

NOTICE OF PUBLIC MEETING

Monday, January 24, 2022

City Council Chambers

680 Park Avenue

Idaho Falls, ID 83402

3:00 p.m.

The public is invited to observe City Council Work Sessions. However, to observe appropriate social distancing guidelines, as recommended by the Centers for Disease Control and Prevention (CDC), seating in the Council Chambers has been limited. Seats will be available on a first-come, first-serve basis. The public also may view this meeting via livestream on the City's website at <https://www.idahofallsidaho.gov/429/Live-Stream>. The agenda does not include an opportunity for public interaction.

This meeting may be cancelled or recessed to a later time in accordance with law. If you need communication aids or services or other physical accommodations to participate or access this meeting or program of the City of Idaho Falls, you may contact City Clerk Kathy Hampton at 612-8414 or the ADA Coordinator Lisa Farris at 612-8323 as soon as possible and they will accommodate your needs.

CITY COUNCIL WORK SESSION

Times listed in parentheses are only estimates.

Call to Order and Roll Call

Mayor and Council:

- Acceptance and/or Receipt of Minutes
Action Desired: To receive recommendations from the Planning and Zoning Commission (5)
- Calendars, Announcements, Reports, and Updates (10)
- Liaison Reports and Councilmember Concerns (10)
- Discussion: Connecting Us, Sustaining Progress (CUSP) Reports (5)

Airport:

- Discussion and Direction--Idaho Heritage Trust Grant (20)

Community Development Services:

- Discussion: Comprehensive Plan Adoption and Area of Impact Concerns (15)

Fire:

- Briefing: Overdose Harm Reduction Program (30)

Human Resources:

- Discussion: Personnel Manual Changes (45)

Municipal Services:

- Quarterly Financial Presentation (30)

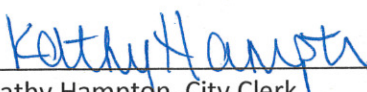
Parks and Recreation:

- Briefing: Noise Park Use Agreements (15)

Executive Session:

- The Executive Session is being called pursuant to the provisions of Idaho Code Section 74-206(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent.

DATED this 21st day of January 2022


Kathy Hampton, City Clerk



MEMORANDUM

TO: Honorable Mayor and Council

FROM: Brad Cramer, Community Development Services Director

DATE: January 5, 2022

RE: January 4, 2022, Planning Commission Action

Planning Commission took the following action during the January 4, 2022, meeting.

1. **ANNX21-019: ANNEXATION/INITIAL ZONING. Annexation and Initial Zoning of R3A, Residential Mixed Use for 22.669 acres, NE1/4 of Section 31, Township 3 North, Range 38 East.** Located north of Saddle Rock Ln, east of N 5th W, south of W 65th N, west of N 5th E. On January 4, 2022, the Planning and Zoning Commission unanimously voted to recommend approval of the annexation and initial zoning of R3A to the Mayor and City Council as presented.
2. **PLAT21-035: FINAL PLAT. Final Plat for Lorin C Anderson Addition, Division Number 1, 5th Amended for lots 17, 18 and a portion of lots 19 and 20, block 1 of 2nd Amended Plat of Lorin C Anderson Addition, Division No. 1.** Located north of Parley St., east of St Clair Rd, south of E 17th St, west of Woodruff Ave. On January 4, 2022, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat as presented.
3. **PLAT21-033: PRELIMINARY PLAT. Preliminary Plat for Quail Drive and Bentley Way Extension, NW ¼ of Section 16, Township 2 North, Range 38 East.** Located north of Kearney St, east of N Woodruff Ave., south of Lincoln Rd, west of N 25th E. On January 4, 2022, the Planning and Zoning Commission unanimously voted to recommend approval of the preliminary plat as presented.
4. **RZON21-017: COMPREHENSIVE PLAN AMENDMENT. Imagine IF Comprehensive Plan Adoption.** On January 4, 2022, the Planning and Zoning Commission unanimously voted to recommend approval of the Comprehensive Plan Amendment as presented.
5. **RZON21-019: Amendment to Use Table in Form Based Code.** On January 4, 2022, the Planning and Zoning Commission unanimously voted to recommend approval of the Amendment to the Form Based Code as presented.

RECOMMENDED COUNCIL ACTION: To receive recommendation(s) from the Planning and Zoning Commission pursuant to the Local Land Use Planning Act (LLUPA).



Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes **Wednesday, June 23, 2021**

Idaho Falls Civic Center for the Performing Arts Committee of the City of Idaho Falls met in a special committee meeting, Wednesday, June 23, 2021, at the Municipal Services Director's Office, 308 Constitution Avenue, Idaho Falls, Idaho at 1:30 p.m. and held remotely via Webex.

In Attendance:

Arthur Kull, Idaho Falls Civic Center for the Performing Arts Committee Member
Carrie Scheid, Idaho Falls Civic Center for the Performing Arts Committee Member
Bonnee Taggart, Idaho Falls Civic Center for the Performing Arts Committee Member
Anne Staton-Voilleque, Idaho Falls Civic Center for the Performing Arts Committee Member
Deidre Warden, Idaho Falls Civic Center for the Performing Arts Committee Member

Others Present:

Lisa Burtenshaw, City Council
Pam Alexander, Municipal Services Director
Ed Morgan, Civic Center for the Performing Arts Manager
Krista McKellip, General Services Office Assistant
Brandi Newton, Executive Director IF Arts Council
Roxane Mitro, Alderson, Karst & Mitro Architects, P.A.
Richard Dodge, Studio I

Absent:

None

The meeting was called to order by Chair Arthur Kull at 1:30 p.m.

Review and Approve May 19, 2021 Committee Minutes:

- Chair Arthur Kull called for the approval of the minutes from May 19, 2021. Bonnee Taggart motioned for the approval and Anne Staton-Voilleque seconded the motion. Motion carried.

Idaho Falls Arts Council Contract:

- Pam Alexander provided a brief background on the contract with the Idaho Falls Arts Council. The contract should have been reviewed last year, but due to the issues with COVID-19 it was not reviewed. Carrie Scheid requested the City's perspective on the pros and cons of having the contract with the IF Arts Council. Pam Alexander advised that it was to the City's advantage to enter into the contract as the Arts Council already had phones, staff and a ticketing system. Overall it has worked out well as the City has not had to spend money on duplicative services. Issues that the city has experienced are scheduling on a community calendar that would allow the Civic Manager as well as the Arts Council the ability to access the calendar, and issues stepping up the marketing. There has been concern from anonymous patrons that the Arts Council has been favoring scheduling the Colonial over the Civic



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Center for the Performing Arts. Pam advised that she does not have any data to support that. These issues have been discussed with Brandi Newton of the IF Arts Council in the past. Pam feels that it is time to refresh some of the contract language and incorporate some deliverables and perhaps take away some of the marketing piece that was originally proposed as that is something that could be done from the City's perspective through a contract if the IF Arts Council does not have enough time to do that. Pam reiterated that it has been an advantage to the City to have this contract as the City has not had to replicate, and it has given the Civic Manager an opportunity to focus more on the facility. Ed Morgan has received calls from people after they have called the IF Arts Council and after not receiving the level of service that they would like to have. There are concerns with not being able to find information on events being held at the Civic. Pam suggested the use of a patron survey as a way for patrons to provide feedback and see if we can pinpoint the exact issue so it can be addressed with the IF Arts Council. Deidre Warden advised that she is not a fan of surveys as it is her opinion that people who complete surveys are ones with an axe to grind, and she would be hesitant. Pam's recommendation is that the contract be refreshed, look at deliverables and maintain the contract for at least one more year. There was a brief discussion regarding issues with ticketing, double ticketing and fees. Pam Alexander plans on renewing the contract for a year, address deliverables and advertising and come up with a compromise, and also look at a cost benefit analysis of the City taking it back over in 2022-2023.

Available Coronavirus (COVID-19) Funding:

- Pam Alexander advised that we do have money that may be available from the American Rescue Plan Act. It is to help replace lost public sector revenue, which the Civic would qualify. Mayor Casper has developed a team of assignments on each category. A study committee has been formed to research funding possibilities in the three areas of support, public health expenditures, replace lost public sector revenue with a committee recommendation to council on how to proceed. Pam was asked to gather the past revenue. The Civic's past revenue was \$105,000.00 in 2015-2016; \$104,000.00 in 2016-2017; \$125,000.00 in 2017-2018; \$140,671.00 in 2018-2019; and \$84,172.00 in 2019-2020. In average, there is probably a little over \$100,000.00 that may be available that could be requested to see if the committee will endorse and support the Civic to get some of this bond revenue. Committee members are Council President Michelle Ziel-Dingman, Council Member Thomas Hally, Director PJ Holm, Director Pam Alexander, Director Robert Wright and Chief Duane Nelson, Division Chief Eric Day, Human Resources, Legal Department, Finance and Accounting, and any grant staff. Brandi Newton advised that there is still money available in the Shuttered Venues Operators Grant and the funds are starting to be sent out. Brandi will provide the information for the grant to Pam.



