

**REGULAR BURLEY CITY COUNCIL MEETING
CITY HALL
February 20, 2018**

COMMENCE MEETING

Council met in regular session at 7:00 p.m. with Mayor Ormond presiding. Council members present were Randy Hawkins, John Craner, Casey Andersen, Russell Mallory, Bryce Morgan and Jon Anderson.

City Staff present were as follows: City Administrator Mark Mitton, City Clerk Ellen Maier, Attorney Dave Shirley, Sexton Dave Allred, Waste Water Treatment Director Dee Hodge, Economic Development Specialist Doug Manning, Building Inspector Gary Pawson, Engineer Bryan Reiter, Fire Chief Shannon Tolman, Electrical Supervisor Brent Wallin, Librarian Julie Woodford, Administrative Assistant Carol Anderson and Lt. Jason Rogers were also in attendance.

INVOCATION

The Invocation was offered by Council member Morgan followed by the Pledge to the Flag.

CONSENT CALENDAR

1. Items on the Consent Calendar are considered to be routine and enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a member of the Council. Any request shall be made after the Consent Calendar is read and before action is taken.
 - a. **APPROVAL OF MINUTES FROM REGULAR AND SPECIAL MEETINGS**
 - b. **BILLS PAYABLE \$601,95.36.**
 - c. **PAYROLL ENDING 2/2/18 FOR \$298,916.35.**

Beer License

Burley River's Edge Golf Club	131 E Hwy 81	Beer	On Sale
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Information Items

BUILDING PERMITS:

A motion was made by Council member Craner and seconded by Council member Hawkins to accept the Consent Calendar as written.

Roll Call Vote.

The results of the votes were as follows:

Casey Andersen	Aye	Randy Hawkins	Aye
Jon Anderson	Aye	Russell Mallory	Aye
John Craner	Aye	Bryce Morgan	Aye

Motion carried.

COUNCIL ACTION ON P & Z RECOMMENDATION – P&Z RESOLUTION 2018-1

City Attorney Dave Shirley addressed the Council and citizens. He said that some people thought that there was a public hearing taking place this evening and that they would like more notice due to the holiday on Monday. Mr. Shirley suggested that this item be rescheduled for those that would want to come and listen to the Council deliberate on this business item. He reiterated that it is a business item not a public hearing.

A motion was made by Council member Morgan and seconded by Council member Casey Andersen to reschedule this until March 6th.

Roll Call Vote:

The results of the votes were as follows:

Casey Andersen	Aye	Randy Hawkins	Aye
Jon Anderson	Aye	Russell Mallory	Aye
John Craner	Aye	Bryce Morgan	Aye

Motion carried.

FISCAL YEAR 2018 AUDIT

Jacob Catmull from Evans Poulsen & Catmull PA presented the Council with the 2016/2017 audit. This audit is done to meet State of Idaho Code. The city is bound to follow the generally accepted accounting principles and to follow governmental accounting principles which are established for governmental entities. Mr. Catmull said the Cities financial statements are in accordance with both of the standards. The purpose of the audit is to give assurance that the statements are presented in accordance with the basis of accounting he stated this was a clean audit and they have nothing to report outside of those standards. He said they verify the Cities existing assets and confirm any liabilities and debt the City has, and all sources of income the city receives. Mr. Catmull briefly gave an overview of each fund. His opinion is the city has good cash reserves and is pro-active in assessing rates for the future.

This item was tabled so the Council could look through the audit.

ANNUAL INDUSTRIAL PARK REPORT

Cameron Cook, representing Boyer Company, presented the annual report on the Burley Industrial Park. Mr. Cook said the industrial park consists of 11 businesses, they have over 20 acres of available land, are marketing spaces in four buildings and are marketing vacant land for land lease or build to suit. Payments to the city for 2017 was \$126,380.43. In 2017 they did site grading at the north potato cellar and tenant expansions and upgrades to the concrete tilt up building. He said that they are hoping to lease the 4 available buildings and find new companies to lease land or future buildings.

