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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, JANUARY 10, 2017, AT 7:00 P.M.

<p>ITEM #1:</p>	<p>CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE 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 7:02 p.m.</i> <i>Town Manager/Clerk Candace Gallagher called roll. Present were Mayor Vander Horst, Vice Mayor Kinsella (present telephonically), Councilmember Bachrach, Councilmember Barber and Councilmember Currier.</i> <i>Other staff present were Kyle Dabney, Zoning Administrator, and Joni Savage, Deputy Clerk.</i></p> <p>Mayor or Mayor's designee to lead the Pledge of Allegiance. <i>Councilmember Currier led the Pledge of Allegiance.</i></p>
	<p><i>Mayor Vander Horst stated that he had received a request to move item 7A up to the beginning of the meeting, but he was inclined to table the item until the next regularly scheduled meeting, since Council had just received the report the day before, and he has not yet had time to fully review it.</i></p> <p>Motion: Mayor Vander Horst moved that item 7A be tabled to the next regular meeting. Councilmember Currier seconded the motion. The motion passed, 5-0.</p>
<p>ITEM #2: 7:03</p>	<p>COUNCIL MEETING MINUTES December 13, 2016 regular meeting</p> <p><i>Ms. Gallagher noted a minor typographical error that will be corrected.</i> <i>Referencing a discussion reflected in these minutes regarding the Arizona Department of Revenue not recognizing the Town's new tax on commercial rentals, Councilmember Currier asked Ms. Gallagher if she had contacted them. She replied that she had, and the issue has been resolved. Vice Mayor Kinsella confirmed that he was able to pay the Historical Society's commercial rental taxes.</i></p> <p>Motion: Councilmember Currier made a motion to approve the minutes of December 13, 2016 with the correction. Councilmember Barber seconded it. The motion passed, 5-0.</p>
<p>ITEM #3: 7:05</p>	<p>STAFF REPORTS 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>Councilmember Barber commended the Jerome Fire Department for "doing more than their amount of work." She pointed out that Clarkdale went to a full-time department at only 450 calls a year and we're answering 500. "Way to go volunteers and only a few paid firemen," she said. "Thank you."</i> <i>Mayor Vander Horst agreed, and said, "They do quite a job."</i> <i>The Mayor noted that sales tax revenues for November were over \$100,000 and asked if that was accurate. He said that he had not seen revenues that high before.</i> <i>Ms. Gallagher confirmed that the number was correct, and noted that revenues were also over \$100,000 in April 2016.</i> <i>Mayor Vander Horst asked Ms. Gallagher if she could make that happen every month. She agreed.</i></p> <p>Motion: Councilmember Currier made a motion to approve the staff reports. It was seconded by Councilmember Barber.</p>

