



Twin Falls City Council Agenda

Monday, July 20, 2026, 5:00 PM

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 2026 July 13, minutes.
By: Rachael Long, Deputy City Clerk
 - b) **ACTION ITEM:** Request to approve Accounts payable July 8–15, 2026.
By: Amy Luna, City Clerk
 - c) **ACTION ITEM:** Request City Council to approve the Special Event Permit for the organizers of the St. Edward's Kermes - Hispanic Food Festival
By: Wendy Davis, Parks and Recreation Director
 - d) **ACTION ITEM:** Request City Council to approve the Special Event Permit for the organizers of the Back to School Bash.
By: Wendy Davis, Parks and Recreation Director
 - e) **ACTION ITEM:** Request City Council to approve the Special Event Permit for the organizers of the Taproot Church Twin Falls - Church Picnic.
By: Wendy Davis, Parks and Recreation Director
 - f) **ACTION ITEM:** Request City Council approve the Special Event Permit for the organizers of the Magic Valley Kid Market
By: Wendy Davis, Parks and Recreation Director
 - g) **ACTION ITEM:** Request City Council approve the Special Event Permit for the organizers of the Summer Reading Finale.
By: Wendy Davis, Parks and Recreation Director
 - h) **ACTION ITEM:** Request to accept land dedication from the Twin Falls School District.
By: Mitch Humble, Deputy City Manager
- 4) Items of Consideration
 - a) **ACTION ITEM:** Request to sign an agreement with Rush Truck Center of Idaho, Inc. to purchase a hazardous materials vehicle with grant funds already received from the State of Idaho for State approved Hazardous Material Response items up to the amount of \$324,000.
By: Corey Beam, Battalion Chief
 - b) **PRESENTATION:** A presentation of the City Manager's Recommended Budget for FY 2026-2027 (FY 2027) followed by citizen input, Focus Areas 4,5, &6.
By: Mitch Humble, Deputy City Manager
- 5) General Public Input
- 6) Advisory Board Report/Announcements
- 7) Executive Session
 - a) **ACTION ITEM:** Request to adjourn to Executive Session pursuant to Idaho Code § 74-206(1)(c) To acquire an interest in real property not owned by a public agency.
- 8) 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 them 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

Monday, July 13, 2026, 5:00 PM

203 Main Ave E.
Twin Falls, ID 83301

1) Call Meeting to Order/Confirmation of Quorum

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

Absent:

Staff Present:

City Manager Travis Rothweiler, Deputy City Managers Mitch Humble & Gretchen Scott, City Attorney Bruce Castleton, City Clerk Amy Luna, Deputy City Clerk Rachael Long, Police Captain Brent Wright, Fire Chief Mitchell Brooks, Public Information Coordinator Joshua Palmer, Network Administrator Dee Davidson,

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

2) Pledge of Allegiance

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

3) Consent Calendar

MOTION: Council Member Stone moved to approve Items A-C on the Consent Calendar as presented. **Council Member Pierce** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

Council Member Stone asked to remove Item D until they have a concrete date.

Council Member Murray asked if they would be OK if they had an exact date.

Council Member Vollmer stated she understands why they do not want to give an exact date.

Council Member Stone stated that he is concerned about the businesses around the location and that we need to hold all businesses accountable.

Council Member Pierce stated she is good at allowing this change because she knows that In-N-Out has done this many times.

Chief Brooks came down to the podium to speak about life safety measures. He said that the line wrapping around behind the businesses would need to be cleared quickly to get to fire suppression.

Mayor Brown spoke with clarification that he knows this will bring issues but that we have a good team to work through it.

MOTION: Council Member Reid moved to approve Item D on the Consent Calendar. **Council Member Pierce** 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 July 06, 2026, minutes.

- b) Request to approve accounts payable July 1-8, 2026.
- c) Request to approve Findings of Facts and Conclusions of Law for the following:
PZ26-0083 FPLAT - Ashlee Townhomes Subdivision
- d) Request to approve an amendment to the Special Event grand opening for In-N-Out Burger from August 2, 2026 to July 20, 2026.

4) Items of Consideration

- a) To confirm the reappointment of Kyndell Madsen, Randall "Cort" Johnson, and Gerardo "Tato" Munoz to the Impact Fee and Improvement Reimbursement Commission.
Senior Planner Klaver requested the reappointment of Kyndell Madsen, Randall "Cort" Johnson, and Gerardo "Tato" Munoz to the Impact Fee and Improvement Reimbursement Commission.

Discussion ensued on the following: none

MOTION: Council Member Pierce moved to approve the request to waive the term limit for Gerardo "Tato" Munoz based on City Code 2-1-1. **Council Member Reid** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

MOTION: Council Member Pierce moved to approve the request for the reappointment of Kyndell Madsen, Randall "Cort" Johnson, and Gerardo "Tato" Munoz to the Impact Fee and Improvement Reimbursement Commission. **Council Member Reid** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

- b) A presentation of the City Manager's Recommended Budget for FY 2026-2027 (FY 2027) followed by citizen input, Focus Areas 1, 7, & 8.
Deputy City Manager Scott and other individuals from departments gave a presentation of the City Managers Recommended Budget for Focus areas 1, 7, & 8.

