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# TOWN OF JEROME

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## MINUTES

### REGULAR MEETING OF THE JEROME TOWN COUNCIL JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS TUESDAY, DECEMBER 9, 2014 AT 7:00 P.M.

<p><b>ITEM #1:</b></p>	<p><b>CALL TO ORDER/ROLL CALL</b></p> <p>Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll.</p> <p><i>Mayor Currier called the meeting to order at 7:00 p.m.</i></p> <p><i>Town Manager/Clerk Candace Gallagher called roll. Present were Mayor Lew Currier, Vice Mayor Doug Freund and Councilmembers Nikki Bagley, Alex Barber and Abe Stewart.</i></p> <p><i>Other staff in attendance at roll call included Zoning Administrator Al Sengstock, Fire Chief Rusty Blair and Deputy Town Clerk Rosemarie Shemaitis.</i></p>
<p><b>ITEM #2:</b></p>	<p><b>PLEDGE OF ALLEGIANCE</b></p> <p>Mayor/Chairperson to lead the Pledge.</p> <p><i>The Pledge of Allegiance was led by Mayor Lew Currier.</i></p>
<p><b>ITEM #3:</b> <b>7:01 pm</b></p>	<p><b>STAFF REPORTS</b></p> <p>Written reports by the Town Manager/Clerk, Deputy Town Clerk, Utilities Representative, Public Works Department, Building Inspector, Library, Police Chief, Fire Chief and Water Liaison.</p> <p><i>Councilmember Bagley asked if any work had been started on a new sign for Town Hall – she had provided a contact. Ms. Shemaitis replied that nothing has been done yet. Mrs. Bagley noted that there are funds in the budget.</i></p> <p><i>Vice Mayor Freund asked about the burn pile. Chief Blair explained that this service took two years to implement. There is a fenced-in area where residents can bring brush and wood from around their homes. He noted that no construction materials are allowed there. When conditions are right, he said, they burn the items. By doing so, they have been able to eliminate huge amounts of fire fuel from around town.</i></p> <p><i>Mr. Freund pointed out that some people in the Verde Valley are ultra-sensitive to smoke and contaminants in the air. He also expressed concern about losing “our amazing vista.” Chief Blair responded that they burn the materials only at that location and very quickly, at a hot temperature, so that there is little smoke. He reiterated that only brush and dry brush are allowed; hazardous materials are not allowed.</i></p> <p><i>Mrs. Bagley added that this service had been provided by the Town years ago, but then went fallow. It was brought back by demand. Chief Blair said that, previously, the burning had not been regulated, but it is now.</i></p> <p><i>Councilmember Stewart noted that they do the burns in the morning so that the morning thermals take the smoke up and out.</i></p> <p><b>Motion:</b> Councilmember Bagley made a motion to <b>accept the staff reports</b>. It was seconded by Vice Mayor Freund. The <b>motion passed with 5 ayes, 0 nays and 0 abstentions.</b></p>
<p><b>ITEM #4:</b> <b>7:05 pm</b></p>	<p><b>FINANCIAL REPORTS</b></p> <p>Issued checks and Budget to Actual reports for the month of November 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><i>Vice Mayor Freund noted that police department salaries were over budget. Ms. Gallagher explained that there has been overtime incurred which will be reimbursed by a grant in the amount of around \$3,000. There were also three pay periods during November instead of the usual two. Also, she said that Chief Muma explained to her that he uses more overtime and part-</i></p>