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2021/22 Proposed Facility Budget and Fees:

- Pam Alexander advised that she will be meeting with Councilmember Burtenshaw next week on the budget. Review of the budget with the Mayor has already been done. Included in the Municipal Services Budget is the Civic Center Budget. The budget is in line with last year, with the exception of moving around of funds in order to move the Maeck money into a capital fund. The City is hoping to see an increase in revenues. Revenues are proposed at about \$128,000.00 for the 2021-2022 fiscal year. Also incorporated as per the Committee's recommendation are new Civic marquee advertising fees. Ed Morgan reviewed the fee structure for advertising on the marquee with the Committee. There will be five (5) twelve (12) second commercials per minute. Which will allow up to 15 different advertiser spots in an hour. If a patron is scheduled in the auditorium there is no advertisement charge that day, including rehearsal days. For non-profit patrons, it is \$25.00 per week to advertise, and for profit is \$50.00 per week. If a hard line is provided for internet to stream with, there will be a fee of \$50.00 associated with that service. There was a brief discussion on the maximum number of weeks that a patron can advertise for and whether or not there will be a discount associated with an extended advertising period. The recommendation from the committee is to add the wording "includes rehearsal in the auditorium". Deidre Warden suggested that the City Council be made aware that any money earned through the marquee advertisement fees are a direct result of the renovation.

Future Facility Renovation Update:

- Richard Dodge from Studio I and Roxane Mitro from Alderson, Karst & Mitro Architects, P.A. provided a brief refresher of the last meeting and the options that were provided. Option B would require that along with the new bathrooms on the main floor, the bathrooms in the basement would also have to remain. The building code for the ramp option with the bathrooms in the basement would require five (5) runs of ramp, which would cause a large loss in square footage on the main floor. They proposed a new option with a stairway and glass elevator that would go between the main floor and the basement with the bathrooms in the basement. This new option also includes a glass coat check room. Frosted glass inserts for the main floor were proposed. This would provide some natural light into the basement during the daytime, and LED lights could be placed in them to provide a cool effect for below. This new option provides for a women's and men's restroom in the basement along with 6 nonbinary restrooms. Ed Morgan asked about entry into the empty space behind the bathrooms and whether there could be access to that space for storage. A brief discussion regarding the options to allow for that access followed. Deidre Warden and Brandi Newton provided insight on the issues with the coat room being set as a permanent set up. There was a discussion on making the coat room more flexible so that it could be used for whatever the renter's needs are, which could include coat room, concessions, videos, flowers, etc. It was decided that the space would work better as a flexible space, and there would be no

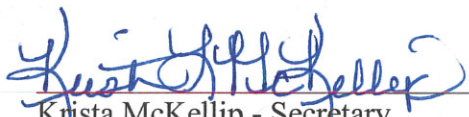


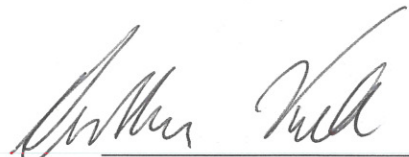
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need for the revolving carousel. The elevator capacity is approximately 7 to 10 people, and the stairway to the basement would be 10 feet wide. Richard provided a rendition of what the outside would look like. It included taller grand doors for the front entry. There was a brief discussion regarding the proposed stairway leading up to the main doors from the parking lot as well as the landing for the ramp. There was also a brief discussion regarding artwork going down the outside of the building and suspended decorations hanging from the ceiling in the lobby. Richard and Roxane showed a rendition of what the inside of the new lobby could look like. Estimated construction project costs on this proposal in today's market would be about \$3.2 million to \$3.5 million. Design fees would be an additional 10%-12% of the construction cost. Deidre Warden expressed her concern that the windows did not match the original architecture of the building. Roxane Mitro advised that the Historic Preservation does not like you to try to copy the original, they want you to be similar but different. Reggie Fuller, Building Official would provide comment and feedback on the project, and he has already seen these concepts. Roxane and Richard will be proceeding forward with the newest proposed design.

- Carrie Scheid advised that College of Eastern Idaho (CEI) is raising money for a \$45 million project, and they are trying to raise \$5 million within the state of Idaho. Carrie Scheid is having to step down from leading the campaign for the Civic project as she has to participate in the campaign for CEI. A new lead person will need to step in for the Civic campaign. Roxane Mitro advised that CHC could possibly pay for the elevator due to ADA accessibility. That could also go for the ADA bathrooms.

