

August 1, 2023

This regular meeting of the Jerome City Council was called to order by Mayor Davis at 5:30 p.m. While council chambers were open to the public, the meeting was also held by teleconference and the public was encouraged to continue with social distancing. The video conference was conducted via Zoom and was made available to all members of the public in a format that allowed all participants to hear the meeting, including all deliberations by members of the Council and other speakers addressing the council, whether in person or via virtual connection, and to comment if so desired, all of which was noted in the agenda, email, and notices at council chambers and on the city's website.

Present: Mayor David M. Davis, Councilman Chris Barber, Councilman Jason Peterson, Councilman Brent "Oop" Johnson, and Councilman Bryan Craig.

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

PLEDGE OF ALLEGIANCE:

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

INVOCATION:

An invocation was given by Father Jose Gonzalez with St. Jerome's Catholic Church

CONSENT CALENDAR:

Those items contained in the consent calendar are as follows:

1. Approve the minutes of the July 17, 2023 special meeting, July 18, 2023 regular meeting and July 18, 2023 executive session

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

COLLEGE OF SOUTHERN IDAHO (CSI) PRESENTATION:

CSI President Dean Fisher appeared before Council to provide an update on activities at the new facility and briefly noted that a soccer coach, for the new 2024-2025 soccer program, will be announced on August 11th and will assist with recruiting for both the mens and womens soccer teams. Regarding construction of the new CSI "Leroy Craig Jerome Center," President Fisher provided renderings of the new facility's floor plan and noted the building will face Lincoln with the parking lot along 3rd Avenue W; the building will be an anticipated 20,000 square feet and will include office space, training labs (including those to support the food industry), meeting rooms, a student lounge, patio area with meeting space for community gatherings, classrooms, science labs, and restrooms for men, women, and families. President Fisher stated original plans were for a two-story building, but the cost for an elevator was

unfortunately excessive. A meeting will be held on August 22nd with Mr. Williams, and major employers within the Jerome area, to review the design and modify as needed. Once the final plans are approved by the Board of Trustees, the contracting and construction work will begin.

PROCLAMATION – FIREFIGHTER/MDA FILL THE BOOT:

**CITY OF JEROME
Proclamation
FILL THE BOOT DAY**

The Muscular Dystrophy Association is a dedicated partnership of scientists and citizens aimed at conquering neuromuscular diseases. MDA is one of the world’s leading national health agencies, supporting research, patient care and education.

WHEREAS, IAFF Jerome Fire Fighters Local #4589 and the City of Jerome Fire Department members serve and protect communities throughout Jerome County every day; and

WHEREAS, IAFF Jerome Fire Fighters Local #4589 and the City of Jerome Fire Department members have become a symbol of pride, honor and strength; and

WHEREAS, IAFF Jerome Fire Fighters Local #4589 and the City of Jerome Fire Department members unselfishly donate their time and energy to supporting the battle against muscular dystrophy, and

WHEREAS, fire fighters across the nation are some of the largest supporters in the United States to the Muscular Dystrophy Association, and

NOW THEREFORE

I, David M. Davis, Mayor of the City of Jerome, do hereby proclaim August 19th 2023:

**FIRE FIGHTER/MDA FILL THE BOOT DAY IN JEROME
and urge all citizens to recognize firefighters
for their support of the local community**

SIGNED BY THE MAYOR this 1st day of August, 2023.

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

Council signified support of the proclamation by unanimous “ayes.”

TENTATIVE FISCAL YEAR 2023-24 BUDGET PRESENTATION:

Mr. Hyatt appeared before Council to provide information pertaining to the tentative budget for fiscal year 2023-2024. Staff recommends approval of the tentative budget; upon adoption, the Council may choose to decrease the budget. The public hearing will be held on August 15th, and Council may also choose to adopt the appropriations ordinance at that time. The presentation given was similar to the presentation given on August 1st, and Mr. Hyatt reminded Council that the City’s taxable value increased by approximately 20% (from \$900 million to \$1.07 billion in taxable value). Governmental Funds were balanced using the statutorily allowed 3% base budget growth plus new construction. The levy rate for FY24 will be \$5.95 per \$1,000, and the budget includes the 25% tax reduction as a result of property tax relief House Bill 292. The Reserve Summary was shown to Council, and Mr. Hyatt explained

the FY24 targets and projected figures for each of the funds' reserves. Projections for FY24 meet or exceed those targets.

