

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 Chris Barber, Councilman Robert Culver, Councilman Brent “Oop” Johnson and Councilman Jason Peterson.

Also present were staff members: City Clerk Bernadette Gomes, City Attorney Ted Larsen, City Administrator Mike Williams, Library Director Linda Mecham, Information Services Director Carlos Hernandez, Finance Director Ross Hyatt, Building Official Dave Richey, City Engineer Tyson Carpenter, Public Works Director Brian Ahrens, Wastewater Superintendent Gilbert Sanchez, Planning & Zoning Manager Ida Clark, Human Resources Manager Esmeralda Chavez, Deputy Fire Chief Mike Harrison, Police Chief Dan Hall and Sergeant Dennis Clark.

PLEDGE OF ALLEGIANCE:

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

INVOCATION:

An invocation was given by Reverend Dick Sullender, First Baptist Church.

CONSENT CALENDAR:

Those items contained in the consent calendar are as follows:

1. Approve the minutes of the March 19, 2019 regular and executive meetings

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

BOY SCOUTS IN ATTENDANCE:

Matthew Bingham with Troup #36 was in attendance for his citizenship merit badge.

PRESENTATION – FIRE DEPARTMENT ACKNOWLEDGEMENT:

Fire Deputy Chief Harrison reported on work within the community. The “C” shift crew was recognized for their efforts in recent emergency calls. In the process of maintaining good patient care and assisting with the landing of Air St. Luke’s along with managing two simultaneous calls and administering CPR, lives were saved. Chief Harrison felt their efforts deserved to be recognized and thanked them for their service.

PROCLAMATION – WEEK OF THE YOUNG CHILD:

The clerk read the following proclamation in full:

**PROCLAMATION
WEEK OF THE YOUNG CHILD™**

WHEREAS, the City of Jerome, in conjunction with the Idaho Association for the Education of Young Children (Idaho AEYC) and National Association for the Education of Young Children (NAEYC), are celebrating the Week of the Young Child™, April 8-12, 2019; and

WHEREAS, these organizations are working to promote and inspire high-quality early childhood experiences for our state’s youngest citizens, that can provide a foundation of learning and success for children in Jerome, Idaho; and

WHEREAS, teachers and others who work with or on behalf of young children birth through age eight, who make a difference in the lives of young children in Jerome deserve thanks and recognition; and

WHEREAS, public policies that support early learning for all young children are crucial to young children’s futures and to the prosperity of our society;

NOW, THEREFORE, I, David M. Davis, Mayor of the City of Jerome, do hereby proclaim April 8-12, 2019 as the Week of the Young Child™ in Jerome, ID and encourage all citizens to work to support and invest in early childhood in Jerome.

Dated this 2nd day of April, 2019

/s/ David M. Davis _____

David M. Davis, Mayor

The council signified unanimous support with all “ayes.”

2017-2018 FISCAL YEAR AUDITED FINANCIAL STATEMENTS:

Auditor Laurie Harberd from Rexroat, Harberd, and Associates, P.A. appeared to present the 2017-2018 audited financial statement.

The city was subject to single audit procedures which requires additional testing of the federal programs the city has; more than \$750,000 in federal grant monies were expended in the last fiscal year. The audit report itself is a modified, or clean, opinion. It is the best report that can be given by auditors and states that they audited the financial statements but the responsibility for the financial statements and underlying financial records lies with the management of the city. The audit was conducted in accordance with generally accepted auditing standards and it was determined the financial statements are fairly presented in all material respects.

The management analysis and discussion, on pages 3-12, was written by management, reviewed for reasonableness and compared to numbers in the financial statement. Government-wide financial statements were prepared on the full accrual basis of accounting and include all assets and liabilities in the statement on pages 13-14. Page 13 shows the statement of net position for governmental and proprietary activities. The overall net position increased from the previous year by approximately ten percent. Governmental fund financial statements begin on page 15 and are presented on a modified accrual basis of accounting with current assets and liabilities; capital assets and long term liabilities are not included in these financial statements.

Every fund shows a positive net position and increased by approximately four percent from the previous year. Proprietary funds begin on page 18 and include capital assets and long term debt. All funds with the exception of sanitation have a positive net position. Overall, the net position for proprietary funds increased by approximately nine percent from the previous year. Page 20 shows the statement of cash flows, and page 21 shows the statement of fiduciary net assets (the Cafeteria Plan held by the city for the benefit of the employees). Notes to the financial statements are found on pages 22-25.

