

REGULAR AND SPECIAL BURLEY CITY COUNCIL MEETING

CITY HALL

1401 Overland Avenue Burley, Idaho

March 7, 2023

AGENDA

REGULAR SESSION AT 7:00P.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 \$1,156,392.49**

c. **PAYROLL ENDING ON 02/24/23 FOR \$250,301.23**

- | | | |
|------------------------------|---|--------------|
| 2. <u>ACTION ITEM</u> | Region IV Grant Administration Contract | Mark Mitton |
| 3. <u>ACTION ITEM</u> | Latecomers Policy and Ordinance | Bryan Reiter |
| 4. <u>ACTION ITEM</u> | Approval of Enterprise Lease Agreements | Rick Garner |
| 5. <u>ACTION ITEM</u> | 5-year Property Tax Projections | Mark Mitton |
| 6. <u>ACITON ITEM</u> | Support Letter IWTP 2023 | Mark Mitton |
| 7. <u>ACTION ITEM</u> | Airport Feasibility Grant Applications | Mark Mitton |

8. Report and Discussion of Recent City Events

Information Items

BUILDING PERMITS:

City Hall is accessible to persons with disabilities. Any person with disabilities desiring accommodation for the City Council meetings, please contact City Hall at 878-2224 at least 48 hours prior to the meeting.

**REGULAR BURLEY CITY COUNCIL MEETING
CITY HALL
MARCH 7, 2023**

COMMENCE MEETING

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

City Staff present were as follows:

City Administrator - Mark Mitton	X	Building Inspector - Gary Pawson	
City Clerk - Tracy Bustos	X	Engineer - Bryan Reiter	X
City Attorney - Dave Shirley	X	Fire Chief - Shannon Tolman	
Sexton - Dave Allred	X	Electrical Supervisor - Brent Wallin	X
WW Treatment Director - Dustin Raney		Parks Supervisor - Brent Winn	
Economic Dev Specialist - Doug Manning		Librarian - Tayce Robinson	X
Golf Pro - Scott Draper		Human Resources - Carol Anderson	X
Engineer - Dave Waldren	X	Sanitation Supervisor - Eric Pufahl	
Streets Supervisor - Korky Blackner	X	Shop Foreman - Rick Garner	X
Sheriff - George Warrell		Deputy - Jason Rogers	X

INVOCATION

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

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Information Items

BUILDING PERMITS:

A motion was made by Council member Hansen and seconded by Council member Morgan to accept the consent calendar as written.

Roll Call Vote

The results of the votes were as follows:

Jim Powell

Aye

Bryce Morgan

Aye

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

Motion Carried.

REGION IV GRANT ADMINISTRATION CONTRACT

A Grant was awarded in the amount of \$460,000 from the Department of Commerce for the Suntado electrical project. The City requires a grant Administrator to manage the grant to keep the City in compliance and eligible for additional grants moving forward. That said, we went out to RFP to procure services. The only response we received to the RFP was from Region IV so we selected them and they are currently working with Brent Wallin.

Dave Shirley pointed out that the Grant Administration Contract needed a revision in paragraph 14. under Indemnification. The last sentence should read as follows with the highlighted changed to “CONTRACTOR”:

14. INDEMNIFICATION
 The CONTRACTOR waives any and all claims and recourse against the CITY, including the right of contribution for loss and damage to persons or property arising from, growing out of or in any way connected with or incident to, the CONTRACTOR'S performance of this contract except for liability arising out of concurrent or sole negligence of the CITY or its officers, agents or employees. Further, the CONTRACTOR will indemnify, hold harmless, and defend the CITY against any and all claims, demands, damages, costs, expenses or liability arising out of the concurrent or sole negligence of the CITY or its officers, agents or employees.

A motion was made by Council member Powell to approve the contract with the change in section 14 and allow the Mayor to sign and seconded by Council member Morgan.

Roll Call Vote

The results of the votes were as follows:

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

Motion Carried.

LATECOMERS POLICY AND ORDINANCE

This topic was tabled for a future date.

APPROVAL OF ENTERPRISE LEASE AGREEMENT

Rick Garner presented the three contracts from Enterprise for leased vehicles. Two of the vehicles will be allocated to the Wastewater department and one vehicle will be allocated to the Electrical department. The contracts are written in a way that we can try for a 12-month term and renew two additional 12-month terms if we so choose. At this time, this is the most efficient way to procure new vehicles for the City, and in a cost-effective manner.

Dave Shirley clarified that the top of each contract should read as follows: “12-month lease term can be renewed for (2) additional one-year terms for a total of 36 months”.