Discussion ensued on the following:

Council Member Pierce asked Chance Munns what the price of the Kobata is?

Council Member Stone asked Josh Palmer what other platforms we are using besides the website.

Council Member Vollmer asked Dee Davidson about the process on finding a new company to do the council chamber upgrade.

Council Member Stone asked on the slide of positions needed, how we prioritize which job is more important.

Deputy City Manager Scott and City Manager Rothweiler explained the process of prioritizing the positions in the city.

Mayor Brown thanked everyone for their presentation.

5) General Public Input

Maria Hernandez talked about adapting and changes and that we must roll with the changes.

6) Advisory Board Report/Announcements

City Manager Rothweiler thanked all the presenters tonight.

7) Public Hearings

- a) Request for approval of the PY 2026 Community Development Block Grant (CDBG) Annual Action Plan. (PZ26-0086)

Planning and Zoning Director Spendlove requested approval of the PY 2026 Community Development Block Grant (CDBG) Annual Action Plan. (PZ26-0086)

Public Hearing Opened: 6:24 pm

Public Hearing Closed: 6:25 pm

Discussion ensued on the following: none

MOTION: **Council Member Reid** moved to approve the request to approve the PY 2026 Community Development Block Grant (CDBG) Annual Action Plan. (PZ26-0086). **Council Member Hawkins** seconded the motion. The roll call vote showed all members present voted in favor of the motion, 7 to 0.

8) Adjournment

The meeting adjourned at 06:26 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](https://www.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

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

Insurance documents needed.

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 tents or temporary structures that exceed 400 SF shall have a Tent Permit through the TFFD. Any food vendor shall have their valid 2026 purple fire inspection decal in plain view of the public.

Parks



Parks Recommends

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

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 | |

Estimated Number of Attendees *

500

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.

There will be food stands using event tents that are open on four sides with a canopy overhead. Each stand will have a tent as indicated in the map. Approximately 20 stands.

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? *

☐ Yes ☒ No

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 *

Artemio

Last Name *

Perez

Onsite Contact

First Name *

Artemio

Last Name *

Perez

Event Information

Event Name *

St. Edward's Kermes - Hispanic Food Festival

Event Location (Park or Facility Requested)

Twin Falls City Park

Is this event indoors or outdoors? *

☐ Indoors
☒ Outdoors

Event Reoccurrence

☐ One Time Event
☐ Recurring over several weeks/months

Event Description *

This event is our annual Kermes, also known as the Hispanic Food Festival. This is our 18th year organizing this event to raise funds for St. Edward's Parish. Food will be sold to attendees by community volunteers. There will be live music and performers. All of the people tending to the activities will be volunteers.

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 *

Set-up Time Start *

08/09/2026 07:00:00 AM

Set-up Time End *

08/09/2026 10:00:00 AM

Event Time Start *

08/09/2026 10:00:00 AM

Event Time End *

08/09/2026 08:00:00 PM

Take Down Time Start *

08/09/2026 08:00:00 PM

Take Down Time End *

08/09/2026 10:59:00 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 *

In addition to street parking, attendees will park in the St. Edwards parking lots.

Parking Plan Map

Permits, Licenses and Agreements

Will goods, services, food, or beverages be sold? *

☒ Yes ☐ No

- ✓ *Food Concession and Commercial Activity Permit will be required*
- ✓ *Handwashing stations may be required by Health Department*
- ✓ *Agreement and fees may be required*

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.

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.):

Cardboard, plastic bottles, aluminum cans, food waste, plastic bags.

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. *

Artemio Perez

Phone number of contact

2084049987

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

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 *

Name *

Artemio Perez

Date *

01/27/2026

Artemio G. Perez



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

Insurance needed closer to event.

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 mobile food vendor shall have their 2026 purple fire inspection decal on display. Any temporary structure and/or tent exceeding 400 SF shall have a Tent Permit through the TFFD.

Parks



Parks Recommends

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

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 | |

Estimated Number of Attendees *

100

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.

shade tents

bounce houses

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? *

☐ Yes ☒ No

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 *

Kingdom

Last Name *

Church

Onsite Contact

First Name *

David

Last Name *

Graham

Event Information

Event Name *

Back to School Bash

Event Location (Park or Facility Requested)

Thomsen Park

Is this event indoors or outdoors? *

☐ Indoors

☒ Outdoors

Event Reoccurrence

☒ One Time Event

☐ Recurring over several weeks/months

Event Description *

farewell to summer get together - bounce houses, games, hot dogs, potluck

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 *

Set-up Time Start *

08/08/2026 03:00:00 PM

Set-up Time End *

08/08/2026 04:30:00 PM

Event Time Start *

08/08/2026 05:00:00 PM

Event Time End *

08/08/2026 07:00:00 PM

Take Down Time Start *

08/08/2026 07:00:00 PM

Take Down Time End *

08/08/2026 08:00:00 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.

A sign permit may be required from the Planning and Zoning Department.

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 handwritten signature in black ink, reading "Nancy Villegas", is displayed on a light gray rectangular background.

Name *

Nancy Villegas

Date *

12/17/2025



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

approve after insurance.

