



NOTICE OF PUBLIC MEETING

Monday, April 23, 2018
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 accommodate your needs.

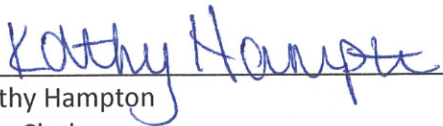
SPECIAL MEETING (Council Work Session)

Times listed in parentheses are only estimates.

Call to Order and Roll Call

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| Mayor: | -Acceptance and/or Receipt of Minutes
-Calendar, Announcements and Reports (15) |
| Council: | -Liaison Reports and Concerns (10) |
| Community Development Services: | -Community Development Block Grant (CDBG) Overview and Process (15) |
| Municipal Services: | -Hydroelectric Property Insurance Review (15)
-Piranhas Swim Team Debt Request Discussion (10) |
| Public Works: | -Water Mitigation Measures Update (30) |
| Human Resources: | -Wages and Benefits Discussion, Part I (60) |
| Executive Sessions:
(These Executive Sessions will be held immediately following the conclusion of the agenda items listed above) | -This Executive Session is being called pursuant to the provisions of Idaho Code Section 74-206(1)(c) to acquire an interest in real property which is not owned by a public agency.
-This Executive Session is being called pursuant to the provisions of 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 20th day of April, 2018


Kathy Hampton
City Clerk



MEMORANDUM

TO: Honorable Mayor and Council

FROM: Brad Cramer, Director

DATE: April 5, 2018

RE: April 3, 2018, Planning Commission Action

Planning Commission took the following action during the April 3, 2018 meeting.

1. **RZON18-001 COMPREHENSIVE PLAN AMENDMENT:** Amend from Lower Density to Commercial. On 4/3/18, The Planning & Zoning Commission recommended denial of changing the Comprehensive Plan designation from Low Density Residential to Commercial for the Comprehensive Plan Amendment.
2. **ANNX18-002 ANNEXATION/INITIAL ZONING:** Approximately 0.864 Acres NW1/4, Section 32, T2N, R 38E. Generally south of E Sunnyside Rd, west of S 15th E, north of E 49th S and east of S Holmes Ave. On 4/3/2018, the Planning & Zoning Commission recommended denial of the request to change the Comprehensive Plan designation from Low Density Residential to Commercial and also recommended approval of the annexation with an initial zoning of C-1 or LC with a PT Overlay Zone.
3. **PLAN17-001: FORM BASED CODE:** Revision of City of Idaho Falls Form Based Code. On 4/3/18, the Planning & Zoning Commission recommended to the Mayor and City Council approval of the Form Based Code as presented.
4. **PLAT18-004 FINAL PLAT:** Silverleaf Estates Division 3. Generally south of W 17th N, west of N 26th W, north of W Broadway and east of N 35th W. On 4/3/18, the Planning & Zoning Commission recommended, to the Mayor and City Council approval of the final plat for Silverleaf Estates Division 3 by a vote of 8 to 1.
5. **PLAT18-005: FINAL PLAT:** Park Place Division 5. Generally south of W 49th S extended, west of S 5th W, north of W 65th S and east of S 15th W. On 4/3/2018, the Planning & Zoning Commission recommended, to the Mayor and City Council approval of the final plat for Park Place Division No. 5 by a unanimous vote.
6. **PLAT18-006: FINAL PLAT:** Park Place Division 4. Generally south of W 49th S extended, west of S 5th W, north of W 65th S and east of S 15th W. On 4/3/2018, the Planning & Zoning Commission recommended, to the Mayor and City Council approval of the final plat for Park Place Division No. 4 by a unanimous vote.
7. **ANNX18-003: ANNEXATION/INITIAL ZONING:** M&B 5.15 Acres 5th W. S 5th W, south of W 65th S & north of W 81st S. On 4/3/18, the Planning and Zoning Commission recommended to the Mayor and City Council approval of the annexation and initial zoning of R-1 by a unanimous vote.

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

PC Action 4/3/2018



**Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes
Wednesday, January 31, 2018**

Idaho Falls Civic Center for the Performing Arts Committee of the City of Idaho Falls met in a regular committee meeting, Wednesday, January 31, 2018, at the at the Idaho Falls Civic Center for the Performing Arts, 501 S. Holmes Avenue, Idaho Falls, Idaho at 1:30p.m.

In Attendance:

Arthur Kull, Idaho Falls Civic Center for the Performing Arts Committee Member
Anne Staton-Voilleque, Idaho Falls Civic Center for the Performing Arts Committee Member
Carrie Scheid, Idaho Falls Civic Center for the Performing Arts Committee Member
Bonnee Taggart, Idaho Falls Civic Center for the Performing Arts Committee Member
Deidre Warden, Idaho Falls Civic Center for the Performing Arts Committee Member

Others Present:

Pam Alexander, Municipal Services Director
Chandra Witt, General Services Administrator
Ed Morgan, Civic Auditorium Manager
Stephanie Walker, General Services Office Assistant
Brandi Newton, Executive Director IF Arts Council
Carol Johnson, Interior Architect (by telephone)
Reggie Fuller, Chief Building Official
Brent McLane, Planner II
Alekszandria Peugh, Executive Director, Idaho Falls Symphony
Brad McKinsey, McKinsey Management Services, Inc.
Kevin Trevellyan, The Post Register
Greg Croft, Resin Architecture

Absent:

None

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

Review of Meeting Minutes from Wednesday, December 13, 2017 & Thursday, January 18, 2018:

- After review by the Idaho Falls Civic Center for the Performing Arts Committee, a motion was made and seconded, for the approval of the meeting minutes from Wednesday, December 13, 2017 & Thursday, January 18, 2018, without any changes or additions.



Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes
Wednesday, January 31, 2018

Public Comment:

- None

Email from Jehovah's Witnesses:

- The Committee reviewed an email from the Jehovah's Witnesses requesting to negotiate the new rates. They are currently renting it one (1) day and it includes the art and band room. While the Committee is sympathetic with how the new fees may affect Non-Profit groups, they have to set a precedence and if they negotiate with one group, they will have to negotiate with every group which then defeats the intention of raising the fees in the first place.
- The Committee will make a note for future review and possibly consider and look into a frequent user discount.
- The Committee recommended that there be no negotiations regarding the rates at this time.
- Pam Alexander indicated she would respond back to Jehovah's Witnesses letting them know of the Committee's decision.

Phase I Renovation Discussions:

- Speaker Grille Covers – The design will be sent out to Johnson Brothers this afternoon by Carol if the Committee agrees on it. A copy of the rendering of the speaker grille design was passed around. Carrie Scheid stated that it “captured the spirit of the front grilles on the outside of the building.”
 - Ed indicated that Johnson Brothers can make an appointment to come over and see the Civic if they need to in order to help get a better idea of where they are going to hang.
 - It was decided that it would be best to have the painter who is going to paint the Auditorium paint the speaker grille covers as they are going to be painted the metallic gold color.
- Railing around the Orchestra Pit – Reggie indicated that it has be at least 42 inches high. A rendering of the design by Carol was passed around to the Committee. It was brought up that it could be a distraction from those sitting 3 rows back. Ed indicated that it is 4 feet deeper when the pit is actually being used. It was discussed that maybe the concrete wall should be kept and to use this design as a cover for the concrete wall and that stairs could be built for people to use to get onto the stage like they do at the Colonial. Ornamentation could be added to the front as a design.
 - The design would be gold and the concrete wall would be painted purple.



