



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, DECEMBER 10, 2024, AT 7:00 PM

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

7:00PM (0:14) 1. CALL TO ORDER/ROLL CALL

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

Present were Vice Mayor Jane Moore and council members Dr. Jack Dillenberg, Sonia Sheffield and Issam "Izzy" Sharif. Mayor Alex Barber phoned into the meeting. Staff present included Town Manager Brett Klein, Zoning Administrator Will Blodgett and Accounting Clerk Michele Sharif.

7:00PM (0:45) 2. FINANCIAL REPORTS

Discussion/Possible Action

A. Financial Report and Detail Invoice Register Report for November, 2024

Council will consider and may approve the financial reports for month ending November 2024.

Vice Mayor Moore introduced the Financial Reports. She then moved item number 8 on the agenda to follow the financial reports. She asked if everyone had a chance to review them.

Dr. Dillenberg moved to approve the financial reports.

Mr. Sharif seconded the motion.

Ms. Moore called the question, and the financial reports were approved.

Motion to approve financial reports for November 2024.

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

After the vote the next item addressed begins with item 8A.

7:12PM (12:04) 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.

Ms. Moore introduced the item for consideration then deferred to Mr. Klein for further elaboration.

Mr. Klein said the only thing he was going to update, aside from his written report, was the inspection at 621 Main St. completed today (12/10) and that upon approval by the Council, closing of the purchase will take place in two days, Thursday December 12th.

Dr. Dillenberg asked if they needed to take any action.

Ms. Moore confirmed yes they do, then asked if there were any questions or comments on the other reports.

Mayor Barber said she had a question on the Police report, regarding how many parking citations versus the number of service calls by call type. She said she could bring it up at a later date but thought something might not have been added correctly.

Chief San Felice said he could clarify, asking if she was referring to the number of parking enforcement actions versus how many citations were written.

Ms. Barber confirmed yes, that is what she was asking.

Chief San Felice then explained that they are batched together, clarifying that when the Parking Enforcement Officer

takes an action, they put 1 call for service in that includes parking enforcement for the day. He continued, they may have written 20-25 citations or more that day, but it only goes in as one call for service for that day.
 Ms. Barber then noted the report said 358 parking citations were issued and doesn't recall it ever being that high.
 Mr. San Felice said he didn't have numbers with him, but he would go back and check the stats to clarify. He said it may have been a typo or a mistake because that sounds a little high for one month. He said it might be the yearly total, but he will double check and confirm if it's correct.
 Ms. Moore asked Ms. Barber if she wanted to say anything about meetings attended.
 Ms. Barber said she had attended a couple of meeting and would recap next month when she would be in-person.
 Ms. Moore shared she and the Town Manager had attended a meeting with the councils from the Verde Valley and Yavapai College. She said there had been a mailer sent out and that is a lot of what the meeting was about. She said it was informative, and that maybe some things will come about from the meeting, but we'll see.
 Dr. Dillenberg motioned to approve the staff and council reports.
 Mr. Sharif seconded the motion.
 Ms. Moore called the question, and staff and council reports were approved.

Motion to approve Staff and Council reports for November 2024

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

7:16PM (16:33) 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

Ms. Moore introduced the item asking if everyone had a chance to review. She said no action was required and asked if Mr. Blodgett had anything to add.
 Mr. Blodgett said this month has been extraordinarily busy and there will be projects coming up for review next month. He said he has wrapped up some of the data collection for the parking survey. He said he and Ms. Sharif are starting to work with the data and how to utilize and analyze it.
 Ms. Moore asked if this was for the parking.
 Mr. Blodgett confirmed yes this is the parking inventory, we have real space, counts and real space locations. So now it's mountains of data to process and crunch numbers. He remarked that some of the data from a year ago has changed and he will have to refresh, but otherwise we are moving into the next step of that process.

7:18 PM (18:00) 5. APPROVAL OF MINUTES

Discussion/Possible Action

A. Consider Approval of the November 12, 2024, Regular and Special Council Meeting Minutes and November 25, 2024, Special Council Meeting Minutes

Council will consider and may approve the November 12th Regular and Special Council Meeting minutes, and November 25th Special Council Meeting Minutes.

