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# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943 FAX (928) 634-0715

## MINUTES

### REGULAR MEETING OF THE JEROME TOWN COUNCIL JEROME CIVIC CENTER - 600 CLARK STREET - COUNCIL CHAMBERS TUESDAY, SEPTEMBER 12, 2017, AT 7:00 P.M.

<p><b>ITEM #1:</b></p>	<p><b>CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE</b></p> <p>Mayor/Chairperson to call meeting to order.</p> <p><i>Mayor Vander Horst called the meeting to order at 7:01 p.m.</i></p> <p>Town Clerk to call and record the roll.</p> <p><i>Town Manager/Clerk Candace Gallagher called roll. Present were Mayor Vander Horst, Vice Mayor Kinsella (present telephonically), Councilmember Barber and Councilmember Currier. Councilmember Bachrach had an excused absence.</i></p> <p><i>Other staff present were Kyle Dabney, Zoning Administrator, Melanie Atkin, Accounting Clerk, and Joni Savage, Deputy Clerk.</i></p> <p>Mayor or Mayor's designee to lead the Pledge of Allegiance.</p> <p><i>Mayor Vander Horst led the pledge.</i></p>
	<p><b>Motion:</b> Mayor Vander Horst made a <b>motion to move Items 7A and 7B prior to Item 2.</b> The motion was seconded by Councilmember Barber and unanimously approved.</p> <p><i>Items 7A and 7B were addressed at this time, but items in these minutes are reflected in the order originally agendized.</i></p>
<p><b>ITEM #2:</b> 7:25</p>	<p><b>STAFF AND COUNCIL REPORTS</b></p> <p>Written staff reports by the Town Manager/Clerk, Deputy Town Clerk, Public Works Department, Building Inspector, Library, Municipal Court, Police Chief, and Fire Chief, and verbal reports from Council members regarding their activities.</p> <p><i>Referencing the Fire Chief's report, Councilmember Barber noted that Ryan Bishop is attending fire school, and commented, "We have such great people that support the Fire Department."</i></p> <p><i>Councilmember Currier asked Ms. Gallagher about several items in her report:</i></p> <ul style="list-style-type: none"> <li>• <i>He asked her to comment regarding the Verde Valley Leadership conference. She replied that the topic was primarily the Verde River and the environment.</i></li> <li>• <i>He asked about the status of the USDA grant for the Hotel Jerome. She replied that the grant closing is scheduled to take place on September 20, at which time USDA officials would like a tour of the building.</i></li> <li>• <i>He requested clarification about the springs projects mentioned in her report. She provided same, and agreed to provide additional detail in future reports.</i></li> </ul> <p><i>Mr. Currier also said that retail sales seem to be declining here, as they are across the country due to Amazon. "I will expect it to decline year after year," he said, "and we should think about that."</i></p> <p><i>Councilmember Barber welcomed new employee Melanie Atkin, who has replaced Becky Cretti. Ms. Atkin thanked her, and said that she is excited to be here.</i></p> <p><i>Mayor Vander Horst commented that he wants to be sure that the springs are turned out on time this fall. Ms. Gallagher said that Mr. MacVittie is "on top of it."</i></p> <p><b>Motion:</b> Vice Mayor Kinsella made a <b>motion to accept the staff reports</b> and it was seconded by Councilmember Currier. <b>The motion passed, 4-0.</b></p>
	<p><b>Motion:</b> Mayor Vander Horst made a <b>motion to move item 4 in front of Item 3,</b> and it was seconded by Councilmember Currier. <b>The motion passed, 4-0.</b></p>

