

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 Council Bryan Craig.

Also present were staff members: City Clerk Bernadette Coderniz, City Administrator Mike Williams, City Attorney Ted Larsen, City Engineer Tyson Carpenter, Public Works Director Brian Ahrens, Building Official Dave Richey, Wastewater Superintendent Gilbert Sanchez, IS Director Carlos Hernandez, Finance Director Ross Hyatt, Accounting and Budget Manager Lori McCrae, City Planner Ervina Covic, Fire Chief Mike Harrison, and Police Chief Duane Rubink.

Mayor Davis announced that the item on Area of Impact will be tabled for a future meeting.

**PLEDGE OF ALLEGIANCE:**

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

**INVOCATION:**

An invocation was given by Pastor Chester Whitaker with the Jerome Bible Baptist Church.

**PUBLIC HEARING:**

This being the time and place published to consider a request from Tensco, Inc. - Gerald Martens, for a residential final plat of Becker Subdivision No. I, on the property described as a Portion of S<sup>2</sup> SW<sup>4</sup>, Section 8, Township 8 South, Range 17 East, Boise Meridian, Jerome County, Idaho, the Chair called the public hearing open at 5:34 p.m. and briefly reviewing the procedures that will be followed.

**Staff Presentation:**

Ms. Covic provided a background on the project and stated that Phase I of the development consists of 27.35 acres. The property is east of N. Tiger Drive and 16<sup>th</sup> Avenue E and the proposed subdivision will consist of 183 single-family lots in total and a 10-acre neighborhood park; Phase I will include 67 residential lots, and the park will be donated to the Jerome Recreation District. Ms. Covic stated the Planning and Zoning Commission (P&Z) reviewed the application as it relates to the Comprehensive Plan and Titles 16 and 17 of the Jerome Municipal Code. There was one testimony neutral to the application during the P&Z public hearing with concerns regarding growth and increased traffic. The P&Z approved the preliminary plat with conditions and approved the Findings and Conclusions on August 24, 2021.

**Applicant Testimony:**

Gerald Martens appeared before Council regarding the proposed subdivision and stated the preliminary plat is in compliance with the conditions noted during the P&Z hearing. Phase I includes donation of the park and will include construction of the pressurized irrigation system, which will be utilized for the entire subdivision and irrigation to the park. The park is donated by Dr. Becker and will be an addition to the existing park to provide significantly more organized activities (soccer fields, ball fields, etc.) designated by the Jerome Recreation District. Mr. Martens will assist Dr. Becker with the development of the park; primary access to the park will be from 16<sup>th</sup> Avenue E, and he hopes the park amenities will add value to the lots sold in the subdivision. Mr. Martens has worked with staff on water, sewer and pressurized irrigation issues and will continue to do so as the subdivision undergoes development. Councilman Barber thanked Dr. Becker for the donation, and inquired if there will be lighting in the subdivision. Mr. Martens stated lighting will be provided as per City standards. Mr. Williams commented on the City requirements for street lighting, and Councilman Peterson inquired about the irrigation pond. Mr. Martens stated the existing park is irrigated via a nearby pump station and options are being explored for irrigating; a separate pump station may be utilized once approved by the City Engineer. The pipeline runs along the north boundary of the property, and from the north to the extreme west where the existing pump station is located. Upon inquiry by Councilman Barber, Mr. Martens stated the lots will range from 8,000 square feet to approximately 12,000 square feet. Councilman Craig inquired about the declaration of Covenants, Conditions and Restrictions (CCR's) and Mr. Martens stated the homes will be a minimum of 1,400 square feet and include a two-car garage.

There was no testimony in favor nor in opposition to the application. Two letters were submitted as neutral testimony and read by the clerk (letters are on file at City Hall). Regarding the letter from Northside Canal Company, Mr. Martens stated fencing will be south of the easement. Additionally, the Homeowner's Association will be the single point of contact as per the CCR requirements for direct contact with the canal company. Regarding the letter submitted by a local resident, Mr. Martens stated 16<sup>th</sup> Avenue E will be upgraded and widened although not in the initial phase of development. In Phases II and III there will be additional access roads to the subdivision via 16<sup>th</sup> Avenue E.

There being no further testimony to be heard, the Chair declared the public hearing closed at 5:53 p.m.

#### **BECKER SUBDIVISION FINAL PLAT, PHASE I:**

Councilman Barber made the motion to approve the final plat for Becker Subdivision Phase I with a condition of approval of the construction drawings. 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.

Mr. Martens thanked Council for approval of the final plat, and inquired about the acceptance of the donation. Mr. Williams stated the property will be donated to the Jerome Recreation District; the City will not be a party in this transfer. Councilman Peterson commented on lot sizes in general, and Mr. Williams stated lot sizes are determined by Jerome Municipal Code as set by ordinance. They can be reviewed as the Comprehensive Plan undergoes updates.

