

CITY COUNCIL WORKING SESSION

JUNE 24, 2019
203 Broadway Ave N

PRESENT:

Tom McCauley	Mayor	Elizabeth Barker	Treasurer
Michael Higbee	Council President	Karen Drown	Clerk
Kyle Hauser	Council Member	Eric Foster	Police Chief
Sue Gabardi	Council Member	Regie Finney	Public Works Director
Andrew Wright	City Attorney	Concerned Citizens	

WORKING SESSION called to order at 6:00 PM.

CONFIRMATION OF QUORUM:

Karen Drown confirmed a quorum.

OLD BUSINESS:

- ... Minutes of June 10, 2019: Michael Higbee moved to approve the minutes; Kyle Hauser seconded the motion. Mayor McCauley confirmed that Michael joined the meeting at 7:25 PM. There was no further discussion and the motion passed.
- ... Bi-Monthly Claims for Payment: Kyle Hauser moved to approve the monthly claims for payment; Sue Gabardi seconded the motion. There was no discussion and the motion passed.
- ... Clerk/Treasurer Report: Sue Gabardi moved to approve the clerk/treasurer report; Michael Higbee seconded the motion. There was no discussion and the motion passed.

NEW BUSINESS:

Swearing in of Officer Lowe: Chief Foster introduced Officer Braedon Lowe to the Council. He noted that Officer Lowe joined the department in October and finished his course at the College of Southern Idaho in December. Mayor McCauley then swore Officer Lowe in. The final step Chief Foster presented Officer Lowe with his Basic Certificate for completing his POST exam and completing training with a Field Training Officer, FTO.

Presentation of Certificate to Corporal Hawkins: Chief Foster introduced Corporal Hawkins to the Council. He presented him with his Advanced Certificate for completing required training and education requirements. He also presented him with his Master Peace Officer Certificate for his years of service and his level of training. He noted that Corporal Hawkins is the departments

Fire Arms Instructor and Range Master. Chief Foster's final presentation to Corporal Hawkins was to promote him to the level Sergeant

Review and Consideration of Contract with JUB for Engineering Services at Buhl Municipal Airport: Mayor McCauley explained the project referred to in this contract was approved in the 2018-2019 budget process. He just wanted this item on the agenda to update Council on the project. Kent Atkins with JUB Engineers explained the project and the phase that is currently beginning done is the design and engineer phase for the two taxi ways. The design would have both taxi ways in one project to save money on mobilizing contractors twice. There was a discussion about the growth the Buhl Airport is seeing with new hanger construction. The plan is to open bids by August 30th which would put the construction on track for the 2020 budget year.

Michael moved to approve the contract with JUB Engineers for Professional Services. Kyle seconded the motion. There was no further discussion and the motion passed.

Chamber of Commerce Request for Banner Permit: Michelle Olsen with the Buhl Chamber of Commerce came before Council to ask for permission to install poles for a banner system over Broadway to promote local events. She noted that before the revitalization of Broadway there were two locations for banners across Broadway but they were removed. The chamber is working on contacting Eastern Idaho Railroad and Idaho Transportation Department (ITD) to begin the permitting process. They would like to place the pole in the grass area next to the railroad crossing. She also noted that Idaho Power had donated two poles they had removed on a project where bigger poles were needed so they were not taken out because of wear.

Michael moved to permit the Chamber of Commerce to install banner poles across Broadway. Sue seconded the motion.

Michael noted he didn't want the banners to interfere with the safety of the railroad crossing. He also question who would manage what goes up on the banners. Michelle explained the individual groups would be responsible for purchasing the banners for their events. And because it would be across US Highway 30 the banner would have to meet specific requirements from ITD, including type of banner material and holes for wind flow. She also explained there would be a pulley system to put the banners up so a bucket truck would not be needed for the installations every time. Kyle noted he would like it to be limited for Buhl events, Mayor McCauley noted maybe for West End Events. There was a vote on the motion and it passed.

Presentation by REDS/SIEDO for the 2019-2020 Budget Request: Connie Stopher and Alexa Wilhelm with REDS/SIEDO presented to Council and update on the projects they have been working on for Buhl and projects in general. They noted the benefits that a membership with SIEDO would bring to the City of Buhl and the programs it would allow for training

opportunities including Operation Face Lift, Site Selectors. Alexa also noted she had been attending the Buhl Economic Council (BEC) meetings and the Roger Brooks meetings to try and engaged more with Buhl. There was a discussion about the Request for Information (RFI) that through the Department of Commerce and that if an owner wanted to be consider their property must be listed in Gem State Prospector. In conclusion Connie asked if in good faith that the city would consider a membership. Michael noted the city is scheduling some planning meetings after the budget process is complete to look at areas that need to be addressed. And he hoped that if the membership was budgeted that SIEDO would be a part of those meetings.

