



City of Idaho Falls
City Council Meeting
680 Park Avenue

CITY COUNCIL AGENDA

Thursday

October 8, 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, October 8, 2026

6:30 PM

City Council Chambers

1. Call to Order & Roll Call
2. Pledge of Allegiance
3. Staff responses to prior public comment and other updates
4. Public Comment

Please see guidelines on page 2.

5. **Consent Agenda**

Questions on Consent Agenda Items may be addressed and/or moved to the Regular Agenda for separate consideration if requested by a Council Member. Items typical of consent can include routine items for purchase, supply or inventory replenishment, vehicle or equipment replacement, etc., that are already budgeted. Other changes to this agenda may require the approval of a majority of Council.

A) Office of the Mayor

- 1) City Council Meeting Minutes 26-386

Attachments: 2026-07-21
2026-07-27
2026-08-24
2026-08-27
2026-09-10

Action Item:

Approve, accept, or receive all items on the Consent Agenda according to the recommendations presented (or take other action deemed appropriate).

6. **Regular Agenda**

A) Human Resources

- 1) City of Idaho Falls 457 Plan - Capital Group/American Funds 26-384

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.

The purpose of this agenda item is to obtain City Council authorization to formally terminate the City of Idaho Falls 457 Plan with The Capital Group/American Funds. Upon Council approval, staff will send a formal letter to Capital Group/American Funds requesting termination of the plan, to take effect once the remaining participant has completed the withdrawal of their funds.

Action Item(s):

Authorization to formally terminate the City of Idaho Falls 457 Plan held with The Capital Group/American Funds, and to direct staff to notify Capital Group/American Funds in writing to close out the plan once the final participant has withdrawn their funds (or take other action deemed appropriate).

- 2) Memorandum of Agreement (MOU) Between IBEW Local 57 and
The City of Idaho Falls

26-401

Elimination of one position in the collective bargaining Agreement and the addition of two new positions in the collective bargaining agreement. Position eliminated: Traffic Technician. Positions added: Journeyman Operation and Traffic Signal Electrician and Apprentice Operation and Traffic Signal Electrician. These two classifications shall replace the classification of Traffic Technician currently listed in Exhibit "A." Upon execution of this MOU, the classification of Traffic Technician shall be removed from Exhibit "A."

Any employee who holds the classification of Traffic Technician as of the date of this Agreement shall be placed into either the Journeyman Operation and Traffic Signal Electrician classification or the Apprentice Operation and Traffic Signal Electrician classification, as mutually determined by the City and IBEW Local 57 based upon the factors set forth in the Promotion & Change of Employment provisions of the Agreement, including the incumbent's length of continuous service, knowledge, training, ability, skill, and adaptability. This MOU is subject to approval by the Idaho Falls City Council and ratification by the membership of IBEW Local 57.

Action Item(s):

Approve the MOU with Power Union CBA and give authorization to the Mayor and City Clerk to execute the necessary documents (or take other action deemed appropriate).

Attachments: MOU

B) Parks & Recreation

- 1) Meppen Park Irrigation System Installation Bid 26-389

Idaho Falls Parks and Recreation solicited bids from qualified vendors for the installation of the Meppen Park Irrigation System Phase. A Summer Rain Inc. was the lowest of the 3 bids received with a total bid of \$98,900.00.

Action Item(s):

Accept and approve the proposal for the irrigation system installation at Meppen Park and award the bid to the lowest responsive, responsible bidder, A Summer Rain Inc. in the amount of \$98,900.00 (or take other action deemed appropriate).

Attachments: Bid

C) Idaho Falls Power

- 1) Professional Services Agreement with HDR Engineering in Support of the Rack Substation Rebuild Project 26-387

On June 21, 2024, the city established a Master Agreement with HDR. This Task Order, if approved, authorizes the consultant to carry out the necessary design work for rebuilding the Rack Distribution Substation, located adjacent to the Lower Power Plant off Sunnyside Road.

The total negotiated, not to exceed amount for this work, is \$386,000.00.

Action Item(s):

Approve the *Amendment to Agreement for Professional Engineering Services and Professional Services Task Order* with HDR Engineering Incorporated for a total of \$386,000.00 and authorize the Mayor to execute both documents (or take other action deemed appropriate).

Attachments: Task Order
Amendment Agrmt
HDR Agreement

- 2) Sole Source Procurement for Materials and Services with Western States Equipment Company for Peaking Plant Equipment 26-353

These agreements retain the Western States Equipment Company who hold warranties on the 7 generators located at the Idaho Falls Peaking Plant. The *3-Year Oil Change Parts Only Kits Agreement* supplies oil filters, oil and sample kits needed for performing 2000-hour engine services and the *5-Year Preventative Maintenance Agreement* provides required various

hourly maintenance required to meet warranty requirements.

The totals for these agreements per year are as follows:

Action Item(s):

Make a Determination of Sole Source Procurement of Materials and Services, Approving the Western States Equipment Company (also known as CAT) Customer Value Agreements for 1.) Oil Change Parts Only Kit Totaling \$94,689.00; and 2.) Preventative Maintenance Services Totaling \$565,390.00 and give authorization to the Mayor to sign the necessary documents (or take other action deemed appropriate).

