



Twin Falls City Council Agenda

Tuesday, November 12, 2024, 5:00 PM

Council Chambers
203 Main Avenue East Twin Falls, Idaho

Members: Mayor Ruth Pierce, Vice Mayor Jason Brown, Council Members Craig Hawkins, Spencer Cutler, Christopher Reid, Grayson Stone, Cherie Vollmer

- 1) CALL MEETING TO ORDER/CONFIRMATION OF QUORUM
- 2) PLEDGE OF ALLEGIANCE
- 3) CONSENT CALENDAR
 - a) **ACTION ITEM:** Request to approve City Council 2024 November 04, Minutes.
By: Amy Luna, Deputy City Clerk
 - b) **ACTION ITEM:** Request to approve Accounts Payable for October 31 thru November 06, 2024.
By: Amy Luna, Deputy City Clerk
 - c) **ACTION ITEM:** Request to approve November 06, 2024, Travel Requests.
By: Amy Luna, Deputy City Clerk
 - d) **ACTION ITEM:** Request City Council approve the Special Event Permit for the organizers of the Candy Cane Lane on Main Avenue Market.
By: Lou Coronado, Sergeant, Twin Falls Police Department
- 4) WORK SESSION
 - a) **PRESENTATION:** Presentation of draft charter for proposed Multi-Use Event Center Ad Hoc Committee.
By: Shawn Barigar, Economic Development Director
 - b) **DISCUSSION:** A discussion about the City's Special Event Permit process and possible changes to that process.
By: Mitch Humble, Deputy City Manager
- 5) GENERAL PUBLIC INPUT
- 6) ADVISORY BOARD REPORT/ANNOUNCEMENTS
- 7) ADJOURNMENT

Any person(s) needing special accommodations to participate in the above-noticed meeting could contact Josh Palmer (208) 735-7312 at least two working days before the meeting. Si desea esta información en Español, por favor llame a Josh Palmer al teléfono (208) 735-7312

Public Input Procedures

1. Individuals wishing to provide public input regarding matters relevant to the City of Twin Falls shall:
 - a. Wait to be recognized by the Mayor or Chairman.
 - b. Approach the microphone/podium.
 - c. State their name, and whether they are a resident or property owner of the City of Twin Falls and proceed with their input.
2. All public input will be limited to two (2) minutes. Individuals are not permitted to give their time to otherspeakers.
3. All presenters shall remain respectful.

Public input will not be about any of the items that were on this agenda, personnel, or a personnel-related issue. All issues involving City personnel should be directly communicated with the mayor and/or the City Manager.

Anyone failing to follow these rules will be provided with one (1) warning. Should the speaker continue to disregard these rules after the warning, will have the microphone muted and they will be asked to return to their seats.

Public Hearing Procedures for Zoning Requests

1. Prior to opening the first Public Hearing of the session, the Mayor or Chairman shall review the public hearing procedures.
2. Individuals wishing to testify or speak before the City Council or Planning & Zoning Commission shall wait to be recognized by the Mayor or Chairman, approach the microphone/podium, state their name, and then proceed with their comments. Following their statements, they shall write their name and address on the record sheet(s) provided by the staff. The staff shall make an audio recording of the Public Hearing.
3. A City Staff Report shall summarize the application and history of the request.
4. The Applicant, or the spokesperson for the Applicant, will make a presentation on the application/request (request). No changes to the request may be made by the applicant after the publication of the Notice of Public Hearing. The presentation should include the following:
 - A complete explanation and description of the request.
 - Why the request is being made.
 - Location of the Property.
 - Impacts on the surrounding properties and efforts to mitigate those impacts.
5. Applicant is limited to 15 minutes, unless a written request for additional time is received, at least 72 hours prior to the hearing, and granted by the Mayor or Chairman.
6. The City Council or Planning & Zoning Commission may ask questions of staff or the applicant pertaining to the request.
7. The general public will then be given the opportunity to provide their testimony regarding the request. The Mayor or Chairman may limit public testimony to no less than two (2) minutes per person.
 - Individuals are not permitted to give their time to other speakers.
 - However, five (5) or more individuals that received written notice of the public hearing may appoint, by written petition, a spokesperson. The written petition must be received at least 72 hours prior to the hearing and must be granted by the Mayor or Chairman. The spokesperson shall be limited to 15 minutes.
 - Written comments, including e-mail, received by 12:00 p.m. on the date of the hearing shall be either read into the record or displayed to the public on the overhead projector.
8. Following the Public Testimony, the applicant is permitted five (5) minutes to respond to Public Testimony.
9. Following the Public Testimony and Applicant's response, Council or Commission members, as recognized by the Mayor or Chairman, shall be allowed to question the Applicant, Staff or anyone who has testified. Responses shall be limited to answering the questions asked. The Mayor or Chairman may limit the time permitted for the answer.
10. The Mayor or Chairman shall close the Public Hearing. The City Council or Planning & Zoning Commission shall deliberate on the request. Deliberations and decisions shall be based upon the information and testimony provided during the Public Hearing. Once the Public Hearing is closed, additional testimony from the staff, applicant or public is not allowed. Legal or procedural questions may be directed to the City Attorney.

