



**CITY OF POCATELLO, IDAHO
CITY COUNCIL
CLARIFICATION MEETING
APRIL 17, 2025**

AGENDA ITEM NO. 1: ROLL CALL

Mayor Brian Blad called the City Council Clarification meeting to order at 5:31 p.m. Council members present were Rick Cheatum, Linda Leeuwrik, Josh Mansfield, Corey Mangum, Brent Nichols, and Hayden Paulsen.

AGENDA ITEM NO. 2: DISCUSSION

Mayor Blad and City Council members discussed items listed on the April 17, 2025 Regular City Council Meeting agenda. Staff members clarified agenda item information for City Council members.

AGENDA ITEM NO. 3: ADJOURN

Mayor Blad adjourned the City Council Clarification Meeting at 5:41 p.m.

APPROVED BY:

BRIAN C. BLAD, MAYOR

ATTESTED BY:

KONNI R. KENDELL, CITY CLERK

PREPARED BY:

AUBRIANA T. RESENDES, DEPUTY CITY CLERK



**CITY OF POCATELLO, IDAHO
CITY COUNCIL
REGULAR CITY COUNCIL MEETING
APRIL 17, 2025**

AGENDA ITEM NO. 1: ROLL CALL AND PLEDGE OF ALLEGIANCE

The Regular City Council meeting was called to order at 6:00 p.m. by Mayor Brian Blad. Council members present were Rick Cheatum, Linda Leeuwrik, Corey Mangum, Josh Mansfield, Brent Nichols, and Hayden Paulsen.

Mayor Blad led the audience in the pledge of allegiance.

AGENDA ITEM NO. 2: INVOCATION

The invocation was offered by Pastor Merriann Forrest representing HS Jeshua Ministries.

Mayor Blad announced Agenda Item No. 7 had been pulled from the agenda.

AGENDA ITEM NO. 3: CONSENT AGENDA

Council was asked to consider the following business items:

(a) MINUTES

Waive the oral reading of the minutes and approve the minutes from the following meetings: Work Session meeting of March 13, 2025; Clarification and Regular City Council meetings of March 20, 2025; and Special City Council meeting of April 10, 2025.

(b) MATERIAL CLAIMS

Approve the Material Claims for the period of April 1 - 15, 2025 in the amount of \$2,294,294.21

(c) B.I.D MANAGEMENT AGREEMENT - HISTORIC DOWNTOWN POCATELLO, INC.

Approve a renewal of the Management Agreement with Historic Downtown Pocatello, Inc., subject to Legal Department review, to administer and manage the operation of the Business Improvement District (B.I.D.). Council may also wish to acknowledge that they have reviewed the employment agreement of Stephanie Palagi with Historic Downtown Pocatello, Inc. as provided for in the Management Agreement.

A motion was made by Mr. Cheatum, seconded by Mr. Mansfield, to approve items 3(b) and 3(c) on the Consent Agenda. Upon roll call, those voting in favor were Cheatum, Mansfield, Leeuwrik, Mangum, Nichols, and Paulsen.

Mr. Cheatum requested that Agenda Item No. 3(a) be considered separately, as he was not present at the Work Session on March 13 and therefore, does not feel comfortable voting upon the minutes.

A motion was made by Ms. Leeuwrik, seconded by Mr. Paulsen, to approve Agenda Item 3(a) on the Consent Agenda. Upon roll call, those voting in favor were Leeuwrik, Paulsen, Mansfield, Mangum and Nichols. Cheatum voted in opposition to the motion. The motion passed.

AGENDA ITEM NO. 4: PROCLAMATIONS

Mr. Mansfield, on behalf of Mayor Blad, proclaimed Tuesday, April 22, 2025, to be Earth Day in Pocatello and encouraged all citizens, businesses, and institutions to make a commitment to undertake programs and projects that enhance our community's natural environment by reducing the City's carbon footprint and help build a sustainable community.

Wendy Prather, Lead Hazard Control Program Outreach Coordinator, accepted the proclamation and thanked the Mayor and Council for the recognition. She invited the City Council and citizens to the Environmental Fair to be held April 26 at Lookout Point. The event is free to the public.

Ms. Leeuwrik, on behalf of Mayor Blad, proclaimed the week of April 28 through May 1, 2025 to be Idaho Gives Week in Pocatello and encouraged all citizens to recognize and support the many nonprofit organizations in our community.

Stephen Weeg and Mary Vagner, board members of the Idaho Community Foundation, accepted the proclamation and thanked the Mayor and Council for the recognition, emphasizing the vital role nonprofits play in strengthening communities. They highlighted "Idaho Gives" as an opportunity for everyone to support causes they care about and encouraged participation to help make Idaho a better place.

Mr. Cheatum, on behalf of Mayor Blad, proclaimed the month of April 2025 to be Month of the Military Child in Pocatello and encouraged all citizens to observe the month with appropriate honor, support and gratitude for military children.

Kiersten Young, representative for the Idaho Military and Youth Program, accepted the proclamation and thanked the Mayor and Council for the recognition. She emphasized the value of the program. She explained that it provides military children with a supportive community of peers who understand the unique challenges they face, and encouraged military families to get involved.

