IDAHO FALLS
City Clerk's Office

NOTICE OF PUBLIC MEETING
Tuesday, January 20, 2026
City Council Chambers
680 Park Avenue, Idaho Falls, ID 83402
3:00 p.m.

The public is invited to attend in-person or watch via the livestream 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 other physical accommodation to attend or access this meeting, please contact Emily Geisler, City Clerk, at (208) 612-8414 or Lisa Farris, ADA Coordinator, at (208) 612-8323 prior to the meeting.

CITY COUNCIL WORK SESSION

Estimated times listed in parentheses.

Call to Order & Roll Call

Human Resources, City Attorney	**Discussion:** First Reading – Policy 410 & 440 Changes (20) *Action: Council Direction to Staff (or take other appropriate action)*
Public Works	**Discussion:** Project Development – Elm Street, *Yellowstone Ave to S Boulevard* and Roundabout, *S Boulevard & Birch St* (30) *Action: Council Direction to Staff (or take other appropriate action)*
Municipal Services, Public Works	**Discussion:** Auction of City Property (15) *Action: Council Direction to Staff (or take other appropriate action)*
Municipal Services, City Attorney, Mayor's Office, Community Development Services	**Discussion:** Impact Fee Study Update (45) *Action: Council Direction to Staff (or take other appropriate action)*
Mayor, City Council	**Acceptance or Receipt of Minutes** (5) *Action: Receive recommendation(s) from the January 6, 2026, meeting of the Planning and Zoning Commission pursuant to the Local Land Use Planning Act (LLUPA)* **Mayor and Council Reports**: Calendars; Announcements; Events; Reports; Updates; Concerns; Questions; Discussion; Proclamations; Notes/Minutes from Boards and Commissions (15) *Action: Council Direction to Staff (or take other appropriate action)*
Executive Session	**Called pursuant to Idaho Code 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 mere presence of legal counsel at an executive session does not satisfy this requirement. (15) *Council will not reconvene after the executive session.*

Dated this 16th day of January 2026

Emily Geisler, City Clerk

POLICY NUMBER AND TITLE	SUMMARY OF CHANGES
410. LEAVES PRACTICES	Updated "VOLUNTARY SHARED LEAVE" section to clarify confusion around current application of policy including adding sections for eligibility and definitions and a calendar year basis for calculating the maximum amount of shared leave an employee can use. We also clarified the section for "Sick Leave Conversion". We clarified that an employee must meet the criteria when submitting the conversion request in April and when receiving payment in November. We also increased the sick leave conversion payout amount to from $2,500 to $3.000.
440. Safety and Workers Compensation	Updating the language to clarify some confusion on the application of the waiting period, doctor appointments, FMLA running concurrently, and the transition after 50 calendar days.

City of Idaho Falls Human Resources
Policy 410
Leave Practices

Approved: ~~November 25, 2025~~ TBD

VACATIONS

A. Eligibility and Accrual

1. Vacation Benefits. Regular employees will be eligible for paid vacation in accordance with the following schedule and according to Section X of this Personnel Policy. Accrued hours will be pro-rated for regular employees that work less than Full-Time.

2. Employees will accrue vacation leave on a per pay period basis, based on the number of regular hours worked and the years of continuous employment with the City.

Completed Years of Service	Vacation Hours	Days	Accrued Hours Per Pay Period
Date of Hire-4 years	140	17.5	5.38
5 years	160	20	6.15
10 years	180	22.5	6.92
15 years	220	27.5	8.46
20 or more	240	30	9.23

1. Employees are not permitted to use more than three (3) days of vacation after their last full week on the job.

2. Vacation cannot be used prior to being accrued.

3. Vacation will not be considered as time worked for purposes of calculating overtime compensation.

Maximum Accrual

1. Maximum vacation accrual is two-hundred and forty (240) hours. The maximum eligibility for accumulated vacation pay at termination or retirement shall not exceed two-hundred and forty 240 hours or thirty (30) days.

B. Scheduling of Vacation.

Eligible employees may take their vacations in accordance with the following:

1. Use of vacation must be approved in advance by employee's supervisor or Department Director.

~~1.~~2. 2.Department or Division Directors may deny requests for vacation leave based on workload.

C. General Vacation Rules

1. Employees nearing -two hundred-forty (240) hours of vacation leave and wanting to have the ability to rollover any vacation balance over the two hundred – forty (240) hours must request approval for a vacation leave rollover. The employee must submit a detailed plan of how the rolled over vacation leave will be utilized within six months. Under extenuating circumstances and subject to recommendation from the Department Director, Director of Human Resources, and Director of Municipal Services, the employee will be allowed to accrue beyond the two hundred-forty (240) hours as approved by this policy. At the end of the six-month period, all vacation leave above two hundred-forty (240) hours will be forfeited.

2. An employee returning to the employ of the City following a termination of employment for a period greater than ninety (90) days will re-enter the work force as a new employee with respect to vacation privileges and all other benefits described in this Policy.

3. Minimum Amount of Leave. Vacation leave will be used in increments of fifteen (15) minutes for hourly employees and one (1) hour increments for exempt employees.

4. Pay During Vacations. Vacation pay shall be calculated in accordance with the employee's regular job classification rate and work schedule, exclusive of any clock pattern premium pay where applicable.

~~3.~~5. Pay in Lieu of Vacation in Event of Termination. An employee whose employment is terminated (whether voluntarily or involuntarily) and who is eligible for vacation benefits shall receive a lump-sum payment at the regular hourly rate of pay in lieu of such vacation. Vacation benefits will not exceed two hundred forty (240) hours thirty (30) days.

~~4.~~6. Available vacation time does not justify tardiness or unexcused absences. Unscheduled absenteeism and tardiness are grounds for disciplinary action, regardless of the availability of vacation. Failure to notify the City of an absence may result in disciplinary action, up to and including termination.

~~5.~~7. When an employee transfers from one City department to another, their accrued vacation leave balance shall not be forfeited, and will be available for use within the new department.

~~6.~~8. Employees who have a change in status when the new position is not eligible for accrual will be paid for their accrued vacation hours, up to a maximum of two-hundred and forty (240) hours.

~~7.~~9. Vacation leave pay outs will be made at the employee's base rate at the time of applicable termination or change.

VOLUNTARY SHARED LEAVE

1. Eligibility to Donate and Receive Shared Leave:
   a. Full and/or part-time benefit-eligible employees who accrue sick and vacation time.
   b. Only accrued vacation leave may be donated.

c. The receiving employee must expect to exhaust all available leave (i.e., vacation, sick, comp time) before requesting donated leave.
d. Leave from the shared bank will only be paid out after the requesting employee has exhausted all available leave, including any leave that is accrued while the employee is out on leave (i.e., vacation, sick, comp time).
e. To qualify to use shared leave, the employee need must meet the criteria defined for a "medical emergency".

2. Definitions:
   a. Medical emergency means a medical condition of the employee or a family member that requires the prolonged absence from duty and results in a substantial loss of income due to the exhaustion of all paid leave available, apart from the leave-sharing plan.
   b. Leave donor means a current employee whose voluntary written request to deposit leave in a leave bank under a medical emergency leave-sharing plan is approved by the employer.
   c. Leave recipient means a current employee for whom the employer has approved an application to receive leave under a medical emergency leave-sharing program.

~~1. An employee may donate vacation hours to benefit another employee who has or who will exhaust all leave time due to a serious illness or injury to the employee or immediate family member.~~

~~2. An employee requesting additional leave must exhaust all available leave (i.e., vacation, sick, comp time) before requesting donated leave.~~

3. The city will deny requests that do not meet the eligibility criteria or where the employee misrepresents information to the city or misuses the leave.

~~3.~~4. ~~Upon approval, Human Resources will notify City employees of the need for donated hours.~~ Donated vacation hours will be transferred on an hour-for-hour basis. Employees receiving donated hours will be paid for such hours based on their work schedule and their own base hourly rate.

