

## February 20, 2018

The City Council of the City of Idaho Falls met in Special Meeting (Council Work Session), Tuesday, February 20, 2018, in the Council Chambers in the City Annex Building located at 680 Park Avenue in Idaho Falls, Idaho at 3:00 p.m.

### Call to Order and Roll Call:

There were present:

Mayor Rebecca L. Noah Casper  
Councilmember Thomas Hally  
Councilmember Jim Francis  
Councilmember John Radford  
Councilmember Michelle Ziel-Dingman  
Councilmember Shelly Smede  
Councilmember Jim Freeman

Also present:

Mark Hagedorn, Controller  
Bruce Young, Accountant II  
Chad Ranstrom, Moreton & Company  
Allan Ranstrom, Moreton & Company  
Aimee Assendrup, Moreton & Company  
Brad Cramer, Community Development Services Director  
Kerry Beutler, Community Development Services Assistant Director  
Chris Fredericksen, Public Works Director  
Randy Fife, City Attorney  
Kerry Hammon, Public Information Officer  
Kathy Hampton, City Clerk

Mayor Casper called the meeting to order at 3:02 p.m. with the following:

### Acceptance and/or Receipt of Minutes:

It was moved by Councilmember Smede, seconded by Councilmember Radford, to receive recommendations from the Planning and Zoning (P&Z) Commission pursuant to the Local Land Use Planning Act (LLUPA). Roll call as follows: Aye – Councilmembers Francis, Dingman, Freeman, Hally, Radford, Smede. Nay – none. Motion carried.

### Calendar, Announcements and Reports:

February 21, Symposium on municipal water issues  
February 22, Chamber of Commerce Advocacy Meeting; and, Incident Command System training  
February 28 - March 2, American Public Power Association (APPA) legislative rally  
March 1, tour of Emergency Communications Center  
March 8, Idaho Falls Power (IFP) Board Meeting; and, Real Hero's Event

Mayor Casper distributed the most recent legislative directory. She noted Justin Ruen, Association of Idaho Cities (AIC) staff member, will inform the Council of upcoming legislative issues. Mayor Casper reminded the Council that Airport Director Craig Davis has accepted another Airport Director position, his last day with the City will be February 23. Mayor Casper distributed information regarding the Dream Big event being held on February 22 and 24. Mayor Casper indicated there will be a transition to the agenda center module on the CivicPlus website. Mayor Casper distributed the draft agenda for the upcoming budget session.

### Liaison Reports and Concerns:

Councilmember Hally stated the Idaho Falls Redevelopment Agency (IFRdA) is drafting the annual report following a successful audit. He indicated Director Cramer will be presenting the annual report for the IFRdA. Councilmember Hally briefly reviewed HB556.

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Councilmember Smede referenced the agenda item regarding Area of Impact (AOI) discussion and noted several pockets of areas that have not been annexed.

Councilmember Freeman stated the Civic Center for the Performing Arts Committee is in the process of getting specifications together for the Phase 1 renovations to the facility. He also mentioned the Idaho Supreme Court case with HK contractors indicating the outcome will be decided in the upcoming months.

Councilmember Francis stated the annual Idaho Falls Fire Department (IFFD) report has been released. He also indicated the IFFD is in the process of establishing a national accreditation policy; IFFD negotiations have begun; new IFFD recruits, including two (2) female recruits, are currently in training; the annual IFFD awards ceremony was recently held; and there will be a traditional ceremony in the future for a new fire truck.

Councilmember Radford gave a brief update on the Small Modular Reactor (SMR). He recommended the Council continue working with their liaison director regarding budget priorities. He also encouraged the Council listen to community members' needs.

Councilmember Dingman stated the Parks and Recreation (P&R) Department is finalizing several agreements. She also noted the final construction documents are being developed for the Maeck Education Center (MEC).

Councilmember Freeman noted the recent passing of Bill Maeck and stated a moment of silence was held during the last Civic Center for the Performing Arts Committee Meeting. Mayor Casper acknowledged Mr. Maeck's numerous donations.

### Annual Workers Compensation Program Report:

Mr. Hagedorn introduced the Moreton & Company staff. The following report was presented with general discussion throughout:

Mr. Chad Ranstrom stated the City has chosen to go to a self-funding model for:

- Cost savings – the City has realized a savings of approximately \$2,281,681 as compared to the premium it would have paid to the Idaho State Insurance Fund. This number will fluctuate as losses develop. Mr. Ranstrom briefly reviewed a summary of program savings for the previous six (6) years.
- Improved claims service – the City engaged with a Third Party Claims adjusters, Idaho Intermountain Claims. According to studies performed, self-funded employers in Idaho pay about 50% less per indemnity claim than Idaho State Insurance Fund clients.
- Safety and loss control support – Moreton & Company staff provides loss analysis and trending, industrial hygiene services, safety training, and, safety materials and programs.

Mr. Ranstrom stated the program is also set up for the City to self-insure a portion of claims, and an excess insurance policy is purchased to protect against catastrophic claims.

Ms. Assendrup briefly reviewed number of claims, cost of claims, number of claims by cause of injury, claims by department, claims analysis by department, and, claims analysis by cause of injury for the previous several years.

Mr. Ranstrom stated funding for future losses is important for the City to maintain a loss payee reserve.

Mr. Hagedorn stated a Risk Management Committee was organized in 2013. The committee meets with Moreton Insurance and Intermountain Claims on a quarterly basis to review claims and trends, and, discuss and schedule trainings for identified risks.

