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This meeting may be canceled or recessed to a later time in accordance with law. If you need communication aids or services or other physical accommodations to participate or access this meeting of the City of Idaho Falls, you may contact City Clerk Corrin Wilde at 612-8414 or the ADA Coordinator Lisa Farris at 612-8323 not less than 48 hours prior to the meeting. They can help accommodate special needs.

CITY COUNCIL WORK SESSION

Times listed in parentheses are only estimates.

Call to Order and Roll Call

Municipal Services, Parks and
Recreation, and Legal Department:

Presentation and Discussion: City Property. (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, Strategic Plan Update, Concerns, Questions, and attendant Discussions (45).
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 10th, day of January 2025


Corrin Wilde, City Clerk



MEMORANDUM

TO: Honorable Mayor and Council

FROM: Wade Sanner, Community Development Services Director

DATE: January 8, 2025

RE: January 7, 2025, Planning Commission Action

Planning Commission took the following action during the January 7, 2025, meeting.

1. **PLT24-053: FINAL PLAT for MK Simpson Center Division No. 3, Part of the NE ¼ of Section 12, Township 2 North, Range 37 East. Located north of MK Simpson Boulevard, east of University Boulevard, south of W 33rd North, west of N 4th West.** On January 7, 2025, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.
2. **PLT24-056: FINAL PLAT for Ivywood Division No. 10, S ½ of the NW ¼ of Section 12, Township 1 North, Range 37 East. Located north of W 81st South, east of S 12th West, south of Montezuma Street, west of S 9th West.** On January 7, 2025, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.
3. **ANX24-012: ANNEXATION/INITIAL ZONING. Annexation and Initial zoning of R3, Multiple Dwelling Residential for 0.633 acres situated in Government Lot 1, Section 7, Township 2 North, Range 38 East. Located north of MK Simpson Boulevard, east of N 5th West, south of W 33rd North, and west of N Boulevard.** On January 7, 2025, the Planning and Zoning Commission unanimously voted to recommend approval of the annexation and initial zoning of R3 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

November 12, 2024 at 9:00am

Willard Arts Center.

Attendees: Those in attendance: Kevin Cutler, Brandi Newton, Greg Crockett, Jake Durtschi, Jill Hansen, Shanon Taylor, Matt Jacobson, Lisa Farris – city Grant Manager; Caitlin Long - Planning Division; Kade Marquez – city GIFT; Bryan Chaffin – Executive Director; staff: Mala Lyon, Clark Poston, visitors Cindy Keller (Samoa), Chris (House on Park Pub) and Kelly.

- Minutes from October 1, 2024 board meeting
Greg motion to approve, seconded by Jill - approved by the board
- Financial report – Brandi Newton
 - year end financials - surplus; proposed that \$30-k be saved for parking improvements; \$10-k be moved to the Foundation for projects; \$15-k be kept for savings for things like a bad snow year. Greg motioned that this be followed; Brandi seconded and board approved
 - The budget for this year is not ready yet so it will be discussed in our December meeting.
 - Jake requested a parking report as we are down significantly in parking revenue from last year. We also have a meeting with the city council Nov. 21st at 8:00am.
 - The Sept. 2024 financial report - Greg motioned that it be approved; Matt seconded and board approved.
- Directors report
 - Event Report and upcoming Events noted
- Kade – the city GIFT program would like to offer free rides into the downtown every Thursday, Friday and Saturday starting Nov 23rd thru the end of December. Downtown is the 3rd most popular destination for the GIFT rides. Requests that we get a QR code to be on the posters and advertise it as available.
- CDBG funds report - Lisa Farris
- Community Development Services report - Caitlyn Long
- Cindy Keller (Samoa), Chris (House on Park Pub) and Kelly offered to help us put on brew events

Meeting was adjourned at 10:13am

Our next board meeting will be held December 10, 2024

Respectfully submitted - Jill Hansen, secretary, and Mala Lyon

11/14/24 SISTER CITIES ADVISORY COMMITTEE MEETING MINUTES

The September October 10, 2024 Sister Cities Advisory Committee meeting was held in Room 310A of Building 3 at College of Eastern Idaho (1600 S 25th E, Idaho Falls, ID 83404) and via Zoom.

