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*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**

**Community Development Services:**      **Presentation and Discussion:** Area of Impact update with Bonneville County (20)  
*Action: Council Direction to Staff (or take other appropriate action)*

**Public Works and Community Development Services:**      **Presentation and Discussion:** High-Capacity Roadway Study (30)  
*Action: Council Direction to Staff (or take other appropriate action)*

**Human Resources:**      **Update and Discussion of Employee Personnel Policy:** Clock Pattern Premium Pay and Employee Compensation Policy (20) *Action: Council Direction to Staff (or take other appropriate action)*

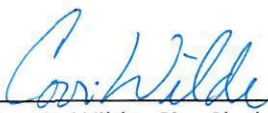
**Mayor's Office and Municipal Services:**      **Discussion:** Options for Implementing Maximum Supportable Impact Fees (20)  
*Action: Council Direction to Staff (or take other appropriate action)*

**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 (25).  
*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) (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. *The Council will not reconvene after the executive session.*

DATED this 6th, day of September 2024



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Corrin Wilde, City Clerk

**Public Works  
and  
Community  
Development  
Services**

# High-Capacity Roadway Study Outcomes

PREPARED BY DKS ASSOCIATES  
& KELLER ASSOCIATES

September 9, 2024



**BONNEVILLE  
METROPOLITAN  
PLANNING  
ORGANIZATION**

**DKS**

**KELLER**  
ASSOCIATES



# Agenda

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- Baseline Conditions
  - Growth Assumptions
  - Baseline Projects
  - Traffic Conditions (2050)
- Purpose and Need Statement
- What is an Expressway vs Strategic Arterial?
- Alternatives Considered
  - Expressways Alternatives
  - Strategic Arterials Alternatives
- Recommendations
  - South Expressway
  - Strategic Arterials

# Growth Assumptions – Households

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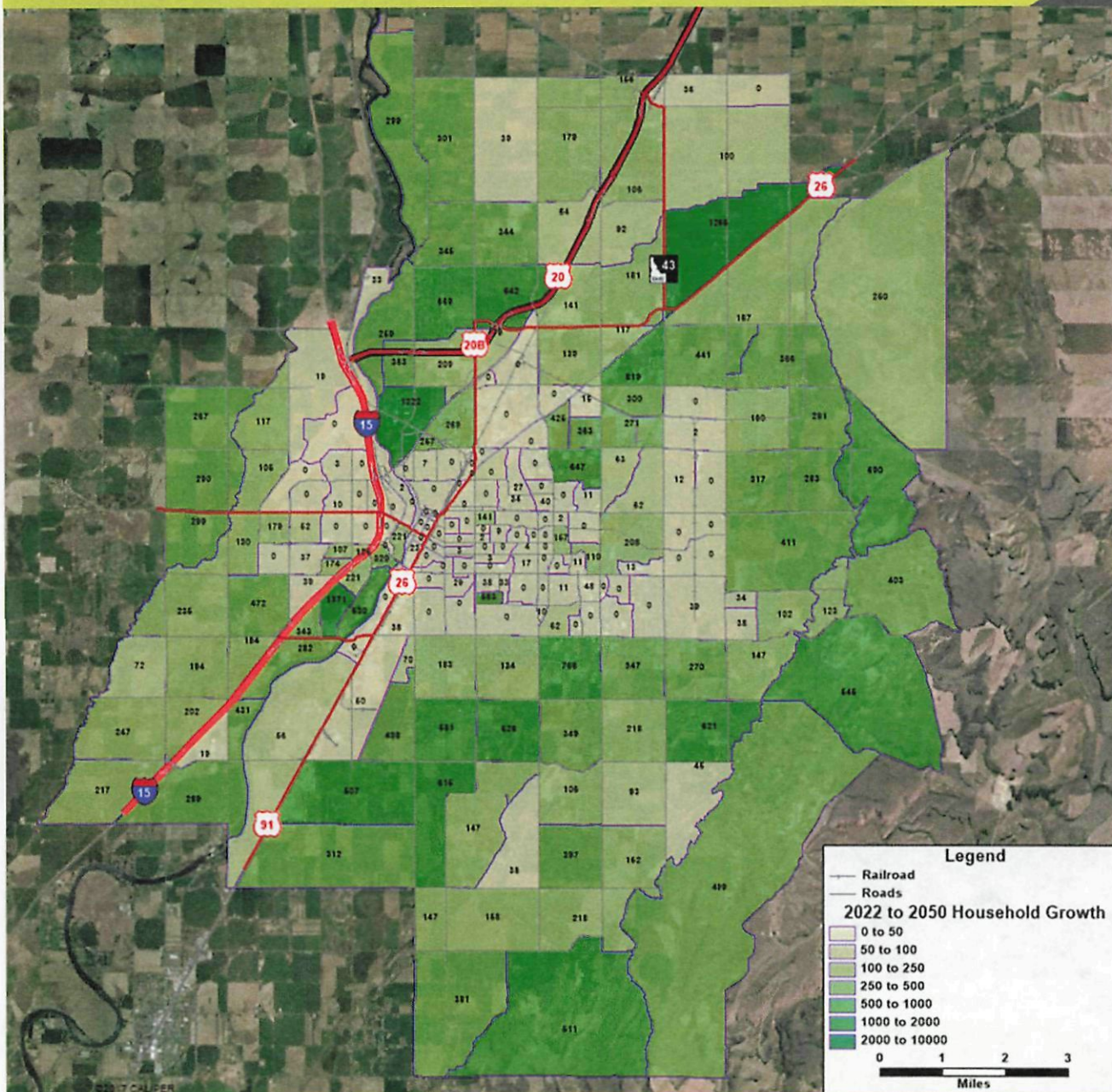
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## 2022 to 2050 Estimated Household Growth

The darker the green, the more housing units that are estimated to be built.

Most of the growth is on the outskirts of the Cities of Idaho Falls and Ammon.



Population  
(Households)

Year

218,412  
(74,946) 2050

175,887  
(60,769) 2035

118,477  
(40,759) 2022

# Growth Assumptions - Employment

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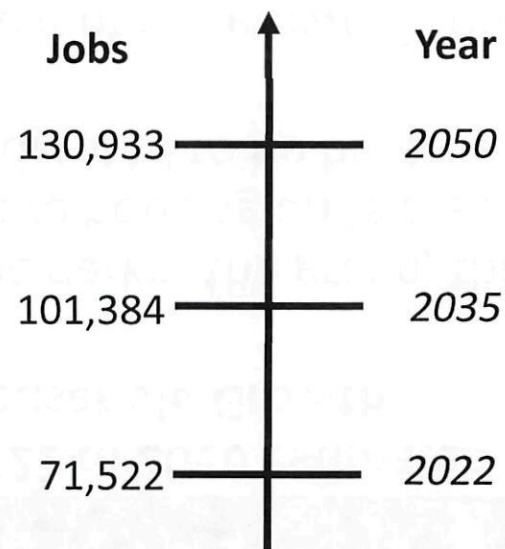
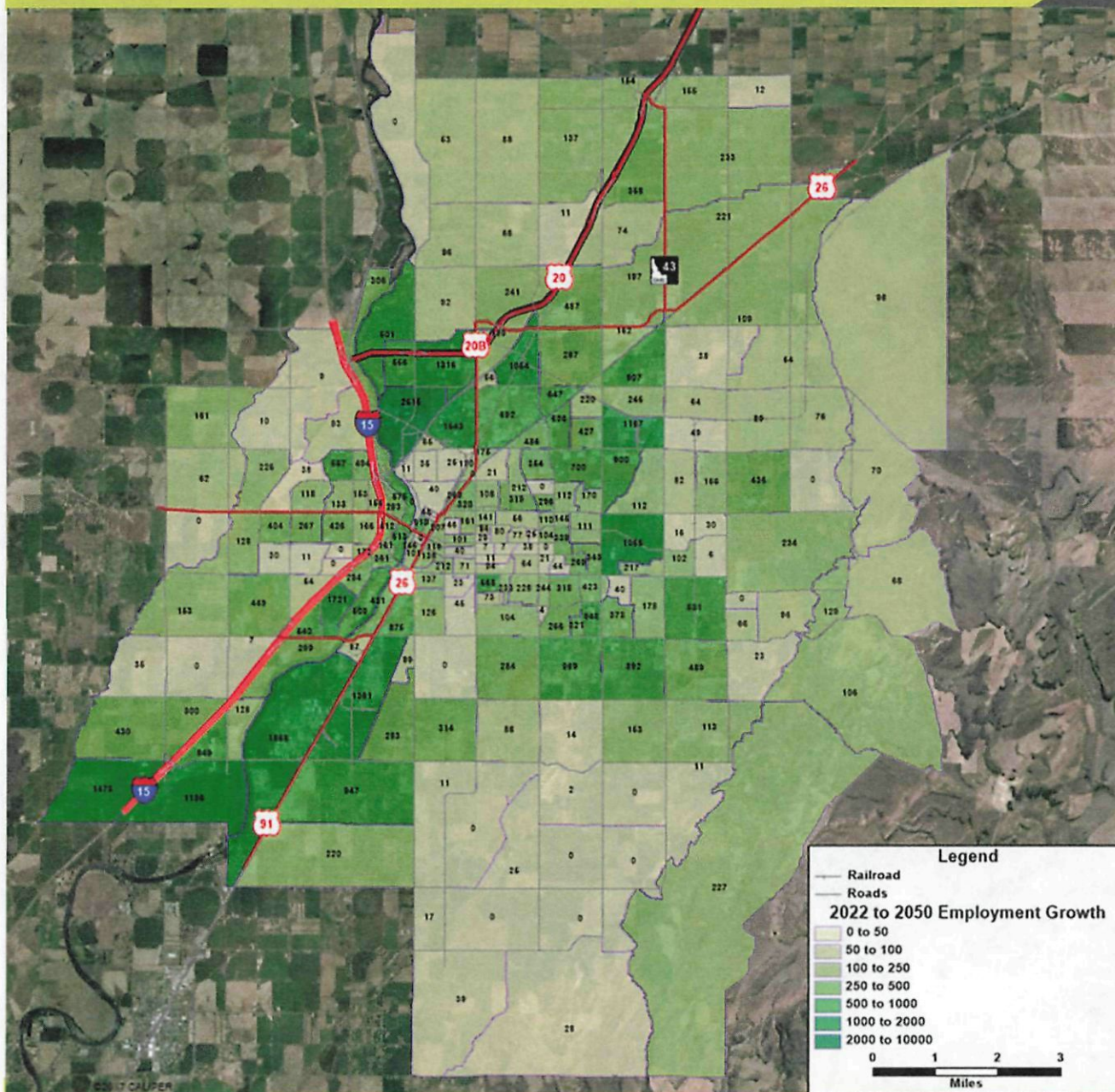
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## 2022 to 2050 Estimated Employment (Job) Growth

The darker the green, the more jobs that are estimated to be established.

Most of the growth is to the north and south of the City of Idaho Falls.



