

## June 27, 2022 Council Work Session

The City Council of the City of Idaho Falls met in Council Work Session, Monday, June 27, 2022, in the Council Chambers in the City Annex Building located at 680 Park Avenue in Idaho Falls at 3:00 p.m.

### Call to Order and Roll Call

There were present:

Mayor Rebecca L. Noah Casper  
Council President Michelle Ziel-Dingman  
Councilor John Radford  
Councilor Thomas Hally  
Councilor Jim Freeman  
Councilor Jim Francis  
Councilor Lisa Burtenshaw

Also present:

Brad Cramer, Community Development Services Director (via WebEx)  
Catherine Smith, Idaho Falls Downtown Development Corporation (IFDDC) Executive Director  
Lisa Farris, Grants Administrator  
Laura Satterlee, Grant Coordinator  
Pamela Alexander, Municipal Services Director  
PJ Holm, Parks and Recreation Director  
Bryce Johnson, Police Chief  
Randy Fife, City Attorney  
Kathy Hampton, City Clerk

Mayor Casper called the meeting to order at 3:00 p.m. with the following items:

### Acceptance and/or Receipt of Minutes:

It was moved by Councilor Francis, seconded by Councilor Burtenshaw, that council receive the recommendations from the Planning and Zoning (P&Z) Commission meetings of June 7 and June 21 pursuant to the Local Land Use Planning Act (LLUPA). The motion carried with the following vote: Aye – Councilors Hally, Burtenshaw, Dingman, Freeman, Francis, Radford. Nay – none.

### Calendars, Announcements, Reports, and Updates:

Following brief discussion, the annual Public Works Utility Board Meeting has been rescheduled from June 29 to July 13.

June 28, City employee picnic

July 4, Independence Day – the elected officials will be collecting monetary donations for the Idaho Falls Community Food Basket in the parade

Mayor Casper announced the Idaho Falls Zoo Cultural Envoy project is moving forward; the pride celebration/parade recently occurred; and the AIC (Association of Idaho Cities) Annual Conference occurred in the previous week. Mayor Casper provided a brief update of the legislative schedule for November 2022. She also provided a brief update of the recent overturn of Roe v. Wade, stating these matters will now be governed by State law by a Trigger Law. Brief discussion followed regarding this impact to healthcare and regulation of insurance plans.

### Liaison Reports and Councilmember Concerns:

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Council President Dingman congratulated Jayme Verish, Idaho Falls Regional Airport Assistant Director of Operations and Maintenance, who has been appointed to a Diversity Equity, and Inclusion working group in the Airport's Council International North America Branch. She believes this may potentially influence national policy. Councilor Hally stated, per Roe v. Wade, several companies are providing lodging and transportation to those states where abortion is legal. He also stated an application has been received with the Redevelopment Agency (RDA) for affordable housing.

Councilor Radford announced several events forthcoming in the Parks and Recreation (P&R) Department. He stated, per AIC, the City of Star is going to limit the amount of growth, and he provided an update of health care.

Councilor Francis provided a brief recap of the AIC conference including recruitment and retention, and economic development in place.

Councilor Burtenshaw stated EIRWWA (Eastern Idaho Regional Wastewater Association) is at capacity, noting Ammon has placed a moratorium on building permits. She believes this may affect a future conversation with the Bonneville County officials.

Councilor Freeman stated a new local internet service provider has been announced for fiber. He also stated the Idaho Falls Animal Shelter is providing microchipping services at half-price prior to July 4.

