



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, DECEMBER 13, 2022, AT 7:00 P.M.

ITEM #1:
7:00

CALL TO ORDER/ROLL CALL

Mayor/Chairperson to call meeting to order.

Vice Mayor Jane Moore called the meeting to order at 7:00 p.m.

Town Clerk to call and record the roll.

Town Manager/Clerk Brett Klein called the roll. Present were Vice Mayor Moore, Councilmembers Jack Dillenberg, Sage Harvey, and Sonia Sheffield. Mayor Alex Barber was absent.

Staff present included Mr. Klein, Finance Manager Melanie Atkin, and Deputy Clerk Kristen Muenz.

Vice Mayor Moore led the meeting in the absence of Mayor Barber. It was agreed that the order of agenda items would be changed to accommodate those present. Item #9A was addressed after Items #1 through #6; after which, items #7A through #11 were addressed in their original order. The items are presented here in the order in which they appeared on the agenda.

**Due to technical difficulties, an audio recording was not captured. Therefore, no recording time stamps have been included.*

ITEM #2:
7:00

FINANCIAL REPORTS

Financial Reports for November 2022

Vice Mayor Moore said that Mayor Barber had questioned an item on page 11, but it was explained by Ms. Atkin that it was an annual payment for software programming.

Motion to accept Financial Reports for November 2022

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

ITEM #3:
7:01

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.

Mr. Klein read his report. He explained that he and Ms. Sheffield will soon be attending a meeting held by the Arizona League of Cities and Towns. Ms. Sheffield commented that she was excited about the training. Mr. Klein also said that all the town departments have been dealing with illness.

Ms. Moore asked if there was anything of note from the recent Mayors and Managers meeting to discuss.

Mr. Klein said the meeting was well attended, but there was nothing significant to report; mostly it was about changes in elected officials and discussion of ongoing and upcoming developments in their respective communities.

Ms. Moore asked Councilmember Sage Harvey if she would like to discuss the shed.

Ms. Harvey agreed; she said that she had gotten involved with the Community Garden, which needed a shed. She explained that she didn't want to have someone build it from scratch, or to put the work on the Public Works department. She pointed out some photographs that she had printed and included for review; she recently found one option for \$949. She said she would also like to plant some trees in the area and beautify the space. Her choice of shed has a foundation, and she pointed out that we could easily add a shelf inside.

Ms. Moore commented that we had someone from the Community Garden present.

Mimi Romberger, a member of the Community Garden present at the meeting, was shown a picture of the shed. She commented, "that's great."

Ms. Harvey asked how we should move forward with the purchase of the shed.

Mr. Klein responded that he had the direction and can move forward as purchasing a shed was in the budget.

Ms. Harvey said they should send the plan for a shed to DRB for review.

