

CITY OF POCA TELLO, IDAHO
CITY COUNCIL STUDY SESSION
JULY 12, 2018

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

AGENDA ITEM NO. 2: BJ Stensland, Aid For Friends Executive Director; Shannon
AID FOR FRIENDS/IDAHO Ansley and Jeff Garvin Aid For Friends Board members; and
HOUSING AND FINANCE Adam Lane, CDBG Program Manager; were present to discuss
ASSOCIATION-NEW the group's goals and business plan, as well as a proposal to
SHELTER BUSINESS PLAN utilize Community Development Block Grant (CDBG) funds
AND CDBG FUNDING for a new homeless shelter facility.
REQUEST

Ms. Stensland gave a quick historical overview of the Aid For Friends (AFF) facility including its development and high maintenance issues.

Ms. Ansley overviewed the new community shelter project business plan. Overview – The new facility will have adequate bathroom and laundry facilities, an industrialized kitchen, common areas, playground, donation receiving and storage space, and bedbug treatment rooms, among other uses. The business plan includes securing the \$500,000.00 investment from Idaho Housing and Finance Association (IHFA) upon receipt of funding commitments from local government, corporate and private foundations, community partners, businesses and individual donors. The total cost for the acquisition and rehabilitation is estimated to be \$1.6 million (including furnishings and equipment). Design – Myers Anderson Architects, PLLC has worked with AFF to prepare an initial needs assessment for a hypothetical newly constructed facility as described by the Executive Director, the Shelter Manager, and Shelter Staff. Capacity – AFF's proposed facility has a preliminary plan of housing up to 40 single men, 20 single women and 10 private sleeping areas for families for a total of 100 people being sheltered, increasing the current shelter capacity by 150%.

FUNDING SOURCES AND USES – the list of agencies/businesses contacted or yet to be contacted were reviewed. How the funding source amounts were calculated for each agency/business was shared. It was noted that the project will take place in phases and funding anticipated for each phase was discussed. The fundraising strategy and capital campaign was also discussed.

Discussion regarding the future of CDBG funds from the Federal Government and possible use of the City's general funds for the project were brought forth and analyzed.

Planning Phase for New Facility – Ms. Stensland clarified her staff will be consolidated into one facility. However, since the facility size will increase additional staffing will be needed. A new workforce employment center to help individuals prepare for and find jobs will be included in the new facility.

General discussion regarding housing options for patrons at the shelter was held. It was noted that a barracks approach may not be the best situation for patrons to achieve success. Different shelter designs are being researched to provide a better environment for success. Fundraising efforts and the most effective models to use were shared.

Mayor Blad acknowledged AFF staff is doing an incredible job with what funding they have.

However, it will be difficult to justify the use of tax dollars out of the City's general fund for this purpose. He mentioned the City Council is looking at closing a department and he does not feel comfortable using City funds in this way. Perhaps CDBG funds could be used toward the facility.

In response to questions from Mayor Blad, Mr. Lane reviewed CDBG funds available for the 2018 Program Year. He explained no extra funds are available at this time because everything has been allocated for 2018. Mr. Lane noted that Program Year 2019 will not begin until April 2019. CDBG funding levels and options were discussed.

Terms outlined in a letter from Idaho Housing and Finance Association (IHFA) regarding funding of the new shelter was reviewed. It was mentioned that perhaps the letter from IHFA is the first step in negotiating the funding. It was determined that clarification of the verbal vs. the actual letter received from Brady Ellis of Housing Support Programs was needed. Ongoing funding and future maintenance costs of the proposed facility were discussed.

In response to questions from Council, Mr. Lane shared that annual maintenance costs requested by AFF have been approximately \$8,000.00 to keep the older facility operating. He suggested the City could place a lien on the property if the \$350,000.00 loan is approved.

Council discussion regarding whether the City is ready to commit to the project continued. It was determined that funds are not required from the City until the facility is built and occupied. Council requested that Ms. Stensland provide clarification from Mr. Ellis as soon as possible regarding the funding guidelines outlined in his letter dated July 10, 2018 before further discussion regarding the funding could take place.

Mayor Blad announced that Agenda Item No. 7 has been pulled from the agenda. Staff will continue to work on the proposal and bring it forward for Council review at a later date.

AGENDA ITEM NO. 3: Larry Morton, Chair Person, Greg Albright and Billy Satterfield, GOLF ADVISORY representatives from the Golf Advisory Committee; and John COMMITTEE UPDATE Banks, Parks and Recreation Director and Staff Liaison; were present to discuss the Committee's goals and projects, as well as Council's policies and expectations.

Mr. Morton gave an overview of the Golf Advisory Committee members and recognized long-time members that have served. He reviewed the Committee's goals and gave an update on the City's golf courses including club houses, total rounds played and the number of season pass holders. Mr. Morton explained the spring weather had a negative effect on golf course attendance. He noted that golf course revenue is down when compared to the same period in 2017. The Committee is working on increasing advertising efforts. Mr. Morton mentioned that Greg Albright and Jerold Myler oversee concessions at both golf courses and they have ideas to share that may increase the number of participants.

