

CITY COUNCIL REGULAR MEETING

JANUARY 13, 2025  
203 Broadway Ave N

PRESENT:

Pam McClain	Mayor	Autumn Jones	Treasurer
Michal Higbee	Council President	Jazmine Mills	P&Z Administrator
Amanda Hawkins	Council Member	Jason Scott	Public Works Director
Marla Sisson	Council Member	Andrew Wright	City Attorney
Karen Drown	Clerk	Concerned Citizens	

PLEDGE OF ALLEGIANCE

CONFIRMATION OF QUORUM:

Karen Drown confirmed a quorum.

CONSENT AGENDA:

1. Minutes of December 9, 2024 – Working Session
2. Claims for Payment
3. Monthly Department Head Reports – Fire, Police, Public Works, Code Services
4. Commission Minutes – Airport, Library, Planning & Zoning, Buhl Housing Authority
5. Clerk Report
6. Treasurer Report

Marla moved to approve the consent agenda. Michale seconded the motion. Amanda stated the minutes didn't state anything about Scott Bybee's retirement. Karen clarified in the middle of the last page under Council Comments Mayor McClain announced Scott Bybee's retirement. Amanda also asked about the continued work on Juniper and if there were plans for pavement. Jason noted there is still work to complete including put the road back; he added some work will not be complete until the spring. There was no further discussion. There was a roll call vote on the motion. Marla voted yes, Michael voted yes, and Amanda voted yes. The motion passed.

SPECIAL BUSINESS

Consideration of Appointment for Vacant Council Seat: Mayor McClain noted that after Kelly Peterson had notified her of his resignation she had spoke with Sue Gabardi. Mayor McClain noted Sue had been on the Council for 6 years and she was willing to come back. Sue would complete the seat until the end of this year. Michael moved to approve Sue Gabardi to the vacant Council seat. Marla seconded the motion. Amanda questioned if there was any problem as Sue's husband Jeff in on the Planning and Zoning Board. Mayor McClain stated she had checked and there was no

conflict. There was no further discussion. There was a roll call vote. Michael voted yes, Amanda voted yes, and Marla voted yes. The motion passed.

Swearing in of Council Member: Mayor McClain swore in Sue Gabardi to complete the term until the elections in November 2025.

Election of Council President: Mayor McClain opened the floor for nominations. Michael nominated Marla as Council President. Sue seconded the nomination. There was no discussion. There was a roll call vote. Amanda voted yes, Sue voted yes, Marla voted yes, and Michael voted yes. The motion passed.

Election of Library Board Liaison: Marla nominated Sue as Library Board Liaison. Michael seconded the nomination. There was no discussion. There was a roll call vote. Sue voted yes, Marla voted yes, Michael voted yes, and Amanda voted yes. The motion passed.

#### UNFINISHED BUSINESS

There was no unfinished business.

#### NEW BUSINESS:

Review and Consideration of Recommendation for Appointment of City Engineer and Agreement for Professional Services: Michael moved to appoint HMH Engineering as city engineer and approve the Agreement for Professional Services. There was discussion about the retainer and the budgeted amount. Michael clarified it would be for work performed. Karen confirmed and noted Jason Scott would coordinate and monitor the tasks; she noted the hourly rates were considered with the budget. Amanda asked if this needed to go out for bid or spoke with other companies. Karen stated no because it was under the amount required and large projects would be bid; Jason noted he is familiar with the firms and this is the best fit. Michael asked Aaron about completing environmental studies; Aaron confirmed they have staff that can complete those. There was no further discussion. There was a roll call vote. Marla voted yes, Michael voted yes, Amanda voted yes, and Sue stated she was going to abstain because she didn't have the background information. The motion passed.

Review and Consideration of Resolution for Perpetual surplus of Worn-Out Property: Karen explained there are items the city has purchased that are worn out and simply trash. They have no resaleable value even through scrape. She added these items are currently stored in city facilities until they can be placed on a resolution to surplus. The proposed resolution would allow items with an original purchase price of under \$1000.00 and are trash to be disposed of, she noted this would be done in a two-person decision to dispose. Those people would consist of the department head and city clerk. Karen noted anything of resaleable value would still be brought before Council for

consideration of surplus. Marla moved to approve Resolution No. 2025-1. Amanda seconded the motion. Michael noted he agreed that it should be with a two-person review. There was no further discussion. There was a roll call voted. Michael voted yes, Amanda voted yes, Sue voted yes, and Marla voted yes. The motion passed.

