

**November 1, 2022**

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: Acting Clerk Katie Elliott, Legal Counsel Ted Larsen, City Administrator Mike Williams, City Engineer Tyson Carpenter, Wastewater Supervisor Gilbert Sanchez, Public Works Director Brian Ahrens, IS Director Carlos Hernandez, Finance Director Ross Hyatt, Accounting and Budget Manager Lori McCrae, Library Director Linda Mecham, Building Inspector Dave Richey, Fire Chief Mike Harrison, and Police Chief Duane Rubink. City Clerk Bernadette Coderniz was excused.

**PLEDGE OF ALLEGIANCE:**

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

**INVOCATION:**

An invocation was given by Reverend Harriman Randle with the Overcomers Church.

**CONSENT CALENDAR:**

Those items contained in the consent calendar are as follows:

1. Approve the minutes of the October 18, 2022 regular meeting
2. Approve payment to Lombard-Conrad Architects for Jerome Police Station Phase 2 in the amount of \$4,395.00
3. Approve payment to Starr Corp for Jerome Police Station Renovation in the amount of \$276,608.65

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

**RESOLUTION NO. 18-22:**

**RESOLUTION NO. 18-22**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF JEROME, IDAHO AUTHORIZING THE DESTRUCTION OF SEMI-PERMANENT AND TEMPORARY RECORDS.**

**WHEREAS**, the City of Jerome adopted a records retention policy on November 6, 2008 pursuant to the provisions in Idaho Code 50-907, and

**WHEREAS**, records that are not considered permanent shall be retained for the period specified in the retention schedule and until destruction is approved by resolution of the City Council pursuant to the provisions of Idaho Code 50-907, and

**WHEREAS**, records identified as permanent shall not be destroyed, but shall be retained by the City in perpetuity or transferred to the Idaho State Historical Society's Permanent Records Repository for permanent retention upon resolution of the City Council, and that there are currently no permanent records presented, and

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Mayor and Council of the City of Jerome, Idaho as follows:

**Section 1:** The City's Attorney has reviewed and recommended approval for destruction of the foregoing semi-permanent and temporary records attached as Exhibit "A" which shall be disposed of under the direction and supervision of the City Clerk.

PASSED this 1<sup>st</sup> day of November, 2022.

APPROVED BY THE MAYOR this 1<sup>st</sup> day of November, 2022.

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

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

#### EXHIBIT "A"

#### ATTACHMENT TO RESOLUTION NO. 18-22

#### ADMINISTRATION/PERMITS & LICENSES

##### Semi-Permanent records:

January 1, 2012 – September 30, 2017

- Records Management – Vehicle Fuel Card sign-in sheets (L.Bybee, Gustafson, Gross, Hughes, Hartley, Henson, Green, Damron, J.Appell, W.Appell, B.Presnell, Gardner, Gates, Kelly, Kennedy, Newberry, Wiegard, Kern, Hodges, Gully, Taylor, Summers, Micek, Hulsey, Larsen, Walters, Olson, Blamires, Cain, Garey, S.Henry)

##### Semi-Permanent and Temporary records:

January 1, 2009 – September 30, 2017

- Permits and Licenses – business license registers and adjustment records
- Permits and Licenses –
  - Daycare – Kelsey's Daycare (2017); Oh, The Places You'll Go (2017)
  - Temporary Merchants/Mobile Food Vendors – Carnitas y Birria Cheverria; (2016); Tacos Villa (2017); Yur Place (2016); Tacos El Korita (2016); Porky's Roadhouse (2014)

- Fireworks for retail sale – TNT, SBD, Wilding, Jense, Acme Discount, Muir, Family Fun
- Solicitor's Permits – ARM Marketing/Vivent (2016); Southwestern Advantage (2014); C-Pro Medical (2017); American Exteriors (2016); Tru Green (2014); Pro-tek Chemical (2016); Edward Jones & Co. (2015); Idaho Housing & Energy (2015)

January 1, 2011 – September 30, 2012

- Activity Reports, General – Monthly Department Reports

January 1, 2017 – September 30, 2017

- Public Records Requests

December 21, 2015 – September 30, 2018

- Facility Rental Records – park reservations for commercial and non-commercial use

ACCOUNTING, BUDGET, FINANCE & PAYROLL

Semi-Permanent and temporary records:

October 1, 2006 – September 30, 2017

- Accounts payable – Vendor records of paid billings and invoices.
- Accounts Receivable: Payment transactions
- Accounts Receivable: Billing records – Billing records, meter reading documents and adjustments, summaries and lists

October 1, 2016 – September 30, 2017

- Payroll records, timesheets and reports

October 1, 2016 – September 30, 2017

- All General Ledger records and reports excluding bank records

POLICE

Temporary records:

January 1, 1960 – December 31, 1965

- Various reports throughout the year, list of those to be retained is attached.

January 1, 1994 – December 31, 2001

- Various reports throughout the year, list of those to be retained is attached

January 1, 2005 – December 31, 2006

- Various reports throughout the year, list of those to be retained is attached

January 1, 2009 – December 31, 2014

- Various reports throughout the year, list of those to be retained is attached

January 1, 2001 – December 31, 2007

- Ordinance complaints/warnings, no case number drawn

January 1, 2016 – December 31, 2016

- Paper citations, carbon copies, with original hand written officers notes on back

#### Certification by City Attorney

I, Theodore R. Larsen, City Attorney for the City of Jerome hereby certify that I have reviewed Resolution No. 18-22 requesting that certain public records be approved for destruction pursuant to Idaho Code Section 50-907(7)(b)(c). I further declare it is my opinion that the aforementioned records named in Exhibit A as attached to Resolution No. 18-22 fall within the classification of semi-permanent or temporary records as defined in Idaho Code 50-907(2)(a-g) and (3) (a-d), respectively, and may be approved for destruction under the direction and supervision of the City Clerk.

