



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

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

**Staff Present:** Dustin Riggs -Public Works Supervisor, Robert Topie – Police Chief, Melissa Klinge- City Clerk, Jacob Qualls – City Treasurer and Sharlene McCaslin – Library Director.

**Public Present:** Edgar Romero Garcia with Frontier Community Resources, Matt Ricks, Sharlene McCaslin, Abigail Barrietua, Tony Young with T-Young Inspections, Steve Pierson Building Inspector.

**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 October 14<sup>th</sup>, 2025.
- B. Approval of Claims presented and previously paid in the amount of \$234,986.00
- C. Financials Presented- Cash report and budget vs actuals and October Payroll Summary.
- D. Approve Notice to Proceed PA24-04345- Approve not to proceed for 5<sup>th</sup> / 6<sup>th</sup> ST H2O Project
- E. Approve Change Order #1 PA24-04345- Changing time for construction for 5<sup>th</sup> /6<sup>th</sup> ST H2O Project.
- F. CBDG Request for Funds #7- Approve RRF #7 in the amount of \$84,241.50 for ICDBG-24-III-PK Pool Project.

**Action Item:** Council President Giardelli moved to approve the consent agenda items which include the 10/14/25 City Council Meeting Minutes, Claims approved and previously paid in the amount of \$ 234,986.00, approve the notice to proceed for the 5<sup>th</sup>/ 6<sup>th</sup> street water project, approve Change Order #1 for PA24-04345, approve the Request for Funds #7 for the ICDBG-24-III-PK Pool Project in the amount of \$84,241.50. Council member Ransey second the motion, motion passed.

3. **Public Comment**– No one present
4. **Matt Ricks** is residing at 103 Sage Ct, Parma ID 83660. Here to represent Paul Kuespert 502 Grove Ave. Mr. Kuespert purchased the property, there was a water and sewer connection there at one point in time, that was abandoned 30 years ago. Paul does not want to have to pay the connection fee for something that was there. Mr. Ricks asked how Mr. Kuespert can be held to standards if there is not a policy on books. Mayor Lee



informed Mr. Ricks that there currently is an Ordinance in the works. The City received Engineers HECO recommendations to City Council Re: Authority to impose Water & Sewer Hookup Fees on previously abandoned service stubs. Council President Giardelli said if there is no connection there currently then it is considered a New Connection, and a New Connection Fee needs to be paid. **Action Item:** Council member Richard moves to deny the request for 502 Grove Ave waving the connection fees, there is no current connection, and this will add another burden on our systems. Council President Giardelli second the motion. Roll Call - Portenier -aye; Giardelli-aye; Hurd-aye; Bowman-aye; Richard-aye: motion passed.

5. **Abigail Barrietua** residing property at 506 N 10<sup>th</sup> St, Parma, ID 83660 is here to request reinstatement of her building permit. Permit number 21-32 Ms. Barrietua received a cancellation letter on September 25, 2025. Currently, as of today Ms. Barrietua says that the work that has been completed is Dry Wall, some Smoke Detector instillation and Grading. Ms. Barrietua stated that her letter had mentioned that there had been no project process from November 2024 to September 2025. Ms. Barrietua says she had an inspection in May of 2025 and that information was missing. In November of 2024 she says she installed 600ft od sewer line which requires  $\frac{3}{4}$  inch rock that was brought in, 200 ft of that had been inspected. She says she has also installed water lines about 600ft and replumbed and now has a fully functional bathroom. All the electricity has been brought up to the standards. Wall joints have been nailed and glued. 85% of the completed outdoor exterior walls and foundation are complete. Grading drainage is 70% done per the code.

Ms. Barrietua says that she has been in communication with Steve Pierson and Tony Young and has text messages between them. There have been no issues, and nothing has been said since the start of the project in 2021. She is a single mother; she has been doing all the work on her own and learning along the way. The sewer had to be built up 10ft, the home is 3800 sqft and was brought in from Kuna. This has been a long process, and she has had her inspections every 6 months like she is supposed to.

Mayor Lee let the council know there have been several Ordinance issues and violations, several different vehicles have been hauled in. Also that this has been a 4 year process and building permits are good for 180 days.

Tony Young City of Parma's Building inspector was present. Mr. Young states that he had met with Ms. Barrietua as a courtesy and was not a formal inspection. As far as the building permit Mr. Young gave Ms. Barrietua until July 1<sup>st</sup>, 2025, to get things complete. He reached out to her on July 15<sup>th</sup>, 2025. As far as a final inspection Electrical, HVAC, and



plumbing must be signed off by the state. Mr. Young would like to see a new permit that is up to date and a possible reinspection. Mr. Pierson building inspector would like to go out take picture and see what progress has been made.

Council President Giardelli asked Ms. Barrietua how much longer she thinks what she has left will take her.

Ms. Barrietua said that she is scheduled about 6 weeks out for Intermountain Gas to come out and complete the HVAC. She is waiting for that to be done before she completes the sheetrock in the basement. The buses and other vehicles have been removed. Per Chief Topie the property is looking better. Ms. Barrietua would like renewal or reinstatement and not have to pay for a new building permit, she cannot afford one.

