



**CITY OF BLACKFOOT  
CITY COUNCIL MEETING  
MINUTES FROM OCTOBER 4, 2022**

**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, Councilwoman Simpson was not in attendance at the meeting.

**CONCENT AGENDA**

Councilman Jensen made a motion to approve the Consent Agenda as presented consisting of the payables, Airport Hangar Lease #2385 for Glen Randall and Alcohol Licenses. Councilman Brown 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 and ARPA project updates. Miscellaneous items consist of RV grant awarded, waiting for FAA to give approval to proceed.

**MAYOR MARC CARROLL**

**Resolution Establishing N. Broadway from Judicial to Francis and N Main/Hwy 91 to Maple as a Redevelopment Area**

Emma Morton, Community Economic Development Manager from SICOG presented a proposal to the council. To meet some of the requirements for a downtown development revitalization project, there are a couple resolutions and a citizen participation plan that the city would need to adopt. Ms. Morton proposed passing a Resolution establishing North Broadway from Judicial to Francis and North Main/Highway 91 to Maple as a redevelopment area. Councilman Brown made a motion to adopt Resolution 404 to establish a redevelopment area to include all current info. Councilman Gardner seconded the motion; on a roll call vote all were in favor, motion carried.

**Resolution to Establish a Redevelopment Area**

City of Blackfoot  
Resolution No. 404

BE IT RESOLVED by the City Council of the City of Blackfoot, Bingham County, Idaho:

WHEREAS, the City has reviewed the conditions and quality of the Downtown and found a geographic area in which slum and blight conditions exist according to IDAPA 28, Title 02, Chapter 01, Section 020. The approximate boundaries of this geographic area are N Broadway from Judicial to Francis and N Main/Hwy 91 to Maple on Attachment A affixed hereto, which is a map of the



subject area defining the limits, boundaries and location of the slum and blight conditions of said district; and

WHEREAS, the following is a description of the slum and blight conditions which exist in the delineated area:

Infrastructure:

- Approximately 3,000 linear feet of sidewalk and curbside are determined to be partially substandard as they do not fully adhere to ADA accessibility requirements. Specifically, portions of the sidewalks do not allow for unrestrictive pedestrian movement because of broken or uneven surfaces, as per ADA regulations 28 CFR Part 35. Additionally the sidewalks do not allow for unrestricted pedestrian movement due to narrowing. Of the 24+ sidewalk corners, more than half have inadequate or no pedestrian ramps as per ADA regulations 28 CFR Part 35.
- Curb and gutter is found to be inadequate and dangerous for pedestrians at varying locations along the 3,000 linear feet of sidewalk in the redevelopment area, due to its varying levels from the road. Portions of the curb and gutter are more than 12" above the road surface.
- Approximately the 800,000 square feet of area that makes up the redevelopment area has substandard stormwater, wastewater, and water lines that prevent businesses coming into the downtown area. Wastewater and water lines are too small, creating water pressure issues and not allowing for buildings and businesses to install proper amenities. Stormwater collects in the gutter and does not drain efficiently.

Properties:

- Thirty-six (36) property lots are located within the redevelopment area along N Broadway. 26 of those properties have been determined to be substandard, 72% of the properties in the area. A sample of the substandard qualities of the 26 properties include:
  - Bare wires and hanging electrical,
  - Lack of adequate ADA access in and out of the buildings,
  - Cracking and/or holes in the exterior walls,
  - Broken windows, exterior finishes and fixtures,
  - Cracked window frames,
  - Lack of adequate signage for businesses and directionality
  - Unoccupied and vacant buildings that have been vacant for 12+months

Detailed documentation is contained in the downtown building assessments and redevelopment area photos, prepared by Emma Morton, dated August 30, 2022.

WHEREAS, these conditions are risks to public safety, impediments to sound community growth and are considered economic liabilities to the community;



WHEREAS, the City of Blackfoot desires to eliminate and prevent slum and blight conditions within the stated geographic area, the City will undertake various activities to eliminate these conditions. These activities will conform to the City's comprehensive plan; and

WHEREAS, the planned activities may include land acquisition, demolition, and/or clearance, the Idaho Department of Commerce's "Anti-Residential Displacement and Relocation Plan" will govern any of these activities.

