

**MINUTES OF THE STUDY SESSION OF THE
TOWN COUNCIL OF THE TOWN OF CHINO VALLEY
MONDAY, MAY 12, 2025
5:00 PM
COUNCIL CHAMBERS | 202 N. STATE ROUTE 89 | CHINO VALLEY,
ARIZONA 86323**

1. CALL TO ORDER, ROLL CALL

Mayor Armstrong called the meeting to order at 6:00 p.m.

Present: Mayor Tom Armstrong, Vice-Mayor Eric Granillo, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer, Councilmember Larry Holt, Councilmember Robert Switzer

Absent:

Staff Present: Town Manager Terri Denemy, Finance Director Katie Pehl, Human Resources Director Laura Kyriakakis, Development Services Director Laurie Lineberry, Assistant Development Services Director Will Dingee, Public Works Director/Town Engineer Frank Marbury, Police Chief Josh McIntire, Civilian Operations Supervisor Marrilee Easton, Community Services Director Cyndi Thomas, IT Manager Spencer Guest, Audio Visual Technician Nicholas Harwick, Deputy Town Clerk Sara Burchill, Town Clerk Erin N. Deskins

2. DISCUSSION ITEMS

- a. Consideration and discussion regarding the Fiscal Year 25/26 budget.

Terri Denemy, Town Manager, presented the following:

- Staff wanted to get direction from Council tonight to keep staff on the budget cycle to meet statutory timelines.
- Discussed employee schedules to attend tonight's meeting.

Katie Pehl, Finance Director, presented the following:

- Gave an overview of budget authority and what responsibilities fall under Council and what responsibilities fall under the Town Manager.
 - Items approved in the budget for more than \$50,000 still had to come back to Council for approval. They are not guaranteed to move forward.
- Gave an overview of the requests that would be discussed further, how they were designated in the presentation, and gave a list of all requested items and whether they were moving forward, or were not being recommended.
 - Based on the feedback from Council staff withdrew the request for a public works custodian to allow for further analysis and discussion.
- Moved on to the requests requiring additional discussion to be presented by the department heads.

Council and staff discussed the following:

- Councilmember McCafferty inquired about doing away with the Walgreens fill station.
 - Staff stated it could go away if they ever had a loop system on that side of the highway, but for now it needed to stay because it was the end of the line. Staff stated they would prefer to keep it or move it so the Town had two for redundancy. Behind the north campus could be a future location, but staff didn't foresee it moving in the near future unless development in that area actually happened.
- Councilmember Holt clarified that any items approved in the budget would come back for individual approval.
 - Staff stated that was correct.

Josh McIntire, Police Chief, presented the following:

- Discussed the requested PANT Detective and how that position would be funded, impact to the General Fund (none), etc.
 - Staff stated that Council could designate this position as a grant-funded position that disappears if funding goes away.
 - Council requested to further discuss the Emergency Manager/PIO position as requested.
 - It was difficult for the Police Chief to run Emergency Management along with all of his other duties and also because, in the case of an emergency he would have to tap someone else to act as police chief.
 - The Yavapai County Office of Emergency Management has taken the stance of a supportive role and the Town would now be on its own.
- Discussed the Evidence Management System which was not discussed on April 30th.
 - This is a software that tracks evidence which is no longer able to be updated. It would leave the department with nothing if it went down.
- Staff did not have additional information regarding the requested shooting range bathrooms and asked Council for questions.
- Council and staff discussed the following:
 - Councilmember Schacherer inquired if staff would be taking an experienced officer off duty to fill the PANT position.
 - Staff stated they intended to hire a lateral officer, and they would be out on their own between six and 16 weeks.
 - Councilmember Schacherer inquired if they would need a car for the PANT officer.
 - Staff stated they would not as they would be utilizing a PANT vehicle. They would only need basic equipment to get them started.
 - Further discussion ensued regarding funding of the PANT officer in terms of grants and Smart & Safe funding.
 - Council indicated a desire to move forward with the PANT detective as a grant-funded position.
- Councilmember Holt inquired if an Emergency Manager should be under the Town Manager rather than the Police Department.
 - Staff stated that was correct. Discussion ensued regarding the difficulties and conflicts of having Police Department personnel acting as Emergency Manager and the potential risk of disaster in Chino Valley.
 - Vice-Mayor Granillo inquired if the Emergency Manager position would be under the Police Department budget.
 - Staff stated it would be under the Town Manager's budget.

