



**NOTICE OF PUBLIC MEETING**  
Monday, January 23, 2017  
CITY COUNCIL CHAMBERS  
680 Park Avenue  
Idaho Falls, ID 83402  
3:00 p.m.

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*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)**

Call to Order and Roll Call

Mayor and Council:

- Acceptance and/or Receipt of Minutes
- City Council Reports (5)
- Mayor's Report, Calendar Items, and Announcements (10)

Parks and Recreation:

- Golf Report/Golf Advisory Board Presentation (45)
- Discussion of Resolution for Pinecrest Golf Course Water Smart Grant with Bureau of Reclamation

Municipal Services:

- Quarterly Finance Presentation (30)
- Discussion of Building Lease Opportunity (15)

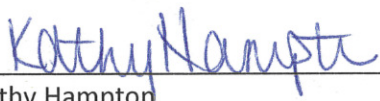
Community Development Services:

- Discussion of Community Development Block Grant (CDBG) Projects and Activities (30-45)

Library:

- Library Board Report (30)

DATED this 20<sup>th</sup> day of January, 2017

  
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Kathy Hampton  
City Clerk



Civic Auditorium Committee Meeting Minutes  
Wednesday, January 04, 2017

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MINUTES  
CIVIC AUDITORIUM COMMITTEE MEETING

DATE: January 4, 2017

LOCATION: Municipal Services  
308 Constitution Way  
Room 200

TIME: 1:38 p.m.

ATTENDEES: Pam Alexander, Municipal Services Director  
Chandra Witt, General Services Administrator  
Arthur Kull, Civic Auditorium Committee Member  
Anne Staton-Voilleque, Civic Auditorium Committee Member  
Carrie Scheid, Civic Auditorium Committee Member  
Deidre Warden, Civic Auditorium Committee Member

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- Approval of minutes from December 21, 2016 meeting.
- Continue discussion of long range plan.

OPERATIONS:

Recommendations for management was discussed.

Idaho Falls Arts Council presentation six months following professional services contract. Results will need to be reviewed before any decisions are made. Brandi will be requested to present to committee. Discussion involved the need to allow for an entire year or a whole season to assess results.

Benefits and costs associated with management contracts and/or yearly leases were discussed.

The following topics were discussed:

- Transition to a \$1 Facility maintenance fee to each ticket; \$2 Commercial fee; Recommendation to City Council to pledge some money for renovations to justify the \$1 facility fee or have Council match fees earned. Could possibly raise \$15K-\$35K per year from facility fee.



**Civic Auditorium Committee Meeting Minutes**  
**Wednesday, January 04, 2017**

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Before & after photos and/or projection photos of outcome of facility fee expense. "Your money at work"

- Band and Art room rental rates will need to be reviewed with a recommendation to the committee by City staff.
- Still have not received the updated cost estimate for the acoustics. Begin gathering a list of equipment we will need and start purchasing equipment ahead of time.
- Pre-approval for promotional funding and perception of competition with the Arts Council.
- Update the Auditorium Manager's job description; succession planning. Current manager knows the building and it benefits the City to have an employee staffed at the Civic.
- Review all fees and update for 2017/18 fiscal year. Research percentage and/or cap amount for the 2017/18 fee schedule. Arts Council will need to know possible fee changes by April for budgeting purposes.
- Provide a fee comparison with other theaters, fees, percentages, rates (Profit vs Non-Profit)

Final outcome:

- Request presentation from Idaho Falls Arts Council for next meeting;
- Municipal Services will prepare a redline fee schedule and recommendations;
- Provide recommendations for revising the Broadway Series agreement

Meeting adjourned at 2:32 pm

A handwritten signature in cursive script, appearing to read "Cristina Hanson".

Cristina Hanson – Secretary (Filled in for Stephanie Walker)

A handwritten signature in cursive script, appearing to read "Arthur Kull".

Arthur Kull - Chair



**Civic Auditorium Committee Meeting Minutes  
Wednesday, December 07, 2016**

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The Civic Auditorium Committee of the City of Idaho Falls met in a regular committee meeting, Wednesday, December 07, 2016, at The City Hall Annex Conference Room, located at 380 Constitution Way, in Idaho Falls, Idaho at 1:30 p.m.

