



City of Idaho Falls
City Council Meeting
680 Park Avenue

CITY COUNCIL AGENDA

Thursday

May 7, 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, May 7, 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) Municipal Services

- 1) 2026 First Quarter Impact Fee Report **26-162**

Attachments: Report

B) Public Works

- 1) Bid Tab - Thermoplastics Citywide 2026 **26-157**

Attachments: Map & Bid Tab

- 2) Bonneville Metropolitan Planning Organization Joint Powers Agreement Amendment **26-169**

Attachments: DRAFT Resolution
DRAFT Agreement

C) Idaho Falls Power

- 1) Altec 65' Digger Derrick - Model DT65 **26-170**

Attachments: Quote
Quote
Request Form
Feature Sheet

- 2) 2026/27 Idaho Falls Power Generation Insurance Policy Renewal - Starr Tech/Swiss Re **26-171**

Attachments: Comparison
Quote
Insurance Binder

D) Airport

- 1) Reimbursable Agreement with the Federal Aviation Administration to Relocate a Navigation Aid **26-158**

Attachments: Agreement

E) Office of the City Clerk

- 1) City Council Meeting Minutes **26-155**

Attachments: 03.30.26
04.02.26
04.06.26
04.09.26

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) Resolution Authorizing the Airport Director to Request a Release from Federal Obligations **26-159**

In August 2022, Airport Improvement Program (AIP) Grant 3-16-0018-057-2022 funded the acquisition of land for approach protection at the Idaho Falls Regional Airport (Airport). Not all of the land contained within the parcel is necessary for approach protection. The attached exhibits identify specific areas of the property designated for future capital improvements by Idaho Falls Power and the Public Works Department, including power infrastructure, road widening, and related projects. Advancing these projects requires a release of federal obligations for these un-economic remnants of the overall parcel.

Idaho Falls Power, Public Works, Legal, Community Development, and the Airport have coordinated to define the area subject to the release, evaluate future development options, consider funding implications, and ensure alignment with Federal Aviation Administration requirements.

The proposed resolution authorizes the Airport Director to take the necessary actions to seek a release from the Federal Aviation Administration for the identified parcel.

Action Item(s):

Approve the resolution authorizing the Airport Director to take all actions necessary to obtain a release of federal obligations for land located along N 5th West; and give authorization for the Mayor and City Clerk to execute the resolution (or take other action deemed appropriate).

Attachments: Resolution
Exhibit A
Drawing

B) Parks & Recreation

- 1) Professional Services Agreement with Myers Anderson Architects to design a new entrance and gift shop at the Idaho Falls Zoo. **26-112**

Attached for your consideration is a Professional Services Agreement with Myers Anderson Architects for Phase Two of designing a new entrance and gift shop at the Idaho Falls Zoo. The City of Idaho Falls selected Myers Anderson Architects to design the facility through qualification process RFQ-21-085. Phase One of Myers Anderson Architects' architectural services, which included base information and a schematic design, was completed in 2022. Phase Two will include site plan approvals, design development and construction documents, bidding, and construction administration. The fee for Phase Two of the architectural services is 9.75% of the total project cost, minus the \$25,000 paid for completion of Phase One. Based on the current construction estimate of \$1,656,200, and accounting for the \$25,000 already paid to Myers Anderson for Phase One, the remaining fee has a not-to-exceed amount of \$136,520. All design and construction costs for this project will be funded by the Tautphaus Park Zoological Society.

Action Item(s):

Approve the Professional Services Agreement with Myers Anderson Architects for a not-to-exceed amount of \$136,520 and authorize the Mayor and City Clerk to execute the necessary documents (or take other action deemed appropriate).

Attachments: Agreement

C) Municipal Services

- 1) Purchase One Ford F-550 HazMat Unit for Fire Department **26-160**

This purchase will provide a HazMat unit to be used by the Fire Department for participation in the Region 7 Regional Response Team. Funding for this purchase is through an Interagency Agreement with the State of Idaho Military Division for Southeast Idaho, Region 7. The interagency agreement to establish the 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, Rush Truck Center has been verified through SAM.gov and does not have any active exclusions (i.e., not on the suspended or debarment list). The total grant award number HRLF26RRT7 is for \$2,168,285.71, with a total of \$1,279,871.00 approved by the City Council for the purchase of the Pierce Enforcer Heavy Duty HazMat Rescue apparatus on Thursday, April 2, 2026, leaving a grant balance after these two purchase requests of \$590,414.71. Funds for the purchase of the HazMat equipment are budgeted within the Fire Capital budget for a total of \$2,168,285.71.

Action Item(s):

Accept and approve the purchase of one Ford F-550 HazMat unit from Rush Truck Center, accessing the Sourcwell contract, a cooperative government contract 032824-RTG for a total of \$298,000.00 and authorize the Mayor and City Clerk to sign the necessary documents (or take other action deemed appropriate).

Attachments: Quote
Sam.gov Verification
Interagency Agreement
Funding Agreement
Federal Award
Photo

2) Quote - Wastewater Treatment Plant Lot Pavement

26-163

A total of three quotes were solicited, with Knife River being the lowest responsive quote. This project will repave the Wastewater Treatment Plant parking lot. The project quote includes mobilization, removal of existing asphalt, excavation, new asphalt, sealcoat and striping. Funds for this project are within the 2025/26 Public Works, Wastewater division budget.

