

CITY COUNCIL REGULAR SESSION

JULY 13, 2015  
203 Broadway Ave N

PRESENT:

Tom McCauley	Mayor	Karen Drown	Asst. Clerk/Treasurer
Kyle Hauser	Council President	Mark Korsen	Fire Chief
Pam McClain	Council Member	Eric Foster	Police Chief
Michael Higbee	Council Member	Regie Finney	Public Works Director
Sue Gabardi	Council Member	Scott Bybee	City Engineer
Bill Nungester	City Attorney	Susan Riddle	Grant Administrator
Elizabeth Barker	Clerk/Treasurer	Boy Scout Troops 2 & 105	
		Concerned Citizens	

PUBLIC HEARING opened at 7:00 PM

The Boy Scout Troops 2 & 105 led the assembly in the pledge of allegiance.

Mayor McCauley then read the purpose of the public hearing for the 2015 Idaho Community Development Block Grant (ICDBG). He introduced Susan Riddle, grant administrator, who explained to council and those in attendance that the public hearing is a requirement by the Department of Commerce. She described the process that was done to apply for the grant and the survey that was conducted with the help of the city staff and local Boy Scout troops. The survey showed that Buhl has a 73% low to moderate income which is above the 51% needed to qualify for the grant. She explained that based on the bid awarded for the project the current plans will not use all the funds. Scott Bybee and Regie Finney are looking the possibility of adding additional work to utilize the full grant funds.

Scott Bybee then addressed council members and informed them that Buhl is similar to other communities with failing infrastructure but Buhl has been aggressive in replacing lines. One component of larger plans would be to add work on Parnell Street and an area between 11<sup>th</sup> and 12<sup>th</sup> that needs work. He stated at this time the project is 55% complete which has been mostly pipe bursting. The construction crew has now moved into the McCollum area, utilizing Urban Renewal funds. He added that the URA funding portion helped get the grant. Scott also commented that if the work was added there would be additional time added to the project.

There have been somethings found underground that were surprises but they have been corrected as the crews went through. Scott also stated that Regie and his crew have been great through the project and Susan Riddle and Leah Walton have been doing great on the paperwork. Scott

finished by informing to council that being aggressive on replacing lines is really helping the community now and in the future.

Michael asked that with all the work being done if a change in collections had been noticed at the wastewater treatment plant. Scott answered that there are no firm numbers at the time but that there has been an increased flow to the plant. Mayor McCauley added that with the failing pipe being replaced there are areas where irrigation water previously entered the system. With the new lines that is not happening so that irrigation water is not going into the treatment plant. Scott stated that the pipe going in the ground is 100 year pipe and the only reason it would have to be replaced sooner would be for greater demand.

Mayor McCauley asked for testimony:

In support – there was none.

Against – there was none.

Neutral – there was none.

The public hearing was closed at 7:20 PM.

REGULAR SESSION called to order at 7:22 PM.

CONFIRMATION OF QUORUM:

Elizabeth Barker confirmed a quorum.

Mayor McCauley took a moment to explain to the scouts that were in attendance the hearing process that had been completed and the meeting to follow.

OLD BUSINESS:

- Minutes of June 22, 2015: Kyle Hauser moved to approve the minutes; Michael Higbee seconded the motion. Pam asked if the names would be completed in the minutes regarding the topic of the right of way at Well # 4. Karen Drown stated she would get them from Regie Finney and they would be included. There was no further discussion and the motion passed.
- Monthly Claims for Payment: Pam McClain moved to approve the monthly claims for payment; Sue Gabardi seconded the motion. There was no discussion and the motion passed.
- Monthly Reports: Kyle Hauser moved to approve the monthly department head reports; Pam McClain seconded the motion. There was no discussion and the motion passed.
- Clerk/Treasurer Report: Pam McClain moved to approve the clerk/treasurer report; Michael Higbee seconded the motion. There was no discussion and the motion passed.

- Monthly Report: Scott referred to the hearing on the ICDBG project.

Scott commented on the Burke & 11<sup>th</sup> Street project that Regie and his crews had been working on. He explained the project is making the area more serviceable and attractive. He also commented on the building inspections in Buhl since he has taken over that responsibility and noted that last year total there was seven new homes built in Buhl. As of the current count there are seven so far for this year. He also informed council he will be assisting with Planning and Zoning and the Urban Renewal Agency.