# Growth Assumptions

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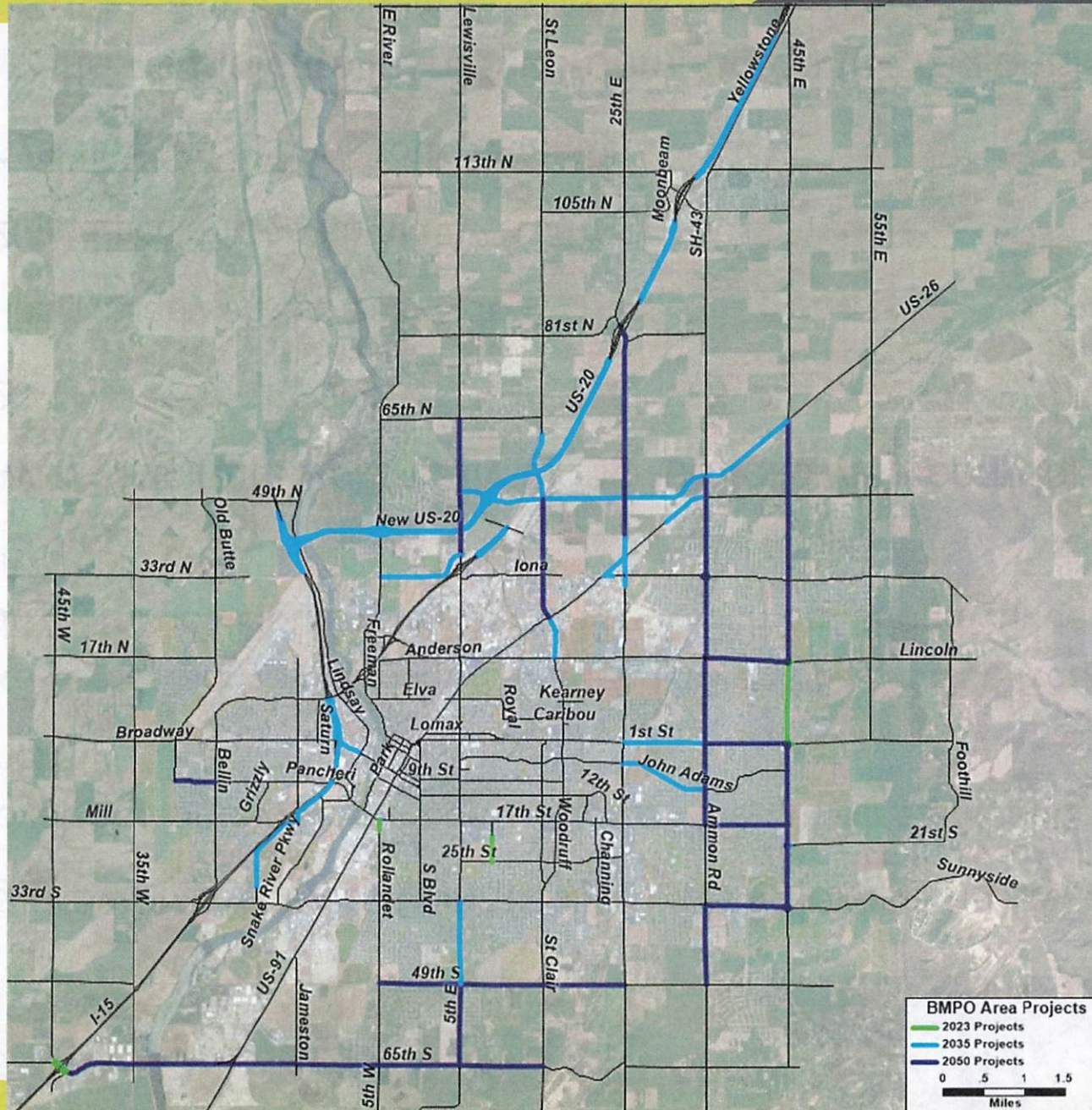


- Housing growth anticipated primarily in the following areas:
  - Undeveloped or underdeveloped areas on the outskirts of Idaho Falls and Ammon
  - Snake River Parkway corridor (between I-15 and Sunnyside Road) expected to add 2,800 new housing units, many of which are already under development
- Job growth anticipated primarily along the following corridors:
  - US 26
  - I-15, particularly on the east side
  - US 20, particularly south of 65<sup>th</sup> North
  - Sunnyside Road in and around Ammon
- Growth patterns indicate increased demand on the regional highway system, Snake River crossings, and the urban fringe

# Baseline Projects

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# Baseline Projects

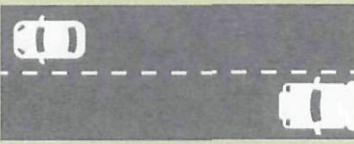
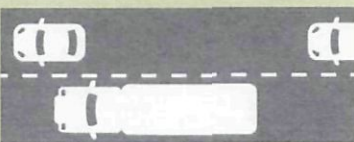
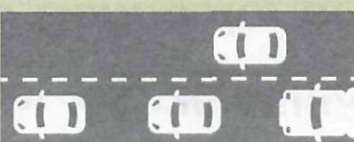
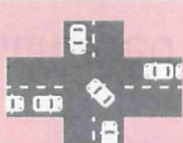
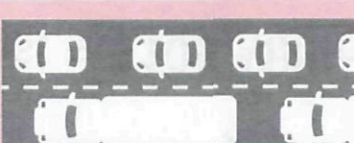
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- Medium Term Baseline Projects (2023 – 2035)
  - Total Estimated Cost = **\$105 Million** (*Does not include cost of I-15/US 20 Connector, which is an assumed 2035 Baseline Project*)
- Long Term Baseline Projects (2035 – 2050)
  - Total Estimated Cost = **\$220 Million** (Total **\$325 Million**, *also does not include I-15/US 20 Connector cost*)

# Traffic Conditions (LOS)

| TRAFFIC LEVEL OF SERVICE (LOS) DESCRIPTION |                                                                                                      |                                                                                     |                                                                                      |                                                             |
|--------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------------------|
|                                            | INTERSECTION                                                                                         |                                                                                     | ROADWAY                                                                              |                                                             |
| LOS<br><b>A</b>                            | No congestion/<br>queuing                                                                            |    |    | Minimal interaction<br>with other vehicles                  |
|                                            |  <10 sec. delay     |                                                                                     |                                                                                      |                                                             |
| LOS<br><b>B</b>                            | Minimal congestion/<br>queuing                                                                       |    |    | Limited interaction<br>with other vehicles                  |
|                                            |  10-20 sec. delay   |                                                                                     |                                                                                      |                                                             |
| LOS<br><b>C</b>                            | Some congestion/<br>queuing                                                                          |    |    | Effected by<br>other vehicles                               |
|                                            |  20-35 sec. delay   |                                                                                     |                                                                                      |                                                             |
| LOS<br><b>D</b>                            | Increased congestion/<br>queuing                                                                     |   |   | Limited by other<br>vehicles, speed<br>reductions           |
|                                            |  35-55 sec. delay |                                                                                     |                                                                                      |                                                             |
| LOS<br><b>E</b>                            | Heavy congestion/<br>queuing                                                                         |  |  | Slow speeds, constant<br>interaction with other<br>vehicles |
|                                            |  55-80 sec. delay |                                                                                     |                                                                                      |                                                             |
| LOS<br><b>F</b>                            | Stop and go/<br>constant queuing                                                                     |  |  | Stop and go traffic                                         |
|                                            |  >80 sec. delay   |                                                                                     |                                                                                      |                                                             |

**Level of Service (LOS)** describes how congested a roadway is or is expected to be. This graphic shows The differences between LOS A to LOS F.

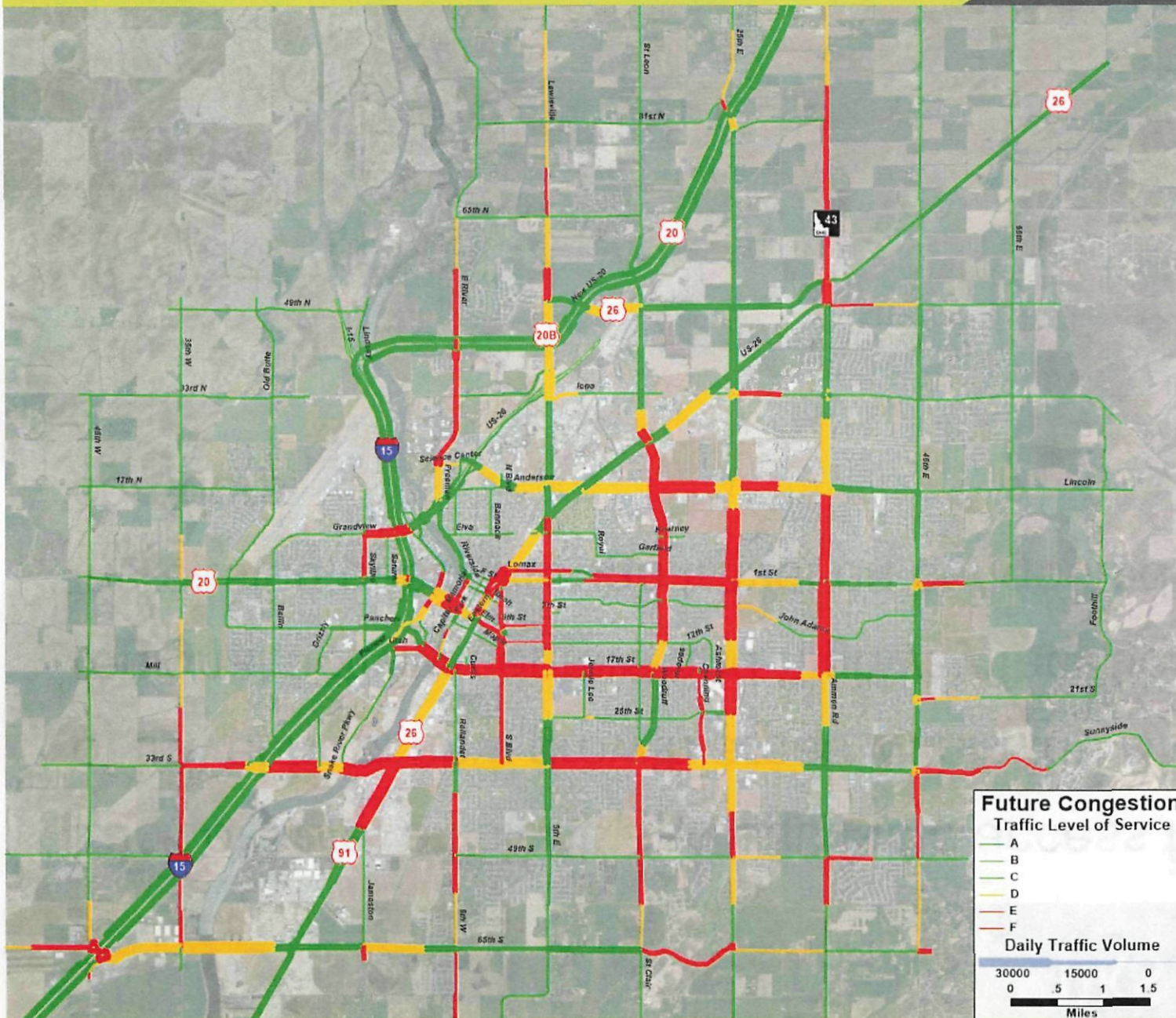
**LOS E Example –**  
*17<sup>th</sup> Avenue near S  
Yellowstone Ave  
around 5 PM*

# Traffic Conditions (2050)

Congested corridors include:

- Lincoln Road
- 1<sup>st</sup> Street
- 17<sup>th</sup> Street
- Sunnyside Rd
- US 26
- 5<sup>th</sup> W
- 5<sup>th</sup> E
- Woodruff Ave
- 25<sup>th</sup> E
- Ammon Rd

*65<sup>th</sup> S & 45<sup>th</sup> E  
improve due to  
planned projects*



# Study Need Statement

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Lack of safe, efficient, and equitable access for all modes of travel from new growth areas within the BMPO area to regional activity centers and highway facilities, with increasing pass-through travel on congested arterial corridors.

