



# TOWN OF JEROME

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

## ACTION MINUTES

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

**TUESDAY, APRIL 09, 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 (0:50) 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.  
Staff Present were Town Manager Brett Klein, Zoning Administrator Will Blodgett and Deputy Clerk Kristen Muenz.*

### 7:01PM (1:02) 2. PROCLAMATIONS

#### A. Proclamation: April as Sexual Assault Awareness Month

Mayor Barber will read or summarize / paraphrase the proclamation.

*Mayor Barber introduces the proclamation and welcomes Jessie Johnson from the Verde Valley Sanctuary.  
Council members take turns reading the proclamation aloud, followed by applause from members of the audience.*

*Items 9A, 9B, 9C and 9D were moved up in the agenda in accommodation for representatives present in the audience.*

### 7:19PM (19:02) 3. FINANCIAL REPORTS

Discussion/Possible Action

#### A. Financial Report and Detail Invoice Register Report for March 2024

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

*Ms. Barber introduces the financial reports and asks if Council has had a chance to review them.  
Council members confirm they have.*

*Ms. Barber moves to accept the financial reports.*

*Dr. Dillenberg seconds the motion.*

*Ms. Barber calls the question and financial reports for March 2024 are approved.*

#### Motion to approve financial reports for March 2024

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

### 7:19PM (19:25) 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.

*Ms. Barber introduces the staff and council reports deferring to the Town Manager for his update.*

*Mr. Klein opens with, in addition to his written report there are two updates, one is that Monday (April 15<sup>th</sup>) members of*

the Town's team will be meeting with Verde Exploration to discuss easements that will be necessary for the new wastewater treatment plant. The second is that there is also a budget meeting, at 6pm. He shares that the audit is complete, and they (the auditors) will likely be attending the June meeting to provide an overview, adding everything went well once again and the budget actuals, as can be seen in the prior item, are on target. Ms. Barber then congratulates Shawn Maples in the Public Works Department for two years of service as of April 4<sup>th</sup>, Michaela Brewer the court assistant for 2 years as of April 5<sup>th</sup>, and Nancy Driver in the library for 9 years of service as of April 15<sup>th</sup>. She expresses her thanks to everyone that helps this town run as well as it does and asks if there are any additional reports from Council since they last met.

Ms. Barber asks if Dr. Dillenberg has been seated on the Yavapai College Board.

Dr. Dillenberg shares not yet, but when he is, he will be the only representation from this side of the mountain. He says he needs to collect his signatures and shares that he had a meeting to review some of the information, adding there is so much that favors the Prescott College, and he wants to make sure that we get the same treatment here in the Verde Valley. He shares that he is also on the Supreme Court Attorney Discipline and Probable Cause Committee which is a committee served by judges and other public community members. They typically see attorneys after they've been to the Bar and the Bar has deemed probable cause for them to go before the committee. He says usually they have meetings and see 12-14 attorneys, but this past Friday they had 43, adding he's never seen a number that high. He says these are people he's always held in high regard, but he brings it up to make others aware and to be careful out there.

Ms. Barber follows up sharing Yavapai County covers areas on both sides of the mountain and all the tax dollars from the Verde Valley side seems to be pouring into the Prescott College. She says here at the local college they are winning awards for their wine from the viticulture classes, and there was also a building for the technical school, learning skills like HVAC and plumbing which wouldn't require you to go to Phoenix anymore. However, the building is small. She continues, part of what this side of the mountain was supposed to get with our tax dollars was a larger facility, but all of their budget was cut. She shares there is a gentleman by the name of Robert Oliphant who wrote a book called Wake Up Verde Valley, You've Just Been Ripped Off; continuing, we need Jack on this board, because we need someone from this side of the mountain to get our funds that we pay for through our tax dollars to help our college and not have it all just go to Prescott. It's not anything against the Prescott College but on this side of the mountain, things have shrunk or gone away completely and yet they've got big things planned on the Prescott side. So, we need Jack on this board and thank you for doing that.

