

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

**TUESDAY, SEPTEMBER 6, 2012
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 Tuesday, September 6, 2012.

Present: Mayor Chris Marley; Vice-Mayor Carl Tenney; Councilmember Mike Best; Councilmember Darryl Croft; Councilmember Dean Echols; Councilmember Linda Hatch

Absent: Councilmember Lon Turner

Staff Town Manager Robert Smith; General Services Director Cecilia Watts; Finance Director Joe

Present: Duffy; Police Commander Mark Garcia; Town Engineer/Public Works Director Ron Gritman; Utilities Supervisor Chris Bartels; Associate Planner David Nicoella; Building Official Dan Trout; Town Clerk Jami Lewis (recorder)

1) CALL TO ORDER; ROLL CALL

Mayor Marley called the meeting to order at 6:00 p.m.

2) Presentation, review, and discussion of User Fee Study and Recommendations dated August 2012, prepared by Heinfeld, Meech & Co. (Robert Smith, Town Manager)

Mr. Smith and Cheri Wright with Heinfeld, Meech & Co. (H&M) reported that:

- The Town engaged H&M to perform a User Fee Study for all Town fees for services. The study included, the actual cost of providing those services, cost recovery at three different levels, and a regional market comparison of fees to other local municipalities to ensure market-competitiveness.
- The Cost Allocation Plan included cost recovery of both direct costs, such as the fully-burdened labor rate, and indirect costs, such as overhead. It also incorporated any salary adjustments that were recommended in the Town's newly incorporated Compensation and Classification Plan. H&M worked directly with each department to understand and determine the materials, supplies, amortization, and depreciation that were necessary to capture the full cost of delivering services.
- Differences between the current fees and those derived in the study were due to changes in processes over the years, new efficiencies developed, and policy decisions to subsidize certain fees, such as those for the Aquatic Center; and when comparing fees with other entities, such policy decisions were not known.
- H&M's general recommendation was that the Town set most fee levels to recover the full cost of providing the service.

Council reviewed and asked questions about several fee proposals from staff that differed from the study:

- They supported eliminating the business license application inspection fee, reducing the business license application fee, restructuring the liquor licensing fees to align with those of the State, and reducing animal control fees.
- They asked staff to reduce the late fees for business licensing, reduce the fee for swap meets, revise the fee structure for festival/special event permits along with the revisions currently being made to the special events policy, and provide more information regarding building permit and inspection fees not matching the market study.

Mr. Smith stated that more departments would provide proposals on the study at a future time.

- 3) Discussion regarding the proposed Old Home Manor Industrial Park which consists of five, forty-acre parcels, identified as Assessor's Parcel Numbers 306-02-001J, L, N, S and U, located on the west side of the Town's Old Home Manor Property. (David Nicolella, Associate Planner)

Acronym used in this item:

OHM (Old Home Manor)

Mr. Nicolella and Town Manager Robert Smith reported that:

- The concept for an industrial park came out of discussions with a business that was interested in locating in Town.
- OHM was a good location for such a park, due to its nearness to the highway, appropriate nearby zoning, and available utilities.
- One purpose for this would be to provide jobs and business to business industries to support the park.
- The Town would need help getting gas to the area, but the businesses in the park could not bear the full burden.
- Staff had begun talks with Arizona Public Service about creating power generation using biomass or solid waste to create steam that could be used to power the businesses on that site.
- The steps needed to create an industrial park were: (i) Determine the fiscal impact; (ii) Research existing ordinances and resolutions relating to OHM to ensure there were no conflicts; (iii) Hire a firm to create a survey and identify needed rights-of-way along Perkinsville Road to the corner of the park; (iv) Work with the General Plan Committee to assign an appropriate General Plan designation; (v) Identify appropriate zoning designations; and (vi) Set a timeline and hold applicable public hearings.

Council comments:

- Drake Cement would be interested in partnering with the Town on this.
 - Staff would need to investigate possible issues with odor.
 - Staff would need to investigate issues with water credits.
- 4) Discussion regarding the possible extension of Road 1 East between Road 4 South and the future alignment of Road 5 South. (Ron Gritman, Town Engineer)

Acronym used in this item:

ADOT (Arizona Department of Transportation)

Mr. Gritman reported that:

- ADOT was intending to widen the highway between the Town and Deep Well Ranch Road, which was a new east-west roadway north of the existing Ruger Road.
- The roadway design, which included a divided roadway with median between Road 4 South and the future alignment of Road 5 South, would remove left turn movement onto the highway.
- In July 2012, ADOT met with local business owners to discuss the project. Two alternatives that came out of the discussions were: (i) extend Road 1 East from Road 4 South to approximately Road 4-1/2 South with two east-west connectors; or (ii) extend Road 1 East from approximately Road 4-1/2 South to the Road 5 South alignment.
- If the Town extended Road 1 East, ADOT will then commit to allow a left turn movement at Road 5 South like the current one at Road 3 South.
- At the meeting with the business neighborhood, business owners asked about using a frontage road that had been created years ago. While there was a small frontage to the south and documentation for abandoned right-of-way in the area, staff found no documentation for another frontage road.
- There was no perfect solution for entrance into each business in the area, but the new connector and a U-Turn at Road 5 South would provide a reasonable solution to accommodate the overall traffic problem, as well as provide an alternative route during highway closures.
- As ADOT would provide millings from the highway project, the total cost of constructing the extension using public works forces and Town fuel would be under \$20,000 in actual cash.

Public comment:

Steve Chontos, business owner, opposed the proposed plan, as extending Road 1 East would do nothing for the public's general welfare; it only benefited Windy Valley Plaza, and he would lose access to his business. If Council determined to extend the easements, he would not be prepared to dedicate his part of it. Instead, he urged the Town to take advantage of the existing 25 feet of right-of-way dedicated to the Town in 2004.

Alvin Stump, ADOT District Engineer, stated that ADOT believed the parallel roadway was important, as the State was limited with it could do with just one roadway, and they were willing to work with the Town.

Council comments:

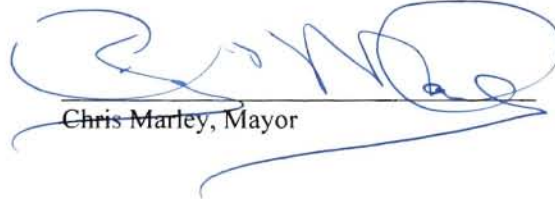
- As three of four businesses near Mr. Chontos' property used his entrance, they wanted a safe access to his business.
- They asked for more information on costs, timeframes, alternatives, better maps, traffic patterns and movements, and the access road in front of the businesses.
- They stressed working with the businesses and finding a way to ensure minimal impact to them.
- If the business community could live with ADOT's plan, the Town should consider the Road 4 South extension.

5) ADJOURNMENT

MOVED by Councilmember Darryl Croft, seconded by Councilmember Dean Echols to adjourn the meeting at 8:30 p.m.

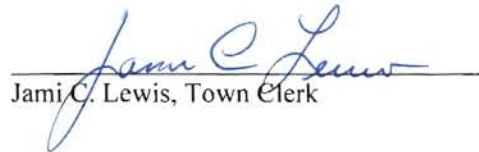
Vote: 6 - 0 PASSED

Other: Councilmember Lon Turner (ABSENT)



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 Regular Meeting of the Town Council of the Town of Chino Valley, Arizona held on the 6th day of September, 2012. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 11th day of December, 2012.



Jami C. Lewis, Town Clerk