

This regular meeting of the Jerome City Council was called to order by Mayor Davis at 5:30 p.m.

Present: Mayor David M. Davis, Councilman Robert Culver, Councilman Chris Barber, Councilman Brent “Oop” Johnson and Councilman Jason Peterson.

Also present were staff members: City Clerk Bernadette Gomes, City Attorney J.B. Lothspeich, City Administrator Mike Williams, Information Services Director Carlos Hernandez, Finance Director Ross Hyatt, Building Official Dave Richey, Wastewater Superintendent Gilbert Sanchez, Human Resources Director Ida Clark, Library Director Linda Mecham, Fire Chief Jeremy Presnell, Deputy Fire Chief Mike Harrison, and Police Chief Dan Hall.

**PLEDGE OF ALLEGIANCE:**

Mayor Davis led the audience in recitation of the pledge of allegiance.

**INVOCATION:**

Invocation was given by Reverend Harriman Randle with Overcomers Church.

**CONSENT CALENDAR:**

Those items contained in the consent calendar are as follows:

1. Approve the minutes of the February 6, 2018 regular and executive meetings
2. Approve Monthly Department Reports
3. Approve payment to Idaho State Insurance fund in the amount of \$112,912.00 for annual workers compensation premium
4. Approve to purchase Chip Seal Oil for the 2018 paving season in the amount of \$70,990.00
5. Approve claims

Aflac \$307.12, Air St. Luke's \$45.00, American Construction \$121.00, American Water Works Assn \$45.00, Argo Company \$405.63, Assoc of Jerome City Firefighters \$211.00, Associated Business Forms, LLC \$542.16, Association of Idaho Cities \$760.00, Axman, Clinton R \$11.06, B & R Bearing \$24.50, Bennett's Truck Repair \$3,104.80, BHS-Weschem Inc \$6,831.30, Blom, Hilarie \$67.34, Blue Cross \$6,865.98, Bonneville Blue Print Supply \$220.00, Bonneville Industrial Supply Co \$246.27, Bound Tree Medical \$597.54, Burks Tractor Co., Inc. \$10,000.00, B-Z Plumbing \$85.00, Candlewood Suites \$75.00, Capital One Commercial \$981.23, Caselle, Inc. \$580.00, CDW Government, Inc. \$1,313.00, Center Point Large Print \$91.08, Century Link \$3,303.38, Cernyar, Nathan \$28.61, Chase Paymenttech \$2,052.11, Chavez, Esmeralda \$9.28, Cintas Corporation \$150.00, City of Jerome \$243,023.72, Civicplus \$7,249.00, Colonial Life & Accident Insur \$2,369.20, Con Paulos Inc. \$120.91, Consolidated Electrical Distri \$2.88, Culligan Soft Water Service \$186.70, Culver, Robert \$131.89, D & B Supply \$754.12, Data Support Co Inc \$593.80, Davis, David M \$125.28, DePatco \$2,529.92, Dig Line Inc \$106.32, Don's Irrigation LLC \$8.03, Element Heating And Cooling Inc \$187.00, Farmore of Idaho \$360.85, Fastenal Company \$30.14, Floyd Lilly Co \$55.25, Fred Kenyon Repair Inc. \$3,454.88, Freedom Electric Inc. \$2,486.01, Freedom Mailing Services, Inc \$1,938.98, Gem State Welder's Supply \$111.29, Gjording Fouser PLLC \$3,500.00, Go-Fer It Express \$272.00, Grainger \$1,347.04, Granite Excavation \$2,079.24, Great America Leasing Corp. \$146.00, Grove Hotel, The \$1,400.31, H.D.Fowler \$2,328.14, Hall, Daniel \$5.00, Hanson Janitorial Supply, Inc. \$175.62, Hardy, Nelson \$26.49, Harvey's Office Plus \$98.85, Henken Law, LLC \$8,276.24,

