



# TOWN OF JEROME

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## DRAFT MINUTES

### REGULAR COUNCIL MEETING OF THE TOWN OF JEROME

#### COUNCIL CHAMBERS, JEROME TOWN HALL

#### 600 CLARK STREET, JEROME, ARIZONA

#### TUESDAY, OCTOBER 10, 2023, AT 7:00 PM

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#### 7:00pm (0:20) 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, council members Dr. Jack Dillenberg, Sage Harvey and Sonia Sheffield.

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

For the convenience of those present it was decided to move up several items. Items 8B and 8C were moved up to follow the Proclamation. All remaining items were addressed in the order in which they were agendized.

#### 7:01pm (1:12) 2. PROCLAMATIONS and PRESENTATIONS

##### Proclamation Proclaiming October as Domestic Violence Awareness Month

Councilmembers alternated reading the proclamation.

Councilmember Dr. Jack Dillenberg posed question "What are we doing as leaders in our community to help prevent it, and control it besides just proclaiming it Domestic Violence Awareness Month?"

Ms. Barber answered take care of neighbors, have an ear open. Women sometimes feel trapped, men too, thinking they can't get out and won't do or say anything. Be a listening ear and help each other.

Vice Mayor Jane Moore inquired if there is a phone number or agency that can be called and is it on the town website.

Town Manager Brett Klein advised that we do have partners and information on the website.

Ms. Barber clarified that we do have information for the Verde Valley Sanctuary, and thanked Dr. Dillenberg for the question.

#### 7:11pm (11:24) 3. FINANCIAL REPORTS

Discussion/Possible Action

##### Financial Report and Detail Invoice Register Report for September 2023

Council will consider and may approve the financial reports for month ending September 2023.

Ms. Barber introduced the Financial reports.

Councilmember Sage Harvey motioned to approve the financial reports.

Dr. Dillenberg seconded the motion.

Ms. Barber asked if there was any further discussion. There was none

##### Motion to approve the Financial Reports for September 2023

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

#### 7:13pm (13:45) 4. STAFF AND COUNCIL REPORTS

Discussion/Possible Action

Reports by the Town Manager / Clerk, Deputy Clerk, Utilites 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.

Mr. Klein started his update sharing that for the first time in his career in Jerome that the town is off water restrictions and that town residents were notified via email and text blasts. He then highlighted the sales tax report noting it's the best we've been the last couple years, especially in retail. This is good news based on what has been received and continues to go up.

Mr. Klein also advised the council they will be receiving status report updates for the design phase of the WWTP plant, followed by a reminder of the upcoming Special Council Meeting for Monday November 13<sup>th</sup> at 6:15pm regarding the potential increased utility rates.

Teri Klein arrived in the audience at approximately 7:15 (15:30), at which time Ms. Barber relayed that she was chosen as next potential tenant for the upcoming studio vacancy. Ms. Barber thanked Ms. Klein for coming to the meeting and all the work she does with the Humane Society and the community. Ms. Klein thanked the council for their consideration and was excused by Ms. Barber.

Ms. Barber noted information in the PACE meeting notes and a discussion was had regarding how to inform local businesses, with signs or letters outlining items that should not be flushed down drains.

Mr. Klein noted the Town can't mandate signage, but they could encourage signs and impose fines when in violation if necessary.

Ms. Moore added especially for employees who don't know, or people visiting Town using the restrooms.

Mayor Barber inquired if Mr. Klein was able to meet with the new Verde Exploration management when Town Crew Manager, Marty Boland did?

Mr. Klein answered no he had not but would be scheduling a meeting.

Dr. Dillenberg requested Mr. Klein to send the council members a reminder for the Special Council Meeting.

Ms. Barber asked if there was anything further regarding staff and council reports, and then shared her award from the League of City and Towns, congratulating her dedication to 8 years of strong effective local government.

**Motion to accept Staff and Council Reports**

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

**7:21pm (21:07) 5. ZONING ADMINISTRATOR'S REPORT/PLANNING & ZONING AND DESIGN REVIEW BOARD MINUTES**

Information/Council Review

Report Provided by the Zoning Administrator. Minutes are Provided for Information only and do Not Require any Action

Zoning Administrator Will Blodgett briefly read his report regarding the retaining wall work on Juarez, also adding that there was no Design Review Board or Board of Adjustment Meeting for September. He added code enforcement continues and has been yielding positive results. Mr. Blodgett shared that has seen an increase in activity for things that will need to be reviewed, however that he is waiting for resolution of incomplete items. He confirmed there will be items for the Design Review Board this month, as well as Planning and Zoning moving into November.

Mr. Blodgett shared that he met with Verde Exploration personnel as well as someone with development ideas for the Town, however nothing in stone yet. He imparted knowledge that Verde Exploration is interested in adaptive reuse of some of their buildings; they aren't looking to sell property but partner up with someone, and based on conversations they seem be keeping the nature of the Town in mind. Additionally, they do have plans to mitigate the liability of the buildings also expressing their hope to salvage features such as doors and other building parts that could be stored by Marty for use on other buildings in town. So far nothing concrete has been set.

