

REGULAR BURLEY CITY COUNCIL MEETING
CITY HALL
1401 Overland Avenue
Burley, Idaho
August 3, 2021

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 \$858,371.94.**
 - c. **PAYROLL ENDING ON 7/16/21 FOR \$260,336.11.**

2. **ACTION ITEM** Appoint Scott Draper to Planning & Zoning Mayor Ormond
3. **ACTION ITEM** Road Closure for Wankum Ropes Open House Alan Clawson/Skylee George
4. **ACTION ITEM** Adopt Tentative Budget 2021/2022 Mark Mitton
5. **ACTION ITEM** SIED Funding Mark Mitton
6. **ACTION ITEM** Cemetery Fee Increase Resolution 10-21 Ellen Maier
7. **ACTION ITEM** Declare Water Department Backhoe as Surplus Bryan Reiter
8. **ACTION ITEM** Declare Surplus Equipment Mark Mitton
9. **ACTION ITEM** Social Media Policy Mark Mitton
10. **ACTION ITEM** RV Park Rules Brent Wallin
11. **ACTION ITEM** Burley Biogas to RNG Feasibility Study Mark Mitton
12. Report and Discussion of Recent City Events

Information Items

BUILDING PERMITS:

TKO Homes	2649 Grand Canyon Dr	Single Family	\$112,965.00
TKO Homes	2320 Denali	Single Family	\$135,150.00
TKO Homes	2359 Great Basin Way	Single Family	\$126,480.00
Canyon Creek Const.	2329 Dorchester Ave	Single Family	\$150,000.00
Canyon Creek Const.	2339 Dorchester Ave	Single Family	\$150,000.00
Canyon Creek Const.	2349 Dorchester Ave	Single Family	\$150,000.00
Canyon Creek Const.	2359 Dorchester Ave	Single Family	\$150,000.00
Canyon Creek Const.	2401 Dorchester Ave	Single Family	\$150,000.00
Canyon Creek Const.	2411 Dorchester Ave	Single Family	\$150,000.00
Canyon Creek Const.	2421 Dorchester Ave	Single Family	\$150,000.00
Canyon Creek Const.	2431 Dorchester Ave	Single Family	\$150,000.00
Doss Construction	633 Lake Cleveland	Single Family	\$176,219.00
Doss Construction	551 Lake Cleveland	Single Family	\$171,722.00
Hansen Sales & Const	530 Hiland Avenue	Garage	\$ 45,000.00
DOT Foods	1541 W 27 th St	Commercial	\$1,310,391.00

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REGULAR BURLEY CITY COUNCIL MEETING
CITY HALL
August 3, 2021

COMMENCE MEETING

Council met in regular session at 7:00 p.m. with Mayor Ormond presiding. Council members present were Casey Andersen, Jon Anderson, John Craner, Janet Hansen, 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, Wastewater Treatment Director Dee Hodge, Economic Development Specialist Doug Manning, Engineer Dave Waldron, Engineer Bryan Reiter, Fire Chief Shannon Tolman, Electrical Supervisor Brent Wallin, Parks Supervisor Brent Winn, Librarian Tayce Robinson, Human Resource Carol Anderson and Lt. Jared Thompson.

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 Morgan to accept the Consent Calendar as written.

Roll Call Vote.

The results of the votes were as follows:

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

Motion carried.

APPOINT SCOTT DRAPER TO PLANNING & ZONING

Mayor Ormond stated that he interviewed, and recommends, Scott Draper from Project Mutual Telephone to fill the position vacated by Jim Lynch on Planning and Zoning.

A motion was made by Council member Hansen and seconded by Council member Morgan to appoint Scott Draper to the Planning & Zoning Board.

Roll Call Vote:

The results of the votes were as follows:

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

Motion carried.

ROAD CLOSURE FOR YANKUM ROPES OPEN HOUSE

Alan Clawson and Skylee George from Yankum Ropes said they are moving into the building on 915 Overland Avenue to manufacture and sell tow ropes. Brahma Lending and Leasing, a commercial lending company primarily focused on large equipment lending will have office space in the building. The ropes are ½” to 5-1/2” in diameter and are sold in the farming, agriculture, and mining industries. Mr. Clawson provided Council with a map of a proposed road closure for a launch party on Saturday October 2nd from 9:00 A.M. to around 6 P.M. They plan on having a ribbon cutting ceremony along with a Jeep Club car show, DJ for music and announcements, around three food vendors, bounce houses inside the warehouse, and a small-scale rock pile for a 4x4 vehicle display. They said their restrooms would be open and they plan to have five to ten bouncers around the premises to keep an eye on the equipment and for the guest’s safety.

