



Twin Falls City Council Agenda

Monday, April 28, 2025, 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) Proclamations
 - a) **PRESENTATION:** Idaho Gives Week
 - b) **PRESENTATION:** Public Service Recognition Week
- 4) Consent Calendar
 - a) **ACTION ITEM:** Request to approve City Council 2025 April 21, Minutes.
By: Amy Luna, Deputy City Clerk
 - b) **ACTION ITEM:** Request to approve Accounts Payable for April 17-23, 2025.
By: Amy Luna, Deputy City Clerk
 - c) **ACTION ITEM:** Request to approve 2025 March Wells Fargo Credit Card Summary.
By: Amy Luna, Deputy City Clerk
 - d) **ACTION ITEM:** Request City Council approve the Special Event Permit for the organizers of the Magic Valley Law Enforcement Memorial.
By: Wendy Davis, Parks and Recreation Director
 - e) **ACTION ITEM:** Request to accept the Improvement Agreement for the purpose of developing **Calistoga Springs Subdivision (Phase 2B)** public infrastructure for a future subdivision.
By: Troy Vitek, City Engineer
- 5) Items of Consideration
 - a) **ACTION ITEM:** Request to confirm the City Manager's appointment of Matthew Hicks to the position of Police Chief for the City of Twin Falls. Upon confirmation the Mayor will administer the Oath of Office.
By: Travis Rothweiler, City Manager
 - b) **ACTION ITEM:** Consider a Request to Confirm the Mayor's appointment of Thomas Bixler to serve on the Parks and Recreation Commission.
By: Wendy Davis, Parks and Recreation Director
 - c) **PRESENTATION:** Presentation to Council on the results of the 2024 National Citizen Survey By:
Mandi Thompson, Assistant to the City Manager
 - d) **ACTION ITEM:** Rock Creek Sewer Crossing Contract
By: Troy Vitek, City Engineer
 - e) **ACTION ITEM:** Consider a request for \$90,000 in contingency funds to remove and replace the Senior Center roof.
By: Gretchen G. Scott, Deputy City Manager
- 6) General Public Input
- 7) Advisory Board Report/Announcements
- 8) Executive Session
 - a) **ACTION ITEM:** Request to adjourn to Executive Session pursuant to Idaho Code § 74-206(1)(c)(f) To acquire an interest in real property not owned by a public agency; To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement.

9) Adjournment

Any person(s) needing special accommodation to participate in the above-noticed meeting could contact Josh Palmer (208) 735-7312 at least two working days before the meeting. Si Desae Esta information in Español, Por favor llama a Josh Palmer al telephone (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, they 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 should 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 is the request 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 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.
 - The written comments, including e-mail, received by 12:00 p.m. on the date of the hearing shall be either read onto 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, applicants 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

*Office of the Mayor of the
City of Twin Falls*

Proclamation

*Idaho Gives Week
April 28th – May 1st, 2025*

WHEREAS: nonprofit organizations help build and sustain healthy communities in our state and enhance the quality of life for Idahoans and for others throughout the country and the world; and

WHEREAS: over 7,000 charitable nonprofit organizations based in Idaho contribute significantly to our economy by providing services to our communities, employing over 79,000 Idahoans, and producing total revenue of over \$10 billion; and

WHEREAS: Idaho's nonprofit leaders often are entrepreneurs, create new solutions to problems, and fill previously unmet needs in the areas of health, recreation, education, research, arts, social services and more; and

WHEREAS: Idaho Gives Week serves as a time for Idahoans to join together with one voice on one day to contribute to and amplify the efforts of Idaho nonprofits; and

WHEREAS: the nonprofit sector acts as a responsible steward of charitable dollars to achieve a diverse range of missions and goals; and

WHEREAS: nonprofit organizations often fulfill their missions by advocating on behalf of those who cannot advocate for themselves.

THEREFORE, I, Ruth Pierce, Mayor of the City of Twin Falls, do proclaim the week of April 28th through May 1st, 2025, as

Idaho Gives Week

in the City of Twin Falls, and I encourage all residents to continue to recognize and support the many nonprofit organizations in our community.

*In witness whereof we have hereunto set our
hand and caused this seal to be affixed this 28th
day of April.*

Ruth Pierce, Mayor
City of Twin Falls

Amy Luna
Deputy City Clerk

*Office of the Mayor of the
City of Twin Falls*

Proclamation

*Week
May 4-10, 2025*

PUBLIC SERVICE RECOGNITION WEEK

WHEREAS: Americans are served every single day by public servants at the federal, state, county and city levels. And these unsung heroes do the work that keeps our nation working.

WHEREAS: Many public servants, including military personnel, police officers, firefighters, and others, risk their lives each day in service to the people of the United States and around the world;

WHEREAS: Public servants include planners, public works crews, first responders, librarians, parks and recreation staff, IT specialists, engineers, human resources specialists, building inspectors, finance officers, prosecutors and countless other occupations. They provide the diverse services demanded by the American people of their government with efficiency and integrity; and

WHEREAS: Without these public servants at every level, continuity would be impossible in a democracy that regularly changes its leaders and elected officials;

THEREFORE, I, Ruth Pierce, Mayor of the City of Twin Falls, do hereby proclaim the week of May 4th through 10th as Public Service Recognition Week. All citizens are encouraged to recognize the accomplishments and contributions of government employees at all levels — federal, state, county, and city.

*In witness whereof we have hereunto set our
hand and caused this seal to be affixed on this
28th day of April.*

*Ruth Pierce, Mayor
City of Twin Falls*

*Amy Luna
Deputy City Clerk*



Twin Falls City Council Minutes

Monday, April 21, 2025, 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, Deputy City Clerk Amy Luna, Administrative Assistant Rachael Long, Building Official Matthew Long, Parks and Recreation Director Wendy Davis, Public Information Coordinator Joshua Palmer, Streets Superintendent Mark Thomson, Code Enforcement Sean Standley, Deputy Prosecuting Attorney Nicle Swafford, Lieutenant Terry Thueson, Environmental Manager Nathan Erickson, Parks Superintendent Chance Munns, Deputy Public Works Director Erin Steel, Streets Supervisor Bud Stradley, WWC Supervisor Doug Gonzales, Fire Chief Mitchell Brooks, Police Chief Craig Kingsbury, Police Captains Matthew Hicks & Brent Wright.

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) Proclamations

a) Arbor Day

Mayor Pierce read and presented the Arbor Day Proclamation.

4) Consent Calendar

MOTION: Council Member Reid 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 2025 April 14, Minutes.
- b) Request to approve Accounts Payable for April 10-16, 2025.
- c) Request to approve April 16, 2025, Travel Requests.

5) Items of Consideration

- a) Consideration of a request to amend City Code 9-6-8 by omitting subsection (A) 3 A trailer of more than one half (1/2) ton capacity and replacing with: (A) 3. Any trailer. Staff would also like to add the definition of a Recreational Vehicle to City Code: Recreational Vehicle-- a vehicle that has living quarters and is designed for recreational use, such as camping, travel, or seasonal use.

Code Enforcement Officer Standley requested to amend City Code 9-6-8 by omitting subsection (A) 3 A trailer of more than one half (1/2) ton capacity and replacing it with: (A) 3. Any trailer. Staff would also like to add the definition of a Recreational Vehicle to the City Code: recreational Vehicle - a vehicle that has living quarters and is designed for recreational use, such as camping, travel, or seasonal use.

Discussion ensued on the following:

Vice Mayor Brown: Asked for clarification on the request.

Council Member Reid: Asked about construction trailers.

MOTION: Vice Mayor Brown made a motion to dispense with reading the rules and put **Ordinance #2025-008** on third and final reading by title only. **Council Member Stone** seconded the motion. The roll call vote showed all members present voting in favor of the motion. Approved 7 to 0.

Mayor Pierce read **Ordinance #2025-008** by title only.

Discussion ensued with the following: None.

MOTION: Council Member Hawkins moved to approve **Ordinance #2025-008**, a request to amend City Code 9-6-8 by omitting subsection (A) 3 A trailer of more than one half (1/2) ton capacity and replacing it with: (A) 3. Any trailer. Staff would also like to add the definition of a Recreational Vehicle to the City Code: Recreational Vehicle - a vehicle that has living quarters and is designed for recreational use, such as camping, travel, or seasonal use. **Council Member Vollmer** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

- b) Consideration of a request to adopt a new city code for Unlawful Assemblies in Public Spaces. Staff would also like to include a section for Failure to Disperse in this code.

Lieutenant Thueson requested to adopt **Ordinance #2025-007**, a new city code for Unlawful Assemblies in Public Spaces. Staff would also like to include a section about Failure to Disperse in this code.

Discussion ensued on the following:

Council Member Cutler: Spoke in favor of this request and asked for some clarification.

MOTION: Council Member Reid made a motion to dispense with reading the rules and put **Ordinance #2025-007** on third and final reading by title only. **Council Member Vollmer** seconded the motion. The roll call vote showed all members present voting in favor of the motion. Approved 7 to 0.

Mayor Pierce read **Ordinance #2024-005** by title only.

MOTION: Council Member Reid moved to approve the request to adopt **Ordinance #2025- 007**, a request for a new city code for Unlawful Assemblies in Public Spaces. Staff would also like to include a section about Failure to Disperse in this code. **Council Member Hawkins** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

- c) Consider a request to approve the Memorandum of Understanding between the Idaho State Department of Agriculture and the City of Twin Falls and authorize the mayor to sign it.

