

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 Jason Peterson and Councilman Brent “Oop” Johnson.

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, Assistant Finance Director Michelle Frostenson, Building Official Dave Richey, Wastewater Maintenance Supervisor Brad Henry, City Engineer Rick Wuori, Human Resources Director Ida Clark, 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 Deacon John Baumbach, St. Jerome’s Catholic Church.

**CONSENT CALENDAR:**

Those items contained in the consent calendar are as follows:

1. Approve the minutes of the April 17, 2018 regular meeting

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

**CGFM AWARD – ROSS HYATT:**

Mayor Davis presented the Certified Government Financial Manager award to Finance Director Ross Hyatt. Mr. Hyatt received this designation from the Association of Government Accountants and explained the designation covers governmental accounting, auditing, financial reporting, internal controls and budgeting. He was required to satisfy specific requirements which included complying with the association’s code of ethics, obtaining a minimum of bachelor’s degree from an accredited college or university, having two years of professional-level experience in government financial management, and passing comprehensive exams in governmental environment, accounting, financial management and control. Mayor Davis congratulated him on his achievement and commended him for his hard work

**FINANCE TREASURER’S QUARTERLY REPORT:**

Mr. Hyatt presented the treasurer’s report for the quarter ending March 31, 2018 which consists of year-to-date actual figures in each fund compared to the budget for those funds. The report lists year-to-date percentages with comparisons to last year to observe trends in each line item. In the general fund, 56% of revenues budgeted have been received and are comparable to

revenues received in the last three years. Transfers are at 57% which is slightly higher than in previous years due to some discretionary funds received late last year, and training for the new Caselle Advantage program was listed as a transfer under the Information Systems budget. Overall, expenditures are at 41% which is less than 49% at this time last year. Upon inquiry by Mayor Davis, Mr. Hyatt explained cash carry funds not included in the reports.

Revenues in the streets fund are at 100% due to the receipt of \$745,000 from the Idaho Office of Emergency Management (IOEM) for street improvements. Without the prepaid funds, the revenues would be at 54%. Street capital funds are at 108% from the Lincoln and Birch streets project with a cost of \$499,000; 50% of the year remains. The budget will be amended during the normal budget process to reflect funds received. The library fund revenues are as expected at 55%; there was a small decrease due to Information Technology (IT) investments made in prior years. The park fund shows expenditures at 58% and both revenues and expenditures are within range of the three-year trend. Irrigation fund revenues are at 95%, slightly higher than 92% last year with expenditures at 44%, also slightly higher than 42% last year. Sanitation fund revenues are similar to last year at 47% compared to 45%. Upon inquiry by Councilman Peterson, Mr. Hyatt stated personnel costs are primarily utility billing personnel. Total revenues in the water fund are at 34% compared to 35% last year. Capital is significantly higher at 26% due to the E. Avenue F and E. Avenue I water projects completed at the end of 2017. Debt services is higher compared to prior years due to water bond payments. The wastewater fund lists revenues at 50% due to the \$5 million received in Department of Environmental Quality (DEQ) loan reimbursements as well as penalties assessed. Capital is at 53% and tied to revenues received, and the city is within budget to complete the wastewater facility and spending down the DEQ loans. Overall total expenditures are at 50%.

### **JEROME 20/20 QUARTERLY REPORT:**

Jerome 20/20 Executive Director Larry Hall presented the quarterly report for their activities. An economic development forum was held on April 10<sup>th</sup>, and speakers included Mayor Davis and Commissioner Howell. Jerome 20/20 works on projects and participates in various events. Updates include:

- Project Squeeze – the Magic Valley Quality Milk Producers (MVMP) expansion, construction is in process and a grant submitted to the Department of Commerce was approved in the amount of \$250,000 for the completion of Rose St. and Buchanan
- Project Horizon – the Commercial Creamery project; the two-year project will begin construction soon and a groundbreaking ceremony was held on April 19<sup>th</sup>
- Projects Fraction and Husker – agriculture feed in dairy and beef cattle, marketing and research; a facility is hopeful to occupy feed manufacturing
- Project Frigid – a cold and dry storage company that may build a much-needed facility
- Project Med – the expansion of a current medical facility that has outgrown its current space

Mr. Hall has also been involved in the Main Street Parking and Beautification Committee and hopes to make progress on the beautification aspect of downtown.

County projects include a potential hotel facility in addition to a ribbon-cutting ceremony and grand opening at the new Mr. Gas truck stop on May 15<sup>th</sup>, an airport-fixed based operation at the Jerome County airport and the University of Idaho Dairy Research facility (aka U of I Café). There was a setback with this project but the group is still working towards a solution.