**In Attendance:**

Pam Alexander, Municipal Services Director  
Chandra Witt, General Services Administrator  
Arthur Kull, Civic Auditorium Committee Member  
Bonnee Taggart, Civic Auditorium Committee Member  
Carrie Scheid, Civic Auditorium Committee Member (appeared by telephone)  
Brandi Newton, Executive Director IF Arts Council  
Stephanie Walker, General Services Office Assistant  
Ed Morgan, Civic Auditorium Manager

**Absent:**

Deidre Warden, Civic Auditorium Committee Member  
Anne Staton-Voilleque, Civic Auditorium Committee Member  
Councilmember Ed Marohn

The meeting was called to order by Arthur Kull at 1:37 p.m.

**Review of Meeting Minutes from Wednesday, October 05, 2016:**

- After review by the Civic Auditorium Committee, a motion was made and seconded, for the approval of the meeting minutes from Wednesday, November 09, 2016.

**Miscellaneous Discussions:**

- Arthur Kull made a motion which was seconded to add the topic of presentations to the city council to the agenda.
- Carrie Scheid indicated that she was able to go onto [www.guidestar.org](http://www.guidestar.org) to obtain some of the financial information for the Alberta Bair Theater. Carrie indicated that this website contained some but not all of the non-profit organizations financials that could help with the benchmarking process.
- Arthur indicated that the committee needs to decide what they really are wanting to work on as far as benchmarking to present to the City Council i.e., financials & comparables as well operational.



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**Wednesday, December 07, 2016**

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- Looking at the Civic's budget it's only roughly around \$239,000.00. With the revenue brought in last year, the City only subsidized \$133,000.00 and in comparison to other venues is next to nothing.
- A contractor (who requested not to be named until a bid has actually been sent out) finally came in and gave a rough estimate of \$175,000.00 to paint the Civic and will take approximately two (2) weeks to complete.
- There was a discussion regarding weekend hold dates and how long it could be held and how the committee would like to address it in the future as an issue has come up with IFYAC and Mannheim Steamrollers wanting the exact same day.

**Benchmarking:**

- The committee reviewed the benchmark excel spreadsheet that City staff has been compiling and after review of the spreadsheet it was determined that the main areas of the benchmarking to focus on were the following:
  - Earned income including investments and any endowments.
  - Revenue
  - Unearned income (ticket sales, concessions, additional room rentals)
  - What income is contributable vs. subsidized
- It was determined that the Colonial Theatre needed to be added as a venue to the benchmarking as they considered a competitor.

**City Council Presentation:**

- It was determined that that the committee needs to decide what needs to be done to the Civic to bring it up-to-date and what solutions they would suggest to accomplish it as part of the presentation.
- The committee needs to include the rationale of the Civic and how it benefits the community and is worth the investment (i.e., stage size, seating capacity).
- The committee needs to finalize what renovations will be long-term vs. short-term.
- Renovations will also need to be discussed and how they will be financed.
- The operations of the Civic and whether to keep them the same, staffing, marketing and financials will all have to be addressed as well.
- It was decided that all of the committee members would need to be there at the presentation and it would be tag-teamed by the committee and City staff.
- The committee needs to be prepared to make recommendations to the Council.
- The committee needs to figure out what its next step or plan "B" will be after the presentation and what they hope to accomplish as a whole with respect to the Civic.




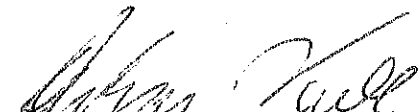
**Civic Auditorium Committee Meeting Minutes**  
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The next meeting will be held on Wednesday, December 21, 2016 at 1:30 p.m. in the City Hall Annex Conference Room.

It was moved by Arthur Kull, Chair and seconded by committee members, the meeting adjourn at 2:44 p.m., which motion passed following a unanimous vote to adjourn.

  
Stephanie Walker - Secretary

  
Arthur Kull - Chair

**Idaho Falls Sister Cities Youth Board Meeting**  
**January 11, 2017**

**Attendees:**

Wendy Boring  
Melinda Cebull  
Peter Cebull

Katie Eaton  
David Eaton  
Kendra Peck

Whitney St. Michel

The bylaws state that the board will determine points for helping with fundraisers and activities in advance and present the point determinations to the members before the event. The meeting started with a discussion of points that will be given for the dinner/raffle fundraiser. Each of the following activities will be worth one point.

