



**NOTICE OF PUBLIC MEETING**  
**Monday, December 4, 2023**  
**City Council Chambers**  
**680 Park Avenue, Idaho Falls, ID 83402**  
**3:00 p.m.**

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*The public is invited to observe City Council Work Sessions. However, the agenda for Work Sessions does not include an opportunity for public interaction. Seating in the Council Chambers may be limited. All seating is available on a first-come, first-serve basis. The public also may view this meeting via livestream on the City's website at <https://www.idahofallsidaho.gov/429/Live-Stream>.*

*This meeting may be canceled 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 of the City of Idaho Falls, you may contact City Clerk Corrin Wilde at 612-8414 or the ADA Coordinator Lisa Farris at 612-8323 not less than 48 hours prior to the meeting. They can help accommodate special needs.*

**CITY COUNCIL WORK SESSION**

*Times listed in parentheses are only estimates.*

Call to Order and Roll Call

Parks and Recreation      **Update and Discussion – Tautphaus Park Tennis Court Replacement (15)**  
*Action: Council Direction to Staff (or take other appropriate action)*

Municipal Services and Public Works      **Discussion and Presentation: Northgate Mile Railroad Property Clean-Up (30)**  
*Action: Council Direction to Staff (or take other appropriate action)*

Mayor and Council      **Acceptance or Receipt of Minutes (5)**  
*Action: To receive recommendations from the Planning and Zoning Commission*

**Mayor and Council Reports: Calendars, Announcements Events, Reports, Updates, Concerns, Questions, and Discussion (20).**  
*Action: Council Direction to Staff (or take other appropriate action)*

DATED this 1st, day of December 2023

  
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Corrin Wilde, City Clerk



## MEMORANDUM

**TO:** Honorable Mayor and Council

**FROM:** Wade Sanner, Community Development Services Director

**DATE:** November 15, 2023

**RE:** November 14, 2023, Planning Commission Action

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Planning Commission took the following action during the November 14, 2023, meeting.

1. **ANNX23-005: ANNEXATION/INITIAL ZONING. Annexation and Initial Zoning of CC, Central Commercial for .258 Acres in the Southeast ¼ of Section 23, Township 2 North, Range 37 East. Located north of Pioneer Rd, east of Interstate 15, south of Interstate 15, west of Pioneer Rd.** On November 14, 2023, the Planning and Zoning Commission unanimously voted to recommend approval of the annexation with the initial zoning of CC to the Mayor and City Council as presented.
2. **ANNX23-006: ANNEXATION/INITIAL ZONING. Annexation and Initial Zoning of R1, Single Dwelling Residential with Airport Overlay: Controlled Development Approach Surface, Approach Surface, and Controlled Development for 114 Acres in the Southeast ¼ of Section 30, Township 3 North, Range 38 East. Located along the north border of the City near the intersection of East River Road and 65th N.** On November 14, 2023, the Planning and Zoning Commission unanimously voted to recommend approval of the annexation with the initial zoning of R2 to the Mayor and City Council as presented.
3. **ANNX23-004: ANNEXATION/INITIAL ZONING. Annexation and Initial Zoning of R3A, Residential Mixed Use for for Lots 6-8, Block 1 and Lots 7 and 8, Block 2, Brookhaven Subdivision Division No. 1 including the adjacent bridle path and right-of-way for Crestwood Lane. Located north of E of 49th S, east of Washington Parkway, south of E Sunnyside Rd, west of S 25th E.** On November 14, 2023, the Planning and Zoning Commission recommended approval of the annexation, with the exception of, lot 6, block 2 and the ROW and remainder of the bridle path unanimously to the Mayor and City Council.
4. **PLAT23-021: PRELIMINARY PLAT. Faraday Properties for 90.421 acres in the NW ¼ of Section 5, Township 1 North, Range 38 East. Located north of E 65th S, east of S 11th E, south of E 49th S, west of S 15th E.** On November 14, 2023, the Planning and Zoning Commission unanimously voted to approve the preliminary plat as presented.
5. **PLAT23-019: FINAL PLAT. Action Sports Addition, Division No. 2. A replat of Lot 32, Block 5 of the First Amended Plat of Hollipark Addition Division 2 in the SE ¼ of the SE ¼ of Section 8, Township 2 North, Range 38 East. Located north of Lincoln Rd, east of Idaho Canal, south of Hawthorne St, west of Hollipark Dr.** On November 14, 2023, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.