Parks and Recreation Director Davis requested to approve the Memorandum of Understanding between the Idaho State Department of Agriculture and the City of Twin Falls and authorize the mayor to sign it.

Discussion ensued on the following:

Council Member Reid: Asked for clarification on the staffing.

MOTION: Council Member Vollmer moved to approve the request to approve the Memorandum of Understanding between the Idaho State Department of Agriculture and the City of Twin Falls and authorize the mayor to sign it. **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 approve the purchase of a 2025 Freightliner truck fitted with a mechanical broom sweeper at a cost of \$365,503.21 using a Cooperative Purchasing Agreement with Sourcwell and authorize the Public Works Director to execute the contract.

Streets Superintendent Thomson requested to approve the purchase of a 2025 Freightliner truck fitted with a mechanical broom sweeper at a cost of \$365,503.21 using a Cooperative Purchasing Agreement with Sourcwell and authorize the Public Works Director to execute the contract.

Discussion ensued on the following:

Council Member Cutler: Asked for clarification on cooperative purchasing.

MOTION: Vice Mayor Brown moved to approve the request to approve the purchase of a 2025 Freightliner truck fitted with a mechanical broom sweeper at a cost of \$365,503.21 using a Cooperative Purchasing Agreement with Sourcewell, to reallocate the use of \$5,503.21 from the operation budget and authorize the Public Works Director to execute the contract. **Council Member Hawkins** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

- e) Request to authorize up to \$60,000 from wastewater reserve funds for the preliminary design of the Canyon Rim Drop Line project and approve a contract with Hazen and Sawyer to perform that work.
Environmental Manager Erickson requested to authorize up to \$60,000 from wastewater reserve funds for the preliminary design of the Canyon Rim Drop Line project and approve a contract with Hazen and Sawyer to perform that work.

Discussion ensued with the following:

Council Member Reid: Asked for clarification on where the funds would come from.

MOTION: Vice Mayor Brown moved to approve the request to authorize up to \$60,000 from wastewater reserve funds for the preliminary design of the Canyon Rim Drop Line project and approve a contract with Hazen and Sawyer to perform that work. **Council Member Stone** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

- f) Fee Waiver/refund Request for Mechanical permit, (Theron W. Ward Judicial Building) 427 Shoshone St N, Permit #25-1265
Building Official Long requested a Fee Waiver/refund for Mechanical permit, (Theron W. Ward Judicial Building), 427 Shoshone St N, Permit #25-1265.

Discussion ensued with the following: None.

MOTION: Council Member Stone moved to approve the request to waive/refund the fee for the mechanical permit (Theron W. Ward Judicial Building), 427 Shoshone St N, Permit #25- 1265. **Council Member Vollmer** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

- g) The Twin Falls School District is requesting a fee waiver for Lincoln Elementary HVAC upgrade 238 Buhl St N Permit#25-0874
Building Official Long requested a fee waiver for the Twin Falls School District for Lincoln Elementary HVAC upgrade, 238 Buhl St N Permit#25-0874.

Discussion ensued with the following: None.

MOTION: Council Member Cutler moved to approve the request to waive the fee for the Twin Falls School District for Lincoln Elementary HVAC upgrade, 238 Buhl St N Permit#25-0874. **Council Member Stone** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

6) General Public Input

Citizen John Jacobson spoke against having religious prayer during the City Council Meeting. **Citizen Eric Winner** spoke against having religious prayer during the City Council Meeting. **Citizen Maria Hernandez** wanted to give honor where honor is due and asked for a moment of silence for the Pope. **Citizen Whit Meyers** requested to have an Earth Day in the city park on April 26, 2025.

7) Advisory Board Report/Announcements

City Manager Rothweiler gave a reminder of the Arbor Day Celebrations this week. Asked all council members to update their summer calendars. Invited all to come celebrate Chief Kingsbury retirement on Thursday.

8) Adjournment

The meeting adjourned at 05:51 PM.

Amy Luna, Deputy City Clerk

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



Council Agenda Information

Review

Streets



Streets Recommends *

- ☒ Permit this application as is.
- ☐ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Streets *

Engineering



Engineering Recommends *

- ☒ Permit this application as is.
- ☐ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Engineering *

Planning and Zoning



Planning and Zoning Recommends *

- ☒ Permit this application as is.
- ☐ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Planning and Zoning *

Electrical



Electrical Recommends *

- ☒ Permit this application as is.
- ☐ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Electrical *

Police



Police Recommends *

- ☒ Permit this application as is.
- ☐ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Police *

Fire



Fire Recommends *

- ☐ Permit this application as is.
- ☒ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Fire *

Any temporary structures (ie: tents) larger than 400SF shall have a permit though the TFFD. Any food vendors shall have their current, 2025, yellow fire inspection decal displayed conspicuously on or near their service window.

Parks



Parks Recommends *

- ☐ Permit this application as is.
- ☐ Permit this application with the following conditions/comments.
- ☐ Reject this application for the following reasons.

Comments, requests and requirements from Parks *

Event Coordinator

Charges/Fees

Row	Description	Cost	Quantity
1	COTF Internal TFPD Event		

Total Due *

\$0.00

Special Event Departments *

Which departments should be asked to review this application?

☒ Streets

☒ Engineering

☒ Planning and Zoning

Reviewer Name*

Elois Joseph

Initial Questions

Will you be using a Park Facility (City Pool and Ballfields included), City Trail, or Downtown Commons/Main Street? *

☒ Yes ☐ No

Type of Event*

Please select all that apply

☐ Car Show

☐ Carnival/Fair

☐ Dance

☐ Concert/Performance

☐ Exhibits/Miscellaneous

☐ Festival

☐ Parade

☐ Picnic/Family Gathering

☐ Pool Reservation

☐ Run/Walk/Race

☐ Special Attraction

☐ Street Fair

☐ Tournament (Sport Field/Court)

☒ Other

Memorial

Estimated Number of Attendees*

150

50+ requires permission
250+ requires waste plan
500+ is a special event

Will there be amplified or unusual sound at your event? *

☒ Yes ☐ No

Will your event impact or require any street closure? *

☐ Yes ☒ No

Will alcohol be sold or served publicly at your event? *

☐ Yes ☒ No

Will there be tents, canopies, or other temporary structures? (includes inflatables) *

☐ Yes ☒ No

Will there be vendors selling goods or services at this event (including lessons or paid activities)? *

☐ Yes ☒ No

Will you be driving vehicles into the park or parking on the grass or in the park? *

☒ Yes ☐ No

Will your event require access to or use of the park after hours? (before 6am or after 11pm) *

☐ Yes ☒ No

Will you be camping overnight in any park facility? *

Will you be operating any type of motorized vehicle on any of the trail system? *

☐ Yes ☒ No

Will you be riding bicycles on any area of the park other than a paved road or trail designated for that purpose? *

☐ Yes ☒ No

Will bicycles or vehicles operate at a rate of speed exceeding fifteen (15) miles per hour? *

☐ Yes ☒ No

Will you have horses or other animals at the event? (other than dogs) *

☐ Yes ☒ No

Will there be hot air balloon(s)? *

☐ Yes ☒ No

Do you plan to scuba dive in designated swim area at Dierkes Lake? *

☐ Yes ☒ No

Will you need to park any vehicles or equipment 1 ½ ton capacity or more in any park parking lots? *

☐ Yes ☒ No

Will you require power? (There may an additional fee for power) *

☒ Yes ☐ No

Contact Information

Event Organizer

First Name *

Josh

Last Name *

Hayes

Onsite Contact

First Name *

Josh

Last Name *

Hayes

Event Information

Event Name *

Magic Valley Law Enforcement Memorial

Event Location (Park or Facility Requested)

Is this event indoors or outdoors? *

- ☐ Indoors
- ☒ Outdoors

Event Reoccurrence

- ☐ One Time Event
- ☐ Recurring over several weeks/months

Event Description *

In the heart of the city of Twin Falls stands a solemn memorial dedicated to the brave men and women who have made the ultimate sacrifice in the line of duty while serving in various law enforcement capacities. This hallowed ground is a place of reflection, honoring the courage and commitment of those who have put their lives on the line to protect and serve their communities. The memorial features a striking granite wall inscribed with the names of fallen officers, each representing a life dedicated to upholding justice and safeguarding the public. Surrounding the wall are plaques detailing the stories of heroism, showcasing individual acts of bravery and the unyielding spirit of those who served. Each year, the community gathers at the memorial for a poignant ceremony, where family members, friends, and fellow officers come together to remember and celebrate these selfless individuals. Soft music and a few words of affirmation will be played, and a moment of silence is observed. The tribute serves as a reminder of the daily dangers law enforcement officers face and the profound impact of their loss on families and communities. This memorial not only commemorates the sacrifices of the past but also seeks to inspire current and future generations to honor the values of integrity, service, and resilience. It stands as a testament to the dedication of law enforcement personnel and a promise that their courage will never be forgotten. After the memorial, a small lunch was provided to all those in attendance by Lite House Christian Church. Hansen St. will be closed during the event for patrol vehicles. Chairs will be provided for attendees to sit and participate.

[Canyon Rim](#) [City Park](#) [Downtown Commons](#) [Sunway Soccer Park](#)
[Shoshone Falls](#) [Dierkes](#) [Harmon Park](#) [Thomsen Park](#) [Oregon Trail](#)

Download this provided template and add your layout. Upload your completed layout below.

