



# TOWN OF JEROME

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943  
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## MINUTES

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

**TUESDAY, MAY 09, 2023, AT 7:00 PM**

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

### **CALL TO ORDER/ROLL CALL**

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

**7:04 P.M.**

**PRESENT: MAYOR BARBER, VICE MAYOR MOORE, JACK DILLENBERG, SAGE HARVEY, AND SONIA SHEFFIELD**

### **PROCLAMATIONS and PRESENTATIONS**

#### **APS Fire Mitigation Presentation**

Representatives from APS will be on hand and provide a presentation for mitigating fire risk.

**PRESENTATION GIVEN**

### **FINANCIAL REPORTS**

Discussion/Possible Action

#### **Financial Report and Detail Invoice Register Report for April, 2023**

Council will consider and may approve the financial reports for month ending April, 2023

**APPROVED**

### **STAFF AND COUNCIL REPORTS**

Discussion/Possible Action

**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**

Council will consider and may approve the staff reports.

**APPROVED**

### **ZONING ADMINISTRATOR'S REPORT/PLANNING & ZONING AND DESIGN REVIEW**

#### **BOARD MINUTES**

Information/Council Review

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

**APPROVAL OF MINUTES**

Discussion/Possible Action

**Consider Approval of the April 11, 2023, Regular Council Meeting Minutes.**

Council will consider and may approve the April 11, 2023, Regular Council Meeting Minutes.

**APPROVED**

**PETITIONS FROM THE PUBLIC-**

**WILLIAM ORR-LETTER OF THANKS TO THE MAYOR AND COUNCIL**

**NEW BUSINESS**

Discussion/Possible Action

**Consideration of Tour Company Business License Application for Paranormal Ghost Tours of Jerome**

Council will consider and may approve a tour company business license.

**TABLED FOR MORE INFORMATION**

**Consideration of a Tour Company Business License Application for Elevated Wine Tours of Sedona**

Council will consider and may approve a business tour license application.

**APPROVED**

**Consider Approval of a Bid for the Jerome Council Chambers Flooring Renovation Project**

Council will consider bids and may approve a vendor.

**APPROVED BID FROM SERVPRO FOR THE JEROME COUNCIL CHAMBERS FLOORING RENOVATION PROJECT**

**Consideration of a Special Event Permit Application for Sk8 for Life (Roller Disco)**

Council will consider and may approve a special event permit.

**APPROVED WITH AMENDMENT TO SET THE EVENT PERMIT FEE AT \$25**

**Discussion Regarding Traffic Issues on Gulch Road**

Council will discuss and may provide staff direction in relation to recent traffic issues on Gulch Road

**DISCUSSION HELD**

**Budget Discussion Continuation from the Previous Budget Work Session if Necessary**

Council may continue budget discussions from the 6:00 p.m. Budget Workshop and may provide staff direction.

**TO AND FROM THE COUNCIL**

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

**ADJOURNMENT**

**8:16 P.M.**



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## MINUTES

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

**TUESDAY, MAY 09, 2023, AT 7:00 PM**

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#### **7:04 (0:03) 1. CALL TO ORDER/ROLL CALL**

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

*Present were Mayor Alex Barber, Vice Mayor Jane Moore, and Councilmembers Jack Dillenberg, Sage Harvey, and Sonia Sheffield.*

*Staff present included Town Manager/Clerk Brett Klein, Zoning Administrator Will Blodgett, and Deputy Clerk Kristen Muenz.*

*For the convenience of those present, it was decided to rearrange the items. Items #8A, #8B, and #8D were moved up to take place after item #2. All the items are presented here as originally agendized.*

#### **2. PROCLAMATIONS and PRESENTATIONS**

##### **7:05 (0:31) A. APS Fire Mitigation Presentation**

Representatives from APS will be on hand and provide a presentation for mitigating fire risk.

