

CITY OF POCA TELLO REGULAR CITY COUNCIL MEETING

August 20, 2020 · 6:00 PM
Council Chambers | 911 North 7th Avenue

In-person attendance is allowed, but strict social distancing measures are in place. Attendance is limited and masks/face coverings are required.

**The full Council meeting will be live-streamed at:
<http://streaming.pocatello.us/> and available on Sparklight
Cable channel 56**

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.**

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 a moment of silence.

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) TREASURER'S REPORT: Council may wish to consider the Treasurer's Report for July showing cash and investments as of July 31, 2020.

(b) CTF GLOBAL LLC – PROFESSIONAL SERVICES CONTRACT RENEWAL: Council may wish to consider renewal of the CTF Global, LLC Contract in the amount of \$5,000.00 per month to provide consultant services for the City of Pocatello. Larry Grossman with CTF Global, LLC has provided this service to the City since 2004. This is a five-year contract commencing October 1, 2020 and terminating September 30, 2025.

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. PUBLIC HEARING – PROPOSED FISCAL YEAR 2021 FOREGONE BALANCE

This time has been set aside for the Council to receive public comments on the reserving of foregone balance. A resolution has been prepared for consideration under Agenda Item No. 12. **(ACTION ITEM)** (Legislative Public Hearing)

Documents:

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

7. SHORT PLAT – R.A.G.G. SUBDIVISION IN POCATELLO SQUARE

George Katsilometes (mailing address: 353 North 4th Avenue Suite 101, Pocatello, ID 83201), represented by Rocky Mountain Engineering and Surveying (mailing address: 600 East Oak Street, Pocatello, ID 83201), has submitted a short plat application to subdivide approximately .40 acres of Lot 2 Block 4 of Pocatello Square Subdivision into two (2) commercial lots. **(ACTION ITEM)**

Documents:

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

8. DECLARATION OF SURPLUS PROPERTY – 2020 CITY AUCTION

Council may wish to declare items identified as surplus property to be sold at the City's Annual Auction on Saturday, September 12, 2020. **(ACTION ITEM)**

City departments submitted lists of items that they consider surplus and these items were reviewed by other departments. The items to be considered as surplus are not needed by any other department within the City.

Documents:

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

9. RESOLUTIONS AIRPORT LEASE AGREEMENTS – MOORE AND CIVIL AIR PATROL

Council may wish to approve, by resolution, and authorize the Mayor to sign the following lease agreements for property at the Pocatello Regional Airport. **(ACTION ITEM)**

a) Randy Moore – Lease premises is approximately 9,750 square feet of warehouse space for the purpose of fabrication of off-road vehicle specialty accessories and associated storage. Rental rate will be \$1,000.00 per month, to be reviewed annually and increased at least by the amount of the Consumer Price Index (CPI) for the previous year. Lease term is five years.

b) Civil Air Patrol – Leased premises is approximately 1,760 square feet of hangar space for the purpose of aircraft storage. Rental rate will be \$60.95 per month, to be reviewed annually and increased at least by the amount of the CPI for the previous year. Lease term is five years.

Documents:

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

10. RATIFICATION OF IFFT FOUNDATION GRANT APPLICATION AND ACCEPTANCE – PORTNEUF VALLEY PARTNERS ENTRANCE SIGNS IMPROVEMENT PROJECT

Council may wish to approve the following requests related to a City Entrance Signs Improvement Project for signs located at the Clark Street, Pocatello Creek Road and South 5th Avenue entrances into the City of Pocatello. **(ACTION ITEM)**

a) Ratify a \$10,000.00 Ifft Foundation Grant Application which had a due

date for submission of August 15, 2020, and if the grant is awarded

b) Acceptance of the grant and authorize the Mayor's signature on documents related to the grant, subject to Legal Department review.

There is no City match requirement for the grant. Parks and Recreation Department staff submitted the grant as a joint project with Portneuf Valley Partners.

Documents:

AGENDA-ITEM-10.PDF

11. FISCAL YEAR 2021 DEPARTMENTAL FEE RESOLUTION

Council may wish to adopt a resolution with exhibits (a) through (y) setting fees for Fiscal Year 2021 (October 1, 2020 through September 30, 2021). **(ACTION ITEM)** The exhibits are:

- a) POCATELLO REGIONAL AIRPORT FEES
- b) ALCOHOLIC BEVERAGE LICENSES
- c) ANIMAL SERVICES
- d) BUSINESS LICENSE FEES
- e) CEMETERY FEES
- f) CHILDREN GROUP TREATMENT CENTER FEES
- g) FEES FOR COMMERCIAL ACTIVITIES IN PARKS AND OTHER PUBLIC PLACES
- h) CONSTRUCTION TRADE FEES
- i) CHILD CARE LICENSE FEES
- j) DEVELOPMENT REIMBURSEMENT FEES
- k) ENGINEERING REVIEW SERVICE FEES
- l) FIRE DEPARTMENT FEES
- m) GEOGRAPHICAL INFORMATION SERVICE FEE
- n) PARKS AND RECREATION PROGRAM, RENTAL AND ADMISSION FEES FOR PARKS AND RECREATION ACTIVITIES
- o) PARKS AND RECREATION FACILITY USE FEES
- p) PLANNING AND DEVELOPMENT SERVICE FEES

- q) POLICE DEPARTMENT FEES
- r) PUBLIC RECORD FEES
- s) SANITATION DEPARTMENT FEES
- t) CONSTRUCTION SITE SEDIMENT AND EROSION CONTROL FEES
- u) POCATELLO REGIONAL TRANSIT SYSTEM FEES
- v) UTILITY BILLING DEPARTMENT FEES
- w) WATER DEPARTMENT FEES
- x) WATER POLLUTION CONTROL DEPARTMENT FEES
- y) ZOO IDAHO PROGRAM, RENTAL AND ADMISSION FEES

Documents:

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

12. RESOLUTION – FISCAL YEAR FOREGONE BALANCE

Council may wish to adopt a resolution to reserve the foregone balance for potential use in subsequent years. Said resolution is prepared in accordance with Idaho Code §63-802. **(ACTION ITEM)**

Documents:

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

13. ORDINANCE

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.

An ordinance ready for reading.

13. An ordinance approving the Fiscal Year 2021 Appropriation Ordinance. (The whole ordinance needs to be published.) **(ACTION ITEM)**

Documents:

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

14. 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.