

**NOTICE OF PUBLIC MEETING**

**Monday, June 11, 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**

**Mayor:**

- Acceptance and/or Receipt of Minutes
- Calendar, Announcements and Reports (10)

**Council:**

- Liaison Reports and Concerns (10)

**Community Development Services:**

- Community Development Block Grant (CDBG) FY2018 Funding Requests Discussion (40)

**Police:**

- Council Training and Discussion (60)
  - Becoming a Police Officer;
  - Organizational Structure and Purpose;
  - Use of Force Standards

**Agency Presentation:**

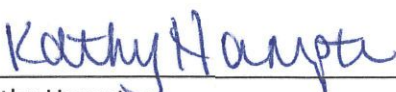
- Targhee Regional Public Transportation Authority (TRPTA) (45)

**Executive Sessions:**

(The Executive Sessions will be held immediately following the conclusion of the agenda items listed above)

- The Executive Sessions are being called pursuant to the provisions of Idaho Code Section 74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement; and, Idaho Code Section 74-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.

DATED this 8<sup>th</sup> day of June, 2018

  
\_\_\_\_\_  
Kathy Hampton  
City Clerk



**Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes  
Monday, April 9, 2018**

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The Idaho Falls Civic Center for the Performing Arts Committee met in a regular committee meeting on Monday, April 9, 2018 at the Municipal Services Director's Office, 308 Constitution Way, Idaho Falls, Idaho 83401 at 1:00 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 (via telephone)  
Carrie Scheid, Idaho Falls Civic Center for the Performing Arts Committee Member  
Bonnee Taggart, 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.  
Brandi Newton, Idaho Falls Arts Council  
Greg Croft, Resin Architecture

The meeting was called to order by Arthur Kull at 1:00 p.m.

**Public Comment:**

None

**Review of Committee Meeting Minutes**

The committee reviewed the meeting minutes from March 29, 2018

*Motion: Committee Vice Chair Carrie Scheid motioned to approve the meeting minutes and Committee member Bonnee Taggart seconded. The committee approved the meeting minutes.*

**Update on Phase I Renovation Timeline**

Chandra Witt and Brad McKenzie reported only one bid was received for the seats. Discussion with the committee occurred regarding the layout, number of seats per row and the location of the cup holders. The committee preferred installing cup holders on all the seats with consensus being placing the cup holder on the back of the seat. The committee reviewed the bid costs for the seats, bariatric seats and cup holders.

*Motion: Committee member Anne Voilleque motioned to recommend City Council accept the bid from Highmark Capital to purchase approximately 1,850, with cup holders for \$230.96 per seat*



**Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes  
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*including installation in the amount of \$427,276.00 and Committee Chair Arthur Kull seconded. The committee approved the recommended contract award for the seats.*

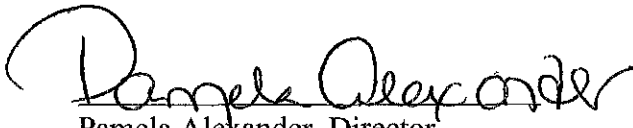
Anne Voilleque recognized Chandra for her assistance and work for the project to date.  
Ed Morgan updated the committee he is working on the specifications for the acoustical shell.

**Discuss Fundraising of Future Phases**

The draft ordinance discussed at the March 29, 2018 committee meeting will be postponed until April 23 or later. Chair Kull stated he met with a gentleman about establishing a non-profit foundation.

The next meeting will be held on Wednesday, May 2, at 1:30 p.m. at City Hall, Municipal Services Director's Office, 308 Constitution Way, Idaho Falls, Idaho 83402.

The meeting adjourned at 1:57 p.m.

  
Pamela Alexander, Director  
Filling in for Committee Secretary

  
Arthur Kull, Chair



**Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes  
Wednesday, May 2, 2018**

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The Idaho Falls Civic Center for the Performing Arts Committee met in a regular committee meeting on Wednesday, May 2, 2018 at the Municipal Services Director's Office, 308 Constitution Way, 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:**

Rebecca Casper, Mayor  
Pam Alexander, Municipal Services Director  
Chandra Witt, General Services Administrator  
Ed Morgan, Civic Auditorium Manager  
Brad McKenzie, McKinsey Management Services, Inc.  
Brandi Newton, Idaho Falls Arts Council  
Carol Johnson, Interior Designer and guest of committee  
Greg Croft, Resin Architecture  
Isabella Alves, Post Register

Chair Arthur Kull called the meeting to order at 1:30 p.m.

