



TOWN OF JEROME

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MINUTES

Rescheduled Regular Meeting of the Jerome Town Council
Council Chambers, Jerome Town Hall
600 Clark Street, Jerome, Arizona
Monday, February 20, 2023, AT 7:00 P.M.

<p>ITEM #1: 7:00 (0:01)</p>	<p>CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. <i>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 Brett Klein called the roll. Present were Mayor Alex Barber, Vice Mayor Jane Moore, and Councilmembers Jack Dillenberg, Sage Harvey, and Sonia Sheffield</i> <i>Staff Present included Town Manager/Clerk Brett Klein and Deputy Clerk Kristen Muenz.</i></p> <p><i>Mayor Barber explained that the meeting was rescheduled from the original date of February 14, 2023, due to adverse weather and a power outage.</i> <i>For the convenience of those present, it was decided that item #9, the Executive Session, would be moved up. The items appear here in their original order.</i></p>																																										
<p>ITEM #2: 7:00 0:48</p>	<p>PROCLAMATIONS <i>Teen Dating Violence Awareness Month (Mayor Barber will read or summarize the proclamation provided by the Verde Valley Sanctuary)</i> <i>Mayor Barber read a summary of the proclamation, which highlighted statistics on the number of young people in abusive relationships and the importance of raising awareness and providing education. Establishing a Teen Dating Awareness month will benefit young people, their communities, and schools. Ms. Barber proclaimed February 2023 as National Teen Dating Violence Awareness and Prevention month. She called the question to approve the proclamation and it was unanimously approved.</i> <i>Vice Mayor Jane Moore mentioned the proclamation was sponsored by the Verde Valley Sanctuary, and they have both a website and phone number for contact.</i> <i>Ms. Barber said she would like to summarize by saying we all need to be nice to each other and keep an eye on our people to be sure everyone is treating each other correctly.</i> <i>Councilmember Jack Dillenberg said he is glad they are focusing on youth, but let's not put aside the fact that in the news there is horror at all age levels. He said it is sad where we are as a country, picking on people for sexual preferences or whatever the difference. He said he is in full support of this proclamation to make sure teenagers can be in a secure and protected environment.</i> <i>Ms. Moore said, stop the violence.</i> <i>Ms. Barber agreed with Dr. Dillenberg and Ms. Moore.</i> <i>Councilmember Sage Harvey said that bullying in any way, shape, or form is unacceptable.</i></p> <p>Motion to approve proclaiming February as National Teen Dating Violence Awareness Month</p> <table border="1" data-bbox="381 1528 1388 1661"> <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>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></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> </tbody> </table>	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN	BARBER	X		X				DILLENBERG			X				HARVEY			X				MOORE			X				SHEFFIELD			X			
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<p>ITEM #3: 7:20 6:12</p>	<p>FINANCIAL REPORTS Financial Reports for January 2023 <i>Ms. Harvey said she had one question. For clarification she asked if the Short-term rental item on page 4 referred to fees for STR licenses, which was confirmed. There were no other questions and Ms. Harvey motioned to approve the Financial Reports.</i></p> <p>Motion to approve Financial Reports for January 2023</p> <table border="1" data-bbox="381 1858 1388 1984"> <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> <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				DILLENBERG		X	X				HARVEY	X		X				MOORE			X				SHEFFIELD			X			
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<p>ITEM #4: 7:20 (6:50)</p>	<p>STAFF AND COUNCIL REPORTS</p>																																										

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 highlighted some items on his report. He said we transitioned to a new credit card processor and our costs are down 50%. The mayor and staff met with representatives of APS and soon we should see some samples of fixtures; there will be 2 different types of fixtures in the locations closest to Town Hall so people can see them. On STR licenses, Mr. Klein explained that Attorney Sims said we have bent over backward in fairness and now it is time to enforce the ordinance.

Reading from Mr. Klein's report, Ms. Harvey added congratulations to Kathleen Jarvis for 20 years of service, Will Blodgett for 1, and Ricardo Hernandez for 3 years. She said she will point out that we are down every month except September, it is a downhill trend for retail, restaurants, and bars.

