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## TOWN COUNCIL NOTICE & AGENDA

**REGULAR MEETING**  
**TUESDAY, MARCH 10, 2026**  
**6:00 PM**

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

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*A majority of the Councilmembers may attend a private invocation in the Council Conference Room immediately prior to the Council meeting. No Town business will be discussed.*

### AGENDA

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

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

## 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.*

- a. Consideration and possible action to approve the February 10, 2026, 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 approve the First Amendment to the Professional Services Agreement with HR Green, Inc. for the Town's Zoning Code Update to include Engineering Design Guidelines in an amount not to exceed \$149,974.50.

**Recommended Action:** Approve the First Amendment to the Professional Services Agreement with HR Green, Inc. for the Town's Zoning Code Update to include Engineering Design Guidelines in an amount not to exceed \$149,974.50.

- b. Consideration and possible action to require a roll call vote on all Town Council Action Items.

**Recommended Action:** No staff recommendation.

## 7. ADJOURNMENT



# TOWN COUNCIL NOTICE & AGENDA

**EXECUTIVE SESSION  
TUESDAY, MARCH 10, 2026  
6:10 PM**

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

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## AGENDA

1. **CALL TO ORDER; ROLL CALL**
2. **An executive session pursuant to A.R.S. §38-431.03(A)(1) for discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, or salary of Terri Denemy, Town Manager, as part of the annual review requirement in the Town Manager's contract.**

3. **An executive session pursuant to A.R.S. §38-431.03(A)(3) for legal advice with the Town Attorney regarding an amendment to Town rules and regulations to address employee and volunteer conduct both on and off duty.**

4. **ADJOURNMENT**

Dated this 3rd day of March, 2026.

By: *Erin N. Deskins, Town Clerk*

The Town of Chino Valley endeavors to make all public meetings accessible to persons with disabilities. Please call 928-636-2646 (voice) or 711 (Telecommunications Arizona Relay Service) 48 hours prior to the meeting to request reasonable accommodation to participate in this meeting. Citizens will have access to the meeting room 30 minutes prior to the start time of each meeting.

Council meetings are live-streamed on Town of Chino Valley website, [www.chinoaz.net](http://www.chinoaz.net).

**CERTIFICATION OF POSTING**

The undersigned hereby certifies that a copy of this notice was duly posted at Chino Valley South Campus, Chino Valley Post Office, and Chino Valley North Campus in accordance with the statement filed by the Town Council with the Town Clerk.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

By: \_\_\_\_\_

Erin N. Deskins, Town Clerk



## TOWN COUNCIL AGENDA ITEM STAFF REPORT

**AGENDA ITEM #** 5a  
**MEETING DATE:** 3/10/2026  
**CONTACT PERSON:** Erin Deskins, Town Clerk  
**ITEM TYPE:** Consent/Minutes

**AGENDA ITEM TITLE:**

Consideration and possible action to approve the February 10, 2026, study session and regular meeting minutes.

**STAFF RECOMMENDATION:**

Approve the February 10, 2026, study session and regular meeting minutes.

**ATTACHMENTS:**

1.	2026 02 10 CC SS RG EX MND wWM
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**MINUTES OF THE STUDY SESSION AND  
REGULAR MEETING OF THE  
TOWN COUNCIL OF THE TOWN OF CHINO VALLEY  
TUESDAY, FEBRUARY 10, 2026**

**5:00 PM**

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

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**STUDY SESSION**

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**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 (arrived at 5:02 p.m.), Councilmember John McCafferty - remote, 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, Finance Director Katie Pehl, Assistant Public Works Director/Town Engineer Steven Sullivan, Fleet Manager Matthew Green, Community Services Director Cyndi Thomas, Recreation & Events Coordinator Morgan Heiner, Economic Development Manager Maggie Holmberg, Adoption Specialist Crystal Patton, IT Support Technician Sandra Santos, Audio Visual Technician Nicholas Harwick, Deputy Town Clerk Sara Burchill, Town Clerk Erin N. Deskins

**2. Discussion regarding a requirement for a roll call vote for all Town Council action.**

Erin Deskins, Town Clerk, presented the following:

- This item came at the request of Councilmember Switzer and sponsored by Councilmember Holt.

Council and staff discussed the following:

- Councilmember Switzer stated that even though each councilmember's vote is detailed in the minutes, he felt roll call votes should be mandatory.
- Councilmember Holt agreed and felt it was another way to increase transparency.
- Staff was looking for discussion among Council to see if there was desire from others for roll call votes.
- Councilmembers briefly discussed their individual opinions.

- Mayor Armstrong requested staff bring the matter back for vote.

### 3. Presentation and discussion by Katie Pehl, Finance Director, regarding the Aquatics Fee Analysis.

Katie Pehl, Finance Director, presented the following:

- Gave a brief overview of the current financial picture of the pool.
- Discussed the requirements for full cost recovery of the pool and gave a sample of the fees needed to meet that.
- Discussed the quality of life benefit of the pool for the residents versus the benefit of cost recovery for the town.
- Offered a Phase 1 and Phase 2 plan to bring cost recovery from 25% to 42% by the 2027 pool season.