	<p>Item 4 was addressed at this time, but is reflected in these minutes in the order originally agendized.</p>
<p><b>ITEM #3: 7:45</b></p>	<p><b>PLANNING AND ZONING AND DESIGN REVIEW MINUTES/ RECOMMENDATIONS/ZONING ADMINISTRATOR'S REPORT</b></p> <p>Minutes are provided for the information of Council and do not require action.</p> <p>Mr. Dabney reviewed his staff report, and noted that the public meeting regarding the General Plan revisions did not go as he had planned – those in attendance got off the subject quite a bit, he said. He is planning to bring the Plan before the Planning and Zoning Commission on October 18<sup>th</sup>, and before Council on November 14<sup>th</sup>.</p> <p>Mayor Vander Horst asked if there has been any movement on the NAU parking study.</p> <p>"I heard that the Jerome Historical Society might possibly do something," Mr. Dabney replied. "It's sort of fallen off the table until we can approach that better."</p> <p>Mr. Dabney also reported that he has compiled a list of discrepancies in the Zoning Ordinance that should be addressed, and clarified that any changes to the Code would need to be approved by Council.</p> <p>He continued to read from his report regarding sign permits, abandoned vehicles, dilapidated structures, and GIS analysis. With respect to the latter, he said that Cottonwood has been doing that work for us, however he has the training and expertise to do it, and is now waiting for the necessary software.</p> <p>Chief Blair noted that the GIS software could be used for many applications, including our water and sewer line locations.</p> <p>Councilmember Currier commented, "For the record, I think you're going to have trouble with Design Review. I think the Board is showing signs of distress." He added that he did not want to go into detail at that time.</p> <p>Councilmember Barber asked about the approved "castle" being built on North Drive. "According to SHPO," she said, "we can build a space ship." She asked if it would be visible from the road.</p> <p>"It would depend on where you are," Mr. Dabney said. "It sits very low."</p> <p>Chief Blair commented, "You really won't be able to see it from anywhere but maybe Cemetery Road."</p> <p>Mayor Vander Horst asked Mr. Dabney for an update regarding the proposal made by the interns for district signs.</p> <p>"It's just me putting it together," Mr. Dabney replied.</p> <p>Mayor Vander Horst asked, "Who should that go to next to get that going?"</p> <p>Mr. Dabney replied that, if the Town takes on the project, it could go through Council. There was brief further discussion regarding district signs.</p> <p>Councilmember Currier recalled that Mr. Dabney had been tasked with gathering all of the Town's maps, and then digitizing them if possible.</p> <p>Mr. Dabney did not recall having been so tasked, and Ms. Gallagher commented that it may have been asked of the prior Zoning Administrator.</p> <p>Chief Blair commented that the GIS application will be instrumental in doing this. "We do have map books and blueprints," he added.</p> <p>Mayor Vander Horst asked if there were any interns available that could work on that. Mr. Dabney said he would look into it.</p> <p>Mayor Vander Horst asked about any progress on the Senior capstone project.</p> <p>Mr. Dabney replied that he asked the intern to check into that, but has not heard back from him yet.</p>
<p><b>ITEM #4: 7:33</b></p>	<p><b>FINANCIAL REPORTS</b></p> <p>Budget to Actual reports and vendor ledger for February thru July 2017. Balance Sheet as of July 31, 2017.</p>

Councilmember Currier thanked staff for the work they've done on this, and said that he appreciated the effort. With respect to the July 2017 reports, he noted that the FY2018 budget has not yet been input. With respect to the reports for February thru June 2016, he noted that Ms. Gallagher's report details 20 areas that still need to be dealt with. "It appears to me," he said, "that the numbers we are getting are basically still just guesses and subject to change, so I don't have anything to say on that."

Ms. Gallagher noted that several of the items identified in her report will be addressed by the auditors.

"The good news," Mayor Vander Horst said, "is that we have identified the issues. We've made huge strides."

The Mayor asked when the auditors would come in to prepare the audit for FY2017. Ms. Gallagher replied that she is hoping to get them here sometime in November.

Ms. Gallagher commented that, if Council opts not to approve the reports at this meeting, she would like to avoid printing them all over again because of all the paper involved. (Each packet of financial reports was over an inch thick.)

