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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 THURSDAY, NOVEMBER 10, 2016 AT 2:30 P.M.

<p>ITEM #1:</p>	<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 Vander Horst called the meeting to order at 2:30 p.m.</i></p> <p><i>Town Manager/Clerk Candace Gallagher called roll. Present were Mayor Vander Horst, Vice Mayor Kinsella, Councilmember Barber, Councilmember Bachrach and Councilmember Currier.</i></p> <p><i>Also present was Joni Savage, Deputy Clerk.</i></p> <p><i>Mayor Vander Horst instructed persons to fill out a form if they wanted to speak before the Council.</i></p>
<p>ITEM #2: 2:31</p>	<p>WATER SYSTEM UPDATE</p> <p>Marty Boland and Greg Gardemann will update Council regarding the Town's water system, including the School Street regulator, and discuss project priorities for the remainder of this fiscal year.</p> <p><i>Vice Mayor Kinsella commended and thanked Mr. Gardemann and Mr. Boland for all the work they did during the recent catastrophe (where several of the Town's pressure regulators malfunctioned). Without their help and that of many others, he said, the Town of Jerome would have been out of water.</i></p> <p><i>Mayor Vander Horst agreed, and noted that Mr. Boland "didn't get much sleep." Councilmember Barber thanked them both as well.</i></p> <p><i>Mr. Boland extended his thanks to them and said, "Without everyone coming together, it wouldn't have happened."</i></p> <p><i>Councilmember Bachrach asked them if they "are the guys that know the most about the water."</i></p> <p><i>Mr. Gardemann said that he worked for the Town for 19 years, sometimes as Interim Public Works Director. "It is not because I'm brilliant," he said, "but that's a long time."</i></p> <p><i>Mr. Boland thanked Mr. Gardemann for all the help he has been giving him. "He will be working with us for quite some time," he said, "and he is a huge help."</i></p> <p><i>Ms. Gallagher asked Mr. Boland and Mr. Gardemann for an update regarding the School Street Regulator.</i></p> <p><i>Mr. Gardemann said that all of our regulators will need to be replaced eventually, and "that particular regulator isn't in any different situation than the other ones that need to be replaced, other than its location and the amount of pressure there. ... The problem with each regulator is, they each have two valves on either side. The regulators can be rebuilt. I believe there was misinformation regarding that regulator -- that it couldn't be rebuilt. We have rebuilt it and it is operating now. The problem is the valves, because when they go, they can't be repaired. They're 4" isolation valves, called a gate valve. That is going to dictate when these things need to get replaced. You can't wait for the valve to go, because you're out of water."</i></p> <p><i>Mayor Vander Horst asked, "If one of those goes, are we talking hours or days?"</i></p> <p><i>"It could take six to eight hours, it is hard to say," Mr. Gardemann replied. He said that he recently put in a new 6" regulator in Clarkdale and Yavapai College, and the neighborhood</i></p>

around it was out of water for eight hours. "It was a big job," he said. "Not all crews are in the situation to do that."

Mayor Vander Horst asked how that contrasts to a planned valve replacement, and if there would be a water outage with that as well.

Mr. Gardemann explained that, when he first came up here, the Town was about to replace the School Street regulator; however, no one had tested the valves that would need to be shut off upstream and downstream. It turned out that a lot of them were not working. At that time, Mr. Gardemann recommended that we make sure the valves are operational prior to beginning the work.

At this time, he said, the valves are "functional, just not all of the way." Further testing is needed, he said, prior to any project, to determine the extent to which they will close. He said that his biggest concern is that all of the valves were put in during the 1980's, and are beyond their lifespan. He suggested that it may be possible to obtain parts from the manufacturer rather than replacing the entire valve.

Regarding the School Street project, he said that the valve at the top of the steps is rated at 230 psi. "It is an eight-inch pipe and there is not a lot of room to fool around," he said. "The pressure is probably at the top of their rating. ... I'm worried that we might not be able to shut this valve down enough to work on it. We might have to use a cheater bar. This is a huge job."

Mayor Vander Horst asked if they could develop a priority list, so that "we can assign dollars to what needs to be done." They replied that they are in the process of doing that.

Mr. Boland said that Mr. Gardeman's help "goes beyond just helping me rebuild regulators. Once that's done, we can start working on the valves."

Mr. Gardemann said, "In order to do all of these things, the next thing we need is proper mapping."

