

**CITY OF BLACKFOOT
CITY COUNCIL MEETING
April 4, 2017**

PLEDGE OF ALLEGIANCE

Mayor Loomis welcomed those in attendance and asked one of the Scouts to lead the Pledge of Allegiance.

ROLL CALL

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

CONSENT AGENDA

Mayor Loomis presented the consent agenda which includes the following: Minutes 3/7/17 and the Payables. Councilman Gardner motioned to approve the Consent Agenda, Councilwoman Simpson seconded; all were in favor, motion carried.

HOLLY POWELL, CITY TREASURER

Treasurer Report

Ms. Powell distributed the February financial statement; there were no questions.

Resolution Authorizing the Lease of Lawn Mower – Zion’s Bank

The City received a 3-year lease/purchase arrangement from Zion’s Bank for purchase of a lawn mower; this is a budgeted purchase. Attorney Sandow read into record proposed Resolution 356. Councilman Gardner motioned to adopt Resolution 356 as read and waive all further readings, Councilwoman Simpson seconded; roll call was taken and all were in favor, motion carried.

Resolution 356

A resolution approving the form of the Lease Purchase Agreement with ZB, N.A., Salt Lake City, Utah. Finding that it is in the best interests of the City of Blackfoot, Idaho to enter into said Agreement, and authorizing the execution and delivery thereof.

Whereas, the City Council (the “Governing Body”) of the City of Blackfoot, Idaho has determined that a true and very real need exists for the leasing of the equipment described in the Equipment Lease Agreement presented to this meeting; and

Whereas, the Governing Body has reviewed the form of the Lease Purchase Agreement and has found the terms and conditions thereof acceptable to the City of Blackfoot, Idaho; and

Whereas, the Governing Body has taken the necessary steps, including any legal bidding requirements, under applicable law to arrange for the leasing of such equipment under the Lease Purchase Agreement. Be it resolved by the Governing Body of the City of Blackfoot, Idaho as follows:

Section 1. The terms of said Lease Purchase Agreement are in the best interests of the City of Blackfoot, Idaho for the leasing of the equipment described therein.

Section 2. The Mayor and City Clerk are hereby authorized to execute and deliver the Lease Purchase Agreement and any related documents necessary to the consummation of the transactions contemplated by the Lease Purchase Agreement for and on behalf of the City of Blackfoot, Idaho.

Section 3. The officers of the Governing Body and the City of Blackfoot, Idaho are hereby authorized and directed to fulfill all obligations under the terms of the Lease Purchase Agreement.

Adopted and approved this 4th day of April, 2017.

By:

Mayor

Attest:

By: _____

City Clerk

MAYOR PAUL LOOMIS

Proclamation Declaring April as Fair Housing Month

Mayor Loomis read into record a Proclamation declaring April 2017 as Fair Housing Month in the City of Blackfoot.

III-A Presentation by Amy Manning

Postponed due to a family emergency; will be rescheduled.

BBCYC Presentation for Support of Ban on Smoking

Officer Greg Austin introduced Katie Hammond, a member of the Blackfoot & Bingham County Youth Coalition, who described her experience learning about the American Lung Association STAND Program, that the BBCYC feels is a good opportunity for our area. The main goal of the STAND Program is to reduce the use of tobacco products by adults, on school campuses and during extra-curricular activities. Ms. Hammond discussed the fact that allowing adults to smoke on school campus and during events doesn't provide a good example for children; in addition, it exposes them to second hand smoke, which is also dangerous. Ms. Hammond shared a personal experience that she had when an adult was smoking at a school event, and described the way it affected her ability to enjoy the activity.

Officer Austin explained the BBCYC presented the STAND Program to Mr. Thomas at the Blackfoot High School as well as representatives from the Blackfoot School District, who were all supportive of implementing the program. At this time, the BBCYC is asking City Council for a letter of support for the STAND Program.

Councilmembers then discussed implementation and enforcement with Officer Austin, and asked questions of Attorney Sandow regarding an Ordinance. All Councilmembers were supportive of the Mayor writing a Letter of Support. Mayor Loomis then encouraged members of BBCYC to continue to be involved in their community, and thanked them for attending.

Contract for Library Services

Maureen Gordon, representing the joint Library Board, explained that the Joint Board met and voted unanimously to enter into contract between the City Board and the County Board. Attorney Sandow

explained the substance of the Contract has remained the same from prior years, with minimal changes. Councilmembers then discussed specifics of the Library District. Councilman Jensen motioned to approve the contract with the Library District, Councilman Gardner seconded; all were in favor, motion carried.

