

**CITY OF BLACKFOOT
SPECIAL CITY COUNCIL MEETING
January 21, 2016**

ROLL CALL

Roll call was taken and those in attendance were: Councilman Brown, Councilman Gardner, Councilman Jensen and Councilwoman Simpson.

2015 AUDIT REPORT

The 2015 Audit Report was presented by Morgan Hatt, who provided a highlight of revenues and expenditures. Mr. Hatt stated that it was a good year for the City and the financial situation is positive. City Treasurer, Heather Schild, reported the status of 2015 investments. Ms. Schild stated that, overall, City investments resulted in a growth of \$142,000.

CITY OF BLACKFOOT FY 2017 BUDGET KICKOFF PLANNING WORKSHOP

Mayor Loomis presented the Strategic Plan for the City of Blackfoot and the agenda for the meeting. Mayor Loomis also provided an overview of a three tiered compensation structure that is being recommended as follows: 1) Annual change of the salary schedule based on the Consumer Price Index, the Rate of Inflation and the PERSI COLA; 2) Merit Increases for high performers; and 3) Step Increases for all employees on a biannual schedule, based on performance. Councilmembers supported this logic when preparing the 2017 budget.

LIBRARY

Lisa Harral, Library Director, presented a recap of achievements in 2015, 2016 goals, and the continuing future need to incorporate advancing technology, increase programming, and provide materials in a variety of formats.

YEARLY REPORT TO THE COUNCIL BY THE BLACKFOOT URBAN RENEWAL AGENCY (BURA)

Scott Reese presented a review of BURA achievements for 2015, and upcoming projects for 2016, including funding for a new Veterans Park and a walking tour through the downtown area.

BLACKFOOT FIRE DEPARTMENT

Fire Chief Kevin Gray summarized the 2015 achievements and budget for the Blackfoot Fire Department. Chief Gray also discussed future options for a new fire station, as well as a sub-station to the east of the railroad tracks to better support the citizens in that portion of the City. Chief Gray also discussed the formulation of the City Emergency Management Team as well as the SHIP Grant that enabled three City Paramedics to attend a community paramedic course (CHEMS). Also discussed was the need to compare current salaries in the Fire Department to those of our competitors.

BLACKFOOT POLICE DEPARTMENT

Police Chief Kurt Asmus presented the Blackfoot Police Department Mission Statement, short term goals and 2017 budget considerations for the Police Department. Chief Asmus also discussed long term goals, including the potential for a new animal shelter, an increase in the number of officers to support annexation plans and the potential for City Hall and the Police Department to move to one building. Chief also discussed concerns regarding recruitment and retention.

PARKS / RECREATION / POOL / CEMETERY

Scott Hays, Parks & Recreation Superintendent, presented a highlight of priorities for 2015/2016; specifically, completion of the new golf course structure, determining future plans for the swimming pool after the engineering analysis is complete, installing new park equipment, continuing work on the RV Park, cemetery improvements and development of a new softball field. Mr. Hays also identified several new pieces of equipment that he feels are needed to replace aging equipment, with the intent that the aging equipment would be utilized in other departments.

GOLF

Mike Dayley presented golf course revenue for 2014 and 2015, showing a revenue increase of approximately 10%. Mr. Dayley then identified several pieces of equipment that are needed, as well as identifying improvements for cart paths and tee boxes.

POOL

Scott Hays presented pool revenue from 2014 and 2015, and identified that no major changes are being recommended at this time, pending the results of the engineering study.

CEMETERY

Scott Hays presented accomplishments at the Blackfoot Cemetery, including improvements as a result of the Union Pacific Grant, installation of bathrooms, tree trimming and computerization of plot information. Proposals for the upcoming year include acquisition of equipment, tree trimming, block markers and potentially adding columbaria at some point in the future.

PUBLIC WORKS / OVERVIEW

Richard Mangum, Public Works Director, highlighted several 2015 accomplishments for the Department, including the Lawrence Lane sewer project, sewer line replacement at Wild Rose Lane and Lilac Street, which was a collaborative project involving all departments within Public Works and replacement of the storm drain on York Drive. Also, the City purchased a parcel at Teeples and Bergeson and installed a retention pond in that area, the Idaho Department of Parks & Recreation RV Parking Lot project was started, and improvements were made at the airport. Additional projects included collaborative projects with BURA.

WATER DEPARTMENT

Vernon Cannon, Water Superintendent, discussed the need for a new Water shop, and there was discussion regarding the benefits of the Water and Streets Departments sharing a shop area and resources, thus providing a cost savings. Other projects include the improvements that are needed at various pump stations, as well as demolition and removal of unused water tanks.

STREETS AND SANITATION

Vaughn Key, Streets Superintendent, provided additional information on accomplishments for 2015 that include improvements made at the Judicial Street RR crossing as well as crack sealing and chip sealing on various city streets. Projects for 2016 include winter maintenance on vehicles, improvements on Royal, Sparling, Jones, Peach, Apple and Lemon Streets. Upcoming projects suggested are improvements on additional City streets, the purchase of several vehicles as well as a salt brine maker. With respect to the Sanitation Department, work is progressing in a normal fashion; however, the need for a new commercial truck was identified for 2017.

WASTEWATER TREATMENT PLANT & STORM WATER

Rex Moffat, Wastewater Superintendent, reviewed accomplishments for 2014 and 2015 including the installation of a reverse flow catch basin on Highland Drive, replacement of a sewer line on Ruby Street and cleaning of sanitary sewer lines in Groveland, Moreland and Quadrant 4. An update on 2016 projects included the installation of a secondary clarifier at the WWTP, SCADA program upgrades, various sewer line replacements and purchase of additional required equipment.

CITY CLERK

Suzanne McNeel, City Clerk, presented 2015 accomplishments, highlighting an increase in automation of several functions, cost savings as a result of fewer accounts going to collections, the installation of a new cost effective phone system at City Hall and reduction of energy costs as a result of several window replacements in City Hall. Projections for the coming year are for software program updates, transition to a fiber optic system, a records management program and ongoing roll out of new phones in other departments.

HUMAN RESOURCES

Lisa Tornabene, HR Director, presented 2015 accomplishments, highlighting a growth in full time staff, cost savings resulting from benefits negotiations and increased community communications, involvement and services to City employees. Also discussed were issues surrounding retention of existing employees and recruiting of new employees; specifically, the importance of retaining staff and our direct competition benchmarks for skilled employees. A review of personal time off (PTO), which has been a roadblock in recruiting, showed that our direct competition for talent have more aggressive PTO allowances than the City of Blackfoot, and Council requested additional information regarding PTO in similar sized cities as well as private industry.

CITY ATTORNEY

City Attorney Garrett Sandow provided a synopsis of pre-trial and infraction activities for the past year and identified positive trends. Attorney Sandow commended our Police Officers on their high level of performance.

ADJOURNMENT

The meeting was adjourned at 7:15 PM.

City of Blackfoot

Attest

Mayor Paul Loomis

City Clerk, Suzanne McNeel

Prepared By

Lisa J Tornabene