



NOTICE OF PUBLIC MEETING

Tuesday, October 11, 2016

CITY COUNCIL CHAMBERS

680 Park Avenue

Idaho Falls, ID 83402

3:00 p.m.

The public is invited to attend. 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 make an effort to accommodate your needs.

SPECIAL MEETING (Council Work Session)

Call to Order and Roll Call

Mayor and Council:

- Mayor's Reports, Calendar Items, and Announcements (10)
- Acceptance and/or Receipt of Minutes
- City Council Reports (10)

Community Development Services:

- Status Report for Area of Impact (20)
- Business Improvement District (BID) Management Agreement Approval (15)

Public Works:

- Water Mitigation Discussion (40)
- Snow Removal Update (10)

Fire, Police, Public Works, Parks and Recreation:

- Vehicle/Bicycle/Pedestrian Safety Discussion (30)

Presentations:

- Legal Services Citizen Review Committee (CRC) Report (45)

Mayor and Council:

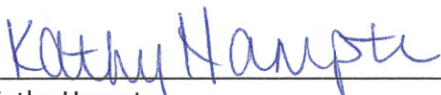
- Community Support Grants Discussion (30)

EXECUTIVE SESSION

The Executive Session will be held immediately following the conclusion of the agenda items listed above. The Executive Session has been called pursuant to the provisions of:

Idaho Code Section 74-206(1)(c) To conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency; and, Idaho Code Section 74-206(1)(j) To consider labor contract matters authorized under Idaho Code section 74-206(1)(a) and (b).

DATED this 7th day of October, 2016


Kathy Hampton
City Clerk



BGC-103-16

TO: Honorable Mayor and City Council
FROM: Brad Cramer, Community Development Services Director
SUBJECT: October 4, 2016 Planning and Zoning Commission Action
DATE: October 6, 2016

The Planning and Zoning Commission took the following action during the October 4, 2016 meeting.

RZON16-004: REZONE. Board/Lodging/Rooming House Amendment.

Tabled the item until the next meeting.

ANNX16-023: ANNEXATION/INITIAL ZONING. Lot 7, Block 4, Yellowstone #3.

Recommended approval of the application.

PLAT16-029: FINAL PLAT. Silverleaf Estates Division 1. Generally south of W 17th N, west of N 26th W, north of Broadway and east of N 35th W. ¹

Recommended approval of the application

PLAT16-030: FINAL PLAT. TAYLOR CROSSING DIVISION 8, 1ST AMENDED. Generally south of Broadway, west of S Utah Ave., north of Pancheri Dr., and east of I-15. ¹

Recommended approval of the item

PLAT16-031: FINAL PLAT. Park Place Division No. 4. Park Place Division 4 Generally south of W 49th S, west of S 5th W, north of W 65th S, and east of S 15th W. ¹

Recommended approval of the item.

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

Cc: File

Adult Sister Cities Meeting July 6, 2016

Kendra Peck	Nicholas Cebull	Misty Benjamin
Dallin Peck	A'maurie Duckwitz	May Chaffin
Julia Peck	Rachel Cebull	Melinda Cebull
Elizabeth Lee	Mitch Benjamin	Cathy Duckwitz
Rachel Lee	Tate Corbridge	Peter Cebull
Gwenda Lee	Jacqueline Corbridge	Nick Weinrich
Richard Lee	(Brennan and Jackson)	Christian Weinrich
Karina Permann	Ian Finnigan	Bernard Finnigan
Laurie Retallic	Karen Finnigan	
Jacobi Retallic	Valerie Finnigan	

Junko covered etiquette in Japan – taking off shoes when entering a house, bowing, eating out (do not tip), behavior at home etc.

Questions answered – no need to bring own slippers, can buy cereal there but it is eaten as a snack not usually breakfast – vending machines are everywhere – 100 yen – Should not bring chocolate for families as it will probably melt. Good gifts are food/sweets – sour candy, anything huckleberry, peanut butter.

Minutes – May Chaffin approved

Rachel 2nd

Treasurer Report:

Total \$14,217.73

Previous \$14,043.28

Increase of \$174.45

Misty – Did get \$500 from Team INL

Parade - \$1,000

Get money to May to Exchange

35th Anniversary at the Friendship Garden

Sat. July 23rd 9-1 Koi Fish - set up table

Wear Sister Cities Shirt

Sign-up sent around

Labels for water bottles to hand out – does anyone want to make labels?

Friendship Garden – sign-up passed around for helping July 13th

Other Calendar Items

Japan Trip – 7:28 to 8/8

CommUNITY Fest – August 27th

Adult Delegation Japanese Visit October 2-11th – We will host dinner on October 7th at Hope Lutheran
Bento Box –October 15th

Trip Notes

Carole will be at the next meeting to answer questions

Credit or debit only at the airport –may be able to pay in advance

May need money for food at the airport

Clarke will not hang Koi at the library anymore – would our group be willing to take on that responsibility? Next group will volunteer

T-shirts – if you don't already have one contact Melinda

Note – Need to get international phone number for contact for families left at home.