Ms. Moore adds that the library at Yavapai College in Prescott is getting rid of all of their library books. She shares that other libraries have a chance to get books this week and believes after that it is free for all for other people interested. She adds that thinks it's sad and likes books.

Ms. Barber agrees and says it's hard to put a sticky on a kindle to mark your place, like you would in a book. She asks if Ms. Sheffield has anything she would like to add. She did not.

Ms. Barber makes the motion to approve the staff and council reports.

Ms. Sheffield seconds the motion.

Ms. Barber calls the question, and the staff and council reports are approved.

#### Motion to approve staff and council reports

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

## **7:26PM (26:20) 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**

Mr. Blodgett shares that he's spent a week working with his new GIS equipment and it's everything he hoped it would be. He says shortly he is going to start redoing the parking inventory that he was handwriting and this time there will be something more accurate. He says additionally he is going to start working with the County on some accurate control points with the idea that they can use these points to fix the GIS map that is so inaccurate and frustrating to use. He says fingers crossed this works but that will be the first step to making good decisions with good information.

Ms. Moore says that the minutes weren't in her packet and wasn't sure if they were in anyone else's.

It was confirmed they were not.

Ms. Muenz answers that Michele was working on the minutes earlier in the day. She says they may have been done and were just not included.

Ms. Moore says she saw the Planning and Zoning minutes online.

Ms. Barber thanks her for the clarification.

**7:28PM (28:16) 6. APPROVAL OF MINUTES**

Discussion/Possible Action

**A. Consider Approval of the March 12, 2024, Special Council Meeting; March 12, 2024, Regular Council Meeting and March 18, 2024, Special Council Meeting Minutes**

Council will consider and may approve the March 12th Special Council Meeting; March 12, 2024, Regular Council Meeting and March 18th Special Council Meeting minutes.

Mayor Barber introduces the minutes for approval. She asks if there is any reason why anyone would like them to be split up and not approve them as a group.

Councilmembers answered no.

She confirms they've been read and makes the motion that meeting minutes be approved.

Ms. Moore and Dr. Dillenberg both second the motion.

Ms. Barber calls the question and the minutes for all 3 March meetings are approved.

**Motion to approve meeting minutes of the March 12 special meeting, March 12<sup>th</sup> regular meeting and March 18<sup>th</sup> special meeting**

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

Ms. Barber comments this is the fine line of we have it but it's not a novel. These minutes are great.

Council members expressed to please let Michele know she's doing a great job.

**7:29PM (29:21) 7. PETITIONS FROM THE PUBLIC**

There were none.

**7:12PM 8. UNFINISHED BUSINESS**

Discussion/Possible Action

**7:12PM (12:36) A. Discussion Regarding the Review Process To-Date on the Proposed Community Garden Shed**

Council will be provided an update regarding the proposed community garden shed following Design Review Board action, and may provide staff direction

Mayor Barber introduces the item for discussion. She says we need a champion; it was talked about in the last 'to and from the council.' She shares that Cole Vasquez would like to champion this, noting that Mimi Romberger and Lacy Ritter had something to do with it previously. She shares they are meeting on Sundays trying to get the garden going, adding Cole is here because he and Lacy would like to be the champion of this garden. She asks if he has had a chance to look at the garden shed. He confirmed yes.

Mr. Klein says he is not sure what has been talked about but from a legal standpoint if there are any changes to the shed, they'll need to go back for review again through DRB because of what was previously approved.

Mr. Blodgett shares clarifying information. He says where we are at is it passed the initial Planning and Zoning and went to the Design Review Board; the scope changed a little bit to add a concrete footing, so those specs need to be drawn out so that they can be reviewed and taken back to P&Z for the second time and after that it shouldn't be an issue.

Ms. Barber asks as far as the shed goes, who are we going to get to pour the concrete.

Ms. Moore asks the size of it.

Ms. Blodgett says doesn't want to misspeak, but he thinks 8x8.

Ms. Sheffield confirms that is the size on the print out.

Mr. Klein shared that Town staff can do that.

Ms. Barber asks if anyone has any issues with Cole taking this on. The answer was no.

Dr. Dillenberg says we are fortunate that Cole wants to do this, he's been around a long time.

