

## May 24, 2021 Work Session

The City Council of the City of Idaho Falls met in Council Work Session, Monday, May 24, 2021, in the Council Chambers in the City Annex Building located at 680 Park Avenue in Idaho Falls, Idaho 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 Jim Freeman  
Councilor Jim Francis  
Councilor Lisa Burtenshaw

Absent:

Councilor Thomas Hally

Also present:

Juan Alvarez, Assistant Director of the Idaho National Laboratory (INL) and Connecting Us, Sustaining Progress (CUSP) Steering Committee Chair  
Chris Fredericksen, Public Works Director  
Chris Canfield, Public Works Assistant Director  
Rory R. Villanueva, AIA, Architects Design Group LEED G.A.  
Gaddiel Torres-Pagán, Architects Design Group Design Architect  
Bryce Johnson, Police Chief  
Jeremy Galbreath, Police Captain  
Brad Cramer, Community Development Services Director  
Catherine Smith, Idaho Falls Downtown Development Corporation (IFDDC) Executive Director  
Dana Briggs, Economic Development Coordinator  
Randy Fife, City Attorney  
Kathy Hampton, City Clerk

### Final Report: Connecting Us, Sustaining Progress (CUSP) Steering Committee:

Mayor Casper reminded the Council that a resolution was passed in July 2019 regarding CUSP. Mr. Alvarez stated the CUSP consisted of eight (8) subcommittees and more than 22 volunteers who were a variety of diverse individuals. He noted the Community Enrichment subcommittee could not be maintained during Coronavirus (COVID-19). Mr. Alvarez stated the report contains 81 suggested actions to move forward, these are not recommendations. He also stated the strategic components focused on the guardrails of the City. He believes the effort of the volunteers showed their commitment of wanting what's best for the City. Mr. Alvarez also commended the efforts of the Mayor and the City departments. Mr. Alvarez briefly described the history of the community, which is included in the final report. He believes there is a lot to be proud of in this City. Mr. Alvarez reviewed CUSP high-priority issues including the spirit of inclusion; law enforcement and social disparities; the COVID-19 pandemic; housing and transportation; environmental sustainability; and K-12 education. He also reviewed the CUSP Vision which addresses five (5) critical attributes:

- Public engagement and social cohesion where every resident can see themselves and understand how their individual uniqueness enriches the city. No one feels left behind; everyone is welcomed — indeed, essential — to our community. Idaho Falls is a place where future change helps or enhances the lives of those who struggle and creates opportunities for shared experiences.
- Comprehensive access to education (early childhood to grade 12, career technical, and higher education) that retains and attracts the next generation workforce to meet the growing demands of our community.

## May 24, 2021 Work Session

- A whole of city approach to wellness and safety where residents can access quality housing and transportation and find security in livable neighborhoods that meet diverse needs, enhance quality of life, and nurture and sustain one’s life span.
- Sustainable living with increased use of clean energy, conservation of natural resources, and reduction of harmful emissions.
- Diversified local economy that puts a new generation of Idaho Falls residents to work by attracting new professional and skilled trade jobs to the city in construction, manufacturing, engineering, health care, and technology.

Each critical attribute contained suggested actions including ‘who’ could assist with these actions. Mr. Alvarez stated, as next steps, principles to guide action include Aspirational, Patience and Urgency, City and Community, Engagement, and Progress. He reviewed suggested City Actions – City departments review the report; identify areas that align with City responsibilities; assess what is in progress, what more can be done, and what new projects/initiatives may be needed; and update near-term (3-6 months) and long-term City plans. He also reviewed suggested Community Actions – brief report to Chamber and Regional Economic Development for Eastern Idaho (REDI); organize roundtables with business and non-profit CEOs; and establish a Community Action Plan under an agreed to organizational construct. Mayor Casper and Mr. Alvarez briefly described a survey created by the Diversity and Inclusion Subcommittee. General comments followed including the survey being based on the City as collectively, the challenges within each subcommittee, re-addressing this report in five (5) years, and having this conversation with other groups in the community. Mayor Casper encouraged the Council to identify policies that could assist with this report as well as incorporating this report into strategic planning. She expressed her appreciation to Mr. Alvarez and the generosity of the INL.

### Calendars, Announcements, Reports, Coronavirus (COVID-19) Update, and Legislative Update:

May 24, Community Bike Ride postponed to June 7

May 25, Idaho Falls Power (IFP) Training

May 26, Golf Advisory Board

May 27, IFP Board Meeting; City Club (Topic: salmon with Kris Millgate); and City Council Meeting

May 28, Association of Idaho Cities (AIC) Board Meeting

May 31, Memorial Day—City Offices Closed

June 3, Special Council Meeting to discuss the impact of Federal and State action on City budgets

June 14, Flag Day

June 15, Airport Leadership Workshop

June 16-18, AIC Annual Conference

June 20, Father’s Day

June 24, CEO of Influence

June 30, Public Works Annual Meeting

August 11, City Employee Picnic

August 19, Employee Benefits Fair

September 16-19, The Wall that Heals

Mayor Casper stated the City website is due for an update. She recommended the Council review the website for any changes. She also recommended Council bios be edited. Mayor Casper stated, although not required per State law, public comment will return to the Council Meeting agendas. She also stated she would welcome recommendations of individuals for the newly approved Sister Cities Advisory Committee, or any other City committee.