Council and staff discussed the following:

- Councilmember Schacherer felt the fee scheduled needed to remain as is and stated the pool is the only thing the Town gives the residents and stated that it is packed every day.
- Councilmember Holt inquired how much the Town is losing by giving Paulden residents free swim and questioned if the Town can afford to give up \$250,000 every year, plus additional maintenance such as the pool decking.
  - Staff stated there was a lot of deferred maintenance on the pool that resulted in a lot of expenses over the last few years. Staffs strategy moving forward was to not defer maintenance like that again.
- Councilmember Switzer stated he liked Phase 1, and suggested pushing Phase 2 to the 2028 or 2029 season. He also suggested reducing the increases to the facility rental and season passes.
- Councilmember Phillips stated that she was ok with Phase 1, but also agreed with Councilmember Schacherer. She inquired how long pool-goers are able to swim with daily admission.
  - Staff stated they can swim all day for open swim.
- Vice-Mayor Granillo inquired about the Town's pool fees compared to the YMCA.
  - Staff stated the YMCA charges \$15/adult with a free child. Prescott Valley does not charge admission.
  - Discussion ensued regarding out-of-town residents attending the Chino Valley pool.
- Councilmember McCafferty stated that he agreed with Councilmember Schacherer and Councilmember Phillips.
- Discussion ensued regarding the pool facility rental, what it entails, and who typically takes advantage of that option (typically churches or organizations).
- Discussion ensued regarding the proposed fees and potential alternatives such as increasing individual day passes and pool rental, but not family passes.
- Discussed the lack of recreation options for children in the area and the benefits the pool brings to the community.
- Discussion ensued regarding maintenance of the pool, how much money had to be spent in the last two years, and the reasons for those high costs along with increasing costs of chemicals, etc.

- Mayor Armstrong summarized the Council's preference as increase the fees for daily admission, aqua parties, and decrease the season passes.

#### 4. Presentation and discussion by Katie Pehl, Finance Director, regarding property tax options.

Katie Pehl, Finance Director, presented the following:

- Property taxes were brought up at the recent budget retreat.
- Defined primary property tax (for general government operations) and discussed how it can be assessed, levy limit, and how a primary property tax can be enacted. The Town would have to go to the voters for approval.
- Defined secondary property tax (for specific purposes, not general operations) such as bonds, debt service, special districts, etc., levy limit, and how one could be enacted. This would also have to go to voters for approval.
- Discussed recent primary property tax efforts (past 15 years) which all failed.
- Discussed recent secondary property tax efforts, many of which have passed due to being project-specific.
- Gave a brief overview of a sample impact on Chino Valley homeowners, and estimated a primary property tax would bring in about \$1.2 million in tax revenue.
- Discussed local context considerations and expressed concern that a primary or secondary tax would not fare well at this time, but would recommend secondary over primary.

Council and staff discussed the following:

- Councilmember Schacherer asked for more clarification on a secondary property tax and the project limitation aspect.
  - Staff stated that the project would have to be very specific. Once the specific project was complete, additional projects would have to go back to the voters for additional approval. The tax is removed once the project is complete.
    - Andrew McGuire, Town Attorney, clarified that the project may be complete, but the tax goes away when the bonds are paid off.
- Councilmember Holt referred to Ms. Pehl's estimates of revenue based on an annual cost on a \$100,000 primary assessed home, and stated that the average home in Chino Valley is \$450,000.
  - Staff stated that is correct for the sales price, but the tax is based on the limited property value, not full cash value, which is a substantial difference.
- Councilmember Holt inquired if the secondary property tax could increase if the Town was not meeting the payment.
  - Staff stated that the tax would be structured to meet the debt service requirement. If the debt schedule had large differences from year-to-year, that could present issues, but typically it would need to be kept as a standardized amount, so there would not be large jumps from year-to-year.
- Councilmember Holt referred to the last estimate to have all the roads repaired as \$90 million and inquired if that would be feasible.
  - Staff stated it would not be feasible and should be kept to no more than about a \$15 million bond.
- Councilmember Switzer inquired about the recent property tax that failed in Chino Valley.

- Staff stated it was to establish a primary property tax and was specifically dedicated to road maintenance, and it would have generated about \$1.5 million, so about 1.5 to 2%.
- Councilmember McCafferty stated that he was not in favor of another property tax, and instead wanted more economic development.
- Mayor Armstrong stated he did not see a reason for this issue to come back to Council unless for further discussion at a later study session.

**5. ADJOURNMENT**

MOVED by Councilmember Sherri Phillips, seconded by Councilmember Larry Holt to adjourn the meeting at 5:37 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 - Unanimously**

**REGULAR MEETING**

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

Mayor Armstrong called the meeting to order at 6:01 p.m. and led the Pledge of Allegiance.