High Noon, Co. \$185.00, Home Depot Credit Services \$91.07, Hub City Building Inc \$99.64, Hyatt, Ross \$28.71, ID Child Support Receipting \$2,912.35, ID Crime Prevention Assoc \$50.00, ID Dept of Commerce & Labor \$632.52, Id State Insurance Fund \$112,912.00, Id State Tax Commission \$14,155.30, Idaho Hydrojetting \$1,050.00, Idaho Power Co. \$66,698.06, Idaho State Fire Marshall \$50.00, Ingram Book Company \$1,258.23, Integrated Technologies, Inc. \$238.52, Intermountain Gas Company \$3,613.33, Intermountain Heating & AC, Inc. \$380.00, Intermountain Traffic, LLC \$135.00, International Code Council, Inc. \$135.00, Interstate Battery System ID \$103.95, Intl Institute of Muni Clerks \$550.00, Jerome 20/20 \$20,000.00, Jerome City Water Department \$774.33, Jerome County \$9,059.39, Jerome FF Local Union 4589 \$600.00, Jerome Recreation District \$766.25, J-U-B Engineers Inc. \$1,055.29, Kaman Industrial Technologies \$9.82, Keller Associates Inc \$58,899.40, Kinetico of Magic Valley \$95.00, Kubota Membrane Usa Corp \$500,000.00, Kubwater Resources, Inc \$3,186.99, L.N. Curtis & Sons \$962.47, Les Schwab Tire Centers Inc \$631.69, Lifemap Assurance Company \$4,578.50, Lorman Education Services \$300.00, Magic Valley Labs \$13,391.60, Magic Valley Welding LLC \$2,500.00, McHugh Bromley, PLLC \$2,773.94, Mecham, Linda \$1,018.62, Metroquip, Inc. \$866.65, Middlekauff \$41.30, Minert & Associates, Inc. \$45.00, Morley, Larene \$19.00, Mower Office Systems \$119.97, Mowery, Keith \$48.63, Munimetrix Systems Corp. \$89.98, Napa Auto Parts \$486.75, NCPERS Group Life Ins C356 \$224.00, New Tech Security, Inc. \$302.30, Nicholson, Robert C \$38.51, O'Reilly Auto Parts \$3.29, Overdrive \$4,300.00, Overhead Door Company Of TF Inc \$125.00, Pacific Steel & Recycling \$66.40, Penworthy \$357.05, Platt Electric Supply, Inc \$59.93, Precision Heating \$7,400.00, Pro-Flame, Inc \$77.55, Project Mutual Telephone \$18.27, PSI Environmental Services Inc \$19,339.32, Radiant Systems of Idaho \$748.70, Reliant Behavioral Health, LLC \$273.36, Ross Hyatt, Treasurer \$89.78, RSCI \$637,904.92, Safety Now Solutions \$700.00, Sawtooth Veterinary Services \$100.00, SelectHealth \$79,972.30, Sig Sauer Inc. \$1,166.95, Signed Sealed & Delivered \$72.76, Siteone Landscape Supply, LLC \$452.99, Skaggs Companies, Inc. \$271.98, SKM, Inc. \$190.00, SLHS Service Area \$45.00, So Id Economic Developmt Org \$9,900.00, Something More \$69.55, Southern Idaho Fire Academy \$250.00, Southern Idaho Solid Waste \$4,897.60, Southern Idaho Tarp Sales \$200.00, Stotz Equipment \$353.12, Symbolarts LLC \$205.00, Teledyne Instruments, Inc \$515.00, Thatcher Company \$5,301.23, Times News \$422.60, Tore Up \$50.00, Traffic Safety Supply Co Inc \$1,456.57, Treasure Valley Coffee, Inc. \$14.85, Tri-State Tire Jerome \$1,597.32, U S Bank of Idaho \$45,877.39, Underwood Recycling \$44.72, Unified Office Services \$125.30, Urgent Care of Jerome/Twin Falls \$60.00, US Bank Credit Card \$8,188.07, USA Bluebook \$1,417.58, Valley Wide Cooperative \$9,998.64, VAR Resources, Inc \$16,727.43, Verizon Wireless \$3,118.91, Wal-Mart Community \$369.23, Western Waste Services \$256.79, Williams-Meservy & Lothspeich, LLP \$12,422.17, Wonderware Pacwest \$4,865.00, Xpress Bill Pay \$543.90, Zions First National Bank \$497,916.38

Councilman Culver made a motion to approve the consent calendar as presented. Second to the motion was made by Councilman Barber. After consideration the motion passed unanimously by the following vote: **AYES:** Councilman Johnson, Councilman Peterson, Councilman Barber, and Councilman Culver. **NAYS:** None.

