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TOWN OF JEROME, ARIZONA

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MINUTES

SPECIAL MEETING OF THE JEROME TOWN COUNCIL: COUNCIL RETREAT JEROME FIRE STATION WEDNESDAY, APRIL 26, 2017 AT 1:00 P.M.

<p>ITEM #1:</p>	<p>CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE</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 1:00 p.m.</i></p> <p><i>Town Manager/Clerk Candace Gallagher called roll. Present were Mayor Vander Horst, Vice Mayor Kinsella, Councilmember Barber and Councilmember Currier. Councilmember Bachrach was not available.</i></p> <p><i>Other staff present were Kyle Dabney, Zoning Administrator; Joan Dwyer, Magistrate; Marty Boland, Public Works; Allen Muma, Police Chief; Rusty Blair, Fire Chief; and Joni Savage, Deputy Clerk.</i></p> <p>Mayor/Chairperson or designee to lead the Pledge of Allegiance. <i>Mayor Vander Horst led the pledge.</i></p>
<p>ITEM #2: 1:02 p.m.</p>	<p>DISCUSSION OF PRIORITIES FOR 2017-18</p> <p>Council will engage in an open discussion regarding their priorities for the next fiscal year. Staff has been invited to participate.</p> <p><i>Mayor Vander Horst stated that the goal of this meeting is to attempt to reach a consensus among Council regarding what we would like to accomplish. He had prepared a comprehensive list which he distributed, and he said that he would like to hear from Council members about their priorities, and then from staff.</i></p> <p>Mayor Vander Horst's list:</p> <ul style="list-style-type: none"> • Infrastructure <ul style="list-style-type: none"> ◦ Public Works Department <ul style="list-style-type: none"> ▪ Overall <ul style="list-style-type: none"> • Lack of adequate resources <ul style="list-style-type: none"> ◦ As built drawings ◦ Maintenance software ◦ HD tablets ◦ Qualified personnel ◦ Quantity of personnel ▪ Water <ul style="list-style-type: none"> • Turbidity • Pressure regulation <ul style="list-style-type: none"> ◦ Maintenance Schedule ◦ Parts inventory • Leaks • Long term viability of the springs • Storage capacity • Other sources of nearby water <ul style="list-style-type: none"> ◦ Should we consider a backup to the springs? ◦ At what cost? ▪ Sewer <ul style="list-style-type: none"> • Regulatory compliance • Sewer Plant capacity • Leaks

- Gulch septic tanks
 - Storm water
 - County storm water engineering study
 - \$5,000,000+
 - Flume
 - First/Queen
 - Hull
 - Roads (not 89A)
 - North Street
 - Broken ankles
 - Queen Street parking lot
 - Cobblestone streets
 - Slippery when wet
 - Overall condition
 - Sidewalks
 - How many cans of orange spray paint can we buy
 - Can we get glow in the dark orange spray paint?
 - Should the town set the example?
 - The town is responsible for the sidewalks along 89A
 - Cones and yellow tape are not the answer
 - Will property owners follow?
 - Enforce our current ordinance?
 - Discuss this under the town code section
 - Parking
 - Commercial
 - Capacity
 - Awareness
 - Traffic flow
 - Implement NAU study results
 - Better signage to & at 300 level parking
 - "Walkway this way"
 - More visible parking here sign
 - Residential
 - Capacity by area
 - Parking permits - ordinance Parks
 - Will we ever get the horseshoe pits operational?
 - Volunteer work day May 13th and get it done?
 - Lower Park – no longer the "forgotten park"?
 - Middle park – Gazebo?
- Sustainability
 - Renewable energy – pro or con
 - Solar
 - Wind
 - Water
 - Dark sky policy
 - What is it?
 - What are the implications?
 - Reclaimed water
 - Good idea?
 - Cost?
 - Municipal system?
 - Individual home systems?
 - \$7,500 to \$29,000 per home (source: Greywater Action – a pro greywater advocacy group)
 - Flagstaff has a reclaimed water program and the annual user fees range from \$400 to \$15,000 per year
 - Plus hook up fees
- Town Code & Ordinances
 - What to do with the ordinances we do not enforce?
 - Continue not to enforce them
 - Eliminate them from the Town Code

