

MINUTES OF THE REGULAR MEETING OF THE
COUNCIL OF THE CITY OF MOUNTAIN HOME, ELMORE COUNTY, IDAHO,
HELD ON NOVEMBER 25TH, 2025, AT 5:00 P.M.
AT MOUNTAIN HOME CITY HALL CHAMBERS
MOUNTAIN HOME, IDAHO

CALL MEETING TO ORDER/ESTABLISH A QUORUM

RECOGNIZING PERSONS IN THE AUDIENCE

CONFLICT OF INTEREST DECLARATION

Has any Council Member received information pertaining to, or otherwise had any contact with any person regarding any items on this City Council agenda? If so, please set forth the nature of the contact.

CONSENT AGENDA

All matters listed within this Consent Agenda section require formal Council action, but are typically routine or not of great controversy and will be enacted by one motion. Questions for the purpose of clarification may be asked about a particular item before the motion is voted on. However, for lengthy discussion or separate motion a Council member or citizen may request an item be removed from the Consent Agenda section and placed on the Regular Agenda.

ALL CONSENT AGENDA ITEMS LISTED BELOW ARE ACTION ITEMS.

- 1) Approval acceptance of minutes: Regular City Council– November 12, 2025
- 2) Approval acceptance of minutes: Planning and Zoning Commission – October 21, 2025
- 3) Approve expenditures from 11/13/2025 to 11/20/2025 in the amount of \$442,108.67.
- 4) Treasurer's Report for the period ending 10/31/2025
- 5) Approve request to lease-purchase the Elgin Pelican Mechanical Sweeper for the Street Department with the Lease paperwork through Mountain West Bank, authorizing the Mayor to sign all related documents.
- 6) Pass Resolution #24-2025R – Authorizing the Execution and Delivery of an Equipment Lease Agreement and all other schedules attached thereto with Mountain West Bank for the Elgin Pelican Sweeper for the Streets Department, and Authorize the Mayor and City Clerk to sign.
- 7) Approve request to lease-purchase the Snowplow 567 Peterbilt for the Street Department with the Lease paperwork through Mountain West Bank, authorizing the Mayor to sign all related documents.
- 8) Pass Resolution #25-2025R – Authorizing the Execution and Delivery of an Equipment Lease Agreement and all other schedules attached thereto with Mountain West Bank for the 567 Peterbilt Snowplow for the Streets Department, and Authorize the Mayor and City Clerk to sign.
- 9) Approve request to lease-purchase the 2026 Ford F-350 for the Street Department with the Lease paperwork through Mountain West Bank, authorizing the Mayor to sign all related documents.
- 10) Pass Resolution #26-2025R – Authorizing the Execution and Delivery of an Equipment Lease Agreement and all other schedules attached thereto with Mountain West bank for the 2026 Ford F-350 Fleet Truck for the Streets Department, and Authorize the Mayor and City Clerk to sign.

NEW BUSINESS

- 1) Items removed from the Consent Agenda
- 2) Action Item: Deliberation/Decision on Planning and Zoning Commission's recommendation and Finding of Facts for a conditional use permit to operate a Drive-up window located on a parcel addressed as 1410 American Legion Boulevard (RPA3S06E252160) with conditions.

FINAL COMMENTS

ADJOURN

MINUTES OF THE REGULAR MEETING OF THE
COUNCIL OF THE CITY OF MOUNTAIN HOME, ELMORE COUNTY, IDAHO,
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The Council of the City of Mountain Home, Elmore County, Idaho, met at the Mountain Home City Hall Chambers, 160 South 3rd East, Mountain Home, Idaho, on November 25th, 2025. A quorum was established with Councilwoman Garvey, Councilwoman Wirkkala, Councilman Brennan, Councilman Harjo, and Mayor Sykes being present.

RECOGNIZING PERSONS IN THE AUDIENCE

Don Gust came forward to ask about the purchase of the snow plow, and street sweepers on the Consent Agenda.

CONFLICT OF INTEREST DECLARATION

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No Council Members had anything to declare.

CONSENT AGENDA

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Councilwoman Garvey made a motion to approve the Consent Agenda as written. Councilwoman Wirkkala seconded the motion. The vote goes as follows: Councilman Harjo; aye, Councilwoman Wirkkala; aye, Councilman Brennan; aye, Councilwoman Garvey; aye. The motion passed by unanimous vote.

NEW BUSINESS

1) Items removed from the Consent Agenda

There were no Items removed from the Consent Agenda for consideration.

2) Action Item: Deliberation/Decision on Planning and Zoning Commission's recommendation and Finding of Facts for a conditional use permit to operate a Drive-up window located on a parcel addressed 1410 American Legion Boulevard (RPA3S06E252160) with conditions.

Councilman Brennan said that he had a few questions and Mayor Sykes asked if Brenda Ellis, Senior City Planner, could come forward to assist with the discussion.

Councilman Brennan raised concerns about stormwater retention on the property, noting past issues with standing water around the building. He said city staff told him there is an onsite City-owned stormwater drain, but its functionality is unclear. He asked whether the system is operational.

