



TOWN OF JEROME

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MINUTES

REGULAR COUNCIL MEETING OF THE TOWN OF JEROME COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA

TUESDAY, NOVEMBER 11, 2025, AT 7:00 PM

Due to the length of this meeting, Council may recess and reconvene at the time and date announced.

7:00PM (0:27) 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, and Council members Dr. Jack Dillenberg and Sonia Sheffield. Council member Izzy Sharif was absent at the start of the meeting and joined later via telephone. Staff Present included Town Manager, Brett Klein, Zoning Administrator, Will Blodgett, and Administrative Specialist/Accounting Clerk, Michele Sharif.

7:00PM (0:41) 2. FINANCIAL REPORTS

Discussion/Possible Action

A. Financial Report and Detail Invoice Register Report for October, 2025

Council will consider and may approve the financial reports for month ending October 2025.

*Mayor Barber introduced the financial reports.
Vice Mayor Moore made a motion to approve the financial reports.
Councilmember Dillenberg seconded the motion.
By unanimous vote the motion carried.*

Motion to approve financial reports.

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

7:01PM (1:04) 3. STAFF AND COUNCIL REPORTS

Discussion/Possible Action

A. Reports by the Town Manager / Clerk, Deputy Clerk, Utilities 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.

*Mayor Barber introduced the staff and council reports.
Mr. Klein gave a brief update regarding the School St. regulator and the plans for the Deception waterline project.
Councilmember Dillenberg made the motion to approve the staff and council reports.
Vice Mayor Moore seconded the motion.
Mayor Barber called the question, and the motion carried.*

Motion to approve staff and council reports.

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

7:02PM (2:08) 4. ZONING ADMINISTRATOR'S REPORT/PLANNING & ZONING AND DESIGN REVIEW BOARD MINUTES

Information/Council Review

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

Mayor Barber introduced item 4.

Mr. Blodgett noted a slower month with fewer issues. The planned haunted house was canceled due to organizer setbacks but may return next year.

Vice Mayor Moore asked if he thought any work sessions might bring to light any known issues with the zoning ordinance. Mr. Blodgett answered he didn't think it was necessary to have a generalized work session over a goal oriented one and that discussions will wait until consultant input is received, with public participation planned later.

7:04PM (4:48) 5. APPROVAL OF MINUTES

Discussion/Possible Action

A. Consider Approval of the October 14, 2025, Regular Council Meeting Minutes

Council will consider and may approve the October 14th Regular Council Meeting Minutes.

Mayor Barber introduced the minutes seeking any corrections or clarifications. With no corrections she made the motion to approve the meeting minutes from the October 14, 2025, Regular Council Meeting.

Council members Sheffield and Dillenberg seconded the motion.

Mayor Barber called the question and the motion carried.

Motion to approve meeting minutes from October 14th Regular Council Meeting.

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

7:05PM (5:13) 6. PETITIONS FROM THE PUBLIC

Henry Vincent, resident, expressed concerns about transparency and communication regarding the Muma House sale, the Verde Exploration litigation, and the proposed Holly Street property sale. He questioned the handling of each matter, potential financial impacts, and the Town's involvement in real estate, emphasizing the need for more clear public communication and accountability.

7:11 PM 7. NEW BUSINESS

Discussion/Possible Action

7:11PM (11:59) A. Consideration of the Jerome Chamber of Commerce Special Event Permit Application for the Annual Town Dinner at Spook Hall

Council will consider and may approve the special event permit.

Mayor Barber introduced the special event application making the motion to approve.

Vice Mayor Moore and Councilmember Dillenberg seconded the motion.

Upon calling the question the motion carried.

Motion to approve special event application for Town Dinner at Spook Hall.

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

After the vote Councilmember Sharif joined the meeting by phone.

7:13PM (13:42) B. Consideration of Bids in Response to the Town's Issuance of an Invitation for Bids Regarding its Notice of Intent to Sell 655 Holly

Council will consider the bid(s) received and may approve, and / or provide staff direction.

