



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 12, 2024, AT 7:00 PM

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

7:06PM (0:26) 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 Councilmembers Dr. Jack Dillenberg, Izzy Sharif and Sonia Sheffield.

Staff present included Town Manager Brett Klein, Zoning Administrator Will Blodgett, Deputy Clerk Kristen Muenz, and Administrative Specialist Michele Sharif.

7:07PM 2. REORGANIZATION

7:07PM (0:39) A. Oath of Office

Councilmembers-elect will Take the Oath of Office Issued by Town Magistrate Angela Bradshaw Napper.

Town Magistrate, Angela Bradshaw Napper issued the Oath of Office to all councilmembers simultaneously. Councilmembers expressed their gratitude to the magistrate and congratulated each other on being voted into office.

7:09PM (2:36) B. Consider the Selection of a Mayor and Vice-Mayor

Council will select the Mayor and Vice-Mayor by Nomination and Vote.

Ms. Barber introduced Item B to consider the section of Mayor and Vice Mayor.

Ms. Moore made the motion to nominate Ms. Alex Barber, receiving the highest number of votes, as the mayor.

Ms. Sheffield seconded the motion.

Ms. Barber made the motion to nominate Ms. Jane Moore, receiving the second highest number of votes, as the Vice Mayor.

Ms. Sheffield and Mr. Sharif seconded the motion.

Ms. Moore clarified that there couldn't be two motions on the floor at once.

Ms. Barber broke up the two motions for voting.

Ms. Barber called the question for Ms. Moore's nomination of Ms. Barber as Mayor; with 5 Ayes, Ms. Barber retained her placement as Mayor for another term.

Motion to appoint Alex Barber, having received the highest number of votes, to the seat of Mayor.

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

Ms. Barber reintroduced the second motion, reiterating she nominated Ms. Moore for the seat of Vice Mayor, which was seconded by Ms. Sheffield. She called the question on the second vote and with 5 ayes, Ms. Moore retained her placement as Vice Mayor for another term.

Motion to appoint Jane Moore, receiving the second highest vote count, to the seat of Vice Mayor.

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

Council members congratulated each other, recalling how many years of service each of them has behind the dais on behalf of the community.

Dr. Dillenberg thanks Ms. Barber and Ms. Moore for continuing to do the work they do, sharing that the whole council is committed to helping them succeed on behalf of the whole Town of Jerome.

(4:23) C. Consider Resolution No. 675, Designating Signatories for the Town Bank Accounts

Council will consider and may approve Resolution No. 675.

Ms. Barber introduced the item for consideration. She moved to approve Resolution No. 675 designating Alex Barber, Jane Moore and Brett Klein as the signatories for the bank accounts.

Ms. Sheffield seconded the motion.

Ms. Barber called the question, and the motion was approved unanimously.

Motion to approve Resolution No. 675 designating Ms. Alex Barber, Ms. Jane Moore and Mr. Brett Klein as the account signatories.

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

After the vote Dr. Dillenberg made a statement thanking all of the Veterans for their service on behalf of the Town and Council.

Ms. Barber expressed her thanks to all of our town veterans as well.

7:12PM 3. FINANCIAL REPORTS

Discussion/Possible Action

7:12PM (5:58) A. Financial Report and Detail Invoice Register Report for October, 2024

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

Ms. Barber introduced the item asking if everyone had a chance to review them. She asked if there were any questions. Ms. Sheffield asked why the parking citation revenue, on page 9, was negative for this period.

Mr. Klein shared this is money transferred and is not indicative of the parking revenue. He shared the parking fund information that can be found on page 27 which is on pace with the budget.

Ms. Barber clarified if there was a lag, or if funds are moved from one to the other.

Mr. Klein answered funds are moved from one account to the other.

Ms. Barber pointed out that there is a little bit of a lag with the sales tax.

Ms. Moored commented that it's a month or more behind sometimes.

Ms. Muenz clarified that we are still receiving sales taxes from September, so sometimes it's two months behind. She also shared that there were some year-end journal entries that needed to be done so next month's financials will look a little more normal.

Ms. Barber moved to accept the Financial reports for October 2024

Dr. Dillenberg seconded the motion.

