



Twin Falls City Council Agenda

Monday, January 26, 2026, 5:00 PM

City Council Chambers
203 Main Ave E, Twin Falls, ID 83301

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

- 1) Call Meeting to Order/Confirmation of Quorum
- 2) Pledge of Allegiance
- 3) Consent Calendar
 - a) **ACTION ITEM:** Request to approve City Council January 20, 2026, minutes.
By: Rachael Long, Deputy City Clerk
 - b) **ACTION ITEM:** Request to approve Accounts Payable for January 15-21, 2026.
By: Amy Luna, City Clerk
 - c) **ACTION ITEM:** Request to approve January 21, 2026, Travel Requests.
By: Amy Luna, City Clerk
 - d) **ACTION ITEM:** Request the City Council approve the Special Event Permit for the organizers of the Twin Falls Fireworks.
By: Wendy Davis, Parks and Recreation Director
 - e) **ACTION ITEM:** Request the City Council approve the Special Event Permit for the organizers of the City of Twin Falls, Recreation Track and Field Day.
By: Wendy Davis, Parks and Recreation Director
 - f) **ACTION ITEM:** Request City Council approve the Special Event Permit for the organizers of the 100 Year Anniversary Tent Revival.
By: Chief of Police, Matthew Hicks
- 4) Items of Consideration
 - a) **ACTION ITEM:** City staff requests Council approval to use wastewater reserve funds for replacing the main airline to aeration basins 1 and 2 at the Wastewater Treatment Plant, including a contract with Barnes Companies, Inc., engineering support, and a contingency not to exceed \$292,085.
By: Nathan Erickson, Environmental Manager
 - b) **ACTION ITEM:** Request to use up to \$921,500 of water reserves to pay for street and stormwater improvements for the HMI remediation project.
By: Erin Steel, Assistant Public Works Director
- 5) General Public Input
- 6) Advisory Board Report/Announcements
- 7) Adjournment

Any person 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 other speakers.
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 Chair 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 Chair, 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 Chair 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 Chair. The spokesperson shall be limited to 15 minutes.**
 - **Written comments, including e-mail, shall be received 2 business days prior to the date of the hearing to be accepted for consideration by the hearing body.**
8. Following the Public Testimony, the applicant is permitted five (5) minutes to respond.
9. Following the Public Testimony and Applicant's response, Council or Commission members, as recognized by the Mayor or Chair, 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 Chair may limit the time permitted for the answer.
10. The Mayor or Chair 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.



Twin Falls City Council Minutes

Tuesday, January 20, 2026, 5:00 PM

City Council Chambers
203 Main Ave E, Twin Falls, ID 83301

1) Call Meeting to Order/Confirmation of Quorum

Present: Vice Mayor Craig Hawkins, Council Members Ruth Pierce, Christopher Reid, Nathan Murray, Cherie Vollmer
Absent: Mayor Jason Brown, Grayson Stone
Staff Present: City Manager Travis Rothweiler, Deputy City Managers Mitch Humble & Gretchen Scott, City Attorney Bruce Castleton, Deputy City Clerk Rachael Long, Assistant to the City Manager Mandi Thompson, Police Chief Matthew Hicks, Senior Planner William Klaver, Planning and Zoning director Jonathan Spendlove, Network Administrator Adam Day

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

2) Pledge of Allegiance

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

3) Consent Calendar

MOTION: Council Member Mayor moved to approve the Consent Calendar as presented. **Council Member Vollmer** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 5 to 0.

- a) Request to approve City Council 2026 January 12, minutes.
- b) Request to approve Accounts Payable for January 8-14, 2026.
- c) Request to approve an Alcohol License for Tacos El Paisa, LLC.
- d) Request to approve January 14, 2026, Travel Requests.
- e) Request to approve 2025 November Wells Fargo Credit Card Summary

4) Items of Consideration

- a) Request for the Council to approve two contract amendments with Cole Architecture for the design and engineering of a police evidence storage facility and to authorize the Mayor to sign the agreement.

Assistant to the City Manager, Thompson, requested for Council to approve two contract amendments with Cole Architecture for design and engineering of a police evidence storage facility and authorize the Mayor to sign the agreements.

Discussion ensued on the following: none

MOTION: Council Member Pierce moved to approve the request to approve two contract amendments with Cole Architecture for design and engineering of a police evidence storage facility and authorize the Mayor to sign the agreements. **Council Member Reid** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 5 to 0.

- b) Request to adopt ordinance #O-2026-001 for Vacation of the alley located in Ritchey Subdivision Annex.