### **RESOLUTION 03-18**

The clerk read resolution No. 03-18 as follows:

### **RESOLUTION 03-18**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF JEROME, IDAHO AUTHORIZING THE TRANSFER OF PERMANENT RECORDS TO THE IDAHO STATE HISTORICAL SOCIETY AND DESTRUCTION OF SEMI-PERMANENT AND TEMPORARY RECORDS.**

**WHEREAS**, the City of Jerome adopted a records retention policy on November 6, 2008 pursuant to the provisions in Idaho Code 50-907, and

**WHEREAS**, records that are not considered permanent shall be retained for the period specified in the retention schedule and until destruction is approved by resolution of the City Council pursuant to the provisions of Idaho Code 50-907, and

**WHEREAS**, records identified as permanent shall not be destroyed, but shall be retained by the city in perpetuity or transferred to the Idaho State Historical Society's Permanent Records Repository for permanent retention upon resolution of the City Council, and

**WHEREAS**, the Idaho State Historical Society has been notified thirty (30) days prior to the disposal of any such original semi-permanent and temporary records the city intends to destroy, and

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Mayor and Council of the City of Jerome, Idaho as follows:

**Section 1:** The City's Attorney has reviewed and recommended approval for destruction of the foregoing semi-permanent and temporary records attached as Exhibit "A" which shall be disposed of under the direction and supervision of the city clerk.

PASSED this 20<sup>th</sup> day of February, 2018

APPROVED BY THE MAYOR this 20<sup>th</sup> day of February, 2018.

By:  
/s/ David M. Davis  
David M. Davis, Mayor

ATTEST:  
/s/ Bernadette Gomes  
Bernadette Gomes, City Clerk

## **EXHIBIT "A"**

### **ATTACHMENT TO RESOLUTION NO. 03-18**

#### **ADMINISTRATION/PERMITS & LICENSES**

Semi-Permanent Records:

August 1, 2010 – October 31, 2012

- Mobile Food Vendor applications and licenses with expiration dates beyond the five-year limit

February 1, 2010 – January 14, 2011

- Transient Merchant applications and licenses with expiration dates beyond the five-year limit

#### **FINANCE AND UTILITY ACCOUNTS**

Semi-Permanent Records and temporary:

October 1, 2005 – September 30, 2012

- Accounts payable - Records documenting billing and collection of monies; purchase orders, invoices, check stubs recording payment.
- Accounts Receivable: Payment stubs received during payment transactions, amounts paid and forms of payment
- Accounts Receivable: Billing records – readings adjustments, meter reading documents, summaries and lists
- Accounts Receivable billing registers
- On and Off applications for utility service
- Payment arrangements signed by customers

#### **POLICE**

Semi-Permanent 5 years:

January 1, 2011 – September 30, 2011

- Daily police logs

March 1, 2008 – September 30, 2009

- Daily police logs

January 5, 1997 – February 21, 1997

- Officer Alan Jackson FTO file (he left employment with City of Jerome in April 1998

January 1, 1983 – December 31, 1983

- All case reports for the year 1983, range of files 1183 – 501283 (excluding case numbers 39383, 18883, 85883, 251183 and 461283)

January 1, 1982 – December 31, 1982

- All case reports for the year 1982, range of files 1182 – 631282 (excluding case numbers 3282, 43582, 45582 and 14782)

March 1, 1968 – December 31, 1968

- All case reports for the year 1968, range of files C6803001 – C6812014 (excluding case numbers C680519 and C681002)

## **WASTEWATER & STORMWATER**

Semi-permanent (five years)

January 1, 2012 – December 31, 2012

- Magic Valley Lab reports for industries and lab chains of custody
- Industrial pretreatment records
- Plant lab data and operations data
- Lab log book/ operations log book

