

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

**TUESDAY, JUNE 27, 2023
4:00 P.M.**

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

Present: Mayor Jack Miller; Vice-Mayor Eric Granillo; Councilmember Annie Perkins; Councilmember Tom Armstrong; Councilmember John McCafferty; Councilmember Sherri Phillips; Councilmember Robert Schacherer

Staff Present: Town Manager Cindy Blackmore; Town Attorney Andrew McGuire - remote; Town Attorney John Gaylord - remote; Assistant to the Town Manager Terri Denemy; Public Works Director/Town Engineer Frank Marbury; Development Services Director Laurie Lineberry; Assistant Development Services Director Will Dingee; Economic Development Manager Maggie Tidaback; Audio Visual Technician Lawrence Digges; Deputy Town Clerk Sara Burchill; Town Clerk Erin N. Deskins;

1) CALL TO ORDER; ROLL CALL

Mayor Miller called the meeting to order at 4:00 p.m.

2) Public Hearing, consideration and possible action on Resolution No. 2023-1231, regarding adopting the "Make It Chino! 2040 General Plan" as the general plan for the Town of Chino Valley and directing that it be placed on the ballot at the special election to be held on November 7, 2023, for ratification by the voters.

Laurie Lineberry presented the following:

- They would be presenting the proposed General Plan (GP) that had been in the works for the last year.
- Matrix worked closely with Town staff and the Steering Committee.
- A lot of time was spent on outreach and getting public input so that the plan would be one that the community wanted.

Celeste Werner presented the following:

- Thanked Council, the public, staff, and the Steering Committee for all the work that was put in.
- Introduced the Matrix team.
- There was a State mandate to update the GP every 10 years.
- This GP would be able to present the growth that happened in the last 10 years and reflect the new vision of the Town.
- The 2040 GP was closer to a rewrite than an update in order to meet the Town's new vision. It focused on preserving and protecting the Town's rural character.

- The GP was long-term, comprehensive, and general meaning that it covered several topics but did not go deep into each topic, but they were all interconnected and related.
- It was not zoning, a unified development ordinance, regulatory in nature, nor would it modify existing uses.
- It was a policy document that would help the elected officials to make decisions in the future as new developments came forward.
- There were three components that made up the Town's GP: the future land use map, goals and policies, and an implementation plan. The first two were required by law.
- The community led the plan with several components of engagement including focus group interviews (10), public open houses (2), steering committee meetings (6), website and other online opportunities for input, etc.
- Provided numbers on public engagement including postcards sent regarding open houses, attendance numbers, traffic on the website, etc.
- The public wanted:
 - Preserve rural character
 - Attainable housing for all demographics [no more than eight dwelling units(du) per acre]
 - Higher density uses on Highway 89
 - Buffering through landscaping, fencing, and/or transitional uses
 - Prioritizing road maintenance
 - Transportation plan and walkability around recreation and activity areas
 - Recreation
 - Open space
 - Interconnectivity for trails
 - A Town Center
 - Prioritize water
 - Economic Development
- There were eight chapters in the GP and five chapters focused on the different elements.
 - Land Use Map
 - Had nine different land use categories.
 - Residential had three categories: Ranch/Agricultural (1 du/4+ acres), Rural Residential (1 du/acre), and Neighborhood Residential (1-4 du/acre).
 - Horizontal Multi-Use: this was mixed use category including commercial, office, multi-family up to 8 du/acre.
 - Open Space encompassed the creeks, Sullivan Lake, 980 acres dedicated for a State Park.
 - Commercial development was broken into two categories including: Neighborhood Commercial (businesses that neighborhoods need such as dry cleaners, grocery stores, etc.) and Regional Commercial (businesses that will attract people from outside Chino and provide services to the community).
 - Industrial development was broken into two categories including: Light Industrial and Heavy Industrial (only two locations to support mining and aggregate uses).
 - There was nearly 40,000 acres of land within the Town. After removing 20% to account for acreage required to put in roads and infrastructure, and calculating building out to 75% of the maximum possible density, Matrix was able to calculate that the total dwelling units the Town was likely to see under the new GP would be 18,090. The old GP allowed for 23,732 dwelling units.
 - According to national averages for land use in small towns Chino Valley had nearly six percent more open space, nearly three percent less

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember John McCafferty to approve Resolution Number 2023-1231 regarding adopting the Make It Chino! 2040 General Plan as the General Plan for the Town of Chino Valley and directing that it be placed on the ballot at the Special Election to be held on November 7, 2023 for ratification by the voters including the amendment to policy LU-8.4. **

AYE: Mayor Jack Miller, Vice-Mayor Eric Granillo, Councilmember Tom Armstrong, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer

6 - 0 PASSED

**After the conclusion of the meeting, Councilmember Perkins informed the Clerk that she had abstained from the vote.

3) ADJOURNMENT

Mayor Miller adjourned the meeting at 4:43 p.m.

