



IDAHO FALLS



CITY COUNCIL AGENDA

City of Idaho Falls
City Council Meeting
680 Park Avenue

Thursday
January 30, 2025
7:30 p.m.

Mayor
Rebecca Casper
City Council

Lisa Burtenshaw
Council President
John Radford
Council Seat 5
Jim Freeman
Council Seat 6

Michelle Ziel-Dingman
Council Seat 1
Jim Francis
Council Seat 4
Kirk Larsen
Council Seat 3



Livestream at www.idahofallsidaho.gov/429/Live-Stream

PUBLIC PARTICIPATION

Welcome to the Idaho Falls City Council Meeting.

Regularly scheduled City Council meetings are open to the general public. City Council meetings are also live-streamed and archived on [the City website](#). Please be aware that the meeting agenda will differ from the published version if amendments to the agenda are made by the Council during the meeting.

The Council encourages public input. While a general public comment option is not required by Idaho law, the Idaho Falls City Council welcomes general public input as part of regular City Council meetings. General public comment will be allowed for up to 20 minutes. However, citizens are always welcome to contact their Council representatives via e-mail or telephone, as listed on [the City website](#). The Council is committed to an atmosphere that promotes equal opportunity, civility, mutual respect, proper decorum and freedom from discrimination or harassment.

Those who wish to address City Council during the council meetings are encouraged to adhere to the guidelines below.

Public Comment Guidelines

Speakers are encouraged to:

- State their name and city of residence.
- Focus comments on matters within the purview of the City Council.
- Limit comments to three (3) minutes or less.
- Refrain from repeating information already presented to preserve time for others to speak. Large groups are encouraged to select one or two speakers to represent the voice of the entire group.
- Practice civility and courtesy. City leaders have the right and the responsibility to maintain order and decorum during the meeting. Time may be curtailed for those speakers whose comments are profane or disruptive in nature.
- Refrain from comments on issues involving matters currently pending before the City's Planning and Zoning Commission or other matters that require legal due process, including public hearings, City enforcement actions, and pending City personnel disciplinary matters.
- Comments that pertain to activities or performance of individual City employees should be shared directly with the City's Human Resources Director (208-612-8248), the City's Legal Department (208-612-8178) or with the Office of the Mayor (208-612-8235).

Public Hearing Guidelines

- In-person Comment. Because public hearings must follow various procedures required by law, please wait to offer your comments until comment is invited/indicated. Please address comments directly to the Council and try to limit them to three (3) minutes.
- Written Comment. The public may provide written comments via postal mail sent to City Hall or via email sent to the City Clerk at IFClerk@idahofalls.gov. Comments will be distributed to the members of the Council and become a part of the official public hearing record. Written testimony must be received no later than forty-eight (48) hours prior to the date of the hearing to ensure inclusion in the permanent City record.
- Remote Comment. When available, the public may provide live testimony remotely via the WebEx meeting platform using a phone or a computer. Those desiring public hearing access should send a valid and accurate email address to virtualattend@idahofalls.gov no later than twenty-four (24) hours prior to the date of the hearing so log-in information can be sent prior to the meeting. Please indicate which public hearing the testimony is intended for on the agenda. Please note that this remote option will not be available for all meetings.

If communication aids, services, or other physical accommodations are needed to facilitate participation or access for this meeting, please contact the City Clerk at (208) 612-8414 or the ADA Coordinator at (208) 612-8323 not less than 48 hours prior to the meeting. They will help accommodate special needs wherever possible.



City Council Meeting

680 Park Avenue
Idaho Falls, ID 83402

Agenda

Thursday, January 30, 2025

7:30 PM

City Council Chambers

City Council Agenda:

1. **Call to Order.**
2. **Pledge of Allegiance.**
3. **Public Comment.**

Please see guidelines above.

4. **Consent Agenda.**

Any Consent Agenda item may be moved to the Regular Agenda for separate consideration if requested by a Council member. Other changes to this agenda may require the approval of a majority of Council.

A. **Office of the Mayor**

- 1) Appointments to City Boards, Committees and Commissions pursuant to Idaho Falls City Code Title 2. **25-140**

Attachments: FrontierCenter_TaggartVoilleque_Jan2025
 Frontier Center for the Performing Arts Committee Reappointment
 -Revised 1-21-25
 CITY CODE TITLE 2 CH 9_202312071321490935 (1)
 Ord3484

- 2) Consideration of Appointments to City Boards, Committees and Commissions pursuant to Idaho Falls City Code Title 2, Chapter 12. **25-141**

Attachments: MOMemo_ImpactFee_StewartFreibergAnglesey_Jan2025
 Impact Fee Advisory Committee - Revised 1-21-25
 CITY CODE TITLE 2 CH 12_202309211807505476 (1)

