

CITY OF POCA TELLO, IDAHO
CITY COUNCIL WORK SESSION
JULY 8, 2021

AGENDA ITEM NO. 1: Mayor Brian Blad called the City Council Work Session
ROLL CALL to order at 9:01 a.m. Council members present were Heidi Adamson, Roger Bray, Rick Cheatum, Linda Leeuwrik, Claudia Ortega and Chris Stevens.

AGENDA ITEM NO. 2: Representatives from the Johnny Creek Firewise Committee were
JOHNNY CREEK FIREWISE present to provide information to the Council regarding agency and
COMMITTEE homeowner collaboration efforts to reduce fire hazards in the
PRESENTATION Johnny Creek area.

Larry Gebhardt, Firewise Committee representative, gave a brief history of the Firewise Committee organization. He noted they are focusing on fuels reduction in the Johnny Creek area by clearing out ravines, evaluating home ignition zones and removing accumulated debris. Mr. Gebhardt added the committee is working in collaboration with various governmental agencies to acquire matching grant funding to implement some cost sharing opportunities. He added the Firewise Committee is also working on more community education on fire prevention through signage, press releases and newsletters.

Council discussed the dangers of illegal fireworks and other areas of the city in need of fire prevention measures at this time.

AGENDA ITEM NO. 3: Planning and Development Services staff was present to seek
FISCAL YEAR 2021 approval of the submission of a grant application for the US
LEAD HAZARD Department of Housing and Urban Development's (HUD) Fiscal
CONTROL AND Year 2021 Lead Hazard Control and Healthy Homes Grant.
HEALTHY HOMES Ratification and acceptance of the grant will be scheduled at a future
GRANT APPLICATION Regular Council meeting in order to meet the application deadline
-PLANNING AND of July 12, 2021.
DEVELOPMENT
SERVICES

If awarded, this grant will provide funding to continue the City's Lead Hazard Control program over 3.5 years. The total grant application is approximately \$3.2 million. The grant has a 10% match requirement and is requested to be provided by CDBG grant funds. No general funds would be included in the match request. Grant awards are anticipated to be announced September 2021.

Christine Howe, Community Development Block Grant (CDBG) Program Coordinator, gave an overview of the Lead Hazard Control and Healthy Homes Grant Application. She stated the US Department of Housing and Urban Development (HUD) released a Notice of Funding Opportunity for Lead Hazard Control and Healthy Homes grants. Ms. Howe noted the purpose of the funding is to reduce these hazards in homes, especially where children under six live, in order to reduce or prevent instances of lead poisoning. She added funds can be used for training, equipment, outreach, marketing, education, and the lead hazard control work. Ms. Howe explained the 2021 grant award would allow for the continuation of the work within the Neighborhood and Community Services Division. She stated the grant is for approximately \$2.1 million with an additional \$577,500 in Healthy Homes Supplemental

funding. Ms. Howe added the 2021 grant has a 42-month performance period which would extend from approximately August 2021 through March 2025. She noted a ten percent match is required which would be funded through the CDBG program and has been recommended by the CDBG Advisory Committee. Ms. Howe stated the application deadline is July 12, 2021.

In response to questions from Council, Ms. Howe stated 90% of the previously awarded grant of \$1.5 million and \$150,000 match has been used and on-track to spend the remainder. She noted they are anticipating an increase in the number of homes to have lead remediation completed. Ms. Howe added that the 10% matching funds initially came from CDBG general funds. She noted the matching funds for this grant proposal will come from CDBG entitlement grant funds.

Council members discussed comments received from community members regarding the program and matching funds.

In response to questions from Council, Ms. Howe stated that every state has challenges to find enough qualified contractors to do lead remediation work. She noted that annual trainings for both supervisors and contractors have been built into this grant. Ms. Howe added the proposed grant may help alleviate certification issues with contractors. She stated the focus is to work with families with children under the age of six. Ms. Howe noted she will work on establishing a relationship with EPA to educate the community on the program.

A motion was made by Mr. Cheatum, seconded by Ms. Leeuwrik, to approve the submission of a grant application for the US Department of Housing and Urban Development's (HUD) Fiscal Year 2021 Lead Hazard Control and Healthy Homes Grant and that ratification and acceptance of the grant will be scheduled at a future Regular Council meeting in order to meet the application deadline of July 12, 2021. Upon roll call, those voting in favor were Cheatum, Leeuwrik, Adamson, Bray, Ortega and Stevens.