6. **PLAT23-027: FINAL PLAT. Rising Sun Plaza, Division No. 1. A replat of a portion of Lot 5 Block 1 of Westridge Commercial Plaza Division No. 1 1st Amended, being part of the SW ¼ of the NE ¼ of Section 22, Township 2 North, Range 37 East. Located north of Pancheri Dr, east of S Old Butte Rd, south of Broadway, west of Pariska Way. On November 14, 2023, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.**
7. **PLAT23-024: FINAL PLAT. Lincoln Parkway, Division No. 1. Northeast ¼ of Section 16, Township 2 North, Range 38 East. Located north of Kearney St, east of Quail Dr, south of Lincoln Rd, west of N 25<sup>th</sup> E. On November 14, 2023, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.**
8. **PLAT23-026: FINAL PLAT. Lincoln Parkway, Division No. 2. Northeast ¼ of Section 16, Township 2 North, Range 38 East, including a replat of Lots 1 and 2, Block 1, of Liberty Park Division No. 1. Located north of Kearney St, east of Quail Dr, south of Lincoln Rd, and west of N 25<sup>th</sup> E. On November 14, 2023, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.**
9. **PLAT23-028: FINAL PLAT. Snake River Landing Division No. 9, 1st Amended. Lot 2 Block 9 of Snake River Landing Division No. 9. Part of the W ½ of the NW ¼ of Section 26, Township 2 North, Range 37 East. Located north of Event Center Dr, east of Interstate 15, south of Pioneer Rd, west of Snake River Parkway. On November 14, 2023, the Planning and Zoning Commission unanimously voted to recommend approval of the final plat to the Mayor and City Council as presented.**

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





**PARKS & RECREATION  
SHADE TREE COMMITTEE MINUTES  
Tuesday, September 26, 2023  
Activity Center  
12:00 P.M.**

**MEMBERS IN ATTENDANCE:**

Matt Hill, Ken Knoch, Josh Stephens, Rich Potter, Sam Ellsworth, Brandon Lerwill, Lee Washburn, Duston Edwards, Brian Stevens, Ronnie Campbell, Gerry Bates

**CALL TO ORDER – Matt Hill**

Matt Hill called the meeting to order at 12:09 p.m.

**CITY REPORT**

- New Parks Superintendent- Ronnie Campbell is retiring and Josh Stephens is the new Parks Superintendent. Josh has been with the City of Idaho Falls for 20+ years and was a Parks Managers before his promotion.
- Next meeting is scheduled for October 31, 2023.

**APPROVAL OF MINTUES**

April Minutes Approved by Ken Knoch 2<sup>nd</sup> Sam Ellsworth.

**CURRENT CITY FORESTRY STATUS**

- Fall Plan- The city is still a few weeks out on spading trees from Old Butte, but plan on spending as much time as they can pulling trees from there. The spaded trees are going to replace trees in parks and add trees to new parks. An idea was put out there, that the city may want to put any leftover trees at Old Butte out to bid and make some money off of them. They could do it all as one or try and make blocks of trees. One major problem with that is that there are only certain times of the year that these tree companies can come in and spade trees out. The trees along the berms are believed to stay for privacy.
  - Planting new trees
  - Fall pest control

