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CITY COUNCIL WORK SESSION

Times listed in parentheses are only estimates.

Call to Order and Roll Call

**Mayor's Office, City Attorney,
Municipal Services**

Update and Discussion: Impact Fee Study – Definitions, square footage, finished/unfinished, and potential impact on collected fees (60)

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

Mayor and City Council

Mayor and Council Reports: Calendars; Announcements; Events; Reports; Updates; Concerns; Questions; Discussion; Proclamations; Notes or Minutes from Boards and Commissions (15)

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

Executive Session

Called pursuant to the provision(s) contained in Idaho Code 74-206 (1)(c) to acquire an interest in real property not owned by a public agency

DATED this 3rd day of July 2025



Emily Geisler, City Clerk

5/08/2025 SISTER CITIES ADVISORY COMMITTEE- Draft Meeting Minutes

The May 8, 2025 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 Teams.

ACTION ITEMS

5:38 PM

Roll Call and Confirmation of Quorum

- In attendance: Amanda Logan, Chloe Doucette, Laura Combs, Julie McMurtrey, Lisa Armstrong, Cindy Ozaki, Catherine McClure, Jake Durtschi, Sunny Katseanes
- Absent: Caroline Combs

Approval of April 10, 2025 Meeting Minutes

- *Lisa moved to approve the April 10, 2025, meeting minutes. Laura seconded the motion. Cindy abstained (was absent from the April 10th meeting). Motion passed unanimously.*

Approval of Reimbursements

- New reimbursement form.
 - Cindy and Laura tested the new reimbursement form. Although no official reimbursements were submitted, the form worked as intended.
 - Amanda will include the link to the reimbursement spreadsheet in future meeting agendas. After approvals, Catherine will submit items to the City for processing.
 - The link is stored in the Financials folder in Google Drive.

DISCUSSION ITEMS

5:44 PM

Updates from the City

- The Idaho Department of Commerce's trade mission to Japan is scheduled for June 1–6.
 - Amanda and Catherine will attend, along with Shannon Canaday and Tracy Day from the Idaho Department of Commerce and six businesses from around the state.
 - The delegation will participate in training on trade and commerce in Japan and meet with Tokai-mura officials and local businesses. Additional networking will take place in Tokyo.
 - A report will be shared after the visit. Committee participation in future visits may be considered as ordinance updates are made.

Report from Sister Cities Adult Association

- Cindy met with Tokai-mura staff and shared the following updates:
 - A new interpreter will assist with visits.
 - Tokai-mura staff rotate positions every 3–5 years and are cross-trained, promoting collaboration and relationship-building.
 - Tokai-mura does not yet have an official delegation count.

- Delegates apply through a structured and funded process. While they receive financial support, they do cover some costs such as hotel stays. A block of rooms has been reserved at Troy's Hotel/Clarion. The travel agent visited to review accommodations and meals.
- The Yellowstone portion of the visit is scheduled at the Abrosca in Gardiner.
- Cindy requested assistance in identifying additional businesses for tours.
- Per Catherine, City Day (September 12) will include:
 - Breakfast at 8:30 AM, followed by a presentation on the city's strategic plan.
 - Tours of the law enforcement complex, wastewater treatment plant, Fire Station (9/11 memorial), Idaho Falls Power (future hydrogen project), Frontier Center, Funland, Zoo, Heritage Park, and the Airport.
 - The day will end at 4:00 PM. A detailed run-of-show will be produced and reviewed by the Committee.
- Tokai-mura has expressed interest in full-time homestays. While this is not feasible for this visit, the Committee will keep it in mind for future planning. Homestays are currently scheduled for September 12–16.

Report from Sister Cities Youth Association

- The Youth Association will hold a sushi-making fundraiser on May 9, from 6:00–8:00 PM at the Skyline Activity Center (near the airport). There will be raffle baskets and tables for dining.
- The exchange trip is set for July 23–August 4.
 - Eleven students and three chaperones will attend. Four students withdrew due to cost or scheduling conflicts.
 - Youth will be in homestays; adults will stay in dorms.
 - Gift selection and reimbursement requests will be submitted soon.

Open Committee Seat

- The service organization seat remains vacant. Suggestions included:
 - Reaching out to Civitans (Cindy's suggestion).
 - Contacting someone from the ag community such as FFA or 4-H (Lisa's suggestion) Catherine has a 4-H contact. The Committee agreed this is the best first step.

Community Outreach

- **Social Media, Traditional Media, Websites**
 - Cindy will send Chloe digital resources (e.g., logos). They will connect after May 25th. The goal is to have materials ready before the Community Heritage Festival.
- **Local Educator Grants**
 - There has been no engagement to date. The Committee discussed expanding outreach to Girl Scouts, Boy Scouts, and similar organizations.
 - Lisa offered to create a flyer and distribute it broadly.
 - Outreach to CEI programs and clubs was suggested and agreed upon
- **Presence at Community Events**
 - The Community Heritage Festival is on June 14.
 - Amanda will create a SignUpGenius but won't be available the full day.