	<p>time help in the summer. She expects that this will even out by year-end, she said.</p> <p><b>Motion:</b> Councilmember Bagley made a motion to <b>accept the financial reports</b>. It was seconded by Councilmember Stewart. The <b>motion passed with 5 ayes, 0 nays and 0 abstentions</b>.</p>
<p><b>ITEM #5:</b> 7:09 pm</p>	<p><b>PLANNING AND ZONING AND DESIGN REVIEW MINUTES/ RECOMMENDATIONS/ZONING ADMINISTRATOR'S REPORT</b></p> <p>Minutes are provided for the information of Council and do not require action.</p> <p>Mr. Sengstock commented that all is going well in his department. At the last Design Review Board meeting, quarterly training was provided by the State Historic Preservation Office (SHPO). Everyone, including the public, received good information. Mr. Sengstock said that everyone seems interested in the historical protection of our community, and he will keep all informed as to when future training sessions will take place.</p> <p>Mr. Sengstock wished everyone a Merry Christmas.</p> <p>Councilmember Bagley asked about the house in the Gulch that was going to be losing its historical status. Mr. Sengstock replied that he spoke with the owner of the house, Scott Owens, who told him that he had added the second floor without permission, and is not going to contest the loss of his home's historical status.</p>
<p><b>ITEM #6:</b> 7:12 pm</p>	<p><b>COUNCIL MEETING MINUTES</b></p> <p>November 12 regular meeting</p> <p><b>Motion:</b> Vice Mayor Freund made a motion to <b>approve the November 12 minutes</b>. It was seconded by Councilmember Bagley. The <b>motion passed with 5 ayes, 0 nays and 0 abstentions</b>.</p>
<p><b>ITEM #7:</b> 7:13 pm</p>	<p><b>PETITIONS FROM THE PUBLIC</b></p> <p>Pursuant to A.R.S. § 38-431.01 (H), public comment is permitted on matters not listed on the agenda but the subject matter must be within the jurisdiction of the Council. All comments are subject to reasonable time, place and manner restrictions. All petitioners must fill out a request form with their name and subject matter. When recognized by the chair, please step to the microphone, state your name and please observe the three (3) minute time limit. No petitioners will be recognized without a request. The Council's response to public comments is limited to asking staff to review a matter commented upon, asking that a matter be put on a future agenda, or responding to criticism.</p> <p>There were no petitions.</p>
<p><b>Break for Holiday Festivities</b></p>	
<p>Mayor Currier called a 15-minute break to enjoy some holiday treats.</p>	
<p><b>ITEM #8</b></p>	<p><b>UNFINISHED BUSINESS</b></p>
<p>7:27 pm</p>	<p><b>ITEM 8A: TOWN HOLIDAY PREPARATIONS</b></p> <p>Council will discuss the Town's role in the upcoming holiday season, including decorations at Town Hall, staff bonuses, and provisions for the needy.</p> <p><b>Decorations at Town Hall:</b> Mayor Currier said that very few of the Town's buildings (except the fire station) have any sort of holiday decorations, such as lights or greenery. He opined that Town properties should have holiday decorations, and that Ms. Shemaitis, as properties manager, could take care of that, and spend "a couple of hundred dollars" out of miscellaneous funds to purchase them. Ms. Shemaitis noted that we do have some decorations on hand. The Mayor asked Council for their thoughts. This was discussed briefly, and it was generally agreed that some decorations would be in order. Staff was asked to decorate Town Hall.</p> <p><b>Staff bonuses:</b> Mayor Currier explained that when he was first involved with the Town, the Town employees would receive turkeys at Thanksgiving and at Christmas. Over the years, it went from turkeys to monetary bonuses, and, for the past three years, it has been \$50 for full-time staff and \$25 for part-time staff. The Mayor said that he wanted the new Council to be aware that these bonuses are given out each year, and that they could be discontinued or increased.</p> <p>Ms. Gallagher commented that she has authorized these bonuses over the last few years without bringing it to the full Council, based on the Town's previous practice. As such, she said, she has never included a bonus for herself. Mayor Currier said that he is fine with having Ms. Gallagher</p>