# Study Purpose

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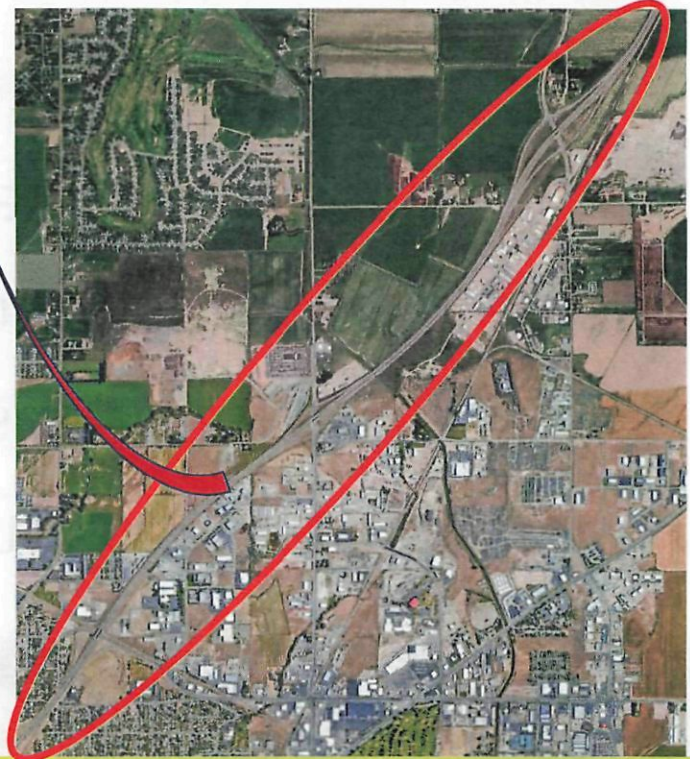


Proactively plan and develop comprehensive multimodal high-capacity roadway corridors and supporting connections, optimizing future transportation investments to help alleviate traffic congestion on existing arterial corridors and enhance overall regional mobility.

# What is an Expressway?

- **Definition:** A highway/arterial road for high-speed traffic, with limited or no access to adjacent property, and few or no intersecting roadways
- The access conditions of an expressway vary based on the surrounding land use, with typically no at-grade access in urban settings, while in rural settings there may be numerous at-grade connections. Expressways can be used to transition a corridor to a freeway over time

*US 20 through Idaho Falls operates as an expressway corridor in an urban context*



# What is a Strategic Arterial?

- **Definition:** Similar to a Principal Arterial, but with more access restrictions such as raised medians and 1/2 mile vs 1/4 mile desired intersection spacing. Can be a 5-lane or 7-lane cross section.
- Note that classifying a corridor as a strategic arterial does not mean most of the existing local connections to the corridor will be closed. Rather, the classification change will guide the access management strategies and cross section elements of projects implemented along the corridor. ***Strategic arterials were modeled with more limited access and higher speeds, but without additional capacity (widening) beyond already planned Baseline widening projects***

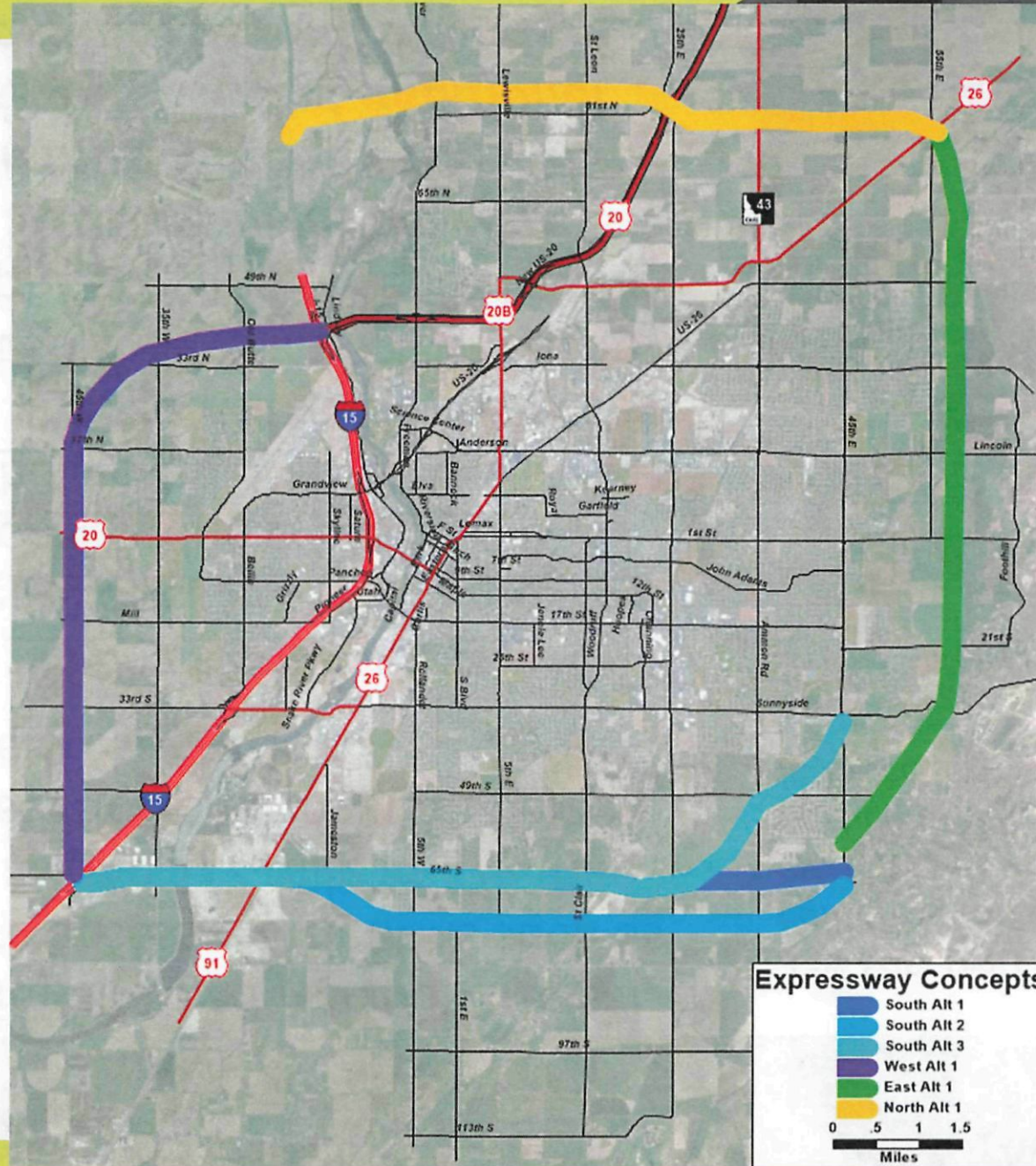
*25<sup>th</sup> East (Hitt) through Idaho Falls/Ammon currently contains elements of a strategic arterial, particularly near the 17<sup>th</sup> Street intersection*



# Expressway Alternatives Considered

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- **North Expressway Alternative 1** – New Expressway located approximately on the 81st North Alignment, from I-15 to US 26
- **South Expressway Alternative 1** – New Expressway located approximately along the 65th South existing alignment, from I-15 to 45th East (Crowley)
- **South Expressway Alternative 2** – New Expressway located approximately halfway between 65th South and 81st South, connecting I-15 to 45th East (Crowley)
- **South Expressway Alternative 3** – New Expressway located approximately along the 65th South existing alignment, but routing to the north-east at 25th East
- **East Expressway Alternative 1** – New Expressway located approximately ¼ mile east of 55th East, from just north of the 65th South/45th East (Crowley) intersection to the US 26/55th East intersection
- **West Expressway Alternative 1** – New Expressway connecting the planned I-15/US 20 Connector system interchange to the I-15/45th West/65th South interchange

# Expressway Recommendation

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- ~~North Expressway Alternative 1 – New Expressway located approximately on the 81st North Alignment, from I-15 to US 26~~
- ~~South Expressway Alternative 1 – New Expressway located approximately along the 65th South existing alignment, from I-15 to 45th East (Crowley)~~
- **South Expressway Alternative 2 – New Expressway located approximately halfway between 65th South and 81st South, connecting I-15 to 45th East (Crowley)**
- ~~South Expressway Alternative 3 – New Expressway located approximately along the 65th South existing alignment, but routing to the north east at 25th East~~
- ~~East Expressway Alternative 1 – New Expressway located approximately ¼ mile east of 55th East, from just north of the 65th South/45th East (Crowley) intersection to the US 26/55th East intersection~~
- ~~West Expressway Alternative 1 – New Expressway connecting the planned I-15/US 20 Connector system interchange to the I-15/45th West/65th South interchange~~

# Expressway Recommendation

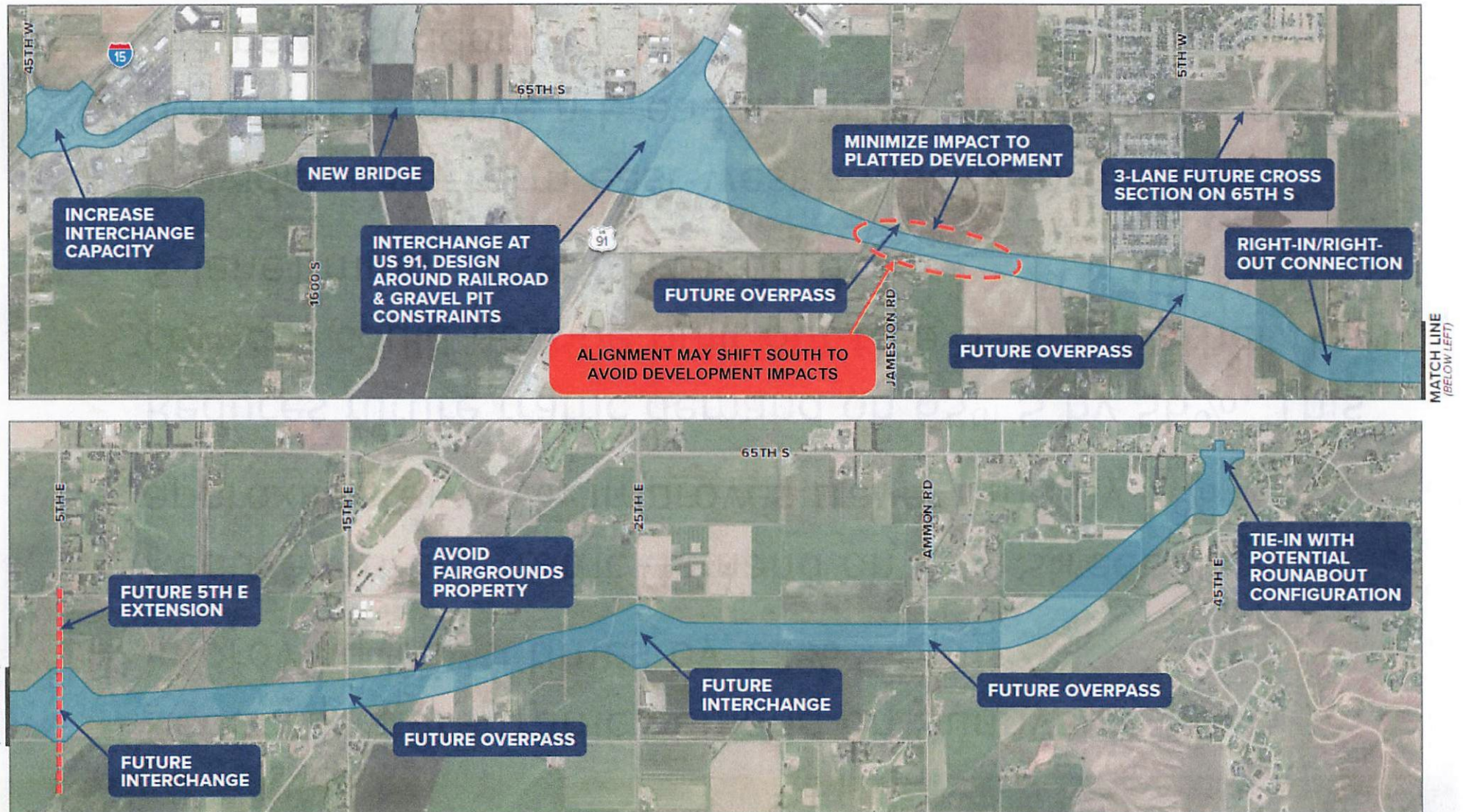
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## SOUTH EXPRESSWAY CONCEPT

### BMPO HIGH CAPACITY ROADWAY STUDY

POTENTIAL AREA OF IMPACT



# South Expressway Benefits

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- Reduces future traffic demand on Sunnyside Road, improving travel times by 12%
- Reduces future traffic demand on 17<sup>th</sup> Street by approximately 8%, improves travel time by 7%
- Reduces future traffic demand on 65<sup>th</sup> S by 56%. This corridor could now be built out to a 3-lane (rather than 5-lane) minor arterial standard
- Provides long-term east-west capacity, providing potential to serve a broader variety of land uses along the new corridor

# South Expressway Design Considerations

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- Need to increase capacity at I-15/65<sup>th</sup> S interchange
- New Snake River Bridge
- Interchange at US 91/South Expressway – design must balance 65<sup>th</sup> S access, railroad tracks/ROW, and gravel pit impacts
- Minimize impacts to the platted Ivywood development
- Incorporate 5<sup>th</sup> E future extension
- Avoid Fairgrounds property impacts
- Tie-in with 45<sup>th</sup> E should include a transition zone down to a strategic arterial. This could include a roundabout at 45<sup>th</sup> E/65<sup>th</sup> S/South Expressway.



