

**MINUTES OF THE REGULAR MEETING OF THE
TOWN COUNCIL OF THE TOWN OF CHINO VALLEY
TUESDAY, DECEMBER 9, 2025
6:00 PM
COUNCIL CHAMBERS | 202 N. STATE ROUTE 89 | CHINO VALLEY,
ARIZONA 86323**

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

Mayor Armstrong called the meeting to order at 6:01 p.m.

Present: Mayor Tom Armstrong, Vice-Mayor Eric Granillo, Councilmember John McCafferty, Councilmember Sherri Phillips (exited the meeting at 6:19 p.m. and rejoined at 6:20 p.m.), Councilmember Robert Schacherer, Councilmember Larry Holt, Councilmember Robert Switzer

Absent:

Staff Present: Town Manager Terri Denemy, Town Attorney Andrew McGuire, Officer Moody (Sgt. at Arms), Executive Analyst Jessi Sorteberg, Executive Assistant Mike Coomer, Development Services Director Laurie Lineberry, Assistant Development Services Director Will Dingee, Senior Planner Jessica Barragan, Assistant Engineer Steven Sullivan, Fleet Manager Matt Green, Finance Director Katie Pehl, Police Chief Josh McIntire, Lieutenant Amy Chamberlin, Adoption Specialist Crystal Hoover, Community Services Director Cyndi Thomas, Economic Development Manager Maggie Holmberg, IT Support Technician Sandra Santos, Audio Visual Technician Nicholas Harwick, Deputy Town Clerk Sara Burchill, Town Clerk Erin N. Deskins

2. INTRODUCTIONS, PRESENTATIONS, AND PROCLAMATIONS

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.

Frank Bergwall, Town of Chino Valley resident, presented the following:

- He had lived in Chino Valley for a little over a year and stated it was a pleasure to be part of the Town.
- He commended the Council and police department for the way they conduct business.

- He encouraged the police department to continue their patrol priorities on Highway 89 and the Country West community.

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 Holt thanked the Community Services staff for a wonderful parade and Christmas event at Memory Park. He wished everyone a Merry Christmas.

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

Terri Denemy, Town Manager, presented the following:

- Reported on the December to Remember event. There were over 30 floats, staff handed out 200 hot chocolates, and there was a gift for every child who sat for pictures with Santa. She thanked the community for their participation and generosity.
- "A Year in Review" would be held tomorrow. She invited the Town to attend at Triple 3 Farm and Events at 5:00 p.m.
- A survey regarding the Town budget has been published on the Town website or community members can pick up a hard copy at Town Hall.
- The Senior Center will be hosting Christmas on Tuesday, December 23rd. There will be two seatings. Call the Senior Center or Town Hall to register.
- This is the last Council meeting of 2025. Reviewed Town Office closures (December 24th at Noon, December 25th, December 31st, and January 1st).
 - Just prior to adjournment, (but reported here for continuity) Ms. Denemy clarified that there will be one more meeting next week regarding the Public Works Director position.

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 Switzer to approve Consent Agenda items a, b, c, and d.

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 authorize staff to proceed with a permanent base adjustment ballot measure to be presented for Council approval at a future meeting.
- b. Consideration and possible action to approve the Interagency Service Agreement for AzTraCS use between the Arizona Department of Transportation and the Chino Valley Police Department.
- c. Consideration and possible action to approve an Intergovernmental Agreement with Yavapai County for law enforcement records management and maintenance services.
- d. Consideration and possible action to approve the November 18, 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 accept the Annual Comprehensive Financial Report for Fiscal Year ending June 30, 2025.

Recommended Action: Accept the Annual Comprehensive Financial Report for Fiscal Year ending June 30, 2025, and the Annual Expenditure Limitation Report.

Katie Pehl, Finance Director, introduced auditor Michael Lauzon.

Michael Lauzon, Heinfeld Meech Co., presented the following:

- Discussed audit requirements according to Town Code and State Statute.
- Reviewed the importance of the audit, including verifying management of finances, stewardship and accountability, ensuring compliance, etc.
- Reviewed the audit process and what occurs at each step.
- Explained audit methodology including documenting internal controls, test work, etc.
- Listed the reports that were issued as a result of the audit.
- The Town received an unmodified opinion, which is the highest opinion possible. There were no internal control deficiencies noted.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember Robert Switzer to accept the Annual Comprehensive Financial Report for Fiscal Year ending June 30, 2025, and the Annual Expenditure Limitation Report.

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. 2025-1297, approving Conditional Use Permit 2025-04 for a contractor's yard on approximately one acre of land zoned Commercial Light at 2995 N. State Route 89, Chino Valley, Arizona.