ACTION ITEMS

5:40 PM

- Roll Call and Confirmation of Quorum
 - In attendance: Amanda Logan, Cindy Ozaki, Laura Combs, Charlotte Combs, Julie McMurtrey, Jake Durtschi (on the phone), Chloe Doucette
 - Absent: Sunny Katseanes, Lisa Armstrong, Jeremy Crook, Catherine Smith (City representative)
- Approval of October 10, 2024 Meeting Minutes
 - Cindy had some edits which have been changed in the minutes in red type.
 - *Cindy moved to approve the amended October 10, 2024 minutes; Julie seconded the motion. Motion passed unanimously.*
- Approval of Reimbursements
 - No reimbursements to be approved

DISCUSSION ITEMS

5:45PM

- Report on Visit to Tokai-mura
 - Delegation's experience
 - Amanda and Cindy shared experiences from their host families and the gifts which they shared.
 - There was a typhoon during homestay weekend.
 - Cindy mentioned that they took her and Cal up to Sendai and Fukushima.
 - Wonderful presentation at the City.
 - Fire, police, board of education, policy and agricultural business professionals all presented.
 - They went through a strategic plan for the community and that was very useful for the mayor and the group at large.
 - In addition to the city day, Mayor Casper, Catherine, and Amanda got to meet separately with the city of Tokai. Cindy and the rest of the delegation all went to a new museum in Tokai.
 - The delegation toured JAEA. Set up a presentation about an incubator they have for businesses in Tokai. Some success stories were shared as well as logistics.
 - The delegation got to see a lot of cultural areas, shrines, and the black pine forest. Everyone attended a cultural festival where they got to try different arts, including calligraphy. There was also a group paper cutting activity.
 - The delegation ate a lot of traditional Japanese food.
 - Gifts
 - Everyone in the delegation was given a set of coasters and they are sending over lacquer ware.

- The city to city gift was a painting of Mt. Fuji.
- The Sister Cities to Sister Cities gift was a beautiful garden bell.
- The Japanese appreciated the spuddy buddies donated by the Idaho Potato Commission.
- Observations about Tokai
 - Very good use of land within Tokai itself. Within the city they are using the land for growing sweet potatoes, grapes, etc.
 - They have started to use a lot of solar energy. There are panels everywhere.
 - Very successful business connections (AI, skin care, etc.)
 - The hospitality and genuine love of Idaho and Idaho Falls was wonderful and
 - Mayor Casper, Amanda, Catherine, and the mayor of Tokai got to go to the ambassador from the US to Japan's residence as a part of an Idaho Trade Mission.
 - It was positive to see how relations would be even in the wake of the election. Things were accomplished with the trade delegation.
 - They all noted how Idaho is leading in nuclear energy.
 - Currently there is a ban on imports of fresh potatoes. They are able to import frozen and dehydrated potatoes. A big part of the trade mission was to figure that out.
 - Mayor Yamada received a valued partner award at the event due to a nomination from Idaho National Laboratory.
- The Advisory Committee is interested in seeing photos from Cindy, Catering and Amanda.
 - Amanda took a photo and a video of the Tokai Mura sister city house and noted it was neat to see all of the gifts displayed there.
- Updates from City
 - Catherine was absent, but Amanda noted that she got the city's website updated (everyone is listed on the website and their role per the City ordinance). Also updated information about frequency and location of the Youth and Adult Association meetings.
- Report from Sister Cities Adult Association
 - The next meeting is Dec. 9th. The delegation will be sharing details of the visit.
 - The adult delegation from Japan will come in October of next year. (Mayor Yamada is up for re-election and those elections happen at the end of Sept., thus the delay). We will need to anticipate costs because many will fall outside of the fiscal year.
- Report from Sister Cities Youth Association
 - Their most recent meeting was yesterday (11/13). They went over upcoming elections for positions. Charlotte will be replaced soon (they have new officers every two years).
 - They are having a complication with the ice skating fundraiser. The ice rink only gave them three days to choose from-Thanksgiving Day, Christmas Day or New Year's Eve.. They chose New Year's Eve, but several members and their families won't be able to help that day. They only have two to three hours after 3:30 on NYE.
 - President of the JACL, Lora King suggested that they look at asking the Colonial to have one of their sponsors donate a night so they can bring in the Taiko

drummers instead of hosting the winter fundraiser at the ice rink. They think that may be too complicated, but they are looking into that.

