

CITY OF POCATELLO, IDAHO
CITY COUNCIL WORK SESSION
MAY 13, 2021

AGENDA ITEM NO. 1: Mayor Brian Blad called the City Council Work Session
ROLL CALL to order at 9:00 a.m. Council members present were Heidi Adamson, Rick Cheatum, Linda Leeuwrik, Claudia Ortega and Chris Stevens. Council member Roger Bray arrived at 9:05 a.m.

Mayor Blad announced that Agenda Item No. 10, had been pulled from the agenda.

AGENDA ITEM NO. 2: Sandra Shropshire, Library Board Chair, and Eric Suess, Staff
LIBRARY BOARD Liaison, were present to discuss the Board's goals and projects, as
UPDATE well as Council's policies and expectations.

Ms. Shropshire reviewed the following Key Points for the Board: 1) Several COVID-related changes have been made including curbside delivery of checked out materials and the transition of Story Time delivered via video and craft videos created for families' use; 2) the Library has moved to an automated library system used to check out and look up items, referred to as Koha. She shared 2020/2021 statistics regarding Library usage. Ms. Shropshire reported that statistics are down and pre-pandemic hours were restored in March 2021.

Mr. Suess reported that the Koha system is an improved, open source system of cataloging materials allowing for more utility of the system at a reduced cost.

AGENDA ITEM NO. 3: Representatives from the Sister Cities Foundation of Pocatello were
SISTER CITIES not present at the meeting.
FOUNDATION OF
POCATELLO UPDATE

AGENDA ITEM NO. 4: MiaCate Kennedy, Bannock Development Corporation (BDC)
BANNOCK Executive Director, was present to give the Council an update of
DEVELOPMENT BDC's activities and achievements.
CORPORATION
UPDATE

Ms. Kennedy reviewed the following items regarding Bannock Development: 1) Over 25 organic leads have been received in the past eight weeks. These leads came from phone calls made, received or referred by real estate agents, brokers and other businesses. There were no leads associated with REDI; 2) Development projects currently underway include RiverPark Complex; Northgate; long-term vision project of South 5th and beyond; Portneuf Medical Center and Trust; Main Street Development; and ISU Development; 3) Development of improved website with GIS expansion and marketing; and 4) Cooperative partnerships with state commerce and legislative representatives. Ms. Kennedy stated that a lack of housing and lack of Class A office space has been a hindrance to receiving further consideration from businesses to locate in the area. She added that rising land prices continue to be a challenge when looking for potential business locations. Ms. Kennedy emphasized the need to pass on potential leads or inquiries to BDC for vetting and information regarding economic development in the area.

In response to questions from Council, Ms. Kennedy stated that companies who locate to the area may bring some of their own workforce with them, but many provide new employment opportunities. She

stated that incentive opportunities are sometimes difficult, but may be available for viable companies after thorough vetting.

Council discussed the need for development of the City website to include economic development tools.

Mayor Blad stated that City staff members would continue to improve the website content and distribution of economic development events, as appropriate.

General discussion regarding development at Northgate was held. Collaborative communication efforts of BDC and community groups is essential to valuable growth.

Council members thanked Ms. Kennedy for her work and the update.

Mayor Blad called a recess at 11:12 a.m.

Mayor Blad reconvened the meeting at 11:24 a.m.

AGENDA ITEM NO. 5: Jeff Mansfield, Public Works Director; Skyler Allen, Utility
WPC FACILITY UPDATE Engineer, Colter Hollingshead, representing Keller Associates; and Nickolas Smith, representing Stantec Company,

were present to provide information to the Council regarding the WPC Facility Planning Study, which documents key system information and provided analysis and planning framework for infrastructure development and operational decisions for the facility.

Mr. Hollingshead gave an overview of the goals of the Facility Plan, which include: 1) Satisfy current and future NPDES permit requirements; 2) Environmentally responsible approach; 3) Satisfy regulatory muster; 4) Reasoned financial approach; 5) 5-to-20-year road map for planning; 6) Create a management tool; 7) Identify and address current needs; 8) Industry standard decision making process; and 9) Provide opportunities for collaborative process.

Mr. Smith gave a description of the existing treatment system and hydraulic and biological evaluation.

General discussion regarding future land needs for biosolids application, composting possibilities and treatment capacity fees assessed to the City of Chubbuck.

Mr. Hollingshead gave a summary of the Priority 1 Improvements identified over the next 1-5 years, Priority 2 Improvements over 5-10 years and Priority 3 Improvements over 10-20 years. A Capital Improvement Plan (CIP) and timeframe was discussed.

General discussion took place regarding energy costs, water quality, alternative energy solutions and immediate administration building needs. Potential uses for Class A biosolids was discussed.

AGENDA ITEM NO. 6: Josh Heinz, Animal Services Director, and Kaleigh Graff,
TRAP/NEUTER/RELEASE Shelter staff member, were present to update the Council
(TNR) PROGRAM UPDATE with information regarding the Trap Neuter Release (TNR) program and seek Council guidance regarding the future of the program.

