



TOWN OF JEROME

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MINUTES

REGULAR MEETING OF THE JEROME TOWN COUNCIL

Via ZOOM

TUESDAY, MARCH 9, 2021, AT 7:00 P.M.

(The audio recording begins at 0:08 during the discussion of Item #9A, approximately four minutes into the meeting. "n/r" indicates no recording.)

<p>ITEM #1: 6:59 (n/r)</p>	<p>CALL TO ORDER/ROLL CALL</p> <p>Mayor/Chairperson to call meeting to order.</p> <p>Mayor Jack Dillenberg called the meeting to order at 6:59 p.m.</p> <p>Town Clerk to call and record the roll.</p> <p>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Dillenberg, Vice Mayor Mandy Worth, and councilmembers Alex Barber, Sage Harvey, and Jane Moore. Other staff present were Fire Chief Rusty Blair, Police Chief Allen Muma, Zoning Administrator John Knight, Accounting Clerk Melanie Atkin, Judge Joan Dwyer, and Deputy Town Clerk Rosa Cays.</p> <p>Mayor Dillenberg asked for a moment of silence in honor of the recent passing of Jerome business owner/chamber member Donna Chesler and longtime Jerome resident and sculptor Scott Owens.</p> <p>The mayor rearranged the agenda and moved items #8A, 9A, and 9B to immediately follow roll call. The items have been kept in their original order in these minutes.</p>																																										
<p>ITEM #2: 7:14 (9:46)</p>	<p>FINANCIAL REPORTS</p> <p>Financial reports for February 2021</p> <p>Mayor Dillenberg thanked the Jerome Police Department for their work with the parking kiosks.</p> <p>Motion to Approve the February 2021 Financial Reports</p> <table border="1" data-bbox="386 1020 1390 1146"> <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></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>MOORE</td> <td>X</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>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY		X	X				MOORE	X		X				WORTH			X			
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<p>ITEM #3: 7:16 (11:15)</p>	<p>STAFF AND COUNCIL REPORTS</p> <p>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 Council members.</p> <p>Ms. Gallagher read from her staff report. She announced that Verde Exploration would be attending the regular Council meeting in April to talk about their plans for the old high school; Ms. Moore, Henry MacVittie, and she met online with PACE Engineering to discuss the wastewater plant and alternative locations; she attended a daylong virtual seminar regarding budget preparation during the COVID pandemic; the Yavapai-Apache Nation Prop 202 funding was received, and though it was discussed that it could be used to build out a kitchen at the fire station, this could change and would be discussed at the upcoming budget meetings. Ms. Gallagher said letters were sent once again to delinquent accountholders behind on their utility and rental payments; she reached out to Hunter Bacharach and ADEQ about the Hotel Jerome; and she thanked Mark Boan for his four years of service on the JPD. She also said that waterflows are holding their own and sales tax revenue is still remarkable; she shared the numbers for February.</p> <p>Vice Mayor Worth asked about item 3 in building inspector Barry Wolstencroft's staff report regarding inspection of work being done without a permit at 143 Juarez Street. She believed this was a "repeat offender" and asked if the town was doing their due diligence. Mr. Knight clarified that this was the same project and that the contractor and homeowners have complied. He said they were charged double for the permit fees for not obtaining a permit before building. He said he and Ms. Gallagher have talked about the fee schedule and additional fees for those who start work without permits.</p> <p>Motion to Approve the February 2021 Staff Reports</p> <table border="1" data-bbox="386 1726 1390 1852"> <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></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>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	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 #4: 7:21 (16:43)</p>	<p>ZONING ADMINISTRATOR'S REPORT AND MINUTES</p> <p>Minutes are provided for the information of Council and do not require action.</p> <p>Mr. Knight read from his staff report and highlighted items discussed at the February P&Z meeting, including possible zoning ordinance amendments regarding administrative approval for small projects and temporary signage, and that the former was also discussed at the February DRB meeting. He mentioned that businessowner Eric Jurisin's application</p>																																										

was approved to repaint the Grapes building and roof on Main Street and that Mr. Jurisin will also be updating all the signage (i.e., for Coppertown Tees, Coppertown Coffee, and Grapes). Mr. Knight said there has been little need for code enforcement recently and that the laptop Chief Muma ordered for the record management system has arrived, so they will start work on it soon.

Councilmember Moore asked if there had been any movement with SHPO and the design guidelines. She also requested that approved resolutions be included with P&Z and DRB minutes in the Council agenda packet.

