

This special meeting of the Jerome Urban Renewal Agency was called to order at 3:00 p.m. Council Chambers were open to the public, and the meeting was held in person and by teleconference. 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 Urban Renewal Agency board and other speakers addressing the board, 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 were Chairman Kathy Cone, Commissioner Jason Peterson, Commissioner Bryan Craig, Commissioner Shonna Fraser, and Commissioner B.J. Hess.

Also present were City Clerk Bernadette Coderniz, City Administrator Mike Williams, Finance Director Ross Hyatt, City Engineer Tyson Carpenter, and IS Director Carlos Hernandez. Legal Counsel Ryan Armbruster joined the meeting via Zoom.

PLEDGE OF ALLEGIANCE:

Chairman Cone led the audience in recitation of the pledge of allegiance.

CONSENT CALENDAR:

Items in the consent calendar are as follows:

A. Review and approve claims for August 2023

City of Jerome, \$1,035,638.00; Elam & Burke Inc., \$900.00; Jerome County Tax Collector, \$42,093.39; Commercial Creamery, \$29,104.09

Commissioner Peterson made a motion to approve the consent calendar as presented. Second to the motion was made by Commissioner Fraser. After consideration the motion passed unanimously by the following vote: **AYES:** Chairman Cone, Commissioner Peterson, Commissioner Craig, Commissioner Fraser, and Commissioner Hess. **NAYES:** None.

PUBLIC HEARING – CONSIDERATION OF FY2023-24 BUDGET:

This being the time published for a public hearing to hear comments regarding the proposed Jerome Urban Renewal Agency budget for fiscal year 2023-2024, Chairman Cone opened the hearing at 3:02 p.m. She reviewed the procedures that will be followed during this hearing and noted that the notice of public hearing was published in accordance with law.

Mr. Hyatt spoke of the proposed FY2024 budget and briefly reviewed the key points to the budget. He spoke of projects in Area 3 with cash carryover reserves in the amount of \$4.1 million set aside for capital projects and tax increment of approximately \$320,000. Staff is actively monitoring revenues to ensure debt obligations are met as the levy rate has decreased. In Area 4 the cash carryover reserves are at \$110,821 and tax increment in Area 4 is \$32,440. In Area 5 the cash carryover reserves are at approximately \$4.1 million and tax increment revenue is \$240,784. Approximately \$4.1 million are marked for capital outlay construction in Area 5. Mr. Hyatt stated staff is comfortable with the projections and estimates for both revenues and expenditures.

There was no testimony in favor, neutral nor in opposition to the information presented, and Mr. Williams confirmed that no comments were received in the office. There being no further testimony to be heard, the Chair closed the public hearing at 3:06 p.m.

URA RESOLUTION NO. 04-23:

Mr. Amrburster read Resolution No. 04-23 by title only, and the resolution in full is as follows:

RESOLUTION NO. 04-23

BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF JEROME, IDAHO:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE JEROME URBAN RENEWAL AGENCY OF THE CITY OF JEROME, IDAHO, TO BE TERMED THE “ANNUAL APPROPRIATION RESOLUTION,” APPROPRIATING SUMS OF MONEY AUTHORIZED BY LAW AND DEEMED NECESSARY TO DEFRAY ALL EXPENSES AND LIABILITY OF THE URBAN RENEWAL AGENCY, FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024, FOR ALL GENERAL, SPECIAL AND CORPORATE PURPOSES; DIRECTING THE CHAIR, VICE-CHAIR, OR ADMINISTRATOR TO SUBMIT THE RESOLUTION AND BUDGET TO THE CITY OF JEROME, TO U.S. BANK TRUST COMPANY, N.A., AND ANY OTHER ENTITY ENTITLED TO A COPY OF THE RESOLUTION AND BUDGET; AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION, made on the date hereinafter set forth by the Jerome Urban Renewal Agency of Jerome, Idaho, an independent public body, corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, Chapter 20, Title 50, Idaho Code, as amended (hereinafter the “Law”) and the Local Economic Development Act, Chapter 29, Title 50, Idaho Code, as amended (hereinafter the “Act”), a duly created and functioning urban renewal agency for Jerome, Idaho, hereinafter referred to as the “Agency.”

