

This regular meeting of the Jerome Urban Renewal Agency was called to order at 3:00 p.m.

Present were Chairman Gary Warr, Commissioner Kathy Cone and Commissioner Shonna Fraser. Commissioner Bryan Craig joined the meeting at 3:05 p.m. and Commissioner Jason Peterson was excused.

Also present were City Clerk Bernadette Gomes, City Administrator Mike Williams, Legal counsel Ryan Armbruster, Assistant Finance Director Stephanie Wells, City Engineers Rick Wuori and Tyson Carpenter.

PLEDGE OF ALLEGIANCE:

Chairman Warr led the audience in recitation of the pledge of allegiance.

CONSENT CALENDAR:

Items in the consent calendar are as follows:

- A. Approve minutes of the December 6, 2018 regular meeting
- B. Review and approve claims for January and February 2019
City of Jerome, \$1625.02, Elam & Burke Inc., \$5,438.66, Kushlan & Associates, \$675.00, Times News, \$998.98
- C. Review and approve financial reports for January and February 2019

Commissioner Cone made a motion to approve the consent calendar as presented. Second to the motion was made by Commissioner Fraser. After consideration, the motion passed unanimously by the following vote: **AYES:** Chairman Warr, Commissioner Cone, and Commissioner Fraser. **NAYES:** None.

RESOLUTION NO. 01-19:

Resolution No. 01-19 in full is as follows:

RESOLUTION NO. 01-19

BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF JEROME, IDAHO:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE JEROME URBAN RENEWAL AGENCY OF THE CITY OF JEROME, IDAHO, APPROVING GUIDELINES THAT IDENTIFY THE GENERAL SUBJECT MATTER OF ALL PUBLIC RECORDS MAINTAINED BY THE AGENCY; IDENTIFYING THE PHYSICAL LOCATION OF ANY SUCH PUBLIC RECORDS; DESIGNATING A CUSTODIAN TO RECEIVE PUBLIC RECORDS REQUESTS AND AN ALTERNATE CUSTODIAN; AUTHORIZING THE CHAIR, VICE-CHAIR AND/OR ADMINISTRATOR TO TAKE APPROPRIATE ACTION; AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION, made on the date hereinafter set forth by the Jerome Urban Renewal Agency of Jerome, Idaho, an independent public body, corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, Chapter 20, Title 50, Idaho Code, as amended (hereinafter the “Law”) and the Local Economic Development Act, Chapter 29, Title 50, Idaho Code, as amended (hereinafter the “Act”), a duly created and functioning urban renewal agency for Jerome, Idaho, hereinafter referred to as the “Agency.”

WHEREAS, the City Council of Jerome, Idaho (the “City”), on December 6, 2005, after notice duly published, conducted a public hearing on the Southeast Industrial Urban Renewal Plan;

WHEREAS, following said public hearing, the City adopted its Ordinance No. 986 on December 6, 2005, approving the Southeast Industrial Plan;

WHEREAS, the City, on November 4, 2014, after notice duly published, conducted a public hearing on the First Amendment to the Southeast Industrial Urban Renewal Plan;

WHEREAS, following said public hearing, the City adopted its Ordinance No. 1133 on November 4, 2014, approving the First Amendment to the Southeast Industrial Plan;

WHEREAS, the City, on November 4, 2014, after notice duly published, conducted a public hearing on the Urban Renewal Plan for the Area 4 Urban Renewal Project;

WHEREAS, following said public hearing, the City adopted its Ordinance No. 1134 on November 4, 2014, approving the Urban Renewal Plan for the Area 4 Urban Renewal Project;

WHEREAS, the City, on November 4, 2014, after notice duly published, conducted a public hearing on the Urban Renewal Plan for the Area 3 Urban Renewal Project;

WHEREAS, following said public hearing, the City adopted its Ordinance No. 1135 on November 4, 2014, approving the Urban Renewal Plan for the Area 3 Urban Renewal Project;

WHEREAS, the City, on November 20, 2018, after notice duly published, conducted a public hearing on the Urban Renewal Plan for the Area 5 Urban Renewal Project;

WHEREAS, following said public hearing, the City adopted its Ordinance No. 1172 on December 4, 2018, approving the Urban Renewal Plan for the Area 5 Urban Renewal Project;

WHEREAS, Idaho Code § 74-119 requires the Agency to adopt guidelines that identify the general subject matter of all public records maintained by the Agency, including the physical location of such records;

