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This meeting may be canceled 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 of the City of Idaho Falls, you may contact City Clerk Corrin Wilde at 612-8414 or the ADA Coordinator Lisa Farris at 612-8323 not less than 48 hours prior to the meeting. They can help accommodate special needs.

CITY COUNCIL WORK SESSION

Times listed in parentheses are only estimates.

Call to Order and Roll Call

Public Works:

Presentation and Discussion: Idaho Falls Transportation Department (ITD) and Horrocks Engineering. I-15/US20 Connector-Traffic projections for I-15 Corridor. (30)
Action: Council Direction to Staff (or take other appropriate action)

Idaho Falls Power, Municipal Services, and Public Works:

Consideration and Discussion: IFP Policy 18 – Non-Residential Disconnect Policy Revision (10)
Action: Approve IFP Policy 18 – Non-Residential Disconnect Policy Revisions (or take other appropriate action)

Mayors' Office, Municipal Services, Public Works, Community Development Services:

Discussion: Budget Redesign (20)
Action: Council Direction to Staff (or take other appropriate action)

Mayor and Council

Acceptance or Receipt of Minutes (5)
Action: To receive recommendations from the Planning and Zoning Commission

Mayor and Council Reports: Calendars, Announcements Events, Reports, Updates, Concerns, Questions, and Discussion (20).
Action: Council Direction to Staff (or take other appropriate action)

Executive Session:

The Executive Session is being called pursuant to the provisions of Idaho Code Section 74-206 (1) (j) to consider labor contract matters authorized under Idaho Code Section 74-206A (1)(a) and (b), Idaho Code. The Executive Session will be held in the City Annex Conference Room. The Council will not reconvene in an open session after the executive session.

DATED this 19th, day of January 2024



Corrin Wilde, City Clerk

Idaho Falls Power, Municipal Services, and Public Works



IDAHO FALLS POWER STAFF - POLICY

POLICY NUMBER & SUBJECT: 18 Non-Residential Disconnect

SECTION APPLICABILITY: ADM, OPT, ESV, ENG

LATEST AMENDMENT DATE: 09/13/2023 01/22/2024

I. Purpose of the Policy

To establish a procedure for collections, delinquent disconnects and reconnects for all non-residential customer accounts.

II. Policy Statement

To outline the payment/collections process for all non-residential class customers that triggers actions by Utility Billing staff and Idaho Falls Power (IFP) staff.

III. Policy

A. Disconnect timeline description:

1. Immediately following first cycle of consumption, bill #1 is issued for services rendered. Bill #1 is due upon issuance, however customer has 15 days to pay bill.
2. If bill #1 has not been satisfied as of the issuance of bill #2 a past due notice statement will appear on bill #2. Bill #1 is now 30 days past due and the late fee for non-residential delinquent accounts will be applied to the past due account.
3. 15 days after issuance of bill #2, bill #2 is now due and the first bill is now 45 days past due (fee included). If bill #1 and bill #2 have not been fully satisfied at this point, fee for non-residential delinquent accounts will appear on bill #3.
4. At issuance date of bill #3, if bill #1 has not been paid it is now 60 days past due and the account is flagged for disconnect.
5. IFP prints a report that is generated from Cayenta of those to be disconnected.

6. In an effort to avoid disconnecting service IFP will make an attempt at 60 days past due to call the customer and notify customer of account status.

7. At 75 days past due IFP will generate a status report from Cayenta. If delinquent accounts have not been satisfied (I.E. any account with a balance over 30 days at least bill #1 paid in full), IFP will execute the disconnect work orders for remote disconnect meters and the service will be disconnected. This will place the disconnect fee on the account also, which will need to be paid prior to reconnection.

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8. Non-Remote disconnect capable meters will be dispatched to the Meter Shop to be physically disconnected during regular business hours 7:00 to 3:30 Monday - Friday. The Meter Shop will dispatch a meter technician to disconnect power if needed.

9. If customer pays prior to physically disconnecting power they are still subject to the disconnect fee, however if they pay before the service has been physically, or remotely disconnected they can avoid the cost of the reconnect fee.

10. When customer pays bill in full, Utility Billing will reconnect any remotely disconnected meter or create a reconnect service order, for manually disconnected meters. Service order is sent to IFP to reconnect the account in a timely manner. The service order for reconnection applies the reconnection fee to the account. This fee shows up on the customers next month's billing cycle.

11. If after hours and customers account shows it was paid in full the IFP dispatcher will remotely reconnect service or dispatch a meter technician to restore a manual disconnect.

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11.12. When the Idaho Falls Power General Manager deems it to be in the best interest of the City, they may at their discretion suspend the disconnect for a period up to thirty (30) days after which time approval of City Council is required to continue the suspension of the disconnect.

B. Winter Suspension Plan — Disconnects for non-payment will be suspended during winter months from December 1 through March 15th.

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G.B. Reconnect

1. Upon receipt of full payment that brings the account balance to zero (note this does not include the reconnect charge since that is applied after they are reconnected), Utility Billing will inform the customer that the power will be restored. This will be done the same day as payment as long as the payment was made before 5

PM on business days. In the event the Remote Connect fails Utility Billing will note the problem in the comments of the service order and assign the service order to "ELMTRSH" for trouble shooting and connection.

IV. Reason for the most recent policy change.

Revision	Date	Action	Name of Editor
0	2/05/20	1. Put policy in new format	
1	09/13/23	2. Change to Winter Policy to remove temperature requirements and move to time of year basis.	J Roos
<u>2</u>	<u>1/11/24</u>	3. <u>Removed no disconnects in winter restriction. Added GM discretion.</u>	<u>J Roos</u>

Community Development Services



MEMORANDUM

TO: Honorable Mayor and Council

FROM: Wade Sanner, Community Development Services Director

DATE: December 12, 2023

RE: December 5, 2023, Planning Commission Action

Planning Commission took the following action during the December 5, 2023, meeting.