**Public Comment:**

None

**Phase I Renovation Project Updates**

Brad McKenzie provided an update to Big D Constructions project scheduling. Chandra reported that Highmark Capital had completed the measurements of the auditorium. The proposed layout of the seats will be available 7-10 days after the completion of the measurements. She agreed to share the proposed layout with the committee as soon as she receives it. Brad stated with once the layout is confirmed the 12-14 week clock begins for the manufacturing and delivery of the seats, estimated for mid-August. Chandra stated both Big D Construction and Highmark Capital have been set up for electronic payment so there will be no timing issues for payment.

The committee discussed the status of the timing of the fabric mill being able to produce the fabric design chosen by the committee since there had been conflicting information from the supplier of the fabric. Chandra will update the committee via email to confirm fabric status.



**Idaho Falls Civic Center for the Performing Arts Committee Meeting Minutes  
Wednesday, May 2, 2018**

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The committee discussed different options for the design and manufacturing options for the grills. Carol Johnson stated that she would be meeting with Quality Steel to review options for the grill design the following week. The grills would need to be installed by the end of September. Greg Croft offered his assistance with drawing if needed.

**Marquee Design Update**

Carol Johnson distributed a design sample of the marquee to the committee. Vice Chair Carrie Scheid stated the committee should have a thoughtful and careful message regarding the historic significance of the marquee as design ideas are discussed. Mayor Casper concurred with Vice Chair Scheid's statement. Committee members discussed the idea of preparing an editorial in the Post Register regarding the marquee. Chair Kull stated that, once the quotes are available, Chandra will write a request for funding to be submitted for consideration by Rotary. Chandra stated the Planning and Zoning commission would be reviewing the sign code for LED messaging for Holmes Road, along with several other streets on Monday, June 4. This meeting is not specifically related to the LED marquee at the Civic, but the results of this meeting will give the committee the necessary guidance to move forward with the marquee design.

**Discussion of Recognition Plaque Design**

Committee Chair Anne Voilleque distributed a design developed by Roy Reynolds. The design was a flat bronze plaque with profiles of Bill and Shirley Maeck. The committee response to the design was very positive. The committee discussed various size ideas, including an 18x24 option. Mayor Casper recommended Terri Frickey have an opportunity to review the design prior to any final decision made from the committee.

The next meeting will be held on Wednesday, June 6, at 1:30 p.m. at Willard Arts Center Conference Room, 498 A Street, Idaho Falls, Idaho 83401.

The meeting adjourned at 2:45 p.m.

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 AND RECREATION COMMISSION MINUTES**

**Monday, May 7, 2018**

**ACTIVITY CENTER**

**12:00 Noon**

### **ATTENDANCE**

In Attendance: B. Combo, C. Horsley, J. LoBuono, T. Reinke, T. Hersh, M. Hill, J. Forbes, K. Hope, K. Martin, J. Hammon, L. Beard, K. Millgate, B. Martin, R. Campbell, G. Weitzel, B. Lee

Members not in attendance: D. Radford, W. Johnson, P. Holm, D. Pennock

### **APPROVAL OF MINUTES**

K. Martin Motioned to approve the April 2018 minutes. All in favor.

### **Director's Report – G. Weitzel**

- G. Weitzel reported on the following:
- Brandon Lee was introduced as a new commissioner for the board.
- The Zoo Education Center bids opened up last week. The low bid was \$910,000.00. Construction will begin June 1, 2018.
- A donation from the Maeck Foundation was announced, as well as a reminder of the May 10<sup>th</sup> groundbreaking event.
- The City Council approved a new park property donation located at 1660 12<sup>th</sup> street.
- Parks & Recreation has been working with the LDS Church and School District 91 to purchase a property on Dunbar Street.
- Ordinance revisions.
- Heritage Park's progress was updated.
- The Eastside Greenbelt Pathway Project is underway and should be done in the next six to eight weeks.
- The Pinecrest Trail project along Elva, Yellowstone, and Holmes was discussed.
- The Sandy Downs Master Plan and our new contract with Keffer/Overton Associates.
- The award of two \$500,000 grants from ITD toward building the Idaho Master Canal Pathway Project.