WHEREAS, Idaho Code § 74-119 further requires the Agency to designate a custodian to receive public records requests and an alternate custodian to help members of the public who want to request public records;

WHEREAS, the Agency has not formally adopted any guidelines, but complies with the requirements set forth in Chapter 1, Title 74, Idaho Code (the “Public Records Act”), concerning custody, retention and disclosure of public records;

WHEREAS, Agency staff has prepared formal guidelines (the “Guidelines”) as required by Idaho Code § 74-119, and as set forth in full below;

WHEREAS, the Agency Board finds it in the best interests of the Agency and the public to approve and adopt the Guidelines.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE BOARD OF COMMISSIONERS OF THE JEROME URBAN RENEWAL AGENCY OF JEROME, IDAHO, AS FOLLOWS:

Section 1. That the above statements are true and correct.

Section 2. That the Guidelines set forth below are hereby approved and adopted by the Agency.

GUIDELINES UNDER THE PUBLIC RECORDS ACT

1. The subject matter of the public records kept or maintained by the Agency is related to the implementation of urban renewal plans, projects undertaken under any urban renewal plans, documents concerning strategic planning for new project areas, and general records including but not limited to, agendas, minutes, agreements, financing documents, e-mail communications and other correspondence, audit, financial records and annual reports.

2. The physical location of the public records kept or maintained by the Agency is the City of Jerome, 152 East Avenue A, Jerome, ID 83338.

3. That Bernadette Gomes, City Clerk, City of Jerome, is designated as the primary records custodian to receive public records requests for the Agency;

4. That Mike Williams, Administrator, City of Jerome, is designated as the alternate records custodian to receive public records requests for the Agency;

Section 3. That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED AND ADOPTED by the Jerome Urban Renewal Agency of the city of Jerome, Idaho, on February 7, 2019. Signed by the Chair of the Board of Commissioners and attested by the Secretary to the Board of Commissioners on this 7th day of February 2019.

APPROVED:

By:
/s/ Gary Warr
Chairman

ATTEST:
/s/ Jason Peterson
Secretary

Mr. Armbruster stated this resolution is a housekeeping measure based upon the decision of the legislature to amend the provision in the public records chapter of Idaho Code. It now requires an agency or public entity to have a policy regarding where public records are located and identifying whom the records custodian and alternate custodian will be. The resolution states that the agency does not have a separate policy for records but it follows the requirements of Idaho Code. Ms. Gomes will be designated as the primary records custodian and Mr. Williams will be designated as the alternate custodian. Additionally, records will be housed at city hall. Mr. Armbruster concluded by reading the resolution by title.

Commissioner Cone made a motion to pass Resolution No. 01-19 Second to the motion was made by Commissioner Fraser. After consideration, the motion passed unanimously by the

following vote: **AYES:** Chairman Warr, Commissioner Cone, Commissioner Fraser and Commissioner Craig. **NAYES:** None.

AREA 5 PLAN UPDATE:

Mr. Williams briefly reported on Area 5 activities after approval in December 2018. Magic Valley Quality Milk Producers (MVQMP) is on schedule with producing condensed and skim milk products next week. The city has approved the industrial waste agreement with them, and staff is hopeful for an opportunity to have the urban renewal board tour the facility once construction is complete.

Mr. Williams also stated there is opportunity to participate in future infrastructure projects; future expansion requires expansion of the city's collection system. One project connected to this expansion is the 100 S. Bypass Project where pipeline was installed below S. Lincoln but not connected to any lines. The projected budget is higher than anticipated with city funds as there is no revenue in Area 5. Future allocations in the budget will be made for collection projects and monies may be reimbursed to the city or moved to the next collection project. The Gravity Trunk line Project would eliminate lift stations at 100 S and Jerome Cheese and replace with 36" trunk line gravity system moving from the current lift stations to H Street. These projects are critical for any additional flows from other industries in the immediate area, and were anticipated in the Area 5 plan. Additionally, the Rose and Buchanan Street project is 95% complete; a storm drain will be installed when weather permits. Finally, a new 6,000 square foot restaurant is planned for the property south of Pizza Hut and will include a large banquet room.

