



CITY OF DRIGGS
COUNCIL REGULAR SESSION
October 6, 2015

Pursuant to adjournment of the City Council meeting held September 29, 2015, and to the call of the Mayor, the Driggs City Council met on October 6, 2015. Present: Council President Jones; Council Members Christensen, Kaufman, and Mossman; Mayor Johnson. Also present: Community Development Director Self, Finance Officer Lenz, and Public Works Director Gunderson.

7:30 p.m. The regular session was called to order.

Approval of Minutes

- September 15, 2015. **Jones moved to approve the September 15, 2015 minutes. Mossman seconded.** Motion carried unanimously.
- September 29, 2015. **Mossman moved to approve the September 29, 2015 minutes. Christensen seconded.** Motion carried unanimously.

Treasurer's Report

- Lenz requested that the claims approval report dated 9/23/2015-10/6/2015 be adjusted to remove C. Wallace from 10-44-620 Tribute Stage at \$150.00 and to increase 22-44-656 Street Improvements to \$101,686.76 for an adjustment to DePatco's West Little Avenue Pay Request #1.
- **Mossman moved to approve Claims dated September 23 – October 06, 2015 as amended. Christensen seconded.** Motion carried unanimously.

Public Hearing: Resolution 308-15 Fees for Approval [continued from 9.15.15]

- Lenz pointed out the changed fees and the proposed new fees and answered questions from the Council. The table for Park Reservation Fees and for Development Impact Fees will be redesigned for better clarity. There were no verbal or written comments received on the proposed resolution.

7:56 p.m. The Public Hearing was opened.

- There was no public comment in favor, neutral, or against the proposed fee schedule.

7:57 p.m. The Public Hearing was closed.

Consider Resolution 308-15 Fees for Approval [continued from 9.15.15]

- **Mossman moved to adopt Resolution 308-15 Water, Sewer, General and Land Use Application Fees. Kaufman seconded.** Motion carried unanimously.

Consider Amendment 01 to Idaho Transportation Dept. (ITD) Bus Storage Grant Agreement

- Self notified the Council that the ITD has given the go ahead to use previously awarded grant funds to improve the 9,000 sf bay at the Development Company's Ford garage for use as a bus storage facility. The proposed Amendment 01 would combine multiple awards into one and extend the funding to September 30, 2016. Self confirmed that the public transit

providers, START, TRPTA, and Targhee Shuttle, were aware of and in agreement with being billed for all costs of utilities and maintenance for the garage bay.

- **Mossman moved to authorize Mayor Johnson to execute Amendment 01 to the ITD Bus Storage Grant Agreement. Jones seconded.** Motion carried unanimously.

Consider an Extension to Idaho Transportation Dept. Targhee Shuttle Grant Agreement

- Self explained that the ITD's shift to an October 1 fiscal year start for public transit funding requires an extension for active agreements. The proposed Amendment 01 will extend the existing grant funding for the Targhee Shuttle to September 20, 2016. There is no negative financial impact to the City for agreeing to this extension.
- Rather than re-print multiple page agreements for future grant awards, a summary of proposed agreements will be included in the Council's packet.
- **Mossman moved to authorize Mayor Johnson to execute Amendment 01 to the ITD Grand Targhee Shuttle Agreement. Kaufman seconded.** Motion carried unanimously.

Consider Agreements with Teton Valley Business Development Center (TVBDC) and Idaho Dept. of Labor (IDOL) for Workforce Training Micro Grant Project

- The proposed agreement with the TVBDC will ensure that the conditions required in the IDOL Workforce Training Micro Grant awarded to the City for technology training in conjunction with the TVBDC, Eastern Idaho Technical College (EITEC), Silverstar Communications, and the Valley of the Tetons Library [Driggs Branch is assumed] are met. It also outlines performance responsibilities for each respective party. The proposed agreement has been approved by the TVBDC governing board.
 - **Jones moved to authorize Mayor Johnson to execute the project agreement with the TVBDC for the IDOL Workforce Training Micro Grant for technology training. Christensen seconded.** Motion carried unanimously.
- In conjunction with the TVBDC agreement, Self next asked that the Council approve the \$25,000 IDOL funding agreement for the Work Force Development Training Fund (WFDTF) micro-grant project discussed above.
 - **Christensen moved to authorize Mayor Johnson to execute the funding agreement with the IDOL for the Workforce Training Micro Grant project. Kaufman seconded.** Motion carried unanimously.

Consider Amendment to Teton Geotourism Center (TGC) Management Agreement for TVBDC Sublease

- The TGC has requested that it be allowed to offer the TVBDC 80 sf of office space within its current office space. The management agreement between the City and the TGC prohibits any kind of lease to another entity unless approved by the Council. Driggs Urban Renewal Agency (DURA) was previously approved as a TGC office sub-lessee but recently moved to an off-site office.
- The TVBDC listed three reasons for its request to lease space at the TGC: (1) closing of a fiscal year funding gap by not having to pay \$7,200 in annual rent, (2) growing its collaboration with the TGC and the Teton Valley Chamber of Commerce, and (3) the TGC's ability to serve as a showcase for Teton Valley to prospective businesses, state officials, and others.
- Self recommended Council approval of TGC's sublease request for the TVBDC with the following

provisions: (1) no public meetings be held in the TGC, unless expressly rented for such purpose from the TGC and (2) that the proposed lease and any renewals terminate each year on September 30th. Self assured the Council that TVBDC's current landlord was supportive of the proposed move.

