

CITY COUNCIL WORKING MEETING

JUNE 26, 2023
203 Broadway Ave N

PRESENT:

Pam McClain	Mayor	Karen Drown	Clerk
Michael Higbee	Council President	Autumn Jones	Treasurer
Kelly Peterson	Council Member	Jason Scott	Public Works Director
Amanda Hawkins	Council Member	Jeremy Engbaum	Police Chief
Marla Sisson	Council Member	Concerned Citizens	

PLEDGE OF ALLEGIANCE

CONFIRMATION OF QUORUM:

Karen Drown confirmed a quorum.

Michael Higbee moved to amend the agenda and add the item for the Cloverleaf Creamery Special Catering Permit. Kelly seconded the motion. There was a roll call vote. Marla voted yes, Michael voted yes, Amanda voted yes, Kelly voted yes. The motion passed.

CONSENT AGENDA:

1. Minutes of June 12, 2023 – Regular Meeting
2. Bi- Monthly Claims for Payment
3. Clerk Report
4. Treasurer Report

Kelly Peterson moved to approve the consent agenda. Amanda Hawkins seconded the motion. Amanda noted Kelly was not listed in those present attendees. Karen stated she would make that correction. There was no further discussion. There was a roll call vote. Kelly voted yes, Amanda voted yes, Marla voted yes and Michael voted yes. The motion passed.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS:

Review and Consideration of 2023-2024 Beer, Wine, Liquor and Game Table Licenses: Michael moved to approve the applicant list as presented and include Sage Center on 8th's approval once

they have paid the application fee to city hall. Marla seconded the motion. It was noted that Vaquero and Kanaka Bistro needed to provide state and or county permits and their city permit would not be issued until those were received. There was no further discussion. There was a roll call vote. Amanda voted yes, Michael voted yes, Marla voted yes, and Kelly voted yes. The motion passed.

Review and Consideration of Cloverleaf Creamery Special Catering Permit for Beer Float during Sagebrush Days Parade: Shelby Scott, manager of the Cloverleaf Farm Market store presented to Council the request to serve beer floats at the Cloverleaf Creamery location in Buhl during the Sagebrush Days Parade. She stated they would only be served during the parade. Marla moved to approve the special catering permit. Kelly seconded the motion. There was a discussion where the area would be setup to serve. Shelby explained they would be in the little alley section between the Cloverleaf shop and the big red storage building. It was questioned if she would be behind the sidewalk. She confirmed they would not be blocking the sidewalk. Karen noted if this was approved by Council the owner of Cloverleaf Farm Market would be submitting the catering permit application. It was added this was coming before Council because of the recent changes in the open container law. There was no further discussion. There was a roll call vote. Amanda voted no, Kelly voted yes, Marla voted yes, and Michael voted yes. The motion passed

Update from Buhl Chamber of Commerce on Sagebrush Days Events: Reme Pullicar, president of the chamber board, updated Council on the events for the Sagebrush Days events. July 1st would have a fishing derby at Balanced Rock Park, Old Buhl Tours at the Senior Center, the Guns verses Hoses softball game, and the trout dinner at the Senior Center. He noted there are no events scheduled for July 2 or 3. The 4th of July will have the pancake breakfast, fun run, Buhl tours and the parade. He extended his gratitude to Council for co-sponsoring and helping make the event happening. He stated they are still looking for sign-ups for the intersections but the MC has been arranged but still looking for judges. The vendors will be setup in the park on July 4th, he questioned the outlets that were available. It was noted there are some available at the old Rotary shelter for the band to use but nothing else is available, in previous years the vendors have provided their own generators. Amanda questioned if the mountain men were coming. Reme stated he had not heard anything yet about their attendance.

He also wanted to thank the city for supporting the Country Flowers event. He noted the chamber website had updates. The La Cabanita ribbon cutting would be Friday, June 30th. And he noted the chamber board had approved the lease presented by the city, he did note there was an incorrect address on the first paragraph. Karen stated she will update the address and get a printed copy to sign.

Review of Employee Survey Results: Karen noted 35 surveys were sent and 30 were received back. Marla stated she did not feel it was beneficial to be sent the 60 pages. Amanda stated she appreciated being sent and liked to see what was said. It was questioned if administration found

these helpful. Karen noted the helpful part she found from these was that most employees are happy with their health benefits so her energy could be more focused on the areas that they did have concerns with such as on-call compensation, holidays, which is still being confirmed the legality of which must be provided, and wages. Amanda stated it covered benefits but not questions she wanted to ask.

Budget Discussion – Initial Review of Administration, Airport, Planning & Zoning, police, Police Forfeiture and Contingency departments for 2023-2024 Fiscal Year: Karen presented the administration budget. She pointed out there was a specific line item that had been discussed in general but she had researched a firm, Clearwater Financial a municipal advisor, to help work through the projects of growth including the comprehensive plan, code updates and many other areas of planning and administration. She noted she recently learned the Blue Cross of Idaho Foundation has a grant opportunity for the comprehensive plan if health is included in the plan. She explained there were three projects that had ??? in the cost line. Those are pending if work can be completed in the 2022-2023 fiscal year or if they will need bumped. Those include the city hall sidewalks, the fire alarm system, and the citizen entrance at the police department windows. She also reviewed the proposed wages she was recommending for the administration staff. This led to a discussion of the previous meeting and the proposal that was presented to calculate the amount of a 10% increase to create a pot for each department to assess the need to allocate to positions. This extended from the conversations from Council focusing on employee retention. Amanda stated the 10% was not voted on, but Autumn noted she had asked multiple times if Council would like to look at something else during “piece of the pie” discussion. When nothing else was proposed administration used the 10% to allow department heads to build the preliminary budgets for the initial presentations. It was noted historically through the budget process Council does not vote at every presentation along the way.