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 commercial food vendors shall have their 2026 annual purple fire inspection decal posted. Private BBQs would not require this. Practice good, general BBQ safety ensuring fire cannot be spread and people cannot get injured on the hot appliances. Having a fire extinguisher nearby could also prove to be advantageous for safety with a large group. Any tents or temporary structures exceeding 400 SF shall have a Tent Permit through the TFFD.

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 | |

Estimated Number of Attendees *

70

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? *

☐ Yes ☒ No

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 *

Spencer

Last Name *

Mallett

Onsite Contact

First Name *

Spencer

Last Name *

Mallett

Event Information

Event Name *

Taproot Church Twin Falls – Church Picnic

Event Location (Park or Facility Requested)

First Federal Park at Sunway Complex

Is this event indoors or outdoors? *

☐ Indoors

☒ Outdoors

Event Reoccurrence

☒ One Time Event

☐ Recurring over several weeks/months

Event Description *

Taproot Church will be gathering for a community feast at the pavilion on July 26, 2026. The purpose of the event is fellowship, shared food, and informal recreation for church members, families, and guests.

Food will be prepared in advance and served at the pavilion. Some food may also be cooked onsite using portable, self-contained cooking equipment. No open fires are planned.

Attendees will primarily gather under the pavilion and surrounding park areas for eating, conversation, and community activities. Children may utilize the splash pad and playground facilities, while adults may participate in casual lawn games and activities on the adjacent grass areas.

A small portable speaker may be used for background music and occasional group announcements. No amplified performances, stage setup, or organized sporting events are planned.

Event organizers will provide trash collection and cleanup following the event and will leave the pavilion and surrounding areas in clean condition.

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*

SunwayNE.pdf

1.24MB

Set-up Time Start*

07/26/2026 08:00:00 AM

Set-up Time End*

07/26/2026 09:00:00 AM

Event Time Start*

07/26/2026 11:00:00 AM

Event Time End*

07/26/2026 03:00:00 PM

Take Down Time Start*

07/26/2026 03:00:00 PM

Take Down Time End*

07/26/2026 04:00:00 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.

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*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 *

Spencer Mallett

Name *

Spencer Mallett

Date *

06/11/2026



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

Any tents or temporary structures that exceed 400 SF shall have a Tent Permit through the TFFD. Any food vendor shall have their valid 2026 purple fire inspection decal in plain view of the public.

Parks



Parks Recommends

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

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 | |

Estimated Number of Attendees *

1,500

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.

Participants will be using 10X10 foot canopies for shade during the event.

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? *

☐ Yes ☒ No

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 *

Nikki

Last Name *

Nelson

Onsite Contact

First Name *

Dara

Last Name *

Rodemack

Event Information

Event Name *

Magic Valley Kid Market

Event Location (Park or Facility Requested)

Twin Falls City Park

Is this event indoors or outdoors? *

☐ Indoors
☒ Outdoors

Event Reoccurrence

☐ One Time Event
☐ Recurring over several weeks/months

Event Description *

This is a farmer's/vendor market run by children ages 5-16. Children from the Magic Valley create a business idea, make products to sell and then sell them to the public for 3 hours.

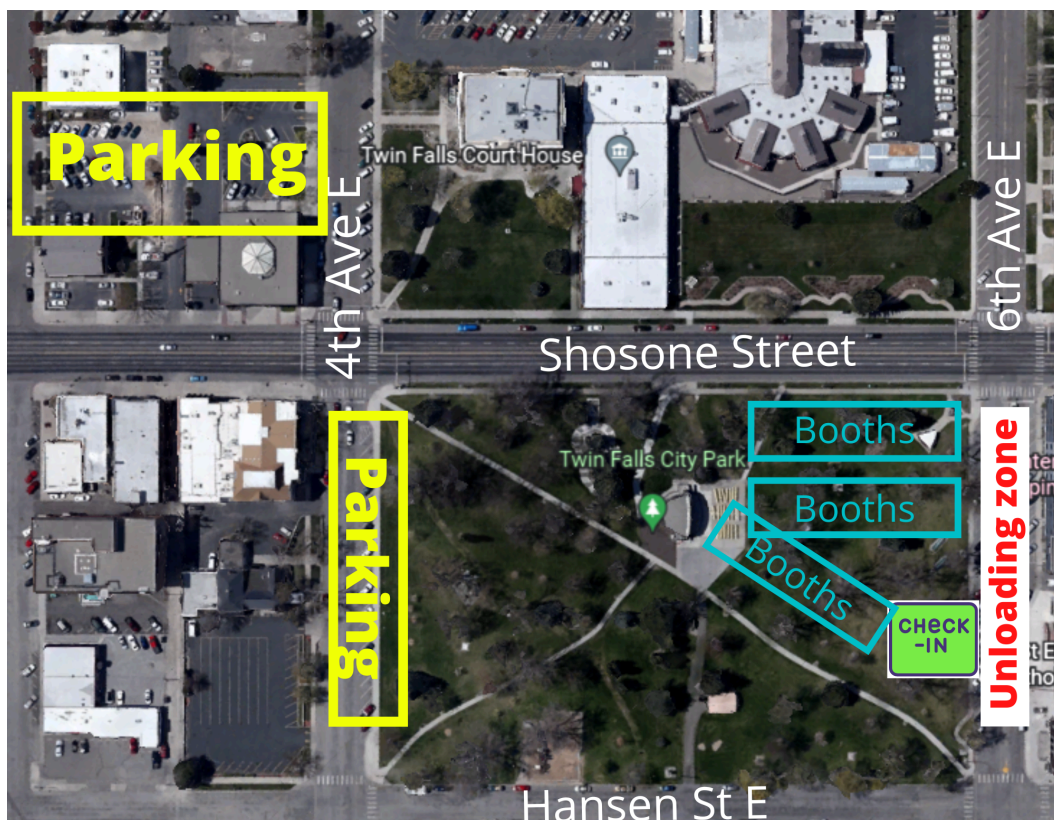
Canyon Rim City Park Downtown Commons Sunway Soccer Park
Shoshone Falls Dierkes Harmon Park Thomsen Park Oregon Trail