## **GENERAL TREE DISCUSSION**

- **Shade Tree Meeting Yearly Calendar** – The 2024 Shade Tree Meeting Yearly Calendar was passed around. The new calendar kept the meetings on the last Tuesday of the month at the same time as the current calendar. The months that the Shade Tree Committee will meet will also be the same as the 2023 calendar. Gerry Bates motioned that it be passed as is and Ken Knoch 2<sup>nd</sup> it. All were in agreeance.
- **City Ordinance Resolution** – Lee wants any changes to the City Ordinance done at once so that it does not keep going before council. Some things that need to be added to the ordinance are planting widths and a restricted street tree list. Trees cannot be planted within the 30ft triangle. Public nuisance of trees was brought up again and the city cannot regulate private trees unless there is an active pest or it breaks clarence ordinances. Parking strips are the cities property with trees maintained by the home owner. If the city cannot do anything about private trees, then the public needs to be made aware of their options. The city can force businesses to replace removed trees based off of site plans but cannot force home owners. The committee decided that a work group would be more beneficial to getting all these ideas on paper and sent to city council. They hope to get it to city council before February 2024. The work group will start meeting November 7<sup>th</sup> at noon in the Activity Center. Brian Stevens, Lee Washburn, Josh Stephens, Gerry Bates, Sam Ellsworth, Ken Knoch, and Duston Edwards will make up the work group.
- **Tree Inventory/Tree Plotter**- The city found a tree plotter intern. She will be working 8 months 16 hours a week. She has learned the program really well but is a little rusty with her tree ID. She will start with missing and duplicate information.
- **State's Finalized Idaho EAB Pest Preparedness Plan** – The finalized plan was emailed to everyone to look over. The plan is set up to learn everything and anything about the pest. It goes through the life cycles, how to protect against it, how to treat it, and the budget required to effectively treat it. We want to get the EAB plan set up first but maybe modify it to fit other pests that are already here in Idaho. There will be a possibility for grant money to help offset the cost to treat Ash trees through the Department of lands. The money can only be used to help cities not private citizens. The city just needs to fill in their information where it requires it.
- **Tree Protection Plan**- Legal is unsure if they ever received it. Lee needs to send them another copy so that they can go through it.
- **Tree Damage Report** – The City has had a bunch of high wind storms this summer, however, there has not been a bunch of lost trees.
- **Public Pest Information** – The city needs to put together some information on pests that are already here and put it out to the public. They want to put it out in a timely manner

so that the time the information comes out is about the time to start treating for them, only want to put out 1 or 2 pest pamphlets a year.

- Review of Parks Tour- The park tour went great. It was very informational it talked about what parks needed and some of the issues going on in the parks. Another one will be set up for 2024.

#### **ANNOUNCEMENTS AND ADJOURNMENT**

- Storm Plan to be found and sent out again.
- Work Session Report after the first meeting to be sent out.

Meeting adjourned and motioned by Rich Potter 2<sup>nd</sup> by Ken Knoch.

**Next meeting will be October 31, 2023.**

Meeting recorded by Duston Edwards



## **PARKS & RECREATION COMMISSION MEETING**

**October 2, 2022**

**Maeck Education Center**

**12:00 Noon**

**Members in Attendance:** B. Combo, B. Lee, B. Nitschke, T. Hersh, M. Hill, C. White, J. Walker, P. Lloyd, J. Freeman, J. Stephens, P. Holm, D. Pennock, (guest: Brian Stevens from Community Development Services)

**Members Not in Attendance:** None

### **Call to Order – P. Holm**

B. Combo called the meeting to order at 12:06 pm.

### **Approval of Minutes**

C. White moved to approve the September 11th minutes. B. Nitschke seconded. All were in favor.

### **Director's Report – P. Holm**

P. Holm reported on the following:

#### **Westside Sports Complex**

- P. Holm discussed the future development of the Westside Sports Complex considering that the costs far exceed the available funds. The Parks staff have been weighing several options as alternatives to developing the complex as originally envisioned. One option was to identify locations in established parks where soccer fields could be developed. Locations identified included the East 40 in Tautphaus Park, Community Park, and Sandy Downs. P. Holm listed the pros and cons of developing soccer fields in each of these locations. Another option was to develop the project in phases. P. Holm and J. Stephens met with 3H Construction at the site to look at grading the property and the costs to begin the project. The grading, earthwork, installing an irrigation system and sowing grass seed can be done for approximately 1.8 million dollars. This would take an estimated year and a half to complete. Following this, we would need utilities which is estimated to cost approximately \$400,000.
- Following an extensive discussion, it was agreed by the Parks and Recreation Commissioners to proceed with developing the soccer fields at the Westside Complex in a phased approach.
- Naming rights and fundraising options were discussed extensively by the Commission. It was agreed that we need to start thinking outside the box to raise the additional funds required to develop the needed fields and facilities.

