

The public is invited to observe City Council Work Sessions. However, the agenda for Work Sessions does not include an opportunity for public interaction. Seating in the Council Chambers may be limited. All seating is 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>.

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

Municipal Services

Presentation and Discussion: Third Quarter Financial Report. (30)
Action: Council Direction to Staff (or take other appropriate action)

Update: Status of American Rescue Plan Act (ARPA), projects and funding (20)
Action: Council Direction to Staff (or take other appropriate action)

Human Resources

Discussion: Health Insurance Eligibility Policy Change First Review. (10)
Action: Council Direction to Staff (or take other appropriate action)

Human Resources, Municipal Services, Fire, and Legal Departments

Presentation and Discussion: Review Proposal and make selection for health insurance coverage for the 24-25 budget year. (45)
Action: Council Direction to Staff (or take other appropriate action)

Mayor and Council

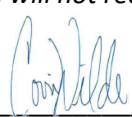
Acceptance or Receipt of Minutes (5)
Action: To receive recommendations from the Planning and Zoning Commission

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 Sessions:

The Executive Sessions are being called pursuant to the provisions of Idaho Code Section 74-206 (1) (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. And **pursuant to the provisions of Idaho Code Section 74-206 (1) (j)** To consider labor contract matters authorized under section 74-206A (1)(a) and (b), Idaho Code. And **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. The Council will not reconvene after the executive sessions.

DATED this 21st, day of June 2024


Corrin Wilde, City Clerk



MEMORANDUM

TO: Honorable Mayor and Council

FROM: Wade Sanner, Community Development Services Director

DATE: June 6, 2024

RE: June 4, 2024, Planning Commission Action

Planning Commission took the following action during the June 4, 2024, meeting.

1. **PLAT24-015: FINAL PLAT. Sentinel Final Plat. Part of the SE ¼ of Section 24 and the NE ¼ of Section 25, Township 2 North, Range 37 East. Located north of W 19th Street extended, east of the Snake River, south of Pancheri Drive, west of S Yellowstone Avenue.** On June 4, 2024, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.
2. **PLT24-017: FINAL PLAT. Fanning Park. Lot 1-5, Block 1, Fanning Park, Division No. 1 in the SW ¼ of Section 17, Township 2 North, Range 38 East. Located north of E 1st Street, east of N Fanning Avenue, south of Cleveland Street, west of Dora Erickson Elementary School.** On June 4, 2024, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.
3. **PLT24-022: PRELIMINARY PLAT. Petersen Place Habitat for Humanity. SW ¼ of Section 15, Township 2 North, Range 37 East. Located north of Broadway, east of the Great Western Canal, south of Stella Drive, west of Ernest Drive.** On June 4, 2024, the Planning and Zoning Commission unanimously voted to recommend approval of the preliminary plat to the Mayor and City Council as presented.
4. **PUD24-003: Planned Unit Development. Petersen Place Habitat for Humanity. SW ¼ of Section 15, Township 2 North, Range 37 East. Located north of Broadway, east of the Great Western Canal, south of Stella Drive, west of Ernest Drive.** On June 4, 2024, the Planning and Zoning Commission unanimously voted to recommend approval of the PUD 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).



**PARKS & RECREATION
SHADE TREE COMMITTEE MINUTES
Tuesday, January 30, 2024
Activity Center
12:00 P.M.**

MEMBERS IN ATTENDANCE:

Matt Hill, Ken Knoch, Tyler Smith, Rich Potter, Brandon Lerwill, Lee Washburn, Duston Edwards, Brian Stevens, Grace Rindlisbach, Gerry Bates

CALL TO ORDER – Matt Hill

Matt Hill called the meeting to order at 12:01 p.m.

CITY REPORT

- Shade Tree Member Reappointments – Gerry Bates and Rich Potter were reappointed to their positions on the Shade Tree Committee. They will each serve a three-year term that will end in 2026.
- Next meeting is scheduled for February 27, 2024.

APPROVAL OF MINTUES

October Minutes Approved by Rich Potter 2nd Ken Knoch.

