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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, AUGUST 11, 2015 AT 7:00 P.M.

EIGHTH REGULAR MEETING OF 2015

ITEM #1:	<p>CALL TO ORDER/ROLL CALL</p> <p>Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll.</p> <p><i>Mayor Currier called the meeting to order at 7:00 p.m. Town Manager/Clerk Candace Gallagher called roll. Present were Mayor Lew Currier, Vice Mayor Doug Freund, and Councilmembers Abe Stewart, Alex Barber and Frank Vander Horst. Other staff present were Al Sengstock, Zoning Administrator, and Joni Savage, Deputy Clerk.</i></p>
ITEM #2:	<p>PLEDGE OF ALLEGIANCE</p> <p>Mayor/Chairperson to lead the Pledge.</p> <p><i>The Pledge of Allegiance was led by Mayor Lew Currier.</i></p>
ITEM #3:	<p>STAFF REPORTS</p> <p>Written staff reports by the Town Manager/Clerk, Deputy Town Clerk, Utilities Representative, Public Works Department, Building Inspector, Library, Municipal Court, Police Chief, and Fire Chief.</p> <p><i>Mayor Currier noted an EMS call listed on the Fire Chief's report stating that the call was not entered in the system. He asked what that meant. Assistant Fire Chief Bill Volk was in attendance, and explained that the call may have been initiated by a bystander, as it was not made by the affected individual, and that person did not wish to be transported to the hospital.</i></p> <p><i>Councilmember Vander Horst stated that he noted that the Town's Facebook page receives only about five visitors a week¹, and said that he hoped Ms. Gallagher was not spending a lot of time working on that. She assured him that she was not.</i></p> <p><i>Mr. Vander Horst also asked what drove the \$18,000 increase in sales tax revenue that the Town saw during June. Ms. Gallagher said that she would look into that and report back.</i></p> <p>Motion: Vice Mayor Freund made a motion to accept the Staff Reports. It was seconded by Councilmember Vander Horst. Motion carried, 5-0.</p>
ITEM #4:	<p>FINANCIAL REPORTS</p> <p>Issued checks and Budget to Actual reports for the month of July 2015. 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>Mayor Currier noted that the new budget has not been posted yet, so the Budget to Actual report reflects only the actual numbers.</i></p> <p><i>In response to questions from Council, Ms. Gallagher clarified several items on the lists of issued checks.</i></p> <p><i>Vice Mayor Freund stated that Sedona Recycles has cancelled contracts with other towns in the Verde Valley, and asked how this would impact us. Ms. Gallagher replied that she hasn't heard from them in that regard.</i></p> <p>Motion: Councilmember Vander Horst made a motion to accept the Financial Reports. It was seconded by Councilmember Stewart. Motion carried, 5-0.</p>

¹ Clerk's note: Following the meeting, Ms. Gallagher reviewed the data for the Town's Facebook page. It receives 3 to 5 new "likes" each week, but individual posts are engaging up to 600+ viewers, depending on the content.