Mr. Blodgett finished his update with information regarding an upcoming application to review for a potential new residential build at the old swimming pool. It was approved previously, and had timed out, therefore the property owner is bringing a new application and starting the process over again.

Ms. Barber thanked Mr. Blodgett for his updates and imparted that Freeport owns all those buildings, they can do what they want with their stuff however it is sad to see parts of Jerome history just go away. So, anything that can be reused locally, "adaptive reuse projects", she likes the sound of and believes the rest of council would agree with her.

**7:26pm (26:32) 6. APPROVAL OF MINUTES**

**Consider Approval of the September 12th Regular Council Meeting Minutes**

Council will consider and may approve the September 12th Regular Council Meeting minutes.

Ms. Barber introduced minutes from the September 12<sup>th</sup> Council Meeting.  
 Ms. Harvey made the motion to approve the minutes.  
 Dr. Dillenberg seconded the motion.  
 Ms. Barber asked if there was any further discussion. There was none.

**Motion to Approve Minutes of the September 12<sup>th</sup> Regular Council Meeting**

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

**7:26pm (26:55) 7. PETITIONS FROM THE PUBLIC**

**Petition – Water Rate Increase (Mansel Mathews)**

Ms. Barber introduced a petition from the public to speak regarding the potential increase in utility rates.  
 Ms. Barber invited Mr. Mathews, Jerome Resident, to the microphone, as he approached the front of the room he questioned if it was good to speak now or wait to speak at the special meeting.  
 Ms. Barber invited Mr. Mathews to speak at this time and at the special meeting. She added the meeting is a public hearing and that nothing is set in stone. The town has had water studies, a discussion needs to be had and the council wants to hear from the people of Jerome, who are paying their utilities, about why or why we should not do this.  
 Mr. Mathews approached the microphone and presented the following: "Regarding raising the town's utility rates: Why? The only argument I've heard is that our rate is low compared to other municipalities. So? It is the townspeople of Jerome not the commercial interests that have sacrificed to hold this place together for over 50 years. We are the poor people of Jerome and not the new rich. This increase would affect us disproportionately. What happened to charge by meter use? There should be tons of money coming in from parking, where has that gone?"  
 The council thanked Mr. Mathews for sharing his thoughts.

**8. NEW BUSINESS**

Discussion/Possible Action

**7:28pm (28:55) A. Consideration of an Agreement to Enter into an Interlocal Contract for Cooperative Purchasing with Houston-Galveston Area Council (HGAC), a Regional Planning Commission and Political Subdivision of the State of Texas, Which Manages a National Government Cooperative Purchasing Program**

Council will consider and may approve entering into the agreement with HGAC Buy.

Ms. Barber posits there is no fiscal impact to the town and will give the town better buying power.  
 Mr. Klein confirmed and added that it gives the town another option for seeking the best possible prices. He explained this is one of several national public purchasing cooperatives, and the closest to Arizona. Many communities in Arizona already use this option, along with the Arizona Procurement office, or both. Certain things are hard to get and getting bids can become cumbersome, whereas they already go through the competitive pricing, and have information prepared and prices set in stone.  
 Ms. Moore thanked Mr. Klein for explaining, adding that she had received phone calls from Town residents who didn't understand why we would partner with Texas.  
 Ms. Harvey shared the same reaction and added that after reading, it makes sense and is akin to using fleet services and partner up to get better deals. She then made the motion to approve.  
 Dr. Dillenberg seconded the motion.  
 Ms. Barber reiterated that there is no fiscal impact on the town.

**Motion to approve agreement to enter into interlocal contract for Coop Purchasing with HGAC**

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

**7:06pm (6:20) B. Consider Planning and Zoning Commission Appointment of Issam Sharif Effective Immediately to Fill the Open Commission Seat Which Expires February 28, 2026**

Council will consider and may appoint Issam Sharif to the Planning and Zoning Commission.

Ms. Barber starts by opening the floor to the council to question Mr. Sharif.  
 Ms. Moore thanked Mr. Sharif for volunteering and hopes he will read the Zoning Ordinance, stating that it needs updating from time to time but has served Jerome well since 1977. She also imparted that part of the reason the Town has retained its character and why people want to live here, and visit is because they came together and agreed to protect the Town.  
 Councilmember Sonia Sheffield questioned if he would be seated right away.  
 Ms. Harvey answered candidates are usually seated right away and if they choose to go for next term then the council can then reseal them.  
 Dr. Dillenberg motioned to approve.  
 Ms. Barber seconded the motion to seat and asked Mr. Sharif if he had any children.  
 Mr. Sharif answered yes and gave a brief family history.  
 Ms. Barber asked if Mr. Sharif was provided with copies of the General Plan and the Zoning Ordinance.  
 Mr. Sharif confirmed he does have copies and has already started reading, reviewing, and taking notes in them.  
 Ms. Barber asked if there was any additional discussion and thanked Mr. Sharif for volunteering.