Councilmember Currier said that he agreed, however, he stated again that he thinks the numbers are "just guesses." He wished Ms. Atkin well in her new position.

Vice Mayor Kinsella said, "The only comment I have is, we're better off now than we have been in a long time, and I am confident in the staff."

Mayor Vander Horst said, "I would echo that, and while we have some grey areas, I think we've had them for years. Now we know where they're at. I think we are in a whole lot better shape than we have been for years."

Councilmember Currier said that he would like to know how much time and money we've spent to straighten out the finances.

Ms. Gallagher replied that Ms. Trout was paid about \$9,000.

Councilmember Currier asked Ms. Gallagher to quantify the time she has spent on this. "I want to know the dollar value of what this thing has cost us," he said, and estimated that it has cost the town \$100,000.

"I don't believe so," Ms. Gallagher responded, and added that the only quantifiable expense to date was for Ms. Trout.

Mr. Currier asked again how much time Ms. Gallagher has spent on this. Again, Ms. Gallagher said that it is hard to say precisely how much time she has spent on this.

"It has been a lot of work," she said, "and of course some things have suffered." She added that Ms. Atkin is learning fast, and taking more and more things on. It will be getting better.

When pressed again by Councilmember Currier, Ms. Gallagher replied that, since Ms. Cretti left, perhaps 30 percent of her time has been spent on financial duties.

Councilmember Barber thanked the staff. "You've done a great job," she said. "We lost the finance director, and I hope we're seeing a light at the end of the tunnel."

Mayor Vander Horst commented that there seems to be no consensus to approve any of the financial reports.

Ms. Gallagher noted that she will be bringing forward resolutions at a future meeting. There are two departments that are most likely over budget for FY2017. We should approve a resolution to transfer budgeted funds between departments, she said, so that no department is over budget.

Councilmember Currier noted how little of the infrastructure money was spent last year, and added, "but we already talked about that before."

<p><b>ITEM #5:</b> <b>8:02</b></p>	<p><b>COUNCIL MEETING MINUTES</b> August 8, 2017 regular meeting</p> <p><b>Motion:</b> Councilmember Currier moved <b>to accept the minutes of August 8, 2017</b> and seconded by Vice Mayor Kinsella. <b>The motion passed, 4-0.</b></p>
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	<p>Vice Mayor Kinsella commented, "They are doing a heck of a job on the minutes."</p>
<p><b>ITEM #6:</b> 8:03</p>	<p><b>PETITIONS FROM THE PUBLIC</b></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 from the public.</i></p>
<p><b>ITEM #7</b> 7:03</p>	<p><b>PRESENTATIONS</b></p> <p><b>ITEM #7A: FIREWISE PRESENTATION</b></p> <p>A representative of the Arizona Department of Forestry and Fire Management will formally recognize the Town of Jerome as a Firewise Community, and will present the Town with signs and a certificate.</p> <p><i>Fire Chief Rusty Blair introduced Russ Shumate of the Arizona Department of Forestry and Fire Management, who presented the Town, and specifically the Fire Department, with a sign and trophies in recognition of becoming a Firewise Community.</i></p> <p><i>He explained that Firewise is a fire prevention program that teaches homeowners how to protect their homes from wildfires. Communities that participate reduce their risk during wildland fires. The first step is to create a Firewise board, create a plan and assess the community. \$2 per capita must be spent on Firewise activities. Typically, he said, Firewise communities are subdivisions or small types of communities. In this case, it is our Town. The Jerome Fire Department coordinated a plan and pathway to reduce risk to the community.</i></p> <p><i>Mr. Shumate said that, every year, we have to have a "Firewise Community Day" and demonstrate that we have spent \$2 per capita on the program every year. Jerome will be listed on their website, he said. There are currently 75 Firewise communities in Arizona, and over half of them are in Yavapai County. They are hoping that more communities in this area will work with Firewise and address issues of wildfire mitigation.</i></p> <p><i>Mayor Vander Horst noted that Jerome has burned down completely three or four times, so "this program is really important to us."</i></p> <p><i>Mr. Shumate commented that the State Forestry Department has an intergovernmental agreement with Jerome which allows him to "bring the entire nation's forces in if there were ever a fire threatening Jerome."</i></p> <p><i>"It's a great relationship that we've had," he went on to say. "We're here to help the Fire Departments when they need it. We can bring in a DC10, which costs \$50,000 per drop. The national fire system pays the Town firefighters to work at wildland fires, and the Town gets better trained firefighters." He thanked Jerome for all of its help over the years.</i></p> <p><i>Chief Blair commented, "We've had some close calls over the years. Small fires can become catastrophic if they're not taken care of right away."</i></p>
<p>7:14</p>	<p><b>ITEM #7B: SCHOOL DISTRICT OVERRIDE</b></p> <p>Dr. Penny Hargrove, Superintendent of the Mingus Union School District, and Steve King, Superintendent of the Cottonwood-Oak Creek School District, will address the Council to provide information regarding their upcoming override requests.</p> <p><i>Mayor Vander Horst introduced Dr. Penny Hargrove and Steve King.</i></p> <p><i>Dr. Hargrove spoke about the override that will be on November's ballot, and said that these funds have been well utilized in the past and have effectively provided extra</i></p>

