

**CITY COUNCIL REGULAR MEETING
IONA COMMUNITY CENTER
NOVEMBER 21, 2017 – 7:00 P.M.**

PRESENT: Mayor Brad Andersen, Council President Dan Gubler, Council Member Rob Geray, Council Member Kathy McNamara, Council Member Dan Garren, Public Works Director Zech Prouse, City Clerk Shara Roberts, and Chief of Police Karl Bowcutt.

ABSENT: City Attorney Dale Storer

VISITORS: Marvin Fielding, Brian Steffen, Mike McCracken, Garrett Steffen, Hunter Bowler, Camden Jensen, and Evan Van Orden.

Mayor Andersen welcomed everyone and Garrett Steffen with Troop 91 led with the Pledge of Allegiance. A roll call was taken to open the meeting.

CONSENT AGENDA: Public Information Meeting Minutes of October 12, 2017, Meet the Candidates Forum Minutes of October 17, 2017, City Council Minutes of October 17, 2017, Special Meeting Minutes of October 25, 2017 and Public Information Meeting Minutes of November 2, 2017 were reviewed. Mayor Andersen noted the time needed to be changed from 7:00 pm to 6:00 pm on the Meet the Candidates Forum Minutes. Council reviewed the finance reports for the period ending October 31, 2017 (8% of the fiscal year elapsed. The City had \$848, 416. 58 in the bank and routine bills had been paid, “Exhibit A”.

Mayor Andersen entertained a motion. Council Member Garren made a motion to approve the consent agenda with the one correction to the Meet the Candidates Forum Minutes as noted. Council Member McNamara seconded the motion. All in favor, motion carried.

ITEMS OF BUSINESS:

Shane Williams Variance Application – 5411 E. Free Avenue – 7:15 pm: Mayor Andersen explained the public hearing process, and asked Shane Williams to present the application for the variance application for the property in question, “Exhibit B”.

Citizen Shane Williams located at 5411 E. Free Avenue explained he is requesting a variance to widen the driveway approach to his shop from 30 feet to 49 feet and 3 inches.

Mayor Andersen opened the public portion of the hearing; those in favor, none; neutral, none; opposed none.

Mayor Andersen closed the public portion of the hearing.

Council Member McNamara asked how come it wasn’t caught before the concrete was poured, and referenced similar instances she recalls when a property owner was told they could not widen an approach when the company hired for the project was already there.

Mr. Williams explained both the Public Works Director and the Mayor were aware of the situation. They informed him if he chose to move forward with pouring the concrete before a variance was approved there was a high possibility it would have to be removed.

Council Member Garren asked for clarification where exactly the drainage goes. Mr. Williams explained the drainage goes to the South, and he is the full recipient of it.

Mayor Andersen entertained a motion. Council Member Garren moved to approve the variance application for Shane Williams. Council President Gubler seconded the motion. Approval of the variance was taken by a roll call vote:

Council Member Geray: Yes
Council Member Garren: Yes

Council Member Gubler: Yes
Council Member McNamara: Yes

Review and Approval of Proposals for Water System Improvement Project: Mayor Andersen entertained a motion. Council Member Geray moved to approve the proposal to provide Administrative Services for the City of Iona's Water System Improvement Project as prepared by East-Central Idaho Planning & Development Association (ECIPDA). Council President Gubler seconded the motion. Approval of the proposal was taken by a roll call vote:

Council Member Geray: Yes
Council Member Garren: Yes

Council Member Gubler: Yes
Council Member McNamara: Yes

From Mayor Andersen's perspective in regards to Keller Associate's proposal, he appreciated the presentation of different options and explanations of tank styles. Additionally, both Keller and Schiess have a long history with the City's water system. In regards to Forsgren Associates' proposal, he highlighted experience and knowledge. Additionally, they have partnered with Dome Technology on other similar projects which could potentially result in some cost savings for the overall project. In regards to JUB's proposal, he emphasized them being budget consensus, and on page 8 of the document he liked their proposal to perform a seismic refraction survey to identify depth to bedrock profile which shows him they are planning for the future. However, they didn't include information regarding the amendment to the facility planning study, the Department of Environmental Quality (DEQ) review, and the loan application which still need to be completed. Considering this, he feels Forsgren Associate's and JUB's outlined project schedule of 14 months seems unrealistic and highlighted Keller Associate's projected project schedule of 22 months to be more realistic. In closing, he expressed any of the firms would be an excellent choice to complete this project, but overall he ranked Keller Associate's as number one due to their experience and knowledge with the City's system.

