



City of Idaho Falls
Council Work Session
680 Park Avenue

COUNCIL WORK SESSION AGENDA

Monday

October 5, 2026

3:00 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



City Council

Work Session

Agenda

680 Park Avenue
Idaho Falls, ID 83402

Monday, October 5, 2026

3:00 PM

City Council Chambers

The public is invited to attend in person or watch via livestream at <https://www.idahofallsidaho.gov/429/Live-Stream>. There is not an opportunity for public interaction at this meeting. This meeting may be cancelled or recessed to a later time in accordance with law. If you need communication aids or other physical accommodations to attend or access this meeting, please contact Linda Lundquist, City Clerk, at (208) 612-8414 or Lisa Farris, ADA Coordinator, at (208) 612-8323 prior to the meeting.

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

2. **Agenda**

A) **Office of the Mayor**

- 1) **Mayor and Council Reports:** Announcements, liaison reports, events, calendaring, citywide updates, concerns, questions, proclamations, notes and/or minutes from boards and commissions (30) **26-385**

Council Direction to staff (or take other appropriate action)

Attachments: 05262026 - Shade Tree Minutes

B) **Airport**

- 1) Idaho Falls Regional Airport Leakage and Retention Study (30) **26-372**
Council Direction to Staff (or take other appropriate action)

Air Service Development Consultant, Jack Penning of Volaire Aviation, will provide a presentation on the updated market study reviewing passenger data related to those who choose to fly from the Idaho Falls Regional Airport and those who choose to drive elsewhere. The presentation will include details on passenger statistics for the most recently available data as well as potential service options for this market.

Attachments: IDA Retention Study Cover Letter 8-26

C) **Finance**

- 1) Overview and Discussion of the City's Weekly Claims and Settlement Process (15) **26-388**
Council Direction to Staff (or take other appropriate action)

An overview of claims and the settlement process and a discussion of City Council's

responsibility to review claims prior to payment and identify questions or concerns before payments are processed.

D) Human Resources

- 1) City of Idaho Falls 457 Plan - Capital Group/American Funds (15) **26-383**
Council Direction to Staff (or take other appropriate action)

The City of Idaho Falls 457 Plan with The Capital Group/American Funds is a deferred compensation plan that predates current staff involvement. The exact origination date and full history of the plan are not known - no plan documents have been located either by the City or by Capital Group/American Funds. What is known is that the City stopped allowing new employee enrollments in this plan an estimated one to two decades ago, and no new contributions have been made to the plan since that time.

Staff became aware of the plan's existence a little over a year ago. At that time, a review found only a small number of employees with any remaining balance in the plan. Currently, only one individual - a current employee - still has funds invested in this plan, and that individual is in the process of withdrawing their funds. That withdrawal is expected to be completed no later than January 2027.

Because the plan retains no active participants (aside from the one individual currently withdrawing) and accepts no new enrollments or contributions, it no longer serves any ongoing purpose for the City or its employees.

E) City Attorney

- 1) Executive Session (15) **26-381**

Called pursuant to Idaho Code Section 74-206(1)(j) and 74-206A(1)(a) to consider a labor contract matter.

Council will reconvene after the Executive Session.

F) Human Resources

- 1) Union contract with Local 1565 Memorandum of Understanding (MOU) (5) **26-382**

Action: Approve the MOU between the City of Idaho Falls and Local 1565 concerning the sick-leave payout available to eligible Local Union 1565 employees and give the Mayor authorization to execute the necessary documents (or take other action deemed appropriate).

Description, Background Information, Purpose:

The purpose of this MOU is to document the parties' mutual understanding regarding a proposed increase to the maximum sick-leave payout available to eligible employees represented by Local 1565. The City and Local 1565 acknowledge and agree to increase the maximum sick-leave payout from \$2500.00 to \$3000.00.