### **DEPARTMENT REPORTS**

#### **Zoo – D. Pennock – Absent (Reported by L. Beard)**

- The Groundbreaking event for the Maeck Education Center on Thursday, May 10<sup>th</sup>.
- The Zoo opened for the season on April 7<sup>th</sup>.

- The entrance stats for the month of April, 2018 are just shy of record breaking.

### **Recreation Center – P.J. Holm (Absent – Reported by C. Horsley)**

C. Horsley reported on the following:

- The annual Gem & Mineral show was hosted by Parks & Recreation at the Recreation Center in early April with a large turnout.
- Parks & Recreation, in conjunction with Grit Kid held an obstacle course at the Earth Day Celebration in Tautphaus Park.

### **Parks/Cemeteries – B. Martin**

B Martin Reported on the following:

For Parks Maintenance:

- Installed new outfield fence on the Freeman Park Babe Ruth Field.
- Removed old Play-Matta playground surface at Bel-Aire Park.
- Removed perimeter fence at Pinecrest Golf Course.
- Facilitated the Heritage Park groundbreaking event.
- Removed fence at Vissing Circle, as part of the pathway project.
- Prepped all the baseball and soccer fields.
- Started the fertilizer and turf revitalization project at the Old Butte Soccer Complex.
- Removed and installed over one hundred banners.
- Started the moving and trimming at all of the city parks.
- Turned on park water systems and repaired freeze breaks throughout the city.
- Reported on the general maintenance of Sandy Downs and Noise Park.

For Horticulture

- The topiaries were planted.
- The Arbor Day event was organized and held.
- Service projects for young adult groups and the Rotary Club.
- Seeded 18,000 seeds and ordered the perennials.
- Tree removals and cleanup of trees after wind damage.

B. Martin also reported on cemetery burials, disinterments, and general maintenance of headstones, trees, etc.

### **Golf – T. Reinke**

T. Reinke reported on the following:

- The beginning of the golf season and golf sales thus far.
- Working with I.E. Productions on marketing for the golf shop and special events.
- The successful Papa Toms Golf Tournament.

**Bonneville County – D. Radford (Absent – No Report)**

**School District 91 – K. Martin**

K. Martin reported on the following:

- District tournaments starting.
- Softball, baseball, track, tennis all beginning.
- School District 91 will be hosting three state 4A tournaments.

**School District 93 – W. Williams (Absent – No Report)**

**Shade Tree Committee – M. Hill**

Matt Reported on the following:

- The Shade Tree meeting and the ordinance change on tree clearance that was sent to Council.

**Call for Agenda Items**

**Meeting adjourned at 12:52**

Next meeting will be held June 4, 2018.

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



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

**Attendees:**

Cameron Archer	Tate Corbridge	*Jo Gallegos	Dallin Peck	Anna St.Michel
David Archer	Brennan Corbridge	*Abby Gallegos	Michelle Retallic	Jackie Sugai
Max Benjamin	Garrett Corbridge	*Aidan Gallegos	Jacobi Retallic	Ness Villasen
Melinda Cebull	David Eaton	Gabe Padron	Lauri Retallic	
Peter Cebull	Katie Eaton	Kendra Peck	Whitney St. Michel	*Indicate Guest
Nicholas Cebull	Kylie Eaton	Nathan Peck	Ian St.Michel	Action items in red

**Business Section of the Meeting**

**Minutes:**

The May 2nd meeting minutes were provided to the group by email. Katie motioned to approve the meeting minutes and Kendra seconded her motion.

**Treasurer's Report:**

Peter provided the treasurer's report. The initial balance was 9,269.89 and the current balance is \$15,496.33. The group received a \$1494 from the raffle, \$3500 from the city, \$1250 in airfare payments, and \$1.14 in dividends. The group paid \$18.70 in office supplies.