5. When more than one eligible employee is approved to receive shared leave at the same time, the available balance of donated leave hours shall be distributed equally among all approved recipients. If the total balance of donated leave hours is insufficient to fully cover the leave needs of all approved recipients, the remaining available hours in the shared leave pool shall be divided equally among approved recipients.

6. The ~~M~~maximum amount of donated leave an employee can use is one hundred and twenty (~~24~~120) hours annually, on a calendar year basis. This will be prorated for employees working less than a 40-hour-per-week schedule.

7. Once a donation is made, it cannot be withdrawn.

~~4.~~8. ~~The requesting employee cannot carry u~~Unused donated hours will remain in the shared leave bank~~forward~~. ~~All unused donated hours will be returned to the donors.~~

9. All donor and requestor names and contributions will be kept confidential.

~~5.~~10. Human Resources will request donations to the voluntary shared leave bank as needed, based on the hours in the shared leave bank and employee requests to use shared leave.

SICK LEAVE

A. Eligibility and Accrual

1. Regular full-time employees will be eligible to accrue and use sick leave. The City recognizes that there are times when employees or an immediate family member may have health problems that require time away from work. An employee is allowed to use sick leave for:

   a. Medical needs including:

   - Medical, dental, or optical examinations or treatments
   - Physical or mental illness, injury, pregnancy, childbirth, adoption-related purposes, or for scheduled medical, dental, or optical or similar appointments.
   - Possibly jeopardizing the health of others by their presence on the job because of exposure, as determined by a health care provider.

2. Bereavement – after Bereavement Leave has been exhausted as defined by the bereavement leave policy.
3. Minimum Amount of Leave. Sick leave will be used in increments of fifteen (15) minutes for hourly employees and one (1) hour increments for exempt employees

B. Sick Leave Accrual

Description	Accrued Hours Per Pay Period	Total Hours Per Year
Full-time employees	3.69	96
Part-time 30 employees	2.77	72
Part-time 20 employees	1.85	48

1. Sick leave may accrue up to a maximum of one thousand and forty (1,040) hours total. When an employee reaches one thousand and forty (1040) hours, leave will stop accruing.

2. Sick leave cannot be used prior to being accrued.

3. Sick leave will not be considered as time worked for calculating overtime compensation.

4. Minimum Amount of Leave. Sick leave will be used in increments of fifteen minutes.

C. Sick Leave Conversion

1. Employees with five (5) or more years of service may choose to convert sick leave annually in one of three ways: converting sick leave hours into an ~~employer-sponsored tax deferred~~employer-sponsored tax-deferred compensation plan, ~~transfer~~transferring sick leave hours to vacation hours, or cashing out sick leave hours. Annual selection to convert sick leave must be made between April 1st and April 30th and shall be converted on the first payday in November of the same year. The employee must maintain continuous employment from the selection in April through the conversion on the first payday in November, and must be a current employee at the time of conversion. If an employee leaves city employment before the first payday in November after making the selection to convert sick leave in April, they are no longer eligible to convert their sick leave as part of this sick leave conversion program. A balance of at least one hundred twenty (120) hours must ~~be left~~remain in the employee's sick leave bank~~balance~~. Sick leave will be converted/cashed out at one-third (33%) of the employee's regular hourly rate of pay, not to exceed a maximum of $3,000~~2,500~~.

D. Sick Leave Pay out

1. If the employee meets the requirements for PERSI retirement, one-third (33%) of the sick leave balance is converted to an HRA VEBA plan upon retirement. For members of IAFF Local No. 1565, refer to the current union contract.

2. Upon the death of an active employee, sick leave benefits will be paid 100% to the employee's estate.

E. Notification Requirements.

1. A department may require employees to request advanced approval for sick leave for their own medical, dental, or optical examination or treatment. To the extent possible, an employee may be required to request advanced approval for sick leave to attend to a family member receiving medical, dental, or optical examination or treatment, to care for a sick immediate family member or with a serious health condition, for bereavement purposes, and for adoption-related proceedings. If the employee complies with the department notification and medical evidence requirements, the department must grant sick leave.

F. Denial of Sick Leave.

1. For absences in excess of five (5) days, a department may require a medical note. If the employee fails to provide the required medical note within 15 calendar days after the department's request, they are not entitled to sick leave. Any employee who is on sick leave who is found to be working at another job, using sick leave for something other than recuperation from a qualifying illness or injury or otherwise abusing sick leave, is subject to immediate disciplinary action, up to and including dismissal.

G. Grandfathering Sick Leave Clause

1. Employees who chose to stay on the previous sick leave policy shall have the following: Employee will continue to accrue sick hours and (if they meet the requirements for PERSI retirement), that employee's sick leave balance will be converted to an HRA VEBA at the employee's retirement based on the Conversion Benefit for Qualified Retirees listed below.

   a. Conversion Benefit for Qualified Retirees. Conversion benefit is computed as follows: Actual time currently on books plus any additional accumulated time, minus sixty (60) working days for regular employees (four hundred-eighty (480) hours Forty percent (40%) of the balance of these hours multiplied by the hourly rate equals eligible dollar amount.

      i. Example: 1000 hours – 480 hours _ 520 hours; 40% of 520 = 208 eligible hours. 208 X hourly rate will be the amount put in to the employee's HRA VEBA

HOLIDAYS

A. Regular Employees who are not generally required to work on holidays, shall be paid their established wage for such holiday. A holiday will be eight (8) hours for full-time employees. Employees working less than full-time are eligible for a pro-rated paid leave on holidays based on the number of hours the employee is normally scheduled to work weekly.

B. Twelve (12) annual holidays will be observed. Holidays are:

- New Year's Day,
- Martin Luther King, Jr. -Idaho Human Rights Day,
- President's Day,
- Memorial Day,
- Juneteenth,
- Fourth of July,
- Labor Day,
- Columbus Day,
- Veteran's Day,
- Thanksgiving Day,
- Day after Thanksgiving
- Christmas Day.

No other holiday designated by the State will be observed unless specifically approved by the Council.

1. Whenever any holiday falls on Saturday, the preceding Friday shall be a holiday and whenever any holiday falls on Sunday, the following Monday shall be a holiday.

Provision for Idaho Falls Public Library employees: The Library will remain open the day after Thanksgiving and will close on the day before Christmas. If the day before Christmas falls on a Saturday or Sunday, the holiday will be rolled to a work day.

C. Whenever a recognized holiday falls on an assigned day off within a work week, the nearest working day will be declared a holiday.

BEREAVEMENT LEAVE

A. Bereavement Leave for regular employees may be allowed at their base rate for a period not exceeding three (3) workdays, for a death in their immediate family. The department director may approve up to two (2) additional days of sick leave. An employee needing additional time off after the death of an immediate family member may request sick leave subject to FMLA eligibility and requirements.

JURY DUTY AND OTHER REQUIRED APPEARANCES

A. Jury Duty.

1. If, during regular scheduled workdays, a regular employee is summoned for jury duty, they shall receive compensation for the hours off, but not to exceed the number of hours the employee would normally have worked on their scheduled shift. Any time paid for under this rule shall not be considered as time worked for the City and as such shall not be considered as time worked in computing any overtime pay.

B. **Court Appearances and Other Required Legal Proceedings**

1. **Work-Related Court Appearances**
   Employees who are required to appear in court, before an administrative tribunal, or any other quasi-judicial body **as part of their official City duties** will be compensated in the same manner as they would for any other approved work.