Event Map *

LE Commons Map.png

1.25MB

**Set-up Time Start***

05/17/2025 08:00:00 AM

Set-up Time End*

05/17/2025 09:30:00 AM

Event Time Start*

05/17/2025 11:00:00 AM

Event Time End*

05/17/2025 01:00:00 PM

Take Down Time Start*

05/17/2025 01:30:00 PM

Take Down Time End*

05/17/2025 02:00:00 PM

Important, PLEASE READ: Full payment of all fees, map of event layout and liability insurance (if applicable) must accompany this completed application in order to request a reservation. Complete reservation requests are processed in the order in which they are received with annual events (3 years or more) given first consideration.

Permits, Licenses and Agreements

Will goods, services, food, or beverages be sold? *☐ Yes ☒ No**Will you have keg beer at your event? ***☐ Yes ☒ No**Will your event utilize signs, banners, flags, etc.? ***☐ Yes ☒ No

Definitions



*A "banner sign" is a temporary sign having characters, letters, or illustrations applied to plastic, cloth, canvas, or other similar material, with the only purpose of such nonrigid material being for background.

*A "sandwich board sign" is a temporary sign that is generally constructed in such a manner as to form an "A" like shape or is constructed with a base and single upward sign face, forming an upside down "T" but not permanently attached to the ground.

- Sandwich board signs are allowed within multi-tenant developments. Only 1 allowed per business.
- Sandwich board signs shall be located not more than ten feet (10') from the door of the business.

*A Community Event Sign announces a campaign, drive activity or celebration of a civic, political, public, philanthropic, religious or educational organization for noncommercial purposes. Community Event signs are allowed off premise but permission from the owner of

the property where the sign will be located is required prior to issuance of a permit. Please provide a list of the locations of where any off premise signs will be located.

*May not be larger than 64 sq. ft. in size with a maximum height not to exceed 10 ft.

*An "inflatable sign" is a temporary ground mounted sign that is manufactured of plastic, cloth, canvas, or other light fabric, inflated with air and held upright, typically by mechanical means.

*The minimum setback from the road right of way shall be one and one-half (1-1/2) times the height of the sign.

Will your event generate any type of waste? *

☒ Yes ☐ No

Is this an ongoing or seasonal request? *

☐ Yes ☒ No

Will your event include pyrotechnics or fireworks? *

☐ Yes ☒ No

Notification

Event organizers are required to notify any nearby property owners who may be impacted by the holding of their special event. This notification must be made in writing and be given to said property owners no less than fourteen (14) days prior to the planned event. The special event permit will not be issued unless this requirement has been met. The written notice must include the following information:

- Date and time of special event
- Location of the event
- Additional areas affected by the event
- Type of event
- Planned road or parking lot closures
- Noise considerations (loud music, etc.)
- Estimated number of attendees

Notification Acknowledgement *

☒ I have read and understand this requirement

Insurance

It is the responsibility of the special event organizer(s) to secure and provide a **COMMERCIAL GENERAL LIABILITY** insurance policy that covers the planned special event. This policy must provide coverage of no less than \$500,000 combined single limit per occurrence. This insurance policy must include a rider for alcohol if it is to be sold, provided or consumed. Insurance requirements may be increased upon demand of the Twin Falls City Attorney, Twin Falls City Risk Manager and/or other local government entities with jurisdiction.

Each policy shall be written as a primary policy, not contributing to, or in excess of, any coverage which the City may carry. A certificate of Insurance naming the City of Twin Falls as additionally insured and as the certificate holder must be provided with this application. Failure to provide insurance coverage will immediately terminate special event application or approval.

Insurance Documents

Security

As an event organizer, you are required to provide a safe and secure environment for your event. This is accomplished through pre-planning and anticipation of problems or concerns related to event activities.

Most major events require the services of approved security (either paid professional security or a law enforcement agency). The Special Events Coordinator/Sergeant will evaluate each event application and determine the necessity of and type of security. Police Officers may be required depending on the scope of event.

The organizer may also be required to provide additional services (lost child booth, trained medical personnel, etc.) at the discretion of the Special Events Coordinator.

Restrictions and Signature

Please be aware of the following restrictions:

- Fires are allowed in fireplaces or grills only.
- Dogs must be on leash in parks, with the exception of Baxter Dog Park.
- Dogs are prohibited in the grassy park area of Dierkes Lake Park.
- Alcohol is prohibited at Dierkes Lake Park, Sunway Soccer Fields, First Federal Park & St Luke's Shelter, Oregon Trail Youth Complex, and Sawtooth Softball Fields. Water slides, inflatable water features and dunk tanks are prohibited.
- Hours for amplified music are Mon—Fri 11am-9pm, Sat 8am-9:30pm, Sunday 12:15pm-8pm.

The following are prohibited in parks and on trails:

- Glass containers
- Soliciting
- Loitering and Boisterousness
- Discharging of fireworks and explosives
- Possessing intoxicating beverages where prohibited or be under the influence in any public space
- Throwing objects other than in designated areas
- Climbing trees
- Damaging, cutting, removing, or attaching anything to any trees or plants
- Digging or disturbing grass or natural landscape
- Walking or standing on monuments, fountains, railings, fences, or other features not designed for such use
- Disfiguring or removing any buildings or park amenities
- Endangering the safety of others
- Preventing any person from using any park or its facilities
- Violating park curfew of 11pm
- Hunting, trapping, or pursuing wildlife
- Polluting waters of any kind in parks
- Dumping or depositing trash other than in proper receptacles

1. The prior named Applicant/Organization, in consideration of its use of Twin Falls Parks and Recreation facilities, agrees to release, indemnify and defend the City of Twin Falls, and its agents, employees and representative, from any and all claims, demands or lawsuits arising out of the Applicant's/Organization's use of said facilities.
2. Groups, individuals and applicants further agree that they have received the City's policies, rules and regulations governing use of said facility and agree to be bound by the same.

3. Effect Of A Permit: A Twin Falls park permittee shall be bound by all park rules and regulations and all applicable ordinances as fully as though the same were inserted in said permit. The person or persons to whom a permit is issued shall be liable for any loss, damage or injuries sustained by any person or property by reason of the negligence of the person or persons to whom such permit shall have been issued. The director, or a duly authorized representative, shall have the authority to revoke a permit upon finding of violation of any rule or ordinance, or upon good cause. (Ord. 2735, 9-16-2002)

**Based on the details of your event, a parks use permit might be issued. By signing below, I agree that this permit may be revoked for reasons outlined above. I further agree that this permit will be revoked if it conflicts with any lawful order issued by a Federal, State, or local government agency including orders issued in response to the COVID-19 pandemic.

By signing this application, I certify that the information contained in the foregoing application is true and correct to the best of my knowledge. I understand that this application is made subject to the rules and regulations established by the Twin Falls City Council. I further agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be uncured by, or on behalf of, the Special Event to the City of Twin Falls.

Signature*

A rectangular box containing a handwritten signature in cursive script that reads "Joshua Murray Hayes".

Name*

Josh Hayes

Date*

12/27/2024



IMPROVEMENT AGREEMENT

for

DEVELOPMENTS

This Agreement made and entered into this 21st day of April, 2025, by and between the CITY OF TWIN FALLS, State of Idaho, a municipal corporation, hereinafter called "City" and Tensco, Inc. - Gerald Martens hereinafter called "Developer" for the purpose of constructing certain improvements on property sought to be developed for the following Development Calistoga Springs Subdivision - Phase 2B.

WHEREAS, Developer desires to develop said real property for the following purposes:
Residential.

WHEREAS, the Developer is obligated to construct certain improvements pursuant to City Code Section 10-12-4.2, and;

WHEREAS, the Developer has committed to construct special features as part of the development, and;

WHEREAS, the City has certain policies, ordinances, rules and regulations governing the construction of public improvements, and;

WHEREAS, it is in the best interest of the City and Developer to clearly establish in one concise document the policies, ordinances, rules and regulations which apply to developments of the type contemplated herein.

W I T N E S S E T H

That for and in consideration of the mutual promises, conditions, and covenants contained herein the parties agree as follows:

I.

City agrees: (1) to operate and maintain all approved streets, alleys, service roads, excluding state highways, constructed under the terms of this Agreement in any public rights-of-way and which are presently within or subsequently annexed into the City limits. (2) To operate and

maintain all approved public water lines, public pressure irrigation lines, public storm drainage lines, and public sewer lines constructed under the terms of this Agreement in any public rights-of-way or public easements and to provide water, sewer, and pressure irrigation service to the Developer's real property, subject to all ordinances, rules and regulations governing sewer, water service, and pressure irrigation. (3) To maintain non-pressure irrigation lines only where they cross City streets. (4) Public Storm Water facilities will be located in an exclusive stormwater easement. All other maintenance of non-pressurized irrigation lines is the responsibility of the Twin Falls Canal Company or the property on which the utility resides.

II.

In lieu of the actual installation of required public improvements before recording of the final plat, the Council may permit the subdivider to provide a financial guarantee of performance in one (1) or a combination of the following arrangements for those requirements which are over and beyond the requirements of any other agency responsible for the administration, operation and maintenance of the applicable public improvement.