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# Strategic Arterial Recommendations

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## ➤ **Reclassify as Strategic Arterials**

- 45<sup>th</sup> W
- Old Butte Road
- 25<sup>th</sup> E (Hitt)
- 45<sup>th</sup> E (Crowley)
- 49<sup>th</sup> N
- 33<sup>rd</sup> N
- Lincoln Road
- Sunnyside Road

## ➤ **Reclassify to Major Arterial**

- N 5<sup>th</sup> W

# Strategic Arterial Recommendations

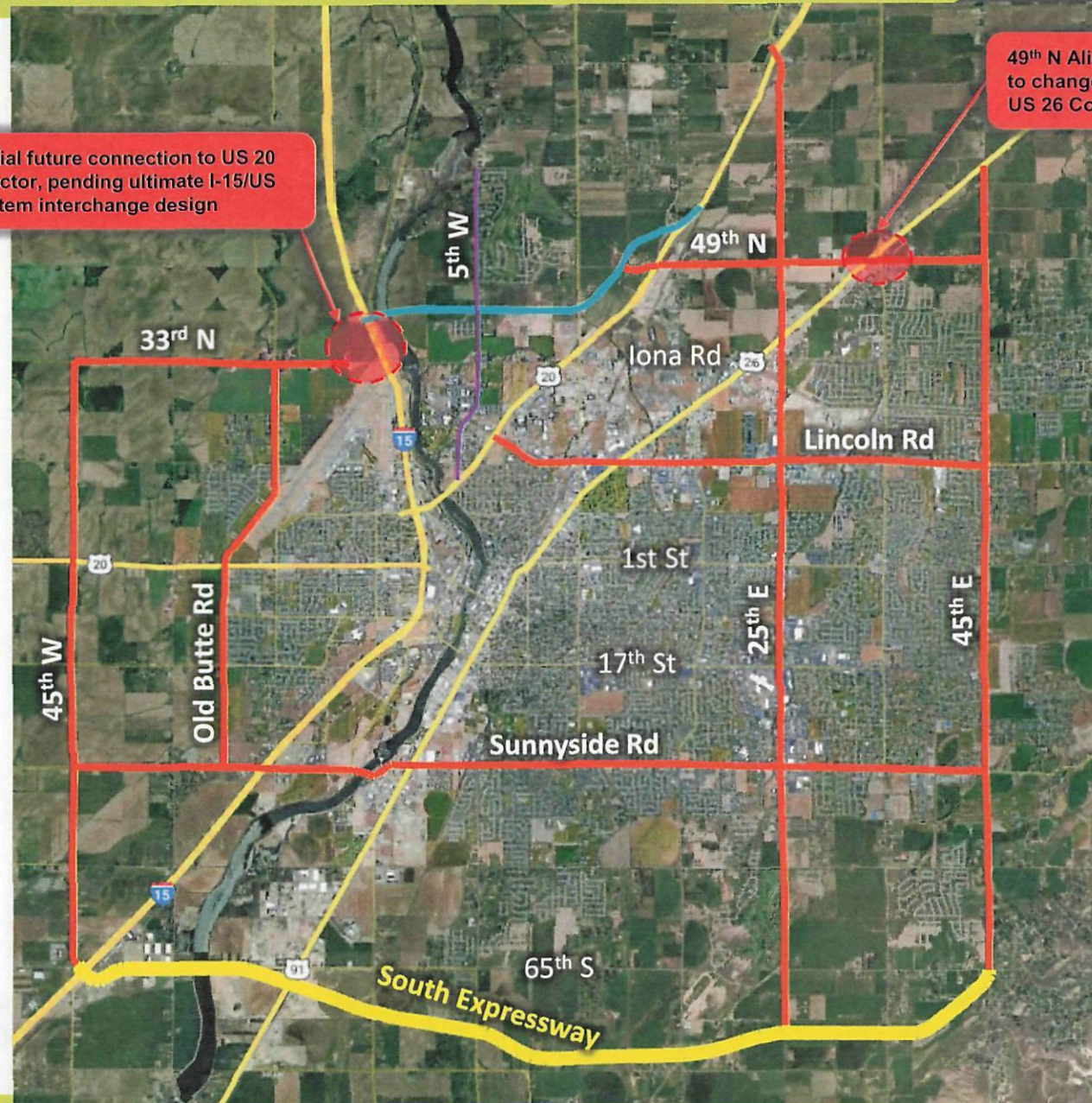
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Potential future connection to US 20 Connector, pending ultimate I-15/US 20 system interchange design

49<sup>th</sup> N Alignment subject to change due to US 20-US 26 Connector Project



- Reclassify to Strategic Arterial
- Proposed Expressway
- I-15 to US 20 Connector
- Reclassify to Major Arterial

# Strategic Arterial Benefits/Considerations

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## ➤ **45th W Strategic Arterial**

- Benefits:
  - Potential 25% decrease in future travel time
  - Improved corridor safety (reduced conflicts)
  - Reduced intra-city travel on I-15
- Future project considerations:
  - Plan for future interchange at US 20/45th W

## ➤ **Old Butte Road Strategic Arterial**

- Benefits:
  - Potential 5% decrease in future travel time
  - Improved corridor safety (reduced conflicts)
  - Reduced intra-city travel on I-15
- Future project considerations:
  - Ensure any future extension of Old Butte Road meets strategic arterial access restrictions
  - Consider alternate (narrower) cross sections for segments with potential FAA/Airport conflicts

# Strategic Arterial Benefits/Considerations

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## ➤ **25th E Strategic Arterial**

### ➤ Benefits:

- Potential 5% decrease in future travel time
- Improved corridor safety (reduced conflicts)
- Reduces future traffic demand on Ammon Road and Woodruff Ave

### ➤ Future project considerations:

- Ensure widening projects south of Sunnyside Road meet strategic arterial access restrictions

## ➤ **45th E Strategic Arterial**

### ➤ Benefits:

- Potential 10% decrease in future travel time
- Improved corridor safety (reduced conflicts)
- Reduced traffic demand on Ammon Road

### ➤ Future project considerations:

- Consider adding a north-south residential roadway from railroad tracks to Iona Road east of 45<sup>th</sup> E, providing properties currently fronting 45<sup>th</sup> E with alternate access
- Support roundabouts at key intersections along the corridor with corresponding access restrictions

# Strategic Arterial Benefits/Considerations

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## ➤ **49th N Strategic Arterial**

- Benefits:
  - Potential 25% decrease in future travel time
  - Improved corridor safety (reduced conflicts)
  - Reduced traffic demand on Iona Road
- Future project considerations:
  - Coordinate with ITD US 26 corridor project at Beaches Corner to facilitate east-west arterial travel
  - Ensure incoming schools along the corridor prioritize local roadway access over connection to 49<sup>th</sup> N

## ➤ **33<sup>rd</sup> N Strategic Arterial**

- Benefits:
  - Potential 5% decrease in future travel time
  - Improved corridor safety (reduced conflicts)
  - Reduced traffic demand US 20 (I-15 to 45<sup>th</sup> W)
- Future project considerations:
  - If the I-15 to US 20 connector contains a full access west side connection at I-15, ensure that this access connects to 33<sup>rd</sup> W

# Strategic Arterial Benefits/Considerations

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## ➤ **Lincoln Road Strategic Arterial**

### ➤ Benefits:

- Potential 5% decrease in future travel time
- Improved corridor safety (reduced conflicts)
- Reduced traffic demand on Iona Road and 1<sup>st</sup> Avenue

### ➤ Future project considerations:

- Coordinate west tie-in with old US 20 corridor future configuration
- Leverage existing roundabouts (u-turns) to limit access to right-in/right-out where feasible
- Build future widening project from Ammon Road to 45th E to strategic arterial cross section and access standards

## ➤ **Sunnyside Road Strategic Arterial**

### ➤ Benefits:

- Potential 5% decrease in future travel time
- Improved corridor safety (reduced conflicts)
- Reduced traffic demand on 17<sup>th</sup> Avenue and 49<sup>th</sup> S

### ➤ Future project considerations:

- Planned expansion from 2 to 5 lanes from Ammon Road to 45th E should include access restrictions wherever possible
- Implement east-west signal timing coordination along the corridor
- Feasibility study and preliminary design for future interchange expansion at I-15/Sunnyside Road



- Early Property Acquisition
- Public-Private Partnerships
- Funding Mechanisms
  - Federal-Aid Reimbursement
  - State Trust Funds
  - State Infrastructure Banks
  - Local Option Sales and Use Tax
  - Impact Fees
  - Special Assessment Districts
  - Value Recapture
  - Vehicle Registration Fees



- Fee Simple Purchase
- Easement Acquisition
- Negotiation and Voluntary Acquisition
- Condemnation (Eminent Domain)
- Advance Acquisition
- Protective Buying and Hardship Acquisition
- Transferable Development Rights (TDRs)
- Relocation Assistance

# Cost Implications of Different Right-of-Way Acquisition Methods

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| Method                                     | Cost Implications                                                                     |
|--------------------------------------------|---------------------------------------------------------------------------------------|
| Fee Simple Purchase                        | High upfront costs; straightforward but expensive, especially in urban areas.         |
| Easement Acquisition                       | Generally lower costs; compensation for easement rights and damages.                  |
| Negotiation and Voluntary Acquisition      | Lower than condemnation; avoids legal fees but may involve high compensation demands. |
| Condemnation (Eminent Domain)              | Significantly higher due to legal and court costs; higher compensation.               |
| Advance Acquisition                        | Potentially cost-effective; requires upfront capital and carries project risk.        |
| Protective Buying and Hardship Acquisition | Can prevent more expensive future acquisitions; requires careful justification.       |
| Transferable Development Rights (TDRs)     | Cost-effective; shifts costs to development receiving the rights.                     |
| Relocation Assistance                      | Significant costs for moving, housing, and business reestablishment.                  |

# **Human Resources**



**City of Idaho Falls Human Resources**  
**Policy 520XVI.**  
**Clock Pattern Premium Pay**  
Approved: March 2022

XVI. —CLOCK PATTERN PREMIUM PAY

- A. A clock pattern premium pay is an additional payment for work performed outside the hours established as the City's basic 7:00 AM to 7:00 PM workday. The City shall pay a clock pattern premium pay to nonexempt employees (excluding those under separate collective bargaining agreements) who work during the hours of 7:00 PM to 7:00 AM.