The 2018 marketing focus will work towards bringing businesses from the Seattle and Portland areas as well as select California locations to the Magic Valley. The rifle approach will include cheese and milk processing, refrigerated and dry storage, packaging cardboard and plastic, research entities, food related and otherwise and select manufacturing.

Upon inquiry by Councilman Barber, Mr. Hall stated the owner of Precision Aviation is moving his business to the Jerome airport. Services will include, but are not limited to, jet fueling, charter services and lounging areas as well as car rental arrangements.

Mayor Davis stated many good projects are in the works, he expects a good year and hopes to announce more projects throughout the year.

### **SOUTHERN IDAHO TOURISM:**

Southern Idaho Tourism Executive Director Melissa Barry presented an annual report on tourism activities throughout the region and Jerome County. Tourism is the 5<sup>th</sup> largest industry in the region with lodging up by approximately 7%. She reviewed lodging and overnight visitor figures as well as non-lodging spending (i.e. restaurant, retail, gas and entertainment). Jerome County lodging sales for fiscal year 2017 were at \$5,966,888, a slight increase from the previous year; she attributes the increase to the new Valley Wide facility at Crossroads with an additional facility for travelers to stop.

Jerome County lodging sales at just under \$6m. different clientele, rv'ers in addition to trucks. New investment (valley wide) great addition. Approximately 59,000 overnight stays resulted in about \$13 million in non-lodging spending to Jerome County. Activities and promoted events by Southern Idaho Tourism included a Southern Idaho Economic Development Organization (SIEDO) conference and discussions to bring business and residents to the area. Locally promoted events included Edgefest and the county fair, and she emphasized recreation land throughout Jerome County including North Rim Canyon and Scott's Pond. Bike path connection is also a priority for easier access to recreation areas.

She stated the group has a new social media manager and plans include producing advertising campaigns and placements to make best use of grant funds from the Idaho Regional Travel and Convention Grant Program; the program requires a city match.

Upon inquiry by Councilman Peterson, Ms. Barry described a potential bike path/trail connecting Auger Falls and Broken Bridge to Yingst Road. Upon inquiry by Councilman Barber, Ms. Barry stated the cost to repair the bridge was high. Councilman Barber commented the removal of concrete barriers for better access would be great for tourism as well as Jerome residents, and Ms. Barry agreed. She further stated this project is in very early stages of planning and development and will be a huge asset in the future. Mayor Davis commented on the appeal of the Yingst grade and Scott's Pond projects for Jerome residents.

### **PROCLAMATION BUILDING SAFETY MONTH:**

The clerk read the following proclamation in full:

Proclamation

**Building Safety Month — May, 2018**



**PROCLAMATION NATIONAL POLICE WEEK:**

Chief Hall stated a ceremony will take place at the Twin Falls City Park on May 19<sup>th</sup> at 11:00 a.m.

The clerk read the following proclamation in full:

PROCLAMATION

**TO RECOGNIZE NATIONAL POLICE WEEK 2018 AND TO HONOR THE SERVICE AND SACRIFICE OF THOSE LAW ENFORCEMENT OFFICERS KILLED OR DISABLED IN THE LINE OF DUTY WHILE PROTECTING OUR COMMUNITIES AND SAFEGUARDING OUR DEMOCRACY.**

**WHEREAS**, the Congress and President of the United States have designated May 15 as Peace Officers Memorial Day, and the week in which it falls as Police Week; and

**WHEREAS**, the members of the Police Department of the City of Jerome play an essential role in safeguarding the rights and freedoms of the citizens of the City of Jerome; and

**WHEREAS**, since the first recorded death in 1791, more than 21,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty; and

**WHEREAS**, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

**WHEREAS**, the police department of the City of Jerome is a modern and professional law enforcement agency which provides a vital public service;

**NOW, THEREFORE, I**, Mayor David M. Davis, call upon all citizens of the City of Jerome and upon all patriotic, civil, and educational organizations to observe the week of May 13 through 19, 2018, as Police Week with appropriate ceremonies in which all of our people may join in commemorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enduring reputation for preserving the rights and security of all citizens.

**I FURTHER** call upon all citizens of the City of Jerome to observe Tuesday, May 15, 2018, as Peace Officer's Memorial Day in honor of those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty.

PROCLAIMED THIS 1<sup>st</sup> DAY OF MAY, 2018

/s/ David M. Davis  
DAVID M. DAVIS, MAYOR

Council signified support of the proclamation with unanimous "ayes."