Mr. Albright reviewed the different leagues they have developed to increase attendance in the golf courses. He explained there are times during the day with very little activity. As a result, they are trying to fill these time periods by offering a reduced rate to golfers.

Mr. Myler mentioned that offering night golf options may help compensate for hot summer afternoons when no one is on the course. He invited the Council to visit the golf course to play a few rounds and tour the new bathrooms and other updates that have been done at the facilities. Mr.

Myler noted that options are being researched to encourage businesses to utilize the golf course for their employees, thus introducing new users to the sport of golf.

Mr. Satterfield gave a brief background of the Riverside Golf Course Clubhouse facility and proposal. He noted the current facility is an 80 year old barn that was converted into a clubhouse. Mr. Satterfield explained additional space is needed for dining, hosting events, retail, cart storage, customer service and administration. The Committee proposes a 3600 square foot facility.

General discussion regarding the proposed size of the facility and future needs at Riverside Golf Course continued. It was noted Highland Golf Course is a larger facility that can accommodate larger events and parking needs. Riverside's facility would meet the needs for the course only and require less parking.

It was mentioned that the current golf fees include a portion for improvements. The Committee would like the City to develop a dedicated account for clubhouse improvements. The Committee is also looking at other opportunities in the community for funding sources. Committee members feel the City's golf courses are an asset to the community and enhance the City's economic development efforts.

Mayor Blad announced that the golf courses look great. He receives compliments regarding the condition of the golf courses on a regular basis.

Mr. Banks explained his department asked for \$25,000.00 in the Fiscal Year 2019 budget to start a fund for clubhouse upgrades. He is hoping to secure partnership funds for the upgrades.

Mr. Bray mentioned if the Committee can show that positive funding efforts are being made in the community, Council may choose to develop a dedicated account in the Fiscal Year 2020 budget.

AGENDA ITEM NO. 4: Frederick Belzer, Chair Person; Doug Milder, Board member; PARKS AND and John Banks, Parks and Recreation Director, and Staff RECREATION ADVISORY Liaison; representing the Parks and Recreation Advisory Board BOARD UPDATE were present to discuss the Board's goals and projects, as well as Council's policies and expectations.

Mr. Milder stated he is the "outgoing Chair Person" and proceeded to give the Board's report. He reviewed the meetings and projects for the past year. Projects reviewed included: Pocatello Regional Transit access for lower Ross Park transportation, ordinance prohibiting dogs on golf courses was adopted, Portneuf Greenway trail development on the east side of Interstate 15, and two disc golf courses were installed at the Nordic Center. Mr. Milder mentioned the increase of users at the Nordic Center during summer months is turning the area into a year round facility.

Mr. Banks reported the Parks Department surpassed a 70% cost recovery for Fiscal Year 2017. He explained 70% is an excellent amount based upon other cities.

Mr. Milder reviewed recreation goals for the Board and encouraged Council to look at future needs for the community. He suggested improvements to various parks, Zoo Idaho and the swimming pool facility be considered. The pursuit of public/private funds for projects was shared.

In response to questions from Council, Mr. Banks explained the Parks and Recreation capital plan has outlined many needs which include the Ross Park Aquatic Complex upgrades. He understands the City's budget challenges and he has encouraged staff to look for grants, etc. to help meet the need. If grants are secured, the City will have a small match for these projects. Mr. Banks reviewed some of his ideas regarding recreation needs in the community.

In closing, Mr. Milder thanked the Council for their support of recreation projects. He added that Mr. Banks is very knowledgeable when it comes to parks and recreation matters.

Mr. Banks thanked Mr. Milder for his many years of service on the Board.

Mayor Blad called a recess at 11:02 a.m.

Mayor Blad reconvened the meeting at 11:13 a.m.

Mayor Blad announced that agenda item No. 8 was also pulled from the agenda. Mayor Blad is scheduled for another meeting and must leave the Study Session early. (Agenda Item No. 8 is a topic submitted by Mayor Blad.)

AGENDA ITEM NO. 5: 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 the completed marketing for Bannock Development during the last quarter. The marketing included the following: Shot Show with Idaho Commerce; Site Selector's Guild; Computer and Electronics Government Conference; Silicon Slopes; Select USA with Idaho Commerce; REDI; SEIDO; Idaho Power; and LiveXchange (UT).

It was noted that 5 site visits have been held in 2018 and 1 more is scheduled. Bannock Development's ongoing marketing efforts were reviewed. This includes: Direct Marketing; Retention and Expansion; Northgate Marketing; Ten Committees and Board Volunteers; Site and Building inventory including South County; and Project assistance.