- To make the commission's position clear to the City Council, B. Combo moved that the Parks and Recreation Commission supports developing the Westside Sports Complex in a phased approach. B. Nitschke seconded the motion. All voted in favor.

#### **Skyline Tennis Courts**

- The City Legal Department sent a warranty claim letter to Renner Sports Company regarding the cracks that have appeared in the recently resurfaced Skyline Tennis Courts. The warranty for the tennis court resurfacing project ends October 10<sup>th</sup>, so we are within the one year timeframe to submit this claim.

#### **Golf Revenues for the 2023 season**

- The golf courses have cleared over \$4,065,000. dollars to date, making 2023 the best year ever, beating 2022 which was the previous best year.
- The increased revenue will allow us to contribute \$350,000 to the Capital Fund this year, our highest one-year donation to the Fund. The total contribution to the Capital Fund since 2020 is \$1,300,000. Following this year's contribution into the Capital Fund, we are currently \$196,000 above the budget. This amount will decrease as the City continues to post expenses to our accounts in the winter months and the courses are closed.

#### **Golf Advisory Report – T. Hersh**

T. Hersh reported on the following:

- T. Hersh reported that the pavilion being constructed at Pinecrest will be ready for use at the beginning of the spring golf season.
- He said that because of the excellent results of the new irrigation system, Pinecrest Golf Course is being viewed once again as a "real gem" in the state of Idaho.

#### **Bonneville County – J. Walker**

J. Walker reported on the following:

- The water levels in the county reservoirs are high and some of boat docks are still out in the water.
- The Parks and Recreation Department will take on more responsibility prepping for the annual Duck Race. The department obtained some old booms from the Fire Department and some buoys from Bonneville County. This will alleviate the burden on Bonneville County who have been providing the equipment and their time for this event in which they did not reap any benefits.

#### **School District 91 – P. Lloyd**

P. Lloyd reported on the following:

- The school district is set up for the winter sports season.
- The new Ravsten Stadium field is in use every day.
- The school district is still deciding on whether to allow the public to use the Ravsten track. It has been closed to the public to protect the new turf.



**Shade Tree Committee – M. Hill**

M. Hill reported on the following:

- The State of Idaho Department of Lands has finalized the emerald ash borer beetle plan for the state. The Shade Tree Commission formed a subcommittee who will work on getting the plan adopted by the City of Idaho Falls. The commission will also work on tree ordinances to take to the City Council, updating the area tree list, reviewing storm plans and other issues.

**Idaho Falls Zoo – D. Pennock**

D. Pennock reported on the following:

- The Glow Light Party will be on October 6th at the Zoo, followed by Boo at the Zoo on October 19-21.
- The zoo will be open Friday, Saturdays, and Sundays from 9:30 a.m. to 5:00 p.m. from October 1 thru the 15<sup>th</sup>.

**Adjournment at 1:13 pm.**

**Next meeting will be held November 6, 2023**

*Recorded by:  
Tracy Sessions, Clerk, Parks & Recreation*

Idaho Falls Downtown Development board meeting was held October 3, 2023, at 9:00am in the Willard Arts Center. Those in attendance: Jake Durtschi, Tasha Taylor, Jess & Tara Bardoza, Chip Langerak, Greg Crockett, Kevin Cutler, Brandi Newton, Sid Page, Jim Francis – City Councilman; Caitlin Long - Planning Division; Lisa Farris – Grant Administrator; Matt Jacobson staff: Courtney Hernandez, Mala Lyon, Juan Hernandez

Minutes from September 12, 2023 - Chip motion to approve, seconded by Tasha – approved by the board.

Financial report – Brandi motioned the approval of the financial report be tabled; Jake seconded. An emailed report will go out to the board in the next 2 weeks. Board approved waiting review and approve. There are a lot of transactions every day with the parking meters and online payments that have to be recorded. Greg suggested that we hire a bookkeeper until we have an Executive Director that can do all this.

