

**JANUARY 8, 2004**

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The City Council of the City of Idaho Falls met in Regular Council Meeting, Thursday, January 8, 2004, in the Council Chambers at 140 South Capital Avenue in Idaho Falls, Idaho.

There were present:

Mayor Linda Milam  
Councilmember Mike Lehto  
Councilmember Brad Eldredge  
Councilmember Ida Hardcastle  
Councilmember Joe Groberg  
Councilmember Robert Barnes  
Councilmember Bill Shurtleff

Also present:

Dale Storer, City Attorney  
Rosemarie Anderson, City Clerk  
All available Division Directors

Mayor Milam requested Boy Scout Jakob Mills to come forward and lead those present in the Pledge of Allegiance.

The City Clerk requested approval of the Minutes from the December 17, 2003 Work Session and the December 18, 2003 Regular Council Meeting. It was moved by Councilmember Eldredge, seconded by Councilmember Groberg, to approve said Minutes as presented. Roll call as follows:

Aye: Councilmember Groberg  
Councilmember Barnes  
Councilmember Shurtleff  
Councilmember Hardcastle  
Councilmember Eldredge  
Councilmember Lehto

Nay: None.

Motion Carried.

Mayor Milam presented her "State of the City Address – 2004", as follows:

I am pleased to once again speak to you about the State of the City of Idaho Falls. This is the 10<sup>th</sup> Anniversary of my first State of the City Address and time has truly flown since that night. I know the Councilmembers feel as I do, that we are grateful for the opportunity to serve as Idaho Falls elected officials.

There are many people whose work results in this community we call home. The employees of our many divisions who provide the services we need and expect, the volunteers who serve on boards and commissions that help to direct our decisions, and of course, the citizens who make it all possible. Working together, we are a prosperous and growing community.

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During 2003, two hundred forty-eight acres were annexed into the City and we issued building permits for nearly \$50,000,000.00, evenly divided between residential and commercial/industrial permits. Our unemployment rate is still hovering at slightly more than 3%, among the lowest in the state and nation, and we continue to see businesses investing in their and our future. This investment resulted, once again, in a decrease of the City's property tax levy rate, and we expect that trend to continue. The City is proud to partner with economic development organizations in Idaho Falls and the region, and to provide the kind of services and infrastructure that these businesses need.

Reviewing activities within the City operations, a number of projects were undertaken to improve services to the community. The airport saw boardings reaching historic high levels and the new non-stop service to Seattle has been very well received. The terminal renovation at the airport was designed to allow us to meet changing and progressively more restrictive security measures while still providing room for those meeting passengers and using the various vendor facilities. We continue to discuss additional service with other airlines, and have some optimism that 2004 will see some of that service in place.

In the Parks and Recreation Division, the Activity Center on Skyline Drive is being used for a wide variety of activities, from classes of various kinds to meetings of local organizations. District 91 has instituted a culinary arts program that keeps the meeting rooms and commercial kitchen busy weekday afternoons, and will provide a better trained workforce to the growing number of restaurants in our community. As we are all aware, the bond issue for a new recreation/community center was defeated. In the meantime, liability concerns have made it impossible for many churches to allow us to schedule basketball leagues, and the change in school hours has also impacted the scheduling of our recreation programs. Nevertheless, we continue to respond to the recreational desires of many in this community and region. The golf courses finished in the black this year and the excess revenues have been set aside in a "rainy day", or should I say "rainy spring" account. A significant gift of \$400,000.00 was received for improvement to exhibits at the Tautphaus Park Zoo, and gifts from the Rotary Club have resulted in construction of two restrooms on the Greenbelt and plans for extension of the Greenbelt along the east side of the river to South Tourist Park. Aren't we fortunate to have a community of people who invest their time, their efforts, and their money to make this a better place for all of us!

The Public Works Division completed construction of a facility to house and maintain equipment for the Engineering, Street and Sanitation Departments. The sale of the Sewer Administration Building on South Yellowstone was completed and construction is underway for a replacement building nearer the treatment plant. Meanwhile, the work to update the primary treatment and headworks at the Sewage Treatment Facility is completed and we are now designing the secondary treatment facility.

The Police Department's citizens' volunteer organization has matured this year, and provided assistance in routine operations and in times of emergencies. We are truly grateful for the public spirit that assists in making this a safe community. Our crime rates continue to drop and the proportion of

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youth to adult incidents continues to tilt away from our youth...a great change that bodes well for our community for years to come.