1. **ANNX23-007: ANNEXATION/INITIAL ZONING. Annexation and Initial Zoning of R2, Mixed Residential and R3A, Residential Mixed Use for approximately 27.760 Acres in the NW ¼ of Section 4, Township 1 North, Range 38 East. Located north of Sandpiper Way, east of S 15th E, south of E 49th S, west of Wild Dunes Lane.** On December 5, 2023, the Planning and Zoning Commission voted 4-2 to recommend approval of the annexation with to the Mayor and City Council.
2. **PLAT23-030: FINAL PLAT. Ivywood Division No. 5. NW ¼ and the East ½ of the NE ¼ of Township 1 North, Range 37 East. Located north of W 81st S, east of S 15th W, south of W 65th S, west of S 9th W.** On December 5, 2023, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.
3. **PLAT23-029: FINAL PLAT. Westridge Commercial Plaza Division No. 1, Second Amended. A portion of Lot 5 Block 1 of the First Amended Westridge Commercial Plaza Division No. 1. Located north of Pancheri Dr, east of S Old Butte Rd, south of Broadway, west of Pariska Way.** On December 5, 2023, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.
4. **PUD22-002: Planned Unit Development. Falcon Crest Estates. Part of the NE ¼ 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 December 5, 2023, the Planning and Zoning Commission unanimously voted to recommend approval of the extension of the PUD to the Mayor and City Council as presented.
5. **PLAT22-024: FINAL PLAT. Falcon Crest Estates. Part of the NE ¼ of Section 31, Township 3 North, Range 38 East. Located north of Saddle Rock Lane, east of Sage Lakes Golf Course, south of Copeland Dr, and west of N 5th E.** On December 5, 2023, the Planning and Zoning Commission unanimously voted to recommend approval of the extension of the final plat to the Mayor and City Council 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 Downtown Development board meeting was held November 7, 2023, at 9:00am in the Willard Arts Center. Those in attendance: Jake Durtschi, Tara Mendoza, Chip Langerak, Kevin Cutler, Brandi Newton, Tasha Taylor, Matt Jacobson, Jill Hansen, Cindy Napier, Captain Marley – IFPD, Jim Francis – City Councilman; Caitlin Long - Planning Division; Lisa Farris – Grant Administrator; Michelle Covert – Chamber of Commerce; staff: Courtney Hernandez, Juan Hernandez

Minutes from October 3, 2023- Tasha motion to approve, seconded by Jill – approved by the board.

Captain Marley – update on downtown patrol – set to hire in March; will have 2 officers that will focus on the area from Cliff Street to the Midget Market to Bush Elementary school; focus on where crime is happening and prevention, instead of responding to calls – pro-active instead of re-active; extra officers are coming now; we do want the businesses to know the officers.

Matt said the problem times for the downtown are 11:00pm to 3:00am with tailgating in the street with open containers and no consequences. We have seen some improvement already with less trash and blood on the sidewalks. We are also adding 2 more cameras to A Street and Park. Chip commented that we need to remember that when warmer weather comes again the parking lots will need to be watched as there are problems there too. Jill said the parking garage is also another hot spot that the officers need to watch. Can the officers give tickets to skateboarders that are in the garage? Captain Marley asked if it is posted with signs? Yes. They can only come and ask them to leave, but she will pass that on to the officers to pay attention to the garage. We also want to teach business owners prevention things they can do like lights and cameras. Lisa asked if the cameras in the garage work well? Jill said they do but there are some blind spots. Matt asked if it is ok to post signs that cameras are in use? Yes. There was some misunderstanding in the police department with the thought that IFDDC was going to hire extra police to be downtown. That has been cleared up and they understand that the DDC was just being the voice to bring attention to the problems. Captain Marley took a copy of our 2024 event list and she was reminded that dates are tentative, but we would let them know of changes.

Lisa – Courtney and Mala did a nighttime inventory and identified some areas that need lights. We are also working with I. F. Power and informing business of their program to install security lights. The main area of concern was the west side of Yellowstone and Constitution. There is not a light at the B Street and Yellowstone intersection by the hawk light. The 30' lights along Constitution are not very bright. I. F. Power is already working on installing underground utilities in the alley north of B Street. They were able to do this using grant money and hope to be able to do more alleys in the near future as funding is found. These are the north/south alleys that belong to the city. All east/west alleys are privately owned. Chip asked what will happen to the security lights that are on the big electric poles when the utilities go underground? That is a question we need to find the answer to. Chip said he has added a camera and a light by his back door that goes out into the alley. Matt said they will be adding lights on their buildings down that alley which will also light up the Villa mural. Lisa said we do have \$24,000 to use for this safety light project. The parking lot south of Broadway is also very dark but it is outside of where we can use this money. I. F. Power has been asked to look into it and see if that can be a future project for them. We do have \$39,000 more money that can be used for other projects.

Councilman Jim Francis – I. F. Power has 2 programs 'Opportunity Knocks' where they will come to your business for free and do an energy audit and help you see ways you can save money; 'Green Power' is a program that costs extra, but help support non-carbon electricity. We are looking at needing another supply of electricity to meet the demands of the city, so a gas-powered plant that will operate during

peak hours will probably be built. There was a proposal that was attempted to work with INL, but it fell through. Brandi said they did the energy audit and were able to replace all their lighting with LED lights except for stage lights. It was very helpful. Jake asked if solar makes sense on private homes? Only if you have backup batteries, because the cost of electricity is very reasonable here in Idaho Falls.

The Food Truck report – Chip – we have made some progress in looking at the city codes with Councilman Francis which say a food truck can only be parked for 2 hours, but that is not being enforced. It will be now that everyone understands that is the ordinance. Randy Fife is retiring so we will be getting a new city attorney that we will work with.

Thank you to Councilman Francis for his help and support of the Downtown.

Courtney – FallBrew – we were able to cut some costs and we made about a \$2,000 profit; it was great weather but a smaller crowd than usual; there were lots of other things going on that weekend; we did adjust the time and felt like that helped people go into the downtown after our event ended.

Crawlween we made about \$1300 – we offered a date night deal where they got 2 coupon pages for \$15 and we sold a lot of those; most bars reported that it went really well.

