

SAN TAN VALLEY TOWN COUNCIL
Wednesday, February 4, 2025 | 6:00pm
MEETING MINUTES

1. CALL TO ORDER

Mayor Schnepf Called the meeting to order

2. ROLL CALL

The Town Clerk called the roll.

Councilmembers Present:

Mayor Daren Schnepf
Vice Mayor Tyler Hudgins
Councilmember Gia Jenkins
Councilmember Daniel Oakes
Councilmember Brian Tyler
Councilmember Rupert Wolfert

Councilmembers Attending Virtually:

Councilmember Bryan Hunt

3. PLEDGE OF ALLEGIANCE & INVOCATION

Councilmember Oakes led the pledge. An invocation was offered by Jim Herzberg.

4. APPROVAL OF MINUTES

Discussion and possible action to approve meeting minutes from the January 21, 2026 Regular Town Council meeting.

Councilmember Tyler made a motion to approve the minutes for the January 21, 2026 Regular Town Council meeting. Councilmember Oakes seconded. Motion passed by a voicevote.

5. MAYOR AND COUNCIL REPORTS: SUMMARY OF CURRENT EVENTS

The Mayor and Councilmembers may present brief reports on current events.

Councilmember Jenkins mentioned an open house on energy storage, and a community Super Bowl party.

Councilmember Oakes mentioned he attended a youth sports fundraiser for the community.

Councilmember Wolfert attended a tour of ASU Polytechnic campus. He also mentioned a course on municipal budgets. He also gave his support for Team USA at the olympics

Vice Mayor Hudgins gave his thanks to the Pinal County Sheriff's office for finding a missing child. He attended a community event with Supervisor Goodman. He attended the ASU tour, and went to a celebration with a local school.

Mayor Schnepf stated he attended the community event with supervisor Goodman and the Town Manager. He also attended the youth sports fundraiser. He also mentioned an upcoming book fair on March 21.

6. TOWN MANAGER'S REPORT: SUMMARY OF CURRENT EVENTS

The Town Manager may report on current events.

The Town Manager mentioned the logo contest, a community vision event, town office spaces, impact fee study, upcoming presentation, and some legislative updates on bills impacting the Town.

7. BUSINESS BEFORE THE COUNCIL

A. Resolution No. 2026-05 Establishing an Interim Planning Advisory Committee.

Consideration and possible action to adopt Resolution No. 2026-05 establishing the Committee and its governing rules.

Town Attorney Quist gave an overview of the committee and the main functions of the committee. Town Manager Billingsley stated it was a good idea.

Councilmember Wolfert made a motion to adopt Resolution No. 2026-05, establishing the Interim Planning Advisory Committee and its governing rules. Vice Mayor Hudgins seconded the motion. Motion passed by a voice vote.

D. Appointment of Liaison to the Interim Planning Advisory Committee.

Discussion and possible action to appoint a Councilmember to serve as the Committee liaison.

Town Attorney Quist gave an overview of the role. Mayor Schnepf asked a question clarifying the duties of the liaison at the meeting. Mr. Quist answered stating they are there to listen.

Mayor Schnepf opened the floor to nominations.

Vice Mayor Hudgins nominated Councilmember Tyler.

Mayor Schnepf closed the floor to nominations

Vice Mayor Hudgins moved to appoint Councilmember Tyler to serve as the Town Council's liaison to IPAC in accordance with the committee's adopted rules. Councilmember Oakes seconded. Motion passed by a voice vote.

C. Appointment of Committee Members to the Interim Planning Advisory Committee

Discussion and possible action to appoint up to seven Committee members, one nominated by each Councilmember. All appointments are subject to Council approval.

Town Attorney Quist stated that staff vetted the applicants to confirm that they live in the town boundaries.

Mayor Schnepf opened the floor to nominations.

Councilmember Hunt requested to reserve his nomination for a later date.

Councilmember Jenkins nominated Kenneth Battey

Councilmember Oakes nominated Paul Bond

Councilmember Tyler nominated Donna Hallman

Councilmember Wolfert nominated Kennedy Terrill

Vice Mayor Hudgins nominated Adrien Litton

Mayor Schnepf nominated Karen Mooney

Mayor Schnepf closed the floor to nominations

Councilmember Wolfert moved to appoint the following individuals previously stated to serve as members to the Interim Planning Advisory Committee in accordance with Resolution No. 2026-05, and the committee's adopted rules. Councilmember Jenkins seconded. Motion passed by a voice vote.

D. ESI Employee Cost Agreement and Appointment of Town Clerk

Discussion and possible action to approve the Employee Cost Agreement with ESI for the position of Town Clerk and to appoint Dana DeLong as Town Clerk, effective February 23, 2026.

Councilmember Tyler thanked Garrett Glover for his service as Town Clerk. Town Manager Billingsley thanked Mr. Glover, and stated he is excited for Dana DeLong to join the team.