opportunities for the students. The funds, she said, are "instrumental in sustaining and creating extracurricular activities for the kids."

Mr. King noted that the children in his District go on to high school at Mingus Union. His District's override is for reductions in class size.

It was noted that Arizona ranks 49<sup>th</sup> in the nation for school funding. "Our children are coming to us with more and more needs," Dr. Hargrove said, "yet our funding has become stagnant."

Mayor Vander Horst asked what percentage of teachers they lose every year.

Mr. King responded that, over the last three years, the rate of loss has been about 25% a year, and added that, in most schools, they are seeing child poverty on the rise.

Dr. Hargrove said, "We have to look at what our children need and tailor things to their specific needs. We encourage you to help and continue to speak out and be an advocate for those children."

Mayor Vander Horst commented that he considers all of the children in the Verde Valley to be his children.

Councilmember Barber spoke about her daughter's experience and also her own experience at Mingus High School. She added, "We're ranked 49<sup>th</sup>, that is atrocious."

Mr. King noted that, in 1973, Arizona was ranked 25<sup>th</sup> in the nation.

Chief Blair commented that he has three children that graduated from Mingus. His oldest daughter now has a Master's degree in computer science.

Dr. Hargrove and Mr. King thanked the Council.

ITEM #8	<b>ORDINANCES</b>
8:04	<p><b>ITEM #8A: SECOND READING AND POSSIBLE ADOPTION – ORDINANCE NO. 433, AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 4-2-4 OF THE JEROME TOWN CODE WITH RESPECT TO SELECTION AND APPOINTMENT OF FIRE CHIEF AND ASSISTANT FIRE CHIEF</b></p> <p>Council may conduct the second reading of, and possibly adopt, Ordinance 433, amending the Town Code with respect to the appointment of the Fire Chief and Assistant Fire Chief.</p> <p>Mayor Vander Horst read the ordinance by title.</p> <p style="text-align: center;"><b>Motion:</b> Councilmember Currier made a motion <b>to adopt Ordinance No. 433</b>. It was seconded by Councilmember Barber. The <b>motion passed, 4-0</b>.</p>
8:05	<p><b>ITEM #8B: SECOND READING AND POSSIBLE ADOPTION – ORDINANCE NO. 434, AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF JEROME, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 3-3-6, "PURCHASING PROCEDURE," OF THE JEROME TOWN CODE</b></p> <p>Council may conduct the second reading of, and possibly adopt, Ordinance 434, amending the Town Code with respect to purchasing procedures.</p> <p>Mayor Vander Horst read the ordinance by title.</p> <p style="text-align: center;"><b>Motion:</b> Councilmember Currier made a <b>motion to adopt Ordinance No. 434</b>. It was seconded by Councilmember Barber. The <b>motion passed, 4-0</b>.</p>

