



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
 (928) 634-7943 FAX (928) 634-0715

MINUTES
REGULAR MEETING OF THE JEROME TOWN COUNCIL
JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS
TUESDAY, DECEMBER 10, 2019, AT 7:00 P.M.

ITEM #1:	<p>CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE</p> <p>Mayor/Chairperson to call meeting to order.</p> <p><i>Mayor Alex Barber called the meeting to order at 7:00 p.m.</i></p> <p>Town Clerk to call and record the roll.</p> <p><i>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Barber, Vice Mayor Sage Harvey, and Councilmembers Mandy Worth, Jane Moore and Dr. Jack Dillenberg.</i></p> <p><i>Additional staff present were Melanie Atkin, Accounting Clerk, John Knight, Zoning Administrator and Joni Savage, Deputy Clerk.</i></p> <p>Mayor or Mayor's designee to lead the Pledge of Allegiance.</p> <p><i>Mayor Barber led the pledge.</i></p> <p><i>Mayor Barber rearranged the agenda and moved Item 8A immediately after Financial Reports, then Items 9F, 9B, 8C and 9E. Items are reflected in these minutes in the order originally agendized.</i></p>																																										
ITEM #2: 7:02 (2:32)	<p>FINANCIAL REPORTS</p> <p>Budget to Actual reports, vendor ledger and balance sheet for November 2019</p> <p style="text-align: center;"><u>Motion to Approve the Financial Reports</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td style="text-align: center;">X</td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER	X		X				DILLENBERG			X				HARVEY		X	X				MOORE			X				WORTH			X			
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ITEM #3: 8:16 Pt. 2	<p>STAFF AND COUNCIL REPORTS</p> <p>Written staff reports by the Town Manager/Clerk, Deputy Town Clerk, Utilities Clerk, Accounting Clerk, Public Works Department, Building Inspector, Library, Municipal Court, Police Chief, and Fire Chief, and verbal reports from Council members.</p> <p><i>Ms. Gallagher read highlights from her report.</i></p> <p><i>Councilmembers gave verbal updates on their activities.</i></p> <p style="text-align: center;"><u>Motion to Approve Staff Reports</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td style="text-align: center;">X</td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER	X		X				DILLENBERG			X				HARVEY		X	X				MOORE			X				WORTH			X			
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ITEM #4: 8:32 (15:05)	<p>ZONING ADMINISTRATOR'S PLANNING AND ZONING AND DESIGN REVIEW REPORT AND MINUTES</p> <p>Minutes are provided for the information of Council and do not require action.</p> <p><i>John Knight updated the Council on his activities.</i></p>																																										
ITEM #5: 8:36 (20:09)	<p>APPROVAL OF MINUTES</p> <p>November 14, 2019 regular meeting – open and closed sessions; November 18, 2019 special joint meeting – open session</p> <p><i>If necessary, Council may enter into executive session, pursuant to A.R.S. §38-431.01(A)(2), for the discussion or consideration of records exempt by law from public inspection.</i></p> <p style="text-align: center;"><u>Motion to Approve the Regular and Special Session Open Meeting Minutes of November 14, 2019</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td></td> <td style="text-align: center;">X</td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td style="text-align: center;">X</td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td style="text-align: center;">X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY	X		X				MOORE			X				WORTH			X			
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<p>ITEM #6: 8:38 (21:12)</p>	<p>PETITIONS FROM THE PUBLIC <i>There were no petitions from the public.</i></p>																																																																																				
<p>ITEM #7: 8:38 (21:44)</p> <p>8:39 (23:04)</p>	<p align="center">ORDINANCES</p> <p>ITEM #7A: SECOND READING AND POSSIBLE ADOPTION – ORDINANCE NO. 458, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, AMENDING ARTICLE 12-2, “RESIDENTIAL PARKING,” OF THE JEROME TOWN CODE Council may conduct the second reading of, and possibly adopt, Ordinance No. 458, amending the Town Code provisions regarding residential parking.</p> <p align="center"><i>Mayor Barber read Ordinance No. 458 in title only.</i></p> <p align="center"><u>Motion to Approve Ordinance No. 458</u></p> <table border="1"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td></td> <td></td> <td align="center">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></td> <td align="center">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td align="center">X</td> <td align="center">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td align="center">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td align="center">X</td> <td></td> <td align="center">X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>ITEM #7B: FIRST READING – ORDINANCE NO. 459, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 106, “DESIGN REVIEW BOARD,” OF THE JEROME ZONING ORDINANCE, REGARDING THE BOARD’S COMPOSITION Council may conduct the first reading of Ordinance No. 459, which would eliminate, effective March 1, 2020, the current provision that one member of the Design Review Board shall be a member of the Planning & Zoning Commission.</p> <p align="center"><i>Mayor Barber read in title only.</i> <i>Ms. Gallagher and the Council discussed how the ordinance was written.</i></p>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY		X	X				MOORE			X				WORTH	X		X																																													
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<p>ITEM #8: 7:03 (3:20)</p>	<p align="center">UNFINISHED BUSINESS</p> <p>ITEM #8A: PREPAID PARKING PASSES Council will continue their discussion regarding the possibility of offering prepaid parking passes for the paid parking areas. Discussion may include the duration of the passes and the fee to be charged for same.</p> <p><i>7:04(4:09) Chief Muma spoke about the paid parking areas.</i> <i>Mayor Barber suggested making a motion against offering prepaid parking passes.</i> <i>7:13(13:57) Eric Jurisin, a local business owner, spoke about the paid parking program and said that they are not having problems with it.</i> <i>7:18(18:45) Chief Muma cautioned Council about putting up “Free Parking” signs. He believes it can cause more traffic congestion.</i> <i>7:19(19:36) Kevin Savage, President of the Chamber, spoke about the “Free Parking” signs. He believes the colors should be changed.</i> <i>7:22(22:36) Mr. Savage spoke again, referring to the sign that says “No Overnight Parking” in the lower parking lot.</i></p> <p align="center"><u>Motion to Table Until the Annual Review of Paid Parking</u></p> <table border="1"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td align="center">X</td> <td></td> <td align="center">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></td> <td align="center">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td align="center">X</td> <td align="center">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td align="center">X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td align="center">X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER	X		X				DILLENBERG			X				HARVEY		X	X				MOORE			X				WORTH			X																																													
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8:42
(25:30)

