



City Council Agenda

City of Idaho Falls
Regular Council Meeting
680 Park Avenue

Thursday
March 14, 2024
7:30 P.M.

Mayor
Rebecca Casper

City Council

Lisa Burtenshaw
Council President

John Radford
Council Seat 5

Jim Freeman
Council Seat 6

Kirk Larsen
Council Seat 3

Jim Francis
Council Seat 4

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 Director (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 Comment. Because public hearings must follow various procedures required by law, please wait to offer your comments until comment is invited/indicated. Please address comments directly to the Council and try to limit them to three (3) minutes.
- Written Comment. The public may provide written comments via postal mail sent to City Hall or via email sent to the City Clerk at IFClerk@idahofalls.gov. Comments 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.
- Remote Comment. When available, the public may provide live testimony remotely via the WebEx meeting platform using a phone or a computer. Those desiring public hearing access should send a valid and accurate email address to virtualattend@idahofalls.gov no later than twenty-four (24) hours prior to the date of the hearing so log-in information can be sent prior to the meeting. Please indicate which public hearing the testimony is intended for on the agenda. Please note that this remote option will not be available for all meetings.

If communication aids, services, or other physical accommodations are needed to facilitate participation or access for this meeting, please contact the City Clerk at (208) 612-8414 or the ADA Coordinator at (208) 612-8323 not less than 48 hours prior to the meeting. They will help accommodate special needs wherever possible.



City Council Meeting

Agenda

680 Park Avenue
Idaho Falls, ID 83402

Thursday, March 14, 2024

7:30 PM

City Council Chambers

City Council Agenda:

1. Call to Order.
2. Pledge of Allegiance.
3. Public Comment.

Please see guidelines above.

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) Third Quarter Impact Fee Report 24-157

Attachments: Third Quarter Impact Fee Report - December 1 2023 - February 29 2024
Impact Fee Payments Received and Outstanding Report December 1 2023 - February 29 2024

- 2) Bid IF-24-07, Pumps & Motors for Well 13 Project 24-168

Attachments: Tabulation Bid IF-24-07

- 3) Bid IF-24-09, Engine Generator & Transfer Switch Equipment for Well 13 Project 24-169

Attachments: Tabulation Bid IF-24-09

- 4) Approval of Change Order for Fuel Dispenser Replacement and Upgrade 24-174

Attachments: Inv_IFIN218095_from_LEONARD_PETROLEUM_EQUIPMENT_9612
Est_IFEST3956_from_LEONARD_PETROLEUM_EQUIPMENT_16272

B. Public Works

- 1) Bid Award - Seal Coats 2024 24-165

Attachments: STR-2024-03-Bid Tab-MAP

- 2) Bid Award - Street Overlays 2024 24-166

Attachments: Bid Tab-MAP-STR-2024-01

- 3) Bid Award - Pancheri Drive Bridge over Snake River Rehabilitation 24-167

Attachments: Bid Tab -MAP-STR-2020-21

C. Idaho Falls Power

- 1) IFP-24-15 Upper Plant Right Dike Rip Rap 24-170

Attachments: IFP-24-15 Upper Right Dike Rip Rap - Depatco with bidsheet

D. City Attorney

- 1) Amendment to the Downtown Parking Memorandum of Understanding (MOU) between Idaho Falls Downtown Development Corporation (IFDDC) and the City of Idaho Falls 24-175

Attachments: Amendment to IFDDC MOU Parking Program 3.7.2024.pdf

E. Office of the City Clerk

- 1) Minutes from the Council Meetings 24-164

Attachments: 2024 111 City Council Meeting

License Applications, all carrying the required approvals

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) Approval of 2024's Taxiway Pavement Maintenance design, bidding, and construction management services. 24-153

As part of the Idaho Falls Regional Airport's planned maintenance on the airfield, this 2024 pavement maintenance project will crack seal, seal coat, and remark Taxiways A, B and C and the associated connecting taxiways. The services in this agreement are included in the T-O Engineers, Inc. 5-year Master Agreement for Professional Services approved at the April 25, 2019, City Council meeting. Ardurra acquired and merged with T-O Engineers, Inc. during the Fall of 2022. The professional services are expected to cost \$291,858.67 for the design, bidding, and construction administration services on the project. It is estimated another \$650,000 will be needed for the construction portion of the project, and approval for that payment will be presented and requested at a future meeting. Both

costs are anticipated to be funded primarily through an FAA AIP grant covering 93.75% of the cost with the remaining 6.25% paid with local funds. This local match of \$18,241 on this project will come from airport budgeted funds for FAA projects.

Action Item:

Approve the professional services agreement with Ardurra Group, Inc. and authorize the Mayor and staff to execute the agreement (or take other action deemed appropriate).