	<p>Mayor Vander Horst noted that, according to the Fire Department's report, the Town's ISO rating went from 5 to 4. He asked if that was based solely on the Fire Department or on other things as well.</p> <p>Ms. Gallagher explained that the ISO rating went from a 5 to a 4 for residential properties, and it went from a 9 to a 4 for commercial properties, based on the fact that the Town recently updated all of its fire and building codes.</p> <p>The motion passed, 5-0.</p>
<p>ITEM #4: 7:08</p>	<p>FINANCIAL REPORTS</p> <p>Issued checks and financial reports for the months of November and December 2016. 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>Motion: Mayor Vander Horst said, based on the fact that Council just received the reports for December, he would like to make a motion to table the November and December financial reports until the next meeting. Vice Mayor Kinsella seconded the motion.</p> <p>Councilmember Currier asked, "What will happen next month when we get it the night before? Do we put it off another month?"</p> <p>Ms. Gallagher said that she would do her best to try to procure the reports in time to put them in the meeting packets.</p> <p>Vice Mayor Kinsella said that he agreed with Councilmember Currier to a point. "It's hard to digest all of the numbers when we get them on a short-term basis," he said. "I would ask that we look at these numbers, November and December financial reports, toward the end of this month -- set up a special meeting to look at the financial reports and at the same meeting discuss how we can deal with these reports in a more timely manner."</p> <p>Councilmember Currier said, "We have November and December in front of us now."</p> <p>Mayor Vander Horst asked, "Do we have a complete November? ... I haven't seen a balance sheet or summary for November."</p> <p>Ms. Gallagher noted that she had suggested that Ms. Cretti provide only the December balance sheet. "That's fine," Mayor Vander Horst said. "We can just look at the balance sheet for December."</p> <p>Ms. Gallagher asked if Council wanted the one-page summary for November, and the Mayor indicated that he did. Ms. Gallagher said that she would ask Ms. Cretti to provide that.</p> <p>Councilmember Barber stated that "it would be nice to get these reports in a more timely fashion."</p> <p>Mayor Vander Horst said that there is the need to modify the motion to table.</p> <p>Motion: Mayor Vander Horst revised his motion to table the November and December financials to a special meeting in January. Vice Mayor Kinsella seconded the revised motion, "as long as we can get this addressed before the end of the month."</p> <p>The motion passed, 5-0.</p>
<p>ITEM #5: 7:13</p>	<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>Kyle Dabney, Zoning Administrator, reviewed his report, noting that:</p> <ul style="list-style-type: none"> • Bob Conlin resubmitted his application with new colors and material samples, and it was approved by the DRB at their January meeting. • The General Plan Steering Committee is trying to modify the Historic Preservation Element, the cover art, title page and publishing information. He said that the Committee is working on a paragraph regarding an inventory of properties, Town history (modified from the 1981 plan), a forward to identify and thank those involved in this update, photographs that illustrate past and present challenges, decisions regarding which maps to use, footnotes and whether to add a new "Water" section. <p>Mr. Dabney said that he is responding to all zoning inquiries, and thanked everyone involved in helping him get on this career path.</p>

	<p>Councilmember Currier asked about a property on 5th Street and Verde. He believes that the new owner has turned it into a multi-family use. As Mr. Dabney began to reply, a point of order was called, and Mr. Dabney said that he could not speak about specific properties. Mr. Currier asked if the issue had been resolved, and Mr. Dabney replied, "Not yet."</p> <p>Councilmember Barber commented that she thinks the Conservation Element of the Plan is great, and thanked the Steering Committee for their work.</p>
<p>ITEM #6: 7:19</p>	<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>Andrea Allen approached the dais and gave the Councilmembers a handout. She said that she wanted to bring to the Council's attention a water issue taking place on First Avenue. She purchased the property at 222 First Avenue in December. She said that she has lived there for two years, and, since before she moved in, there has been a water issue at the manhole cover at the bottom of First Avenue. Whenever the Town experiences a surge in pressure or other issues, she said, "an insane amount of water blows out of the manhole and then floods into the property." She thanked Ms. Gallagher, Mr. Boland and Mr. Gardemann, who were out that day to look at the problem, and she said that it seems that steps are being taken to address the issue.</p> <p>Ms. Allen went on to say that she would also like to bring to Council's attention the water shed off of First Avenue, which impacts water going into the lower parking area. She said that she would like to see that addressed as part of the larger picture (sliding jail area). She invited Council to visit the property to see the problems for themselves.</p> <p>Councilmember Currier suggested that Ms. Allen take photos of the manhole next time it erupts.</p> <p>Ms. Allen noted that the bottom apartment on the first floor has been damaged by the water overflowing and that is a concern to her. She had a mold inspection done and, fortunately, it came back negative.</p>
<p>ITEM #7 7:23</p> <p>7:23 7:31</p>	<p>UNFINISHED BUSINESS</p> <p>ITEM #7A: REPORT BY GENERAL PLAN STEERING COMMITTEE</p> <p>Margie Hardie, a member of the General Plan Steering Committee, will present a report regarding the Committee's progress to date in updating the Town's General Plan.</p> <p><i>Earlier in the meeting, this item had been tabled. Ms. Hardie arrived at the meeting after that took place, and said that she did not understand why it had been tabled. She said that Council had requested this report, and she had taken the time to prepare it, and was ready to do so.</i></p> <p><i>Mayor Vander Horst explained that it was tabled because Council had received the report only the day before. Ms. Hardie explained that the document they received was just an example of what the Committee has been working on. The report itself was the one that she brought with her to present.</i></p> <p><i>After further discussion,</i></p> <p>Motion: Councilmember Currier made a motion to reconsider the prior motion of tabling the agenda item and Councilmember Barber seconded it.</p> <p><i>After additional discussion, the vote was called, and the motion passed, 5-0.</i></p> <p><i>Ms. Hardie then described the General Plan as a city's road map for the future, and read from the report she had prepared, a full copy of which is attached at the end of these minutes. She said that the GPSC began work in January 2013, and their goal is to complete the work by May 2017.</i></p> <p><i>Councilmember Barber thanked Ms. Hardie for her report.</i></p> <p>ITEM #7B: USE OF REVENUES FROM BED TAX</p> <p>Council will review suggestions from the Chamber of Commerce regarding how to best utilize the portion of bed tax revenues which must be devoted to the promotion of tourism.</p>