This next year should see work beginning on the state and local projects to construct the Sunnyside I-15 Interchange, a new road and bridge east to Yellowstone Highway, and improvements to Sunnyside from the Highway to Ammon Road. Continuing development will occur along Utah, and the work of the Idaho Falls Redevelopment Agency will be crucial to that development.

Happily, the City's contract issues with the Bonneville Fire District have been resolved. Professional service will continue to be provided to Fire District properties and a mechanism is in place to allow the City and the District to monitor the appropriate payments to be made for that service.

The Idaho Falls Public Library Board of Trustees has also signed a new contract with the Bonneville Library District that builds in a formula that recognizes the use and impact of outside-the-city card holders. The Contract was in place for the new fiscal year in October and the Library even hired additional part time help to handle the influx of county residents seeking their new library cards.

The Public Safety Committee (Joe Groberg and Mike Lehto) and the Library Board and its Council Liaison (Bob Barnes) deserve credit, as do the county boards, for the hard work that took the difficult situations of a year ago, turned them around, and provided service to outside-the-city customers while minimizing the economic impact on city residents and businesses to provide those services.

I am optimistic about the future and about the City's ability to provide services its citizens want and need. But, as I said last year, I cannot conclude without discussing some of the concerns that we are grappling with now.

The State and National economic woes have begun to turn around, but the Legislature will continue to have difficult budget concerns during the session that begins next week. These concerns continue to have the potential to impact our ability to provide basic services in our city. We work closely with the Association of Idaho Cities, and especially with our own representatives and senators, to minimize these impacts.

We continue to monitor the impact of changes in federal law regarding Medicare reimbursement for ambulance services, while the number of ambulance calls continues to increase, a total ambulance dispatch for 2003 of 7,187. The Idaho Association of Counties is again proposing a resolution for those problems to the State Legislature, and we are supporting their efforts.

The northwest electrical utilities and the Bonneville Power Administration continue to deal with impacts of past market manipulation accompanied by low prices in today's secondary market. Tonight, the Council will be considering a proposed Settlement Agreement with BPA on the payments BPA makes to investor owned utilities. This is not an easily resolved issue, and

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the entire northwest is engaged in finding suitable alternatives. On a positive note, our work to install fiber for use by government entities and the private sector is nearly complete.

We must continue to invest in our infrastructure to avoid the kinds of problems other communities have and that we read about in the paper almost every day. Idaho Falls can build on forward-looking decisions made over the years, to keep our infrastructure in good condition and to meet ever more stringent regulations, and we are able to provide these services at prices that are among the lowest in the nation. We pledge to continue to be vigilant in these matters. From sewage treatment to water quality to electrical lines to roads, we invest each year to provide reliable service to you.

All in all, I believe 2004 will be a good year for Idaho Falls. As I have said every year, we have all the ingredients, we have the interest, we are fiscally sound...we can do great things together. This is a wonderful city. We have incredible human and natural resources. The Councilmembers and I consider it a privilege to serve the citizens of Idaho Falls. We appreciate your confidence and support. Thank you.

Mayor Milam and Councilmembers honored the following employees with Years of Service Pins:

35 Years of Service:

David Lusk, Idaho Falls Power	June 3, 1968
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30 Years of Service:

Nolan Getsinger, Fire Department	January 6, 1973
David Mayes, Fire Department	November 13, 1973
Willa Swim, Municipal Services/Purchasing	June 11, 1973
Darris Powell, Parks and Recreation Division	May 14, 1973
Vic Baldwin, Police Department	October 28, 1973
Tim Wirth, Public Works/Street	July 31, 1973
Robert Drollinger, Public Works/Water	January 29, 1973
Gordon Steel, Public Works/Water	May 29, 1973

25 Years of Service:

Gary Wiles, Idaho Falls Power	June 12, 1978
Mikki Fitch, Idaho Falls Power	October 24, 1978
Todd Beattie, Fire Department	February 27, 1978
Scott Criddle, Fire Department	July 10, 1978
David Peck, Fire Department	July 10, 1978
Lynn Brown, Fire Department	September 11, 1978
Jim Deuel, Fire Department	September 11, 1978
Craig Lords, Municipal Services	March 27, 1978
Brad Jordan, Municipal Services, Building Maint.	February 27, 1978
Roger Ralphs, Municipal Services, Civic Auditorium	August 16, 1978
Mike Peterson, Municipal Services, Civic Auditorium	October 30, 1978
George Klomp, Planning and Building Division	May 22, 1978