ITEM #8B: TRANSFER OF HISTORIC RECORDS

Council will continue their discussion of, and may approve, the transfer to the Jerome Historical Society of certain historic records previously located in the Hotel Jerome.

Vice Mayor Harvey spoke about the records she saw and said that she believes the Town should keep the plans she had seen for the Hotel Jerome.

Councilmember Worth spoke about transferring of historical records.

Staff was directed to draft a Memorandum of Understanding with the Historical Society for consideration at the next meeting.

7:33
(33:08)

ITEM #8C: PARKING OVERLAY DISTRICT UPDATE

Zoning Administrator John Knight will update Council regarding the Parking Overlay District which had been previously discussed and provide information regarding consulting costs for same.

John Knight spoke and referred to his handout.

Mayor Barber directed Mr. Knight to include the Hotel Jerome in the proposed Overlay District.

Funding for the project was discussed. Ms. Gallagher suggested that funds could be transferred if necessary from the contingency fund.

Councilmember Worth asked staff to get an actual quote on survey work and to develop a general RFP letter to send out to schools. She noted the importance of determining the costs of developing parking prior to establishing any in-lieu fees.

The Council discussed parking in the commercial zone.

Motion for a Break at 8:02 p.m.

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG			X			
HARVEY		X	X			
MOORE			X			
WORTH	X		X			

ITEM #9:

NEW BUSINESS

7:31
(31:15)

ITEM #9A: RECOMMENDATION REGARDING SERIES 12 (RESTAURANT) LIQUOR LICENSE FOR THE MILE HIGH GRILLE, 309 MAIN STREET

Council will review an application by Eric Jurisin to the State of Arizona Department of Liquor Licenses and Control for a Series 12 (Restaurant) liquor license for the Mile High Grille, located at 309 Main Street, and may recommend approval, disapproval or make no recommendation.

As employees of Mr. Jurisin, Councilmember Worth and Vice Mayor Harvey recused themselves and left the Chambers.

Motion to Approve the Liquor License for the Mile High Grille

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG	X		X			
HARVEY					X	
MOORE		X	X			
WORTH					X	

7:29
(29:39)

ITEM #9B: INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SUPPORT SERVICES AND MEMBERSHIP IN THE YAVAPAI LIBRARY NETWORK

Council will review and may approve a renewed intergovernmental agreement with the Yavapai County Free Library District for library support services and membership in the Yavapai Library Network.

7:30(30:20) Kathleen Jarvis spoke about the agreement.

Motion to Approve the IGA with the Yavapai Library Network

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER		X	X			
DILLENBERG	X		X			
HARVEY			X			
MOORE			X			
WORTH			X			

8:51
(34:18)

ITEM #9C: INTERGOVERNMENTAL AGREEMENT WITH THE STATE OF ARIZONA FOR THE USE OF HURF EXCHANGE FUNDING

Council will review and may approve an intergovernmental agreement with the State of Arizona for the use of HURF Exchange funding for various drainage improvements.