Motion to accept Staff and Council Reports

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

<div>ITEM #4: 7:06</div>	<div>ZONING ADMINISTRATOR'S REPORT/PLANNING & ZONING AND DESIGN REVIEW BOARD MINUTES</div> <div>Minutes are provided for the information of Council and do not require action.</div> <div><i>Ms. Moore explained that Zoning Administrator Will Blodgett was not present. She asked if anyone would like to make a comment on the ZA Report or Minutes for P&Z.</i></div> <div><i>Ms. Harvey said she would like to point out that the roll call had not been included in the minutes. She asked about the request by Commissioner Peterson to have her reason for a Nay vote added to the minutes.</i></div> <div><i>Ms. Muenz replied that Ms. Peterson's comments had been made after the item had been voted on and approved. She had agreed with Ms. Peterson that her stated reason should be included in the official minutes and offered to provide those edited minutes to the Council after the meeting for their review.</i></div> <div><i>Ms. Moore explained that, if there is a Nay vote, the voter's reasoning should always be included in the minutes.</i></div>																																										
<div>ITEM #5: 7:11</div>	<div>APPROVAL OF MINUTES</div> <div>November 8 Regular Meeting; and November 21st Special Meeting</div> <div>Motion to approve Minutes of the November 8, 2022, Regular Meeting & November 21, 2022, Special Meeting as presented</div> <table><tr><th>COUNCILMEMBER</th><th>MOTION</th><th>SECOND</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td></td><td></td><td></td><td>X</td><td></td></tr><tr><td>DILLENBERG</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr><tr><td>HARVEY</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>MOORE</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr><tr><td>SHEFFIELD</td><td></td><td></td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER					X		DILLENBERG		X	X				HARVEY	X		X				MOORE			X				SHEFFIELD			X			
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<div>ITEM #6: 7:11</div>	<div>PETITIONS FROM THE PUBLIC</div> <div><i>There were no petitions from the public.</i></div>																																										
<div>ITEM #7: 7:26</div>	<div>ORDINANCES AND RESOLUTIONS</div> <div>ITEM #7A: SECOND READING OF ORDINANCE NO. 485, AN ORDINANCE AMENDING ARTICLE 13-9 DROUGHT AND WATER SHORTAGE PREPAREDNESS PLAN, SECTION 13-9-6(D)(1) DEMAND REDUCTION STRATEGY I, OF THE JEROME TOWN CODE.</div> <div>Council May Conduct the Second Reading and Possible Adoption of Ordinance No. 485.</div> <div><i>Ms. Moore read the ordinance in title only.</i></div> <div><i>Ms. Sheffield motioned to adopt Ordinance Number 485.</i></div> <div><i>Ms. Harvey seconded the motion.</i></div> <div><i>Ms. Moore asked if there was any further discussion and, hearing none, called the vote.</i></div> <div>Motion to adopt Ordinance No. 485</div> <table><tr><th>COUNCILMEMBER</th><th>MOTION</th><th>SECOND</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td></td><td></td><td></td><td>X</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>SHEFFIELD</td><td>X</td><td></td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER					X		DILLENBERG			X				HARVEY		X	X				MOORE			X				SHEFFIELD	X		X			
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<div>7:27</div>	<div>ITEM #7B: SECOND READING OF ORDINANCE NO. 486, AN ORDINANCE AMENDING ARTICLE 10-3 SPECIAL EVENTS, SECTIONS 10-3-3 SPECIAL EVENT PERMIT APPLICATION AND 10-3-7 EXCEPTIONS OF THE JEROME TOWN CODE</div> <div>Council May Conduct the Second Reading and Possible Adoption of Ordinance No. 486.</div> <div><i>Ms. Moore read the ordinance in title only.</i></div> <div><i>Ms. Harvey motioned to adopt Ordinance Number 486.</i></div> <div>Motion to adopt Ordinance No. 486</div> <table><tr><th>COUNCILMEMBER</th><th>MOTION</th><th>SECOND</th><th>AYE</th><th>NAY</th><th>ABSENT</th><th>ABSTAIN</th></tr><tr><td>BARBER</td><td></td><td></td><td></td><td></td><td>X</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>SHEFFIELD</td><td></td><td>X</td><td>X</td><td></td><td></td><td></td></tr></table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER					X		DILLENBERG			X				HARVEY	X		X				MOORE			X				SHEFFIELD		X	X			
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SHEFFIELD		X	X																																								
<div>7:27</div>	<div>ITEM #7C: SECOND READING OF ORDINANCE NO. 487, AN ORDINANCE AMENDING ARTICLE 8-3, BUSINESS LICENSE TAX, SECTION 8-3-6, NON-PROFIT, CHARITABLE, GOVERNMENTAL AND OTHER EXEMPTIONS OF THE JEROME TOWN CODE</div> <div>Council May Conduct the Second Reading and Possible Adoption of Ordinance No. 487.</div> <div><i>Ms. Moore read the ordinance in title only. She asked for clarification as to whom the amendment would apply.</i></div> <div><i>As an example, Mr. Klein explained that if a large event has 45 vendors, the vendors will not need to each apply for a separate business license. Instead, the applicant for the event will be paying the town per vendor. The onus will be on the applicant to provide TPT licenses and to be sure the businesses have any other licenses as required. He said there is an exception for mobile food vendors, who will still be required to apply to the town for a Business License as there is more involved with licensing that type of business.</i></div>																																										

Motion to adopt Ordinance No. 487

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

ITEM #7D: CONSIDER TAKING FROM THE TABLE RESOLUTION NO. 647 DESIGNATING THE ENTIRETY OF SECOND STREET AS A ONE-WAY STREET

Council may take previously tabled Resolution No. 647 from the table; Motion to remove Resolution No. 647 from the table.

