

The public is invited to attend. However, the agenda for this meeting does not include an opportunity for public interaction. Seating will be limited and on a first-come, first-serve basis. This meeting will be livestreamed at <https://www.idahofallsidaho.gov/429/Live-Stream>. This meeting may be cancelled or recessed to a later time in accordance with law. If you need communication aids or services or other physical accommodations to participate in or access this meeting, please contact the City Clerk - Emily Geisler - at (208) 612-8414 or the ADA Coordinator - Lisa Farris - at (208) 612-8323 prior to the meeting.

CITY COUNCIL WORK SESSION

Times listed in parentheses are only estimates.

Call to Order and Roll Call

Airport

Presentation and Discussion: Idaho Transportation Department – Division of Aeronautics Grant Offer (5)

Action: Approve the Resolution accepting Idaho Airport Aid Program Number F25SIDA, Project SP-03 (or take other action deemed appropriate)

Idaho Falls Downtown Development Corporation

Presentation and Discussion: Plan for Metered Parking (50)

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

Legal, Municipal Services, Mayor's Office

Discussion: Revised Impact Fee Ordinance and Updated Definition of Square Footage (30)

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

Community Development Services, CDBG

Presentation and Discussion: Recommended Projects and/or Activities for the 2025 Community Development Block Grant (CDBG) Action Plan (30)

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

Community Development Services

Presentation and Discussion: Revisions to Comprehensive Zoning Code (20)

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

Police, Human Resources

Presentation and Discussion: Amendment to Personnel Manual (15)

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

Human Resources, Legal

Review and Discussion: Compensation Benchmarking for Elected Positions (30)

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

Mayor and City Council

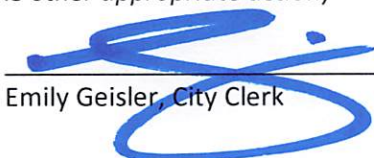
Acceptance or Receipt of Minutes (5)

Action: Receive recommendation(s) from the July 1, 2025, meeting of the Planning and Zoning Commission pursuant to the Local Land Use Planning Act

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)

Dated this 25th day of July 2025



Emily Geisler, City Clerk



IDAHO TRANSPORTATION DEPARTMENT

Division of Aeronautics
1390 W Gowen Road • Boise ID 83705

(208) 334-8775
itd.idaho.gov/aero

7/7/2025

Rebecca L. Noah Casper PhD,
Mayor City of Idaho Falls
PO Box 50220
Idaho Falls, ID 83405

GRANT AGREEMENT - IDAHO AIRPORT AID PROGRAM
STATE FISCAL YEAR-26 for the Idaho Falls Regional Airport
FS PROGRAM NUMBER: F25SIDA

PROJECT DESCRIPTION: Current Projects

This grant is in the amount of \$450,000.00 to match \$ 0.00 from the City of Idaho Falls.

Dear Mayor,

The Idaho Division of Aeronautics is pleased to offer your airport this matching grant to assist in financing improvements to your airport during State FY-26. Enclosed is an electronic copy of the Grant Offer for the Idaho Airport Aid Program. Please read this letter and Grant Offer carefully.

To properly enter into this agreement, you must do the following:

- Provide authority to execute the grant to the individual signing the grant
- Have the City Council ratify both the Grant Agreement and the City Resolution
- Authorized representative must execute the grant no later than 7/30/2025
- A final, .pdf copy of the grant will be e-mailed once all parties have signed
- Please have the City Clerk attest to and sign

To ensure proper stewardship of State funds, you are expected to submit payment requests for reimbursement of allowable incurred expenses in accordance with project progress. Should you fail to make draws on a regular basis, your grant may be placed in "inactive" status, which will affect your ability to receive future grant offers.

Each payment request for reimbursement will include the following items:

- Request for Reimbursement letter stating FS Program #, request #, invoice total, and reimbursement requested
- Applicable Invoices/Outlay Reports

I look forward to working with the City on this project. If you have any questions regarding the acceptance of this grant or how to request grant funds, please call me at (208) 334-8784.