Ms. Moore introduced the minutes for approval. She asked if everyone had a chance to review them.
 Dr. Dillenberg motioned to approve the minutes.
 Ms. Sheffield seconded the motion.
 Ms. Moore acknowledged the motion to approve the meeting minutes for November 12th regular and special council meeting and the November 25th special council meeting. She called the question, and all 3 sets of meeting minutes were approved.

Motion to approve meeting minutes from November 12, Regular and Special Council meeting, and November 25 Special Council meeting.

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

7:18PM (18:44) 6. PETITIONS FROM THE PUBLIC

A. Petition from Lee Christensen will be Entered into Record

Ms. Moore introduced a 2 page letter from Mr. Lee Christensen to be entered into the record. She remarked that it was a handwritten letter and a little difficult to read. She recounted from reading the letter that Mr. Christensen was wondering if we have a Dark Sky ordinance or suggesting that we have one. Ms. Moore said that we do. She said he wrote about the lighting at the Grand Hotel being too bright and wished they could turn the lights down at 1AM. She shared that he also had concerns about the paving of the parking lot at Town Hall affecting drainage, and about the chain link fence affecting the possible access from School street. She asked if we could contact Mr. Christensen and let him know we do have a Dark Sky ordinance. She said she didn't think the access from School St. would be an issue once they got the wall fixed. Mr. Blodgett said he would reach out to Mr. Christensen to speak with him about his concerns, to determine any validity to those concerns that would require action, and that he will report back to council at the next meeting. Ms. Moore thanked Mr. Blodgett and moved on to the next item in the agenda.

7:20PM (20:33) 7. UNFINISHED BUSINESS

Discussion/Possible Action

7:20PM (20:00) A. Review of the Jerome Historical Society's Response and Possible Staff Direction Regarding a Potential Property Exchange with the Jerome Historical Society

Council will consider the response from the Jerome Historical Society regarding a potential property exchange and may provide staff direction.

Ms. Moore introduced Item A.

Ms. Barber said she would like to review what is documented as far as parking spaces. She said she would like to table this for further information, and that she'd like to do a comparison of what they're asking for versus what is documented.

Ms. Moore asked if she would like to make a motion to table this until the next meeting.

Ms. Barber answered absolutely and made the motion to table until the next meeting.

Ms. Moore clarified with Mr. Klein if that direction was sufficient.

Mr. Klein confirmed he understood the direction and advised to still make the motion to table the item.

Ms. Moore confirmed Ms. Barber's motion to table and seconded the motion. She remarked that we may need legal advice as well. She then called the question, and the item is tabled until the next meeting.

Motion to table until the next Council meeting.

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

7:22PM (22:17) B. Consider Taking from the Table 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.

Ms. Moore introduced Item B to consider taking from the table the consideration of a tour company business license. She said this was on the agenda last month and no one was present, and she said she still doesn't see a representative present at this meeting either. She said she has questions and without someone here she doesn't see how a decision could be made. She made a motion to table this until the next council meeting.

Ms. Sheffield seconded the motion.

Ms. Moore called the question and the motion to table was approved unanimously.

Motion to table until next Council meeting.

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

The meeting then moved to item 9, To and From the Council.

7:01PM 8. NEW BUSINESS

Discussion/Possible Action

7:01PM (1:27) A. Consideration of Russell San Felice's Appointment to the Position of Chief of Police for the Town of Jerome

Council will consider and may approve the appointment of Russell San Felice as the new Jerome Chief of Police.

Ms. Moore introduced item 8A the consideration of the appointment of Russell San Felice as the new Chief of Police for the Town of Jerome.

Dr. Dillenberg moved to accept.

Mr. Sharif Seconded.

Ms. Moore asked if there was any further discussion. There was none. She called the question, and Russell San Felice is appointed the new Chief of Police for the Town of Jerome.

Motion to approve appointment of Russell San Felice as Chief of Police.

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

After the vote, before moving on to item 8B Ms. Moore shared that there was a card to be presented to Mr. Muma for his retirement.