Recommended Action: i) Hold a Public Hearing ii) Approve Resolution No. 2025-1297, approving Conditional Use Permit 2025-04 for a contractor's yard on approximately one acre of land zoned Commercial Light at 2995 N. State Route 89, Chino Valley, Arizona.

Jessica Barragan presented the following:

- Reviewed the Conditional Use Permit's applicant, location, and current use of the property.
- Gave an overview of the site and its current zoning, conditional uses listed under that district.
- Outlined the proposal from the applicant along with agreed-upon conditions.
- Listed the modifications made by the applicant to come into compliance with conditions.

Council and staff discussed the following:

- Councilmember Schacherer inquired why the address is visible from Road 4 North but has a Highway 89 address.
 - Staff stated it is visible from Highway 89 and the address location was approved by the fire department this morning.
- Councilmember Holt inquired if there would be any slash storage onsite. He also inquired if there would be any rental RV storage.
 - The applicant stated there would not be storage of either.

Mayor Armstrong opened the public hearing.

There were no requests to speak.

Mayor Armstrong closed the public hearing.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember Sherri Phillips to approve Resolution No. 2025-1297, approving Conditional Use Permit 2025-04 for a contractor's yard on approximately one acre of land zoned Commercial Light at 2995 N. State Route 89, Chino Valley, Arizona.

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 Ordinance No. 2025-960, to rezone approximately 197 acres of land located southeast of the Jerome Junction and East Road 4 North intersection, including APNs 306-02-001U, S, Y, X, and J, from Business Park to Public Land.

Recommended Action: i) Hold a Public Hearing ii) Approve Ordinance No. 2025-960 to rezone approximately 197 acres of land, including APNs 306-02-001U, S, Y, X, and J, from Business Park to Public Land.

Mayor Armstrong stated that items 6c and 6d would be presented together.

Will Dingee, Assistant Development Services Director, presented the following:

- Discussed the text amendment, why the Business Park (BP) zoning district should be removed, and opportunities for a new district that better fits the Town's General Plan.
- Discussed the rezone of 197 acres from BP to Public Land (PL).

Council and staff discussed the following:

- Councilmember Switzer inquired if the PL zoning would allow Council to approve anything and stated that he had concerns about future Councils being able to put anything out there and suggested outlining some exclusions in the PL designation.
 - Staff stated that in 18 months the Town would have a new zoning code, and it would address this area. The Council could rezone it to whichever district they believe fits for the area, which would limit future Councils.
- Councilmember McCafferty stated he had the same concern, but was satisfied with staff's response.

Mayor Armstrong opened the public hearing.

There were no requests to speak.

Mayor Armstrong closed the public hearing.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember Robert Switzer to approve Ordinance No. 2025-960, to rezone approximately 197 acres of land located southeast of the Jerome Junction and East Road 4 North intersection, including APNs 306-02-001U, S, Y, X, and J, from Business Park to Public Land.

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 Ordinance No. 2025-961, amending the Town of Chino Valley Unified Development Ordinance, Chapter 154, Subsection 3.19, to delete the Business Park zoning district.

Recommended Action: i) Hold a Public Hearing
ii) Approve Ordinance No. 2025-961, amending the Town of Chino Valley Unified Development Ordinance, Chapter 154, Subsection 3.19, to delete the Business Park zoning district.

There was no discussion on this item.

Mayor Armstrong opened the public hearing.

Frank Bergwall, Town of Chino Valley resident, presented the following:

- He inquired if there was any trash responsibility or clean up hazmats on that site.
 - Staff stated there has not been anything associated with the rezoning or text amendment.

Mayor Armstrong closed the public hearing.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember Robert Switzer to approve Ordinance No. 2025-961, amending the Town of Chino Valley Unified Development Ordinance, Chapter 154, Subsection 3.19, to delete the Business Park zoning district.

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

- e. Consideration and possible action to approve a Cooperative Purchasing Agreement with Shaw Integrated Solutions to replace the Senior Center flooring in the amount of \$52,192.88.

Recommended Action: Approve a Cooperative Purchasing Agreement with Shaw Integrated Solutions to replace the Senior Center flooring for \$52,192.88.

Steven Sullivan, Assistant Town Engineer, presented the following:

- Reviewed the issues with the Senior Center flooring and the required repairs.
- Discussed the cost and coverage by Southwest Risk.

Council and staff discussed the following:

- Councilmember Schacherer inquired why the reimbursement was not applied to the \$52,000 quote.
 - Staff stated the entire amount had to be budgeted and paid. Southwest Risk will then reimburse the Town.
- Councilmember Schacherer inquired about the exclusions stated on page 2 of the quote.
 - Staff stated those exclusions are regarding issues above and beyond what was quoted.

