

CITY COUNCIL REGULAR MEETING

FEBRUARY 10, 2025

203 Broadway Ave N

PRESENT:

Marla Sisson	Council President	Autumn Jones	Treasurer
Michael Higbee	Council Member	Jazmine Mills	P&Z Administrator
Amanda Hawkins	Council Member	Jason Scott	Public Works Director
Sue Gabardi	Council Member	Concerned Citizens	
Karen Drown	Clerk		

PLEDGE OF ALLEGIANCE

CONFIRMATION OF QUORUM:

Karen Drown confirmed a quorum.

Michael moved to amend the agenda to remove New Business item #2 as information from the state was incorrect to what staff thought it should be, and to remove New Business item #4 and add #5 which was a change from a Request for Qualifications to a Request for Proposals. He requested a roll call vote. Amanda seconded the motion. There was no discussion. There was a roll call vote. Sue voted yes, Amanda voted yes, Michael voted yes, and Marla voted yes. The motion passed.

CONSENT AGENDA:

1. Minutes of January 27, 2025 – Working Session
2. Claims for Payment
3. Monthly Department Head Reports – Fire, Engineer, Police, Public Works, Code Services
4. Commission Minutes – Airport, Library, Planning & Zoning, Buhl Housing Authority
5. Clerk Report
6. Treasurer Report

Michael moved to approve the consent agenda. Amanda seconded the motion. Michael questioned a payable for the police department for ChatGPT. Chief Engbaum noted the service is used to develop social media reports and also case reports. Sue noted Kelly Peterson was still listed instead of herself. There was no further discussion. There was a roll call vote on the motion. Amanda voted yes, Marla voted yes, Michael voted yes, and Sue voted yes. The motion passed.

UNFINISHED BUSINESS

There was no unfinished business.

## NEW BUSINESS:

Presentation of 2023-2024 Audited Financial Statements: Brady Workman, with Workman and Company, presented the 2023-2024 Audited Financial Statements. He stated they issued an unmodified opinion, which is the highest they can give. Brady added that due to the amount of federal money expended a single line audit was required. He stated this single line portion was also issued and unmodified opinion. Brady noted a job well done to staff and added the only adjustments were for the PERSI liability. He then reviewed the fund balance for general fund and stated it had increased by \$425,000. Of which \$225,000 was made in interest and the Highway user money came in higher than budgeted. Brady noted in the utility funds the cash in and cash out with the total cash decreasing by \$197, 204 which was capital projects. He concluded this was overall a very good audit report and his favorite part of audit is reading all the minutes from the previous year.

Michael questioned a statement about the library line that were over budget. Brady stated overall the budget is fine but recommended looking closely at the budget of those line items, but overall, it didn't rise to a level of concern.

Marla stated last year it was noted the reserves were really good and questioned where they are this year. Brady noted the interest and the highway users helped the increase this year. He added the general fund balance is about one year of operations and that is what they are seeing as being more common, where the normal used to be 3-6 months. Autumn noted there was some mid-year changes made with the Governor's office that allocated that money which was not anticipated.

Michael moved to approve the 2023-2024 Audited Financial Statements as presented. Sue seconded the motion. There was no further discussion. There was a roll call. Marla voted yes, Michael voted yes, Sue voted yes, and Amanda voted yes. The motion passed.

Review and Consideration of Resolution for Idaho Gem Grant Application for Comprehensive Plan Project: Michael moved to adopt Resolution 2025-3 for the Idaho Gem Grant Application. Amanda seconded the motion. Michael noted he is not opposed to getting free money. Amanda questioned the use of matching money and if the other grant money could be used. Karen confirmed it could be used. There was a discussion about the odds of getting the grant, and Autumn noted the deadline is quarterly with higher applications submitted in July and December, so she is hopeful to submit for the March submission. There was no further discussion. There was a roll call vote. Sue, voted yes, Amanda voted yes, Marla voted yes, and Michael voted yes. The motion passed.

Review and Consideration of Request for Proposals Notice for Grant Administrator for Idaho Department of Commerce Rural Community Investment Fund Program: Jason presented the grant opportunity for this RCIF program for use on infrastructure. Michael questioned if they are different grant that the ICDBG. Karen noted that this is not a block grant but both grants are through the

Idaho Department of Commerce. She added the ICDBG uses federal money and requirements and the RCIF is state money. There was a discussion that this step is for proposals for a grant administrator which is reimbursable through the grant, but the actual writing of the grant is not reimbursable. Karen noted she had received information that the general cost of a grant administrator is normally 10% of the grant, so if this grant is \$400,000 then administering is \$40,000. Amanda questioned if the city can still do the Gem Grant and this one and Autumn confirmed we could apply for both. Michael made a motion to move forward for the grant administrator Request for Proposals. Sue seconded the motion. There was no further discussion. There was a roll call vote. Amanda voted yes, Marla voted yes, Michael voted yes, and Sue voted yes. The motion passed.

Update on Police Building Remodel Project: Autumn noted the plans presented to Council are 95% complete plans. She added these have been sent to Clearwater Financial who has forwarded them on to Wright Brothers Construction the prior Wednesday. They have not responded yet and depending on response will determine if we continue discussions with Wright Brothers or move to the 2<sup>nd</sup> choice, and if neither are interested, Autumn's recommendation would be to re-bid the project. Amanda questioned the location of the bathroom in the middle of the building, Karen confirmed that is a new ADA restroom. Michael questioned the walls are not there currently in the main floor. Autumn confirmed this is a new layout with walls. Amanda questioned if that was the only restroom, and Autumn confirmed there are two restrooms' downstairs for staff. Marla questioned the access to the basement; Autumn noted the basement use is for employees only so other than carpet nothing will change to stairways. Karen noted they hope for an update to Council on the February 24<sup>th</sup> meeting from Wright Brothers.

MAYOR & COUNCIL COMMENTS: Marla 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.

Amanda stated she had been reached out to about a company called Three Brothers going door-to-door. Karen noted she been made aware of the company and had sent a letter explaining the permit required and has heard nothing. Recently their representatives had been in town and an officer made contact with them and provided a different mailing address in Nampa, so a letter will be sent to that location with the requirements.

Amanda also stated she feels the permit for Dabella should be reviewed annually. A request was made to have that section of code emailed.

Marla noted she had met with a gal from St. Luke's around Christmas and she will be doing a cooking class event at the Senior Center.

Marla stated she had heard from residents and business about parking. She wanted to discuss putting it on the agenda to discuss to better serve the community. She questioned where are the employees of these businesses suppose to go. Karen noted the side streets around the designated 2-hour parking is available. Michael made a comment about business owners who were parking in front of their businesses and others who wanted to leave it for their customers. Karen noted 3 parking tickets had been issued the prior week and all 3 had been paid. Amanda suggested giving it a little time.

**CITIZEN COMMENTS:**

Marla stated no one signed up for citizens comments.

**MEETING ADJOURNED** – Marla moved that the meeting be adjourned; Michael seconded the motion. There was no discussion. All voted yes. The meeting was adjourned at 7:09 PM.

Minutes prepared by Karen Drown, City Clerk