Council President Giardelli moves to approve the request to reinstate the building permit #21-32, with these conditions: A new Permit application needs to be completed and updated. There needs to be current pictures of the current progress. When 180 days is up there will be another inspection to make sure work is complete. If work is not complete then the permit application process and fee will start over. Council member Ransey second the motion. **Roll Call**- Portenier -aye; Giardelli – aye; Hurd – aye; Bowman – aye; Richard – aye; Motion passes.

#### 6. **Public Hearing-**

- A. The City of Parma will hold a public hearing to inform the public on the status of the **Pool Project (ICDBG-24-III-17-PK)**. The public hearing opened at 6:49pm. Edgar Ramero Garcia with Frontier Community Resources will present information. City of Parma was granted a Grant in the amount of \$230,450.00. The pool was last renovated in 2002. This grant allowed for Replaster of the Pool, New tiles, shower fixtures changed and updated, and the bathroom floors to be retextured so they will not be as slippery. The City of Parma put bids out and Gem Gunitite Pool did the resurfacing of the pool. Patriot Epoxy and More did the work to complete the bathroom floors. C.R Higer completed the plumbing and fixture repairs. November 11<sup>th</sup>, 2025, is the second public hearing for this Pool Project. Funds have gone to \$12,700 for the bathroom floors, \$1,266.00 for the plumbing, \$168,482.00 for the pool resurfacing. There is \$12,000.00 left of the funds. Mayor Lee shared that we are looking into getting a new cover for the pool. Public Works Supervisor Dustin Riggs let us know that the pool and the kiddy pool are both full and they will be being treated for the next 30 days. The Pool Project Public hearing was closed at 6:56pm.



- B. The City of Parma will hold a public hearing to gather public testimony on reserving **Foregone Balance Amounts** for use in subsequent years. Jacob Qualls City Treasurer presented information about the Foregone amount. There Foregone amount is \$2,779.00. There needs to be a resolution in place by December 31<sup>st</sup>, 2025, and the city will have one year to use it. There is a possibility that the Foregone will be going away. Public Hearing closed at 6:59 pm.
- C. **A public hearing to gather public testimony on certain park use fees for Parma Park Uses, Sewer Dump and Bulk Water Fees.** Jacob Qualls City Treasurer presented these fees as an increase or new fee. The park use fee is more in line with regional prices for RV stays; Park Reservation and city recouping some of the cost associated with large, attended events in our parks; the city purchased a new sewer dump station which the city will be able to recoup the costs in hopefully less than a year. This fee increase also helps to offset some of the costs associated; and finally Bulk Water Sales allow the city to help protect the city's water system by inspecting bulk water haulers, recouping the cost, and charging the appropriate amount (closing to what citizens pay) for bulk water. Public Hearing closes at 7:09pm.

7. **Action Items:**

- A. **Ordinance:** An ordinance amending the Park Use Ordinance Code- Cleans up quite a bit of language. It defines terms and labels our parks. It sets Park Regulations, sets Camp Regulations, allows for certain types of fees. Edited hours changed from 14 days to 7days. City Attorney Schroeder had reviews and provided edits to this draft ordinance.

**Action Item:** Council President Giardelli moves to introduce the Park Use Ordinance and suspend the rules requiring three separate readings on three separate days and approve after the first reading. Council member Portenier seconds the motion. **Roll Call:** Portenier- aye; Giardelli-aye; Hurd-aye; Bowman; Richard-aye; motion passed. Council President Giardelli moves to approve the Park Use Ordinance. Council member Portenier seconds the motion. **Roll Call:** Portenier- aye; Giardelli-aye; Hurd-aye; Bowman; Richard-aye; motion passed.

- B. **Ordinance:** An ordinance dealing with Abandoned Historic Utility Connections- This is an amendment to the relinquishing connections ordinance passed a few months back. The purpose of this ordinance is to standardize process and follow much of HECO's recommendations in their memo. As Parma continues to grow and more infill take place, abandoned connections which are not being paid for



will be found. New information section 2 and section 3 A through I. Idaho Rule Water is going to help with GIS so we will know where all of the meters are located. Council President Giardelli moves to introduce the Abandoning Utility Connections ordinance and suspend the rules requiring three separate readings on three separate days and approve after this first reading. Council member Portenier seconds the motion. **Roll Call:** Portenier- aye; Giardelli-aye; Hurd-aye; Bowman; Richard-aye; motion passed. Council President Giardelli moves to approve the Abandoning Utility Connection Ordinance. Council member Richard second the motion. **Roll Call:** Portenier- aye; Giardelli-aye; Hurd-aye; Bowman; Richard-aye; motion passed.