### Community Development Services/Report: Business Improvement District (BID) and Parking Management:

Mayor Casper stated the IFDDC is required to provide an annual report of the BID agreement. Ms. Smith stated the BID is owned by the city and managed by the IFDDC. She reviewed the financial information, noting the annual budget for the BID is \$80,000. She stated the event income is lower than preferred, which is due to some events being cancelled, however, several additional events are scheduled. Ms. Smith stated, per the downtown parking, the goal is to not write a parking ticket, however, there are outstanding parking tickets which will be an ongoing process and has attributed to the budget deficit. She believes collecting on parking tickets is necessary. She further explained the financial statement for advertising, dues and subscriptions, and beautification. Ms. Smith reviewed the State of Downtown Dashboard on the IFDDC website, noting the website has been recently redesigned. She provided a year in review with general discussion throughout. This review included new businesses, the watering of flowers (approximately \$30,000 per year), sidewalk sales, the Broadway Plaza (more shade is needed), Ladies Shopping Days, Summer Brew, Halloween costume contest, public art (there are now 60 art benches, the focus will now be art murals), holiday decorating/tree lighting, Help Find Santa's Puppy, trolley rides, parking (customer service focused, is hoping for paid downtown parking), and the Block Face ordinance (have had minimal problems with this ordinance). Ms. Smith stated the goals for the upcoming year is to meet financial goals for all events, continue to execute a robust marketing plan, public art projects, improve the signage on the River Walk and downtown entry ways, continue to make positive efforts managing downtown parking, and explore grants for public art funding. Mayor Casper stated, per AIC, the commerce should be partnered with the Mainstream America program. Per Councilor Freeman, Ms. Smith believes the scooters have provided a tool for individuals to get around; a parking shuttle would be difficult to pay for (she believes a shuttle system will be used by the library once the water tower construction begins); and bags are provided for dog owners. Per Councilor Francis, Ms. Smith believes the Block Face ordinance created a positive change of behavior with the downtown employees, although there has not been a decline of parking tickets. Mayor Casper noted all BID minutes are included in Work Session packets.

### Community Development Services/Community Development Block Grant (CDBG) Requests Review:

Ms. Farris introduced Ms. Satterlee. Ms. Farris stated total allocation = \$424,852 and total requests received = \$624,468. She explained the breakdown of allocations for Public Service, Slum/Blight by Area, LMI/Low Moderate Income, and Administration. She briefly reviewed the priorities and criteria, stating she believes housing is the number one issue identified for the 5-year plan. Ms. Farris then reviewed the following with general comments and discussion throughout:

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Program Year (PY) 2022 CDBG Applicant	Activity/Project Description	Amount Requested	Option A	Option B
<i>Public Service</i>	<i>15% Max Allowed (\$63,727.80)</i>			
Idaho Legal Aid/Idaho Falls	Legal Aid to victims of domestic violence.	\$15,000	\$12,000	\$10,000
Behavioral Health Crisis Center of East Idaho (BHC)	Support in providing medical/treatment for those suffering from substance abuse. Medical professional wages/treatment.	\$20,000	\$17,727.80	\$18,727.80
Eastern Idaho Community Action Partners (EICAP)	Legal aid - Grandparents Raising Grandchildren or other blood.	\$6,000	\$0	\$0
College of East Idaho (CEI)	Childcare vouchers to assist LMI students with childcare for academic year 22-23.	\$10,000	\$5,000	\$5,000
USDA Summer Food Service Program/New Day Lutheran	Assist with increased food costs for summer food program K-18 LMI in three census tracts.	\$5,000	\$5,000	\$5,000
Trinity United Methodist Church Homeless Day Shelter	Case management intake/assessment, supplies/facility cleaning, door tender.	\$44,736	\$10,000	\$12,000
Salvation Army, Idaho Falls	Case Manager for the Cover of Hope (COH) Program. Intake of LMI clients and assess root causes of poverty.	\$20,000	\$7,000	\$8,000
Idaho Falls Soup Kitchen	Specific food items not available through the food bank to serve the community and nonprofit organizations.	\$15,000	\$7,000	\$5,000
<i>Slum/Blight by Area</i>	<i>30% Max allowed or \$127,455.60</i>			
Idaho Falls Downtown Development Corp (IFDDC)	Façade Improvement Program with facades, signs, awnings, and \$1,000 for graffiti and vandalism repairs.	\$50,000	\$38,233.98	\$38,233.98
<i>LMI or Low Moderate Income</i>	<i>70% Minimum or \$237,910.82</i>			
City Public Works Dept. Curb/Gutter/Sidewalk	For properties in LMI neighborhoods within Highland Park Subdivision (Phase 4 of 5).	\$250,000	\$162,920.22	\$162,920.22
Idaho Falls Sr. Citizen	Replacement of security cameras.	\$17,000	\$0	\$0
Habitat for Humanity Idaho Falls (H4HIF) Location	Assist with construction of a triplex LMI homes at 1520, 1522, 1524 Elmore Avenue.	\$75,000	\$75,000	\$75,000
	<i>Total LMI Direct Benefit</i>	<i>\$342,000</i>	<i>\$237,920.22</i>	<i>\$237,920.22</i>