- If we decide to enforce them, how do we pay for the enforcement?
 - Personnel Policy – Needs updating
 - Either follow the policy (which in many cases we are not) or change the policy
 - Requirement of department head to live in town
 - We bypass this policy by just changing someone's title
- Personnel
 - Appropriate compensation for key positions (5)
 - Review last wage survey (2009?)
 - Fire Chief – Isn't the hiring of this position the responsibility of the council?
 - We need a succession plan
 - Police Chief
 - Do we have a succession plan
 - Town Manager
 - Do we have a succession plan
- Historical preservation
 - Demolition by neglect
 - Preserve our history or let it fall down?
 - How far do we go to "restore" Hotel Jerome?
- Town Council
 - Staggered 4 year terms?
 - Continuity
 - Long term planning
 - Accountability
 - Self review
 - Citizen review
- Tourism
 - Embrace or
 - Consider tourists a close cousin to the Javelina?
 - Public restrooms
 - Only 24 hour public restroom is at the fire station
 - What about the "cave" at the stop sign?
- Town assets
 - Fire engines are old and getting older
 - How long will the garbage truck continue to be operational
 - We need a "plumbers" truck for water system
 - Police vehicles – ok?
 - Other

Councilmember Barber said that her priorities include:

- Infrastructure, water and sewer
- Completion of the horseshoe pits project. She would like to get all of the tape and fencing down from around town.
- Signs in the parking area above the Middle Park stating "Park At Your Own Risk."
- Putting funds in the budget (\$30,000) to allow for buying back property near the Sliding Jail that was recently reverted to the Historical Society, "as long as it is safe." She added that she was concerned about the liability.

Councilmember Currier said that:

- He feels we need more members on the Town Crew, enough to have two teams – one to handle long-term projects and the other to handle short-term work.
- He wants to keep an eye on P&Z to be sure that the Zoning Administrator has enough help, and is not overwhelmed.
- He would like for P&Z to have all the maps in the Town's possession, and they should be easily accessible.
- Town Hall needs some structural work, but he feels that is a low priority.
- Police and Fire have the lion's share of the budget, he noted, and he feels that is appropriate.

- He wants to see what is happening with the accounting department, which he feels is critical.

Vice Mayor Kinsella said that:

- Infrastructure is very important.
- Regarding the Town Crew, he said, "We don't necessarily need more heads. We've got to have people who know what they're doing."
- He would like to see ongoing projects brought to completion, particularly the horseshoe pits.
- He would like to do something about the leaks in the overflow. He suggested that it could be piped through town.

Mayor Vander Horst called a five minute recess at this time.

Upon reconvening, he invited **Marty Boland**, Deputy Public Works Director, to speak.

Mr. Boland agreed with the Vice Mayor regarding the Town crew. "I don't know if adding more people is important," he said, "but adding qualified personnel would be nice." He noted that we are hiring a former crew member, Lyle Keith, who knows about our regulators, and his experience should be helpful. "The last thing I want to do is throw more people in the mix that aren't qualified," he said.

Mr. Boland said that he would like to finish the wall and start on the horseshoe pits. He would also like to address the sidewalk damage on Hampshire Avenue. "We're also going to start rebuilding all of the regulators again," he said, noting that they first need to locate them all. They can't find any as-built plans, and as a result, will have to excavate on Clark Street.

Councilmember Currier asked if there was enough regulator work to keep one or two people busy full-time.

Mr. Boland described all of the valves that need to be changed out, and their locations. He believes that Mr. Keith will be able to do that. "Again," he said, "I don't want to hire another person that's not trainable. I don't think bringing another person on would help me."

Vice Mayor Kinsella said that it should be routine maintenance to rebuild the regulators, but in years past, it has not been done. He congratulated Mr. Boland on the great job he has been doing since taking over and added, once again, "I don't want to have just another warm body on the crew. We need to have qualified personnel."

Mr. Boland said that, once all the regulators have been addressed, the crew should never spend more than a couple of weeks rebuilding them. "An actual maintenance program that is working will be good," he said. "It wouldn't be worth bringing on a person for that." He spoke briefly about what remains to be done on the regulators.

Councilmember Currier commented that Mr. Boland's monthly reports are far superior to other Public Works reports he has received in the past.

