

Customer Support Services City Council Minutes

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CITY OF
REXBURG
America's Family Community

January 10, 2007

Mayor Shawn Larsen

Council Members:

Donna Benfield – Council President
Farrell Young Christopher Mann
Rex Erickson Randy Schwendiman
Bart Stevens

City Staff:

Stephen Zollinger — City Attorney
Richard Horner – Finance Officer
John Millar — Public Works Director
Val Christensen – Building Official
Gary Leikness — Planning & Zoning Administrator
Blair Kay — City Clerk

Pledge to the Flag

6:00 P.M. – Work meeting (School Board and City Council)

Mayor Larsen presented the agenda of items to discuss with the School Board and the City Council. The School Board and City Council introduced themselves. Council Member Young noted Brent Mendenhall is the School Board liaison to City Council and Council Member Stevens is the City Council liaison to the School Board.

Zone #1

David L. Ward
wardd@byui.edu

Zone #2

Brent Mendenhall
brent.mendenhall@id.usda.gov

Zone #3

David G. Taylor
dtaylor@ida.net

Zone #4

Terry Wilcox
tecjam@cableone.net

Zone #5

Kevin Howell
khowellhoney@msn.com

David Ward expressed a desire to identify and resolve issues affecting the city and the School Board. They would like to hear the City Council's concerns with school issues.

Council Member Erickson asked the School Board to listen to some of the city's issues and provided input to help resolve those issues.

David Taylor indicated the community is a place with lots of opportunities where people work together to resolve issues.

A. Joint Use Agreements for facilities and recreation programs

Dr. Geoffrey M. Thomas reviewed the need to have joint use agreements. He presented a new draft "Joint Use Agreement" document between the city and Madison School District to the group. This agreement would update and replace other joint use agreements between the two entities. He asked the city to review the document for any recommendations or changes. Attorney Gregory W. Moeller said some of the items in the old agreement are contained in the draft joint use agreement. This new agreement expands school facilities in the agreement from outside areas like ball fields to include inside facilities like school gymnasium, etc. The proposed agreement was expanded to include city facilities (city parks, golf courses, etc.) used by the school district. It is a very rough draft to be reviewed as a changeable document.

David Taylor indicated it was appropriate for Dr. Thomas and Mayor Larsen to work out the details of the agreement for formal approval of the two entities.

Mayor Larsen asked Parks, Recreation, and Arts Director Jack Bowman to review past working agreements with the school district staff. Brent Orr said it was time to bring the verbal working agreements into the written agreement.

Terry Wilcox mentioned water rights questions he has not seen in writing. He would like to see the detail on these issues. Finance Officer Horner recommended allowing staff from the city and the school district to work on the detail for the governing officials to save some time. Parks, Recreation, and Arts Director Jack Bowman said the city appreciates the opportunity to use the school buildings and ball fields. The staffs from both entities work together to utilize the facilities. There are a lot of verbal commitments and conversations back and forth between the school principals and building schedulers (staffs) of both groups working together to utilize the facilities. The individuals from both entities have built up a trust factor by working together on getting programs planned and scheduled.

David Taylor suggested Jack Bowman, Mike Mitchell, & Nick Holmes, and the school principals work together on the details for the written agreement.

B. New Tennis Courts

The Urban Renewal Agency paid \$100,000 towards the facility. They are looking for additional funding to help complete the project. The school district allocated \$50,000 and the city provided in-kind funding by providing several thousand yards of fill donated by BYU-I to the site. There may be other funding opportunities from entities that will use the facility.

Mayor Larsen said the “Joint Use Agreement” will spell out the maintenance responsibility for the facility to cover resurfacing in 20 years, etc. Lane Hemming indicated the final surfacing and landscaping for the new tennis courts have not been completed.

C. 12th West infrastructure concerning the new schools

1. P&Z issues, site plan development, permit fees, road and utility costs etc...
2. Residential development associated with Southwest Rexburg

D. Junior High property

Mayor Larsen opened discussion on 12th West concerning the development of new school facilities. The discussion started with the planned residential development next to the school property on 12th West.

David Taylor asked if the developer was setting aside land for an elementary school. Public Works Director Millar said the developer was not planning to set any land aside for a school where adjoining land was owned by the school district. There was not any need for the developer to provide additional land for schools.