Brenda Ellis asked Julie Buckley, the applicant for the permit, to come forward to join in the discussion as well.

There was a discussion between Councilman Brennan, Brenda Ellis, Julie Buckley, and Chris Curtis, Public Works Director, regarding stormwater management on the property.

Julie Buckley noted that the Water Department confirmed the onsite drain connects to the canal near the former Red Pavilion and that drainage from the parking lot and sidewalk flows toward neighboring parcels, functioning properly after repaving.

Councilman Brennan asked why stormwater swales or retention ponds were not required, and Brenda Ellis explained that the existing pipe likely influenced the decision and that swales in landscaped buffers could suffice, with Public Works able to confirm.

Chris Curtis added that Public Works would inspect the pipe to ensure it was flowing properly, as the City is responsible for its maintenance.

There was a discussion between Brenda Ellis, Councilman Brennan, and Paul Fitzer regarding equivalent dwelling units and water connection fees.

Councilman Brennan asked why the property, which was being built for two EDUs, one for office space and one for a soda shop, would only be assessed for one.

Brenda Ellis confirmed the staff determination and explained that EDUs are tied to water and sewer.

Brennan cited City Ordinance 7-1A-7, which requires a \$2,450 water connection fee per additional EDU, and asked if the owners should pay for the second unit.

Paul Fitzer confirmed that doing so would be lawful.

Ellis clarified that the ordinance covers initial connections and changes in use, while section 71D-1 triggers a review and recalculation of EDUs for any building permit, expansion, or alteration, and she asked Legal to confirm that both initial availability fees and ongoing utility fees would apply.

Fitzer explained that changes of use create additional burdens on the City's water system, and the fees should reflect the property's proportionate impact, ensuring other residents do not bear the cost. He confirmed the connection fee was justified.

Ellis clarified that the water availability fee is the connection fee for water and sewer services, assessed based on EDUs.

Fitzer stated he had no objection, noting it aligned with the principle of proportionate impact on the system.

Councilman Brennan addressed the request to delay the curb, gutter, and sidewalk installation. He noted he usually opposed delays but accepted it since the business would operate under a conditional use permit enforceable by the City, requiring completion by June 30. He also asked how water would be managed on the east side of the property to prevent runoff onto neighboring land.

Julie Buckley stated that so far there had been no issues, and water from the property flowed to the onsite drain. She had not observed any water pooling and noted that the system appeared to be working properly.

Councilman Brennan asked if ITD was requiring the closure of the westernmost access on American Legion Boulevard and whether that would involve installing curb and gutter or a barrier.

Julie Buckley said that they were told to put a barrier of some sort in, whether it was planter boxes or a cement barricade, as long as it was clear to the motoring public that they could not go through.

There was a discussion between Councilman Brennan, Julie Buckley, and Brenda Ellis regarding a landscaping waiver.

Julie Buckley explained that, because the property is already established, they were concerned about sightlines on American Legion. She stated that the existing decorative rocks were acceptable and requested a waiver to keep the rocks along the side of the building, proposing potted plants closer to the building for easier and more cost-effective maintenance.

Councilman Brennan clarified that the waiver would allow landscaping along the building's edge, not between the building and the parking lot or the curved gutter sidewalk.

Brenda Ellis confirmed that the applicants planned to place landscaping on the north and westerly sides of the building using potted plants rather than along the public road frontage buffer.

Councilman Brennan stated that he had no objections with the request on the American Legion Boulevard/North 14th East side, however he felt that the East 4th North side could stand to use some landscaping as it would make a nice buffer.

There was a discussion between Brenda Ellis and Councilman Brennan regarding landscaping near the property.

Brenda Ellis asked if Councilman Brennan envisioned a five-foot sidewalk plus an additional five-foot grassy area to help blend the space between the commercial and residential areas, suggesting it could include tall grasses or other visually appealing landscaping.

Councilman Brennan confirmed that he was satisfied with the additional five feet along with the sidewalk.

Councilwoman Wirkkala asked if the landscaping would cut into the parking and Brenda Ellis confirmed that it would and then asked Julie Buckley to take the opportunity to discuss.

Julie Buckley explained that they requested a landscaping variance on that side of the property due to the size of the building and the required number of parking spaces. She noted that adding landscaping there would reduce parking and increase costs, making it difficult to meet the minimum code requirements while still keeping the property attractive.

Brenda Ellis noted that the applicant would be installing high-back curbs along 14th and Fourth Street, which could allow for additional on-street parking. She added that any further reduction in required parking would need legal review, as the approved site plan shows the number of spaces required under the current zoning.

There was a discussion between Brenda Ellis and Mayor Sykes on what the parking requirements were for the office space and the restaurant-use based on City code and how this establishment would not have inside seating as it would be drive-up only, which is why they felt it would be appropriate for reduction in parking spaces.

There was discussion between Julie Buckley and Councilwoman Wirkkala regarding the plans for the barrier and if ITD was requiring them to do the barrier and if there were any requirements that were specified.

Councilman Brennan and Julie Buckley had a discussion regarding parking spaces and number of spaces and the design guideline required.

