

AGENDA

CITY OF POCATELLO REGULAR CITY COUNCIL MEETING

OCTOBER 16, 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

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; [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.

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.

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.

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.

1. ROLL CALL AND PLEDGE OF ALLEGIANCE

2. INVOCATION

The invocation will be offered by Pastor John Robinson, representing Gate City Christian Church.

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 June 10, 2025; Work Session meeting of July 10, 2025; Special City Council meetings of September 18, and October 2, 2025; and Special Joint City/County/PDA Meeting of October 2, 2025.

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

(c) **TREASURER'S REPORT:** Council may wish to approve the Treasurer's Report for August 2025 showing cash and investments as of August 31, 2025.

(d) **ANIMAL SHELTER ADVISORY BOARD REAPPOINTMENT:** Council may wish to confirm the Mayor's reappointment of Cassandra Cole to continue serving as a member of the Animal Shelter Advisory Board. Cassandra's term will begin August 18, 2025 and will expire August 18, 2027.

(e) **GOLF ADVISORY COMMITTEE APPOINTMENTS:** Council may wish to confirm the Mayor's appointments of Bailey Iguchi to serve as a member of the Golf Advisory Committee, replacing Billy Satterfield whose term expired and Delroy Mark representing the High River Men's Association. Each term will begin October 22, 2025 and expire October 2028.

(f) **PLANNING AND ZONING COMMISSION APPOINTMENT:** Council may wish to confirm the Mayor's appointment of Jessica Buckley to serve as a member of the Planning and Zoning Commission, replacing Eugene Bartu whose term expired. Jessica's term will begin October 17, 2025 and expire October 17, 2029.

(g) **POLICE PERSONNEL ADMINISTRATION RULES:** Council may wish to approve proposed changes to the Pocatello Police Department Personnel Administration Rules (PAR).

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. TAXICAB LICENSE DENIAL APPEAL - GONZALES

Jorge Barragan Gonzales will be present to appeal the denial of a taxicab business and taxi driver license, which was denied by the Pocatello Police Department. **(ACTION ITEM)**

7. PUBLIC HEARING - EXCHANGE OF REAL PROPERTY - 0.11 ACRES LOCATED ADJACENT TO 841 WEST BRIDGER STREET

This time has been set aside for the Council to hear comments from the public regarding a request for the exchange of real property with John Brennan (mailing address: 12 Cedar Hills Drive, Pocatello, ID 83204), located adjacent to 841 West Bridger Street. The 0.11 acre parcel of

City-owned property was declared underutilized and as surplus property at the September 18, 2025 Regular City Council meeting. Council may wish to approve the land exchange pursuant to Idaho Code §50-1403(2) and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. **(ACTION ITEM)** (Quasi-judicial public hearing).

Documents:

AGENDA-ITEM-7.PDF

8. PUBLIC HEARING - CDBG PY2026 ANNUAL ACTION PLAN NEEDS HEARING AND ICDBG PROJECT UPDATE

In accordance with the City's Citizen Participation Plan, this time has been set aside for the Council to hear comments from citizens and receive community input on the Community Development Block Grant program year 2026 spending priorities. In addition, this hearing will provide an update on the Idaho CDBG Pocatello Parks for Resiliency project. Comments will be received at the hearing and included in the final Annual Action Plan, to be considered for Council approval at a future Regular City Council meeting. **(ACTION ITEM)** (Legislative Public Hearing)

Documents:

AGENDA-ITEM-8.PDF

9. MARATHON COMMUNITY INVESTMENT PROGRAMS SUSTAINABILITY GRANTS FOR UPPER CITY CREEK TRAILHEAD IMPROVEMENTS

Council may wish to approve submission of a Marathon Petroleum grant application for Upper City Creek trailhead improvements in the amount of \$30,000 and, if awarded, authorize acceptance of the grant and authorize the Mayor's signature on all applicable documents, subject to Legal Department review. There is no required match. **(ACTION ITEM)**

Documents:

AGENDA-ITEM-9.PDF

10. DECLARATION OF SURPLUS PROPERTY - SANITATION

DEPARTMENT

Council may wish to accept the recommendations of staff and declare four (4) refuse trucks as surplus property and authorize the trade-in of the vehicles as part of the remaining FY25 Sanitation fleet procurements per the Rate Study and authorize the Mayor's signature on all applicable documents, subject to Legal Department review. **(ACTION ITEM)**

Documents:

AGENDA-ITEM-10.PDF

11. PIGGYBACK BID ACCEPTANCE FOR POLICE INTERCEPTORS - POLICE DEPARTMENT

Council may wish to accept the recommendations of staff and approve the piggyback bid of the State of Idaho contract via Mountain Home Auto Ranch for the purchase of four (4) 2026 Pursuit-Rated Ford Interceptor SUVs at \$50,162.28 each, for a total procurement cost of \$200,659.12 and authorize the Mayor's signature on all applicable documents, subject to Legal Department review. **(ACTION ITEM)**

Documents:

AGENDA-ITEM-11.PDF

12. 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.)

13. ADJOURN

PUBLIC HEARING PROCEDURE

1. Explanation of hearing procedures by Mayor or staff.
 - Ten (10) minute time limit on applicant presentation.
 - Three (3) minute time limit on public testimony.
 - Names and addresses are required from those presenting/testifying.
 - Questions/comments should be addressed to the Mayor and Council.
 - Council members must make their decision regarding the application on facts already in the record and information presented at the public hearing. Conflicts of interest, site visits and ex-parte contacts by Council members will be acknowledged.
 - Protocol requires that Council and audience be recognized by the Mayor prior to speaking.

2. Mayor opens hearing.

3. Presentation by applicant.

Note: Remember, applicant bears the responsibility for making his/her case. This is also the time for Council members to ask their questions of the applicant.

4. Presentation by staff.

5. Written correspondence submitted for the record.

6. Testimony by those supporting the application.

7. Testimony by those uncommitted on the application.

8. Testimony by opponents to the application.

9. Rebuttal by the applicant.

10. Mayor closes the hearing and initiates motion/deliberations.

Note: The Mayor may choose to require a motion prior to the discussion in order to focus deliberations, or, the Mayor may choose to allow deliberations prior to the motion in order to facilitate wording of the motion.

11. Develop a written and reasoned statement supporting the decision.



**CITY OF POCATELLO, IDAHO
CITY COUNCIL
BUDGET DEVELOPMENT MEETING
JUNE 10, 2025**

**AGENDA ITEM NO. 1:
ROLL CALL**

Mayor Brian Blad called the City Council Budget Development meeting to order at 9:00 a.m. Council members present were Dakota Bates, Rick Cheatum, Corey Mangum, Brent Nichols and Hayden Paulsen. Council member Linda Leeuwrik arrived at 9:01 a.m.

**AGENDA ITEM NO: 2:
FISCAL YEAR 2026 BUDGET PRESENTATION:**

Mayor Blad provided an overview of budget handouts, including revenue and expenditure spreadsheets. He noted projected increased investment income and reviewed conservative revenue assumptions previously discussed at the May 15, 2025 Budget Development meeting. Mayor Blad emphasized the need to budget for a potential South Bannock County ambulance and fire station if Bannock County provides funding support.

Fire Chief Ryan O'Hearn confirmed the importance of including the spending authority, should county funding materialized.

Mayor Blad reviewed the following General Fund revenues: Lease revenues from Palisades water leases are distributed 62.5% to the Water Department and 37.5% to the General Fund. This revenue had not been previously included in the revenue projections but has been added back into calculations; and investment income projections were confirmed and already incorporated into the budget.

Anne Nichols, Chief of Staff, reminded the Council that outside agency funding request amounts which were funded in FY2025 were built into the budget and that the requests to be considered are the new or increased request amounts.

Council reviewed funding requests from outside agencies. Following discussion, adjustments were made as follows:

- Idaho Legal Aid – request denied, as the agency is not eligible for municipal funding
- Bannock Youth Foundation – not funded
- Boys and Girls Club – not funded
- Friends of Brady Chapel – not funded
- Housing Alliance – not funded
- New Day Products – tentatively funded at **\$5,000**
- Salvation Army – not funded
- St. Vincent de Paul – not funded
- Valley Mission – tentatively funded at **\$20,000**
- Bannock County Veterans Museum – not funded

- Family Services Alliance – additional \$1,000 request denied.
- Visitors Bureau – no increase approved.
- NeighborWorks – no increase approved.
- Free Clinic – approved increase of **\$3,000**.
- Senior Activity Center – approved increase of **\$3,500**.
- SEICAA – Ms. Nichols reminded the Council that SEICAA did not request an increase over the FY2025 funding in the amount of \$8,000 and that amount had been included in the budget build documents.

Ms. Nichols reviewed projected revenue amounts, as discussed at the May 15, 2025 Budget Development meeting. She stated that estimated amounts for new construction and annexation were used to prepare the preliminary budget.

Council reviewed the following items:

- Mayor's vehicle – Council consensus to remove from FY2026 budget. Staff will evaluate potential vehicle transfer from another department and may request a budget amendment for use of reserves during FY2025.
- City Hall HVAC replacement – Rough estimate cost is \$1.5 million. Council discussed options to set aside reserves but ultimately deferred funding, citing sufficient existing emergency reserves for short-term needs.
- Grant Match – \$50,000 request denied for grant match amount.
- Fire Apparatus Storage Facility – Request for \$1.6 million denied due to ongoing station location analysis.
- 4AFF Foam Change out – Fire Department will address the transition during future vehicle purchases and the \$40,000 request was deferred.
- Council approved allocation of the full O & M levy increase for the Pocatello Airport increase of \$5,339 to balance the Airport budget.
- Council considered two current part-time seasonal page positions and ultimately came to a consensus to retain the positions to be funded through excess reserves.

Mayor Blad called a recess at 10:30 a.m.

Mayor Blad reconvened the meeting at 10:50 a.m.

Mayor Blad recommended covering the remaining General Fund gap of \$853,504 through the City's excess reserves, which has approximately \$9.3 million available.

Council members discussed concerns regarding ongoing reliance on reserves and emphasized the prudent use of reserves while retaining forgone capacity for long-term stability. Discussion ensued regarding appropriate excess reserve amounts and potential legislation restricting reserve fund balances.

In response to a question from Council, Heather Buchanan, Human Resources Director, confirmed that the insurance increase of 9.9% resulted in an increase of approximately \$800,000 to \$900,000.



CITY COUNCIL
BUDGET DEVELOPMENT MEETING
JUNE 10, 2025

3

Staff members were directed to prepare updated budget worksheets incorporating approved adjustments. Mayor Blad announced that Department heads would review opportunities to complete identified projects within FY2025, reducing the FY2026 tax ask. Council directed staff to present a draft balanced budget using excess reserves to close the FY2026 funding gap, with emphasis on maintaining long-term fiscal responsibility.

Mayor Blad announced that the Budget Development meeting scheduled to be held June 11, 2025 was canceled and that Council would consider the final budget numbers prior to publication at the July 10, 2025 Work Session.

AGENDA ITEM NO. 3:
ADJOURN

There being no further business, Mayor Blad adjourned the meeting at 12:08 p.m.

APPROVED:

BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

KONNI R. KENDELL, CITY CLERK





**CITY OF POCATELLO, IDAHO
CITY COUNCIL
CITY COUNCIL WORK SESSION
JULY 10, 2025**

**AGENDA ITEM NO. 1:
ROLL CALL**

Mayor Brian Blad called the City Council Work Session to order at 9:03 a.m. Council members present were Dakota Bates, Rick Cheatum, Linda Leeuwrik, Brent Nichols and Hayden Paulsen. Council member Corey Mangum was excused.

**AGENDA ITEM NO. 2:
FISCAL YEAR 2026 BUDGET DEVELOPMENT:**

Anne Nichols, Chief of Staff and Chantelle Macy, Budget Manager, reviewed budget updates and clarifications received since the June 10, 2025 meeting.

Council members discussed changes to revenue, expenditures, fee schedules, interfund transfers and use of reserve funds.

Council discussed the following items: Adjustments to interfund transfers for Street and GIS funds, and corrections made to balance accounts; Review of the final L-2 form figures provided by the state, resulting in an additional \$94,916 in projected revenue. Council agreed to follow the State's recommendations regarding revenue allocation; Discussion of property tax totals, available reserves and projected interest income of approximately \$4.99 million, based on conservative estimates of 4% average returns; Adjustments to departmental budgets, including Transit, Golf, Science and Environment, and Public Works funds; Consideration of water lease revenues and concerns about future water availability; use of reserves to balance the General Fund, including whether reserves should be used for one-time expenses versus ongoing operations; Significant discussion regarding the impact of rising health insurance costs and whether reserves should be used to offset the unanticipated \$1 million increase; Potential reductions to outside agency/community requests totaling \$31,500. After discussion, a majority of the Council supported the use of reserves rather than reducing agency allocations.

A motion was made by Ms. Leeuwrik, seconded by Mr. Paulsen, to direct staff to publish the tentative FY2026 budget, fee schedule and notice of intent to use 1% forgone balance and to publish the budget \$200,000 higher to account for pending annexation valuations, with the understanding adjustments will be made at a later date. Upon roll call, those voting in favor were Leeuwrik, Paulsen, Cheatum and Nichols. Bates voted in opposition to the motion. The motion passed.

Mayor Blad called a recess at 10:27 a.m.

Mayor Blad reconvened the meeting at 10:44 a.m.

**AGENDA ITEM NO. 3:
PERSONNEL POLICY HANDBOOK UPDATES:**

Human Resources Department staff members were in attendance to present proposed changes to existing policies of the Personnel Policy Handbook. Official policy adoptions will be considered by the Council at a future Regular City Council meeting.

Heather Buchanan, Human Resources Director, presented the following proposed updates to the Personnel Policy Handbook: Shifting vacation rollover from calendar year to fiscal year to ease operational pressures during the holiday season. Council supported implementation beginning January 1, 2026; Updates to align with federal law, including the PUMP Act (lactation protections) and the Pregnant Workers Fairness Act; Establishing a policy for GPS use in City vehicles. Installation will be at the department's discretion and primarily used to increase efficiency and accountability; and Clarifications to the educational reimbursement program, limiting eligibility to degree-seeking coursework and consistent with IRS guidelines.

Council members expressed support for the proposed changes. Formal adoption would be considered at a future Regular City Council meeting.

**AGENDA ITEM NO. 4:
PROPOSED AMENDMENT TO THE AREA OF CITY IMPACT:**

Planning and Development Services staff members were in attendance to discuss and receive guidance from Council regarding proposed amendments to the Area of City Impact.

Brent McLane, Planning and Development Services Director, reviewed proposed amendments to the Area of City Impact (ACI) and displayed an associated map. He stated that Legislative changes now require cities and counties to update the ACIs every five (5) years. Mr. McLane added that the proposed revisions align with the City's Comprehensive Plan 2040, existing utility service areas and anticipated growth patterns. Adjustments include realigning boundaries to reflect property lines, excluding areas not likely to be served within five (5) years and incorporating the Bannock County Fairgrounds and Portneuf Wellness Complex.

Council members discussed the need to negotiate with Bannock County officials to adopt higher development standards in the ACI. They expressed general support for the proposed changes and directed staff to continue coordination with Bannock County.

**AGENDA ITEM NO. 5:
COUNCIL ADVISORY BOARD UPDATES:**

This time was set aside for the Mayor and Council members to give an update regarding recent advisory board activities.

Council member Paulsen reported that the Parks and Recreation Advisory Board did not meet. He noted that the SEICAA board does not meet during the summer months. He stated that he attended a CDBG training in Boise, which focused on new policies.

Council member Bates stated that the Library Board is focused on updating policies pertaining to allowable activities on Library property. He added that the Summer Reading Program had great participation, with over 1,300 participants. Use of online materials and e-books is rapidly growing. He reported that the Pocatello Arts Council (PAC) is sponsoring Montana Shakespeare in the Park performances July 28th and 29th for



the 32nd year and is one of the longest-running sponsors of the program. He added that the free presentations regularly draw 400-500 audience members and the public is invited to attend.

