

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

**TUESDAY OCTOBER 9, 2018
6:00 P.M.**

The Town Council of the Town of Chino Valley met for a Regular Meeting in the Chino Valley Council Chambers, located at 202 N. State Route 89, Chino Valley, Arizona, on Tuesday, October 9, 2018.

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

Absent: Vice-Mayor Lon Turner

Staff Present: Town Manager Cecilia Gritman; Town Attorney Andrew McGuire (electronically); Finance Director Joe Duffy; IT Manager Spencer Guest; Public Works Director/Town Engineer Frank Marbury; Assistant Community Services Director Cyndi Thomas; Administrative Technician Kathy Frohock (videographer); Town Clerk Jami Lewis (recorder)

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

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

2) INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS

- a) Presentation by Scott Freitag, Fire Chief, Central Arizona Fire and Medical regarding call volumes for January-June, 2018.

Chief Freitag presented on statistics from 2014-2018. Key points were:

- Call volumes have increased on average four percent per year due to population increases; structure fires had increased 25%; calls within the Town limits had increased by 200 within the last year; and the CAFMA Board had approved a grant for five additional firefighters to address a decreased reliability rating.
- CAFMA's service area was growing dramatically and they were looking at new and different ways to address the call volume without building new stations and fire engineers, and they were launching a community paramedicine program in coordination with YRMC in January.
- They were addressing concerns about not having any east and west connecting routes to the north part of Prescott Valley, which had created some challenges for fire departments.

3) CALL TO THE PUBLIC

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

Todd League, owner of Overflow Coffee, spoke about frustration with the Town's request to take his business flag down and the small requirements nickel and diming small businesses. Mayor Croft directed the Town Manager to look into the situation and report back to the Town Council.

Tom Payne, owner of Tom's Print Shop, also spoke about issues with the new code enforcement process and needing better, more consistent, information from staff. Mayor Croft stated they would have an answer at the next Council Meeting.

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.

Mayor Croft reported on the next Community Outreach on October 17.

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

Ms. Grittmann reported on:

- A Council Study Session scheduled for the following week to discuss code compliance, the difference between PADs and CUPs, and Conex boxes.
- September employee anniversaries.

- c) Presentation of the Chino Valley Police Department's lip synch challenge video.

Town Manager Grittmann reported that the Town's Police Department had been challenged by other communities on social media to take part in a police department lip synch video. Staff played the video.

6) CONSENT AGENDA

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

MOVED by Councilmember Jack Miller, seconded by Councilmember Cloyce Kelly to accept the consent agenda item

AYE: Mayor Darryl Croft, Councilmember Mike Best, Councilmember Cloyce Kelly, Councilmember Annie Perkins, Councilmember Corey Mendoza, Councilmember Jack Miller

PASSED - Unanimously

- a) Consideration and possible action to accept the September 24, 2018 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 a cooperative purchasing contract with Miracle Playgrounds in the amount of \$55,534.73 for the purchase of playground equipment, and approve purchase of a ramada from Royal Covers in the amount of \$9,997.00 for the Memory Park/Library Expansion. (Scott Bruner, Community Services Director)

Recommended Action: Approve a cooperative purchasing contract with Miracle Playgrounds in the amount of \$55,534.73 for the purchase of playground equipment, and approve purchase of a ramada from Royal Covers in the amount of \$9,997.00 for the Memory Park/Library Expansion.

Assistant Community Services Director Thomas reported that on September 25, Council approved the reallocation of funding from donated funds by Prescott Newspapers and the Prescott Tribe. Staff was now seeking approval for purchase of the playground equipment through a cooperative agreement with Miracle Playgrounds and purchase of a ramada from Royal Covers.

MOVED by Councilmember Jack Miller, seconded by Councilmember Mike Best to approve the cooperative purchase contract with Miracle Playgrounds in the amount of \$55,534.73 for the purchase of playground equipment and approve the purchase of a ramada from Royal Covers in the amount of \$9,997.00 for the Memory Park/Library Expansion.

AYE: Mayor Darryl Croft, Councilmember Mike Best, Councilmember Cloyce Kelly, Councilmember Annie Perkins, Councilmember Corey Mendoza, Councilmember Jack Miller

PASSED - Unanimously

- b) Consideration and possible action to approve the Databank IMX Statement of Work for the OnBase Implementation - Phase 1 of the Town's Electronic Document Management System (EDMS) system. (Spencer Guest, IT Manager)

Recommended Action: Approve the Databank IMX Statement of Work for the OnBase Implementation - Phase 1 of the Town's EDMS system.

