



Town of Chino Valley

MEETING NOTICE TOWN COUNCIL

**REGULAR MEETING
Tuesday, August 25, 2015
6:00 P.M.**

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

AGENDA

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

2. INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS

- a.** Presentation regarding reorganization and modernization of Development Services Department. (Ruth Mayday, Development Services Director)

3. CALL TO THE PUBLIC

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

4. RESPONSE TO THE PUBLIC

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

5. CURRENT EVENT SUMMARIES AND REPORTS

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

- a. Status reports by Mayor and Council regarding current events.
- b. Status report by Town Manager Robert Smith regarding Town accomplishments, and current or upcoming projects.

6. **CONSENT AGENDA**

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

- a. Consideration and possible action to approve the First Amendment to Wireless Communications Site Lease with SunState Towers LLC and Memorandum of Amendment to Lease Agreement with SunState Towers LLC. (Phyllis Smiley, Town Attorney)
- b. Consideration and possible action to cancel the November 24, 2015 and December 22, 2015 regular meetings. (Jami Lewis, Town Clerk)
- c. Consideration and possible action to accept the July 16, 2015 study session 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 proposed Town Hall location for the Granite Mountain Hotshots Monument. (Ruth Mayday, Development Services Director)

Recommended Action: Deny the request to install the Granite Mountain Hot Shots Monument at Town Hall and recommend installation of the monument in Memory Park.

- b. Consideration and possible action to appoint applicants to fill vacancies on the Board of Adjustment, Parks and Recreation Advisory Board, Senior Center Advisory Board, and Municipal Property Corporation. (Jami Lewis, Town Clerk)

Recommended Action: Appoint applicants to the Board of Adjustment, Parks and Recreation Advisory Board, Senior Center Advisory Board, and Municipal Property Corporation per recommendation of the Appointments Subcommittee.

- c. Consideration and possible action to disband Council Program Review Subcommittee.

Recommended Action: Disband the Program Review Subcommittee.

8. EXECUTIVE SESSION

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

9. ACTION ITEMS RESUMED

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

10. ADJOURNMENT

Dated this 20th day of August, 2015.

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

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

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

CERTIFICATION OF POSTING

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

Date: _____ Time: _____ By: _____

Jami C. Lewis, Town Clerk

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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

Item No. 2. a.

Meeting Date: 08/25/2015
Contact Person: Ruth Mayday, Development Services Director
 Phone: 928-636-4427 x-1217
Department: Development Services
Estimated length of Staff Presentation: 20 minutes
Physical location of item: N/A

AGENDA ITEM TITLE:

Presentation regarding reorganization and modernization of Development Services Department. (Ruth Mayday, Development Services Director)

SITUATION & ANALYSIS:

The Development Services Department has long had a reputation of being unresponsive, incompetent, and difficult to work with. Consequently, many contractors and developers chose not to work in the Town rather than subject them to a process that was fraught with hazard on the part of applicants.

In order to overcome the stigma of being difficult and uncooperative, a complete overhaul of the Development Services Department was necessary. Cumbersome (and sometimes pointless) processes slowed staff's ability to respond timely to external customers; burdensome and redundant internal processes contributed to the glacial pace at which the few projects that were active in the town progressed.

Over the past 24 months, changes have been made in staffing and technology to facilitate better response times and improved relationships with the public. This presentation will outline the steps already taken to improve the department, improvement initiatives still underway, and future plans for continuous improvement in customer service.

Attachments

No file(s) attached.

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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

Item No. 6. a.

Meeting Date: 08/25/2015
Contact Person: Phyllis Smiley, Town Attorney
Department: Town Attorney
Item Type: Consent
Estimated length of staff presentation: None
Physical location of item: N/A

AGENDA ITEM TITLE:

Consideration and possible action to approve the First Amendment to Wireless Communications Site Lease with SunState Towers LLC and Memorandum of Amendment to Lease Agreement with SunState Towers LLC.

RECOMMENDED ACTION:

Approve the First Amendment to Wireless Communications Site Lease with SunState Towers LLC and Memorandum of Amendment to Lease Agreement with SunState Towers LLC.

SITUATION AND ANALYSIS:

Issue Statement

The Town and SunState Towers entered into a wireless communications site lease agreement and Memorandum of Lease on May 12, 2015 for communications facilities on two sites - Town Hall and the Recreation Building. SunState has begun the process to obtain necessary approvals prior to constructing the wireless communications improvements and was requested by Arizona Public Service Company to move the proposed utility line at the Recreation Building Site to a different location. SunState contacted the Town and it was determined that since the legal description of the utility easement is incorporated into the Agreements, amendments are necessary and require approval by Council. The relocation will not affect the overall boundaries of the Recreation Building Site. It will only allow for the change in the location of the utility easement. Staff has reviewed the new legal description and survey, which are attached to the amendment and has no issues with the new location.

Applicable "Policy"

Satisfaction of "Policy"

Summary of Issues and Staff Rationale

Findings of Fact

The proposed new location of the utility easement on the Recreation Building Site is a minor change

that will have no material or detrimental affects on the Town or on the Town's facilities at the site.

Fiscal Impact

Fiscal Impact?: None

If Yes, Budget Code:

Available:

Funding Source:

Attachments

SunState First Amendment to Lease

SunState Memorandum of Amendment

**FIRST AMENDMENT TO
WIRELESS COMMUNICATIONS SITE LEASE**

This First Amendment to Wireless Communications Site Lease ("Lease") is entered into this ____ day of _____, 2015, by and between the Town of Chino Valley, a municipal corporation and political subdivision of the State of Arizona ("Chino Valley") and SunState Towers LLC, an Arizona limited liability company ("Lessee").

WHEREAS, Chino Valley and Lessee entered into Wireless Communications Site Lease dated May 12, 2015, whereby Chino Valley leased to Lessee certain Premises, therein described, that are a portion of the real property known as the Chino Valley Recreation Building Site, located at 1615 North Road 1 East, Chino Valley, Arizona (the "RB Site"); and

WHEREAS, the utility easement necessary for Lessee's use of the RB Site under the Lease was legally described and depicted on the map attached to the Lease as Exhibit A-1; and

WHEREAS, Lessee desires and Chino Valley agrees to revise the location of the utility easement on the RB Site,

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Chino Valley and Lessee agree as follows:

1. New Exhibit A-1. The Lease is hereby amended by replacing Exhibit A-1 thereto with the Exhibit A-1 (Revised) to revise the Utility Easement Legal Description and the map depicting the location of said easement. Exhibit A-1 (Revised) is attached hereto and incorporated herein by this reference.

IN WITNESS WHEREOF, the parties have caused their properly authorized representatives to execute and seal this First Amendment on the dates set forth below.

CHINO VALLEY:

a municipal corporation and political
subdivision of the State of Arizona

By: _____
Chris Marley, Mayor

Date: _____

Tax ID: _____

Attest:

Jami Lewis, Town Clerk

LESSEE:

SunState Towers, an Arizona limited
liability company

By: _____
Chad Ward, President

Date: _____

Approved as to Form:

Curtis, Goodwin, Sullivan, Udall & Schwab, PLC
Town Attorney
By: Phyllis Smiley

STATE OF ARIZONA)
) ss:
COUNTY OF MARICOPA)

Subscribed and sworn to before me this ____ day of _____, 2015, by Chad A. Ward, President of SunState Towers LLC, an Arizona limited liability company.

Notary Public

My Commission Expires:

EXHIBIT A-1 (Revised)

Chino Valley Recreation Building Site – Legal Description and Survey

(Attached)

NOTE: Page 2 of the legal description and the attached 2-page survey have been revised from the original lease to reflect a change in the location of the Utility Easement only.

LEASE AREA LEGAL DESCRIPTION

A PARCEL OF LAND BEING A PORTION OF TRACT 54 AS SHOWN ON THE 1913 G.L.O. SURVEY MAP OF SECTION 14, TOWNSHIP 16 NORTH, RANGE 2 WEST OF THE GILA AND SALT RIVER BASE AND MERIDIAN, YAVAPAI COUNTY, ARIZONA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A FOUND NAIL WITH TAG MARKING THE NORTHWEST CORNER OF SAID TRACT 54 FROM WHICH A FOUND BRASS CAP FLUSH MARKING THE NORTHWEST CORNER OF SAID SECTION 14 BEARS NORTH 00°09'02" EAST, A DISTANCE OF 1321.70 FEET; THENCE SOUTH 00°10'28" WEST, ALONG THE WEST LINE OF SAID TRACT 54, A DISTANCE OF 1120.75 FEET; THENCE NORTH 90°00'00" EAST, A DISTANCE OF 336.64 FEET; THENCE NORTH 00°13'22" EAST, A DISTANCE OF 81.14 FEET; THENCE SOUTH 89°46'38" EAST, A DISTANCE OF 6.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 89°46'38" EAST, A DISTANCE OF 50.00 FEET; THENCE SOUTH 00°13'22" WEST, A DISTANCE OF 50.00 FEET; THENCE NORTH 89°46'38" WEST, A DISTANCE OF 50.00 FEET; THENCE NORTH 00°13'22" EAST, A DISTANCE OF 50.00 FEET TO THE POINT OF BEGINNING.