ITEM #5:	<p>PLANNING AND ZONING AND DESIGN REVIEW MINUTES/ RECOMMENDATIONS/ZONING ADMINISTRATOR'S REPORT</p> <p>Minutes are provided for the information of Council and do not require action.</p> <p><i>Councilmember Vander Horst asked Mr. Sengstock to comment regarding district signs. Mr. Sengstock said that they would be called "way-finding signs." Both of our Boards have discussed them, he said, and they plan to solicit input from our business community.</i></p>
ITEM #6:	<p>COUNCIL MEETING MINUTES</p> <p>July 14 regular meeting</p> <p><i>Ms. Gallagher noted one addition to the minutes. A statement that the Mayor closed the public hearing will be added to Item 9E, regarding the public hearing on the 2015-16 budget. That had been inadvertently omitted in the draft minutes.</i></p> <p>Motion: Vice Mayor Freund made a motion to approve the July 14, 2015 minutes as amended. It was seconded by Councilmember Vander Horst. Motion carried, 5-0.</p>
ITEM #7:	<p>PETITIONS FROM THE PUBLIC</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><i>There were no petitions.</i></p>
ITEM #8	<p>UNFINISHED BUSINESS</p>
7:09	<p>ITEM #8A: RESOLUTION #530, A Resolution of the Mayor and Town Council of the Town of Jerome, Arizona, Levying Upon the Assessed Valuation of Property Within the Town a Certain Sum of Money for Fiscal Year 2015-16 To Be Assessed Against the Valuation of Real Property for Primary Tax Purposes</p> <p>Council will review and possibly approve Resolution #530, adopting the property tax levy for the Town of Jerome for the fiscal year ending June 30, 2016. A public hearing on the tax levy and budget was held on July 28, 2015. There is no increase in the property tax levy proposed for this fiscal year.</p> <p><i>Mayor Currier read the Resolution aloud. It was noted that, because assessed values increased, the tax rate decreased, and the tax levy remains the same at \$47,500.</i></p> <p>Motion: Vice Mayor Freund made a motion to approve Resolution #530. It was seconded by Councilmember Stewart. Motion carried, 5-0.</p>
7:10	<p>ITEM #8B: RENTAL RATES FOR CIVIC CENTER SPACES</p> <p>Council will review and may adjust rental rates for the spaces available for rent on the first floor of the Civic Center.</p> <p><i>Mayor Currier spoke about the rooms in the Civic Center that are available for rent. As detailed in a report by the Manager:</i></p> <ul style="list-style-type: none"> • Studio One is 608 square feet, and was at one time occupied by Lisa Petty, who paid rent in the amount of \$388.31. It has remained vacant since she moved out in 2012. This space is currently being used as Council's conference room. • Studio Two is 630 square feet, and was at one time occupied by Christy Fisher, who paid rent in the amount of \$401.75. It has remained vacant since she moved out in 2012. This room is currently being used to store certain items, but it is possible to move them if necessary to another area. Unlike the other two rooms, Studio Two has double doors. • Studio Three is 661 square feet, and was at one time occupied by Christy Fisher, who paid rent in the amount of \$437.75. After she moved out in 2012, it was briefly rented to "Prospectrs" at the rate of \$462.70. It has remained vacant since they moved out, but has been utilized from time to time for special programs of the Jerome Kids Art Workshop. <p><i>These rooms have been advertised at various times and in various ways, with no interest from prospective tenants.</i></p> <p><i>Ms. Gallagher explained that, recently, the Town received a letter of interest from Penelope</i></p>

	<p>Davis and Doug Weber, who would like to rent Studio Two as an art studio, community meeting space for art groups and for teaching art. They have proposed the amount of \$200/month for use of the space. Council had previously set the rental price at \$0.70 per square foot. Ms. Gallagher added that the average rental rate at the high school is \$0.55 per square foot. Regardless of what Council decides, she said, the space would need to be re-advertised before it could be rented.</p> <p>Discussion ensued.</p> <p>Councilmember Vander Horst asked if the space could be put out to bid rather than advertised at a set price. Ms. Gallagher said that this is possible, but would be a divergence from the policy for rental of Town spaces that was adopted by the previous Council.</p> <p>It was noted that regulating the temperature in those rooms may be a problem (there is only one thermostat). Ms. Gallagher agreed, and suggested that the problem might be solved by installing a mini-split in each room.</p> <p>Council was generally in agreement that it would be good to have the spaces rented, and that the price should be lowered.</p> <p>Suzy Mound, a Jerome resident, said that renting at the high school can get pretty expensive, and she would like to see our spaces become more affordable.</p> <p>Motion: Councilmember Vander Horst made a motion to change the adopted policy in order to conduct an auction to rent the spaces downstairs, with a starting bid of \$200/month. Discussion continued.</p> <p>Ms. Gallagher noted that the rental policy that was previously adopted [and involved advertising at a set price, rather than at auction] was intended to allow the Town to select the optimal use from among applicants for the space, rather than having to lease to the highest bidder. Mayor Currier said that we should have a screening of some sort.</p> <p>Ms. Mound said that she would not want to see Council change that policy, but she would like to see a reduced rate. It is important to find the right fit for the Town, she said.</p> <p>Councilmember Stewart said that the utility reimbursement (currently \$50/month) should be waived, and the rate should be lowered. Councilmember Vander Horst agreed.</p> <p>Ms. Mound noted that, at the high school, some tenants "really abused the utilities," and said that perhaps the tenants should pay a share of the cost. Councilmember Vander Horst noted that a fixed utility charge is not going to make people be conservative with their usage.</p> <p>At this point, Councilmember Vander Horst withdrew his motion.</p> <p>Mayor Currier recapped where Council seemed to be leaning: to drop the rental price, retain the screening system, and eliminate the utility reimbursement. Discussion then centered on the rental rate itself. After brief discussion, there seemed to be consensus to reduce the rental rate to \$0.40 per square foot.</p> <p>Ms. Gallagher recommended advertising all three spaces, as we might get tenants for them at the new lower rates.</p> <p>Motion: Councilmember Stewart made a motion to set the rate at 40 cents a square foot, drop the utility charge and keep the screening system in place. Vice Mayor Freund seconded it. Motion carried, 5-0.</p>
<p>7:26</p>	<p>ITEM #8C: LEANING WALL</p> <p>Council will review the status of the leaning wall/horseshoe pit project and consider action to be taken to address the stabilization of that wall based on funds available to the Town.</p> <p>Councilmember Stewart said that he had asked for an additional two weeks to get a bid from Elite Performance Concrete. Their bid came in at \$32,750, excluding only the steel beams that will be needed. Ms. Gallagher noted that, at that price, we will have to go out to bid, as formal bids are required for purchases over \$25,000. Vice Mayor Freund asked if the engineering plans were done. Richard Aldridge, Town Engineer, was present and replied that they are complete.</p> <p>Ms. Gallagher stated that, if Council does wish to go to bid, the bid specs could be prepared and advertised and a contract awarded at the next regular meeting or at a special meeting shortly thereafter. Mayor Currier confirmed that this is the direction he wishes to go, and said that he would like to get this done as quickly as possible. Councilmember Vander Horst agreed.</p>
<p>7:30</p>	<p>ITEM #8D: AREA DRAINAGE MASTER PLAN</p>