AGENDA ITEM NO. 5: CALENDAR REVIEW

Mayor Blad reminded Council members of the following meetings: May 1 Clarification meeting at 5:30 p.m. and Regular City Council meeting at 6:00 p.m.; May 8 City Council Work Session at 9:00 a.m.

Mayor Blad announced applications for Council Seat #4 are now being accepted. Applications must be received at the Mayor's Office by 5 p.m. on Wednesday, April 30. Per Idaho law, interested individuals must be registered voters of the City of Pocatello and be at least 18 years of age; Annual spring cleanup at City cemeteries is underway. Crews will remove and discard all flowers and decorations. Citizens are asked to remove decorations, etc. they have placed on a cemetery space if they wish to avoid disposal of



the item by staff. Clean up is expected to continue through the end of April; Zoo Idaho is currently open weekends only. Beginning May 3, the Zoo will be open every day; The Compost Happens Program runs from April 1 through the last full week of November. Yard waste carts will be picked up on the same day as regular garbage collection; On April 19, from 10:00 a.m. to 2:00 p.m., the Mayor's Youth Advisory Council (MYAC) will host an "Essential Needs Drive" at the Community Recreation Center (144 Wilson). Personal products donations will be donated to area agencies; Also on April 19 at 10:30 a.m., the 28th Annual "Run with the Big Dogs" will take place at Lower Ross Park. Participants may register online or at the Animal Shelter; The City's annual hiring fair will be held on April 25 from 2:00 p.m. to 7:00 p.m. at the Public Works Annex, 2405 Garrett Way; The Portneuf Valley Environmental Fair will be held on April 26 from 11:00 a.m. to 3:00 p.m. at Lookout Point. Citizens using any PRT fixed route or special service during Environmental Fair hours may ride to and from Lookout Point for free; Also on April 26, Medication Take-back Day will be held at the Pocatello Police Department. Law enforcement personnel will be present to collect and safely dispose of unwanted medications; Dog licenses expire June 1. Beginning May 1, the City will offer half-price dog licenses throughout the month. Licenses can be purchased at City Hall or the Animal Shelter.

**AGENDA ITEM NO. 6: PUBLIC HEARING – PROPOSED FISCAL YEAR 2025
SANITATION FEE AMENDMENT AND RESOLUTION**

This time was set aside for the Council to hear comments from the public regarding proposed mid-year fee changes amending Exhibit S, Sanitation Department Fees, of the City's Fee Schedule for sanitation services for Fiscal Year 2025. Council was asked to adopt the proposed amendment by Resolution.

Mayor Blad opened the public hearing.

Tom Kirkman, Director of Public Services, explained this proposed amendment is the initial step in establishing the City's commercial cardboard recycling program, which has been a high priority for the Council. He clarified that existing sanitation fees are not changing; the proposal only adds new fees to cover the cost of commercial cardboard collection.

Mayor Blad announced that no written correspondence had been received.

Nikki Taysom, Pocatello resident, spoke in opposition to the proposal. She disapproves of the City's involvement in recycling, citing concerns over increased fees, lack of private sector involvement, and a belief that such services fall outside the government's proper role.

In response to questions from Council, Mr. Kirkman stated that the City only became involved in recycling after two private companies, Western Recycling and later Republic Services, ceased operating the local facility. He explained that the City was given 30 days' notice to stop its curbside recycling program, which forced the City to take action. He noted that while single stream recycling is costly, collecting more cardboard helps offset those expenses. He reported that the City has reduced recycling costs by about \$20,000 per month. Mr. Kirkman also stated that Pocatello has a 77% participation rate in curbside



recycling, which is significantly higher than the national average of 35% and reflects strong community support.

There being no further public comments, Mayor Blad closed the public hearing.

A motion was made by Ms. Leeuwrik, seconded by Mr. Cheatum, to adopt a resolution (2025-07) approving the proposed mid-year fee changes amending Exhibit S, Sanitation Department Fees, of the City's Fee Schedule for sanitation services for Fiscal Year 2025. Upon roll call, those voting in favor were Leeuwrik, Cheatum, Mangum, Mansfield, Nichols, and Paulsen.

AGENDA ITEM NO. 7: PUBLIC HEARING – VACATION OF RIGHT OF WAY – 1800 BLOCK OF BENCH ROAD

As announced earlier, Agenda Item No. 7 to have Council hear comments from the public regarding a request by Pocatello/Chubbuck School District 25 to vacate the public's interest of 1.59 acres (more or less) of the 1800 block of Bench Road extending from the south entrance into Connections Credit Union to the southern-most entrance of Highland High School parking lot entrance was pulled from the agenda.

AGENDA ITEM NO. 8: FINAL PLAT APPLICATION – ASPEN GROVE SUBDIVISION

Council was asked to approve a final plat application submitted by Gate City Builders, represented by Sunrise Engineering (mailing address: 600 East Oak Street, Pocatello, ID 83201) to subdivide four (4) parcels encompassing 5.56 acres (more or less) into nine (9) lots. The property is located at 2806 South 5th Avenue and will be known as Aspen Grove Subdivision. The Planning and Zoning Commission recommended approval of the final plat following a public hearing held January 8, 2025. Staff recommended approval of the plat with conditions.

