

CITY OF POCA TELLO, IDAHO  
CITY COUNCIL STUDY SESSION  
JUNE 14, 2018

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AGENDA ITEM NO. 1: Mayor Brian Blad called the City Council Study Session to order  
ROLL CALL at 9:00 a.m. Council members present were Heidi Adamson, Roger Bray, Rick Cheatum, Jim Johnston, Linda Leeuwrik and Beena Mannan.

AGENDA ITEM NO. 2: Lynn Transtrum Building Official and Staff Liaison for the  
CONSTRUCTION BOARD OF Construction Board of Appeals and Review was present to  
APPEALS AND REVIEW discuss the Board's goals and projects, as well as Council's  
UPDATE policies and expectations.

Mr. Transtrum gave an overview of the Board. The Board consists of 5 members at the present time – plumbing, electrical, building, fire protection, and architectural. He noted that the mechanical position is currently vacant. Mr. Transtrum explained the Board does not meet on a regular basis. The Board will meet with individuals who wish to appeal a building decision before going to the City Council. The Board can make decisions on a discretionary basis but they cannot waive City Codes.

In a response to questions from Council, Mr. Transtrum explained fences are usually the topic the Board deals with most often. They listen to both sides and help to resolve the issue. He noted the Board met one time in 2017. Mr. Transtrum noted that the Northgate developers have come to the Building Department asking to use an alternate material. The request was approved. However, if their request had been denied, the developers could have come to the Board to ask for an appeal.

AGENDA ITEM NO. 3: Doug Woolley, Chair Person; and Joan Sayer Secretary, from the  
JAPANESE SISTER CITIES Japanese Sister Cities Subcommittee were present to discuss the  
SUBCOMMITTEE UPDATE Subcommittee's goals and projects, as well as Council's policies and expectations.

Mr. Woolley gave a brief overview of the Subcommittee and noted the exchange program has been around since 1985. He shared the Japanese Sister Cities student exchange application is available on the City's website. Mr. Woolley explained the Board interviews the students once they have applied. They are looking for 10 students to participate in the 2019 delegation. Mr. Woolley gave an overview of the activities the Japanese Delegation does when visiting Pocatello. He also reviewed the delegates from Pocatello that visited Japan. The Board is working to get more information out to Pocatello's schools to obtain more applications for the program.

General discussion regarding the Subcommittee followed and it was noted that fund raising efforts are very important to the success of the program. The host families for both countries are very instrumental in the success of the delegation.

In closing, Mr. Woolley shared the current program has one chaperone and he does not feel this is enough. The Board would like Council to consider a two chaperone program for safety reasons while traveling. Mr. Woolley estimated the cost for two chaperones would require an additional \$2,500.00 for their budget.

AGENDA ITEM NO. 4: Lynn Transtrum, Building Official; Chris Sorenson, Chief DIGITAL PLAN information Officer; and Bert Hulse, Programmer/Analyst; SUBMITTAL AND were present to request Council's consideration to allow them to RETENTION PROGRAM have budget authority to fund the purchase of hardware and –BUILDING DEPARTMENT software for processing building plan submissions electronically and storing plans in digital format.

Mr. Transtrum explained the scope of the program has grown since the original request to Council. He reported that other City departments have shown an interest in the program.

In response to question to Council, the software will allow multiple reviews of documents at the same time. As a result, there is the possibility that the new software will speed up the review process.

Mr. Sorenson explained the hardware includes a touch screen monitor so staff can enhance the image. He noted if Council decides to buy the full version – it will be a significant price increase. Mr. Sorenson does not feel the full software package is needed right now because most plans are already being converted to digital format. However, he feels the City should move forward with a better system for building plan processing. The full software program is approximately \$250,000.00.

Mr. Hulse explained the Plan Review software is called ProjectDox. He noted there are many things to be considered. Mr. Hulse mentioned the information could be stored in OnBase (the City's records management system) and eventually moved to another system. He shared the storage of documents is an issue at this time and a new system is needed.

Mr. Transtrum used the Hoku Materials project as an example of very large plans, etc. that are connected to projects. He explained the volume of plans for the Hoku project was so large staff started asking for plans to be brought in on a "thumb drive" because there was not enough storage at City Hall for the large volume of documents.

Discussion regarding the availability of plans held in storage after a long period of time followed. Mr. Sorenson feels the future of digital documents is a safer way to store plans. He reminded the Council that documents placed on a disk many years ago can no longer be viewed. Technology for the City needs to be updated as systems advance to continue to be accessible.

Mr. Hulse reported it will be approximately \$50,000.00 to include 3 additional departments that are interested in the software. He is waiting for a final bid from the vendor. It was noted that hardware would also need to be purchased to use the software.

Mr. Transtrum mentioned that staff can scan information into the system for individuals with small building projects. This will be a cost savings for the applicant since they will not need to convert their paper plans to digital.

Mayor Blad suggested that Capital Contingency funds might be best used for this purpose.

