

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 20, 2014
City Council Chambers
305 3rd Avenue East -Twin Falls, Idaho

4:00 P.M.

Council Workshop - City Facility Project

5:00 P.M.

PLEDGE OF ALLEGIANCE TO THE FLAG
CONFIRMATION OF QUORUM
CONSIDERATION OF THE AMENDMENTS TO THE AGENDA

PROCLAMATION: World Polio Day -

Request made by Rotary Clubs of Twin Falls, Blue Lakes-Twin Falls and Twin Falls-After Hours

GENERAL PUBLIC INPUT

AGENDA ITEMS

I. CONSENT CALENDAR:

1. Consideration of a request to approve the Accounts Payable for:
 September Payables and October 14 – 20, 2014, total: \$829,063.06
 October 14 – 20, total: \$72,735.71
 Prepay, October 14, 2014, total: \$3,000
 Prepay, October 16, 2014, total: \$72,500
2. Consideration of a request to approve a Trust Agreement for Transfer of Will Serve Capacity from the first phase of Calistoga Springs to the Twin Falls School District Lot 1 Block 1 Golden Eagle Subdivision #4.

Purpose:

Action

By:

Sharon Bryan

Action

Troy Vitek

II. ITEMS FOR CONSIDERATION:

1. Request to confirm the appointment of Steve Kolar to the Airport Advisory Board.
2. Presentation of the Government Finance Officers Association Distinguished Budget Award to the City of Twin Falls.
3. Request to adopt a resolution to establish the Twin Falls Senior Citizen Advisory Council and adopt By-Laws.
4. Request to award the Diamond Avenue & Ramage Street Paving Project to Kloefer, Inc. in the amount of \$154,163.80.
5. Request to consider a plan to initiate the City's Transit Development Plan process.
6. Report from Phil Kushlan on recommendations for reorganizing City's structure.
7. Public input and/or items from the City Manager and City Council.

Purpose:

Action

By:

Don Hall

Presentation

Travis Rothweiler

Action

Bob and Daphne Mallory

Action

Josh Baird

Action

Mandi Thompson

Discussion

Phil Kushlan
Travis Rothweiler

III. ADVISORY BOARD REPORTS/ANNOUNCEMENTS:

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

1. Request for Vacation of 89.44 +/- acres of the undeveloped portion of the Jayco Subdivision, including portions of platted public rights-of-way and easements, on property located at 556 Champlin Way aka 3300 East Road.

Public Hearing

Tim Vawser
representing the
URA

V. ADJOURNMENT:

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 via telephone, Don Hall

Absent: Rebecca Mills Sojka

Staff Present: City Manager Travis Rothweiler, City Attorney Fritz Wonderlich, Deputy City Attorney Shayne Nope, Community Development Director Mitchel Humble, Chief Finance Officer Lorie Race, Budget Coordinator Pat Lehmann, Grant Writer Mandi Thompson, Staff Engineer Josh Baird, Assistant City Engineer Troy Vitek, Deputy City Clerk/Recording Secretary Leila A. Sanchez

4:00 P.M.

Council Workshop - City Facility Project

Mayor Hall called the meeting to order at 4:00 p.m.

The Council recessed to attend a Council Workshop – City Facility Project.

5:00 P.M.

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: World Polio Day - Request made by Rotary Clubs of Twin Falls, Blue Lakes-Twin Falls and Twin Falls-After Hours

Mayor Hall read the proclamation and presented it to Marianne Barker who spoke on behalf of the Rotary Clubs.

GENERAL PUBLIC INPUT

AGENDA ITEMS

I. CONSENT CALENDAR:

1. Consideration of a request to approve the Accounts Payable for:
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October 14 – 20, total: \$72,735.71
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Prepay, October 16, 2014, total: \$72,500
2. Consideration of a request to approve a Trust Agreement for Transfer of Will Serve Capacity from the first phase of Calistoga Springs to the Twin Falls School District Lot 1 Block 1 Golden Eagle Subdivision #4.

MOTION:

Councilmember Talkington moved to approve the Consent Calendar. The motion was seconded by Councilmember Barigar. Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0.