Mr. Guest presented on this item:

- *Background:* Staff first presented an overview and DataBank provided a demonstration of this item to Council in August. The system had been planned as a major initiative within the Town's Technology Plan and staff needed the Council's final approval to purchase and implement it.
- *EDMS:* The system will allow the Town to digitize the volumes of paper records that the Town was required to maintain in accordance with State law, such as ordinances, resolutions, agendas, minutes, contracts, zoning information, building permits, and land use records.
- *Request for Proposals:* The Town received ten proposals, nine of which were valid bids. After a long review process, the Town's Technology Committee unanimously selected Databank IMX's proposal with a proposed value for the entire package of \$187,102.00 and an ongoing annual maintenance cost of \$16,560.00 with a three percent add on for software development and enhancements.
- *Implementation:* A phased implementation would be broken into three fiscal years to help deter significant staff disruption and increased workload and divide the financial costs to the Town. Phase One will include Town Clerk, Town Manager, Development Services and Customer Services and will cost \$110,250.40.
- *Years two and three:* The remaining two phases will each have their own statement of work for Council to approve and will use the remaining funds, but they were estimated and dependent upon the modules that will be deployed and the amount of professional services needed.

Council requested that the Phase One dollar amount be included in the motion.

MOVED by Councilmember Jack Miller, seconded by Councilmember Annie Perkins to approve the Databank IMX Statement of work in the amount of \$110,250.40 for the OnBase implementation Phase One of the Town's Electronic Document Management System (EDMS) system.

AYE: Mayor Darryl Croft, Councilmember Mike Best, Councilmember Cloyce Kelly, Councilmember Annie Perkins, Councilmember Corey Mendoza, Councilmember Jack Miller

PASSED - Unanimously

- c) Consideration and possible action to direct staff and Council to dialogue with the community regarding a 20-year Roads Maintenance Plan and its funding per recommendation of the Roads and Streets Committee. (Frank Marbury, Public Works Director/Town Engineer)

Recommended Action: Direct staff and Council to dialogue with the community regarding a 20-year Roads Maintenance Plan and its funding per recommendation of the Roads and Streets Committee.

Mr. Marbury presented on this item:

- *Background:* This information was discussed during the Council Study Session in September and staff was asking Council to direct staff to dialogue with the community about the Roads and Streets Committee's recommendation of a 20-year property tax.
- *Existing road network:* The Town had an existing road network of 153 miles split

between arterials and collectors at 48 miles and residential rural streets at 105 miles. Surface types included 39 miles of asphalt streets, 78 miles of chip seal or similar surface, 16 miles of gravel roads, and 20 miles of dirt roads. Highway 89 was maintained by the State.

- *Preferred repair and maintenance strategy:* He reviewed the difference between asphalt and chip seal; maintenance strategies for heavy-used roads versus other roads; and using a pavement management type system to determine the best treatment for residential roads, such that every road would be treated once every seven years.
- *Estimated maintenance costs over 20 years:* \$250,000 for arterial, \$175,000 for local streets, and \$30,000-\$50,000 for dirt and gravel roads, for a total cost of \$32.5 million or \$1.65 million annually.

Finance Director Duffy reported on the recommended funding option:

- *Funding:* After paying salaries and equipment costs, there was approximately \$400,000 left in the annual HURF funds for road maintenance. An additional \$1.65 million per year was needed to fund the maintenance plan. The Roads and Streets Committee recommended approving a primary property tax to generate the needed funds.
- *Property tax options:* A 1% tax would generate \$762,000; 1.5% would generate approximately \$1.6 million; and 2% would generate approximately \$1.9 million. The Roads and Streets Committee recommended 2%, as that would not only maintain the roads, but would improve the existing roads. A 1% tax would maintain the roads as they were and would continue to worsen; a 1.5% tax would maintain the roads with no improvements.
- *Effect on property owners:* For a home assessed at \$100,000 a 1% increase would be an annual increase of \$100 or \$8.33 per month; a 2 % increase would be an increase of \$200 or \$16.67 per month. Residential properties were assessed at 10% of the total assessed value. The average tax assessment for a Chino Valley home was \$117,000. On this home, a 1.5% property tax would be \$172 annually and at 2% tax would be \$230 per year.
- *Proposed funding restrictions:* Property tax funds would be used exclusively for road maintenance and construction, not for employee salaries or wages, services, supplies, fuel, office supplies or overhead. The money would be accounted for through a separate fund; staff will provide an annual report of how the money was spent; and an independent auditor could verify that the funds were used per the intent of the ballot measure.

MOVED by Councilmember Jack Miller, seconded by Councilmember Cloyce Kelly to direct staff and Council to dialogue with the community regarding a 20-year Roads Maintenance Plan and its funding per recommendation of the Roads and Streets Committee.

AYE: Mayor Darryl Croft, Councilmember Mike Best, Councilmember Cloyce Kelly, Councilmember Annie Perkins, Councilmember Corey Mendoza, Councilmember Jack Miller

PASSED - Unanimously

- d) Consideration and possible action to waive the bidding requirements and purchase a new 2018 John Deere 410L Backhoe Loader utilizing cooperative purchasing contract #032515-JDC through Sourcewell (formerly National Joint Powers Alliance). (Frank Marbury, Public Works Director/Town Engineer)

Recommended Action: Waive the bidding requirements and approve a Purchase Order Contract with RDO Equipment Co. to purchase a new 2018 John Deere 410L Backhoe Loader for a total amount not to exceed \$123,917.60 utilizing cooperative purchasing contract #032515-JDC through Sourcewell.

