TOWN OF JEROME

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

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

TUESDAY, OCTOBER 13, 2026, AT 7:00 PM

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

7:00PM (0:29) 1.CALL TO ORDER/ROLL CALL

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

Present were Mayor Christina "Alex" Barber, Vice Mayor Jane Moore, and Councilmembers Dr. Jack Dillenberg, Issam "Izzy" Sharif and Sonia Sheffield.
Staff present were Town Manager Brett Klein, Zoning Administrator Will Blodgett, and Accounting Clerk/Administrative Specialist Michele Sharif. Also in attendance was Town of Jerome Legal Council John Gaylord from Gust Rosenfeld.

7:00PM 2. PROCLAMATIONS

7:00PM (0:43) A. Proclamation Proclaiming October as Domestic Violence Awareness Month
Mayor Barber will read or summarize the proclamation and present a copy to Verde Valley Sanctuary Board Member representative.

Mayor Barber read aloud proclaiming October as Domestic Violence Awareness Month.

7:04PM (4:51) B. Proclamation: Not in Our City; Taking a Stand Against Human Trafficking
The Mayor will read or summarize the proclamation. Members of the organization may be present.

Mayor Barber read aloud the proclamation Not in Our City; Taking a Stand Against Human Trafficking. After reading the proclamation Mayor Barber rearranged items on the agenda starting with Item 9 – New Business Item E.

7:59PM (59:01) 3. FINANCIAL REPORTS

Discussion/Possible Action

A. Financial Report and Detail Invoice Register Report for September, 2026
Council will consider and may approve the financial reports for month ending September 2026.

Mayor Barber introduced the financial reports. She pointed out that in the budget the sales tax is currently down in all three categories. She then entered a motion to approve the financial reports, receiving a second from Councilmember Dillenberg.
After calling the question the motion to approve carried by unanimous vote.

Motion to approve Financial Reports for September 2026

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

7:59PM (59:44) 4. 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 deferring to Mr. Klein for further introduction.
Mr. Klein shared that in addition to his written report he had received a formal complaint in regard to the bidding for the wastewater treatment plant. He said it is with legal counsel to review, and recommendations will be presented at an upcoming meeting. He then shared a meeting upcoming on Friday regarding the retaining wall on 89A near the intersections of Gulch Rd, East Ave and Holly St. under the Jurisin house. He also shared that Councilmember-elect Miller, and he will be attending the Rural Transportation Policy Summit as an informal requirement for the Verde Ave grant of $3.5 Million.
Mayor Barber asked if anyone on Council had anything to report.
Councilmember Dillenberg moved to approve the staff and council reports, receiving a second from Mayor Barber. Upon calling the question the motion carried.

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			

After the vote, prior to moving on Mr. Klein pointed out Mayor Barber had not given her congratulations.
Mayor Barber apologized and congratulated Mr. Robert Vega on the Public Works crew for 4 years of service as of October 24, 2026. Then the meeting proceeded to the Zoning Administrator's report.

8:02PM (1:02:15) 5. 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 shared his written report adding in addition to that the Regional EPA Officer would be in town next week touring the town and buildings within the scope of the $1million Brownfields grant. He also shared that he has found a print house that successfully digitized a couple of our older maps so he would be preparing a proposal for the budget to get some of the older more fragile maps digitized to prevent further deterioration and preserve them for future use.

8:03PM (1:03:42) 6. APPROVAL OF MINUTES

Discussion/Possible Action

A. Consider Approval of the September 8, 2026, Regular Meeting Minutes, and the September 14th and September 28th, 2026, Special Council Meeting Minutes

Council will consider and may approve the September 8th, Regular and September 14th and 28th, Special Council Meeting minutes.

Mayor Barber introduced the meeting minutes. She said she noted a lot more typos on these minutes adding that it's been a busy month so she wouldn't be picky about it.
Councilmember Dillenberg made a motion to approve the meeting minutes.
Mayor Barber seconded the motion.
After the motion, but prior to the vote, Councilmember Sheffield noted that in the meeting minutes it states one of the speakers as Jason Voss, she corrected the record that the speaker was Jerome Resident Jason Hyman.
Mayor Barber then called the question and the meeting minutes for all three meetings were approved.

DRAFT

Motion to approve meeting minutes from the September 8, September 14, and September 28th, 2026, Council Meetings.

