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CITY COUNCIL WORK SESSION

Times listed in parentheses are only estimates.

Call to Order and Roll Call

Public Works Department:

Presentation and Discussion: Major Project Updates for Water Tower, WWTP Dewatering & Pancheri Bridge (20)

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

Legal and Police Departments:

Review and Discussion: Nuisance Noise Ordinance, as requested by the City Council on September 14, 2023 to evaluate its effectiveness after 13 months (15)

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

Police and Human Resources Departments:

Presentation and Discussion: Police Personnel Policy Manual Proposed Changes and Updates, Council First Review (40)

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

Mayor and City Council:

Acceptance or Receipt of Minutes (5)

Action: To receive recommendations from the Planning and Zoning Commission

Mayor and Council Liaison Reports: Upcoming Events, Announcements, Annual Calendar, Reports, Updates, Concerns, Questions, and attendant Discussions (30).

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

DATED this 4th, day of October 2024



Corrin Wilde, City Clerk



MEMORANDUM

TO: Honorable Mayor and Council

FROM: Wade Sanner, Community Development Services Director

DATE: October 2, 2024

RE: October 1, 2024, Planning Commission Action

Planning Commission took the following action during the October 1, 2024, meeting.

1. **ANX24-010: ANNEXATION/INITIAL ZONING.** Annexation and Initial zoning of I&M, Industrial and Manufacturing for 18.866 acres in the N ½ of the SW ¼ of Section 1, Township 1 North, Range 37 East. Located north of W 65th S, east of S 5th W, south of W 49th S extended, and west of the Butte Arm Canal. On October 1, 2024, the Planning and Zoning Commission unanimously voted to recommend approval of the annexation and initial zoning of I&M to the Mayor and City Council as presented.
2. **ANX24-011: ANNEXATION/INITIAL ZONING.** Annexation and Initial zoning of LC, Limited Commercial for 0.503 acres beginning at the center ¼ of Section 26, Township 2 North, Range 37 East. Located north of W Sunnyside Road, east of Pioneer Road, south of Event Center Drive, and west of Snake River Parkway. On October 1, 2024, the Planning and Zoning Commission unanimously voted to recommend approval of the annexation and initial zoning of LC to the Mayor and City Council as presented.
3. **RZN24-009: REZONE** from R3A, Residential Mixed Use to LC, Limited Commercial for Lot 3, Block 1, Juniper Hills Plaza. Located north of Azalea Drive, east of Ponderosa Drive, south of E 17th Street, west of Jeppson Avenue. On October 1, 2024, the Planning and Zoning Commission unanimously voted to recommend approval of the rezone from R3a to LC to the Mayor and City Council as presented.
4. **PLT24-038: FINAL PLAT** for Aspen Meadows Division No. 1. NW ¼ of Section 32, Township 3 North, Range 38 East. Located north of E 49th Street, east of N 5th E, south of E 65th N, west of Derek Lane. On October 1, 2024, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.
5. **PLT24-039: FINAL PLAT** for Alturas Park. Lot 1, Block 1, Parkwood Addition Division No. 5. Located north of John Adams Parkway, east of St. Clair Road, south of E 1st Street, west of S Woodruff Avenue. On October 1, 2024, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.

COMMUNITY DEVELOPMENT SERVICES

Planning Department

Office (208) 612-8276

Fax (208) 612-8520

Building Department

Office (208) 612-8270

Fax (208) 612-8520

6. **PLT24-041: FINAL PLAT for LB Development Division No. 1. Lot 9, Block 28 of the original Eagle Rock Townsite. Located north of Chestnut Street, east of N Eastern Avenue, south of E 3rd Street, west of N Water Avenue.** On October 1, 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).

Idaho Falls Downtown Development

Board of Directors Meeting

August 6, 2024, at 9:00am

Willard Arts Center.

Attendees: Chip Langerak, Tara Mendoza, Bryan Chaffin – Executive Director, Kevin Cutler, Brandi Newton, Cindy Napier, Jill Hansen, Sid Page

- Minutes from July 2, 2024 board meeting
 - Chip motion to approve, seconded by Cindy - approved by the board
- Financial report – Brandi Newton
 - Chip motioned to approve, second by Cindy - approved by the board.
 - Reviewed Parking Accrual and Payroll Schedule
- Board Member Elections - Kevin
 - Shannon Taylor & Matt Jacobson proposed
 - Slate of Officers:
 - President- Chip
 - Treasurer- Brandi
 - Secretary- Jill
 - Vice President position to be open TBD.
 - Kevin motioned to approve new members and slate of officers, seconded by Brandi- Board approved.
- Directors report
 - Parking lot resurfacing completed
 - Discussion- Parking Lot Signage.
 - Discussion- Parking Meters
- Meeting adjourned at 9:54am
- Our next board meeting: September 3, 2024
- Respectfully submitted - Jill Hansen, secretary

Idaho Falls Downtown Development

Board of Directors Meeting

Sept 10, 2024, at 9:00am

Willard Arts Center.

