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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, AUGUST 25, 2014 AT 1:00 P.M.

ITEM #1:	CALL TO ORDER/ROLL CALL Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll. <i>Mayor Check called the meeting to order at 1:05 p.m.</i> <i>Town Manager/Clerk Candace Gallagher called roll. Present were Mayor Nikki Check, Vice Mayor Lew Currier and Councilmember Anne Bassett. Councilmembers Randall Hunt and Bill Phinney had excused absences.</i> <i>Other staff in attendance at roll call included Deputy Town Clerk Rosemarie Shemaitis.</i>
ITEM #2: 1:06 pm	2012-13 AUDIT Jim Usevitch of Colby & Powell, PLC, will present the Town's audit for the fiscal year ended June 30, 2013. Following the presentation, Council may vote to approve the audit. <i>Mr. Usevitch addressed the Mayor and Council to present and review the audit for FY 2013. Highlights of his presentation, and Council's discussion, follow, not necessarily in chronological order:</i> <ul style="list-style-type: none">• <i>The audit process went very smoothly. Ms. Cretti was well prepared and only a minimal number of adjustments were necessary. All of the auditors' recommended journal entries were posted. The only thing he would change, he said, would be the timing. They would like to get started earlier. This year, the audit began in May and was complete by mid-June.</i>• <i>Vice Mayor Currier asked if it is possible to switch from a fiscal year to a calendar year basis, since elections are now held in the fall, and new Councils are not seated until November. Mr. Usevitch replied that he has never seen a town operating on a calendar year basis, and has not seen any law governing that. Mayor Check commented that, when she was seated in the spring as a new Councilmember, she had thought it was "kind of crazy to go from just being elected to producing a budget." The change in election dates is probably a change for the better as far as the budget goes, she said</i>• <i>Mr. Usevitch discussed two findings in the audit:</i><ul style="list-style-type: none">○ <i>The need to create a fiscal policy and procedures.</i><ul style="list-style-type: none">▪ <i>Ms. Gallagher noted that Ms. Savage has been working on creating a book detailing procedures for everyday functions. Mr. Usevitch confirmed that he had seen parts of that, and it is very good. It is a work in progress.</i>○ <i>The need to accomplish a physical inventory of major assets. This must be done every two years. It would be easy to do a quick inventory every year, Mr. Usevitch said, because the Town does not have a lot of major assets. If it is done every year, people get in the habit of doing it.</i><ul style="list-style-type: none">▪ <i>Ms. Gallagher explained that staff is in the process of doing that now. She added that Ms. Cretti had presented a sample fixed asset policy at a staff meeting and that staff provided their input. She added that staff</i>

	<p>has also discussed inventorying and valuing the artwork at Town Hall and in the Library.</p> <ul style="list-style-type: none"> ▪ It was clarified that municipal real estate is valued at whatever it was valued at when it was acquired, and that capital equipment refers to items valued over \$5,000. <ul style="list-style-type: none"> • Councilmember Bassett noted that sewer bonds are currently financed at 4.5%, and asked if that could be refinanced. Mr. Usevitch responded that it could be done, and we could probably get a lower rate; however, the process that is needed in order to do that may be more costly than the savings that would result. If the Town would save just one percent or less, it would not be worth doing, he said; however, if we could save two to three percent, it would be worth considering. Mayor Check suggested passing that along to Ms. Cretti. • There was brief discussion regarding the eligibility requirements for firefighters to participate in the pension plan. • Ms. Bassett requested clarification regarding the depreciation of capital assets. Mr. Usevitch explained that, of \$2.2 million in assets, the Town has taken \$1.4 million in depreciation, leaving just under \$800,000 in depreciated value at June 30, 2013. He further clarified that the book value differs from the true (fair market) value, which would be much higher. • There was brief discussion regarding valuation of the Town's rental spaces. Mr. Usevitch said that the "fair market value" for those spaces would be whatever people are willing to pay, so that value could change from year to year. <p>Motion: Councilmember Bassett made a motion to approve the audit. It was seconded by Vice Mayor Currier and approved by all with 3 ayes, 0 nays and 0 abstentions.</p> <p>Mr. Usevitch asked Ms. Gallagher to sign and submit the Expenditure Limitation Report to the Auditor General's office.</p>