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

7:39PM (39:05) 7. PETITIONS FROM THE PUBLIC

A. Pre-Registered Petition from the Public: Dan Mulleneaux of 681 Main Street, Locally Known as The Gibson Market

New Homeowner and Resident Dan Mulleneaux recently purchased the former Gibson Market at 681 Main St. He addressed Council regarding Gulch Ln, sharing that it's a roughly 75-foot-long, 10-foot-wide, Town-owned roadway providing access to his property and an adjacent residence. He requested that the Town consider conveying the roadway to him through a quitclaim deed, with permanent access retained for adjacent property owners, utilities and emergency vehicles. He said in exchange he and his wife would assume responsibility for paving, maintenance, drainage, and liability. He further explained that paving estimates ranged from $14,000 - $19,000, with engineering costs potentially adding another $14,000, making improvements costly under the current arrangement.
Mr. Mulleneaux cited public safety and access concerns, including difficult travel for vehicles and pedestrians, limited delivery and emergency vehicle access, and an incident in which a resident and neighbor recovering from emergency surgery had to be carried down to an ambulance. He noted that rain frequently washes rock and debris onto Main St. (89A), creating traffic hazards and cleanup concerns.

Council directed staff to review the proposal with legal counsel and assess the requirements for consideration at a future meeting.

After the petition the meeting moved to 9 – New Business item G.

8:05PM (1:04:59) 8. UNFINISHED BUSINESS

Discussion/Possible Action

A. Discussion and Possible Action / Staff Direction Regarding the Middle Park Donation from the Richard J. Martin Trust; Expended by November 18, 2027 - ($0.00) Expended To-Date

Council will discuss, consider options, and may provide staff direction for expending the donated funds.

Council and the Town Manager discussed the status of the Middle Park donation from the Richard J. Martin Trust which must be expended by November 18, 2027. Mr. Klein shared that no funds have been expended to date and that this item would continue to appear on future agendas for updates or until the project is complete. He shared that his interaction with Brad Lancaster had indicated he was too busy to assist. Vice Mayor Moore said she'd continue to do further outreach to him.
Council discussed potential uses for the donation including identifying ADA-accessible park space. Vice Mayor Moore added it was always a dream for Richard to visit the park, and this would be a good addition in recognition of Richard Martin's wishes to enjoy the park despite being in a wheelchair.
Councilmember Sheffield suggested identifying a compliant accessible parking space, constructing a path to a picnic table or shaded seating area.
Vice Mayor Moore suggested terracing the hillside behind the community garden with berms or check basins to improve the appearance of the park and help manage water runoff.
Mr. Klein agreed to check with Town's engineers to evaluate the site and identify feasible locations if available for accessible parking and a compliant pathway. Staff will then provide information on feasible options for further consideration.
Council members agreed to visit the park on their own time and provide feedback to establish a priority list for the overall improvements. Discussions would continue during the Council's goal-setting meeting set to take place within the next 60 days.

9. NEW BUSINESS

Discussion/Possible Action

8:13PM (1:13:17) 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 application for consideration. She said the only thing on the application she questioned was the light up time.

Anastasia Darrah, Chamber President confirmed the time on the application covers the whole time, and that the park lighting will not happen at 9 pm, that time is on the application as a placeholder for those members of the public who hang around a little longer than all of the festivities.
Mayor Barber asked if there would still be the opportunity for her to say a few words to the public. Ms. Darrah confirmed that yes that would still happen.
Councilmember Sharif motioned to approve the special event permit, receiving a second from Vice Mayor Moore. Mayor Barber thanked the Chamber of Commerce for keeping these special events happening, noting it takes a lot of work behind the scenes to make these events happen. She then called the questions and the motion passed unanimously.

Motion to approve Special Event Permit for Annual Light up the Mountain.

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

8:154M (1:14:57) B. 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 second application for the Chamber of Commerce.
Councilmember Sharif motioned to approve the special event permit receiving a second from Mayor Barber. She also noted that this event is going to be on a Sunday this year where past events were on a Saturday. She shared that the Kid's Christmas party is also in the works for the morning of the potluck.
Mayor Barber called the question, and the motion to approve the special event permit carried.

Motion to approve Special Event Permit for Annual Town Dinner at Spook Hall.

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

7:47PM (47:04) C. Consideration of Proposed Fire Department Bylaw Updates
Council will consider and may approve the staff proposed updates to the Fire Department bylaws.