A motion was made by Mr. Mansfield, seconded by Mr. Paulsen, to approve a final plat application submitted by Gate City Builders to subdivide four (4) parcels encompassing 5.56 acres (more or less) into nine (9) lots with the following conditions: 1) All conditions set out in the Public Works Department Memorandum from Merrill Quayle, P.E. dated April 7, 2025 shall be met; 2) All conditions set out in the Executive Summary dated April 17, 2025 shall be met; and 3) All other standards and conditions of Municipal Code not herein stated but applicable to the subdivision shall apply and that the subdivision will be known as Aspen Grove Subdivision and that the decision be set out in appropriate Council decision format. Upon roll call, those voting in favor were Mansfield, Paulsen, Cheatum, Leeuwrik, Mangum, and Nichols.

AGENDA ITEM NO. 9: GRANT APPLICATION RATIFICATION – U.S. DEPARTMENT OF TRANSPORTATION RURAL AND TRIBAL ASSISTANCE (RTA) PILOT PROGRAM

Council was asked to approve a request to ratify a grant application through the U.S. Department of Transportation Rural and Tribal Assistance (RTA) Pilot Program in the amount of \$500,000.00 and if awarded, authorize acceptance of the grant and authorize the Mayor's signature on all pertinent documents, subject to Legal Department



review. The grant would provide necessary funding for completion of a municipal services impact analysis. There is no required match.

A motion was made by Mr. Mangum, seconded by Mr. Mansfield, to approve a request to ratify a grant application through the U.S. Department of Transportation Rural and Tribal Assistance (RTA) Pilot Program in the amount of \$500,000.00 and if awarded, authorize acceptance of the grant and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. Upon roll call, those voting in favor were Mangum, Mansfield, Cheatum, Leeuwrik, Nichols, and Paulsen.

AGENDA ITEM NO. 10: AMERICAN WWII HERITAGE CITY NOMINATION APPLICATION

Council was asked to approve submission of the American WWII Heritage City nomination application to the National Park Service and authorize the Mayor's signature on all applicable documents, subject to Legal Department review. This designation recognizes the contributions of one jurisdiction in each state regarding U.S. involvement in World War II.

A motion was made by Ms. Leeuwrik, seconded by Mr. Mansfield, to approve submission of the American WWII Heritage City nomination application to the National Park Service and authorize the Mayor's signature on all applicable documents, subject to Legal Department review.

Becky Babb, Planning Manager, presented an application for Pocatello to be designated a World War II Heritage City. She explained that Idaho currently lacks such a designation and outlined the City's wartime contributions, including an Army Air Base, a Naval Ordnance Plant, and support for military personnel. Ms. Babb noted the application requires no financial commitment and would not limit City actions but could enhance historical outreach. She added that while no new monument is currently planned, existing memorials are documented, and future recognition efforts would follow if approved.

Council expressed support and appreciation for preserving the City's history.

Ms. Leeuwrik's motion was voted upon at this time. Upon roll call, those voting in favor were Leeuwrik, Mansfield, Cheatum, Mangum, Nichols, and Paulsen.

AGENDA ITEM NO. 11: SURPLUS AND SALE OF SEIZED ASSETS – POLICE DEPARTMENT

Council was asked to approve the following requests from the Pocatello Police Department, subject to Legal Department review:

(a) DECLARE THREE (3) VEHICLES AS SURPLUS

Declare three (3) vehicles as surplus, which were seized during ongoing investigations. The vehicles have been adjudicated and awarded to the Police Department by the Bannock County Prosecutor's Office in accordance with Asset Forfeiture Laws; and



(b) AUTHORIZE THE SALE OF THE VEHICLES

Authorize the sale of the vehicles through auction and authorize the Mayor's signature on all pertinent documents.

A motion was made by Mr. Mansfield, seconded by Mr. Mangum, to approve the requests from the Pocatello Police Department as outlined in Agenda Item No. 11(a) and 11(b) and authorize the Mayor's signature on all applicable documents, subject to Legal Department review.

Council members highlighted that the 2003 Celica was seized along with \$261 in cash, 16 grams of cocaine, and 5.5 pounds of meth. Council members thanked the Pocatello Police Department for keeping those drugs off the street.

Mr. Mansfield's motion was voted on at this time. Upon roll call, those voting in favor were Mansfield, Mangum, Cheatum, Leeuwrik, Nichols, and Paulsen.

AGENDA ITEM NO. 12: PROFESSIONAL SERVICES AGREEMENT - DAVEY RESOURCE GROUP

Council was asked to accept the recommendation of staff and approve a Professional Services Agreement with Davey Resource Group in the amount of \$175,000.00 to develop an Urban Forest Plan and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. The project is funded by a US Forest Service Urban and Community Forestry grant.

