

RESOLUTION NO. 220-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WENDELL, IDAHO, ADOPTING A FACILITIES MANAGEMENT POLICY; DESIGNATING CONTROLLED MUNICIPAL FACILITIES; AND ESTABLISHING PROCEDURES FOR THE MAINTENANCE, MODIFICATION, AND OVERSIGHT OF CITY-OWNED BUILDINGS

WHEREAS, the City of Wendell, Idaho (the “City”), is a municipal corporation organized and existing under the laws of the State of Idaho; and

WHEREAS, pursuant to Idaho Code §§ 50-301, 50-602, 50-1030, and 50-1401, the City Council is vested with authority over the management and control of city property and finances, and the Mayor is charged with the administration of City operations and enforcement of City policy; and

WHEREAS, the City has expended substantial public funds in the construction, improvement, and remodeling of certain City owned facilities; and

WHEREAS, the City Council finds that such facilities constitute significant public assets requiring consistent management, oversight, and protection; and

WHEREAS, the City Council further finds that unregulated or inconsistent alterations or modifications to such facilities may result in increased costs, diminished functionality, safety concerns, and loss of public investment; and

WHEREAS, the City Council finds it to be in the best interest of the City to establish clear, uniform policies governing maintenance, alterations, modification, and approval of changes to City owned facilities;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Wendell, Idaho, as follows:

1. ADOPTION OF FACILITIES MANAGEMENT POLICY

The City Council hereby adopts the following Facilities Management Policy (the “Policy”), which shall apply to all designated Controlled Municipal Facilities.

2. DESIGNATION OF CONTROLLED MUNICIPAL FACILITIES

The following facilities are hereby designated as Controlled Municipal Facilities under the Policy:

- A. Wendell City Hall;
- B. Wendell City Shop;
- C. Wendell City Library; and
- D. “Old” Wendell Library Building.

3. AUTHORITY AND ADMINISTRATION

Administration of this Policy shall be assigned as follows:

- A. **City Council.** Approves all Modifications (as hereinafter defined) to Controlled Municipal Facilities.
- B. **Mayor.** Oversees implementation of this Policy, approves Routine Maintenance (as hereinafter defined), and may authorize Emergency Repairs (as hereinafter defined) as provided for in this Resolution.
- C. **Clerk/Treasurer.** Maintains records, tracks requests, and ensures compliance with this Policy.
- D. **Department Heads.** Submit requests for work and perform only authorized Routine Maintenance, Modifications and Emergency Repairs.

4. ROUTINE MAINTENANCE

Routine Maintenance may be performed without prior City Council approval and includes, but is not necessarily limited to:

- A. Repairs that restore a Controlled Municipal Facility to its existing condition;
- B. Regular servicing of building systems; and
- C. Like-for-like replacement of components with the same capacity and function.

Any work that alters capacity, configuration, design, or intended function shall not be considered Routine Maintenance.

5. MODIFICATIONS REQUIRING COUNCIL APPROVAL

No modification to a Controlled Municipal Facility shall be undertaken without prior approval of the City Council. Modifications include, but are not necessarily limited to:

- A. Structural or layout changes;
- B. Changes in use or function of space;
- C. Changes to finishes, materials, or appearance;
- D. Installation of fixtures, built-ins, or equipment; and
- E. Any work affecting major building systems, including:
 - i. HVAC systems;
 - ii. Plumbing systems;
 - iii. Electrical systems;
 - iv. Mechanical systems;
 - v. Fire or life-safety systems; and
 - vi. Data or communications systems.

No upgrade, expansion, reconfiguration, or capacity change to any system shall be undertaken without prior City Council approval, regardless of how such work is characterized.

6. REQUEST AND APPROVAL PROCESS

All work governed by this Policy shall follow the procedures set forth below:

- A. Department Head shall submit a request to the Clerk;
- B. The Mayor shall review and classify the request as Routine Maintenance or a Modification;
- C. Any modification shall be placed on a City Council agenda;
- D. The City Council shall approve or deny the request; and
- E. Work shall proceed only upon proper authorization.

7. EMERGENCY REPAIRS

The Mayor may authorize Emergency Repairs without prior City Council approval when necessary to:

- A. Protect public health or safety;
- B. Prevent significant property damage; or
- C. Maintain essential operations.

Emergency Repairs shall be limited to restoring functionality to the extent practicable and shall be reported to the City Council for ratification at its next regular meeting.

8. FINANCIAL AND PROCUREMENT COMPLIANCE

All work performed under this Policy shall comply with:

- A. Adopted City budgets;
- B. City procurement policies; and
- C. Applicable provisions of Idaho law, including, but not limited to, those public works requirements contained in Idaho Code Title 54, Chapter 19 and Idaho Code Title 67, Chapters 23 and 28.

No unauthorized expenditures or contractor work shall be permitted unless done so in compliance with this Resolution.

9. RECORDKEEPING

The City shall maintain a Controlled Municipal Facility Record for each such designated facility, which shall include:

- A. Approved plans and Modifications;
- B. Modification and Routine Maintenance history; and
- C. Supporting documentation as deemed necessary by the Clerk/Treasurer

10. CLEANING

Any department occupying a Controlled Municipal Facility shall, at all times during its use and occupancy of such facility, be responsible for maintaining the premises in a clean and orderly condition. The department shall perform such cleaning as necessary to ensure

the Controlled Municipal Facility is kept in a condition that is equal to or better than the condition existing at the commencement of its use.

11. ENFORCEMENT

No employee, officer, or contractor shall modify a Controlled Municipal Facility without proper authorization. Violations of this Policy may result in administrative or disciplinary action as permitted by law.

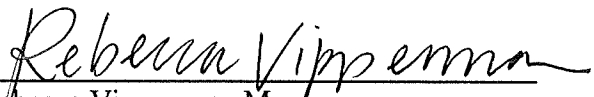
12. SEVERABILITY

If any provision of this Resolution is held invalid, such invalidity shall not affect the remaining provisions, which shall continue in full force and effect.

13. EFFECTIVE DATE

This Resolution shall take effect immediately upon its passage and approval.

PASSED AND ADOPTED this 7th day of May, 2026.



Rebecca Vipperman, Mayor

Attest:



Karri French, City Clerk