The clock pattern premium pay shall be added to any hours worked by an employee during the hours from 7:00 PM to 7:00 AM.

The rate of the clock pattern premium pay shall be \$-.50 paid per hour worked during the shift and shall be added to the employees' base hourly rate. The pay rate is listed on the current salary schedule.

Clock pattern premium pay compensation will not be added to any type of leave, holiday, or vacation hours.

Department Directors, in consultation with the Human Resources Department, have the ability to review clock pattern premium pay positions every 6 months.

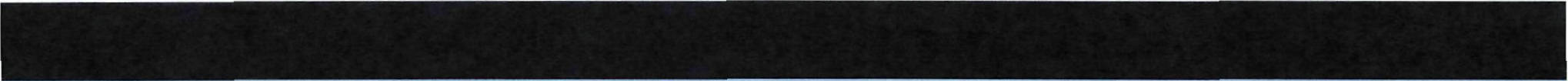
Examples:

~~———— If the shift worked lasts from 9:00 PM to 7:00 AM, all ten (10) hours of such shift shall be~~  
~~———— paid as clock pattern premium pay.~~  
~~———— 10 hours \* \$.50 = \$5.00~~

~~———— If the shift worked lasts from 4:00 PM to 2:00 AM, then 4:00 PM to 6:59 PM shall be~~  
~~———— paid at the employee's base hourly rate and the hours worked from 7:00 PM to 2:00 AM~~  
~~———— shall be paid as clock pattern premium pay.~~  
~~———— 7 hours \* \$.50 = \$3.50~~

~~———— If the shift worked lasts from 6:00 AM to 2:00 PM, then the time worked from 6:00 AM~~  
~~———— to 6:59 AM shall be paid as clock pattern premium pay and the hours worked from 7:00~~  
~~———— AM to 2:00 PM shall be paid at the employee's base hourly rate.~~  
~~———— 1 hour \* \$.50 = \$.50~~

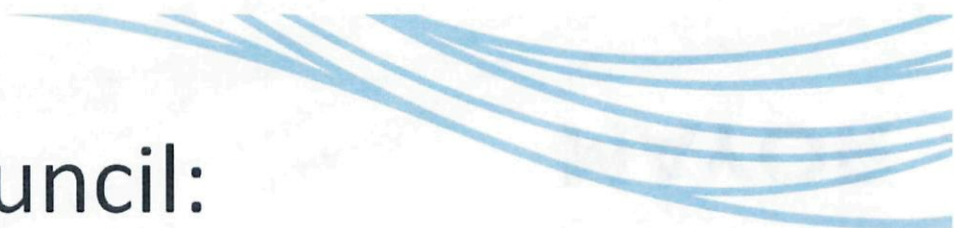
# **Mayor's Office and Municipal Services**



# Options For Implementation of Maximum Supportable Impact Fees

City council Work Session  
Sept. 9, 2024





## Direction from City Council:

- Develop an implementation plan to collect the maximum supportable impact fees for Fire, Police & Parks
  - Amend and update the city ordinance
  - Develop capital plans for maximum supportable fees for Fire, Police and Parks
- 



# New Development Impact Fee Study?

- Study must be updated every 5 years by state statute
    - No later than December 2026
  - Update Now?
    - Six to eight months to update the Impact Fee Study
    - Estimated completion date would be Q2 2025
    - Projected cost for new study would be \$60K to \$70K
- 



## Option 1: Implementation w/Updated Study

- **Advantages:**

- Comprehensive process addresses all updates/changes to city's impact fee ordinance, fees and study.
  - New study would reflect current market realities and eliminate the need to reopen the study again in 2025/2026.
  - Allows for robust input from the Impact Fee Advisory Committee
  - Requires one impact fee public hearing to address proposed ordinance & fee changes rather than multiple hearings addressing separate issues over the next few years.
- 



## Option 1: Implementation w/Updated Study

- **Disadvantages:**

- Extended process would take at least nine months, possibly a year.
- Delays the collection of maximum supportable fees for capital projects for Police, Parks and Fire.

Advantages:

Option 2: Implementation w/Updated Study

Option 3: Implementation w/Updated Study

Option 4: Implementation w/Updated Study



## Option 2: Implementation w/2021 Study

- **Advantages:**

- Streamlined process could allow for implementation of maximum supportable impact fees for Police, Parks and Fire within six months.
  - Allows city to more quickly collect maximum supportable impact fees to fund future capital improvements.
- 



## Option 2: Implementation w/2021 Study

- **Disadvantages:**

- Developers could see fees change at least twice in next two years
  - making it difficult to plan/estimate projects.
  - City would need to update the Impact Fee Study in 2025/2026.
  - City would need to hold multiple impact fee public hearings in next few years.
  - 2021 Impact Fee Study may not reflect current market realities.
  - Streamlined process may decrease opportunities for input from Impact Fee Advisory Committee.
- 



# Questions?

Add any relevant contact information here



## MEMORANDUM

TO: Mayor & City Council

RE: Proposed Implementation Schedule

FROM: Margaret Wimborne

DATE: Sept. 6, 2024

- **Council Direction:**

Develop an implementation plan to charge the maximum supportable impact fees for Fire, Police and Parks; amend and update the city ordinance; and develop capital plans for maximum supportable fees for Fire, Police and Parks.

### Implementation Plan Option 1: With Updated TischlerBise Study

- **Contract with TischlerBise to update Capital Improvement Plan and Development Impact Fee Study**
  - TischlerBise estimates it will take 6 to 8 months to update the Capital Improvement Plan and Development Impact Fee Study
  - Study would include capital plans as outlined in state statute.
  - Estimated project completion date would be Q2 2025
  - Projected cost for study update would be \$60K to \$70K
- **Ordinance Work:**
  - Ordinance work would likely continue through October/November
  - Update ordinance definitions of dwelling units and align them with other city codes and ordinances
  - Update section of ordinance addressing appeals/mediation of impact fees
  - Update section of the ordinance addressing affordable housing waivers
- **Impact Fee Advisory Committee:**
  - Review TischlerBise's methodology & parameters for Capital Improvement Plan and Development Impact Fee Study
  - Provide input on draft ordinance updates
  - Draft recommendations on implementing maximum supportable fees for Mayor/City Council
- **Develop Schedule for Maximum Supportable Fees**
  - Gather input from CDS and other stakeholders to identify the best way to implement new fees
  - Consider payment schedule for impact fees based on feedback from Impact Fee Advisory Committee
  - Work with CDS to review systems to avoid potential slowdowns in plan approvals and permitting in response to the implementation of maximum supportable impact fees.

## MEMORANDUM

- **Detailed Capital plans for Transportation, Fire, Police, and Parks**
  - Municipal Services will work with Fire, Police and Parks to identify infrastructure costs and develop capital plans for the maximum supportable fees for Police, Parks and Fire.
- **Public Hearings & Noticing:**
  - State Statute requires a public hearing 30 days before any changes to an Impact Fee ordinance or new impact fees go into effect or before a Capital Improvement Plan & Development Impact Fee Study is adopted.
  - Tentative public hearing on proposed ordinance changes, new study and proposed impact fees in May/June with possible implementation in late summer or fall of 2025.
- **Advantages of Option 1:**
  - Comprehensive process that addresses all updates and changes to Idaho Falls' impact fee ordinance, fees and Capital Improvement Plan and Development Impact Fee Study.
  - New study would reflect current market realities and would eliminate the need to reopen and update the study in 2025/2026 as required by state statute. (*Study would not need to be updated again until 2029*)
  - Allows for robust input from the Impact Fee Advisory Committee
  - Requires one impact fee public hearing to address proposed ordinance & fee changes rather than multiple hearings addressing separate issues over the next few years.
- **Disadvantages of Option 1:**
  - Extended process would take at least nine months, possibly a year.
  - Delays the collection of maximum supportable fees for capital projects for Police, Parks and Fire.

### Implementation Plan Option 2: No Updated TischlerBise Study

- **Ordinance Work:**
  - Ordinance work would likely continue through October/November
  - Update ordinance definitions of dwelling units, and align them with other city codes and ordinances
  - Update section of ordinance addressing appeals/mediation of impact fees
  - Update section of the ordinance addressing affordable housing waivers
  - Add detailed capital plans to ordinance as required by state statute
- **Impact Fee Advisory Committee:**
  - Provide input as ordinance updates are drafted
  - Provide input on maximum supportable fees for Police, Parks and Fire based on recommendations outlined in 2021 TischlerBise Study
  - Draft recommendations for Mayor/City Council

## MEMORANDUM

- **Develop Implementation Schedule for Maximum Supportable Fees**
  - CDS recommends implementation of maximum supportable fees in the winter to avoid the busy spring building season.
  - Consider payment schedule for impact fees based on feedback from Impact Fee Advisory Committee
  - Work with CDS to review systems to avoid potential slowdowns in plan approvals and permitting in response to proposed maximum supportable impact fees.
- **Detailed Capital plans for Transportation, Fire, Police and Parks**
  - Municipal Services will work with Fire, Police and Parks to identify infrastructure costs and develop capital plans for the maximum supportable fees for Police, Parks and Fire.
- **Public Hearings & Noticing:**
  - State Statute requires a public hearing 30 days before any changes to an Impact Fee ordinance or new impact fees go into effect or before a Capital Improvement Plan & Development Impact Fee Study is adopted.
  - Tentative public hearing on proposed ordinance changes and proposed impact fees in November with implementation on Jan. 1, 2025.
- Advantages of Option 2:
  - Streamlined process could allow for implementation of maximum supportable impact fees for Police, Parks and Fire within six months, tentatively Jan. 1, 2025.
  - Allows city to more quickly collect new impact fees to fund future capital improvements.
- Disadvantages of Option 2:
  - Developers could see fees change at least twice in the next two years making it difficult to plan/estimate projects.
  - City would need to update the Capital Improvement Plan and Development Impact Fee Study in 2025/2026 to meet the state requirement that plans be updated at least every five years.
  - City would need to hold multiple impact fee public hearings in next few years.
  - Streamlined process may decrease opportunities for input from Impact Fee Advisory Committee.
  - 2021 Capital Improvement Plan and Development Impact Fee Study may not reflect current market realities.

# **Community Development Services**



# MEMORANDUM

**TO:** Honorable Mayor and Council

**FROM:** Wade Sanner, Community Development Services Director

**DATE:** August 8, 2024

**RE:** August 6, 2024, Planning Commission Action

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Planning Commission took the following action during the August 6, 2024, meeting.