Senior Planner Klaver requested to adopt **Ordinance #O-2026-001** for Vacation of the alley located in Ritchey Subdivision Annex.

MOTION: Council Member Reid made a motion to dispense with reading the rules and put **Ordinance #O-2026-001** on third and final reading by title only. **Council Member Pierce** seconded the motion. The roll call vote showed all members present voted in favor of the motion. Approved 5 to 0.

Vice Mayor Hawkins read **Ordinance #2026-001** by title only.

Discussion ensued on the following: none

MOTION: Council Member Reid moved to approve the request to adopt **Ordinance #O-2026-001** for Vacation of the alley located in Ritchey Subdivision Annex. **Council Member Vollmer** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 5 to 0.

5) General Public Input

6) Advisory Board Report/Announcements

Vice Mayor Craig Hawkins met with joining forces and there will be a Veterans fair on February 18th.

7) Public Hearings

- a) Request to the City Council on the appropriate zoning district for a proposed Annexation and Zoning Development Agreement of 40 acres located at the southwest corner of Blue Lakes Boulevard South and Orchard Drive. c/o Justin Scheel on behalf of CA Development Group, LLC (PZ25-0111).

Senior Planner Klaver presented to the City Council the appropriate zoning district for a proposed Annexation and Zoning Development Agreement of 40 acres located at the southwest corner of Blue Lakes Boulevard South and Orchard Drive, c/o Justin Scheel on behalf of CA Development Group, LLC (PZ25-0111).

Public Hearing Opened: 5:38 pm

Public Hearing Closed: 5:39 pm

Discussion ensued on the following:

Council Member Pierce asked for clarification. Does the applicant still have to come back for design?

Council Member Murray asked with the gas station permitted by right whether we would have the appropriate for the right landscaping since it's next to residential.

The applicant, Justin Scheel, spoke about what they are requesting, adding a few more details.

Council Member Reid said when he first looked at this he was hesitant, but after hearing the applicant speak he is good with that.

Council Member Pierce stated she likes to see new growth going that way in the south part of town.

Council Member Vollmer asked for clarification on the driveway if it was going back into the subdivision.

MOTION: Council Member Pierce moved to approve the proposed Annexation and Zoning Development Agreement of 40 acres located at the southwest corner of Blue Lakes Boulevard South and Orchard Drive, c/o Justin Scheel on behalf of CA Development Group, LLC (PZ25-0111). **Council Member Reid** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 5 to 0.

8) Adjournment

The meeting adjourned at 05:45 PM

Rachael Long, Deputy City Clerk

****If you wish to have a full accounting of this meeting, please listen to the recording that is located on our website. **** Tfid.org



Council Agenda Information

Review

Approval Process:

Consent of the City Council. This event does meet the requirements for a Special Event Permit as outlined in City Code 3-6-2

- (A) Is expected to draw five hundred (500) or more persons at any session as participants or spectators and is proposed to be held at a park;
- (B) Impacts city streets, sidewalks, parks and common areas, or city resources;
- (C) Unless otherwise permitted to do so, propose to sell or serve alcohol publicly; or
- (D) Intends to broadcast amplified sound or generate unusual noise.

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 *

Please submit a detour plan for Cheney Drive and North College Road, along with a Public Service Announcement, to the City of Twin Falls Engineering Department at least five business days prior to the event

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 *

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	Application Fee	\$25.00	1

Total Due *

\$25.00

Special Event Departments *

Which departments should be asked to review this application?

- ☒ Streets
- ☒ Engineering
- ☒ Planning and Zoning
- ☒ Electrical
- ☒ Police
- ☒ Fire
- ☒ Parks

Reviewer Name *

Mable Shurtleff

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
- Fireworks

Estimated Number of Attendees *

3,000

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

Contact Information

Event Organizer

First Name *

Ryan

Last Name *

Howe

Onsite Contact

First Name *

Ryan

Last Name *

Howe

Event Information

Event Name *

Twin Falls Fireworks

Event Location (Park or Facility Requested)

CSI

Is this event indoors or outdoors? *

- ☐ Indoors
- ☒ Outdoors

Event Reoccurrence

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

Event Description *

Fireworks to be set off for public viewing in the CSI area. Requires Cheney and North College roads between Blue Lakes Blvd N and Washington St. N to be closed. Road closure signs to be placed by Road Work Ahead and removed by TFPD officers at the end of the event. Traffic control will be conducted by TFPD.