A motion was made by Council member Seely and seconded by Council member Jon Anderson to allow the closure of the road on October 2nd.

Roll Call Vote:

The results of the votes were as follows:

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

Motion carried.

ADOPT TENTATIVE BUDGET 2021/2022

City Administrator Mark Mitton presented Council with the 2021-2022 budget. He said he had to cut almost \$100,000.00 out of the budget. Story Book Park would have to be done out of capital money and could hopefully be done by the end of next year. Increases for next were left in the budget, but Mr. Mitton said we would wait until we make sure everything is coming in as expected. Two public hearings will be held, with the first on August 17th and a special meeting August 26th at noon to adopt the budget. He asked Council to approve the budget notice with a few corrections in typing.

A motion was made by Council member Morgan and seconded by Council member Casey Andersen to approve the tentative budget for publishing.

Roll Call Vote:

The results of the votes were as follows:

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

Motion carried.

SIED FUNDING

City Administrator Mark Mitton said there have been some changes in the Southern Idaho Economic Development over the last few years and everyone in the Mini-Cassia area is dropping out and not funding it next year. Mr. Mitton said it has not held any value for us in this area, it mostly focuses on the Twin Falls area. He stated that the cities that have dropped out have talked about doing our own economic development advertising to benefit our area. He mentioned we would send them a letter letting them know we will not fund them in the coming year. It was mentioned the funding has been about \$10,000.00 and that we are not dropping out of Business Plus.

A motion was made by Council member Craner and seconded by Council member Jon Anderson to send SIED a letter indicating we will not be funding them for the upcoming year.

Roll Call Vote:

The results of the votes were as follows:

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

Motion carried.

CEMETERY FEE INCREASE RESOLUTION 10-21

City Clerk Ellen Maier presented Council with Resolution 10-21 for cemetery fee increases. She stated the increases were approved at the last meeting and it is now in the form of a resolution.

A motion was made by Council member Morgan and seconded by Council member Seely to pass Resolution No. 10-21 and allow the Mayor to sign it.

Roll Call Vote:

The results of the votes were as follows:

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

Motion carried.

RESOLUTION 10-21

A RESOLUTION OF THE BURLEY, IDAHO, CITY COUNCIL
ESTABLISHING FEES FOR SERVICES AT THE CITY CEMETERIES

Whereas, the City of Burley provides many different kinds and types of services,
and

Whereas, many services are not supported in full by property taxes or need to be
supported by other means to be able to provide the service, and

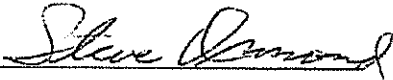
Whereas, many of these services benefit only the user and it is appropriate to charge
a fee for service,

Now, Therefore, The City Council of the City of Burley approves the following fees
which do not represent more than a five percent increase in the fees:

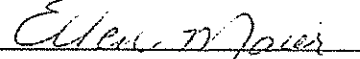
Adult Grave Space – Opening and Closing	\$550.00
Infant/Cremains Grave Space – Opening and Closing	\$220.00
Saturday Service Fee	\$260.00

Effective 1st day of September 2021

Approved this 3rd day of August 2021



Steve Ormond, Mayor



Ellen Maier, City Clerk

DECLARE WATER DEPARTMENT BACKHOE AS SURPLUS

Engineer Bryan Reiter stated that the new backhoe will be here within the week. He asked Council to declare the 2009 backhoe as surplus and allow it to be listed in online auctions. Mr. Reiter said we declined the \$30,000.00 trade in, and local auctioneers think we can get over \$50,000.00. A discussion followed. It was mentioned that it could be declared as surplus and Mr. Reiter could report back to them.

A motion was made by Council member Jon Anderson and seconded by Council member Morgan to declare the backhoe as surplus and Mr. Reiter report back to Council.