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- Doors coming into Auditorium – Fred Walters recommended hiring a professional to clean the doors and keep the existing vinyl on the doors.
 - Carol recommends finding a beautiful piece of vinyl and have the doors reupholstered due to the various rips and tears in the current vinyl and there being no way to repair them.
- Vinyl going onto the Walls – Carol talked to the supplier and while they don't recommend putting vinyl on top of vinyl, it's done all the time. It was mentioned that maybe we could have a City employee who is very knowledgeable in that area come over and do a test run by using a mastic adhesive to try and put vinyl on top of vinyl to see how it holds.
 - Brad indicated that it would be best to specify in the Scope of Work that they are responsible for the guarantee of the vinyl on vinyl.
 - Chandra indicated that Rocky Mountain Environmental would be coming back to take samples to see if there were asbestos or lead behind the vinyl.
 - Chandra also indicated that the painter who has worked for the City for twenty-five (25) years was going to ask around in his realm of people to see what they would recommend as far as the vinyl on top of the vinyl goes.
 - Inside corners of the walls with the vinyl on them are double cut.
 - It was discussed to possibly put a gold colored Schluter strip/metal strip that goes over the vinyl so the edge of the vinyl isn't showing and along the outside corners. We could get this from Marshall's Tile. We could always add the strip at later time if time and/or cost becomes an issue.
- Brad recommends putting a flat stock trim and then attaching another thin molding inside of that around the openings that go out to the vestibule.
- Carpet – it's going to be a broadloom carpet not squares and we will need to order extra for the "just in case moments" as it might not be the exact color later on if we ended up needing some for replacement.
- The Committee needs to decide what they want to do with the top of the balcony railing. Do they want it painted the same color as the back of the wood seats? The Committee decided they needed to paint the wood caps.
- The Committee needs to decide what they want to do with the facing and wood piece on top of it. The Committee recommended painting the facing in the poetry plum color and the wood piece would be painted gold.
- Acoustics – Wenger had suggestions regarding sound proof padding for the back walls and would be getting those suggestions to us soon. Wenger did indicate that we could use the same fabric to cover the back wall panels as we are using for the seats.



Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes
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- The Committee needs to decide what they want to do with the carpet up in the balcony, aisles and if they want carpet on the stairs and how far out its going to go into the Mezzanine.
 - We need to get the bid document out as soon as possible or at least by mid-February. We need to include photos specifically pointing and indicating what colors go where.
 - Francisco Salinas with Community Development has provided Chandra with photos of the Civic.
 - Chandra will get a copy of those photos to Anne so that she can start marking on the photos what colors go where and then we will give them back to Francisco so that he can make it look more professional to send out with the Bid.
 - Brad indicated that we would get a better pricing as a whole if we included as many details as possible in the bid.
 - Railing/grille up in the balcony that looks like a bed frame needs to be taken out.
 - Sound Booth – Definitely needs some attention. Ed would like to see carpet go around the sound booth as it would prevent it from continually getting marred up.
 - The Committee needs to decide how far out to the Mezzanine they are going to paint. Are they going to paint down the stairway that leads to it? Yes, the Committee does want to paint down the stairway.
 - Lighting – Ed is waiting to hear back from Wenger as they are going to provide a quote. Matt Bradley is on hold at this point regarding the house lighting. Brad indicated that we are most likely going to need an electrical engineer to help with the lighting design as the LED lights will take a different wire than the current lights and it's more complicated than painting. We did to decide what if any type of fixtures we are wanting?
 - Fred Walters in his email regarding his recommendations about the Civic, indicated that we needed to look into the International Existing Building Code and make sure that it doesn't apply to anything we are doing now.
 - Reggie Fuller indicated that it only applies if we are changing the building to something completely different.
 - If we are changing any exits or fire exits.
 - Brad is struggling to see how it will all be done in three (3) months. It needs to go out to a general contractor as this person will then have the risk of making sure it all comes together within the time frame.
 - We need to know how long each phase is going to take in order to know which phase needs to happen first before another can be done or if two (2) phases can be going on at once.

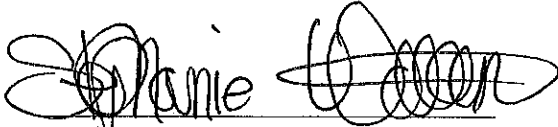


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- We need to inform the general contractor that we have the months of July, August & September for the renovations blocked out and have October be a contingency month in the event of any issues that prevents the renovations being completed by the end of September.

The next meeting will be held on Thursday, February 15, 2018 at 1:30 p.m. at the Idaho Falls Civic Center for the Performing Arts, 501 S. Holmes Avenue, Idaho Falls, ID 83401.

It was moved by Arthur Kull, Chair and seconded by committee members, that the meeting adjourn at 3:00 p.m., which motion passed following a unanimous vote to adjourn.


Stephanie Walker - Secretary


Arthur Kull - Chair



Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes
Thursday, February 15, 2018

The Idaho Falls Civic Center for the Performing Arts Committee met in a regular committee meeting on Thursday, February 15, 2018, at the Idaho Civic Center for the Performing Arts, 501 S. Holmes Avenue, Idaho Falls, Idaho.

In attendance:

Arthur Kull, Idaho Falls Civic Center for the Performing Arts Committee Member
Anne Staton-Voilleque, Idaho Falls Civic Center for the Performing Arts Committee Member
Carrie Scheid, Idaho Falls Civic Center for the Performing Arts Committee Member
Bonnee Taggart, Idaho Falls Civic Center for the Performing Arts Committee Member

Absent:

Deidre Warden, Idaho Falls Civic Center for the Performing Arts Committee Member

Others Present:

Pam Alexander, Municipal Services Director
Chandra Witt, General Services Administrator
Ed Morgan, Civic Auditorium Manager
Carol Johnson, Resident, via telephone
Jim Freeman, City of Idaho Falls City Council Member
Brad McKinsey, McKinsey Management Services, Inc.
Alekszandria Peugh, Idaho Falls Symphony Executive Director
Isabella Alves, Post Register
Brandi Newton, Executive Director Idaho Fall Arts Council

The meeting was called to order by Arthur Kull at 1:31 p.m.

Public Comment:

The meeting began with the announcement of Bill Maeck's passing earlier in the week. Several members reminisced about Bill and his wife Shirley. The committee had a moment in silence in memory of Bill.

Review and Approve January 31, 2018 Meeting Minutes:

The meeting minutes from the January 31, 2018 meeting were reviewed.

Motion: The meeting minutes from January 31, 2018 were approved as presented, with the changing of the spelling of isle to aisle.



Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes Thursday, February 15, 2018

Public Comment (limited to five (5) minutes)

No comments were received from the public in attendance. However, Pam Alexander noted that Alekzandria with the Idaho Falls Symphony did a wonderful job explaining the Civic Center project to the Civitan's group on Thursday, February 8, 2018.

Review quotes received for seats and acoustics

Committee members reviewed several quotes for seats and acoustics from Irwin and Staging Concepts. The quotes were incomplete as each vendor had different quotes for different items. The quote from Wenger had not been received for committee review.