**Friendship Garden:** The group discussed possible dates this week for Friendship Garden clean-up. Dave will contact Judy Seydel to see if 5/15 at 6 p.m. will work for her.

**Japan Exchange:**

Whitney told the group there is a 50 lb weight limit on luggage and a 62 inches size restriction which include the sum of the height, width, and height. She has looked at different exchange rates and will look into it more to help the group decide whether to exchange in Japan or Idaho. Whitney said there may be example speeches online for the students who are giving speeches. Kendra said Junko is willing to help students who want to include Japanese in their speeches. The full airfare amount is due by the first meeting in June.

**Garage Sale:** The garage sale is on May 19<sup>th</sup> at Kendra's house at 961 Pescadaro. Kendra sent around a sign-up sheet. If you can help with setup on May 18<sup>th</sup> at 4 p.m. or on May 19<sup>th</sup>, please contact Kendra.

**Town & Country Fundraiser:** Dave has some Town & Country gift cards available for purchase. He is willing to get more if anyone needs. Let Dave know if you would gift cards.

**Student Notes**

A panel, made up from the students who went to Japan before, where asked questions and talked about their experience while in Japan. Questions included: What was your favorite food, activity, or memory? How did you deal with the language barrier? What were family days like? What kind of activities did you do? What kind of foods did you try? What did you sleep on? What do you want to see in Japan again?

**Next Meeting**

Vanessa will be doing a phrases in Japanese lesson.  
Motion to adjourn was made by Peter and seconded by Max.



## MEMORANDUM

**TO:** Honorable Mayor and Council

**FROM:** Brad Cramer, Community Development Services Director

**DATE:** June 6, 2018

**RE:** CDBG FY2018 Funding Requests

Attached are three documents to assist in the discussion on CDBG funding for the June 11, 2018 work session. A public hearing was held on these requests on May 10, 2018. The 30-day comment period extends through June 10 and a resolution approving funding allocations is scheduled for consideration at the June 14, 2018 meeting. Historically the work session prior to the meeting where the resolution is being considered has been used by the City Council to discuss recommended funding allocations. Because the public comment period is still open, staff recommendations are not included with this memo, but will be presented at the work session. The attachments to this memo explain some of the HUD requirements for allocating funds and selecting projects as well as a list of requests for this year.

This year the City received \$17,332 more in funding than requests for funding, including administration costs. However, this does not mean that all requests can be fully funded. As explained in the attachments, there are some categories that have maximum allocation percentages. For example, while there were \$139,000 in requests for public service projects, the grant only allows 15% of the grant, or \$58,782, to be allocated to that category. Conversely, for the Low-to-Moderate-Income category the City received \$102,172 in requests but the grant requires a minimum 70% allocation, or \$219,452.80. The Council will need to decide which projects to give additional funding for. Staff will present recommendations at the work session. It is important to keep in mind that HUD staff has recommended in the past to limit the total number of projects funded due to monitoring requirements. Staff recommendations will reflect that approach.

Please feel free to contact Lisa Farris, 208-612-8323, with any questions on the allocation process and requirements.

Attachments:                      Explanation of HUD requirements  
   HUD Priority list  
   FY2018 Funding requests

## **FY2018 CDBG Selection Criteria**

1. Project must meet one of the three HUD National Objectives: Benefit Low-to-Moderate-Income (LMI) clients, Prevent/eliminate conditions of slum/blight, or meet an urgent need;
2. Must be a HUD Eligible Activity;
3. Must address one of the four HUD Priorities: Housing, Community Development, Economic Development, or Public Service;
4. Must meet the goals of the City's *2016-2020 CDBG Five Year Consolidated Plan (See attachment)*;
5. Selected activities must be Council and HUD approved for the FY2018 *CDBG Annual Action Plan*.

