

CITY OF POCA TELLO, IDAHO
CITY COUNCIL WORK SESSION
JUNE 13, 2019

AGENDA ITEM NO. 1: Mayor Brian Blad called the City Council Work Session to order
ROLL CALL at 9:04 a.m. Council members present were Heidi Adamson,
Rick Cheatum, Jim Johnston, Linda Leeuwrik and Beena
Mannan. Council member Roger Bray was excused.

AGENDA ITEM NO. 2: Dan Lenihan, Chair Person, and Josh Heinz, Animal Services
ANIMAL SHELTER Supervisor, from the Animal Shelter Advisory Board were
ADVISORY BOARD UPDATE present to discuss the Board's goals and projects, as well as
Council's policies and expectations.

Mr. Lenihan shared the Board's goals and projects.

Goals – Educating the public (Animal Shelter issues); Networking with local stakeholders (Friends of the Animal Shelter, Bannock Humane Society, PAWS, etc.); Support Shelter staff (volunteers, training).

Projects – Trap, neuter and replace (TNR); Ongoing review of Pocatello City Code (Title 6) with regards to 6.04.080: Rabies, Vaccination, Quarantine and Disease Control.

Mr. Lenihan shared the Board's appreciation of promoting Mr. Heinz to the position of Animal Services Supervisor. Mr. Heinz has been with the shelter a long time. The Board also appreciates Police Captain Ron Knapp for filling-in while the search for a new Animal Services Director continues.

In response to questions from Council, Mr. Lenihan gave a brief overview of the efforts made to network with other animal service entities. He also clarified minimal funding available for the TNR program has delayed the program. However, the Board is still pursuing the program

Mr. Heinz noted there is a State of Idaho Code requirement that once you offer any animal veterinarian care you may now own the animal. This will impact the TNR program. Additional research about the code is needed.

Mayor Blad shared he has received comments in support and in opposition to the TNR program.

In response to questions from Council, Mr. Heinz reported he will meet with City of Idaho Falls Animal Control officers to review their city's TNR program. He noted that 12 months of data will be used to help determine the best avenue for feral cat control and quarantine issues. Dog fights and bites were reviewed and the quarantine requirements in place at this time. Suggestions and ideas to modify the current quarantine requirements were shared.

AGENDA ITEM NO. 3: Jamar Brown, Chair Person, and Laura Judkins, Human
HUMAN RELATIONS Resources Consultant and Staff Liaison; from the Human
ADVISORY BOARD Relations Advisory Board were present to discuss the Board's
UPDATE goals and projects, as well as Council's policies and expectations.

Ms. Brown shared the Human Rights Award winner for this year. She noted the Board decided to honor an individual and an organization. The winners are: Jason Bird (individual), Portneuf Valley Interfaith Fellowship (organization). Ms. Brown mentioned Cable One sponsored this year's award.

Ms. Leeuwrik explained she is the Council liaison for the Human Resource Board and the Board can be a great resource to someone who is not sure where to get direction regarding human relation issues.

Ms. Brown gave an overview of the Board's projects and noted they try to share the information they have with others.

AGENDA ITEM NO. 4: Doug Wooley, Chair Person, from the Japanese Sister Cities
JAPANESE SISTER Subcommittee was present to discuss the Subcommittee's goals
CITIES SUBCOMMITTEE and projects, as well as Council's policies and expectations.
UPDATE

Mr. Wooley reported Pocatello student delegates will be leaving for Iwamizawa, Japan the end of June and Iwamizawa, Japan delegates will be in Pocatello in July. He noted every five years an adult delegation goes to Japan. The activities the students do and steps necessary to prepare as delegates were shared. Mr. Wooley gave an overview of the program and noted the goal each year is mostly fundraising to keep the program going for delegates.

It was noted that area businesses have donated various items for fundraising events and also given resources to assist students participating in the program.

AGENDA ITEM NO. 5: Art da Rosa, Senior Engineer, gave an update on the Hawthorne
HAWTHORNE/QUINN /Quinn project with included information regarding property
PROJECT UPDATE appraisals of owners on the right-of-way and permanent
easement acquisitions.