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25 Years of Service, continued:

Andrea Anderson, Police Department	January 3, 1978
Brent Lawrence, Police Department	May 28, 1978
Leonard Powell, Public Works/Sanitation	March 23, 1978
Jeff Williams, Public Works/Water	March 13, 1978

20 Years of Service:

Michael Kinghorn, Fire Department	January 3, 1983
Brad Pettingill, Fire Department	January 3, 1983
Neil Pfunder, Fire Department	January 3, 1983
Clifford "Pete" Stevens, Fire Department	January 3, 1983
Lorna Moore, Municipal Services/Treasurer's Office	May 26, 1983
Tim Reinke, Parks and Recreation/Golf	March 16, 1983
Steve Barnes, Police Department	November 1, 1983
Zuella McIntire, Police Department	January 24, 1983
Curtis Stacey, Police Department	November 14, 1983
Michael Zaladonis, Police Department	January 24, 1983
Pam Nelson, Municipal Services/Payroll	

Mayor Milam and Councilmembers honored George Klomp on his retirement from the Building Department, Lynn Brown on his retirement from the Fire Department and Nolan Getsinger on his retirement from the Fire Department.

Mayor Milam expressed her appreciation for the services rendered from Councilmember Eldredge and Councilmember Barnes. She presented each with their name plates, binders, and photographs.

Following a brief recess, Swearing-In Ceremonies were conducted for Councilmember-Elect Michael A. Lehto, Councilmember-Elect Larry B. Lyon, and Councilmember-Elect Thomas Hally. Mayor Milam administered the Official Oaths of Office to Council Seat No. 5 - Councilmember-Elect Michael A. Lehto, Council Seat No. 1 - Councilmember-Elect Larry B. Lyon, and Council Seat No. 3 - Councilmember-Elect Thomas Hally. After Councilmembers Lehto, Lyon, and Hally signed their Official Oaths of Office, each was presented with their Certificate of Election.

Councilmembers Lehto, Lyon, and Hally took their seats at the Council Table at this time.

Mayor Milam called for nominations for President of the Council. Councilmember Groberg nominated Councilmember Ida Hardcastle to act as President of the Council for the coming year. There being no further nominations, it was moved by Councilmember Groberg, seconded by Councilmember Lehto, for Councilmember Hardcastle to serve as President for the Council. Roll call as follows:

Aye: Councilmember Groberg  
Councilmember Hally  
Councilmember Lehto  
Councilmember Shurtleff  
Councilmember Hardcastle

Nay: Councilmember Lyon

Motion Carried.

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Mayor Milam announced the Council Committee Assignments for 2004, as follows:

**COUNCIL COMMITTEE ASSIGNMENTS FOR 2004**

Airport Division:

Larry Lyon, Chairman  
Ida Hardcastle, Co-Chairman

Electric Division:

Mike Lehto, Chairman  
Bill Shurtleff, Co-Chairman

Municipal Services Division:

Joe Groberg, Chairman  
Thomas Hally, Co-Chairman

Parks and Recreation Division:

Mike Lehto, Chairman  
Joe Groberg, Co-Chairman

Planning, Zoning, and Building Division:

Thomas Hally, Chairman  
Larry Lyon, Co-Chairman

Public Safety:

Ida Hardcastle, Chairman  
Thomas Hally, Co-Chairman

Public Works Division:

Bill Shurtleff, Chairman  
Joe Groberg, Co-Chairman

Library Liaison:

Ida Hardcastle

Mayor Milam presented the following Resolution:

**RESOLUTION REAFFIRMING BELIEFS, STANDARDS AND CODES OF CONDUCT FOR  
CITY OFFICIALS**

**RESOLUTION NO. 2004-1**

WHEREAS, Cities in the State of Idaho have a long history of integrity and excellence in local governance; and,

WHEREAS, all City officials, as stewards of the public trust, have a responsibility to conduct the affairs of government with the highest of ethical standards; and,

WHEREAS, the public judges its government by the way public officials and employees conduct themselves in the position to which they are elected or appointed; and,

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WHEREAS, citizens have a right to expect that every public official and employee will conduct themselves in the manner that will preserve public confidence in, and respect for, the government it represents; and,

WHEREAS, it is important for all representatives of City government to periodically reaffirm the beliefs, standards and codes of conduct that are critical links to the trust and confidence of the citizens we are sworn to serve.