*Brendan Echols, the representative from APS, introduced himself as the service planning supervisor and said he would talk about fire preparedness plans they have put in place. He said the only thing more important to APS than reliability is the safety of their customers and communities. He then listed off several ways they have mitigated risk, such as reducing ignitions around equipment, adjusting operations during elevated fire seasons, and changing protocols so that first responders have eyes on the lines.*

*Council member Dr. Jack Dillenberg asked what APS is doing for Jerome itself.*

*Mr. Echols replied that for Jerome, they are doing the detailed patrols.*

*Dr. Dillenberg asked if he had any numbers on how many trees, people, and days to which Mr. Echols replied he could get numbers for him.*

*Mayor Alex Barber said that APS comes through this time every year and clears trees to make sure they are not touching the power poles. She asked, is the substation up and do we have our continuous loop yet?*

*Mr. Echols said that the substation is up and running.*

*Ms. Barber said that we ask that you please not use herbicide in our town. She thanked him and said there is a spot in the Gulch that if you cut down the paradise trees, thousands come back.*

*Dr. Dillenberg thanked Mr. Echols and said we appreciate what you do.*

##### **7:38 (34:14) 3. FINANCIAL REPORTS**

Discussion/Possible Action

###### **A. Financial Report and Detail Invoice Register Report for April, 2023**

Council will consider and may approve the financial reports for month ending April, 2023

*Council member Sage Harvey said that she had had some questions but had already gone over those items with the Town Manager, Mr. Klein.*

*Dr. Dillenberg said he had no issues.*

*Vice Mayor Jane Moore said she had noticed that the credit card charges for the parking kiosks went up again. That was in the budget, and we have talked about them before. Did they go up again?*

*Mr. Klein explained that we had a final payment to make to the old card company, but we are still on budget.*

*Ms. Barber commented that the price had gone down and then back up again. She asked if there were any more questions and, hearing none, asked for a motion to approve the Financial Report and Invoice Register.*

**Motion to approve the Financial Reports for April 2023**

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG			X			
HARVEY		X	X			
MOORE	X		X			
SHEFFIELD			X			

**7:40 (36:42) 4. 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**

Council will consider and may approve the staff reports.

Mr. Klein reported that there will be an E-session meeting with Attorney David Brown on June 13<sup>th</sup> at 6:15 to talk about water and he will also be available that day to answer questions via phone. He said the town of Clarkdale is doing a master trail plan and has invited Jerome's participation.

Ms. Barber said she would love to attend if she was able. She said that she does not believe anyone on this council would have a problem with walking up there to the circle trail and is for discussing getting Jerome into the trail system. She said Cottonwood has done a lot of work creating a trail system.

Mr. Klein continued that he has tried reaching out to the Yavapai Apache representatives and is looking forward to Chair Lewis attending the manager / elected official meetings at which time he will try again to make contact. There is also a meeting coming up with the Deputy Director of ADEQ which Henry McVittie and Marty will be participating in. He said that if anyone on the council is also interested in participating, he will send them the Teams link. Finally, for the June 10<sup>th</sup> Special Event that Chamber was approved for at a previous meeting, they now want to add a stage to the upper park. He said it is not an item at this time but asked if there were any issues.

There was a brief discussion about the park.

Ms. Harvey asked if there was an update on the ARPA federal report.

Mr. Klein said that there were many hurdles, and he had the paperwork in now.

Ms. Harvey asked if there was any luck on finding a Finance Manager.

Mr. Klein answered, no, and as more time goes by and we make it through the busier months, we may have a chance to do some reorganization.

Ms. Harvey commented that it is pretty cool that we are up to 14 riders a week with the transit system. She said she has seen someone get on the CATS bus every week with his bike; he does all his shopping and enjoys it.

Ms. Barber congratulated the employees with service anniversaries in May. She said we are lucky to have these gentlemen.

Ms. Moore asked if the revised WWTP schedule would be part of the discussion with ADEQ.

Mr. Klein answered, yes, they are very eager for us to stay on track.

Ms. Harvey pointed out in the calls for service by Jerome Police Department, 12 oversized trucks stopped, one of which she said she stopped herself. It seems like we have talked about figuring out some way to tell these guys they can't drive over these roads when their excuse is always that GPS said to do it.

Mr. Klein said that we can reach out to mapping.

Ms. Barber asked, can we raise the fines?

Mr. Klein said that we would have to go through a process.

Ms. Harvey said, "let's do that please."

Ms. Barber said that Chief Muma told us that 95% of people claim they didn't see the signs but the other 5% admit they saw the sign but thought they could make it. Ignorance is no excuse; we need to make the fines higher.

Dr. Dillenberg suggested having the signs written in two languages. He said that morning, a truck parked and blocked the entrance to Holly Avenue and the police had to be called.

Jerome resident Mark Krmptich said they can see the signs and suggested putting the larger fine on the sign to maybe make them think about it.