**CONSENT CALENDAR:**

Those items contained in the consent calendar are as follows:

1. Approve the minutes of the April 19, 2022 regular meeting

Councilman Barber made the motion to approve the consent calendar as presented. 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.

**PROCLAMATION – NATIONAL POLICE WEEK MAY 8-14, 2022:**

The clerk read the proclamation in full as follows:

**PROCLAMATION NATIONAL POLICE WEEK  
TO RECOGNIZE NATIONAL POLICE WEEK 2022 AND TO HONOR THE  
SERVICE AND SACRIFICE OF THOSE LAW ENFORCEMENT OFFICERS  
KILLED OR DISABLED IN THE LINE OF DUTY WHILE PROTECTING OUR  
COMMUNITIES AND SAFEGUARDING OUR DEMOCRACY.**

WHEREAS, law enforcement officers play a critical role in protecting our community; and

WHEREAS, the Congress and President of the United States have designated May 15th as Peace Officers Memorial Day, and the week in which it falls as Police Week; and

WHEREAS, since the first recorded death in 1791, more than 21,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty; and

WHEREAS, during Peace Officers Memorial Day and Police Week, we honor the men and women of law enforcement who have been killed or disabled in the course of serving our communities; and

WHEREAS, the members of the Police Department of the City of Jerome play an essential role in safeguarding the rights and freedoms of the citizens of the City of Jerome; and

WHEREAS, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, the men and women of the City of Jerome Police Department provide a vital public service to the community;

NOW, THEREFORE, I, Mayor David M. Davis, call upon all citizens of the City of Jerome and upon all patriotic, civil, and educational organizations to observe the week of May 8 through 14, 2022, as Police Week in which all of our people may join in honoring police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enduring reputation for preserving the rights and security of all citizens.

I FURTHER call upon all citizens of the City of Jerome to observe Saturday, May 14, 2022, as Peace Officers Memorial Day in honor of those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty.



PROCLAIMED THIS 3rd DAY OF MAY, 2022

/s/ David M. Davis, Mayor



Chief Rubink stated the declaration will be on display at the local Magic Valley Law Enforcement Officers Memorial on Saturday, May 14<sup>th</sup> where the names of the 73 Idaho officers who have died will be remembered. Council signified unanimous support of the proclamation with all “ayes.”

### **COMMUNITY MOVIE NIGHTS IN THE PARK:**

Elizabeth Sharp appeared on behalf of Collin Sharp Insurance Agency with the request to host two Community Movie Nights at Idaho Central Credit Union (ICCU) Park on July 22<sup>nd</sup> and August 5<sup>th</sup>. Ms. Sharp stated the movie nights are fun for the community and they hope to continue bringing them to the park. They plan to show “Sing 2” on July 22<sup>nd</sup> and “Encanto” on August 5<sup>th</sup>.

Brief discussion ensued regarding fee waivers for specific events and/or organizations, and topics of the discussion included: consistency and transparency with all groups; non-profit versus for-profit organizations; free events to the public versus fundraisers; educational opportunities for kids as charitable events; charitable donations from proceeds; the need for a policy; staff time to be dedicated to reworking the City’s policy on park use fees; fees related to park clean up; the option of having a refundable deposit charged in lieu of park fees; liability insurance as a requirement; certain events requiring additional bathroom facilities and trash cans; and, the parks as public space for the public’s benefit. Mayor Davis recommended that Council share thoughts or additional ideas with Mr. Williams, and Mr. Williams will meet with staff to present options at a future Council meeting.

Councilman Barber made the motion to approve the application of Collin Sharp, Collin Sharp Insurance Agency Inc., for a permit for Commercial Use of the of ICCU Park on July 22, 2022 and August 5, 2022 for a community movie night event, and waive permit fees due to the civic nature of the event. Second to the motion was made by Councilman Peterson. After consideration, the motion passed unanimously by the following vote: **AYES:** Councilman Johnson, Councilman Craig, Councilman Barber, and Councilman Peterson. **NAYS:** None.

### **2020-2021 FISCAL YEAR AUDITED FINANCIAL STATEMENTS:**

Auditor Laurie Harberd with Rexroat, Harberd and Associates, P.A. appeared to present the 2020-2021 audit report. The City of Jerome was subject to single audit procedures for FY2021 which required additional testing of the federal grant programs as more than \$750,000 in federal grant monies were received and expended during the fiscal year. She highlighted the audit report and spoke of the unmodified, or clean opinion on pages 1-2. The report states that

the statements were audited but accuracy of the statements were the responsibility of the management of the City. The auditor is responsible for issuing an audit opinion, and they conducted the audit in accordance with generally accepted auditing and government auditing standards. They determined that the financial statements are fairly presented in all material respects in conformity with generally accepted accounting principles. The management discussion and analysis are located on pages 3-12; while not audited, they are reviewed for reasonableness as part of the audit procedures.