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

Event Map *

Twin Falls Event Map.png

3.32MB

**Set-up Time Start ***

07/25/2026 06:00:00 AM

Set-up Time End *

07/25/2026 10:00:00 AM

Event Time Start *

07/25/2026 10:00:00 AM

Event Time End *

07/25/2026 01:00:00 PM

Take Down Time Start *

07/25/2026 01:00:00 PM

Take Down Time End *

07/25/2026 02:30:00 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 *

Vendors will park on the west side of the park and also at First Federal Bank's office as we have in the past. Shoppers will park along the streets and parking spots around the park.

Parking Plan Map

Twin Falls Event Map.png

3.32MB



Permits, Licenses and Agreements

Will goods, services, food, or beverages be sold? *

☐ Yes ☐ No

- ✓ *Food Concession and Commercial Activity Permit will be required*
- ✓ *Handwashing stations may be required by Health Department*
- ✓ *Agreement and fees may be required*

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.

A sign permit may be required from the Planning and Zoning Department.

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.

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.):

Possibly some plastic bags, posters, plastic tablecloths, and drink containers. All participants are required to bring a waste receptable if their product will produce garbage and we live by the "pack it in, pack it out" rule that vendors must take their trash home at the end of the day.

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. *

Nikki Nelson

Phone number of contact

435-770-5837

Number of staff assisting in removal.

3

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

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*



Name*

Nikki Nelson

Date*

01/31/2026



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 provide a detour plan for Hansen St, and a Public Service Announcement (PAS) to the Engineering Department 5 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

Estimated Number of Attendees*

300

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.

Standard Shade Canopies

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? *

☐ Yes ☒ No

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 *

CJ

Last Name *

Rasmusson

Onsite Contact

First Name *

CJ

Last Name *

Rasmusson

Event Information

Event Name *

Summer Reading Finale

Event Location (Park or Facility Requested)

City Park/Hansen St.

Is this event indoors or outdoors? *

☐ Indoors

☒ Outdoors

Event Reoccurrence

☐ One Time Event

☐ Recurring over several weeks/months

Event Description *

A street dance to celebrate the end of our Summer Reading Program. DJ & Dancing, Face Painting, Games, Activities.

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 *

Summer Reading Finale Street Dance.pdf

18.41MB

Set-up Time Start *

07/24/2026 03:00:00 PM

Set-up Time End *

07/24/2026 05:30:00 PM

Event Time Start *

Event Time End *

07/24/2026 06:00:00 PM

07/24/2026 08:00:00 PM

Take Down Time Start *

07/24/2026 08:00:00 PM

Take Down Time End *

07/24/2026 09:00:00 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 *

Parking available @ TFPL & Along City Park on 4th Ave E

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.

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*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.

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Insurance Documents

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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.):

Food waste & paper bags, aluminum cans.

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. *

CJ Rasmusson

Phone number of contact

208-733-2984 ext 208

Number of staff assisting in removal.