Attachments: Parts
 Maintenance

D) Community Development Services

- 1)** Final Plat, Development Agreement, and Reasoned Statement of Relevant Criteria and Standards, Willows Place Townhomes Division No. 1. **26-377**

Attached is the application for the Final Plat, Development Agreement, and Reasoned Statement of Relevant Criteria and Standards for Willows Place Townhomes Division No. 1. The Planning and Zoning Commission considered this item at its November 5, 2025, meeting and unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented. This Final Plat was reviewed by CDS Planning staff as well as staff from Fire, Idaho Falls Power, and the Public Works Water, Wastewater, and Engineering/Survey Divisions.

Action Item(s):

1. Approve the Development Agreement for the Final Plat for Willows Place Townhomes 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 Willows Place Townhomes 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 Willows Place Townhomes 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 Statement
Development Agreement

- 2)** Legislative Public Hearing for the Annexation and Initial Zoning of I&M, **26-378**
Industrial and Manufacturing - Annexation and Initial Zoning
Ordinances and Reasoned Statements of Relevant Criteria and
Standards for approximately 4.482 acres.

Attached is the application for Annexation and Initial Zoning of I&M, Industrial and Manufacturing, which includes the Annexation and Initial Zoning Ordinances and Reasoned Statements of Relevant Criteria and Standards for approximately 4.482 acres in the E ½ of Section 8, Township 2 North, Range 38 East. On August 4, 2026, the Planning and Zoning Commission unanimously voted to recommend approval of the annexation with initial zoning of I&M to the Mayor and City Council as presented. This annexation was reviewed by CDS Planning staff as well as staff from Fire, Idaho Falls Power, and the Public Works Water, Wastewater, and Engineering/Survey Divisions.

Action Item(s):

1. Approve the Ordinance annexing approximately 4.482 acres in the E ½ of Section 8, Township 2 North, Range 38 East; assign a Comprehensive Plan Designation of "Industrial;" 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 4.482 acres in the E ½ of Section 8, Township 2 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 I&M, Industrial and Manufacturing 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 I&M, Industrial and Manufacturing 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
 Exhibit Map
 Exhibit A
 Staff Report
 PC Minutes
 Ordinance (Annexation)
 Reasoned Statement (Annexation)
 Ordinance (Initial Zoning)
 Reasoned Statement (Initial Zoning)

- 3)** Legislative Public Hearing for the Annexation and Initial Zoning of HC, Highway Commercial - Annexation and Initial Zoning Ordinances and Reasoned Statements of Relevant Criteria and Standards for approximately 2.23 acres. **26-379**

Attached is the application for Annexation and Initial Zoning of HC, Highway Commercial, which includes the Annexation and Initial Zoning Ordinances and Reasoned Statements of Relevant Criteria and Standards for approximately 2.23 acres in Lots 2 and 3, Carlyle-Erma Subdivision Division No. 1. On September 1, 2026, the Planning and Zoning Commission unanimously voted to recommend approval of the annexation with initial zoning of HC to the Mayor and City Council as presented. This annexation was reviewed by CDS Planning staff as well as staff from Fire, Idaho Falls Power, and the Public Works Water, Wastewater, and Engineering/Survey Divisions.

Action Item(s):

1. Approve the Ordinance annexing approximately 2.23 acres for Lots 2 and 3, Carlyle-Erma Subdivision Division No. 1; assign a Comprehensive Plan Designation of "Mixed-Use Centers & 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 2.23 acres in Lots 2 and 3, Carlyle-Erma Subdivision Division No. 1 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 HC, Highway Commercial 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 HC, Highway Commercial 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
 Exhibit Map
 Exhibit A
 Staff Report
 PC Minutes
 Ordinance (Annexation)
 Reasoned Statement (Annexation)
 Ordinance (Initial Zoning)
 Reasoned Statement (Initial Zoning)

- 4)** Quasi-Judicial Public Hearing - Planned Unit Development (PUD) and Reasoned Statement of Relevant Criteria and Standards, Higham Riverfront Townhomes.

26-380

Attached is the application for the PUD and Reasoned Statement of Relevant Criteria and Standards for Higham Riverfront Townhomes. On August 4, 2026, the Planning Commission unanimously voted to recommend approval of the PUD to the Mayor and City Council with the condition of additional enhanced vegetation, up to 16 trees as to be negotiated with the Parks Department along the northern buffer and/or to the southwest portion of the property. This PUD was reviewed by CDS Planning staff as well as staff from Fire, Idaho Falls Power, Parks and Recreation, the Public Works Water, Wastewater, Sanitation, and Engineering/Survey Divisions.

Action Item(s):

1. Approve the Planned Unit Development (PUD) for Higham Riverfront Townhomes as presented (or take other action deemed appropriate).
2. Approve the Reasoned Statement of Relevant Criteria and Standards for the Planned Unit Development for Higham Riverfront Townhomes and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).

Attachments: Zoning Map
 Aerial
 Comp Plan Map
 Airport Land Use
 Structure Elevations
 4 plex - ELEVATIONS
 PUD Plans
 Staff Report
 PC Minutes
 Neighborhood Meeting
 Public Comments
 Higham PUD Letter
 Reasoned Statement

7. Announcements

8. Adjournment