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TOWN OF JEROME, ARIZONA

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MINUTES

SPECIAL MEETING OF THE JEROME TOWN COUNCIL JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS MONDAY, JUNE 10, 2013 AT 2:00 P.M.

ITEM #1:	<p>CALL TO ORDER/ROLL CALL</p> <p>Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll.</p> <p><i>Mayor Check called the meeting to order at 2:09 p.m.</i></p> <p><i>Town Manager/Clerk Candace Gallagher called roll. Present were Mayor Nikki Check, Vice Mayor Lew Currier and Councilmembers Anne Bassett and Bill Phinney. Councilmember Randall Hunt was not present.</i></p> <p><i>Other staff in attendance at roll call included Fire Chief Rusty Blair, Police Chief Allen Muma, Public Works Director Dwain Dement, Finance Director Rebecca Cretti and Deputy Town Clerk Rosemarie Shemaitis.</i></p>
ITEM #2:	<p>2013-14 BUDGET</p> <p>The Mayor and Council will continue their work on the 2013-14 municipal budget, and may schedule additional budget sessions at this time. Work will take place in roundtable format. Police Chief Allen Muma, Fire Chief Rusty Blair and Public Works Director Dwain Dement will be present to discuss their budgets as well as capital projects.</p> <p><i>Council and staff reviewed departmental budgets and projects. Discussion included the following (not necessarily in chronological order):</i></p> <p>Police Department</p> <ul style="list-style-type: none"> • <i>Chief Muma has requested the reinstatement of secretarial help in the police department. That person's wages are already included in the draft budget.</i> • <i>Chief Muma is working to move our dispatch services to Camp Verde effective July 1, 2013, because Cottonwood will be doubling their fees. We will need a repeater, which would be placed on our police station and controlled by Camp Verde, and we will have better coverage for Jerome, Clarkdale and the Yavapai-Apache Nation. It was discussed and agreed to include \$5,000 in the police budget for the purchase of the repeater and new radios. The repeater we were using previously belongs to Cottonwood. This will not affect fire dispatch, which is done under a different contract with Sedona. During discussion, Chief Muma noted that all emergencies should be reported via the 9-1-1 system rather than by calling officers' cell phones. The dispatch number will not change. Chief Muma said that Jerome and Clarkdale would share ownership of the repeater (50/50), and we will need to put an IGA in place for this.</i> • <i>It was discussed and agreed that \$4,250 would be budgeted toward Police Department Safety Equipment, paid for by statutorily dedicated revenue that comes through the court (\$4 per ticket). That amount includes \$2,000 received in the prior year but not previously budgeted toward expenses.</i>

Fire Department

- Ms. Gallagher noted that the **Fire Department salaries** line includes coverage for Chief Blair and per call pay for those volunteers who are on our payroll. Chief Blair noted that, within the next couple of years, he would like to have an additional paid staff person. A full time staff person could replace two part time positions, he said.
- Chief Blair requested that the Town increase its contribution to the **JFD pension fund** to \$12,000. It had been at that level previously, but was reduced in 2005 to \$8,000. Chief Blair explained that, for the volunteers to receive the retirement benefit, they have to attend 50% of all the fire department meetings and work sessions. It does not include calls. The Town's contribution is split between those who meet the requirements. Volunteers become fully vested after seven years of service. Funds can be withdrawn by the volunteer in the event of an emergency without penalty, however they are subject to IRS requirements. It is left to the volunteer to decide what constitutes an emergency in this regard. The pension fund is an incentive to attract and retain volunteers. No decision in this regard was reached at this meeting.
- **Wildlands fire revenues** were discussed. \$25,000 was included in the draft budget as revenue in the fire department budget; however, it is difficult to say whether we will realize any of that during the coming year. We are fifth on the rotation list, Chief Blair said, but we need an Engine Boss. He added that, if fire danger is high here, he is not sure he would send out a truck. There is also a delay in receiving the funds. After discussion, it was agreed that this revenue would be removed from the fire department budget and placed instead in the contingency fund.

