

**TOWN OF CHINO VALLEY
COUNCIL APPOINTMENTS SUBCOMMITTEE MINUTES
MONDAY, OCTOBER 7, 2013
4:00 P.M.**

The Town Council Appointments Subcommittee of the Town of Chino Valley, Arizona, met for a Public Meeting in the Chino Valley Council Conference Room located at 202 N. State Route 89, Chino Valley, Arizona, on Monday, October 7, 2013 at 4:00 p.m.

Vice-Mayor Croft called the meeting to order at 4:02 p.m.

Members present: Vice-Mayor Croft (Chair); Councilmember Mike Best; Councilmember Lon Turner.

Staff present: Town Manager Robert Smith; General Services Director Cecilia Watts; Town Clerk Jami Lewis (recorder).

3) APPROVAL OF MINUTES

3a) Approve September 9, 2013 minutes.

Councilmember Best MOVED; seconded by Councilmember Turner to approve the minutes. Motion PASSED 3-0.

4) OLD BUSINESS

4a) *Continued from September 9, 2013:* Review and possible action with regard to the current status of certain public bodies by Town Manager Robert Smith.

Mr. Smith reported that currently, some advisory boards, specifically the Senior Center Advisory Board (SCAB) and Parks and Recreation Advisory Board (PRAB), were not really acting in an advisory capacity. The Town needed some sort of advisory committee to assist with future planning and bringing resources to the Town, but SCAB members had indicated in the past that they preferred to work on day-to-day activities and small projects, and PRAB had been in a state of flux for months. Staff did not want to discourage or alienate current volunteers and was seeking a way to get the future planning the Town needed, while allowing other volunteers to assist with the everyday maintenance.

Ms. Watts added that, along with this matter, Human Resources staff was changing some of the Town's volunteer processes, by setting up a pool of volunteers for projects. Staff will be meeting with the new SCAB board in November.

Mrs. Lewis added staff needed to be mindful of Open Meeting Laws (OML) and how the structure of a public body determined whether or not its activities would be subject to the OML.

Members discussed various options and recommended that:

- the Subcommittee and staff continue this conversation with PRAB and SCAB;
- Councilmember Turner will meet with PRAB at their next meeting;
- staff provide them with PRAB's by-laws; and
- staff provide rules regarding what types of bodies would be subject to the OML.

5) NEW BUSINESS

5a) Review and update Subcommittee Charter per Council direction on July 23, 2013.

Mrs. Lewis reported that per recent Council action, the Subcommittee Charter needed the following changes: (i) Change title of Council Committee to Subcommittee; (ii) change meeting frequency to “annually and as needed;” and (iii) change meeting day and time to “as needed.”

Councilmember Turner MOVED; seconded by Councilmember Best to accept the Charter amendments as proposed. Motion PASSED 3-0.

5b) Review of applications for Board of Adjustment, Planning and Zoning Commission, Roads and Street Committee, and Senior Center Advisory Board, with possible recommendation to Council with regard to appointment of applicants or continuation for interviews or other matters.

Ms. Lewis reviewed the status of each public body that had a vacancy, and the Subcommittee reviewed and discussed the applications.

Board of Adjustment. The board had two vacancies and two applicants, Corey Mendoza and Celia Vander Molen.

Councilmember Turner MOVED; seconded by Councilmember Best to recommend appointment of Corey Mendoza with term ending July 31, 2015 and Celia Vander Molen with term ending July 31, 2016. Motion PASSED 3-0.

Later, during review of the applications for Planning and Zoning Commission, members noticed that Ms. Vander Molen was not a Town resident; thus they did not believe they could appoint her.

Councilmember Turner MOVED; seconded to rescind their recommendation with regard to Ms. Vander Molen. Motion PASSED 3-0.

Industrial Development Authority and Municipal Property Corporation. Each board of directors had one vacancy and no applicants. Members discussed seeking applicants for these.

Parks and Recreation Advisory Board. The board had two vacancies and no applicants.

Participants discussed possible applicants for these three boards. After determining that Ms. Vander Molen may not be qualified for the Board of Adjustment, members suggested her for PRAB, as she was also involved in recreational activities.

Members asked staff to contact Ms. Vander Molen about serving on PRAB.

Councilmember Turner MOVED; seconded by Councilmember Best to recommend Celia Vander Molen for Parks and Recreation Advisory Board if she agreed.

Planning and Zoning Commission. The Commission had one vacancy and two applicants, Corey Mendoza and Celia Vander Molen.

Members noted that Ms. Vander Molen did not live in the Town limits, so they could not recommend her.

Councilmember Best MOVED; seconded by Councilmember Turner to recommend Corey Mendoza for the Planning and Zoning Commission. Motion PASSED 3-0.

Roads and Streets Committee. The committee had one vacancy and one applicant, Dean Echols. At the Subcommittee's last meeting, members directed staff to contact Mr. Echols about serving on the Committee.

Councilmember Best MOVED, seconded by Councilmember Turner to recommend Dean Echols for the Roads and Streets Committee. Motion PASSED 3-0.

Senior Center Advisory Board. This board had two vacancies and one applicant, Nancy Mitchell, who had formerly served on the board.

Councilmember Best MOVED; seconded by Councilmember Turner to recommend Nancy Mitchell for the Senior Center Advisory Board with term ending June 30, 2015. Motion PASSED 3-0.

6) ADJOURN

Councilmember Best MOVED, seconded by Councilmember Turner to adjourn. Motion PASSED 3-0 at 4:45 p.m.

Dated: October 9, 2013

By: Jami C. Lewis, Town Clerk

Approved: December 19, 2013