Attendees: Those in attendance: Chip Langerak, Kevin Cutler, Brandi Newton, Jill Hansen, Shanon Taylor, Matt Jacobson, Kevin Cutler, Greg Crockett, Antonio Meza, Alexa Langerak, Lisa Farris – city Grant Manager, Caitlin Long - Planning Division; Bryan Chaffin – Executive Director; staff: Mala Lyon, Juan Hernandez.

- Minutes from August 6, 2024 board meeting
 - Brandi motion to approve, seconded by Jill - approved by the board
- Financial report – Brandi Newton
 - Brandi motioned to approve, second by Kevin - approved by the board.
 - Evaluation of events needed
- Directors report
 - Discussion- Parking Lot Signage.
 - Major project idea possibilities discussed
 - Event Report and upcoming Events noted
- CDBG funds report - Lisa Farris
- Community Development Services report - Caitlyn Long

Meeting adjourned at 10:00am

Our next board meeting: October 1, 2024

Respectfully submitted - Jill Hansen, secretary



PARKS & RECREATION COMMISSION MEETING

May 6, 2024

Maeck Education Center

12:00 Noon

Members in Attendance: B. Combo, B. Nitschke, C. White, J. Walker, P. Lloyd, T. Hobson, J. Francis, L. Burtenshaw, P. Holm, B. Stevens

Members Not in Attendance: T. Hersh, B. Lee, M. Hill

Guests in Attendance: Renee Buchan, Trenton Fell, Chris Michaels

Call to Order

B. Combo called the meeting to order at 12:00 pm.

Approval of Minutes

C. White moved to approve the April 1st minutes. J. Walker seconded. All were in favor.

Director's Report – P. Holm

P. Holm reported the following:

- P. Holm introduced Chris Michaels and Trenton Fell from the Ryder Bike Club who were there to present to the Parks and Recreation Commission their Eastern Idaho Bike Park Proposal at Ryder Park.

Bike Park Proposal

- Chris Michaels passed out the Idaho Bike Park Proposal brochures to the commissioners. He shared that the Ryder Bike Club was formed in 2018 and became an official 501(c)(3) in 2022. Their mission is to provide outdoor biking experiences for all ages and abilities. With the permission of the Parks and Recreation Department, the club has provided over 10,000 volunteer service hours building and maintaining the bicycle trails in Ryder Park. The club would help the community raise the funds necessary to create a permanent asphalt bike park. The bike park would have the following amenities:

- 1) A main pump track
- 2) Smaller pump track
- 3) Tot track/ADA track
- 4) Jump lines

5) Parking lot

- During the presentation, they discussed the growing popularity of similar bike parks, and the need to have one in our area. They also explained that in addition to creating a new recreational opportunity for the community, the bike park would strengthen community bonds, increase tourism to the area, could be used for x-country skiing during the winter, and would bring in approximately two hundred riders any given summer Saturday. They discussed a variety of features and price points for the project along with materials they would use.
- The total cost of the project is estimated at \$720,000 which includes: stone materials, asphalt, prefab ramps, equipment rental and labor. Not included, which they would like Parks and Recreation to provide: shade structures, landscaping, fencing, the parking lot, restrooms, and utilities.
- Ryder Bike Club is committed to raising the total cost of \$720,000 for the bike park and is committed to maintaining the park after construction. The fund raising is predicated upon a signed agreement with the City of Idaho Falls.
- Following board discussion, C. White moved to approve recommending the project proposal be presented to the City Council. J. Walker seconded. All were in favor.

Adjournment at 12:56 pm.

Next meeting - TBA.

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



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

MEMBERS IN ATTENDANCE:

Matt Hill, Ken Knoch, Tyler Smith, Rich Potter, Brandon Lerwill, Lee Washburn, Duston Edwards, Brian Stevens, Kim Johnson, Sam Ellsworth

CALL TO ORDER – Matt Hill

Matt Hill called the meeting to order at 12:13 p.m.

CITY REPORT

- Shade Tree Member Update – Gerry Bates retired from the Idaho Department of Lands and the Shade Tree Committee. There is now one vacant opening on the Shade Tree Committee that needs filled.
- Next meeting is scheduled for May 28, 2024.
- New Park/Bike Trail- A new park is being built in the Meppen Storm Pond. Rough drawings of the park are being done up. There is no groundbreaking date yet. The new bike trail, connecting existing trails to the new park, is moving along as planned.

APPROVAL OF MINUTES

January, February, and March Minutes Approved by Ken Knoch 2nd Sam Ellsworth.