The meeting adjourned at 3:18 p.m.


Krista McKellip - Secretary


Arthur Kull - Chair

Idaho Falls Downtown Development Corp. October 12, 2021, board meeting was held at the Bank of Idaho board room 350 Memorial Drive, Suite 200 at 8:30am

Attendance: Jill Hansen, Emily Fitzpatrick, Chip Langerak, Greg Crockett, Tasha Taylor, Kevin Josephson, Cindy Napier, Steve Fischbach, Kasi Nelson, Rain, guest of Kevin Josephson and Councilman Jim Francis

Staff: Catherine Smith, Juan Hernandez and Mala Lyon

Minutes for September 14, 2021 were reviewed – Kevin J. motioned they be approved; Chip seconded and board approved

Financial Report –Overall financials are in solid position for organization. \$61,000 of the Other income line item the PPP loan that was forgiven and turned into a grant. \$13,000 from the sale of the CanAm side-by-side. With those removed we have an \$11,000 actual profit overall which is terrific. We were over budget for maintenance because of snow plowing, ice melt and hauling the snow piles out. We also had some vandalism with the flowerpots and had to buy new flowers. We came in low on postage and delivery, public art, and travel as the conferences were canceled last year. Parking income is good – we have collected \$7000 approximately from the Temporary Parking permits which construction workers use so they can park on the street while working in buildings. The processing fees, software and unpaid ticket notification letters costs fluctuate depending on the number of citations issued. Tasha motioned they be approved; Jill seconded, and board approved

Catherine – Oktoberfest was Sept 25th and we were down about \$6,300 in income from past years. We moved the event to have the same footprint as Alive After 5 by the Civitan Plaza for a number of reasons. That being better control of the footprint of where alcohol is being consumed with the footprint established at Civitan's Plaza and the B Street closure. We also saved \$1500 on expenses because we have power at Civitan's and a stage. We save on renting that equipment necessary for the event. The bars on Park were not happy that we moved it as they felt they lost business that night. We do need to define what the true intent of our events are. A fundraiser for us or to promote the businesses of downtown? Greg said we have events to bring people downtown but we have to ensure IFDDC covers expenses and raises the funds for our organization. Cindy asked what the time was for the event? 4-9:00pm Chip asked if we do our St Paddy's event on St. Paddy's day? We usually do it the weekend before. Kasi suggested we start our events earlier and then people will filter into the downtown bars and restaurants after as the evening will still be young. Fall Brew will be Nov 5th and it will be an open event so social distancing can happen. Crawl-o-ween will be Oct 30th with a coupon page for \$10 and a costume contest. People can buy the coupon pages online or the night of.

The parking 'block face' ordinance has been approved by the city council and the signs will be installed in the next few weeks. Patrons will be able to park for two hours then they must move to the next block to park for a second two hours.

We have placed a vinyl art wrap on the new traffic cabinet at Memorial and Broadway with artwork from Fred Ochi. We also have installed a new sign on the green belt that has our logo on it. The poles are too tall, and we will be getting them fixed.

Met with Public Works about the arch sign over Broadway. Chris Fredrickson likes the idea. We are going to work with Lisa Farris to get \$1,500 grant money for the engineering design which will cost

about \$2,900. IFDDC will have to cover the \$1,400. There are details like making sure it doesn't cover the line of sight to be able to see the traffic lights.

Jerry Miller joined us from Boise to give an overview of the MainStreet program. He said that Downtowns are the 'canary in the coal mine'. You can tell how a community is doing by noticing how their downtown is doing. Most visitors to a city are coming to visit family and friends. To create a community transformation, you need 4 things: Economic Vitality, Design, Organization and Promotion. You want to 'sell an experience' more than an item so people will remember the positive experience and want to come back. People are looking for experiences that they can't have in their own hometown when they travel. They are willing to pay more to have that. There are 3 spaces we spend our time – home, work and places we go to have fun and gather. Create a diverse Business environment that includes services and activities, learning hubs like a library, housing – most people spend most of their disposable income within 2 miles of their home, sound business practices like consistent hours being open. Look at being open evenings and weekends of Thursday, Friday and Saturday until 7:00pm so people that work 9 to 5 have a chance to come shopping. Many businesses are using the 'Tuesday is the new Sunday' and are closed on Tuesdays. E-Commerce and social media are so important. Be on Trip Advisor. People look there for reviews and ideas of where to shop and eat out in a new city. Local shops can provide customer service, a great experience and answer questions. You will have follow-up sale if they have a great experience. MainStreet offers training, networking, conferences, research and data and much more. You can learn from other communities and find out what is working for them. For example, Nampa has a Walking Tour app that is very successful. Downtowns are using electric car charging stations to get people to discover their downtown. It takes 30 to 60 minutes to charge a car, so these people have time to go walking around. 'Gem State Prospector' has lists of buildings for sale or lease and can be used by your downtown. Jerry is going to send a PDF file to Catherine for those that would like to see more.

