

**MINUTES OF THE STUDY SESSION AND
REGULAR MEETING OF THE
TOWN COUNCIL OF THE TOWN OF CHINO VALLEY
TUESDAY, NOVEMBER 18, 2025**

5:00 PM

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

STUDY SESSION

1. CALL TO ORDER; ROLL CALL

Mayor Armstrong called the meeting to order at 5:01 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, Town Attorney Michael Goodman, Officer Holmes (Sgt at Arms arrived at 5:46 p.m.), Executive Analyst Jessi Sorteberg, Executive Assistant Mike Coomer, Human Resources Director Laura Kyriakakis, Development Services Director Laurie Lineberry, Assistant Development Services Director Will Dingee (arrived at 5:13 p.m.), Finance Director Katie Pehl, Public Works Director/Town Engineer Frank Marbury, Police Chief Josh McIntire, Lieutenant Randy Chapman, Lieutenant Amy Chamberlin, Community Services Director Cyndi Thomas, Economic Development Manager Maggie Homberg, Adoption Specialist Crystal Patton, IT Manager Spencer Guest, Audio Visual Technician Nicholas Harwick, Deputy Town Clerk Sara Burchill, Town Clerk Erin N. Deskins

2. Presentation by Katie Pehl, Finance Director, regarding Permanent Base Adjustment.

Katie Pehl, Finance Director, presented the following:

- The Permanent Base Adjustment is an alternative to the Home Rule expenditure limit.
- Discussed expenditure limitations, their history, and their current applicability to the Town.
- Explained the permanent base adjustment and the implications it would have on the Town.
- Outlined the benefits of Chino Valley adopting a permanent base adjustment.
- Discussed the different expenditure limits under each formula (home rule, permanent base adjustment, etc.)
- Gave a side-by-side comparison of Home Rule and Permanent Base Adjustment expenditure limitations.

- Discussed the outcome if the Permanent Base Adjustment ballot measure did not pass.
- Listed the next steps if Council would like to move forward with a Permanent Base Adjustment ballot measure.

Council and staff discussed the following:

- Councilmember Switzer inquired if there was talk from the legislature about getting rid of Home Rule.
 - Staff stated they had not heard of anything and the League was not pursuing it at the time.
- Councilmember McCafferty inquired if there might be an instance when the Permanent Base Adjustment could be lower than the Town's budget.
 - Staff stated budget could not be higher than the Permanent Base Adjustment and is something they would have to watch each year. The numbers presented were estimated. Staff would do a more in-depth analysis if Council wants to move forward and would try to set the limit so that it would not have to go back to the voters for 15 years.
 - Councilmember McCafferty inquired about what would happen to the difference if the Town suddenly had a budget of \$52 million, but the expenditure limitation was set at \$46 million.
 - Staff stated it would be put in savings until the permanent base was adjusted by the voters. If it was a one-time windfall it could be spent over multiple years. Home Rule gives estimates to the voters, but the actual budget dictates the expenditure limitation.
 - Councilmember McCafferty inquired if it was a risk.
 - Staff stated that it was not a high risk with the Town's current budget and revenues as they build in a significant cushion. The Town would have to grow exponentially to experience that kind of issue.

3. Presentation and update by Josh McIntire, Chief of Police, on Police Department statistics and trends.

Josh McIntire, Chief of Police, presented the following:

- Gave an overview of the department, including staffing and scheduling.
- Discussed recent topics that have been discussed among residents including traffic offense complaints on East Perkinsville Road, off-road and recreational vehicle usage near Green Acres and Center, and FLOCK Automated License Plate Readers. Gave a breakdown of the complaints, the rumors, and the Police Department/Town action and response.
- Gave a breakdown of department statistics, including total reports taken, traffic stops, traffic collisions, DUI arrests, total arrests, domestic violence calls, criminal damage/vandalism, property damage, total assaults, burglaries, alcohol related incidents, drug arrests, fraud cases, sex offense reports, and overdose reports.
- Gave an update on the department's accreditation process which should be completed in January.

