CITY OF POCATELLO

CITY OF POCATELLO, IDAHO
CITY COUNCIL
CLARIFICATION MEETING
JUNE 4, 2026

AGENDA ITEM NO. 1: ROLL CALL

Mayor Mark Dahlquist called the City Council Clarification meeting to order at 5:30 p.m. Council members present were Dakota Bates, Corey Mangum, Brent Nichols, Hayden Paulsen, Stacy Satterfield, and Ann Swanson.

AGENDA ITEM NO. 2: DISCUSSION

Mayor Dahlquist and City Council members discussed items listed on the June 4, 2026 Regular City Council Meeting agenda. Staff members clarified agenda item information for City Council members.

AGENDA ITEM NO. 3: ADJOURN

Mayor Dahlquist adjourned the City Council Clarification Meeting at 5:38 p.m.

APPROVED BY:

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MARK DAHLQUIST, MAYOR

ATTESTED BY:

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KONNI R. KENDELL, CITY CLERK

PREPARED BY:

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AUBRIANA T. RESENDES, DEPUTY CITY CLERK

CITY OF POCATELLO

CITY OF POCATELLO, IDAHO
CITY COUNCIL
REGULAR CITY COUNCIL MEETING
JUNE 4, 2026

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 Mark Dahlquist. Council members present were Dakota Bates, Corey Mangum, Brent Nichols, Hayden Paulsen, Stacy Satterfield, and Ann Swanson.

Mayor Dahlquist led the audience in the pledge of allegiance.

AGENDA ITEM NO. 2: INVOCATION

A moment of silence was observed in place of an invocation.

Mayor Dahlquist announced Agenda Item No. 3(e) 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: Clarification and Regular City Council meetings of April 2, 2026; Special City Council Budget Education meeting of March 19, 2026; and Special City Council Town Hall meeting of April 23, 2026.

(b) MATERIAL CLAIMS
Approve the Material Claims for the period of May 16-31, 2026 in the amount of $2,919,459.10

(c) ANIMAL SHELTER ADVISORY BOARD APPOINTMENT
Confirm the Mayor's appointment of Michael Erickson to serve as a member of the Animal Shelter Advisory Board, replacing Timothy Siutto whose term expired. Michael's term will begin June 5, 2026 and expire June 5, 2028.

(d) ANIMAL SHELTER ADVISORY BOARD REAPPOINTMENT
Confirm the Mayor's reappointment of Jane Guidinger to continue serving as a member of the Animal Shelter Advisory Board. Jane's term will begin June 7, 2026 and expire June 7, 2028.

(e) HEARING EXAMINER APPOINTMENT
As announced earlier, Agenda Item No. 3(e), confirming the Mayor's appointment of Kelly Kumm to serve as a Hearing Examiner for the City of Pocatello, was pulled from the agenda.

(f) PARKS AND RECREATION ADVISORY BOARD APPOINTMENT
Confirm the Mayor's appointment of Delroy Mark to serve as a member of the Parks and Recreation Advisory Board, representing the Golf Advisory Committee. Delroy's term will begin June 5, 2026 and expire June 5, 2028.

(g) COUNCIL DECISION – REAFFIRMING FAIRGROUNDS PLACE SHORT PLAT AND DENYING A PUBLIC HEARING
Adopt the Council's decision denying a request for a public hearing regarding the Fairgrounds Place Short Plat and reaffirming the Fairgrounds Place Short Plat decision dated April 2, 2026.

(h) COUNCIL DECISION – SHORT PLAT APPROVAL FOR DEER HAVEN SUBDIVISION
Adopt the Council's decision approving the short plat for Deer Haven Subdivision which subdivides approximately 12.99 acres of land into two (2) lots, subject to conditions.

(i) RESOLUTION – 2026 DESTRUCTION OF CITY RECORDS:
Adopt a Resolution (2026-15) providing for the destruction of temporary records pursuant to Idaho Code §50-907 and the City's Records Policy.

A motion was made by Mr. Mangum, seconded by Mr. Paulsen, to approve Agenda Items No. 3(a)-3(d) and 3(f)-3(i) on the Consent Agenda. Upon roll call, those voting in favor were Mangum, Paulsen, Bates, Nichols, Satterfield, and Swanson.

AGENDA ITEM NO. 4: PROCLAMATIONS

Mayor Mark Dahlquist highlighted the ongoing America 250 celebration and noted that the statewide goal of achieving 250,000 hours of service had already been exceeded. He reminded residents that the Mayor's Office is accepting nominations recognizing community members for acts of service and that those individuals will be acknowledged during City Council meetings. Mayor Dahlquist recognized Barry Hulet and Girl Scout Troop 363 for planting flowers outside City Hall, expressing the City's appreciation for their service to the community.

Mayor Dahlquist proclaimed June 5, 2026 to be Gun Violence Awareness Day and encouraged all citizens to support efforts to prevent the tragic impacts of gun violence.

Terry Kaufmann, Moms Demand Action for Gun Sense in America member, accepted the proclamation and thanked the Mayor and Council for the recognition.

AGENDA ITEM NO. 5: CALENDAR REVIEW

Mayor Dahlquist reminded Council members of the following meetings: June 11 City Council Work Session has been canceled; June 18 City Council Budget Development meeting at 9:00 a.m., Clarification meeting at 5:30 p.m., and Regular City Council meeting at 6:00 p.m.

Mayor Dahlquist announced the Poky Paddle on June 5 from 4 p.m. to 8 p.m. at Centennial Park; Opening home game for the Gate City Grays on June 5 at 6: 00p.m. where Mayor Dahlquist will throw out the first pitch; June Jaunt Fun Run beginning at Highland High School on June 13 at 8 a.m., contact the Parks and Recreation Department for details; City offices will be closed June 19 for the Juneteenth holiday but garbage, compost and recycling pick-ups will be on schedule; Father's Day at the Zoo will be June 21 where fathers will receive a 50% discount off their admission when accompanied by a paid child; Municipal Band Concerts will be Sunday evenings at the Ross Park Bandshell from 7 p.m. to 8 p.m. beginning June 28 and continuing through August 2. The concerts are free to the community.

Council members highlighted three (3) additional community events taking place on June 20: a Juneteenth celebration, Pride, and World Refugee Day.

AGENDA ITEM NO. 6: ITEMS FROM THE AUDIENCE

There were no individuals signed up to speak at this time.

AGENDA ITEM NO. 7: PUBLIC HEARING – PROPOSED FISCAL YEAR 2026 JUNE BUDGET AMENDMENTS

This time was set aside for the Council to hear comments from the public regarding proposed Fiscal Year 2026 Budget amendments.

Mayor Dahlquist opened the public hearing.

Rich Morgan, Chief Financial Officer, gave an overview of the proposed Fiscal Year 2026 amendments. He explained that budget amendments are required when the City receives revenue or grants, accepts donations, or authorizes expenditures from reserves that were not included in the original Fiscal Year 2026 budget. He noted that the amendments follow the same statutory process as the annual budget, including publication, a public hearing, and adoption by ordinance. In response to questions from Council, Mr. Morgan explained that the largest amendment was a $2.3 million grant for the Fire Department.

In response to questions from Council, Shane Grow, Interim Fire Chief, stated the grant, provided through the State of Idaho, would fund two (2) hazardous materials response vehicles along with equipment, including instruments and upgraded sensors used to identify unknown chemicals and monitor air quality during hazardous materials incidents. Chief Grow confirmed the hazardous materials grant supports the City's regional HazMat responsibilities in southeast Idaho as a statewide pass-through grant requiring no local match.

In response to questions from Council, Mr. Morgan also highlighted amendments for the Sanitation Department to purchase replacement vehicles through its capital replacement plan, the Water Department's use of reserves to retire the Series 2015 bond early to reduce future interest costs, and Golf Fund capital improvements to complete the clubhouse project. He explained the Sanitation Department’s practice of setting aside funds over multiple years to replace aging equipment.

Mayor Dahlquist announced no written comments had been received.

Heather Disselkoen, Pocatello resident, spoke uncommitted to the proposed amendments. She stated that one amendment involved expenditures that had been committed before Council approval and emphasized that, although she believed the City should honor those commitments, future expenditures outside the adopted budget should be brought before the Council before commitments are made. She also expressed disappointment that the outside agency involved had not recognized that Council approval was required before accepting the associated revenue.

There being no further public comments, Mayor Dahlquist closed the public hearing and announced that an ordinance had been prepared for Council consideration under Agenda Item No. 15(a)

AGENDA ITEM NO. 8: PUBLIC HEARING – ANNEXATION AND ZONING MAP DESIGNATION – SOUTH 5TH AVENUE

This time was set aside for the Council to hear comments from the public regarding a request from Dykman Construction, Inc., represented by David Assan of Sunrise Engineering (mailing address: 600 East Oak Street, Pocatello, ID 83201) to annex 19.19 acres of land (more or less) located directly east of Century High School with a proposed zoning designation of Commercial General (CG). Following a public hearing held May 13, 2026, the Planning and Zoning Commission recommended approval of the request.

Mayor Dahlquist opened the public hearing.

Merrill Quayle, Sunrise Engineering, representing Dykman Construction, presented a request to annex approximately 19.19 acres located on South 5th Avenue across from Century High School. He explained that a preliminary plat would be submitted in the near future and that water, sewer, and roadway infrastructure necessary to serve the proposed development were already in place. In response to questions from Council, Mr. Quayle stated that the portion excluded from the annexation contains the seminary building owned by the Church of Jesus Christ of Latter-day Saints, which is not part of the development and will remain a part of the county. He explained that Dykman Construction and its investment partners plan to develop the property with commercial lots and amenities, with preliminary and final plats to be submitted before construction begins. Mr. Quayle confirmed that, following annexation and development, the City would assume responsibility for public infrastructure. He also stated there were no details available to share regarding prospective businesses or tenants. He confirmed that the property is contiguous to the City across South 5th Avenue and explained that staff obtained permission from an adjacent property owner to establish contiguity due to family ownership matters affecting the neighboring parcel.

Jim Anglesey, Long Range Planner, presented the staff report for the proposed annexation of approximately 19.19 acres of undeveloped property east of Century High School and the assignment of the Commercial General (CG) zoning designation. He explained that the annexation complied with Idaho law and City code, was consistent with the Comprehensive Plan's future land use map for commercial and mixed-use development, and supported orderly growth along a major corridor. Mr. Anglesey noted that all public noticing requirements had been met, the Planning and Zoning Commission had recommended approval following a public hearing on May 13, 2026, and staff had received no public correspondence regarding the application. In response to questions from Council, Mr. Anglesey explained that, once development is completed, the City assumes responsibility for public rights-of-way and infrastructure in the same manner as any other development within City limits, adding that property owners often seek annexation to receive City services and develop under City regulations rather than County standards.

Mayor Dahlquist announced no written comments had been received.

There being no public comments, Mayor Dahlquist closed the public hearing.

Mr. Paulsen stated that, without a general understanding of what type of commercial development was proposed for the site, he was uncomfortable supporting the annexation because of its location adjacent to Century High School.

A motion was made by Mr. Mangum, seconded by Mr. Bates, to approve a request from Dykman Construction, Inc., to annex 19.19 acres of land (more or less) located directly east of Century High School with a proposed zoning designation of Commercial General (CG) with the following conditions: 1) The subject property shall be annexed into the corporate boundaries of the City of Pocatello; 2) All conditions set out in the Staff Report shall be met; 3) Any standards/regulations not herein noted but applicable to the proposed development shall be strictly adhered to; and 4) Any activity requiring a separate development or building permit shall comply with applicable regulations and that the decision be set out in appropriate Council decision format. Upon roll call, those voting in favor were Mangum, Bates, Nichols, Satterfield, and Swanson. Paulsen voted in opposition to the motion. The motion passed.

AGENDA ITEM NO. 9: PUBLIC HEARING – ZONING MAP AMENDMENT (CONTRACT REZONING) – 6100 SOUTH 5TH AVENUE/900 BLOCK OF STAN'S WAY

This time was set aside for the Council to hear comments from the public regarding a request by the City of Pocatello, represented by Matthew G. Lewis, (mailing address: 911 North 7th Avenue, Pocatello, ID 83201) to rezone by contract 4.92 acres (more or less) of land from Residential Commercial Professional (RCP) to Light Industrial (LI). Following a public hearing held May 13, 2026, the Planning and Zoning Commission recommended approval of the request with conditions.

Mayor Dahlquist opened the public hearing.

Council members announced there had been no ex parte communication.

Matthew Lewis, Senior Planner, presented a City-initiated zoning map amendment to rezone 10 lots within Stan's Commercial Park from Residential Commercial Professional (RCP) to Light Industrial (LI) by contract. He explained that the subdivision was originally approved through Bannock County before being annexed into the City, was intended for industrial development, and is fully improved with public utilities and roads built to City standards. Mr. Lewis stated that staff worked with the property owner to develop a site plan that included reducing the required landscape buffer from 20 feet to 10 feet with a six-foot (6') privacy fence. He noted that the Planning and Zoning Commission recommended approval, all required public notices had been provided, no written comments were received, and staff found the request to be consistent with City code. In response to questions from Council, Mr. Lewis explained that the contract rezone is tied to the specific site plan and limits the property to the approved shop-office buildings with office space and indoor storage. He stated that the surrounding property is zoned RCP, including apartments currently under construction adjacent to the site, with setbacks providing separation between residential and industrial uses. Mr. Lewis noted that staff generally avoids contract rezones but determined this approach was appropriate because it restricts development to the approved layout, parking, landscaping, and building design. He emphasized that the property could not be developed with the broader range of Light Industrial uses, such as salvage yards or heavy equipment operations, and that any future occupants would be limited to the uses approved under the contract rezone.

Mayor Dahlquist announced no written comments had been received.

There being no public comments, Mayor Dahlquist closed the public hearing.