Mayor Vander Horst noted that Council has a letter from the Chamber of Commerce, which details their "wish list" for how the added 1% of bed tax revenues should be spent. The letter listed the following items:

1. Funding of a shuttle driver - \$10,088 including gas, maintenance and insurance.
2. Sedona-Verde Valley Tourism Council dues - \$1,500
3. AZ Office of Tourism Matching Funds program - \$1,000
4. Chamber Walking Map - \$2,000
5. Art Walk contribution - \$2,000
6. General advertising - \$5,000
7. Additional project opportunities (advertising) - \$2,000
8. Economic Impact Study by the Verde Valley Wine Consortium - \$500

The Mayor asked how much revenue we can expect from the added bed tax that went into effect on November 1.

Ms. Gallagher said that we expect it to come to about \$1,500 per month, which would be \$18,000 annually, and \$12,000 during the remainder of this fiscal year. She noted that we anticipated \$10,000 for this in the current year's budget.

Councilmember Currier stated that, since this is based on a variable amount, he would suggest that we underfund it for now, and if there is carryover, add it to the next year.

"That sounds wise," Councilmember Barber said.

Mr. Currier added that he would like to have the Chamber decide how those funds should be spent.

Councilmember Barber said that she feels that the best use of this money would be for a shuttle driver, and she asked how the Chamber feels about that.

Kevin Savage, Chamber President, said, "Yes, that was number one on our list. It would go from the 300 level parking lot to the High School – wherever it would need to go, but there would be a set pattern."

Chief Blair asked if the money could be used for a facility upgrade for public restrooms.

Ms. Gallagher said that the statute states that the 1% must be dedicated to "promotion of tourism." "How you interpret that is up to you," she said to Council, "but you should be careful."

This was discussed briefly, and Mr. Currier noted that the Town already subsidizes restrooms at the fire station, so he sees no need to spend the money on that. It was noted that there are also public restrooms at the Hotel Jerome and at the New State Motor Building.

Mayor Vander Horst asked Ms. Gallagher how much she would recommend that we budget. She suggested that we budget for 2017-18 about what we anticipate receiving - \$18,000. We could see how it's going, she said, and spend less if we don't have the money coming in.

Vice Mayor Kinsella requested clarification regarding the prior Council's actions in this regard. Mayor Vander Horst explained that the previous Council voted to add another 1% to the bed tax knowing that it had to be used for tourism, but with no stipulation for its usage. He clarified that the money would not go to the Chamber, but we had asked the Chamber how they would like to see it spent.

Vice Mayor Kinsella said that he liked the idea of funding a shuttle driver, as well as putting money toward the walking map.

Councilmember Currier noted one of the items on the Chamber's list – funds to the Sedona-Verde Valley Tourism Council - and questioned whether the Town can legally do that. He then noted that we would be paying dues, and that is permissible. There was brief further discussion about the legality of this, and Ms. Gallagher said that she could check with the Town Attorney.