The Fire Chief, Carl Whiting, confirmed that the department has followed the existing bylaws' procedure for presenting and voting on the proposed revisions, allowing more than a month for member review, commentary and feedback. Feedback was received from a few parties and was incorporated prior to submitting the draft to Council. Discussion focused on strengthening participation and accountability requirements, aligning conduct provisions with the Town's recently adopted personnel policy update, clarifying restrictions on gifts and potential conflicts of interest, and addressing the handling of department or Town-owned property. It was also clarified that medical equipment such as wheelchairs, crutches, walkers, etc. that the Department has to loan to the community are not affected by the bylaws and will remain available to community members that may need them. Council members raised questions about the gift provision and if it should include a specific monetary threshold. They also identified minor working and drafting issues to be corrected in the next draft for review.
Councilmember Sheffield stated that her job duties have increased and she's been focused on the Zoning Ordinance and would enter a motion to table this to the next meeting to give her time to read through and see if her questions could be answered just by reading the document. Councilmember Dillenberg seconded the motion to table.
Chief Whiting emphasized the importance of ensuring department members understand and consistently follow the bylaws to support safe, fair, and accountable operations.
Mr. Klein requested councilmembers forward any input, suggested changes, and corrections to the bylaws to Michele via email, within a week to be reviewed and incorporated as appropriate.
Mayor Barber called the question, and the Jerome Fire Department Bylaw update was tabled to the November meeting.

Motion to table to next meeting for further review and input.

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

After the vote the meeting moved to item 3 – Financial Reports.

8:15PM (1:15:41) D. Discussion / Consideration of the Mayor's Proposal for a Town Yard Sale in the 300 Level Lot

Council will discuss and may provide staff direction.

Mayor Barber proposed holding a centralized community yard sales for Jerome residents at no charge to them. She suggested potentially twice annually, for example November and April, explaining that a shared location with parking and Town advertising would provide an opportunity for residents whose properties are not easily accessible for individual yard sales.
Discussions identified that the use of the 300-level lot would require a review of the lease agreement and consultation with the landlord.
Council members also discussed participant sign-ups, assigning designated spaces, parking, public safety, cleanup, and potential assistance from a local nonprofit organization for the Fire Department Auxiliary to organize and arrange for such an event. Zoning Administrator Blodgett offered to share his previous research as he'd had similar ideas for a swap meet-style event at the old high school. He described that participants would provide their own tables and equipment, manage their own sales, with limited assistance and coordination rather than full Town-provided services. Ultimately no event policies or dates were established.
Council directed staff to first determine whether the 300-level lot could be used and would accommodate the event, and if not to explore alternative locations. Mr. Blodgett agreed he would help develop options for Council's consideration at a future meeting. There was no vote or other action taken with this item.

7:07PM (6:53) E. Consider Appointment of Chad Hembrough to Fill the Vacant Board of Adjustment Position with a Term Expiring February 28, 2028

Council will consider and may make the appointment.

Mayor Barber introduced the possible appointment for Board of Adjustment. She asked Council if they had any questions or other commentary about the application.
Vice Mayor Moore entered a motion to approve the appointment receiving a second from Councilmember Dillenberg. Mayor Barber called the question and the motion carried unanimously.

Motion to approve appointment of Chad Hembrough to the vacant seat on Board of Adjustment.

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

After the Vote the meeting moved to item 9 – New Business Item F

7:08PM (8:01) F. Consideration and Approval of the Content Contained in the Proposed Update and Complete Re-write of the Town of Jerome's Subdivision Code and Zoning Ordinance Including Landscape and Streetscape Design Elements; and Authorizing Staff to Place the First Reading of the Revised Subdivision and Zoning Code on the November 10, 2026, Council Meeting Agenda

Council will consider and may approve the content and provide authorization for the First Reading.

Mayor Barber introduced the proposed update and complete re-write of the Town of Jerome Subdivision Code and Zoning Ordinance, which included newly added landscaping and streetscape design standards. They discussed concerns regarding the residency requirement for board membership eligibility, livestock allowances in the agricultural zone, swimming pool regulations and how they may impact neighboring properties and the addition of

heavy industry as a conditional use. Staff and Planning Center representatives explained that the heavy industry designation clarifies existing use categories without changing established property rights, they also confirmed they would make the suggested changes to the board membership and regarding private swimming pools.

Councilmembers discussed multifamily housing, residential adaptive reuse, density caps, parking availability, traffic impacts, neighborhood character, and whether the proposed revisions adequately protect existing historic buildings while encouraging housing opportunities. Following the discussion the direction was given to cap multifamily dwellings at quadplexes, and it was also noted that conditional use review, existing lot coverage areas, setbacks, and minimum dwelling-size standards provide safeguards against adverse impacts.

