

July 20, 2021

This regular meeting of the Jerome City Council was called to order by Mayor Davis at 5:30 p.m. Present: Councilman/Council President Robert Culver, Councilman Chris Barber and Councilman Jason Peterson. Mayor David M. Davis and Councilman Brent “Oop” Johnson were excused.

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

PLEDGE OF ALLEGIANCE:

Councilman Culver led the audience in recitation of the pledge of allegiance.

INVOCATION:

An invocation was given by Pastor Steve Humphrey with the Christian Family Community Church.

CONSENT CALENDAR:

Those items contained in the consent calendar are as follows:

1. Approve the minutes of the July 6, 2021 regular meeting
2. Approve Replacement Sand and Gravel Purchase in an amount not to exceed \$37,500
3. Monthly Department Reports
4. Approve Claims

20-20 Autoglass \$532.30, Accu Sales/Keller Kustoms \$75.00, Air St. Luke's \$135.00, All Wireless Communications \$6,916.34, Amazon Capital Services \$22.98, American Legal Publishing Corp. \$193.00, Andersons Inc \$320.16, Argo Company \$245.32, Ashley Rush \$109.29, Association of Idaho Cities \$4,977.40, Auto Zone \$30.69, B & R Bearing \$17.35, Badger Meter \$584.73, Boise Office Equipment \$27.50, Bonneville Blue Print Supply \$119.00, Boot Barn \$396.48, B-Z Plumbing \$141.00, Callen Refrigeration LLC \$1,097.00, Center Point Large Print \$88.08, Century Link \$62.86, Centurylink Business Services \$80.15, Chase Paymenttech \$1,767.05, Cintas Corporation \$233.34, City of Jerome \$575,914.11, Columbine Control Company \$933.00, Con Paulos Inc. \$705.98, Consolidated Electrical Dist. \$49.99, Culligan Soft Water Service \$232.65, D & B Supply \$1,867.54, Data Support Co Inc \$984.15, Depatco \$1,278.40, Dewitt Diesel Inc \$7,669.49, Dig Line Inc \$162.66, Dodson Holdings LLC \$40.41, Emergency Reporting \$4,608.05, Farmore of Idaho \$655.05, Fastenal Company \$49.66, Floyd Lilly Co \$161.04, Fred Kenyon Repair Inc. \$257.40, Freedom Electric Inc. \$565.00, Freedom Mailing Services Inc \$2,048.52, Gem State Welder's Supply \$2,561.03, Goble Sampson Associates Inc. \$666.00, Go-Fer It Express \$396.00, Greatamerica Financial Services \$165.00, Haffners Lock and Key \$40.00, Hanson Janitorial Supply Inc. \$120.21, Harvey's Office Plus \$260.27, Hilti Inc \$5,034.00, Home Depot Credit Services \$1,058.00, ID Rural Water Association \$535.00, Idaho Chief's of Police Assn \$600.00, Idaho Fire Extinguisher Company \$55.25, Idaho Materials and Construction \$435,409.31, Idaho Power Co. \$76,850.34, Idaho State Treasurer's Office \$542.75, Ingram Book Company \$861.99, Intermountain Gas Company \$1,151.45, Interstate Battery System ID \$126.95, J & J Enterprises \$204.35, Jacob Bennett