Mr. Muma approached the dais to accept his card and Ms. Moore said, "we want to thank you for all your years of service."

7:03PM (3:07) B. The Newly Appointed Police Chief will Receive and Take the Loyalty Oath and be Sworn in as the Jerome Chief of Police

Russell San Felice may be sworn in as Chief of Police and take the loyalty oath.

Ms. Moore introduced the item.

Mr. San Felice approached the dais. Mr. Klein issued his oath and said after the oath they will complete the tradition of pinning the new Police Chief.

Mr. Muma asked Mr. San Felice to raise his right hand and repeat the loyalty oath.

Mr. San Felice recited the loyalty oath. After the oath he made a statement that he has very big shoes to fill and will continue to operate with the honor and professionalism that the department has had.

Council members welcomed him aboard.

Mr. Muma and Mrs. San Felice approached the front of the room for pinning. Mr. Muma placed the collar pins and Mrs. San Felice placed the police chief badge on his chest.

7:07PM (7:35) C. Consideration of a Data Access Exchange Agreement with ADOT for Traffic Crash Data and Records and Authorizing Town Manager Brett Klein and Acting Police Chief Russell San Felice to Execute the Agreement on Behalf of the Town

Council will consider and may approve the agreement and authority to execute the agreement.

Ms. Moore moved to item 8C and asked if Mr. Klein would like to explain this a little better.

Mr. Klein shared its typical, adding that in order to receive the traffic data that we need, we need to have this agreement.

Ms. Moore asked if there were questions, there were none. She made the motion to approve.

Ms. Sheffield seconded the motion.

Ms. Moore called the question, and the item was approved unanimously.

Motion to approve Data Access Exchange Agreement.

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

7:08PM (8:51) D. Consideration of a Sole Source Provider Purchase of a 2023 Ford Police Interceptor from JW Auto Sales in the Amount of \$34,000.00

Council will consider and may approve the purchase through JW Auto Sales.

Ms. Moore introduced item D for consideration. She said she believed this was already in the budget and asked Mr. Klein if that is correct.

Mr. Klein answered that she is correct, adding that we have the funds to purchase and outfit the vehicle as necessary.

Ms. Moore asked if there were any questions or discussion.

Dr. Dillenberg moved to approve.

Mayor Barber seconded the motion.

Ms. Moore called the question, and the motion was approved.

Motion to approve the purchase of a 2023 Ford Police Interceptor.

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

7:09PM (9:54) E. Consider Approval Authorizing the Town Manager to Execute all Documents Necessary for the Purchase of 621 Main Street for Future Town Employee and Town Workforce Housing

Council will consider and may approve the Town Manager to execute all necessary documents for the purchase and acquisition of 621 Main Street.

Ms. Moore introduced the item to consider approval authorizing the Town Manager to execute documents necessary for the purchase of 621 Main Street. She asked if Mr. Klein would like to add anything regarding this.

Mr. Klein said following the executive session last month staff was directed to pursue the purchase of 621 Main St. which contains 3 separate units, making it a viable option for the town. It has the possibility of placing 3 different individuals. He said they are all in great shape inside and that an inspection had been completed. He said there was some work that will need to be done, adding that it was built into the purchase price.

Dr. Dillenberg moved to approve.

Mr. Sharif seconded the motion.

Ms. Moore asked if there was any discussion or questions, including the audient. With no further discussion she called the question and the motion to authorize the Town Manager to purchase 621 Main St was approved.

Motion to approve authorizing the Town Manager to execute all documents necessary for the purchase of 621 Main St.

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

7:23PM (23:22) 9. TO AND FROM THE COUNCIL

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

Ms. Moore asked if anyone had anything to bring up.

Dr. Dillenberg said he'd like the Council to consider moving the meeting up half an hour, from 7:00 to 6:30. He said it's still late enough, but not too late, and gets things underway a little quicker.

Ms. Moore asked if Ms. Sheffield had anything to add, she answered no.

Ms. Moore asked if Mr. Sharif had anything to add he said he had nothing.