Mayor Barber introduced Item 7B and turned the discussion over to Mr. Klein. He explained that 655 Holly was purchased about three and a half years ago to provide affordable housing for Town employees during a period of high housing costs. One employee lived in the home for approximately two years, generating rental revenue while completing improvements. After the employee moved out, and with the Town's acquisition of another multi-unit workforce housing property, Council began considering selling 655 Holly while still preserving its use for affordable housing.

To that end, the Town explored a community land trust model and issued an invitation for bids. One bid was received from the Verde Valley Community Development Organization (VVCDO), which outlined needed repairs, costs, and income-eligibility guidelines. Their proposal would return part of the Town's investment, account for prior rental revenue and improvements, and keep the property available long-term for Jerome employees or other local workers if no employee qualifies at a given time.

Council discussed options: proceeding with the land trust proposal; selling on the open market with the risk of short-term rental conversion; or selling with a deed restriction. Staff noted that three employees had expressed interest in purchasing the home at an affordable price consistent with the land trust model, and that the property originally cost the Town \$295,000.

VVCDO representatives described their qualifications and the land trust structure: purchasing the home, appraised at roughly \$300,000, investing about \$45,000 in repairs, and reselling the structure, not the land, to an eligible buyer for about \$190,000 under a 99-year ground lease of roughly \$1,100 per year. They explained the shared-equity resale formula and the trust's role in keeping the home permanently affordable.

One resident raised concerns about financing limitations for homes on leased land, including restricted access to HELOCs. VVCDO responded that several Arizona lenders now support land-trust mortgages and committed to providing lender contacts.

Council and public comments focused on the Town's equity loss, alternatives such as retaining the home as a rental, concerns about losing control of housing stock, and whether selling only the structure benefits employees long-term. Additional questions covered the appraisal, inspection results, deed-restriction options, and VVCDO's planned repairs. Staff emphasized that the proposal is conceptual and any next step would involve directing legal counsel to draft terms for future Council review. Councilmember Dillenberg asked for clarification on the vote; staff and the Town Attorney explained that Council was being asked only to identify a tentative winning bidder as required by the formal bid process before an agreement can be drafted.

After lengthy discussion, and in light of concerns about financial impacts and long-term workforce housing needs, a motion was made by Councilmember Dillenberg and seconded by Vice Mayor Moore to table the item to the November 24 meeting at 5:00 p.m.

Motion to table bids and discussion until November 24 Special Meeting.

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

8:01PM (1:01:20) C. Consideration of a Conditional Use Permit (CUP) for Three (3) Residential Apartment Units at 310 Queen Street

Council will consider and may approve a CUP for 310 Queen Street.

Mayor Barber introduced the item for consideration.

Mayor Barber introduced the item to consider approval of a Conditional Use Permit for three residential apartment units at 310 Queen Street. The property has 10 approved parking spaces, which must be contained on-site per zoning requirements.

Mayor Barber entered a motion to approve the CUP.

Vice Mayor Moore seconded the motion.

By unanimous vote the motion passed, with a request that future applications include detailed parking plans.

Motion to approve CUP for 310 Queen Street.

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

8:04PM (1:04:07) D. Consideration of Bids and Approval of, and Awarding of, the Contract in the Amount of \$133,194.68 to Total Maintenance Erosion Control, LLC, for the Gulch Drainage Improvements

Council will consider and may award the contract to Total Maintenance and Erosion Control, LLC in the amount of \$133,194.68.

Council considered bids for the Gulch drainage improvements project, with Mr. Klein clarifying that there were 4 bids received, this being the lowest bid at \$133,194.68.

Councilmember Dillenberg made the motion to approve awarding the bid to Total Maintenance Erosion Control, LLC. Mayor Barber seconded the motion, then called the question and the motion carried.

Motion to award contract to Total Maintenance Erosion Control, LLC.

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

After the vote the Vice Mayor asked the Town Manager to clarify how the project is being paid for.

Mr. Klein informed Council this will be paid for with 2 years of Yavapai County Drainage grant funds and the rest from the operating budget.

8:07PM (1:07:19) E. Consider Removing from the Table (From January 2025) and Consideration of a Tour Company Business License Application for US Ghost Adventures LLC

Council will take the item from the table and then consider and may approve the Tour Company Business License.

