

CITY OF POCATELLO REGULAR CITY COUNCIL MEETING

February 6, 2020 · 6:00 PM
Council Chambers | 911 North 7th Avenue

Any citizen who wishes to address the Council shall first be recognized by the Mayor, and shall then give his/her name and address for the record. If a citizen wishes to read documentation of any sort to the Council, he/she shall first seek permission from the Mayor. A three (3) minute time limitation is requested for Council presentations.

City Hall is accessible to persons with disabilities. Program access accommodations can be provided with three (3) days' advance notice by contacting Skyler Beebe at sbeebe@pocatello.us; 208.234.6248 or 5815 South 5th Avenue, Pocatello, Idaho.

The purpose of the agenda is to assist the Council and interested citizens in the conduct of this public meeting. **Citizens should examine the agenda for the item of their interest. However, citizens are advised that only Public Hearings allow for public comment during the discussion/consideration process.**

Citizens have an opportunity to be heard by the Council if the item meets the criteria as described in the agenda item called "DISCUSSION ITEMS." You must sign in at the start of the meeting to be recognized.

RECESS: In the event the meeting is still in progress at 7:30 p.m., the Mayor may call a ten-minute recess to allow Council members and participants a brief rest period.

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

2. INVOCATION

The invocation will be offered by Merriann Forrest, representing H.S. Jeshua Ministries.

3. CONSENT AGENDA

The following business items may be approved by one motion and a vote. If any one member of the Council so desires, any matter listed can be moved to a separate agenda item. **(ACTION ITEM)**

(a) MINUTES: Council may wish to waive the oral reading of the minutes and approve minutes from the Work Session meeting of November 14, 2019; and the City Council Executive Session of January 9, 2020.

(b) PAYROLL AND MATERIAL CLAIMS: Council may wish to consider payroll and materials claims for the month of January, 2020.

(c) ANIMAL SHELTER ADVISORY BOARD APPOINTMENTS: Council may wish to confirm the Mayor's appointments of Arlen Walker and Kelly Boodry to serve as members of the Animal Shelter Advisory Board. Mr. Walker will be replacing Kathy Reynolds, who resigned, and his term will begin February 7, 2020 and will expire February 17, 2021. Mr. Boodry will be replacing Mary Johnson, whose term expired, and his term will begin February 9, 2020 and will expire February 9, 2022.

(d) ANIMAL SHELTER ADVISORY BOARD APPOINTMENTS: Council may wish to confirm the Mayor's appointment of Ronna Martinez to serve as a member of the Animal Shelter Advisory Board, representing the Bannock Humane Society and replacing Cheryle Loiselle. Ms. Martinez's term will begin February 17, 2020 and will expire February 17, 2022.

(e) AMERICANS WITH DISABILITIES ACT GRIEVANCE COMMITTEE APPOINTMENT: Council may wish to confirm the Mayor's appointment of Mandy Greaser to serve as a member of the Americans with Disabilities Act Grievance Committee. Ms. Greaser will be filling a long-term vacancy, and her term will begin February 7, 2020 and will expire February 8, 2022.

(f) COUNCIL DECISION – CRESTVIEW COVE FINAL PLAT APPROVAL: Council may wish to adopt its decision approving the final plat for Crestview Cove, which subdivides approximately 2.66 acres of land into eleven (11) lots, one (1) of which shall be held in common by the homeowners association and dedicated for storm water retention, subject to conditions. The property is located south of Monson Street and east of Satterfield Drive.

Documents:

[**AGENDA-ITEM-3.PDF**](#)

4. COMMUNICATIONS AND PROCLAMATIONS

5. CALENDAR REVIEW

Council may wish to take this opportunity to inform other Council members of upcoming meetings and events that should be called to their attention.

