

TOWN OF JEROME

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

AGENDA

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

Notice is hereby given pursuant to A.R.S. 38-431.02 that members of the Town Council will attend this meeting.

| | | |
|-----------------|---|---|
| ITEM #1: | CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll. | |
| ITEM #2: | APPROVAL OF MINUTES March 14, 2022 special meeting | |
| ITEM #3: | INTERVIEWS WITH TOWN MANAGER APPLICANTS Council will conduct interviews with applicants for the position of Town Manager. At agenda preparation date, interviews were scheduled with Theresa Coleman and John Schempf. Other applicants may be interviewed. Following the interviews, Council may convene in executive session pursuant to A.R.S. § 38-431.03 (A)(1) to discuss the various applicants. | <i>Sponsored by Mayor Jack Dillenberg Discussion; Possible Action</i> |
| ITEM #4: | PURCHASE OF REAL PROPERTY Council will discuss the possibility and feasibility of purchasing a residential property in Jerome. A portion of the discussion may take place in executive session with the Town Attorney, pursuant to A.R.S. § 38-431.03 (A)(3), (A)(4) and (A)(7). | <i>Sponsored by Councilmember Jane Moore Discussion; Possible Direction</i> |
| ITEM #5: | ADJOURNMENT | |

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before _____ on _____ in accordance with the statement filed by the Jerome Town Council with the Jerome Town Clerk.

| |
|---|
| 970 Gulch Road, side of Gulch Fire Station, exterior posting case |
| 600 Clark Street, Jerome Town Hall, exterior posting case |
| 120 Main Street, Jerome Post Office, interior posting case |

Kristen Muenz, Deputy Town Clerk



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA
POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715

EMPLOYMENT APPLICATION

Date: 3-5-22

Applicant Name: Theresa Coleman

Mailing Address: [REDACTED]

Flagstaff, AZ 86001

Contact Phone: [REDACTED] Email Address: [REDACTED]

Date you can start work: Apr 1 Do you have the legal right to work in the U.S.? Yes

Position applied for: Town Manager / Clerk Age if under 18 years old: _____

Have you worked for the Town of Jerome before? No If yes, when: _____

Do you have a valid Arizona driver license? Yes Commercial driver license? No

Have you ever been employed under another name? Yes If yes, list: Mosley

Have you ever been discharged from employment? Yes If yes, explain: _____

Seperation Agreement and Resignation

Do you have any relatives working for the Town of Jerome? No

If yes, who: _____

Are you able to perform the essential functions of the position you have applied for, with or without accommodation? Yes

If no, explain: _____

WORK HISTORY beginning with the most recent employer:

Name of Company: Self - employed.

Address: _____

Job Title: _____ Supervisor: _____

Phone #: _____ May we contact employer? _____

Describe duties performed: Provided public administration services for the City of Lewiston and City of Lanesboro.

Reason for leaving: Accepted position in Kasson.

Name of Company: City of Kasson

Address: 401 5th St S.E., Kasson, MN

Job Title: City Admin. Supervisor: City Council

Phone #: 507-634-7071 May we contact employer? Yes

Describe duties performed: City Administrator duties as defined by City Code.

Reason for leaving: Accepted position in Bisbee

Name of Company: City of Bisbee

Address: 76 Erie Street, Bisbee, AZ 85603

Job Title: City Mgr. Supervisor: City Council

Phone #: 520-432-6000 May we contact employer? Yes

Describe duties performed: City Manager duties as defined by Charter and Code

Reason for leaving: Seperation Agreement and Resignation

EDUCATION: High School, College, University, Business, Vocational or Technical

Name of School: Yorkville High School

Location: Yorkville, IL

Area of study: _____

Degree awarded: Diploma Professional license or certification: _____

License / certificate #: _____ Expiration date: _____ Licensed in AZ _____

Name of School: North Central College

Location: Naperville, IL

Area of study: Recreation - Program Supervision

Degree awarded: BS Professional license or certification: _____

License / certificate #: _____ Expiration date: _____ Licensed in AZ _____

Name of School: Eastern University

Location: Wayne, PA

Area of study: Economic Development

Degree awarded: MS Professional license or certification: _____

License / certificate #: _____ Expiration date: _____ Licensed in AZ _____

SKILLS: Please list any additional skills or information relevant to the position for which you are applying:

Minnesota Certified Municipal Clerk

NIMS - ICS 300

The Town of Jerome supports a drug-free work environment through pre-employment drug testing.

