City of Glenns Ferry

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City Officials: Susan Case, Mayor | David Payne, City Council President
Steve Alderman, Councilman | Jordan Thomas, Councilman | Luke Guy, Councilman
Brenda Chafin-City Clerk

City Council Special Meeting Minutes
Tuesday June 2, 2026, at 7:00 PM

Staff Present: Brenda Chafin, Alex Bybee, Evelyn Campbell
Others Present: Nate Jones, Scott Smith, Cindy Mitchell, Ralph Winterbottom, Carol Phillips

Item 1. CALL TO ORDER The Council meeting of the City of Glenns Ferry was called to order at 7:00 pm on Tuesday, June 2, 2026, by Mayor Susan Case.

Item 2. OPEN MEETING/ROLL CALL:
Members Present: Mayor Susan Case, David Payne, Steve Alderman, Jordan Thomas, Luke Guy

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Item 3. PLEDGE OF ALLEGIANCE:
Item 4. PUBLIC COMMENTS: **None**
Item 5. MOTION TO: **[ACTION ITEM]** Any amendments to the agenda.

Item 6. MOTION: **[ACTION ITEM]** Consent Agenda.
The consent agenda includes items which require formal council action, but which are typically routine or not of great controversy. Council members can approve the items listed on the consent agenda as one item or, if finding a correction needs to be made, can pull that item for discussion.
A. City Council Special Meeting Minutes for May 6, 2026.
B. City Council Regular Meeting Minutes for May 12, 2026
Thomas: Motion to approve the Consent Agenda
Alderman: Second
Vote: All Aye
Result: Motion Carried

ACTION ITEMS:

Item 7. DISCUSSION/MOTION: **[ACTION ITEM]** Appointment – Oath of Office – Kurtis Workman - Planning and Zoning Commissioner – Seat 1
- Council expressed concerns about approving appointment without discussing credentials.
- Kurtis absent from meeting.
- **Guy:** Motion to approve the appointment of Kurtis Workman.
- **No Second: Motion Dies**
- **Council requested to place on next agenda and have Kurtis attend next meeting.**

Item 8. DISCUSSION/MOTION: **[ACTION ITEM]** Approval of iWorQ proposals for Permit Management, Code Enforcement, Irrigation Billing, Work Management, Pavement Management, Sign Management, Water Management, and Sewer Management.

APPROVED

- Extensive discussion on benefits: digital work orders, permit management, code enforcement, irrigation billing, citizen portal.
- Cost concerns raised: ~$12k additional per year + startup.
- Discussion of time savings and transparency benefits.

Alderman: Motion to table for 2027
Guy: Second
Vote: All Aye
Result: Motion Carried

Item 9. DISCUSSION/MOTION: **[ACTION ITEM]** Authorize consolidation of unused bank accounts and transfer of associated funds into the City's combined cash account.

- Treasurer explained outdated multiple-account system.
- Recommendation to consolidate into single combined account for clarity & interest yield.

Guy: Motion to consolidate unused accounts into the Sunwest Bank Combined Account.
Payne: Second
Roll Call Vote: Payne – Aye, Thomas – Aye, Guy – Aye, Alderman – Aye
Result: Motion Carried

Item 10. DISCUSSION/MOTION: **[ACTION ITEM]** Approval of Application for the Idaho Water Resource Board Flood Management Grant

- Proposal to apply for $100k grant (50% match, some in-kind allowed).
- Concerns regarding cost, landowner permissions, engineering, timing, and federal waterway issues.

Guy: Motion to table for next year; put on calendar for January 2027 review.
Alderman: Second
Vote: All Aye
Result: Motion Carried

Item 11. DISCUSSION/MOTION: **[ACTION ITEM]** Approval of Quest CPAs Audit Engagement Letter (FY 2026–2028).

Item 12. Costs provided for next three fiscal years.
Payne: Motion to approve and authorize signature.
Thomas: Second
Roll Call Vote: Payne – Aye, Thomas – Aye, Guy – Aye, Alderman – Aye

Item 13. DISCUSSION/MOTION: **[ACTION ITEM]** Direction on Formation of an Architectural Committee.

- Extensive discussion of purpose (design standards, façade consistency, overlay zones, long-term planning).
- Concerns about impact on homeowners/businesses.
- Recommendation for public workshop before moving forward.

Guy: Motion to table until a public workshop can be held.
Payne: Second
Vote: All Aye
Result: Motion Carried

APPROVED

Item 14. DISCUSSION/MOTION: **[ACTION ITEM]** Update on timeline for completion of DEQ Planning Grants.

- Drinking Water Facility Plan
- Waste Water Facility Plan
  - Water & wastewater planning grant timeline updates provided.
  - No action required.

Item 15. DISCUSSION/MOTION: **[ACTION ITEM]** Direction on Sewer Fund Stabilization Options.

- Current and projected fund deficits reviewed.
- Increased dredging costs noted.
- Options discussed:
  - Temporary $15–$20 “dredge fee”
  - Adjust staffing allocation between funds
  - Annual incremental increases to sewer rates
  - Review hookup fees and system depreciation requirements
  - Consider general fund support
- No final motion — **council to reflect and revisit.**

Item 16. DISCUSSION/MOTION: **[ACTION ITEM]** Trust Fund Direction.

