

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

**TUESDAY, AUGUST 29, 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, August 29, 2017.

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

Absent: Councilmember Cloyce Kelly

Staff Present: Town Manager Cecilia Grittmann; Finance Director Joe Duffy; Public Works Manager Kenny Tribolet; Community Services Director Scott Bruner; Assistant Community Services Director Cyndi Thomas; Recreation Lead Celia van der Molen; Recreation Coordinator Hailey Byrd; Town Clerk Jami Lewis (recorder)

1) CALL TO ORDER; ROLL CALL

Mayor Croft called the meeting to order at 6:04 p.m.

2) Presentation by Arlene Alen, Chino Valley Area Chamber of Commerce President/CEO, regarding the Community Volunteer Program (CVP) and introduction of Sarah Haber, AmeriCorps Vista, CVP Coordinator. (Cecilia Grittmann, Town Manager)

Ms. Grittmann reported that Ms. Alen desired to brief Council on the Chamber's new volunteer program and the new personnel to administer it.

Ms. Alen reported that:

- Quad cities community organizations were struggling with retaining volunteers. Younger volunteers were wanting shorter-term, task-oriented projects, rather than long-term projects, while most current non-profits were based on a different model.
- The Chamber had received a grant to establish a community volunteer program to fill this need and Americore had agreed to provide the program coordinator.
- The program was designed to provide a revenue stream and be self-sustaining, and its goal was to free up service clubs to focus their time and funding on their mission and let the volunteer program supply event and ancillary volunteers. There was no cost to participate in the program.

Ms. Alen then introduced Ms. Haber, who spoke about her background and education, and her upcoming one year of service to the community to coordinate the volunteer program.

- 3) (i) Public Hearing regarding application from Shemsi Atipi for a new Series 12 (Restaurant) Liquor License for Auroma Pizza, LLC, located at 850 S. Highway 89, Chino Valley.
(ii) Consideration and possible action to recommend approval for a new Series 12 Liquor License for Auroma Pizza, LLC. (Jami Lewis, Town Clerk)

Recommended Action:

- (i) Hold Public Hearing and
(ii) Recommend approval for a new Series 12 Liquor License for Auroma Pizza.

Staff Report Summary: Auroma currently had a liquor license and was requesting a new one due to changes in ownership from a sole proprietorship or partnership to an LLC. Reviewing departments recommended approval with no comments. Staff posted the establishment with the necessary notices to meet the required 20-day period and received no written arguments in favor of or in opposition to the application.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Corey Mendoza to hold the public hearing.

Vote: 6 - 0 PASSED - Unanimously

No one from the public spoke.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Corey Mendoza to close the public hearing.

Vote: 6 - 0 PASSED - Unanimously

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Jack Miller to recommend approval of a new Series 12 Liquor License for Auroma Pizza.

Vote: 6 - 0 PASSED - Unanimously

- 4) Consideration and possible action to award the bid for the Community Center Flooring To KT Interiors, Inc. in the amount of \$24,883.50. (Joe Duffy, Finance Director)

Recommended Action: Award KT Interiors, Inc. the bid for the Community Center Flooring in the amount of \$24,883.50.

Mr. Duffy reported that:

- The goal for this project was to obtain vinyl flooring that would take years of abuse, and the Town asked each bidder to propose as many bids as desired for preferred products.
- Public Works Manager Kenny Tribolet and Recreation Department staff reviewed the proposed products and recommended KT Interiors. Although this was not the low bid, their product quality met the goal, included a 15-year warranty, and was within the budgeted amount.
- Although the bids came in under \$25,000, staff elected to complete the formal bidding process, even though it was not required.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Jack Miller to award to KT Interiors, Inc. the contract for the Community Center Flooring in the amount of \$24,883.50.

Vote: 6 - 0 PASSED - Unanimously

5) Overview of budgeted recreation events and parks maintenance expenses for the current fiscal year. (Scott Bruner, Community Services Director)

Ms. Gritman reported that this item was placed on the agenda in response to demands that staff kept receiving for different recreation programs after the budget was set.

Mr. Bruner introduced the new recreation services team: Assistant Community Services Director Cyndi Thomas, Recreation Lead Celia van der Molen, and Recreation Coordinator Hailey Byrd. Mr. Bruner then presented information on the parks and recreation budgets, department responsibilities, and recreation events.