An overview of the Governmental Funds was shown to Council, and Mr. Hyatt briefly reviewed Proprietary Funds and highlights. The total Wastewater budget for FY2024 is approximately \$12.1 million, a decrease of 14.35% from FY23. Highlights of the fund include the remaining work on the headworks replacement project, a K Turbo Blower replacement and a full Supervisory Control and Data Acquisition (SCADA) upgrade. The gravity sewer line and lift station replacement project will be funded by the URA. Mr. Hyatt spoke of the 6.3% rate increase to address inflation and future capital needs. The Water Fund highlights include the 10th Street Well project, a service truck purchase, and SCADA replacement savings. Base rates will increase (\$1.14 per household per month) but the user rate will remain the same. The Irrigation Fund highlights include the purchase of the E. Main pipe liner and vehicle replacement savings. A rate increase of 6.3% will be recommended and will result in \$5.27 annual increase per household for a lot sized at 6,250 square feet. The Sanitation Fund reflects an increase in the rate per the existing agreement with PSI with a \$.54 increase per month per household for the first can and \$.14 increase for additional cans. The average household will see an average monthly increase by approximately \$2.30 due to property taxes and utilities.

The total budget for Salaries and Benefits for FY24 is \$6.5 million and highlights include a projected increase of 10% to health insurance rates, a 5% shift to the salary table for positions and adjusting all existing employees who fall below the new minimum, and a one-time supplemental cost of living adjustment to all full-time employees and a pro-rated amount to all part-time employees. The new budget reflects 107 full-time employees.

**Notice of Public Hearing
City of Jerome
Tentative Budget**

NOTICE IS HEREBY GIVEN that the City Council of the City of Jerome, Idaho will hold a public hearing for the consideration of the proposed budget for the fiscal period October 1, 2023 through September 30, 2024 pursuant to the provision of Section 50-1002, Idaho Code. Said hearing will be held at the City Council Chambers, 100 East Ave. A, Jerome, Idaho at 5:30 P.M. on Tuesday, August 15, 2023. At said hearing all interested persons may appear and show cause, if any they have, why said proposed budget should not be adopted.

The following is an estimate set forth of said proposed budget of the total proposed expenditures and accruing indebtedness of the City of Jerome, Idaho, for the fiscal period October 1, 2023 through September 30, 2024, and is shown below as FY 2023-24 proposed revenues and expenditures.

Fund	Revenues		
	2021-22 BUDGET	2022-23 BUDGET	2023-24 PROPOSED
General	\$5,613,215	\$5,158,473	\$5,489,969
Street	2,467,601	2,935,265	7,311,688
Library	462,412	473,806	496,036
Park	641,336	254,825	1,600,918
Irrigation	192,473	197,158	206,862
Sanitation	380,456	419,974	436,853
Water	2,713,100	3,090,368	4,053,280
Wastewater	7,227,669	7,361,687	10,616,671
Existing Fund Balance	11,067,249	17,239,580	5,122,668
Total Revenues	\$30,766,611	\$38,131,116	\$36,334,946

	Property Tax Budget		
	2021-22 BUDGET	2022-23 BUDGET	2023-24 PROPOSED
Property Tax Revenue	\$6,311,826	\$6,200,864	\$6,371,060
Foregone Property Tax Revenue	-	-	-
Total of All Other Revenues	\$26,453,686	\$31,930,262	\$29,963,896