- Coordinating any fundraiser
- Raffle Baskets Assembly – collect items from members, assemble baskets, and bring them to the raffle
- Advertising – Create flyers, contact newspaper, radio station, local news websites, community calendars
- Website Updates – Put pictures of baskets on the website and update fundraiser information
- Ticket Sales, Raffle Items Delivery, and Thank you notes
- Update the DVD with pictures from 2015 & 2016
- Raffle donations – Each family is expected to provide a donation worth > \$100. A family can provide additional items, but will only receive a point for each student in the family.
- \$80 in pre-sale raffle tickets.

Whitney told the board the fundraiser will be on April 13<sup>th</sup>. She asked if we have a tax id we can give to people who are willing to donate items and mentioned we should give receipts to people who donate. **Melinda will check with the city about using their tax id.** Whitney asked if we have a way to take credit cards. We have never accepted credit cards at our fundraisers in the past. She told us it was inexpensive to buy a card read that can be used with a cell phone. Melinda wanted to check on how secure the transactions will be if this is used. We need to make sure the process is secure even if the smart phone is not secure. It was mentioned that we are not sure how much we would use a credit card reader since most people bring checks or cash, and we do not sell very expensive items. We will look into this more and see how the group feels.

Whitney reported the dates for the Paramount fundraiser will be 2/18 and 2/20.

Kendra had some questions about activities for the student meetings. She said Chiharu asked if the group would be willing to learn a song in Japanese and the Japanese group would learn the same song in English. The groups could then sing the songs together possibly on one of the bus trips. Chiharu and Kendra discussed having a time where the groups could talk via skype. The time difference and the number of students could make this more difficult. Kendra has asked the JACL if they would like to have our students speak about last summer's Japan trip. JACL will discuss a date at their next meeting. Wendy asked if it would be a good idea to do a student spotlight on the group Facebook page. We agreed this would be a good way for the Japanese students to learn about our students, and we thought it would be good if the Japanese group did this too. **Kendra will check with Chiharu to see if they are interested in**

participating. We will need to have the parents sign a release form to be sure all of the parents are okay with posting student pictures on Facebook.

The bylaw discussion was short due to time constraints and will need to be continued at a later meeting. We decided to start with "Article VII. Student Exchanges". The following items were discussed and approved. Note: Changes to bylaws must be approved by the general membership before they will be ratified.

- In the table with points and activities, add "Members must attend the majority of the meeting to receive the point." To the "Activity" that states "Attendance at general membership meetings." for 1 point.
- In the table with points and activities, change the student advisor points from 4 to 8. The student advisor has been meeting with the students and planning activities for each meeting. The student advisor works with the Japanese student group advisor to plan activities between both groups and is coordinating presentations for community groups.
- Change the number of students who can go to Japan from 20 to 15 and state that this is based on a verbal agreement between the groups.
- Add a requirement for students and families to help with the hosting activities before they can go to Japan.
- Add a requirement for students to attend at least 50% of the meetings from the time they join the group in order for them to go to Japan.

\*Action Items are in red.



**Idaho Falls Sister Cities Youth Meeting**  
**January 4, 2017**

**Attendees:**

Wendy Boring	Katie Eaton	Nathan Peck
Maggie Boring	Kylie Eaton	Rebecca Smith
Max Benjamin	Karen Finnigan	Whitney St. Michel
Melinda Cebull	Elly Finnigan	Ian St. Michel
Peter Cebull	Ian Finnigan	Anna St. Michel
Nicholas Cebull	Dallin Peck	Stephanie Van Ausdeln
David Eaton	Kendra Peck	Ness Villasenor

The format of this Sister Cities meeting included a student led section and a business section. Previously the first meeting of the month was a business meeting and the next meeting was student led.

**Student Led Section of the Meeting**

Nicholas Cebull started the student section of the meeting by teaching the following Japanese greetings.

- Ohayo gozaimasu- good morning
- Konichi wa- Hello
- Konbanwa- Good evening

He next explained how Christmas is celebrated in Japan. Some highlights of his talk are listed below.