	<p>receive the bonus also, and Councilmember Bagley agreed. The general consensus was that staff, including Ms. Gallagher, should receive bonuses in the same amount as the last few years -- \$50 for full-time personnel, and \$25 for part-time personnel.</p> <p>There was discussion regarding including all Town volunteers, which total around 50 people. Mayor Currier noted that he had already approved sending holiday cards thanking everyone (including volunteers), and it was generally agreed that this would be sufficient. The Mayor suggested that, at some future date, the Town could arrange a "volunteer appreciation event" -- a party or a picnic. Ms. Shemaitis said that there is going to be a library open house at Town Hall in January, and suggested that perhaps it could be done in conjunction with that.</p> <p><b>Food bank donation:</b> Mayor Currier moved on to discuss the local food bank at the Haven Methodist Church. He said that he has seen a lot of beggars in Cottonwood, and he learned that there are between eight and ten people in Jerome that need assistance. He said that he thinks the Town should do something to help the food bank, such as a monetary donation. He would like to do more than just collect food. Ms. Cretti commented that even getting a jar of peanut butter makes a lot of difference to some people. The Mayor clarified that he is not opposed to collecting food, but he would like to do more. What he had in mind, he said, was for the town to donate \$500 to the food bank.</p> <p>Councilmember Bagley said that she doesn't think the Town would be allowed to do that. The Mayor replied that the attorney has confirmed that we could do this, as long as it benefits the Town, and he feels that feeding our hungry benefits the Town.</p> <p>Mr. Stewart asked if the food bank in Town is run by the Methodist Church and the Mayor replied that he believes that it is. If there were other such facilities in town, he said, he would consider donating to them.</p> <p><b>Motion:</b> Mayor Currier made a motion to <b>made a motion to donate \$500 for the food bank at Haven Methodist Church.</b> It was seconded by Vice Mayor Freund.</p> <p>Ms. Cretti asked if food donations would still be made. The Mayor responded that they would.</p> <p>Councilmember Stewart asked if this would be a cash donation to the food bank or if the staff would purchase \$500 worth of groceries. Mayor Currier replied that it would be a cash donation directly to the food bank.</p> <p>Councilmember Bagley said that she thinks this is a good cause, but she is not comfortable with the idea of Council picking and choosing what is or is not a good cause or charity. There are a lot charitable organizations that are soliciting donations now. She thinks that it would be hard to pick one, but added that she would not stand in the way of the vote.</p> <p>Ms. Cretti asked to whom the check would be made out. The Mayor replied that he thinks Joan Evans is in charge of that situation. He said that the funds would be earmarked for the food bank and nothing else. Ms. Cretti asked if they could amend the motion to include that.</p> <p>Suzy Mound, a Jerome resident, agreed that we should continue to collect food donations and suggested collecting food items at the Town dinner. The Mayor agreed.</p> <p>Liz Gale, president of the Jerome Chamber of Commerce, commented that, in her experience, many churches try to press their religion on you when handing out food; however, she doesn't think that would be an issue at Haven.</p> <p>Mayor Currier said that he hopes that everyone realizes that we are secular and just trying to deal with a problem.</p> <p>Mayor Currier called the question and the <b>motion passed with 4 ayes, 1 nay by Councilmember Bagley and 0 abstentions.</b></p>
<p>7:42 pm</p>	<p><b>ITEM 8B: IPADS FOR USE BY COUNCIL MEMBERS</b></p> <p>Council will discuss and may approve the purchase of iPads, tablet PCs or other technologies for use by Council members.</p> <p>Mayor Currier commented that most of the Town business is done by email and some of the Councilmembers are not email-equipped. He spoke with Ms. Gallagher about purchasing tablets and she confirmed that there are available funds in the budget that could be utilized for this. The Mayor said that we could purchase hardware that would be owned by the Town and used by the Councilmembers only during the duration of their terms. This would help with communication.</p>

