

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

**TUESDAY, NOVEMBER 17, 2020
6:00 P.M.**

**CHINO VALLEY COUNCIL CHAMBERS
202 N. STATE ROUTE 89, CHINO VALLEY, AZ**

1) CALL TO ORDER; ROLL CALL

Present: Mayor Darryl Croft; Vice-Mayor Jack Miller; Councilmember Mike Best; Councilmember Cloyce Kelly; Councilmember Annie Perkins; Councilmember Lon Turner

Absent: Councilmember Corey Mendoza

Staff Finance Director Joe Duffy; Town Attorney Andrew McGuire (remotely); Human Resources
Present: Director Laura Kyriakakis; Police Chief Chuck Wynn; Public Works Director/Town Engineer Frank Marbury; Development Services Director Joshua Cook; Assistant Planner Will Dingee; Sergeant Cody Johnson (Sergeant-at-Arms); Lieutenant Randy Chapman; Sergeant Michel Pereda; Sergeant Joshua McIntire; Town Clerk Jami Lewis; Deputy Town Clerk Erin Deskins; Deputy Town Clerk Traci Lavelle (recorder); Administrative Technician Kathy Frohock (videographer); Civilian Operations Supervisor Marrilee Easton

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

2) Administer Oath of Office to Town Clerk appointee, Erin Deskins. (Jami Lewis, Town Clerk)

Jami Lewis swore in Town Clerk appointee Erin Deskins, to officially take The Town of Chino Valley's Town Clerk position.

3) Presentation and discussion regarding the proposal by Pat Walker Consulting, LLC and Willdan Financial Services to prepare an Impact Fee Study for the Town of Chino Valley. (Joe Duffy, Administrative Services Director)

Joe Duffy presented the following:

- Earlier in the year the Town had a 46 page presentation regarding the Impact Fee Study. The Town had decided to put it aside until a later date.
- Staff wanted to follow up with Council to see if they wanted to proceed with another study session or presentation.
- In 2012 the Town quit assessing impact fees and the Town decided to not do a study because of the economy.
- It was a 12 to 13 month process to conduct the study.
- A land use and infrastructure improvement plan would be developed with public meetings and input.
- It would be approximately two years before the Town could start charging any impact fees.
- Staff thought that doing the infrastructure improvements plan portion as part of the process

was worth it, especially with a new Town Manager coming in the next year. It would get the Town to review their capital improvement plans with the departments. The Development Services Department Director would be reviewing the Land Use Plan and General Plan.

- It was a good exercise for Town staff whether they charged impact fees or not.
- Pat Walker and Willdan Financial Services were recommending the Town look at Road Impact fees, Parks and Recreation Impact fees, and Police Impact fees.

Council and staff discussed the following:

- The total amount of the contract was approximately \$15,900, which was in the budget.
- Council Members did not necessarily like impact fees, but they understood the purpose. Modern day impact fees were more structured and focused.
- As developments came in, they paid for the impact to the community for services.
- The impact fee study had a relatively short lifespan.
- Council Members wanted staff to move forward with the impact fee study, with the consultant coming to a December meeting for contractual purposes.

4) Presentation by Stroh Architecture, Inc. and discussion regarding the 30% Police Building design.(Chuck Wynn, Police Chief)

Chief Wynn presented the following:

- Council Members had directed staff to get the 30% design for the Police Building.
- A work group was formed with Police Department staff members, citizens, Council Members and the Architect team.
- The Architects would be presenting the 30% design.

Bill Stroh of Stroh Architecture presented the following:

- The design process began in July.
- They had several meetings and had begun with the programming document. Through interviews with people, they were able to come up with the necessary rooms.
- The graphic program was developed in the next phase. The graphic phase took the room dimensions and organized them into the configuration of rooms presented to Council.
- Floor plans were developed and then reviewed through meetings.
- Configuration and design plans were reviewed with Council.
- A new parking area would provide secured parking for officers on duty.
- Water flow was discussed with Civiltec. They wanted to hold as much water as possible, so the public parking areas were split to make room for a storm water retention area. There was also one near the secured parking area. The retention areas would hold water created from the hard surfaces but also keep the natural flow of water.
- North of the building was room for future expansion. This site would be adequate to house the Police Department for 30-40 years.
- There were three or four floor design variations before coming up with the final floor plan.
- The design features were reviewed with Council.
- They were asked to put together a schedule going forward with construction documents and facility construction. The construction documents would take approximately 15 weeks. Building Department review and bidding would take 4.5-weeks, with bids due at the beginning of May and bid award soon after. The construction period would begin mid-May, with a move into the facility by February 2022.