Tree lighting, trolley rides and the ice rink are all on or starting on Nov 18th. We will be installing the ice rink this Saturday at 1:00 if anyone can come help. We will close down Memorial from Broadway to B Street for the tree lighting. The Veteran Memorial tree will be next to the ice rink on the green belt on Memorial Drive close to the B Street intersection. We are partnering with Parks & Rec for the Tree Lighting as all the lights along Memorial and in the Friendship Garden will come on at the same time. People will be standing in the street and will be able to see it all. Having the ice-skating rink in the plaza last year did not work out very well. Having it on this cement pad will give us more room. We will do lots of advertising so that people know it has been moved.

The horse drawn trolley rides will begin Nov 18th and run that day from 3 – 5:00pm and then all the other Saturdays from 1 - 3:00pm until Dec 23rd. The pick-up and drop-off spot will be by Jacob Grant Properties across from the Civitan Plaza.

We will not have live potted trees in the Civitan Plaza this year, but we have asked school groups to decorate windows of businesses. We have 10 businesses that will be decorated this year, and we hope that will bring people downtown to see the kid's decorations.

Find Santa's Puppy will be Dec 2nd and we hope to have a big turnout for that event as we have the most businesses ever signed up to participate.

We ordered 77 wreaths and needed to have 37 wreaths sponsored to cover the costs and we have 65 of them sponsored. 46 of these sponsors did a 'bundle' and sponsored a wreath and a flower basket for the 2024 summer.

Adobe did an update and Courtney's computer will no longer allow her to edit pictures. Her computer is an older refurbished one and the graphic processor won't work now.

The IFDDC website, which is a word press website, according to Manwaring web is on the brink of collapse. We got a proposal from them to re-do the website for \$6,000. We can access our website ourselves. The main page is not user friendly either. Jake said that you can go in and delete old pages that are no longer used and that will free up enough space so that you don't have to start over, just clean it up. Jake and Matt both have knowledge of how to do this.

Courtney went through the list of planned events for 2024 which will include some new events like "Dogs Dig Downtown", "Downtown After Dark" where businesses will stay open late for shopping,

“Downtown Disco” for teenagers, “Find the Tricky Skeleton”. Tara suggested that it could have a carnival atmosphere with games, stickers and candy for Halloween. Permission was granted to purchase the skeletons as they are now on after Halloween sales. It was recommended that we work with Derek at Poppy and Pout for the teen dance. He has had several very successful events that target that age group. We will not do Oktoberfest, but do the FallBrew and a new BooBrew that will only last 2 hours like a kickoff party then on to the Crawlween pub crawl keeping the street closed and having music. Tara said the Oktoberfest has great name recognition and we should keep it. Courtney said there is another group that does a big Oktoberfest and it feels like we are competing with them. Suggested that we just make sure it is not on the same day and keep it.

Brandi commended Courtney for doing an amazing job with the events!

Financial report - Brandi – fiscal year has ended and we are in the black by \$23,000. Some of that is because we have not been paying an Executive Director. We work the budget on an accrual basis – our main income is from the BID assessment and the city does not give it all to us. Last year we had to request \$20,000 to cover the costs of snow removal. We will not be doing extra parking lot snow removal or watering the trees and flowers next summer. That has gone back to the city. Parking income has gone down, but we are not sure why. We operate on about \$17,000 per month. We have fixed expenses like rent and other bills and then variables’ such as snow removal costs. Looked at the last 2 years to create a new budget. What are our savings goals? How much should be putting away for maintenance such as re-striping the parking lot? Every month we can put money aside, a certain percent, then we will have a cash reserve to pull from for these repairs. The goal would be to have \$30,000 saved. The proposed budget is conservative and the goal is always to make more than we spend. We can make changes and adjustments as we go along. We are going to hire a book keeper for \$500 per month and make a separation of duties. We only have about 7 deposits and 25 expenses paid out each month. Every check that is signed has the invoice attached. We will also stop using debit cards and only use credit cards for transactions. Brandi proposed that the budget be accepted; Jake seconded and the board approved.

Meeting was adjourned at 10:08am

Our next board meeting will be held December 5, 2023

Respectfully submitted - Jill Hansen, secretary, and Mala Lyon

Idaho Falls Downtown Development board meeting was held December 5, 2023, at 9:00am in the Willard Arts Center. Those in attendance: Chip Langerak, Kevin Cutler, Tasha Taylor, Matt Jacobson, Jill Hansen, Greg Crockett, Jim Francis – City Councilman; Lisa Farris – Grant Administrator; staff: Mala Lyon

Minutes from November 7, 2023 - Greg motion to approve, seconded by Chip – approved by the board.

No financial report as Brandi is not here today; We have hired a bookkeeper Lynn Rushton with Reliable Payroll.

Event Report by Mala:

Tree Lighting was Nov 18th - estimate about 500 people came. First year having in on Memorial Dr and shutting down the street so we learned a lot of what will work.

Ice Skating Rink - is open Fridays from 4:00pm to 7:00pm and Saturdays from 1:00pm to 7:00pm until January 13th and then we will need help to get it taken apart and put away. Added a vinyl sign on the rink fence stating that the Bank of Idaho was the original donator of the rink.

The Horse Drawn Trolley will be downtown every Saturday thru Dec. 23rd from 1 – 3:00pm.

Decorate Downtown is the new project we did instead of the trees. We partnered a school class with a business and the kids made decorations to go in the windows. We are taking pictures and doing posts on social media highlighting these businesses.

'Find Santa's Puppy' event Dec 2nd and the weather was not good, so our crowd was small. We went to 3 schools and read them the story about Santa's Puppy and gave out 450 flyers about 'Find Santa's Puppy', the ice rink and the trolley.

Snowflake lights and wreaths – the Civitans put up the snowflake lights in the Civitan Plaza. We hung 77 live wreaths of which 64 were sponsored and from that group 46 of them also sponsored a 2024 hanging flower basket.

Kevin said we may have a problem with our snow plowing – we have used Kevin Machen for years, but he is having some health problems and may not be able to do it this year. Make sure whoever we hire has insurance and are willing to pay for damages.

