

CITY OF POCA TELLO, IDAHO  
CITY COUNCIL STUDY SESSION  
MAY 10, 2018

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AGENDA ITEM NO. 1: Mayor Brian Blad called the City Council Study Session to order  
ROLL CALL at 9:02 a.m. Council members present were Heidi Adamson, Roger Bray, Rick Cheatum, Jim Johnston, Linda Leeuwrik and Beena Mannan.

AGENDA ITEM NO. 2: Justin Armstrong, Water Superintendent; Skyler Allen, Utility  
RIVERSIDE GOLF COURSE Engineer; Harrold Hargraves, Water Operations Supervisor;  
-HYDRAULIC were present to provide an update on the Riverside Golf Course  
EVALUATION UPDATE Hydraulic Evaluation and an alternative solution that was amended to the previous briefing provided by Bowen & Collins.

Mr. Armstrong gave an overview of the initial recommended solution presented to Council on December 14, 2017 and the new solution. He mentioned the initial costs were estimated to be \$155,000.00. After the December 2017 presentation, staff realized the presentation looked at a solution within the current operation of providing water from both the Cree Well and drinking water system. Mr. Armstrong explained Bowen & Collins added an alternative scenario to the previous recommendation. Staff's primary goal was to find the lowest cost solution and their investigation continued to go forward. Mr. Armstrong felt there were still questions regarding the issue. He reported the Alternative Solution would cost approximately \$61,000.00 which would be a great cost savings to the City.

Mr. Allen reviewed the alternate option in detail. He explained a pressure regulating valve will fluctuate according to the water needs for the golf course. As the need increases, the valve will change to provide the needed pressure. Mr. Allen feels this will protect the pipes from damage with the changing flow pressure.

Benefits of proposed alternative plan - a) removes all of the problematic factors associated with Cree Well; b) provides same benefits as VFD on Cree Well; c) Significant cost savings (initial startup saving -\$119,000.00); d) simplifies the irrigation system supply and operating requirements; e) allow Cree Well to be utilized as a culinary water supply; f) increases system pumping capacity; and g) fits within the 5-year facility planning horizon.

Mr. Armstrong gave an update on the mysterious water consumption identified during the December 2017 presentation. a) City Council's request to investigate the summer irrigation demand that serves 3400 South Bannock Highway; b) City entered into an agreement with property owner in November 1994; c) Non-potable connection with Special Water Rate; d) Sub-metered water is provided through golf course in irrigation system (deducted from Fore Golf consumption).

In response to questions from Council, Mr. Allen is confident the alternative solution should resolve the problem. However, nothing can be guaranteed. If the alternative solution does not work effectively, staff can always go back to the initial recommendation. Mr. Allen noted that staff will meet with Fore Golf representatives to discuss the irrigation process. He explained initially the Cree well could not be used for potable water. This status has since changed and that is why the new proposal is before Council.

General discussion continued regarding water years and availability of water in the aquifer. It was noted that staff has been tracking the quality of the aquifer since 2008 and there has not been a change.

Brian Sprague, Fore Golf, Inc. representative stated he is very aware of the irrigation problem at the golf courses. He shared how the original irrigation system was engineered. Mr. Sprague has been working with staff to correct the problem. He noted that John Banks, Parks and Recreation Director, has been helpful to keep them informed.

General discussion and debate regarding proper pressure in the irrigation system, past problems and possible solutions followed. City staff will revisit the irrigation system to determine which path is most effective to take.

Mr. Bray instructed staff to bring a new proposal before Council for a decision because the initial decision made by Council is being changed. City staff will submit an updated proposal for Council consideration at the June 7, 2018 Regular Council meeting.

Mayor Blad called for a recess at 10:12 a.m.

Mayor Blad reconvened the meeting at 10:17 a.m.

AGENDA ITEM NO. 3: Dan Lenihan, Chair Person; and Danielle Garcia, Animal Shelter  
ANIMAL SHELTER Director and staff liaison; representing the Animal Shelter  
ADVISORY BOARD UPDATE Advisory Board were present to discuss the Board's goals and projects, as well as Council's policies and expectations.

