

CITY COUNCIL REGULAR SESSION

MARCH 13, 2017
203 Broadway Ave N

PRESENT:

Tom McCauley	Mayor	Elizabeth Barker	Treasurer/Interim Clerk
Michael Higbee	Council President	Scott Bybee	City Engineer
Kyle Hauser	Council Member	Regie Finney	Public Works Director
Sue Gabardi	Council Member	Cynthia Toppen	Library Director
Pam McClain	Council Member	Andrew Stevens	Fire Chief
Bill Nungester	City Attorney	Boy Scouts from Troops 2, 5 and 105	

REGULAR SESSION called to order at 7:00 PM.

CONFIRMATION OF QUORUM:

Elizabeth Barker confirmed a quorum.

Members of Troops 2, 5 and 105 introduced themselves to the Council and then led the Pledge of Allegiance.

OLD BUSINESS:

- ... Minutes of February 28, 2017: Pam McClain moved to approve the minutes; Kyle Hauser seconded the motion. There was no discussion and the motion passed.
- ... 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.
- ... Department Head Reports: Pam McClain moved to approve the Department Head reports; Kyle Hauser seconded the motion. There was no discussion and the motion passed.
- ... Clerk/Treasurer Report: Michael Higbee moved to approve the clerk/treasurer report; Sue Gabardi seconded the motion. There was no discussion and the motion passed.

Mayor McCauley explained to the Scouts that the items that had just been approved were all written reports or documents that had previously been provided to Council for their review.

- ... Monthly report from Engineer: Scott stated that he had received a letter from the State Tax Commission noting that the URA is in compliance. There will be a Planning and Zoning meeting on March 15th but the URA meeting has been cancelled. He noted that

he had met with the individuals involved in the Southern Idaho Care Center which has been proposed for the area south of the Pine Ridge subdivision. He stated also that the URA sewer project is still under DEQ review and that there have been eight new housing permit requests in the last two weeks, five of them in the Pine Ridge subdivision. Michael asked if there was any new information regarding North Canyon Medical Clinic. Scott responded that he had not heard anything further.

NEW BUSINESS:

Discussion of Budget Schedule and review of sample Strategic Direction worksheet: Elizabeth reviewed the proposed budget schedule with council members and discussed the purpose of the Strategic Direction worksheets which were being prepared by Department Heads. The intent is to consolidate the information provided by the different departments so that Council and Administration can prepare a ten-year plan for major purchases and staffing changes. Preparing these Strategic Direction worksheets will allow the City to plan for several years in advance, even though we budget just one year at a time.

Michael Higbee explained a bit about the budgeting process to the scouts. The Scouts thanked Council for being allowed to attend and left the meeting at this time.

Discussion of Council Role in Setting Salaries: Elizabeth noted that she had provided Council members with copies of minutes from previous years which addressed budgets and setting salaries. She stated that she was aware that Council desired a pay scale proposal such as the one that is in place in Twin Falls which would set salary minimum, mid-range and maximum amounts for each position in the city. Karen has been in touch with Weaver and Associates who provided the Employee Evaluation training to Department Heads regarding this. Elizabeth was directed to budget for this expense in the coming fiscal year.

Pam commented that she felt that the most important criteria for setting salaries was the Department Head input. She asked if the City had experienced turn-over because of wages. It was noted that two employees have left or are leaving this year for that reason. Michael suggested that the best approach would be to figure out how much revenue is available for salary increases and then leave it to department heads. He noted that it will probably be towards the end of budget season before this happens because insurance costs always affect this decision.

Tom stated his concern that a Boise firm would be able to prepare a salary schedule for our City since it is difficult to make an apples-to-apples comparison with other cities when it comes to job duties. He felt it was critical that the firm understand what each of the city jobs entails.

COUNCIL CONCERNS –

*Kyle asked Regie about the possibility of a bike lane on Main Street. Regie stated that he would check the width requirements to see if that was possible. Regie also noted that Rick Brooks will be beginning to talk with homeowners about maintaining their sidewalks and code requirements. Kyle stated that some of the trees downtown cause sidewalk problems. He was advised that those that do are gradually being replaced with trees that cause fewer problems.

*Tom read a letter from Lions Club International requesting that the City of Buhl proclaim 2017 as the year of the Lions. It was agreed that this item would be placed on the agenda for the next meeting.

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 7:45 PM.

Minutes prepared by Elizabeth Barker, Treasurer/Interim City Clerk