Those presenting speeches stayed after to practice

July 18, 2016 - Student Meeting Minutes

Attendees:

- | | | |
|-------------------|---------------------|--------------------|
| • Julia Peck | • Brynna Haile | • Bernard Finnigan |
| • Kendra Peck | • Jacob Retallic | • Kendra Peck |
| • Dallin Peck | • Ian Finnigain | • Cathy Duckwitz |
| • Elizabeth lee | • Elly Finnigain | • Melinda Cebul |
| • Benjamin Lee | • A'maurie Duckwitz | • Peter Cebull |
| • Rachel Lee | • Rachel Cebull | • May Chaffin |
| • Gwenda Lee | • Misty Bejamin | • Alexia lords |
| • Richard Lee | • Mich Benjamin | • Hanna Lords |
| • Laurie Retallic | • Elijah Meacham | |

Discussed the following information provided by May.

2016 Japan Visit Expectations

- Please review the packing list sent by email
 - We will be doing calligraphy. Please bring clothes that are okay to get stained.
 - Remember swimsuit and beach shoes (you don't need to bring a towel)
- Review Custom forms on website so you are ready to fill them out quickly. We will have the address for you
- Student cell phone numbers for those bringing phones to Japan.
- E tickets from Carole – Did everyone get these?
- Bus schedule (Wear your Sister Cities t-shirt.)
 - 7/28 Meet at Shakas Sinclair (1520 Grandview) at 3:40 am
 - 8/9 Pick-up students at Shakas at 2:30 am
- Communication with host families: Please remember they must translate your emails. Use shorter sentences and smaller words. Don't expect an immediate reply due to translation time and the fact they are in school
- Expectations:
 - Your assigned chaperon should know where you are at all times. (see the list below)
 - We will use the buddy system in the airports. Do not wonder off on your own and make sure your chaperon knows if you are leaving the general boarding area.
 - Keep your passport with your name badge and have it with you at all times. Chaperons check for passports as soon as your group arrives at the airport.
 - We will be at each gate 45 minutes before the plane's departure. Please don't make the chaperons have to come find you.
 - Make sure your checked luggage weighs less than 50 lbs. Remember you will want to be able to bring gifts back and your host family will do laundry.
 - Please be early for all activities. You don't want to make your host family or the rest of the group wait.
 - Remember to be careful about complimenting items because the Japanese may feel obligated to give them to you.
 - Do not be sarcastic. Communication is difficult enough, and they do not understand sarcasm.
 - Be respectful of the Japanese. If they ask you to do something, please do it. If they assign groups, stay with your assigned group.
- Other Thoughts:
 - Be sure to stay hydrated. Bring water bottles with you and drink often. You can bring an empty water bottle to the airport in carry-on and fill it once you are through TSA.
 - Bring a small thin towel. Many of the public restrooms in Japan do not have hand towels. You will want to have a small towel to dry your hands.

Kendra	Peter	May	Melinda
Alexia Lords	Garrett Corbridge	Nicholas Cebull	A'maurie Duckwitz
Bryna Haile	Mitchell Benjamin	Nick Weinrich	Hannah Lords
Elizabeth Lee	Ian Finnigan	Benjamin Lee	Rachel Lee
Rachel Cebull	Dallin Peck	Tate Corbridge	Karina Permann
Elly Finnigan	Jacobi Retallic		Julia Peck

Idaho Falls Sister City Meeting Minutes

Monday, September 12th, 2016

Members in Attendance: Michael and Jovita Cosens, Cal and Cindy Ozaki, Bill Toth, Clarke Kido, Kevin and Joan Fuhrman, Val Haddon, Brian and Julie Wartchow, Edward Zaladonis, Dave and Carole Walters

Minutes: Approved

Treasurer's Report: Balance \$9,915.85

Business:

- Friendship Garden report: Clarke is going to talk to Judy and see if they want to replace the tree that was vandalized or not.
- Tokai Visit Preparations: Julie reported that the welcome bags have come in. She had to order 25, so we can buy the extras if we would like. 35 name badges have also been received. If you have a name badge, bring it in on the 26th to be stuffed with name card, phone list and itinerary. Fairbridge Inn and Suites will be the hotel used (located at 850 Lindsay Blvd. costing \$59.99 + tax per room). The hotel said we can use the "Breakfast Room" for our meal. For City Day, we need to cut back a lot from the Mayor's tentative schedule due to time. Gifts between the Mayor and council people to the delegation to be given in the Council Chambers instead of down at the park. It was decided that we will have a 35th Anniversary cake instead of the lemon bars. We still need to decide on the budget for a possible buffet at the Snow Eagle. The Welcome Reception will be from 6 to 8:30pm and the formal gifts will be presented there. Dress will be Business Dressy. Invitations will be written out this week (125 people are planned to attend). The gifts from the Japanese Delegation arrived at Carole's house on Monday. Edward asked for things to display at the Moon Pavilion during the ceremony. We will be going to Taylor Farms to see the potato process from start to finish. Paul will call the bus driver for the Yellowstone/Chico trip when he gets back. Julie is getting food for the Yellowstone trip, which will include chicken, potato salad, macaroni salad, a roll and chips. Bill is going to pick up some pop from Fred Meyer for the bus trip. We will be going to Three Bears for dinner on the way back from Yellowstone. The student delegation will host a Taco Bar at Hope Lutheran at 6:30pm on the 7th. We will be having a Saturday morning pickup for the home stay weekend, which will include Saturday, Sunday and Monday night. We will be meeting at the hotel before we set out to do any of the major events for a smoother schedule. David Smith purchased twelve official Yellowstone Park guide books in Japanese for the members of the City Council to give the Japanese delegates. We are accepting his offer. There may be a change of plans due to having two events at Nancy's house. It is felt it is too much to ask of her. We need to try to find somewhere else for one of the events. October 10th is

