



City of Idaho Falls
City Council Meeting
680 Park Avenue

CITY COUNCIL AGENDA

Thursday

April 2, 2026

6:30 p.m.

Mayor

Lisa Burtenshaw

City Council

Jim Francis

Council President, Seat 4

Brandon Lee

Council Seat 2

John Radford

Council Seat 5

Jim Freeman

Council Seat 6

Kirk Larsen

Council Seat 3

Michelle Ziel-Dingman

Council Seat 1

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

PUBLIC PARTICIPATION

Welcome to the Idaho Falls City Council Meeting.

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

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

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

Public Comment Guidelines

Speakers are encouraged to:

- State their name and city of residence.
- Focus comments on matters within the purview of the City Council. Limit comments to three (3) minutes or less.
- Refrain from repeating information already presented to preserve time for others to speak. Large groups are encouraged to select one or two speakers to represent the voice of the entire group.
- Practice civility and courtesy. City leaders have the right and the responsibility to maintain order and decorum during the meeting. Time may be curtailed for those speakers whose comments are profane or disruptive in nature.
- Refrain from comments on issues involving matters currently pending before the City's Planning and Zoning Commission or other matters that require legal due process, including public hearings, City enforcement actions, and pending City personnel disciplinary matters.
- Comments that pertain to activities or performance of individual City employees should be shared directly with the City's Human Resources Department (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 Testimony.** Because public hearings must follow various procedures required by law, please wait to offer your testimony until invited/indicated. Please address Council directly and try to limit your time to three (3) minutes.
- **Written Testimony.** The public may provide written testimony via postal mail sent to City Hall or via email sent to the City Clerk at IFClerk@idahofalls.gov. Testimony 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.

If you need communication aids or other physical accommodations to attend or access this meeting, please contact the City Clerk at (208) 612-8414 or the ADA Coordinator at (208) 612-8323 prior to the meeting. They will help accommodate special needs wherever possible.



City Council

Agenda

680 Park Avenue
Idaho Falls, ID 83402

Thursday, April 2, 2026

6:30 PM

City Council Chambers

1. **Call to Order & Roll Call**

2. **Pledge of Allegiance**

3. **Public Comment**

Please see guidelines on page 2.

4. **Consent Agenda**

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

A. Office of the Mayor

- 1) Appointments to City Boards, Committees and Commissions **26-127**
pursuant to Idaho Falls City Code Title 2, Chapter 4.

Attachments: Warnke Application
P&R Memo
MO Memo
City Code

B. Municipal Services

- 1) Authorization for a Budget Transfer for Frontier Center for the **26-103**
Performing Arts

Attachments: Invoice 1
Invoice 2
Naming Rights Agreement

- 2) Access Hardware Upgrades for Public Works **26-125**

Attachments: Quote
Co-Op Purchasing Contract

C. Public Works

- 1) Bid Award - Street Overlays 2026 **26-113**

Attachments: Map & Bid Tab

- 2) Bid Award - Microsurfacing 2026 26-114

Attachments: Map & Bid Tab

D. Idaho Falls Power

- 1) IFP 26-11 Wood Pole Inventory for Idaho Falls Power 26-104

Attachments: Bid Tab

- 2) 26-04 Gem State Rip Rap Replacement - Suncore Construction 26-121

Attachments: Bid Tab
Agreement
Change Order 1

- 3) IFP 26-10 Circuit Breaker Purchase for Harrison Substation Upgrade - Western United 26-123

Attachments: Bid Tab
Proposal

E. Office of the City Clerk

- 1) City Council Meeting Minutes 26-106

Attachments: 03.09.26
03.12.26

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. Airport

- 1) Approve Work Order 26-01 for an Environmental Assessment - Air Traffic Control Tower and VOR Relocation 26-108

The Idaho Falls Regional Airport began reviewing the process to relocate the Air Traffic Control Tower with a Scope of Work dated August 8, 2022. This first project work order addressed siting locations for a new Air Traffic Control Tower. After site selection, impacts to the Idaho Falls Regional Airport's VOR, a navigational aid, were identified by the Federal Aviation Administration (FAA). The airport and the FAA amended that first scope of work to review the feasibility of relocating the VOR as part of this project.