Ms. Barber called the question and the financial reports for October 2024 were approved unanimously.

Motion to approve financial reports for October 2024.

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

7:15PM 4. STAFF AND COUNCIL REPORTS

Discussion/Possible Action

7:15PM (8:56) 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. Barber introduced item number 4 and deferred to Mr. Klein for additional introduction of his report.
 Mr. Klein said in addition to his written report, zoning code updates continue to be worked on, and will likely be presented to Council in 8-12 months, adding it will still be in early stage still at that point. He shared that we were recommended to proceed with the water grant, which was a 100% grant. He said a formal decision will come next week with a meeting to discuss the project that has been recommended to move forward.
 Dr. Dillenberg requested a write up be done regarding the grant to promote the work being done in the Town of Jerome, which could set the stage for further funding.
 Ms. Barber extended her congratulations to Tamara Penn on the Police Department for 4 years of service as of November 27th. She asked if there were any other questions, or if council members had a report to make.
 Dr. Dillenberg moved to approve.
 Mr. Sharif seconded the motion.
 Ms. Barber called the question, and the staff and council reports were approved.*

Motion to approve staff and council reports.

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

7:18PM 5. ZONING ADMINISTRATOR'S REPORT/PLANNING & ZONING AND DESIGN REVIEW BOARD MINUTES

Information/Council Review

7:18 (11:04) A. Report Provided by the Zoning Administrator. Minutes are Provided for Information only and do Not Require any Action

*Ms. Barber introduced the Zoning Administrator's minutes asking if everyone had a chance to look over them. She asked if there were any questions or comments, there were none.
 Mr. Blodgett said in addition to his written report, it's been busy but that some things are slow rolling and are not ready to be presented to council. He said hopefully it will be ready in the next few months, adding right now everything is working as it should and is now just the grind of getting things done.
 Ms. Barber noted in the minutes that a Zoning Handbook being given to the Planning and Zoning commission. She recalled that the minutes also said if anyone else wanted a copy he'd be happy to share it with them. Ms. Barber requested a copy for review, adding she doesn't need to keep it.
 Mr. Blodgett shared that he'd be happy to provide digital copies or printed copies.
 Ms. Barber said sending it to her email would be perfect.
 Ms. Moore shared that it might be good to send it to the whole council.
 Mr. Blodgett confirmed he'd send the handbook to everyone on Council.
 Ms. Barber asked if there were any other questions and deferred to Ms. Moore for her question.
 Ms. Moore recalled Mr. Blodgett saying there would be an update for them at this meeting. She asked if he did or did not have one.
 Mr. Blodgett confirmed he does not, adding he had more questions than answers to give them and felt that any update may add more confusion rather than enlightenment.
 Ms. Barber thanked Mr. Blodgett and moved on to the next item.*

7:20 PM 6. APPROVAL OF MINUTES

Discussion/Possible Action

7:20PM (13:23) A. Consider Approval of the October 8, 2024, Regular Council Meeting Minutes
 Council will consider and may approve the October 8th Regular Council Meeting minutes.

Ms. Barber introduced the minutes asking if everyone had a chance to review them. General consensus was yes. She asked if there were any corrections needed.

Ms. Moore made the motion to approve Tuesday October 8th, 2024's meeting minutes.

Ms. Sheffield seconded the motion.

Ms. Barber called the question, and the meeting minutes were approved.

Motion to approve meeting minutes for Tuesday October 8th, 2024, Regular Council Meeting.

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

7:20PM 7. PETITIONS FROM THE PUBLIC

There were none.

7:20PM 8. ORDINANCES AND RESOLUTIONS

Discussion/Possible Action

7:20PM (14:16) A. Consider First Reading of Ordinance No. 491, Amending Article 3-1, "Officers in General", Section 3-1-1, "Officers" to Allow for the Police Chief to Reside Within 15 Miles of the Town of Jerome

Council will consider and may approve Ordinance No. 491.

Mayor Barber introduced Item 8A amending Ordinance 491 to allow the Police Chief to reside within 15 miles of Town. Ms. Moore state she would like to see the Police Chief live in town. She added that she would like to table this until that can be looked into further, asking if that was a reasonable request.

Ms. Barber clarified that Ms. Moore wanted to table this item and deferred to Mr. Klein for further input.

