

**MINUTES OF THE STUDY SESSION
AND REGULAR MEETING OF THE
TOWN COUNCIL OF THE TOWN OF CHINO VALLEY
TUESDAY, OCTOBER 14, 2025**

5:00 PM

**COUNCIL CHAMBERS | 202 N. STATE ROUTE 89 | CHINO VALLEY,
ARIZONA 86323**

STUDY SESSION

1. CALL TO ORDER; ROLL CALL

Vice-Mayor Granillo called the meeting to order at 5:02 p.m.

Present: Mayor Tom Armstrong - remote, 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, Town Attorney Andrew McGuire, Executive Analyst Jessi Sorteberg, Executive Assistant Mike Coomer, Development Services Director Laurie Lineberry, Assistant Development Services Director Will Dingee, Senior Planner Jessica Barragan, Finance Director Katie Pehl, Public Works Director/Town Engineer Frank Marbury, Economic Development Manager Maggie Holmberg (arrived at 5:40 p.m.), 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 and presentation by Development Services on state legislative mandates, HB 2447 & HB 2928. HB 2447 requires the Town adopt implementing rules by January 1, 2026.

Laurie Lineberry, Development Services Director, stated that they would not be discussing HB 2928 regarding accessory dwelling units (ADU) as the Town Attorney has determined that it does not apply to the Town.

Andrew McGuire, Town Attorney, presented the following:

- Stated that the ADU provision originally proclaimed to be for cities and towns with populations of 75,000 and above, but that was not how they wrote it. Discussed the way the bill was written and the "fix" bill that was presented in this year's session to make that clarification. He stated that the statute was still written poorly, but did exempt those cities and towns with populations under 75,000.
- HB 2447 was an amendment to A.R.S. 9-500.49 requiring the legislative body of a city or town to authorize administrative personnel to review and approve plats without

a public hearing rather than just making it an option. Therefore, all the provisions needed to be implemented in the Town's Unified Development Ordinance.

Laurie Lineberry, Development Services Director, and Will Dingee, Assistant Development Services Director, presented the following:

- The key for the Council was that the legislation states they do not have approval authority on plats.
- Staff believes that the public has the right to speak out and, often times, receive a lot of good input from neighborhood meetings to guide the developer in a way that would avoid problems. In spite of the fact that legislation did not require public hearings on plats, staff always did to provide the public with an opportunity to speak. Staff also posts every site in five different ways (legal ads in the newspaper, bulletin boards, mailed post cards, signs, and the website) in spite of not being required by law, so that everyone has an opportunity to hear about what is going on around them. Staff would continue their advertisements.
- Staff would insert additional steps into their timeline, include an appeal option for the applicant to be decided by Planning & Zoning (P&Z), etc. Once these additional steps were added, staff would bring them to Council for approval. However, there would be a gap between when this law would go into effect, and when they could have the code ready.
 - Staff elaborated that rezones would come to Council along with the developer's proposal for the property so that Council could decide if the rezone makes sense.

Council and staff discussed the following:

- Councilmember McCafferty inquired if the Town had previously discussed no longer bringing the final plat to Council for approval.
 - Staff stated they had discussed that before this became an issue.
- Councilmember McCafferty inquired if it was no longer an option to have P&Z approve the final plat.
 - Andrew McGuire, Town Attorney, stated that it is an option as long as it does not involve a public hearing. The administrative approval is administrative personnel; not P&Z nor Council. He felt that having P&Z make the final determination was a gray area and was not sure if it would be in compliance with the statute.
- Councilmember Switzer inquired if the League had anything to say about the amendments before they were put in place.
 - Andrew McGuire, Town Attorney, stated the League lobbied hard against the change from "may" to "shall" and against the original bill.
- Councilmember Switzer inquired how quickly staff could have the code ready.
 - Staff stated they could possibly have it ready in six months. There would be a three-month gap.
- Councilmember Holt inquired about projects that were already approved, such as Hawksnest, and if a new buyer would have to use those plans or if it would go through the whole process again.
 - Staff stated, under the new law, if the new owner wanted to build as entitled, they would come in to staff and submit a plat and Council would never see it and the public would start seeing dirt turn. If they wanted to do something

else, they would have to come in for zoning again because of challenges with that specific property. If they were talking about Brightstar, they had clear entitlements and if they wanted to come and plat out the remaining homes, Council would not see them.

- Councilmember Holt asked for clarification that there would be no "public hearing," but they would allow public comment.
 - Staff stated that they are trying to work a public comment period in to their administrative approval.

