

COUNCIL MEMBERS:

Suzanne Hawkins	Nikki Boyd	Shawn Barigar	Chris Talkington	Gregory Lanting	Don Hall	Ruth Pierce
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AGENDA

Meeting of the Twin Falls City Council
Monday, January 11, 2016 - City Council Chambers
305 3rd Avenue East -Twin Falls, Idaho

5:00 P.M.

PLEDGE OF ALLEGIANCE TO THE FLAG
CALL MEETING TO ORDER
CONFIRMATION OF QUORUM
CONSIDERATION OF THE AMENDMENTS TO THE AGENDA
PROCLAMATIONS: None
GENERAL PUBLIC INPUT

AGENDA ITEMS	<u>Purpose:</u>	<u>By:</u>
I. <u>CONSENT CALENDAR:</u>		
1. Consideration of a request to approve the Accounts Payable for January 4 – 11, 2015.	Action	Sharon Bryan
2. Consideration of a request to approve the January 4, 2016, City Council Minutes.	Action	Sharon Bryan
II. <u>ITEMS FOR CONSIDERATION:</u>		
1. Consideration of a request to confirm the appointments of James Ray, Jay Reis, and Scott Standley to the Building Advisory Committee.	Action	Shawn Barigar
2. Consideration of a request to adopt an ordinance authorizing the transfer of 1.32+/- acres of City owned property, located at the southeast corner of Victory Avenue and Oak Street, to the Urban Renewal Agency.	Action	Mitchel Humble
3. Discussion on the City's Economic Development Director and the Twin Falls Urban Renewal Executive Director role and position.	Discussion	Travis Rothweiler
4. Public input and/or items from the City Manager and City Council.		
II. <u>ADVISORY BOARD REPORTS/ANNOUNCEMENTS:</u>		
III. <u>PUBLIC HEARINGS:</u> 6:00 P.M. – None		
IV. <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.

Twin Falls City Council-Public Hearing Procedures for Zoning Requests

1. Prior to opening the first Public Hearing of the session, the Mayor shall review the public hearing procedures.
 2. Individuals wishing to testify or speak before the City Council shall wait to be recognized by the Mayor, approach the microphone/podium, state their name and address, then proceed with their comments. Following their statements, they shall write their name and address on the record sheet(s) provided by the City Clerk. The City Clerk shall make an audio recording of the Public Hearing.
 3. The Applicant, or the spokesperson for the Applicant, will make a presentation on the application/request (request). No changes to the request may be made by the applicant after the publication of the Notice of Public Hearing. The presentation should include the following:
 - A complete explanation and description of the request.
 - Why the request is being made.
 - Location of the Property.
 - Impacts on the surrounding properties and efforts to mitigate those impacts.Applicant is limited to 15 minutes, unless a written request for additional time is received, at least 72 hours prior to the hearing, and granted by the Mayor.
 4. A City Staff Report shall summarize the application and history of the request.
 - The City Council may ask questions of staff or the applicant pertaining to the request.
 5. The general public will then be given the opportunity to provide their testimony regarding the request. The Mayor may limit public testimony to no less than two minutes per person.
 - Five or more individuals, having received personal public notice of the application under consideration, may select by written petition, a spokesperson. The written petition must be received at least 72 hours prior to the hearing and must be granted by the mayor. The spokesperson shall be limited to 15 minutes.
 - Written comments, including e-mail, shall be either read into the record or displayed to the public on the overhead projector.
 - Following the Public Testimony, the applicant is permitted five (5) minutes to respond to Public Testimony.
 6. Following the Public Testimony and Applicant's response, the hearing shall continue. The City Council, as recognized by the Mayor, shall be allowed to question the Applicant, Staff or anyone who has testified. The Mayor may again establish time limits.
 7. The Mayor shall close the Public Hearing. The City Council shall deliberate on the request. Deliberations and decisions shall be based upon the information and testimony provided during the Public Hearing. Once the Public Hearing is closed, additional testimony from the staff, applicant or public is not allowed. Legal or procedural questions may be directed to the City Attorney.
- * Any person not conforming to the above rules may be prohibited from speaking. Persons refusing to comply with such prohibitions may be asked to leave the hearing and, thereafter removed from the room by order of the Mayor.