Ms. Harvey wished to comment on her concern about the CAT transport sign that was installed across the street from the Historical Society. She said it confuses handicap, they pull in and back out because they are not sure if or when they should park there. Ms. Harvey said she also does not think they are picking any people up at that location. When the program started, she said Ms. Sheffield mentioned concerns with people using the transport to come up and hang out. Ms. Harvey said that an elderly gentleman is doing that and one time, he came up and was stuck here, so he began harassing people for rides. She also wanted to bring to everyone's attention that Public Works had reported they welded holes on the back of garbage truck. She said we budgeted for a garbage truck and asked for an update.

Mr. Klein briefly explained the bidding process for procuring a garbage truck. He said that we are on a waiting list to get a truck within our budget.

Councilmember Sonia Sheffield asked for clarification as to whether the 11 riders per week on the CAT transport meant for the entire route, or just to and from Jerome.

Mr. Klein replied yes, that is to and from Jerome, they are keeping eye on the new line. We are averaging about 10 to 12 each week per month, which was more than expected. There is a lot of ridership otherwise, but those numbers are just for Jerome.

Motion to approve Staff and Council Reports

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

ITEM #5:
7:27 (13:33)

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

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

Zoning Administrator Will Blodgett was not present at the meeting.

Mr. Klein said that something to note, that would impact the petition and the regularly planned P&Z meeting for the next day, was confirmation from Attorney Sims that the meeting would have to be postponed. Staff posted the site previous to the meeting, but that sign has gone missing.

There was some general discussion as how best to post the signage.

Ms. Harvey wanted to bring to everyone's attention that she was present at the last DRB meeting, and the Tamale Ladies house will be demolished. She said it was a hard decision for several of the commissioners to make that decision, but we have known it needed to be fixed for about 15 years and it came down to safety. Ms. Harvey said she wanted everyone in town to know that it will happen so that they are not shocked when it happens.

Ms. Barber said it is a sad state of affairs that our Fire Department wrote a letter saying the Tamale Ladies house is ready to be demolished. She mentioned a list of other properties that need help and said that if property owners do not take care of things, we have historic preservation funds that we can put into place. However, it is only \$50,000 and we cannot do anything for these properties with that amount. She asked for people to take care of their properties before they become unsavable.

Ms. Moore said that she had a question for Mr. Blodgett: could letters be sent to these properties? Several councilmembers agreed with this suggestion.

Mr. Klein responded that staff had discussed it at the Department Head meeting. He said that we are making a point of sending a First Notice and following procedures from there.

Ms. Moore suggested asking for plans, and Dr. Dillenberg suggested giving them a time limit of up to 90 days to respond.

Mr. Klein explained that there are guidelines to be followed.

Ms. Moore said that she had read in the ZA report where somebody had abstained from voting without giving a reason. She asked if it was possible that a reminder of the rules regarding abstentions could go out to the boards?

Mr. Klein replied that it would be a great time because we may get new appointments to some boards.

Ms. Muenz asked if Ms. Moore was referring to recent minutes and said that she would have included specific reason for abstention if one had been given.
 Ms. Moore brought up Revised Statutes and Roberts Rules. She said that usually someone will abstain because they were not at the last meeting or did not have enough information, and although it is not made clear in the law, it would be helpful.
 Ms. Harvey said she believed that at one time, we could not abstain from a vote without a valid reason because we wanted clear yes and no votes.
 (20:08) Jerome resident Nancy Robinson said that she was present at the DRB Special meeting, and she said that obviously, letters were not sent to property owners before they were mentioned publicly. Also, she wanted to know how much pressure would be on the Town because the Chief submitted the list. Ms. Robinson said she was taken aback that list was in the public record. She said she understood the Chief talking about the Tamale Ladies house, put mentioning these other properties she fears will put the town in a time restraint; she felt it was putting the cart before the horse. She said that the properties should get notification before becoming public knowledge. Ms. Robinson said she wanted to mention her concern that now the town is more liable.
 Ms. Moore thanked Ms. Robinson for her input.