- 3) Consideration of Appointment to a City Board, Committee or Commission pursuant to Idaho Falls Code Title 2, Chapter 11 **25-142**

Attachments: HPC_Appointment_Frandson_Jan25
 Memo to Appoint HPC
 FrandsonApplication_12.15.23 Kristina Frandson
 Resume for Ms. Kristina Frandson (2023) UPDATED PDF
 CITY CODE TITLE 2 CH 11_HistoricPreservation

B. Airport:

- 1) Minutes from the Idaho Falls Regional Airport Board of Directors Meeting **25-110**

Attachments: 20241312 IDA Board of Directors Meeting Minutes DRAFT

C. Public Works:

- 1) Bid Award - North Boulevard and Shelley Street Storm Lift Station Upgrades **25-124**

Attachments: SDN-2025-07 N Blvd Shelley St Storm Lift Station Upgrades Map and Bid Tab

- 2) Bid Award - Westside Path Connections **25-125**

Attachments: PRK-2022-14 Westside Path Connection Map and Bid Tab

- 3) Bid Award - Lincoln Park Water Line **25-135**

Attachments: WTR-2025-21 Lincoln Park Water Line

D. Idaho Falls Power

- 1) 23-28 IFP Peaking Plant - Engineered Structures, Inc. (ESI) GMP Amendment **25-128**

Attachments: 2025-1-13 Peaking Plant GMP combined

- 2) IFP Administration Building Renovation - Professional Office Environments - Office Systems and Furniture **25-131**

Attachments: POE Furniture Proposal (003) f

- 3) IFP Hydro Relicensing Studies - SWCA Environmental Consultants **25-136**

Attachments: SWCA Proposal

E. Municipal Services:

- 1) Treasurer's Report for November 2024 **25-139**

Attachments: November 2024 Treasurer's Report

F. Office of the City Clerk

- 1) License Applications, all carrying the required approvals

Action Item:

Approve, accept, or receive all items on the Consent Agenda according to the recommendations presented (or take other action deemed appropriate).

5. Regular Agenda.

A. Human Resources

- 1) Consideration of Personnel Policy Manual Updates 25-113

Personnel Policy Manual Update. Proposed changes were first presented to the Council on December 9, 2024. City employees were given notification followed by thirty (30) for providing comment about the proposed changes, either orally or in writing. Based on the comments received, HR respectfully recommends the changes listed below. These changes are listed in the attached policies.

Action Item:

Approve Personnel Policy Changes as presented. (Or reject the proposed changes, or take other appropriate action).

Attachments:

100 GENERAL POLICY STATEMENT
110 DEFINITION AND TERMS
200 RECRUITMENT AND SELECTION
210 RULES GOVERNING CONTINUOUS SERVICE
260 FLEXIBLE WORK SCHEDULE POLICY
270 REDUCTION IN FORCE
300 DISCRIMINATION AND HARASSMENT
310 DISCIPLINARY ACTIONS AND TERMINATIONS
320 GRIEVANCE PROCEDURES
330 DRUG & ALCOHOL-FREE WORKPLACE
340 ASSOCIATION BUSINESS
350 POLITICAL ACTIVITY
360 SOCIAL MEDIA
370 CITY INFORMATION SYSTEM USAGE
400 DETERMINATIONS OF INSURANCE BENEFITS
410 LEAVES
420 FAMILY MEDICAL LEAVE
430 MILITARY LEAVE
440 SAFETY AND WORKERS COMPENSATION
450 EDUCATION
500 SALARY SCHEDULE PAY GRADE and POINT FACTORING
510 OVERTIME, COMP-TIME, AND TIME KEEPING FOR EXEMPT EMPLOYEES
520 CLOCK PATTERN PREMIUM PAY
INDEX - SUMMARY OF CHANGES
SPECIAL PROVISIONS - FIRE DEPARTMENT

2) Consideration of Employee Benefits Broker Recommendation 25-118

One of the City Council's 2024-25 strategic priorities for the Human Resources Department is to "Develop a Health Insurance and Benefits Sustainability Plan" which includes the directive to "Explore new broker and provider relationships." The City's current broker, GBS has provided employee benefits brokerage services for many years.

The Human Resources Department conducted an extensive review of potential brokers offering comprehensive employee benefits services that also had a strong local presence. It became evident that very few full-service brokerage firms maintain a robust local presence. Only three (3) firms were found qualified to submit proposals. Of the three, two (2) firms provided submissions.

To consider the various proposals, HR convened a review committee with the following members:

- Michelle Ziel-Dingman, City Councilmember and HR Department Liaison
- Mark Hagedorn, Finance Manager/Treasurer
- Heather Wade, HR/Benefits Manager
- Darin Jones, HR Director

The committee unanimously concluded that GBS's proposal scored significantly higher than its competitor. GBS demonstrated superior service offerings, strong references, and a cost structure 38% lower than competitors, all with a guaranteed fee structure for five years. Based on these findings, the committee recommends awarding GBS a five-year contract for employee benefit brokerage services.

