

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

**TUESDAY, DECEMBER 12, 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, December 12, 2017.

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

Staff Town Manager Cecilia Gritman; Town Attorney Phyllis Smiley (by conference phone);
Present: Finance Director Joe Duffy; Human Resources Director Laura Kyriakakis; Police Lieutenant Vince Schaan; Public Works Director/Town Engineer Frank Marbury; Assistant Public Works Director/Town Engineer Richard Straub; Public Works Manager Kenny Tribolet; Customer Service Manager JoAnn Brookins; Associate Planner Alex Lerma; Community Services Director Scott Bruner; Deputy Town Clerk Vickie Nipper; 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

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.

Police Lt. Vince Schaan spoke about the new police cars being on the road now.

Community Services Director Scott Bruner acknowledged the Police Department, Native Air, Yavapai Fire District, Town staff, and volunteers for a successful Christmas event at Memory Park on Saturday.

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.

Councilmember Miller reported about calls received regarding maintenance on the Kalinich roundabout. Town Manager Grittmann stated that staff will look into that.

Mayor Croft acknowledged staff and volunteers for their service during recent and upcoming holiday events.

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 the grand re-opening of the Community Center on December 14; repairs being made to three broken trusses in the Community Center; and a Council retreat scheduled for February 7, 2018.

c) Recognition of Acting Town Engineer Richard Straub. (Mayor & Council)

Town Manager Grittmann read a statement about how Mr. Straub came to provide leadership for the Town a second time and his accomplishments with staff and projects.

Mayor Croft presented a Mayor's Recognition Award to Mr. Straub, who stated that it was a pleasure to help and the Town had a good staff to complete what he started.

d) Recognition of Mike Best for his service as Vice-Mayor in 2017, and acknowledge Lon Turner who will serve as Vice-Mayor in 2018. (Mayor Croft)

Mayor Croft reported that he had desired to give both these two senior councilmembers an opportunity to serve as vice-mayor before the next election. He presented a Mayor's Recognition and Appreciation Award to Mike Best, who expressed appreciation. Mayor Croft then recognized Lon Turner as the new vice-mayor from today through November 2018.

- e) The meeting will recess briefly for a holiday reception and meet and greet in recognition of Acting Town Engineer Richard Straub, 2017 Vice-Mayor Mike Best, and 2018 Vice-Mayor Lon Turner. (Mayor Croft)

Mayor Croft recessed the meeting at 6:17 p.m. and reconvened it at 6:35 p.m.

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.

Council set down item (c).

MOVED by Councilmember/Vice-Mayor Lon Turner, seconded by Vice-Mayor/Councilmember Mike Best to approve consent agenda (a), (b) and (d).

Vote: 7 - 0 PASSED - Unanimously

- a) Consideration and possible action to approve Consent to Assignment of the Agreement for Professional Services, dated October 24, 2017, by and between Mark Holmes and the Town of Chino Valley, to Mark Holmes, LLC. (Laura Kyriakakis, Human Resources Director)
- b) Consideration and possible action to approve:
 - (1) Purchase Order Contract with Arizona Office technologies (AOT) and a Managed Print Services Agreement with AOT for a 60-month term; and
 - (2) Image Management Agreement with Wells Fargo Financial Leasing, Inc. to lease the equipment provided and maintained by AOT for a 60-month term. (Spencer Guest, IT Manager)
- c) Consideration and possible action to approve Change Order No. 2 to the Agreement for Professional Consulting Services between the Town of Chino Valley and Sanks and Associates, LLC, to allow for additional compensation/travel cost, to increase the Scope of Service and extend the contract term to June 30, 2019. (Laura Kyriakakis, Human Resources Director)

Councilmember Best asked about the benefits of this approach instead of hiring a director. Town Manager Gritman related that Mr. Sanks had proven to be a high caliber employee and was providing what the organization needed in a director. Since he had contracted with the Town, she had been able to consolidate all development services functions under him, whereas they had previously been fractured. Mr. Sanks had been assisting with the Industrial Park Project and had begun a project to reformat and rewrite the Unified Development Ordinance as part of his regular duties, a project which had cost the Town over \$60,000 to do 11 years ago.

MOVED by Councilmember/Vice-Mayor Lon Turner, seconded by Councilmember Annie Lane to approve consent agenda item (c).

