

CITY COUNCIL REGULAR MEETING

JULY 8, 2024  
203 Broadway Ave N

PRESENT:

|                |                   |                    |                  |
|----------------|-------------------|--------------------|------------------|
| Pam McClain    | Mayor             | Jeremy Engbaum     | Police Chief     |
| Michael Higbee | Council President | Scott Bybee        | City Engineer    |
| Kelly Peterson | Council Member    | Maegan Hanson      | Library Director |
| Amanda Hawkins | Council Member    | Andrew Wright      | City Attorney    |
| Marla Sisson   | Council Member    | Jazmine Mills      | P & Z Admin      |
| Karen Drown    | Clerk             | Concerned Citizens |                  |
| Autumn Jones   | Treasurer         |                    |                  |

PLEDGE OF ALLEGIANCE

CONFIRMATION OF QUORUM:

Karen Drown confirmed a quorum.

Mayor McClain announced the sad news of Nathan Puschel's sudden passing over the prior weekend. She stated Nathan was one of the city's water operators.

CONSENT AGENDA:

1. Minutes of June 24, 2024 – Regular Session
2. Claims for Payment
3. Monthly Department Head Reports – Fire, Engineer, Police, Public Works, Code Services
4. Commission Minutes – Airport, Library, Planning & Zoning, Buhl Housing Authority
5. Clerk Report
6. Treasurer Report

Marla moved to approve the consent agenda. Kelly seconded the motion. Amanda asked if La Cabanita had finished everything in time for the license. Karen stated they had prior to the July 1<sup>st</sup> deadline. There was no further discussion. There was a roll call vote on the motion. Marla voted yes, Michael voted yes, Amanda voted yes, and Kelly voted yes. The motion passed.

UNFINISHED BUSINESS: There was no unfinished business.

NEW BUSINESS:

Review and Consideration of Kanaka Bistro 2024-2025 Beer & Wine License: Amanda moved to approve the annual beer and wine license for Kanaka Bistro. Michael seconded the motion. There was no discussion. There was a roll call vote. Michael voted yes, Amanda voted yes, Kelly voted yes, and Marla voted yes. The motion passed.

Budget Discussion – Initial Review of Admin, Planning & Zoning, Code Services, Police, Parks & Rec, Police Forfeiture, Streets, Library, Airport, Contingency, Water, Sanitation, Wastewater, Utility Grants: Consensus was to review one sheet at a time.

Admin:

Autumn noted the increase to liability insurance and added the Fire and Library amounts are included the Administration budget. Marla confirmed these sheets included the 3% increase in wages; Autumn confirmed they did have that amount included. It was noted the mayor's walking grant of \$1,000 was moved to the parks department. Michael moved to tentatively approve the 2024-2025 Administration budget as presented. Marla seconded the motion. There was no discussion. There was a roll call vote. Amanda voted yes, Kelly voted yes, Marla voted yes, and Michael voted yes. The motion passed.

Planning & Zoning:

Autumn noted the change in removing the full-time employee for the building inspector and adjusted the contract labor since the contract was in place with Jon Laux. There was a discussion about Twin Falls County completing the remaining few permits within the Area of Impact for 30% of the permit fee. Karen noted there were only four left. Marla moved to tentatively approve the 2024-2025 Planning & Zoning budget as presented. Michael seconded the motion. There was no discussion. There was a roll call vote. Kelly voted yes, Marla voted yes, Michael voted yes, and Amanda voted yes. The motion passed.

Code Services:

Autumn noted this budget was staying the same except for adding a second person. Kelly noted this position being filled is unresolved until the sanitation RFP is complete and that it could be a new employee or an existing sanitation employee transfer. Autumn confirmed the person to fill the position wouldn't be determined until the sanitation RFP was completed. Marla moved to tentatively approve the 2024-2025 Code Services budget as presented. Kelly seconded the motion. Amanda questioned that we were not adding any new positions. Autumn noted at the last meeting the it was discussed to add a code position and the motion was to move on as piece of the pie was discussed and it was up to Council if they want to proceed. There was no further discussion. There was a roll call vote. Marla voted yes, Michael voted yes, Amanda voted no, and Kelly voted yes. The motion passed.

Police:

Autumn noted the new vehicle does have an increase and explained the current technician that installs the equipment might not be available and a new vendor may cost more. It was noted SIRCOMM went down \$800. There was additional discussion about Powerplant being more expensive than the current

tech and they are seeing an increase in the actual vehicles. Amanda noted in Autumn's treasurer report she had noted the \$350,000 for the police building remodel was too low. Autumn noted right now the budget has the full \$350,000 rolling over into the new budget. Autumn detailed the discussion for architects and to get a designed set of plans. Those plans could then be given to the builders for a more accurate remodel cost. She explained the need for code compliance with the plans to be able to submit for permits to the state for plumbing, electrical, and HVAC; she added architects were not part of the initial costs. Karen noted the architects that are being looked at were recommended by either Clearwater Financial or Jon Laux. The plans would then be taken back to Wright Brothers for a firmer construction cost. Marla moved to tentatively approve the 2024-2025 Police budget as presented. Kelly seconded the motion. There was no discussion. There was a roll call vote. Michael voted yes, Amanda voted yes, Kelly voted yes, and Marla voted yes. The motion passed.