Ms. Chesler noted that it is called the "Sedona-Verde Valley Tourism Council" because Sedona has the most recognition, but it is actually a coalition of Cottonwood, Jerome, Camp Verde and Sedona. She said that being part of this group has been a good opportunity.

Regarding dues, Councilmember Barber commented that the Town gives the Verde River Greenway dues of \$500 a year, which is more than a dollar per resident, and these dues are \$1,500. She noted that we are the second smallest town in the state. "We're also the second largest tourist location in the Verde Valley," the Mayor said.

Funds for the Art Walk were discussed briefly. Ms. Chesler said that it would go toward advertising, and Ms. Gallagher said that the Town could pay that cost directly.

At this time, Mayor Vander Horst invited input from the public.

Jeff Koppelmaa asked if the law requires us to spend the money within a certain time, or if we could keep something in reserve.

Ms. Gallagher said that the statute doesn't say anything about spending the money in a certain amount of time. It just says that it must be spent for that purpose.

Mr. Koppelmaa suggested that we maintain something in reserve. He said that he liked the idea of contributing to the regional Tourism Council, and added that he has an idea for an app people could purchase for a self-guided tour of Jerome. It would take money to develop, he added.

Mr. Savage reviewed the Chamber's list and said that their priorities would be numbers 1, 2, 3, 5, 6 and 8. Number 6 could be reduced to \$3,000 instead of \$5,000, he added.

Councilmember Barber asked for an explanation regarding the economic impact study. Ms. Chesler said that the study will show how much impact the wine industry has had on the Verde Valley. The \$500 that Jerome would pay is less than what the other, larger communities are paying. The Chamber would like to participate in this, she said. She noted that a study like this was done about six years ago.

John Bartell, a local business owner, noted that, in estimating bed tax, the months of November and December are typically slow. Mayor Vander Horst pointed out that, in 2016, November and December were the third and fourth highest months for accommodation sales tax.

The Mayor said that he was surprised that the Chamber is not asking for funds for the walking map. Mr. Savage said that they pay for a large part of that through advertising, and therefore it is not their highest priority for funding. The last printing of 40,000 maps will last for about 18 months. They are considering printing them annually.

Councilmember Currier suggested that Council vote on three or four items.

Vice Mayor Kinsella asked if there was a deadline for joining the Tourism Council. Ms. Chesler replied the Chamber would pay the dues if the Town has not done so by the time they are due.

Vice Mayor Kinsella asked if a shuttle driver would be paid by the Town or by the Chamber. Mayor Vander Horst said that it is his understanding that the driver would be a Town employee and would be on our payroll.

Vice Mayor Kinsella noted that there would be other costs as well - gas, maintenance, paid sick leave. Mayor Vander Horst explained that this would be covered by the bed tax. No funds are being transferred to the Chamber, he reiterated.

Mansel Mathews, a local resident, said that he thinks the Town shuttle is a great idea. "We don't need to advertise," he said. "The people are here - we just have to move them around."

Councilmember Barber agreed, and said that in the busiest months we should have the shuttle running beyond just the weekend.

Councilmember Currier asked, if the shuttle driver is funded, would Council have the opportunity to change that later? Mayor Vander Horst said that they would, and that we also have the opportunity to use volunteers to drive the van.

Mr. Savage agreed that "using volunteers is another part of the equation," and added that he does not feel it needs to run seven days a week.

It was noted that, currently, Leo Shakespeare drives the van during Art Walk, and that is paid for by Art Walk.

After brief further discussion regarding the numbered projects,

Motion: Councilmember Currier made a motion **to fund numbers 1, 4 and 5.**

Discussion continued briefly and no second was heard.

Motion: Vice Mayor Kinsella moved **to allocate the 1% annual Town tourism tax to the Chamber of Commerce for Number 1, funding of a driver, Number 5, Art Walk and Number 8, the economic impact study of the wine industry.** It was seconded by Councilmember Currier.

Mayor Vander Horst noted again that the funds will not go directly to the Chamber.