- Discussion ensued regarding other department heads being trained in emergency management tasks.
- Mayor Armstrong inquired if the Police Department could handle a year delay on this item.
 - Staff stated they felt they could.
- Councilmember Holt inquired about possibly getting an internship from Embry Riddle.
 - Staff stated they could look into that, but worried that staff would have to do a lot of training.
- Councilmember McCafferty suggested attaching the Emergency Manager to the GIS position.
 - Staff stated they were very different skill sets.
- Councilmember Holt inquired if they could revisit the item in six months.
 - Staff stated that if it wasn't in the budget they could not add it later.
- Council expressed a desire to wait a year on the Emergency Manager/PIO position and explore other options in the meantime.
- Councilmember Switzer inquired if the Emergency Management System was a one-time cost.
 - Staff stated it was an ongoing yearly cost.
 - Staff stated that they liked the system and didn't want to leave it, but the guy that developed it decided to go elsewhere and staff needed to get off the system. Staff waited on this software change as long as they could. The new system would integrate with everything the Police Department has. The new system would also track chain of custody.
 - Council expressed a desire to fund the Emergency Management System.
- Councilmember Schacherer stated that the portapotties at the shooting range were clean.
 - Staff stated that they did a good job cleaning them.
- Councilmember Switzer stated that the county put in \$40,000 towards the range, but YCSO uses it more than anyone. He would like to see 75% or more of the funding for range restrooms come from outside sources.
- Councilmember Switzer wanted to see a conceptual plan, bids, etc.
 - Further discussion ensued regarding the cost of constructing restrooms, including how much the Town paid for restrooms around Town.
 - Council discussed the fact that the restrooms were only for the police, not the citizens.
 - Council expressed a desire to pull this request and search for funding from outside sources.
- Will Dingee, Assistant Development Services Director, presented the following:
 - Discussed the differences between an analyst and specialist designation.
 - Council had concerns about the pay range. While staff did not recommend changing the range or grade, they could reduce the budgeted amount.
 - Staff also wanted someone that could train other staff to be able to use the software on their own as well.
 - Staff stated they rated the duties and responsibilities rather than the job title.
- Council and staff discussed the following:
 - Councilmember McCafferty inquired about the additional costs that would be needed to get the position going.
 - Staff stated they would need to get a desk, chair, computer, software, etc. These costs would not continue every year other than software licensing.

- Mayor Armstrong clarified that the concern was hiring at a lower range. He asked staff if the proposed range was appropriate.
 - Staff stated that it was.
- Councilmember Schacherer stated that staff said they wanted to hire someone at a higher range so that they wouldn't need to be trained, but there was an ongoing budget for travel and training.
 - Staff stated they made an error, and it should have been labeled as a subscription for the software.
- Councilmember Switzer stated that he disagreed with the pay range.
 - Discussion ensued regarding the GIS positions in the county.
 - Further discussion ensued regarding whether the position should be an analyst or specialist.
- Councilmember McCafferty suggested authorizing the funding amount, but encourage hiring as an analyst position. If staff couldn't find that, then staff would have the budget authority to go up without having to come back to Council.
 - Staff stated that in order to do that, the Council would have to approve two position titles, but staff would only be hiring for one.
- Council discussed leaving the GIS position as recommended by staff to give them flexibility in hiring.
- Katie Pehl, Finance Director, presented the following:
 - Council had requested to further discuss the YRT contribution and make it a total of \$20,000 or \$20,000 plus \$3,000 for the Paulden Plunge.
 - There was mixed input regarding the OHM Strategic Plan and staff was looking for more guidance.
- Council and staff discussed the following:
 - Councilmember McCafferty stated that Mayor Armstrong knew the organization and inquired if the money would be helpful to them and if it was a worthy investment.
 - Mayor Armstrong stated it would be helpful, but he wanted to see them do something to help themselves, such as charging for rides. He stated it should be \$23,000 maximum.
 - Discussion ensued regarding giving YRT \$17,000 for operational needs and \$3,000 for the Paulden Plunge due to the Town funding the pool and costing the Town money every year.
 - Councilmember McCafferty inquired what YRT requested.
 - Staff stated they requested one month of their operating costs, which is \$40,000.
 - Council expressed a desire to contribute no more than \$20,000 in total.
 - Discussion ensued regarding a future study session regarding OHM and the future of that area.
 - Council expressed a desire to keep the OHM strategic plan funding as a placeholder.
- Frank Marbury, Town Engineer, and Matthew Green, Fleet Manager, presented the following:
 - Staff corrected that the dump truck being requested is a Class 6, not a Class 7 as stated in the last meeting. Staff was trying to get as much utility as possible out of the next dump truck by getting one that could serve multiple purposes.
 - Gave a breakdown of the current dump truck and what staff would need to put into it to get it running.
 - Discussed what staff could possibly get for the vehicle at auction.

