

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

**TUESDAY, OCTOBER 26, 2021  
6:00 P.M.**

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

Present: Mayor Jack Miller; Vice-Mayor Annie Perkins; Councilmember Tom Armstrong (remotely); Councilmember Eric Granillo; Councilmember Cloyce Kelly; Councilmember John McCafferty

Absent: Councilmember Lon Turner

Staff Present: Town Manager Cindy Blackmore; Town Attorney Andrew McGuire (remotely); Administrative Services Director Joe Duffy; Assistant Community Services Director Cyndi Thomas; Senior Planner Will Dingee; Planner Bethan Heng; Lieutenant Joshua McIntire; Officer Hector Torres (Sergeant at Arms); Audio Visual Technician Lawrence Digges; Town Clerk Erin Deskins (recorder)

**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.

**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.*

**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 announced the American Legion would have a dance and Halloween Party.

Vice Mayor Perkins reported that October 26, was the National Day of the deployed, honoring deployed men and women and their families.

Councilmember Granillo reported about the high school football senior night. There would be a high school college career fair on November 13.

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

Town Manager Blackmore reported the following:

- Nomination packets for Mayor and Council seats for the 2022 primary election would be available November 1.
- Recognized the finance department staff for winning the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the U.S. and Canada for their annual Comprehensive Financial Report for fiscal year ending June 30, 2020.
- Shared a picture of the newly installed playground equipment at the Community Center Park.

**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.*

MOVED by Vice-Mayor Annie Perkins, seconded by Councilmember Cloyce Kelly to approve Consent agenda items 5 (a), (b), (c), (d), (e), and (f) as written.

AYE: Mayor Jack Miller, Vice-Mayor Annie Perkins, Councilmember Tom Armstrong (remotely), Councilmember Eric Granillo, Councilmember Cloyce Kelly, Councilmember John McCafferty

**6 - 0 PASSED - Unanimously**

- a) Consideration and possible action to approve Ordinance No. 2021-907 to rezone approximately 4.37 acres of real property located at 299 North Road 1 West, Chino Valley, AZ (APN 306-23-045U) from the Commercial Light and Agricultural Residential 5-acre (CL/AR-5) zoning district to the Single Family Residential 1-acre (SR-1) zoning district. Applicants James and Marta Fosnough. (Will Dingee, Senior Planner)
- b) Consideration and possible action to award a contract to EPS Group, Inc. for the design of the Perkinsville Rd Water & Sewer Extension Project in the amount of \$206,800. (Frank Marbury, Public Works Director/Town Engineer)

- c) Consideration and possible action to approve Resolution No. 2021-1195 awarding the Economic Strengths Project Grant between Arizona Department of Transportation on behalf of the state of Arizona and the Town of Chino Valley, in the amount of \$400,000. (Maggie Tidaback, Economic Development Project Manager)
- d) Consideration and possible action to approve the Financial Report for the three months ending September 30, 2021. (Joe Duffy, Administrative Services Director)
- e) Consideration and possible action to approve the September 28, 2021, regular meeting minutes. (Erin N. Deskins, Town Clerk)
- f) Consideration and possible action to approve the October 12, 2021, regular meeting minutes. (Erin N. Deskins, Town Clerk)

**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 the Professional Services Agreement with Kenew, LLC for Construction Management Services for the new Police Station in an amount not to exceed \$168,468.40. (Frank Marbury, Public Works Director/Town Engineer)

**Recommended Action:** Approve the Professional Services Agreement with Kenew, LLC, for Construction Management Services for the new Police Station in the amount not to exceed \$168,468.40.

Cindy Blackmore presented the following:

- The contract was a Professional Services Agreement for construction management services for the new Police building.
- It would ensure the project was properly managed and protected the interest of the Town.
- The Town did not have the resources to properly manage the project through the construction phase.
- After having no luck in an extensive search using newspapers, websites, and advertising for a temporary employee, staff used their network contacts and Kenew, LLC came highly recommended to them. They had extensive experience in managing these types of construction projects.
- Kenew would provide the following services:
  - Act as Town representative during construction
  - Provide support and advice to the Town through the project
  - Would be onsite for an average of two days per week
  - Coordinate progress meetings, including documentation of the meetings
  - Responsible for communicating and coordinating with the contractor, architect, and designer
  - Coordinate third party inspections

- Assist with the procurement of equipment and furniture
- The proposal was based on an 18-month construction timeframe. If it was more or less time, the contract would be adjusted.
- Staff recommended Council approve the Professional Services Agreement with Kenew, LLC in an amount not to exceed \$168,468.40.

