

CITY COUNCIL WORKING SESSION

APRIL 23, 2018
203 Broadway Ave N

PRESENT:

Michael Higbee	Council President	Karen Drown	Clerk
Pam McClain	Council Member	Regie Finney	Public Works Director
Kyle Hauser	Council Member	Andrew Stevens	Fire Chief
Sue Gabardi	Council Member	Cynthia Toppen	Library Director
Andrew Wright	City Attorney	Concerned Citizens	

PUBLIC HEARING was opened at 6:00 PM

Karen Drown confirmed a quorum.

Karen made the opening statement explaining the Buhl Airport Commission had reviewed the hanger leases, ag spray leases and felt there was a need for an increase. She also explained that the Idaho Transportation Department Division of Areonotics had discontinued the courtesy car program and had donated the car to the city to allow us to continue that service. Both of these items were and increase of 5% or a new fee so the public hearing was required to set those by resolution.

President Higbee asked if there was any testimony in support of the proposed fee; there was none. He asked if there was any testimony against the proposed fees; there was none. He asked if there was any testimony neutral and there was none.

The hearing was closed at 6:05 PM.

WORKING SESSION called to order at 6:05 PM.

CONFIRMATION OF QUORUM:

Karen Drown confirmed a quorum.

OLD BUSINESS:

- ... Minutes of April 9, 2018: Pam McClain moved to approve the minutes; Sue Gabardi seconded the motion. There was no discussion and the motion passed.
- ... Bi-Monthly Claims for Payment: Kyle Hauser moved to approve the monthly claims for payment; Pam McClain seconded the motion. Pam noted that Regie's pile this month was small. There was no further discussion and the motion passed.

- ... Clerk/Treasurer Report: Pam McClain moved to approve the clerk/treasurer report; Sue Gabardi seconded the motion. There was no discussion and the motion passed.

NEW BUSINESS:

Consideration of Planning and Zoning Board Appointment: Pam moved to approve the appointment of Jason Richardson to the Buhl Planning and Zoning Board. Kyle seconded the motion. There was no discussion and the motion passed.

Consideration of Buhl Housing Board Appointment: Kyle moved to approve the appointment of Lynn Popplewell to the Buhl Housing Authority Board. Sue seconded the motion. It was noted that Lynn had just completed a partial term to fill the vacancy left by Dexter Rogers. There was no further discussion and the motion passed.

Consideration of Resolution for Airport Fees: Pam moved to adopt Resolution No. 399 setting the fees for Airport Leases and Courtesy Car Program. Kyle seconded the motion. Michael noted it was necessary and the increase on the leases had the airport board approval. Michael asked for a roll call vote because it was an increase in fees. Michael voted yes, Kyle voted yes, Pam voted yes and Sue voted yes. The motion passed.

Budget Discussion – Department Head 10 Year Strategic Plan Presentation:

STREETS – Regie presented his 10 year plan which included a sweeper which he stated have about a 10 year life span. He also discussed an additional person which would not take additional revenue from the general fund to cover. He continues to plan for the building but would like to put it up behind the Public Works East building but has not had luck working with the realtor for Seneca to get the small piece of land he would like. The current Adopt-A-Truck would be shuffled to wastewater to replace an aging truck out there and a new truck would be purchased for the Street Department and be used for the Adopt-A-Truck program.

LIBRARY – Cynthia presented the 10 year plan from the Library Board. She stated they would like to make one of the part time positions full time with 35 hours per week. She also noted she had planned for expansion as a joint project with the board with a savings over time, her saving between the two would be \$100,000 total. She also commented that she sees issues with moving up town including their current closeness to the schools which allows kids to walk to the library also any building they use would have to be ADA compliant. The move would also have to be professionally done. There was discussion and Michael noted he appreciated her looking at saving for the future. There was further discussion about the amount of finding that the city can put to the library budget. Michael also asked if the library could help administer recreational activities at the 7th Street Gym and outside.

ADMINISTRATION – Karen presented her 10 year plan which included to continue to save for replacement of the HVAC units for City Hall she added an additional year to cover the water heater that covers the entire building. She was also looking at other upgrades for city hall including noise buffers for the council chambers, restroom lighting and changing tables, new flooring in the restrooms. There also needs to be some sidewalk replacement along the Broadway side but this project would need to be coordinated along with the fire department if something would need to be changed for any new fire apparatus that might be purchased. The labor for the project would be coordinated with the street department. She is also getting a quote on a light upgrade which would take most of the lights to LED fixtures. There also needs to be some attention to the outside of city hall with the growth of the landscaping. It looks as if some roots might be starting to affect the foundation which was noticed during the carpeting project this winter. That project would be coordinated with the parks department staff.

POLICE – Eric was unable to attend the meeting but sent a narrative to all council members explaining his 10 year plan. It continued to include the replacement of a vehicle each year. It also included an additional officer starting next year. Long term plans included building upgrades and the possibility of radio equipment. Karen commented that the addition of the split-time employee in the police and administration office was working out very well and she had stayed very busy and helped allow some relief for other staff members.

PARKS & RECREATION – Regie stated most of the items were what was on his plan this year. There were a couple grant projects that had not been done because of lack of time by staff to apply for them currently but the plans are still there and he hopes to work on them possibly this next year. One plan was to upgrade the old tennis courts to allow for a pickleball court.

FIRE – Andrew explained that all the estimates were high on his 10 year plan. He also explained that the district property could affect the ISO rating for outlying homes in the district. He really wants to research the best location next year. There was a discussion about additional staff and the need for training grounds. There was a discussion about the possible care facilities that are planned to come into town and how that will increase calls for service. Andrew stated that he had just met with their medical director who sees Buhl transitioning to a transport service that bills for transporting which would require more staff.

UTILITIES –

WATER - Regie stated he moved the reservoir maintenance to 2022-23 because of the use of equipment that was originally installed which has helped the tank not change from what they were. Also the only company that can do that the maintenance is the company that put the tanks in because of their height. There was also a discussion about the possibilities of putting a tank up in McCollum.

SANITATION – Regie explained the shift in 2022-23 for a new sanitation truck and the life span of those trucks.

WASTEWATER – There was a discussion about the staff and the time for replacement when someone decides to retire and the timeframe for current staff. He stated that if a business does come and fill the Seneca facility then there could be enough waste that both ditches would have to be used and if that is the case more parts would need to be kept on hand so if something broke down then the part could be changed out quickly.

There was a recess from 7:46-7:52 PM

Regie commented that the water operators are just as certified as wastewater.

There was a discussion about the options of possible increases for utilities council would like to see the total dollar effect that the increases would provide. There was also a discussion about the increase in bond payments because of the increase in new home sales and what that is going to allow for in the future revenues. They also asked to see information on areas that are going to be annexed in the future.

COUNCIL CONCERNS – There was none.

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 8:17 PM.

Minutes prepared by Karen Drown, City Clerk