NOW THEREFORE, it is resolved by the Mayor and City Council of Blackfoot, Idaho that the City shall designate the above-stated geographic area as a redevelopment area and shall take action as necessary to remove and prevent slum and blight conditions.

RESOLVED this 4th day of October 2022.

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Marc Carroll, Mayor

### **Adopt Fair Housing Resolution**

Ms. Emma Morton proposed the Adopt Fair Housing Resolution to ensure that cities maintain and ensure that their codes are not discriminating against people when it comes to housing. Councilman Brown made a motion to approve Resolution 405 to adopt a Fair Housing Resolution subject to completing current information on Form. Councilman Gardner seconded the motion, on a roll call vote all were in favor, motion carried.

### **Fair Housing Resolution No. 405**

LET IT BE KNOWN TO ALL PERSONS OF the City of Blackfoot that discrimination on the basis of race, color, religion, sex, national origin, handicap, or familial status in the sale, rental, advertising, leasing or financing of housing or land to be used for construction of housing or in the provision of brokerage services is prohibited by Title VIII of the 1968 Civil Rights Act (Federal Fair Housing Law) and the Fair Housing Amendments Act of 1988.

It is the policy of the City of Blackfoot to encourage equal opportunity in housing for all persons regardless of race, color, religion, sex, national origin, handicap, or familial status. Therefore, the City does hereby pass the following Resolution.

BE IT RESOLVED that within available resources the City will assist all persons who feel they have been discriminated against because of race, color, religion, gender, national origin, handicap, or familial status to seek equity under federal and state laws by referring them to the U.S. Department of Housing and Urban Development, Office of Fair Housing and Equal Opportunity, Compliance Division.

BE IT FURTHER RESOLVED that the City shall publicize this Resolution and through this publicity shall encourage owners of real estate, real estate brokers and sellers, rental owners, rental property manager, lenders, developers, builders, home buyers, and renters to become aware of their respective responsibilities and rights under the Federal Fair Housing Law and amendments and any applicable state or local laws or ordinances.



SAID FAIR HOUSING PROGRAM will at a minimum include: 1) publicizing this resolution; 2) posting applicable fair housing information in prominent public areas; 3) providing fair housing information to the public; 4) preparing a fair housing assessment; and 5) declaring April as Fair Housing Month.

#### EFFECTIVE DATE

This Resolution shall take effect October 5, 2022.

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Mayor Marc Carroll

Attest:

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City Clerk

#### **Adopt Citizen Participation Plan**

The proposal for adopting a Citizen Participation Plan is to outline that the Community will be involved in the planning and envisioning for the project. Councilman Brown made a motion to adopt Resolution 406, for the CDBG Citizen Participation Plan, subject to completing the form. Councilman Gardner seconded the motion; on a roll call vote all were in favor, motion carried.

#### **XVIII. A. Idaho Community Development Block Grant (CDBG) Citizen Participation Plan**

##### **City of Blackfoot Resolution No. 406**

Pursuant to citizen participation requirements for Idaho Community Block Grant participants, the City of Blackfoot hereby certifies the following activities will be completed:

Provide for and encourage citizen participation, particularly for low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used. Provide technical assistance to group's representative of low and moderate income persons that request assistance in developing proposals in accordance with procedures developed by the department. Such assistance need not include providing funds to such groups.

Hold a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views. The first public hearing shall include a description of the proposed project, scope of work, budget, schedule, location, and beneficiaries. Any earned program income must also be noted. The application, related documents, and the Application Handbook shall be available for citizens to review.

The second public hearing on the status of funded activities and accomplishments to date; a general description of remaining work and a general description of changes made to the CDBG project scope of work, budget, schedule, location or beneficiaries.



A public hearing shall also be held in the event CDBG project activities are added, deleted or substantially changed from the application. Substantially changed means changes made in terms or purpose, scope, location or beneficiaries as defined by the CDBG program.