- **Mossman moved to authorize the TGC to lease a portion of its office space to the TVBDC for use as a one-person administrative office, subject to City staff approval of the lease document, which shall contain provisions that: (1) no public meeting be held in the facility, unless expressly rented for such purpose from the TGC and (2) said lease and any renewals shall terminate each year on September 30th. Jones seconded.** Motion carried unanimously.

North-South Pathway Change Orders

- **Section C – Ross – 750N Change Order (C/O) #1 – Culvert**
 - The Grand Teton Canal Company has requested that box culverts be used on this section of pathway versus the culverts that were included in the original bid documents. The City owns several box culverts that were removed from a recent airport upgrade and are suitable for this section of pathway. The cost increase to install box culverts is \$3,268.23 for the use of a larger excavator and transportation.
 - A project checklist and responsibility matrix is being developed for use on future construction projects to prevent this type of issue in the future. After Self confirmed that the box culverts were already installed, he requested Council approval of C/O #1 to authorize payment for the installation.
 - Approval of C/O #1 would leave approximately \$2,348 in project contingency with no other changes anticipated although the need for additional fill may decrease the contingency amount.
 - **Mossman moved to authorize Mayor Johnson to execute Change Order #1 – Culvert on the contract for Knife River North-South Pathway Section C and to authorize Mayor Johnson to execute additional Section C change order(s) not to exceed available contingency funds. Christensen seconded.** Motion carried unanimously.
- **Section B – Johnson to Wells Fargo Change Order #1 – Alignment Shift, Additional Demolition**
 - Self informed the Council that there is \$14,051.97 left in contingency for this pathway project. Change Order #1 would decrease the pathway width to 8', from 10', between the City's lift station and the shoulder of Highway 33 avoiding The Pet Center's business sign and all lift station equipment. A shift in the pathway is also required by Skippy's Chicken to avoid a phone pedestal that cannot be moved. Finally, a small section of curb at the Wells Fargo access will need to be cut-down for the sidewalk crossing. ITD would need to approve the design changes and additional cost before work is done. Total C/O #1 cost to be determined.
 - **Jones moved to authorize the Mayor to execute C/O #1 – Alignment Shift, Additional Demolition on the contract for CM Owen North-South Pathway Section B. Mossman seconded.** Motion carried unanimously.
 - Discussion followed on authorizing Mayor Johnson to execute additional Section B change order(s) within remaining contingency funds.
 - **Christensen moved to authorize Mayor Johnson to execute additional Section B change order(s) not to exceed \$2,000. Kaufman seconded.** Motion failed with

Christensen and Kaufman, aye; Jones and Mossman, nay; Johnson, nay to break the tie.

- **Jones moved to authorize Mayor Johnson to execute additional Section B change order(s) not to exceed \$3,000. Mossman seconded.** Motion carried unanimously.

Consider Contract with Arnold Machinery Co for the SRE [Snow Removal Equipment] at the Airport

- Continued to the 10.20.15 regular Council meeting

Staff Reports

- Self reviewed his Community Development report.
 - W Little paving is scheduled for the week of October 12. Self clarified that C/O #7 had not been executed as of this Council meeting date. The proposed C/O would have addressed drainage issues in front of Rick's.
 - Pathways (see above for Section B & C change order requests). Both the Ross-750N and Section B pathways have a completion date of November 1, 2015. Signage options at driveways into businesses on Section B were discussed.
 - Wayfinding Signs – Invitation to Bid for sign fabrication will be out soon. Installation will be postponed until spring.
 - Design for the Bus Storage Facility project will begin in October with an invitation to bid expected out in January.
 - Transit Center – ITD has stated that it would be difficult to change the location of the proposed transit center nor is there adequate space to develop a cost effective parking structure on the existing community center property. Self has requested a contract for a conceptual design from the selected design team, the contract is to focus on developing cost estimates and retail pad options adjacent to the park & ride lot. With concept designs and cost estimates in hand the City and Broulim's should be able to conduct more informed negotiations for the sale of the property being sought. A proposed design/concept contract will be brought to the Council for review/approval at its October 20 regular meeting.
 - Affordable Housing – Self will be working with City Attorney Zollinger, Teton County, ID, and the City of Victor staff to develop resolutions/ordinances and agreements to create a joint Cities-County Housing Authority. City and County staff would provide support to the authority in the interim so that expenses of an additional dedicated staff person would not derail creation of the authority.

- Gunderson reviewed his Public Works report.
 - A 10' x 10' quilt was pulled from the Valley Center lift station recently. The City's new SCADA telemetry system notified PW personnel and the lift pump was shut down before it burned out.
 - Vandalism of City street signs is on the increase. Reports are being filed with the Sheriff's Office at each occurrence. A test of surveillance cameras at City Park went well.
 - There are several locations in town where people are storing their personal items in the City's right of way.

- Pedestrian crosswalk signs will be picked up for the season October 15 & 16.
- Annie Decker, Planning & Grant Technician, submitted her written report notifying the Council of the P&Z public hearing on October 14 to consider an amendment to the current zoning ordinance to add “Off-Highway Vehicle Repair and Sales” as a land use that can be regulated separately from “Auto Repair” and “Vehicle Sales”. If P&Z Commissioners make a recommendation to amend, the Council will need to hold a public hearing to amend the existing ordinance.

Mayor’s Report

- **ICRMP Board of Trustees Nominations:** Council members concurred with Mayor Johnson’s recommendation to nominate Brian Blad, Pocatello mayor, and incumbent to the ICRMP Board of Trustees, to represent region 2.

9:28 p.m. Adjournment

Jones moved to adjourn. Kaufman seconded. Motion carried unanimously.

Hyrum Johnson, Mayor

Attest: Carol Lenz, Finance Officer

Dated this _____ Day of _____, 2015.