



# TOWN OF JEROME

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## DRAFT MINUTES

### SPECIAL COUNCIL MEETING - CAPITAL BUDGET ITEM WORK SESSION OF THE TOWN OF JEROME COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA

**MONDAY, DECEMBER 11, 2023, AT 6:15 PM**

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

#### **6:15PM (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 Council Members Jack Dillenberg, Sage Harvey, and Sonia Sheffield*

*Staff Present were Town Manager/Clerk Brett Klein and Administrative Specialist/Accounting Clerk Michele Sharif.*

#### **2. NEW BUSINESS**

Discussion/Possible Action

#### **6:15PM (0:38) A. Discussion, Consideration and Possible Staff Direction Regarding the Council Prioritization of Capital Improvements for Potential Inclusion in Fiscal Year 2025 Budget**

Council will engage in a work session type discussion and may prioritize capital projects for budget purposes and provide staff direction regarding the same.

*Town Manager Brett Klein opens by recapping the positive feedback of the budget process last year, stating this year the schedule is the same, however last year's goal setting meeting was in November whereas this year is in December. A list of prioritized projects from last year was presented to the council with Mr. Klein pointing out that each of the line items have capitalized and bolded commentary of their current status. Additionally, Mr. Klein presented council with other items as requested from department Managers to be considered for possible prioritization.*

*Mayor Barber opened the floor to council members.*

*Council member Sage Harvey asked about the bathrooms on First Ave. Noting the update states they are completed and awaiting final phase. She asks what are we waiting for and how close are they to being done? She says this is the longest bathroom project in history of the world, adding that it's been 2 years.*

*Council member Dr. Jack Dillenberg sharing the sentiments also asks what is holding it up?*

*Mr. Klein answered that the product is here, plumbing and construction finishing is needed. He shares the contractors have finished their projects, and it now rests on Town staff to be completed. He adds that staff in charge has been pulled away in different directions.*

*Dr. Dillenberg asked if the project can be reassigned to someone else to get it completed.*

*Mr. Klein states that the Council is certainly welcome to make that decision. If they say it's a priority to be completed by X date, then it will get done.*

*Ms. Harvey stressed that it has been 2 years to get this project completed.*

*Dr. Dillenberg added that people have been asking.*

*Mr. Klein suggested June 1<sup>st</sup>.*

*Dr. Dillenberg comments that it needs to get done quick, everybody has been asking for it.*

*Mayor Barber agreed with June 1<sup>st</sup>, adding that the structure is currently a concrete shell with plywood, there are no doors, and it has no roof. She asked if there was plumbing in the concrete?*

*Mr. Klein confirmed there is plumbing, that it needs to be finished up.*

*Vice Mayor Jane Moore interjected that she would like to see it completed before the influx of people in the Spring.*

*Dr. Dillenberg agreed with Ms. Moore that June is too far out.*

*Ms. Harvey suggested maybe March, noting that mid-March is the start of Spring Break.*

Dr. Dillenburg agreed suggesting March 1<sup>st</sup>.

Mr. Klein confirmed it can be done with reassignment of staff.

Mayor Barber reiterated to have it completed before Spring break would be ideal, June 1<sup>st</sup> at the latest.

Council agreed that March 1<sup>st</sup> is the priority deadline for finishing the bathrooms.

Ms. Harvey noted a typo in the update to the Waste Water Treatment Plant.

Ms. Harvey then inquired about the drainage improvements near the sliding jail, asking if we are working on grants for that?

Mr. Klein answered yes, adding presently the Town crew is currently working on grading in advance of asphalt, in addition to working on grants just like we received for Hull and Main.

Ms. Harvey then states that she has highlighted and question marked the Caselle upgrade. She recalls the Town spent quite a bit of money for it, approximately \$25,000.

Mr. Klein agreed the cost was at least that much. He shares with council that Caselle has an upgrade coming out. He shared his displeasure with the current service, noting that he wasn't the Manager at the time of implementation and that staff isn't pleased with it either. He says he's looked around and it's huge, it was at least 2 ½ years of preliminary work. Adding now that we have staff on board, bringing in a new system is a possibility, but not before the budget year we are going into, however certainly working toward that. Whether it's a Caselle upgrade or an entirely new system.