2. **Non-Work-Related Court Appearances:** Employees will **not be paid** for any court appearances that are not directly related to their official duties for the City of Idaho Falls. This includes, but is not limited to:
   ~~3.~~a. Personal legal matters (e.g., divorce, custody, traffic court)
   - ~~a.~~i. Civil or criminal proceedings where the employee is a named party, including cases in which the employee is suing or being sued—**even if the City is also a party to the case**
   - ~~b.~~ii. Any appearance in a personal or representative capacity unrelated to official City duties
   - ~~c.~~iii. In such cases, employees must use applicable accrued leave (e.g., vacation or compensatory time) in accordance with City leave policies.

LEAVE OF ABSENCE WITHOUT PAY

1. Department Directors may grant a leave of absence without pay, provided the employee has no other leave benefits available. An employee must have prior approval from their Department Director to be on Leave of Absence Without Pay. The Mayor and Council must approve any request for more than fifteen (15) working days a calendar year and stipulate the effect upon the employee's eligibility for benefits and their continuous service period. If the employee fails to report to work within 3 days after exhausting any approved leave without pay, they shall be considered to have resigned.

2. Department Director may grant a leave of absence without pay for an employee serving on military leave even if the employee has other leave benefits available.

3. There shall be no change in benefits for an employee on leave without pay status for the fifteen (15) calendar days.

ADMINISTRATIVE LEAVE WITH PAY

A. An employee may be placed on paid administrative leave for the following purposes:
   1. Investigation, disciplinary, or organization needs.
      i. Employees will be placed on administrative leave for no longer than is necessary for the department to determine the employee's status.
   2. Employees shall retain all rights of employment due to them and shall receive pay and benefits as if they had worked

   Before placing an employee on paid administrative leave, the Department Director and Human Resources Director must approve the action.

VOTING LEAVE

A. Voting in a public election is an important civic duty and we encourage all or our eligible employees to vote. To help in this cause employees can request up to two hours of paid leave to go vote in federal, state, and local general elections if an employees work schedule prevents them from voting. Employees are required to get approval for this leave from their supervisor. It is encouraged that employees take this leave at the beginning or end of their scheduled work period or at a time designated by their supervisor.

UNAUTHORIZED LEAVE

A. No employee may be absent from duty without permission of their supervisor.

B. An employee absent for three (3) consecutive working days without notice and without sufficient reason shall be considered to have resigned.

City of Idaho Falls Human Resources
Policy 440
Safety and Workers Compensation

Approved: ~~January 30, 2025~~ TBD

Purpose

The City of Idaho Falls (City) is committed to protecting the safety and health of our employees and improving productivity through accident and injury prevention. The City will strive to provide our employees with the safest possible work environment and the knowledge necessary to safely carry out their job duties. Safety efforts shall be ongoing and focus on continuous improvement.

Policy

Working safely is a responsibility shared by all employees.

Supervisor Responsibilities:

Managers and supervisors must maintain the safest possible working conditions by encouraging safe work practices and enforcing safety policies and procedures.

Management must enforce safety policies, establish procedures, and direct resources. Everyone has a role and responsibility in maintaining a safe working environment. The importance of safety shall be communicated to all levels on an ongoing basis.

Employee Responsibilities:

Employees are to perform their duties safely and adhere to all established safety rules, procedures, and work practices. First-level supervisors have the most influence on safety. They work directly with employees, observing employee behavior and work conditions, and they have the authority to address behaviors and conditions that may put employees at unnecessary risk of a work-related injury or illness.

Employees are encouraged to actively participate in City safety efforts. Participation from all levels of the City is essential and will benefit all employees, their families, and the public. As they take an active role in promoting safety, employees are encouraged to do their part to ensure their own safety and the safety of their coworkers.

The City of Idaho Falls provided worker's compensation coverage for all employees, interns, and volunteers injured on the job, unless they are excluded from coverage under state law. If an employee is injured on duty the City of Idaho Falls provides Accident on Duty benefits for all

employees, interns, or volunteers injured while on the job, unless otherwise excluded from coverage under state law.

~~The City of Idaho Falls provides workers' compensation coverage for all employees, interns and volunteers injured on the job, unless they are excluded from coverage under state law.~~

Procedures for reporting and responding to an accident on duty.

A. Responding to a workplace accident

a. If an employee is injured on the job that employee and/or any other City employee or supervisor should immediately seek the medical attention appropriate for the injury including calling 911 when appropriate.

b. The care and treatment of an injured employee is the priority.

1. Reporting

a. If an employee is injured in the performance of their assigned duties, they must report such injury as soon as reasonably possible to their immediate Supervisor.

b. The Supervisor will immediately report each injury verbally to the Department Director and give all particulars such as:

- 1. Time and place.
- 2. Exact cause and circumstances of injury.
- 3. Witnesses.
- 4. Nature and location of injury.
- 5. Name of attending physician.

c. The Supervisor shall also complete a Supervisor Accident Report. This report must be submitted to the Human Resources department (HR) as soon as reasonably practicable.

d. If an employee dies or incurs a disabling injury:

- The supervisor must immediately contact the HR~~Human Resources Department~~.
- ~~The~~ HR ~~Department~~ shall contact the Idaho Industrial Commission within 24 hours (or next business day) of being notified.

e. An employee injured on the job will be paid for the hours the employee was scheduled to work and missed on the day of the accident. In no event does the employee receive pay beyond their regular scheduled shift hours.

2. Access to Medical Services/Approved Medical Provider

a. Initial medical care must go through the City's approved medical provider. A list of the City's approved medical providers can be found on flyers posted in all city facilities and/or from HR~~the Human Resources Office~~. Except in cases of life-or-limb-threatening injuries and/or after hours, an injured employee must seek initial medical care through this preferred provider. In cases of emergency and/or after-hours care, an injured employee may be treated at any appropriate medical facility. Follow-up visits must be through the City's designated provider unless authorized

referrals arrangements have been made. In case of life- or limb-threatening injuries and/or after hours, initial care may be provided at any appropriate medical facility with a follow-~~-~~up visit to the City's designated provider.

b. Care from a specialist must have a referral from the City's designated provider.

3. Wage Replacement Payments

a. An Employee with a medical release from work may receive Accident on Duty (AOD) and/or Total Temporary Disability (TTD) payments as defined by this policy. Once the claim has been deemed as compensable, the employee shall receive Accident on Duty (AOD) payments as follows:

- A Benefits Eligible Employee who sustains a workplace injury or illness that requires medical treatment shall receive full regular pay for the date of injury. The employee is expected to return to work the same day of the injury unless the treating physician provides a medical release from work.
- There is an initial five (5) calendar day waiting period before ~~Accident on Duty~~ (AOD) payments will be made. If the employee is required to be off for fourteen (14) consecutive or total calendar days or more, then the employee will be reimbursed for workdays missed during the initial five (5) calendar days off. See item seven (7) below on how doctor appointments are treated.
- The employee may, during the five (5) calendar day waiting period, elect to cover their absence by using accrued sick leave, vacation leave, compensatory leave, other paid leave that may be available by department, or unpaid leave if no other leave is available.
- A Benefits Eligible Employee receiving (AOD)~~Accident on Duty~~ payments or TTD will be placed on Family Medical Leave (FMLA) if the injury meets FMLA qualifying criteria. ~~Accident on Duty (~~AOD~~)~~ and FMLA will run concurrently. FMLA starts once all information to determine eligibility has been received.
- ~~Accident on Duty (~~AOD~~)~~ payments shall be limited to fifty (50) calendar days per occurrence. See item seven (7) below on how doctor appointments are treated.
- After fifty (50) calendar days of (AOD) the employee may be eligible for (TTD) benefit. Once the claim has been deemed as compensable under ~~Total Temporary Disability~~ (TTD) a benefits-~~-~~eligible employee who has exhausted all ~~Accident on Duty~~ (AOD) benefits may be paid ~~Total Temporary Disability~~ (TTD) payments. ~~Total Temporary Disability~~ (TTD) benefits will be paid by the City's third-party administrator.
- A Benefits Eligible Employee who qualifies for ~~Total Temporary Disability~~ (TTD) payments will receive 67% of their base salary not including overtime, after the ~~Accident on Duty~~ (AOD) Benefits have been exhausted, unless specifically exempt as defined by Idaho Code 72-1104. Employees may use accrued sick or vacation time to cover deductions and to bring

their wages up to the regular base wage. Employees cannot use sick or vacation to go over 100% of their regular base wages.