Council will discuss the results of the Area Drainage Master Plan study recently completed by Shephard Wesnitzer, and funded by the Yavapai County Flood Control District, and consider which drainage project(s) to pursue during the coming year, utilizing \$30,000 to be provided by the County.

Councilmember Vander Horst said that he is concerned about the results of this study, and he has asked Town Engineer Richard Aldridge to present a summary of the study and its recommendations.

Mr. Aldridge explained that the study identified some expensive projects affecting a larger portion of the Town, which we would not be able to fund in-house. He has also suggested some smaller projects that the Town could accomplish, although they were not the highest priorities. In preparing the study, he said, they went through a public process, having an open meeting and mailing out questionnaires. They received 22 back, he said, which he feels is good, given our size. Based on those responses, they looked for the areas with the most problems and that's how they developed the list of recommendations.

Mr. Aldridge went on to say that they took into consideration the Council's concerns about the sliding jail area, which wasn't even on the list until the hill started sliding away, and then it became a priority. They came up with the top ten projects, he said, but there is no lack of opportunity here for making improvements.

The highest priority listed was the reconstruction of the Cleopatra Hill Flume, box culverts and channels through town, at a cost of nearly \$1,500,000. Councilmember Vander Horst asked what the ramifications would be if we do nothing. "Nothing will change from what you have right now," Mr. Aldridge replied. Councilmember Vander Horst asked what would be destroyed in 25 years if we do nothing. Mr. Aldridge said that there could be problems for the Town.

Mr. Aldridge said that the Hampshire Avenue catch basin is a doable project at \$71,000. ADOT did some work out there, he said, but he can't see that they made any improvements. Ms. Gallagher noted that Hampshire Avenue drainage would be an ADOT project. Mr. Aldridge agreed, and said that the Dundee area culvert improvements would also be something ADOT would contribute to. He went on to say that some people had complained about the lack of curbs on School Street, and that would be an easy project.

It was agreed that, of the 10 projects listed as priorities, none of them are affordable by the Town.

Mr. Aldridge said that Dan Cherry of the Flood Control District suggested that we sit down with ADOT and Yavapai County to see what they can participate in. Ms. Gallagher said that we will be working toward that meeting.

Mayor Currier said that his understanding is that we could put all of these projects off until we can figure out how to finance them. Councilmember Vander Horst said that he is concerned about potential damage done by future storms. Mayor Currier said that he has been through two 100-year floods, and the Gulch was the only place affected. It got hit badly, he said, and the rest of the Town barely noticed.