It was the consensus of the Council for staff to research the actual costs for the system software/hardware and time frame of implementation of the software. Staff will give an update on the costs and implementation dates at a Special Meeting to be held on June 28, 2018.

AGENDA ITEM NO. 5: Jene Purman, Licensing Enforcement; Rich Diehl, Deputy City Attorney; Judy Boren and Kathy Gates, representing Idaho Stars; PROPOSED CHILD CARE CODE CHAPTER 5.28 CHANGES were present to discuss proposed changes to the Child Care Code. The proposed changes are: 5.28.030(H) License Required; 5.28.060(B, C & D) Background Checks; 5.28.110(H) Safe Sleep; and 5.28.130(B) Training Requirements.

Mr. Diehl introduced the proposed changes to the City's Child Care Code. He explained the changes will align the City's Codes with State of Idaho Codes.

Ms. Gates shared that she has worked in pediatrics for many years and is familiar with dangerous environments infants may have when they are sleeping. She explained in the last State of Idaho Legislative Session a new law regarding "Safe Sleep" was passed. The law will reduce the risk of sudden infant death syndrome (SIDS) and other sleep-related causes of infant death. Ms. Gates gave an in-depth overview of the Safe Sleep Program and related issues with children too small to maneuver out of sleeping positions on their own.

Council discussion regarding the best guidelines for children while in child care and sleeping arrangements for infants were reviewed.

In response to questions from Council, Mr. Diehl clarified child care providers that are receiving Idaho Child Care Program (ICCP) payments must meet the added criteria to qualify for on-going ICCP funding. Staff encouraged the Council to update the ordinance enforcing the proposed guidelines for all licensed child care providers in Pocatello. It was noted that background checks and training requirements also need to be modified to meet the new guidelines.

Ms. Boren shared the statistics for background checks and safety of children. She explained Federal Bureau of Investigation (FBI) checks are now mandated by the State.

Mr. Diehl reviewed the fees currently charged for background checks. The current fee is \$80.00 for first year and \$40.00 each following year if the license is renewed prior to its expiration. The new criteria will require a federal background check every 5 years. As a result, the new fee will be: \$80.00 for initial background check; and \$40.00 annual fee for years 2 through 4. At year 5 the FBI background check will be \$80.00 as part of the Federal Background check criteria and the cycle will repeat.

General discussion regarding the need to change the City's fee schedule to accommodate this new guideline followed. There may be a potential increase in department costs to implement the new guidelines. It was mentioned that a new fee schedule for Child Care Licenses could be considered at the August 2018 budget hearing.

In closing, a majority of the Council supported the proposed changes to the Child Care Code as presented by staff. They instructed staff to prepare an ordinance for policy changes and a fee resolution for consideration by Council.

AGENDA ITEM NO. 6: Tom Kirkman, Deputy Public Works Director; Debbie Brady, Recycling Coordinator; Brian Wellard, Sanitation Operations Supervisor; and Rick Gillihan, representing Western Recycling, were present to give an update on the current status of recycling services and how it affects the city-wide recycling program.

Mr. Kirkman explained staff and Mr. Gillihan will give an overview of the volatility of the recycling markets and how it affects the City's recycling program at this time.

Ms. Brady gave a brief history of the City's recycling endeavors. She reported the City kicked off the curbside mixed recycling program in April 2009. The community was very involved and supported the project. The blue recycling carts were provided at no cost to the citizen. Ms. Brady added there is close to 15,000 participants in the recycle program and the residents have a very low contamination rate for the loads. However, as of January 2018 the City cannot take plastic products except for numbers 1 & 2 (domestically). The cost to process the recycle materials has risen dramatically.

Mr. Kirkman clarified that the City subsidizes the curbside recycling program. He explained the City currently pays \$70.00 a ton to Western Recycling to process the materials. Mr. Kirkman noted the current contract with Western Recycling expires this year and he knows a new contract will be considerably higher. The actual cost to process recycling was reviewed and it was mentioned that the costs for Western Recycling to process the materials have risen dramatically.

Mr. Gillian explained rising recycling costs is not only a local problem. It is a nationwide problem. China is eliminating products that are too contaminated from coming into their country. More stringent guidelines for recycled products were put in place. It is very difficult to have non-contaminated material and Mr. Gillian now pays for someone to take materials they used to sell. Shipping of the materials by steamship is also a huge problem. Mr. Gillian explained he has been doing this type of work for 40 years and from a financial standpoint a better way to process recycled materials needs to be developed. His business cannot continue to subsidize the City's recycling program. The current contract expires December 31, 2018 and his business will meet their obligations according to the contract. However, the new contract will be modified to cover their actual costs.

Mr. Kirkman clarified staff is not asking for approval of a new contract at this time. However, he would like Council to think about options for the City's recycling problem.

Mr. Gillian announced Boise, Idaho is testing a program using orange bags to sort different plastic items. The bags will be collected and isolated from other plastics and then shipped to Salt Lake City, Utah. The plastic will be made into fuel. The real test for the program to continue will be if consumers want to continue sorting items into bags.