Review and Consideration of Resolution for Surplus Property: Michael moved to approve Resolution No. 2025-2 surplus items in public works and the library. Marla seconded the motion. There was no discussion. There was a roll call voted. Amanda voted yes, Sue voted yes, Marla voted yes, and Michael voted yes. The motion passed.

Review and Consideration of Airport Board Members: Michael moved to appointment Neil Ring and Josh Kenyon to the airport board. Amanda seconded the motion. There was no discussion. There was a roll call vote. Sue voted yes, Marla voted yes, Michael voted yes, and Amanda Voted yes. The motion passed.

Review and Consideration of Buhl Trout's Saloon 2024-2025 Liquor and Beer License: Karen explained the new owners had closed on the property and applied for their liquor and beer license. She noted code allows for the fee to be prorated quarterly; so, this was the fees for half of the license year. Amanda asked if it was family that bought it; Karen stated it was not. Michael questioned if it was normal not having wine; Karen confirmed it was not normal but at this time they didn't want to have that option but might change in the future. Marla moved to approve the liquor and beer license for Buhl Trout's Saloon. Sue seconded the motion. There was no further discussion. There was a roll call vote. Marla voted yes, Michael voted yes, Amanda voted yes, and Sue voted yes. The motion passed.

Review and Consideration of Twin Falls Canal Company Water Share Transfers for 2025: Michael moved to approve the water share transfers for 2025. Amanda seconded the motion. Michael questioned if there was any change from 2024. Autumn stated there was no new individual and no new shares. There was no further discussion. There was a roll call vote. Michael voted yes, Amanda voted yes, Sue voted yes, Marla voted yes. The motion passed.

**MAYOR & COUNCIL COMMENTS:** Mayor McClain read the below statement.

We need to make sure that we comply with the law with regards to employee privacy issues. If a member of City Council would like to discuss any issues pertaining to complaints, discipline, etc. of a city employee, those will first need to be discussed with the mayor, who is the chief city administrator per Idaho Code 50-602. After review of the complaint, discipline, etc. if it needs to go before City Council it will be listed under an executive session on the upcoming meeting agenda.

Marla confirmed she was signed up for the city official's day. Karen confirmed she was.

Michael stated he would like to put together a letter for Eastern Idaho Railroad. He stated he had had more people come to him saying they called the number and they were told by the railroad they had not received any complaints regarding the crossing with Highway 46. Mayor McClain also noted she would give Michael a number for Linda who is in Mike Simpson's office in Twin who has been helpful with other recent issues.

**CITIZEN COMMENTS:**

Mayor McClain stated no one signed up for citizens comments.

**EXECUTIVE SESSION:** Marla moved to enter executive session with provision of Idaho Code 74-206, subsection 1.c. to acquire and interest in real property which is not owned by a public agency. She requested a roll call vote. Michael seconded the motion. There was a roll call vote. Marla voted yes, Michael voted yes, Amanda voted yes, and Sue voted yes. Executive session was entered at 7:02 PM. Attendees in the executive session were Mayor McClain, Michael Higbee, Amanda Hawkins, Marla Sisson, Sue Gabardi, Andrew Wright, Karen Drown, Autumn Jones, and Jason Scott. Michael moved to adjourn the Executive Session. Marla seconded the motion. There was a vote; all voted yes. The Executive Session was adjourned at 7:14 PM.

Karen noted there was not an agenda item on the current agenda for an action item for consideration of Executive Session discussion. It was concluded that an item would be added to the next meeting agenda and considered then.

**MEETING ADJOURNED** – Michael moved that the meeting be adjourned; Marla seconded the motion. There was no discussion. All voted yes. The meeting was adjourned at 7:15 PM.

Minutes prepared by Karen Drown, City Clerk