**REGULAR MEETING
TUESDAY, JUNE 27, 2023
6:00 P.M.**

**Council Chambers
202 N. State Route 89
Chino Valley, Arizona**

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

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

All members of Council and Staff previously mentioned were present for the duration of the Regular Meeting except Town Attorney John Gaylord, Development Services Director Laurie Lineberry, and Assistant Development Services Director Will Dingee. New staff attendees included Chief Chuck Wynn, Lieutenant Josh McIntyre (Sgt at Arms), Lieutenant Randy Chapman, Officer Douglas Hawk, Finance Director Joe Duffy, HR Director Laura Kyriakakis, and Community Services Director Cyndi Thomas.

2) INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS

- a)** Presentation of certificate of appreciation to members of the General Plan Steering Committee.

This item was moved to the July 11, 2023, regular meeting.

3) CALL TO THE PUBLIC- Individuals requesting to speak, please complete a Speaker Comment Card and return to the Clerk.

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 at the discretion of the Council and not required by law. Individuals are limited to speak for three (3) minutes, yielding of time will not be permitted. 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. Disrespectful behavior will not be tolerated; this includes loud outbursts, profanity and disruptive discussions among our audience.

4) 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. If listed below, there may also be a presentation on information requested by the Mayor and Council and questions may be answered. No action will be taken.

a) Status reports by Mayor and Council regarding current events.

Mayor Miller presented the following:

- The Town would not be having fireworks on the 4th of July, but they would for the Territorial Days weekend.

Councilmember Perkins presented the following:

- Friday was the 10th anniversary of the Yarnell Hill Fire where the Hotshot 19 were lost. There would be a commemoration ceremony in Prescott at 3:00 p.m. at the Courthouse. She read an excerpt from the Granit Mountain Interagency Hotshot Crew Learning and Tribute Center.

Councilmember Armstrong presented the following:

- The Police Department did a great job at the Olsen's event to show off K-9 Officer Sirius.

b) Status report by Town Manager Cindy Blackmore regarding Town accomplishments, and current or upcoming projects.

Cindy Blackmore, Town Manager, presented the following:

- The Town received the Certificate of Occupancy for the new PD building and would be moving in over the next few weeks.
- Town offices would be closed for the July 4th holiday. The pool would be open.
- All American Bash would be held on July 8th in Memory Park. There would be contests, games, music, food, etc.
- Congratulations to Maggie Tidaback for being elected to the board for the Arizona Association for Economic Development.

5) **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.

Item 5(e) was removed by Councilmember Schacherer.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember Tom Armstrong to approve Consent Agenda items a, b, c, d, and f.

AYE: Mayor Jack Miller, Vice-Mayor Eric Granillo, Councilmember Annie Perkins, Councilmember Tom Armstrong, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer

7 - 0 PASSED - Unanimously

- a) Consideration and possible action to approve the Professional Services Agreement with Lawrence Digges to provide audio and visual technician services beginning July 1, 2023, through June 30, 2024, for an amount not to exceed \$15,000.
- b) Consideration and possible action to approve the Addendum No. 2 to Contract for Legal Services with Gust Rosenfeld P.L.C. effective July 1, 2023.
- c) Consideration and possible action to appoint applicants recommended by the Appointments Subcommittee to the Roads and Streets Committee.
- d) Consideration and possible action to approve Resolution No. 2023-1230, designating Frank Marbury and Terri Denemy as the Authorized Representative and Alternate Authorized Representative to the Arizona Department of Emergency and Military Affairs for the purpose of obtaining financial assistance under the Disaster Relief Act.
- e) Consideration and possible action to award a one-year contract to Titan Landscaping for landscape maintenance services along State Route 89 in the amount of \$100,128.

Council and Staff discussed the following:

- Council inquired if the Town would be able to complete the job in-house.
 - The Town had been doing half the job for the last several years while contracting out the south half of Town. It was an extreme amount of time and effort that took away from other jobs street crews could be doing. It was a better use of time to contract it out. The Town could do it, but it would take \$100,000 worth of work away from other streets.
 - There was a scope of services in the contract that Titan would be required to do including removing trash and debris before mowing grass, weed prevention and removal, and cleaning of the sidewalks. It did not include replacing concrete.

- The Town was responsible for everything behind the curbs including the medians.
- The Town would have to hire additional staff to get it done for cheaper, but it would likely end up not being much cheaper at all.
- The work qualified for HURF funds so it would be the same pot of money whether it was in-house or contractors.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember Annie Perkins to approve Consent Agenda item 5(e).