Ms. Harvey next inquired about the Police Department request of a new vehicle. She states that usually when requesting a new vehicle, it is replacing one.

Mr. Klein confirmed this is a replacement. This is their bi-annual purchase.

Ms. Harvey asked for confirmation that Town has been setting money aside for that.

Mr. Klein confirmed.

Ms. Harvey indicated that was all she has for questions, but that she wants to talk about the windows in the library. She acknowledges that Town Hall needs them, and that there aren't a whole lot of people that will work on stuff like that, however watching the mayor's house be redone, she knows that there is a local gentleman, while he may be slow, he is really good at restoring the historic windows in town.

Mayor Barber confirmed.

Mr. Klein requested his name.

Ms. Harvey and Ms. Barber shared the name Oaken Burnheim.

Mr. Klein notes that as a municipal building they would still have to go through the bid process.

Ms. Harvey added that she isn't sure if he's licensed or not.

Ms. Barber responded he is not, he is a handyman.

Using Ms. Harvey's window topic as a segway, Ms. Barber asked what happened with the big windows that need to be replaced in Hotel Jerome. They are being eaten out by termites and if they fall out it's going to be a horrible thing.

Mr. Klein shared that they are looking for a CDBG grant funds for that. He notes that Steve Knowlton with his plans has an idea, but it is very complex. Mr. Klein can talk to him in advance or request him to come before the council to discuss the possibilities. They are challenging but Mr. Knowlton believes there is a way. It will cost a lot of money, but it has to get done.

Ms. Barber then asked with the police vehicle, besides putting funds aside doesn't the Police Department receive RICO or other funds for that.

Mr. Klein confirmed the department does receive funds. However, what they do is purchase almost new. In doing this they get a good deal, instead of \$75,000 to completely outfit it's about half that cost.

Ms. Barber says about the Caselle upgrade, what we had before wasn't the greatest and this is not the greatest, so we'll see what the impact of something better is with the upgrade. So that means that we need to spend how much to get it upgraded, which is always every couple of years?

Mr. Klein informed the Council that he was with a competitor of theirs for many years and you could stay at one level without upgrade for a period of time but at some point, they stop taking calls for and servicing it, and that is where we are at. If we stick with Caselle, it's a far superior product than we had before, but if we stick with them, we won't have to see an upgrade for some time. We just had bad timing and are at the tail end of the life expectancy on the product that they have.

Ms. Harvey notes that they didn't bother to mention that.

Mr. Klein agrees they should have told us that, but we also started this 4 years ago. He indicates that he has already put out inquiries with communities between 500 and 5,000 to see what they're using and there are some that are happy, but there are a couple of options to explore.

Ms. Barber asked if Ms. Harvey was done, apologizing for interrupting with her segway.

Ms. Harvey said that was fine. She thinks the chimney needs to be addressed. More pieces have fallen off since she looked at it last, and she just looked at it Sunday and it looks like more pieces are missing.

Mr. Klein said when this was looked at last year the only economical way was to wrap it in place, but it seemed like no one was fond of that.

Ms. Harvey inquired if it could be restored from what it is and make it look like it's still historical? She understands that means we may also need to re-stucco it.

Mr. Klein answered if Council knows a contractor that does good quality historic preservation restorations. He advised that Zoning Administrator Will Blodgett can reach out to his SHPO contacts and see who is coming up to Town and who is willing to work on this building without giving a list of other items that need to be done before the chimney. He says that this has serviced the community well but it's time to sink 7 figures into it if it's going to continue to serve the community.

Ms. Harvey clarified this building?

Mr. Klein confirmed.

Ms. Harvey says going over the other things on the list, she's ok with most all of it, she's not opposed to any of it, but there are some things she feels like we really need to do though. She questioned the P25 compliant radios, she thought it was put in the budget last year.

Mr. Klein advised the Chief says it's not been mandated or a necessity yet. He also feels like it's not going to be a massive expense because of the size of our department.