Fund	Expenditures		
	2021-22 BUDGET	2022-23 BUDGET	2023-24 PROPOSED
General			
Legislative	\$86,816	\$83,750	\$90,181
Executive	17,031	17,053	16,982
Administration	830,552	3,226,226	860,437
Law Enforcement	5,711,478	7,254,927	2,718,416
Fire	1,536,054	1,677,890	1,943,457
Building	177,954	190,328	258,217
Animal Control	167,467	195,103	207,583
Total General Fund	\$8,627,362	\$12,646,277	\$6,096,273

Fund	Expenditures		
	2021-22 BUDGET	2022-23 BUDGET	2023-24 PROPOSED
Street	\$2,572,479	\$2,984,689	\$8,553,333
Library	472,438	468,865	548,802
Park	635,307	284,825	1,640,238
Irrigation	247,015	212,748	234,844
Sanitation	358,958	414,602	440,652
Water	5,013,399	6,290,752	6,066,091
Sewer	12,397,931	14,170,433	12,137,533
Total Expenditures	\$30,224,879	\$37,472,191	\$36,718,766

I, Ross Hyatt, Finance Director of the City of Jerome, Idaho, do hereby certify that the above is a true and correct statement of the proposed expenditures and revenues for fiscal year 2023-24 all of which have been tentatively approved and entered at length in the Journal of Proceedings.

I further certify that the City of Jerome, Idaho did give notice for said hearing with notice having been published twice at least seven days apart prior to the adoption of the budget by the City Council. Citizens are invited to attend the budget hearing on Tuesday, August 15, 2023 at 5:30 P.M. and have the right to provide written or oral comments concerning the entire city budget.

A copy of the proposed city budget in detail is available at City Hall for inspection during regular office hours 8:00 A.M. to 5:00 P.M. Monday through Friday.

Dated this 5th day of August, 2023.

Councilman Barber made the motion to adopt the 2023-24 Fiscal Year Tentative Budget with the maximum appropriation of \$35,718,766 and authorize the clerk to publish the notice scheduling the public hearing for August 15, 2023 at 5:30 p.m. 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 Craig, and Councilman Barber. **NAYS:** None.

TENTATIVE AMENDMENT TO FY2022-23 BUDGET:

Mr. Hyatt stated additional revenues received within the fiscal year must be appropriated by amending the current year budget. Staff recommended that Council approve a tentative amendment to the FY2023 budget for additional funds received in the year. He briefly described the funds received as listed on the public hearing notice to be published on August 5th and 12th.

**NOTICE OF PUBLIC HEARING
AMENDING THE 2022-2023
FISCAL YEAR BUDGET**

NOTICE IS HEREBY GIVEN that the City Council of the City of Jerome, Idaho will hold a public hearing for the consideration of an amendment to the budget for the fiscal period October 1, 2022 through September 30, 2023 by appropriating moneys received by the City of Jerome in the amount of \$2,678,987. Said hearing will be held at the City Council Chambers, 100 East Ave. A, Jerome, Idaho at 5:30 P.M. on Tuesday, August 15, 2023. At said hearing all interested persons may appear and show cause, if any they have, why said proposed budget amendment should not be adopted.

The following table shows the current year adopted budget in comparison to the proposed amendment for the fiscal period October 1, 2022 through September 30, 2023.

Revenues			
Fund	2021-22 Actual	2022-23 Adopted Budget	2022-23 Proposed Amendment
General	6,132,104	6,158,473	6,174,954
Street	2,316,417	2,935,265	4,064,126
Library	472,069	473,806	473,806
Park	620,540	254,825	1,206,025
Irrigation	193,595	197,158	290,090
Sanitation	391,495	419,974	419,974
Water	2,982,044	3,090,368	3,407,575
Wastewater	7,232,094	7,361,687	7,533,993
Existing Fund Balance	-	17,193,970	17,193,970
Total Revenues	<u>20,340,358</u>	<u>38,085,526</u>	<u>40,764,513</u>

Property Tax Budget			
	2021-22 Actual	2022-23 Adopted Budget	2022-23 Proposed Amendment
Property Tax Revenue	5,270,686	6,200,854	6,200,854
Total of All Other Revenue	15,069,672	31,884,672	34,563,659

