

CITY COUNCIL WORKING SESSION

APRIL 22, 2019  
203 Broadway Ave N

PRESENT:

Tom McCauley	Mayor	Regie Finney	Public Works Director
Michael Higbee	Council President	Eric Foster	Police Chief
Pam McClain	Council Member	Cynthia Toppen	Library Director
Kyle Hauser	Council Member	Michelle Olsen	Chamber Director
Sue Gabardi	Council Member	Concerned Citizens	
Karen Drown	Clerk		

WORKING SESSION called to order at 6:00 PM.

CONFIRMATION OF QUORUM:

Karen Drown confirmed a quorum.

OLD BUSINESS:

- ... Minutes of April 8, 2019: Pam McClain moved to approve the minutes; Sue Gabardi seconded the motion. There was no discussion and the motion passed.
- ... Bi-Monthly Claims for Payment: Kyle Hauser moved to approve the monthly claims for payment; Pam McClain seconded the motion. There was no discussion and the motion passed.
- ... Clerk/Treasurer Report: Pam McClain moved to approve the clerk/treasurer report; Kyle Hauser seconded the motion. There was no discussion and the motion passed.

NEW BUSINESS:

Consideration of Co-Sponsorship of Buhl Chamber of Commerce Sagebrush Days Parade:  
Michelle Olsen, director of the Buhl Chamber of Commerce, presented to Council the proposed route for the annual parade. She was asking Council for co-sponsorship from the city for the parade. She stated they have 10 groups already committed to volunteer at intersections. Pam moved to co-sponsor the parade. Kyle seconded the motion. Kyle questioned the route and Michelle noted it was the same route as last year which goes by the care centers. There was no further discussion and the motion passed.

Budget Discussion – Department Heads 10 Year Strategic Plan Presentations:

POLICE – Eric presented to Council his 10 year plan for his department. He noted most of it was the same as it had been last year. A couple of areas that he had added were an administration

vehicle which is listed quite a bit less than his other vehicles because it will not be a fulling outfitted patrol vehicle. Its primary use will be for running paperwork to Twin and travel for training. For the 2021/2022 year he is looking at possible software upgrades. In regards to communications needs Jackie Frey usually helps take care of that. Eric pointed out that over the next 10 years he has included two additional officers. He stated they are always swamped and putting in a lot of overtime. He is watching the work load to determine when they need to be added. H added that the school resource officer position has already been included and the school district is reimbursing ½ of the salary for that position and the position is working very well.

LIBRARY – Cynthia presented her 10 year plan which included the upgrades to computers, software and the library server but there were new requirements on the server because of recent state legislation that was passed to protect children. The server upgrade would need to happen before any computer upgrades take place. Cynthia also explained that she has included on her plan an estimate of \$25,000-31,000 for a new roof because she was informed the current one could not be repaired based on the type of roof it is. She asked if Scott and Regie could come take a look and assess its condition. Mayor McCauley questioned a couple of figures that Cynthia had listed for a new director and children’s librarian. Cynthia did confirm she was looking at retirement in 2020/2021 and Linda in 2021/2022. The presentation concluded with a discussion about the line for the purchase of Granny’s Drawers. Cynthia explained that no discussion had taken place with the owner, but it needed to be considered if the library needed to expand in the future. She added it was an estimate of the cost and planned on it being a split purchase with the library foundation.

COMMUNITY SERVICE – Regie stated the only thing really needed in this department was a net gun to help catch dogs when running at large.

PARKS & REC – Regie presented his plan for the parks and rec department. Nothing had been added to the 2019/2020 year. He detailed the future plans of funds for wear and tear on toys at the parks and the plans to convert the tennis court into pickle ball courts. Kyle commented he had been approached several times in the last month about this option. Regie noted the \$25,000 that was planned for 2020/2021 for pool equipment upgrades were for pumps which may be able to be pushed back a few years. He ended his presentation with a discussion about the walking paths and that he is looking at other funding sources and maybe in conjunction with the school district.

STREET – Regie stated this department had several pieces of equipment that are going to need to be replaced. In the 2019/2020 budget it is the bucket truck which has some age on it and doesn’t meet safety protocol. A new dump truck in 2023/2024 because the one we have now is starting to have issues. And finally in 2025/2026 the sweeper will have reached its life span. Additional plans include work at the intersection of Highway 30 and Fair Street to extend the

turn lane and relieve the traffic congestion. There was a discussion about the fact that hiring the third employee in the street department has helped relieve the Regie and Rick to do their jobs. Also in the street department Regie stated they are looking at redesigning the safe kid's project and apply for that again in the 2019/2020 budget. He added that Elaine Clegg, chairman of the selection board for the grant, had made a special trip to Buhl because she had noticed that the city had applied the last two years and just missed the cut both times. She made some suggestions for possible ideas to changes that could help our application. Finally Regie stated he has added an additional \$20,000 for the Burley Ave project because the bid for engineering is coming in higher than planned.

#### UTILITIES –

WASTEWATER – The main discussion in wastewater was personnel and timelines for retirements and plans for replacements. Regie noted that the key item is the licensing. The plan is that Ralph will work until May of 2020 and a new hire will come on to train with him. Misty will work into Pete's position and work on licensing. He noted that licensing is one step but learning the knowledge is another. Michael asked if the staff at wastewater help on construction projects. Regie stated that no the currently don't, his plan for the future is they are working on making a utility department which had wastewater and water working together.

In regards to capital improvement projects the major thing is looking at having more parts on hand. As the area and possible industry grows more of the wastewater plant will be utilized and the availability of the second ditch being a backup might not be an option. Regie stated he is also looking at options for the sludge removal with the current organic movement. Finally the equipment replacement depends on the demand of the system and what happens with the industries.

WATER – The capital improvement projects plans include land for a new well, which Regie noted was discussed and put on the table with the potential new owner of the Clear Springs Foods building. And then the following year a new well to replace well #3 which has shaft and casing issues. Also planned for 2019/2020 is a match for an additional Department of Commerce Grant.

SANITATION – The capital improvement plans for sanitation include concrete for a new building, Regie noted the building had been purchased in a prior budget. And in 2025/2026 budget the down payment for a new garbage truck.

ADMINISTRATION – Karen presented the plan for administration which had a few additions. In the 2019/2020 budget a proposal for purchasing and demolition of the old Masonic Lodge. She noted that parking is at a premium when the administration, police and DMV offices are at full staff. The only other change was just a flip of two items. Because of the purchase of the new

fire truck she moved the replacement of sidewalks in front of city hall to 2019/2020 budget year and moved back the automatic handicapped accessible doors to the following year.

PLANNING & ZONING – The major item that needed to be looked at is the possible addition of a half time person. At this time Teresa is doing a third of her time and as the city grows that department keeps getting busier.

COUNCIL CONCERNS – Kyle noted the end of the football field looks great.

Karen noted that dump passes had been approved for Johnny Horizon day and would be advertised on the billing this week and handed out to those who come in and request one.

MEETING ADJOURNED – Kyle Hauser moved that the meeting be adjourned; Pam McClain seconded the motion and all were in favor. The meeting was adjourned at 7:22 PM.

Minutes prepared by Karen Drown, City Clerk