Pages 46-53 are budgetary comparison schedules which compare budgeted to actual revenue and expenditures for the year by fund. All funds except for streets, library, sanitation and water did better than budgeted. Pages 54-55 are schedules required by governmental accounting standards related to PERSI, pages 57-58 are the combining schedules for the internal service funds, and page 59 lists details of the general fund by department for expenditures. Pages 60-62 list the 10-year trend information in comparison to prior years.

The single audit section begins on page 63 and is the schedule of expenditures of federal awards and federal grant programs, which had expenditures in fiscal year 2018. Page 64 shows the report on internal control over financial reporting, compliance and other matters. No significant deficiencies nor material weaknesses were identified in internal control. Page 65 speaks of Compliance and Other Matters where tests of compliance were performed with certain provisions of laws, regulations, grant agreements and contracts; no incidences of non-compliance were found. Page 66-77 show the single audit report on compliance for each major program and on internal control over compliance; it is directly related to the federal program the city has in place, the Capitalization Grant for Clean Water State Revolving Funds. Page 68 is the Schedule of Findings and Question Costs

In conclusion, Ms. Harberd stated there were no significant audit findings, nor were any difficulties encountered in performing the audit. She stated Mr. Hyatt was very helpful and cooperative.

Councilman Culver made a motion to approve the Fiscal Year 2018 audited financial statements as presented. Second to the motion was made by Councilman Barber. After consideration the motion passed unanimously by the following vote: **AYES:** Councilman Peterson, Councilman Johnson, Councilman Culver and Councilman Barber. **NAYS:** None.

TRAFFIC SAFETY GRANT – POLICE DEPARTMENT:

Chief Hall stated the Jerome Police Department has participated in federal traffic mobilizations for many years. These mobilizations have been geared towards traffic safety enforcement in the community. Program changes have provided an opportunity to apply for a highway safety mini-grant to help with traffic safety.

Sergeant Clark stated the mobilizations were allocated with federal funding to provide extra officers to deal with issues including impaired and distracted driving, aggressive driving, seat belt use and school zone safety. In recent years the state mobilizations have decreased considerably. However, the State of Idaho and the Idaho Transportation Department (ITD) have allowed jurisdictions the opportunity to apply for mini-grants. Sergeant Clark stated the mini-grants will provide over-time funding for officers not on regular duty to focus in the areas listed above. Staff has requested to be given authorization to apply for a mini-grant for the “100 deadliest days of summer” which occur from Memorial Day Weekend through Labor Day Weekend. He provided statistics demonstrating the dangers which occur during this time period along with safety information regarding seatbelt use.

Sergeant Clark stated the mini-grant requires a 25% soft grant match from the city of approximately \$6,250. It stated this can be obtained through ITD credit for miles driven during the over time shifts as well as hours worked by non-overtime officers working on traffic-related issues. He also stated that time could be made up if calls of service did not allow officers to do traffic enforcement. Upon inquiry by Mayor Davis, Sergeant Clark stated staff would be dedicated to patrolling for the purpose of monitoring traffic; officers working the grant over time shifts will not be authorized by ITD to count hours worked on calls for assistance within the city towards the grant hours required in the match. Upon inquiries by Councilman Johnson and Councilman Barber, Sergeant Clark stated each officer will record their time and mileage and staff will apply for the grant as soon as possible. Additionally, he does not foresee any issues with the soft match requirements, and Chief Hall stated hours will be monitored regularly.

Councilman Culver made a motion to approve the Chief of Police to seek a federal Traffic Safety Grant through the Idaho Department of Transportation Office of Highway in the amount of \$25,000 with a 25% match by the Jerome Police Department in the form of personnel and logistical support. Second to the motion was made by Councilman Peterson. After consideration the motion passed unanimously by the following vote: **AYES:** Councilman Peterson, Councilman Johnson, Councilman Culver and Councilman Barber. **NAYS:** None.

MEMBRANE UNITS AND HARDWARE – WWTP:

Mr. Sanchez provided the background on the membrane units. They were installed approximately ten years ago with a life expectancy of 7-8 years. Staff has replaced four other membranes in recent years. He stated \$550,000 was appropriated for this expense in Fiscal Year (FY) 2019. After speaking with the vendor, Mr. Sanchez stated the cost was negotiated down to \$505,400 with the understanding that the membrane units would each be purchased in FY2019 and FY2020, respectively. The vendor agreed to a non-appropriations clause which states that if funds are not available in FY2020 staff will not be obligated to make the second purchase. Mr. Williams explained that, per Idaho Statute, the city is not allowed to make obligations beyond the existing fiscal year without a non-appropriations clause. Staff agreed to the purchase to lock in the price and intends to purchase both membrane units if possible.

