

# CITY OF POCATELLO REGULAR CITY COUNCIL MEETING

December 5, 2019 · 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.

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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](mailto:sbeebe@pocatello.us); 208.234.6248 or 5815 South 5th Avenue, Pocatello, Idaho.

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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.*

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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.

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## 1. ROLL CALL AND PLEDGE OF ALLEGIANCE

## 2. INVOCATION

The invocation will be offered by Lt. Tami Moore, Salvation Army.

### **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) PAYROLL AND MATERIAL CLAIMS: Council may wish to consider payroll and material claims for the month of November 2019.

(b) CHILD CARE ADVISORY COMMITTEE REAPPOINTMENT: Council may wish to confirm the Mayor's reappointment of Anita Willie to continue her service as a member of the Child Care Advisory Committee. Ms. Willie's term will begin December 16, 2019 and will expire December 16, 2023.

(c) POCATELLO REGIONAL AIRPORT COMMISSION REAPPOINTMENT: Council may wish to confirm the Mayor's reappointment of Mike Ennis to continue his service as a member of the Pocatello Regional Airport Commission. Mr. Ennis' term will begin December 8, 2019 and will expire December 8, 2021.

(d) COUNCIL DECISION – COPPER CREEK SUBDIVISION FINAL PLAT APPROVAL: Council may wish to adopt its decision approving the final plat for Copper Creek Subdivision, which subdivides approximately 7.64 acres of land into forty (40) lots, subject to conditions. The property is located east along Surprise Valley Road and is a replat of the Copper Creek Subdivision.

(e) COUNCIL DECISION – POINTE VIEW APARTMENTS FINAL PLAT APPROVAL: Council may wish to adopt its decision approving the final plat for Pointe View Apartments, which subdivides approximately 1.83 acres of land into eight (8) lots, subject to conditions. The property is located south of Quinn Road and east of Philbin Road.

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 2020 BUDGET AMENDMENT FOR HILL-VU SETTLEMENT TRUST FUND**

This time has been set aside for the Council to receive public comments on a Proposed Fiscal Year 2020 Budget amendment related to the Hill-Vu Settlement Trust Fund. **(ACTION ITEM)** (Legislative Public Hearing)

An ordinance has been prepared for Council's consideration under Agenda Item No. 15.

## **7. SHORT PLAT – WALLACE SUBDIVISION**

Steve Wallace of PIH Properties, LLC, represented by Rocky Mountain Engineering & Surveying (RMES), (mailing address: 600 East Oak Street, Pocatello, ID 83201), has submitted a short plat application requesting to subdivide and replat the East 154.4' of Lot 9, Block 1, Richland Townsite, into three (3) residential lots to be known as the Wallace Subdivision. The property is located at 517 McKinley Avenue. **(ACTION ITEM)**

Documents:

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

## **8. REQUEST FOR PROPOSAL – LOGO AND BRAND STYLE GUIDE FOR POCATELLO**

Council may wish to accept the following recommendations of staff regarding a Request for Proposal (RFP) to design a logo and brand style guide for the City of Pocatello. **(ACTION ITEM)**

a) Award the RFP to design a logo and brand style guide for the City of Pocatello to BWP Communications and, if awarded

b) Authorize the Mayor's signature on documents related to the RFP with BWP Communications subject to Legal Department review.

Documents:

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

## **9. DECLARE CITY BUILDINGS AS SURPLUS AND DECLARE MINIMUM BID AMOUNTS – PUBLIC WORKS**

Council may wish to accept the recommendation of staff regarding the following properties: **(ACTION ITEM)**

a) Declare the following properties as surplus: – 1428 North 3rd Avenue (Survey Annex Building); 1121 South 2nd Avenue (former Sanitation Department facility); 1080 South 1st Avenue (former Street Operations Facility and storage lot); and if approved;

b) Declare a minimum bid amount for each property to be auctioned in accordance with Idaho Code §50-14-01 Conveyance of Property.

Documents:

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

**10. AGREEMENT – PRIME TIME AUCTION**

Council may wish to approve, subject to Legal Department review, an agreement with Prime Time Auctions, Inc. to auction properties as outlined in Agenda Item No. 9(a) and 9(b). **(ACTION ITEM)**

Documents:

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

**11. AGREEMENT – SALE OF SURPLUS PROPERTY – SALT STORAGE SHED**

Council may wish to consider the recommendations of the Street Operations Department and authorize the Mayor to sign and execute a Purchase and Sale Agreement between the City and Idaho State University (ISU) for the sale of the Salt Storage Structure located on South 1st Avenue, subject to Legal Department review. **(ACTION ITEM)**

The Salt Storage Structure was declared surplus by the Council on November 7, 2019. Idaho State University has agreed to purchase the structure for \$125,000.00 in “as-is” condition. The City will have joint use of the structure for the 2019/2020 winter season. The City will not indemnify ISU against any claims that may arise from the owners of the parcel where the structure is located. The agreement is awaiting final review from ISU.

Documents:

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

**12. PIGGYBACK OF SOURCEWELL CONTRACT FOR NAPA IBS STORE – FLEET DEPARTMENT**

Council may wish to consider the recommendations of Fleet Services and authorize the Mayor to sign and execute a contract, subject to Legal Department review, with Integrated Business Solutions, powered by NAPA. This piggy-back bid, awarded on Sourcewell, is for the implementation of the NAPA Integrated Business Solutions store within the Fleet Services Department. **(ACTION ITEM)**

Funds are available in the department’s Fiscal Year 2020 budget.

Documents:

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

**13. SPIRAL HEAT EXCHANGERS – SOLE SOURCE EXPENDITURE AND DECLARATION REQUEST – WPC**

Council may wish to accept the recommendation of WPC staff and authorize the Mayor's signature on documents related to a request for the following items: **(ACTION ITEM)**

a) Declare the purchase of three (3) new spiral heat exchangers from Alfa Laval, Inc. to be a valid sole source expenditure for the purpose of repairing the digester heating system; and

b) Approve the purchase of three (3) new spiral heat exchangers in the amount of \$126,000.00 from Alfa Laval, Inc.

Funds for the purchase are available in the WPC Fiscal Year 2020 budget.

Documents:

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

## **14. AMERIPRIDE CONTRACT – HOUSEKEEPING DEPARTMENT**

Council may wish to authorize the Mayor to sign and execute a contract with Ameripride to provide cleaning supplies for City departments. This contract will result in a cost savings for the City. **(ACTION ITEM)**

Documents:

[AGENDA-ITEM-14.PDF](#)

## **15. 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.

An ordinance ready for reading.

15: An ordinance approving an amendment to the Fiscal Year 2020 Appropriations Ordinance increasing the total Fiscal Year expenditures in the amount of \$4,500,000.00 to account for expenses related to the Hill-Vu Settlement. **(ACTION ITEM)**

Documents:

[AGENDA-ITEM-15.PDF](#)

## 16. 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.)**

## 17. ADJOURN

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### 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.