Review and Consideration of alcohol in McClusky Park for Class of 1964 Reunion: A letter was presented in the Council packet from the Class of 1964 Reunion Committee requesting permission to have alcohol in McClusky Park on July 6th. Kyle moved to approve alcohol in McClusky Park for the Class of 1964 Reunion. Sue seconded the motion. It was noted that the committee should be notified the closest restrooms would be over at Eastman Park. There was no further discussion and the motion passed.

Review and Consideration of 2019 Beer/Wine/Liquor & Game Table Licenses: Sue moved to approve the 2019 Beer/Wine/Liquor & Game Table Licenses. Michael seconded the motion. Kyle noted that he is one of these licenses holders. Karen noted that El Tigre was going through a name change to Chichuajalix Mexican Restaurant but it is the same owners as last year. There was no further discussion and the motion passed.

Budget Discussion – Initial Review of Utilities, Street, Community Service, and Parks & Recreation Budgets:

Community Service – Elizabeth explained that \$10,000 had been added both to the revenue and expense sides of this budget. There was a discussion about the fact the revenue could be months or even years to collect if the bill has to be added to the property taxes and those are not paid until a property tax deeds. It was noted that the first batch of certified letters went out last week for property cleanup under the new infraction ordinance. Elizabeth also noted she felt we are getting our monies worth from this department and the work he is doing.

Parks & Recreation – Elizabeth explained the total salary figure had dropped because of the retirement of the manager and the replacement was hired as an entry level employee. Regie stated that the manager duties had been divided between Teresa, Sam and him. There was a discussion about needing and arborist. Regie stated when the summer rush is over he hopes to have Sam work on that training.

Streets – Regie noted that he is budgeting an additional \$20,000.00 for the Burley Ave Project because of an increase in engineering costs. He has also budgeted \$65,000.00 to reduce the fund

balance for the purchase of a bucket truck. The Safe Kids Grant project has also been budgeted in anticipation of getting the grant this year.

Sanitation – The two major things in this budget is the \$40,000.00 for savings for a new truck and an increase in gas and oil expenses.

Wastewater – Elizabeth pointed out in this budget a retirement was coming in May of 2020. Regie has put into place a reduced schedule for Ralph but used those hours to bring in an intern to train alongside him in anticipation of his retirement. Regie is also using the apprenticeship program through Idaho Rural Water for the intern which some of her wage comes back through the Department of Labor. There was a discussion of the increase in costs for parts. Regie explained currently only one ditch at wastewater is being used so there is a spare set of parts if needed. But in the future if Evaqua Farms LLC, the company that bought the old Clear Springs building, produces more waste then the second ditch will be used also and the spare parts will need to be on hand for use in either ditch. There was a discussion if those parts fall under operating and maintenance expenses or capital improvement costs.

A recess was taken from 7:25 PM to 7:35 PM so Elizabeth could gather additional information.

After review consensus was to move Industry Testing Cost expenses from operating and maintenance to a capital expense.

Water – Elizabeth started the review with a discussion about revenues of water meter sales which is the actual water usage. With her projections she is comfortable to increase that from \$400,000.00 to \$415,000.00. There was a discussion in water similar to wastewater about parts being a capital improvement cost. Consensus was to move \$15,000.00 from repairs to wells to capital improvement expenses.

The conversation continued with a discussion about rates. Elizabeth again reviewed the scenarios for different amount of increases, she states all the increases are just looking at operating and maintenance fees. The capital improvement fees and bond fees would not change. Consensus was to put together a rate committee meeting in the few weeks to discuss and make a recommendation to Council.

Michael noted it is hard to see operating and maintenance budgets get cut to cover salary costs. He stated they needed to be looked at closely. Kyle also noted that it doesn't matter what we want to do but what we have to do. Mayor McCauley stated he felt there needed to be some increase in salaries so we don't fall behind again. The salary survey was just completed last year but don't want to fall behind and have to make a big adjustment again.

Michael move to adjust salary recommendation increases from 3% to 2%. Kyle seconded the motion. There was no further discussion and the motion passed.

COUNCIL CONCERNS – Sue asked if the discussion of an additional Joint Fire meeting scheduled. It was explained at this time both Elizabeth and Andrew had stated if the commissioners felt an additional meeting was needed it could be scheduled. The commissioners have stated they don't feel it is necessary.

Kyle mentioned he had been asked several more times when there would be pickleball courts in Buhl. Karen referred to the future needs worksheets for parks and rec and they are currently planned for budget year 2021-2022.

MEETING ADJOURNED – Kyle Hauser moved that the meeting be adjourned; Sue Gabardi seconded the motion and all were in favor. The meeting was adjourned at 8:24 PM.

Minutes prepared by Karen Drown, City Clerk