- Gave options for dump trucks to purchase.
- The vactor truck had already received over \$100k in repairs.
- Staff had a lot of discussions regarding a vactor truck from other departments and considered factors such as what was needed, fitting the vehicle in the shop, etc. Staff were looking at bare-bones trucks with no additional “nice to have” functions. They looked at additional factors such as functions, warranty, product support, location of the company, etc.
- Gave a comparison of the three vactor trucks staff recommended.
- Regarding street repairs, staff was seeking guidance on whether Council wanted to allocate an additional \$500,000 for more chip seal work on local roads.

Council and staff discussed the following:

- Councilmember McCafferty clarified that the dump truck would be for the roads department.
 - Staff stated that was correct. It would be funded through HURF.
- Councilmember Schacherer stated that staff had three dump trucks and inquired why staff didn't get rid of two dump trucks.
 - Staff stated there were occasional uses for the larger dump truck. They did have four, and would be going down to two.
 - Councilmember Schacherer inquired how often both dump trucks were being used at the same time.
 - Staff stated they would have to look at the mileage and could get that information to Council at a later time.
 - Councilmember Schacherer stated he had an issue with the number of dump trucks the Town had.
 - Staff stated they were all paid off. And when it came up to replace another, they could have a discussion at that time about whether the Town needed a third.
- Councilmember McCafferty inquired if an auctioned vehicle's funds would go to the General Fund.
 - Staff stated if they were purchased with HURF it would go back to HURF.
- Councilmember McCafferty inquired if the City of Prescott had any of the vactor trucks staff was recommending and inquired if there could be an IGA with them to work on the vactor truck.
 - Staff stated they have one and recently utilized it, but it was on an emergency basis only.
 - Staff clarified that after the warranty period they would look at an IGA for service needs. Staff stated there was factory training available for staff on the machine.
- Staff stated they looked at the unit that was brought up at the last meeting, but it was a different type of unit for utility locates and excavation and discussed why that model would not serve the Town's purposes.
- Councilmember McCafferty inquired about funding the vactor truck through a WIFA loan.
 - Staff discussed the parameters of WIFA loans and stated that a vactor truck would have to be funded through a separate WIFA loan and could not be bundled with the other projects. Discussed other options for Council to fund a vactor truck if the WIFA funding did not come through.
- Councilmember Schacherer inquired where the vactor truck would be stored.
 - Staff stated it would be stored in the utility shop at the plant.

- Council expressed a desire to give staff spending authority for the vector truck, bringing it back to them before final approval.
- Councilmember Switzer stated that the water and sewer were only benefiting 20% of the community.
 - Staff stated that recharging water was very valuable.
- Discussion ensued regarding the amount of money the wastewater fund owed the General Fund and how to get that paid back.
- Councilmember McCafferty stated that he would be happy to put more money towards roads, but would also be happy to leave the roads budget at \$2.5 million and putting more money towards pickleball courts.
 - Councilmember Switzer stated that roads benefited more people than pickleball courts.
 - Councilmember McCafferty agreed, but stated that there was economic value to the pickleball courts.
 - Discussion ensued regarding which roads to fund
- Councilmember Phillips inquired if East of Jerome Junction could withstand chip seal.
 - Staff stated they felt it would only last a couple of years. The roads to be prioritized could be done at a later date. Staff was looking for a dollar amount to budget for road repairs.
 - Staff stated they could tentatively budget \$3 million and Council could bring it back down to \$2.5 million at final adoption.

Cyndi Thomas, Community Services Director, presented the following:

- Provided Council with schematics and plans for park improvements. The plans were done with the \$125,000 that was budgeted for this year.
 - Included an outline of the phasing for the park improvements, schematics, and cost estimates.
- Staff needed a clearly defined phasing plan and detailed funding recommendations.

Council and staff discussed the following:

- Councilmember McCafferty inquired if the numbers the Pickleball Association was presenting were inline with what staff had seen.
 - Staff stated the Pickleball Association presented the low end at \$350,000, and the high-end was \$850,000. However, those quotes did not include anything but the courts themselves. Staff stated that courts would cost about \$75,000/court.
- Councilmember McCafferty clarified that they could not go to phase 2 until a new location was found for the disc golf course.
 - Staff stated that was correct.
 - Councilmember McCafferty inquired about the amount of time it would take to get to phase 3.
 - Staff stated it would be a few years. Staff estimated the construction time would be about three months. Funding was the issue.
- Councilmember Switzer inquired if there were estimates on Phase 1.
 - Staff stated they did not have those answers yet.
- Vice-Mayor Granillo inquired what Phase 2 was.
 - Staff stated that they would be expanding and enhancing the dog park.

- Staff recommended funding a certain amount (\$250k) to start the first phase. Staff wouldn't necessarily say that it was for pickleball, but they could get the groundwork done.
- Staff stated the Parks & Recreation Advisory Board was not willing to bring a recommendation forward unless the pickleball association had some skin in the game.
- Staff stated they specify line item details and would provide evidence for the pickleball association to apply for funding.

