

CITY COUNCIL WORKING MEETING

JANUARY 22, 2024
203 Broadway Ave N

PRESENT:

Pam McClain	Mayor	Jason Scott	Public Works Director
Michael Higbee	Council President	Jeremy Engbaum	Police Chief
Kelly Peterson by Zoom	Council Member	Scott Bybee	City Engineer
Amanda Hawkins	Council Member	Maegan Hanson	Library Director
Marla Sisson	Council Member	Andrew Wright	City Attorney
Karen Drown	Clerk	Concerned Citizens	
Autumn Jones	Treasurer		

PLEDGE OF ALLEGIANCE

CONFIRMATION OF QUORUM:

Karen Drown confirmed a quorum.

CONSENT AGENDA:

1. Minutes of January 8, 2024 – Regular Session
2. Claims for Payment
3. Clerk Report
4. Treasurer Report

Michael moved to approve the consent agenda. Marla seconded the motion. Amanda asked about the snow removal company. It was explained that was for the buildings of city hall, library and the building across from city hall. There was a roll call vote. Marla voted yes, Michael voted yes, Amanda voted yes, and Kelly voted yes. The motion passed.

UNFINISHED BUSINESS

Review and Consideration of City Hall fire alarm system Discussion: Karen explained if the fire system needed to have new wiring it would exceed the bid level. She noted she is researching the needs further with a local electrician so at this time she withdrew her request. No action was taken after the withdraw request.

NEW BUSINESS:

Presentation of 2022-2023 Audited Financial Statements: Brady Workman with Workman & Company presented the audited financial statements for the 2022-2023 fiscal year. He referred to

page 1 being the most important as it gave the City of Buhl and unmodified opinion which he stated is the highest opinion they can give. He continued to page 17-18 for the General Fund and explained there was a slight decrease in the fund balance which was a result of capital expenses in the street and administration budget. He added that overall, the city was under budget for the fiscal year. He continued to page 22 for Utilities and explained this doesn't match the budget as there are adjustments that are done during audit for depreciation, capital, and principal payments.

He also explained the city had to have a single audit because of federal fund expenditures of more than \$750,000, he noted in 2022-2023 it was nearly \$800,000. This audit also had an unmodified opinion. It will be reported to the federal government. Mayor McClain asked if everyone understood depreciation, Marla stated a review is always good. Brady added it is the division of expenses which the budget does not include. Michael questioned that even though it was budgeted to spend down cash reserves we still didn't. Brady confirmed that was correct. It was noted going forward it will have to see how this changes without fire department. Brady added there is approximately 10-12 months of reserve based on monthly operating expenses. Mayor McClain thanked the office staff and Brady added the staff is wonderful.

Michael moved to approve the 2022-2023 Audited Financial Statements. Marla seconded the motion. There was no discussion. There was a roll call vote. Michael voted yes, Amanda voted yes, Kelly voted yes, and Marla voted yes. The motion passed.

Review and Consideration of Fund Transfer from Joint Fire Suppression Fund to General Fund:

Autumn explained the requested transfer from the Joint Fire Fund to the General Fund of \$39,847.66. She noted the fund balance at the end of the fiscal year was \$194,093.72. The \$94,093.72 was divided based on the percentage of contribution with 57.6511% from the Buhl Rural Fire Protection District (BRFPD) for \$54,246.06 and 42.3489% for the City of Buhl for \$39,847.66. It was noted the remaining \$100,000 was addressed in the signed contract.

Michael moved to approve the split to BRFPD of \$54,246.06 and the City of Buhl General Fund of \$39,847.66. Amanda seconded the motion. There was no discussion. There was a roll call vote. Amanda voted yes, Kelly voted yes, Marla voted yes, and Michael voted yes. The motion passed.