Mr. Knight said he had no updates regarding SHPO and that it was a good idea to include the resolutions in the packet.

Ms. Harvey said she would also like to see the roll call included in the ACTION minutes.

ITEM #5:
7:25 (20:47)

APPROVAL OF MINUTES

February 2 special meeting; February 8 special meeting; February 9 regular meeting

Note: If necessary for review of closed session minutes, Council may convene in executive session, pursuant to A.R.S. § 38-431.03 (A)(2), for discussion or consideration of records exempt by law from public inspection.

Ms. Gallagher reminded everyone that the closed-session minutes for Feb 2 & 8 were also up for approval.

Motion to Approve the open/closed session minutes of February 2 & 8 and the regular meeting minutes of February 9

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

ITEM #6:
8:05 (1:00:49)

PETITIONS FROM THE PUBLIC

Pursuant to A.R.S. § 38-431.01(H), public comment is permitted on matters not listed on the agenda, but the subject matter must be within the jurisdiction of the Council. All comments are subject to reasonable time, place and manner restrictions. All petitioners must fill out a request form with their name and subject matter. When recognized by the chair, please step to the podium, state your name and please observe the three (3) minute time limit. No petitioners will be recognized without a request. The Council’s response to public comments is limited to asking staff to review a matter commented upon, asking that a matter be put on a future agenda, or responding to criticism.

[Mr. Bartell was not yet present when this item was introduced; the mayor returned to it later in the meeting.]

Property owner John Bartell requested time on the April agenda to present a new approach to reforming the water rate system to a volumetric one. In short, he said that if business users pay by use first, then the town could slowly integrate town residents to pay by use as well. Mr. Bartell said it was a revenue-neutral way with the heavy water users paying more.

ITEM #7:
ORDINANCES AND RELATED RESOLUTIONS

7:28 (23:45)

ITEM #7A: SECOND READING AND POSSIBLE ADOPTION: ORDINANCE NO. 465, AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING SECTION 201, “DEFINITIONS,” SECTION 507, “C-1 ZONE, GENERAL COMMERCIAL,” AND SECTION 510, “PARKING AND LOADING REQUIREMENTS” OF THE JEROME ZONING ORDINANCE REGARDING TRANSIENT LODGING

Council may conduct the second reading of, and may adopt, Ordinance No. 465, amending the Jerome Zoning Ordinance regarding boarding houses, bed and breakfasts, hotels and motels.

Ms. Harvey said she was concerned that the verbiage in the ordinance regarding B&Bs, “parking has no negative effect,” was too open to interpretation. She reminded everyone that this was previously discussed, was in the last approved minutes, and that other councilmembers also expressed concern about it.

Vice Mayor Worth said she was confused about B&Bs being eliminated in the commercial zone.

Mr. Knight clarified that the verbiage about parking for B&Bs which Ms. Harvey referred to was already in the ordinance (not part of the amendment) and that there was no plan to remove it, although it was up to the Council. He pointed out the new language regarding the requirement of an owner/caretaker on premises for B&Bs, which are treated like vacation rentals in the residential zone due to state laws. Mr. Knight said they could remove information regarding parking since it cannot be regulated anyway, although it is good to have it in place should the state laws change. He further explained that under conditional uses, item C, B&B was being removed because the definition of hotel has changed and includes B&B, which would be considered a small hotel in the commercial zone and would no longer require a conditional use permit (CUP). Discussion ensued about the ambiguous language in the ordinance regarding B&Bs.

Ms. Gallagher pointed out that the definition of hotel states that it does not include B&Bs. Mr. Knight said this was because the broader definition applies and includes B&B under transient lodging—but only in the C-1 zone. He said the separate definition for B&B is in place for the residential zones.

Vice Mayor Worth said for clarification that a B&B is a hotel, but a hotel is not a B&B.

Mr. Knight said all forms of transient lodging are covered under the definition of hotel; the reason B&B was removed as a conditional use in the commercial district is because it would not make sense to require a special permit for a four-room B&B but not a 20-room hotel.

Ms. Moore said she had heard that a bill is now before the House of Representatives (HB2481) to allow communities to regulate vacation rentals again. She suggested waiting until the bill is hopefully passed, then return to the “negative impact of parking” clause at a later date.

Mayor Dillenberg asked if the Council wanted to adopt this or hold till the next meeting.