5

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

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 *

CJ RASMUSSEN

Name *

CJ Rasmusson

Date *

10/21/2025

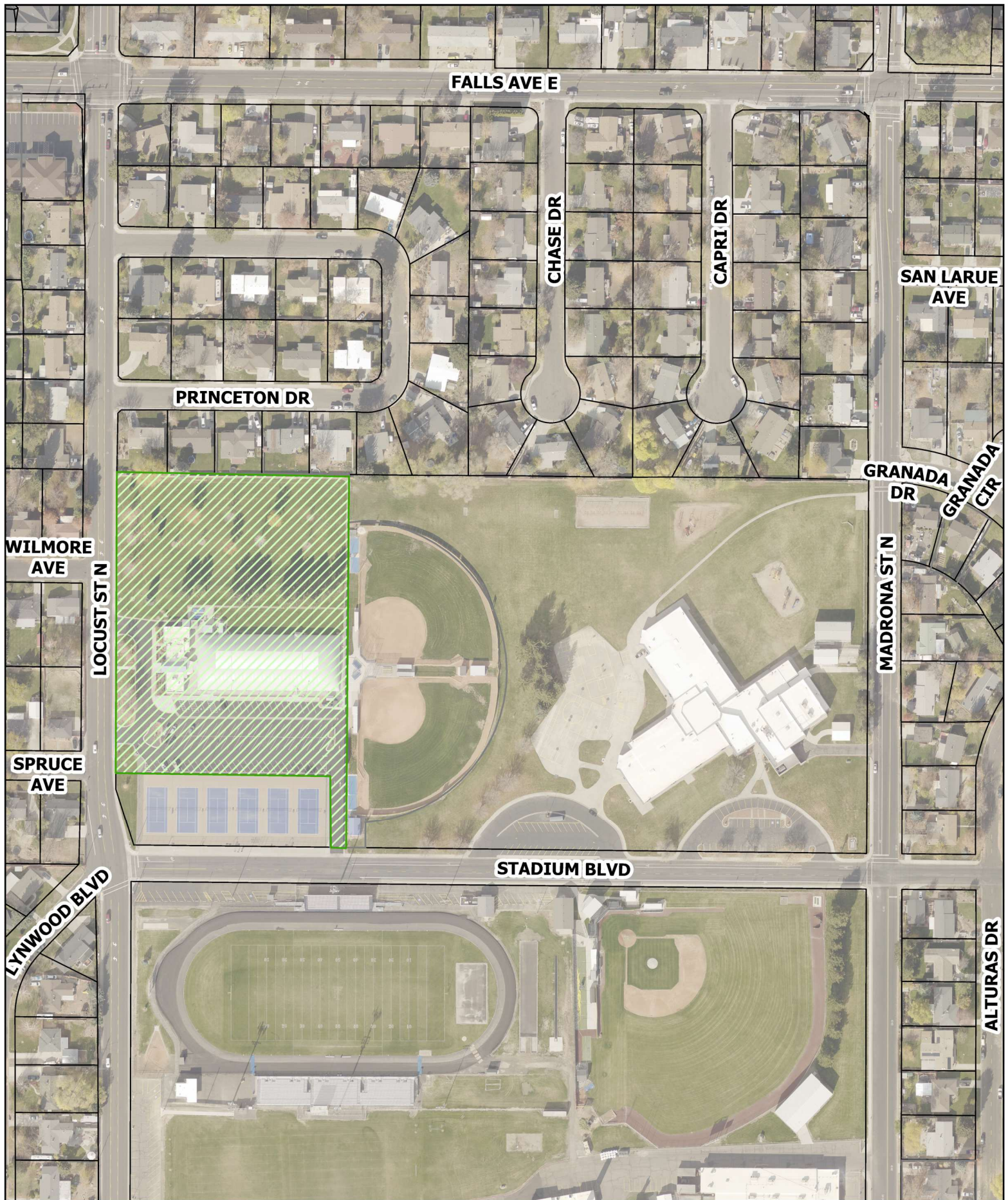


EXHIBIT "C"



Date: Monday, July 20, 2026
To: Honorable Mayor and City Council
From: Corey Beam, Battalion Chief

ACTION ITEM

Request:

Request to sign an agreement with Rush Truck Center of Idaho, Inc. to purchase a hazardous materials vehicle with grant funds already received from the State of Idaho for State approved Hazardous Material Response items up to the amount of \$324,000.

Time Estimate:

Approximately 5 minutes.

Background:

On March 2, 2026, the Twin Falls City Council approved an agreement establishing the Twin Falls Fire Department as the Region 5 Hazardous Materials Response Team. That agreement identified legislative funding awarded to the Region 5 team in the amount of \$500,885.71 to support State-approved hazardous materials response needs.

The Fire Department is requesting authorization to utilize up to \$324,000 of those previously received funds to purchase a dedicated hazardous materials response vehicle. The proposed vehicle is a 2026 Alta Fire Ford F-550 4x4 Hazmat Rescue, which will provide the Region 5 Hazardous Materials Response Team with a purpose-built platform for transporting personnel, specialized equipment, detection and monitoring tools, protective equipment, and response supplies needed for hazardous materials incidents throughout the region.

The original purchase agreement identified Rush Truck Centers as the primary seller, the City of Twin Falls Fire Department as the buyer, and Alta Fire as the body upfitter. The initial agreement listed the vehicle price at \$298,000; however, the final purchase amount has increased to \$324,000. The requested authorization is therefore for an amount not to exceed \$324,000.

The vehicle specification is consistent with specifications used by other regional hazardous materials response teams. Most regional response teams have completed or are completing similar purchasing agreements with Alta Fire. Alta Fire will satisfy the applicable Sourcewell procurement process, allowing the City to purchase the vehicle through an approved cooperative purchasing contract without conducting a separate competitive bid process.

Approval Process:

A majority vote of the council (50%+1) is required.

Budget Impact:

The purchase will be made using State of Idaho hazardous materials response funds already received by the City for the Region 5 Hazardous Materials Response Team. The total authorized amount requested is not to exceed \$324,000. No additional City general fund appropriation is being requested for this purchase.

Regulatory Impact:

N/A

History:

See above.