Mr. da Rosa gave an overview of the history and property appraisals for the right-of-way phase of the project. He noted that in November 2018, the City Council approved a professional service agreement with Right of Way Specialist, Inc. to appraise and negotiate the right-of-way on behalf of the City. As part of the right-of-way process appraisals are performed on properties impacted and targeted for acquisition or permanent easement establishment. That process is completed, and the appraisals are presented to the Council for review. If Council chooses to direct the consultant to move forward with the process, acceptance of the appraisals and authorization for the Mayor to sign documents related to the appraisals will be voted upon at a future Council meeting.

Johnson Hill representative from Right of Way Specialist, Inc., gave an overview of the right-of-way appraisal process used for these projects. He gave an overview of the appraisals within the report and the next steps in the process were discussed. Mr. Hill offered to meet with Council to further explain the appraisals and services he provides.

In response to a question from Council, Mr. de Rosa explained the area of parcel No. 1 is larger than the other parcels because the project includes widening of the road and installation of a traffic signal. He added that parcel No. 1 is still an open field. As a result, diverting any drainage to the field will have less impact on the rest of the development. Mr. de Rosa clarified the project addresses the intersection area only.

AGENDA ITEM NO. 6: Travis Smith, Assistant Fire Chief, and David Gates, Fire Chief,
FIRE APPARATUS were present to discuss a proposed disposal process for three (3)
DISPOSAL PROCESS 1994 Pierce fire apparatuses. The apparatuses have reached the
end of their duty life for the Pocatello Fire Department.

However, there remains some functional life that would serve an agency with lower call volumes and lighter duty cycles.

Mr. Smith gave an overview of the proposed disposal request. He explained staff would like to put the apparatuses out for auction via sealed bids with a minimum bid of \$15,000.00. Mr. Smith noted residual value was derived from an informal evaluation by Firetec Use Apparatus Sales and similar apparatus for sale by Brindlee Mountain Fire Apparatus, LLC.

It is proposed that a purchase preference be given to agencies that are mutual aid partners, regional partners, Idaho fire departments, and national interest. Based on proximity and agreements, this would determine if a “credit towards purchase” could be added to preferred bidders. The purpose of this preferential bidding is to help equip agencies that could be called upon in a large event that could affect the residents of Pocatello.

If Council directs staff to move forward, a request to surplus the apparatuses and utilize the proposed bid process will be considered at a future Council meeting.

In response to a question from Council, Mr. Smith clarified he has spoken to North Fire District representatives and feels the \$10,000.00 credit could be offered to them. However, he suggested the North Fire District must also bid for the apparatuses. Mr. Smith also mentioned staff would prefer to enter into a Memorandum of Understanding with the highest bidder stating the apparatus will be used to assist Pocatello if needed.

General discussion regarding the value of the engines was held. IT was mentioned that \$20,000.00 would be a reasonable value for the vehicle. Efforts to try and help the new fire district were also discussed.

Chief Gates mentioned the City sold a fire truck a few years ago and the truck only made it a few miles before the engine blew up. He noted the City ended up donating the truck to the City of American Falls.

Mayor Blad suggested that staff wait to see the results of an election to be held in July asking voters for Fire District funds. Once the results are known, Council can consider the request to surplus the apparatuses and bid process at a future meeting.

Council was supportive of the Mayor’s suggestion to consider the proposed request to dispose of three (3) fire apparatus and bid process at a future council meeting.

AGENDA ITEM NO. 7: Phil Joslin, Senior Building Ad-Hoc Committee representative, gave an update regarding utilization of the former Street SENIOR BUILDING Department building at 1080 South First Avenue for a Senior AD-HOC COMMITTEE Center. The Committee is seeking Council guidance regarding UPDATE future use of the building.

Mr. Joslin gave an overview of the request for a larger facility for senior activities. The Committee feels the current Senior Activity Center no longer meets the needs of Senior Community individuals. He explained seniors are living longer, staying active, and are engaged in the community longer than ever before. Eastern Idaho has been identified as an affordable place for seniors to live.