- C. **Resolution 2025-17:** A resolution for Patricia Romanko Public Library Technology Surplus. This is a resolution to surplus old Tv's, Typewriters, misc. cords, 3D Printers, computer towers etc. All Items have been listed out with their serial numbers. Most of the Item's will be getting Donated to Computers for kids, other will be taken to the dump. Council President Giardelli moves to approve the Library Technology Surplus Resolution Council member Portenier second the motion. **Roll Call:** Portenier- aye; Giardelli-aye; Hurd-aye; Bowman; Richard-aye; motion passed.
- D. **Resolution 2025-18:** A resolution for Patricia Ramankl Public Library Financial Services. The purpose of this is to require steps to be followed in processing Library financial services. Council President Giardelli moves to approve the Patricia Romanko Public Library Financial Services Resolution. Council member Portenier second the motion. **Roll Call:** Portenier- aye; Giardelli-aye; Hurd-aye; Bowman; Richard-aye; motion passed.
- E. **Resolution 2025-19:** A resolution reserving Foregone Balance Amounts to be used in subsequent years. This resolution must be approved if the city is to reserve its foregone amounts for the next fiscal year. It must be passed prior to December 31, 2025 and sent to Canyon County if we are to reserve the forgone balance. Council President Giardelli moves to approve the Foregone Balance Resolution. Council member Portenier second the motion. **Roll Call:** Portenier- aye; Giardelli-aye; Hurd-aye; Bowman; Richard-aye; motion passed.
- F. **Resolution 2025-20:** A resolution outlining the Abatement / Restitution Process: This resolution outlines the process the city already utilizes in dealing with these types of issues. By approving the resolution, the city council, city staff, and the public can be more transparent in the process. There will be special assessments





that will be made, per situation. Council President Giardelli moves to approve the Abatement / Restitution Process Resolution. Council member Portenier second the motion. **Roll Call:** Portenier- aye; Giardelli-aye; Hurd-aye; Bowman; Richard-aye; motion passed.

- G. **Resolution 2025-21:** A resolution to adjust fees for Park Use and add them to the consolidated fee schedule. This resolution adjusts the park use fees, sewer dump fees, and bulk water fees to the consolidated fee schedule. If the council desires to modify it can still be approved with those modifications. Council member Richard moves to approve the Park Use Consolidated fee schedule Resolution. Council member Portenier second the motion. **Roll Call:** Portenier- aye; Giardelli-aye; Hurd-aye; Bowman; Richard-aye; motion passed.
- H. **Resolution 2025-22:** A resolution adjusting the proposed Parma Area of Impact. This resolution is necessary to add areas we unintentionally left out of the original proposed Area of Impact drafts. Attached to the resolution is the list of parcels and the new map. There were 5 parcels that were added. Council President Giardelli moves to approve the Parma Area of Impact Resolution which adjust the proposed area to include 5 parcels unintentionally left out. Council member Portenier second the motion. **Roll Call:** Portenier- aye; Giardelli-aye; Hurd-aye; Bowman; Richard-aye; motion passed.
- I. **Resolution 2025-23:** A resolution approving and authorizing signatures to enter into a Mutual Aid Assistance called the idWARN Mutual Aid Assistance Agreement. Authorizes the city to join the program monitored and presented by Idaho Rural Water Association. It also authorizes the signatures. Council President Giardelli moves to approve the idWARN Mutual Aid Assistance Agreement Resolution which authorizes the city to join and authorizes signatures. Council member Portenier second the motion. **Roll Call:** Portenier- aye; Giardelli-aye; Hurd-aye; Bowman; Richard-aye; motion passed.

**8. Future agenda Items –**

2025 Parma Comprehensive Plan we are hoping will be ready for review and set a public hearing in 2026.

Business Alcohol Renewal for 2026, Renewal applications have been sent out and shall be returned for the new year.



Ordinance: Amending building regulations code- hoping this will be reviewed in its entirety by legal and our inspectors so it may be adopted in December.

Resolution 2025-TBA authorizing certain bills to be paid administratively instead of waiting for a city council meeting to authorize them to be paid.

Resolution 2025-TBA outlining procedures for Credit Card Use

**9. Staff Reports:**

- A. Mayor- We have a New Christmas Tree that has been planted. The light festival will be held the Saturday after Thanksgiving this year and years to follow.  
Dustin has passed his Water Test this is another certificate that he has earned.
- B. Public Works Supervisor Dustin- The department has been working on getting the vehicles winterized, doing oil changes, and tire changes.
- C. Police Chief Topie- The Department in the background process with an Officer from Georgia. The new police car is almost done and ready to be picked up. Crime has continued to be low. The Police Department is a small department and every year the Officers are having to ask for their vacation time to be rolled over. Chief Topie would like for the council to decide next meetings on if the Officers can take 40 hrs of vacation and then what time they have after that to be able to sell it back and cash it out. Not everyone is able to take their vacation time and when they do then the city has to pay another officer overtime to cover the shift.
- D. Library Director Sharlene. The library is having monthly book discussions. The website is getting updated and should be completed here soon. The handicap ramp in the rear of the building is going to be repaired. The book return that is in the front of the library has been leaking and needs to be repaired. The library is trying to focus more on the community.

**10. Adjourn – Action Item:**

Council President Giardelli motion to adjourn the council meeting, Council member Portenier second the motion. **Roll Call** Portenier -aye; Giardelli – aye; Hurd -aye; Richard – aye; motion carried. Meeting Adjourned at 8:31pm.

---

Angie Lee, Mayor

ATTEST: \_\_\_\_\_  
Melissa Klinge, City Clerk