Mr. Marbury reported that:

- Staff originally intended to use these funds to replace a truck, and upon reviewing it again, found that there were other options that were cheaper in the long run, and they needed to replace their 1999 backhoe.
- The original budget was \$155,000. The bid quote of \$123,978.60 for a 2018 backhoe was 44% off the suggested manufacture's retail price. Through the cooperative purchase, staff believed it was the best price for this item.

Council asked for more detail about the Town's current backhoes to justify the expense, as there were some big expenses coming up with the new shop. Mr. Marbury added that:

- *Current equipment:* Roads and Utilities both had backhoes. Roads had the 1999 model and Utilities had one that was about four years old. He did not know how many hours were on either backhoes without looking at his records.
- *Use and disposition:* The equipment was used almost daily for ditch cleaning and routine maintenance. The department desired to retain the current one as a backup, but he will research the maintenance records before making a decision. The Roads department only had one backhoe as did the utility department. The utility backhoe was approximately four years old.

MOVED by Councilmember Jack Miller, seconded by Councilmember Cloyce Kelly to waive the bidding requirements and purchase a new 2018 John Deere 410L Backhoe Loader utilizing cooperative purchasing contract #032515-JDC through Sourcewell (formerly National Joint Powers Alliance).

AYE: Mayor Darryl Croft, Councilmember Cloyce Kelly, Councilmember Annie Perkins, Councilmember Jack Miller

NAY: Councilmember Mike Best, Councilmember Corey Mendoza

PASSED

- e) Consideration and possible action to approve Agreement between the Greater Prescott Regional Economic Partnership (GPREP) and the Town of Chino Valley for FY 2018/19. (John Coomer, Economic Development Project Manager)

Recommended Action: Approval of the Agreement between the Greater Prescott Regional Economic Partnership and the Town of Chino Valley for FY 2018/19.

Town Manager Gritman reported that there was no cost for this agreement this fiscal year—it was more of an administrative agreement. GPREP was developing action plans and performance measures to see if they could make it through the year. If the Town was to consider moving forward in the next year, there could be a cost.

MOVED by Councilmember Jack Miller, seconded by Councilmember Annie Perkins to approve Agreement between the Greater Prescott Regional Economic Partnership (GPREP) and the Town of Chino Valley for FY 2018/19.

AYE: Mayor Darryl Croft, Councilmember Mike Best, Councilmember Cloyce Kelly, Councilmember Annie Perkins, Councilmember Corey Mendoza, Councilmember Jack Miller

PASSED - Unanimously

8) EXECUTIVE SESSION

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

MOVED by Councilmember Jack Miller, seconded by Councilmember Cloyce Kelly to take 5-minute recess and go into executive session at 7:12 p.m.

AYE: Mayor Darryl Croft, Councilmember Mike Best, Councilmember Cloyce Kelly, Councilmember Annie Perkins, Councilmember Corey Mendoza, Councilmember Jack Miller

PASSED - Unanimously

- a) An executive session pursuant to A.R.S. § 38-431.03(A)(4) for discussion or consultation with the Town Attorney in order to consider its position and instruct the Town Attorney regarding the Town's position regarding a contract (concessionaire management agreement) with Prescott Sportsmen's Club related to management of the Chino Valley Shooting Facility that is the subject of negotiations. (Cecilia Gritman, Town Manager)

9) ACTION ITEMS RESUMED

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

Mayor Croft reconvened the meeting at 7:44 p.m. and reported that Council discussed the matter and no decisions were made regarding the Town's contract with Prescott Sportsmen's Club.

10) ADJOURNMENT

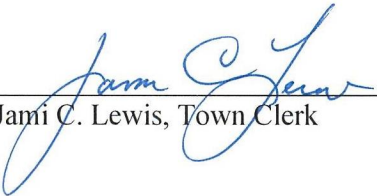
MOVED by Councilmember Jack Miller, seconded by Councilmember Cloyce Kelly to adjourn the meeting at 7:45 p.m.

AYE: Mayor Darryl Croft, Councilmember Mike Best, Councilmember Cloyce Kelly, Councilmember Annie Perkins, Councilmember Corey Mendoza, Councilmember Jack Miller

PASSED - Unanimously


Darryl L. Croft, Mayor

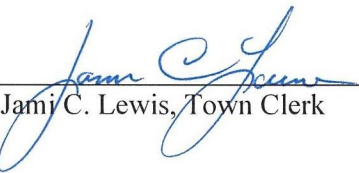
ATTEST:


Jami C. Lewis, Town Clerk

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of the Town Council of the Town of Chino Valley, Arizona held on the 9th day of October, 2018. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 23rd day of October, 2018.


Jami C. Lewis, Town Clerk