ACCESS/UTILITY EASEMENT LEGAL DESCRIPTION

A 12.00 FOOT WIDE STRIP OF LAND BEING A PORTION OF TRACT 54 AS SHOWN ON THE 1913 G.L.O. SURVEY MAP OF SECTION 14, TOWNSHIP 16 NORTH, RANGE 2 WEST OF THE GILA AND SALT RIVER BASE AND MERIDIAN, YAVAPAI COUNTY, ARIZONA, LYING 6.00 FEET ON EITHER SIDE OF THE FOLLOWING DESCRIBED CENTERLINE:

COMMENCING AT A FOUND NAIL WITH TAG MARKING THE NORTHWEST CORNER OF SAID TRACT 54 FROM WHICH A FOUND BRASS CAP FLUSH MARKING THE NORTHWEST CORNER OF SAID SECTION 14 BEARS NORTH 00°09'02" EAST, A DISTANCE OF 1321.70 FEET; THENCE SOUTH 00°10'28" WEST, ALONG THE WEST LINE OF SAID TRACT 54, A DISTANCE OF 1120.75 FEET TO THE POINT OF BEGINNING; THENCE NORTH 90°00'00" EAST, A DISTANCE OF 336.64 FEET; THENCE NORTH 00°13'22" EAST, A DISTANCE OF 81.14 FEET TO THE POINT OF TERMINUS.

SIDELINES OF SAID EASEMENT SHALL BE LENGTHENED OR SHORTENED RESPECTIVELY IN ORDER TO PROVIDE A CONTIGUOUS EASEMENT THROUGHOUT.

UTILITY EASEMENT LEGAL DESCRIPTION (Revised August 18, 2015)

A 3.00 FOOT WIDE STRIP OF LAND BEING A PORTION OF TRACT 54 AS SHOWN ON THE 1913 G.L.O. SURVEY MAP OF SECTION 14, TOWNSHIP 16 NORTH, RANGE 2 WEST OF THE GILA AND SALT RIVER BASE AND MERIDIAN, YAVAPAI COUNTY, ARIZONA, LYING 1.50 FEET ON EITHER SIDE OF THE FOLLOWING DESCRIBED CENTERLINE:

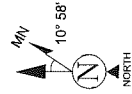
COMMENCING AT A FOUND NAIL WITH TAG MARKING THE NORTHWEST CORNER OF SAID TRACT 54 FROM WHICH A FOUND BRASS CAP FLUSH MARKING THE NORTHWEST CORNER OF SAID SECTION 14 BEARS NORTH 00°09'02" EAST, A DISTANCE OF 1321.70 FEET; THENCE SOUTH 00°10'28" WEST, ALONG THE WEST LINE OF SAID TRACT 54, A DISTANCE OF 885.92 FEET; THENCE NORTH 90°00'00" EAST, A DISTANCE OF 96.16 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 00°00'00" EAST, A DISTANCE OF 131.04 FEET; THENCE NORTH 90°00'00" EAST, A DISTANCE OF 240.17 FEET; THENCE SOUTH 00°13'22" WEST, A DISTANCE OF 22.64 FEET TO THE POINT OF TERMINUS.

SIDELINES OF SAID EASEMENT SHALL BE LENGTHENED OR SHORTENED RESPECTIVELY IN ORDER TO PROVIDE A CONTIGUOUS EASEMENT THROUGHOUT.



9. A TOWN LEASE DATED NOVEMBER 1, 2004, EXECUTED BY TOWN OF
MIDDLEBURY, VERMONT, AND THE STATE OF VERMONT, FOR THE
ARIZONA PROPERTY CORPORATION, A LIMITED LIABILITY
CORPORATION, IS INCORPORATED BY REFERENCE TO THE RECORDS
RECORDED AS BOOK 4208 OF OFFICIAL RECORDS, PAGE 417,
(BLANKET IN NATURE)

10. AN EASEMENT FOR TRANSMISSION AND DISTRIBUTION OF
ELECTRICITY AND ALL OTHER MATTERS AS SET FORTH THEREIN
RECORDED IN BOOK 4207 OF OFFICIAL RECORDS, PAGE 380,
(REFERENCED)



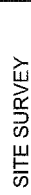
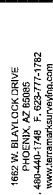
PROPOSED SUN STATE MONOPOLE LOCATION
 ATTITUDE: 34° 46' 05.23" NORTH (NAD83)
 LONGITUDE: 112° 26' 48.164" WEST (NAD83)
 ELEVATION @ GRADE = 4665.0' (NAVD88)



SITE NAME:
AZ09-006
CHINO VALLEY 1

SITE ADDRESS:
1615 N ROAD 1 E
CHINO VALLEY, AZ 86323

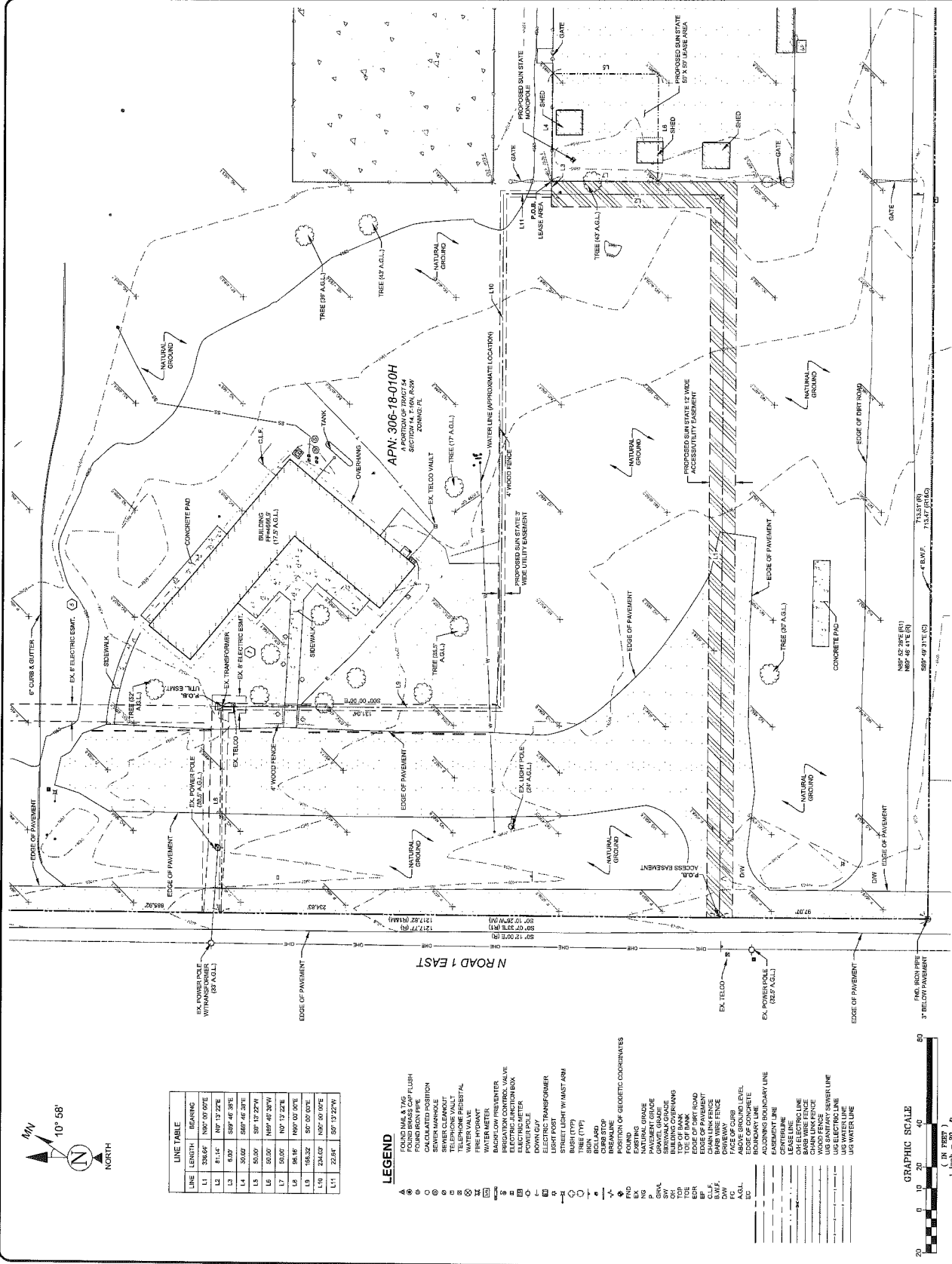
SUBMITTALS			
NO.	BY	DATE	SUBMITTAL
1	MAJ	07/18/14	PRELIM SUBMITTAL
2	MAJ	07/23/14	UTILITY LOCATE
3	MAJ	09/30/14	FINAL SUBMITTAL
4	MAJ	05/14/15	REVISED SITE
5	MAJ	06/17/15	REVISED UTILITY ESMIT.
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JOB NO:	FIELD BY:	DRAWN BY:
1403051	MJG	MJG

SHEET NO.: 2 OF 2
SHEET NAME: Page LS-2

15 of 47



When Recorded Return to:

SunState Towers, LLC

1426 North Marvin Street #101

Gilbert, AZ 85233

Site # AZ09/006; AZ09/007

Site Name: CHINO I & CHINO II

MEMORANDUM OF AMENDMENT TO LEASE AGREEMENT

THIS MEMORANDUM OF AMENDMENT TO LEASE AGREEMENT ("Memorandum of Amendment") is executed this ____ day of _____, 2015 by and between the Town of Chino Valley, an Arizona municipal corporation, with a mailing address of 202 North Highway 89, Chino Valley, AZ 86323 ("Chino Valley") and SunState Towers LLC, an Arizona limited liability company, with a mailing address of 1426 North Marvin Street #101, Gilbert, AZ 85233 ("Lessee").