EOE / F / M / D / V

AN EQUAL OPPORTUNITY EMPLOYER

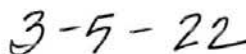
It is the policy of the Town of Jerome to provide equal opportunity employment. Selection and employment of applicants shall be made on the basis of qualifications without regard for disability, national origin, race, color, religion or sex.

**Read the following statement carefully.
The application is invalid unless signed by the applicant.**

I hereby certify that the facts set forth on this application are true and complete and that any misrepresentation, falsification, or willful omission shall be sufficient reason for refusal of employment. I authorize the Town of Jerome to investigate all information contained in this application including contacting employers. I also grant permission to any previous employer to disclose any and all information concerning my previous employment. I understand if I am interviewed or selected as a finalist with the Town of Jerome, my application will be considered "public record" and may be subject to publication.



Applicant signature



Date

After employment, information will be sent to e-verify as well as Arizona New Hire.

All applications are kept on file for six months.

Theresa Coleman

[REDACTED]
Flagstaff, AZ 86001
[REDACTED]

Candace Gallagher
Town Manager/Clerk
PO Box 335
Jerome, AZ 86331

Dear Ms. Gallagher,

Thank you for the opportunity to introduce myself and express interest in the Town Manager/Clerk position with your organization.

Over the past 14 years, I have been providing CEO level management for small cities in Minnesota and Arizona; providing leadership for diverse functions:

Public Administration, Police, Fire, Library, Aquatic, Parks and Recreation, Economic Development, Finance, Electric, Water/Wastewater Utilities, Zoning/Code Enforcement and Historic Preservation.

During that time, I represented cities and their interests with community organizations, government agencies and members of the public. I appointed department heads; cultivating close working relations, maintaining cross-functional operations, and improving staff morale.

I co-created and managed budgets, pursued and managed supplemental funding, drafted and edited written material, and responded to stakeholders in a prompt and professional manner.

I served on committees and commissions, monitored and supported procurement processes, and monitored compliance with city ordinances, state statutes and federal requirements.

Prior to my career in public administration, I worked with diverse groups of volunteers for both the Girl Scouts of the USA and Habitat for Humanity serving minority communities.

Please feel free to contact me to discuss your needs and my qualifications for the Town Manager/Clerk position.

Sincerely,

Theresa Coleman

THERESA COLEMAN

Flagstaff, AZ 86001

PROFESSIONAL SUMMARY

Efficiency-driven city leader skilled at leading departments, improving transparency in government and building positive relationships with government agencies, community organizations and members of the public. Exceptional planning, program management and team development skills gained during 14-year career supporting cities.

SKILLS

Critical thinking skills
Administration strength
Relationship building
Interpersonal skills

Data collection/organization
Land use understanding
Department oversight
Regulatory compliance

WORK HISTORY

City Manager | City of Bisbee - Bisbee, Arizona

7/2019 - 4/2021

Supported seasoned city staff through regular meetings with department heads. Provided staff support for the Design Review Board and worked directly with the State Historic Preservation Office. Applied Strategic Doing to a workforce housing initiative. Participated in an EPA Brownfield Grant cooperative project identifying potential redevelopment sites. Developed a grade plan to ensure pay equity. Presented the annual budget to Council for approval.

City Administrator | City of Kasson - Kasson, Minnesota

11/2015 - 7/2019

Represented the city and its interests with community organizations, government agencies and members of the public. Appointed and managed department heads to maintain smooth operations between different functional areas. Improved staff morale and reduced employee turnover. Cultivated close working relationships with other municipalities and governmental agencies to achieve highway improvements. Gathered and analyzed data for studies and reports and made recommendations based on findings. Co-created the annual budget and submitted it to the city council for review and approval. Pursued learning opportunities and maintained a current understanding of trends and technological advances in municipal management. Responding to citizens' complaints and requests for information and services. Collaborated with members of the city staff, other public agencies and private organizations to develop a Comprehensive Plan.

