

**SPECIAL AND REGULAR BURLEY CITY COUNCIL MEETING
CITY HALL
1401 Overland Avenue
Burley, Idaho
February 18, 2020**

SPECIAL MEETING AT 6:40 P.M.

1. **ACTION ITEM** Council Training on Microsoft One Drive Mark Mitton

AGENDA

REGULAR SESSION AT 7:00 P.M.

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 \$287,238.56.**
- c. **PAYROLL ENDING ON 1/31/20 FOR \$209,577.43.**
2. **ACTION ITEM** Cassia School – District Wide Levy Debbie Critchfield
3. **ACTION ITEM** Southern Idaho Tourism Update Melissa Barry
4. **ACTION ITEM** Approval of Farmers Market Concessionaire License & Permit
Jessie Mcallister/Britney Tracy
5. **ACTION ITEM** 2020 Census Mark Mitton
6. **ACTION ITEM** Accept 2019 Audit Mark Mitton
7. **ACTION ITEM** Two Decades of Library History Julie Woodford
8. **ACTION ITEM** AIC City Achievement Awards John Craner
9. **ACTION ITEM** IT Services Contract Jason Naess
10. **ACTION ITEM** Public Hearing on Pole Attachment Fees Brent Wallin

Information Items

BUILDING PERMITS:

Samuel Calles	719 Burton Avenue	Addition	\$ 6,000.00
Idaho Central Credit Union	110 Overland Avenue	Alteration	\$570,000.00

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**SPECIAL AND REGULAR BURLEY CITY COUNCIL MEETING
CITY HALL
February 18, 2020**

COMMENCE MEETING

Council met in special session at 6:40 p.m. with Mayor Ormond presiding. Council members present were Jon Anderson, Casey Andersen, John Craner-excused, Janet Hansen-excused, Bryce Morgan and Kimberli Seely.

City Administrator Mark Mitton trained Council on how to use Microsoft One Drive.

Council met in regular session at 7:00 p.m. with Mayor Ormond presiding. Council members present were Casey Andersen, Jon Anderson, John Craner-excused, Janet Hansen-excused, Bryce Morgan 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, Engineer Bryan Reiter, Fire Chief Shannon Tolman, Electrical Supervisor Brent Wallin, Parks Supervisor Brent Winn, Librarian Julie Woodford and Human Resource Carol Anderson.

INVOCATION

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

CONSENT CALENDAR

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 - a. **APPROVAL OF MINUTES FROM REGULAR AND SPECIAL MEETINGS**
 - b. **BILLS PAYABLE \$287,238.56.**
 - c. **PAYROLL ENDING 1/31/20 FOR \$209,577.43.**

Information Items

BUILDING PERMITS:

Samuel Calles	719 Burton Avenue	Addition	\$ 6,000.00
Idaho Central Credit Union	110 Overland Avenue	Alteration	\$570,000.00

A motion was made by Council member Jon Anderson 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	Abstain	Jon Anderson	Aye
Bryce Morgan	Aye	Kimberli Seely	Aye

Motion carried.

(Councilmember Casey Andersen Abstained because he did not have access to the bills)

CASSIA SCHOOL – DISTRICT WIDE LEVY

Debbie Critchfield, the Communications and Public Information Officer representing Cassia County School District addressed Council. She stated that the board has called for a supplemental levy election on the 10th of March. She presented a pamphlet on the district's strategic plan and information about the 2020 supplemental levy renewal. The supplemental levy was first added in 1979 and it has been continuously renewed and increased over the years. The board is asking for an increase in the amount of the supplemental levy by \$600,000. Mrs. Critchfield stated that the \$600,000.00 increase will not cause the overall school levy rate to increase and taxes will stay the same.

SOUTHERN IDAHO TOURISM UPDATE

Rescheduled for March 3, 2020.

