



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, DECEMBER 09, 2025, AT 7:00 PM

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, Sonia Sheffield and Issam "Izzy" Sharif.

Staff Present included Town Manager Brett Klein, Zoning Administrator William Blodgett and Accounting Clerk/Administrative Specialist Michele Sharif.

7:00PM (0:39) 2. FINANCIAL REPORTS

Discussion/Possible Action

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

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

Mayor Barber introduced agenda item 2. With no further question or discussion Mayor Barber made the motion to approve the financial reports, with a second from Councilmember Dillenberg

The question was called and the item passed by unanimous vote.

Motion to approve November 2025 financial reports.

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

7:01PM (1:02) 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 item and stated Town Manager Klein usually summarizes his report first.

Mr. Klein reminded staff and Council of the annual staff appreciation luncheon on the 17th at the firehouse.

Mayor Barber congratulated David Freeman from the Jerome Police Department for 1 (one) year of service effective December 11th.

Councilmember Dillenberg made the motion to approve the staff and council reports, with a second from Mayor Barber. When the question was called, the item passed unanimously.

Motion to approve staff and council reports.

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

7:02PM (2:03) 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

Zoning Administrator Blodgett reported he is working on a comprehensive residential parking inventory to obtain accurate counts, following completion of the commercial inventory. No changes to parking policy are planned at this time.

He shared that since the previous council meeting, a rock wall at the bottom of Holly on Douglas Road failed, prompting an investigation into engineering and repair standards for the town's historic rockeries. He is coordinating with the town engineer, SHPO, and others to develop a repair and maintenance plan. A full inventory and inspection of rock walls will begin in January and will align with updates to the archaeological inventory for the township.

Separately, a local resident, Kim Miceli, has volunteered to help lead efforts for the community garden. Additional volunteers have also expressed interest. Staff intends to work with these volunteers over the winter to prepare a plan for council consideration, with the goal of having an organized volunteer effort ready for the spring growing season.

The item was informational only and required no council action.

7:05PM (5:45) 5. APPROVAL OF MINUTES

Discussion/Possible Action

A. Consider Approval of the November 11th, 2025, Regular Council Meeting Minutes and November 24, 2025, Special Council Meeting Minutes

Council will consider and may approve the November 11th, Regular, and November 24th Special Council Meeting minutes.

Mayor Barber introduced the meeting minutes. With no request to split the minutes Mayor Barber entered the motion to approve both sets of minutes for the November 11th Regular Meeting and the November 24th Special Council Meeting minutes, with a second from Councilmember Sharif.

Mayor Barber called the question and the motion passed unanimously.

Motion to approve meeting minutes from November 11th Regular Council Meeting and November 24th Special Council Meeting.

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

7:06PM (6:30) 6. PETITIONS FROM THE PUBLIC

Mr. Mansel Mathews, Jerome resident, expressed that he is against selling the Holly Street house for a sweetheart deal.

7:06PM (7:20) 7. ORDINANCES AND RESOLUTIONS

Discussion/Possible Action

A. Consideration of Resolution No. 684; A Resolution of the Mayor and Town Council of the Town of Jerome, Arizona, Authorizing the Submission of an Application to the Arizona Department of Transportation's State Match Advantage for Rural Transportation (AZ SMART) Fund for Grant Development and Submission Costs for a Federal Discretionary Grant Related to the Verde Avenue Development

Council will consider and may approve the resolution.

Mayor Barber introduced the item asking if anyone had questions. There were none.

Councilmember Dillenberg moved to approve Resolution 684.

Mayor Barber seconded the motion. After confirming there was no additional discussion she called the question, the motion carried.

Motion to approve Resolution 684.

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

7:08PM 8. UNFINISHED BUSINESS**Discussion/Possible Action****7:08PM (8:29) A. Consider Removing from the Table and 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 the bid, reject all bids, and / or provide staff direction.

Mayor Barber introduced the item.

Councilmember Dillenberg moved to remove the item from the table.

Mayor Barber seconded the motion. By unanimous vote the item was removed from the table for consideration.

Motion to remove item from the Table.

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

Council members expressed mixed views on whether to sell the Holly Street house to the community land trust or put it on the open market. Vice Mayor Moore supported the land trust concept as a public-private partnership that would preserve affordability and foster homeownership for a local resident. Council Member Sheffield emphasized the financial impact, noting the Town could net significantly more by selling the property outright, and questioned whether subsidizing affordability for a single household was justified. Concerns were raised regarding long-term control, including whether the Town could secure a first right of refusal if the land trust ever dissolved. Staff confirmed such provisions could be included in a subsequent agreement. The other council members had pro and con comments for both selling to VVCDO Community Land Trust, and selling it on the open market.

A couple speakers in the audience questioned the viability of financing under a land trust structure, noting that many major lenders do not underwrite land-lease or land-trust mortgages. Speakers present in opposition of the land trust sale were Eric Jurisin, Carol Anne Teague, Mansel Mathews, and Michael Blodgett. Others stated that specialized lenders do finance these homes and that land trusts elsewhere in Arizona have successfully placed buyers. The uncertainty over financing risked leaving the home unoccupied for extended periods. The condition of the home was also discussed, and while not structurally unsound, it will require repairs over time. The land trust proposal includes approximately \$38,000 in initial upgrades, as shared by land trust representative Mary Chicoine. Some argue that an occupied home, regardless of the ownership model, will fare better than one that sits vacant.