Public Administration | Owner - Lanesboro, MN

01/2013 - 10/2015

Kept municipal operations in compliance with all city ordinances, state requirements and federal laws. Represented the city and its interests with community organizations, government agencies and members of the public. Drafted and edited written materials including agendas for city council meetings and minutes. Co-created the annual budget and submitted it to the city council for review and approval.

City Administrator | City of Spring Grove, Spring Grove, MN

04/2007 - 1/2013

Represented the city and its interests with community organizations, government agencies and members of the public. Kept municipal operations in compliance with all city ordinances, state requirements and federal laws. Collaborated with members of the city staff, other public agencies and private organizations to improve infrastructure. Created the annual budget and submitted it to the city council for review and approval. Researched and updated City of Spring Grove land use ordinances. Drafted and edited written materials including agendas for city council, Economic Development Authority and Planning Commission meetings and minutes. Monitored and supported bidding and proposal process. Responded to all inquiries from the general public in a prompt and professional manner.

EDUCATION

Eastern University - Wayne, PA

Master of Science: Economic Development

Thesis: Business Plan for an Arts Education Center

Recipient of Campolo College of Graduate and Professional Studies Scholarship

Identified strategy for providing girl-centered program in rural communities

Conducted and presented neighborhood survey of church impact

Researched and presented case study on affordable housing

North Central College - Naperville, IL

Bachelor of Science: Recreation - Program Supervision

CERTIFICATIONS

National Incident Management System - ICS 300

Futurist Camp - Certificate

Minnesota Certified Municipal Clerk

AFFILIATIONS

Secretary, Central Minnesota Municipal Power Agency; Member 2015 - 2019

Commissioner, Lanesboro Heritage Preservation Commission, 2018 - 2019

Past Commissioner, Lanesboro Public Utilities Commission, 2013 to 2017

Theresa Coleman - References

- David Smith
Owner, Associated Fire
520-405-2811
dmsmith@assocfire.com
301 Cole Avenue
Bisbee, AZ 85603
- Jim Ledbetter
Attorney
928-300-1589
jledbetter@ledbetteraz.com
Ledbetter Law Firm
1003 N. Main Street
Cottonwood, AZ 86326
- David Todd
City Administrator, City of Plainview
507-534-2229
d.todd@plainviewmn.com
City of Plainview
241 W Broadway
Plainview, MN 55964

John Schempf

[REDACTED]
Apache Junction, AZ 85119
[REDACTED]
[REDACTED]

April 13, 2022

Mayor Jack Dillenberg
Town of Jerome, AZ

Dear Mayor Dillenberg,

With over thirty years of government service, the last twenty-five of which have been in municipal government, I am excited to discover this opportunity to serve as your new Town Manager. A review of my resume will show a wealth of experience in several states and municipalities, but I also bring organizational skills and political savvy from my military days. You will find that I'm an accomplished public speaker, comfortable in any sized forum and with all groups and individuals. I pride myself on my openness and sincerity with an ability to defuse issues and restore civility. Since my earliest days in the Coast Guard, I have always believed that the tax-paying public deserves the very best treatment and I have continued to act accordingly throughout my career.

I returned to the West in the winter of 2011 when my wife and I decided to permanently relocate to warmer climes where I searched for a position in local government. This culminated in the assignment at Clifton, AZ which I will always fondly remember, but, as I had set the community on a path for success, it was time for me to find a more challenging assignment. I found a great position as City Manager of Colfax, a small city near Sacramento, CA. Unfortunately, after a little over three years, the Council elected to cut management positions to fund street projects. While I disagreed with their priorities, I received a handsome severance and returned to Arizona. The Director position at the Superstition Mountain Museum became available and was within one (1) mile of my residence, so I applied and was accepted. While I truly believed in the mission and vision of the museum (and still do), I missed the satisfaction I derived from local government service. I am now doing my very best to improve the lives and surroundings of the citizens of Mammoth, AZ as their Interim Manager.

