

CITY OF POCA TELLO, IDAHO
CITY COUNCIL WORK SESSION
MARCH 9, 2023

AGENDA ITEM NO. 1: Mayor Brian Blad called the City Council Work Session to
ROLL CALL order at 9:15 a.m. Council members present were Linda
Leeuwrik, Corey Mangum, Scott Marchand and Brent
Nichols. Council members Rick Cheatum and Josh Mansfield were excused.

AGENDA ITEM NO. 2: Representatives from the Animal Shelter Advisory
ANIMAL SHELTER Board were in attendance to discuss the Board's
ADVISORY BOARD goals and projects, as well as Council's policies and
UPDATE expectations.

Jennifer Brown, Animal Shelter Management Assistant and Arlen Walker, Animal Shelter Advisory Board Chair, gave an overview of the activities of the Board. Activities included cooperation with area animal agencies for fundraising, community rabies clinic and reduced adoption fee events.

Mr. Walker reported that the Board continues to consider commercial animal establishment licensing and enforcement, service contracts with surrounding cities and animal shelter capacity issues.

Council members discussed the following topics: Trap/Neuter/Release (TNR) efforts; veterinary needs; and shelter capacity and staffing.

AGENDA ITEM NO. 3: Representatives from the Child Care Advisory Committee
CHILD CARE were in attendance to discuss the Committee's goals and
ADVISORY COMMITTEE projects, as well as Council's policies and expectations.
UPDATE

Mallarie Bascom, Child Care Advisory Committee Liaison, gave an overview of the Committee's purpose and activities.

Kari Giesbrecht, Committee Chair, stated that the Committee provides training and information for daycare owners and providers to improve the quality of care for children. She emphasized there is an ongoing need for quality providers and financial support through the Idaho Child Care Program (ICCP). She stated that reduction in ICCP funding on the state level could have negative impacts upon child care throughout the state.

Mayor Blad left the meeting at 9:51 a.m. and returned at 10:39 a.m.

AGENDA ITEM NO. 4: Representatives from the Finance Department were
ACCOUNTING SOFTWARE present to discuss the proposed upgrade to the City's
UPGRADE CONSIDERATION accounting and payroll software system.
-FINANCE DEPARTMENT

Gene Hill, Chief Financial Officer, gave an overview of the current financial system and proposed upgrades to the current system in order to increase efficiency and reduce inaccuracies. He stated that the proposed upgrade would integrate with current payment software and processes.

Council members discussed the following topics: upgrade timelines; upgrade costs and maintenance; security; and implementation of the proposed software upgrade.

In response to a question from Council, Chris Sorensen, Chief Information Officer, stated that the current system database has been in place for 30 years with various upgrades within the same platform.

Mayor Blad returned to the meeting at this time.

A motion was made by Mr. Marchand, seconded by Ms. Leeuwrik, to instruct staff members to move forward with steps necessary to effectuate the finance software upgrade, including Legal Department review and that the final action be brought to Council for consideration at a future Regular City Council meeting. Upon roll call, those voting in favor were Marchand, Leeuwrik, Mangum and Nichols.

Mayor Blad called a recess at 10:43 a.m.

Mayor Blad reconvened the meeting at 10:55 a.m.

AGENDA ITEM NO. POCATELLO COMPREHENSIVE PLAN 2040	5: Planning and Development Services staff were in attendance to present the Pocatello Comprehensive Plan 2040 and to seek Council direction regarding the Plan.
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Jim Anglesey, Long-range Planner, and Brent McLane, Planning and Development Services Director, gave an overview of the Pocatello Comprehensive Plan 2040.

Mr. Anglesey spoke about the process and development of the Comprehensive Plan and various ways that community feedback was received. He stated that the Comprehensive Plan 2040 is a 20-year plan that seeks to implement a vision for Pocatello and its people by reflecting the voice of residents. Mr. Anglesey added that this will serve as a guiding document for shaping Pocatello's future. He added that community values serve as the foundation of the plan. Citizens shared their feedback for meaningful aspects regarding their community. Vision elements include the following: outdoor oriented; economically robust; environmentally resilient; connected, safe and accessible; civic collaboration; authentic and affordable neighborhoods and creative community. The goals and strategies provide direction and establish a decision-making framework and set expectations for what can be done to help achieve the vision.

