

CITY COUNCIL WORKING MEETING

July 28, 2025
203 Broadway Ave N

PRESENT:

Pamela McClain	Mayor	Karen Drown	Clerk
Marla Sisson	Council President	Autumn Jones	Treasurer
Michael Higbee	Council Member	Jeremy Engbaum	Police Chief
Amanda Hawkins	Council Member	Jason Scott	Public Works Director
Sue Gabardi	Council Member	Concerned Citizens	

PLEDGE OF ALLEGIANCE

CONFIRMATION OF QUORUM:

Karen Drown confirmed a quorum.

HEARING – 512 13th Ave N

Karen explained the letter was mailed July 15, 2025 to the property owner and was picked up from the post office on July 25, 2025. She also informed Council the police department notified her that afternoon that the property was in compliance so there was no need to hold the hearing.

CONSENT AGENDA:

1. Minutes of July 14, 2025 – Regular Session
2. Claims for Payment
3. Clerk Report
4. Treasurer Report

Mayor McClain confirmed the rules for the consent agenda process that Amanda noted at the last meeting had changed on July 1, 2025 and any member of a governing body can request an item be removed from the consent agenda for separate discussion and vote, and Mayor McClain stated she had corrections to the draft minutes.

Michael moved to approve Consent Agenda items #2-4. Marla seconded the motion. There was no discussion. There was a roll call vote. Marla voted yes, Michael voted yes, Amanda voted yes, and Sue voted yes. The motion passed.

Michael moved to approve the July 14, 2025 minutes. Marla seconded the motion. Mayor McClain noted that on page 7 it should have Dr. Michelle McFarland not just Michelle and it should state a splash pad and pool at the park need the LMI.

Michael amended his motion to include these changes. Marla seconded the amended motion. There was no discussion. There was a roll call vote. Michael voted yes, Amanda voted yes, Sue voted yes, and Marla voted yes. The motion passed.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS:

Review and Consideration of 512 13th Nuisance Hearing: Michael moved to decline moving forward with the nuisance process for 512 13th Ave N. Marla seconded the motion. 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.

Review and Consideration of Comprehensive Plan addendum to the Master Services Agreement with Clearwater Financial: Marla moved to move forward with Addendum #4 with Clearwater Financial. Sue and Amanda seconded the motion. Marla noted she was very excited for the plan. Autumn noted the first addendum included \$30,000 for the Gem grant but it was actually awarded for \$50,000 so Addendum #4 was for the additional \$20,000. There was no further 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 Idaho Bond Bank Loan Application for Refunding: Autumn noted new updated information was on the desks before Council for Clearwater Financial. Cameron Ariel with Clearwater Financial, attending by Zoom, explained they had looked at the market as of that day and they were recommending moving forward with the refunding. Cameron stated the next steps in the process will include submitting the application and then a meeting with the Idaho Bond Bank Board. Once the application is approved by the board it will go through a competitive bond sale. Amanda asked if the cost for the refunding was \$290,000 and another \$60,000 for the next agenda item. Cameron stated the \$290,000 was an estimate but it does include all anticipated costs but it includes all cost including the bond counsel. Amanda questioned the updated savings. Cameron noted that the net present value on the savings is \$752,000 or 5.5% savings. Andrew asked Cameron if he sees a risk if going down the process and interest rates changing. Cameron noted that after this consideration if the city decides not to proceed the city would be out \$2,500 for the application fee and the next would be closer to financing which could include some marketing and document costs. Cameron noted the market would have to change significantly to not go forward. Mayor McClain asked the timeline if the application was signed the next day. Cameron stated the Idaho Bond Bank hold quarterly

meeting so they would probably be October or November and the competitive bidding would be late 2025 or early 2026 for issuance. He stated they would monitor the market closely. Karen did note that staff had discussion with Clearwater Financial that once this process is completed the option for any future refunding because of interest rates would not be available until the call date for the new bond which would be 10 years. Cameron stated they would still watch and added there is always the future risk of rates going up or down.