Attachments: MOU
 Email

3. Announcements

4. Adjournment



Memorandum

File #: 26-385

City Council

DATE: Monday, September 28, 2026

AGENDA: Work Session

FROM: Mayor Burtenshaw

DEPARTMENT: Mayor's Office

Title

Mayor and Council Reports: Announcements, liaison reports, events, calendaring, citywide updates, concerns, questions, proclamations, notes and/or minutes from boards and commissions (30)

Council Direction to staff (or take other appropriate action)



**PARKS & RECREATION
SHADE TREE COMMITTEE MINUTES
Tuesday, May 26, 2026
Activity Center
12:00 P.M.**

MEMBERS IN ATTENDANCE:

Matt Hill, Charley Frantzen, Duston Edwards, Lee Washburn, Ed Phillips, Sam Ellsworth, Dakota Sperry, and Tyler Smith

CALL TO ORDER

Matt Hill called the meeting to order at 12:02 p.m.

ACTION ITEM(S)

- Review and Approve April 2026 Minutes:
 - Dakota moved to approve April minutes. Sam Ellsworth seconded. All in favor.

OTHER (NO ACTION)

- Arbor Day Recap:
 - Trees were planted quickly, and the road looks better with live trees.
 - Arbor day needs to be scheduled further out so that it does not conflict with other events.
 - Try and have larger events.
 - Shade tree liked that they were able to involve returning students.
- Park Tour:
 - July 8th at 10 A.M.
 - Start and end at Heritage park where lunch will be provided.
- E. 25th S./Hitt Road Tree Condition Report
 - The trees leafed out but the color looks off.
 - Just because the trees leafed out doesn't mean that they will live long term.
 - The trees are more likely to be attacked by pests.
- Ordinance Update
 - Went to council meeting and the ordinance passed.
 - Lee will pass out a non-draft version at a future shade tree meeting.

- Tree Signage Update
 - Shade tree needs to get a template for approval by PJ and PIO.
 - Once a template is approved then we can get with CTEC to see if they can help build some signs.
 - Dakota volunteered to help come up with the templates because of his background in graphic design.
 - The plaques will have common name, botanical name, height and spread of the tree, and an area for a QR code so that more information can be added to the website.
- Member Term Update
 - Rich and Mara are approaching their term limits.
 - So long as Mara remains a resident of Idaho Falls she can stay as a member on Shade Tree.
- Call for Agenda Items for Next Meeting
 - Arboretum and where to start placing signs.
 - Emerald Ash Borer
 - More info on the Ash Bark Beetle
 - Drought Plans
 - Tree Walk with CTEC

Ed Phillips moved to adjourn meeting Dakota Sperry seconded. All were in favor.

Next meeting will be September 29, 2026.

Meeting recorded by Duston Edwards



Memorandum

File #: 26-372

City Council

DATE: Monday, October 5, 2026
FROM: Ian Turner, Airport Director

AGENDA: Work Session
DEPARTMENT: Airport

Title

Idaho Falls Regional Airport Leakage and Retention Study (30)
Council Direction to Staff (or take other appropriate action)

Description, Background Information, Purpose:

Air Service Development Consultant, Jack Penning of Volaire Aviation, will provide a presentation on the updated market study reviewing passenger data related to those who choose to fly from the Idaho Falls Regional Airport and those who choose to drive elsewhere. The presentation will include details on passenger statistics for the most recently available data as well as potential service options for this market.

This item has been reviewed by the Mayor's Office.

August 13, 2026

Ian Turner, AAE
Airport Director
Idaho Falls Regional Airport
2140 North Skyline Drive
Idaho Falls, Idaho 83402

Re: Idaho Falls Regional Airport Passenger Retention and Leakage Study, Year Ended First Quarter 2026

Ian,

This letter accompanies two documents: our completed Idaho Falls Regional Airport Passenger Retention and Leakage Study with data from the year ended first quarter 2026 (the most recent available) and our summary document explaining the results with maps and charts. This study uses the same catchment area and methodology as our previous four studies, so we can compare all five directly.

Idaho Falls Regional Airport is retaining more passengers than at any point in history. Almost two-thirds of your catchment's passengers are choosing IDA. Fewer passengers than ever are driving to Salt Lake City, with just 26% using SLC, down from more than 50% a decade ago. This speaks to the strength of your air service development program, the quality of your marketing, and the growth in the region.