- The booth needs staffing and materials.
 - Cindy will confirm by Monday if the Adult Association can staff the booth and report back.
- Lisa proposed a postcard activity for attendees to welcome the delegation and share what they love about Idaho Falls. This could include blank postcards for kids to decorate, mailboxes for collection, and a bowl for business cards from those interested in getting involved.
- **Friendship Garden Sign**
 - A meeting will be held the week of May 19. PJ and Judy will attend. Cindy noted Judy's interest in garden etiquette signage. Catherine will coordinate the meeting.
- **Cultural Exhibits**
 - The Museum of Idaho's *Signs of the Times* exhibit includes a reference to the Friendship Garden.
- **Sponsorships from and Involvement with Local Businesses**
 - The Youth Association welcomes any donations for student gifts.

City Code

- The Committee will continue reviewing the ordinance and should send feedback.
- Catherine emphasized the City's interest in input.
- Aside from the residency requirement, all suggested changes will be considered.

NEW BUSINESS

Date and Agenda Items for Next Meeting

- The next meeting is set for 5:30 PM on Thursday, June 12th in the same location.
 - Since several committee members are unable to attend, ***we will move the meeting to Tuesday, June 10th at 5:30 PM. Julie will confirm that the CEI room is available.***
- Amanda will call in while driving, so Lisa will run the meeting.
- We will spend a significant portion of the meeting on our Community Heritage Festival booth final plans, Amanda and Catherine's visit to Japan, and the Friendship Garden sign meeting.

ADJOURNMENT

6:55 PM



GOLF ADVISORY BOARD MEETING
WEDNESDAY, APRIL 2, 2025
4:00 P.M.
RECREATION CENTER

Members in Attendance: M. Cole, T. Hersh, B. McGiff, S. Priebe, F. Sica, J. Ozmun, K. Dayley, C. Utley, L. Mollberg, T. Reinke, S. Cline, S. Thomsen, M. Spraktes, J. Graham, K. Kavran, J. Landon, D. Stanfield

Members Absent: B. Bugger, M. Dimick

CALL TO ORDER

F. Sica called the meeting to order at 4:01 pm.

APPROVAL OF MINUTES

J. Landon motioned to approve the November 6th minutes. B. McGiff seconded. All in favor.

DIRECTOR – P. Holm

P. Holm reported on the following:

- P. Holm congratulated Sean Thomsen, the new Pinecrest Pro who will replace Tim Reinke.
- Tim Reinke's retirement party is scheduled for April 24th at Pinecrest at 4:00 pm. He asked all the association members to send the retirement party information to their groups.
- He reported on the upcoming interviews for the job of Golf Operations Manager that will be vacated upon Tim Reinke's retirement.
- P. Holm introduced Christian Utley, our new Golf Advisory Board member, and Lonnie Mollberg, who will be approved by City Council next month as our other new advisory board member.

MANAGER OF GOLF OPERATIONS – T. Reinke

T. Reinke reported on the following:

- He reported that we've raised \$65,00 from our various advertisers.
- He congratulated Sean Cline who became a PGA member on January 5th.

- He has been working on obtaining some easements near the 5th tee at Sage Lakes for the bathroom project.
- T. Reinke reported on the budget. He advised that greens fee revenue has increased yearly. As of now, we are up \$44,000 in green fee revenue compared to this time last year. Season pass sales are also up. Total revenue is up \$308,000 compared to this time last year. \$137,000 has already been generated for the Capital Fund.
- T. Reinke reported on the major capital projects for 2024/2025 including: a range machine installed at Sage Lakes, two furnaces installed at Pinecrest, the new netting project at Sand Creek, netting being planned for Pinecrest, a shed for our range machine at Sage Lakes and a new roof for the Sage Lakes Clubhouse.
- T. Reinke thanked the board members for their service, and congratulated Sean Thomsen on his new position.

ASSOCIATION REPORTS

Women's Association – J. Ozmun

J. Ozmun reported on the following:

- There are about ninety members signed up thus far.
- April 29th is the association's "Meet and Greet".
- Their league begins April 30th.

Working Women's Association – Ashlie Brewster (absent)

Men's Association – M. Dimick (absent)

Senior Association – S. Priebe

S. Priebe reported on the following:

- The league's first day of play is April 3rd with seventy-one members signed up.
- Membership signups are underway.

Junior Association – F. Sica

F. Sica reported on the following:

- F. Sica reported that they have more kids in the association playing on Mondays, including the older kids who are playing alongside the younger ones.
- He's very impressed with the parents of these juniors, who walk the course with the kids.