II. ITEMS FOR CONSIDERATION:

1. Request to confirm the appointment of Steve Kolar to the Airport Advisory Board.
Mayor Hall requested the confirmation of Steve Kolar to the Airport Advisory Board.

Councilmember Talkington gave an overview of Steve Kolar's qualifications.

MOTION:

Councilmember Munn moved to approve Steve Kolar to the Airport Advisory Board as provided by City Code. The motion was seconded by Vice Mayor Hawkins. Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0.

Steve Kolar stated he looks forward to serving on the board.

2. Presentation of the Government Finance Officers Association Distinguished Budget Award to the City of Twin Falls.

City Manager Rothweiler and Mayor Hall presented the award to Chief Finance Officer Lorie Race and Budget Coordinator Pat Lehmann.

3. Request to adopt a resolution to establish the Twin Falls Senior Citizen Advisory Council and adopt By-Laws.

Daphne Mallory requested the adoption of the proposed resolution.

Discussion followed.

Daphne Mallory explained the plan is make seniors in the community aware of the newly formed committee and request their engagement and participation on expanding their by-laws as they see fit, establish priorities, and find ways to include seniors that may not have easy access to the initial meetings at City Hall.

City Attorney Wonderlich stated that members 65 or older are allowed to vote.

Daphne Mallory envisioned a round table discussion but whatever achieves the transparency is fine.

City Attorney Wonderlich stated he does not believe background checks will be done. Members will be coming and going other than the officers.

Mayor Hall asked the Council if background checks should be conducted on the elected officers. He is in favor of background checks.

Councilmember Munn asked what the procedure is used for other city commissions. For example what is the background check for the Parks & Recreation Commission.

City Attorney Wonderlich stated that he reviews background checks for volunteer coaches.

Chief Pike stated a local check is being conducted for commission members. Anything beyond that would require submission of fingerprints. The check is a detailed process and time intensive and returns can take up to 3 to 6 weeks.

Councilmember Munn spoke in favor of doing a local criminal check. His concern is the possibility of the victimization of senior citizens.

Mayor Hall stated for clarification that a local check would be done on officers.

Vice Mayor Hawkins stated she is not opposed to the local check but doesn't think it is a necessity. Background checks are not done on the Youth Council after which the Senior Citizen Committee is modeled. This group is to balance ideas off of each other and not make decisions and not have any authority.

Councilmember Talkington stated that he assumed for Parks & Recreation a NCIC background check was done rather than a local check.

Chief Pike explained that the City receives some elements of an NCIC check but not a complete criminal history. The City would be aware if a member is registered as a sexual offender. A misdemeanor arrest in another state would not be included in that check. He continued to explain the process.

Councilmember Talkington stated he would be in favor of a local check.

Mayor Hall stated that the Council may want to address the Youth Council. At a bare minimum the leadership needs to stand for a local background check. The Council does not want members who may have issues with their background representing and advising them. This is the best way to protect citizens.

Councilmember Lanting spoke in favor of a local check.

Councilmember Munn clarified that this does not prohibit seniors with a felony or misdemeanor record to come before the committee to discuss issues that are important to the community from an elderly perspective.

City Manager Rothweiler stated that staff will prepare a resolution that would cover all commissions/committees in Title 2 that describes that in order to be eligible there is a background process. That provides the umbrella over every commission whether they be codified or created by resolution.

MOTION:

Councilmember Barigar moved to approve Resolution 1934. The motion was seconded by Councilmember Talkington. Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0.

4. Request to award the Diamond Avenue & Ramage Street Paving Project to Kloefer, Inc. in the amount of \$154,163.80.

Staff Engineer Baird explained the request.

Staff recommends that City Council award the Diamond Avenue & Ramage Street Paving Project to Kloefer, Inc. in the amount of \$154,163.80.

Discussion followed.

-Engineer's Estimate of \$144,630

MOTION:

Vice Mayor Hawkins moved to award the bid to Kloefer, Inc. in the amount of \$154,163.80 for the paving of Diamond Avenue & Ramage. The motion was seconded by Councilmember Munn. Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0.

5. Request to consider a plan to initiate the City's Transit Development Plan process.

Grant Writer Thompson gave the presentation.