Mayor Blad announced that the Mayor's Youth Advisory Committee (MYAC) doesn't meet during the summer and would resume meetings in September.

Council member Nichols reported that there were no updates, as the Human Relations Advisory Committee (HRAC) meeting was canceled, and the Animal Shelter Advisory Board and the Investment and Audit Committee meet on a quarterly basis.

Council President Leeuwrik stated that there were no updates, as the Investment and Audit Committee and Pocatello Development Authority (PDA) meetings would be held in the upcoming weeks. She added that Historic Downtown Pocatello has discussed the topic of buildings which have been sold or leased and commercial spaces are fairly full and downtown summer activities have been well attended. She reported that Bannock Transportation Planning Organization has hired a new Executive Director, Devin Hillam, and that Mori Byington will stay on staff during the transition to the new leadership.

Council member Cheatum reported that the Airport Commission did not meet. The Senior Activity Center meal service continues to increase and a new kitchen manager has been hired. The Meals on Wheels program meals will begin service through the Senior Activity Center beginning August 1. There was a large public turnout to support the opening of Purce Park, located next to the Senior Activity Center.

Mayor Blad thanked the Council for their work and reminded citizens that the grand opening of the skate park would take place July 25th.

**AGENDA ITEM NO. 6:
ADJOURN**

There being no further business, Mayor Blad adjourned the meeting at 11:35

APPROVED:

BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

KONNI R. KENDELL, CITY CLERK





**CITY OF POCATELLO, IDAHO
CITY COUNCIL
CITY COUNCIL SPECIAL MEETING
SEPTEMBER 18, 2025**

A Special Meeting of the City Council was called to order by Mayor Brian Blad at 4:05 p.m. in the Paradise Conference Room at City Hall. Council members in attendance were Dakota Bates, Rick Cheatum, Linda Leeuwrik and Hayden Paulsen. Council member Corey Mangum arrived at 4:07 p.m. Council member Brent Nichols was excused.

A motion was made by Mr. Bates, seconded by Mr. Paulsen, to convene into Executive Session as outlined in Idaho Code 74-206(1)(c) To acquire an interest in real property not owned by a public agency; and 74-206(1)(e) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations. Upon roll call, those voting in favor were Bates, Paulsen, Cheatum and Leeuwrik.

In addition to the Mayor and Council members, the following staff members were in attendance: Jared Johnson, City Attorney; Anne Nichols, Chief of Staff; Ryan O'Hearn, Fire Chief; and Konni Kendell, City Clerk.

Mr. O'Hearn was excused from the meeting at 4:24 p.m. The following staff members joined the meeting at 4:24 p.m.: Brent McLane, Planning and Development Services Director; Tom Kirkman, Public Works Director; and Levi Adams, WPC Superintendent.

Council members discussed topics within the parameters of the above statutes.

There being no further business, Mayor Blad adjourned the meeting at 5:05 p.m.

APPROVED:

BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

KONNI R. KENDELL, CITY CLERK



**CITY OF POCATELLO, IDAHO
CITY COUNCIL
CITY COUNCIL SPECIAL MEETING
OCTOBER 2, 2025**

A Special Meeting of the City Council was called to order by Mayor Brian Blad at 4:01p.m. in the Paradise Conference Room at City Hall. Council members in attendance were Dakota Bates, Rick Cheatum, Linda Leeuwrik, Brent Nichols, and Hayden Paulsen. Council member Corey Mangum was excused.

A motion was made by Ms. Leeuwrik, seconded by Mr. Cheatum, to convene into Executive Session as outlined in Idaho Code 74-206(1)(c) To acquire an interest in real property not owned by a public agency. Upon roll call, those voting in favor were Leeuwrik, Cheatum, Bates, Nichols, and Paulsen.

In addition to the Mayor and Council members, the following staff members were in attendance: Jared Johnson, City Attorney; Anne Nichols, Chief of Staff; Ryan O'Hearn, Fire Chief; and Aubriana Resendes, Deputy City Clerk.

Council members discussed topics within the parameters of the above statutes.

There being no further business, Mayor Blad adjourned the meeting at 4:53 p.m.

APPROVED:

BRIAN C. BLAD, MAYOR

ATTESTED BY:

KONNI R. KENDELL, CITY CLERK

PREPARED BY:

AUBRIANA RESENDES, DEPUTY CITY CLERK



**CITY OF POCATELLO, IDAHO
SPECIAL CITY COUNCIL MEETING
JOINT CITY/COUNTY/PDA MEETING
OCTOBER 2, 2025**

AGENDA ITEM NO. 1: ROLL CALL

The Joint City/Bannock County/Pocatello Development Authority(PDA) meeting was called to order at 3:03 p.m. in at Pocatello City Hall in the Council Chambers by City of Pocatello Mayor Brian Blad. Council members Dakota Bates, Rick Cheatum, Linda Leeuwrik, and Brent Nichols were present. Council member Hayden Paulsen arrived at 3:25 p.m. Council member Corey Mangum was excused.

In attendance were PDA members Brent McLane, Kirk Lepchenske, and Fred Parrish and also Bannock County Commissioners Ernie Moser, Ken Bullock and Jeff Hough. Feasibility Study Consultant Adam Daniels of SB Friedman attended virtually.

Bannock County Board of County Commissioner Chair Jeff Hough announced the BCBC meeting was back in session at 3:04 PM.

AGENDA ITEM NO. 2: URBAN RENEWAL PLAN FOR THE SOUTH 5TH URBAN RENEWAL PROJECT (SOUTH 5TH PLAN)

Pocatello Development Authority (PDA) Executive Director Brent McLane presented information and received feedback from City Council members and Bannock County Commission members regarding the Urban Renewal Plan for the South 5th Urban Renewal Project (South 5th Plan). Mr. McLane presented a PowerPoint overview of the proposed district and the review and approval process. The plan and presentation were included in the agenda packet provided by PDA. He explained that the South 5th Plan encompasses approximately 2,300 acres, though the map shows a larger area. Agricultural parcels were evaluated, and those owners who declined participation were removed. A feasibility study was completed by consultant Adam Daniels of SB Friedman, whose report was distributed and referenced during the meeting. Mr. McLane reviewed the process to date, noting that the PDA Board had adopted a resolution accepting the eligibility report, and both the City Council and County Commission approved it, allowing the plan to move forward. Upcoming actions include a Planning and Zoning Commission meeting on October 8 to confirm that the plan conforms with the Comprehensive Plan, a Bannock County Board of Commissioners meeting on October 9 to approve and adopt the Intergovernmental Agreement and Transfer of Powers Ordinance, and publication of Notices of Public Hearing in the Idaho State Journal on October 17 and October 31. The City Council is scheduled to hold a public hearing on November 20, 2025, to consider adoption of the plan by ordinance. The goal is to establish the new district by December 31, 2025. Mr. McLane noted that the feasibility study conservatively excluded the Bannock County Ambulance, Pocatello Valley Fire, and Portneuf Free Library Districts from revenue projections because their inclusion would not have a significant impact on the district but could affect those agencies' operations. In response to a question from Mayor Blad, Mr. McLane confirmed that the North Bannock County Fire District is not affected by the plan. He reviewed the list of proposed projects, noting that they are phased to encourage incremental growth and development. Phase 1 improvements will stimulate new investment and property tax generation, while later phases will support continued development. Projected revenues are anticipated to total approximately \$52-\$54 million over the 20-year life of the district, to fund infrastructure such as sewer and water improvements, a lift station, roadway and sidewalk projects, and park and trail

upgrades. Mr. McLane discussed agricultural participation, referencing maps included as Attachments 1 and 4 to the plan. He explained that some agricultural property owners had chosen not to participate and had been respectfully excluded after discussions. He emphasized that inclusion or exclusion generally occurs only once during initial boundary establishment.

Councilmember Brent Nichols asked where the project list could be found.

Mr. McLane stated that it was included in the PDA agenda packet.

Commissioner Jeff Hough asked about sewer and water connections between Pocatello and Inkom, possible coordination with Public Works, and whether increment funds could be used for improvements outside the district.

Mr. McLane clarified that funding must remain within the district boundaries and cannot be used for upgrades beyond the designated area. He noted that a lift station is included in Phase 1 to resolve a gravity feed issue and allow expanded sewer service to areas south of Century High School.

Councilmember Linda Leeuwrik asked about previously awarded federal grant projects that were later withdrawn and how those projects affect this plan.

Mr. McLane confirmed that those projects were included in the new plan and phased accordingly.

Commissioner Ernie Moser asked how long property owners have to opt in or out and whether they can be added later.

Mr. McLane explained that the state allows a one-time boundary adjustment of up to 10 percent of the tax increment area, which would be considered jointly by the PDA, City, and County if needed.

Councilmember Hayden Paulsen entered the meeting at this time.

Mayor Blad explained that tax increment financing does not raise taxes but reallocates new growth revenues to fund infrastructure that supports economic development.

Mr. McLane added that landowners who choose not to participate will not be eligible for reimbursement of future improvements.

PDA representative Fred Parrish noted that written notice to nonparticipating landowners should clarify what opportunities they are forgoing.

Mr. McLane stated that outreach efforts are ongoing and that inclusion opportunities generally occur only during initial boundary establishment.

Councilmember Rick Cheatum asked about the potential use of eminent domain for public improvements.



Mr. McLane responded that eminent domain is not anticipated but that tax increment funds could be used to acquire property if needed for public infrastructure.

PDA representative Kirk Lepchenske raised concerns about traffic control and pedestrian safety in the Hildreth Road tunnel area.

Mr. McLane stated that improvements would focus on traffic management and safety within the existing tunnel rather than expansion.

Councilmember Leeuwrik asked about the timing of bike paths and greenway projects.

Mr. McLane explained that such projects are identified as additional improvements that would occur as development proceeds.

Councilmember Leeuwrik also expressed support for avoiding eminent domain where possible.

Mr. McLane confirmed that he had met with agricultural property owners who chose not to participate and acknowledged their decisions.

PDA representative Fred Parrish asked about the potential for interfund transfers between urban renewal districts.

Mr. McLane responded that such transfers are legally permissible but uncommon practice for the PDA.

Commissioner Hough asked whether the district could be closed early if its goals are achieved ahead of schedule.

Mr. McLane stated that the PDA strives to close districts early when possible, noting that the Northgate district has performed exceptionally well and is on track to close sooner than projected.

Councilmember Dakota Bates asked about the revenue projections and whether the plan functions as a “pay-as-you-go” model.

Mr. McLane explained that projections are based on phased development and conservative growth estimates. The PDA typically enters into owner participation agreements where developers fund initial infrastructure and are reimbursed from increment revenue once development occurs. He emphasized that only public improvements are eligible for reimbursement.

Consultant Adam Daniels added that no bond issuance is planned and that revenue growth will increase gradually as development progresses through phases.

Commissioner Ken Bullock asked who was driving the process and raised a question about water redundancy south of the river.



Mr. McLane explained that both the City and PDA identified the South 5th area as having significant development potential but limited infrastructure. He stated that the plan provides the tools necessary to support development and strengthen the City's tax base.

Mayor Blad added that the plan could help address long-term water redundancy needs in the southern portion of the city.

Mr. McLane concluded by summarizing the next steps in the adoption process and reaffirmed the goal of establishing the district by the end of the year.

AGENDA ITEM NO. 3: ADJOURN

There being no further business, Mayor Blad adjourned the Special Joint Work Session for the Pocatello Development Authority and City Council at 4:01 p.m.

Chair Hough closed the Bannock County Board of Commissioners meeting at 4:01 p.m.

APPROVED:

BRIAN C. BLAD, MAYOR

ATTESTED BY:

KONNI R. KENDELL, CITY CLERK

PREPARED BY:

AUBRIANA RESENDES, DEPUTY CITY CLERK



MEMORANDUM

TO: Mayor Blad and City Council

FROM: Jared Johnson, City Attorney 

DATE: September 24, 2025

RE: Personnel Administration Rules– Pocatello Police Department

I have reviewed the Personnel Administration Rules (PAR) for the Pocatello Police Department for fiscal year 2026. I have no legal concerns with the document, as prepared. Therefore, I would recommend that Council approve the proposed PAR for use in the Pocatello Police Department for fiscal year 2026.

Please contact me with any questions or concerns.



Pocatello
Police Department
FY2026
Personnel
Administration Rules



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Nothing in these rules will be used to discriminate against any person on the basis of race, color, sex, age, disability, religion, sexual orientation, national origin, or political affiliation. When used throughout these rules, the term "business day" refers to Monday through Friday. The term "accredited service" is defined as actual time on the job.

1. These rules shall apply to all positions within the Pocatello Police Department.
2. The designated representative of Human Resources of the City of Pocatello is charged with administering the rules contained herein.
3. Except as may hereafter be provided by amendments to these rules and regulations or City ordinances, all promotions or continuance of employment in the Police Department shall be made based on competitive examination to enable Human Resources of the City of Pocatello to certify the results of the examination process. Such examinations may be written, oral, practical, physical, or any combination thereof.
4. It is also agreed that where there are clear differences in the wording and the text of the following documents, said documents shall be enforceable in the following order and priority: 1) the Collective Bargaining Agreement, 2) Pocatello Personnel Policy Handbook, 3) Police Department Personnel Administration Rules, 4) Pocatello Police Department Policy Manual.
5. The mayor may grant an exception upon request by a Police Department employee to the PAR on a case-by-case basis if it is found that strict application of the policy is impractical or would result in hardships. Exceptions granted in any particular instance will not be binding on future decisions. Exceptions must be requested in writing, with a written response from the mayor, and are on file in Human Resources.

RULE 1 HIRING

Section 1- Appointment of The Chief of Police

The position of Chief of Police is expressly exempted from the classified sworn police positions, and all appointments to the position shall be made by the Mayor of the City of Pocatello. A member of the bargaining unit will be selected by the mayor to serve on any selection committee formed by the mayor for the purpose of aiding in the selection of a Chief of Police. Appointments to the position of Chief of Police may be made from applicants in the sworn police positions from within the department or through the adopted selection procedures for applicants outside the department.

Section 2- When the Chief of Police Position Is Vacated

When an existing Chief of Police, who was originally appointed from within the sworn police positions of the department, voluntarily resigns from the position of Chief, they have the option of returning to the position they previously held within the department. If that position has been filled, the officer holding that position may, if necessary, be reduced to their previous rank so that the resigning Chief may be restored to their former seniority and rank in the department. The officer whose rank is reduced shall be restored to the previous rank from which they were reduced upon the next opening



38 of a position within that rank, without testing or compliance with any other hiring requirements.

39 **Section 3- Appointing Authority**

40 The Chief of Police is designated as the Appointing Authority, subject to the rules of the Personnel
41 Administration Rules and department policy. The Chief of Police shall appoint the following sworn
42 police positions/assignments within the police department:

- Police Officer
- Corporal
- Detective
- Sergeant
- Detective Sergeant
- Lieutenant
- Captain
- Deputy Chief of Police



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The Chief of Police shall hire any Civilian police positions deemed necessary as determined by the City Council through established and approved staffing levels and job descriptions.

The Chief of Police has the authority to determine the department's leadership model and provide the necessary training with the input of Sr. Staff and the Police Union. This includes, but is not limited to, the department's mission/vision statement, values, expectations, and leadership principles.

The Chief of Police has the authority to determine the best and most efficient schedule for the department's divisions with the assistance and input of Sr. Staff and the Police Union.

The rank of Deputy Chief of Police, when vacant, will be appointed by the Chief of Police from existing staff members who hold the rank of Captain. The Chief of Police will make the appointment based on a review of personnel records and performance, with the concurrence of the mayor. If there are no internal candidates, the Chief of Police can open the position to outside candidates or can consider Lieutenants within the department.

Section 4- Job Descriptions

The job descriptions adopted by the City Council, through its delegated representative, for Civilian positions within the City shall establish the standards and qualifications for each Civilian position.