Sincerely,

Steffen Verdin
Airport Planning Manager

GRANT AGREEMENT
IDAHO AIRPORT AID PROGRAM
STATE FISCAL YEAR-26

TO: City of Idaho Falls, Idaho
(Hereinafter referred to as the "SPONSOR")

FROM: The State of Idaho, acting through the IDAHO TRANSPORTATION DEPARTMENT, DIVISION OF
AERONAUTICS
(Hereinafter referred to as the "STATE")

WHEREAS, the SPONSOR has submitted to the STATE an application for assistance from the Idaho Airport Aid Program for development of the Idaho Falls Regional Airport, together with the planning proposal or plans and specifications for the project. The STATE approved the application and it is hereby incorporated herein and made a part thereof:

WHEREAS, the Idaho Transportation Board has approved a project for development of the airport consisting of the following described airport development:

Project Description: Current Projects

FS Program Number: F25SIDA

Project Number: SP-03

NOW THEREFORE, for carrying out the provisions of the Uniform State Aeronautics Department Act; Title 21 of the Idaho Code, as amended, and in consideration of the SPONSOR acceptance of this offer, as hereinafter provided, the STATE hereby agrees to pay, as its share of the costs incurred in accomplishing the project, not more than a lump sum amount of \$450,000.

This Grant incorporates the following terms and conditions:

1. The STATE affirms that:
 - A. The maximum obligation of the STATE payable under this Grant shall be \$450,000.00.
 - B. This grant expires on June 30, 2028 and the STATE shall have no further obligation after that date.
2. The SPONSOR shall:
 1. Certify the availability of at least \$.00 to match STATE participation in said project.
 2. The Airport Sponsor agrees to comply with the regulations relative to non-discrimination in State assisted programs of the Idaho Transportation Department.
 3. Diligently and expeditiously complete this project by August 30, 2028 and likewise pursue appropriate measures as may be agreed upon by the SPONSOR and the STATE to remedy project delays, including but not limited to litigation or condemnation.

4. Carry out and complete the project in accordance with the plans, specifications, and property map, incorporated herein, as they may be revised or modified, with approval of the STATE.
5. Competitively bid all contracts for construction involved in this project in accordance with bidding procedures outlined in Idaho Statute Title 67, Chapter 28 of the Idaho Code and Title 2 CFR part 200 and may provide solicitation documentation to the STATE.
6. In connection with the acquisition of real property for the project, secure at least two written appraisals by licensed appraisers and not pay in excess of the highest appraisal without the written consent of the STATE or except as directed by a court of competent jurisdiction after a contested trial and a judgment not resulting from agreement between the parties.
7. No State funds will be paid to the SPONSOR in any case until it certifies in writing that it has funds available and will spend at least the amount designated for this project in the Grant Agreement, solely for the project in question.
8. The SPONSOR agrees to hold said airport open to the flying public for the useful life of the facilities developed under this project.
9. The SPONSOR shall grant no exclusive use or operating agreements, to any person, company, or corporation for the use of the airport by any person providing or intending to provide aeronautical services to the public. Failure to abide by such agreement shall automatically obligate the immediate and full return of all State of Idaho money expended on behalf of the project to the State of Idaho.
10. Agrees to fulfill the FAA assurances applicable to this project and follow the requirements in 49 USC 471 Airport Development. (Only applies to FAA funded projects)
11. Agrees to follow and include applicable FAA required contract terms to any associated contracts granted in association with this grant. (Only applies to FAA funded projects)
12. Submit with this accepted Grant Agreement the full name of the local Project Manager/Inspector along with full contact information including work phone number, cell phone number, fax number, email address, and postal mailing address. Also, include a job related contact that will know the whereabouts of and can contact the Project Manager/Inspector quickly for Grant related matters.
13. Use the provided "Project List and Submittals" form to monitor the project's progress. The SPONSOR will submit the form when submittals are made, and provide the completed form, along with the reports, as part of the closeout documents.
14. Such allocation agreement shall become effective upon the SPONSOR acceptance of this offer and shall remain in full force and effect throughout the useful life of the facilities developed under the project but in any event not to exceed twenty (20) years from the date of acceptance.
15. Said offer and acceptance shall comprise allocation agreement, constituting the obligation and rights of the State of Idaho and the SPONSOR with respect to the accomplishment of the project and the operation and the maintenance of the airport.

