



TOWN OF JEROME

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

MINUTES

REGULAR COUNCIL MEETING OF THE TOWN OF JEROME COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA TUESDAY, NOVEMBER 14, 2023, AT 7:00 PM

7:00pm (0:21) 1. CALL TO ORDER/ROLL CALL

Mayor/Chairperson to call meeting to order
 Town Clerk to call and record the roll.

Present were Mayor Alex Barber, Vice Mayor Jane Moore, council members Dr. Jack Dillenberg and Sage Harvey. Council member Sonia Sheffield attended via telephone.

Staff present included Town Manager/Clerk Brett Klein, Zoning Administrator Will Blodgett and Deputy Clerk Kristen Muenz.

For the convenience of those present it was decided to move up two items. Items 8A and 8B were moved up to follow the Zoning Administrator's report. All remaining items were addressed in the order in which they were appear on the agenda.

7:00pm (0:35) 2. FINANCIAL REPORTS

Discussion/Possible Action

Financial Report and Detail Invoice Register Report for October 2023

Council will consider and may approve the financial reports for month ending October 2023.

Mayor Alex Barber asked if there were any questions regarding the financial reports. There were none.

Dr. Dillenberg motioned to approve. Ms. Harvey seconded, and the motion passed unanimously.

Motion to approve the Financial Reports for October 2023

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

7:01pm (1:00) 3. STAFF AND COUNCIL REPORTS

Discussion/Possible Action

Reports by the Town Manager / Clerk, Deputy Clerk, Utilites Clerk, Accounting Clerk, Public Works Director, Building Inspector, Library Director, Municipal Magistrate, Police Chief, Fire Chief and Council Members, Which in the Case of Council Member's Reports will be Limited to a Summary of Current Events and will Involve no Action

Council will consider and may approve the staff reports.

Town Manager, Brett Klein updated the council on the status of a grant awarded for the planning and design of Verde Avenue.

Vice Mayor Moore asked if the award was only for planning and design.

Mayor Barber asked for confirmation on the amount of the grant, and if the letters of support were helping the Town.

Mr. Klein confirmed the amount of the award and that the letters have been helpful.

Dr. Dillenberg moved to approve the reports. Mayor Barber seconded, and the motion passed unanimously.

Motion to approve Staff and Council Reports

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

7:02pm (2:38) 4. ZONING ADMINISTRATOR’S REPORT/PLANNING & ZONING AND DESIGN REVIEW BOARD MINUTES

Information/Council Review

Report Provided by the Zoning Administrator. Minutes are Provided for Information only and do Not Require any Action

Zoning Administrator Will Blodgett gave a brief update on the status of the revision of the Design Review guidelines.

Mayor Barber inquired about the new management at the Hight School building.

Mr. Blodgett said it is going really well, they are desiring to come into compliance, and are headed in the right direction.

Mayor Barber questioned who the manager was and if they were a previous employee in Town.

Mr. Blodgett confirmed the name of the manager but was unaware of any other history with Town.

7:10pm (10:13) 5. APPROVAL OF MINUTES

Discussion/Possible Action

Consider Approval of the October 10th Regular Council Meeting Minutes

Council will consider and may approve the October 10th Regular Council Meeting minutes.

Mayor Barber introduced the minutes, noting she found a couple of typos. She then motioned to approve the minutes with the minor changes as noted. Ms. Harvey seconded the motion, and it was passed unanimously.

Motion to approve Regular Council Meeting Minutes for October 10th With Minor Changes

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

7:11 (11:52) 6. PETITIONS FROM THE PUBLIC

There were no petitions from the public.

7. ORDINANCES AND RESOLUTIONS

Discussion/Possible Action

7:12pm (12:09) A. Consideration of Resolution No. 662, Approving and Authorizing the Mayor to Execute an Intergovernmental Agreement (IGA) Between the Town of Jerome and the State of Arizona, Department of Revenue, for the Administration, Collection, Audit, and Licensing of Transaction Privilege Taxes, Use Taxes, Severance Taxes, Jet Fuel Excise and Use Taxes and Rental Occupancy Taxes Imposed by the State, Cities or Towns

Council will consider and may approve Resolution No. 662.

Mayor Barber introduced the resolution.

Mr. Klein summarized the resolution for Council, noting that the current agreement with all cities and towns is set to expire and this is a renewal that has been worked on for years with a statewide taskforce.

Ms. Harvey motioned to approve, Dr. Dillenberg seconded the motion and it was passed unanimously.

Motion to approve IGA between Town and State of AZ Dept of Revenue

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

7:13pm (13:32) B. Consideration of First Reading of Ordinance No. 489, Amending Article 10-3, "Special Events" by Replacing it in its Entirety

Council will consider and may approve Ordinance No. 489.

Mayor Barber introduced the first reading noting that this has been talked about and changes were requested. She inquired if everyone’s requested changes were made in the document.

Council members answered affirming that changes were made. She then inquired if it would free up staff time and make sure that the Town receives the proper compensation for events.

Mr. Klein answered yes, it is inclusive and easy to follow with the new guidebook.

Ms. Moore inquired if we needed to make changes to the fee schedule.