**PROCLAMATION MUNICIPAL CLERK WEEK:**

The clerk read the following proclamation in full:

Proclamation

**Municipal Clerks Week  
May 6 - 12, 2018**

**Whereas**, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

**Whereas**, The Office of the Municipal Clerk is the oldest among public servants, and

**Whereas**, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

**Whereas**, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

**Whereas**, The Municipal Clerk serves as the information center on functions of local government and community.

**Whereas**, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

**Whereas**, It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

**Now, Therefore, I**, David M. Davis, Mayor of the City of Jerome, Idaho, do recognize the week of May 6 through May 12, 2018, as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Bernadette Gomes and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 1<sup>st</sup> day of May, 2018

/s/David M. Davis  
Mayor David M. Davis

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

Council signified support of the proclamation with unanimous “ayes” and Mayor Davis extended his appreciation to Ms. Gomes and all clerks on staff for the City of Jerome.

**COMMERCIAL USE OF NORTH PARK – SUNSET MARKET:**

Ms. Veronica Xander appeared with a request to host a Sunset Market event; it was introduced as a community event last year and the idea came from her experience attending market events in her previous residence. Similar to the Twin Falls summer event, the focus in Jerome is to have more craft vendors, music and a kids corner (mini-train, facepainter, coloring and costume contests). She is seeking approval to continue the event again this year on the evenings of June 21<sup>st</sup>, July 19<sup>th</sup>, August 23<sup>rd</sup> and September 20<sup>th</sup>. Upon inquiry by Mayor Davis,

Ms. Xander stated there were attendees although not as much as desired, so marketing and advertising will increase this year; she is also talking with local business to set up food booths and she is hoping to bring in more non-profits and exchange booth space for free advertising. Additionally, the sunset market is held in the park and not on the street although her vision is to use one block of Main Street in the future. Councilman Barber thanked Ms. Xander for bringing the event to Jerome, stated it is a fantastic idea, and asked about insurance. Ms. Xander stated she is in the process of obtaining an insurance binder for each evening.

Councilman Culver made a motion to approve the application of Veronica Xander for permit for commercial use of North Park on June 21<sup>st</sup>, July 19<sup>th</sup>, August 23<sup>rd</sup> and September 20<sup>th</sup>, 2018 for a Sunset Market street fair. Second to the motion was made by Councilman Barber. After consideration the motion passed unanimously by the following vote: **AYES:** Councilman Johnson, Councilman Barber and Councilman Culver and Councilman Peterson. **NAYS:** None

### **CITY OF JEROME 401(k):**

Mr. Hyatt brought back the discussion regarding potential changes to the city's 401(k) plan from the April 17<sup>th</sup> council meeting and wanted to address concerns from said meeting. He provided an overview of the program in place and why there is a proposed change. He once again reviewed the benefits (i.e employee savings) and potential drawbacks (i.e. fewer funds, limits on personal loans, etc.) of changing plan providers. One concern regarding the change of plans was the possibility of one-time fees being assessed to employees; per his discussion with 401(k) financial advisor Tyler Lane, Mr. Hyatt found there would be no load fees charged to either the employer nor the employees. Additionally, there will be no transition fees to PERSI Choice incurred.

The first motion will be to discontinue the current 401(k) benefit document which is renewed annually, and the second motion will authorize the transition from Principal Financial to PERSI Choice. An administrative checklist including disclosure notices will be completed and the effective date of the change will be October 1, 2018. Prior to the effective date, the employee's fair market value of their investment will be transferred to PERSI Choice. Upon inquiry by Mayor Davis, Mr. Hyatt stated the 401(k) plan document once administered by Principal Financial will now be handled by PERSI Choice.

Councilman Culver made a motion to authorize changing the city 401(k) benefit from the current provider, Principal Financial Group, to PERSI Choice 401(k). Second to the motion was made by Councilman Peterson. After consideration the motion passed unanimously by the following vote: **AYES:** Councilman Johnson, Councilman Barber and Councilman Culver and Councilman Peterson. **NAYS:** None.

Councilman Culver made a motion to authorize the termination of the current city 401(k) plan and instead choose participation in PERSI Choice's 401(k) plan for the city's 401(k) benefits. Second to the motion was made by Councilman Johnson. After consideration the motion passed unanimously by the following vote: **AYES:** Councilman Johnson, Councilman Barber and Councilman Culver and Councilman Peterson. **NAYS:** None

### **2018 PRELIMINARY BUDGET PRIORITIES:**

Mr. Williams requested input from council on priorities for 2019 fiscal budget. The budget will be prepared to meet or exceed the service level provided to customers. Priorities

have been consistent with the city's strategic plan and have included building up cash for a police station. He is hopeful of a partnership with another agency (i.e. Urban Renewal) for assistance. At this time approximately \$780,000 is saved towards that project, and staff has been working to fund it internally. It is expected that the foregone amount taken last year will also be taken again.