CURRENT CITY FORESTRY STATUS

- Winter Projects – Forestry and Horticulture have been working on a variety of projects this winter. They include:
 - Trimming trees along Sunnyside and in Freeman Park.
 - Removing dead trees at Freeman Park and Central Park.
 - Digging stumps at Freeman, Poitevin, Central, Tautphaus, and South Tourist.
 - Made huge progress with the tree inventory.
 - Spaded some trees to Tautphaus and Heritage Park.

There are still some things that need to be done before spring such as some tree removals and some trimming.

GENERAL TREE DISCUSSION

- Shade Tree Work Group Update – Work on the tree ordinance was being done in a work group. That work group added some new definitions such as class 1,2 and 3 trees, over head utility trees, clear view, and restricted trees. A chart was added in place of a list of acceptable street trees. The chart separated the trees by class and listed some water requirements. Some word usage was changed from small, medium, large trees to the class system and a restricted tree list was added. They added a recommendation for a larger planting strip with the knowledge that it may not get approved this go around. It was asked that the Shade Tree Committee look at the ordinance and provide feedback so that come February's meeting it could be voted on and moved forward.
- Arbor Day 2024 is right around the corner and planning has started for it. Some suggestions on possible locations included the Dog Park, Snake River Parkway, and possibly the new Dog Park. The best idea among those was the current dog park because of safety and time frame. No current date has been set but mid-May was the approximate time line. Lee still needs to get with the Career's High School and see if they would like to volunteer again this year.
- Seasonal Pest Information- In past meetings, it was mentioned that the City should put out some informational guides about local pests. The first pest that Lee would like to focus on is IPS Beetle. The first thing that needs to happen before this can go out is proper pest identification. There is a possibility that what was once identified as IPS Beetle could actually be Spruce Beetle, some samples will need to be sent in for tests.

ANNOUNCEMENTS AND ADJOURNMENT

- Brian Stevens asked if the trees on the new part of 25th Street could be pulled out and replaced with the proper trees. He also asked if the buffer zone that planning and zoning is requiring should be included into tree plotter.

Meeting adjourned and motioned by Ken Knoch 2nd by Rich Potter.

Next meeting will be February 27, 2024.

Meeting recorded by Duston Edwards



**PARKS & RECREATION
SHADE TREE COMMITTEE MINUTES
Tuesday, February 27, 2024
Activity Center
12:00 P.M.**

MEMBERS IN ATTENDANCE:

Matt Hill, Ken Knoch, Tyler Smith, Rich Potter, Brandon Lerwill, Duston Edwards, Brian Stevens, Brandon Proctor

CALL TO ORDER – Matt Hill

- N/A

CITY REPORT

- N/A

APPROVAL OF MINTUES

- January minutes were tabled, there was not a quorum.

CURRENT CITY FORESTRY STATUS

- N/A

GENERAL TREE DISCUSSION

- N/A

ANNOUNCEMENTS AND ADJOURNMENT

- N/A

Next meeting will be March 26, 2024.

Meeting recorded by Duston Edwards



**PARKS & RECREATION
SHADE TREE COMMITTEE MINUTES
Tuesday, March 26, 2024
Activity Center
12:00 P.M.**

MEMBERS IN ATTENDANCE:

Matt Hill, Josh Stephens, Jim Francis, Brandon Lerwill, Duston Edwards, Brian Stevens, Lee Washburn, Kim Johnson

CALL TO ORDER – Matt Hill

- N/A

CITY REPORT

- N/A

APPROVAL OF MINUTES

- January minutes were tabled, there was not a quorum.

CURRENT CITY FORESTRY STATUS

- N/A

GENERAL TREE DISCUSSION

- N/A

ANNOUNCEMENTS AND ADJOURNMENT

- N/A

Next meeting will be April 30, 2024.

