

SAN TAN VALLEY TOWN COUNCIL
Wednesday, November 5, 2025 | 6:00pm
San Tan Valley County Complex, Bronze Room
31505 N Schnepf Rd. San Tan Valley, Arizona 85140
REGULAR MEETING MINUTES

1. CALL TO ORDER

Mayor Schnepf called the meeting to order at 6p.m.

2. ROLL CALL

The Town Clerk called the roll.

Councilmembers Present:

Mayor Daren Schnepf

Vice Mayor Tyler Hudgins

Councilmember Bryan Hunt

Councilmember Gia Jenkins

Councilmember Daniel Oakes

Councilmember Brian Tyler

Councilmember Rupert Wolfert

3. PLEDGE OF ALLEGIANCE – INVOCATION

Mayor Schnepf led the pledge of allegiance. Cliff Daily gave an invocation to the council.

4. APPROVAL OF MINUTES

Discussion and possible action to approve meeting minutes from the October 15, 2025 Regular Town Council meeting and the October 22, 2025 Special Town Council meeting.

Councilmember Oakes made a motion to approve the October 15, 2025 and October 22, 2025 meeting minutes. Councilmember Hunt seconded. Motion carried.

5. CURRENT EVENTS FROM MAYOR AND COUNCILMEMBERS

The Mayor and Councilmembers may present brief summaries of current events. *The Council shall not discuss or take legal action on any matter raised during this item unless the specific matter is properly listed on the agenda for discussion and possible action.*

Councilmember Jenkins attended a tour of the Pinal County VOTES building.

Councilmember Tyler also attended a tour of the Pinal County VOTES building.

Councilmember Wolfert also attended a tour of the Pinal County VOTES building, and mentioned an upcoming Veterans event.

Vice Mayor Hudgins mentioned exciting community events.

Mayor Schnepf also attended a tour of the Pinal County VOTES building.

6. ANNOUNCEMENTS FROM THE MAYOR

A. Applications are now being accepted for the Town Manager and Town Clerk positions. The application period will close on November 15, 2025. Details about the positions and how to apply are available via the link on the Town’s website: www.santanvalley.gov.

Mayor Schnepf announced item A. Mayor Schnepf asked Town Attorney Quist if there was an end time. Mr. Quist said it was 11:59p.m.

B. Members of the public who are interested in participating in Town committees, task forces, or boards are encouraged to submit their interest or suggestions via email to the Town Clerk, Garrett Glover: garrettgloverstv@gmail.com.

Mayor Schnepf announced item B

7. BUSINESS BEFORE THE COUNCIL

- A. Discussion and possible adoption of Ordinance No. 2025-04 establishing signature requirements for nomination petitions for Town offices. Council discussion and possible action to adopt an ordinance setting a maximum requirement of 1,000 signatures for candidates seeking Town office, consistent with A.R.S. § 16-322(A)(11).

Councilmember Oakes asked a clarifying question on if 1,000 was the minimum or the maximum. Town Attorney Quist the current minimum is around 1,500 and the council can lower the requirement to a maximum of 1,000

Councilmember Wolfert made a motion to approve Ordinance Number 2025-04, establishing signature requirements for nomination petitions for Town offices, as presented. Councilmember Oakes seconded. Motion passed by voice vote.

- B. Discussion and possible adoption of Resolution No. 2025-06 approving an Intergovernmental Agreement for Financial Assistance with the Town of Queen Creek. Council discussion and possible action to adopt a resolution approving an Intergovernmental Agreement with the Town of Queen Creek to provide interim financial assistance supporting San Tan Valley's initial municipal operations.

Councilmember Oakes asked a question on the terms of the agreement. Attorney Quist said that the Town has the option to be provided up to \$250,000 a month. Attorney Quist went over the methods to receive the payment, and the options on repaying the financial assistance. Mayor Schnepf said that if the Town does not need the money that month, they do not need to take any. Councilmember Oakes asked if there were additional fees, Attorney Quist stated there were no additional fees. Councilmember Tyler expressed his appreciation to the Town of Queen Creek. Mayor Schnepf concurred.

Councilmember Hunt made a motion to approve Resolution number 2025-06, authorizing the Mayor to execute the Intergovernmental Agreement for financial assistance with the town of Queen Creek providing interim funding to support San Tan Valley's municipal operations. Councilmember Jenkins seconded. Motion passed by voice vote.

- C. Presentation and discussion regarding Arizona's Model City Tax Code. (*Presentation by Lee Grafstrom, Tax Policy Analyst, League of Arizona Cities and Towns*) Overview of municipal sales tax, including the history and framework of the Model City Tax Code and the options available to municipalities under that framework. For discussion only; no council action will be taken.