The City of Twin Falls was awarded a planning grant in April 2014 to begin planning for a fixed-route public transportation system. Grant funds will be available on April 1, 2015. At this time, an RFQ will be issued and a consultant will be selected for the work. Prior to these steps, however, it is necessary to establish the mission, goals, and objectives of the plan. Staff would like to form an advisory committee made up of local stakeholders, community partners, and social service providers, to assist staff in determining the desired outcome of the TDP.

City staff recommends that the City Council form an Advisory Committee to establish goals and objectives for the Transit Development Plan.

Sarah Michael, in her position as Mobility Manager for District IV, has direct and regular contact with existing providers, service agencies and potential partners in the Community. She is available to assist staff with the formation of an advisory committee through public outreach as well as in the planning phase for creating an RFQ and selecting a consultant.

Sarah Michael explained that she works in eight counties for the Community Transportation Association in Idaho and is funded through an ITD grant. One of the priorities for her District Coordinating Council, a local and regional decision making body, is to focus her time and energy in Twin Falls and the Mini-Cassia area. She

has been working with City staff and has been outreaching to the community to the social service providers, CSI, and St. Luke's. Resounding feedback has been received from the social service providers who would like to see the City do a transit development plan. She is available for the next five months to do some of the outreach and work on the technical advisory committee and would like to offer time to City staff. She was instrumental in Blaine County in creating a regional system. It started in 2002 with three round trips between Bellevue, Ketchum, and Sun Valley and now has fifteen round trips. This took twelve years to create. She thinks the City being proactive is an exciting opportunity and she hopes she will be able to assist and continue to work with the City staff.

Discussion followed.

Grant Writer Thompson stated this is being proposed to make sure the Council is prepared to move forward immediately. Rural Transportation Technical Assistance Program funding is available.

Councilmember Talkington recommended that coordination be made with the OTAK planners who are currently looking at the new traffic movement through Main Street.

Vice Mayor Hawkins stated she is supportive of the process but suggested delaying the formation of the advisory committee until the first of the year and after the Space Needs Citizens Committees completes their evaluation. She believes it is asking a lot from the community with the downtown and space needs projects and there may be better attendance if Council waits until the first of January to launch this committee.

Grant Writer Thompson stated that the City has two years to spend funds from the time they are allocated.

City Manager Rothweiler explained that the advantage of forming an advisory committee right now is the availability of Sarah Michaels' time and commitment. He recommended reaching out to the community and specific partners. He believes the response will be favorable, and if not, he will report back to the Council and ask to place the portion discussed on hold.

Councilmember Barigar stated that he has had the opportunity to work with Sara Michaels the last two years. The mass transit issue will not be easy to resolve and will be time consuming. There are captive audiences with service providers and other partners in the community to help with some of the legwork and assist with outreach.

MOTION:

Councilmember Talkington moved that the Council form the advisory committee to establish goals and objectives for the transit development plan. The motion was seconded by Councilmember Barigar. Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0.

6. Report from Phil Kushlan on recommendations for reorganizing City's structure.

Phil Kushlan gave the report and PowerPoint presentation.

On February 2014, the City of Twin Falls found itself in a unique position to examine how it was organized and to make possible structural changes. The role of the consultant was to support the City Manager in the organizational transition efforts. The effort will allow the City of Twin Falls to reshape its organization so that it is consistent with the City's strategic plan. The process focused on the organizational needs over the planning horizon, with specific attention paid to the next ten years. The consultant has provided valuable assistance, guidance and perspective, but by no means can any consultant construct such a plan independent of the City's internal stakeholders.

He reviewed the current organizational structure, conducted interviews with the members of the City Council, city department leaders and members of the City's Long-Term Planning Committee.

