

REGULAR BURLEY CITY COUNCIL MEETING
CITY HALL
1401 Overland Avenue
Burley, Idaho
March 3, 2020

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 \$996,617.68.**
 - c. **PAYROLL ENDING ON 2/14/20 FOR \$430,917.10.**

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|------------------------------|---|---------------|
| 2. <u>ACTION ITEM</u> | Southern Idaho Tourism Update | Melissa Barry |
| 3. <u>ACTION ITEM</u> | Resolution No. 1-20 Approval to Destroy Records | Ellen Maier |
| 4. <u>ACTION ITEM</u> | Street Override Levy | Mark Mitton |
| 5. <u>ACTION ITEM</u> | AIC City Achievement Awards | John Craner |
| 6. <u>ACTION ITEM</u> | Resolution No. 2-20 Pole Attachment Fee | Dave Shirley |
| 7. <u>ACTION ITEM</u> | Transfer of Non-Primary Airport Entitlements | Mark Mitton |
| 8. <u>ACTION ITEM</u> | ETS Phone Contract | Mark Mitton |
| 9. <u>ACTION ITEM</u> | Fire Union Negotiations | Mark Mitton |

Information Items

BUILDING PERMITS:

McDonald's USA	394 N Overland Ave	New Commercial	\$2,156,494.00
Brent Mitchell Construction	712 Lake Cleveland	Single Family	\$ 145,529.00
High Desert Milk	1033 Idaho St	Addition	\$ 465,441.73

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**REGULAR BURLEY CITY COUNCIL MEETING
CITY HALL
March 3, 2020**

COMMENCE MEETING

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

City Staff present were as follows: City Administrator Mark Mitton, City Clerk Ellen Maier-excused, Attorney Dave Shirley, Sexton Dave Allred, Waste Water Treatment Director Dee Hodge, Economic Development Specialist Doug Manning, Golf Pro Scott Draper, Engineer Bryan Reiter, Fire Chief Shannon Tolman, Electrical Supervisor Brent Wallin, Human Resource Carol Anderson, and Deputy George Warrell was also in attendance.

INVOCATION

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

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

Roll Call Vote.

The results of the votes were as follows:

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

Motion carried.

SOUTHERN IDAHO TOURISM UPDATE

Melissa Barry from Southern Idaho Tourism gave an annual update on Region IV. She mentioned they will be submitting a grant in May and would like feedback. She stated tourism is still the fifth largest industry in the region, with regional lodging up 4% and Cassia County lodging up 16%. The opening of the Hampton Inn last fall will help raise the numbers for this coming summer. Some of the promotions for this area are City of Rocks, a snowmobile campaign featuring Mount Harrison and the Albion range including video of Pomerelle, Independence and Cache Peak Lakes and they are running ads of the Top 10 Things to do in Burley. They will be running two familiarization tours for winter ski and retired RV groups. In the shoulder season they will focus on the Haunted Mansions of Albion, and the Burley Straw Maze, water recreation, climbing and more focus on water sports on the Snake River. She said they have hired a digital and video marketing assistant that will lower the cost in creating marketing videos such as a visit Burley video. She also mentioned that the grant they will be submitting is for \$389,790.00 with a \$48,724.00 cash match. This grant has to be used on marketing and she said they will be asking the City of Burley to contribute again this year.

RESOLUTION NO. 1-20 APPROVAL TO DESTROY RECORDS

City Administrator Mark Mitton asked Council to approve Resolution No 1-20 to destroy temporary and semi-permanent records with the additional language of “*up to 2012*” after Level Pay Contracts.

A motion was made by Council member Morgan and seconded by Council member Andersen to approve Resolution No. 1-20 with the added language.

Roll Call Vote:

The results of the votes were as follows:

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

Motion carried.

Resolution Authorizing Destruction of Records

Resolution No. 1-20

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:

A/P Vouchers 2012, Cash Receipting Printouts 2011, Utility Payment Stubs 2014, Swim Receipt Slips 2001-2005, Bid Packets up to 2012, A/P Approval Receipt Reports up to 2012, and Level Pay Contracts up to 2012.

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 March 3, 2020

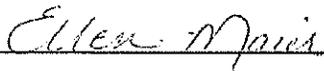
SIGNED BY THE MAYOR

Date March 5, 2020



MAYOR

ATTEST:



CITY CLERK

STREET OVERRIDE LEVY

City Administrator Mark Mitton said the street over ride levy for \$165,000.00 expires at the end of this fiscal year. He said this money is used for additional chip sealing and overlaying. He stated the general fund also contributes an additional \$100,000.00 to the street department. Mr. Mitton’s recommendation is to renew the override levy on the May ballot for \$165,000.00.

A motion was made by Council member Casey Andersen and seconded by Council member Morgan to allow the City Attorney to draw up the papers for the override levy election in May in the amount of \$165,000.00.

Roll Call Vote:

The results of the votes were as follows:

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

Motion carried.

AIC CITY ACHIEVEMENT AWARDS

Council member John Craner stated that each year the Association of Idaho Cities gives awards to Cities for projects that they have done throughout the year in six categories which include, public safety, youth council, community engagement, public works and transportation, economic and community development and parks and recreation. He stated submittals are due by Wednesday, May 13th. He stated that he spoke with the Mayor and would like to get the department heads involved and do the presentations that would recognize them as well.

