CITY OF IDAHO CITY

REGULAR CITY COUNCIL MEETING
Wednesday, February 8, 2023
6:00 P.M
City Hall, 511 Main Street, Idaho City, ID 83631

JOIN ZOOM MEETING
https://us02web.zoom.us/j/4192717240?pwd=Mll2Rmtjc1ZXZStWRi9WaFBlZll0UT09

Meeting ID: 419 271 7240
Passcode: 144787

CALL MEETING TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE

I. CONSENT AGENDA

The consent calendar includes items which require formal Council action, but which are typically routine or not of great controversy. Individual Council members may ask that any specific item be removed from the consent calendar in order that it is discussed in greater detail. Explanatory information is included in the Council agenda packet regarding these items and any contingencies are part of the approval.

A. APPROVAL OF MINUTES: JANUARY 25,2023 ***ACTION ITEM***
B. IDAHO CITY EVENT CHECKLIST: ***ACTION ITEM***
   1.36TH ANNUAL CHILI COOK OFF- RHONDA JAMESON
C. BILLS/PAYABLES: JANUARY 26, 2023, THROUGH FEBRUARY 8, 2023, ***ACTION ITEM***

II. PUBLIC HEARINGS

Items listed as public hearings allow citizen comment on the subject matter before the Council. Residents or visitors wishing to comment upon the item before the Council should follow the procedural steps. In order to testify, individuals must sign up in advance, providing sufficient information to allow the Clerk to properly record their testimony in the official record of the City Council. Hearing procedures call for presentation by the applicant, submission of information from City staff, followed by public testimony. ***ACTION ITEM***

III. ENGINEER'S REPORT

IV. OLD BUSINESS

V. NEW BUSINESS

1. RODEO ARENA RESERVATION APPLICATION ***ACTION ITEM***
2. K3 CONNECT PUBLIC BUILDING LOCKS ***ACTION ITEM***
3. PLANNING AND ZONING COMMISSION- FINDINGS OF FACT CONCLUSION OF LAW AND RECOMMENDATION TO THE IDAHO CITY COUNCIL - SECOR AND HOLBERT ANNEXATION ***ACTION ITEM***
4. SET DATE FOR NOTICE OF PUBLIC HEARING FOR ANNEXATION- SECOR AND HOLBERT ***ACTION ITEM***
5. ICRMP TRAINING UPDATE

VI. ORDINANCES AND RESOLUTIONS

Ordinances and resolutions are formal measures considered by the City Council to implement policy which the Council has considered. Resolutions govern internal matters to establish fees and charges pursuant to existing ordinances. Ordinances are laws which govern general public conduct. Certain procedures must be followed in the adoption of both ordinances and resolutions; state law often establishes those requirements. ***ACTION ITEM***

VII. EXECUTIVE SESSION

Certain City-related matters may need to be discussed confidentially as a matter of law subject to applicable legal requirements; the Council may enter executive session to discuss such matters. ***ACTION ITEM***

VIII. EMPLOYEE UPDATES

A. PUBLIC WORKS
B. LAW ENFORCEMENT
C. CLERK/TREASURER'S OFFICE
    1. BUDGET UPDATES
    2. WATER AND SEWER UPDATES, ***ACTION ITEM***
D. CITY ATTORNEY

IX. COUNCIL UPDATES

X. MAYOR UPDATES

XI. CITIZEN COMMENTS

This section of the agenda is reserved for citizens wishing to address the Council regarding City-related issues that are not on the agenda. To ensure adequate public notice, Idaho Law provides that any item requiring Council action must be placed on the agenda of an upcoming Council meeting, except for emergency circumstances. Comments related to future public hearings should be held for that public hearing. Repeated comments regarding the same or similar topics previously addressed are out of order and will not be allowed. Persons wishing to speak will have 5 minutes. Comments regarding performance by city employees are inappropriate at this time and should be directed to the mayor, either by subsequent appointment or after tonight's meeting, if time permitting.

ADJOURNMENT

Questions concerning items appearing on this Agenda or requests for accommodation of special needs to participate in the meeting should be addressed to the Office of the City Clerk, 511 Main Street or call 208-392-4584.