- a. Surety Bond
 1. Accrual - The Bond shall accrue to the City covering construction, operation and maintenance of the specific public improvement.
 2. Amount - the bond shall be in an amount equal to one hundred twenty percent (120%) of the total estimated cost for completing construction, including engineering design, inspection, and oversight, of the specific public improvements, as estimated by the Developer's Engineer and approved by the City Engineer.
 3. Term Length – The minimum term length shall be two (2) years or until the bond is released by the City, whichever is later.
 4. Bonding for Surety Company - The bond shall be with a surety company authorized to do business in the State of Idaho, acceptable to the City Council.
- b. Cash Deposit, Certified Check, Negotiable Bond, or Irrevocable Bank Letter of Credit.

1. Treasurer or Trust Company - A cash deposit or certified check shall be deposited by the City. After the improvements have been accepted, the funds will be reimbursed. A negotiable bond or an irrevocable bank letter of credit, shall be held by the City until the improvements are accepted.
 2. Dollar Value - The dollar value of the cash deposit, certified check, negotiable bond or irrevocable bank letter of credit shall be equal to one hundred twenty percent (120%) of the total estimated cost for completing construction, including engineering design, inspection, and oversight, of the specific public improvements, as estimated by the Developer's Engineer and approved by the City Engineer.
 3. Time - The time for the cash deposit, certified check, negotiable bond or irrevocable bank letter of credit shall be until all required improvements are completed and accepted by the City Engineer.
 4. Progressive Payment - In the case of cash deposits or certified checks, an agreement between the City and the subdivider may provide for progressive payment out of the cash deposit or reduction of the certified check, negotiable bond or irrevocable bank letter of credit, to the extent of the cost of the completed portion of the public improvement, in accordance with a previously entered into agreement.
- c. Trust Agreements.
1. Per the terms of the trust agreement.
 2. Trust agreement must be approved by City Council.

III.

Developer agrees to retain a Professional Engineer, hereinafter called the Developer's Engineer, licensed by the State of Idaho to perform the following minimum Engineering Services in accordance with Title 10 Chapter 12 Section 4-1 of the City Code:

- a. Prepare a master utility plan showing the location of all existing and proposed utility lines to include but not be limited to sewer, water, gas, electricity, telephone, irrigation, pressure irrigation, and storm sewer.

- b. Prepare detailed plans and specifications for construction of all improvements required by this Agreement and shall include but not be limited to a complete set of construction plans, including profiles, cross-sections, specifications, and other supporting data, for all required public streets, utilities and other facilities. Such construction plans shall be based on preliminary plans which have been approved with the preliminary plat and shall be prepared in conjunction with the final plat. Construction plans are subject to approval by the responsible public agencies. All construction plans shall be prepared in accordance with the public agencies' standards and specifications. If improvements are not completed within two (2) years, the Developer shall provide an updated, current version of the updated plans and specifications to current city standards. The Developer may request one extension of the approvals previously given for another two (2) years.
- c. Engineer of record shall hold a pre-construction meeting, including the City Engineering Department, design engineer and contractor. Engineer of record will notify the City in writing of schedule before construction begins.
- d. Perform construction surveying, staking, testing, inspection and administer the construction of all facilities required by this contract.
- e. Submit all test reports, inspection reports, request for change orders and construction diaries to the City Engineering department every week during the construction of the development or subdivision.
- g. Submit to the City Engineer As-builts for the City records showing any approved changes to the original plans and specifications. A 24" x 36" complete plan set (stamped & signed), a pdf, and an AutoCAD file of the plans shall be provided within thirty (30) days after completion of the project.
- h. The developer's engineer shall submit an Engineer's Check-off and certification form stating that the work has been constructed in conformance to the plans and specifications, and thereby certifying that improvements were constructed to the lines and grades shown.

The above work shall be subject to the approval of the City Engineer.

It shall be the responsibility of the Developer's Engineer or other certified individuals to provide all necessary quality control and required testing during construction. All tests shall be

taken at a frequency based upon Idaho Standard for Public Works Construction (ISPWC) and the City of Twin Falls Revisions to the ISPWC.

The Developer agrees to: (1) allow the City full and complete access to the work (2) provide all materials necessary to conduct independent testing (3) supply all water necessary to test pipe joints and (4) provide the equipment and perform or have performed any testing of manufactured materials required by the City Engineer.

The Developer shall submit a letter identifying lots and blocks associated with construction phase to the City Engineer upon completion of the project, requesting that the City assume the responsibility for maintenance and operation of all public improvements as stated herein.

IV.

The Developer agrees to obtain a permit or letter of approval from the Twin Falls Highway District or the Idaho Transportation Department (ITD) prior to constructing improvements on their respective right-of-ways. The original or a certified copy of said permit or letter shall be submitted to the City Engineer prior to beginning of construction thereon.

V.

The Developer agrees to dedicate rights-of-way to the public for the development of all streets and alleys in accordance with the City Transportation Master Plan and to dedicate easements for the maintenance and operation of all public utilities. The size and location of said rights-of-way and easements shall be determined by the City Engineer.

VI.

The Developer and the City agree that the improvements listed herein are required unless specifically waived by action of the City Council and that said improvements will be constructed on any public rights-of-way or easements approved and accepted by the City Council all as designed by the Developer's Engineer and approved by the City Engineer and in accordance with standards established by the City Engineer and that all required improvements will be completed in a timely manner. If improvements are not completed within two (2) years, the Developer shall provide an updated, current version of the developer's agreement and financial guarantee for City Council consideration along with updated plans and specifications to current city standards. The Developer may request an extension of the approvals previously given for another two (2) years.

VII.

The Developer agrees to pay the total actual costs of all materials, labor and equipment necessary to completely construct all of the improvements required herein, except those costs specifically shown to be paid by the City and to construct or contract for the construction of such improvements.

VIII.

Developer agrees to pay the total extra cost of all additional materials, labor and equipment necessary to construct any streets the City requires to be wider or deeper than a standard street or any water, sewer lines, or pressure irrigation the City requires to be larger than the size required to properly serve the development. The requirement for wider and deeper streets shall be based on the Transportation Master Plan. Requirements for larger water, sewer and pressure irrigation lines shall be based on the citywide sewer, water, and pressure irrigation system sizing guidelines and based on modeling, if applicable.

IX.

The City shall provide no compensation for the cost of an oversize water, sewer line, and pressure irrigation. In the case of water, sewer, or pressure irrigation lines extended adjacent to or outside the limits of development, the Developer shall be eligible for payback from adjacent property owners pursuant to Ordinance No. 2979. The Developer shall also be eligible for compensation when a private developer extends or connects to any water, sewer, pressurized irrigation or street system previously installed by private developer, pursuant to Resolutions 2017-13.

X

Developer agrees to request in writing that the Developer's Engineers make the inspections required herein and the Developer or his Contractors shall not proceed with the next construction phase until the required inspections are complete and the work has been accepted by the Developer's Engineer and the City Engineer. All such inspections shall be scheduled in accordance with Idaho Standard for Public Works Construction (ISPWC) and the City of Twin Falls Revisions to ISPWC, as adopted at time of construction plan approval. The developer agrees to pay all costs resulting from: 1) his failure to properly schedule and request a required test or inspection or 2) proceeding with work before receiving approval to proceed. Developer agrees to remove or correct any rejected, unapproved or defective work or materials as required by the Developer's Engineer or the City Engineer. Any such defective work whether the result of poor workmanship, use of defective

materials, damage through carelessness or any other cause, shall be removed within ten (10) days after written notice is given by the Developer's Engineer or the City Engineer, and the work shall be re-executed by the Contractor at his expense. The fact that either Engineer may have previously overlooked such defective work or materials shall not be a basis for acceptance of any part of it.

The issuance or approval of plans, specifications and computations shall not be construed as an approval of any violation of any provisions of City code, specifications, standards, policy, or any other ordinance of the City. Approvals of plans that may violate City code, specifications or departmental policies will not be valid.

The approval of construction plans, specifications, and other data shall not prevent the City from thereafter requiring the correction of errors or omissions in said plans or specifications prior to or during actual construction or final acceptance by the City.

The Developer shall remove from all public property all temporary structures, rubbish, and waste materials resulting from their operation or caused by his employees.

The Developer shall guarantee all materials, workmanship and equipment furnished for a period of one (1) year from the date of written acceptance of the work by the City Engineer or authorized representative.

The Developer shall be responsible for any damage to any existing public improvements and shall repair or replace any such damage as required by the City Engineer, during or after completion of this project. The Developer's contractor shall apply for a Right-of-Way permit with a Traffic Control Plan to be approved by the City of Twin Falls prior to any road, lane, or sidewalk closures.

XI.

The City and the Developer agree to the following minimum for Required Improvements, City Costs, Required Inspections and any other improvements; which are approved or required by the City Council and shown on the approved construction plans.

PUBLIC WAYS

(a) Required Improvements

- (1) Curb, gutter and sidewalk on all public street rights-of-way.
- (2) A standard local street constructed on all public street rights-of-way serving residential use property.