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

Absent:

Staff Present: Town Manager Terri Denemy, Town Attorney Andrew McGuire, Officer Arturo Castillo (Sgt. at Arms), Executive Analyst Jessi Sorteberg, Executive Assistant Mike Coomer, Development Services Director Laurie Lineberry, Finance Director Katie Pehl, Assistant Public Works Director/Town Engineer Steven Sullivan, Fleet Manager Matthew Green, Police Chief Josh McIntire, Lieutenant Randy Chapman, Civilian Operations Supervisor Marrilee Easton, various other members of the Chino Valley Police Department, Community Services Director Cyndi Thomas, Adoption Specialist Crystal Patton, 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**

- a. Presentation by Josh McIntire, Chief of Police, on Chino Valley Police Department's achievement in receiving their Agency Accreditation.

Josh McIntire, Chief of Police, presented the following:

- Discussed accreditation, what it means, and the ongoing tasks required to maintain accreditation.
- Recognized Lieutenant Chapman for his leadership in the task. He completed an 18-month task 6 months behind.

Randy Chapman, Lieutenant, presented the following:

- Many people played a critical role throughout the Town. It was a team effort.
- b. Presentation of the Chino Valley Police Jr. Cadets being awarded for placement in the 2026 Chandler Tactical Competition.

This item was heard before item 2a, but retained here for consistency.

Josh McIntire, Chief of Police, presented the following:

- Discussed the cadet program (established in 2022) and the leadership from Sergeant Szymanski and other Police Department members who mentor, instruct, and support the cadets.

McKenzie Szymanski, Officer, presented the following:

- The program serves teens ages 14–20 years who are interested in pursuing a career in law enforcement.
- Discussed the program's meeting schedule and skills and tactics learned, and the various competitions and awards awarded at the competition.

Cadets presented with a certificate of achievement for their participation in the competition include:

- Skyler Vorpahl
- Jacob Castillo
- Paulina Ponce
- Ethan Joliet
- Lindsay Norvell
- Ryan Garden
- Wilmington Cid Ortega
- Liam McIntire

- c. Presentation and update by Vinny Gallegos, YPLAN Executive Director.

Vincent Gallegos, YPLAN Executive Director, presented the following:

- Discussed the vision and mission of YPLAN.
- Gave a brief overview of legislative advocacy and results from past years to a result of \$27,393,600 over the last five years. They will be requesting \$47,908,800 for FY26.

- Discussed the Town's annual match for the year and what that means in terms of rate of return based on what the organization has been able to bring to Chino Valley for infrastructure improvements.
- Gave a breakdown of the legislative requests for FY26, one of which is Highway 89 improvements between Roads 3 North and 5 North. Encouraged the councilmembers to speak to their representatives and senator regarding House Bills 2304 and 2760 which would be beneficial to this community and the region.
- Discussed the organization's Move 2050: Regional Transportation Plan detailing project priorities.
- Discussed the organization's Act-Up: Active Community Transportation Plan.
- Gave an overview on grant successes.
- Discussed the regional transit system which serves the area (Yavapai Regional Transit connects Chino Valley residents to Prescott and Prescott Valley).
- Discussed regional conservation planning while also prioritizing trail infrastructure across the region.
- Discussed the Town's return on investment by being invested with YPLAN.

Council and Mr. Gallegos discussed the following:

- Councilmember Schacherer inquired about the connection between Yavapai and Yavapai Regional Transit (YRT).
  - Mr. Gallegos stated they are connecting, but the organization is strategizing to open the connection between Prescott and Prescott Valley. YRT services all those communities. Current planning is trying to figure out how to better connect those communities.

- d. Presentation and update by Katie Pehl, Finance Director, regarding the October-December 2025 quarterly financial report.

Katie Pehl, Finance Director, presented the following:

- The report could be viewed on the Town's website at [www.chinoaz.net/198/Financial-Reports](http://www.chinoaz.net/198/Financial-Reports)
- All funds are on track to budget.
- Discussed the revenues of each individual fund. The report on TPT revenues was a month behind due to reporting periods.
- Discussed the expenditures by each department and all were within budget.

**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.*

Erin Deskins, Town Clerk, read a comment from David Craig, Chino Valley resident, and is attached to these minutes.

Mayor Armstrong afforded Councilmember Holt the opportunity to respond to the comments made in Mr. Craig's letter.

Councilmember Holt quoted Mr. Craig's letter stating that he "heard" that Councilmember Holt had said that the Perkins' could do whatever they wanted, but he didn't say that.

Annie Perkins, Chino Valley resident, presented the following:

- She referred to comments she made during the January 6th Planning & Zoning meeting. She discussed comments that were made on the "No Airfield Facebook" group that disclosed her address and disparaged her name and time in office, and page administrators chose to leave the posts up. She incorrectly stated that the Town rezoned the property without the owner's knowledge. She corrected the post and later deleted the post altogether. She stated her comment created confusion and fueled questions amongst those against the project. She stated she believed in personal property rights, personal autonomy, and honesty and accountability. She apologized for not verifying the information in advance.

