



NOTICE OF PUBLIC MEETING

Monday, November 9, 2020

City Council Chambers

680 Park Avenue

Idaho Falls, ID 83402

3:00 p.m.

The public is invited to observe City Council Work Sessions. However, to observe appropriate social distancing guidelines, as recommended by the Centers for Disease Control and Prevention (CDC), the public is encouraged to view this meeting via livestream on the City's website at <https://www.idahofallsidaho.gov/429/Live-Stream>. Citizens are required to wear face masks for the protection of others. The agenda does not include an opportunity for public interaction.

This meeting may be cancelled or recessed to a later time in accordance with law. If you need communication aids or services or other physical accommodations to participate or access this meeting or program of the City of Idaho Falls, you may contact City Clerk Kathy Hampton at 612-8414 or the ADA Coordinator Lisa Farris at 612-8323 as soon as possible and they will accommodate your needs.

CITY COUNCIL WORK SESSION

Times listed in parentheses are only estimates.

Call to Order and Roll Call

- Mayor: -Acceptance and/or Receipt of Minutes
Action Desired: To receive recommendations from the Planning and Zoning Commission
- Calendars, Announcements and Reports (10)

- Council: -Liaison Reports and Council Concerns (10)

- Mayor: -Coronavirus (COVID-19) Update (5)

- Public Works: -Higbee Bridge Replacement Discussion (15)
-Review Proposed Updates of Snow Removal Policy (20)

- Multi-Departmental: -Impact Fees Discussion (30)

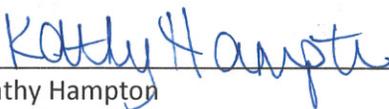
- Municipal Services: -Fiscal Year 2019-2020 Year-end Finance Presentation and Discussion (60)

- Fire Department: -Year in Review Presentation and Discussion (30)

- Executive Session: -The Executive Session is being called pursuant to the provisions of Idaho Code Section 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.

Announcements and Adjournment

DATED this 6th day of November, 2020



Kathy Hampton
City Clerk



MEMORANDUM

TO: Honorable Mayor and Council

FROM: Brad Cramer, Community Development Services Director

DATE: October 21, 2020

RE: October 20, 2020, Planning Commission Action

Planning Commission took the following action during the October 20, 2020 meeting.

- 1. PLAT20-038: PRELIMINARY PLAT. Providence Point Division No. 2.** South of old HK pit, north of E 49th S, east of S 25th E, south of Sunnyside Rd, west of S 15th E. On October 20, 2020 the Planning and Zoning Commission recommended to the Mayor and City Council approval of the preliminary plat as presented.
- 2. PUD20-007: PLANNED UNIT DEVELOPMENT. Providence Point PUD.** South of the old HK Gravel Pit near intersection of S 15th E and E 49th S. On October 20, 2020 the Planning and Zoning Commission recommended to the Mayor and City Council approval of the PUD as presented.
- 3. PLAT20-035: FINAL PLAT. Sand Creek Estates Division 1.** Near The Idaho Falls Sand Dunes, generally located north of E 65th S, east of S 15th E, south of E 49th S, west of S 25th E. On October 20, 2020, the Planning and Zoning Commission recommended approval to the Mayor and City Council of the final plat as presented.
- 4. PLAT20-036: FINAL PLAT. Energy Plaza Division No. 2.** Generally located north of Science Center Drive, east of Fremont Ave., south of Energy Dr, west of US Highway 20. On October 20, 2020, the Planning and Zoning Commission recommended approval to the Mayor and City Council of the final plat as presented.
- 5. PLAT20-037: FINAL PLAT. Rose Nielsen Addition Division No. 101, Fifth Amended.** Grand Teton Mall site, Generally south of E 17th St., west of S 25th E, north of E 25th St., and east of Channing Way. On October 20, 2020, the Planning and Zoning Commission recommended approval to the Mayor and City Council of the final plat as presented.

RECOMMENDED COUNCIL ACTION: To receive recommendation(s) from the Planning and Zoning Commission pursuant to the Local Land Use Planning Act (LLUPA).

