

CITY OF POCA TELLO, IDAHO  
CITY COUNCIL WORK SESSION  
JULY 9, 2020

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AGENDA ITEM NO. 1: Mayor Brian Blad called the City Council Work Session to order at 9:04 a.m. Council members present were Heidi Adamson, ROLL CALL Roger Bray, Rick Cheatum, Linda Leeuwrik, Claudia Ortega and Chris Stevens.

AGENDA ITEM NO. 2: Stephanie Heaton, Chair Person; and Lisa Smith, CDBG Grants CDBG ADVISORY Administrator and Staff Liaison; representing the Community COMMITTEE UPDATE Development Block Grant (CDBG) Advisory Committee were present to discuss the Committee's goals and projects, as well as Council's policies and expectations.

Ms. Heaton gave a brief update regarding CDBG Committee activities. Lead safe and healthy homes projects were also reviewed. Ms. Heaton thanked Ms. Smith for her efforts as the City's representative on the Committee.

In response to questions from Council, Ms. Smith explained CDBG fund requirements for sidewalk repair/replacement. The funds can be used to replace sidewalks already in place.

General discussion regarding CDBG funds and authority to spend the funds in accordance to Federal Guidelines followed. Discussion regarding the application process to receive CDBG funds was reviewed.

It was suggested that Center Street and Clark Street be considered as areas that CDBG funding be used for to repair sidewalks. Staff will research the guidelines regarding sidewalk replacement in areas of the City and report back to the Council.

AGENDA ITEM NO. 3: Rituraj "Raj" Yadav, Chair Person; Laura Judkins, Human HUMAN RELATIONS Resources Consultant/Benefits Coordinator, Staff Liaison; ADVISORY COMMITTEE representing the Human Relations Advisory Committee were present to discuss the Committee's goals and projects, as well as Council's policies and expectations.

Mr. Yadav shared the Committee's Mission Statement. He shared the issues related to discrimination and other human relations issues facing the nation at this time. Mr. Yadav reviewed projects the Committee is working on. He also gave a brief overview of human relation challenges at Idaho State University campus and possible solutions to the challenges.

The Committee's annual Human Rights Award was reviewed and also future plans for the award. Mr. Yadav thanked the Council for their support.

AGENDA ITEM NO. 4: Doug Woolley, Chair Person, representing the Japanese Sister JAPANESE SISTER CITIES Committee was present to discuss the Committee's goals and COMMITTEE UPDATE projects, as well as Council's policies and expectations.

Mr. Woolley explained there would not be a Sister City exchange this year due to the COVID-19 pandemic. Air travel is very limited. He noted there is also an issue with traveling due to the Olympics being in Japan in 2021. Air fares have increased as a result, and the Committee may need to have the adult delegates go after the Olympics.

In response to questions from Council, Mr. Woolley explained the Japanese Sister Cities Committee was created to foster friendship with Pocatello's sister city Iwamizawa Japan. He noted Iwamizawa is similar to Pocatello and the Committee members work to foster friendship and business relationships. Mr. Woolley gave a brief history of the program.

AGENDA ITEM NO. 5: Dwayne Guthrie, Raftelis representative, gave a presentation  
POCATELLO IMPACT overview regarding the proposed creation of impact fees for the  
FEES FEASIBILITY City of Pocatello. The presentation will initiate Council  
PRESENTATION discussion toward the feasibility of enacting impact fees.

Mr. Guthrie reviewed the following information regarding impact fees:

Impact fees fund the growth share of public facilities needed to serve new development.

One-time fees are typically collected prior to development and passed along to end users.

Can't be used for operations, maintenance, or replacement.

#### WHY CITIES CHOOSE IMPACT FEES TO FUND GROWTH-RELATED INFRASTRUCTURE

Maintains level of service for residents and businesses.

Minimizes need for broad-based revenues (e.g. user charges or general taxes).

Current residents do not want to subsidize growth.

Predictable funding for system improvements shared by all new development.