A motion was made by Mr. Mangum, seconded by Ms. Swanson, to approve a request by the City of Pocatello to rezone by contract 4.92 acres (more or less) of land from Residential Commercial Professional (RCP) to Light Industrial (LI) with the following conditions: 1) Upon contract rezone, the subject property shall be zoned Light Industrial (LI). The use shall be limited to shop and office type building use, and adhere to the attached site layout; 2) The applicant shall enter into a Contract Zoning Agreement with the City pursuant to Pocatello Municipal Code 17.02.180.J.5; 3) The landscape buffer area between the Light Industrial (LI) and Residential Commercial Professional (RCP) shall be reduced from twenty feet (20') to ten feet (10') with a six-foot (6') sight obscuring fence installed; 4) The use as proposed shall be established within two (2) years from the County recordation date. After that date, if the use is not established, the contract rezoning will become null and void and the original Residential Commercial Professional (RCP) zoning designation shall apply; 5) Install sidewalk, curb, and gutter to meet engineering requirements at the time the building permit is issued; 6) Install a trash disposal location and style upon review and approval by the City Sanitation. Any dumpster and/or trash enclosure shall not be located within the front or rear setback area; 7) Any standards/regulations not herein noted but applicable to the proposed development shall be strictly adhered to; and 8) Any activity requiring a separate development or building permit shall comply with applicable regulations and that the decision be set out in appropriate Council decision format. Upon roll call, those voting in favor were Mangum, Swanson, Bates, Nichols, Paulsen, and Satterfield.

AGENDA ITEM NO. 10: SHORT PLAT APPLICATION – CREEKSIDE DIVISION 3

Council was asked to approve a short plat application by Iron Eagle, LLC, represented by David Assan of Sunrise Engineering (mailing address: 600 East Oak Street, Pocatello, ID 83201) to subdivide 3.49 acres (more or less) of parcel RPCPP005805 into two (2) lots, with an extension of Creekside Drive. The property is located at approximately 1665 Pocatello Creek Road.

Becky Babb, Planning Manager, presented a short plat application to divide a 3.49-acre parcel on Pocatello Creek Road into two (2) lots with the dedication of additional right-of-way to the City. She noted that staff comments regarding the right-of-way were included in the staff report and requested that Condition No. 2 be removed. Ms. Babb explained that staff and the applicant had reached an alternative solution under which the eastern approach would remain in its current location and the manhole would be relocated to a mutually agreed-upon location. She stated that all other conditions of approval contained in the staff report would remain unchanged. In response to questions from Council, Ms. Babb explained that the application only creates two (2) commercial lots and dedicates additional public right-of-way for the future extension of Creekside Drive. She stated that the right-of-way would extend nearly to Pocatello Creek before terminating short of the creek.

A motion was made by Mr. Bates, seconded by Mr. Paulsen, to approve a short plat application by Iron Eagle, LLC, represented by David Assan of Sunrise Engineering (mailing address: 600 East Oak Street, Pocatello, ID 83201) to subdivide 3.49 acres (more or less) of parcel RPCPP005805 into two (2) lots, with an extension of Creekside Drive with the following conditions: 1) All conditions on the Short Plat Subdivision Application Staff Report shall be met; 2) The plat shall be prepared in accordance with all State and local laws and ordinances and is subject to review by the City Surveyor; and 3) All other standards and conditions of Municipal Code not herein stated but applicable to residential development shall apply and that the decision be set out in appropriate Council decision format. Upon roll call, those voting in favor were Bates, Paulsen, Mangum, Nichols, Satterfield, and Swanson.

AGENDA ITEM NO. 11: AGREEMENT AMENDMENT FOR SOUTH 5TH AVENUE COMPLETE STREETS AND SEWER PROJECT – J-U-B ENGINEERS

Council was asked to approve an amended contract with J-U-B Engineers in the amount of $842,326.10 for the South 5th Avenue Complete Streets and Sewer Project to provide the surveying, Right-of-Way, map rendering and utility coordination associated with the project and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. Funding for this project is available through the EPA Community Change Grant and the Grants Division Match account.

Mariela Mejia, Project Manager, presented a contract amendment with J-U-B for surveying, utility relocation, and map rendering services related to South 5th Avenue improvements. She explained that the work would cover areas including Piedmont Road, Lower Road, Garden Road, Katsilometes Road, and the manufactured housing community. Ms. Mejia stated that the survey would evaluate sewer and water connections, with the goal of connecting properties currently using private utilities to the City's water and sewer systems.

In response to questions from Council, Grants Manager Christine Howe explained that the City received a grant approximately two (2) years ago for the South 5th Complete Streets and Sewer Project, but a portion of the grant was later terminated. She stated that, through the closeout process, the City was able to retain just under $1.3 million in funding, which is being reprogrammed to complete remaining project work, including utility right-of-way coordination and design services. Ms. Howe explained that using the funds now will fulfill the original intent of the grant and help make the project shovel-ready for potential future grant opportunities. She confirmed the same funding process applied to Agenda Item No. 12 and noted that the remaining $3,000 needed would come from the City's grant match account, which was established for this purpose.

In response to questions from Council, Ms. Mejia explained that two (2) engineering firms are involved in the South 5th project because they are handling different portions of the work. She stated that J-U-B is responsible for surveying and utility location mapping, while Keller Associates is responsible for design and construction-related services.

A motion was made by Ms. Swanson, seconded by Mr. Paulsen, to approve an amended contract with J-U-B Engineers in the amount of $842,326.10 for the South 5th Avenue Complete Streets and Sewer Project to provide the surveying, Right-of-Way, map rendering and utility coordination associated with the project and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. Upon roll call, those voting in favor were Swanson, Paulsen, Bates, Mangum, Nichols, and Satterfield.

AGENDA ITEM NO. 12: AGREEMENT AMENDMENT FOR SOUTH 5TH AVENUE COMPLETE STREETS AND SEWER PROJECT DESIGN – KELLER ASSOCIATES

Council was asked to approve an amended contract with Keller Associates, Inc. in the amount of $456,007.00 for the South 5th Avenue Complete Streets and Sewer Project Design to provide the design of water and sewer improvements associated with the original project, and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. Funding for this project is available through the EPA Community Change Grant.

A motion was made by Mr. Mangum, seconded by Ms. Satterfield, to approve an amended contract with Keller Associates, Inc. in the amount of $456,007.00 for the South 5th Avenue Complete Streets and Sewer Project Design to provide the design of water and sewer improvements associated with the original project, and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. Upon roll call, those voting in favor were Mangum, Satterfield, Bates, Nichols, Paulsen, and Swanson.

AGENDA ITEM NO. 13: PORTNEUF WATERSHED RESTORATION PLAN PROPOSAL ACCEPTANCE AND CONTRACT APPROVAL – MERRICK & COMPANY

Council was asked to accept the highest qualified firm for the Portneuf Watershed Restoration Plan Request for Proposals (RFP), and approve a Professional Services Agreement between the City of Pocatello and Merrick & Company and authorize the Mayor's signature on pertinent documents, subject to Legal Department review. The total contract for this project is $251,733.00 and funding for the project will be provided by the City's Cooperative Watershed Management WaterSMART Grant and the Simplot Supplemental Environmental Project Settlement.

A motion was made by Mr. Mangum, seconded by Mr. Paulsen, to accept the highest qualified firm for the Portneuf Watershed Restoration Plan Request for Proposals (RFP), and approve a Professional Services Agreement between the City of Pocatello and Merrick & Company and authorize the Mayor's signature on pertinent documents, subject to Legal Department review.

In response to questions from Council, Christine Howe, Grants Manager, explained that the watershed restoration project is funded through a 2024 WaterSMART grant and will develop a watershed restoration plan for six (6) reaches of the North Portneuf River from Sacajawea Park to the railroad bridge near Simplot. She stated that the project will assess current conditions and provide recommendations to improve vegetation diversity, water quality, natural river channels, aquatic habitat, and potential community recreation opportunities. Ms. Howe noted that deliverables will include GIS mapping, assessments, and an implementation plan with conceptual designs and cost estimates for potential future projects. She clarified that the project is a planning effort and evaluation of the river corridor, not the construction phase itself.

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

AGENDA ITEM NO. 14: REIMBURSEMENT AGREEMENTS – UNION PACIFIC RAILROAD COMPANY AND RICK VANDEN BOOMEN

Council was asked to approve Reimbursement Agreements between the City and Union Pacific Railroad Company and between the City and Rick Vanden Boomen for engineering services pertaining to the work at the location of the Montana Subdivision which includes closure of two (2) at-grade crossings and design of a new at-grade crossing at that location and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review.

Tom Kirkman, Public Works Director, presented proposed reimbursement agreements related to a feasibility study for a potential at-grade railroad crossing connecting Flandro Drive to Bullock Avenue. He explained that the railroad requires two (2) existing at-grade crossings to be closed for each new crossing approved. Under the proposed agreements, the developer would reimburse the City for the estimated $30,000 engineering study and any additional costs associated with the railroad's review process. Mr. Kirkman noted that the study would determine whether the railroad would approve the proposed crossing. In response to questions from Council, Mr. Kirkman explained that the proposed connection could provide an alternative route to help reduce traffic on Yellowstone Avenue and support future development opportunities in the area. He added that the study would evaluate the feasibility of the crossing and that the proposed crossing closures under consideration are located near Shelley.

A motion was made by Mr. Mangum, seconded by Ms. Satterfield, to approve Reimbursement Agreements between the City and Union Pacific Railroad Company and between the City and Rick Vanden Boomen for engineering services pertaining to the work at the location of the Montana Subdivision which includes closure of two (2) at-grade crossings and design of a new at-grade crossing at that location and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. Upon roll call, those voting in favor were Mangum, Satterfield, Bates, Nichols, Paulsen, and Swanson.

AGENDA ITEM NO. 15: ORDINANCES

Council was asked to consider the following ordinances:

(a) FISCAL YEAR 2026 APPROPRIATION ORDINANCE AMENDMENT
An ordinance approving an amendment to the Fiscal Year 2026 Appropriation Ordinance increasing the total Fiscal Year expenditures to account for additional revenue, including grant funds received by the City and to use previously unappropriated cash balances for unanticipated expenses incurred by the City.

A motion was made by Mr. Mangum, seconded by Mr. Bates, that the ordinance, Agenda Item No. 15(a) be read only by title and placed on final passage for publication, and that the entire ordinance be submitted for publication. Upon roll call, those voting in favor were Mangum, Bates, Nichols, Paulsen, Satterfield, and Swanson.

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

Mayor Dahlquist declared the final reading of the ordinance approving an amendment to the Fiscal Year 2026 Appropriation Ordinance increasing the total Fiscal Year expenditures to account for additional revenue, including grant funds received by the City and to use previously unappropriated cash balances for unanticipated expenses incurred by the City. Mayor Dahlquist asked, "Shall the ordinance pass?" Upon roll call, those voting in favor were Bates, Mangum, Nichols, Paulsen, Satterfield, and Swanson. Mayor Dahlquist declared the ordinance passed, that it be numbered 3177 and that the whole ordinance be submitted to the Idaho State Journal for publication.

(b) AMEND ZONING DESIGNATION OF 3450 US HIGHWAY 30
An ordinance to amend the zoning designation of 3450 US Highway 30 from Residential Medium Density Single-Family (RMS) to Light Industrial (LI).

A motion was made by Mr. Paulsen, seconded by Mr. Mangum, that the ordinance, Agenda Item No.15(b) 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 Paulsen, Mangum, Bates, Nichols, Satterfield, and Swanson.

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

Mayor Dahlquist declared the final reading of the ordinance to amend the zoning designation of 3450 US Highway 30 from Residential Medium Density Single-Family (RMS) to Light Industrial (LI). Mayor Dahlquist asked, "Shall the ordinance pass?" Upon roll call, those voting in favor were Bates, Mangum, Nichols, Paulsen, Satterfield, and Swanson. Mayor Dahlquist declared the ordinance and summary sheet passed, that it be numbered 3178 and be submitted to the Idaho State Journal for publication.

AGENDA ITEM NO. 16: ADJOURN

There being no further business, Mayor Dahlquist adjourned the meeting at 7:13 p.m.

APPROVED BY:

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MARK DAHLQUIST, MAYOR

ATTESTED BY:

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KONNI R. KENDELL, CITY CLERK

PREPARED BY:

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AUBRIANA T. RESENDES, DEPUTY CITY CLERK

Agenda Item #3(a)

CITY OF POCATELLO, IDAHO
CITY COUNCIL
CLARIFICATION MEETING
JUNE 18, 2026

AGENDA ITEM NO. 1: ROLL CALL

Mayor Mark Dahlquist called the City Council Clarification meeting to order at 5:31 p.m. Council members present were Dakota Bates, Corey Mangum, Brent Nichols, Hayden Paulsen, Stacy Satterfield, and Ann Swanson.

AGENDA ITEM NO. 2: DISCUSSION

Mayor Dahlquist and City Council members discussed items listed on the June 18, 2026 Regular City Council Meeting agenda. Staff members clarified agenda item information for City Council members.

AGENDA ITEM NO. 3: ADJOURN

Mayor Dahlquist adjourned the City Council Clarification Meeting at 5:48 p.m.

APPROVED BY:

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MARK DAHLQUIST, MAYOR

ATTESTED BY:

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KONNI R. KENDELL, CITY CLERK

PREPARED BY:

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AUBRIANA T. RESENDES, DEPUTY CITY CLERK

CITY OF POCATELLO

CITY OF POCATELLO, IDAHO
CITY COUNCIL
REGULAR CITY COUNCIL MEETING
JUNE 18, 2026

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 Mark Dahlquist. Council members present were Dakota Bates, Corey Mangum, Brent Nichols, Hayden Paulsen, Stacy Satterfield, and Ann Swanson.

Mayor Dahlquist led the audience in the pledge of allegiance.

AGENDA ITEM NO. 2: INVOCATION

The invocation was offered by Pastor Dan Reinhold, representing University Bible Church.

AGENDA ITEM NO. 3: CONSENT AGENDA

Council was asked to consider the following business items:

(a) MATERIAL CLAIMS
Approve the Material Claims for the period of June 1-15, 2026 in the amount of $2,076,420.16.

(b) TREASURER'S REPORT
Approve the Treasurer's Report for April 2026 showing cash and investments as of April 30, 2026 in the amount of $118,479,345.