1. Chino Valley and Lessee entered into a Wireless Communications Site Lease ("Lease") entered into and effective on May 12, 2015.
2. The Lease relates to certain Sites, including the Chino Valley Recreation Building Site (the "RB Site") owned by Chino Valley described as set forth in Exhibits A-1 and A-2, which were attached to the Lease.
3. A Memorandum of Lease Agreement (the "Memorandum") was recorded on June 23, 2015 as Record No. 2015-0029256 in the Office of the Yavapai County Recorder which included Exhibits A-1 and A-2.
4. On _____, 2015, the Parties amended the Lease to revise the location of Utility Easements at the RB Site, legally described and shown on the map in Exhibit A-1 (Revised), which was attached to the Lease and the Memorandum.

NOW THEREFORE, this Memorandum of Amendment is being entered into and recorded solely for the purpose of amending the Utility Easement shown on Exhibit A-1 to the Lease and as described and depicted on Exhibit A-1 (Revised) which is attached hereto and incorporated herein by this reference. It shall not, in any way, serve to change or alter any terms or conditions of the Lease, except as amended herein.

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Amendment to Lease Agreement as of the date first set forth above.

CHINO VALLEY:
Town of Chino Valley, an Arizona municipal corporation

By: _____
Chris Marley, Mayor

Date: _____

ATTEST:

Jami Lewis, Town Clerk

LESSEE:

SunState Towers LLC, an Arizona limited liability company

By: _____
Chad A. Ward, President

Date: _____

STATE OF ARIZONA)
) ss:
COUNTY OF MARICOPA)

Subscribed and sworn to before me this ____ day of _____, 2015, by Chad A. Ward,
President of SunState Towers LLC, an Arizona limited liability company.

Notary Public

My Commission Expires:

EXHIBIT A-1 (REVISED) TO MEMORANDUM OF AMENDMENT TO LEASE

Chino Valley Recreation Building Site

(Attached)

NOTE: Page 2 of the legal description and the attached 2-page survey have been revised from the original lease to reflect a change in the location of the Utility Easement only.

LEASE AREA LEGAL DESCRIPTION

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ACCESS/UTILITY EASEMENT LEGAL DESCRIPTION

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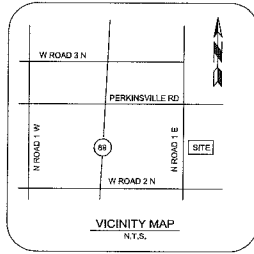
SIDELINES OF SAID EASEMENT SHALL BE LENGTHENED OR SHORTENED RESPECTIVELY IN ORDER TO PROVIDE A CONTIGUOUS EASEMENT THROUGHOUT.

UTILITY EASEMENT LEGAL DESCRIPTION (Revised August 18, 2015)

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SIDELINES OF SAID EASEMENT SHALL BE LENGTHENED OR SHORTENED RESPECTIVELY IN ORDER TO PROVIDE A CONTIGUOUS EASEMENT THROUGHOUT.



LESSOR'S LEGAL DESCRIPTION

BEGINNING AT THE NORTHWEST CORNER OF TRACT 54 AS SHOWN ON THE 1913 G.L.D. SURVEY MAP OF SECTION 14, TOWNSHIP 18 NORTH, RANGE 2 WEST OF THE GILA AND SALT RIVER BASE AND MERIDIAN, YAVAPAI COUNTY, ARIZONA.

THENCE SOUTH 00 DEGREES 12 MINUTES 00 SECONDS EAST, ALONG THE WEST LINE OF SAID TRACT 54, A DISTANCE OF 1217.77 FEET;

THENCE NORTH 89 DEGREES 48 MINUTES 41 SECONDS EAST, A DISTANCE OF 713.51 FEET;

THENCE NORTH 00 DEGREES 19 MINUTES 18 SECONDS WEST, A DISTANCE OF 1217.00 FEET TO A POINT ON THE NORTH LINE OF SAID TRACT 54;

THENCE SOUTH 89 DEGREES 12 MINUTES 00 SECONDS WEST, ALONG SAID NORTH LINE, A DISTANCE OF 710.92 FEET TO THE TRUE POINT OF BEGINNING.

REFERENCE DOCUMENTS

- (R) CORPORATION SPECIAL WARRANTY DEED RECORDED IN INSTRUMENT NUMBER 918175, RECORDS OF YAVAPAI COUNTY, ARIZONA.
- (R1) RECORD OF SURVEY RECORDED AS BOOK 38 OF LAND SURVEYS, PAGE 18, RECORDS OF YAVAPAI COUNTY, ARIZONA.

NOTES

- ALL TITLE INFORMATION IS BASED UPON A COMMITMENT FOR TITLE INSURANCE PREPARED BY GREAT AMERICAN TITLE INSURANCE CO. ORDER NO. 21482785 EFFECTIVE DATE: 06/03/2014.
- SURVEYOR HAS NOT PERFORMED A SEARCH OF PUBLIC RECORDS TO DETERMINE ANY DEPOSIT IN TITLE.
- THE BOUNDARY SHOWN HEREON IS PLOTTED FROM RECORD INFORMATION AND DOES NOT CONSTITUTE A BOUNDARY SURVEY OF THE PROPERTY AND IS NOT INTENDED TO VERIFY OWNERSHIP.
- SURVEYOR DOES NOT GUARANTEE THE LOCATION, EXISTENCE, SIZE OR DEPTH OF ANY PUBLIC OR PRIVATE UTILITY. IT IS THE RESPONSIBILITY OF THE CONTRACTOR AND DEVELOPER TO CONTACT BLUE STAKE AND ANY OTHER INVOLVED AGENCIES TO LOCATE ALL UTILITIES PRIOR TO CONSTRUCTION, REMOVAL, RELOCATION AND/OR REPLACEMENT IS THE RESPONSIBILITY OF THE CONTRACTOR.

BASIS OF BEARING

BEARINGS SHOWN HEREON ARE BASED UPON U.S. STATE PLANE NAD83 COORDINATE SYSTEM ARIZONA STATE PLANE ZONE CENTRAL, DETERMINED BY GPS OBSERVATIONS.