The **motion passed, 5-0.**

Ms. Gallagher said that she will track the additional one percent going forward so that we can see how much is accumulating.
 Mayor Vander Horst asked how soon we can begin the shuttle service.
 Ms. Gallagher said that she would advertise right away, and we can start as soon as we have a driver.
 Councilmember Barber suggested that we add signage regarding the free shuttle service.
 Ms. Gallagher commented that, the more we do to publicize the fact that we're running the shuttle, the more likely it will be to meet the requirement of "promotion of tourism."

8:06

ITEM #7C: HOTEL JEROME ADVISORY COMMITTEE

Council will discuss the formation and composition of a committee to establish a prioritized plan for repairs and improvements at the Hotel Jerome.

Councilmember Bachrach, who had sponsored this item, said that the Hotel Jerome is in obvious need of repair and maintenance, and it is "approaching decrepit." He said that he believes that the Town is in agreement to commit some funds toward stabilizing and preserving it. He added that he would like to come up with ways to utilize the second floor, which, he said, "is actually in pretty good shape."

Mr. Bachrach said that he would like to put together a citizens' committee to prioritize repairs that need to happen. He would like to get quotes and clean out the building. "We need to put a roof on that building before next year," he said, and added that he thinks that a volunteer group could remove the existing foam so that a roofing contractor could see what they are looking at. He asked that anyone interested in participating contact him or Ms. Gallagher. "Clearly, the roof is number one," he said, and mentioned also replacing windows. "We need to stabilize it and protect the investment," he said. Mayor Vander Horst asked if he was looking for volunteers for a work group or an advisory committee.

"Initially, an advisory group," Councilmember Bachrach replied. "I would like four or six residents." As members of Council began to express interest, Mr. Bachrach noted that our attorney had advised him that only two Council members could serve on a committee like this.

Councilmember Currier asked Ms. Gallagher when will we start budget meetings. She replied that they could begin as early as late March. Mr. Currier said that he would like this committee to bring something to Council prior to March so that they can start budgeting for it.

Mayor Vander Horst invited comments from the public.

Fire Chief Rusty Blair noted that occupancy will be dictated by the Fire Code. Occupant load on the first floor is already set at 49, he said, which is all that is allowable. Developing the second floor would require additional exiting.

Mayor Vander Horst said, "Right now, we're just trying to save the building. Anything with the second floor will have to deal with those issues."

Rex Peters, manager of the Artists Co-op, said that he really likes the idea of getting the roof fixed, because it's leaking all the way from the top to the bottom and into his office. He volunteered to serve on the advisory committee, and offered to hold meetings in his office at the Co-op.

Mr. Koppelman said that he would also like to serve on that committee. He talked about some of the designs that could be applied to the building, its curb appeal, and developing an exterior fire escape "that would look really cool."

Chief Blair noted that we would also need to install sprinklers. Mayor Vander Horst said that he understood assured Chief Blair that he would not be left out of the process.

Michael Harvey, a local resident, also volunteered to serve on the committee. He asked if they would have access to blueprints. "We'll find out about that," Councilmember Bachrach said. Mr. Harvey asked if the roof could be removed entirely, and the floor below it waterproofed. "I don't know yet," Mr. Bachrach replied.

Mayor Vander Horst closed the public discussion at this time.

ITEM #8

NEW BUSINESS

8:17

ITEM #8A: SERIES 12 LIQUOR LICENSE APPLICATION – PROHIBITION PIZZA Council will review, and may recommend approval or disapproval, of an application by M.J. Scribner Enterprises, LLC (dba Prohibition Pizza) for a Series 12 license at 403 Clark Street.

Joe Scribner came forward and introduced himself and his wife. He said that he moved to the Verde Valley about three years ago and started a business in Cottonwood, which has afforded them the opportunity to come to Jerome. He's been working with Mr. Bartell at the UVX building and with Chief Blair. He commented that they might be one of the first businesses with a sprinkler system.