- All Non-Benefits Eligible Employees may be paid ~~Total Temporary Disability~~ (TTD) payments by the City's third party administer. Non-Benefits Eligible Employees do not qualify for ~~Accident on Duty~~ (AOD) payments.

AOD and TTD **Wage Replacement Schedule**

Medical Release from Work	~~**Payments made by The City of Idaho Falls**~~**AOD and TTD Payment Schedule**	~~**Reference**~~
Day of Injury	Treated as a workday. Full regular pay for the date of injury. (recorded as a regular shift worked)	~~Section 4. a. i.~~
Less than 5 calendar days	No Benefit. There is an initial five (5) calendar day waiting period before (AOD) payments will be made. ~~/ Accident on Duty (AOD) for scheduled workdays~~. May use accrued sick or vacation leave.	~~Section 4. a. ii.~~
~~1~~5-14 calendar days	(AOD) payments equaling the regular base wages for ~~A~~all scheduled workdays **EXCEPT** ~~those schedule workdays within~~ the first 5 calendar days. ~~May use accrued sick or vacation leave for the first 5 days.~~	~~Section 4. a. ii.~~
15 days through 50 calendar days	(AOD) payments equaling the regular base wages for ~~A~~all scheduled workdays. Will be ~~including~~ **reimbursement** for scheduled workdays within the first 5 calendar days.	~~Section 4. a. ii.~~
After 50 calendar days ~~through~~ until the employee returns to work or is no longer eligible	TTD Payments made by Intermountain Claims. Accrued sick and vacation leave may be used as described above.	~~Section 4. a. v.~~

4. Time off does not need to be consecutive but must be confirmed by a doctor's report.

5. The treating medical provider must document time away from work following the date of injury where the employee is totally unable to work at all, able to work with restrictions, or unable to work a full shift. If a doctor releases an employee to work with work or shift

restrictions but the employee feels they cannot return to work, they need to obtain and provide an updated medical certification taking them off work or detailing needed restrictions.

6. Return to work/ Full release to work. Upon completion of worker's compensation, a doctor must clear the employee with no restrictions and no ~~follow-up~~follow-up appointments for the worker's compensation claim to be closed. If a doctor releases an employee to work without restrictions and the employee feels they cannot return to work, they need to obtain and provide an updated medical certification taking them off work or detailing needed restrictions.

7. During the 50 calendar days of (AOD) ~~T~~the City ~~of Idaho Falls~~ authorizes a maximum of two (2) hours ~~of Accident on Duty~~(AOD) per medical appointment related to a compensable work injury and/or illness. Employees with appointments that are longer than 2 hours may qualify for AOD if they provide documentation. After exhausting 50 calendar days of AOD, employees may use accrued sick leave, vacation leave, compensatory leave, other paid leave that may be available by department, or unpaid leave if no other leave is available for medical appointments related to a compensable work injury and/or illness. Employees assigned to light duty are compensated at their regular rate of pay for hours worked.

8. Workers' compensation fraud, including the filing of a false claim for medical or disability compensation or the exaggeration of the severity of an injury, is a crime punishable by fines and confinement in a state prison. Any employee who becomes aware of a situation that may constitute workers' compensation fraud should report it to the Human Resources Department immediately.

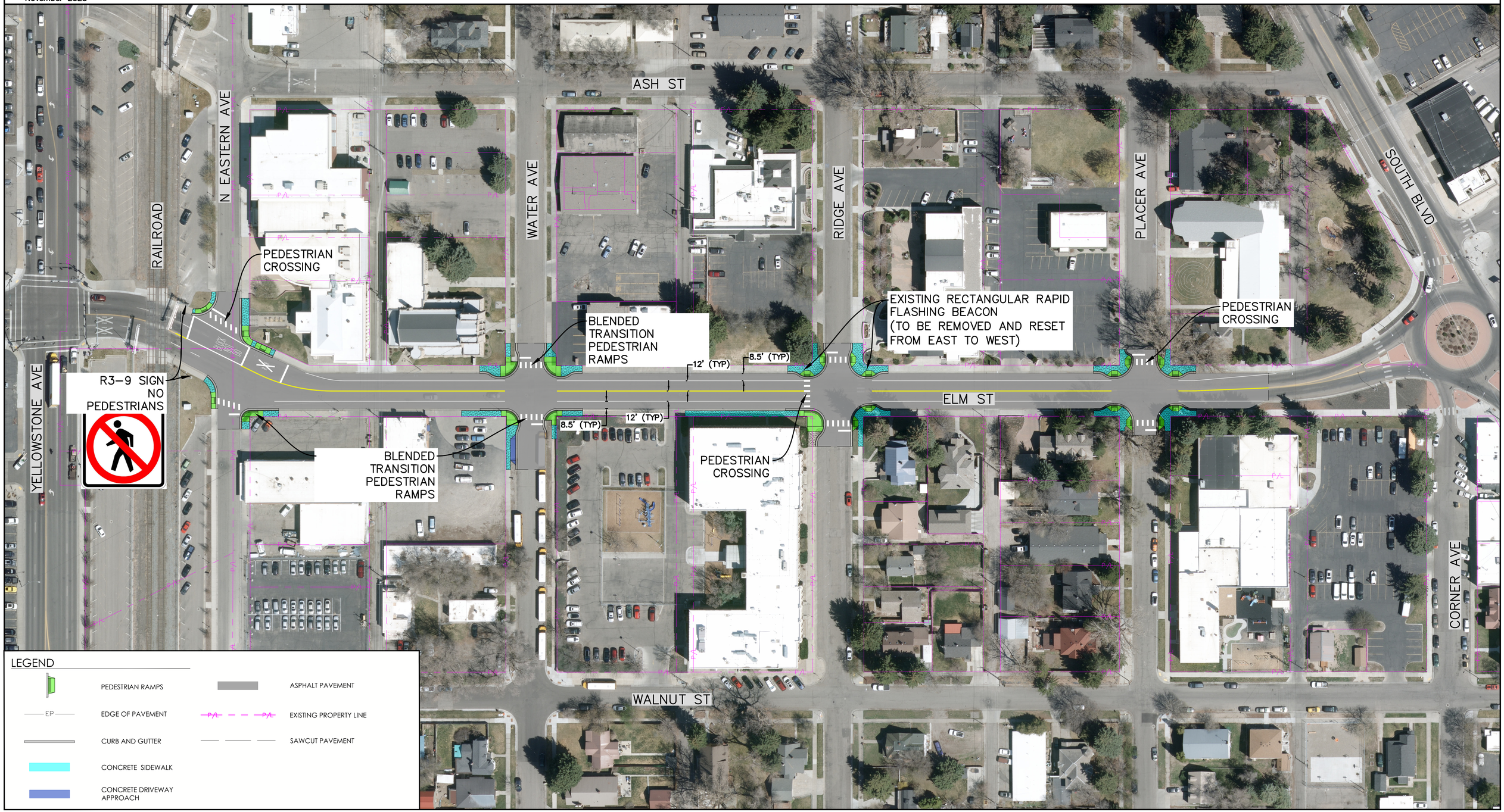
9. Employees who have questions or disputes regarding (AOD) ~~Accident on Duty~~ or Worker's Compensation benefits and payments should contact the HR~~Human Resources Department~~. Employees may also file a complaint with the Idaho Industrial Commission.