Website – Chip recommended that we give it a tune-up and then budget for next year. We will have to look at the budget.

Brochures – Courtney has agreed to re-design and get printed an updated downtown brochure and we are going to expand our distribution into Pocatello with Bear Brochure delivering them.

Lisa – We have \$39,000 that we can use for façade grants, that does not include the money set aside for the IFDDC to do a lighting project. Courtney and Mala have pinpointed the west side of the Yellowstone Highway and Constitution as our priorities. We need to let people know these funds are available. We will start in March to work on getting the 2024 funds.

We should do another push to advertise our FREE events downtown.

Chip – Food Trucks licensing – with the change of city attorneys it will be after the first of the year to address this again.

Meeting was adjourned at 9:50am

Our next board meeting will be held January 9, 2023

Respectfully submitted - Jill Hansen, secretary, and Mala Lyon

**Sister Cities Advisory Committee Meeting Minutes
September 14, 2023**

In Attendance: Amanda Logan, Lisa Armstrong, Laura Combs, Rae Moss, Jim Francis
Not Present: Cindy Ozaki and Chloe Doucette

Action Items

- **Roll Call and Confirmation of Quorum**
 - Roll was taken and quorum established.
 - Discussion: City Council will soon be voting on a non-voting member for the advisory committee. They will be in higher ed. Amy Brumfield will be presented to the council. Charlotte will be taking Stephanie's place as the youth association representative. The City is currently looking for a member of the business community to take her place. Still have a position available for a person who will be a local service club representative. Recommend looking for a current active member from Rotary. Rae will be resigning so we will need a new INL representative.
- **Approval of August 10, 2023 Meeting Minutes**
 - Rae moved to approve. Laura seconded the motion. Motion passed.
- **Election of Vice Chair**
 - Amanda recommends we have a vice chair as per the code. Vice chair duties would include financial review and reimbursements to go to Karla. - Lisa volunteers.
 - Laura moved that Lisa be the Chair of the Sister Cities Advisory Committee. Ray seconded. Motion passed unanimously.
- **Approval of Distribution of Funds Raised at 8/19/23 Farmers Market to Youth and Adult Associations**
 - Review Farmer's Market community outreach. Youth Association made a big difference. We were surprised by the number of people who participated. Thanks to Chloe and the organization of the craft.
 - Raised \$92.00 in Venmo and \$101.00 in cash. Chloe transferred the Venmo funds to Amanda.
 - Lisa moved to have Amanda give \$96.50 to each association to be used as they see fit. Laura seconded. Motion passed unanimously.
 - Article in Post Register on the youth was a great highlight with photos. David Pace is also aware of upcoming events and will work with Eric for upcoming PR connections.
 - Note: Number of children and families who were excited. Rae ran into Rick from KPVI and they talked about Sister Cities. Rae recommend connecting KPVI representative with the city public information officer.
 - Questions we would like to have clarified:
 - May Youth and Adult Associations reach out to the media directly?
 - Should city council advisory committee members only will work through the city public information officer?
 - Banner: Youth Association and Adult Association able to use it at any time. It will be housed at the City Hall. Associations should contact Amanda when they want to use the banner.

Discussion Items

- **Review of FY23 Expenditures:**
 - Amanda has recorded reimbursements within google sheets. She noticed we are under-spending with 50% of it currently not being spent. Discussion of adult association spending. Note: will Yellowstone bus really cost \$300? Still need “placeholders” for the upcoming expenditures like the reception and hotel costs. Appreciated the estimates from Tom Pizza and recommend estimates for other items as well. (e.g. association getting estimates for breakfasts).
 - Will take \$54.00 from the youth association to pay for the community outreach over expenditure.
 - Receipts are submitted and approved, but reimbursements have not yet been received. Amanda thinks she need to resubmit them. We need clarity on how people will receive their reimbursements.
 - Adult association (Cindy) must provide placeholders with specifics for the budget. Amanda will send the accounting of what has already been spent as well as what to expect to Bud and Karla with cc to Jim.
- **FY 2024 is fully approved \$15,000**
 - At next meeting we will review the budget process and continue on outreach ideas.
- **Committee's Role in the Tokai-Mura, Japan Adult Delegation's Visit**
 - Clarify: City to City gift will be a painting by DeAnn Halley
 - Mayor to Mayor will be a photo of Friendship Garden
 - Sister City to Sister City gift will be a photo from the Adult Association.
 - Email from Cindy Ozaki on September 14 *“The Advisory Committee is invited to attend City Day on Friday, October 29. We start at City Hall at 8:50 with a meeting with the Mayor, council members and directors available in Council Chambers. Business dress. We are touring the new police station but there is very limited space so only some Sister Cities members and the delegation will be allowed. We will then proceed to the library to view the Sister Cities gift exhibit (12:05) and lunch at the library (12:30). We will walk to IF Power for a presentation (1:25) and then be in the Friendship Garden for a tree planting (1:50) at 2:35 we'll go to the Community Food Basket for a presentation. The delegates will then go back to their homestays at 3:25. I just need to know if you plan to be at the library for lunch. We also start on time as we have a full schedule and the Japanese are very prompt (part of their culture).*

Sunday afternoon there will be a picnic with the JACL and the IFSCY groups. The Committee is invited to attend. Please let me know if you are coming and if your family will also attend. I will need a headcount. The picnic is at Tautphaus Park Shelter 1 from 4-6 PM.

The Committee is invited to the community reception on Monday, October 2, 6-8 PM at The Art Museum. Each of you were mailed an invitation. You may also bring your spouse. Please RSVP. The reception is business formal and the official gift exchange occurs at this event. There will be 100-150 people at the event.

On Wednesday, October 4, we will be touring CTEC from 1-2:30 PM. The Committee is invited to attend. Business casual dress.”