A motion was made by Mr. Paulsen, seconded by Mr. Mangum, to approve a Professional Services Agreement with Davey Resource Group in the amount of \$175,000.00 to develop an Urban Forest Plan and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. Upon roll call, those voting in favor were Paulsen, Mangum, Cheatum, Leeuwrik, Mansfield, and Nichols.

AGENDA ITEM NO. 13: LOCAL PROFESSIONAL SERVICES AGREEMENT – MONTE VISTA TO POCATELLO CREEK ROAD PATHWAY PROJECT – KELLER ASSOCIATES, INC.

Council was asked to approve a Local Professional Services Agreement between the City of Pocatello, Local Highway Technical Advisory Council (LHTAC), and Keller Associates, Inc. for construction inspection services for the Monte Vista to Pocatello Creek Road Pathway Project and authorize the Mayor's signature on all applicable documents, subject to Legal Department review. There is no additional financial requirement or match for this project. The full match for the grant is covered by local non-profit organizations.

A motion was made by Ms. Leeuwrik, seconded by Mr. Mansfield, to approve a Local Professional Services Agreement between the City of Pocatello, Local Highway Technical Advisory Council (LHTAC), and Keller Associates, Inc. for construction inspection services for the Monte Vista to Pocatello Creek Road Pathway Project and authorize the Mayor's signature on all applicable documents, subject to Legal Department review. Upon roll call, those voting in favor were Leeuwrik, Mansfield, Cheatum, Mangum, Nichols, and Paulsen.



**AGENDA ITEM NO. 14: CONSTRUCTION MANAGEMENT SERVICES
GUARANTEED MAXIMUM PRICE AMENDMENT FOR
RECYCLING FACILITY REMODEL – SANITATION
SERVICES**

Council was asked to accept the recommendations of staff and approve a Guaranteed Maximum Price Amendment to the previously awarded contract for Construction Management Services for the partial remodel of the City's recycling facility in an amount not to exceed \$646,642.00 and authorize the Mayor's signature on all applicable documents, subject to Legal Department review. Funding for the project has been budgeted in the FY25 Sanitation Services budget.

A motion was made by Mr. Cheatum, seconded by Mr. Nichols, to approve a Guaranteed Maximum Price Amendment to the previously awarded contract for Construction Management Services for the partial remodel of the City's recycling facility in an amount not to exceed \$646,642.00 and authorize the Mayor's signature on all applicable documents, subject to Legal Department review.

In response to questions from Council, Tom Kirkman, Director of Public Services, stated that the sanitation facility recently acquired is structurally sound but in need of necessary repairs and upgrades. The planned remodel will include facade improvements and upgrades to create a more accessible and customer-friendly drop-off area for recyclable materials such as cardboard and aluminum.

Council shared impressions from a recent tour of the facility, noting how impressed they were by the public's engagement with recycling. They emphasized the potential to increase recycling participation but acknowledged the interior is in poor condition and needs significant maintenance. They expressed support for the project, highlighting its potential to increase recycling and improve office functionality.

Mr. Cheatum's motion was voted upon at this time. Upon roll call, those voting in favor were Cheatum, Nichols, Leeuwrik, Mangum, Mansfield, and Paulsen.

**AGENDA ITEM NO. 15: BID ACCEPTANCE/CONTRACT AWARD FOR NORTH
MAIN EXTENSION SEWER PROJECT – VORTEX
SERVICES, LLC**

Council was asked to accept the recommendations of staff and award the bid for the North Main Extension sewer project to Vortex Services, LLC, in the amount of \$428,995.00 and authorize the Mayor's signature on all applicable documents, including change orders up to 5% of the project total, subject to Legal Department review. Funding for the project has been budgeted in the FY25 Water Pollution Control (WPC) budget.

A motion was made by Mr. Mansfield, seconded by Mr. Mangum, to accept the recommendations of staff and award the bid for the North Main Extension sewer project to Vortex Services, LLC, in the amount of \$428,995.00 and authorize the Mayor's signature on all applicable documents, including change orders up to 5% of the project total, subject to Legal Department review. Upon roll call, those voting in favor were Mansfield, Mangum, Cheatum, Leeuwrik, Nichols, and Paulsen.



AGENDA ITEM NO. 16: RESOLUTION – DISSOLVING CHILD CARE ADVISORY COMMITTEE

Council was asked to adopt a Resolution dissolving the Child Care Advisory Committee and expressing appreciation to its members for their service.

Council member Paulsen shared his disapproval by addressing State Legislators who supported the new childcare legislation, raising concerns that it may lead to child abuse or neglect. He thanked the Pocatello Fire Department, Mallarie Bascom, the Health Department, IdahoSTARS, United Way, and local child care providers who met on public record to protect Pocatello's children.

A motion was made by Mr. Mangum, seconded by Mr. Mansfield, to adopt a Resolution (2025-08) dissolving the Child Care Advisory Committee and expressing appreciation to its members for their service. Upon roll call, those voting in favor were Mangum, Mansfield, Cheatum, Leeuwrik, and Nichols. Paulsen voted in opposition. The motion passed.