ITEM #9	<b>NEW BUSINESS</b>
8:05	<p><b>ITEM #9A: USE OF WILDLANDS REVENUES</b></p> <p>Fire Chief Rusty Blair will address Council regarding his recommendations for use of approximately \$30,000 in revenue earned by our Fire Department in responding to the Salmon August Complex Wildfire.</p> <p>Chief Blair distributed a "wish list" of small tools/equipment expenditures he would like to make, totaling approximately \$18,000. Currently, his small tools budget is \$15,000, he said, and his hoses are aging. He said that he is invoicing the August Complex fire at</p>

	<p>about \$25,000 (for the truck alone), and that we will probably be earning another \$25,000 from the Complex fire in California. Andy Peterson and Jasper Lanning will be going there, he said, and are gaining great experience. He added that the wages paid for the Boundary fire added \$9,000 to his wage expenditures, and he would like to find a way to move those monies around so it doesn't look like he is overspending.</p> <p>Mr. Blair said that, at this time, he is requesting to use \$8,000 of the wildlands revenues to add to his Small Tools and Equipment budget. He added that he may come back to Council later to request additional money for Firewise activities.</p> <p>Councilmember Currier said that he feels that the Fire Department is entitled to that money, "but it sounds like you're having trouble spending it. You might want to consider putting it in the pension fund."</p> <p>Chief Blair explained that he is trying to be fiscally responsible. He said that we may not get the funding we need for SCBA's (air packs) that are 12 years old. They have a 15-year life span, and will cost \$100,000 to replace. He talked about possibly saving for those, and noted that air packs that are out of compliance pose a liability for the Town.</p> <p>Ms. Gallagher clarified that, right now, Chief Blair is asking to spend \$8,000 of the wildlands revenue earned by our truck. She can bring a resolution to Council to move those funds out of contingency and into the fire budget. She will also move funds to cover the wildlands wages so that the Fire Department budget is not exceeded.</p> <p>Councilmember Currier said that it concerns him to have so much money encumbered for the fire department. "Do you think we should go out and buy \$200,000 worth of stuff?" he asked. "Suddenly, even though it's not necessary, you're spending this money." Chief Blair explained that he often makes do with what he's got.</p> <p>Councilmember Currier continued, "But we asked you [at budget time] what was necessary. When we ask for a budget from a department, we expect to get the real number. My point is made."</p> <p>Mayor Vander Horst clarified, "Right now you're asking for \$8,000 into the small tools budget plus the salaries already paid."</p> <p>Vice Mayor Kinsella commented that he doesn't want to see the Town "spend money left and right." We should be having money set aside for a new vehicle, he said.</p> <p>Chief Blair commented that, at budget time, he requested an additional \$5,000 for vehicle maintenance, so that budget is now set at \$20,000.</p> <p><b>Motion:</b> Councilmember Currier moved <b>to approve moving funds from contingency (\$8,000 for small tools and equipment, plus payroll costs)</b>. It was seconded by Councilmember Barber and <b>unanimously approved</b>.</p>
<p><b>ITEM #10</b> <b>8:25</b></p>	<p><b>TO AND FROM THE COUNCIL</b></p> <p>Council may direct staff as to items of pending importance that they would like placed on a future meeting agenda.</p> <p>Councilmember Currier noted that Deception Lane is showing wear and tear at the upper end, and the culverts are now exposed.</p> <p>Mayor Vander Horst mentioned that residents have approached him to let him know that North Drive is bad once again.</p>
<p><b>ITEM #11</b></p>	<p><b>ADJOURNMENT</b></p> <p>Upon <b>motion</b> by Vice Mayor Kinsella, seconded by Councilmember Currier and unanimously approved, the <b>meeting was adjourned at 8:28 p.m.</b></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: \_\_\_\_\_