

COUNCIL MEMBERS:

Suzanne Hawkins	Jim Munn	Shawn Barigar	Chris Talkington	Gregory Lanting	Don Hall	Rebecca Mills Sojka
Vice Mayor					Mayor	



MINUTES
Meeting of the Twin Falls City Council
Monday, October 6, 2014
City Council Chambers

5:00 P.M.

PLEDGE OF ALLEGIANCE TO THE FLAG
 CONFIRMATION OF QUORUM
 CONSIDERATION OF THE AMENDMENTS TO THE AGENDA
 PROCLAMATION: **None**

GENERAL PUBLIC INPUT

AGENDA ITEMS

I. <u>CONSENT CALENDAR:</u>	<u>Purpose:</u>	<u>By:</u>
1. Consideration of a request to approve the Accounts Payable for: September 30, 2014, total: \$1,010,932.18 September 30, 2014, Fire Payroll, total: \$50,498.75 October 1, 2014, Prepays, total: \$12,151.57	Action	Sharon Bryan
2. Request to approve the City Council Meeting Minutes of September 22, 2014.	Action	Leila A. Sanchez
3. Request to approve a Quit Claim Deed releasing property from the City of Twin Falls to Highland Management, LLC.	Action	Jacqueline Fields
4. Consideration of a request to approve a Trust Agreement for Riverhawk Commercial Subdivision placing lots 1, 2, 3, 4, and 5 of Block 1 in trust.	Action	Troy Vitek
II. <u>ITEMS FOR CONSIDERATION:</u>	<u>Purpose:</u>	<u>By:</u>
1. Formal pinning ceremony of Lieutenants Terry Thueson and John K. Wilson.	Presentation	Chief Brian Pike
2. Request to approve changes to Resolution 1711 to amend the policy established for the sale and destruction of firearms in the possession of the Twin Falls Police Department.	Action	Capt. Bryan Krear
3. Request to authorize the Mayor to sign the Award Document for the Idaho Bureau of Homeland Security-Emergency Communications Commission Grant, in the amount of \$28,765.	Action	Mandi Thompson
4. Request to hire Region IV Development Corporation to serve as a Grant Administrator for the City of Twin Falls on Idaho Community Development Block Grants received for the Clif Bar project.	Action	Travis Rothweiler
5. Discussion on the upcoming audit for the City of Twin Falls for fiscal year 2013-2014.	Discussion	Lorie Race
6. Discussion of the City Manager's recommendation to create a citizen's committee to review current city facilities.	Discussion/ Possible action	Travis Rothweiler
7. Public input and/or items from the City Manager and City Council.		
III. <u>ADVISORY BOARD REPORTS/ANNOUNCEMENTS:</u>		
IV. <u>PUBLIC HEARINGS:</u>		
6:00 P.M. None		
V. <u>ADJOURNMENT:</u>		

Any person(s) needing special accommodations to participate in the above noticed meeting could contact Leila Sanchez at (208) 735-7287 at least two working days before the meeting. Si desea esta información en español, llame Leila Sanchez (208)735-7287.

Present: Suzanne Hawkins, Jim Munn, Shawn Barigar, Chris Talkington, Greg Lanting, Don Hall, Rebecca Mills Sojka

Absent: None

Staff Present: City Manager Travis Rothweiler, City Attorney Fritz Wonderlich, Deputy City Attorney Shayne Nope, Community Development Director Mitchel Humble, City Engineer Jacqueline Fields, Assistant City Engineer Troy Vitek, Chief Finance Officer Lorie Race, Assistant Finance Director Brent Hyatt, Chief Brian Pike, Captain Bryan Krear, Grant Writer Mandi Thompson, Deputy City Clerk/Recording Secretary Leila A. Sanchez

Mayor Hall called the meeting to order at 5:00 P.M. He then invited all present, who wished to, to recite the pledge of Allegiance to the Flag. A quorum was present.

CONSIDERATION OF THE AMENDMENTS TO THE AGENDA: None

PROCLAMATION: None

GENERAL PUBLIC INPUT: None

AGENDA ITEMS

I. CONSENT CALENDAR:

1. Consideration of a request to approve the Accounts Payable for:
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MOTION:

Vice Mayor Hawkins moved to approve the Consent Calendar as presented. The motion was seconded by Councilmember Barigar. Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

II. ITEMS FOR CONSIDERATION:

1. Formal pinning ceremony of Lieutenants Terry Thueson and John K. Wilson.

Chief Pike gave the presentation.