Chief Blair said that the Fire Department tested all of the hydrants recently, and there was just a minimal pop-off on Verde. That is remarkable, and a testament to Mr. Boland, he said. Things are getting much better.

There was further discussion regarding the details of the regulator work, and the status of the work on School Street. Mr. Boland said that there is an old regulator in there that he would like to get rid of, and tie into the 2" line there. They will need to replace some of the water line on School Street, he said. He went into further detail about the water line work, and added that he would like a computer program to manage these projects.

Mayor Vander Horst said, "My top priority is to give Marty the tools that he needs," and noted that he has had two people researching software programs. They have selected a program that will cost \$5,000 to \$6,000, with an annual licensing fee of \$2,000. It will track maintenance, inventory and man-hours, and is cloud-based. He added that Mr. Boland will need a heavy-duty tablet. There was brief discussion regarding GIS mapping, and Mayor Vander Horst noted that it could be imported into this program. The Mayor's wife, Jamie, has volunteered to implement the program.

Mr. Boland said that he is learning a lot, and there was very little information passed along from previous Public Works directors. He said that he doesn't want to "throw money at

something that isn't going to get used," but he thinks the program described by the Mayor will be very handy. He added that he recently located a camera for the sewer lines which he hopes will be useful in finding leaks.

Councilmember Barber asked how much time Greg Gardemann is dedicating to us.

"The further we go, the less we need him," Mr. Boland replied, adding that he had begun working two days a week, and now it is down to about one day a week. "It will end up being about once a month," he said, and added that Mr. Gardemann enjoys working here, but is retired. However, he will help us out for as long as we need him.

Vice Mayor Kinsella spoke about the importance of training and cross training. He said that Lyle Keith is coming on board and has the knowledge about our water system, and he asked if the crew is trainable. In a perfect world, he said, everyone on the crew would have a defined job to do in the event of an infrastructure emergency.

Mr. Boland said that, once Mr. Keith gets re-acquainted here and feels comfortable, he will have him show someone the ropes. There was discussion regarding a recent catastrophic event with the water system, which Vice Mayor Kinsella commented was the "worst case scenario." Mr. Boland said that he feels that, if two crew members understand regulators, we can handle that situation.

There was further discussion regarding that event and speculation regarding what may have caused it. Mr. Boland surmised that a former crew member kept shutting the regulators off because he didn't know how to fix them. "It was almost criminal what happened," he said, "but it was a lack of knowledge and not wanting to admit it."

Regarding staffing Public Works, Councilmember Currier commented that the Town is lucky to find anybody to work for what we offer.

Vice Mayor Kinsella agreed and said, "We have to look at our pay scale. It has to become a priority. You get what you pay for."

There was a brief discussion regarding the lack of job descriptions. Job descriptions were prepared prior to Ms. Gallagher's arrival, but never implemented or approved by Council because of the pay scale issue. "It scared the Council," Councilmember Currier said.

Vice Mayor Kinsella agreed. "We were battling several things," he said, "the major battle being 'how do you describe the job in Jerome.' It was an issue with a dollar amount we would be stuck with. At the time, we weren't even sure if we would make payroll. The bottom line was the vote wasn't there."

Mr. Boland said that his priorities are to finish things that were started years ago: The leaning wall, Gulch septic tanks, School Street regulators, Hull Street drainage (which, he noted, is ADOT's drain), a line on Phil Tovrea's property that keeps collapsing, and repairing the walkway on Hampshire Avenue. There was discussion regarding the leaning wall project, and a volunteer work day was suggested.

Regarding the Hampshire Avenue walkway, Vice Mayor Kinsella estimated that it would take about \$8,000 to repair. Ms. Gallagher was asked if she could find that money and she replied that she could, and that it would not take action by Council. However, she noted that it is ADOT's sidewalk, even though we have to repair it, and she wants to be sure that they will be okay with the work to be done. Mr. Boland noted that closing the road to fix it will require a permit from them.

Mayor Vander Horst asked Mr. Boland if we need any new or replacement equipment. Mr. Boland replied that, at some point, we could use a new water truck. The Mayor suggested that we include that on a list of vehicle needs to be provided to County Supervisor Randy Garrison. If the County has surplus vehicles, it may be possible to obtain one from them.

