



TOWN OF JEROME

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MINUTES

REGULAR MEETING OF THE JEROME TOWN COUNCIL COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA TUESDAY, SEPTEMBER 13, 2022, AT 7:00 P.M.

<p>ITEM #1: 7:00 (0:03)</p>	<p>CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. <i>Mayor Jack Dillenberg called the meeting to order at 7 p.m.</i> Town Clerk to call and record the roll. <i>Town Manager/Clerk Brett Klein called the roll. Present were Mayor Jack Dillenberg, Vice Mayor Alex Barber, Councilmember Sage Harvey, and Councilmember Sonia Sheffield. Councilmember Jane Moore was absent. Staff present included Town Manager Brett Klein, Zoning Administrator Will Blodgett, Finance Manager Melanie Atkin, and Deputy Town Clerk Kristen Muenz.</i></p>																																										
<p>ITEM #2: 7:00 (0:34)</p>	<p>FINANCIAL REPORTS Financial reports for August 2022 <i>Ms. Harvey asked about an item listed in the General Fund report for program expenses. Ms. Atkin said she was not certain on that item. She did know that the Police Department contract expenses were due to a new officer that was hired. Ms. Harvey clarified, the expense was for the pre-employment tests and Ms. Atkin confirmed it was. Ms. Harvey also asked about a credit listed under Properties. Ms. Atkin explained that the town received a reimbursement from an insurance claim. Ms. Harvey questioned an item on the balance sheet listed as wages payable for parking expenses and Ms. Atkin explained that was an amount carried over from the previous year. Ms. Harvey then asked about a dumpster rental listed under Corporate Services. Ms. Atkin replied that Public Works had needed to order a dumpster in specially for someone, and that person will be receiving an invoice to reimburse the town for the cost. Dr. Dillenberg thanked Ms. Atkin for answering their questions. Ms. Atkin then said she had remembered the reason for the program expense Ms. Harvey first mentioned; it was for contract services from Candace Gallagher.</i></p> <p>Motion to accept the August 2022 Financial Reports</p> <table border="1" data-bbox="386 1390 1390 1522"> <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></td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>SHEFFIELD</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		SHEFFIELD			X			
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<p>ITEM #3: 7:03 (3:54)</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>Mr. Klein summarized his report. Referencing the transit pilot program, he explained that the Cottonwood Area Transit people would prefer 11 a.m. pick-up for the proposed bus route. He also said they have received the proposed total for the water tank repair. He said he felt the estimate is a good one, and the project can get started quickly. The town is also seeking to hire public works employees. Ms. Harvey asked Mr. Klein about his being a panelist for an Arizona Community Foundation grant program. Mr. Klein responded that he had been asked if he could take part in it and he had agreed because it would offer him the opportunity to meet some of the people who are stakeholders in the Verde Valley. He is on a panel reviewing grant applications and budgets; some of which may impact Jerome. Ms. Barber took the opportunity to congratulate town employees with service anniversaries. There was a round of applause.</i></p>																																										

Ms. Barber said she would like to point out that all the sales tax numbers were down; prices may be becoming more sustainable. Also, there were 11 rattlesnake relocations in 1 month; our Fire Department works very hard. She offered thanks to everyone who keeps the town running, employees and volunteers.

Motion to accept the Staff and Council Reports

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

ITEM #4:
7:13 (13:25)

ZONING ADMINISTRATOR'S REPORT/PLANNING & ZONING AND DESIGN REVIEW BOARD MINUTES

Minutes are provided for the information of Council and do not require action.

Mr. Blodget summarized his report, which included updates of recent meetings of the Planning and Zoning and Design Review Boards. He said he has been working on his interpretation for the STR report for an upcoming Board of Adjustment meeting and an analysis of a garage remodel for Planning and Zoning. He has also discussed crafting an educational course for the boards with SHPO and is happy to report that they are excited about the Hotel Jerome project. In addition, SHPO has accepted his credentials to be the town archeologist.

ITEM #5:
7:16 (16:49)

APPROVAL OF MINUTES

August 9th regular meeting; August 9th Executive Session; August 23rd Special Meeting

Motion to approve the August 9, 2022, Regular Meeting Minutes, the August 9, 2022, Executive Session Minutes, and the August 23, 2022, Special Meeting Minutes as presented

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

ITEM #6:
7:17 (17:32)

PETITIONS FROM THE PUBLIC-

Jerome resident Joe Lazaro had submitted a Petition to Speak prior to the meeting, however, he was not in attendance. There were no other petitions from the public.