CLOSURE OF STREET FOR ST. PATRICK'S BLOCK PARTY BY LULU'S

Kristen Pedersen from LuLu's asked the Council for permission to close a portion of the street from LuLu's parking lot to Main Street, for a St Patricks' (Saturday March 17th) block party, weather permitting. She said Coors will have a truck and trailer, they will have a DJ,

La Hacienda will cater food and there will be seating. She said that she would get approval from Hansen and Elite and have to the Council by the end of this week.

A motion was made by Council member Casey Andersen and seconded by Council member Hawkins to close the street upon approval of the other business owners.

Roll Call Vote:

The results of the votes were as follows:

Casey Andersen	Aye	Randy Hawkins	Aye
Jon Anderson	Aye	Russell Mallory	Aye
John Craner	Aye	Bryce Morgan	Aye

Motion carried.

TREE TROUBLE OPENING A GREEN WASTE MANAGEMENT FACILITY

Juli and Scott Yates along with Bill Garvey from Tree Trouble said they will be opening a green waste management facility on March 19th. It is located just off of Hwy 30 on 175 South and they will be open Monday through Saturday from 8:00 to 5:00. The facility will take tree limbs and yard debris that is free of any garbage. The charge will be \$1.50 per cubic yard which will be cheaper than hauling it to the Milner landfill. They will grind and make compost and resale for different uses.

PAYMENT TO LID CONTRACTOR

City Administrator Mark Mitton said that during the creation of LID No. 4 Brandi Kirkpatrick requested to have a driveway and a sidewalk replaced. During the lengthy process she decided that she could not afford to have her driveway done but would like her sidewalk replaced. The LID assessment only included the sidewalk but the printout that was given to the contractor still had the driveway listed. Mr. Mitton said the homeowner does not feel she can or should pay for it. The contractor is asking to be paid because he feels it is the cities' mistake but he would deduct \$638.88 from his total price of \$3638.88. Mr. Mitton said it would be the Council's decision.

A discussion followed.

A motion was made by Council member Casey Andersen and seconded by Council member Mallory to approve the payment to the LID contractor.

Roll Call Vote:

The results of the votes were as follows:

Casey Andersen	Aye	Randy Hawkins	Aye
Jon Anderson	Aye	Russell Mallory	Aye
John Craner	Aye	Bryce Morgan	Aye

Motion carried.

APPROVAL OF BUDGET AMENDMENT FOR PUBLISHING

City Administrator Mark Mitton said that after the budget for this year was published some items came up and because budget law says once you have published your budget you cannot increase it unless you do a budget amendment. He said at this time he is re-budgeting two projects that did not get completed last year. One is the city wide automation project between city departments and the second is the purchase of a service truck for the water department. Also changes that have to be made to the golf course club house that have to be made to bring it into compliance with the State Alcohol and Beverage Division to sell beer and to be able to consume it in the club house. The final change is due to moving the Golf Pro to a city employee instead of a contract position. He stated the budget amendment must be approved by the Council before he could publish it.

A discussion followed with questions being asked by the Council.

A motion was made by Council member Craner and seconded by Council member Jon Anderson to approve the tentative amended budget for publishing.

Roll Call Vote:

The results of the votes were as follows:

Casey Andersen	Nay	Randy Hawkins	Nay
Jon Anderson	Aye	Russell Mallory	Aye
John Craner	Aye	Bryce Morgan	Aye

Motion carried.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) AGREEMENT

City Administrator Mark Mitton said to receive any federal money we have to have a disadvantaged business enterprise (DBE) program. The program makes you set goals to find minority and women owned businesses. This agreement is with the State of Idaho where we can participate with them in having unified certification. This agreement allows us to work with the state on the disadvantaged business enterprise program.

A motion was made by Council member Jon Anderson and seconded by Council member Hawkins to allow the Mayor to sign the document.