Ms. Garcia shared the goals for the Advisory Board. They are: 1) the Advisory Board is currently looking into helping educate the public about service animals and how they differ from emotional support animals; 2) getting landlords involved so they are aware of their rights when renting to someone with a service animal; 3) the shelter has recently joined a non-profit organization out of Utah called Best Friends. The mission of this group is to help as many animals they can, find forever homes. Ms. Garcia reviewed the trap, neuter and release programs at the shelter. The program's focus is on domesticated animals.

Goals achieved – One of the main goals the shelter has had over the last 8 months has been to convert 2 of the rooms into a surgical suite and a preparation room. Within the last week or so we have been able to start doing minor surgeries such as spay/neuters. Shelter statistics were also shared.

Mr. Lenihan gave a brief overview of the trap and release program. He has seen the program work for feral cats. He noted the Pet Smart grant of \$50,000.00 and shared they are willing to take shelter animals to sell at their store. Mr. Lenihan feels this is a great partnership for the City.

AGENDA ITEM NO. 4: Stephanie Heaton, Chair Person; and Adam Lane, Community  
CDBG ADVISORY Development Block Grant (CDBG) Program Manager and Staff  
COMMITTEE UPATE Liaison; representing the CDBG Advisory Committee were present to discuss the Committee's goals and projects, as well as Council's policies and expectations.

Ms. Heaton gave an overview of the Committee's responsibilities and functions. Program Year 2017 functions, list of activities and accomplishments were reviewed. Ms. Heaton gave a brief overview of completion of the following projects: a) Program Year 2018 Action Plan and Program Year 206 CAPER, 5 sub-recipient projects, 28 home rehab projects between the City and NWP; three individual sidewalk projects and one neighborhood project on Fredregill Road. In Program

Year 2018 the Committee will oversee: the development of the Program Year 2019 Action Plan, completion of 4 sub-recipient projects and the continued success of the home rehab and sidewalk program. Ms. Heaton feels the accomplishments of the program are evident throughout the community as you travel around. He noted there are three new homes located off of Jason Avenue, new sidewalk in several Low to Moderate Income areas, several dilapidated homes demolish and ready for new home construction and many existing homes have been rehabilitated.

In response to questions from Council, Mr. Lane explained the sidewalk program is complaint driven. If the homeowner does not have funds and meets the program criteria, they may qualify for help. Sidewalk projects are identified in the budget and staff tries to focus on areas that are traveled heavily by senior citizens and students. Mr. Lane clarified CDBG funds are usually available to help those that apply. However, some applicants do not follow through with the application process. The construction and sale of affordable homes were reviewed.

AGENDA ITEM NO. 5: Adam Lane, Community Development Block Grant (CDBG)  
PROPOSED CDBG Program Manager, was present to review proposed changes to  
PROGRAM CHANGES the CDBG program.

Mr. Lane explained the issues between application and program year dates and when funding becomes available. He noted that for several years the City's CDBG allocation has become available at increasingly later dates because of federal budget delays. Each Program Year runs from April 1 through March 31, and the City is required to complete its activities on time no matter the date of funding availability. He noted that these funding delays have made it difficult for community organizations who typically utilize CDBG funding make improvements to their facilities or programs. They cannot count on funding being available for their immediate needs.

Because there is no indication that future funding will be available in a timely manner, the following changes to the CDBG funding and application process are proposed: 1) Funding for the Public Facility Improvement Projects and Public Service Projects will be allocated in the Action Plan with actual projects to be identified later. (Similar to House Rehab and Sidewalk Program.) The amount of the allocation will be proposed by the Advisory Committee and approved by the City Council; 2) When funding becomes available, staff will notify potential sub-recipients. Agencies will be able to apply for funding at a time when funding is actually available. For example, Program Year 2018 funding should be available around November of 2018. At that time, applications for funding will be accepted from community organizations; and 3) The Advisory Committee will review applications for funding and approve individual projects. This will occur as agencies identify needs, rather than at one time, as funding allows.

