

**SPECIAL BURLEY CITY COUNCIL MEETING
CITY HALL
1401 Overland Avenue
Burley, Idaho
June 17, 2020**

SPECIAL MEETING

AGENDA

SPECIAL SESSION AT 8:30 A.M.

- 1. ACTION ITEM** Budget Workshop – Department Presentations Department Heads

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COMMENCE MEETING

Council met in special session at 8:30 a.m. with Mayor Ormond presiding. Council members present were Jon Anderson, Casey Andersen, John Craner, Janet Hansen, Bryce Morgan and Kimberli Seely.

BUDGET WORKSHOP – DEPARTMENT PRESENTATIONS

City Administrator Mark Mitton presented Council with a copy of the proposed budget. He said we have falling revenue this year but the tax commission so far cannot say how much. By the middle of July when the revenue comes in we will know what to do for the rest of this year and how to plan for next year. He stated that as far as general revenues he plans on a 3% increase in property taxes. The state liquor fund is reduced by 2.2%, this money now will go to the county justice fund. The industrial park freezer is empty and it will be a big hit to revenue. The administrative fund wages are down because we are eliminating the funding for a clerk position in the office. We are eliminating the dollars but not the position. We have carried that money over for two years and found we do not need to replace Judy due to going to one billing per month. The new phone system will be implemented next week. This will allow us to web cast the council meetings instead of using live stream. There is a salary increase for general fund employees because we held off last year due to COVID. In the council budget Mr. Mitton said that the big item is for a new sprinkler system for city hall, which has not been working for about a year and a half. We have a bid and will budget for next year. He said we also would like to change the drive thru to a tube system. For both it will be around thirty-five to forty thousand dollars. He also increased travel and meetings to encourage going to the AIC meetings. Legal is up \$7,000.00 so we can continue to update city code.

Department heads presented the Council with their performance measurements and also requests for next year's budget with interactive discussions with the Council.

**City of Burley
Budget Workshops Schedule**

Department	Time
General Revenues	8:30
Administration	8:45
Council	9:05
Legal	9:10
Mayor	9:20
Parks	9:30
Golf	9:50
Library	10:15
 <u>Public Safety Budgets</u>	
Building Inspection	10:40
Animal Control	10:50
Police Services	11:00
Fire	11:20
 <u>Public Works Budgets</u>	
Engineering	11:45
Streets	11:50
 <u>Lunch Break</u>	
Equipment Services	12:15
Airport	12:25
Cemeteries	12:35
 <u>Utility Budgets</u>	
Water	12:50
Wastewater	1:10
Sanitation	1:30
Electric	1:50
Priorities and Other Issues	2:10

Librarian Tayce Robinson stated that salaries are down because they cut one-part time position and the new library director's salary is less. This money is being redirected and used for adult books. They are working with the library consortium and beefing up e-books and audio materials by 10%. He said they are partnering with 4-H and Intermountain Mountain Health Care and the after school lunch program. They are working on partnerships with the Spanish Chamber of Commerce and are applying for a 3 year grant with NASA for exhibits for ages of 10 through 16. They have been awarded a grant for \$1,000.00 to help with broadband capacity. As of July first they will be open pre COVID hours.

Golf Pro Scott Draper said they are now on the third year of increased revenues with not a lot of significant changes on the revenue side. He said they have had good turnout at the golf course because there had not been much else to do during the COVID shutdown. He also stated that there's no significant changes from the previous year anticipated. He mentioned that Council in the past has mentioned the rental of the club house for parties and that there would need to be more discussion on it. He passed out a list of potential items such as tables that would need to be purchased if we do decide to rent out the club house.

City Administrator Mark Mitton gave an overall plan for the golf course. He said the golf course maintenance plan for 2021 is replacing the push carts and rental clubs at about \$4700.00, a drinking fountain with a fill station for \$1,000.00 and 500 dozen range balls for \$2250.00. For the year 2021/2022 it is planned to replace nine golf carts each year for seven years.

City Administrator Mark Mitton also went over the golf maintenance expenses. His capital equipment requested are a new sprayer, a new greens mower and a sidewinder mower that comes to \$66,800.00. And \$9,000.00 to finish all of the fences.

Parks Supervisor Brent Winn said that in the five year plan we will need to start looking at replacing the pump station. The only change in the parks is \$8,000.00 for a new mule to use on the walking path, the old one is from 1988. He stated that the walking path will be done in the middle of July. Next spring, we will roll over the parks mowers and get new ones. It was mentioned that the west side of Storybook Park's sidewalk is done and they will work on the north side next, which will require the removal of some of the trees. Mr. Winn said the pool is running really good right now.

Deputy Sheriff George Warrell reported that in 2018/2019 they received 20,117 calls for service in the city, 899 adult arrests, 58 requests for house checks and taken 2143 reports for the city. He stated the Mini Cassia Criminal Justice center has 170 beds and on average 50 to 70% of those are Cassia County inmates. He said today because of the concerns of the virus they are keeping 128 inmates, which is very low. Of those housed 46 are Cassia, 43 Minidoka, 34 State, 1 ICE and four for other counties. They have made an arrest in a cold case, Regina Kreager, that happened in the City of Burley in 1995. He said the Sheriff's department and the City now has a good relationship and work well together. He said the City is currently paying for 19 positions. In the new contract they are asking for an additional \$37,869.00 to cover the 7% raise. He provided Council with statistics from surrounding areas.