Roll Call Vote:

The results of the votes were as follows:

Casey Andersen	Aye	Randy Hawkins	Aye
Jon Anderson	Aye	Russell Mallory	Aye
John Craner	Aye	Bryce Morgan	Aye

Motion carried.

RECORDS FOR DESTRUCTION

City Clerk Ellen Maier said that each year after the audit is finished we move the records downstairs and destroy the oldest ones. She stated that because they are temporary and semi-

permanent records we do not have to notify the State Archives. She then asked the Council for permission to destroy the records.

A motion was made by Council member Morgan and seconded by Council member Mallory to approve Resolution 2-18.

Roll Call Vote:

The results of the votes were as follows:

Casey Andersen	Aye	Randy Hawkins	Aye
Jon Anderson	Aye	Russell Mallory	Aye
John Craner	Aye	Bryce Morgan	Aye

Motion carried.

Resolution Authorizing Destruction of Records

Resolution No. 2-18

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BURLEY, IDAHO, AUTHORIZING DESTRUCTION OF RECORDS.

WHEREAS, Idaho Code 50-907 requires the city Council to authorize destruction of records that are not required to be retained as permanent records and that have met the minimum retention period provided by the city's record retention schedule and are no longer required by law or for city business; and,

WHEREAS, the City Clerk has proposed for destruction of certain records that have exceeded their minimum retention; and,

WHEREAS, approval for the destruction of the below listed records has been or will be obtained from the Idaho State Historical Society, when required, and the City Attorney, as provided by Idaho Code 50-907;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Burley, Idaho that the below listed records may be destroyed following 30 days of written notice to the Idaho State Historical Society, and under the direction and supervision of the City Clerk.

Temporary and Semi-Permanent Records:

January, February and April thru December 2008 Cash Receipting, August thru December 2008 Billing Registers, 2011 and 2012 Payment Stubs, 2011 Accounts Payable, 2011 Golf Receipts, 2009 thru 2011 Parking Tickets, 2007 thru 2011 Energy Assistance, 2010 and 2011 Credit Card Receipts, 2009 thru 2011 Sanitation Invoices, 2010 and 2011 Miscellaneous Receipt Books.


The administrative staff of the City is authorized to take all necessary steps to carry out the authorization provided by this Resolution.

PASSED BY THE CITY COUNCIL

Date 2-20-2018

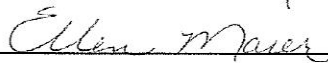
SIGNED BY THE MAYOR

Date 2-21-2018



MAYOR

ATTEST:



CITY CLERK

DECLARE VEHICLES AS SURPLUS

Shop Foreman Rick Garner asked the Council to declare two vehicles as surplus so he can sell them at the USA Auction in Heyburn on March 13th. They are a 1990 Ford F150 Vin# 1FTEF15Y9LPB12431 and a 1999 Ford Ranger Vin# 1FTYR14V6XPB47834.

A motion was made by Council member Craner and seconded by Council member Morgan to declare the vehicles surplus and allow them to be sold at the auction.

Roll Call Vote:

The results of the votes were as follows:

Casey Andersen	Aye	Randy Hawkins	Aye
Jon Anderson	Aye	Russell Mallory	Aye
John Craner	Aye	Bryce Morgan	Aye

Motion carried.

APPROVAL OF WELLSTEPS SERVICES CONTRACT

Administrative Assistant Carol Anderson asked the Council to approve a contract for employee wellness with WellSteps, LLC. for \$3,771.00. She stated that our current health insurance does not include a wellness program. This program will run from April 1, 2018 to March 31, 2019 and can be renewed each year with a 2.5% cost of living increase. She said in the set up process we can survey the employees and see what they are interested in and tailor the program towards that. She said there is \$26,000.00 budgeted towards wellness.

A motion was made by Council member Jon Anderson and seconded by Council member Morgan to approve the contract and allow the Mayor to sign it.