#### LEGAL REQUIREMENTS

Impact fees are not a tax (purpose is to provide facilities no raise revenue).

Fees are based on police power (health, safety and welfare).

Three legal requirements (rational nexus); need (system not project-level improvements); and benefit (short range infrastructure; and proportionate).

#### IMPACT FEE PROCESS

Establish a Development Impact Fee (DIF) -Advisory Committee

Adopt Land Use Assumptions (LUA) and Capital Improvement Plan (CIP).

Adoption DIF- ordinance.

Set up implementation mechanisms -

Annual Report on collections and expenditures

Spend fees within 8 years or refund money (20 years if sewer or stormwater)

## IDAHO IMPACT FEE REQUIREMENTS

Actual costs or reasonable estimates.

Same Level-Of-Service (LOS) standards for existing and new development.

Evaluate credits (debt service and site specific).

Determine service areas.

Reasonable and fair formula to establish proportionate share.

Schedule of fees for residential, commercial, agricultural and industrial.

General discussion regarding future sessions regarding the impact fee concept and if it will work for Pocatello was held.

Mayor Blad called for a recess at 10:54 a.m.

Mayor Blad reconvened the meeting at 11:20 a.m.

AGENDA ITEM NO. 6: Lee Flinn and Wendy Young representing the Idaho Suicide  
IDAHO SUICIDE Prevention Hotline (ISPH) gave a “Cost Savings on Suicide  
PREVENTION HOTLINE Prevention” brief to the City Council. ISPH receives a high  
PRESENTATION volume of calls from Pocatello and representatives are seeking  
Council’s support to help fund the hotline.

Ms. Flinn gave an overview of the hotline. She noted the hotline is the only statewide hotline in Idaho that is available 24/7. Ms. Flinn also reviewed the types of calls they receive. She explained they have a partnership with Bannock County Jail. If an inmate is feeling suicidal, they can call the hotline at no charge. They also have a partnership with Southeast Idaho Crisis Center and other Centers across the state. Hotline staff provide follow-up care when a client leaves the Center. Ms. Flinn explained they are asking for the City’s support to collaborate with the hotline to provide services.

In response to questions from Council, Ms. Flinn explained they do not receive financial support from Bannock County and do not have any affiliation with medical costs to use County indigent funds. She noted the hotline is usually the initial contact point for services.

Council discussion regarding other funding sources that may be available for the Hotline followed. The City of Pocatello may be able to make introductions to other entities that are better suited to meet the Hotline’s financial needs.

AGENDA ITEM NO. 7: Val Wadsworth, Police Sergeant, representing the Pocatello  
POLICE UNION UPDATE Police Union, gave an update of Union activities for the last  
quarter.

Mr. Wadsworth gave an overview of the Police Union’s activities. He noted the Union donated to the Idaho Food Bank during the COVID-19 shutdown to help individuals who experienced job loss.

Mr. Wadsworth gave a brief overview of violence against Police Officers that is happening nationally. He explained their union is prepared to deal with these types of situations. Unfortunately, the violence directed toward police is hindering the number of employment applications received.

Mayor Blad and City Council members thanked Mr. Wadsworth and Police Union members for all they do in the community especially during this difficult time. They support the Police department and the good things the Union does for Pocatello.

AGENDA ITEM NO. 8: Teresa McKnight, Chief Executive Officer for Regional REDI UPDATE Economic Development for Eastern Idaho (REDI), was present to give Council an update of REDI's activities and achievements.

Ms. McKnight gave an update on information discussed in a previous Work Session meeting. She also gave an overview of REDI's activities and projects over the last 6 months. Ms. McKnight noted a new website was launched on May 4. The website is more interactive and information driven. The website includes: dissemination of information (real-time Data and PDF's); Economic Dashboard; County profiles; Eastern Idaho Roots Program; and shovel ready sites. Eastern Idaho Entrepreneurship and Incubation Alliance, Regional Job Fair, and Post COVID-19 activities were also reviewed.

