



**REGULAR AND SPECIAL BURLEY CITY COUNCIL MEETING**  
CITY HALL  
1401 Overland Avenue - Burley, ID  
JULY 5, 2023

**COMMENCE MEETING**

**SPECIAL SESSION AT 7:00 P.M.**

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

City Staff Present were as follows:

City Administrator – Mark Mitton __x__	Sexton – Dave Allred __x__
City Clerk – Tracy Bustos _x__	Engineer – Bryan Reiter _x__
City Attorney – Dave Shirley __x__	Shop Foreman – Rick Garner _____
Assist Admin/Economic Devl – Brent Carver __x__	Electrical Supervisor – Brent Wallin _x__
Human Resources – Carol Anderson __x__	Parks Supervisor – Brent Winn _____
WW Treatment Director – Dustin Raney _____	Librarian – Tayce Robinson __x__
Golf Pro – Scott Draper __x__	Sanitation Supervisor – Eric Pufahl _x__
Engineer – Dave Waldron __x__	Sheriff's Department – Lt. Kevin Horack _____
Street Supervisor – Korky Blackner _____	Fire Chief – Shannon Tolman __x__

*Invocation was offered by Council member Morgan followed by the Pledge to the Flag.*

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:

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

Motion carried.

**SALE OF GOLF SIMULATOR TO THE CITY FROM JML INVESTMENTS, LLC**

Scott Draper brought to the Council additional information for review regarding the purchase of a golf simulator. JML Investments has offered a 30-day warranty (with personal guarantee) on the equipment and added a non-compete clause to the purchase agreement that was presented in a previous council meeting.

Scott did some additional research on other vendors with this same or similar equipment and found that we could purchase new equipment for the same/close to the same price.

A motion was made by Council member Morgan to approve the purchase of the Uneekor simulator and accessories through Rain or Shine and finance through the city's capital improvement fund. The motion was seconded by Council member Craner.

**Roll Call Vote**

The results of the votes were as follows:

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

Motion carried.

**UPDATED TRAVEL POLICY**

The current travel policy was adopted many years ago. Mark Mitton brought proposed changes to the Council which include only the meal per diem. The new per diem will be based on the GSA rate posted by location of travel.

5. **Meals:** In-city meals are allowable when incurred in conjunction with a city-sanctioned meeting. ~~The maximum meal rates would apply.~~ Meals provided as part of a training seminar or association meeting that exceed meal limits are allowable. The City Administrator must approve any exceptions to the meal policy. The following meal per diems are established.

The limit on meals includes an allowance for a maximum 15% tip.

Limits for meals are as follows (including tax and maximum 15% tip):

Standard Idaho meal per diem rate

Breakfast	-----	\$9.00
Lunch	-----	\$12.00
Dinner	-----	\$25.00
Total Daily Maximum	-----	\$46.00

The City will pay the meal per diem as issued by the GSA for different locations.

For seminars, meetings, or conferences where meals are included as a part of the event, the employee is not entitled to a meal allowance. A complimentary continental breakfast is not considered a meal and the limit for breakfast is allowable. Where travel is for part of a day, to receive the full meal per diem you must have reason to leave before 6 a.m. and to receive the dinner per diem you must return home, with reasonable travel time, after 7 p.m. Department heads should authorize meal per diems after reviewing the travel and training request.

A motion was made by Council member Craner to approve the new Travel Policy within the Personnel Policy as proposed and was seconded by Council member Andersen.

**Roll Call Vote**

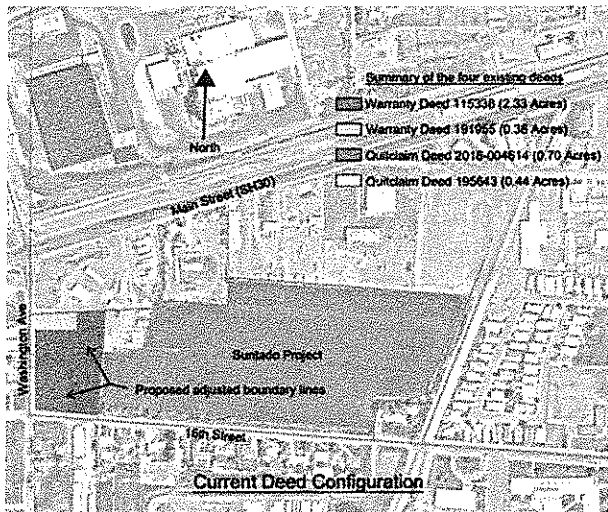
The results of the votes were as follows:

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

Motion carried.

**APPROVAL OF LOT LINE ADJUSTMENT FOR CITY OWNED PROPERTY NEAR 16<sup>TH</sup> AND WASHINGTON**

Bryan Reiter explained that there are currently four parcels near 16<sup>th</sup> and Washington that are owned by the City and he is proposing an application to adjust the lot lines to reduce the number of parcels to two. This process will help us with future projects.



A motion was made by Council member Andersen to authorize the Mayor to sign and submit the Lot Line Adjustment Application and to allow the Mayor to sign and record three quitclaim deeds. The motion was seconded by Council member Morgan.

**Roll Call Vote**

The results of the votes were as follows:

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

Motion carried.

**APPROVAL OF GLACIER PARK SUBDIVISION FINAL PLAT ACCEPTANCE OF FINANCIAL GUARANTEE OF PERFORMANCE**

An extension of conditional approval was given for Glacier Park Phase 6 in March 2023. At that time, there were five conditions imposed and were the same five conditions that were originally imposed.

At this time most of the conditions have been met with the exception of two. A financial guarantee of performance was given for the work remaining in hopes that they could get approval to begin selling plats.

A motion was made by Council member Morgan to accept the Financial Guarantee of Performance and authorize the mayor to sign and to approve the Glacier Park Phase 6 subdivision plat and authorize the Mayor, City Clerk and Engineer to sign. The motion was seconded by Council member Powell.

**Roll Call Vote**

The results of the votes were as follows:

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

Motion carried.

**¾ Ton Truck Purchase for Water Department**

This was tabled for another meeting.

**APPROVAL OF CONCESSIONAIRES AGREEMENT FOR ADRIFT KAYAK ADVENTURES**

This was tabled for another meeting.

**Report and Discussion of Recent City Events**

Council member Hansen gave special thanks to Jerry Thaxton, Brian Woodford and Gordy Hansen for the set-up of the sound system and music for the fireworks display on July 4<sup>th</sup>.

Mayor Ormond thanked the fire department for their contribution to the fireworks display.

Wake in the Snake is happening this weekend.

**ADJOURN**

A motion was made by Council member Andersen and seconded by Council member Morgan to adjourn the meeting at 8:21p.m.

All "Aye".  
Motion carried.

City of Burley

  
Mayor Ormond

ATTEST:

  
Tracy Bustos, City Clerk