3. Discussion from Frank Marbury, Public Works Director regarding streets priority for capital improvements.

Frank Marbury, Public Works Director, presented the following:

- \$3 million was allocated in this year's budget for street maintenance.
- Reviewed the streets listed as priorities as discussed by the Capital Improvement Program Citizen's Advisory Committee. Staff would also be giving some input on issues that have evolved since that time including Sunrise Subdivision, Old Highway 89, and South Road 1 West between Outer Loop and Pleasant Avenue.
- The Town had tried to do streets "the right way," but the Town does not have enough money to do so and the condition of them continues to decline. Staff decided to try switching to a pulverize and chip seal program. Staff could use this method for five miles of road compared to one mile of rebuilt road.
- Staff was looking to go to bid in January to be ready to start once the temperatures come up in spring.
- Discussed the list of roads and why they were prioritized in the manner they were.

Council and staff discussed the following:

- Discussion ensued regarding swapping Perkinsville Road for some interior residential roads.
- Discussion ensued regarding swapping the portion of Road 1 East labeled #6 for another road.
- Several councilmembers expressed a preference to hold off on Reed Road until there could be a conversation with the County about sharing the cost. Further discussion ensued on whether to proceed with repairs to Perkinsville Road or to attempt negotiations with the County for cost sharing.
- Discussion ensued regarding strategies to fortify and get a longer lifespan out of Perkinsville Road.
- Discussion ensued regarding whether more traveled roads, or more citizens served roads should be the priority.
- Discussion ensued regarding the responsibilities of construction companies to repair roads that their projects affect.
- Discussion ensued regarding doing the entire stretch of Yavapai and Pima as the two connect.
- Councilmembers discussed their individual opinions on fixing Perkinsville. Councilmembers were split on this matter, with a slight lean towards including it in this project.
- Discussion ensued regarding doing different grades of chip seal on each road based on the amount of travel.

- Discussion ensued regarding utility work and the possibility of new roads being torn up shortly after being complete.

4. ADJOURNMENT

MOVED by Councilmember Sherri Phillips, seconded by Vice-Mayor Eric Granillo to adjourn the meeting at 6:14 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

REGULAR MEETING

1. CALL TO ORDER; PLEDGE OF ALLEGIANCE; ROLL CALL

Vice-Mayor Granillo called the meeting to order at 6:24 p.m. and led the Pledge of Allegiance.

Present: Mayor Tom Armstrong - remote, 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, Town Attorney Andrew McGuire, Officer Steve Sellers (Sgt. at Arms - arrived at 6:40 p.m.), Executive Analyst Jessi Sorteberg, Development Services Director Laurie Lineberry, Finance Director Katie Pehl, Public Works Director/Town Engineer Frank Marbury, Economic Development Manager Maggie Holmberg, 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. INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS

- a. Presentation and update from Spencer Guest, Information Technology Services (ITS) Manager, regarding current ITS projects and goals.

Spencer Guest, Information Technology Services Manager, presented the following:

- Gave a brief overview of the technology plan that was approved in January 2018. The plan initiatives were set to be updated in 2027.
- Reviewed the computer use cycle which moves computers from heavy users to light users to extend the service life of computers for a total of up to 13 years.

- Discussed the Town's servers and their replacement timelines.
- Reported on the Town's migration to cloud software from on-premise solutions.
- Gave an overview of the redundancy plans and goals for the Police Department.
- The town would be migrating from a .net website to .gov website. Staff hoped this would prevent issues with other government agencies not approving the Town for certain programs.
- Discussed building rewiring and fiber optic replacement projects.
- Reported on the door access control project.
- Discussed network security enhancements.

Council and staff discussed the following:

- Councilmember Switzer inquired if the Town would be moving to DuoKey?
 - Staff stated that they would likely be using something related to the Microsoft multi-factor authentication.
- Councilmember McCafferty inquired if the Town would be making any improvements to infrastructure security base on the State's Homeland Security protocols.
 - Staff stated that they do have the Town's SCADA systems sequestered to create some levels of security.

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. 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 on items not on the agenda 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. Public comment is invited and encouraged, however, personal attacks on individuals is not appropriate. Disrespectful behavior will not be tolerated; this includes loud outbursts, profanity, and disruptive discussions among our audience.

Reed Teuscher, not a Town of Chino Valley resident, presented the following:

- He discussed issues that he has experience with Airizona Aircool Motors, including being scammed out of money, threatened, and having an APB put out for him by the Chino Valley Police Department and being arrested (he was taken to court and the matter was dismissed).