Courtney – Oktoberfest was the 2<sup>nd</sup> biggest event we have had this year. We made about \$2,000. There was some misunderstanding about the alcohol laws and whether drinks sold in a bar could be brought out into our event or a beer bought in our event could be taken into a bar. We called dispatch and they said no it cannot go back and forth and we had security handle it that way. In the past that was allowed to happen so there was confusion. Doug from Pie Hole Pizza called the police and talked to a different person and was told no it's fine to let drinks go back and forth as the 'open container' law does not apply since the street is closed. We now know after contacting the State Alcohol Beverage Control that drinks cannot cross back and forth because our alcohol serving permit/license is only valid in the area we asked to have covered by the permit/license. The same goes for the bars their license is only within their building. Any drink they sell has to stay within their space. If the bars want to purchase a catering license from the city, then drinks from their establishment can come into the street during our street event. A letter with a copy of the law has been given to each of the bars along that block of Park Avenue. Tara said they have the same problem when 'Alive After 5' happens. Going forward unless the bars gets a catering license, we will require security to not allow drinks to be taken back and forth. We sold about \$11,000 and after expenses we have about \$2,000. Chip said the weather was perfect and there was a great crowd. We needed a few more volunteers as the lines got really long and we need to be able to serve faster. It takes time to check ID's and put their wrist band on. Having one person out in the crowd doing ID's and wristbands should work. The wrist bands need to be separated before the event so we don't spend time on that process. Councilman Jim Francis said he would meet with the police chief and talk about being consistent with information that is told and making sure it is the correct info given out. Kevin said the police are still in the process of putting a patrol together for the downtown late-night problems. We will invite Captain Marley to come to our next board meeting for an update. We want to make sure they understand our concerns and what we need them to do. This patrol is not intended to be targeting as we don't want bar patrons to feel like they are being watched to the point of not wanting to be downtown. Chip is working on the committee to deal with the issue of Food Trucks Downtown at night. Matt asked what will the security responsibility be of the Food Truck vendors? Ford's has security inside but nothing outside. Tara asked if it would be possible to have the police clear the streets at 2:00am every night as that is when the problems start to happen?

Ladies Shopping Days is this weekend Oct 6 & 7. We will be handing out 100 bags at 11:00 each day and coupon passport booklets when the bags are gone.

FallBrew will be Oct 21<sup>st</sup> at the Broadway Plaza and we will need volunteers. It was suggested we use an online site called Sign up Genius to manage volunteer sign up. It send s emails to keep track. Brandi recommended that a copy of the letter and the law be given to all Downtown bars.

Crawlween will be Oct 28<sup>th</sup>. We have 17 bars and restaurants participating. People can pre-order the coupon pages for \$8 each or date night package and get 2 coupon pages for \$15 and they can preorder tokens for FallBrew. When we do this using the Post Register we can get some free advertising.

Christmas – we will not be doing the live potted trees in the Civitan Plaza this year. Instead, we will be doing 77 ‘live’ wreaths that people can sponsor that will hang where the flower baskets are now. We are going to offer a bundle deal where people can sponsor a wreath and a 2024 flower basket and save \$10 if they do both now. We will have the tree lighting Nov. 18<sup>th</sup> and will be closing Memorial Drive from Broadway to B Street. We are working with Parks & Rec so all the lights along Memorial will come on when we do our count down. People will be able to stand in the street and see it all.

Lisa – We still have \$24,000 earmarked for the safety lighting project that we need to get started. We can use some of this money for security cameras. \$39,000 is available for new projects.

Caitlyn – things are not slowing down – lots of new building projects.

Jake – city council has approved the placement of meters on the streets; the ordinance code has not been written yet, but we have their full support.

Meeting was adjourned at 10:00am

Our next board meeting will be held Nov. 7, 2023.

Respectfully submitted - Jill Hansen, secretary, and Mala Lyon



**GOLF ADVISORY BOARD MEETING  
WEDNESDAY, JUNE 7TH 2023  
7:00 P.M.  
ACTIVITY CENTER**

**ATTENDANCE**

Members in attendance: R. Carosone, B. McGiff, F. Sica, K. Dayley, T. Reinke, M. Spraktes, J. Graham, K. Kavran, J. Landon, D. Stanfield

Members Absent: B. Bugger, B. Meyer, M. Cole, M. Dimick, R. Elwood, T. Hersh, S. Priebe, V. Brown

**CALL TO ORDER**

R. Carosone called the meeting to order at 7:00 pm.

**APPROVAL OF MINUTES**

The March 29<sup>th</sup> minutes were tabled due to a lack of quorum.