Meeting recorded by Duston Edwards

Idaho Falls Downtown Development board meeting was held May 7, 2024, at 9:00am in the Willard Arts Center. Those in attendance: Kevin Cutler, Tasha Taylor, Jill Hansen, Greg Crockett, Brandi Newton, Cindy Napier, Jesse & Tara Mendoza, Chip Langerak, Antonio Meza, Mike Kirkham – city attorney; Lisa Farris – city Grant Manager; Caitlin Long - Planning Division; Police: Captain Jessica Marley, Brandon Norman, Cooper Merrill, Lieutenant Lasher, Officer Holland; Michelle Covert – Chamber of Commerce; Shane Dial – Ford's Bar staff: Bryan Chaffin – Executive Director, Courtney Hernandez & Mala Lyon

Captain Marley introduced the officers that will be assigned to the downtown – Officer Cooper Merrill and Officer Porter Button (not in attendance); We are encouraged to contact these officers by calling or texting directly for questions and non-emergency things like kids in the garage on skateboards and call dispatch for all other situations. They will do a day shift on Wednesdays so they can meet people downtown then evening shifts Thursday, Friday and Saturday putting them here until 2 or 3 in the early mornings. This will start June 2, 2024 and can change as needs come up. They are available for training downtown businesses and encourage everyone to have good lighting and cameras.

Kevin introduced Bryan Chaffin as the new Executive Director to the board; has met most of the board and looking forward to working with everyone.

Recognition of violation of open meeting law: Agenda was posted with a date of February 5, 2024 however the meeting took place on February 6, 2024 as a result all actions at the meeting held on February 6, 2024, are void.

Minutes and financial report for January 9, 2024 Brandi motioned they be approved; Chip seconded and board approved

Minutes and financial report for February 6, 2024 Brandi motioned they be approved; Chip seconded and board approved

Also in the February 6, 2024 The Arts Council has requested a \$2,500 sponsorship for the Art Walks that is on the first Thursday of each month May – Oct. Greg motioned to approve, seconded by Tasha – approved by the board.

Minutes from April 2, 2024 board meeting - Brandi motion to approve, seconded by Chip – approved by the board.

Financial report – Brandi – the Historic Foundation is a 501c3 and is used for fundraising/donations and the IFDDC is a 501c6 and we lobby to get things accomplished. Going forward we will not pay invoices out of the Foundation. The Foundation will issue a 'grant' to the IFDDC for the needed amounts. At the end of the fiscal year the IFDDC will give the Foundation surplus funds. Greg stated that the city holds the BID funds, and we need to track how much is there. We can request through the city council to use those funds for specific projects and they can only be used within the BID district. Bryan is to ask Pam Alexander for a report on the funds that are available and request regular reports. Brandi motioned that the financial report be approved; Cindy seconded, and board approved.

Director Report – Bryan – A Street booth will be donated to the BMX Track and Diversified Containers has offered to move it for free.

Curb & Gutter by the Capital North parking lot will happen in the next 2 weeks. Brandi requested they be notified of dates and also the Election Office.

Chesbro Music is doing their annual Spring onto Broadway May 11th and they have requested we support them by donating \$750 to help cover the costs. Brandi said this expense was figured into the budget. Greg motioned to approve giving them \$750; Cindy seconded, and board approved.

Events & Communications Coordinator Report – Courtney – **Autism Fundraiser** brought in \$3,031.23 so far, we still have a couple of businesses that have not turned their money in yet

Idaho Gives – we will receive \$1,600 - \$1,000 of that was from a prize that we won by participating in their training

SpringBrew – the weather was bad and we had to rent extra tents, so we lost about \$1,000 on this event. All the hanging flower baskets are sponsored and we are offering the sponsorship of the ground pots.

'Dogs Dig Downtown' is May 18th which will include a "Yappy Hour" coupon card, photo ops and a dog walk

'Downtown After Dark' shopping event June 7th where businesses will stay open until midnight

SummerBrew June 22nd – the Pride event is that same day and they have asked if we would like to be a sponsor. Brandi said it dilutes our branding of the SummerBrew, but would they be interested in advertising our event as an 'after party'?

'Benefit your Body on Broadway' will be Saturday mornings in the Broadway Plaza starting in June.

Antonio said we need to do a thank you shout out to Courtney's husband Riley as he is one of the first to arrive with Courtney and the last to leave for these brew events!