COUNCIL MEMBERS:

Suzanne Hawkins	Nikki Boyd	Shawn Barigar	Chris Talkington	Gregory Lanting	Don Hall	Ruth Pierce
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MINUTES

Meeting of the Twin Falls City Council
Monday, January 4, 2016 - City Council Chambers
305 3rd Avenue East -Twin Falls, Idaho

5:00 P.M.

PLEDGE OF ALLEGIANCE TO THE FLAG
CALL MEETING TO ORDER
CONFIRMATION OF QUORUM
CONSIDERATION OF THE AMENDMENTS TO THE AGENDA
PROCLAMATIONS: None
GENERAL PUBLIC INPUT

AGENDA ITEMS	Purpose:	By:
I. <u>CONSENT CALENDAR:</u>		
1. Consideration of a request to approve the Accounts Payable for December 22 – 31, 2015.	Action	Sharon Bryan
2. Consideration of a request to approve the December 21, 2015, City Council Minutes.	Action	Sharon Bryan
3. Consideration of a request to approve the Findings of Fact, Conclusions of Law and Decision for: (A) Zoning District Change & Zoning Map Amendment for Doug & Arlene Christensen and (B) Final Plat for Sunterra Subdivision #4.	Action	Mitchel Humble
4. Consideration of a request to approve the Poteet Subdivision, a conveyance plat consisting of 2 lots on 79 (+/-) acres located at 3550 North 3100 East within the Area of Impact.	Action	Rene'e V. Carraway-Johnson
II. <u>ITEMS FOR CONSIDERATION:</u>		
1. Presentation of plaques to Jim Munn and Rebecca Mills Sojka in recognition of serving on the Twin Falls City Council.	Presentation	Mayor Don Hall
2. Reorganization of City Council: Swear in new Council Members and select Mayor/Vice Mayor.	Action	City Council
3. 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.		
1. Consideration of a request to approve a Zoning Title Amendment and to adopt an ordinance for an amendment to Title 10; Chapter 7; Section 14: by redefining the area prohibited for outside storage or display of merchandise and defining the term "primary business building" for the City of Twin Falls. (app.2757). "WITHDRAWN – RESCHEDULED FOR JANUARY 25, 2016."		
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, Shawn Barigar, Don Hall, Jim Munn, Chris Talkington, Greg Lanting, Rebecca Mills Sojka, Ruth Pierce, Nikki Boyd
Absent: None
Staff Present: City Manager Travis Rothweiler, City Attorney Fritz Wonderlich, Deputy City Manager Mitchel Humble, Deputy City Manager Brian Pike, Deputy City Clerk Sharon Bryan

PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Hall called the meeting to order at 5:00 P.M. Mayor Hall asked all present, who wished, to recite the pledge of Allegiance to the Flag.

CONFIRMATION OF QUORUM

A quorum is present.

CONSIDERATION OF THE AMENDMENTS TO THE AGENDA - None

PROCLAMATIONS: None

GENERAL PUBLIC INPUT

AGENDA ITEMS

I. CONSENT CALENDAR:

1. Consideration of a request to approve the Accounts Payable for December 22 – 31, 2015.
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3. Consideration of a request to approve the Findings of Fact, Conclusions of Law and Decision for: (A) Zoning District Change & Zoning Map Amendment for Doug & Arlene Christensen and (B) Final Plat for Sunterra Subdivision #4.
4. Consideration of a request to approve the Poteet Subdivision, a conveyance plat consisting of 2 lots on 79 (+/-) acres located at 3550 North 3100 East within the Area of Impact.

Councilmember Talkington asked for clarification two expenses.
Deputy City Manager Humble gave clarification.

MOTION:

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

II. ITEMS FOR CONSIDERATION:

1. Presentation of plaques to Jim Munn and Rebecca Mills Sojka in recognition of serving on the Twin Falls City Council.

Mayor Hall presented recognition of services plaques to Jim Munn and Rebecca Mills Sojka.

Councilmembers Munn and Mills Sojka thanked everyone for the opportunity to serve the community.