- Romantic holiday not with family
- Young couples go out
- KFC's marketing campaign lead people to eat KFC on Christmas
- Not religious holiday
- Not public holiday
- Have 23 off for emperor's birthday
- Sponge cakes with strawberries and whipped cream is popular
- Kurribocchi- is a slang term for Christmas use by lonely teens when they don't have a date

Dallin Peck used information sent by the Japanese student group to explain the Japanese New Year's activities and traditions.

- Nengajo
  - New Year cards
- Osechi Ryori
  - New year's bento box
  - \$100 - \$1000 per bento box
  - Represents prosperity, good fortune, and health.
- Kagami Mochi
  - Mirror rice cake
  - 2 round mochi cakes (the smaller on top of the larger one) and a daidai (Japanese bitter orange on top).
- Otoshi-dama
  - Giving money (usually \$50 - \$100) to children in a decorated envelope called "Pochibukuro"
- Hagoita

- Wooden paddle that represents a girl's growth
- Play badminton like game with them
- Once used to ward off evil but now a decoration

The students played a get-to-know you game and enjoyed some traditional Japanese Christmas and New Year's food.

## **Business Section of the Meeting**

### **Introductions:**

Katie started the business meeting with officer introductions.

### **Minutes:**

A motion to approve the minutes from the November meetings was made by Dave Eaton and seconded by Kendra Peck.

### **Treasurer Report**

Total - \$4,605.46

Increase of \$233.14 (Donation - \$8.00, Membership Fees - \$225.00, Dividend - \$0.14)

### **Student Adviser Election**

The office of student adviser was not filled during the November election. Melinda Cebull said she would fill the role if we could not find someone else. Kendra Peck was elected as secretary. Kendra had mentioned several ideas for student activities, and it was decided the student adviser position might be a good fit for her. Kendra was asked to fill the student advisor position and Melinda will fill the secretary position unless another adult member was interested. The group was asked if there were any other adults interested in the office of student adviser or secretary. There was no other interest. Our adult officers are:

President – Katie Eaton

Vice President – Whitney St. Michel

Secretary – Melinda Cebull

Treasurer – Peter Cebull

Student Advisor – Kendra Peck

Historian – Wendy Boring

### **Fundraisers**

The group discussed the raffle and dinner fundraiser for next year. Whitney St. Michel provided a possible allocation of points for the different areas where students and adults can help with the fundraiser. There were some questions about the suggested allocation of points for family donated baskets. **The board will need to make a decision and let the group know at the next meeting.** Whitney talked with Jerry at Snow Eagle and he is not sure if they will be able to host the dinner/raffle. **Melinda will talk with Jerry before the next meeting.**

### **Hosting Japanese Students**

The Japanese students usually visit Idaho during the last week of July to the start of August. Whitney will try to find out if they have decided on the dates they want to travel. She will start planning activities

and looking for host families after she knows the dates. **Melinda will send an email to Japan introducing the new officers and providing contact information.**

### **Meeting Location and Format**

The group discussed changing the meeting format to have half of the meeting as a business meeting and half of the meeting as a student meeting. The change would allow the students to practice language more often and allow student who can only attend once a month to participate in both the business and student led parts of the meeting. Attendance to the majority of the meeting is still required to receive points. (i.e. Students cannot just attend the student led portion of both meetings and receive 2 points.) The bylaws state the group will have a business meeting the first Wednesday of the month and a student led meeting the Monday approximately a week and a half later. The bylaws will need to be modified to reflect this change and approved by the group. **Katie will schedule a board meeting to discuss bylaw changes.**

Katie checked with the library about holding our meetings there. The library said we could have them there, and they would not charge us since we are a city organization. The group agreed to try having our next meeting at the library and decide which location works best. **Peter will make sure the Development Workshop has been paid for the meeting room use to date.**

A motion to adjourn was made by Karen Finnigan and seconded by Dave Eaton.