ITEM #6:
 7:35 (21:46)
APPROVAL OF MINUTES
 December 13 Regular Meeting
Motion to approve Minutes as submitted

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

ITEM #7:
 7:36 (22:20)
PETITIONS FROM THE PUBLIC
 Jerome resident Mandy Worth submitted a petition to speak but was unable to attend the meeting. She asked that her letter be verbally read and entered into the public record. Mayor Barber asked Vice Mayor Moore to read the letter to which Ms. Moore agreed. The letter was addressed to the mayor and council members and dated February 20th. It contained Ms. Worth's concerns on Staff, Council, and Boards maintaining consistent levels of enforcement of policies and procedures. She also recommended more oversight for Staff. The full draft of this letter will be entered into the public record.
 Ms. Moore said that council cannot address this, but she wanted some clarification or specific instances that Ms. Worth might be referring to.
 Ms. Barber said that we are allowed to respond to criticism. As to pushing items to vote without full vetting, Ms. Barber said she does not think we do that. She commented that Ms. Worth lives in Michigan now and wondered if people had been contacting her. She thanked Ms. Worth for her time being Vice Mayor, on the council, and for her petition.

ITEM #8:
 7:41 (27:38)
ORDINANCES AND RESOLUTIONS
ITEM #8A: CONSIDER FIRST READING OF ORDINANCE NO. 488, USE OF PUBLIC SEWERS AND SEWER PRETREATMENT PLAN
 Council may conduct first reading of Ordinance No. 488
 Ms. Barber read the ordinance in title only.
 Mr. Klein explained that this was a proactive response to the WWTP that won't exist for 18 to 24 months. Many provisions and stipulations contained in this ordinance will be requirements of any lending agency, as we continue to seek money including the interim loan and bonds. He said that this one was taken from several different communities that have worked with Pace, and it has been vetted by legal and by engineers, and has very similar plans to the one we will be constructing.
 Ms. Moore said that she had talked to Henry McVittie because he runs our sewer treatment facility, and she was happy to hear what he had to say. We don't have much industrial waste, but we might in the future, so she thinks it is a great thing. We also don't have recreational vehicles dumping sewage, but you never know about the future, so we are being proactive. Ms. Moore said the other thing she talked about with Mr. Klein and Mr. McVittie was to change the wording that the Public Works Director is the one that can OK different things. She thought it should probably, at the very least, be in conjunction with the person running the sewer facility and is responsible for signing off legally for us. Ms. Moore said that even if it read Town Manager, it needs to be stated in there, "in conjunction with the Sewer Treatment Operator."
 Mr. Klein confirmed that we can update the wording, but we should definitely leave the Public Works Director in because he or she is a town employee, and we can anticipate contracting the wastewater operations for the foreseeable future.

Ms. Moore said that a Public Works Director may not have the credentials to approve things like licensing. She said she made note of all the places to update; she then listed sections that she would like edited.

Ms. Harvey said that she has a couple things. First, in 11 4 8 F, she read in part, "no person shall discharge..." and she said she had written, examples? But then saw examples in 11 4 9, and suggested it say "as described in. She then asked about the "unusual" wording in section 11 4 9 24 B, and asked if there can be some clarification as to what is unusual. Referencing section 11 4 8 H, Ms. Harvey said she does not believe anyone should be pumping into our treatment plant, period, even after we get a new one. There are facilities for that in the valley, and sewage pumpers should do their dumping at their business locations.

Mr. Klein responded that it was there as a potential source of revenue, it doesn't eliminate, but says it could be an option. He does not foresee it happening and could remove it, but wanted to explain the rationale for having it in. He said the treatment plant won't be used at capacity in the beginning so allowing it could be a source of revenue.

Dr. Dillenberg clarified that just because it was included, we do not have to do it.

Ms. Harvey mentioned that she also felt there was a conflict between parts d and f in section 11 4 12, about coming into compliance. She read a portion of the section about grease trap standards.

Ms. Barber commented that would be nice to have on Main Street so that our manholes do not blow out.