Mr. Sanchez stated the newer membranes will have a higher hydraulic capacity which will help with efforts to apportion flows to the industries. Upon inquiry by Councilman Culver, Mr. Sanchez stated staff has a regular cleaning schedule of the existing membrane units. He further stated that it will be several years before new membranes will need to be purchased after these. Brief discussion ensued regarding short-lived assets and a list of equipment for which these funds are utilized. Councilman Johnson commented on the extreme cost of the membrane units, and Mr. Sanchez stated the wastewater treatment plan currently has six basins. Mr. Williams commented that Kubota is the sole source provider for these membrane units so no other quotes were received for the large purchase.

Councilman Culver made a motion to approve the purchase from Kubota Membrane USA Corporation, membrane units and miscellaneous hardware to replace old membrane cassettes in MBR tanks 1&2 that have reached their useful life for a Lump Sum of \$1,010,800.00. One set of membranes to be paid in FY 2019 for the sum of \$505,400.00 and the other set of membranes to be paid in FY 2020. Second to the motion was made by Councilman Barber. After consideration the motion passed unanimously by the following vote: **AYES:**

Councilman Peterson, Councilman Johnson, Councilman Culver and Councilman Barber.
NAYS: None.

CHANGE ORDER #3 – EXISTING AIR LINE REPLACEMENT, WWTP:

Mr. Sanchez stated this change order is only the third for the plant upgrades. An airline which was installed several years ago is approximately twelve inches below the surface. Heavy equipment driven over the road has shifted and compromised the airline. The Department of Environmental Quality (DEQ) was consulted and staff received confirmation that this replacement would qualify on the current DEQ loan. Upon inquiry by Councilman Culver regarding the encasement of the air line, Mr. Sanchez stated the new air line will be placed deeper into the ground. He further stated that he will consult with Keller Associates to consider the option of encasing the air line, and that the air line flow is at approximately 5,000 cubic feet per minute (CFM). The remaining DEQ loan funds will be used for this change order.

Councilman Culver made a motion to approve Change Order #03, Existing Airline Replacement – City of Jerome Phase II WWTP Improvements, in the amount of \$70,958.00 for all labor, equipment, supervision and other incidental costs associated with the air line replacement. Second to the motion was made by Councilman Peterson. After consideration the motion passed unanimously by the following vote: **AYES:** Councilman Peterson, Councilman Johnson, Councilman Culver and Councilman Barber. **NAYS:** None.

BRUSH TRUCK PUMP UNIT REPLACEMENT – FIRE DEPARTMENT:

Deputy Chief Harrison stated the brush truck holds 200 gallons of water and is used in areas where larger apparatus cannot reach. It also has pump and roll capabilities. In January during a training exercise the truck was left outside and suffered extensive damage to the piping, tank and pump. A claim was submitted to the insurance company and staff obtained several quotes for the repairs. Larsen Pumps will install and deliver the truck at a cost of \$13,950. Insurance will cover \$13,050 and the city's obligation will be the \$1,000 deductible. Deputy Chief Harrison further stated that the truck does not have a cap unit and that it is normally stored at Station 2. Unfortunately, it was left outside during a training exercise.

Councilman Culver made a motion to approve the purchase of a new pump unit for the brush truck through ICRMP funding for a cost not to exceed \$14,000. Second to the motion was made by Councilman Peterson. After consideration the motion passed unanimously by the following vote: **AYES:** Councilman Peterson, Councilman Johnson, Councilman Culver and Councilman Barber. **NAYS:** None.

DISCUSSION ON JEROME MUNICIPAL CODE AND PRIVATE STREETS:

Ms. Clark appeared before council to start a discussion on private streets within city limits and the Jerome Municipal Code. The city has not allowed private streets since 2006, however, with city growth many properties have remain undeveloped. She listed several properties throughout the city and provided a map of said properties that would be good for “in fill projects.” She stated there has been some interest in these properties but projects and developments have been lost due to concerns of the lack of space for a public road which would require meeting city street standards. Staff reviewed the city's code along with that of other

cities and have proposed the following changes to include, and be applied to, private streets: sidewalks be required on at least one side of the street; street width be a minimum of 25 feet; street cannot be a through-street; it must serve up to 24 residential units only; documentation would be required specifying responsibility for the repair and maintenance of the street; street would require approval of the fire department and city engineer.