Mayor Ormond stated that he has contacted Engineer Dave Waldron about the Hiland and 19th sidewalk project, the Fire Chief about the new fire truck and the ladder truck that was obtained from Camp Pendelton out of California, the Burley Library’s summer reading program, Dee Hodge the waste water treatment plant purchasing a dryer that came from Florida and the renovation of the building and Economic Development Doug Manning is working on the NewCold project and the McCain’s expansion. It was also mentioned the new tennis courts, the fishing pond and the ongoing flower pot project.

RESOLUTION NO. 2-20 POLE ATTACHMENT FEE

Electrical Supervisor Brent Wallin presented Council with Resolution No 2-20 for their approval. It was stated that the public hearing for this was held February 18, 2020.

A motion was made by Council member Morgan and seconded by Council member Seely to approve Resolution 2-20 and allow the Mayor to sign it.

Roll Call Vote:

The results of the votes were as follows:

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

Motion carried.

RESOLUTION 2-20

**A RESOLUTION OF THE CITY OF BURLEY
ESTABLISHING FEES FOR POLE ATTACHMENTS AND RELATED SERVICES**

Whereas, the City of Burley provides many services to its citizens that are not covered by property taxes; and,

Whereas, fees charged by the City provide needed utility and other services; and,

Whereas, the existing system of poles used to convey electricity and other utilities throughout the City is aging and deteriorating over time;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURLEY RESOLVES:

That the Burley City rates and fees for pole attachments and related services are hereby established as described below:

FEE SCHEDULE

APPLICATION PROCESSING FEE	
Permit Application Processing Fee for first 5 Pole Attachments	\$582.00
Permit Application Processing Fee for each additional Pole Attachment after 5	\$28.00

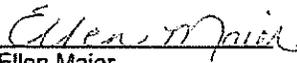
POLE ATTACHMENT FEE	
Pole Attachment Rental Fee per year per pole	\$6.16

OTHER FEES	
Engineering Fee	\$111.60/hr
Unauthorized or Non-complying Attachment Notice Fee	\$100.00
Transfer Fee	Labor & equipment
Re-Inspection or Inspection for non-complying Attachment Fee	\$100.00 per pole
Unauthorized or Non-complying Attachment Fee per each per month	5x annual pole attachment fee
Safety Violation Fee per each per month	5x annual pole attachment fee

LABOR AND EQUIPMENT	
Labor and equipment charge if City uses its employees and/or equipment as authorized in this Agreement.	\$185 per hour per crew. (Typical crew consists of 2 employees and one vehicle or piece of equipment)

These fees will become effective on March 3, 2020 and remain in effect until changed, modified, or repealed by the City Council of the City of Burley.

Approved this 3rd day of March, 2020.


Ellen Maier
City Clerk


Steve Ormond
Mayor

TRANSFER OF NON-PRIMARY AIRPORT ENTITLEMENTS

City Administrator Mark Mitton said we receive \$150,000.00 each year from the FAA that accumulates. This money must be used on improvement projects and because our airport does not meet current standards we cannot scheduled any improvement projects. We can use some of it on the feasibility study that will be discussed in the near future. We have received requests for this money from the Boundary County Airport for \$300,000.00 and the City of Rexburg for \$190,000.00 for their new airport. He stated that these will expire if we do not transfer them and we will receive another \$150,000.00 on October 1, 2020.

A motion was made by Council member Andersen and seconded by Council member Morgan to approve the transfer of the Non-Primary Airport Entitlements and allow the Attorney and the Mayor to sign them.

Roll Call Vote:

The results of the votes were as follows:

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

Motion carried.

ETS PHONE CONTRACT

City Administrator Mark Mitton reminded Council that a few weeks back they approved the RFP for a new VOIP phone system with ETS and presented them with the phone service agreement for their approval. He said it has been approved by the attorney and requested that in the third paragraph removing the words (*in addition to the services being completed*) because it was confusing language.

A motion was made by Council member Morgan and seconded by Council member Seely to approve the agreement with ETS phone services and allow the Mayor to sign it.

Roll Call Vote:

The results of the votes were as follows:

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

Motion carried.

FIRE UNION NEGOTIATIONS

City Administrator Mark Mitton said that the three-year fire union contract will expire September 30, 2020. The fire union has requested that the city meet with them to negotiate a new contract. This is done with the public safety committee, the Mayor the Fire Chief and Mr. Mitton.

A motion was made by Council member Morgan and seconded by Council member Hansen to authorize the response to be written to start negotiations.

Roll Call Vote:

The results of the votes were as follows:

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

Motion carried.

Economic Development Specialist Doug Manning said he received a publication on increases in home values with Burley coming in at 39 and home values increasing 39.4% since 2010. He also stated that this month in the Site Selector Magazine, Burley has received its designation of top 100 micro-politan areas in the country, coming in as number 32 in the nation. This is based on cities over 10,000 and under 50,000 populations and based on the economic project successes.

Councilmember Casey Andersen said he has concerns about the committees. He said that they are asked to not attend if they are not on the committee because it would form a special council meeting. His concern is not getting the committee minutes in a timely manner. He said the committees are making decisions that are not being brought to the full council.

City Attorney Dave Shirley said that this is not an item on the agenda, we should wait until the next meeting to go over these issues as an agenda item.

A motion was made by Council member Andersen and seconded by Council member Morgan to adjourn the meeting at 8:12 P.M.

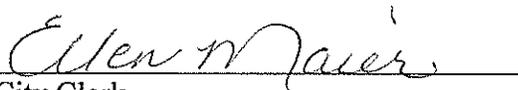
All "Aye."

Motion carried.

City of Burley


Mayor Ormond

ATTEST:


City Clerk