Ms. Barber shares it's nice to see that some of the younger folks are interested. She thinks it will be nice to have the middle of town be gardens, flowers, and native landscaping.

Ms. Moore shares she is happy to see it being put to use.

Ms. Barber shares on the plan it says it's an 8x12 shed but she can't read the small writing.

Ms. Sheffield confirms the shed is 8x8, but the footing is 8x12.

Ms. Barber confirms we need someone to draw up the plans for the concrete pad. She then sees a hand up in the audience and defers to resident Nancy Robinson.

Ms. Robinson says it's not about the concrete pad, but the possibility of a new fruit tree reminded her. She asks if it was APS that gave the voucher for trees and is it still in existence.

Ms. Barber shares she does have it in her possession, it is still valid and does not have an expiration date. She

continues, there is a wonderful, proposed community garden plan complete with rainwater harvesting and all kinds of other features.

Ms. Moore says maybe we can collect rainwater off the roof of the restrooms.

Ms. Barber says there was discussion about earthwork being done, because the garden is at the bottom of a sloped area, so earthwork could be done to it including terraces and native landscaping. She adds it's exciting and if it gets going like she hopes it could get bigger and bigger, so she's excited for Mr. Vasquez to be on board because he's already rallying the young folks trying to get things going. She asks if there needs to be a motion on it.

Ms. Moore says no just staff direction to go ahead and revise the plans.

The meeting returns to the items on the agenda in the order in which they appear, starting with Financial Reports.

## 7:29PM (29:30) B. Discussion and Update Regarding the Council Vacancy

Council will be provided an update regarding the solicitation of interest and the next steps, and Council may provide input and staff direction.

Ms. Barber introduces the discussion regarding the Council vacancy. She says she thought that if there was anyone that had turned in a solicitation of interest it would be in the packet and asks if she missed it.

Mr. Klein says no it's too early as the deadline is April 15<sup>th</sup>. He shares that one person has turned in a letter of interest, however that person is likely not eligible until June 1st. He says because of timing they have to appoint someone to fulfil the term until the next election, however if we don't have anyone then there is not much the Council can do.

Ms. Barber clarifies does that mean if no viable candidates come forward, then legally we can just sit here as a council of 4 people until someone is elected?

Mr. Klein answers yes, you can conduct business until there is someone willing and able to step up and that you choose to appoint.

Ms. Barber says ok, she hopes that person does their solicitation of interest and has been told how to do it.

## 7:06PM 9. NEW BUSINESS

Discussion/Possible Action

## 7:06PM (6:10) A. Consideration of Renewing an Employment Agreement for Town Magistrate with Ms. Angela Napper from July 1, 2024, through June 30, 2027

Council will consider and may approve the employment agreement for Town Magistrate.

Mayor Barber introduces the item for consideration and asks for comments or questions.

Dr. Dillenberg moves to approve the renewal of the employment contract.

Ms. Moore seconds the motion.

Both council members express their gratitude to Ms. Napper for her service to the Town.

Ms. Barber asks how Ms. Napper has improved things or how have they been better since she's been here.

Judge Napper answers in the two years, we've made significant strides. She says, specifically we have improved court technology and those improvements have made it possible for people to better access the courts. Doing so improved timelines for case disposition as well as the number of cases able to be resolved, which also resulted in additional staff time to review case backlogs, purge old cases, take care of old warrants and other things that were sitting. She shares that she has cultivated an energetic learner in her court staff, who is celebrating her 2-year anniversary with the Town.

Ms. Napper adds that she is grateful for her and thinks she will have a bright future in the county court system. She continues, we've made improvements in the working relationships with other departments and also have a grant application pending with the supreme court for upgrades to court security. She says the most important thing is being present every day on the bench, that when people appear each of their cases is the important one when being reviewed, giving them their voice and the justice that is due.

Council members express their gratitude for Ms. Napper's service to Town.

Ms. Barber calls the question and the contract for Town Magistrate is renewed.