General discussion about the proposal followed. It was mentioned that approximately 9,600 seniors live in Pocatello and the dynamics of seniors living in the community was shared. Organizations serving on the Committee are: New Knowledge Adventures, Snake River Band, Senior Activity Center and United Senior Project. These organizations feel a simple facility large enough to meet the current population and future needs of seniors as the numbers increase is needed.

A proposed floor plan for the new activity center was distributed for Council's review. The larger building could house the various activities outlined in the floor plan. The re-purposed building could fit in with the Terry First project concept.

In response to questions from Council, Mr. Joslin reported \$50,000.00 was raised in 30 days when donations were asked for the possible renovation of Bonneville School. He mentioned there are grants to support such programs, but most grants do not want to be used for bricks and mortar projects.

In response to questions from Council, Tom Kirkman, Deputy Public Works Director, clarified the number of available parking spaces near the former Street facility. Other possible parking areas were shared.

Mr. Cheatum mentioned some of the remodeling could be done by students at ISU through their educational programs. There are approximately 9,600 seniors in Pocatello and he feels a larger facility for senior activities is needed.

Ms. Leeuwrik noted it would be beneficial to sell the former Street building to help pay-off the new Fleet building.

Mayor Blad shared that he has received comments about the proposed building not being very attractive. Establishing a senior center near railroad tracks in the warehouse district may be perceived as a negative location.

In response to questions from Council, Mr. Joslin shared the City of Twin Falls has a senior center in a similar location. The Committee feels the proposed building has a lot of potential.

Anita Valoid, Senior Activity Center Director, shared that seniors utilizing the current facility have mentioned the current senior center is rundown and not updated. The Committee toured the Street building and were impressed with the building's size and ADA access.

General discussion continued regarding the need for a place to assist seniors in Pocatello. The feasibility of the project was discussed.

Mayor Blad announced Council is supportive of the needs for seniors. However, selling the former Street building was part of the plan to move forward with purchasing the Fleet Building. More time to discuss the concept and future costs of the proposal is needed before making a decision.

AGENDA ITEM NO. 8: Hannah Sanger, Science and Environment Administrator, gave
PORTNEUF RIVER an update on the 2019 Portneuf River Vision Implementation
VISION IMPLEMENTATION Plan and solicited Council guidance on City-related action items
PLAN UPDATE related to the Plan.

Ms. Sanger explained the Portneuf River Implementation Commission was tasked with creating a brand and platform for community engagement with the River Vision and assisting City staff with the development of an implementation matrix to help guide decision-making and outreach efforts. A document has been developed that will help the City and its watershed partners move forward with implementing the Portneuf River Vision in a timely manner.

The Implementation Plan lays out tasks for the next 3 years, with the expectation that the task list would be updated annually. In the future it is recommended that the River Vision Implementation Committee move forward as a subcommittee of the Portneuf Watershed Partnership, since the focus on the River Vision Implementation Plan is to lay out timelines for implementing projects that are led by a diverse group of partners (and not just the City).

Priority tasks were reviewed. They include: Branding, signage and design elements tasks. Outreach community engagement tasks. Planning tasks. Project design, funding and implementation.

A matrix with multiple resources for funding the project was shared. This included: Developing and implementing a strategy for land and easement acquisition, Soliciting funds, Managing the projects and Integrating the River Vision with other City priorities.

Ms. Sanger asked for Council's continued support of City staff implementing the River Vision as funds and resources permit, and as outlined in the River Vision Implementation Plan.

Council was supportive of staff continuing to move forward with the Plan.

AGENDA ITEM NO. 9: Heather Buchanan, Human Resources Director, and Chris ELECTRONIC Sorensen, Chief Information Officer, presented a proposal TIMEKEEPING FOR regarding electronic timekeeping options and standardization of PAYROLL PROPOSAL payroll processing for the City of Pocatello.

