at the 1020 W. Palomino building and will service every department utilizing the Town's computer network connections, in an amount not to exceed \$114,911 and (2) a Professional Services Agreement with Four D LLC for installation services in an amount not to exceed \$16,550. Funding to come from a variety of sources as outlined in the staff report, with the expense to be offset by savings realized by replacing current Qwest analog service lines with 2 Primary Rate Interface (PRI) digital service connections, fax line reductions, Police call recording service reductions, and staff hour savings, which cost savings have been reflected in the fiscal year 2011/2012 Tentative Budget.

I.T. Technician Spencer Guest reported that:

- In March 2000, the Town purchased an Avaya Merlin Magix Integrated telecommunications system which served the Town's telecommunications needs for several years. As the Town expanded and departments were relocated, some smaller, separate phone systems were purchased, creating disjointed telecommunications that often made it difficult for the public to be transferred between the various separate telephone systems.
- With the remodel of the South Campus Town Hall facility, there was a need for another phone system to serve the telecommunications needs in this facility, which would have created an even further disjointed telecommunications system.
- In addition, the current system had not been supported since October 2006, parts were scarce, and it was difficult to find technicians.
- Since 2000, telecommunications technology changed quite significantly and had converged with data networks into what are called IP PBX or IP Telecommunication that provided a single unified telecommunications system that could service all departments within the Town utilizing the computer data networks.
- An IP PBX system would improve customer and staff services through unified telecommunications, enhance communications between staff, reduce maintenance requirements and provide ease with relocations, potentially lower long-distance phone costs, reduce the number of fax lines in service, and provide cost savings by eliminating an existing service contract for call recording within the Police Department.
- The Town's MIS division, along with input from Four-D LLC, selected Avaya as a highly recommended, stable telecommunications company that was offering an IP PBX system that could fulfill the Town's needs. Although there was a significant cost of \$131,000 to implement Avaya's IP PBX system, the Town would recover \$1,800 per month in savings by moving from an analog to a digital system.
- Exhaustive comparisons were done on purchasing options for the proposed system. Estimates provided by state-contracted Avaya solutions providers were found to be more costly than purchasing the hardware and installation services separately. Based on this information, staff recommended that phone system hardware be purchased separately from installation services, with hardware to be purchased from CDWG, a cooperative purchasing vendor, and installation services to be contracted through Four D LLC.

Public comments:

Ab Jackson, CEO, Chino Valley Area Chamber of Commerce, spoke in support of the proposal.

Joe Radetich, Copper State Communications representative, expressed concern regarding the proposed purchasing options, including possible violations of purchasing rules with this proposal, the method of purchase without an RFP process, and the possible lack of manufacturing support.

Council comments:

- Some expressed concern regarding Copper State's comments.
- The Town's system was antiquated and needed to improve.
- The Town Attorney should review the matter.

Town Attorney Tom Kack advised that:

- He would need to review the purchasing conflict issue;
- The RFP issue was discussed on July 12—the proposal to waive the Code provision could not be done, but the Code allowed the Town to purchase through state contract;
- The Town followed the appropriate code provisions regarding the purchasing vehicle; and

- Manufacturing support would be determined by staff.

Vice-Mayor Tenney MOVED, seconded by Councilmember Hatch, to table the pending resolution due to possible legal issues. The motion PASSED unanimously 7-0.

- 12) Consideration and possible action to adopt Resolution No. 11-964, ordering that an ad valorem tax be fixed, levied and assessed on the assessed value of all real and personal property within the boundaries of each Street Lighting Improvement District in amounts specified in the filed Statements and Estimates; and providing for certified copies of this Resolution and Order to be delivered to the Yavapai County Board of Supervisors and the Arizona Department of Revenue; and providing that this Resolution shall be effective after its passage and approval according to law. The Street Lighting Improvement Districts are located within the Bright Star subdivision.

Finance Director Vera Smith reported:

- On July 12, 2011, after a public hearing, Council adopted Resolution No. 11-962, adopting the annual statements and estimates of expenses of the Chino Valley, Arizona, Street Lighting Improvement Districts.
- The purpose of the tax was to pay for the electrical energy costs of street lights.
- Following the public hearing, Council, as the approving body, must adopt a resolution ordering an ad valorem tax for the three Chino Valley Street Lighting Improvement Districts.