	<p>Ms. Gallagher suggested a minor change to clarify B&B as a permitted use in the commercial zone. Discussion ensued. The confusion seemed to be the line “Does not include Bed and Breakfast” under the hotel definition; Ms. Harvey suggested they take that out and made a motion to adopt the ordinance with the deletion of that sentence.</p> <p>Ms. Moore asked if there was an issue with the wording about the negative impact of parking for the moment or could they come back to it. Mr. Knight said yes, they could come back to it and that the bill has long way to go.</p> <p style="text-align: center;">Motion to Adopt Ordinance No. 465 with one minor change to the hotel definition in Section 1</p> <table border="1" data-bbox="386 331 1390 462"> <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></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>X</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>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY	X		X				MOORE		X	X				WORTH			X			
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<p>7:40 (35:50)</p>	<p>ITEM #7B: FIRST READING: ORDINANCE NO. 468, AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING THE JEROME TOWN CODE BY THE DELETION OF SECTION 10-3 THEREOF, “DRIVING WHILE USING A PORTABLE COMMUNICATIONS DEVICE”</p> <p>Council may conduct the first reading of Ordinance No. 468.</p> <p>Mayor Dillenberg conducted the first reading of the ordinance in title only.</p> <p>Ms. Gallagher explained that a state law as of January 1 nullifies Jerome’s existing ordinance, so it needs to be removed from the town code.</p>																																										
<p>7:41 (36:40)</p>	<p>ITEM #7C: FIRST READING: ORDINANCE NO. 469, AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA, AMENDING SECTION 8-5, “TOUR BUSINESS CODE” OF THE JEROME TOWN CODE REGARDING BUSINESS LOCATION</p> <p>Council may conduct the first reading of Ordinance No. 469.</p> <p>Mayor Dillenberg conducted the first reading of the ordinance in title only.</p> <p>Chief Muma said that this came about because of a tour operator who tried to circumvent the town code by claiming a business located outside of Jerome did not need a license to operate in town. Chief Muma said he talked to Bill Sims about this and that he has seen more and more tour businesses coming through Jerome. He said that, with this ordinance, the town can regulate these and keep them out of residential areas.</p> <p>Ms. Harvey said walking tours have become an issue on her street, and they already have a pat answer for anyone who asks if they’re on a tour: “No, we’re just a gathering and not paying for a tour.” The chief said they should be reported to him; that money doesn’t matter and that the act alone would be covered under the ordinance. He encouraged everyone to call JPD with information from tour vans, groups, etc., and that they would get letters out to tour companies informing them of Jerome’s town code.</p>																																										
<p>7:44 (39:54)</p>	<p>ITEM #7D: RESOLUTION NO. 610, A RESOLUTION OF THE TOWN COUNCIL OF JEROME, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED "2021 CHANGES TO THE JEROME ZONING ORDINANCE REGARDING ADMINISTRATIVE APPROVALS AND APPEALS"</p> <p>Council may adopt Resolution 610, declaring as a public record certain changes to the Jerome Zoning Ordinance to be considered for adoption as part of Ordinance 470.</p> <p>Ms. Gallagher explained that this resolution declares that the entire document behind the changes to the zoning ordinance is public record so that it doesn’t have to be included in full (and published) in the ordinance adopted.</p> <p>Mr. Knight said this has been discussed for a couple of years now to address smaller projects, which fall into categories, and referred to the redline document in the agenda packet. He reminded Council that from a procedural standpoint, they can make minor changes, but major changes would have to go back to P&Z. He pointed out one correction in his staff report and said to strike the first line of the bulleted points dated May 20, 2020.</p> <p>Mr. Knight then outlined the four categories along with examples: 1 – exemptions; 2 – administrative approval without review by DRB or P&Z; 3 – projects that do not require P&Z approval but do require DRB approval; 4 – standard projects that would continue to require P&Z and DRB approval.</p> <p>Mr. Knight said changes were also made to the appeals process to make them consistent throughout the ordinance; he referred to page 3 of his staff report and the list of items to make the language clearer and more consistent with the ARS language (state statute). He said the most important was item no. 5 – section 303.4.A., 3., which addresses the qualifications of a potential appellant. He then opened the discussion to questions and comments.</p> <p>Mayor Dillenberg asked Ms. Gallagher if the note from Jerome resident Margie Hardie was related to this item. Ms. Gallagher read Ms. Hardie’s comments to the Council.</p> <p>Ms. Harvey said that she had major changes she wanted to bring up. She first addressed sheds and any additions and said it was previously decided that they must go before P&Z and DRB. Ms. Harvey said she agreed with Ms. Hardie, that giving that kind of power to one person is not wise. She continued and said she was uncomfortable with many of the changes and listed a few of the issues.</p> <p>Dr. Dillenberg suggested Ms. Harvey and perhaps Ms. Moore meet with Mr. Knight to discuss the issues in depth, as it was obvious the Council would not be deciding on this item at this meeting.</p>																																										