<p>ITEM #3: 1:28 pm</p>	<p>ZONING ADMINISTRATOR INTERVIEWS</p> <p>Council may interview candidates for the position of Zoning Administrator, and may make an appointment to this position. During this process, Council may enter into executive session, pursuant to A.R.S. § 38-431.03 (A)(1), for the purpose of considering the appointment of a Zoning Administrator.</p> <p><i>Council conducted interviews with five applicants for Zoning Administrator. Due to the timing of the appointments, the interviews began at this time and took place around other items on the agenda, and are presented as such in these minutes.</i></p> <p><i>For each interview, the minutes include highlights of the information provided by applicants and their discussion with Council, not necessarily in chronological order.</i></p> <p>Interview with Leo Shakespeare of Jerome, AZ</p> <ul style="list-style-type: none"> • Mr. Shakespeare currently sits on the Planning & Zoning Commission. • As a resident, he is interested in Town issues. His education includes conflict resolution "and that sort of thing." He has never worked in real estate or city government, but said that it feels like an appropriate category for him. He has considerable experience as an expert witness in court (generally regarding child custody evaluations). • He was warned that this is "a dangerous job for someone who likes living here and has a good relationship with their neighbors," however, he said, he has been here long enough that he has had people dislike him at various times and he has survived, and is not worried about that. • He understands that there would be an intense period of time at first in bringing himself up to speed for this position, but he is enthusiastic about it and has the energy to put his whole heart in it. • Because, as a current member of P&Z, he is already familiar with the Town Code and Zoning Ordinance, he was asked what he feels are their strengths and weaknesses. He responded that one weakness is that there is not a provision for a person to generate a

parking spot out of nowhere, so many people who come to town and want to start a business are up against an unsolvable problem. He added that he does not have a solution to that, but it is something that is inherently a block for some people. He could not specify a particular strength of the Code or Zoning Ordinance.

- Mr. Currier asked Mr. Shakespeare what else he sees as issues in town. He replied that a huge issue is the character of our neighborhoods. Our direction will be decided at the election, he added. Another big issue, he said, is the concept of annexation, with strong feelings on both sides.
- Mayor Check explained that there has been much turnover in this position, and asked Mr. Shakespeare what he could do to provide stability. He replied that this is his home, and his family lives here – he has no plans to go anywhere. He said that his stability in the job would depend on whether he was a good fit, and how happy Council was with his performance. He doesn't move around, he said, and if he got the job, he would make it his focus.
- Vice Mayor Currier said that there are two schools of thought in zoning: there is the system we currently use, which is residential, commercial, and industrial, and then there is the Houston model, which is "anything anywhere." They have tried it in Houston, he said, and they are happy with it. He asked Mr. Shakespeare if he had any feelings on either system. Mr. Shakespeare responded that he did not because this was the first he had heard of that. He said that he would have a lot of questions about that sort of chaotic model.
- Ms. Gallagher noted that the job entails a lot of meetings and could be considered full time plus. The ZA would work with the Design Review Board, the Planning & Zoning Commission, the General Steering Plan Committee and the Board of Adjustment. Mr. Shakespeare commented that he is aware of that, and would make himself available for those meetings.
- Jane Moore, a Jerome resident, suggested a question to ask the applicants: How would they handle a situation where the applicant is threatening to sue if they don't get their way in what they are applying for? Mr. Shakespeare responded that, in general, when someone runs to their lawyer, it means that they have no longer have hope that things can be worked out. He said that it is important for the ZA to facilitate hope so that people feel like their problems can be solved and that we can make it work for both sides. He thinks that problem solving is a huge part of the job.
- Ms. Gallagher suggested another question to ask all of the applicants: What in your background and experience qualifies you the most, in your opinion, for this job, and what will be your biggest challenge in fulfilling it? Mr. Shakespeare said that his biggest challenge would be mastering the clerical aspects of how everything flows. His biggest strength, he said, would be his very personal bent toward problem solving and relating with people. That, he said, is probably why he chose the field of social work, because it is part of his nature to do that sort of thing.