Council and staff discussed the following:

- Councilmember Phillips inquired if the Police Department was able to catch the driver that recently killed a dog on Perkinsville Road.
 - Staff stated they did not.
- Councilmember Schacherer inquired if the signs at Green Acres were working.
 - Staff stated they believed they do and stated that they give the police department the ability to do something when people are trespassing. The calls regarding the matter had slowed down dramatically.
- Councilmember Switzer stated that if someone crossed the town's right-of-way, they could be trespassed in theory, and they have to cross them in order to get into the area.
 - Staff stated that was correct in theory. However, when discussing it with the judge and prosecutor, they both said no. Staff had strategically placed the signs so that the riders would have to pass them in order to get into the area.
- Councilmember Switzer clarified that notifications about vehicles that pass the FLOCK cameras are only shared with partnering departments, never with third parties.
 - Staff stated that was correct and further discussed the restricted personal information the FLOCK cameras provide, along with restrictions law enforcement has on pulling information on individuals.
- Councilmember McCafferty inquired who had access to FLOCK camera data and if they had helped solve crimes.
 - Staff stated that all sworn staff can utilize the system as long as they are trained and audited. The system recently helped solve a hit-and-run.
- Councilmember Holt inquired if a recent Washington decision was unique to Washington.
 - Staff stated it was.
- Staff stated there was a recent call stating concern that the FLOCK cameras were taking pictures of the front of vehicles but that is not the case.

4. ADJOURNMENT

Mayor Armstrong adjourned the meeting at 6:00 p.m.

REGULAR MEETING

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

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

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, Town Attorney Michael Goodman, Officer Holmes (Sgt. at Arms), Executive Analyst Jessi Sorteberg, Development Services Director Laurie Lineberry, Assistant Development Services Director Will Dingee, Chief Building Official Dan Trout (left at 6:40 p.m.), Finance Director Katie Pehl, Public Works Director/Town Engineer Frank Marbury, Police Chief Josh McIntire, Lieutenant Randy Chapman, Lieutenant Amy Chamberlin, 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 by Katie Pehl, Finance Director, regarding the July-September 2025 quarterly financial report.

Katie Pehl, Finance Director, presented the following:

- The July–September quarterly financial report was available on the website to be reviewed by the public.
- Gave a quick assessment of each revenue fund and its current performance. All were on track, but staff was monitoring HURF activity closely.
- Discussed revenue and expenditure activities for the various funds.
- Gave a list of cash balances for each fund.

- b. Presentation by Terri Denemy, Town Manager, regarding an emergency expenditure authorization with Rounds Consulting Group for the RV Park Economic Impact Study.

Terri Denemy, Town Manager, presented the following:

- This item varied from the Town's procurement code, so staff was reporting to Council.
- Per state statute, staff needed a consulting study regarding the economic development agreement for the proposed RV park. Per Town Code, anything over \$2,500 requires quotes. However, due to the expedited nature of the project, staff went with a provider they knew could get it done in five days.

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.

There were no requests to speak.

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 Armstrong presented the following:

- He recognized departing Public Works Director, Frank Marbury. He would be moving on to Page, AZ as the City Manager.
- Veterans Day was last Tuesday. He would be working with the Town Manager to plan an event recognizing veterans for next year.
- The Town Clerk held an Open House for potential candidates and encouraged people to come in to the Town Clerk to ask questions and pull packets.
- Year in Review will be coming soon.
- He attended the Fred Harvey weekend in New Mexico. They got a lot of good information and were making partnerships.
- Advised the audience that there were now microphones in the ceiling which cannot be muted. He cautioned attendants that their side conversations could be picked up by them.

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

Terri Denemy, Town Manager, presented the following:

- Recognized Frank Marbury's eight years of service to the Town and wished him well.
- Recognized Lieutenant Chamberlin for receiving the "Leading the Way Award" at the Women in Yavapai County Law Enforcement Recognition Luncheon.
- Town offices would be closed in recognition of Thanksgiving from Wednesday, November 26th at Noon through Thursday, November 27th.
- November 29, 2025, is Small Business Saturday.
- Next year will be celebrating 250th anniversary of the nation, and the 100th anniversary of Route 66. The Town of Chino Valley will be participating in celebrations.
- The Town is participating in the Yavapai County United Way Campaign.
- The Chino Valley Year in Review event would be held on Wednesday, December 10th from 5:00 p.m. - 7:00 p.m. at Triple 3 Farm and Events. Light snacks and refreshments will be provided.
- Old Country Christmas and Light Parade will be held on December 5th at 5:30 p.m. in Memory 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 Eric Granillo, seconded by Councilmember Robert Schacherer to approve Consent Agenda items a and b.

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 October 21, 2025, study session minutes.
- b. Consideration and possible action to approve the October 28, 2025, 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 approve Ordinance 2025-959, adopting the Town of Chino Valley Building and Technical Code Amendments, 2024 Edition, and amending Town Code Chapter 150, effective January 1, 2026.