Roll Call Vote:

The results of the votes were as follows:

Casey Andersen	Aye	Randy Hawkins	Aye
Jon Anderson	Aye	Russell Mallory	Aye
John Craner	Aye	Bryce Morgan	Aye

Motion carried.

APPROVAL OF WELLNESS INCENTIVES

Administrative Assistant Carol Anderson said that last year the 22 people that completed the required challenges received \$200.00 in the last paycheck of the year. She asked the Council to raise that to \$300.00 to try to get more employee participation. She said this would still work with the budget amount.

A motion was made by Council member Jon Anderson and seconded by Council member Morgan to allow the wellness program to increase those that meet the requirements to receive \$300.00.

Roll Call Vote:

The results of the votes were as follows:

Casey Andersen	Aye	Randy Hawkins	Aye
Jon Anderson	Aye	Russell Mallory	Aye
John Craner	Aye	Bryce Morgan	Aye

Motion carried.

TITLE VI POLICY

City Administrator Mark Mitton said that this item will be brought back to the next council meeting. This is a policy of how the city will handle complaints on discrimination and they are still working on the language.

SPEED LIMIT ON EAST MAIN TO HEYBURN

City Administrator Mark Mitton said that the State Transportation made their final recommendation to change the speed limit to 35 MPH on East Main to Heyburn. Mr. Mitton said that is not what he thought the Council had recommended. He asked if the Council would like him to draft a letter to the Idaho Transportation Department letting them know their recommendations.

A discussion followed about what their recommendation should be.

A motion was made by Council member Casey Andersen and seconded by Council member Craner to recommend to the ITD that the speed limit be 35 mph to the stop light at the Hwy 81 intersection and then 45 mph across the Heyburn bridge.

Roll Call Vote:

The results of the votes were as follows:

Casey Andersen	Aye	Randy Hawkins	Aye
Jon Anderson	Aye	Russell Mallory	Aye
John Craner	Aye	Bryce Morgan	Aye

Motion carried.

PUBLIC HEARING FOR SANITATION FEES

City Administrator Mark Mitton said he received a letter from Southern Idaho Solid Waste stating that as of March 1st they will be raising their fees to \$16.00 per ton for drop boxes. Mr. Mitton presented the Council with proposed sanitation fee increases and asked to publish a public hearing notice for March 2nd at 12:00 p.m.

A motion was made by Council member Casey Andersen and seconded by Council member Morgan to have a public hearing on the proposed fee increases and schedule a hearing on March 2nd at 12:00 p.m..

Roll Call Vote:

The results of the votes were as follows:

Casey Andersen	Aye	Randy Hawkins	Aye
Jon Anderson	Aye	Russell Mallory	Aye
John Craner	Aye	Bryce Morgan	Aye

Motion carried.

CONTINUATION OF CLUB HOUSE REMODEL

City Administrator Mark Mitton said they are trying to get the club house put back together before the busy season. He said that they ordered the range hood so they could get exact dimensions. The other equipment has not been ordered and will take about four weeks to get here. He asked the Council if they wanted to continue the project or wait until the budget is fully adopted.

A motion was made by Council member Craner and seconded by Council member Mallory to continue the club house remodel project.

Roll Call Vote:

The results of the votes were as follows:

Casey Andersen	Nay	Randy Hawkins	Nay
Jon Anderson	Aye	Russell Mallory	Aye
John Craner	Aye	Bryce Morgan	Aye

Motion carried.

Council member Mallory congratulated the Oakley and Burley ladies that took State Championship. Council member Jon Anderson asked the Mayor if he would like to invite and honor the girls at the next meeting.

Council member Jon Anderson also said ITD announced their next projects as 400 South and I-84 will complete the other side of the freeway this year, the SLC junction in 2019 and also White Pine sidewalk project bill was just signed.

A motion was made by council member Casey Andersen and seconded by Council member Morgan to adjourn the meeting at 9:09 P.M.

All "Aye."

Motion carried.

City of Burley

Mayor Ormond

ATTEST:

City Clerk