



# TOWN OF JEROME

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## MINUTES

### SPECIAL MEETING OF THE JEROME TOWN COUNCIL COUNCIL CHAMBERS, JEROME TOWN HALL, 600 CLARK STREET, JEROME, AZ MONDAY, APRIL 18, 2022 AT 11:00 A.M.

<p><b>ITEM #1:</b> 11:00 (0:01)</p>	<p><b>CALL TO ORDER/ROLL CALL</b></p> <p>Mayor/Chairperson to call meeting to order.  <i>Mayor Jack Dillenberg called the special meeting to order at 11:00 a.m.</i></p> <p>Town Clerk to call and record the roll.  <i>Town Manager/Clerk Candace Gallagher called the roll. Present were Mayor Jack Dillenberg, Vice Mayor Alex Barber, and Councilmembers Sage Harvey and Jane Moore.</i></p> <p><i>Staff present included Town Manager/Clerk Candace Gallagher, Zoning Administrator Will Blodgett, Deputy Town Clerk Kristen Muenz, and Librarian Kathleen Jarvis.</i></p>																																			
<p><b>ITEM #2:</b> 11:01 (0:39)</p>	<p><b>APPROVAL OF MINUTES</b></p> <p>March 14, 2022, special meeting</p> <p><b>Motion to approve March 14, 2022, special meeting minutes</b></p> <table border="1" data-bbox="414 1031 1417 1136"> <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>X</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> </tbody> </table>	COUNCILMEMBER	MOVED	SECONDED	AYE	NAY	ABSENT	ABSTAIN	BARBER	X		X				DILLENBERG			X				HARVEY		X	X				MOORE			X			
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<p><b>ITEM #3:</b> 11:01 (1:06)</p>	<p><b>INTERVIEWS WITH TOWN MANAGER APPLICANTS</b></p> <p>Council will conduct interviews with applicants for the position of Town Manager. At agenda preparation date, interviews were scheduled with Theresa Coleman and John Schempf. Other applicants may be interviewed. Following the interviews, Council may convene in executive session pursuant to A.R.S. § 38-431.03 (A)(1) to discuss the various applicants.</p> <p><i>Applicant Theresa Coleman was welcomed by council.</i></p> <p><i>Councilmember Jane Moore asked why the applicant would be a good fit for the community and what would be the greatest challenge facing the town that she would have to tackle.</i></p> <p><i>Ms. Coleman replied that she has experience with historic districts and historic preservation, and public utilities. She said that Jerome is lacking workforce housing initiatives. She believes the biggest challenge is retaining full-time residents within the community.</i></p> <p><i>(5:17) Ms. Moore asked Ms. Coleman to describe her biggest career mistake and what she learned.</i></p> <p><i>Ms. Coleman explained that her biggest mistake involved communication with her community. She described a street improvement project that had caused some concerns and she wished she had handled communication differently to allay some fear.</i></p> <p><i>Ms. Moore asked, if Ms. Coleman become town manager, what she hoped to learn in the first six months.</i></p> <p><i>Ms. Coleman replied that she would learn from department heads on successes, needs, and challenges. She would read the Town codes.</i></p> <p><i>(9:30) Councilmember Sage Harvey questioned an item on Ms. Coleman’s application regarding having been discharged from employment from the Town of Bisbee.</i></p> <p><i>Ms. Coleman explained that she had been replaced by the new Mayor of Bisbee. They then negotiated a separation agreement in accordance with city code and she resigned her position.</i></p> <p><i>Ms. Harvey asked the applicant if she has experience as a clerk and if she felt she could fill both roles.</i></p> <p><i>Ms. Coleman responded that she was both a city administrator, treasurer, and certified clerk in Spring Gove.</i></p> <p><i>Ms. Harvey asked Ms. Coleman to describe the town manager’s role in relation to department heads and establishing a leadership role.</i></p>																																			

Ms. Coleman said that department heads are important team members. She feels that meetings and reports are good ways to know what is happening and department heads are knowledgeable about their communities.

Ms. Harvey asked for a description of a difficult personnel matter, what made it difficult and if it should have been handled differently.

Ms. Coleman described a situation with a department head who had drafted a resolution to replace her as city manager. She had to work with the city attorney and investigated actions taken by the individual. She believed that it was handled well.

Ms. Harvey asked for a description of the applicant's experience with administering municipal budgets.

(14:14) Ms. Coleman responded that she handled city budgets, enterprise funds, and utilities. She has experience with infrastructure funding, rate schedules, and annual budgets.

Ms. Harvey asked for a rating of computer tech competence between 1 to 5.

Ms. Coleman rated her competence at 4.5.

Vice Mayor Alex Barber asked for an elaboration on the different cities Ms. Coleman managed.

Ms. Coleman described some of the towns and cities she previously worked for in varying roles.

Ms. Barber asked for a rating of the applicant's knowledge of Arizona's Open Meeting Law from 1 to 5.

Ms. Coleman rated her knowledge at 4.75.

(21:13) Ms. Barber asked Ms. Coleman to describe the relationship between the town manager and council.