The City Manager's initial goals for the reorganization plan were:

- Maintain and enhance organizational effectiveness
- Provide for greater emphasis on implementation of the Twin Falls Community Strategic Plan
- Enhance collaboration within departments and among departments
- Enhance collaboration with partner organizations
- Enhance communication with citizens
- Create a culture of individual initiative and innovation
- Enhance decision-making throughout the organization
- Minimize cost impacts

These goals are accomplished by:

- Creates two Deputy City Manager positions, one over Public Safety and the other over Community Development Service and Development and eliminates the Assistant City Manager/Assistant to the City Manager and Community Development Director positions
- Recognizes the creation of an in-house prosecutor position that was created in FY 2014
- Moves Economic Development from Community Development to the City Manager
- Airport and Public Works will report to directly to the Deputy City Manager for Community Services and Development,
- Calls for the civilianization of the Emergency Dispatch Center and contemplates placement for possible future service areas: emergency preparedness, public transportation, creating URA and/or Economic Development specialists to enhance economic development services and resources
- Looks to combine Information Services and Communications into one area

City Manager Rothweiler is requesting the City Council take the plan under advisement and at the October 27, 2014, City Council meeting will request the City Council approve the plan.

Discussion followed.

Phil Kushlan and City Manager Rothweiler discussed the roles of the Fire and Police Department.

City Manager Rothweiler stated that the Deputy City Manager for Community Service Development is a new position and the Community Development role will be eliminated. He will make the recommendation that Mitch Humble serve in that role. He will also make the recommendation that Brian Pike serve as Deputy City Manager for Public Safety. Brian Pike will become a civilian should he be confirmed by the Council. He will no longer serve as the Chief and staff will go forward with a Chief selection process which then will lead to implementation of the reorganization. He explained how the reorganization relates to the strategic plan.

At this time the plan will be budget-neutral for FY 2015. Future movements could have future impacts on the budget.

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

City Manager Rothweiler invited the community to participate in the city facility tour starting at the Council Chambers with a brief outline and presentation. Tour dates are as follows: October 23 from 2:00 – 6:00 p.m., October 24 from 9:00 a.m. to 1:00 p.m., and October 25 from 12:30 p.m. to 3:30 p.m.

Vice Mayor Hawkins invited the community to participate in a Youth Council fundraiser at Magic Wash to be held on Sunday, October 26th. The event runs from 10:00 am - 6:00 pm.

III. ADVISORY BOARD REPORTS/ANNOUNCEMENTS:

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

1. Request for Vacation of 89.44 +/- acres of the undeveloped portion of the Jayco Subdivision, including portions of platted public rights-of-way and easements, on property located at 556 Champlin Way aka 3300 East Road.

Tim Vawser, EHM Engineers, representing the applicant explained the request.

The reason for the vacation request is to provide a single parcel for preparation for a large manufacturing facility. The vacation of the existing roadways and easements are necessary to allow placement of the proposed facility and easements will be granted for relocation of utilities and private roadways upon development. This request should not result in any negative effects on adjoining properties. The proposed use is in compliance with the original development. It is just a larger facility rather than several smaller uses. The overall project should realize more green space than that originally anticipated.

The applicant is the owner of the area to be vacated and agrees with the vacation. Utility company statements have been requested and will be forwarded upon receipt.

Planner 1 Spendlove reviewed the request.

The area currently known as the Jayco Subdivision was annexed in 2006. Originally an area approximately 177 acres in size was annexed. The area on the agenda today is the eastern 89.44 acre portion of that annexation. Subsequently the Jayco Subdivision went through the Platting Process in 2006-07. This plat designated 18 lots within the subdivision. During the platting process, multiple public hearings were held with the Planning and Zoning Commission and the City Council. The Jayco Plat was officially recorded on 9-19-2007.

This is a request to vacate lot lines, multiple utility and irrigation easements, as well as dedicated public right-of-way within the recorded Jayco Subdivision.

The plat approved in 2007 had a total of 18 lots. The proposed user of this area will utilize 16 of the platted 18 lots. In order to facilitate the construction and best use of the property, the applicant has applied to vacate all the lot lines between 16 of the platted undeveloped lots.

The vacation of the lot lines will consolidate this land into one lot, thus eliminating any applicable code sections that use lot lines as a delineator for regulations in the Zoning, Building or Engineering Codes. Staff does not foresee any substantial negative effects in vacating the platted lot lines.

The vacation of Eldridge Road will create a dead end street on the west side of this property. In order to accommodate truck traffic on this roadway, an approved turnaround will need to be constructed. The location and design of this turnaround needs to be in conjunction with the site design for the overall Clif Project. In order to facilitate this, a condition should be placed that requires a truck turnaround, and associated roadway dedication, be approved by City Staff.