In response to questions from Council, Ms. McKnight explained the updated Master Agreement will replace the June 12, 2017, Memorandum of Understanding between REDI and the City of Pocatello. The updated Agreement is to better align REDI's public and private roles and responsibilities; full collaboration to align marketing and promotion efforts of our region; strengthen investment levels and investor benefits; and to measure out comes. This is for Fiscal Year 2022 to make sure it is within annual budgeting guidelines with the City.

Ms. McKnight explained if Mayor Blad is not able to attend the Executive Board meetings he can send a staff liaison. How meeting information is distributed to members of the Board was reviewed. It was noted that only Advisory Board minutes and not Executive Board packets/minutes can be distributed to City Council.

AGENDA ITEM NO. 9: Hannah Sanger, Science and Environment Administrator, gave RIVER VISION UPDATE an update on the Portneuf River Vision, including a proposal for funding its ongoing implementation.

Ms. Sanger explained the Sagebrush Steppe Land Trust is to create win-win situations for both private and public interests regarding land and habitat protection. Negotiate easements, land exchanges, and land acquisitions within Southeast Idaho. Sagebrush Steppe Land Trust has a \$50,000.00 donation to match the City's \$50,000.00.

General discussion regarding the creation of a Recreation District to use funds from the district for the project was held. General discussion regarding recreation districts and other resources to fund the River projects followed.

Ms. Sanger outlined the following options:

River Vision/Open Space Fundraising and Land Acquisition \$50,000 budget addition for Fiscal Year 2021 (\$100,000 total) and Long-term MOU with Land Trust.

Centennial Park Design \$250,000 budget amendment for Fiscal Year 2020; additional fundraising (budget amendment) of \$100,000 to \$150,000 to finish the design; and Contract to finish the design, pending fundraising success; be shovel ready for Land Water Conservation Funds.

River Vision/Open Space Fundraising and Land Acquisition: 1) budget additional \$50,000 for Fiscal Year 2021 and 2) direct staff to work on a multi-year MOU with Sagebrush Steppe Land Trust.

No direction was given at this time.

Mayor Blad called for a recess at 1:34 p.m.

Mayor Blad reconvened the meeting at 2:21 p.m.

AGENDA ITEM NO. 10: Roger Schei, Police Chief; Zachary Bartschi and John Walker; 2020 COPS HIRING Detective Division; presented information regarding a 2020 PROGRAM GRANT Community Oriented Policing Services (COPS) hiring grant designed to provide funding for five (5) officers. The grant provides the opportunity to partner with Fort Hall Shoshone Bannock Indian Tribes to combat human trafficking, violent crime, drugs, and to build a community education program.

Mr. Schei clarified that Police Staff is seeking Council guidance to accept the grant. The Council gave permission for Police staff to apply for the grant on March 5, 2020. Staff was asked to return to the Council for acceptance of the grant if awarded.

Mr. Bartschi stated that as outlined in the grant, gangs are a recognized problem within the City of Pocatello and Fort Hall Indian Reservation. These criminal gangs are involved with the sale and distribution of drugs, violent crime and human trafficking. Mr. Bartschi gave a brief estimate of costs associated with the Police positions.

It was noted that human trafficking is a nationally recognized problem which knows no borders. Because of the nature of this crime, it is too often undetected, the victims are unrecognized and as such do not receive the help needed. Because the City of Pocatello and the Fort Hall Indian Reservation sit at the junction of two major US Interstates (I-15 and I-86), there are many venues which draw people to the area. Among these areas are hotels, casinos, and event centers. Each of these areas are major areas that have the potential to be operations for human trafficking.

Pocatello Police Department is asking for 5 officers. Restructuring will take place within the department in the following ways: The sergeant in Support Services will be re-assigned from Community Services Division to the Investigations Division. The sergeant will oversee and supervise the Pocatello/Fort Hall Education and Crime Prevention Team.

In response to questions from Council, Mr. Bartschi explained the anticipated costs for wages include a 10% formula to anticipate future wage increases. He mentioned Shoshone Bannock Tribes would like to arrange a signing ceremony if the Memorandum of Understanding is approved.