* Any person not conforming to the above rules may be prohibited from speaking. Persons refusing to comply with such prohibitions may be asked to leave the hearing and, thereafter removed from the room by order of the Mayor or Chairman.



Twin Falls City Council Minutes

Monday, November 4, 2024, 5:00 PM

Council Chambers
203 Main Avenue East Twin Falls, Idaho

1) CALL MEETING TO ORDER/CONFIRMATION OF QUORUM

Present: Mayor Ruth Pierce, Vice Mayor Jason Brown, Council Members Craig Hawkins, Christopher Reid, Spencer Cutler, Cherie Vollmer & Grayson Stone.

Absent:

Staff Present: City Manager Travis Rothweiler, Deputy City Managers Mitch Humble & Gretchen Scott, City Attorney Bruce Castleton, Staff Engineer A C Palmer, Planning & Zoning Director Jonathan Spendlove, Deputy City Clerk Amy Luna, Police Chief Craig Kingsbury, Streets Superintendent Mark Thomson, Wastewater Superintendent Doug Gonzalez, Public Works Director Josh Baird, City Engineer Troy Vitek, City Planner Kelli Ebersole, Planning Technician Jody Green, Network Administrator Dee Davidson, Administrative Assistant Rachael Long

Mayor Pierce called the meeting to order at 5:00 PM. A quorum was present.

2) PLEDGE OF ALLEGIANCE

Mayor Pierce invited all present, who wished, to recite the Pledge of Allegiance to the Flag.

3) CONSENT CALENDAR

MOTION: Council Member Vollmer moved to approve the Consent Calendar as presented. **Council Member Hawkins** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

- a) Request to approve City Council 2024 October 21, Minutes.
- b) Request to approve City Council 2024 October 28, Minutes.
- c) Request to approve Accounts Payable for October 24-31, 2024.
- d) Request to approve October 30, 2024, Travel Requests.
- e) Request City Council to approve the Special Event Permit for the organizers of the Christmas in the Nighttime Sky event.
- f) Request City Council approve the Special Event Permit for the organizers of the Regional Church Youth Dance.
- g) Request to approve Findings of Facts and Conclusions of Law for the following: Zoning District Change (PZ24-0084), Annexation (PZ24-0087)

4) ITEMS OF CONSIDERATION

- a) Request for council to authorize the use of \$550,000 of wastewater collections reserve money to be spent on a sewer pipe rehabilitation project.
Staff Engineer Palmer requested authorization to use \$550,000 of Wastewater Collections reserves for a sewer pipe rehabilitation project.

Discussion ensued on the following:

Council Member Stone: How long is the liner good for?

MOTION: Vice Mayor Brown moved to approve the request to use \$550,000 of Wastewater Collections reserves for a sewer pipe rehabilitation project. **Council Member Vollmer** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

- b) Request to adopt ordinance #2024-017 for Annexation and M-2 Zoning District of property located at the southwest corner of Park Avenue and Washington Street South.

P&Z Director Spendlove requested to adopt **Ordinance #2024-017** for Annexation and M-2 Zoning District of property located at the southwest corner of Park Avenue and Washington Street South.

