

**CITY OF BLACKFOOT
CITY COUNCIL MEETING
MINUTES FROM FEBRUARY 4, 2020**



PLEDGE OF ALLEGIANCE

Mayor Carroll called the meeting to order at 7:00 PM and Giovanni Lora was invited to lead the Pledge of Allegiance.

ROLL CALL

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

PRESENTATION ON COMMERCIAL AND INDUSTRIAL ENERGY EFFICIENCY PROGRAM

Buzz Pheiffer, from Idaho Power, presented the City of Blackfoot with a check in the amount of \$4951.80 as a result of savings identified and implemented in the Water Department. Water Superintendent Vernon Cannon accepted the check on behalf of the City.

SWEARING IN OF NEW PATROL OFFICER

After spending time as a Reserve Patrol Officer with the City, Roberto P Lora was sworn in as a full-time Patrol Officer for the City of Blackfoot by City Clerk Suzanne McNeel.

REPORT FROM BLACKFOOT URBAN RENEWAL AGENCY (BURA)

Mr. Reese was unavailable to provide the BURA update during this meeting.

CONSENT AGENDA

Councilman Brown motioned to approve the Consent Agenda, consisting of the minutes from January 7, 2020 as well as Payables, Councilman Gardner seconded; all were in favor, motion carried.

CITY TREASURER – HOLLY POWELL

Treasurer's Report

Ms. Powell reported the RFP for the City's investment management was awarded to Morton Asset Management Associates, Salt Lake City, UT. As a result, they will manage the City's full portfolio, with the exception of the City's sweep account. This will ensure there is pro-active management of City funds and cash flow available for grant reimbursement.

First quarter review of departmental budgets has been completed. During the review, there were some items that are running high, but they will be monitored closely as the City moves into the 2nd quarter. Recreation revenues appear to be down, so that is being researched, as are tournament fees in the Golf Department to ensure that everything is being accounted for properly.

Public Hearing Regarding the Proposed Fee Increases in the Airport and Planning & Zoning Departments

Ms. Powell then explained that proposed fee increases at the airport are due to FAA mandated fees that are based on the Consumer Price Index. Planning & Zoning fees are being considered for an increase due to the increased overhead in processing various types of permits, plan review fees and other contract requirements. These recommended fees have been benchmarked against other local cities. Councilwoman Simpson motioned to move into Public Hearing to discuss the proposed fee increases in the Airport and Planning & Zoning Departments, Councilman Brown seconded; roll call was taken and all

were in favor - public hearing began at 7:20 PM. With no public comment, Councilwoman Simpson motioned to close the public hearing, Councilman Gardner seconded; roll call was taken, all were in favor and the regular session resumed at 7:21 PM.

Proposed Resolution Approving the Proposed Fee Increases

Attorney Sandow read into record proposed Resolution No. 390. Councilman Gardner motioned to approve Resolution No. 390 as presented and waive all further readings, Councilman Brown seconded; roll call was taken and all were in favor, motion carried.

**RESOLUTION OF THE CITY OF BLACKFOOT
NUMBER 390**

A RESOLUTION ESTABLISHING INCREASED AIRPORT HANGAR LEASE FEES AND PLANNING AND ZONING FEES.

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:

1. WHEREAS, the proposed new and/or increased fees is due to the additional costs of Planning and Zoning administration and increased costs of Airport administration, operations and maintenance of the runways and grounds; and

BE IT THEREFORE RESOLVED THAT:

1. Airport Hangar Lease fees will move to \$.13 per square foot
2. Planning and Zoning fees will increase as following:

Zoning Map-(Lg Format)	\$25.00 (new fee)
Plan Review Fee	40% of Building Permit Fee (new fee)
Signs – Free Standing	\$75.00
Signs – Non-Structural	\$60.00
Fence Permit	\$25.00
Demolition Permit	\$60.00 (new fee)

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR this 4th day of February, 2020.

Mayor Marc Carroll

ATTEST:

City Clerk

Proposed Golf Course Lease Agreement

Ms. Powell informed Councilmembers that additional research is required on this topic that will then be presented at the March City Council Meeting.

HR DIRECTOR – LISA J TORNABENE

Discussion on Proposed New City of Blackfoot Logo

Mayor Carroll prefaced the discussion by providing Council with history of the branding and logo project by reviewing the 2016 seminar that was conducted by the Idaho Community Builder’s Association.

During this meeting, comprised of representatives from cities across Idaho, it was determined that the City of Blackfoot had no 'identity' to participants. Ms. Tornabene then provided Council with a marketing package consisting of various branding options that have been developed by a local graphic designer. Based on public input, these options all included references to the Snake River, Mt. Putnam and the future. Councilmembers were tasked with reviewing the proposal and providing input at the March City Council Meeting.

Discussion on Proposed Employee Training & Development Policy

Ms. Tornabene reviewed the proposed Training & Development Policy with Council and explained that this would not only be employee development as part of total compensation, but would also be utilized in developing high potential employees that are identified during succession planning discussions.

MAYOR MARC CARROLL

Presentation from Bingham County Crisis Center – Scott Smith

Mr. Smith explained that homelessness, transient homelessness and pan handling are an issue in our community, and various options have been considered to address these situations. He then unveiled a modified parking meter, that has been utilized successfully in communities in California, to collect change to be used to assist in addressing these issues. There is currently a parking meter being utilized successfully at the Pocatello Ridley's, and the intent is to identify two high-traffic areas in Blackfoot for placement. After discussion, suggested locations were at the Blackfoot Ridley's and the Idaho Potato Museum. In addressing Council questions, Mr. Smith stated the meters would be emptied weekly and 100% of donations would remain in our community for the first year of use. Councilman Gardner motioned to grant the Bingham County Crisis Center license to place two parking meters in our community for collection of funds as described, Councilman Brown seconded; all were in favor, motion carried.

PLANNING & ZONING ADMINISTRATOR – KURT HIBBERT

Presentation of DRAFT 2020 City Growth Plan

Mr. Hibbert provided Council with the Growth Plan 2020 document that describes components of the growth plan and what that means for various areas and departments within the City. This includes information on past history of annexation, taxable valuation, the areas of focus that meet the criteria in the City's current annexation policy, the availability of City services, and other components that will be instrumental for successful implementation. A separate special working meeting is recommended to discuss specifics of the Plan, develop a strategy and then develop a communication and implementation plan in order to communicate key messages to ensure that the public is well informed. The Special Council Meeting working session will be held on Thursday, February 20 at 3:30 PM.

CITY CLERK – SUZANNE MCNEEL

Report on Utility Billing File Audit

Ms. McNeel informed Council that the utility billing audit has been completed on 4300 files, and actions have been taken to correct all identified errors. She stated that this audit will be conducted bi-annually.

EXECUTIVE SESSION

Councilman Gardner motioned to move into Executive Session pursuant to Idaho Code 74-206, subsection 1 (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. Councilwoman Simpson seconded, roll call was taken and all were in favor and the meeting moved into Executive Session at 8:10 PM.

Councilman Brown motioned to move into the Regular Meeting, Councilman Gardner seconded; roll call was taken and all were in favor and the Regular meeting commenced at 8:42 PM.

ADJOURNMENT

The meeting was adjourned at 8:42 PM.

City of Blackfoot

Mayor Marc Carroll

Attest:

City Clerk Suzanne McNeel

Prepared by:

Lisa J Tornabene