Council discussion regarding the opportunity to have a partnership the Shoshone Bannock Tribes followed. It was mentioned that officers are needed and this will help fund the positions for the first four years.

Mr. Walker agreed it is a great opportunity to work with outside law enforcement to the good of the area.

AGENDA ITEM NO. 11: Theo Vanderschaff, Police Detective and Eric Anderson, Police FARO 3D SCANNER Captain, presented information regarding their proposal to purchase a FARO 3D Focus Scanner to assist in investigating, PROPOSAL – POLICE homicides, unattended deaths and accidents. Staff is seeking DEPARTMENT Council guidance to place the scanner proposal on a future agenda to approve the use of Capital Contingency funds in the amount of \$55,643.72 for the purchase.

Mr. Vanderschaff explained the purchase for a scanner would be a sole source item and a letter from FARO explaining their equipment has been obtained. The Police Department has several uses for a 3D scanner to include, but not limited to, homicide investigations, unattended death scene investigations and accident investigations. The scanner can also be used to assist other departments with similar investigations. The scanner will be very beneficial in officer involved shootings in that it will provide investigators and prosecutors a “walk through option” for the investigations.

AGENDA ITEM NO. 12: Council was asked to approve an emergency health ordinance requiring face masks to be worn in all indoor spaces or when six PUBLIC HEALTH feet of social distancing cannot be maintained with exceptions. EMERGENCY ORDINANCE COVID-19 is a respiratory virus that can result in serious illness or death. The virus is spread between individuals who are in close contact with each other.

#### PROPOSED ORDINANCE GUIDELINES

Section 1. Face Coverings – Every person shall, when in any indoor or outdoor public place, completely cover their nose and mouth when members of the public are physically present for otherwise unprotected social interaction with persons other than household members.

Exemptions include: a) children under the age of 5; b) persons who cannot medically tolerate wearing a face covering. A person is not required to provide documentation demonstrating that the person cannot medically tolerate wearing a face covering; c) persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication; d) persons, including on-duty law-enforcement officers, for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines; e) persons who are obtaining a service involving the nose, face, or head for which temporary removal of the face covering is necessary to perform the service; f) persons who are eating or drinking at a restaurant or other establishment that offers food or beverage service, so long as the person is able to maintain social distancing, as recommended by the CDC, from persons who are not members of the same household or party as the person; g) person who are incarcerated; patrons of gyms so long as the gym is following the protocols as outlined in the Idaho Rebounds Business Specific Protocols for indoor gyms and recreational facilities; and i) outdoor and/or indoor public places where people can maintain social distancing as recommended by the CDC.

Mr. Cheatum explained the Council has received multiple calls and emails regarding the proposed ordinance. Citizens from every walk of life have weighed-in and it has been evenly matched. Whatever decision that is made will have 50/50 support by citizens. He feels that almost everything you hear is another expert opinion of what is the best thing to do to prevent the spread of disease.

Let us stop and think of where we are located in Bannock County, Idaho. Health Care officials are prepared to handle the cases that may happen in southeast Idaho. Mr. Cheatum is opposed to the ordinance and feels it may cause more disorder than help the situation.

A motion was made by Mr. Cheatum, seconded by Ms. Adamson, not to consider the proposed Public Health Emergency ordinance at this time and the City put a plan in place to educate citizens about mask use.

Ms. Adamson explained an ordinance is a law. She does not feel a law requiring masks is necessary or the best approach at this time. Ms. Adamson mentioned there are other ways to encourage healthy habits.

Ms. Stevens feels the Council is going from zero to 100 and perhaps blind-sighting the public to mandate masks. She shared her personal beliefs regarding mask use.

Mr. Bray shared he has discussed this issue with the Mayor. The design of masks is not to keep himself from getting sick, it is to keep others from getting sick. Mr. Bray mentioned Mayor Blad's wife has a compromised immune system and this reminded him that people with compromised systems are being exposed. Mr. Bray shared his personal beliefs regarding mask use.