Ed Morgan reviewed the basics of the used acoustical shell available for purchase in New York. Ed stated that Brad Higbee of the Idaho Falls Arts Council (IFAC) was in town for IFAC business and was able to inspect the shell. Brad reported to Ed the shell was in very good shape. Ed stated that Brad was working on securing a bid from the Union to disassemble the shell as well as an estimate of the transportation costs. With an estimate of at least three trucks, the transportation costs alone would be approximately \$100,000. Ed further reported he recommends we wait for the Wenger quote before making any decisions since there would be no warranty if the City chose to purchase the used shell.

Committee approval of bid package elements

Brad McKenize and Chandra Witt updated the committee on the status of the bid package for the renovation elements (paint, carpet, vinyl). Brad stated it is imperative the committee make final decisions. Brad will be out of town the beginning of March so he and Chandra will be meeting Tuesday, February 20, 2018 to finalize the bid package for publishing. The bid package will also include a date and time for a pre-bid walk through of the project. Chandra stated that as a sealed bid with a public opening, all questions regarding the project should be directed to her.

Committee member Anne Voilleque reviewed the work she and Carol completed on the color pallet using the renderings as source documents. These documents will be used to visually walk the contractors through the elements of the project. The committee collectively reviewed the color pallets marked on the renderings. Anne, Brad and Chandra noted committee's recommendations for the renderings for inclusion into the final bid package.

City staff inquired with the committee about the demolition of the concrete wall in front of the stage as it was unclear if there was committee consensus from the January 31, 2018 meeting. After some discussion, the committee agreed the concrete wall could be removed and replaced with a gold railing with the ability to pull a black skirt behind the rail it to shield the orchestra pit when needed.



Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes
Thursday, February 15, 2018

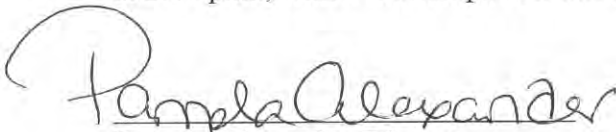
Chandra Witt stated she received an email from Sign Pro with a couple of design ideas for the marquee. Chandra further stated the marquee would need to be bid, but the design samples would give the committee some ideas. Carol Johnson stated she would like to assist with the design of the marquee to keep it within the art deco style. Chandra will forward the email received from Sign Pro to the committee and Carol Johnson.

Review quote for stage lift

Ed reviewed the quotes received for the stage lifts. He stated one quote received for a one-piece motorized lift was \$375,000 and \$500,000-600,000 for a two-piece system.

The next meeting will be held on Wednesday, March 14 at 1:30 p.m. at the Idaho Falls Center for the Performing Arts 501 S. Holmes Avenue, Idaho Falls, Idaho at 2:00 pm.

It was moved by Arthur Kull, Chair and seconded by committee members, the meeting adjourn at 2:49 p.m., which motion passed following a unanimous vote to adjourn.


Pamela Alexander, Director
Filling in for Committee Secretary


Arthur Kull, Chair



**Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes
Wednesday, March 14, 2018**

The Idaho Falls Civic Center for the Performing Arts Committee met in a regular committee meeting on Wednesday, March 14, 2018, at the Idaho Civic Center for the Performing Arts, 501 S. Holmes Avenue, Idaho Falls, Idaho at 2:00 pm.

In attendance:

Arthur Kull, Idaho Falls Civic Center for the Performing Arts Committee Member
Anne Staton-Voilleque, Idaho Falls Civic Center for the Performing Arts Committee Member
Carrie Scheid, Idaho Falls Civic Center for the Performing Arts Committee Member
Bonnee Taggart, Idaho Falls Civic Center for the Performing Arts Committee Member
Deidre Warden, Idaho Falls Civic Center for the Performing Arts Committee Member

Others Present:

Pam Alexander, Municipal Services Director
Chandra Witt, General Services Administrator
Ed Morgan, Civic Auditorium Manager
Brandi Newton, Executive Director Idaho Fall Arts Council
Brent McLane, Planner II
Isabella Alves, Post Register

The meeting was called to order by Arthur Kull at 2:00 p.m.

Public Comment:

None

Updates on Renovation Plan Activities:

The committee reviewed a new seat delivered to the Civic Center earlier in the week from the vendor Seating Concepts for a cost of approximately \$95.00 per seat, depending on options, includes gravity spring, wood back (and over the top) and arm rest (comfort); metal bottom (better to repair scratches), various ornamental aisle styles (i.e., art deco fluting was preferred by the committee) are available. Committee reviewed height and width of seat compared to other seats on display (all Irwin, no Wenger seat were available for display). Chair Kull stated he requested the Seating Concepts seat be delivered based on an individual who contacted him and suggested the committee look at the Seating Concepts seat, currently installed in the Wilson Theater in Rupert, Idaho. Discussion occurred about fabric choices, the ability and process for cleaning clean spills and stains.

Purchasing mechanisms were discussed whether the City could access another governmental bid rather than having to go through the bid process. Chandra Witt reported all seat vendors considered hold public works licenses so they will be able install the seats as per State of Idaho



**Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes
Wednesday, March 14, 2018**

statute. Chandra further discussed the importance of ensuring we have the seating specifications finalized for bidding. The seat numbers were discussed.

Motion: Vice Chair Carrie Scheid motioned to change seat numbers so they run sequentially. Discussion following regarding renumbering the seats to segment the sections. Vice Chair Carrie Scheid amended the first motion to add 100 for the main floor, 200 lower balcony and 300 upper balcony. Committee member Bonnee Taggart seconded the amended motion. Discussion followed to review the concept of a 3-digit, with A, B, C, D being the row. The committee approved amended motion.

The committee moved the meeting back to the auditorium stage where the meeting topic began with what to do with the current seats. Chandra Witt stated she contacted Pacific Recycling and they are interested in picking up the chairs and recycling them. The committee discussed options of what to do with the old seats as well as cost benefit analysis of each option. The committee recommended 200 flat-style seats located in the basement be assigned to surplus for a minimum bid of \$500.00 to allow the public to purchase them if they chose to do so.

Motion: Committee member Deidre Warden motioned to scrap all the existing seats in the Civic Center and place the 200 flat seats in the basement for individual sale. Vice Chair Carrie modified the motion to specify the "scrap and sell to Pacific Recycling". Deidre motion to amend the original motion to scrap and sell all existing seats in the Civic Center to Pacific Recycling and place the 200 flat seats located in the basement in surplus for sale. Committee member Bonnee Taggart seconded the amended motion. Amended motion was approved by the committee.

The committee heard updates from City staff regarding the status of the renovation bid package. Chandra Witt stated there was a pre-bid walk through, an amendment was processed based on questions from the pre-bid walk through. The bids are due on Tuesday, March 27, 2018.

Discussion of Donor Recognition Plaque

Pam Alexander stated that the committee has not had a lot of discussion about the recognition plaque as defined in the Memorandum of Understanding (MOU). Several committee members stated they had not seen the MOU. Committee chair, Anne Voilleque reported that she would contact Roy Reynolds, a local artist to inquire if he would be interested in designing a bronze etching of Bill and Shirley Maeck. Anne stated that she would contact Teri Frickey to see if she can secure a few pictures of Bill and Shirley to use for the recognition plaque. Pam Alexander stated she would provide a copy of the MOU to the committee members. Ideas were discussed regarding the location of the recognition plaque.



**Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes
Wednesday, March 14, 2018**

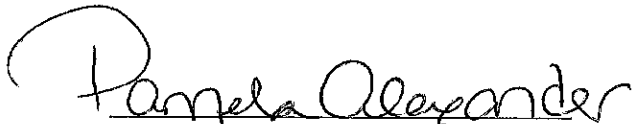
Discussion of Marquee

Chandra Witt stated there was an email from a local vendor (Sign Pro) as a design rendering was sent to the committee on February 15 for review. Committee chair, Anne stated she had thought Carol Johnson was interested in either designing or being involved in the design of the marquee. Anne agreed to contact Carol and provide an update of the committee's discussion of the marquee. The preference of the committee is the marquee would be LED. Pam Alexander stated she would resend the email to Anne and Carol. Brent McLane, a staff member of Community Development attended and stated an application for the marquee will need to be submitted to the Planning and Zoning committee six weeks before the project begins. Brent stated P&Z is now hearing requests for April. He also stated there would be size limitations due to the location of where the sign will be installed.

The next meeting will be held on Thursday, March 29 at 1:30 p.m. at the Willard Arts Center, Conference Room, 450 A Street, Idaho Falls, ID 83402.

Prior to meeting adjournment, discussion occurred regarding the timing of the removal of the seats and a statement was made the awarded contractor will provide a schedule to the school.

It was moved by Arthur Kull, Chair and seconded by committee members, the meeting adjourn at 3:00 p.m., which motion passed following a unanimous vote to adjourn.


Pamela Alexander, Director
Filling in for Committee Secretary


Arthur Kull, Chair



Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes
Thursday, March 29, 2018

The Idaho Falls Civic Center for the Performing Arts Committee met in a regular committee meeting on Thursday, March 29, 2018, at the Willard Arts Center, Conference Room, 498 A Street, Idaho Falls Idaho 83401 at 1:30 pm.

In attendance:

Arthur Kull, Idaho Falls Civic Center for the Performing Arts Committee Member
Anne Staton-Voilleque, Idaho Falls Civic Center for the Performing Arts Committee Member
Carrie Scheid, Idaho Falls Civic Center for the Performing Arts Committee Member
Bonnee Taggart, Idaho Falls Civic Center for the Performing Arts Committee Member
Deidre Warden, Idaho Falls Civic Center for the Performing Arts Committee Member

Others Present:

Pam Alexander, Municipal Services Director
Chandra Witt, General Services Administrator
Ed Morgan, Civic Auditorium Manager
Brad McKenzie, McKinsey Management Services, Inc.
Greg Croft, Resin Architecture

The meeting was called to order by Arthur Kull at 1:30 p.m.

Public Comment:

None

Review of Committee Meeting Minutes

The committee reviewed the meeting minutes from February 15, 2018 and March 14, 2018. No changes were noted for the February 15 meeting minutes and two corrections were noted for the March 14, 2018 minutes on pages 2 and 3.

Motion: Committee member Anne Voilleque motioned to approve the February 15 meeting minutes Committee member Bonnee Taggart seconded. The committee approved the meeting minutes from February 15, 2018.

Motion: Chair Kull reviewed requested changes to the March 14 meeting minutes on page two revise Co Chair to Vice Chair and on page 3, remove duplicative words in the first sentence under the discussion of marquee. Committee member Anne Voilleque motioned to approve the March 14 meeting minutes with Chair Kull's requested changes and Committee member Bonnee Taggart seconded. The committee approved the meeting minutes from March 14, 2018.



Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes
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Phase I Renovation, Project Timeline

Chandra Witt presented the bids received for the Phase I renovations. A total of three bids were received. She handed out the bid tabulation to the committee for review and announced the three contractors were Big D Construction, Rivers West Construction and Eagle Rock Timber.

Chandra stated that she and Brad evaluated the bids received and stated Big D Construction was the low bid. Chandra noted bid tabulation included alternate options for either painting or polishing the concrete floor and the committee would need to make a recommendation of which alternative to accept. Chandra further reviewed the timeline provided by Big D Construction and confirmed it is within the City's timeline. Brad stated he agreed with the evaluation of the bids and concurred with the recommendation with the low bidder.

Discussion occurred regarding the concrete floor and what alternate to accept. Ed Morgan stated reviewed the pros and cons of each application. Ed stated his recommendation is to go with the polish alternate. Ed reviewed the process that will be followed once the seats are removed. He stated the process would be to grind, patch and polish or paint. Ed stated he has received recommendations from painters to first grind the floor and then apply the paint. Vice Chair Carrie Scheid recommended the committee go into the Colonial Theater and review the floor that is about 19 years old and painted as an analysis of whether or not to pay more for the polishing. The committee walked to the Colonial to review the floor. During this analysis, Vice Chair Scheid noted wear and tear, but also noted the floor was 19 years old. Color of paint was also discussed. The committee returned to the conference room. Brad McKenzie discussed the polish textures and color variations for the concrete. Discussion continued regarding the pros and cons of each method. Greg Croft reviewed the options of staining and polishing. Brad McKenzie stated the committee can have further discussions about the color with the contractor and may even be able to view samples.

Motion: Committee member Bonnee motioned to recommend the polish alternative #2 for the concrete floor in the amount of \$52,460.00 and committee member Deidre Warden seconded. The committee approved the polish alternative for the concrete floor.

Vice Chair Carrie Scheid inquired if anyone was familiar with Big D Construction. Brad McKenzie stated they are a very large company out of Salt Lake City, Utah with a branch office in Rexburg, Idaho. He also stated Big D Construction was the contractor on the Springhill Suites Hotel.

Motion: Committee member Anne Voilleque motioned to accept the low bid from Big D Construction for a total bid amount of \$324,334.00 and committee member Deidre seconded. The committee approved the low bid from Big D Construction for a total bid amount of \$324,334.00.



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Discussion followed regarding the theater seats. Brad McKenzie stated a competitive bid has been issued separately to provide and install the theater seats. He also reviewed the coordination efforts that will need to occur between the seating company and Big D Construction.

An inquiry was made regarding when the renovations would be brought to City Council. Chandra Witt confirmed it would be April 12.

Vice Chair Carrie Scheid inquired if the City has heard from Wenger. Ed Morgan stated he expected Wenger to submit a bid along with other companies. Chandra Witt stated the bid opening for the seats will be April 9 and may be added to the City Council regular session on April 12. Vice Chair Carrie Scheid reported the seats in the Colonial are the original seats from the renovation and were reupholstered by the Boise correctional facility.

Discussion and Review of Marquee Design

Ed Morgan stated the City is on the Planning and Zoning agenda for a condition use permit for the marquee on May 1, 2018. The size and dimensions of the marquee were reviewed. The conditional use permit will be for the same dimensions of the current marquee. The Planning and Zoning notification process was reviewed. Vice Chair Scheid inquired about the design of the marquee. Committee member Anne Voilleque stated Carol Johnson would not be involved with the design of the marquee. Ed Morgan stated a conditional use permit would need to be issued first before the quote process can begin. The City will require three quotes due to the dollar amount rather than requiring a competitive bid. Brent McLane from the Community Development Department has offered to come up with a generic sign with the dimensions for Planning and Zoning meeting since we cannot use the sign design concept received from Sign Pro. Chandra Witt stated the committee would be responsible for recommending the design of the marquee. Discussion followed regarding possible designs. It was agreed by the committee the font should stay within the art deco design that is currently on the building. Committee member Anne Voilleque stated that she would contact Compass Academy to inquire if there are students interested in creating a design for consideration.



Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes
Thursday, March 29, 2018

Discussion of Fundraising of Future Phases

Chair Kull stated there was a meeting with the City Attorney, Randy Fife regarding revising or creating a new ordinance for establishing a foundation for future phases. He reviewed the fundraising ordinance shared with the committee drafted by the City Attorney that will allow the committee to actively find money. Vice Chair Carrie Scheid inquired if the City can accept a donation or gift as fundraising activities or if a 501(c) 3 organization will need to be established. Pam Alexander stated the City is able to receive donations and used land donations as an example of the process that has been followed in the past.

Motion: Committee member Anne Voilleque made a motion to recommend the ordinance drafted be submitted to City Council for approval. Vice Chair Carrie Scheid seconded. The committee approved the motion to recommend the ordinance be brought to City Council for approval.

Vice Chair Carrie Scheid inquired about the status of the acoustical shell. Ed Morgan stated he is working with the City Attorney to piggyback off other governmental contracts. The acoustical shell will be new. Ed stated based on the cost estimates provided to deliver the old shell from back east was determined to be too expensive.

The next meeting will be held on Monday, April 9 at 1:00 p.m. at City Hall, Municipal Services Director's Office, 308 Constitution Way, Idaho Falls, Idaho 83402.

It was moved by Arthur Kull, Chair and seconded by committee members, the meeting adjourn at 2:23 p.m., which motion passed following a unanimous vote to adjourn.

A handwritten signature in cursive script that reads "Pamela Alexander".

Pamela Alexander, Director
Filling in for Committee Secretary

A handwritten signature in cursive script that reads "Arthur Kull".

Arthur Kull, Chair

PARKS & RECREATION COMMISSION MINUTES
MONDAY FEBRUARY 5, 2018
ACTIVITY CENTER
12:00 NOON

Present:

Greg A. Weitzel, Ronnie Campbell, Brent Martin, PJ Holm, David Pennock, Bill Combo, Jeff Forbes, Jim Hammon, Tom Hersh, Kris Millgate, Dave Radford, Wendy Johnson, Michelle Z. Dingman, Tom Hally

Absent:

Kerry Martin, John LoBuono, Matt Hill

Guest Attendees:

Lisa Jones

CALLED TO ORDER: 12:07

APPROVAL OF MINUTES

January Minutes – Kris Millgate motioned to accept as written. Tom Hersh seconded. All in favor.

PUBLIC COMMENT

None

Greg distributed copied of 5 different city's Master plans. We are shooting to have an RFQ out for the city of Idaho Falls Parks and Recreation Master Plan by the end of February. Report as per motion made in January.

Tom Hersh expressed concern with member attendance. Will be working with Greg on clarifying policy and bring back to Commission for review and vote. Discussion ensued.

DIRECTORS REPORT –Greg A. Weitzel

- Heritage Park Master Plan discussed. Will be done in three phases which account for future development. Morgan construction donated all the fill and trucking fees. Discussion ensued.
- Electric updated at Sportsman's Island. Will now be able to install security cameras.
- New playground at Freeman being installed with a community build with the help from partnering with Idaho Falls Civitans.
- Sandy Downs master plan in the works which will include an indoor arena. Discussion ensued. D. Radford would like to commit county as a partner to build the indoor arena.
- Site plan for the Zoo education center has been solidified. Graphic distributed.

DEPARTMENT REPORTS

Golf – Tim Reinke (Absent with notification)

- Hersh to report.

Zoo – David Pennock

- Education Center location slightly different. Shifted up 20 feet to the east and parallel to property line to save infrastructure costs. Site location selection clarified. Time constraints did play a factor. Discussion ensued.
- Zoo will be focusing more on the Zoo's communication with the public: powerful conservation organization zoos are. 250 million dollars from zoos per year. 3rd largest contributor worldwide. Also experts in animal welfare. Very high expertise and technically trained.
- AZA accreditation next summer all are working hard now to assure keep accreditation.

Recreation – PJ Holm

- Grants and guide work. RTP grant for trail at Heritage Park submitted asked for 120k we match 20k. BMPO 53/10 grant for elderly/disability trail access 260k old dollars being requested.
- Aquatic center updates.
- Ice Arena updates. Fundraiser made \$5,400.00 for local man killed in avalanche. Multi-cultural Olympics great event brought awareness of what P&R/ City has to offer.
- Sports/Rec programming updates.
- New sportsmanship announcement being played at all games events.

Parks/Cemeteries – Brent Martin/Ronnie Campbell

- Sandy Downs retro fitting updated bleachers for installation.
- Signage and wayfinding parks signs installation plan being solidified.
- Weather has not been conducive for ice ribbon or rinks
- Stadium seating going in at sandy downs.
- Cemetery updates
- Prepping for spring sports

BONNEVILLE COUNTY – Dave Radford

- Applaud commission and staff for the acquisition of property near zoo. Shoos good planning and foresight.
- Public private partnerships powerful referring to Maeck donation for education center
- Not a lot of overtime for snow removal
- RTP grant also submitted for county for ATV trails
- Need volunteers for bike trail east of Iona into juniper possibility for skiing on in winter. Banff may want to help fund.

GOLF ADVISORY BOARD – Tom Hersh

- Total rounds flat but increase overall due to weather
- Working on next 5 year plan complete by end of September
- Working on where to focus marketing dollars (i.e. PGA Junior League)
- Idaho Falls seeing some growth in the game.
- Sandcreek opening on Wednesday February 7th. Anticipating all tee times full. Sage to open next then pine crest weather permitting.
- No Meeting/Report.

SCHOOL DISTRICT 91 – Kerry Martin (Absent)

- No Report

SCHOOL DISTRICT 93 – Wendy Johnson

- Swimming pool sanctioned in fall and new high school opening. PJ would like to work with her instead of directly with Rhonda. Need to form advisory group includes all schools.
- Kerry retiring this year from 91 – need new liaison for field usage.

SHADE TREE COMMITTEE – Matt Hill (Absent with notification)

- No report

CALL FOR AGENDA ITEMS

MEETING ADJURNED AT 1:45 P.M.

*Recorded by
Lisa Jones
Parks and Recreation Division*

PARKS & RECREATION COMMISSION MINUTES
MONDAY MARCH 5, 2018
ACTIVITY CENTER
12:00 NOON

Present:

Greg A. Weitzel, Ronnie Campbell, Brent Martin, PJ Holm, David Pennock, Jeff Forbes, Kris Millgate, Wendy Johnson, John LoBuono, Kyler Hope, Kerry Martin,

Absent with Notice:

Matt Hill, Tom Hersh

Absent:

Bill Combo, Jim Hammon, Dave Radford

Guest Attendees:

Lisa Jones, Bob Nitschke, Forbes Guest

CALLED TO ORDER: 12:07

APPROVAL OF MINUTES

February Minutes – No quorum vote suspended to April meeting.

PUBLIC COMMENT

None

Standing agenda item update: Masterplan RFQ tentatively distributed to commission in April.

DIRECTORS REPORT –Greg A. Weitzel

- 2017 Annual Report distributed. Sections highlighted.
- Zoo Education Center updates. Ground breaking details to be announced in the future.
- COC elements discussed. Working on safety awareness campaign in cooperation with irrigation companies.
- Ryder Park phase 2 construction is continuing. Potential for bike paths being incorporated. Discussion ensued.
- New shop going in at Noise Park.
- Heritage Park updates. Schematic phases displayed. Need fill dirt. Morgan construction may provide fill. Still working out details. Rushing permits. April 12th at 4pm Heritage Park ground breaking.

