



# TOWN OF JEROME

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Founded 1876  
Incorporated 1899

## STAFF SUMMARY REPORT

**FROM:** Brett Klein, Town Manager/Clerk

**ITEM:** **Item: Consideration of Appeal of the Town Manager's Decision to Suspend the Business License of the Frosty Cauldron**

**MEETING DATE:** March 11, 2025

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### Summary:

On February 6, 2025, Zoning Administrator Will Blodgett issued a notice of violation to the owner of the Frosty Cauldron (Ms. Books) due to operating a mobile food unit in violation of several sections of Jerome Town Code (See attached notice of violation). On February 18, 2025, the business license for the Frosty Cauldron was suspended due to not coming into compliance with the terms of the notice of violation, and failure to provide the necessary and required information, including: not having a valid and current TPT License; not providing an updated certificate of insurance; not providing a copy of the health license issued by Yavapai County (see attached). Also attached are numerous email correspondences in which staff have attempted to assist Ms. Books regarding coming into compliance well before the notice of violation was issued, after it was issued, and after the suspension was issued. Staff have spent hours with Ms. Books explaining the process and regulations and attempting to assist her. No other mobile food vendor has provided staff with the immense amount of issues Ms. Books is having with following the Town regulations.

Subsequent to the suspension letter Ms. Books was issued, staff have continued to try to work with her as evidence from the attached emails, and provided her the mechanism for appealing the suspension to the Town Council. On February 26, 2025, Ms. Books filed an appeal to the Town Council. Per Town Code, Ms. Books has appropriately followed the appeal procedures and the Council shall hear the appeal at a hearing during the next regularly scheduled meeting (see attached Section 8-3-9 Appeal Procedures). The Town Council will hear from staff and Ms. Books and examine the factual nature of the grounds and determine whether such grounds are sufficient to sustain or reverse the decision of the Town Manager.

### Fiscal Impact:

### Recommendation:

Conduct the appeal hearing and affirm or reverse the decision of the Town Manager based on the factual record of the case.