Provide reasonable and timely access to local meetings, information and records pertaining to the local government's proposed and actual use of CDBG funds. Public hearings shall be conducted at times and locations convenient to local citizens.

Public hearings shall be advertised in a local newspaper no less than seven (7) twenty-four (24) hour days prior to the hearing date. If there is no local newspaper, public notification will occur through some other method where there is wide distribution to citizens within the project area. The Community Development staff must approve this method.

A copy of the publication and/or affidavit of publication shall be submitted to the department. The notice should identify all of the topics to be addressed in the public hearing including the assurances that hearings shall be held in facilities that are accessible to persons with disabilities and that alternative formats shall be available to persons with disabilities where practicable, and with advance notice to the unit of local government.

Citizens shall also be notified they will be given the opportunity to comment orally or in writing at a minimum of 7 days prior to and at the hearing. Special accommodations shall be available for persons with disabilities who may wish to comment within this period.

Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can be expected to participate.

Local citizen participation records which shall be made available to the state and local citizens shall include: A copy of the public notice and/or affidavit of publication which describes proposed or actual project activities, scope of work, location, budget, schedule, objectives, and beneficiaries. Notices shall also contain the accessibility clause for persons with disabilities.

Grantees must provide the address, telephone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances within fifteen (15) working days where practicable.

Local staff shall be familiar with citizen's complaint procedures. These procedures shall provide local citizens with the opportunity to protest project activities or related issues. A written complaint or grievance is formal notification of a concern, allegation or protest to a proper authority. A formal complaint will be considered filed at the time it is delivered to the appropriate authority's office. To file a complaint, citizens must provide enough information to allow an investigation. The complaint should be clear and concise and include the following information:

- A. Identification of the project, project location, and program activities.
- B. Reason for the complaint (hearsay and innuendo will not be considered valid).
- C. Sufficient data to substantiate any claims or charges. If possible, supporting documentation should be included.
- D. If desired, citizens may propose a solution to the problem.

If the complaint is concerning local activities or project implementation, complaints and grievances shall first be filed with the appropriate elected official. If this is the case, grantees shall be required to notify the department of the complaint. A copy of the response shall also be submitted to the department. Every attempt must be made to respond to citizens within fifteen (15) days where practicable.



If a citizen feels the response from the local jurisdiction is unsatisfactory, he or she may appeal to the department for resolution. The department at that time may request additional information. Every effort will be made by the department to provide a full response within thirty (30) days.

If valid and sufficient data has been provided to substantiate the complaint, an investigation will be conducted. The extent of an investigation depends on the scope and depth of the issues involved.

If the complaint is more appropriately directed toward the CDBG program activities, the same procedure will be followed except all communications are between the state and the complainant.

This plan shall become effective October 5, 2022.

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Marc Carroll, Mayor

### **Procure a Grant Administrator**

Ms. Morton proposed procuring a grant administrator for the project. Upon funding of the project that will be approximately in the spring of 2024, CDBG requirements requires a certified grant administrator to help with administering the funds. SICOG had assisted the city through the RFP process for a grant administrator and has also submitted a proposal to provide the grant administration services for the city. Councilman Jensen made a motion to procure SICOG as grant administrator for CDBG Grant. Councilman Gardner seconded the motion; all were in favor, motion carried.

### **Presentation and Discussion of FCS Rate Study**

Mayor Carroll talked about the presentation and discussion with FCS. In May of 2021, FCS was hired to do a utility rate study for sanitation, water, and sewer. Included in that was a qualified look at what the city is charging for monthly rates, also what is being charged for water availability fees also known as connection fees. The current availability fee is \$1,000 per connection and the proposal from FCS is that the city bump that fee up to \$7,689 per connection. For Sewer the city currently charges \$1,300 and the proposal from FCS for sewer connection is contingent on increasing the sewer pipe size on Riverton Road, the connection would become \$10,290. Mayor Carroll said the City of Blackfoot is way behind when it comes to connection fees.