Ms. Buchanan gave an overview of the current payroll system and related costs to process bi-weekly payroll for City employees. She reviewed potential time savings for administrative staff as a result of the proposed time clock software.

Common problems reported by staff under the current system include: 1) handwriting - it is difficult to read numbers; 2) incorrect coding of time type or cost coding; 3) inaccurate data submitted and it has to be tracked down; 4) time sheets are incomplete; 5) time sheets are late; 6) time sheets are signed by employee after the entry has occurred, so some errors may not be noted soon enough to have corrected in the same payroll cycle; and 7) volunteers who work in other communities that go through the payroll system for their nominal stipend. Waiting for the coordinators to complete the time sheets and submit to staff can cause delays in the process.

The functions of the software were reviewed. Mr. Buchanan feels the software will meet the City's needs. She noted this would be a sole source purchase. The proposed software is compatible with current software used by City.

In response to questions from Council, Ms. Buchanan suggested a couple of funding sources to purchase the software. She confirmed that other City departments are supportive of the time clock software.

In response to questions from Council, Mr. Sorensen feels the software will help divert fraud. He noted that the use of paper timesheets is more probable to error than an electronic method. Mr. Sorensen noted that a supervisor will still review the submission before final submission to the system.

A motion was made by Mr. Johnston, seconded by Mr. Cheatum, to add the purchase of an electronic timekeeping system for payroll to the July Fiscal Year 2019 Budget amendments.

Jared Johnson, City Attorney, provided clarification of the sole source purchase process and noted a purchase amount has not been established at this time. Therefore, the timekeeping system costs will not be known until after the July 11, 2019 public hearing for amendments to the Fiscal Year 2019 Budget.

Ashley Welsh, Deputy Chief Financial Officer, clarified the timekeeping request is not included in the budget amendment presentation today, but can be added if necessary. She also noted that Council may wish to use Capital Contingency or Reserves for the purchase.

Mr. Johnston's motion was voted upon at this time. Upon roll call, those voting in favor were Johnston, Cheatum, Adamson, Leeuwrik and Mannan.

Mayor Blad called for a recess at 12:07 p.m.

Mayor Blad reconvened the meeting at 1:09 p.m.

AGENDA ITEM NO. 10: Tom Kirkman, Deputy Public Works Director, and Kerri Farnsworth, Utility Systems Analyst, gave a presentation on two proposed storm water improvement projects. The proposed projects are: a) Donrich Avenue and b) City Hall Parking lot. Both projects include redesign and construction to alleviate flooding concerns.

Mr. Kirkman gave an overview of storm water concerns on Donrich Avenue which included the following: a) Historical storm system design; b) Historical stormwater concerns; c) Temporary corrective measures; and d) Long-term solution.

It was noted that, geographically, Donrich Avenue is in a low spot and there is no direct route to discharge to the storm water system. During mid- to heavy rain events, dry wells become inundated leading to flooding on private property. The flooding has resulted in asphalt, curb and gutter damage. It was noted that adjacent properties frequently need sandbagged.

Temporary corrective measures include cleaning and maintaining the dry wells and pumping water to a different location when needed.

Long-term solutions include: Engineering designed pumping alternative to install pumping station. The water will be pumped from Tech Farm Road, discharging above ground and run along a curb line to a retention pond. Estimated costs (\$100,000.00) were reviewed and staff proposed to use Street Department reserves. (This will be presented during the Fiscal Year 2019 July Budget Amendments proposal.)

Mr. Kirkman gave an overview of the City Hall West Parking Lot which included the following:
a) Historical design; b) Historical issues; and c) Long-term solution.

No storm water facilities are present. Due to no storm water facilities, neighboring properties are experiencing flooding. Standing water is deteriorating the asphalt.

Long-term solution includes: Construction of retention ponds and installation of a concrete valley gutter. Estimated costs (\$100,000.00) were reviewed and staff proposes to use City Hall Emergency Maintenance funds. (This will be presented during the Fiscal Year 2019 July Budget Amendments proposal.)