Alison's birthday, so we will celebrate it at the brunch. Carole showed us some certificates that she received from Sister Cities International. We will be presenting one to the delegation. Bring ideas for more gifts to the next meeting. Carol will email the list of the gifts we still need. On the last meeting (in 2 weeks), those of you that still have badges please bring them to be filled.

The next meeting is Monday, September 19th, at 7 pm in the City Council Chambers. Meetings will be held weekly in preparation for the exchange.

Janelle Tomchak

Secretary, Idaho Falls Sister Cities



Civic Auditorium Committee Meeting Minutes
Thursday, August 11, 2016

The Civic Auditorium Committee of the City of Idaho Falls met in a regular committee meeting, Thursday, August 11, 2016, in the Municipal Services Director's Office in the City Hall Building located at 308 Constitution Way in Idaho Falls, Idaho at 2:00 p.m.

In Attendance:

Mayor Rebecca L. Noah Casper
Councilmember Ed Marohn
Pam Alexander, Municipal Services Director
Chandra Witt, General Services Administrator
Anne Staton Voilleque, Civic Auditorium Committee Member
Arthur Kull, Civic Auditorium Committee Member
Bonnee Taggart, Civic Auditorium Committee Member
Carrie Scheid, Civic Auditorium Committee Member
Deidre Warden, Civic Auditorium Committee Member
Brandi Newton, Executive Director IF Arts Council
Kathy Hampton, City Clerk
Kerry Hammon, Public Information Officer
Stephanie Walker, General Services Office Assistant

Absent:

None

Welcome was made by Pam Alexander, Municipal Services Director and introductions were made by each attendee.

Mayor Casper made a few introductory comments and that she has high hopes to turn things around at the Civic. Mayor Casper also stated the Civic is a gem, a huge asset to the community and we need to determine how to make the Civic more viable with the least amount of money lost.

Councilmember Ed Marohn mentioned that although it is a big investment, the City has to take a loss in order to keep it.

Director Alexander opened the meeting with the following agenda items for discussion:

Meeting Guidelines and committee organization

- a. Open to the public:
 - Meetings are and will be open to the public.



Civic Auditorium Committee Meeting Minutes
Thursday, August 11, 2016

- b. Meeting Minutes:
 - Any and all meeting minutes will also be available to the public.
- c. Recommend Roberts Rules of Order:
 - Roberts Rules of Order was discussed. It was established and agreed upon that the committee would use this process or a hybrid of this process going forward in order to have smooth, orderly, and fairly conducted meetings acknowledging that there would be differences of opinions.
- d. Committee Organization – Chair, vice chair, sub-committees:
 - Arthur Kull volunteered to be the Chair. A motion was cast, seconded and approved by all committee members.
 - Carrie Scheid, volunteered to be the Vice-Chair. A motion was cast, seconded and approved by all committee members.
 - Stephanie Walker was volunteered to be the Secretary and continue to take the meeting minutes. A motion was cast, seconded and approved by all committee members.
- e. Committee meetings (monthly, quarterly, bi-annual):
 - A motion was cast, seconded and approved that the Civic Auditorium Committee would meet every other week on Wednesdays at 1:30 pm until 3:00 p.m. unless otherwise changed with a vote from all members.
 - The next meeting will be held on Wednesday, August 24, 2016 at 1:30 p.m. at the Civic Auditorium. Chairman Kull suggested the committee members do a walk-through of the Civic and a discussion/meeting afterwards.

Meeting guidelines and committee organization

- Director Alexander stated the budget for the 2016-2017 for the Civic Auditorium was already set (and with that, changes couldn't be made). She stated the 2016/17 budget was consistent with the 2015/16 budget with not many changes. The committee will be able to come up with and make recommendations and proposals for the 2017/18 budget year.
- Chandra reviewed the current organization structure and salaries sheet provided in the committee binder that the Head Technicians and Stage and Sounds Techs are classified as City employees and the reason for this is that the City pays for workman's compensation for them. The City budgets \$60,000 for them but this amount does a pass-through and is reimbursed by the performers.
- Director Alexander brought up that a copy of 2014 Citizens Review Committee (CRC) recommendations report was in the binder and that the City was currently doing two (2)



Civic Auditorium Committee Meeting Minutes
Thursday, August 11, 2016

of the recommendations which were 1) Lease the Civic to an entity that can promote the use of the facility (page 23 & 33, item #19). The City has entered into a contract with the Idaho Falls Arts Council (IFAC) for professional services to manage and promote the Civic and 2) A Civic committee group should be formed to address on-going issues/concerns with the Civic. A Civic committee group per City Ordinance No. 3064 has been formed.