Streets and sanitation Superintendent, Scott Murphy stood to speak to the council and began by talking about the evaluation of Sanitation that he's done on the commercial end of the sanitation department. Mr. Murphy said he came to the determination that the individual properties weren't being serviced enough for the number of units in the apartment complexes or for capacity the individual property is generating; changes for these observations have been made accordingly. FCS recommended that the fees for commercial properties be raised by 5.5% percent for the first three years and recommending that the fees raise for residential and commercial fees by 2.25% on the fourth year. Mr. Murphy proposed raising the sanitation fees by 5.5% for four years, from 2023-2027 this way seeing significant revenue and avoiding raising residential fees on the fourth year.

Water Department Superintendent, Princeton Lee, reviewed FCS projects and talked about several items that were identified by FCS while working with them in 2020. Long term goal is to build reserves for



future capital improvements plans. Flow meters replacement has been rolled into the chlorination project. There will be changes in the electrical in some well houses that will need to be made. The water shop has reached capacity at the current facility and a new employee needs to be hired to run the treatment system and there is no space for any other employees. Having a separate water treatment system employee is a requirement by DEQ. Mr. Lee talked briefly about following FCS's guidance for scenario 2 funding and would like to have a fully designed rate structure. Mr. Lee talked about the proposed fee changes by FCS for utility rates, he is recommending the changes be made to the annual fees be 30% percent of the amount proposed by FCS being \$7,689. For a one-inch meter connection fee the cost would be \$2,306. Mr. Lee talked briefly about backflow issues that need to be addressed and said that currently he does not have the manpower to dedicate fully to keep up with issues going on within the city.

WWTP Superintendent, Rex Moffatt provided an outlined document to the council for his presentation on various projects that will be taking place in the next seven years and gave a breakdown of some costs for upcoming projects. Rate increases would need to take place to cover loans. Residential and commercial and industrial user fees would need to be raised.

Mayor Carroll expressed that as elected officials, he, and the council members have a responsibility to keep prices low, however, the water, sewer, sanitation services must keep going. The city has a responsibility to keep the residents of the city safe, the city handles a big part of safety to the community with the Police and Fire and Ambulance departments, by far the highest impact to the lives of the residents of the city is providing clean water and sewer services.

## **PLANNING AND ZONING**

### **Proposed Harmony Acres Re-Zone from R1 to R1R**

City Attorney, Garrett Sandow explained the subdivision add-on to Harmony Acres was roughly about 25 residents. A couple of the residents in that area applied for a zone change from R1 to R1R. There was a public hearing and voting on this was in favor of the re-zoning. Councilman Jensen made a motion to adopt the Findings of Fact conclusions and resolutions proposed by Planning & Zoning 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  
CITY OF BLACKFOOT  
September 13, 2022

### **FINDINGS AND CONCLUSIONS:**

At the regularly scheduled meeting of the Planning and Zoning Board of the City of Blackfoot on August 23, 2022, the Board held a public hearing on the request of certain patrons of Harmony Acres Subdivision to change the zone on property located in Harmony Acres Subdivision, Blackfoot, Idaho, from R-1 (Light Residential) to RR (Rural Ranchette) and to consider the recommendations to provide City Council pursuant to the application that is attached hereto and made a part hereof by this reference. During the public hearing, testimony was heard from the Applicant and evaluated by the Board. The matter was discussed with the Planning



Administrator with a review of the relevant City Code. Testimony in favor of the proposal was presented primarily focusing on animal rights and keeping the rural nature of the area. No one testified against the proposal. After reviewing any documents submitted by the applicant and by any other interested parties, the Board finds and concludes as follows:

**FINDINGS and CONCLUSIONS:**

1. The property currently is zoned R-1. The Applicant has requested a designation of RR to better suit the rural nature of the area.
2. That after consideration of the surrounding areas, the Commission has determined that a zone of RR is appropriate.
3. The proposed zone change to RR complies with and advances the goals and objectives of the Comprehensive Plan and is consistent with the uses in the area.
4. The zone change will allow the City to provide and maintain existing future capabilities of public utilities.
5. It appears the amendment to RR will not adversely affect other property in the vicinity.
6. The proposed zone will not adversely affect the public health, safety or welfare and does more accurately reflect the likely future uses of the area.