Ms. Moore recalled discussion about a resolution regarding vacation rentals, adding that we may want to have a special meeting about it.

Ms. Barber said there was a study done, but she wasn't sure if Sedona passed it at their last meeting or not. She said it's a housing emergency resolution.

Ms. Moore asked if it was something that was time sensitive.

Ms. Barber said she thought it was something they could handle at their next meeting. She said Sedona did a homeless needs assessment and from that assessment they made a housing shortage resolution that goes to the legislature and the Governor to give a little relief on vacation rentals. She asked if Mr. Klein could reach out to the Sedona City Manager and see what their decision was and if it's something that needs to be done quickly then we have a special meeting.

Mr. Klein confirmed he had spoken with their City manager today (12/10), however, was unaware of a specific timeline.

He said he will examine it and if there is a special timeline and necessity for a special meeting, he will make those arrangements.

Ms. Moore said she had noticed all the complaints about the streetlights being too bright. She said she would like to have something go out explaining to people what, if there are any, options we might have to deal with this.

Mr. Klein shared there is an upcoming meeting with APS and their consultant, on Dec. 23rd. He said they'd heard our complaints and that it was the least bright of the options that would be able to fit our fixtures. He said he has informed APS that we have talented people in Town that might be able to retrofit something, while not harming the integrity of the fixtures. He said once we have all the information, we can get something out to everyone.

Ms. Moore said the other thing brought up to her was the questionnaire about the lead pipes in your house. She said people were commenting "maybe an explanation of why things like that were sent out."

Mr. Klein confirmed that we did an email blast ahead of time, and that anyone who subscribes should have received that information when Candace did it. He confirmed the letter was a requirement, adding that there was a standard letter and then we put together the second letter to clarify.

Mr. Blodgett shared that even based on old mapping that even earlier piping was generally copper. He said he feels pretty confident in the water system.

Ms. Sharif clarified the first two pages of the letter were all EPA language, and she couldn't change it. She said she did try to make the State contact aware that sending out that letter was going to incite panic in a small community, where it was not necessary. However she was told it was required and that she could send a secondary letter to provide other information and assist in collecting the inventory.

Ms. Moore said she was telling anyone who asked that it was a standard.

Ms. Sharif confirmed that it was a required for the entire state; all Public and Non-Transient Water Services.

Dr. Dillenberg made a motion to adjourn the meeting.

Mr. Sharif interjected before adjourning. He asked if the differences in brightness of the bulbs were noted anywhere. Recounting walking down Main St., he said one light will be an LED bulb that is extremely bright, but the next one is not nearly as bright, yet the bulb appears to be the same LED. He said he'd thought about using his camera to zoom in and see if the bulbs are different, or if maybe there is a setting to be flipped or changed, hoping it would help to build the argument and have APS explain why the LEDs they have installed are so different in brightness.

Ms. Barber advised him to go around town and take pictures and send them to Brett. She said they aren't going to meet them (APS) in the dark, so having photos to show what they're talking about would be helpful.

Mr. Sharif said he would do it this evening after the meeting, and thanked Mayor Barber for her suggestion.

Ms. Barber said she wanted to make one last statement. She said Brett had reached out about the meeting, and APS has assured us they are installing 50 watt LED bulbs, that are a reduction in output. She said they've said anytime the old lights fail, this is what they are installing. She suggested taking pictures, adding if they find that the manufacturer is making them different than before, perhaps maybe we can very nicely urge them to tone it down a little bit again. She said we'll do the best we can to help, adding maybe getting Steve Knowlton or whoever to retrofit a shield would be wonderful too, but we are working on it.

Council members thanked Mayor Barber for her input.

7:33PM (33:00) 10. ADJOURNMENT

Ms. Moore moved onto adjournment.

Dr. Dillenberg motioned to adjourn the meeting.

Mr. Sharif seconded the motion.

Ms. Moore called the question, and the meeting was adjourned at 7:33 p.m.

Motion to adjourn at 7:33p.m.

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

APPROVE:

ATTEST:

Alex Barber, Mayor

Brett Klein, Town Manager