Mr. McLane announced that communication is ongoing with property owners whose property designation would be changed with the adoption of the Comprehensive Plan. He reported that public open houses have been held and another open house would be held to answer questions and receive citizen feedback. Mr. McLane announced that following public hearings, adoption of a future land use map and adoption of the Comprehensive Plan 2040 would be considered by Council at a future Regular City Council meeting. He noted that the proposed Plan is a living document and will serve as a guiding document with goals and strategies to support accomplishment of the goals of the community.

In response to questions from Council, Mr. Anglesey announced that barring any significant changes, the Comprehensive Plan would be presented to the Planning and Zoning Commission in April and a public hearing would be held during a Regular City Council meeting in May.

Council members thanked the staff for the information presented and shared their appreciation for their hard work to complete the Comprehensive Plan.

AGENDA ITEM NO. 6: Mayor and Council members discussed a proposed PROPOSED Resolution supporting the restoration of passenger rail RESOLUTION service from Portland, Oregon to Salt Lake City, Utah. DISCUSSION

Mayor Blad gave an overview of the proposed Resolution expressing the Council's support of restoring passenger rail service, known as the Pioneer, from Portland to Salt Lake City with a stop in Pocatello. He announced that the Resolution would be considered by Council at the March 16, 2023 Regular City Council meeting.

AGENDA ITEM NO. 7: Public Works staff members were in attendance to present AMERICAN RESCUE information to the Council regarding the American Rescue PLAN ACT (ARPA) and to seek direction from the Council DISCUSSION concerning projects to be funded with ARPA funds.

Jeff Mansfield, Public Works Director, gave an overview of the American Rescue Plan Act Funds (ARPA) allocated to the City of Pocatello. He stated that three (3) previous presentations had been given to the City Council in March 2022, May 2022 and November 2022. Mr. Mansfield explained that the City of Pocatello has been allocated \$10,700,496 through the American Rescue Plan Act and Coronavirus State and Local Fiscal Recovery Funds (SLFRF), which is being administered by the Department of Treasury (DoT). Mr. Mansfield reviewed the Department of Treasury timeline which directs that funds must be obligated by December 31, 2024 and spent by December 31, 2026.

Council discussed the following proposed ARPA projects: Airport lift station upgrade; Zoo Idaho water infrastructure upgrades; Ross Park water improvements; South 5th Avenue sewer improvement projects; Ross Park slide replacement; Roof replacements at Ross Park; upgrades at Brooklyn's Playground; repaving City lots; Stormwater and sidewalk improvement projects; electric vehicle charging stations; equipment purchases for the Street Department; Fire Alert system upgrades; Mental health resource support; Police Enforcement vehicle purchases; Resurfacing and pickleball court development at Raymond Park; and elevator upgrades at the Library. Mr. Mansfield clarified that some proposed projects could be funded through other funding sources and prioritization by Council would be considered.

Department heads in attendance clarified project information for Council members.

Mayor Blad remarked that decisions regarding the allocation of ARPA funds would be considered after the State Legislature adjourns. He stated that decisions regarding funding of projects would be considered during the May 2023 Work Session.

AGENDA ITEM NO. 8: There being no further business, Mayor Blad adjourned ADJOURN the meeting at 12:20 p.m.

CITY COUNCIL WORK SESSION
MARCH 9, 2023

4

APPROVED:

BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

KONNI R. KENDELL, CITY CLERK

CITY OF POCA TELLO, IDAHO
CITY COUNCIL WORK SESSION
APRIL 13, 2023

AGENDA ITEM NO. 1: Mayor Brian Blad called the City Council Work Session to order
ROLL CALL at 9:06 a.m. Council members present were Rick Cheatum,
Linda Leeuwrik, Corey Mangum, Josh Mansfield, Scott Marchand
and Brent Nichols.

AGENDA ITEM NO. 2: Representatives from the Construction Board of Appeals and
CONSTRUCTION Review were not present to discuss the Board's goals and
BOARD OF APPEALS projects, as well as Council's policies and expectations.
AND REVIEW UPDATE

AGENDA ITEM NO. 3: Representatives from the Community Development Block Grant
CDBG ADVISORY (CDBG) Advisory Committee were present to discuss the
COMMITTEE UPDATE Committee's goals and projects, as well as Council's policies and
expectations.

Christine Howe, Grants Manager, gave an overview of the CDBG Committee activities. She reviewed the purpose and duties of the CDBG Advisory Committee. Ms. Howe noted activities that CDBG helps funds including; Housing, Public Infrastructure, Public Facilities, Public Services and Administration and Planning. She mentioned some highlights from the past year including housing projects, Public Services and Facilities projects, Public Infrastructure improvements and Administrations and Planning.