- Bonnee Taggart inquired as to whether most groups (i.e. dance, musical) that come back year after year get a break or discount for coming back year after year. The answer to that inquiry is no. They have to pay the same rate each year and no discount is given.
- Brandi from the Idaho Falls Arts Council informed the committee that they do have an agreement with the City wherein they bring at least 4-5 shows per year to the Civic and that they only pay \$1,000.00 per performance.
- Several inquiries were made as to why the Arts Council was given this agreement and why they only have to pay \$1,000.00 per performance and the Civic is actually losing money this way.
- Vice Chair Scheid who served both as a IFAC Director and Civic Auditorium Committee member a few years ago shared her recollection that this agreement happened back in or around 2006 and back then it was incredibly risky to bring in a performer when a performer typically charged \$20,000 to \$25,000 per show. Therefore, by capping the Arts Council's cost at only \$1,000 it limited the Arts Council's risk of bringing in performers to the Civic. There was never a signed agreement (Carrie indicated she believed there may have been an unofficial letter about the \$1,000 cap) it was just done and carried over through the years.
- It was stated the City needs to review the current IFAC fee agreement and decide whether to keep it or not. With that being said, Brandi Newton with the Arts Council, indicated that she sees the value of the Civic to the community and wants the community to see it as an asset. She feels the verbal agreement that the City currently has with IFAC will help. Mayor Casper at this time, indicated that any future agreements will be in writing as in years past, other Mayors have just done verbal agreements and there is nothing to go back and refer to which causes major headaches when issues arise.
- During general comments, Anne Staton Voilleque brought up that unfortunately, different mind sets clash with the older generation vs. the newer generation and that some people in the community want to move forward with the Arts and others want to stay in the past.

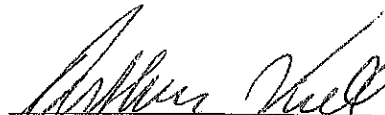


Civic Auditorium Committee Meeting Minutes
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- It was mentioned that the Arts Community has helped the community grow and will continue helping the city grow and has had a huge impact on Idaho Falls.
- The Civic although outdated, has major advantages over other performance venues in this area. The Civic has around 1,990 seats and a good-size stage unlike the Colonial that only has 900 seats and a small stage. With a bigger stage, performances like River Dance can be brought into our community. The rooms in the back of the Civic are a huge asset to performing groups and need to continue to be made available to them.
- Brandi mentioned that these bigger performing acts actually help subsidize the Civic so that the smaller performing acts can keep utilizing the Civic.
- Vice Chair Scheid suggested it would be helpful to do a survey of other venues and communities as far as pricing, seating and rate structure to see how the Civic compares. It would be helpful to look at similar venues in Montana, Wyoming, Washington, Oregon & Utah that have similar demographics as Idaho Falls.
- Chairman Kull stated it would be helpful for the committee to have a list of the top priorities that need addressed at the Civic. Chandra mentioned that in a presentation she made regarding the Civic, she had put in a list of priorities and would get a copy of that for the committee members and they could prioritize the list as they see fit.

It was moved by Director Alexander and seconded by committee members, the meeting adjourn at 3:04 p.m., which motion passed following a unanimous vote to adjourn.


Stephanie Walker - Secretary


Arthur Kull - Chair



Civic Auditorium Committee Meeting Minutes
Wednesday, August 24, 2016

The Civic Auditorium Committee of the City of Idaho Falls met in a regular committee meeting, Wednesday, August 24, 2016, at The Civic Auditorium, located at 501 South Holmes Avenue, in Idaho Falls, Idaho at 1:30 p.m.

In Attendance:

Mayor Rebecca L. Noah Casper
Pam Alexander, Municipal Services Director
Chandra Witt, General Services Administrator
Anne Staton Voilleque, Civic Auditorium Committee Member
Arthur Kull, Civic Auditorium Committee Member and Chair
Bonnee Taggart, Civic Auditorium Committee Member
Carrie Scheid, Civic Auditorium Committee Member and Vice Chair
Deidre Warden, Civic Auditorium Committee Member
Brandi Newton, Executive Director IF Arts Council
Kathy Hampton, City Clerk
Stephanie Walker, General Services Office Assistant and Secretary
Ed Morgan, Civic Auditorium Manager
Dana Briggs, Economic Development Coordinator
Cindy Ozaki, Chairman of the Idaho Falls Auditorium District

Absent:

Councilmember Ed Marohn

The meeting was called to order by Chair Arthur Kull at 1:35 p.m.

The meeting began with a tour and history of the Civic Auditorium by Ed Morgan, Civic Auditorium Manager.

- Ed Morgan started at the Civic Auditorium in 1992 as a stage hand. In 1997 he became the head technician and in 2004 he became the Manager of the Civic when previous auditorium manager, Roger Ralphs retired.
- The Civic Auditorium has been functioning for 63 years and is the longest operating theater in Idaho Falls.
- School District 91 donated to the City the land that the Civic Auditorium was built on. The Civic was constructed in 1951 by tax-payer funded bonds and was originally built to be a stand-alone facility. Due to a fire at the old high school, a new one had to be built and at that point, became adjacent to the Civic. The two buildings are separated by an air space of an inch or so which is never seen since a metal strip



Civic Auditorium Committee Meeting Minutes
Wednesday, August 24, 2016

about five inches wide, completely covers the gap, both on the outside of the buildings, as well as at all interior doorways between the two buildings.