Discussion ensued on the following: None.

MOTION: Council Member Reid made a motion to dispense with reading the rules and put **Ordinance #2024-017** on third and final reading by title only. **Council Member Cutler** seconded the motion. The Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

Mayor Pierce read **Ordinance #2024-017** by title only.

MOTION: Council Member Reid moved to approve the request to adopt **Ordinance #2024- 017** for Annexation and M-2 Zoning District of property located at the southwest corner of Park Avenue and Washington Street South. **Council Member Stone** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

- c) Request to adopt ordinance #2024-018 for a Zoning District Change of C-1 PUD to C-1 on property located at 997 Washington Street South.

P&Z Director Spendlove requested to adopt **Ordinance #2024-018** for a Zoning District change of C-1 PUD to C-1 on property located at 997 Washington Street South.

Discussion ensued on the following: None.

MOTION: Council Member Reid made a motion to dispense with reading the rules and put **Ordinance #2024-018** on third and final reading by title only. **Vice Mayor Brown** seconded the motion. The Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

Mayor Pierce read **Ordinance #2024-018** by title only.

MOTION: Council Member Reid moved to approve the request to adopt **Ordinance #2024- 018** for a Zoning District change of C-1 PUD to C-1 on property located at 997 Washington Street South. **Vice Mayor Brown** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

- d) Request to adopt ordinance #2024-019 for Annexation and R-4 Zoning District of property located along the 1500 block of Harrison Street South.

P&Z Director Spendlove requested to adopt **Ordinance #2024-019** for Annexation and R-4 Zoning District of property located along the 1500 block of Harrison Street South.

Discussion ensued on the following: None.

MOTION: Council Member Hawkins made a motion to dispense with reading the rules and put **Ordinance #2024-019** on third and final reading by title only. **Council Member Stone** seconded the motion. The Roll call vote showed all members present voted in favor of the motion. Approved 7 to 0.

Mayor Pierce read **Ordinance #2024-019** by title only.

MOTION: Council Member Reid moved to approve the request to adopt **Ordinance #2024- 019** for Annexation and R-4 Zoning District of property located along the 1500 block of Harrison Street South. **Council Member Hawkins** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

5) GENERAL PUBLIC INPUT

6) ADVISORY BOARD REPORT/ANNOUNCEMENTS

Council Member Stone gave a shout out to Twin Falls Highschool Volleyball team for winning state City Manager Rothweiler seconded that and then gave a shout out to Twin Falls Highschool Ladies Cross country track team for winning state, he then encouraged citizens to vote, and our next meeting would be on Tuesday November 12th, City Hall would be closed on Monday the 11th for Veterans Day.

7) EXECUTIVE SESSION

- a) Request to adjourn to Executive Session pursuant to Idaho Code § 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, or public-school student.

MOTION: Council Member Reid moved to adjourn to Executive Session 74206(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, or public-school student. **Vice Mayor Brown** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

8) ADJOURNMENT

The meeting adjourned into executive session at 05:16 PM. Regular adjourned at 6:45 PM

Amy Luna, Deputy City Clerk

****If you wish to have a full accounting of this meeting, please listen to the recording that is located on our website. **** [Tfid.org](https://www.tfid.org)



Date: Tuesday, November 12, 2024
To: Honorable Mayor and City Council
From: Shawn Barigar, Economic Development Director

PRESENTATION

Request:

Presentation of draft charter for proposed Multi-Use Event Center Ad Hoc Committee.

Time Estimate:

Background:

As part of the State and Local Fiscal Recovery Funds allocated by the U.S. Government to the City of Twin Falls, a proposal was funded by the City Council to conduct a feasibility study to explore development of a multi-use event center. This presentation of a draft charter initiates the effort to identify the work of a special ad hoc committee to be appointed by the Mayor and approved by the council.

The attached draft charter outlines the purpose of this citizen involvement committee - in particular its role to select an appropriate consulting firm to complete a feasibility study. The charter also highlights the background on the need, funding, and strategic alignment of the work; identifies the committee objectives; suggests guidelines for the membership of the committee; lays out a public process for the work of the group; and identifies an approximately 12-month timeline for the initial work of the committee.