1. **RZN24-006: REZONE.** Rezone from R3A, Residential Mixed Use to HC, Highway Commercial. Portion of Lots 4 and 5, Block 6 Hodson Addition. Located north of Lincoln Road, east of Wintergreen Avenue, south of Hawthorne Drive, west of N Woodruff Avenue. On August 6, 2024, the Planning and Zoning Commission unanimously voted to recommend approval of the rezone from R3A to HC to the Mayor and City Council as presented.
2. **RZN24-007: REZONE.** Rezone from LC, Limited Commercial to HC, Highway Commercial. South 18,124 Square Feet of Lot 2, Block 2 Old Fashioned Way Division No. 1. Located north of Broadway, east of Buckboard Lane, south of Trivet Drive, west of Coachman Drive. On August 6, 2024, the Planning and Zoning Commission unanimously voted to recommend approval of the rezone from LC to HC to the Mayor and City Council as presented.
3. **RZN24-008: REZONE.** Rezone from R3, Multiple Dwelling Residential to LC, Limited Commercial. NW ¼ of Section 32, Township 3 North, Range 38 East. Located slightly southwest of intersection 65<sup>th</sup> North and 5<sup>th</sup> East (Lewisville Highway). On August 6, 2024, the Planning and Zoning Commission unanimously voted to recommend approval of the rezone from R3 to LC to the Mayor and City Council as presented.
4. **PLT24-034: PRELIMINARY PLAT.** Aspen Meadows. NW ¼ of Section 32, Township 3 North, Range 38 East. Located slightly southeast of the intersection at 65<sup>th</sup> North and 5<sup>th</sup> East (Lewisville Highway). On August 6, 2024, the Planning and Zoning Commission unanimously voted to approve the preliminary plat as presented.
5. **PLT24-028: FINAL PLAT** for Ivywood Division No. 6. NW ¼ and the west ½ of the NE ¼ of Section 12, Township 1 North, Range 37 East. Located north of Montezuma Street, east of the Gustafson Lateral, south of S 65<sup>th</sup> S, west of S 12<sup>th</sup> W. On August 6, 2024, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.
6. **PLT24-030: FINAL PLAT** for Fairway Estates Division No. 26. A Portion of the SE ¼ of Section 31, Township 3 North, Range 38 East. Located north of Rock Hollow Lane, east of Rock Hollow Lane, south of W 65<sup>th</sup> S, west of N 5<sup>th</sup> E. On August 6, 2024, the Planning and

Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.

7. **PLT24-035: FINAL PLAT for Reed's Corner Division No. 1. SE ¼ of Section 15, Township 2 North, Range 37 East. Located north of Broadway, east of N Old Butte Road, south of the Idaho Falls Regional Airport, west of N Bellin Road.** On August 6, 2024, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.
8. **PLAT23-009: FINAL PLAT of Eagle Rock Town Center Division No. 4. Lot 4, Block 1 of Eagle Rock Town Center Division No. 1, First Amended and a Portion of Lot 3, Block 1 of Eagle Rock Town Center, Division No. 1, being in the NE ¼ of Section 24, Township 2 North, Range 37 East. Located north of Pioneer Road, east of Interstate 15, south of Houston Street, west of S Utah Avenue.** On August 6, 2024, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat for Eagle Rock Town Center Division No. 4 to the Mayor and City Council with the condition that the City Attorney review the overlapping public and private utility easements.

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



## MEMORANDUM

**TO:** Honorable Mayor and Council

**FROM:** Wade Sanner, Community Development Services Director

**DATE:** September 4, 2024

**RE:** September 3, 2024, Planning Commission Action

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Planning Commission took the following action during the September 3, 2024, meeting.

1. **ANX24-006: ANNEXATION/INITIAL ZONING.** Annexation and Initial zoning of I&M, Industrial and Manufacturing for .494 acres in the SW ¼ of Section 36, Township 1 North, Range 37 East. Located north of W 65<sup>th</sup> S, east of S 15<sup>th</sup> W, south of Professional Way, and west of S Yellowstone Avenue. On September 3, 2024, the Planning and Zoning Commission unanimously voted to approve the annexation and initial zoning of I&M to the Mayor and City Council as presented.
2. **PLAT23-033: PRELIMINARY PLAT.** River Hollow at Sage Lakes. A Portion of the SE ¼ of Section 30, Township 3 North, Range 38 East. Located north of W 65<sup>th</sup> N, east of N 5<sup>th</sup> W, south of Commons Road, west of the Idaho Canal. On September 3, 2024, the Planning and Zoning Commission unanimously voted to approve the preliminary plat as presented.
3. **PLT24-033: PRELIMINARY PLAT.** EZ Exteriors Division No. 1. Part of the SW ¼ of Section 36, Township 1 North, Range 37 East. Located north of W 65<sup>th</sup> S, east of S 15<sup>th</sup> W, south of Professional Way, west of S Yellowstone Avenue. On September 3, 2024, the Planning and Zoning Commission unanimously voted to approve the preliminary plat as presented.
4. **PLT24-031: FINAL PLAT** for Ivywood Division No. 7. S ½ of the NW ¼ of Section 12, Township 1 North, Range 37 East. Located north of W 81<sup>st</sup> S, east of S 15<sup>th</sup> W, south of Montezuma Street, west of S 9<sup>th</sup> W. On September 3, 2024, the Planning and Zoning Commission unanimously voted to recommend approval 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).



## **Impact Fee Committee Meeting Minutes Tuesday, March 5, 2024**

Impact Fee Committee of the City of Idaho Falls met on Tuesday, March 5, 2024, at the Municipal Services Director's Office, 308 Constitution Avenue, Idaho Falls, Idaho at 4:00 p.m.

### **In Attendance:**

Brent Wilson, Impact Fee Committee Chair  
Richard Stewart, Impact Fee Committee Vice-Chair  
Pamela Alexander, Impact Fee Administrator  
TJ Nottestad, Impact Fee Committee Member  
Jeff Freiberg, Impact Fee Committee Member  
Nick Terry, Impact Fee Committee Member  
Julie Anglesey, Impact Fee Ex-Officio Committee Member  
Michael Kirkham, City Attorney  
Jacob Beck, Assistant City Attorney

**Absent:** Jim Francis, City Council Member

The meeting was called to order by Vice -Chair Richard Stewart at 4:00 p.m.

### **Review and Approve December 5, 2023, Committee Meeting Minutes:**

- Vice-Chair Richard Stewart called for the approval of the minutes from December 5, 2023.  
Approved by all; motion carried.

### **Discussion with City Attorney about Impact Fee Waivers**

- Currently, Idaho Falls follows the State Statutes on Affordable Housing 10-8 C.
- Developer begins by filling out an application for an Affordable Housing Impact Fee Waiver.
- Developer must demonstrate that the project meets the US Dept of Housing (HUD) guidelines for Affordable Housing; occupants will have an income that is 80% the median.
- Developer must supply the number of units.
- General funds to offset the waiver amount (limited to 30% of the total) must be identified to make up the difference.
- In the event a Developer defaults on the waiver; the result would be automatic cancellation of the waiver with 60 days to pay back the waived amount or the city would cancel building permits and certificates of occupancy.
- Other options discussed may include:
  - Deed restrictions on the property, (Example, the property would need to remain as guidelines for affordable housing). Courts can be skeptical about deed restrictions as to who does it benefit and would need to operate like an HOA where the rules are passed along and restricted and enforced by the occupants or buyer.
  - Liens on the property with an obligation to pay set amount or the property owner would have to give up the right to sell until paid back and/or the bank could foreclose on the property.



## Impact Fee Committee Meeting Minutes Tuesday, March 5, 2024

### Advisory Committee Questions to Legal

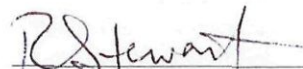
- A concern was raised that an out-of-state buyer might not understand about impact fee restrictions and resell the property. Another concern is a waiver is granted for the property, but the new buyer might change the status of the affordable housing designation. How would the city know? Currently, the city would not know unless someone brought it to their attention with a complaint.
- How could the city track default on impact fee waivers?
- Impact Fee Administrator, Alexander mentioned that she received a suggestion from a Council member for community training on impact fees to help educate the developers on the process for impact fees, how to protest impact fees, and how to apply for an Affordable Housing waiver. The city could check this as part of their yearly audit process, notice of the Affordable housing waiver could be listed on the property title to keep it low income for 8 years.
- Committee could submit suggestions to Council as a memo or as part of the quarterly or annual reporting.
- Impact Fee Administrator Alexander noted that there are more than one type of waiver/refund being discussed and wanted to clarify.
- Impact fees are a one-time fee placed on every development. The impact fees can only be used for specific projects and not for general fund items. If fees are not used within the 8-year limit, a refund could be requested.
- A brief overview occurred of the impact fee protest and certification of impact fee processes and included: If the developer does not agree with the amount, they must specify in writing that they are paying under protest within 15 days of payment to the City Clerk who notifies the Impact Fee Administrator as well as the Legal department. The city then has 45 days to schedule an Impact Fee Appeal Hearing. Prior to the submittal of a protest, the Developer can ask for a certification of impact fees (supplied by the city) or hire a company on their own to do an assessment. This process can result in a partial refund, or a credit could be applied to a future project if approved by Council.
- An application for an Affordable Housing waiver is different. This is specific to Housing and Urban Development (HUD) requirements and 30% of the impact fees could be waived if approved by City Council. There have only been two impact fee waivers approved to date, with the Council agreeing not to consider additional impact fee waivers until a general funding source is identified by City staff.

### Schedule Future Meeting:

- Next meeting is scheduled for Tuesday, June 11, 2024, at 4:00 pm in the Municipal Services Director's Office, 308 Constitution Way, Idaho Falls, Idaho.

The meeting adjourned at approximately 5:20 pm.

  
Cristina Hanson – Secretary

  
Richard Stewart – Vice-Chair

**SISTER CITIES ADVISORY COMMITTEE MEETING MINUTES 05.09.2024**

Meeting held in the President's Conference Room (Room 310A) in Building 3 (aka Christofferson Building) at College of Eastern Idaho (1600 S 25th E Idaho Falls, ID 83404) and remotely via Zoom.

**ACTION ITEMS**

**5:42 PM**

**Roll Call and Confirmation of Quorum**

- **In attendance:** Amanda Logan, Cindy Ozaki (via Zoom), Laura Combs, Jake Durtschi, Jim Francis, Sunny Katseanes, Lisa Armstrong (joined late via Zoom)
- **Absent:** Chloe Doucette, Jeremy Crook, Charlotte Combs, Catherine Smith
- Welcome to Sunny Katseanes whose application to fill the INL representative slot on the Sister Cities Advisory Committee is pending before the City Council!

**Approval of March 14, 2024 Meeting Minutes**

- *Motion to approve the March 14, 2024 Meeting Minutes made by Jake Durtschi. and seconded by Laura Combs. Motion passed unanimously.*

**Approval of April 11, 2024 Meeting Minutes**

- *Motion to approve the April 11, 2023 Meeting Minutes made by Jake Durtschi. and seconded by Laura Combs. Motion passed unanimously.*

**Approval of Reimbursements**

- Youth Association: \$23.11 in printing expenses for posters and brochures.
  - The Youth Association submitted the receipt for the printing expenses to the Committee/City in advance of the meeting.
  - The Committee had previously discussed that this expense could come from the Community Outreach line in the budget.
  - *Motion to approve \$23.11 to reimburse the Youth Association for printing expenses from the Community Outreach budget made by Cindy Ozaki and seconded by Jake Durtschi. Motion passed unanimously.*
- Adult Association: \$1,197.01 in administrative expenses, broken down as follows: \$159.90 for an annual Zoom account; \$860.00 for an annual liability insurance payment; \$5.01 for certified mail to send in the liability insurance payment; \$176.00 for an annual post office box rental
  - The Adult Association submitted receipts for the above expenses to the City/Committee in advance of the meeting.
  - The Committee had previously discussed that these expenses could come from the Administrative Costs line in the budget.
  - *Motion to approve a total of \$1,197.01 to reimburse the Adult Association for an annual Zoom account \$159.90, an annual liability insurance payment (\$860.00), certified mail to send in the liability insurance payment \$5.01, and an annual post office box rental \$176.00 from the Administrative Costs budget line made by Jake Durtschi. and seconded by Laura Combs. Motion passed unanimously.*

Approval of Local Educator Grant Application

- Tabled until Lisa Armstrong could be present.

**DISCUSSION ITEMS**

Updates from City

- The City requested three spots during the Adult Association's visit to Tokai-Mura (October 30<sup>th</sup> - November 8th) for the purpose of building economic ties.

Report from Sister Cities Adult Association

- The Adult Association is continuing with planning for their upcoming visit to Tokai-Mura.