Meeting was adjourned at 10:00am

Our next board meeting is scheduled to be held November 2, 2021.

Respectfully submitted by Jill Hansen, Secretary and Mala Lyon

Idaho Falls Downtown Development Board Meeting held November 2, 2021 at 9:00am in the Arts Council conference room. Those in attendance: Jake Durtschi, Jill Hansen, Brandi Newton, Kevin Josephson, Tasha Taylor, Kasi Nelson, Kevin Josephson, Antonio Meza, Greg Crockett.

City Councilman – Jim Francis

Staff – Catherine Smith and Juan Hernandez

Jake presented the minutes of the October meeting and with no changes, Jill motioned to accept, Greg seconded. All voted in favor.

Brandi – financial report - \$25,000 BID came in and is a 3-month distribution that will cover expenses through January end. We will learn more as parking rotation comes and goes we will learn more of how that is all going to work. We hold events to bring people downtown and to follow our mission. The events cost – Oktoberfest yes it made us money. Majority of funds made from the events is then transfer to the Foundation to do projects such as the murals. Funds from the events (fundraisers) are spent on downtown improvements and projects.

Motion to approve the financial report - Brandi; Greg seconded; board approved

Kasi Nelson introduced – she is head of operations at Fisher Technologies; has organizational talent and focused on the important things. Served this last year as President of the Civitan's. Jake nominated her to be a board member. Kasi oversaw a very successful Alive After 5 with income netted at \$73,000 but costs were up 30% this year and shortened the season by two weeks. Insurance and security, beer costs up. 100% donated to projects that are voted on by the board. Wednesday is the best day during the summer for such an event. Jake – motioned and Brandi seconded board approved her to be a board member.

Fallbrew this Saturday Nov 6th from 12 -5pm same footprint as Alive after 5. More social distancing can happen there. Jake asked how is street closure process? Must do a permit request 45 days before event and when using the same space each time it is easier. Specifics of traffic flow is becoming more detailed. Renee has given us the list of things we have to have and do. Emergency access – 20 feet of space that can be cleared of people quickly in case of an emergency. 2AM logic and Country Whisky are the bands coming. Can always use more volunteers.

Ladies Shopping Days – MCS produces 150 bag for us each year and we got swag to go inside – Caramels from The Caramel Tree, handmade soap from Handmade Idaho, lip balm from Poppy & Pout and the passport with coupons – cost is \$35 per coupon page to offset those costs. Had 30 ladies waiting at Great Harvest the first day for their bags. Monkey survey – no response but received a few emails. Chesbro indicated they saw no increase in shopping that day but Splash had 17 new customers come in. It's a mix on the feedback. One question on the survey was 'How did you promote it?' Bounce back coupons will be good on Shop Small Saturday. It is a big win for us. Tasha – so many more people downtown on Saturday. Four retail stores not open at 10:00am – they missed out as we were ready to shop!

Crawl-o-ween – coupon page sold for \$10 each online or could be bought night of. Pachangas and Pie Hole Pizza participated. Crawl thru the bars. This year we had a costume contest with 4 categories. \$50 gift certificates and a \$100 grand prize. We closed the contest at 9 pm and we posted the winners on Facebook at 10:00. 150 people bought coupons. Tony – it was very successful. Have you talked to any of the bars to see how they thought it went? No – I have had no complaint calls. Will do a Monkey Survey. Brandi said maybe we from the board should call and see what they say. Maybe they would give us a different response than if they were talking to Catherine. Was there signage on the streets for these events? No - We had posters. Chamber of Commerce shares out our info. It was suggested that we provide hotels with a flyer saying this event is happening and make use of sandwich board advertising.

Welcome to Downtown sign across Broadway – T-Mobile is doing a large grant and we can hopefully request a \$100,000 grant and it will cover the engineering costs too.