Mrs. Ortega feels the proposed mask ordinance has polarized the community. Mrs. Ortega has received many phone calls and emails regarding mask use and she encouraged citizens to get involved in various topics related to City issues. Mrs. Ortega shared her personal beliefs regarding mask use.

Ms. Leeuwrik believes that wearing masks are effective and are only one of the tools that can be used to stop spread the COVID-19 virus. She agreed the Council has received many phone calls and messages regarding the proposed mask ordinance. Ms. Leeuwrik shared her personal beliefs regarding mask use.

Mayor Blad shared that Maggie Mann, Southeast Idaho District Health, was currently in a meeting with Governor Brad Little discussing this very topic. He noted that wearing masks and social distancing have been discussed over the last several months and this topic has nothing to do with his wife's health. There are many people in the City of Pocatello that have compromised immune systems. Mayor Blad agrees 100% with the education piece and is concerned with shutting down Pocatello and/or Idaho and what this might do to the economy. Mayor Blad shared his personal beliefs regarding mask use.

General discussion regarding necessary steps to prepare the City for a possible COVID-19 outbreak and create a plan to move the community forward through education and health concerns followed.

A motion was made by Mr. Bray to continue the Health Emergency Ordinance discussion to the July 16, 2020 City Council meeting. The motion died for lack of a second.

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

Mrs. Ortega asked for discussion regarding how the education piece will be handled.

Council discussion regarding creative ways to educate citizens and create a plan followed.

A motion was made by Ms. Stevens, seconded by Mr. Bray, to instruct staff to craft a comprehensive community plan that will: a) protect our community; b) allow our businesses to remain open; c) our citizens can continue to work and d) our children can physically go back to school.

Ms. Adamson asked Ms. Stevens to clarify her motion.

Ms. Stevens clarified she would like a comprehensive plan for the City that is: a) on the shelf ready to go and b) can be activated quickly if necessary.

Council debate regarding the motion wording followed. Discussion regarding the development of a plan and placement on a future City Council meeting for consideration continued.

A motion was made by Mrs. Ortega, seconded by Mr. Cheatum, to invite local health care experts (that are available) to a Special City Council meeting to assist Council in the development of a plan and that the meeting be held within 7 days. Upon roll call, those voting in favor were Ortega, Cheatum, Adamson, Bray, Leeuwrik and Stevens.

Mayor Blad called for a recess at 4:13 p.m.

Mayor Blad reconvened the meeting at 4:26 p.m.

AGENDA ITEM NO. 13: Ashley Welsh, Chief Financial Officer/Treasurer, gave an update regarding the Fiscal Year 2021 Budget. Council direction is being requested at this time in order to prepare the budget amounts necessary to meet notice requirements for the August 6<sup>th</sup> public hearing.

Ms. Welsh reviewed the following budget items:

Cemetery Reserve Revenues - \$84,849.00 remaining development costs estimate. Would not be a tax impact because the money is in Cemetery Reserve fund.

Council supported the request to transfer Cemetery reserves in the amount of \$89,849.00 into the Capital Improvement fund for completion of Mountain View Cemetery Sections 56 and 57.

Clarification of State of Idaho Property Tax relief for First Responders - If received, Property tax payers should see the relief in their December 2020 tax bill. It will be a reduction of their property tax and not an actual refund.

#### ONE-TIME EMPLOYEE PAY

Heather Buchanan, Human Resource Director, gave an overview of one time spending as discussed by City Council at the July 2, 2020 Budget Development meeting. Recommendation of a one-time cash payment of 1% of annual base salary was reviewed. All benefit eligible employees would receive a one-time cash payment of 1% of their annual salary. This payment would occur on a regular pay check. This is a payment only for Fiscal Year 2021 and would not continue into Fiscal Year 2022. The 1% is calculated off base wages and does not include add pays. (Some examples of

add pays are: longevity, shift differential, clothing allowance, holiday pay, etc.) To be paid on the first pay of November. This recommendation excludes elected, seasonal, and variable hour employees.