## May 24, 2021 Work Session

COVID-19 – Mayor Casper stated more than 580,000 individuals in the State have been fully vaccinated, which is less than 50%. She noted some individuals have not received their second doses. She is hopeful for higher numbers once the 12-18 individuals receive their vaccinations. She also noted the region and County are doing well. There was no legislative update.

### Liaison Reports and Councilmember Concerns:

Council President Dingman had no items to report.

Councilor Francis stated the Parks and Recreation (P&R) Department has a contract with TNT Landscaping for the right-of-ways (ROW) in the City; and Tim Reinke was recently inducted into the Rocky Mountain Section of the Professional Golfers' Association (PGA) Hall of Fame. He also stated the Library received a \$9,000 grant from the Rogers and Hazel Rose Fund/Idaho Community Foundation. This grant can be used for general operations.

Councilor Radford stated Community Development Services is continuing to work on the Comprehensive Plan; and IFP is sorting through previous issues with a bid contract.

Councilor Burtenshaw stated six (6) new recruits were recently inducted into the Idaho Falls Fire Department (IFFD) and two (2) additional recruits will be forthcoming in August. She noted these recruits are not new full-time employees, they are all replacements.

Councilor Freeman stated an interactive construction map is up and running on the City website. He noted 18 projects are currently listed.

Mayor Casper stated the Chamber of Commerce is studying the parade route for future years. She noted City personnel are involved in these conversations.

### Update: Law Enforcement Complex:

Assistant Director Canfield presented a virtual tour of the proposed facility. Mr. Villanueva stated the team is looking at Option B – the project “Hard Costs” with all the Deduct Alternates accepted at this point, and total construction cost, which includes the one-year 4% escalation, totaling \$25,047,750. The project “Soft Costs”, which includes Furniture, Fixtures, and Equipment (FF&E), are currently totaling \$1,224,200. Additional “Soft Costs” (professional fees, civil engineering, permits, etc.) total \$2,405,769. There is also a contingency at 5% for a total of \$1,204,219. The total project amounts to \$29,881,938 for the opinion of probable costs. Mr. Villanueva stated this amount is very close to the Phase I study. He reviewed the schedule of the project stating the project is currently in design development until the end of June; construction documents will begin in July through February; bid and negotiation will start in February 2022 through April 2022; construction to begin in April 2022; and construction tentatively ending in May 2023. He also reviewed the site plan stating the project site is ½ mile north of downtown, one (1) mile east of the Snake River, with the main component as the stockyards west of the building. He noted the stockyards has some historical significance. Mr. Villanueva stated there will be three (3) points of entrance to the facility, a secured exit to the south, a secured exit and entrance on Elva, secured parking behind the headquarters, and a future firing range and training center to the west of the facility. Mr. Torres-Pagán reviewed the upper and lower floor plans of the facility as well as below grade. Assistant Director Canfield stated the project is on schedule and on budget. He noted a ROW will need to be vacated, which will be forthcoming. He also noted the team is working with the Historical Preservation for the historical nature of the stockyards. Per Mayor Casper, Assistant Director Canfield stated due to the rising costs of building items adjustments have been made to stay within the budget. Per Councilor Radford, Assistant Director Canfield explained the material costs, labor costs, and procurement details regarding the 40% material cost increase. Mr. Villanueva stated the two-year at 5% escalation was reduced to one-year at 4% to adjust the possible increases. He also stated this is an opinion of probable costs, the design will have more accurate costs. Also per Councilor Radford, Assistant Director Canfield stated the site was deemed historic, therefore demolition could not occur as anticipated. Per Councilor Francis, Mr. Villanueva stated options for heating and air are still being discussed. Per Council President Dingman, Captain Galbreath stated there

## May 24, 2021 Work Session

will be a metal detector to access the secured areas but there will not be a metal detector in the general public area. Per Mayor Casper, Chief Johnson stated the training space could be used for a community room.