SITE BENCHMARK

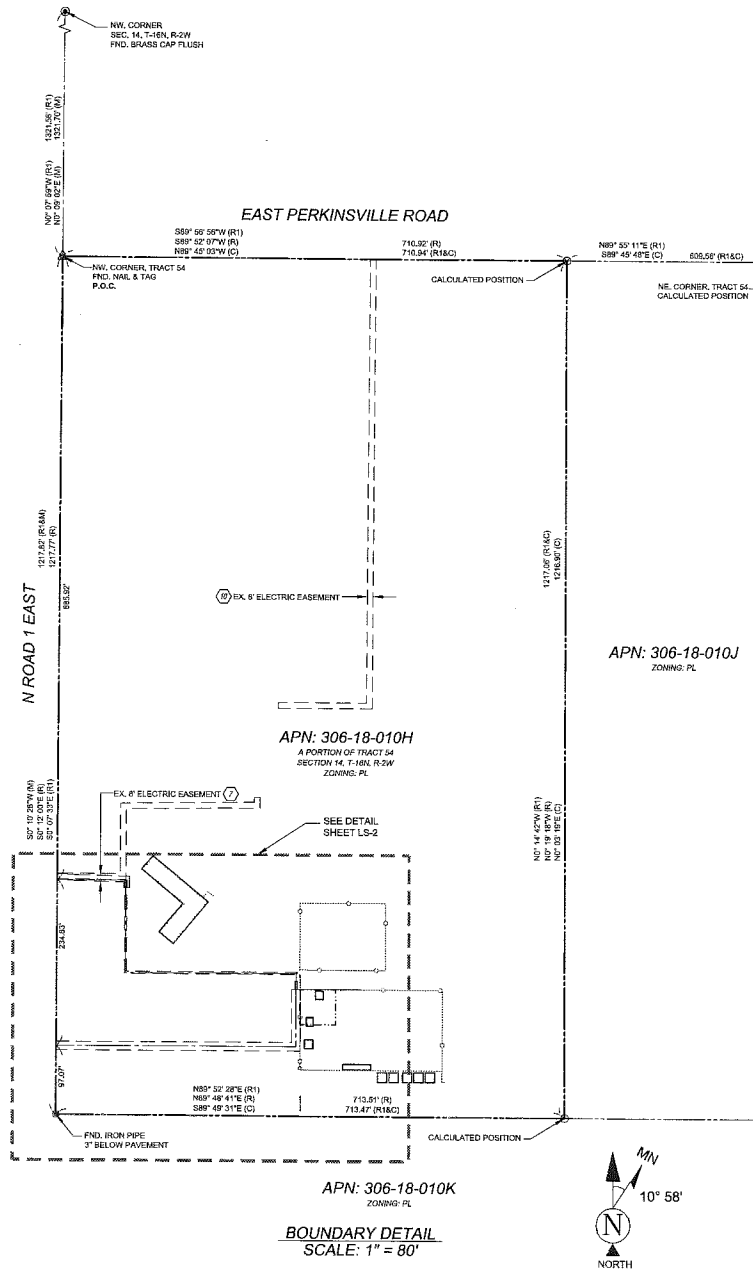
ELEVATIONS SHOWN HEREON ARE REPRESENTED IN NAVD83 ESTABLISHED FROM GPS DERIVED ORTHOMETRIC HEIGHTS, APPLYING GEOID 09 SEPARATIONS.

SURVEY DATE

THE FIELD SURVEY FOR THIS PROJECT WAS COMPLETED ON 07/17/2014.

CENTER OF GEODETIC COORDINATES

PROPOSED SUN STATE MONOPOLY LOCATION
 LATITUDE: 34° 46' 55.22" NORTH (NAD83)
 LONGITUDE: 112° 20' 45.164" WEST (NAD83)
 ELEVATION @ GRADE = 4662.9 (NAVD83)



LEASE AREA LEGAL DESCRIPTION

A PARCEL OF LAND BEING A PORTION OF TRACT 54 AS SHOWN ON THE 1913 G.L.D. SURVEY MAP OF SECTION 14, TOWNSHIP 18 NORTH, RANGE 2 WEST OF THE GILA AND SALT RIVER BASE AND MERIDIAN, YAVAPAI COUNTY, ARIZONA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A FOUND NAIL WITH TAG MARKING THE NORTHWEST CORNER OF SAID TRACT 54 FROM WHICH A FOUND BRASS CAP FLUSH MARKING THE NORTHWEST CORNER OF SAID SECTION 14 BEARS NORTH 89°59'00" EAST, A DISTANCE OF 1221.70 FEET; THENCE SOUTH 00°12'00" WEST, ALONG THE WEST LINE OF SAID TRACT 54, A DISTANCE OF 1120.75 FEET; THENCE NORTH 89°59'00" EAST, A DISTANCE OF 338.64 FEET; THENCE NORTH 00°12'00" EAST, A DISTANCE OF 81.14 FEET; THENCE SOUTH 89°59'00" EAST, A DISTANCE OF 80.00 FEET; THENCE SOUTH 00°13'32" WEST, A DISTANCE OF 50.00 FEET; THENCE NORTH 89°48'38" WEST, A DISTANCE OF 50.00 FEET; THENCE NORTH 00°12'00" EAST, A DISTANCE OF 50.00 FEET TO THE POINT OF BEGINNING.

UTILITY EASEMENT LEGAL DESCRIPTION

A 3.00 FOOT WIDE STRIP OF LAND BEING A PORTION OF TRACT 54 AS SHOWN ON THE 1913 G.L.D. SURVEY MAP OF SECTION 14, TOWNSHIP 18 NORTH, RANGE 2 WEST OF THE GILA AND SALT RIVER BASE AND MERIDIAN, YAVAPAI COUNTY, ARIZONA, LYING 6.00 FEET ON EITHER SIDE OF THE FOLLOWING DESCRIBED CENTERLINE:

COMMENCING AT A FOUND NAIL WITH TAG MARKING THE NORTHWEST CORNER OF SAID TRACT 54 FROM WHICH A FOUND BRASS CAP FLUSH MARKING THE NORTHWEST CORNER OF SAID SECTION 14 BEARS NORTH 89°59'00" EAST, A DISTANCE OF 1221.70 FEET; THENCE SOUTH 00°12'00" WEST, ALONG THE WEST LINE OF SAID TRACT 54, A DISTANCE OF 1120.75 FEET; THENCE NORTH 89°59'00" EAST, A DISTANCE OF 338.64 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 00°12'00" EAST, A DISTANCE OF 131.64 FEET; THENCE NORTH 89°59'00" EAST, A DISTANCE OF 240.17 FEET; THENCE SOUTH 00°13'32" WEST, A DISTANCE OF 22.64 FEET TO THE POINT OF TERMINUS.

SIDELINES OF SAID EASEMENT SHALL BE LENGTHENED OR SHORTENED RESPECTIVELY IN ORDER TO PROVIDE A CONTIGUOUS EASEMENT THROUGHOUT.

ACCESS/UTILITY EASEMENT LEGAL DESCRIPTION

A 12.00 FOOT WIDE STRIP OF LAND BEING A PORTION OF TRACT 54 AS SHOWN ON THE 1913 G.L.D. SURVEY MAP OF SECTION 14, TOWNSHIP 18 NORTH, RANGE 2 WEST OF THE GILA AND SALT RIVER BASE AND MERIDIAN, YAVAPAI COUNTY, ARIZONA, LYING 6.00 FEET ON EITHER SIDE OF THE FOLLOWING DESCRIBED CENTERLINE:

COMMENCING AT A FOUND NAIL WITH TAG MARKING THE NORTHWEST CORNER OF SAID TRACT 54 FROM WHICH A FOUND BRASS CAP FLUSH MARKING THE NORTHWEST CORNER OF SAID SECTION 14 BEARS NORTH 89°59'00" EAST, A DISTANCE OF 1221.70 FEET; THENCE SOUTH 00°12'00" WEST, ALONG THE WEST LINE OF SAID TRACT 54, A DISTANCE OF 1120.75 FEET TO THE POINT OF BEGINNING; THENCE NORTH 89°59'00" EAST, A DISTANCE OF 338.64 FEET; THENCE NORTH 00°12'00" EAST, A DISTANCE OF 81.14 FEET TO THE POINT OF TERMINUS.

SIDELINES OF SAID EASEMENT SHALL BE LENGTHENED OR SHORTENED RESPECTIVELY IN ORDER TO PROVIDE A CONTIGUOUS EASEMENT THROUGHOUT.

TITLE REPORT SCHEDULE "B" ITEMS

- AN EASEMENT FOR TELEPHONE AND TELEGRAPH LINES AND ALL OTHER MATTERS AS SET FORTH THEREIN, RECORDED IN BOOK 111 OF DEEDS, PAGE 300 OF OFFICIAL RECORDS, (BOOKS NOT AFFECT)
- ALL MATTERS AS SET FORTH IN RESULT OF SURVEY RECORDED AS BOOK 4 OF LAND SURVEYS, PAGE 36 OF OFFICIAL RECORDS, (REFERENCED)
- ALL MATTERS AS SET FORTH IN RECORD OF SURVEY RECORDED AS BOOK 38 OF LAND SURVEYS, PAGE 18 OF OFFICIAL RECORDS, (REFERENCED)
- AN EASEMENT FOR ELECTRIC LINES AND ALL OTHER MATTERS AS SET FORTH THEREIN, RECORDED IN BOOK 1795 OF OFFICIAL RECORDS, PAGE 11, (REFERENCED)
- COVENANTS, CONDITIONS, RESTRICTIONS, EASEMENTS, LIABILITIES AND OBLIGATIONS IN THE SPECIAL WARRANTY DEED RECORDED IN BOOK 3387 OF OFFICIAL RECORDS, PAGE 905, (BLANKET IN NATURE)
- AN EASEMENT FOR ELECTRIC LINES AND ALL OTHER MATTERS AS SET FORTH THEREIN, RECORDED IN BOOK 3782 OF OFFICIAL RECORDS, PAGE 854, (REFERENCED)
- A GROUND LEASE DATED NOVEMBER 1 2004, EXECUTED BY TOWN OF CHINO VALLEY, ARIZONA AS LESSOR AND TOWN OF CHINO VALLEY, ARIZONA MUNICIPAL PROPERTY CORPORATION AS LESSEE, RECORDED AS BOOK 4208 OF OFFICIAL RECORDS, PAGE 446, (BLANKET IN NATURE)
- A TOWN LEASE DATED NOVEMBER 1 2004, EXECUTED BY TOWN OF CHINO VALLEY, ARIZONA AS LESSOR AND TOWN OF CHINO VALLEY, ARIZONA MUNICIPAL PROPERTY CORPORATION AS LESSEE, RECORDED AS BOOK 4208 OF OFFICIAL RECORDS, PAGE 447, (BLANKET IN NATURE)
- AN EASEMENT FOR TRANSMISSION AND DISTRIBUTION OF ELECTRICITY AND ALL OTHER MATTERS AS SET FORTH THEREIN RECORDED IN BOOK 4257 OF OFFICIAL RECORDS, PAGE 360, (REFERENCED)