Action Item(s):

Accept and approve the lowest of three quotes received from Knife River Corporation for a total of \$150,975.00 and authorize the Mayor and City Clerk to sign the necessary documents (or take other action deemed appropriate).

Attachments: Knife River Quote
All Quotes

3) Resolution - Cost Allocation Policy

26-164

The purpose of this cost allocation policy is to document the cost allocation process and requirements for how direct and indirect costs of city support services may be allocated for the next three years. The Finance division presented the concepts contained in the attached cost allocation policy during the April 20, 2026, City Council work session.

Action Item(s):

Approve the resolution adopting the City of Idaho Falls Cost Allocation Policy dated April 2026 and provide that this resolution be effective upon its passage and approval and authorize the Mayor and City Clerk to sign the necessary documents (or take other action deemed appropriate).

Attachments: Resolution
Policy
Worksheet

D) Community Development Services

- 1)** Final Plat, Development Agreement, and Reasoned Statement of Relevant Criteria and Standards, Swire Pacific, Division No. 1 **26-168**

Attached is the application for the Final Plat, Development Agreement, and Reasoned Statement of Relevant Criteria and Standards for Swire Pacific, Division No. 1. The Planning and Zoning Commission considered this item at its April 7, 2026, meeting and unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.

Action Item(s):

1. Approve the Development Agreement for the Final Plat for Swire Pacific, Division No. 1 and give authorization for the Mayor and City Clerk to sign said agreement (or take other action deemed appropriate).
2. Approve the Final Plat for Swire Pacific, Division No. 1 and give authorization for the Mayor, City Engineer, and City Clerk to sign said Final Plat (or take other action deemed appropriate).
3. Approve the Reasoned Statement of Relevant Criteria and Standards for the Final Plat for Swire Pacific, Division No. 1 and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).

Attachments: Zoning Map
Aerial Map
Final Plat
Staff Report
PC Minutes
Reasoned Statment
Development Agreement

- 2)** Public Hearing for Community Development Block Grant (CDBG) PY 2025 Consolidated Annual Performance and Evaluation Report (CAPER) **26-167**

Pursuant to HUD (United States Department of Housing and Urban Development) requirements, entitlement communities receiving CDBG funds must complete the Consolidated Annual Performance and Evaluation Report (CAPER). As part of the reporting

process, information on projects completed and funds spent must be presented in a public hearing and then posted for public comment. The public hearing has been advertised and scheduled for the May 7, 2026, regular City Council meeting. The meeting will be followed by a 15-day public comment period. This will be followed by a request for the Council to approve a resolution at its June 4, 2026, meeting. The 2025 CAPER must be submitted to HUD no later than June 15, 2026. Questions about the 2025 CAPER or the projects presented may be directed to the CDBG Administrator, Lisa Farris.

Action Item(s):

Conduct a public hearing to receive public testimony for the 2025 Consolidated Annual Performance and Evaluation report (CAPER).

- 3) Legislative Public Hearing for the Annexation and Initial Zoning of LC, Limited Commercial with the Controlled Development Airport Overlay Zone - Annexation and Initial Zoning Ordinances and Reasoned Statements of Relevant Criteria and Standards for approximately 7.692 acres in Part of the SW ¼ of Section 25, Township 2 North, Range 37 East. 26-165

Attached is the application for Annexation and Initial Zoning of LC, Limited Commercial with the Controlled Development Airport Overlay Zone, which includes the Annexation and Initial Zoning Ordinances and Reasoned Statements of Relevant Criteria and Standards for approximately 7.692 acres in Part of the SW ¼ of Section 25, Township 2 North, Range 37 East. On April 7, 2026, the Planning and Zoning Commission unanimously voted to recommend approval of the annexation with initial zoning of LC with the Controlled Development Airport Overlay Zone to the Mayor and City Council as presented.

Action Item(s):

1. Approve the Ordinance annexing approximately 7.692 acres in Part of the SW ¼ of Section 25, Township 2 North, Range 37 East; assign a Comprehensive Plan Designation of "Transect of 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 7.692 acres in Part of the SW ¼ of Section 25, Township 2 North, Range 37 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 LC, Limited Commercial with the Controlled Development Airport Overlay Zone 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 LC, Limited Commercial with the Controlled Development Airport Overlay Zone and give authorization for the mayor to execute the necessary documents (or take other action deemed appropriate).

Attachments: Zoning Map
 Aerial Map
 Comp Plan Map
 Airport Land Use Map
 Staff Report
 LC Use Table
 PC Minutes
 Ordinance (Annexation)
 Reasoned Statement (Annexation)
 Ordinance (Initial Zoning)
 Reasoned Statement (Initial Zoning)
 Boundary Exhibit Map
 Exhibit A

- 4) Mediation request for Willows Place Townhomes Planned Unit Development.

26-174

Attached is the email request and the Landowner Mediation Compromise Exhibit for Willows Townhomes Planned Unit Development. On October 7, 2025, the Planning Commission voted to recommend approval of the PUD with a vote of 5 to 1. On January 22, 2026, the Mayor and City Council unanimously denied the PUD for Willow Place Townhomes as presented. On April 2, 2026, the Mayor and City Council denied the reconsideration of Willow's Place PUD with a vote of 3-2.

Action Item(s):

Order mediation and select mediator for Willows Place Townhomes Planned Unit Development or take other action as deemed appropriate.

Attachments: Request
 Owner Plat

6. **Announcements**

7. **Adjournment**