### Motion to approve renewing the employment agreement for the Town Magistrate, Angela Napper through June 2027

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

## 7:09PM (9:37) B. Consideration of an Arizona Liquor License in the Town of Jerome for a Series 010 Beer and Wine Store License Type, for VINO ZONA, Located at 369 Main Street (New Address / Location)

Council will consider and may approve a new Series 10 Beer and Wine Store License for VINO ZONA.

Mayor Barber introduces the item for consideration. She notes this is a new address and asks the applicant, Ginger



Mackenzie, if she is doing this because of the change of address.

Ms. Mackenzie answers yes, this type of liquor license does not transfer so she had to reapply.

Dr. Dillenberg shares his excitement about the new facility and moves to approve the liquor license.

Ms. Barber acknowledges the motion and asks if there are other questions or comments.

Ms. Sheffield seconds the motion.

Ms. Barber calls the question and the liquor license for VINO ZONA is approved.

**Motion to approve liquor license for new location of VINO ZONA**

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

**7:10PM (10:35) C. Consideration of an Arizona Liquor License in the Town of Jerome for a Series 12 Restaurant Liquor License Type, for The Miner's Cafe (Under New Ownership), Located at 115 Jerome Avenue**

Council will consider and may approve a new Series 12 Restaurant Liquor License for The Miner's Cafe.

Ms. Barber introduces the item for consideration.

Dr. Dillenberg says they are doing a great job, the food quality, service, and commitment to the community is wonderful and fully supports this.

Ms. Barber says she agrees and likes that it is resident owned. She asks if there are questions or comments.

Ms. Sheffield seconds the motion to approve.

Ms. Barber calls the question and the liquor license for The Miner's Café is approved.

**Motion to approve liquor license for The Miner's Cafe**

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

**7:11PM (11:36) D. Consideration of the Datura Yoga and Sk84life's Special Event Permit Application for Roller Disco**

Council will consider and may approve the special event permit.

Ms. Barber introduces the item for consideration. She says this is a recurring event and is for suicide prevention. She makes the motion to approve this special event.

Ms. Sheffield seconds the motion.

Dr. Dillenberg shares that he supports it.

Ms. Barber says if you want to strap on some roller skates, you have to sign a waiver, but it is open for everyone to join. She calls the question and the special event for Datura Yoga and Sk84life is approved.

**Motion to approve special event permit for Datura Yoga & Sk84life**

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

Ms. Barber then moves to item 8A, discussion regarding the community garden.

**7:31PM (31:19) E. Consideration of The Carpet Bag Brigade's Special Event Permit Application for the Roving Wave Festival**

Council will consider and may approve the special event permit.

Ms. Barber introduces the item and says she looked into it, and it looks interesting, like it will be a circus in the lower park basketball area.

Ms. Moore shares it would be nice to have someone here if we have questions.

Ms. Sheffield says she reviewed their website; it was informative and it looked fun, low key but still acrobats which is unique.

Ms. Barber shares there was something not fully filled out regarding the insurance, that they weren't going to get it until they knew if they could do it or not.

Mr. Klein shares it is likely very expensive with an acrobatic performance, so he believes they wanted to make sure the event would be approved before they got it. So, should Council choose to approve they should include a contingency in any motion.

Ms. Barber reviews the application reading, "this is a rolling wave festival, it's a free public performance with a spoken word poet and an acrobatic presentation from The Carpetbag Brigade. There will be a sound system at the backside of the (basketball court), the audience will be on the steps along the wall and above the fence on the street." She says she is unsure about the street part of it, maybe keep it contained down below and avoid impeding anything.

Dr. Dillenberg asks if they've had other events they can review.

Ms. Sheffield shares she reviewed the website, they've done small festivals and look like they are based in San Francisco. They have a stilt walking workshop they are doing in Prescott in June, but she is unsure what their connection to this area is, adding it's not like they're just rolling through town if they have another event on the other side of the hill.

Ms. Barber says that is what she thought, it looked like they were doing something else around the area so maybe they would see if we could do something here as well. She says if they live in California, it's not very easy to be sitting here in front of us, and asks how everyone wants to go about this, noting the event is not until July so they are well within their timeframe.

Ms. Sheffield recommended gathering questions and sending an email for more information.