**Motion to approve seating Mr. Sharif to the Planning and Zoning Commission**

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

**7:09pm (9:09) C. Consideration of Studio 1 Rental Upon Voluntary Termination**

Council will consider the eligible applicant list and may select a new tenant for a 3-year term off of the list from the Studio 2 vacancy interest list.

Ms. Barber questioned if anyone on the list was present that would like to talk about this.  
 Mr. Klein answered they were invited however it was somewhat last minute, and they may not have been able to make it.  
 Ms. Harvey suggested Teri Klein be the next tenant. She added there isn't going to be a lot of people coming and going, nor the use of any paints or anything to cause fire hazards, and that she will be close by to help humane society, which she feels is an extension of the Town Hall.  
 Ms. Barber agreed and added that Ms. Klein was the runner up when they decided to award Studio 2 to the library.  
 Ms. Harvey motioned to approve Teri Klein as the next tenant selected for Studio1.

**Motion to approve Teri Klein as the next tenant of Studio 1 upon Voluntary Termination of current lease**

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

**7:31pm (31:08) D. Consideration of a 3-year Lease Renewal at Hotel Jerome for the Jerome Artists Cooperative**

Council will consider entering into a 3-year lease effective January 1, 2024, with the Jerome Artists Cooperative at their current location, with or without changes in the lease terms.

Ms. Barber introduced suggestions from staff of how not to negatively impact the gallery and still make a small increase, as there hasn't been a rental rate increase in 6 yrs.  
 Dr. Dillenberg inquired if the increase was 5%.  
 Ms. Barber adds that everywhere else has seen increases near 10%, this is a big space, but is also the life blood of town featuring a lot of local artists. She added kudos to Mimi as she also has local artists in her gallery right next door.  
 Dr. Dillenberg confirmed that his wife has pottery in the gallery and moved to approve the renewal with a 5% increase.  
 Ms. Barber added the co-op also has a public restroom and is an additional reason they are not charged a high rate since they keep that bathroom accessible to the public.  
 Ms. Moore seconded the motion to approve in addition to inquiring "are they aware of this?"  
 Mr. Klein confirmed to the council that they are aware, and they are grateful if the council will go along with 5%. The new contact, Sarah Harms, will take over officially January 1, but she is working with Rex while they transition.  
 Ms. Barber how many artists are currently in the gallery.  
 Dr. Dillenberg shared around 23.

**Motion to approve with a 5% rent rate increase**

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

**7:34pm (34:00) E. Discussion and Possible Staff Direction Regarding Changes to Special Event Code Language and the Overall Special Event Process**

Council will review and discuss staff suggestions and provide input and direction for further consideration at a future Council meeting.

*Mr. Klein shared that this is a recent ordinance created in the past few years. Every year the town sees something new and has now become reactionary. Staff wanting to be proactive sat down, looked at other communities, considered our community and tried to think of any possible issue as well as what has caused the staff undue hardship and extra work. The proposal presented extends some time limits and if we as the town go forward with this, or make some changes, depending on the input the council may have, it's a fresh start.*

*Ms. Harvey presented several questions to Mr. Klein, seeking clarification on possible redundancies in the proposal Mr. Klein provided clarification on sections and phrasing under question.*

*Ms. Harvey thanked him for the clarification and adds other than that, I like it.*

*Council members expressed their gratitude to staff for putting the new proposal together.*

*Ms. Moore asked for additional clarification on the same section regarding a place of business holding an event.*

*Mr. Klein provided clarification again, and further added that the final revision of the proposal to be presented to the council will have further clarity on items such as timelines, TPT licenses list, etc.*

*Ms. Moore and other council members expressed their gratitude.*

*Ms. Barber recaps and gives congratulations to Robert Vega with public works for 1 year of service as well as Charles Harris with the Jerome PD for 3 years of service.*

**7:45pm (45:45) 9. TO AND FROM THE COUNCIL**

*Dr. Dillenberg left the dais to field a phone call (45:01) and returned 2 minutes later (47:01)*

*Ms. Barber asked if anyone else on the council had anything to share.*

*Ms. Moore inquired about the Amazon delivery issue, also clarifying that she was not aware if it is Town business.*

*Ms. Harvey imparted that it is Town business now that all packages are being delivered to Jerome Police Department.*

*There was a brief discussion amongst council members regarding Amazon deliveries*

*Ms. Harvey shared clarifying information after having spoken with Chief Allen Muma. Mr. Muma is asking if anyone is having issues getting items delivered from Amazon to file a fraud report. In order for the Town to get any packages delivered, Mr. Muma initially requested they all be dropped off at the Police Station until a resolution is found. As it stands right now, anyone who pays for Amazon service that is not getting their deliveries needs go to the FTC website and file a fraud report, call the Attorney General, and file a police report with Jerome PD.*

**7:51pm (51:31) 10. ADJOURNMENT**

**Motion to Adjourn at 7:51PM**

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