Mr. Klein replied that he will work on the wording of the ordinance, and we will bring it back for a second reading.

Dr. Dillenberg asked to clarify that we have held the first reading, based on the discussion we just held.

Mr. Klein confirmed that it had been read and he had received direction.

Ms. Moore pointed out that, referring to Ms. Harvey's comment on unusual BOD's, there is a level.

Ms. Harvey looked at the section Ms. Moore mentioned and agreed that the level was clarified.

7:53 (38:58)

ITEM #8B: CONSIDER RESOLUTION NO. 649, A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF JEROME, ARIZONA, APPROVING THE DESIGNATION OF APPLICANT'S AUTHORIZED REPRESENTATIVE AND ALTERNATE AUTHORIZED REPRESENTATIVE FORMS SUBMISSION TO THE ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS, WHICH DESIGNATES THE CITY'S REPRESENTATIVES FOR APPLYING FOR CERTAIN PUBLIC ASSISTANCE; AND AUTHORIZING THE APPLICANT'S AUTHORIZED REPRESENTATIVES TO EXECUTE AND DELIVER SAID APPLICATION ON BEHALF OF THE TOWN OF JEROME

Council may consider and approve Resolution No. 649

Ms. Barber read the resolution in title only.

Mr. Klein asked if council would like some background information. He explained this is provided by the Federal Government so that we can utilize their forms. Briefly, he said we are about to get our share of ARPA funds, and someone needs to sign off as our representative. Other times there may be site investigations or field examinations and it would be most appropriate for our Public Works Director to be the Alternative Representative, so that is why Mr. Klein was listed as the Representative and Marty Boland as the Alternative.

Motion to approve Resolution No. 649, the Designation of the Applicant's Authorized Representative as Brett Klein and Alternate Authorized Representative as Martin Boland

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

ITEM #9:

UNFINISHED BUSINESS

7:05 (5:25)

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)

It was decided to move item #9 up for the convenience of the Town Attorney and those present.

Motion to enter Executive Session at 7:06 p.m.

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

Council moved out of Executive Session at 7:20 p.m.

7:54 (40:53)

ITEM #9A: CONSIDER NOTICE TO SELL TOWN PROPERTY

Council may discuss and provide direction /approval for staff to list a section of a parcel of Town-owned property for sale following the legal requirements for municipalities to sell land / accepting of bids and proposals.

Mr. Klein explained briefly that the Town is considering selling part of parcel that is adjacent to the Haunted Hamburger restaurant. As the property is Town owned, this notice is required by Arizona Revised Statutes, it must be published twice and made available to anyone. He said we will also make it available on our website and, if it should pass the vote, it has to be available to anyone, not just residents of Jerome. He explained that if we choose to move forward, the Notice of Intent to Sell will get published.

Dr. Dillenberg said that he would like to motion.

Ms. Barber said she would like to provide direction to sell it at fair market value.

Ms. Klein replied that will all be done later; this is just for receiving proposals.

Ms. Moore asked, what is the monetary limit for selling Town property before a public hearing?

Mr. Klein answered that he believes it is \$500,000 or \$1.5 million, either way, we are well short of that amount.

Ms. Moore said that she just wanted to be sure that was clear to people because it used to be only \$100,000.

Ms. Barber said that we can make it public that we are considering selling a piece of Town Property and asked if any members of the public would like to speak. Hearing no public comments, the vote was taken.

Motion to approve listing a section of a parcel of Town-owned property for sale

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

7:57 (43:07)

ITEM #9B: DISCUSSION ON CENTER AVENUE COBBLESTONES AND FUTURE USE

Council may discuss and provide direction /approval for staff in terms of what they would like to see done with the cobblestones in relation to the construction improvements project for the Center Avenue Project.

Ms. Barber introduced the item and said that we had money set aside, originally \$750,000 before Covid, to work on Center Avenue. She asked Mr. Klein for the current estimate for the work.

Mr. Klein responded that the estimate is now at 2 million, plus; we would be seeking further grants.