**\* Red print is used to denote action items.**



## MEMORANDUM

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**TO:** Honorable Mayor and Council

**FROM:** Mr Brad Cramer, Director

**DATE:** January 19, 2017

**RE:** FY2017 CDBG - Council Work Session - Discussion of projects and activities recommended for the FY2017 CDBG Annual Action Plan

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Attached is the list of projects and activities totaling \$738,835.77 submitted by application for FY2017 Community Development Block Grant (CDBG) funding. A public hearing was held during the December 8, 2016 Council Meeting and a 30-day public comment period was held from December 9, 2016 through January 9, 2017. Comments received will be included in the public participation section of the *FY2017 CDBG Annual Action Plan*.

Discussion of the projects and activities recommended for FY2017 CDBG funding is scheduled for Monday, January 23, 2017 during the Council work session. A table of projects and activities for consideration and comments received during the public comment will be provided for discussion.

A Resolution to approve projects and activities to be included in the *FY2017 CDBG Annual Action Plan* is scheduled for Tuesday, January 24, 2017 during the regular Council meeting.

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

BGC-001-17

<i><b>FY2017 CDBG Applicants</b></i>	<i><b>Project Application Description</b></i>	<i><b>Amount Requested</b></i>
<b>Idaho Falls Legal Aid CLUB, Inc.</b>	Legal Aid Assistance for victims of domestic violence.	<b>\$10,000</b>
<b>Behavioral Health Crisis Center of Eastern Idaho</b>	Presumed homeless Crisis Intervention. Case management support and housing related services.	<b>\$18,000</b>
<b>EICAP - GRG</b>	Case management services that addresses specific needs for substance abuse or mentally disabled individuals.	<b>\$20,800</b>
<b>EICAP - GRG</b>	Legal Aid Assistance-Grandparents raising grandchildren.	<b>\$10,400</b>
<b>Community Food Basket</b> Formally the Idaho Falls Community Food Bank	Purchase of equipment to increase capacity to receive, store, maintain, and distribute fresh/frozen food for LMI individuals/families.	<b>\$11,566.66</b>
<b>The Housing Company</b> Public Fac. Slum/Blight SBA Area	Façade Improvement of Bonneville Hotel.	<b>\$106,833.11</b>
<b>IFDDC-Public Facility</b> Slum/Blight SBA Area	Improvement to downtown with façade project for the Bonneville Hotel.	<b>\$102,000</b>
<b>Planning Dept.</b> <b>Code Enforcement Program</b>	Code Enforcement in (3) LMI Census Tract neighborhoods. \$79,650 FT staff with salary/ benefits. Up to \$1000 office supplies/printing costs for Program.	<b>\$80,650</b>
<b>City Public Works Dept.</b>	Public Facility & Improvement with Curb/Gutter/Sidewalk Replacement (Phase 4-Bel Aire Subdivision).	<b>\$50,000</b>
<b>Eastern Idaho Community Action Partners (EICAP).</b> Housing Rehab	Single Unit weatherization, minor home repairs, and interior/ exterior ADA.	<b>\$50,000</b>
<b>LIFE, Inc.</b> Single Unit Housing Rehab	Improve ADA access for (5-7) disabled individuals with ADA ramps/bathroom remodels	<b>\$30,000</b>
<b>Sr. Citizen Comm. Ctr.</b> Public Facility Improvement	Replace elevator.	<b>\$80,000</b>
<b>Community Council of Idaho</b> New Health Center at Hoopes Ave/Allen. Public Fac. Improvements of a Health Center	New Health Center to replace Community Family Clinic at on 2088 E 25 <sup>th</sup> Street.	<b>\$50,000</b>
<b>Idaho Falls Rescue Mission</b> Public Facilities & Improvements for Homeless Facilities	Kitchen upgrade: fume hood, fire suppression, and gas oven/stove. Rehab existing sidewalk beds.	<b>\$35,000</b>
<b>Habitat for Humanity Idaho Falls (HFHIF) Acquisition</b>	Allocation of funds to purchase and demolish or rebuild (1) home located within the (3) US CT for an LMI family to purchase.	<b>\$15,000</b>
<b>Administration 20% Max</b>	Administer CDBG	<b>\$68,586</b>
	<b>2017 Total Amount Requested by Application</b>	<b>\$738,835.77</b>

**2017 CDBG Plan Year (PY) runs April 1, 2017 to March 31, 2018**  
**FY2017 CDBG allocation expected July, 2017**  
**City Budget runs 10-1-16 through 9-30-17**