
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

Fire Department:

Discussion: 9/11 Memorial Donation. (15)

Action: *Accept the Design and Donation 9/11 Memorial from Hero's Defense (or take other appropriate action)*

Human Resources:

Discussion and Next Steps: Adoption of Proposed City Personnel Policy Changes (10)

Action: *Council Direction to Staff (or take other appropriate action)*

Police, Legal and Municipal Services Departments:

Discussion and Determination: Purchasing Requirements and Delegation of Authority for vehicle/equipment purchasing and leasing including Pre-authorization for entering into pre-purchase arrangements for a future fiscal year (30)

Action: *Council Direction to Staff (or take other appropriate action)*

Mayor and Council:

Mayor and Council Liaison Reports: Upcoming Events, Announcements, Annual Calendar, Reports, Updates, Concerns, Questions, and attendant Discussions (45).

Action: *Council Direction to Staff (or take other appropriate action)*

DATED this 2nd, day of August 2024



Corrin Wilde, City Clerk



WAR BONNET ROUND UP RODEO ADVISORY COMMITTEE

Thursday, July 18th, 2024

Recreation Center

11:00 a.m.

Members in Attendance: K. Jones, K. Staten, B. Skinner, P. Holm, T. Foncesbeck, S. Woolstenhulme, H. Pettingill, E. Grossarth, J. Stephens, J. Moad, R. Buchan

Members not in Attendance: B. Robertson, J. Newgard, C. Price, C. Horsley

Call to Order

K. Jones called the meeting to order at 11:04

Approval of Minutes

B. Skinner motioned to approve the July 11th minutes. K. Staten seconded. All in favor.

Director Updates – P. Holm

P. Holm reported on the following:

- P. Holm has e-mailed Mayor and City Council to confirm the City Appreciation segment. Council shirts will be passed out at the next work session.
- National Anthem singers were chosen by the selection panel and the winners have been notified.
- All the contracts are in.
- He is creating an information sheet for the volunteers to pick up along with their shirts.

Chair Report/Production – K. Jones

K. Jones reported on the following:

- The productions logs are about ready to be sent to the contracted officials.
- There will be no volunteer meeting the Monday before the rodeo, so all the volunteers need to be informed where and when to contact H. Pettingill at the rodeo grounds so they can pick up their shirts and wrist bands.

- Committee members need to get in their ticket numbers so that K. Staten has a count of the dinner numbers.
- The governor will be attending Friday's show.
- K. Jones thinks we should have future discussion on raising next year's purse.
- She updated the committee on the mutton bustin', chute dogging, and steer rider numbers for Wednesday night.

Committee Reports

Tribal Relations – S. Woolstenhulme

S. Woolstenhulme reported on the following:

- Per Echo, the tribal dancers are debating between our rodeo and a pow wow in Montana. Echo is requesting the dancer contract a.s.a.p. to decide. K. Staten will send it to her.
- The tribal video will be completed by July 22nd.
- The Shoban News will be attending media day. E. Grossarth will work with them to let them know they are invited to the media tent and lunch.

Military Affairs/American Legion – B. Skinner

B. Skinner reported on the following:

- He will have four to six military members in uniform for the wagon.
- He confirmed the number of wi-fi units in the grandstand. There will be two.
- Rifle stocks are being engraved.
- The BB guns need to be delivered to Crown Trophy for engraving. P. Holm will contact C. Horsley to have them delivered.

Vice Chair/Hospitality/Sponsorship – K. Staten

K. Staten reported on the following:

- The Ida Gold Series appears to be helping our rodeo participant numbers.
- The royalty pee wee contest is set, and the little contestants will be handing out the programs at the rodeo.
- She believes the cornhole tournament is going to bring in a substantial number of people to our event.
- We have 55 sponsors at this date.
- More alcohol tokens have been ordered.
- E. Grossarth finished the program, and it looks great.
- K. Staten thanked staff members for their hard work.
- She still needs some volunteers for the token booths.
- The Break-a-way jackpot will be held Friday morning at 10am. B. Robertson will provide the steers and staff for this event.

Marketing/Advertising/Tickets – R. Buchan

R. Buchan reported on the following:

Ticket sales to date:

Thursday: 434 Reserved, 98 GA, 11 kids

Friday: 670 Reserved, 122 GA, 4 kids

Saturday: 883 Reserved, 172 GA, 56 kids

- The ticket sales are doing better this year than last year at this time.
- She has sent out the newsletter to approximately 6000 people, pushing the Thursday night show featuring the Wright brothers.