#### Parks & Rec:

Autumn discussed the \$175,000 grant for the pool rebuild was still included but no definite plans are in place for this right now. Amanda questioned the pickle ball court replacement. Autumn stated she was not sure of Jason's plan because the tennis courts are on school district property. She noted a memorandum of understanding (MOU) could maybe be put in place for that. Michael stated people told him they liked the idea. Autumn noted the \$20,000 is listed right now as a general fund draw down. There was a discussion about a possible WEMA pool grant, it was noted they would be willing if we get other grants to cover the upgrades. Mayor McClain stated she had a phone interview on July 18<sup>th</sup> with an outdoor grant program. Amanda questioned if we are strapped why would the city put money into property that is not ours. Michael moved to tentatively approve the 2024-2025 Parks & Rec budget as presented. Marla seconded the motion. There was no discussion. There was a roll call vote. Amanda voted yes, Kelly voted yes, Marla voted yes, and Michael voted yes. The motion passed.

#### Police Forfeiture:

Marla moved to tentatively approve the 2024-2025 Police Forfeiture budget as presented. Kelly seconded the motion. Amanda questioned what these funds could be used for. Autumn clarified that they had to be for narcotic prevention related expenses. There was no further discussion. There was a roll call vote. Kelly voted yes, Marla voted yes, Michael voted yes, and Amanda voted yes. The motion passed.

#### Streets:

Autumn reviewed the big projects budgeted in this department; those include Fair Street and Burley Ave. Karen updated Council she spoke with a gentleman from LHTAC about the funding which is waiting on federal appropriations but Buhl's project is a topic of conversation often with LHTAC when a possible opportunity comes up for funding. She added she was told LHTAC hopes to budget fiscal year starting October 2025 and bid early spring of 2026 for construction summer of 2026. Autumn added that is why the ICDBG project was done a couple of years ago so the infrastructure is

in place and we are not digging up a new road. Marla moved to tentatively approve the 2024-2025 Streets budget as presented. Michael seconded the motion. Autumn did note that when Burley Ave does happen there will need to be a budgeted amount of \$5.5 million in revenues to receive this grant. Mayor McClain suggested that anyone with concerns on this funding to write their congressmen. There was no further discussion. There was a roll call vote. Kelly voted yes, Marla voted yes, Michael voted yes, and Amanda voted yes. The motion passed.

#### Library:

Autumn noted the rollover amount for redoing the brick and gutter was included in this budget; library staff are looking for grants for this or also the library foundation. They are having a hard time getting someone to call them back on the brick work. Autumn also noted the 19.5-hour employee from the piece of the pie discussion was not included on this sheet. Michael moved to tentatively approve the 2024-2025 Library budget as presented. Kelly seconded the motion. There was no discussion. There was a roll call vote. Marla voted yes, Michael voted yes, Amanda voted yes, and Kelly voted yes. The motion passed.

#### Airport:

Autumn noted the airport board and had not gotten back with her yet on their sheet to clarify the AIP grant. Marla moved to tentatively approve the 2024-2025 Airport budget as presented. Michael seconded the motion. Michael questioned if the AIP is the newest grant. Karen noted it was not and added this AIP is the conclusion of the AIP design grant for the runway. The other grant discussed at a prior meeting was the actual construction of the runway and she noted that \$3.2 million grant was not included as it is still up in the air. If it happens in the future that would be a budget amendment. There was no further discussion. There was a roll call vote. Amanda voted yes, Kelly voted yes, Marla voted yes, and Michael voted yes. The motion passed.

#### General Fund Contingency:

Michael moved to tentatively approve the 2024-2025 General Fund Contingency budget at presented. Marla seconded the motion. Amanda questioned if this was a drawn down. Autumn noted it was not and added this fund only grows based on interest. There was no further discussion. There was a roll call vote. Kelly voted yes, Marla voted yes, Michael voted yes, and Amanda voted yes. The motion passed.

#### Water:

Autumn noted with the loss of the Nathan she will update the sheet to include the replacement to get the backflow certification. Nathan had just received his this spring. Kelly questioned if the salaries stay the same on the sheet until filled. Autumn she would update that for the starting rate and certifications. Amanda questioned if Chuck was the only one with backflow. Karen stated Nathan was the first on staff to get the backflow certification and the plan was for him to train the others to prepare for the testing. Marla moved to tentatively approve the 2024-2025 Water budget as presented.