The catchment area is generating more passengers than it ever has – more than 1,470 per day each way.

The Study also found:

- Passengers using IDA have grown by 236 per day each way, or 32%, since 2023;
- Pocatello is a non-factor, retaining just four passengers per day each way, down from eight in the last study;
- Boise's retention has fallen from 10% five years ago to just 3%;
- For the first time in the last decade, IDA fares were lower than SLC, representing a \$12 discount over driving;
- The average fare paid by those using Idaho Falls was \$253 in the year ended first quarter 2026, which was down just \$3 from 2023;
- IDA, itself, generated \$245,000 in airline fare revenue per day each way (RDEW), up from \$188,000 in 2023 – an increase of 30%;

- In the region, only Bozeman had a lower average fare than IDA, helping IDA to provide a more affordable product and retain its highest share of passengers since the market has been studied.

It remains to be seen how many more passengers IDA can retain. In regional markets, most airport aim for 67% retention as the ultimate goal. IDA is already at that goal, making it one of the most successful airports of its size in the United States.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Penning".

Jack Penning
Managing Partner



Memorandum

File #: 26-388

City Council

DATE: Wednesday, September 30, 2026

AGENDA: Work Session

FROM: Mark Hagedorn, Director

DEPARTMENT: Finance

Title

Overview and Discussion of the City's Weekly Claims and Settlement Process (15)

Council Direction to Staff (or take other appropriate action)

Description, Background Information, Purpose:

An overview of claims and the settlement process and a discussion of City Council's responsibility to review claims prior to payment and identify questions or concerns before payments are processed.

This item has been reviewed by the Mayor's Office.



Memorandum

File #: 26-383

City Council

DATE: Friday, September 25, 2026

AGENDA: Work Session

FROM: Darin Jones, Director

DEPARTMENT: Human Resources

Title

City of Idaho Falls 457 Plan - Capital Group/American Funds (15)

Council Direction to Staff (or take other appropriate action)

Description, Background Information, Purpose:

The City of Idaho Falls 457 Plan with The Capital Group/American Funds is a deferred compensation plan that predates current staff involvement. The exact origination date and full history of the plan are not known - no plan documents have been located either by the City or by Capital Group/American Funds. What is known is that the City stopped allowing new employee enrollments in this plan an estimated one to two decades ago, and no new contributions have been made to the plan since that time.

Staff became aware of the plan's existence a little over a year ago. At that time, a review found only a small number of employees with any remaining balance in the plan. Currently, only one individual - a current employee - still has funds invested in this plan, and that individual is in the process of withdrawing their funds. That withdrawal is expected to be completed no later than January 2027.

Because the plan retains no active participants (aside from the one individual currently withdrawing) and accepts no new enrollments or contributions, it no longer serves any ongoing purpose for the City or its employees.

This item has been reviewed by the Mayor's Office.



Memorandum

File #: 26-381

City Council

DATE: Friday, September 25, 2026
FROM: Zachary Jones, City Attorney

AGENDA: Work Session
DEPARTMENT: City Attorney

Title

Executive Session (15)

Description, Background Information, Purpose:

Called pursuant to Idaho Code Section 74-206(1)(j) and 74-206A(1)(a) to consider a labor contract matter.

Council will reconvene after the Executive Session.

This item has been reviewed by the Mayor's Office.



Memorandum

File #: 26-382

City Council

DATE: Friday, September 25, 2026

AGENDA: Work Session

FROM: Darin Jones, Director

DEPARTMENT: Human Resources

Title

Union contract with Local 1565 Memorandum of Understanding (MOU) (5)

Action: Approve the MOU between the City of Idaho Falls and Local 1565 concerning the sick-leave payout available to eligible Local Union 1565 employees and give the Mayor authorization to execute the necessary documents (or take other action deemed appropriate).

Description, Background Information, Purpose:

The purpose of this MOU is to document the parties' mutual understanding regarding a proposed increase to the maximum sick-leave payout available to eligible employees represented by Local 1565. The City and Local 1565 acknowledge and agree to increase the maximum sick-leave payout from \$2500.00 to \$3000.00.

This item has been reviewed by the Mayor's Office.