The new restaurant will sell mostly pizza by the slice, he said. They plan to sell only draft beer and wine on tap. They won't have a bar, but it may be added in the future. He estimated that about 70% of their revenue will be from food sales, and the remainder from beer and wine. He said that they have never had any alcohol violations at any of their restaurants. The Arizona Department of Liquor has already visited this site, "and all is great, not even a suggestion." They're hoping to open in late February, he said, and they are "really excited to be in Jerome and be a part of the community."

Councilmember Bachrach asked him what restaurant he owns in Cottonwood.

"Anvil Pizzeria off of Western Drive," Mr. Scribner replied. "We've been there two years and have been doing great."

There were comments that the food there is delicious.

Mr. Scribner said that, at Anvil, they use a wood-fired oven, but here they will cook with a convection oven. "We're going to try and coin the phrase 'Jerome-style pizza' instead of 'New York-style pizza,'" he said. "We'll do whole pies and by the slice, with a fairly small menu." He added that they expect to be open from around 11 a.m. to 6:00 or 7:00 p.m., five days a week, but they are not opposed to being open seven days a week if there's a call for it. Councilmember Bachrach asked if they would stay open later for Art Walk. "We definitely would," Mr. Scribner replied.

Mayor Vander Horst confirmed that this license would allow them to sell liquor, but they don't plan to sell it. "Not at this time," Mr. Scribner said. "Maybe in the future."

Mayor Vander Horst asked if they would have alcohol on the patio, and he replied that they would.

Councilmember Currier asked if the licensing fees have been paid. Mr. Scribner said that he had his checkbook with him and the fees could be paid that night.

Vice Mayor Kinsella asked Mr. Scribner why he didn't just apply for the beer and wine license. "That series is a whole lot more expensive," he replied. "A restaurant license just has to meet the food and liquor ratio. It would be more money than it is worth for the beer/wine license versus the Series 12."

Motion: Councilmember Currier made a motion **to recommend the approval of the liquor license application contingent upon the fee being paid.** It was seconded by Councilmember Bachrach. **The motion passed, 5-0.**

Councilmember Bachrach requested that a five-minute break be taken.

Mayor Vander Horst called a five minute recess.

Mayor Vander Horst called the meeting back into session a few minutes later.

8:37

ITEM #8B: LETTER OF INTENT FROM JOHN BARTELL TO PURCHASE TOWN-OWNED PROPERTY ON QUEEN STREET

Council will review a Letter of Intent received from John Bartell to purchase a Town-owned lot of Queen Street.

Mayor Vander Horst said that, after discussing this with Mr. Bartell during the break, we are going to pull this item from the agenda. There was no further discussion.

8:37

ITEM #8C: REQUEST BY JEROME FIRE DEPARTMENT FOR CONTRIBUTION TOWARD PURCHASE OF NEW FLOORING

Fire Chief Rusty Blair will present a request to the Council for the Town to cover a portion of the cost of installing new flooring on the second floor of the Jerome Fire Station.

Chief Blair addressed Council to say that the Fire Department (Auxiliary) has recently received some donations and would like to install wood floors on the second floor of the Fire Station. They would like the Town to contribute a portion of that cost. He spoke of the poor condition of the existing carpeting there and noted that it is the Town's building. They are estimating \$7,000 for the materials, and would do the installation themselves.

Mayor Vander Horst asked how much they are asking the Town to contribute.

Chief Blair recalled that he had requested funds for this last year, but was denied. "I thought if the Auxiliary contributed some, we could make this a reality," he said. When

pressed again by the Mayor regarding how much he was asking for, he said, "Half would be nice."

Chief Blair went on to explain that they would be installing a real hardwood floor, pre-finished oak. They do not want to shut down the building to install the floor, he said, and it will take weeks.

Vice Mayor Kinsella asked Ms. Gallagher where the funding would come from. She replied that it would be taken from the Properties budget (R&M – Buildings). The Vice Mayor suggested that it could be considered capital outlay, because the wood flooring will increase the building's value.

Vice Mayor Kinsella said, "I want this on record. This is a facility used for more than just the fire department. It is used for emergencies. We have AA and NA meetings there that are important to individuals. I think this is a win/win situation for everyone that utilizes this building."