NOW, THEREFORE, BE IT RESOLVED that we, as City Officials of the City of Idaho Falls, subscribe to and reaffirm the following principles:

- We are dedicated to the concepts of effective and democratic City Government.
- We affirm the dignity and worth of the services rendered by City government and the employees through whom the services are provided.
- We are dedicated to the highest ideals of honor and integrity in all public and personal relationships.
- We will continue to conduct ourselves in a manner to maintain public confidence in our City governments.
- We subscribe to systems of strong internal controls and believe current Idaho statutes, if complied with, adequately provide for sufficient controls.
- We support clear, concise and understandable budgeting, auditing and financial reporting systems.
- We subscribe to fiscally responsible practices, compliance with established budgets and using tax dollars wisely and effectively for the benefit of all.
- We endorse openness in government and empowerment of employees to help assure public trust at all levels of government.

DATED this 8<sup>th</sup> day of January, 2004.

CITY OF IDAHO FALLS, IDAHO

s/ Linda Milam  
Linda Milam  
Mayor

ATTEST:

s/ Rosemarie Anderson  
Rosemarie Anderson  
City Clerk

It was moved by Councilmember Hardcastle, seconded by Councilmember Hally, to adopt the Resolution Reaffirming Beliefs, Standards, and Codes of Conduct for City Officials and, further, give authorization for the Mayor and City Clerk to execute the necessary documents. Roll call as follows:

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Aye: Councilmember Shurtleff  
Councilmember Hardcastle  
Councilmember Hally  
Councilmember Lyon  
Councilmember Groberg  
Councilmember Lehto

Nay: None

Motion Carried.

**CONSENT AGENDA ITEMS**

The City Clerk presented monthly reports from various Division and Department Heads and requested that they be accepted and placed on file in the City Clerk's Office.

The City Clerk presented the following Expenditure Summary dated December 1, 2003 through December 31, 2003, after having been audited by the Fiscal Committee and paid by the Controller:

<b><u>FUND</u></b>	<b><u>TOTAL EXPENDITURE</u></b>
General Fund	\$ 347,617.08
Street Fund	23,995.47
Recreation Fund	15,045.54
Library Fund	176,345.44
Municipal Equipment Replacement Fund	1,812.00
Electric Light Public Purpose Fund	61,510.01
Business Improvement District	885.50
Sanitary Sewer Capital Improvement Fund	1,704.56
Municipal Capital Improvement Fund	9,173.00
Street Capital Improvement Fund	292,124.11
Water Capital Improvement Fund	2,786.56
Traffic Light Capital Improvement Fund	52,080.05
Airport Fund	163,527.63
Water and Sewer Fund	325,371.70
Sanitation Fund	4,844.09
Ambulance Fund	5,923.74
Electric Light Fund	3,016,006.66
Payroll Liability Fund	1,767,096.37
<b>TOTALS</b>	<b>\$6,267,849.51</b>

The City Clerk presented several license applications, including BARTENDER PERMITS to Daniel L. Bezzant, Robert Harrington, Ena M. Harris, Michael V. McDonald, Christine Ott, Eric Schultz, Janine M. Stephens, Robin Sutton, Brian V. Twining, all carrying the required approvals, and requested authorization to issue these licenses.

The City Clerk requested Council ratification for the publication of legal notices calling for public hearings on January 8, 2003.

The Municipal Services Director submitted the following memo:

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City of Idaho Falls  
January 5, 2004

MEMORANDUM

TO: Honorable Mayor and City Council  
FROM: S. Craig Lords, Municipal Services Director  
SUBJECT: ELECTRICAL UPGRADE AT WASTE WATER TREATMENT PLANT  
FILTER PUMP STATION

It is respectfully requested that Mayor and City Council approve the plans and specifications for the Electrical Upgrade at the Waste Water Treatment Plant Filter Pump Station as well as authorization to receive bids for this project.

s/ S. Craig Lords

The Parks and Recreation Director submitted the following memo:

City of Idaho Falls  
January 5, 2004

MEMORANDUM

TO: Honorable Mayor and City Council  
FROM: David J. Christiansen, Parks and Recreation Director  
SUBJECT: ROSE HILL CEMETERY BRIDGE PROJECT NO.  
2-38-30-2-PRK-2003-09