STAFF REPORTS

Pinecrest Pro – Sean Thomsen

S. Thomsen reported on the following:

- S. Thomsen will be welcoming Jake Cole as his new assistant at Pinecrest.
- He is having a full staff returning to the pro shop this season.
- The cross-country ski program at Pinecrest went well this winter season.
- The clubhouse is stocked with inventory and ready to go.

Pinecrest Superintendent – M. Spraktes

M. Spraktes reported on the following:

- The course bought two new fairway mowers and a new utility cart.
- The Pinecrest maintenance shop has undergone some remodeling, and the crew is rebuilding new lockers to replace the old metal ones.
- New stairs have been built on the north end of the clubhouse.
- This season they will build a wall around the bottom of the pavilion and then add some new turf outside of that.
- Watertronics will be going to Pinecrest to check on the pump station and try to remedy the problem of the sand leaching into the pump filters.
- The netting on a section of the course is old and falling apart, so he will be getting a quote from Judge Netting on a price for repairs.
- This season he plans to widen a few tee boxes.

Sand Creek Pro – J. Graham

J. Graham reported on the following:

- The Sand Creek Pro Shop has received about 80% of its inventory. Sean Cline has done an excellent job of getting the inventory displayed.
- They are bringing on ten to twelve staff members, most of whom they used last year.
- The netting on the north side of the range is just about completed.
- The new range picker is ready for the season as is their new range machine.
- April 15th is the Pro Shop's fitting day.
- The first week of May they will hold the Papa Toms tournament.

Sand Creek Superintendent – D. Stanfield

D. Stanfield reported on the following:

- The greens came thru the winter well, and the course has a full canopy on all eighteen greens.
- The new netting project is being completed today. Dereck explained the process of installing it and the additional concrete that had to be added. This new netting will be a great addition to the course and will protect the cars driving along 49th.
- The irrigation system has been charged.

- He's ordered upgraded course markers.

Sage Lakes Pro – K. Kavran

K. Kavran reported on the following:

- He reported on the bathroom renovation at the clubhouse that includes new counters, flooring and paint.
- The golf cart seats were all replaced.
- The Trackman indoor golf simulator at Sage Lakes has been very popular, and the pro shop has sold a lot of golf clubs because of it.
- Sage Lakes has a new range machine that the customers are excited about it. In March, the course was open for ten days and in that time the range machine brought in \$6,000. He explained the app "Select Pie" that customers can use and upload money on, to obtain balls from the range machine when they visit the course. He also reported that all the new golf balls will have the course logos printed on them, to track them better.
- K. Kavran showed photos of all the new inventory that has arrived at the pro shop. He anticipates a good season.
- He reported that Cory Payne will be his new assistant at Sage Lakes.

Sage Lakes Superintendent – J. Landon

J. Landon reported on the following:

- J. Landon reported on the never-ending sink hole problem in the lakes near hole #16. This year park crews will be helping him fill them in. It is hard to hold water in the lakes without filling the holes, as the water just leaches down. He would also like to get water down to lakes thirteen and sixteen if he can.
- He has already mowed the course greens three times this year. He advised that all the greens came out of the winter well.
- The course has been dealing with ongoing irrigation issues. Jim Landon and Cam Kinsman repaired the intake valve saving the course a lot of money. He explained the process of the repairs on the valve.
- J. Landon will be adding skirting to the range machine hut, and painting on the inner door.

Meeting adjourned at 5:15 pm.

Next meeting will be held June 25, 2025

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



WAR BONNET ROUND UP RODEO ADVISORY COMMITTEE

Thursday, June 12th, 2025

Recreation Center

11:00 a.m.

Members in Attendance: K. Jones, K. Staten, B. Skinner, P. Holm, T. Fannesbeck, S. Woolstenhulme, J. Stephens, H. Pettingill, K. Felker, J. Moad, R. Buchan, C. Horsley

Members not in Attendance: B. Robertson, J. Newgard

Call to Order

K. Jones called the meeting to order at 11:05

Approval of Minutes

B. Skinner motioned to approve the May 22nd minutes. T. Fannesbeck seconded. All in favor.

Director Updates – P. Holm

P. Holm reported on the following:

- The contracts are all in expect for one.
- He has received several video submissions for the National Anthem contest.
- P. Holm and T. Sessions met with finance yesterday. There was a conversation about the War Bonnet Association taking over some of the rodeo payments. P. Holm explained that the City can reimburse the association in advance to pay the tribal performers, stock saddle riders, and in the future perhaps the contracted officials who are requesting three-year contracts. Following discussion, K. Staten will get a vote from the association and put together a list of contractors she thinks the association could handle going forward.
- The Rotary Club will be coming to Sandy Downs for lunch on media day. P. Holm will ask them if they would just like to purchase their lunch from the Legion who will be set up and ready to cook.

