

COUNCIL REGULAR MEETING
November 11, 2025
203 Broadway Ave N

PRESENT:

Pam McClain	Mayor	Jason Scott	Public Works Director
Marla Sisson	Council President	Jeremy Engbaum	Police Chief
Michael Higbee	Council Member	Candice McCall	Code Enforcement
Amanda Hawkins	Council Member	Nestor Madrigal	HMH Engineering
Sue Gabardi	Council Member	Concerned Citizens	
Chelsea Popplewell	Clerk/Treasurer		
Andrew Wright	City Attorney		

PLEDGE OF ALLEGIANCE

CONFIRMATION OF QUORUM:

Chelsea Popplewell confirmed a quorum.

Michael moved to approve the amended agenda and remove new business item #4 of Review and Consideration of JUB Contract Amendment for Municipal Airport's Runway Project. He stated that we were notified after posting of the agenda that JUB did not have everything they needed for this. He requested a roll call vote. Marla seconded the motion. There was no discussion. Marla voted yes, Michael voted yes, Amanda voted yes, and Sue voted yet. The motion passed.

CONSENT AGENDA:

1. Minutes of October 13, 2025 – Regular Session
2. Minutes of October 27, 2025 – Working Session
3. Claims for Payment
4. Monthly Department Head Reports – Fire, Engineer, Public Works, Police
5. Commission Minutes –Airport, Library
6. Clerk/Treasurer Report

Marla moved to approve the consent agenda. Michael seconded the motion. There was a roll call vote on the motion. Michael voted yes, Amanda voted yes, Sue voted yes, and Marla voted yes. The motion passed.

UNFINISHED BUSINESS:

There is no unfinished business.

NEW BUSINESS:

Review and Consideration of Willow + Stone Market Co. Special Event Permit: Natasha Theberge gave an overview of the market. Michael moved to approve the Willow + Stone Market Special Event Permit as presented. Sue seconded the motion. Marla clarified a few things regarding trash, alcohol, and bathroom

usage. There was no further discussion. Sue voted yes, Marla voted yes, Michael voted yes, and Amanda voted yes. The motion passed.

Harvest Moon Car Show Update: Steven Bell gave an update on this year's car show and presented a donation check of \$4,238 to Badger Football.

Review and Consideration of Airport Engineer RFQ Selection: Neil Ring shared the airport board's recommendation to retain JUB as the airport engineering firm for the next 5 years. Michael moved to approve the airport board's recommendation of JUB and to retain them for another 5 years. Marla seconded the motion. Michael asked how many millions of dollars JUB has gotten in the last 5 years. Kent Atkin from JUB said 4.4 million. There was no further discussion. Marla voted yes, Michael voted yes, Amanda voted yes, and Sue voted yes. The motion passed. Thomas Lejia from JUB gave an update on the airport projects.

Review and Consideration to move to public hearing on December 8 to amend the Fiscal Year 2025-2026 Budget: Marla moved to approve moving to public hearing on December 8 to amend the Fiscal Year 2025-2026 Budget. Michael seconded the motion. Peter Mettler, project manager with CORE Construction, spoke about the RTUs on the new police building. They were deemed not salvageable. Michael asked if other companies were contacted for estimates other than Terry's. Peter explained that they were under contract for other work so it is standard to use them for the RTUs. Amanda asked if this would come out of the general budget. Chelsea recommended using funds from the unassigned general fund balance. There was no further discussion. Michael voted yes, Amanda voted yes, Sue voted yes, and Marla voted yes. The motion passed.

Parking Ordinance Permit: Candice McCall gave an overview of the permit. No information has been gathered via the permit. There was an in-depth discussion regarding who would be exempt from the permit as well as specific questions on the permit. Marla moved to approve the parking ordinance permit online and check back in 2 months. There was some additional discussion about the time frame. Marla amended her motion to approve the permit and when code enforcement has more information, she will bring it back to Council. Michael seconded the motion. Michael expressed some hesitations he had. Andrew noted that it would not be passing an ordinance, it would just be approving a pilot program. Michael suggested voting the motion down and each Councilmember take a look and provide edits. Amanda voted no, Sue voted no, Marla voted no, and Michael voted no. The motion failed.

Lifeguard Certification Cost Update: Jason gave an update on the city deciding to pay the full certification cost.

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

We need to make sure that we comply with the law regarding 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 gave an update on the flag for the Chamber of Commerce. Everything has been ordered and ready for install.

Mayor McClain also congratulated Doug Howarth and spoke about the upcoming transition.

Michael brought up Andrew Wright's resignation. Mayor McClain stated that he will be with the City through December 31st and then there was some discussion about being done either before or after the first meeting in January. Marla thanked Andrew for his guidance during his time as City Attorney.

Marla is attending the legislative summit on December 2nd. She will also attend City Officials Day. She also asked about the developer's agreement in the engineer report.

Mayor McClain noted that the wastewater refinance was approved and we would be having a special meeting to discuss the water bond refinance application.

There was discussion from all councilmembers regarding AIC and advising the new councilmembers to use AIC for any resources and trainings.

Jason Scott gave an update on the Burley Avenue project. He stated that a bid has been accepted and the project will hopefully begin in mid-February, weather permitting.

Executive Session: Marla moved to enter executive session with provision of Idaho Code 74-206, subsection 1.f: To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. He 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 7:13 PM. Attendees in the executive session were Michael Higbee, Marla Sisson, Sue Gabardi, Amanda Hawkins, Mayor McClain, Chelsea Popplewell, and Andrew Wright. Amanda moved to adjourn the Executive Session. Michael seconded the motion. There was a vote; all voted yes. The Executive Session was adjourned at 7:20 PM. Amanda moved that there is no action was taken. Sue seconded the motion. There was roll call vote. Marla voted yes, Michael voted yes, Amanda voted yes, and Sue voted yes. The motion passed.

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 7:21 PM.

Minutes prepared by Chelsea Popplewell, City Clerk