

CITY OF POCA TELLO, IDAHO
CITY COUNCIL LIAISON
/WORK SESSION CLARIFICATION
AUGUST 20, 2020

AGENDA ITEM NO. 1: Mayor Brian Blad called the City Council Liaison/Work Session
ROLL CALL Clarification meeting to order at 2:00 p.m. Council members present
were Heidi Adamson, Roger Bray, Rick Cheatum, Linda Leeuwrik,
Claudia Ortega and Chris Stevens. Also in attendance was Ruth Newsom, City Clerk; Jared Johnson,
City Attorney; Heather Buchanan, Human Resource Director; Jeffrey Mansfield, Public Work Director;
Ashley Linton-Welsh, Chief Financial Officer/Treasurer; and Logan McDougall, Public Information
Officer.

AGENDA ITEM NO. 2: Discussion to clarify agenda items presented at the August 13, 2020
WORK SESSION Work Session was held at this time.
CLARIFICATION
/DISCUSSION

The draft minutes from the August 13, 2020 Work Session were looked over by Council. The
difference between Union quarterly updates and regular City employee updates were reviewed.

Discussion regarding the City's budget that was published for the public hearing and Council's vote to
make changes made to the revenue amounts as presented at the August 13, Work Session was held.

Ms. Welsh joined the meeting at this time.

In response to questions from Council, Ms. Welsh explained the sales tax fund amounts discussed
during the August 13, 2020 Work Session and the addition of sales tax revenue and highway user funds
to the proposed budget. She explained the additional revenue was followed by a decrease in property tax
revenue and did not require re-publication of the public hearing notice since the final amounts did not
increase. Ms. Welsh reviewed the guidelines for municipal government budgeting.

General discussion regarding revenues and how the distribution of revenues and expenses are done
followed.

Ms. Stevens and Mr. Bray would like staff to be prepared to explain each step of the city government
budgeting process during budget meetings in a manner that can be more clearly understood by Council.

In response to questions from Council, Mr. Johnson reported that he spoke to Idaho's Chief Deputy
Attorney General's office regarding the publication of a city's budget. He clarified the Attorney
General's Office confirmed the publication and budget process for the City of Pocatello is not illegal.
Mr. Johnson noted that he reviewed the publication and budgeting process with Justin Ruen,
Association of Idaho Cities representative. Mr. Ruen confirmed that a City Council is able to revise
budget amounts after the public hearing notice is published under certain guidelines and noted this is a
common practice for cities. Mr. Johnson reiterated that Finance staff was able to meet all of the
timelines for publication and meeting requirements for the Fiscal Year 2021 budget.

Council debate regarding the budget process for the City of Pocatello continued.

Ms. Welsh was excused from the meeting.

AGENDA ITEM NO. 3: Discussion regarding the Idaho Rebounds – Municipal Small Business
IDAHO REBOUNDS Grant was held.
-MUNICIPAL SMALL
BUSINESS GRANT

Mayor Blad reviewed the COVID Relief funds and grant process. It was noted there are small businesses that have reached out to the City. Pocatello has approximately \$1.9 million available and the guidelines to utilize the funds were reviewed. It was noted there is approximately \$264,000.00 that the City anticipates will not be used for City expenses. A budget amendment will be prepared in September to release the funds available to help businesses. Options to move forward regarding utilizing the funds were shared.

General discussion regarding the grant and what expenses the City has already incurred was held. A \$250,000.00 budget amendment will be added to the Fiscal Year 2020 September Budget Amendments in anticipation of the grant. It was suggested that CDBG staff receive the small business grant application for initial review. Once the grant is approved, Finance staff will monitor the distribution of funds in order to ensure it meets the grant guidelines.

AGENDA ITEM NO. 4: Results of the face covering survey by Pocatello/Chubbuck Chamber of
RESULTS OF CHAMBER Commerce will be given.
OF COMMERCE FACE
COVERING SURVEY

Mrs. Ortega shared that she made the suggestion to mandate face coverings in businesses because she felt businesses would want the Council to enforce face coverings. She noted results of the survey show business owners are not in support of such a mandate.

General discussion regarding face coverings in the city and businesses followed. It was mentioned that business owners have the right to refuse service to someone that does not meet the safety guidelines the owner has put in place. Some business owners may not be aware of this right to refuse service to customers and Council would like to provide information regarding this topic. Ideas of ways to get educational information out in the community and to business owners was shared.

Mr. McDougall joined the meeting at this time.

In response to questions from Council, Mr. McDougall explained where posters with COVID-19 safety guidelines and other information regarding COVID-19 has been distributed in the City. Mr. McDougall sends COVID related information out to 20+ media outlets almost daily. He noted that information is also available on the City's website and the Southeast Idaho Public Health website. Other outlets and information sources were reviewed.

Mayor Blad announced that Mr. Johnson, Mr. McDougall and Roger Schei, Police Chief will meet to create educational materials for businesses regarding their right to refuse service and who to contact if assistance is needed to remove an unruly customer from their business.