16. SPONSOR must develop the airport in accordance with current design standards as set forth by the FAA for airport receiving FAA funding or by the Division of Aeronautics for non-federally funded airports.
17. SPONSOR cannot allow any activity or action on the airport that would interfere with its use for airport purposes.
18. SPONSOR must allow all types, kinds, and classes of aeronautical activities use the airport. This includes such activities as parachute jumping and ultralight vehicles. One possible reason for not allowing an aeronautical activity on the airport is if it cannot be conducted safely. The final safety determination is the responsibility of the Idaho Division of Aeronautics. FAA funded airports shall abide by FAA guidance as depicted in the FAA grant assurance 22.
19. SPONSOR must allow people to service their own aircraft according to all applicable Federal Aviation Regulations (FARs). IDAPA 39.04.01
20. All revenue generated on the airport by the Sponsor will be used for airport purposes only.
21. SPONSOR will have proof of ownership or lease of all land upon which any project is proposed in order to protect the investment of public funds.
22. That any Exclusive Operating or Use Agreement in violation of Section I. above shall Automatically Obligate the Immediate and full Return of all State of Idaho money expended on behalf of the Project to the State of Idaho.
23. SPONSOR will have compatible land use and height zoning for the airport to prevent incompatible land uses and the creation or establishment of structures or objects of natural growth, which would constitute hazards or obstructions to aircraft operating to, from, on, or in the vicinity of the subject airport. Idaho Statute 67-6508q
24. SPONSOR will ensure hangars are used primarily for aeronautical purposes. Non-aeronautical items stored in the hangar will not interfere with aeronautical use of the hangar.
25. SPONSOR will maintain a fee and rental structure for services and facilities at the airport, which will make the airport as self-sustaining as possible taking into account such factors as the volume of traffic and economy of collection. The Division of Aeronautics can provide assistance with establishing the structure base.

The allowable costs of the project shall not include any costs determined by the STATE to be ineligible.

The STATE reserves the right to amend or withdraw this offer at any time prior to its acceptance by the SPONSOR.

No project cost reimbursements shall be issued and the STATE shall not be obligated to pay any part of the costs of the project unless the final agreement has been accepted by the SPONSOR as prescribed in writing by the STATE.

Except for those projects receiving both State and Federal Aid (submit copies of FAA Application and Agreement), the following inspection schedule, and reporting system is required:

3. Inspection Schedule and Reporting System:

Inspection Schedule and Reporting System will vary for each project. The SPONSOR must make reports and be subject to inspections on the following schedule:

- A. SPONSOR shall report project commencement date.
- B. SPONSOR shall receive approval prior to any change in the scope of the project.
- C. SPONSOR shall report project completion date and request final payment.
- D. STATE may participate in the final inspection and shall sign off the project as completed.
- E. STATE may arrange for audit of account in accordance with regularly scheduled audit program.

The execution of this instrument by the SPONSOR and ratification and adoption of the project application incorporated herein provides proof of the Sponsors commitment, as hereinafter provided. Said offer and acceptance shall comprise allocation agreement, constituting the obligation and rights of the State of Idaho and the SPONSOR with respect to the accomplishment of the project and the operation and the maintenance of the airport. Such allocation agreement shall become effective upon the SPONSOR acceptance of this offer and shall remain in full force and effect throughout the useful life of the facilities developed under the project but in any event not to exceed twenty (20) years from the date of acceptance.

STATE OF IDAHO, ITD
Division of Aeronautics



By: _____
Thomas Mahoney, Administrator

ACCEPTANCE

THE SPONSOR DOES HEREBY RATIFY AND ADOPT ALL STATEMENTS, representations, warranties, covenants, and agreements contained in the project application and incorporated materials referred to in the foregoing offer and does hereby accept said offer and by such acceptance agrees to all of the terms and conditions thereof.

Executed this ____ day of _____, 2025.

By: _____
Rebecca L. Noah Casper PhD, Mayor
City of Idaho Falls, City Council

ATTEST:

Emily Geisler, City Clerk

I, Emily Geisler, City Clerk do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. _____ adopted at a regular meeting of the City Council held on the ____ day of _____, 2025, and that the same is now in full force and effect. IN WITNESS WHEREOF, I have hereunto set my hand and impressed the official seal of the City, this ____ day of _____, 2025.

Emily Geisler, City Clerk

City Resolution

Exact from the minutes of a regular meeting
of the City Council of City of Idaho Falls, Idaho
Held on _____, 2025.

