

CITY COUNCIL REGULAR SESSION

APRIL 10, 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    | Andrew Stevens                  | Fire Chief              |
| Pam McClain    | Council Member    | Danielle Chavez & Mauri Gowans, |                         |
| Bill Nungester | City Attorney     | Buhl Multicultural Club         |                         |

REGULAR SESSION called to order at 7:00 PM.

CONFIRMATION OF QUORUM:

Elizabeth Barker confirmed a quorum.

OLD BUSINESS:

- ... Minutes of March 27, 2017: Michael Higbee moved to approve the minutes; Kyle Hauser seconded the motion. There was no discussion and the motion passed.
- ... 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.
- ... Department Head Reports: Kyle Hauser moved to approve the Department Head reports; Pam McClain seconded the motion. There was no discussion and the motion passed.
- ... Clerk/Treasurer Report: Kyle Hauser moved to approve the clerk/treasurer report; Pam McClain seconded the motion. There was no discussion and the motion passed.
- ... Monthly report from Engineer: Scott stated that the P&Z Commission would meet Thursday, April 20<sup>th</sup> to review the City Comprehensive Plan. He noted that the Mennonite care center is in the process of hiring a consultant and will begin work this fall. He said that he and Regie and Tom would be meeting with DEQ on Tuesday, April 11<sup>th</sup> to discuss limitations on treatment plants. He noted that he had been fielding many questions from Seneca regarding land divisions and lot line adjustments. With regards to the URA sewer project, he expects to have a letter of approval from DEQ shortly. And he noted that Buhl had an additional two housing starts this month. Michael Higbee moved to approve the City Engineer's report; Pam McClain seconded the motion. There was no discussion and the motion passed.

Appointment of Buhl Housing Authority Board Member: Tom stated that the city had investigated whether there was any difficulty with appointing a member of the Buhl Housing Authority who did not live within the city limits. The response was that if the individual has a Buhl address, they are eligible to serve on the board. Michael Higbee moved to approve Lynn Popplewell as the new board member for the Buhl Housing Authority. Pam McClain seconded the motion. There was no further discussion and all voted aye. The motion passed.

#### NEW BUSINESS:

Appointment of City Attorney: Pam McClain made a motion to approve Andrew Wright as Buhl City Attorney; Kyle Hauser seconded the motion. There was no discussion and the motion passed.

Buhl High School Multicultural Club Color Run: Danielle Chavez and Mauri Gowans presented a proposal for the second annual BHS Multicultural Club Color Run. They noted that the run had been very successful last year. They handed out a map of the course and stated that they had approval from the police department. They will be using the 7<sup>th</sup> Street Gym for restroom facilities. They stated that it is a 5K family friendly event and that bikes and scooters are welcome. Michael Higbee noted that the route crosses Sawtooth and asked if the road would need to be closed. The response was that no, instead there would be adult crossing guards. Kyle Hauser moved that the BHS Multicultural Club Color Run be approved; Pam McClain seconded the motion. There was no further discussion and the motion passed.

Set Public Hearing Date for FY 2017-2018 Budget: Michael Higbee moved to set August 28, 2017 as the date for the Public Hearing for the FY 2017-2018 budget. Sue Gabardi seconded the motion. There was no discussion and the motion passed.

Review General Fund Reserve policy and Utility Working Capital Policy: Elizabeth reviewed the September General Fund Balance Sheet with council members and commented on the committed amount (for fire equipment and admin building upgrades) and the unassigned fund balance of \$808,727. She presented a graph showing the changes in the General Fund Balance since FY 2000. In addition she presented a chart which showed that 17% of the previous year's operating revenues (the amount required as the minimum level of assigned fund balance, per the City's Fund Balance Policy) is \$268,444. Council members discussed the figures and Kyle Hauser moved that the Assigned Fund Balance in the General Fund be maintained at \$312,541 or approximately 20% of the previous year's operating revenues. Michael Higbee seconded the motion and all voted in favor.

Elizabeth then presented information on the current Working Capital level for the Utility Fund as well as historical information regarding average operating expenses for the past five fiscal years. Michael Higbee moved that the City maintain a working capital reserve of three months of regular operating expense. Kyle seconded the motion. After discussion, Michael amended his motion to read that the City would maintain a working capital reserve of \$350,000. Kyle seconded the amended motion. There was no further discussion and all voted in favor of the motion.

Consideration of Pool Season pass for Popplewell Math-Olympics: Mayor McCauley explained that the school had requested one season pass to be part of a prize basket for one of the winners of the Math-Olympics. Michael Higbee moved that a pool season pass be donated to the Popplewell Math-Olympics; Pam seconded the motion and the motion passed.

#### COUNCIL CONCERNS –

\*Michael Higbee asked about the status of the project at Napa Auto Parts. Scott replied that the state had approved a building permit and that construction of an expansion is beginning.

\*Michael asked if there had been any sort of building permit issued to St Luke's or whether there was any interest in the soon-to-be vacant King's building. The answer was no to both questions.

\*Bill Nungester noted that both Dix Hudson and the junkyard next to Mimi's were out of compliance with City Code.

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 7:45 PM.

Minutes prepared by Elizabeth Barker, Treasurer/Interim City Clerk