Heather Disselkoe n, Chair of CDBG Committee, gave an overview of a new scoring tool to help the committee decide which programs are recommend for grant funding. She noted that it gives clear delineations as to how each of the categories is scored. Ms. Disselkoe n explained that each member fills out an individual score sheet for each applicant, then scores are entered into a spreadsheet, totaled, averaged and ranked by score.

In response to questions from Council, Ms. Howe explained that the finalists must come in and present their application, which helps inform the committee and applicants are able to make any clarifications outside of the scoring tool. She noted the greatest need in the community is housing needs; such as rental deposits and rental assistance. Ms. Howe explained the grant loan program and that it is not self-sustaining; therefore, it is necessary for CDBG funding annually.

AGENDA ITEM NO. 4: Representatives from the Pocatello Fire Union were present to
FIRE UNION give the Council an update of their activities for the past quarter.
QUARTERLY UPDATE

Jordan VanEvery, representing the Pocatello Fire Union, gave an update of the Union activities for the last quarter. He noted the various charities in the community that the Pocatello Fire Union was able to donate to: Aid for Friends, Food Bank, SEICCA and Highland High School fund raiser to help buy Christmas for families in need. Mr. VanEvery added that they participated in the annual Stairclimb for leukemia fund raiser and were able to raise \$9,000.00. He noted the concern about Perfluorooctane Sulfonate or Perfluorooctane Sulfonic Acid (PFOS) that is referred to as a forever chemical and is cancer causing. Mr. VanEvery added that all fire protection gear contains high levels of PFOS and they are working on swapping out old fire gear with PFOS free gear, but there is a substantial increase in cost for the PFOS free gear. He noted that there may be testing for PFOS levels added to blood testing in the future.

AGENDA ITEM NO. 5: Representatives from the Pocatello Police Union were present to give the Council an update of their activities for the past quarter.
POLICE UNION
QUARTERLY UPDATE

Zac Bartschi and Stephanie Harris, representing the Pocatello Police Union, gave an update of Union activities for the last quarter. These items include the following: participation in “Shop with a Cop”, the “Night Light Parade”, “Give the Cops a Bird” fundraiser and “Secret Santa” events to provide for families during the holiday months. Mr. Bartschi noted the union is currently hosting the Pocatello Police Citizens Academy and that the program allows citizen to learn about all aspects of law enforcement. Ms. Harris stated that in an effort to retain and recruit officers, PPD staff attended the ISU tech expo and the annual Shoshone Bannock Job and Resource event. Mr. Bartschi and Ms. Harris thanked the Council for their continued support of community events.

In response to a question from Council, Ms. Harris gave an overview of the mental health employee assistance program that is offered by the Police Department. She noted the internal and outside resources available to help after an incident.

Council members thanked the union representatives for their involvement in the community and encouraged their continued efforts.

AGENDA ITEM NO. 6: Planning and Development staff were present to brief the Council on the notice of intent published by the Department of Energy (DOE), allocating \$118,810.00 to the City of Pocatello.
PRE-AWARD
APPLICATION FOR
ENERGY EFFICIENCY
AND CONSERVATION
BLOCK GRANT (EECBG)
PROGRAM

Christine Howe, Grants Manager, gave a brief overview of the Energy Efficiency and Conservation Block Grant (EECBG) Program. She stated that a notice of intent was published by the DOE stating Pocatello was eligible for \$118,810.00 and the money is part of the Infrastructure Investment and Jobs Act. Ms. Howe noted that to claim the allocation, a pre-application form must be submitted by April 28, 2023. She explained that the money is for specific targets: cut carbon emissions; improve energy efficiency; reduce energy use. Ms. Howe noted eligible activities range from strategy development to clean energy deployment. She mentioned building energy audits, financial incentive programs, energy efficiency retrofits, development and implementation of transportation programs and renewable energy technologies on government buildings are examples of qualifying projects. Ms. Howe noted that in order to submit the full application, she needs approval from the Council to apply for the Voucher or Grant option.

The Council discussed the following topics: HVAC system, energy audit, flexibility of grant versus voucher option and time frame of both options.

The Council consensus was to instruct staff to move forward with the grant option. They requested that staff present different options for use of funds and suggested projects at a future Work Session and to receive bids for HVAC system improvements.

The Council requested that the Ross Park slide and pickleball courts be considered at a future agenda.