Dr. Dillenberg says he doesn't just want to say no to them, but it is all new to him.

Ms. Barber says it's an interesting idea and isn't totally against it, asking Ms. Moore for her input.

Councilmembers all concede they will definitely need their insurance.

Ms. Moore, reviewing their website, says the New York Times says it's awesome.

Ms. Barber asks if someone would like to make a motion.

Dr. Dillenberg asks what they need to do here today.

Mr. Klein advises Council that they can make a motion with a contingency on the appropriate level of insurance and answering any questions satisfactorily.

Ms. Moore reads another excerpt from their website and reviews the video.

Ms. Barber notes the event is from 5-8 so it's an evening event, and they are requesting the use of electricity in the lower park.

Ms. Moore says she's ok contingent upon them meeting the insurance requirements.

Ms. Barber asks if that is her motion.

Ms. Moore makes a motion to approve with the contingency that they provide the insurance and anything else needed.

Ms. Sheffield seconds the motion.

Ms. Barber calls the question, and the special event is approved contingent upon meeting the necessary insurance requirements.

**Motion to approve contingent upon meeting necessary insurance requirements**

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

**7:36PM (36:00) 10. TO AND FROM THE COUNCIL**

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

Ms. Barber introduces the item and asks if Dr. Dillenberg has anything additional. He answers no.

Ms. Barber asks Ms. Moore if she has anything.

Ms. Moore says she's been concerned about the slow movement on the Hotel Jerome. She wonders if there is anything they can look at to do on their own, just to get something started.

Ms. Barber asks if they should do another field trip with department heads to spur some interest.

Mr. Blodgett shares that there is a little movement on it, but it may be premature to state publicly. He is trying to constantly push for it, and it is a priority. He shares that there is some good news and has a few people he needs to call back, he is hopeful to have a clearer path in the next couple months. Generation of funds should be possible if they move forward with that sale, however he is exploring other sources of funding.

Ms. Moore shares that you would think with the need for housing that there would be something out there.

Mr. Blodgett informs Council that there are some problems with demographics. He says, interestingly enough being that we are a small town with a high number of wealthy individuals, that it throws off demographics a bit and means there are certain programs that we won't be eligible for because of that, but he is trying to work around that.

Ms. Barber says that reminds her about Cottonwood. She says there are federal funds for defunct hotels to turn them into apartments but that might be the caveat. She shares in Cottonwood right now they're taking a defunct hotel and turning it into apartments. She acknowledges a hand in the audience deferring to resident Nancy Robinson.

Ms. Robinson says several meetings ago when they were discussing the hotel someone was supposed to reach out to Steve (Knowlton) about the window replacement in the Co-op, but no one did. She updates, he can utilize the existing windows, if you raise the sill from the sidewalk to the bottom of the window 18" then it does not require tempered glass.

Dr. Dillenberg thanks her and sends his best wishes to Steve.

Ms. Robinson tells Councilmembers they are getting ready to go back to their other home so this will be the last meeting she is at this year, and good luck on all the elections.

Ms. Barber says she was going to bring up those windows.  
Ms. Moore interjects reminding about the budget meeting next week.  
Ms. Barber thanks everyone that participates in this Town, then asks if Ms. Sheffield has anything she would like to add.  
Ms. Sheffield says nothing specific, but it's been a trying few weeks. She shares the way everyone has reached out and supported each other, she is just beside herself. She continues this is a unique community and everything that happens here ripples through everyone, which is not found in a lot of other places. She says it's also really great to see folks taking more interest and putting more effort into things that benefit the community, like the garden, and finishes by saying that she is grateful and feels very loved and supported.

**7:40PM (40:11) 11. ADJOURNMENT**

Ms. Barber motions to adjourn the meeting.  
Ms. Sheffield seconds the motion.  
Ms. Barber calls the question, and the meeting is adjourned at 7:40p.m.

**Motion to adjourn at 7:40p.m.**

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

APPROVE:

ATTEST:

\_\_\_\_\_  
Alex Barber, Mayor

\_\_\_\_\_  
Brett Klein, Town Manager