Councilman Harjo noted that during the public hearing, a citizen asked about deliveries at the back of the building. He mentioned that the issue had been addressed in the documentation but raised a question about the potential impact on children crossing American Legion near the business. He asked the applicant to explain the planning and organization of parking and the drive-thru to ensure pedestrian safety.

Julie Buckley explained that adding sidewalks and a high curb would improve safety for children crossing the area, as cars currently have unrestricted access to the parking lot. She noted that keeping a 60-foot distance from the intersection would provide a safer path for pedestrians.

Matt Buckley asked if he could come forward to join the discussion about delivery trucks. He stated that Cisco and their delivery drivers told him that delivery trucks would arrive between the hours of 6:00 am and 6:30 am which wouldn't cause an issue with pedestrians and children.

Councilman Harjo noted that under Section 11, the proposed conditional use should not be hazardous or disturbing to neighboring uses. He referenced a draft cross-access agreement and the site plan showing stanchion barriers at the right-turn exit onto American Legion. He suggested that using stanchions with a blade-like design could help reduce potential nuisance from headlight glare and noise along the residential corridor, offering additional protection while serving their intended purpose.

Councilman Brennan made a motion to approve Planning and Zoning Commission's recommendation and Finding of Facts for a conditional use permit to operate a Drive-up window located on a parcel addressed 1410 American Legion Boulevard (RPA3S06E252160) with conditions and adding the condition of a requirement to pay one water service connection fee and adding a small landscaping strip of no less than 24 inches wide for the length of the property off East 4th North.

Councilwoman Garvey asked what the second EDU was based on.

Brenda Ellis explained that the resolution regarding equivalent dwelling units differentiates between business types, the chart lists food service, not food and beverage limits and since the property changed from office use to include a restaurant or beverage use, an additional EDU applies.

Mayor Sykes reminded that there was a motion and asked if there was a second, hearing none, the motion died.

Mayor Sykes asked whether the City had ever charged another business the hookup fees when they changed their use, noting that EDUs were charged but questioning if the hookup fee had ever been applied.

Brenda Ellis stated that in her experience with the City, she did not recall any instance where a business was charged the hookup fee for a change of use. However, after reviewing the code and consulting legal counsel, she confirmed that it is the legal interpretation that the fee should apply.

Matt Buckley explained that the current parking layout is the only way to fit the required number of stalls on the property, which is still smaller than some other nearby sites like the new noodle place. He expressed concern that reducing the lot by two more feet for larger sidewalks and curbing could make backing out unsafe. He proposed

paying the fee if it might allow eliminating that adjustment.

Councilwoman Wirkkala noted that, given the city's lack of compact vehicles, backing out of the lot could be difficult, especially for larger vehicles. She stated she was fine with the proposed landscaping plan, which includes decorative rock along the north side of the building and potted plants there and on the west side, as it meets landscaping intent and enhances the property's appearance.

Councilman Brennan asked Paul Fitzer for a legal opinion on whether not charging the additional connection fee, despite the ordinance stating that it "shall" be paid, would create an undue burden on the public, noting that City staff might argue it has never been enforced that way before.

Paul Fitzer explained that if the City Council approves the project without assessing the water service availability fee, it should be framed as granting a waiver. He noted that, while the fee is typically assessed like an impact fee, this business does not create the same burden due to no seating and limited use. He cautioned that the 12 to 14 parking spots could justify a second EDU if fully used. He emphasized the waiver should not reduce the total number of EDUs available for the City; if it does, the fee should be assessed. Otherwise, the waiver is appropriate because the property does not impose the full burden of an EDU.

Councilman Harjo noted that the conditional use permit before the council was specifically for the drive-thru. He emphasized that this limited the scope of any assessment related to the drive-thru itself, rather than the overall business operations or the assignment of EDUs, even though EDUs were referenced in the findings of fact. The purpose of the permit, he stressed, was to decide for or against the drive-thru use.

Councilman Brennan addressed Matt Buckley, while he appreciated the earlier comments and willingness to compromise, he believed it was in the best interest of the community to assess the second EDU. He offered to negotiate by accepting payment of one water service connection fee along with all other Planning and Zoning recommendations, in exchange for waiving the two-foot parking setback requirement.

Councilman Brennan made a motion to approve Planning and Zoning Commission's recommendation and Finding of Facts for a conditional use permit to operate a Drive-up window located on a parcel addressed 1410 American Legion Boulevard (RPA3S06E252160) with conditions and add in the condition that the applicant pay for one water service connection fee. Councilman Harjo seconded the motion. The vote goes as follows: Councilwoman Garvey; aye, Councilman Brennan; aye, Councilwoman Wirkkala; aye, Councilman Harjo; aye. The motion passed by unanimous vote.

FINAL COMMENTS

Mayor Sykes wished everyone a happy Thanksgiving.

ADJOURN

There being no further business to come before the Council, the meeting was adjourned at 5:51 p.m. by orders from Mayor Sykes.

ATTEST:


Tiffany Belt, City Clerk


Rich Sykes, Mayor