(c) COUNCIL DECISION – ANNEXATION APPROVAL FOR SOUTH 5TH AVENUE
Adopt the Council's decision annexing approximately 19.19 acres of land, generally located across from Century High School on South 5th Avenue. The subject property will be zoned Commercial General (CG).

(d) COUNCIL DECISION – SHORT PLAT APPROVAL FOR CREEKSIDE DISTRICT DIVISION 3
Adopt the Council's decision approving the short plat for Creekside District Division 3 which subdivides approximately 3.49 acres of land into two (2) lots, subject to conditions.

(e) COUNCIL DECISION – AMENDEND ZONING DESIGNATION APPROVAL FOR 6100 SOUTH 5TH AVENUE
Adopt the Council's decision approving the request from Spring Creek Homes, LLC to amend the zoning designation by contract of 6100 South 5th Avenue from Residential Commercial Professional (RCP) to Light Industrial (LI), subject to conditions.

(f) PARKS AND RECREATION ADVISORY BOARD APPOINTMENT
Confirm the Mayor's appointment of Laura McKenzie to serve as a member of the Parks & Recreation Advisory Board, representing the Zoo Idaho Zoological Society. Laura's term will begin July 13, 2026 and expire July 13, 2028.

(g) POCATELLO ARTS COUNCIL APPOINTMENT
Confirm the Mayor's appointment of Julie Rowe to serve as a member of the Pocatello Arts Council, replacing Tanner Morton who resigned. Julie's term will begin June 19, 2026 and expire November 17, 2029.

(h) REMOVAL OF APPOINTMENT - CIVIL SERVICE COMMISSION – FARNSWORTH
Confirm the removal of Jonathan Farnsworth as a member of the Civil Service Commission in accordance with Idaho Code 50-210. Effective date will be June 18, 2026.

Rich Morgan, Chief Financial Officer, gave a brief overview of the Treasurer's report. In response to questions from Council, Mr. Morgan explained that his summary presentation and the Treasurer's Report will be posted on the City website.

A motion was made by Mr. Mangum, seconded by Ms. Swanson, to approve the items on the Consent Agenda. Upon roll call, those voting in favor were Mangum, Swanson, Bates, Nichols, Paulsen and Satterfield.

AGENDA ITEM NO. 4: PROCLAMATIONS

Mayor Dahlquist recognized local businesses, organizations, and individuals for their acts of service in support of America 250's "250,000 Acts of Service" initiative. He shared that Pocatello is recognized as a Just Serve community. The Friends of the Idaho Zoo Society were recognized for their beautification and improvement projects at the zoo, with four (4) members present. Christine's Floral and Gifts was recognized for adopting and maintaining a landscaped traffic island near Oak Street and Young Street by the Reel Theatre. Mayor Dahlquist also recognized participants in the City's Mountain View Cemetery Adopt-a-Section program, which helps beautify the cemetery in preparation for Memorial Day. Those recognized included Connections Credit Union, the Nelson family, Walmart, The Church of Jesus Christ of Latter-day Saints Second Ward, Idaho Central Credit Union, Christine's Floral and Gifts, Boy Scout Troop 1295, Pokey Justice League, The Church of Jesus Christ of Latter-day Saints Highland South Stake, Moonlight Systems, and Inhabit Home Health and Hospice.

Brent Nichols, on behalf of Mayor Dahlquist, proclaimed June 21, 2026 to be Go Skateboarding Day and encouraged all residents to recognize and celebrate the contributions of skateboarders to our community and to participate in activities that promote health, recreation, and unity.

Dave Van Etten from the Southeast Idaho Skate Park Association accepted the proclamation and thanked Mayor Dahlquist and the City Council for recognizing Go Skateboarding Day and supporting the local skateboarding community. He thanked the Parks and Recreation Department, Bonneville Neighborhood Association, community partners, donors, volunteers, and others who helped make Optimist Skate Park a reality, noting the park has become a valued community gathering place and expressed excitement for future expansion.

Stacey Nichols from the Chevy Nichols Memorial Scholarship Fund thanked the Mayor and Council and shared that the fund supports local youth through scholarships, promotes mental health awareness, and honors Chevy Nichols' legacy and connection to skateboarding. She noted that the skate park provides opportunities for youth to build friendships, stay active, and find a sense of belonging.

EJ Lopez, Soda Springs resident, expressed appreciation for the City's investment in the skateboarding community. He shared that he drives to Pocatello approximately twice a week to skate at Optimist Skate Park and has enjoyed reconnecting with longtime friends and meeting new people since the park opened.

Mayor Dahlquist thanked the skateboarding community and Bonneville Neighborhood Association for their support of Optimist Skate Park and its positive impact on the community, recognizing it as a valuable City amenity.

AGENDA ITEM NO. 5: CALENDAR REVIEW

Mayor Dahlquist reminded Council members of the following meetings: June 22 Special City Council meeting – Executive Session at 1:00 p.m.; July 2 City Council Budget Development meeting at 9:00 a.m., Council Clarification meeting at 5:30 p.m., and Regular City Council meeting at 6:00 p.m.

Mayor Dahlquist announced that City offices will be closed for the Juneteenth holiday on June 19, with garbage, compost, and recycling pickups operating as scheduled; on June 20, the community will celebrate Juneteenth at Purce Park in front of the Senior Center from 11:00 a.m. to 3:00 p.m.; on June 21, Father's Day at the Zoo will offer fathers 50% off admission when accompanied by a paid child; beginning June 28 and continuing through August 2, the Municipal Band will hold free concerts on Sunday evenings from 7:00 to 8:00 p.m. at the Ross Park Bandshell; on July 3, the Pocatello America 250 Celebration and time capsule dedication will be held at 5:00 p.m. on the east lawn of Marshall Public Library, and City offices will be closed for the Independence Day holiday, with garbage, compost, and recycling pickups operating as scheduled; on July 4, the Independence Day Parade will begin at 9:30 a.m. in Historic Downtown Pocatello, followed by community celebration activities and a fireworks display at the Bannock County Event Center and Portneuf Wellness Complex.

Council acknowledged the passing of Idaho Law, a regular attendee at City Council meetings, and shared that his community involvement brought excitement and engagement to the meetings.

AGENDA ITEM NO. 6: ITEMS FROM THE AUDIENCE

Paul Schmidtlein, Pocatello resident, expressed concerns about the use of Flock cameras and other surveillance technology, questioning whether the community had given the City permission to use license plate-reading cameras, drones, and other surveillance equipment. He referenced constitutional privacy protections and encouraged the Council to consider the balance between surveillance and privacy, emphasizing the importance of building a community based on love, kindness, and respect. He thanked the Mayor and Council for their service.

Kristy Lewis, Pocatello Resident, expressed concerns about fireworks, particularly due to the dry conditions this year. She referenced the Mink Creek Fire and shared that her yard has caught fire twice from neighbors' fireworks. She urged the City to address the use of fireworks due to the increased risk of fire.

AGENDA ITEM NO. 7: PUBLIC HEARING – COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEAR 2025 CONSOLIDATED ANNUAL PERFORMANCE & EVALUATION REPORT (CAPER) FOR PUBLIC REVIEW AND COMMENT

This time was set aside for the Council to receive public comment on the City of Pocatello's draft Program Year 2025 Consolidated Annual Performance & Evaluation Report (CAPER) in accordance with its Citizen Participation Plan and U.S. Department of Housing and Urban Development (HUD) requirements covering the grant year beginning April 1, 2025 and ending March 31, 2026. All comments received will be reported in the CAPER and submitted to HUD.

Christine Howe, Grants Manager, presented the Community Development Block Grant (CDBG) Program Year 2025 Consolidated Annual Performance and Evaluation Report (CAPER), which summarizes the use of federal funds and program accomplishments for the period of April 1, 2025, through March 31, 2026. She reported that the City received $380,283 in CDBG funding, which supported affordable housing, public infrastructure, public facility improvements, and public service projects consistent with the five-year Consolidated Plan. Program accomplishments included rehabilitation assistance for 25 homes through the RENEWAL program, lead hazard mitigation assistance for 12 homes, continued neighborhood sidewalk improvements, and funding for five (5) community organizations that provided services to 1,069 unduplicated clients. She also noted the City leveraged additional grant funding and program income, remained in compliance with all federal program requirements, and that the draft CAPER had been reviewed by the CDBG Advisory Committee and made available for public comment, with no written comments received to date. In response to questions from Council, Ms. Howe explained that the City's CDBG allocation varies each year based on a formula established by HUD and the federal budget allocation. She noted that funding has remained relatively steady or slightly declined in recent years. Ms. Howe also explained that Program Year 2026 is the final year of the current five-year plan, which will conclude in March 2027, and the City will reevaluate the plan this summer to establish priorities for the next five (5) years of funding.

Mayor Dahlquist announced no written comments had been received.

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

AGENDA ITEM NO. 8: PUBLIC HEARING – CEDAR HILLS LID

This time was set aside for the Council to receive comments on the Cedar Hills Local Improvement District (LID) from the Cedar Hills property owners regarding an application submitted by Cedar Hills Condominium Association. The subject property is known as Cedar Hills Drive Units 1-101. Residents are requesting to replace the private water main line and services with new infrastructure meeting City standards and, once constructed and approved, the City would take ownership for future maintenance. The water line would be constructed within the existing public right-of-way.

Mayor Dahlquist opened the public hearing.

Molly Beseris, Cedar Hills Condominium Home Owners Association (HOA) President, came forward but requested to reserve her comments for the rebuttal period. Mayor Dahlquist confirmed that she would have an opportunity to speak at that time.

Tom Kirkman, Public Works Director, explained that the proposed Local Improvement District (LID) No. 120 was initiated by a petition from Cedar Hills Condominium property owners requesting water system improvements. He stated that the City's role is to ensure the process complies with Idaho law, evaluate whether the estimated costs are reasonable, and determine whether the required statutory findings can be made, including whether the district is in the best interest of the affected property owners and the City, the obligations are reasonably likely to be paid, and the property values are sufficient. He noted that additional decisions, such as the assessment period, interest charges, and potential City contributions, would need to be considered if the LID moves forward. Mr. Kirkman emphasized that submitting a petition does not require the City to establish the district and that the decision remains at the discretion of Council, which must determine whether the proposed improvements and assessment method are appropriate, fair, and equitable. In response to questions from Council, Mr. Kirkman explained that the Cedar Hills water system is privately owned, with the City responsible for maintenance up to the large water meter at the property line and the property owners are responsible for the system beyond the meter. He noted that if the private system were to fail, it would be up to Council to determine whether the City should intervene. Mr. Kirkman also provided an example of a previous LID involving a trailer park with a failing private sewer system that was contaminating groundwater. He explained that in that instance, Council determined the improvements were in the best interest of the affected property owners and the City due to the potential impact on the City's groundwater.

Mayor Dahlquist announced written comments had been received and given to Council.

Derek Morrison, 75 Cedar Hills Drive, spoke uncommitted to the proposal. He requested that consideration of the LID be paused to allow the community to better understand the estimated costs and the impact on individual homeowners, property taxes, and property marketability. He stated that he was not opposed to the LID but believed additional information was needed before moving forward.

Fran Heisler, 98 Cedar Hills Drive, spoke in opposition to the proposal. She requested that the LID be dismissed, stating that residents could not afford the costs now or when selling their homes. She also expressed concerns about the Cedar Hills Condominium Association's current leadership and requested that any future dealings involving significant costs include the full board and residents rather than being directed by a single individual.

Monty Mills, 69 Cedar Hills Drive, spoke in favor of the proposal. He shared concerns about the aging water system, noting that his family has experienced numerous water outages and that temporary repairs have repeatedly been needed. He expressed concern about the potential for system failure, inadequate fire protection, and water contamination, as well as the impact a large assessment could have on property values and residents' ability to afford their homes. He encouraged the City to consider providing a reasonable bid for the improvements and noted that Cedar Hills has been part of the City since its annexation in 1997.

Karen Skinner, 39 Cedar Hills Drive, spoke in opposition to the proposal. She questioned why the City would have no financial involvement in the project despite Cedar Hills residents paying City taxes and requested clarification regarding the City's role. She also stated that residents conducted their own investigation after receiving the City's letter and found that some of the information presented was inaccurate. She requested additional time for residents to investigate the matter and discuss it further with the City.

Mayor Dahlquist clarified that City policy citywide is for the City to maintain water lines from the street to the meter, while privately owned lines on private property are the responsibility of the property owner. He emphasized that Cedar Hills is not being singled out. He also noted that homeowners associations should anticipate future capital expenses and set aside funds through regular dues to help cover major repairs and improvements.

Brady Barnes, 72 Cedar Hills Drive, spoke in favor of the proposal. He shared concerns about the community's history of water problems and the potential impact of a system failure on residents and property values, particularly if it occurred during the winter. Mr. Barnes emphasized that moving forward with the process would not commit the residents or the City to the project, but would allow accurate costs to be determined so an informed decision could be made. He encouraged advancing the process to obtain reliable cost estimates and address the potential risks to the community.

Linda Chivers, 59 Cedar Hills Drive, spoke in opposition to the proposal. She stated that the majority of the water lines were replaced with PVC pipe approximately eight (8) years ago and that residents involved in the replacement believe the existing lines are adequate. She expressed concern that the proposed LID would place a significant financial burden on residents who cannot afford the expense.

Kathleen Rakatansky, 80 Cedar Hills Drive, spoke uncommitted to the proposal. She stated that she has lived in Cedar Hills for more than 30 years and understood that most of the water lines had already been replaced, with only a few areas remain to be upgraded. She questioned several costs included in the proposal, including paving, legal fees, and the estimated $30,000 per unit assessment, and asked why residents would be responsible for paving if the road is City-owned. She also questioned whether the entire system needed to be replaced and expressed concern about the financial burden of the assessment. Ms. Rakatansky requested that the proposal be placed on hold until residents receive more information and clarification regarding the proposed improvements and costs.

Jim Morphey, Cedar Hills resident, spoke in opposition to the proposal. He stated that he has lived in Cedar Hills for more than 50 years and believes the proposed LID is an expensive solution to a problem that has not yet been clearly defined. He noted that the LID would address the main water line, which he said has had few problems compared to the service lines. He also expressed concern that an LID could create complications for property sales due to liens or encumbrances on the properties. Drawing on his experience in real estate, he encouraged the City and residents to pursue an alternative solution.