Ms. Harvey notes it could come out of contingency if it needed to. She then says she has a feeling there is a reason that Planning and Zoning has requested a large format scanner.

Mr. Klein responds so as not to go to the county all the time but also for upcoming potential.

Ms. Harvey says she doesn't want to say she's opposed to it, but a zoning code consultant for a rewrite? She asks Vice Mayor Moore if she would like to also jump in on this. Ms. Moore responded with yes. Ms. Harvey continues that she's not keen on this. She says we've tried to bring in consultants for many different things in this town, noting one of them was just for signs. She adds that people that come to consult this Town don't understand this Town. So it makes it hard for them to understand where we want to go. It is her understanding that a big part of having the Planning and Zoning board is to help with rewriting things like this.

Ms. Moore adds, or to point out what is working and what is not.

Mr. Klein advises that we can continue to piecemeal and find the holes in the zoning code, which are many. He says he knows many communities that have tried but nobody has successfully done a zoning code rewrite without hiring a consultant. He points out it doesn't have to be an expensive consultant and then mentions that Candace Gallagher does codification and has clients she does this for. He adds that she is not a zoning code consultant but between staff and somebody who knows the community we can get a little committee going and give it a try.

Ms. Harvey responds they definitely need worked on. Adding that they've joked that our ordinance is clear as mud, but to bring an outside consultant in, she is not too keen on that idea.

Mayor Barber adds that Candace worked for the town for quite a while, so that's not an outside consultant. She adds that it perked up her ears a little bit.

Ms. Harvey says if she'd be interested in heading a committee that would be cool.

Ms. Moore adds that we've had 2 different outside consultants come in and do a bunch of changes. She says that someone that did not understand this town at all did this. Noting the pocket parking on the road near the state park from a previous consultant.

Mr. Klein says he thinks Candace would do well but doesn't know if she'd be interested. He thinks she could do it at a fraction of the cost. He says the smaller the committee the better because within that there will be tons of public input within the process. He adds that there is a lot of inherent public participation in it, suggesting that a councilmember or two, a zoning board member or two and a staff member should be about it.

Ms. Moore adds that with all the canceled meetings the board could have been pointing out what wasn't working well and doing a lot of the legwork.

Mr. Klein agreed and confirmed if we were kicking this off, they would never have a missed meeting because there would always be something to do.

Ms. Barber agreed, saying both Sage and Jane brought it up. They could be breaking off little pieces, they are the board that does that and should all be fluent in the code. When something comes up, they can pull out their books and look them up and find the codes and when you see the clear as mud, then you have an idea of how you could make it clearer. She agreed with no missed meetings.

Ms. Harvey says public works, everything on their list, they need what they need. As well as the police department. She states they aren't excessive and only ask for what they need, and if we can afford it, we would like to give it to them.

Dr. Dillenberg imparted information regarding the chimney. He's used Aaron Chimney Sweep and says they might be able to do the repairs. He says he's used them for years for repairs and cleaning, whatever safety things need to be done. He might do historic repairs and if he doesn't then he might know someone who would.

Mayor Barber acknowledges an audience member with their hand up. Resident, Nancy Robinson, asks about the chimney, does it need to be relined? Is it actually used for venting of anything?

Mr. Klein answered no, and Ms. Harvey answered it's breaking off, Dr. Dillenberg answered it's aesthetics.

Ms. Robinson responds, so it's not used for anything but just the look of it.

Ms. Barber says we're just trying not to have it taken away completely, because when you talk about getting rid of things like that everyone in town says no. But pieces are falling off and that's not good because we have a house down next to this building.

Ms. Harvey notes that at the very top almost all the pieces are gone now.

Ms. Barber asked if that was the pretty tile. Ms. Harvey confirmed.

Ms. Barber agrees that the department heads usually ask for what they need. She goes into a little more on the windows. She says "The windows that we're looking at from here you can see that they're trimmed in, it looks like from here with wood on this side, are they the glazing on the outside or is there a wood trim around all of them? We're not talking about these right now, we're talking those. She asks are the broken windows over there too, besides the fact that they're very thin and probably very drafty?"