APPROVAL OF FARMERS MARKET CONCESSIONAIRE LICENSE & PERMIT

City Attorney Dave Shirley presented Council with an Agreement for use of East Park for Special Events between the City and Burley Farmers Market, LLC., for their approval. He stated that there needs to be a concessionaire's agreement anytime there is a sale of goods and a special event permit is required when someone exclusively uses a City park. If approved this agreement will allow the event to move forward as long as the provisions are met. It was decided that Parks Supervisor Brent Winn will be the contact person.

A discussion followed.

A motion was made by Council member Morgan and seconded by Council member Seely to approve the agreement for East Parks special use and allow the Mayor to sign it.

Roll Call Vote:

The results of the votes were as follows:

Casey Andersen	Aye	Bryce Morgan	Aye
Jon Anderson	Aye	Kimberli Seely	Aye

Motion carried.

2020 CENSUS

City Administrator Mark Mitton said that part of our sales tax revenue is distributed based on population. Mr. Mitton stated that on the last census he feels that half of Burley was 25% undercounted which cost the City an estimated three hundred and fifty to four hundred thousand dollars a year in lost tax revenue over the last 10 years. Mr. Mitton said that this is a serious enough issue and asked Council to approve spending up to \$15,000.00 to advertise in various ways to get the word out to the citizens of Burley so we can get an accurate count. This would come out of the general fund contingency.

A discussion followed. Councilmember Seely said she would help Mr. Mitton with ideas on how to best reach our citizens.

A motion was made by Council member Casey Andersen and seconded by Council member Morgan to spend up to \$15,000.00 to advertise.

Roll Call Vote:

The results of the votes were as follows:

Casey Andersen	Aye	Bryce Morgan	Aye
Jon Anderson	Aye	Kimberli Seely	Aye

Motion carried.

ACCEPT 2019 AUDIT

City Administrator Mark Mitton asked Council to accept the 2019 audit as presented at the last meeting. He said we need to get this audit to the State Legislative Services and that if Council has any questions to please contact him.

A motion was made by Council member Morgan and seconded by Council member Casey Andersen to accept the audit.

Roll Call Vote:

The results of the votes were as follows:

Casey Andersen	Aye	Bryce Morgan	Aye
Jon Anderson	Aye	Kimberli Seely	Aye

Motion carried.

TWO DECADES OF LIBRARY HISTORY

Librarian Julie Woodford stated that she will be retiring February 29, 2020. She presented Council with a power point and the following history of the library.

Burley Public Library

Recap History 1999-2019

Surprises

Based on early newspaper articles we learned that the Burley Public Library began as a collection of books that was housed in an early drug store and that the library was publically funded in 1922. What was not known is that the Burley Public Library was one of three libraries in Idaho and one of the 225 communities in the United States that requested and received a tentative offer by Carnegie but did not follow through on the available Carnegie grant.

Based on microfilm copies from the Carnegie documents in New York, it was learned that Burley was unable to follow through on the request due to the confusion here with moving the County Seat from Albion to Burley and also the event of World War I. Following the war there was more correspondence to follow through on the offer, but Andrew Carnegie died in 1919 and the offer was no longer valid. There is a short time period between the last letter from Burley to the Carnegie Corp and the public funding and opening of the Burley Public Library in 1922. It appears the people of Burley moved quickly to open the library after Carnegie's death.

I hope this piece of library history stays with us.

Technology

It should be of no surprise that one huge change since 1999 has been the introduction of technology in the library. In 1999 the library had 2 computers for the public and a few more in the backroom. This changed dramatically in the early 2000's as Bill and Melinda Gates initiative provided computers and training to libraries across the nation. Today the library has a number of desktops, laptops, iPads and everyone's favorite, wi-fi, available for the public. The library also offers 3-D Printing classes, computer classes, and in the summer animation classes are offered using graphic tablets. Funding for these devices is generated from tax revenue and grants. Most recently a \$10,000 grant from the Laura Moore Cunningham Foundation allowed Burley's newspapers to be digitized through 1986 and made searchable at the library.