After a competitive promotional process, Terry Thueson and John K. Wilson were selected for the position of Patrol Lieutenant. Lieutenants Thueson and Wilson will assume command of their platoons on October 6, 2014.

Lieutenant Wilson spoke on the importance of continuing to staff the Police Department.

Lieutenant Thueson spoke on the reorganization of the City.

Councilmember Munn and Mayor Hall commended Lieutenants Wilson and Thueson for their accomplishments.

2. Request to approve changes to Resolution 1711 to amend the policy established for the sale and destruction of firearms in the possession of the Twin Falls Police Department.

Captain Krear explained the request.

The purpose of this request is to bring Twin Falls City Resolution 1711 in compliance with changes made by the Idaho legislature. Furthermore, there is one recommendation to change the language describing the process for the sale of firearms that are illegal and when to convert those firearms to legal status prior to sale.

Discussion followed.

Councilmember Talkington referred to the Firearms Disposal Policy: 9. "Any firearm that is not sold after being offered for sale at two auctions shall be destroyed." He stated that he would hope there would be a market for the safe improved firearms by electronic auctions or by other means. He also asked if the local market is large enough for an exotic safe firearm to be sold other than Twin Falls.

Captain Krear stated that this would be a good safety net. Since he has been involved in property and evidence all firearms have been sold at auction.

Because firearm dealers expressed their biggest sales are during Christmas time the last auction was held in December. The auction used is a local auction company and reaches out worldwide. Firearms were sold to firearm dealers back east and firearms that have no interest in our area were bid on from firearm dealers worldwide. Firearms are advertised locally to all the firearm dealers. The auction company also advertises to their firearm dealers.

Mayor Hall stated for clarification that the auction company used advertises worldwide and local citizens have the opportunity to bid on the firearms as long as they are licensed. He also asked if Captain Krear had any concerns regarding the sale of firearms.

Captain Krear explained that firearm dealers have to register with the auction company and show their credentials. Upon sale, he receives a copy of the FLL and a signed release of indemnification to the City. He also stated that he does not have any concerns regarding the sale of firearms. The City's legal team has reviewed the resolution. The goal in property and evidence is to return property to the rightful owner. All measures available are taken to find the owner.

MOTION:

Councilmember Munn moved to approve Resolution 1932. The motion was seconded by Councilmember Lanting. Roll call vote showed Councilmembers Hawkins, Munn, Barigar, Lanting, Hall, and Mills Sojka voted in favor of the motion. Councilmember Talkington voted against the motion. Approved 6 to 1.

MINUTES

Monday, October 6, 2014

Page 4 of 8

3. Request to authorize the Mayor to sign the Award Document for the Idaho Bureau of Homeland Security-Emergency Communications Commission Grant, in the amount of \$28,765.

Lieutenant Stotts gave the presentation.

The Twin Falls Police Department applied for a grant through the Idaho Bureau of Homeland Security's Emergency Communications Commission in August 2014. This grant application was for funds to replace the existing CAD system (EIS) with a new system. In addition, funds were requested for mapping software and AVL (automatic vehicle locator). Unfortunately, the CAD and AVL components were stripped from the application and deemed ineligible for funding under this grant. The Police Department is continuing its due diligence in determining the direction it wants to take in regards to CAD. There are two possible scenarios:

1. Purchase a new CAD system, using E-911 fees. While CAD is not eligible under the ECC grant program, it is an acceptable use of E-911 fees distributed to the City. Some of the vendors that the PD are looking at for CAD software do not include mapping software in their product. The ECC grant funds will cover the cost of the mapping component.
2. Continue with the current CAD provider, EIS, and use ECC grants funds from 2014 to upgrade to the new operating system. This is an approved expense and the PD was awarded ECC grant funds last year to cover this cost. If this option is chosen, the 2015 ECC grant funds will not be utilized, as EIS has mapping included in their software. In this scenario, grant funds would be returned to the State. There is no penalty for returning grant funds, as they will then be reallocated to another applicant.

Because the PD is not prepared to make a decision on the CAD system at this time, staff recommends the acceptance of the grant funds that have been awarded to the City. If we do not accept them and decide at a later date to CAD software, the funds for mapping will be gone.