SUN STATE TOWERS
 1426 NORTH MARVIN STREET #101
 GILBERT, AZ 85233
 PHONE: 480-684-9588 - FAX 480-684-9850

SITE NAME:
AZ09-006
CHINO VALLEY 1

SITE ADDRESS:
 1615 N. ROAD 1 E
 CHINO VALLEY, AZ 86323

SUBMITTALS			
NO.	BY	DATE	SUBMITTAL
1	MJG	07/18/14	PRELIM SUBMITTAL
2	MJG	07/23/14	UTILITY LOCATE
3	MJG	09/30/14	FINAL SUBMITTAL
4	MJG	05/14/15	REVISED SITE
5	MJG	06/17/15	REVISED UTILITY ESMT.

TERRAMARK
 LAND SURVEYING

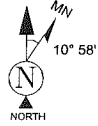
1682 W. BLAYLOCK DRIVE
 PHOENIX, AZ 85085
 P. 480-440-1748 F. 623-777-1782
 www.terramarksurveying.com

Professional Surveyor Seal for Mark J. Gorman, State of Arizona, License No. 10000, Expires 03/31/17.

SITE SURVEY

JOB NO:	FIELD BY:	DRAWN BY:
1403061	MJG	MJG

SHEET NO.:	SHEET NAME:
1 OF 2	LS-1

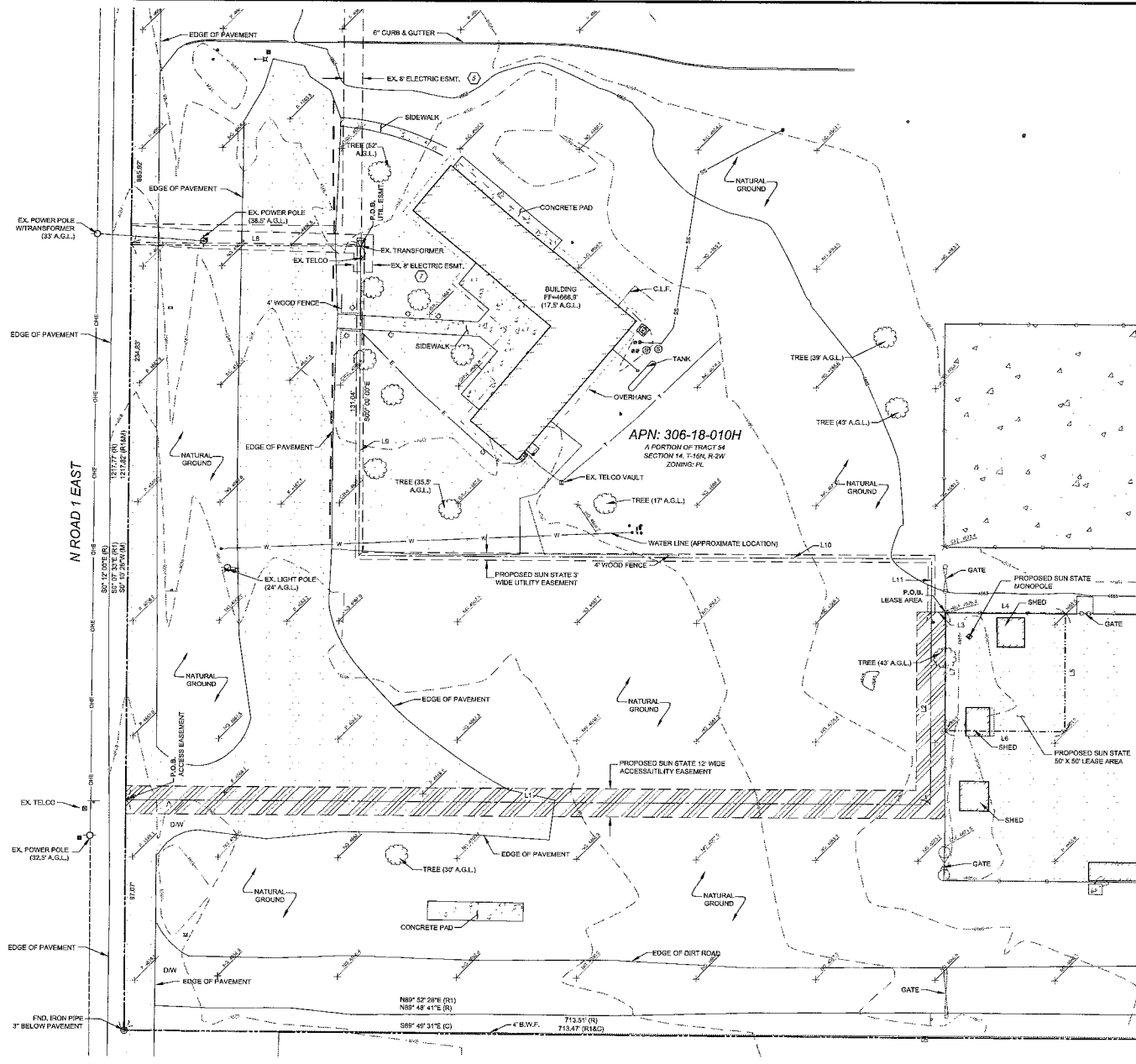
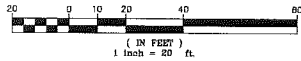


LINE TABLE		
LINE	LENGTH	BEARING
L1	338.64'	N89° 07' 00"E
L2	81.14'	N0° 13' 22"E
L3	6.90'	S89° 46' 39"W
L4	50.00'	S89° 46' 39"W
L5	50.00'	S0° 13' 22"W
L6	50.00'	N89° 46' 39"W
L7	50.00'	N0° 13' 22"E
L8	96.16'	N89° 00' 00"E
L9	189.32'	S0° 00' 00"E
L10	234.03'	N89° 00' 00"E
L11	22.64'	S0° 13' 22"W

LEGEND

⊙	FOUND NAIL & TAG
⊙	FOUND DRAIN CAP/FLUSH
⊙	FOUND IRON PIPE
⊙	CALCULATED POSITION
⊙	SEWER MANHOLE
⊙	SEWER CLEANOUT
⊙	TELEPHONE VAULT
⊙	TELEPHONE PEDestal
⊙	WATER VALVE
⊙	FIRE HYDRANT
⊙	WATER METER
⊙	BACKFLOW PREVENTER
⊙	IRRIGATION CONTROL VALVE
⊙	ELECTRIC JUNCTION BOX
⊙	ELECTRIC METER
⊙	POWER POLE
⊙	DOWN GUY
⊙	ELECTRIC TRANSFORMER
⊙	LIGHT POLE
⊙	STREET LIGHT W/ MAST ARM
⊙	BUSH (TYP)
⊙	TREE (TYP)
⊙	IRON
⊙	BOLLARD
⊙	CURB STOP
⊙	BREAKLINE
⊙	POSITION OF GEODETIC COORDINATES
⊙	FOUND
⊙	EXISTING
⊙	NATURAL GRADE
⊙	PAVEMENT GRADE
⊙	GRAVEL GRADE
⊙	SIDEWALK GRADE
⊙	BUILDING OVERLAPPING
⊙	TOP OF BANK
⊙	TOE OF BANK
⊙	EDGE OF DIRT ROAD
⊙	EDGE OF PAVEMENT
⊙	CHAIN LINK FENCE
⊙	BARB WIRE FENCE
⊙	DRIVEWAY
⊙	FACE OF CURB
⊙	ABOVE GROUND LEVEL
⊙	EDGE OF CONCRETE
⊙	BOUNDARY LINE
⊙	ADJOINING BOUNDARY LINE
⊙	EASEMENT LINE
⊙	CENTERLINE
⊙	LEASE LINE
⊙	ON ELECTRIC LINE
⊙	BARB WIRE FENCE
⊙	CHAIN LINK FENCE
⊙	WOOD FENCE
⊙	UG SANITARY SEWER LINE
⊙	UG ELECTRIC LINE
⊙	UG WATER LINE

GRAPHIC SCALE



SUN STATE TOWERS
1426 NORTH MARVIN STREET #101
GILBERT, AZ 85233
PHONE: 480-664-9588 - FAX 480-664-9850

SITE NAME:
AZ09-006
CHINO VALLEY 1

SITE ADDRESS:
1615 N ROAD 1 E
CHINO VALLEY, AZ 86323

SUBMITTALS

NO.	BY	DATE	SUBMITTAL
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3	MJG	09/30/14	FINAL SUBMITTAL
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1662 W. BLAYLOCK DRIVE
PHOENIX, AZ 85065
P. 480-440-1748 F. 623-777-1782
www.terramarksurveying.com



SITE SURVEY

JOB NO:	FIELD BY:	DRAWN BY:
1403061	MJG	MJG

SHEET NO.:	SHEET NAME:
2 OF 2	LS-2



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

Item No. 6. b.