- He confirmed that he would be willing to take additional training if it's necessary.
- Ms. Gallagher asked if he would expect or need any clerical support. Mr. Shakespeare said he would not be able to answer that until he sits down to do the job. It was clarified that there is limited clerical support available now ... a few hours a week for the next fiscal year. Mr. Shakespeare said that he assumed that he would be doing his own typing and filing. He is comfortable with that, and is somewhat computer literate.
- Carol Yacht, a Jerome resident, noted that Mr. Shakespeare has been on P&Z for a while and said that she wanted to ask him a question about the Zoning Ordinance. She started to explain what she was going to ask about, which was related to boarding houses, but Mayor Check stopped her and said that that was not an appropriate question at this time.
- Ms. Moore asked if they could ask a question of all the applicants that would pertain to Jerome's historic landmark status and protecting its status. Mayor Check agreed and said that would be appropriate. She then asked Mr. Shakespeare about his knowledge and experience with historic landmark status and how that fits in the zoning ordinance. Mr. Shakespeare responded that his knowledge regarding that is "very skinny," but he

	<p>does know that it is underlies what they are doing in this town. He noted that it is not tightly defined as to what is historical. He said that he realizes that our historic landmark status is important for the town and that, if we lost it, it would be hard to get it back again.</p> <p>Vice Mayor Currier asked to discuss the appropriateness of Ms. Yacht's question. He said that when they interview judges for the Supreme Court, they do not get into specific details of pending cases. He thinks that that same attitude should be held here – they should not get into specific questions about pending cases. Mayor Check agreed and added that Mr. Shakespeare is familiar with our town and the other candidates are not. They should not be asking specific questions and choosing someone based on their initial concept of things that might change drastically once they are in that position.</p> <p>Ms. Yacht commented that, in every job interview she has been on, she has been asked very specific questions about the job.</p> <p>Councilmember Bassett said that towns have to operate on a different legal basis.</p> <p>Motion: Councilmember Bassett made a motion to address Item 4 now. It was seconded by Mayor Check and approved by all with 3 ayes, 0 nays and 0 abstentions.</p>
<p>ITEM #4: 1:47 pm</p>	<p>FINANCIAL REPORTS</p> <p>Issued checks and Budget to Actual reports for the month of July 2014. Figures included therein are presumed accurate as of the report's preparation date, but are subject to adjustment as further information is gained.</p> <p>Motion: Mayor Check made a motion to approve the financial reports. It was seconded by Vice Mayor Currier and approved by all with 3 ayes, 0 nays and 0 abstentions.</p>
<p>ITEM #5: 1:48 pm</p>	<p>VERDE VALLEY ADVISORY COMMITTEE (VVAC)</p> <p>Council will discuss the nomination of two (2) candidates into Yavapai County Superintendent of Schools Tim Carter's selection process for appointment to the Verde Valley Advisory Committee of the Yavapai College District Governing Board.</p> <p>Vice Mayor Currier suggested that the Mayor may want to recuse herself with respect to this item. This was discussed briefly, and it was noted that, with only three members present, there would be no quorum without the Mayor's presence. She said that she would recuse herself if there was a motion.</p> <p>Mr. Currier clarified that he was just bringing this item up as a point of information and to say that, apparently, the confusion over it has subsided and the college has come up with a proposal. They are asking each municipality to nominate two people to form a pool from which board members will be chosen. Nominating these two people does not mean that they will be seated on anything, Mr. Currier said; it just means that they will go into a pool from which members of the new board will be selected.</p> <p>Mr. Currier said that, if we want to be involved, we should find two people willing to participate, and they would have to write a letter of interest. He suggested that Council be thinking about who these two people should be, then, at a future meeting, we could put those names forward. He has no opinion about this, he said, but that is what is expected of us. Mr. Currier said that if anyone has a candidate, they should contact Ms. Gallagher.</p> <p>Mr. Currier went on to explain that those seated on this board would be an advisory board to the board of directors of the college. As far as he can tell, they would only be advising, but he is not sure what they would be advising on, and they would have virtually no power other than persuasion. They would not approve a budget or curriculum – they would have no power of approval or disapproval.</p> <p>Mayor Check suggested that we post this at our posting locations. She thanked the Vice Mayor for his work on this.</p>

