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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 TUESDAY, SEPTEMBER 27, 2016 AT 6:30 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 Currier called the meeting to order at 6:30 p.m.</i></p> <p><i>Town Manager/Clerk Candace Gallagher called roll. Present were Mayor Currier, Vice Mayor Freund, Councilmember Barber, Councilmember Bachrach and Councilmember Vander Horst.</i></p> <p><i>Also present was Joni Savage, Deputy Clerk.</i></p>
<p>ITEM #2: 6:30</p>	<p>ZONING ADMINISTRATOR POSITION</p> <p><i>Council will discuss candidates for the position of Zoning Administrator, and an appointment may be made, or staff directed to re-advertise and/or schedule additional interviews. Discussion may include the possibility of advertising as a full-time, rather than part-time, position. Some or all of this discussion may take place in executive session, pursuant to A.R.S. § 38-431.03 (A)(1).</i></p> <p><i>Mayor Currier began by saying that he believes that Councilmember Bachrach has a conflict of interest with this issue. "The Code says you should step off the dais and remain silent," he said.</i></p> <p><i>Councilmember Bachrach asked if he could participate in the discussion regarding whether the position should be part-time or full-time. "Let's see how it plays out," the Mayor replied.</i></p> <p><i>Councilmember Bachrach recused himself and left the dais.</i></p> <p><i>Ms. Gallagher stated that Council had previously approved an employment offer to James Gardner; however, Mr. Gardner has accepted a position in Prescott Valley. At this time, she said, we have the two previous candidates, Charlotte Page and Owen Long, and she has continued to advertise.</i></p> <p><i>Councilmember Vander Horst asked if Mr. Gardner had accepted a full or part-time position. Ms. Gallagher didn't know.</i></p> <p><i>Councilmember Vander Horst said that he is not sure why we're discussing that we want to advertise for full-time at this point. "If the only reason we're doing it is to see if we can get more candidates," he said, "I believe that is the wrong reason. If we agreed on a part-time person, then I think we need a part-time person."</i></p> <p><i>Vice Mayor Freund said that he believes that position should be filled by a professional who's qualified, and he thinks that in order to have a better pool of possibilities, we should reconsider it as a full-time position. He added that he sees a lot going on that will keep the Zoning Administrator busy, including the Hotel Jerome, the slide area and "the General Plan that we are trying to wrap up." He said that we need a skilled professional with experience, and he feels that offering a full-time position will attract more qualified people.</i></p> <p><i>Councilmember Barber asked about the budget as it relates to this.</i></p> <p><i>"We did not budget for a full-time position," Ms. Gallagher said. She added that we did budget \$50,000 in contingency for spending excess sales tax revenue, and theoretically, if the money is there, we could move it to the General Fund to cover a full-time position. However, it is hard to say if we will have excess sales tax revenue at the end of the year. She clarified that we budgeted \$17,500 to cover 20 hours per week.</i></p> <p><i>Mayor Currier pondered the possibility of leaving it as a part-time position but offering more money. "Whatever you do," Ms. Gallagher said, "it will require taking money from the contingency fund."</i></p>

Mayor Currier said, "The candidates we interviewed were Owen Long and Charlotte Page. I believe we need someone right away, but I think the argument is that Charlotte Page, while a charming woman and a quick learner, has really no background in this game. That worries me very much. Most of our legal problems come from planning and zoning. Whoever takes the job is walking into a mine field and could easily find themselves drowning in problems. I would vote for her on personality and willingness," he said, "but I believe I am condemning her to a serious problem."

Ms. Gallagher noted that our agreement with Mr. Sengstock expires on November 1st. She said that she doubts he would be interested in renewing that, as he has said that he is ready to move on.

"We need to do something sooner rather than later," Councilmember Vander Horst said, noting that he has been getting calls from people complaining about the current situation. He said that he believes Ms. Page is our best option, and said that perhaps Mr. Sengstock could help her get started.

Mayor Currier said that he agreed with all of that, but he also agrees with Vice Mayor Freund that we really need someone with some background.

Jane Moore, a Jerome resident, asked if anyone had contacted the attorney about hiring someone whose spouse is on the Council. Ms. Gallagher said that she had, and it is not a problem. "It is not a legal problem," Mayor Currier said, but I think it is going to be a social problem. The Town will look at it askance. But it is legal."

Ms. Moore noted the importance of having someone that understands the law and how to apply it.

Vice Mayor Freund noted that Historic Preservation is an important aspect of this job. This was "the weak spot" for Mr. Sengstock, he said, and even with his background in planning and zoning, he made some "dreadful mistakes" regarding historic preservation. "We need somebody who has actually studied the field," he said, adding that he is not pleased with either of the two applicants, and he feels we should continue looking.

Councilmember Vander Horst disagreed, and said that Ms. Page has "lots of qualifications, just not the experience."

Mayor Currier asked if there is training available. Ms. Gallagher replied that training is available through the League.

