

CITY COUNCIL WORKING SESSION

JUNE 22, 2020  
203 Broadway Ave N

PRESENT:

Tom McCauley	Mayor	Elizabeth Barker	Treasurer
Michael Higbee by phone	Council President	Regie Finney	Public Works Director
Pam McClain	Council Member	Jeremy Engbaum	Police Chief
Sue Gabardi	Council Member	Reba Puente	Library Director
Kelly Peterson	Council Member	Andrew Stevens	Fire Chief
Andrew Wright by phone	City Attorney	Autumn Jones	Billing Clerk
Karen Drown	Clerk	Concerned Citizens	

WORKING SESSION called to order at 7:00 PM.

Because of the recent COVID-19 pandemic Buhl City Council held this meeting telephonically.

CONFIRMATION OF QUORUM:

Karen Drown confirmed a quorum.

CONSENT AGENDA:

1. Minutes of June 8, 2020 – Regular Meeting
2. Monthly Claims for Payment
3. Clerk Report
4. Treasurer Report

Pam McClain moved to approve the consent agenda. Kelly Peterson seconded the motion. There was no discussion and the motion passed.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

Update for Sagebrush Days Events: Mayor McCauley began the discussion by explaining this topic had been on the agenda for several meetings now to allow time of any concerns that had come up from council concerning the events. He did note that he had contacted ICRMP the city's liability insurance carrier about this topic. He was explained the city is not covered under our policy for a contaminate and COVID-19 falls under that. Pam moved to go forward with the Sagebrush Days activities. There was a discussion over the concerns of each council member and the additional concern of not having insurance coverage if a claim was brought against the city

because someone became ill. Andrew Wright explained the liability would be a very difficult case to prove that a person got it at the event without proving they had not been anywhere else prior to the event. Michelle Olsen and Rich White with the chamber noted the vendors will be spaced out more at the park, there would be more hand washing stations and additional restrooms. They did note the prior weekend Filer Fun Days took place and Michelle stated that event left it up to people attending to bring their own sanitizing products. There was additional discussion that good information about the event needed to be sent to KMVT, the Times News and local radio stations. There was no further discussion and the motion passed.

Review and Consideration of Chamber of Commerce Saturday Market: Rich with the chamber noted this proposal had been brought before council several months ago. They were returning after discussing the plan with Idaho Transportation Department, ITD, and the concerns Regie had brought up about signage and blocking of Main Street every week. Rich noted they talked with Mitch at ITD who was not concerned about the turn lanes being blocked. He also addressed the concerns with Rangen and Reed Grain trucks needing to come through. Both companies noted they had no concerns with the closures. Sue moved to have the Saturday Farmers Market put on by the Chamber of Commerce. Pam seconded the motion. Michael noted we need to do anything to help local businesses and would totally be in favor of it. There was further discussion on trash service for the event and plans were worked out to provide extra cans so the senior center cans are not used. Rich noted he will ask ITD to put their approval in writing. There was no further discussion and the motion passed.

Review and Consideration of 2020-2021 Beer, Wine, Liquor and Game Table Licenses: Karen noted the applications were exactly the same as the previous year with the exception of Pizza Planet adding beer to go because of the recent events. Pam moved to approve the licenses as presented. Sue seconded the motion. There was no discussion and the motion passed.

Budget Discussion – Review of Police, Fire Donation, Fire O&M, Library, Admin, P&Z, Streets, Community Service, Parks and Rec Proposed Budgets: Elizabeth reviewed the proposed budget sheets for the general fund departments. She detailed to proposed changes in the administration budget with the changes in staffing and positions and her retirement. She also noted the \$425,000.00 to reduce the fund balance. The COVID-19 expenses were not included in the budget as a separate expense because those are being reimbursed from the state and she really has no way to project those expenses. She concluded admin by noting the contract hours for her after retirement are showing as a one-time expense and could be considered again next year.

Community service: Elizabeth detailed dog impound expenses are coming in under what we were paying the vet. She also had reduced the property clean-up revenues and expenses this year.

Parks and Rec: She noted that one personnel are getting their CDL which is treated like a step increase so it shows more than the 2% increase on his line. It was also noted the requested set-aside was not included because if all goes well Regie would like to run the season as long as possible next year.

Police: Elizabeth explained the step increases and the way the percentage is figured on the base salaries and not the incentives. There was also a discussion about additional money put into training hours because Jeremy foresees additional training mandates with no funding. He also foresees the possibility of full body and dash cameras. The budget did include the SRO position but fully under the city.

Police Forfeiture: This budget would include expenses for office equipment to outfit the detective position.

Library: Reba's was including looking at some staffing changes for the coming year and additional training hours and provide time in advanced of changing for the outreach programs. Elizabeth explained the requirements for funding the library and why items are listed the way they are. She also noted Reba had done some cleaning up of her spreadsheet and in the coming years when the historical data all off it will look better.

Streets: Elizabeth noted the focus on sidewalks and the change to \$145,000.00 for those projects.

Fire O & M: Andrew explained he would like to provide an incentive for a training officer. They would be responsible for coming up with drills and tracking hours. He felt it was an important enough roll that an incentive should be provided. It is also a roll that could be transferred to different staff. He also noted the pay scale is a nice tool to have to help incentivize positions.

Fire Donation: Andrew explained he had applied for a FEMA grant to replace the air compressor but if he doesn't get the grant, he would like to use the fire donation funds to purchase that equipment. He anticipates it to be about \$60,000.00.

Fire Capital: Elizabeth is recommending no longer having the joint capital fire fund. She explained it was setup to make joint capital purchases but each entity is setting aside their funds in their own banks.

Airport: Elizabeth noted the only major change was the \$20,000.00 CARES Act grant was listed both as a revenue and expense.

Annual Review of Rate Committee Recommendations and Utility Rates: Elizabeth summarized the information that was presented to the rate committee and their recent meeting. She explained

there was no need to adjust the bond or capital improvement fees. Her recommendation was a 1% in water, sewer and operating and maintenance. It equates to a .50 increase or .35%. There was a discussion that the current revenues will cover the expenses but there is very little or no extra for unexpected expenses. Pam moved to increase utility rates by .50 per month as presented. Kelly seconded the motion. There was no further discussion and the motion passed.

Discussion of structure of Joint Fire Department: It was decided to table this topic until the next meeting when Michael could be present for the discussion because he had asked for the item to be on the agenda.

#### Council Concerns

Pam asked about the option for the State of Idaho on opting out of the 3% increase on taxes for the Safety money. Elizabeth explained she had several emails out to individuals asking questions to clarify the option. She had not heard back but would have the item on the next agenda.

Pam also noted she had recently received a copy of the City of Twin Falls, Sidewalk replacement plan. She noted she would like to look at this for future budgets.

MEETING ADJOURNED – Pam McClain moved that the meeting be adjourned; Kelly Peterson seconded the motion and all were in favor. The meeting was adjourned at 8:00 pm.

Minutes prepared by Karen Drown, City Clerk