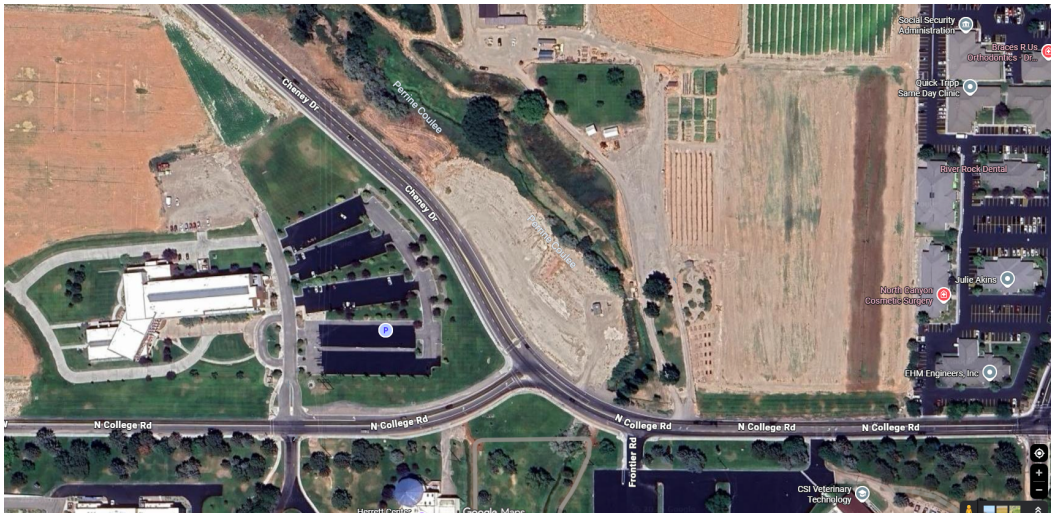
Canyon Rim City Park Downtown Commons Sunway Soccer Park
Shoshone Falls Dierkes Harmon Park Thomsen Park Oregon Trail

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

Event Map *

fireworks area.png

2.61MB

**Set-up Time Start ***

07/04/2026 08:00:00 AM

Set-up Time End *

07/04/2026 12:00:00 AM

Event Time Start *

07/04/2026 08:00:00 PM

Event Time End *

07/04/2026 11:00:00 PM

Take Down Time Start *

07/04/2026 11:00:00 PM

Take Down Time End *

07/04/2026 11:30:00 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.

Parking Plan

Parking Plan *

Parking in CSI parking lot and other surrounding areas.

Parking Plan Map

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

Agreement, insurance, and fees may apply

Will your event include pyrotechnics or fireworks? *

☒ Yes ☐ No

✓ *If yes, permit required from TF Fire Department*

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.

Waste Plan

As an event organizer, you are responsible for the waste generated by your participants, spectators and vendors, as well as the costs associated with proper disposal.

Discarded Materials *

List what materials from your event will be discarded by vendors and attendees (i.e. cardboard, plastic bags, food waste, Styrofoam, plastic bottles, aluminum cans etc.):

Waste will be disposed of on-site and by fireworks personnel.

Have you arranged for portable toilets? *

☐ Yes ☒ No

Have you contracted for additional trash receptacles and/or dumpsters? *

☐ Yes ☒ No

Contact person in charge of waste.*

CSI

Phone number of contact

Number of staff assisting in removal.

Any cleanup required by City Personnel following an event will be at the expense of the event organizers.

Restrictions and Signature

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*

Ryan Howe

Name*

Ryan Howe

Date*

10/30/2025



Council Agenda Information

Review

Approval Process:

Consent of the City Council. This event does meet the requirements for a Special Event Permit as outlined in City Code 3-6-2

- (A) Is expected to draw five hundred (500) or more persons at any session as participants or spectators and is proposed to be held at a park;
- (B) Impacts city streets, sidewalks, parks and common areas, or city resources;
- (C) Unless otherwise permitted to do so, propose to sell or serve alcohol publicly; or
- (D) Intends to broadcast amplified sound or generate unusual noise.

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 *

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
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1	Application Fee	\$25.00	1
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Total Due *

\$25.00

Special Event Departments *

Which departments should be asked to review this application?

- ☒ Streets
- ☒ Engineering
- ☒ Planning and Zoning
- ☒ Electrical
- ☒ Police
- ☒ Fire
- ☒ Parks

Reviewer Name *

Mable Shurtleff

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

Estimated Number of Attendees *

200

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

Contact Information

Event Organizer

First Name *

Stacy

Last Name *

McClintock

Onsite Contact

First Name *

Stacy

Last Name *

McClintock

Event Information

Event Name *

City of Twin Falls, Recreation Track and Field Day

Event Location (Park or Facility Requested)

Canyon Ridge Highschool Track

Is this event indoors or outdoors? *

☐ Indoors

☒ Outdoors

Event Reoccurrence

☐ One Time Event

☐ Recurring over several weeks/months

Event Description *

City of Twin Falls, Recreation Department annual track and field day.