Report from Sister Cities Youth Association

- \$1,260 was raised through the Snow Eagle fundraiser last month!
- The May 10th Cherry Blossom fundraiser went well! Thanks to all who supported and attended the event.
- The Sister Cities gift basket went over well at the Symphony Gala silent auction. Thanks to Adult Association member Linda Milam for the beautiful items that she donated, which Laura combined with other Japanese items to make a beautiful basket.
- The Japanese youth will be here July 26th to August 5th and the Youth Association is preparing to host them, with Zooms with TOKai taking place to help with the planning.

**ACTION ITEM TABLED UNTIL PRESENTER WAS AVAILABLE**

Approval of Local Educator Grant Application

- The Local Educator Grant application was circulated to Committee members ahead of the meeting and Lisa provided an overview during the meeting.
- Lisa Armstrong reported that a maximum award amount of \$250 per grant should allow for the educators to do something meaningful with the award. All grants will be approved by the Committee based on budget availability.
- Lisa will distribute the Local Educator Grant application to the local school district and charter schools and the Committee will review applications at an upcoming meeting. In the future, Lisa would like the applications/notice about the applications to be given to educators in April in order for teachers to have more time to apply.
- *Motion to approve the Local Educator Grant application made by Jake Durtschi, and seconded by Cindy Ozaki. Motion passed unanimously.*

**DISCUSSION ITEMS, CONTINUED**

Community Outreach Opportunities

- Youth Association Social Media Marketing
  - o No updates at this time.
- Friendship Garden Sign
  - o No updates at this time.
- Fall 2024 Museum of Idaho Minidoka Exhibit
  - o No updates at this time.
- Potential Exhibit at The Art Museum of Eastern Idaho
  - o No updates at this time.

- **Potential Sponsorships from and Involvement with Local Businesses**
  - Jake has communicated with several local businesses about getting involved with/making donations or sponsorships in support of the Sister Cities exchanges. This will need to be an ongoing conversation with the businesses to help them see the benefit of getting involved. Discussion around increasing awareness of and publicity around Sister Cities events and exchanges as well as whether businesses could be invited to an event.
- **Booth at June 15th Community Heritage Festival, just north of the Farmer's Market**
  - The City invited the Sister Cities Association to have a booth similar to what we did at the Farmers Market last summer.
    - Amanda to send a signup genius around to the Committee for shifts of volunteers as follows; Adult and Youth Association members more than welcome to volunteer:
      - 9:00 - 11:00 AM (includes setup; Festival officially starts at 9:30AM)
      - 11:00 AM - 1:00 PM
      - 1:00 - 3:00 PM (includes takedown/cleanup; Festival officially ends at 2:30 PM)
    - Museum of Idaho to supply the Koi fish for the craft activity
    - Amanda to secure a popup tent.
    - Jake to supply the tables and chairs.
    - The Sister Cities banner and other necessary supplies used last summer at the Farmer's Market are stored in City Hall and will need to be picked up ahead of time.
  - All are also invited to the Willard Arts Hall on June 19<sup>th</sup> for a diversity celebration event. Doors open at 6:00 PM (art and cupcakes). Programming begins at 7:00 PM.
- **New outreach idea: Helping draw publicity when the Library switches out the Japanese exhibits in its lobby.**

**FY 2025 Budget**

- The FY 2023 Sister Cities budget overseen by this Committee and approved by the City Council was \$11,000. This year (FY 2024) it is \$15,000 and was increased in part due to the work of this Committee.
- Discussion about what the FY 2025 budget should include:
  - \$3,000 for Administrative Costs (up from \$2,406 in FY 2024 and \$1,000 in FY 2023)
  - \$5,000 for Community Outreach (up from \$ 2,000 in FY 2024 and \$1,000 in FY 2023; Increase largely due to the planned sign for the Friendship Garden)
  - \$8,500 for Hosting Costs (up from \$7,700 in FY 2024 and \$7,000 in FY 2023)
  - \$3,500 for Visiting Costs (up from \$2,894 in FY 2024 and \$2,000 in FY 2023)
  - \$1,000 for translation services for the Mayor to use with her correspondence with Tokai Mura. This would be a new line in the budget.
- It will be helpful to demonstrate to the City Council how the FY 2024 and FY 2023 budgets were spent when making this request.

**Date and Agenda Items for Next Meeting**

- **Next meeting: Thursday, June 13th at 5:30PM in the President's Conference Room in Building 3 at College of Eastern Idaho.**
- **Agenda items:**
  - Review and approve the FY 2025 Budget
  - Review and approve Local Educator Grant applications.
  - Review and approve and reimbursements, if applicable
  - Standing updates from City, Adult Association and Youth Association
  - Updates on community outreach opportunities, with a focus on finalizing plans for our booth at the Cultural Heritage Festival on June 15th.

**ADJOURNMENT**

**6:55 PM**

## SISTER CITIES ADVISORY COMMITTEE MEETING MINUTES 06.13.24

### ACTION ITEMS

5:30 PM

#### Roll Call and Confirmation of Quorum

- **In attendance:** Amanda Logan, Chloe Doucette, Jake Durtschi, Sunny Katseanes, Cindy Ozaki, Laura Combs, Catherine Smith
- **Absent:** Lisa Armstrong, Jeremy Crook, Charlotte Combs,

#### Approval of May 9, 2024 Meeting Minutes

- Tabled until next meeting (Chloe was absent last time)

#### Review and Approval of Local Educator Grant Applications

- No applicants thus far, we will push the deadline back to August 1st (ahead of the Aug 8 mtg)

#### Approval of Reimbursements

- No reimbursement requests this time

#### Approval of FY 2025 Budget

- See budget document. Total budget request is \$21,000 (\$3,000 for admin costs, \$1,000 for translation services, \$5,000 for community outreach, \$8,500 for hosting costs, and \$3,500 for visiting costs)
- *Motion to approve the FY 2025 budget (total request of \$21,000: \$3,000 for administrative costs, \$1,000 for translation services, \$5,000 for community outreach, \$8,500 for hosting costs, and \$3,500 for visiting costs) to send to the City for inclusion in its budget request made by Jake Durtschi and seconded by Cinzy Ozaki. Motion passed unanimously.*

### DISCUSSION ITEMS

#### Report from Sister Cities Adult Association

- Cindy gave the update:
  - Monthly meeting took place on Monday focused on a delegation going to Tokai in November. All of the logistics were begun.
  - Having an issue with the website. Cindy is hoping that this committee can help to grow membership and the website is an important tool for that. If the committee has anyone to suggest to help with the website, let her know. Down five members. Often, they go to Tokai and then they quit the Association.
    - Jake- some discussion last month about city officials going. The Executive board already met. The final delegation list was accepted. 18 total, including 3 city officials joining. (Average number of delegates- 18 people is Tokai's limit). Final list is based on participation, impact in community, and contributions to the association.
    - Jake asked whether there was any criteria where business people were invited to go. Cindy shared that the focus of the visit has been educational and cultural (or city related) work. Business cooperation came out of that, but it isn't a main focus. For example, Cindy invited the

general manager of Poppy and Pout to discuss ideas with Tokai. Other examples include Sakai Casting. Sister Cities did a lot of work to help the business. Wouldn't have come to IF without that connection.

Friendships first, and the business follows. Cindy would like business owners to join the association to be a part of the program and find the business benefits. Business is not a top priority for Japanese culture or Sister Cities International. In 2018, Dana Kirkham was a part of REDI and put many businesses in touch with Sister Cities. Jeff Neugard and Mayor Yamata have maintained a friendship because of this introduction. Bank of Idaho was a corporate member.

- Amanda mentioned that we didn't know that there was a corporate level membership option. Cindy said that through the years there have been "corporate members". They pay more as a corporation for the membership. Idahoan used to be a member, so did Bank of Idaho.
- Unexpected expense for 501c3 status- Lawyer did the filing before, but Cindy could not get in and do the filing because it hadn't been formally registered. It was a \$275 charge. Could we take that out of our budget for this year out of the visiting costs? If Cindy can submit the receipt and form, then we can vote on it at the next meeting.
- Several members will try to help with the Juneteenth Festival, but there is a lesson at the garden on Saturday morning and so a lot of the members will be at that.

#### Updates from City

- Mayor Casper, Catherine, and Amanda will be going with the delegation to Tokai Mura. Catherine will keep the Mayor in the loop.
- The Idaho Department of Commerce will also be sending a delegation to Japan for a Trade Mission (including Director Keely and Governor Little) Discussions taking place about how to potentially include the mayors in a reception and ribbon cutting in Tokyo as a part of that delegation's visit.
- This is the Mayor's last term so it will be nice to say farewell in person and pass the torch to Catherine and Amanda for Sister Cities. Catherine is also very excited to get her two young kids involved with the youth association.

#### Report from Sister Cities Youth Association

- Laura gave report:
  - The Youth Association is organizing all of the activities in July.
  - They have enough families to host. Laura and Kendra both will be hosting two boys, but everyone else has just one student.
  - City has paid for two charter buses to Lagoon and Yellowstone. Biggest line item. INL will be getting a tour bus for EBR I and everything else is local.
  - Jake is hosting a student. He asked about what's a nice balance for when the host family should attend events.

- Laura: You're not a bad host family if you can't come to any of the daytime events. Just make sure your kid is at the events and then you go to the welcome and/or farewell party.
- Cindy- Japanese kids tend to be more shy, so if your kids can participate, then a friendship can carry forward if they go and visit Tokai. Just because they don't speak English, does not mean that they can't understand you speaking.

#### Community Outreach

- Booth at Juneteenth Community Heritage Festival on June 15th
  - Event starts at 9:30am, just needs to be set up by then. The committee went over volunteer shifts. Laura will bring her Koinobori.
  - Catherine will drop materials from the city to Mike at the DEC who will bring it to the event.
    - Chloe will bring hand wipes, stand up acrylics, aprons, etc.
    - Cindy can send trifold for Amanda to print to give out as information.

#### Youth Association Social Media Marketing

- We need to modernize, but no major updates.

#### Friendship Garden Sign

- Chloe will work with Catherine to move the info forward.

#### Fall 2024 Museum of Idaho Minidoka Exhibit

- Chloe invited the associations to share objects to include in the exhibit about Nisei resistors as well.
  - Cindy said that Cal maybe has some connections in his family that could be a part of this. Philip Ozaki might be willing to help.

#### Potential Exhibit at The Art Museum of Eastern Idaho

- Chloe will reach out to their team again. No information so far.

#### Potential Sponsorships from and Involvement with Local Businesses

- Laura is hoping for donations for food for the visit. Laura will give a list of group meals that are currently not covered. Mayor and city are going to be filling 18 bags for the adults. Youth delegation is giving each student a bag and they are currently looking to fill them. Donations needed for 17 youth delegates. Jake and Jeremy can help with throwing things in. Amanda will look into Mountain View swag. If we could get enough that would last until October, then Cindy could use 50 items for their delegation as well.

#### Additional New Business

- Budget Tuesdays start on July 9th. Catherine has already shared the Sister Cities budget with the Mayor. End of August is when the budget goes to full council. Since we are asking for an increase, we need to show what we have done so far. So many things come

**APPROVED 07.11.24**

at the end of the year. Catherine says that presentation would happen on a “Budget Tuesday” so she will align calendars with us.

- Amanda will continue to work with CEI to find a new person for the Committee, or will let them know that we will begin working with another university.

**Date and Agenda Items for Next Meeting**

- Thursday, July 11th
- Same time, place, and Zoom link
- Will move all agenda items forward and will debrief from community Heritage Festival

**ADJOURNMENT**

**6:51 PM**

## SISTER CITIES ADVISORY COMMITTEE MEETING MINUTES 07.11.24

Meeting held in the President's Conference Room (Room 310A) in Building 3 (aka Christofferson Building) at College of Eastern Idaho (1600 S 25th E Idaho Falls, ID 83404) and remotely via Zoom.