Section 5- Recruitment

See policy 1000 of the current PPD Policy Manual

Section 6- Workforce Recruitment Plan

See policy 1000 of the current PPD Policy Manual

Section 7- Employee Standards

See policy 1000 of the current PPD Policy Manual

Section 8- Minimum Standards for Sworn Positions

See policy 1000 of the current PPD Policy Manual

Section 9- Minimum Standards for Civilian Positions

See policy 1000 of the current PPD Policy Manual

Section 10- Hiring Procedures for Sworn Positions

See policy 1000 of the current PPD Policy Manual.

Additionally, a sworn bargaining unit member selected by the bargaining unit will be appointed to participate in the oral interview portion of the selection process. They will have the right to be involved in the discussion and provide input on the applicant's performance in the interview and the applicant's suitability to be appointed to the position for which the applicant is being considered. The participating bargaining unit member shall not have the power to vote, select, or circumvent in any manner the selection made by the Chief of Police.

Section 11- Hiring Procedures for Civilian Positions

See policy 1000 of the current PPD Policy Manual.

Additionally, a bargaining unit member may be appointed by the bargaining unit to participate in



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the oral interview portion of the hiring process of Civilian applicants. Such bargaining unit members shall have the right to be involved in the discussion and provide input as to the Civilian applicant's performance in the interview and the applicant's suitability to be hired to the position for which they are being considered. The participating bargaining unit member shall not have the power to vote, select, or circumvent in any manner the selection made by the Chief of Police.

Section 12- Selection/Rejection Criteria

See policy 1000 of the current PPD Policy Manual

Section 13- Psychological Suitability Assessment

See policy 1000 of the current PPD Policy Manual

Section 14- Retention of Applicant Files

See policy 1000 of the current PPD Policy Manual

Section 15- Initial Sworn Officer Appointment Definition

An initial appointment in the sworn police services refers to an appointment to the position of Police Officer 1st Class, or lateral, in accordance with CBA.

Section 16- Sworn Officer Initial Appointment Entry Level Examination

Entry-level written examinations will be given as deemed necessary by the Chief of Police or as required by these rules. Each entry-level applicant is required to score a minimum score of 70% on the initial written examination to be given further consideration for an appointment to a position with the PPD.

Persons whose initial applications have been accepted pursuant to these rules will be eligible to take the initial examination and shall be notified of the specific time and place when the examination will be given. The PPD will give such notice 20 calendar days prior to the scheduled examination date.

- A. In the event a person submits their initial application less than 20 calendar days prior to the scheduled exam date, they shall be given the option to waive the notice requirement and take the exam as scheduled. Any such waiver must be in writing and signed by the applicant.
- B. The test administered by Human Resources will be a certified standardized test approved by Human Resources. Prior to testing, the examination shall remain in the exclusive charge of Human Resources and shall be kept confidential by that office.

Section 17- Sworn Officer Initial Appointment: Establishing the Eligible Register

An eligibility registry shall be prepared after each examination. It shall consist of the applicants who have successfully passed the most recent written examination and oral board interview. That registry will remain in place and in effect until a new one is prepared.

- A. The names listed on the eligibility registry shall be in descending order, from highest to lowest, based upon the total score of each applicant on the written examination and the points awarded, if any, for compliance with B, C, and D below.



- B. In accordance with Idaho Code 65-504, the Veteran's preference points will be given to qualified persons. In order to receive the Veteran's preference points, the applicant must provide a valid DD-214 form.
- C. Applicants who hold a current P.O.S.T. certification with the State of Idaho or a current state certification for a state that is recognized through an agreement with P.O.S.T. at the time of the written examination but who do not meet the qualifications for a lateral transfer will be given five points. Points given to an applicant for a current P.O.S.T. certification will be subtracted when the applicant's certification expires, and if necessary, that applicant's place on the registry will be adjusted. Applicants who have successfully completed a P.O.S.T. accredited academy and passed the P.O.S.T. test and are, therefore, considered certifiable at the time of the test but do not meet the qualifications for lateral transfer will also be given five points.
- D. Applicants with an associate's degree from an accredited institution of higher learning will be given three points. Applicants who have obtained a bachelor's degree or greater from an accredited college or university will be given five points when taking the examination.
- E. Applicants who spent at least one year in the Pocatello Police Department Cadet Program and left the Cadet Program in good standing will be given three points.
- F. The Chief of Police will receive a list of the top ten applicants based on their total scores, listed in alphabetical order. Once an eligibility list is established, the Chief of Police shall authorize background investigations and pre-offer truth verifications on the listed applicants. The initial eligibility list may contain at least one but no more than ten applicants.
- G. Only those applicants who successfully complete the required background investigation will be included on the final eligibility registry and, therefore, eligibility for consideration by the Chief of Police for a conditional hire to the PPD as openings become available. Such initial conditional hires are subject to passing certain post-offer tests, as set out herein.
- H. Once established, the candidate's eligibility shall remain in effect for one calendar year from the date the candidate is added to the registry. In theory, with ongoing testing, the roster could remain active indefinitely, with individuals dropping off at the one-year mark. The department can continue to test new candidates who will be placed on the existing eligibility roster throughout the year. The remaining candidates from the previous eligibility registry will have the option of being placed on the registry according to their total score.
- I. Applicants whose names are placed on the eligibility registry must notify Human Resources in writing of any change of address and/or telephone number.



J. Names may be removed from the current eligibility registry for any of the following reasons:

- 1) Failure to report for an interview after notification by phone, mail, or other forms of notification approved by Human Resources.
- 2) Declining an hire without satisfactory reason(s).
- 3) Inability of the postal authorities to locate the applicant.
- 4) Applicant becoming incapable of performing the essential functions of the position with or without reasonable accommodation.
- 5) Applicant's conviction of any felony, or obtaining their position on the registry by fraud, deceit, or misrepresentation. Motor vehicle violations may also result in removal depending on the nature, frequency, and dates of the violations
- 6) Misdemeanor convictions will be considered based on established Police Department hiring standards. Information of such a nature that had it been produced prior to the date of the examination would have resulted in the exclusion of an applicant from participation therein.
- 7) Failure to satisfactorily complete pre-offer or post-offer hiring requirements.
- 8) Incomplete or incorrect information provided on the application, which affects the ability of the department to conduct a thorough background investigation.

Upon removal of an applicant's name from the registry for any of the foregoing causes, the Chief of Police, or designee, shall notify the applicant of the removal and the reasons for the removal.

Human Resources, upon receiving a written application, may afford an applicant the opportunity to be heard if the cause for removal was for reasons one or three listed above. A hearing will be held, and if the evidence is satisfactory to Human Resources, it may reinstate the applicant.

Section 18 Sworn Officer Initial Hiring Certification

Human Resources shall certify the candidates having the highest standing on the eligible register. An opening may be filled by one of the candidates certified, provided they can pass the post-offer qualifying steps. The post-offer qualifying steps may include, but are not limited to, truth verification testing, medical testing, physical fitness testing, psychological testing, and drug screening. All candidates not hired shall be restored to their relative positions on the eligible register.

Section 20- Sworn Officer Hiring

Upon initial hiring and satisfactory completion of all post-offer examinations, the Chief of Police shall report to Human Resources the name of such new employee, the position, and the date of commencement of service. The failure of an applicant to respond within five (5) working days to



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an offer of appointment sent to their address shall be considered a declination. Upon notification from the Chief of Police that a person named in certification has declined appointment or upon evidence of the failure of such person to respond within the time specified above to a notice properly sent, Human Resources shall again certify additional name(s) from the eligible register to be considered for appointment to a vacant position. When a vacancy occurs, the Chief of Police may, at their discretion, fill the vacancy from either the initial eligible hiring registry or the lateral transfer eligible register.

RULE 2 CORRECTIVE ACTION, DISCIPLINE, DISCHARGE, AND DISCIPLINE COMMISSION INVESTIGATION**Section 1- Grounds for Discipline**

See Policy 340 in the current PPD policy manual and the discipline matrix.

Section 2- Investigations

In accordance with city and department policy, all forms of electronic media stated here may be reviewed by supervisors. Supervisors and managers may periodically review all of the following electronic media. Supervisors may initiate disciplinary action for violations found during periodic reviews. All reviews will be documented.

1. Spillman AVL system
2. Spillman Instant Messaging system
3. Cell phones as per policy
4. In-car video systems
5. Body-worn video systems
6. Recorded radio traffic
7. Recorded phone lines
8. Any other form of electronic media that the Chief of Police deems necessary

Section 3- Procedures for Corrective Action, Written Reprimands, Or Work Performance Issues

- A. An employee with minor policy violations or repeated work performance issues will be addressed by their immediate supervisor in the following ways:
 - a. Verbal corrective action- This is primarily used to record an employee's minor issues or poor work performance and develop a plan of action to correct said issue. The employee's immediate supervisor shall be required, after discussing the matter with their immediate supervisor, to fill out the form explaining the issue and plan of action with the employee. The supervisor shall also be responsible for explaining the action to the employee. Verbal corrective action is beyond documented coaching. The first appeal shall be with the employee's supervising Lieutenant. The final appeal shall be with the employee's Captain.
 - b. The verbal corrective action shall be placed in the employee's file and held for 36 months. The verbal corrective action will be removed from the file at the employee's written request to the Chief of Police after the 36-month period (36



months after the incident date) if no further similar incidents occur. In the event that there are other incidents, the verbal corrective action will not be removed.

- c. The employee may make a written rebuttal to the verbal corrective action to be included with the documentation.
 - d. The documentation shall be placed in the employee's file. After 36 months, the employee can request, through the office of the Chief of Police, that it be removed.
2. Written reprimand- This form is used for repeated policy or minor discipline violations, or work performance issues. The employee's immediate supervisor shall contact their supervisor and advise of the intent to give the employee a written reprimand. Upon agreement by the supervising lieutenant and the division commander, the supervising sergeant or supervisor shall be responsible for presenting the written reprimand to the employee along with a corrective action plan.
- a. The first appeal for the written reprimand shall be with the employee's division commander. The final appeal shall be with the Major.
 - b. Written reprimands that are confirmed through the process shall be placed in the employee's personnel file.
 - c. The employee may make a written rebuttal to the verbal corrective action or written reprimand to be included with the documentation in their personnel file.
 - d. When any employee becomes aware of a disciplinary issue involving another employee, the matter will be referred to the accused employee's immediate supervisor for investigation. If the accused employee's Captain is the employee initiating the disciplinary investigation, then the appeals process will begin utilizing another Captain.
3. Employees are not entitled to have legal representation present for any verbal corrective action or written reprimand meeting. They may have a union member sit with them during the meeting, but that member will not be allowed to provide any input.

Employees shall be given seven (7) calendar days after being issued a verbal corrective action, written reprimand, or decision from an appeal to file an appeal to the next appropriate appeals level or provide a written response to be included in the appropriate file. Employees who fail to comply with this timeline will lose any right to further appeal or submit a written response.

Section 4- Procedures for Suspension, Demotion, Or Discharge

All employees are subject to suspension without pay, demotion, reduction in rank, loss of vacation privileges, loss of other special privileges, or discharge for major or repeated violations of



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procedures leading to either verbal corrective action or written reprimand(s). Employees may also be subject to the same punishment for failing to comply with or correct issues discussed in either a verbal corrective action or a written reprimand. If employees do not meet standards during the probationary period, they may be demoted to their prior rank or receive further discipline that is outlined in the discipline matrix. For probation or extended probation periods, see CBA.

A. Suspension with pay pending investigation

Upon suspension with pay by the Chief of Police or any supervisor pending an investigation, a written statement of such suspension, in general terms, shall be served upon the employee, and a duplicate shall be filed with the Discipline Commission. If a supervisor suspends an employee with pay, the suspension must be confirmed by the Chief of Police or his designee in writing within three work days, or the employee shall be immediately reinstated.

B. Procedures leading to possible suspension without pay, demotion, reduction in rank, or discharge

The employee will be entitled to a due process hearing as outlined in section 5 of this rule. After the due process hearing, the Chief of Police, or their designee, shall forward the proposed discipline to the Discipline Commission if it is suspension without pay, demotion, reduction in rank, or discharge.

Section 5- Discipline RoundTable and Discipline Commission

- A. The discipline roundtable shall consist of all nine (9) members of the Pocatello Police Department who hold the rank of lieutenant or captain, a representative from the Legal Department, and a representative from the Human Resources Department. On the date of the hearing, if all lieutenants and captains are not available, then the roundtable will consist of any six (6) members of the DRT, provided at least one of them holds the rank of captain. The Deputy Chief of Police shall be the board president and only have a vote in matters resulting in a tie. The representatives from legal and human resources will not have a vote in the DRT.
- B. If the employee's immediate supervisor is the Deputy Chief of Police, then a Captain will be assigned as the president, and the Deputy Chief of Police will replace the Captain as a voting member. A designee of Human Resources will act as the president of the board at the first appeal level.
- C. All appeals from the DRT will be to the Chief of Police or designee.
- D. The Discipline Commission shall consist of the Mayor, a City Council member chosen by the Union, and the Human Resources Director or their designee. The city council member shall serve a one (1) year term beginning after the first council meeting in January. This shall be the final level of appeal for all matters of discipline within the Pocatello Police Department. The Discipline Commission will be used if the employee disagrees with the Chief of Police's decision.
- E. Nothing in this section limits the employees' abilities to pursue action outside of



the City, within the judicial system of the State of Idaho.

Section 6- Discipline Roundtable and Appeals Process

- A. Suspension without pay, demotion, reduction in rank, loss of vacation privileges, loss of other special privileges, or discharge. These types of discipline shall primarily be used for major or repeated performance issues, criminal violations, and willful or repeated misconduct. All forms of this discipline must be brought through the Discipline Roundtable. Any supervisor above the rank of lieutenant within the Pocatello Police Department may ask the Chief of Police to convene the DRT for a disciplinary issue that comes to their attention. The Chief of Police shall be the sole authority to convene the DRT, and the Deputy Chief of Police will act in that capacity in the Chief's absence. Regardless of who requests the DRT to convene, the involved employee's immediate supervisor shall be responsible for presenting the disciplinary issue to the DRT. The following flow chart illustrates which sergeant or supervisor is responsible for employees and the procedure to be followed with respect to a discipline matter and the chain of command

Chart 1: Discipline Flow Chart For The Pocatello Police Department

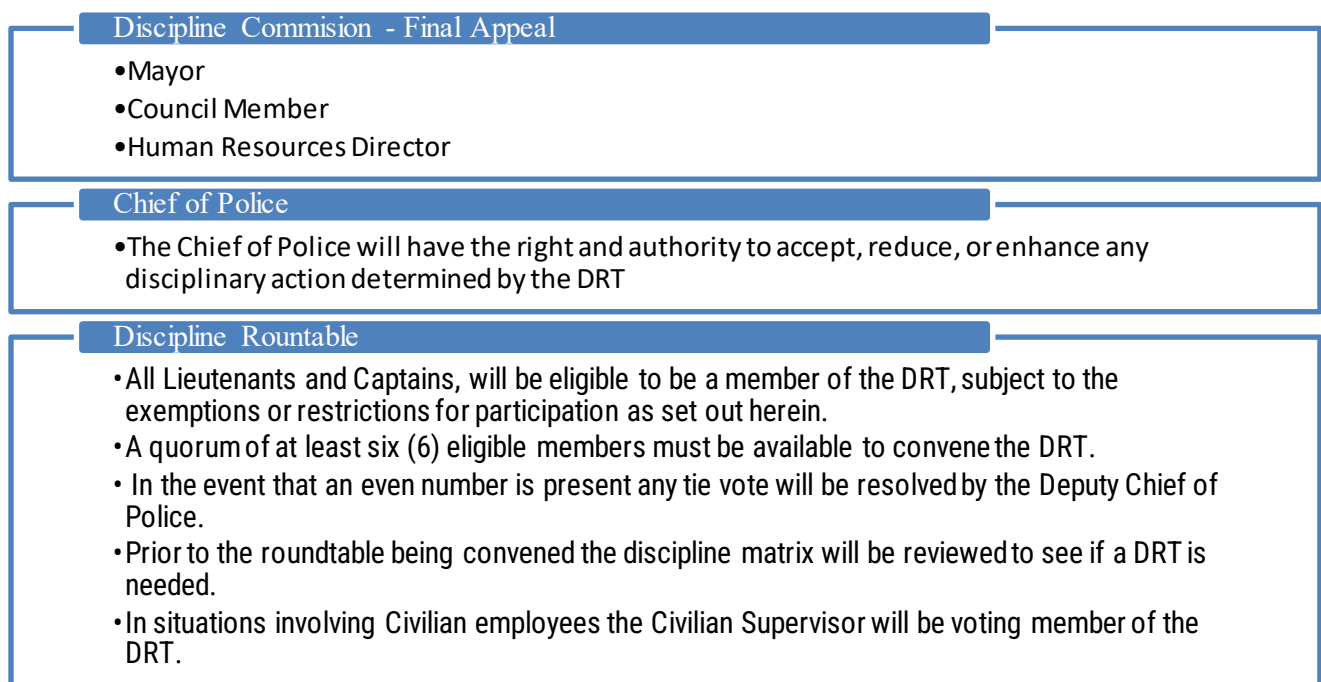


Chart 2: Reporting Relationships For the Discipline Process

- A. Once the roundtable has convened, the sergeant or supervisor in charge of the employee shall present the complaint to the DRT. If the complaint was investigated by an Internal Investigator, that member can be in charge of the presentation of the complaint. The presentation will include the nature and factual basis of the cause of action, prior efforts to remedy the situation, disciplinary history, and all information believed to be pertinent to the disciplinary hearing. The DRT members, at their discretion, may question the presenting



sergeant or supervisor on any issue they individually deem relevant to the proceedings.