Analysis:

N/A

Conclusion:

Staff recommends that City Council authorize the Fire Chief to sign the agreement with Rush Truck Centers of Idaho, Inc. for the purchase of a 2026 Alta Fire Ford F-550 4x4 Hazmat Rescue vehicle, with Alta Fire as the body upfitter, in an amount not to exceed \$324,000, using State of Idaho hazardous materials response funds previously awarded to the Region 5 Hazardous Materials Response Team.

Attachments:

1. Council Agenda - Monday, March 2, 2026
2. Council Agenda - Monday, April 27, 2026
3. Purchase Agreement - Region 5 Hazmat Vehicle



Date: Monday, March 2, 2026
To: Honorable Mayor and City Council
From: Corey Beam, Battalion Chief

ACTION ITEM

Request:

To enter into an agreement with the State of Idaho to provide Hazardous Materials response to Region 5. Sign the Interagency Agreements to establish the Region 5 Type 4 Hazardous Substance Emergency Response Team by and Between the State of Idaho Military Division and the City of Twin Falls Fire Department and accept federal grant funding from the Idaho Office of Emergency Management labeled FY26 Idaho Hazmat Materials RRT Legislative Funding award number ID26HRLF in the amount of \$500,885.71.

Time Estimate:

Approximately 20 minutes.

Background:

The State of Idaho has reached out to the City of Twin Falls Fire Department to be the host agency to provide hazardous materials response in Region 5. The City of Twin Falls Fire department would be one of seven Fire Departments in Idaho who provide Hazardous Materials Incident Response to their perspective service region.

Approval Process:

Approval of this request requires a simple majority (50%+1) of the members attending this meeting.

Budget Impact:

Accept FY 26 Idaho Hazmat Materials RRT Legislative Funding, Award Number ID26HRLF in the amount of \$500,885.71 to go towards the purchase of a vehicle and equipment.

Regulatory Impact:

History:

Idaho's seven regional response areas have been designated for many years to cover Hazardous Material Incidents as well as bomb-related incidents. In the early 2000's, Region 5 HazMat response was provided by partnerships with multiple fire departments in the Magic Valley. Approximately 20 years ago, this partnership ended due to funding changes at the State level and the region was then covered by the surrounding agencies, mostly from Boise and Pocatello. The City of Twin Falls Police Department Bomb Squad currently provides bomb-related response for Region 5.

Recently, members of the Idaho Fire Chiefs Association and others have worked with the State Legislature to secure funding from the State of Idaho as required by The Idaho Hazardous Substance Response Act (Title 39, Chapter 71). In March 2025, the Idaho Legislature passed a bill allocating \$8.6 million for this purpose. The majority of this funding is awarded to the three "Host" Agencies, providing funding for large teams and apparatus.

The City of Twin Falls Fire Department will be designated as a "Satellite" Agency, having fewer members

and apparatus. Of the allotted \$500,885, approximately \$300,000 will be for a quad-cab pickup style response vehicle (Ford F-550 or similar). The remaining funds will be used for specialized Hazardous Materials detection equipment such as Air Monitors, Mercury Detectors, FTIR (infrared spectrometer), Methane Detectors and communication equipment.

The City of Twin Falls Fire Department currently has 12 members trained to the Hazardous Material Technician level and has been involved in all levels of preparation for utilizing the funding provided by the State of Idaho.

Analysis:

Conclusion:

Attachments:

1. Special Team location and summary (1)
2. 2025 RRT and IMD Interagency Agreement Twin Falls
3. Haz Mat Team Funding Agreement Final (002)
4. FY26 HRLF Award Agreement - Twin Falls REPRINT



Date: Monday, April 27, 2026
To: Honorable Mayor and City Council
From: Battalion Chief, Beam Corey

ACTION ITEM

Request:

Request to approve the use of grant funds from the State of Idaho for State approved Hazardous Material Response items up to the amount of \$500,885.71.

Time Estimate:

Approximately 10 minutes.

Background:

The Twin Falls City Council approved an agreement on March 2, 2026, that established the Twin Falls Fire Department as the Region 5 Hazardous Materials Response Team. This agreement outlined legislative funding that was awarded to the Region 5 team in the amount of \$500,885.71. We are requesting approval for the City of Twin Falls to be able to receive those funds and then spend them on specified items.

The purchasing process will be where the Fire Department will receive a quote for a specific item or group of items from a supplier. The Fire Department will then submit the invoice for approval from the State. After the State approves the purchase, the funds will be sent to the City of Twin Falls from the State. Once received, the City will then purchase the item(s) for the amount requested. As I understand, this requires the funds to show in the City's budget and therefore requires approval from the Council.

The funds will be available through this process through June 30. At that time, we have been told the funds will be "pushed out" to each agency for allocated purchases. We anticipate these purchases will need to follow the same process of approval. The goal is to make the purchases prior to June 30 if possible.

Approval Process:

A majority vote of the council (50%+1) is required.

Budget Impact:

There is no positive or negative budget impact. Each item or group of items will be purchased with supplied funds from the State of Idaho.

Regulatory Impact:

N/A

History:

See above.