Andrew Marwick, not a Chino Valley resident, presented the following:

- He discussed growing up near Chicago O'Hare airport and the challenges of dealing with the noise and accidents from large jetliners. He did not believe the proposed airstrip would cause that much noise as they were much smaller aircraft.
- He discussed economic development that could result from the installation of the airstrip.

Laura Chan, not a Chino Valley resident, presented the following:

- She gave a list of expectations from the public regarding the proposed airstrip and is attached to these minutes.

#### **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:

- There would be a Town Hall meeting in Paulden on Friday at 6:00 p.m. at the Paulden Community Church. Supervisor Kuknyo and Senator Finchem would be available to answer questions.

- He completed his second podcast today, and it should be available tomorrow or the next day.
  - A new person in a prominent position would be coming to ADOT, and he intended to speak with them ASAP.
- b. Status report by Town Manager Terri Denemy regarding Town accomplishments, and current or upcoming projects.

Terri Denemy, Town Manager, presented the following:

- February 23, 2026, at 5:00 p.m. would be the Public Hearing at Grace Church at 5:00 p.m.
- February 24, 2026, at 6:00 p.m. would be the voting meeting at Town Hall. There will be no public comment. Overflow parking would be available in the north parking lot and overflow viewing at the police station.
- The Liberty Bell is coming to Prescott on February 13, 2026.
- There is a new 2026 primary election date of July 21, 2026. This would be a permanent change going forward for all primaries to be held on the second to last Tuesday in July.
- Monday, February 16, 2026, is President's Day and administrative offices would be closed.
- February 27, 2026, from 11:00 a.m. to 2:00 p.m. Chino Valley High School would be hosting the Yavapai College job fair.

## 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 - Unanimously**

- a. Consideration and possible action to approve the January 13, 2026, regular meeting minutes.
- b. Consideration and possible action to approve the January 20, 2026, joint study session 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. Discussion, update, consideration, and possible action to delay the Permanent Base Adjustment ballot measure previously recommended.

**Recommended Action:** Delay the Permanent Base Adjustment ballot measure that was previously recommended.

Katie Pehl, Finance Director, presented the following:

- Discussed the development of future infrastructure projects (new Circle K, RV Park, etc.) that should be completed before establishing a permanent base adjustment as they could change the long-term base.
- Discussed the timeline of continuing with Home Rule and when the Town could try again for a permanent base adjustment and the benefits of delaying until those potential projects are established.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember Larry Holt to delay the Permanent Base Adjustment that was previously recommended.

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 authorize the submission of an application to the U.S. Department of Transportation's BUILD Grant Program to develop a corridor rehabilitation and paving extension design for East Perkinsville Road.

**Recommended Action:** Staff recommends that the Town Council authorize the submission of an application to the U.S. Department of Transportation's BUILD Program to develop a rehabilitation design for East Perkinsville Road.

Jessi Sorteberg, Executive Analyst, presented the following:

- Discussed the BUILD Program to fund surface infrastructure projects. There is \$1.5 billion available for funding.
- Discussed the funding types, award sizes, and eligible applicants. Rural communities can apply for 100% federal funding. But the program could later decide on a local match. That would be brought back for Council consideration.
- Discussed the merits that would be used to grade the project and how they relate to the proposed project.

- Gave an overview of the next steps and deadlines of the grant. Award selections would be announced June 28th.

Council and staff discussed the following:

- Councilmember Schacherer commended Jessi on the work she's doing.

MOVED by Vice-Mayor Eric Granillo, seconded by Councilmember Sherri Phillips to authorize the submission of an application to the Department of Transportation's BUILD Grant Program.

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. Discussion and possible action to require the Appointments Subcommittee conduct interviews of Planning & Zoning applicants when vacancies occur.

**Recommended Action:** No staff recommendation.

Erin Deskins, Town Clerk, presented the following:

- Members of council requested the item for further discussion at the January 13th meeting.

Council discussed the following:

- Councilmember Switzer stated that it wouldn't need to be required unless there was a good number of applicants (more applicants than open seats).
- Councilmember McCafferty agreed with Councilmember Switzer.

MOVED by Councilmember Robert Switzer, seconded by Councilmember John McCafferty to require the Appointments Subcommittee to conduct interviews for Planning & Zoning applicants when vacancies occur as long as there are more applicants than positions available.

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

NAY: Vice-Mayor Eric Granillo

**6 - 1 Passed**

**7. ADJOURNMENT**

MOVED by Councilmember Sherri Phillips, seconded by Vice-Mayor Eric Granillo to adjourn the meeting at 7:15 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 Study Session and Regular Meeting of the Town Council of the Town of Chino Valley, Arizona held on the 10th day of February, 2026. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Erin N. Deskins, Town Clerk



## TOWN COUNCIL AGENDA ITEM STAFF REPORT

**AGENDA ITEM #** 6a  
**MEETING DATE:** 3/10/2026  
**CONTACT PERSON:** Steven Sullivan, Assistant Town Engineer  
**ITEM TYPE:** Action Item

### **AGENDA ITEM TITLE:**

Consideration and possible action to approve the First Amendment to the Professional Services Agreement with HR Green, Inc. for the Town's Zoning Code Update to include Engineering Design Guidelines in an amount not to exceed \$149,974.50.