AGENDA ITEM NO. 4: Police Department staff were present to discuss proposed revisions
CHILD CARE CODE to Municipal Code 5.28.120 – “Staffing and Definitions” to align
MODIFICATIONS with Idaho State Code 16.06.02.011.
-POLICE DEPARTMENT

Tori Eldridge, Licensing Officer, stated the current Child Care Municipal Code 5.28.120 is not in compliance with IDAPA (Idaho Administrative Procedure Act) or ICCP (Idaho Child Care Program). She is requesting the Code be revised to come into compliance with IDAPA and ICCP rules and regulations.

In response to a question from Council, Ms. Eldridge noted she would research the Idaho State drug regulations pertaining to drug use for daycare providers.

A motion was made by Ms. Adamson, seconded by Ms. Leeuwrik, that an ordinance amending Municipal Code Title 5, “Childcare” be prepared by staff and presented to Council at a future Regular Council meeting for consideration. Upon roll call, those voting in favor were Adamson, Leeuwrik, Bray, Cheatum, Ortega and Stevens.

AGENDA ITEM NO. 5: Science and Environment staff were present to propose revisions to Stormwater Code 8.52 – “Stormwater Management”.

STORMWATER CODE
MODIFICATIONS
-SCIENCE AND
ENVIRONMENT

Jenna Dohman, Environmental Technician, gave an overview of the proposed changes to the Stormwater Code. She stated the current stormwater permit requires the City to develop a private facility maintenance program. Ms. Dohman explained that the private facility maintenance program is to ensure that commercial facilities and some subdivisions with stormwater systems are being maintained and functioning properly. She noted any costs associated with abatement would be paid for by property owners.

In response to questions from Council, Jared Johnson, City Attorney, noted cities are allowed to pursue remediation efforts from entities as well as individuals. He added that even inactive Home Owner Associations could be a responsible party.

In response to a question from Council, Hannah Sanger, Science and Environment Administrator, stated there is currently no state funding available for this program. She added she is hopeful that there will be some state funding in the future.

A motion was made by Ms. Adamson, seconded by Ms. Leeuwrik, that an ordinance amending Municipal Code Title 8, “Health and Safety” be prepared by staff and presented to Council at a future Regular Council meeting for consideration. Upon roll call, those voting in favor were Adamson, Leeuwrik, Bray, Cheatum, Ortega and Stevens.

AGENDA ITEM NO. 6: Fire Department staff is seeking Council guidance and approval to purchase the department’s highest capital priority, Wildland Engines. The quoted maximum cost for three (3) Wildland Engines is \$499,800.00. Funding would be sourced from the Fiscal Year 2021 fund balances for two (2) of the Wildland Engines and a donation, if available, would be applied to fund a third Wildland Engine.

WILDLAND ENGINE
CAPITAL REPLACEMENT
CONSIDERATION
–FIRE DEPARTMENT

Dave Gates, Fire Chief, gave an updated proposal. He stated due to budgetary changes, there is only enough funding to buy one Wildland Engine. Chief Gates added he is still waiting on a decision of a grant award. He noted there may be a possible donation to purchase a second Wildland Engine in the near future. Chief Gates stated Boise Mobile Equipment (BME) quoted \$169,600.00 for a new engine. He noted it is better to purchase similar vehicles, as fire crews move from station to station, in order to cut down on operational inconsistencies. Chief Gates added the current vehicles are one 1991, one 1997 and two 2002 vehicles. The life expectancy of wildland vehicles is approximately 10 years. He stated the new vehicle would not be sent out to other areas during peak wildland fire season.

In response to questions from Council, Mayor Blad stated he has reached out to a potential donor regarding a donation of funds to purchase a new vehicle if the grant isn’t awarded. He added the Fire Department isn’t asking for added funds, but to use funds already approved in their budget. Mayor Blad added the allocation would come from personnel cost savings within the Fire Department.

In response to questions from Council, Chief Gates stated the 1991 unit would be donated to another Fire Department in the area. He added that all of the vehicles were federal surplus purchases and have little trade-in or resale value due to the age of the vehicles.