DEPARTMENT REPORTS

Golf – Tim Reinke

- Earliest opening February 7th. Earliest closing ever February 12th.
- City Council touring courses this week.
- Flight scope helping club set sales through the winter.
- i.e. Productions helping with marketing.
- USGA inspecting courses and turf grass 8am July 17th.
- Pinecrest Irrigation project on donated land in limbo pending funding options.

Zoo – David Pennock

- Fluor funding habitat upgrades.
- Work continuing on Zoo Master Plan. Taking full advantage expansion process.
- Lion is on special watch list for health issue. Evaluated daily.
- New species coming to zoo – golden lion tamarin. Critically endangered, all owned by the Brazilian government.
- Working on being more strategic using donated conservation funds. Discussion ensued.
- March 30th Zoo Clean-up day

Recreation – PJ Holm

- 53/10 grant submission for disabled and seniors curb cuts and ramps to canal trails.
- Spring/summer guide in revision stage. Print this month. Content begins April 1.
- Second sheet of ice being discussed with user groups. Gathering feedback. Discussion ensued.
- Baseball scheduling commencing.
- Bike month planning. May 14th mayor's bike ride.

- Working with Wendy Johnson regarding sanctioned swimming.
- Special events updates.
- Events updates.
- Sports updates.
- Aquatics updates.
- Ice updates

Parks/Cemeteries – Brent Martin/Ronnie Campbell

- Banner updates. Lights/poles being changed by IF power. Will need to find alternate locations for banner brackets.
- Facility updates.
- Tautphaus open for the season.
- Checking facilities for ADA compliance
- Taking on xeriscaping areas to test in City of Idaho Falls
- Prepping topiaries/grounds
- Changes coming to tree ordinance.
- Cemetery updates.

BONNEVILLE COUNTY – Dave Radford (Absent)

- No Report.

GOLF ADVISORY BOARD – Tom Hersh (Absent with notice)

- No Report.

SCHOOL DISTRICT 91 – Kerry Martin

- October 18-20 the 5A state soccer tournament. Held in Idaho Falls. Please prepare.
- Skyline tennis courts need rebuilt. Ask D91 to work with City of Idaho Falls to work in Conjunction for funding to complete the project.

SCHOOL DISTRICT 93 – Wendy Johnson

- Working with PJ on sanctioned swimming. Running a little behind.

SHADE TREE COMMITTEE – Matt Hill (Absent with notification)

- No report. No meeting

CALL FOR AGENDA ITEMS

MEETING ADJURNED AT 1:10 P.M.

*Recorded by
Lisa Jones
Parks and Recreation Division*

**Idaho Falls Sister Cities Youth Meeting
March 14, 2018**

Attendees:

Cameron Archer	David Eaton	Deslina Matranga	Nathan Peck	Anna St. Michel
David Archer	Katie Eaton	David Matranga	Dallin Peck	Ness Villasen
Max Benjamin	Kylie Eaton	Gabe Padron	Laurie Retallic	
Melinda Cebull	Victoria Estrada	Jorge Padron	Jacobi Retallic	
Peter Cebull	Mario Estrada	Kendra Peck	Curtis St. Michel	*Action items in red

Business Section of the Meeting

Minutes:

The March 7th meeting minutes were provided to the group by email. Kendra motioned to approve the meeting minutes and Deslina seconded her motion.

Treasurer's Report:

Peter provided the treasurer's report. The initial balance was \$9623.19. The group received \$200 in airline ticket deposits, \$35 in dues, and \$0.81 in dividends. Expenses were \$640 to Mack's Inn for this summer's rafting.

Japan Exchange:

Whitney was unable to attend the meeting. David Archer provided information to the group about the Rosetta Stone license available through the library. If interested get the user name and password from David Eaton.

Cherry Blossom Raffle/Dinner Fundraiser:

The raffle and dinner will be on April 26th at the Snow Eagle Brewery. Victoria and Mario are putting together raffle items this year. **Please arrange to bring any raffle donations you collect to Victoria as soon as possible.** You can text her at 208-589-8591. We would like to have pictures of the raffle items on the website by the April 4th meeting. Please fill out the **Donation Request form for all items donated and give the bottom part to David Eaton.** Ness reported Misty has started on the advertising. **If you would like to get raffle tickets to sell in advance contact Rebecca Smith at 208-221-6381.**

Town & Country Fundraiser: The fundraiser involves selling gift cards. For each gift card sold the group pays 80% of the price of the card to Town & Country and keeps 20%. Dave Eaton volunteer to lead this fundraiser.

Garage Sale: The garage sale is usually at the same time as the Shamrock Park, Cedar Ridge, and Stonebrook garage sale. The date for this sale is May 19th. **People should start collecting items for the garage sale.** Wendy Boring and Kendra Peck both have houses with good locations for the garage sale. Jorge offered his work location as a possible location too.

4th of July: Victoria volunteered to organize the 4th parade judging and line painting.

Student Meeting

Mario held a kahoot test about Japanese holidays.

Dallin taught the students how to fold cherry blossoms. Stephanie also took some extra paper home to fold some more.

Motion to adjourn was made by Victoria and seconded by Kendra.

Idaho Falls Sister Cities Youth Meeting
April 4, 2018

Attendees:

Cameron Archer	Melinda Cebull	Victoria Estrada	Jorge Padron	Jacobi Retallic
David Archer	Nicholas Cebull	Mario Estrada	Kendra Peck	Rebecca Smith
Max Benjamin	David Eaton	Delsina Matranga	Nathan Peck	Whitney St. Michel
Wendy Boring	Katie Eaton	David Matranga	Dallin Peck	Ian St. Michel
Elliot Boring	Kylie Eaton	Gabe Padron	Laurie Retallic	Ness Villassenor

*Action items in red

Business Section of the Meeting

Minutes:

The March 14th meeting minutes were provided to the group by email. Delsina motioned to approve the meeting minutes and Jorge seconded her motion.

Japan Exchange:

Whitney asked for copies of medical forms, proof of international insurance, and passport copies. She will need to have these from each person travelling to Japan. We will need to have a Code of Conduct form signed by each student and their parent. Kendra will send information about the students going to Japan to the Japanese group today after each student has reviewed the information. She expects to hear about host families in late April or May. Kendra told us there were staffing changes in the Sister Cities group in Japan. Let Whitney know by April 26th if you decide not to go to Japan to be able to get your money back. The total money for the trip is due by June 1st. The board decided students who earned funds in 2015/2016 could have that amount deducted from the ticket price instead of waiting for a reimbursement.

Cherry Blossom Raffle/Dinner Fundraiser:

Misty created a flyer for the group to use to advertise our fundraiser. Dave sent the fundraisers in an email to a group. **He will print some flyers for next meeting.** Gabe said he could get large flyers made at his school for \$3.00 if anyone would like him to make them. **Melinda will contact Lisa from JACL to make sure they know about the fundraiser. Dave will attend an Adult Sister Cities meeting to let them know about this and the rest of our upcoming fundraisers. Dave will contact Jerry Mitchell to schedule a time to setup the raffle tables and decorations the morning of the fundraiser.**

Victoria put together the raffle items and Mario put the pictures on the website. To see the items go to <http://youth.if-sc.org/> click the "Snow Eagle Dinner & Raffle" button at the bottom of the page. Next select the "2018 Raffle Items" button. Rebecca passed around tickets for people to sell. **If you need tickets contact Rebecca at 208-221-6381.** Dave will send out a sheet members can use to track the items requested for presale tickets. A signup sheet was sent around for volunteer times. The following people have signed up.