Facilities & Grounds & Security – J. Stephens & J. Moad

J. Stephens reported on the following:

- The hospitality tent is up, and lights have been strung.
- The stage is 99% complete.
- J. Moad confirmed the tractor and the drone show date.

Communications/Public Information – E. Grossarth

E. Grossarth e-mail a list of updates including:

- The program is completed and will go to the printer.
- He is working on the "meet the bull" passes.
- I.E. Productions completed the "Legends" video and have said it turned out great.
- There is a new group working on a show that highlights Idaho Falls, and they will attend Saturday night's show.

Youth Rodeo/Family Night – C. Horsley (absent)

Finance – C. Price (absent)

Livestock Welfare – B. Robertson (absent)

Outreach – T. Fannesbeck

T. Fannesbeck reported on the following:

- He is just waiting for I.F. Signs to complete the signs that will go out to the golf courses.
He is also waiting for the face cutouts.

Adjournment

Meeting adjourned at 12:08 p.m.

Next Meeting to be held July 25th.



GOLF ADVISORY BOARD MEETING
WEDNESDAY, MARCH 29TH 2024
4:00 P.M.
RECREATION CENTER

Members in Attendance: T. Reinke, V. Brown, B. Meyer, M. Dimick, F. Sica, K. King, B. Bugger, K. Dayley, R. Elwood, C. Kinsman, M. Spraktes, J. Graham, K. Kavran, J. Landon, D. Stanfield, B. Murray, B. McGiff, K. Rae

Members Absent: T. Hersh, S. Priebe

CALL TO ORDER

T. Reinke called the meeting to order at 4:00 pm.

APPROVAL OF MINUTES

B. Bugger motioned to approve the November 8th, 2023, minutes. B. McGiff seconded. All in favor.

MANAGER OF GOLF OPERATIONS – T. Reinke

T. Reinke reported on the following:

- Chairman R. Carosone has resigned from the board as he is living part time in Arizona. T. Reinke asked for nominations for a new chairman. F. Sica nominated himself. V. Brown seconded the nomination. Following a unanimous vote of approval, F. Sica will be the new Golf Advisory Board chair.
- T. Reinke introduced the new Pinecrest Assistant Superintendent Bridger Murray. He also advised that Assistant Superintendent Cameron Kinsman will transfer to Sage Lakes.
- T. Reinke reported that Café Mike received the golf vendor contract for the next year.

Golf State of the Year Summary

- The golf courses opened on April 13th last year. Despite the late opening, play was up once again as tee times sold out almost every day. Total rounds were up 8% in 2022 and another 6% in 2023. Financially after paying all the bills and setting aside \$351,820 in Capital fees raised this year, we ended with \$65,000 profit. The \$351,820 in Capital Fees was added to the Capital fund for a balance of \$1,375,000 that we have collected in this account since October 1, 2019.

Summary of Financial Data (2023 vs. 2022 Fiscal Year):

- Green fee revenue – up 12%
- Green fee punch pass revenue – up 8%
- Season pass revenue – up 10%
- Surcharge Revenue – up 9%
- Driving range revenue – up 8%
- Cart revenue – up 9%
- Gross merchandise sales – Down 2%
- Gift card income – up 9%
- Season pass sales were up a 36 total unites in 2023; for a total number of passes sold at 1313 compared to 1277 in 2022.
- In 2023 we had a total of 127,200 rounds vs. 120,915 rounds in 2022.
- We made \$212,687 in gross profit on merchandise.
- 2023 was a strong year for golf vents and we took in \$219,299 in tournament entry fees compared to \$183,398 in 2022.

Community Sponsors/Charity & Gift Giving

- In 2023 we had a loyal following of community, corporate, and company sponsors who gifted the golf courses just over \$65,000.
- 2023 was a successful year for raising dollars through local charities through hosting golf tournaments at the three golf courses which generated approximately \$53,600 for local charities.

Capital purchases made in 2023 included:

- New carpet in the Sage Lakes Café
- Trackman Launch Monitor
- New cage and projector for the simulator at Sage Lakes
- Twelve new rental push carts for Sand Creek
- Portable fuel tanks with pump for the Sage Lakes golf shop
- Construction of the Pinecrest pavilion
- Landscaping of the Pinecrest upper parking lot
- New exterior fencing near golf shop at Sage Lakes
- New fire suppression system for the Sand creek café
- Range sign for the Sand Creek range machine
- New snowblower for Sage Lakes

ASSOCIATION REPORTS**Women's Association – K. Rae**

K. Rae reported on the following:

- The Women's Association will hold their Meet & Greet on April 30th, and the league will begin May 1st.