The FAA has accepted the feasibility report related to the VOR and approved the scope of work for an environmental assessment to relocate the Air Traffic Control Tower and VOR. An independent fee estimate has been completed on Ardurra Group, Inc.'s, fee for the scope of work. The FAA has concurred with the fee and its letter is attached. The total fee for Work Order 26-01 is \$1,008,700.82 and funds are available in FAA Federal Contract Tower Program Grant 3-16-0018-058-2023 to cover 100% of the cost.

Action Item(s):

Approve Work Order 26-01 with Ardurra Group Inc. to conduct an Environmental Assessment - Air Traffic Control Tower and VOR Relocation in the amount of \$1,008,700.82

Attachments: Letter
Work Order

B. Idaho Falls Power

- 1) IFP 26-09 (Part A) Downtown Alley Phase 2 - Construction and **26-122**
(Part B) Phase 3 - Electrical Construction

Historic downtown Idaho Falls has three remaining alleys with overhead power lines. These lines present unique operational and aesthetic issues. This infrastructure is difficult and costly to upgrade and underground due to limited workspace in downtown alleyways. On April 10, 2025, the City Council approved the Idaho Office of Energy and Mineral Resources (OEMR) Energy Resiliency Grant Subaward agreement for \$2,000,000, which reimburses the city for \$1,200,000 (65% of the cost for underground powerlines in the alleys between Broadway and A Street, A Street and B Street, and Constitution and D Street).

Idaho Falls Power (IFP) solicited bids to construct both parts of the project. Four contractors bid on the general construction (Part A) where KM Construction was the lowest responsive, responsible bidder for \$430,443.80. One contractor bid on the electrical construction (Part B) of this project and Wheeler Electric was the only responsive, responsible bidder for \$357,600. The total cost includes a 10% contingency of \$78,804.38 for a total amount of \$866,848.18.

Action Item(s):

Accept and approve the bids from KM Construction (Part A) construction portion and Wheeler Electrical (Part B) electrical construction portion of the downtown alleyway upgrade project for a total not-to-exceed amount of \$866,848.18 and give authorization to the Mayor and City Clerk to execute the necessary documents (or take other action deemed appropriate).

Attachments: Bid Tab
Agreement (KM)
Agreement (Wheeler)

C. Municipal Services**1) Purchase HazMat Unit Equipment for Fire Department****26-090**

The total cooperative purchasing price of \$1,279,871 includes pre-paid discounts estimated at \$151,506 upon approval and issuance of a purchase order by the City. Upon issuing a purchase order, the Fire Department is estimating a 36- to 48-month build time. The City of Idaho Falls is an active participant in the State of Idaho's Regional Response Team. Funding for the purchase of the HazMat equipment is through an Interagency Agreement with the State of Idaho Military Division for Southeast Idaho, Region 7. The Interagency Agreement to establish Region 7 Type 2 Idaho Hazardous Substance Emergency Response Team was approved by City Council on October 23, 2025. The purchase of HazMat equipment is an approved grant expenditure by the Idaho Office of Emergency Management, award number HRLF26RRT7. As a federal grant purchase, Hughes Fire Equipment has been verified through SAM.gov and does not have any active exclusions (i.e., not on the suspended or debarment list).

Action Item(s):

Accept and approve the purchase of one Pierce Enforcer Heavy Duty HazMat Rescue Apparatus from Hughes Fire Equipment, accessing the Houston-Galveston Area Council (H-GAC), a cooperative government contract FS12-23 for a total of \$1,279,871.00 and authorize the Mayor and City Clerk to sign the necessary documents (or take other action deemed appropriate).

Attachments: Quote
Purchase Agreement
Subrecipient Agreement
Interagency Agreement
Funding Agreement
SAM.gov
Photo

2) Bid IF 26-006, Water Line Surface Repair**26-124**

A total of three bids were received. Following the review of the bid submitted by Rolling Rock, LLC, the bid was deemed irregular and unresponsive as the bidder did not hold a Category A Public Works Contactor license at the time of bid as required by Idaho Code § 54-1902 and Idaho Code § 67-2805 (2)(a). This project includes various unit of curb and gutter, concrete, rebar, and plant mix to support 2026 water line surface repair projects for the Public Works, Water Division. The total estimate of \$904,530.00 is based on a three-year historical unit quantities for water line surface repair projects.