**RESOLUTION AND CONCLUSIONS**

UPON MOTIONS DULY MADE, SECONDED AND CARRIED,  
IT WAS RESOLVED THAT:

The Board recommends that the City Council amend the zoning of the proposed area from R-1 to RR.

These findings of fact, conclusions, and resolution formally were adopted by a majority vote of the Planning and Zoning Board on September 13, 2022.

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Secretary of Planning & Zoning Board  
City of Blackfoot, Idaho

City Attorney, Garrett Sandow read Ordinance No. 2227 to the council. Councilman Gardner made a motion to adopt Ordinance No. 2227 changing the zoning of Harmony Acres from R1 to R1R and waive further readings. Councilman Brown seconded the motion; on a roll call vote, all were in favor, motion carried. (Ord No. 2227 had been used previously so the Ord No. was changed to Ord. No 2229)

**ORDINANCE NO. 2229**

**AN ORDINANCE OF THE CITY OF BLACKFOOT, IDAHO, CHANGING THE ZONE FROM R1 AND RA TO R1-R / RR (RESIDENTIAL RANCHETTE ZONE) ON THE PROPERTIES DESCRIBED BELOW; PROVIDING FOR THE EFFECTIVE DATE.**

**BE IT ORDAINED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF BLACKFOOT, IDAHO AS FOLLOWS:**





SECTION 1: That the zoning of the properties described in Exhibit “A” attached hereto, (which includes multiple property in the Harmony Acres Subdivision) located in Blackfoot, Bingham County, Idaho, be and hereby is, changed from R1 and RA to R1 – R / RR (Residential Ranchette Zone):

SECTION 2: That the Blackfoot City Zoning Map be amended to reflect this zone change.

SECTION 3: That this Ordinance shall be in full force and effect from and after its passage and publication as provided by law.

PASSED AND APPROVED by the Mayor and City Council this 4th day of October, 2022.

CITY OF BLACKFOOT, IDAHO

By: \_\_\_\_\_  
Marc Carroll, Mayor

ATTEST: \_\_\_\_\_  
City Clerk

**Proposed Annexation of Garth and Julie VanOrden Parcel/Maverik Country Stores**

City Attorney, Garrett Sandow explained the proposed annexation of Garth and Julie VanOrden property that is on Highway 39 and Highway 26, where the potential Maverik Country Store would be built. This was a consensual annexation, no one appeared against the annexation, there were some neutral questions clarifying that Groveland Water and Sewer District would be providing water and sewer to this area. Councilman Jensen made a motion to adopt the Findings of Fact conclusions and resolutions as presented by the Planning and Zoning Board with regard to the proposed annexation of Garth and Julie VanOrden property. Councilman Brown seconded the motion, on a roll call vote all were in favor, motions carried.

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

**FINDINGS AND CONCLUSIONS**

At the regularly scheduled meeting of the Planning and Zoning Board of the City of Blackfoot on August 23, 2022, the Board held a public hearing on the request of Garth and Julie Van Orden, and Maverik Country Stores for annexation and zone designations of the involved



property. The Applicants have requested and given consent to the annexation. All properties are enclaved by the boundary of the city limits and the boundary of the area of impact. A staff report was provided to the commission. Testimony was provided neutral to the presentation, just clarifying that water and sewer services would be provided by the Groveland Water and Sewer District. During the public hearing, testimony was heard and evaluated by the Board. Based on the testimony, documents, relevant ordinances, and evidence presented, the Board finds as follows:

**Findings and Conclusions:**

1. A public hearing was scheduled and held on August 23, 2022, wherein public testimony was taken and evaluated by the Board.
2. The annexation is a Category “A” annexation where the property owner has consented to annexation. Therefore, the land described herein are proper for annexation.
3. The subject properties meet the requirements of a category “A” annexation under Idaho Code §50-222.
4. Proper notice was given pursuant to Idaho Code §50-222.
5. The proposed zone designation for the properties under the City of Blackfoot system is the same as the County, which is consistent with respective neighboring properties. Those properties will maintain those same zones designations until such time as a request is made for a zone change by the property owners.
6. City emergency services will be provided to the properties without the need of additional cost or personnel. City water, sewer and other services are being utilized and/or are available to the proposed annexed properties, either directly or through cooperation with the Groveland Water and Sewer District. On properties currently within the Groveland Water and Sewer District, or being serviced by the District, the services will not be altered by the annexation and GWSD will continue providing those services as before the annexation.
7. The proposed annexations and zone designations comply with and support the goals and objectives of the Blackfoot Comprehensive Plan.
8. The land to be annexed meets the applicable requirements of Idaho Code §50-222 and does not fall within the exceptions or conditional exceptions contained in §50-222.
9. The Applicant addressed the need to have City zoning regulations for the orderly development of one of the properties at issue. It does appear that the annexations are reasonably necessary for the orderly development of the City and will provide economically viable provision of tax supported municipal services to enable the orderly development of the private lands.
10. The tax burden for City services needs to be spread among more patrons that utilize the City’s amenities. These annexations will allow efficient development of the properties at issue and equitably allocate the costs of public services in those areas.
11. Water and sewer services are within the jurisdiction of the Groveland Water and Sewer District. When final plans are submitted for the development of the properties, a determination will be made as to GWSD’s ability to provide the required services. Either directly by GWSD or in cooperation with the City, adequate water and sewer services are available for the properties, as applicable.



## **RESOLUTION AND CONCLUSIONS**

UPON MOTIONS DULY MADE, SECONDED AND CARRIED,  
IT WAS RESOLVED THAT:

The Board concludes, unanimously, that the proposed annexation fits within a Category “A” annexation and, therefore, recommends that the City Council approve the annexation of the property and that the zoning of the annexed properties be designated as set forth above. These findings of fact, conclusions, and resolution formally were adopted unanimously by the Planning and Zoning Board on September 13, 2022.

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Secretary of Planning & Zoning Board  
City of Blackfoot, Idaho

City Attorney Garrett Sandow read Ordinance No. 2228 to the Council regarding annexing property owned by Garth and Julie VanOrden. Councilman Brown made a motion to adopt Ordinance No. 2228 regarding annexing the VanOrden Property and waive further readings. Councilman Jensen seconded the motion; on a roll call vote all were in favor, motion carried.

### ORDINANCE NO. 2228

AN ORDINANCE OF THE CITY OF BLACKFOOT, IDAHO, ANNEXING CERTAIN PROPERTIES INTO THE CITY OF BLACKFOOT AND ESTABLISHING THE ZONING DESIGNATION OF SUCH PROPERTY TO MATCH COUNTY ZONE; PROVIDING FOR THE EFFECTIVE DATE.

BE IT ORDAINED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF BLACKFOOT, IDAHO AS FOLLOWS:

SECTION 1: That the following described real property hereby is annexed into the City of Blackfoot and hereafter shall be in all respects considered within the legal boundaries of the City:

See the legal description attached hereto as Exhibit “A,” which is real property currently owned by Garth and Julie Van Orden on the corner of Highway 39 and Highway 26.

SECTION 2: That the official zoning of the above-described property shall match the current county zoning.

SECTION 3: That this annexation will not affect the services or operations being provided by the Groveland Water and Sewer District and that remains a separate governmental entity.

SECTION 4: That the Blackfoot City Zoning Map be amended to reflect the annexation and zone designation.



SECTION 5: That this Ordinance shall be in full force and effect from and after its passage and publication as provided by law.

PASSED AND APPROVED by the Mayor and City Council this 4<sup>th</sup> day of October, 2022.

CITY OF BLACKFOOT, IDAHO

By: \_\_\_\_\_  
Marc Carroll, Mayor

ATTEST: \_\_\_\_\_  
City Clerk

**ADJOURNMENT**

The City Council meeting was adjourned at 8:43 P.M.

City of Blackfoot

\_\_\_\_\_  
Mayor Marc Carroll

Attest:

\_\_\_\_\_  
City Clerk Suzanne McNeel

Prepared by:

\_\_\_\_\_  
Patty Reyes