Ms. Coleman responded that she has an open-door policy and will also communicate individually, being careful not to violate Open Meeting Law.

Ms. Barber then asked about grant fund experience.

Ms. Coleman explained that she has worked with engineering firms, volunteers, and consultants, to write grant applications for funding for projects.

Ms. Barber asked, if Ms. Coleman were offered the job, would she be willing to move.

Ms. Coleman said she currently lives in Flagstaff and owns a home in Prescott.

(24:17) 11:24 Ms. Harvey asked for Ms. Coleman's opinion on vacation rentals.

Ms. Coleman commented that the original concept of allowing people to rent rooms has resulted in less workforce housing. She believes there are ways to encourage homeowners to participate fiscally.

Ms. Gallagher asked if Ms. Coleman would agree to being discussed in closed session. Ms. Coleman replied that was fine.

Member of the public, Nancy Robinson, asked if Ms. Coleman was allergic to cats. She responded that she was.

Jera Peterson of the Planning & Zoning Commission asked if Ms. Coleman has worked with S.H.P.O.

Ms. Coleman described past experiences with S.H.P.O.

Zoning Administrator Will Blodgett expressed that familiarity with historic preservation is vital.

Ms. Coleman asked about council's preferred avenue of communication. Council responded with "direct," and "honest."

(33:50) 11:34 p.m. Ms. Coleman asked how the council members balanced personal relationships with town code. Each of the council members responded in turn. They stressed the importance of hard work, honesty, a desire to work with and communicate openly with the community, fair and equal treatment, and recognizing that others will have different opinions than their own.

Ms. Barber also explained that everyone on all of the boards is a volunteer who does the work because of their love for Jerome.

Ms. Gallagher commended everyone on the council for their hard work and dedication.

The council thanked Ms. Coleman for attending.

(45:42) 12:03 John Schempf was thanked for coming to the meeting.

Councilmember Moore asked Mr. Schempf what his impression is of Jerome, why he would be a good fit and what he would bring to the town.

Mr. Schempf stated that he was impressed with Jerome's success considering the limited resources and volunteer base. He said he can bring years of experience with small towns from several states.

(50:38) Ms. Moore asked what the applicant's biggest mistake was, what he learned from it and how he would deal with it in future

Mr. Schempf described taking a job in a California town in crisis. Due to many issues the town was facing, he wished that he had spoken to people in the area before making the move.

Ms. Moore asked what he hoped to learn in the first six months and what he could teach Jerome.

Mr. Schempf replied that he would spend the first six months doing a lot of listening and less talking. He would need to get to know the issues Jerome faces, to involve council, and not make hasty decisions.

(1:00:18) Councilmember Harvey asked if he had experience as a clerk and whether he could fulfill both roles.

Mr. Schempf replied that he is doing both now, without assistants.

Ms. Harvey said that Jerome has great department heads. She asked how Mr. Schempf would establish a leadership position and promote teamwork and communication.

Mr. Schempf stated his habit is to have weekly staff meetings. He feels this is helpful for scheduling projects and avoiding conflicts. He also said its good to encourage teamwork, share with staff and find workarounds.

(1:05:39) 12:23 Ms. Harvey asked Mr. Schempf to describe his most difficult personnel matter, what he learned and if he should have handled it differently.

Mr. Schempf described an instance where he fired an employee, which he now regrets and wishes he had been more flexible.

Ms. Harvey asked for a description of his experience preparing and administering municipal budgets.

Mr. Schempf said the budget is the most important thing a manager and council does and spoke briefly about the process.

Ms. Harvey asked Mr. Schempf for a rating of his competence with computer technology, and he rated himself at 3.5.

(1:18:09) Ms. Barber asked the applicant to elaborate on his managerial experiences.

Mr. Schempf described his involvement with the Navy R.O.T.C. program and Coast Guard. He said he has been in management his whole life, including as a town manager, and enjoys it. He also stated that employee retention is important, especially for small towns, as it's hard to replace experience.

(1:22:31) 12:40 Ms. Barber asked Mr. Schempf to rate himself on his knowledge of Arizona Open Meeting Law from 1 to 5 and he responded 5.

Ms. Barber then asked for a description of his experience with grant funds for municipal projects.

Mr. Schempf replied that he's not an expert, but he will call experts for help. He said the key to grants is not to be seduced by the amount until checking eligibility or you may be wasting your time.

Ms. Barber asked the applicant to describe the relationship between a town manager and council.

Mr. Schempf said his job is to make sure that council knows everything he knows so that everyone is on the same page. He also feels it is important to distribute his time between each member to be fair.

Ms. Barber asked Mr. Schempf if he was willing to relocate and he responded that he was.

Mayor Dillenberg thanked Mr. Schempf for his service in the Coast Guard and asked where he did his government management.

Mr. Schempf answered that was in Vermont, where he did some grant writing and worked for a national park.

Dr. Dillenberg asked Mr. Schempf if he had any questions.

Mr. Schempf asked Candace Gallagher when she was retiring.