9:30 – 11:30 Setup & Decorate		
Gabe Padron	Jorge Padron	Jacobi Retallic
Cameron Archer	Whitney St. Michel	David Eaton
11:30 – 1:30		

Victoria Estrada	Laurie Retallic	David Eaton
5 – 6 p.m.		
Melinda Cebull	Nicholas Cebull	
6 – 7 p.m.		
Teddy Matranga	David Matranga	
7 – 8 p.m.		
Katie Eaton	Kylie Eaton	
8 – 9 p.m.		
Kendra Peck	Dallin Peck	Nathan Peck

If you would like to help, please contact David or Katie to let them know a time you can work.

Town & Country Fundraiser: The fundraiser involves selling gift cards. For each gift card sold the group pays 80% of the price of the card to Town & Country and keeps 20%. To order gift cards, contact David Eaton. You will get one point for every \$400 in gift cards sold.

Garage Sale: The garage sale will be at the same time as the Shamrock Park, Cedar Ridge, and Stonebrook garage sale. The date for this sale is May 19th. People should start collecting items for the garage sale. Kendra Peck has volunteered to coordinate the fundraiser.

Student Meeting

Posters: Gabe padrone will do the the 2017 visit poster. Maggie Boring will do the 2016 trip poster. Dallin Peck will do the 2015 visit poster.

Origami: We need volunteers to create cherry blossoms out of origami paper.

Skype Session: We would also love to have ideas for the presentation at the skype session. Tentative dates are May 11th or 25th, because the date that we chose (May 4) would not work because it is in the middle of golden week (Haruka does not think that the students will be around). Here is a link to the [list of phrases](#).

A motion to adjourn was made by Mario and seconded by Victoria.



MEMORANDUM

TO: Honorable Mayor and Council
FROM: Brad Cramer, Planning and Building Director
DATE: April 20, 2018
RE: Council Work Session to discuss FY2018 CDBG Program and upcoming Public Hearing

The Community Development Block Grant (CDBG) Program funded through Housing and Urban Development (HUD) is holding a public hearing on May 10, 2018 for the *FY2018 Annual Action Plan*. The total amount of projects and activities submitted by application for the FY2018 CDBG funding cycle is \$376,474 (see attached table).

The FY2018 Annual Action Plan is due to HUD on or before June 26, 2018. As you are aware, the federal budget was passed several weeks ago. The actual FY2018 CDBG allocation announcement is expected by the end of April.

Schedule for completing/submitting the *FY2018 CDBG Annual Action Plan* on/before June 26, 2018:

May 10, 2018	Council Meeting - 2018 CDBG public hearing: Update of FY2018 <i>CDBG Annual Action Plan</i> ; Applicants invited to provide <u>brief</u> explanation of project/activity.
May 11, 2018 thru June 10, 2018	30-day public comment period
June 11, 2018	Council Work Session - Final projects and activities selected;
June 14, 2018	Council Meeting - Resolution to adopt the <i>FY2018 CDBG Annual Action Plan</i> ;
June 18, 2018	<i>FY2018 CDBG Annual Action Plan</i> submitted to HUD for approval;
July/Aug, 2018	HUD approves the <i>FY2018 CDBG Annual Action Plan</i> and Allocation is sent;
Aug/Sept, 2018	Approved projects/activities may commit funding once the City completes the following: Environmental review; Signed Agreement (includes scope of work and regulatory requirements) between City and Responsible party.

Please contact Lisa Farris if you have any questions, 612-8323.


FY2018 CDBG Applications for Consideration

<i>PY 2018 CDBG Applicant</i>	<i>Activity/Project Description</i>	<i>Amount Requested</i>
<i>Public Service</i>	<i>15% Max allowed</i>	<i>\$58,000</i>
Idaho Legal Aid Idaho Falls Office	Legal Aid to victims of domestic violence.	\$10,000
CLUB, Inc. Crisis Intervention	Supportive Case Management for homeless at scattered site locations.	\$15,000
Behavioral Health Crisis Center of East Idaho	Case management services for housing resources.	\$25,000
Eastern Idaho Community Action Partners (EICAP)	Legal aid assistance for Grandparents Raising Grandchildren.	\$8,000
<i>Slum/Blight by Area</i>	<i>30% Max allowed</i>	<i>\$55,000</i>
Idaho Falls Downtown Development Corp.	(IFDDC) Façade Improvement Program.	\$55,000
<i>LMI or Low Moderate Income</i>	<i>70% Min required</i>	<i>\$196,172</i>
City Public Works Department Phase 5 Curb/Gutter/Sidewalk	For properties in LMI neighborhoods within Bel Aire Subdivision.	\$50,000
Idaho Falls Sr. Citizen Community Center	Replace north and south facing windows.	\$25,000
Community Food Basket (Formally the IF(Community Food Bank)	Purchase a portable loading dock with leveler, channel rails, and edge guards to increase capacity to receive fresh and frozen food for individual and families struggling to meet basic needs.	\$12,000
Idaho Falls Soup Kitchen	Purchase for (2) commercial reach in freezers with 3 solid doors.	\$13,000
Domestic Violence and Sexual Assault Center	Electrical upgrade to existing building by installing basement heaters, panel breakers, insulation, and thermostats.	\$9172
Habitat for Humanity Idaho Falls (H4HIF)	Relocate and rehab a single family unit to support LMI home ownership opportunity. Location - Elmore St.	\$18,000
Targhee Regional Public Transportation Authority (TRPTA)	Purchase of (2) 30 ft. low floor ramp busses for the urban route or fixed route system that provides public transportation. FTA requires 15% match per cost of each bus at \$230,000.	\$69,000
<i>Administration</i>	<i>20% Max allowed</i>	<i>\$67,302</i>
Administration of CDBG Program	Administration based on 20% of 2017 allocation of \$336,511	\$67,302
<i>Total \$ Amount</i>	<i>of Applications + Admin</i>	<i>\$376,474</i>



MEMORANDUM

TO: Mayor and City Council

FROM: Municipal Services Department 

DATE: April 16, 2018

RE: Work Session Topic: Review and Discussion of Hydroelectric Property Insurance for Idaho Falls Power

Municipal Services is requesting the approval to review and discuss the annual insurance contracts for hydroelectric generation property with Moreton and Company. The City is recommending the purchase of a renewal premium of \$335,397. The total insurance package covers property insurance, flood and earthquake coverage. The deductible will be \$250,000 and 45 days on business interruption. The insurance coverage will be from April 29, 2018 – April 29, 2019. The insurance package costs are budgeted in the 2017/18 Idaho Falls Power operating budget.

Thank you.



MEMORANDUM

TO: Mayor and City Council

FROM: Municipal Services Department *Pam*

DATE: April 16, 2018

RE: Work Session Topic: Review and Discussion Request for Piranhas Swim Team Debt

Municipal Services and Parks and Recreation are requesting the approval to review and discuss a request received from the Piranhas Swim Team (PST) to forgive the account balance owed of \$16,919.97.