Michelle Ziel-Dingman – City Council member – asked if we had received any information on who is responsible for the crumbling paver bricks? No. Did anyone from the city reach out about helping us find a contractor for the resurfacing of the parking lots? No.

The council is looking at modifying the alcohol serving rules and allowing it in other places like by the stage area on the River Walk. The data shows that these smaller brew events are not causing problems. It would be a beer garden style fenced off area. This will be voted on soon.

Lisa - We received IFDDC 2024 CDBG application from Bryan for \$55,000. If approved by Council and HUD, those funds would be available Aug/Sept timeframe. 2023 CDBG balance is ~\$39,000 for new projects; \$25,000 still being used for the cross-walk safety warning lights on Memorial; Courtney said the new owner of Lily's and Ravens Hollow have both asked us about getting grants.

Caitlin Long - Planning Division – the new software for applying for permits is working well; The Historic Preservation Commission is working on a citywide Historic Preservation 10-year Plan that helps give guidance and suggested preservation actions to the Commission. Part of the Plan is public outreach, and a survey is being created for the public. We would like to do a presentation to IFDDC in the next couple of months.

Brandi – Sept 21st there will be 2 events that will close Park Ave in front of the DEC for a Jazz festival in the afternoon and the Arts Council is having a street party on A Street that evening. Both events have been approved by the city. IFDDC is going to help with the alcohol licenses and coordinating the beer trucks.

Meeting was adjourned at 10:00am

Our next board meeting will be held June 4, 2024

Respectfully submitted - Jill Hansen, secretary, and Mala Lyon

SISTER CITIES ADVISORY COMMITTEE MEETING MINUTES 03.14.2024

ACTION ITEMS

5:30 PM

Roll Call and Confirmation of Quorum

- **In attendance:** Chloe Doucette, Lisa Armstrong, Jeremy Crook, Laura Combs, Charlotte Combs, Jake Durtschi, Jim Francis
 - Charlotte does not get the minutes, so Chloe added her email to the contact list on the google drive
- **Absent:** Amanda Logan, Cindy Ozaki

Approval of February 8, 2024 Meeting Minutes

- Motion to approve by Jake, seconded by Lisa. None opposed. Motion passed unanimously at 5:40pm.

Approval of Reimbursements

- No reimbursements

DISCUSSION ITEMS

5:41PM

Updates from City

- Jim is going to take on the reimbursements for the committee. Get all of the accounting and approval to Jim (invoices) by the 25th of each month and then he will bring that all to the meeting each month. City would potentially pay the companies directly rather than the associations paying them if it is more than \$1000. Bills under \$1000 will come out of the associations' accounts and the city will reimburse as usual.
 - We could pre approve the bus expenses in a meeting if need be so that the city could make that payment.
- Heritage celebration on the greenbelt. The Idaho Falls African American Association wants to do something to celebrate Juneteenth. On the 15th of June, there will be a mini heritage festival on the greenbelt behind the farmer's market. There will also be a small booth at the farmers market so that they can send them over to the event. JACL is going to have a booth, MOI will have a booth. Dave Snell wants to make sure that it isn't just seen as an African American holiday, but rather, a US holiday and an event of inclusivity. The Sister Cities Associations/ Committee is invited to participate. We could potentially do the Goyutaku bags again.
 - Laura asked us to set aside 25 bags for visits.
- The city is in the budget stage. Think of needs for increasing the budget. We should request an additional 3k to pay for the sign at the Japanese Garden and PJ and his team will take care of installing it. PJ will pay for the design, but doesn't think he can get it all done by July of this year. Not two signs. Just the one. Haven't gotten into location yet.
 - What about putting a professional translation service into the Sister Cities Budget?
 - Could we use some admin costs for a website for youth?

- Mayor wants to set aside three spots for the travel group. Don't think it is in the ordinance that one of the committee members could not go. Maybe it would be appropriate to send Amanda or another committee member. Mayor and Jim are going.

Report from Sister Cities Adult Association

- No representative of the adult association present.