Mr. Klein confirmed a fee schedule is set currently and any necessary changes can be made in the upcoming budget meetings.

Dr. Dillenberg moved to approve the first reading. Ms. Harvey seconded, and the motion passed unanimously.

Motion to approve First Reading of Ordinance No. 489

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

8. NEW BUSINESS

Discussion/Possible Action

7:04pm (4:01) A. Consideration of the Jerome Chamber of Commerce Special Event Permit Application for the Annual Light up the Mountain Event

Council will consider and may approve the special event permit.

Mayor Barber introduced the special event application for the annual Light Up the Mountain event. She noted that it is done every year and signage has already been hung up around town.

Council member Sage Harvey moved to approve the special even permit.

Dr. Dillenberg seconded and the motion passed unanimously.

Council members thanked the Chamber for their hard work, direction, and everything they’ve been doing for Town.

Motion to approve Jerome Chamber Special Event Permit for Light Up the Mountain Event

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

7:04pm (4:45) B. Discussion and Possible Consideration of Jerome Chamber of Commerce Request for a Holiday Sidewalk Display

Council will hear a proposal from the Chamber and may consider the request for a holiday sidewalk display - time may have run out this year but they would like to seek Council input for subsequent years.

Mayor Barber introduced the request for sidewalk displays during the holiday season, asking for council input.

Ms. Harvey confirmed the display requested was the same as what was on display during the Council meeting. She additionally noted she doesn’t see it being an impediment to the sidewalk. Dr. Dillenberg agreed.

Vice Mayor Moore suggested measurements be taken outside of businesses to make sure they would be not impede the ADA compliance of 36”.

Mr. Klein added that any approval should also be conditional based on receiving approval from the Town’s risk insurance provider due to the liability sidewalk displays impose on the Town.

Ms. Moore asked for confirmation on the amount of time the displays would be up.

Chamber members requested they be up at the start of the Light up Mountain event until after the holiday season, or otherwise at the direction of the Council. Additionally for safety they also recommend sandbags or something weighted be used to stabilize the base of the cactus tree from falling, and any exposed wiring should be taped down or otherwise covered to eliminate tripping hazards around storefronts and doorways.

Ms. Moore added that she had spoken with the Fire Chief regarding the display who also reiterated that it cannot impede wheelchairs or foot traffic on the sidewalks.

Ms. Barber followed with key points from the staff report, noting that Town Code does not currently allow for sidewalk displays due to safety, accessibility, and liability issues, however the Town Council can approve special circumstances and provide parameters for short in duration displays. She further added that, if approved, this display is a special consideration above and beyond what Council would normally approve.

Dr. Dillenberg motioned to allow the Saguaro Cactus Trees for temporary holiday placement with the conditions of approval from the Fire Department and the Town’s Risk Insurance provider. Ms. Harvey seconded the motion, and it passed unanimously.

Motion to Approve the Use of Saguaro Cactus Trees with Restrictions and Contingent on the Approval from Risk Insurance, Fire Department

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

7:15pm (15:12) C. Discussion and Possible Staff Direction Regarding the Town of Jerome Anniversary Celebration in 2024, and Level of Town Involvement

Council will discuss and may provide staff direction regarding the upcoming Town anniversary celebration. Ms. Barber notes that in March 2024 Jerome is celebrating 125 years of incorporation. The Historical Society is planning events and inquired what the town is doing. Ms. Barber expressed her desire to support whatever they are planning, including social media notifications.

Ms. Harvey inquired about the possibility of a parade.

Mr. Klein confirmed that Chief Blair has expressed interest to come before Council regarding a parade.

Council agreed that this should be discussed during the January or February meeting if there is no time for it in the December meeting

It was pointed out to Council that there were members of the planning committee in attendance should council have any questions for them directly.

Ms. Barber shared that Historical Society meetings are open to the public and take place on the 3rd Tuesday of the month. She also shared that she would love to see more local residents become members of the Historical Society, as well as to have the Chamber, Historical Society, and the Town all on the same page as friends, not foes.

Ms. Moore directed her question to audience members, Wendy Jones, and Scott Kolu regarding what they currently have planned.

Ms. Jones shared that they've reached out to several business owners, including the Historical Society and Fire Department. Some establishments intend to hire bands, the Historical Society set aside March 8th for a potluck at Spook Hall for local residents. She also shared that March 9th was intended to be open to the public and set to include a potential parade, memorial shrines in the ruins and various other activities around Town, which may include descendants of founding families from Town.

Ms. Moore requested additional clarification on which date the festivities were to be held on.

Mr. Kolu clarified that March 8th was intended as a Jerome celebration private to local residents which may include opening a time capsule, and that Saturday March 9th would be the day for festivities open to the general public.

Ms. Barber made the motion to bring this up again for finalized details in the January or February meeting, if there is no time to get it in the December meeting.

Dr. Dillenberg seconded and the motion passed unanimously.