Action Item:

Approve committee recommendation to award a 5- year contract to GBS to serve as the City's benefits broker.

B. Public Works**1) Bid Award - Street Overlays 2025 25-126**

On Tuesday, January 14, 2025, bids were received and opened for the Street Overlays 2025 project. A tabulation of bid results is attached. The purpose of the proposed project bid award is to contract with the lowest bidder to perform overlays on various city streets.

Action Item:

Approve the plans and specifications; award to the lowest responsive, responsible bidder, HK Contractors, Inc., for \$2,699,629.90; and give authorization for the Mayor and City Clerk to execute the necessary documents (or take other action deemed appropriate).

Attachments: STR-2025-01 Street Overlays 2025 Map and Bid Tab

2) Consideration of State Local Agreement and Resolution with the Idaho Transportation Department for the Holmes Avenue, Sunnyside Road to Taylorview Middle School Project 25-127

Attached for your consideration is a State Local Agreement for design and Resolution with ITD for the Holmes Avenue, Sunnyside Road to Taylorview Middle School project. The proposed project involves

constructing Holmes Avenue to 3-lanes south of Sunnyside including full urban improvements on the west side of the roadway.

Action Item:

Approve the State Local Agreement and Resolution with the Idaho Department of Transportation (ITD) for the Holmes Avenue, Sunnyside Road to Taylorview Middle School project and authorize the Mayor and City Clerk to sign the necessary documents (or take other action deemed appropriate).

Attachments: 24241 SLA PD_ready for sponsor

- 3)** Consideration of Federal Transit Administration (FTA) Section 5307 Urbanized Area Formula Grants Program Funding Agreement **25-137**

This funding Agreement will allow for the use of CARES Act - FY 2020 Section 5307 Urbanized Area funds for operating and capital costs for GIFT microtransit services for a longer period of time.

Action Item:

Approve the FTA 5307 Urbanized Area Formula Grants Program Funding Agreement, and authorize the Mayor to sign the necessary document (or take other action deemed appropriate).

Attachments: ITD IDAHO FALLS 5307 AMENDED CARES AGREEMENT

C. Airport

- 1)** Approval of a Professional Services Agreement for Underwriting Services **25-132**

The Idaho Falls Regional Airport terminal building expansion requires local matching funds. Borrowing has been identified as the most likely source of funds. Airport staff worked with the City's bond advisors at Zions Bank to issue a request for proposal seeking a firm to provide underwriting services. These services will be used should the issuance of a bond be determined as the best path forward in providing local funds. The request for proposal (RFP) resulted in two proposals. After the evaluation process, Stifel, Nicolaus & Company was rated as the top proposer.

Action Item:

Approve the selection of Stifel, Nicolaus & Company, Incorporated, to provide underwriting services for potential borrowing related to the airport terminal building expansion (or take other action deemed appropriate).

Attachments: 25-132 - RFP Evaluation Results

- 2)** Consideration of Clayco, Incorporated's, Change Order 3 to its contract for the Idaho Falls Regional Airport Terminal Expansion **25-133**

Following an extensive terminal planning process that began in 2021, the City hired Clayco, Incorporated, as its construction manager-general contractor for the Idaho Falls Regional Airport Terminal Building Expansion. This contract was approved at the July 13, 2023, City Council meeting with an original contract value of \$360,000. Three previous change orders have been proposed.

Change Order 1 was approved by council on November 21, 2023, increasing the contract by \$179,382. This addressed the seven months of delays from the planned beginning of construction in September 2023 to April 2024. It also separated the original work packages for the expansion, increasing the scope of work for Clayco from 4 work packages to 6 work packages.

Change Order 2 to the construction manager-general contractor (CMGC) contract was approved on December 14, 2023, by the Airport Director airport staff in accordance with Resolution 2020-26. This change order addressed the need to conduct investigative work in the terminal basement that included selective demolition, verification of space dimensions, and other minor work for the placement of new building systems equipment. This change order increased the total contract amount by \$52,245. Most of the funding under this change order has not yet been billed to the airport.

The work under the original contract scope and first two change orders resulted in a proposed change order in January 2024. This proposal sought to procure baggage equipment, a water chiller, and electrical gear (generally referred to as “long lead items”) at a cost of \$2,076,985. The work contained in this change order was presented at the January 18, 2024, Idaho Falls Regional Airport Board meeting. Direction received at that time was to wait for definitive costs and a fully formulated funding plan.