LEGISLATIVE REPORT:

Mr. Armbruster stated there are no specific urban renewal bills at this time. The first four weeks of the legislation have been slow, most likely due to the 30% changeover from last year plus leadership changes. He stated there are three major issues getting media coverage including the public school funding formula, Medicaid expansion and the budget. Withholdings on personal income tax were lower than what was anticipated due to federal tax bill changes, and the legislature will have to make decisions once taxes come due. Annexation bills are out again along with others that could impact cities but not urban renewal.

Mr. Armbruster briefly spoke of the 63-602NN exemption and its impact on urban renewal with a new bill being introduced in the legislation. He explained that the exemption with county commissioners is granted to investments in industrial or commercial projects. The tax commission agreed, per its regulations, that if a property was in a revenue allocation area when the exemption was granted, then when the exemption falls off those dollars would be tax increment and not go to the base value. There were issues regarding the interpretation of this rule in the House Revenue and Taxation Committee, and the committee rejected the tax commission rule. The Senate, however, approved the rule and under current law the rules are valid if only one house rejects it. A new bill being introduced would require both houses to concur one way or the other, or the rules would not be effective. While it may not be retroactive if passed, Mr. Armbruster stated it is one bill to watch for.

FINANCIAL REPORT:

Ms. Wells reported little activity since the last meeting. She explained the accounts payables with city wages paid along with the Area 5 notice of hearing. She reported no changes on the S. Tiger Drive project report but included it in the packet.

STAFF REPORTS:

Mr. Williams reported that the first tax payment for fiscal year 2019 has been paid. Staff anticipates an increase of approximately \$65,000 in Area 2 revenues compared to last year. Additionally, total anticipated revenues in Area 3 are approximately \$102,000 and \$12,000 for Area 4. Area 4 has no structures but the increases were most likely due to new water and sewer lines. These figures do not include the Commercial Creamery expansion nor the improvements made to the old Paul's Market building on S. Lincoln. Mr. Williams stated staff is hopeful that the agency will be debt-free in Area 2 by the year 2021 and that revenues continue to grow in Area 3.

Regarding Area 3, Mr. Williams stated staff will be meeting with financial institutions to inquire about lines of credit for the purpose of procuring property within Area 3 boundaries. He spoke with consultant Phil Kushlan regarding community improvements and the importance of having land and ideas were shared regarding downtown improvements. Future meetings regarding property procurement will most likely be held in executive sessions. Mr. Williams reported the Commercial Creamery project is going well; it should be completed by late spring/early summer. All infrastructure is complete with the exception of sidewalk curb and gutter along S. Birch, and staff is waiting on record drawings and easements. The improvements to the old Paul's Market are going well with façade updates; Pizza Hut will eventually occupy the north end of the building.

The North Park improvement project is underway. Concrete structures along with five trees were removed, and staff is hopeful that a decision will be made soon regarding a vendor for the splash pad and a June 29th completion date. Good weather will assist with getting the project done in a timely manner.

Commissioner Craig inquired about a recent planning and zoning project request and its inclusion in Area 3. Mr. Williams stated the nature of the project, a wrecking yard, can be allowed with a special use permit and certain conditions including fencing and right-of-way boundaries. Upon inquiry by Chairman Warr regarding the potential project with Bi-Mart and the Oppenheimer Development Group, Mr. Williams stated the contractor is still working on cost estimates relating to construction but staff has not received any updates. Commissioner Craig asked about funds for the downtown project group, and Mr. Williams stated staff is trying to work with the Idaho Transportation Department (ITD) through grant funding to make the project a possibility.

Mr. Williams stated staff had a meeting with Idaho Materials & Construction regarding the last phase of the S. Tiger Drive project in Area 2. They are hoping to get started in early March. It was determined that construction can commence prior to the removal of the power pole. He also stated the Idaho Milk Products (IMP) project is progressing nicely with the warehouse and excavation for the office expansion. Mr. Williams stated there may be one more small water line project on Yakima for the FY2020 budget. He concluded by stating debt payments are being expedited and the balance owed to Scott Jackson is \$600,000 and will be paid in FY2020.

Mr. Williams introduced new City Engineer Tyson Carpenter; he will replace Rick Wuori who will be retiring in April.

Mr. Armbruster stated the annual audit and annual report will be presented to the board at the next meeting on March 7th.

ADJOURN:

There being no further business to discuss, Chairman Warr adjourned this February 7, 2019 regular meeting at 3:34 p.m.

Chairman Gary Warr

Secretary Jason Peterson