Industrial Bond Board Reappointments – Scott Reese and Gary Baumgartner

Councilman Gardner motioned to ratify the re-appointments of Scott Reese and Gary Baumgartner to the City of Blackfoot Industrial Bond Board, Councilwoman Simpson seconded; all were in favor, motion carried.

Wastewater Change Order #15; Hoist System – JUB & Starr Corporation

Mayor Loomis discussed the need for installation of a permanent hoist mechanism for the pumps in the wastewater well. This hoist will be used to lift the pumps for repairs and preventative maintenance; the hoist would increase the safety of our workers. This hoist was inadvertently not included with the original re-design of the WWTP. Rex Moffat included further detail regarding specifics of the design. Adding this to the current project would result in a direct cost to the City of \$28,000. Councilman Gardner motioned to approve Change Order #15, Councilwoman Simpson seconded; all were in favor, motion carried.

Approve Snake River Planning & Development, LLC for Phase 2 of the Block Grant Administration Contract

Councilwoman Simpson motioned to approve Snake River Planning & Development to manage Phase 2 of the Block Grant, Councilman Gardner seconded; all were in favor, motion carried.

Approval for Mayor to Sign Delegation of Authority – Great American Eclipse

Mayor Loomis explained that a regional Emergency Action Team was formed to address the Great American Eclipse; the delegation of authority would be only for coordination of the cooperative effort between agencies. Chief Gray and Chief Asmus are in support. Councilman Jensen motioned to approve the Mayor signing the Delegation of Authority for the Great American Eclipse, Councilman Gardner seconded; all were in favor, motion carried.

Cooperative Agreement with ITD Regarding ADA Ramps

Councilwoman Simpson motioned to accept the cooperative agreement with ITD, Councilman Gardner seconded; all were in favor, motion carried.

Attorney Sandow read into record proposed Resolution 357. Councilman Gardner motioned to adopt Resolution 357 as read and waive all further readings, Councilwoman Simpson seconded; roll call was taken and all were in favor, motion carried.

RESOLUTION 357

WHEREAS, the Idaho Transportation Department, hereafter called the **STATE**, has submitted an Agreement stating obligations of the **STATE** and the **CITY OF BLACKFOOT**, hereafter called the **CITY**, for ADA improvements on I-15; and

WHEREAS, the **STATE** is responsible for obtaining compliance with laws, standards and procedural policies in the development, construction and maintenance of improvements made to the Federal-aid Highway System; and

WHEREAS, the **CITY** and the **STATE** are providing funds for this project; and

NOW, THEREFORE, BE IT RESOLVED:

1. That the Cooperative Agreement to construct ADA improvements on I-15 within city limits is hereby approved.
2. That the Mayor and the City Clerk are hereby authorized to execute the Agreement on behalf of the **CITY**.
3. That duly certified copies of the Resolution shall be furnished to the Idaho Transportation Department.

CERTIFICATION

I hereby certify that the above is a true copy of a Resolution passed at a *regular, duly* called special (X-out non-applicable term) meeting of the City Council, City of Blackfoot, held on

April 4, 2017.

(Seal)



Suzanne McFee
City Clerk

REX MOFFAT, WWTP SUPERINTENDENT

Permission for Snake River School District to Connect to the City Sewer System

Mr. Moffat introduced David Assan, from Rocky Mountain Engineering and Surveying, who explained the background of the request by the Snake River School District (SRSD) to connect to the City's sewer system. Mr. Assan described the age, condition and history of the current septic system, various options that were considered, as well as the advantages of connecting to the City's wastewater treatment plant. Mr. Assan also discussed the potential for the City to waive and/or provide an adjusted fee schedule for the District. Councilmembers then participated in a discussion, asking Mr. Moffat some specifics regarding engineering and capacity. Mr. Moffat confirmed that the City WWTP has capacity to process the additional waste that would be generated. Councilman Jensen motioned to start negotiating a contract with the SRSD to allow them to connect to the City WWTP, Councilman Gardner seconded; all were in favor, motion carried.

RICHARD MANGUM, PUBLIC WORKS DIRECTOR

Approval of Contract Recommendations

Fire Station Architect and Engineering Contract

Through selection committee decision, Myers Anderson was selected for the Fire Station project.