Report from Sister Cities Youth Association

- Two big fundraisers are coming up.
 - Snow Eagle Fundraiser. Thursday, April 11. If you go to eat there, mention the Sister Cities Association and they will give a portion of the proceeds to the association.
 - Cherry Blossom fundraiser- basically an auction basket fundraiser combined with a sushi making fundraiser. This will be May 10th at Empire Fitness. 6-8pm. Trying to get a rough idea of how many to expect. Hope to get some supplies donated for sushi. Thinking of charging something like \$5/roll? They'll likely wrap it up to go so they can get people through quickly. More American style sushi (as authentic as they can make it for an Idaho palate).
- Jes Carter was given the Youth Association's plate and plaque from Tokai and so she is now switching out all of the displays. She is going to give their group a tour on Monday, March 25th at 7pm. All are invited.
- The group has been asked to do origami at the library and tours at the garden on Saturdays.
 - Would it help if we could maybe expand these responsibilities to the Adult Association and to the committee? JACL?
 - Chloe offered to take on writing out and formatting a tour if she could attend one that the youth group and the garden ambassadors lead.
- The Youth Association would like communication help for the fundraisers.
 - If we could get a digital version of flyers this committee could help share the info.
- Will not have a list of kids that will be visiting from Japan to give to the committee until late June.
 - The Youth Association has a need for 6 additional host families July 26 - August 5). Jake offered to be a host family.
 - Committee members should all commit to talking to one or two people to see if they are interested in being a host family. Give Laura's email out for contact.

Community Outreach Opportunities

- DRAFT Youth Association Social Media Marketing
 - Geofencing is a good idea- there are a lot of school events so we need to narrow down what events we are trying to target. Chloe will ask the Arts Council to send us a list of events for the Frontier Center because those audiences might overlap with interest in Sister Cities Associations.
 - Mountain America Center? Spud Kings? Chukars? Jeremy will talk to them so we can do a booth or sell concessions?
 - The Downtown Event Center is doing an arts festival that Jake is working with the Arts Council on. We may be able to have a booth there.

- Laura wondered whether we could collaborate with a Mokuhanga art. Could we also maybe think about doing the Roaring Youth Jam?
 - Could there be a “sister cities day” made by the Mayor? Sign an Ordinance? She could sign a proclamation to bring more attention to the group.
- DRAFT Local Educator Grant Application
 - Lisa has a grant application rough draft. She shared with the committee. Committee discussed potential edits
 - Would like to require that the teachers mention the Sister Cities Associations and share documentation of the materials created.
 - City will need some kind of tax form from whoever is awarded a grant. Would that be a W-9? Jim will check.
 - Describe Sister Cities a little more. Eisenhower’s words?
 - Criteria? Does it demonstrate an expansion of understanding and interest in Japanese culture?
 - Digital copies of the application can go to Lisa for now via Google Forms, Physical copies should go to city hall address attn: Jim.
 - Side note: if Sister Cities Youth Association will send Lisa what they want their posters to look like in the school, the admin will look at them. Pertinent information about the group, not advertising any particular thing. Could go in all of d91 if they approve it.
- DRAFT Friendship Garden Sign
 - Chloe provided the committee with a long version (about 400 words) and a short version (about 200 words). She still needs to take another pass at editing for reading level.
 - She will upload the drafts to the google drive and everyone would be welcome to share comments or edits.
 - She would like to share the committee’s edited draft with Judy and Clarke to get their comments as well since they were interviewed for the content.
 - Always use term “Tokai-mura”
- Fall 2024 Museum of Idaho Minidoka Exhibit
 - No further information yet
- Potential Exhibit at The Art Museum of Eastern Idaho
 - No further information yet
- Potential Sponsorships from and Involvement with Local Businesses

- Jake Talked to Paul Baker, the Greater Idaho Falls Chamber of Commerce's CEO. He was very enthusiastic. Would want to be looking for some really meaningful economic relationships... export and import?
- Talked to Catherine Smith, the City's Economic Development/Government Affairs Administrator. Very positive about it.
 - Want to discuss how we create economically meaningful relationships on zoom calls and phone calls?
 - Maybe businesses could pay for an actual delegation to visit to discuss in person?
 - Could we ship potatoes back and forth to sell? Already a mayor to mayor conversation.
- Many communities have multiple sister cities. Is there a way to create more strategic sister cities in addition to Tokai-mura?