AGENDA ITEM NO. 17: ORDINANCE – REPEALING TITLE 5.28 – CHILDCARE

Council was asked to consider an ordinance repealing Title 5.28 – Childcare effective April 18, 2025 as a result of the Idaho State Legislature's preemption of local control.

A motion was made by Mr. Mansfield, seconded by Mr. Mangum, that the ordinance, Agenda Item No. 17, be read only by title and placed on final passage for publication and that only the ordinance summary sheet be submitted for publication. Upon roll call, those voting in favor were Mansfield, Mangum, Cheatum, Leeuwrik, Nichols, and Paulsen.

Jared Johnson, City Attorney, read the ordinance by title.

Mayor Blad declared the final reading of the ordinance repealing Title 5.28 – Childcare effective April 18, 2025 as a result of the Idaho State Legislature's preemption of local control. Mayor Blad asked, "Shall the ordinance pass?" Upon roll call, those voting in favor were Cheatum, Leeuwrik, Mangum, Mansfield, and Nichols. Paulsen voted in opposition. Mayor Blad declared the ordinance passed, that it be numbered 3158 and that only the ordinance summary sheet be submitted to the Idaho State Journal for publication.

AGENDA ITEM NO. 18: ITEMS FROM THE AUDIENCE

Mayor Blad noted that according to the agenda the total time allotted for this item is fifteen (15) minutes, with a maximum of three (3) minutes per speaker. Mayor Blad stated that in order to hear from all speakers who had signed up, each speaker would be allotted two (2) minutes.

Nikki Taysom, Pocatello resident, voiced deep concerns about serious issues in the community and urged the Council to allow more time for public input, emphasizing the importance of constitutional rights and the need to be heard.



Kyler Johnson, Pocatello resident, stated he was a student at Idaho State University and expressed concerns about the actions of the Pocatello Police Department in the recent fatal shooting of Victor Perez. He shared his view that the use of force was unjustified, criticized the department's response, and called for increased transparency, accountability, and changes to police culture.

Maddox Bickford-Thorpe, Pocatello resident, stated he was a student at Idaho State University and shared his perspective that the fatal police shooting of Victor Perez reflects a broader problem within the Police Department. Drawing on his background as the son of a police officer, he felt that the use of lethal force was unjustified and emphasized the need for better training, especially in de-escalation and mental health awareness. He called for police reform and collaboration with mental health organizations to prevent similar incidents.

Travis Gentry, Pocatello resident, shared his opinion about the police shooting of Victor Perez, and feels the officers should be held accountable and not be paid. He believes non-lethal options were available and the shooting was unjustified. He offered sympathy to Victor's family.

Erin Vassler, Pocatello resident, stated she was a nontraditional student at Idaho State University and expressed disapproval of the Pocatello Police for shooting a 16-year-old, calling their actions reprehensible and urging better de-escalation training and use of non-lethal alternatives.

Sean Johnson, Pocatello resident, acknowledged that others had already expressed his concerns well. He emphasized concern about autistic children's safety and the need for mental health training and less-lethal options for police.

Rose Eidmiller, Pocatello resident, stated she had a master's degree in social work. She shared mental health statistics and expressed concern about how the Pocatello Police handled Victor Perez's case. She recounted her own struggles with police regarding her son, who has multiple mental health diagnoses, and urged the department to improve training, especially in recognizing and responding to people on the autism spectrum without resorting to guns.

Scott Vawter, Pocatello resident, expressed sympathy for Victor Perez's family and questioned why a SWAT team was on the roof during a peaceful protest. He requested answers about who made that decision and which law enforcement unit was involved.

Matthew Shumway, Pocatello resident, expressed deep concern about the police shooting of 16-year-old Victor Perez and called for justice for him and his family. He questioned the decision to deploy a sniper team during a peaceful protest and urged for thoughtful, accountable policing. He felt that police should use deadly force only as a last option and be responsible to the community they serve.

Ember Marsh, Pocatello resident, shared that they are autistic and read a poem expressing how Victor Perez's death has affected them. They called for the four officers involved to be held accountable and for their names to be made public. Ember asked the community to come together in support of justice for Victor Perez and emphasized the importance of standing up until justice is served.



Sheena Goldsberry, Pocatello resident, shared she is a mother of three autistic children with ADHD. She expressed deep fear and frustration over the police shooting of Victor Perez, who also had autism. She voiced strong opposition to the actions of the Pocatello Police Department, called for justice and better training on disabilities, and noted her children are now afraid to go to school. She vowed to continue protesting until change occurs.

AGENDA ITEM NO. 19: ADJOURN

There being no further business, Mayor Blad adjourned the meeting at 7:10 p.m.

APPROVED BY:

BRIAN C. BLAD, MAYOR

ATTESTED BY:

KONNI R. KENDELL, CITY CLERK

PREPARED BY:

AUBRIANA T. RESENDES, DEPUTY CITY CLERK



MEMORANDUM

TO: Konni Kendell, City Clark
FROM: Rich Diehl, Deputy City Attorney
RE: Destruction of Records for 2025
DATE: April 15, 2025



I have reviewed the documents which you submitted for review regarding the Records Destruction process and they appear to be in order to me. I would recommend that you continue the process.