Mayor Andersen opened up discussion regarding the Engineering Services proposals from the rest of selection committee.

Council Member Geray explained he will share his opinions. However, he would like to hear Director Prouse's thoughts first since he is the individual who will be interacting most directly with the selected firm and knows the City's water system the best.

Director Prouse indicated Mayor Andersen touched on everything he also noted. From his perspective the City would be in good hands with any of the three firms. However, due to his experience working with Keller and Schiess that is the edge he would give them as his number one choice.

Council Member Garren shared from his perspective all three firms are capable of performing the project. He ranked Keller Associates highest on relevant project experience, Forsgren highest on qualified team, project approach, and schedule. Overall, his rankings worked out to be in favor of awarding the selection to Forsgren Associates.

Mayor Andersen asked Clerk Roberts to read the scores on how each firm rated overall. Clerk Roberts reported based off of total points Forsgren Associates ranked #1, Keller Associates ranked #2, and JUB ranked #3.

Council Member Geray directed Clerk Roberts to break it down by total ranking scores. Council Member Garren followed up by indicating to outline it by which firm was ranked 1st, 2nd, and 3rd for his selection committee member.

Based on the first calculation of total rankings, Keller Associates won with the lowest number. Council President Gubler inquired how they won with the lowest number.

Council Member Geray shared he actually had JUB ranked as number one. From his perspective, they offer good coverage on a variety of aspects of engineering and highlighted multiply qualifications giving them longer tentacles to reach out to other expertise and bring them to the table if needed. His overall take-a-way is they bring a fresh perspective to the project. He further shared his biggest concern with Keller Associates is due to their long history with the City's water system. From his perspective, sometimes when you are too close to something you become blinded by what you already know instead of taking a fresh perspective and approach to solve the problems, save money, and/or design the best tank for the project.

Mayor Andersen asked Clerk Roberts to read the points for each firm based off of total ranking. Clerk Roberts read the results as follows: (By total points) Forsgren 533, Keller 479, and JUB 458. (By total ranking) Keller 10, Forsgren 14, and JUB 14.

Council Member Geray inquired if anyone on the selection committee would like to change their individual rankings based on any of the overall discussion which took place.

Council Member Garren expressed he hasn't heard any significant reasons to make any changes, and feels he is solid on his rankings.

Council Member Garren assisted Clerk Roberts in verifying the math worked out in regards to the total sum of the rankings.

Mr. Hendricks explained typically what occurs is the firm who receives the most #1 rankings by each of the committee members would be your first candidate.

Clerk Roberts explained from what she was hearing amongst the discussion at the end of the day it is the firm which received the most #1 rankings, which was Forsgren Associates. If the selection committee determines to base their selection by the lowest total sum of the rankings the math indicates Forsgren Associates and Keller Associates tied.

Council Member Geray asked how many #1 rankings Forsgren Associates received. Clerk Roberts responded three. Council Member Geray asked how many #1 rankings Keller Associates received. Clerk Roberts responded two. Mayor Andersen asked how many #1 rankings JUB received. Clerk Roberts responded one.

Council Member Geray suggested since Forsgren Associates and Keller Associates were ranked very close with the exception of one more #1 ranking than the other and they are here to represent themselves they each take one minute to explain why the selection committee should pick one over the other.

Dave Noel with Forsgren Associates explained he would serve as the project manager if their firm was selected. He understands the City has had some meetings with Dome Technology who has made some bold statements. However, he wanted to express the proposal his firm puts together is intended to be objective as possible, and open up competition for the City's project to allow as many bids as possible. As a result, it gives the City the best opportunity to save money on their project. He further expressed he has been in this line of business for 23 years, and did nothing but large water tank rehabilitation projects for the City of Phoenix. He has lots of experience and is willing to bring that experience to save money and build a lasting product for the City of Iona.

Marvin Fielding with Keller Associates explained they helped with the City's previous water tank rehabilitation project. He expressed what he would like to leave with the selection committee is that they know the City's system. When they design a tank they do it themselves rather than performance specification where the tank provider designs the tank. With that being said, the firm can look at any of the tank options but make sure they are an apple to apples comparison of what has been recommended. He agrees opening up competition is important, but he wants to be careful the City is not getting a first of its kind vs. a lasting tank that has many on the market.