ITEM #7:
7:17 (17:46)

ORDINANCES AND RESOLUTIONS

ITEM #7A: RESOLUTION No. 646; A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY ARIZONA, AMENDING AND ADOPTING USER FEES AND CHARGES FOR PERMITS, LICENSES, DEVELOPMENT RELATED SERVICES AND OTHER TOWN SERVICES.

Council may approve the master user fee schedule as amended and as may be amended from time to time.

Dr. Dillenberg read the resolution in title only. He asked the other members of Council if they had thoughts. Ms. Harvey said that, in Parking Fees, the fee to park trailers has not yet been set because we don't allow trailers in Jerome.

Ms. Barber said she believed owners of trailers could rent a parking space at the High School.

Dr. Dillenberg suggested removing the item from the Schedule of Fees.

Ms. Harvey asked why, under Filming Permits, promotional production has no fee. She felt that filming for promotional means for a business should have a daily fee of \$50 to \$75.

Ms. Muenz explained that the application fee of \$100 would be applied.

Dr. Dillenberg said he felt that \$50 per day seemed reasonable for promotional filming.

Ms. Harvey reminded Council that they had discussed raising the fees for Business Licenses in the past.

Ms. Barber agreed that they had talked about raising the fees and she was glad it had come back up. She felt Council should consider the fees and then discuss them again when Councilmember Moore was present.

Dr. Dillenberg asked if they could delay approving changes.

Mr. Klein explained that the Schedule of Fees does need to be updated annually. They can make changes and then approve them at a special meeting or at the next regularly scheduled meeting.

Ms. Harvey suggested that they work on their recommendations and then discuss when all the councilmembers are present. Ms. Harvey then suggested they consider setting the fee for mobile food vendor's trash removal, and there was discussion on what rate to set. She also wanted to discuss raising the Zoning preliminary plat fee for out-of-town property to match that of in-town property. Her final suggestion was increasing the fee for water and sewer connections for commercial property.

Ms. Barber wished to discuss the Animal Related Fees, asking if they needed an impound fee.

Ms. Muenz explained that the Police Department had received a complaint about a cat that had to be impounded, and the owner did pay the impound fee to retrieve the cat. Council thanked Ms. Muenz for that information.

Ms. Barber then asked what the State allowed for charges on vacation rentals and there was some discussion as to the wording of the upcoming STR Ordinance.
 Ms. Harvey gave direction to staff to work on the suggested changes to the fees for a future meeting.

Motion to table Resolution No. 646 to a future meeting with direction to Staff to update the Schedule of Fees with the suggested changes

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

7:32 (32:04)

ITEM #7B: FIRST READING – ORDINANCE NO. 484, AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING ARTICLE 8-7, “SHORT TERM RENTAL REGULATIONS,” OF THE JEROME TOWN CODE

Council may conduct the first reading of Ordinance No. 484.

Dr. Dillenberg read the Ordinance in title only. He thanked Ms. Harvey for her hard work on the STR Ordinance, which he felt was excellent.

Ms. Barber wished to comment that the back-ground check requirement will make STR's safer, and she appreciated the penalties for failures to comply.

Ms. Harvey said Council should hold a special meeting for the second reading; the state law goes into effect on September 24th, and it takes 30 days for our laws to go into effect.

Dr. Dillenberg agreed to having a meeting as quickly as possible.

ITEM #8:

UNFINISHED BUSINESS

7:34 (34:44)

ITEM #8A: ANNEXATION

Council will continue discussing the process of annexation and consider whether to begin that process and for which areas.

Ms. Harvey said she did not have anything to add at this time. Council gave direction to staff to table the item until there was more information available.

7:34 (34:44)

ITEM #8B: MICROBREWERY REGULATIONS

Council will continue discussions regarding regulations for microbreweries and may direct staff regarding preparation of an ordinance to amend the Jerome Town Code in that regard.

Council gave direction to staff to table this item until there was more information available.