The employee shall be entitled to be represented by legal counsel or an employee representative, and present evidence the employee deems relevant to determining the assertions brought against them. The employee may make direct statements about the evidence submitted against them.

The DRT members may question the employee on any issue they individually deem relevant to the proceedings. After speaking, the employee, the employee's representative(s), and the sergeant or supervisor shall be excused so that the members of the DRT may discuss the matter presented.

The evidence presented to the DRT by both parties will be deemed to comprise the entire and complete record to be considered by the DRT and as part of any subsequent review or appeal unless a request for an investigation is made as set out below. In that event, the record created by the DRT will be supplemented by the results of the investigation.

- B. The employee, the department, or any DRT member may make a formal request to the Chief of Police to conduct an Internal Investigation regarding any personnel issue presented that the requesting person deems as needing further investigation or request an outside law enforcement investigation into allegations of criminal misconduct.

The Chief of Police has the final decision concerning any requested internal and external investigation regarding personnel issues within the Pocatello Police Department. The results of any such requested investigation shall be provided to the parties. If either party requests it, the DRT will be reconvened to hear the information related to the investigation and allow either party to provide a response. Absent such a request, the DRT will make its decision and recommendation based upon the developed record, including the results of any investigation, if any.

- C. Upon completion of the presentation of all evidence and a determination that no further investigation is needed, the DRT members shall consult the Disciplinary Matrix and decide as to a course of disciplinary action to pursue. The DRT board shall consult with a Human Resources employee for any questions regarding the implementation of said discipline. The DRT members shall render a written decision within seven days of the completion of the presentation of evidence and a determination that no additional investigation is necessary or required.
- D. If the disciplinary proceedings relating to a sergeant or supervisor, then the sergeant's or supervisor's immediate supervisor will present the complaint to the DRT under the same procedure as set out above. The presenting supervisor shall have no other vote or participation in the DRT process. To ensure due process for the employee, all individuals involved in the recommendation for disciplinary action shall refrain from



discussing the matter with any members of the DRT or the Chief of Police outside of any hearing. In addition, any individual involved in or supervising anyone who initiates this disciplinary process shall not be a member of the DRT.

- E. All decisions of the DRT will be automatically reviewed by the Chief of Police. The Chief of Police will have the right and authority to accept, reduce, or enhance any disciplinary action determined by the DRT. The decision of the Chief of Police must be in writing, and in the event the recommendation of the DRT is not accepted by the Chief of Police, that decision must set out the basis for the Decision of the Chief of Police and the reason and rationale for not accepting the DRT recommendation. As the chief officer of the Pocatello Police Department, they have the right to increase disciplinary action; however, if the discipline is increased by the Chief of Police, they must consult with a designated representative of the Union.

If the Union disagrees with the determination of enhancement by the Chief of Police, the Union President shall have the right on behalf of the employee to file an appeal with the Discipline Commission.

Nothing herein will prevent the affected employee from appealing the final decision of the Chief of Police to the Discipline Commission. Any such appeal must be submitted in writing within seven calendar days of the employee receiving notice of the final decision of the Chief of Police. The appeal must be in writing and set out the legal and factual basis for the appeal and also a statement of the remedy sought by the employee. The appeal will be based solely upon the evidence and record developed by and relied upon by the DRT.

- F. The Chief of Police shall be the sole determining authority for matters involving the discipline of any employees at the rank of Lieutenant, Captain, and Deputy Chief of Police.
- G. The Discipline Commission shall be the final appeal for employees of the Pocatello Police Department within the City structure. The three-member panel shall have the ability to confirm or reduce any disciplinary action imposed by the Chief of Police. The Discipline Commission may not increase any disciplinary action decision of the DRT or the Chief of Police.
- H. The Chief of Police shall be bound by the decision made by the Discipline Commission.

Section 7- Discipline Timeline

After the initial complaint is filed and provided to the employee, the DRT will be convened, and the following timeline shall be applicable:

- A. The DRT will schedule a hearing to take place not less than seven calendar days or more than 14 calendar days after the employee receives notice that the DRT has been convened and has been provided a written copy of the complaint and all supporting



documents. These time limits may be waived to facilitate legal and/or union representation of the subject.

- B. Once the DRT completes the hearing, it shall have seven calendar days in which to issue its decision, which must be in writing, unless further investigation is requested as set out above. Such a request must be made within three calendar days of the close of the DRT hearing. Failure to request an investigation within such a timeline shall constitute a waiver of such right, and the record will be set based on the evidence submitted at the hearing of the DRT. In any event, the DRT will have seven days after the completion of the investigation and the submittal of any report or any additional hearing related to the investigation, to make its decision and recommendation.
- C. The Chief of Police shall have seven calendar days after receipt of the DRT decision to review and determine whether to accept, reduce, or enhance the determination of the DRT. That determination must be in writing.
- D. The employee shall have seven calendar days after receipt of the decision from the Chief of Police to file a written appeal to the Discipline Commission under the procedure set out above.
- E. The Chief of Police shall have five calendar days to provide to the Discipline Commission the record of the DRT and any written response to the written appeal from the employee.
- F. The Discipline Commission shall determine the appeal based upon the written record or it may schedule a hearing within seven calendar days of the submittal of all written records. Any such hearing shall be at the sole discretion of the Discipline Commission.
- G. The Discipline Commission shall provide a written decision, within seven calendar days of the date it receives a copy of the record, the written appeal, and any response from the Chief of Police or upon the completion of the hearing, if any.

The disciplinary decision of the Chief of Police will be considered final if the employee fails to meet any of the required appeal timelines.

RULE 3 LAYOFFS AND RECALLS

Section 1- Layoffs

Layoff is defined as any involuntary separation from employment, which does not involve an act on the part of the employee that could be the basis of discipline or termination. Whenever, for lack of work, funds, change in organizational structure, or other compelling reason, it becomes necessary to reduce the number of employees within the Pocatello Police Department, the following procedure shall apply:



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1. The Chief of Police, in consultation with the Union Executive Board, shall determine whether the positions will be reduced, requiring employee layoffs. Every effort should be made to cause the least amount of disruption to service when making the determination.
2. The person last hired for a position that has been identified as a position being reduced shall be the first laid off.
3. The names of those laid off shall be entered on an appropriate recall registry for the position they held at the time of the reduction, in inverse order of their layoff date.
4. When it is determined that it is appropriate to increase the number of employees in a position previously reduced, Human Resources shall certify all those laid off in the order their names appear on the appropriate recall registry. Employees will be recalled in the order their names appear on the appropriate recall registry. An employee who has been laid off and had two or more unacceptable performance evaluations in the year previous to the layoff will be placed at the bottom of the list and be notified of that fact at the time of the layoff. A person on the certified recall registry who declines, or after 10 days' notice, has failed to accept the recall, shall be considered permanently separated from the police department.
5. Recalls herein are subject to such medical examination and other conditions consistent with these rules as the Department deems necessary. Temporary medical disabilities (broken bone, short-term illness) shall not result in loss of recall rights.
6. In the event a previously promoted employee returns to duty, or the number of officers or employees holding that rank is reduced, the last officer or employee promoted shall be returned to the rank they held before. The officer or employee demoted shall be the first reinstated to the higher classification before anyone else on the current eligible register.
7. Officers or employees who are laid off prior to the completion of their probationary period must, upon recall, complete the remainder of the probationary period.

Section 2- Military Leave

The employee may elect to continue health insurance benefits for up to 24 months after the absence begins or the period of absence, whichever is shorter, paying 100% of the premium. If the military leave is 30 continuous days or less, health insurance benefits will continue at the employee's share of the premium. Employees may take accrued vacation time while serving on annual training duty if they so desire. Department heads may grant leaves not to exceed 15 continuous days in a calendar year. The Mayor of Pocatello may grant extended military leave.

RULE 5 SHIFT EXCHANGING**Section 1- Shift Exchanging**

- 1) Upon approval of the Captain, any employee will have the right to exchange shifts with any other employee. The practice of exchanging shifts will be a voluntary program by the



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employees. Shift Differential is only paid for actual hours worked, and is not applied to sick, vacation, holiday, or comp time usage. (Workers' Compensation time will include shift diff.)

Section 2 Vacancies Filled From Promotional Examination Registers

Vacancies in the ranks of Lieutenant and above shall be filled by the applicants who have taken the designated competitive examination(s) to test their qualifications for the particular position to which they seek promotion and whose names have been placed on the eligible register according to the following procedures:

- A. When a position in the classified Police Positions is to be filled, the Chief of Police shall appoint one of three candidates with the highest standings on the latest certified eligible register established for the position to be filled.
- B. Officers not promoted shall retain their relative position on the eligible register until the establishment of a new register. In the event there is a current eligible register, efforts will be made to fill the vacancy within 30 working days of the occurrence of the vacancy. In the event that an examination must be held in order to establish an eligible register, efforts will be made to fill the vacancy within 30 working days after the establishment of the eligible register.
- C. All Lieutenants who meet the requirements for Captain are eligible to fill the vacancy. The Chief of Police can appoint any of the eligible Lieutenants to the rank of Captain.

Section 3: Eligibility for Promotional Appointments & Examinations

- A. Officers from any rank seeking promotion will be ineligible for the following:
 - A written reprimand for one year.
 - Anything greater than a written reprimand for 18 months.
 - The effective date will be the day the complaint is generated.
 - Officers cannot be promoted during their disciplinary period. Officers may take the exam if their disciplinary period expires within six months of the date of the exam. Once the officer becomes eligible, they will be placed on the roster according to their ranking.
- B. If fewer than four applicants are eligible to be promoted, no examination/assessment lab shall be given. If an officer is within their above-stated disciplinary time, they will not be considered eligible, even within one year.
- C.
- D. A Sergeant with an Idaho P.O.S.T. Advance and Supervisory Certification and at least 32



college credits shall be eligible for promotion to the next higher rank of Lieutenant upon completion of at least two years of service at the rank of Sergeant. The examination will be extended to those candidates who, at the time of the examination, are within six months of completing the required two years of service at the rank of Sergeant, provided they will have completed the two years of service in that rank prior to the date of promotion.

- E. Lieutenants with an Idaho P.O.S.T. Management Certification and at least 64 college credits shall be eligible for promotion to the next higher rank of Captain upon completion of at least two years of service at the rank of Lieutenant. The examination will be extended to those candidates who, at the time of the examination, are within six (6) months of completing the required two years of service at the rank of Lieutenant, provided they have completed the two years of service in that rank prior to the date of promotion.
- F. If an officer accepts a promotion and later requests a reduction in rank prior to the expiration of the eligible roster from which they were selected, the officer's name will be removed from the eligible roster. The officer can retest for a promotion during the next testing cycle.
- G. If an officer declines a promotion, they will be taken out of the top three for the existing promotion. The officer will remain at their rank on the eligibility roster and may be considered for future promotional opportunities. If the officer declines a second opportunity to promote, they will be removed from the list and can retest after the list expires.
- H. If there are no eligible candidates who meet the minimum requirements for promotion, the Chief of Police has the ability to extend the eligibility to those members in that rank who are off probation. They will have one year to meet the required certification. Failure to meet the requirements will result in a demotion to the previous rank. The candidate would revert to their previous rank and seniority date. We will meet to discuss the need for this section and possible removal during the annual meeting with Union leadership.

Section 4 Notification of Promotional Examination

- A. Exams can include, but are not limited to, a written examination, oral board, assessment labs, and promotion packets for the ranks of Lieutenant and above. They shall be given whenever necessary to establish an eligible register, which shall be valid for one year.
- B. The Police Chief shall determine the date of the tests outlined in this rule and inform the eligible candidates of the date, time, place, and nature of the test at least 30 calendar days prior to the date of the examination.
- C. Upon notification by the Police Chief of the eligible position, officers shall have no more than 14 calendar days to submit in writing to the Police Chief their desire to apply for the position. Only those who have notified the Chief of Police in writing of their desire to apply for the vacancy will be considered. The applicant must make the request through the



applicant tracking system for the open position.

- D. All candidates who apply will be required to take the offered promotional examinations. If fewer than four applicants apply for the position, no assessment lab or written examinations will be given. If no written examination or assessment lab is given, a review of the member's personnel file will be evaluated, and the applicant may be subject to an interview with members of the Senior Staff. When fewer than four people indicate interest or are eligible, the eligible register shall serve only to fill the immediate vacancy.

- E. No examination shall be given for any one rank more frequently than once every

12 months unless the eligible register is exhausted and a position becomes vacant.

Section 5 Nature of The Promotional Examinations

- A. Promotional examinations can include, but are not limited to, the outline below when there is an opening, subject to this rule. The listed components will receive a numerical score. The eligible register shall be derived from the rankings obtained by adding the points from the following:

1. Written Examination- A maximum of **100 points**. The candidate must score a minimum of **75 percent** to continue in the process. The score will be based on a curve.
2. Assessment lab- Candidates will be notified of the general conditions of the lab.
3. Promotion Packet/Career Path- The candidate must turn the packet in at a time determined by the Chief of Police, or a designee, or electronically through applicant tracking. If the candidate does not score **75 percent (based on the curve)** on the written exam, there will be no points given for the Promotion Packet/Career Path. The packet must be submitted to the Chief of Police, a or their designee(s), or electronically through applicant tracking.
4. Longevity Points- **.05 points** per month of accredited service. Service months will be submitted by the candidate in the promotional packet, and the calculation of points will be done by a member of Senior Staff or designee. Human Resources will audit the calculation. Candidates receive points based on the month they are hired up to and including the month of the exam.
5. Oral Board- Once scores from the written examination are verified, and each candidate passes the above qualification, they will be scheduled for an appointment to meet with the Oral Board. The Oral Board will consist of:

LIEUTENANT	CAPTAIN
3 sworn members with at least 1 from within	3 sworn members with at least 1 from within



the department (Lieutenant or above)	the department (Captain or above)
A Community Member with Leadership experience	A Community Member with Leadership experience
Human Resources Employee/Support Staff	Human Resources Employee/Support Staff

The Promotional Packet/Career Path will be reviewed during the annual review of the PAR for recommendations.