**MANAGER OF GOLF OPERATIONS – T. Reinke**

T. Reinke reported on the following:

- T. Reinke highlighted the fiscal report for the month of May. Though the courses opened late in the season, revenue is up for the following: green fees up \$54,690, cart rentals up \$36,710, merchandise up \$30,177, season adult passes up \$18,175, etc. Overall revenue is up \$1692,631.00 compared to this date last season. T. Reinke also compared the revenue from October thru the end of May.
- USGA Course Consulting Service. T. Reinke summarized the site visit by the USGA at Sand Creek and Sage Lakes Golf Courses. Suggestions were given by the USGA on how to remedy several problems. Recommendations were given on the following: remedial and normal aerification, sand top dressing, localized dry spots, irrigation practices, and weed pressure. Their recommendations on course observations included: teeing areas, bunkers, irrigation system, driving range conditions and cultural and management practices.

**ASSOCIATION REPORTS**

Women's Association – V. Brown (absent)

Working Women's Association – B. Meyer (absent)

Men's Association – M. Dimick (absent)

Senior Association – S. Priebe (absent)

#### **Junior Association – F. Sica**

F. Sica reported on the following:

- Monday, June 5<sup>th</sup> was the first Junior's Day. F. Sica was very impressed with the good golf etiquette the junior's displayed and said it was amazing to watch. He reported it as a strong program, with great parents and he says it's a privilege to work with them. The program is up about eighty participants this season.

#### **STAFF REPORTS**

##### **Pinecrest Pro – T. Reinke**

T. Reinke reported on the following:

- Pinecrest hosted the Ben Allen Tournament, and they had a huge turnout with 138 participants.
- The Dixie's Diner tournament had 172 participants.

##### **Pinecrest Superintendent – M. Spraktes**

M. Spraktes reported on the following:

- The course wintered well. His crew has sprayed 1000 gallons on dandy lions. They have aerated greens which are looking good despite a few bad spots that need sodded out.
- They are getting ready to overseed fairways.
- The irrigation system is working great.
- He currently has 14 good crew members.
- They plan to widen out some of the tee boxes and do some work on cart paths going forward.

##### **Sand Creek Pro – J. Graham**

J. Graham reported on the following:

- The Papa Tom's tournament had 86 teams.
- They hosted the Pro Shootout in May with 100 players from the Rocky Mountain Section.
- Titleist Demo Day was held in May, and they sold lots of clubs.
- They are adding to the range balls.
- The first session of junior golf lessons starts at the end of June.



**Sand Creek Superintendent – D. Stanfield**

D. Stanfield reported on the following:

- A sinkhole was repaired on the bridge near #16.
- They have been working on the greens and driving range issues.
- The green's rollers are working well.
- He top dressed hole #1 and aerified on hole #12.
- Weed control has been a huge issue and so they have been spraying fairways.
- They have been working on preventing over irrigation of greens.

**Sage Lakes Pro – K. Kavran**

K. Kavran reported on the following:

- Sage Lakes hosted the 2A High School tournament and had 132 players, which was 24 more than last year. They blocked the course the day before the tournament for practice times for all the high school participants.
- This summer they will also host the Rocky Mountain Junior Championship and the Rocky Mountain Assistants Championship.
- They received a portion of the range balls from their sponsor Dave Smith. He is sponsoring \$8,000 in range balls this year.

**Sage Lakes Superintendent – J. Landon**

J. Landon reported on the following:

- All the greens have been fertilized and sprayed for dandy lions.
- All the tees have been sprayed and it took twelve tanks to finish the job.
- He has aerified three times thus far and has used much more sand than previous years on the greens.
- He has a crew of eight seasonals so far.

Meeting adjourned at 7:50 pm.

Next meeting will be held November 8, 2023.

*Recorded by:  
Tracy Sessions, Administrative Assistant, Parks & Recreation*