Finally Scott stated to council he thought the money being set aside each month for capital improvements is hugely important and will allow a project to be done every couple of years. He feels in the coming years Buhl will be the best in the state for room for growth and marketability.

- Insurance Premium Information: Elizabeth explained that the insurance renewal had come in on June 30<sup>th</sup>, which is really early and almost unheard of, with a decrease of 2.65% on health and no change on vision or EAP instead of 20% increase that was being projected. And the dental renewal came in July 1<sup>st</sup> with an increase of 2% instead of 5% which was being projected. Elizabeth wanted to inform council officially because this is such a big piece of the budget and it was good news.

A recess was taken from 7:25 PM to 7:40 PM.

- Budget Review: Elizabeth explained that budget worksheets have been updated to show the revenue projections for Fiscal Year 2015-2016 and to reflect the changes in the insurance premium expense. Salary increase requests from department heads were added, Regie added \$2000.00 in utilities in Parks and Rec to heat the pool and the Fire budget had the additional employee removed.

There was a discussion about overall compensation increase for employees. The proposal this year from department heads is an increase of 1.56% from last year; last year's total compensation increase was 3.94% from the prior year. There was further discussion about the process for figuring salary compensation and Michael quoted from an email from Carl Ericson with ICRMP.

"On the issue of council involvement with employee compensation, I essentially agree that the council usually should not be involved with the detail of setting specific compensation for employees, except for department heads and appointed officials. The council adopts the budget that includes employee compensation and may include an across the board cost of living increase for all employee and may include funds for merit raises. The council could authorize

the funds for merit raises in one general fund to distribute among all city employees, or may even authorize specific amounts for merit raises for specific departments. The council may place a restriction on the amount that can be granted to any one employee, or may require the mayor to get approval from the council should he desire to give more than the maximum amount to any one employee."

Michael moved that any increase above 5% must have approval by council. Kyle seconded the motion. There was a question regarding whether or not the budget sheets were in fact making that request for approval. There was further discussion. The motion had a tie vote with Michael & Kyle voting aye and Pam and Sue voting nay. Mayor voted nay. The motion failed.

There was discussion about policy for setting salary increases. Kyle stated he felt some of the raises are exuberant. There was discussion regarding the responsibility of council to set policy. There was agreement that council would set department head salaries.

Michael moved to restrict any increase over 5% without council approval. Kyle seconded the motion. There was no discussion. The motion has a tie vote with Michael and Kyle voting aye and Pam and Sue voting nay. Mayor voted nay. Motion failed.

#### ADMINISTRATION

Council began review of individual departmental budget sheets, with Administration being the first to be reviewed. Michael stated he didn't agree with the 6% increase for Karen Drown. Michael moved to change Elizabeth to a 3% increase because she is an appointed official. Kyle seconded the motion. Pam stated the city has hired the best department heads and trust them for their decisions. There was no further discussion and the motion passed.

There was discussion about the current short fall in the administration worksheet because of the set aside for future purchases of equipment in the fire department of \$40,000.00 and the purchase of a GIS system of \$10,000.00.

#### PLANNING AND ZONING:

It was noted that the vacant position has been advertised but we have not had a response. Scott Bybee is filling that position on a temporary, part-time basis. His doing so will allow for current office staff to become more familiar with what is involved. There was also discussion about the portion of the GIS system allocated to this budget and the importance that this tool will have for the city.

#### POLICE;

The Police worksheet was reviewed and the line item 10-421-335 was reduced by \$25,000.00. Account 10-421-340 was discussed but left because the office staff is working on sub-standard furniture. Michael moved to give Eric Foster a 5% increase, Kyle seconded the motion. The motion had a tie vote with Michael and Sue voting aye and Kyle and Pam voting nay. Mayor voted aye. The motion passed.

#### PARKS & RECREATION:

The council had no questions for the Parks & Recreation budget worksheet.

#### STREETS

In reviewing the Street Department budget, Kyle moved to increase Regie Finney's wage by 5%; Pam seconded the motion. There was no discussion and the motion passed. Michael stated he couldn't approve this budget with the 20% increase for Jason Scott.

#### LIBRARY:

The Library budget originally had increased amounts of between 3% and 5% budgeted for employees. Elizabeth explained that the library board had requested that all employees get a 5% increase. There was discussion about the required amount that had to be allocated to the library. Kyle moved to increase all employees to 5% as per the library board recommendations. Pam seconded the motion. There was no discussion and the motion passed.