Mr. Kirkman explained the program with orange bags is very limited. They are not accepting any other materials and he does not feel this is a good option for Pocatello. Mr. Kirkman noted the cost to process recyclable materials for the City in May 2018 was \$169.00 per ton.

Mayor Blad acknowledged the problem and encouraged citizens to stop placing plastics 3 through 7 in their recycle cart because this contamination is making the problem worse.

In closing, it was mentioned Pocatello's citizens are very pro-active regarding recycling materials. Educational information regarding the new limitations for plastic containers and keeping contaminants out of their recycle carts could be provided. A survey to determine if citizens are willing to pay a small fee to recycle could also be done.

Mayor Blad called a recess at 11:01 a.m.

Mayor Blad reconvened the meeting at 11:12 a.m.

AGENDA ITEM NO. 7: BJ Stensland, Aid For Friends Executive Director; and Brady  
AID FOR FRIENDS Ellis, Vice President, Housing Support Programs for Idaho  
SHELTER UPDATE Housing and Finance Association (IHFA); were present to  
update the Council on a new homeless shelter project. The  
Idaho Housing and Finance Association selected the homeless shelter project as a community  
investment and are willing to contribute funding toward it.

Mr. Ellis gave an overview of low income housing activities in Pocatello. IHFA would like to help provide funding for a new shelter for Aid For Friends.

Ms. Stensland announced that Aid For Friends Board members were also present to support the new shelter proposal. She explained Aid For Friends is a product of Pocatello and is not affiliated with any other organization. The community came together to provide a place to house those that are homeless. Ms. Stensland explained for 34 years they have provided services and emergency shelter for individuals. The shelter currently has 34 beds. Ms. Stensland reported they are seeing more single women and families needing to use their facility. She shared IHFA has given an opportunity to construct a homeless facility that will meet the needs of families while they are receiving services in order to move on and lead more productive lives.

Mr. Ellis gave an overview of homelessness in Idaho. He explained the current building being used for the shelter was built in 1930 and it is no longer efficient to house the homeless population. Mr. Ellis reviewed what a new shelter could do for the community. Concerns with homelessness are: Children are two times more likely to have a learning disability when their housing is inadequate; 5% of hospital users incur 50% of the total healthcare costs; Children are 20% more likely to be hospitalized when they experience lack of housing; 43,000 Idahoans pay more than half their income towards rent - 32% have children, 41% are elderly or disabled. These outcomes reduce the livability of a community, stall economic growth, diminish employment opportunity, increase health care costs, and create the need for future public support.

Opportunity – IHFA has launched a Community Match Homelessness Initiative that offers up to \$500,000.00 to Idaho communities that are able to commit at least 100% match to this capital contribution. IHFA has been working with Aid For Friends to secure enough funds to construct a much needed emergency shelter.

For Consideration - The funding costs sought by IHFA and Aid For Friends does not need to be an immediate up front capital contribution. Total cost will be \$1.3 or \$1.5 Million. They are looking for partnerships to meet the financial need. However, they are asking for \$500,000.00 match from the City as a one-time request. It was noted that CDBG Program funds could be used. Perhaps payments of \$50,000.00 a year could be made over the next 6 years to pay for a \$350,000.00 loan at zero percent interest.

In response to a question from Mayor Blad, Ms. Stensland clarified Bannock County has been supportive of the new facility concept. However, she did not consider asking the City of Chubbuck for input.

Mayor Blad asked Ms. Stensland to contact Bannock County Commissioners and City of Chubbuck officials to ask if funds are available for the project.

In response to questions from Mayor Blad, Adam Lane, CDBG Program Manager, explained CDBG funds are always on the Federal Government's chopping block. However, he feels confident the funding will continue.

Discussion and concerns with committing to fund the loan and the money coming from the General Fund if CDBG funds are no longer available was shared. Funding possibilities for the concept were discussed in detail. The possible negative affect on other programs relying on CDBG funds were also reviewed. Mr. Lane felt comfortable with committing CDBG funds toward the loan if that is the direction City Council wished to take.

In response to questions from Council, Ms. Stensland clarified if the funding is approved, Aid For Friends will look for a new location. They are fully aware of zoning requirements and have completed many studies regarding the best location and greatest benefit for the community.

Mr. Ellis added that HUD funding is available and IHFA is looking for initial upfront monies for the project. In closing, Mr. Ellis explained IHFA would like to have a funding commitment for the project this calendar year.

Council discussion continued regarding the current facility and if funding of a new facility is a good way to manage public funds. Mayor Blad would still like Ms. Stensland to approach Bannock County and City of Chubbuck to ask for funds to help build the facility since the facility will benefit the community as a whole.

AGENDA ITEM NO. 8: Mayor Blad adjourned the meeting at 12:06 p.m.  
ADJOURNMENT

APPROVED:

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BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

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RUTH E. WHITWORTH, CMC, CITY CLERK