Superintendent Dr. Thomas referred to comments in the approval meetings where the developer was willing to set aside land for schools. He said there are huge subdivisions planned that will have a huge impact on the school district. He asked the city planners and City Council to consider recommending developers with huge developments set land aside for schools. Council Member Stevens asked how many homes could be planned in this particular subdivision. Public Works Director Millar said based on density, there could be upwards of 500 homes in the Kartchner Homes development next to the school district property.

Lane Hemming mentioned the developer approached the school district to see if the school district would be interested in purchasing some of the proposed development for schools. He listened to the developer’s presentation at Planning and Zoning, City Council, and the school district. The developer’s (Kartchner group) presentation was not consistent in those meetings.

Brent Orr said some cities by city code require developers with a certain number of planned homes to set aside land for schools. Five Hundred homes in a development are worrisome. He referred to another development area on the east side of Rexburg by the new Temple where a new school will be needed in the future.

Planning and Zoning Administrator Gary Leikness referred to his experience in Fort Worth, Texas; where residential development migrated to the schools with the best athletic programs existed. The Fort Worth school districts would provide the city bi-annual reports on school attendance and school capacities. These reports helped the planners make good solid land use decisions. Brent Orr said the school district and the city will have to have better communication on growth patterns, etc. to do better planning. Mayor Larsen asked if a city ordinance was necessary to require joint planning for the two entities. Planning and Zoning Administrator Leikness gave an example of an existing school over capacity by 400 students located next to developable ground.

Planners can make a decision to restrict residential developments on the adjoining property.

Council Member Schwendiman explained 10 subdivisions with 50 homes would be the same growth as one subdivision with 500 homes.

David Taylor explained the school district is close to capacity with 11 mobile class rooms.

Finance Officer Horner said the city is starting the development of a city wide parks plan. One idea for the plan is a joint use park next to the high school with about 10 acres similar to Porter Park.

David Ward referred to a school development in Boise with commercial development near the high school. The students could take advantage of internships at the commercial businesses.

Council Member Erickson was concerned with zoning additional property in Rexburg to a commercial zone. He indicated there were adequate commercially zoned properties in Rexburg.

Mayor Larsen explained the need for a lengthy discussion on the development of 12th West. A pending high school will have an impact on traffic, roads, etc.

Brent Orr was concerned with the costs to develop 12th West and who would bear the burden of that cost. Would the cost be distributed to property owners on both sides of the road, etc?

Council Member Erickson explained the city has discussed this issue a little bit. He would like to treat the school development the same as other developments. There may be a trade off or two to see what the city and school district can do for each other. Fees and infrastructure costs for the high school need to be treated the same as other developments. The citizens passed a bond to provide for the high school development. If the city provides relief to the project from city resources, the city tax payers will be paying on the portion paid by the city and the bond to build the schools.

Council Member Young recommended a spirit of cooperation to help the school district on the project. There may be a trade off with the junior high school property on Main Street. He would like to have city input in the transition of that property to a different use. He did not want the property developed by the highest bidder for a private development. He suggested a property swap with something on 12th West of equal value to allow city control of the property on Main Street. Council Member Young commented on the existing funding mechanism put in place through an "Urban Renewal District" for a swimming pool project on 2nd North. The location is at the old Louisiana Pacific property. The city can not transfer this funding to another location; therefore, the funding for this site would be lost.

Brent Orr explained the engineering firm (JRW & Associates) will add expansion plans to the high school project that could include a swimming pool in a future development.

David Ward asked if there was a way to honor the public trust with negotiations Council Member Erickson has discussed; and work together with the city to plan the development of the property for the public good. David did not understand the cost elements of road construction, etc. The School Board needs to have the information necessary to understand the costs of road construction for their input to the engineering firm (JRW). It would be helpful to know what assets are under the control of the school district and what items the city needs for the project. This would allow two significant entities to work together for the public good. Council Member Erickson agreed with David's explanation.

Council Member Schwendiman would like to see county participation in the process because county residents will be attending the school. He referenced his tax bill going on a two to one ratio to the county. He was opposed to spending a lot of city money on the project because the facility will be utilized by both city and county residents. All of the county & city residents pay into the school district; however, the city residents pay an additional city tax for being inside the city.

Superintendent Dr. Thomas would like to see trade-off's explored to minimize the expense to the city and the school district. He and Mayor Larsen have discussed the joint use of city and school district facilities to minimize costs.

Council Member Erickson agreed if the costs were the same for city residents and county residents. The city does not make money when a city street is constructed. It is built for the "cost" of the project. He directed the School Board to the city's Public Works Director John Millar for the cost of 12th West road construction including other associated costs for road expansion.