2. Reorganization of City Council: Swear in new Council Members and select Mayor/Vice Mayor.

Deputy City Clerk Bryan administered the Oath of Office to newly elected Councilmembers Shawn Barigar, Chris Talkington, Ruth Pierce and Nikki Boyd.

Mayor Hall thanked the Council for selecting him to be Mayor and he talked about the highlights during his term as Mayor.

Mayor Hall asked that all interested in the Mayor position speak on why they would like to be Mayor.

Those speaking on why they would like to be Mayor:

Vice Mayor Hawkins
Councilmember Barigar

Councilmember Lanting explained his motion.

MOTION:

Councilmember Lanting moved to appoint Shawn Barigar as Mayor. The motion was seconded by Councilmember Pierce. Roll call vote showed those voting AYE: Boyd, Barigar, Talkington, Lanting, Hall and Pierce. Those voting NAY: Hawkins. Approved 6 to 1

Mayor Barigar gave his appreciation.

Mayor Barigar asked that the Council approve the appointment of Suzanne Hawkins as Vice Mayor.

MOTION:

Councilmember Hall moved approval of the Mayors appointment of Suzanne Hawkins to be Vice Mayor. The motion was seconded by Councilmember Lanting. Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0

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

City Manager Rothweiler said that at the January 11, 2016 City Council meeting the agenda will have an item to discuss filling vacancy of the Economic Development Director position.

III. ADVISORY BOARD REPORTS/ANNOUNCEMENTS:

1. Vice Mayor Hawkins said that on Thursday, January 28, 2016 will be City Official Day at the Capital.
2. Councilmember Talkington asked to pay tribute to the passing of retired City Engineer Gary Young.

IV. PUBLIC HEARINGS: 6:00 P.M.

1. Consideration of a request to approve a Zoning Title Amendment and to adopt an ordinance for an amendment to Title 10; Chapter 7; Section 14: by redefining the area prohibited for outside storage or display of merchandise and defining the term “primary business building” for the City of Twin Falls. (app.2757). **“WITHDRAWN – RESCHEDULED FOR JANUARY 25, 2016.”**

V. ADJOURNMENT:

Meeting adjourned at 5:38 P.M.

Sharon Bryan, Deputy City Clerk



Date: Monday, January 11th, 2016
To: City Council
From: Mayor Shawn Barigar

Request:

Consideration of a request to confirm the appointments of James Ray, Jay Reis and Scott Standley to the Building Department Advisory Committee.

Time Estimate:

The presentation will take approximately 3 minutes. Following the presentation, additional time may be necessary for questions.

Background:

The City's Building Department Advisory Committee consists of (9) voting members. Three of the members have their terms expire in February of this year. All three of these members applied for re-appointments. The names of the members who applied for re-appointments are; James Ray, Jay Reis and Scott Standley. Mr. Ray served as the "residential construction" member, Mr. Reis served as the "plumbing construction" member, and Mr. Standley served as the "at large" member. All of these members have had good attendance and participation on the committee.

Approval Process:

City Code 2-6-3 states that the Building Department Advisory Committee members are appointed by the Mayor and confirmed by the City Council.

Budget Impact:

N/A

Regulatory Impact:

Approval of this request will maintain full membership on the Building Department Advisory Committee.

Conclusion:

I request that the Council confirm my appointments of James Ray, Jay Reis and Scott Standley to the Building Department Advisory Committee.



Monday January 11, 2016
To: City Council
From: Mitchel Humble, Deputy City Manager

Request:

A request to adopt an ordinance authorizing the transfer of 1.32+/- acres of City owned property, located at the southeast corner of Victory Avenue and Oak Street, to the Urban Renewal Agency.

Time Estimate:

The staff presentation will take about two minutes. Following the presentation, additional time may be needed for questions and discussion.

Background:

The City of Twin Falls owns a parcel of land containing a waste water pretreatment facility that provides pretreatment for the adjacent ConAgra food processing plant. ConAgra has approached the City with a request to operate the pretreatment facility themselves. ConAgra has indicated a desire to make considerable improvements to their food processing plant and that their in-house operation of the pretreatment facility is integral to their improvement plans.

