

CITY OF POCA TELLO, IDAHO
CITY COUNCIL STUDY SESSION
APRIL 8, 2010

AGENDA ITEM NO. 1: Mayor Brian Blad called the City Council
ROLL CALL Study Session to order at 9:04 AM. Council
members present were Roger Bray, Craig
Cooper, Ron Frasure, Gary Moore, and Eva Johnson Nye. Council
member Brian Underwood was excused.

AGENDA ITEM NO. 2: Bob Blevin, Community Development Block
CDBG ADVISORY Grant (CDBG) Advisory Committee Chair, Tammi
COMMITTEE UPDATE Lewis, CDBG Committee Co-chair, and LeeAnn
Dutton, Staff Liaison, discussed the
Committee's goals and projects, as well as Council's policies and
expectations. Mr. Blevin stated that the Committee is composed of
seven members who are very active in the community.

Mrs. Dutton stated that the Committee has a very full agenda each
month and Committee representatives are the voice for low to
moderate income neighborhoods. She noted that some of the special
projects scheduled for 2010 include dedicating the Lasting Legacy
Landmark; completion of the Warehouse District parking lot;
installing playground equipment in the Whittier Neighborhood; and
repairing the roof and flooring at the Aid for Friends homeless
shelter.

Ms. Lewis thanked the City Council for the opportunity to work
toward the goals outlined by Mrs. Dutton. She emphasized the
importance Committee members have placed on meeting goals that
improve the community.

Mr. Frasure stated that he likes the fact that some of the funds
used for improvements are being recaptured to allow the program to
grow and continue so others can be helped.

AGENDA ITEM NO. 3: Carla Luedtke, Fair Housing Committee Chair,
FAIR HOUSING and Melanie Gygli, City Liaison, were
COMMITTEE UPDATE present to discuss the Committee's goals and
projects, as well as Council's policies and
expectations. Ms. Luedtke stated that City employees are great to
work with and do a wonderful job. She outlined the Committee's
efforts which are focused towards education to help reduce barriers
to housing choices. Ms. Luedtke noted that seminars, workgroups,
and community fairs, are examples of how the Committee is getting
the word out to individuals. She reported that a Fair Housing
seminar will be held in Pocatello in 2011. In closing, Ms. Luedtke
announced that April is Fair Housing month and a seminar was
attended by approximately 45 people representing citizens and
various organizations across the community.

AGENDA ITEM NO. 4: Marjanna Hulet, Planning and Zoning
WIND ENERGY Commission Chair; Hannah Sanger,
CONVERSION SYSTEMS Environmental Educator; and Michelle Pak,
Associate Planner; were present to discuss a
proposed revision to the Wind Energy Conversion System requirements
in the Zoning Ordinance. Ms. Hulet outlined the history of past
discussions about wind power and overviewed the codes relating to
wind energy. The Commission feels that changes are needed to move
wind energy forward as an alternate energy source within the
community. Ms. Hulet stressed that the Commission is not
encouraging every resident to have a wind tower in their back yard,
but would like individuals to have the opportunity to make this
choice. The Commission feels one of the hindrances to large
manufacturing companies coming to the area is the lack of available
power and the proposed change to wind energy requirements could
help provide alternative power sources.

Mrs. Pak reviewed wind energy standards from other communities as
well as Bannock County and Bingham County. She gave a breakdown of
the items that need to be addressed with the current requirements
for wind energy conversion systems. Ms. Pak explained that the
current ordinance only defines small energy systems and does not
include provisions for larger wind energy systems. With more energy
systems being available for residents, this has become an issue.

In response to a question from Council, Ms. Pak explained that only
the height limit is taken into consideration and not the blade
width or length. However, the entire system must be within the
height limit to comply with City codes. She also reviewed setback
requirements for wind towers which are such that if the tower falls
it would remain on the owner's property. Noise impacts were
discussed and how the aesthetics on neighbors might be impacted
with increased use of wind energy systems.

In response to a question from Council, Ms. Hulet stated that a
conditional use permit is being recommended to allow neighbors an
opportunity to voice their concerns. For example, if a neighbor's
mountain view is in danger of being obscured, they will have an
opportunity to speak. She noted that currently there is not a code
to prevent power poles or cell phone towers from obstructing views.

Council discussion continued on the possible impacts to wildlife,
obstructed hillside views, and the need for applications for
commercial, residential, and government entities.

Ms. Hulet stated that companies are constructing wind turbines in
Pocatello and she encouraged the Council to support the
implementation of codes to allow the placement of turbines in
residential areas. She feels that individuals are moving toward
this method of energy.

Mayor Blad stated that because of the setback requirements, there are only a few places where wind turbines could be erected within city limits.

Council emphasized that the City supports wind turbines within the community and their placement where it is most productive. Council stated they appreciated that they can review an application for a wind turbine for possible problems as has been discussed.

AGENDA ITEM NO. 5: Hannah Sanger, Environmental Educator, and SUSTAINABLE Michelle Pak, Associate Planner, were DEVELOPMENT UPDATE present to update the Council on the Greater Yellowstone Framework for Sustainable Development Project. The City has enrolled as a pilot city in a project being run by the Yellowstone Business Partnership (YBP). The Frameworks is based on the Leadership in Energy Efficiency and Design (LEED) rating system used for buildings. Being a pilot city provides the City with an opportunity to give input and does not obligate the City to meet any of the Framework's standards. Ms. Sanger reminded the Council that this issue was discussed in December 2009. She listed the YBP goals and what they strive to do for cities. Ms. Sanger overviewed the points needed for the City to achieve LEED Certification and the benefits of becoming certified.