- o September 29: We would like as many committee members as possible to show up. Ask the group to reply to Cindy's email and let her know what we will be attending. Hope Amanda can carve out the day and be there the entire day with the delegation. We hope to invite the city council staff and members to be part of the reception.
- o Amanda and Jim will speak at the afternoon picnic.
- o Community Reception on Monday at the art museum which is adult only. Invitees include community and civic leaders. Recommend ensuring CEI president and the school district superintendents. The committee may want to reflect on the event and the people involved. We may be able to identify ways to increase outreach after participating. (e.g. airport welcome committee, consider how to use the Sister-Cities Banner at places like the City Hall and picnic)
- o Possibly purchase Japanese flags for future events- laminated images, small flags
- **Sister Cities Youth Association Report:**
 - o Working on preparations for upcoming picnic, winter carnival
 - o Currently have 5-6 involved families with 10 kids participating. Would like the City committee to help brainstorm ways to bring in families.. YAS would like more parents and kids to join. This will sustain the group. Next meeting: how can we grow the enrollment?
- **Upcoming Outreach Opportunities:**
 - o First complete the upcoming adult visit and then we will work on building the restDoes the Chambers visitors center say anything about the Friendship Garden?
 - o What other organizations can we partner with in order to build knowledge and visibility?
 - o Hotel flyer idea
- **Thank you to Rae for serving.**
- **Date and Agenda for next meeting:**
 - o October 12th 5:30 next meeting; location: Amanda will email Bud to get the City Hall
 - o Budget- turning in receipts
 - o Read out from Cindy on Adult
 - o Come with ideas for outreach for youth enrollment and building connection with residents and visitors.

Adjourn

Seeing no further business, the meeting adjourned at 6:44PM

**Sister Cities Advisory Committee Meeting Minutes
October 12, 2023 14, 2023**

ACTION ITEMS

5:30 PM

Roll Call and Confirmation of Quorum

- In attendance: Laura Combs, Lisa Armstrong, Jim Francis, Cindy Ozaki, Amanda Logan
- Quorum reached at 6:00 pm

Approval of September 14, 2023 Meeting Minutes

- Laura motioned to table meeting minute approval.
- Lisa seconded.
- Motion passed unanimously.

DISCUSSION ITEMS

5:35 PM*

Open Seats, Potential New Committee Members

- Discussed Non-voting positions and potential Voting positions
- Discussed options: INL and business representative

Review of FY23 Expenditures

- The city finance department is examining the procedure for reimbursement to the associations.
 - The Sister Cities Advisory Committee maintains a file with lists of current expenditures in order of the receipt dates
 - The committee has overspent in some lines, but it was intentional. The loss will be recovered when some money from the youth association is redistributed to the adult association.
 - Reimbursements go to the Adult Sister Cities of Idaho Falls, Inc. or to the Sister Cities Youth Account.
- City finance is also examining how to fund the Idaho Falls Sister Cities Advisory Council's outreach expenditures.
- Discussed adding an insurance policy for the Youth and Adult Associations as part of administrative costs.
 - Projected Cost ~ \$395 for liability
 - Projected Cost ~\$800-900.00 Director and Officers Insurance.
 - Considered ways to pay for the increase in administrative costs
- The total cost of hosting the visit is \$12,000 (excludes the \$2,000 of donated materials)

Report from Sister Cities Adult Association

- The visit went well. City day was a success and appreciated the phenomenal exposure through the Post Register. Japanese guests enjoyed their visit.
- The association intends to write a guide to record what it takes to prepare for a visit.
- Discussed dates for future exchange. The association will begin discussing optional dates in January with the sister city.
- Description of typical visit: 10 days long, delegations typically 15 members
 - Asked to consider reserving a slot for IF city directors.

Report from Sister Cities Youth Association

- The Halloween virtual costume party for the Japanese Youth is coming up: 6:00 p.m. on Saturday 21st at the Comb's home.
- Interested youth should email Laura Combs so they can begin participating in the bi-monthly meetings.
- The next meeting is on Monday, October 16, at the library. 7:00 pm
- Description of a typical exchange: The last week of July and the first week of August are the typical dates for the exchange.
- Winter Carnival (between Christmas and New Year)- don't foresee expenses for the winter carnival.
- Possible participation in multi-cultural events at the schools.

Upcoming Outreach Opportunities for FY24

- Nothing immediately coming up

Date and Agenda Items for Next Meeting

- November 9th- 5:30 PM in City Hall Chief of Staff Conference Room
 - Update on the financial process
 - Discussion of potential committee members
 - Reflection on the year and set goals for the upcoming year
 - Discussion on recruitment
 - Consider the relationship with the JACL

ADJOURNMENT

Adjournment 7:04 pm

6:45 PM*

**SISTER CITIES ADVISORY COMMITTEE MEETING MINUTES
November 9, 2023**

ACTION ITEMS

Roll Call and confirmation of Quorum 5:35 pm

- In attendance: Laura Combs, Lisa Armstrong, Jim Francis, Jeremy Crooki, Amanda Logan
- Absent: Chloe Doucette, Cindy Ozaki, Charlotte Combs, Amy Brumfield
- Introduction of New Committee Members
 - Jeremy Crook, Amy Brumfiel (higher education), Charlotte Combs (senior high school student member)
 - Still looking for a representative from INL and a business community representative.

Approval of September 14, 2023 Minutes

- Amanda made minor copy edits. Lisa moved to approve the minutes with the copy edits and Laura seconded. Motion passed unanimously.

Approval of October 12, 2023 minutes

- Amanda made minor copy edits. Laura moved to approve the minutes with copy edits and Lisa seconded. Motion passed unanimously.

Approval of FY23 Reimbursements

- Amanda explained how some of the expenditures from the Adult Association crossed fiscal years but the Association has now submitted the receipts. These expenditures were previously approved based on estimates and new receipts indicate the amount is roughly \$715.00 over budget. Budget also did not originally include association fees. Committee discussed approval of expenses from adult visit, but noted process for reimbursement of over budgeted money is unclear at this time.
- Lisa moved to approve reimbursement of the Adult Association as indicated by documented receipts and Laura seconded. Motion passed unanimously.
 - Great Harvest Lunch- \$419.40
 - Walmart-\$14.69
 - Papa Tom's Pizza 363.00
 - Olive Garden \$402.86
 - ENSO Nametags \$310.00
 - Salt Lake Express \$1850.00
 - Kevin Odette Photography \$369.94
 - Zip Print \$80.46
- Moving forward, Sister Cities Youth Association and Adult Associations will complete Vendor Application paperwork provided by the City to clarify the financial relationship between the city and the associations.