Curtis Smith, 84 Cedar Hills Drive, spoke in favor of the proposal. He acknowledged that Cedar Hills has water system problems but stated that the current cost estimate has raised concerns among residents. He encouraged moving forward to the calculation phase to determine the actual costs before making a final decision. Mr. Smith noted ongoing water pressure issues, water outages, and challenges obtaining contractors, and stated that the City has the resources and expertise to help obtain accurate costs. He expressed concern that putting the process on hold would only delay addressing the problem and encouraged Council to advance the process so residents can make an informed decision.

Jodi Barnes, 23 Cedar Hills Drive, spoke in favor of the proposal. She clarified that the HOA Board makes decisions collectively and is not led by a single individual. She shared that, as a resident in the lower-numbered units, she has experienced multiple water problems, including a recent pipe break that required shutting off water to an entire section. She also described ongoing concerns with low water pressure and sediment. Ms. Barnes asked the City to consider solutions that improve water reliability, reduce maintenance challenges, and address water quality and pressure concerns for current and future residents.

Elmer Martinez, 51 Cedar Hills Drive, spoke uncommitted to the proposal. He requested more factual cost information and clarification about the LID process, particularly whether residents would have another opportunity to address Council and reconsider the proposal after the next step provides more accurate cost estimates. He expressed concern about whether the process could be stopped at that point or would automatically continue.

Brandon Hepworth, 11 Cedar Hills Drive, spoke in favor of the proposal. He stated that he is also the contractor who has completed much of the recent work at Cedar Hills and emphasized the need for accurate and complete information, noting that there is both misinformation and valid information circulating. He acknowledged that the system has problems but stated that the situation is not an immediate crisis, with repairs and inspections being conducted as issues arise. Mr. Hepworth encouraged Council to move the process forward to obtain better information while continuing to explore multiple solutions rather than removing any options from consideration. He also noted that he had personally observed a four-foot (4') section of pipe shatter during a repair, reinforcing his concerns about the condition of the system.

Molly Beseris, 15 Cedar Hills Drive, spoke in favor of the proposal. As president of the HOA, she stated that the residents have reviewed several options and that an engineering study submitted with the application evaluated the water system and needed repairs. She explained that the HOA does not have the expertise to manage a public water system and views the LID as a viable solution. Ms. Beseris requested that curbs, gutters, and appurtenances be removed from the proposed scope because they were not requested and the private roads are already narrow. She supported continuing to vet the proposal to determine the actual cost and monthly assessment for residents. In response to questions from Council, Ms. Beseris explained that the water system has an aging closed-loop configuration that does not meet current City code. She stated that portions of the system have been brought up to code as repairs have been made, but water and sediment collect at the bottom of the system, creating ongoing concerns about debris and potential contamination.

In response to questions from Council, Mr. Hepworth explained that recent failures have involved the six-inch (6") main water line shearing, with two (2) breaks occurring in the past two (2) years. He noted that because the private line runs beneath a City road, repairs require cutting into the roadway. He explained that the proposed project would replace the main line and extend it to Bannock Highway, creating a looped system rather than the existing dead-end configuration, which could help address concerns with sediment and water pressure.

In response to questions from Council, Ms. Beseris explained that the HOA had explored grant funding, private funding, assessments, and completing repairs independently. She stated that the HOA can address smaller repairs and individual service lines but cannot afford to replace the main line, which would cost several million dollars. She noted that the HOA has completed individual lines and shutoffs for three (3) sections of homes at a cost of approximately $72,000 per section. Ms. Beseris explained that the main line is more than 50 years old and has become brittle, resulting in breaks and water outages. She stated that the HOA spent approximately $230,000 on water repairs the previous summer, with approximately $65,000 to $70,000 related to the main lines, and that all repairs are paid for by the HOA. She also stated that the HOA has approximately $250,000 in its operating account but no reserve fund. Ms. Beseris further explained that the City had planned to repave the road, but valves installed in the roadway by a previous contractor must be relocated before paving can occur.

Mayor Dahlquist stated that City staff would be available to attend a Cedar Hills Condominium Homeowners Association meeting to provide additional information and explain the LID process in greater detail.

Ms. Beseris thanked the Mayor and invited City staff to attend an HOA meeting to provide additional information and address residents' questions.

In response to questions from Council, Mr. Kirkman explained that approving the LID would commit the City to the LID process. He stated that the Cedar Hills HOA provided engineering plans for a complete water main replacement and new service lines to each unit, which the City used to develop a cost estimate of approximately $2.84 million. The project would include an eight-inch (8") ductile iron water main to complete the loop, new service lines, meters, and fire hydrants. He explained that the estimate included contingencies and administrative costs associated with financing and administering the project. Mr. Kirkman clarified that the curb, gutter, and sidewalk costs included in the resolution were for replacement if existing infrastructure needed to be removed during construction, not for adding new infrastructure. He also explained that the LID process is structured so that each decision advances the process, but the LID could be explored again in the future if it were not approved. He noted that restarting the process could result in increased costs. Mr. Kirkman stated that 68 signatures were required to meet the two-thirds threshold to stop the LID process and that 64 protests had been received, so the threshold had not been met. He reiterated that City policy places responsibility for water service lines beyond the property owner's meter on the property owner and that the City is not obligated to repair private lines. He explained that repayment of the LID would occur over a period established by the Council, up to 30 years. He also stated that the City was neutral regarding the proposal and would proceed based on the Council's decision.

Jared Johnson, City Attorney, explained that the only procedural hold available at this point in the process would be to allow Council additional time to review comments submitted during the public hearing. He stated that Council could act at a future meeting if additional time was needed to review the comments but did not recommend holding the petition for further research. He noted that the HOA could reapply in the future with different information, requests, or an additional engineering opinion.

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

Mr. Bates reviewed the estimated financial impact of the proposed district, noting the estimated cost of approximately $28,000 per unit would result in payments of approximately $78 per month over 30 years, $117 per month over 20 years, or $156 per month over 15 years. He noted these costs would represent a significant financial impact to property owners. Mr. Bates also expressed concern that the project could cost at least the estimated amount, given the scope of the work. He stated that he had difficulty determining how the project would benefit property owners outside of the Cedars and questioned whether it constituted a public use or was in the best interest of both the affected property owners and the City. Based on these considerations and the requirements of Idaho Code, Mr. Bates stated he did not believe he could justifiably support moving forward with the proposed Local Improvement District.

Ms. Swanson emphasized the importance of understanding the reasons behind Council's decisions. She agreed that the proposed project did not constitute a public benefit and expressed concern about moving forward given the 64 statements or signatures received in opposition, which was close to the 68 votes required to stop the process. Ms. Swanson stated that she felt it was her responsibility as a Council member to listen to the concerns of residents and consider those comments in her decision.

A motion was made by Mr. Paulsen, seconded by Mr. Bates, to reject the application submitted by Cedar Hills Condominium Association to create the Cedar Hills Local Improvement District (LID) to replace the private water main line and services with new infrastructure. Upon roll call, those voting in favor were Paulsen, Bates, Mangum, Nichols, Satterfield, and Swanson.

AGENDA ITEM NO. 9: SHORT PLAT APPLICATION – 3939 HAWTHORNE ROAD

Council was asked to approve a short plat application submitted by Chandler Jorgensen, represented by Jose Nava, (mailing address: 555 North Hayes Avenue, Pocatello, ID 83204) to subdivide .40-acres (more or less) of parcel (RPCPP040800) into three (3) lots. Lot 2 has an existing house on it and lot 3 will be dedicated as Right of Way for future expansion of Hawthorne Road. Staff found the proposal compliant with all applicable standards of Pocatello Municipal Code, with conditions.

In response to questions from Council, Jennifer Flynn, Assistant Planner, explained that deferred maintenance agreements, also known as real covenants, are used when development occurs in an area without continuous sidewalks. In this case, installing a small section of sidewalk could create issues with water runoff and erosion. The agreement ensures the landowner will be responsible for installing and paying for the improvements when continuous sidewalk development occurs along Hawthorne Avenue. She clarified that the intent is to avoid creating an isolated section of sidewalk while ensuring the landowner fulfills the requirement when the time comes.

A motion was made by Mr. Mangum, seconded by Ms. Satterfield, to approve a short plat application submitted by Chandler Jorgensen to subdivide .40-acres (more or less) of parcel (RPCPP040800) into three (3) lots with the following conditions: 1) All conditions on the Short Plat Subdivision Application Staff Report shall be met; 2) The plat shall be prepared in accordance with all State and local laws and ordinances and is subject to review by the City Surveyor; and 3) All other standards and conditions of Municipal Code not herein stated but applicable to residential development shall apply and that the decision be set out in appropriate Council decision format. Upon roll call, those voting in favor were Mangum, Satterfield, Bates, Nichols, Paulsen, and Swanson.

AGENDA ITEM NO. 10: AGREEMENT AMENDMENT NO. 2 APPROVAL – THE LAND GROUP

Council was asked to approve Amendment No. 2 to the Agreement between the City of Pocatello and The Land Group for the Pocatello Creek Interchange landscaping redesign and authorize the Mayor's signature on all pertinent documents subject to Legal Department review. The Amendment will increase the contract sum from $112,486.25 to $142,361.25 and account for a change in scope to complete revisions to the design plans per the requests by Idaho Department of Lands. Funding for this amendment is available from the FY23 Western States Fire Managers Grant.

A motion was made by Mr. Nichols, seconded by Ms. Swanson, to approve Amendment No. 2 to the Agreement between the City of Pocatello and The Land Group for the Pocatello Creek Interchange landscaping redesign and authorize the Mayor's signature on all pertinent documents subject to Legal Department review. Upon roll call, those voting in favor were Nichols, Swanson, Bates, Mangum, Paulsen, and Satterfield.

AGENDA ITEM NO. 11: AIRPORT LEASE AMENDMENT AND RESOLUTION – IDAHO INLINE HOCKEY

Council was asked to adopt a resolution and approve an amendment to the lease agreement with Idaho Inline Hockey dated July 3, 2025 and authorize the Mayor to sign all pertinent documents subject to Legal Department review. The amendment will allow for one (1) additional year of $1.00 rent and a one-year extension to the construction start and completion dates. All other terms and conditions will remain unchanged.

A motion was made by Mr. Mangum, seconded by Mr. Paulsen, to adopt a resolution (2026-16) and approve an amendment to the lease agreement with Idaho Inline Hockey dated July 3, 2025 and authorize the Mayor to sign all pertinent documents subject to Legal Department review. Upon roll call, those voting in favor were Mangum, Paulsen, Bates, Nichols, Satterfield, and Swanson.

AGENDA ITEM NO. 12: AIRPORT LEASE AGREEMENT AND RESOLUTION – BRAVO 6 FLIGHT ACADEMY

Council was asked to adopt a resolution and approve a lease agreement between the City and Bravo 6 Flight Academy for approximately 2,600 square feet of building space for the purpose of operating a flight school and authorize the Mayor's signature on all pertinent documents subject to Legal Department review. The lease term will be five (5) years and the rental rate will be $1,372.48 per month with annual CPI increase and full rate review every five (5) years. The lease will allow for possible rent abatement for initial improvements to the facility that are required for occupancy, as approved by the Airport Manager.

Mayor Dahlquist and Council members expressed excitement and thanked Airport staff for their efforts to advance the project.

A motion was made by Mr. Mangum, seconded by Ms. Satterfield, to adopt a resolution (2026-17) and approve a lease agreement between the City and Bravo 6 Flight Academy for approximately 2,600 square feet of building space for the purpose of operating a flight school and authorize the Mayor's signature on all pertinent documents subject to Legal Department review. Upon roll call, those voting in favor were Mangum, Satterfield, Bates, Nichols, Paulsen, and Swanson.

AGENDA ITEM NO. 13: SOUTH 5TH AVENUE PEDESTRIAN IMPROVEMENT PROJECT AGREEMENT AND RESOLUTION - ITD

Council was asked to adopt a resolution and approve a State/Local Agreement (SLA) between the Idaho Transportation Department (ITD) and the City of Pocatello, and authorize the Mayor's signature on all applicable documents, subject to Legal Department review. Council was also asked to authorize the payment of $3,000 from Fund 71 to cover the State's administrative expenses, to be credited towards the City's required overall match for the project. The full match for the grant is covered by local non-profit organizations.

A motion was made by Ms. Swanson, seconded by Mr. Mangum, to adopt a resolution (2026-18) and approve a State/Local Agreement (SLA) between the Idaho Transportation Department (ITD) and the City of Pocatello, and authorize the Mayor's signature on all applicable documents, subject to Legal Department review. Upon roll call, those voting in favor were Swanson, Mangum, Bates, Nichols, Paulsen, and Satterfield.

AGENDA ITEM NO. 14: ANIMAL SERVICES PET LICENSING SERVICE AGREEMENT - DOCUPET

Council was asked to approve an agreement with DocuPet for administration of the City's online animal licensing program and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review.

In response to questions from Council, Liam Hughes, Animal Services Manager, presented information regarding the new animal licensing program, which will streamline pet registration, reduce unused tag inventory, and provide a centralized database to assist Animal Services and law enforcement in reuniting lost animals with their owners. He explained that DocuPet will produce and mail tags as needed, handle payments and related mailing costs, and provide the City with monthly licensing revenue, while generating revenue through specialized tags, additional services, and credit card fees. The program will also provide online licensing and renewal reminders while shelter staff continue to accommodate cash payments, in-person licensing at the shelter, community partnerships, and pop-up licensing events. He noted that Pocatello will be the first City in Idaho to use the program and will have its initial setup fees waived.

A motion was made by Mr. Mangum, seconded by Ms. Swanson, to approve an agreement with DocuPet for administration of the City's online animal licensing program and authorize the Mayor's signature on all pertinent documents, subject to Legal Department review. Upon roll call, those voting in favor were Mangum, Swanson, Bates, Nichols, Paulsen, and Satterfield.