### ACTION ITEMS

5:30 PM

- Roll Call and Confirmation of Quorum: 5:34pm
  - **In attendance:** Lisa Armstrong, Sunny Katseanes, Laura Combs, Cal Ozaki (in Cindy Ozaki's stead), Chloe Doucette, Jeremy Crook
  - **Absent:** Catherine Smith, Jake Durtschi, Amanda Logan, Charlotte Combs, Cindy Ozaki
- Approval of May 9, 2024 Meeting Minutes
  - Tabled one more time as Chloe could not access the Zoom to write in the names of those approving and seconding.
- Approval of June 13, 2024 Meeting Minutes
  - *Motion to approve the June 13, 2024 Meeting Minutes made by Laura Combs and seconded by Lisa Armstrong. Motion passed unanimously.*
- Approval of Reimbursements
  - No current reimbursements outstanding

### DISCUSSION ITEMS

5:39PM\*

- Updates from City
  - Catherine was absent, so no report was given.
- Report from Sister Cities Adult Association-Cal shared report
  - Adult delegation will be sponsoring the welcome dinner for the youth delegation visit. Clarke Kido is organizing. If you can attend, please do. It is your opportunity to meet them. (Esp. Catherine and Amanda who will be traveling to Tokai-Mura later).
    - Committee members can bring their kids to the welcome reception.
    - Laura shared that they can make us all a nametag with our names in English and in Katakana (Japanese)
    - 6-7pm on the 25th at the Friendship Garden (Thursday). Tautphaus Park Party is the next day, Friday, at Tautphaus Park Shelter #1.
    - Farewell party is on Sunday the 4th. If anyone wants to come to any of the programming, Laura will send the itinerary and just let her know ASAP if you want to accompany them.
    - Adult members will be hosting the adult chaperones coming to IF in two weeks time. That is all organized.
  - Adult delegation for Tokai is going over in October. They generally homestay for two nights. One of the best experiences of going over there. You get to enjoy and learn the way people live over there. Very different experience. Catherine, Amanda, and Mayor are staying at a hotel, but they will still assign them a family. The family will come over and meet with them in the hotel unless they want to change their plans. They would be welcome to do the homestay with their assigned families.

- Adult delegation going to Tokai is at maximum capacity. Have always gone on as a full delegation. It is important that everyone arrives at once so that the hosts can be in control. They are very on time. That is important to them. Very important that they come as a group and leave as a group. Mayor, Catherine, and Amanda should plan accordingly so that there is just one agenda. Cal is aware of the potential visit with the governor planned during the time, but it would be very helpful to have a detailed itinerary.
- Gift giving is very important. Four levels of giving. Two formal levels= Association level (associations exchange gifts via presidents), City to City level (Mayors present gifts), informal include gift bags (50 bags with small items, then personal gifts (individual gives to host family, and to personal friends). The two formal gifts are in public, the informal ones are in private. Cal has examples of gifts they've given to share.
  - Mayor needs to plan on a gift, but also the three delegates from the city need to prepare to bring their personal gifts.
- Report from Sister Cities Youth Association-Laura
  - Upcoming visit:
    - Laura will share a specific itinerary soon.
    - Attire is formal and modest for most Japanese people, but casual is fine for us. Perhaps don't wear a tanktop. Youth is always more simple and informal.
    - They commissioned a painting from an artist at the farmer's market as an association gift.
    - If the committee plans on attending events, they could bring gifts to share. Put a business card in a cellophane bag of candy or something simple like that. Most appropriate to bring to the farewell party. Helps if you have your picture on the gift somewhere. The farewell party is Sunday from 5-7 (Thanksgiving, Christmas, Easter party- everyone encouraged to dress in costume).
    - Laura is curious as to whether the city would cover all of the Japanese food up until their budget limit? If the city would accept a single receipt and then itemize out the local people's cost? They have to buy in one transaction for the best price. She will submit a receipt for this unless she hears otherwise from the city.
    - If you have swag to add to the gift bags, great. Please give it to Laura. Cal says he could use 50 pieces of swag as soon as possible as well for their upcoming trip to Tokai.
- Community Outreach
  - Sponsorships from and Involvement with Local Businesses- ask Jeremy when he comes back
  - Youth Association Social Media Marketing
    - Lisa asked if Laura would have a recruitment poster she could submit to the schools for approval to be hung.
    - Ads? Geolocating?- no decisions there yet.
  - Local Educator Grants

- No submissions thus far. Lisa will send it around again. If no one applies by a certain date, maybe we should decide how to reuse that funding? Can it be used for something else this fiscal year? We need to determine whether that is a good idea or not. Could Catherine send out on the city's social media? Add to the museum newsletter? Ask the Idaho Falls Public Library to add to a wall near their exhibit? Lisa will make an infographic for us to use.
- Booths at Community Events
  - Juneteenth was good, but windy, so they packed up a half hour early. A good start. Hopefully it will grow each year. Didn't get to talk as much about the Sister Cities program as they would have liked.
    - Maybe we think of a different activity for this audience in the future. They gyotaku brought kids over, but largely without their parents who would be the ones to get involved/ get their kids involved in Sister Cities.
    - Ask the Juneteenth committee to connect the pieces and organize the booths a bit more so that there was a whole Japanese area? Chloe will follow up on this.
  - Could we do a booth at the Youth Jam? They're maybe too young.
  - We need different missions at each booth depending on the audience. For example, maybe we need a big sign "Have you ever thought about visiting Japan?" that would work better for older audiences.
- Friendship Garden Sign
  - Chloe sent it to Catherine. Chloe and Catherine will continue working.
  - Cal said the City is working on the end of the island near the railroad bridge. Judy Seydel is trying to figure out what they are doing. If Catherine or anyone knows, please share.
    - Sunny suggested she reach out to PJ Holm. Cal said Judy already had, but didn't find anything out yet.
- Fall 2024 Museum of Idaho Minidoka Exhibit
  - The topic is Nisei Resisters. Chloe will talk to her staff about tying in sister cities as a response to dealing with conflicts.
  - Cal shared that Jim Francis used the "Facing the Mountain" book for his recent FFL lecture. Would be a good book to have and Jim might be willing to do a talk at the MOI.
  - Adult delegation is arranging a private tour of Minidoka in September, after Labor Day. Cal will share more information with Chloe.
- Potential Exhibit at The Art Museum of Eastern Idaho
  - Chloe suggests that we take this off of our outreach possibility list. After multiple contacts, she has had no response from TAM. She thinks they are very busy with their expansion, etc.
  - Chloe could reach out to David at the zoo to see if there is any opportunity to add some signage in their Asia area.
- Potential Additional Library Signage
  - Jess from the library would be the contact for that.
- New Business

*APPROVED 08.08.24*

- Judy is giving a talk on the friendship garden at 3pm at the MOI next Thursday. Chloe will tell the front desk to let any members of the association in for free if they don't have a membership. Just mention that they are with the association.
- Date and Agenda Items for Next Meeting
  - Same standing agenda items next time. We will plan to spend a little more time on the Youth Association report since they'll want to discuss how the visit went.
  - August 8th, same location

**ADJOURNMENT**

**6:41 PM**

Idaho Falls Downtown Development board meeting was held July 2, 2024, at 9:00am in the Willard Arts Center. Those in attendance: Kevin Cutler, Brandi Newton, Jill Hansen, Cindy Napier, Greg Crockett, Jesse & Tara Mendoza, Chip Langerak, visitor: Matt Jacobson staff: Bryan Chaffin – Executive Director, Courtney Hernandez, Juan Hernandez & Mala Lyon.

Minutes from June 4, 2024 board meeting - Tara motioned to approve, seconded by Brandi– approved by the board.

Financial report – Brandi – have the funds set aside to pay for the parking lot re-surfacing; received funds from the city for the curb & gutter on N Capital; Brandi motioned to approve, seconded by Greg – approved by the board.

Kevin – upcoming needed changes to our board. Tasha, Cindy and Antonio have completed their second 3-year term and will need to be released as board of directors. Property owners can delegate representatives to be on the board or business owners can be board members. Kevin nominated Shanon Taylor as a representative of the Bank of Idaho to be on the board of directors and Chip seconded; Brandi nominated Matt Jacobson as a representative of 100 Proof to be on the board of directors and Chip seconded – board approved. Kevin nominated Chip to be the next President, Brandi to stay as the Treasurer, Jill to stay as the secretary leaving the Vice President position to be filled. Cindy was asked to consider filling that position and she will think about it - Greg seconded – board approved. Elections will be held in August. Brandi said we can talk to some other people and ask if they are interested at some point being on the board. Chip requested a meeting to review the by-laws with Greg to see if there are needed updates. A list of current board members will be emailed to the board and a copy of the by-laws.

Director report – Bryan – July 19<sup>th</sup> the A Street/Yellowstone parking lot will be resurfaced so the lot will be closed Friday, July 19 at 5:00pm, 20 & 21. The B Street lot will also be done – we are not sure if it will be that same time or the next weekend.

The curb, gutter and sidewalk work on N Capital is finished and we received the reimbursement from the city.

We need to install a parking instruction sign at the entrance of the A Street/Yellowstone lot. Brandi recommended not doing a sign with windows as it is very difficult to maintain. Tara recommended AK Signs to get a bid from; Matt said Sager did their sign and their bid came in at almost half the cost of others.

Attended the city Council meeting about the CDBG funding and put in our request to be included. Greg said we need to get the word out and encourage people to use these funds. It is a process and not easy, but people should be lined up to use it. Some businesses have done it in stages over a couple of years, like Page Insurance. You also have to pay the costs up front and then get the money reimbursed.

On-Street parking meters – Jake and Bryan met with Wade Sanner with the city, and he will request for us to go before the city council. Brandi reminded everyone that it is very important that we show up in support of this project at a city work Session, so that if there are questions from the council we can answer with the correct information.

Courtney – our free exercise workouts every Saturday morning are going well – we got 2 sponsors to cover the cost of yoga mats that people can borrow when they come.

SummerBrew had a good crowd, it was very hot. We think some people were using leftover tokens from other events as our profit was only about \$600 this time. Pre-sales were \$1,000, which is up from previous events. The second band we had is very popular. Had a few complaints about the \$6 cost of the drinks. We are not purchasing more supplies to run the events, but those costs have increased.

There will be a new mural painted on Kevin's building (402 Shoup Ave) on the A Street facing side. We were contacted by a teacher that said she wanted to give her student the gift of being able to paint a mural downtown, so all the costs will be covered.

Upcoming events: our 'Downtown Disco' party for high school aged kids – August 24th; We will have a booth at the Farmer's Market to promote the Pet Mural; Youth Jam Aug 8, 9 & 10; we will be helping at the Arts Council Street Party Sept 21<sup>st</sup>; Oktoberfest will be Sept 28<sup>th</sup>; we are having a Christmas Market with the vendors from the Farmer's Market the same day as our Tree Lighting Nov. 23<sup>rd</sup>.

The 'Little Art Gallery' that was by the Museum of Idaho has been taken down and will be re-installed on the corner of Shoup and A Street. Good News Concrete is going to help install it and do some decorative concrete that has been proved by the city.

Matt asked if there are plans to bring the Farmer's Market down A & B Streets? Courtney said the city did not approve that for this year. They are access streets, and you have to have the space to move 125 vendors with trailers out off Memorial in one hour. Sometimes it takes those impacted to go to the city and say we are ok with this plan. Jill said coming down A Street would impact the parking garage, so maybe just coming down B Street is the best option.

Greg mentioned that we have a few trees that have died and the weeds in the brick pavers are out of control. Bryan said he had just sprayed weeds in the parking lots. Kevin said we need to remind property owners that they are responsible to keep weeds under control by their sidewalks.

Meeting was adjourned 10:10am

Our next board meeting will be held August 6, 2024

**Respectfully submitted - Jill Hansen, secretary, and Mala Lyon**