Analysis:

N/A

Conclusion:

N/A

Attachments:

1. Agenda-March 2, 2026-Hazmat Agreement

PURCHASE AGREEMENT
2026 ALTA FIRE FORD F-550 4X4 HAZMAT RESCUE VEHICLE

THIS PURCHASE AGREEMENT ("Agreement") is entered into effective as of ~~July 20~~, 2026, by and between the CITY OF TWIN FALLS, IDAHO, a municipal corporation organized and existing under the laws of the State of Idaho ("City"), and RUSH TRUCK CENTERS OF IDAHO, INC. ("Seller").

RECITALS

WHEREAS, the City desires to purchase a 2026 Alta Fire Ford F-550 4x4 Hazmat Rescue Vehicle and related equipment;

WHEREAS, Seller is authorized to provide such vehicle through Sourcewell Contract No. 032824-RTG;

WHEREAS, the parties desire to establish the terms and conditions governing the purchase;

NOW, THEREFORE, the parties agree as follows:

1. PURCHASE

Seller agrees to sell and City agrees to purchase one (1) 2026 Alta Fire Ford F-550 4x4 Hazmat Rescue Vehicle complete with all equipment, accessories, options, and specifications identified in:

- (a) Sourcewell Contract No. 032824-RTG;
- (b) Seller's proposal and quotation dated _____;
- (c) Alta Fire build specifications;
- (d) Any approved change orders.

The foregoing documents are incorporated herein by reference. In case of conflict, this Agreement controls, then approved change orders, then Alta build specifications, then Seller's proposal/quotation, then Sourcewell Contract No. 032824-RTG, except where the Sourcewell Contract expressly requires precedence.

2. PURCHASE PRICE

The total purchase price shall not exceed ~~Two-Three~~ Hundred ~~Ninety-Eight~~ Twenty Four Thousand Dollars (\$~~298~~324,000.00), unless modified by written amendment executed by both parties.

3. PAYMENT

City shall issue a purchase order following execution of this Agreement.

Unless otherwise required by the Sourcewell contract, final payment shall not be due until:

- ~~(a) (a)~~ delivery of the vehicle;
- (b) completion of all required equipment installation;
- (c) receipt of warranty documentation;
- (d) satisfactory inspection by City; and
- (e) written acceptance by City.

Notwithstanding the foregoing, City may elect, in its sole discretion and subject to applicable law and appropriations, to make a prepayment if expressly authorized under the Sourcewell contract and approved by City. Any prepayment shall not constitute acceptance of the vehicle and shall not waive any warranties, inspection rights, or remedies available to City.

4. DELIVERY

Seller shall provide an estimated delivery schedule within thirty (30) days of execution of this Agreement.

Seller shall promptly notify City of any anticipated delay.

If delivery is delayed more than one hundred eighty (180) days beyond the estimated delivery date, City may terminate this Agreement without penalty and receive a full refund of any amounts paid.

5. INSPECTION AND ACCEPTANCE

City shall have thirty (30) days following delivery to inspect and test the vehicle.

Acceptance shall not occur until City determines that the vehicle conforms to all specifications and contractual requirements.

City may reject nonconforming equipment and require correction prior to acceptance.

City may revoke acceptance for latent defects discovered within 90 days after acceptance or within the warranty period, whichever is longer. Failure to respond within 30 days shall not constitute deemed acceptance if documentation is incomplete or nonconformity is under evaluation upon timely notice.

6. WARRANTIES

Seller shall provide all manufacturer, chassis, body, component, and equipment warranties applicable to the vehicle.

Seller warrants that the vehicle shall:

- (a) be new and unused;
- (b) conform to all specifications;
- (c) be free from defects in workmanship and materials; and
- (d) comply with all applicable laws and safety standards.

Seller warrants for not less than 12 months after City's written acceptance, or such longer periods as provided in manufacturer warranties, that the vehicle and all equipment conform to the Agreement and are free from defects. Seller shall, at its cost, repair or replace nonconforming or defective items within 30 days of notice; warranty periods toll during repair and recommence upon return to service. Transportation, diagnosis, parts, and labor are included. These warranties are in addition to, and do not limit, any other warranties or remedies available at law. No disclaimer of implied warranties shall apply unless expressly agreed by City in a written amendment.

Warranty rights shall survive acceptance.

7. INDEMNIFICATION

Seller shall defend, indemnify, and hold harmless the City, its officers, employees, agents, and volunteers from third-party claims, damages, losses, liabilities, reasonable attorney's fees, and expenses to the extent caused by Seller's or its subcontractors' negligent acts, errors, omissions, or breach of this Agreement. Seller shall have no obligation to indemnify City for City's negligence or willful misconduct. City shall promptly tender any claim; Seller shall control the defense with counsel reasonably acceptable to City; City may participate with its own counsel at its expense. This indemnity includes third-party claims of bodily injury, death, or damage to tangible property and claims alleging infringement of U.S. intellectual property by the goods as delivered. Seller's liability is not limited with respect to third-party bodily injury, death, or tangible property damage; IP infringement; or breach of law or confidentiality. Any limitation of liability or exclusion of consequential or incidental damages in Seller documents does not apply to City's claims arising from Seller's breach.