Lee Grafstrom, with the League of Arizona Cities and Towns, gave a presentation providing an overview of municipal sales tax, including the history and framework of the Model City Tax Code and the options available to municipalities under that framework. Councilmember Oakes asked how gas sales impact the distribution. Mr. Grafstrom stated the distribution is different for counties and towns. Mr. Grafstrom continued with his presentation, explaining the changes and history of the Model City Tax code. Mr. Grafstrom explained the complexities with multijurisdictional auditing. Councilmember Oakes asked about drafting a code without historical documentation. Mr. Grafstrom suggested looking at neighboring cities, and cities of similar sizes. Mr. Grafstrom explained green sheets in the model city tax code, and the complexity of home building taxes. He also presented on the Municipal Tax Code Commission. Councilmember Oakes asked if he had any suggestions. Mr. Grafstrom recommended looking at what the local economy holds.

- D. Presentation and discussion regarding League of Arizona Cities and Towns resources. (*Presentation by Tom Belshe, Director, League of Arizona Cities and Towns*) Mr. Belshe will present on League resources, including resources to assist with recruitment and vetting of key municipal positions.

Attorney Quist stated Mr. Belshe was unable to attend. Mr. Quist stated the league will help advertise for town positions.

- E. Presentation and discussion on open meeting law and Call to the Public procedures. (Presentation by Allen Quist, Town Attorney) Overview of Arizona's open meeting law and public participation during the Call to the Public, including legal requirements, maintaining decorum, and best practices for ensuring orderly and effective public engagement.

Town Attorney Quist gave an overview of Arizona's Open Meeting law, and call to the public guidelines. Mr. Quist stated that Call to Public is not a requirement for open meetings, with a few exceptions for public hearings. He stated that call to the public should be focused on Town matters, and an overview of what the council can do and say during call to the public. Councilmember Oakes asked a question of what a meeting is as defined in law. Mr. Quist stated that it is common practice to give a courtesy notice. Councilmember Hunt asked about setting policies in call to the public. Vice Mayor suggested having residents state if they live in San Tan Valley when speaking. Town Attorney Quist asked if the Town should require speaking cards. Councilmember Wolfert stated it added structure. Town Clerk Glover stated that the Town is currently taking speaking cards.

- F. Presentation and discussion on municipal code formation. (Presentation by Allen Quist, Town Attorney) Overview of the Town's first full month of operations and next operational steps, including the process for developing the Town's municipal code.

Town Attorney Quist gave an overview of the steps the Council has taken so far in organizing the town. He listed the next steps the council is currently taking. He stated the council is a legislative body that can draft a municipal code. The town currently does not have a municipal code. He suggested the Town draft its own code for its' unique identity. He gave a suggested timeline for the council to review and draft a code for the town.

Mayor Schepf mentioned the County's special San Tan Valley plan. Attorney Quist stated that the san tan plan is a subset of the county's version of a general plan. He stated the town will also need a general plan eventually.

- G. Staff update on future agenda items regarding water resources and water service providers.

Attorney Quist gave an update on future presentations about water service. He stated it will occur in December.

7. REQUESTS FOR FUTURE AGENDA ITEMS

Members of the Town Council may request that items be placed on a future agenda. *No discussion or action will be taken at this time other than identifying topics for future consideration, in accordance with Arizona's Open Meeting Law.*

Councilmember Oakes requested a meeting for a discussion for a 10 year plan. Councilmember Wolfert asked about a Town Hall for community feedback.

8. CALL TO THE PUBLIC

Ms. Stockton, of San Tan Valley, asked questions about the presenters, and asked if a code of conduct could be created for call to the public.

Ms. Mooney, of San Tan Valley, asked if there was a need for task forces, such as the 10 year vision. She asked if other towns were looked at for funding. She suggested tweaking the County plan for San Tan Valley.

9. EXECUTIVE SESSION

The Town Council may vote to convene into Executive Session, pursuant to A.R.S. § 38-431.03(A)(3) and (A)(4), for the following items:

Vice Mayor Hudgins made a motion to convene into executive session. Councilmember Wolfert seconded. Motion passed by a voice vote.

Councilmember Oakes made a motion to adjourn the executive session. Councilmember Wolfert seconded. Motion passed by a voice vote.

ADJOURNMENT

Councilmember Wolfert made a motion to adjourn the meeting. Councilmember Oakes seconded. Motion passed by a voice vote.