	<p>Ms. Gallagher had distributed a staff report on this topic, which referenced the purchase of iPads. She noted that, at a recent staff meeting, other hardware alternatives were suggested, and she would like leeway to find the best option.</p> <p>Mayor Currier said that Ms. Gallagher had canvassed many communities on this topic and found that most of them do provide equipment to their Councils for this purpose. He thinks that they should look into this and get something appropriate for the Council.</p> <p>Ms. Cretti commented that those devices will not be able to access email without the internet. Ms. Gallagher agreed, and said that, without access to WiFi, the hardware won't be helpful. She added that some tablets may be able to use cellular for internet access, but she is still looking into options. Ms. Gallagher asked the Councilmembers if they have access to WiFi, and each member affirmed that they did.</p> <p>Councilmember Bagley noted that the newspaper had incorrectly stated that she does not have a personal home computer – she does. She then commented that, not only is this providing a technology benefit, but it is also important because any computer used for Town business can be subpoenaed. She said that, with the upcoming issues, it is best for the Town and the Council that members use a separate device. Mrs. Bagley said that WiFi can be found in most places, including Town Hall, and she feels that this purchase would be appropriate. Mayor Currier agreed, and said that it would be a problem for him to have to give up his home computer in the event of a subpoena.</p> <p>Paul Pratas, a Jerome resident, commented that tablets don't have to use only WiFi.</p> <p>Vice Mayor Freund said that it would be good to explore this technology, because it could also benefit our boards as well. The Mayor agreed. He clarified that the tablets would be just for the Council for now, and we will see where it goes from there.</p> <p>Mrs. Bagley recommended that Staff get a firm cost since there is a range of \$600 in available tablets. Ms. Gallagher explained that the numbers she provided were just for illustration purposes – the model she was considering was the iPad mini at the lower end of the price range.</p> <p>Mayor Currier said that he would like this to come before Council again with hard numbers and specific equipment, at which time they could approve that or not. He suggested taking care of this as soon as possible and having a special meeting if necessary.</p> <p><b>Motion:</b> Councilmember Bagley made a motion to <b>have staff return to Council with hard suggestions as to what equipment to purchase, and the cost to equip all Councilmembers with new technology.</b> It was seconded by Councilmember Stewart. The <b>motion passed with 5 ayes, 0 nays and 0 abstentions.</b></p>
	<p>Regarding Item 8A, Ms. Shemaitis noted that Ms. Cretti had asked that the name of the recipient of the check for the food bank be included in the motion. It was not done, so she asked how Council should handle this. Mayor Currier said that he would find out exactly to whom the check should be made out. Councilmember Bagley said that she didn't think that that needed to be included in the motion, or the motion amended. Mayor Currier said that, if it is appropriate, they will also write a cover letter to go with the check.</p>
<p><b>ITEM #9</b></p>	<p><b>NEW BUSINESS</b></p>
<p>7:51 pm</p>	<p><b>ITEM 9A: EXTENSION OF CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES – SHEPHERD-WESNITZER, INC.</b></p> <p>Council will discuss and may approve a one-year extension to the professional services agreement with Shepherd-Wesnitzer for general engineering services.</p> <p><i>The meeting packet included a brief agreement to extend the existing contract with the Town's engineering firm, Shepherd-Wesnitzer, for one year at the existing rate and terms.</i></p> <p>Mayor Currier explained that the current five-year contract with Shepherd-Wesnitzer is expiring at the end of this year, and because of the timing of the election, the current Councilmembers have had very little experience with the engineers there. He would like to put off approving a new contract until this Council has had a chance to get to know them.</p> <p>Chief Blair commented that Shephard-Wesnitzer has been involved with the Town since 1984, when they worked on the sewer plant. He said that he has worked with Richard Aldridge, who has been very helpful and has tried to save money for the Town.</p> <p>Mayor Currier said that Shephard-Wesnitzer is currently working on many projects for the Town, and he hopes that work will begin soon on the wall across from the Spirit Room.</p>