- The Civic consists of the Auditorium, scene shop, art room, band room, two (2) rest rooms and the entire north parking lot from John Adams/Holmes to Tiger Avenue.
- Although the City owns the art and band rooms, School District 91 uses them for free during regular school hours. At the time, the justification for allowing the high school free use of these rooms in the Civic is the fact that the high school art department constructed most of the stage sets used in the Civic and permitted use of the art room by the Idaho Falls Art Guild and the high school band served as the City Band in community events and parades.
 - At this time, the City does not have access to the art room. The school rents the art room after hours and collects all rental fees. The art room has the same square footage as the Civic stage. There is a set of 7 foot doors that lead into the scene shop from the art room but is currently blocked off by storage cabinets used by the school. The mezzanine on top was built for use by the Art Guild without cost to them.
 - The City does not have access to the band room as well. The school rents the band room after hours and collects all rental fees. The band room consists of practice space, office space and storage space. The IF Symphony uses the storage space in the band room for some of their items without a charge to them.
 - The scene shop also referred to as a “plunder room” holds all the miscellaneous items including chairs, stands, tables & lights. All the GELS are stored above the scene shop.
 - Only recently, have the two (2) bathrooms that are part of the Civic been useable. Up until this point, they served as storage closets and were not being used as bathrooms. There is one (1) men’s and one (1) women’s bathroom.
 - There are ADA accessible bathrooms on the school side that are used for performances held at the Civic.



Civic Auditorium Committee Meeting Minutes
Wednesday, August 24, 2016

- The Civic has 2 grand pianos. One is from the original opening back in the 1950's and the newest one is from 1988. The Civic also has a Rogers organ. \$4,000.00 was recently spent to repair the speakers for the Rogers organ.
- The Civic does have a fly rail that is use quite frequently for performances. It has been repaired and improved over the years. To date, only one (1) person has been hurt on the fly rail, which was about (10) years ago.
- The Civic has a "marley" floor for dance recitals. Tape is used to hold it in place and the performances are charged for the cost of the tape for the "marley" floor.
- The City pays for all utilities for the auditorium, band room and art room. The Auditorium has its own heat pumps but shares a heat loop that is provided by the school.
- There are a total of 1,886 usable seats in the Civic. There are an additional 9 seats in the balcony that are in-house seats reserved for City use by council members, employees, etc., that are not included in the 1,886. These seats are located in an undesirable area that was modified to include a sound booth. There were originally 2,000+ seats when the Civic was originally built but have been reduced due to the orchestra pit being put in, the lighting booth addition and adding ADA compliant seating and wheelchair access.
- When the Civic was originally built, there wasn't an orchestra pit. An orchestra pit was eventually added and was purchased through grant money but did require the removal of some seats. The orchestra pit is accessible from the dressing rooms downstairs in the basement. It can either be raised or lowered depending upon the performance. It is actually faster to lower the pit than to raise it. You need at least three (3) people to raise/lower it and it takes anywhere from 1 to 1 ½ hrs. The Civic only charges the performance labor cost to either raise or lower the pit.
- The basement serves as dressing rooms and makeup rooms for the performances. There are a total of four (4) small individual dressing rooms and two (2) group dressing rooms. (It was mentioned how outdated and rundown the dressing rooms were and could use a good paint job.) There is also one (1) men's and one (1) women's bathroom in the basement. There is a TV in the basement that can be piped up to the stage so that the people waiting in the basement can see what is going on the stage. The only way to the basement is by the spiral staircase. The spiral staircases can be hazardous at times and to date, only one person has been hurt when she fell down the stairs.
- An ADA audit was made at the Civic and six (6) chairs were taken out on one side to make room for two (2) wheelchairs if needed. There is the option of also making



Civic Auditorium Committee Meeting Minutes
Wednesday, August 24, 2016

additional room on the opposite side for (2) more wheelchairs if needed. It was mentioned about the option of somehow making those chairs more easily removable in the event additional seats are required for wheelchair access.

- While on the tour of the upstairs and outside balcony area, Ed pointed out that the paint looks so bad from certain performance groups with kids that chip the paint off the walls. An inquiry was made as to whether we should have some sort of a damage deposit for when these types of issues arise.
- It was asked what the total square footage of the Civic was, and Ed Morgan didn't know the exact square footage.
- An inquiry was made as to whether a freight elevator would be better than the spiral staircases. A freight elevator would be a great addition to the Civic but Ed Morgan indicated it would be better to put one in that goes from the scene shop to the basement vs. replacing it with the spiral staircases.
- Ed made the following comments about the changes/updates he would like to see happen at the Civic:
 - Would like to carpet the lobby and the lobby walls to help reduce the noise.
 - Would like to take the one (1) ticket booth out and make an ADA bathroom. The City Engineer, Reggie Fuller advised against putting a bathroom there since it would affect the aesthetics of historic significance.
 - Would like to extend the lobby out to the end of the ADA Ramp. If the lobby was extended, a multi-purpose room could be built for meet and greets
 - Would like curtains to be able to close off the lights that come through the windows in the lobby.
 - Would like a load-in door and dock to come through the scene shop. It would make unloading large performances so much easier and faster.
- After the tour of the Civic, the committee sat down and discussed the following:
 - Meeting minutes were approved with a change to page 3 under the second to last bullet, that a period be put after asset and the word "and" be taken out and "she" be capitalized and the word "them" be changed to "IFAC".
 - Director Alexander indicated that she would like the committee to present a presentation to the City Council in January. It would include a facilities plan and what recommendations they would like to see for short-term, mid-term



Civic Auditorium Committee Meeting Minutes
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and long-term. Funding would need to be determined sometime in January before budget talks and proposals started happening in mid-March.