Mayor Andersen entertained a motion. Council President Gubler moved to accept the #1 one point getter Forsgren Associates and negotiate a contract. Council Member McNamara seconded the motion. Approval was made by a roll call vote:

Council Member Geray: Yes
Council Member Garren: Yes

Council Member Gubler: Yes
Council Member McNamara: Yes

Approval of Professional Services Agreement with Idaho Water Engineering for Water Rights Appraisal: Mayor Andersen explained the purpose of the agreement is to receive a professional valuation of the City's water rights to document justification for the recent increase to the water hook up connection fee. He further reported this quote came in significantly less than the first quote received.

Mayor Andersen entertained a motion. Council President Gubler moved to approve the agreement with Idaho Water Engineering for the Appraisal of the City's water rights. Council Member Geray seconded the motion. The agreement was approved by a roll call vote, "Exhibit C":

Council Member Geray: Yes
Council Member Garren: Yes

Council Member Gubler: Yes
Council Member McNamara: Yes

Approval of Bonneville County Law Enforcement Contract for 2017: Mayor Andersen asked Chief Bowcutt if the contract contained a 3% increase and if it was similar to previous years. Chief Bowcutt reported the contract does contain an increase of less than 3% and is similar to previous years.

Mayor Andersen entertained a motion. Council Member Geray moved to approve the contract with Bonneville County Law Enforcement for 2017 as presented. Council Member Garren seconded the motion. The contract was approved by a roll call vote, "Exhibit D":

Council Member Geray: Yes
Council Member Garren: Yes

Council Member Gubler: Yes
Council Member McNamara: Yes

Approval of Land Use Agreement for Dee Johnson: Director Prouse explained the purpose of the agreement is to allow Mr. Johnson to lease a portion of public right-of-way land to place a prefabricated storage shed, "Exhibit E"

Mayor Andersen asked for Director Prouse's thoughts on the agreements. Director Prouse indicated he didn't see any potential issues as long as Mr. Johnson abided by the stipulations set out in the agreement.

Council President Gubler inquired what the cost of the agreement would be to Mr. Johnson. Director Prouse responded the agreement currently asks for a payment of \$250. However, there is a question if the amount should be increased to include both the legal fees for the City Attorney and the Engineering fees for the legal description since this was initiated by Mr. Johnson and should not be fees incurred by the City.

Council Member Garren inquired if the agreement stipulated what would happen if Mr. Johnson sold his property. Council Member Geray indicated the new home buyer would have to go through the same steps to initiate a separate lease agreement with the City.

Council Member Geray outlined there is an option for the City to terminate the agreement at any time with a 30 day notice.

Mayor Andersen entertained a motion. Council Member Geray moved to approve the land use agreement for Dee Johnson. Council President Gubler seconded the motion. All in favor, motion carried.

Canvas Election Results – Precincts #41 and #42: Clerk Roberts read the Bonneville County Canvas Election Results for the November 7, 2017 General Election, "Exhibit F". Total Mayoral

votes for Brad D. Andersen was 249 and for Daniel L. Gubler was 284. Total Council Member votes were as follows: Emily Downey (224), Dan Garren (203), Kathy McNamara (300), and Michael Thompson (230). Total votes for the Revenue Bond for the Water System Improvement Project were as follows: In Favor of (293), Against (229).

Mayor Andersen entertained a motion. Council Member Garren moved to accept the Election Results. All in favor, motion carried.

Council Member Geray: Yes
Council Member Garren: Yes

Council Member Gubler: Yes
Council Member McNamara: Yes

Discussion of Title 8, Chapter 2, and Section 34 of the Iona City Code: Clerk Roberts explained when she was hired and trained by the previous city clerk she was instructed to not add interest to water accounts. However, as she was reading Title 8, Chapter 2, Section 24 of the Iona City Code it outlines interest should be charged to all delinquent accounts. She is seeking clarification from the Council to make sure the administration of the office lines up with what was outlined by the Council and city code. After further discussion amongst the Council, they directed Clerk Roberts to administer the water accounts as outlined in city code.

General Water Discussion: Council President Gubler inquired if Director Prouse had any updates in regards to the opportunity to purchase additional water rights. Director Prouse explained he has left correspondence for Water Attorney Rob Harris, and hasn't received a response at this time.