January 1, 2011 – December 31, 2011

- Lab data and log books
- Industry pH reports
- Jerome Cheese and Rite Stuff lab results
- All Jerome WWTP facility MV lab results

January 1, 2010 – December 31, 2010

- Industrial and effluent lab results and chains of custody

January 1, 2009 – December 31, 2009

- Industry lab results and chains of custody

January 1, 2008 – December 31, 2009

- Facility lift station and log books

January 1, 2008 – December 31, 2008

- Industry lab results and chains of custody

January 1, 2007 – December 31, 2007

- Industry lab results
- EFF and INF MV lab results

January 1, 2006 – December 31, 2012

- Employee time cards and time off requests

January 1, 2006 – December 31, 2008

- Purchase orders and invoices

January 1, 2006 – December 31, 2006

- Industrial lab data/pH data

- Facility INF and EFF lab data  
January 1, 2005 – December 31, 2009
- Financial data  
January 1, 2005 – December 31, 2008
- Analytical laboratories annual biomonitoring report  
January 1, 2005 – December 31, 2007
- Facility and industry log books

### **Certification by City Attorney**

I, John B. Lothspeich, City Attorney for the City of Jerome hereby certify that I have reviewed Resolution No. 03-18 requesting that certain public records be approved for destruction pursuant to Idaho Code Section 50-907(7)(b)(c). I further declare it is my opinion that the aforementioned records named in Exhibit A as attached to Resolution No. 03-18 fall within the classification of semi-permanent or temporary records as defined in Idaho Code 50-907(2)(a-g) and (3) (a-d), respectively, and may be approved for destruction under the direction and supervision of the city clerk.

Dated this 20<sup>th</sup> day of February, 2018

/s/: John B. Lothspeich  
John B. Lothspeich, City Attorney

### **EXHIBIT “B”**

### **Attachment to Resolution No. 03-18**

**None**

Councilman Culver made a motion to pass Resolution 03-18 authorizing the destruction of semi-permanent and temporary records. Second to the motion was made by Councilman Barber. After consideration the motion passed unanimously by the following vote: **AYES:** Councilman Johnson, Councilman Peterson, Councilman Barber, and Councilman Culver. **NAYS:** None.

**RESOLUTUION 04-18:**

The clerk read resolution No. 04-18 as follows:

**RESOLUTION NO. 04-18**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF JEROME, IDAHO, APPOINTING MEMBERS TO THE COMMUNITY SPIRIT COMMITTEE; PROVIDING FOR TERMS OF APPOINTMENT AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Title 50, Chapter 3, of the Idaho Code describes the powers and duties of the Mayor, and;

**WHEREAS**, Title 50, Chapter 5, of the Idaho Code describes the powers, duties and responsibilities of the members of a City Council, and;

**WHEREAS**, Title 50, Chapter 2, of the Idaho Code describes the general duties and powers provided to political subdivisions – including municipal corporations – operating in the State of Idaho, and;

**WHEREAS**, Title 50, Chapter 2, Sections 4, 5 and 6 describe the appointment process and the procedures each municipal corporation is required to follow when considering an individual for an opening on officially recognized boards and commissions, and;

**WHEREAS**, the City of Jerome is organized under the Mayor/Council form of government and the Mayor serves as the City’s Chief Executive Officer, and;

**WHEREAS**, the Mayor is required to make appointments to City-sponsored boards and commissions as terms end and/or vacancies are created, and;

**BE IT THEREFORE RESOLVED**, by the Mayor and Council of the City of Jerome as follows:

**SECTION 1. COMMUNITY SPIRIT COMMITTEE APPOINTMENTS:**

The following individual is appointed as a member of the Community Spirit Committee to complete the term of Kathleen Hite, whose term was set to run December 2016 to February 2019:

Carl McEntarffer

February 2018 – February 2019

The following individual is appointed as a member of the Community Spirit Committee to complete the term of Sergio Mendoza, whose term was set to run December 2016 to February 2019:

Loralee McKee  
2019

February 2018 – February

**SECTION 2. EFFECTIVE DATE:**

Resolution 04-18 shall be effective upon its passage as required by law.

