

CITY COUNCIL WORKING MEETING

APRIL 22, 2024
203 Broadway Ave N

PRESENT:

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

PLEDGE OF ALLEGIANCE

CONFIRMATION OF QUORUM:

Karen Drown confirmed a quorum.

CONSENT AGENDA:

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

Marla moved to approve the consent agenda. Kelly seconded the motion. Amanda questioned the minutes for the Right-of-Way permit new code if it was for citizens and contractors as it was discussed. Amanda also questioned the citizen comments are vague compared to other parts of the minutes and she stated we could do better. Michael stated minutes are not verbatim. Marla questioned Amanda on what specific section she was referring to. Amanda stated Jon Thomsen citizen comment needed to be more specific and also Jordan Greger's comment. Michael questioned if she wanted to make a specific suggestion as to what she wanted changed. She stated it was left out of Jon Thomsen's statement that he was approached by a city employee; she suggested going back and listening to the recording from the meeting. Kelly questioned if they wanted to approve individually the consent agenda and requested a specific sentence from Amanda. Mayor McClain stated Council needs to give Karen specific direction on how they want minutes done. Kelly stated he is perfectly happy with the minutes; Marla stated she was also good with them. 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.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS:

Review and Consideration of Bid Award for 2024 ARPA Sewer and Water Line Project: Scott presented to Council the summary of bids for the 2024 ARPA Sewer and Water Line Project. He stated three bids were opened on April 18, 2024. Those submitted were IEC, Walton, and Dasco. He added engineer estimate was \$1,319,482.00; and the low bid came in at \$1,349,512.50 from IEC who had provided all the required documents. Scott did note this is over the budgeted amount but there can be a change order to come down on work, which is easier than adding work. He recommended awarding the bid to IEC. Kelly questioned if we had done work with IEC before. Scott confirmed the city has not worked with them but he is familiar with other work they have done. Scott also noted that we have done pipe bursting method previously, but on this project, it was allowed to either pipe burst or open trench. He concluded that the low bidder had bid with the open trench method.

Amanda questioned if Juniper Street was part of this project. Scott detailed that Juniper was part of the URA project that was bid at the same time and would be before that board the following week; he added this project is predominantly on the north side of town. Amanda also questioned if 8th and 9th Street were done. Scott stated most of the work would be in the alleys in that area of town beyond the 700 block as it is the sewer lines to be worked on. Michael questioned if bidders get the engineers estimates; Scott stated bidders get the total dollar amount on the estimate but not the detailed line-item amounts, this allows the bidders to get the bond required for their package. There was a discussion about the URA project and Karen referred to the project list that was sent along with her clerk report. Amanda questioned if the money comes from separate grants from URA; Scott stated money from the URA comes from URA area fund not grants. Karen reminded Council of the two different URA areas that are in Buhl, Area 1 is the McCollum area which is the Fair Street water line project and Area 2 is the Juniper/Hatfield water line project. Kelly moved to award the bid to IEC, which Scott noted is Idaho Erosion Control, in the amount of \$1,349,512.50. Marla seconded the motion. There was no further 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 Week of Committee Reconmendations for Request for Statements of Qualifications for Construction Management Services Police Building Remodel: Cameron Arial, with Clearwater Financial, presented to council the scoring of the committee review of the RFQ Process. He detailed the city had received five good responses which shows the city is desirable to do business in. He reviewed the process to come up with the RFQ plan and the next steps to move forward in negotiations with the selected contractor. The scoring had in number one Wright Brothers and in number two CORE Construction + LLC. He was recommending to move forward with Wright Brothers to negotiate the remodel of the building. He did note there was a technology bid received and the committee recommended that could be negotiated through

the winning contractor bid. He reminded council it's their decision and this is a recommendation. Cameron stated the committee wants council to consider the future needs of the building and they had asked for the work to be completed in 2024. If the work goes beyond July 2024, then money would have to be considered in next year's budget. Amanda questioned if this was to see who was qualified and nothing to do with the job; Cameron confirmed that this was a request of qualifications which is a process based on the criteria the city provided. Amanda questioned if Council had seen only once what is needed at the Wells Fargo building. Karen could not confirm how many times the project has been discussed. Michael stated Council has not seen blue prints. Cameron stated this was not a request of proposal just of qualifications. After selecting the qualified applicant construction design and cost would be negotiated. Mayor McClain stated if council approves a contractor a committee starts negotiations and those will then have to be approved by Council. Amanda questioned that their proposals were based off what was requested so there is documentation for what was wanted. Cameron confirmed the RFQ outlined the requests and all the documentation and photos were online. Karen confirmed this was on the city's website. Kelly moved to move forward and award to Wright Brothers Construction. Michael seconded the motion. Kelly noted this was the work we paid Clearwater Financial to complete. Cameron noted the team will negotiate with Wright Brothers Construction first with the combination of cost and needs of the city, if it cannot get completed with Wright Brothers Construction then we will move on to CORE Construction + LC. Mayor McClain confirmed with Andrew Wright these were not his relatives, he confirmed they were not; Mayor McClain also confirmed they were not relatives of her daughter's in-laws. Michael questioned who is on the negotiating committee. Mayor McClain stated Kelly Peterson, because of his police experience and availability during the day for meetings, Lani and Kathy Schofield, Autumn, Jeremy, and Clearwater Financial. There was no further discussion. There was a roll call vote. Amanda voted yes, Kelly voted yes, Marla voted yes, and Michael voted yes.