Dr. Dillenberg motioned to approve the Staff and Council reports.

**Motion to approve the Staff and Council Reports**

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG	X		X			
HARVEY			X			
MOORE			X			
SHEFFIELD		X	X			

**7:54 (50:17) 5. 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**

Mr. Blodgett briefly reviewed his report. He explained that he traveled to Tucson for a record search but found almost nothing, so there is a lot of work still to do. He has also talked to Logan Simpson about the Wastewater Treatment Plant project. They got comments back from SHPO, and will be setting up a mitigation plan of best practices that are typical at the federal level. He does not see any reason for it to slow us down. If and when there needs to be archaeological monitoring, that is a role he can fulfill, which will save time and money. Finally, everything is still going on prop maintenance, and he has been trying to get ducks in row so that he can approach with helpful programs.

**7:56 (52:07) 6. APPROVAL OF MINUTES**

Discussion/Possible Action

**A. Consider Approval of the April 11, 2023, Regular Council Meeting Minutes.**

Council will consider and may approve the April 11, 2023, Regular Council Meeting Minutes.

Ms. Barber asked if there were any corrections or deletions.

Ms. Moore moved to approve the minutes.

**Motion to approve the Regular Council Meeting Minutes of April 11, 2023, as submitted**

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG			X			
HARVEY		X	X			
MOORE	X		X			
SHEFFIELD			X			

**7:56 (52:39) 7. PETITIONS FROM THE PUBLIC**

The town received a letter from Mr. Wilson Orr, who had previously helped with many projects for the town and had recently lost his wife Stephanie. Ms. Moore said that he was a great guy and she was sure his sons, who had taken over the business, were also. Ms. Barber read the letter per his request, which thanked the Mayor, Council, and Staff for the remembrance of his wife Stephanie. Ms. Moore said that she had received the information about the Orr's from Jerome resident Andrea Prince and that is when she spoke to Mr. Klein and said that Mr. Orr had been so much help to Jerome over the years so could we please send some flowers. Ms. Barber thanked Ms. Prince, Ms. Moore, and Mr. Klein for being sure to make that happen.

**8. NEW BUSINESS**

Discussion/Possible Action

**7:12 (8:16) A. Consideration of Tour Company Business License Application for Paranormal Ghost Tours of Jerome**

Council will consider and may approve a tour company business license.

The representative for Paranormal Ghost Tours of Jerome was invited to speak. He introduced himself as Colton Lucas and thanked the council for inviting him to speak. He said we want to start up a new tour company in Jerome because we respect it and feel like we can add value to the town and attract more buying customers and hopefully educate them on Jerome beauty and stories. He asked if anyone had any questions.

Ms. Moore said that she had questions. Town code says you have to show where you will be parking your van.

There was some discussion about the tour company's plans for parking and picking up tour customers.

Ms. Sheffield asked about the physical building.

Ms. Harvey said they have exhausted the spaces for parking at that building and there was some discussion about parking allowances in relation to retail space.

The issue of the parking and pick-up plans in relation to the location of the business continued to be discussed.

Ms. Barber clarified that there are other tour companies in Jerome, and they pick up their guests in front of their physical locations, so the council wanted to know why they were not planning to do the same.

Mr. Lucas said that they chose the loading area across the street from the Haunted Hamburger because people like to eat there and know where it is, but they would be open to parking and loading elsewhere.

Ms. Moore said that the purpose of the town code is to allow the town to regulate tour businesses, to promote public health and safety, and to mitigate detrimental effects of tour businesses with reasonable regulations. You are supposed to show where you are parking and picking up. You say your physical address is 240 hull street, but there is no physical off-street parking for that business.

Ms. Moore said if we are looking at any tour, we need places for people who are coming for that tour to park.

Ms. Harvey said that if they will be giving historic tours, they also need to clean up their routes because they had mislabeled some streets and included some streets that could not be on the route.

Ms. Moore read the section of the town code about what must be provided for approval, which she said has not been done.

Mr. Blodgett asked to make a recommendation: he said he would spend some time with the gentlemen tightening up their application and routes so that it could be brought back for the next council meeting.

Ms. Harvey made a motion to table the item until that could be done.

Ms. Moore said that as we get more and more tours, we want to make sure we are not creating more congestion.

