



TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331
 (928) 634-7943
 www.jerome.az.gov

MINUTES

REGULAR MEETING OF THE JEROME TOWN COUNCIL COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA

TUESDAY, MAY 10, 2022, AT 7:00 P.M.

<p>ITEM #1: 7:00 (0:13)</p>	<p>CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. <i>Vice Mayor Alex Barber called the meeting to order at 7:00 p.m.</i> Town Clerk to call and record the roll. <i>Town Manager/Clerk Candace Gallagher called the roll. Present were Vice Mayor Alex Barber, and Councilmembers Sage Harvey and Jane Moore. Mayor Jack Dillenberg was present via Zoom and for that reason, had asked Vice Mayor Barber to chair this meeting.</i> <i>Staff present included Town Manager/Clerk Candace Gallagher, Finance Manager Melanie Atkin, and Deputy Town Clerk Kristen Muenz. Zoning Administrator Will Blodgett and Town Attorney William Sims joined via Zoom.</i> <i>It was agreed that the order of agenda items would be changed to accommodate those present. Item #9C was addressed first, followed by Item #7A, Item #2, Item #6, then Items #8A, 8B, 8C, 8D, 9A and 9B, followed by Items #3, 4, 5, 10 and 11. The items are presented here in the order originally agendized.</i></p>																																			
<p>ITEM #2: 7:23 (23:04)</p>	<p>FINANCIAL REPORTS Financial reports for April 2022 <u>Motion to accept the April 2022 Financial Reports</u></p> <table border="1" data-bbox="407 1045 1409 1150"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOTION</th> <th>SECOND</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>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> </tbody> </table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY	X		X				MOORE			X			
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<p>ITEM #3: 8:32 (1:32:39)</p>	<p>STAFF AND COUNCIL REPORTS Reports by the Town Manager/Clerk, Deputy Town Clerk, Utilities Clerk, Accounting Clerk, Public Works Department, Building Inspector, Library, Municipal Court, Police Chief, Fire Chief, and Council members. <i>(1:33:08) Ms. Gallagher reviewed her report . She mentioned that she worked with the next Town Manager, Brett Klein, to finalize his employment agreement and posted that Jerome was entering Stage 1 water restrictions. She congratulated Lyle Keith for completing 5 years of service, Librarian Kathleen Jarvis for 13 years of service, and Chief Blair for 15 years of service.</i> <i>Councilmember Jane Moore noted that there hasn't been water overflow for at least a week, so water consumption is matching flows from the springs and the water tanks for fire suppression won't be filling up.</i> <i>John Bartell asked for information on Brett Klein. Councilmember Harvey said that his resume, cover letter, and recorded interview are available online. Ms. Moore commented that Mr. Klein has an amazing background.</i> <i>Ms. Barber said that certain areas of the Verde Valley have been closed and Prescott National Forest has gone into fire restrictions. She wanted to remind people to be good stewards of the earth.</i> <i>Mayor Jack Dillenberg reported that he had a chance to visit with Senator Kyrsten Sinema.</i> <u>Motion to accept the April 2022 Staff and Council Reports</u></p> <table border="1" data-bbox="407 1591 1409 1696"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOTION</th> <th>SECOND</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> </tbody> </table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG			X				HARVEY	X		X				MOORE		X	X			
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<p>ITEM #4: 8:45 (1:45:00)</p>	<p>ZONING ADMINISTRATOR'S REPORT/PLANNING & ZONING AND DESIGN REVIEW BOARD MINUTES Minutes are provided for the information of Council and do not require action. <i>Zoning Administrator Will Blodgett read from his report, which included a description of an on-street parking inventory he has started. Ms. Harvey and Ms. Barber thanked Mr. Blodgett for starting work on the parking inventory.</i> <i>Ms. Moore asked if it would include an inventory of spaces required for existing uses.</i> <i>Mr. Blodgett responded he would gather real numbers first, then start looking at how many are dedicated per business versus how many exist.</i> <i>Ms. Moore said that there may be some people willing to volunteer to help Mr. Blodgett.</i></p>																																			