Discussion followed:

- Cost difference between option 1 and option 2
- Impact if grant is not accepted

City Manager Rothweiler stated that based upon current conversations he does not believe there will be a future impact if the grant is not accepted but it will largely depend upon on the timing and those reviewing the applications at some point in the future.

Lieutenant Stotts stated that he will be attending a seminar in Boise in two weeks in which they have a large vendor base where he can review their products. It will depend on the Information Services team from a technical perspective and from administration and their needs.

MOTION:

Councilmember Talkington moved to authorize the Mayor to sign the Award Document for the Idaho Bureau of Homeland Security-Emergency Communications Commission Grant, in the amount of \$28,765. The motion was seconded by Councilmember Lanting. Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

MINUTES

Monday, October 6, 2014

Page 5 of 8

4. Request to hire Region IV Development Corporation to serve as a Grant Administrator for the City of Twin Falls on Idaho Community Development Block Grants received for the Clif Bar project.

City Manager Rothweiler explained the request.

The City of Twin Falls was awarded two Idaho Community Development Block Grants for the Clif Bar project. The grants will assist in providing funding for the construction of critical public infrastructure.

Region IV has been a partner with the City for several decades. They have serviced all previous state and federal grants. Services to be provided include: grant writing, grant administration, Environmental Review, Acquisition and Relocation, Labor Monitoring, Project Monitoring, Compliance with Civil Rights Requirements, Fair Housing Plan, 504 Analysis and Transition, and Project Close-Out.

The anticipated length of the services agreement is through December 2018.

MOTION:

Councilmember Lanting moved to approve to hire Region IV Development Corporation to serve as a Grant Administrator for the City of Twin Falls on Idaho Community Development Block Grants received for the Clif Bar project. The motion was seconded by Councilmember Talkington.

Councilmember Barigar asked for clarification for the two different scopes of work.

Carleen Herring stated that the reason they have two different scopes of work is because the required tasks have been broken up by the Community Development Block Grant program into two separate pieces that fit best with the schedule of construction. In the scope of work under the lift station wastewater improvements it states that the acquisition is not applicable. Costs have been adjusted within the same total budget number to accommodate that additional task item and are now applicable.

Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

3. Discussion on the upcoming audit for the City of Twin Falls for fiscal year 2013-2014.

Chief Finance Officer Race explained that independent audits are a vital part of accounting. An audit is performed to insure the validity and reliability of information, as well as to provide assessment of a system's internal control. The goal of an audit is to express an opinion on the organization in question under evaluation based on work done on a test basis. An audit must adhere to auditing standards generally accepted in the US and the standards applicable to financial audits contained in government auditing standards issued by the Controller General of the U.S. These standards insure third parties or external users that they can rely upon the auditor's opinion on the fairness of financial statements or other subjects in which the auditor expresses an opinion.

She gave a PowerPoint presentation highlighting the following:

-Internal Controls

Responsibility of management - Safeguard City Assets

- Reviews
- Checks and balances

- Methods and procedures
- Examples of Internal Controls
 - Cashiers cannot make adjustments to accounts
 - Person reconciling cash does not receive or make payments
 - Thorough payroll review by AFD
 - Thorough accounts payable review by Finance, CM, Council
 - Email notifications
 - Monthly review of budget to actual
 - Quarterly financial updates presented to Council
 - Positive pay
 - Climate

Scott Hunsunker shared his objective review and observations. In conclusion, the City has done a good job establishing auditing the controls that have been established.

Discussion followed.

-Internal controls regarding:

- PSI
- Transfer Station
- Swimming Pool
- Parks & Recreation Department & Building Department receipt of cash
- Shoshone Falls cash receipts

City Manager Rothweiler stated that PSI's billing is done as an independent party. The City of Twin Falls provides solid waste services to its residential customers. Those residential customers pay that bill to the City of Twin Falls as part of their larger utility bill.

The transfer station is outside of the City's responsibility and scope of control. The transfer station falls within the guidance and direction of Twin Falls County.

The swimming pool is managed on the City's behalf by the YMCA. The funds that they collect are required to go through their books. They never enter into the City's processes. The YMCA is required to make an annual report to the City Council.

Chief Finance Officer Race explained how cash receipts are received for the Parks & Recreation Department and Shoshone Falls. She clarified that the Parks & Recreation Department does not accept cash out in the fields.

Assistant Finance Director Brent Hyatt explained the reconciliation process for gate receipts at Shoshone Falls.