Approval Process:

No formal action by the council is required at this time. Staff would like to receive any input from Council on recommended revisions to the draft charter. If the council is supportive, staff will work with the Mayor to identify proposed committee membership and bring back to the Council for approval at a later date.

Budget Impact:

Funding for the proposed feasibility study is included in the FY 2025 budget in the amount of \$125,000, from the SLFRF allocation.

Regulatory Impact:

History:

N/A

Analysis:

N/A

Conclusion:

Staff recommends the Council provide any input to the proposed draft charter.

Attachments:

1. Multi Use Event Center Charter

Twin Falls Multi-Use Event Center Citizen Involvement Ad Hoc Committee Charter

Purpose

The City of Twin Falls is initiating an exploration focused on potential development of a multi-use event center. This committee will evaluate community need, develop event center concepts, prioritize facility features, review potential locations, recruit community partners, and identify funding options for both construction and operation. The committee may also assist in securing funding for this center.

Background

Interest in a multi-use event center for Twin Falls has been growing due to the need for a versatile space accommodating community events, conventions, performances, and activities. The most recent comprehensive study of a potential convention center in Twin Falls was conducted in 1992 – more than 30 years ago – commissioned by the Twin Falls Area Chamber of Commerce. That study concluded that while much of the local meeting demand could be accommodated at that time by existing facilities, many of those facilities no longer exist. The community continues to face limited options for meetings, events, and conferences of all sizes.

Feasibility Study Funding

To assess the feasibility of this multi-use event center, the Twin Falls City Council has allocated up to \$125,000 from State and Local Fiscal Recovery Funds (SLFRF) under the American Rescue Plan Act. This allocation will support the completion of a feasibility study, which is a crucial step in determining the center's potential impact, projected use, and financial sustainability. This study will provide critical insights for the committee as it establishes the facility's design and funding strategies.

Need and Strategic Alignment

Twin Falls continues to experience growth that requires more flexible facilities to support economic development, tourism, and local business initiatives. A multi-use event center would enhance the city's profile as a regional destination, attracting conventions, sports tournaments, cultural events, and other large gatherings that support local businesses, create jobs, and contribute to a vibrant community economy. The facility would also support local organizations for meetings, trainings, and events. The City's Prosperous Community objectives in the Strategic Plan align directly with these goals:

- Prosperous Community Goal, Objective PC1.1: Create conditions that attract businesses to locate, stay, and expand within the city. *A multi-use event center provides a highly flexible venue that enhances the city's capacity to host business conventions, expos, and other events, encouraging both business retention and growth. This facility would help build Twin Falls' reputation as a prime location for regional and business gatherings, directly supporting local economic growth.*

- Prosperous Community Goal, Objective PC1.2B: Enhance tourism offerings and promote Twin Falls as a destination. *A multi-use event center will expand the city's tourism potential by enabling it to host larger events that attract visitors from surrounding areas and beyond. This increased tourism will benefit hotels, restaurants, retail businesses, and services, bringing new revenue to Twin Falls and strengthening the local economy.*

- Prosperous Community Goal, Objective PC1.3A: Increase job opportunities and support workforce development. *The event center's operations and the events it attracts will create job opportunities in hospitality, tourism, facility management, and event services. These positions contribute to workforce expansion and provide options for local employment, supporting the City's goals for a prosperous, sustainable community.*

Committee Objectives

The City has identified the following objectives for this project:

- Prepare a Request for Qualifications (RFQ) for consulting services to conduct the feasibility study.
- Review event center concepts and usage models.
- Establish feature and amenity priorities for the event center.
- Evaluate potential locations for the facility.
- Identify and recruit community partners.
- Research and recommend structure for the center's management and operations.
- Identify funding sources.
- Participate in securing funding to support project development.

Citizen Involvement

Given the significant public interest in creating a facility that serves broad community needs, the Twin Falls City Council has established this Ad Hoc Citizen Committee. This committee will provide a platform for community input on the design, construction, and operation of the event center.