Chief Blair agreed that the building has multiple uses and is used by several groups. It is also used as a cooling shelter, he noted, and has a generator. He added that a future project may be to install a kitchen.

Councilmember Currier said that he doesn't like to park next to Town Hall because he is afraid that the cornice is going to fall on his car. "It's nice to have a good floor," he said, "... but when are we going to fix this building? ... I think at the very least we should wait until budget time and compare this to other requests."

"That sounds prudent," Councilmember Barber said. "We do have lots of stuff that needs money. Maybe looking at it again at budget time might be a great idea."

Councilmember Bachrach said, "The fire department gets praise all the time for helping people. A 20-year-old floor has probably been worn out for 10 years. I'm surprised it hasn't been allocated already. I know we have other priorities, but the fire department has raised half of the money."

Councilmember Currier interjected, "They raised all of the money, and they have enough to cover it."

"We do," Chief Blair said, "but we don't want to clean out our coffers." He explained that they, too, have other projects to fund, including uniforms for the firefighters. He noted that the Auxiliary does a great deal for the Fire Department and said, "We'd be asking for more from you if it weren't for the Auxiliary."

Councilmember Bachrach said, "This is not the first time he's come and asked for help with this floor."

Councilmember Currier said to Chief Blair, "I don't deny how wonderful the department is, but your focus is on your troops and my focus is on the whole gang, and there's nobody speaking for the cornice falling off the roof. ... I believe we have to weigh all these different elements."

After brief further discussion, Councilmember Bachrach said that he would like to put this to a vote.

Motion: Vice Mayor Kinsella made a motion **that the Town of Jerome allocate \$3,500 to the Jerome Volunteer Fire Department as half of the cost of this project.** It was seconded by Councilmember Bachrach. The **motion passed, 4-1.**

8:49

ITEM #8D: AMENDMENT TO PERSONNEL POLICY REGARDING PAID TIME OFF

Council will review the Personnel Policy provisions regarding Paid Time Off (PTO) and consider whether to amend the policy to allow for higher caps on accumulated PTO and annual buy back.

Ms. Gallagher explained that, currently, the Town's PTO policy states that no employee can accrue more than 480 hours of PTO leave. At the end of each year, employees can sell back to the Town 50% of their accrued PTO bank, up to a maximum of 40 hours. At the end of employment, they can be paid for a maximum of 180 hours. "We have two employees that have reached the 480 hour maximum," she said, "therefore, they are working without accruing paid-time-off. One of them has asked that Council consider lifting the cap on how much they can accrue and what they can be paid out at the end of each year." She added that very few employees take advantage of that because most don't accrue that much time.

Discussion ensued.

Councilmember Currier asked about the budget impact if both employees left at the end of this year. Ms. Gallagher replied that, as it stands now, the most they can be paid

for is 180 hours, or about four and a half weeks of pay. If both left, the budget impact would be about \$8,000.

Mayor Vander Horst asked how long these employees have been employed here and Ms. Gallagher replied that she believes they have been here for 13 and 16 years.

She noted that PTO has been accruing since January 1, 2014, and the policy requires that vacation and sick time must be utilized prior to using any PTO.

Councilmember Currier asked if there is a mandatory retirement age. Ms. Gallagher said that there is not, and clarified that she is not suggesting that the cap be eliminated, but that perhaps the amount one can cash out could be increased.

Mayor Vander Horst asked about the rate at which employees accrue PTO. Ms. Gallagher said that it varies with length of service, between about three and seven hours per pay period. The longer one is here, the greater the rate of accumulation.

Councilmember Bachrach asked if it would make more sense, for an employee who doesn't use their vacation time, to pay them at the end of the year. Ms. Gallagher explained that we do allow that now, but they can only be paid for up to 40 hours. She commented that, allowing a payout at the end of each year is an advantage in that the pay rate is likely to be lower than if they cash everything out at the end of employment.

Councilmember Bachrach suggested a policy where, if an employee doesn't use their leave, they would be paid for it each year. Ms. Gallagher noted that some people prefer to retain their time in case they faced an emergency, as PTO is also used as sick leave.