Idaho Falls Downtown Development Corp. October 6, 2020 board meeting was held at The DEC (480 Park Ave) at 8:30am

Attendance: Jake Durtschi, Emily Fitzpatrick, Jill Hansen, Brandi Newton, Steve Fischbach, Greg Crockett, Kevin Cutler, Tasha Taylor, Cindy Napier, Councilman Jim Francis and Lisa Farris

Staff: Catherine Smith, Juan Hernandez, Mala Lyon

Minutes for September 1, 2020 were reviewed – One change was made where it was written that it was 2021 but should be “2020 funds have been approved” in Lisa’s report. Greg motioned they be approved with change made; Tasha seconded, and board approved.

Financial report – Brandi – We ended the year in the black. The pay roll protection loan will hopefully be forgiven. All the paperwork has been turned in for that. Greg asked about the beautification expenses. That was payment to 4 Seasons for fall clean up and flowers planted along Broadway and to Dave Lawrence for the watering. The A Street parking lot was resurfaced and painted. Greg motioned they be approved; Brandi seconded, and board approved.

Executive Director report – Catherine: We will work with the Bank of Idaho and Brandi to make sure everything that needs to be done on the pay roll protection loan is completed as needed. We have been approved by Lexus Nexus to collect the names and addresses of those that have not paid for their parking tickets. We will then be working with IPS to send out a ‘notice to pay’ letter which will cost us .52 for each letter and that will include postage. Greg asked if we have seen a copy of text of the letter yet? No but we will get it and let Greg read it before we start this process. Jake asked what our plan is as these letters will surely generate complaints and contested tickets? We will do the letter in 3-month batches until we see how many phone calls and such we will have to deal with. People will be directed to go to the website and formally contest the ticket. Greg asked if there is a time limit on the website to contest tickets? Yes, it is currently 14 days, but we can change that process and provide a way to contest. Using this process provides a buffer for us in the office when we are able to tell angry people they have to formally contest the ticket online. Will the same person who has multiple ticket receive a letter for each ticket or one letter that has them all listed? One letter per license plate number will be sent. The letters will continue to be sent out in 3-month batches and then be shortened to every 30 days once we are caught up. People do forget or lose the tickets, but we do see that most are willing to pay. Greg asked if we write many handicap parking violations. Juan said maybe 2 a week, most being in the Library. Greg asked how the ‘green curb’ loading zone in the A Lot is working? Cindy said it is working well and they are working on educating and encouraging the customer to use that space when doing quick drop of and pickups. Kevin asked if they have noticed more parking being available on-street with the monitoring being done? Yes, that has also improved and is much better.

Catherine informed the board that the State of Downtown annual meeting has been scheduled for Oct 27th at noon. IE Productions will work with us for free to stream this online to YouTube and onto the IFDDC facebook page. There will be an intro and then the Mayor will speak. Brad Cramer will be out of town that day but we may be able to have a pre-recorded message from him. I will then present. IE Productions is very generous with their time in doing this for us and other organizations like City Club and Rotary.

The Parking Committee met last month, and the decision was made to keep enforcing the A Street lot as we have been with no warnings. This has been a pay to park lot all along. We will continue to work on customer service and education of how the parking process works. Downtown businesses are our priority and helping their customers is what we are all about. The Parking Committee monthly meeting will need to be moved to a different day or time as Catherine now has a commitment to a meeting with the Civitans at that time. Tasha reminded us that the Parking Committee will be forming a process for those that wish to utilize any of the parking lots for purposes other than parking. Catherine will develop and request form to present to the Committee.

The INL gave us \$5,000 for a new downtown mural. The artist Gibby Smede has been selected by the Arts Committee to paint the mural.

Lisa – We have about \$57,000 from 2017 – 2020 grant funding to work with. Pizza Pie Hole and Spruce Designs will be using some to finish up their projects. IFDDC has applied for \$20,000 to do lighting in the parking lots and the alley that runs from Park Ave. to Capital. These will be LED solar lights. Nostalgic Boutique has requested funds for a new sign.