Mr. Klein answers mostly broken seals or panes, but no broken windows. He adds it's freezing in the library, and people are wearing winter coats.

Ms. Barber asks about what kind of heat they have going on?

Mr. Klein says that was fixed, and certainly helped, when they started their maintenance agreement this year. Adding nothing was working over there. Now it helps that they have heat but we're throwing money out with our energy costs.

Ms. Harvey asked if they are still wearing winter jackets?

Mr. Klein says it's been much better.

Ms. Barber adds that these windows are easy to get to, but on the far side is several stories.

Ms. Harvey interjects that it would entail scaffolding.

Mr. Klein added that the Librarian didn't want to ask for it during their meeting. She said the whole Town Hall needs them and Mr. Klein added they do but we have to start somewhere, and it really should be the library given the situation.

Ms. Harvey says she thinks they should make that a priority.

Ms. Barber says fixing this building up little by little along with the other buildings, she's watched for the last 10 years lists go from here to here, we cross off a couple and keep going with the list. It never seems like the list gets too new it's just the things we didn't get to 10 years ago, so little by little just keep going. She asks if council member Sonia Sheffield has any input or if she's good with what she sees.

Ms. Sheffield confirms.

Ms. Barber then asks if Ms. Moore has anything further.

Ms. Moore answers oh yeah.

Ms. Moore asked about the commercial parking inventory, if it will be complete this year and if Will is doing that?

Mr. Klein confirmed and said he has on his list to put closure to it. He adds that every space was measured, and calculations are done for each place. Mr. Klein says he's at the point now that we want to see what they think they have, what we show in our records they're supposed to have and then we'll reconcile it and bring it to council who has years and years of that knowledge, because there will be discrepancies. In terms of getting it done, there isn't a lot left just the GIS piece to identify the parking spots.

Ms. Moore says she's not sure where to fit it in, but there is a side road behind the Chamber building coming up Hull.

There's a side road where there's parking. She adds if we fix that road, she thinks that having diagonal parking behind there would be a good place to provide a little more parking that doesn't seem to be used.

Ms. Barber notes the condition of the road is horrible.

Ms. Moore agrees and says she thinks that is why not many people go there. She was thinking that would not be a bad place to keep it free parking that not many people know about.

Ms. Barber adds that the road never used to go all the way through, it kind of stopped. There are old concrete structures in there and that is why it has never been fully utilized. It's interesting how cars get in there.

Ms. Moore notes its easier with a 4-wheel drive car.

Ms. Barber adds that any small car that goes down there and sees how you're supposed to go around they end up turning around and going out the way you're not supposed to.

Ms. Moore imparts that she thinks it would be problematic if it were paved because of the runoff. It should probably stay dirt but could be better and more utilized.

Ms. Moore says definitely townwide signage but particularly the two white bus signs should be replaced. She says we should have better signage for parking out by the open pit, and a better place to put them where they are more visible. So, people see them and use that parking lot instead of driving around and around. She asks if the money from the Short-Term Rentals is used for the town shuttle?

Mr. Klein answers it is a small amount, but yes, it's used for tourism activities.

Ms. Moore asks if signage could be?

Mr. Klein confirmed certainly.

Dr. Dillenberg interjects with the improvements on East and Holly, and notes 'no action.' He says that is crazy

Mr. Klein answered we are waiting on funding.

Ms. Moore says renovating Hotel Jerome and housing is number one. She then says one of the things that needs to be checked into for that is there was an issue with how many more splits could be done as far as Clarkdale goes. That was one other thing she forgot to ask about.

Mr. Klein advised when they had their meeting it was said they could do 1 acre lots.

Ms. Moore says she went back to when they originally tried to sell part of it off 20 years ago, the Town was told no we can't split anymore we've already done 2 splits.