- (3) Local and private streets shall be constructed as per the current standards, adopted at time of construction plan approval. These include City of Twin Falls Master Transportation plan, ISPWC and City of Twin Falls Revisions to ISPWC.
- (4) Minor and Major collector streets shall be constructed as per the current standards, adopted at time of construction plan approval. These include City of Twin Falls Master Transportation plan, ISPWC and City of Twin Falls Revisions to ISPWC.
- (5) Arterial typical sections will be designed by the developer's Engineer and approved by the City Engineer, with width determined on the Master Transportation Plan.
- (6) A sidewalk, per Idaho Standard for Public Works Construction (ISPWC) and the City of Twin Falls Revisions to the ISPWC, is required on all public pedestrian rights-of-way. Four foot (4') sidewalks, by special permission of the City Engineer, shall be constructed per ISPWC and the City of Twin Falls Revisions to the ISPWC for local streets under certain conditions.
- (7) Landscaping and sidewalk placement required adjacent to arterial and collector streets: A portion of land eleven feet (11') in depth behind the back of curb will be dedicated as part of any residential development adjacent to arterial and collector streets as Right-of-Way. Within that Right-of-Way the developer shall install a landscape strip with a sprinkler system to the City of Twin Falls Parks and Recreation standards and shall also install a sidewalk to current adopted standards. The landscaping will be maintained by the city and funded through a fee added to the utility bill of each account within the development. Irrevocable restrictive covenants for this development and maintenance shall provide for this funding. TFCC §10-12-4.2(O).
- (8) Streetlights as determined by City policy for street light installation.
- (9) The cost of any street signs or traffic control devices installed by the City on new or existing streets.

(b) City Costs

- (1) None

(c) Required Inspections and Testing

- (1) All inspections and testing shall be as required per ISPWC and the City of Twin Falls revisions to the ISPWC.

WATER SYSTEM

(a) Required Improvements

- (1) Pursuant to City Code Section 7-8-3, 7-8-10 and 10-12-4.2 water line and fittings eight inch (8") minimum diameter that will transport a flow of water, which will satisfy fire, domestic, other water demands of the development, based upon the City water pipe sizing plan and computer water model. Water line extension shall include connection from the existing City Water System to each building site and fire hydrants and then loop back to the City System in a manner that will provide a properly functioning system approved by the City Engineer, Water Superintendent and Fire Marshall. If the development is to be constructed in phases, the water system shall be looped back to the City system during the first phase. Any water main connections closer than 150' to each other will not be considered looped without prior City approval. No dead-end lines longer than 150 feet will be allowed during any phase of the project.
- (2) Water lines and fittings adjacent to and internal to the development shall be sized to continue the orderly expansion of the City water distribution network in accordance with existing sizing guidelines.
- (3) Water valves that will allow temporary suspension of water flow for maintenance and repair of portions of water system without causing undue inconvenience to a large number of users or creating a critical situation in the suppression of fires.
- (4) Fire hydrant connections and fire hydrants spacing shall comply with the minimum standards set by the Fire Rating Bureau, American Water Works Association, and the International Fire Code. The maximum length of dead end water lines shall be one hundred and fifty feet (150'). Fire hydrants with STORZ connectors are required in all developments.

- (5) One water service line shall be constructed to each building site at the time the water mains are installed. The design shall minimize the length of the service line and shall terminate at the Right-of-Way. Service taps are not allowed in intersections.

Meters shall be grouped at adjacent side lot lines when possible or at another location if requested by the Developer and approved by the City Engineer and Water Superintendent. Water meter boxes will not be allowed in driveway approaches or sidewalks. Any cost associated with relocating meters from driveway approaches will be the responsibility of the Developer or Lot Owner.

All new water service lines made from new water mains to serve any new development will be the responsibility of the Developer. The developer shall complete all work except when connecting to a live waterline. The City will make the necessary main line taps after payment of the required water connection permit fees.

- (6) One water service line tap, meter box, and service line shall be constructed for each building connected to the City water system. Multi-units less than three may be approved for additional service lines. It is understood and agreed that the City will make all service line taps on live lines, and that the fee paid by the developer for a Water Connection Permit will reimburse the City for such work. All other work to be completed by the Developer.
- (7) It is further understood and agreed that the City will make all connections to the existing water system. The developer will disinfect the water system and submit testing results to the City prior to making the system live.
- (8) All water valves shall be provided with a gravel access 12" thick where no public roadway currently exists.

(b) City Costs

- (1) None.

(c) Required Inspections

- (1) All inspections and testing shall be as required per ISPWC and the City of Twin Falls Revisions thereto.

WASTE WATER COLLECTION SYSTEM

(a) Required Improvements

- (1) Pursuant to City Code Section 10-12-4.2 a wastewater collection system (eight-inch (8") minimum diameter) that will transport a flow of wastewater, under conditions of maximum and minimum discharge from the development to the existing City waste water system.
- (2) Wastewater lines adjacent to or internal to the development will be sized to continue the orderly expansion of the City Wastewater Collection System in accordance with existing sizing guidelines and computer sewer model.
- (3) Manholes to provide access for maintenance and cleaning of the sewer lines located at any change of grade or alignment of the sewer, at the end of each sewer and spaced not more than four hundred feet (400') apart.
- (5) All manholes shall be provided with a gravel access 12" thick where no public roadway currently exists.

(b) City Costs

- (1) The City will perform the CCTV inspection on waste water lines which are part of the construction phase.

(c) Required Inspections and Testing

- (1) All inspections and testing shall be as required per ISPWC and the City of Twin Falls revisions to the ISPWC.

STORM DRAINAGE SYSTEM

(a) Required Improvements

- (1) Any valley-gutters, ditching, grading or other surface drainage facilities necessary to convey any storm run-off originating from or traversing across the proposed development over the land surface to a point of retention, detention or discharge approved by the City Engineer.
- (2) Any catch basin, storm sewer and other sub-surface drainage facilities necessary to convey any storm run-off, originating from or traversing across the proposed development, to a point of retention, detention or discharge approved by the City Engineer.

- (3) If storm run-off cannot be conveyed without causing damage to public or private property or without being an unreasonable inconvenience or hazard to a private individual, a group of individuals, or the general public, the storm drain shall be piped to the retention facility.
- (4) All retention areas are to be on a designated lot to be maintained by the owner or when applicable, in a dedicated/exclusive storm water easement, granted to the City of Twin Falls.

(b) City Costs

- (1) The City will perform the CCTV inspection on storm water lines which are part of the construction phase.

(c) Required Inspections and Testing

- (1) The City will inspect all dry wells for geometry and materials. Rock will be submitted to the Developer's Engineer for confirmation of void space prior to placement in dry wells. Documentation of confirmation shall be provided to the city engineering department. A request for inspection shall be called in, forty eight (48) hours in advance or two (2) working days whichever is greater.

GRAVITY IRRIGATION SYSTEM

(a) Required Improvements

- (1) Any pipe, boxes or other appurtenances necessary to convey all irrigation water in underground pipe across the development and any adjacent public property. Privately owned Irrigation facilities shall be constructed on private property except where it is necessary for irrigation water to cross the public right-of-way and all such crossings shall be perpendicular to the center line of said right-of-way unless otherwise approved by the City Engineer due to some unusual condition. Fences, sidewalks or other permanent features will not be located on top of irrigation facilities. Irrigation facilities shall not be located in City Right-of-Way, except in crossings perpendicular to the right-of-way.

(b) City Costs

- (1) None.
- (c) Required Inspections and Testing
 - (1) All inspections and testing shall be as required per ISPWC and the City of Twin Falls revisions to the ISPWC.

PRESSURE IRRIGATION SYSTEM

- (a) Required Improvements
 - (1) Pursuant to Section 10-12-4-2 of the City Code, the use of the City's potable water supply as the primary source of irrigation water in all new developments shall be prohibited. For purposes of this subsection, the term "new development" means any new subdivision or ZDA, or any development of any parcel of land of three-fourths (3/4) of an acre or larger that is not part of a subdivision or ZDA. One (1) share of Twin Falls Canal Company Water for each acre of property within the subdivision shall be transferred to the City of Twin Falls, before the filing of the final plat or receiving an improvement acceptance letter, for use in the City's pressurized irrigation system.
 - (2) Pressure irrigation water mains and fittings shall satisfy the currently adopted Pressurized Irrigation master plan.
 - (3) Pressure irrigation lines and fittings adjacent to and internal to the development shall be sized to continue the orderly expansion of the City Pressure Irrigation water distribution network in accordance with currently adopted Pressurized Irrigation Master Plan sizing guidelines.
 - (4) Pressurized irrigation valves that will allow temporary suspension of water flow for maintenance and repair of portions of water system without causing undue inconvenience to more than 30 users. One pressure irrigation water service line shall be constructed to each lot at the time the pressure irrigation water lines are installed. The design shall minimize the length of the service line and shall terminate at the Right-of-Way. Service taps will not be allowed in the intersection.

One Pressure irrigation water service line tap, irrigation box, and service line shall be constructed for each lot connected to the City pressure irrigation water system.

- (5) The Developer shall be responsible for all costs incurred in designing and installing the public pressure irrigation station to City Standards and Specifications or as an agreement negotiated with the City Engineer. This includes the land, pumps, motors, filters, enclosures, delivery system to the station from the TFCC head gate and away from the station on the historical path, storage, Supervisory Control and Data Acquisition (SCADA) system, and power to the station.
- (6) All pressure irrigation system plans must be prepared by the Developer's engineer and shall be according to the Idaho Standard for Public Works Construction (ISPWC) and the City of Twin Falls Revisions to the ISPWC
- (7) The Pressure Irrigation System shall be located within easements, right-of-ways and/or property deeded to the City of Twin Falls.
- (8) Private Pressure Irrigation Systems shall be located outside City Right-of-Way and within easements. No Public infrastructure will be associated with a private Pressure Irrigation System.
- (b) City Cost.
 - (1) None
- (c) Required Inspections and Testing
 - (1) All inspections and testing shall be as required per ISPWC and the City of Twin Falls revisions to the ISPWC.