[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 *

Youth track n field.pdf

416.69KB

Set-up Time Start *

05/09/2026 07:30:00 AM

Set-up Time End *

05/09/2026 08:00:00 AM

Event Time Start *

05/09/2026 09:00:00 AM

Event Time End *

05/09/2026 12:00:00 PM

Take Down Time Start *

Take Down Time End *

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.

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Will your event generate any type of waste? *

☐ Yes ☒ No

Is this an ongoing or seasonal request? *

☒ Yes ☐ No

Agreement, insurance, and fees may apply

Will your event include pyrotechnics or fireworks? *

☐ Yes ☒ No

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Notification Acknowledgement *

☒ I have read and understand this requirement

Insurance

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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

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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

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 handwritten signature in black ink on a light gray rectangular background. The signature reads "Stacy McClintock" in a cursive, slightly slanted script.

Name *

Stacy McClintock

Date *

12/29/2025



Council Agenda Information

Review

Approval Process:

Consent of the City Council. This event does meet the requirements for a Special Event Permit as outlined in City Code 3-6-2

- (A) Is expected to draw five hundred (500) or more persons at any session as participants or spectators and is proposed to be held at a park;
- (B) Impacts city streets, sidewalks, parks and common areas, or city resources;
- (C) Unless otherwise permitted to do so, propose to sell or serve alcohol publicly; or
- (D) Intends to broadcast amplified sound or generate unusual noise.

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 *

Tent permit shall be obtained through the TFFD. Tent permit application is found on the city website and when it is filled out, turn it in to Fire Sta 1, 345 2nd Ave E.

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	Application Fee	\$25.00	1

Total Due*

\$25.00

Special Event Departments*

Which departments should be asked to review this application?

- ☒ Streets
- ☒ Engineering
- ☒ Planning and Zoning
- ☒ Electrical
- ☒ Police
- ☒ Fire

Reviewer Name*

Mable Shurtleff

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
- Church Services

Estimated Number of Attendees*

250

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

Provide a description of tents or structures.

No water features allowed. Tent stakes must be less than 12". Fire inspection may be required.

Tent is 40' x 60' 2400sq.ft.

Manufactured by Tacoma Tent in Tacoma WA.

Flame retardant is Architent Star Anti-micro-DBO

Contact Information

Event Organizer

First Name *

Chad

Last Name *

Henke

Onsite Contact

First Name *

Jared

Last Name *

Silvey

Event Information

Event Name *

100 Year Anniversary Tent Revival

Event Location (Park or Facility Requested)

Bethel Temple Church, 929 Hankins Road, Twin Falls, Idaho

Is this event indoors or outdoors? *

☐ Indoors

☒ Outdoors

Event Reoccurrence

☒ One Time Event

☐ Recurring over several weeks/months

Event Description *

The event is a tent revival in celebration of our church's 100 Year Anniversary of the founding of this local church. The church started with a tent revival. We are renting a 40'x60' tent from Event Rent in Meridian, Idaho. The tent will be set up in accordance to the fire marshal requirements on the gravel area that is located on the church property, north of the church and school buildings. All parking will be retained on the church property.

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*

2026 - Bethel Temple - Fire.PDF	3.43MB
53837-10x & 20x High Peaks-DS091925-2R3.pdf	118.5KB
thumbnail_20230607_094632.jpg	701.57KB



Set-up Time Start*

05/29/2026 08:00:00 AM

Set-up Time End*

05/30/2026 06:00:00 PM

Event Time Start*

05/31/2026 07:00:00 AM

Event Time End*

07/01/2026 12:00:00 PM

Take Down Time Start*

07/02/2026 05:00:00 PM

Take Down Time End*

07/03/2026 01:00:00 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.

Parking Plan

Parking Plan*

The parking plan is to have all parking on the current parking lot at the church property.

Parking Plan Map

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

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Waste Plan

As an event organizer, you are responsible for the waste generated by your participants, spectators and vendors, as well as the costs associated with proper disposal.

Discarded Materials *

List what materials from your event will be discarded by vendors and attendees (i.e. cardboard, plastic bags, food waste, Styrofoam, plastic bottles, aluminum cans etc.):

There will be no food or beverage services at this event. It is a church service outside in a tent. The church has trash receptacles in place already for regular church services.

