

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, Wastewater Maintenance Supervisor Brad Henry, Building Official Dave Richey, Public Works Director Brian Ahrens, IT Technician Andy Newbry, Library Director Linda Mecham, Finance Director Ross Hyatt, Accounting and Budget Manager Lori McCrae, Human Resources Manager Esmeralda Chavez, Planning and Zoning Manager Ervina Covcic, Deputy Fire Chief Lane Sickles, and Police Chief Duane Rubink.

PLEDGE OF ALLEGIANCE:

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

CONSENT CALENDAR:

Those items contained in the consent calendar are as follows:

1. Approve the minutes of the August 16, 2022 regular meeting
2. Approve Lease Agreement Renewal No. 5 with the Idaho Military Division

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

THE C'S AND P'S OF WALKABILITY:

Chris Danley and Don Kostelec with Vitruvian Planning appeared before Council to provide information regarding walkability and a training given to some staff members earlier in the year; Mr. Danley spoke of the City's strategic plan and the desire to achieve walkability in the City of Jerome. He provided a brief summary of their work and discoveries in neighboring cities. Mr. Danley also provided statistics regarding serious injuries and stated the numbers are increasing rather than decreasing; injuries come at a significant cost (i.e. lost wages, medical bills, etc.).

Mr. Danley spoke of the "4 C's" of pedestrian safety: Comfort (i.e. walking speed, human height, width needs, human sight, and walking zones), and the expectation that varying zones will require different mobility needs; Context (consider land use, think of patrons, make things interesting, make a path sustainable, etc.); Connections (make land use interesting, anticipate number of walkers, make walkable connection aesthetically and visually pleasing);

and, Crossings (marked and unmarked crossings, paint designs, curb extensions to shorten the crossing distance, crossing signals, mid-block crossings, high visibility paint schemes versus parallel lines, etc.). Mr. Danley noted the number and frequency of crossings can affect the number of injuries; statistics have shown that the average person will not walk more than 300 feet to access a crosswalk.

Mr. Kostelec stated the study was completed through a grant offered by the Department of Health and Welfare, and he expressed appreciation to the staff members who attended the training on walkability. He spoke of the “4 P’s of walkability including: Promotion (proclaiming what the City has available and what routes to take; hold events, state proclamations and utilize social media, etc.); Planning (transportation plans, declaring community priorities, economic plan development updates, etc.); Policy (zoning code, the Comprehensive Plan, sidewalk connectivity and pathway, street design standards, maintenance practices, code enforcement, etc.); and, Projects (downtown revitalization, seek public input, etc.). Mr. Kostelec spoke of the Child Pedestrian and Safety Program and funds available for projects.

Mr. Danley concluded with the benefits of walkability in the City of Jerome and spoke of a recent project in a neighboring city that was successful by simply taking the initiative to promote safety at an intersection. He spoke of the desire to be a walkable place and the control cities have in making it happen. Upon inquiry by Councilman Craig, Mr. Danley stated they have had positive feedback from the trainings and information received on the program.

RESOLUTION NO. 16-22

Ms. Chavez stated the resolution is based on previous salary table range discussions. She stated the salary and hourly range tables were established in 2015 based on recommendations from a salary survey done at that time. Another salary survey was completed in 2020 and a 5% shift was approved in February 2021, plus shifts were recommended annually to remain competitive with the market and to recruit and retain employees. The proposed resolution recommends a 3% salary and range table shift and bring those employees who fall below the minimum range to the current minimum within the new table effective on October 1st. Mayor Davis noted that the new salary and hourly range table is included in the FY2022-23 budget.

The clerk read Resolution No. 16-22 in full as follows:

RESOLUTION NO. 16-22

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF JEROME, IDAHO, AMENDING RESOLUTION NO. 01-21 AND ADOPTING THE SALARY AND HOURLY PAY RANGE TABLES FOR THE EMPLOYEES OF THE CITY OF JEROME; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Jerome’s Compensation Plan was originally adopted in 1990 and amended several times thereafter; and

WHEREAS, the Salary and Hourly Pay Range Tables were established in 2015 and were shifted 5% on February 1, 2021;

WHEREAS, the Salary and Hourly Pay Range Tables were recently updated to include a 3% shift from the previously amended ones and provide the recommended salary ranges for each position; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Jerome, Idaho, that:

Section 1: Amending Resolution No. 01-21. Resolution No. 01-21 is amended.

Section 2. Adoption of Revised Salary and Hourly Pay Range Tables. The Mayor and Council of the City of Jerome, Idaho hereby adopt the City of Jerome’s Salary and Hourly Pay Range Tables attached as Exhibit “A”.

Section 3. Effective Date. This Resolution shall be effective on October 1, 2022 and upon its passage and approval by the Jerome City Council.

PASSED BY THE COUNCIL this 6th day of September, 2022.

SIGNED BY THE MAYOR this 6th day of September, 2022.

By:
/s/ David M. Davis
David M. Davis, Mayor

ATTEST:
/s/ Bernadette Coderniz
Bernadette Coderniz, City Clerk

Councilman Barber made the motion to pass Resolution No. 16-22, amending Resolution No. 01-21 and adopting the Salary and Hourly Pay Range Tables for the employees of the City of Jerome; and providing for an effective date. Second to the motion was made by Councilman Johnson. After consideration, the motion passed unanimously by the following vote: **AYES:** Councilman Craig, Councilman Barber, Councilman Peterson, and Councilman Johnson. **NAYS:** None.