Marla moved to approve the Idaho Bond Bank Authority application for refunding and the fee of \$2,500 application fee. Michael seconded the motion. There was no further discussion. There was a roll call vote. Marla voted yes, Michael voted yes, absolutely, Amanda voted yes, and Sue voted yes. The motion passed.

Review and Consideration of Bond Counsel for Bond Refunding: Michael moved to approve the recommendation for Stephanie Bonney at MSBT Law as the Bond Counsel for the Bond Refunding. Marla seconded the motion. There was no discussion. There was a roll call vote. Michael voted yes, Amanda voted yes, Sue voted yes, and Marla voted yes. The motion passed.

Review and Consideration of Pop-up Pictures Movie Night Eastman Park: Mark Poehler presented to Council he had just started this business this summer and was requesting a waiver of the park closing time and noise code. He noted he had done some events in Twin Falls this summer. It was questioned if he knew what movie he would be showing. He stated he was thinking of the original Transformers as he wants to include the parents. Michael moved to approve the Pop-Up Pictures event in Eastman Park for August 23rd. Marla seconded the motion. There was a discussion about the bathrooms and Jason stated he could adjust the times for the bathrooms, add some trash cans, and check on the sprinkler schedule. There was a discussion about notifying the neighbors around the park of the event. Consensus of Council was that would be a good idea. Mark noted he grew up on 7th Street so he was always at the skate park or pool. There was no further discussion. There was a roll call vote. Amanda voted yes, Sue voted yes, Marla voted yes, Michael voted yes. The motion passed.

Review and Consideration of Reallocating Fiscal Year 2024-2025 Streets Budget line item for purchase of Dump Truck: Jason referred to the budget discussions that had been had about the need to replace the dump trucks and stated there was one that just fell into our laps. He stated it was in very good shape. He added he had been pricing around and the cheapest he could find was \$130,000. He stated this one is a used 2007 in perfect condition for around \$40,000. He noted there was \$100,000 allocated for Street Grants and would like to reallocate some of that for this dump truck. Michael moved to reallocate that line item for fiscal year 2024-2025 to a dump truck for approximately \$40,000. Marla seconded the motion. There was no further discussion. There was a roll call vote. Sue voted yes, Marla voted yes, Michael voted yes, and Amanda voted yes. The motion passed.

Budget Discussion – fiscal Year 2025-2026 Update on Capital needs in Utility Fund Water Department: Autumn explained there was a new sheet before Council that had a line item for \$80,000 for the rebuilding of Well #5. Jason explained the wells haven't been pulled for 10 to 15

years and they would like to pull this winter and rebuild it. He noted the two filters are treating at 1200 gallons per minute and blending can put in 2200 gallons per minute but certain time of day the city is using close to 3000 gallons per minute. Jason noted they are looking at the new additional filter and new well sight but this would help. Amanda questioned if we are close to running at capacity. There was a discussion about recommendations by Idaho Rural Water Association circuit rider and Jason noted Well #5 is our primary well but we have to treat the water from it. Michael questioned if this would be a drawdown of the fund balance. Autumn confirmed it would use the amount previously shown as a contingency and the remaining would be a drawdown for \$62,234. Marla moved to approve the drawdown in the 2025-2026 budget in water. Sue seconded the motion. Amanda stated we need to do our maintenance but need to watch growth. Jason noted the city needs to grow if not it will die. Amanda noted in 2008 there were so many empty homes. Jason noted that the City of Castleford did a \$30 a month increase last year and they are doing a \$20 a month increase this year just to break even. Marla stated Council does need to look at growth. There was additional discussion about growth but it was noted some of the discussion would be addressed in a upcoming agenda item at this meeting. There was no further discussion. There was a roll call vote. Michael voted yes, Amanda voted yes, Sue voted yes, and Marla voted yes. The motion passed.