Upkeep of the equipment, network oversight, and support for some technical programs are provided through the Information Technology contract that is paid for through the 2-year operating over-ride levy.

Last year the library reported over 7,700 computer uses and some 43,000 wireless sessions.

Programs

As mentioned before, there are a number of services paid for through the 2-year operating over-ride levy. There have been a total of 7 over-ride levies, with the first passage in 2007. The levy funds a part-time Children's Librarian and a part-time Young Adult Librarian to oversee programs.

Storytime has grown from 1 weekly program offered by a volunteer to 3 programs per week. Storytime has also morphed through the years as we now offer a Music and Movement program as one of the weekly storytimes.

Summer Reading, which actually consists of many different summer programs all lumped into one name, has significantly changed as well. What started as a handful of children attending one weekly program for four weeks has turned into hundreds of children and teens engaging in different activities and meeting their reading challenges for almost two months during the summer. Thanks to the community partnerships of Cassia Regional Hospital, 4-H, Mini-Cassia's CSI, Cassia Schools, University of Idaho and ISU, youth now has many choices to read and continue learning through the summer. Friends of the Burley Public Library along with numerous grants and community donations have helped provide extra programs and incentives. These grants and donations have also helped give away thousands of books to children over the years.

Also through grants, the library has participated in 5 Smithsonian Exhibits as well as a few other exhibits. The large windows at the library provide a wonderful space that is normally used for reading but is flexible to house exhibits, author visits, and stations for larger programs. This space has been used for Harry Potter, Twilight, Battle of the Books, and Dr. Seuss. It's been used for the library's annual potluck Christmas party and also Polar Express and Frozen programs.

Last year the library reported over 8,300 people attended almost 300 programs.

Building

Last year the library reported over 105,000 visits to the library. The building itself is well used. The early visions of Mrs. Herman King and Mrs. Jim Roper to build a library which could be modified through time have been well appreciated.

From the fire of 2001 which ultimately led to a new roof in 2003, to the interior remodel in 2015 which allowed for greater staff efficiency and a kitchen area, we've worked to improve the building. After a failed bond in 2012 to build a new library, upgrades have been made to the building. The windows have been replaced with energy efficient windows, the lights have been changed to LED through the electrical department incentives and grants have been obtained which paid for insulation, new furnaces and air conditioning units, and the automatic sliding doors.

Thanks to the Burley Public Library Foundation, the community room chairs have been reupholstered and they recently paid to have the table tops refinished. A generous donation to the Foundation will soon see a new bookshelf in the children's area.

The library continues to struggle with space issues. Programs are often crowded, staff work in tight quarters, and difficult decisions have to be made to delete books from the collection due to lack of space in order to accommodate new books.

People & Books

In 1999, the library had 2 full-time and 4 part-time employees. Very few of these employees would be able to help today's customers.

How patrons use technology has radically changed as to how they use their libraries. In 2009, the library completed a grant to create a LIBRI System, Inc. consortium with the DeMary library in Rupert and the Jerome Public libraries. The 3 libraries divide the cost of the automation system which allows customers to share materials. The consortium meets regularly, works on standards and examines new technology used in libraries. Recently the libraries set up configuration for a LIBRI Library app. Currently the consortium, along with the individual library boards is ready to launch Short Message Service (SMS) technology that will text notifications to customers.

Today the library uses Radio Frequency ID tags in its materials to quickly check out materials and inventory the collection. The self-check unit and the library's app allow patrons to check out their own

materials using their Smart Phones. Someday this technology may allow patrons to find materials using their smartphones. This process has come a long way from the manual stamp that the librarians put in each book. E-books and E-audiobook usage is increasing but their use doesn't begin to compare to the physical materials.

Last year, the Burley Public Library circulated almost 92,000 materials and in 20 years the Burley library has circulated about 1.7 million materials.

Library Board Members and Liaisons

Finally, I would like to thank the library boards and city liaisons that have made the library what it is today. The people of the city have seen to the library's, and ultimately the community members', success for generations. From the 2006 Visioning Committee, "it's what we are, what we do, and what we provide that make the difference."