Ms. Barber said we have historic cobblestones, and we are not sure how deep the cobblestones are. Stonemasons in the 1800's they did a beautiful job with the cobblestones but now we don't have anyone willing to work on them. We want to save and keep them somehow; I do not think we should throw them away, we should do something with them.

Ms. Harvey said that in her opinion, Center Street is shot and saving the road as cobblestone is not going to be valid. She said she spoke with her general manager who went to Italy and watched people installing cobble roads with much smaller stones. She said it will cost us 10 times as much to reset them correctly. If we are going to pull them up, fix the infrastructure underneath and pave the road normally, we should save the cobblestones to repair other streets or rock walls. They should be kept in town and used, but she said she was pretty sure that Center will need to be paved once everything is pulled up.

Dr. Dillenberg agreed with Ms. Harvey's points and said the issue becomes, what is the safest thing for the town? Building the road in a safe manner is important. He said he loves the idea of saving the stones, and we may be able to use them for a special wall or monument. But his top priority is a safe road.

Ms. Muenz explained the Public Works Director Martin Boland had mentioned ways to use the stones.

Ms. Harvey suggested using them to repair the stairs.

Ms. Moore said that she would like them saved, and we can use them for the streets we've identified that we would prefer remain cobblestone. The history of the safety of cobblestone on those steep roads is good, those should not be paved over.

Ms. Harvey agreed and, referencing the streets between Center and Verde, said the cobblestones should be kept for repairs to those streets.

Ms. Moore suggested that perhaps we could identify someone who is able to do this type of work.

Ms. Barber said she would like to give direction to save the cobblestones and move forward with the Center Avenue project.

Jerome resident Mark Krmopotich suggested that we make sure that whoever paves Center Avenue works on the transition between the asphalt to the cobblestones because that will fall apart the fastest. The project may require some engineering construction.

Council thanked Mr. Krmopotich for his input.

Motion to direct Staff to save the cobblestones and move forward with the improvements to Center Avenue

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

ITEM #10:
8:03 (49:25)

NEW BUSINESS

ITEM #10A: CONSIDER APPROVAL OF A HVAC PREVENTATIVE MAINTENANCE AGREEMENT FOR JEROME TOWN HALL

Council may approve an annual preventative maintenance agreement for the HVAC system at Town Hall.

Ms. Harvey said she was amazed that we did not already have an agreement and Dr. Dillenberg said that he would move we go forward with Moyer's.

Motion to approve an annual preventative maintenance agreement for the HVAC system with Moyer's

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

8:04 (49:58)

ITEM #10B: CONSIDER APPROVAL OF A PROPOSAL FOR A WATER RATE UPDATE AND WASTEWATER RATE STUDY

Council may approve a proposal for a water / wastewater rate update and study.

Mr. Klein explained that it is important to point out that this is fully funded by the USDA grant. In two years, whatever formula the council chooses and whatever burden will be put commercial and residential users, it is going to increase. The sooner this rate study is done, using real world numbers giving you different scenarios, the sooner we can start adjusting the rates and not have it hit all at one time.

Ms. Barber asked, when we had the last rate study done, didn't we have a forecast for how much it should go up each year?

Mr. Klein replied that most of this is due to the wastewater, there is an update because of that. Most of the impact of wastewater is geared off water usage.

Ms. Harvey clarified that when we had Pace do the commercial rate study, they also looked at residential. Why are we having to put out between \$18,000 to \$30,00 to do it again?

Ms. Barber agreed that we recently had Dan Jackson of Willdan do a study.

Mr. Klein responded that it is because of the Wastewater Treatment Plant, which will have an impact on wastewater rates.

Ms. Harvey asked, can you tell me how much of the grant is set aside for this?

Mr. Klein explained that there were discretionary funds of about \$600,000 for fees, studies, and Financial Advisory services.

Ms. Harvey said then it will easily cover either option. She pointed out that staff preferred going with Economist.com because they were less expensive.

Mr. Klein said that is Dan Jackson that the town has worked with before, it is his own company.