Public Works Department

- \$30,000 was included in the draft budget (split between various departments) for the purchase of a **used dump truck**. This was discussed at some length.
 - It was suggested that perhaps the funds should be put toward the eventual replacement of our garbage truck rather than the purchase of a dump truck. Mr. Dement said that the garbage truck is in good shape (with new tires) and should be fine for at least another five years. A new truck would cost around \$160,000, and that is just to get the refurbished body put onto a brand new Kenward or Peterbilt chassis.
 - Mr. Dement and Chief Blair explained that a dump truck will help the public works department to be more efficient, and reduce fuel and labor costs. They need, at minimum, a one-ton truck, and it could be used in many ways, including picking up asphalt. The flatbed truck has been overused.
 - After discussion, it was generally agreed that the \$30,000 would remain in the budget for this purpose.
- There was discussion regarding **recycling**.
 - Sedona Recycles picks up the cardboard bins, but does not pick up the items in the recycle trailer. We have to transport those, and the trailer is too heavy for the flatbed to pull. Mr. Dement suggested that large bins for glass and plastic could be placed at the 300 level, and Sedona Recycles would take care of them. However, the trailer is more convenient.
 - Mr. Dement would like to get another cardboard bin from Sedona Recycles, as our current bins are always full. He said that he would like to relocate all of the cardboard bins to the 300 Level and build an enclosure around them. It is a better location for them and it would free up parking

spaces in town. Chief Blair agreed.

- o Councilmember Bassett suggested checking with a recycling service owned by Kate Blevins that is located in Camp Verde, composting all vegetative waste, and using recycled glass to manufacture glass pavers.
- o Chief Blair suggested selling the flatbed and using a one-ton truck to pull the recycle trailer.
- o It was noted that the budget as drafted will accommodate a slight increase in solid waste tipping fees. Mr. Dement stated that our tonnage runs between 10 and 12 tons per week. They make trips twice a week in order to stay below the 10-ton limit.

Walkway from 300 level Parking

It was discussed and generally agreed that the \$22,000 funding received from Freeport-McMoRan should cover the cost of the 300 Level Walkway project, and that nothing further needs to be included in this budget.

Chief Blair said that the walkway will be on the downhill side of the street, as it would be more costly to construct on the uphill side. We have the railing and the gabion baskets, and the preliminary engineering is complete. The time it takes to complete, he said, will depend on the amount of help we get with the labor.

Mayor Check expressed interest in constructing a cover over the walkway that could include solar panels. Chief Blair said that this would require digging deep footings and additional engineering. Plans for that would need to be incorporated before the project begins. He noted that there is a gas line and water line under that area.

Repairs to Town properties

- Ms. Shemaitis said that the **skylight at the Jerome Artist's Co-op** needs to be repaired – when it rains, water is leaking in. Mr. Dement suggested that we could possibly hire a carpenter to build a skylight over the existing one. It would preserve the historical integrity of the current skylight and still allow light and protection in that area. They have not had a chance yet to obtain quotes, but estimated that it could cost between \$10,000 and \$15,000. Councilmember Bassett, who is an artist at the Co-op, said that she didn't think that the problem is that bad – a bucket underneath the leak works, she said. There have been worse problems when it rained, and those have been corrected. She added that the roof itself is a more critical (and expensive) project (see further discussion below). It was discussed and agreed that, at least for this year, we will use temporary measures (plastic and duct tape was suggested) to address the skylight.
- Ms. Shemaitis also noted that the **retaining wall near Knit 1 Bead 2** needs repair.
- Ms. Shemaitis said that she would like to ensure that we keep up with maintenance on **the roofs of Town properties**. Chief Blair suggested that preventative maintenance be done yearly or every other year on the roofs. This would include applying an elastomeric coating on them. The thicker the coating, the more effective it is. Mr. Dement agreed. It was suggested that the roofs be checked before each rainy season.
- Ms. Gallagher noted that she has included an additional \$3,000 in the line for building maintenance.
- There was considerable discussion regarding **the Hotel Jerome**.
 - o Chief Blair said that there are several issues with the roof of the Hotel

Jerome that make it more complex. He suggested using rolled roofing. He added that, to do the roof correctly, they would have to strip the existing foam off, make repairs and then apply the coating. He said that would be very expensive, and we would need a grant.

- o Mayor Check said that the town will not be the entity making the repairs and renovations to the Hotel Jerome that will make it livable -- unless we receive \$5 million in grant money. Ms. Shemaitis said that she had contacted a few national organizations, including Restore America, and there are no grants available at this time.
- o Discussed briefly was the possibility of selling that property. The general consensus appeared to be that, if a buyer could be found, the Town would be willing to sell the Hotel Jerome. Councilmember Bassett noted that any sale of the property would first have to be approved by the voters. This came up once before, she said, and the residents voted against selling it.
- Mayor Check directed Ms. Shemaitis to compile a list of needed projects with cost estimates for each.