	<p>Vice Mayor Worth agreed with Sage. She made a motion to table the item for review so that the zoning administrator, one councilmember, a P&Z member, a DRB member, and the town manager could meet to discuss.</p> <p>Ms. Moore said she would like to wait on many of the changes until the design guidelines are in place.</p> <p>Mayor Dillenberg asked about setting up a committee of 2-3 councilmembers and others. Ms. Gallagher explained the options of having the committee report back to Council or to her, town manager, and that the latter would be easier. The mayor agreed with having the committee report to her.</p> <p>Ms. Moore said it would make more sense to wait on some of these major changes until after the State Historic Preservation Office (SHPO) weighs in with the design guidelines.</p> <p>Ms. Barber said she agreed with what had been stated and suggested calling it a work group with one or two councilmembers only. She also felt having the design guidelines in place would be helpful.</p> <p>Ms. Gallagher asked if that the whole process would be tabled until after the guidelines from SHPO are in place.</p> <p>Vice Mayor Worth amended her motion to include “with consideration of the SHPO guidelines during the process.”</p> <p>Ms. Gallagher suggested expanding the motion to include Resolution 610 <u>and</u> Ordinance 470 (next item).</p> <p>Motion to Table Resolution 610 and Ordinance 470 with consideration of the SHPO guidelines during the process</p> <table border="1" data-bbox="386 598 1390 726"> <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>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DILLENBERG</td> <td></td> <td></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	X				DILLENBERG			X				HARVEY			X				MOORE			X				WORTH	X		X			
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	<p>ITEM #7E: FIRST READING: ORDINANCE NO. 470, AN ORDINANCE OF THE TOWN COUNCIL OF JEROME, ARIZONA AMENDING SECTIONS 106, 302, 303.1, 303.2, 303.3, 303.4, 304 AND 502 OF THE JEROME ZONING ORDINANCE RELATED TO ADMINISTRATIVE APPROVAL AND THE APPEALS PROCESS FOR CERTAIN TYPES OF PROJECTS</p> <p>Council may conduct the first reading of Ordinance No. 470.</p> <p><i>This ordinance was tabled along with Resolution 610 (see above).</i></p>																																										
<p>ITEM #8: 7:02 (n/r)</p> <p>8:08 (1:03:53)</p>	<p>UNFINISHED BUSINESS</p> <p>ITEM #8A: APPOINTMENTS TO BOARDS</p> <p>Council may make appointments to the Planning & Zoning Commission and Design Review Board.</p> <p>Mr. Knight said a few words about Jerome resident Lori Riley, who had volunteered to serve on the Jerome Planning & Zoning Commission.</p> <p>Ms. Riley introduced herself and expressed her wish to give back to the town.</p> <p>(Clerk’s note: The appointment was to fill the vacant seat for the term ending February 28, 2024.)</p> <p>Motion to Appoint Lori Riley to the Planning and Zoning Commission</p> <table border="1" data-bbox="386 1247 1390 1375"> <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></td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HARVEY</td> <td></td> <td>X</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> <p>ITEM #8B: COVID-19</p> <p>Council will again discuss plans and timeline for reopening Town Hall and the library, resuming the weekend shuttle service, and conducting in-person public meetings.</p> <p>Ms. Gallagher shared information about other local municipalities and how they’re conducting business. She reported that most if not all the town staff has received their vaccinations, and that they would be comfortable opening as of April 1 if the downward trend of COVID cases continues and if masks and social distancing are required. She also said the library is not comfortable opening that soon; that library staff has not received vaccinations and are concerned about visitors not complying with requirements. They are following the county library and are considering reopening May 1.</p> <p>Ms. Barber suggested waiting until May so that town hall is open at the same time as the library.</p> <p>Vice Mayor Worth would like to see that all of town staff and library volunteers who plan to be vaccinated have been vaccinated before opening to the public.</p> <p>Mayor Dillenberg said May 1 may be more appropriate and well after the Jerome vaccination event(s).</p> <p>Ms. Harvey suggested maintaining the status quo and discussing the item again at the April council meeting.</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>8:14 (1:09:30)</p>	<p>ITEM #8C: REVIEW OF OVERDUE RENTAL AND UTILITY PAYMENTS</p> <p>Council will review the status of overdue rental and utility payments and may direct staff in this regard.</p> <p><i>Ms. Gallagher referred to a chart in the agenda packet that showed received payments. She said the town did get a couple of payments after the letter was sent, but the question is what to do and when. She said one suggestion is to follow the status quo until town hall reopens.