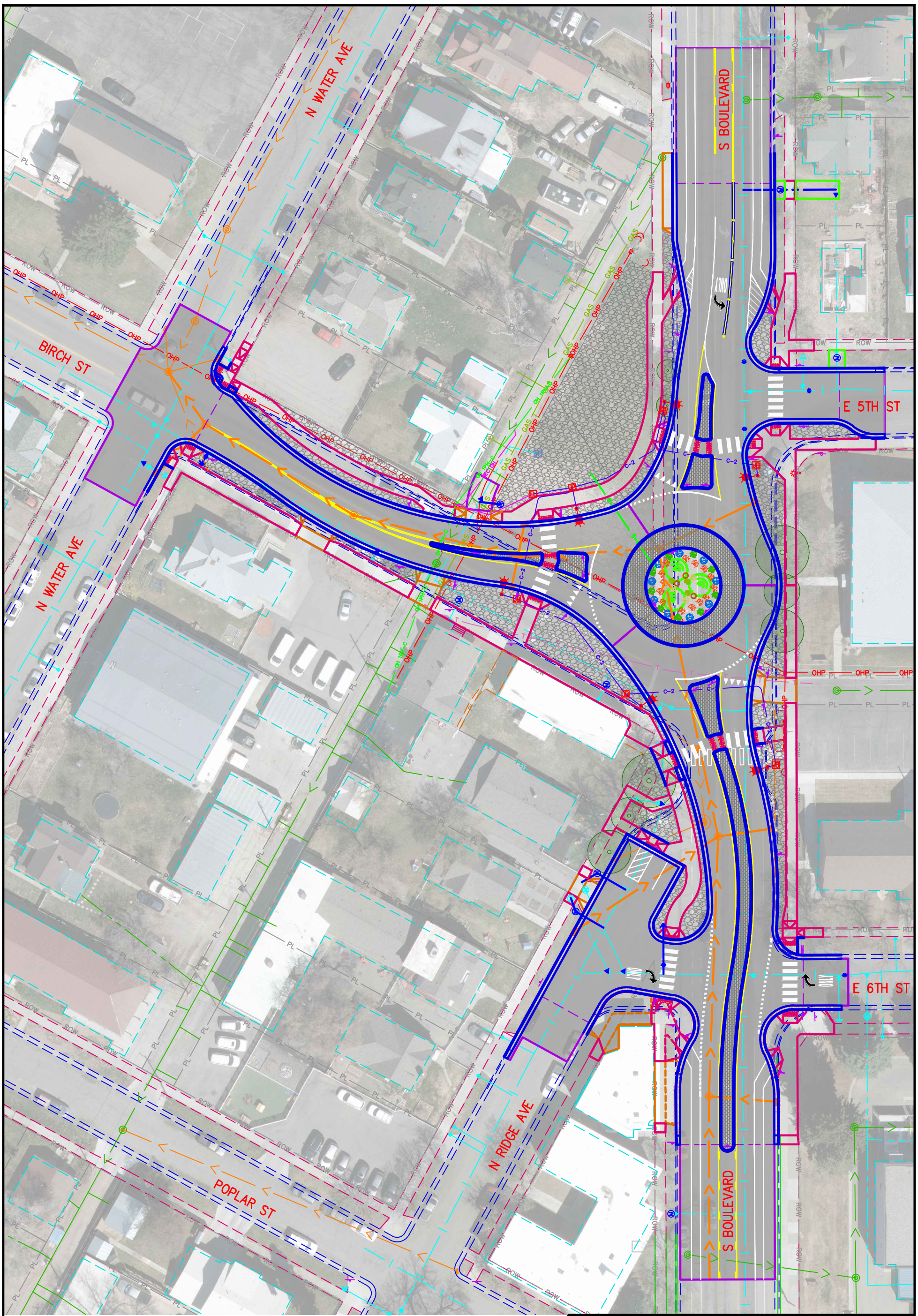
10. Employees on (AOD)~~Accident on Duty~~ may continue existing City insurance coverage by paying the employee's portion of the total premium.

ELM ST; YELLOWSTONE TO SOUTH BLVD
CONCEPT DISPLAY

November 2025

IDAHO FALLS





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0 50 HORIZONTAL FEET 100

AS BUILT DATE / BY: ____ / ____	IDAHO FALLS PUBLIC WORKS	CHECKED BY: JK
SCALE SHOWN IS FOR SHEET 11 x 17 ONLY		DESIGN TECH: RS
ENGINEERING DIVISION		DATE PLOTTED: 1/14/2026
BIRCH ST & S BOULEVARD ROUNDABOUT OVERALL PROJECT EXHIBIT		SHEET NO. 1 OF 1

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Brett Burton Appraisals

LAND APPRAISAL REPORT

File No. water610
water610

SUBJECT

Borrower: City of Idaho Falls | Census Tract: 9711.00 | Map Reference: 26820
Property Address: 610 N Water Ave
City: Idaho Falls | County: Bonneville | State: ID | Zip Code: 83402
Legal Description: W1/2 lot 6, block 31, Original Town
Sale Price $: | Date of Sale: | Loan Term: yrs. | Property Rights Appraised: [X] Fee [ ] Leasehold [ ] De Minimis PUD
Actual Real Estate Taxes $: 200 (yr) | Loan charges to be paid by seller $: 0 | Other sales concessions:
Lender/Client: The City of Idaho Falls | Address: 308 Constitution Way, Idaho Falls, ID 83402
Occupant: vacant | Appraiser: Brett Daniel Burton | Instructions to Appraiser: N/A

NEIGHBORHOOD

Location	[ ] Urban	[X] Suburban	[ ] Rural
Built Up	[ ] Over 75%	[X] 25% to 75%	[ ] Under 25%
Growth Rate	[ ] Fully Dev.	[ ] Rapid	[X] Steady	[ ] Slow
Property Values	[ ] Increasing	[X] Stable	[ ] Declining
Demand/Supply	[ ] Shortage	[X] In Balance	[ ] Oversupply
Marketing Time	[X] Under 3 Mos.	[ ] 4-6 Mos.	[ ] Over 6 Mos.

Present Land Use: 75 % One-Unit, 0 % 2-4 Unit, 0 % Apts., % Condo, 0 % Commercial, % Industrial, % Vacant, 25 %
Change in Present Land Use: [X] Not Likely [ ] Likely (*) [ ] Taking Place (*)
(*) From To
Predominant Occupancy: [X] Owner [ ] Tenant 25 % Vacant
One-Unit Price Range: $ 150 to $ 650 | Predominant Value $ 300
One-Unit Age Range: 0 yrs. to 75 yrs. | Predominant Age 50 yrs.

	Good	Avg.	Fair	Poor
Employment Stability	[ ]	[X]	[ ]	[ ]
Convenience to Employment	[ ]	[X]	[ ]	[ ]
Convenience to Shopping	[ ]	[X]	[ ]	[ ]
Convenience to Schools	[ ]	[X]	[ ]	[ ]
Adequacy of Public Transportation	[ ]	[X]	[ ]	[ ]
Recreational Facilities	[ ]	[X]	[ ]	[ ]
Adequacy of Utilities	[ ]	[X]	[ ]	[ ]
Property Compatibility	[ ]	[X]	[ ]	[ ]
Protection from Detrimental Conditions	[ ]	[X]	[ ]	[ ]
Police and Fire Protection	[ ]	[X]	[ ]	[ ]
General Appearance of Properties	[ ]	[X]	[ ]	[ ]
Appeal to Market	[ ]	[X]	[ ]	[ ]

Comments including those factors, favorable or unfavorable, affecting marketability (e.g. public parks, schools, view, noise): The subject property is located in the townsite of Idaho Falls. The area consists of single family residences similar in age and construction to subject, with 25% undeveloped agricultural land. Good access to schools, shopping and employment. No adverse conditions noted.