A motion was made by Ms. Leeuwrik, seconded by Ms. Stevens, to approve a cooperative purchase for two (2) wildland engines under the HGAC FS12-19 contract with Boise Mobile Equipment and that funding for the first engine would be from Fiscal Year 2021 personnel savings and that the second engine may be purchased only if funding through a donation by a donor is secured. Upon roll call, those voting in favor were Leeuwrik, Stevens, Bray, Cheatum and Ortega. Council member Adamson voted in opposition. The motion passed.

Mayor Blad called a recess at 10:36 a.m.

Mayor Blad reconvened the meeting at 10:52 a.m.

AGENDA ITEM NO. 7: Planning and Development Services Staff were present to discuss
TITLE 16 SUBDIVISION a proposed update of the Subdivision Regulations for the
REGULATIONS City of Pocatello.
TEXT AMENDMENTS
-PLANNING AND
DEVELOPMENT
SERVICES

Brent McLane, Planning and Development Services Director, gave an overview of the proposed changes to the Subdivision Ordinance. He noted the proposed changes are intended to increase transparency during the review process and limit the potential for delays in subdivision applications. In response to a question from Council, Mr. McLane stated there may be an increase of the cost of mailings, but the application process will cost the same. He added that there would be no additional staff time necessary.

In response to a question from Council, Jared Johnson stated it is hard to appeal a recommendation which could delay development. He noted when there is an appeal on a decision it is either upheld or denied and development moves forward.

A motion was made by Ms. Leeuwrik, seconded by Ms. Stevens, that an ordinance amending Municipal Code Title 16 "Subdivision Regulations" be prepared by staff and presented to Council at a future Regular Council meeting for consideration. Upon roll call, those voting in favor were Leeuwrik, Stevens, Adamson, Bray, Cheatum and Ortega.

AGENDA ITEM NO. 8: Planning and Development Services Staff were present to discuss
TITLE 17 ZONING a proposed update of the Zoning Regulations for the City
REGULATIONS TEXT of Pocatello.
AMENDMENTS
-PLANNING AND
DEVELOPMENT
SERVICES

Brent McLane, Planning and Development Services Director, gave an overview of the proposed changes to the Zoning Ordinance. He stated the proposed changes are intended to make Zoning Ordinances easier to interpret, enforce and clarify. In response to questions from Council, Mr. McLane stated staff is trying to achieve consistency in the neighborhoods and preserve the character of the neighborhoods. He added that slope standards are very complex.

A motion was by Ms. Leeuwrik, seconded by Ms. Stevens, that an ordinance amending Municipal Code Title 17 “Zoning Regulations” be prepared by staff and presented to Council at a future Regular Council meeting for consideration. Upon roll call, those voting in favor were Leeuwrik, Stevens, Adamson, Bray, Cheatum and Ortega.

AGENDA ITEM NO. 9: This time was set aside for the Council to consider the Fiscal
FISCAL YEAR 2022 Year 2022 Budget and discuss recommendations to prepare the
BUDGET DISCUSSION budget amounts necessary to meet notice requirements for the
August 5, 2021 public hearing.

Mayor Blad distributed updated financial information pertaining to Bannock County property assessments, which is conservatively estimated to be \$453,766 less than anticipated expenditures and does not include taking the allowable 3% in property tax revenue. He reviewed options for the Fiscal Year 2022 budget which could include publication of budget amounts with no additional tax ask; consider projects proposed by department heads that could be funded through property tax assessments; and consideration of projects for completion using fund reserves.

Jim Krueger, Chief Financial Officer, gave an overview of the budget process and publication requirements. He stated that New Construction revenue estimates are higher than originally anticipated. Mr. Krueger reminded the Council that the fully adopted Fiscal Year 2022 budget can be lower than the amount published prior to the public hearing, but the amount to be considered for final adoption by the Council cannot be increased after it is published. He clarified that if an additional 3% tax ask were to be considered, the additional revenue generated would be approximately \$939,329. Mr. Krueger reviewed information pertaining to departments which operate within the General Fund.

A motion was made by Ms. Leeuwrik, seconded by Ms. Adamson, to tentatively approve the amounts presented in the Fiscal Year 2022 budget and to include the allowable additional 3% property tax revenue for the purpose of publication with the intent to publish higher than anticipated and that it is not the intention to levy the full 3% in allowable property tax revenue.

Ms. Leeuwrik suggested that fund reserves be used to address the anticipated shortfall in the proposed budget.