\$21.85, Jerome City Fire Fighters Assoc \$192.20, Jerome City Water Department \$6,967.45, Jerome County \$10,271.19, Jerome Printshop \$79.00, Jerome Recreation District \$300.00, Jerome Rotary Club \$675.00, Keller Associates Inc \$37,640.15, Kenworth Sales Company \$1,475.65, Kids Reference Co. \$79.93, Larene Morley \$58.00, Larson-Miller Inc \$204.38, Les Schwab Tire Centers Inc \$5,423.30, Lexisnexis Risk Solutions \$31.50, Linda Mecham \$166.54, Linda Mecham- Library Director \$129.93, Lithia Auto Sales \$78.86, Lytle Signs Inc \$361.00, Magic Valley Labs \$9,037.25, Magic Valley Pipe \$43.80, Mango Languages \$750.00, Matthew Bender & Co. Inc. \$517.32, McHugh Bromley PLLC \$157.62, Michael B Greene \$19.37, Mike's Repair \$351.19, Minert & Associates Inc. \$180.00, Mountain View Spraying Inc \$66.00, Mower Office Systems \$137.00, Mr. Steam Carpet Cleaning \$800.00, Munimetrix Systems Corp. \$89.98, Napa Auto Parts \$882.64, New Tech Security Inc. \$360.00, Norco \$141.28, OCLC Inc. \$1,800.00, O'Reilly Auto Parts \$12.40, Pacificsource Administrators \$1,187.81, Prevent Fire LLC S Corp \$1,255.00, Pro-Flame Inc \$103.45, Project Mutual Telephone \$635.44, PSI Environmental Services Inc \$21,031.39, Quadient Leasing USA Inc \$899.58, Rexel Usa Inc \$7,510.15, Ridley's Food & Drug \$1.32, Robert Culver \$142.55, Rocky Mountain Valves & Auto Inc \$1,485.72, Rocky Mtn Information Network \$100.00, Rodda Paint Company \$3,350.36, Roger Mansecidor \$1,000.00, Roto Rooter \$475.00, RSCI \$51,045.94, Rush Truck Centers of Idaho Inc. \$736.87, Safariland LLC \$100.00, Signature Equipment Corp \$327.74, Signed Sealed & Delivered \$69.39, Silver Creek Supply \$988.76, Siteone Landscape Supply LLC \$104.66, Skaggs Companies Inc. \$94.00, Something More \$122.33, Southern Idaho Solid Waste \$4,999.04, SPF Water Engineering \$325.75, Stotz Equipment \$175.48, Stukenholtz Laboratory Inc. \$484.00, TFD Enterprises LLC \$13,616.46, Thatcher Company \$9,926.80, The Fire Store \$480.34, Times News \$837.18, T-Mobile \$301.00, Toms Concrete Construction LLC \$35,520.00, Tore Up \$60.00, Traffic Safety Supply Co Inc \$2,218.08, Treasure Valley Coffee Inc. \$156.60, Triple C Concrete \$660.00, Triple S Landscaping \$225.00, Tri-State Tire Jerome \$54.95, Trojan UV \$3,715.14, U S Bank Credit Card \$12,827.29, U.S. Bank Equipment Finance \$1,454.30, Univar Solutions USA Inc. \$5,142.06, Urgent Care of Jerome/Twin Falls \$255.00, USA Bluebook \$1,135.91, Valley Office Systems \$165.61, Verizon Wireless \$3,336.06, Watertech Incorporated \$1,117.80, Watts Hydraulic and Steam Store \$4.00, Weidner & Associates \$3,666.49, Western States Equipment \$1,016.00, Western Waste Services \$1,144.48, White Cloud Communications \$51.00, Williams Meservy & Larsen LLP \$12,856.42, Xpress Bill Pay \$935.40.

Councilman Peterson made the 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 Culver, Councilman Barber and Councilman Peterson. **NAYS:** None.

SEWER USE ORDINANCE UPDATE:

Councilman Culver noted that this item was removed from the agenda and invited Mr. Sanchez to briefly explain why it is tabled for a future meeting. Mr. Sanchez stated that the Department of Environmental Quality (DEQ) had requested that the sewer use ordinance be updated and that staff do some sampling for the local limits within the ordinance. However, the DEQ is now also requesting to review the methodology used to do samples to establish local limits and that the existing local limits may not be approved. Mr. Sanchez believes that the DEQ may want to see more Method Detection Limits (MDL's) of the samples. Because this needs to be discussed further with the DEQ it is necessary to table this item for a future meeting. Mr. Williams stated that staff and the engineering firm, Keller Associates, have followed every procedure asked of them by the DEQ and this latest update was unexpected. He also expects that a discussion with the DEQ and Keller will resolve the issue and the item can then be presented to council. Additionally, establishing local limits and updating the sewer use ordinance are part of the pre-treatment program requirements.