SPECIAL FEATURES

Pursuant to commitments made by the Developer as conditions of approval of the development, the following special features shall be constructed:

- a) Required Improvements

b) City Costs

(1) None.

XIII.

The developer shall submit an Improvement Agreement with each individual construction phase.

The two (2) year time limit, (indicated in Section VI of the Agreement) for completing the required improvements shall begin from the date of the recordation of this agreement. The Developer may request an extension of the approvals previously given for another two (2) years.

XIV.

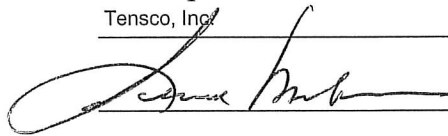
This agreement shall bind the parties hereto, their heirs, successors in interest, and lawful assigns.

XV.

In the event of a breach of Agreement, or should legal action of any kind be taken to enforce the provisions, hereof, the prevailing party shall be entitled to reasonable attorney fees and costs awarded by the Court.

Attest:

CITY OF TWIN FALLS, IDAHO

City Clerk_____
MayorDeveloper
Tensco, Inc.STATE OF IDAHO)
)ss.
County of Twin Falls)

On this ____ day of _____, 20__, before me, the undersigned, a Notary Public for Idaho, personally appeared _____, known to me to be the persons whose names are subscribed to the within instrument on behalf of said Owner and acknowledged to me that said Owner executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year first above written.

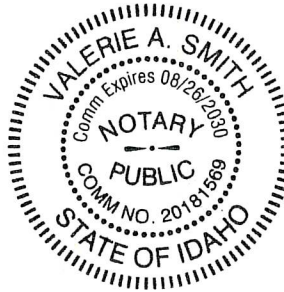
Notary Public for Idaho
Residing

CORPORATION

STATE OF IDAHO)
)ss.
County of Twin Falls)

On this 21st day of April, 2025, before me, the undersigned, a Notary Public for Idaho, personally appeared Gerald Martens, known or identified to me (or proved to me on the oath of _____) to be the president, or vice-president, or secretary or assistant secretary, of the corporation that executed the instrument or the person who executed the instrument on behalf of said corporation, and acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year first above written.



[Signature]
 Notary Public for Idaho
 Residing Twin Falls, ID
Exp: 8-26-2030

PARTNERSHIP

STATE OF IDAHO)
)ss.
 County of Twin Falls)

On this ____ day of _____, 20____, before me, the undersigned, a Notary Public for Idaho, personally appeared _____, known or identified to me (or proved to me on the oath of _____) to be one of the partners in the partnership of _____, and the partner or one of the partners who subscribed said partnership name to the foregoing instrument, and acknowledged to me that he executed the same in said partnership name.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year first above written.

 Notary Public for Idaho
 Residing _____

NOTICE OF DEVELOPER'S AGREEMENT

NOTICE IS HEREBY GIVEN, that a document entitled "Improvement Agreement for Developers" (hereafter "Agreement") has been executed and filed with the City of Twin Falls, Idaho, for the following named subdivision or development:
Calistoga Springs Subdivision - Phase 2B

The Agreement imposes certain obligations upon the developer for the development of the subject property, and upon the developer's heirs, successors in interest and lawful assigns. Details of the conditions and obligations may be found by examining or photocopying the Agreement at the Office of the City Engineer, 203 Main Ave E, Twin Falls, Idaho 83301.

CITY OF TWIN FALLS, IDAHO

 City Clerk

 Mayor

Developer

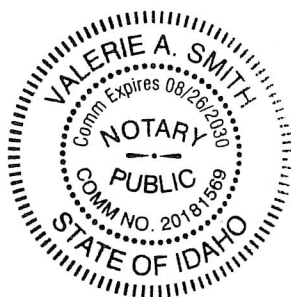
Tensco, Inc.



STATE OF IDAHO)
)ss.
 County of Twin Falls)

On this 21st day of April, 2025, before me, the undersigned, a Notary Public for Idaho, personally appeared Gerald Martens, known to me to be the persons whose names are subscribed to the within instrument on behalf of said Owner and acknowledged to me that said Owner executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year first above written.



 Notary Public for Idaho
 Residing Twin Falls, ID
Exp: 8-26-2030



Date: Monday, April 28, 2025
To: Honorable Mayor and City Council
From: Travis Rothweiler, City Manager

ACTION ITEM

Request:

Request to confirm the City Manager's appointment of Matthew Hicks to the position of Police Chief for the City of Twin Falls. Upon confirmation the Mayor will administer the Oath of Office.

Time Estimate:

10 minutes

Background:

Matthew W. Hicks is an acclaimed law enforcement official with an extensive thirty-one-year career with the City of Twin Falls Police Department, clearly positioning him as an exceptional selection for the role of Police Chief. During his service as Police Captain since December 2005, he has proficiently commanded all three departmental divisions—Patrol, Administrative Services, and Criminal Investigations. As of now, he leads both the Patrol Division, home to 55 officers, and the Criminal Investigation Division, composed of 16 investigators, alongside overseeing the department's SWAT team initiatives. His career path also includes significant contributions as a Police Staff Sergeant, Sergeant, and Corporal, showcasing leadership in traffic safety innovation with the establishment of the S.T.A.R. team aimed at reducing collisions through strategic implementations.

Hicks' education is equally commendable. He holds a Master of Human Resource/Training and Development from Idaho State University and has been certified by the prestigious FBI National Academy (Session #228). In addition, his further academic pursuits include courses in management and leadership from the Senior Executive Institute at the University of Virginia. His adept abilities are further highlighted by his instruction in active shooter response, where he has provided critical training to over 3,200 individuals across southern Idaho, amplifying community preparedness and safety.

Throughout his tenure, Hicks has been distinguished with numerous awards, such as the Purple Heart Medal in 1996 and 1998, the Distinguished Service Award in both 1996 and 2003, and the Jim A. Mildon Traffic Safety Award in 2005. His involvement with community outreach programs exemplifies his commitment to fostering community trust and cooperation. He pioneered the Community Connection Officer Program, aimed at building bridges with underrepresented communities and organized initiatives such as "Coffee with a Cop" and the Family Academy to fortify relations between law enforcement and the wider community.

His superior strategic and operational skills are evident through his creation of advisory boards like the Twin Falls Traffic Safety Commission and his participation in numerous committees that drive the city's strategic goals. Matt Hicks' strong interpersonal skills, combined with a proven track record of problem-solving in collaboration with city officials, business partners, and the local community, confirm his readiness to serve as Chief of Police, ready to lead with integrity, inclusiveness, and an unwavering dedication to community safety.

Approval Process:

The approval of this request requires a simple majority (50%+1) of the members in attendance at this meeting.

Budget Impact:

The position of Police Chief is included in the fiscal 2025 year.

Regulatory Impact:

Idaho Code Section 50-811, City Manager – Duties, states: shall “make the appointment of all department heads, subject to such civil service regulations as may relate thereto.”

Twin Falls Municipal Code Section 1-2-3 – CITY MANAGER – states, "The city council and its members shall deal with the administrative services of the city only through the city manager, except for the purpose of inquiry, and neither the city council nor any member thereof shall give orders to any subordinates of the city manager. It shall be the responsibility of the city council and its members to aid and assist in an advisory capacity any department head, individually or collectively, on any phase of policy and/or public relations, such association not to conflict with the administrative duties of the city manager." (Ord. 3106, 10-5-2015)

Twin Falls Municipal Code Section 1-2-4 defines department heads as the deputy city managers, chief financial officer, police chief, fire chief, city engineer, public works director, economic development director and human resource director. (Ord. 3106, 10-5-2015)

TITLE 59 PUBLIC OFFICERS IN GENERAL CHAPTER 4 OATH OF OFFICE 59-401. Loyalty oath — Form. Before any officer elected or appointed to fill any office created by the laws of the state of Idaho enters upon the duties of his office, he must take and subscribe an oath, to be known as the official oath, which is as follows:"I do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Idaho, and that I will faithfully discharge the duties of (insert office) according to the best of my ability."

History:

NA

Analysis:

NA

Conclusion:

Based on Matthew W. Hicks' extensive career and proven leadership abilities within the police department, I submit his appointment for the position of Police Chief and strongly recommend confirmation by the City Council. Mr. Hicks has consistently demonstrated exceptional management skills, strategic operations oversight, and collaborative initiatives with other public safety agencies. His dedication to continuous professional development through advanced leadership training and active participation in executive management further underscores his capability to lead the department effectively. Approving his appointment will ensure capable and visionary leadership for the City of Twin Falls Police Department.

Attachments:

1. Matthew Hicks Curriculum Vitae-2025
2. Oath of Office - Hicks, Matthew

MATTHEW W. HICKS

CURRICULUM VITAE

SUMMARY:

Command level supervisor with thirty-one years of diverse and comprehensive law enforcement experience. Excellent interpersonal and communication skills. Leads with an open-minded and inclusive supervision style. A proven record of progressive problem solving and working in collaboration with all levels of city government, local law enforcement and local business partners. Proficient in stressful situations and successfully working with others to resolve them.