Councilman _____, introduced the following Resolution, was read in full, considered, and adopted:

Resolution number _____ of City of Idaho Falls, Idaho accepting the Grant Offer of the State of Idaho through the Idaho Transportation Department, Division of Aeronautics, in the maximum amount of \$450,000.00 to be used under the Idaho Airport Aid Program, FS Program number: F25SIDA, Project number: SP-03 in the development of the Idaho Falls Regional Airport; and

Be it resolved by the Mayor and City Council of City of Idaho Falls, Idaho (herein referred to as the City as follows:

Sec. 1. That the City shall accept the Grant Offer of the State of Idaho in the amount of \$450,000.00, for the purpose of obtaining State Aid under FS Program Number: F25SIDA, Project Number: SP-03 in the development of the Idaho Falls Regional Airport; and

Sec. 2. That the Mayor of the City of Idaho Falls City Council is hereby authorized and directed to sign the statement of Acceptance of said Grant Offer (entitled Acceptance) on behalf of the City, the City Clerk is hereby authorized and directed to attest the signature of the Mayor and to impress the official seal of the City on the aforesaid statement of Acceptance; and

Sec. 3. A true copy of the Grant Agreement referred to herein be attached hereto and made a part thereof.

Passed by the City Council and approved by the Mayor this _____ day of _____, 2025.

Rebecca L. Noah Casper PhD, Mayor

ATTEST:

Emily Geisler, City Clerk

CERTIFICATE

I, Emily Geisler, City Clerk do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. _____ adopted at a regular meeting of the City Council held on the _____ day of _____, 2025, and that the same is now in full force and effect. IN WITNESS WHEREOF, I have hereunto set my hand and impressed the official seal of the City, this _____ day of _____, 2025.

Emily Geisler, City Clerk

XIV Occupational Injury

The Idaho Falls Police Department shall follow City Personnel Policy 440 Safety and Workers Compensation with the following exceptions and clarifications for Sworn Law Enforcement, Animal Control, and Ordinance Officers as described below.

Accident on Duty (AOD) Eligibility for Sworn Law Enforcement, Animal Control, and Ordinance Officers

Sworn Law Enforcement, Animal Control, and Ordinance Officers will receive Accident on Duty (AOD) pay immediately after the accident for injuries that qualify under the Workers' Compensation Statute and when the Officer is unable to return to work due to medical restrictions. For all other Police Department employees, AOD pay will begin after the five (5) calendar day waiting period as identified in Idaho Code and City Policy.

If the injured employee is released to full duty with no restrictions, the employee shall report back to their immediate supervisor and return to their previously assigned position.

If the injured employee is not released back to work in any capacity, the employee will be placed on a four (4) shifts, ten (10) hour schedule, Monday through Thursday from 0800 to 1800 hours. The employee's time shall be coded as "Accident on Duty (AOD)" until they are released to return to duty with or without restrictions.

If the injured employee is released to return to work with restrictions, the employee shall report to their Commanding Officer the next business day. The employee will be assigned to a schedule of four (4) shifts, ten (10) hour schedule that meets the operational needs of the Department and offered a light duty assignment in accordance with the IFPD modified duty policy. All restrictions required for the employee must be documented and explicit in an order or note from a qualified medical provider. If an employee disagrees with the light duty restrictions provided by a qualified medical provider, the employee must promptly return to the medical provider to obtain updated or revised medical documentation. The City will rely on the most recent restrictions provided by a qualified medical provider. In the absence of updated documentation, the City will proceed according to the current medical certification on file.

Schedule changes resulting from this policy are exempt from VI. A. and VI. B. notice requirements for changes in schedule. Once a modified duty schedule is established, any subsequent schedule changes must comply with the VI. A. and VI B. requirements.

If the injured employee is a Sworn Law Enforcement Officer and is not released to duty in some capacity before the end of the fifty (50) calendar day limit of AOD under the city policy, the city will comply with Idaho Code Title 72-1104, allowing for a continuation of AOD under the specific circumstances defined by that code.



MEMORANDUM

TO: Honorable Mayor and Council

FROM: Wade Sanner, Community Development Services Director

DATE: July 8, 2025

RE: July 1, 2025, Planning Commission Action

Planning Commission took the following action during the July 1, 2025, meeting.