Vote: 7 - 0 PASSED - Unanimously

- d) Consideration and possible action to accept the November 14, 2017 regular meeting 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 Ordinance No. 17-842, approving a change of zoning for approximately 8.33 acres of real property generally located 1/4 mile south of the southeast corner of West Road 1 North and North Road 1 West at 295 North Road 1 West, also identified as Assessor's Parcel No. 306-23-045W, from CL/AR-5 (Commercial Light/ Agricultural Residential-5 Acre Minimum) to SR-1 (Single Family Residential-1.0 Acre Minimum) zoning district (Owner/Applicant Donald Roskopf). (Alex Lerma, Associate Planner)

Recommended Action: Approve Ordinance No. 17-842, approving a change of zoning for approximately 8.33 acres of real property generally located at 295 N Road 1 West, from CL/AR-5 to SR-1 zoning district.

Mr. Lerma presented on this item:

- *Purpose:* The applicant desired to pursue a lot split on the property in the future.
- *Current condition:* Current uses included two single family residences and three sheds. The General Plan Land Use designation was Medium Density Residential. Surrounding zoning consisted of low and medium density residential.
- *Public comment:* No property owners attended the neighborhood meeting.
- *Planning and Zoning Commission:* The Commission had no issues or concerns, other than some questions about lot sizes and buildings. They voted 7-0 to forward a recommendation for approval.
- *Staff recommendation:* Staff preferred the proposed zoning district, as the current Unified Development Ordinance (UDO) did not define the blended CL/AR-5 zoning, nor did the legal description identify which portion was commercial and which was agricultural; and the CL zoning was not in conformance with the General Plan land use designation. The proposed zoning will create conformance. Staff recommended approval and noted that as the legal description in the ordinance in the packet was incorrect, approval would be subject to the applicant providing a correct legal description.

Council expressed concern about ensuring that the property would have proper access upon being split. Town Attorney Smiley advised that there was a requirement in the

UDO for lot splits to be approved by the Town, and both state law and the UDO required legal access before a lot split could be approved.

Mr. Lerma added that upon receiving a lot split application, staff evaluates the lot split plan to ensure that the property meets criteria with regard to zoning and legal access, as well as creation of legal non-conforming buildings.

MOVED by Councilmember/Vice-Mayor Lon Turner, seconded by Councilmember Corey Mendoza to approve Ordinance No. 17-842, approving a change of zoning for approximately 8.33 acres of real property generally located 1/4 mile south of the southeast corner of West Road 1 North and North Road 1 West at 295 North Road 1 West, also identified as Assessor's Parcel No. 306-23-045W.

Vote: 7 - 0 PASSED - Unanimously

- b) Consideration and possible action to accept the Comprehensive Annual Financial Report and the Annual Expenditure Limitation Report for the fiscal year ended June 30, 2017, as prepared by Henry & Horne, LLP, Certified Public Accountants. (Joe Duffy, Finance Director)

Recommended Action: Accept the Comprehensive Annual Audited Financial Report and the Annual Expenditure Limitation Report for the fiscal year ended June 30, 2017, as prepared by Henry & Horne, LLP, Certified Public Accountants.

Mr. Duffy introduced Brian Hemmerle, Senior Manager of Audit with Henry & Horne, who presented the highlights on the results of the audit:

- There were no issues with regard to accounting policy and procedures.
- The financial statements were clean; there were no findings with regard to grant monies, and no recommendations for internal controls.
- The Town's expenditures were \$7.4 million under the Home Rule expenditure limitation; and government wide highlights, as well as fund balance all had an increase in equity since 2016.
- There were no findings with regard to the economic development grant single audit.

MOVED by Councilmember/Vice-Mayor Lon Turner, seconded by Councilmember Jack Miller to accept the Comprehensive Annual Audited Financial Report and the Annual Expenditure Limitation Report for the fiscal year ended June 30, 2017.

Vote: 7 - 0 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.

9) **ACTION ITEMS RESUMED**

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

10) **ADJOURNMENT**

MOVED by Councilmember Annie Lane, seconded by Councilmember Jack Miller to adjourn the meeting at 7:04 p.m.

Vote: 7 - 0 PASSED - Unanimously


Darryl L. Croft, Mayor

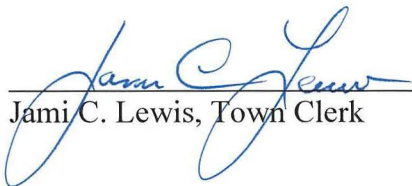
ATTEST:


Jami C. Lewis, Town Clerk

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of the Town Council of the Town of Chino Valley, Arizona held on the 12th day of December, 2017. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 9th day of January, 2018.


Jami C. Lewis, Town Clerk