Dated this 1<sup>st</sup> day of November, 2022.

/s/ Theodore R. Larsen  
Theodore R. Larsen, City Attorney

#### EXHIBIT “B”

Attachment to Resolution No. 18-22

None

Councilman Barber made the motion to pass Resolution No. 18-22, authorizing the destruction of semi-permanent and temporary records. 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.

#### **TROJAN ULTRA-VIOLET LAMPS AND SLEEVES FOR THE WASTEWATER TREATMENT PLANT:**

Mayor Davis stated this item could have been approved as a consent agenda item as the approved budget for FY2023 included this purchase. Staff was given the opportunity to present additional information if necessary.

Councilman Barber made the motion to approve the funds for purchase of Trojan UV lamps and sleeves. 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.

#### **PROJECT DEVELOPMENT SERVICES AGREEMENT, REGION VI DEVELOPMENT:**

Mr. Williams stated staff is seeking approval to enter into an agreement with Region VI Development Association (RIVDA) for project development services including grant application assistance. Staff is pursuing a Community Development Block Grant (CDBG) to secure additional financing for downtown revitalization efforts. He stated the Urban Renewal Agency (URA) secured financing to move forward with activities outlined in the Area 3 Plan, and the grant will supplement said funding and help expand the project area. Projects include infrastructure redevelopment (curb, gutter, sidewalk, water lines, etc.) in specific areas including

Main, Lincoln, Avenue A and Alder. The City has worked with RIVDA in the past, most recently with assistance in obtaining grant funding for the tennis courts project. Mr. Williams stated the CDBG program has certain requirements which need to be met, and he believes the City can submit a competitive application for the funds. The agreement between the City and RIVDA includes the cost of \$3,500 for the project development services. Should the City be successful in obtaining the grant, a grant administrator will be sought and RIVDA will be considered. He noted that Michelle McFarland with RIVDA was present for any questions the Council may have had.

Upon inquiry by Councilman Barber, Mr. Williams stated the length of the project is unknown at this time. A Request for Qualifications will be released for a design professional, and Mr. Williams stated the Idaho Transportation Department (ITD) has approved the City's plans and may make their own improvements to Main Street. Mr. Williams confirmed any work done on the highway requires ITD approval although he does not anticipate any issues. Upon inquiry by Councilman Peterson, Mr. Williams stated the grant will provide supplemental funding for the projects as funding has already been secured through the URA. He noted that projects will need to be separated in order to meet federal funding requirements. Councilman Craig commented on ITD roadwork and repaving, and Councilman Barber inquired about the Main Street Parking and Beautification Committee recommendations. Mr. Williams stated many of those recommendations were taken into consideration when preparing for projects.

Councilman Peterson made the motion to approve the agreement with Region IV Development for grant application services. 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.

## **DISCUSSION AND POSSIBLE ACTION REGARDING PRIORITY ROADS PROJECTS**

Mr. Ahrens appeared before Council to discuss priority road projects. In 2021, Council approved the new Traffic Master Plan which included twenty-three capital improvement projects. Several meetings were held with Mr. Ahrens, Mr. Williams, Mr. Carpenter, and Streets and Parks Supervisor Ronnie Hendricks to discuss and prioritize the projects, and the top two priority projects were identified as: N. Lincoln from 4<sup>th</sup> Avenue to 16<sup>th</sup> Avenue, and S. Fillmore from I Street to Main Street. Mr. Ahrens stated both projects are large and encompass vehicle and pedestrian traffic. He spoke of URA funding to assist with these projects, and he asked for direction from Council on which project to begin first. Discussion ensued, and topics of the discussion included: the cost of each project and funding needed to move forward; the design of each project; right-of-way concerns; expanding N. Lincoln and failing asphalt; the installation of curb, gutter and sidewalk; community and pedestrian safety as primary concerns when projects are prioritized and design; walkability (or lack thereof) in certain areas of Jerome; consideration of the new school being built; the unlikelihood of funding both projects at the same time; designing both projects at the same time for future planning; subdivision and right-of-way acquisition; identifying the priority project; Transportation Alternatives Program (TAP) grants and the Main Street sidewalks project; and, moving forward with available funding.

Mr. Williams stated the next step in the process is to release a Request for Qualifications (RFQ) whereby firms for each project will ultimately be selected and approved by Council. All agreed that the two projects identified as priorities by staff are, indeed, priorities. Mr. Carpenter

identified the Lincoln and Yakima intersection as a good candidate for an intersection safety grant in the future. No action will be taken at this time.

**COUNCIL REPORTS:**

Councilman Barber expressed appreciation to those who participated in this year's Main Street Trunk or Treat event.

**DEPARTMENT REPORTS:**

There were no department reports presented this evening.

**ADJOURNMENT:**

There being nothing further to discuss, Mayor Davis adjourned this November 1, 2022 special meeting of the Jerome City Council at 5:57 p.m.

By:

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Mayor David M. Davis

Attest:

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Bernadette Coderniz, City Clerk