

# AGENDA

## CITY OF POCATELLO REGULAR CITY COUNCIL MEETING

AUGUST 21, 2025 • 6:00 PM

COUNCIL CHAMBERS | 911 NORTH 7TH AVENUE

The meeting will be live-streamed at <https://streaming.pocatello.gov/> and available on Sparklight Cable channel 56

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In accordance with the Americans with Disabilities Act, it is the policy of the City of Pocatello to offer its public programs, services, and meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require an accommodation, please contact Skyler Beebe with two (2) business days' advance notice at [sbeebe@pocatello.gov](mailto:sbeebe@pocatello.gov); [208-234-6248](tel:208-234-6248); or 5815 South 5th Avenue, Pocatello, Idaho. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

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Any citizen who wishes to address the Council shall first be recognized by the Mayor, and shall then give their name for the record. If a citizen wishes to read documentation of any sort to the Council, they shall first seek permission from the Mayor. A three (3) minute time limitation is requested for Council presentations.

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The purpose of the agenda is to assist the Council and interested citizens in the conduct of this public meeting. **Citizens should examine the agenda for the item of their interest. However, citizens are advised that only Public Hearings**

allow for public comment during the discussion/consideration process.

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RECESS: In the event the meeting is still in progress at 7:30 p.m., the Mayor may call a ten-minute recess to allow Council members and participants a brief rest period.

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## 1. ROLL CALL AND PLEDGE OF ALLEGIANCE

## 2. INVOCATION

The invocation will be offered by Derrick Allen, representing Pocatello Church of Christ.

## 3. CONSENT AGENDA

The following business items may be approved by one motion and a vote. If any one member of the Council so desires, any matter listed can be moved to a separate agenda item. **(ACTION ITEM)**

(a) **MINUTES:** Council may wish to waive the oral reading of the minutes and approve the minutes from the following meetings: Budget Development meeting of May 15, 2025; Clarification and Regular Council meetings of June 5, 2025; and Special Council meeting of August 7, 2025.

(b) **MATERIAL CLAIMS:** Council may wish to approve the Material Claims for the period of August 1-15, 2025.

(c) **TREASURER'S REPORT:** Council may wish to approve the Treasurer's Report for June 2025 showing cash and investments as of June 30, 2025.

(d) **ANIMAL SHELTER ADVISORY BOARD APPOINTMENT:** Council may wish to confirm the Mayor's appointment of Alyssa Ricks to serve as a member of the Animal Shelter Advisory Board, filling a long-term vacancy. Alyssa's term will begin August 22, 2025 and expire August 22, 2027.

(e) **CITY COUNCIL DECISION – VACATION OF RIGHT-OF-WAY FOR SAUNTER LANE:** Council may wish to adopt its decision approving the vacation and abandonment of the public's interest in right-of-way of approximately 0.5 acres of land located at Saunter Lane and distributing said vacated land to the adjacent owner, Kartchner Homes, Inc., subject to conditions.

(f) **CITY COUNCIL DECISION – ANNEXING APPROXIMATELY 12.46 ACRES OF LAND TO EXTEND THE POCATELLO CITY LIMITS ON TRAIL CREEK ROAD:** Council may wish to adopt its decision annexing approximately 12.46 acres of land located in the parent parcel RPR3853028016, generally located on Trail Creek Road. The subject property will be zoned Residential Low Density (RL).

(g) **CITY COUNCIL DECISION – FINAL PLAT APPROVAL FOR RIDGES @ HIGH TERRACE DIVISION 1:** Council may wish to adopt its decision approving the final plat for Ridges @ High Terrace Division 1 which subdivides approximately 63.18 acres of land, generally located north of East Center Street and southeast of Vista Drive, subject to conditions.

Documents:

**AGENDA-ITEM-3.PDF**

#### **4. PROCLAMATIONS**

#### **5. CALENDAR REVIEW**

Council may wish to take this opportunity to inform other Council members of upcoming meetings and events that should be called to their attention.