Mayor Vander Horst agreed, and commented that one of the things we found out during the recent crisis was that we couldn't locate any "as built" drawings of the water system.

Mr. Gardemann said that, in 1996, Ron Ballatore was the Public Works Director. He contacted Boyle Engineering, and they provided a set of "as built's." At that time, they told him that he was lucky because they only keep the maps for 15 years. "I don't imagine that they are still available," he said.

Vice Mayor Kinsella noted that the Historical Society has some of the maps from Boyle, but not all of them. Mr. Boland said he and Mr. Shelley had gone through the Town's archives at one time but did not find any. He will look again.

Mr. Gardemann commented that, when he looked at the maps we had, he could see that they were not "as built's." They don't show the plumbing coming in and out, and that is what we need, he said.

Mayor Vander Horst asked if they have the capability to do that mapping, or if it would need to be outsourced. Mr. Gardemann replied that "this is engineering stuff," and it would need to be done by "a map person."

Councilmember Currier said that, over the years, we have tried to get maps from the engineers. "I'm at a loss as to what to do with engineers," he said. "They're not in agreement and nothing sounds like what we need."

Mayor Vander Horst said that a draftsman could work on those if they were given the information. Councilmember Currier said, "If they worked with Greg, maybe we could get something to happen. If we hand it to our engineers, it will be very expensive and they won't give us what we want."

Vice Mayor Kinsella suggested that we first see what we have. Mr. Gardemann suggested that we contact Boyle Engineering in Phoenix to find out if they have any "as built's" for Jerome.

Vice Mayor Kinsella said, "We could actually get this to a draftperson and come up with a working plan. It would be nice to have an emergency plan. When water is going everywhere and you're freaking out and you have five valves in front of you, you're asking 'which valve do I turn off?'" He suggested that each regulator have, inside the box, something in a waterproof sleeve telling us what to shut off. "I've seen it," he said. "You shut down the wrong valve and then you will blow out a regulator. It gets really ugly, really fast."

Mr. Boland said that that is something they will be working on as well.

Mr. Gardemann said that they will be color tagging the valves. He also said that only certain people should be getting into the vaults. He feels it is the Town crew's responsibility, and "too many cooks ..." "You need somebody that will know what is going on," he said.

Mayor Vander Horst said that he believes that, as we move forward and develop and implement these plans, there will be fewer emergencies.

Councilmember Currier suggested that the Town crew may need office assistance.

Mayor Vander Horst recapped: We need to:

- Find and/or develop "as built" drawings
- Identify the priorities and get a plan.
- Fix what we need to fix.
- Develop an emergency plan and diagrams, and a system to keep track of our maintenance.

Regarding the latter, Mr. Boland said that he has already started that for each regulator. He is creating a binder, which includes the steps to rebuilding a regulator, and they are in the process of creating a maintenance schedule.

Mayor Vander Horst suggested that we obtain a software program for maintenance. He noted that there are people in town that are experts in software evaluation.

Mr. Boland said that he is incorporating a new toolbox system, and is setting up the trucks according to their use.

Mr. Gardemann stated that we get our regulators from Cla-Valve, and they have troubleshooting reps that will help. Engineered Sales oversaw their installation, he said, but he believes that company no longer exists.

Councilmember Currier said that Council had discussed creating an "owner's manual" for the water system that could be put on the internet for access by authorized persons. He asked, "Is there anything the Council should do immediately?"

Mr. Boland replied, "Every regulator we get to, we learn something new. Once we get through them all, then we can formulate a plan. When we get to that point, then we can start with the most crucial projects. We haven't got to that point yet, it will be a long process." He added that winter weather could delay things also.

Councilmember Bachrach asked if we have all the spare parts we need.

Mr. Gardemann replied, "I can't believe all the inventory you have. Brand new, probably \$20,000 worth of regulators. Enough to do the whole Town."

Mr. Boland talked about the sizes of the regulators and valves, and added that we should be able to rebuild the regulators.

Councilmember Bachrach questioned, "It's the valves that are the problem?"

"Yes," Mr. Gardemann said. "We never have a warning on the valves, they just break. They can break closed or open."

Councilmember Currier noted that the budget discussions will be coming up in the spring, and asked if they could come up with a "wish list" by February or March. Mr. Boland agreed.

Mr. Gardemann said again that the valves will all be coming out of date. Replacing them, he said, "is a major project that will have to be done in the near future. It's good to be thinking about it and what will be involved there."