WHEREAS, the City, on November 4, 2014, after notice duly published, conducted a public hearing on the Urban Renewal Plan for the Area 4 Urban Renewal Project;

WHEREAS, following said public hearing, the City adopted its Ordinance No. 1134 on November 4, 2014, approving the Urban Renewal Plan for the Area 4 Urban Renewal Project;

WHEREAS, the City, on November 4, 2014, after notice duly published, conducted a public hearing on the Urban Renewal Plan for the Area 3 Urban Renewal Project;

WHEREAS, following said public hearing, the City adopted its Ordinance No. 1135 on November 4, 2014, approving the Urban Renewal Plan for the Area 3 Urban Renewal Project;

WHEREAS, the City, on November 20, 2018, after notice duly published, conducted a public hearing on the Urban Renewal Plan for the Area 5 Urban Renewal Project;

WHEREAS, following said public hearing, the City adopted its Ordinance No. 1172 on December 4, 2018, approving the Urban Renewal Plan for the Area 5 Urban Renewal Project;

WHEREAS, the City, on May 16, 2023, after notice duly published, conducted a public hearing on the First Amendment to the Urban Renewal Plan for the Area 5 Urban Renewal Project;

WHEREAS, following said public hearing, the City adopted its Ordinance No. 1220 on May 16, 2023, approving the First Amendment to the Urban Renewal Plan for the Area 5 Urban Renewal Project;

WHEREAS, pursuant to Idaho Code Sections 50-2006, 50-2903(5) and 50-1002, Agency Staff has prepared a budget and the Agency has tentatively approved estimated revenues and expenditures for the fiscal year commencing October 1, 2023, and ending September 30, 2024, by virtue of its action at the Agency's Board meeting of August 3, 2023;

WHEREAS, Agency has previously published notice of a public hearing to be conducted on August 24, 2023, at 3:00 p.m., at the Jerome City Council Chambers, located at 100 East Avenue A, Jerome, Idaho, a copy of which notice is attached hereto and incorporated herein as Exhibit A;

WHEREAS, on August 24, 2023, pursuant to Section 50-1002, Idaho Code, the Agency held a public hearing on the proposed budget and considered public comment, along with Board input, on services, expenditures, and revenues planned for Fiscal Year 2024;

WHEREAS, pursuant to Section 50-2006, Idaho Code, the Agency is required to pass an annual appropriation resolution and submit the resolution to the City Clerk of the City of Jerome, Idaho on or before September 1, 2023;

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE BOARD OF COMMISSIONERS OF THE JEROME URBAN RENEWAL AGENCY OF JEROME, IDAHO, AS FOLLOWS:

Section 1: That the above statements are true and correct.

Section 2: That the sums of money, or as much thereof as may be authorized by law, needed, or deemed necessary to defray all expenses and liabilities of the Agency, as set forth in Exhibit A, which is annexed hereto and by reference made of apart of this Resolution, reflecting no changes from the proposed FY 2024 Budget which was published on August 12 and 19, 2023, and the same are hereby appropriated for the general, special and corporate purposes and objectives of the Agency for the fiscal year commencing October 1, 2023, and ending September 30, 2024.

Section 3: That the Chair, Vice-Chair, or Administrator shall submit this Resolution and Budget to the city of Jerome on or before September 1, 2023, and submit this Resolution and Budget to U.S. Bank Trust Company, N.A. any other entity entitled to a copy of the Resolution and Budget.

Section 4: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED AND ADOPTED by the Jerome Urban Renewal Agency of the city of Jerome, Idaho, on August 24, 2023. Signed by the Chair of the Board of Commissioners and attested by the Secretary to the Board of Commissioners on this 24th day of August 2023.

APPROVED:

By:
/s/ Kathy Cone
 Chair of the Board

ATTEST:
/s/ Jason Peterson
 Secretary

EXHIBIT A
FY2024 Budget – Notice of Hearing
Notice of Public Hearing
Jerome Urban Renewal Agency
Proposed Budget for Fiscal Year 2023-24

A public hearing for consideration of the proposed Jerome Urban Renewal Agency budget for the fiscal year that begins October 1, 2023 and ends September 30, 2024 will be held at the Jerome City Council Chambers, located at 100 East Avenue A, Jerome, Idaho on August 24, 2023 at 3:00 p.m. pursuant to Idaho Code 50-1002. Written or oral comments about the proposed budget are welcome. Written comments may be submitted prior to the meeting to: Jerome Urban Renewal Agency,

The Agency budget funds the programs, services and capital projects that the Agency Board and the City Council by way of adoption of the Urban Renewal Plans, have determined to be important to meet the Agency's strategic goals and meet the needs of the residents and businesses within the Agency's boundaries.