Review and Consideration of Acceptance of Idaho Transportation Department of Aeronautics Matching Grants for Runway Reconstruction Project: Karen noted this was the grant she was previously approved to sign with certain funding guidelines set by Council. Karen explained the actual grant agreement had come in and it had a resolution attached that needed to be considered. Michael moved to approve Resolution No. 2025-11. Marla seconded the motion. Michael read the resolution. There was no discussion. Amanda voted yes, Sue voted yes, Marla voted yes, and Michael voted yes. The motion passed.

Review and Consideration of Library Board Member: Marla moved to approve Sue Bosquet to the library board. Sue seconded the motion. Amanda clarified if Sue was the gal who runs one of the local news magazines. Michael questioned how are the names generated for library board members. Karen stated that there is an application that is presented to the library board and then they make their recommendation to the city council. There was no further 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 Discussion of Door-to-Door License Code: Andrew explained the city code stated revocation is based on a violation of ordinance or regulation. He recommended looking at other cities and requiring a firmer process such as having a background check. Michael clarified a code the maybe has more teeth to have compliance. Andrew stated he could compile a list of requirements for Council to review. Amanda questioned the permit for DaBella and if theirs was the same as the one just denied. There was discussion a Marla questioned if maybe limiting to one at a time for similar products. Amanda stated a concern of pressure on the elderly or scamming. Amanda moved to see legal advise on how to update the door-to-door code. Michael

seconded the motion. There was no further 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 to move to Public Hearing for Planning and Zoning Commission Recommendations of amending City of Buhl's Zoning Code as follows:

Title 9, Chapter 8, Section 1 – Schedule of Land Uses: Add SUBDIVISIONS as a PERMITTED use in all zoning districts listed on the Agricultural, Residential, Commercial, and Public/Semipublic Tables.

Title 9, Chapter 24 – Subdivisions: Amend various sections of the subdivision ordinance to clarify and update subdivision requirements, including but not limited to adding traffic impact study requirements, improving clarity in application language, and expanding open space standards.: Michael moved to move to public hearing for Title 9, Chapter 8, Section 1, and Title 9, Chapter 24. Marla seconded the motion. There was no 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 August 4, 2025 for Special Council meeting at 2:00 PM: Marla moved to approve the special meeting on August 4, 2020 at 2:00 PM. Sue seconded the motion. Karen stated there would be only one action item on the agenda. Michael stated he would have to attend by ZOOM but confirmed there could be quorum at 2:00 PM in case he couldn't attend. There was no further discussion. There was a roll call vote. Michael voted yes, Amanda voted yes, Sue voted yes, and Marla voted yes. The motion passed.

MAYOR & COUNCIL COMMENTS: Mayor McClain read a 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.

Mayor McClain noted that Jazmine will only be attending Council meeting when Planning and Zoning items are on the agenda.

Michael noted from his history the first letter was sent to Eastern Idaho Railroad in 2016 and almost 10 years later it is going to be fixed. Jason did not the August 1st day has been moved to August 11th but he noted they are taking it all the way out so that section of road will be completely closed while they work.

Mayor McClain also stated she had talked to Jeremy about the kochia along the vinyl fence along Clear Lake Road.

There was a discussion about the stripping where Burley merges with Highway 30 and the issues in traffic needing to turn on Fair. Safety concerns were discussed, Jason noted that ITD said it would be 2028 before they would be coming to work on it.

Pam asked when the bids for Burley Ave Project were going out. Jason stated this fall.

Amanda questioned about an update on the trees in Eastman Park. Jason noted they were waiting for the weather to cool off. He added they got held up this spring with possible funding concerns.

Amanda asked if a joint meeting with the library board was planned. Mayor McClain noted Michael's motion was to have city administration meet with library staff, not to have a joint meeting.

MEETING ADJOURNED – Michael moved that the meeting be adjourned; Marla seconded the motion. There was no discussion. All vote aye. The meeting was adjourned at 7:45 p.m.

Minutes prepared by Karen Drown, City Clerk