JOE MAMA’S CAR SHOW, ICCU AND VETERAN’S MEMORIAL PARKS:

Mr. Carl McEntarffer appeared before council to request commercial use of ICCU and Veteran’s Memorial Parks for the annual car show. Mr. McEntarffer stated that he expects another great event.

Councilman Peterson made the motion to approve the application of Carl McEntarffer to hold the annual Joe Mama’s Car Show on August 14, 2021 in ICCU and Veteran’s Memorial Parks and waive applicable fees due to the public nature of the event. Second to the motion was made by Councilman Barber. After consideration, the motion passed unanimously by the following vote: **AYES:** Councilman Culver, Councilman Barber and Councilman Peterson. **NAYS:** None.

ALCOHOL BEVERAGE LICENSE RENEWALS 2021-2022:

Ms. Coderniz stated that the City has thirty alcohol licenses up for renewal. All licensees have submitted renewal applications although some are pending the payment of fees, submittal of state and/or county licenses and passing building and fire inspections. Final documents will be signed by the Building Official, Fire Chief or Deputy Fire Chief and Police Chief.

Councilman Peterson made the motion to approve the Alcoholic Beverage License renewal applications as presented contingent upon completion of paperwork, payment of fees, proof of obtaining state and county licenses, and passing building and fire inspections. Second to the motion was made by Councilman Barber. After consideration, the motion passed unanimously by the following vote: **AYES:** Councilman Culver, Councilman Barber and Councilman Peterson. **NAYS:** None.

DISCUSSION ON OVERLAY DISTRICT LANDSCAPE AND DESIGN:

Ms. Clark stated that the City currently has a design overlay district along Main Street and Lincoln and any parcel or property within the district must go before the Planning and Zoning Commission (P&Z) for design review; there are design guidelines which must be followed. Ms. Clark spoke of a new project on S. Lincoln (south of Dairy Queen), a multi-family housing project with one commercial lot, and the proposed landscaping and extensive updates to the area.

She stated that this project could be used as an example for ideas that other developers can use to enhance property within the overlay district. Photos were shown to council and ideas included: new light poles and LED luminaries (dark sky compliant); trees and recycled iron street grates that will accommodate tree growth; and, stamped concrete (may not be feasible if needing to be fixed or replaced) or something to add to the design of the overlay district. Mr. Williams expressed appreciation to Ms. Clark for the presentation, and he stated that no decision needs to be made this evening. He spoke of the current infrastructure (tree wells, lamp posts, etc.) and how redeveloping this area could set a standard for future redevelopments. Plans for the new project are expected in early August, and Mr. Williams encouraged direction from council on moving forward with this project and future development.

Discussion ensued and the topics included: globes on the light poles and the expense in replacing them; the cost of replacing existing poles; the strength of the proposed light poles; the concern of spot designing throughout the City; new standards for developments; similar LED

lights at ICCU Park; changing the landscape ordinance to set a standard versus updating design guidelines by resolution; concerns of allowing gravel in the landscape design; the maintenance of flowers and shrubs in a development; and, disallowing stamped concrete due to undesirable patchwork. Mr. Williams stated that staff will meet to establish some basic criteria for design standards within the overlay district for consistency purposes. He spoke of varying design concepts (washed rock embedded in concrete, acceptable types of trees, etc.) for consistency throughout the major corridors.