#### FIRE:

Kyle questioned whether council should discuss increases or have a recommendation to the joint board. Mayor McCauley stated he thought the city should decide what the city can spend and take that to the joint meeting. If the district wants to spend more then they could change the percentage contribution in the joint management agreement which would allow them to contribute more for the items they would like to see. Kyle moved to follow Mark's recommendation for the department employees and to increase Mark's salary by 5%. Pam seconded the motion. There was no discussion and the motion passed.

#### WATER:

There was a discussion about the recent issues with losing the motor at Well #1 and the bearing at Well #3 within a few days of each other during the hottest weekend of the year. The repairs are going to run approximately \$38,000.00. Mayor McCauley stated that Regie and his crew had a new motor in on the Monday morning following the Friday when the well went down. Michael stated he had concerns with salary increases of 15% and 20%. He stated the concerns are not with individual employees but with the overall economic status of the city. He commented he could not approve the budget with the current increases.

#### SANITATION:

The Sanitation department is keeping the trucks running and working. There was a discussion about the number of fill-ins needed on the sanitation truck. Regie explained that the community service employee would also be available to fill-in on sanitation or other positions throughout public works along with doing code enforcement.

#### WASTEWATER:

There was a discussion concerning Wastewater positions and if the positions pay higher than other public works departments in other cities. There was also discussion concerning the work that is done by this department and it was stated that they are doing what is expected and needed at the treatment plant. Mayor McCauley stated they are performing at the top of their ability. The discussion continued with a concern about the lead operator retiring. Regie explained that a lead would have to be hired and until that could be done a contract with a licensed operator could be used to stay in compliance. Regie also stated that this winter there is going to be cross training with water employees in the wastewater department.

A recess was taken from 9:15 PM to 9:22 PM

The discussion continued as to the proper allocation of the projected revenues.

Kyle moved to take \$4700 in Library and make a contingency with approval of the Mayor required for expenditure. Michael seconded the motion. Mayor McCauley stated he didn't like putting restriction on one department that wasn't on any other. It was confirmed the money could not be used for salary increases. There was a vote on the motion and it failed. Kyle moved to do as recommended by state code and fund the Library at \$147,650.00. Sue seconded the motion. There was no further discussion and the motion passed.

Consensus of council was any extra amount will show as a contingency amount in the Administration budget which could be used for any general fund department if needed. There was a discussion about what would happen if a joint fire budget could not be passed. Elizabeth stated she had contacted AIC concerning this and their guidance was to pass a budget based on the city general fund allocation to the Fire Department and then work from that budget. Mayor McCauley stated there are options such as changing the

contribution formula or the district funding additional operating and maintenance and personnel funds.

Elizabeth stated she would update the sheets and have them prepared for the Monday, August 27<sup>th</sup> working session meeting.

#### NEW BUSINESS:

There was no new business.

**COUNCIL CONCERNS** – Kyle stated a concern about a party that took place at the Gala Showroom and a local business coming to work with a hole in their business wall. Mayor McCauley stated he had asked Chief Foster to write up a report to have a record of the event/issue. There was a discussion about the options the city had in regards to the business. Those ranged from not allowing the business to continue to having a larger police presence during an event. Mayor McCauley directed Karen Drown to draft another letter to the owners of the property.

Kyle had a concern about the condition of the corner of Maple and 8<sup>th</sup>; the curb is deep and the sidewalk has issues. He stated his concerns about the number of kids that use that corner going and coming from school and the liability it could be.

**CITIZENS CONCERNS** – Mayor McCauley stated he had met with Chief Korsen concerning the extension of the work schedule and it has been very interesting. He stated it looks like it can be done. He referred to Idaho Code Title 31-1417 which states the District does have an administrative roll. The process is the joint group creates policy and the administration administers that policy. There was a discussion concerning the amount that the city could contribute to the Fire Department budget and what some of the alternatives could be. Michael referenced the districts and towns around Buhl in the survey that was done by the staff; he noted that no other department has the employees the City of Buhl does. He also stated there are options of having Magic Valley Paramedics put a station in in Buhl and charge the patients for the call.

**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 10:05 PM.

Minutes prepared by Karen Drown, Assistant City Clerk-Treasurer