B. Challenges to the written exam for Lieutenant and above :

- a. Challenges to the written exam for Corporal/Detective and the Sergeant, Lieutenant, and above exams must be provided by the member in seven (7) calendar days.
- b. The challenge must be specific to the question, and the challenged material will be provided by the member.
- c. The challenge board will consist of:

Deputy Chief	1 Captain	HR Member
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- d. The board will have seven calendar days to render a decision. Once a decision is made, it will be shared with the member. If the member does not agree with the board, they can appeal it to the Deputy Chief of Police, who will have seven calendar days to render a decision. If the member does not concur with the decision of the Deputy Chief of Police, they will have three (3) calendar days to notify the Chief of Police, who will be the final step in the appeal process. The Chief of Police will have seven calendar days to render a decision.

Section 7 6 Preparation of Promotional Examinations

In preparing for the examination, a representative from Human Resources shall consult with the Chief of Police or their designated representative and/or with specially qualified persons or experts outside the Classified Service concerning the qualifications required of the applicants and data upon which the examination may be based. No applicant shall be consulted regarding the content of the examination. Prior to giving the examination, all examination content intended for use shall be in the exclusive possession and control of the examiner, who shall be accountable to the department for the secrecy thereof.

Section 8 7 Promotional Examination Results Review

The scores derived from the examination, including the assessment lab, will be discussed individually with each candidate upon request in a post-examination interview to be conducted by the Chief of Police or their designee within 30 calendar days of completion of the examination. The purpose of this interview will be to discuss with the candidate their areas of strengths and



Department

weaknesses as determined by the examination.

Senior Staff / Management will review the scores that are accumulated from Human Resources, including placement on the promotional list.

Section 9 8 Regulations for Examinations

- A. An examination shall be held in the presence of one Examiner, a Human Resources employee, or their duly authorized representative(s).
- B. At the direction of the Examiner, time limits may be used. If time limits are used, they shall be fixed by the Examiner, who shall
 - 1) advise the applicants at the start of the examination
 - 2) during the examination to give adequate notice of elapsed time and time remaining.
- C. No book of reference or data of any kind shall be allowed during any examination unless required as part of the examination unless required for specific exams.
- D. All papers pertaining to the examination shall be distributed at the same time, provided that no applicant shall receive testing materials prior to the actual time the applicant takes any portion of the exam.
- E. All examination papers shall be collected upon expiration of the time limit set if a time limit is used.
- F. If an applicant withdraws from an examination, the applicant shall turn in all papers that they received.
- G. In case of irregularity in an examination, the Examiner shall make a written report to the Department and the Union, and the report shall be filed with the working papers of the examination.

Section 10 9 Protest on Manifest Errors in Grading

A written request for review of the grading must be filed with Human Resources within seven calendar days of the date the notice is sent concerning the standing of the applicant. No change in rating will be made except for a manifest error in grading. Human Resources shall have the power to correct any error and amend or revoke any schedule, register, or other paper or record where it appears that an error or injustice has been done. After an eligible register has been corrected, amended, or revoked, notice shall be given to all persons whose standings upon the list may be affected by the alterations. The reasons for every action shall be recorded

Section 11 10 Initial Appointment and Promotional Re-Examination

The Chief of Police shall have the power to order re-examination of applicants whenever, in their judgment, the interest of the public service requires it.



Department

Section 12 11 Retention of Initial and Promotional Examination Results

Human Resources shall retain the examination results for all applicants for a period of two years from the date the initial results are announced or until another examination is conducted, whichever is later. Such examination results may then be disposed of in accordance with the City of Pocatello Records Policy.

Section 13 12 Penalty For Attempting To Influence An Examiner Or Human Resources

Any attempt on the part of an applicant (either by themselves or through others with their knowledge) to influence or induce the Human Resources Department or any Examiner or employee to give the said applicant an undue advantage or to accord a special rating on an examination shall be sufficient cause for the rejection of the applicant and disciplinary action.



MEMO

To: Mayor and City Council

From: Hannah Sanger, Science & Environment Administrator

Date: Council Meeting – 10/16/2025

Re: City of Pocatello – Brennan Land Swap

This time has been set aside for the Council to hear comments from the public regarding a request for the exchange of real property with John Brennan (mailing address: 12 Cedar Hills Dr., Pocatello, ID 83204), located adjacent to 841 W. Bridger. The 0.11-acre parcel of City-owned property was declared underutilized and as surplus property at the September 18, 2025 Regular City Council meeting. **Council may wish to approve the land exchange with pursuant to Idaho Code §50-1403(2) and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review.**

BACKGROUND

The notice for the public hearing was published in the Idaho State Journal on October 1, 2025 pursuant to Idaho Code §50-1402.

At the regular scheduled City Council meeting of September 18, 2025, the City Council declared property 0.11 acres adjacent to 841 W. Bridger underutilized and as surplus and further declared their intent to exchange said real property pursuant to Idaho Code §50-1401.

This land swap will put Willow Ave and the City-mowed grass on the west side of the concrete channel fully into City ownership. It will also cleanup a patchwork of landownership on the east side of the channel, while retaining space for a Greenway Trail along the east side of the channel.

Staff believes the proposed exchange is in the public's best interest.

STAFF RECOMMENDATION

Staff recommends Council approve the land exchange pursuant to Idaho Code §50-1403 (2) and authorize the Mayor to sign all relevant documents, subject to Legal Department review.



C: Jack Brennan (owns property on the WEST side of the river that the City maintains) **25,000 sf MOL** including the river and part of Willow Ave.

D: City of Pocatello Trade this property on the EAST side of the river for the above Jack Brennan property

E: City of Pocatello Trade this property on the EAST side of the river for the above Jack Brennan property



EXHIBIT A
(Parcel A)
(City of Pocatello to John E. Brennan)

All of that portion of Block 584, Pocatello Townsite, Bannock County, Idaho according to the official plat thereof lying Northeast of the Northeast concrete channel of the Portneuf River, the same being 21 feet offset and Northeast of the Portneuf River Centerline. Including 30 feet of the vacated Right of Way of Lincoln Avenue adjacent thereof, vacated by Ordinance No. 2003 and recorded under Instrument Nos. 646866 & 818649.

Comprising 0.11 acres more or less

RESERVING THEREFROM:

A 15.00-foot-wide pedestrian walkway easement granted to the City of Pocatello over a strip of land lying Northeast of the Northeast concrete channel of the Portneuf River, the same being 21 feet offset and Northeast of the Portneuf River Centerline from the Southeast Right of Way of Bridger Street to the Southwest boundary of the Alleyway of Block 565, Pocatello Townsite, Bannock County, Idaho according to the official plat thereof

ALSO SUBJECT TO:

A 60-foot wide Portneuf River permanent flood control easement as depicted on the Corps of Engineers Portneuf River Flood Control Project Plans (Cont. No. 66-441)



EXHIBIT A
(Parcel B)
(John E. Brennan to the City of Pocatello)

Part of the Northwest 1/4 of the Northeast 1/4 of section 34, T. 6 S., R. 34 E., B.M., Bannock County, Idaho lying Southwest of the Northeast concrete channel of the Portneuf River, the same being 21 feet offset, and Northeast of the Portneuf River Centerline more particularly described as follows:

COMMENCING at the North 1/4 corner of said section 34, point being marked by a 2" aluminum cap monument and described in corner perpetuation and filing record, instrument 21920139, in the records of Bannock County, Idaho; Thence along said North section line, North 89°43'59" East, a distance of 976.84 feet more or less to the intersection with the extension of the Southwesterly Alleyway of Block 585, Pocatello Townsite, Bannock County, Idaho according to the official plat thereof, and the **True Point of Beginning**.

Thence continuing along said North section line, North 89°43'59" East, a distance of 50.02 feet to the intersection with the Southeasterly Right of Way of W. Bridger Street; Thence leaving said section line and along the Southeasterly Right of Way of W. Bridger Street, North 49°56'43" East, a distance of 116.42 feet to a point being parallel and 21 feet offset Northeast from the centerline of the Portneuf River channel; Thence leaving said Bridger Street Right of Way and along said 21 foot offset line, South 29°15'04" East, a distance of 55.58 feet to the beginning of a spiral transition curve; Thence Southeasterly along said spiral curve, having a chord bearing of South 31°33'58" East and a chord length of 37.34 feet, a distance of 37.36 feet to the beginning of a 138.15-foot-radius curve concave to the Northeast; Thence along said curve whose center bears North 53°32'55" East and through a central angle of 72°09'12", an arc distance of 173.97 feet, (chord bearing of South 72°31'41" East, chord length of 162.70 feet) to a point on a non-tangent line being the meridional 1/16 section line of said section 34; Thence leaving said Portneuf River offset line and along the meridional section line, South 00°48'27" West, a distance of 111.71 feet to the intersection with the Northwesterly Right of Way of Hayden St. (being 20 feet from centerline); Thence leaving said section line and along said Right of Way, South 49°41'52" West, a distance of 49.45 feet more or less to the Southwesterly Right of Way of Willow St., the same being the Northeasterly boundary of those tracts of land as depicted on a Bannock County survey labeled "Tracts in NW4NE4 Sec.34 T. 6 S. R. 34 E.B.M."; Thence leaving said Hayden St. Right of Way and along said Willow St. Right of Way, North 60°49'04" West, a distance of 335.26 feet more or less to the intersection with the extension of a line being the Southeasterly Right of way of W. Bridger St.; Thence, leaving said Willow Street Right of Way and along said extension line, North 49°56'43" East, a distance of 15.27 feet more or less to the intersection with the extension of a line being the Southwesterly Alleyway of Block 585, Pocatello Townsite, Bannock County, Idaho according to the official plat thereof; Thence leaving said Bridger Street extension line and along said alleyway extension line, North 40°21'38" West, a distance of 32.01 feet more or less to the North line of said section 34 and the **True Point of Beginning**.

TOGETHER WITH AND INCLUDING:

All that portion of Lot 11, Block 565, Pocatello Townsite, Bannock County, Idaho according to the official plat thereof lying Southwest of the Northeast concrete channel of the Portneuf River, the same being 21 feet offset and Northeast of the Portneuf River Centerline.

EXCEPTING THEREFROM:

All that portion of Block 584, Pocatello Townsite, Bannock County, Idaho according to the official plat thereof lying Southwest of the Northeast concrete channel of the Portneuf River, the same being 21 feet offset and Northeast of the Portneuf River Centerline

Comprising 0.78 acres more or less

SUBJECT TO:

A 60-foot wide Portneuf River permanent flood control easement as depicted on the Corps of Engineers Portneuf River Flood Control Project Plans (Cont. No. 66-441)



THE LOCATION OF THE PORTNEUF RIVER AS SHOWN ON THIS MAP WAS DETERMINED FROM GROUND OBSERVATIONS OF THE CONCRETE WALL OF THE CHANNEL ON BOTH SIDES OF THE RIVER AND CREATING A BEST FIT CENTERLINE BASED ON SAID OBSERVATIONS AND UTILIZING THE CORPS OF ENGINEERS PORTNEUF RIVER FLOOD CONTROL PROJECT PLANS (CONT. NO. 66-441). SAID PLANS INDICATE A 60-FOOT-WIDE PERMANENT RIGHT AWAY ALONG THE PORTNEUF RIVER. THE HEREON ALIGNMENT SEEMS TO BE IN HARMONY WITH THE CENTERLINE OF EXISTING BRIDGES ALONG FREMONT AND WYETH STREETS.

CP&F INST. NOS':
21920139 & 21804246

(R- ----)	BEAR/DIST PER THE ORIGINAL POCATELLO TOWNSITE MAP DATED MARCH 8, 1890
(R1- ----)	BEAR/DIST PER CITY OF POCATELLO GIS DATA OF BITHELL ENGINEERING INC. DRAWINGS JOB NO. 92-031, DATED 7-8-92
(R3- ----)	BEAR/DIST PER BANNOCK COUNTY MAP LABELED TRACTS IN NW4NE4 SEC. 34 T. 6 S. R. 34 E.B.M. DATE UNKNOWN
(R4- ----)	BEAR/DIST PER RECORD OF SURVEY INST. NO. 20501515
(R5- ----)	BEAR/DIST PER RECORD OF SURVEY INST. NO. 20710584

GERALD V. EVANS PLS 10342 DATE
POCATELLO CITY SURVEYOR

I, JOSE T. NAVA, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF IDAHO, DO HEREBY CERTIFY THAT THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION, IN CONFORMANCE WITH THE LAW(S) CHAPTER 19, TITLE 55, IDAHO CODE.

JOSE T. NAVA PLS-19356	DATE
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DRAWN BY: JTN

PROJECT NO: 25-024

DATE: 06/11/2025

SHEET: 1 of 1

RECORDER CERTIFICATE

#	R	L	CH	Δc	CH L	D
C1	138.15'	18.60'	N67° 32' 21"E	007°42'45"	18.58'	41°28'25"
C2	138.15'	173.97'	S72° 31' 41"E	072°09'12"	162.70'	41°28'25"

#	LS	Δ_s	CH	CH L
S1	37.36'	7°12'01"	N58° 47' 51"E	37.34'
S2	37.36'	7°12'01"	S31° 33' 58"E	37.34'
S3	7.33'	0°18'39"	S35° 03' 08"E	7.33'
S4	30.03'	6°53'22"	S30° 42' 57"E	30.02'

GVE DRAFTING AND LAND
SURVEYING

1290 MOUNTAIN WEST DR.
POCATELLO ID. 83202
208-317-6189 CELL



RECORD OF SURVEY
FOR THE CITY OF POCA TELLO
LOCATED IN PART OF
SECTION 27 & 34,
T. 6 S., R. 34 E., B.M.,
BANNOCK COUNTY, IDAHO

EXECUTIVE SUMMARY

TO: Mayor Blad
City Council Members

FROM: Christine Howe - Grants Manager, Planning & Development Services

DATE: For Meeting of October 16, 2025

SUBJECT: CDBG Program Year 2026 Needs Hearing and Idaho CDBG Project Update

In accordance with the Community Development Block Grant (CDBG) Citizen Participation Plan (CPP), the City holds a public needs hearing to allow members of the community and local organizations to comment on what they see as housing and community needs. The Needs Hearing also informs the City's Annual Action Plan for the upcoming CDBG Program Year which will begin April 1, 2026.

In addition, this Needs Hearing will provide an opportunity for an update on the Idaho Community Development Block Grant (ICDBG) project, Pocatello Parks for resiliency, that is funded through the State.

The City's Consolidated Plan extends from program years 2022 through 2026. The Consolidated Plan outlines the CDBG program goals that will guide the directives for the five years covered by the Plan. As part of the Plan, the City adopts an Annual Action Plan (AAP) which serves as the strategic plan to complete the Consolidated Plan objectives. As part of the AAP development process, the City solicits applications for funding from local non-profit agencies and holds this public needs hearing. The City held a Technical Assistance meeting for interested public service agencies on September 10, 2025. Fourteen agency representatives were in attendance. The City anticipates receiving applications in excess of the available HUD funding, which is anticipated to be similar to previous years' allocations of approximately \$350,000. Therefore, this needs hearing will help identify funding priorities not explicitly detailed in the Consolidated Plan. In addition, the City is using this Needs Hearing to solicit input specifically on affordable housing needs that will inform current and future grant applications to HUD or other related agencies.

In addition to soliciting comments on the PY2026 Annual Action Plan, this public hearing provides an opportunity to update the public on the ICDBG project, Pocatello Parks for Resiliency. The City is nearly complete with the Upper City Creek vault toilet installation. In addition, the project will fund a single stall ADA-compliant restroom at Lower Ross Park Pleasureland and two single stall ADA-compliant restrooms at Optimist/Tydemann Park. The projects were competitively procured and construction is underway. Total project costs for all facilities are approximately \$360,000 and the projects will be complete by November 2026.

In accordance with the City's CDBG Citizen Participation Plan, the purpose of this hearing is to provide an opportunity for organizations and citizens to comment and provide input on any housing and community development needs they may have identified to achieve the goals of providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low- and moderate-income persons. This will inform the Program Year 2026 Annual Action Plan and other spending priorities for housing, public service, public infrastructure, or public facility activities.