Mayor:
Ken Everhart
idahocitymayor1@cityofic.org

Council members:
Tom Secor Jr
Ashley M Elliott
Mari Adams
Ryan Heffington

Chief of Police:
Mark Otter
icpd100@gmail.com

City officers:
Ericca Robbins
Brent Watson

Janitorial:
Dale Rutter

Public Works Director:
Tami Claus
idahocitypublicworks@cityofic.org

Public Works:

City Clerk-Treasurer:
Nancy L Ptak
idahocityclerk@cityofic.org

Deputy Clerk:
Sue Robinson
4cityfolk@cityofic.org

Office Clerk:
Emily Sinclair
idahocityoffice@cityofic.org

511 Main Street
PO Box 130
Idaho City, ID 83631
(208)392-4584
operating hours
Monday- Thursday
8 am - 5 pm

CITY OF IDAHO CITY

REGULAR CITY COUNCIL MEETING
Wednesday, January 25, 2023
6:00 P.M
City Hall, 511 Main Street, Idaho City, ID 83631

Join Zoom Meeting
https://us02web.zoom.us/j/4192717240?pwd=UWJUeHFjdm5GMUliNUhFNkJHaUZ2QT09
Meeting ID: 419 271 7240
Passcode: iccouncil

MINUTES

CALL MEETING TO ORDER Mayor Everhart called meeting to order 6:00 PM
ROLL CALL Clerk Ptak called attendance Heffington, Adams, Secor, Here. Elliott absent.
PLEDGE OF ALLEGIANCE Mayor Everhart lead pledge of Allegiance.

An agenda may be amended after the start of a meeting upon a motion that states the reason for the amendment and states the good faith reason the agenda item was not included in the original agenda posting. Final action may not be taken on an agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification shall be reflected in the minutes.

Per Idaho Code 74-204 (4) An Amendment was made to the agenda to allow for the 2022 Audit presented by Bailey and Company – Cassie Zattiero. The audit was not done in time for the previous meeting and had finished up before the clerk could add to the meeting agenda, only discussion of the audit will take place and no action.

Secor made a motion to allow the 2022 audit for the above reason, seconded by Adams, 3 ayes.

CONSENT AGENDA

The consent calendar includes items which require formal Council action, but which are typically routine or not of great controversy. Individual Council members may ask that any specific item be removed from the consent calendar in order that it is discussed in greater detail. Explanatory information is included in the Council agenda packet regarding these items and any contingencies are part of the approval.

A. APPROVAL OF MINUTES: Rescheduled Regular Meeting JANUARY 18, 2023, ***ACTION ITEM***

Secor made a motion, seconded by Heffington. No discussion, 3 ayes. Motion carries.

B. IDAHO CITY EVENT CHECKLIST: ***ACTION ITEM***

1. 36TH ANNUAL CHILI COOK OFF- RHONDA JAMESON

Tabled until February 8,2023, meeting.

C. BILLS/PAYABLES: JANUARY 18,2023 THROUGH JANUARY 25,2023 ***ACTION ITEM***

Heffington made a motion, seconded by Adams to approve bills dated January 18, 2023, through January 25, 2023, in the amount of $36,811.99. No discussion. 3 ayes. Motion Carries.

II. PUBLIC HEARINGS

Items listed as public hearings allow citizen comment on the subject matter before the Council. Residents or visitors wishing to comment upon the item before the Council should follow the procedural steps. In order to testify, individuals must sign up in advance, providing sufficient information to allow the Clerk to properly record their testimony in the official record of the City Council. Hearing procedures call for presentation by the applicant, submission of information from City staff, followed by public testimony. ***ACTION ITEM***

III. ENGINEER'S REPORT
IV. OLD BUSINESS
V. NEW BUSINESS

1. 2022 AUDIT BAILEY & COMPANY PRESENTATION

Cassie Zattiero from Bailey & Company presented the 2022 Idaho City Audit to council members, mayor, city clerk and other attendees. After Cassie went through the audit, she discussed some items for the council and mayor to be aware of and take more time in the processes of, time sheets should be signed by supervisor and supplied for all employees, even salaried. This is to limit the risk of comp and vacation getting paid at the right

was easier to understand. Mayor asked clerk to present quarterly budget like the current monthly budget so they can get the full breakdown of the expenditures and revenues by line item.