In response to a question from Council, Mr. Krueger explained that the expected fund balance amount does not include proposed project expenses, as presented to Council at the June 29, 2021 Budget Meeting. He stated that COVID relief funds in the amount of \$10.7 million would be accepted as one-time distributions and that a budget amendment would be necessary to facilitate use of the funds. Mr. Krueger stated the Reserve Policy designates that 25% of anticipated expenditures be held within a fund balance for unanticipated expenditures. At this time, there is \$4,926,530 in excess of the fund balance

minimum designation. Mr. Krueger emphasized that fund balances are necessary for continued operation of services.

Mr. Bray distributed information pertaining to past property tax assessments. He shared his support to find a balance of providing tax relief as well as providing needed services and addressing needs on a timely basis. He feels a proactive approach is necessary for an effective budget.

In response to a question from Council, Mr. Krueger indicated that funding of Regional Economic Development of Idaho (REDI) membership was included in the proposed budget.

Mr. Cheatum recommended that the REDI funding amount of \$35,000 be removed from the proposed budget.

In response to a question from Council, Mr. Krueger indicated that the Collective Bargaining Agreements for Fire and Police Unions have not yet been approved, but the allocations have been accounted for appropriately.

Ms. Stevens shared her concerns regarding the proposed budget and suggested that additional cuts be considered to rectify the shortfall amount in the proposed budget.

In response to questions from Council, Mr. Krueger indicated that the proposed budget does not include additional funding of Fund 078.

Mrs. Ortega shared her disapproval with the proposed budget amounts and feels that further discussions must take place in order to deliver a sustainable budget. She feels reductions must be made in all areas in order to attain a balanced budget.

Heather Buchanan, Human Resources Director, distributed information pertaining to employee compensation and benefits to the Council.

Ms. Leeuwrik's motion was voted upon at this time. Upon roll call, those voting in favor were Leeuwrik, Adamson and Cheatum. Bray, Ortega and Stevens voted in opposition to the motion.

Due to a tie in voting, Mayor Blad was required to cast the deciding vote. He voted in favor of the motion. The motion passed.

Mayor Blad emphasized that the amount approved for publication is not the final appropriation amount. Public comments will be received during the public hearing and considered by the Council at a future Work Session. He encouraged further Council discussion.

A motion was made by Ms. Adamson, seconded by Ms. Leeuwrik, to include the following projects and amounts as proposed in the proposed Fiscal Year 2022 budget: New City-wide fuel site in the amount of \$800,000; Phase 2 pool resurfacing at Ross Park Aquatic Complex in the amount of \$153,000.00; and Maintenance budget for City Hall in the amount of \$300,000.00.

In response to a question from Council, Tom Kirkman, Deputy Public Works Director, stated he feels that the fuel site could be completed in roughly 18 months in order to receive essential supplies and equipment. He stated that late summer 2022 would be an appropriate estimate for construction.

Mr. Bray stated he feels the cost of a new City Hall should be taken to the voters for consideration.

Ms. Adamson amended her motion, seconded by Ms. Leeuwrik, to include the following projects and amounts with outlined recommended funding sources as proposed in the proposed Fiscal Year 2022 budget: New City-wide fuel site in the amount of \$800,000 to be funded through Street Department reserves; Phase 2 pool resurfacing at Ross Park Aquatic Complex in the amount of \$153,000.00 to be funded by General Fund Reserves; and Maintenance budget for City Hall in the amount of \$300,000.00 to be funded by General Fund Reserves.

Richard Bigelow, Building Official, gave an overview of City Hall maintenance issues which could be addressed if the proposed Maintenance Budget amount were to be appropriated.

Mrs. Ortega left the meeting 12:53 p.m.

Ms. Adamson's motion was voted upon at this time. Upon roll call, those voting in favor were Adamson, Leeuwrik, Bray and Cheatum. Ms. Stevens voted in opposition to the motion. Mrs. Ortega was not present during the roll call vote. The motion passed.

Mrs. Ortega returned to the meeting at 12:55 p.m.

Council discussed the need to have further discussions to address further budget issues.

Mayor Blad announced that a Budget Meeting would be held during the week of August 9, 2021 and that the date and time is to be determined and that budget items would be included in the August 12, 2021 Work Session agenda for Council consideration.

AGENDA ITEM NO. 10: There being no further business, Mayor Blad adjourned the meeting at
ADJOURN 1:22 p.m.

APPROVED:

BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

KONNI R. KENDELL, CITY CLERK