Councilmember Stewart said that he is concerned that we came really close to losing the sewage treatment plant, and it's not on the top ten list. Mr. Aldridge said that it has been identified, and added that, if it hasn't been affected thus far, it will probably fare well.

Ms. Gallagher noted that Chief Blair has suggested a project that might be doable within the \$30,000 we will be receiving from the County – diverting water from Spook Hall down Hull Avenue (via culverts to be installed under the street) just past the parking lot entrance, and into the large culvert there, where it would be sent down over the hill. Mr. Aldridge said that this sounds feasible.

Jane Moore, a Jerome resident, asked if the study is available to the public and if it includes maps. Ms. Gallagher replied in the affirmative, and said that it is available at Town Hall.

Ms. Moore noted that highway drainage onto Gulch Road has been a problem, and said that it is an ADOT issue. She also noted issues on Hampshire Avenue and Holly Street, and added that she had not known about the community meeting.

Councilmember Vander Horst reiterated his concern about the Town's ability to take action on some of these problems. Mr. Aldridge said, "you can nibble at it a little at a time."

Mayor Currier thanked Mr. Aldridge for his input, and Councilmember Vander Horst stated that the report was professionally done. Mayor Currier noted that parts of the study he received in DVD format were illegible, and Mr. Aldridge said that he would provide a better copy.

Ms. Moore asked if the public can attend the meeting with ADOT. Ms. Gallagher suggested that the preliminary meeting be among staff, but after that it could be opened up to the public. She added that she would make sure that Ms. Moore's concerns were brought up.

	<p><i>John Bartell, a local business owner, asked a question regarding catch basins in a vertical landscape. Mr. Aldridge said that a vane grate is very effective for taking water off the street and putting it in the culverts. He added that he believes Mr. Bartell is thinking about retention basins. Catch basins, he said, work differently.</i></p>
ITEM #9	NEW BUSINESS
7:56	<p>ITEM #9A: SPECIAL EVENT LIQUOR LICENSE</p> <p>Council will review and may approve a Special Event Liquor License for the Jerome Volunteer Fire Department Auxiliary for their fundraising event to be held at Spook Hall (260 Hull Avenue) on October 31, 2015.</p> <p><i>Following a brief explanation by Assistant Fire Chief Bill Volk,</i></p> <p>Motion: Vice Mayor Freund moved to approve the liquor license for the fire department, Councilmember Stewart seconded it. Motion carried 5-0.</p>
7:57	<p>ITEM #9B: SERIES 7 LIQUOR LICENSE</p> <p>Council will review and may recommend approval or disapproval of a Series 7 liquor license for Wicked City Brew Tap & Cork, located at 403 Clark Street.</p> <p><i>John Bartell introduced himself as the owner of the UVX building, and explained that 403 Clark is the entire building, but the business is located in the extreme southern unit at the bottom. It used to be a wine bar, he said.</i></p> <p><i>Councilmember Vander Horst asked if it is the proper distance from the Church, and Mr. Sengstock said that it is 320 feet from the church.</i></p> <p>Motion: Councilmember Vander Horst moved to approve the liquor license for Wicked City Brew Tap & Cork, located at 403 Clark Street. Mayor Currier seconded it. Motion carried, 5-0.</p>
7:59	<p>ITEM #9C: PROFESSIONAL AUDITING SERVICES</p> <p>The Town's contract with Colby & Powell, LLC, has expired with the completion of the 2013-14 audit. Council will discuss whether to enter into a renewed agreement with that firm or send out RFQs (Requests for Qualifications) to other firms. Part or all of this discussion may take place in Executive Session, pursuant to A.R.S. § 38-431.03 (A)(4).</p> <p><i>Ms. Gallagher stated that the contract with Colby & Powell, LLC expired with the completion of the 2013-14 audit, and asked if Council would like to continue with Colby & Powell or send out RFQs to other firms. We changed auditors three years ago, she said.</i></p> <p><i>Mayor Currier said he that likes to change professional services every so often, but he feels our auditors are doing a good job and sees no reason to change at this point.</i></p> <p><i>Vice Mayor Freund asked Ms. Gallagher if she had any reservations, and asked how much we were paying. Ms. Gallagher said that she had no reservations about the firm, and the price for the most recent audit was \$11,800. It goes up slightly each year. The firm has proposed extending their contract for another three years at base prices of \$12,000.00, \$12,500.00 and \$12,900.00 for each year consecutively.</i></p> <p><i>Councilmember Vander Horst suggested that Council put off this decision until after meeting with Colby & Powell at the end of the month, when they present the audit. Mayor Currier agreed, and the topic will be addressed at the next Council meeting.</i></p>
8:04	<p>ITEM #9D: PROFESSIONAL ENGINEERING SERVICES</p> <p>The Town's contract with Shepard Wesnitzer, Inc., will expire on December 21, 2015. Council will discuss whether to enter into a renewed agreement with that firm or send out RFQs (Requests for Qualifications) to other firms. Part or all of this discussion may take place in Executive Session, pursuant to A.R.S. § 38-431.03 (A)(4).</p> <p><i>Mayor Currier stated that Shepard-Wesnitzer has been with us for quite a while. His personal feeling, he said, is that they are "a Cadillac of engineering firms," and maybe we could get by with a smaller group that would be less expensive. Councilmember Vander Horst agreed, noting that their professionalism is unquestionable, but we should consider other options.</i></p> <p><i>Ms. Gallagher explained the process of sending out RFQs. It is not a bid process, she said, but a formal Request for Qualifications. Council chooses a firm that they like, and tries to negotiate an acceptable price and terms with them.</i></p> <p><i>Mayor Currier directed staff to send out Requests for Qualifications.</i></p>