Working Women's Association – K. King

K. King reported on the following:

- They are expecting a full league this year.
- The opening meeting is scheduled for May 1st and the league begins May 7th.

Men's Association – M. Dimick

M. Dimick reported on the following:

- They have 250 members signed up so far, but he expects the numbers will fill up following the April 4th spring meeting where a season pass will be giving away.

Senior Association – S. Priebe (absent)

Junior Association – F. Sica

F. Sica reported on the following:

- F. Sica said he's very impressed with the parents of the Junior League golfers. He said these parents (whether they are golfers or not) actively participate by walking the course alongside the junior golfers on league days.
- He will be asking some of the older golf league members to volunteer to play rounds with the juniors this season. He said most of the members will happily agree to help their younger counterparts perfect the game.

STAFF REPORTS

Pinecrest Superintendent – M. Spraktes

M. Spraktes reported on the following:

- Crews will begin work to widen the middle tees on 16, 17, and 18.
- Cart path projects are planned to eliminate the worst paths and replace them with travertine and stabilizer.
- A trommel was purchased to screen out debris from the sand used for top dressing.
- The street department will be repainting the lines in the upper parking lot.
- A new toilet was installed in the women's bathroom on #5.
- The greens came thru the winter well. There was minimal mold or winter kill on the fairways.
- New signs were purchased for the course holes.

Sand Creek Pro – J. Graham

J. Graham reported on the following:

- The pro shop has received 80% of the shop merchandise for this season.
- Sand Creek purchased a new ball picker and pull carts.
- They have a new range machine for customers to use to get buckets of balls.
- They have received a lot of compliments on course condition since they opened last week.

Sand Creek Superintendent – D. Stanfield

D. Stanfield reported on the following:

- The green at #12 is making a comeback after being almost 70% dead when D. Stanfield took over the superintendent position.
- There has been a lot of tree work on the course. The Russian olive at #7 went down. The tree at #5 had to be removed.
- Some of the monuments are being re-set in different locations.
- There is a new fountain in the lake that also diffuses and oxygenates the water to help eliminate algae.
- They are redoing the fence that goes around the pump house to improve the aesthetics.
- They are installing sub surfacing draining to eliminate the standing water problem in certain areas of the course.
- Cart paths sections are being repaired.

Sage Lakes Pro – K. Kavran

K. Kavran reported on the following:

- Last year Sage Lakes Pro Shop was named Ping Power Fitter Account and Mizuno Top Fitter Account which is a huge honor.
- There was an extensive bathroom remodel in the clubhouse.
- They began taking reservations for their new simulator on January 13th and have taken in \$5500 in revenue thus far. The simulator is very popular and a great investment. They had seventy participants for their “closest pin” contest.

Sage Lakes Superintendent – J. Landon

J. Landon reported on the following:

- The Sage Lake’s crew have been conducting extensive bridge demos and rebuilds.
- The lakes will be mowed for the first time in Sage Lakes history using the 311T mower.
- Constant sink hole work being done near Lake L.
- The greens are in excellent condition.
- They have a new mower that can be used on the tees.
- A new restroom will be built at Sage Lakes and should be ready for use in 2025.

Meeting adjourned at 5:05 pm.

Next meeting will be held June 26th.

*Recorded by:
Tracy Sessions, Administrative Assistant, Parks & Recreation*

Human Resources

Corrin Wilde

From: Darin Jones
Sent: Wednesday, July 3, 2024 10:02 AM
Subject: Proposed Personnel Policy Changes
Attachments: VII DEFINITION AND TERMS.docx; XII DETERMINATION OF BENEFITS.docx

Dear City Employees,

A change to the personnel policy was brought forward to Council on June 24th. The proposed change will remove insurance benefits from Regular Part-Time 20–29-hour employees. Currently, no employees in this category are signed up for health insurance, and only one is signed up for dental insurance.

This change **WILL NOT** affect other current Regular Full-time or Regular Part-Time employees.

*As per personnel policy, staff will have 30 days to comment either orally or in writing on the proposed changes.