Vice Mayor Freund said that Ms. Page has never attended a Planning and Zoning meeting. Councilmember Vander Horst noted that she had volunteered in the Planning and Zoning office, but that was never taken up. "She certainly had interest long before this came up," he said.

Vice Mayor Freund said that the primary experience he sees in each candidate is that they have experience as developers. Mr. Long had actually studied urban planning in school and has worked to obtain grants, but he doesn't have a strong historic preservation background. He said that he feels that Ms. Page would be better qualified for Town Manager than for Planning and Zoning.

Councilmember Vander Horst said, "We should keep our Town Manager." He went on to say that he agreed with a lot of what Vice Mayor Freund had said; however, "I'm looking at the realism of what you're saying, and the person you're talking about is probably going to need \$120,000 or more a year."

Councilmember Barber said that Mr. Long was her second choice during the interview process. Mr. Vander Horst said that he didn't feel that Mr. Long was "a good fit," and that was based on instinct.

"We're not going to get a perfect fit," Councilmember Barber responded. "We work with what we have, especially in a small town with a small town budget."

Ms. Gallagher suggested that perhaps Council could appoint someone part-time, on an interim basis, with the understanding that Council may be looking at a full-time position for the next budget cycle.

There was further discussion regarding Ms. Page and Mr. Long.

Motion: Vice Mayor Freund moved that Council **go into executive session** and the motion was seconded by Mayor Currier. The **motion passed, 4-0.** (Councilmember Bachrach was not participating at this time.)

Council entered into executive session at 6:53 p.m. They reconvened into open session at 7:11 p.m., and the meeting continued.

	<p>Motion: Vice Mayor Freund moved to reopen the position of Zoning Administrator and Councilmember Barber seconded the motion.</p> <p>Councilmember Vander Horst asked for clarification. "Shouldn't we add whether it is part-time or full-time?" he asked. He also noted that the position is <u>already</u> "open."</p> <p>Mayor Currier noted that the correct phrasing should be "re-advertise" rather than "re-open."</p> <p>Motion: Vice Mayor Freund moved to re-advertise the position and it was seconded by Councilmember Barber. The motion passed, 3-1.</p> <p>Councilmember Bachrach spoke from the audience to say, "This is a crucial position and the Town should get the best person there is. Also, I don't want to recuse myself every time something comes up with the Zoning Administrator."</p> <p>Mayor Currier asked, "What are the terms on this job that we're offering? Will it be full-time or part-time, and at what rate?"</p> <p>Ms. Gallagher suggested that we leave it open, indicate that we are interested in part-time OR full-time, and that pay would depend on the person's qualifications.</p> <p>"Would qualifications change the pay rate?" Councilmember Vander Horst asked.</p> <p>"I think so," Ms. Gallagher replied.</p> <p>It was agreed that Ms. Gallagher will continue to advertise the position, open to either full-time or part-time, and that any qualified applicants could be interviewed at the next Council meeting.</p> <p>Ms. Moore suggested advertising within a historic preservation website. Mayor Currier suggested that we contact SHPO, NAU and NACOG.</p> <p>Ms. Moore mentioned someone she had met years ago through the National Parks Service, whose name she could not recall, that had a "huge knowledge of mining town architecture".</p> <p>Councilmember Bachrach said that he recalled that, when they purchased their home in 2003, the Building Inspector also served as the Zoning Administrator.</p> <p>"I am pretty sure Mr. Wolstencroft would not want to do the Zoning Administrator's job," Ms. Gallagher said.</p> <p>Mayor Currier suggested contacting NAU and NACOG.</p> <p>Vice Mayor Freund said that he is concerned that ten days "isn't time enough to beat the bushes." "We've been able to get by without one," he said. "We don't have to fill this chair immediately."</p> <p>Councilmember Vander Horst said, "That means Candace is going to be the Planning and Zoning Administrator. I don't think we should burden her with that job." Ms. Gallagher thanked him, and added that she does not have the experience to do that job.</p> <p>Mayor Currier suggested Ms. Julian, and Ms. Gallagher said that she doesn't want it.</p> <p>Councilmember Vander Horst recommended that, when Council makes their next choice among candidates, they indicate a first and second choice.</p> <p>Ms. Moore asked if Mr. Gardner might help us out for a while. "That doesn't seem feasible," Mayor Currier said. "He is learning a new job there."</p> <p>Ms. Gallagher said that, if we have qualified candidates by the time of the next meeting, she will put it on the agenda and we will start the process.</p> <p>Councilmember Bachrach rejoined Council on the dais at this time.</p>
<p>ITEM #3:</p>	<p>ADJOURNMENT</p> <p>Upon motion by Vice Mayor Freund, seconded by Councilmember Bachrach and unanimously approved, the meeting was adjourned at 7:25 p.m.</p>

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

APPROVE:

ATTEST:

Lew Currier, Mayor

Candace B. Gallagher, CMC, Town Manager/Clerk

Date: _____