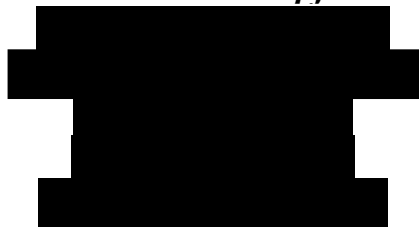
My forte is **competence**: the dedication to do both my best and what I think is best, even if it's not always expedient. To realize that building that sewer lift station might be much more important than adding more tennis courts or any of a dozen other things that might be far more visible and easier to champion. Competence doesn't mean just doing well what has always been done. It means looking for new opportunities, a willingness to overturn outdated ideas, and a recognition that what was good enough *then* is not necessarily good enough *now*. Competence is hard work, collecting good information, making sound decisions. It's being *just, fair and innovative*. **It is what I do and I do it well!** I am also a disciple and practitioner of **servant leadership**, which is particularly effective in smaller organizations such as Jerome.

Having spent eleven (11) years living in Arizona, and, having visited the Verde Valley over several weekends, I have both state and some local knowledge; coupled with my many years leading uniquely special smaller cities and towns, I will be effective and efficient from day one. The Town of Jerome is a great place to live and work with a history of being well governed. Yes, there are issues to be pursued, but with my experience, maturity and knowledge, I am confident that we will, together, thrive in the new reality of climate change, scarce resources and increased competition for those resources. It is my intention to continue to serve in local government for the remainder of my life and, as I have my own health insurance, I will never be a burden to the town. Please note that I am in this line of work to serve the citizens, not for the money.

Respectfully,

/s/ John Schempf

John Schempf



Exceptionally astute and supportive leader; identifies, fosters and develops the abilities of boards, committees and employees. Outstanding organizational skills; executes budgets in excess of \$12 million. Resourcefully accepts and meets difficult challenges. Communicates clearly, respectfully and directly; accurate and thorough documentation skills.

EMPLOYMENT EXPERIENCE

Interim Town Manager/Public Works Director – Mammoth, AZ

September 2020 – Present

- Managing a small (1076) historic mining town with financial issues and degraded utilities. Aim to stabilize first; arranging \$7.5 million major grant funding for infrastructure upgrades. Updating governing publications.
- 19 full-time, 4 part-time employees, budget \$3.4 million

Executive Director/Engineering & Maintenance –Apache Junction, AZ

February 2019 - August 2020

- Directed the Superstition Mountain Museum, an historical park and museum celebrating the legends and lore of the Tonto National Forest area. Features a working stamp-mill, garden railroad and more.
- 4 full-time, 6 part-time employees, 200+ volunteers, budget of \$.55 million

City Manager/Public Works Director – Colfax, CA

July 2016 – January 2019

- Managed a small city in the Sierra foothills (population of 2,000) that's proud of its railroad and gold mining history; worked to expand economic base, fill stores and improve city policies and procedures. Was released with a no-fault determination and four months' severance as the Council changed their priority to saving funds.
- 16 full-time, 3 part-time contract employees, budget of \$4.9 million

Town Manager/Public Works Director – Clifton, AZ

February 2012 – June 2016

- Hired due to unique qualifications to lead a small (population of 4,350) mining town that is greatly influenced by a very large copper and gold mining operation that owns most of the land and provides most of the employment for the community. Town Council looking to correct the neglect of the past and to build a stronger, more diverse economy, but with limited resources. Worked closely with the mine to utilize their resources and town energy to commence a revival in attitude and commitment throughout the town and the surrounding area.
- 30 full-time, 19 part-time employees; budget of \$5.2 million

Town Manager – South Berwick, ME

February 2008 – January 2012

- Managed a bedroom community of 7,220 with a high demand for services from an above-average median income citizenry. Implemented a totally transparent and open local government that permitted a more balanced approach. Pursued regionalization of services and resources, pushed for expanded "fees for services" efforts; both contributed to enhanced revenues.
- 76 full-time, 55 part-time employees; budget of \$12.1 million.

