

CITY COUNCIL WORKING SESSION

MAY 26, 2015
203 Broadway Ave N

PRESENT:

Kyle Hauser	Council President	Elizabeth Barker	Clerk/Treasurer
Pam McClain	Council Member	Karen Drown	Asst. Clerk/Treasurer
Michael Higbee	Council Member	Mark Korsen	Fire Chief
Sue Gabardi	Council Member	Concerned Citizens	

WORKING SESSION called to order at 7:00 PM.

Elizabeth Barker confirmed a Quorum.

OLD BUSINESS:

- ... Minutes of May 11, 2015: Pam McClain moved to approve the minutes; Sue Gabardi seconded the motion. There was no discussion; the motion passed.
- ... Bi-Monthly Claims for Payment: Pam McClain moved to approve the monthly claims for payment; Michael Higbee seconded the motion. There was no discussion and the motion passed.
- ... Clerk/Treasurer Report: Pam McClain moved to approve the clerk/treasurer report; Michael Higbee seconded the motion. There was a discussion concerning Randy Clark's pending retirement and the applications that have come in to fill the opening and the options the staff was looking at for the position. There was no further and the motion passed.

NEW BUSINESS:

Consideration of Bike Race route: Kevin Hanners with Intermountain Cycling Organization presented to council a proposal to have a criterium bike race in Buhl on July 5th. He explained the City of Twin Falls had updated their application process and time wouldn't allow the group to hold the event in Twin Falls this year. He explained that Intermountain Cycling had submitted a course around Buhl High School to USA Cycling but the course didn't meet their regulations. The sites Kevin was proposing consisted of one through the residential areas of Old Farm Subdivision with the staging done at the high school. The second option would be out at the Buhl Airport on the taxi way. Kevin

stated they would be looking at other areas in the future with the timeline there wasn't enough time to clear a course with the Idaho Transportation Department that could use the downtown area. There was a discussion about the option in the residential area on a holiday weekend and blocking those homeowners in or out of their homes at certain times during the race. The consensus of council was that there should be notification and information handed out to the residents affected. Pam moved to approve the location for the criterium race to be held at the Buhl Airport from 9 am to 3 pm. Michael seconded the motion. Council commented the event needed to be supported so more events would come to Buhl and to encourage kids to ride bikes. There was no further discussion and the motion passed.

Consideration of Magicats event in Eastman Park: Karen explained to council an individual approached the clerk's office about having a gathering in the park and that event had expanded into having vendors. Karen contacted Jim Welch, the city's local ICRMP agent, and he stated the group would need to provide to the city a certificate of liability insurance and list the city as an additional insured. With that information Karen informed the individual that it would need council's approval and added it to the agenda. Karen informed council that no one had contacted her concerning the event after that and no one attended the meeting. So at this time there was not action needed.

Salary and Evaluation Discussion: Elizabeth detailed the discussions that took place last year during budget discussions about evaluations and salary discussion. Elizabeth introduced Carl Ericson with ICRMP, Idaho Counties Risk Management Program the city's insurance company, and he discussed with council members the roll of ICRMP with the City of Buhl. Carl was asked to come and talk with council concerning the possible evaluations that were being discussed and the roll of council in determining salaries for employees. Carl commented that on several cases where employee evaluations were part of lawsuits that went to trial each had very different outcomes in part to the evaluations that were on record. He stated that if council decides to do evaluation they need to be done right. He added that the City of Meridian does evaluations right and follows up with each one. He said department heads need to document throughout the year which is important to have written documentation. He also stated the evaluations need to be reviewed with the employee and then put in the employees personnel file. There was a short discussion about the access to personnel files and those that have access to those files which include the employee, supervisor, mayor as the need arises, clerk/human resource personnel, and council only when acting as a body.

The discussion continued to setting of employee salaries. Carl explained that the best practice is for council to set the budget with total salaries and then mayor administers that

budget to set individual salaries. He stated council's responsibility to set COLA, cost of living adjustment, increases through a policy. In regards to merit increases council passes a general amount to total budget or department and then mayor and department head determines the increase for employees. There was a discussion about the official budget and the worksheets that are used to determine the budget and Carl stated there is a difference and council is setting the official budget the worksheets break that down for administration. Carl explained that Council is at the 30,000 foot level setting the budget and mayor and department heads are at ground level administering that budget. He commented that if council members do not like how the mayor is administering then they need to run for mayor. There is nothing that prevents council from talking about specifics and if things a rise budgets can be adjusted. Carl concluded that there are two things to look at going forward. The first is advise department heads on evaluations and look at training for department heads and human resource staff if council chooses to do evaluations. And second for council to set direction about salary range for positions. Elizabeth thanked Carl for coming and discussing these items with council.

Council then continued the discussion about salaries which included COLA's and also merit increases. Elizabeth explained she had begun working on revenue projections but would not have that information until the June 8th meeting. Michael stated he didn't think any decision about merit increases could be made until revenue projections were determined. There was additional discussion about the responsibility of council to decide salaries and the big picture for the city and the community. Consensus of council was that salaries are status quo until more information was received. The employee evaluation discussion would be an agenda item for the working session in June.

Discussion of Excess Fire Funds & Comparative District Information: Elizabeth summarized the previous discussion and comparison with other departments. Michael moved to reserve future funds for fire use. Pam seconded the motion. There was a discussion about revenues and discretionary funds and projections for the future budget. There was also discussion about if the amount should be a specific amount or a percentage of the amount that is returned to the general fund from the joint management agreement split. There was a vote on the motion and it failed.

Michael move to reserve \$40,000.00 in the administrative budget for fire equipment. Pam seconded the motion. Michael commented that he stated equipment in his motion so it wouldn't restrict it to only vehicles. There was no further discussion and the motion passed.

Discussion of Firearms Ordinance: There was a discussion if any changes needed to be done and about the letter Chief Foster had sent to council. Consensus from council was to

have city code state we follow state code and if the state changes then ours would still follow. Council asked Elizabeth to follow up with Chief Foster and Bill Nungester on that suggestion.

COUNCIL CONCERNS – Kyle questioned if there was any update on the Seneca settlement. Elizabeth commented there was negotiations between Twin Falls County and Seneca but nothing final had been reached yet.

Michael questioned if Seneca had ever signed the lease for the dorm. Elizabeth updated council that the lease had been signed and she had just received this year's lease payment within the last few days.

Michael asked council members about their feelings on the rate increase. Kyle and Sue both stated they are not for a rate increase this year. Pam added the rate committee suggested a small increase every year so a large one wouldn't have to be done in the future. Michael stated he had talked to a city employee's wife who is looking for a house but outside of town and they discussed why between income and the utility costs. And it all links to the future of the city.

MEETING ADJOURNED – Michael Higbee moved that the meeting be adjourned, Pam McClain seconded the motion and all were in favor. The meeting was adjourned at 9:23 PM.

Minutes prepared by Karen Drown, Assistant City Clerk-Treasurer