- The Venue Survey Prospect document that Carrie Scheid provided the committee was then reviewed. It was determined that we needed to narrow down what specific questions we wanted answered when contacting the venues such as: operating costs, size, ownership, seating capacity, rental rates, etc. It was determined we needed to check venues in Utah, Montana, Wyoming, Washington & Oregon. It was decided that we would need to get information on at least 10 venues that were similar in size in order to create a diverse benchmark.

It was moved by Arthur Kull, Chair and seconded by committee members, the meeting adjourn at 3:30 p.m., which motion passed following a unanimous vote to adjourn.


Stephanie Walker - Secretary


Arthur Kull - Chair



Civic Auditorium Committee Meeting Minutes
Wednesday, September 7, 2016

The Civic Auditorium Committee of the City of Idaho Falls met in a regular committee meeting, Wednesday, September 7, 2016, at The City Hall Annex Conference Room, located at 380 Constitution Way, in Idaho Falls, Idaho at 1:30 p.m.

In Attendance:

Mayor Rebecca L. Noah Casper
Councilmember Ed Marohn
Pam Alexander, Municipal Services Director
Chandra Witt, General Services Administrator
Arthur Kull, Civic Auditorium Committee Member
Bonnee Taggart, Civic Auditorium Committee Member
Carrie Scheid, Civic Auditorium Committee Member
Deidre Warden, Civic Auditorium Committee Member
Brandi Newton, Executive Director IF Arts Council
Stephanie Walker, General Services Office Assistant
Ed Morgan, Civic Auditorium Manager

Absent:

Anne Staton-Voilleque, Civic Auditorium Committee Member

The meeting was called to order by Chair, Arthur Kull at 1:32 p.m.

Review of Meeting Minutes from Wednesday, August 24, 2016:

- After review by the Civic Auditorium Committee, a motion was made and seconded, for the approval of the meeting minutes for Wednesday, August 24, 2016.

After the meeting minutes were approved, a discussion was held by the committee regarding the nine (9) seats that are reserved for City use at the Civic Auditorium for council members and other city employees and whether to keep those seats for City use. Historically these seats have been set aside due to the location of the seats being in the balcony and between the open sound booth, which has technicians working in during the show.

- The Mayor and Councilmember Ed Marohn were both opposed to any elected official using those seats for free. Mayor Casper indicated she thought those seats should only be used by City employees when they could make a justifiable reason for them.
- Chandra Witt, General Services Administrator and Ed Morgan, Civic Auditorium Manager, have no preference as to whether those seats are kept for City use or put into the seating chart for purchase by the public.



**Civic Auditorium Committee Meeting Minutes
Wednesday, September 7, 2016**

- Brandi Newton from the Idaho Arts Council indicated that those 9 seats that are being held for City use at this time, need to be put in the contract that is signed by users of the Civic so that they are aware that those seats can be given out at the City's discretion.
- It was recommended by the Committee to add the language "*City of Idaho Falls reserves the right to nine (9) complimentary tickets to be used at Venue's discretion*" to the City contract.
- It was decided at this time, to continue future discussions regarding the nine (9) seats currently reserved for City use and whether to keep those seats for City use or put them into the seating chart for purchase by the public.

Review/Assignments of Benchmark Questions for Venue Survey:

The following was discussed and agreed upon regarding the benchmark study questions that would be asked when contacting outside venues:

1. LOCATION/POPULATION

2. DESCRIPTION OF VENUE

A. NUMBER OF SEATS

B. FACILITIES (stage, orchestra pit, amenities for performers, etc.)

1. NON-THEATRICAL EVENTS, GALLERIES, EDUCATION,
BALLROOMS?

C. OWNERSHIP

D. FOR PROFIT/NON PROFIT

E. ARE THERE COMPETITIVE VENUES IN THE AREA

F. MANAGEMENT

- Organizational structure
- Marketing Plan
- User Fee Schedule
- Technician information-employee or contracted
- Previous management structure changes?