General Manager/Public Works – Los Osos, CA

October 2005 - January 2008

- Served a Community Service District (population of 14,300) that was in bankruptcy and the defendant in multiple lawsuits. Board and community divided over future direction and goals as well as current operating objectives. Improved employee recognition; challenged board and community to commence broad range strategic planning and visioning process.
- 17 full-time, 30 part-time employees; budget of \$8.5 million.

Interim Municipal Manager – Rockingham/ Bellows Falls, VT

October 2004 – September 2005

- Hired to correct financial and personnel issues of Town (population 5,800) and Village (population of 3,200). Reduced health insurance costs by 15%, while improving employee morale and well-being; arranged a \$3.1 million annual payment from largest taxpayer.

- 65 full-time, 45 part-time employees; budget of \$12 million.

Government Management - Connecticut River Resources (CR²)

October 2002 – September 2004

- Owned and operated a successful consulting firm providing general management services to various municipalities and agencies to include personnel and financial review, zoning, planning, grant writing and cultural/educational programming.

Town Administrator/Public Works Director – Windsor, VT

February 1996 - September 2002

- Served as first Town Administrator for town of approximately 4,000. Full-service community with police, fire, ambulance, highway, water/wastewater and recreation departments. Improved service, increased tax base.
- 40 full-time, 30 part-time employees; budget of \$5 million.

Small Business - Captain John Auto Transport

1989–1996

- Established a classic automobile transport company offering nationwide delivery service. Managed all aspects including finance, personnel, customer service, marketing, maintenance and contract negotiations.

Senior Officer – US Coast Guard (Qualified for Veterans Preference)

1980 – 1988

- Served as Commanding Officer of large (7 stations, 3 ships, 13 lighthouses) Coast Guard Group (150 employees, budget of \$6 million).
- Organized and coordinated performance of duty at the largest Coast Guard Training Center (9,000 students, 500 faculty and \$8 million budget).

MANAGEMENT SKILLS

Leadership

- Managed all day-to-day activities for a city, five towns, a village, a service district and a museum. This included daily interaction with the public, various boards and service providers as well as County, State and Federal agencies. Reorganized departments for improved performance. Command performance noted with Presidential Citation highlighting “outstanding organization expertise, commitment to service, and exceptional value to the public”.

Financial

- Managed large budgets and procurement systems. Despite heavy (20%) budgetary cutbacks, created actual growth and progress through eliminating and combining various programs. Relentlessly pursued savings, reduced costs, corrected abuse and achieved maximum value.

Development

- Pivotal in revitalization of economically challenged towns; attained millions in grants to aid in growth. Brought new industry and business into the area; worked to retain existing firms.

Personnel

- Continually overcame challenges to meet performance needs with severe lack of personnel. Reassigned scarce resources and maximized available talent to maintain work output to standards.

Facilities

- Supervised a major building program which increased size of physical plant by one-third. Built new multipurpose town hall and extended water/wastewater infrastructures; constructed multi-million-dollar public library; designed and built new water-park, found \$5 million for design and construction of major Interstate exit round-about; obtained and managing \$7.5m USDA Water Improvement Grant.

EDUCATION & TRAINING

Graduate Degrees/Programs

- | | | |
|-------------------------------|-----------------------------|-----------------|
| • Strategic Planning - Degree | National Defense University | Norfolk, VA |
| • Geography/Architecture | University of Minnesota | Minneapolis, MN |

Undergraduate Degrees/Programs

- Economics/Geography -Degree
- Political Science

Dartmouth College
Pennsylvania State University

Hanover, NH
University Park, PA

John Schempf



PROFESSIONAL REFERENCES

Elected:

| | | |
|--|--|----------------|
| Tom Parnham, Mayor, City of Colfax Council | Tom_Parnham@yahoo.com | (530) 550-5492 |
| Barbara Ahmann, Town of Clifton Council | millerahmenn.612@gmail.com | (928) 865-2085 |
| Michelle Kareckas, Town of South Berwick Council | kareckas@gwi.net | (207) 384-2584 |

