

CITY COUNCIL WORKING SESSION

APRIL 27, 2015
203 Broadway Ave N

PRESENT:

Tom McCauley	Mayor	Bill Nungester	City Attorney
Kyle Hauser	Council President	Elizabeth Barker	Clerk/Treasurer
Pam McClain	Council Member	Karen Drown	Asst. Clerk/Treasurer
Michael Higbee	Council Member		
Sue Gabardi	Council Member		

WORKING SESSION called to order at 6:00 PM.

Elizabeth Barker confirmed a Quorum.

OLD BUSINESS:

- ... Minutes of April 13, 2015: Kyle Hauser moved to approve the minutes; Pam McClain seconded the motion. There was no discussion; the motion passed.
- ... Bi-Monthly Claims for Payment: Pam McClain moved to approve the monthly claims for payment; Kyle Hauser seconded the motion. There was no discussion and the motion passed.
- ... Clerk/Treasurer Report: Pam McClain moved to approve the clerk/treasurer report; Michael Higbee seconded the motion. There was no discussion and the motion passed.

NEW BUSINESS:

Consideration of Resolution to Destroy Documents: Pam moved to adopt Resolution No. 378 for the destruction of semi-permanent records. Kyle seconded the motion. There was a brief discussion of the items on the list which have no historical value. There was no further discussion and the motion passed.

Proposed Budget Schedule: Elizabeth explained the schedule changes from last year and noted that the Monday, May 25th meeting had previously been cancelled. She stated that to keep with the aggressive budget schedule, she had proposed a meeting on Tuesday, May 26th. Elizabeth did point out that Monday, May 11th the department heads will present their major needs for the future, but Mark Korsen will not be able to attend due to

a BLM training for his department that same night. There was discussion on whether council would like the major needs requests again this year and consensus was that they are an important piece of the budget process. There was also discussion about several meetings that individual council members would not be able to attend due to conflicts; but a quorum would still be present for each meeting. It was agreed the budget schedule looked good.

Review of Compliance with General Fund Reserve Policy & Utility Fund Working Capital Policy: Elizabeth reminded council that both policies were written last year and that the policies stated that they would be reviewed each year at budget time. Elizabeth noted that the general fund reserve is above the 17% as was set in the policy but Elizabeth didn't see any reason to reduce the amount currently in the fund. It was discussed that the 17% was the basement and the lowest it should go. She also updated council on the Seneca tax valuation appeal matter; there have been discussions between Seneca and Twin Falls County and the one piece that is still being worked out is a 35% annual obsolescence factor on the new freezer portion. A trial date was rescheduled for May 13th in case a compromise could not be made; but everyone was hopeful it could be worked out without a trial.

The utility fund working capital policy was also reviewed and Elizabeth explained how the three month balance was figured from using the entire year's income divided by 12 then multiplied by 3. As she explained, the year has a cycle and the summer months are higher than the winter so she used the entire year's figures. She added that the fund balance was close to what was targeted from the last year. The Bond Savings Transfer reserve fund is building but some of those funds are committed to current projects.

Discussion of Donated Artwork: Barbara Martin from Coos Bay, Oregon had sent a packet of color photographs of artwork her husband had done. Gan Martin was born in and raised in Buhl. His grandfather was Mayor of Buhl in 1937. At this time his wife had offered to donate some of Gan's artwork to the city. The proposed artwork was presented to Council and four were chosen; "The Elephant," "Cabin in the Woods," "Small Red Tree," and "Cattle Grazing."

COUNCIL CONCERNS – Michael questioned the events of the fire meeting the previous Monday night. There was a discussion concerning signage that had gone up on the Buhl Rural Fire Protection property. There was further discussion about signage that will be installed on the fire station and that will be paid for out of the Fire Donation Fund. There was also discussion concerning the ventilation system in the bays. Tom stated he had talked to Andrew Stevens and also Mark Korsen about the current system that was never finished and

wondered about the cost of having Quigley's come in and finish it. It was stated the current system is not fully used and if money is going to be put into system then it needs to be used.

Kyle brought up a concern about the laptops that council had been provided. He asked if tablets would be better utilized. Consensus was they would not be used. It was discussed that the laptops would be better used by other departments than sitting in someone's office or home collecting dust.

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 6:41 PM.

Minutes prepared by Karen Drown, Assistant City Clerk-Treasurer