PASSED BY THE COUNCIL this 20<sup>th</sup> day of February, 2018.

SIGNED BY THE MAYOR this 20<sup>th</sup> day of February, 2018.

By:  
/s/ David M. Davis  
David M. Davis, Mayor

ATTEST:  
/s/ Bernadette Gomes  
Bernadette Gomes, City Clerk

Councilman Culver made a motion to pass Resolution 04-18 a resolution by the Mayor and Council of the City of Jerome, Idaho, ratifying mayoral appointments of Carl McEntarffer and Loralee McKee to the Community Spirit Committee for a term commencing immediately and expiring in February, 2019. Second to the motion was made by Councilman Peterson. After consideration the motion passed unanimously by the following vote: **AYES:** Councilman Johnson, Councilman Peterson, Councilman Barber, and Councilman Culver. **NAYS:** None.

**POLICE VEHICLES PURCHASE:**

Chief Hall stated this is the annual request to replace police vehicles. This purchase almost mirrors last year's purchase with the exception of a \$1,000 increase. The actual cost for the two vehicles will be \$94,100; \$93,000 was budgeted and the additional amount will be covered through the department's vehicle maintenance budget.

Upon inquiry by Councilman Barber, Chief Hall stated one vehicle will be retired and sold at auction, and the other may be retained as back-up. Upon inquiry by Councilman Peterson, Chief Hall stated the vehicles being replaced have had both high maintenance and mileage, and the department is now on a regular rotation schedule. Additionally, maintenance, mileage and age of each vehicle are tracked for each vehicle. The selection of replacement vehicles is based on these three factors, and the 2009 and 2010 vehicles with over 100,000 miles will most likely be selected for replacement next year. Mayor Davis asked about the crown victorias in the fleet, and Chief Hall confirmed the vehicle being replaced is the last one. Councilman Barber commented on the fact that idle time also affect the lifespan of the vehicles.

Councilman Culver made a motion to approve the Chief of Police to purchase two (2) new Ford Utility Police Interceptor AWD patrol vehicles and to purchase and install associated equipment for the vehicles at a cost of \$94,100. Second to the motion was made by Councilman



Peterson. After consideration the motion passed unanimously by the following vote: **AYES:** Councilman Johnson, Councilman Peterson, Councilman Barber, and Councilman Culver. **NAYS:** None.

### **VARIABLE FREQUENCY DRIVES PURCHASE:**

Mr. Sanchez stated staff would like to purchase four (4) Variable Frequency Drives (VFD's) for the four new motors at the H Street Lift Station. They control the speed and operation of those motors. The original cost estimate was at approximately \$80,000 but staff was able to get them from Freedom Electric for \$49,695. Upon inquiry by Councilman Culver, these VFD's are slightly bigger than some others and not interchangeable with those the city already has. Mr. Sanchez explained the revolving technology with them and how they cannot be interchanged with previous models. Councilman Peterson was pleased with the fact that the purchase is being made by a local company.

Councilman Culver made a motion to approve purchase of four VFDs for the new H Street Lift Station pumps from Freedom Electric for a total cost of \$49,695.00. Second to the motion was made by Councilman Johnson. After consideration the motion passed unanimously by the following vote: **AYES:** Councilman Johnson, Councilman Peterson, Councilman Barber, and Councilman Culver. **NAYS:** None.

### **COUNCIL REPORTS:**

Councilman Barber had one issue regarding green space in new subdivisions; this is addressed in the staff reports.

Councilman Culver stated in the Housing Environmental Technology Committee, HR35 and HR37 are pushing a bill to eliminate backflow device testing every year. It is still in the committee. Mr. Williams stated if it's a federal requirement it may not pass.

### **STAFF REPORTS:**

In response to Councilman Barber's comment during council reports, Mr. Williams replied that, in the future when properties or subdivisions are developed, green space could be a requirement and can include pathways, park space, etc. Some local cities required green space with development, and he would like to see something similar in Jerome. He stated that Gerald Martens spoke with the Jerome Recreation District about expanding the bike path to the north for the Stoney Ridge Development; the cost to obtain the right-of-way would be nothing but the cost of the path would be covered by the city. Current city code in relation to subdivisions states that green space may be required although it has not been done with recent subdivision approvals. For example, the Lutheran Heights Subdivision will already have the bike path to the east. Additionally, the code addresses applications for a Planned Unit Development (PUD) but they generally consist of commercial and residential developments together in a large subdivision (10% of open green space required). Council can set policy for what they feel is appropriate.

