

CITY COUNCIL WORKING SESSION

FEBRUARY 22, 2016

203 Broadway Ave N

PRESENT:

Michael Higbee	Council President	Elizabeth Barker	Clerk/Treasurer
Kyle Hauser	Council Member	Karen Drown	Asst. Clerk/Treasurer
Sue Gabardi	Council Member	Concerned Citizens	

WORKING SESSION called to order at 6:00 PM.

Karen Drown confirmed a Quorum.

Kyle moved to amend the agenda and add an executive session pursuant to Idaho Code 74-206 subsection 1.a. to hire a public employee to the agenda prior to old business. This was being added because of information that just became available that day. He requested a roll call vote. Sue seconded the motion. There was no discussion. Sue voted yes, Kyle voted yes, Michael voted yes; the motion passed.

Kyle moved to enter executive session pursuant to Idaho Code 74-206 subsection 1.a. to hire a public employee. He requested a roll call vote. Michael seconded the motion. There was no discussion. Sue voted yes, Kyle voted yes and Michael voted yes. Executive Session was entered at 6:01 PM.

Kyle moved to adjourn executive session, Sue seconded the motion. There was no discussion. Executive session was adjourned at 6:25 PM.

OLD BUSINESS:

- ... Minutes of February 8, 2016: Kyle Hauser moved to approve the minutes; Sue Gabardi seconded the motion. There was no discussion; the motion passed.
- ... Bi-Monthly Claims for Payment: Sue Gabardi moved to approve the monthly claims for payment; Kyle Hauser seconded the motion. There was no discussion and the motion passed.
- ... Clerk/Treasurer Report: Kyle Hauser moved to approve the clerk/treasurer report; Michael Higbee seconded the motion. There was no discussion and the motion passed.
- ... Review and Consideration of Updated Personnel Manual and Resolution – Council began reviewing the personnel manual with the accrual of PTO. There was a discussion about

the different accrual and that a number of employees are in harm's way not just fire employees. Michael commented that the accrual rate is above average of the private sector. Michael moved to revert all employees back to the normal accrual rate. Kyle seconded the motion. There was no further discussion and the motion passed.

There was a discussion about the Years of Service and the levels of PTO accrual for each level. Kyle moved to change the Years of Service to 0-5 years and 5+ years instead of 0-7 years and 7+ years. Michael seconded the motion. There was discussion about the fact that employees will accrue hours quicker and the crews work to cover the shifts while other employees are off. There was no further discussion and the motion passed.

Bereavement leave was discussed when there is a death it affects the whole family. Kyle moved to add in-laws to relatives listed for bereavement leave. Michael seconded the motion. There was no further discussion and the motion passed.

There was discussion concerning the number of days council wanted to set before a physician's certification was needed when on FMLA. Sue moved to set FMLA days to 7 calendar days after which a physician's fitness for duty report would be required to return to work. Kyle seconded the motion. There was no further discussion and the motion passed. It was clarified that this is only if someone requests FMLA.

Michael moved to direct Mayor McCauley to counsel department heads about employees returning to work after an illness or an injury. Kyle seconded the motion. There was no further discussion and the motion passed.

Kyle moved to adopt Resolution No. 382 adopting the updated City of Buhl Personnel Manual. Sue seconded the motion. It was detailed that it would be effective Thursday, March 3, 2016. There was no further discussion and the motion passed.

NEW BUSINESS:

Police Request to Surplus Public Property: Kyle moved to surplus the 2011 Ford Crown Victoria. Michael seconded the motion. There was discussion about the car having low miles it was explained it was bought used with some issues. There was no further discussion and the motion passed.

Discussion about Fire Chief Search: There was no discussion needed on this topic at that time.

Discussion of Seneca Dorm Lease: Regie explained that Mayor McCauley and he had done a walk through with Bob Severa. Seneca would like to know how the City would like the dorms left once the lease is up. They talked about demoing the dorms and opening the space back up for future users of the building. There was discussion about the building being the new Public Works building but Regie explained the ceilings are low for that but might make it work for something. As the city grows the equipment will go also. The building could be setup with office space in the middle and two shops on either side. Consensus of council was to do what is best for the city to either sell or use ourselves. Regie added that he would like to look at some other Seneca property for future needs for property for a new well.

COUNCIL CONCERNS – None

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 7:10 PM.

Minutes prepared by Karen Drown, City Clerk