- *Parks Maintenance:* Two full-time and two seasonal employees maintained 130+ acres of Town property with a \$40,000 budget.
- *Recreation:* Two recreation coordinators administered 12 annual events with a budget of \$15,000.
- *Current fiscal year events budget and planning:* Most events averaged \$500; 4th of July, Territorial Days, and Halloween were higher. Staff had begun meeting quarterly with the Chamber to discuss how to partner, and complement events to avoid duplication.
- *Future changes:* Staff desired to (i) expand Territorial Days to three days; (ii) add Drool in the Pool, increase the pool season through Labor Day weekend, and increase open swim sessions; and (iii) increase the recreation budget to \$33,800 next fiscal year.
- *Chino Mudder:* The event this past weekend had 300 participants with \$8,500 in revenues.

Council and staff discussed the following in more detail:

- *OHM facilities maintained:* Parks staff maintained baseball fields, Chino Mudder area, areas around events, and the wastewater treatment plant and other Town facilities.
- *Recreation revenues:* The \$8,500 in revenues from the Mudder were not profit and will go into the general fund.

Councilmember Mendoza expressed a desire for the Town to get the most bang for its buck with regard to recreation and suggested that the Lions, Rotary, and other organizations be included in these partnership efforts.

- 6) Consideration and possible action to approve Resolution No. 17-1112, authorizing the acquisition of a right-of-way for roadway and public utility easement purposes along East Road 2 North, east of North Road 1 East to Pepper Tree Place; Pepper Tree Place from East Road 2 North south to Juniper Drive; Juniper Drive from Pepper Tree Place west to North Road 1 East. (Phyllis Smiley, Town Attorney)

Recommended Action: Approve Resolution No. 17-1112, authorizing the acquisition of a right-of-way for roadway and public utility easement purposes from Bonnie Plants, Inc. on portions of East Road 2 North, Pepper Tree Place, and Juniper Drive.

Town Manager Gritman reported that her understanding was that through previous processes, the Town had asked for this right-of-way, which never got recorded. Staff needed Council's approval to complete processing the documents.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Corey Mendoza to recommend approval of Resolution No. 17-1112, authorizing the acquisition of a right-of-way for road and public utility easement purposes from Bonnie Plants, Inc. on portions of East Road 2 North, Pepper Tree Place, and Juniper Drive.

Vote: 6 - 0 PASSED - Unanimously

- 7) Consideration and possible action to appoint applicants to the Board of Adjustment and Planning and Zoning Commission. (Jami Lewis, Town Clerk)

Recommended Action: Accept the resignation of Gwen Rowitsch as Planning and Zoning Commission Alternate; appoint Welles Geary as Planning and Zoning Commission Alternate to term ending January 31, 2018; and appoint Welles Geary and Marcus Walker to the Board of Adjustment to terms ending July 31, 2019 and July 31, 2018, respectively.

Ms. Lewis reported that:

- When the Appointments Subcommittee last reviewed applications for public body openings, there had been vacancies on the Board of Adjustment, but no applicants. The subcommittee asked staff to contact certain applicants about serving on the Board, as well as the Planning and Zoning Commission, as its Alternate member, Gwen Rowitsch, had previously expressed a desire to step down.
- Staff's contacts with these persons resulted in the recommendations that Council appoint Welles Geary to the positions of Planning and Zoning Commission Alternate and Board of Adjustment member; and Marcus Walker to the Board of Adjustment.
- Town Attorney Smiley had advised that one person could serve on both the Commission and Board of Adjustment, as the two bodies had different responsibilities and would rarely hear the same matters. Should a matter need to be heard by both bodies, Mr. Geary would have to recuse himself from one of them.

MOVED by Vice-Mayor Mike Best, seconded by Councilmember Jack Miller to make recommendation to accept the resignation of Gwen Rowitsch as Planning and Zoning Commissioner Alternate; appointing Welles Geary as Planning and Zoning Commissioner Alternate to term ending January 31, 2018; and to appoint Welles Geary and Marcus Walker to the Board of Adjustment, terms ending July 31, 2019 and July 31, 2018, respectively.

Vote: 6 - 0 PASSED - Unanimously

8) ADJOURNMENT

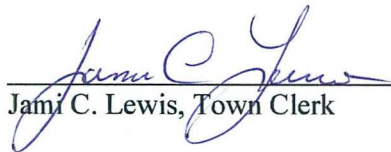
MOVED by Councilmember Annie Lane, seconded by Vice-Mayor Mike Best to adjourn the meeting at 6:43 p.m.

Vote: 6 - 0 PASSED - Unanimously



Darryl L. Croft, Mayor

ATTEST:

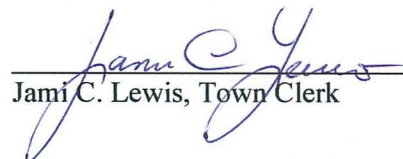


Jami C. Lewis, Town Clerk

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Special Meeting of the Town Council of the Town of Chino Valley, Arizona held on the 29th day of August, 2017. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 12th day of September, 2017.



Jami C. Lewis, Town Clerk