- At each meeting in FY 2024, the Advisory Committee shall review receipts that need to be formally approved before they are submitted to the city so the reimbursements may happen in a timely manner. After approval, the Advisory Committee will submit, and the city will write checks to the associations. If there is an amount over \$1,000.00, the Associations will work with the city to be paid directly so that the Association does not need to carry such a large debt while waiting for reimbursement. Receipts will still be submitted.
- Continuing to work with the City on policies moving forward.
- Checks given to Adult and Youth Associations to reimburse committee members for previous receipts received and approved.

DISCUSSION ITEMS

Review of FY23 Activities and Plan for FY24

- Review FY23:
 - Established committee and intend to continue with regular meetings with established date and time.
 - Increased Public Awareness: media coverage, city day with increased involvement, library display, outreach at Farmer's Market.
- Plan for FY24:
 - Outreach: Chamber Connect (possible network with a booth as a nonprofit) .
 - Add a plaque to the Friendship Garden that officially explains the history of our Sister City relationship.
 - Youth Association- picnic at the Friendship Garden.
 - Formalize mini-grants with teachers to educate more about Japan .
 - Connect with the Museum of Idaho: Oral History of minority groups in the area- connect with the Japanese American League.

Report from Sister Cities Adult Association

- Tabled until the next meeting as Cindy was absent.

Report from Sister Cities Youth Association

- The Youth Association had a successful Halloween Virtual Costume Party with Tokei Mura.

Upcoming Outreach Opportunities

- Winter Carnival: talk to the City's Public Information Officer about promoting through various media outlets (Facebook, Post Register, Idaho Falls Magazine).
- Jeremy recommended contacting Mountain America Center to see if there was a fundraising slot available.
- Jim noted that Tokei Mura had a strong senior club and recommended seeking a connection between Senior Clubs.
- Amanda recommended seeking an opportunity for the Youth and Adult Associations to present at a meeting of the Idaho Falls Rotary Club (Rotary has monthly themes for their presentations). Relatedly, we should see if there is a Rotary Club in Tokai-Mura.
- Look into being a featured nonprofit at Civitan's Alive After 5 this summer.

APPROVED 12/14/23

Date and Agenda Items for Next Meeting

- Next meeting December 14, 2023 5:30pm-6:450pm; Chief of Staff's Conference Room, City Hall
- Agenda:
 - Roll Call and Confirmation of Quorum
 - Approval of November 9, 2023 Minutes
 - Approval of Reimbursements
 - Review FY 2023 and Plan FY 2024
 - Adult Association visit reflection
 - Calendaring outreach opportunities for 2024
 - Winter Carnival
 - Fiscal Plans

ADJOURNMENT

- Meeting adjourned at 6:41pm

SISTER CITIES ADVISORY COMMITTEE MEETING MINUTES 12.14.2023

The December 14, 2023 Sister Cities Advisory Committee meeting was held in the Chief of Staff's Conference Room of City Hall (308 Constitution Way, Idaho Falls, ID 83402) and via phone.

ACTION ITEMS

5:34 PM

Roll Call and Confirmation of Quorum

- In attendance: Laura Combs, Charlotte Combs, Jim Francis, Amanda Logan, Chloe Doucette, Amy Brumfield, Jeremy Crook, Cindy Ozaki (via phone)
- Absent: Lisa Armstrong

Introduction of New Committee Members

- Amy Burmfield, representing higher education : Executive Director of institutional research at CEI. Does data, accreditation, compliance, etc. Loves to be involved in the community in fun ways.
 - This is the first time we have had this seat filled. Non-voting seat.
- Charlotte Combs, Youth President of the Youth Sister Cities Association. Junior in high school at Watersprings. Charlotte was able to visit Japan this past year.
- The city is working on filling the business community seat. Shouldn't be too much longer.
- INL seat- a number of great candidates, but running into difficulty because of limitations on who is able to be on the committee. One hurdle (since it is a voting seat) is that they are required to be a taxpayer of Idaho Falls. Additionally, no member can be a member of the adult or youth association and many have expressed interest in joining the associations themselves (or having their children join) if they aren't already members. We will be able to find someone soon, it has just taken some extra time.

Approval of November 9, 2023 Meeting Minutes

- Motion to approve by Laura. Amanda seconded the motion. Motion passed unanimously.

Approval of Reimbursements

- This will be a standing item on our agenda.
 - City requests that we discuss and approve all expenditures as a committee even if they are listed as line items on the budget.
 - City has requested that both the Adult and Youth Association become official "vendors" with the city and all expenditures go through them.
 - Cindy has not received reimbursement for anything yet, but Amanda has a check for her in the amount of \$432 which is the amount that directly aligned with receipts. All other reimbursement has to wait until the adult association has done the paperwork to become an official vendor with the city.
 - Cal will bring the paperwork to Cindy if we can get it to him. She will return in January.
- There's been a lot of transition with Bud leaving the city, so this process has been very bumpy. Now working with Carla and the Treasurer's office directly.
 - All of the reimbursements should have been approved at the last meeting.
- Liability Insurance/ D&O (Directors and Officers) Insurance

- Cindy-was the liability insurance (for D&O) received?
- Amanda- committee needs to reallocate the funds (approve that for D&O)
 - In the past, the Associations have been a part of the city's insurance. That can't happen anymore. This was brought up when the Japanese delegation visited us this fall. The Mountain America Center required proof of insurance. Cindy looked into the possibility of insuring the event or Association as a whole. That is not a cheap administrative cost. There is no additional funding from the city for this, so we would have to reallocate funds from other categories (outreach, hosting, and visiting). D&O was about \$860, liability was over \$500, but that covers both associations. (D&O- is essential so none of the board members can be personally sued). The Adult Association has already purchased this insurance so the event with the delegation could move forward, and so they would need to be reimbursed.
 - Jeremy mentioned that he works for the Leavitt Group and could requote the cost for next year. We will plan to put this on the agenda.
 - Reflection on budget- where could we reallocate. Last FY was \$11k, this FY is \$15k.