Catherine said 244 Broadway has been purchased by Bybee's Wheel Alignment and they want to put a new façade on that building. They also got the 20 minute loading zone installed next to their shop. Having the façade grant money has been a really good tool and helped property owners make improvements.

Greg asked if there is any improvement or interest in the vacant buildings? Kevin said most of these spaces are very large and it is mostly smaller spaces that are leasing right now. Catherine said that the old Variety Mart building has been sold to Page Insurance. They will put their office upstairs and lease out the bottom as retail. They are very excited to be downtown and have also applied for façade grant money. Emily said that Falls Printing is moving to their 1st Street location and Harris Publishing will move into their space on Park Avenue. Greg said they have a new tenant 'The Caramel Tree' moving into Diablas old space.

Jake asked what the plan is for Shop Small Saturday and the tree lighting? Catherine said we are moving the tree lighting to Friday as having it on Saturday competed with the Ammon Light Parade. We will encourage social distancing and also live stream it. Brady's has agreed to be the sponsor for the trolley rides. Social distancing will be enforced. Krisi has offered to help with events again and we are looking at having an open house tour of some of the historic buildings downtown on Shop Small Saturday. This will bring people downtown and show them the amazing buildings. All studies we are seeing is that because of 'covid' people are very interested in shopping local and supporting their communities.

Greg asked if we could discuss at our next meeting a possible marketing plan to help get businesses into these vacant buildings? Catherine said people do call us requesting info and we try to keep the website up to date on available spaces. Kevin suggested that we add the link to the actual website listing the properties and the agent info. Catherine offered to look into what other cities are doing to promote their downtown and available spaces. Greg encouraged Catherine to use this issue as a talking point in her State of Downtown presentation.

When will the INL be moving into their office space? Not until after the first of the year as they are working from home. All available apartments that we are aware of are full.

Meeting was adjourned at 9:20. Our next meeting will be held Nov 3, 2020 Respectfully submitted by Jill Hansen, Secretary and Mala Lyon

Idaho Falls Sister City Youth Approved Meeting-Minutes

This meeting was conducted using the platform Zoom

October 7, 2020

Maggie Boring	Nicholas Cebull	Melinda Cebull	Charlotte Combs
Laura Combs	Kylie Eaton	Katie Eaton	David Eaton
Abby Gallegos	Izzy Kelley	Laura Kelley	Lori Kidwell
Mark Hawker	Staci Hawker	Jorge Padron	Nathan Peck
Stephanie VanAusdeln	Rebecca Smith	Anna St. Michel	Whitney St. Michel
Carter Thompson	Jennifer Thompson		

Approval of minutes

A motion by Lori Kidwell was made to approve the September 14, 2020 meeting minutes. It was seconded by Whitney St. Michel. Passed.

Reminder

The next Zoom meeting will be **October 19, 2020 at 7:00**. Please put this on your calendar. A reminder email notice will be sent out before the meeting. Upcoming meetings: October: 19th, November: 4th and 16th and December meetings: 2nd and 14th.

Friendship Garden

David Eaton reported that there is not much raking right now at the gardens. Judy Seydel suggested the end of October or early November to schedule a date to rake leaves. The group agreed to schedule a date to help out at the Friendship Garden at the October 19th meeting.

Fundraiser-Charitable Donations

Yard Sale/Virtual Auction

The virtual yard sale made \$150.00. A check will be sent to the IFSCY Treasurer. In addition to the auction sales there was the rest of the donated magazines donated by Judy Seydel sold. The Treasure will report on the donations at the 10/19/20 meeting.

City Councils' Discussion on the Sister Cities Idaho Falls and Tokai-Mura

David Eaton proposed that a budget of expenses be created for the time when the students from Tokai-Mura are here in Idaho Falls. David will report any news he receives from the city at the next meeting.

Means of Communication

Due to some mistakes in sending out meeting reminders through text messages, we are trying to find a more reliable way to get information to participants. Suggestions were made to

check into the app on Google or to use “Simply Reminder”. Nathan Peck will look into both of these. If you have any other suggestions, please let Nathan know, at lizardsfun@gmail.com.