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Administration/CDBG CDS/Planning Dept	20% of 2022 allocation (\$424,852) One FT for salary/benefits, supplies/ training, professional services, and Fair Housing activities.	\$84,970.40	\$84,970.40	\$84,970.40
	<i>Total Amount + Admin</i>	<i>\$624,468</i>	<i>\$424,852</i>	<i>\$424,852</i>

Per Councilor Burtenshaw, Ms. Farris stated programs will continue even if not all the requested amount is received. Council President Dingman indicated the majority of requests are received each year for these programs, and she does not believe a program would shut down if the full allotment is not received. It was moved by Council President Dingman to approve Option A with a change to increase the BHC request by \$1,000 and reduce the Salvation Army request by \$1,000 based upon her experience and the need in the community. She indicated she would prefer to see more data on the Salvation Army’s program. Per Councilor Freeman, Ms. Farris believes the EICAP program is being funded by additional sources. Per Mayor Casper, Ms. Farris confirmed the Legal Aid office is providing two services. Councilor Hally seconded the motion made by Council President Dingman. The motion carried with the following vote: Aye – Councilors Burtenshaw, Hally, Radford, Dingman, Freeman, Francis. Nay – none. It was noted this item will be included on the June 30 City Council Meeting agenda.

**Municipal Services/Follow-up Discussion: City-owned Property:**

Director Alexander recapped that this property includes four parcels totaling 8.4 acres, the property was valued at \$610,000 in 2016, the property was published for public auction on June 17 with a minimum bid of \$1.8M per the current appraised value, and no bids were received at the public auction. Therefore, per State Code, the council shall have the authority to sell the property as it deems in the best interest of the city. Director Cramer stated he’s received an inquiry, before and during the auction period, for this property to provide affordable housing. He noted individuals who provide affordable housing through the low-income housing tax credit program would typically require a city contribution on their application for those credits to be competitive. He stated the two most common ways for the low-income housing tax credit would be to waive fees (he noted there are not a lot of options to waive fees) or to donate/drastically reduce the cost of the land. He also noted inquiries have been made on this land for other purposes. Director Alexander believes the council has more flexibility with the property since the formal process was followed. She stated, per discussion with Director Holm, it is recommended a range of negotiations occur with no less than \$610,000. Discussion followed regarding turning the land to the RDA with a Request for Proposal (RFP) and parameters. Director Cramer stated there is no existing urban renewal district in this area, and an urban renewal district would have to be created, noting this would be a longer process. Mayor Casper emphasized there is no immediate need for this property. It was noted this property is currently in the re-zone process with the rezone hearing scheduled before the City Council on July 14. Councilor Francis questioned if the property could be re-bid with a specific amount. Mr. Fife believes a minimum bid needs to be established although it could include a condition of sale. Per Mayor Casper, Director Cramer stated a neighborhood meeting is required for a rezone. He also stated parameters could be established for affordable housing, which could be managed by the RDA. Councilor Radford believes this could be a walkable center. Councilor Burtenshaw prefers to continue with the rezone, lower the minimum bid, and allocate the money received to P&R. Councilor Freeman agreed. Brief comments followed regarding the taxes on the property. Councilor Radford believes the RDA would be competitive. Director Cramer indicated the RDA would close the micro urban renewal district as quickly as possible. Brief discussion followed regarding a partner with the urban renewal district and the tax credits, the open market, the property being donated for P&R, and any funding being allocated to the P&R. It was then moved by Councilor Freeman, seconded by Councilor Hally, to advertise the property again for public auction at \$1,350,000 and if unsuccessful it would be considered for an RDA property. The motion carried with the following vote: Aye – Councilors Dingman, Burtenshaw, Francis, Freeman, Hally. Nay – Councilor Radford.

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### Police Department/Discussion: Parade Route No Parking Resolution:

Chief Johnson stated this resolution would explicitly give the Chief of Police authority to close road for special events such as the 4<sup>th</sup> of July, other parades, and other events requested through the city's Special Event Committee. He also stated this would require public notification prior to and after such event. Mr. Fife reminded the council a resolution is a statement of intent/policy, noting the Chief of Police would have the authority to use judgement as necessary. Brief discussion followed regarding the language in the resolution. Per Councilor Radford, Chief Johnson believes the authority of road closures falls within the Idaho Falls Police Department (IFPD). This item will be included on the June 30 City Council Meeting agenda.