Additional Council discussion addressed wireless communication towers, excavation and grading permits exceeding 10 cubic yards, and additional commentary about swimming pool and water-storage provisions. Staff and Planning Center representatives explained that State requirements may necessitate allowing wireless facilities in all zoning districts and that a separate comprehensive small-cell tower ordinance would be developed. Regarding the excavation and grading exceeding 10 cubic yards, the proposed language allows the Zoning Administrator to determine that a permit needs to be reviewed by Planning and Zoning rather than requiring a review for every instance of grading or excavation.

Staff was directed to incorporate all of the discussed revisions and place the first reading of the revised Subdivision and Zoning Ordinance on the November 10, 2026, meeting agenda.

Motion to approve Zoning Code re-write with proposed changes, and authorize the first reading on November Meeting Agenda.

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

After the vote the meting moved to Item 7 – Petitions from the public

7:45PM (45:00) G. Consider Removing from the Table and Further Discussion / Possible Staff Direction Regarding Park Closure Times, Dogs and Alcohol in the Parks and on the Steps, and Other Park and Noise Ordinance Policy Considerations

Council will remove the item from the table, and may discuss and consider alternatives, along with providing staff direction.

Mayor Barber entered a motion to remove the item for consideration from the table, stating at that meeting new council members will be seated for the next two years. A second was received from Vice Mayor Moore. By unanimous vote the motion carried.

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			

Mayor Barber then entered a motion to table the item to the next meeting. Councilmember Sharif seconded the motion, and the motion carried by unanimous vote.

Motion to table to November meeting.

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

DRAFT

7:46PM (46:17) H. Consider Removing from the Table and Further Discussion Regarding the Installation of Security Cameras on Public Safety Facilities

Council will remove the item from the table, and may discuss staff's proposal regarding the installation of security cameras.

Mayor Barber entered a motion to remove the item for consideration from the table, stating that next month's meeting there would be a full council. A second was again received from Vice Mayor Moore. By unanimous vote the motion carried.

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			

Mayor Barber then entered a motion to table the item to the next meeting. Councilmember Sharif seconded motion and by unanimous vote the item was table to the November meeting.

Motion to table to November meeting.

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

After the vote the meeting moved to 9 – New business item C.

8:22PM (1:22:55) I. Consider Approval of Change Orders #1, #2, and #3, for the Gulch Drainage Project Totaling $42,980.60, Bringing the Total Project and Final Invoice Cost to $154,562.47 from the Original Contract Amount of $133,194.68, Which Includes Unused Contingencies and Other Credits

Council will consider and may approve the change orders.

Mayor Barber introduced the Change Orders totaling $42,980.60.
Mr. Klein explained that unused contingencies and other credits reduced the original contract amount of $133,194.68 to $111,581.87 before the change orders, resulting in a final project cost of $154,562.47. He attributed additional costs to the Town's unique topography and site conditions, noting that the final cost remained well below the second-lowest bid. He reported that the drainage improvements were functioning well, with additional improvements dependent on future funding.
Councilmember sharif Moved to approve the Change Orders, receiving a second from Councilmember Dillenberg. Mayor Barber called the question, and the motion carried by unanimous vote.

Motion to approve change orders 1, 2 and 3 for Gulch Drainage Project.

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

8:25PM (1:25:45) 10. TO AND FROM THE COUNCIL

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

Mayor Barber introduced To and From the Council, starting with the far end of the Dais, Councilmember Sharif, Councilmember Dillenberg and Vice Mayor Moore had no updates.
Councilmember Sheffield raised the possibility of establishing an official dog park stating that she would bring more specific information for future consideration. She initially suggested the horseshoe pit park as a potential location. Continued discussion included reports of continued use of the horseshoe pits and concerns about locating a dog park near the children's play area. No location was selected at this time.

DRAFT

Mayor Barber requested future discussion of playground improvements including replacement of the loose tire material with rubber mats due to concerns about potential toxicity and scattered material. She also reported that the chinaberry tree that used to shade the slide had to be removed by the Fire Department following storm damage and discovery that the tree was hollow. She expressed concern about the now-unshaded metal slide becoming too hot to the touch and suggested considering a pergola or other shade structure to replace the tree, or consider replacing the slide with a plastic one. She noted that no injuries occurred during the tree incident and that we are really lucky that nothing had happened to any kids or anyone there up to that point.

8:30PM (1:30:16) 11. ADJOURNMENT

Councilmember Dillenberg entered a motion to adjourn the meeting, receiving a second from councilmember Sharif. Mayor Barber called the question and the meeting adjourned at 8:30p.m.

Motion to adjourn at 8:30p.m.

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

APPROVE:

Christina “Alex” Barber, Mayor

ATTEST:

Brett Klein, Town Manager

DRAFT