No action is necessary at this time. Applications for PY26 funding will be reviewed by the Community Development Block Grant Advisory Committee, and their recommendations will be forwarded to you for consideration at your January 15, 2026 meeting.

PY26 Needs Hearing Comments

The City received a comment in response to the PY26 Needs Hearing. The individual called the Grants Manager and stated that they would like poverty to be considered in the program, make sure the programs are not fixed for a few and leave out the poor, and that the programs do not overlook the people in need.

TO: Mayor Blad
City Council

FROM: Christine Howe, Grants Manager - Planning & Development Services Department
Cary Rhodes, Outdoor Recreation Manager – Parks & Recreation

DATE: Meeting of October 16, 2025

RE: Marathon Community Investment Programs Sustainability grants for Upper City Creek trailhead improvements

The Parks and Recreation Department in conjunction with the PDS Grants Division is requesting approval of an application for the Marathon Community Investment Program's Sustainability Grant for Upper City Creek trailhead improvements. The Marathon grant application would provide necessary funding to construct a pavilion and/or mountain bike skills park at the Upper City Creek trailhead in accordance with the phased trailhead redevelopment that is currently underway.

The Marathon grant would total \$30,000 with \$15,000 funded through their FY25 program and \$15,000 funded through the FY26 program. The proposed project would begin in the Spring of 2026 and be complete in the Summer of 2026. These project elements will complement the Upper City Creek vault toilet installation, parking lot reconfiguration and installation, new fencing, security gate, and trail signage.

The grant does not require a match. Council may wish to approve the grant application and authorize the Mayor's signature on all pertinent documents subject to Legal Department Review.

If you have questions or would like more information about the Marathon Community Investment Programs Sustainability grant application, please do not hesitate to contact me at chowe@pocatello.gov or 208-234-6186 or Cary Rhodes at crhodes@pocatello.gov or 208-234-6237.

MEMORANDUM

TO: City Council and Mayor
FROM: Brian Trammell, Deputy City Attorney
DATE: October 3, 2025
RE: Marathon Grant Application

I have reviewed the grant application for funding from the Marathon Petroleum Company for developing a trailhead at Upper City Creek. I have no legal concerns with the Council approving the grant application and authorizing the Mayor to sign it.

Please let me know if you have any questions or concerns.

Marathon Petroleum

Community Investment Programs

Grant Application

FY25 & FY26



General Instructions

You are completing this application for your program/project to be considered for funding from Marathon Petroleum Company LP ("Marathon") as part of Marathon's Community Investment Program. Please **draft your narrative answers in a word processing program**, then copy/paste into the online form. Please note that many fields have character limits. If you paste in text that exceeds the limit, the form will automatically truncate your response.

You can click the "Printable Version" link in the upper right hand corner to see a PDF copy of the full application form.

When **navigating** through the form, use the 'Next' and 'Previous' buttons at the bottom or use the navigation tabs on the left side menu. Using your browser's 'Back' and 'Forward' buttons could result in data loss.

To **upload** files, use the drag-and-drop feature or click the 'Browse' button next to the question you are answering. A window will open where you can locate the file on your computer that you wish to use. Click on the file then click on the 'Open' button.

To Save Your Work in Progress

If at any time you'd like to save your progress and leave this form, please click the 'Save Draft' button at the bottom. You will be prompted to enter your email address and the system will send you a link which you can use to resume your application at a later time. Please note that if you expect to be away from your computer for more than a few minutes, we recommend that you save your draft and exit your browser session. When you are ready to submit your proposal form, click on the 'Submit' button at the bottom of the final tab.

Technical Assistance

Should you have technical questions regarding the online submission process, please contact our administrator, Foundation Source, at (800) 839-5316 or PremierSupport@foundationsource.com.

Organization Information

*Organization Name: Please enter the name of your organization as it appears on all legal documents, such as its IRS determination letter, articles of incorporation and/or bylaws.

City of Pocatello

Doing Business As (DBA): If your organization operates under / goes by something other than its legal name, please enter it below.

N/A

*EIN

82-6000244

Please validate your organization by entering your 9-digit EIN above, clicking the "Validate" button, then selecting your organization from the provided list. If your organization does not appear in the list, select "Organization Not Found."

*Address

City of Pocatello
911 N. 7th Avenue

Address Line 2

*City

Pocatello

*State

Idaho

*Zip

83201

Region of Work

Our regions are as follows below. In the dropdown field, please select the region that represents where your organization will be carrying out the program/project.

If you are applying for funding from **MPLX**, please be sure you select the appropriate MPLX region.

Salt Lake City, UT/Mountain (CO, ID, UT and WY)

*Region

Salt Lake City, UT/Mountain (CO, ID, UT and WY)

Please enter the name of the Marathon contact you have been communicating with, if applicable.

Dean Adam

Website

<https://pocatello.gov/300/Outdoor-Recreation-Program>

Facebook Page / URL

<https://www.facebook.com/pocatello.outdoorrec/>

Twitter Handle

***Organization Mission Statement**

The Parks and Recreation Department strives to serve the Pocatello community with quality recreation programs, well-maintained Parks, trails, and beautiful open spaces. Our goal is to help provide opportunities, activities and the facilities to bring pleasure to people's lives. Our Parks serve as a source of great community pride, and we are firm believers in the benefits recreation brings to both the years in one's life and the life in those years. Often people don't realize what a vital role Parks and Recreation plays in the quality of their lives. Our aim is to help the community make the connection between vital and happy lifestyles and Parks and Recreation.

***Annual Operating Budget:** In whole dollars, please enter your organization's operating budget for the current fiscal year.

\$390,835.00

***Sources of Income for the organization for the current year:** Please list your organization's principle sources of income and approximate amounts received (i.e., government grants, foundations, companies, fundraisers, individuals, etc.). Please list individual donors as a single group as opposed to listing family names separately.

City general fund (taxes), miscellaneous revenue from program fees, facility rentals, equipment rentals grants, and donations

Marathon Funding: Has Marathon provided funding to your organization in the past? If so, how much and when? (upload detail, if applicable)

Yes

Marathon Funding Detail, if applicable

- City Creek Trail Signage - \$5,000 (2024)
- Portneuf River Access – Phase III Project - \$20,000 (2022)

For purposes of the following question:

- A "Government Official" means: (i) any elected or appointed official or any employee of any branch, department, agency, subdivision, or instrumentality of the federal, state, or local government; or (ii) any candidate for political office.
- A "Politically Exposed Person" means: (i) a Government Official; or (ii) a child, stepchild, grandchild, parent, stepparent, grandparent, spouse, domestic partner, sibling, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law of a Government Official, including adoptive relationships.

***In addition to attaching a list of your organization's board of directors below, please identify which, if any board members, officers, or employees of your organization that are Politically Exposed Persons.**

Attachments

*Board of Directors: Please attach a FULL list of your organization's board of directors, including the names of their employers and business titles, if applicable. Accepted file formats include: Adobe (.pdf), Microsoft Word (.doc or .docx) and Microsoft Excel (.xls or .xlsx).

The City of Pocatello is a local government entity with a Mayor and City Council:

- Mayor: Brian Blad
- City Council Members
- Council Seat #1: Hayden Paulsen
- Council Seat #2: Brent Nichols
- Council Seat #3: Corey Mangum
- Council Seat #4: Dakota Bates
- Council President / Seat #5: Linda Leeuwrik
- Council Seat #6: Rick Cheatum

All members listed are Government Officials and Politically Exposed Persons per the application.

NOTE: Your W-9 document must be signed and dated within the past two years.

*IRS Form W-9: Please attach a list of your organization's IRS form W-9. Accepted file format: Adobe PDF, only.

See Attached

Primary/Proposal Contact

Please enter the name and contact information for the primary point-of-contact for your organization.

*Salutation

Ms.

*First Name

Cary

*Last Name

Rhodes

*Title

Outdoor Recreation Manager

*Phone

208-234-6237

Cell Phone

208-705-5764

*Primary Email

cary.rhodes@pocatello.gov

Secondary Email

Executive Contact

Please enter the name and contact information for your organization's chief executive (e.g., Executive Director, President, CEO, etc.).

*Salutation

Mr.

*First Name

Brian

*Last Name

Blad

*Title

Mayor

*Phone

208-234-6163

Cell Phone

n/a

*Email

mayor@pocatello.gov

*Program/Project Title: Please give the program / project you are requesting funding for a brief name / title.

City Creek Trailhead Improvements

*Program/Project Location: Please enter the name of the location and address where the program/project will take place.

Upper City Creek Trailhead, Pocatello, ID

*Requested Amount: In whole dollars, please enter the amount you're requesting from Marathon over the duration of the project.

\$30,000 (\$15,000 in 2025, \$15,000 in 2026)

*Funding Type: Is funding being requested for a Program/Project, Event, or Both?

Project

*Program/Project Request Summary: In a few sentences, please explain your program/project. This should be a summary of how you plan to use funds.

The city is developing a trailhead at Upper City Creek. Components to the project include parking lot grading/graveling, installation of a vault toilet, kiosk/signage, pavilion, bike skills course, and trail reroutes. The City has secured funding for the parking lot, vault toilet, and signage and anticipates using the Marathon grant for the pavilion and/or bike skills course.

Please provide an overview of the project for which you are requesting funding. Please be sure to address the following:

- **Who or what will be served or impacted by the project (i.e., target population)**
- **What specific needs or issues will be addressed and why this is important**
- **General details on how the project will work including key milestones**

*Program/Project Request Details

This sustainability project will serve the greater Pocatello community by providing an accessible, safe trailhead for the Upper City Creek trail area. Upper City Creek is one of the primary trailheads for the City Creek Management Area Trail System. The City has developed a plan for improvements at the trailhead that will resolve safety issues from traffic conflicts and parking area issues; improve accessibility by providing a re-graded and ADA-compliant access points; and install needed amenities on site such as trail information kiosk, fencing, gates, and a vault toilet. In addition to trailhead access, the project will include surrounding trail improvements to provide more opportunities for trail users of varying skill levels. The Marathon Sustainability grant will help complete the Upper City Creek project by providing funding for the pavilion and/or Mountain Bike Skills park that will serve a need for beginner trail users.

Program/Project Start Date: If applicable, please enter the date when you anticipate beginning work on the program/project

Fall 2025 – installation of vault toilet and addition of accessible parking spot

Spring/Summer 2026 – parking lot installation, including fencing, security gate, trail signage.

Summer 2026 – remainder of project components including pavilion and skills park.

Program/Project End Date: If applicable, please enter the date you expect to complete work on this project with funding from Marathon.

Summer 2026

*Total Project Budget: In whole dollars, please enter the total amount it will cost to run the program over the duration of the project.

\$195,000-215,000

*Funding Summary: Please provide names of other organizations and corresponding amounts who may be supporting this program/project

State of Idaho Community Development Block Grant - \$43,540.00

State of Idaho Recreational Trails Grant - \$65,000

Healthy City USA - \$15,000

CBI Bikes - \$1,000.00

Oregon Trail Bikes - \$1,000.00

How would you scale back the Program/Project if the provided funding was less than the amount being requested?

We would save the bike skills course for a future phase or decrease the pavilion size.

In the field below, briefly explain what need is being addressed and how it will align with one or more of the following Focus Areas for Marathon's Community Investment Program:

- **Sustainability:** Includes life sciences, breakthrough research, biodiversity, or food access; parks, green space, land space preservation programs; or environmental issues such as air quality, water quality, access to clean water, etc.
- **Workforce Development:** Includes vocational, technical and/or skilled trade programs or training; career readiness development activities at the high school or post-high school level; or services such as employment/recruiting services programs
- **Thriving Communities:** Includes basic needs such as shelter, food, safety and in school and after school community development programs; and/or economic development and financial stability program support

*Briefly explain what need is being addressed.

Sustainability – The Upper City Creek trailhead project improves access and sustainability of the City's open space trail system, the City Creek Land Management Area. Several parking and access conflicts exist at the site currently due to the trailhead location abutting private property and its location at the end of a neighborhood cul-de-sac. This project will re-locate the Upper City Creek trail access and parking area entirely on public land allowing for safe and improved public access. In addition, the lot will be re-graded and allow for expanded use providing for improved accessibility for the greater Pocatello residents. Finally, the amenities will include a vault toilet also addresses environmental concerns with human waste.

How will you know if the program / project is a success? In the field below, please discuss:

- **What specific measures and / or benchmarks will you use to demonstrate your success at meeting the goals and objectives outlined in the previous section?**
- **How will you track the program / project data?**
- **How will you use the information to improve or refine your organization, program or strategies?**

*How would you define success of your program/project?

The project will be successful upon completion of the project elements by the end of 2026 as well as by having an increased number of trail users use the new trailhead parking area and amenities. Additional success can be measured by the number of new events that can take place and start at the new trailhead such as the Spring/Summer Midweek Trail Series.

*Please describe how the proposed program/project will make a difference in the lives of the people you plan to serve.

This trailhead would provide a welcoming and safe entry point to the City Creek trail system. It would also

Please briefly describe how your organization plans to sustain the program/ project once any potential funding from Marathon has been exhausted.

provide basic amenities such as a bathroom, water, and shade. The skills course and associated beginner trails accessible from the trailhead would provide more opportunities for trail users with various skill levels.

*Sustainability Plan

The City Prks and Recreation Department will use its operating budget for

How will Marathon be recognized for funding this program/project? Note that any and all use of the Marathon logo will require separate review and approval by Marathon prior to use.

maintenance of the facility. The amenities chosen are low maintenance (use of vault toilet and gravel lot) and have long life spans allowing for a more sustainable approach to the trailhead improvements.

*Recognition Plan

The project will include signage recognizing Marathon's contribution at the trailhead.

Please feel free to provide additional information that supports your work, if applicable, including event program materials, previous program/project metrics or reports, etc., by attaching information below.

Additional Information #1

See Attached Concept Plans

Additional Information #2

Additional Information #3

Internal Use Only

*Form

You selected "Sustainability" as your primary focus area for your grant. Please provide projected outputs/outcomes for this grant request.

Please enter "0" or "N/A" if not applicable.

Sustainability

(Includes life sciences, breakthrough research, biodiversity, or food access; parks, green space, land space preservation programs; or environmental issues such as air quality, water quality, access to clean water, etc.)

*Projected number of programs/projects implemented - for the majority this will be "1" but if your grant covers multiple programs please respond with an actual number

1

*Projected number of individuals who benefit from program implementation

58,231 9(City of Pocatello Population)

*Projected number of animals who benefit from program implementation

n/a

*Projected number of acres converted/preserved

n/a

*Projected improved quality air index

n/a

*Projected number of sustainability leaders activated or strengthened

n/a

*Are there additional outcomes that should be considered? For example, number of families that will access resources that help improve health.

You indicated that "Sustainability" is the primary focus area your program/project falls under. This tab contains questions regarding the other two focus areas, "Workforce Development" and "Thriving Communities." If you consider either or both of these to be secondary focus areas, please fill out the approximate breakdown between your focus areas and then any applicable sections below. If you do not have any secondary focus areas, enter 100% in Sustainability and 0 in the secondary areas. You can skip the other sections on this tab if you do not have a secondary focus area.

Breakdown

Enter breakdown of grant percentage as instructed above.

*Sustainability Grant Percentage

100

In order to benchmark and illustrate Marathon's commitment to community investments, we ask that you please answer the following questions specific to the grant request. Please note that this data is used for statistical purposes only and it does not affect the grant approval process.

Please report statistical information specifically for the grant you are applying for, not for the organization as a whole.

*Primary Target Population (Check all that apply)

Citizens of Pocatello and surrounding areas

If your target audience is not included in the list above, please describe.

