



**CITY OF BLACKFOOT
CITY COUNCIL MEETING
MINUTES FROM JANUARY 3, 2023**

PLEDGE OF ALLEGIANCE

Mayor Carroll called the meeting to order at 7:00 PM and led the Pledge of Allegiance.

ROLL CALL

Those in attendance were: Councilman Brown, Councilman Gardner, Councilman Jensen, and Councilwoman Simpson via Zoom.

CONCENT AGENDA

Councilman Brown made a motion to approve the Consent Agenda as presented consisting of the payables and minutes from 12/06/2022. Councilman Jensen seconded the motion; all were in favor, motion carried.

CITY TREASURER GRAHM ANDERSON

Treasures Report

City Treasurer, Graham Anderson, presented the monthly treasurers report to the council. Mr. Anderson briefly summarized the monthly expense to budget and the percentages expended year to date for each of the departments in the city. He provided the current up to date bank and investment account balances, calendar items to be completed within the next three months. In the month of January, Auditor Morgan Hatt will be onsite, the audit will be completed in the month of February, and round one of budget meetings will begin in the month of March. ARPA projects that are in progress have been on hold due to the weather. Miscellaneous items consist of RV grant awarded waiting for FAA to give approval to proceed, the bid was won by HWW Construction LLC.

MAYOR MARC CARROLL

Update on 2022 Eastern Idaho State Fair – Brandon Bird

Eastern Idaho State Fair Manager, Brandon Bird, made a presentation to the council to provide information on the upcoming fair in September of 2023 and with the idea of the City of Blackfoot and the fair collaborating together for the opportunity to operate more efficiently. The fair celebrated 120 years last year. Mr. Bird said the fair is centered around youth and said over 400k of money earned goes back into youth programs. Mr. Bird explained that back in 2018 the fair conducted a master planning process where it was identified that there were five or six places that needed major capital improvements. At that time the fair didn't look into the possibility of new grandstands, seeing that it may be beyond their reach. Mr. Bird said the fair is looking at moving forward on some of the projects that will include adding new buildings on the north side of the fairgrounds, new barns, and improving some of the accessibility issues at the entry gates. It has taken the fair a long time to build the funds needed for the improvement projects needed, they receive about \$58,000 from the sixteen counties that represent the fair, this is less than 1.2 percent of the operating money. Mr. Bird said his hope is that there will be a long legacy of greatness left behind as it reflects the city's community. The Fair's master plan has changed significantly since 2018, it is in the process of being updated and will be shared with the public before next year's fair. The fair dates for 2023 will be September 1st – 9th.



PLANNING AND ZONING – JULIE CONAN

Proposed Conditional Use Permit at 62 W. Bridge – Cabinet Shop

Planning and Zoning Administrator, Julie Conan, presented the proposed conditional use permit for an artisan cabinet shop at 62 W. Bridge Street, which was formerly a retail shop, the use of this building will change and will be requiring a conditional use permit. Councilman Brown disclosed that there is a conflict of interest on this and recused himself from the vote.

Councilman Gardner made a motion to adopt the Findings of Fact, Conclusions and Resolutions from the Planning and Zoning board. Councilman Jensen seconded the motion; all were in favor, motion carried.

FINDINGS OF FACT, CONCLUSIONS
AND RESOLUTION ADOPTED
BY THE
PLANNING AND ZONING BOARD
OF THE
CITY OF BLACKFOOT
December 13, 2022

FINDINGS AND CONCLUSIONS

At the regularly scheduled meeting of the Planning and Zoning Board of the City of Blackfoot on October, 25, 2022, the Board held a public hearing on the request of Mike Johnson for a conditional use permit to allow for a custom cabinet shop in the property located at 62 W. Bridge, Blackfoot, Idaho. A Staff Report from the City of Blackfoot Planning and Zoning Administrator was presented and considered by the Board. During the public hearing testimony in favor of the proposal provided by the applicant was heard and evaluated by the Board. No other testimony was provided in favor. No testimony against or neutral to the proposal was presented. Upon reviewing the matter as submitted and any testimony in the public hearing, the Board found and concluded as follows:

FINDINGS:

1. That the proposed custom cabinet shop appears to be or will be in compliance with all City Codes.
2. The applicant has complied with requirements from the US Government, or State of Idaho, if any.
3. That the location of the proposed use is compatible to other uses in the general neighborhood and will not place an undue burden on existing transportation and service facilities in the vicinity.
4. That the site is large enough to accommodate the proposed use and all yards, open spaces, pathways, walls and fences, parking, loading, landscaping and such other features as are required by Blackfoot City Code.
5. That the proposed use, if it complies with all conditions imposed, will not adversely effect other property in the vicinity.
6. That the proposed use will not adversely affect the public health, safety or welfare.
7. That the proposed use is in compliance with and supports the goals and objectives of



- the Blackfoot Comprehensive Plan.
8. That the request can demonstrate adequate public facilities including roads, drainage, potable water, sanitary sewer, and police and fire protection exist or will exist to serve the requested use at the time such facilities are needed.
 9. That the request has minimized, to the degree possible, adverse affects on the natural environment.
 10. That any conditional use permit granted by the Board does not address any restrictive covenants that may apply to the property at issue.

RESOLUTION AND CONCLUSIONS

UPON MOTIONS DULY MADE, SECONDED AND CARRIED,

IT WAS RESOLVED THAT:

That the conditional use application shall be granted with the following conditions:

That the applicant shall comply with all applicable Federal, City and State regulations.

These findings of fact, conclusions, and resolutions were formally adopted by a majority vote of the planning and zoning board on 13th day of December, 2022.

Secretary of Planning & Zoning Board
City of Blackfoot, Idaho

Councilman Jensen made a motion to approve the conditional use permit for the cabinet shop at 62 W. Bridge. Councilman Brown seconded the motion; all were in favor, motion carried.

Proposed Conditional Use Permit at 1940 Cromwell Lane - Design

Planning and Zoning Administrator, Julie Conan, presented the second proposed conditional use permit request for a home occupation by Eduardo Molina at 1940 Cromwell Lane. Mr. Molina wants a firearm business in his home to provide custom engraving, no gunsmithing, firearm engraving only. Mr. Molina would like to have an art design studio as well.

Councilman Jensen made a motion to adopt the Findings of Fact, Conclusions and Resolutions from the Planning and Zoning board at 1940 Cromwell Lane for a custom firearm engraving business and art design studio as presented. Councilman Brown seconded the motion; all were in favor, motion carried.

FINDINGS OF FACT, CONCLUSIONS
AND RESOLUTION ADOPTED
BY THE
PLANNING AND ZONING BOARD
OF THE
CITY OF BLACKFOOT



December 13, 2022

FINDINGS AND CONCLUSIONS

At the regularly scheduled meeting of the Planning and Zoning Board of the City of Blackfoot on December 13, 2022, the Board held a public hearing on the request of Edwardo Molina and Sierra Y Rio Design Studio, LLC, dba Mountain River Design for a conditional use permit to allow a home based firearm business at the property located at 1940 Cromwell Lane, Blackfoot, Idaho. A Staff Report from the City of Blackfoot Planning and Zoning Administrator was presented and considered by the Board. During the public hearing testimony in favor of the proposal provided by the applicant was heard and evaluated by the Board. No other testimony was provided in favor. No testimony against or neutral to the proposal was presented. Upon reviewing the matter as submitted and any testimony in the public hearing, the Board found and concluded as follows:

FINDINGS:

1. That the proposed home based business involving firearms and ammunition appears to be or will be in compliance with all City Codes.
2. The applicant has complied with requirements from the US Government, or State of Idaho, if any.
3. That the location of the proposed use is compatible to other uses in the general neighborhood and will not place an undue burden on existing transportation and service facilities in the vicinity.
4. That the site is large enough to accommodate the proposed use and all yards, open spaces, pathways, walls and fences, parking, loading, landscaping and such other features as are required by Blackfoot City Code.
5. That the proposed use, if it complies with all conditions imposed, will not adversely effect other property in the vicinity.
6. That the proposed use will not adversely affect the public health, safety or welfare.
7. That the proposed use is in compliance with and supports the goals and objectives of the Blackfoot Comprehensive Plan.
8. That the request can demonstrate adequate public facilities including roads, drainage, potable water, sanitary sewer, and police and fire protection exist or will exist to serve the requested use at the time such facilities are needed.
9. That the request has minimized, to the degree possible, adverse affects on the natural environment.
10. That any conditional use permit granted by the Board does not address any restrictive covenants that may apply to the property at issue.

RESOLUTION AND CONCLUSIONS

UPON MOTIONS DULY MADE, SECONDED AND CARRIED,

IT WAS RESOLVED THAT:



That the conditional use application shall be granted with the following conditions:

That the applicant shall comply with all applicable Federal, City and State regulations.
That the applicant shall not change the internal mechanisms of the weapon to make a semi-automatic into an automatic weapon.

These findings of fact, conclusions, and resolutions were formally adopted by a majority vote of the planning and zoning board on 13th day of December, 2022.

Secretary of Planning & Zoning Board
City of Blackfoot, Idaho

Councilman Jensen made a motion to approve the Conditional Use Permit at 1940 Cromwell Lane for Sierra y Rio for the custom firearm engraving business and art studio. Councilman Gardner seconded the motion; all were in favor, motion carried.

CITY CLERK – SUZANNE MCNEEL

Resolution Designating Records Custodian

City Clerk, Suzanne McNeel, presented an update to the Resolution for designating Records Custodians. The city has had various department heads leave and names need to be updated so that there is an accurate person responsible.

Councilman Jensen made a motion to approve Resolution No. 409 as presented and waive all further readings. Councilman Brown seconded the motion; all were in favor, motion carried.

RESOLUTION NO. 409

RESOLUTION AUTHORIZING THE DESIGNATION OF A CITY-WIDE RECORDS CUSTODIAN AND A CUSTODIAN FOR EACH CITY DEPARTMENT THAT WILL RESPOND TO PUBLIC RECORDS REQUESTS PURSUANT TO IDAHO CODE 74-101 AS AMENDED BY THE IDAHO LEGISLATURE AND EFFECTIVE JULY 1, 2018.

The undersigned, Marc Carroll, does hereby certify that the following is a true and correct copy of a resolution adopted at the City Council Meeting of the City of Blackfoot on the date indicated below:

WHEREAS, the Department Record Custodians have been designated as follows:

City-Wide Records Custodian
Accounts Payable
Cemetery
Finance Department
Fire/Ambulance Department
Human Resource
Library

Suzanne McNeel, City Clerk
Elisa Oats
Andrew Adrignola
Grahm Anderson
Bryon Howell
Greg Austin
Lisa Harral



Parks/Recreation/Golf Course
Planning and Zoning/Building Department
Police Department
Street/Sanitation Department
Utility Billing
Wastewater Treatment Plant
Water Department

Wade Gardner
Julie Conan
Gordon Croft
Scott Murphy
Rheanne Murray
Rex Moffat
Princeton Lee

If designated records custodian no longer works for the City of Blackfoot, the current Department Head will be the custodian until a permanent custodian is designated.

BE IT HEREBY RESOLVED by the Mayor and Council of the City of Blackfoot, Idaho, that the Blackfoot City Council accepts the designated record custodian designees as set forth in full.

PASSED BY THE COUNCIL of the City of Blackfoot, Idaho this 3rd day of January, 2023.

APPROVED BY THE MAYOR of the City of Blackfoot, Idaho this 3rd day of January, 2023.

City of Blackfoot

Marc Carroll, Mayor

ATTEST:

Suzanne McNeel, City Clerk

ADJOURNMENT

The City Council meeting was adjourned at 7:44 P.M.

City of Blackfoot

Mayor Marc Carroll

Attest:

City Clerk Suzanne McNeel

Prepared by:

Patty Reyes