1. **PLT24-049: FINAL PLAT for Creekside Village Division No. 1. Government Lot 1, Section 7, Township 2 North, Range 38 East. Located north of MK Simpson Boulevard, east of N 5th W, south of W 33rd N, west of N Boulevard.** On July 1, 2025, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.
2. **PLT25-013: FINAL PLAT for Fin Fun Subdivision. Part of the NW ¼ of Section 8, Township 2 North, Range 38 East. Located north of Stanley Street, east of N Holmes Avenue, south of Iona Road, west of Wright Road.** On July 1, 2025, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.
3. **PLT25-014: FINAL PLAT for Donner Townhomes. Lots 9-12, Block 1 of H-S Addition Division No. 1. Located north of Easy Street, east of the Idaho Canal, south of Garfield Street, and west of N Woodruff Avenue.** On July 1, 2025, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.
4. **PLT25-015: FINAL PLAT for First Amended of R&V Addition, Division No. 2. S ½ of Section 21, Township 2 N, Range 38 East, including Lots 1 and 2, Block 3 of R&V Park Addition Division No. 2. Located north of E 12th Street, east of Nixon Avenue, south of Gallup Street, west of S Hoopes Avenue.** On July 1, 2025, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.
5. **PLT25-016: FINAL PLAT for Houston Heights Division No. 1. Lot 15, Block 3 Yellowstone Addition Division No. 3. Located north of Houston Street, east of S Saturn Avenue, south of Atlanta Street, west of S Colorado Avenue.** On July 1, 2025, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.
6. **PLT25-018: FINAL PLAT for Idaho Steel Products Division No. 1. Part of the SW ¼ of the SE ¼ of Section 7, Township 2 North, Range 38 East. Located north of E Anderson Street, east of N Boulevard, south of US Hwy 20, west of N Holmes Avenue.** On July 1, 2025, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.

7. **RZN25-011: Amendment to Sections 11-3-4 Dimensional Standards for Residential Zones; 11-7-1, Definitions of Title 11, Comprehensive Zoning Code.** On July 1, 2025, the Planning Commission unanimously recommend approval for the amendments 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).



Board of Directors Meeting Minutes

May 13, 2025 | 9:00 a.m. | Willard Arts Center

Board of Directors Attendees: Brandi Newton, Chip Langerak, Lisa Farris, Shanon Taylor, Jill Hansen, Kevin Cutler, Matt Jacobsen, Caitlyn Long. **IFDDC Staff:** Bryan Chaffin, Kerry Hammon, Lacey Marie, and Juan Hernandez. **Guest:** Jayce and Tawni Howell

Topics Discussed:

- Chip Langerak: Review April 8, 2025, meeting minutes. Motion to approve passed.
- Brandi Newton: Financial Report. Positive cash balance. Motion to approve passed.
- Bryan Chaffin: Director's Report -
 - MCS updating the IFDDC brochures.
 - Flowers sponsorships are up.
 - IFP fixed two broken lampposts downtown. Weeds in IFDDC parking lots sprayed. The decorative trash cans are filling up, Street Division notified.
 - Director hiring a part-time employee for maintenance and event assistance.
 - Signed contract with Manwaring web; work on the new website starts at the end of May.
 - Staff met with contractors to discuss two CBDG qualifying projects for community centers.
- Lacey Marie: Event Update. Find the Easter Bunny – great attendance, good weather. LK Realty Easter Egg Hunt/Bar Hop, doubled attendance, raised money for the 1614 Revival Foundation. Spring Brew, May 3, first day of the Farmer's Market, great attendance, need more volunteers. Benefit Your Body on Broadway returns in June.
- Lisa Farris: Grants. We have just over \$73k in funding, to include improvements to the flower box in front of City Bagel, Jill and Kevin are both looking into installing new signs, and Matt is getting quotes for an awning for Park & A Italia and a sign for Snake Bite. The funding will also be used to go toward improvements to two community centers.
- Caitlyn Long – The Historic Preservation Plan was adopted by City Council. Part of the mitigation efforts for the Frontier Center included a reconnaissance survey of downtown.
- The Civitan Club requested a variance from the City for the new location of Alive After 5, granted.
- Guests Jayce and Tawni Howell requested an update on parking which was provided.

The meeting was adjourned at 10:05 am. The next board meeting will be Tuesday, June 10, 2025, at 9:00 a.m. at the Willard Arts Center. *Reviewed & approved by Bryan Chaffin and the Board of Directors. Respectfully submitted by Kerry Hammon, IFDDC Operations Manager.*



WAR BONNET ROUND UP RODEO ADVISORY COMMITTEE

Thursday, July 10th, 2025

Recreation Center

11:00 a.m.