<p>ITEM #5: 8:50 (1:50:37)</p>	<p>APPROVAL OF MINUTES</p> <p>April 6, 2022 special meeting; April 12, 2022 special meeting (open and closed sessions); April 12, 2022 regular meeting; April 18, 2022 special meeting (open and closed sessions)</p> <p>At Councilmember Harvey’s request, two minor typographical errors were corrected in the minutes of April 12.</p> <p><u>Motion to approve the minutes of the April 6, 2022, April 12, 2022, and April 18, 2022 special Council meeting open and closed sessions</u></p> <table border="1" data-bbox="407 346 1409 453"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOTION</th> <th>SECOND</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> </tbody> </table> <p><u>Motion to approve the minutes of the April 12, 2022 regular Council meeting open session with minor corrections</u></p> <table border="1" data-bbox="407 548 1409 655"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOTION</th> <th>SECOND</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>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> </tbody> </table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG		X	X				HARVEY	X		X				MOORE			X				COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER		X	X				DILLENBERG			X				HARVEY	X		X				MOORE			X			
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<p>ITEM #6: 7:23 (23:46)</p>	<p>PETITIONS FROM THE PUBLIC</p> <p>Elias Jackson addressed Council to say that Jerome would benefit from road maintenance. He said that improving the roads would improve public safety and he would be excited for an opportunity to be part of the project.</p> <p>Vice Mayor Barber asked Mr. Jackson if he was offering to volunteer, or wanted to join the Public Works crew. Mr. Jackson replied that some finances would be necessary for the work.</p> <p>Ms. Barber said that budget meetings are public, and he could join them to talk about potholes.</p> <p>Councilmember Harvey clarified that the town planned to repair the infrastructure beneath some of the roads and that work had to be completed before they could repair the surface.</p> <p>John Bartell commented that Zoom meetings provided opportunity for participation from the public in council meetings.</p>																																																																						
<p>ITEM #7: 7:10 (10:27)</p>	<p>PRESENTATIONS</p> <p>ITEM #7A: APS: WILDFIRE SAFETY AND FIRE MITIGATION</p> <p>Representatives of APS will make a presentation regarding wildfire safety and fire mitigation.</p> <p>Darla Deville of APS gave her presentation. She explained that APS has protocols to provide safety during fire season. She mentioned their app, available for download, for announcements of fire or a need to de-energize lines to create fire breaks. She said that APS will remove vegetation to create defensible space around lines and will not use herbicides. Ms. Deville also described their project to encourage high country pollinators and said that they would provide a tree voucher to the town and seed packets for the public’s use.</p> <p>Mayor Dillenberg thanked Ms. Deville.</p> <p>(19:53) Vice Mayor Barber said that Jerome has been a Firewise Community for six years and noted that residents can apply to get assistance from the Fire Department to create defensible space around homes.</p> <p>Ms. Deville said it is highly commendable that Jerome has taken steps to become Firewise.</p>																																																																						
<p>ITEM #8: 7:29 (29:24)</p>	<p>UNFINISHED BUSINESS</p> <p>ITEM #8A: CONDITIONAL USE PERMIT – 511 MAIN STREET</p> <p>Council will review and may approve a Conditional Use Permit for the use of three residential apartments at 511 Main Street in the C-1 Zone. This CUP was recommended for approval by Council by the Planning & Zoning Commission on March 16, 2022.</p> <p>Vice Mayor Barber said that she would like to table this item until the Building Inspector and Zoning Administrator can do a walkthrough of the property.</p> <p>Ms. Moore asked what the plan was for the building.</p> <p>One of the owners, Mr. Bush, replied that they will have rental units on each of the top three floors and the jewelry store would remain on the ground floor. He mentioned that he had provided photos of the building’s interior.</p> <p>Ms. Barber said, from the photos, the space appeared to be renovated and there was contradictory information on the amount and usage of space.</p> <p>Mr. Bush said they would encourage a walkthrough. He explained that the units all had working toilets and baths or a shower, and they had replaced broken fixtures. He said the bathroom on the fourth floor had been used as storage.</p> <p>(33:52) Ms. Barber asked for clarification on whether they added a kitchen to the fourth floor. Mr. and Ms. Bush replied that the sink was already there, but they replaced it. Mr. Bush said they had not added any appliances, the kitchen had a mini fridge and hot plate.</p> <p>Ms. Barber said they could address the item further at a special meeting.</p> <p>Ms. Moore said the meeting would be contingent upon the walkthrough taking place beforehand.</p> <p>Zoning Administrator Will Blodgett said that he would arrange a walkthrough with Barry Wolstencroft and the applicants.</p> <p>Ms. Barber said that if council has all the information at hand, they can make better decisions.</p>																																																																						

Motion to table the conditional use permit to the May 31, 2022 special Council meeting

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

7:39 (39:25)

ITEM #8B: PURCHASE OF REAL PROPERTY FOR STAFF HOUSING

Council will review options for the purchase of housing for future staff. A portion of this discussion may take place in executive session pursuant to A.R.S. (A)(3), (A)(4) and (A)(7).

Ms. Moore said there is no affordable housing for the department heads that are required to live in Jerome. Council is moving forward with the Hotel Jerome, but it will be a while before it is livable, so they need to do something soon if they expect staff to move into town.