Head Librarians and Library Directors:

Mrs. R. E. Marcus 1922

Mrs. M. K. Templin 1923

Mrs. B. F. Wilson 1924

Mrs. N. O. Slinders 1926

Ann B. Parke 1927

Lorena Warnke 1955

Mona Kenner 1986

Susan Green 1997

Julie Woodford 1999-2020

Closing –

Over the past 20 years the Burley Public Library has served over 100,000 people in programs, seen thousands of uses of its library computers, and circulated about 1.7 million books and materials. It continues to provide an essential and relevant service for our community.

Burley Public Library
Library Trustees

Feb. 1922
George H. Scholer
Mrs. Frank Thomas
Mrs. J.C. Lynch
Mrs. B.F. Wilson
Mrs. Henry Van Engelen

Sept. 1922
C.W. Thomas replaced Mrs. Van Engelen

Sept. 1923
Mrs. Charles Bever replaced Mrs. J.C. Lynch

Feb. 1924
Mrs. Irel Gudmendsen replaced Mrs. B.F. Wilson

June 1925
Mrs. Anne Parke replaced Mrs. Chas. Bever

May 1926
Mr. E.B. Darlington

Aug. 1926
Mrs. J.B. Arthur

May 1927
Joe Pixton CITY COUNCIL REP.

Aug. 1928
Mr. H.D. Mix CITY COUNCIL REP.

Aug. 1929
Mrs. R.E. Smedley replaced Mrs. Arthur

May 1932
Geroge Scholer CITY COUNCIL REP.

Feb. 1933
Mrs. C.A. Bauer

July 1933
Ida Parke CITY COUNCIL REP.

Dec. 1934
Mrs. Edith Crawford replaced Mrs. Smedley

Aug. 1934
Mrs. Loren Lewis replaced Mrs. Gudmundsen

April 1936
Mrs. I.H. Harris replaced Mr. Darlington
Mrs. Charlotte Kaar replaced Mrs. Crawford

April 1937
Mr. K. Slusser CITY COUNCIL REP.

May 1939

Mr. L.J. Radloff CITY COUNCIL REP.
 Jan. 1941
 Glen Wyatt CITY COUNCIL REP.
 Oct. 1942
 Mr. J.L. Salmon CITY COUNCIL REP.
 Nov. 1942
 Mrs. Wm. Roper replaced Mrs. C.A. Bauer
 June 1944
 Miss Mary Barclay replaced Mrs. I.H. Harris
 June 1947
 Vern Mitchell CITY COUNCIL REP.
 Aug. 1948
 Mrs. Robert Miller replaced Mary Barclay
 March 1951
 Mrs. Jean King replaced Mrs. Miller
 June 1951
 Mr. John Bowen CITY COUNCIL REP.
 May 1953
 Garis Robertson CITY COUNCIL REP.
 Aug. 1953
 Mrs. Jane Nielson replaced Gayle Lewis
 Nov. 1957
 Mrs. Ione Rambo replaced Mrs. Roper
 July 1958
 Mrs. Beryl Allen replaced Mrs. C. Kaar
 Sept. 1960
 Mr. Charles Grafft replaced Jean King
 Oct. 1960
 Mrs. Rebecca Street replaced Jane Nielson
 Nov. 1960
 Mrs. Laura Falk replaced Beryl Allen
 Dec. 1961
 Mrs. Hilda Haight
 Jan. 1962
 Dr. E.J. Cutler replaced Charles Grafft
 Oct. 1963
 Wm. Morgan CITY COUNCIL REP.
 Nov. 1963
 Mrs. Lucille Nielson replaced Laura Falk
 Dec. 1963
 Wayne Van Engelen
 Feb. 1965
 Ray Barlow replaced Wayne Van Engelen
 Jan. 1966
 Mrs. Elwood Rich replaced Rebecca Street
 Jan. 1966