Ms. Harvey said that it seems like Willdan is more explanatory, and they cover more things. She said she would like to go with the cheaper of the two options to be fiscally responsible, but she can also see the value in their service.

Mr. Klein said that Mr. Jackson's proposal looked almost identical to Willdan's, which would have been confusing, so it was changed before the council meeting. He said that Clarkdale just hired him under Economist.com and he does good work and knows the town. His proposal is the stock proposal.

Ms. Barber clarified that his proposal was for the \$18,000 as opposed to the other option. She expressed concerns about spending more money for a study, despite them being USDA funds.

Ms. Moore replied that she would also have expressed similar concerns, but she spoke to Mr. Klein prior to the meeting.

Motion to approve listing a Proposal for a Water Rate Update and Wastewater Rate Study with Economist.com

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

8:09 (55:11)

ITEM #10C: CONSIDER BOARD AND COMMISSION APPOINTMENTS

Council may consider and make appointments / reappointments to fill seats on the Planning and Zoning Commission; Design Review Board; and Board of Adjustment

Mr. Klein explained that subsequent to his staff report, he was informed that Board member Carol Wittner will continue to serve if council chooses. That leaves all others that are incumbents desirous to serve other than Chris Babbage.

Ms. Harvey said that she spoke with Chris Babbage, and he said he gave a verbal resignation. He has no intention to come back to the board, he has been doing it for over 25 years and is done.

Mr. Klein said we have received one application, and the applicant is eager to serve if you so choose.

Ms. Barber commented that we would be lucky to have her.

Ms. Harvey expressed concern that she hasn't read the Town Code, Zoning Ordinance, or General Plan. When you are going to be sitting on board and making a decision, it would behoove the person, the board, and this town, to be familiar.

Ms. Barber asked, can we put a stipulation in that we didn't like that she said she hasn't read it and if she reads them, she can be put on a board?

Mr. Klein explained that she was talking to Will Blodgett one day and volunteered, and that was months ago so perhaps she has read them since.

Dr. Dillenberg asked if she could be interviewed.

Mr. Klein responded that we cannot add requirements that we do not put on any other candidate.

Ms. Moore said that there used to be a lengthier application. She mentioned that Joni Savage once said she would serve on a board, have we received an application from her?

Mr. Klein said we had not.

Ms. Harvey said that she would like to bring up again that, looking through Planning & Zoning, that we have one member that has technically missed 4 meetings and another that has missed 3 in 12 months. If they volunteered and we put them in the position with good faith, she said she would appreciate that they finish out their terms and show up for meetings because we need a quorum for people to vote.

Ms. Moore added that it is not up to the manager to appoint board members, it is up to council. She said usually they are at the meeting if they would like to be appointed.

Ms. Barber asked if there was a Board of Adjustment meeting scheduled for this month and Ms. Muenz said there currently was not.

Ms. Harvey asked which board the applicant had applied to, perhaps DRB?

Ms. Barber said it looked like it was for all 3. She asked Mr. Klein to reach out to her, ask if she has read the documents, and ask her to be present at the next meeting so we can appoint her. She asked, who will reach out to the other board members and thank them for continuing to serve? For the new member, it would be nice if she could be present at the next meeting. Let's invite her to join us next month. Ms. Barber said Jera Peterson, Chuck Romberger, Tyler Christensen, Brice Wood, Carol Wittner, and Margie Hardie would all like to be reappointed. If the new applicant could join us next month, we can congratulate her.

ITEM #10D: CONSIDER APPROVAL OF AN ENGINEERING SERVICES AGREEMENT WITH CIVILTEC ENGINEERING, INC.

8:15
(1:01:45)

Council may approve an engineering services agreement for the repair of Water Tank #2.

Ms. Barber introduced the item and said it is for the repair of Water Tank #2. She asked about the time frame.

Mr. Klein explained that there is a delay because some training must be completed first.

The councilmembers expressed that we want to get the project moving forward.

Motion to enter approve an Engineering Service Agreement with Civiltec Engineering Inc.