Roll Call Vote:

The results of the votes were as follows:

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

Motion carried.

DECLARE SURPLUS EQUIPMENT

City Administrator Mark Mitton provided Council with a list of equipment and vehicles that are no longer needed. He asked Council to declare them as surplus and allow them to go to a public auction to be sold.

- 1994 GMC PU VIN# 1GTDC14Z8RZ534637
- 1988 Chevy Van VIN#2 GNDG15Z1J4144050
- 1998 Volv Dp Tk VIN# 4VHSCCGH9WN519057
- 1966 Hyster
- Jacobsen Mower

A motion was made by Council member Jon Anderson and seconded by Council member Casey Andersen to declare the equipment as surplus.

Roll Call Vote:

The results of the votes were as follows:

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

Motion carried.

SOCIAL MEDIA POLICY

City Administrator Mark Mitton presented Council with a Social Media Policy for their approval. Mr. Mitton said several city departments have their own Facebook/social media page and City Hall is now going to set one up to recruit new hires, post alerts etc. He said he combined ICRMP's policy with another policy that Mr. Shirley has reviewed and approved. He

said we will not allow responses on the sites. A discussion followed with questions being asked by Council about posting newsletters and if it needs to be in both languages. Mr. Shirley responded by saying we should try to include where citizens can call to get help in translating the site.

A motion was made by Council member Morgan and seconded by Council member Seely to approve the social media policy

Roll Call Vote:

The results of the votes were as follows:

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

Motion carried.

RV PARK RULES

Electrical Supervisor Brent Wallin presented Council with a proposed set of RV park rules. He stated many trailers have been there since spring. They are bringing in swim pools, trampolines, freezers, vehicles they are repairing and having meals on wheels and UPS packages delivered to them. A discussion followed on how long they should be allowed to stay and when the rules would go into effect. It was mentioned that if they wanted the police to enforce the rules it would have to be done by an ordinance that provides penalties. It was also stated that a time limit would solve most of the problems.

A motion was made by Council member Morgan and seconded by Council member Jon Anderson to approve the rules effective September 1st.

Roll Call Vote:

The results of the votes were as follows:

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

Motion carried.

BURLEY BIOGAS TO RNG FEASIBILITY STUDY

City Administrator Mark Mitton stated that a couple of years ago we signed a letter of intent with Honeywell to have them look at energy saving projects for us. The project was put on hold when COVID hit. Mr. Mitton asked Council to approve the contract with Tetra Tech for \$58,749.00 to conduct a feasibility study for the conversion of biogas to renewable natural gas, with conveyance and injection into a nearby utility natural gas pipeline. He stated that himself, Dee Hodge, Dustin Raney and Brent Wallin recently visited a facility in Boulder Colorado that is close to what we need. It cost Boulder 2.3 million to build the facility and they make net 1

million dollars. It was stated that as we work to move forward in improving the industrial plant expansion that it could be a possible revenue source for the future.

A motion was made by Council member Jon Anderson and seconded by Council member Morgan to approve the contract for \$58,749.00 for the feasibility study.

Roll Call Vote:

The results of the votes were as follows:

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

Motion carried.

REPORT AND DISCUSSION OF RECENT CITY EVENTS

Mayor Ormond thanked everyone that worked to make the 35th Annual Spudman happen. He also mentioned the great concert that the school sponsored on the football field. He said they had less people than expected but would like to make it a yearly event.

Council member Craner spoke on behalf of the Lions Club, thanking the city for all the help they provided on the Spudman. He also mentioned that he had comments, from out of towners, on the great shape our golf course is in.

Council member Hansen said the parade is in two weeks. Mr. Mitton said he is having a hard time getting taffy to hand out this year.

Council member Seely asked what our parks are doing for water conservation. Parks supervisor Brent Winn said he is cutting his watering in half.

A motion was made by council member Casey Andersen and seconded by Council member Morgan to adjourn the meeting at 8:32 P.M.

All "Aye."

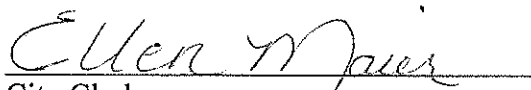
Motion carried.

City of Burley



Mayor Ormond

ATTEST:



City Clerk