### Police Department/County/Cities Public Safety Communications (Dispatch) Framework Report:

Mayor Casper stated this item has been an issue since 2014. She believes emergency communications requires a best practice policy and equitable distribution of funding and costs. She recognized the efforts by Chief Johnson and Councilor Francis. Councilor Francis recognized Sheriff Samuel Hulse and Commissioner Bryan Reed. He stated On the Ground Consulting provided an analysis cost formula that can be applied moving forward. Chief Johnson stated this is a multi-year project which will require council approval for budgeting reasons. He also stated there were two fundamental goals – preserve public safety and create an equitable cost sharing formula. He believes the agreement will include both goals between the city and Bonneville County. Chief Johnson explained the agreement, stating the agreement is between the city and Bonneville County, other entities that the county serves would be part of the county's portion (this contract will not cover Ammon as this is covered under the Sheriff's contract); underlying data points will be reviewed every two years; Bonneville County agrees to pay 37.4% of the dispatch operations; payments from the county will be paid in quarterly installments; the city agrees to submit to the Bonneville County Sheriff's Office (BCSO) the expected operations cost of dispatch for each following fiscal year which will include a breakdown of costs; the IFPD and the Multi-Agency Advisory Board (MAB) will review the Computer Aided Dispatch (CAD) analysis formula each year; and the city agrees to make lease payments on the Law Enforcement Building (LEB) in the amount of \$127,109 which is based on the percentage of the LEB occupied by IFPD and is contingent on the overall dispatch agreement. Chief Johnson reviewed the standard dispatch process, the dispatch services, and the percentage of total CAD incidents by agency with weighting applied (3-year average) (IFPD-44%, BCSO-37%, IFFD-18%, Ammon FD-.3%, Ucon PD/FD-.3%, and SV FD-.1%). Brief discussion followed regarding the dispatch budget (due March 1) noting that inflation adjustments or insurance premium issues have not typically been made when this budget is due. Chief Johnson believes this agreement will assist with this issue. He also stated this conversation could be re-visited in future years. Per Mayor Casper, Chief Johnson believes there are good faith partners in the MAB. He stated there is a proposal to re-write the MAB bylaws, include a rotating chair and co-chair between the city and the county. Councilor Francis believes the MAB bylaws are out of date. He indicated the final report to the commissioners included these MAB bylaws be re-written. Chief Johnson indicated the bylaws have been re-written and are in the 30-day review requirement. Per Councilor Freeman, Chief Johnson explained the breakdown of each agencies' cost of dispatch, including the fundamental split (911 surcharge for all county residents) and personnel costs. Per Council President Dingman, Chief Johnson stated a lease agreement will be forthcoming, and this information will be included in the upcoming budget. Per Mayor Casper, Councilor Francis stated this agreement will be month-to-month due to the anticipated completion of the Idaho Falls Police Complex.

It was then moved by Councilor Freeman, seconded by Councilor Francis, that council move into Executive Sessions (at 5:43 p.m.). The Executive Sessions are being called pursuant to the provisions of Idaho Code Section 74-206(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent; and Idaho Code Section 74-206(1)(c) to acquire an interest in real property which is not owned by a public agency. The Executive Sessions will be held in the City Annex

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Conference Room. At the conclusion of the Executive Sessions, the Council will not reconvene. The motion carried by the following vote: Aye – Councilors Burtenshaw, Hally, Dingman, Radford, Freeman, Francis. Nay – none.

The City Council of the City of Idaho Falls met in Executive Sessions, Monday, June 27, 2022 in the City Annex Conference Room in the City Annex Building located at 680 Park Avenue in Idaho Falls, Idaho at 5:47 p.m.

There were present:

- Mayor Rebecca L. Noah Casper
- Council President Michelle Ziel-Dingman
- Councilor John Radford
- Councilor Lisa Burtenshaw
- Councilor Jim Freeman
- Councilor Jim Francis
- Councilor Thomas Hally

Also present:

- Brad Cramer, Community Development Services Director (via Microsoft Teams)
- Kerry Beutler, Community Development Services Assistant Planning Director
- Ryan Tew, Human Resources Director
- Chris Fredericksen, Public Works Director
- Randy Fife, City Attorney

The Executive Sessions were called pursuant to the provisions of Idaho Code Section 74-206(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent; and Idaho Code Section 74-206(1)(c) to acquire an interest in real property which is not owned by a public agency.

There being no further business, the meeting adjourned at 6:24 p.m.

s/ Kathy Hampton  
Kathy Hampton, City Clerk

s/ Rebecca L. Noah Casper  
Rebecca L. Noah Casper, Mayor