Planning & Zoning: Autumn noted that all budgets that are general fund are not balanced pending outcome of the L-2. It was noted there is an employee that is split between the planning and zoning budget and the administration budget.

Airport: Autumn noted this budget is balanced as the city only contributes \$2,500 each year. She pointed out there is a \$30,000 power pole project they have listed that will reduce their fund balance.

Contingency: Autumn noted this one is the easiest as it is normally a date change. This fund was created when city hall was paid off. It was originally budgeted for legal fees if anything was going to happen at the Seneca location. It has continued to be budgeted for any legal reason.

Police: Jeremy stated he focused on operating and maintenance and salaries. He noted one position was higher to bring it in line with the market. He stated they had done a survey of 20

other agencies and Buhl is right in with starting wages, except for Filer and Kimberly which have other circumstances, and he noted Buhl cannot compete with the Twin Falls County Sheriff or City of Boise. He noted training is a big issue with new POST IDAPA rules. He stated the body cameras have been helpful in a couple situations. There was a discussion from Autumn about switching the hours per year which follows the FLSA 7K exempt rules so that the police officers would true up their time each paycheck instead of having a draw and a true up which makes it harder and a longer time period for accrual of comp time. This switch will help with comp time accrual and will simplify it for the officers to track paycheck to paycheck. Amanda questioned why one position is with a 3% increase. Jeremy explained he did not want to shift more as it would put that position out of scale with others.

Police Forfeiture: Autumn noted this fund is used for seized funded in drug cases or pull overs that way the funds are not setting in evidence. This fund used to get the restitution funds but those are not put back in the regular budget as those are funds to reimburse for department expenses. The police forfeiture is spent for drug training and expenses.

COUNCIL COMMENTS: Marla summarized her time at the AIC Conference. She stated her first session was on roles and responsibilities for elected officials. She stated going forward she hoped to hold each accountable. She added she learned about city text alerts and notices. She also attended a session that discussed House Bill 314 from the 2023 session. She noted if this bill comes back and is passed libraries could become a liability to cities. Pam noted she plans on inviting the three representatives from the Buhl district to the working session in September to discuss this further. Marla noted libraries are critical to small towns.

Amanda questioned if a chain with posts could be used to block cars from parking on the new path by North Park. Jason stated they are working on signs and steel posts will be put at the ends to block UTV's from driving on it. Michael noted people are already using it and it is a huge asset to the Buhl community. It was noted most of the funds for these paths were paid with grant money and the cost to maintain is on the city which there is not money if they are tore up from misuse.

There was a recess from 8:36 PM to 8:39 PM.

EXECUTIVE SESSION - Michael moved to enter executive session with provisions of Idaho Code 74-206, subsection 1.c to acquire an interest in real property which is not owned by a public agency. He requested a roll call vote. Marla seconded the motion. Kelly voted yes, Amanda voted yes, Michael voted yes, and Marla voted yes. Those that remained for executive session were Marla Sisson, Michael Higbee, Pam McClain, Amanda Hawkins, Kelly Peterson, Jeremy Engbaum, Karen Drown and Autumn Jones. Executive session was entered at 8:41 PM.

Kelly moved to adjourn Executive Session. Amanda seconded the motion. There was a vote. The motion passed. Executive Session adjourned at 8:52 PM.

Consideration of Executive Session Discussion: Kelly moved to accept the offer and purchase the property discussed. He requested a roll call vote. Marla seconded the motion. Mayor McClain stated there was a possibility this motion will be forced into a tie breaker so she had a question regarding timing of funding. Autumn explained the timeframe of amending the 2022-2023 budget verses holding and budgeting in the next fiscal budget in October. Michael noted he is not afraid of answering why because we are saving for growth. He noted fire expenses and the cost of the Quint was more and it has already depreciated. There was discussion that remodeling could be \$100,000 easy. Jeremy noted he hopes to get grants through Jackie Frey for communication. Marla stated she does not see finding anything more beneficial for the city in a location more convenient. She added the city has focused on fire for years because we had to, and the opportunity is here now. It was noted the city does not have a choice to provide police services but the city does not have to provide a pool or a library. Amanda stated whether we have a building or not does not determine if we have police. Autumn noted a check could be wrote the end of August if the 2022-2023 budget was amended. There was no further discussion. Kelly voted yes, Amanda voted no, Michael voted yes, and Marla voted yes. Mayor McClain asked Autumn to put together numbers for the budget and show the general fund balance. Michael asked to have numbers put together for call volume.

MEETING ADJOURNED – Amanda Hawkins moved that the meeting be adjourned;
Michael Higbee seconded the motion and all were in favor. The meeting was adjourned at 9:22 PM.

Minutes prepared by Karen Drown, City Clerk