**Motion to table consideration of Tour Company Business License Application for Paranormal Ghost Tours of Jerome to a future meeting**

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER		X	X			
DILLENBERG			X			
HARVEY	X		X			
MOORE			X			
SHEFFIELD			X			

**7:29 (25:16) B. Consideration of a Tour Company Business License Application for Elevated Wine Tours of Sedona**

Council will consider and may approve a business tour license application.

The representatives from Elevated Wine Tours of Sedona were invited to speak. Dax and Rachel Ward introduced themselves and said they have been residents of Sedona for 24 years. They indicated that they load their guests in Sedona and then bring them to Jerome without great frequency. Mr. Ward said it is usually small groups about once a week in either an Escalade or small sprinter van. The Wards asked if there were any questions.

Dr. Dillenberg asked, so it is basically wine tastings?

Ms. Ward replied that the tour driver will also take guests to the Audrey Headframe or, if they want to go Douglas Museum he will take them there, as well as do a tasting.

Dr. Dillenberg asked for clarification that the citizens park in Sedona, then they are brought to Jerome, which was confirmed. He asked if there were other stops.

Ms. Ward answered that there are usually stops at two other vineyards in the Page Springs area or the brewery in Clarkdale.

Ms. Harvey said she had seen their van in Jerome, and they are very respectful. She knows that the Chief of Police has spoken to them and that is why they were here; so, she appreciates their taking the proper steps. She motioned to approve the business license application.

**Motion to approve a Tour Company Business License application for Elevated Wine Tours of Sedona**

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG			X			
HARVEY	X		X			
MOORE		X	X			
SHEFFIELD			X			

**8:00 (56:09) C. Consider Approval of a Bid for the Jerome Council Chambers Flooring Renovation Project**

Council will consider bids and may approve a vendor.

Ms. Barber asked the council, are we ready to spend this much money on this floor?

Ms. Harvey said that Servpro is a very professional company, and they are less.

There was a discussion on the estimated amounts.

Ms. Moore asked, do we know what exactly they are going to do?

Ms. Barber replied that they will pull some boards out and put new ones down and she does not like that idea.

Mr. Klein briefly explained that both companies said they could match the flooring exactly and the baseboards will be stained to match as well. All flooring will be staying in except for what has already been replaced.

Mr. Blodgett briefly explained that if we follow best practices for historic preservation, it might be more expensive. He said he felt, especially if we are going to expect others to maintain their properties, to be a good example and show civic pride.

Ms. Sheffield asked Mr. Blodgett if he had a preference between the companies to which Mr. Blodgett said he did not. She asked Mr. Klein if he had a preference.

Mr. Klein said that he does not have a preference. Their costs may end up being identical.

Ms. Harvey said that she would make a motion to approve Servpro.

Ms. Barber asked for more clarification on the baseboards and Ms. Harvey explained that they will be refurbishing the existing baseboards. She asked if they would also be removing the carpet on the dais and Mr. Klein answered, no.

**Motion to approve a bid for the Jerome Council Chambers Flooring Renovation Project from Servpro**

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG			X			
HARVEY	X		X			
MOORE		X	X			
SHEFFIELD			X			

**7:35 (31:10) D. Consideration of a Special Event Permit Application for Sk8 for Life (Roller Disco)**

Council will consider and may approve a special event permit.

Ms. Harvey said she would like to motion to approve. Sk8 for Life is about mental health and suicide awareness, and she really supports what they do. She said she appreciates that they rent the hall and it is always very clean and even with the music in the lower park, it is very quiet and respectful. She made a motion to approve.

Ms. Barber said she thought they had asked the town to donate and said that we cannot donate use of the hall because that is the Historical Society's building. She asked what they were paying to use the hall because perhaps the cost could be lowered.

Ms. Muenz clarified that what they were requesting was waiving the full fee for a Special Event Permit application due to the status of the group.

Ms. Harvey asked, can we waive that fee?

Mr. Klein replied that we can give them the nonprofit fee of \$25.

Applicant Dani Vorves said that they will provide the nonprofit paperwork for that; it is in the works.

Dr. Dillenberg agreed that the \$25 fee would be good; he asked that the motion be amended to include the lower fee, which was done.

