

CITY COUNCIL WORKING SESSION

May 23, 2016  
203 Broadway Ave N

PRESENT:

Tom McCauley	Mayor	Regie Finney	Public Works Director
Michael Higbee	Council President	Cynthia Toppen	Library Director
Pam McClain	Council Member	Andrew Stevens	Fire Chief
Kyle Hauser	Council Member	Steve Kaatz	Southern Idaho Tourism Board Member
Sue Gabardi	Council Member	Debbie Dane	Retiring Director of Southern Idaho Tourism
Bill Nungester	City Attorney	Melissa Barry	New Director of Southern Idaho Tourism
Elizabeth Barker	Treasurer	Concerned Citizens	
Karen Drown	Clerk		

WORKING SESSION called to order at 6:00 PM.

CONFIRMATION OF QUORUM:

Karen Drown confirmed a quorum.

OLD BUSINESS:

- ... Minutes of May 9, 2016: Michael Higbee moved to approve the minutes; Pam McClain seconded the motion. There was no discussion and the motion passed.
- ... Bi-Monthly Claims for Payment: Kyle Hauser moved to approve the bi-monthly claims for payment; Pam McClain seconded the motion. There was no discussion and the motion passed.
- ... Monthly Reports: Pam McClain moved to approve the monthly reports. Sue Gabardi seconded the motion. There was no 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:

Introduction of new director of Southern Idaho Tourism office: Steve Kaatz introduced Debbie Dane, current director for Southern Idaho Tourism. Debbie stated this would be her last time before council because of her retirement. She provided a brief summary of the tourism economy within Southern Idaho. She added that according to the numbers tourism is up from this time last year. She thanked the mayor and council for their support of Southern Idaho Tourism. Debbie then introduced Melissa Barry who will be the new director. Melissa addressed council and stated she is excited to start working to connect all areas of the valley with tourism.

Consideration of VFW BBQ and Alcohol in Eastman Park: Melanie Foster, District Commander for the VFW, addressed council asking consideration for an event in the park. There would be approximately 150-200 people attending. She has spoken with Trout's Saloon concerning catering alcohol and they would section off an area and identification would be checked. She added that Clear Springs Foods is donating enough trout for 200 people. Michael questioned if the VFW has liability insurance; she stated the VFW does carry liability insurance. Kyle moved to approve the proposal for the BBQ in Eastman Park. Pam seconded the motion. Kyle amended his motion to add with a catering permit to serve alcohol. Pam seconded the amendment. There was no further discussion and the motion passed.

Discussion and Consideration of Masonic Lodge Property: Mayor McCauley stated he had just spoken with the real estate agent, who is also a Masonic member, who is listing the property. Mayor McCauley informed council the property would be listed for \$58,500-\$75,000 but they would be considering all offers. There was discussion about the parking used by the police department, but other arrangements could be made if there was ever a loss of that parking. Consensus was council is not interested in purchasing the property at this time.

Consideration of 2016 Comprehensive Plan Resolution: Pam moved to adopt Resolution No. 383, 2016 Comprehensive Plan. Kyle seconded the motion. Michael questioned what the plan was used for. It was explained it is required by state code that every city have a Comprehensive Plan. It also hinders us when we don't have one and apply for a grant. Michael stated concerns in adopting a plan that set policies that have never been considered since he has been on the council. The discussion continued with the council's plans for the next 10 years and how the Comprehensive Plan differed from a strategic plan. Michael requested that Karen get a copy of the City of Twin Falls Strategic Plan. Kyle also requested a paper copy of the Comprehensive Plan. Michael moved to table this item until the next meeting. Kyle seconded the motion. There was no discussion and the motion passed.

Consideration of Seneca Dorm Property Resolution of Intent to Sell: Mayor McCauley updated council that the company that was interested in the property is not ready to move forward yet. There was discussion of the process and public sale. Kyle moved to approve Resolution No. 384, resolution of intent to sell property known as Seneca Dorm property. Michael seconded the motion. There was no further discussion and the motion passed.

Discussion of Employee Evaluation Policy: Karen presented to council information regarding an Evaluation Policy based on the evaluation form that council had approved. She recommended several ideas for the policy. The evaluation would be an annual review with the employee doing a self-evaluation at the same time. The evaluation would be reviewed by Karen before department head reviewed it with the employee. When the form was approved department heads

had stated they would like training on evaluation. Karen informed council she had found a firm in Meridian that could do that training. There was discussion on the cost and funds available for the training. Elizabeth stated she thought there was enough in the administration's budget this year to pay for that training. Michael moved to draft an employee evaluation policy and approve funds for this year for training. Kyle seconded the motion. There was no further discussion and the motion passed.

Discussion of Employee Compensation Policy: Karen presented to council a concept that would include the employee evaluation within an employee compensation policy. She presented samples and handed out a concept flow chart that showed the pieces of a policy for examples. After discussion of developing this concept with an HR firm Karen's recommendation was to continue research with other entities and look at developing a portion of the policy in house. There was further discussion about the jobs that current employees do and comparison to other entities employees. Consensus from council was to continue research with ideas and firms to develop a compensation plan.

Discussion of 2016-2017 Fiscal Year Salaries: Elizabeth handed out information in regards to salary comparison with the Idaho Department of Labor and previous year's increases for the different positions. Elizabeth stated the compensation plan Karen had spoken about would be developed for the next year but for the 2016-2017 fiscal year guidance was needed for department heads to move forward with their budgets. She added an important conversation would need to take place at the next meeting concerning wages.

Discussion of Public Safety Services: Mayor McCauley stated a fresh look and discussion needs to be had about the Joint Management Agreement. A serious look needed to be taken at annexation. The discussion continued with points of the Joint Management Agreement that also need to have consideration. There was a discussion about the specifics of possible annexation and the involvement council would like to see the community have in the decision. Mayor McCauley stated the direction moving forward comes from the fire department. There was further discussion about annexation and a five member board. Mayor McCauley asked council to list their concerns and ideas and he would gather and put them together in a position statement.

COUNCIL CONCERNS – Kyle had a concern about the idea of “tiny homes” coming into the City of Buhl and if so would they be allowed under current codes. Regie explained there are minimum requirements for square footage of new construction.

MEETING ADJOURNED – Kyle Hauser moved that the meeting be adjourned; Michael Higbee seconded the motion and all were in favor. The meeting was adjourned at 8:55 PM.

Minutes prepared by Karen Drown, City Clerk