ITEM #9:

NEW BUSINESS

7:35 (35:44)

ITEM #9A: CONSIDER PROPOSALS FOR CONSULTING SERVICES – COUNCIL GOAL SETTING FACILITATION

Council may approve a proposal for a consultant to facilitate a goal setting strategy session

Mr. Klein summarized the need to get new staff members up to speed through goal setting assistance. He said that planning will allow the opportunity to prioritize Staff and Council projects, which should be evaluated annually or biannually. He presented 3 proposals, the 1st of which is from the highly regarded Bailey Strategic Group. When speaking to the Group, they recommended the 2nd option, Nicole Larson, as a guide for council. The 3rd option sounded fine too, but Mr. Klein said he would recommend Nicole as well.

Ms. Barber asked, the 1st proposal was \$45,000, the 2nd was \$5,500, what was the third?

Mr. Klein answered that the third was in the \$3,500 range

Ms. Barber commented that in the past, Council sat down with the other boards and departments to figure out what we need. Ms. Barber said that she could provide the written list of priorities that was shown to Senator Synema. She also said she is against the proposals because Council can get new staff up to speed with a goal setting meeting without having to spend this amount of money.

Ms. Harvey agreed that we usually hold a goal meeting annually.

(41:01) Mr. Klein said the proposed goal setting plan was suggested in place of a strategic plan because he knew that would not be necessary and the budget would not support it. He said that, if this is an unnecessary step, there would still be meetings for goal setting.

Ms. Sheffield said that she had taken part of many meetings like this and, while a lot of it is helpful initially, it becomes redundant. We don't necessarily need an outsider to facilitate the meetings.

Mr. Blodgett said that he already has many goals that he has been working at and has been making good progress. He feels he is doing well on his own for the time being.

Dr. Dillenberg commented that it is a lot of money.

Mr. Klein said the former Town Manager, Candace Gallagher, left a list of goals that had yet to be accomplished.
 Ms. Sheffield said that, given the cost and the usefulness, and indeed there is knowledge to be shared, investing in Council is not ideal because they have 2-year terms. However, investing in administration might be useful in the long run.
 Dr. Dillenberg suggested we might be able to negotiate some of the costs down if the focus is on getting the benefit of training for just the staff.
 Ms. Barber commented that is a great point. She agreed that Nicole sounded like the best choice.
 Ms. Harvey wanted to point out that she felt the price it is high for the time that would be required.
 Mr. Klein replied that the scope of work included hours of pre-work as well.
 Dr. Dillenberg said we would like to do something with a focus on staff, but this may not be it. He said he is willing to negotiate for a start and see how it works.
 Ms. Barber directed staff that the item be brought back once Nicole Larson has been contacted and has a new proposal for Council to consider.

7:47 (47:23)

ITEM #9B: CONSIDER POLICY AMENDMENT TO THE PERSONNEL POLICY MANUAL ADDING A NON-DISCLOSURE AGREEMENT IN CERTAIN CIRCUMSTANCES COVERING CERTAIN INDIVIDUALS

Council may approve a personnel policy manual amendment adding a section for non-disclosure agreements.
 Ms. Harvey said she has suggested the nondisclosure agreement because the water and sewer system is essentially Homeland Security, and it needs to be secured.
 Ms. Barber said that she would make a motion to approve the agreement.
 Ms. Harvey asked, what is the penalty if the agreement is broken?
 Mr. Klein replied that, like any work rule, there are penalties up to and including termination of employment or agreement in the case of an outside contracted employee. There is not a prescribed penalty, as it would come down to litigation, and it would be up to the courts to decide.
 Ms. Barber asked if there should be some wording that says terminations.
 Ms. Harvey repeated that it would be done with litigation.
 Mr. Klein explained that it should be on a case-by-case basis.
 Dr. Dillenberg commented that he thought it was good as is.
 Ms. Sheffield said that she has had to sign these agreements in the past and she understands the need for them. However, as a resident she would like to know where infrastructure is, what their capabilities are, and how much water we have. Especially given the talks over the last couple of months, Ms. Sheffield said she would like to put the information in the hands of the people. She said it is important to make sure what can't be discussed is very clear to avoid confusion and confrontation.
 Dr. Dillenberg replied, "I appreciate your point," but said he did not see that kind of discussion excluded in the non-disclosure document.
 Ms. Sheffield said she wanted to make sure to be responsible and diplomatic with information.
 Mr. Klein reminded everyone that we have an open water system, while most water systems are closed off.
 Ms. Sheffield said she does not want anyone trying to affect the water.