Attachments: IDA Work Order 24-02 TW PM.pdf
Draft diagram of taxiway pavement maintenance.pdf

B. Municipal Services

- 1) Addition to Parks and Recreation Fleet - One 2024 Groundsmaster Mower **24-156**

In addition to the mower, this purchase will include one atomic blade service pack with seven blades and MVP Kit 1,000 hour, PX Hydraulic Fluid. The delivery estimate is approximately 18-24 months post order and includes a 10% budgetary cap of \$14,605.47, for a not-to-exceed price of \$146,063.33.

Action Item:

Accept and approve the purchase of one Groundsmaster 5900 (T4) from the Sourcewell cooperative purchasing contract #031121-TTC from Turf Equipment & Irrigation, Inc. for a not-to-exceed amount of \$146,063.33 (or take other action deemed appropriate).

Attachments: Addition to Parks and Recreation Fleet - One 2024 Groundsmaster Mower

- 2) RFP 24-02, Specialty Vehicle Up-Fitting for the Police Department **24-158**

Request for Proposal 24-02, Specialty Vehicle Up-Fitting, was published for the Police Department on January 17, 2024, with all proposals due Tuesday, February 20, 2024. The City received only one proposal from Day Wireless Solutions, located in Idaho Falls. This professional services contract included quotes to install law enforcement city provided operating equipment into Police Department vehicles including, patrol, unmarked, K-9, and animal control. City Council approved the Police Department vehicle leasing program for a total not-to-exceed amount of \$1.5M on Thursday, January 11, 2024, and adopted resolution 2024-04 and authorizing the execution of the lease purchase agreement on Monday, February 20, 2024.

Action Item:

Approve a professional services contract with Day Wireless Systems to upfit Police vehicles with the understanding that these upfitting costs are included in the previously approved vehicle leasing program not-to-exceed amount of \$1.5M and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).

Attachments: RFP 24-02 Day Wireless Specialty
RFP 24-02 Specialty Vehicle Up-Fitting - Procurement Document
Resolution 2024-04

C. Public Works

- 1) Ordinance Amending Title 8, Chapter 1, Sewers **24-171**

Attached for your consideration is a proposed Ordinance revising Title 8, Chapter 1, Sewers. The proposed changes were made in response to comments received by the Idaho Department of Environmental Quality as part of their review of the city's Wastewater Pretreatment Program.

Action Item:

Approve the Ordinance amending Title 8, Chapter 1, Sewers under a suspension of the rules requiring three complete and separate readings and 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).

Attachments: Ordinance

- 2) Amendment to the Consultant Agreement with Keller Associates for the Rails to Trails Conversion Project **24-172**

Attached for your consideration is a proposed Amendment to the consultant agreement with Keller Associates for the Rails to Trails project. The original agreement was entered into on May 2, 2023, to provide design services associated with conversion of the railway fronting the Library and Idaho Falls Power building. The proposed Amendment adds scope and budget to further refine design along the frontage of these city properties.

Attachments: Amendment to Keller Agreement
Keller Original Agreement

D. Community Development Services

- 1) Legislative Public Hearing-Part 1 of 2 of the Annexation and Initial Zoning-Annexation Ordinance and Reasoned Statement of Relevant Criteria and Standards for approximately 1.791 acres in the Southeast ¼ of Section 6, Township 1 North, Range 38 East. **24-161**

Attached is part 1 of 2 of the application for Annexation and Initial Zoning of P, Public Zone which includes the Annexation Ordinance and Reasoned Statement of Relevant Criteria and Standards for approximately 1.791 acres in the Southeast ¼ of Section 6, Township 1 North, Range 38 East. The Planning and Zoning Commission considered this item at its February 6, 2024, meeting and unanimously voted to recommended approval of the annexation with initial zoning of P, Public Zone.

Action Item:

1. Approve the Ordinance annexing approximately 1.791 acres in the Southeast ¼ of Section 6, Township 1 North, Range 38 East; assign a Comprehensive Plan Designation 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 1.791 acres in the Southeast ¼ of Section 6, Township 1 North, Range 38 East and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).

Attachments: Zoning
 Aerial
 Comp Plan
 Staff Report
 Land Use Table
 PC Minutes.docx
 Ordinance
 Map Exhibit and Exhibit A
 Reasoned Statement Annexation

- 2)** Legislative Public Hearing-Part 2 of 2 of the Annexation and Initial Zoning of P, Public Zone, Initial Zoning Ordinance and Reasoned Statement of Relevant Criteria and Standards for approximately 1.791 acres in the Southeast ¼ of Section 6, Township 1 North, Range 38 East. **24-162**

Attached is part 2 of 2 of the application for Annexation and Initial Zoning of P, Public Zone which includes the Initial Zoning Ordinance and Reasoned Statement of Relevant Criteria and Standards for approximately 1.791 acres in the Southeast ¼ of Section 6, Township 1 North, Range 38 East. The Planning and Zoning Commission considered this item at its February 6, 2024, meeting and unanimously voted to recommended approval of the annexation with initial zoning of P, Public Zone to the Mayor and City Council as presented.

Action Item:

1. Approve the Ordinance establishing the initial zoning for P, Public 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).
2. Approve the Reasoned Statement of Relevant Criteria and Standards for the initial zoning of P, Public Zone and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).