For Program Year 2018 projects that have already been approved, staff would like to utilize Program Year 2017 funding to complete the projects. This would make Program Year 2018 funding available to be awarded starting in October 2018.

These changes will allow funding to be allocated on a more consistent timeline and projects completed during the construction season.

LEAD SAFE AND HEALTHY HOMES PROGRAM – in conjunction with the City's Lead Grant received from HUD, the City of Pocatello is offering a Lead Safe and Health Homes Program. Lead based paint hazards is a huge epidemic in this country. The health care costs are large from lead related issues. June is healthy home month and staff would like to acknowledge this. Staff is also putting a greater emphasis on creating education programs and outreach to homeowners. The

Healthy Home Assessment that is available at “no cost” was reviewed. Different funding options were shared.

AGENDA ITEM NO. 6: Jan Rogers, CEO; and Dana Kirkham, Director from Regional REDI PRESENTATION Eastern Idaho (REDI) were present to discuss their organization.

Ms. Rogers gave the organization’s Statement of Purpose – REDI is committed to the promotion of Eastern Idaho as a desirable business location for new and expanding companies. When representing Eastern Idaho, REDI will see Eastern Idaho first and our individual communities and project second.

Ms. Rogers shared there is one active project status update for Bannock County – Old Faithful (aka Cowboy). However this project is now on hold.

Mayor Blad reported changes are being considered regarding FAA regulations at the airport. As a result, economic development at airport is in the process.

Other areas in eastern Idaho were also reviewed. It was noted that a Japanese company is planning to visit the area in July 2018 for potential economic development.

Marketing efforts include: 62 pieces of coverage, 415 million clicks, REDI website update is coming and info graphic. Recent and upcoming activities are: Site Selector Guild – Cincinnati; 2018 Gubernatorial Economic Development Forum; ECA Meeting/Hill Meetings – Washington, DC; Nuclear Institute Conference (NIC) – Idaho Falls and SelectUSA – Washington, DC.

Ms. Kirkham shared their efforts to bring communities together. They include: Provide a platform for Eastern Idaho communities and businesses to take an Active Role in growing the economy and to speak as one powerful voice. Her efforts will focus on the science technology corridor and educating youth regarding job opportunities in Idaho. Ms. Kirkham also reviewed options such as: Quarterly Economic Developer’s Roundtable; Advocacy for United Issues – Protect Federal Programs, Post Office; and Reports Relative to the Region – Tech Inventory, SMR Economic Impact study.

Ms. Rogers gave a brief overview of Pocatello area projects/needs: City of Pocatello Board Appointment still vacant, Roundtable participation, Northgate Promotion, Continued relationship with Bannock Development; and “Opportunity Zone.” Ms. Rogers reported that Old Town Pocatello has been identified as an “Opportunity Zone.” The rules for an Opportunity Zone have not been created, but tax credits may be available.

Mayor Blad identified Dr. Brian Allen as Pocatello’s representative on the REDI Board and noted Dr. Allen has been attending the Board meetings.

Discussion regarding the dates REDI Board meetings are held followed. Council shared the day meetings are scheduled (Thursday) conflict with City Council meetings and asked if the day of the meeting could be changed so Pocatello Council members could attend.

Ms. Rogers announced the next meeting will be held on Thursday, June 14th at 1:30 p.m. Because this is a conflict, she will research changing the meeting day.

In response to questions from Council, Ms. Rogers shared the type of industry being proposed by the company from Japan that is coming to visit the area. She explained plastics is one and design for semi-conductors is the other. Details were reviewed and she felt there is compatibility of smaller companies in Idaho for the industries interested in locating here. Ms. Rogers noted that the lack of available housing is a state issue and is not just in our area.

General discussion regarding the need to encourage millennials to stay in the area was held. Identifying what the needs are will be a challenge. Ms. Rogers feels Bannock Development Corporation is focused on Bannock County only and this is a powerful leverage for the Pocatello area. Together they will focus efforts to obtain the best leverage and economic outreach possible for the area.