AGENDA ITEM NO. 15: ORDINANCES

Council was asked to consider the following ordinances:

(a) FRANCHISE AGREEMENT - INTERMOUNTAIN GAS COMPANY
An ordinance granting Intermountain Gas Company a twenty (20) year extension to its franchise agreement to construct, maintain, and operate a gas transmission and distribution system.

A motion was made by Mr. Paulsen, seconded by Mr. Mangum, that the ordinance, Agenda Item No. 15(a) be read only by title and placed on final passage for publication, and that the whole ordinance be submitted for publication. Upon roll call, those voting in favor were Paulsen, Mangum, Bates, Nichols, Satterfield, and Swanson.

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

Mayor Dahlquist declared the final reading of the ordinance granting Intermountain Gas Company a twenty (20) year extension to its franchise agreement to construct, maintain, and operate a gas transmission and distribution system. Mayor Dahlquist asked, "Shall the ordinance pass?" Upon roll call, those voting in favor were Bates, Mangum, Nichols, Paulsen, Satterfield, and Swanson. Mayor Dahlquist declared the ordinance passed, that it be numbered 3179 and be submitted to the Idaho State Journal for publication.

(b) CODE AMENDMENT – FIREWORKS REGULATIONS
An ordinance amending Pocatello Municipal Code Chapter 15.10 "Fireworks Regulations" to clarify and improve the function of the title.

A motion was made by Mr. Paulsen, seconded by Mr. Mangum, that the ordinance, Agenda Item No.15(b) 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 Paulsen, Mangum, Bates, Nichols, Satterfield, and Swanson.

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

Mayor Dahlquist declared the final reading of the ordinance amending Pocatello Municipal Code Chapter 15.10 "Fireworks Regulations" to clarify and improve the function of the title. Mayor Dahlquist asked, "Shall the ordinance pass?" Upon roll call, those voting in favor were Bates, Mangum, Nichols, Paulsen, Satterfield, and Swanson. Mayor Dahlquist declared the ordinance passed, that it be numbered 3180 and that the ordinance summary sheet be submitted to the Idaho State Journal for publication.

AGENDA ITEM NO. 23: ADJOURN

There being no further business, Mayor Dahlquist adjourned the meeting at 8:07 p.m.

APPROVED BY:

MARK DAHLQUIST, MAYOR

ATTESTED BY:

KONNI R. KENDELL, CITY CLERK

PREPARED BY:

AUBRIANA T. RESENDES, DEPUTY CITY CLERK

Agenda Item #3(a)

CITY OF POCATELLO

CITY OF POCATELLO, IDAHO
CITY COUNCIL
BUDGET DEVELOPMENT MEETING
JUNE 1, 2026

AGENDA ITEM NO. 1:
ROLL CALL

Mayor Mark Dahlquist called the City Council Budget Development meeting to order at 9:00 a.m. Council members present were Dakota Bates, Corey Mangum, Brent Nichols, Hayden Paulsen, Stacy Satterfield and Ann Swanson.

AGENDA ITEM NO: 2:
MAYOR & COUNCIL DEPARTMENT

City Clerk Konni Kendell and Chief of Staff Anne Nichols presented the proposed Fiscal Year 2027 budget for the Mayor and Council Department. Ms. Kendell provided an overview of the department's responsibilities, explaining that the department provides administrative support to the Mayor, City Council, City departments, advisory boards and the public. She noted that the department is responsible for coordinating City Council meetings and official notices, maintaining public records, processing public records requests, preparing ordinances and resolutions, supporting advisory boards and committees, managing public communications and ensuring compliance with statutory and procedural requirements. Ms. Kendell highlighted the department's accomplishments during the previous fiscal year, including coordinating City Council meetings, processing official documents, responding to public records requests, preparing legislative documents, issuing media releases, maintaining official correspondence, processing cemetery deeds and administering the City's SeeClickFix citizen service request system. She discussed the department's emphasis on transparency, public accessibility and customer service. Ms. Kendell explained that the proposed Fiscal Year 2027 budget was developed with an emphasis on fiscal responsibility while maintaining high levels of service. Operational expenditures represent approximately ten percent of the department's budget, with personnel costs comprising the majority of expenditures due to the service-oriented nature of the department. Proposed operational expenses have decreased from the prior fiscal year as a result of completing the City's rebranding project and reduced election-related expenses.

Ms. Nichols discussed succession planning efforts associated with an anticipated employee retirement and the importance of preserving institutional knowledge to ensure continuity of operations.

Council members thanked staff for the presentation and acknowledged the department's significant administrative workload and continued commitment to supporting City operations.

AGENDA ITEM NO. 3:
LEGAL DEPARTMENT:

City Attorney Jared Johnson and Risk Manager Andrea Henderson presented the Legal Department's organizational structure and proposed Fiscal Year 2027 budget. Mr. Johnson explained that the department's responsibilities are divided into three primary areas: providing in-house legal counsel to the Mayor, City Council and City departments; managing civil litigation and tort claims involving the City; and prosecuting misdemeanor and infraction cases in Municipal Court.
Mr. Johnson reported that during Fiscal Year 2025 the department prosecuted approximately 1,345 misdemeanor cases, including 225 domestic battery cases, and handled 558 infractions.

He also noted that the department reviewed 611 contracts and legal agreements, representing a substantial increase in workload compared to prior years despite no increase in staffing.

Ms. Henderson explained that the proposed budget remains largely flat, with personnel costs accounting for the majority of the increase.

Council members discussed internal service charges and the budget development process.

Chief Financial Officer Rich Morgan explained that internal service allocations represent costs charged by other City departments and that staff continues refining those allocations as implementation of the OpenGov budgeting system progresses.

In response to a question from Council regarding attorney salaries, Mr. Johnson responded that starting salaries for City attorney positions have fallen below market rates due to increased compensation statewide for prosecutors and public defenders. Although the department is currently fully staffed, recruiting qualified attorneys could become difficult should vacancies occur.

In response to a question from Council regarding expenditures for outside legal counsel, Mr. Johnson explained that specialized litigation occasionally requires outside legal expertise not available within the department.

Ms. Henderson reported that approximately 106 tort claims were processed during Fiscal Year 2025. She explained that claims are evaluated through the Idaho Counties Risk Management Program (ICRMP), with only a limited number advancing to litigation.

Mayor Dahlquist emphasized the importance of completing a comprehensive compensation study to address recruitment and retention challenges for professional positions.

Council members expressed support for making the study a future organizational priority.

AGENDA ITEM NO. 4:
RISK MANAGEMENT/WORKERS COMPENSATION:

Andrea Henderson, Risk Manager, presented the proposed Fiscal Year 2027 Risk Management and Workers' Compensation budget. Ms. Henderson explained that Risk Management is a single-person division housed within the Legal Department and is responsible for administering workers' compensation claims, coordinating the City's commercial driver drug and alcohol testing program and managing the City's insurance programs. She reported that the department was unable to maintain a flat budget due primarily to increasing insurance premiums. Ms. Henderson reported that staff recently completed a comprehensive inventory and valuation of City-owned assets to ensure all facilities, infrastructure, vehicles and properties are properly insured. She stated that the review identified several assets that had previously been undervalued or omitted from insurance schedules, including water retention ponds and other City infrastructure. Updating those values resulted in higher insurance premiums but better protects the City's assets.

Council members discussed the asset inventory process and insurance coverage.

Ms. Henderson explained that the updated inventory ensures City assets are insured at appropriate market values.

Chantelle Macy, Budget Manager, explained that insurance costs are allocated to departments through interfund charges based upon historical claims experience and departmental risk exposure.

AGENDA ITEM NO. 5:
HUMAN RESOURCES DEPARTMENT:

Jay Seedall, Human Resources Director, and Benefits Coordinator Holli Harnsberger presented the proposed Fiscal Year 2027 Human Resources budget. Mr. Seedall provided an overview of the department's responsibilities, including recruitment and hiring, employee classification and compensation, labor relations, workforce planning, benefits administration, employee development, organizational culture and support for approximately 600 full-time and 200 seasonal and variable-hour employees. Mr. Seedall reported that the department currently has one vacant position. He explained that a previously budgeted Human Resources Generalist position was reclassified to a Human Resources Assistant, creating operational savings while continuing to meet departmental needs.

Council members discussed the need for a comprehensive compensation study.

Mr. Seedall noted that the City's last compensation study was completed in 2014 and that significant changes in the labor market warrant a new evaluation. While Human Resources continues to perform internal market comparisons with peer agencies, both Mr. Seedall and Ms. Harnsberger recommended utilizing an outside consultant to conduct a comprehensive compensation analysis. Mr. Seedall indicated that the study remains on the City's priority project list but is not included in the proposed Fiscal Year 2027 budget.

In response to Council comments regarding improvement to recruitment and onboarding technology, Mr. Seedall explained that while the City's current applicant tracking system functions effectively, additional automation opportunities remain.

Ms. Harnsberger presented the Wellness Program budget. She explained that the City's wellness initiatives are intended to improve employee health, encourage preventive care and reduce long-term medical costs. Staff plans to utilize available wellness reserves during Fiscal Year 2027 rather than increasing interfund charges to departments. Ms. Harnsberger highlighted the continued success of the HealthJoy application, which provides employees with digital insurance cards, telehealth services, provider recommendations and other healthcare resources. Approximately 85 percent of eligible employees have downloaded the mobile app and staff reported measurable reductions in healthcare costs through increased utilization. Additional wellness initiatives include annual health fairs, on-site health screenings, educational programming, fitness challenges, nutrition initiatives and employee incentives designed to encourage healthy lifestyles.

Council members discussed employee participation rates and the long-term value of wellness programs in reducing healthcare costs and improving employee health.
Mr. Seedall reviewed the City's educational assistance program. He explained that tuition reimbursement is available for coursework that supports employee career advancement while

benefiting City operations. Approximately 27 employees have requested participation in the program, with existing reserves available to fund anticipated reimbursements.

In response to a question from Council regarding eligibility requirements for educational reimbursement, Mr. Seedall explained that coursework must relate to the employee's position or career advancement within the City, and employees receiving reimbursement must remain employed for at least one year following their final reimbursement or repay the assistance received.

Mayor Dahlquist called a recess at 10:15 a.m.

Mayor Dahlquist reconvened the meeting at 10:23 a.m.

AGENDA ITEM NO. 6:
BUILDING DEPARTMENT

Mark Howell, Building Official, and Permit Technician April Murphy presented the proposed Fiscal Year 2027 budget for the Building Department. Mr. Howell introduced himself, noting he had recently assumed the position of Building Official, and provided an overview of the department's organization, responsibilities and budget. He reported that although the number of building permits has declined slightly, department revenues have increased due to growth in commercial and multifamily construction projects, which generate higher permit revenues than single-family residential development.

Council Member Bates asked how the shift from single-family to multifamily construction has affected inspection workloads.

Mr. Howell explained that larger multifamily developments require substantially more inspections, resulting in increased staff time for each project. He added that while inspections continue to be scheduled within 24 hours of requests, the overall number and duration of inspections have increased significantly.

In response to Council questions regarding the electronic permitting system and inspection scheduling process, Ms. Murphy explained that most contractors utilize the online permitting portal, which allows inspections to be scheduled 24 hours a day, while staff continue to assist contractors who prefer paper plans by scanning and uploading documents into the electronic system.

Council members discussed permit review timelines and Ms. Murphy reported that initial reviews are typically completed within ten business days, with overall processing time dependent upon the applicant's responsiveness to requested revisions.

Mayor Dahlquist noted that staff members continue working to improve coordination among reviewing departments to further streamline the permitting process.

Council discussion topics included homeowner permits, commercial licensing requirements, staffing levels, future staffing needs as commercial and multifamily development continues to increase and the department's use of Bannock County building inspectors during periods of increased workload or employee absences.

Mr. Howell indicated that while County assistance has been minimal since filling the Building Official position, the partnership remains available to help maintain customer service during peak construction periods. He acknowledged that additional plan review capacity would be beneficial but indicated that existing staffing levels remain sufficient at this time. Mr. Howell reviewed Building Department revenues and expenditures, noting that permit revenues continue to fully support departmental operations.

AGENDA ITEM NO. 7:
INFORMATION TECHNOLOGY (IT) DEPARTMENT

Aaron Lyon, Chief Information Officer, presented the proposed Fiscal Year 2027 Information Technology Department budget. Mr. Lyon provided an overview of the department's organization and responsibilities, noting that the department supports all City departments while operating with approximately one-third of the staffing typically found in similarly sized municipalities. In addition to maintaining the City's computer networks and technology infrastructure, the department provides website administration, audio and video production, live meeting streaming, cybersecurity, drone services and technical support for City departments. Mr. Lyon reported that approximately 43 percent of the department's budget consists of personnel costs, with the remaining expenditures dedicated primarily to software licensing, maintenance, hardware replacement and technology infrastructure. He noted that staff reduced operational expenditures to maintain a flat budget despite annual increases in software maintenance fees and rising computer hardware costs.

In response to Council questions regarding the IT Department’s role in evaluating and implementing software purchases, Mr. Lyon explained that Information Technology now reviews software acquisitions to ensure compatibility with existing systems, maintain cybersecurity standards and maximize licensing efficiencies.

Mayor Dahlquist emphasized the importance of improved coordination among departments when implementing new software systems.

Council members discussed the department's vacant Cybersecurity Engineer position and explored opportunities to reorganize responsibilities or restructure positions to improve efficiency while maintaining appropriate cybersecurity protections.

Mr. Lyon explained that recruitment efforts are underway and noted that cybersecurity responsibilities continue to expand as the City's technology infrastructure grows. He discussed the growing workload associated with supporting more than 800 computers, expanding cybersecurity requirements and increasing demands for technology services throughout all departments.

Council members emphasized the importance of maintaining adequate cybersecurity staffing while continuing to evaluate organizational efficiencies as future vacancies occur.

Mayor Dahlquist called a recess at 11:14 a.m.

Mayor Dahlquist reconvened the meeting at 11:22 a.m.