- **Community Outreach**
 - **Social Media, Traditional Media, Websites**
 - Website: Cindy could never get the login to work when she tried on the Adult Association's website. Chloe will attempt to update the adult delegation website if she can send over the login credentials.
 - **Local Educator Grants**
 - Lisa was absent so an update was not provided.
 - Brief discussion about desire to incorporate higher education.
 - **Booths at Community Events**
 - No update.
 - **Friendship Garden Sign**
 - Amanda heard, in passing, from someone at the city that they were excited about the sign and were planning on budgeting for it next year. Chloe is still waiting to hear back on any edits from Parks and Rec/ Catherine.
 - **Museum Exhibit(s)**
 - Nisei Resisters exhibit runs through the Day of Remembrance. Will try to add some programming around then in partnership with JACL, Friends of Minidoka, etc. which could highlight the sister cities.
 - May be another opportunity next year to highlight the sister cities in a small way on another exhibit to be hosted in that space in 2025.
 - **Potential Additional Library Signage**
 - Chloe could produce a QR code that we could change to link directly to websites when those get updated.
 - We could add that to the library and just have it link to the city page right now.
 - Chloe will approve that with Jes and Robert.
 - **Sponsorships from and Involvement with Local Businesses**
 - As mentioned earlier, the Youth Association is 50/50 about whether they'll do a winter carnival at the ice rink. Laura will know by the end of the week. The Advisory Committee can then step in to help with finding sponsorships/ advertising.
- **New Business**
 - **Date and Agenda Items for Next Meeting**
 - December 12th is the last meeting of the year. There will be items for approval, including reimbursements and the CY 2025 meeting schedule..
 - Jake shared that he would like to discuss ways to make the stories about the trip more transparent. How could we offer this presentation to the public? We could offer some kind of written document about how the relationships are growing? We want to highlight the value creation that is happening versus just the story of personal experiences. The people that went to Japan will brainstorm ways to make this happen.

10/10/24 SISTER CITIES ADVISORY COMMITTEE MEETING MINUTES

The September October 10, 2024 Sister Cities Advisory Committee meeting was held in Room 310A of Building 3 at College of Eastern Idaho (1600 S 25th E, Idaho Falls, ID 83404) and via Zoom.

ACTION ITEMS

5:41 PM

- Roll Call and Confirmation of Quorum
 - Attending: Chloe Doucette, Sunny Katseanes, Amanda Logan, Cindy Ozaki, Laura Combs, Julie McMurtrey, Catherine Smith (left a little early), Charlotte Combs (arrived a bit late)
 - Absent: Jake Durtschi, Jeremy Crook, Lisa Armstrong
- Approval of September 12, 2024 Meeting Minutes
 - *Laura moved to approve the September 12, 2024 meeting minutes; Sunny seconded the motion. Motion passed unanimously.*
- Approval of Reimbursements
 - \$800.00 to reimburse the Adult Association for the cost of purchasing gifts for the delegation's visit to Japan. Since this purchase took place in FY24, the Committee would like to reimburse from the FY24 budget, if possible.
 - *Cindy moved to approve a \$800.00 reimbursement to the Adult Sister Cities Association for the cost of purchasing gifts for the delegation's visit to Japan; Sunny seconded the motion. Motion passed unanimously.*
 - \$1,280.00 to reimburse the Adult Association for the cost of purchasing insurance for the organization in 2025.
 - *Cindy moved to approve a \$1,280.00 reimbursement to the Adult Sister Cities Association for the cost of purchasing insurance for the organization in FY25; Sunny seconded the motion. Motion passed unanimously.*

DISCUSSION ITEMS

- FY 25 Budget
 - The submitted budget was fully approved by the City Council, meaning that the total budget for FY25 is \$21,000.
 - Unused FY24 funds will not roll forward.
- Updates from City
 - The delegation is set to depart on the 29th with a full schedule in Tokai-mura, including a welcome party, a meeting with Mayor Yamata, and planned home stays. Gifts are being prepared for the City, with assistance from TAM.
 - The Department of Commerce is opening a trade mission office in Tokyo. A reception at the US Embassy will honor representatives, with Mayor Yamada invited to receive a valued partner award.
 - Cindy mentioned Mayor Yamata's interest in bringing an interpreter and a staff member to the event. Catherine will follow up on this. A short video is being prepared for the trip.
- Report from Sister Cities Adult Association
 - A recent visit to Minidoka included a presentation at the museum. Several Adult Association members also attended a readers theater.
 - The Adult Association plans to add several new books to the Sister Cities library.