AYE: Mayor Jack Miller, Vice-Mayor Eric Granillo, Councilmember Annie Perkins, Councilmember Tom Armstrong, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer

7 - 0 PASSED - Unanimously

- f) Consideration and possible action to approve a First Amendment to the Accountability Contract and Scope of Services between the Town of Chino Valley and the Chino Valley Chamber of Commerce.

6) 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 Professional Services Agreement with CivilTec Engineering, Inc., to develop an Integrated Water Master Plan and 5-Year Capital Improvement Plan for \$498,994.

Recommended Action: Approve the Professional Services Agreement with CivilTec Engineering, Inc., to develop an Integrated Water Master Plan and 5-Year Capital Improvement Plan for \$498,994.

Mark Holmes, Town Water Consultant, presented the following:

- This item was regarding the Integrated Water Master Planning (IWMP) and Capital Improvement Planning (CIP).
- Review of the history that led to the activity including meetings, council retreats, approval of the IWMP and CIP, and awarding of the project to CivilTec.
- Phase one of the proposed plan would look at five major aspects including Town-wide growth projections, water resources master plan, water system master plan, sewer system master plan, and reclaimed water master plan.
- Phase 2 of the plan would look at the current systems and future expansions that would incorporate what already existed.
- Phase 3 would be the five-year CIP to determine improvements needed over a five-year period, and then from years five through 10. Determinations would be made on improvements needed to the existing system along with cost estimates.

- The importance of the IWMP included:
 - Ability to determine the build-out of water demands and needed water supplies for the Town.
 - Ability to determine water resource availability and the timing of water importation and mitigation and associated infrastructure.
 - Develop a complete water, sewer, and reclaimed water system map throughout the Town showing infrastructure types, locations, and sizing.
 - Develop a five-year CIP with priorities, benefits, and cost assessments.
 - Develop a 5-10 year CIP outlook ensuring appropriate needs are assessed and finances evaluated.
 - Becomes the living plan that would be updated every three to five years.
 - Any industrial, commercial, or residential landowners that desire utilities would utilize the Master Plan.
- Efforts on this project would include work sessions with Council, workshops, and executive summaries. Deliverables, along with the master plans and CIP, would include a hydraulic model for the various systems to be handed off to the engineers of future developments.
- The proposed budget was \$498,994.
- It would take a year to complete starting July of 2023, and finishing July of 2024.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember John McCafferty to approve the Professional Service Agreement with Civiltec Engineering, Inc. to develop an Integrated Water Master Plan and a five-year Capital Improvement Plan for \$498,994.

AYE: Mayor Jack Miller, Vice-Mayor Eric Granillo, Councilmember Annie Perkins, Councilmember Tom Armstrong, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer

7 - 0 PASSED - Unanimously

- b) Public Hearing regarding Resolution No. 2023-1225, relating to the Town's Final Budget for Fiscal Year 2023/2024 and the proposed expenditure limitation for the same year, in the amount of \$45,150,500.

Recommended Action: Hold the Public Hearing.

Joe Duffy, Finance Director, presented the following:

- Provided a brief overview for the public.
- Overviewed the schedule for the budget process and dates. This hearing was the second to last step in the process.
- The final budget included paying down the PSPRS liability, 10.5 new employees, a donation for the historical society, and a payroll projection update.
- Gave a brief overview on some smaller projects for the year including the Peavine Trail Connection, Parks equipment, lighting and building improvements, and wayfinding/placemaking signage, street improvements and reconstruction, small water projects, sewer study and construction.

Council and Staff discussed the following:

- The Town was currently about \$20,000,000 in debt, after this year's PSPRS payment it

would be down to \$18,000,000. The PSPRS debt was not considered general obligation or government debt and was not a liability the Town actually had pay down but it was a liability that affected the Town. By paying down the unfunded liability the Town was reducing the amount they had to pay in contribution rates.

- Removing grants and transfers from the \$45 million budget, the Town's actual percentage of salaries and benefits were closer to 40% of the generated revenue, not 25%.

Mayor Miller opened the public hearing.

Erin Deskins, Town Clerk, stated that no one had requested to speak on this item.

Mayor Miller closed the public hearing.

- c) Public Hearing regarding Resolution No. 2023-1226, relating to the Statements and Estimates of Expenses of the Town of Chino Valley Street Lighting Improvement Districts for Fiscal Year 2023/2024, which shall constitute the budgets of the Districts for Fiscal Year 2023/2024.

Recommended Action: Hold the Public Hearing.

Joe Duffy, Finance Director, presented the following:

- The Street Lighting Improvement District was comprised of three areas in Brightstar subdivision.
- Every year the Town had to adopt a budget of what would be charged to the property owners, notify the county of the levy amount, and the County would add it to their property tax bills. Once it was collected by the County, it would be remitted to the Town to pay the APS bill.