Equipment needs were discussed further, and suggestions included a gannon for the skid steer, a few more two-way radios, a smaller generator, and better work lights for nighttime work.

At this time, Mayor Vander Horst called a five-minute recess.

Upon reconvening, **Judge Joan Dwyer** noted that she had hosted a group from the Arizona Supreme Court during the past week and provided information to them about Jerome.

Ms. Dwyer went on to say that she had heard a rumor that Council was considering closing the municipal court, and said that she had brought with her 18 pages of reasons why we

need to have a court. The Mayor said that he was unaware of that rumor, and Vice Mayor Kinsella said that he believes the court should be in Jerome.

Judge Dwyer then spoke about new security standards imposed by the Supreme Court, to be implemented in phases over the next three years. They want us to have a wand and someone to operate it on court dates, and it would be at our expense. This was discussed at some length. The Judge spoke of our existing security measures (including security cameras), and said that they also want us to install a "duress alarm" in the courtroom. It is frustrating, she said, because over 50% of our revenue goes to the State.

We are going to have to look at a duress alarm at some point, she said, and by 2020 they want entryway screening prior to courtroom entry. Our entryway can be considered the third floor, she said.

The Judge also discussed staff being permitted to carry guns and/or Tasers, and noted that the Court Clerk was recently certified for pepper gel.

Judge Dwyer said that the Court enhancement fund could pay for the enhanced security measures. The wand is not expensive, she said, and we would need someone to operate it three to four times a month for half a day. Chief Muma said that an off-duty police officer could do this.

Judge Dwyer spoke of other needs in the court:

- The heat in the courtroom is not functioning, and when the blower is turned on, it's so loud that it makes it difficult to hear.
- The roof needs to be looked at to be sure there are no leaks. Water runs down the hallway during monsoons, she said.

"The roof integrity is there," Vice Mayor Kinsella said. "I believe the marks you are seeing in the hallway are from the air conditioning pans. If they are not maintained, the drain system can back up."

This triggered a general discussion of building maintenance, and it was suggested that our building official be asked to assess the building.

Judge Dwyer also commended the work being done by Lt. Rusty San Felice, and said that she would like to see him recognized in some way. It was recalled that awards and recognitions have been done in the past, and Vice Mayor Kinsella said that, years ago, the Town couldn't afford to give raises, so they handed out awards to all the departments. "In my opinion," he added, "we are not paying our employees what they are worth, and I'm tired of losing employees to Clarkdale."

Chief Blair suggested that the Town have a "Volunteer Appreciation Day."

Discussion continued regarding employee recognition. Mayor Vander Horst said, "We do a very poor job at that, especially considering how much we pay our people, and then we don't even thank them."

Returning to the Court's needs, Mayor Vander Horst asked Judge Dwyer about her priorities over the next three years. She replied that she would like to get the security assessment done. The County will be doing some of that, she said, and they can work with the Court Administrator in Prescott. There is nothing that the Council needs to do, she said. She asked if she would need Council approval in order to carry a Taser, and Council concluded that she would not.

Next, **Fire Chief Rusty Blair** spoke regarding his priorities.

Chief Blair said that he is involved in water and infrastructure because roads and water are important to the Fire Department. He mentioned several projects:

- Hydrant servicing. He will make a list of "the ones that need help."
- The second tank on Cleopatra Hill still needs work – venting and stairs. We have the materials, he said – it just needs to be installed. He added that the Walnut Springs tank also needs venting, and better sealing around the edges. This is all work that would probably need to be contracted out, he said. He could not estimate the cost of the work on the Walnut Springs tank, but said that the work on the second Cleopatra Hill tank could cost around \$100,000.
- The altitude valve on the Sunshine Hill tank was discussed. It is still not functioning, so

the crew is doing things manually. Mr. Boland said that they had looked into replacing it with an electronic valve, but the price on that doubled so it was not done. He concluded that replacing the altitude valve is not a necessity at this time.

- There was brief discussion regarding the present sewer system and possible changes to that, such as pumping effluent onto the hillside, which would change our permitting requirements.
- Chief Blair noted that some roads need repair, specifically 2nd, 3rd and 4th Streets; however, he said, we first need to address the infrastructure under those roads.
- The Chief said, "As far as sidewalks, we need to talk about enforcing the ordinance." There followed a discussion regarding the difficulty in determining ownership of a sidewalk and who is responsible for repairs.