- Gifts were shared, including Spuddy Buddies and Idaho Potato pins inside mugs donated by the Idaho Potato Commission.
 - The Adult Association received 75 packs of dehydrated potatoes from Basic American Foods that they do not have room in their luggage to take to Japan so they will be donated to the CEI student food pantry.
 - INL gifts will be saved for next year's welcome bags.
- The Association will give the presentation about the trip that they used to give to the City Council along with a copy of a photo book highlighting last year's visit from the Japanese delegation.
- The next meeting is scheduled for December 9th for a recap of the visit.
- Report from Sister Cities Youth Association
 - The Youth Association is preparing for the winter carnival at the ice rink.
 - They have planned an outing to a corn maze next Monday and will have a Zoom holiday meeting with Tokai on the 25th.
- Community Outreach
 - Social Media, Websites, and Traditional Media
 - Sunny is coordinating with her communications role at INL to include the Sister Cities in outreach efforts. The website will be updated to better represent the community.
 - Local Educator Grants
 - Lisa was absent but is continuing to work on this.
 - Discussion around possibly allowing higher education educators to apply for a grant.
 - Booths at Community Events
 - Sunny may have additional ideas to contribute.
 - Laura noted that the youth will be in Japan July 26th-August 5th and consequently, the Youth Association would not be able to contribute many/any volunteers for events during that time.
 - Friendship Garden Sign
 - Amanda will check with Catherine on next steps with the City.
 - Fall 2024 Museum of Idaho Minidoka Exhibit
 - Cindy shared a personal connection to the exhibit.
 - Chloe will link to the PBS readers theater for reference.
 - Potential Additional Library Signage
 - Chloe will inquire about posting a notice regarding the MOI exhibit on the community bulletin board.
 - She will also seek help to update the adult association's website login information. Cindy has the credentials and will collaborate with Julie.
 - Sponsorships and Involvement with Local Businesses
 - The Committee received interest and support from the City to encourage local business engagement.
- New Business
 - Next meeting: 5:30 PM on Thursday, November 14th in Room 310A of Building 3 at CEI.
 - Amanda, Catherine, and Cindy will present on the delegation's trip to Japan.
 - Sunny will check the calendar to help the Committee start planning 2025 booth events.



PARKS & RECREATION COMMISSION MEETING

November 4, 2024

Recreation Center

12:00 Noon

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

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

Call to Order

B. Combo called the meeting to order at 12:04 pm.

Approval of Minutes

C. White moved to approve the October 7th minutes. B. Nitschke seconded. All were in favor.

Director's Report – P. Holm

P. Holm reported the following:

P. Holm asked commissioners if they had any questions or comments regarding the director report he sent prior to the meeting. He addressed the following:

1. Parks and Recreation will be working with Rockwell Homes on a park north of town near Sage Lakes Golf Course. Rockwell Homes has a five-acre parcel of a land, a portion of which will be a flat-bottomed storm pond. The plan is to install two sets of soccer goals in the pond. Adjacent to the retention pond, the plans include a playground, a rentable gazebo, and pickleball courts.
2. The Meppen Park project continues to be worked on, and this will help get the city back into LWCF compliance. P. Holm discussed his struggles with the bureaucratic red tape that is delaying the compliance process.
3. P. Holm met with the Community Center visioning group which included former council members Brad Eldredge and Ida Hardcastle. The former council members discussed how they handled the attempt at a Recreation Center bond over twenty years ago. Members of this visioning group are also planning to visit regional community centers to see the different amenities and how these centers were planned and funded. P. Holm had set aside monies to begin the initial steps for a feasibility study for a new community center. This will allow the Request for Qualifications to be sent out by the

end of the calendar year. The study will be delayed until the lawsuit filed against the city regarding impact fees is resolved.

4. P. Holm stated new sensors are being installed in multiple animal holding areas at the zoo. The sensors are required to meet AZA accreditation standards. He will provide the commissioners with more details on these sensors.
5. The tubing hill at Ryder Park was discussed. P. Holm will be meeting with their accountant to review the financial report that Gateway Parks to Kelly Canyon gave to him. He also explained that before the tubing hill can open this year, Gateway must extend the parking lot and plant trees along the roadway to meet city code.
6. P. Holm discussed potential problems with a new ice arena user group who uses the ice arena. This group broke off from the Youth Hockey League but is requesting the same hours and amenities that their former group currently has. Parks and Recreation is encouraging these groups to try and resolve their differences without involving the Parks and Recreation Dept.

NRPA Conference Re-cap

- P. Holm attended the NRPA conference in Atlanta, Georgia and was very impressed with the opening speaker Dan Buettner (author, explorer, longevity research and public speaker). P. Holm touched on Dan's Buettner's book Blue Zones which focuses on the longest-lived and happiest populations, and what common traits these populations share, such as diet, lifestyle, connectivity, etc. This research along with studies in various communities have showed improved life impact on citizens by simple dietary adjustments like eliminating candy and chip vending machines, or unhealthy sides in restaurants. P. Holm says the Parks & Recreation Department plans to make similar dietary adjustments by eliminating vending machines that sell unhealthy treats from our Parks and Recreation facilities and promoting this new healthy ideal.
- P. Holm also touched on a few other seminar topics of interest such as Potential problems with partnerships, surfacing products for playgrounds, and new restroom facilities for problematic public spaces (i.e., the Portland Loo).