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

ITEM #10E: CONSIDERATION OF FINANCIAL ADVISOR PROPOSALS

8:16
(1:02:52)

Council may approve a proposal for a Town Financial Advisor or provide direction to staff.

Ms. Barber asked, is this something we really need? Could we save \$30,000? She asked Mr. Klein to explain why we need a Financial Advisor.

Ms. Harvey said the PFM is only \$15,000 a year, and that is what we pay for parking enforcement. To have someone to financially advise us for things like the Wastewater Treatment Plant, and on water rates, in the long run, it is going to save us money from having to hire.

Dr. Dillenberg said he believes it is worth the investment to try it, perhaps for a 6-month commitment.

Ms. Sheffield asked, wasn't a Financial Advisor someone we determined could help put some part of the Hotel Jerome into use?

Mr. Klein said that yes, their job is to provide advice to save the town money.

Ms. Moore said that her understanding is that we need to have a Financial Advisor as part of the WWTP grant.

Mr. Klein said they have to both review our bond issue and set up interim loan financing.

Ms. Harvey commented that it would be much cheaper to have them as staff than to try and contract them later. Ms. Moore asked to clarify that the grant funds for the Sewer Plant would cover part of cost. She said there are 2 options, do we need to interview them?
 Mr. Klein said it is difficult to compare the two options. They will be able to explain it better, one is a Financial Advisor, and one is an Underwriter. He briefly explained the differences and said that it is not a rush decision. We can have them come and give a short presentation.
 Ms. Moore asked, we could make our decision after interviews?
 Mr. Klein said that if that is the way we want it to go, it would be appropriate to table the item until we can set up interviews with the council.

Motion to table the item until Interviews can be set up with Council

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

8:21
(1:01:14)

ITEM #10F: CONSIDER PROVIDING AUTHORIZATION TO STAFF TO APPLY FOR A RAISE GRANT FOR THE CENTER AVENUE PROJECT

Council may provide authorization for staff to apply for a RAISE grant including working with a grant writer.
 Ms. Barber introduced the item and Ms. Harvey motioned to approve.
 Ms. Barber said this decision is a no-brainer, we need Center Avenue and the monies to complete it.

Motion to approve providing Authorization to Staff to Apply for a Raise Grant for the Center Avenue Project

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

8:22
(1:07:57)

ITEM #10G: CONSIDER A RATE OF PAY CHANGE FOR THE TOWN ATTORNEY

Council will consider and may approve a rate of pay increase for the Town Attorney.
 Ms. Barber explained that Town Attorney Bill Sims has been at same rate of pay for last 10 years. She said she read in the Verde Independent that from 2020 to 2023, the housing market has gone up by 60% in the Verde Valley. This man has had the same hourly rate for 10 plus years and he will probably leave if we do not.
 Dr. Dillenberg asked what the rate change would be.
 Ms. Harvey pointed out the information in the Staff Report and said it will be a \$50 per hour raise.
 Ms. Moore asked, when is the contract coming before us again?
 Mr. Klein replied that it can come before us at any time. Sometimes it is beneficial for the community to not lock in for a period of time, but if you would like agreement, that is fine. Otherwise, he is operating under the same agreement with this term change for compensation should you choose. Mr. Klein said that if there are other terms to be adjusted or revisited, he would be happy to provide the agreement so that you can determine if we would like to make changes. Under this method, he could leave with limited notice other than professional courtesy and you could also make a change should you so choose.
 Ms. Barber, asked what was the original term?
 Mr. Klein answered that it was originally for 2 years, and then continued. This would just be for the rate of pay.
 Dr. Dillenberg said we are talking a \$50 rate of pay raise, that is 40% raise.
 Ms. Harvey reminded him that Mr. Sims has not had a raise in 10 years.
 Mr. Klein said it works out to 3% per year.
 Ms. Moore asked, do we have an estimate of how many hours we use him and how and how much this will increase the budget?
 Mr. Klein replied that we have not utilized his services much recently and we are under budget in all legal items.