Review and Consideration of General Fund, Street Fund and Utility Fund Financial Policies:

General Fund – Autumn began by reviewing the current policy of \$500,000 reserved for the fund balance. She noted GFOA recommends two months of revenue or expenses whichever is more volatile. She recommends keeping the \$500,000 which would be 2.43 months of revenues and 2.36 of expenses. Michael moved to maintain the \$500,000. Kelly seconded the motion. Michael noted we used to have 17% now we look at a dollar amount and the \$500,000 is 19% of revenues. Amanda stated it is good to look at and review. 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.

Street Fund – Autumn stated since 2017 this policy has been at \$100,000. She added this is lower than it was before as it affects grant applications if it is more. She stated currently the fund balance is \$944,705. She added the city portion of Fair Street Project is part of that and \$273,000 is committed for the Burley Ave Project. She also noted that approximately \$5,000,000 will be included in the coming budget for the Burley Ave Project from the federal grant funds. She recommended to maintain the \$100,000 for the street fund balance policy, which is 2-3 months

of expenses. Michael moved to continue holding \$100,000 in the street fund balance policy. Marla seconded the motion. Michael noted the assigned fund balance graph on the emailed document didn't come through. There was no further discussion. There was a roll call vote. Marla voted yes, Michael voted yes, Amanda voted yes, and Kelly voted yes. The motion passed.

Utility Fund Working Capital Policy – Autumn reviewed the current policy stated \$600,000 which is 2.91 months of expenses, but the policy stated 3 months of operating expenses. Autumn stated they could either adjust the policy to keep the \$600,000 or adjust the amount to the 3 months which is \$618,384. Kelly moved to increase to \$618,000 for 3 months reserve. Michael seconded the motion. Autumn clarified if he wanted \$618,000 even or the \$618,384. Kelly amended his motion to include the full \$618,384. Michael seconded the amendment to the motion. Amanda questioned where the revenue will come from. Autumn noted the money is already in the Utility Fund Balance; Michael added this policy is setting restricted funds for savings that are not used unless it is an emergency. There was no further discussion. There was a roll call vote. 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.

Mayor McClain stated she wanted to clarify what a community member stated about people need to come to the meeting tonight but they can't talk. She added historically the second meeting of the month has always been a working meeting with no citizens comments.

Amanda asked for the special meeting about the public attending. Karen stated open access is a security issue at the treatment facility and the tour would only be for Council and city staff.

Amanda questioned a comment that Kelly state at a previous meeting that he only makes \$18.00 a month but that he also gets insurance. Kelly stated he didn't make indication of what he has withheld, he stated what he takes home and was just saying he doesn't do this work for the money.

Michael stated he had two people express gratitude about the pot holes being filled.

Michael also commented he had been approached by a couple that lives outside of town about the Highway 30 and Burley Ave intersection and how there used to be a yield sign. Jason noted the paint defining the two lanes had disappeared but the state is due to stripe that in early May; he also ordered a sign that arrived that day stating the lanes merge. Jason added the state had

discussed removing the right turn only line in front of Ridley's so people are not rushing to move over. Due to safety concerns trying to use the city paint machine would not work in that area.

Marla questioned about no parking signs for along Clear Lakes with the new path as people were parking on the path and backing onto a busy road. Jason said the signs are ordered. She noted she called dispatch about two vehicles the previous week. Mayor McClain noted there are also sprinkler heads in the grass where everyone was driving.

Mayor McClain stated she appreciated the kudos for staff members.

Kelly thanked Autumn, Karen, and Jazmine and rest of staff for looking at funds and makes him proud they have sharp eyes and they are watching out for the city. He stated he knows they spend a lot of time to put this information together.

It was noted the May 27th meeting was cancelled and items were moved to the May 13th meeting. Autumn recommended eating dinner before as it was a full agenda.

MEETING ADJOURNED – Michael moved that the meeting be adjourned; Kelly seconded the motion. There was no discussion. All vote aye. The meeting was adjourned at 7:37 p.m.

Minutes prepared by Karen Drown, City Clerk