Membership, Annual Fees and Application Due

An application will need to be filled out and sent to Katie Eaton at miskatherinejean@gmail.com. Please include the guardians’ cell number as well as the student’s cell phone number.

Yearly dues: Individual (\$25 – 1 student) Family (\$35 – 2 or more students) (Check payable to Sister Cities of Idaho Falls).

Please send a check to Lori Kidwell. Her address is: 1968 Sierra Idaho Falls, Idaho 83402

OR you may send membership dues using Venmo under the name of Lori Hawker.

Recruiting Members for IFSCY

If you know of any student who is interested in the Idaho Falls Sister City Youth program please invite them to the Zoom meetings. You may forward the link to the meetings to any student who is interested.

New Officers

Next meeting be prepared to nominate new officers(president, vice-president, secretary, treasurer, historian, and the student advisor). The responsibilities of each officer are located in the bylaws under ARTICLE III. EXECUTIVE OFFICERS. Attached to the minutes are descriptions of each officer's responsibilities.

Student Activity

This lesson: Today, we had Maggie Boring give us a presentation about Japanese sports. For more information, see the link below.

Next meeting: Next meeting will be on the 19th, and Izzy will present the student activity lesson.

<https://docs.google.com/presentation/d/1TfhSAm7YBnb2LljT4QXTLfcxJuGVW7K47bF3-Wn2Kb0/edit?usp=sharing>

Motion to Adjourn

Rebecca Smith motioned to adjourn the meeting. It was seconded by Jennifer Thompson..

ARTICLE II. MEMBERSHIP

Section 1. Good Standing: A member shall be deemed in good standing while membership fees are paid in full (not delinquent), and current, signed membership application and Code of Conduct forms are in the possession of the secretary. Yearly fees are to be paid as of the organization's meeting in September for the following 12 month period, and will become delinquent as of January 1. Each year a new Code of Conduct will be reviewed and signed by all members.

Section 2. A Code of Conduct shall be signed by each parent/guardian, student, and organizational representative applying for membership to Sister Cities, which will be in effect at all organizational events and exchange visits. The Code of Conduct shall include standards of attendance at scheduled activities: dress standards, abstinence from alcohol, drugs, and tobacco; no romantic physical contact (e.g. handholding, kissing, etc.) and displaying conduct appropriate to Japanese cultural norms while in Japan. All adults and students will display appropriate conduct when involved in any Sister Cities activity (i.e. meetings, fundraisers, hosting, visits, etc.)

Section 3. Membership with Sister Cities of Idaho Falls, Inc. shall be open to anyone with a desire and willingness to promote and foster better relations between people of different nationalities and cultures.

Section 4. Memberships shall be available to individuals (12-18 years old), families, other nonprofit organizations, businesses and corporations. The Sister Cities Youth Delegation does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

The responsibilities of each officer are located in the bylaws under ARTICLE III. EXECUTIVE OFFICERS.

Section 11. The president shall preside at all meetings of the members. Upon approval of the general membership, he/she shall sign all contracts and other instruments. The president shall oversee committees, represent Sister Cities of Idaho Falls, Idaho, Inc., at civic functions, and maintain contacts with national and international Sister Cities organizations and with corresponding officials in Tokai-Mura, Japan. The president shall provide business agenda items to the secretary six days or more before all regularly scheduled meetings and provide agenda items for board meetings or other impromptu meetings to the secretary three days in advance.

Section 12. The past-president shall advise the president. Unless delegated by the president otherwise, the past-president shall act as parliamentarian at the meetings of the members.

Section 13. The vice-president shall assume the duties of president in his/her absence. The vice president shall be in charge of coordinating arrangements for the student exchange trips, both the Idaho Falls students' trips to Japan and the Japanese students' trips to Idaho Falls.