#### **6. SURPLUS AND SALE OF SURPLUS FIRE APPARATUS - FIRE DEPARTMENT**

Council may wish to approve the following requests from the Pocatello Fire subject to Legal Department review: **(ACTION ITEM)**

- a) Declare a 2000 Pierce Dash Aerial Apparatus as surplus property; and if accepted
- b) Authorize the sale of the apparatus to the Central Fire District and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review.

Documents:

**AGENDA-ITEM-6.PDF**

**7. USE AGREEMENT - ASURE WILLIAMS/AMBUSH FC - PARKS AND RECREATION**

Council may wish to approve a use agreement with Asure Williams with Ambush FC, to allow her two (2) soccer teams to practice in the greenspace at Constitution Park from August 2025 to October 2025, and authorize the Mayor's signature on all applicable documents, subject to Legal Department review. **(ACTION ITEM)**

Documents:

**AGENDA-ITEM-7.PDF**

**8. AMENDMENT TO THE IDAHO COMMUNITY DEVELOPMENT BLOCK GRANT (ICDBG) CARES AGREEMENT - PUBLIC PARKS FOR RESILIENCY**

Council may wish to approve an amendment to the Idaho Community Development Block Grant CARES Agreement Public Parks for Resiliency to increase the grant agreement amount to \$360,000.00 and authorize the Mayor's signature on all applicable documents, subject to Legal Department review. **(ACTION ITEM)**

Documents:

**AGENDA-ITEM-8.PDF**

**9. IDAHO COMMUNITY DEVELOPMENT BLOCK GRANT (ICDBG) BID ACCEPTANCES AND CONSTRUCTION AGREEMENTS**

Council may wish to accept the recommendations of staff for the following requests regarding the ICDBG Parks for Resiliency Project and authorize the Mayor's signature on all applicable documents, subject to Legal Department review: **(ACTION ITEM)**

- a) Accept the lowest responsive, responsible bid from Morco Construction in the amount of \$312,608.00 for the Optimist Park and Ross Park Bathroom Construction Option A and Option D and, if

accepted;

- b) Authorize the execution of a construction agreement, notice of award, notice to proceed and all other pertinent documents, between the City of Pocatello and Morco Construction in the amount of \$312,608.00.

The projects will be funded with State of Idaho Community Development Block Grant funds.

Documents:

#### **AGENDA-ITEM-9.PDF**

### **10. AIRPORT LEASE TERMINATION, RESOLUTION AND LEASE AGREEMENT - AIRPORT**

Council may wish to approve the following requests for 3,000 square feet of property at the airport, and authorize the Mayor's signature on all applicable documents, subject to Legal Department review: **(ACTION ITEM)**

- a) Approve termination of the lease agreement between the City of Pocatello and RDM LLC, dated May 3, 2023; and if approved
- b) Adopt a Resolution and approve a lease agreement between the City of Pocatello and Keith Jensen for 3,000 square feet of property upon which Mr. Jensen has purchased an aircraft hangar from RDM LLC. The lease will be for a term of 20 years. Rental rate will be \$690.00 per year and will be increased annually according to the CPI with a full rate review in 2026 and every five (5) years thereafter.

Documents:

#### **AGENDA-ITEM-10.PDF**

### **11. ROUTEWARE ASSET MANAGEMENT AGREEMENT - SANITATION DEPARTMENT**

Council may wish to accept the recommendation of staff and approve a service agreement with Routeware to provide services for the Sanitation Department's asset management system and authorize the Mayor's signature on all applicable documents, subject to Legal Department Review **(ACTION ITEM)**

Documents:

## **12. FISCAL YEAR 2026 DEPARTMENTAL FEE RESOLUTION**

Council may wish to adopt a resolution with exhibits (a) through (y) setting fees for Fiscal Year 2026 (October 1, 2025 through September 30, 2026). **(ACTION ITEM)** The exhibits are:

- a. AIRPORT FEES
- b. ALCOHOLIC BEVERAGE LICENSES FEES
- c. ANIMAL SERVICES FEES
- d. BUSINESS LICENSE FEES
- e. CEMETERY FEES
- f. COMMERCIAL ACTIVITIES IN PARKS AND PARKS FEES
- g. CONSTRUCTION TRADE FEES
- h. DEVELOPMENT REIMBURSEMENT FEES
- i. ENGINEERING REVIEW SERVICE FEES
- j. FIRE DEPARTMENT FEES
- k. GEOGRAPHICAL INFORMATION SERVICE FEES
- l. LIBRARY SERVICE FEES
- m. PARKS AND RECREATION PROGRAM, RENTAL AND ADMISSION FEES FOR PARKS AND RECREATION ACTIVITIES
- n. PARKS AND RECREATION FACILITY USE FEES
- o. PLANNING AND DEVELOPMENT SERVICE FEES
- p. POLICE DEPARTMENT FEES
- q. PUBLIC RECORD FEES
- r. SANITATION DEPARTMENT FEES
- s. EROSION AND SEDIMENT CONTROL (ESC) FEES
- t. POCATELLO REGIONAL TRANSIT SYSTEM FEES

- u. UTILITY BILLING DEPARTMENT FEES
- v. WATER DEPARTMENT FEES
- w. WATER POLLUTION CONTROL DEPARTMENT FEES
- x. ZOO IDAHO PROGRAM, RENTAL AND ADMISSION FEES

Documents:

**AGENDA-ITEM-12.PDF**

### **13. RESOLUTION - FISCAL YEAR 2026 FORGONE LEVY**

Council may wish to adopt a Resolution certifying the levy of forgone taxes in the amount of \$19,728 for use in Fiscal Year 2026 in accordance with Idaho Code §63-802. **(ACTION ITEM)**

Documents:

**AGENDA-ITEM-13.PDF**

### **14. ORDINANCES**

The Council has the following options for reading ordinances. If the Council makes no motion, the ordinance will be read on three (3) different days, two (2) readings of which may be by title only and one (1) reading of which shall be in full and placed on final passage for publication. **(ACTION ITEM)**

EXAMPLE MOTIONS:

**Option 1: FOR ONE READING UNDER RULES SUSPENSION:** "I move the ordinance, Agenda Item # , be read only by title and placed on final passage for publication, and that only the ordinance summary sheet be submitted for publication."

**Option 2: FOR THREE SEPARATE READINGS:** "I move the ordinance, Agenda Item # , be read on three separate days. First and second readings will be by title and in full on the third reading. The ordinance shall then be placed on final passage for publication, and only the ordinance summary sheet be submitted for publication."

Before the ordinance can be read under Option 1, the Council must pass said motion by a vote of one-half plus one (4) of the full Council.

Ordinances ready for reading:

14 (a) An ordinance repealing City Code 5.30 – Children Group Treatment Centers. **(ACTION ITEM)**

14 (b) An ordinance amending Chapter 15.02.010 “Code Adoption” to update the governing document of the Electrical Code. **(ACTION ITEM)**

14 (c) An ordinance amending Chapter 17.04 “Overlay Areas” to clarify and improve the function of the title. **(ACTION ITEM)**

14 (d) An ordinance approving the Fiscal Year 2026 appropriation. **(ACTION ITEM)** (Whole ordinance will need to be published.)

Documents:

**AGENDA-ITEM-14.PDF**

## **15. ITEMS FROM THE AUDIENCE**

This time as been set aside to hear items from the audience not listed on the agenda. Items which appeared somewhere else on the agenda will not be discussed at this time. The Council is not allowed to take any official action at this meeting on matters brought forward under this agenda item. Items will either be referred to the appropriate staff or scheduled on a subsequent agenda. You must sign in at the start of the meeting in order to be recognized. (Note: Total time allotted for this item is fifteen (15) minutes, with a maximum of three (3) minutes per speaker.)

## **16. ADJOURN**