*Age Group (Select One): If the target population includes more than one age group of CHILDREN you may select up to three choices, but if the target population is all ages (e.g. seniors, youths and adults) then simply select ALL as your choice.

all ages

*Will at least half of the requested grant amount be used to benefit an Underserved Population? (Underserved Population is defined as any of the following: black, indigenous and people of color (BIPOC); disabled; homeless; LGBTQ; Seniors, Veterans; Women and Girls.)

no

*Will at least half of the requested grant amount be used to benefit Low Income Households? (Low Income Households (in general) is defined as those making less than \$39,500 annually.)

Yes, the project is located in an area defined by HUD as Low-Moderate Income

Please provide percentage of total grant dollars used to support each applicable black, indigenous and people of color (BIPOC) group below as it relates to this grant request. Please enter zero (0) where non-applicable.

*African-American

*Asian-American (includes Pacific Islander)

*Latino-American (Hispanic)

*Native-American

Other 100%

Other, please explain if you entered a percentage above

The project will serve the entire community which is composed of the following demographic breakdown base on US census data:

Race and Hispanic Origin	Census Population Estimates 2024
White alone	85.70%
Black/African American	1.40%
Asian	2.20%

Amer. Indian/Native	1.60%
Native Hawaiian/Other Pacific Islander	0.30%
Other multi-racial	6.20%
Hispanic or Latino	9.20%
Not Hispanic/Latino	81.90%

Not Applicable

*Do the majority of your Board of Directors identify as a member of a minority? (Minority in this context is defined as someone who identifies as a member of black, indigenous and people of color (BIPOC), and/or women, LGBTQ or disabled. Majority is defined as more than 50%)

No

*Name and title of person completing this form

Christine Howe, Grants Manager

*Today's date

Upper City Creek Initiative and Concepts

Pocatello Trails Initiatives 2024-2026



2024-2026 Overarching Goals

- ⛏️ ENGAGE AND CONNECT COMMUNITY WITH TRAIL STEWARDSHIP OPPORTUNITIES
- ⛏️ IMPROVE & EXPAND CURRENT TRAILS AND CONNECTIONS
- ⛏️ CONSTRUCT WELCOMING AND ACCESSIBLE TRAILHEADS AND TRAILS
- ⛏️ EXPAND TRAIL BUILDING CAPACITY
- ⛏️ INCREASE COMMUNITY ENGAGEMENT TO PROMOTE TRAIL ADVOCACY



Engage & Connect Community Members with Trail Stewardship Opportunities



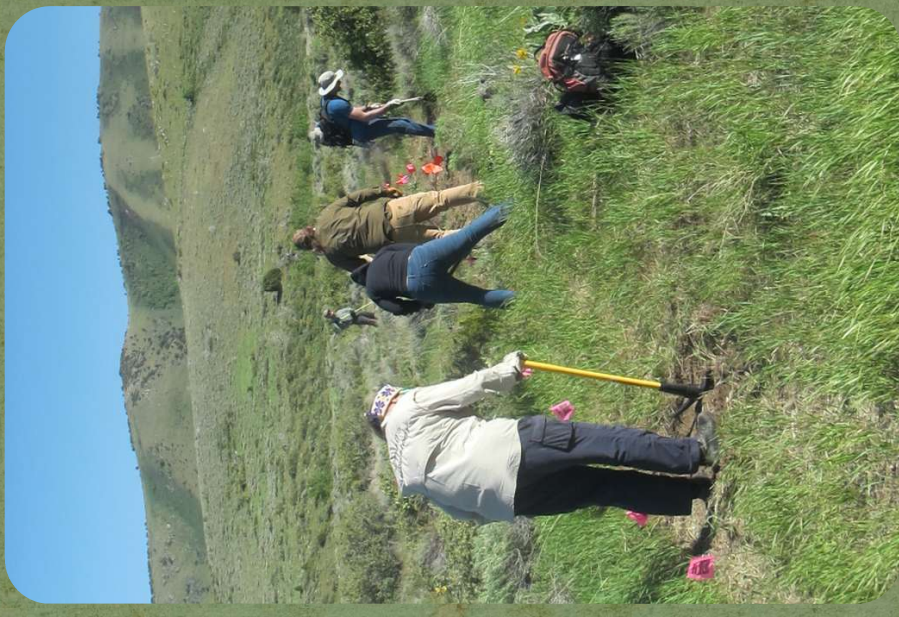
CREATE VOLUNTEER TRAILWORK TEAM



CREATE VOLUNTEER AMBASSADOR TEAM



CREATE TRAIL MAINTAINER PROGRAM FOR LOCAL GROUPS AND BUSINESSES



Engage & Connect Community with Trail Stewardship Opportunities

1. Create Volunteer Trailwork Team

Status: Completed, 42 members recruited- completed Bump reroute (Meadowlark), Lifeflight restoration, assisted with Pioneer Ridge, working on City Creek signs and will continue projects through fall and resume for 2025 season

Next Steps:

- Obtain trailwork team trailer and additional tools (power and hand) and e-bike and bike trailer
- Recruit additional members for 2025
- Train trail crew leaders to expand capacity
- Create 2025 work plan

Resources Needed: \$25,000 (trailer, power tools, hand tools, ebike w/ cargo trailer, power wheelbarrow, etc)

2. Create Volunteer Ambassador Team

Status: Completed, 8 members currently - conduct routine “patrols” in City Creek to engage with trail users and help with maintenance/issue identification, conduct trail head educational events and tabled at farmers market/events

Next Steps:

- Recruit additional members for 2025
- Expand ambassador program to other networks starting with Pioneer Ridge in 2025

Resources Needed: n/a

3. Create Trail Maintainer Program for Local Groups and Businesses

Status: Recruitment in process; 4 organizations/businesses have committed

Next Steps:

- Recruit additional maintainers for 2025
- Support maintainer work with volunteer trailwork crew leaders

Resources Needed: n/a

Improve & Expand Current Trails & New Connections



**REROUTE HEAVILY ERODED TRAIL
SEGMENTS AND ADDRESS OTHER
MAINTENANCE NEEDS**



**EXPAND TRAILS FOCUSING ON
BEGINNER TRAILS**



**EXPAND NEIGHBORHOOD ACCESS
AND CONNECTIONS**



Improve Current Trails & Expand Connections

1. Reroute heavily eroded sections and address other maintenance needs

Projects and Status:

- Pioneer Ridge - closures of non-sanctioned eroded trails is ongoing
- Bump erosion reroute in City Creek - 85% complete
- Lifeflight erosion pilot work - complete
- Brushing and trail Trimming - ongoing

Next Steps:

- Complete Pioneer Ridge and Bump Reroute this fall
- Create 2025 work plan - Pioneer Ridge, Lichen, Prison, Adrenalin...

Resources Needed: n/a

3. Build neighborhood connections to trail systems

Projects and Status:

- Propose additional access point to Pioneer Ridge on city-owned land; planning in progress

Work with landowners to gain access from Clark Street to Upper City Creek trailhead; landowner engagement has commenced

Next Steps:

- Propose Pioneer Ridge connection to City leaders
- Continue engaging landowner(s) in City Creek

Resources Needed: Possible funding for easement on private land

2. Complete Pioneer Ridge phase 1 & expand beginner trails

Pioneer Ridge Status: 85-90% complete

Beginner Trail Overview: In conjunction with Upper City Creek trailhead development plan (addressed later), we plan to expand the beginner trail network in that area and add a skills park

Next Steps:

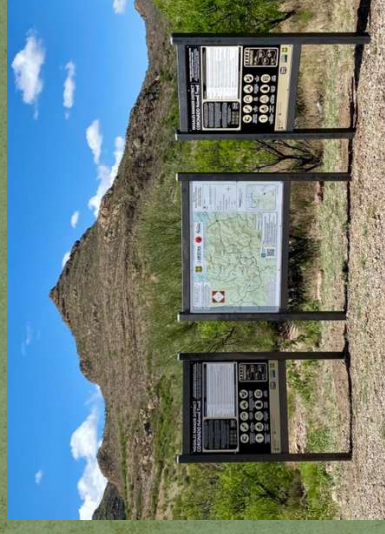
- Complete trail network plan
- Identify and apply for funding in early 2025
- Find funding for grant match
- Continue buildout of Pioneer Ridge

Resources Needed: See City Creek Plan

Construct Welcoming and Accessible Trailheads & Trails



COMPLETE POCATELLO CREEK ROAD
TRAILHEAD FOR PIONEER RIDGE



COMPLETE UPPER CITY CREEK
TRAILHEAD



INSTALL TRAIL SIGNAGE IN CITY
CREEK TRAIL SYSTEM

Construct Welcoming and Accessible Trailheads and Trails

1. Complete Little Pocatello Creek Trailhead for Pioneer Ridge Access

Projects and Status:

- Design complete and funding secured
- Work will commence in Fall 2024

Next Steps:

- Grade parking area for 5-6 cars
- Install kiosk and trail signage
- Install gates to prohibit motorized use

Resources Needed: n/a - funding secured through IDPR MTB Plates Grant

2. Complete Upper City Creek Trailhead

Overview: Create an accessible trailhead area with parking for 50 cars, vault toilets, pavilion, water, bike skills area, and expand adjacent trail network with accessible and beginner friendly trails .

Status: Plan is complete

Next Steps:

- Complete trail network plan
- Identify and apply for funding in early 2025
- Find funding for grant match

Resources Needed: \$532,500 (Full Project)

3. Install trail signage throughout City Creek Trail System

Projects:

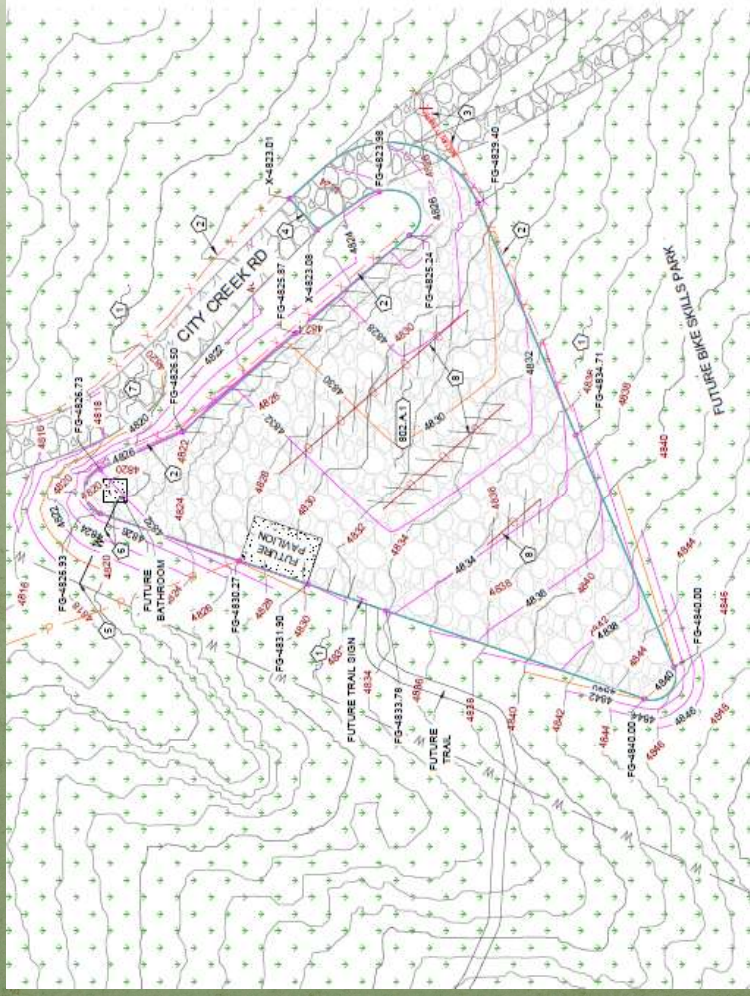
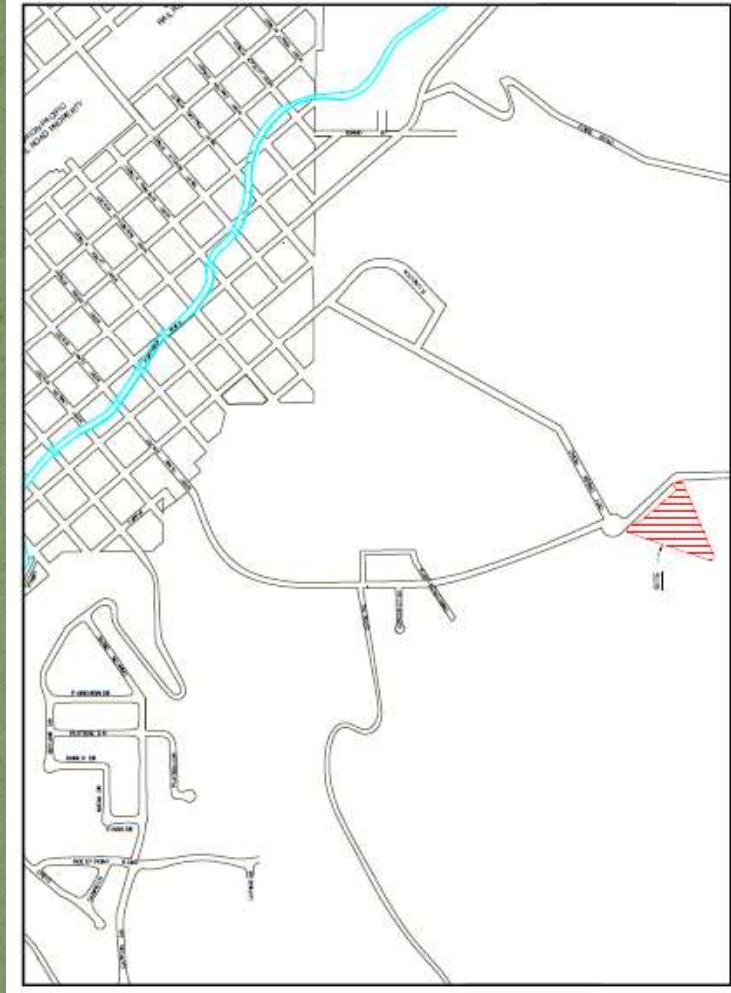
- There are 50+ trail intersections within City Creek. The vast majority have no signage. Install trail signage with in the system to make trails more welcoming and easier to navigate for new users and visitors.