The Division of Parks and Recreation respectfully requests the Mayor and City Council approve the plans and specifications and that it be authorized to solicit bids for the Rose Hill Cemetery Bridge Project.

s/ David J. Christiansen

The Public Works Director submitted the following memo:

City of Idaho Falls  
January 5, 2004

MEMORANDUM

TO: Honorable Mayor and City Council  
FROM: Chad Stanger, Public Works Director  
SUBJECT: BID AUTHORIZATION – WELL 15-B

Public Works requests authorization to advertise to receive bids for construction of Well 15-B Pump Station and Piping.

s/ Chad Stanger

It was moved by Councilmember Groberg, seconded by Councilmember Lyon, that the Consent Agenda be approved in accordance with the recommendations presented. Roll call as follows:

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Aye: Councilmember Lyon  
Councilmember Shurtleff  
Councilmember Groberg  
Councilmember Hardcastle  
Councilmember Lehto  
Councilmember Hally

Nay: None

Motion Carried.

**REGULAR AGENDA ITEMS**

The Airport Director submitted the following memo:

City of Idaho Falls  
January 8, 2004

MEMORANDUM

TO: Honorable Mayor and City Council  
FROM: Mike Humberd, Director of Aviation  
SUBJECT: ESTOPPEL CERTIFICATE FOR DOUGLAS AND LA RAYNE JACKSON

Attached for City Council approval is an Estoppel Certificate for Douglas and La Rayne Jackson. This Certificate is associated with a bank loan involving the property they rent in the Airport Industrial Park and provides the bank with the first rights to the building and improvements, not the land, in the event of a foreclosure on the loan.

The City Attorney has seen and approved this document.

The Airport Division recommends approval and requests the Mayor be authorized to execute the document.

s/ Mike Humberd

It was moved by Councilmember Hardcastle, seconded by Councilmember Hally, to approve the Estoppel Certificate for Douglas and La Rayne Jackson as presented and, further, give authorization for the Mayor to sign the necessary documents. Roll call as follows:

Aye: Councilmember Groberg  
Councilmember Hally  
Councilmember Lyon  
Councilmember Lehto  
Councilmember Shurtleff  
Councilmember Hardcastle

Nay: None

Motion Carried.

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The Idaho Falls Power Director submitted the following memos:

City of Idaho Falls  
January 5, 2004

MEMORANDUM

TO: Honorable Mayor and City Council  
FROM: Mark Gendron, Idaho Falls Power Director  
SUBJECT: SUBSTATION MAINTENANCE AND TRAINING SERVICES  
SCHEDULE

Attached for your consideration is the Service Schedule No. 8 to the Member Services Agreement between Idaho Energy Authority, Inc. and Idaho Falls Power – Substation Maintenance and Training Service Schedule. The City Attorney has reviewed this Agreement.

Idaho Falls Power respectfully requests approval of this Agreement.

s/ Mark Gendron

It was moved by Councilmember Lehto, seconded by Councilmember Shurtleff, to approve Service Schedule No. 8 to the Member Services Agreement between Idaho Energy Authority, Inc. and Idaho Falls Power – Substation Maintenance and Training Service Schedule and, further, give authorization for the Mayor and City Clerk to execute the necessary documents. Roll call as follows:

Aye: Councilmember Hardcastle  
Councilmember Lehto  
Councilmember Shurtleff  
Councilmember Hally  
Councilmember Lyon  
Councilmember Groberg

Nay: None

Motion Carried.

City of Idaho Falls  
January 5, 2004

MEMORANDUM

TO: Honorable Mayor and City Council  
FROM: Mark Gendron, Idaho Falls Power Director  
SUBJECT: RECOMMENDATION FOR AWARD – DESIGN SERVICES FOR  
SUNNYSIDE TO I-15 TRANSMISSION/DISTRIBUTION LINE  
RELOCATION PROJECT

Idaho Falls Power respectfully recommends award of Design Services for the Sunnyside to I-15 Transmission/Distribution Line Relocation Project to the low bidder, Idaho Power Solutions, for the total estimated amount of \$27,674.40. See attached memorandum from the Chief Engineer.

s/ Mark Gendron

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It was moved by Councilmember Lehto, seconded by Councilmember Shurtleff, to accept the low bid from Idaho Power Solutions for design services for the Sunnyside Road to I-15 Transmission/Distribution Line Relocation Project and, further, give authorization for the Mayor and City Clerk to execute the necessary documents. Roll call as follows:

Aye: Councilmember Shurtleff  
Councilmember Hardcastle  
Councilmember Hally  
Councilmember Lyon  
Councilmember Groberg  
Councilmember Lehto

Nay: None

Motion Carried.