Motion to Approve the IGA with the State of Arizona

COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN
BARBER	X		X			
DILLENBERG		X	X			
HARVEY		X	X			
MOORE			X			
WORTH			X			

<p>8:52 (35:10)</p>	<p>ITEM #9D: PLANNING AND ZONING GOAL SETTING AND PRIORITIES</p> <p>Zoning Administrator John Knight will review with Council the results of a joint workshop meeting of Council, P&Z and DRB held on November 18, 2019. Following the review, Council may prioritize the goals established.</p> <p><i>Mr. Knight spoke about the results of the joint goal setting meeting.</i></p> <p><i>The Council prioritized and made suggestions. They gave direction to Mr. Knight to look into the following items:</i></p> <ol style="list-style-type: none"> a. Affordable Housing b. Parking in C-1 c. Telecommunications Ordinance d. Wayfinding Signage e. Jerome Cemetery site 																																										
<p>9:04 (47:40)</p>	<p>ITEM #9E: PURCHASE OR LEASE OF PRIVATE PROPERTY FOR PARKING</p> <p>Zoning Administrator John Knight will lead Council in a discussion regarding the feasibility/possibility of purchasing or leasing certain private properties for use as public parking.</p> <p><i>Mr. Knight talked about purchasing or leasing private property to use for parking.</i></p> <p><i>Mayor Barber gave direction to staff to look into the possible of leasing or purchasing properties in the commercial zone.</i></p>																																										
<p>7:23 (23:55)</p>	<p>ITEM #9F: APPROVAL OF PURCHASE OF EXTRICATION EQUIPMENT FOR FIRE DEPARTMENT</p> <p>Council may approve the purchase of extrication equipment for the Fire Department funded primarily by a FEMA Assistance to Firefighters grant.</p> <p><i>7:24(24:25) Chief Muma spoke about the equipment they need. The grant would cover most of the cost. The Town's 5% match would be \$2992.53. He explained that he has submitted a grant amendment to request additional batteries.</i></p> <p style="text-align: center;"><u>Motion to Approve to Purchase of Extrication Equipment</u></p> <table border="1" data-bbox="427 888 1248 1008"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><i>Chief Muma wanted the Council to know that the Fire Department has received grant-acquired equipment in the amount of \$687,000 over the last year and a half.</i></p>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG		X	X				HARVEY	X		X				MOORE			X				WORTH			X			
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<p>9:15 (58:35)</p>	<p>ITEM #9G: PROP 202 FUNDING REQUEST</p> <p>Council will discuss and may select a project for which to apply to the Yavapai-Apache Nation for Prop 202 funding. The application deadline is January 3, 2020. Awards are typically between \$18,000 and \$20,000.</p> <p><i>Councilmember Worth suggested requesting funds for the park by the Sliding Jail. They decided to call it the Sliding Jail Park and refer to it as a "multi-use" park.</i></p> <p style="text-align: center;"><u>Motion to Ask the Nation for Funds to be Used for the Beautification of the Sliding Jail Park</u></p> <table border="1" data-bbox="427 1314 1248 1434"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOVED</th> <th>SECONDED</th> <th>AYE</th> <th>NAY</th> <th>ABSENT</th> <th>ABSTAIN</th> </tr> </thead> <tbody> <tr> <td>BARBER</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td></td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WORTH</td> <td>X</td> <td></td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG		X	X				HARVEY			X				MOORE			X				WORTH	X		X			
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<p>ITEM #10: 9:20 (1:03:40)</p>	<p>TO AND FROM THE COUNCIL</p> <p>Council may direct staff as to items of pending importance that they would like placed on a future meeting agenda.</p> <p><i>Councilmember Dillenberg said that he would like to discuss a self-help clinic in Jerome. He later spoke of his plans for dental care in Jerome.</i></p> <p><i>Councilmember Moore spoke about the Town contributing to repair the wall that just fell along the highway. She also mentioned sending a letter to the Board of Supervisors regarding planned developments.</i></p> <p><i>Mayor Barber said that she would like a safety review done of parking at the entrance at Rich Street. She believes it is too dangerous for cars pulling out.</i></p> <p><i>Vice Mayor Harvey requested that something be done about potholes. She also asked if the Council could have some input with respect to hiring of the next Deputy Clerk. She suggested that trauma kits be placed in the Police Department vehicles, and said that she would check with Chief Blair about the possibility and cost of that.</i></p> <p><i>Councilmember Worth also spoke about the recently vacated Deputy Clerk position and said that she would like to see the applications submitted. She spoke about the Sustainability Alliance and the Verde Valley Housing Authority.</i></p>																																										

ITEM #11:	ADJOURNMENT					
	<i>Motion to Adjourn at 9:48 p.m.</i>					
	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT
	BARBER	X		X		
	DILLENBERG			X		
	HARVEY		X	X		
	MOORE			X		
WORTH			X			

APPROVE:

ATTEST:

Christina "Alex" Barber, Mayor

Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____