Commission Reports

Golf Advisory – T. Hersh (absent)

Shade Tree Committee Report – M. Hill

M. Hill reported the following:

- There will be two vacancies by year's end due to retirements on the Shade Tree Committee.

- The Park Tour has been postponed until the new Shade Tree Committee members are appointed to the committee.
- A memorial tree planting is being planned for the late Randy Westergard, a former Shade Tree Committee member and city employee.
- The new shade tree ordinance is still under review by the City Legal Department.
- The committee will begin planning Arbor Day 2025 at their January meeting.

Bonneville County – J. Walker

J. Walker reported the following:

- There is snow in the mountains and water in the valleys.
- He mentioned the heated discussion at the community meeting regarding the planned expressway south of town.
- He has been working with a group on the long-range transportation/roadway plans and stated other entities need to be more focused on the development of future trails and parks in those areas.

School District 91 – N. Birch

N. Birch reported on the following:

- Out of the ten fall sports offered, School District 91 won eight district championships. It was a very successful year for fall sports.

School District 93 – T. Hobson

T. Hobson reported the following:

- There was discussion of a letter sent by Brent Martin (District 6 Baseball Commissioner) to push for holding the state baseball championship at Melaleuca field this year. T. Hobson also said the IHSAA will begin sponsoring state baseball championships in 2025.
- The volleyball tournament at the Mountain American Center was a great success and a lot of work. T. Hobson received a lot of positive feedback from players, parents and coaches on the venue and the community. The two hotels hosting the players were happy and the area restaurants were kept busy. He had been asked by parents and players where they could go during their downtime. He recommended the zoo and local parks. The discussion turned towards ways we can work to promote tourism for all the visiting teams and their families. Commission members suggested that we work with the Chamber of Commerce to provide tourism handouts for future teams.
- The district swim meet was held at the Wes Diest Aquatic Center during the first weekend of November and it went well.

National Trends on Aging – C. White

C. White reported on the following:

- C. White continues research on trends in aging.

Sports Tourism – B. Combo

- No updates.

Park Conditions and Needs – B. Nitschke

B. Nitschke reported the following observations along with select photos he took during his park visits:

- He continues to see motorized abuse of the parks, including a gasoline powered scooter ripping through Freeman Park. This is also causing the rutting of ground area in park areas on the river walk and especially an area on the west side of the river between Broadway and Pancheri. He included photos.
- He noted a rope hanging from a tree over the Snake River just northeast of the John's Hole Bridge. This could be a dangerous attraction for children and lead to injuries.
- He saw Parks employees caging trees along the east side of the Snake River south of John's Hole bridge to protect them from beavers. He suggests we have Fish and Game assist our department by trapping and relocating the beavers.
- B. Nitschke suggested that during the winter months when parks and usage become more limited, that he can assist the department by reviewing various parks planning documents and preparing a matrix of all the facilities and specifying a frequency and scope of review.

Adjournment at 1:26 pm.

Next meeting – December 2, 2024

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



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2025 BOARD OF DIRECTORS MEETING SCHEDULE

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

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

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

Tuesday, January 14, 2025

Tuesday, February 11, 2025

Tuesday, March 11, 2025

Tuesday, April 8, 2025

Tuesday, May 13, 2025

Tuesday, June 10, 2025

Tuesday, July 8, 2025

Tuesday, August 12, 2025

Tuesday, September 9, 2025 (2nd Week)

Tuesday, October 14, 2025

Tuesday, November 4, 2025

Tuesday, December 9, 2025

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



SISTER CITIES ADVISORY COMMITTEE CY 2025 MEETING SCHEDULE

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

5:30 PM on Thursday, January 9, 2025

5:30 PM on Thursday, February 13, 2025

5:30 PM on Thursday, March 13, 2025

5:30 PM on Thursday, April 10, 2025

5:30 PM on Thursday, May 8, 2025

5:30 PM on Thursday, June 12, 2025

5:30 PM on Thursday, July 10, 2025

5:30 PM on Thursday, August 14, 2025

5:30 PM on Thursday, September 11, 2025

5:30 PM on Thursday, October 9, 2025

5:30 PM on Thursday, November 13, 2025

5:30 PM on Thursday, December 11, 2025

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