SITE

Dimensions: 49.99 x 70.02 = 3,500 sf | [ ] Corner Lot
Zoning Classification: Residential 1 | Present Improvements: [X] Do [ ] Do Not Conform to Zoning Regulations
Highest and Best Use: [X] Present Use [ ] Other (specify)

	Public	Other (Describe)
Elec.	[X]	
Gas	[X]	
Water	[X]	
San. Sewer	[X]	
	[ ] Underground Elect. & Tel.	

OFF SITE IMPROVEMENTS
Street Access: [X] Public [ ] Private
Surface: asphalt
Maintenance: [X] Public [ ] Private
[ ] Storm Sewer [ ] Curb/Gutter
[ ] Sidewalk [ ] Street Lights

Topo: typical
Size: 3500 sf
Shape: rectangular
View: N;Res;
Drainage: typical
Is the property located in a FEMA Special Flood Hazard Area? [ ] Yes [X] No

Comments (favorable or unfavorable including any apparent adverse easements, encroachments, or other adverse conditions): Adequate room for subject improvements.

MARKET DATA ANALYSIS

The undersigned has recited the following recent sales of properties most similar and proximate to subject and has considered these in the market analysis. The description includes a dollar adjustment reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to or more favorable than the subject property, a minus (–) adjustment is made, thus reducing the indicated value of subject; if a significant item in the comparable is inferior to or less favorable than the subject property, a plus (+) adjustment is made thus increasing the indicated value of the subject.

ITEM	SUBJECT PROPERTY	COMPARABLE NO. 1		COMPARABLE NO. 2		COMPARABLE NO. 3	
Address	610 N Water Ave Idaho Falls, ID 83402	TBD Emerson Ave Idaho Falls, ID 83401		790 Lakewood Ave Idaho Falls, ID 83401		824 Dalmation Dr Idaho Falls, ID 83402	
Proximity to Subject		0.30 miles E		3.60 miles E		1.90 miles W	
Sales Price	$		$ 60,000		$ 70,000		$ 105,000
Price $/Sq. Ft.	$		$		$		$
Data Source(s)		srmls #2175256;DOM 15		srmls #2178297;DOM 7		srmls #2174984;DOM 32	
ITEM	DESCRIPTION	DESCRIPTION	+(–)$ Adjust.	DESCRIPTION	+(–)$ Adjust.	DESCRIPTION	+(–)$ Adjust.
Date of Sale/Time Adj.		s05/25;c04/25		s09/25;c08/25		s04/25;c03/25	
Location	N;Res;	N;Res;		N;Res;		N;Res;	
Site/View	3,500 sf	4,704 sf	0	6,970 sf	0	8,712 sf	0
Outbuilding	none	none		none		outbuilding	-25,000
Sales or Financing Concessions	ArmLth 0	ArmLth Conv;0		ArmLth Cash;0		ArmLth Cash;0	
Net Adj. (Total)		[ ] + [ ] –	$ 0	[ ] + [ ] –	$ 0	[ ] + [X] –	$ -25,000
Indicated Value of Subject			$ 60,000		$ 70,000		$ 80,000

Comments on Market Data: The comparables used in the report are a good indication of the market.

RECONCILIATION

Comments and Conditions of Appraisal: N/A

Final Reconciliation: Due to the lack of rental data, the income approach is not applicable.

I (WE) ESTIMATE THE MARKET VALUE, AS DEFINED, OF THE SUBJECT PROPERTY AS OF 11/25/2025 TO BE $ 70,000

Appraiser: Brett Daniel Burton
Date of Signature and Report: 11/28/2025
Title:
State Certification #: CRA-3451 ST ID
Or State License # ST
Expiration Date of State Certification or License: 03/04/2026
Date of Inspection (if applicable)

Supervisory Appraiser (if applicable):
Date of Signature:
Title:
State Certification # ST
Or State License # ST
Expiration Date of State Certification or License:
[ ] Did [ ] Did Not Inspect Property Date of Inspection

ADDITIONAL COMPARABLE SALES

File No. water610
water610

ITEM	SUBJECT PROPERTY	COMPARABLE NO. 4		COMPARABLE NO. 5		COMPARABLE NO. 6	
Address	610 N Water Ave Idaho Falls, ID 83402	491 W 19th St Idaho Falls, ID 83402		TBD Elmore Idaho Falls, ID 83402		1520 S Emerson Ave Idaho Falls, ID 83404	
Proximity to Subject		0.97 miles SW		1.29 miles NW		0.69 miles SE	
Sales Price	$		$ 53,500		$ 90,000		$ 74,000
Price $/Sq. Ft.	$		$		$		$
Data Source(s)		srmls #2170726;DOM 42		srmls #2163275;DOM 307		srmls #2179678;DOM 61	
ITEM	DESCRIPTION	DESCRIPTION	+(–)$ Adjust.	DESCRIPTION	+(–)$ Adjust.	DESCRIPTION	+(–)$ Adjust.
Date of Sale/Time Adj.		s12/24;c11/24		s12/24;c11/24		listing	-1,480
Location	N;Res;	N;Res;		N;Res;		N;Res;	
Site/View	3,500 sf	5,227 sf	0	6,098 sf	0	4,792 sf	0
Outbuilding	none	none		none		none	
Sales or Financing Concessions	ArmLth 0	ArmLth Cash;0		ArmLth Cash;0		Listing listing;0	
Net Adj. (Total)		☐ + ☐ –	$	☐ + ☐ –	$	☐ + ☒ –	$ -1,480
Indicated Value of Subject			$ 53,500		$ 90,000		$ 72,520

Comments on Market Data The subject property is a parcel of land located in the townsite of Idaho Falls. All of the comparables used in the report are similar in location and size to the subject property and are a good indication of value.

MARKET DATA ANALYSIS

Form LAND.(AC) - "TOTAL" appraisal software by a la mode, inc. - 1-800-ALAMODE

Subject Photo Page

Borrower	City of Idaho Falls						
Property Address	610 N Water Ave						
City	Idaho Falls	County	Bonneville	State	ID	Zip Code	83402
Lender/Client	The City of Idaho Falls						

Subject Front

610 N Water Ave

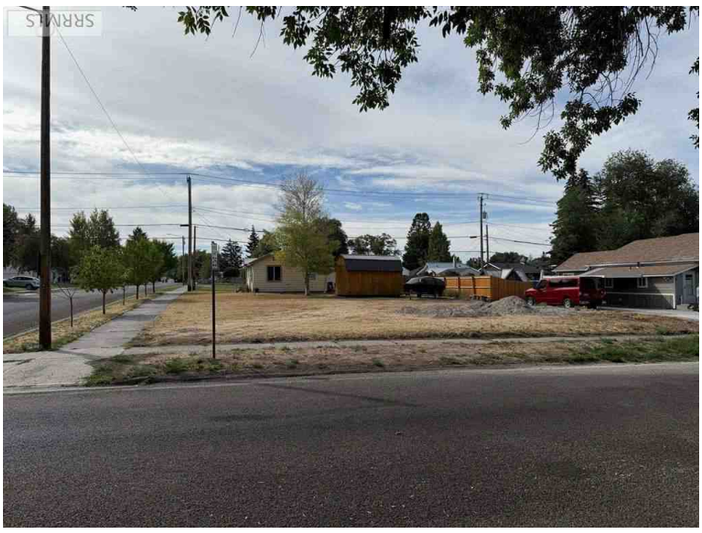
Sales Price	
Gross Living Area	1,541
Total Rooms	5
Total Bedrooms	3
Total Bathrooms	2.0
Location	N;Res;
View	3,500 sf
Site	12001 sf
Quality	Q3
Age	

Subject Side

Subject Street

Comparable Photo Page

Borrower	City of Idaho Falls						
Property Address	610 N Water Ave						
City	Idaho Falls	County	Bonneville	State	ID	Zip Code	83402
Lender/Client	The City of Idaho Falls						