Councilmember Tyler moved to approve the employee cost agreement with ESI and appoint Dana DeLong as Town Clerk, effective February 23, 2026. Councilmember Oakes seconded. Motion passed by a voice vote.

Dana DeLong thanked the Council and stated she is excited to join the team.

E. Appointment of Deputy Town Clerk

Discussion and possible action to appoint Garrett Glover as Deputy Town Clerk, effective February 23, 2026 for the remainder of his contract term through April 15, 2026.

Councilmember Wolfert thanked Garrett Glover for his work.

Mayor Schnepf stated that Mr. Glover had a bright future.

Councilmember Wolfert moved to appoint Garrett Glover as Deputy Town Clerk, effective February 23, 2026 for the remainder of his ESI contract term through April 15, 2026. Vice Mayor Hudgins seconded the motion. Motion passed by a voice vote.

F. Amendment to ESI Master Agreement

Discussion and possible approval of an amendment to the ESI Master Agreement to add positions for which ESI may provide staffing services to the Town.

Vice Mayor Hudgins stated that the Town is adding 7 new positions.

Councilmember Oakes moved to approve the ESI Master Agreement. Councilmember Tyler seconded the motion. Motion passed by a voice vote

G. Approval of ESI Cost Agreement for Finance Director Position

Discussion and possible action to approve an Employee Cost Agreement with ESI for the provision of Finance Director services to the Town.

Town Manager Billingsley stated the Town has found a Finance Director. Town Attorney Quist stated there was a typo on the agreement.

Councilmember Wolfert asked if they needed to appoint the Finance Director. Town Attorney Quist stated that the Town Manager is able to hire them.

Councilmember Oakes moved to approve the ESI cost agreement for the Financial Director Position, and to amend the start date to February 19. Councilmember Wolfert seconded. Motion passed by a voice vote.

H. Professional Services Agreement with Garry L. Johnson & Associates, Inc.

Discussion and possible action to approve a Professional Services Agreement with Garry L. Johnson & Associates, Inc. to provide employee benefits consulting and brokerage services to the Town, including assistance with benefit plan procurement, design, administration, enrollment, compliance, and claims advocacy..

Town Manager Billingsley stated the complexity of starting a Town, and employment and benefits. He introduced the presenter.

Eric Johnson, gave an overview of his agency, and the services provided. He explained the cost structure to the municipality. Councilmember Tyler asked if they work with RHS and ASRS, Mr. Johnson said no. Mr. Johnson said they only deal with benefits. Councilmember Wolfert asked how long the plans are. Mr. Johnson said the rate plans are flexible. Mr. Johnson also stated they work to avoid having to change carriers constantly to keep employees happy. Mayor Schnepf asked how long they have been in business. Mr. Johnson stated they were founded in the 70s. Mayor Schnepf asked about premiums. Mr. Johnson mentioned the complexities with the markets. Councilmember Hunt asked about how they will work with a future HR director. Mr. Billingsley said they are a good tool for them. Mr. Johnson said they work well with HR. Mayor Schnepf asked if they motion changes, Mr. Johnson said they do, and will notify if any occur. Councilmember Tyler asked how the Town is charged. Mr. Johnson said that he lowered the rate for San Tan Valley, and that there are caps based on the size of the Town. Mr. Billingsley gave a personal anecdote dealing with Mr. Johnson's agency. Mayor Schnepf stated it is good to recruit employees. Town Attorney Quist stated that these plans will be brought to the council for approval.

Councilmember Jenkins moved to approve the Professional Services Agreement with Garry L. Johnson & Associates. Councilmember Oakes seconded. Motion passed by a voice vote.

I. PRTA Board Appointment

Discussion and possible action to appoint a member of the Town Council to serve as the Town's official representative on the Pinal Regional Transportation Authority (PRTA) Board of Directors.

Town Manager Billingsley gave an overview of the PRTA, and its organizational structure.

Town Manager Quist stated that the council should include a term, and for the term to end if they are no longer on the Town Council. Town Manager Billingsley stated that for most cities, it is the Mayor.

The council held discussion on the length of terms. Councilmember Tyler suggested a 2 year term. The council continued discussion on the term length. Councilmember Tyler suggested nominating the Mayor.

Mayor Schnepf opened the floor to nominations.

Vice Mayor Hudgins moved to appoint Darren Schnepf

Mayor Schnepf closed the floor to nominations

Councilmember Wolfert moved to appoint Mayor Darren Schnepf as the Town's representative on the Pinal Regional Transportation Authority Board of Directors for a term of two years, with the appointment automatically terminating if the appointee ceases to be a member of the San Tan Valley Town Council. Vice Mayor Hudgins seconded. Motion passed by voice vote.

J. Letter of Support for Town of Gilbert BUILD Grant Application

Discussion and possible action to approve a letter of support from the Town of San Tan Valley for the Town of Gilbert's 2026 BUILD grant application for the Hunt Highway Connection Study.