Vice-Mayor Tenney MOVED, seconded by Councilmember Best, to adopt Resolution No. 11-964, ordering that an ad valorem tax be fixed, levied and assessed on the assessed value of all real and personal property within the boundaries of each Street Lighting Improvement District in amounts specified in the filed Statements and Estimates; and providing for certified copies of this Resolution and Order to be delivered to the Yavapai County Board of Supervisors and the Arizona Department of Revenue; and providing that this Resolution shall be effective after its passage and approval according to law. The motion PASSED unanimously 7-0.

- 13) Consideration and possible action to direct staff regarding the pursuit of a land exchange between property owned by the Town of Chino Valley, a portion of Assessor's Parcel No. 306-01-019F located on the Northwest corner of Perkinsville Road and Santa Fe Trail in Old Home Manor, and Chino Valley Fire District property located at 238 N. State Route 89.

Town Engineer Ron Gritman reported:

- On May 10, 2011, Council authorized staff to develop an appraisal of property owned by the Chino Valley Fire District at 238 N. State Route 89, and a comparable sized piece of Old Home Manor property north of the intersection of Perkinsville Road and Santa Fe Trail. Berghold Ag Services was secured for the appraisals.
- The Chino Valley Fire District property was 0.5 acres in size and was valued at \$138,000. The Old Home Manor property was valued at \$40,000 per acre. In order to create a value for value swap of property, this equates to a 3.45 acre of Old Home Manor property. The Fire District had expressed a desire to obtain a total of 5.0 acres, which would equate to additional dollars from the Fire District to the Town in the amount of \$62,000 for the additional land.
- In addition, Town staff had discussed with the Fire District and the City of Prescott Utilities Department constructing a 200-foot tower located at Chino Valley's wastewater treatment plant that would be used by the Town's Utilities Department, the Fire District, and the City of Prescott Utilities Department to provide better communications between each entity's facilities.
- The estimated cost of a 200-foot tower was approximately \$100,000. Prescott Utilities proposed to offset their proportionate share of the tower by contributing a self-contained building estimated

at a value \$40,000. Because the Town had a need for additional line of sight communication systems, the additional value of \$62,000 for the additional 1.55 acres of Old Home Manor property could be offset by the Chino Valley Fire District paying the entire cost of the communications tower.

Council comments:

- They desired more information about the tower and some preferred that the tower be negotiated separately from the land exchange.
- They generally did not object to staff continuing negotiations on the land exchange.

Vice-Mayor Tenney MOVED, seconded by Councilmember Echols, to authorize Town staff to develop an agreement between the Town of Chino Valley and the Chino Valley Fire District for a land exchange between parcel APN 306-01-019F and appropriate acreage at Old Home Manor and to bring such agreement to Town Council Finance Committee for approval and then to Town Council. The motion PASSED unanimously 7-0.

- 14) Continued from July 12, 2011: Consideration and possible action to authorize the Police Department to expend approximately \$11,500 to expand the current fenced impound yard at the Police Department to accommodate additional vehicles impounded under A.R.S. § 28-3511. Funds to come from the Police Impact Projects expenditure line in the Police Impact Fee Fund.

(Council heard this item after item 11 but it is retained here for clarity.)

Commander Mark Garcia reported that the meeting scheduled between the Police Department and tow companies had been postponed until next Tuesday.

Vice-Mayor Tenney MOVED, seconded by Councilmember Hatch, to continue the pending action to the next meeting. The motion PASSED unanimously 7-0.

- 15) Council may vote to hold an Executive Session pursuant to A.R.S. §38-431.03(A)(3) and (A)(4) to obtain legal advice and consider its position and instruct its attorneys regarding issues on water transportation/pipeline taxes due to the Town from the City of Prescott and negotiations to settle issues regarding the same.

Vice-Mayor Tenney MOVED, seconded by Councilmember Hatch, to go into executive session. The motion PASSED unanimously 7-0 at 9:12 p.m.

Councilmember Turner left the meeting at 10:12 p.m.

Mayor Marley reconvened the regular meeting at 10:13 p.m.

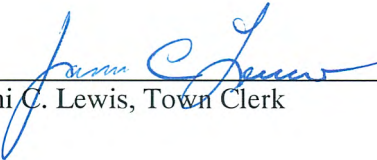
- 16) Adjournment.

Vice-Mayor Tenney MOVED, seconded by Councilmember Hatch, to adjourn the meeting. The motion PASSED unanimously 6-0 at 10:13 p.m.

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 26th day of July, 2011. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 8th day of October 2015.



Jami C. Lewis, Town Clerk