7:53 (52:56)

ITEM #9C: CONSIDER RENEWAL OF A LEASE AGREEMENT BETWEEN THE TOWN OF JEROME AND PASSION CELLARS (Current lease ends September 14, 2022, and was for a five-year period)

Council may approve a renewal lease with similar terms or different terms.
 Ms. Harvey commented that she had no problem with renewing the lease but wanted to make a note that the dates need to be updated for the renewal paperwork, as well as to be sure that when it's signed it says attention to Brett Klein. She said she would motion to approve.
 Ms. Barber said that the last lessees Council spoke to were okay with a 10 percent increase. The rent for this lease has been the same for the last 5 years and she feels that it needs to be increased.
 Dr. Dillenberg agreed that an increase would be appropriate.
 Ms. Harvey said it would be \$258 more per month; she amended her motion to increase the rent by 10 percent.

Motion to approve renewing the lease agreement between the Town of Jerome and Passion Cellars with a 10 percent increase

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

<p>7:55 (55:40)</p>	<p>ITEM #9D: LEAGUE CONFERENCE UPDATE Mayor Dillenberg and Town Manager Klein attended the League’s annual conference and will provide an update based on sessions they attended.</p> <p><i>Dr. Dillenberg said that he and Mr. Klein had the privilege to attend the Arizona League of Cities and Towns annual conference. His main take-away is that water safety and supply has become a major statewide issue. Mr. Klein added there were overarching 3 items: water and scarcity, affordable housing, and elections. He said his biggest take-away was great affordable housing talks with panels of building associations, appointed officials and citizens. Mr. Klein said that they had stressed that when you start a project with either developers or on your own, make sure that you have done a study and know what is truly needed in the area regarding size and price and he then provided a couple of examples. Ms. Barber asked to make a comment on water scarcity. She said that they knew the Colorado river split wasn’t going to work; there was always a 50- or 100-year water plan for scarcity. Some people had been trying to get rid of water laws and it has taken this situation for people to realize we don’t have enough water. She said every part of Arizona should be an active management area where water levels are watched, and it would be best if Saudi Arabia grew their alfalfa elsewhere. Ms. Barber said we need to elect a governor that cares about Arizona. She said that she would hate to see agriculture have to be shut down and we may not be able to grow any bigger. No water means no one can live here. She mentioned the Water Policy of Arizona State University and the great talks they have had over the last few years. Ms. Barber also commented that she had fears that the Verde River would dry up if expansion did not slow down. Dr. Dillenberg agreed that it is a critical issue. He said the League conference was a chance for leaders to be in one space and he encouraged the other councilmembers to participate in it next year.</i></p>
<p>8:00 (1:00:44)</p>	<p>ITEM #9E: DISCUSSION ON THE PURCHASE OF AN AGENDA MANAGEMENT SYSTEM The Council will view proposals and hear recommendations from staff for future consideration.</p> <p><i>Mr. Klein explained that this is a discussion item only. He said that he did not know of any place, no matter the size, that does not use an agenda management system. The system will cut down on staff hours needed for agendas and addenda, and the savings in staff hours could easily pay for the price. Mr. Klein said that he is not certain which product to choose yet as he is still researching the best option. Clarkdale uses Civic Clerk, which has a suite of options, and it would cost us about \$5,500 a year. The index is searchable and saves items indefinitely. It also allows for E-session access and reviewing for Council and the Town Attorney. Additionally, it will make creating action minutes very easy.</i></p> <p><i>Dr. Dillenberg asked, could someone come and talk to us about this?</i></p> <p><i>Mr. Klein replied that demonstrations are more for staff, but he can answer any questions. He added a few other positive reasons to utilize an agenda management system. He added that there would be a reduction in paper use and, though it wouldn’t be immediate, it would reduce the Town’s carbon footprint.</i></p> <p><i>Ms. Barber asked Mr. Klein to explain why it is a no-brainer. Could we see something that explains the total cost, the number of staff hours that will be saved, and how it will pay for itself at the next meeting?</i></p> <p><i>Mr. Klein said that he will prepare a staff report but just wanted to introduce this concept first.</i></p> <p><i>Dr. Dillenberg agreed that he would like to see it as well.</i></p> <p><i>Ms. Barber said that Council has discussed changing the way we have done minutes in the past. She directed Mr. Klein to bring a proposal to Council and they will consider it.</i></p>
<p>ITEM #10: 8:07 (1:07:08)</p>	<p>TO AND FROM THE COUNCIL Council may direct staff regarding items to be placed on a future agenda.</p> <p><i>Dr. Dillenberg asked if anyone would like to make a comment.</i></p> <p><i>Jerome resident Ginger Mackenzie asked to make a comment about the roses on the property leased to Passion Cellars. She said the rose bushes looked neglected and asked if their care could be added to the lease.</i></p> <p><i>Ms. Barber said she thought that was already in the lease and Ms. Harvey asked, if not, could it please be added.</i></p> <p><i>Ms. Harvey asked Mr. Klein, who would oversee purchasing a new shuttle? We budgeted funds to purchase a new van because the old shuttle needs to be replaced.</i></p> <p><i>Mr. Klein said that he will work with Finance Manager, Melanie Atkin, and Shuttle Driver Scott.</i></p> <p><i>Ms. Harvey said that she has asked Scott to talk to him about it because it needs to be made a priority. She said that we also need to be sure it is ADA compliant.</i></p> <p><i>Ms. Barber said that she wanted to bring up the old windows in Hotel Jerome, which had been discussed at a joint meeting in December. She said they need to be made a priority again; she commented that the casements are old wood and it’s been a challenging project because of the size and cost of the glass.</i></p> <p><i>There was some discussion on what had been done so far and who to contact to move it forward.</i></p> <p><i>Dr. Dillenberg wanted to speak about his concerns on the street lighting at the intersection by the Hotel and leather shop. He asked if there could be some lighting added in the evening, even temporarily, for the first Saturday Art Walk event.</i></p> <p><i>Ms. Harvey commented that the Chamber of Commerce used to put luminaries on the sidewalks for that event and that had helped to add lighting and direction.</i></p>