Have you arranged for portable toilets? *

☐ Yes ☒ No

Have you contracted for additional trash receptacles and/or dumpsters? *

☐ Yes ☒ No

Contact person in charge of waste. *

Jared Silvey

Phone number of contact

208-731-7244

Number of staff assisting in removal.

2

Any cleanup required by City Personnel following an event will be at the expense of the event organizers.

Restrictions and Signature

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 *

Chad Henke

Name *

Chad Henke

Date *

01/03/2026



Date: Monday, January 26, 2026
To: Honorable Mayor and City Council
From: Nathan Erickson, Environmental Manager

ACTION ITEM

Request:

City staff requests Council approval to use wastewater reserve funds for replacing the main air line to aeration basins 1 and 2 at the Wastewater Treatment Plant, including a contract with Barnes Companies, Inc., engineering support, and a contingency not to exceed \$292,085.

Time Estimate:

Staff estimates 5-10 minutes to explain the history and request.

Background:

The Wastewater Treatment Plant (WWTP) has four aeration basins that are used in the treatment process. Aeration basins 1 and 2 were built in 1975, while aeration basin 3 was built in 1996, and aeration basin 4 was built in 2000. Last summer, approximately 160 feet of 16-inch steel air line from the blower building to aeration basins 1 and 2 developed holes, rendering the line unusable. City Staff have worked with Keller and Associates to design a replacement line that will be constructed of stainless steel and will run above ground rather than underground.

The engineer's estimate of the project's cost was \$175,000 to \$225,000. The project was informally bid in November 2025; at that time, two bids were received: \$617,703 and \$348,700. After consulting with the engineer, it was determined that it was not in the city's best interest to accept either bid. The bids were rejected, and the project was again informally bid and closed on January 8, 2026, at which time two bids were received: one for \$358,276 and one for \$249,585 from Barnes Companies, Inc. It is recommended that the bid from Barnes Companies, Inc. be accepted with an additional \$5,000 for engineering support and a 15% contingency of \$37,500. The total requested is \$292,085.

Approval Process:

Majority approval by the City Council will authorize City Staff to use wastewater reserve funds to replace approximately 160 feet of 16-inch steel air line from the blower building to aeration basins 1 and 2.

Budget Impact:

Sufficient funds are available in the wastewater reserves to expend the unbudgeted amount requested.

Regulatory Impact:

These improvements to the WWTP will enable the City to continue meeting the requirements of the IPDES permit and program. They will also help meet Strategic Plan Objectives EC2.3.4 "The City will operate, maintain, and improve its systems to meet federal, state, and local standards and to realize the full utilization/lifespan of the facility."

History:

N/A

Analysis:

N/A

Conclusion:

The City plans to replace the 16-inch damaged air line at the Wastewater Treatment Plant with an above-ground stainless steel line. After rejecting initial bids, a second bidding round resulted in Barnes Companies, Inc. submitting the lowest bid of \$249,585, leading to a recommendation to award the contract to them. Including engineering support and a contingency, the total requested from wastewater reserves is not to exceed \$292,085.

Attachments:

None



Date: Monday, January 26, 2026
To: Honorable Mayor and City Council
From: Erin Steel, Assistant Public Works Director

ACTION ITEM

Request:

Request to use up to \$921,500 of water reserves to pay for street and stormwater improvements for the HMI remediation project.

Time Estimate:

5 Minutes

Background:

On June 15, 2018, a significant break developed in one of the city's water transmission mains, necessitating excavation and repairs on the Hamilton Manufacturing Inc. (HMI) property located near the HMI facility. The property is situated on Market Avenue, between Rock Creek Canyon and South Park Avenue West. During repair efforts, unintentional damage occurred to the surrounding property. Consequently, the City of Twin Falls and HMI entered into an agreement on August 9, 2022, to address and rectify the damage caused by the waterline break.

The design engineer has completed the plans for the street and stormwater improvements and is preparing bid documents for bidding. This portion of the remediation project involves building the required stormwater infrastructure, street enhancements, and stairway design as per the agreement with HMI. This request includes a 10% contingency.

Approval Process:

A majority vote of approval by the council.

Budget Impact:

The request will allow up to \$921,500 to be drawn from water reserves to cover street and stormwater improvements for the HMI remediation project.

Regulatory Impact:

None

History:

Analysis:

Conclusion:

Staff recommends authorizing up to \$921,500 from water reserves to fund stormwater and street improvements for the HMI remediation project.

Attachments:

None