Ms. Pak gave an extensive review of the points the City has already achieved. She explained what points the City could achieve and the steps necessary to obtain the points.

In response to a question from Council, Ms. Sanger clarified that the "Built Environment" requirements only apply to new construction for City government buildings and not for residential or commercial construction. She encouraged the Council to give honest feedback on the proposal. Staff is working toward achieving certification as outlined and noted that the City is already meeting most of the requirements.

Mr. Frasure asked that staff investigate the probable costs of some of the requirements after certification is achieved. He would like the status of being certified but is concerned that there may be an additional cost to keep the status.

It was the consensus of the Council that staff should move forward with the Greater Yellowstone Framework for Sustainable Development Project for Council consideration.

Mayor Blad called a recess at 11:03 AM.

Mayor Blad reconvened the meeting at 11:17 AM.

AGENDA ITEM NO. 6: David Swindell, Chief Financial Officer, and
SERVICE LEVEL Jerry Higgins, City Treasurer, were present
REPORTS WRAP-UP to discuss the Custodial and Finance
Department's Service Level Reports and
provide wrap-up comments on this year's Service Level Reports
process.

CUSTODIAL Mr. Swindell reviewed the history of the
custodial department and what areas they serve.
He noted that the Supervisor position is vacant at this time. Mr.
Swindell reviewed the measures of inputs noting that an older truck
is being removed from the fleet which will provide a cost savings
for the custodial department. He added that custodial staff
responsibilities have grown because they have been asked to do more
in addition to maintenance of city buildings. City Hall renovations
are 20 years old and as a result, more maintenance is necessary
thus less cleaning can be accomplished each day. He shared the
issues and concerns with the deterioration of City Hall's parking
lot and the need for replacement. In addition, the roof is at the
end of its service life. Possibilities that may provide energy
savings, such as solar panels on the roof, were discussed.

Mayor Blad directed staff to research the life expectancy of a new
roof if solar panels are installed.

In response to a question from Council, Mr. Swindell stated he is
exploring grant possibilities to assist with City Hall projects
such as roof expenses if solar panels are installed. However, he
is not hopeful that grant funds can be obtained for the parking
lot. It was suggested that the parking lot repairs be completed in
phases.

Other options were discussed to fund the parking lot repairs and/or
designating funds for this purpose.

Mr. Swindell noted that Airport maintenance takes priority over
City Hall needs because it is open 24 hours. Other cities have a
separate custodial staff for their airport due to security issues
and airport needs. He feels that with the expansion at the
Airport, it should have its own custodial staff. He has discussed
this with the Airport Director and Human Resources Director.

Mr. Higgins agreed that too many maintenance projects within City
Hall has caused the cleaning portion to suffer and feels that
custodial staff cannot continue to do both.

It was noted that the Airport has a budget in place for custodial
staff. The amount could be increased to cover the necessary cost.
Thus cleaning staff at City Hall may be able to remain at a
constant level. In addition, dedicated cleaning staff for the

Police Department area may need to be reconsidered because the department is open 24 hours a day.

FINANCE Mr. Swindell reviewed the goals of the Finance Department noting that the organization of the department was changed in 2009. Audit expenses were reviewed as well as how the audit process has changed. It was mentioned that banking fees have increased. He noted that the use of purchase cards for invoices has made the department much more efficient. Mr. Swindell reported that City staffs' use of purchase cards are higher than the average use reported by the International City/County Management Association, which means the City is saving more on staff time and materials by processing less individual vendor checks.

Mr. Swindell and Mr. Higgins expressed their concerns regarding Joyce Stroschein's work load. Mrs. Stroschein is the Finance Manager and she is doing the work of 5 individuals and needs an accountant to help her. They stated that the work load is becoming unmanageable even during typical slow months.

In response to a question from Council, Mr. Swindell suggested that an Idaho State University student who is working toward an accounting degree be hired. He added that the wages would be less and the student could work for two years. The two year period would help the student to obtain their Certified Public Accountant license.

AGENDA ITEM NO. 7: David Swindell, Chief Financial Officer, was present to discuss Fiscal Year 2010 revenue shortfalls and options available to appropriately adjust the Fiscal Year 2010 budget. He distributed updated information to the Council and reviewed the expenses and exceptions anticipated. He noted that property taxes are being received in Idaho during this time when other States are having difficulty collecting their taxes. Mr. Swindell outlined the sales tax distribution history and what can be expected for 2010.

Council discussed the information presented by Mr. Swindell.

It was noted that the Police Department would need to make a decision regarding the purchase of SUV by April 30th in order to use grant funds already allocated for the SUV. Mike Stayner, Police Major, reported that \$10,000.00 could be cut from their budget because repairs to a police security gate have been delayed. It was determined that Department Heads could reduce their expenses by \$24,903.00. However, Council also asked to delay asking the Department Heads to make their decisions until early May. This will allow time to see the amount of State funds received.

It was the consensus of the Council to revisit the proposed tax fund operating cuts at the May 6th Budget meeting before Department Heads begin making adjustments.

Mr. Swindell reviewed the Council's recommendations for a total of \$360,433.00 in adjustments. Their consensus is show on Attachment "A."

Council gave permission for the Police Department to proceed with ordering the SUV.

Mayor Blad adjourned the meeting at 1:24 PM.

APPROVED BY:

BRIAN C. BLAD, MAYOR

ATTEST:

RHONDA L. JOHNSON, MMC, CITY CLERK

PREPARED BY:

RUTH E. WHITWORTH, CMC, DEPUTY CLERK