6. SHORT PLAT – HATCH UNIVERSITY SUBDIVISION

Angela Hatch, represented by Krystal Chanda of A & E Engineering, Inc., (PO Box 1327, Pocatello, ID 83204) has submitted a short plat application to subdivide 1.33 acres (more or less) into three (3) residential lots. The property, located at 540 University Drive, will be known as Hatch University Subdivision. **(ACTION ITEM)**

Documents:

[AGENDA-ITEM-6.PDF](#)

7. DONATION ACCEPTANCE/CONTRACT – ANIMAL SHELTER

Council may wish to accept a donation from Friends of the Animal Shelter of an industrial washing machine and industrial dryer for use at the Animal Shelter. If accepted, Council may also wish to authorize the Mayor to execute a contract with Smith Taylor, Inc. for installation of the equipment. The installation, including modifications to the facility (concrete addition, gas line addition and duct work) will be paid for by the Friends of the Animal Shelter. There will be no cost to the City. **(ACTION ITEM)**

Documents:

[AGENDA-ITEM-7.PDF](#)

8. LHTAC STATE LOCAL AGREEMENT FOR CARSON STREET BRIDGE PROJECT

Council may wish to consider the following regarding the Carson Street Bridge Project: **(ACTION ITEM)**

- a) Approve State Local Agreement with LHTAC for the Bridge Bundle Project;
- b) Authorize the Mayor to execute the State Local Agreement and other documents related to the Bridge Bundle Project; and
- c) Authorize the expenditure of \$28,328.87 for the Bridge Bundle Project.

Funds for the project are available in Fund 70.

Documents:

[AGENDA-ITEM-8.PDF](#)

9. BID/CONTRACT – WPC FACILITY STORAGE BUILDING

UPGRADES

Council may wish to consider the recommendations of staff for the following requests regarding the WPC Facility Storage Building Upgrades: **(ACTION ITEM)**

- a) Accept the low responsive bid received on January 14, 2020, from Steel Design LLC in the amount of \$93,687.08 for total bid, and if the bid is accepted;
- b) Authorize the Mayor's execution of the Agreement between the City of Pocatello and Steel Design LLC, in the amount of \$93,687.08, for the WPC Facility Storage Building Upgrades, subject to Legal Department review.

The project includes expiation of the enclosed area of an existing storage building and addition of bay doors. The upgrades will allow for more dry storage for equipment and materials at the WPC facility. If approved, the work will begin March 2020 and will be completed beginning of April 2020. Funds for the project are budgeted and available in the WPC capital account.

Documents:

[AGENDA-ITEM-9.PDF](#)

10. 2020 WATER DEPARTMENT MATERIALS BID

Council may wish to consider bids received on January 16, 2020 for materials used by the Water Department for capital improvement projects, maintenance and replenishing inventory. The bid was separated into thirteen separate lots in an effort to guarantee the lowest price for the City. Staff requests that Council award each lot to the lowest responsive bidder as follows: **(ACTION ITEM)**

- a) CORE & MAIN LP – Lots One, Two, Five, Six, Eleven, Twelve and Thirteen (\$190,551.71);
- b) FERGUSON WATERWORKS – Lots Seven, Eight and Nine (\$8,815.00); and
- c) HD FOWLER CO. – Lots Three, Four and Ten (\$156,790.00).

Total cost for the materials bids is \$356,156.71. Funds are available in the Water Department's Fiscal Year 2020 budget.

Documents:

[AGENDA-ITEM-10.PDF](#)

11. NOTICE OF AWARD AND CONSTRUCTION AGREEMENT –

AIRPORT

Council may wish to approve and authorize the Mayor to sign a Notice of Award, Construction Agreement and any other pertinent documents between the City of Pocatello and DePatco for rehab of a portion of aircraft parking apron at the Airport. Cost of the project will be \$1,502,981.90 and will be funded 93.75% by FAA grant funds and 6.25% by Airport Passenger Facility Charges. **(ACTION ITEM)**

Documents:

[AGENDA-ITEM-11.PDF](#)

12. AIRPORT CONCESSION DISADVANTAGED BUSINESS ENTERPRISE (ACDBE) PROGRAM POLICY AND GOAL METHODOLOGY – AIRPORT

Council may wish to approve and authorize the Mayor to sign the Pocatello Regional Airport Concession Disadvantaged Business Enterprise (ACDBE) Program and pertinent documents. The program is a requirement by FAA to be submitted every three years along with an ACDBE Participation Goal and Goal Methodology. **(ACTION ITEM)**

Documents:

[AGENDA-ITEM-12.PDF](#)

13. ORDINANCES

READING OF AN ORDINANCE PROCEDURE

1. Council determines which option below will be used to read the Ordinance by roll call vote.
2. The Ordinance is read by City Staff (usually City Attorney).
3. Mayor will declare the final reading of the ordinance and ask "Shall the Ordinance pass?" After roll call is taken, Mayor will announce whether or not the ordinance passed.