**Motion to approve a Special Event Permit Application for Sk8 for Life (Roller Disco) with the amendment to allow the \$25 fee**

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER		X	X			
DILLENBERG			X			
HARVEY	X		X			
MOORE			X			
SHEFFIELD			X			

**8:04 (1:00:19) E. Discussion Regarding Traffic Issues on Gulch Road**

Council will discuss and may provide staff direction in relation to recent traffic issues on Gulch Road

Ms. Barber introduced the item and said that she lives on Gulch Road. She came home for lunch and pulled in to park and could see a cloud of dirt from an SUV. She asked the guys to slow down, and they punched it. So, when someone lives on a road and you drive like that, she has a huge problem with it. This is a corner where my neighbor lives and when you are doing 20 miles an hour and something runs out in front of you, there is no way to stop. The road is 5 miles per hour, it is local traffic only and residential, and it is a nasty dirt road. It is a cut-through spot and people want to go fast, people doing 20 or 30 mph. Her neighbor has dogs and kids, and she has problem with her corner because she claims people are doing at least 40 mph. Ms. Barber said she thinks we need a camera that tickets people that are cutting through. This is a major problem, and someone is going to get hurt.

Mr. Klein said that the timing was perfect because NACOG is looking for local traffic issues. This is in their purview and can hopefully get funding for signs and a camera. It will take some time and, in the meantime, he will talk to the Police Chief about spot enforcement. He cautioned that it would depend on manpower.

Ms. Barber said it was much worse on the weekends.

Ms. Moore asked if there had been an email about this issue.

Mr. Klein said that we have had members of the public interested in the issue.

Ms. Barber said that every one of her neighbors has discussed it.

There was continued discussion about the speeding problem and also the use of ATVs on the Gulch Road.

Ms. Harvey commented that Sedona was trying to address ATVs as well.

Ms. Moore said she had a discussion with the Police Chief because she was told by someone in Phoenix that you can only legally put 15 miles an hour, but you could post "reckless driving for road conditions." She said there are blind driveways, no sidewalks, and nowhere for someone to get out of the way.

Ms. Barber said the road is not wide enough to be 2-way, but the locals know where to pull over. The maximum speed through town is 20 mph. It is a dirt road, so a cop from Phoenix needs to do his due diligence and see where he is. Ms. Barber said there needs to be dead-end signs on Gulch and Allen Springs.

Ms. Harvey asked if we could add fines for tearing up the road and Mr. Klein said, no.

Ms. Moore said it would be helpful to have signs to prevent ATVs from trying to turn around.

Ms. Barber said it is a huge problem and we don't rent those things up here. She said she thinks if you rent an ATV in Sedona and elsewhere, they should stay in those areas and not tear up our roads.

Ms. Harvey added that they are very loud.

Ms. Barber said we are a national historic landmark, and they should leave no trace and take care of our town, not rip it up. She said we have given information as to signs and we will see what NACOG can do for us. Also, talk to our local Police force to see if they can provide more presence at the weekend.

**8:13 (1:09:40) F. Budget Discussion Continuation from the Previous Budget Work Session if Necessary**

Council may continue budget discussions from the 6:00 p.m. Budget Workshop and may provide staff direction.

Ms. Barber said that at the Special Budget Meeting, Council had decided that no further discussion was necessary.

**8:13 (1:09:57) 9. TO AND FROM THE COUNCIL**

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

Ms. Barber said that she would like to mention Vincent Randal who has played many parts of the Yavapai Apache Nation, and was also her teacher. She said that Jerome should give him a lifetime achievement award, invite him to come here, and thank him for everything he has done for the Yavapai Apache Nation, everything he has done for the mayor and former vice mayor of Jerome as our teacher. She said he fights for things like the Verde River, which she is passionate about. Ms. Barber said you can go to the Clarkdale Historic Society webpage and listen to every talk Mr. Randal has given. She said again, let's work on a lifetime achievement award and invite him up.

Ms. Moore said that some of these applications we had, like the one on 240 Hull Avenue, she spent 15 minutes trying to figure out where that was. She asked if it was possible to include the business name when these are on P&Z or our meetings so we are not trying to figure out where they are because that would be helpful.

**10. ADJOURNMENT**

**Motion to adjourn at 8:16 p.m.**

COUNCILMEMBER	MOTION	SECOND	AYE	NAY	ABSENT	ABSTAIN
BARBER			X			
DILLENBERG		X	X			
HARVEY	X		X			
MOORE			X			
SHEFFIELD			X			

APPROVE:

ATTEST:



Alex Barber, Mayor



Brett Klein, Town Manager/Clerk

Date: 6/13/2023