Ms. Mackenzie, on behalf of the Chamber of Commerce, said that she didn't know they used to do that, and maybe they could come up with something like that again.

Dr. Dillenberg said that the turn-out for last weekend's event was amazing, and he just wants to ensure that everyone is safe.

Ms. Sheffield said she would like to back-track on the transit plan. She looked at the proposal and tried to plan a trip to Walmart, deciding which lines she would have to take. Ms. Sheffield said that she has some experience utilizing public transport, and it can be a chore. She said she was in favor of making life in Jerome easier but wanted to ask, who were we hoping to service, the elderly?

Dr. Dillenberg replied that the service will be for anyone.

Ms. Sheffield said she had some concerns. For the elderly, depending on the distance from bus-stop to where they need to, and if they have acquired shopping, they may need assistance. Ms. Sheffield said that she felt enlisting our own shuttle might be better.

Dr. Dillenberg said that our shuttle does that on Wednesday.

Ms. Sheffield said her other concern is that, if it's visitors we are catering to, there is no guarantee that whoever is getting a ride up in the evening will not stay and cause issues.

Dr. Dillenberg said the purpose was more geared towards people who need to go to the doctor.

There was some discussion on the merits and inconveniences of public transit.

Ms. Sheffield commented that, if it's truly about the residents, she was curious if there's something we can do ourselves. How will we know if Jerome residents are benefitting?

Mr. Klein said that the information will be available as it's a pilot program.

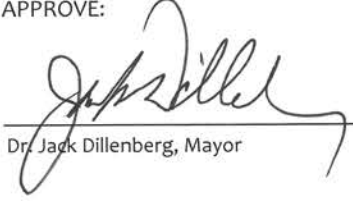
There was more discussion as to which days of the week will work best for the transit route, past pilot programs and attempts to provide transportation, and the benefit to residents.

ITEM #11: ADJOURNMENT

Motion to adjourn at 8:20 p.m.

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

APPROVE:



Dr. Jack Dillenberg, Mayor

ATTEST:



Brett Klein, Town Manager/Clerk

Date: 10/11/2022