### **SUMMARY:**

The Town's Development Services Department is in the process of updating the Zoning Code. As part of the update, sections related to the engineering design of Public Works infrastructure are being removed from the code. It is standard practice for the Code to reference the design guidelines for the Public Works infrastructure published as standalone documents.

The proposed design guidelines are as follows:

1. General Information
  - a. Land Survey Requirements
  - b. GIS Requirements
  - c. State and County Regulations
  - d. Improvement Plan Requirements
  - e. Right-of-Way Management Requirements
2. Comprehensive Planning
  - a. General Plan - Referenced
  - b. Transportation Master Plan - Referenced
  - c. Integrated Water Resources Master Plan - Referenced
3. Storm Drainage Facilities
4. Lot Grading
5. Street Improvements
6. Traffic Engineering
7. Intelligent Transportation and Street Lighting Systems
8. Water Systems
9. Wastewater Systems
10. Public Utilities (Not owned by the Town)
11. Landscaping

The proposed work tasks are as follows:

- Task 1: Project Management and Administration
- Task 2: Review Prior Guidelines
- Task 3: Stakeholder Engagement
- Task 4: Development of Standards

Task 5: Review and Adoption

HR Green's proposal is for \$149,974.50 and with an anticipated timeline of nine months for completion.

**PREVIOUS ACTION:**

8/26/25 - Approved the professional services agreement with HR Green for a comprehensive rewrite of the Town's Zoning Code for an amount not to exceed \$250,000.

**STAFF RECOMMENDATION:**

Approve the First Amendment to the Professional Services Agreement with HR Green, Inc. for the Town's Zoning Code Update to include Engineering Design Guidelines in an amount not to exceed \$149,974.50.

**FISCAL IMPACT?**

Available budget: General Fund - Engineering Code Changes	\$150,000.00
Less this approval item: Engineering Design Guidelines with HR Green, Inc.	-149,974.50
Remaining budget: General Fund - Engineering Code Changes	\$25.50

**ATTACHMENTS:**

1.	Amendment 1 - Eng. Design Guidelines
2.	Exhibit 1 - 26.02.10 Scope of Work & Fee

**FIRST AMENDMENT  
TO THE  
PROFESSIONAL SERVICES AGREEMENT  
BETWEEN  
THE TOWN OF CHINO VALLEY  
AND  
HR GREEN, INC.**

THIS FIRST AMENDMENT (this "Amendment") is entered into as of March 10, 2026, between the Town of Chino Valley, an Arizona municipal corporation (the "Town"), and HR Green, Inc., an Iowa corporation (the "Consultant") (each individually, a "Party," and together, the "Parties").

RECITALS

A. On August 26, 2025, the Parties entered into a Professional Services Agreement for the Consultant to develop a new zoning code (the "Agreement").

B. The Town has determined that additional services from the Consultant are necessary to develop standalone engineering design guidelines (the "Additional Services").

C. The Parties wish to enter into this Amendment to modify the Agreement's scope of work to include the Additional Services and to increase the Consultant's compensation to cover the Additional Services.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing introduction and recitals, which are incorporated herein by reference, the following mutual covenants and conditions, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. Incorporation of Defined Terms. All capitalized terms not otherwise defined in this Amendment have the same meanings as contained in the Agreement.

2. Scope of Work. The Consultant shall provide the Additional Services as set forth in the scope of services and fee proposal attached hereto as Exhibit 1 and incorporated herein by reference.

3. Compensation. The Town shall increase its compensation to the Consultant by \$149,974.50 for the Additional Services at the rates set forth in the fee proposal attached hereto as a part of Exhibit 1 and incorporated herein by reference, thereby increasing the combined not-to-exceed compensation from \$250,000 to \$399,974.50.

4. Effect of Amendment. The Agreement is affirmed and ratified, and, except as expressly modified herein, all terms and conditions of the Agreement shall remain in full force and effect.

5. Non-Default. By executing this Amendment, the Consultant affirmatively asserts that (A) the Town is not currently in default and has not been in default at any time prior to this Amendment under any of the terms or conditions of the Agreement, and (B) any and all claims,

known and unknown, relating to the Agreement and existing on or before the date of this Amendment are forever waived.

6. Conflict of Interest. This Amendment may be canceled by the Town pursuant to Ariz. Rev. Stat. § 38-511.

IN WITNESS WHEREOF, the Parties have executed this instrument as of the date and year first set forth above.