<p>Item #6 1:52 pm</p>	<p>WATER ADVISORY COMMITTEE</p> <p>Mayor Check will update Council regarding the Water Advisory Committee (WAC).</p> <p><i>Mayor Check referenced copies of correspondence which had been provided to Council regarding the WAC. She explained that she received a letter, which was sent only to Mayors, stating that the County would be withdrawing from the Water Resources Cooperation Agreement (an IGA which was recorded September 20, 2000) as of September 15, 2014. They will cease participation, activities and obligations specified in the agreement. The Mayor explained that this was an agreement that most of the municipalities have paid into and the entity that was most funded through this cooperation was the WAC. Jane Moore is Jerome's representative to the WAC.</i></p> <p><i>Mayor Check said that she attended the next WAC meeting with the hope of gaining a better understanding of why the IGA was being dissolved. If it had simply been that the funds had been withdrawn, it would have been impactful, but there was a deeper issue: the County was the fiduciary agent for all the municipal funds that had been set aside to go to WAC. It was shocking, she said, that they wouldn't wait and notify the municipalities that they were withdrawing, and give them until the end of the IGA (June 2015) to decide what to do. She said that the County is withdrawing for some reason, but that reason wasn't given.</i></p> <p><i>Mayor Check said that she has been trying to understand that decision so that she can get on board with where they are going. She said that Supervisor Chip Davis was representing the Board at the last WAC meeting, and he mentioned several times that the County was still going to fund water projects in Yavapai County, but they just weren't interested in funding WAC anymore. The Mayor said that she understands, because it has been a frustrating process; however, in the past six to twelve months, WAC was reformulated to be more productive and was separated out to the Verde WAC and the Prescott area WAC, so that each group could work on their own issues more productively. It is a little surprising, she said, that this IGA was dissolved after what was looking like good progress toward those goals.</i></p> <p><i>Ms. Moore provided some background information. She said that the backwater flow model that was done by the United State Geological Survey (USGS) came out about two years ago. The Tactical Advisory Committee (TAC) members from Prescott and Prescott Valley felt that the ground water flow model did not have enough detail for them to run the model. The TAC members began picking apart and finding problems that they saw with this USGS ground water flow model. Ms. Moore said that this has been an ongoing process since the model came out. \$40,000 had been set aside for the USGS to run the model to determine when we are going to run out of water, or when the population is going to stress the aquifers, but nobody on WAC could agree, and it is a consensus vote, so if even one person doesn't want to run a model, it won't get done. She said that, at every WAC meeting when this was discussed, some people thought there was enough data to run the model and some people did not, so it didn't get done. WAC was at a standstill regarding decision-making.</i></p> <p><i>Vice Mayor Currier asked how long that standstill had existed. Ms. Moore responded that it has been two years – ever since they received the USGS report. She said that there had been a presentation on the report and a lot of discussion. WAC members decided to send it on to TAC, and there were a lot of buried details and a lot of detailed scientific information discussed at those meetings, all of which she attended in an attempt to figure out what the problem was. The problem was never really apparent, she said, other than that many felt that they needed more data to plug into the model before they felt comfortable running it. She added that Chino Valley, Prescott and Prescott Valley were the primary contenders that there was not enough data. Cottonwood might have joined with them as well.</i></p> <p><i>Mayor Check said that, even though WAC was at a standstill, the fact that this model had been funded was extremely useful because it was run by other groups that were willing to run it. Ms. Moore agreed, and said that the Verde Basin Partnership used it. She said that there was nothing wrong with it – it just could have used more data, and WAC could have put money into gathering more data, but she thinks that there were some underlying things that could have been considered problems. So, she said, nobody at WAC could make a decision other than to continue what they were doing with the Bureau of Reclamation (looking at population projects and the amount of water needed to support that population). It was agreed that they would do that with WAC as a whole. Then, she said, they reached this impasse.</i></p>