AGENDA ITEM NO. 8:
FINANCE DEPARTMENT

Rich Morgan, Chief Financial Officer, presented the proposed Fiscal Year 2027 Finance Department budget. Mr. Morgan explained that the Finance Department is responsible for accounting, treasury management, budgeting, financial reporting, payroll, accounts payable, accounts receivable, audit coordination and long-range financial planning. Using the new OpenGov budgeting platform, he demonstrated how financial information will be presented to the public to improve transparency and accessibility. Mr. Morgan reviewed the department's organizational structure, explaining the distinct responsibilities of the Finance, Accounting, and Treasury divisions. He noted that the department currently has a controller vacancy following a recent resignation and discussed options for filling the vacancy. Mr. Morgan gave an overview of the responsibilities of the controller position, which includes preparation of financial statements, supervision of accounting functions, audit coordination and oversight of financial reporting. In response to a question from Council, Mr. Morgan indicated that staff would evaluate the costs and operational impacts before considering outsourcing or contracting the controller responsibilities.

Council members discussed vacant positions within the department, internal controls and the importance of maintaining appropriate separation of financial duties.

Mr. Morgan explained that certain accounting and treasury responsibilities cannot be combined due to auditing and internal control requirements.

Council members expressed support for continued evaluation of organizational efficiencies while ensuring appropriate financial oversight is followed.

AGENDA ITEM NO. 9:
CAPITAL CONTINGENCY FUND 078

Rich Morgan, Chief Financial Officer, presented an overview of Capital Contingency Fund 078 and its role within the City's financial management practices. Mr. Morgan explained that Fund 078 serves as a reserve account for departmental savings and multi-year capital projects. Departments may request that unused funds be transferred into the account for specific future purposes, subject to Council approval before expenditures occur.

Council members discussed various approaches for budgeting and managing reserve funds. They discussed how salary savings and departmental reserves are transferred into Fund 078 and whether future budgets should more clearly identify projects associated with those reserves.

Mr. Morgan explained that while budgeting reserve funds in advance would provide departments immediate spending authority, requiring Council approval through budget amendments provides greater transparency and oversight. He explained that approximately $1.7 million is currently held within Fund 078 for projects previously identified by departments.

Council Member Swanson emphasized the importance of providing greater visibility into reserve balances and planned expenditures during the budget process.

Council members discussed maintaining Fund 078 as a holding account for multi-year projects while improving transparency regarding intended uses of those funds.

Mr. Morgan noted that maintaining reserves encourages responsible financial management and helps departments plan for major future purchases rather than adopting a "use it or lose it" budgeting approach.

Mayor Dahlquist asked that additional information regarding departmental Fund 078 balances and planned expenditures be included in future budget presentations to improve Council oversight.

AGENDA ITEM NO. 10:
NON-DEPARTMENTAL

Chief Financial Officer Rich Morgan presented the proposed Fiscal Year 2027 Non-Departmental budget. Mr. Morgan explained that the Non-Departmental budget includes expenditures that support multiple City departments or cannot be assigned to a single department, including City contributions required to match federal transit grants, centralized copy and mail services and appropriations for outside organizations. Mr. Morgan reported that requests from community organizations totaled approximately $195,000, while the proposed budget maintains funding at approximately $135,000, consistent with the previous fiscal year.

Council members discussed the City's required local match for public transit grants and the accounting requirements that necessitate budgeting those expenditures within the Non-Departmental budget rather than individual departments.

Mayor Dahlquist announced that the next Budget Development meeting would be June 2, 2026 at 9:00 a.m.

AGENDA ITEM NO. 11:
ADJOURN

There being no further business, Mayor Dahlquist adjourned the meeting at 12:10 p.m.

APPROVED:

MARK DAHLQUIST, MAYOR

ATTEST AND PREPARED BY:

KONNI R. KENDELL, CITY CLERK

Agenda Item #3(a)

CITY OF POCATELLO

CITY OF POCATELLO, IDAHO
CITY COUNCIL
BUDGET DEVELOPMENT MEETING
JUNE 2, 2026

AGENDA ITEM NO. 1:
ROLL CALL

Mayor Mark Dahlquist called the City Council Budget Development meeting to order at 9:00 a.m. Council members present were Dakota Bates, Corey Mangum, Brent Nichols, Hayden Paulsen and Ann Swanson. Council member Stacy Satterfield was excused.

Chief Financial Officer, Rich Morgan, gave an overview of the budget materials, highlighting the addition of a new payroll-to-revenue ratio analysis included in the budget report. Mr. Morgan explained that the new metric measures total base wages in relation to City revenues and is intended to provide another tool for evaluating organizational efficiency and labor market trends. He noted that this information would also be incorporated into the Treasurer's Report going forward.

In response to questions from Council, Mr. Morgan confirmed that the information reflected base wages only. He explained that the earlier ratio measured payroll against total expenditures, while the new analysis compares payroll to revenues, providing a different perspective on the City's financial position.

Mayor Dahlquist added that the previously presented ratio did include employee benefits.

Mr. Morgan confirmed that an analysis which breaks down the payroll ratios by department would be beneficial and could be explored in the future, providing additional insight into departmental operations and staffing levels. Mr. Morgan added that the metrics should be viewed together as a range of indicators rather than relying on a single measure to assess the City's financial health.

Mayor Dahlquist announced that Agenda Item No. 8 would be considered at this time.

AGENDA ITEM NO. 8:
POLICE DEPARTMENT

Police Chief Roger Schei, Assistant Chief Eric Anderson and Amy Teuscher, Assistant to the Chief, were present to give an overview of the Police Department, including its mission, organizational structure, operations, accomplishments, proposed Fiscal Year 2027 budget, staffing and strategic priorities. Chief Schei reviewed the department's mission and emphasized its commitment to public safety, professional policing and community partnerships. He reported that the department currently consists of 101 sworn officer positions and 46 civilian support staff. The department maintains Idaho Chiefs of Police Association (ICOPA) accreditation and operates Idaho's only Accredited Center of Excellence (ACE) certified emergency medical dispatch center. He reviewed departmental operations, including Patrol, Investigations and Support Services. Chief Schei noted that although the City's service area has expanded through annexation, Type A crime offenses declined approximately 9.75 percent during 2025. He compared Pocatello's crime statistics and case clearance rates with other Idaho communities, noting that the department continues to perform favorably despite serving an expanding jurisdiction.

In response to a question from Council regarding why some criminal cases remain uncleared, Assistant Chief Anderson explained that cases may remain open due to the inability to identify suspects, insufficient evidence, prosecutorial decisions or offenses such as vandalism that often lack investigative leads.

Chief Schei outlined several strategic priorities, including modernization of communications technology, replacement of aging radios and body cameras, implementation of cloud-based systems, continued community engagement initiatives and long-term facility improvements. He explained that the department's radio system will soon exceed its expected service life and that Motorola will discontinue support for the existing equipment. Funding options, including grant opportunities and reserve funds, continue to be evaluated. Community engagement efforts highlighted included the Citizen Police Academy, school partnerships, town hall meetings, podcasts, Shop with a Cop, Handcuff Hunger, Touch-a-Truck, Give the Cops a Bird and other outreach programs. Chief Schei discussed long-term facility needs, noting that the current police facility is substantially smaller than recommended for a department of its size. Additional space is needed for equipment storage, specialized vehicles and future operational growth.

Reviewing the proposed budget, Chief Schei explained that most operating expenditures consist of personnel costs and internal service charges allocated by other City departments.

Theron Hill, Finance Department, reviewed how interdepartmental cost allocation formulas are calculated for administrative services, fleet, information technology, facilities and other shared services.

Council discussion continued regarding internal service allocations, staffing vacancies, budget transparency and the methodology used to distribute indirect costs among City departments.

Chief Schei discussed staffing challenges, recruitment efforts, lateral officer hiring, increases in law enforcement training costs, succession planning and national trends affecting police recruitment and retention. He explained that although several sworn positions remain vacant, the department continues active recruitment and emphasized the importance of maintaining authorized staffing levels to ensure officer and public safety.

Council Members discussed the City's overall approach to budgeting vacant positions and balancing personnel costs with service expectations.

Mayor Dahlquist stated that broader staffing and budget reduction discussions should occur after reviewing the complete citywide budget rather than evaluating individual departmental vacancies in isolation.

Chief Schei concluded by emphasizing the department's responsibility to provide safe and effective public safety services and expressed appreciation for the Council's continued support.

Mayor Dahlquist called a recess at 10:19 a.m.

Mayor Dahlquist reconvened the meeting at 10:30 a.m.

AGENDA ITEM NO: 2:
MARSHALL PUBLIC LIBRARY:

Eric Suess, Library Director, presented an overview of the Marshall Public Library, including the department's mission, organizational structure, services, accomplishments, proposed Fiscal Year 2027 budget and future goals. He reviewed the Library's organizational structure, including Administration, Youth Services, Public Services and Technical Services and discussed staffing levels. Mr. Suess noted exceptional efficiencies with a lower staff ratio than many libraries while remaining open six days per week, sixty hours each week and maintaining safe staffing on both floors. Mr. Suess highlighted the Library's 2025 accomplishments, including record circulation levels, internet usage, patron interactions, story time attendance, meeting room utilization and library card registrations. He emphasized that the library serves as a community resource well beyond traditional book lending, by participating in community events such as Lunch in the Parks, health fairs and outreach programs that provide library services to individuals unable to visit the facility.

Reviewing the proposed budget, Mr. Suess stated that increasing costs for library materials, particularly electronic resources, continue to place pressure on operating expenses. He explained that the department has worked to balance its budget through attrition by leaving a recent vacancy unfilled and eliminating a page position rather than reducing existing staff.

In response to questions from Council about the Library's dedicated tax levy, Mr. Suess explained that Idaho law requires the Library's levy revenue to remain dedicated solely to library operations and cannot be diverted for other City purposes. He stated that user fees have had very few increases and library cards remain free for Pocatello residents.

Chief Financial Officer Rich Morgan noted that the property tax revenue reflected in the budget represents the Library's dedicated levy and offered to provide a breakdown of City support versus dedicated library revenues.

AGENDA ITEM NO. 3:
POCATELLO REGIONAL TRANSIT

Skyler Beebe, Pocatello Regional Transit Director, presented an overview of Pocatello Regional Transit, including the department's mission, organizational structure, services, accomplishments, proposed Fiscal Year 2027 budget and future goals. Mr. Beebe explained that Pocatello Regional Transit is the second-largest public transit agency in Idaho and the only agency in the state providing the full range of urban, rural, senior and disabled transportation services. He reviewed the department's various Federal Transit Administration grant programs, including Sections 5307, 5310, 5311 and 5339, which fund operations, capital purchases, bus stop improvements and vehicle replacements. The department currently employs approximately 55 employees and provides nearly 200,000 passenger trips annually, averaging approximately 1,000 passenger trips each day. Mr. Beebe highlighted recent accomplishments, including receiving additional grant funding originally awarded to Idaho Falls for bus stop improvements, implementation of real-time bus tracking and rider notification technology, bus purchases, continued operation without safety or security incidents and expansion of youth transit programs and travel training initiatives. He discussed ongoing efforts to improve the Alameda Transfer Station and noted that the planned purchase of six light-duty buses had been delayed until Fiscal Year 2027. Future projects include additional sidewalk improvements utilizing remaining grant funds.

Reviewing the proposed budget, Mr. Beebe explained that both the Urban and Rural Transit funds remain largely supported through federal and state grants rather than through City tax revenues. He noted that operational expenses have remained relatively flat and explained that capital expenditures do not fully reflect anticipated grant reimbursements until funding is finalized.

Councilmembers asked for clarification regarding the various funding sources and suggested future budget presentations clearly illustrate the amount of local taxpayer support compared to federal and state grant funding.

In response to Council questions, Mr. Beebe explained that available advertising revenues, existing reserves and grant funding would offset projected operating differences without requiring additional taxpayer support. He explained that many capital projects, such as the Alameda Transfer Station, sidewalk improvements and bus purchases, carry forward from prior fiscal years until construction or procurement is completed. Mr. Beebe stated that federal regulations prohibit retaining excess operating revenues within the Urban Transit Fund, while Rural Transit funds may retain reserves for future capital purchases, such as bus replacements.

AGENDA ITEM NO. 4:
POCATELLO REGIONAL AIRPORT:

Alan Evans, Airport Manager, and Kristy Heinz, Management Assistant/Security Coordinator, presented an overview of the Pocatello Regional Airport, including the department's mission, organization, accomplishments, proposed Fiscal Year 2027 budget and future capital improvement projects. Mr. Evans stated that the Airport's primary goal is to support economic development by growing commercial air service while providing safe, reliable aviation facilities for the community and region. He reviewed the department's organizational structure, staffing levels and the Airport's broad range of responsibilities, including compliance with Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulations, airfield maintenance, wildlife management, snow and ice removal, tenant management, security administration, grant administration and air service development. Mr. Evans reported that the Airport recently completed a successful FAA and TSA inspection and commended staff for maintaining high operational standards despite operating with a relatively small workforce. He highlighted several recent accomplishments, including completion of taxi lane improvements supporting future hangar development, rehabilitation of the secondary runway through crack sealing and seal coating, acquisition of additional snow removal and deicing equipment, transition to SkyWest commercial air service and continued progress toward construction of the new FAA Air Traffic Control Tower. Department goals include maintaining airport facilities, enhancing customer service, supporting economic development opportunities, expanding commercial and industrial aviation uses and pursuing infrastructure improvements through federal grant funding. Mr. Evans reviewed upcoming Fiscal Year 2027 projects, including additional hangar development, infrastructure improvements, runway rehabilitation planning and continued design work for future airport expansion.

Ms. Heinz reviewed the Airport's financial position, explaining that the Airport operates as a self-supporting enterprise fund primarily funded through leases, rentals, landing fees, passenger facility charges and grant revenues. She noted that increased revenues associated with wildfire activity and additional aircraft operations can vary significantly from year to year. Ms. Heinz explained that Airport revenues must remain within Airport funds and are reserved primarily to provide the required local match for large FAA-funded capital projects, such as the upcoming approximately $30 million runway rehabilitation project.

In response to Council questions regarding maintenance responsibilities for roadways located on airport property, Public Works Director Tom Kirkman acknowledged that many of the roadways on airport property are deteriorating and discussed future maintenance considerations. He clarified that the roadways are not considered right-of-way, but are easements.