Mr. Klein said in light of the previous executive session, they could call the question get no motion, in which case the item would die, rather than need to be brought back on another agenda.

Ms. Moore reiterated that she would like to go on record stating that she thinks the Police Chief should live in town.

Ms. Barber and Mr. Sharif expressed their agreement.

Ms. Barber asked if anyone wanted to make a motion on this, otherwise with the lack of a motion they would move on. No motion was made, and no vote was called.

7:22PM 9. UNFINISHED BUSINESS

Discussion/Possible Action

7:22PM (15:49) A. Consider Taking the Item from the Table and Discussion and Update / Possible Direction Regarding the Proposed Community Garden and the Community Garden Shed

Council will be provided an update regarding the proposed community garden and shed, and may provide staff direction

Mayor Barber introduced Item 9 asking to have it brought back up in February, adding then it is more like springtime, and they'll have a better idea of what to do. She reminded everyone that APS gave the Town a \$500 gift certificate, that does not expire, from Verde Valley Growers for the garden. She said there had been talk about fruit trees adding, if we do that then we should have a water line going down in there so that whoever is in charge of the community garden is not saddled with keeping the fruit trees alive. She said there are already sprinklers in the garden, but this would be more of a permanent fixture and would also be food. She clarified that she isn't saying this is what should be done but wants everyone to be aware that this is some of the discussion that should be had in February when this item is brought back up. She shared that she has the gift certificate in her possession and has had it since Ms. Sage Harvey gave it to her. She clarified with Mr. Klein how long we've had the certificate.

Mr. Klein confirmed it's been about 2 years.

Ms. Barber shared the garden had people interested in it, but it's the end of garden season right now. She said the last time she spoke with the person in charge they wanted the shed moved to the top but could get no further solidified details on where it should go. She moved to table the item until February.

Dr. Dillenberg seconded the motion.

Ms. Barber asked if there was any further discussion, there was none. She called the question, and the motion to table this item until February was approved.

Motion to table until February 2025 meeting.

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

7:24PM 10. NEW BUSINESS

Discussion/Possible Action

7:24PM (17:55) A. Consider Councilmember Appointment to the PSPRS Board

Council may approve the appointment of the Mayor or the Mayor's designee as the Chair of the PSPRS Board in Accordance with Arizona Revised Statutes.

Ms. Barber introduced the item. She questioned if Council were just members or acted as the Chair.

Mr. Klein confirmed that State Law has a councilmember serve as Chair.

Ms. Sheffield confirmed she had just attended the recent meeting in October and was the Chair.

Ms. Barber asked if she would like to continue to do it. Ms. Sheffield answered yes. Ms. Barber then moved to appoint Ms. Sheffield as the Mayor's designee, to serve as the chair for the PSPRS Board. She asked if anyone else wanted to step up to take that job from Ms. Sheffield. General council consensus was no.

Dr. Dillenberg seconded the motion for Ms. Sheffield's appointment.

Ms. Barber called the question and Ms. Sheffield is appointed as the Chair of the PSPRS Board.

Motion to appoint Sonia Sheffield as Chair of the PSPRS Board.

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

7:25PM (19:09) B. 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.

Ms. Barber introduced the item for consideration sharing, this is the third year this has happened. She pointed out on the application regarding outreach to neighboring businesses or residences, reading the response on the application to "partner with hotels in Jerome as we expect all rooms to be booked by the 120-mile runners the night of Tuesday May 6th, and would also like to potentially partner with a restaurant to hold a pre-race dinner." She asked if they need to do this neighboring outreach every year and is it something they've done in the past.

Mr. Klein answered that they did solicit public input, mostly from coming here. He said, being good public stewards they reach out to the Police Chief, the Fire Chief and Town Hall. He thinks their answer is stating that they're a team player and will utilize businesses in Jerome. They heard a couple complaints last year and are addressing those, adding they've done a good job of responding to any questions of concerns, and they will continue to be diligent in addressing anything for next year as well.

Ms. Moore asked if Mr. Klein could share what those complaints were.

Mr. Klein answered one of them was utilizing the sidewalks. He said they said wherever possible they will do that but sometimes they have runners running side by side and are unable to do that. He said there was also one bathroom issue that was resolved.