Mayor Miller opened the public hearing.

Erin Deskins, Town Clerk, stated that no one had requested to speak on this item.

Mayor Miller closed the public hearing.

7) **ADJOURNMENT**

MOVED by Councilmember Sherri Phillips, seconded by Councilmember Tom Armstrong to adjourn the meeting at 6:26 p.m.

AYE: Mayor Jack Miller, Vice-Mayor Eric Granillo, Councilmember Annie Perkins, Councilmember Tom Armstrong, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer

7 - 0 PASSED - Unanimously

**SPECIAL MEETING
TUESDAY, JUNE 27, 2023
6:05 P.M.**

**Council Chambers
202 N. State Route 89
Chino Valley, Arizona**

1) CALL TO ORDER; ROLL CALL

Mayor Miller called the meeting to order at 6:27 p.m.

All members of Council and Staff previously mentioned at the Regular Meeting were present for the duration of the Special Meeting.

- 2)** Consideration and possible action to approve Resolution No. 2023-1225, relating to the Town's Final Budget for Fiscal Year 2023/2024 and the proposed expenditure limitation for the same year, in the amount of \$45,150,500.

Recommended Action: Approve Resolution 2023-1225, adopting the Fiscal Year 2023/2024 Final Budget and establishing the Fiscal Year 2023/2024 expenditure limitation.

Council discussed the following:

- This year the Town coffers would be reduced by \$1 million a year by adding additional staff. Citizens wanted three things: water, roads, and another grocery store. Council could impact two of the three. But by increasing staffing, the Town would have to function by \$1 million less per year moving forward, taking money away from capital improvement or other infrastructure costs. Nearly 40% of the Town's revenue (not accounting for grants and other program revenues) went to salaries.
- The Town had been living on Covid and other federal funding for the last few years but those funds would be going away. The Town needed to be fiscally conservative going forward.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember Annie Perkins to approve Resolution 2023-1225 adopting the Fiscal Year 2023/2024 Final Budget and establishing the Fiscal Year 2023/2024 expenditure limitation.

AYE: Mayor Jack Miller, Vice-Mayor Eric Granillo, Councilmember Annie Perkins, Councilmember Tom Armstrong, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer

7 - 0 PASSED - Unanimously

- 3) Consideration and possible action to approve Resolution No. 2023-1226, relating to the Statements and Estimates of Expenses of the Town of Chino Valley Street Lighting Improvement Districts for Fiscal Year 2023/2024, which shall constitute and are approved as the final budgets of the Districts for Fiscal Year 2023/2024.

Recommended Action: Approve Resolution No. 2023-1226, relating to the Statements and Estimates of Expenses of the Town of Chino Valley Street Lighting Improvement Districts for Fiscal Year 2023/2024, which shall constitute and are approved as the final budgets of the Districts for Fiscal Year 2023/2024.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember Annie Perkins to approve Resolution 2023-1226 relating to the Statements and Estimates of Expenses for the Town of Chino Valley Street Lighting Improvement District for Fiscal Year 2023/2024 which shall constitute and approve as the Final Budget for the districts for Fiscal Year 2023/2024.

AYE: Mayor Jack Miller, Vice-Mayor Eric Granillo, Councilmember Annie Perkins, Councilmember Tom Armstrong, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer

7 - 0 PASSED - Unanimously

- 4) **ADJOURNMENT**

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember Tom Armstrong to enter Executive Session.

AYE: Mayor Jack Miller, Vice-Mayor Eric Granillo, Councilmember Annie Perkins, Councilmember Tom Armstrong, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer

7 - 0 PASSED - Unanimously

MOVED by Councilmember Sherri Phillips, seconded by Vice-Mayor Eric Granillo to adjourn the Special Meeting at 6:31 p.m.

AYE: Mayor Jack Miller, Vice-Mayor Eric Granillo, Councilmember Annie Perkins, Councilmember Tom Armstrong, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer

7 - 0 PASSED - Unanimously

**EXECUTIVE SESSION
TUESDAY, JUNE 27, 2023
6:30 P.M.**

**Council Chambers
202 N. State Route 89
Chino Valley, Arizona**

AGENDA

- 1) **CALL TO ORDER; ROLL CALL**
- 2) 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 the Town’s position and instruct the Town Attorney regarding an agreement relating to water resources.
- 3) **ADJOURNMENT**



Jack W. Miller, Mayor

ATTEST:



Erin N. Deskins

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 27th day of June, 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 22nd day of August, 2023.

Erin N. Deskins

Erin N. Deskins, Town Clerk