In February 2024, the airport received notice that the expected grant funding did not come through. Work ceased by March of 2024. Except for most of Change Order 2, Clayco completed its contracted work and was paid. In November 2024, the project team reinitiated the utility and infrastructure package (referred to as the “enabling work”). This work is ready to be bid and Clayco has prepared this Change Order 3 to address the required work. These additional preconstruction services are valid as the scope of work has materially changed from the original contract and Clayco completed its previous scopes of work. In accordance with paragraph 1.2 of the July 13, 2023 CMGC contract, Clayco has requested an increase to its overall contract amount equaling \$93,365. This request applies the unused portion of Change Order 2 and increases the approved contract amount to \$684,992, plus reimbursables.

Action Item:

Approve Clayco, Inc.’s, Change Order 3 to its July 2023 Construction Manager-General Contractor contract for the Idaho Falls Regional Airport Terminal Building Expansion and authorize the Mayor to sign the necessary documents (or take other action deemed appropriate).

Attachments: Clayco - CO3 - 01232025

D. Municipal Services

1) Purchase Water Meters and Cellular Endpoints for Public Works

25-109

Hydro Specialties Company was approved as a sole source vendor for the purchase of Badger water meters during the January 23, 2023, City Council work session. The purchase of water meters and cellular endpoints will replenish Water division inventory. Restatement of the Council’s sole source declaration will allow for purchase of compatible replacement parts and will allow for City resale of such parts.

Action Item:

Declare Hydro Specialties Company as the only vendor reasonably available for the purchase of Badger

water meters and cellular endpoints where compatibility of equipment, components, accessories, and replacement parts is the paramount consideration and the purchase of products, merchandise, or trademarked goods is for resale at a City facility per Idaho Code 67-2808 (2)(a)(ii) and (vii); and accept and approve the quote received from Hydro Specialties Company, for quantities of Badger meters and cellular endpoints for a total of \$191,395.60; and direct staff to take necessary steps to complete the purchase of Badger replacement and resale parts (or take other action deemed appropriate).

Attachments: Purchase Water Meters and Cellular Endpoints for Public Works

2) Transfer of Fire Department Supplies Dispenser to District 91 25-134

Idaho Statute §67-2322 provides guidelines for the transfer of property by a local unit of government to another government entity. A Fire Department supplies dispenser (vending machine), previously used for the storage of EMS medication and supplies, was published on public surplus between May and September. While the City received a couple of bids, none of the bids met the established minimum reserve. On Thursday, September 26, 2024, a student at Compass Academy contacted the Mayor's Office asking if the City would be willing to help donate a vending machine to Compass Academy as part of a project to create fundraising opportunities to support Compass' Business Professionals of American (BPA) chapter and the school itself.

Action Item:

Approve the transfer of a Fire Department supplies dispenser to District 91 (or take other action deemed appropriate).

Attachments: Resolution 2015-01 City Property
MORecommendationGallup_2025
VendingMachineProject_Abstract
GallupSupport_CompassDirector
GallupSupport_D91Supt

3) Purchasing a replacement for Enterprise Resource Planning (ERP) software. 25-138

The City's current ERP system is 25 years old and lacks the technology now needed for essential processes. In September of 2024, City Council authorized a Core Team of key City staff positions to create and publish a request for proposal to replace the current ERP system. Ten proposals were received. Strada, a Workday implementor, partnered with Sprypoint, a work order system, and submitted a proposal that offers the City a best-in-class Financial, Human Resource, and Work Order system. Implementation of the software is expected to take approximately 12 to 18 months.

Action Item:

Receive the proposal and direct the Core Team to move forward to develop a scope of work with Strada/Sprypoint to replace the ERP software system at a total proposed cost of \$3,240,811 for implementation and \$306,421 for the annual maintenance cost in Year 1, and to authorize the Mayor and City Clerk to sign all the necessary documents upon completion of that scope of work.

Attachments: RFP# 24-06 ERP City of Idaho Falls_Alight
Worksheet D_Pricing Worksheet_Idaho Falls_Alight & Workday
Worksheet D_Pricing Worksheet_Idaho Falls_SpryPoint

E. Community Development Services

- 1)** Public Meeting-Appeal of Revocation of the Conditional Use Permit and Reasoned Statement of Relevant Criteria and Standards for U-Pick Red Barn revoked on 12/17/2024 by the Board of Adjustment. **25-119**

The applicant is seeking an appeal requesting the City Council overturn the decision made by the Board of Adjustment regarding the revocation of the Conditional Use Permit for U-Pick Red Barn at their December 17, 2024, meeting. Documents chronicling the events regarding the Conditional Use Permit, appeal of the Conditional Use Permit, Revocation of the Conditional Use Permit, and the Request to Appeal the revocation of the Conditional Use Permit are attached.

Action Item:

To conduct an appeal of a Board of Adjustment decision and 1) Sustain the Decision of the Board in whole or in part; 2) Reverse the Decision of the Board in whole or in part; 3) Remand the Decision in whole or in part (or take other action deemed appropriate).

Attachments: Appeal of Revocation

6. Announcements.

7. Adjournment.