</i></p> <p><i>Vice Mayor Worth agrees with being somewhat flexible but also thinks weekly attempts need to be made to communicate and compel people to act, and perhaps deal with accounts case by case. She asked if the two accountholders sent to collections were on the chart, which they were not. She also asked how in 90 days one account could reach over \$2800 in charges. Ms. Gallagher said it was a commercial account that typically builds the balance due and then pays, so it was not a major concern.</i></p> <p><i>Councilmember Harvey agreed that waiting until town hall opens may be wise. She reminded everyone that the two accountholders sent to collections was because of no response. Now commercial accounts are not responding and need to be held responsible or sent to collections as well.</i></p> <p><i>Ms. Gallagher said another recourse is to turn the water service off to premises with delinquent accounts, and that one commercial and one residential account are of particular concern due to past actions.</i></p> <p><i>Mayor Dillenberg said the town must be fair, but accountholders must be responsible.</i></p> <p><i>Ms. Barber agreed with Ms. Worth and Ms. Harvey that the accountholders on the chart need to communicate with the town. She suggested May would be the time to discontinue water service to those who do not respond to communication from the town.</i></p>
<p>8:20 (1:15:39)</p>	<p>ITEM #8D: JOB DESCRIPTION AND REQUIREMENTS: CHIEF OF POLICE</p> <p>Council will discuss the job description and requirements, including residency, for the Chief of Police.</p> <p><i>Ms. Gallagher said that at the request of the vice mayor, a current job description for the Chief of Police was included in the agenda packet and provided by Chief Muma himself, and that it was up to Council to decide what they like or don't like about it.</i></p> <p><i>Vice Mayor Worth clarified that the reason for requesting updated job descriptions, specifically those the Council is involved with along with department heads, was to work toward a succession process. She said the descriptions correlate with the job, not to the person who currently holds the position. Vice Mayor offered to sit with Chief Muma to discuss her extensive annotations to get best practices in place for now and the future. Mayor Dillenberg said he would be fine with this if Chief Muma was okay with it, and said it was to prepare for the chief's retirement in the next four years.</i></p> <p><i>Ms. Moore asked if Chief Muma had any comments at this point.</i></p> <p><i>Chief Muma said he was asked by Ms. Gallagher to provide the job description and that he has job descriptions for all JPD personnel except for the parking meter attendant. He said the current job description was the one used to hire him. Chief Muma said he expected the discussion to be about residency, which he strongly supports and believes it should be maintained. After 35 years of doing this, he sees it as necessary and something Council will have to consider for the future when he "pulls the pin."</i></p> <p><i>The mayor wholeheartedly agreed with the chief and said he would appreciate him meeting with the vice mayor.</i></p> <p><i>Ms. Harvey said she and Ms. Moore discussed the wording regarding mandatory residency for the chiefs of police and fire, and both felt it was necessary to keep residency as part of the job requirements. She mentioned a 1-million-dollar grant for affordable housing that the town could apply for next year and possibly get funding to build out the Hotel Jerome.</i></p> <p><i>Ms. Gallagher said she had information on the grant but that it may not continue; the grantors said they would be in touch.</i></p> <p><i>Mayor Dillenberg said he hoped they could make the Hotel Jerome a nice place to offer as a residence for future chiefs.</i></p>
<p>8:39 (1:23:10)</p>	<p>ITEM #8E: DISTRICT SIGNS</p> <p>The Zoning Administrator will provide an update regarding district signs.</p> <p><i>Mr. Knight said he had talked to many Jerome business owners about the district signs and that almost all agree that they should go. He said the consensus was that a good replacement would be a town map showing key features, which Mr. Knight enumerated as he shared his notes on screen (e.g., restrooms, town hall, police station, fire station, "no go" residential zones, etc.). Businesses would not be detailed on the map and the map itself would need to be made of a weather-resistant material. He said a QR code could be used to link visitors to a detailed map of businesses, perhaps even the Jerome Chamber of Commerce map; or a brochure box next to the map filled with paper maps, although this would be costly and would potentially create litter across town. Mr. Knight then talked about possible locations for the map: near Middle Park, 300 level, scenic view stop on Hampshire, etc. He said if the Council wanted to act, the first step would be to remove the district signs and direct staff to start work on a map and estimated costs.</i></p> <p><i>Mayor Dillenberg suggested including a local emergency number on the maps. Mr. Knight said the locations of defibrillators would also be helpful.</i></p> <p><i>Ms. Harvey recommended the item be added to the April meeting agenda for further discussion.</i></p> <p><i>Mr. Knight said he would reach out to sign manufacturers in the meantime.</i></p> <p><i>Ms. Moore said no to the paper maps.</i></p>