If you have any questions, please feel free to contact me.

RESOLUTION NO. 2025 - _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POCATELLO, A MUNICIPAL CORPORATION OF IDAHO, AUTHORIZING THE DESTRUCTION OF VARIOUS CITY RECORDS AS IDENTIFIED ON EXHIBIT “A” ATTACHED HERETO, IN ACCORDANCE WITH IDAHO CODE §50-907; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Idaho Code §50-907 provides that the City Council must authorize the destruction of records that are not required to be retained as permanent records, have met the minimum retention period provided by the City’s Public Record Retention Schedule, and are no longer required to be retained by law or for City business; and

WHEREAS, the City Clerk of the City of Pocatello has proposed for destruction of certain records which have exceeded their minimum retention period; and

WHEREAS, the approval for the destruction of the listed records on the attached Exhibit “A” has been obtained from the Idaho State Historical Society, when required, and the City Attorney or his designee, as provided by Idaho Code §50-907; and

WHEREAS, this proposal for destruction of City records is made in accordance with the City of Pocatello Records Policy adopted on June 15, 2023 by Resolution No. 2023-19.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF POCATELLO, AS FOLLOWS:

1. That the City records identified on Exhibit A, attached hereto and incorporated herein, are eligible for destruction in accordance with Idaho Code §50-907 and the City of Pocatello Records Policy.

2. That the City Clerk of the City of Pocatello and her designee(s) are hereby authorized to take all necessary steps to carry out the destruction of the City records identified on Exhibit A.

3. That the destruction of the above-approved records may take place at the time of, or any time after, the adoption of this Resolution.

RESOLVED this ____ day of June, 2025.

CITY OF POCA TELLO,
a municipal corporation of Idaho

BRIAN C. BLAD, Mayor

ATTEST:

KONNI R. KENDELL, City Clerk

EXHIBIT A

AIRPORT

Temporary Records

- Transitory Correspondence (including e-mails) through December 31, 2023
- Transitory Financial Reports through December 31, 2023
- Criminal History Records Checks and Security Training Records for individuals with unescorted access authority whose access was terminated prior to August 31, 2024

Semi-Permanent Records

- General Administrative Correspondence through December 31, 2020
- Accounts Payable Documents prior to October 1, 2020
- Accounts Receivable Documents prior to October 1, 2020
- Budget Records prior to October 1, 2020
- Monthly Airport Activity Reports through December 31, 2020
- Monthly Air Traffic Records through December 31, 2020
- Fueling Agent Inspection and Fueling Agent Training Records through December 31, 2020
- FAA Required Personnel Training Records through December 31, 2020
- Lease Agreements terminated through December 31, 2020

FINANCE DEPARTMENT

Accounts Payable:

1. Invoices/statements; purchase card statements/receipts, and adjusting journal entries dated prior to 9/30/2023 which have been scanned.
2. Transitory Records (prior to 9/30/23):
 - a. A/P expenditure approval lists
 - b. Check reports including check register
 - c. Bank transfer list
 - d. Disbursement journal
3. Cash receipts prior to 9/30/2023 after they have been scanned
4. Adjusting journal entries prior to 9/30/2023 after they have been scanned
5. Receipt documents of original entry dated prior to 9/30/2023 (UB Receipts) after they have been scanned
6. Transitory records issued prior to 10/1/2023
 - a. Bank account statements
 - b. Cash reconciliation records

Payroll

- Copies of W-2 records prior to 9/30/2019
- Copies of Affordable Care Act (ACA) documents prior to 9/30/2021

Accounts Receivable (all items scanned):

- Copies of Invoices prior to 9/30/2023
- Copies of Trade receivable prior to 9/30/2023
- Copies of Loan receivable prior to 9/30/2023
- Copies of Community Rec Center bank draft canceled checks prior to 9/30/2023
- Copies of Charge adjustments prior to 9/30/2023
- Copies of Interest and late fee reports prior to 9/30/2023

Miscellaneous:

- Year-end work papers and cash reconciliation working papers prior to 9/30/2023
- Copies of 1099 prior to 9/30/2021
- Copies of Affordable Care Act documents prior to 9/30/2022
- Copies of Sportsite documents prior to 9/30/2016
- Copies of reconciliations prior to 9/30/2016

FIRE DEPARTMENT

1. EMS Billing –
 - a. Copies of Patient Care reports (printed copy of electronic report) – all records through December 31, 2023
 - b. Copies of Ambulance deposits – copy of deposit maintained by Bannock County Auditing – all records through December 31, 2023
 - c. Copies of Insurance Explanation of benefits paper record. Documents have been scanned and attached to electronic billing record or stored on network server – all records through December 31, 2023
 - d. Copies of Forms and additional documentation from patient care. Documents have been scanned and attached to electronic billing record. Documents to include billing authorization forms, hospital face sheets, ABN form, PCS form, etc. – all records through December 31, 2023
2. Burn Permits – all records issued through December 31, 2022
3. Fire permit records – all permit records issued through December 31, 2019
4. Copies of plans and drawings of Fire alarm and sprinkler systems – records have been scanned and stored as an electronic copy. – All records through December 31, 2019
5. Fire Investigation records (excluding records with death involved) – all records through December 31, 2014
6. House burns training files – all records through December 31, 2022
7. Copies of Inspection and Occupancy Records. Records have been scanned and stored as electronic copy. Documents are reproducible. Examples: Inspection reports, letters to and from occupancy owners, violation notices, permits issued, code interpretations, etc. – all records through December 31, 2019
8. Incident Reports
 - a. Arson related – all records through December 31, 2014
 - b. All other incidents – all records through December 31, 2019