Red-lined versions of the changes are attached to this email for your review. If you would like to comment on the proposed changes, please either call the Human Resources Department at 208-612-8248 or email at HR@idahofalls.gov

Please submit your comments on or before August 2, 2024. The comments will be compiled and reported to Council for review.

“VI. CHANGES: Changes may be made to this Personnel Policy by the Council, at the recommendation of a Department Director, Human Resources staff, or Elected Officials. Employees shall be given thirty (30) days advanced notification about proposed changes and given the opportunity, either orally or in writing, to offer comment regarding proposed changes to the Council.”

Sincerely,
Darin



Human Resources
Darin Jones | HR Director

700 Park Ave.
Idaho Falls, ID 83405
(208) 612-8167
djones@idahofalls.gov

VII. DEFINITION AND TERMS:

- A. The terms and provisions used in this Policy shall have the meanings ascribed below, unless the context expressly indicates otherwise. All references to the masculine shall be deemed to include the feminine and all references to the singular form shall be deemed to include the plural.
- B. Terms used within this Policy shall have the meanings ascribed below:
1. "Casual Employee" means any regular employee who is assigned to work nineteen and a half (19.5) or fewer hours per work week. A casual employee has an unlimited length of service as long as they remain under the nineteen and a half (19.5) hours per work week and shall not be eligible for benefits (see Table 1).
 2. "Child" means a natural born child, a legally adopted child or a child for whom an employee or their spouse has been appointed as guardian by a decree issued by a Court of Competent Jurisdiction.
 3. "City" means the City of Idaho Falls."
 4. "Continuous Tour of Duty" means a period of any consecutive 12 months during which a full or part-time employee is assigned to work a basic work week without interruption except for any kind of leave or excused absence authorized under this Policy.
 5. "Employee" means a person who is employed by the City for compensation, but excluding elective officers, volunteers and independent contractors.
 6. "Regular Full-Time Employee" means any regular employee who is assigned to work thirty-five (35) to forty (40) hours during a work week and is eligible for full benefits.
 7. "Work Week (FLSA)" runs from 12:00 a.m. Sunday to 11:59 p.m. Saturday and is a regular occurring period of one hundred sixty-eight (168) hours in the form of seven (7) consecutive twenty-four (24) hour periods. The Human Resources Department should be consulted regarding long term flexible working arrangements to ensure compliance with the Fair Labor Standards Act (FLSA) or other related employment laws.
 8. "Hours of Work" means the normal workday for full-time employees shall be eight (8) hours and the normal work week will be forty (40) hours, except in certain circumstances approved by the Department Director.
 9. "Immediate Family" means:
 - a. A spouse of an employee.
 - b. A father or mother of the employee or a father or mother of the employee's spouse; this includes the stepparent of an employee or spouse of an employee.
 - c. A sister or brother of the employee or a sister or brother of the employee's spouse.
 - d. A child of an employee or a child of an employee's spouse.

- e. A grandparent or grandchild of an employee or a grandparent or grandchild of an employee's spouse.
- f. A son-in-law or daughter-in-law of an employee.

This definition shall not be applicable with respect to the provisions herein regarding Family Medical Leave benefit.

“Regular Part-Time 30 Employee” means any regular employee who is assigned to work between ~~twenty (20)~~ thirty (30) and thirty-four (34) hours per work week and have the option to participate in health insurance benefits at a pro-rated premium (see Table 1). “Regular Part-Time 20 Employee” is any regular employees who is assigned to work between twenty (20) and twenty-nine (29) hours per work week and are not entitled to receive insurance benefits. Regular part-time 20 employees who are enrolled in insurance benefits prior to September 30, 2024, will have the option to continue only the same insurance benefits they are enrolled in at a pro-rated premium until their employment status changes. have the option to participate in health insurance benefits at a pro-rated rate (see Table 1). “Part Time 30” employees work between thirty (30) and thirty-four (34) hours per work week and have the option to participate in health insurance benefits at a pro-rated rate (see Table 1). Employees who perform work thirty-five (35) or more hours during any work week shall not be deemed to be a full-time employee, unless a change in status is approved by written personnel action.