Prepared For: City of Burley - Sourdwell Contract # 030122 Garner, Rick	Date: 02/22/2023 AE/AM DRKJ9W
Unit #: 26NQSJW	
Year: 2023 Make: RAM Model: 1500 Classic	12-month lease terms can be renewed for (2) additional one-year terms for a total of 36 months
Series: Tradesman 4x4 Crew Cab 5.6 ft. box 140 in. WB	
Vehicle Order Type: Ordered Term: 36 State ID: Customer#: 619709	

\$ 42,871.27	Capitalized Price of Vehicle ¹	All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.
\$ 0.00	Sales Tax 0.00000% State ID	
\$ 56.00	Initial License Fee	
\$ 0.00	Registration Fee	
\$ 400.00	Other: (See Page 2)	
\$ 0.00	Capitalized Price Reduction	
\$ 0.00	Tax on Capitalized Price Reduction	
\$ 0.00	Gain Applied From Prior Unit	
\$ 0.00	Tax on Gain On Prior	
\$ 0.00	Security Deposit	
\$ 0.00	Tax on Incentive / Taxable Incentive Total: \$0.00	

Order Information	
Driver Name:	City Of, Burley
Exterior Color:	Bright White Clearcoat
Interior Color:	Black w/Cloth 40/20/40 Bench Seat or Cloth 40
Lic. Plate Type:	Government
GVWR:	0

A motion was made by Council member Craner to approve the contract with the change and allow the Mayor to sign and seconded by Council Member Andersen.

Council member Seely asked if this would be brought back before the City Council next year prior to reviewing and Rick Garners agreed that it would be put back on the Consent Calendar in/around January 2024 for review.

Roll Call Vote

The results of the votes were as follows:

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

Motion Carried.

5-YEAR PROPERTY TAX PROJECTIONS

Mark Mitton brought to the attention of the City Council members that the City will likely need to purchase another fire engine in the near future and summarized projected property taxes, which is where the money comes from to pay for such purchase.

The cost of a new fire engine will cost around \$900,000. The projection of property taxes collected shows that we will only receive around \$805,000 which falls short. Of course, there will be several things out there that could affect the amount of property taxes collected. Mark stressed that we should start planning now to be prepared to support this purchase.

Council member Seely asked if this purchase could be included in the cost of the new Fire Station. Mark said in this case it will not work that way.

Council member Hansen asked if there might be a grant out there that we could utilize. Mark reiterated that we are currently working with Merchant McIntyre to secure grant money, but we have to prioritize by need.

Council member Powell raised the question of if we retired an engine at the current fire station, could we put it in the new station. Mark replied that we can as long as the engine is certifiable. Additionally, it is thought that the new station will initially be an unmanned station and will

gradually work up to being a staffed station.

Fire engines are at a 48-month lead time so Mark will be working with the fire department to come up with a plan.

The current inventory of our trucks is as follows:

Engine 1 – 3-years old
Engine 2 – 2004
Engine 3 – 1996

Assistant Fire Chief, Casey Harman stressed that new engine specs are coming out in 2026 and the cost of them will increase drastically. The estimated increase for the Cummins motor will be \$50k-\$100k increase and the motor that we currently have is expecting a \$40 increase with a \$15k contingency.

SUPPORT LETTER IWTP 2023

Mark presented the support letter for the Industrial Wastewater Treatment Plant which needs to be signed by Council members and submitted by Monday, March 6. We already gotten several support letters and anticipate several more.

This is a substantial project which will support approximately 3,000 new jobs and will have a big impact on the City of Burley.

A motion was made by Council member Morgan to approve the letter of support and to have Council members and the Mayor sign. The motion was seconded by Council member Seely.

Roll Call Vote

The results of the votes were as follows:

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

Motion Carried.

AIRPORT FEASIBILITY GRANT APPLICATIONS

Mark said the contract with T O Engineering has been approved and they have started on the project. Now is the time to get started on the grant application. There will be two applications to be signed by the Mayor. One contract is for \$150,000 direct allocation and the other is for Federal money.

Federal money should be approved quickly as they have to have all of their money allocated by June.

A motion was made by Andersen to approve the grant applications and allow the Mayor to sign them. The motion was seconded by Craner.

Roll Call Vote

The results of the votes were as follows:

Jim Powell Aye
John Craner Aye
Casey Andersen Aye

Bryce Morgan Aye
Kimberli Seely Aye
Janet Hansen Aye

Motion Carried

Report and Discussion of Recent City Events

Justin Jensen invited a member from the Council to participate in the upcoming "Firefighter for a Day" event being held in Boise, ID on May 4th. The event will be covered by local news media.


Justin reminded the Council that the department would also be participating in the upcoming Seattle Firefighter Stair Climb this weekend.

ADJOURN

A motion was made by Council member Andersen and seconded by Council member Morgan to adjourn the meeting at 7:40 P.M.

All "Aye"
Motion carried.

City of Burley



Mayor Ormond

ATTEST:



City Clerk