ORDINANCES: The Council has the following options for reading ordinances. If the Council makes no motion, the ordinance will be read on three (3) different days, two (2) readings of which may be by title only and one (1) reading of which shall be in full and placed on final passage for publication. **(ACTION ITEM)**

EXAMPLE MOTIONS:

Option 1: FOR ONE READING UNDER RULES SUSPENSION: "I move the ordinance, Agenda Item #__, be read only by title and placed on final passage for publication, and that only the ordinance summary sheet be submitted for publication."

Option 2: FOR THREE SEPARATE READINGS: "I move the ordinance, Agenda Item #___, be read on three separate days. First and second readings will be by title and in full on the third reading. The ordinance shall then be placed on final passage for publication, and only the ordinance summary sheet be submitted for publication."

Before the ordinance can be read under Option 1, the Council must pass said motion by a vote of one-half plus one (4) of the full Council.

Ordinances ready for reading.

13. (a) An ordinance amending Pocatello Municipal Code Title 16 "Subdivision Regulations", specifically by amending Sections 16.04.040 "Extraterritorial Authority", 16.08.010 "General Definitions" and 16.16.010 "Short Plat Subdivision" as well as various sections of Chapters 16.12 "Pre-application Review", 16.120 "Preliminary Subdivision Plat Application", 16.24 "Final Subdivision Plat Application" and 16.28 "Property Line Adjustment Provisions", to improve the subdivision process and applicable code sections within said Title. **(ACTION ITEM)**

13. (b) An ordinance amending Pocatello Municipal Code Title 17 "Zoning Regulations", specifically by amending Chapters 17.01 "General Provisions", 17.02 "Land Use Decisions", 17.04 "Overland Areas", 17.05 "Development Standards" and 17.06 Special Use Standards and by repealing and replacing Chapter 17.03 "Zoning Districts" to improve the function and administration of this Title. **(ACTION ITEM)**

13. (c) An ordinance amending Pocatello Municipal Code 15.02.010 (A) "National Electrical Code, 2017 Edition, Appendix H and IDAPA Standards 07.01.06" to bring the City into conformity with the National Electrical Code and in-line with other jurisdictions. **(ACTION ITEM)**

Documents:

[AGENDA-ITEM-13.PDF](#)

14. DISCUSSION ITEMS

This time has been set aside to hear discussion items not listed on the agenda. Items which appeared somewhere else on the agenda will not be discussed at this time. The Council is not allowed to take any official action at this meeting on matters brought forward under this agenda item. Items will either be referred to the appropriate staff or scheduled on a subsequent agenda. You must sign in at the start of the meeting in order to be recognized. **(Note: Total time allotted for this item is fifteen (15) minutes, with a maximum of three (3) minutes per speaker.)**

15. ADJOURN

PUBLIC HEARING PROCEDURE

1. Explanation of hearing procedures by Mayor or staff.
 - Ten (10) minute time limit on applicant presentation.
 - Three (3) minute time limit on public testimony.
 - Names and addresses are required from those presenting/testifying.
 - Questions/comments should be addressed to the Mayor and Council.
 - Council members must make their decision regarding the application on facts already in the record and information presented at the public hearing. Conflicts of interest, site visits and ex-parte contacts by Council members will be acknowledged.
 - Protocol requires that Council and audience be recognized by the Mayor prior to speaking.
2. Mayor opens hearing.
3. Presentation by applicant.

Note: Remember, applicant bears the responsibility for making his/her case. This is also the time for Council members to ask their questions of the applicant.
4. Presentation by staff.
5. Written correspondence submitted for the record.
6. Testimony by those supporting the application.
7. Testimony by those uncommitted on the application.
8. Testimony by opponents to the application.
9. Rebuttal by the applicant.
10. Mayor closes the hearing and initiates motion/deliberations.

Note: The Mayor may choose to require a motion prior to the discussion in order to focus deliberations, or, the Mayor may choose to allow deliberations prior to the motion in order to facilitate wording of the motion.
11. Develop a written and reasoned statement supporting the decision.