8:39 (1:34:36) **ITEM #8F: HOTEL JEROME**
 Council will review the status of improvements to the Hotel Jerome and the next steps in the process.

Ms. Gallagher updated everyone on the work done at Hotel Jerome and listed projects completed and in progress: asbestos removal paid for by ADEQ; new roof funded by USDA with a contribution from the artists co-op; the town paid for installed safety rails in the stairwell and elevator shaft; lead paint abatement was done on the second floor, fully funded by ADEQ; windows were replaced on the upper floors, which were paid for by the town and USDA Rural Development; the replacement of the plate-glass windows in front at street level is planned, and the artists co-op has contributed \$5k toward that cost; and town crew has boarded some windows on the south side of the building for security. Ms. Gallagher said next is lead paint remediation on the 3rd and 4th floors (ADEQ) and then installation of a fire escape that would have to go through the bidding process, funding, and design approval. An ADA-compliant elevator is also needed, as are architectural plans for floors 2–4. Hunter Bachrach had suggested NAU or ASU could possibly offer pro bono help, and that he envisioned four to six apartments on each floor. Ms. Gallagher said utilities would also have to be hooked up, a project manager is needed (Mr. Knight is willing but also quite busy), and optimistically envisions work on the actual apartments starting in 2024.

Ms. Moore suggested a walk-through with the building inspector for the Council’s benefit.

Ms. Barber said she would do some “tree shaking” to get support and suggested Mayor Dillenberg call NAU for support.

Ms. Gallagher said she would reach out to ADEQ about the lead paint abatement and said architectural plans can happen anytime.

Vice Mayor Worth suggested she and Ms. Barber would split the duties of managing the project. She mentioned a FEMA life safety grant that perhaps the town could pursue for a sprinkler system and fire escape. She also asked if an elevator was necessary and that she had spoken with the town’s APS community rep in the past who had offered assistance with the hotel when the time comes.

Ms. Moore asked if the other councilmembers would be interested in a field trip and perhaps they could determine how many apartments on each floor. She said that when the county installed the town hall elevator, it cost \$200k. Ms. Gallagher pointed out that there is an existing elevator shaft at the Hotel Jerome and that she would coordinate a field trip to the hotel.

ITEM #9: NEW BUSINESS

7:03 (0:08) **ITEM #9A: USE OF WILDLANDS REVENUES FOR REPLACEMENT OF HANDICAP RAMP**
 Council will review and may approve a request by the Fire Chief to utilize certain wildlands revenues to replace the handicap ramp at the Fire Station.

Chief Blair talked briefly about the existing wooden handicap ramp and said it should be replaced with noncombustible material. He said approximately \$10K would be needed to make it out of steel; that he would like to use wildlands funding to buy the materials, and that the fire department would provide the labor to construct it. The chief said that the goal was to eventually make the fire station an evacuation center for the community.

Motion to Approve use of \$10,000 in wildlands revenues for new handicap ramp at fire station

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

7:06 (1:38) **ITEM #9B: COVID VACCINATION EVENT**
 Mayor Dillenberg will discuss plans for a COVID vaccination event in Jerome by Spectrum Healthcare.

Mayor Dillenberg spoke highly of his experience receiving his vaccination through Spectrum Healthcare, then introduced Sunshine Dean, vice president of Integration.

(2:40) Ms. Dean said they have a mobile team that can go to any part of Yavapai County and service up to 1,000 people per day. She said they would need support with tables and chairs and space to allow for observation. She then named who in the population is eligible right now and that the Moderna vaccine would be available, although if the Johnson & Johnson (J&J) vaccination is ready by the day of the Jerome event, they can provide it as well. Ms. Dean said a second event could be scheduled for Jerome residents not in the current categories eligible to receive the vaccination and that for now the goal is to be in Jerome by the end of the month and that they also plan to reach out to homebound residents.

Mayor Dillenberg said the county supervisors are honoring state mandates and that he would like to wait until the J&J vaccination is available. He said he is excited to be able to bring this service to Jerome.