3. PURPOSE OF VENUE

A. SHOWS, RENTS, LOCAL ORGANIZATIONS

B. TICKET PRICING/TICKET SYSTEM

C. NUMBER OF HOURS USED PER YEAR



Civic Auditorium Committee Meeting Minutes
Wednesday, September 7, 2016

4. FINANCIALS/BUDGET

- A. PROFIT/LOSS STATEMENT/BUDGET, BALANCE SHEET
- B. SUBSIDIES/GRANTS/SPONSORSHIPS

The following ten (10) venues were agreed upon to contact for the comparison study:

1. Nampa Civic Center - Nampa, Idaho
2. Alberta Bair - Billings, Montana
3. Jackson Center for the Arts - Jackson Hole, Wyoming
4. Gryphon Theater/Laramie Plains – Laramie, Wyoming
5. Cheyenne Civic Center – Cheyenne, Wyoming
6. Ellen Eccles Theater – Logan, Utah
7. Peery's Egyptian Theater – Ogden, Utah
8. INB Performing Arts Center – Spokane, Washington
9. Tower Theater – Bend, Oregon
10. Helena Civic Center – Helena, Montana

After deciding which venues to use in the comparison study, Chandra Witt, General Services Administrator, Ed Morgan, Civic Auditorium Manager and Stephanie Walker, General Services Office Assistant were designated as the group who would collect the requested information and then provide it to the Committee. The Committee agreed to give them one (1) month to collect all the required information.

Additional Items/Concerns:

- Arthur Kull inquired about whether there were any changes to the School District 91 Agreement and whether it was any closer to being signed by the City and the School District. Pam Alexander stated that department is working on the committee's feedback and will be setting up a meeting with the School District to review the agreement.
- Arthur Kull brought up a question as to how the committee wanted to develop a long term plan including the needs of the Civic. The Mayor recommended they use the Tautphaus Park Zoo's Strategic Five Year Plan as an example/model for developing a long-term plan for the Civic. It was decided that Stephanie Walker, General Services Office Assistant would provide the Committee with a copy before the next meeting and further discussion would be held at that time.



Civic Auditorium Committee Meeting Minutes
Wednesday, September 7, 2016

The next meeting will be held on Wednesday, September 21, 2016 at 1:30 p.m. in the City Hall Annex Conference Room. Carrie Scheid will not be present but will be available by phone. It was decided that Carrie would be conferenced in by phone.

It was moved by Arthur Kull, Chair and seconded by committee members, the meeting adjourn at 2:18 p.m., which motion passed following a unanimous vote to adjourn.

A stylized, cursive signature of Stephanie Walker, consisting of several overlapping loops and a long horizontal stroke at the end.

Stephanie Walker - Secretary

A stylized, cursive signature of Arthur Kull, featuring a large, sweeping 'A' and a long horizontal stroke at the end.

Arthur Kull - Chair

MANAGEMENT AGREEMENT

THIS MANAGEMENT AGREEMENT, entered into by and between the CITY OF IDAHO FALLS, IDAHO, a municipal corporation of the State of Idaho (hereinafter referred to as “City”) whose mailing address is P.O. Box 50020, Idaho Falls, Idaho 83405, and the IDAHO FALLS DOWNTOWN DEVELOPMENT CORPORATION, an Idaho nonprofit corporation, (hereinafter referred to as the “Corporation”) whose mailing address is 425 N Capital Ave., Idaho Falls, Idaho, 83402.

WITNESSETH:

WHEREAS, the City, pursuant to Ordinance No. 2245 (the “Ordinance”), as authorized by Idaho Code Section 50-2601, *et seq.*, did establish a Business Improvement District (hereinafter referred to as the “District”); and

WHEREAS, the Corporation was organized and established for the purpose of revitalizing the Idaho Falls Downtown area and operates primarily within the boundaries of the District as established by the Ordinance; and

WHEREAS, the Corporation is willing to and is capable of providing certain administration and management services to the City regarding operation of the District.

NOW, THEREFORE, for good and valuable consideration set forth herein, the parties agree as follows:

1. Pursuant to Idaho Code Section 50-2611, the City hereby retains the Corporation to provide certain management services as set forth in Exhibit “A” attached hereto, regarding the management and operation of the District. The Corporation warrants it has adopted By-Laws necessary to fulfill the terms of this Agreement and further covenants such administration complies

with all applicable provisions of state and local law including, but not limited to, Chapter 26, Title 50, of the Idaho Code.

2. The principal office of the Corporation and registered agent thereof is presently located at 425 N Capital Ave, Idaho Falls, Idaho 83402, and all notices required by this Agreement to be sent to the Corporation shall be mailed to such office or such other address designated in writing by the Corporation to the City.

3. On or before May 1, 2016, the Corporation shall hold a public meeting for the purpose of allowing public comments and input regarding proposed projects, goals, objectives and expenditures of the District for the 2016/2017 fiscal year. Such meeting shall be open to all persons against whom assessments are levied under the Ordinance and all persons who own or operate businesses within the District. The Corporation shall mail a written notice of the meeting stating the date, time, place and purpose of the meeting to all such businesses not less than fifteen (15) days prior to the date of the meeting.

4. On or before June 1, 2016, the Corporation shall provide to the City a projection of anticipated revenues and recommended expenditures of the District for the 2016/2017 fiscal year of the City. The Corporation shall also establish and identify goals, objectives, projects and marketing and advertising campaigns for which BID revenues are to be utilized and shall simultaneously submit such information to the City. The City Council shall thereafter review such reports and recommendations and provide any comments or exceptions to the Corporation.

5. Upon receipt by the City of any appeal of any BID member of his or her assessment pursuant to Section 30 of the Ordinance, the City may forward the same to the Corporation. Upon receipt of such appeal, the Corporation shall forthwith review the appeal and make

recommendations to the City Council regarding an appropriate disposition of the appeal.