Council discussion followed regarding Passenger Facility Charges, FAA discretionary grants, state aviation grants and long-term capital reserve planning.

In response to a question from Council, Mr. Evans explained that while commercial passenger service remains important, significant opportunities also exist through industrial aviation, cargo operations, aircraft maintenance facilities, emergency response operations and additional hangar development utilizing the Airport's extensive available property. He discussed ongoing national efforts to preserve commercial air service at smaller regional airports through federal legislative actions.

Mayor Dahlquist called a recess at 11:50 a.m.

Mayor Dahlquist reconvened the meeting at 11:59 a.m.

AGENDA ITEM NO. 5:
PLANNING AND DEVELOPMENT SERVICES

Brent McLane, Planning and Development Services Director, and Becky Babb, Planning Manager, presented an overview of the Planning and Development Services Department, including its mission, current projects, proposed Fiscal Year 2027 budget, and future initiatives. Mr. McLane reviewed the department's ongoing responsibilities, including implementation of the Comprehensive Plan, coordination of development review activities, long-range planning, zoning administration and updates to Title 17 of the City Code. He reported that the department currently has four full-time employees and is fully staffed. Staff have assumed additional responsibilities while continuing to manage a significant number of active planning projects.

Ms. Babb reviewed the proposed budget, explaining that the department generates only a limited amount of revenue through planning application and permit fees. Ms. Babb confirmed that unlike departments with dedicated levies, Planning and Development Services is primarily supported through the General Fund, with only a small portion of operating costs offset by planning fees. She noted that recent modifications to sign permitting fees resulted in only minimal additional revenue. The department's largest professional services expenditure is the multi-year project to comprehensively update the City's zoning ordinance through the development of a form-based code. Consultant selection is currently underway, with contract execution anticipated during the summer. She explained that the complexity of the project requires specialized consultant expertise beyond the capacity of existing staff.

In response to questions from Council, Ms. Babb noted that, in an effort to maintain a flat budget, the department reduced its request for professional services funding by postponing updates to the River Vision Plan. She also reported that approximately $50,000 has been budgeted during the current fiscal year toward the estimated $200,000 cost to update Title 17 zoning code.

In response to questions from Council, Mr. McLane stated that while fees could be increased modestly, they still would not recover the department's actual operating costs and could discourage development if set significantly higher than neighboring communities. He also noted that future consideration of impact fees could provide an additional funding source for growth-related infrastructure. Mr. McLane reported that the department processed approximately 200 planning applications during the previous year, including annexations, subdivisions, home occupations and other land use applications.

Ms. Babb explained that while subdivision applications have decreased, development activity has shifted toward larger multifamily and commercial projects, resulting in a decline in planning fee revenues. Although those projects generate fewer subdivision fees, staff continue to review building permits for compliance with parking, landscaping, zoning and other development standards.

Mr. McLane added that subdivision applications require additional public hearing processes and procedural steps compared to multifamily developments.

AGENDA ITEM NO. 6:
GRANTS DIVISION / GRANT FUNDS / ALTERNATE TRANSPORTATION

Brent McLane, Planning and Development Services Director, and Christine Howe, Grants Administrator, presented an overview of the Grants Division, Grant Funds and Alternate Transportation Program. Ms. Howe explained that the department, formerly known as Neighborhood and Community Services, has expanded its responsibilities beyond Community Development Block Grant (CDBG) administration to pursue and manage a broader range of grant-funded projects benefiting departments throughout the City. The Grants Division currently consists of two full-time employees and a Public Outreach and Grant Coordinator position. Ms. Howe explained that personnel costs are largely reimbursed through grant funding, substantially reducing the department's impact on the General Fund. Professional services funding is budgeted primarily to provide required local matching funds for smaller grant opportunities, such as Certified Local Government historic preservation grants. Ms. Howe confirmed the department currently has one vacant Grant Compliance Analyst position.

In response to questions from Council, Ms. Howe stated that financial oversight already includes multiple layers of review and auditing, and that the compliance position focuses primarily on monitoring grant subrecipients and ensuring contractual compliance rather than internal financial controls. She confirmed that existing staffing levels provide sufficient flexibility to pursue current opportunities, particularly when General Fund positions can assist with grant-funded projects. Ms. Howe noted that while additional grant opportunities exist, successful implementation also requires project management capacity and local matching funds.

Mr. McLane added that increasing the City's grant matching resources would improve its ability to compete for future grant funding opportunities.

Ms. Howe explained that approximately $200,000 of the department's operating costs are supported by the General Fund, while approximately $301,000 in personnel expenses are reimbursed directly through grant programs. She added that grant administration funding is derived from several grant programs, including Community Development Block Grants, Brownfields, sidewalk improvement projects and related initiatives. Ms. Howe reviewed Grant Fund 081, explaining that the fund is entirely reimbursement-based and contains separate accounting for numerous federal, state and local grant programs. Revenues and expenditures are budgeted equally because reimbursement occurs as project expenditures are incurred. Approximately $9.2 million in grant-funded projects are anticipated during Fiscal Year 2027. Ms. Howe confirmed that the funding has been awarded and that many projects span multiple fiscal years due to grant implementation schedules. Ms. Howe clarified that the “debt service” line actually represents program income generated through repayment of Community Development Block Grant loans and does not represent traditional debt service. She provided updates on numerous grant-funded projects, including Community Development Block Grants, Brownfields assessment and job training, Lead Hazard Reduction, Safe Streets and Roads for All (SS4A), Firewise, watershed restoration, Bureau of Reclamation projects, Parks and Trails grants, Simplot River Access improvements, Johnny Creek sewer improvements, Brady Chapel restoration, Terry First design work and several ongoing alternate transportation projects.

Ms. Howe shared an overview of Fund 071, which supports alternate transportation improvements including sidewalks, pathways, curb and gutter improvements and Transportation Alternatives Program projects, such as the Brennan Trail, South 5th Avenue sidewalks and East Side sidewalk improvements.

Mayor Dahlquist noted that the increasing number of successful grant applications demonstrates the importance of maintaining adequate staffing to administer grant reporting and compliance requirements throughout the life of each project.

In response to a question from Council, Ms. Howe explained that City staff currently prepare grant applications in-house, often with assistance from Planning staff and student interns, providing a cost-effective approach while maintaining familiarity with City projects.

Mr. McLane verified that while staffing remains adequate to manage current grants, matching fund availability and project management capacity across City departments continue to be important considerations when pursuing future grant opportunities.

Mayor Dahlquist called a recess at 12:47 p.m.

Mayor Dahlquist reconvened the meeting at 1:00 p.m.

AGENDA ITEM NO. 7:
ANIMAL SHELTER

Liam Hughes, Animal Shelter Manager, presented an overview of the Animal Shelter, including recent operational improvements, proposed Fiscal Year 2027 budget, facility needs and future initiatives. Mr. Hughes discussed the department's continued efforts to foster an "animal-first" culture while maintaining high standards of care despite increasing workloads. He explained that staffing ratios have changed substantially over time, requiring employees to care for significantly more animals while continuing to provide adoption counseling, cleaning, medical care and facility maintenance. He outlined ongoing efforts to address deferred maintenance within the shelter, including a multi-year project to improve drainage systems and reduce areas where disease can develop. Additional planned capital improvements include acquisition of a commercial dishwasher to improve sanitation and installation of customer kiosks to provide information regarding available animals and shelter services. Mr. Hughes also discussed expanded educational programming designed to promote responsible pet ownership and reduce future shelter populations through community outreach.

Reviewing the proposed budget, Mr. Hughes stated that the department has worked to maintain a flat operating budget despite increasing costs associated with salaries, facility maintenance and animal care. While the shelter generates some revenue through fees, it is not a significant revenue-generating department. Certain fees will be adjusted during FY2027 to better reflect operational costs.

Mayor Dahlquist complimented the shelter staff on maintaining an exceptionally clean facility and recognized their dedication and professionalism.

In response to a question from Council regarding the proposed purchase of a crematorium, Mr. Hughes explained that estimated costs have increased substantially due to inflation and supply chain impacts, with current estimates ranging from approximately $89,000 to $130,000. Approximately $74,000 has been reserved within Fund 078 toward the project. Mr. Hughes explained that the crematorium would improve environmental stewardship by eliminating burial of euthanized animals containing chemical agents, improve staff morale and potentially provide limited revenue opportunities through pet cremation services and partnerships with other agencies. Mr. Hughes clarified that while offering cremation services to the public could generate some revenue, it would not fully recover the cost of the equipment.

In response to a question from Council regarding heating and cooling issues within the shelter, Mr. Hughes reported that portions of the facility continue to experience temperature control challenges due to original design limitations and that additional HVAC improvements may be necessary in the future.

AGENDA ITEM NO. 9:
FIRE DEPARTMENT / AMBULANCE

Interim Fire Chief Shane Grow and Administrative Services Manager Autumn Baker presented an overview of the Fire Department and Ambulance Division including departmental accomplishments, proposed Fiscal Year 2027 budget, capital needs and future operational planning. Chief Grow reviewed the department's mission, organizational structure and major accomplishments during the past year. Highlights included placing the new tiller truck into service, acquisition of a new brush truck, implementation of automatic aid agreements with the City of Chubbuck to improve emergency response, expansion of hazardous materials capabilities through state grant funding, participation in wildfire mitigation initiatives and continued partnerships with educational institutions providing paramedic and emergency medical services training opportunities. Chief Grow noted that budget constraints have required reductions in employee training during the current year, with training hours declining significantly due to increasing operating costs such as fuel, tires, maintenance and equipment. He emphasized that ongoing training remains essential to maintaining emergency response capabilities.

Ms. Baker explained that the Fire Department's operating budget remains largely unchanged, with no new personnel requests and no current vacancies. Personnel costs are governed by the Collective Bargaining Agreement (CBA) through 2028, while health insurance costs remain subject to annual adjustments.

Chief Grow stated the proposed capital budget includes replacement of a Battalion Chief vehicle, station furniture, roof repairs at Fire Station No. 3 and continued improvements to the Teel Building at 422 East Clark Street. He discussed anticipated long-term capital replacement needs, including self-contained breathing apparatus (SCBA) systems, fire engines and other major apparatus that will require replacement over the next several years. He emphasized the importance of developing a long-term funding strategy for these significant expenditures. In response to a question from Council regarding annual call volumes, Chief Grow reported that during Fiscal Year 2025 the department responded to approximately 9,775 total incidents, including approximately 1,596 fire-related calls and more than 8,100 emergency medical service responses.

Ms. Baker explained that several capital priorities have been reprioritized in order to maximize available funding and utilize reserves generated through wildland fire deployments. In response to a question from Council regarding the Fire Department's apparatus reserve fund, Ms. Baker explained that revenues generated through wildland deployments may be transferred into Fund 075 through budget amendments to support future apparatus replacement and major capital purchases.

In response to a question from Council regarding the department's apparatus replacement schedule, Chief Grow explained that while there is currently no formal staggered replacement program, the department recognizes the importance of developing one to avoid replacing multiple fire engines simultaneously as equipment ages.

Council discussion included the significant increase in fire apparatus costs, current manufacturer lead times and opportunities to reduce costs through standardized equipment specifications.

Ms. Baker reviewed the Ambulance Division budget, explaining that personnel costs are allocated between Fire and Emergency Medical Services based upon employee assignments. She noted that ambulance operations are intended to recover operating costs rather than generate a profit, with funding provided through ambulance district revenues, transport fees and payments received from Bannock County.

Council Members discussed the financial relationship between the City and Bannock County regarding ambulance and dispatch services.

Mayor Dahlquist explained that the City continues to work collaboratively with County officials to address long-term funding challenges associated with dispatch operations, ambulance capital replacement and increasing emergency medical service demands.

Ms. Baker reported that the proposed ambulance services agreement is currently under legal review and is expected to be finalized later in the year.

Additional Council discussion addressed emergency medical responses that do not result in patient transport, the inability to recover costs in those situations under current reimbursement regulations and ongoing efforts to identify sustainable funding solutions.

Mayor Dahlquist announced that the next Budget Development meeting would be June 3, 2026 at 9:00 a.m.

AGENDA ITEM NO. 10:
ADJOURN

There being no further business, Mayor Dahlquist adjourned the meeting at 1:52 p.m.

APPROVED:

____
MARK DAHLQUIST, MAYOR

ATTEST AND PREPARED BY:

____
KONNI R. KENDELL, CITY CLERK

CITY COUNCIL DECISION
SHORT PLAT APPROVAL
HAC SUBDIVISION

Jordan Phillips as Applicant and Owner, and represented by Jose Nava, submitted a short plat application to subdivide approximately 9.11 acres of parcels RPCPP138512 and RPCPP138507 into four (4) lots, generally located 225 feet west of the intersection of South Valley Road and South 5th Avenue. The property is located within a Light Industrial (LI) zoning district and is more particularly described on the attached Exhibit “A”.

This matter came before City Council at its regularly scheduled meeting August 6, 2026, whereat the City Council approved the plat for HAC Subdivision and authorized City staff to sign the plat, subject to the following conditions:

1. All conditions on the Short Plat Subdivision Application Staff Report attached hereto as Exhibit “B”, and incorporated herein, shall be met.

2. The plat shall be prepared in accordance with all State and local laws and ordinances and is subject to review by the City Surveyor.

3. All other standards and conditions of Municipal Code not herein stated but applicable to residential development shall apply.

Notice is hereby given that applicant has the right to challenge this Decision and request a regulatory taking analysis pursuant to Idaho Code Section 67-8003 within 28 days after this Decision.

DATED this ____ day of _________________, 2026.

Approved as to form and content	CITY OF POCATELLO, a municipal corporation of Idaho
___________________________________	______________________________
JARED JOHNSON, City Attorney	MARK DAHLQUIST, Mayor

ATTEST:

____
KONNI KENDELL, City Clerk

STATE OF IDAHO)
ss:
County of Bannock)

On this ______ day of ______________________, 2026, before me, the undersigned, a Notary Public for the State, personally appeared Mark Dahlquist and Konni Kendell, known to me to be the Mayor and City Clerk, respectively, of the City of Pocatello, and acknowledged to me that they executed the foregoing instrument for and on behalf of said municipal corporation and that said municipal corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the date and year in this certificate first above written.