Motion to approve a Rate of Pay Increase for the Town Attorney

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

8:26
(1:12:05)

ITEM #10H: CONSIDER AMENDMENT NO. 1 TO OWNER ENGINEER AGREEMENT IN THE AMOUNT OF \$37,231.00 FOR APPROVING A SCOPE OF WORK FOR A CLASS III CULTURAL SURVEY WITH LOGAN SIMPSON DESIGN CONTINGENT ON USDA-RD CONCURRENCE

Council will consider approval of the agreement amendment and requisite Class III Cultural Survey for the WWTP Upgrade site.

Ms. Barber introduced the item and said this is also for the Sewer project.
 Mr. Klein explained that USDA RD needs to provide concurrent approval. We were lucky that they had an opening, and it could have cost us 6 to 12 months in delay, so they are on-site with all entities.
 Ms. Harvey asked, this is also covered by the grant?
 Mr. Klein confirmed it was covered with the grant contingency. As soon as the grant is finalized, you will get updated reports. Right now, we have more than enough to cover these items that are planned for.
 Ms. Harvey said that we did suspect that it would have to happen at their request in order to move forward, so she will make a motion to approve.

Motion to approve the Agreement Amendment and Requisite Class III Cultural Survey for the WWTP Upgrade Site

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

8:28
(1:14:00)

ITEM #101: EXECUTIVE SESSION – CONSIDERATION OF A WAGE ADJUSTMENT FOR THE DEPUTY CLERK

On a public majority vote of the members, Council may enter into executive session in accordance with ARS § 38-431.03(A)(1)

Motion to enter Executive Session at 8:28 p.m.

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

Council moved out of Executive Session at 8:42 p.m.

ITEM #11:
8:43
(1:14:28)

TO AND FROM THE COUNCIL

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

Ms. Moore wanted to talk about some of the new bills in legislature. She mentioned Senate Bill 1117 which she said was about changing zoning; it negates some residential zoning and could allow buildings to be built that don't go before design review. She said she could forward the information to Mr. Klein. She asked Ms. Barber if she had emailed about it.
 Ms. Barber confirmed that she sent emails to all legislators on the list sent by the League of Cities and Towns because the League said they are against this and highly recommended contacting the Senator. She said it was about larger cities, and sometimes when they blanket the laws, it can be bad for the small towns.
 Ms. Moore said it would be something she would like the entire council weighing in on. It has the potential to impact all towns, taking away cities and town's ability to do what is best. Also, Ms. Moore said that Nikki Check would like to present to council on having the Upper Verde given wild and scenic designation.
 Mr. Klein confirmed that she would like 10 minutes to present before Council.
 There was some further discussion about wild and scenic designation and how it is done.
 Dr. Dillenberg asked, is there a cost to the town?
 Ms. Moore said no. Ms. Check already has approval from others and just wants to present to the town what the designation means. She said there may be some opposition, but she thinks it is good to hear her out. She asked, how would we go about weighing in on the bills?
 Mr. Klein briefly explained how we might respond when we see a bill that causes concern.
 Ms. Moore commented that when they eat away at municipalities ability to decide what is best for us, it is bad.
 Ms. Barber said that when they blanket a law, we are different than any other town, so it hurts us every time. In the last 5 years they are reaching out more and more.
 There was more general discussion about contacting legislators about concerns.
 Dr. Dillenberg said he is going to be looking at some health issues that we have talked about for a while. He said that things have been crazy at Northern Arizona Health, he spoke with the CEO, and he would like to do some homework and see what they can do. He said he wants us to be able to take care of our citizens. We have space and we can get donations, and volunteers and that would be a wonderful service for our citizens. Dr. Dillenberg said he will start focusing on that in April.
 Ms. Sheffield and Ms. Harvey said they did not have items to add.

ITEM #12:	ADJOURNMENT						
	Motion to adjourn at 8:53 p.m.						
	COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
	BARBER	X		X			
	DILLENBERG			X			
	HARVEY		X	X			
	MOORE			X			
SHEFFIELD			X				

APPROVE:

ATTEST:



Alex Barber, Mayor



Brett Klein, Town Manager/Clerk

Date: 3/14/2023