Ms. Barber pointed out that the application stated to follow up with Chief Muma to coordinate. She said Chief Muma will not be here so we'll need to let him know that it will be a different person to contact. She asked how council members felt about this race.

Mr. Sharif asked about course signage, noting the use of stickers and signage, he asked if street signage and stickers would be peeled up and removed by them.

Mr. Klein shared yes, they do a good job of removing the signage after the race otherwise they know they won't be allowed back.

Ms. Barber said last year the stickers did their job, and when race staff came around and peeled them up, everything they peeled it off of stayed put. Ms. Barber then asked if she heard a motion and a second.

Dr. Dillenberg moved to approve.

Ms. Moore seconded the motion.

Ms. Barber called the question and the special event application for Cocodona 2025 was approved.

Motion to approve Aravapai Running Special Event Permit for Cocodona 2025 event.

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

Between Items B & C Item 12A and 12B were moved up in the agenda.

8:23PM (24:41) C. Consideration of a Tour Company Business License Application for US Ghost Adventures LLC

Council will consider and may approve the Tour Company Business License.

Ms. Barber introduced the item for consideration. She asked if council had a chance to review this.

Ms. Moore asked if there was a representative to contact, noting she did not see a person here.

Ms. Muenz confirmed that a representative was not present, but did provide a phone number for a contact. She shared the representative she spoke to, Samantha, was made aware that if no one was available to answer questions then their application could be tabled. She said the contact would be available at that number to be called on speakerphone.

Ms. Moore asked if it was too late to call them, adding she has some questions that need to be answered by an attorney.

Mr. Sharif shared he has so many questions.

Dr. Dillenberg suggested that it be postponed.

Ms. Muenz said that she was informed to be available between 7 and 9 p.m.

Ms. Barber asked if they would like to ask the Attorney legal questions before speaking with the representative. She added council can cross the T's and dot the I's before proceeding forward.

Mr. Sharif moved to table adding he has many questions.

Ms. Barber confirmed the motion to table.

Dr. Dillenberg seconded the motion.

Ms. Moore asked if anyone else had any thoughts about it.

Motion to table until next meeting for legal advice.

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

After the vote Mr. Klein asked Council to funnel their questions to legal counsel through him. He invited council members to speak with Mr. Blodgett first if they'd like. He said he knows there are some grey areas in the code language, and likely those are the areas that questions might need addressed by legal counsel. He said if all legal questions can be funneled to him then he will get them taken care of.

Ms. Barber clarified that Mr. Klein is the point of contact for legal questions.

8:25PM (27:35) D. Discussion and Possible Staff Direction Regarding a Potential Property Exchange with the Jerome Historical Society

Council will consider options with regard to a property exchange with the Jerome Historical Society and may provide staff direction.

Ms. Barber introduced the item. She shared she attends Historical Society meetings. She shared there is a small piece of land down on Rich St. that is mostly owned by Town and could be potential parking for Hotel Jerome, but the Historical Society owns a little piece of property within there. She said she brought it up to the Historical Society and the then President felt that it should just be given to Town. She shared that in further discussion it was uncovered that this is property that is parking for the New State Motor Company. She said they still need to have parking somewhere so they cannot just give it to Town. She then introduced, what we've tried to do is a like for like exchange for a piece of property the Town owns, that could be exchanged to them. She reiterated that the Historical Society has already offered to give the property to the Town but if we could exchange it for a piece of property the same size it would give them parking closer to the New State Building and would free up room to utilize the whole area of land for parking. She said she thinks this is something the Council should pursue with the Historical Society. She further clarified, the Historical Society

property to be exchanged is assessed at 0.07 acres and is 2 streets over from the building they're accommodating with this parking. The parcel the Town owns is between Lil's place and the Cuban Queen, is much closer to their area, and is like for like as far as acres of 0.07. She asked the Council if they have any questions or input about this. There were none.

Ms. Barber said she thinks it's something that should be brought to the Historical Society, preferably before Mr. Muma is no longer a board member. She shared that some of the other members of the Historical Society thought that Allen would be leaving his seat on the board because he is moving away. She further shared a similar situation happened with the Treasurer position, which is now back in the hands of Jay Kinsella. She said she believes time is of the essence, and is bringing this to the table again, because we need the entirety of the area as parking.

