

CITY COUNCIL REGULAR SESSION

JUNE 10, 2019
203 Broadway Ave N

PRESENT:

Michael Higbee	Council President	Regie Finney	Public Works Director
Pam McClain	Council Member	Scott Bybee	City Engineer
Kyle Hauser	Council Member	Andrew Stevens	Fire Chief
Sue Gabardi	Council Member	Eric Foster	Police Chief
Elizabeth Barker	Treasurer	Cynthia Toppen	Library Director
Karen Drown	Clerk	Concerned Citizens	

REGULAR SESSION called to order at 7:00 PM.

CONFIRMATION OF QUORUM:

Karen Drown confirmed a quorum.

OLD BUSINESS:

- ... Minutes of May 13, 2019: Kyle Hauser moved to approve the minutes; Sue Gabardi 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.
- ... Monthly Reports: Kyle Hauser moved to approve the monthly department head reports; Sue Gabardi seconded the motion. There was no discussion and the motion passed.
- ... Clerk/Treasurer Report: Sue Gabardi moved to approve the clerk/treasurer report; Kyle Hauser seconded the motion. There was no discussion and the motion passed.
- ... Monthly Report: Scott informed Council the Urban Renewal Agency would be meeting on Monday, June 17th and Planning and Zoning would meet on Wednesday, June 19th. He noted there have been a lot of inquiries on potential projects in and around Buhl. Teresa and he will be attending an ICDBG training for the application process later in the week. He continues to work through the closeout for the current ICDBG project.

Scott updated Council on the 11th Ave project, which he noted the weather is cooperating now. The curb and gutter will start tomorrow, June 11th, and paving would be the middle to late July. Regie stated the rainy weather had delayed other projects that were ahead of ours. But he also noted he would have gravel going down and will water it for dust control in preparation for the 4th of July.

Kyle asked if the corners of the sidewalk at the football field were going to be finished. Scott stated that is part of the project the crews had to get started on the 11th Ave project but they will be completed as the crews get time.

NEW BUSINESS:

Review and Consideration of 2019 Fireworks Stand Permits: Karen informed Council the two applicants were returning applicants and there had been no problems with them in the past. She did note that the approval of the permit is still pending until the fire department does there inspection on the stand once it is setup. Kyle moved to approve the applications for the fireworks stands. Sue seconded the motion. There was no discussion and the motion passed.

Budget Discussion – Initial Review of Police, Fire Donation, Fire, Library, Airport, Admin, P&Z and General Fund Contingency Budgets:

Airport – Josh Kenyon from the airport was present to review the proposed budget. He first noted that a project that had been budgeted for 2018-2019 will be mostly pushed into 2019-2020. There will be the design phase done in the current year but construction will be done in 2019-2020. He also noted the raise in hanger and land leases that were in effect last year which have helped bring in more revenue. There was a discussion about the growth at the Buhl airport. Josh stated there are two new hangers under construction and more discussion of others. He stated that Twin Falls Airport is not as friendly to general aviation.

Library – Cynthia reviewed several highlighted areas that she had included in her draft budget. Those included the amount for the Christmas bonus, the computer replacement and the 200 hours of unassigned training. She noted the last had been in the budget the last two years so she didn't include it in her future needs sheet. She also explained a program that is available through the library for families and seniors to receive a scholarship for a 6 month library card. The funds for this program are donations from the community including Kiwanis, Rotary and community members.

Police – Elizabeth explained the major expenses are personnel and benefits. Eric has included and increase in fuel, oil and ammunition. There was a discussion that the step increases are separate from the allocated 3% increase. The steps are promotions for an individual. Eric noted his department is working on PTO and Comp banks and getting those down. The last officer is on FTO and will be on full patrol in the next few months. Elizabeth pointed out that with increases Eric has come in at budget. The school resource position was discussed, who was currently and a training. After a meeting with the school district all staff felt the first year went well.

Michael joined the meeting at 7:25 PM.

Fire – Andrew presented his draft budget and a situation he has is the career staff are hitting their limits on comp and PTO time. With that situation he has included 2 new hires into the budget and looked at all of his line items closely. He explained that he is covering a number of the shifts when others are using their comp or PTO. The additional staff would allow for 24/7 coverage to remain and he would not be covering those shifts. He did discuss with Council that he understands his department is a stepping stone for some and he takes that as a compliment if firefighters move up to a bigger department. He wants to make sure he has the EMT coverage with the aging out of the QRU staff. There was a discussion about the availability of a grant that is out there to cover a percentage of salary costs for the first few years but that has to be applied for before the position is filled and it could be 1 ½ years before those funds are available. Andrew noted that the 24/7 schedule is a work in progress and as he works through it he starting to see some flaws that need to be worked out. If only one new employee is added he would have to research the process to schedule that.

Planning & Zoning/Building – Elizabeth explained that currently the planning and zoning draft budget is showing a deficit and it stems from the contract labor line item. Scott is paid both from planning and zoning and building areas. The building department does generate revenues with the building permit fees but planning and zoning does not. The inquiries that come into planning and zoning take a lot of time and unless they end with construction of a structure there is no revenue. But the cost is necessary because of the growth we are having and the inquiries that we are having. Karen and Autumn have started the process of reviewing building fees because the last increase was in 1997, 22 years ago. But that revenue still funds the building department and not planning and zoning.

Administration – Elizabeth updated Council with the new construction numbers. She had estimated \$10,000 and it came in at \$12,650. Karen noted a couple line items that have seen an increase including janitorial and the fireworks for the 4th of July. She also noted that she and Elizabeth are looking at a different option instead of trying to purchase the old Masonic Lodge, but to lease the old Wells Fargo building. The possibility of moving the admin offices over there and allow police to use the space in city hall. The Wells Fargo building has potential in allowing citizens to use the drive-up window to pay their bill and free up parking around city hall. Mike and Pat Hamilton purchased the building so we are working out a schedule to go and look at the interior to see if it would fit our needs. The leasing would allow for departments to have more room and also allow time to see where the growth is going to need to be done in the future without setting something permanent.

Contingency – Elizabeth explained she was budgeting possible legal expenses in the general fund contingency budget. She added this fund existed from the tax reassessment of Seneca a few

years ago. She added this is one time money so once it is spent it will no longer be available. She also explained that the contingencies that have previously showed in the different departments have been savings from health insurance and with our change in renewal dates we do not get that amount until October or November.

Discussion of Utility Rate Increase: Elizabeth passed out information regarding scenarios that different rate increases would provide in revenue. She noted this is purely a discussion but the only source of revenue is the utility fees. Last year the increase was only in capital improvements and not in operating and maintenance but this year the proposal would be for operating and maintenance. The capital improvement fees are used to leverage grants for improvement projects. She added she reviews the historical trends and tries to project figures. The final piece she mentioned was the bonds. She stated the revenue received on the bonds was good and the revenues are covering the bond payments

COUNCIL CONCERNS – There were none.

CITIZENS CONCERNS – Wendy Meyling Diede, Buhl, Idaho questioned how long are left on the bonds. It was explained there are 19 years left on the 30 year bonds taken out in 2008. Michael detailed the process that took place when the bonds were voted on by the citizens of Buhl. He also added the extent Council had looked at the possibilities of changing them to bill on the taxes but that change is not an option because of the election of the bonds.

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 8:35 PM.

Minutes prepared by Karen Drown, City Clerk