Airport Engineering/Consultant Contract

Through selection committee decision, T.O. was selected to act as the airport engineering/consultant. Councilman Gardner motioned that the City enter into contracts with T.O. and Myers Anderson for the respective projects, Councilwoman Simpson seconded; all were in favor, motion carried.

SUZANNE MCNEEL, CITY CLERK

Resolution for Records Destruction

Ms. McNeel presented the status of City records destruction and requested Council approve proposed Resolution 358. Councilwoman Simpson motioned to adopt Resolution 358 and waive all readings, Councilman Gardner seconded; roll call was taken and all were in favor, motion carried.

RESOLUTION NO. 358

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BLACKFOOT, IDAHO, AUTHORIZING DESTRUCTION OF RECORDS.

WHEREAS, Idaho Code 50-907 requires the City Council to authorize destruction of records that are not required to be retained as permanent records or historical records and have met the minimum retention period provided by the city's record retention schedule and are no longer required by law or for city business; and,

WHEREAS, the City Clerk has proposed for destruction certain records that have exceeded their minimum retention; and,

WHEREAS, approval for the destruction of the below listed records has been obtained from the Idaho State Historical Society, when required, and the City Attorney, as provided by Idaho Code 50-907.

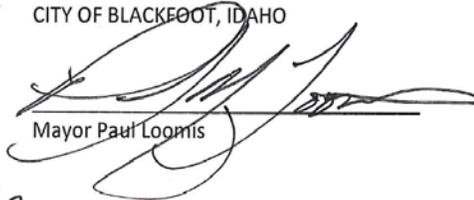
NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Blackfoot, Idaho that the below listed records shall be destroyed under the direction and supervision of the City Clerk.

(See Attached List)

The administrative staff of the City is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

PASSED AND APPROVED by the Mayor and City Council this 4th day of April, 2017

CITY OF BLACKFOOT, IDAHO



Mayor Paul Loomis

ATTEST:


City Clerk, Suzanne McNeel



List of Records to Destroy

Administration Files:

Duplicate plans
P & Z miscellaneous documents and correspondence pre-2000s
Park Reservations 2012 and prior
Old PO slips pre-2008
Accounts Payable documents 2008-2009
Termination notices/shut off list reports '11-'12
Bids '60-'75
Old manuals, documents, plans, etc.
Budget reports pre '90s
Utility Billing/Cash Receipting Receipt '10-'11
Copies of Audits '66-'85
Audit working documents '83-'84
Reid Larson's attorney files pre-1996

Police Files:

Misdemeanor legal files/notes pre-2000s
Duplicate police personnel files 60s-80s
Tally Sheets '68-73
Old Firearm Transaction Records
Detective Files/reports '68-'75
Accident Reports '66
Pre 90's police reports

Fire Files:

Payroll- prior to 2010
Copies of Invoices- prior to 2015
Duplicate Visa statements- prior to 2015
Duplicate Training records- prior to 2015 (includes signed final expense report, hotel receipts, gas receipts, etc.)
Fire Marshall old documents
1965-1986 Fire Cards
1969-1988 Fire permits
1965-1986 Ambulance Cards
1973-1997 daily logs
1965-1973 personal injury
2005-2009 Chief misc daily documents
1985-1987 Inc reports and misc documents
1987-2016 Fire/Ambulance Daily Logs/Reports
1987-2016 mics documents
2001 Voters BC
Inventory Rolodex
1997-2000 food allowance
1988-1993 Head start printouts
2000-2002 Patient refusals

WWTP Files:

Box 1 2005 or older Commercial Business Documents from pretreatment.
Box 2 2005 or older pH charts, Septage Hauler Manifests

Box 3 2005 or older pretreatment guides and Commercial Business Documents from pretreatment.

Water Files:

Old invoices prior to 2014

Duplicate employee records, time sheets, etc. prior to 2011

Duplicate Payroll records 1984-1999

Budget documents and P.O. books prior to 2013

Backflow test reports and daily turn on/off's prior to 2013

Misc. records, fuel logs, goals, and accomplishments. Prior to 2011

ADJOURNMENT

Councilwoman Simpson motioned to adjourn the meeting, Councilman Gardner seconded; all were in favor. The meeting was adjourned at 8:00 PM.

City of Blackfoot

Attest

Mayor Paul Loomis

City Clerk, Suzanne McNeel

Prepared By

Lisa J Tornabene