Mayor Vander Horst asked about a pipe locator. "We have one," Mr. Boland said, "two of them, actually." Mr. Gardemann added, "Sometimes they work really well and sometimes they don't work hardly at all."

Mayor Vander Horst said that he would like to get a feel from the Council about the priority and importance of this issue.

Councilmember Currier said, "This is first priority."

Councilmember Barber agreed.

Vice Mayor Kinsella said, "I would prefer to be able to drink and flush."

Mayor Vander Horst said that he agreed, and that he would like to see a presentation of a

	<p>high-level plan for this. "How soon could we have something like that ready?" he asked. "We've talked about as-builts, a maintenance system, and an emergency plan. I would like to see something at least once a month." He asked Mr. Boland if administrative help would be useful.</p> <p>"Maybe," Mr. Boland replied, "but right now, I'm okay." He added that if it gets to a point where he needs it, he will request it.</p> <p>Vice Mayor Kinsella suggested that the information be provided as an addendum to Mr. Boland's monthly report – to keep Council updated on the work they have done on the water system.</p> <p>Mr. Gardemann said, "I wanted to add that keeping up on the regulators is a big job. I don't want to point the finger, but I think the regulators got dropped on the priority list. In the future, make sure it stays up there on the priority list."</p> <p>Ms. Gallagher asked if the bricks that had been removed from the steps next to the sluice near the School Street regulator could now be replaced.</p> <p>"We need to look at the valve situation there and do some testing," Mr. Gardemann replied. He added that this is not likely to happen until March or April. Mr. Boland said that they would look at it, and if possible, replace some of the brickwork.</p> <p>Mayor Vander Horst emphasized that it is Council's responsibility to make sure that the crew has the tools and resources needed to do its job.</p> <p>Mr. Boland said that he wants to know exactly what they do need before they go out and buy anything new.</p> <p>Mayor Vander Horst reminded the audience once again to fill out a form if they wish to speak regarding an agenda item.</p>
<p>ITEM #3: 3:13</p>	<p>ZONING ADMINISTRATOR POSITION</p> <p>Council will review any additional applications that may have been received by this meeting date for the position of Zoning Administrator, and will conduct interviews with three candidates: Kyle Dabney (3:00 pm), Charlotte Page (3:30 pm) and John Schroeder (4:00 pm). Council may make an appointment to fill the position, or direct staff to schedule additional interviews. Some or all of this discussion may take place in executive session, pursuant to A.R.S. § 38-431.03 (A)(1). Any action will be taken in open session.</p> <p><i>Council conducted interviews of the three candidates listed above. Highlights are presented below, not necessarily in chronological order.</i></p> <p><u>Kyle Dabney 3:13 p.m.</u></p> <ul style="list-style-type: none"> • He attended Northern Arizona University and graduated with a degree in Urban Planning and Geographic Science (computer-based GIS mapping). He has been a mountain biker/racer for several years. • He has not yet worked in the planning or zoning field, except as an intern with Coconino County doing zoning amendment proofs. • He wants to get into planning, zoning and code enforcement – the field he was schooled in and has a passion for. • He has visited Jerome several times and loves the town. He feels that the job here would be interesting. He is not currently interviewing elsewhere. • He has reviewed Jerome's zoning ordinance with respect to building design, and compared it with that of Flagstaff. Ours is different, he said, due to historic preservation. • He is not familiar with SHPO guidelines or with SB1350. • When asked about his position regarding vacation rentals, he responded that, if there is not a constant disruption within the community where they are located, he feels that they are okay, but anything that disrupts the community as a whole can be a problem. He noted that this can happen when you have people constantly moving in and out. • When asked about the pros and cons of AirBnb's, he replied that a "pro" would be that it brings tourism, creates an experience of the place and word of mouth about it. A "con" would be creating a disruption, especially in a place like Jerome, with limited parking. "If you have too many people staying in one place," he said, "you will create parking issues."

- He was asked how to resolve those problems. "Create a [zoning] amendment that would work for both sides," he replied.
- He is interested in full-time, rather than part-time work.
- His goal is to become an established planner, and he feels that Jerome offers a "good foot in the door."
- When asked how he would deal with conflict, he replied, "You have to remain calm and professional." In the boating industry, he said, he sometimes had to deal with people who were intoxicated. It is important to maintain professionalism and listen to the other side.
- He has about 65 to 70 hours of study in Urban Planning. GIS was his first major.
- He currently lives in Phoenix, but can move here and be available for work immediately.
- When asked if he would be able to commit to a certain period of time with the Town, he said that he could commit to five years, and intends to stay for at least that long. "I believe a two-year window is just too short a time," he said.