Mayor Barber introduced the item for consideration.

There was slight confusion whether this was an item to be removed from the table or if it was a new application submission for consideration.

Mayor Barber made the motion to remove the item from the table for discussion and vote.

Vice Mayor Moore seconded the motion.

Mayor Barber called the question and by unanimous vote the item was removed from the table for discussion.

Motion to remove from the table.

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

Council reconsidered the tour company business license application for U.S. Ghost Adventures. The applicant was not present, and staff noted that while minimum requirements were met, several uncertainties remained. Council discussed whether to deny or postpone the item, expressing concern about the applicant's lack of participation and unresolved details regarding tour operations.

Councilmember Dillenberg made the motion to table the item until a representative could be present to answer questions.

Vice Mayor Moore seconded the motion.

Mayor Barber called the question and the motion passed unanimously.

Motion to table the item until a representative can be present.

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

* After the conclusion of the meeting it was confirmed that on January 14th this item was denied and not tabled.

8:12PM (1:12:37) F. Consideration of a Remote Tasting Room Series 19 Liquor License on Location at 114 Jerome Avenue for dba The Original Jerome Winery

Council will consider and may approve the Series 19 Liquor License.

Mayor Barber introduced item F.

It was explained that this is a secondary tasting room on the same premises as the first one and the applicant is pursuing

this avenue to clean up their bookkeeping.

Councilmember Dillenberg made the motion to approve the series 19 Liquor License.

Vice Mayor Moore seconded the motion.

Mayor Barber called the question and the motion passed.

Motion to approve series 19 Liquor License

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

8:13PM (1:13:36) G. Review Proposals Received in Response to the RFP for an Advanced Metering Infrastructure System and Identify 2-3 Respondents to Attend the Upcoming Special Meeting for Further Council and Community Evaluation and Consideration

Council will review the proposals received and provide staff direction.

Mayor Barber introduced the item.

Mr. Klein explained due to an irregularity the bid deadline was extended to December 1st and all respondents were notified via addendum. He asked that the item be tabled until the December meeting.

Mayor Barber made the motion to table the item.

Council member Dillenberg seconded the motion.

Mayor Barber called the question and the motion carried.

Motion to table to December meeting.

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

8:15PM (1:15:10) 8. TO AND FROM THE COUNCIL

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

Mayor Barber introduced the item and there were no updates to share.

8:15PM (1:15:49) 9. EXECUTIVE SESSION

On a public majority vote of the members, Council may enter into executive session in accordance with ARS § 38-431.03 (A)(1) and (3)

A. Discussion on Fire Chief's Potential Retirement Agreement and Interim / Future Staff Leadership Plans for the Fire Department

The Council will discuss and consult with its attorney for the purpose of receiving legal advice regarding a potential retirement / temporary employment and consulting agreement between the Town and its outgoing Fire Chief and may provide its representatives and legal counsel with instructions regarding said agreement and Fire Department Leadership.

Mayor Barber introduced the item, making the motion to enter into executive session.

Vice Mayor Moore seconded the motion.

with 5 ayes the motion carried and council entered executive session at 8:16p.m.

Motion to enter executive session at 8:16p.m.

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

After the vote Council took a 10 minute recess prior to starting the executive session.

9:04PM (0:01) B. Return to Open Session and Consider Action to be Taken from the Executive Session Including the Potential Approval of an Agreement and Further Staff Direction

Council may make a motion to take necessary action as a result of the Executive Session discussions.

Council returned to open session at 9:04p.m.

Mayor Barber made the motion to approve the retirement agreement with temporary employment through June 30th.

Councilmember Sharif seconded.

Mayor Barber called the question, and the motion passed by unanimous vote.

Motion to approve agreement with temporary employment through 6/30/2026

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

9:05PM (1:01) 10. ADJOURNMENT

Mayor Barber entered a motion to adjourn the meeting.

Councilmember Dillenberg seconded the motion.

By unanimous vote the meeting adjourned at 9:05p.m.

Motion to adjourn at 9:05 p.m.

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

APPROVE:

ATTEST:

Alex Barber, Mayor

Brett Klein, Town Manager