Council and staff discussed the following:

- Direct reporting would be through the Public Works Department, but it would also be a team effort with other departments.

- b) Consideration and possible action to approve the Perkinsville 44 Final Plat Phases 1, 2, 3, and 4, to divide approximately 44.3 acres into 162 lots with an average lot size of approximately 7,000 square feet. Applicant Craig Helsing, Brown Homes. APN 306-18-009H (Will Dingee, Senior Planner)

**Recommended Action:** (1) Hold a Public Hearing; (2) Approve the Perkinsville 44 Final Plat Phases 1, 2, 3, and 4, to divide approximately 44.3 acres into 162 lots with an average lot size of approximately 7,000 square feet with the stipulations outlined in Attachment A.

Will Dingee presented the following:

- Request was for the final plat approval of the Perkinsville 44.
- The property consisted of approximately 44 acres, with a proposed 162 lots.
- The proposal had four phases. Phase 1 consisted of 14 lots and the model home complex; Phase 2 consisted of 75 lots; Phase 3 consisted of 33 lots; Phase 4 consisted of 40 lots.
- The average lot size was 7,000 square feet, and would be connected to Town water and sewer.
- The development would have a central community open space with amenities such as a pergola, gas fire pit, and walking trails.
- Perkinsville Road improvements and N. Road 1 East would include sidewalks on Road 1 East and a meandering multi-use pathway along Perkinsville Road. There would be sidewalks in the subdivision on one side of the road.
- The final subdivision plat met all requirements of UDO Section 5.
- The main access would be through East Perkinsville Road and North Road 1 East.
- Development Services and Public Works had completed the final plat review and were comfortable stipulating the remaining changes.
- Substantial deviation from the Plat would need Council approval.
- The Planning and Zoning Commission forwarded a recommendation of approval, with stipulations as presented in the staff report.

Council and staff discussed the following:

- The entrance off Road 1 East was in line with Adams and went straight through to the highway. There were no improvement plans in conjunction with the development. It was anticipated that access would come in through Perkinsville to Road 1 East and up to Adams for the connection. Safety concerns were discussed due to lack of stop signs and crosswalks to the community center area. Since the development was not adjacent to Adams, there were no required improvements. The applicant had completed a detailed traffic impact study, and all information showed there was no need for a four-way intersection or a crosswalk. They would be erecting pedestrian signs around

the development, and the applicant was more than willing to install a crosswalk, or a four-way stop at Council's request. The crosswalk would intersect with North Road 1 East, with the exact location being determined by the Public Works Engineer.

- The strobe crosswalk had been discussed during the preliminary plat phase but had not been discussed further after completion of the traffic impact study. It could be a stipulation by Council. Discussions included a strobe crosswalk at Perkinsville and Road 1 East.
- The traffic study did not include future development in the area, only current conditions. Members thought the intersection was not safe and would not be safe with the addition of 162 more homes. Staff could study the matter and bring it back to Council for further discussion. Once the Council was comfortable with staff recommendations, they would give the information to the applicant.
- Trucks often used the road and were an additional safety hazard to children using the road without a crosswalk.

#### Public Comment:

- James Greenough – (not a Town resident) moved to the County in 2007 and bought 2.5 acres outside the Town limits. The traffic increased over the last three years and there was a drain on the water and power, and he was disappointed about the development. The developer will leave, but the ambiance of the area had changed dramatically. He thought any developer with at least 20 acres should develop 2.5 acre lots at a minimum. There would be a lot more traffic on Perkinsville and Road 1 East, especially during the construction phase. The antelope would disappear. He now had nine neighbors, but at least they all lived on 2.5 acres. He was strongly opposed to the development. He hoped Council voted against it. Road 1 East was a pot holed mess and needed work. A crosswalk would be essential, but it was only a drop in the bucket to what needed to be done.
- George Schoeler – As a school bus driver, he went down Road 1 East, and it was a hassle. Cars were parked on both sides of the road and a school bus hardly fit. The Perkinsville and Road 1 East intersection was a disaster waiting to happen. The intersection needed to be expanded and enlarged and further addressed. The road was full of potholes and cars were often backup from the school. Getting a bus through the intersection would be difficult most the time.