City staff supports ConAgra's request. ConAgra is the only major industry in the City requiring waste water pretreatment that does not currently operate their own pretreatment facility. Industries operating their own pretreatment facilities is typical and is the Environmental Protection Agency's recommended operation option.

In order to facilitate ConAgra's request, the City will transfer the real property on which the pretreatment facility is located to the Urban Renewal Agency (URA). Since the pretreatment operation is tied to significant improvements to the food processing plant, the URA is much better suited than the City to provide assistance to ConAgra with this economic development opportunity. The next step needed to accomplish the transfer of the property to adopt the attached ordinance authorizing the transfer of the property as described.

At their December 21, 2015 meeting, the City Council held a public hearing regarding the transfer of 1.32+/- acres of City owned property, located at the southeast corner of Victory Avenue and Oak Street, to the Urban Renewal Agency. At the conclusion of the public hearing, the Council directed staff to prepare an ordinance authorize the transfer of the property as requested.

Approval Process:

To adopt the ordinance at this meeting, a motion to suspend the rules and place the ordinance on third and final reading by title only is necessary. Once on final reading, a simple majority vote of the Council is needed to adopt the ordinance.

Budget Impact:

Per Idaho Code 50-1403(4), the City can transfer the property to the Agency with, or without consideration. However, the property and the pretreatment facility have value. The City is still negotiating the final terms of the transfer with the Agency, so the ultimate budget impact of this request will be determined.

Regulatory Impact:

Approval of this request will authorize the transfer of the property describes to the Urban Renewal Agency.

Conclusion:

Staff recommends that the Council adopt the ordinance as presented.

Attachment:

1. Ordinance No. ____

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TWIN FALLS, IDAHO, AUTHORIZING THE TRANSFER OR CONVEYANCE OF REAL PROPERTY OWNED BY THE CITY TO A TAX SUPPORTED GOVERNMENTAL UNIT, AS PROVIDED BY IDAHO CODE 50-1403(4).

WHEREAS, The City of Twin Falls owns certain real property, below described; and,
WHEREAS, The Urban Renewal Agency of the City of Twin Falls, wishes to acquire the subject property to aid its economic development efforts.

NOW, THERFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TWIN FALLS, IDAHO:

That the City Council hereby determines that it will be in the City’s best interest to transfer or convey its interest in the following described real property to the Urban Renewal Agency of the City of Twin Falls, Idaho, upon terms and conditions to be agreed to between the parties:

Lots 1 through 9, Block 2, as said Lots are shown and so designated on that certain Plat Map entitled “VICTORY SUBDIVISION IN NE4 SE4, SEC. 17, T.10S., R.17E. B.M.”, recorded December 1, 1951, as instrument no. 0000-414720 of official records, in the office of the county recorder of Twin Falls County.

Excepting therefrom, the following described parcel of land:

Commencing at the Northwest corner of said Lot 1, Block 2 and being the REAL POINT OF BEGINNING;

Thence, South 87°03’58” East 40.04 feet along the North boundary of said Lot 1, Block 2 to the Northeast corner thereof;

Thence, South 19°30’25” East 32.46 feet along the East boundary of said Lot 1, Block 2;

Thence, leaving said East boundary, South 75°17’41” West 30.47 feet;

Thence, South 32°23’49” West 36.46 feet to a point on the West boundary of said Lot 1, Block 2;

Thence, North 01°27’59” West 71.19 feet along said West boundary to said REAL POINT OF BEGINNING.

Containing approximately 1.31 acres.

PASSED BY THE CITY COUNCIL,

, 2016.

SIGNED BY THE MAYOR

, 2016.

MAYOR

ATTEST:

DEPUTY CITY CLERK



Monday January 11, 2016
To: City Council
From: Travis Rothweiler, City Manager

Request:

Discussion on the City's Economic Development Director and the Twin Falls Urban Renewal Executive Director role and position.

Time Estimate:

The staff presentation will take about fifteen minutes. Following the presentation, additional time will be necessary for questions and discussion.

Background:

The purpose of this agenda item is to discuss the role of the City's Economic Development Director and the Twin Falls Urban Renewal Executive Director and the steps that need to be taken to fill the position vacancy caused by Melinda Anderson's departure.