City of Idaho Falls  
January 6, 2004

MEMORANDUM

TO: Honorable Mayor and City Council  
FROM: Mark Gendron, Idaho Falls Power Director  
SUBJECT: BPA SETTLEMENT

Attached for your consideration are the following three (3) documents relating to the recently agreed-to settlement of litigation regarding various aspects of BPA's subscription contracts and policies:

Waiver and Covenant Not to Sue  
Stipulation and Agreement for Settlement  
Slice Settlement Agreement Regarding Deferral of Investor Owned Utility Monetary Benefit

The City Attorney and litigation counsel have reviewed the agreements. Idaho Falls Power requests ratification of the settlement agreement and authorization for the Mayor and City Clerk to execute the documents.

s/ Mark Gendron

Councilmember Lehto stated that this Settlement Agreement has been developed over a period of six to eight months. He stated that he has had conversations with other Councilmembers regarding this Settlement.

Councilmember Lyon requested further explanation of this by the Idaho Falls Power Director.

The Idaho Falls Power Director appeared to explain that in 2000, Bonneville Power Administration agreed to sell power and provide monetary benefits to residential customers of Investor Owned Utilities in the northwest. Subsequent to that, there were numerous lawsuits filed. This settlement will reduce the benefits that go to the consumers of Investor Owned Utilities and eliminate lawsuits. The fundamental benefit to Idaho Falls is that the rates charged by Bonneville Power Administration will be reduced by 7.5% immediately. Much of those costs, however, will be deferred to future periods. This is not entirely a savings in the long run. On a net present value basis, until 2011, the City will see

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lower rates from Bonneville Power Administration as a result of this settlement. This eliminates costly litigation which bogs the region down and keeps the City from trying to determine what the future of BPA is in the Pacific Northwest.

Councilmember Shurtleff requested to know, in the opinion of the Idaho Falls Power Director, whether he thought that this Settlement Agreement would really be accepted.

The Idaho Falls Power Director stated that the unfortunate reality of this settlement is that it requires all utilities involved to approve the settlement. At this point in time, there are 3 or 4 that do not intend to agree to the settlement. If full approval does not occur, the City will not see relief, will not see the lawsuits dropped, and the rates from Bonneville Power Administration will be approximately 2% higher than they were one year ago.

Councilmember Groberg requested to know who is funding the cost of the litigation for the plaintiffs. The Idaho Falls Power Director stated that there has not been, to this point in time, a significant amount of money spent on the lawsuits that have been filed. No commitments have been made to pay lawyers to litigate at this point in time.

It was moved by Councilmember Lehto, seconded by Councilmember Shurtleff, to ratify the Settlement Agreement with Bonneville Power Administration and, further, give authorization for the Mayor and City Clerk to execute the necessary documents. Roll call as follows:

Aye: Councilmember Lehto  
Councilmember Lyon  
Councilmember Hardcastle  
Councilmember Groberg  
Councilmember Hally  
Councilmember Shurtleff

Nay: None

Motion Carried.

The memo from the Municipal Services Director regarding the Old Library Property was withdrawn by the Division Director.

The Municipal Services Director submitted the following memos:

City of Idaho Falls  
January 5, 2004

MEMORANDUM

TO: Honorable Mayor and City Council  
FROM: S. Craig Lords, Municipal Services Director  
SUBJECT: TRAVEL POLICY

It is respectfully requested that Mayor and Council approve the attached Travel Policy.

s/ S. Craig Lords

Mayor Milam commented that there were two changes made to the Travel Policy. The first change is regarding a per diem being established. The second is establishing a time limit for the submission of the expense voucher following the travel. It was moved by Councilmember

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Groberg, seconded by Councilmember Hally, to adopt the Travel Policy as presented. Roll call as follows:

Aye: Councilmember Hally  
Councilmember Groberg  
Councilmember Lehto  
Councilmember Shurtleff  
Councilmember Hardcastle  
Councilmember Lyon

Nay: None

Motion Carried.