Fund	Expenditures		
	2021-22 Actual	2022-23 Adopted Budget	2022-23 Proposed Amendment
General			
Executive	16,308	83,750	83,750
Legislative	61,713	17,053	17,053
Administration	1,007,001	3,226,226	3,229,445
Law Enforcement	3,231,422	7,254,927	7,263,973
Fire	1,591,919	1,677,890	1,682,106
Building	171,191	190,328	190,328
Animal Control	<u>153,307</u>	<u>195,103</u>	<u>195,103</u>
Total General Fund	6,232,861	12,645,277	12,661,758
Street	1,540,415	2,984,689	4,113,550
Library	426,430	468,865	468,865
Park	622,127	284,825	1,236,025
Irrigation	176,142	212,748	305,680
Sanitation	387,762	414,602	414,602
Water	2,342,466	6,290,752	6,607,959
Wastewater	<u>7,185,964</u>	<u>14,170,433</u>	<u>14,342,739</u>
Total Expenditures	<u>18,914,167</u>	<u>37,472,191</u>	<u>40,151,178</u>

The proposed appropriations are from the following sources:

General Fund

Administration - Freedom Fest	3,219
Law Enforcement - Shop with the Cop	8,532
Law Enforcement - Coats for Kids	465
Law Enforcement - Sock Drive	49
Fire - ICRMP Mini Pumper claim	<u>4,216</u>

Total General Fund 16,481

Street Fund

URA Reimbursement - Downtown Streetscape	110,000
URA Reimbursement - Jerome South Park	<u>1,018,861</u>

Total Street Fund 1,128,861

Park Fund

CDB Grant - Sheppards Park	11,132
URA Reimbursement - Jerome South Park	<u>940,068</u>

Total Park Fund 951,200

Irrigation Fund	
URA Reimbursement - Jerome South Park	92,932
Total Irrigation Fund	<u><u>92,932</u></u>
Water Fund	
URA Reimbursement - Jerome South Park	317,207
Total Water Fund	<u><u>317,207</u></u>
Sewer Fund	
URA Reimbursement - H Street Lift Station	30,000
URA Reimbursement - Jerome South Park	142,306
Total Sewer Fund	<u><u>172,306</u></u>

I, Ross Hyatt, Finance Director of the City of Jerome, Idaho, do hereby certify that the above is a true and correct statement of the proposed amended expenditures and revenues for fiscal year 2022-23, all of which have been tentatively approved and entered at length in the Journal of Proceedings by the City Clerk.

Dated this 5th day of August, 2023.

Ross Hyatt, Finance Director

Publish: August 5 and August 12.

Councilman Barber made the motion to move to approve the tentative amendment to the 2022-23 Fiscal Year Budget and approve publication of the Notice of Public Hearing. 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 Craig, and Councilman Barber. **NAYS:** None.

RIVDA PROJECT ADMINISTRATION AGREEMENT:

Mr. Williams spoke of the proposed contract with the Region IV Development Association (RIVDA) and stated the contract will be for grant administrative services relating to the recently awarded Community Development Block Grant. The grant will fund improvements on A Street/Alder including reconstruction of the streetscape, sidewalk, Americans with Disabilities Act (ADA) ramps, and to manage deficiencies with drainage and lighting. A Request for Proposals (RFP) was issued for administrators to assist with the project, and RIVDA was selected. They were instrumental in the application process for which the grant was awarded. Both Mr. Williams and Mr. Carpenter reviewed the scope of work and spoke of the project implementation activities which will ensure the City is in compliance with all grant requirements (i.e. procurement restrictions, wages, financial management, etc.). Staff has worked with RIVDA with successful projects in the past and recommends approval of the contract. Mr. Williams noted that Michelle McFarlane with RIVDA was in attendance for any questions.

