

CITY OF POCA TELLO, IDAHO
CITY COUNCIL WORK SESSION
FEBRUARY 10, 2022

AGENDA ITEM NO. 1: Mayor Brian Blad called the City Council Work Session
ROLL CALL to order at 9:01 a.m.. Council members present were Roger
Bray, Rick Cheatum, Linda Leeuwrik, Josh Mansfield, Claudia
Ortega and Chris Stevens.

AGENDA ITEM NO. 2: Representatives from the Pocatello Regional Airport
POCA TELLO Commission were present to discuss the Commission's goals and
REGIONAL AIRPORT projects, as well as Council's policies and expectations.
COMMISSION UPDATE

Kristin Jensen and Larry Bell, representing the Pocatello Regional Airport Commission, presented an overview of the Commission's accomplishments. Ms. Jensen identified the three main areas of focus for the Airport Commission which include: Airport Improvement; Land Development; and Airport Support. She added that other improvement projects include the following: installation of ATC tower beacon, power supply upgrades, purchase of snow removal equipment, rehabilitation of portions of taxiway 8 and aircraft parking ramps and updated Aircraft Rescue Fire Fighting (ARFF) system and foam testing equipment. Ms. Jensen reported that Commission members are participating in Airport Master Plan endeavors to update immediate airfield needs as well as other projects such as the pavement management plan and Bureau of Land Management (BLM) base expansion. She added that one goal of the Airport Commission is to review and establish rental rates for non-aviation properties that are equitable and competitive. Ms. Jensen stated that members will continue to review leases and developments and provide recommendations regarding Airport property.

In response to a question from Council, Alan Evans, Airport Manager, stated that a study done by the State of Idaho indicated that the Pocatello Airport has an economic impact of \$184 million that benefits the community. He stated that the full study would be sent to the Council for their information.

In response to a question from Council, Mr. Evans stated that Frigitek is current on their lease with the City at this time.

AGENDA ITEM NO. 3: Representatives from Pocatello Development Authority (PDA)
POCA TELLO were present to discuss the PDA's goals and projects, as well as
DEVELOPMENT Council's policies and expectations.
AUTHORITY UPDATE

David Villareal, PDA Chair, Scott Turner, PDA Vice-Chair and Brent McLane, PDA Executive Director, distributed the 2021 Pocatello Development Authority Annual Report to the Council members.

Mr. Villareal stated that PDA members continue to receive education on their roles and responsibilities as well as insight pertaining to technical aspects of the PDA.

Mr. Turner gave an overview of Tax Increment Financing (TIF) Districts in Pocatello which include the following: Naval Ordnance District, North Portneuf District, Pocatello Regional Airport District and Northgate District. He added that formation of a TIF district is an effective marketing and partnership tool to assist businesses and the public.

Mr. McLane added that the goal of the PDA is to close current TIF districts earlier than the expiration date while also achieving the purpose of the district. He stated that it typically takes up to five years for a TIF district to start generating revenue.

Council members discussed the following topics: Current PDA expenditures; public education measures; current PDA funding requests; public improvement projects; and current business interests.

AGENDA ITEM NO. 4: City staff members and representatives of Portneuf Valley
CITY ENTRANCE Partners were present to give a presentation and receive Council
SIGNAGE PROJECT direction regarding modifications of city entrance signs at South
5th Avenue and Pocatello Creek Road. Concept drawings were
presented for the proposed project to modernize and improve the city entrances.

Maggie Clark and Kirk Lepchenske, representing Portneuf Valley Partners (PVP), gave an overview of the current “welcome” signs near City entrances.

Ms. Clark stated that current signage and designs are not consistent throughout the area with no clear message, and some locations are not ideal. She acknowledged the following areas which have been identified for upgraded signs: South 5th Avenue near the Rose Garden and Visitor Center, Pocatello Creek Road near the Red Lion, Pocatello Creek Road, and Clark Street at 19th Avenue.

Mr. Lepchenske stated that Portneuf Valley Partners has met with Idaho Transportation Department and City of Pocatello staff to collaborate on the design and location of the signs. PVP is working with Leadership Pocatello and private entities for donation partnerships and volunteer coordination for annual cleanup of areas. She added that PVP has been awarded grants and donations for the projects.

Ms. Clark stated that City staff and PVP recommends installation of similar signage with a lava rock backdrop at City entrances to establish a unified brand for the entrances. She added that the signage is approved by staff and compliant with the City Landscaping Policy for Right-of-Way projects. Ms. Clark added that the proposed sign design is unique and reflects the native landscape with local lava rock. A mix of grasses and high impact drought-tolerant flowering plants in a low maintenance design will be used.

Council members discussed the following topics: Timeline of the proposed project; current budget for the proposed project; possible locations for additional signage at city entrances; and possible sponsorship opportunities for project costs.

Council members expressed a consensus of support and asked that the measure be brought before the Council at a future Regular City Council meeting for consideration.

Mayor Blad called a recess at 10:16 a.m.

Mayor Blad reconvened the meeting at 10:25 a.m.

AGENDA ITEM NO. 5: Idaho State Historic Preservation Office representative, Dan HISTORIC Everhart, and Planning and Development Services Department PRESERVATION IN staff members were present to provide information and answer POCATELLO questions from Council regarding the historic preservation program in Pocatello.