Jim Henson CITY COUNCIL REP.
 Oct. 1966
 Ruby Quarterman replaced Hilda Haight
 Feb 1967
 Kathryn Hall replaced Ruby Quarterman
 March 1970
 Bill McGill replaced Lucille Nielson
 March 1970
 Les Morgan CITY COUNCIL REP.
 April 1970
 Larry Duffin
 Jan. 1971
 Barry Ball
 Jan. 1972
 Rebecca Street
 Feb. 1972
 Fran Buzza
 March 1972
 Jean Hamblen

 March 1975
 Steve Sams replaced Bill McGill
 Jean Hamblen
 May 1975
 Mrs. Trudy Pederson
 Jan. 1976
 Margaret Besel
 Jan. 1976
 Ray Barlow CITY COUNCIL REP.
 July 1976
 Mary Chisholm
 Feb. 1977
 Norman Nielson CITY COUNCIL REP.
 June 1978
 John Croft CITY COUNCIL REP.
 Dec. 1978
 Jim Henderson CITY COUNCIL REP.
 Feb. 1980
 Dr. Walter Peterson CITY COUNCIL REP.
 June 1980
 Lois Detton
 July 1980
 Glen Draper
 March 1981
 Frances McDonald CITY COUNCIL REP.
 June 1981

Pat Holsinger
 July 1982
 Jan Smith
 June 1983
 Lila Bumann replaced Lois Detton
 Jan. 1984
 Dale Doman CITY COUNCIL REP/
 April 1984
 Dona Kunau replaced Jan Smith
 June 1984
 Vernon Grafft replaced Pat Holsinger
 June 1985
 Frances Gray replaced Glen Draper
 Jan. 1986
 Rita Fletcher CITY COUNCIL REP.
 Oct. 1986
 David Gibbons CITY COUNCIL REP.
 May 1987
 Dona Kunau appointed to another 5 year term
 July 1988
 Anna Leonard replaced Lila Bumann
 Aug. 1989
 Dale Walquist replaced Vernon Grafft
 Oct. 1990
 Mitzi Brooks replaced Frances Gray
 Nov. 1991
 John Christian CITY COUNCIL REP.
 July 1992
 Louis Martin replaced Dona Kunau

 June 1993
 Lois Morgan 4 year trustee
 David Webster 5 year trustee
 June 1994
 David Gibbons replaced Dale Walquist
 June 1995
 Maxine Adams replaced Mitzi Brooks
 June 1996
 Susan Belliston replaced Louis Morgan
 June 1997
 Nola Jackson replaced Lois Morgan
 June 1998
 Jean Taylor replaced David Webster
 June 1999
 David Gibbons was elected for another 5 years
 June 2000

Maxine Adams was elected for another 5 years
 June 2001
 Dan Graf replaced Jean Taylor
 Frank Bauman replaced Susan Belliston
 January 2002
 Minutes show David Ringle as CITY COUNCIL REP
 June 2002
 Sandra Pasley replaced Dan Graf
 Ross Taylor replaced Nola Jackson
 (Records show Gordon Hansen as CITY COUNCIL REP on 09-02-02)
 June 2003
 Sandra Pasley was renewed for 5 more years
 January 2004
 Ruben Saldana replaced Gordon Hansen as CITY COUNCIL REP
 Board members include Maxine Adams, Frank Bauman, Ross Taylor & David
 Gibbons
 March 2004
 Nancy Wolf replaced Ross Taylor
 June 2004
 Jeff Rasmussen replaced David Gibbons
 March 2005
 Janet Hansen replaced Jeff Rasmussen
 April 2005
 Matt Seely replaced Frank Bauman
 June 2006
 Steve Ormond replaced Nancy Wolf
 August 2007
 Steve Ormond declined reinstatement
 Kim Fletcher replaced Maxine Adams, term expires 2010
 January 2008
 Vaughn Egan replaced Ruben Saldana as CITY COUNCIL REP
 March 2008
 Tommie Dean replaced Steve Ormond, term expires 2012
 March 2008
 Connie Cole (Virgil's wife) replaced Kim Fletcher, term expires 2010
 Kim Fletcher requested to work on new library building instead
 January 2009
 Casey Andersen replaced Vaughn Egan as CITY COUNCIL REP
 May 2010
 Dr. Walter Petersen replaced Matt Seely. Term expires 2014
 April-May 2011
 Dr. Walter Petersen resigned
 Sometime between January & April 2012
 Adam Haynes replaced Dr. Walter Petersen
 Adam Haynes resigned