Councilman Barber made the motion to approve award of a contract with Region IV Development Association to administer and manage grant funds under the Idaho Community Development Block Grant (CDBG) program for purposes of improving A and Alder Streets in downtown Jerome. Second to the motion was made by Councilman Craig. After consideration,

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

BURKS EXCAVATION CHANGE ORDER:

Mr. Carpenter appeared before Council to review the change order. He stated the new park project will be designed in phases, and staff anticipates that additional changes will be needed to prepare the soccer field for CSI. The change order will allow for preparing, planting, seeding and irrigating the new soccer field proposed to be used by CSI for their soccer program. The recommendation comes from staff and the Jerome Recreation District (JRD) to have the seed started this fall. The items included in the change order are seed bed preparation, hydroseeding, irrigation and sprinklers for one field, and temporary irrigation. Upon inquiry by Councilman Craig, Mr. Williams stated this change order will be for the area of play only and that CSI will be investing in additional items for the soccer field (i.e. stands, scoreboard, dugouts, fencing, etc.). He further stated President Fisher plans to seek input from the new soccer coach before solidifying those plans, and that their staff had met with the Jerome Recreation District (JRD) to discuss maintenance of the fields. Upon inquiry by Councilman Barber regarding financial participation in the project, Mr. Williams explained the City will provide the infrastructure and capital improvements to the site, and the JRD will be responsible for maintain the park after all improvements are made. He further explained the URA funds and American Rescue Program Act (ARPA) funds will cover the infrastructure. CSI will contribute annual funds directly to the JRD for maintenance of that specific field. Mr. Williams added that the “CSI Field” will be for public use and not exclusive to CSI with the exception of their program season. A second field and five acres of open space will also be available to the public. Upon inquiry by Mayor Davis, Mr. Carpenter stated the seeding will be started by the end of August and continue through mid-September.

Councilman Barber made the motion to approve a change order to Burks Excavation for the Jerome Southside Park project for a contingency amount of \$47,000.00 for one soccer field. 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 Craig, and Councilman Barber. **NAYS:** None.

ALCOHOL BEVERAGE LICENSE NEW AND RENEWAL APPLICATIONS 2023-2024:

Ms. Coderniz stated one new application was received from La Cierrita for a new beer and wine license at 1034 N. Lincoln as they will be opening a new restaurant at that location. The applicant has met all requirements and has obtained their Certificate of Occupancy for that location. Tacos Sonora submitted their renewal application after the deadline and is seeking approval so they could resume sales this evening. Both establishments passed building and fire inspections and signatures were obtained. Upon inquiry by Mayor Davis regarding the distance from the location to the school, Mr. Richey explained that the new license on N. Tiger meets the minimum distance requirements as per Jerome Municipal Code (JMC).

Councilman Barber made the motion to approve the approve the Alcoholic Beverage License new and renewal applications as presented contingent upon providing proof of obtaining county licenses. 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 Craig, and Councilman Barber. **NAYS:** None.

BUILDING VALUATIONS DISCUSSION:

Mr. Williams spoke about the building permit valuation guidelines and stated the information presented is to advise Council of the current procedures being followed. He stated Mr. Richey refers to the International Building Code when reviewing valuations which ultimately determine building permit fees. Staff has been working to update various fees schedules and determined it would be best to use the most recent valuations as provided by the International Building Code. Discussions were held with legal counsel to ensure that procedures were being followed correctly with the potential increase in building permit fees. Mr. Hyatt also advised that Ordinance No. 983 was adopted in 2002 authorizing staff to automatically adopt approved additions to the International Building Code. Staff will be issuing permit fees based on current valuations (2018) rather than the 2008 valuations previously used as permitted by the ordinance still in effect.

Upon inquiry by Mayor Davis, Mr. Williams stated the new valuations will be used effective immediately. Mr. Richey explained the process of calculating valuations with the information provided by the State and that some cities use valuations submitted by their respective assessor's offices. He noted that fees will increase based on the increased values as provided with the updated valuations. Additionally, the state has not yet adopted the 2021 valuations. Mr. Larsen reiterated that staff can immediately use the current adopted version of the valuations by the Idaho Building Code Board without further approval by Council, and that staff is updating the practice of using the newer version of valuations.