Comparable 1

TBD Emerson Ave

Prox. to Subject	0.30 miles E
Sale Price	60,000
Gross Living Area	1,318
Total Rooms	5
Total Bedrooms	3
Total Bathrooms	2.0
Location	N;Res;
View	4,704 sf
Site	10890 sf
Quality	Q3
Age	0

Comparable 2

790 Lakewood Ave

Prox. to Subject	3.60 miles E
Sale Price	70,000
Gross Living Area	1,442
Total Rooms	5
Total Bedrooms	3
Total Bathrooms	2.0
Location	N;Res;
View	6,970 sf
Site	9583 sf
Quality	Q3
Age	0

Comparable 3

824 Dalmation Dr

Prox. to Subject	1.90 miles W
Sale Price	105,000
Gross Living Area	1,578
Total Rooms	5
Total Bedrooms	3
Total Bathrooms	2.0
Location	N;Res;
View	8,712 sf
Site	13504 sf
Quality	Q3
Age	0

Comparable Photo Page

Borrower	City of Idaho Falls						
Property Address	610 N Water Ave						
City	Idaho Falls	County	Bonneville	State	ID	Zip Code	83402
Lender/Client	The City of Idaho Falls						

Comparable 4

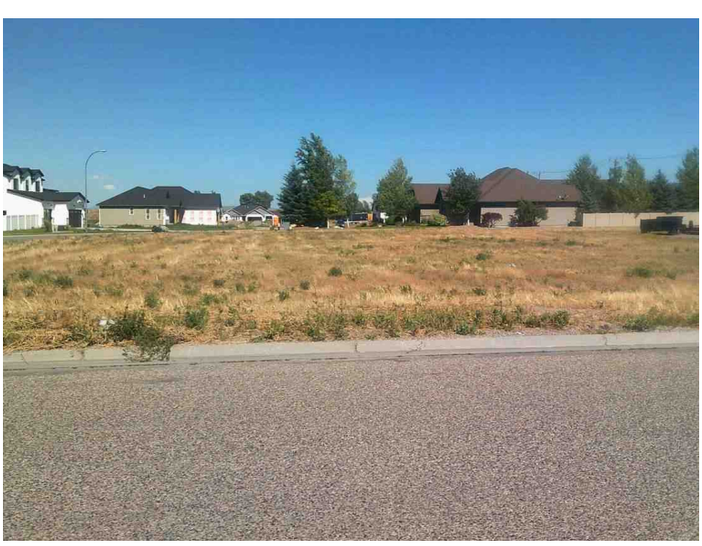
491 W 19th St

Prox. to Subject	0.97 miles SW
Sale Price	53,500
Gross Living Area	1,435
Total Rooms	5
Total Bedrooms	3
Total Bathrooms	2.0
Location	N;Res;
View	5,227 sf
Site	11186 sf
Quality	Q3
Age	0

Comparable 5

TBD Elmore

Prox. to Subject	1.29 miles NW
Sale Price	90,000
Gross Living Area	1,403
Total Rooms	5
Total Bedrooms	3
Total Bathrooms	2.0
Location	N;Res;
View	6,098 sf
Site	8276 sf
Quality	Q3
Age	0



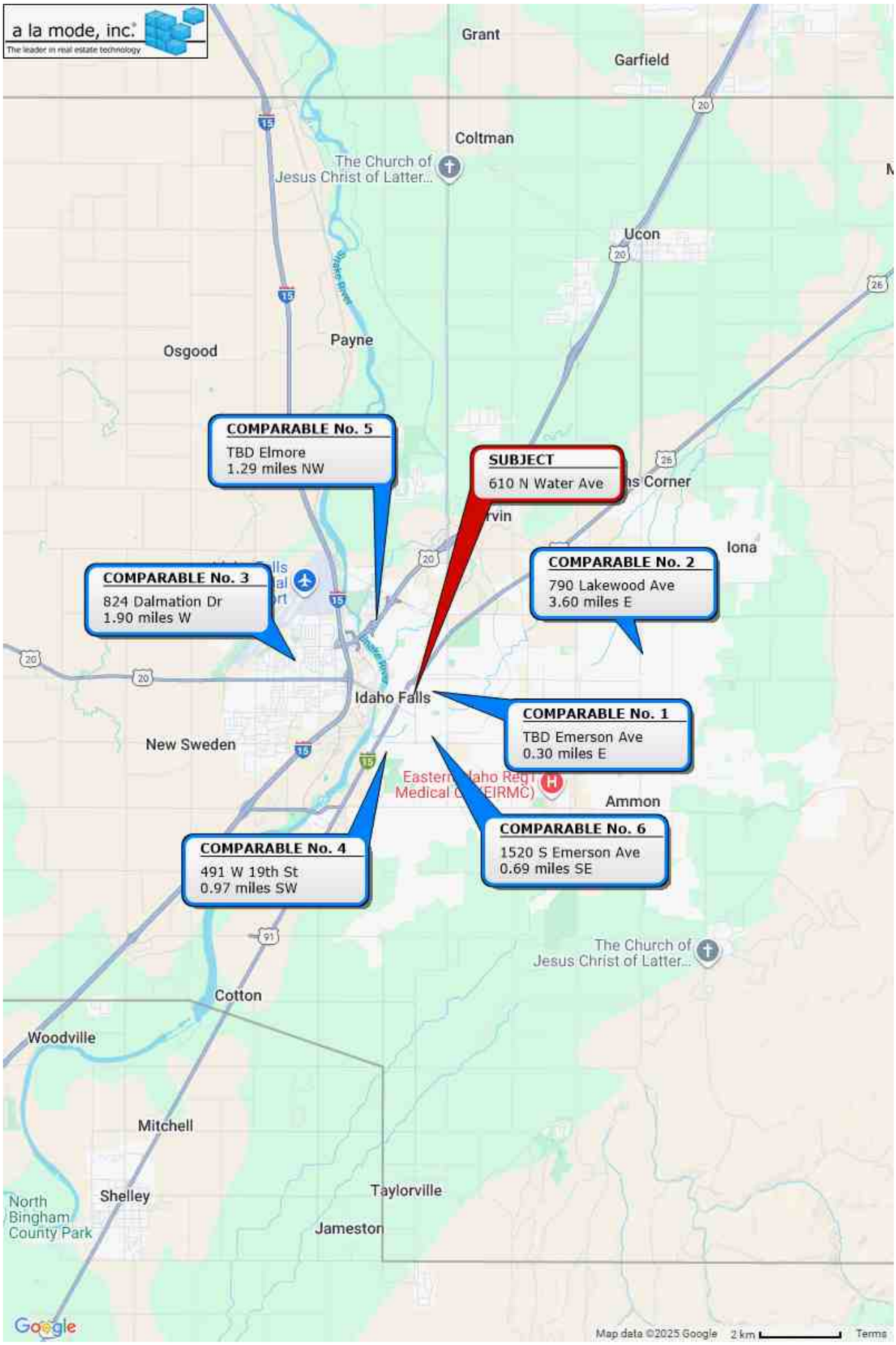
Comparable 6

1520 S Emerson Ave

Prox. to Subject	0.69 miles SE
Sale Price	74,000
Gross Living Area	1,375
Total Rooms	5
Total Bedrooms	3
Total Bathrooms	2.0
Location	N;Res;
View	4,792 sf
Site	10454 sf
Quality	Q3
Age	3

Location Map

Borrower	City of Idaho Falls						
Property Address	610 N Water Ave						
City	Idaho Falls	County	Bonneville	State	ID	Zip Code	83402
Lender/Client	The City of Idaho Falls						



License

Division of Occupational and Professional Licenses
11341 W Chinden Blvd. Boise, ID 83720-0063
dopl.idaho.gov

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Idaho statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below.

