



CITY COUNCIL AGENDA

City of Idaho Falls

City Council Meeting

680 Park Avenue

Tuesday

November 25, 2025

7:30pm

Mayor

Rebecca Casper

City Council

Lisa Burtenshaw

Council President, Seat 2

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

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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

Agenda

680 Park Avenue
Idaho Falls, ID 83402

Tuesday, November 25, 2025

7:30 PM

City Council Chambers

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

Please see guidelines on previous page.

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 and Reappointments to City Boards, Committees and Commissions pursuant to Idaho Falls City Code and Idaho Statutes 25-466

Attachments: CDS Memo - Wilson
Application - Wilson
MO Memo - Wilson
City Code - BOA
CDS Memo - Scales
Application - Scales
MO Memo - Scales
City Code - P&Z
IF Memo - Nottestad
MO Memo - Nottestad
City Code - IFAC

B) MUNICIPAL SERVICES

- 1) Replace City Telephone System 25-451

Attachments: Order
Statement of Work

- 2) Professional Services Agreement with Idaho Falls Arts Council 25-452

Attachments: Proposal

- 3) Treasurer's Report for September 2025 25-455

Attachments: September 2025

C) **PUBLIC WORKS**

- 1) Minutes from Public Works Department Annual Meeting 25-454

Attachments: 07.16.25

- 2) Bid Award - North Highland Park Concrete Improvements 2026 25-457

Attachments: Bid Tab/Map

D) **IDAHO FALLS POWER**

- 1) 2025-2028 EICAP Energy Efficiency Agreement 25-409

Attachments: Agreement

E) **OFFICE OF THE CITY CLERK**

- 1) City Council Meeting Minutes 25-453

Attachments: 10.09.2025

10.20.2025

10.23.2025

11.10.2025

- 2) October 2025 Licensing through the Office of the City Clerk 25-424

Attachments: New

Renewed

Contractors

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) **MUNICIPAL SERVICES**

- 1) Addition to Public Works Fleet - One 2026 John Deere Wheel Loader 25-460

This purchase will be an addition to the Water Division fleet.

Action Item(s):

Accept and approve the purchase of one 2026 John Deere Wheel Loader from the Sourcewell cooperative purchasing #011723-JDC from John Deere for a total of \$285,215.40 and authorize the Mayor and City Clerk to sign the necessary documents (or take other action deemed appropriate).

Attachments: Purchase Order

B) HUMAN RESOURCES**1) Proposed Changes to Personnel Policies 330, 410, and 500 25-431**

On September 22, 2025, these proposed policy changes were discussed with the City Council at a Work Session. On that same day, the policies were sent to all city employees via email providing them with 30 days for comment. No employees submitted comments.

Action Item(s):

Approve the changes to personnel policies 330, 410, and 500 (or take other appropriate action).

Attachments: 330
410
500
Summary

C) IDAHO FALLS POWER**1) Surplus used Demand Shifter to the College of Eastern Idaho (CEI) 25-449**

Idaho Falls Power is recommending that the Demand Shifter be declared surplus and given to CEI for educational purposes at no cost. This system was a demonstration project for solar energy storage under the 2009 ARRA law. This system is now obsolete and has no value for Idaho Falls, but the components have significant value for electrical and controls training. Further, this device needs to be removed due to a parking lot reconstruction. The City is authorized, pursuant to Idaho Code § 67-2322, to sell or transfer property to a community college district, like the College of Eastern Idaho.

Action Item(s):

Approve the surplus retirement of IFP's used Demand Shifter to the College of Eastern Idaho (CEI) (or take other action deemed appropriate).

Attachments: Photo & Resolution

D) COMMUNITY DEVELOPMENT SERVICES**1) Legislative Hearing for Consideration of an Ordinance approving the 25-467**

Urban Renewal Plan for the Riverside Urban Renewal Project and a Resolution approving an Intergovernmental Agreement with Bonneville County

Attached for consideration is the ordinance approving the Urban Renewal Plan for the Riverside Urban Renewal Project. The ordinance includes several exhibits:

1. The resolution of the Planning and Zoning Commission for the City of Idaho Falls, Idaho, validating conformity of the Urban Renewal Plan for the First Amendment to the River Commons Urban Renewal Project with the City of Idaho Falls' Comprehensive Plan
2. Legal Notice for the City Council Meeting
3. Riverside Urban Renewal Plan
4. Bonneville County Ordinance - Transfer of Powers
5. Intergovernmental Agreement with Bonneville County
6. Riverside Ordinance summary
7. Riverside Ordinance

Required notification and summary of the plan has been provided to the appropriate taxing entities. The plan included with the ordinance contains an outline of potential projects which may be completed with tax incrementing financing (TIF) funds and a financial feasibility study demonstrating that the expected tax revenues can cover the costs of the projects. Approval of the ordinance is the final step in the creation of the district, which will allow for TIF to be used to incentivize and assist redevelopment of the area. The Idaho Falls Redevelopment Agency (IFRA) Board approved the plan by resolution at its September 18, 2025, meeting. This is anticipated to be a 20-year plan, the maximum allowed by State Statute.

Action Item(s):

1. Approve the Ordinance approving the Urban Renewal Plan for the Riverside Urban Renewal Project and revenue allocation area under a suspension of the rules requiring three complete and separate readings and request that it be read by title and published by summary (or consider the Ordinance on the first reading and that it be read by title, reject the Ordinance, or take other action deemed appropriate).
2. Approve the Resolution approving the intergovernmental agreement with Bonneville County and give authorization for the Mayor and City Clerk to sign the necessary documents (or take other action deemed appropriate).

Attachments: Exhibit 1 - P&Z Resolution
Exhibit 2 - Proof of Publication
Exhibit 3 - Plan
Exhibit 4 - County Ordinance
Exhibit 5 - Resolution
Ordinance Summary
Ordinance

6. Announcements

7. Adjournment