Mayor Vander Horst said that he has a concern with our ordinances. Some penalties, he said, should be civil and not criminal. He added, "There are a lot of ordinances that we don't enforce."

A discussion on codes, ordinances, parking, streets, nuisances and lost lawsuits ensued.

Mayor Vander Horst said that he wants to enforce the Code.

Chief Blair went on to say that he thinks his budget request this year will be about the same as last year's. He has submitted a grant application for a new fire truck, he said, but the match for that would not be needed until the next budget year.

Mayor Vander Horst asked **Police Chief Allen Muma** about his priorities.

Chief Muma noted that he has been here for 18 years, and said, "You have to address personnel. I'm getting really tired of having to replace people ... you have to do something about salaries," and he referenced the League's salary survey. He said that the average salary for a police chief in a town with a population under 2,000 is \$60,443. The average for a police officer in a town under 2000 is \$36,253. "I am at \$50,549, and the guys are at about \$34,000," he said, and noted that he has requested a 10% across the board increase in salaries in the police department.

There followed a discussion about the current requirement that department heads live in Jerome. Chief Muma said that he feels that the Manager, Police Chief and Fire Chief should live in town.

Vice Mayor Kinsella agreed with Chief Muma that we need to take a closer look at our pay scale. He said that he would like assurance that, in three years, we will have someone that can take the Chief's place. "We have to have a game plan," he said.

Mayor Vander Horst said that he thinks there are six key positions that are grossly underpaid: the Police Chief, Fire Chief, Town Manager, P&Z Administrator, Public Works and Deputy Clerk. "We cannot ask these people to live in Town and pay them what we do," he said.

Chief Muma spoke about the possibility of sharing police services with Clarkdale. "It's not a contract thing or to become one agency," he said. "It would allow us to schedule with Clarkdale and get 24/7 coverage. We would still have our officers and we would have a Chief." He said that he would be the de-facto chief of Jerome, and would still be up here. "It would cost us less and we would get a higher level of coverage," he said. "If we paid better and had one less person, we might get a better quality person. I don't think quantity is better than quality."

Chief Muma spoke about vehicles. He purchased the last car out of RICO, he said. He would like permission to sell the grey 2008 Ford Explorer, and that money has go back into RICO.

The Chief said that his equipment is all good. If they upgrade their guns, he added, they can sell the old ones easily.

Discussion turned to the Chief's work on the parking ordinance. The Mayor asked if that could be on the Council meeting agenda by July.

Zoning Administrator Kyle Dabney discussed utilizing the old Town yard for parking, and there was a discussion regarding what that would entail.

Mr. Dabney said that he would like to create maps for the General Plan, and said that the only equipment he is requesting is a laptop.

Vice Mayor Kinsella asked Mr. Dabney if he was comfortable with his boards, and if he saw anything upcoming that might eventually end up before the Council.

	<p>"I don't so far," Mr. Dabney responded. He added, "I think I go above and beyond what I should, but I don't like to turn in crap." He said that he is working toward having applicants turn in their own applications.</p> <p>Town Manager Candace Gallagher said that:</p> <ul style="list-style-type: none"> • The golf cart used by administration should be replaced. It is in poor shape, and the brakes don't work well. This is something we could request from the County. • We should purchase a laptop for the Deputy Clerk, who is currently using her own. • The library computer system needs a new firewall. <p>With respect to the Mayor's list, she said that she believes that the software program for Public Works is a great idea, and could possibly be handled in the current year's budget. She agreed with Mr. Boland that it is more important to find qualified crew personnel rather than simply increase their number. That, she said, just makes Mr. Boland's job more difficult. Vice Mayor Kinsella asked Ms. Gallagher if it is realistic for the Council to look at wage increases, and if they would be do-able.</p> <p>"Probably," she replied, "but I haven't done the math. We do have more tax revenue." The Council discussed upcoming budget meeting scheduling and items to be included in the discussions.</p>
<p>ITEM #3:</p>	<p>ADJOURNMENT</p> <p>Upon motion by Councilmember Currier, seconded by Vice Mayor Kinsella and unanimously approved, the meeting was adjourned at 6:52 p.m.</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: _____