Review and Consideration of request by South Central Community Action to have City of Buhl be Responsible Entity for HUD funding:

Ken Robinette with South Central Community Action presented to Council their program of providing assistance to low-income residence. He explained the services they have provided in the past with utility assistance and other services. This presentation was about housing assistance. He stated they just celebrated their 100-home built through the program and they have purchased 8 lots in the Harvest Hills subdivision. He explained it is affordable for the families in how they develop financing. They are generally 3 or 4 bedrooms, 2 bath, and 2 car garage. When the home is complete and the family moves in, they have approximately \$80,000-\$90,000 equity in the home from sweat equity. The request was to

ask for the City of Buhl to be the responsible entity for the HUD Funding of the homes in Buhl. She explained only a county or a city can be the responsible entity.

Michele McFarlane with Region IV explained part of the program is to do an environmental review as this program is through federal funding. She added a similar review was completed by Region IV when they were the grant administrators on an Idaho Department of Commerce grant for the City of Buhl. The process would be sending letters and after completing the review plan and reviewing the submittal. She stated it would take a couple hours of the mayor's time in total. Marla questioned what challenges had come up in other communities. Michele explained in Burley that involved bringing in an archeologist to complete some testing and contacting tribes. She stated they are finishing 8 in Filer and are starting 8 in Heyburn with estimating being back in Buhl in late 2024. Amanda asked about other programs similar that had been in Buhl. Ken noted it is different than Habitat for Humanity. He added families help each other and get to know who their neighbors are; Michele added it is similar to raising a barn used to be. Michael questioned once they get the keys can they sell it. Ken confirmed that once the home is complete it is theirs but in the 100 that have been built none have sold right after being built.

Michael moved to approve being the responsible entity. Marla seconded the motion. It was asked if Scott had any concerns. He noted Region IV has always done a fantastic job and didn't see any concerns. Andrew Wright questioned if the city doesn't go through what happens. Ken stated then the application dies. There was no further discussion. There was a roll call vote. Kelly voted yes, Marla voted yes, Michael voted yes, and Amanda voted yes. The motion passed.

Review and Consideration of Buhl City Council Meeting Rules Resolution: Mayor McClain stated since we are seeing more in attendance at meetings the rules needed updated. It was noted the changes included changing "Citizen Concerns" to "Citizen Comments", to change the meeting time from 7:00 PM to 6:30 PM, to change the time limit from 5 to 2 minutes and to add the word "be" as it had been omitted.

Michael moved to adopt Resolution No. 2024-1. Marla seconded the motion. Amanda stated she would like to leave the 5 minutes. Marla stated in 5 minutes people stop listening. There was no further discussion. There was a roll call vote. Marla voted yes, Michael voted yes, Amanda voted no, and Kelly voted yes. The motion passed.

Review and Consideration of Surplus Resolution for Library: Maegan stated these are items that have been weeded and would like to put in the surplus system. Marla moved to approve Resolution 2024-2 surplus items in the library. Amanda seconded the motion. There was no discussion. Michael voted yes, Amanda voted yes, Kelly voted yes, and Marla voted yes. The motion passed.

MAYOR & COUNCIL COMMENTS: Mayor McClain read a statement.

We need to make sure that we comply with the law with regards to employee privacy issues. If a member of City Council would like to discuss any issues pertaining to complaints, discipline, etc. of a city employee, those will first need to be discussed with the mayor, who is the chief city administrator per Idaho Code 50-602. After review of the complaint, discipline, etc. if it needs to go before City Council it will be listed under an executive session on the upcoming meeting agenda.

Marla stated she had leads for grants for the city pool. Jason noted for them we have to have a plan. Teresa added she has a list of needed repairs. Mayor McClain had been contacted by a pool specialist and she had forwarded it to Marla since she is spear heading this.

Michael asked about lifeguards. Teresa said she had already started and all but two are coming back.

Michael stated his appreciation for all the public works work during the recent snow storms. He also noted all the posts from the cities informing residents which roads would be cleared. Mayor McClain questioned Jason with the melting had there been any flooding. He stated it had melted at just the right speed with no flooding.

MEETING ADJOURNED – Michael Higbee moved that the meeting be adjourned; Marla Sisson seconded the motion. There was no discussion. There was a roll call vote. Amanda voted yes, Kelly voted yes, Marla voted yes, and Michael voted yes. The meeting was adjourned at 7:12 p.m.

Minutes prepared by Karen Drown, City Clerk