**“Town”**

**“Consultant”**

TOWN OF CHINO VALLEY,  
an Arizona municipal corporation

HR GREEN, INC.,  
an Iowa corporation

\_\_\_\_\_  
Terri Denemy, Town Manager

By:\_\_\_\_\_

ATTEST:

Name:\_\_\_\_\_

\_\_\_\_\_  
Erin N. Deskins, Town Clerk

Title:\_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Andrew J. McGuire, Town Attorney  
Gust Rosenfeld P.L.C.

EXHIBIT 1  
TO THE  
FIRST AMENDMENT  
TO THE  
PROFESSIONAL SERVICES AGREEMENT  
BETWEEN  
THE TOWN OF CHINO VALLEY  
AND  
HR GREEN, INC.

[Scope of Services and Fee Proposal]

See following page(s).

# Scope of Services

## Chino Valley Engineering Design Guidelines

Consultant: HR Green Inc  
Contract No.: 2026-0001



**Town of Chino Valley**  
Public Works Department  
1950 Voss Drive  
Chino Valley, AZ 86323

*February 10<sup>th</sup>, 2026*

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# SCOPE OF SERVICES

## Overview

### *Project Background*

The Town of Chino Valley is in the process of updating the Zoning Code. As part of this update, sections related to the engineering design of public works infrastructure are being eliminated from the code. It is a standard practice for the Code to reference the design guidelines for the Public Works infrastructure published as stand-alone documents.

### *Purpose*

The purpose of this assignment is to compile a document or various documents which will provide the design guidelines for the following Public Works infrastructure elements.

1. General Information
  - a. Land Survey Requirements
  - b. GIS Requirements
  - c. State and County Regulations
  - d. Improvement Plan Requirements
  - e. Right of Way Management Requirements
2. Comprehensive Planning
  - a. General Plan – Referenced
  - b. Transportation Master Plan – Referenced
  - c. Integrated Water Resources Master Plan – Referenced
3. Storm Drainage Facilities
4. Lot Grading
5. Street Improvements
6. Traffic Engineering
7. Intelligent Transportation and Street Lighting Systems
8. Water Systems
9. Waste Water Systems
10. Public Utilities (Not owned by the Town)
11. Landscaping

The Consultant will rely on the existing Town standards being used for the infrastructure elements listed here and will incorporate those in preparing the guidelines. The intent is to rely on the existing Yavapai County and the State standards to compile these guidelines.

### **Length of Services**

The guidelines will be prepared in nine months from the date of the Notice to Proceed.

### **Scope of Work**

#### *Task 1: Project Management and Administration*

The Consultant will coordinate with the Town regarding project-related tasks. The Consultant will arrange/attend kick-off meetings, stakeholder meetings, comment resolution meetings, and progress meetings; produce meeting minutes; and update the project schedule as needed.

The Consultant will deliver the agenda and minutes for all meetings. No public meeting is anticipated for this task.

***Deliverables:***

- Project Schedules
- Kick Off meeting
- Monthly Coordination meetings (up to eight)
- Meeting Agenda and Notes

***Task 2: Review Prior Guidelines***

The Consultant will review the standards being used by the Town for various public works facilities which are subject of this work assignment. The Consultant will review the following standards.

- Chino Valley Zoning Code (old and the new)
- Existing Engineering Guidelines used by Chino Valley.
- The Town’s Urban and Rural Roadways Map and cross-sections (attached)
- Town of Chino Valley Small Area Transportation Study (attached)
- Town’s Area Drainage Master Study
- Yavapai County Roadway Design Standards – 2025
- Yavapai County Drainage Design Manual – 2024
- MAG Standard Drawings - 2026
- MAG Standard Specifications -2026
- Quad City Standard Details – 2025
- City of Prescott General Engineering Standards

***Deliverables:***

- Technical Memo describing specific findings as it relates to the current standards.

***Task 3: Stakeholder Engagement***

The Consultant will conduct workshops with the Town Staff. We will identify and document the specific needs each of the public works and development services departments that they would like to see addressed as it relates to the existing standards through these workshops. If there are conflicting standards, we will discuss those during the workshop to seek consensus among the stakeholders as to which standard should be specified in the guidelines.

The stakeholder engagements will support the Town in ensuring that the standards are prepared on shared vision, strategies and priorities for advancing public works infrastructure in the Town. The Consultant will develop a stakeholder engagement strategy that can include stakeholder meetings, surveys, or interviews with external agencies.

Coordinate **four** separate stakeholder engagements –

- 1) Internal Town stakeholders – Development Services, Public Works,
- 2) Yavapai County stakeholders
- 3) Selected regional stakeholders from water and wastewater districts, fire services. – *Up to two*

The Consultant will review the information gathered from stakeholder engagements to identify stakeholder needs and priorities. The Consultant shall consolidate all information and develop a stakeholder engagement summary.

***Deliverables:***

- Technical Memo describing specific findings as it relates to the current standards.

**Task 4: Development Of Standards**

Based on the insights from review of documents and stakeholder input, we will outline an approach to best address design guidelines for each of the areas listed in the “Purpose” Section of this scope. The intent will be to provide clear guidance to the developer and staff with the appropriate standards while designing and approving the public works infrastructure in the Town.