Fire Chief Shannon Tolman stated that he is not asking for anything new this year. He stated that he is doing research into getting a second fire station and where it would need to be located. He is checking into grants and bonds.

Engineer Dave Waldren reviewed some of the major projects. The waste water dryer building is complete. The fuel tank at the service center will be complete in two to three weeks and will save the city approximately .40 cents per gallon. They got some road and sewer projects ready hoping there may be some grants coming up that they can take advantage of. He is now working on the industrial wastewater sewer extension lift station on Schodde Avenue by the rail road.

Streets Supervisor Brent Mallory said the \$165,000.00 street levy did pass. They just finished six days of chip sealing. It was mentioned that the only big difference is the capital improvements which included the purchase of the two street sweepers.

Shop Supervisor Rick Garner increased money in the budget for training, a cell phone, to change from 140 weight gear oil to 10/30 bulk oil and to renew his diagnostic software. Also in equipment he would like to add a transmission flushing machine and an AC recycling machine. He then went over his performance measurements of the equipment and the tracking of maintenance. Mr. Mitton said between shop and the sanitation budget they are looking at building a building to get the sanitation trucks inside.

Building Inspector Gary Pawson said he added nothing new in his budget and gave a brief overview of the projects. He said that Mr. Sprague is looking at retiring this year and they have hired a new person that will do joint animal control and code enforcement. They will be sending him to train in both areas.

Sexton Dave Allred presented Council with his performance measurements along with his five-year plan. He stated the lease is up on the three walker lawn mowers with the bid coming in at \$48,294.00 and the trade in value on our three is \$21,000.00. This would be a three-year lease at \$826.00 per month.

Engineer Bryan Reiter gave an overview of the city water system. He stated the potable water system consists of about 75 miles of water main that carry water to homes and also is used for fire protection. Low pressure is a separate set of lines that services about 1500 users. He said this year they are addressing underground issues west of the waterline break that happened at McDonalds in 2018. Also a subdivision on 8th and Overland had undersized pipe that they replaced the 6-inch line with 10-inch line before the alley was paved. They also had a bottle neck underground by Norco and Cal Store that they fixed. At Bobcat corner they had a conflict with storm drains and water lines that they fixed. This year they also installed a variable frequency drive on a pump in the low pressure system. He said they purchased two new trucks this year and would like to replace a 2009 truck in 2021, and would also like to replace the backhoe.

Dustin Raney from the wastewater said due to COVID they cleaned less lines but complaints were also down because they have paid close attention to the problem areas. He said they are finishing up the dryer and getting it ready to run. City Administrator Mark Mitton said they are going to apply for a grant for an industrial line and some head works. He said they have been working with FEDA, Federal Economic Development Administration, to get a 4.5-million-dollar grant that will have to be matched with 4.5 million dollars. He said as new industries come on, the tax generated will be enough to pay for it.

Sanitation Supervisor Eric Pufhal stated they are getting a few warranty issues taken care of on the two new sanitation trucks. He said they would like to replace the 1984 John Deere tractor they use for mowing. They also included in their budget \$74,000.00 to replace the shared 300-gallon trash cans with individual 96 gallon cans (approximately 1500 cans) from Main to 21st Street and Parke to Overland. He said this will help clean up the city, not as much trash blowing

around. He stated that they have three backup trucks that he has put \$50,000.00 in the budget to keep repaired and ready for use.

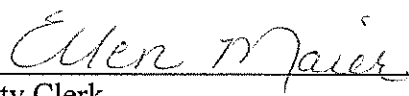
Electrical Supervisor Brent Wallin stated he included the October 2% rate increase in the budget. He said that COVID has changed the amount of electricity used by residents, less from commercial, and he will determine if we will need to implement the increase. The Christmas decorations comes out of operating supplies. He put money in the budget to replace the forklift, energy conservation projects to help other department update old lighting, pumps etc.

City Administrator Mark Mitton said the proposal on the property tax relief plan is to pay public safety wages and benefits for the year. Use the federal money they got for the year for temporary deduction in property taxes. He said we would add up all of our law enforcement and fire department budget, wages and benefits and on the L2 of property taxes that we turn into both counties we would deduct that amount off and then the state would pay us that amount out of the federal money. Mr. Mitton stated he does not like this because legislature is still looking at property tax reform so they could still do something that would harm cities. He said the airport budget has an additional \$25,000.00 in it for the grant match we will get next year. He mentioned that if we cannot move forward with a new airport then we will not spend the money. He said we are waiting on the census because he thinks the last census was three to four thousand low, and hopes we can get all people to report. Mr. Mitton said they will be replacing the sprinkler system at city hall and got a quote for a drive through tube. A discussion followed on the sheriff's department request.

City of Burley


Mayor Ormond

ATTEST:


City Clerk