2. WATER AND SEWER UPDATES

GONZALES WATER USAGE FORGIVENESS DUE TO LEAK, THEY FIXED. ***ACTION ITEM***

Heffington made a motion, seconded by Adams to authorize clerk to make a 50% reduction on overage amount for the water usage on account 20207-00. 3 ayes. Motion carried.

D. CITY ATTORNEY

City Attorney Joan Callahan has been looking at old documents that were given to her by the previous city attorney, trying to find any information on BLM lease. She has not found anything including that particular BLM lease agreement but still has a few boxes of documents to go through.

X. COUNCIL UPDATES

Secor has had complaints about seasons property and the conditions of it from various member of the community. He has also seen it and would like to see some major improvements on the condition of this leased city property.

No updates from other council members.

XI. MAYOR UPDATES

Mayor Everhart reiterated the job opening for public works. Full, or part timework is available, CDL is not a necessary requirement.

He also agrees that behind Seasons, part of lease agreement, needs to be cleaned up and presentable.

Chief Otter commented that there has been movement and there has been some clean up.

XII. CITIZEN COMMENTS

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ADJOURNMENT 7:19 PM

ATTEST:

Date approved:

Nancy L Ptak, City Clerk-Treasurer

Ken Everhart, Mayor

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City of Idaho City

IDAHO CITY EVENT CHECKLIST

EVENT SPONSOR: Idaho City Chamber of Commerce
DATE(S): March 4 6:00am - 3:00 PM
EVENT NAME: Idaho City Chili Cook Off
PERSON IN CHARGE: Rhonda Jameson
ADDRESS: PO Box 281
PHONE: Daytime [redacted] Evenings

1. PARK POLICY
THE EVENT SPONSOR HAS READ THE IDAHO CITY PARK POLICY AND AGREES TO COMPLY AND TO SEE THAT EVENT PARTICIPANTS COMPLY WITH THE BEST OF THEIR ABILITIES.
INITIAL HERE RWJ

2. EVENT DESCRIPTION
BRIEFLY DESCRIBE WHAT YOUR EVENT ENCOMPASSES:
As many as 7 dozen contestants cook & serve chili. On-site Non-Profit vendors have fundraisers or informational booth. Sponsors have informational booths

3. SITE PLAN
ATTACH A SITE PLAN SHOWING THE EXACT LOCATION OF ALL THE DIFFERENT FUNCTIONS OR YOUR EVENT (I.E. SHOW PERFORMANCE SPACES; VENDOR AREAS; EMERGENCY SERVICES; TRASH RECEPTACLES; PORTA POTTIES; PROPOSED PARKING USES, ETC.)

4. EVENT HOURS
WHAT ARE THE DAILY HOURS OF OPERATION FOR YOUR EVENT?
Set-up 6:00 am - 11:00 am Event 11:00 am - 2:00 pm
Clean-up 2:00 pm - 3:00 pm plus

5. GENERATORS OR AMPLIFIED SOUND SYSTEMS
ARE YOU PROPOSING TO USE ELECTRICAL GENERATORS OR AMPLIFIED SOUND SYSTEMS?
☑ YES ☐ NO
IF SO, PLEASE SHOW THEIR LOCATIONS ON YOUR SITE PLAN AND DESCRIBE IN THE SPACE PROVIDED BELOW WHAT THEY WILL BE USED FOR AND WHAT PRECAUTIONS YOU ARE TAKING TO SEE THAT THEY ARE USED PROPERLY AND SAFELY.
The Chamber board may set up stage for a band on the street.
Contestants are allowed to play live music at their "booth." Businesses are allowed to have music outside.
If a contestant asks to use a generator, they will be placed on a side road off Main St.

11. FOOD CONCESSIONS

WILL YOU OR ANY OF YOUR VENDORS BE SERVING, SELLING, OR GIVING AWAY FOOD?