Vice Mayor Worth expressed her enthusiasm for the event and the opportunity it presents for residents as well as town workers and volunteers who might have missed the first round of vaccinations through the county.

Ms. Harvey asked if Jerome could start with Moderna vaccines but also do another event with the J&J vaccine.

(7:26) Ms. Dean said they would have to justify coordinating a second J&J vaccine event with a big enough group but they can likely make accommodations.

	<p><i>Ms. Gallagher said she can work with Ms. Dean on scheduling and location and suggested the 300-level parking lot (rather than Spook Hall where parking would be an issue). She asked if people could stay in their cars if the weather is bad.</i></p> <p><i>Ms. Dean said it would be preferred to have folks outside and observable (and not behind the wheel), but that they can also be flexible if the weather doesn't cooperate and return the next day. She said they don't want Spectrum staff outside in bad weather either.</i></p>
<p>8:49 (1:44:40)</p>	<p>ITEM #9C: TINY HOMES</p> <p>Council will discuss and may initiate an amendment to the Jerome Zoning Ordinance to allow tiny homes.</p> <p><i>Mayor Dillenberg said Jerome needs affordable housing and that it's time to amend the zoning ordinance to allow tiny homes.</i></p> <p><i>Mr. Knight said many local jurisdictions are amending their ordinances to approve tiny home projects, most recently Clarkdale. He said a tiny home is not necessarily on wheels, a popular misconception, and that they are generally defined as a small house under 400 sq ft (some definitions go up to 600 sq ft). The Jerome ordinance currently prohibits new homes less than 850 square feet in the residential zones. Mr. Knight then described three categories of tiny homes: 1 – on wheels, often lumped with RVs; 2 – constructed on site or trailered to the site on a permanent foundation; 3 – site-built home.</i></p> <p><i>Mr. Knight said if the Council is interested in amending the town zoning ordinance, they could initiate the process and decide on a definition for tiny home as well as allowable density. He listed examples of other tiny-home conversions (e.g., school buses, shipping containers, yurts, etc.) and said aesthetic standards also need to be delineated.</i></p> <p><i>Ms. Barber asked what zones Clarkdale has approved for tiny homes. Mr. Knight replied that the project is in their R4 zone, which is where mobile homes are allowed. Ms. Barber said affordable housing is needed but the town must be careful about how it's done.</i></p> <p><i>Ms. Worth said she would like to see what Clarkdale is doing and would like to do further research before moving forward.</i></p> <p><i>Mayor Dillenberg said he simply wanted to get the subject on the table and knows the infrastructure and other projects are priorities. He said other communities are going down this road and he wants to address affordable housing in a way that is appropriate for Jerome.</i></p> <p><i>Ms. Harvey talked about water and sewage use in a tiny home and how it would not be any different than in a regular home. She said the wastewater plant especially needs to be considered before starting any new building in town; she is also afraid tiny homes meant as affordable housing would quickly turn into vacation rentals.</i></p> <p><i>Mayor Dillenberg said he was open to suggestions on how to provide affordable homes and thought tiny homes would be a viable option.</i></p> <p><i>Ms. Moore said with the historic nature of the town, tiny homes would need to fit in. She said she would like to first look at existing buildings and see if they could be used.</i></p> <p><i>(1:59:36) Jerome resident Lacey Ritter said she appreciated what the mayor and Ms. Harvey had to say, and that people really do need affordable housing. She said it's such an issue, she doesn't see tiny homes becoming vacation rentals.</i></p> <p><i>(2:00:57) Jerome property owner Cameron Sinclair spoke about the pros and cons of tiny homes. He said they would need to be heavily regulated by Jerome; parking would be an issue. If the town went forward with tiny homes, a refined, focused definition of what would be allowed would be crucial. He shared a link in the Zoom chat feature to an article about an architectural group working with L.A. in a way that lets the city decide what would be allowed. Mr. Sinclair said regulations around tiny homes are in place to encourage owners to keep them as housing rather than turning them into vacation rentals.</i></p> <p><i>Mayor Dillenberg asked Ms. Gallagher to share the link Mr. Sinclair had posted with the Council.</i></p>
<p>9:09 (2:04:49)</p>	<p>ITEM #9D: BEES IN JEROME</p> <p>Council will resume discussion of bees in Jerome and may direct staff in this regard.</p> <p><i>Mayor Dillenberg spoke about mason bees versus honeybees and how they're good for gardens, don't sting, and don't live in hives.</i></p> <p><i>Ms. Harvey shared a recent incident on her street where she helped a woman who was attacked by bees and said that Jerome resident Jackie Muma had heard swarms on Douglas Road. Ms. Harvey went down to Douglas Road and discovered honeybees and had no problem with them; however, she believes that the bees at her home are Africanized, and she has three of them in her freezer so that someone can identify them. Ms. Harvey said she thinks there must be hives in Jerome that need to be removed after someone has officially classified them.</i></p> <p><i>Mayor Dillenberg expressed his support to come up with a solution to the problem.</i></p> <p><i>Ms. Barber suggested contacting the beekeeper who had spoken at a recent Council meeting. She also suggested getting lids on the dumpsters, although if the Africanized bees can be removed, the town may not need to take this step. Mr. Knight said lids would not keep bees out of the dumpsters. A brief discussion ensued.</i></p> <p><i>Ms. Gallagher said Public Works Director Marty Boland was already looking at trashcans with lids for the business district. Ms. Barber said it needs to be a swinging lid.</i></p> <p><i>The mayor said this cannot be put off any longer and wants the trashcan lids in place as soon as possible.</i></p>