## **Breakdown of Allowable Categories for FY2018**

<b>\$391,880</b>	<b>2018 allocation</b>
<b>\$374,548</b>	<b>Total Request in CDBG Applications</b>
<i>\$78,376</i>	<i>20% Max allowed for Administration of the CDBG Program</i>
<i>\$58,782</i>	<i>15% Max allowed for Public Service activities</i>
<i>\$219,452.8</i>	<i>70% Minimum required for direct LMI Benefit</i>
<i>\$94,051.2</i>	<i>30% Maximum allowed for Slum/Blight</i>

Public Service is a direct LMI benefit

**CDBG HUD Priorities:**

Housing Development  
Public Service  
Economic Development  
Community Development.

Within each HUD Priority, specific needs and priorities were identified.

The needs and priorities identified in the *2016-2020 CDBG Five Year Consolidated Plan* are used to determine how projects and activities are recommended for annual CDBG funding.

**1. Housing Development - Homeless issues and those at Risk of Homeless:**

The top priorities were the need for more transitional housing, assistance for victims of domestic violence (greatest risk of being homeless), and job training.

**2. Public Service -** Input indicated that transportation, employment training, and services for individuals with a disability were the top priorities for public service activities.**3. Economic Development -** the top priorities were job creation, Downtown revitalization, and infrastructure for job creation.**4. Community Development - Infrastructure Improvement**

The top priorities for infrastructure improvements were street, sidewalk, and drainage.

**5. Housing - Housing Needs**

The top priorities for specific housing needs were Fair Housing activities to increase awareness, and rental/owner occupied rehab.

**6. Community Development - Youth Programs**

The top priorities were youth services, centers, and child care services

**7. Community Development - Public Facilities**

The top priorities for public facility improvements were ADA accessibility, Fire Stations, and a need for Neighborhood Centers.

**8. Community Development - Senior Programs**

Top priorities were senior services and centers

**9. Community Development - Anti-Crime Programs**

Priority for crime awareness

**10. Community Development - Code Enforcement**

Priority to increase clean up events in LMI neighborhoods

FY2018 CDBG Applications for Consideration

<b><i>Program Year (PY) 2018 CDBG Applicant</i></b>	<b><i>Activity/Project Description</i></b>	<b><i>Requested</i></b>
<b><i>Public Service</i></b>	<b><i>15% Max allowed (\$58,782)</i></b>	<b><i>\$139,000</i></b>
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 E ID	Case management services for housing resources.	\$25,000
Eastern Idaho Community Action Partners	Legal aid - Grandparents Raising Grandchildren.	\$8,000
Community Food Basket (Formally the IF Community Food Bank)	Purchase a portable loading dock with leveler, channel rails, and edge.	\$12,000
Targhee Regional Public Transportation Authority (TRPTA). FTA requires 15% match per bus at \$230,000.	Purchase of (2) 30 ft. low floor ramp busses for the urban route or fixed route system that provides public transportation.	\$69,000
<b><i>Slum/Blight by Area</i></b>	<b><i>30% Max allowed (\$117,564)</i></b>	<b><i>\$55,000</i></b>
Idaho Falls Downtown Development Corp.	(IFDDC) Façade Improvement Program.	\$55,000
<b><i>LMI or Low Moderate Income</i></b>	<b><i>70% Min required (\$219,452.8)</i></b>	<b><i>\$102,172</i></b>
City Public Works Department <b>Phase 4</b> 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
Domestic Violence/ Sexual Assault Center	Electrical upgrade to existing building by installing basement heaters, panel breakers, insulation, and thermostats.	\$9,172
Habitat for Humanity Idaho Falls (H4HIF) Location - Elmore St.	Relocate and rehab a single family unit to support LMI home ownership opportunity.	\$18,000
<b><i>Administration</i></b>	<b><i>20% Max allowed (\$78,376)</i></b>	<b><i>\$78,376</i></b>
Administration of CDBG Program	20% of 2018 Allocation <b>2018 Allocation is \$391,880</b>	\$78,376
<b><i>Total \$ Amount</i></b>	<b><i>of Applications + Admin</i></b>	<b><i>\$374,548</i></b>

**2018 CDBG Plan Year (PY) runs April 1, 2018 to March 31, 2019**  
**2018 CDBG allocation of \$391,880 expected July/Aug of 2018**