Michael seconded the motion. There was no discussion. There was a roll call vote. Marla voted yes, Michael voted yes, Amanda voted yes, and Kelly voted yes. The motion passed.

#### Sanitation:

Autumn stated we are continuing to budget this department even with the RFP process because it won't be complete before the fiscal year starts. Kelly moved to tentatively approve the 2024-2025 Sanitation budget as presented. Marla seconded the motion. Kelly stated he respectfully declined to sit on the review committee. Autumn explained that if Council chooses to contract for private sanitation services the plan would be to have one employee fill the code services position and one would remain in sanitation. The sanitation budget would then continue with one employee whose duties would include city events, decorative cans, alley maintenance and other sanitation work needed. There was further discussion about the possible contract of services. Amanda noted it sounds like this isn't going to work very well. Marla explained a recent situation where the garbage cans at North Park were full; she called and the cans were emptied very quickly. Autumn and Karen agreed there are pros and cons to the situation. There was no further discussion. There was a roll call vote. Marla voted yes, Michael voted yes, Amanda voted yes, and Kelly voted yes. The motion passed.

Amanda referred back to the Parks & Rec budget and asked about the increases of more than 3%. Autumn noted that Jason had explained that in his memo in the second paragraph.

#### Wastewater:

Autumn noted this department had seen a large increase in insurance. She added they believe they have a handle on chemical costs. Michael moved to tentatively approve the 2024-2025 Wastewater budget as presented. Kelly seconded the motion. Michael questioned if \$93,000 was a fund draw down. Autumn stated that is the revenues for capital reserves that cover one-time projects. There was a roll call vote. Michael voted yes, Amanda voted yes, Kelly voted yes, and Marla voted yes. The motion passed.

#### Utility Grant Funded Projects:

Autumn explained there was \$100,000 for water projects and \$100,000 for wastewater projects. She added we are hoping to have all the ARPA funds spent by the end of the current fiscal year and the \$100,000 in each of these is rollover of the city fund portion to next year to complete the projects. Marla moved to tentatively approve the 2024-2025 Utility Grant Funded Projects budget. Michael seconded the motion. There was no discussion. There was a roll call vote. Amanda voted yes, Kelly voted yes, Marla voted yes, and Michael voted yes. The motion passed.

Review and Consideration of Utility Rate Committee Recommendations: Autumn started the review of the historical rate increases. She noted last year was a total increase of 2.04% increase in the amount of \$2.95. There was a discussion about the contingency and bond requirements. The second page was

the capital reserve balances. Autumn noted the sanitation reserve line was zero as the truck was purchased outright and nothing was financed. The third page Autumn stated is the same page that is in the utility comparison worksheets which shows the bond reserves and the payments in February and August. She noted that at the end of the year there will be an additional reserve of \$173,605. She also noted the remaining principal is \$14.9 million and remaining interest \$6.6 million; both bonds mature in 2038. Michael questioned what the recommendation for the bond reserves are and the possibility of reducing bonds by the amount needed in operating and maintenance; Autumn noted that is defined in the audit. She added staff look annually for refinancing the bonds but it has not been beneficial to do the last few years. Consensus was to look at bond ratio at the July 22<sup>nd</sup> meeting. Autumn added there might be a time crunch for publishing for a public hearing. Marla stated she was nervous in cutting corners. Autumn added the final budget needs to be approved on August 5<sup>th</sup> for public hearing notice. Marla moved to table this discussion to the July 22<sup>nd</sup> meeting. Kelly seconded the motion. All voted in favor.

MAYOR & COUNCIL COMMENTS: Mayor McClain read the below statement.

We need to make sure that we comply with the law with regard to employee privacy issues. If a member of the City Council would like to discuss any issues pertaining to complaints, discipline, etc. of a City employee, those will first need to be discussed with the mayor, who is the chief City administrator per Idaho Code 50-602. After review of the complaint, discipline, etc. if it needs to go before City Council it will be listed under an executive session on the upcoming meeting agenda.

Michael noted how well all the events were for Sagebrush Days and added the fireworks were very well done and asked to draft a letter from Council to Les Schwab and Agropur for their donations to the show. He also noted his appreciation for all the work the city crews did for the events. He added for all the concerns about the parade route change he thought it went better than they were expecting.

CITIZEN COMMENTS: There were no citizen comments.

MEETING ADJOURNED – Michael Higbee moved that the meeting be adjourned. Marla Sisson seconded the motion. There was no discussion. All voted yes. The meeting was adjourned at 7:55 PM.

Minutes prepared by Karen Drown, City Clerk