Members in Attendance: K. Jones, K. Staten, J. Newgard, T. Fonnesebeck, S. Woolstenhulme, K. Felker, J. Stephens, J. Moad, T. Smith, H. Pettingill, R. Buchan, C. Horsley

Members not in Attendance: B. Robertson, B. Skinner, P. Holm, C. Price

Call to Order

K. Jones called the meeting to order at 11:00

Approval of Minutes

S. Woolstenhulme motioned to approve the June 26th minutes. K. Staten seconded. All in favor.

Director Updates – P. Holm (absent)

Chair Report/Production – K. Jones

K. Jones reported on the following:

- Following conversations with P. Holm and being contacted by videographer Ronan Heist, we will be looking into hiring a videographer for 2026. Ronan Heist, schedule allowing, can video the rodeo for \$3200 including travel costs. K. Jones asks if we should, in future meetings, consider getting quotes from several videographer professionals before hiring one for next season.
- The first set of rodeo entries closed on July 9th. We have 532 entered contestants thus far. She believes being a part of the Ida Gold Series is beneficial to securing contestants.
- Following royalty interviews, we have a new line up for 2026. Danielle Madalena will be Miss War Bonnet Round Up. Brooklyn Dooley will be War Bonnet Round Up Teen Queen, and Edie Barnes will continue as War Bonnet Round Up Princess.

- K. Jones has made a few changes to the Wednesday night production following a conversation with Kade Rogge.
- She has received some feedback on our new photographer. Not all of it was favorable.

Committee Reports

Tribal Relations – S. Woolstenhulme

S. Woolstenhulme reported on the following:

- She has obtained the drum group contract and tribe W9's.
- There will probably be ten dancers.
- Nolan, her tribal military contact, will work with B. Skinner on participating this year in our military tributes, and possibly holding flags in the arena during the drum group segment.

Military Affairs/American Legion – B. Skinner (absent)

Vice Chair/Hospitality/Sponsorship – K. Staten

K. Staten reported on the following:

- She has made some rodeo week schedule changes, and the committee discussed.
- She advised it is last call for rentals.
- The Bonneville County Fair will be doing a food drive during the rodeo. Should we participate and collect cans of food at the gate? The committee said yes. She will advertise the food drive info.
- We have a total of 58 sponsors this year.
- The drone show is returning for all three nights.

Marketing/Advertising/Tickets – R. Buchan

R. Buchan reported on the following:

- She gave the online-ticket sale count thus far.
- She ordered the banners and had coroplast signs ordered so they can hold up in the weather.
- She confirmed how many ushers we will have available.
- She instructed the committee that only the top tier members are to obtain the wrist bands to distribute.

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

J. Moad reported on the following:

- J. Stephens asked whether or not the barrel racer stalker is still a concern. He was advised yes.
- H. Pettingill stated she will need help with the outdoor merch booth. C. Horsley will look into finding someone.
- J. Moad confirmed if the kid's zone needs fenced off, and whether we should buy more panels.
- J. Moad advised the chutes are all in and the big tent is scheduled to go up after the 21st.

- There was group discussion on the logistics for Debi Davis's timer position.

Communications/Public Information – K. Felker

K. Felker reported on the following:

- E. Productions has wrapped up the Legends video.
- She is finishing up with the write ups for Kevin Smalls and the Mayor.
- She'll be working on preparing the media invites.

Youth Rodeo/Family Night – C. Horsley

C. Horsley reported on the following:

- We have forty of the 60 mutton bustin slots filled.
- We do not have any signups for the chute doggin or steer riding events yet.
- The games are booked from BYU Idaho.
- K. Staten advised Chris she has booked the bounce houses.

Livestock Welfare – B. Robertson (absent)

Finance – C. Price (absent)

Outreach – T. Fannesbeck

T. Fannesbeck reported on the following:

- Ammon Days wants to collaborate next year with the War Bonnet since the events overlap.

Adjournment

Meeting adjourned at 12:06 p.m.

Next Meeting to be held Thursday, July 17th.



WAR BONNET ROUND UP RODEO ADVISORY COMMITTEE

Thursday, July 17th, 2025

Sandy Downs

11:00 a.m.

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

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

Call to Order

K. Jones called the meeting to order at 11:04

Approval of Minutes

T. Fonnesebeck motioned to approve the July 10th minutes. B. Skinner seconded. All in favor.

Director Updates – P. Holm

P. Holm reported on the following:

- We had 59 submissions for the National Anthem. The finalists were picked and notified.
- The contracts are all in.
- P. Holm discussed the service groups that will be involved this year.
- Emergency medical services for the rodeo have been secured.