Date and Agenda Items for Next Meeting

- Plan out the Juneteenth booth and another Farmer's Market booth
- Grant application edits and the Japanese Garden sign edits
- Can we meet at the Snow Eagle for the meeting? The meeting is on the 11th so we could be fundraising for the association while we are there.

ADJOURNMENT

7:03 PM

SISTER CITIES ADVISORY COMMITTEE MEETING MINUTES 04.11.2024

ACTION ITEMS

5:45 PM

Roll Call and Confirmation of Quorum

- **In attendance:** Amanda Logan, Lisa Armstrong, Laura Combs, Jake Durtschi, Lisa Armstrong, Charlotte Combs, Brad Cramer (representing the Adult Association), Jim Francis, Catherine Smith, Mayor Rebecca Casper
- **Absent:** Chloe Doucette, Cindy Ozaki, Jeremy Crook
- **Note:** Quorum was not reached immediately as several Committee members were absent and another had a conflict causing her to be late to the meeting. No votes were taken until quorum was reached.

Approval of February 8, 2024 Meeting Minutes

- Tabled. To be approved at the next meeting.

Approval of Reimbursements

- Tabled until quorum was reached.

DISCUSSION ITEMS

Updates from City

- Jim has taken on a time-consuming Board role with the Idaho Association of Cities at the request of Mayor Casper so Catherine Smith, Idaho Falls Economic Development Administrator, will be the representative from the City moving forward. Thank you to Jim for his work getting the Committee up and running!
- Mayor Casper joined the Committee meeting to thank everyone for their work, to support the Youth Association's fundraiser, and to discuss the new financial process (Sister Cities Advisory Committee Policy 1.0: Financial Transaction) and form that the Associations/Committee will use moving forward.
 - Reimbursement:
 - The Sister Cities Budget shall be set and approved by the Committee (and City Council) annually.
 - The Adult and Youth Sister Cities Associations' expenditures eligible for reimbursement shall be submitted to the Sister Cities Advisory Committee each month (no later than the 25th of the month to be considered for approval at the next month's meeting). Each request shall include a list of reimbursable item(s) with supporting documentation, such as a receipt, as proof of expenditure as well as an explanation of the purpose of the expenditure.
 - Upon submission, each request will then be approved by the Sister Cities Advisory Committee by a majority vote. No expenditure will be reimbursed without approval. There shall be enough information contained within the Committee's minutes to determine what is being approved. If a regular

meeting is not scheduled within a month of submission, the Committee may approve reimbursements by email vote and record the vote in subsequent Committee minutes.

- Once approved by the Committee, the Mayor's Office shall review and quality the reimbursement request. This review will ensure the adequacy of the documentation, qualify the approval, and verify the availability of funds within the appropriate City account. Once qualified, the Mayor's Office will submit the requests to the Municipal Services Finance Division. The Finance Division will process the request in the next available check run. Reimbursements will only be issued to the Sister Cities Association, The City will not issue direct payments to any other party unless prior approval is granted by both the Sister Cities Advisory Committee Chair and the Mayor's Office.

○ Advance:

- For major purchases, the Committee may submit a written request for an advance of budgeted funds. Such requests shall be limited to a specific program request for amounts over \$1,000 and are subject to the availability of funds within the Sister Cities account. Advance requests shall have enough documentation for the City reviewer to verify the purpose of the proposed expenditure and how it relates to the Sister Cities program activities.
- Once an advance is issued and funds have been spent, the Committee shall submit to the Mayor's Office a reconciliation of the use of the funds and any excess funds shall be returned to the City. If the advance does not cover all necessary expenditures for the approved program activity, the advanced amount will be subtracted from any subsequent reimbursement requests

○ Form:

- A hard copy of a "Sister Cities Financial Transactions Reporting Form" was distributed. The form is to be submitted with all reimbursement requests, advance requests, and advance reconciliation.