The expansion of the utility easements as shown in exhibit #4 is being done in order to protect existing and future utility lines that have been installed within the now vacated roadways, and to ensure future service to surrounding properties. The size of these new easements was determined based on the need for an expanded area due to the nature of the existing and future line sizes, potential construction area, and adequate access for maintenance.

Staff has worked with the Twin Falls Canal Company to facilitate the movement of a portion of a canal from the interior of the property to the Eastern Boundary as shown on Exhibit #4. The details of the irrigation plan for the Clif Project are to be addressed in conjunction with the design of the overall project. Staff does not foresee insurmountable issues with vacating the irrigation easements as shown in the presentation.

Various city and enterprise utilities currently exist within this subdivision. The applicant will need to satisfy the requirements of all applicable entities prior to the vacation officially taking place. Some of these requirements may entail demolition, movement, and reconstruction of current facilities. The City has received letters from three (Century Link, PMT, and Cable One) of the required six applicable utility companies (Currently missing are Intermountain Gas & Idaho Power). The City has been working with the Twin Falls Canal Company in order to facilitate conditions that would result in the approval of this vacation.

The needs of the city owned utilities have been addressed by the location and size of the proposed new utility easements as shown in Exhibit #4. A condition should be placed on the vacation requiring all conditions of approval by applicable Utility Companies to be met, and the new irrigation, utility and water line easements being recorded.

On September 23, 2014 the Commission held a public hearing on this request. There was no public comment. Upon closing the public portion of the meeting the Commission held a discussion whereby they voted unanimously to recommend approval of the request to vacate a portion of the Jayco Subdivision, as presented and subject to the following conditions:

1. Subject to the site plan amendments as required by Building, Engineering, Fire, and Zoning Officials to ensure compliance with applicable City Code Requirements and Standards.
2. Subject to the truck turn-around, and associated roadway dedication, on Eldridge Ave being approved by City Staff.
3. Subject to letters from each of the utility companies granting approval being submitted to the City prior to recordation of the Vacation Ordinance.
4. Subject to any conditions required by the utility companies being satisfied.

Discussion followed.

-Proximity of development adjacent to the railroad

-Recycling of material that is removed from vacated roadways.

Planner 1 Spendlove stated the plan is to not touch the railroad right of way. He is not sure how wide the railroad right of way is. As far as development close to it, he believes development can happen up to it as long as that right of way is maintained. There cannot be any permanent structures located within the right of way

Tim Vawser stated the design is to have a spur off the railroad. It was recorded by a separate agreement before Jayco went into place. This would have to go through the EIRR to vacate. Development can happen right next to it with a dock or building.

Tim Vawser stated that there will be stockpile area in the lower quadrant below the water line easement on Middlebury Way. Clif is very cognizant of recycling and material reuse.

He also stated for clarification that work is being done on the truck turnaround and will provide it in the best location for both Clif Bar and the City.

Mayor Hall opened and closed the public testimony portion of the hearing with no input.

Mayor Hall closed the public hearing.

MOTION:

Councilmember Talkington moved approval of vacation of 89.44 +/- acres of the undeveloped portion of the Jayco Subdivision, including portions of platted public rights-of-way and easements, on property located at 556 Champlin Way aka 3300 East Road as presented and subject to the conditions placed by the Planning & Zoning Commission:

1. Subject to the site plan amendments as required by Building, Engineering, Fire, and Zoning Officials to ensure compliance with applicable City Code Requirements and Standards.
2. Subject to the truck turn-around, and associated roadway dedication, on Eldridge Ave being approved by City Staff.
3. Subject to letters from each of the utility companies granting approval being submitted to the City prior to recordation of the Vacation Ordinance.
4. Subject to any conditions required by the utility companies being satisfied.

The motion was seconded by Vice Mayor Hawkins. Roll call vote showed all members present voted in favor of the motion. Approved 6 to 0.

V. ADJOURNMENT: The meeting adjourned at 6:40 P.M.

Leila A. Sanchez
Deputy City Clerk/Recording Secretary