- Councilmember Schacherer asked for clarification about using the same contract number as the Sourcewell contract.
 - Staff stated that it is a "piggyback" agreement which allows staff not to have to go out and re-bid the project and get the work done quicker.
- Councilmember Holt inquired about the timeline of the work.
 - Staff stated it would be done ASAP and would be coordinated with Senior Center events. They did not have set dates at this time.
- Councilmember Switzer inquired if another claim had been submitted to the insurance company now that staff knows the leak is going into the dining room, and further inquired if there was any reason that they might not cover the whole job.
 - Staff stated that risk management was involved in that process and is aware of the situation. Staff was not aware of any reason that they would deny covering the whole project.
- Councilmember McCafferty inquired when the current floor was put in.
 - Staff stated that the concrete was sealed and painted in 2015. It was then ground down and the luxury vinyl tile was installed in March 2020. Staff stated that the leak may have even been present in 2020 then.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember Robert Switzer to approve a Cooperative Purchasing Agreement with Shaw Integrated Solutions to replace the Senior Center flooring in the amount of \$52,192.88.

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

- f. Consideration and possible action to approve a Purchase Agreement with the Trust for Public Land for the Upper Sullivan Canyon property.

Recommended Action: Approve the Upper Sullivan Canyon Purchase Agreement between the Town of Chino Valley and the Trust for Public Land.

Maggie Holmberg, Economic Development Manager, presented the following:

- Gave an overview of the Sullivan Canyon, including its location, price, and process to get here.
- Discussed the funding sources covering the purchase of the canyon.
- Reviewed the importance of acquiring the property to protect the land.
- Listed the contingencies contained in the contract.
- Discussed resource management which will be done by Prescott Climbers Coalition.

Council and staff discussed the following:

- Councilmember Schacherer inquired who would be responsible for a parking lot, fencing, signs, cleanup, and portable restrooms as stated on page 140 of the packet.

- Staff stated that the park would be managed as is and improvements would come to Council as needed.
- Staff stated the section Councilmember Schacherer was referring to was the "Fiscal Impact Statement." Staff was simply pointing to possible future costs based on Council's vision for the area, but they would come back to Council for approval before anything was done.
- Councilmember Switzer inquired if there would be any immediate expenses such as liability if someone is injured.
 - Andrew McGuire, Town Attorney, stated that the Town is covered by the recreational users statute. He described it as either build it or don't build it. There is immunity for the Town for things that occur when they haven't built improvements and are just making the area available to users who are presumptively aware of the risks when they go and climb on a rock wall. If another entity wanted to come in and make improvements, they would discuss who would pay what. They would also have to make sure that the improvements would be built and maintained to a certain level to be built right the first time and left alone.
- Mayor Armstrong clarified that the contract was just to make sure that the Town gains ownership and no one else comes in and takes it.
- Vice-Mayor Granillo inquired of any plans the climbers association might have.
 - Staff stated there had been casual talks about having bathrooms later, but there was nothing in the works.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember John McCafferty to approve the Upper Sullivan Canyon Purchase Agreement between the Town of Chino Valley and the Trust for Public Land.

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

- g. Consideration and possible action to approve the 2026 Base Council Meeting Schedule.

Recommended Action: Approve the 2026 Base Council Meeting Schedule.

Erin Deskins, Town Clerk, presented the following:

- Reviewed the proposed calendar for 2026. Staff added three budget study sessions that staff is already planning for.

Council and staff discussed the following:

- Councilmember McCafferty suggested scheduling the July and August meetings and then canceling if they decide they don't need it.
 - Council and staff discussed the benefit of councilmembers and staff being able to schedule vacations.

- Staff stated that not scheduling the meetings does not preclude the Council from scheduling them if they decide they are needed.
- Council discussed their personal opinions about whether to schedule the meetings and cancel if not needed.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember Robert Schacherer to approve the 2026 Base Council Meeting Schedule.

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

NAY: Councilmember John McCafferty

6 - 1 Passed

7. ADJOURNMENT

MOVED by Councilmember Sherri Phillips, seconded by Councilmember Larry Holt to adjourn the meeting at 6:55 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

ATTEST:



Erin N. Deskins

Erin N. Deskins, Town Clerk

A handwritten signature in blue ink that reads "Tom Armstrong".

Tom Armstrong, Mayor

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 9th day of December, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 13th day of January, 2026.

Erin N. Deskins

Erin N. Deskins, Town Clerk