4. Discussion of the City Manager's recommendation to create a citizen's committee to review current city facilities.

City Manager Rothweiler explained that investing in our facilities and structures was one of the original six themes discussed by the City Manager in June 2014, during one of the three budget development meetings.

MINUTES

Monday, October 6, 2014

Page 7 of 8

Initially, the concept of investing in the City's structures and facilities was presented by the members of the City's Long Term Planning Committee in March 2014.

Because the topic of facilities and structures was beginning to overshadow and dominate city budget conversations, the City Manager made the decision to remove the item from budget. The City Manager's FY 2015 Budget Message states: Although unlikely that the community has an appetite to consider additional bond proposals, the need to fund improvements to City facilities or its structures does not go away because it is not included in the FY 2015 Recommended Budget and is a topic the organization and community should devote time and resources towards solving.

Now that the FY 2015 Budget has been adopted, the City Manager would like to reactivate the conversation about the current status of City facilities and engage the community in the conversation in a similar manner the waste water committee operated. The citizen committee will discuss possible locations and funding options for a city hall complex and the police station remodel project.

This process will engage citizens and provide them with the opportunity to participate in and the guide this discussion. Public support is a necessary item for this project.

The request is to allow City Staff to begin working with a citizen advisory committee. The committee would have a series of purposes but the fundamental purpose would be to answer questions and then report back to the City Council with its findings.

The proposal is to begin the process with a series of tours of City facilities including the Banner Furniture building.

Discussion followed.

- How other municipalities handled a similar process
- Waste water citizen committee
- City projects list
- Banner Furniture building

City Manager Rothweiler stated the City will provide the same level of information and background information at the beginning of the process. This would be similar to the waste water treatment plant process. After staff provides the information it is important for staff to step back and let the committee work and serve at the committee's pleasure in capturing whatever information the entire group would need to move forward. This would include the advantages of location, the success stories and less than success stories of other communities, financial aspect, and priority city projects that would include the Canyon Springs grade, Wills Booster Station and Council's priority list.

Councilmember Lanting spoke in support of a committee.

The City has put down a small amount of earnest money to preserve options to publicly talk about the Banner Furniture building. He would encourage the community to vet all properties. If the committee group selects Banner Furniture or another alternative or other property, he believes the committee will be able to share why.

Councilmember Mills Sojka asked for costs associated with the Banner Furniture building.

The City has spent \$10,000 to retain the building which will be credited to the transaction costs should it be able to move forward. Prior to looking at facilities, the City looked at the structural integrity of the building as well as the systems that are inside of the building. The combined costs are under \$5,000. \$12,000 was paid to an architectural firm. The total spent is approximately \$30,000. This is no different from the process the City used in renovating the Police Department building. Money was spent to enlist the services of an architect to help evaluate decisions and is part of the City's good due diligence. Staff time was also spent on tours of some facilities. He does not have the ability to examine or provide the council with soft costs spend on the project.

Councilmembers Barigar, Munn, and Vice Mayor Hawkins spoke in support of the request.

Councilmember Talkington motioned to authorize the creation of a citizen's committee by the City Manager to review current City facilities. Councilmember Munn seconded the motion. Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

City Manager Rothweiler explained that the Citizen Advisory Committee meetings will be broadcasted and held in the Chambers. Public input is encouraged.

Mayor Hall spoke in support of the request and allowed public input.

Alan Horner, 688 Sunterra, spoke in support of the formation of a committee.

Lori Ward, 1070 Laurelwood Court, spoke in support of the formation of a committee and commented that the waste water treatment committee was a success. Staff provided significant information to the committee. She also stated she is a liaison to the OTAK advisory committee.

Tom Aschenbrenner, 3385 Highlawn, owner of Rudy's - A Cook's Paradise, spoke in favor of the request and discussed the importance of downtown revitalization.

5. Public input and/or items from the City Manager and City Council.

City Manager Rothweiler stated that an OTAK meeting will be held on October 16, 2014 at the Historic Ballroom from 6:00 – 8:00 pm. The meeting is a Main Avenue Community Design Workshop.

A Bike Route Meeting will be held on Thursday, October 9, 2014, at 7:00 P.M. in the Council Chambers.

III. ADVISORY BOARD REPORTS/ANNOUNCEMENTS:

IV. PUBLIC HEARINGS: 6:00 P.M. None

V. ADJOURNMENT: The meeting adjourned at 6:47 P.M.

Leila A. Sanchez - Deputy City Clerk/Recording Secretary