Mr. Everhart gave an overview of the long standing relationship between the City of Pocatello and the Idaho State Historic Preservation Office (SHPO). He thanked Jim Anglesey, City Staff Liaison, and acknowledged the attendance of Jim Johnston, Idaho State Historic Preservation Board of Trustees member. Mr. Everhart explained that the State Historic Preservation Office encourages the preservation, documentation and use of cultural resources. Idaho SHPO educates the public about the importance of Idaho's cultural heritage. Idaho's historic, archaeological and cultural resources represent the physical and tangible manifestations of history. The Idaho SHPO works to ensure the state's historic and archaeological properties are preserved, interpreted and reused. Mr. Everhart explained that the Certified Local Government (CLG) program works together with Idaho SHPO to preserve history at the local level. Pocatello has been a part of the CLG since 1983 and has received grants to support historic preservation. He added that some funding which has been provided will fund the Idaho Heritage Conference to be hosted in September 2022 in Pocatello.

Mr. Everhart displayed maps for the Council which depicted locations of historic sites within Pocatello and across Idaho. He stated that many of the city's historic sites have been documented through a partnership with the City of Pocatello. A total of 54 archeological locations and 2,384 historic places or buildings have been identified, though not all of them are still in existence. He explained that properties are not listed without consent from the property owner and that the designation is typically not removed. Mr. Everhart stated that the designated local historic district and the City's local design review program (Historic Preservation Commission) allows the City of Pocatello to designate, preserve and protect historic locations. He added that federal tax credit incentives are available to property owners whose commercial or non-profit organization properties are listed on the national historic register. Mr. Everhart emphasized that while the local historic preservation program is managed through City of Pocatello Planning and Development Services Department, the state program is available to assist in facilitation of local design review for ordinances and guidelines.

Council members expressed their appreciation to Mr. Everhart and City staff members for the presentation.

AGENDA ITEM NO. 6: Human Resources staff members were present to discuss the ADDITION OF addition of the new federal holiday, Juneteenth, to the City's JUNETEENTH TO recognized holiday schedule. CITY'S RECOGNIZED HOLIDAY SCHEDULE

Heather Buchanan, Human Resources Director, stated that staff is seeking Council guidance regarding the addition of the Juneteenth holiday, which was recognized as a federal holiday in 2021. In response to questions from Council, she stated that adding the holiday would require an amendment to the Employee Policy, which currently recognizes ten (10) set holidays and one (1) floating holiday. Ms. Buchanan explained that if adopted, amendments to the Collective Bargaining Agreements with the Police and Fire Unions would be necessary. She added that there would be no increase to the established budget.

Council members expressed a consensus of support and asked that the measure be brought before the Council at a future Regular City Council meeting for consideration.

AGENDA ITEM NO. 7: Council members were presented with detailed information on
PROPOSED FEBRUARY proposed Fiscal Year February Budget amendments for the
FISCAL YEAR 2022 public hearing to be held February 17, 2022.
BUDGET AMENDMENTS

Mayor Blad announced that Council's questions regarding proposed budget amendments would be addressed by himself and City staff members.

Council members discussed the following topics: funding for Mayoral Runoff election; funding for construction of security/privacy walls for the Finance Department in City Hall; City Hall maintenance; availability of American Rescue Plan Act (ARPA) funds; and future expenditures due to rising healthcare and personnel costs.

In response to questions from Council, John Banks, Parks and Recreation Director, stated that the Parks and Recreation Department expenditures were less than anticipated during the previous budget year which resulted in a fund balance at the end of the budget year. The department has requested reallocation of those funds for necessary equipment purchases and facility repairs.

Council members discussed the following: tax allocations; current amounts allocated for each department within Fund 78; and proposed upgrades at Ross Park Aquatic Center;

In response to questions from Council, Skyler Allen, Transit Director, stated that due to increased costs from vendors, a budget amendment has been requested to accept and allocate additional funding for Transit equipment and projects. He explained that there will be no impact to overall tax-supported funds.

In response to questions from Council, Hannah Sanger, Science and Environment Administrator, stated that multiple grants have been awarded for tree removal projects throughout the city, which requires a budget amendment. She added that the tree removal projects are scheduled to take place this year.

In response to a question from Council, Justin Armstrong, Water Superintendent, stated that the Water Department has requested a budget amendment for the purchase of equipment. Delivery of many vehicles and equipment has been delayed due to manufacturing supply chain issues.

Levi Adams, WPC Superintendent, stated that the upgrade to the Whitman Lift Station was in the Fiscal Year 2021 budget, but bids were not received until Fiscal Year 2022, resulting in necessitating a budget amendment to provide budget authority for the expenditure. He added that moving capacity fee funds into debt service funds is an appropriate use of funding.

Mayor Blad clarified that the Building Department has been renovated and moved to a different area of City Hall. Much of the office furniture was modular systems which were unable to be utilized in the new space.

Mayor Blad announced a public hearing for the proposed budget amendments would be held at the Regular City Council meeting on February 17, 2022. An ordinance would be prepared for Council consideration at that meeting.

AGENDA ITEM NO. 8: There being no further business, Mayor Blad adjourned the
ADJOURN meeting at 12:02 p.m.

APPROVED:

BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

KONNI R. KENDELL, CITY CLERK