Charlotte Page 3:32 p.m.

(Councilmember Bachrach recused himself and left the dais at this time, as he is married to Ms. Page.)

- She has lived in Jerome for three years, and has owned property here for 14 years. They have also lived in Flagstaff and the Verde Valley and are hoping to stay in Jerome.
- She is intrigued about this position because it represents a good blend of what she has done in the past, but with a new path of learning.
- When asked how she would address the problem of having no direct experience in planning or zoning, she replied, "I don't see it as a problem, and I am a quick learner." She added that she has a lot of experience working in a regulated area and a good background in customer service. She feels that the Zoning Ordinance is very clear, well written and governs the decision process.
- When asked about the pros and cons of vacation rentals, she replied that, on the "pro" side, it generates revenue for the Town, and there are fewer days of occupancy than if the home was owner-occupied or rented long term. "A one-bedroom studio as a vacation rental," she explained, "would be used maybe three weekends a month, so there is a less amount of people per day." On the "con" side, she said, there may be people vacationing here who may be less considerate of the neighbors, and may not care about Jerome as much as someone who lives here.
- When asked how she would deal with stressful matters, she said that she feels she can handle stress well, and provided examples of having dealt with stressful issues. She said that she holds herself back, thinks things through, and takes a minute to come up with a response. She considers herself to be a fair and measured person.
- She would prefer a full-time, rather than a part-time, position.
- Her long-term goal is "get completely out of debt." She would like to complete some projects and would like to travel more.
- She does not see this position as a springboard to another job. She plans on staying here.
- Councilmember Currier stated that, over the years, he's watched several debates in Town, and he cited issues regarding the pitch of a roof, the style of a door, and the replacement of windows with a more modern type. "Jerome has historical status," he said. "How would you handle those kinds of questions?" Ms. Page replied that the level of intensity of the review by the Design Review Board would depend on who is on the Board. She added that there is a lot of information available regarding the typical architecture in Jerome, and that is where they would look for examples. Mr. Currier stated that she would be "the decider." "You would try to maintain the historic integrity," she said. "You would look at the property individually, work with the homeowner and Design Review."
- When asked if we should improve our Zoning Ordinance, she replied that it should be reviewed from time to time to keep it pertinent.

At this time, Mayor Vander Horst called a recess until 4:00 p.m..

The meeting reconvened at 4:03 p.m.

John Schroeder 4:03 p.m.

- He has lived in Jerome for approximately eight years all together, and currently sits on the Design Review Board.
- His primary occupation for many years was archeology, and he worked at Tuzigoot, Montezuma Castle and Montezuma Well for several years. A large part of his work there was maintaining compliance with National Historic Preservation guidelines, and doing tribal consultations. At least 40% of his job dealt with SHPO, and he met with them at least annually.
- He was asked to describe a difficult time when he couldn't get something done, and he replied, "For the most part the tribes were willing to work with us. Our relationships with the tribes were very important. So no -- no huge issues. We had to provide public access to the sites. The Indians wanted to make sure the signage was correct, especially around Montezuma Castle. Many of the signs had been inaccurate."
- When asked about conflict resolution, Mr. Schroeder said, "There were some tribes that didn't think we should be doing any preservation work on a pueblo. In many cases, they thought the best way would just be to leave them alone and let them fall down. We did have to find common ground there, because it is a National Monument. For the most part, they were willing to work with us."
- He is not familiar with SB1350.
- When asked about his views on vacation rentals in Jerome, he said "I've noticed the impacts of one vacation rental near me, and the parking problems they cause for residents. Right now, there is nothing we can do about it. I've been against them, as it puts a lot of strain on neighborhoods. It's my understanding that, right now, we don't have a whole lot of recourse. I would be interested in speaking with other small towns to see how they're dealing with it."
- When asked what he thinks of the signage in town, he replied, "I believe the signs fit in with the character of the Town. They fit within the size limits. Some were recently put up that I'm not happy about, because they didn't seek approval prior to putting up the signs. The ordinance is pretty well spelled out, and I'm perfectly happy with the current condition of signs in Town."
- Councilmember Currier said, "Several years ago, someone told me that the overall ambience here is eclectic. How do you relate that with SHPO and those guidelines? Do you think we handle that okay or no?" Mr. Schroeder replied that the Boards seem to handle it fairly well. He added that there have been a few new houses built that, in his opinion, are beyond the scale of the neighborhood, and he would want to keep an eye on that. He said that he would make sure that the neighbors get to voice their opinions.
- When asked what intrigues him the most about this position, he replied that he sees a lot of parallels with what he had done before with the park service, and he loves preserving historic character and historic structures. He sees things falling down here, he said, and he'd like to see things put back together, while retaining the town's historic character. "I do know there would be a learning curve," he said.
- He has never testified in a court of law, but he did serve on a jury for a murder trial. He would try to avoid issues ending up in court.
- He would prefer full-time, rather than part-time work, and feels it would be difficult to do this job on a part-time basis.
- His long-term goal is to stay in Jerome. "I fell in love with Jerome," he said, "and this is an opportunity to give back to the community I love, and also do something with the experience I have."