- 10. “Regular Employee” means any full or part-time employee who is assigned to work a continuous and indefinite tour of duty.
- 11. “Retirement” means a termination of employment while eligible to receive retirement benefits under the Idaho Public Employees Retirement System.
- 12. “Seasonal Employee” means any employee assigned a limited position that is weather-related (as defined by PERSI) and with a firm start and end date. Seasonal employees work no longer than ~~eight (8)~~six (6) consecutive months (see Table 1). A Seasonal employee must be terminated before the end of the ~~eight (8)~~six (6) months fixed term of service but can be rehired after a break of not fewer than ~~thirty-one (31) consecutive days~~ thirteen (13) consecutive weeks.
- 13. “Stepchild” means a child of the spouse of an employee, but who is not the natural-born or adopted child of such employee.
- 14. “Temporary Employee” means any employee assigned a limited position that is not weather-related and with a firm start and end date. Temporary employees work no longer than five (5) consecutive months (see Table 1). A Temporary Employee shall be terminated before the end of the five (5) months fixed term of service but can be rehired after a break of not fewer than ~~thirty-one (31) days~~thirteen (13) consecutive weeks.

Table 1. Employment Definitions by Type.

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Status Name	Hours/Week	Benefits	PERSI Implications	Notes
Regular Full Time	35-40	Full Benefits	Full Participation	No limitations
Regular Part Time:				
Part Time 20	20-29	Pro-rated Benefits	Full Participation	Employee pays 50% of benefits cost
Part Time 30	30-34	Pro-rated Benefits	Full Participation	Employee pays 25% of benefits cost
Casual	19.5 or Less	No Benefits	No Participation	Unlimited length of service
Seasonal (weather-related)	Up to 40	No Benefits	No Participation*	Up to 8 months max if weather-related Must have firm start and end date Prior to the end of 8-month max, terminate After a 31-day break in service, can rehire
Temporary (NOT weather-related)	Up to 40	No Benefits	No Participation*	Up to 5 months max if NOT weather-related Must have firm start and end date Prior to the end of 5-month max, terminate After a 31-day break in service, can rehire

Table 1. Employment Definitions by Type.

Status Name	Hours/Week	Insurance Benefits	Paid Leave Benefits	PERSI Implications	Notes
Regular Full Time	35-40	Full Benefits	Full Benefits	Full Participation	
Regular Part Time 30	30-34	Full Benefits	Pro-rated Benefits	Full Participation	Employee pays a pro-rated amount for insurance benefits.
Regular Part Time 20	20-29	No Benefits	Pro-rated Benefits	Full Participation	
Casual	19.5 or less	No Benefits	No Benefits	No Participation	unlimited length of service.
Seasonal 6 Months (weather related)	Up to 40	No Benefits	No Benefits	No Participation	Up to 6 months max. Must have a 13 consecutive week break to rehire.
Temporary 5 Months (NOT weather related)	Up to 40	No Benefits	No Benefits	No Participation	Up to 5 months max. Must have a 13 consecutive week break to rehire.

*Employee may become PERSI eligible only when employee works outside the parameters listed in the table. See PERSI policy for full details or consult with the Human Resources Department.

XII. DETERMINATION OF **INSURANCE** BENEFITS:

- A. Employee insurance benefits for eligible employees, as determined by this Section will begin on the first day of the month after their hire date. In addition, if an employee changes status to **an insurance** benefit's eligible status, their **insurance** benefits will begin on the first of the month following that status change. For example, if an employee's hire date is in January, their **insurance** benefits will begin February 1. If an employee changes status from seasonal to **full-timefull-time** in March, their **insurance** benefits will begin on April 1. The insurance start date for new IBEW employees will be determined as outlined in the current labor agreement or as determined by the Power Department General Manager.

Insurance Benefits will end for a terminated employee at the end of the month of their termination whether the termination is voluntary or involuntary. For example, an employee with a termination date in June will no longer receive **insurance** benefits after June 30.

- B. **Regular F**ull-time employees shall receive full **insurance** benefits in accordance with the terms of this policy. **Regular P**art-~~t~~**Time 30** employees who are assigned to work thirty (30) to thirty – four (30--(34) hours per regular work week shall be entitled to receive **insurance** benefits on a pro-rated basis, based upon the number of hours so assigned compared to a forty (40) hour regular work week. ~~Part-time employees who are scheduled to work twenty to twenty-nine (20-29) hours or more per regular work week shall be entitled to receive benefits on a pro-rated basis; based upon the number of hours so assigned compared to a forty (40) hour regular work week.~~ **Regular Part-Time 20** employees who are scheduled to work twenty (20) to twenty-nine (29) hours per work week are not entitled to receive **insurance** benefits. Casual, Seasonal, and Temporary employees ~~who work less than twenty (20) hours per regular work week~~ are not entitled to receive **insurance** benefits.