9. Release of Liability and HIPAA training records for individuals who ride along – all records through December 31, 2022
10. EMS certification and recertification records – all records through December 31, 2019
11. EMS training records, paper copies – all records through December 31, 2021

HUMAN RESOURCES

1. Affirmative Action Plans for Transit prior to January 1, 2020
2. Benefit plan contracts prior to January 1, 2020
3. Benefits Continuation or Correspondence Records - Prior to January 1, 2020
4. Budget Reports - Service Level Reports prior to January 1, 2020
5. Employee Benefit Records:
 - a. Retirements prior to January 1, 2015
 - b. Terminations where litigation occurred prior to January 1, 2015
 - c. All other terminations prior to January 1, 2020
 - d. Education records prior to January 1, 2020
6. Employee Medical Records:
 - a. ADA and FMLA certifications prior to January 1, 2020
 - b. Medical records of terminated employees prior to January 1, 2020
7. Employee Personnel Records:
 - a. Retirements prior to January 1, 2015
 - b. Terminations where litigation occurred prior to January 1, 2015
 - c. All other terminations prior to January 1, 2020
 - d. Work study records prior to January 1, 2020
8. Employment Eligibility Verification Forms - Terminations prior to January 1, 2020
9. Garnishment Records:
 - a. Tax levy prior to January 1, 2020
 - b. Child support orders prior to January 1, 2020
10. Grievance & Complaint Records - Employee separated prior to January 1, 2020
11. Payroll Administrative Reports - Salary projections prior to January 1, 2020
12. PERSI Records:
 - a. Employer remittance forms prior to January 1, 2020
 - b. Correspondence prior to January 1, 2020
13. Personnel Policy Handbook - 5 years after superseded
14. Position Description, Classification and Compensation Records - Prior to January 1, 2023 if superseded
15. Recruitment and Selection Records:
 - a. Promotion assessments including civil service exams prior to January 1, 2023
 - b. Promotional testing prior to January 1, 2023
16. Unemployment Reports - Unemployment compensation claims prior to January 1, 2020
17. Volunteer Program & Worker Records - Terminations prior to January 1, 2020
18. Workers' Compensation Claim Records - Prior to January 1, 2020

LEGAL DEPARTMENT

1. Criminal files closed prior to December 31, 2019
2. Risk Management Files closed prior to December 31, 2019
3. Risk Management reported accidents by City Departments through 2022 of which no claims were received.
4. Miscellaneous files closed prior to January 1, 2020
5. Litigation files closed January 1, 2019
6. Worker's Compensation files closed prior to January 1, 2019
7. Drug/Alcohol testing results prior to January 1, 2020

MAYOR/CITY COUNCIL

- Service request records – paper and electronic – prior to December 31, 2019
- Mayor's Office correspondence and documents (not historic) – paper and electronic – prior to December 31, 2019
- Advisory Board correspondence (not historic) – paper and electronic prior to December 31, 2019
- City Clerk correspondence prior to December 31, 2019. Does not include letters regarding City policy determinations.
- Record Requests documents prior to December 31, 2022.

PARKS AND RECREATION

Community Recreation Center (CRC)

- Copies of daily cash receipts prior to July 31, 2019

Team Sports

- Adult and youth registration information, correspondence and game schedules prior to December 31, 2018
- Copies of daily deposit receipts prior to December 31, 2018
- Copies of Budget Development sheets prior to September 30, 2019
- Copies of monthly budget reports prior to September 30, 2022

POLICE DEPARTMENT

1. Arrests/Citations: Prior to 2019 Misdemeanor Driving Under the Influence, general Misdemeanor violations including, Code Enforcement, Animal, FTOC, FTA, Alcohol PC, Mental PC
2. Parking Violations: Prior to 2021
3. Traffic Infractions: Prior to 2020
4. Warning Violations: Prior to 2022
5. Traffic Accidents: Prior to 2020 (Not including Fatalities or City Property Damage)
6. Vehicle accident reports are stored electronically. No paper copies to destroy.
7. No Contact Orders: Prior to 2020 (Inactive or expired paperwork only)
8. Vehicle Impound: Prior to 2020 (Inactive and Released)