City of Idaho Falls  
January 2, 2004

MEMORANDUM

TO: Honorable Mayor and City Council  
FROM: S. Craig Lords, Municipal Services Director  
SUBJECT: RESOLUTION AUTHORIZING DESTRUCTION OF DOCUMENTS

It is respectfully requested that the Council pass the attached Resolution, which would authorize, pursuant to Idaho Code Section 50-907, the destruction of certain records.

s/ S. Craig Lords

**RESOLUTION NO. 2004-2**

**AUTHORIZING DESTRUCTION OF RECORDS**

**WHEREAS**, certain records have been held longer than Idaho Code Section 50-907 requires and are no longer needed for public purposes; and,

**WHEREAS**, pursuant to Idaho Code Section 50-907, the City is authorized to destroy certain records;

**NOW, THEREFORE**, be it resolved that the City Treasurer, City Controller, City Clerk, General Services Administrator, and Personnel Administrator are hereby authorized to destroy the records listed below:

Documents from the Treasurer's Office:

1. Cancelled payroll checks written prior to April 1, 2001.
2. All ambulance and accounts receivable billing statements and payment receipts written prior to October 1, 1998.

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3. All receipts issued by the Library, Police Department, Recreation Division, Golf Course, Zoo, Animal Shelter, City Clerk's Office, and for parking violations and all Building and Zoning receipts, as well as any other miscellaneous receipts originated by the Treasurer's Office written prior to October 1, 1998.

4. All claims fund checks, OEA checks, Electric Light Impress Checks, and Recreation Fund checks written prior to October 1, 1998.

5. All deposit books containing records of deposits made no later than October 1, 1998.

6. All receipts and documents pertaining to the investment of City funds written prior to October 1, 1998.

7. Quarterly Treasurer's Reports and Proofs of Publication published prior to October 1, 1998.

Documents from the Controller's Office:

1. Claims Vouchers from October, 1997 through September, 1998.

2. Journal Entries from October, 1997 through September, 1998.

3. Payroll Time Sheets for the 1998 Year.

4. Vacation, Sick Leave, and Attendance Reports through September, 2002.

5. Duplicate copies of Claims Checks through September, 1998.

6. Check Registers through September 30, 2002.

7. Encumbrance Reports through September 30, 2002.

Documents from the City Clerk's Office:

1. Monthly Reports from the Building Maintenance Department, Building Official, Electric Division, Engineering Department, Fire Department, Garage, Parks and Recreation Division, Personnel Department, Police Department, Sanitation Department, Sewer Department, Street Department and Water Department prior to December, 1998.

2. License applications for businesses and tradesmen prior to December, 1998, and related documentation.

3. City Council Call Sheets prior to December, 1998.

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4. Council Meeting Agendas prior to December, 1993.
5. Auction Records prior to December, 1998.
6. Election Records for the year 1993 to be turned over to the Bonneville County Election Office for disposition.
7. Damage Claims prior to December, 1993.
8. Contracts for Construction prior to December, 1993.
9. City Clerk's Office Receipts prior to December, 1998.
10. Other related documents prior to December, 1998.

Documents from the Purchasing Department:

1. Purchase Orders prior to October, 1998.
2. Bid Documents prior to October, 1993.
3. Other related documents prior to October, 1998.

Documents from the Personnel Department:

1. Civil Service Applications and related materials (i.e., tests, transcripts and recommendations, etc. prior to December, 1998).

APPROVED by the City Council on the 8<sup>th</sup> day of January, 2004.

s/ Linda Milam  
Linda Milam  
Mayor

ATTEST:

s/ Rosemarie Anderson  
Rosemarie Anderson  
City Clerk

It was moved by Councilmember Groberg, seconded by Councilmember Hally, to approve the Resolution Authorizing the Destruction of Documents and, further, give authorization for the Mayor and City Clerk to sign the necessary documents. Roll call as follows:

Aye: Councilmember Groberg  
Councilmember Hally  
Councilmember Lyon  
Councilmember Lehto  
Councilmember Shurtleff  
Councilmember Hardcastle

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Nay:           None

Motion Carried.

There being no further business, it was moved by Councilmember Groberg, seconded by Councilmember Hardcastle, that the meeting adjourn at 9:00 p.m.

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CITY CLERK

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MAYOR

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