Councilmember Currier said, "This is a highly technical area. What do other government agencies do? Does the League have any guidance?"

Mayor Vander Horst said that the County has two different categories, but they total 600 hours that you can accrue up to. If you leave, you get paid for all of it.

Councilmember Currier said that he doesn't want to make a decision on this right away.

Mayor Vander Horst said, "We currently have two employees who are no longer accruing PTO. How long has that been going on?" Ms. Gallagher said that it has been several months for one and longer for the other. She suggested that, if Council opts to make a change, they make it retroactive.

After further discussion, it was agreed that Ms. Gallagher will obtain information from other towns, and Council will discuss this again at either the next regular meeting or at the special meeting where the financial reports will be discussed.

9:00

ITEM #8E: ORDER OF AGENDA ITEMS

Council will review Section 2-4-6, "Order of Business," of the Jerome Town Code, and will discuss whether to make amendments to same.

Mayor Vander Horst said, "The agenda order is set in stone in the Town Code," and explained that he does not like that. He would like to discuss amending the Town Code and that the order of the items could be at the preference of the Mayor.

Councilmember Bachrach asked, "Can't we vote at the beginning of every meeting to change the agenda order?" Councilmember Currier agreed.

"We can," Mayor Vander Horst said, "but we'd do it every time."

"We're going to discuss every agenda item anyway," Councilmember Bachrach said.

Mayor Vander Horst stated that, typically, the items people come to listen to are usually at the end of the meeting.

Councilmember Currier said that he is reluctant to change the Code itself. "It makes sense to have unfinished business prior to new business," he said.

Mayor Vander Horst agreed, but said that we have to go through other items, such as staff reports, "before we get to what people want to hear about."

Councilmember Currier said that he doesn't see the advantage of changing the Code when we can still move things around.

The Mayor explained that this was "just an idea" to make things more "user-friendly."

Ms. Gallagher explained the process for changing the Code. You could introduce an ordinance at a special meeting, she said, and adopt it at the following meeting. It then takes 30 days to become effective, and it must be published.

Councilmember Bachrach and Vice Mayor Kinsella said that they have no objections to changing the Code.

Councilmember Currier said that he doesn't have an objection, but he just doesn't think it's necessary.

<p>9:06</p>	<p><i>Councilmember Barber said that she was impartial on this. Mayor Vander Horst directed staff to look into drafting an ordinance in this regard.</i></p> <p>ITEM #8F: RESOLUTION 552, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA PRESCRIBING STANDARDS OF FINANCIAL DISCLOSURE FOR LOCAL ELECTED OFFICIALS</p> <p>Council will review and may approve Resolution 552, prescribing standards of financial disclosure for local elected officials. Adoption of this Resolution is required by law, and was prompted by recent legislative changes.</p> <p>Motion: Vice Mayor Kinsella made a motion to adopt the Resolution 552 and it was seconded by Councilmember Barber.</p> <p>The motion passed, 5-0.</p>
<p>ITEM #9 9:07</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>Jane Moore asked what happened to Item #8B. Mayor Vander Horst informed her that it had been pulled from the agenda by John Bartell, and will not appear on a future agenda unless he brings it up again.</i></p> <p><i>Mayor Vander Horst said that he has one issue. He has three dogs, and according to the Code, he needs to register them with the Town. The Yavapai County Sherriff's office told him that he needed to register them with the County. The sheriff's office says that the license is for unincorporated areas, and doesn't include the city limits of Clarkdale, Cottonwood, Chino Valley, Prescott and Prescott Valley. It doesn't mention Jerome or Sedona.</i></p> <p><i>Councilmember Currier suggested he register them with the Jerome Humane Society. This was discussed briefly, and Ms. Gallagher said that she would try to get clarification on this.</i></p> <p><i>Councilmember Currier said that he would look into it too.</i></p>
<p>ITEM #10</p>	<p>ADJOURNMENT</p> <p>Upon motion by Councilmember Currier, seconded by Councilmember Bachrach and unanimously approved, the meeting was adjourned at 9:11 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: _____