AGENDA ITEM NO. 7: Chris Sorenson, Chief Information Officer, was present to discuss a proposal from CitySourced regarding a new Service Request Management System (SRMS). The current system is over 25 years old and very inefficient. The City's app is also very static and not well utilized. CitySourced has a mobile platform that provides an app that would significantly improve the City's SRMS while providing a City-wide app that will be beneficial to City employees, citizens and visitors to Pocatello.

Mr. Sorenson gave an overview of the proposed mobile app benefits. He noted the app would provide the mobile user to: a) view and make payments; b) create a Service Request; c) access City data anytime; and d) GIS/map functions. Mr. Sorenson added that the app is secure.

Service Request Management for City – current process/system is 20+ years old. Multiple steps must be taken to process a request for service, once it is received. This is a long process and consumes a large amount of staff time.

Current City App – current app has been in place since early 2015. Previous App had stopped working when developers split; Remaining developer re-wrote the app. Current app is not much more than a directory listing with a handful of links to various tools. Also, the app must be updated by the developer, followed by running the product through Google Play Store and Apple App Store.

The initial proposal was reviewed – Setup fee (one-time) \$3,500.00; Annual Fee is \$15,900.00. First year would be \$19,400.00. Other options were also reviewed. Mr. Sorenson feels the proposed app would benefit the citizens, help with service requests and provide easier access for citizens and communication between staff.

Mayor Blad mentioned that Anne Nichols, Assistant to the Mayor, oversees the Service Request System and is very supportive of the app as presented.

In response to questions from Council, Mr. Sorenson clarified the proposed app could lead to “one stop shopping” for citizens since payments for multiple departments can eventually be added. He mentioned that the current software being used for Finance Department operations is compatible with this software.

Mayor Blad announced a recess at 12:22 p.m.

Mayor Blad reconvened the meeting at 1:13 p.m.

AGENDA ITEM NO. 8: Ashley Linton-Welsh, Senior Accountant, was available to present detailed information to Council on proposed Fiscal Year PROPOSED JUNE BUDGET AMENDMENTS FOR FISCAL YEAR 2018 2018 June Budget amendments for the public hearing to be held on June 7, 2018.

Ms. Welsh reviewed proposed Fiscal Year 2018 June Budget Amendments. The amendments are for the following fifteen funds: General Fund \$267,982.00, Street Fund \$337,457.00, Cemetery Fund \$17,500.00, Airport Fund \$199,144.00, Library Fund \$41,120.00, Transit Urban Fund \$391,250.00, Sanitation Fund \$100,000.00, Ambulance Fund \$5,169.00, Fleet Management Fund \$193,000.00, Utility Billing Fund \$49,750.00, Wellness Fund \$120,180.00, Education Benefit Fund \$56,417.00, Street Federal Aid Fund \$250,000.00, Capital Acquisition Fund \$80,000.00, and Retirement Payout Fund \$56,223.00. Total general fund amendments \$267,982.00 and total other fund amendments \$1,897,210.00 for a total of \$2,165,192.00.

Ms. Welsh outlined the next steps for the budget amendments process. A public hearing, followed by consideration of an ordinance adopting the amendments, will be held during the June 7, 2018 Regular City Council meeting.

Mayor Blad announced that Agenda Item No. 9 had been pulled from the agenda and would not be considered at this time.

AGENDA ITEM NO. 9: Mayor Blad announced that the item for Mayor/City Council CITY COUNCIL PUBLIC MEETINGS-DISCUSSION discussion to review possible changes to the starting time of Regular City Council meetings, analyze the necessity for holding extra meetings and update the Council regarding additional wording on agendas to meet new State Code requirements, would not be considered at this time and would be placed on a future meeting.

AGENDA ITEM NO. 10: Mayor Blad adjourned the meeting at 1:22 p.m.

APPROVED:

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BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

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RUTH E. WHITWORTH, CMC, CITY CLERK