BRETT DANIEL BURTON

Real Estate Appraiser License
CRA-3451

Issued: 01-Feb-2025 Expires: 04-Mar-2026

Renewal Required

Russell Barron
Administrator

Printed: 01-Feb-2025

BRETT DANIEL BURTON
Real Estate Appraiser License
CRA-3451
Expires: 04-Mar-2026

Russell Barron
Administrator

LIA Administrators & Insurance Services

Aspen American Insurance Company
Insurer (Referred to below as the "Company")
499 Washington Boulevard, 8th Floor
Jersey City, NJ 07310

Company's Program Administrator:
LIA Administrators & Insurance Services
1600 Anacapa Street
Santa Barbara, CA 93108
800-334-0652

APPRAISAL, VALUATION AND PROPERTY SERVICES PROFESSIONAL LIABILITY INSURANCE POLICY

DECLARATIONS

Date Issued: 7/8/2025 Policy Number: AAI006238-11 Previous Policy Number: AAI006238-10

THIS IS A **CLAIMS** MADE AND REPORTED POLICY. COVERAGE IS LIMITED TO LIABILITY FOR ONLY THOSE **CLAIMS** THAT ARE FIRST MADE AGAINST THE **INSURED** DURING THE **POLICY PERIOD** AND THEN REPORTED TO THE COMPANY IN WRITING NO LATER THAN SIXTY (60) DAYS AFTER EXPIRATION OR TERMINATION OF THIS POLICY, OR DURING THE **EXTENDED REPORTING PERIOD**, IF APPLICABLE, FOR A **WRONGFUL ACT** COMMITTED ON OR AFTER THE **RETROACTIVE DATE** AND BEFORE THE END OF THE **POLICY PERIOD**. PLEASE READ THE POLICY CAREFULLY.

1. Customer ID: 166526
Named **Insured**:
BURTON, BRETT DANIEL
5147 Eaglewood Dr.
Idaho Falls, ID 83401

2. **Policy Period:** From: 08/05/2025 To: 08/05/2026
12:01 A.M. Standard Time at the address stated in **1** above.

3. **Deductible:** $1000 Each **Claim**

4. **Retroactive Date:** 08/05/2013

5. **Inception Date:** 08/05/2015

6. **Limits of Liability:**
A. $500,000 Each **Claim**
B. $1,000,000 Aggregate

7. **Covered Professional Services (as defined in the Policy and/or by Endorsement):**

Real Estate Appraisal and Valuation:	Yes	X	No	
Residential Property:	Yes	X	No	
Commercial Property:	Yes		No	X
Bodily Injury and Property Damage Caused During Appraisal Inspection ($100,000 Sub-Limit):	Yes	X	No	(If "yes", added by endorsement)
Right of Way Agent and Relocation:	Yes		No	X
Machinery and Equipment Valuation:	Yes		No	X
Personal Property Appraisal:	Yes		No	X (If "yes", added by endorsement)
Real Estate Sales/Brokerage:	Yes		No	X (If "yes", added by endorsement)

8. Report **Claims** to: LIA Administrators & Insurance Services, 800-334-0652, P.O. Box 1319, 1600 Anacapa Street, Santa Barbara, CA 93102-1319

9. **Annual Premium:** **$635.00**

10. **Forms attached at issue:** LIA002 (04/19) LIA ID (05/19) LIA012 (06/22) LIA021 (02/22) LIA164 (05/19) LIA169 (12/21) LIA173 (01/24) LIA174 (01/25)

This Declarations page, together with the completed and signed Policy Application including all attachments and thereto, and the Policy shall constitute the contract between the Named **Insured** and the Company.

07/08/2025
Date

By _____
Authorized Representative

LIA001 (05/22)

Form SCNLGL - "TOTAL" appraisal software by a la mode, inc. - 1-800-ALAMODE

COMMUNITY DEVELOPMENT SERVICES

Planning Department
Office (208) 612-8276
Fax (208) 612-8520

Building Department
Office (208) 612-8270
Fax (208) 612-8520

IDAHO FALLS

MEMORANDUM

TO: Honorable Mayor and Council

FROM: Wade Sanner, Community Development Services Director

DATE: January 7, 2026

RE: January 6, 2026, Planning Commission Action

Planning Commission took the following action during the January 6, 2026, meeting.

1. **ANX25-004: ANNEXATION and INITIAL ZONING of LM, Light Manufacturing and Heavy Commercial for approximately 127.603 acres for a portion of Section 1, Township 2 North, Range 37 East.** Located north of W 33rd North, east of the Snake River, south of W 49th North, and west of N 5th West. On January 6, 2025, the Planning Commission unanimously recommended approval of the annexation and initial zoning of LM with the Limited Development Approach Surface Airport Overlay Zone 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).

P.O. Box 50220 | Idaho Falls, Idaho 83405-0220

Board of Directors Meeting Minutes

December 9, 2025 | 9:00am | Willard Arts Center

Board of Directors Attendees: Chip Langerak, Jill Hansen, Matt Jacobson, Kevin Cutler, Mark Cornelison, Justin Morris, Terri Ireland | **IFDDC Staff:** Kerry Hammon, Juan Hernandaz **City of Idaho Falls:** Councilwoman Michelle Ziel-Dingman, Caitlyn Long, Catherine McClure | **Guests:** Kade Marquez, Georgina Goodlander, Kent Lott

Topics Discussed:

- Chip Langerak: Welcome & introductions
- Chip Langerak: Reviewed November 4, 2025, minutes. Matt motioned to approve, and Jill seconded. No one opposed.
- Chip Langerak: Reviewed September and October financials. Kevin made a motion to approve, and Mark seconded. No one opposed.

Director's Report:

- Project update:
    - The new website is up and running. They added ADA parking information to the website which includes a map.
    - Events: Tree lighting event was successful. Very well attended.
    - Finding Santa's puppy was well attended. 125 cards filled out.
    - Bad Santa Pub Crawl was new this year. There were about 26 people that attended. It was a fun event that we will bring back next year.
- Annual renewal of Agreements with the City of Idaho Falls
    - Downtown Parking agreement – IFDDC and the City of Idaho Falls are reviewing and making edits to the agreement. Once the new agreement is signed by both entities, IFDDC will receive the FY25-26 parking funds. Terri Ireland requested that the updated Parking Agreement be added to IFDDC's website. This will be done after Council approval and signatures. The BID

Management Agreement is also currently being reviewed by the City and IFDDC. Once that document is signed by both entities, the City will send the 1st Quarter BID payment to IFDDC.

  - Kerry is looking for someone to take the lead on a BID Renewal Committee and recruit members to assist with the BID renewal process. For now, no one committed to be the lead. Chip will reach out to a few people to recruit those that may be interested. We have a little time to form the committee.
- Budget Update: The budget was updated with the updated FY25-26 BID amount. No other budget numbers were updated. A motion was made by Jill Hansen to approve the updated FY25-26 budget. Matt Jacobsen seconded. No opposed.

Merchant Association Update:

- Terri Irland announced that the next Merchant Association meeting is on Jan 5, 2026, at 10am in the conference room next to MarCellar's.

City of Idaho Falls Update:

- Caityln Long: They are updating their website as well. They send out a newsletter every other month for building and planning information.
- Michelle Ziel-Dingman: Brandon Lee is new to Idaho Falls City Council. All other Council members retained their original positions.
- Catherine McClure: There will be a public hearing Thursday, Dec. 11, at 7:30 p.m. in the City Council Chambers, 680 Park Ave. regarding impact fees. Also, the city is having an UTV Holiday Light Parade on Dec. 19th at 7pm.

The meeting was adjourned at 10:10 a.m. The next board meeting will be on Tuesday January 13, 2026, at 9am.

These meeting minutes were reviewed and approved by the IFDDC Executive Director and Board of Directors on January 13, 2026. The minutes were emailed to the Idaho Falls City Clerk's office on January 13, 2026.