Peers:

| | | |
|--|--|----------------|
| Kelly Schwab, Attorney, City of Mesa | kellyschwab@cox.net | (602) 206-0512 |
| Chad Crockett, Civil Engineer, Bowman Consulting | ccrockett@bowman.com | (928) 965-5399 |
| Jill Michaels, Principal, Community Investments | Jill.michaels@myfairpoint.net | (802) 765-4102 |

Direct Reports:

| | | |
|--|--|----------------|
| Robert Pantel, Civil & Structural Engineer | Robert.pantel@gmail.com | (207) 438-1053 |
| Esperanza Castaneda, Town Clerk, Clifton | ecastaneda@townofclifton.com | (928) 865-4146 |
| Angela Sanchez, Town Clerk, Mammoth, AZ | a.sanchez@townofmammoth.us | (520) 235-3748 |



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA
POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715

EMPLOYMENT APPLICATION

Date: 4/13/22

Applicant Name: JOHN B SCHEMPF

Mailing Address: [REDACTED]

APACHE JUNCTION, AZ 85119

Contact Phone: [REDACTED] Email Address: [REDACTED]

Date you can start work: _____ Do you have the legal right to work in the U.S.? YES

Position applied for: TOWN MANAGER/CLERK Age if under 18 years old: _____

Have you worked for the Town of Jerome before? NO If yes, when: N/A

Do you have a valid Arizona driver license? YES Commercial driver license? NO

Have you ever been employed under another name? NO If yes, list: N/A

Have you ever been discharged from employment? NO If yes, explain: N/A

Do you have any relatives working for the Town of Jerome? NO

If yes, who: N/A

Are you able to perform the essential functions of the position you have applied for, with or without accommodation? YES

If no, explain: N/A

WORK HISTORY beginning with the most recent employer:

Name of Company: TOWN OF MAMMOTH, AZ

Address: PO BOX 130, MAMMOTH, AZ 85618

Job Title: TOWN MANAGER Supervisor: MAYOR & COUNCIL

Phone #: (520) 487-2331 May we contact employer? YES

Describe duties performed: ADVISOR TO COUNCIL, LEADER FOR STAFF.

PREPARE BUDGET, MONITOR SPENDING, MENTOR DEPARTMENT HEADS.

Reason for leaving: UNRESPONSIVE COUNCIL

Name of Company: CITY OF COLFAX, CA

Address: 33 SOUTH MAIN ST., COLFAX, CA 95713

Job Title: CITY MANAGER & PUBLIC WORKS Supervisor: MAYOR & COUNCIL

Phone #: (530) 346-2313 May we contact employer? YES

Describe duties performed: AS ABOVE

Reason for leaving: END OF CONTRACT

Name of Company: TOWN OF CLIFTON, AZ

Address: 510 CORONADO BLVD., CLIFTON, AZ 85533

Job Title: TOWN MANAGER & PUBLIC WORKS Supervisor: MAYOR & COUNCIL

Phone #: (928) 865-4146 May we contact employer? YES

Describe duties performed: AS ABOVE

Reason for leaving: TO SEEK MORE CHALLENGING POSITION

EDUCATION: High School, College, University, Business, Vocational or Technical

Name of School: NATIONAL DEFENSE UNIVERSITY

Location: NORFOLK, VA

Area of study: STRATEGIC PLANNING

Degree awarded: MASTER OF SCIENCE Professional license or certification: N/A

License / certificate #: N/A Expiration date: _____ Licensed in AZ _____



Name of School: DARTMOUTH COLLEGE

Location: HANOVER, NH

Area of study: ECONOMICS / GEOGRAPHY

Degree awarded: BA Professional license or certification: N/A

License / certificate #: N/A Expiration date: _____ Licensed in AZ _____



Name of School: PENN STATE UNIVERSITY

Location: STATE COLLEGE, PA

Area of study: POLITICAL SCIENCE

Degree awarded: NO Professional license or certification: N/A

License / certificate #: N/A Expiration date: _____ Licensed in AZ _____



SKILLS: Please list any additional skills or information relevant to the position for which you are applying:

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EOE / F / M / D / V

AN EQUAL OPPORTUNITY EMPLOYER

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