This conversation will include a conversation about the role, in general, as well as the knowledge, skills, abilities and essential duties.

Approval Process:

There is no formal action that needs to be taken by the members of the City Council at this time.

Budget Impact:

Since the position is included in the FY2016 budget, there is no significant impact associated with the discussion of this item.

Regulatory Impact:

There is no regulatory impact associated with this time.

Attachment:

1. Current position description.

City of Twin Falls

Class Specification

Economic Development Director

Class Code Number: 418-01
FLSA Designation: Exempt

Pay Grade: 15
Effective Date: June 1, 2011

General Statement of Duties

Manages and coordinates economic development programs for City of Twin Falls; performs related work as required.

Classification Summary

The principal function of an employee in this class is to plan, organize, manage and conduct economic development activities within the City. As such, this position has responsibility for a wide range of activities related to community growth and economic development. A high degree of human relations and salesmanship skills are required to promote community programs, establish credibility and gain cooperation and active involvement from potential program participants. The work is performed under the general direction of the Community Development Director but extensive leeway is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment, although travel throughout the community on a regular basis is required.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities

- Plans, organizes and directs economic development activities; develops short and long range economic development plans;
- Manages the City's economic development and urban renewal;
- Supervises activities of the Economic Development Department, addresses personnel issues when necessary;
- Monitors the work environment to assure that it is conducive to creativity, innovation, good service and problem solving;
- Assists in maintaining a business climate conducive to new private investment being made in the area;
- Works toward attracting and retaining environmentally clean and community-minded companies which employ residents of the Magic Valley;
- Serves as Executive Director of the Urban Renewal Agency;
- Works to complete strategic planning objectives for the calendar year;
- Works toward increasing affordable housing for Twin Falls residents;
- Works with the Chamber of Commerce, College of Southern Idaho, Region IV Development Association, Southern Idaho Economic Development Organization, and Idaho Departments of Commerce and Labor, to attract new industry and work with existing industry to expand the Twin Falls area;

- Attracts new industry by advertising in specific trade journals, development of recruitment marketing pieces, organizing site visits and making presentations to prospective employers;
- Proactively recruits new business and programs to potential applicants; promotes programs to lending institutions, business organizations, architects, engineers, commercial real estate dealers and others;
- Gathers, compiles, maintains and organizes demographic, economic and financing resource information for the City of Twin Falls;
- Prepares narrative and financial reports;
- Attends and facilitates various and numerous meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Monitors local, state and federal legislation and regulations relating to economic development and reports findings, trends and recommendations;
- Reviews project progress reports;
- Manages and performs administrative functions of the department, including budgeting, monitoring expenditures, supervising staff, attending city department head meetings, etc.
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance with City policies, procedures and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- Program planning, implementation and evaluation techniques;
- Economic development principles;
- Urban renewal laws;
- Negotiating, sales, and marketing skills;
- Community business development, municipal zoning and infrastructure;
- Budgeting, financial accounting, and contract terminology;

Ability to:

- Manage and coordinate program and administrative activities;
- Perform financial and credit analysis;
- Evaluate situations and overcome obstacles during the recruitment process;
- Compile and organize financial and statistical data;
- Establish and maintain effective working relationships with government officials and agencies, senior corporate management and business organizations, lending institutions, civic groups, media and others;
- Interpret and apply regulations, policies and directives;
- Promote programs and gain participant support;

- Communicate clearly and concisely both orally and in writing;
- Supervise, motivate and evaluate the work of others;
- Respond to information requests in a courteous, tactful and diplomatic manner;
- Understand and follow oral and/or written policies, procedures and instructions;
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or GED equivalency; and
- College degree in economics, business administration, planning, public administration or related field; and
- Minimum of five (5) years of experience in economic development and/or urban renewal areas, with two (2) years of supervisory experience; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- University of Oklahoma (CED) three year Certification; or
- Degree from Council on Urban Economic Development.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively and make presentations;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor and evaluate economic development activities, including printed or observed information.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computer and other office equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to attend meetings at various locations and travel throughout the community on a regular basis.