CITY COUNCIL WORK SESSION
APRIL 13, 2023

3

ITEM NO.
ADJOURN

7: There being no further business, Mayor Blad adjourned the meeting at 10:57 a.m.

APPROVED:

BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

WENDY A. PRATHER, DEPUTY CITY CLERK

#3(a)

CITY OF POCATELLO, IDAHO
CITY COUNCIL WORK SESSION
MAY 11, 2023

AGENDA ITEM NO. 1: Mayor Brian Blad called the City Council Work Session to
ROLL CALL order at 9:00 a.m. Council members present were
Rick Cheatum, Corey Mangum, Josh Mansfield, and Scott
Marchand. Council members Linda Leeuwrik and Brent Nichols were excused.

AGENDA ITEM NO. 2: Representatives from the American Falls Future Farmers of
AMERICAN FALLS America (FFA) Ag Issues Team were in attendance to give a
FUTURE FARMERS OF presentation on the topic, "Should Idaho Pass or Puff on
AMERICA (FFA) Marijuana?"
AG ISSUES TEAM
PRESENTATION

Savanah Stroebel, American Falls Future Farmers of America (FFA) Ag Issues Advisor, introduced members of the FFA team. She announced that the team received 1st place at the State competition and would be representing Idaho at the national FFA competition in October.

Team members presented information to the Council pertaining to the topic, "Should Idaho Pass or Puff on Marijuana?"

Council members thanked members of the American Falls FFA team and wished them luck at the national competition.

Mayor Blad announced that the Council would hear Agenda Item No. 5 at this time.

AGENDA ITEM NO. 5: MiaCate Kennedy, Bannock Development Corporation (BDC)
BANNOCK Executive Director, was present to give the Council an update of
DEVELOPMENT BDC's activities and achievements.
CORPORATION (BDC)
UPDATE

Ms. Kennedy gave an overview of the following projects and areas of focus for Bannock Development Corporation (BDC): Improved marketing of the Airport; strategic planning for the Northgate areas; and business recruitment. Ms. Kennedy gave an overview of economic forecasting for Pocatello and surrounding areas. Increased interest rates and other factors have slowed economic development in Idaho and surrounding states at this time. She emphasized that economists predict an upturn in the overall economy in 2025. Ms. Kennedy stressed that investment projects are still moving forward.

Council members discussed the following: Airport economic development; "boutique" airports; commercial airline service in Idaho; and small business development in Pocatello.

Mr. Cheatum stated that it is important to emphasize the need for improved commercial air service and announced that the Idaho Transportation Department board would be holding an open house on May 17, 2023 to receive feedback on transportation needs.

Mayor Blad announced that Agenda Item No. 3 would be heard at this time.

AGENDA ITEM NO. 3: Representatives from the Sister Cities Foundation of Pocatello were in attendance to discuss the Foundation's goals and projects, as well as Council's policies and expectations.
SISTER CITIES
FOUNDATION OF
POCATELLO UPDATE

Dana Olson, Sister Cities Foundation of Pocatello President, gave an overview of Pocatello's sister city, Kwaramanguel, Burkina Faso. She explained that it lies in the western part of Africa, north of the Ivory Coast and is a small village of 4,000 people. She shared that travel to the village has been on hold due to safety reasons but that the Foundation continues to support the village through fundraising projects. Ms. Olson shared that she is hopeful that political circumstances may change so that members of the Foundation may again travel to the village and continue humanitarian projects. She emphasized that citizens of Kwaramanguel are grateful for the support from the Foundation.

AGENDA ITEM NO. 4 Representatives from the Library Board were present to discuss the Board's goals and projects, as well as Council's policies and expectations.
LIBRARY BOARD
UPDATE

Sandra Shropshire, Library Board Chair, reviewed the following Key Points for the Board: Food for Fines drive generated 632 food items for local food banks in 2022; school supplies drive gathered school supplies for local children; Mayor's Million Minute Marathon program involved 2,165 students at 20 area schools. Students read a total of 1,358,498 minutes during the program; Story times were held 48 times and attended by 750 patrons in summer 2022; new book wagon visited parks and other areas and gave 2,462 books to local children; Town Hall meeting was held in March 2023 for citizen feedback regarding library matters.

In response to a question from Council, Eric Suess, Library Director, reviewed Library policies and the process used for reviewing material challenges at the library. He shared the process of checking out materials at the library. In response to Council questions, Mr. Suess discussed aspects of library self-checkout systems and receipt options.

