

CITY OF POCA TELLO, IDAHO
CITY COUNCIL WORK SESSION
JULY 11, 2019

AGENDA ITEM NO. 1: Council President Jim Johnston called the City Council Work Session to order at 9:03 a.m. Council members present were Heidi Adamson, Roger Bray, Rick Cheatum, Linda Leeuwrik and Beena Mannan. Mayor Brian Blad arrived at 9:22 a.m.

AGENDA ITEM NO. 2: Sandra Shropshire, Chair Person; and Trina Bowman, Library Associate Director and Staff Liaison, from the Library Board UPDATE were present to discuss the Board's goals and projects, as well as Council's policies and expectations.

Ms. Shropshire reviewed the following Key Points for the Board: 1) Using its Budget wisely; 2) Library is involved in the Community; 3) Library is being used by the community. Statistics for 2018 were reviewed; and 4) Library's plans for the future include October 2019 elimination of overdue fines for minors and will be a site for the U.S. Census collection in 2020.

In response to questions from Council, Ms. Bowman gave an overview of the summer programs for children and incentives to encourage reading.

The elimination of overdue fines for minors and how the program will work was discussed. Staff feels it is more important for minors to use the library than be prohibited because of fines. In most cases the minor is not able to return materials on their own.

Food for Fines program was shared. This includes a drop-off site for collection of fresh produce during summer/fall months. The produce is taken to the local Food Bank a couple of times a week.

Ms. Leeuwrik mentioned the 2020 Census can be completed by computer and that computers are available for use at the Library.

Mayor joined the meeting at 9:22 a.m. at which time Council President Johnston turned the chair of the meeting over to Mayor Blad.

AGENDA ITEM NO. 3: John Regetz, Bannock Development Corporation (BDC) BANNOCK DEVELOPMENT CORPORATION UPDATE Executive Director, was present to give Council an update of BDC's activities and achievements.

Mr. Regetz gave an overview of a dash board on BDC's website that shows the impacts of economic data for Bannock County. The data includes building permits, retail sales, labor force, housing prices, homeowner's insurance costs, auto insurance rates, industry growth, cost of living, and tax ranking comparisons to other states (tax burden). Mr. Regetz shared where the data is pulled for the data reports.

Council discussion regarding economic comparisons with other cities followed.

In closing, Mr. Regetz gave a brief overview of the accomplishments of BDC in 2019.

AGENDA ITEM NO. 4: Raftelis representatives and City Staff presented a Draft Utility UTILITY RATE STUDY UPDATE Rate Study to Council on May 9, 2019. Since that time, the revenue and expenditure calculations have been refined. City staff wished to present the Final Utility Study for Council's consideration for use in budgeting purposes for the next five (5) years.

Jeff Mansfield, Public Works Director/City Engineer; noted a draft rate study has been presented to Council and he gave a brief overview of the major objectives outlined in the study.

It was noted that the major objectives of the study include development of the following:

1. Financial Plans for the Enterprise Funds for the 5-year period (Fiscal Years 2020 – 2024) for Water, Water Pollution Control (WPC) and Sanitation departments.
2. Cost of Service analysis to ensure equitable recovery of costs from customer classes.
3. Develop Cost of Service for Water, WPC and Sanitation Rates along with rate alternatives.

A summary of the proposed Utility Rates and Capacity Fees were reviewed.

In response to a question from Council, Ashley Welsh, Deputy Chief Financial Officer/Treasurer clarified the difference between excess and undesignated reserves. It was mentioned that if funds are not designated and a more needful situation arises, the funds can be used as necessary.

AGENDA NO. 5: Andy Holmes, Assistant Fire Chief, gave Council an update on facility repair costs as discussed at the May 16, 2019 Budget FACILITY REPAIRS UPDATE Development meeting.

FIRE STATION NO. 2 DRIVEWAY REPAIR – Mr. Holmes stated he received a bid for concrete in the amount of \$15,900.00 to replace the deteriorating apparatus driveway of Fire Station No. 2 (1539 North Hayes). He explained Fire staff is seeking Council's guidance regarding budgeting of the repair cost.

Council discussion regarding Fire Department facility needs that must be taken care of at this time and needs that may be put off until a later date followed. The funding source and condition of various facility roofs and the driveway were debated.

A majority of the Council were supportive of replacing the driveway and instructed staff to bring roof repair information to the Council for consideration.

AGENDA ITEM NO. 6: Andy Holmes, Assistant Fire Chief, was present to discuss FIRE DEPARTMENT –INSPECTION OF MOBILE FOOD VENDORS AND PROPOSED FEE FOR INSPECTIONS potentially unsafe situations regarding mobile food vendors. There are no regulation guidelines for mobile food vendors in the City's Code at this time. Staff is seeking direction from the Council regarding possible solutions and creation of a permit inspection fee.

Mr. Holmes gave an overview of the increasing number of food vendor trucks in the community. He explained there are no City regulations for food vendor trucks in place at this time. Mr. Holmes noted the 2018 Fire Code has these guidelines. However, the new guidelines have not been adopted

by the City. Once adopted, staff will begin enforcement of the regulations. Staff would like to create a permit and inspection fee for placement on the Fiscal Year 2020 fee resolution so the fee is in place when the new regulations take effect. Mr. Holmes noted the Southeast Idaho Public Health permit currently requires an inspection of food vendor trucks by the Fire Department. There are no guidelines or an inspection fee to provide the service at this time.

Discussion regarding the safety criteria for food vendor trucks followed. Regulations such as distance from buildings, type of fuel used to cook, safety systems, etc. will need to be monitored.

In response to questions from Council, Mr. Holmes explained other cities such as the City of Meridian are forming a safety policy because of the newness of this growing trend of food trucks. Operational function for safety of the truck and surrounding area is taken into consideration. Mr. Holmes noted that most of the food trucks they have inspected had minimal issues. This new regulation has been introduced in the International Fire Code because this is a growing trend and is addressed in detail.

It was suggested that a \$50.00 operational permit be created. If the Health Department asks for an inspection, staff suggests a \$40.00 fee to cover staff time and administrative needs. The costs would fall within the current operational amounts.

Discussion continued regarding setting an appropriate amount for the proposed fee/permit. Staff has inspected 15 or so vendor trucks as a result of requests from Southeast Idaho Health Department. It was mentioned that vendor trucks coming into the City for a single event will be difficult to track.

In response to questions from Council, Jared Johnson, City Attorney, clarified a fee for this purpose can be created. However, it will not mean anything until an ordinance is in place. Mr. Johnson added the fee will be considered as a "Place Holder" since it cannot be enforced at this time.

AGENDA ITEM NO. 7: Mayor Blad adjourned the meeting at 10:41 a.m.

APPROVED:

BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

RUTH NEWSOM, CITY CLERK