 September 2015

Sarah Bailey replaced Adam Haynes
November 2017
Amanda Hepworth replaced Sarah Bailey
November 2019
Laura Maldonado replaced Tommie Dean
January 2020
Eula Megan Reynolds replaced Janet Hansen
Janet was elected to Burley City Council

Mrs. Woodford said there will be an open house February 28th from 10 to 4:30 for herself and Jerry Thaxton, the libraries IT person for the City.

Council recognized both for their many years of service.

AIC CITY ACHEIVEMENT AWARDS

Councilmember Craner is excused due to illness but would like to present this on March 2, 2020. Councilmember Casey Andersen said he feels we should apply for some of those achievement awards and feels that we should apply for the NEWCOLD facility.

A discussion followed with suggestions being made. Council asked Economic Development Specialist Doug Manning to work on submitting the NewCold facility. These are due by May 13th.

RFP FOR IT SUPPORT AT LIBRARY

Library Attorney Jason Naess stated that as of March 1, 2020 Jerry Thaxton will no longer provide IT services for the library. The library board of trustees authorized an RFP to go out for that position. The library received two responses for those services, one from ETS out of Utah and the other from Chad S. Anderson working under Hero Custom Computers from Heyburn. The scoring committee that reviewed the RFP's identified the highest scoring response as Chad S Anderson.

Mr. Naess presented an Information Technology Services Agreement for Councils approval with the correction of the date that the Library board of Trustees last met be changed to February 11, 2020. This contract is for three years at \$1,250.00 per month.

A motion was made by Council member Casey Andersen and seconded by Council member Morgan to approve the IT services contract for the library and allow the Mayor to sign it.

Roll Call Vote:

The results of the votes were as follows:

Casey Andersen	Aye	Bryce Morgan	Aye
Jon Anderson	Aye	Kimberli Seely	Aye

Motion carried.

PUBLIC HEARING ON POLE ATTACHMENT FEES

Mayor Ormond stated that this is the time and place advertised for a public hearing on a proposed fee category and corresponding fees for the permitting and use of utility pole attachments by providers of utility services and related items and to explain the reason for such action.

Electrical Supervisor Brent Wallin said this was prompted by a construction company for Verizon Wireless. They want to construct a fiber line from a cell tower near 300 W Main to the hospital on Hiland Avenue. They are proposing to attach to our electrical poles to do this, prompting us to look at these fees.

Mayor Ormond opened the meeting up to a public hearing. There was no public comment. Mayor Ormond then closed the public hearing.

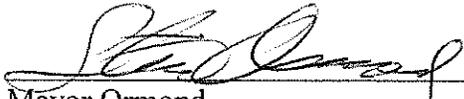
There were questions asked by the Council. Mr. Wallin said the contract with them will be for 3 years and can be re-evaluated at that time. Council instructed Mr. Shirley to bring a Resolution for this fee to the next Council meeting.

Council member Casey Andersen said that Larry Mann that owned a radiator shop passed away.

A motion was made by council member Casey Andersen and seconded by Council member Morgan to adjourn the meeting at 8:15 P.M.

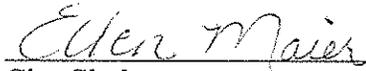
All "Aye."
Motion carried.

City of Burley



Mayor Ormond

ATTEST:



City Clerk