Katie Pehl, Finance Director, presented the following:

- Presented each department's base operating budgets and staff could answer any questions Council had about them.

Council and staff discussed the following:

- Councilmember Schacherer inquired what was included in recreational programs for \$60,000.
 - Staff stated each event had a placeholder, but they did not always spend all the budget. These items included Territorial Days, December to Remember, etc.
- Councilmember Switzer inquired why pool chemicals were so expensive in 23/24.
 - Staff stated there were invoices that came in past the point of the prior fiscal year. They also had mechanical failures that year.
- Councilmember Holt inquired what Clean and Lien was.
 - Staff stated it was their abatement fund. Staff stated they had yet to fully abate a house and usually had good luck in getting property owners to take care of it themselves. If the Town had to do it, the house would have a lien put on it.
- Councilmember McCafferty inquired as to the actual price for neighborhood cleanup.
 - Staff stated the dump cost was about \$12,000. That did not include staff time.
- Councilmember Schacherer inquired if it was part of the county dump.
 - Staff stated it was not. They pay United to come and transfer all the waste to Waste Management.
- Councilmember Holt inquired about the process server cost.
 - Staff stated they have a process server for safety liability.
 - Councilmember Holt inquired about the County Code Enforcement serving their own.
 - Staff stated they do and they hate it. If that were included in the job description, it would change the pay scale, liability, and insurance for that role.
- Councilmember McCafferty inquired about the legal services under HR.
 - Staff stated it's a placeholder for spending authority up to that amount whenever they need legal services, as they never know when those issues will come up.
 - Councilmember Holt inquired if the contracted Town Attorney also provided representation in HR matters.
 - Staff stated they do provide some HR-related representation. However, they bill hourly, so staff split those costs with the department if it's related to HR.
- Discussion ensued regarding iPads and having to pay for the contracts whether they are being used or not, and reallocating iPads not being utilized by the Council or Planning & Zoning Commission.
- Councilmember Holt inquired about allocating a new PC for the judge.

- Staff stated that was in the works.
- Staff stated there were questions about weekend coverage for the court. Staff budgeted \$2,600 for Yavapai County Superior Court weekend coverage as the Town's judge was not on call all weekend and there are times that people need to have a hearing over the weekend.
- Vice-Mayor Granillo inquired about the budget for ammunition doubling.
 - Staff stated that additional amounts were added because of their needs for training.
- Councilmember Schacherer inquired if staff could do something about getting more animals licensed.
 - Staff stated the national average is that 13% of the population gets their animals licensed. The animal control officers can't just approach people about whether their animals are licensed, but they can if they have contact with them on a pet-related issue.
- Councilmember Holt inquired about the rental of a weed sprayer for the cemetery and whether the Town already had one.
 - Staff stated Streets had one on a truck and Parks had one on a trailer. It would depend on staff time if they needed to rent an additional one.
- Councilmember Switzer inquired about the increases in Public Works Contract and Support Services and Town Facilities Maintenance.
 - Staff stated that includes the amounts moved over from the police budget for the internal custodian, window, and carpet cleaning.
- Discussion ensued regarding the Economic Development travel budget. Expenditures had decreased over the last few years. However, travel was the nature of that position.
 - Councilmember Holt stated that it was a lot of money spent in five years.
 - Staff stated that only \$5,000 was spent last year and this year would likely be under \$7,000.
 - Discussion ensued to drop that budget item to \$10,000.
- Staff reviewed next steps for this budget cycle, starting with tentative budget adoption on May 27, 2025.
- Councilmember McCafferty stated that he had never heard anything about budgeting for the Chamber and inquired if they would be able to decrease their dependence on the Town as their membership and dues collection were up.
 - Staff stated it was in the non-departmental base budget. They are in a more financially viable position now than they were for a long time, but they were still dealing with a building purchase. Staff felt this level of funding was warranted until the Chamber could determine how they would settle that issue.
 - The Chamber would be presenting an update to Council in June.

3. **ADJOURNMENT**

MOVED by Councilmember Sherri Phillips, seconded by Councilmember John McCafferty to adjourn the meeting at 7:07 p.m.

AYE: Mayor Tom Armstrong, Vice-Mayor Eric Granillo, Councilmember John McCafferty, Councilmember Sherri Phillips, Councilmember Robert Schacherer, Councilmember Larry Holt, Councilmember Robert Switzer

NAY: None

7 - 0 Passed - Unanimously

Tom Armstrong

Tom Armstrong, 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 Study Session of the Town Council of the Town of Chino Valley, Arizona held on the 12th day of May, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 10th day of June, 2025.

Erin N. Deskins

Erin N. Deskins, Town Clerk