Johan Olson | Fire Chief
jolson@idahofalls.gov
Office (208) 612-8495
Cell (208) 715-1581

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into between the City of Idaho Falls and Local 1565 concerning the sick-leave payout provision currently provided under the parties collective bargaining agreement.

1. Purpose: The purpose of this MOU is to document the parties mutual understanding regarding a proposed increase to the maximum sick-leave payout available to eligible employees represented by Local 1565.

2. Sick-Leave Payout: The City and Local 1565 acknowledge and agree that the current maximum sick-leave payout of Two Thousand Five Hundred Dollars (\$2,500.00) is proposed to be increased to Three Thousand Dollars (\$3,000.00).

3. Current Language in Union Contract:

Section 7. Sick Leave

Employees working a forty (40) hour work week shall accrue 3.69 hours of Sick Leave per pay period which totals ninety-six (96) hours per year. Sick leave may accrue up to a maximum of 2,080 hours total. Employees working shift work will accrue 5.54 hours of Sick Leave per pay period which totals one hundred forty-four (144) hours per year. Sick leave may accrue up to a maximum of 2,912 hours total. Upon meeting the requirements of retirement, age fifty (50) or PERSI Rule of 80, employees may sell unused sick leave. The total amount of sick leave sold will be calculated as follows:

Employees with five (5) or more years of service may choose to convert sick leave annually into a qualifying deferred compensation plan, transfer hours to vacation hours, or cash out hours. Annual selection to convert sick leave must be made between April 1st and April 30th and shall be completed in October of the same year. For forty (40) hour workweek employees a balance of at least 160 hours must be left in the employee's sick leave bank. For shift firefighters (56) hour workweek employees a balance of at least 224 hours must be left in the employee's sick leave bank. Sick leave will be converted/cashed out at 33% of the employee's regular hourly rate of pay not to exceed a maximum of \$2,500.

4. Changes: \$2,500 to \$3000

5. Effective Date: This MOU shall become effective upon execution by authorized representatives of both the City of Idaho Falls and Local 1565.

AGREED AND ACCEPTED

CITY OF IDAHO FALLS

LOCAL 1565

By: _____

By: _____

Name: _____

Name: _____

Date: _____

Date: _____

Linda Lundquist

From: Darin Jones
Sent: Thursday, September 17, 2026 11:43 AM
To: Paul Grate; Johan Olson
Subject: Sick Leave Conversion and the Collective Bargaining Agreement

Hi Paul,

The payout for sick leave conversion is fast approaching, and we have identified a difference between the city policy which was updated in February of 2026 and the union contract. I have copied the language form both below. When we updated the city policy it was our intent to increase the maximum amount from \$2,500 to \$3,000 for all employees. I didn't think about this provision in the collective bargaining agreement until now, so we didn't bring it to any labor management meetings.

It looks to me like the \$3,000 amount would be better for the firefighters. If you are ok with allowing the firefighters to get up to the maximum of \$3,000 please reply to this email that you agree with allowing this and we can keep this email exchange as a type of MOU allowing this until we bargain the contract again and can change the language in the contract.

If you would like to discuss, this, I'm happy to schedule some time soon for a discussion.

Here are the two versions of language from the city personnel policy and the union contract.

City Policy

A. 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 compensation plan, 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 remain in the employee's sick leave bank. 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.

Union Contract

Section 7. Sick Leave

Employees working a forty (40) hour work week shall accrue 3.69 hours of Sick Leave per pay period which totals ninety-six (96) hours per year. Sick leave may accrue up to a maximum of 2,080 hours total. Employees working shift work will accrue 5.54 hours of Sick Leave per pay period which totals one hundred forty-four (144) hours per year. Sick leave may accrue up to a maximum of 2,912 hours

total. Upon meeting the requirements of retirement, age fifty (50) or PERSI Rule of 80, employees may sell unused sick leave. The total amount of sick leave sold will be calculated as follows:

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Sincerely,
Darin



Human Resources
Darin Jones | HR Director

700 Park Ave.
Idaho Falls, ID 83405
(208) 612-8167
djones@idahofalls.gov