Mayor Larsen explained new developments are responsible to pay 1/2 of a standard street width (44 feet) in new road construction. Streets larger than the city standard would have city funds to make up the additional width. The city develops city roads as developments are constructed. 7th South is a good example of one side of the street being developed as property on north side of the road is developed.

Council Member Erickson reiterated his desire to have residential development around city schools.

The School Board does prefer green space around the high school. They do like the look and feel of residential homes around the high school. The development they reviewed in Boise was accessed by going through a commercial area, then green space to get to the high school.

E. Barney Dairy Road

Public Works Director Millar reviewed an area near the existing high school property planned for a new road. The Barney Dairy Road is going to be accessed from East 4th North by a bridge over the canal adjacent to Barney Dairy Road. The road will be connected at a 90 degree turn off from 4th North. A new bridge will be installed to cross the canal. The city is seeking School Board approval for right-of-way to use school district property (about 1/10 acre) for the intersection. Native grasses would be planted in the area of the intersection.

The School Board would like to work with the city to minimize costs on the new buildings; including the city road project on Barney Dairy Road. Public Works Director Millar was directed to work with Varr Snedaker and Nick Holmes from the school district on the project.

Council Member Stevens requested a working relationship with the School Board to maximize building square footage paid by tax payer dollars.

Planning and Zoning Administrator Leikness indicated the pre-application process will be a good forum to discuss these building issues with the school district.

1. Pre-application conference.
2. Conditional Use application including “site plan.”
3. Land-use public hearing process.

The School Board would like to meet monthly for regular progress reports. The next work meeting with the School Board was scheduled for February 21st at 6:00 P.M.

7:00 P.M. – Work Meeting (Department Head Dinner)

Consent Calendar: The consent calendar includes items which require formal City Council action, however they are typically routine or not of great controversy. Individual Council members may ask that any specific item be removed from the consent calendar for discussion in greater detail. Explanatory information is included in the City Council’s agenda packet regarding these items.

- A. Minutes from December 20, 2006 meeting
- B. Minutes from January 03, 2007 meeting
- B. Approve the City of Rexburg Bills

Council Member Erickson moved to approve the Consent Calendar; Council Member Stevens seconded the motion; all voted aye, none opposed. **The motion carried.**

Go over the City Council priorities for 2007:

Mayor Larsen requested the department heads become familiar with the City Council’s priorities (goals) for 2007 and work them into the individual department goals. The departments will come up with department goals that compliment City Council’s priorities. These priorities must be communicated to all of the employees; because it is everyone (employees plus City Council and Mayor) working together to accomplish the city’s priorities. Mayor Larsen quoted a city mission statement from a few years ago; “Rexburg is an innovative community that is committed to excellence through leadership, balanced growth, and cooperation. These high standards will continue to make Rexburg a wonderful place to live, work, and play.”

Mayor Larsen said this community has changed in the last three years. Where will the city be in five or ten years? It is an exciting time for the city. He appreciated working with the department heads, employees, and City Council. The voters cast their votes based on the city's responsiveness to their needs. Mayor Larsen asked City Council to relay their priorities for 2007 to the department heads.

Council Member Benfield asked for more employee training. Every employee needs to provide good customer service while representing the city when picking up trash or taking a phone call. She expressed a desire to have improved customer service through professional training.

Council Member Erickson would like to have less intimidation at the entry way into the Police Department. He was concerned with the citizen's ability to access police staff in a friendly atmosphere. He acknowledged it is necessary to maintain a secure work place for the Police Department staff; however, he said it was important for people to be able to talk to city staff face to face if at all possible. Chief Archibald said the police office does have a nice conference room to hold a one on one discussion with citizens and employees from the Police Department.

Mayor Larsen announced the Parks Department has a new city parks foreman named Greg McInnes. Kristy Geisler is the new Parks and Recreation Assistant. Part time crews are managing the Nordic Ice Skating Rink on Main Street.