Chair Report/Production – K. Jones

K. Jones reported on the following:

- She will need to revamp the Wednesday night production schedule since we have no steer riders or chute doggers registered. She is working on a plan with C. Horsley to remedy this situation next year with a training class/camp for juniors to learn steer riding and chute doggin.
- The royalty talking points have been sent out.

- She is still looking for a replacement for Wade's team and wagon. There was committee discussion on possible alternatives. B. Skinner knows someone who might be able to help, and he will call them.
- She confirmed whether the Reno family has gotten back to PJ on their bio.
- A journalist out of Boise contacted K. Jones and wants to do a story on the rodeo.
- An Idaho influencer has reached out and would like to attend and video tape her War Bonnet experience for her audience.
- K. Jones will push a ticket give-a-way to lucky winners for our Thursday night show on social media.
- Frostview production should be finalized by tomorrow.
- Perf logs, announcer logs, etc. are being completed.
- K. Staten confirmed with K. Jones that she will handle the contestant information pages showing Sandy Downs amenities and area information.
- K. Jones confirmed whether or Toyota wrapped truck will be used for the barrels.

Committee Reports

Tribal Relations – S. Woolstenhulme

S. Woolstenhulme reported on the following:

- Ten dancers are confirmed, including James Tone.
- The tribe has their hospitality tickets.
- Nolan, the tribal military contact, was interested in participating but she hasn't heard back. B. Skinner advised he would follow up.

Military Affairs/American Legion – B. Skinner

B. Skinner reported on the following:

- He confirmed whether we will use the service flags.
- Confirmed if he needs to prepare military branch highlights for announcers.
- He will distribute 100 Thursday tickets to disadvantaged children through his wife's organization.
- He inquired which board members will be attending the NFR. P. Holm will get back to him.
- He confirmed the sheriff's detail.
- He asked K. Jones whether it was possible to get video of the stripping chutes with the bulls and riders in action. K. Jones confirmed yes.

Vice Chair/Hospitality/Sponsorship – K. Staten

K. Staten reported on the following:

- K. Staten asked the committee if we still want to use the hay bales and backdrop in the tent area.
- Frostview notified K. Staten of a problem they had at another rodeo involving kids getting on a trailer and causing problems. K. Staten requests we get crowd control fencing of some kind to keep kids from getting on the large hanging tv on the north end.

- She advised that pyro can be done during the ending of the drone show. Following discussion, it was agreed that this was a great idea.
- She might be getting some late sponsors to participate.
- She advised J. Moad that she needs two more flag poles.
- She reported that the association is on board to work on the three-year contracts for our contractors as long as the association is not on the hook for final payment.
- She needs volunteers or staff to hand out facility maps to our contestants near the entrance by the caretaker house.

Marketing/Advertising/Tickets – R. Buchan

R. Buchan reported on the following:

- She gave the online-ticket sale count thus far.
- She plans to push the drone show on social media.
- She inquired about the wrangler vouchers and how many we should expect.

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

J. Moad reported on the following:

- The panels are in.
- There has been some trouble with the crow's nest windows, but they doctored them up as best as they could. They did put two air conditioners in the nest which cools it down enough to be comfortable.
- The new ticket booth had power hooked up yesterday.

Communications/Public Information – K. Felker

K. Felker reported on the following:

- She has created the media passes and just needs the lanyards. K. Staten will drop them off at City Hall.
- She confirmed the media day activities and what we will be showing the media and the Rotary Club who will be there at the same time. There was committee discussion and comments that we will introduce the media to the stock contractor, bull fighters. Clown/barrelman, etc.
- She confirmed whether lunch would be provided to the media. P. Holm advised they will be served by the Legion.

Youth Rodeo/Family Night – C. Horsley (absent – reported by P. Holm)

P. Holm reported on the following:

- We have forty of the 60 mutton bustin slots filled.
- We do not have any signups for the chute doggin or steer riding events yet. They will plan on a junior's chute doggin and steer riding training camp next year.

Livestock Welfare – B. Robertson (absent)

Finance – C. Price (absent)

Outreach – T. Fannesbeck

T. Fannesbeck reported on the following:

- He is picking up the posters from the county fair.
- The county fair's food drive has been cancelled.
- He is working on a plan to collaborate with Ammon Days next year.

Adjournment

Meeting adjourned at 12:10 p.m.

Next Meeting to be held Thursday, July 24th.