Action Item(s):

Reject the bid from Rolling Rock, LLC, on the basis that it did not have a Category A Public Works Contractor License at the time of submitting the bid and accept and approve the bid received from the lowest responsive and responsible bidder, JM Concrete, for an estimated total of \$904,530.00 (or take other action deemed appropriate).

Attachments:

Bid Tab
Bid
Idaho Code 54-1902
Idaho Code 67-2805

- 3) Resolution: City of Idaho Falls Termination of Utility Service and Disconnect Policy

26-119

This policy combines all utility services (electric, fiber, water, wastewater, and sanitation) into a single policy. The attached policy was completed collaboratively with the Idaho Falls Power, Public Works, and Municipal Services Departments and presented to City Council during the Monday, March 9, 2026, City Council work session.

Action Item(s):

Approve the resolution amending the City of Idaho Falls Termination of Utility Service and Disconnect Policy and give authorization to the Mayor and City Clerk to execute the necessary documents (or take other action deemed appropriate).

Attachments:

Resolution
Disconnect Policy
Charts

D. Public Works

- 1) Bid Award - Seal Coats 2026

26-115

On Thursday, March 19, 2026, bids were received and opened for the Seal Coats 2026 project. A tabulation of bid results is attached. The purpose of the proposed project bid award is to contract with the lowest bidder to perform seal coating on various city streets.

Project reviews have been conducted with all necessary city departments to ensure coordination of project activities.

Cost allocation for this project will come from Street Division funds. Sufficient funding and budget authority exist for completion of the proposed improvements.

The Legal Department reviewed the bid process and concurred that the proposed Council action complies with Idaho State Statute.

Action Item(s):

Approve the plans and specifications for the Seal Coats 2026 project; award to the lowest

responsive, responsible bidder, HK Contractors Inc., for \$1,757,391.24; and give authorization for the Mayor and City Clerk to execute the necessary documents (or take other action deemed appropriate).

Attachments: Map & Bid Tab

2) Bid Award - Birch Street and South Boulevard Roundabout

26-117

On Thursday, March 26, 2026, bids were received and opened for the Birch Street and South Boulevard Roundabout project. The tabulation of bid results is attached. The purpose of the proposed bid award is to contract with the lowest bidder to construct a roundabout at this intersection.

Project reviews have been conducted with all necessary city departments to ensure coordination of project activities.

Cost allocation for this project will come from Public Works Capital Improvement, Street Division, Water Division and Wastewater Division funds. Sufficient funding and budget authority exist for completion of the proposed improvements

The Legal Department reviewed the bid process and concluded that the proposed Council action complies with the Idaho State Statute.

Action Item(s):

Approve the plans and specifications; award to the lowest responsive bidder, DL Beck, Inc., in the amount of \$1,332,599.84; and give authorization for the Mayor and City Clerk to execute the necessary documents (or take other action deemed appropriate).

Attachments: Map & Bid Tab

3) Professional Services Agreement with Strata Incorporated for Construction Engineering And Inspection for the Science Center Drive Project

26-126

The cost of performing services is a not-to-exceed amount of \$285,220.00. Funding to complete this work will be provided by the Street Capital Improvement Fund with reimbursement from the Idaho Transportation Department (reimbursement rate at 92.66%). Sufficient funding and budget authority exist to complete the work associated with the Agreement.

Action Item(s):

Approve the Professional Services Agreement with Strata Inc., and authorize the Mayor and City Clerk to execute the document (or take other action deemed appropriate).

Attachments: Agreement

4) Alley Vacation - Eagle Rock Town site 26-116

The property owner has formally requested the alley vacation outlined in the accompanying exhibit and detailed within the referenced Ordinance. Following an internal evaluation, city staff have reviewed the request and determined that the proposed vacation is warranted. As a result, they recommend approval of the request.

By enabling the property owner to make more effective use of their land, these actions align with long-term development goals.

The Legal Department prepared the vacation ordinance.

Action Item(s):

Approve the Alley Vacation Ordinance under a suspension of the rules requiring three complete and separate readings and request that it be read by title (or consider the ordinance on the first reading, reject the ordinance, or take other action deemed appropriate).