- Possible Name Change
- Audit expenditure
- Direction for resolution defining use of fund
  - Clarified that “trust fund” is not actually a restricted trust.

Guy: Motion rename fund to “Special Projects Fund.”
Alderman: Second
Roll Call Vote: Payne – Aye, Thomas – Aye, Guy – Aye, Alderman – Aye
Result: Motion Carried

Guy: Motion to spread audit cost across other funds instead of using special projects fund.
Payne: Second

- Audit cost distribution: Motion passed to **spread audit cost across other funds instead of using trust/special projects fund.**

Roll Call Vote: Payne – Aye, Thomas – Aye, Guy – Aye, Alderman – Aye
Result: Motion Carried

DEPARTMENTAL:

Item 17. DEPARTMENT/COMMITTEE MEMBER REPORT: Department head reports are given as requested by the mayor.

- Economic Development Professional:
  - Reported major funding change from the Idaho Department of Commerce affecting the Rural Economic Development Program.
    - Announced loss of **$15,000 in state funding** for FY due to rule changes and updated eligibility definitions.
    - Explained current coverage area (all rural Elmore County outside Mountain Home) and ongoing economic development activity, including new businesses on Airbase Road and Simco Road.
    - Outlined two suggested options from Commerce:

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        - Recruit another city (Western Magic Valley) to join the program.
        - Explore merging with the City of Mountain Home's economic development structure.
    - Expressed concern about budget impacts starting **October** when the new fiscal year begins.
    - Board pursuing options with **Elmore County Commissioners** and possible business sponsorships to fill the funding gap.
    - Noted that expansions to new cities must align with county boundaries and timing (budget cycles).
    - Reminded council she works under a requirement of **32 hours/week** for the City of Glenns Ferry and has been exceeding that.
  - Provided handouts summarizing historic district, business improvement district, and other revitalization mechanisms.
  - Updated council on the status of the **Comprehensive Plan**, **Transportation Plan**, and efforts to establish regular 5-year review cycles.
- Water/Wastewater Department – Alex Bybee
  - Summer water demand increasing.
  - One permeate pump failed; repair evaluation in progress.
  - Lead & copper sampling underway (10 residences).
  - Significant progress on water meter radio installs.
  - Sewage lagoon dredging beginning; aerators offline during process.
  - Recent odor complaints explained as seasonal turnover.
  - Permitting/Planning & Zoning – Rebecca Negrete
    - Negrete absent – Report in Council Packet
  - Animal Control/Code Enforcement – Jackie Shenk
    - Council requested clearer report headers and better formatting.
    - Mayor explained new enforcement process: escalating letters → sheriff-delivered notice → potential tax assessment.
    - Council discussed volunteer groups to help elderly with cleanup.
    - Dog activity logs provided; council requested clearer labeling and date ranges.
  - Building inspector – Kent Knab
    - Knab Absent – No Report

DISCUSSION ITEMS:

Item 18. DISCUSSION: Review of Contract Draft for Rocky Mountain Dredge (No Action Needed — Contract to Be Executed by Mayor Once Finalized)

- **Contract was emailed to the council earlier that afternoon.**
- Contract is now **fully executed** and work may begin.

Item 19. DISCUSSION: Pre-Budget Considerations for Council Review

- Liability
- Capital Improvement
- Cemetery
- Museum
- Airport

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    - Library
    - Streets
- Treasurer presented upcoming **budget schedule** and clarified required publication deadlines.
- Requested **special meeting on June 16** for deeper review of General, Water, and Sewer funds.
- Outlined timeline for **public hearing** July 28, 2026 and three ordinance readings to be completed before September
- Reviewed **liability fund**, **capital improvement fund**, **cemetery fund**, **museum**, **airport**, **library**, and **streets fund**.
- Noted the cemetery fund need to rely on a **$30,000 transfer** from general funds to cover lawn care.
- Airport fund expected to include **budget for permanent restrooms** pending final cost estimates.
- Streets fund currently financially strong; salaries and allocations still pending.
- Confirmed next meetings will include more detailed budget reviews.

Item 20. MAYOR AND CITY COUNCIL COMMENTS: *Council comments are limited to three minutes. Comments must relate only to insight or clarification regarding the preceding meeting. Comments only — no discussion, new business, or debate. Questions or requests for new business must be submitted to the Mayor by noon on the Wednesday before the next meeting.*

Alderman:

- Requested improved notice/availability checking before scheduling special meetings.
- Parking zone repainting complaint raised (60 ft yellow curb); mayor to investigate.

Guy: None

Thomas: None

Payne: None

Mayor Case:

- Fire department commended for rapid response to King Hill fire; no homes lost.
- Fire department sent 2 trucks to Mountain Home to assist with their devastating fire.

Item 21. ADJOURN 9:31 PM

Minutes written by: Brenda Chafin Date: **06/03/2026**

Approved by the City Council: Date: **06/09/2026**

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Susan Case – Mayor

Attest: _____

Brenda Chafin, Clerk

APPROVED