The City Council reviewed the following priorities for each city department:

Parks, Recreation and Arts Department:

1. Greener grass managed by really good parks crews.
2. Downtown beautification – flowers on Main Street.
3. First class recreation programs.
4. Partnering with other entities like the school district.
5. Custodial care at city facilities; Tabernacle, Westwood, Roundabout, etc.
6. Trim dead wood out of trees in the city parks and take the dead trees out.
7. Tree recommendation for Main Street. (landscape architect) & review the downtown trees for replacement every two years.
8. Staff do punch list for beautiful parks.
9. Maintain the carousel in Porter Park and have a schedule posted.
10. Splash Park will be up and running on Memorial Day. – prepare it in May.
11. The Parks Department is responsible for the care of the Downtown trees.
12. Plow pedestrian downtown corridor on Main Street, Center St. and 2nd East.
13. Finance report on Westwood Theatre.
14. Out source some city functions based on economic evaluation.
15. Grass and playground equipment in Hidden Valley Park.

Public Works Department: Council Member Young complimented Public Works Director Millar for his hard work on behalf of the city.

1. LID 37 for 2nd West. (Three LID's will be open in 2007.)
2. Complete existing LIDs (Millhollow Road.)
3. Restroom in Smith Park. (Bidding the project in February.)
4. Lights in Porter Park.
5. Customer Service training emphasized for Public Works employees.
6. Open house for the new animal shelter.

GIS Department:

1. Work effectively with both city and county departments. (70% of county residents live inside the City of Rexburg.) The county pays for parcel maintenance.
2. Provide updated maps to city departments.
3. Provide training to employees to use GIS systems.

Customer Services Department:

1. Provide exceptional customer service.
2. Train employees on Customer Service including city databases (LIS & GIS systems.)
3. Provide adequate communication from the top down to employees.
4. Request in/out schedules from employees.
5. Provide a training sheet for answering calls: ask, "How may I help you?" Route the call to the correct department.
6. Provide a "city/county map display" for customer map selections.
7. Training to communicate latest information of city actions.

Planning and Zoning Department:

1. Update Comprehensive Plan Map every six months.
2. Regional Comprehensive Plan contract.
3. Annex islands inside the city.
4. Manage growth responsibly.
5. Provide new prospective to Rexburg planning.
6. Be proactive with planning. Follow the adopted Comprehensive Plan.

Emergency Services: (governed by the Emergency Services Board.)

1. Aerial fire truck.
2. Continue to seek help from BYU-I (internships.)
3. Continue planning for a new substation (remote fire station.)
4. Relate future planning to the Comprehensive Plan.
5. Continue to seek methods to handle escalating emergency calls for both the Fire Department and Ambulance Services.
6. Establish a 911 Advisory Committee with a Homeland Security Administrator.

Council Member Schwendiman moved to draft a City Council letter recommending a 911 Advisory Committee with city and county representation to direct Emergency Services with an independent Homeland Security Advisor coming from outside of the three Emergency Services entities in Madison County; Council Member Erickson seconded the motion; all voted aye, none opposed. **The motion carried.**

Craig Rindlisbacher explained the Homeland Security effort is moving forward without input from Madison County and Rexburg. Whisper Mountain Consultants help with grant funding for Homeland Security grants. Madison County is not providing a voice into this process due to the lack of a Homeland Security Advisor.

Police Department:

1. Seek additional support for off campus issues from BYU-I.
(BYU-I Officers can not go out of the BYU-I perimeter.)

IT Department:

1. Web site updates done timely.
2. Do employee training on software tools.
3. Provide information lookup for Customer Service Department.
4. Add IT line to city hall.

Building Department:

1. Develop attitude with employees saying “customer is always right.”
(Realizing the city codes must be followed.)
2. Educate customers on volume of work and detail required for plan reviews.
3. Educate customers on the additional fees (impact fees) required over building permit fees. Demonstrate fees on a pie chart.
4. Require port-a-potties on job sites every 400 feet.

Finance Department:

1. Out source maintenance of open space (fertilizer, etc.)
(do financial analysis)
2. Provide City Council a monthly budget summary report on one page.
3. Use caution when micro managing “transfer accounts” for services between public entities. Encourage inter agency cooperation with city and county, School Board, etc.
4. Maintain enterprise funds as non-profit self supporting accounts.

Legal Department:

1. Codification in digital format.

Mayor's Report: - None

Council Member Stevens moved to go into executive session due to a personnel issue; Council Member Benfield seconded the motion. Mayor Larsen called for a roll call vote:

Those voting aye

Farrell Young
Randy Schwendiman
Donna Benfield
Rex Erickson
Bart Stevens
Christopher Mann

Those voting nay

None

The motion carried.

Executive Session:
Executive Session ended.

Adjournment

Mayor Shawn Larsen

Attest:

Blair D. Kay, City Clerk