

AGENDA

CITY OF POCA TELLO REGULAR CITY COUNCIL MEETING

October 15, 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

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 "ITEMS FROM THE AUDIENCE." 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 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) MINUTES: Council may wish to waive the oral reading of the minutes and approve the minutes of the Council Special Meeting of September 28, 2020; and the Clarification and Regular City Council meetings of October 1, 2020.

(b) TREASURER'S REPORT: Council may wish to consider the Treasurer's Report for September showing cash and investments as of September 30, 2020.

(c) HISTORIC PRESERVATION COMMISSION APPOINTMENT: Council may wish to confirm the Mayor's appointment of Jeremiah Stoddard to serve as a member of the Historic Preservation Commission, filling a vacancy. Mr. Stoddard's term will begin October 16, 2020 and will expire October 16, 2023.

(d) SISTER CITIES COMMITTEE REAPPOINTMENT: Council may wish to confirm the Mayor's reappointment of Dannis Adamson to continue his service as a member of the Sister Cities Committee. Mr. Adamson's term will begin October 21, 2020 and will expire October 21, 2024.

(e) COUNCIL DECISION – FINAL PLAT APPROVAL – TRAIL CREEK ESTATES DIVISION 4: Council may wish to adopt its decision to approving the final plat for Trail Creek Estates Division 4, which subdivides approximately 14.79 acres of land into 39 residential lots, one of which will be non-buildable, subject to conditions. All lots will be accessed from an extension of Balboa Road, Magellan Loop or Cortez Court.

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. APPOINTMENT CONFIRMATION OF CITY CLERK – KENDELL

Council may wish to confirm the Mayor's appointment of Konni Kendell as City Clerk, effective November 2, 2020. **(ACTION ITEM)**

7. SHORT PLAT – CARLSON ACRES SUBDIVISION

Council may wish to approve a short plat application submitted by John L. Carlson and Sandy Carlson, represented by Chris Adams of Creek Hollow and Associates (mailing address: 611 Wilson Avenue, Pocatello, ID 83201) to subdivide approximately .75 acres into four (4) residential lots. The property is located at 2337 and 2351 South 2nd Avenue. Staff finds the proposal compliant with all applicable standards and recommends approval with conditions. **(ACTION ITEM)**

Documents:

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

8. FINAL PLAT – TRAIL CREEK VISTAS FOURPLEX – DIVISION 1

Council may wish to approve a final plat application by McCormick Ranch, LLC, represented by Rocky Mountain Engineering and Surveying (mailing address: 600 East Oak Street, Pocatello, ID 83201) to subdivide approximately 7.27 acres into 17 residential lots. The proposed subdivision is located west of Gathe Road. Staff finds the proposal is in substantial conformance with the preliminary plat and is compliant with all applicable standards of City Code. **(ACTION ITEM)**

Documents:

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

9. ADOPTION OF EMPLOYEE TIMECLOCK POLICY – FINANCE DEPARTMENT

Council may wish to approve and adopt a policy governing the use of TimeClock Plus, an electronic timekeeping system, for all City employees. **(ACTION ITEM)**

Documents:

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

10. FLANDRO PUMP STATION UPGRADES PROJECT – WATER POLLUTION CONTROL (WPC)

Council may wish to consider the recommendations of staff for the following requests regarding the Flandro Pump Station Upgrades Project:

- a) Accept the low responsive bid received on October 2, 2020, from Idaho Materials and Construction for the total bid amount of \$70,960.00, and if the bid is accepted;
- b) Authorize the Mayor’s signature on the Agreement between the City of Pocatello and Idaho Materials and Construction in the amount of \$70,960.00 for the Flandro Pump Station Upgrade Project, subject to Legal Department review.

The project includes replacing aging pump station equipment; improving valve vault drainage; and installing a bypass pumping vault. If approved, the work will begin in October 2020 and will be completed by the end of December 2020. Funds for this project are budgeted and available in the WPC Capital account. **(ACTION ITEM)**

Documents:

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

11. RESOLUTION – UPDATE CITY RECORDS POLICY

Council may wish to approve a resolution updating the City’s Records Policy. The updated policy includes guidelines for records retention and disclosure of records. This will replace the City’s current policy, which was adopted in 2007. **(ACTION ITEM)**

Documents:

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

12. RESOLUTIONS – WATER POLLUTION CONTROL (WPC) FARM LEASE AGREEMENT RENEWALS

Council may wish to approve by resolution and authorize the Mayor to sign the following Farm Lease Agreement renewals for property which is used by the Water Pollution Control (WPC) Department for the purpose of biosolids application. **(ACTION ITEM)**

- a) Kevin Loveland and Ann Loveland – Farm Lease agreement for approximately 105 acres of City-owned property. The total annual rent is \$10,500.00;
- b) McNabb Farms – Farm Lease Agreement for two (2) parcels of

property: Parcel No. 1 is approximately 216.2 acres of City-owned property. Total annual rent for parcel No. 1 is \$21,620.00; Parcel No. 2 consists of up to approximately 26 acres of leased property. Total annual rent for parcel No. 2 is up to \$2,600.00;

c) Nathan Schroeder – Farm Lease Agreement for approximately 412.6 acres of City-owned property, consisting of three (3) parcels. The total annual rent is \$41,260.00; and

d) Edward Alvin Smith and Christine Smith – Farm Lease Agreement for approximately 578.5 acres of City-owned property, consisting of four (4) parcels. The total annual rent is \$43,387.50.

Continued farming of the property is a necessary component of the Biosolids Management Plan, which ensures compliance with the City's Idaho Pollutant Discharge Elimination System (IPDES) permit. Each agreement is a renewal of a previous Farm Lease Agreement for City-owned and leased property located west of the wastewater treatment plant in Power County. The term for each lease is five (5) years and annual payments are paid in semi-annual installments:

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.

ORDINANCE: 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 to rezone an approximate 8,440 square foot parcel located on the corner of North 6th Avenue and Lander Street, also known as Lots 1 and 2, Block 269, Pocatello Townsite, from Commercial General (CG) to Residential Commercial Professional (RCP). **(ACTION ITEM)**

Documents:

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

14. ITEMS FROM THE AUDIENCE

This time has been set aside to hear items from the audience not listed on the agenda. Items which appeared somewhere else on the agenda will not be heard 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 may 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.
 - o Ten (10) minute time limit on applicant presentation.
 - o Three (3) minute time limit on public testimony.
 - o Names and addresses are required from those presenting/testifying.
 - o Questions/comments should be addressed to the Mayor and Council.
 - o 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.
 - o 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.