

**MINUTES OF THE  
REGULAR MEETING OF THE COMMON  
COUNCIL OF THE TOWN OF STAR VALLEY**

**Tuesday, July 16, 2024 at 5:15 pm  
3675 East Highway 260, Star Valley, AZ  
(Star Valley Town Hall)**

The Agenda for the meeting is as follows:

- PRAYER was offered by Vice Mayor McKinney.
- PLEDGE OF ALLEGIANCE
- CALL TO ORDER
- ROLL CALL:  
Vice Mayor McKinney X, Council Member Armington X, Council Member Binney X,  
Council Member Dueker X, Council Member Highstreet X, Council Member  
McDaniel Absent, Mayor Davis X.

- **COMMENTS FROM THE PUBLIC**

During this portion of the meeting, members of the public may address the Town Council on items that are not on the printed agenda. Any remarks shall be addressed to the Council as a whole and not to any individual member. Speakers are limited to three (3) minutes per person unless additional time is granted by the Mayor. The Council may not discuss or act upon matters raised during public comments.

The Mayor opened up this portion of the meeting for public comments.

District 3 Supervisor Woody Cline reported that all of the districts passed their budgets and the main budget is 3% lower than last year. The county didn't raise or change taxes however the property assessments did rise. Supervisor Cline reported on the Veterans Center which is up and running. There have been several veteran groups that have come in and had therapy sessions for as many as 250 veterans. Supervisor Cline announced that two new buildings were being built with money from the state and also a contribution by Senator Mark Kelly. Supervisor Cline then talked about the senior centers. They receive money from the federal government but due to inflation it's not enough. Supervisor Cline stated he asked Eli Crane to look at the funding. Supervisor Cline also reported on the Youth Program which helps direct students towards their career interests. It started with 3 students and is now up to 65. The program covers Gila, Apache and Navajo counties. They have placed students with the forest service and YACC in Payson and Globe.

There were no further public comments and the Mayor closed the public comment portion.

- **CONSENT AGENDA ITEMS:**

All items listed under the Consent Agenda will be voted on with one motion. If discussion is desired regarding any Consent Agenda item, that item will be removed from the Consent Agenda and voted on separately.

**A. Approval of the minutes from the Regular Council Meeting held on July 2, 2024.**

**B. Approval of Accounts Payable from July 1, 2024 through July 15, 2024  
for the General Fund and for the Water Department.**

**A motion to approve consent agenda items A and B was made by Council Member Armington and was seconded by Council Member Highstreet.**

**A roll call vote was taken:**

**Vice Mayor McKinney X, Council Member Armington X, Council Member Binney X, Council Member Dueker X, Council Member Highstreet X, Council Member McDaniel Absent, Mayor Davis X.**

**The motion was voted on and passed 6 – 0.**

- **TOWN MANAGER’S REPORT**

Town Manager Grier began by describing that his focus in this meeting would be on the staff who support the town council and functions of Town Hall. He began with Andrew Ehrich who is the Water Department Meter Reader. He is on-call for meter shut-offs and turn-ons. He assists the water operator and is the code enforcement officer. Mr. Grier went on to describe the duties of the part-time Administrative Assistant, Del Dupree, who helps maintain the front desk and assists the town clerk. Mr. Grier then explained the duties of the part-time general maintenance employee Dave Chapin. He then described the duties of Terry Hughes, the part-time landscaper who maintains the town park and Town Hall. Mr. Grier talked about Dean Shaffer, who is a contract employee as the water system manager. He is very well qualified with a ton of experience. Mr. Grier went on to the duties of Town Clerk Edie Chapin who manages the front office, provides customer service, maintains documentation of code enforcement and is paralegal assistant to the town attorney. Her assistance in the Prop 202 grants obtained \$51,000 which will go to the ADA improvements at the park. Next, Mr. Grier described the duties of Finance Administrator Tina Woody. She is responsible for the production of the water bills, handling the monthly bill payments for invoices, balancing the financial accounts and preparing the monthly and yearly financial statements. She has been a part of modernizing our office in identifying new software as we go forward. She also keeps a pulse on new legislative updates that pertain to the town.

Town Manager Grier said he feels the staff of the Town of Star Valley covers the same type of duties that larger towns accomplish with a lot more employees. Mr. Grier said there was more detailed job descriptions of each staff member in the power point presentation. He went to describe his own duties as town manager, which includes implementing the decisions of the town council, identifying issues that need the council’s attention, legal work for the town, coordinating with Water Department Manager Dean Shaffer and managing town staff. Mr. Grier talked about the final employee, Roy Haught, who is contracted to maintain the roads, perform snow removal, and identify potential road issues. Mr. Grier referenced the organization chart in the power point to show the hierarchy of the town management which flows from the town council to the town manager on down to the interface with the Payson Police Department and community development. Mr. Grier commented on the staffing levels compared to other towns and found the Town of Star Valley ratio of employee to number of citizens was 1 in 800. Other towns were 1 in 500 or 1 in 300. He felt a lot is expected from the employees. Mr. Grier concluded by

suggesting a work study on a vision for the future of Star Valley which would help anticipate what capital projects might occur.

• **DISCUSSION ITEMS:**

- 1. **Public hearing, discussion and possible action to adopt Resolution No. R 24-05 – A Resolution of the Mayor and Common Council of the Town of Star Valley, Arizona, adopting the Town of Star Valley FY2024-FY2029 Water Department Rates and Fees. Presentation by Finance Administrator Tina Woody.**

Finance Administrator Woody reviewed the process of establishing new water rates and said it was a long time coming. She had presented different options to the council regarding the impact of each and the council approved one of the options. The town followed all the Arizona State Statutes required, reported Ms. Woody, which included posting the town’s water rate analysis and financial impact plus the public hearings. The new water rates, concluded Ms. Woody, would begin September 1, 2024. Mayor Davis asked for a motion.

**A motion to adopt Resolution No. R 24-05 – Adopting the Town of Star Valley FY2024-FY2029 Water Department Rates and Fees was made by Council Member Armington and was seconded by Council Member Binney.**

**Vice Mayor McKinney Yes, Council Member Armington Yes, Council Member Binney Yes, Council Member Dueker Yes, Council Member Highstreet Yes, Council Member McDaniel Absent, Mayor Davis Yes.**

**The motion was voted on and passed 6 – 0 .**

• **ADJOURNMENT**

**A motion to adjourn the meeting was made by Council Member Highstreet and was seconded by Council Member Binney.**

**The motion was voted on and passed 6 – 0.**

**APPROVED:**

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**Bobby Davis, Mayor**

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

**ATTEST:**

\_\_\_\_\_  
**Edie Chapin, 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 the Town of Star Valley held on the 16th day of July 2024. I further certify that the meeting was duly called and held, and that a quorum was present.**

**Dated this 23rd day of July 2024.**

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**Del Dupree, Administrative Assistant**