9. Fingerprint Cards: Prior to 2018 (Misdemeanor only)
10. Mug Shots: Prior to 2019 (non-digital only)
11. City License/Permits: Prior to 2017 (Including application and photo)
12. Juvenile Records: Follow current Felony/Misdemeanor policy or (Keep 5 years beyond 18th birthday*age 24)
13. Employee ID Cards: (Destroy after administrative needs end or obsolete)
14. Accounts Receivable: Prior to 2018 (Daily Deposits, Vendors, BCSO restitution)
15. Community Service: Prior to 2018 (Annual reports kept permanently)
16. Volunteer program Records: Prior to 2018
17. Volunteer Worker Records: Prior to 2018 (5 years after separation)
18. Travel Records: Prior to Fiscal Year Ending 2017

SANITATION DEPARTMENT

- Daily Route Schedules prior to 12/31/2018
- Sanitation Service orders prior to 12/31/2018

WATER DEPARTMENT

1. Maintenance Request/Complaint Records – records documenting complaints or requests concerning water related issues prior to January 1, 2020
2. Backflow Prevention Device Tests – test records include date, type and size of device, serial number, location, test records, line pressure, name of tester, device owner and related data for services prior to January 1, 2022 or subsequent test;
3. Accounts Payable – copies of City bills, including reports, invoices, statements, voucher, delivery tickets and canceled checks for services prior to January 1, 2020;
4. Accounts Receivable – copies of treasurer’s receipts and supporting documentation for scrap metal sales, invoices paid by customers for water used from fire hydrants, damages to City property and other miscellaneous receipts for services prior to January 1, 2020;
5. Bids/Quotes/Proposals – non-grant funded equipment, materials and services prior to January 1, 2020;
6. Budget Records – department budget preparation files and service level reports prior to January 1, 2020;
7. Correspondence – general administrative correspondence prior to January 1, 2020;
8. Daily Work Reports – records of employees’ daily work activities prior to January 1, 2020;
9. Damage/Incident Statements – reports generated for motor vehicle accidents, damages to City property or other utilities, personnel accidents, and damages caused by leaking water lines prior to January 1, 2020;
10. Capital Asset Records – records documenting the purchase, maintenance, inventory, and disposal of capital assets no longer in service prior to January 1, 2020;
11. Capital Improvement Projects – permits and correspondence related to capital improvement projects prior to January 1, 2020;
12. Equipment Maintenance and Repair Records – records for equipment no longer in service prior to January 1, 2020;

13. Fire Hydrant Permits – permits for water used from fire hydrants and supporting documentation including meter reports used to calculate customer charges prior to January 1, 2020;
14. Fuel Reports – records of daily fuel activities prior to January 1, 2020;
15. Human Resource records – employee-related correspondence and documentation prior to January 1, 2020;
16. Vehicle Safety Inspections – daily vehicle inspections prior to January 1, 2020;
17. Water Bacteriological Quality Analysis Reports – records documenting water samples taken from various locations throughout the City water system and supply sources prior to January 1, 2020;
18. Water Chemical Analysis Records - records documenting water samples taken from various locations throughout the City water system and supply sources prior to January 1, 2015.

WATER POLLUTION CONTROL DEPARTMENT

Accounts Receivable Prior to January 1, 2020

- Industrial Users billing invoices
- Waste Hauler billing invoices
- Idaho Power Cogeneration and Small Power Production
- Miscellaneous customers

Activity Reports Prior to January 1, 2020

- Daily work reports

Budget Records Prior to January 1, 2020

- Department budget preparation files
- Department service level reports

Contracts & Agreements

- Terminated/Superseded Prior to January 1, 2020

Correspondence

- General Administrative Correspondence prior to January 1, 2020

Delivery Tickets

- Vendor delivery tickets prior to January 1, 2023

Laboratory Records Prior to January 1, 2016

- 1st Annual Sampling
- 2nd Annual Sampling
- Certificate of Analysis
- Chemical Inventory/Logs
- Coliform Sheet
- Drinking Water
- Equipment Maintenance

- Lagoon Biosolids Data
- Lab Book: Hardbound
- Lab Data – Monthly
- Lab Misc. Info
- NPDES Energy Data
- pH Calibrations
- Quality Control
- River Data
- Simplot
- Soil Sampling Data
- Task Sheets
- Well Sampling Data
- WET Testing

Leave Applications

- Leave Requests and Absence Reports prior to January 1, 2022

Pretreatment Documentation

- Misc. Pretreatment Information prior to January 1, 2014

Purchase Orders

- Purchase order records prior to January 1, 2020

Purchasing Quotes

- Purchasing quote records prior to January 1, 2020

Records Requests

- Request records prior to January 1, 2023

Request for Proposals (RFPs)

- RFP records prior to January 1, 2020

Safety Program Records

- Safety meeting records prior to January 1, 2020

Septage Waste Hauler Records Prior to January 1, 2020

- Waste hauler manifest forms
- Monthly summary sheets

Training and Certification Records

- Department records for employees terminated prior to January 1, 2020

Utility Line Location Request Records

- Dig Line tickets prior to January 1, 2023

Utility Service Requests

- Service requests prior to January 1, 2020

Vehicle Records

- Documents related to vehicles and equipment removed from service

Wastewater Treatment Operations Records Prior to January 1, 2020

- Daily process reports
- Daily lab sheets