DISCUSSION ITEMS

5:50PM

Reflection on Fall 2023 Tokai-Mura Adult Delegation Visit to Idaho Falls

- Very happy to have it take place. City Day went well.
- Media coverage was great (The Post REGISTER's David Pace came to a couple of events and reported on them)
 - Had some interest from the community because of that exposure. Also, ability to highlight some things like the exhibit in the library.
- Cindy- really pleased with how it went. Only issue was all the invitations that got mailed out- people either didn't get the invitations or got them a day or two before the event. Really looking at how they'll change that so that they can make sure everyone who should be present, is. The Japanese delegation was very pleased with how everything went. Particularly loved getting to go to the hockey game and everything that they got to do on City Day.

Continued Review of FY23 Activities and Plan for FY24, Esp. Adult Association

- Reimbursement process has been... painful. Doing the best we can. Treasurer would like to ONLY reimburse the Adult and Youth Associations and then those associations will pay for it and get reimbursed. Keeps from individuals having to fill out vendor paperwork.
- Lots of wins- the community outreach that we have started to do and the attention that the media has given is awesome. We want to continue to build on that. Not just when delegations are doing things, but when events and fundraisers are happening.
- Idea for a plaque or sign in friendship garden will hopefully happen in FY 24- those speedbumps are smoothed out. Chloe will start to draft the language for this sign
- Cindy and Judy should send Chloe some info for getting that signage written.

Report from Sister Cities Adult Association

- Will be moving forward with the exchange to Tokai next year.

Report from Sister Cities Youth Association

- Got vendor paperwork completed.

- Some new families have joined the association recently
- The Japanese youth association wants to send 15 students and 3 chaperones (full contingent) to Idaho Falls!
 - Are always here roughly at the end of July or very beginning of August (should be roughly 10 days)
 - The Youth Association finds homes for the Japanese youth to stay in and the Adult Association finds places for chaperones to stay since they know them already.
 - No fluent speakers in the Youth Association right now. May have to petition the community for help since there won't be an additional person attending who is there for the main purpose of translation.
 - Maybe there is something we can do because translating impacts that experience. It is nice if they have one or two people who can translate and we provide one or two people that can translate.
 - Two of the adult members are fluent in Japanese and might be interested in helping. They also have two kids who may be able to help.
 - There is a City Day for the youth (less formal), that will be planned.
 - Could plan to do the dedication of a plaque in the garden when Japanese students are here.
 - Want to have Japanese flags in the halls. We may want to purchase more Japanese flags early for that.
 - Funland is open now, so we can use that as another activity- usually have a picnic in Tautphaus park.
- Some new families have joined the association recently

Upcoming Outreach Opportunities

- Youth Association Winter Carnival Fundraiser
- January 1st. Get to keep money from renting skates. QR code links to a website or facebook page on the printed flier that went out to committee members in an email. Time is 2-5pm.
- Committee can help advertise it to everyone.
 - Amanda spoke to Erik (city's PIO) and will be watching for Laura to reach out to help the City publish on socials, etc. Has been supportive about helping out. Appreciated us reaching out in advance. Laura will mention that we wouldn't mind if media would be there like newspaper, radio, TV, etc.
 - Cindy could ask Misty to put in her INL newsletter.
 - Amy- suggested we reach out to Idaho Falls Patch (local newsletter)
 - Radio stations- some allow nonprofits to advertise for free (Rich media)
 - Jeremy- could ask for Brian Ziel to match donations from the event? Amanda and Jeremy could also bring it up at an upcoming Rotary event.
- Calendaring of 2024 Outreach Opportunities should happen at an upcoming meeting.
 - Ideas include working concessions at a hockey game at the MAC, having an ice cream social type event when the Japanese youth delegation is here (could ask Farr's or Manwaring to donate?) and connecting with CEI for different community events. (Amy is happy to help us there.)
 - Museum of Idaho's oral history project lead connected with JACL. She will likely reach 100 oral histories by the end of the year from a variety of under-represented communities.

Date and Agenda Items for Next Meeting

Approved 01.11.23

- 2024 outreach calendar
- Discussion of city formal reimbursement process plan
- Standing items
 - We have been consistent in meeting the second Thursday of the month. The City appreciates this because the City Clerk knows what to expect. January 11th is the second Thursday. TBD on location. Amy may be able to get us into a room at CEI. We will need aZoom for Cindy. Cindy will set that up.

Final Notes

- City is ready to move the display case away from the Annex Building (that case belongs to Cindy). Be sure to let Pam know where it needs to go.
- Mayor is going to change liaisons for all the departments. Jim might not be the liaison to this committee anymore. Jim will be here on the 11th, but may end up rotating off the committee after that.
- Mayor is pleased with what the committee has started to do and is excited to see it do more work. Outreach and the money process were the two biggest things in the ordinance and we have done our share.

ADJOURNMENT

6:37 PM



2024 CITY COUNCIL MEETINGS

City Council Meetings are held on the Second and Fourth **Thursdays** of each month at 7:30pm at the City Annex Building, 680 Park Avenue, Idaho Falls, Idaho. Following is a list of City Council Meeting dates for the 2024 Calendar Year, including those that have been designated as Special Meetings:

January 11, 2024 and January 25, 2024

February 8, 2024 and February 22, 2024

March 14, 2024 and March 28, 2024

April 11, 2024 and April 25, 2024

May 9, 2024 and May 23, 2024

June 13, 2024 and June 27, 2024

July 11, 2024 and July 25, 2024

August 8, 2024 and August 22, 2024

September 12, 2024 and September 26, 2024

October 10, 2024 and October 24, 2024

November 14, 2024 and November 26, 2024 (Special Meeting)

December 5, 2024 (Special Meeting) and December 12, 2024

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 Corrin Wilde at (208) 612-8414 or the ADA Coordinator Lisa Farris at (208) 612-8323 as soon as possible and they will make every effort to adequately meet your needs.