Meeting Date: 08/25/2015
Contact Person: Jami Lewis, Town Clerk
 Phone: 928-636-2646 x-1208
Department: Town Clerk
Item Type: Consent
Estimated length of staff presentation: None
Physical location of item: N/A

AGENDA ITEM TITLE:

Consideration and possible action to cancel the November 24, 2015 and December 22, 2015 regular meetings.

RECOMMENDED ACTION:

Cancel the November 24, 2015 and December 22, 2015 regular meetings.

SITUATION AND ANALYSIS:

Issue Statement

Historically, Council has not held their regularly scheduled second meetings in November and December due to conflicts with holiday schedules. If any items arise needing immediate attention, the mayor is authorized per Town Code to schedule a special meeting on another date.

Per Town Code Section 30.065, Council may cancel or reschedule any regular meeting, except that at least one regular meeting in each month must be held.

Applicable "Policy"

Town Code Section 30.065

Satisfaction of "Policy"

As long as Council holds the November 10, 2015 and December 8, 2015 regular meetings, the Town Code requirement will be met.

Summary of Issues and Staff Rationale

N/A

Findings of Fact

N/A

Fiscal Impact**Fiscal Impact?:** None**If Yes, Budget Code:****Available:****Funding Source:**

Attachments*No file(s) attached.*



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

Item No. 6. c.

Meeting Date: 08/25/2015

Contact Person: Jami Lewis, Town Clerk

Phone: 928-636-2646 x-1208

Department: Town Clerk

Item Type: N/A

AGENDA ITEM TITLE:

Consideration and possible action to accept the July 16, 2015 study session minutes. (Jami Lewis, Town Clerk)

RECOMMENDED ACTION:

Accept the July 16, 2015 study session minutes.

Attachments

July 16, 2015 minutes

DRAFT

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

**THURSDAY, JULY 16, 2015
6:00 P.M.**

The Town Council of the Town of Chino Valley, Arizona, met for a Study Session in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona, on Thursday, July 16, 2015.

Present: Mayor Chris Marley; Vice-Mayor Darryl Croft; Councilmember Mike Best; Councilmember Pat McKee; Councilmember Lon Turner; Councilmember Don Wojcik

Staff Present: Town Manager Robert Smith; Assistant Town Manager Cecilia Grittman; Finance Director Joe Duffy; Town Engineer/Public Works Director Ron Grittman; Town Clerk Jami Lewis (recorder)

1) CALL TO ORDER; ROLL CALL

Vice-Mayor Croft called the meeting to order at 6:03 p.m.

(Mayor Marley attended the meeting via conference phone.)

2) Presentation and discussion regarding the proposed USDA loan refinance. (Joe Duffy, Finance Director)

Mr. Duffy presented the following information on this item:

Why Finance Through (WIFA) Water Infrastructure Finance Authority

- WIFA offered subsidized interest rates—Chino Valley qualified for a 20% discount.
- WIFA extended grants to underprivileged communities that reduced the amount to be paid back. The Town received grants of \$478,929 for the wastewater treatment plant and \$636,000 for the Prescott water acquisition.
- WIFA allowed borrowers to fund a reserve fund over five years instead of financing the amount up front.
- WIFA also encouraged a repair and replacement fund, if applicable.

Current Loans

- The Town took WIFA loans of \$1.6M and \$4.8M in 2007 and 2008 for the Chino Meadows Sewer Project. These had fully funded reserve funds and a repair and replacement fund. If the infrastructure had a major failure, the Town would not have to borrow money to fund it. The latest loan of \$2.9M was taken in 2014.
- The Town refinanced one USDA loan of \$1.6M in 2007 and two of \$1.5M and \$1.3M in 2008. Staff proposed to retain the same term, but refinance to cut the interest rate.

Refinance Proposal

- Reducing the current 4.1250% interest rate to 2.45% will net a total cash savings of \$771,000, or \$53,000 per year.
- In order to refinance the loans, WIFA required that a new project be funded as well. Staff proposed a \$600,000 project, with a total debt service of \$717,664, to extend sewer up Center Street to Molly Rae subdivision. The 20-year loan will be backed by excise taxes.
- The interest rate could potentially increase before the November projected closing date; if so, Council will have to determine if the project was worth it.
- Debt service payments will be made by the sewer fund.

Molly Rae Sewer Project

- As each home connected to the sewer, the \$6,000 buy-in fee and monthly sewer fees will eventually pay for the project. Other homes along Center Street will also be able to connect. Council may elect to offer incentives to hookup during construction.
- As Council needed to discuss whether or not to waive mandatory connection fees for the subdivision's existing four homes, these were not included in the calculations.
- Staff selected Molly Rae for the project, as sewer was already on east side of the highway, and the Molly Rae developer had already installed dry sewer throughout the subdivision.
- Prescott currently served the subdivision's water. Staff hoped that the Town acquiring Prescott's water system and the lower cost of connecting to the sewer, as opposed to installing a septic, would spur further development in the subdivision.

Council asked for further details and staff responded to the following topics:

- *Town Engineer versus contracting out the design* – The Town could do some design work and WIFA would pre-fund engineering, but the use of federal dollars required the bidding process.
- *Molly Rae project and sewer connection policy* – If Council did not change the current policy, 28 other homes not in the subdivision will be required to tie in. Council might want to consider waiving the mandatory fee to those homes because Molly Rae will eventually pay for the entire project. Council could also do a percentage reduction. As no money was involved until November 10, Council had three months to deliberate on this.
- *Buy-in fees* – Buy-in fees paid for the pipe in the ground, service connection, and plant capacity.

Council comments:

- Having sewer on the west side was a good thing.
- Council needed more discussion, particularly on setting a new precedence.
- One favored a \$1,000 voluntary fee for the 28 non-Molly Rae homes.
- One expressed concern that reducing buy-in fees could cause rates to increase.

Council asked staff to invite the Molly Rae developer to present his plans for the subdivision to Council.

- 3) Presentation and discussion regarding the Town's acquisition of the Prescott Water System. (Joe Duffy, Finance Director)

Mr. Duffy presented the following information on this item:

Project History

- On May 27, 2014, Council adopted Resolution No. 14-1038 authorizing the application to WIFA's Drinking Water State Revolving Fund.
- On June 23, 2014, staff submitted the project finance application to WIFA.
- On August 24, 2014, the WIFA Board passed Loan Resolution 2015-002 approving the Town's loan to acquire the system.
- This project could not be included with the sewer loan above (item 2), as the two projects had different funding sources.

Funding Proposal

- The Prescott acquisition and infrastructure improvements, and Wilhoit water acquisition was \$4.6M. After the 14% grant, the total loan amount was \$3.9M. The 20-year term loan would be at an estimated interest rate of 2.10% for an annual debt service payment of \$256,000.
- Per the 2013 analysis from economists.com, the total projected revenue from the acquisitions of 756 customers was \$342,729. Since 2013, Prescott had added some customers.
- Assuming the Prescott acquisition went online in January 2016, the water fund cash flow should go from negative to positive in FY 2015/2016. As the water fund had no cash, it needed to build reserves and would still require transfers in from the general fund until FY 2017/2018. Staff estimated that the fund will break even around FY 2016/2017 or 2017/2018.
- Due to the Town's debt ratio, WIFA will require an excise tax pledge for at least five years. Ideally, enterprise systems should stand on their own, but as the Town had been upside down for quite some time, excise tax from the general fund had been used.

Council asked staff to provide them with the Town's new debt total.

- 4) Council may vote to recess the Study Session and hold an executive session pursuant to A.R.S. § 38-431.03(A)(4) for discussion or consultation with the Town's Attorney in order to consider its position and instruct the Town's Attorney regarding the Town's position on a contract that is the subject of negotiations concerning acquisition of a portion of the City of Prescott water system. (Robert Smith, Town Manager)

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner to adjourn to executive session at 6:59 p.m.

Vote: 6 - 0 PASSED - Unanimously

(Mayor Marley left the meeting after the executive session.)

Vice-Mayor Croft reconvened the study session at 8:05 p.m.

- 5) ADJOURNMENT

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner to adjourn the meeting at 8:06 p.m.