Council discussed an offer from Jay Kinsella to sell his home at 40 Rich Street to the Town for \$825,000. Ms. Harvey explained that the house offered for sale by Mr. Kinsella was much more expensive than the house Council had looked at previously, and therefore would not be affordable for the department heads. She also felt the public would disagree with spending so much on one house.

Mayor Dillenberg commented that it was a lot of money. He said the concept of purchasing a home was right, but they had to find the right place.

Ms. Barber thanked Mr. Jay Kinsella for the offer, but said the price was too high at this time.

7:43 (43:00)

ITEM #8C: TEMPORARY CONSTRUCTION EASEMENT FOR DRAINAGE IMPROVEMENTS

Council will review and may authorize acceptance from Verde Exploration Limited and Jerome Verde Development Company of a temporary construction easement needed for upcoming work by the town as part of the upcoming drainage improvements project funded by HURF Exchange funds.

Ms. Gallagher explained the importance of an easement, which would allow for work to be done on Douglas Road to improve drainage.

Motion to approve acceptance of a temporary construction easement

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

7:44 (44:35)

ITEM #8D: RESOLUTION NO. 640 – APPROVING BRIDGE LOAN FOR WASTEWATER TREATMENT PLANT IMPROVEMENTS

Council may approve acceptance of a bridge loan through the Arizona Community Foundation to fund work associated with planned improvements to our wastewater treatment plant. The loan will be repaid by future wastewater system funding from the USDA for the project.

Tim Stratton introduced himself as Bond Counsel and said that he had been asked to draft a resolution to authorize the town to enter into a bridge loan. The purpose of the loan is to provide seed monies to start the process of the wastewater treatment plant upgrade project, with repayment of the loan coming from future grant money.

Dr. Dillenberg said it is a great first step to achieve a solution.

Mr. Stratton said that the Arizona Community Foundation works with USDA and Rural Development to facilitate projects. The Foundation's board meeting will be on May 20, and they are prepared to approve the loan if Council chooses to move forward.

Motion to adopt Resolution No. 640

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

ITEM #9:

NEW BUSINESS

7:47 (47:28)

ITEM #9A: CONDITIONAL USE PERMIT – 123 HILL STREET

Council will review and may approve a Conditional Use Permit for the use of three residential apartments at 123 Hill Street in the C-1 Zone. This CUP was recommended for approval by Council by the Planning & Zoning Commission on April 19, 2022.

Ms. Barber said that previously, the plan was to build apartments at this location, with 14 tandem parking spots already okayed, and asked if there was a new direction now that the building had been sold.

Ms. Harvey stated that, for the apartments and retail space, they would need up to 22 parking spaces for the entire building. Bob Woods, representing the project, said there are four commercial spaces, and the useable area would not be the entire area. He explained that the largest space would be 1,200 square feet or less and the other spaces would be much smaller. Zoning Administrator Will Blodgett explained that the required parking will be based on the total useable floor space and certain areas, such as hallways, don't factor in.

Ms. Moore said that they are asking for a CUP for three apartments, which would require five spaces. As they have been approved for fourteen spaces total, the total retail space could only require nine spaces or less.

(54:05) Ms. Harvey said they need to know their exact square footage to determine how many parking spaces are needed.

Mr. Woods explained the project is building out in phases, and if they do not satisfy requirements, the town does not have to give them a certification of occupancy.
 Ms. Moore asked if they are putting retail space ahead of residents.
 Mr. Woods replied that the building's owner does not want to build a parking structure, and if they must reduce the commercial space based on parking, they will. In response to Ms. Moore, he said they have to start at the bottom and work up.
 Ms. Moore asked if the CUP could be contingent on their needing no more than 14 spaces.
 Ms. Barber asked if there was a plan for a fire escape. Mr. Woods answered that he did have plans to give to the Building Inspector and would also have sprinklers installed.

Motion to approve the conditional use permit with the conditions that the use will require no more than 14 parking spaces and that plans be finalized with the Building Inspector, Fire Chief and Zoning Administrator.

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

8:00 (1:00:23) ITEM #9B: TOUR BUSINESS LICENSE – COPPER CITY ADVENTURE COMPANY
 Council may approve an application for a tour business license for Copper City Adventure Company.
 Council and staff questioned the applicant, Michael Rhoda, about his business. It was determined that Copper City Adventure Company is not conducting tours in Jerome, so no tour business license would be necessary. In addition, because the business is based in Clarkdale, a Jerome business license would not be required. Council thanked Mr. Rhoda for attending and no action was taken.

