

**REGULAR BURLEY CITY COUNCIL MEETING
CITY HALL
1401 Overland Avenue
Burley, Idaho
January 7, 2020**

AGENDA

REGULAR SESSION AT 7:00 P.M.

OLD BUSINESS

CONSENT CALENDAR

1. **ACTION ITEM 1.a through c.** 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 \$976,753.38.**
 - c. **PAYROLL ENDING ON 12/20/19 FOR \$318,042.81.**

2. **ACTION ITEM** Honor Outgoing Council Members Mayor Ormond

NEW BUSINESS

3. **ACTION ITEM** Swear in New Council Members Ellen Maier
4. **ACTION ITEM** Elect Council President Council
5. **ACTION ITEM** 1ST Quarter Budget Review Mark Mitton
6. **ACTION ITEM** Appoint Eula Megan Reynolds-Library Board Mayor Ormond
7. **ACTION ITEM** Re-Appoint Amanda Hepworth to Library Board Mayor Ormond
8. **ACTION ITEM** Introduction of Proposed Transportation Master Plan Dave Waldron

Information Items

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COMMENCE MEETING

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

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, Golf Pro Scott Draper, Engineer Bryan Reiter, Parks Supervisor Brent Winn, Librarian Julie Woodford, Human Resource Carol Anderson, Shop Foreman Rick Garner and Lt. Jason Rogers was also in attendance.

INVOCATION

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

OLD BUSINESS

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Information Items

BUILDING PERMITS:

A motion was made by Council member Craner and seconded by Council member Morgan 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	Bryce Morgan	Aye
John Craner	Aye		

Motion carried.

HONOR OURTGOING COUNCIL MEMBERS

Mayor Ormond stated that Councilmember Mallory was unable to be at the meeting tonight. The Mayor said he had Certificates of Outstanding Leadership from the City of Burley for both outgoing Council members and stated they both served on the Council from 2012 to 2019. He thanked them for their many years of service.

NEW BUSINESS

SWEAR IN NEW COUNCIL MEMBERS

City Clerk Ellen Maier administered the Oath of Office to elected Council members John Craner, Janet Hansen and Kimberli Seely. These Council members were elected in November 2019 to serve a four-year term starting January 2020.

ELECT COUNCIL PRESIDENT

Councilmember John Craner spoke as the current Council President. He said this position is nominated and elected by members of the council and has no authority over and above anyone else on the council. He stated that the chief responsibility is to conduct the council meeting and other functions in the absence of the Mayor. He stated the unofficial custom of this council is the Council President makes the motion to approve the consent calendar and pay the bills against the City.

A motion was made by Council member Morgan and seconded by Council member Jon Anderson to nominate John Craner to continue as Council President.

Councilmember Casey Andersen said that he would have interest in being Council President. He stated that he has been on the Council for ten years and had served as Council President for two years and has attended and participated in 100% of the meetings.

Councilmember Jon Anderson moved nomination cease and elect Jon Craner by unanimous consent. Motion was seconded by Morgan.

Roll Call Vote:

The results of the votes were as follows:

Casey Andersen	Aye	Janet Hansen	Aye
Jon Anderson	Aye	Bryce Morgan	Aye
John Craner	Aye	Kimberli Seely	Aye

Motion carried.

Mayor Ormond thanked Council member Casey Andersen for showing interest in this position.

1ST QUARTER BUDGET REVIEW

City Administrator Mark Mitton presented the first quarter budget review. He stated that the report is easy to read giving the budget amount along with the spent and unspent money for each fund. The general fund has 1.8 million dollars in cash with \$620,995.00 of that is invested. We keep those reserves in cash because we have to operate while we are waiting for the taxes to come in, which will be in about three weeks. He mentioned that to adopt or amend the budget is the same process. First you recognize the revenue and expenses that will be incurred, you must publish the budget for two weeks, set a time and date for a public hearing, adopt the ordinance and then publish the ordinance. New this year is a budgeted amount for federal grants for \$216,016.00 for the 40% grant on the Volkswagen penalty money for two new street sweepers. Mr. Mitton stated that all other accounts in the general fund are in line for this time of year. Mr. Mitton went over the utility funds revenue over expenses saying that they bring in revenue all year. (Water, Waste Water, Electric, Sanitation) The library is funded by property taxes and levies. The Golf fund does a lot of maintenance during the winter months showing higher expenses. The grant fund is high because we don't know what grants we will get but have budgeted for various projects. The internal service funds are health insurance, liability fund, worker's compensation and automation & communication. Money is taken out of other departments funds and accrued in the internal service funds to pay for these services. New this year is the fuel fund which was approved by Council last year. This will allow the city to install our own fuel tanks and buy fuel in bulk at wholesale. Mr. Mitton asked Council to review the budget and call him with any questions.