**Deliverables:**

- Outline defining approach to addressing various standards.
- A design guideline document with chapters identified in the “Purpose” section.

**Task 5: Review and Adoption.**

The Consultant will present the Draft Guidelines for review to the Town staff. The Consultant will provide up to two rounds of revisions based on Town staff comments. The Consultant will incorporate the Town comments and update the Draft Guidelines and prepare Pre-Final Design Guidelines. Consultant will present the Pre-Final Guidelines to Development Services and to the Town Engineer and Manager to solicit their input. Based on the input received from the Town Manager and Engineer we will finalize the Guidelines. One such review cycle is anticipated.

**Deliverables:**

- Draft Guidelines
- Comment Resolution Meetings – up to two.
- Presentation to Town Executive Team – up to two meetings
- Final Report

**100.3.4 Matrix of Deliverables**

The deliverables required for each submittal stage of the project in the table below:

**Table 2 – Matrix of Deliverables**

Supplier	Deliverable	Strategic Plan Report	
		Preliminary	Final
Consultant	1) General Information a) Land Survey Requirements b) GIS Requirements c) State and County Regulations d) Improvement Plan Requirements e) Right of way management 2) Comprehensive Planning 3) Storm Drainage Facilities 4) Street Improvements 5) Lot Grading 6) Traffic Engineering 7) Intelligent Transportation and Street Lighting Systems 8) Water Systems 9) Waste Water Systems 10) Public Utilities (Not owned by the Town) 11) Landscaping	P	F
P=Preliminary F=Final			

### 100.3.5 Communication Plan

The Consultant has developed a list of all design team members, their role in the project and their contact information. The contact information is summarized below.

**Table 3 – Contact Table**

<b>Name</b>	<b>Role</b>	<b>Phone Number</b>	<b>Email Address</b>
<b>Yogesh Mantri, PE</b>	Project Manager/Principal	(623) 387-9646	<a href="mailto:yogesh.mantri@hrgreen.com">yogesh.mantri@hrgreen.com</a>
<b>Cory Shannon, PE</b>	Roadway	(515) 657-5308	<a href="mailto:cshannon@hrgreen.com">cshannon@hrgreen.com</a>
<b>Manoj Pavithran, PE</b>	Traffic, Lighting and ITS	(623) 387-9651	<a href="mailto:manoj.pavithran@hrgreen.com">manoj.pavithran@hrgreen.com</a>
<b>David G. Greaney, PE</b>	Drainage	(832) 968-9981	<a href="mailto:david.greaney@hrgreen.com">david.greaney@hrgreen.com</a>
<b>Matt Pajl, PE</b>	Water and Wastewater	(605) 221-2669	<a href="mailto:mpajl@hrgreen.com">mpajl@hrgreen.com</a>
<b>Ed Boik, AICP</b>	UDO Update	(623) 387-9668	<a href="mailto:edward.boik@hrgreen.com">edward.boik@hrgreen.com</a>
<b>Bryn Halsten, PLA</b>	Landscape	(719) 394-2434	<a href="mailto:brynhldr.halsten@hrgreen.com">brynhldr.halsten@hrgreen.com</a>



**ATTACHMENT B**  
**Chino Valley Engineering Design Guidelines Development**  
**Derivation of Hours**

Task No.	Group of Activities	Total Hours/ Task	Principal Engineer	Discipline Lead	Staff Engineer II	Designer	Project Administrator
			\$ 295.00	\$ 240.00	\$ 145.00	\$ 140.00	\$ 103.59
<b>1</b>	<b>Project Management &amp; Administration</b>	<b>38</b>					
	Kickoff Meeting		3	3			
	Monthly Coordination Meetings		8	8			
	Meeting Minutes and Agenda			8	8		
<b>2</b>	<b>Review of Prior Guidelines</b>	<b>288</b>					
	Yavapai County Roadway Design			12	24		
	Yavapai County Drainage Design			12	24		
	Standards			12	24		
	Water Facilities Standards			12	24		
	Waste Water Facilities Standards			12	24		
	Prescott Lot Grading Standards			12	24		
	Traffic Standards			12	24		
	Quad City Standards			12	24		
	MAG Standards			12	24		
<b>3</b>	<b>Stakeholder Engagement</b>	<b>64</b>					
	Conduct Stakeholder Engagements (2)		8	24			
	UDO development Team Coordination		8	4	20		
<b>4</b>	<b>Development of Standards</b>	<b>370</b>					
	Develop Draft Standards			60	110	40	
	Develop Final Standards			60	60	40	
<b>5</b>	<b>Review and Adoption</b>	<b>47</b>					
	Comment Resolution Meetings (2)		9	12	12		
	Presentation to the Town Management		4	8	2		
	<b>TOTAL HOURS</b>	<b>807</b>	<b>40</b>	<b>283</b>	<b>404</b>	<b>80</b>	<b>0</b>
			\$ 11,800.00	\$ 67,920.00	\$ 58,580.00	\$ 11,200.00	\$ -
			<b>SUBTOTAL (LABOR):</b>				\$ 149,500.00
			<b>GRAND TOTAL:</b>				\$ 149,500.00

