

COUNCIL REGULAR MEETING
SEPTEMBER 8, 2025
203 Broadway Ave N

PRESENT:

Pam McClain	Mayor	Andrew Wright	City Attorney
Marla Sisson	Council President	Jason Scott	Public Works Director
Michael Higbee	Council Member	Jazmine Mills	Planning and Zoning
Sue Gabardi	Council Member	Nestor Madrigal	HMH Engineering
Chelsea Popplewell	Clerk	Rich Tyler	CORE Construction
Autumn Jones	Treasurer	Jeff Jerome	CORE Construction
		Concerned Citizens	

PLEDGE OF ALLEGIANCE

CONFIRMATION OF QUORUM:

Chelsea Popplewell confirmed a quorum. Amanda Hawkins was not in attendance.

PUBLIC HEARING #1

Opened at 6:30 PM.

No Council member declared any recusal or ex parte discussion.

Jazmine Mills, Planning and Zoning Administrator, read recommendation from the Buhl Planning and Zoning Commission.

Current code does not specific outline subdivision use. Twin Falls County received an application for the area of impact. Since it wasn't specifically stated in our code, they could not approve such use. Since planning and zoning was already amended, it was recommended to amend and update Title 9, Chapter 24 as well to include sizes of lot standards as well as traffic impact studies.

Michael asked Jazmine to clarify the word subdivision. She explained that it is just dividing your lot in multiple lots. If you're going to subdivide in an ag zone, it's for agricultural use. Residential subdivision is for residential use.

There was no testimony in support of the proposed amendment.

There was no testimony in opposition to the proposed amendment.

There was no neutral testimony on the proposed amendment.

There were no further questions from Council.

The hearing was closed at 6:37 PM.

CONSENT AGENDA:

1. Minutes of August 25, 2025 – Working Session
2. Claims for Payment
3. Monthly Department Head Reports – Police, Public Works
4. Clerk Report
5. Treasurer Report

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

UNFINISHED BUSINESS:

There is no unfinished business.

NEW BUSINESS:

Review and Consideration of Ordinance Amending 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 and Amending 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: All members of the City Council having been furnished a copy of the proposed Ordinance No. 2025-11 and being fully apprised of the content and purpose of said Ordinance, Marla moved that the provisions of Idaho Code Section 50-902, which require said Ordinance to be read on three (3) different days, two (2) readings by Title only and one (1) reading which shall be in full, be dispensed with and that said Ordinance be passed upon one (1) reading by title only. Marla requested a roll call vote on the motion. Michael seconded the motion. There was no discussion. There was a roll call vote. Michael voted yes, Sue voted yes, and Marla voted yes. The motion passed.

Marla moved to approve Ordinance No. 2025-11 amending Title 9, Chapter 8, Section 1, “Schedule of Land Uses. Michael seconded the motion. Mayor McClain read the title of the ordinance. There was a roll call vote. Sue voted yes, Marla voted yes, and Michael voted yes. The motion passed.

Review and Consideration of Appropriations Ordinance for Fiscal Year 2025-2026: All members of the City Council having been furnished a copy of the proposed Ordinance No. 2025-12 and being fully apprised of the content and purpose of said Ordinance, Marla moved that the provisions of Idaho Code Section 50-902, which require said Ordinance to be read on three (3) different days, two

(2) readings by Title only and one (1) reading which shall be in full, be dispensed with and that said Ordinance be passed upon one (1) reading by title only. Marla requested a roll call vote on the motion. Sue seconded the motion. There was no discussion. There was a roll call vote. Marla voted yes, Michael voted yes, and Sue voted yes. The motion passed.

Michael moved to approve Ordinance No. 2025-12 Appropriations Ordinance for Fiscal Year 2025-2026. Sue seconded the motion. Mayor McClain read the title of the ordinance. There was a roll call vote. Michael voted yes, Sue voted yes, and Marla voted yes. The motion passed.

Review and Consideration of Guaranteed Maximum Price for Police Station Remodel Project from CORE Construction: The base price is \$357,801 and then there are the alternate options. Autumn Jones' recommendation was to add the detective office. Jeff Jerome clarified some of the layout questions that Council had. Mayor supported Autumn's recommendation. Jeff Jerome confirmed the ADA bathroom and interview room is included in the base bid. Detective office is included. The addition is additional electrical for security of that office. Council had a discussion regarding flooring options and what some of the descriptions meant. Michael asked what the original budgeted amount was. Autumn said \$415,000 which is \$350,000 plus \$65,000 for the vehicle. She also reminded Council that part of the \$415,000 is getting a server over to the building as well which Jeremy confirmed would be around \$55,000. Marla stated that she was comfortable with alternate number 4. Jeff Jerome explained how Council could move forward or table items. Michael moved to approve the guaranteed maximum price of \$357,801 for the City of Buhl Police Station remodel and include alternates 4 and 12. Marla seconded the motion. There was no discussion. There was a roll call vote. Marla voted yes, Michael voted yes, and Sue voted yes. The motion passed.