Ms. Moore asked if there was any further discussion.

Mr. Klein briefly explained the parliamentary procedure for tabling an item and removing an item from the table.

Ms. Harvey said she would like to take the item from the table, then table it again because she would like for the mayor to be able to participate.

Ms. Moore said that Ms. Barber had told her that it would be fine to table the item until she could be there.

Motion to remove Resolution No. 647 from the table

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

ITEM #7E: CONSIDER RESOLUTION NO. 647 DESIGNATING THE ENTIRETY OF SECOND STREET AS A ONE-WAY STREET

Council May Consider /Approve Resolution No. 647, which designates Second Street as a one-way street.

Ms. Harvey said she would like to table the item until all members of Council can be present for the discussion.

Motion to table so that all members may be present

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

ITEM #8:

UNFINISHED BUSINESS

7:31

ITEM #8A: FOLLOW-UP DISCUSSION REGARDING HOTEL JEROME VISION / USES AND SELECTION OF A FINANCIAL ADVISOR

Council may discuss and provide direction related to the Hotel Jerome project and how a financial advisor would be able to assist.

Mr. Klein was asked to continue from previous discussions. He said that we discussed the necessity of a Financial Advisor for reviewing bonding structure, for the Wastewater Treatment project, securing an interim loan, and a financial analysis for the Hotel Jerome. Our immediate need is for the WWTP. Mr. Klein explained that a consultant will need to prepare a rate structure study for review with the WWTP. The study would examine potential rate changes based on variants such as commercial property charges, occupants, and others; and with any changes, provide a full analysis. Also, with the required Interim Loan Financing, an advisor could assist in reviewing the structure and obtaining competitive rates for the interim loan. Mr. Klein said the fees for the Financial Advisor are accounted for in the USDA grant. He explained that we don't have a Financial Advisor on staff because we traditionally don't issue bonds, but we have the need for the WWTP and Hotel Jerome projects. He said he reached out to colleagues for referrals and two names came up. Mark Reader, who has worked with Camp Verde, Clarkdale, Sedona, and Cottonwood, and is experienced working in rural areas. He has also worked with Dan Jackson, who did Jerome's last rate study. The other recommendation came from Pat Walker, and, like Dan Jackson, is from Wildan. Mr. Klein recommended that both come before Council so that we can get to know them. He reminded council that we are not signing anything until meeting the advisors and feeling comfortable with the arrangement.

Ms. Moore said that she would like to keep talking about the Hotel. She would also like to see what Mr. Reader thinks he can do, cost-wise. She said that the main reason for the Hotel remodel is not to make money, it's for housing.

Dr. Dillenberg added, affordable housing is the big push.

Ms. Harvey said it is important for the town to not lose money.

Ms. Moore said that she had a discussion with the fire chief. He said he felt we could avoid some of the things needed on the upper floors if we have one or two apartments downstairs. We could build those sooner than the upper floors because they will not require a fire escape. Ms. Moore said she would really like for someone to look at the possibility. She said that Mr. Knowlton told us we should wait before we do that area, but Chief Blair said perhaps heating and cooling can go on the roof rather than the lower level.

Jerome resident Nancy Robinson was asked if she we like to say something. She said she spoke with Mr. Knowlton, and he wanted her to say to keep in mind that if you do the two apartments, you may have to redo them to make room for utilities. He wants you to know going in that there is a chance that later on you will need to move things around for the utilities.