FISCAL YEAR 2021 PRELIMINARY BUDGET PRESENTATION:

Mr. Williams appeared before council to review the preliminary budget at length. He expressed appreciation to department heads and City staff who contributed to the document and commended Mr. Hyatt and Ms. McCrae for their work in compiling the information. He stated that Council will be asked to adopt the tentative budget and set maximum expenditures at the August 3rd meeting. The public hearing for public comment will be held on August 17th, and Council can choose to adopt the budget at that time if they so choose (deadline to adopt is September 4th). He stated that the budget reflects Council priorities, major objectives of the strategic plan and the City's Mission Statement to "provide public health and safety for all citizens, businesses, and visitors with high quality, friendly, and professional service." The City's Strategic Plan was adopted approximately six or seven years ago with some modifications made over time; departments set their budgets to coincide with goals within the strategic plan.

Budget drivers and key priorities were briefly reviewed. Mr. Williams noted that a key change in one priority is the transition from saving for a new police station to saving for the construction of the new police station, a long-term goal coming to fruition. He spoke of property taxes and the discrepancies found in last year's assessment with personal property unaccounted for. For FY21-22 staff kept with a flat tax rate and an estimated taxable value that reflects neither an increase nor decrease from last year. Mr. Williams noted that the budget for FY21-22 is balanced with taking only the new construction value (approximately \$41,000) but not the statutory allowed 3% increase, and that the \$41,000 is 90% of the new construction value per new legislature. He stated that if Council wishes to take the allowable 3% it is at their discretion to do so. Upon inquiry by Councilman Barber, Mr. Williams stated that not taking the 3% increase would be in line with preliminary conversations about producing a budget which is most beneficial to residents with minimal impact to their taxes; by not taking the 3% increase the residents are relieved of additional taxes considering the increase in residential assessments.

Property tax scenarios were reviewed at length with the preliminary flat taxable value of \$561 million and applicable tax rates; rates include the General Obligation Bond payment. Mr. Williams stated the preliminary taxable value provided by the County is \$636 million but this cannot be confirmed until July 28th. Tax rate examples and comparisons from FY21 were also reviewed. Mr. Williams commented on the credit property owners received last year that will not appear this year and that some may question what will appear to be a property tax increase. 2020 Net Levy Rate Comparisons were shown to compare Jerome with other communities; services offered to the public can alter the tax figures for each entity.

Mr. Hyatt reviewed salaries and benefits and stated that the 6.71% salary increase reflects the mid-year increase not budgeted in FY21 (increase was offset by the decrease in medical insurance premiums). Total cost of salaries and benefits for FY22 is approximately \$8.1 million which equates to a 4.3% increase compared to last year; this figure includes an estimated increase of 5% in medical premiums. The City currently has 105.5 employees including part

time and seasonal employees. Councilman Peterson commented on the decrease in full time employees over the past few years. Mr. Hyatt reviewed the Governmental Funds at length. The General Fund budget increased by 57.45% and includes the construction of the new police station. The maintenance and operations budget also increased with \$60,000 of the new comprehensive plan allocated to the general fund in professional services. Highlights of the general fund include the comprehensive plan, council discretionary funds and construction of the new police station. Upon inquiry by Councilman Barber, Mr. Hyatt stated that council discretionary funds for FY21 have not been used. The street fund increased by 31.64% which includes capital projects and transfers to the parks for improvements; highlights include the East Main sidewalk project and the West I reconstruction. The library fund looks similar to FY21 but includes a capital increase for construction of the patio area in front of the library. The parks fund increase reflects the Shepherd's Park tennis court project. Mr. Hyatt provided an overview of the Governmental Funds; the increase in FY22 includes sizable capital projects including the new police station.

