



**NOTICE OF PUBLIC MEETING**

**Monday, April 5, 2021**  
**City Council Chambers**  
**680 Park Avenue**  
**Idaho Falls, ID 83402**  
**3:00 p.m.**

*The public is invited to observe City Council Work Sessions. However, to observe appropriate social distancing guidelines, as recommended by the Centers for Disease Control and Prevention (CDC), the public may view this meeting via livestream on the City's website at <https://www.idahofallsidaho.gov/429/Live-Stream>. The agenda does not include an opportunity for public interaction.*

*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.*

**CITY COUNCIL WORK SESSION**

*Times listed in parentheses are only estimates.*

**Call to Order and Roll Call**

**Mayor:**

- Vote of Consent and Administration of Oath of Office for Lisa Burtenshaw to fill the vacancy for Council Seat No. 2  
*Action Desired:* Consent to the appointment
- Calendars, Coronavirus (COVID-19) Update, Announcements, Reports, and Legislative Update (20)

**Council:**

- Liaison Reports and Councilmember Concerns (10)

**Municipal Services:**

- Presentation: 2019/2020 External Audit with Moss Adams (60)

**Parks and Recreation,  
Municipal Services:**

- Update: Aquatic Center Dehumidification (15)

**Parks and Recreation:**

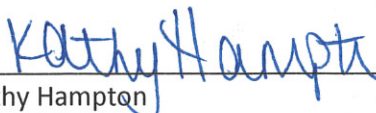
- Discussion: Recreation Fund (30)

**Executive Session:**

- The 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.

**Announcements and Adjournment**

DATED this 1<sup>st</sup> day of April, 2021

  
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Kathy Hampton  
City Clerk



# Memorandum

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## City Council Work Session

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**FROM:** Rebecca Casper  
**DATE:** Thursday, April 1, 2021  
**DEPARTMENT:** Mayor's Office

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### Subject

City Council, Appointment of Lisa Burtenshaw

### Council Action Desired

- Ordinance                       Resolution                       Public Hearing  
 Other Action (Approval, Authorization, Ratification, etc.)

Consent to the appointment of Ms. Lisa Burtenshaw to the Idaho Falls City Council Seat No. 2

### Description, Background Information & Purpose

I respectfully request City Council consent for the appointment of Lisa Burtenshaw to the position of Idaho Falls City Council Seat No. 2.

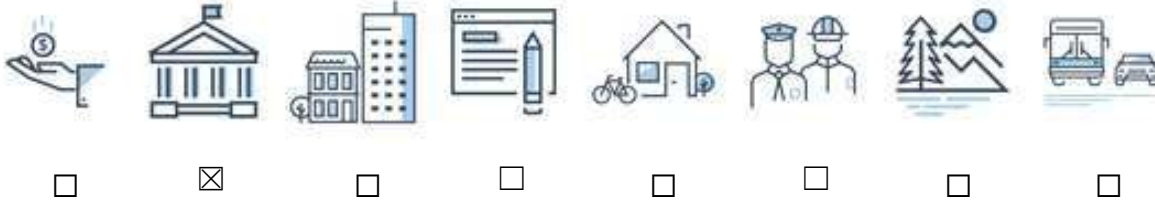
Ms. Burtenshaw will add critical expertise to our City Council. She has excellent professional credentials, and her record of community service is exemplary. She brings a wealth of understanding not only of our community, but of property taxation, budgeting, finance, and public policy along with a broad understanding of Idaho law and processes. This prior experience with public service and serving constituents, combined with her own small business finance experience means she is ready to hit the ground running as we embark upon yet another budget season.

I am confident our city will be well served with Ms. Burtenshaw in this position. I encourage you to offer both your supporting vote and the helping hand of a colleague as she joins the Council.

I request your consent to this appointment at the Council Work Session on Monday, April 5, 2021. For further information please find attached both the letter of intent and resume for Ms. Lisa Burtenshaw. If you have questions or comments, please contact me.

## City Council Work Session

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### Alignment with City & Department Planning Objectives

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Appointment of a council member brings us into compliance with state law.