PROFESSIONAL EXPERIENCE:

City of Twin Falls Police Department, Twin Falls, Idaho

Police Captain: Dec. 2005 – Dec. 2023, Feb. 2024 - Current: During my tenure as a Captain, I have recurrently led all three of the department's divisions: Patrol, Administrative Services and Criminal Investigations and served as the Acting Chief of Police on numerous occasions. I currently lead both the Patrol Division, which consists of 55 officers assigned to two patrol platoons and the traffic unit, and the Criminal Investigation Division (CID), which consists of 16 felony, misdemeanor and narcotics supervisors and investigators. I previously led the Administrative Services Division, which is comprised of 39 employees deployed into workgroups such as the Records Bureau, City Communications Center, the Offices of the Chief Police, Professional Standards and Community Outreach. I also managed the organization's Special Weapons and Tactics (SWAT) Team for several years. I have established myself as an effective leader who is dedicated to ensuring the highest ethical standards in our employees and directing activities to accomplish department, city and community goals.

Police Staff Sergeant, Sergeant and Corporal – December 1999 to December 2005: As a Sergeant, I supervised a patrol squad of seven patrol officers until May of 2000 when I proposed and led the department's first independent traffic team (S.T.A.R.). On this team, I led four officers whose roles were focused on reducing traffic collisions through innovative strategies. My duties also included serving as a SWAT team leader, supervising the "Citizens on Patrol" program and coordinating the City's Traffic Safety Commission. As a Staff Sergeant, I served as the CID supervisor, a patrol supervisor, and as the SWAT Team field commander. I also worked as the department's press information officer and an internal affairs investigator.

Police Officer – December 1993 to December 1999: In addition to regular patrol duties, I served as a traffic and motorcycle officer, crime scene investigator, bicycle officer, field training officer, background investigator, policy manual writer, and SWAT team member.

EDUCATION:

- Senior Executive Institute, Weldon Cooper Center for Public Service, University of Virginia - 2015
- Master of Human Resource/Training and Development, Idaho State University - 2014
- Federal Bureau of Investigation's National Academy, Session #228 - 2007
- Idaho Peace Officer and Standards Training Academy, Boise, Idaho – 1994
- Bachelor of Arts, Political Science/Sociology, Carroll College, Helena, Montana – 1993
- Bishop Kelly High School, Boise, Idaho – 1988

PROFESSIONAL HONORS:

- Twin Falls Police Department's Purple Heart Medal: 1996 and 1998
- Twin Falls Police Department's Distinguished Service Award: 1996 and 2003
- Twin Falls Police Department's Unit Citation: 1999 and 2024
- City of Twin Falls Employee Recognition Awards-Commitment, Teamwork and Connection (6)
- Twin Falls Chamber of Commerce's "Volunteer of the Year" Award: 2010
- City of Twin Falls' "Jim A. Mildon Traffic Safety Award": 2005
- Twin Falls Optimist Club's "Respect for Law" Award: 2003

PROFESSIONAL CERTIFICATES:

- Management Certificate - Idaho Peace Officer Standards and Training Council: 2006
- Supervisor Certificate - Idaho Peace Officer Standards and Training Council: 2000
- Advanced Certificate - Idaho Peace Officer Standards and Training Council: 1999
- Intermediate Certificate - Idaho Peace Officer Standards and Training Council: 1996
- Basic Certificate - Idaho Peace Officer Standards and Training Council: 1994

SPECIALIZED TRAINING:

IDAHO PEACE OFFICER STANDARDS CAREER TRAINING HOURS: 3,134.50

Supervision/Management

Leadership/Supervision/Management Training-916 hours

Ethics

Ethical Decision Making (Instructor)- 34 hours (2019-2024)

Instructor Development/Training Development

Instructor Development (1997) – 32 hours

Instructor Development (2013) – 40 hours

Master of Arts Program, Human Resource Training and Development: Idaho State University

Active Shooter Response

Since 2013, I have taught over 110 classes to more than 3,700 people designed to educate others about the Active Shooter phenomenon and to classify the best strategies to identify, respond and mitigate an Active Shooter incident. This course highlights significant Active Shooter events and the lessons learned from them, reveal the most recent statistics on these types of events and provide the foundational concepts in developing or modifying an Active Shooter Response plan.

ALERRT Certified Instructor-CRASE: 2016/2018/2023

Media Relations

TFPD Press Information Officer (PIO) – 1998 to present

I served as a PIO for my agency for the eleven years. In that role, I have successfully given over 1175 radio, television and print media interviews covering topics ranging from homicide investigations to officer-involved shootings to officer misconduct.

IACP PIO Conference (2007) – 32 hours

Advanced Media Relations –FBINA (2007) – 50 hours

Criminal Investigations

I have worked as the supervisor and commander of the Department's Criminal Investigation Division for a total of eight years. During that time, I have managed hundreds of homicide, suspicious death, sexual assault and robbery cases.

Managing Criminal Investigations Units- 66 hours

Death/Homicide/Officer Involved Shooting Investigations- 47 hours

Felony/Drug Investigations- 90 hours

Internet Investigations-32 hours

Interview/Interrogation – 30 hours

Firearms/TASER

Basic Firearms/ Combat Firearms Instructor- 150 hours

Basic/Advanced/Supervisory SWAT Training-204 hours

Sub-gun/Rifle Instructor- 84 hours
TASER Operator and Instructor- 106 hours

Collision Investigation/Traffic Enforcement

I proposed, implemented and supervised the development of a specialized unit (STAR) designed to reduce traffic collisions in the City of Twin Falls through aggressive and innovative educational and enforcement strategies. I also proposed and implemented the formation of a community-based advisory board to advise the Twin Falls City Council on numerous traffic safety issues facing the City of Twin Falls. The committee is comprised of Twin Falls City staff, elected officials and representatives of local advocacy groups, and has been responsible for several successful traffic safety proposals and educational efforts. Additionally, I have previously served as a traffic and motorcycle officer, and investigated hundreds of minor, serious injury and fatal traffic collisions.

Basic/Advanced Accident Investigation- 274 hours
Basic/Advanced Motorcycle Officer School- 140 hours



P.O. Box 1907
203 Main Ave. E
Twin Falls, ID 83303-1907

OATH OF OFFICE

I, Matthew Hicks, do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of Idaho, and that I will faithfully discharge the duties of Police Chief, of the City of Twin Falls, according to the best of my ability.

Matthew Hicks

Date: April 28, 2025



Date: Monday, April 28, 2025

To: Honorable Mayor and City Council

From: Wendy Davis, Parks and Recreation Director, Parks and Recreation Director

ACTION ITEM

Request:

Consider a Request to Confirm the Mayor's appointment of Thomas Bixler to serve on the Parks and Recreation Commission.

Time Estimate:

Allow approximately 5 minutes

Background:

City Code 2-4-3 Membership: states: "There shall be nine (9) voting members of the Parks and Recreation Commission to be appointed by the Mayor and confirmed by members of the City Council".

It has been the City's policy to conduct interviews when vacancies occurred due to resignation, terms not being renewed or members serving their full terms.

The opening was advertised and nine applications were received. Councilwoman and Parks and Recreation Commission liaison Cherie Vollmer and Parks and Recreation Director Wendy Davis interviewed the nine interested applicants. Once again, the candidate pool was outstanding. The committee evaluated the composition of the Commission and recommended Mayor Pierce appoint Thomas (Tom) Bixler to fill the vacancy based on his relationship with the golf community, ability to build community relationships and his experience coaching youth sports, all adding depth to the Commission membership. Mayor Pierce is recommending that the Council confirm her recommendation to appoint Tom Bixler to serve a three year term beginning April 2025 and expiring in March of 2028.

Approval Process:

A majority vote by the City Council is needed to approve this request.

Budget Impact:

There is no budgetary impact associated with this request.

Regulatory Impact:

Confirmation of the Mayor's recommendation will appoint Thomas Bixler to serve a three year term on the Parks and Recreation Commission.

History:

N/A

Analysis:

N/A

Conclusion:

A back ground check has been successfully completed and Mayor Pierce recommends approval of this request.

Attachments:

None



Date: Monday, April 28, 2025
To: Honorable Mayor and City Council
From: Mandi Thompson, Assistant to the City Manager

PRESENTATION

Request:

Presentation to Council on the results of the 2024 National Citizen Survey

Time Estimate:

15 minutes for the presentation plus time for questions from the City Council

Background:

The National Citizen Survey (NCS) is conducted nationwide by POLCO. The survey is standardized in order to ensure high quality research methods and directly comparable results for communities across the United States. The NCS captures residents' opinions about the three pillars of a community (community characteristics, governance, and participation) across eight central facets of community (safety, mobility, natural environment, built environment, economy, recreation and wellness, education and enrichment, and community engagement). The reports provided by NRC discuss trends over time, comparisons to similar communities, as well as improvements and declines in overall ratings.

This is the ninth survey the City of Twin Falls has participated in (2009, 2012, 2014, 2016, 2018, 2020, 2022, 2023, 2024) and the third as an annual measure. The 2024 survey was mailed in waves – a pre-notification postcard and the actual survey. The postcard invitations for the online survey were mailed October 3 and then the printed surveys were mailed the week of October 10. Data collection continued through November 14, 2024. In addition, an open participation survey was launched on October 31 and closed the same day as the official survey.

Of the 3,000 households selected to participate, approximately 4% had addresses that were deemed undeliverable. Of the remaining 2,888 households that received the survey, 482 surveys were completed, providing an overall response rate of 16%. This was a decrease from the previous surveys, which generated on average a 20% response rate (586 responses).