Attachments: Ordinance

E. Community Development Services**1) Legislative Public Hearing for the Annexation and Initial Zoning of R1, Single Dwelling Residential - Annexation and Initial Zoning Ordinances and Reasoned Statements of Relevant Criteria and Standards for approximately 38.305 acres in the S ½ of Section 6 and the SW ¼ of Section 5 and the N ½ of Section 7, Township 1 North, Range 38 East. 26-110**

Attached is the application for Annexation and Initial Zoning of R1, Single Dwelling Residential, which includes the Annexation and Initial Zoning Ordinances and Reasoned Statements of Relevant Criteria and Standards for approximately 38.305 acres in the S ½ of Section 6 and the SW ¼ of Section 5 and the N ½ of Section 7, Township 1 North, Range 38 East. On February 3, 2026, the Planning and Zoning Commission unanimously voted to recommend approval of the annexation with initial zoning of R1, Single Dwelling Residential to the Mayor and City Council as presented.

Action Item(s):

1. Approve the Ordinance annexing approximately 38.305 acres in the S ½ of Section 6 and the SW ¼ of Section 5 and the N ½ of Section 7, Township 1 North, Range 38 East; assign a Comprehensive Plan Designation of "Transect of Suburban and Mixed-Use Centers and Corridors;" and under a suspension of the rules requiring three complete and separate readings, 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 Reasoned Statement of Relevant Criteria and Standards for the annexation of

approximately 38.305 acres in the S ½ of Section 6 and the SW ¼ of Section 5 and the N ½ of Section 7, Township 1 North, Range 38 East and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).

3. Approve the Ordinance establishing the initial zoning for R1, Single Dwelling Residential as shown in the Ordinance exhibits under a suspension of the rules requiring three complete and separate readings; and request that it be read by title and published by summary; that the City limits documents be amended to include the area annexed herewith; and that the City Planner be instructed to reflect said annexation, amendment to the Comprehensive Plan, and initial zoning on the Comprehensive Plan and Zoning Maps located in the Planning office (or consider the Ordinance on the first reading and that it be read by title, reject the Ordinance, or take other action deemed appropriate).

4. Approve the Reasoned Statement of Relevant Criteria and Standards for the initial zoning of R1, Single Dwelling Residential and give authorization for the mayor to execute the necessary documents (or take other action deemed appropriate).

Attachments: Zoning Map
 Aerial
 Comp Plan Map
 Staff Report
 Residential Use Tables
 PC Minutes
 Ordinance (Annexation)
 Reasoned Statement (Annexation)
 Ordinance (Initial Zoning)
 Reasoned Statement (Initial Zoning)
 Boundary Exhibit Map
 Exhibit A
 PC Testimony
 CC Testimony ANX25-005

- 2)** Quasi-Judicial Public Hearing-Request for Reconsideration of the decision to deny the application for the Planned Unit Development, PUD25-002, for Willows Place Townhomes for the property located at 1080 S Bellin Road.

26-105

Attached is the reconsideration application for the Willows Place Townhomes Planned Unit Development located at 1080 S Bellin Road. The City Council has the option to affirm, reverse, or modify its January 22, 2026, decision.

The following is a chronology of events regarding the Planned Unit Development and subsequent request for reconsideration and appeal.

- On October 7, 2025, the Planning and Zoning Commission recommended to the City Council, by a 5 to 1 vote, approval of Willows Place Townhomes PUD.
- On January 22, 2026, the City Council unanimously voted to deny Willows Place Townhomes PUD.
- On February 26, 2026, a request for reconsideration of the decision was filed with the Planning Division.

Action Item(s):

To (affirm, modify, or reverse) the decision of the City Council to deny the Willows Place Townhomes Planned Unit Development and to direct staff to prepare a written decision (or take other action deemed appropriate).

Attachments: Request for Reconsideration
Signed CC RSRCs
RSRCs (Original Unsigned Version)
Zoning Map
Aerial
Comp Plan Map
Plat
Elevations
PUD Zoning Regulations
Staff Report
PC Minutes
Neighborhood Meeting Packet
CC Testimony Willows Place PUD
CC Testimony APP26-005
Planning Commission Testimony

6. Announcements

7. Adjournment