7:01 (0:42) ITEM #9C: LEASES UP FOR RENEWAL
 Council will review the terms of the following leases which have expired and for which existing tenants have requested renewal, and may approve renewed leases for same:

- Jerome Civic Center – Studio: Christy Fisher
- Jerome Civic Center – Studio: Ginger MacKenzie
- Hotel Jerome – First floor storage unit: Chad Hembrough

Ms. Harvey said that the range of rent based on square footage, compared to state and national averages, is quite low and discussion ensued about raising the rates somewhat.
 Dr. Dillenberg asked if anyone has discussed potentially raising rates with the renters.
 Ms. Barber mentioned that renter Chad Hembrough was present and invited him to speak.
 Mr. Hembrough said that he enjoyed renting from the town and requested that the rates stay the same.
 Ms. Barber said that she would like for the other renters to be involved in the discussion and the possibility of tabling this item was mentioned
 Mr. Hembrough said that he was the only renter at the Hotel Jerome with a lease renewal as the others are on a month-to-month basis. He requested a renewal for another 3-year term. He said that he felt a 10% increase was fair and would like to conclude this at this meeting.
 Ms. Moore said that they could raise the lease rates by 10% and then discuss it again at budget time.

Motion to approve renewal of the leases listed above with a ten percent increase in rates

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

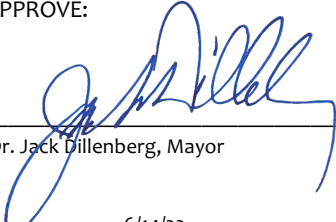
8:24 (1:24:45) ITEM #9D: DRAINAGE IMPROVEMENTS
 Council may approve a request by the Town Engineer and Mulcaire and Sons Contracting for permission to begin construction at 6 a.m. during the first three weeks of the Town's drainage improvements project.
 Ms. Gallagher explained the request from the contracting company, which involved starting their work earlier in the day during the first three weeks of the project.
 Ms. Barber said that the town needs these drainage improvements.
 Dr. Dillenberg asked that the local residents be made aware of the project due to the noise.

Motion to approve request for permission to begin construction at 6 a.m. for first three weeks of the Town's drainage improvements project

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

<p>8:26 (8:26:46)</p>	<p>ITEM #9E: JUNETEENTH</p> <p>Council will consider whether to add Juneteenth (now both a national and state holiday) as a Town holiday.</p> <p>Ms. Barber said that she felt Juneteenth is something that should be recognized as it is about something that was a crime against people. Ms. Harvey said she didn't think we need another holiday.</p> <p>Ms. Gallagher said the day is an important day worth recognizing, and Jerome was the first in the state to recognize Martin Luther King Jr. Day. Dr. Dillenberg asked Ms. Gallagher who would be impacted, and she responded only town employees.</p> <p>Ms. Moore said she is not opposed to making it a paid holiday.</p> <p>Ms. Barber said she thinks it is wonderful the town is going to recognize the day and the people who were oppressed.</p> <p><u>Motion to add Juneteenth as a Town paid holiday</u></p> <table border="1"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOTION</th> <th>SECOND</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></td> <td></td> <td></td> <td>X</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> </tbody> </table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG						X	HARVEY	X		X				MOORE		X	X			
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<p>ITEM #10: 8:52 (1:52:30)</p>	<p>TO AND FROM THE COUNCIL</p> <p>Council may direct staff regarding items to be placed on a future agenda.</p> <p>Ms. Harvey said that she would like a discussion on increasing business license fees and a microbrewery ordinance on the next agenda. Ms. Harvey would also like to have information about annexation brought to council and a discussion on wrap advertisements on business vehicles put on a future agenda.</p> <p>For clarification, Ms. Barber asked what we would annex.</p> <p>Ms. Harvey replied annexation of property around Jerome, to allow expansion and growth.</p> <p>Ms. Moore said that she would like to address housing for staff with residency requirements. She said they should investigate whether it would be less expensive to build or buy a house as prices are not going down. Also, when the inventory of the cemetery property is complete, she wished to discuss the options to sell or trade.</p> <p>Ms. Barber said that Council should talk with Verde Ex about some property options they mentioned.</p>																																			
<p>ITEM #11:</p>	<p>ADJOURNMENT</p> <p><u>Motion to adjourn at 8:59 p.m.</u></p> <table border="1"> <thead> <tr> <th>COUNCILMEMBER</th> <th>MOTION</th> <th>SECOND</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> </tbody> </table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER			X				DILLENBERG		X	X				HARVEY	X		X				MOORE			X			
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HARVEY	X		X																																	
MOORE			X																																	

APPROVE:



 Dr. Jack Dillenberg, Mayor

Date: 6/14/22

ATTEST:



 Candace B. Gallagher, CMC, Town Manager/Clerk