	<p>Town Engineer Richard Aldridge, representing Shephard-Wesnitzer, said that he has been working in Jerome for a little over a year, but he has been in this field for 20 years and wants to do his best for the Town.</p> <p><b>Motion:</b> Councilmember Bagley made a motion to <b>extend the existing contract with Shepherd-Wesnitzer for one year.</b> It was seconded by Vice Mayor Freund. The <b>motion passed with 5 ayes, 0 nays and 0 abstentions.</b></p>
<p>9:55 pm</p>	<p><b>ITEM 9B: FEMA ASSISTANCE TO FIREFIGHTERS GRANT</b></p> <p>Council will discuss and may approve the submission of a grant for a new fire engine. If awarded, the Town would be asked to contribute a match of \$24,212.</p> <p>Chief Blair explained that he was recently told that the Jerome Volunteer Fire Department has a good chance of getting a new fire truck through FEMA. It had been "iffy" in the past, but with the age of the apparatus, he was told that this would be a good time to submit an application. He said that the fire department's big engine is 51 years old, and the other engine is 21 years old. Both are pumpers. Chief Blair said that if they were to get the grant, the Town's match of \$24,000 would be a reasonable price to acquire a newer engine, which would take them into the next 20 years. He said that a new engine can cost as much as \$400,000.</p> <p>Chief Blair went on to say that, in order to keep our ISO rating, our department must maintain two pumpers. Repairs to the current equipment to bring them up to par would be costly, and may still not bring them up to full compliance. Chief Blair said that he will look for an engine that will suit our town, so it should have four-wheel drive and a short wheelbase.</p> <p>At this time, Mayor Currier noted that participation in this discussion could be considered a conflict of interest for Councilmember Stewart, who is a member of the Jerome Volunteer Fire Department, and suggested that he leave the dais. Mr. Stewart recused himself, left the dais and sat in the audience.</p> <p>Chief Blair continued, and said that having an efficient and up-to-date fire department helps the Town maintain a good insurance rating, which saves our residents money. It will also carry us forward in the years to come.</p> <p>Councilmember Bagley noted that the match would not be required until the 2015-16 budget year so it would not impact our current budget at all.</p> <p>Mayor Currier asked Ms. Cretti if she had any opinions about this. Ms. Cretti asked Chief Blair whether, if they get a new vehicle, the existing vehicle would be sold. He said that they would get rid of the 51-year-old pumper. They cannot sell it to another agency, due to FEMA's rules, but they can sell it to a private person or outside of the country.</p> <p>Mayor Currier asked if it could be given to a playground. Chief Blair responded that there would be a huge liability in doing that.</p> <p>Mayor Currier asked when they would know if a decision had been made regarding the grant. Chief Blair replied that they will make the awards between March and September 2015. Then, we would have one year to follow through.</p> <p><b>Motion:</b> Councilmember Bagley made a motion to <b>approve the submission of a FEMA Assistance to Firefighters Grant for a new fire engine.</b> It was seconded by Vice Mayor Freund. The <b>motion passed with 4 ayes, 0 nays and 0 abstentions.</b></p>
<p>8:03 pm</p>	<p><b>ITEM 9C: DISCUSSION REGARDING EXECUTIVE SESSIONS</b></p> <p>Council will discuss the process for conducting executive sessions, and the possibility of scheduling them as separate meetings.</p> <p>Mayor Currier said that some residents have commented that there have been too many executive sessions over the past year or two – people are edgy about things being done behind closed doors. At the last meeting, he had said that he would try to reduce the number of executive sessions, but, he explained, there are circumstances where they are still necessary, especially if Council needs legal advice.</p> <p>Mayor Currier said that Clarkdale generally schedules the executive sessions before their regular meetings, but that doesn't always work. In Jerome, he said, we usually have the closed sessions at the end of the meeting so that the public doesn't have to wait through them. The Mayor said that, at the last meeting, he had announced before going into executive session that no motions were going to be made after that session so that the public didn't have to wait around. He intends to continue that practice. He understands and sympathizes with the public, he said, and knows that they are interested, and Council wants the public to know what is going on.</p>