Streets

- Vice Mayor Currier said that Council had previously discussed the possibility of re-cobbling **Center Street**, but after taking a look at it, he feels it is not feasible.
- Council discussed making **repairs to the stairway next to the sluice**. Vice Mayor Currier said that there is about 30 feet of brickwork there that needs to be redone. The bricks there have been covered in cement in some places. The cement should be removed and the bricks re-laid. Mayor Check said that she would like to see the stairs re-mortared. Mr. Dement said that the cost would depend on many variables, including the type of material used and the manner in which the work is done. It was discussed and generally agreed that this work would be best contracted out rather than done in house. Staff was directed to obtain quotes.
- Also discussed were **repairs to the streets around Center Street** (5th Street, 3rd Street, etc.) Chief Blair said that, where there are steep grades, there are fire code requirements. Also, he noted that it is really difficult to repair cobblestones. One option, he said, is to use cement as a patch to lock and hold the cobblestones. He added that, given the steep grade, if we were to try to remove and replace the cobblestones, vehicles would just roll them right back out again. In addition, he said, cobblestones are extremely slippery in ice and snow. They are difficult for vehicles even when the weather is good. Realistically, he said, before even thinking about repairing those roads, we need to address the infrastructure beneath them, which includes sewer and domestic water lines. He added that, for his fire trucks, the steeper the grade, the harder the surface needs to be, so it would have to be concrete. Mr. Dement commented that this is why our streets are not high on their list – we need to take care of the infrastructure below them first.

Chief Blair said that we could seek funding through WIFA for engineering. Following that, we could apply for CDBG funds to address the domestic services in that area. After that is done, we could address the street repairs. He also noted that, once our drainage study is complete, we should be able to use that data to apply for Flood Control monies to help us reactivate some of our storm sewers.

Chief Blair commented that many of the items on our list of capital improvements have been completed because of our Public Works crew, and he thanked them. Ms. Gallagher thanked Chief Blair for his contributions as well.

	<p>Town Yard</p> <ul style="list-style-type: none"> • Mr. Dement said that they are still working on moving everything from the old Town yard to the new Town yard. What is left to move, he said, is big and heavy, and a dump truck will help. They do have all that they need at the new yard already. There was discussion regarding how to determine what is scrap metal and what should be done with it. Staff was directed to look into that. • It was discussed briefly and agreed that we still intend to make the area of the old Town yard into a public parking area. • Mr. Dement asked what is to be done with the structures that are there now. Some are historical but they are in very bad condition. Chief Blair noted that we would have to go before the Design Review Board in order to demolish them. • There was a brief discussion regarding the pros and cons of paving that area. <p>Other projects</p> <ul style="list-style-type: none"> • Mr. Dement explained that the School Street regulator project will be more expensive than originally anticipated. We had hoped to do it for about what it cost to do the Giroux Street project - \$18,000. However, they will need to reroute some of the plumbing and install a temporary pressure-regulating valve so that the regulator can be rebuilt without shutting water off to half of the town. They will also need to completely rebuild the box. Vice Mayor Currier expressed concern that this work might disturb the base of the wall there. Ms. Gallagher said that she could have the Town Engineer look at that. • Councilmember Bassett said that she would like to see the steps to Town Hall from School Street reinstated. Byron Bowerman, a Jerome resident, agreed. Chief Blair noted that those stairs are holding up that part of our parking lot. He would like to see flying buttresses there. • Mr. Dement said, regarding possible replacement of the Gulch septic tanks, that he would be able to get two 5,000-gallon septic tanks for a total of about \$20,000. We would need to obtain easements and improve the road. Chief Blair added that we would need to get permits from the county. <p><i>It was discussed and agreed to hold the next meeting at 3:00 p.m. on June 24. Mayor Check asked Ms. Gallagher to contact the Jerome Chamber of Commerce to invite them to attend.</i></p>
<p>ITEM #3:</p>	<p>ADJOURNMENT</p> <p><i>Upon motion by Vice Mayor Currier seconded by Mayor Check and unanimously approved, the meeting was adjourned at 4:28 p.m.</i></p>

Edited by Town Manager/Clerk Candace Gallagher from minutes taken and transcribed by Deputy Town Clerk Rosemarie Shemaitis.

APPROVE:

ATTEST:

Nikki Check, Mayor

Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____