David Perkins, not a Town of Chino Valley resident, presented the following:

- He wanted to follow up on Mr. Teuscher's comments. He stated that he has a list of seven people who were ripped off to the tune of about \$100,000, and was even assaulted by the owner himself. He was asking Council how they could get this issue figured out.

Vice-Mayor Granillo asked Mr. Perkins to share his list with Town Manager Terri Denemy.

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.

Councilmember McCafferty stated the Harvest Fest was very successful even though there was rain.

- b. Status report by Town Manager Terri Denemy regarding Town accomplishments, and current or upcoming projects.

Terri Denemy, Town Manager, presented the following:

- Harvest Fest went on in spite of rain and was very successful.
- National Night Out was also a success. It was well attended in terms of residents and vendors. Staff received great feedback from the vendors. Council served up 988 hotdogs.
- Upcoming events include:
 - October 26th from 2:00 p.m. to 6:00 p.m., Trick-or-Treating in Memory Park.
 - October 29th from 5:30 p.m. to 7:30 p.m., the Clerk's Office is hosting a Potential Candidate Open House. Sign-up information could be found on the Town website.
- Introduced new Executive Analyst Jessi Sorteberg.

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.

Vice-Mayor Granillo postponed item 5b to the October 28, 2025, meeting.

Councilmember Holt pulled item 5a from the Consent Agenda.

MOVED by Councilmember John McCafferty, seconded by Councilmember Sherri Phillips to approve Consent Agenda items c, d, and e as written.

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

- a. Consideration and possible action to approve the amended Public Utility Easement through a Town-owned property at Old Home Manor for power service to the Yavapai College Housing Project.

- Councilmember Holt asked for clarification that the utilities would be put underground and if there would be any financial impact to the Town.
 - Staff stated that all utilities for the new housing facility would be underground except for switching boxes and meters. There would be no poles. There would be no financial impact to the Town.

MOVED by Councilmember John McCafferty, seconded by Councilmember Robert Switzer to approve the amended Public Utility Easement through a Town-owned property at Old Home Manor for power service to the Yavapai College Housing Project.

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

- b. Consideration and possible action to accept a Utility Easement from Meurs Country West, LLC for the maintenance and operation of a new 8-inch water main.

MOVED by Councilmember John McCafferty, seconded by Councilmember Robert Switzer to continue this item to the next scheduled regular meeting on October 28, 2025.

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

- c. Consideration and possible action to approve the September 9, 2025, study session minutes.
- d. Consideration and possible action to approve the September 10, 2025, study session minutes.
- e. Consideration and possible action to approve the September 23, 2025, study session and regular meeting minutes.

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 adopt a notice of intent to enter into a development tax incentive agreement, and findings of fact, regarding the potential purchase and development of land at Old Home Manor by Chino Valley Rodeo Drive, LLC for development of an RV Park.

Recommended Action: To adopt a notice of intent to enter into a development tax incentive agreement, and findings of fact, regarding the potential purchase and development of land at Old Home Manor by Chino Valley Rodeo Drive, LLC for development of an RV Park.

Maggie Holmberg, Economic Development Manager, presented the following:

- Gave a brief overview of the history of the RV Park since the Invitation for Bids went out in June 2023.
- Discussed upcoming activities, including a study session on October 21, 2025, to discuss the notice of intent.
- Provided state statute regarding Notices of Intent.

Council and staff discussed the following:

- Councilmember Schacherer asked for clarification that nothing had been agreed on yet.
 - Staff stated that was correct.
- Councilmember McCafferty asked for clarification that this is simply a formality to have the discussion.
 - Staff stated that was correct.

MOVED by Councilmember John McCafferty, seconded by Councilmember Robert Switzer to adopt a notice of intent to enter into a development tax incentive agreement, and findings of fact, regarding the potential purchase and development of land at Old Home Manor by Chino Valley Rodeo Drive, LLC for development of an RV Park.

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

7. ADJOURNMENT

MOVED by Councilmember John McCafferty, seconded by Councilmember Robert Switzer to enter e-session.

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

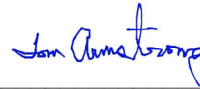
7 - 0 Passed - Unanimously

MOVED by Councilmember John McCafferty, seconded by Councilmember Robert Switzer to adjourn the regular meeting at 7:04 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, 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 14th day of October, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 28th day of October, 2025.



Erin N. Deskins, Town Clerk