Ms. Gallagher responded that her last day would be July 28<sup>th</sup>

(1:34:40) P&Z Commissioner Jera Peterson asked Mr. Schempf if Colfax hired him to expand the economic base by encouraging tourism. Also, how he felt about balancing residents and tourism.

Mr. Schempf replied that yes, he had been hired to assist with opportunities to expand tourism, but Colfax faced a lot of problems. It is built up with no room for expansion. They do have an opportunity for tourism, as it is an Amtrak stop, but financial difficulties as a result of purchasing an expensive off-the-shelf and unproven wastewater plant that didn't work properly present a challenge. He had some experience with tourism while working in Vermont and said it's important to find a balance between the values of both tourists and locals and not to show favoritism.

Ms. Peterson then asked about his experience with S.H.P.O.

Mr. Schempf said he had some experience, was a member of a historic society and has respect for historic property.

Zoning Administrator Will Blodgett explained to Mr. Schempf that Jerome has front-burner issues such as parking and affordable housing which will require out of box thinking.

Mr. Schempf suggested several ways to deal with parking, such as a shuttle or trolley.

Ms. Gallagher mentioned she would prefer to work with her replacement before she leaves. She also asked Mr. Schempf if he had any objections to being discussed in a closed session.

Mr. Schempf replied that he did not have any objections.

(1:51) Council took a short break (end of part 1 of audio recording).

(0:22 of part 2) 1:23 Council returned from break.

Councilmember Moore stated that she would like to include Town staff who were present at the meeting in the closed session discussion about to take place.

**Motion to enter executive session with members of staff present at 1:24 p.m.**

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG			X			
HARVEY		X	X			
MOORE	X		X			

**ITEM #4:**  
**2:09**  
**(1:10)**

**PURCHASE OF REAL PROPERTY**

Council will discuss the possibility and feasibility of purchasing a residential property in Jerome. A portion of the discussion may take place in executive session with the Town Attorney, pursuant to A.R.S. § 38-431.03 (A)(3), (A)(4) and (A)(7).

**Motion to enter executive session with Zoning Administrator Will Blodgett present**

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG			X			
HARVEY		X	X			
MOORE	X		X			

(2:07) 2:59 p.m. After reconvening, Councilmember Moore said that there is a house that will be going on sale soon. Some department heads are required to live in town and it would be good to have something to offer to someone taking these positions.

Mayor Dillenberg wanted to make the public aware of the potential opportunity to help employees. He suggested that staff reach out to the individuals responsible for the sale of property and seek legal advice .

Ms. Gallagher asked if council would like her to contact the real estate agent and put the item on the next agenda and they agreed.

(6:05) Member of the public, Nancy Robinson asked if it would have to go to voters and whether the money should instead be spent on the Hotel Jerome being turned into apartments.

Mayor Dillenberg confirmed it does not need to go before voters and that the Hotel Jerome is at the top of the list of projects.

Ms. Robinson asked if any other town properties could be turned into apartments.

Dr. Dillenberg replied that they are exploring all the options.

Jera Peterson asked, "can you say the address?"

Dr. Dillenberg said that council will find out and it will be at the main public meeting.

Ms. Moore commented that the house would be move-in ready, unlike any other properties that could require a lot of work. She said she is confident that current staff would agree they want the police and fire chief to live in town.

Vice Mayor Barber commented that the town does own vacant land, and some buildings, but it would be a lot of work to rehab anything to create housing as the town does not own anything residential.

Librarian Kathleen Jarvis commented that she felt it was a great idea, but that the Roberge house may sell fast.

Dr. Dillenberg agreed they should act quickly to create appropriate residential opportunities for future chiefs.

Councilmember Harvey wanted to point out that John McDonald does an amazing job caring for the Civic Center.

**ITEM #5:**

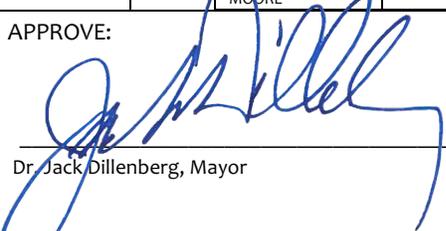
**ADJOURNMENT**

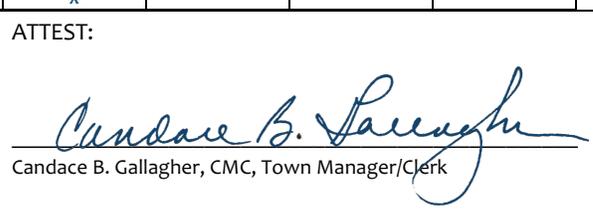
**Motion to adjourn at 3:13 p.m.**

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER		X	X			
DILLENBERG			X			
HARVEY	X		X			
MOORE			X			

APPROVE:

ATTEST:

  
\_\_\_\_\_  
Dr. Jack Dillenberg, Mayor

  
\_\_\_\_\_  
Candace B. Gallagher, CMC, Town Manager/Clerk

Date: 5/11/2022