

COUNCIL WORKING MEETING
April 13, 2026
203 Broadway Ave N

PRESENT:

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|-----------------|-------------------|--------------------|----------------------|
| Douglas Howarth | Mayor | Chelsea Popplewell | City Clerk/Treasurer |
| Marla Sisson | Council President | Shayne Nope | City Attorney |
| Ryan Loos | Council Member | Concerned Citizens | |
| Fred Bartlett | Council Member | | |
| Cortlin Runyan | Council Member | | |

PLEDGE OF ALLEGIANCE

CONFIRMATION OF QUORUM:

Chelsea Popplewell confirmed a quorum.

CONSENT AGENDA:

1. Minutes of March 23, 2026 – Regular Session
2. Claims for Payment
3. Department Head Report – Public Works, Engineer, Fire, Planning & Zoning
4. Commission Minutes – Airport, Housing Authority, Library
5. Clerk/Treasurer Report

Cortlin moved to approve the consent agenda. Marla seconded the motion. There was no discussion. Cortlin voted yes, Fred voted yes, Ryan voted yes, and Marla voted yes. The motion passed.

NEW BUSINESS:

Review and Consideration of Library's Request for City Pool use for Summer Reading Program: Maegan Hansen, Library Director, requested to close the pool to the public for a couple hours either the Tuesday or Wednesday of the last week in July as a reward for the summer reading program. Cortlin moved to approve the library's request to use the pool for summer reading reward. Ryan seconded the motion. There was no discussion. Marla voted yes, Ryan voted yes, Fred voted yes, and Cortlin voted yes. The motion passed.

Review and Consideration of General Fund, Street Fund, Library Fund, and Utility Fund Financial Policies: Chelsea reviewed each financial policy with the Council as well as her recommendations. In the general fund, the recommendation was to keep the current fund balance policy of \$500,000. In the street fund, the recommendation was to increase the current fund balance policy from \$100,000 to \$130,000. In the library fund, the recommendation was to maintain the current fund balance policy of \$56,685. In the utility fund, the recommendation was to increase the current fund balance policy from \$650,000 to \$680,000. Each policy was voted on individually.

Marla moved to approve the general fund balance policy of \$500,000. Cortlin seconded the motion. There was no discussion. Marla voted yes, Cortlin voted yes, Fred voted yes, and Ryan voted yes. The motion passed.

Cortlin moved to approve the street fund balance policy of \$130,000. Cortlin seconded the motion. There was no discussion. Marla voted yes, Cortlin voted yes, Fred voted yes, and Ryan voted yes. The motion passed.

Ryan moved to approve the library fund balance policy of \$56,685. Cortlin seconded the motion. There was no discussion. Marla voted yes, Ryan voted yes, Fred voted yes, and Cortlin voted yes. The motion passed.

Fred moved to approve the general fund balance policy of \$500,000. Marla seconded the motion. There was no discussion. Cortlin voted yes, Fred voted yes, Ryan voted yes and Marla voted yes. The motion passed.

Review and Consideration of Fee Schedule Resolution to Move Forward to Public Hearing: Chelsea explained the reason behind some of the fee changes were due to the penny shortage. Marla moved to go to public hearing for the Fee Schedule Resolution. Cortlin seconded the motion. There was no discussion. Marla voted yes, Cortlin voted yes, Ryan voted yes, and Fred voted yes. The motion passed.

Review and Consideration of moving to public hearing for Planning and Zoning Commission Recommendations of Amendment to Title 9, Chapter 8, Section 1—Schedule of Land Uses: Add additional allowable uses in the Airport Zoning District column across all table categories (agricultural, residential, commercial, industrial, and public/semipublic): Ryan moved to go to public hearing for Planning and Zoning Commission Recommendations of Amendment to Title 9, Chapter 8, Section 1—Schedule of Land Uses: Add additional allowable uses in the Airport Zoning District column across all table categories (agricultural, residential, commercial, industrial, and public/semipublic). Cortlin seconded the motion. There was no discussion. Marla voted yes, Ryan voted yes, Fred voted yes, and Cortlin voted yes. The motion passed.

Review and Consideration to move to Public Hearing for Planning and Zoning Commission Recommendations of Amendment to Title 9, Chapter 8, Section 1—Schedule of Land Uses: Add additional allowable uses in the Airport Zoning District column across all table categories (agricultural, residential, commercial, industrial, and public/semipublic): Marla moved to go to public hearing for Planning and Zoning Commission Recommendations of Amendment to Title 9, Chapter 8, Section 1—Schedule of Land Uses: Add additional allowable uses in the Airport Zoning District column across all table categories (agricultural, residential, commercial, industrial, and public/semipublic). Ryan seconded the motion. There was no discussion. Cortlin voted yes, Fred voted yes, Ryan voted yes and Marla voted yes. The motion passed.

America250 Update: Mayor gave an update on some things happening during the 4th of July for America250. He mentioned that Fields of Honor will be set up July 1-July 5. When the display is done, the flags will be given to select nominated individuals.

A Resolution Supporting the America 250 In Idaho Commemoration and the United States

Semiquincentennial: Chelsea explained that in order to apply for the America250 grant, Council needs to pass a resolution. Marla moved to approve a resolution supporting the America 250 In Idaho commemoration and the United States Semiquincentennial. Ryan seconded the motion. Mayor read the resolution. There was no further discussion. Marla voted yes, Ryan voted yes, Fred voted yes, and Cortlin voted yes. The motion passed.

Review and Consideration of Resolution outlining Council Meeting procedures and rules: Marla spoke on some changes that she proposes. First, that we add citizen comments to each meeting and second, increase the time limit from 2 minutes to 3 minutes per speaker. Cortlin moved to approve the updated council meeting procedures and rules. Ryan seconded the motion. There was no further discussion. Marla voted yes, Ryan voted yes, Fred voted yes, and Cortlin voted yes. The motion passed.

MAYOR & COUNCIL COMMENTS: Mayor Howarth 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.

Marla mentioned that she spoke to Cameron Arial at Clearwater Financial about a training regarding options for after the bonds are refinanced. She mentioned possibly doing it in May. She also brought up an idea about a quarterly meeting with the police department for the public.

Marla also read a statement regarding her support of the current parking ordinance because of the safety concerns for the public. She stated that the ordinance was passed unanimously and have received a reduced number of complaints but she does suggest improving administrative processes for handling tickets.

CITIZEN COMMENTS:

Monty Bess, Buhl – spoke about the baseballs that land in his yard from the baseball fields and would like something done about it.

Kelly Peterson, Buhl – spoke in favor of the current parking ordinance. He gave some history on the issue and expressed concerns about public safety and first responders being able to get through certain streets. He also thanked the Council and Mayor for their service.

Denise Jarolimek, Buhl – requested a hand rail or something be done about a drop off area on Broadway by T&L Cedar.

Margaret Gray, Buhl – wondered if something could be put in the utility bill regarding Council meetings and the ability for citizens to speak.

Jeff Lesjke, Buhl – spoke in opposition to the parking ordinance. He stated many reasons why but said he didn't want trailers parked on the street but that people need to be allowed to load and unload.

There were two letters sent in for public comment. Chelsea read them aloud. The first was from Allyn and Candy Reynolds, Buhl, in support of the current parking ordinance for safety and beautification reasons. The second was from David and Pam McClain, Buhl, also in support of the current parking ordinance.

MEETING ADJOURNED –Marla moved that the meeting be adjourned; Fred seconded the motion. There was no discussion. All voted yes. The meeting was adjourned at 7:24pm.

Minutes prepared by Chelsea Popplewell, City Clerk