

CITY COUNCIL WORKING SESSION

JUNE 27, 2016
203 Broadway Ave N

PRESENT:

| | | | |
|----------------|-------------------|--------------------|-----------------------|
| Tom McCauley | Mayor | Elizabeth Barker | Treasurer |
| Michael Higbee | Council President | Karen Drown | Clerk |
| Pam McClain | Council Member | Regie Finney | Public Works Director |
| Kyle Hauser | Council Member | Andrew Stevens | Fire Chief |
| Sue Gabardi | Council Member | Cynthia Toppen | Library Director |
| Bill Nungester | City Attorney | Concerned Citizens | |

WORKING SESSION called to order at 6:00 PM.

CONFIRMATION OF QUORUM:

Karen Drown confirmed a quorum.

OLD BUSINESS:

- ... Minutes of June 13, 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: Michael Higbee moved to approve the monthly claims for payment; Sue Gabardi seconded the motion. There was no discussion and the motion passed.
- ... Clerk/Treasurer Report: Kyle Hauser moved to approve the clerk/treasurer report; Michael Higbee seconded the motion. There was no discussion and the motion passed.

NEW BUSINESS:

BEC presentation regarding future costs for SIEDO & other organizations: Pat Hamilton, President of the Buhl Economic Council (BEC) detailed to Council members the purpose of the BEC and the funds that it has received from the members in the last year. Pat explained that Seneca had donated a substantial amount which covered the cost to join Southern Idaho Economic Development Organization (SIEDO). That membership will help market the Seneca facility and also the Buhl Community. Pat explained to Council the costs for the coming year and the fact there is no funding source except for donations. There was a discussion about the difference between SIEDO and Southern Idaho Rural Development (SIRD) and the work they do. Mayor McCauley explained they work together but are different on what they market and the areas they work with for development.

Consideration of Southern Idaho Tourism 2016-17 Budget request: Michael moved to approve the \$250.00 request from Southern Idaho Tourism for the 2016-2017 fiscal budget. Pam seconded the motion. There was no discussion and the motion passed.

Consideration of 2016-17 Beer, Wine, Liquor and Game Table Licenses: Pam moved to approve the 2016-2017 Beer, Wine, Liquor and Game Table permits. Sue seconded the motion. Kyle recused himself from the vote because he is one of the license holders. There was no discussion and the motion passed.

Consideration of Contract with Idaho Division of Building Safety for Building Inspections: Karen summarized the contract with the Idaho Division of Building Safety which would cover the inspections for the building permits. The plan review would still be done by Scott Bybee and the administrative paperwork would be done by Teresa Robbins at the front window. Michael liked that the city only paid when we are collecting fees because the contract states 75% of the permit fee would be remitted to the state. There was a discussion on the building permit fees that the city currently charges and other services that are being reviewed for planning and zoning matters. Pam moved to authorize the Mayor to sign the contract with the Idaho Division of Building Safety. She did add that in the first paragraph the city name in the address needed to be changed from Blackfoot to Buhl. Michael seconded the motion. There was no further discussion and the motion passed.

Initial Council Review of Budgets: Elizabeth began the review with an explanation that the salaries had been changed per Council direction from the last meeting. The total amount being allocated within the General Fund accounts is about \$9,000 less than the target Council had discussed because that amount would be allocated in the utilities funds and is not General Fund allocations.

Administration: There was a discussion regarding the lease for the Department of Motor Vehicles (DMV); consensus was having them in city hall was a service to the citizens of Buhl. There was also discussion of joining the savings for fire air packs and fire equipment into one. Council discussed SIRD and SIEDO, Michael stated he would like SIEDO to make a presentation to Council and asked Karen to contact them.

Planning & Zoning: There was discussion concerning the Building Inspector/Planning and Zoning clerk position and how the contract with the state would change the budget for the coming year. Elizabeth has budgeted a part-time employee and the wages for Teresa; Scott's work is paid on a contract basis so it is listed under O & M.

Airport: The standard allocation was budgeted at \$2500.

Library: Cynthia informed Council that the draft budget had been reviewed and approved by the Library Board. She added the Chamber of Commerce would be purchasing the books themselves for the Easter Egg Hunt so that will not run through the budget this year.

Police: Elizabeth explained that she and Chief Foster had done a review of the department revenue and decided that was over stated because court costs and drug testing was not coming in as projected. That was reduced which required Chief Foster to reduce a number of his line items. The allocation from the General Fund was the same with the exception of the increase for salaries.

Parks & Rec: Elizabeth explained she and Regie had failed to include redoing the pool surface in major needs. She added they have added a savings line item to add \$6000.00 for 3 years to accomplish that project. Michael moved to take \$6000.00 from the contingency fund to start the saving in the 2016-2017 budget. Kyle seconded the motion. There was no discussion and the motion passed.

Streets: Regie explained he would like to reduce his fund balance to pay off the sweeper and purchase the back-hoe and replace a service truck

A recess was called from 7:25-7:35 PM.

Fire: There was a discussion about the bunkers for \$32,500.00 and apparatus upgrades for \$62,000.00 being allocated in the Joint Fire Budget to allow for more funds from the District contribution based on the percentage allocations in the Joint Management Agreement. The budget currently shows \$107,375.00 remaining to be allocated and Andrew would like to have that put into a line item for a savings for future equipment purchases. Elizabeth explained it would require a motion to set that aside. It was also proposed to include a provision in the Joint Management Agreement to set aside the percentage at the end of the year into that savings instead of splitting it back between the City and the District.

Michael moved to add the item of the provision to the next Joint Management Agreement meeting. Kyle seconded the motion. There was no discussion and the motion passed.

Fire Donation: It was explained the wood chipper rental money was going into this account. Andrew would like to save the money for future needs.

Discussion of Rate Structure for Utilities: Elizabeth began the discussion with an explanation of the operating and maintenance in the utilities departments. She also explained she had discussed with Bill Nungester the question of the excess amount being billed for bonds and what that could be used for. Bill replied that the city needs to be clear on what they are billing the customers for

and what the revenue is being expended on. The discussion lead to a conversation about taking the excess being billed in bonds and shifting that into a capital improvement line item that would bill to the property owner. Michael moved to have Elizabeth analyze the bond payment over the collections to determine an amount for a rate shift for capital improvement fee. Kyle seconded the motion. There was no discussion and the motion passed.

There was further discussion on an increase to the utility fees to cover the costs of operating and maintenance. Kyle moved to increase user fees by 2%. Michael seconded the motion. It was stated the rate committee recommended an increase last year which was not done. They also recommended a small increase every year instead of a large one every few years. Mayor McCauley stated the utility departments are running a heck of a business on the budgets they have. He recommended a 3% or tying it to an index. There was a vote on the motion; Michael and Kyle voted aye, Pam and Sue voted nay, Mayor McCauley broke the tie by voting nay. Motion failed.

Pam moved to increase user fees by 3% per month. Sue seconded the motion. Michael stated he was against a 3% without justification. It was stated the rate committee looked at what was palatable for the residents. There was a vote on the motion; Pam and Sue voted aye, Michael and Kyle voted nay, Mayor McCauley broke the tie by voting aye. Motion passed.

COUNCIL CONCERNS – Michael asked about the Association of Idaho Cities Annual Conference and how the sessions were this year. Mayor McCauley explained everyone broke up and went to different ones depending on their areas of concerns or interests.

Kyle had a concern about the Buhl High School track area where the fireworks are set off and the dryness of the area. Regie explained they would be starting water on it Thursday.

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 8:50 PM.

Minutes prepared by Karen Drown, City Clerk