Ms. Moore agreed that they may need to make changes later.

Ms. Robinson asked if council wanted her to ask Mr. Knowlton to do rough floor plan.

Ms. Moore added that perhaps they could utilize another unit on the floor below for heating and cooling.

Ms. Robinson said that she had the same discussion with Chief Blair, but council was in charge of the project.

Ms. Moore said that we were just giving direction at this time.
Council thanked Ms. Robinson for her participation in the discussion.

ITEM #9: NEW BUSINESS

7:12

ITEM #9A: CONSIDER ARAVAIPA RUNNING SPECIAL EVENT APPLICATION – COCODONA 250 (2023)

Council may approve a special event permit for the Cocodona 250.

Presenter Steven Aderholt started by thanking council for the opportunity to speak about his event, which he said is now in its 3rd year. He said it will be a low impact event and will be a little different this year. For the first year, in 2020, the running route came in via Gulch Road. They had a recommendation for a different route last year along Perkinsville Road, which worked very well. They would like to utilize that same route for the 250-mile run this year. He provided a printout and explained the two routes shown on his map. Mr. Aderholt said that Jerome is the half-way point for the longer route, and they hope to have a new, 125-mile route this year. The plan is to have the new route's start taking place in the Perkinsville parking lot. Mr. Aderholt said that he has spoken with Freeport McMorran, and they have given permission for the use of the property but explained that he will also need permission from the town. He said the racers will be spread out for the long run but, with the 125-mile route starting in Jerome, there will be more people grouped together at first. Mr. Aderholt estimated it would be about 70 people in total for the shorter run. He explained there will be 3 road crossings and they would like to have a police presence to allow runners to cross.

Ms. Moore asked for clarification on the map of the parking lot, which showed an area marked off on the left. She asked it that would be the area they would be using, and if the rest of the lot would be available for public parking.

Mr. Aderholt answered, yes.

Ms. Moore asked if the participants are expecting to be parking in the lot as well.

Mr. Aderholt replied, no, they will be bussing people in because that will be more convenient for the participants. However, he said some participant's family may park for the beginning of race and then leave, so they will not be there all day. The parking lot will remain open to the public.

Ms. Moore commented that if they are starting with 70 people, the runners will all take off at once and be grouped together. She asked why they will need the space for 3 days.

Mr. Aderholt clarified that they are asking for the space from 11 am on the 2nd to 9 am on the 3rd, because they would like to set up the afternoon before the run. The participants will show up on morning of the run.

In reference to the request for staff, Ms. Harvey said that if they need traffic control personnel, they will need to make that happen themselves as we don't have that many staff. She suggested that they hire traffic control. She wanted to speak about the proposed PA system that they would be using in the morning. She said that you may not have seen them, but there are neighborhoods in the vicinity that will be impacted. It is not soundproof up here and the areas of Mexican town, the Boardwalk and Company Hill will be affected.

Mr. Aderholt said that they could do low-level ambient and voice announcements instead if that was preferred.

Ms. Harvey replied that it would be preferred. She said she would also like to comment about using the fire lane, which the plan suggested we leave open. She explained that our Fire Department have staff that need to use that space for parking daily.

Mr. Aderholt said that they can route around that area instead.

Dr. Dillenberg suggested that there is the possibility of volunteer police assistance.

Ms. Harvey clarified that there are the reserves that might be able to assist.

Dr. Dillenberg said that perhaps the Police Chief could coordinate volunteer personnel for the event. He said the reserves volunteer if they are not busy, and we have used their help for a variety of events in the past.

7:23 There was discussion as to the name of the group and how to contact them. Mr. Aderholt thanked council and Mr. Klein for the information.

Ms. Moore said that she previously thought the event would last several days and be taking up the entire parking lot. She pointed out that the Special Event Permit application had been approved by public safety already. She also pointed out to Mr. Aderholt that there will be an event fee charge, which he indicated he was aware of.

Ms. Harvey said that, if Mr. Aderholt accepts the recommended changes, she will motion to approve the Special Event.