Economic Impact – Inergy – 10 jobs at \$30k to \$50k per year; Transfer Station – 16 jobs at \$65k per year; Firearms Manufacturer – 15 jobs at \$15 to \$20 per hour range; Warehouse 60 jobs at \$15 plus per hour; and a Data Center – TBD.

Economic Impact – Amy's Kitchen debuts award-winning Vera Whole Health Model for their employees. The model will help their employees stay healthier. A future ribbon cutting will be held at the facility in Pocatello.

YourFIT, Buchanan & Edwards and partnerships with Idaho State University were discussed. Mr. Regetz shared the Pocatello area continues to lead the state in economic development programs. He gave an overview of the Public Relations Committee and I Love Pocatello campaign that highlights why doing business in southeast Idaho is a good idea.

In response to questions from Council, Mr. Regetz gave an update regarding allowable incentives to bring businesses to Pocatello. He noted that Idaho does not have the ability to offer many of the things other states can offer. As a result, some economic develop opportunities are lost because other areas have given "free" buildings, etc. to businesses as incentives. It is difficult to compete

against those types of incentives.

Mayor Blad was excused from the meeting and turned the Chair of the meeting over to Council President Jim Johnston at 11:40 a.m.

AGENDA ITEM NO. 6: Melanie Gygli, Planning and Development Services Director, and Matthew Lewis, Planning Manager, were present to update the Council on the status of the Terry First Project.

TERRY FIRST PROJECT UPDATE

Mr. Lewis gave an overview of the Terry First Project. The goal of the project is to create streetscape design concepts for the stretch of Terry Street between 5th and 1st Avenues, and for the stretch of 1st Avenue from Terry Street to Center Street. Thus the project name “Terry First.”

Idaho State University (ISU) and Old Town are less than one mile apart, but moving between the two is a challenge, especially as a pedestrian or bicyclist. Only two routes connect Old Town to ISU-Benton Street overpass, and Center Street underpass- and the Union Pacific Railroad yard presents a significant barrier limiting access across the community.

Mr. Lewis noted that a tour of the area was held on July 10, 2018. He mentioned this tour was one of the best attended for an event of this type that he has experienced. Many representatives from the community were in attendance. Comments and suggestions as a result of the tour will be incorporated into the project. Mr. Lewis gave an overview of the TerryFirst.com website. He explained staff has 90 days to complete a project once direction is given.

Project Goals –

Completion of four primary goals will determine project success:

- 1) Working directly with citizens, business owners and project partners, cultivate a vision for Terry Street/1st Avenue corridor that focuses on streetscape improvements that will foster economic development, support appropriate redevelopment, increase bicycle and pedestrian mobility and safety, and strengthen the connection between ISU and Old Town.
- 2) Engaging the public, conduct a physical, on-the-ground demonstration project incorporating concepts of place making and tactical urbanism within the corridor.
- 3) Produce rendering, drawing, or some form of visualization that depict roadway and streetscape treatments for: a) Terry Street between 5th and 1st Avenue, and b) 1st Avenue between Terry Street and Center Street.
- 4) Learning from the methods and processes employed during this project, create a “plan-process-product” template that can be applied to and used to address other corridors in town.

As a result of the tour, it was suggested that Benton Street Bridge be utilized as a bicycle pedestrian bridge and not just Center Street Underpass. Some individuals did not feel that Old Town was accessible utilizing the underpass.

In response to questions from Council, Ms. Gygli clarified the Terry First project is part of the River Visioning project and the concepts presented are from that work. She anticipates more information

to be available around July 25 or 26.

Ms. Leeuwrik agreed the turnout for the tour in general was great. She mentioned various professionals and community members came together to discuss the proposed project.

AGENDA ITEM NO. 7: As announced earlier by Mayor Blad, Agenda Item No. 7 - City
PROPOSED ORDINANCE staff discussion regarding suggested changes to Pocatello
TO AMEND PORTIONS OF Municipal Code Title 13, Chapters 4 and 16, which would delete
TITLE 13 "PUBLIC SERVICES" the requirement for City Council to review all applications for
OF THE POCATELLO connections to the water system from outside City limits; amend
MUNICIPAL CODE sewer connection requirements and clarify billing standards for
sewer service accounts had been pulled from the agenda.

AGENDA ITEM NO. 8: As announced earlier by Mayor Blad, Agenda Item No. 8 –
CITY COUNCIL Mayor/City Council discussion to review possible changes to the
PUBLIC MEETINGS starting time of Regular City Council meetings, analyze the
-DISCUSSION necessity for holding extra meetings and update the Council
regarding additional wording on agendas to meet new State Code
requirements had been pulled from the agenda.

AGENDA ITEM NO. 9: There being no further business, Council President Jim Johnston
ADJOURN adjourned the meeting at 11:59 a.m.

APPROVED:

BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

RUTH E. WHITWORTH, CMC, CITY CLERK