COUNCIL REPORTS:

Councilman Barber inquired about the liquor license for the fair, and Ms. Coderniz stated the license is pending final approval by passing the required building and fire inspections. Council had previously approved the license renewal with contingencies. The vendor may cater an event based off of the approved State license already issued.

Councilman Craig inquired about the asphalt between the tennis courts and the historical museum, and Mr. Williams stated City staff will get the work done this summer. Regarding pavers near the tennis courts, Mr. Carpenter stated that work will get done when the police station project is complete; pavers will be installed between the curb and sidewalk. Councilman Craig inquired about the clean up on 1st Avenue E and if it falls on the City or the contractor at the new police station. Mr. Williams stated some of the mess was caused by a water main break, and that the contractor is expected to clean up the police station site when finished.

Councilman Peterson inquired about the construction near the Masonic building, and Mr. Williams stated construction is within the City right-of-way. Additionally, Masonic Lodge group contracted with Starr for their own improvements along Buchanan.

DEPARTMENT REPORTS:

Mr. Williams requested guidance on the colors for painting Council Chambers. The Planning and Zoning Commission (P&Z) did not approve the request to paint the building the same color as City Hall (silver/gray) as the color would not mesh with the brown metal holding the Council Chambers sign. Mr. Williams stated the building including Station 3 was given new stucco and paint, and he recommended that Council Chambers be painted the same color. He also recommended the sign be replaced because the old City logo is still visible. Council

Discretionary funds could be utilized to replace the sign and repaint the Council Chambers if the Council so chooses.

Councilman Craig agreed the Council Chambers should match the rest of the building, and he recommended that the walkway/entrance into the building also be replaced. Brief discussion ensued regarding the new color of City Hall, and Mr. Richey spoke of an additional quote to paint the brown metal. Mayor Davis suggested leaving the brown metal as is and match the Council Chambers with Station 3 in wall paint and trim.

City offices will close at 3:00 p.m. on Tuesday, August 8th for the fair parade; fair kick-off will be on Monday, August 7th with a presentation of the new bleachers. A public open house for the new police station is tentatively scheduled for August 22nd, and Mr. Williams stated a special Council meeting will be held on August 29th to approve one item plus have a tour of project facilities currently under construction or recently completed.

Mr. Carpenter stated 1st Avenue E is paved and opened, and the Main Street sidewalk project is scheduled to be completed by August 4th. Councilman Barber inquired about a patch and recommended that vehicles not be allowed to park on the new sidewalk and even along the street. Mr. Williams noted the new sidewalk does not have a soft curb like that on 10th where vehicles can easily park on it. Councilman Barber further recommended that the area be designated a no-parking zone based on the investment in the new project. Councilman Craig spoke of bikes along the sidewalk, and Mr. Williams explained the sidewalk is more of a pathway due its width (10') which was a grant requirement. Additionally, he stated Council has the discretion of declaring the area a no-parking zone. Chief Rubink stated vehicles could be cited for parking on the pathway, and Mr. Richey reminded Council that the JMC also speaks of citing vehicles for obstructing a pathway for pedestrians. Councilman Barber spoke of abandoned vehicles and the fact that the apartment complexes in the area are allotted two parking spaces per unit. Mr. Williams will research the City Ordinance that pertains to parking.

Mr. Ahrens stated the chip sealing process started today and crews are currently on Tiger Drive heading north of 16th Avenue. Councilman Peterson spoke of a needed patch area near 14th.

Ms. Coderniz stated the City Employee Picnic will be held on Thursday beginning at 5:30 p.m. until people decide to leave. All are asked to bring a side dish or dessert, and the Employee Recognition Committee will provide the main meal.

ADJOURNMENT:

There being nothing further to discuss, Mayor Davis adjourned this August 3, 2023 regular meeting of the Jerome City Council at 6:43 p.m.

By:

Mayor David M. Davis

Attest:

Bernadette Coderniz, City Clerk