Vote: 5 - 0 PASSED - Unanimously

Chris Marley, Mayor

ATTEST:

Jami C. Lewis, Town Clerk

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Study Session of the Town Council of the Town of Chino Valley, Arizona held on the 16th day of July, 2015. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 25th day of August, 2015.

Jami C. Lewis, Town Clerk

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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

Item No. 7. a.

Meeting Date: 08/25/2015
Contact Person: Ruth Mayday, Development Services Director
 Phone: 928-636-4427 x-1217
Department: Development Services
Item Type: Action Item
Estimated length of staff presentation: 10 minutes
Physical location of item: Town Hall

AGENDA ITEM TITLE:

Consideration and possible action to approve the proposed Town Hall location for the Granite Mountain Hotshots Monument.

Presentation and further discussion regarding Klaus Nietschmann and the Chino Valley Elks request locate a monument to memorialize the Granite Mountain Hot Shots.

RECOMMENDED ACTION:

Alternative locations have not been fully considered by the donating entity. While the Elks' donation of the monument is generous, the Town will be responsible for perpetual maintenance of the monument and any appurtenances thereto. The speed at which vehicles travel along SR 89 (and the associated noise) coupled with the single site entrance are not conducive to easy access to the site, nor is the site conducive to quiet contemplation. The site itself is rather austere and doesn't lend itself to an atmosphere of reflection. Any improvements required by ADA would have to be installed and financed by the Town as the Elks have declined to do so. Therefore, Staff recommends denial of the request to install the Granite Mountain Hot Shots Monument at Town Hall and recommends installation of the monument in Memory Park.

SITUATION AND ANALYSIS:

Issue Statement

The Chino Valley Elks Club wants to locate a monument to the Granite Mountain Hotshots in front of Town Hall.

Applicable "Policy"

Satisfaction of "Policy"

Summary of Issues and Staff Rationale

Situation & Analysis:

The Chino Valley Elks are proposing to locate a memorial statue in memory of the Granite Mountain Hot Shots who perished in the Yarnell Hill Fire. The bronze monument is 76" high (6'4") and will rest on a 5' x 5' concrete base. Fundraising for the monument and installation is the responsibility of the Elks and the Chino Valley Fire Department Charities; the Town will have no financial obligation other than use of the land and perpetual maintenance.

Staff met with Mr. Nietzsche on July 16, 2014 in a pre-application Technical Review Meeting to discuss the proposal. Staff advised Mr. Nietzsche to select a location at Town Hall so that it could be discussed with Town Council. During the Town Council Meeting on October 14, 2014, Council requested that staff work with the Elks to consider alternative locations. Over the next twelve months, staff suggested alternatives to the Town Hall site including Memory Park, the Recreation Center, and the 4 North Roundabout. The Elks have declined to consider any locations other than Town Hall.

Early in 2015 the Elks and Klaus Nietzsche requested an "up or down" vote on the Town Hall location by the Town Council. At that time, Council requested additional information regarding the proposed monument, its appurtenant design, location, and details regarding parking, lighting, and site access. Staff was directed by Council to further clarify the project and reschedule for a later date. Staff tentatively scheduled this item for hearing before Town Council on June 23, 2015, but pulled it from consideration as no additional information had been provided to staff by the Elks at that time.

Both Development Services Director Mayday and Plans Examiner Jim Shinost met with Klaus Nietzsche on June 17, 2015 to discuss additional details. In a subsequent letter, staff detailed the items necessary for the project to be presented to Town Council, which included site sketches for alternative locations, illustration(s) of the plaques and proposed locations on/near the monument; responsibility for improvements for ADA compliance, and any outdoor lighting that would be included.

The Elks declined to provide any additional details or sketch plans for alternative locations, stating again that they would only consider the Town Hall location; they did provide a sketch of the plaques (with dimensions) for donors; they declined to provide improvements related to ADA compliance; and they stated that they have no plans for lighting the monument.

Staff has identified an alternative location for the monument in Memory Park. Located in the southwest corner of the park, it is immediately adjacent to parking and has a clear view of Granite Mountain in the background. This site is removed from the heavy traffic on State Route 89, making it more suitable for quiet contemplation and reflection.

Findings of Fact

Fiscal Impact

Fiscal Impact?: No

If Yes, Budget Code:

Available:

Funding Source:

Attachments

Photo of Memorial

Photo of Memorial 2

Site Plan

base design

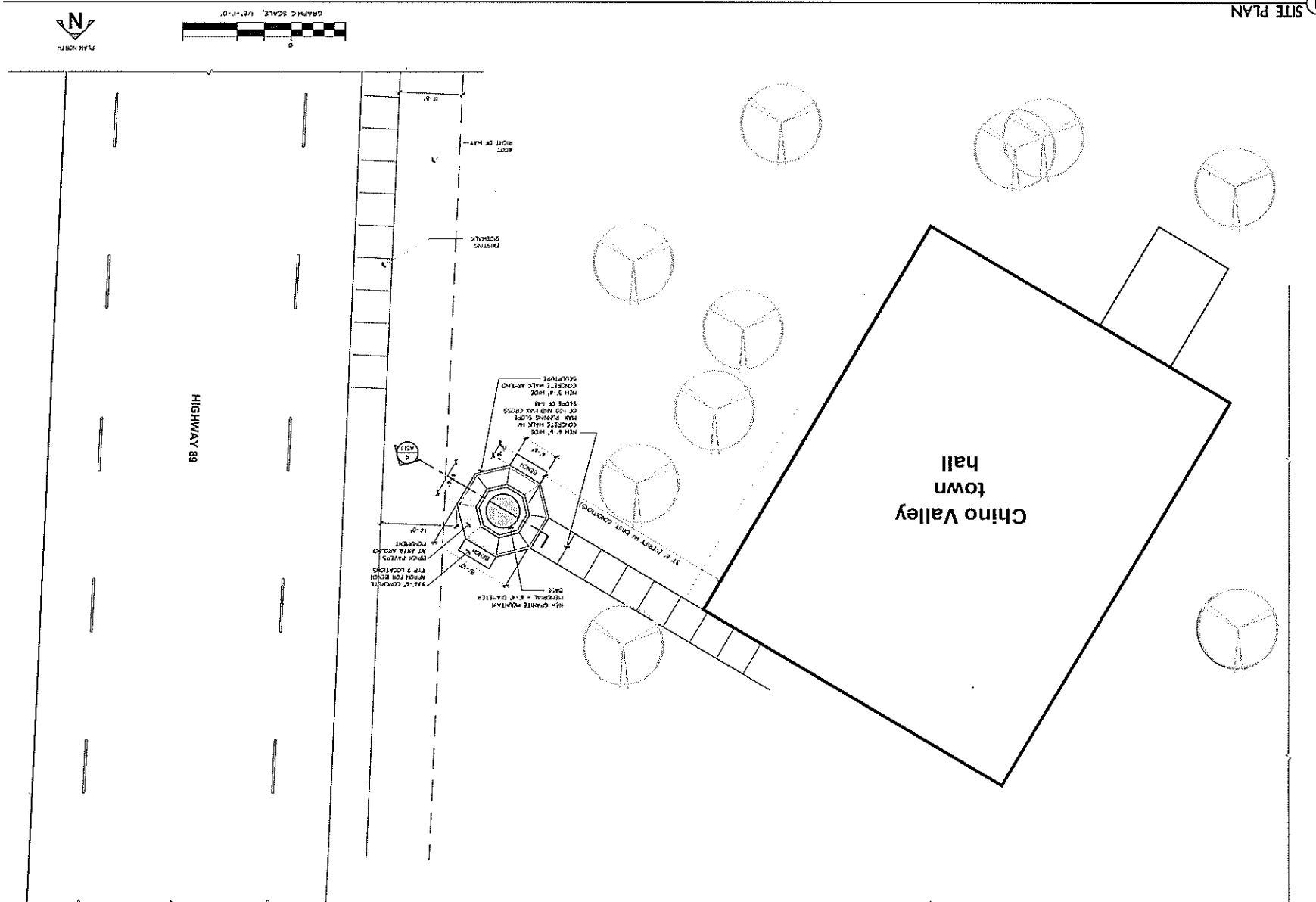
Memory Park location

Memory Park view





ERIC MARSH
JESSE STEED
CLAYTON WHITTED
ROBERT CALDWELL
TRAVIS CARTER
CHRISTOPHER MACKENZIE
TRAVIS TURBYFILL
ANDREW ASHCRAFT
JOE THURSTON
WADE PARKER
ANTHONY ROSE
GARRET ZUPPGER
SCOTT NORRIS
DUSTIN DEFORD
WILLIAM WARNEKE
KEVIN WOYJECK
GRANT MCKEE
SEAN MINNER
JOHN J. PERCIN, JR.

[illegible]



Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.



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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

Item No. 7. b.