APPOINT EULA MEGAN REYNOLDS-LIBRARY BOARD

Mayor Steve Ormond said that Librarian Julie Woodford recommend Eula Megan Reynolds for the library board. She would be replacing Janet Hansen and the term would expire in 2021. Mayor Ormond said that he approves the appointment.

A motion was made by Council member Casey Andersen and seconded by Council member Hansen to accept the appointment of Eula Megan Reynolds to the library board.

Roll Call Vote:

The results of the votes were as follows:

Casey Andersen	Aye	Janet Hansen	Aye
Jon Anderson	Aye	Bryce Morgan	Aye
John Craner	Aye	Kimberli Seely	Aye

Motion carried.

RE-APPOINT AMANDA HEPWORTH TO LIBRARY BOARD

Mayor Steve Ormond said that Librarian Julie Woodford recommend the re-appointment of Amanda Hepworth. She has served on the board since 2017 and the new term would end in 2024. Mayor Ormond said that he approves the appointment.

A motion was made by Council member Casey Andersen and seconded by Council member Hansen to re-appoint Amanda Hepworth to the library board.

Roll Call Vote:

The results of the votes were as follows:

Casey Andersen	Aye	Janet Hansen	Aye
Jon Anderson	Aye	Bryce Morgan	Aye
John Craner	Aye	Kimberli Seely	Aye

Motion carried.

INTRODUCTION OF PROPOSED TRANSPORTATION MASTER PLAN

City Engineer Brian Reiter presented Council with a Transportation Master Plan. This plan was last done in 2003 and complements the Comprehensive Plan that we are also in the process of updating. Mr. Reiter mentioned some things new to the city since the last plan which include Pacific Ethanol, Gavalon Grain, the walking paths were not constructed, John Evans School and more residential housing around that area went in. This has caused more train movement within the city and more traffic congestion around the vicinity of the new school. Cassia County has an updated Transportation Plan that we would like to mesh road classifications with. Mr. Reiter stated that we would like to apply for a Tap Grant for a sidewalk project along Parke Avenue. Historically scoring for these grants have been very close and having a current Transportation Master Plan in place will help us in getting this grant. Mr. Reiter said that he is presenting the Transportation Plan tonight for Council's review and input. It will also go before Planning & Zoning January 15th for their review. The Tap Grant has a February 2, 2020 deadline. Mr. Reiter mentioned that he would like to bring any changes back to the next Council meeting so this plan will be in place in time to include it in the Tap Grant.

A discussion followed. Mr. Reiter said that things are put in the master plan because the potential of being looked at is there or because of an engineering concern that warrants it. It does not mean it will be done or if done in the order listed in the plan. He stated as times and needs change so will the plan.

City Attorney Dave Shirley said that they can update this plan as needed if things arise that they would like added or changed.

It was also mentioned that as the city grows we need to address the roadway standards that will not meet the 60' wide and 40' back of curb to back of curb mold.

A discussion of making the issue of trains blocking traffic for extended periods of time as a higher priority. Also to plan when the airport will be closed and plan what will be done with the ground.

The decision was to remove the item to install the stop signs, make item #1 Parke Avenue Sidewalks, #2 Rail Siding-Airport Area, #3 Airport Bypass Road and #4 Snake River Walking Path.

Councilmember Jon Anderson congratulated the newly elected Councilmembers.

Ty Thompson representing the local swim teams thanked the City of Burley for working with them so they could use our pool when Rupert's pool was broken. He stated that 24 of the 50 team members went to State. Nancy Kunau mentioned that two things children need to do well is read and swim.

Councilmember Seely said it helps with mental health as well and the city needs to support the pool and library any way they can.

A motion was made by council member Casey Andersen and seconded by Council member Morgan to adjourn the meeting at 8:22 P.M.

All "Aye."
Motion carried.

City of Burley



Mayor Ormond

ATTEST:



City Clerk