The public hearing on the proposed budget is required for formal adoption of the FY 2023-24 budget. The City council Chambers are accessible to persons with disabilities.

	FY 2021-22 ACTUAL	FY 2022-23 BUDGET	FY 2022-23 ACTUAL (Est.)	FY 2023-24 PROPOSED
REVENUE:				
Area 3				
Cash Carryover and Reserve Funds	\$ -	\$ 506,031	\$ -	\$ 4,170,825
Tax Increment Revenue	\$ 289,017	\$ 288,689	\$ 421,262	\$ 320,726
Property Tax Replacement	\$ 5,694	\$ 5,694	\$ 6,591	\$ 6,389
Bond Proceeds	\$ 3,770,044	\$ -	\$ -	\$ -
Other Revenue (Governmental or Inv. Earnings)	\$ 1,376	\$ -	\$ 150,420	\$ 32,562
Area 4				
Cash Carryover and Reserve Funds	\$ -	\$ 77,164	\$ -	\$ 110,821
Tax Increment Revenue	\$ 25,562	\$ 25,562	\$ 37,717	\$ 32,440
Property Tax Replacement	\$ 581	\$ 581	\$ 673	\$ 673
Other Revenue (Governmental or Inv. Earnings)	\$ 22	\$ -	\$ 1,750	\$ 375
Area 5				
Cash Carryover and Reserve Funds	\$ -	\$ 164,694	\$ -	\$ 4,163,386
Tax Increment Revenue	\$ 273,630	\$ 273,564	\$ 360,027	\$ 240,784
Property Tax Replacement	\$ 1,162	\$ 5,345	\$ 6,188	\$ 6,389
Bond Proceeds	\$ 4,390,572	\$ -	\$ -	\$ -
Other Revenue (Governmental or Inv. Earnings)	\$ 200,623	\$ 2,238,908	\$ 2,391,508	\$ 37,812
TOTAL REVENUES	\$ 8,958,283	\$ 3,586,232	\$ 3,376,195	\$ 9,123,182
EXPENDITURES:				
Area 3				
Office Supplies and Postage	\$ -	\$ 25	\$ -	\$ 24
Operating Supplies	\$ -	\$ 49	\$ -	\$ 48
Professional Services	\$ 38,505	\$ 28,232	\$ 20,800	\$ 24,393
Advertising and Publishing	\$ 438	\$ 233	\$ 233	\$ 356
Insurance	\$ 820	\$ 862	\$ 861	\$ 974
Dues and Subscriptions	\$ 2,231	\$ 833	\$ 2,254	\$ 2,185
Debt Service	\$ -	\$ 212,425	\$ 212,425	\$ 233,200
Other Purchased Services	\$ 536	\$ 536	\$ 591	\$ 595
Misc. Expense	\$ 33	\$ 25	\$ -	\$ 25
Economic Dev. Reimbursement Payments	\$ 60,305	\$ 64,000	\$ 58,209	\$ 60,000
Administration Expense	\$ 6,673	\$ 7,595	\$ 8,581	\$ 9,020
Economic Development Support	\$ 37,250	\$ 12,250	\$ 12,250	\$ 11,875
Capital Outlay	\$ -	\$ 473,349	\$ 110,000	\$ 4,187,809
Area 4				
Office Supplies and Postage	\$ -	\$ 3	\$ -	\$ 3
Operating Supplies	\$ -	\$ 5	\$ -	\$ 5
Professional Services	\$ 1,220	\$ 1,240	\$ 3,820	\$ 1,115
Advertising and Publishing	\$ 2	\$ 24	\$ 24	\$ 38
Insurance	\$ 84	\$ 83	\$ 83	\$ 103
Dues and Subscriptions	\$ 230	\$ 85	\$ 230	\$ 230
Debt Service	\$ -	\$ -	\$ -	\$ -
Misc. Expense	\$ -	\$ 25	\$ -	\$ 25
Administration Expense	\$ 680	\$ 775	\$ 1,110	\$ 949
Economic Development Support	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250
Capital Outlay	\$ -	\$ 99,812	\$ -	\$ 140,592
Area 5				
Office Supplies and Postage	\$ -	\$ 23	\$ -	\$ 24
Operating Supplies	\$ -	\$ 46	\$ -	\$ 48
Professional Services	\$ 28,832	\$ 11,728	\$ 40,241	\$ 10,593
Advertising and Publishing	\$ 426	\$ 219	\$ 219	\$ 356
Insurance	\$ 167	\$ 810	\$ 808	\$ 974
Dues and Subscriptions	\$ 460	\$ 783	\$ 2,116	\$ 2,185
Debt Service	\$ -	\$ 234,404	\$ 234,404	\$ 218,050
Misc. Expense	\$ -	\$ 25	\$ 1,042	\$ 1,042
Administration Expense	\$ 2,998	\$ 7,130	\$ 6,952	\$ 9,020
Economic Development Support	\$ 2,500	\$ 11,500	\$ 11,500	\$ 11,875
Capital Outlay - Construction	\$ 718,848	\$ 2,415,844	\$ 2,601,769	\$ 4,194,205
TOTAL EXPENDITURES	\$ 904,487	\$ 3,586,233	\$ 3,391,777	\$ 9,123,182