CURRENT CITY FORESTRY STATUS

- Winter Vehicle Damage – This winter has not been as bad as previous ones. The City of Idaho Falls lost six trees.
 - Three along 25th S/Hitt Road
 - Two along River Parkway
 - One along River Walk Drive

GENERAL TREE DISCUSSION

- Ordinance Approval – The revised Shade Tree Ordinance was presented to the Shade Tree Committee for review. They agreed to edit section 8-9-9 and remove the word no from in front of the planting width restrictions. After that change has been made the Committee, all voted to move ahead with the process of getting the ordinance finalized. It was a 5-0 vote in favor of moving forward.
- Arbor Day 2024 – Arbor Day is May 21st, 2024 and it will be held at the Snake River Animal Park. Nine trees will be planted and the holes will be pre-dug. Matt Perkins will be replacing Gerry Bates as representative from Idaho Department of Lands. Students from the Career Technical Education Center (CTEC) will be there to help with the planting.
- March Storm Damage- The snow storm caused a ton of damage and Parks will be cleaning it up for months to come. The majority of the damage happened with spruce trees. When you limb up a spruce tree it reduces its ability to hold a heavy snow load. The worst damage was in Kate Curly and Tautphaus Park. Six trees fell over in the storm or will have to be removed as a result of the storm.
 - Two at Fielding Cemetery
 - Two at Tautphaus Park
 - One at Kate Curly Park
 - One at Freeman Park
- Development of Forestry Maintenance Plan- The city applied for an Urban Community Forestry grant and as part of the grant the city will need to develop a Forestry Maintenance Plan. The plan is just a guidance for employees and public to follow when caring for trees. The maintenance plan will include some information from other plans such as the Emerald Ash Borer plan. An example of what the plan should look like was passed around for members to look at and brainstorm some ideas.

ANNOUNCEMENTS AND ADJOURNMENT

- Forestry and Horticulture should be full on seasonal hiring but we are just waiting on two more people to respond to offers.
- A new intern was hired for our tree mapping.

Meeting adjourned and motioned by Rich Potter 2nd by Kim Johnson.

Next meeting will be May 28, 2024.

Meeting recorded by Duston Edwards

08/08/24 SISTER CITIES ADVISORY COMMITTEE Meeting Minutes

The August 8, 2024 Sister Cities Advisory Committee meeting was held entirely in Room 310A of Building 3 at College of Eastern Idaho (1600 S 25th E, Idaho Falls, ID 83404) and via Zoom..

ACTION ITEMS

5:30 PM

- Roll Call and Confirmation of Quorum
 - Attending: Julie McMurtrey, Sunny Katseanes, Cindy Ozaki, Lisa Armstrong, Chloe Doucette, Jake Durtschi, Catherine Smith, Amanda Logan
 - Absent: Laura Combs, Charlotte Combs, Jeremy Crook
- Approval of Prior Meeting Minutes
 - July Approval
 - Lisa moved to approve the July DD, 2024 Meeting Minutes; Sunny seconded the motion. Motion passed unanimously.
 - May Approval
 - Lisa moved to approve the July DD, 2024 Meeting Minutes; Sunny seconded the motion. Motion passed unanimously.
- Approval of Reimbursements
 - \$1,530.85 for Lagoon tickets (\$1274.15) and meals (\$256.70) for the Japanese Delegation, \$10.59 for Japanese flags
 - Lisa moved to approve reimbursements to the Youth Association as follows: \$1,530.85 for Lagoon tickets (\$1274.15) and meals (\$256.70) for the Japanese Delegation, \$10.59 for Japanese flags; Jake seconded the motion. Motion passed unanimously.
- Review and Approval of Local Educator Grant Applications
 - No active applications. Amanda is working with Catherine to see if we can roll over funds in this category.

DISCUSSION ITEMS

5:51PM*

Updates from City

- Catherine gave report
 - Youth City Day visit was successful. Warm welcome from city employees. Budget hearings are this evening. Have requested \$21k. No pushback or concern from the council. Will expect that to move forward with the full budget package from the Mayor. If there is any concern with tonight's hearings, there may be another budget session tomorrow. Hopefully the city will adopt the budget in the next two weeks.
 - Amanda and Catherine have their flights booked. here is an adult delegation meeting on Monday, Catherine will not be able to be there for personal reasons. Amanda will be at that Monday meeting. Catherine is checking to see if the Mayor will be able to attend.

Report from Sister Cities Youth Association

- Laura was absent, but Committee members provided a report on the Japanese Youth Delegation's visit.