Mr. Hendricks briefly discussed deadlines and next steps which need to be made in regards to the funding on the water system important project. The Council needs to first submit the loan application to the Department of Environmental Quality (DEQ). Mr. Hendricks will complete the application, and the Council can authorize the Mayor to sign the application for it to be submitted. Additionally, the Council needs to move forward on formally amending the Facility Planning Study. He indicated he will find out additional information and requirements for this item and update the Council at the next regularly scheduled city council meeting on December 19th.

Mayor Andersen entertained a motion. Council President Gubler moved to authorize the Mayor to sign the loan application to DEQ. Council Member Geray seconded the motion. All in favor, motion carried.

Culvert Installation on the East Side of Iona Park: Director Prouse indicated due to the land parcels being sold on the north side of the park by the City's shops there will no longer be parking available as it has been in years past. The Council needs to look at installing a culvert in the ditch on the east side to accommodate more parking. He further expressed he was seeking approval from the Council for a project cost not to exceed \$12,000 to culvert the ditch with concrete clean outs.

Council President Gubler expressed he would be in support of the project if fence could be added to the project. Director Prouse indicated the fence is not figured into the cost estimate.

Mayor Andersen expressed the Council could approve the culvert and add the fence at a later date.

Mayor Andersen entertained a motion. Council President Gubler moved to approve the installation of the culvert to the existing ditch on the east side of the city park. Council Member McNamara seconded the motion. All in favor, motion carried.

Safe Routes to School Extension: Mayor Andersen reported during his participation in the Mayor's Youth Walking Challenge he was approached by the PTO President regarding concerns with the amount of traffic which comes by the regular route in front of the school. As a result, it is causing more traffic to go behind the school on Denning Avenue, and a sidewalk currently doesn't exist for students to walk safely. She asked if the City could install a sidewalk extension approximately 8 feet to solve a lot of safety issues for the children and help with congestion. Mayor Andersen informed her the Council could possibly pursue a Safe Routes for School grant to make that extension, and he would bring it up to them for further discussion.

Snow Removal Discussion: Director Prouse expressed he is seeking authorization from the Council to hire a local resident to help with the snow removal around the City building, pathways, and sidewalks on a contract basis during the winter months at a rate of \$12 per hour. He already has someone in mind that has relevant experience running the City's equipment.

Mayor Andersen entertained a motion. Council President Gubler moved to approve Director Prouse's proposal. Council Member McNamara seconded the motion. All in favor, motion carried.

Christmas Party: Mayor Andersen reported the City's Christmas Party has been scheduled for Thursday, January 11th at Johnny Carinos at 6:00 pm.

Council President Gubler reported the Fire District is hosting an open house on January 10th located at the New Sweden Grains Building from 4:00 to 8:00 pm and extended an invitation to the Council.

Discussion of City Code Books: Clerk Roberts explained she previously discussed this with the Council in regards to moving towards electronic city code books opposed to each council member, planning and zoning member, and city employee maintaining individual hard copies. The Clerk's office would still maintain a few hard copies to be utilized as needed, but individual hard copy code books would become null and void.

Council President Gubler explained he thought that is what the Council agreed to previously. Clerk Roberts explained that was the agreement. However, Council Member Geray wanted to ensure the electronic versions would be user friendly and provide search and bookmark features.

Council Member Geray explained there are other important documents he keeps in the pocket holder of his city code binder he would also like to discuss with Clerk Roberts about making electronically accessible.

After further discussion, the Council directed Clerk Roberts to maintain one or two hard copies in the Clerk's office and move forward.

Staff Reports: Council Member Geray reported he felt the Veteran's Day Recognition Ceremony turned out well. Mayor Andersen agreed, and thanked him for his efforts.

Clerk Roberts reported the Fall District Academy put on by the Association of Idaho Cities (AIC) is being held on Tuesday, November 28th from 9:00 am – 3:00 pm at the Hilton Garden Inn in Idaho Falls and needs to know who would like to attend so she can complete registration. Council President Gubler indicated he planned on attending.

Clerk Roberts reported the Council has received an invitation to attend a Legislative Luncheon on Thursday December 7th by the Greater Idaho Falls Association of Realtors, and was contacted by a representative to receive RSVP(s) numbers. Clerk Roberts didn't receive any RSVP(s) for this event.

Mayor Andersen reported there is an additional Legislative Luncheon being put on by the City of Rexburg on December 4th.

Meeting adjourned at 8:22 p.m.

COUNCIL APPROVED: December 19th, 2017

Brad Andersen, Mayor

ATTEST: _____
Shara Roberts, City Clerk