Ad Hoc Committee Name

Twin Falls Multi-Use Event Center Ad Hoc Citizen Advisory Committee

Committee Membership

The committee will represent various interests while remaining a manageable size. It will consist of seven (7) voting members approved by the Mayor and City Council. Representation should consider affiliation with local business associations, tourism and hospitality associations, potential end-users of such a center, institutional partners (such as the College of Southern Idaho, the Twin Falls School District, Frontier Community Resources – formerly Region IV Development, and the Urban Renewal Agency of the City of Twin Falls), private business in the tourism and hospitality industry, and at-large

residents from the City of Twin Falls. A liaison from the Twin Falls City Council will also serve on the committee.

The work of the committee will be supported by City staff, as needed, led by the Economic Development Department.

Committee Meetings

The Ad Hoc Committee will meet monthly, at a time convenient for most members, to maximize participation. Meetings will be publicly noticed, with agendas published and minutes available to the public. Each agenda will provide an opportunity for public comment.

Committee Responsibilities

- Develop an RFQ for feasibility study services.
- Evaluate submitted proposals and select a qualified provider of services.
- Review and refine design and usage concepts for a multi-use event center.
- Establish priorities for amenities and features to support diverse event types.
- Recommend funding sources and partnership opportunities.
- Gather public input, assess alternatives, deliberate, and provide recommendations.
- Present findings to the City Council and community.

Decision-Making

Final decisions on the project's scope, design, funding, and construction will be made by the Twin Falls City Council. The Ad Hoc Committee will seek input from the community, interest groups, and city staff and submit advisory recommendations to the Council. Decisions within the committee will be made by consensus, or by majority vote, if necessary, with minority reports included for City Council consideration.

Duration of the Ad Hoc Committee

This Ad Hoc Committee is expected to operate until final approval of project concepts and funding sources, approximately 12 months from its initiation, unless extended by City Council.



Date: Tuesday, November 12, 2024
To: Honorable Mayor and City Council
From: Mitch Humble, Deputy City Manager

DISCUSSION

Request:

A discussion about the City's Special Event Permit process and possible changes to that process.

Time Estimate:

The discussion should take about 30 minutes.

Background:

In August of this year, a group of concerned people attended a City Council meeting to express their displeasure about a special event that had occurred in late July. The event they complained about was the Paranormal Cirque event that happened in the parking lot of the Magic Valley Mall. The group had a list of complaints about the event, mostly related to the content of the event. It was a horror-themed circus-style event. The group largely objected to the horror theme, indicating that it was not appropriate for a family-friendly community like Twin Falls.

While most of the complaints centered on the theme and content, one of the attendees indicated that the Council should not have approved the event because they applied for their Special Event Permit after the Code-required 45 day application deadline. Following the Council meeting, City staff reviewed the permit record and found that the application for the Paranormal Cirque was not submitted in a timely manner, according to the City's Code regulations for Special Event Permits. However, while the City Code does require that event applicants submit their applications at least 45 days prior to the planned event date, the City Council has directed staff to process events faster, if they can. In this specific case, the application was processed in less than 40 days. So, while the process for this event did not meet the letter of the Code, it did meet the direction given by the Council.

As staff reviewed this case, it was determined that there are some discrepancies between the City Code regarding Special Event Permits and the City's process for reviewing Special Event Permits. The staff believes that these discrepancies should be corrected, if our process is going to be defensible. To that end, in this discussion tonight, we will discuss the various discrepancies between the Code and the process, as well as a few other potential changes. The goal for this discussion is to get the Council's input on what changes need to be made to either the Code or the process, so that we can create a consistent and defensible practice for dealing with Special Event Permits.

Approval Process:

This item is a discussion item only. No approval is requested.

Budget Impact:

There is no significant budget impact associated with this discussion item.

Regulatory Impact:

City staff is requesting feedback from the Council regarding their desire for changes to our Special Event Permit code and/or process. The staff will take this direction and incorporate it into changes that will be brought back to the Council for future action.

History:

N/A

Analysis:

N/A

Conclusion:

Staff recommends that the Council provide their input regarding potential changes to the Code and/or process for Special Event Permits.

Attachments:

None