



TOWN OF JEROME

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AGENDA

REGULAR COUNCIL MEETING OF THE TOWN OF JEROME COUNCIL CHAMBERS, JEROME TOWN HALL 600 CLARK STREET, JEROME, ARIZONA

TUESDAY, NOVEMBER 11, 2025, AT 7:00 PM

Due to the length of this meeting, Council may recess and reconvene at the time and date announced.

Pursuant to A.R.S. 38-431.02 notice is hereby given to the members of the Council and to the General Public that the Jerome Town Council plans to hold the above meeting. Persons with a disability may request an accommodation such as a sign language interpreter by contacting Kristen Muenz, Deputy Clerk, at 928-634-7943. Requests should be made early enough to allow time to arrange the accommodation. For TTY access, call the Arizona Relay Service at 800-367-8939 and ask for the Town of Jerome at 928-634-7943.

Notice is hereby given that pursuant to A.R.S. 1-602.A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the Town Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the Town Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the Town will assume that the rights afforded parents pursuant to A.R.S. 1-602.A.9 have been waived.

We acknowledge we are on the traditional lands of the Yavapai and Apache People and we, the Town of Jerome, pay respect to the elders both past and present.

1. CALL TO ORDER/ROLL CALL

Mayor/Chairperson to call meeting to order
Town Clerk to call and record the roll.

2. FINANCIAL REPORTS

Discussion/Possible Action

A. Financial Report and Detail Invoice Register Report for October, 2025

Council will consider and may approve the financial reports for month ending October, 2025.

3. STAFF AND COUNCIL REPORTS

Discussion/Possible Action

A. Reports by the Town Manager / Clerk, Deputy Clerk, Utilities Clerk, Accounting Clerk, Public Works Director, Building Inspector, Library Director, Municipal Magistrate, Police Chief, Fire Chief and Council Members, Which in the Case of Council Member's Reports will be Limited to a Summary of Current Events and will Involve no Action

Council will consider and may approve the staff reports.

4. ZONING ADMINISTRATOR'S REPORT/PLANNING & ZONING AND DESIGN REVIEW BOARD MINUTES

Information/Council Review

A. Report Provided by the Zoning Administrator. Minutes are Provided for Information Only and do Not Require any Action

5. APPROVAL OF MINUTES

Discussion/Possible Action

A. Consider Approval of the October 14, 2025, Regular Council Meeting Minutes

Council will consider and may approve the October 14th Regular Council Meeting Minutes.

6. PETITIONS FROM THE PUBLIC

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 podium, 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.

7. NEW BUSINESS

Discussion/Possible Action

A. Consideration of the Jerome Chamber of Commerce Special Event Permit Application for the Annual Town Dinner at Spook Hall

Council will consider and may approve the special event permit.

B. Consideration of Bids in Response to the Town's Issuance of an Invitation for Bids Regarding its Notice of Intent to Sell 655 Holly

Council will consider the bid(s) received and may approve, and / or provide staff direction.

C. Consideration of a Conditional Use Permit (CUP) for Three (3) Residential Apartment Units at 310 Queen Street

Council will consider and may approve a CUP for 310 Queen Street.

D. Consideration of Bids and Approval of, and Awarding of, the Contract in the Amount of \$133,194.68 to Total Maintenance Erosion Control, LLC, for the Gulch Drainage Improvements

Council will consider and may award the contract to Total Maintenance and Erosion Control, LLC in the amount of \$133,194.68.

E. Consider Removing from the Table (From January, 2025) and Consideration of a Tour Company Business License Application for US Ghost Adventures LLC

Council will take the item from the table and then consider and may approve the Tour Company Business License.

F. Consideration of a Remote Tasting Room Series 19 Liquor License on Location at 114 Jerome Avenue for dba The Original Jerome Winery

Council will consider and may approve the Series 19 Liquor License.

G. Review Proposals Received in Response to the RFP for an Advanced Metering Infrastructure System and Identify 2-3 Respondents to Attend the Upcoming Special Meeting for Further Council and Community Evaluation and Consideration

Council will review the proposals received and provide staff direction.

8. TO AND FROM THE COUNCIL

Council may direct staff regarding items to be placed on a future agenda.

9. EXECUTIVE SESSION

On a public majority vote of the members, Council may enter into executive session in accordance with ARS § 38-431.03 (A)(1) and (3)

A. Discussion on Fire Chief's Potential Retirement Agreement and Interim / Future Staff Leadership Plans for the Fire Department

The Council will discuss and consult with its attorney for the purpose of receiving legal advice regarding a potential retirement / temporary employment and consulting agreement between the Town and its outgoing Fire Chief and may provide its representatives and legal counsel with instructions regarding said agreement and Fire Department Leadership.

B. Return to Open Session and Consider Action to be Taken from the Executive Session Including the Potential Approval of an Agreement and Further Staff Direction

Council may make a motion to take necessary action as a result of the Executive Session discussions.

10. ADJOURNMENT

The Town Council may recess the public meeting and convene in Executive Session for the purpose of discussion or consultation for legal advice with the Town Attorney, who may participate telephonically, regarding any item listed on this agenda pursuant to A.R.S. § 38-431.03 (A)(3). The Chair reserves the right, with the consent of Council, to take items on the agenda out of order.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before 7 p.m. on _____ in accordance with the statement filed by the Jerome Town Council with the Jerome Town Clerk: (1) 970 Gulch Road, side of Gulch Fire Station, exterior posting case; (2) 600 Clark Street, Jerome Town Hall, exterior posting case; (3) 120 Main Street, Jerome Post office, interior posting case.

Kristen Muenz, Deputy Town Clerk