Trees downtown - 8 trees died the past 2 years and have been replaced. Some have some crazy branches that will be trimmed. Dave Lawrence could not warranty the trees after two years. Worked with the city planted 64 trees and loss is usually about 10% and Dave was very generous with the work he did. Is our percentage of loss higher? No it is just a difficult environment to plant a tree in and get it established. Parks and Rec paid for them to be replaced. We water more regular and fertilizer.

Holidays - New light display downtown with lights going across the street on Park Ave. and A Street. LED lights. Colonial to Caramel Tree and Hopkins Roden to Odd Fellow. The Arts Council - we can use their power. We can have them up year round – permission from fire department. Jill – merchants donate to have more lights? Anticipate we will get call with more people wanting lights by their buildings. Reach out to more property owner. We may look into changing out the color of the lights to go with different holidays. Light poles are being wrapped with garland and we need I F Power to keep those lamp pole lit.

Tree lighting at 6:00PM Friday Nov 26th – Skyline group musicians will perform – the DEC will have a booth craft show that Friday and Saturday – trolley rides from 2 – 5:00pm. Mayor will be out of town and Jim Francis also out of town. The Shop Small Saturday proclamation will be read and the display of lights on Memorial will be turned on that same night and we will have hot chocolate stations. Going to ask business to stay open later. Swag coming from American Express. There are also two sold out shows Fri and Sat. at Colonial that weekend so lots of people downtown.

Find Santa's Puppy – first Saturday on Dec – starts at noon – families go find 21 different businesses that are hiding a puppy

Trolley rides 1 – 4 at Civitan Plaza every Saturday in December and Brady's is sponsoring it again this year at \$2,000

4th of July Parade route – was looking at moving it to a new route for safety concerns. Catherine suggested having it run from Freeman Park to SnakeRiver Landing and they are saying it would be a very difficult route. It looks like it will not be moved. Chamber just needs more help. City of Ammon now does the winter light parade.

Anas - Dec 9th city – New comprehensive plan - 2013 was the last one – it is a new plan. Areas of Impact. Action items will be what will affect the downtown.

Jim Francis - Has Bud reached out for parking? Yes signs still 2 – 3 weeks out. GIFT – Idaho Falls Transport 6 to 8 vans that will respond to peoples calls and take them where they need to go. Have you thought about ways to charter it to bring people downtown? Park on Yellowstone and then ride in employees? It will be managed under Chris Fredrickson's office.

Anas received an award yesterday – for his bravery during the unfortunate incident in Zoning and Planning building.

Adjourned at 10:00am

The next board meeting will be held December 7, 2021

Respectfully submitted

Jill Hansen – Mala Lyon

Idaho Falls Downtown Development Board Meeting held December 7, 2021 at 9:00am in the Arts Council conference room. Those in attendance: Jake Durtschi, Jill Hansen, Brandi Newton, Chip Langrek, Tasha Taylor, Kasi Nelson, Kevin Josephson, Antonio Meza, Greg Crockett.

City Councilman – Jim Francis

Staff – Catherine Smith and Juan Hernandez

Jake presented the minutes of the October meeting and with no changes, Jill motioned to accept, Greg seconded. All voted in favor.

Brandi – financial report – Highlights are we are sitting in a good financial position. We hold months of operating from the BID and general operations. We will learn more as parking rotation comes and goes we will learn more of how that is all going to work. Hourly parking, on street parking, and off street parking is categorized on the financials statement. Paid lots = off-street parking, Hourly = people paying the pay station, On-street = parking rule violaters. We most likely have \$25,000 in outstanding tickets that are probably 45 days overdue. We will continue to watch that closely. Process for unpaid tickets is at 21 days you get a mailed notice to pay with a follow-up at 45 days. As a reminder, funds from the events (fundraisers) are spent on downtown improvements and projects. Greg asked what the maintenance expense was showing on the financials at 24K. We are already overbudget there. That includes the Broadway expenses for beautification. The overage is the new parking lots from Melaleuca. We restriped the parking lots and bollards. Those expenses are related to unknown expenses for the additions. Snow removal will start to show up in January – February. There was also a question about the new Capital parking lot and why we haven't filled it to capacity and we are working actively on that – but it's been a slow process to bring those with the Christmas season demands. Filling the parking lots takes quite a bit of administration to manage and fill them from the wait list. The County will take 10 spaces through their construction on a monthly permit basis of \$40/each for a total of \$400 monthly.