AGENDA ITEM NO. 11: Ashley Welsh, Deputy Financial Officer/Treasurer; presented
PROPOSED JULY detailed information on proposed Fiscal Year 2019 July Budget
BUDGET AMENDMENTS amendments for the public hearing to be held on July 11, 2019.
FOR FISCAL YEAR 2019

Ms. Welsh announced the Fiscal Year 2019 July Budget amendments are for 25 items affecting 11 funds. A public hearing, followed by consideration of an ordinance adopting the amendments, will be held on July 11, 2019.

General Fund amendments total \$45,157.00.
Other Fund amendments total \$3,464,756.00.

Total budget amendments \$3,509,913.00.

Ms. Welsh noted it was suggested the electronic time clock purchase come out of Capital Contingency or Reserves. As a result, no budget amendment is needed for the purchase.

AGENDA ITEM NO. 12: Planning and Engineering staff presented proposed changes to
PROPOSED ORDINANCE the following ordinances: a) Subdivision Ordinance, Municipal
MODIFICATIONS Code Title 16 and b) Zoning Ordinance, Municipal Code Title
17.

Proposed update to Title 16 – Subdivision Ordinance

The Subdivision Ordinance, Title 16 Subdivision Regulations, was amended and the ordinance adopted in 2016 as ordinance number 2971. Since that time, and upon review of multiple applications, staff has identified several items that should be amended in order to improve the subdivision process and applicable code sections within. The proposed changes are considered minor and are intended to accomplish the following objectives:

- 1) Alter the pre-application review process, making it optional;
- 2) Increase the requirement for a traffic impact study for a preliminary plat, while also allowing for some flexibility at the discretion of Public Works Department staff;
- 3) Modify the request for the public hearing process to more closely align with Idaho Code §67-6521;
- 4) Standardize the application requirements for a preliminary plat and final plat review;
- 5) Remove the requirement for a surety bond to be released by the City Council upon the acceptance of public infrastructure and improvements. When applicable, this would remove the requirement for an additional meeting after the final plat or short plat application;
- and 6) Minor formatting modifications throughout the ordinance, including: deleting duplicate

definitions, correcting text, renumbering of section 16.28, and adding flexibility to allow for the Public Works Director's designee to more accurately reflect the review process.

A motion was made by Ms. Adamson, seconded by Mr. Johnston, instructing staff to prepare an ordinance amending Municipal Code Title 16 Code as presented for Council's consideration at a future meeting. Upon roll call, those voting in favor were Adamson, Johnston, Cheatum, Leeuwrik and Mannan.

Proposed updates to Title 17 – Zoning Regulations

Zoning Ordinance, Title 17, was last amended during a repeal and replace in 2008. Since that time staff has identified multiple items to be amended in order to improve the function of the zoning ordinance, as well as improve usability of the ordinance itself. The proposed changes include many minor modifications, with a few exceptions, and are intended to accomplish the following objectives:

1) Improve the usability of Title 17 by consolidating related code sections and removing inconsistencies; 2) Remove the Neighborhood Commercial Zoning district from Title 17 as there are currently no properties with this zoning designation; 3) Remove the land use exception process from the code as this application is no longer necessary based on the purpose of the land use exception; and 4) Minor formatting modification throughout the ordinance, including: deleting duplicate/not-applicable definitions, correcting text, renumbering of multiple sections of code as detailed throughout.

It was mentioned most of the recommendations outlined in the amendments have been from staff. The next step in the process is to reach out to the public for input regarding the proposed recommendations.

A motion was made by Ms. Leeuwrik, seconded by Mr. Cheatum, instructing staff to prepare an ordinance updating Title 17 – Zoning Regulations as presented for Council's consideration at a future meeting. Upon roll call, those voting in favor were, Leeuwrik, Cheatum, Adamson, Johnston and Mannan.

AGENDA ITEM NO. 13: There being no further business, Mayor Blad adjourned the
ADJOURN meeting at 2:00 p.m.

APPROVED:

BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

RUTH NEWSOM, CITY CLERK