Upon inquiry by Councilman Peterson, Mr. Williams gave examples of local subdivisions and that the responsibility to maintain them would depend on the circumstances (i.e. Tiger Tails Subdivision). Some have open spaces that are not publicly owned, and maintenance of the green space would be at council's discretion. Some Homeowner's Associations (HOA's) also have requirements for green space and would be responsible for putting them within their

subdivisions. Mr. Williams stated most neighborhoods are close enough to bigger parks or access to the bike path although there are still areas with insufficient park space. Retaining Candlelight Park is one step in the right direction. Some cities will “trade” green space for the value of a lot, and this amount would be used to expand on or upgrade existing green space. Mr. Williams further stated impact fees, open space fees can vary within other communities. This could be something to consider by means of language revisions to the city code.

Extensive discussion ensued regarding lot costs in neighboring cities versus Jerome, what could deter a developer from developing property, green space negotiations, increased values in lots with green space, lot sales and increased costs to allow for green space, green spaces with playgrounds in neighboring cities, city beautification, HOA responsibilities and liabilities, developer costs and opportunities to develop land. Mr. Williams stated he will speak with developers for their perspective on the issue; in conversations with Mr. Marten’s it was determined that green space would be favorable for the subdivision as well as the developer. Councilman Barber stated code language can be modified to include green space and costs negotiations, and both he and Councilman Peterson stated a bike path heading north on Tiger Drive will benefit the developer as well as the city. Mr. Williams will gather more information on this issue and present it to council at a future meeting.

Mr. Williams also briefly discussed pending legislation regarding the 3% foregone amounts. Council has the ability to hold a hearing and disclaim those monies so that future councils do not have the ability to utilize those funds. Legislation may allow councils to disclaim those monies any time throughout the year and not just during the budget process; this could have a negative impact on projects that were slated to receive those monies with a previous council (i.e. foregone monies taken last year to save for a police station could be at risk with the new legislation if passed).

Another bill of concern involves the personal property tax exemption. Several years ago the state legislature exempted the first \$100,000 of personal property taxes for businesses; a portion was then reimbursed by the state to the city. The proposal is to give county commissioners the authority to abate personal property taxes at 100%. At this time, the city is reliant upon 33% of the personal property tax, and this abatement could be detrimental to the city. For example, without making cuts to the budget, there would be a significant property tax shift from industries on to residential homeowners. Upon inquiry by Councilman Peterson, Mr. Williams stated every taxing district, including the county, is reliant upon this revenue. He will keep council informed of how things develop at the legislature.

Staff has had two Main Street Parking and Beautification Committee meetings and another is scheduled for later in the week. Ideas and concepts are being formed and hopefully some drawings will be available for review this spring.

Chief Hall reported a situation which occurred at the high school. There was a report that a female juvenile student had received threats via social media; the threats were directed to her specifically, and the police department is investigating. The origin of the message is unknown as this time and the department is speaking with two identified individuals who might have been involved. There were no direct threats made specifically to the school; patrol was increased, however, for safety reasons, and will remain so throughout the week. He stated there was not sufficient information to lock down the school but precautions are being taken (i.e. increased patrol).

Mr. Hyatt stated that Payroll Administrator Martie Maires announced her retirement effective February 28<sup>th</sup>; please congratulate her when you see her. Additionally, he, Ms.

Frostenson and Mr. Hernandez will be attending Caselle training next week in Provo, UT. New capabilities within the software have been developed to create a city financial dashboard, customized financial reports and capabilities for streamlining the budget process for departments.

**ADJOURNMENT:**

There being nothing further to discuss, this February 20, 2018 regular meeting of the Jerome City Council adjourned at 6:12 p.m.

By:

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Mayor David M. Davis

Attest:

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Bernadette Gomes, City Clerk