Motion to approve the financial report - Brandi; Greg seconded; board approved

Director's Report – The Parking Committee has met and the efforts now are to communicate out to the stakeholders downtown the goals of downtown parking with a one sheet "Roadmap to Better Parking". The goal is to have meetings and conversations with each stakeholder and the Committee and Board will lead out on those discussions. The conversations will encourage feedback so the plan forward will be cohesive. Greg pointed out that Catherine should review the spreadsheet directory to ensure we weren't missing any professional offices. From his review, we seem to be missing a few. Catherine will follow up. Cindy Napier indicated the request for feedback is appreciated as the suggestion from Idaho Mountain Trading would be to allow for 30 minutes of free time on the pay stations for customers.

The lights for downtown that are going to be strung across the street are being installed now. The first section is underway. The wire was back ordered and that was the reason for the delay. We are plugging into SnakeBite's sign for the power (LED lights) and will reimburse SnakeBite for the power cost of around \$24. Kris Taylor was interested in continuing the lights all the way down Broadway. We are hopeful more lights are to come.

Adjourned at 10:00am

The next board meeting will be held January 11, 2022

Respectfully submitted
Jill Hansen – Mala Lyon

Airport: Idaho Heritage Trust Grant

Idaho Falls Airport Historic District Hangar aka Red Baron Hangar

Heritage Preservation Grant

Idaho Falls Airport Association

Mr Steven Laflin
3270 E. 17th St #207
Idaho Falls, ID 83406-6758

IFAAdocs@gmail.com
O: 208-523-4810

Mr Steven Allen Henderson

3550 S 58th W
Idaho Falls, ID 83402

ifaadocs@gmail.com
O: 208-523-4810
M: 208-757-8642

FollowUp Form

Question Group

Name of Artifact / Property*

Provide the original and current name of property.

Idaho Falls Airport Historic District Hangar aka Red Baron Hangar

This agreement is made on the above Decision Date, by and between the Idaho Heritage Trust, an Idaho nonprofit corporation (Grantor) and the Grantee the below defined type of owner (Thereinafter the grant recipient).

The grant is for the below listed Project Summary to certain real property, located at the below listed address.

The Grant Award will be for the amount of no more than the below listed amount. This amount must be matched with a 50/50 cash match provided by the grant recipient.

The grant may only be used for the project as defined by the grant application and/or further modified by the Board recommendations.

Please submit a Letter of Request for any variation in the Scope of Work to the Idaho Heritage Trust for consideration prior to expending funds.

Decision Date

11/12/2021

Amount Awarded

\$15,000.00

Define Type of Owner

Public

Brief Project Summary

In one or two sentences provide a brief overview and state the major goal(s) of your project.

At the request of the Idaho Falls Airport Association, the IHT visited the Red Baron hangar, in July of 2021. The report written from that visit outlines a restoration sequence that begins with a full replacement of the roof. Replacement of the hangar roof is the first major goal of our project.

Property Address / County

- What is the street address for the project? If no known street address, please provide gps coordinates for the location.
- Example 1: 10816 State Highway 55, south of Cascade, Idaho 83611
- Example 2: Latitude +45° 42' 6.98", Longitude -114° 42' 56.99"
- NO PO Boxes

2381 Foote Dr, Idaho Falls, ID 83402

The parties agree that the Idaho Heritage Trust grant funds will be used and the work described above will be completed under the following terms and conditions:

1. All work must be completed, and documentation for payment delivered to the Idaho Heritage Trust on or before the due date noted below. Any application for extension must be submitted in writing with a notice of the expected completion date.
2. The Grant Award in this agreement is the maximum amount that will be provided by the Idaho Heritage Trust under the terms of this Grant Award Agreement. The Idaho Heritage Trust does not accept responsibility for or agree to participate in cost overruns, expenses related to delays or administration or for any sums whatsoever over the amount stated in this agreement.
3. The Idaho Heritage Trust will only fund one-half the hard dollar cost of the project up to the maximum amount of the Grant Award. For example, if the labor for a project is donated and out-of-pocket costs are less than anticipated, then the Idaho Heritage Trust funds will cover one-half of the actual out-of-pocket costs. Then the total grant will be less than the Grant Award stated in this agreement. Please call the office with questions.
4. The Idaho Heritage Trust will only fund the project after it is completed. Idaho Heritage Trust may pay a portion of the grant after a specific phase or component of restoration is completed if requested in advance. The Trust may also pay the contractor directly if prior arrangements are made.
5. The work subject to this grant must meet the Secretary of the Interior's Standards for the Treatment of Historic Properties. The Idaho Heritage Trust employs a Historical Architect, and other professionals to help you address issues. For further information on the Standards please contact the Idaho Heritage Trust office or the Idaho State Historic Preservation Office. If the project deviates from the Standards, the grant will not be paid until the Standards are met. The grant recipient agrees, by endorsing this agreement, to comply with those Standards and to seek proper solutions to the issues raised by the Standards.
6. The Grantee further agrees to the following conditions related to the maintenance and management of the property for a term of five years (ten years for Award Grants over \$10,000) after the funding of this grant by the Idaho Heritage Trust.
 - 6.1 That the property and its improvements will not be allowed to deteriorate from its condition at the time of the completion of the project.
 - 6.2 That no demolition, removal or waste of the premises will be allowed.
 - 6.3 If the property is sold or demolished within five years of the funding of this Grant Award, the amount funded by the Idaho Heritage Trust shall be repaid to the Trust upon the transfer of the property. Grantee authorizes the Idaho Heritage Trust to file a lien on the property for the amount of the grant-funded. Such lien will expire five years from the date of funding for Grant Awards under \$10,000 and ten years for grant awards over \$10,000.
7. The grant recipient certifies by signing this Agreement that the property upon which the project is now located is not currently for sale, and that no sale is anticipated within the next five years; that there are no plans for further work on the property that has not been fully disclosed to the Idaho Heritage Trust; that there are no anticipated changes in the current or planned use of the building or property that have not been disclosed in this Agreement; and that the statements and representations made in the Grant Application are true and correct to the best of her and his knowledge and belief.
8. It is agreed that the grant recipient shall indemnify and hold the Idaho Heritage Trust harmless from any civil action or lawsuit resulting from the promotion, execution, or utilization of the project or any related activity, it being understood that the Idaho Heritage Trust is acting solely as a funding entity providing half or less of the costs of the project, and not as project designer, contractor, supervisor, or owner. The Idaho Heritage Trust

shall not be liable for debts or obligations of the project except upon the specific terms of this Agreement, and grant recipient shall protect and defend the Idaho Heritage Trust from any suit alleging any other liability by the Idaho Heritage Trust.

9. Grant recipient agrees to provide the Idaho Heritage Trust with in-progress and completed work photographs. These will not be returned and permission is granted to the Idaho Heritage Trust to reproduce and/or publish the photos in furtherance of its goals and objectives for heritage preservation.
10. The grantee agrees to acknowledge the financial and technical support provided by the Idaho Heritage Trust in all written and/or verbal presentations.
11. The grant recipient agrees to display a sign which will include the words. *"This preservation project supported by the Idaho Heritage Trust"*.
12. Please include the Idaho Heritage Trust logo on all flyers, posters, newsletter articles and printed programs when appropriate. Idaho Heritage Trust logos may be downloaded from our website on our 'Logos' page. Include in your publicity pieces and press releases the following acknowledgement of financial support. *"This project is made possible by a grant award from the Idaho Heritage Trust, an endowment for the preservation of Idaho's heritage."*

12.1 Members of the Idaho Centennial Foundation created the Idaho Heritage Trust as the lasting legacy project of the State of Idaho Centennial Celebration held in 1990. When the Centennial activities were concluded, the assets of the Centennial Foundation, including the remaining funds and trademarks associated with the Centennial were conveyed to the Idaho Heritage Trust. Among those assets was the trademarked and protected design of the Scenic Idaho red, white, and blue vehicle license plate. By agreement with Idaho's Legislature for use of the registered trademarked design, each vehicle owner pays .50 cents per plate into an endowment fund. This royalty fee is paid only once every ten years when new plates are purchased and amounts to \$1.00 per vehicle. The earnings from the endowment are used to provide support for heritage preservation projects throughout the State of Idaho.

12.2 In order to give our Legislators and private contributors a sense of the local impact of our grant awards and to assure our continued ability to award grants, such as this one, we are asking that all grantees write letters to your local legislators to express your gratitude for their continuing support of the Idaho Heritage Trust endowment.

This program is funded by one or a combination of the following: The Idaho Heritage Trust Endowment Fund created by the Idaho State Legislature, and the AVISTA Corporation Fund for Northern Idaho.

The Idaho Heritage Trust is not a state agency. The Trust does not receive funding from the State or the Federal Government; instead, it is an independent, 501c(3) non-profit organization that awards grants and provides technical assistance to public organizations for heritage preservation.

By clicking "Yes" I agree to the above terms and conditions*

Electronic Signature*

Grant Agreement Signature Date*

Business Title of Signee*

File Attachment Summary

Applicant File Uploads

No files were uploaded