#### **Interdepartmental Coordination.**

N/A

#### **Fiscal Impact**

The expenditures required to bring Ms. Burtenshaw onto the City Council are either minor in nature or they are required to provide necessary training or to achieve best practice standards.

#### **Legal Review**

This meets with Idaho Code 50-704: A vacancy on the council shall be filled by appointment made by the mayor with the consent of the council, which appointee shall serve only until the next general city election, at which such vacancy shall be filled for the balance of the original term.

Mayor Casper,

I am writing this letter of intent to be considered for the Idaho Falls City Council seat being vacated by Councilwoman Shelly Smede.

Over the years I have been heavily involved with many Idaho Falls' community organizations and non-profit groups. I also have held several local political positions, primarily as the chairwoman of the Idaho Falls School District 91's Board of Trustees. Serving in this position allowed me to gain expertise in key areas required to help successfully manage a large organization. These skills include creating policies and procedures, understanding organizational finance and communicating within all levels of the organization.

Create Policies and Procedures to address:

- Community priorities
- Future needs
- Population growth
- Program effectiveness
- Changing demographics

Finance:

- Review and approve budgets
- Consider and reconcile multi-department budget requests
- Be accountable to the electorate for tax dollars spent
- Understand local taxation laws
- Understand and advocate for high municipal bond ratings
- Enter into legal contracts in behalf of the organization
- Make salary adjustments for executive staff to stay competitive

Communication:

- Respond to constituent needs, complaints and ideas
- Incorporate constituent feedback into projects and programs
- Work with union members to achieve mutually satisfactory outcomes
- Represent in all areas and levels of government
- Advocate during the Idaho legislative session
- Receive and **properly** disseminate information to the electorate

Through my years of service, I have learned how vital it is to develop the skills necessary to help ensure our elected bodies function effectively. I have learned the importance of approaching every situation with an open mind and no pre-determined agenda. I have also come to appreciate that progress is attainable and most successful when many different ideas are combined to address individual issues and achieve larger organizational goals. If selected, my intent is to fulfill the remainder of Mrs. Smede's term and then run for election in November.

Thank you for your consideration,  
Lisa Burtenshaw

# Lisa Meikle Burtenshaw

1544 Delmar Circle  
Idaho Falls, ID 83404

## Profile

Raised in Idaho Falls, I have served many years as an elected volunteer committed to improving the overall quality of life for members of our community.

## Work Experience Highlights

**March 2016 - present**

**Chief Financial Officer**

**Family Dental Health Center / Grove City Dental**

Responsible for managing the companies' finances, record keeping, and financial reporting.

## Election and Volunteer Highlights

**July 2008 – July 2018**

**Idaho Falls School District #91 Trustee**

Appointed in July of 2008 and re-elected in May of 2011 and May 2015. I served as the Board Vice Chair from 2010 – 2012 and as Board Chairman from 2012-2018.

**July 2019 - present**

**District #91 Education Foundation**

Currently serving as the vice chair and chair elect

**January 2018 – January 2020**

**Bonneville County Republican Women**

Served as the president of the Bonneville County Republican Women.

**November 2012 – December 2014**

**Idaho School Board Association Region VI Chair**

Elected by the trustees from the southeast Idaho area school districts to serve on the executive committee of the Idaho School Boards Association.

**January 2012 – Present**

**Rotary Club of Idaho Falls**

Member of the world's oldest service organization. Rotary provides opportunities to associate with service-minded leaders in Idaho Falls.

**May 2008 – 2009 and May 2005 – 2007**

**PTO President – Edgemont Elementary**

Served two separate terms as the PTO president of Edgemont Elementary School. I worked closely with parents and administrators to identify and establish educational priorities. I also established the development of a comprehensive budget to guide the group's financial decisions.

## Educational Highlights

**1992-1994**

Associate of Arts

**Ricks College**

Rexburg, ID

**1994-1997**

Bachelor of Science – Mechanical Engineering

**Brigham Young University**

Provo, UT