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This is the seventh survey the City of Twin Falls has participated in (2009, 2012, 2014, 2016, 2018, 2020, 2022) and the first as an annual measure. The 2022 survey was mailed in waves – a pre-notification postcard and the actual survey. The postcards were mailed the week of August 3, and then the surveys were mailed the week of August 10. The online portal opened August 3 as well. Data collection continued through September 21, 2022. In addition, an open participation survey was launched on September 7.

Of the 2,800 households selected to participate, approximately 4% had addresses that were deemed undeliverable. Of the remaining 2,702 households that received the survey, 495 surveys were completed, providing an overall response rate of 18%. This was a decrease from the previous surveys, which generated on average a 30% response rate.

General themes that were demonstrated in the survey include:

Highest-performing areas

Feelings of safety remain strong in Twin Falls, with all items scoring on par with national averages and in line with the previous survey in 2023. Residents felt safe in:

- In their neighborhood during the day (91%)
- In Twin Falls downtown/commercial area during the day (89%)
- From fire, flood, or other natural disaster (90%)

Both the overall quality of the utility infrastructure and storm water management saw statistically significant increases from the previous iteration.

- Storm water management (68%, up from 56%)
- Overall quality of the utility infrastructure (67%, up from 57%)

Ratings show an increased appreciation for street cleaning and sidewalk maintenance, both increasing significantly from 2023.

- Street cleaning (62%, up from 56%)
- Sidewalk maintenance (43%, up from 37%)

Lowest-performing areas

Ratings related to inclusivity and engagement saw declines in many areas, indicating a potential area of focus for Twin Falls.

- Sense of community (47%, down from 57%)
- Sense of civic/community pride (45%, down from 58%)
- Neighborliness of residents (42%, down from 59%)

Affordability is a growing concern for residents, with many related items declining since 2023.

- Cost of living (26%, down from 33%)
- Availability of affordable quality food (49%, down from 56%)
- Availability of affordable quality childcare/preschool (36%, down from 33%)

Other economic-related items have declined since 2023, indicating a potential area of opportunity for the City.

- Variety of business and service establishments (48%, down from 59%)
- Vibrancy of downtown/commercial area (54%, down from 64%)

- Employment opportunities (47%, down from 54%)

Approval Process:

None

Budget Impact:

None

Regulatory Impact:

None

History:

None

Analysis:

None

Conclusion:

Presentation of the findings of the 2024 National Citizen Survey

Attachments:

None



Date: Monday, April 28, 2025
To: Honorable Mayor and City Council
From: Troy Vitek, City Engineer , City Engineer

ACTION ITEM

Request:

Rock Creek Sewer Crossing Contract

Time Estimate:

Staff Estimates 5 minutes to present the request

Background:

In a previous council meeting, staff presented to council the need to repair a sewer line crossing Rock Creek Canyon. Council authorized the fix and staff proceeded to bid the project per state requirements. Not receiving any bids, staff then asked the City Council on January 27, 2025 to negotiate on the open market with a local contractor and utilize City Waste Water Reserves in the amount of \$550,890. After considerable negotiation, staff and the contractor have come to an agreement on the scope of the project and value. Tonight I bring before you a request to allow the City Engineer to sign a contract with PMF Inc. in the amount of \$362,168.00 and along with a contingency allowance authorizing use of sewer reserve funds to a total of \$450,000.00 to complete the project subject to negotiation of an easement with the land owner.

Approval Process:

A majority approval of council members.

Budget Impact:

Authorization of use of Sewer reserves up to \$450,000.00

Regulatory Impact:

N/A

History:

N/A

Analysis:

N/A

Conclusion:

Staff Recommends council approve the request as presented and authorize the City Engineer to sign a contract with PMF Inc.

Attachments:

None



Date: Monday, April 28, 2025
To: Honorable Mayor and City Council
From: Gretchen G. Scott, Deputy City Manager

ACTION ITEM

Request:

Consider a request for \$90,000 in contingency funds to remove and replace the Senior Center roof.

Time Estimate:

10 minutes

Background:

The City supports the needs of our senior community through a physical structure. The structure is leased to the Twin Falls Senior Citizens Federation, Inc. The city's responsibility includes regular maintenance and repairs of the Senior Center building, with a focus on ensuring structural integrity and safety for the community members who utilize the facility. The roof is in critical condition, as evidenced by photos included in the agenda packet. These images vividly illustrate the extent of damage, such as missing shingles, degraded flashing, and significant leakage marks, further validating the necessity for prompt repair or replacement.

Initially, staff sought quotes for this roofing project as part of the FY 2026 budget planning. However, the emergence of leaks during recent spring storms has accelerated the timeline. These leaks have given rise to concerns regarding possible further damage that could compromise the building's structural integrity if not addressed in a timely manner. Compounding these concerns, at least one contractor warned that postponing the repairs until fall might lead to increased costs, underscoring the financial prudence of undertaking the replacement this spring.

In terms of addressing the roofing issue, the city is prepared to initiate the necessary public bidding process due to the project's estimated cost exceeding \$50,000. This process involves soliciting bids from at least three qualified contractors, although not all need to submit a response for a contractor to be selected. Once the bids are collected, typically the lowest viable bid is chosen to ensure fiscal responsibility while securing quality construction. The contractors approached will be given adequate time to submit their proposals, ensuring a fair and transparent selection process.

In summary, addressing the Senior Center's roof repair immediately aligns with the city's dedication to maintaining its infrastructure and proactive fiscal management. This approach serves to prevent further degradation to the facility and to lock in favorable pricing, while also ensuring safety and compliance with procedural policies. The addition of visual documentation highlights the severe condition of the roof, driving home the urgency to resolve these issues before fall, when costs are likely to rise.

Approval Process:

A simple majority of the council members present.

Budget Impact:

The contingency fund balance is approximately \$121,000. This request would leave approximately \$31,000 remaining.

Regulatory Impact:

N/A

History:

N/A

Analysis:

N/A

Conclusion:

The Senior Center's roof is in urgent need of replacement due to significant damage evidenced by leaking issues after recent spring storms. Originally intended for consideration in the FY 2026 budget, staff now recommends immediate action to prevent further damage and potential safety hazards. Contractors have indicated that delaying repairs until fall would likely result in increased costs, reinforcing the need for prompt action. Therefore, staff recommends allocating \$90,000 from the contingency fund, which currently holds approximately \$121,000, to cover the roof replacement. This proactive measure will secure repair services at current pricing and protect the building's structural integrity.

Attachments:

1. Snr Center Roof Picture 1
2. Snr Center Roof Picture 2
3. Snr Center Roof Picture 3
4. Lewis Estimate
5. Willow Estimate







Lewis Roofing, Inc

261 5th Ave W
Twin Falls, ID 83301
+12087351219
office@magicvalleymetal.com



ADDRESS

Gretchen Scott
Twin Falls Senior Center
530 Shoshone St W
Twin Falls, Idaho, 83301

ESTIMATE 1034
DATE 02/21/2025
EXPIRATION DATE 03/21/2025

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Material & Labor	We will remove existing roof assembly to include shingles, underlayment, edge metal and flashings. We will install a 30-year architectural shingle roof assembly, IKO performance dynasty shingle to be used for high wind warranty. We will install heavy duty synthetic underlayment, new style d drip edge, new attic ventilation per manufacturers recommendation and new flashing on all penetrations. See attached warranty info for material, 10-year labor guarantee.	1	80,250.00	80,250.00
Warranty	See attached warranty info for material, 10-year labor guarantee.	1	0.00	0.00

Pay in full upon completion.
Accepted: The above prices, specification and conditions are satisfactory and are hereby accepted. Payment will be made as outlined above.

SUBTOTAL	80,250.00
TAX	0.00
TOTAL	\$80,250.00

Accepted By

Accepted Date



Quote from Willow Exterior Renovation & Construction - 02/13/2025

From Willow Exterior Renovation & Construction <notification@txn.getjobber.com>

Date Thu 2/13/2025 12:22 PM

To Gretchen Scott <Gscott@tfid.org>

 16 attachments (9 MB)

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[EXTERNAL SENDER]



**Willow Exterior Renovation &
Construction**

Quote

Hi Gretchen Scott,

Thank you for asking us to quote on your project. Please find a detailed copy of our quote attached to this email.

The quote total is \$60,284.04 as of 02/13/2025.

If you are interested in securing financing we offer it through Hearth, please use the link below:

https://clienthub.getjobber.com/client_hubs/f03545d7-a32c-49c9-a87e-30f39f2295c9/login/new?source=share_login

If you have any questions or concerns regarding this quote, please don't hesitate to get in touch with us at alex.wondrick@willowexterior.com.

Sincerely,
Alex

Willow Exterior Renovation & Construction

View Quote

Button not working? Copy and paste this link to your browser address bar:

https://clienthub.getjobber.com/client_hubs/f03545d7-a32c-49c9-a87e-30f39f2295c9/quotes/40804143.html?auth_token=eyJhbGciOiJIUzI1NiJ9.eyJidW5rZXJfdXNlcl9pZCI6OTkyMDI0OTMslmRlbGVnYXRlljpmYWxzZSwiZXhwljoxNzQwNjg0MDY3fQ.lxfl8ilz595GqrByqfHtFPE6oVHbsXAfdwNyb_4qADE&comm_channel=email&comm_type=quote_sent&utm_content=in_email_cta&utm_medium=email&utm_source=sendgrid

Willow Exterior Renovation & Construction

Twin Falls 208-735-8425 * Boise 208-889-2048 * Pocatello 208-223-9191

alex.wondrick@willowexterior.com

Locations in Twin Falls, Boise and Pocatello

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