

**MINUTES OF THE REGULAR MEETING  
TOWN COUNCIL ECONOMIC DEVELOPMENT SUBCOMMITTEE  
TOWN OF CHINO VALLEY**

**TUESDAY JANUARY 15, 2019  
4:00 P.M.**

The Town Council Economic Development Subcommittee of the Town of Chino Valley convened for a regular meeting in the Council Chambers Conference Room, located at 202 N. State Route 89, Chino Valley, Arizona.

**1) CALL TO ORDER**

Corey Mendoza called the meeting to order at 4:02 p.m.

**2) ROLL CALL**

Present: Darryl Croft, Mayor; Corey Mendoza, Councilmember

Absent: Annie Perkins, Chair

Staff Cecilia Grittmann, Town Manager; Martin Scribner, Interim Economic Development/Project  
Present: Manager

**3) APPROVAL OF MINUTES**

- a) Consideration and possible action to approve December 6, 2018 meeting minutes.

MOVED by Councilmember Corey Mendoza, seconded by Mayor Darryl Croft to approve the December 6, 2018 meeting minutes.

AYE: Mayor Darryl Croft, Councilmember Corey Mendoza  
PASSED - Unanimously

**4) CALL TO THE PUBLIC**

*Call to the Public is an opportunity for the public to address the Subcommittee concerning a subject 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 15 minutes per meeting. Committee 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.*

**5) OLD BUSINESS**

**6) NEW BUSINESS**

- a) Discussion regarding rezone of the Chino Valley Regional Business Park.

Mr. Scribner and Committee Members discussed the following:

- The necessary steps to start the initiation and development of a new zoning district for the rezone of the Old Home Manor (OHM) Business Park's 200 acres and the subsequent zoning map amendments reflecting the zone changes.
- Staff proposed a tentative schedule to implement the changes, with the understanding the dates were subject to change.
  - January – Present new zoning regulations to OHM Steering Committee and review draft regulations.
  - February – Initiate text and map amendments. The changes would be posted on the Town website and notifications would be sent to property owners within 300 feet of the property. Hold neighborhood meeting/open house at the end of the month with notification of the meeting in the local newspaper.
  - March – Hold both a Planning and Zoning Commission and Town Council Study Session to review the changes. Advertise the April Planning and Zoning Commission Public hearing in the local newspaper.
  - April – Hold a Planning and Zoning Commission Public Hearing on the zone and map amendments and forward to the Town Council for the adoption of the amendments.

- b) Discussion regarding the Greater Prescott Regional Economic Partnership (GPREP) potential funding for fiscal year 2019/2020.

Ms. Grittmann and Committee Members discussed the following:

- GPREP had a bank balance of approximately \$90,000.
- The City of Prescott was participating in GPREP but did not sign an IGA agreement.
- John Coomer was named as the chair of GPREP's Business Attraction Team, which was made up of Economic Development people from each community. They were notified Mr. Croomer was no longer with the Town.
- There did not seem to be much momentum from GPREP, but they had secured additional funding from private entities. There was no mention in their minutes that the communities would be asked for additional funding.
- The partnership had offered no benefit to the Town of Chino Valley.
- Recommended that the Town not participate in GPREP but instead use any Town economic development funds locally.

- c) Discussion regarding Chino Valley Area Chamber of Commerce potential funding for fiscal year 2019/2020.

Ms. Grittmann and Committee Members discussed the following:

- The Chamber Board had not discussed funding for the upcoming year. The Town had budgeted \$60,000 for the current year. Ms. Grittmann's research showed that most communities used bed tax to fund their local Chamber and the funding amounts varied. The Town of Chino Valley received about \$100,000 per year in bed tax and the amount funded to the Chamber was on the high side.
- The new Chamber Board and the Chamber's work done on behalf of the community had been positive.

- d) Discussion regarding the position of the Economic Development / Project Manager.

Ms. Gritman and Committee Members discussed the following:

- A job description had been developed and would be advertised before the end of the week.
- Mr. Scribner accepted another position. The Town had been actively recruiting for a Development Services position and had received several applications that had been narrowed down to five for interviews. Several applicants had extensive Economic Development experience and would be asked if they would be interested in the Economic Development position.
- A local person had expressed interest and had provided the Town Manager with their information.
- The benefit of a new Economic Development person having the ability to work on grant writing.
- The project manager position should report directly to the Development Services Director. The Development Services Director should have extensive economic development experience and the ability to understand code.
- The position would also assist the Town Manager.
- Pay for the position was approximately \$70-80,000 and the job required a person with the ability to promote the Town to bring in businesses.
- The position's duties would be directed towards businesses, grocery store and anyone that needed technical review to help their businesses come to the Town.
- The Town needed to develop a better outline for the position to help get the job done in a manner that benefits the Town.

Subcommittee Members started to discuss items not listed on the Agenda, so moved to adjourn the meeting.

## 7) **ADJOURNMENT**

MOVED by Mayor Darryl Croft, seconded by Councilmember Corey Mendoza to adjourn the meeting at 4:55 p.m.

AYE: Mayor Darryl Croft, Councilmember Corey Mendoza

PASSED - Unanimously

Submitted: January 22, 2019.

By: *Vickie Nipper, Deputy Town Clerk*

Approved: September 24, 2019.