(SEAL)

____
NOTARY PUBLIC FOR IDAHO
Residing in: _____________________________
My commission expires: ___________________

EXHIBIT A

A PARCEL OF LAND LOCATED IN PART OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 7, TOWNSHIP 7 SOUTH, RANGE 35 EAST, BOISE MERIDIAN, BEING ALL OF THE LAND DESCRIBED IN DEED INSTRUMENT 22601689 IN THE RECORDS OF BANNOCK COUNTY IDAHO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST 1/16 CORNER OF SECTION 7, POINT BEING MARKED BY A BRASS CAP RIGHT OF WAY MONUMENT AND DESCRIBED IN CORNER PERPETUATION AND FILING RECORD, INSTRUMENT 21400565, IN THE RECORDS OF BANNOCK COUNTY, IDAHO; THENCE ALONG THE WEST LINE OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SAID SECTION, NORTH 00°13'28" EAST, A DISTANCE OF 455.95 FEET MORE OR LESS TO THE NORTHERLY RIGHT OF WAY OF SOUTH VALLEY RD. AND THE **TRUE POINT OF BEGINNING**;

THENCE CONTINUING ALONG SAID WEST LINE, NORTH 00°13'28" EAST, A DISTANCE OF 748.02 FEET; THENCE LEAVING SAID WEST LINE, NORTH 89°52'05" EAST, A DISTANCE OF 297.28 FEET MORE OR LESS TO THE SOUTHWESTERLY BOUNDARY OF LOT 1 BLOCK 1 OF RIMROCK PROPERTIES PLAT INST. NO. 22306049; THENCE ALONG SOUTHWESTERLY BOUNDARY, SOUTH 41°10'08" EAST, A DISTANCE OF 97.66 FEET TO THE NORTHWESTERLY CORNER OF A PARCEL OF LAND AS DESCRIBED IN DEED INST. NO. 22000447; THENCE LEAVING SAID SOUTHWESTERLY BOUNDARY OF THE RIMROCK PROPERTIES PLAT AND ALONG THE BOUNDARY OF SAID DEED PARCEL INST. NO. 22000447 FOR THE FOLLOWING THREE (3) COURSES:

(1) THENCE, SOUTH 41°43'45" EAST, A DISTANCE OF 193.56 FEET;
(2) THENCE, SOUTH 86°43'38" EAST, A DISTANCE OF 60.01 FEET;
(3) THENCE, NORTH 48°16'22" EAST, A DISTANCE OF 70.17 FEET MORE OR LESS TO THE SOUTHWESTERLY RIGHT OF WAY OF SOUTH 5TH AVE;

THENCE LEAVING SAID DEED PARCEL AND ALONG THE SOUTHWESTERLY RIGHT OF WAY OF SOUTH 5TH AVE, SOUTH 41°43'45" EAST, A DISTANCE OF 67.03 FEET TO THE INTERSECTION WITH THE NORTHWESTERLY BOUNDARY OF A PARCEL OF LAND AS DESCRIBED IN DEED INST. NO. 22119738; THENCE LEAVING SAID RIGHT OF WAY AND FOLLOWING ALONG THE BOUNDARY OF SAID DEED PARCEL FOR THE FOLLOWING THREE (3) COURSES:

(1) THENCE, SOUTH 48°14'57" WEST, A DISTANCE OF 179.88 FEET;
(2) THENCE, SOUTH 41°54'05" EAST, A DISTANCE OF 207.03 FEET;
(3) THENCE, NORTH 48°08'54" EAST, A DISTANCE OF 20.00 FEET TO THE NORTHWEST CORNER OF A PARCEL OF LAND AS DESCRIBED IN DEED INST. NO. 21220015;

THENCE ALONG SAID DEED PARCEL, SOUTH 42°13'07” EAST, A DISTANCE OF 91.92 FEET MORE OR LESS TO THE NORTHWESTERLY RIGHT OF WAY OF SOUTH VALLEY RD.; THENCE LEAVING SAID DEED PARCEL AND ALONG THE NORTHWESTERLY RIGHT OF WAY OF SOUTH VALLEY RD. FOR THE FOLLOWING SEVEN (7) COURSES:

(1) THENCE, SOUTH 48°36'51” WEST, A DISTANCE OF 28.40 FEET;
(2) THENCE, SOUTH 60°35'25” WEST, A DISTANCE OF 250.22 FEET;
(3) THENCE, SOUTH 79°06'28” WEST, A DISTANCE OF 170.61 FEET;
(4) THENCE, SOUTH 79°11'19” WEST, A DISTANCE OF 75.57 FEET;
(5) THENCE, SOUTH 85°43'58” WEST, A DISTANCE OF 102.68 FEET;
(6) THENCE, SOUTH 85°43'11” WEST, A DISTANCE OF 94.65 FEET;
(7) THENCE, NORTH 82°05'19” WEST, A DISTANCE OF 53.63 FEET MORE OR LESS TO THE WEST LINE OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4 OF SAID SECTION 7 AND THE **TRUE POINT OF BEGINNING.**

SUBDIVISION COMPRISING 9.11 ACRES MORE OR LESS

SHORT PLAT SUBDIVISION APPLICATION
MEETING AUGUST 6, 2026
STAFF REPORT

SUBDIVISION:	HAC Subdivision Short Plat
FILE:	SP26-007
APPLICANT:	Jose Nava
PROPERTY OWNER:	Jordan Phillips
REQUEST:	Short Plat Subdivision Application
GENERAL LOCATION:	S. Valley Rd.
ZONING:	Light Industrial (LI)
LOTS/UNITS:	Four (4) Lots (9.11 acres +/-)

RECOMMENDATION & CONDITIONS:
Staff finds that the proposal is compliant with all applicable standards of Pocatello Municipal Code Sections 16.16 and 16.24, assuming compliance with the following conditions:

1. Construction drawings for any utility connections will be submitted with a development permit. Those connections will be approved prior to any building permit being issued;
2. The plat shall be prepared in accordance with applicable State and City subdivision plat standards and subject to review by the City Surveyor; and
3. All other standards or conditions of Municipal Code not herein stated but applicable to the subdivision shall apply.

REQUEST: Jose Nava (555 N. Hayes Ave.), on behalf of Jordan Phillips (property owner), has submitted a short plat application requesting to subdivide 9.11 acres (more or less) of parcels RPCPP138512 and RPCPP138507 into four (4) lots, with an 80' wide private access and public utility easement. The property is located at the approximately 225 feet west of the intersection of South Valley Rd and S. 5th Ave.

DENSITY & LOT DESIGN: The subject property is zoned Light Industrial (LI). The proposal calls for subdividing the parcel to allow for the future development. The right-of-way WILL NOT be dedicated to the City of Pocatello, but will remain private. Municipal Code does not require that a minimum lost size be maintained for Light Industrial lots.

RIGHT-OF-WAY IMPROVEMENTS: The City of Pocatello Public Works Department provided following comments which have already been incorporated into the plat. Construction drawings for any utility connections will be submitted with a development permit. Those connections will be approved prior to any building permit being issued. Utility notices were sent on July 17, 2026. One comment was received from Southeastern Idaho Public Health requiring the developer to apply to Southeastern Idaho Public Health for land development. This comment has been provided to the applicant.

PRIVATE COVENANTS, RESTRICTIONS & CONDITIONS: Recorded Owner's Covenants, Conditions and Restrictions (CC &R's) for the subdivision, if any, must be submitted after the recording of the short plat.

ATTACHMENTS:

A. Proposed Short Plat
B. Aerial Views

Agenda Item #3(e)

CITY COUNCIL DECISION
SHORT PLAT APPROVAL
GREY SIDE SUBDIVISION

Greyside Properties, LLC, as Applicant and Owner, and represented by Stewart Ward of Dioptra, LLC, submitted a short plat application to subdivide approximately 0.70 acres of parcel RPTRT001100 into three (3) lots, generally located at 1389 West Quinn Road. The property is located within a Residential Medium Density Single Family (RMS) zoning district and is more particularly described on the attached Exhibit “A”.

This matter came before City Council at its regularly scheduled meeting August 6, 2026, whereat the City Council approved the plat for Grey Side Subdivision and authorized City staff to sign the plat, subject to the following conditions:

1. All conditions on the Short Plat Subdivision Application Staff Report attached hereto as Exhibit “B”, and incorporated herein, shall be met.

2. The plat shall be prepared in accordance with all State and local laws and ordinances and is subject to review by the City Surveyor.

3. All other standards and conditions of Municipal Code not herein stated but applicable to residential development shall apply.

Notice is hereby given that applicant has the right to challenge this Decision and request a regulatory taking analysis pursuant to Idaho Code Section 67-8003 within 28 days after this Decision.

DATED this ____ day of _________________, 2026.

Approved as to form and content

CITY OF POCATELLO, a municipal corporation of Idaho

____
JARED JOHNSON, City Attorney

____
MARK DAHLQUIST, Mayor

ATTEST:

____
KONNI KENDELL, City Clerk

STATE OF IDAHO)
ss:
County of Bannock)

On this ______ day of ______________________, 2026, before me, the undersigned, a Notary Public for the State, personally appeared Mark Dahlquist and Konni Kendell, known to me to be the Mayor and City Clerk, respectively, of the City of Pocatello, and acknowledged to me that they executed the foregoing instrument for and on behalf of said municipal corporation and that said municipal corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the date and year in this certificate first above written.

(SEAL)

____
NOTARY PUBLIC FOR IDAHO
Residing in: ____________________________
My commission expires: ___________________

EXHIBIT A

LOT 12, BLOCK 1 OF TURNER TRACTS INSTR. # 244642, ALSO BEING PORT OF SECTION 1 6, TOWNSHIP 6 SOUTH, RANGE 34 EAST BOISE MERIDIAN, BANNOCK COUNTY, IDAHO, MORE PARTICULARLY DESCRIBED AS,

COMMENCING AT THE NORTHEAST CORNER OF SECTION 16, TOWNSHIP 6 SOUTH, RANGE 34 EAST, AND RUNNING THENCE S 89"55 '41" W 1312.24 FEET TO THE EAST 1/16 CORNER OF SAID SECTION AND RUNNING THENCE S 00"00'42" W 25.00 FEET TO THE NORTHWEST CORNER OF LOT 12, BLOCK 1 OF TURNER TRACTS INSTR. # 244642, ALSO BEING THE SOUTH RIGHT-OF-WAY OF WEST QUINN ROAD, SAID POINT BEING THE TRUE POINT OF BEGINNING;

THENCE N 89"55'41"E 10 2. 10 FEET ALONG THE SOUTH RIGHT- OF-WAY OF WEST QUINN ROAD TO THE NORTHEAST CORNER OF SAID LOT 12 ; THENCE S 00"02'43" E 301.94 FEET ALONG THE EAST LINE OF SAID LOT TO THE NORTH LINE OF STRATTEN ESTATES - DIVISION 1 INSTR. #21916034, THENCE S 89"53'56" W 102.40 FEET ALONG SAID NORTH LINE TO THE NORTHWEST CORNER OF SAID SUBDIVISION , ALSO BEING THE EAST LINE OF SUN WEST ADDITION INSTR. #562096; THENCE N 00"0 0 ' 4 2" E 3 0 1.9 9 FEET ALONG SAID EAST LINE OF SAID SUBDIVISION TO THE SOUTH RIGHT-OF-WAY OF WEST QUINN ROAD TO THE POINT OF BEGINNING.

CONTAINING ± 308 82 SQ. FEET OR 0.71 ACRES.

SHORT PLAT SUBDIVISION APPLICATION
MEETING AUGUST 6, 2026
STAFF REPORT

SUBDIVISION:	Grey Side Subdivision Short Plat
FILE:	SP26-009
APPLICANT:	Stuart Ward, Dioptra LLC
PROPERTY OWNER:	Greyside Properties LLC
REQUEST:	Short Plat Subdivision Application
GENERAL LOCATION:	1389 W. Quinn Rd.
ZONING:	Residential Medium Density Single Family (RMS)
LOTS/UNITS:	Three (3) Lots (0.7 acres +/-)

RECOMMENDATION & CONDITIONS:
Staff finds that the proposal is compliant with all applicable standards of Pocatello Municipal Code Sections 16.16 and 16.24, assuming compliance with the following conditions:

1. Construction drawings are approved. Utility connections will be inspected in conjunction with a development permit;
2. The plat shall be prepared in accordance with applicable State and City subdivision plat standards and subject to review by the City Surveyor; and
3. All other standards or conditions of Municipal Code not herein stated but applicable to the subdivision shall apply.

REQUEST: Stewart Ward of Dioptra, LLC (4880 Clover Dell Rd.), on behalf of Greyside Properties, LLC (property owner), has submitted a short plat application requesting to subdivide 0.7 acres (more or less) of parcel RPTRT001100 into three (3) lots, with a 20' wide private access and public utility easement. The property is located at the approximately 1389 W. Quinn Rd.

DENSITY & LOT DESIGN: The subject property is zoned Residential Medium Density Single Family (RMS). The proposal calls for subdividing the parcel to allow for the future development. The minimum lot size, utilizing infill development standards, is 3,000 sq. ft. for a single-family home. The smallest lot is 8,728 sq. ft. The private drive WILL NOT be dedicated to the City of Pocatello, but will remain private.

RIGHT-OF-WAY IMPROVEMENTS: The City of Pocatello Public Works Department provided comments which have already been incorporated into the plat. Construction drawings were submitted with the application and are approved. Construction drawings are approved. Utility connections will be inspected in conjunction with a development permit. Those connections will be approved prior to any certificate of occupancy being issued. Utility notices were sent on July 17, 2026. One comment was received from Southeastern Idaho Public Health requiring the developer to apply to Southeastern Idaho Public Health for land development. This comment has been provided to the applicant.

PRIVATE COVENANTS, RESTRICTIONS & CONDITIONS: Recorded Owner's Covenants, Conditions and Restrictions (CC &R's) for the subdivision, if any, must be submitted after the recording of the short plat.

ATTACHMENTS:

A. Proposed Short Plat
B. Aerial Views