Mr. Aderholt confirmed that he will be sending updated information to Mr. Klein.

Motion to approve a Special Event Permit for Cocodona-250 with recommended changes

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

ITEM #9B: CONSIDER CLEOPATRA HILL WATER STORAGE TANK #2 REPAIRS

Council may consider / approve a proposal for repairing tank #2.

7:42

Ms. Moore explained that we have received two estimates, with quite a cost difference. PRPC is one, and they assume we will be working with SWI.

Mr. Klein clarified that Richard, who was previously with SWI, has agreed to provide his services. PRPC are fine with that arrangement.

Ms. Harvey said she would like to make a comment. She said that, considering what they have done previously, and what they plan on doing now, saving us money by not using a helicopter and working with our own crew, she would like to motion to accept PRPC's proposal. She suggested that in the future, some of the money we saved could be put towards a third tank.

Motion to approve the PRPC Proposal dated September 13, 2022

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

ITEM #9C: CONSIDER ESTABLISHING AND APPOINTMENT OF AN AD HOC WATER COMMITTEE

Council may consider the creation of, and appointment to, an ad hoc water committee.

Ms. Harvey suggested they table the discussion until the mayor is present.

Mr. Klein said there will be a meeting with FMI representatives prior to the next Council meeting.

Dr. Dillenberg gave direction for Mr. Klein to have a discussion with the mayor directly.

Ms. Harvey added that Mayor Barber may want to be on the committee herself.

ITEM #9D: EXECUTIVE SESSION – CONSIDERATION OF THE POTENTIAL RECEIVING OF BIDS FOR THE POSSIBLE SALE OF TOWN PROPERTY

On a public majority vote of the members, Council may enter into executive session in accordance with ARS § 38-431.03(A)(3); (4); and (7)

Council briefly discussed whether an executive session would be beneficial or if we should wait until the mayor could participate.

Ms. Moore asked if the issue was time sensitive.

Mr. Klein answered that the timeline could be extended.

Ms. Moore asked when the town attorney will be available.

Mr. Klein said that attorney Bill Sims will set aside time as needed. Also, he has given some recommendations on the process, which is what we would discuss in an executive session. Mr. Klein said the information might be beneficial.

Motion to enter executive session at 7:49 p.m.

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

Council exited executive session at 8:00 p.m.

**ITEM
#10:
8:00**

TO AND FROM THE COUNCIL

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

Ms. Harvey said she would like to talk about who will be maintaining the public restrooms once they are completed. She commented that Public Works already have plenty to do.

Mr. Klein said that perhaps John McDonald would be willing.

Ms. Harvey said she may want to beautify around the restrooms, perhaps by planting lilacs. Then, we should take a field trip to the Community Garden to figure out placement for trees.

Dr. Dillenberg suggested that it would be best to wait until it is warmer.

Ms. Harvey said she has been thinking that we might want to split the APS tree voucher between the Garden and the Lower Park and beautify Lower Park area as well. She repeated that she does not want to put the burden of the maintenance on our town crew. She also wants to talk about installing a drip system.

Ms. Moore asked how many trees was the voucher for?

Ms. Harvey answered, \$500 worth.

Ms. Moore said she would like to mention something. She saw in a staff report someone mentioned doing an inventory of parking for the commercial district. She said it would be nice to get on that. Ms. Moore asked if we could hire somebody or perhaps use volunteers for some of the work.

Mr. Klein replied that his intention was to use volunteers in addition to staff.

Ms. Moore suggested it might be easier for someone from town to maybe do 5 a week. She would like to know what is involved to list each building, it's use, and the required parking spaces.

Dr. Dillenberg recommended contacting a local university for volunteers.

Ms. Moore said it has been in an ordinance for years and it would be nice to get it done.

**ITEM
#11:**

ADJOURNMENT

Motion to adjourn at 8:07 p.m.

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

APPROVE:

ATTEST:



Alex Barber, Mayor



Brett Klein, Town Manager/Clerk

Date: 01/10/2023