

CITY COUNCIL WORKING SESSION

June 22, 2015
203 Broadway Ave N

PRESENT:

Tom McCauley	Mayor	Elizabeth Barker	Clerk/Treasurer
Kyle Hauser	Council President	Karen Drown	Asst. Clerk/Treasurer
Pam McClain	Council Member	Regie Finney	Public Works Director
Michael Higbee	Council Member	Mark Korsen	Fire Chief
Sue Gabardi	Council Member	Eric Foster	Police Chief
Bill Nungester	City Attorney	Concerned Citizens	

WORKING SESSION called to order at 7:37 PM.

Elizabeth Barker confirmed a Quorum.

OLD BUSINESS:

- ... Minutes of June 8, 2015: Kyle Hauser moved to approve the minutes; Michael Higbee 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: Kyle Hauser moved to approve the clerk/treasurer report; Sue Gabardi seconded the motion. Elizabeth explained to council the Bond Bank meeting she had attended the previous Monday. With the help of Ken Harward and Jace Perry, Executive Director of the Bond Bank the applications to refinance the 2008 water and wastewater bonds was approved by the Bond Bank Board. She explained it was a very interesting meeting to be at and was glad she attended. There was no further discussion and the motion passed.

NEW BUSINESS:

Consideration of Jackson's Kountry Korner Transfer of Beer & Wine License: Karen explained to council that as of June 8, 2015, ownership at Jackson's Kountry Korner had changed. The new owners applied to the state to transfer the current beer and wine license instead of apply for a new one for the remainder of June because they expire on June 30th. That transfer was complete on June 8th. After review of city code a transfer was possible

within the City of Buhl and the new owners had applied for that transfer and paid the fees associated with the transaction. Kyle asked who the new owners were of the property. The application stated the new owner was David Monson. Kyle moved to approve the transfer of the beer and wine license; Pam seconded the motion. There was no further discussion and the motion passed.

Consideration of 2015 Beer, Wine & Liquor License Applications: Kyle stated for the record that he holds one of the beer and wine licenses. Karen stated as of Thursday all listed applications had been paid. She informed council that Pasta Palace will not be renewing their wine license this year. She also stated that some did not have the state or county license back yet. Pam move to approve the 2015-2016 beer, wine and liquor license applications. Michael seconded the motion. There was no further discussion and the motion passed. Karen informed council that the city license would not be released until a copy of the state and county had been turned in to the clerk's office.

Employee Evaluation Forms: Elizabeth summarized the meeting with Carl Ericson from ICRMP about the good and bad of employee evaluations. She presented to council the draft evaluation form that department heads had come up with and agreed would be the best. Elizabeth explained the City of Buhl has never had an evaluation procedure. There was a discussion about the best time of year that evaluations would be done and consensus was in winter around the first of the year. Mark Korsen questioned if the department heads would also be evaluated and if so who would do his. Mayor McCauley stated that all department heads would be evaluated by the mayor and if the Rural Fire Protection District would like to implement their own evaluation policy they could do that this was a city policy. There was a discussion about training for the department heads on doing the evaluations properly; Pam suggested contacting Starley-Leavitt because they have a human resources department. Elizabeth also stated other resources would be the Association of Idaho Cities and ICRMP. Kyle moved to adopt the form as the official City of Buhl evaluation form. Michael seconded the motion. There was a short discussion about who can see the completed evaluations. They will go in the personnel files and those who can see those files are outlined in the personnel manual. Sue questioned the part of the form that stated if an employee is rated as a 5 or a 1 in a category it must be explained she felt if anyone got a 2 they are still below average and that still needed to be explained. There was no further discussion and the motion failed

Kyle moved to adopt the evaluation form but change the wording to have anything 5 or less than a 3 be noted in the comment section. Michael seconded the motion. There was no discussion and the motion passed.

Discussion of Easement and/or Right of Way at Well #4: Regie handed out maps of the area in question to council members, mayor and city attorney. He explained that Mr. & Mrs. Thorson would like to have a right of way through the city's property at Well #4. Regie explained he would like to control the property more but it cannot be used as a well again. There was discussion about the options that the Thorson's had to access the area where they would like to build their home. Kyle moved to deny an easement at Well #4 property. Pam seconded the motion. It was pointed out that the right of way would have to remain clear. Regie stated right now there is a large dirt pile in the way and he stores gravel and other items at this property. There was a vote on the motion with Kyle, Pam and Sue voting yes; Michael voted no. The right of way was denied.

There was a recess from 8:10 PM to 8:20 PM.

Initial Council Review of Budget: Elizabeth began the discussion with a summary of the worksheets that had been provided to council and also explained other handouts they had received. Council started with the review at looking at each department individually and where the major requests had put the end result for each one. There was a discussion about the GIS system and how that expense was going to be divided between the different departments. There was a concern with Randy Clark's retirement how that was going to impact the development of that system. Mayor McCauley informed council that each department would have a trained employee for the GIS. There was also discussion about putting off the upgrades to carpet and paint within city hall. In planning and zoning a person is still persuaded to take Randy's place. In police the priority is the additional body; the current admin car could be used for the detective position. Concerning parks and recreation there was a discussion about what could be done at the swimming pool to bring more people in. It was noted that some departments included the one time requests and came in with a positive balance when using last year's revenue numbers. Michael had a concern that citizens are going elsewhere for recreation activities. In the street department the sander truck would be bought only if the right price. Library is in need of the new phone system. There was a discussion about there is no tie that the city only covers the salaries for the library that has just been the normal procedure in the past. Airport has received an annual allocation of \$2500. The Debt service is the set aside for the Seneca settlement. In the enterprise funds the water tanks need some maintenance done and wastewater needs some samplers. Discussion followed with what to allocate to the departments. Police was directed to include the additional body but to get the discrepancy to zero; council left had that would be done up to the chief to decide. Also in the library have Cynthia decide which are the priorities and get her discrepancy to zero.

There was a discussion about cost of living increases and Michael thought the city needs to be careful with across the board raises. Also until the final insurance renewal number comes in mid-July a final decision cannot be made. Elizabeth commented that council needs to have given this some thought because once that number does come in there won't be a lot of time before the approval of the final budget on July 27th.

COUNCIL CONCERNS – 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 9:55 PM.

Minutes prepared by Karen Drown, Assistant City Clerk-Treasurer