- Amanda noted that despite the delay, they were able to rearrange and fit everything in. The exchange went well. We got some publicity (East Idaho News). Laura told Amanda that they got two new potential families who were interested in the program. Laura mentioned that some costs come in higher than they thought. She may bring a discussion to the committee regarding additional reimbursement. This might work if we don't approve any educator grants or if the money doesn't get expended for the sign. Laura will report actual overages and request the Committee's input.
- Cindy hosted a chaperone. Great visit and great group of kids. Adult sister cities did the welcome dinner at 9pm Friday night. Cindy thought it went really well. Many chipped in. Cindy got to know the person who was new in the office (Shiho) for sister cities. She will be doing all the scheduling, so it was nice to connect with her.
- Jake wanted to call out to Scott Cooper who went to every single event and helped with translation. Super positive and very cool. Of course Laura was wonderful and was at all of the events every day, all day. (Cindy agreed- mentioned that Laura and Kendra did a tremendous amount). Jake really enjoyed hosting.
- They made it back to Tokai and all is well.
- The adult members did a lot behind the scenes as well (Clarke Kido, etc.)

Report from Sister Cities Adult Association

- Cindy gave the report.
 - Catherine confirmed that she and Amanda will be on the United flight that Cindy suggested both ways.
 - A couple of new members. One that joined last month participated in many activities with the visit. One of the members from the Youth Association would like to join the Adult Association as well.
 - Still considering different main gifts but will decide soon.
 - Still need 50 gifts to fill the bags when they visit. INL donated. Anyone else can bring their donations. Deadline to bring those to Cindy/Adult Association is next month, but would take things up until the 14th of October.

Community Outreach

Sponsorships from and Involvement with Local Businesses

- Ideas for gifts from local businesses to bring to Tokai.
 - Julie said Basic American Foods would probably donate dehydrated potatoes.
 - Farr's usually donates spud bars when they come to Idaho Falls.
 - Melaleuca? Poppy and Pout- Catherine will reach out to him and ask if Cindy could come and meet him and go for a tour. Shiho said that the adult delegation loved the chapsticks that they gave last time. Jeremy was successful in getting merch from Chukars and Spud Kings for youth. We will ask if he could reach out to Spud Kings and Chukars again and ask for some merch for the adults as well.
 - Please have a firm commitment by the next meeting of what you'll be bringing.
 - Chloe will reach out to the Idaho Potato Commission as well

Booths at Community Events

- Duck Race, Youth Jam, especially if the organizers are willing to waive participation fee
 - Youth Jam is a heavy lift and most are too young for the Association anyways.
 - Duck race would be a good demographic

- Alive After Five or Snake River Concert Series?
 - Carol Walters is a member of the Adult Association and a long time member of Civitans. She tries to promote Sister Cities at those events.
- We need to think about what kind of collateral we should produce.
- If we plan something when the youth are gone, then we need a good commitment from the Adult Association and this Committee. The Youth Association members have been our main volunteers.
- Could we do a media series while the Associations are gone? "Where in the world is?" kind of thing? Maybe we could do a Flat Stanley kind of thing? During the adult visit could we see if the Mayor would highlight it on her social media? Amanda could connect with Eric to see if she could assist with some of that social.
- Lisa- could the delegates also be highlighted via their businesses? How many are not retired?
- There might be some drawbacks to "live" style videos, but a wrap up would be good. Cindy says that they usually post to their Facebook page.
- We could also ask businesses that donate to the gift bags to post to their social media about the trip as well.

Friendship Garden Sign

- Catherine will share with PJ and Margaret and they will all review.

Fall 2024 Museum of Idaho Minidoka Exhibit

- Koi kite will be loaned from the library.
- Distinguished lecture from Eric Muller and Frank Abe on Sept. 11th. Committee welcome. Chloe could share some info about the Sister Cities.

Potential Exhibit at The Art Museum of Eastern Idaho

- Take off list as they are likely too busy with their expansion right now.

Potential Additional Library Signage

- We should create a QR code about how to get involved.
- Add a meeting schedule to the IF city website so people know how to get involved and then get a QR code.
- One of us will contact Jes and ask her to add that signage once the webpage is ready.
- Amanda will reach out to Eric and ask him to add a regular meeting schedule and contact email to the website.
 - Adults meet the second Monday of every month at the library.
 - Youth meet the second Monday of every month as well.

New Business

- Idaho Business Review shared a story about University of Idaho and Hiroshima University having had discussions about exchanging students. Neat to see other connections happening in Japan.

Date and Agenda Items for Next Meeting

- Next meeting is Sept 12th. Amanda will be driving back from Coeur d'Alene. Lisa will lead the meeting. Cindy will be joining via zoom. She will resend the meeting invite to make sure accurate info is available. Cindy will ask Cal or someone else to come to the meeting to pick up any items to be used as gifts.
- Catherine will follow up to make sure that Julie is an official member.

APPROVED 09/12/24

- Same standing agenda items for next meeting.
- Same location (CEI) for the next meeting.

ADJOURNMENT

6:45 PM