Attachments: Zoning Map
Aerial
Comp Plan Map
Land Use Table
Ordinance
Exhibit A and Map Exhibit
Reasoned Statement

- 3)** Legislative Public Hearing-Part 1 of 2 of the Annexation and Initial Zoning-Annexation Ordinance and Reasoned Statement of Relevant Criteria and Standards for approximately 28.408 acres, part of the Northwest ¼ of Section 4, Township 1 North, Range 38 East. **24-159**

Attached is part 1 of 2 of the application for Annexation and Initial Zoning of R2, Mixed Residential and R3A, Residential Mixed Use which includes the Annexation Ordinance and Reasoned Statement of Relevant Criteria and Standards for approximately 28.408 acres, part of the Northwest ¼ of Section 4, Township 1 North, Range 38 East. On February 6, 2024, the Planning Commission voted to recommend approval of the annexation with initial zoning of R2 and R3A to the Mayor and City Council with a vote of 4-2.

Action Item:

1. Approve the Ordinance annexing approximately 28.408 acres, part of the Northwest ¼ of Section 4, Township 1 North, Range 38 East; assign a Comprehensive Plan Designation of “General Urban and Suburban;” 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 28.408 acres, part of the Northwest ¼ of Section 4, Township 1 North, Range 38 East and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).

Attachments: Zoning
Aerial
Aerial
Land Use Map
Comp Plan
Staff Report
PC Minutes.docx
Public Comment Email
Neighbor Petitions
Ordinance
Exhibit A
Map Exhibit
Reasoned Statement Annexation

- 4) Legislative Public Hearing-Part 2 of 2 of the Annexation and Initial Zoning of R2, Mixed Residential and R3A, Residential Mixed use, Initial Zoning Ordinance and Reasoned Statement of Relevant Criteria and Standards for approximately 28.408 acres as Part of the Northwest ¼ of Section 4, Township 1 North, Range 38 East. 24-160

Attached is part 2 of 2 of the application for Annexation and Initial Zoning of R2, Mixed Residential and R3A, Residential Mixed Use which includes the Initial Zoning Ordinance and Reasoned Statement of Relevant Criteria and Standards for approximately 28.408 acres in the Northwest ¼ of Section 4, Township 1 North, Range 38 East. The Planning and Zoning Commission considered this item at its February 6, 2024, meeting and voted to recommended approval of the annexation with initial zoning of R2 and R3A with a vote of 4-2.

Action Item:

1. Approve the Ordinance establishing the initial zoning for R2, Mixed Residential and R3A, Residential Mixed Use 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).
2. Approve the Reasoned Statement of Relevant Criteria and Standards for the initial zoning of R2, Mixed Residential and R3A, Residential Mixed Use and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).

Attachments: Zoning Map
Aerial
Comp Plan Map
Land Use
Ordinance
Exhibit A
Map Exhibit
Reasoned Statement

- 5) Quasi-judicial Public Hearing-Rezone from I&M, Industrial and Manufacturing and LC, Limited Commercial to LM, Light Manufacturing and Heavy Commercial, Zoning Ordinance and Reasoned Statement of Relevant Criteria and Standards on approximately 3.244 acres of Lots 10 & 11, Block 1, McNeil Business Park Division No. 4, plus 1.465 Acres of the South ½ of the East ½ of the Northeast ¼ of the Southeast ¼ of Section 25, Township 2 North, Range 37 East. 24-163

Attached is the application for Rezoning from I&M and LC to LM, Zoning Ordinance, and Reasoned Statement of Relevant Criteria and Standards for approximately 3.244 acres of Lots 10 & 11, Block 1,

McNeil Business Park Division No. 4, plus 1.465 Acres of the South ½ of the East ½ of the Northeast ¼ of the Southeast ¼ of Section 25, Township 2 North, Range 37 East. The Planning and Zoning Commission considered this item at its February 6, 2024, meeting and voted to recommend approval of the zone change from I&M and LC to LM to the Mayor and City Council with a vote of 4-3.

Action Item:

1. Approve the Ordinance Rezoning approximately 3.244 acres of Lots 10 & 11, Block 1, McNeil Business Park Division No. 4, plus 1.465 Acres of the South ½ of the East ½ of the Northeast ¼ of the Southeast ¼ of Section 25, Township 2 North, Range 37 East from I&M, Industrial and Manufacturing and LC, Limited Commercial to LM, Light Manufacturing and Heavy Commercial, under suspension of the rules requiring three complete and separate readings and 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 Rezone from I&M and LC to LM and give authorization for the Mayor to execute the necessary documents (or take other action deemed appropriate).

Attachments: Zoning Map
 Aerial
 Comp Plan Map
 Industrial Use Table
 Land Use Table
 Staff Report
 PC Minutes
 Ordinance
 Reasoned Statement
 Neighborhood Meeting Packet
 Public Testimony
 Rezone email.pdf

6. **Announcements.**

7. **Adjournment.**