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	<p>Ms. Moore said that Supervisor Davis had requested to meet with her prior to the most recent WAC meeting. He told her that he had also spoken with other WAC members, and she had assumed that Mayor Check would have been one of those people. Mr. Davis told Ms. Moore that he was unhappy and felt that WAC was getting nothing done, but he didn't tell her what he planned to do. At the last WAC meeting, she said, Mr. Davis expressed his unhappiness, but none of the other Supervisors or anyone else from the County expressed any dissatisfaction. Mr. Davis brought this up at one meeting, she said, and <u>all</u> of the WAC members, whether they agreed on other issues or not, expressed that the WAC should be kept intact and could not function without the coordinator. This last WAC meeting was a surprise, she said, and most of the WAC members found out that the Board of Supervisors had decided to stop funding it by reading it in the paper. She said that she would like to know what progress they think can be made if they are no longer funding WAC, and she does not have any problem with questioning the Board of Supervisors as to where the group will go.</p> <p>Mayor Check said that she had written a letter stating her disappointment in the manner in which the IGA was dissolved. It was a respectful letter, she said, but it angered Supervisor Davis, who then sent inflammatory letters to all. She said that she wanted to address this because it seemed a little bit threatening to the Town by way of references to the previous projects that the County has been supportive of. She said that they are moving forward in the most respectful way that they can, and hopefully, they can have an open meeting where the Supervisors and Mayors can discuss this in a respectful way, and, hopefully, gain a better understanding of where they are going with this and why this happened. They will also need to find out what they are supposed to do with the WAC funds, and will need to talk among themselves to see if there is another way to support water projects.</p> <p>Mayor Check asked Vice Mayor Currier if he wanted to address this, since he had requested it to be on the agenda.</p> <p>Vice Mayor Currier said that he understands what the Mayor did, but he sees "a couple of problems... ." Ms. Moore, he said, is supposed to be the main contact with WAC and the Mayor is the backup. He felt that it would have been better if Ms. Moore had written that letter. Mayor Check responded that Ms. Moore did not receive the initial letter – it went only to the mayors. Mr. Currier asked if the Mayor had discussed the letter with Ms. Moore before she sent it. Mayor Check replied that they had discussed the essence of the letter and she was going to email it to Ms. Moore but had the wrong email address. Mr. Currier said that he thinks that it would have been better to bring in Ms. Moore because he's worried about micro-managing, and the Mayor appeared to usurp Ms. Moore's authority. Ms. Moore was appointed by the Council, he said, and the Mayor overrode her, and he feels that that was a mistake.</p> <p>Ms. Moore said that she is sorry that she didn't get the letter before it went out, and that it probably should have been discussed with the entire Council to see how they wanted to proceed. Ms. Moore said that she wouldn't have felt okay sending out a letter from herself as a WAC member asking these questions.</p> <p>Mr. Currier went on to say that another aspect that worried him was that, knowing Ms. Check sits on the Board of the Verde River Basin Partnership, it could appear, from the communications that went back and forth, that the Mayor was taking her marching orders from them rather than from Council, and using her title as Mayor to push their agenda. Mayor Check said that Mr. Currier's point was well taken. There was brief further dialogue between the Mayor and Vice Mayor on the topic.</p> <p>Councilmember Bassett stated that it was appropriate for the Mayor to respond, as she is the one to whom the original letter was addressed, but she would have suggested that the Mayor have Ms. Moore review the letter prior to sending it. She added that she did not share the distress over this that had just been expressed.</p> <p>Mayor Check noted that the reason this was pushed forward so quickly was because of the effective date of September 15.</p>
<p>2:10 pm</p>	<p>Interview with Alexanderia Schaalman of Prescott Valley, AZ</p> <ul style="list-style-type: none"> Ms. Schaalman performed field work while working for Prescott Valley as a zoning inspector and in code enforcement. She would drive down each street and take detailed notes and photos for the hearing officer. She would also check easements and ensure that commercial parking lots met all requirements. She also issued building