Mr. Klein states in talking to their current Mayor and Town Manager he didn't see that would be a problem, but didn't want to get too far along in case there was a recorded document. He added that legal is currently looking into if we can even

sell the land. Adding then upon that we'll go to Clarkdale, then we'll get the appraisal, but we'll just keep the ball rolling. Ms. Moore touches on the conference space for the court. She says when she looked at it with the judge and noted it's sort of where there had been talk about a nurse's office. She asked if the space is enough that we'll be able to do both, because she saw the update about beginning discussions with Northern Arizona Healthcare.

Mr. Klein says yes whether it's them or any other medical clinic there is room up there. He says we need a better file room; they need conference rooms for attorney meetings, and there would still be room for a clinic. In speaking with the interim CEO and a couple of medical professionals, there's licensing and other requirements to be met. But they all feel there is potential to get audio/video in there to have private teleconferencing and even have access to other specialists instead of just a nurse practitioner. In the most recent meeting with the CEO, Mr. Klein notes he's very energetic and dynamic and would like to work with us on that, also that of course there are any number of other healthcare systems we can look into for that.

Ms. Barber adds she likes that he mentioned the telecare. That could be more than just the self-help clinic. So, if nurses couldn't come but we had that that could be helpful.

Ms. Harvey shared that during COVID everything other than tests and surgeries for her husband were done over zoom.

Ms. Barber adds you don't have to drive, to wait or be in an area where there's germs.

Ms. Moore asks if they're talking about having a space to do that here?

Mr. Klein adds that you would still need the space because of the technology.

Ms. Harvey adds because of HIPPA it would need to be a private space.

Ms. Moore clarifies so it wouldn't be someone coming to do blood pressure readings and referrals?

Mr. Klein added it could be that too. You could have a once-a-month blood pressure reading clinic, and it would be a clean antiseptic space.

Ms. Barber adds it's conceptual now, but when you bring up the conference room space were good with doing that according to Mr. Klein and still having this room.

Ms. Moore inquired about the asphalt overlay on the first section of County Rd. She asks if that is the asphalt that is already there, they're not talking about increasing that?

Mr. Klein confirms no they're doing a simple overlay it's in rough shape. He adds they found money in the budget for these asphalt projects and would like to keep it going and keep it allocated to that.

Ms. Harvey inquired where we are with the asphalt project.

Mr. Klein answered that legal is reviewing the contract, but the contractor won't be starting now. He advised that our guys will be working on the drainage and the curb installation so it's all ready for them and will be completed likely before the restrooms.

Ms. Moore says last thing she wondered is if we should consider the use of the cemetery in Clarkdale. She mentions green burials. Which is followed by discussion among council members regarding what that is.

Ms. Moore clarifies that she is referring to making it a usable cemetery.

Ms. Barber asks when people in Jerome die now where are they buried.

Ms. Harvey answered Clarkdale or Cottonwood.

Ms. Barber adds this is land that we own that is in Clarkdale.

Ms. Moore says her basic question is considering the use of the cemetery as a cemetery.

Ms. Barber asks if she can segway from that. She says if legal says we can't sell it because it was given to us as a cemetery then we should use it as a cemetery. She says the last thing she remembers from that information from before is that it says if the land is not going to be used as a cemetery, then it needs to be a park or a green space. We need legal to tell us and it also talked about talking to a senior planner who is no longer with the city of Clarkdale. We have long discussions about this cemetery property.

Mr. Klein says there could be a legal document that was says we can't use it for anything other than a park that was created 80 years ago; however, it really wouldn't matter because there's a thing there no council can tie the hands of another council with an agreement, it becomes kind of null and void. There are still legal variables and considerations we'll have to check into, and that's what we're in the process of now.

Ms. Harvey thanks Mr. Klein

Dr. Dillenberg says great good job and thank you.

### **6:52PM (36:39) 3. ADJOURNMENT**

Ms. Harvey motioned to adjourn

Ms. Barber asked if there was anything else to add to the list or if there was any additional discussion.

Ms. Sheffield seconded the motion.

Mayor Barber called the question and the meeting adjourned at 6:52pm.

**Motion to Adjourn at 6:52pm**

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

APPROVE:

ATTEST:

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

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

\_\_\_\_\_  
Date

DRAFT