CITY OF IDAHO CITY

AGENDA
REGULAR CITY COUNCIL MEETING
Wednesday, October 14, 2026
6:00 P.M
City Hall, 511 Main Street, Idaho City, ID 83631

MINUTES

Join Team's Meeting
Idaho City Council Regular Meeting | Meeting-Join | Microsoft Teams

CALL MEETING TO ORDER: Mayor Heffington called the regular city council meeting to order at 6:06 PM.
ROLL CALL TO ESTABLISH QUORUM: Clerk Keeton called roll. Mathews, Elliott, Adams, Secor in attendance. Mathews joined via Teams.
PLEDGE OF ALLEGIANCE: Mayor Heffington led the pledge of allegiance.

I. CONSENT AGENDA

The consent calendar includes items which require formal Council action, but which are typically routine or not of great controversy. Individual Council members may ask that any specific item be removed from the consent calendar in order that it is discussed in greater detail. Explanatory information is included in the Council agenda packet regarding these items, and any contingencies are part of the approval.

A. APPROVAL OF MINUTES: SEPTEMBER 23, 2026 ***ACTION ITEM***

Councilor Adams made a motion, seconded by Secor, to approve the minutes September 23, 2026. Mathews aye, Secor aye, Adams aye, Elliott abstain. Motion carried.

B. IDAHO CITY EVENT CHECKLIST: ***ACTION ITEM***

C. BILLS/PAYABLES: SEPTEMBER 24, 2026 THROUGH OCTOBER 14, 2026 ***ACTION ITEM***

Councilor Elliott made a motion, seconded by Admas, to approve the bills dated September 24, 2026, through October 14, 2026 in the amount of $69,572.29. Mathews aye, Secor aye, Adams aye, Elliott aye. Motion carried.

II. EXECUTIVE SESSION

Certain City-related matters may need to be discussed confidentially as a matter of law subject to applicable legal requirements; the Council may enter executive session to discuss such matters. ***ACTION ITEM***

III. PUBLIC HEARINGS

Items listed as public hearings allow citizen comment on the subject matter before the Council. Residents or visitors wishing to comment upon the item before the Council should follow the procedural steps. In order to testify, individuals must sign up in advance, providing sufficient information to allow the Clerk to properly record their testimony in the official record of the City Council. Hearing procedures call for presentation by the applicant, submission of information from City staff, followed by public testimony. ***ACTION ITEM***

IV. ENGINEER'S REPORT

Mayor Heffington explained the approval from DEQ came in for the resanding of the sand bays.

V. ORDINANCES AND RESOLUTIONS

Ordinances and resolutions are formal measures considered by the City Council to implement policy which the Council has considered. Resolutions govern internal matters to establish fees and charges pursuant to existing ordinances. Ordinances are laws which govern general public conduct. Certain procedures must be followed in the adoption of both ordinances and resolutions; state law often establishes those requirements. ***ACTION ITEM***

VI. OLD BUSINESS

A. VISITOR CENTER LICENSE AGREEMENT WITH BBIA PROPOSED CHANGES ***ACTION ITEM***

B. VISITOR CENTER LICENSE AGREEMENT WITH IDAHO CITY CHAMBER OF COMMERCE ***ACTION ITEM***

Mayor Heffington combined items A & B above and added that the signed license agreement from the Chamber is in the packet. Discussion on the Agreement and bathrooms ensued. Councilor Elliott asked if the Chamber still intends to use the space and they responded yes. Rhonda Jameson with BBIA went through the proposed changes with Mayor and Council. Most of the proposed changes were not needed due to the Chamber signing their license agreement. Council discussed waiving the monthly rental fee that the BBIA proposed and decided both the BBIA and Chamber should pay the rental fee. Jameson agreed to sign the original agreement and would do so in the next couple of days.

VII. NEW BUSINESS

A. 116 COTTONWOOD ZONING VARIANCE ***ACTION ITEM***

Clerk Keeton explained that AJ Hammond provided an application for zoning variance setbacks and all of the information is in the packet. Hammond explained there is an existing building on one of the property lines, and he would like to remove that building and build a new one in the same place with the change that the snow would be directed to his property and not the neighbors. The opposite property line would have an eight-foot setback that would allow for a walkway and snow to stay on the property and not the neighbors. Discussion on property lines and surveys ensued. Council explained that the minimum setback they would allow is five feet. Councilor Elliott made a motion, seconded by Adams, to approve the 116 Cottonwood zoning variance to five-foot setbacks on the left and right-side contingent on letters from the neighbors. Mathews aye, Secor aye, Adams aye, Elliott aye. Motion carried.

B. MARISA YOUNG – 101 WALULLA VARIANCE AND ZONING AMENDMENT ***ACTION ITEM***

Clerk Keeton explained that Young had been to a P&Z meeting when it had a full commission and they had verbally approved the setback requests. Aaron Bell with Planning and Zoning explained the requested setbacks do not interfere with anything surrounding the property. Councilor Elliott made a motion, seconded by Adams to approve Marisa Young's 101 Walulla variance for setbacks. Mathews aye, Secor aye, Adams aye, Elliott aye. Motion carried.

C. JULISSA SPEER –BULMER - 204 MONTGOMERY – NEXT STEPS ***ACTION ITEM***

Clerk Keeton explained that building permit applications have been submitted and two different options for site plans. Julissa explained the different layouts and the main difference being parking. Discussion on building inspections ensued. Councilor Adams made a motion, seconded by Elliott, to approve the 204 Montgomery option 1 site layout. Mathews aye, Secor nay, Adams aye, Elliott aye. Motion carried.