Council discussion regarding the calculation breakdown followed. Concerns regarding City employee step increases that have been planned for Fiscal Year 2021 and concerns with additional pay increases that have already been considered was discussed.

It was suggested that Council wait to address pay inequity for employees until October 1, 2020 for the following fiscal year.

Council discussion regarding the City's budgeting process followed. It was mentioned that City employees were given raises last year as a result of statements received from citizens.

In response to questions from Council, Ms. Buchanan explained that step increases for employees have been calculated for Fiscal Year 2021. She mentioned that employees used their health benefits wisely and this resulted in a substantial cost savings for the City. Ms. Buchanan encouraged Council to pass the cost savings along to employees.

A motion was made by Ms. Leeuwrik, seconded by Mr. Cheatum, to add \$4,000.00 to the medical insurance savings in order to increase the one-time payment for employees to 1.5 percent. (Total \$354,232.71)

Ms. Adamson thanked the Council members for looking at a one-time payment for employees.

Mrs. Ortega mentioned she does not know what the one-time percentage will be for each individual employee and she realizes that many City employees are also tax payers. Mrs. Ortega feels if Council gave the health insurance cost savings to all of Pocatello's tax payers, this would be direct relief and not subject City employees to an increase in their income tax.

Council debate followed regarding property tax relief vs. employee one-time bonus.

Council discussion regarding potential revenue for Fiscal Year 2021 followed. Anticipated revenue and revenue estimates were given.

Ms. Leeuwrik's motion was voted upon at this time. Upon roll call, those voting in favor were Leeuwrik, Cheatum and Adamson. 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. Mayor Blad voted in favor of the motion. The motion passed.

Council discussion regarding revenue estimates for Fiscal Year 2021 that were previously reviewed followed.

#### BUDGET PUBLICATION GUIDANCE

A motion was made by Ms. Adamson, seconded by Mr. Cheatum, directing staff to publish the City Budget as presented.

Ms. Adamson explained the proposed Fiscal Year 2021 budget, as presented, would mean the City will take over \$1 million less in property taxes.

A motion was made by Mr. Bray, seconded by Mrs. Ortega, to discuss non-profits and REDI funding before determining noticing amounts for the budget.

A motion was made by Ms. Stevens, seconded by Mrs. Ortega, to include \$35,000.00 in the Fiscal Year 2021 Budget for REDI. Upon roll call, those voting in favor were Stevens, Ortega, Bray and Cheatum. Adamson and Leeuwrik voted in opposition to the motion. The motion passed.

Mr. Bray's motion to discuss funding for non-profits (social services) was held at this time. Upon roll call, those voting in favor were Bray, Ortega, Adamson, Cheatum and Stevens. Ms. Leeuwrik voted in opposition to the motion. The motion passed.

A motion was made by Mrs. Ortega to delete all funds designated for Aid for Friends and Family Services Alliance. However, she would like to keep funding for Pocatello Free Clinic.

Ms. Stevens feels it is too short of notice to delete the funds designated for non-profit groups at this time. This is something that can be discussed for Fiscal Year 2022.

Mr. Cheatum agreed with Ms. Stevens. He noted the CDBG funding designated for Aid For Friends is for the building only.

Mrs. Ortega withdrew her motion.

A motion was made by Mrs. Ortega, seconded by Ms. Stevens, to reduce funding for Bannock Development Corporation by 50%. (\$37,500.00) Upon roll call, those voting in favor were Ortega and Stevens. Adamson, Bray, Cheatum and Leeuwrik voted in opposition to the motion. The motion failed.

Ms. Adamson's motion to publish the budget hearing notice for August 6, 2020 (with updated budget figures) as presented, was voted upon at this time. Those voting in favor were Adamson, Cheatum, Bray, Leeuwrik, Ortega and Stevens.

AGENDA ITEM NO. 13: There being no further business, Mayor Blad adjourned the  
ADJOURN meeting at 5:41 p.m.

APPROVED:

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BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

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RUTH NEWSOM, CITY CLERK