6. The Corporation shall keep correct and complete books and records of accounts, shall keep minutes of the regular and special meetings of the Board of Directors of the Corporation and shall keep at the principal office a record of the names and addresses of all BID members. All books and records of the Corporation may be inspected by the City or its agents for any proper purpose at any time during normal business hours.

7. In consideration of the management services provided to the City by the Corporation, the City agrees to pay the Corporation the sum of fifty thousand dollars (\$50,000), due and payable as follows:

- a. The sum of twelve thousand five hundred dollars (\$12,500), due and payable on or before October 1, 2016;
- b. The sum of twenty-five thousand dollars (\$25,000), due and payable on or before January 1, 2017;
- c. The sum of twelve thousand five hundred dollars (\$12,500), due and payable on or before June 1, 2017.

Notwithstanding the foregoing, in the event the total amount of the assessments collected by the City under the Ordinance as of any of such due dates is insufficient to make such installment payments, the City shall have the obligation to remit only such amounts for which it has received sufficient revenues from assessments against business owners within the District. If the city thereafter receives further assessment payments, it shall thereafter remit, from time to time and as frequently as practical, amounts sufficient to cure such shortfalls. Further, in the event a court of competent jurisdiction holds the Ordinance to be invalid or unenforceable in any respect, then the

City and the Corporation shall be released from any and all monetary obligations hereunder and this Agreement shall be deemed null and void.

8. The Corporation shall hire staff as determined by its Board of Directors to coordinate and assist in the administration of the operation of the District.

9. The City shall be responsible for billing and collecting all BID assessments and accounting for all revenues to and expenditures of the District.

10. The term of this Agreement shall commence on October 1, 2016, and shall terminate on September 30, 2017. The parties may renew this Agreement by mutual consent provided notification of the desire to renew this contract shall be given not less than one hundred twenty (120) days prior to the execution of this proceeding contract term.

11. Whenever used in this Agreement and when required by the context, the singular number shall include the plural, gender shall include the masculine, feminine and/or neuter genders, as may be applicable, and persons shall include corporations, trusts, partnerships or other lawful associations of any kind.

12. This Agreement shall be construed and enforced in accordance with the laws of the State of Idaho.

IN WITNESS WHEREOF, the parties have set their hands and seals hereto on this _____ day of _____, 2016.

CITY OF IDAHO FALLS

IDAHO FALLS DOWNTOWN
DEVELOPMENT CORPORATION

By: _____
Rebecca Casper, Mayor

By: _____
Greg Crockett, Chair

EXHIBIT A

Idaho Falls Downtown Development Corporation

Mission:

Idaho Falls Downtown Development Corporation (IFDDC) advances our historical downtown as the regional center for commerce, culture and leisure activities for residents and visitors.

Organization:

The Idaho Falls Downtown Development Corporation is a non-profit 501 (c) (6) organization.

A Board of Directors of thirteen has volunteered to implement the goals to achieve the mission. General board meetings are open to the public and held the first Tuesday of every month at 8:30 a.m.

Objectives:

Idaho Falls Downtown Development Corporation Objectives:

1. **Promotion:** Enhance commercial district image development, work with special events and retail promotions, and work with the media.
2. **Economic restructuring:** Conduct a yearly market analysis, focus on business retention and recruitment, encourage real estate development.
3. **Organization:** Fund raising, volunteer recruitment, staff support, financial accounting and program promotion.
4. **Design:** Design education, architectural services, develop incentives for rehabilitation, and plan public improvements.
5. **Executive:** Consists of president, vice-president, secretary and treasurer from the Board of Directors whom oversees the budgeting, staffing, grants and operations of the corporation.

Goals:

The Idaho Falls Downtown Development Corporation has the following goals:

- Renew BID, Fall of 2017
- Branding Downtown
- Gateway Signage
- Business Recruitment & Retention
- Increase Downtown Visitors & Shoppers
- Community Feel Among Merchants & Building Owners
- Improve Broadway Corridor
- Identify Infrastructure Improvements

Downtown Projects:

The Idaho Falls Downtown Development Corporation has identified the following projects:

- Planter boxes upgraded throughout downtown
- Stamped concrete at crosswalks
- Broadway - new trees and sidewalk
- Merchant sign at Memorial & B and Memorial & A
- Lighted crosswalk signs at Memorial & B (like at EIRMC)
- Murals on buildings
- Alley improvements

Marketing and Advertising Campaigns:

The Idaho Falls Downtown Development Corporation is promoting downtown by increasing the events held downtown. These events market the downtown businesses and area to those who attend. We have launched a Downtown Gift Certificate which can be used throughout downtown. We are also partnering with the Museum of Idaho to market their new exhibits while they in turn market the downtown to their customers. The events planned for 2016- 2017 are:

- October – Ladies Shopping days
- November – Fall Brew, Tree Lighting Ceremony
- December – Find Santa’s Puppy, Saturday Free Trolley Rides
- January – Winterbrew
- March – Find the Golden Egg, Find the Easter Bunny
- April – Springbrew
- May – Family Day Downtown
- July – Taste of Downtown
- August – Rodeo Kick-off Party