Council Members, staff and consultants discussed the following:

- The men's and women's holding cells had to be separated by site and sound so the angles used would not allow one to be seen by the other and the rooms were insulated for sound. The design met the current requirements.
- There was concern that a drop ceiling would allow sound from one room to travel to others. The architect explained that the walls would be insulated and extended all the way to the ceiling structure and would prevent sound from traveling.
- The building was a little over 16,000 square feet. The cost estimates came in at the targeted budget area.
- Staff wanted to remind Council that the design work had been completed ahead of schedule.
- The new building would have a new driveway.
- Staff was happy with the design.

Joe Duffy presented the following:

- Staff reviewed the overall package price. Staff recommended borrowing \$6 million dollars, which the Town could easily afford given its current financial status. The Town could use a bond issue that was ready to refinance. It could be used to reduce the interest rate to 2.5% or lower. It would save the Town \$2 million dollars.
- The budget and revenue and expenditures were reviewed with Council. Because of conservative estimates and due to the CARES Act money, the Town would be ahead by several million and was at its best financial position in their history. Additionally, interest rates were historically low. It was the best time to do a project like this.

Council and Staff discussed the following:

- The Town needed \$1.6 million for roads annually, and they only had \$500,00 plus an annual \$600,000 from HURF funds. The Town also could take the extra revenue and apply it to road maintenance. Some Council Members had concern about financially strapping the Town.
- The next step would be to approve the Design Contract. It would be an agenda item on the next agenda to determine either what the next step would be or to go all the way and move forward with the project.
- Staff would be lining up financing.

- 5) Consideration and possible action to approve the Town Manager Employment Agreement with Cindy Blackmore. (Laura Kyriakakis, Human Resources Director)

Recommended Action: Approve the Town Manager Employment Agreement with Cindy Blackmore.

Cindy Blackmore, chosen Town Manager candidate was asked to officially introduce herself.

Ms. Blackmore introduced herself, thanked the Town for the opportunity and gave a brief speech about her future work with Town.

MOVED by Vice-Mayor Jack Miller, seconded by Councilmember Annie Perkins to approve the Town Manager Employment Agreement with Cindy Blackmore.

AYE: Mayor Darryl Croft, Vice-Mayor Jack Miller, Councilmember Mike Best,
Councilmember Cloyce Kelly, Councilmember Annie Perkins, Councilmember Lon
Turner

6 - 0 PASSED - Unanimously

- 6) Consideration and possible action to approve a Conditional Use Permit to establish the existing non-conforming single-family residence as a conforming residence located at 2514 North Road 1 East, parcel no. 306-14-046, applicants Michael & Kathleen O'Connor Masse. (Will Dingee, Assistant Planner)

Recommended Action: Approve a Conditional Use Permit to establish the existing non-conforming single-family residence as a conforming residence located at 2514 North Road 1 East, parcel no. 306-14-046, applicants Michael & Kathleen O'Connor Masse.

Will Dingee presented the following:

- The item was for a Conditional Use Permit (CUP) to establish an existing non-conforming single-family residence to a conforming use on a commercially zoned property.
- The property location was provided.
- The property was 4.1 acres and had a zoning classification as commercial light. This zoning district required a CUP for a single-family residence.
- The current residence had been onsite since 1966 and the owner wished to bring the home into conformance.
- It went before Planning and Zoning on November 3rd, and was unanimously approved.
- Staff and the Planning and Zoning Committee forwarded a recommendation of approval without stipulations.

Council and staff discussed the following:

- The lot line change was not part of the current CUP request. It only was addressing the non-conforming use status. Once the non-conforming use became a conforming use, the lot line would be addressed to allow the owner to sell the property in the future.

MOVED by Vice-Mayor Jack Miller, seconded by Councilmember Cloyce Kelly to approve a Conditional Use Permit to establish the existing non-conforming single-family residence as a conforming residence located at 2514 North Road 1 East, parcel no. 306-14-046, applicants Michael & Kathleen O'Connor Masse.

AYE: Mayor Darryl Croft, Vice-Mayor Jack Miller, Councilmember Mike Best,
Councilmember Cloyce Kelly, Councilmember Annie Perkins, Councilmember Lon
Turner

6 - 0 PASSED - Unanimously

7) **ADJOURNMENT**

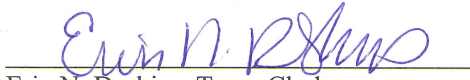
MOVED by Councilmember Lon Turner, seconded by Councilmember Cloyce Kelly to adjourn the meeting at 6:43 p.m.

AYE: Mayor Darryl Croft, Vice-Mayor Jack Miller, Councilmember Mike Best,
Councilmember Cloyce Kelly, Councilmember Annie Perkins, Councilmember Lon
Turner

6 - 0 PASSED - Unanimously


Darryl L. Croft, Mayor

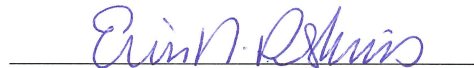
ATTEST:


Erin N. Deskins, 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 17th day of November, 2020. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 9th day of December, 2020.


Erin N. Deskins, Town Clerk