	<p>permits. While working in Prescott Valley, she learned the importance of detail and accuracy in her reports. She helped to implement logging conversations and interactions on line so that everything was documented and accessible to all. She also helped to implement a script for when going to court. She did not work directly with the Planning & Zoning Commission. Prescott Valley has no Design Review Board or Historic Preservation Commission.</p> <ul style="list-style-type: none"> • She worked in the office at Yavapai College, and that work included grant writing. • She left code enforcement to care for her ailing parent, but would like to get back into it, because that is what she truly wants to do. • She has no problem with evening meetings, or with handling her own typing and filing. She would also be happy to take any needed additional training. • When asked how she would respond to someone threatening a lawsuit if they do not get their way, Ms. Schaalman said, "You don't feed into their fear, you don't get emotional yourself, you don't disregard their anger – you have to listen – and you must stand by your word – when you say you are going to do something, you do it." • She said that she had "skimmed" our Zoning Ordinance, and saw online that the Historic Society has a great presence in town. • She has had experience with working under a lot of pressure and dealing with people who are concerned about what is going on with the town. • She would stay with the Town as long as the job remains challenging and interesting. • She would need to provide two weeks notice to her current employer.
<p>2:35 pm</p>	<p>Interview with Albert Sengstock of Pensacola, FL</p> <ul style="list-style-type: none"> • Mr. Sengstock has been working at a non-profit in Pensacola, Florida, which is modeled on a non-profit that he started here in Arizona. His first love and history is in zoning and planning and land use law, and he graduated from the first community-policing institute in Arizona. • He knows how to do his own administration, including presentations and writing ordinances, and has been involved in police actions with various departments. • He looked over Jerome's Zoning Ordinance and "didn't see anything out of the ordinary." • Although currently residing in Florida, he is ready to move back to Arizona. In the short term, he would be staying in Prescott. He would need to return to Florida to close down the non-profit which he started there. • Evening meetings would not be a problem for him. • When asked how he would respond to someone threatening litigation if they do not get their way, Mr. Sengstock said that he understands that a person's private property or business is the most important investment that they will make. It is very serious to them, so he gives them his full attention and doesn't take things personally. He listens with empathy, but also explains that there is a legal process, and lays out their options. • He would be happy to take any additional training needed. • When asked about his commitment to remaining in this job, he said that, at this stage in his life, he wants to focus on a community and develop relationships for the long term. • In addition to code enforcement, Mr. Sengstock has done outreach and community development. He noted that customer service is a part of code enforcement, and his motto has been, "How can I help you achieve your goals within the guidelines and regulations that we are all obligated to follow?" • He assured the Mayor that he would be able to deal with "not always being seen as 'the good guy.'" • He stated, as a matter of disclosure, that he has been a sober alcoholic for 29 years. Mayor Check asked him whether, given the number of tasting rooms now in Jerome, he

	<p>would be able to separate his personal sobriety from the application of the Zoning Ordinance and laws. Mr. Sengstock replied, "Absolutely!"</p> <ul style="list-style-type: none"> • Mr. Currier noted the importance of historic preservation in Jerome, and said, "In Jerome, we pay attention to such things as the shape of front doors or the pitch of a roof of a proposed building." Mr. Sengstock said that he is fully familiar with the Historic Building Code and the basis for historical registration. It is different than regular building codes, he added. • Mayor Check asked Mr. Sengstock what would be his greatest asset and his greatest challenge. He responded that he lives by a certain set of principles based on his sobriety, which is critical to his survival. He understands what makes people get frustrated with government. He said that there is a place for "no," but there are also appeals and opportunities so it doesn't have to be a slammed door. Mr. Sengstock said that, by taking the time to explain everything, even if it isn't exactly what they want to hear, at least people feel that they have been served. His greatest challenge at this time, he said, is to leave Pensacola and come back to Arizona. • He would need to have at least 30 days before starting employment here because he is dismantling a non-profit.