P.O. Box 50220 – 308 Constitution Way – Idaho Falls, Idaho 83405 – (208) 612-8415 – Internet Homepage Address: www.idahofalls.gov



2024 CITY COUNCIL WORK SESSIONS

City Council Work Sessions are typically held on the **Monday** of Council Week at **3:00 p.m.** at the City Annex Building, 680 Park Avenue, Idaho Falls, Idaho. Following is a list of City Council Work Session dates for the 2024 Calendar Year (*please note, meeting dates are subject to change*):

January 22, 2024

February 5, 2024 and February 20, 2024 (Tuesday)

March 11, 2024 and March 25, 2024

April 8, 2024 and April 22, 2024

May 6, 2024 and May 20, 2024

June 24, 2024

July 8, 2024 and July 22, 2024

August 5, 2024

September 9, 2024 and September 23, 2024

October 7, 2024 and October 21, 2024

November 12, 2024 (Tuesday) and November 25, 2024

December 2, 2024 and December 9, 2024

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2024 IDAHO FALLS POWER BOARD MEETING SCHEDULE

Idaho Falls Power (IFP) Board Meetings are generally held on the second Wednesday of each month, unless noted otherwise. In the event of a special circumstance, the meeting will be moved accordingly. Meetings will be scheduled from 7:45 a.m. to 11:45 a.m. at the IFP Boardroom, 140 S. Capital Avenue, Idaho Falls, Idaho. The following is a list of dates for the 2024 Calendar Year.

Wednesday, February 7, 2024

Wednesday, March 13, 2024

Wednesday, April 10, 2024

Wednesday, May 8, 2024

Wednesday, August TBD

Wednesday, September 11, 2024

Wednesday, October 9, 2024

Wednesday, November 13, 2024

Other dates of interest (Board attendance is encouraged):

Jan. 8-10, 2024 – Idaho Consumer Owned Utilities Association (ICUA) Legislative Conference – Boise, ID

Feb. 26-28, 2024 – American Public Power Association (APPA) Legislative Rally (PMC Members only) – Washington, DC

May 13-15, 2024 – Northwest Public Power Association (NWPPA) Annual Meeting – Salt Lake City, UT

June 7-12, 2024 – American Public Power Association (APPA) National Conference – San Diego, CA

July 17-19, 2024 – Idaho Consumer Owned Utilities Association (ICUA) Annual Meeting – Boise, ID

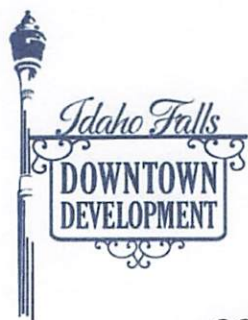
August 18-21, 2024 – Utah Associated Municipal Power Systems (UAMPS) Annual Member Conference – Midway, UT

December 17-18, 2024 – Utah Associated Municipal Power Systems (UAMPS) Annual Meeting – Salt Lake City, UT



2024 AIC SCHEDULE OF MEETINGS AND CONFERENCES

AIC Water Summit (Boise)	January 24, 2024 8am -5pm
AIC City Officials' Day (Boise)	January 25, 2024 9am-1:00pm
AIC Spring District Meeting (Idaho Falls)	April 9, 2024 (TBD)
AIC Leadership Academy	May 8-9, 2024
AIC Annual Conference	June 19-21, 2024
AIC Board Meeting	June 19, 2024



381 Shoup Avenue
Suite 207
Idaho Falls, ID 83402
(208)535-0399

www.downtownidahofalls.com

2024 BOARD OF DIRECTORS MEETING SCHEDULE

Willard Arts Center, Conference Room – 450 A Street, Idaho Falls, ID 83402

All meetings are held the first Tuesday of every month. In the event of a holiday or special circumstance, the meeting will then be moved to the following week.

All meetings will be scheduled from 9:00 a.m. – 10:00 a.m.

Tuesday, January 9, 2024

Tuesday, February 6, 2024

Tuesday, March 5, 2024

Tuesday, April 2, 2024

Tuesday, May 7, 2024

Tuesday, June 4, 2024

Tuesday, July 2, 2024

Tuesday, August 6, 2024

Tuesday, September 10, 2024 (2nd Week)

Tuesday, October 1, 2024

Tuesday, November 5, 2024

Tuesday, December 3, 2024

Idaho Falls Downtown Development Corporation (IFDDC) advances our historical downtown as the regional center for commerce, culture and leisure activities for residents and visitors.



SISTER CITIES ADVISORY COMMITTEE CY 2024 MEETING SCHEDULE

Meetings are held on the second Thursday of the month at 5:30 PM in Conference Room 310A in the Christofferson Building/Building 3 at College of Eastern Idaho (1600 South 25th East, Idaho Falls, ID 83404) and via Zoom unless otherwise noted on the agenda posted for that meeting. The public is invited to attend. Meetings may be canceled or rescheduled in accordance with law. If you need communication aids or services or other physical accommodations to participate in or access this meeting, you may contact the City's ADA Coordinator Lisa Farris 208-612-8323 as soon as possible and she will accommodate your needs.

5:30 PM on Thursday, January 11, 2024

5:30 PM on Thursday, February 8, 2024

5:30 PM on Thursday, March 14, 2024

5:30 PM on Thursday, April 11, 2024

5:30 PM on Thursday, May 9, 2024

5:30 PM on Thursday, June 13, 2024

5:30 PM on Thursday, July 11, 2024

5:30 PM on Thursday, August 8, 2024

5:30 PM on Thursday, September 12, 2024

5:30 PM on Thursday, October 10, 2024

5:30 PM on Thursday, November 14, 2024

5:30 PM on Thursday, December 12, 2024

The Sister Cities Advisory Committee supports the Idaho Falls community's awareness of and participation in the cultural understandings made possible by the Sister Cities program; the development of economic relationships and specific joint projects; cultivation of long-term personal relationships and friendships among people in both communities.