<p>8:07</p>	<p>ITEM #9E: PROCEDURAL AGREEMENT: GOLDWATER INSTITUTE</p> <p>Council may opt to convene in executive session for the purpose of discussion, direction and consultation for legal advice with the Town Attorney, who may participate telephonically, pursuant to A.R.S. § 38-431.03 (A)(3) and (4) regarding a procedural agreement with the Goldwater Institute, on behalf of the Institute's four clients, with respect to appeals of the Zoning Administrator's decision regarding vacation rentals.</p> <p><i>Ms. Moore asked if Council will be providing any information about this following the executive session. The Mayor responded that it is up to her if she would like to wait. He added, "I think we will vote up or down the agreement. That will be the gist of the evening."</i></p> <p>Motion: Vice Mayor Freund moved to go into executive session, Councilmember Barber seconded it. Motion carried, 5-0.</p> <p><i>Council reconvened into open session and moved directly to Item #10.</i></p>
<p>ITEM #10 8:42</p>	<p>TO AND FROM THE COUNCIL</p> <p>Council may direct Staff as to items of pending importance that they would like placed on a future meeting agenda.</p> <p><i>Councilmember Vander Horst noted that we do not light the flag at night, and we should honor the flag by lighting it. Ms. Gallagher said that she would take care of this.</i></p> <p><i>Mr. Vander Horst also noted that, at the next Council meeting, our Zoning Administrator will be making a presentation at our next Council meeting regarding our status as a National Historic District.</i></p> <p><i>Vice Mayor Freund informed Council that he has volunteered to convert our Emergency Plan into digital format so that it can be easily updated. Councilmember Stewart noted that Police Chief Allen Muma is our Emergency Management Coordinator, and should be Mr. Freund's point of contact in this regard.</i></p>
<p>ITEM #11 8:46</p>	<p>APPROVAL OF CLOSED SESSION MINUTES</p> <p>July 14, 2015</p> <p><i>If necessary, Council may enter into executive session, pursuant to A.R.S. §38-431.01(A)(2), for the purpose of discussion or consideration of records exempt by law from public inspection.</i></p> <p>Motion: Upon motion by Vice Mayor Freund, seconded by Councilmember Vander Horst, the closed session minutes were approved as submitted with a vote of 4 ayes, 0 nays, and one abstention by Councilmember Stewart.</p>
<p>ITEM #12 8:47</p>	<p>ADJOURNMENT</p> <p><i>Upon motion by Mayor Currier, seconded by Councilmember Vander Horst and unanimously approved, the meeting was adjourned at 8:47 p.m.</i></p>

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

APPROVE:

ATTEST:

Low Currier, Mayor

Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____