Status:

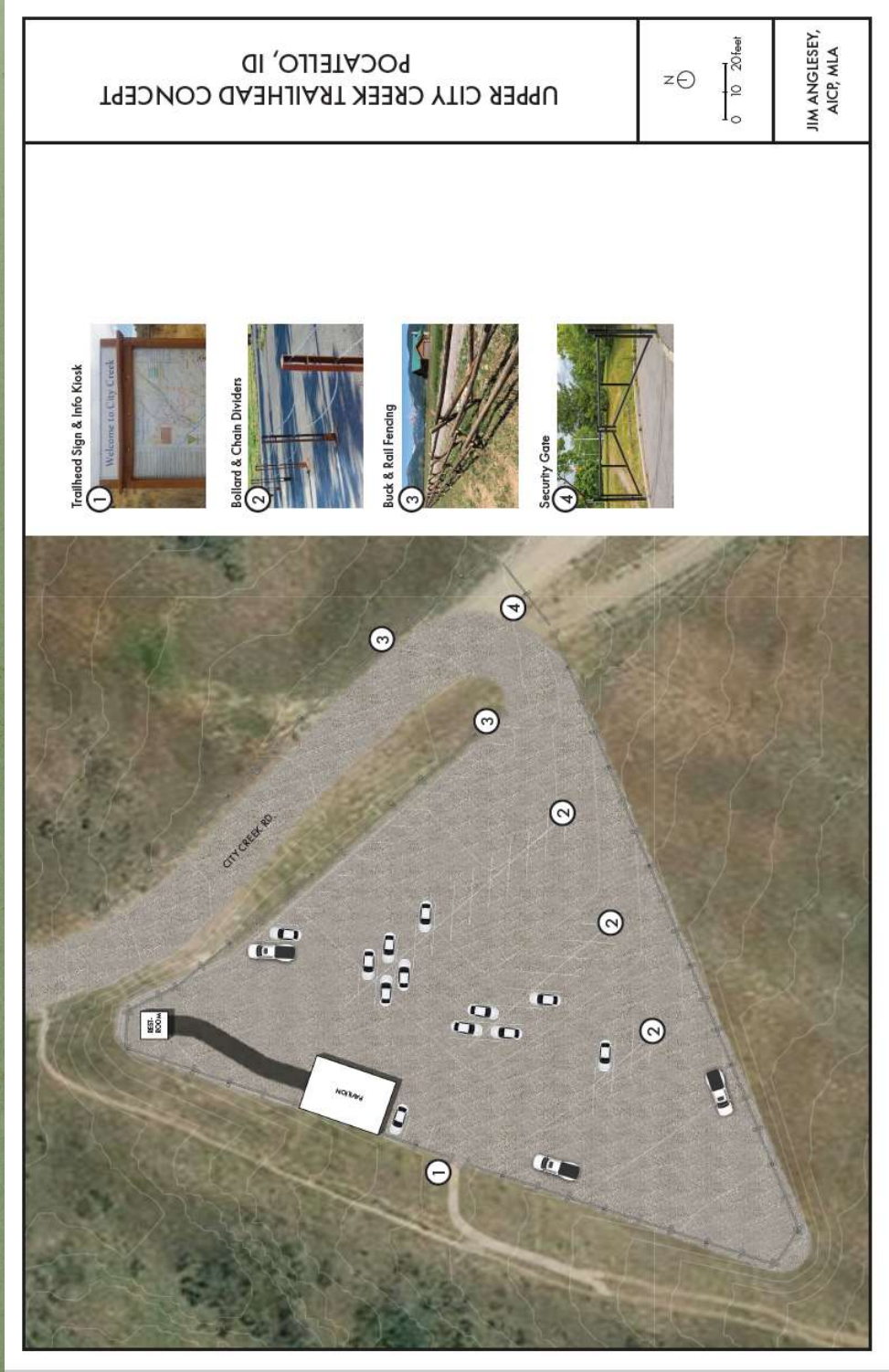
- Installation of signage has commenced; complete by Fall 2024

Resources Needed: n/a - funded by donor

Upper City Creek Trailhead Design



Upper City Creek Trailhead Design



Expand Trail Building Capacity



**FUND AND HIRE 2-3 SEASONAL TRAIL
TECHNICIAN POSITIONS**



**CONTRACT PROFESSIONAL TRAIL
BUILDING COMPANY TO DELIVER
TRAININGS**



**CONDUCT IN-HOUSE TRAININGS FOR
VOLUNTEER OPERATORS**



Expand Trailbuilding Capacity with Addition of Trail Staff and Trained Volunteer Operators

1. Fund and hire 2-3 seasonal trail technician positions

Overview:

- Expand capacity for trail maintenance and building through the addition of trail staff
- Hired under City or non-profit

Next Steps:

- Secure funding

Resources Needed: \$18,000/staff for 6 month position

3. Conduct in-house trainings for volunteer operators

Overview:

Plan and develop in-house training for other agency volunteers to expand machine operator capacity

Status:

- Planning in process; working through logistics and liability

Resources Needed: n/a

2. Contract professional trail building company to deliver trainings

Overview: Conducting professional routine trainings for staff and volunteers crew leaders to advance skillset and efficiency on projects and focus on sustainable trail design

Status:

- Identified company, Cuddy Mountain Trails of Idaho for initial machine training

Next Steps:

- Secure funding
- Conduct training in late fall 2024 or spring 2025

Resources Needed: \$1500 for initial Fall 2024 training; \$3000-4000 annually for ongoing trainings

Increase community engagement to promote trail advocacy



REIMAGINE AND RELAUNCH FORMER
POCATELLO PEDALFEST NON-PROFIT
GROUP



CONTINUE TO ENGAGE WITH CITY AND
AGENCY LEADERS TO PROMOTE TRAILS
AND TRAIL EXPANSION



CONTINUE TO ENGAGE WITH LOCAL
BUSINESSES TO SUPPORT TRAIL
INITIATIVES



VISIT

Increase Community Engagement to Promote Trail Advocacy

1. Reimagine and relaunch former Pocatello PedalFest non-profit group.

Overview:

- The construction of Pioneer Ridge demonstrated the need for additional support and trail/recreation advocacy. Recently, the PedalFest group discussed a mission and name change for PedalFest. Key items of importance identified were:
 - Continue to advocate for multi-user trail use;
 - Take advantage of renewed interest in the community for investing in outdoor recreational trail systems in the Portneuf Valley;
 - Need for a non-profit to receive funding, partner with other organizations, and garner support for projects and resources;
 - Expand and renew membership;
 - Involve a new generation of trail advocates.
- It was agreed that **“Portneuf Valley Trail Alliance”** best captured the scope and mission of the new organization since it covers all trail from Pioneer Ridge and Trail Creek to Lava Hot Springs and/or Chesterfield. The group voted to change PedalFest to the Portneuf Valley Trail Alliance (PVTa) and amended its charter to reflect:
 - This group’s vision is for “all community members to have ample opportunity to participate in a healthy, vibrant, and sustainable outdoor recreational lifestyle through the use of a safe and well-maintained Pocatello area trail system.”
 - This group’s mission is to advocate and “provide resources (money and labor) to help promote, maintain, and improve all trails in the greater Pocatello area.”
 - This group’s primary goals are to conduct annual events and seek grant opportunities which:
 - Will raise funds to support the vision & mission of the PVTa.
 - Will work cooperatively with the U.S Forest Service, U.S. BLM, private landowners, and /or the City of Pocatello for the use of the City Creek Management Area to conduct the events.
 - Endorse trail maintenance methods which protect the water quality of our local waterways and inhibit erosion damage to maximize trail sustainability.

Next Steps:

- Existing officers will complete the necessary paperwork and submit it to the State to change the name of PedalFest to the Portneuf Valley Trail Alliance and its charter (August, 2024).
- Post a community notice for a General Meeting of the new organization (Portneuf Valley Trail Alliance) after the name/charter change has been submitted to the State and facilitate voting for a new executive committee (Sept/Oct).

Resources Needed:

- Signs & Fuel (Pioneer Ridge)

Increase Community Engagement to Promote Trail Advocacy

2. Continue to engage with City and agency leaders to promote trails and trail expansion.

Overview: Leaders need to understand more deeply how important our trail systems are to the health and wellbeing of the community and be encouraged to increase resources to support trail initiatives; continue to seek agency cooperation in Pocatello ring trail connection vision

Next Steps:

- The new PVTa will be poised to take the lead on engagement and advocacy.

Resources Needed:

- More organizations promoting trails as a vehicle for healthier lifestyles and understanding that trails are amenities that require resources

3. Continue to engage with local businesses to support trail initiatives.

Overview:

Business leaders need to understand that great trail systems lead to increased visitation and tourism and can be a huge economic driver.

Next Steps:

- Continue to engage with Visit Pocatello to promote trails in their campaigns.
- Engage with the Chamber of Commerce to connect with businesses.

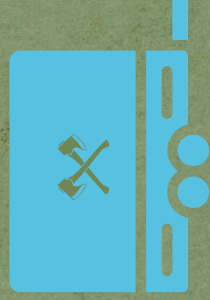
Resources Needed: n/a

CURRENT PRIORITIZED NEEDS



UPPER CITY CREEK TRAILHEAD

Phase 1 Cost :\$85,000
Phase 1 Match:
\$17,000



TRAILER & TOOLS

Total Cost: \$25,000



TRAILS STAFF & TRAINING

Annual Staff Cost:
\$18,000/staff
Total for 2 Staff:
\$36,000
Annual Training Cost:
\$4000
Total Annual Cost: \$40,000

MEMO

TO: Mayor Blad and Members of City Council

FROM: Tom Kirkman, Director of Public Services

DATE: September 22, 2025

SUBJECT: Recommendation to Declare Surplus Property for Trade-In

It is my recommendation that the City of Pocatello declare the four (4) below-listed vehicles as surplus property in accordance with the rate study capital replacement plan via trade-in as part of their pending FY2025 refuse truck procurements.

No.	Unit	Year/Make/Model	Vin	Trade-In Value
1	704	2014 MACK MRU-613	1M2AV04C7EM010515	\$12,500
2	707	2010 MACK MRU-613	1M2AV04C2AM006396	\$8,000
3	709	2014 MACK MRU-613	1M2AV04C9EM010516	\$12,500
4	722	2012 FREIGHTLINER M2 112	1FVHC5DV5CDBF2692	\$15,000

Supporting documentation is attached hereto for Council and Mayor approval. The Council may wish to authorize Mayor Blad to sign and execute the paperwork necessary to effectuate the transaction.

MEMORANDUM

TO: City Council and Mayor
FROM: Brian Trammell, Deputy City Attorney
DATE: October 10, 2025
RE: Surplus Property

I have reviewed the recommendation for declaring four vehicles as surplus property. I have no legal concerns with the Council approving the recommendation and authorizing the Mayor to sign it.

Please let me know if you have any questions or concerns.

MEMO

TO: Mayor Blad and Members of City Council

FROM: Eric Anderson, Pocatello Police Department Major

DATE: September 26, 2025

SUBJECT: Recommendation for Piggyback Purchase: Four (4) 2026 Ford Police Interceptor Utility Vehicles

It is my recommendation that the City of Pocatello Police Department piggyback the State of Idaho Contract via Mountain Home Auto Ranch for the purchase of four (4) 2026 Ford Police Interceptor Utility Vehicles. Mountain Home Auto Ranch has agreed to allow the piggyback these vehicles at \$50,162.28 each, for a total procurement cost of \$200,649.12. The Police Department plans to dispose of older assets from their fleet to continue the City's right sizing efforts.

Funds for this procurement have been budgeted for in the Police Department FY26 budget. Supporting paperwork is attached for Council and Mayor approval. The Council may also wish to authorize Mayor Blad to execute the documentation necessary to effectuate the procurement.

To: City Council and Mayor
From: Matt Kerbs, Deputy City Attorney *MK*
Date: October 3, 2025
Re: Piggyback purchase of Four (4) 2026 Ford Police Interceptors

I have reviewed the above referenced documents relating to the purchase of four (4) competitively bid Police Interceptors for a total sum of \$200,649.12, and have no legal concerns with Council approving the purchase and authorizing the Mayor to sign any documents effectuating the same. These purchases were previously competitively bid by the State of Idaho, and will be "piggybacked" in compliance with Idaho Code §67-2803(1).



FLEET

OUT THE DOOR QUOTE FROM MOUNTAIN HOME AUTO RANCH

MODEL	MAKE	YEAR
INTERCEPTOR PIU AWD	FORD	2026
FLEET BASE PRICING	\$ 45,414.00	
OPTIONS	\$ 4,129.00	
	\$ -	
STATE ADMIN FEE	\$ 619.28	
Your Price	\$ 50,162.28	

PURCHASER: CITY OF POCA TELLO

PIGGYBACKED OFF OF: STATE OF IDAHO

Rob Dickson

208-371-4425

rdickson@mhautoranch.com

OKAY TO ORDER PER SPECS

NUMBER OF UNTIS

CONTACT

PHONE NUMBER

Vehicle: [Fleet] 2026 Ford Police Interceptor Utility (K8A) AWD ( Complete)

Price Summary

PRICE SUMMARY	
	Invoice
Base Price	\$47,094.00
Total Options	\$4,129.00
Vehicle Subtotal	\$51,223.00
Dealer Advertising Adjustment	\$0.00
Destination Charge	\$1,695.00
Grand Total	\$52,918.00

 At the user's request, prices for this vehicle have been formulated on the basis of Initial Pricing for the vehicle, however Chrome Data cannot guarantee that Initial Pricing is available. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided. Data Version: 26563, Data updated Sep 24, 2025 6:47:00 PM PDT

Vehicle: [Fleet] 2026 Ford Police Interceptor Utility (K8A) AWD ( Complete)

Selected Model and Options

MODEL		
CODE	MODEL	Invoice
K8A	2026 Ford Police Interceptor Utility AWD	\$47,094.00
COLORS		
CODE	DESCRIPTION	
UM	Agate Black	
ENGINE		
CODE	DESCRIPTION	Invoice
99W	Engine: 3.3L V6 Direct-Injection Hybrid System -inc: 136-MPH top speed (STD)	\$0.00
TRANSMISSION		
CODE	DESCRIPTION	Invoice
44B	Transmission: 10-Speed Automatic (STD)	\$0.00
OPTION PACKAGE		
CODE	DESCRIPTION	Invoice
500A	Order Code 500A	\$0.00
AXLE RATIO		
CODE	DESCRIPTION	Invoice
___	3.73 Axle Ratio (STD)	\$0.00
PRIMARY PAINT		
CODE	DESCRIPTION	Invoice
UM	Agate Black	\$0.00
SEAT TYPE		
CODE	DESCRIPTION	Invoice
9W	Charcoal Black, Unique HD Cloth Front Bucket Seats w/Vinyl Rear -inc: reduced bolsters, driver 6-way power track (fore/aft, up/down, tilt w/manual recline, 2-way manual lumbar), passenger 8-way power track w/2-way power recline and 2-way power lumbar and built-in steel intrusion plates in both driver/passenger seatbacks	\$0.00

 At the user's request, prices for this vehicle have been formulated on the basis of Initial Pricing for the vehicle, however Chrome Data cannot guarantee that Initial Pricing is available. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided. Data Version: 26563, Data updated Sep 24, 2025 6:47:00 PM PDT

Vehicle: [Fleet] 2026 Ford Police Interceptor Utility (K8A) AWD ( Complete)

ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION	Invoice
67U	Ultimate Wiring Package -inc: wiring harness instrument panel to rear cargo area (overlay), (2) light cables - supports up to (6) LED lights (engine compartment/grille), (1) 10-amp siren/speaker circuit engine compartment and rear hatch/cargo area wiring - supports up to (6) rear LED lights, Does not include LED lights, side connectors or controller, Rear Console Plate, Contours through 2nd row; channel for wiring, Grille LED Lights, Siren & Speaker Pre-Wiring	\$602.00

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	Invoice
51R	Driver Only LED Bulb Spot Lamp (Unity)	\$376.00
153	Front License Plate Bracket	\$0.00
66A	Front Headlamp Lighting Solution -inc: LED low beam/high beam headlamp, wig-wag function and (2) red/blue/white LED side warning lights in each headlamp (factory configured: driver's side white/red/passenger side white/blue), Wiring and LED lights included (in headlamps only; grille lights not included), Controller not included, Grille LED Lights, Siren & Speaker Pre-Wiring	\$846.00
66B	Tail Lamp Lighting Solution -inc: LED tail lamp wig-wag module (red/white - red brake lights and white reverse lights, LED lights only, Wiring and controller not included	\$405.00
18X	100 Watt Siren/Speaker w/Bracket & Pigtail	\$329.00
90D	Driver Only Ballistic Door-Panels (Level III+) -inc: Front-door, Tested and meets the requirements of NIJ standard 0108.01 Level III: 7.62 x 51 mm 9.7g M80 (.308 Winchester 150gr), Per LAPD requirements, they're also designed to withstand special threat rounds: 7.62 x 39 mm MSC 7.9g (Type 56), 5.56 x 45 mm M193 3.36g and 5.56 x 45mm M855 4g	\$1,495.00

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	Invoice
68G	Rear-Door Controls Inoperable -inc: Locks, handles and windows, Can manually remove window or door disable plate w/special tool, Locks/windows operable from driver's door switches	\$76.00
18D	Global Lock/Unlock Feature -inc: Door-panel switches will lock/unlock all doors and rear liftgate, Eliminates the 45-second liftgate lock release + paitro timer, Overhead liftgate button and blue liftgate release button on key fob will not have any function when pressed w/this option	\$0.00
85R	Rear Console Plate -inc: Contours through 2nd row; channel for wiring	Inc.
Options Total		\$4,129.00

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