The Town attorney clarified that an invitation for bids is required before selling the house, regardless of the chosen path. Ultimately, council members acknowledged the decision is difficult, balancing the Town's financial needs, the desire to maintain affordability in Jerome, and the practical challenges of a land-trust model for a single property.

Councilmember Sharif made the motion to reject all bids, and place the home on the open market with a deed restriction on STR use, and received a second from Councilmember Sheffield.

Mayor Barber called the question and the motion carried unanimously.

Motion to reject all bids and place 655 Holly St. property on open market for bid, with a deed restriction on STR use.

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

7:56PM 9. NEW BUSINESS**Discussion/Possible Action****7:56PM (56:09) A. Consideration of the Aravapai Running Special Event Permit Application for the Annual Cocodona Race Event**

Council will consider and may approve the special event permit.

Mayor Barber introduced the special event permit application for the annual Cocodona race. The application was largely unchanged from prior years, aside from a small food/snack setup near the State Park, which had also occurred in the previous year. Council members noted that the event has run smoothly in the past years and continues to improve. A motion to approve was entered by Mayor Barber, seconded by Vice Mayor Moore and passed unanimously.

Motion to approve Cocodona 2026 special event permit.

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

7:57PM (57:30) B. Discussion and Possible Staff Direction Regarding the Town of Jerome as a Trust Beneficiary of the Richard J. Martin Revocable Trust

Council will discuss and may provide staff direction.

Mayor Barber introduced item 9B.

The Council discussed the Town's designation as a beneficiary of the Richard J. Martin Revocable Trust. Members sought clarification regarding redacted parcel references within the trust document and whether the funds must be applied specifically to the Middle Park or could be used for improvements across adjacent park areas, including the Sliding Jail site. Staff and the Town attorney advised that the trust appears intended for Middle Park but recommended seeking confirmation from the trust administrator, whose interpretation is controlling under the document's terms. The trust provides \$100,000 for planning and materials (not labor) for park improvements, with a two-year completion target and potential extensions for good cause.

Councilmember Sharif entered a motion to accept the bequest also giving staff direction to obtain clarification on the permitted scope and location of eligible park improvements, with Councilmember Dillenberg seconding the motion. After calling the question the motion carried unanimously.

Motion to accept and seek clarification on which park(s) funds can be utilized for.

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

8:05PM (1:05:29) C. Consideration of a Town of Jerome Appointment as a Designee for the Yavapai County Water Resource and Open Space Committee

Council will consider and may appoint one of their membership or designate it a staff appointment.

Council considered appointment of the Town's representative to the Yavapai County Water Resource and Open Space Committee. A motion was made and seconded to appoint Vice Mayor Moore as the primary designee, with the Mayor Barber to serve as the alternate.

Mayor Barber entered the motion with Councilmember Dillenberg seconding the motion. After calling the question, the motion passed unanimously.

Motion to appoint Vice Mayor Moore as the Designee for Yav Co. Water Resource & Open Space Committee.

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

8:06PM (1:06:28) D. Consider Removing from the Table and Review of 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.

Vice Mayor Moore entered the motion to remove the item from the table.

Councilmember Dillenberg seconded, and by unanimous vote the item was removed from the table.

Motion to remove item from the table for discussion and consideration.

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

Council reopened discussion on the advanced metering infrastructure (AMI) RFP, for which seven proposals were received. Staff summarized the review process, noting significant variation across technologies, meter types, and system configurations, and recommended bringing a subset of responders to a special meeting for detailed presentations and Q&A. Councilmembers discussed evaluation factors including user fees, the need to avoid additional poles, rebuild ability, wireless options, performance in hillside terrain, integration with the Town's billing system, Caselle, opt-out implications, and local experience. After deliberation, the Council selected four vendors: Western, Aquaflow, Metron, and Fortiline to be invited to present at the upcoming special meeting.

A motion to proceed with these four vendors was made by Councilmember Sharif, seconded by Councilmember Dillenberg, and approved with 4 ayes and 1 nay from Mayor Barber.

Motion to approve staff recommendation to bring forth Western, Metron, Aquaflow and Fortiline for additional evaluation and consideration.

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

After the vote the date for the Special Meeting was established as Monday December 15, 2025, at 3:00p.m. in Council Chambers at Town Hall.

8:24PM (1:24:06) 10. TO AND FROM THE COUNCIL

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

Councilmember Sharif suggested exploring the availability of Town-owned residential space, including units at 621 Main St., to accommodate a community member who is losing housing and has been an active volunteer. Council expressed general support for evaluating available space.

Councilmember Dillenberg inquired about plans for next year's historical anniversary. Staff confirmed ongoing coordination with the State Park and local historical groups, with more information forthcoming.

Mayor Barber reported receiving several complaints from visitors about paid-parking citations. Staff and the Police Department confirmed that signage is abundant and that photographic evidence consistently shows tickets were properly issued.

Council asked staff to confirm attendance by relevant personnel for the upcoming special meeting on Monday the 15th at 3:00 p.m. The mayor noted it will be a public meeting, acknowledged the inconvenience of the earlier start time, and encouraged the public to submit comments by email if they cannot attend.

8:29PM (1:29:18) 11. ADJOURNMENT

Councilmember Dillenberg motioned for adjournment with a second from Councilmember Sharif.

Mayor Barber called the question and the meeting adjourned at 8:29p.m.

Motion to adjourn at 8:29 p.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