Meeting Date: 08/25/2015
Contact Person: Jami Lewis, Town Clerk
 Phone: 928-636-2646 x-1208
Department: Town Clerk
Item Type: Action
Estimated length of staff presentation: 5 minutes
Physical location of item: N/A

AGENDA ITEM TITLE:

Consideration and possible action to appoint applicants to fill vacancies on the Board of Adjustment, Parks and Recreation Advisory Board, Senior Center Advisory Board, and Municipal Property Corporation.

RECOMMENDED ACTION:

Appoint applicants to the Board of Adjustment, Parks and Recreation Advisory Board, Senior Center Advisory Board, and Municipal Property Corporation per recommendation of the Appointments Subcommittee.

SITUATION AND ANALYSIS:

The Council Appointments Subcommittee met on August 11 to review applications for several public bodies. See attached minutes for further details of the subcommittee's discussion. They have recommended that Council appoint the following persons to the corresponding public body:

- *Board of Adjustment* - Beverly Duffy, Mark Vucich, and Geoffrey Brown to terms ending July 31, 2018.
- *Parks and Recreation Advisory Board* - Donna Armstrong, Eric Smith, Celia Vander Molen, and Deryl Jevons to term ending June 30, 2017.
- *Senior Center Advisory Board* - Nancy Mitchell, Nancy Herrero, and Dolly Cena to term ending June 20, 2017.
- *Municipal Property Corporation* - Travis Bard to term ending June 30, 2018.

The Subcommittee also made the following recommendations for other public bodies with vacancies:

- *Planning and Zoning Commission (PZC)* - Council's appointment of Corey Mendoza left a vacant position on the PZC. The subcommittee recommended postponing any action on this position until after the new Council vacancy was filled, then hold interviews for this position.
- *Roads and Streets Committee* - Vice-Mayor Croft has offered to take over as chair and call a meeting in the near future. The subcommittee recommended that staff bring this item back for review at the same time as the PZC appointment.

Status of other public bodies:

- *Industrial Development Authority* - This board still has a vacancy.
- *Municipal Property Corporation* - This board will still have 2 vacancies after possible appointment of Mr. Bard above.

Other Pertinent Documents Available Upon Request:

Applicant applications

Fiscal Impact

Fiscal Impact?: No

If Yes, Budget Code:

Available:

Funding Source:

Attachments

August 10, 2015 subcommittee minutes

DRAFT

TOWN OF CHINO VALLEY COUNCIL APPOINTMENTS SUBCOMMITTEE MINUTES

**MONDAY, AUGUST 10, 2015
4:00 P.M.**

The Council Appointments Subcommittee of the Town of Chino Valley, Arizona, convened for a public meeting in the Council Chambers Conference Room, located at 202 N. State Route 89, Chino Valley, Arizona.

Present: Vice-Mayor Darryl Croft (Chair); Councilmember Lon Turner
Absent: Councilmember Mike Best
Staff Present: Town Clerk Jami Lewis (recorder)

1) CALL TO ORDER

Vice-Mayor Croft called the meeting to order at 4:07 p.m.

2) ROLL CALL

3) APPROVAL OF MINUTES

- a) Consideration and possible action to approve July 14, 2015 minutes.

MOVED by Councilmember Lon Turner, seconded by Vice-Mayor Darryl Croft (Chair) to approve the July 14, 2015 minutes.

Vote: 2 - 0 PASSED - Unanimously

4) OLD BUSINESS

5) NEW BUSINESS

- a) Discussion and possible action to review applications, direct staff to schedule interviews with selected applicants, and make recommendation to Council for appointment to the Planning and Zoning Commission, Board of Adjustment, Parks and Recreation Advisory Board, Roads and Streets Committee, Senior Center Advisory Board, and Municipal Property Corporation.

Subcommittee members reviewed applications for the following public bodies:

Planning and Zoning Commission (PZC)

1 Vacancy (Alternate position); term ending January 31, 2016

Applicants: Mark Vucich and Alex Harris

Town Clerk Lewis reported that with Council's appointment of Corey Mendoza to the Council, Claude Baker, as alternate, will now take Mr. Mendoza's seat, leaving the PZC Alternate position vacant. Mr. Vucich was a current Board of Adjustment member, and both he and Ms. Harris had applied for the recent Council vacancy. Since Mr. Mendoza's appointment to Council and the publication of this agenda, one other councilmember had also resigned. If Council appointed Mr. Vucich to either the Commission or Council, the BOA will have a vacancy; and if Council appointed either applicant as Planning Commission Alternate, and then later to the Council, the Alternate position would need to be refilled.

Vice-Mayor Croft and Councilmember Turner believed that it was best to postpone any action on this position until after the new Council vacancy was filled, then schedule interviews for the position.

Board of Adjustment (BOA)

3 Expirations; term ending July 31, 2018

Applicants: Incumbents Beverly Duffy, Mark Vucich, and Geoffrey Brown

MOVED by Councilmember Lon Turner, seconded by Vice-Mayor Darryl Croft (Chair) to recommend Duffy, Vucich, and Brown for re-appointment.

Vote: 2 - 0 PASSED - Unanimously

Parks and Recreation Advisory Board (PRAB)

4 expirations; term ending June 30, 2017

Applicants: Incumbents Donna Armstrong, Eric Smith, Celia Vander Molen, and Deryl Jevons

MOVED by Councilmember Lon Turner, seconded by Vice-Mayor Darryl Croft (Chair) to recommend Armstrong, Smith, Vander Molen, and Jevons for re-appointment.

Vote: 2 - 0 PASSED - Unanimously

Roads and Streets Committee (RSC)

4 expirations; term ending June 30, 2017

Applicants: Incumbents Darryl Croft, Ron Romely, and Dean Echols

Town Clerk Lewis reported that:

- Councilmember Wojcik, also an RSC member and Chair, had submitted his application for re-appointment, but he later resigned from the Council.
- Ron Gritman, the staff liaison, had told staff that he was unsure if Robert Johan and James Miller, whose terms expired in 2016, were still interested in serving, as the committee had not met in 11 months. Staff contacted both: Mr. Johan indicated an interest in continuing; Mr. Miller had not yet returned staff's call.
- Jim Wise, who had previously served on the Committee and whose term expired in 2014, was not technically a current member, but as he continued to attend the meetings, staff recommended that the subcommittee recommend Mr. Wise if Mr. Miller was no longer interested in serving.

Vice-Mayor Croft offered to take over as RSC Chair and he intended to call a meeting of the committee soon. He also stated that he would talk to Councilmember Mendoza about taking Mr. Wojcik's place on the committee. He and Councilmember Turner suggested that staff bring this item back at the same time as the PZC Alternate appointment, and that staff report on Mr. Miller's response.

Senior Center Advisory Board (SCAB)

3 expirations; term ending June 30, 2017

Applicants: Incumbents Nancy Mitchell, Nancy Herrero; new applicants Andrea Byers, Dolly Cena, and Karla Phillips

Town Clerk Lewis reported that Cyndi Thomas, staff liaison, recommended Ms. Mitchell and Herrero for their positive contributions to the board, and Ms. Cena, who was an active member of the senior community and had been partnering with the Senior Center on several things. Councilmember Best had also sent his recommendation, based on applications alone, of Ms. Herrero, Cena, and Byers.

MOVED by Councilmember Lon Turner, seconded by Vice-Mayor Darryl Croft (Chair) to recommend Mitchell and Herrero for re-appointment, and Cena for appointment.

Vote: 2 - 0 PASSED - Unanimously

Industrial Development Authority (IDA)

1 vacancy; term ending June 30, 2021

Applicants: None

Town Clerk Lewis reported that staff had spoken with MPC member Anita DeMello about serving on the IDA, but she indicated that she was unable to serve on either board at this time.

Municipal Property Corporation (MPC)
2 expirations; term ending June 30, 2018
1 vacancy; term ending June 30, 2017
Applicant: Incumbent Travis Bard

Town Clerk Lewis reported that staff would contact IDA member Beverly Duffy about serving on the MPC.

MOVED by Councilmember Lon Turner, seconded by Vice-Mayor Darryl Croft (Chair) to recommend Bard for re-appointment.

Vote: 2 - 0 PASSED - Unanimously

6) ADJOURNMENT

The meeting adjourned at 4:28 p.m.

Dated this 11th day of August, 2015.

By: *Jami C. Lewis*

Approved: _____

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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Regular Meeting

Item No. 7. c.

Meeting Date: 08/25/2015
Contact Person: Liz Hart, Deputy Town Clerk/Records Technician
 Phone: 928-636-2646 x-1210
Department: Council
Item Type: Action Item
Estimated length of staff presentation: 10 minutes
Physical location of item: N/A

AGENDA ITEM TITLE:

Consideration and possible action to disband Council Program Review Subcommittee.

RECOMMENDED ACTION:

Disband the Program Review Subcommittee.

SITUATION AND ANALYSIS:

Issue Statement

Applicable "Policy"

Satisfaction of "Policy"

Summary of Issues and Staff Rationale

Findings of Fact

Fiscal Impact

Attachments

No file(s) attached.