Motion: Councilmember Currier made a motion **to go into executive session to discuss this**, and it was seconded by Councilmember Barber. **The motion passed, 5-0.**

Upon reconvening into open session at 5:00 p.m., Mayor Vander Horst stated that we would be doing some background checks and checking references, and would have this back on the agenda on the 22nd of November.

<p>ITEM #4: 5:00</p>	<p>SUBSIDENCE AREA AND SLIDING JAIL: MEMORANDUM OF UNDERSTANDING WITH JEROME HISTORICAL SOCIETY</p> <p>Council will review, and may approve, a Memorandum of Understanding with the Jerome Historical Society regarding property deeded to the Town by the Society in 1964, including the subsidence area and Sliding Jail. A portion of this discussion may take place in executive session with the Town Attorney (who may attend telephonically), pursuant to A.R.S. § 38-431.03 (A)(3) and (A)(4).</p> <p><i>Vice Mayor Kinsella stated that he will recuse himself on this matter, as he is employed by the Jerome Historical Society.</i></p> <p>Motion: Councilmember Barber said, "I would like to make a motion to table this until the next regular meeting. We need more time for the public to speak on this matter. Because this is a special meeting, I am aware that some people weren't available to come."</p> <p><i>Her motion was seconded by Councilmember Currier.</i></p> <p><i>Mayor Vander Horst apologized to those in attendance that had been waiting for this topic on the agenda. "If anyone would like to speak on this subject," he said, "I would like you to come forward and fill out the form, and you will have the opportunity to speak."</i></p> <p><i>At that time, the Mayor said that he owns property near the slide area, "and the dirt from the sliding jail is about to hit my property, so I will have to recuse myself also." He asked Councilmember Bachrach to take the Chair, and he left the dais.</i></p> <p><i>Councilmember Bachrach noted that there is a motion on the floor, and asked Councilmember Currier if he had anything to add.</i></p> <p><i>"I understand that Councilmember Barber has a medical emergency going on," Mr. Currier replied.</i></p> <p><i>Councilmember Barber said that she has a sick dog at home, but that is not the main reason she would like to table this. "I want the public to be aware of this," she said. "If we wait until December 13, I think there will be more people here at the meeting."</i></p> <p><i>Councilmember Currier said that he is torn, because he believes this is a good day to talk about this. However, he sympathizes with her.</i></p> <p><i>Councilmember Barber said that, originally, this meeting had been scheduled to interview for the Zoning Administrator position. "The subsidence and sliding jail got stuck on at the end," she said.</i></p> <p><i>Councilmember Currier noted that, if Councilmember Barber leaves the meeting, the quorum is broken and nothing can happen on this matter.</i></p> <p><i>Councilmember Bachrach called the question on the motion to postpone this agenda item until the regular meeting in December. The motion failed, with one aye and two nay votes.</i></p> <p><i>Councilmember Currier suggested that Ms. Barber leave the meeting. She said that she wanted to leave to take care of her dog, and left at that time.</i></p> <p><i>The quorum for this topic having been effectively broken, Mayor Vander Horst and Vice Mayor Kinsella returned to the dais.</i></p>
<p>ITEM #5:</p>	<p>ADJOURNMENT</p> <p><i>Upon motion by Vice Mayor Kinsella, seconded by Councilmember Bachrach and unanimously approved, the meeting was adjourned at 5:07 p.m.</i></p>

Edited by Town Manager/Clerk Candace Gallagher from minutes taken and transcribed by Deputy Town Clerk Joni Savage.

APPROVE:

ATTEST:

Frank Vander Horst, Mayor

Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____