Extensive discussion ensued regarding the city's existing ordinance and private streets. Councilman Barber stated that, due to personal interests, he will participate in this discussion but will recuse himself from future deliberations. Topics within the discussion included: existing private roads and the responsibility to repair and maintain them; the purpose of sidewalks in a private subdivision with no public access; an existing private subdivision with no sidewalks; the cost, aesthetics, safety and walkability of sidewalks in smaller, private subdivision; the potential need for curb and gutter without sidewalks; length restrictions of a private street; "shared driveways" for multiple residents in a private subdivision; street requirements beyond the minimum for fire access (i.e. all-weather specifications); enforcement of the code on private streets and the possible reasons behind why the code was changed to disallow private streets; parking along private streets, restrictions and enforcement if designated as a fire lane; potential insurance cost increases to homeowners with said designations; defining the term "in fill subdivision" to be limited to no more than ten acres and street construction with widths of less than 60 feet; defining the term "private driveway" to serve a limited number of homes; infrastructure for pressurized irrigation if homeowners do not own irrigation shares; gravity irrigation serving certain subdivisions; subdivision development process and requirements to be met; manufactured home requirements; curb and gutter costs, their use (i.e. water run-off) and possible deferrals if not immediately needed.

Mr. Williams stated a draft ordinance can be developed based upon the information discussed. He recommends discretion and flexibility within the ordinance for the city engineer to make decisions based upon what would and would not be required. Council was in agreement for staff to move forward with revising the existing ordinance as it pertains to private streets.

COUNCIL REPORTS:

Councilman Barber reminded everyone of the Easter Egg Hunt and breakfast to be held on April 20th at Forsyth Park. He commended the fire department on their willingness to assist with the breakfast.

STAFF REPORTS:

Mr. Williams announced that the annual City Wide Clean-Up Day will be held on May 4th. He also stated that a discussion on the city's nuisance ordinance will be reviewed at the next council meeting. Staff hopes to encourage a higher level of pride in city property by promoting the Clean-Up Day to citizens and revising the existing nuisance ordinance.

The City Wide meeting will be held at Station 2 on April 18th and an agenda will be forthcoming. Mr. Williams stated there is much activity happening at North Park and staff is hopeful that the improvements will be completed by June 15th. He commended the North Park Improvements Committee on their work in managing the project and its budget.

Mr. Williams stated Ms. Gomes is reviewing the park reservation policies in other cities to determine if the city's policy needs to be revised. He expects that the park reservations will continue to increase as more amenities become available, and he anticipates potential clean-up

issues with the rise in reservations. At this time the city does not charge any fees for use of the parks. Councilman Barber commented on possibly partnering with the Jerome Recreation District for park maintenance, and Mr. Williams stated he agrees if it will make sense financially. Councilman Johnson commented about charging a small reservation fee along with a deposit for clean-up after a private event. Mr. Williams welcomes increased use of the parks but also expects maintenance costs to increase.

Mr. Carpenter provided an update on S. Tiger. He expects work to be completed in May. The E Avenue E Water Main project is ongoing and should take approximately three months to complete. He also stated the Idaho Office of Emergency Management (IOEM) funding projects will start happening in early June. The Nez Perce sewer bypass project is out to bid and a contract award will be presented at the next council meeting. Upon inquiry by Mayor Davis regarding the bypass project near Fir, Mr. Williams stated a letter of intent is being reviewed by counsel and will be sent to the property owner to begin the negotiation process. Staff hopes the project will go out to bid with construction to begin this fall. Upon inquiry by Councilman Culver regarding the property behind the 10th Avenue E well, Mr. Williams stated staff has been in discussions with the property owner. Mr. Carpenter stated they are determining how much land is needed along with additional access to 10th Avenue E. He stated there could be a land trade although the city will still have to purchase more.

ADJOURNMENT:

There being nothing further to discuss, this April 2, 2019 regular meeting of the Jerome City Council adjourned at 6:55 p.m.

By:

Mayor David M. Davis

Attest:

Bernadette Gomes, City Clerk