Connectivity within the city (ie bike paths, sidewalk program) is one priority, and a decision was made by council to fund projects with grant monies. The TAP application for sidewalks on 10<sup>th</sup> Avenue E was awarded in the amount of \$535,000. Construction timelines are unknown at this time. Staff will continue to seek funding for other sidewalk projects. Street reconstruction and maintenance have also been top priorities, and \$3.2 million in funding was received from the IOEM for road projects. An additional \$250,000 grant was received for the reconstruction of Rose Street and Buchanan in the industrial park area. Another priority is investment in the city's water system. \$1.3 million will be needed for the 10<sup>th</sup> Street tank project which is currently in the designing phase; construction may begin in 2019. With recent rate structure changes, more monies were put into capital funds. The wastewater treatment plant improvements will be completed by December 2018. Some priorities are addressed with staff resources, and progress with the Main Street Parking and Beautification Committee is being made. They are working with businesses in promoting and developing downtown, and more focus will be placed on that area.

Community pride involves things to do and foster a great sense of community and pride. The Sunset Market, movie nights, and 4<sup>th</sup> of July celebration are all good examples of community pride with opportunities by local businesses and non-profits to help these events be successful.

Councilman Barber stated parks and recreation are important to him; he appreciates the relationship with Gary Warr at the Jerome Recreation District (JRD) and he would like to see more green space and more pathways which will help build community spirit. He would also like to have a discussion and plan for the city's irrigation system. He's involved in the beautification committee and appreciates their efforts as well. A police station and more sidewalks are also important to him. He also recommended that the city do more culturally within the community (i.e. participate in Cinco de Mayo events, Hispanic Heritage Month, etc).

Councilman Culver stated his top priorities include a police station, sidewalks for children on many city streets, and the pursuit of water rights. Infrastructure and water line replacements as well as the tank project are priorities; sidewalks need to be addressed even if they are completed one block at a time. Mr. Williams listed several areas in town which are going to be reviewed for sidewalk needs.

Councilman Johnson also stated a new police station and sidewalks are top priorities. Additionally, he has received complaints regarding traffic at the walking light on S. Lincoln at Avenue I. Mr. Williams stated another traffic study may be due.

Councilman Peterson suggested different ideas or back-up plans for a police station and agreed that sidewalks need to be addressed. He's please with the grants received and hopes for more to assist with completing projects. He spoke with Gerald Marten's regarding a bike path at the latest phase of the Stoney Ridge subdivision; he would like to see a connection to Lincoln for easier access to the middle schools, and perhaps a partnership with JRD to make this happen. Mr. Williams stated he also met with Mr. Marten and ideas were discussed to potentially connect the bike path to Camozzi Park as well. Further discussions with property owners will take place.

Mayor Davis reiterated the importance of a police station and hopes the funding for it will continue to increase. The 10<sup>th</sup> street water tank is another priority and he expects that it will be under construction by this time next year. Revitalizing downtown is another priority as well as continuing to provide and encourage family activities and events, and focusing on beautification and parking downtown. He recommends reviewing the connectivity plan which identified different routes to assist with necessary sidewalk work. Water rights and upgrading the water system should also be considered priorities as well as identifying road maintenance and reconstruction projects. A partnership with the JRD and school district could assist with improving the tennis courts and possible additions to them. Mayor Davis also stated that September is Hispanic Heritage Month and the Community Spirit Committee is coordinating with the City of Twin Falls to put cultural events together.

Mr. Williams stated staff will begin preparing department budgets and printed copies will be provided to council for review in July. He stated the finance department is doing a great job with utilizing a new program to streamline the budget process.

### **COUNCIL REPORTS:**

Councilman Barber asked Mr. Hernandez about progress with the city's new website. Mr. Hernandez stated it is a work in progress; color schemes are being developed and the live date will be September 10<sup>th</sup>.

Councilman Culver stated he has received complaints about parking on S. Alder and Main. Large pickups and some with campers have parked at the front two stalls which block the view of traffic. Staff will look into this issue further. He also asked Mr. Wuori about the design and price line of the water tank; he stated that it can be designed with a bigger base and rings can be added to extend its capacity. Mr. Wuori will also look into this option.

### **STAFF REPORTS:**

Mr. Williams reported that Saturday May 5<sup>th</sup> will be the city wide clean up day beginning at 9:00 a.m. until noon. Volunteers will be pulling weeds, sweeping, painting, picking up trash and focusing on lots which lack maintenance. Mayor Davis stated JRD will be providing 3-4 gas-powered blowers.

### **ADJOURNMENT:**

There being nothing further to discuss, this May 1, 2018 regular meeting of the Jerome City Council adjourned at 7:03 p.m.

By:

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Mayor David M. Davis

Attest:

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Bernadette Gomes, City Clerk