Council discussed cost estimates and timeline for a possible study to determine funding necessary and potential bonding to secure funding of the project.

Mr. Mansfield clarified that supplemental funding may be secured only if the study indicates that water quality is being affected by the current system. He added that construction could be completed in phases and that the project would be more economical by completing in larger phases.

Jim Krueger, Chief Financial Officer, stated that funding for an LID study would need to come from the General Fund. He added that a repayment schedule from residents would be the same terms as the City's repayment schedule, if a bond is secured.

AGENDA ITEM NO. 8: Brent McLane, Planning and Development Services Director, was present to request Council approval to secure a consultant through a competitive Request For Proposals process for completion of the five-year Consolidated Plan. Because the Consolidated Plan planning process requires in-depth research, data analysis, community and public outreach and proper reporting into the Department of Housing and Urban Development (HUD) system, services of a consultant is necessary. Due to limited CDBG allocation and the HUD-mandated cap on those funds, staff is requesting a General Fund transfer in the amount of \$50,000.00 to fund the project.

Per HUD requirements, CDBG entitlement communities are required to have a five-year Consolidated Plan in place to guide CDBG program activities. The City's current Consolidated Plan covers program years 2017-2021, with the fifth and final year of the current Consolidated Plan ending March 31, 2022. A new five-year Consolidated Plan must be submitted to HUD by February 15, 2022 for approval.

Mr. McLane reported that \$50,000.00 is being requested from the General Fund in order to secure a consultant to complete the five-year Consolidated Plan. As there are limitations on the amount of CDBG funds that can be used for administrative purposes, the transfer from the General Fund would be a one-time expense. Future five-year Consolidated Plan expenses would be allocated by setting aside \$10,000.00 per year from CDBG funds to pay for future Consolidated Plans. Mr. McLane explained that an outside consultant is necessary to complete the project, as HUD restricts the amount that can be spent on administration.

A motion was made by Ms. Leeuwrik, seconded by Mr. Cheatum, to approve the transfer of an amount not to exceed \$50,000.00 from the Fiscal Year 2021 General Fund to fund the CDBG Consolidated Plan consultant expenses.

In response to a question from Council, Mr. McLane explained that the request is different from the City's Comprehensive Plan, which spans two years and has staff specifically assigned to long-range planning. He added that money may be set aside through the CDBG Annual Action Plan for the purpose of completing the five-year Consolidated Plan required by HUD.

Mr. Krueger clarified that the Council may recommend a transfer from the General Fund, and that formal action would take place during adoption of a budget amendment, if the Council chooses.

An amended motion was made by Ms. Leeuwrik, seconded by Mr. Cheatum, to approve the transfer of an amount not to exceed \$50,000.00 from the Fiscal Year 2021 Fund 78 to fund the CDBG

Consolidated Plan consultant expenses. Upon roll call, those voting in favor were Leeuwrik, Cheatum, Adamson, Bray, Ortega and Stevens.

A motion was made by Ms. Stevens, seconded by Mrs. Ortega, to allow the allocation of \$10,000.00 per year for consultant expenses into future CDBG Annual Action Plans, as allowed by HUD, for the purpose of completion of required Five-year Consolidated Plans. Upon roll call, those voting in favor were Stevens, Ortega, Adamson, Bray, Cheatum and Leeuwrik.

AGENDA ITEM NO. 9: Jim Anglesey, Long Range Planner, and Brent McLane, Planning and Development Services Director, were present to update the POCATELLO COMPREHENSIVE PLAN UPDATE Council with information regarding the City's Comprehensive Plan.

Mr. Anglesey gave a brief introduction to the Comprehensive Plan (Comp Plan). He stated that a full Comprehensive Plan was last completed in 2003 and updated in 2015. Comp Plans have a typical "life span" of 20 years. A Comp Plan describes the plan and values of the community and the plans and coordinating efforts to guide the City's actions for upcoming year. The City-wide values help form the goals and strategies and also help for community engagement. He reported that a great deal of community engagement is planned for summer and fall events. The outreach measures will be neighborhood meetings, surveys, and other community events. The Comp Plan development is a two-year project, with the first year focusing on defining the values to the community through the outreach opportunities. The second year of development will detail state requirement elements. The Planning and Development Services Department is asking for Council's feedback throughout the development process.

Council expressed appreciation for the efforts and outreach measures and asked staff to bring updates to the Council as the Comprehensive Plan process continues.

AGENDA ITEM NO. 10: As announced earlier, the Central Fuel Site Update by Public Works CENTRAL FUEL SITE UPDATE Department staff was pulled from the agenda.

AGENDA ITEM NO. 11: There being no further business, Mayor Blad adjourned the meeting at ADJOURN 3:41 p.m.

APPROVED:

BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

KONNI R. KENDELL, CITY CLERK