Recommended Action: Approve Ordinance 2025-959, adopting the Town of Chino Valley Building and Technical Code Amendments, 2024 Edition, and amending Town Code Chapter 150, effective January 1, 2026.

Laurie Lineberry, Development Services Director, presented the following:

- Building codes are updated every three years, but only adopted every six years.
- The codes to be updated include residential, mechanical, plumbing, fuel gas, energy conservation, existing building, electrical, and fire to be adopted by the Central Arizona Fire and Medical Authority as they are the enforcers of that code.
- This required coordination between staff, the Building Advisory Board, and other jurisdictions. There are a few differences between the Town and County codes due to different snow loads, but otherwise they are pretty consistent. Consistency makes things easier for contractors.
- Staff would also be codifying the amendments that had been made over the years. Previously, they would have just been filed with the Town Clerk's office, but now they will be on the website and able to be searched by anyone.

- The Chair and Vice-Chair of the Building Advisory Board, along with the Chief Building Official were available for any questions.

Dan Trout, presented the following:

- He thanked Council for their consideration, and the Building Advisory Board for their work on the matter.
- The Building Advisory Board members included Sterling Skipper, Eric Ferketich, Gary Pasciak, Ken Mohn, and Chuck Merritt.

Chuck Merritt, Building Advisory Board Chair, presented the following:

- The Building Advisory Board spent a lot of their own time educating themselves on building codes and keeping the project moving forward. He commended Town Staff on their work.
- He stated it was an historic event as it was the first time in the history of Yavapai County that all entities would be on the same code cycle.
- This would create a level playing field for the building community and building officials.

Councilmember Switzer thanked everyone for their hard work.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember Robert Switzer to approve Ordinance 2025-959, adopting the Town of Chino Valley Building and Technical Code Amendments, 2024 Edition, and amending Town Code Chapter 150, effective January 1, 2026.

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 approve Resolution No. 2025-1295 authorizing the application for a Clean Water State Revolving Fund loan from WIFA.

Recommended Action: Approve Resolution No. 2025-1295 authorizing the application for a Clean Water State Revolving Fund loan from WIFA.

Katie Pehl, Finance Director, presented the following:

- This was originally brought to Council in January via the Water Supply Development Revolving Fund with WIFA, but that fund closed. It is expected to be reopened in early 2026, but there is no definite date. This authorization would allow staff to apply through the Clean Water State Revolving Fund with WIFA. This is not an additional debt authorization.
- Gave a list of the next steps in the process before the project could begin.
- The authorization amount is \$10 million. Staff is not sure what the forgivable principal amount will be in this fund as it varies. They might be able to get more than

with the other fund, but staff is not positive about that yet. It would depend on the exceedances of the plant.

Council and staff discussed the following:

- Councilmember Schacherer inquired when the fund was closed.
 - Staff stated it closed at the beginning of September. Nothing had been submitted yet as PACE was still working on splitting the project into two phases to make sure they could stand alone per the requirements of WIFA. That was done in August to early-September. Staff began working on the application and went to the website and found a notice that they had stopped taking applications. Staff called stating they were given no notice and WIFA told them they could try again next year.
- Councilmember Switzer inquired what the grant portion of the State Revolving Fund typically was.
 - Staff stated that it does not have as high of an amount, but they might be able to get a higher forgivable rate due to the Town's exceedance level.
 - Councilmember McCafferty inquired if staff was hoping for a 60/40 ration.
 - Staff stated they were hoping for better, but did not know. They might not operate their funds in that way moving forward.
- Councilmember McCafferty inquired why staff didn't apply for this fund at the outset.
 - Staff stated that there were some downsides to the Clean Water Fund as it is EPA money and staff will have to go through the full NEPA environmental process, etc.
- Councilmember McCafferty inquired about succession when Frank Marbury leaves.
 - Staff stated there was a whole team working on the project.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember Sherri Phillips to approve Resolution No. 2025-1295 authorizing the application for a Clean Water State Revolving Fund loan from WIFA.

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

ABSTAIN: None

7 - 0 Passed - Unanimously

- c. Consideration and possible action to adopt the Notice of Intent and set a public hearing for January 27, 2026, to consider adding or increasing fees regarding individuals and businesses pursuant to A.R.S. § 9-499.15.

Recommended Action: Adopt the Notice of Intent and set a public hearing for January 27, 2026, to consider adding or increasing fees regarding individuals and businesses pursuant to A.R.S. § 9-499.15.