Review and Consideration of Security System in Eastman Park and McClusky Park: Autumn mentioned the vandalism in the park and the need for cameras in the parks. This expense is not budgeted within a specific line item but with the pool not opening, there are some funds in the parks and rec budget that could be spent to protect tax payer assets. These would also bring internet to the pool. Mayor asked how the cameras won't be vandalized. Chief Engbaun stated that they would be mounted high on poles. There was some discussion regarding placement of the cameras and features of the cameras. Marla sought clarification on the bids and Autumn stated they go together so it would be the \$38,750 plus the \$7,000. She explained we had \$62,000 budgeted for the pool that has not been touched. We did not budget for this for next year. There was then some discussion regarding the detection abilities. Sarah McEnderfer spoke about warranty and vandalism resistant cameras. The cameras are 4k resolution, night camera is 12 megapixels. Mayor asked about video retention and Sarah shared that footage is saved for 30 days. There was discussion about how many incidents have happened this year and in the last 5 years. Marla moved to approve the security system for Eastman park and McCluskey park for \$7,204.29 and \$38,750. Sue seconded the motion. Michael asked if they received any other quotes. Jeremy explained that we were already working

with Chris and Syringa for fiber internet. There was some discussion from Chris regarding the price and infrastructure for the cameras and how this initial project sets up future projects. There was some discussion from Michael regarding savings from the pool, although he wished it had opened, there was about \$58,000 that we did not lose from the pool. There was discussion regarding the number of people caught for these vandalism acts as well as inoperable cameras. There was no more discussion. There was a roll call vote. Sue voted yes, Marla voted yes, and Michael voted yes. The motion passed.

Review and Consideration of Proclamation Declaring September 2025 as Falls Prevention

Awareness Month: Michael moved to have the mayor sign a proclamation declaring September 2025 as Falls Prevention Awareness Month. Marla seconded the motion. There was no more discussion. There was a roll call vote. Marla voted yes, Michael voted yes, and Sue voted yes. The motion passed.

Review and Consideration to Declare Repair of Well #5 as an Emergency per I.C. 67-2808: Autumn referenced I.C. regarding procurement law and bidders between \$100,000 and \$250,000. Due to the nature of the situation, it needed to be done quickly. I.C. 67-2808(1)(a)(iii) to declare an Emergency. Michael made a motion to declare repair of well #5 an Emergency under Idaho Code 67-2808(1)(a)(iii). Marla seconded the motion. Michael asked about declaring this after the fact. Autumn stated that the original estimate was about \$80,000 but during the project, we had to replace all pipes which raised it to over the \$100,000. Mayor McClain commented on the significant increase in water usage the day after the notice was given to citizens. There was no further discussion. There was a roll call vote. Marla voted yes, Michael voted yes, and Sue 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 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.

There were no mayor and Council comments.

CITIZEN COMMENTS:

There were no citizen comments.

Executive Session: Marla moved to enter executive session with provision of Idaho Code 74-206, subsection 1.a. to consider hiring a public officer, employee, staff member, or individual agent

(does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general). She requested a roll call vote. Michael seconded the motion. There was a roll call vote. Marla voted yes, Michael voted yes, and Sue voted yes. Executive session was entered at 7:45 PM. Attendees in the executive session were Mayor McClain, Michael Higbee, Marla Sisson, Sue Gabardi, Chelsea Popplewell and Andrew Wright. Marla moved to adjourn the Executive Session. Sue seconded the motion. There was a vote; all voted yes. The Executive Session was adjourned at 8:42 PM.

Consideration of Executive Session Discussion: Marla moved to approve the mayor's recommendation of Chelsea Popplewell as treasurer and to hire a full-time assistant clerk/records manager. Sue seconded the motion. Michael expressed reservations about hiring a person with no accounting background. He recommended training be accessible and an outlet to a professional when/if needed. Marla agreed with Michael regarding training and added open communication would be needed. There was a roll call vote. Marla voted yes, Michael voted yes, and Sue voted yes. The motion passed.

MEETING ADJOURNED –Marla moved that the meeting be adjourned; Sue seconded the motion. There was no discussion. All voted yes. The meeting was adjourned at 8:46 PM.

Minutes prepared by Chelsea Popplewell, City Clerk