Motion to discuss further at future council meeting in January or February

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

7:21pm (21:22) D. Consider Approval of an Intergovernmental Agreement (IGA) Between the Town of Jerome and Yavapai County Flood Control District for Receiving Funding to Complete the Main Street and Hull Avenue Drainage Improvements and Southwestern Environmental Consultants, Inc., Engineering Proposal for the Main Street and Hull Avenue Drainage Improvements

Council will consider and may approve the IGA and engineering proposal.

Mayor Barber introduced the new business and asked members of council if they had any questions or commentary.

Ms. Barber moved to approve

Dr. Dillenberg seconded, and the motion passed unanimously.

Motion to approve IGA between Town and Yavapai County Flood Control District

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

7:22pm (22:28) E. Discussion and Update Regarding the Federal Community Development Block Grant (CDBG) 2024 Funding Cycle, Eligibility Requirements, Timeline and Potential Projects

Council will receive an update on the 2024 CDBG process.

Mr. Klein gave council a brief background on the grant.

Ms. Barber noted that the Town has had an ongoing list of projects to be completed. She asked if a motion was needed.

Mr. Klein advised no motion is necessary because required public hearings will be held.

Ms. Moore inquired if this grant was for projects that still needed to impact low to moderate income homes or could this be used for any public project.

Mr. Klein confirmed that yes this still needs to impact low to moderate income homes.

Ms. Barber shared some background on other projects that funds had been used for in the past and expressed her thanks to NACOG and other federal agencies for the funds to complete these projects in and around the Town.

7:27pm (27:06) F. Discussion and Possible Staff Direction Regarding Town-Owned "Cemetery" Land in Clarkdale

Council will discuss Town property located within the Town of Clarkdale and may provide staff direction including getting the property ready for sale.

Mr. Klein indicated that it's been discussed previously for a potential revenue stream for Hotel Jerome and other projects.

Ms. Barber introduced background information about the last offer, from a previous attempt to sell the property. She motioned to receive an appraisal again, adding that there is more discussion to be had regarding the property.

Dr. Dillenberg agreed and seconded the motion.

Ms. Moore requested clarification that the Town will not be selling off the portion of land that still has the cemetery on it. It was confirmed that the portion of land used as the cemetery would not be sold.

Mr. Blodgett confirmed the area being used as cemetery, noting that there are approximately 29 acres not being used as cemetery currently.

Ms. Barber shared that because the property was annexed to Town and that some documentation would indicate that the area be used as a Park, she would like the legal information to be further clarified to see if Town is able to sell. She additionally shared that the Town sold a 10 piece of the original parcel in 1996 which was subsequently split up further by the purchaser.

Ms. Moore asked with the appraisal that they also receive confirmation from legal counsel that the land could be sold. The question was called, and the motion passed unanimously.

Motion to have land appraised again pending Legal guidance

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

7:36pm (36:34) G. Consideration of Bids and Awarding a Bid for the Town of Jerome 2023-2024 Asphalt Paving Projects

Council will consider and may award a bid.

Two bids were presented to Council.

Mr. Klein gave a brief background on the project and bids received.

Dr. Dillenberg motioned to award the bid.

Ms. Harvey seconded the motion.

Ms. Barber clarified the scope of work to be for the bathroom parking area, Hull Ave. East parking lot and Hull Ave. West parking lot as well as Town Hall.

Resident Nancy Robinson inquired if the Hull Ave drainage will be completed in conjunction with the paving, as well as if the Town Hall paving was for the whole parking lot or the top half. Her questions were answered directly by Mr. Klein.

Ms. Moore inquired if the awarded bid is going to use 3" asphalt or 2". It was pointed out that she was viewing 2 different proposals, and that the bid from Specialty Paving indicates the use of 3" asphalt.

Ms. Barber asked if there was any further dialog or questions. There were none and the motion was passed unanimously.

Motion to approve and award bid to Specialty Paving

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

7:41pm (41:04) 9. TO AND FROM THE COUNCIL

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

Ms. Barber opened by pointing out the safety hazard when exiting Rich St. for both drivers and pedestrians due to low visibility. She added there is a mirror hung to see traffic coming however sometimes the only safe time to exit the street is as night when you can clearly see headlights coming.

Ms. Harvey shared a personal experience at the same location noting that a pedestrian was in the road taking photos, a

large SUV was parked obstructing the view in the area and that she didn't see the person in the road until the very last moment.

Ms. Moore added that there is a truck that sticks out on a fairly regular basis near Vaqueros in Town. She inquired if the Town could assess and consider some of the parking spaces for safety.

A member of the audience questioned if the spot could be labeled for compact cars only.

There was some discussion if that would alleviate the problem or if the particular parking spot in question should be changed to a parallel parking space and not an angled one.

Ms. Barber noted that the parking area in front of the Made in Jerome Pottery, Grapes and Coppertown Gelato also frequently has oversized vehicles parked there, many of which stick out into the road. It was mentioned that this area is supposed to be compact cars only.

Ms. Barber asked members of Council if they had anything additional to present, they did not.

7:46pm (46:00) 10. ADJOURNMENT

Ms. Barber made the motion to adjourn the meeting at 7:46.

Ms. Harvey seconded the motion, and the meeting was adjourned.

Motion to Adjourn at 7:46pm

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

Date