Section 14. The secretary shall keep minutes of all general membership meetings. Prior to each meeting, the members shall read, amend if needed, and approve the minutes of the last meeting. At the next meeting the minutes from the previous meeting will be approved. The secretary shall keep copies of the minutes and make copies available to members as requested. The secretary will keep the minutes on a shared drive and provide minutes to members as requested. All of the officers will have access to the shared drive. The secretary

shall keep current a list of the members in good standing. The secretary will also maintain the Code of Conduct file for the organization. The secretary shall sign, where required, all corporate papers in conjunction with the president. Unless delegated otherwise, the secretary shall give all members at least one day electronic, written or phone notice of meetings, stating time, place and new business to be transacted at the meeting. Notification via email message may constitute proper notification. The secretary will provide point totals to all members in good standing regularly with meeting minutes or at the request of a member, or designated representative of a member organization. At the regularly scheduled monthly meeting prior to committing funds to airfare reservations for the trip to Japan the secretary shall prepare a report declaring how many points each member in Sister Cities of Idaho Falls, Idaho, Inc. Student Delegation Bylaws – 2017 Page 4 of 10 good standing has. The secretary will provide meeting notices to the city five days prior to the meeting for regularly scheduled meetings and two days in advance for all other meetings. The secretary will provide the meeting minutes to the city after they have been approved.

Section 15. The treasurer shall be the custodian of the general funds of the corporation, depositing such funds in a bank designated by the executive officers. The treasurer shall disburse funds only as prescribed by a vote of a majority of the executive officers in accordance with the adopted budget. Bank drafts shall bear the signature of two of the following three officers: president, vice-president, treasurer, and secretary. The treasurer may disburse funds less than fifty dollars without a vote as long as the second signature is provided. A current treasurer's report shall be presented at each meeting, stating balance, money received or paid out since the last meeting, the current balance, and any outstanding bills. The treasurer will provide an initial budget for the officers to work with and approve.

Section 16. The Student Advisor shall supervise student meetings, organize students for activities and events, and coordinate student representation at civic or organizational functions. The Student Advisor will help the students draft an annual newsletter highlighting events and experiences. The student advisor will help the student officers plan their meeting activities and plan a recruiting activity after the students return from Japan.

Section 17. The historian shall maintain all historical records for Sister Cities of Idaho Falls Youth Delegation. The historian shall gather notes and other documents about both exchange trips that would be helpful for the future. The historian shall coordinate social media updates throughout the trip.

Public Works - Snow Removal

RESOLUTION NO. 2020-

A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, REVISING A UNIFORM SNOW AND ICE CONTROL POLICIES AND PROCEDURES MANUAL AND PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

WHEREAS, snow and ice fall, creation, and accumulation are common events within the City annually; and

WHEREAS, the City desires to remove such snow or ice in a safe, economical, efficient, and predictable manner; and

WHEREAS, removal of such snow and/or ice is complicated, time consuming, and may interrupt with the normal traffic and parking activities; and

WHEREAS, the Council wishes to clarify the manner and timing of such snow and ice removal; and

WHEREAS, the Council has adopted an Ordinance that facilitates the adoption of a Snow and Ice Control Policies and Procedures Manual in order to regulate the timing and manner in which snow and ice would be removed from public streets within the City; and

WHEREAS, in order to implement the policies and procedures contained in the Ordinance the Council desires to revise this Snow and Ice Control Policies and Procedures Manual, attached to this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF IDAHO FALLS, IDAHO, AS FOLLOWS:

1. The City Council hereby revises the Snow and Ice Control Policies and Procedures Manual attached to this Resolution as Exhibit "A".

ADOPTED and effective this ____ day of November, 2020.

CITY OF IDAHO FALLS, IDAHO

Rebecca L. Noah Casper, Mayor

ATTEST:

Kathy Hampton, City Clerk

(SEAL)

STATE OF IDAHO)
) ss:
County of Bonneville)

I, KATHY HAMPTON, CITY CLERK OF THE CITY OF IDAHO FALLS, IDAHO, DO HEREBY CERTIFY:

That the above and foregoing is a full, true and correct copy of the Resolution entitled, "A RESOLUTION OF THE CITY OF IDAHO FALLS, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, REVISING A UNIFORM SNOW AND ICE CONTROL POLICIES AND PROCEDURES MANUAL AND PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW."

Kathy Hampton, City Clerk

(SEAL)