Mr. McDougall was excused from the meeting.

Mayor Blad called a recess at 4:03 p.m.

Mayor Blad reconvened the meeting at 4:14 p.m.

AGENDA ITEM NO. 5: Discussion regarding sewer infrastructure in the Johnny Creek area was held.
JOHNNY CREEK
SEWER

Mr. Mansfield gave a brief history of Johnny Creek sewer issues. He has met with Bruce Olenick, from Department of Environmental Quality (DEQ) to discuss Johnny Creek and Portneuf Valley aquifer issues in general. Mr. Mansfield explained staff researched a Johnny Creek Local Improvement District (LID) that was discussed in 1997. He spoke to one person that served on the LID committee. Mr. Mansfield mentioned that he made a records request to Southeast Idaho Public Health asking for more information on the septic systems located in the Johnny Creek area. As a result, staff has mapped all of the septic systems in the Johnny Creek area.

It was noted that Idaho State University (ISU) is performing a ground water quality study for Pocatello at this time. The study will help identify what may be coming from Johnny Creek, and other areas to figure out where to put the City's resources. City staff has been collecting data since 2014 and will continue to monitor the Johnny Creek area.

Ms. Stevens lives in the Johnny Creek area and noted there are approximately 225 homes that may be aging out on their original or second septic system. She does not feel a traditional LID is going to be a feasible solution and shared her concerns with lot size and the size of septic tanks on some of the lots.

Mr. Bray shared concerns regarding the decrease of home values that may occur in the Johnny Creek area as a result of the sewer septic issue. Home owners have shared their concerns with not being able to afford a new septic tank. Mr. Bray would like the City to come up with a plan to help the neighborhood.

Ms. Leeuwrik shared there are several areas in town that are problematic with water issues. She has talked to ISU professors regarding some of the water issues and nitrate priority areas that are in the south area of Pocatello and the city as a whole. Ms. Leeuwrik hopes the study will show where to start the process in Pocatello and identify the most critical areas.

General discussion regarding the Johnny Creek Sewer and other areas of concern continued.

Mr. Mansfield reported an AdHoc Committee created in 1997 for the Johnny Creek area stated they were not interested in an LID unless it could be proven there is a nitrate issue. He noted there was 50% funding available when the AdHoc Committee was formed and they were not interested in participating in an LID. Mr. Mansfield agrees there needs to be "skin in the game" for the homeowners. A sewer system may also benefit the community as a whole to protect the water system. Once the survey information is received, he will work on putting together a plan to create an LID partially funded by the City and the homeowners. Mr. Mansfield explained the Study will not be completed until December 2020. He will bring an update to Council in the spring of 2021.

AGENDA ITEM NO. 6: Discussion regarding the process to select a volunteer to serve on the
CITY ADVISORY City's Advisory Boards/Commission was held.
BOARDS/COMMITTEES
SELECTION PROCESS

Mr. Johnson distributed information regarding the City's advisory boards/committees to each Council member.

Ms. Stevens feels selection of individuals that volunteer for the advisory boards is important because the boards advise the Mayor and also City Council. She would like a way for Council to review each application and have input on who ends up on the agenda to confirm.

In response to questions from Council, Mr. Johnson explained sending Council members all of the applications to review the information and provide discussion outside the public meeting process is a violation of open meeting law. He suggested only information about the person the Mayor has chosen for confirmation be sent. Another option would be to hold an Executive Session to discuss applicants. The discussion would be followed up at a Regular Council meeting for a vote.

Ms. Stevens asked Mr. Johnson to look at this process again to allow a way for Council to review the applications prior to the Mayor making a recommendation.

Mr. Johnson mentioned if the Council has a concern regarding an application that has been selected by the Mayor, Council may contact the Mayor individually to share their concerns. However, Mr. Johnson does not want the Council to have discussion with each other or sorting through potential applications outside of a public meeting.

Ms. Adamson recalled only one instance in her term of being on the City Council when an applicant recommended for confirmation by the Mayor was found to be a concern. She feels there is such a minimal amount of individuals that respond to a call to volunteer on one of the City's boards that making the process more difficult may result in less applicants.

General discussion to encourage individuals to apply for a position on a City committee/board followed.

In conclusion, Mr. Johnson was comfortable with Council receiving a copy of the committee/board application chosen by the Mayor for their review prior to placement on an agenda. If Council has any concerns with the application chosen, they can let the Mayor know directly.

Due to time restrictions, the remainder of the agenda items scheduled for this meeting could not be considered and will be rescheduled to a future meeting.

AGENDA ITEM NO. 7: Mayor Blad adjourned the meeting at 5:25 p.m.
ADJOURN

APPROVED:

BRIAN C. BLAD, MAYOR

CITY COUNCIL LIAISON
/WORK SESSION CLARIFICATION
AUGUST 20, 2020

5

ATTEST AND PREPARED BY:

RUTH NEWSOM, CITY CLERK