○ Points of Contact

- Catherine Smith will be the representative of the Mayor's Office and the Committee Chair will be the point of contact for the Committee. Discussion around having a Treasurer or Vice Chair handle in place of the Chair to be continued at the next Committee meeting.

● Juneteenth community festival "Making Room for Everyone"

- June 15th) 9-230 at the river Needs to be staffed similar to the farmer's market.
- Jim invited the Sister Cities Association to have a booth similar to what we did at the Farmers Market last summer.
 - Mayor Casper volunteered to host a shift.
 - Amanda to send signup genius for volunteers.

- Tents and tables to come from the Museum of Idaho.
 - Invited to Willard Arts Hall on June 19th for a diversity celebration event. Doors open at 6:00 PM (art and cupcakes). Programming begins at 7:00 PM.
- The City requested 3 spots during the Adult Association's visit to Tokai-Mura (October 30th - November 8th) for the purpose of building economic ties

ACTION ITEMS TABLED UNTIL QUORUM WAS REACHED

Approval of Reimbursements

- Two stage coach rentals for the Japanese youth visit this summer:
 - West Yellowstone Trip: \$2,580
 - Lagoon trip: \$2,190
 - *Motion to approve a total of \$4,770 for the above two rentals made by Jake and seconded by Lisa. Motion passed unanimously.*
- \$50 of items for a Sister Cities gift basket to be auctioned off at the Idaho Falls Symphony Gala on May 3rd.
 - Discussion around this being a good idea to consider doing with more community fundraisers that have an auction component in the future to help publicize Sister Cities. Something to consider as we formulate the FY 2025 outreach budget.
 - *Motion to approve \$50 to be used for the Sister Cities gift basket for the Idaho Falls Symphony Gala auction made by Jake and seconded by Lisa. Motion passed unanimously.*

DISCUSSION ITEMS, CONTINUED

Report from Sister Cities Adult Association

- Requested an edit to the Japanese Garden sign text: "tends" changed to "honors".

Report from Sister Cities Youth Association

- Two big fundraisers of the year:
 - The Snow Eagle Fundraiser was today, hence the Committee meeting at the Snow Eagle. Thursday, April 11th.
 - The Cherry Blossom fundraiser will be held from 6:00 to 8:00 PM on Friday, May 10th at Empire Fitness. This is an auction basket fundraiser combined with a sushi making fundraiser.
- The Youth Association raked and cleaned up in the Friendship Garden recently.
- The Japanese youth will be here July 26th to August 5th and are still in need of additional host families, ideally those who have teenagers at home.
 - Would like to find a sponsor for the City Day Lunch, perhaps a business that could donate sandwiches.
 - There will be appetizers/finger food at the COmmunity Reception which will be held at the Friendship Garden. This could be another opportunity for sponsorship(s).

Community Outreach Opportunities

- Youth Association Social Media Marketing
 - No updates at this time.

- Local Educator Grant Application
 - Lisa circulated the draft grant application to the Committee and would like to approve the final grant application at the May Committee meeting.
- Friendship Garden Sign
 - Chloe provided the Committee with a long version (about 400 words) and a short version (about 200 words) at the March meeting and it is available in the Google Drive. The text has not been finalized yet.
- Fall 2024 Museum of Idaho Minidoka Exhibit
 - No updates at this time.
- Potential Exhibit at The Art Museum of Eastern Idaho
 - No updates at this time.
- Potential Sponsorships from and Involvement with Local Businesses
 - Discussion around targeting specific businesses to help financially or with in--kind donations during the Japanese youth's visit to Idaho Falls this summer, especially with expenses related to the Community Reception, City Day (lunch).
 - Additional discussion about furthering the "Idaho" business connection with Tokai-Mura. Suggestion to put together gift bags with local gifts, such as jerky, Idaho candy, (Farrs, Reeds, Golden Value), etc.

Date and Agenda Items for Next Meeting

- FY 2025 Budget
 - Increase of \$3,000 to pay for Friendship Garden sign; Interpretation costs?
 - Should the Committee be paying for insurance for the Associations?
- Finalize planning for a Juneteenth booth and another Farmer's Market booth.
- Approve educator grant application.

ADJOURNMENT

6:56 PM