Mayor Blad called a recess at 10:37 a.m.

Council President Cheatum reconvened the meeting at 10:49 a.m.

Mr. Cheatum announced that Mayor Blad would join the meeting at a later time.

Mayor Blad returned to the meeting at 10:55 a.m.

AGENDA ITEM NO. 6 WPC staff members were in attendance to present an update and receive guidance from the Council regarding advancement of the new Administration and Operations building. Design of the building is complete and the project is ready to be bid. Staff also discussed the option of rebranding with a new department name that more accurately depicts the goals and functions accomplished on a daily basis.
WATER POLLUTION
CONTROL (WPC)
ADMINISTRATION
AND OPERATIONS
BUILDING PROJECT AND
PROPOSED DEPARTMENT
NAME CHANGE

Levi Adams, WPC Superintendent, gave a brief history of the WPC Administration Building:

- Treatment plant began operations in 1959
- The plant superintendent lived on site for 24/7 response
- A 2 bedroom/1 bath home with garage and skylights was used for the living quarters
- Treatment plant improvements were done in the 1970s
- Workforce was expanded and operations evolved
- The superintendent house was remodeled to become the WPC Administration Office
- Today, the building is outdated and in decay with major structural issues including leaking roof and skylights; settling/cracked masonry and concrete; and sewer backups, mold and moisture concerns.
- The building does not meet ADA standards or current building codes
- The building is inadequate for administrative needs and modern operations

Mr. Adams gave an overview of the current uses of the Administration Building, which includes offices for Superintendent, Management Assistant, Collection System Supervisor and Utilities Technician; a waiting area; a supply room; kitchenette (not ADA compliant) and restrooms. He emphasized that there is limited parking for work vehicles and visitors and that only one space is designated as ADA. He added that the computer server is currently located in a closet of the Collection System Supervisor office. Mr. Adams shared that the current needs include the following: structurally sound building for a safe work environment and ADA compliance; consolidated administration and plan operations into one location; aesthetically pleasing, updated and functional building; centralized offices for supervisors; lab/workroom for operations staff; conference room to accommodate entire department; climate-controlled server room for SCADA, network and instrumentation; parking accommodations for employees, visitors; and Community Outreach and Education center for training and tours/demonstrations.

Mr. Adams stated the Facility Plan Update in 2013 identified a need for a new Administration Building. Council approved established rates to include 2019 Capital Improvement Project for new Administration Building in 2014; Council approved the Financial Plan 2020-2024 in 2019 that included planning for a new Administration Building; 2019 Facility Plan Update was completed and approved by Council approving the plan to include the new Administration and Operations Building in the Phase 1 Improvements and authorized the design; and design of the Administration and Operations Building has been completed in 2023 and staff is seeking approval to begin construction.

In response to questions from Council, Mr. Adams stated that rate costs are seen equally among all rate users. He added that the facility plan covers the next 30-40 years. Mr. Adams added that staff growth in the department has been minimal through automation and improved operations. He reported that the current building would be used for storage of paper records, as designated by EPA records retention policies. Mr. Adams clarified that the building would have several energy efficient features.

Council members discussed the following topics: construction timeline; department growth; estimated cost; and estimated cost savings due to upgraded automation processes.

A motion was made by Mr. Cheatum, seconded by Mr. Mangum, instructing staff to move forward with the design and bidding process as outlined in the proposal and to bring bids for Council

consideration as soon as possible. Upon roll call, those voting in favor were Cheatum, Mangum, Mansfield and Marchand.

Mr. Adams gave an overview of the proposed change to the department name. He shared that staff has proposed a change from Water Pollution Control to Renewable Water Resources to shed a positive light on the work done within the department and more accurately describe the work performed in the department. He added that the change could remind the community that there are beneficial resources in renewable water in addition to returning safe, clean water to the environment. This includes energy generation from biogas produced during treatment and amending soil with nutrient-rich biosolids.

In response to questions from Council, Mr. Adams stated that other name changes could be considered to accurately describe the function and purpose of the department. Community input and professional services could be used to accurately brand the name.

Mayor Blad stated that the Council consensus shows support of the proposal and instructed staff to work with the City Public Information officer to move forward on the process.

AGENDA ITEM NO. 7: There being no further business, Mayor Blad adjourned the
ADJOURN meeting at 11:39 a.m.

APPROVED:

BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

KONNI R. KENDELL, CITY CLERK