**ATTACHMENT A**  
**Chino Valley Engineering Design Guidelines Development**  
**Derivation of Fee**

<b><u>DIRECT LABOR</u></b>			
<b><u>Classification</u></b>	<b><u>Rate/Hr</u></b>	<b><u>Hours</u></b>	<b><u>Labor</u></b>
Principal	\$295.00	40	\$ 11,800.00
Discipline Lead	\$240.00	283	\$ 67,920.00
Staff Engineer II	\$145.00	404	\$ 58,580.00
Designer	\$140.00	80	\$ 11,200.00
Project Administrator	\$103.59	0	\$ -
<i>Total Hours</i>		<i>807</i>	
<i>Total Labor</i>			\$ 149,500.00
<b><u>Sub-Total Labor</u></b>			<b>\$ 149,500.00</b>
<b><u>DIRECT EXPENSES</u></b>			
	<b><u>Unit Cost</u></b>	<b><u>Qty</u></b>	<b><u>Expenses</u></b>
Milage	\$0.73	650	\$ 474.50
<b><u>Sub-Total Direct Expenses</u></b>			<b>\$ 474.50</b>
<b><u>LABOR + EXPENSES (NOT TO EXCEED)</u></b>			<b>\$ 149,974.50</b>



## TOWN COUNCIL AGENDA ITEM STAFF REPORT

**AGENDA ITEM #** 6b  
**MEETING DATE:** 3/10/2026  
**CONTACT PERSON:** Erin Deskins, Town Clerk  
**ITEM TYPE:** Action Item

**AGENDA ITEM TITLE:**

Consideration and possible action to require a roll call vote on all Town Council Action Items.

**SUMMARY:**

N/A

**PREVIOUS ACTION:**

This item was discussed at the February 10, 2026, meeting. Mayor Armstrong requested it be brought back for a vote.

**STAFF RECOMMENDATION:**

No staff recommendation.

**FISCAL IMPACT?**

N/A

**ATTACHMENTS:**

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None

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## TOWN COUNCIL AGENDA ITEM STAFF REPORT

**AGENDA ITEM #** 3  
**MEETING DATE:** 3/10/2026  
**CONTACT PERSON:**  
**ITEM TYPE:** Presentation

**AGENDA ITEM TITLE:**

An executive session pursuant to A.R.S. §38-431.03(A)(3) for legal advice with the Town Attorney regarding an amendment to Town rules and regulations to address employee and volunteer conduct both on and off duty.

**SUMMARY:**

On January 5, 2026, Councilmember Holt filed a Council Request for Council Agenda Item form, with support from Councilmember Switzer, to the Town Clerk's office requesting a study session on this topic. After consultation with the Town Attorney, this item has been scheduled as an executive session. The form is attached.

**PREVIOUS ACTION:**

N/A

**STAFF RECOMMENDATION:**

N/A

**FISCAL IMPACT?**

**ATTACHMENTS:**

1.	CM Holt request for Study Session on Town rules and regulations
----	-----------------------------------------------------------------



CHINO VALLEY  
ARIZONA

RECEIVED  
JAN 05 2026  
BY: E. Perkins

Town Clerk 202 N. State Route 89 Chino Valley, AZ 86323 Phone (928) 636-3130 clerks@chinoaz.net; www.chinoaz.net	<b>PUBLIC/COUNCIL REQUEST FOR COUNCIL AGENDA ITEM</b>
------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------

(Public: Please fill out the BOLDDED items only)

Regular Meeting     
  Special Meeting     
  Study Session

**COUNCILMEMBER**

REQUESTING (if applicable): HOLT, LARRY

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

ORGANIZATION (if applicable): \_\_\_\_\_

Report/Presentation Only     
  Consent     
  Action     
 Estimated Time Needed: \_\_\_\_\_ min.

PLEASE DESCRIBE YOUR AGENDA ITEM REQUEST AND LIST ATTACHMENTS (if any):

REQUEST FOR A REVIEW AND CONSIDERATION FOR AN AMMENDMENT TO TOWN RULES AND REGULATIONS TO ADDRESS EMPLOYEE AND VOLUNTEER CONDUCT BOTH ON AND OFF-DUTY

BACKGROUND INFORMATION:

ADMIN USE ONLY

RECOMMENDED MOTION:  
Move to \_\_\_\_\_

DATE SCHEDULED: \_\_\_\_\_ TIME: \_\_\_\_\_

FISCAL IMPACT? \_\_\_\_\_ If Yes, Budget Code: (if known) \_\_\_\_\_ Available: \$ \_\_\_\_\_

COUNCIL SPONSORS:  
RS Robert Switzer      L Holt LARRY HOLT  
 Councilmember (print and initial)      Councilmember (print and initial)

Rev. 10/14/25 SEB  
Y:\Council, other\Council Handbook materials\New Handbook