POLICE FLEET RE-STRIPING WITH COUNCIL DISCRETIONARY FUNDS:

Chief Rubink spoke of the inconsistent graphics (i.e. striping, fonts, lettering sizes, etc.) on the police vehicles. A new design was implemented on one of the vehicles and staff wants to have all police vehicles with the same design. During the budget process, funds were requested for this purpose but with budget constraints the amount was reduced to seven (7) vehicles in the fleet. Chief Rubink spoke of a previous Council meeting whereby Councilman Barber and Councilman Craig had suggested Council Discretionary Funds be utilized for the purpose of re-striping the remaining vehicles in the fleet. Councilman Craig stated the new logo looks good and professional, and he prefers that all vehicles in the fleet be striped the same for a fresh and professional look. Additionally, the discretionary funds to be utilized are in FY2022. Upon inquiry by Mr. Williams, Chief Rubink stated the FY2023 budget includes two new vehicles and striping.

Councilman Barber made the motion to approve the use of council discretionary funds in the amount of \$6,650.00 to update striping on seven (7) police cars. Second to the motion was made by Councilman Craig. After consideration, the motion passed unanimously by the following vote: **AYES:** Councilman Craig, Councilman Barber, Councilman Peterson, and Councilman Johnson. **NAYS:** None.

REXROAT, HARBER & ASSOCIATES LETTER OF ENGAGEMENT:

Mr. Hyatt recommends that the new letter of engagement be approved to have the FY2022 financial statements audited as required by statute. He anticipates a single audit as more than \$750,000 in federal funds will have been expended. There is a 2.4% increase in the fee, and staff believes the amount is still reasonable. Upon inquiry by Councilman Peterson, Mr. Hyatt stated the single audit is related to the American Rescue Plan Act (ARPA) funds received; a single audit was also conducted last fiscal year due to the Coronavirus Aid, Relief, and Economic Security (CARES) Act funds received at that time. Upon inquiry by Mayor Davis, Mr. Hyatt explained the last five years' increases for auditing services have been approximately 2%-3%. Additionally, a five-year engagement letter was issued but an annual letter is also required of the auditor.

Councilman Barber made the motion to approve the Letter of Engagement with Rexroat, Harberd, and Associates, P.A. to perform the audit for the year ended September 30, 2022. Second to the motion was made by Councilman Peterson. After consideration, the motion passed unanimously by the following vote: **AYES:** Councilman Craig, Councilman Barber, Councilman Peterson, and Councilman Johnson. **NAYS:** None.

ENGINEERING SERVICES AGREEMENT WITH J-U-B ENGINEERS:

Mr. Carpenter stated the budgets for FY2022 and FY 2023 included a water rights study. Staff reached out to J-U-B Engineering for an estimate, and a scope of work was developed to look into options on acquiring water rights. The Water Rights Study will explore the feasibility of alternatives for additional water rights including: new water rights appropriation, acquisition of existing senior water rights, and the use of surface water rights for aquifer recharge mitigation. The study should provide direction on how to move forward. Upon inquiry by Councilman Barber, Mr. Carpenter stated the timeline on study could be up to eight months. Upon inquiry by Councilman Johnson, Mr. Carpenter stated \$120,000 was budgeted for the water rights study and utilizing the full amount budgeted will depend on time and materials explored.

Councilman Barber made the motion to approve an Engineering Services Agreement with J-U-B Engineers, Inc. for the Water Rights Study for time and materials not-to-exceed \$99,900.00. Second to the motion was made by Councilman Peterson. After consideration, the motion passed unanimously by the following vote: **AYES:** Councilman Craig, Councilman Barber, Councilman Peterson, and Councilman Johnson. **NAYS:** None.

COUNCIL REPORTS:

Councilman Craig inquired about hot patch repairs, and Mr. Ahrens stated those will be done when the roller returns from the shop; parts for the roller have been ordered. Councilman Barber asked about using a roller from an outside agency, and Mr. Ahrens stated one could possibly be borrowed from the highway district but that renting one was not an option.

DEPARTMENT REPORTS:

Mr. Williams spoke of the 1st Annual Carl Nellis Day of Service on September 17th involving the Jerome Interfaith Community, the Rotary, and the Community Spirit Committee. Volunteers will be trimming trees and shrubs, pulling weeds and providing overall yard clean up to those who have agreed to allow it. A certain part of town was identified as an area in need, and Community Spirit Committee members went door-to-door to provide information on the

event. A roster has been established for those who have responded and are willing to accept the services. Team leaders will be assigned crews and tools needed for the event will be identified for each individual project. The event will take place on September 17th 9:00 a.m. – 12:00 p.m. Mayor Davis noted that more volunteers will be needed, and he would like to see the event expanded in the future. Carl Nellis was a local man of service who recently passed away unexpectedly.

The military museum needs to rebuild their American with Disabilities Act (ADA) ramp and Mr. Williams received a call regarding the use of Council Discretionary Funds to assist with this project. Alternatives will be explored due to the high cost of the rebuild (approximately \$20,000) and museum representatives will attend the next Council meeting to discuss options and a possible City donation as it is a City building (it was noted that Mr. Nellis would have taken on this project himself had he been given the opportunity). Councilman Barber spoke of portable ramps as an option to rebuilding the ADA ramp as well.

Mr. Williams spoke of the Urban Renewal Area 2 closure and the ordinance that will be presented to Council on September 20th. Additionally, he noted that he will be joining the meeting via Zoom as he will be attending the City Managers conference in Ohio.

ADJOURNMENT:

There being nothing further to discuss, Mayor Davis adjourned this September 6, 2022 regular meeting of the Jerome City Council at 6:14 p.m.

By:

Mayor David M. Davis

Attest:

Bernadette Coderniz, City Clerk