Dr. Dillenberg moved to approve.

Mr. Sharif seconded the motion.

Ms. Barber acknowledged the motion and the second and deferred to Ms. Moore for further discussion.

Ms. Moore shared her agreement. She said it seems like that parcel is beneficial to them being near Spook Hall and we could certainly use their property to our benefit.

Dr. Dillenberg expressed his agreement.

Ms. Barber agreed and said it seemed like a win-win for all parties involved. She confirmed the motion and the second.

Mr. Klein suggested the motion be to direct staff to approach Jerome Historical Society in an expeditious manner to discuss the potential for exchanging Town owned parcel 401-06-126 as seen on page 126, for the Jerome Historical Society owned parcel 401-06-086A, and to bring to a Council meeting the documentation to effectuate that.

Mr. Sharif and Dr. Dillenberg amended their motion and second.

Ms. Barber asked if there was any further discussion.

Ms. Sheffield declared she was recusing herself from the vote due to her affiliation with the Jerome Historical Society.

Ms. Barber acknowledged Ms. Sheffield's abstention from voting and reconfirmed the Town owned parcel to be exchanged prior to calling the question.

Mr. Klein confirmed the Town owned parcel to be exchanged.

Ms. Barber called the question and with 4 ayes and 1 abstention the motion was passed.

Motion to direct staff to approach the Historical Society to discuss the potential for exchange parcel 401-06-126 for 401-06-086A.

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

8:31PM (33:47) 11. TO AND FROM THE COUNCIL

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

Ms. Barber introduced the item, starting at the far end of the dais, she asked if the other Council members had anything to bring up or share.

Mr. Sharif and Ms. Moore both said they had nothing to share.

Ms. Barber brought up amending the Ordinance for Tour Codes to include vehicle identification. She said it would go hand in hand with what was tabled, adding when you see a tour or van, obviously giving a tour, but there is nothing on their vehicle, but even their license plate says "ghost". She said we should have some kind of vehicle identification included in our ordinance that way everyone is apples to apples, and we know what we're looking at.

Dr. Dillenberg and Ms. Sheffield both said they had nothing further to share, so Ms. Barber moved on to item 13.

7:29PM 12. EXECUTIVE SESSION

On a public majority vote of the members, Council may enter into executive session in accordance with ARS § 38-431.03 (A)(3) ;(4); and (7)

7:29PM (23:13) A. Discussion and Possible Staff Direction Regarding the Necessary Easements for the New Wastewater Treatment Plant Upgrade

Council will discuss and may provide staff direction regarding the easements necessary for completing the wastewater treatment plant upgrade.

Ms. Barber introduced the item.

Ms. Sheffield motioned to move into executive session.

Mr. Sharif and Ms. Barber seconded the motion.

Ms. Barber called the question and the motion to move to executive session was approved.

Motion to enter executive session at 7:29

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

After the vote Ms. Barber reiterated Council would be entering into executive session for discussion with legal counsel. She informed the audience that they would have to vacate the room until they come back into the regular session, both apologizing and thanking them for attending the meeting.

8:22PM (24:03) B. Council Will Return to Open Session and May Take Action Through a Motion as a Result of Discussions During Executive Session if Necessary, Including Possible Direction to Retain Condemnation Counsel

Ms. Barber announced the return to regular session at 8:22p.m. She made the motion to give the Town Manager Direction to retain Condemnation Counsel, Berry Riddell, LLC.
 Dr. Dillenberg seconded the motion.
 Ms. Barber called the question and the motion was approved.

Motion directing the Town Manager to retain Condemnation Counsel, Berry Riddell, LLC

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

After the vote Ms. Moore stated, "Time is of the essence." Councilmembers expressed their agreement. The meeting then returned to item New Business 10C.

8:33PM (34:54) 13. ADJOURNMENT

Ms. Barber introduced adjournment making the motion to adjourn at 8:33p.m.
 Dr. Dillenberg seconded the motion.
 Ms. Barber called the question, and the meeting was adjourned at 8:33 p.m.

Motion to adjourn at 8:33p.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