Pages 13-14 show the financial statements presented on full accrual basis of accounting; all assets and liabilities are included. Governmental activities (general, street, parks and library funds) are listed along with business type or proprietary funds (irrigation, sanitation, water and sewer funds). The Jerome Urban Renewal Agency is also listed as a component unit for the City. Pages 15-17 show modified accrual financial statements which include current resources and liabilities. All funds show a positive fund balance. The business type or proprietary funds statements are on pages 18-19 and are presented on a full accrual basis; all capital assets and long-term liabilities are included. All funds show a positive fund balance. The statement of cash flows for the proprietary funds shows where cash came in and went out and matches the cash balance on the financial statements. Notes to the financial statements are on pages 21-43. Note 2 on page 27 lists cash and investments; note 3 breaks down capital assets of the City and includes depreciation values; notes 4-5 discuss long-term liabilities and refunding sewer bonds that were issued in the last fiscal year. Note 19 on page 43 speaks of the implementation of the Gadsby Statement; FSA and HRA funds held are now reported as part of the fund financial statements.

Ms. Harberd spoke of the budgetary comparison schedules on pages 44-47 with budgeted-to-actual comparisons. Notes on pages 48-50 are related to PERSI, and the budgetary comparison schedules for the proprietary funds are found on pages 51-54; all funds did better overall than budgeted. Pages 55-57 provide combining schedules for the internal service funds and details of expenses of different departments for the general fund. Ten-year trend information can be found on pages 58-60 and include property tax levies and collections, and expenditures and revenues. The schedule of expenditures of federal awards is found on page 61 and lists expenditures of federal grants received in the fiscal year. The report on internal control over financial reporting and on compliance and other matters is found on pages 62-63. The auditor considers the City's internal control procedures as part of planning the auditing procedures but does not provide an opinion on internal control. Tests of compliance are performed with certain provisions of laws, regulations, contracts, grants, etc., and no issues of non-compliance were identified. Additional single audit reports are on pages 64-65 and are reports on compliance for each major program, and reports on internal control over compliance required by uniform guidance. Ms. Harberd explained that uniform guidance is established by the federal government and must be performed as part of managing federal grants. The major program used to test for compliance was the CARES Act Funding of approximately \$1.4 million. The report notes that the City complied with the compliance requirements that would have a direct and material effect on the program. Page 66 is a schedule of findings and questions costs as a requirement of the single audit; any issues found in the single audit would have been reported here, and none were found.

Ms. Harberd concluded with the governance letter given to City Council as the governing board of the City from the auditors. Any additional information separate from the audit is included in the letter (i.e. difficulties encountered during the audit, significant audit matters, etc.)

Councilman Barber made the motion to approve the FY2021 audited financial statements as presented. 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 Barber stated the City Wide Clean Up Day will be held on Saturday, May 7<sup>th</sup>. Participants will meet at the Chamber of Commerce parking lot at 9:00 a.m.

Councilman Craig inquired about the ground covering at the Shepherd’s Park playground, and Mr. Ahrens commented that the ground needs to be rototilled; he noted that upgrades would be needed at some point. Councilman Craig spoke of softer material for the playground as the existing material is hardening. He also inquired about when City lawn care services begin as weeds are growing throughout the City. Mr. Richey commented that staff is working everyday to check properties for weed issues. Councilman Craig spoke of weeds in City alleys and the need to keep weeds under control as they are in the public eye, specifically along Main Street. Mr. Richey commented that staff tries to keep City property cleaned up although alleys can be missed on occasion.

**DEPARTMENT REPORTS:**

Mr. Williams stated the budget process will be initiated soon and requested that Council begin considering specific priorities or projects they would like to see included in next year’s budget. Past priorities and strategic plan initiatives will also be reviewed, and the budget process will commence with discussions at the next Council meeting.

Mr. Sanchez stated the shipment of membranes has been received and staff has started with the installation of the membranes. He anticipates Basin #5 will be running by Friday. Upon inquiry by Councilman Peterson regarding prevention of the issue that recently affected the Wastewater Treatment Plant (WWTP), Mr. Gil stated staff has met with industries regarding their processes. Additionally, Agropur is building their new facility which should help alleviate material at the WWTP, and staff will be discussing pretreatment options with the other industries. Upon inquiry by Councilman Barber, Mr. Sanchez stated the membranes to be removed will be cleaned and ready for the other basins.

Ms. Covic stated two additional subdivisions are in the planning stages and will be presented to Council for final plat reviews in the next few weeks.

**ADJOURNMENT:**

There being nothing further to discuss, Mayor Davis adjourned this May 3, 2022 regular meeting of the Jerome City Council at 6:36 p.m.

By:

\_\_\_\_\_  
Mayor David M. Davis

Attest:

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Bernadette Coderniz, City Clerk