D. 400 MAIN STREET WATER BILL ADJUSTMENT ***ACTION ITEM***

Clerk Keeton and Nick Mancera explained there was a leak between the city main, and the meter. The previous Public Works Director had Mancera remove the meter in October of 2024 and planned to dig it up and replace the meter in the spring which never happened. Keeton explained that the current city employees were unaware of the situation and this adjustment will rectify the bill for the customer. Councilor Adams made a motion, seconded by Secor to approve the 400 Main Street water bill adjustment in the amount of $2,850.95. Mathews aye, Secor aye, Adams aye, Elliott aye. Motion carried.

E. TRANSPORTAION PLAN ***ACTION ITEM***

Clerk Keeton explained that a transportation plan revolves around streets, but is anything that has to do with or touch the city streets. Could be sidewalks, gutters, street signs, the roads themselves, and possibly water and sewer infrastructure. A transportation plan needs to be in place to qualify for different types of grants. Kristina with Great West Engineering reached out to help with securing a grant to redo the transportation plan.

F. EBCED BUILDING

Chris Collins provided an update of the different projects he is helping with, within the city and County. Collins went on to explain the current status of the EBCED building and options moving forward. An application for Certificate of Appropriateness has been completed. Collins is requesting the city property next to the EBCED building and showed council a plan for potential buildings that could house EBCED and Search & Rescue. If the city was willing to donate the city shop property to EBCED under statute 67-2322, Collins was willing to build the city a new Public Works facility on a different property under the request that it be out of site of the citizens and not downtown. Alex Gross with EBCED explained the Idaho statue 67-2322 that allows governments when there is a public need to transfer property to one another, for, or, for no compensation. Gross went on to explain the process of potentially transferring property. Council all agreed that they wanted to move forward and asked Gross and City Attorney Williams to work out the details.

VIII. EMPLOYEE UPDATES

A. PUBLIC WORKS

Public Works Director Mancera explained interviews have taken place for the part-time position. The excavation for the temporary pump electrical conduit has been completed, and some section have been completed and passed. Next steps would be to install poly water lines. Sand bay cleaning is planned for this Saturday. Fencing at the water plant has begun. Water and sewer connections for Scott Shay and Trudy Jackson have both been completed.

B. LAW ENFORCEMENT

Mayor Heffington explained that he is working Sheriff Turner on a presentation for law enforcement going forward.

C. CLERK/TREASURER'S OFFICE

1. BUDGET UPDATES

Clerk Keeton explained the budget update in the packet. There will still be some more things coming through for fiscal year 25-26.

2. WATER AND SEWER UPDATES, ***ACTION ITEM***

3. CLEARWATER UPDATE

D. CITY ATTORNEY

City Attorney Williams explained the Fire District wants a general warranty, and he would like the city to have a special warranty. The issue in the transfer comes down to whether the city wants to warrant chain of title issues that pre-date the cities acquisition of the property (general warranty), or if the city would prefer to warrant only chain of title issues that exist from the time the city took possession to the present (special warranty). Williams recommended the special warranty for the city and requested direction. Council agreed with the special warranty direction. Williams added that Mayor Heffington came to him with a prospect water source from a local citizen. A draft agreement has been put together, and more information still needs to be gathered, but the deal is looking good and could move forward with Council approval.

IX. COUNCIL UPDATES

Councilor Mathews explained his interactions with Chris Collins and appreciated everything Collins is doing in the city. Council Adams explained that the ambulance district had all of their ambulances break down and Chris Collins worked to get those back up and running. Collins has been very generous and is doing everything he can to help. Councilor Elliott explained that the Friends of Idaho City is officially a non-profit with an EIN and a bank account. There will be a Community Hall clean up on the 17th and Bingo on the 30th. There will be a town hall meeting regarding the Community Hall building coming soon.

X. MAYOR UPDATES

Mayor Heffington explained Idaho City Days went well, and city projects are moving forward. Councilor Elliott added that she worked on the new Comp Plan and sent it out to everyone and asked to look it over.

XI. CITIZEN COMMENTS

This section of the agenda is reserved for citizens wishing to address the Council regarding City-related issues that are not on the agenda. To ensure adequate public notice, Idaho Law provides that any item requiring Council action must be placed on the agenda of an upcoming Council meeting, except for emergency circumstances. Comments related to future public hearings should be held for that public hearing. Repeated comments regarding the same or similar topics previously addressed are out of order and will not be allowed. Persons wishing to speak will have 5 minutes. Comments regarding performance by city employees are inappropriate at this time and should be directed to the mayor, either by subsequent appointment or after tonight's meeting, if time permitting.

Julissa Spear-Bulmer explained that there are a lot of changes going on in the city and Collins is working to help the community everywhere he can, and encouraged citizens to help anywhere they can. Julissa also thanked council for their willingness to hear people out and be open to change.

XII. UPCOMING MEETINGS

A. NEXT REGULAR MEETING: OCTOBER 28, 2026

ADJOURNMENT 8:20 PM

ATTEST:

Date approved: 10/28/26

Nancy L Keeton, City Clerk-Treasurer

Ryan Heffington, Mayor

Questions concerning items appearing on this Agenda or requests for accommodation of special needs to participate in the meeting should be addressed to the Office of the City Clerk, 511 Main Street or call 208-392-4584.

Mayor:
Ryan Heffington
idahocitymayor1@cityofic.org

Council members:
Tom Secor Jr
Ashley M Elliott
Mari Adams
Bobby Mathews

Public Works Director:
Nick Mancera
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Public Works:
Jaden Howell

City Clerk-Treasurer:
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operating hours
Monday- Thursday
8 am – 4:30 pm
Friday by Appointment