Mr. Williams reviewed the Proprietary Funds at length. The wastewater fund reflects an increase of 6.99%. Two capital projects are in the planning and design phase and they will be carried forward into FY22 with rising costs in materials and odor control issues. Highlights include the \$4.5 million for the head works replacement, a pressure sewer line installation and funds allocated for the comprehensive plan. He noted that, with the exception of the E Main sidewalk project (funded with a grant) all capital projects are budgeted with cash saved over a period of time. In comparing wastewater rates with other communities, Mr. Williams stated that the City falls near the middle; growth in the community and industrial sector has allowed for rates to stay the same over the past few years, and there are no anticipated rate increases at this time. Lower rates of other cities could include deferred capital projects and minimal industry use. Mr. Hyatt reviewed the water fund and noted the 5.9% increase which includes an increase in maintenance and operations for the increased cost of materials and supplies. With operation expenditures exceeding operation revenues, Mr. Hyatt explained that there will be a shift in base rate allocations. Additionally, staff is recommending a 3% increase to the water usage rate from \$1.52 to \$1.57. Highlights of the water fund include the 10th Street well project and funds allocated for the Master Plan project. The average monthly water bill for the City was compared to surrounding communities with Jerome falling near the middle of the graph. Upon inquiry by Councilman Barber, Mr. Hyatt stated that debt service payments change incrementally every year. Mr. Williams stated that six years remain on the water debt payments and that there may be an opportunity to look into capital projects in the Master Plan. Mr. Williams commended staff on their work in maintaining the irrigation system and noted that no rate increase is recommended for FY22. He spoke of decaying water pipe that had been used for irrigation but is no longer available; the maintenance budget will increase slightly to compensate for this. Highlights of the irrigation fund include a new service truck and continued irrigation system maintenance. Regarding the sanitation fund, Mr. Williams stated that the rate will continue to be \$4.97 per the existing contract with PSI. In the Internal Services fund, highlights of the Human Resources fund will include a nominal increase for training, background checks and consultation assistance. The Engineering budget includes professional services for surveying and testing and the Information Services budget includes new cyber security software for protection and new computers for staff.

Mr. Williams reviewed the total budget figures and the \$30 million budget for FY22 with approximately \$13 million in capital projects paid for with accumulated savings and reserves.

He also reviewed the estimated decrease in the cost of living in Jerome in FY22 compared to FY21; the figures included property taxes and utility bill averages for a household size of 4.

Discussion ensued regarding future projects. Topics of the discussion included: funds saved for the police station and where they will go next (governmental funds that can be used anywhere); the future of public safety employee staffing; appropriating funds to streets or disbursing amongst governmental funds; the possibility of closing an Urban Renewal district in 2022 which would provide significant increases in the property tax budget; the need for additional street projects (expansions, reconstruction and maintenance); new projects in the works (tennis courts, new project on S. Lincoln, Blocks 55/56); proposed updates to Shepherd's Park in Phase II (additional courts, new restroom facility, etc.); the goal for all parks to have similar features; improvements listed in the park improvement plan; future city facility improvements and upgrades; long term plans, ideas and opportunities including the acquisition of a building from the military in the future; the military's vacation of a building and local government rights to acquire it for a specific value; and, improvements to the council chambers interior décor with council discretionary funds. Mr. Williams feels the budget reflects the goals of the City to do the best with what is given and to meet expectations of Council.

COUNCIL REPORTS:

Councilman Barber spoke of the need for identifying areas in town needing additional street lighting as there are several areas along the walking path in need. Additional lighting will assist in keeping the community safe.

DEPARTMENT REPORTS:

Mr. Williams spoke of solar-powered street lights that have been ordered and will be installed on the corner of 14th and Tiger and one on S. Tiger between Main Street and the school district property. The installation is less intrusive than the standard light poles. Mr. Ahrens stated solar lights are less expensive than those connected to power. Upon inquiry by Councilman Peterson, Mr. Williams stated that subdivisions are required to provide some street lighting. Councilman Peterson commented on the lack of street lighting in the Tiger Hills subdivision. Mr. Williams cited city code requirements for street lighting and spoke of the use of photo electric lights as a possible option to street lighting.

Chief Harrison invited everyone to view the new brush truck.

ADJOURNMENT:

There being nothing further to discuss, Councilman Culver adjourned this July 20, 2021 regular meeting of the Jerome City Council at 6:50 p.m.

By:

Council President Robert Culver

Attest:

Bernadette Coderniz, City Clerk