<p>2:56 pm</p>	<p>Council recessed for a break</p>
<p>3:05 pm</p>	<p>Council reconvened</p> <p>Council moved to Ms. Gallagher's office for a Skype interview. The public was permitted to attend as well.</p> <p>Interview with Christopher Donovan of Oak Park, IL (via Skype) <small>Note: The recorder was inadvertently left off during this interview. Minutes reflect the notes taken by Ms. Shemaitis.</small></p> <ul style="list-style-type: none"> • Mr. Donovan has worked for many departments, including zoning and neighborhood redevelopment, and has done zoning enforcement. • He enjoys working with a small community and lives in a larger town at present. He has discussed working in Jerome with his wife, and they both like the weather, the community and the size of the town. • He has not dealt with vacation rentals, but he was involved in rezoning and restricting illegal conversions. • When asked about staying with Jerome for the long term, he said that he would "like to try." It would be a two-way street, he said, but he is committed to making it work. • He does have experience with historic towns. Oak Park, IL, where he currently resides, is a historic town. • He is willing and able to do his own administrative and field work. • He noted the importance of community outreach, as well as enforcement. • When asked about how he would deal with threatened lawsuits, Mr. Donovan stressed that involving the attorney is important. • When asked how soon he would be able to begin, he said that he would first need to take care of some personal things, and wondered if he may be able to work for awhile via computer/Skype. He added that he could visit Jerome by mid-September.
<p>3:51 pm</p>	<p>Interview with Glen Chissus Toepfer of Cottonwood, AZ</p> <ul style="list-style-type: none"> • Mr. Toepfer has a degree in civil engineering technology and worked for the Department of Transportation, where he assisted the engineers and did inspections. He also tested materials used for construction and performed administrative work. • When asked if he would be willing to undertake any additional training needed, he asked if it would be paid for by the Town. The Mayor replied that it would be, and he said that he would definitely take more training if required. • It was clarified that Mr. Toepfer had no prior experience in planning and zoning.

	<ul style="list-style-type: none"> • He is generally familiar with National Historic Landmark status, and understands its importance to Jerome. • He would have no problem with evening meetings, doing his own administrative work (including minutes), or going out and working in the field. • When asked how he would deal with someone threatening a lawsuit if they do not get their way, he replied that he would bring it to the attention of the Town Manager because he does not have legal experience. • When asked about his greatest asset and greatest challenge, he said that his greatest asset would be "working with the people and getting the message across as to what the Town is looking for." The greatest challenge, he said, would be people getting angry. • He would be available to begin work "in a week or two."
<p>4:07 pm</p>	<p>Motion: Vice Mayor Currier made a motion to go into executive session to discuss the candidates for Zoning Administrator. It was seconded by Mayor Check and approved by all with 3 ayes, 0 nays and 0 abstentions.</p>
<p>4:19 pm</p>	<p>Council reconvened in open session. Mayor Check announced that they had made a decision.</p> <p>Motion: Vice Mayor Currier made a motion to hire Albert Sengstock as Zoning Administrator. It was seconded by Councilmember Bassett.</p> <p>Mayor Check asked if they want to include the wages in the motion.</p> <p>AMENDED Motion: Vice Mayor Currier made a motion to hire Albert Sengstock as Zoning Administrator at a salary of \$35,000 per year. Councilmember Bassett amended her second.</p> <p>Mayor Check called the question and it was approved by all with 3 ayes, 0 nays and 0 abstentions.</p> <p>Mayor Check asked the public if they had any opinions regarding the candidates.</p> <p>Doug Freund, a Jerome resident, said that he liked the choice they made but he thought that there were five additional applicants. Ms. Gallagher explained that the other five did not have experience relevant to this position.</p> <p>Ms. Moore said that she liked both Mr. Donovan and Mr. Sengstock, and she thought they were both good choices. Suzy Mound, a Jerome resident, agreed.</p>
<p>ITEM #7:</p>	<p>ADJOURNMENT</p> <p>Upon motion by Councilmember Bassett seconded by Vice Mayor Currier and unanimously approved, the meeting was adjourned at 4:22 p.m.</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: _____