Town Manager Billingsley gave an overview of the project and the type of application. He explained it is for improvements on Hunt Highway. Mayor Schnepf clarified it will help San Tan Valley. Councilmember Wolfert asked if it is just for a study. The Town Manager said it was just a study. Vice Mayor Hudgins said he supports this, and in addition to return the favor of Gilbert's support in the incorporation.

Vice Mayor Hudgins moved to approve the letter of support for the Town of Gilbert's BUILD Grant application for the Hunt Highway connectivity study and authorize the mayor to sign on behalf of the Town of San Tan Valley. Councilmember Wolfert seconded. Motion passed by a voice vote.

Mayor Schnepf recessed the meeting at 7:30

Mayor called the meeting back to order at 7:48

Draft Town Code – Articles 4 through 6

Review of the initial draft language for Articles 4 through 6 of the San Tan Valley Town Code.

Joe Estes gave an overview of the current draft of the Town Code. Article 4 would be on the Town's finance provisions to align with Arizona law. He went over procurement provisions. Mayor Schnepf asked him to elaborate on the procurement. He explained the differences. They discussed the procurement code on construction services. Mr. Estes also explained emergency procurement in the event of a crisis. He discussed public safety including police and fire. He also mentioned how the mayor can declare a state of emergency. Councilmember Tyler asked if the Town appoints a Chief of Police. Mr. Billingsley stated that it can be appointed in the IGA with the Sheriff. Mr. Estes explained municipal courts, and that the Town can IGA with the Justice Court. Mayor Schnepf asked for staff to elaborate on the code and its importance. Mr. Billingsley stated it is an important structure for the town's operation and identity. Mayor Schnepf asked what the next steps were. Mr. Billingsley said they need to act soon. Mr. Estes stated the last meeting in May would be ideal for adoption to be in effect in time. He also explained the difference between a general law, and a charter city. The council discussed upcoming articles, and types of publishing of the code. The council discussed options for having the code placed online for ease of access.

C. Appointment of Committee Members to the Interim Planning Advisory Committee

Town Attorney Quist stated that Councilmember Hunt would like to reopen item 7C. He explained the procedure for the council to do so.

Councilmember Wolfert made a motion to reopen agenda item 7C, for consideration of the appointment of members to the Interim Planning Advisory Committee. Councilmember Tyler seconded. Motion passed by a voice vote.

Mayor Schnepf opened the floor for a nomination from Councilmember Hunt.

Councilmember Hunt nominated Candice Steelman

Councilmember Oakes made a motion to add the appointee to the committee. Councilmember Jenkins seconded. Motion passed by a voice vote.

8. 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 Jenkins requested to discuss starting a chamber of commerce.

9. CALL TO THE PUBLIC

Donna Hallman, of San Tan Valley, stated she wants to be a part of the solution, she mentioned that she was running for Town Council. Town Attorney Quist and the Mayor reminded the Public that electioneering is not allowed during Call to the Public. Ms. Hallman continued, and asked the council if it was possible to lower the signature requirement for Town Council candidates.

Ms. Stockton, of San Tan Valley, asked a question about IPAC and P&Z processing. She mentioned establishing an online platform. She asked about HURF and a tax for EVs.

Jerry Carter, of San Tan Valley, said he was impressed by the council. He asked about road improvements at Gary and Skyline due to apartments being built there.

Karen Mooney, of San Tan Valley, asked about the municipal budgeting, and the draft code draft code being placed online. She requested an area map of land entitlements.

Councilmember Tyler asked options on signature options. Councilmember Wolfert asked for candidate training. Mayor Schnepf requested information on the apartments and a land entitlement map.

EXECUTIVE SESSION

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

A. Discussion and consultation with the Town Attorney on negotiations of a potential intergovernmental agreement with the Pinal County Sheriff's Office for law enforcement services pursuant to A.R.S. § 38-431.03(A)(3) and (4).

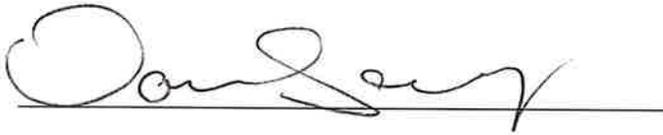
B. Discussion and consultation with the Town Attorney regarding potential Town involvement with private property, including legal risks, liability exposure, and guidance on communications with interested parties pursuant to A.R.S. § 38-431.03(A)(3).

Vice Mayor Hudgins made a motion to exit the executive session. Councilmember Oakes seconded. Motion passed by a voice vote.

ADJOURNMENT

Councilmember Wolfert made a motion to adjourn. Councilmember Tyler seconded. Motion passed by a voice vote.

TOWN OF SAN TAN VALLEY



Daren Schnepf, Mayor

ATTEST:



Garrett Glover, Town Clerk

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Town Council of San Tan Valley, Arizona, held on the 4th day of February, 2026. I further certify the meeting was duly called and held and that a quorum was present.

DATED this 18 day of Feb, 2026.


Garrett Glover, Town Clerk