I, Lori S. McCrae, Treasurer of the Jerome Urban Renewal Agency, do hereby certify that the foregoing is a true and correct statement of the proposed expenditures and revenues for fiscal year 2023-24, all of which have been tentatively approved.

/s/ Lori S. McCrae
 Lori S. McCrae, Agency Treasurer

Commissioner Craig made a motion to approve Resolution No. 04-23 and authorize the chair, vice-chair, or administrator to file with the City. Second to the motion was made by Commissioner Fraser. After consideration the motion passed unanimously by the following vote: **AYES:** Chairman Cone, Commissioner Peterson, Commissioner Craig, Commissioner Fraser, and Commissioner Hess. **NAYES:** None.

SCOPE OF WORK REVISION:

Mr. Williams spoke of the gravity sewer project previously discussed and stated the purpose is to provide a gravity sewer line to connect the H Street lift station to W. Nez Perce where two lift stations are housed. The gravity sewer line installation will remove maintenance obligations of the lift stations and also provide increased capacity for future growth. He spoke of an expansion at the Jerome Cheese plant that had been planned years ago; the expansion would have required more effluent and either upgrading the existing lift station or installing a gravity sewer line. Keller Associates was contracted to survey and find alternate routes for the line. A map was shown to the board indicating the intended route of the sewer line which required that the City obtain an easement from Hilex Poly. Verbal consent was given years ago, but now there is a new property owner based in New York and their demands included compensation of \$100,000 plus costs incurred in giving the easement (attorney fees, etc.). Another option for the sewer line was considered at an increased cost of approximately \$160,000, and this option would not be as intrusive to the cemetery as the original route. A construction easement will still be required and there will be challenges during the farming season, but the new route is possible. The project budget is \$2.66 million, and despite the construction environment Mr. Williams believes the project will stay within budget. He requested that the board give an opinion before moving forward with Keller Associates in finalizing the scope of work and proceeding with a new design for the gravity sewer line.

Upon inquiry by Commissioner Peterson, Mr. Williams spoke of a third option that was not going to be cost effective. Additionally, some areas will need deeper digs than others due to rock content, and Mr. Carpenter spoke of a deep bump to cross. Commissioner Craig inquired about the route through the cemetery, and Mr. Williams explained that the line will be at the eastern boundary rather than the middle of the cemetery where water lines are also located. The project will be fully funded through the URA although City funds would be available if needed. Mr. Williams stated a scope of work will be presented to both the Agency and the City, and Mr. Armbruster recommended that the board give direction to staff to proceed with the new route; and all board members agreed.

STAFF REPORTS:

Mr. Williams stated the September 7th agenda will include a discussion regarding the Disposition and Development Agreement (DDA) with Lincoln Commons, LLC, and may include an agreement with J-U-B Engineers for the Avenue A/Alder design work as part of the downtown improvements. The agreement will also be on the September 5th City Council agenda.

The Agency will be invited to an Open House and tour of the new police station that will be held after Labor Day. The streetscaping at the police station will be what is to be expected throughout downtown. Upon inquiry by Commissioner Craig, Mr. Williams stated the tree wells downtown could be designed with electrical wiring. The new bowling alley will be opening this weekend, and plans were received for the new American Falls Reservoir District office to be built on the corner of 1st Avenue W and Alder. Mr. Williams spoke of a noise issue with the Milk

Specialties Global plant and complaints from nearby residents. City staff is working with plant staff to resolve the issue.

ADJOURN:

There being nothing further to discuss, Chairman Cone adjourned this August 24, 2023 special meeting at 3:25 p.m.

Chairman Kathy Cone

Secretary Jason Peterson