In September of 2017, the Piranhas Swim Team (PST) informed the Parks and Recreation Department the organization was dissolving and would no longer be using the Aquatic Center. PST acknowledged an unpaid balance of \$16,919.97 to the City of Idaho Falls for aquatic center usage and explained that they were working on paying all debts and would pay their debt as soon as possible. In December, an email was received by PST to the Parks and Recreation Department stating, *"As you know the Idaho Falls Swim Team Board of Directors decided to dissolve the team, a 501-c3 organization. We are in the final stages of completing this process. This process includes resolving outstanding debts and disposing of any and all assets. Currently, IFST has one remaining asset and no cash."* After requesting and reviewing the club financials for all of 2017, it appears PST has no cash or viable assets to pay off their debt to the City of Idaho Falls.

Municipal Services is recommending the request be reviewed by City Council pursuant to the write-off policy as follows:

Municipal Services, along with the Fire Department, Idaho Falls Power, Public Works and Legal created a City Service Delivery Account Write-Off Policy to document best practices and process for requesting City Council to review and approve writing off uncollectible accounts. In coordination with the City Department holding the City service delivery account (pursuant to an oral or written contract); the Municipal Services Department will submit a memorandum to the Mayor and City Council for authorization to write off accounts as uncollectible where:

- no payment has been posted to the account within a four-year/five-year period;
- the City's contracted collections agency determines that the account is uncollectable;
- the account is in the name of a deceased person with no known estate;
- the Finance division or Department Director recommends an account write-off (in whole or part) because of hardship, collectability, payment schedule, difficulty of collection, or another business reason;

MUNICIPAL SERVICES

Municipal Services (208) 612-8249

City Clerk (208) 612-8415

IT Division (208) 612-8118

Finance Division (208) 612-8230

Treasurer's Office (208) 612-8218

General Services (208) 612-8431

- the ambulance account review and management committee recommends write-off pursuant to the City's collections policy for that committee.

Thank you.



MEMORANDUM

TO: Honorable Mayor & City Council

FROM: Chris H Fredericksen, Public Works Director

DATE: April 20, 2018

RE: Water Mitigation Updates

Public Works respectfully requests the opportunity to provide an update on Water Mitigation efforts conducted by the city's Water Rights Attorney, Mr. Rob Harris at the next Council Work Session. Attached for review in advance of the Work Session discussion is a draft term sheet itemizing the settlement framework that has been negotiated to date.

**CITIES¹, IGWA, AND SWC
SETTLEMENT FRAMEWORK**
**[including language change to paragraph 9.b., agreed to after February 8, 2018
phone call]**

1. The term of the settlement agreement will be until the -average annual ESPA pumping of all cities that participate in this settlement agreement reaches 120,000 acre-feet on a five-year rolling average, or 35 years, whichever is earlier.
2. All cities which divert water from the ESPA will be provided an opportunity to participate in this settlement agreement. Terms for such participation will be negotiated as part of the final settlement agreement, including a deadline for electing to participate in the settlement agreement.
3. The participating cities to this settlement agreement (collectively “Cities”) collective annual mitigation obligation will be 7,650 acre-feet per year; provided, however, if (i) IGWA’s required annual mitigation obligation as set forth in paragraph 3.a.i of the IGWA-SWC Settlement Agreement equals or exceeds 340,000 acre-feet per year and (ii) the goals as set forth in paragraph 3.e. of the IGWA-SWC Settlement Agreement are not met, the Cities’ collective annual mitigation obligation will increase to 9,640 acre-feet per year. If IGWA’s annual mitigation obligation equals or exceeds 340,000 acre-feet per year, but then is subsequently reduced below 340,000 acre-feet per year, the Cities’ annual mitigation obligation will be reduced back down to 7,650 acre-feet per year.
4. Performance by the Cities in providing mitigation in an amount designated per year under this settlement agreement will be measured using a five-year rolling average.
5. Cities will provide mitigation by either undertaking aquifer enhancement projects or providing water for recharge. The Cities will pay for all costs (i.e., wheeling fees) related to aquifer enhancement projects and recharge. Parties will negotiate terms in the final settlement agreement of how projects or how providing recharge water will be implemented.
6. Prior to April 1 of each year, the Cities will submit to the other parties and IDWR data demonstrating compliance with the terms of this settlement agreement.
7. This settlement agreement will be submitted to IDWR for approval, and will be supported by IGWA and the SWC, as a mitigation plan in the SWC delivery call proceedings. Cities, SWC, and IGWA acknowledge and agree that performance under this Agreement is fully contingent upon approval of this settlement agreement by the Director of the Idaho Department of Water Resources as an acceptable mitigation plan in the SWC delivery call proceedings.

¹ Cities includes the Coalition of Cities, Pocatello and Idaho Falls. The “Coalition of Cities” includes the cities of Bliss, Burley, Carey, Declo, Dietrich, Gooding, Hazelton, Heyburn, Jerome, Paul, Richfield, Rupert, Shoshone and Wendell.

8. During the term of this settlement agreement, IGWA waives its ability to assert a delivery call requesting priority administration against the Cities based on any of IGWA's and/or its member ground water districts' spring water rights.
9. ESPA Ground Water Management Area.
 - a. All parties to this settlement agreement will withdraw their opposition to the creation of the ESPA Ground Water Management Area that is subject to a contested case before the Idaho Department of Water Resources (Docket No. AA-GWMA-2016-001), provided, however, that all parties may remain as parties to the contested case to monitor the proceedings and participate as necessary.
 - b. In the event the creation of the ESPA Ground Water Management Area is accomplished and the terms of this settlement agreement are included in the approved Ground Water Management Plan(s), the Cities will not be subject to curtailment or further mitigation obligations under the SWC delivery call so long as the Cities comply with the terms of the Ground Water Management Plan(s).
 - c. In the event the creation of the ESPA Ground Water Management Area is not accomplished for any reason, it shall have no effect upon this settlement agreement as an approved mitigation plan for the SWC delivery call proceeding.
 - d. In the event the creation of the ESPA Ground Water Management Area is accomplished upon final resolution of the contested case, this settlement agreement will be submitted to IDWR for approval, and will be supported by IGWA and the SWC, as a management plan for Cities under the ESPA Ground Water Management Area. The parties will thereafter work collaboratively in any process or proceeding to develop a Ground Water Management Plan(s) to advocate for and support a plan that includes the terms of this settlement agreement.
 - e. In the event the terms of this settlement agreement are not included in a Ground Water Management Plan(s), this settlement agreement shall be void and of no further effect, unless the SWC, IGWA, and Cities agree otherwise.
10. This settlement agreement does not waive, obligate or determine any re-negotiation or cancelling of assessments by any individual cities and their respective ground water districts and/or IGWA as to existing Thousand Springs delivery calls' obligation. By entering into this agreement, cities that are members of a ground water district shall no longer be responsible for future monetary assessments associated with the SWC delivery call proceedings.
11. Parties will work to identify and pass legislative changes needed to support the objectives of this settlement agreement.

12. The Parties agree that the framework set forth herein is not a binding contract, but the Parties will work together in good faith to prepare a detailed settlement agreement consistent with the terms of this Agreement, the final details of which will be subject to approval by the Parties' respective city councils, boards, etc.