~~Seller shall defend, indemnify, and hold harmless the City, its officers, employees, agents, and volunteers from claims, damages, losses, liabilities, and expenses arising from Seller's negligent acts, errors, omissions, or breach of this Agreement.~~

8. INSURANCE

Seller shall maintain throughout performance:

- (a) Commercial General Liability Insurance of not less than \$2,000,000 per occurrence;
- (b) Commercial Automobile Liability Insurance of not less than \$1,000,000 combined single limit;
- (c) Workers Compensation Insurance as required by Idaho law.

Seller shall include the City as additional insured on each policy. Evidence of coverage shall be provided upon request. Seller shall provide delivery of certificates and endorsements prior to delivery and acceptance.

9. NON-APPROPRIATION

The City's obligations under this Agreement are contingent upon lawful appropriation of funds.

If sufficient funds are not appropriated, the City may terminate this Agreement without penalty. Upon non-appropriation termination, Seller shall promptly refund any prepayments; if any goods were delivered but not accepted, Seller shall remove them at its expense within 15 days.

10. TERMINATION

City may terminate this Agreement:

- (a) for cause upon written notice; or
- (b) for convenience upon thirty (30) days written notice.

Upon termination, Seller shall refund all payments made for undelivered goods.

11. GOVERNING LAW AND VENUE

This Agreement shall be governed by Idaho law.

Venue shall lie exclusively in the Fifth Judicial District Court of the State of Idaho, Twin Falls County. For claims over which federal courts have exclusive jurisdiction, venue shall lie in the United States District Court for the District of Idaho, and nothing herein waives or limits jurisdiction required by applicable law.

12. STATUTORY CERTIFICATIONS

Contractor certifies and agrees as follows:

- (a) No Public Funds for Abortion Act. Pursuant to Idaho Code § 18-8703, Contractor certifies that it is not, and shall not for the duration of this Agreement become, an abortion provider or an affiliate of an abortion provider, as those terms are defined in the No Public Funds for Abortion Act, Idaho Code § 18-8701 et seq.
- (b) Contract with Company Owned or Operated by the Government of China Prohibited. To the extent applicable under Idaho Code § 67-2359, Contractor certifies that it is not currently owned or operated by the government of China and shall not for the duration of this Agreement become owned or operated by the government of China. The terms "company" and "government of China" shall have the meanings set forth in Idaho Code § 67-2359.
- (c) Anti-Boycott Against Israel Act. If this Agreement is for the acquisition or disposal of services, supplies, information technology, or construction, has a total potential value of One Hundred Thousand Dollars (\$100,000) or more, and Contractor employs ten (10) or more employees, Contractor certifies, pursuant to Idaho Code § 67-2346, that it is not currently engaged in, and shall not for the duration of this Agreement engage in, a boycott of goods or services from Israel or territories under Israel's control. The terms "company" and "boycott Israel" shall have the meanings set forth in Idaho Code § 67-2346.

(d) Continuing Compliance. Contractor acknowledges that the certifications contained herein are material representations relied upon by the City in entering into this Agreement. Contractor shall immediately notify the City in writing if any certification becomes inaccurate during the term of this Agreement. Failure to maintain compliance with any applicable certification requirement shall constitute a material breach of this Agreement and may result in termination of the Agreement by the City.

123. ENTIRE AGREEMENT

This Agreement, together with the documents incorporated herein, constitutes the entire agreement between the parties.

134. AMENDMENTS

No amendment shall be effective unless in writing and signed by both parties.

145. AUTHORITY

Each signatory represents that he or she is authorized to bind the respective party.

16. RIGHTS

The City's rights and remedies are cumulative and in addition to all remedies available under the Uniform Commercial Code as adopted in Idaho. Any limitation of remedies or damages in incorporated documents that conflicts with this Agreement is void.

17. ASSIGNMENT AND SUBCONTRACTING

Seller shall not assign, delegate, or subcontract this Agreement, in whole or in part, without City's prior written consent. Any attempted assignment without consent is void. This Agreement binds and benefits the parties and their permitted successors and assigns.

18. CHANGE ORDERS

All changes require a written change order executed by City's authorized representative. No oral directives modify this Agreement.

19. LEGAL COMPLIANCE

Seller shall comply with all applicable federal, state, and local laws, regulations, and standards applicable to the manufacture, upfitting, sale, and delivery of the vehicle, including applicable motor vehicle safety standards and emissions requirements, and shall provide all required certifications and labels at delivery.

20. CLEAN TITLE

Title shall be good, marketable, and free of liens, passing to City upon acceptance and payment. Risk of loss remains with Seller until City's written acceptance. Seller shall deliver the Manufacturer's Statement of Origin (MSO)/title and all odometer and compliance disclosures at delivery.

21. COUNTERPARTS

This Agreement may be executed in counterparts and by electronic signatures, each deemed an original.

CITY OF TWIN FALLS, IDAHO

By: _____
Title: _____

RUSH TRUCK CENTERS OF IDAHO, INC.

By: _____
Title: _____



Date: Monday, July 20, 2026
To: Honorable Mayor and City Council
From:

PRESENTATION

Request:

A presentation of the City Manager's Recommended Budget for FY 2026-2027 (FY 2027) followed by citizen input, Focus Areas 4,5,&6.

Time Estimate:

Background:

Approval Process:

Budget Impact:

Regulatory Impact:

History:

Analysis:

Conclusion:

Attachments:

None