#### Applicant Craig Helsing Comments:

- They understood the concerns of the traffic at the intersection because the road was busy. He did not want to minimize the concerns. They wanted to be part of the solution. He thought the development would be a good extension of the area for Town, with the school, recreation center, and aquatic center.
- They were committed to putting in a crosswalk and four way stop at Council's direction. They were also responsible for widening Perkinsville and Road 1 East on their half of the intersection. The intersection on two of the corners would be widened to full width once construction was completed. The four-way stop would help the current traffic issues.
- They were willing to listen to any concerns and do what they could to help to try and be part of the solution.

#### Council discussed the following:

- Traffic concerns
- Secondary cross walks and strobe crosswalks
- Members approved of the project location but were concerned about safety issues.

MOVED by Vice-Mayor Annie Perkins, seconded by Councilmember Tom Armstrong (remotely) to continue Item 6(b) to the next regular meeting, with the changes included of, at minimum a four way stop.

AYE: Mayor Jack Miller, Vice-Mayor Annie Perkins, Councilmember Tom Armstrong (remotely), Councilmember Eric Granillo, Councilmember Cloyce Kelly, Councilmember John McCafferty

**6 - 0 PASSED - Unanimously**

- c) Consideration and possible action to approve Resolution No. 2021-1194 disbanding and dissolving the Town of Chino Valley Senior Center Advisory Board. (Cyndi Thomas, Assistant Community Services Director)

**Recommended Action:** Approve Resolution No. 2021-1194 disbanding and dissolving the Town of Chino Valley Senior Center Advisory Board.

Cyndi Thomas presented the following:

- Provided a history of the Senior Center.
- The Senior Center was first built in 1985 to help produce meals for Meals on Wheels that were being prepared in private homes.
- The Advisory Board and bylaws were created in 1991, with changes throughout the years.
- In 2019, they had requested the Town look into making them a committee instead of a board.
- The role of the board was to serve at the pleasure of the Council and be liaisons between staff and participants. With staff, they planned activities, trips, and events. They gave suggestions to staff regarding nutrition planning and implementation of menus. The menu planning process was overviewed. It had been taken over by a NACOG nutritionist.
- Justifications for disbanding the advisory board:
  - They could fulfill their duties better as a committee.
  - Since January 2019 they had only 13 advisory board meetings. There should have been 48 meetings within that timeframe. They did not have any meetings in 2020 due to the pandemic.
  - Meetings were canceled due to health concerns, weather, and the biggest issue, lack of quorum. Business at the Senior Center was not getting done because of this. As a committee they could meet and not worry about a quorum or agendas. They could meet when it was convenient or when business needed to be discussed.
  - A committee would encourage more participation from the senior population.
- Staff approved disbanding the Senior Center Advisory Board.

Council and Staff discussed the following:

- The present board supported the change.

MOVED by Vice-Mayor Annie Perkins, seconded by Councilmember Cloyce Kelly to approve Resolution No. 2021-1194 disbanding and dissolving the Town of Chino Valley Senior Center Advisory Board.

Ms. Thomas reported on the annual Halloween Event. The event would now be during the day and would be a carnival theme at Memory Park.

AYE: Mayor Jack Miller, Vice-Mayor Annie Perkins, Councilmember Tom Armstrong (remotely), Councilmember Eric Granillo, Councilmember Cloyce Kelly, Councilmember John McCafferty

**6 - 0 PASSED - Unanimously**

7) **ADJOURNMENT**

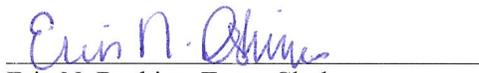
MOVED by Councilmember Eric Granillo, seconded by Councilmember Cloyce Kelly to adjourn the meeting at 6:47 p.m.

AYE: Mayor Jack Miller, Vice-Mayor Annie Perkins, Councilmember Tom Armstrong (remotely), Councilmember Eric Granillo, Councilmember Cloyce Kelly, Councilmember John McCafferty

**6 - 0 PASSED - Unanimously**

  
Jack W. Miller, 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 26<sup>th</sup> day of October, 2021. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 21<sup>st</sup> day of December, 2021.

  
Erin N. Deskins, Town Clerk