	<p>Mayor Currier said that the executive sessions can be held at the beginning, in the middle, or at the end of our meetings, he doesn't have an opinion on that. However, if Council needs to go into executive session, even if it isn't separately scheduled, they will do that.</p> <p>Councilmember Bagley said that, even though it may seem that things are happening behind closed doors, the point of executive sessions is so that Council opinions or comments do not become a legal liability to the Town when discussing a legal matter. It is a place for them to ask questions and voice opinions, but as far as actions or movement forward, she said, that never happens.</p> <p>The Mayor added that Council cannot be as candid in public. He stressed that Council is not trying to mislead the public – they are trying to be as honest and straightforward as possible.</p> <p>Ms. Cretti said that Jerome, in the past, used to do things in public – it was wonderful to see democracy in action. She said that the past Council, particularly during the vacation rental discussions, seemed to deny the public its participation in democracy. “Stay out of executive session,” she said. She added that, occasionally they may have to go into closed session, “but deal with the issue in public and let the public participate.” She said that the closed sessions created a lot of hostility and that makes Council's job harder -- it makes them look dishonest. “You should do it in public and face the consequences,” she said. “That's what democracy is all about.”</p> <p>Mrs. Bagley said that appearances might be that way, but, she explained, it is Council's responsibility to protect the Town from liabilities and work towards the best interests of the Town. Ms. Cretti started to speak while Mrs. Bagley was talking and the Mayor stopped her. Councilmember Bagley continued, and said that Council members are sworn to protect the best interests of the Town, and sometimes the best interest is to not create a legal liability.</p> <p>Mayor Currier said that the issues are clear, and they all agree. He said that he would do his best to have as little discussion in executive sessions as possible.</p>
<p><b>ITEM #10</b> <b>8:10 pm</b></p>	<p><b>TO AND FROM THE COUNCIL</b></p> <p>Council may direct Staff as to items of pending importance that they would like placed on a future meeting agenda.</p> <p>Councilmember Bagley said that she would like to continue discussion regarding vacation rentals. Mayor Currier said that this would be on the January meeting agenda.</p> <p>Vice Mayor Freund suggested giving the old fire engine to a sister city in Mexico.</p> <p>Councilmember Stewart said that Rocky Point, Mexico, used to be a sister city until it got too big – a lot of things went there. They have plenty of money there now, he said. Mr. Freund said that he had been thinking about a region in Mexico called Santa Clara del Cobre, which has an interest in copper. He thinks that it would be interesting to form a bond with a community in Mexico.</p> <p>Mayor Currier noted that the Town may be receiving a grant from the Yavapai-Apache Nation (YAN). Ms. Gallagher explained that it is the Tribe's annual Prop 202 funding allocation; they are required to give a certain amount away. The Town of Jerome has applied several times and has received the funding a few times, most recently for the Upper Park improvements. Ms. Gallagher said that the grant deadline is January 5, 2015. Funding is generally less than \$20,000.</p> <p>Mayor Currier suggested looking into getting a new van and asked about the possibility of getting a match from the County. He wondered if the funds could be used for operations (a salary for the driver). The Mayor also said that it would be interesting to obtain a 3-D printer for the library or the Kids Art Workshop. Mr. Stewart asked if they could still submit suggestions for the funding. Ms. Gallagher responded that she would need the suggestions in time to complete the application by January 5, and we have to be quite specific. She noted that Chief Blair has suggested applying for funds to supplement the horseshoe pit project.</p> <p>Suzy Mound, a Jerome resident, suggested installing covered parking with solar panels at the 300 level parking lot.</p>
<p><b>ITEM #11</b> <b>8:15 pm</b></p>	<p><b>ADJOURNMENT</b></p> <p>Upon motion by Councilmember Stewart seconded by Councilmember Barber and unanimously approved, the meeting was adjourned at 8:15 p.m.</p>

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

APPROVE:

ATTEST:

\_\_\_\_\_  
Lew Currier, Mayor

\_\_\_\_\_  
Candace B. Gallagher, CMC, Town Manager/Clerk

Date: \_\_\_\_\_