Chair Report/Production – K. Jones

K. Jones reported on the following:

- Champ's Heart has asked her if they can start their event an hour later. Jeff Moad and Josh Stephens said that would leave them with limited time to get the arena ready.
- Zack Ekstrom has confirmed he will help with the contestant interviews.
- Our War Bonnet royalty Edie Barnes and Bailie Bramwell competed in the Miss Rodeo Idaho contest. Bailie was 2nd runner up and Edie was 1st runner up.
- The War Bonnet Association will have a booth at the Farmer's Market.
- The Reno family is unable to make it to Idaho Falls this year to film a segment for Legends. K. Jones suggests we have a tribute for the family at next year's 115th rodeo, and use Kevin Small for this year's legend. Board members agree. She also discussed adding Chase Yellowhawk and Sue Smith on our list for future Legends.
- K. Jones asked K. Felker to make arrangements between I.E. Productions and Kevin Small for the filming of his Legend's video.
- The flag girls are lined up for the 4th of July parade.
- The War Bonnet rodeo volunteer meeting is scheduled Monday during rodeo week at 7pm.
- She discussed Tanner's questionnaire he's working on, and ideas to get the survey distributed through City means using something like Survey Monkey.

Committee Reports

Tribal Relations – S. Woolstenhulme

S. Woolstenhulme reported on the following:

- She's sent out the W9's to the tribe. The tribal contracts are almost finished.
- She discussed finalizing the meal accommodations for the tribe. Should she give them a choice between the contestant tent or grandstands?
- She is concerned about the tribal member parking and wants to make sure the performers have a parking pass and that their additional family members and friends park in the regular parking area.
- She has found a name of a possible tribal military contact named Reggie Thorp. There was discussion on the idea that we should have the tribal military vets hold their flag during the tribal video segment and stand in the arena during that time while the dancers perform. They would also be part of Saturday night's tribute.
- Media passes need to be offered to tribal news.

Military Affairs/American Legion – B. Skinner

B. Skinner reported on the following:

- The Army's drill weekend is the same weekend as the War Bonnet, so military personnel will be plentiful.
- He's excited about getting the tribal military involved.
- We need security at the back gate that the vendor's use. Too many people are getting through that area. He suggests we get a security officer at that location early in the day. There was also discussion regarding the roadway near that gate being used for parking. Josh will work with Trident on getting that resolved.

Vice Chair/Hospitality/Sponsorship – K. Staten

K. Staten reported on the following:

- She is ordering new shirts for the flag girls, helpers, committee members, council members, pickup men, etc.
- She's working on reserving all the rentals needed.
- Harris Publishing will be doing the programs and days sheets in print and digital format.
- We have enough volunteer shirts left over from last year, so new ones will not be ordered.
- She suggested we have coroplast signs that show last year event winner's stats and pictures. She will get a price. There was discussion on where they could be displayed.
- I.E. Productions is making a map for Hollie for vendor layout planning.
- The new tent that will be placed near the flagpole in place of the coke trailer needs a name. K. Jones suggested we call it the "Make em' Buck Bar". This tent will house a full-sized bar.
- She's working on the contestant survey cards.
- I.F. Magazine is donating racks for us to display the programs at the rodeo.
- The Ida Gold series starts next weekend in Mackay.

Marketing/Advertising/Tickets – R. Buchan

R. Buchan reported on the following:

- She reported on the online ticket sales for each day.
- The printed tickets are out and delivered.
- She brought the War Bonnet posters for committee members to distribute.

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

J. Stephens reported on the following:

- He will have Trident Security attend our next meeting.
- The billboard banners came in yesterday.
- The new roping chutes are in.

Communications/Public Information – K. Felker

No updates

Youth Rodeo/Family Night – C. Horsley

C. Horsley reported on the following:

- Champ's Heart will not be doing pony rides this year.
- The petting zoo is confirmed.
- Following discussion on the need for more room near the children's area, C. Horsley will put the petting zoo in the spot normally reserved for the pony rides.
- He will be renting the BYU games that we used last year for the youth section for Wednesday night.

Livestock Welfare – B. Robertson (absent)

Outreach – T. Fannesbeck

T. Fannesbeck reported on the following:

- T. Fannesbeck attended the Bonneville County Fair Board meeting to discuss ways to do some cross marketing and collaboration. The fair board offered to give us a spot in their bulletin, and in exchange he is working with K. Staten to get them a spot in our program. He suggested we also give them a plug during the pre-rodeo. It was also suggested that we give them a spot in our kid's zone during the Wednesday night event.

Adjournment

Meeting adjourned at 12:45 p.m.

Next Meeting to be held Thursday, June 26th.