9:17 (2:12:24) ITEM #9E: TELECOMMUNICATIONS FACILITIES

Council will discuss and may initiate an amendment to the Jerome Zoning Ordinance regarding telecommunications facilities.

Mr. Knight said this discussion has been postponed several times because of a lawsuit that has finally been settled in the 9th Circuit Court of Appeals and that model ordinances are circulating, including one from the League. He pointed out that the risk of adopting a stringent ordinance is that it could be challenged by larger telecom companies and that Sedona's ordinance is a decent model though it may not be up to date with the case decision. Mr. Knight said if the Council is interested in initiating this, P&Z can start the process.

Mayor Dillenberg said he wanted to move in the right direction, not be taken advantage of by the telecom companies, and wants what is best for Jerome.

Ms. Barber said she has read that jurisdictions have limited telecom, including 5G, based on aesthetic, health, environmental, and other concerns. She said the FCC now requires telecom companies to prove a need; Jerome doesn't need 5G, although it is supposedly safe if run along fiber optics. She referred to two websites for more information: Americans for Responsible Technology and Children's Health Defense Network. Ms. Barber said the town already has antennas at the high school and on Sunshine Hill, so future antennas could be collocated at those sites and not brought into town. She said she is willing to meet with Mr. Knight to discuss how to keep 5G small cell sites out of the residential and business districts with the "\$5 million view."

Ms. Moore said she sent out a document written by an attorney to Mr. Knight, Ms. Gallagher, and Ms. Barber with suggestions for ordinances that could be used for Jerome. She gave an example about antenna regulations and testing to make sure they fall under FCC requirements, and that the town can also control where the antennas are installed (i.e., industrial vs. residential zones). She said town attorney Bill Sims also supplied information from the lawsuit that could be used in the ordinance.

Ms. Barber pointed out that Sedona is not a historic landmark and that she would be willing to work with Ms. Moore and Mr. Knight on an ordinance. Ms. Moore confirmed that she was willing to assist.

ITEM #10: 9:27 (2:22:38) TO AND FROM THE COUNCIL

Council may direct staff regarding items to be placed on a future agenda.

Mayor Dillenberg asked Ms. Moore for her thoughts on the water rate system idea from Mr. Bartell and adding the item to the April agenda. Ms. Moore said she has talked to Mr. Bartell about it and updated him on the sewer plant upgrade. She expressed concerns about the water and sewer rates and charging for water used for gardening. Discussion ensued and it was decided to tentatively put the item on the May agenda.

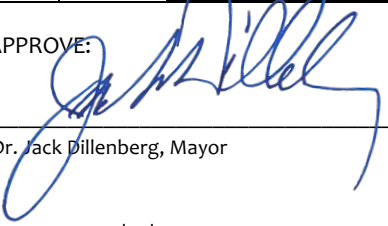
Vice Mayor Worth suggested that Council consider holding more than one regular meeting per month. She said it would allow for better preparation of as well as shorten the meetings. She said Jerome is the only municipality in the state that has only one regular meeting scheduled each month.

Mayor Dillenberg shared his appreciation for everyone's hard work.

ITEM #11: ADJOURNMENT

Motion to Adjourn at 9:33 p.m.

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

APPROVE: 

Dr. Jack Dillenberg, Mayor

ATTEST: 

Candace B. Gallagher, CMC, Town Manager/Clerk

Date: 4/14/2021