Katie Pehl, Finance Director, presented the following:

- After the fee study that went into effect on July 1st, staff identified a few other fees that needed to be addressed such as cardboard carriers for cats, leashes, and collars at the animal shelter, concession items at the pool, special event rentals such as the Fred Harvey property, a fee for lost key cards, and cemetery fees.
- Briefly discussed the next steps before the fees could take effect.
- If approved at the January 27th meeting, they would be effective on February 27th.

Council and staff discussed the following:

- Councilmember Schacherer inquired about Old Home Manor and the Fred Harvey Farm having no set minimum rate.
 - Staff stated that if someone wanted to rent the area, the fee would be based on the scope of what they wanted to do. Staff had not received any requests of that nature, but staff wanted to have something on the books in case it did come up. Once there's been a few events, staff would be in a better position to set a minimum rate. For now the cost would be to cover expenses.
- Councilmember Switzer inquired if there had been a lot of lost key cards.
 - Staff stated it was too early to know. There had only been two lost key cards so far, and they were from staff.
- Vice-Mayor Granillo inquired how often staff would evaluate the fees.
 - Staff stated they would be evaluated yearly.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember John McCafferty to adopt the Notice of Intent and set a public hearing for January 27, 2026, to consider adding or increasing fees regarding individuals and businesses pursuant to A.R.S. § 9-499.15.

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

- d. Consideration and possible action to approve Resolution No. 2025-1296 adopting a social media policy for public officials.

Recommended Action: Approve Resolution No. 2025-1296 adopting a Social Media Policy for Town of Chino Valley Public Officials.

Erin Deskins, Town Clerk, presented the following:

- A last minute change was made this morning on page 5 to state that it is available on the Town website at chinoaz.net rather than the Town's Social Media Policy for Personnel, as that updated policy has not yet been adopted.
- The policy would apply to boards, commissions, and committee members as well as Council.
- Gave a brief overview of the purpose of the policy.
- Provided a brief breakdown of some of the guidelines in the policy.

- Discussed the management of official accounts as well as management of personal accounts.
- Reviewed the enforcement measures if the policy is not adhered to.
- The policy would be reviewed every five years or as needed.

Council and staff discussed the following:

- Councilmember Schacherer inquired who would be managing the accounts and expressed concern over staff watching what Council does when Council is supposed to be over staff as stated on the Town Organization Chart. He did not feel that the Council needed another policy.
 - Michael Goodman, Town Attorney, stated that the policy does not put staff over Council. Enforcement would be censure by the Council.
 - Staff stated these are not enforcement measures that the Town Manager or an employee could enact. Staff would bring any issues to the councilmember or the Council as a whole to address possible issues.
 - Councilmember Switzer pointed out Section 6.1(A) which states censure or formal reprimand would be done by the Council, not to the Council.
 - Staff stated that the Councilmember Handbook includes a social media policy that is very outdated and does not include most of the social media platforms available now.
 - Michael Goodman, Town Attorney, stated that this was meant as protection to the Council and other public officials, as well as the Town. Council activity on social media can result in personal liability. It was meant as guidelines to keep public officials out of trouble and allow the Council to take action should someone be doing things to put the Town in danger.
- Councilmember Holt clarified that this was meant for those public officials who have an official page or are participating in the Town's official page and private pages are not impacted if they do not state that they are a public official.
 - Staff stated that was correct. The Communications Manager would be monitoring the Town's official accounts, not private accounts.
 - Discussion ensued regarding possible Open Meeting Law violations via personal accounts.
- Councilmember McCafferty inquired if this was already in another policy. He did not want duplicate paperwork.
 - Michael Goodman, Town Attorney, stated there are some duplicative processes for the purpose of making things clear and protecting the Town. This puts everything in a concise place to make the most pertinent references available and outlined with enforcement actions and options.
 - Discussion ensued regarding to whom the policy applied.
 - Staff stated that the Council Handbook does not apply to appointed officials, and is the reason staff created a separate policy to include all public officials. A staff policy would come separately.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember Sherri Phillips to approve Resolution No. 2025-1296 adopting a social media policy for public officials as presented during this meeting.

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

NAY: Councilmember John McCafferty, Councilmember Robert Schacherer

5 - 2 Passed - Unanimously

7. ADJOURNMENT



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 and Regular Meeting of the Town Council of the Town of Chino Valley, Arizona held on the 18th day of November, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 9th day of December, 2025.

Erin N. Deskins

Erin N. Deskins, Town Clerk