Mr. Young reviewed the Fund Balance Summary for the previous four (4) years, including premiums transferred to the fund, workers compensation claims, insurance costs, total gain (loss) for the period, and accumulative gain (loss) - reserve for future claims. He stated workers compensation is allocated by per \$ of payroll, a rate for each job class code is derived by a combination of a fixed and variable rate.

Mr. Hagedorn reviewed the five year plan:

- Update Risk Management Committee and authorization
- Review and revise Occupational Injury section of the Personnel Policy
- Dedicate funds for the promotion of work place safety
- Inter-departmental light duty program
- Safety Officer/Claims Coordinator position funded by Self Insurance Fund
- Move toward an actuarial based budgeting

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Brief discussion followed regarding the benefit of Self Insurance Funding.

Area of Impact Discussion:

Director Cramer recommended Council review the Area of City Impact Tool Kit of Guidelines and Resources and review training on the City website. He stated the AOI is a geographic area where the City intends to grow and can grow in a certain amount of time. He reviewed the current boundaries, approved in 2001. He also stated the AOI is an agreement negotiated between the City and Bonneville County regarding policies for development that occurs in the County within the AOI. He indicated both parts of the AOI are adopted by ordinance with recommendations from City and County. Director Cramer believes the AOI has not worked well due to philosophical differences regarding growth, development, and governance between the City and the County. He also indicated all standards have not been agreed upon. Mayor Casper noted, per the LLUPA, the AOI be reviewed/renewed every ten (10) years. Director Cramer stated this process generally takes approximately two (2) years to adopt. He reviewed the current AOI boundaries and the proposed AOI boundaries stating there are three (3) locations proposed for change within the boundaries, with adequate room to grow. He stated the AOI should reflect twenty years of growth and the P&Z Commissions are proposing to meet on an annual basis, or as needed, to review additional growth. Director Cramer indicated Category A annexations do not have to be within the AOI although Category B and C annexations do need to be located within the AOI and contiguous to the City. Brief discussion followed regarding County boundaries. Director Cramer believes there is concern, for both City and County, as City utility services (not including power services) are extended outside of City boundaries. He noted there are approximately 250 County parcels receiving City services and it would take approximately two (2) years to annex these specific parcels. Director Fredericksen believes there is incentive for these parcels to annex. He noted upon annexation of the 250 parcels, this could extend the annexation line and make additional properties contiguous to the City. He believes utilities served by the City has allowed the smaller communities (Ammon, Ucon, and Iona Bonneville Sewer District) to develop and grow. He noted the Wastewater Treatment Plant (WWTP) has the capacity to serve larger areas although the conduit size may need to be increased. General discussion and comments followed. Director Cramer stated a request was submitted to the County to reduce their Comprehensive Plan to allow a similar timeframe (which the City follows) for growth (twenty years). He indicated the County believes that is illegal as they view their Comprehensive Plan as a pre-zoning map. The legality has not been determined at this point. Director Cramer stated a priority discussion of the AOI involves a developer who has recently requested a portion of one of the proposed AOI boundary change, which is contiguous to the City, remain outside the AOI. Director Fredericksen reviewed the current sewer system at the location. Brief comments followed. Director Fredericksen also indicated the City would need to make financial decisions, including fees, to extend services to assist with future development. Director Cramer indicated before future conversations with the County occur, the City would need to agree with the draft Area of City Impact Language document. Mayor Casper recommended additional discussion regarding AOI be included on the next Work Session agenda.

Discussion of Easement Vacation Process:

Director Fredericksen reviewed the historic process of an easement vacation stating the current two-step process was designed to allow adequate time for the off-site legal staff to prepare the necessary documents as well as adequate time for Council review. He proposed, now that City staff includes an on-site Legal Department, the process be reduced to a single-step process. Director Fredericksen stated easement vacation requests will only be proposed to the Council once the entire project has been discussed and reviewed by the Public Works staff. This discussion will also include protection of the City's interests. Mayor Casper indicated the Council may be approached of any denial, which may require additional discussion. Following brief discussion, there was consensus of the Council to proceed with a single-step process for easement and right-of-way vacations.

There being no further business, it was moved by Councilmember Radford, seconded by Councilmember Dingman, to adjourn the meeting at 5:40 p.m. and move into Executive Session pursuant to the provisions of Idaho Code Section 74-206(1)(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement. At the conclusion of the Executive Session the Council will not reconvene into regular Work Session. Roll call as follows: Aye – Councilmembers Freeman, Radford, Smede, Francis, Dingman, Hally. Nay – none. Motion carried.

**February 20, 2018**

The City Council of the City of Idaho Falls met in Special Meeting (Executive Session), Monday, February 20, 2018, in the City Council Chambers in the City Annex Building located at 680 Park Avenue in Idaho Falls, Idaho at 5:42 p.m.

There were present:

- Mayor Rebecca L. Noah Casper
- Councilmember Michelle Ziel-Dingman
- Councilmember John B. Radford (partial attendance)
- Councilmember Jim Francis
- Councilmember Shelly Smede
- Councilmember Jim Freeman
- Councilmember Thomas Hally

Also present:

- Randy Fife, City Attorney
- Chris Fredericksen, Public Works Director
- Kathy Hampton, City Clerk (partial attendance)

The Executive Session has been called pursuant to the provisions of Idaho Code Section 74-206(1)(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement.

There being no further business, the meeting adjourned at 6:02 p.m.

s/ Kathy Hampton  
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CITY CLERK

s/ Rebecca L. Noah Casper  
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MAYOR