### Consideration: Personnel Policy Manual/Police Policy Manual:

Mayor Casper stated this item was originally discussed at the May 10 Council Work Session. She noted the amended language requires a 30-day comment period prior to Council approval. She also reminded the Council that the changes were requested from the Idaho Falls Police Department (IFPD) personnel. Councilor Francis indicated the difference of changes to the Chiefs/Mayors version and his proposed version are Sections 3 and 5. He reviewed his proposed changes to Section 3 - changes could come forward from an individual or an association; 'City' was too vague; specified individuals; and identified parameters included in the City employee manual. He also reviewed proposed changes in Section 5 regarding investigations, which would eliminate some language. Chief Johnson believes the proposed language is better than what was originally proposed. Councilor Freeman agrees. Discussion followed regarding the redundancy of language in Section 35 of the City Employee Personnel Manual and Section 13 of the Police Personnel Manual as well as the separation of the two (2) manuals. Councilor Francis believes the language is important to the IFPD personnel. Chief Johnson believes recognition of the police association was important to the IFPD personnel. Councilor Freeman believes Section 13 is a show of good faith to the Police Association. Council President Dingman agrees although she does not believe a lot of redundancy is efficient. Mayor Casper stated the City Personnel Policy Manual is a clear definition of employees' rights and responsibilities and governs all employees. Council President Dingman believes the Council must do all they can to ensure all employees are aware of their rights and are supported. It was then moved by Councilor Freeman, seconded by Councilor Francis, to approve the Francis version of the Police Manual amendment language. Roll call as follows: Aye – Councilors Freeman, Radford, Burtenshaw, Francis. Dingman. Nay – none. Motion carried.

### Discussion: Idaho Falls Downtown Development Corporation (IFDDC) Parking Code:

Director Cramer stated conversations have occurred with the IFDDC regarding individuals and the 'parking game', which has been a continual problem for several years. This proposed ordinance would address a concept of Block Face, which means a vehicle would need to be moved to a different block versus a different parking stall. Ms. Smith stated IFDDC follows best practices for industry standards in the parking world. She indicated the IFDDC is part of the Pacific Intermountain Parking and Transportation Association (PIPTA) which meets monthly with other organizations and cities in the intermountain west. She also indicated she has visited with the downtown parking department in Boise as Boise has similar issues. Ms. Smith stated the movement of employees' vehicles is very problematic for the downtown businesses, especially on A Street. She indicated she has tried to work with downtown employees to utilize the off-street parking lots, which has not been successful. Ms. Smith indicated parking meters may assist with the downtown parking issues and the IFDDC is actively exploring downtown parking meters. She stated a survey occurred four (4) months ago with a variety of results received for downtown parking meters. She also stated there is a public perception that the public is only welcome in the downtown area for two (2) hours. Per Councilor Radford, Ms. Smith stated the goals are to make sure a parking space is available after two (2) hours and to keep businesses moving. She believes downtown employees should not be parking on-street. Per Councilor Freeman, Ms. Smith stated one (1) block is approximately 125 feet. She indicated the Block Face will also assist with the accuracy of citations. Discussion followed regarding precise measurements versus the number of feet, the goals of what should be accomplished, and parking meters. Per Mayor Casper, Ms. Smith prefers changes to occur sooner than later. Per Councilor Burtenshaw, Mr. Fife stated the government cannot create laws for parking although employers could include this as a condition of their employment. General comments followed including accommodations for Americans with Disabilities Act of 1990 (ADA) accessibility.

### Discussion: Building Easement:

May 24, 2021 Work Session

Ms. Briggs reviewed the building located at 417 W. Broadway, known as the Ferrell's Building. She stated the building has been purchased by a new developer, however, in order to achieve the developer's use for the building, openings need to be made for windows on the south and west sides of the building. She also stated, per the International Fire Code (IFC), a five-foot no-build easement is required. Ms. Briggs stated the Library Board has recommended the developers be granted a six-foot no-build easement on the south and west sides for façade and the five-foot no-build zone. Mr. Fife stated the Library has a separate statute that it functions under, although the Library must have the consent of the City regarding use of real property. This property is relative to the Library building and the parking lot. Mayor Casper clarified the no-build is a restriction for the City not to build within six-feet to the existing building. Ms. Briggs stated trees, landscaping, fences, and stairs are not prohibited. Brief comments followed regarding the windows, any required building permits, and the façade. Mayor Casper stated this item will be included on the May 27 Council Meeting agenda.

Update: Economic Development Incentive Program:

Ms. Briggs reminded the Council of the Economic Development Incentive Program approved for Intermountain Packing in July 2020. At that time, the estimated fee waivers were \$126,530. Ms. Briggs stated estimates are based on the applicant's total valuation of the project. At that time, Intermountain Packing estimated the total project cost at \$20M. Ms. Briggs stated the project is moving forward, although the valuation has increased to \$40M. The majority of this increase is due to the increase in construction and material costs as well as an increase of the square footage of the facility. Therefore, the fee waivers have also increased, which now amounts to \$223,000. This is a difference of \$96,653. Ms. Briggs indicated, per discussion with Community Development Services and Legal staff, there could be language changes to any resolutions moving forward. Councilor Radford does not believe any changes may be needed. Per Mayor Casper, Director Cramer believes this facility would be classified as heavy industry. Councilor Burtenshaw strongly believes there should not be a limitation. Councilor Francis is unsure about the limitations at this point. Director Cramer explained the fees being waived. He indicated a portion of these fees will affect his revenues.

Announcements:

Mayor Casper requested Council notification for the continual need of the WebEx platform.

There being no further business, the meeting adjourned at 6:10 p.m.

s/ Kathy Hampton \_\_\_\_\_  
Kathy Hampton, City Clerk

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