



City of Parma, Idaho
City Council Meeting Minutes
305 N 3rd Avenue
December 9th, 2025, 6:00pm

1. Roll Call – Mayor Lee called the meeting to order 6:00 pm.

Present Council Members: Ransey Portenier- Absent, Joe Giardelli, Edith Hemmert Jordon Hurd, Von Bowman, Mike Richard, and Mayor Angie Lee were present.

Staff Present: Dustin Riggs -Public Works Supervisor, Robert Topie – Police Chief, Melissa Klinge- City Clerk, Jacob Qualls – City Treasurer.

Public Present: Olivia Atkins, Brett Laird, Susan Lasen, Talon Ankenbauer, Nikkie Daple, and John Blom.

Pledge of Allegiance- Mayor Lee led the Pledge of Allegiance.

2. Consent Agenda (ACTION ITEMS)-

- A. Approval of City Council Meeting Minutes- Regular / Public Hearing Council Meeting Minutes November 11th, 2025.
- B. Approval of Claims presented and previously paid in the amount of \$125,624.00
- C. Financials Presented- Cash report and budget vs actuals and November Payroll Summary.
- D. Zwygart & Associates Agreement FY24.25 Audit.

Council President Giardelli moves to approve the consent agenda items. Council member Richard second the motion. Roll Call - Hemmert -aye; Giardelli-aye; Hurd-aye; Bowman-aye; Richard-aye: motion passed.

3. III-A Annual Report– Susan Lasen was here to present the annual III-A report. They had 95% participation in the wellness screening programs. This year the budget for III-A is \$46 million. The male population has increased to 54% of their members. Pharmacy has been changed to Smith RX Pharmacy; they have more resources and lower prices. The telehealth program members have been taking advantage of and using it more frequently.

4. Action Items

- A. **Proclamation**- Commitment to Volunteerism in City of Parma with Just Serve. This was just informational and not an action item. Mayor signed the Just Serve paperwork.
- B. **Approval** – Approve Alcoholic Beverage Licenses for 2026 for Jacksons, M&W, Family Dollar and Valley Wide CO-OP. We have received renewal applications and permit information for 2026. Council President Giardelli moves to approve the Alcoholic Beverage Licenses for Jacksons, M&W, Family Dollar and Valley Wide CO-OP. Council member Bowman second the motion. **Roll Call:** Hemmert- aye; Giardelli-aye; Hurd-aye; Bowman; Richard-aye; motion passed.



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- C. **Resolution 2025-TBA** – Employee Classification, Compensation and Benefits. Mayor Lee stated that she wanted to read this aloud so that everyone can discuss it and ultimately the council is the one that will make the final decision. This was tabled and a Workshop was scheduled for Tuesday December 16, 2025 @ 4:00 pm but was changed to Tuesday December 16, 2025 @ 5:30pm.
- D. **Resolution 2025-TBA:** A resolution authorizing certain bills and invoices to be paid prior to submittal to the city council. This is for certain vendors that provide services for the city and its departments on a regular basis or have a routine billing cycle. Council President Giardelli moves to approve the resolution authorizing certain bills and invoices to be paid. Council member Richard second the motion. **Roll Call:** Hemmert- aye; Giardelli-aye; Hurd-aye; Bowman; Richard-aye; motion passed.
- E. **Resolution 2025-TBA:** A Resolution outlining procedure for Credit Card use and purchase cards to certain individuals. This is setting limits and outlining policy as it relates to lost, stolen or misused credit cards. Council President Giardelli moves to approve the resolution outlining procedure for credit card use. Council member Bowman second the motion. **Roll Call:** Hemmert- aye; Giardelli-aye; Hurd-aye; Bowman; Richard-aye; motion passed.
- F. **Parma Wastewater Treatment Plant-** Jon Blom was here to present the change order. During the summer periods DEQ agree to discharge during winter, will store for a few months then in November start to Dump and discharge. This will go out to Bid ASAP in spring to start construction. There is an issue with current permit, DEQ extension must go to a Judge, DEQ will make a request. Council president Giardelli moves to approve the change order and the Engineering agreement. Council member Bowman second the motion. **Roll Call:** Hemmert- aye; Giardelli-aye; Hurd-aye; Bowman; Richard-aye; motion passed.
- G. **Proposal Approved-** Approve proposal from Civic Plus for Codification Self-Publication and Republication of current City of Parma Ordinance / Codes and authorize the City Treasurer to implement the proposal and project. Jacob Qualls has experience in codification and knows how to do this. Going this route will save time and money for the city. Jacob Qualls, the treasurer will be able to train the clerk on how to do this as well. Council President Giardelli moves to approve Codification with Civic Plus. Council member Bowman second the motion.
Roll Call: Hemmert - aye; Giardelli-aye; Hurd-aye; Bowman; Richard-aye; motion passed.



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H. **Proposal Approval** – Approve proposal from Civic Plus for website development and authorize City Treasurer to implement the proposal and project. Jacob Qualls would like to upgrade the website to where it will be easier to operate and be more safe and secure. Council President Giardelli moves to approve going with Civic Plus for a new website. Council member Bowman seconds the motion.
Roll Call: Hemmert- aye; Giardelli-aye; Hurd-aye; Bowman; Richard-aye; motion passed.

I. **Approval**- Renewal of the MOU between Parma Learning Center and City of Parma. This is a renewal that has to be done yearly, no changes have been made. Council President Giardelli moves to approve the MOU between Parma Learning Center and City of Parma. Council member Richard second the motion.
Roll Call: Hemmert- aye; Giardelli-aye; Hurd-aye; Bowman; Richard-aye; motion passed.

J. Approval- Renewal MOU between Parma School District for the Provisions of Community Based Social and Patricia Ramanko Public Library- No Changes were made. Council President Giardelli moves to approve the MOU between Parma School District and Patricia Ramanko Public Library. Council member **Roll Call:** Hemmert - aye; Giardelli-aye; Hurd-aye; Bowman; Richard-aye; motion passed.

5. Future agenda Items –

- A. 2025 Parma Comprehensive Plan we are hoping will be ready for review and set a public hearing in 2026.
- B. Ordinance: an Ordinance amending the building regulations Code.

6. Staff Reports:

- A. Mayor, Elected Officials & Liaisons-
- B. Public Works Supervisor Dustin- The Public works guys have been working on putting new LED lights on the trucks. The pool 30 day running and maintenance is done, now they are starting to winterize it.
- C. Engineer -Jon Blom gave his report earlier in the meeting.
- D. Police Chief Topie- Our new car is here. We have hired a new guy, he needs to complete and pass polygraph test, drug test and physical test. Hopefully he will be able to start next week. Once he completes his training he will be working Friday, Saturday and Sundays.
- E. Attorneys-not present
- F. Clerks- The new sewer dump station at the RV Dump this time last year from October to December we have brought in \$340.00. This year from October to



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December with the new pay station and charging \$10.00 we have brought in \$620.00.

- G. Treasurer- Has been working on updates for the Pool Grant IDCDBG, fair housing 504 ADA and a language assistance plan.
- H. Library- not peasant.

7. Adjourn – Action Item:

Council President Giardelli motion to adjourn the council meeting, Council member Bowman second the motion. **Roll Call** Hemmert -aye; Giardelli – aye; Hurd -aye; Richard – aye; motion carried. Meeting Adjourned at 8:00pm.

Angie Lee, Mayor

ATTEST: _____

Melissa Klinge, City Clerk

DRAFT