☑ YES ☐ NO

IF SO, THE PROPER PERMITS FROM THE CENTRAL DISTRICT HEALTH DEPARTMENT MUST BE SECURED.

The Chamber & Community Club get their own permits from CDH. Chamber covers Contestants.

PARKS AND RECREATION FEE SCHEDULE

WHEREAS, THE CITY COUNCIL WISHES TO SET USE FEES FOR CITY RECREATION FACILITIES AS FOLLOWS:

1. COMMERCIAL OR DEDICATED USE OF ANY CITY RECREATIONAL FACILITIES SHALL BE 5% OF GROSS PROCEEDS OR A MINIMUM CHARGE OF $75.00 PER DAY PLUS 6% USE TAX.

THE FOLLOWING SECURITY DEPOSIT IS REQUIRED, REFUNDABLE IF RENTAL REQUIREMENTS ARE COMPLETED:

50 TO 99 PEOPLE $50.00, 100 TO 249 PEOPLE $100.00, 250 PEOPLE OR MORE $300.00

EXCEPTIONS MAY BE SET BY THE CITY COUNCIL BASED ON RECOMMENDATION FROM THE IDAHO CITY PARKS AND RECREATION COMMISSION.

VEDORS FEES

1. VENDORS LICENSE DAILY FEE $15.75.
2. VENDORS LICENSE DAILY FEES (NONPROFIT ORG.) $7.35
3. VENDORS LICENSE YEARLY FEE (NON-REFUNDABLE) $52.50.
4. CARNIVAL OR PUBLIC ENTERTAINMENT WITH LESS THAN 10 CONCESSIONS, RIDES, OR SIDESHOWS, DAILY FEE $210.00.
5. CARNIVAL OR PUBLIC ENTERTAINMENT WITH MORE THAN 10 CONCESSIONS, RIDES, OR SIDESHOWS, DAILY FEE SHALL BE $21.00 PER CONCESSION, RIDE OR SIDESHOW.

AN ADDITIONAL EVENT LICENSE FEE MAY BE REQUIRED FOR CARNIVALS, PUBLIC ENTERTAINMENT, OR SPONSORED EVENTS IN AN AMOUNT APPROVED BY THE CITY COUNCIL AS MEETING THE CITY'S EXPENSES RELATED TO THE ACTIVITY, INCLUDING BUT NOT LIMITED TO THE PROVISION OF PUBLIC WORKS AND POLICE.

A PERMITTEE FOR A CARNIVAL, PUBLIC ENTERTAINMENT, OR SPONSORED EVENT SHALL ESTABLISH FINANCIAL RESPONSIBILITY IN THE FORM OF AN INSURANCE POLICY ISSUED JOINTLY TO THE OWNER AND THE CITY OF IDAHO CITY IN THE MINIMUM AMOUNT OF ONE MILLION DOLLARS, SINGLE LIMIT.

EVENT HELD ON MAIN ST. (Grey)

and Side roads (blue) as needed

Parking attendents
To HS parking

Centerville Rd

Parking Attendents
to Senior center
& elementary

Montgomery

TRAFFIC WILL OPEN ON MONTGOMERY, MAIN ST INTO VISITOR CENTER PARKING LOT, SCHOOL, CENTERVILLE RD AND HWY

Montgomery

If there are any contestants on Montgomery, they will be competing on their own property.

None so far

Contestants 1 on ~~their own~~
Business Property

SCHOOL ST

Contestants 2
Center of road
Allowing for local traffic in
and out

overflow contestants

WALL ST

contestants 3

Main

Ticket Sales
Contestants 6
Vendors 3
Portable Toilets 2

Ambulance

COMMERCIAL

Vendors 3
Contestants 4
Auction/raffle
PA SYSTEM

Access to Trudy's lot

WALULLA

contestants 2

driveway
access

Contestant check-in/
Ticket Sales
Portable Toilets 2
Contestants 3
Traffic open into

Parking lots & local driveway

Trash receptacles and wash
Stations are spaced through
the contestant/vendor area

Dump Truck parked for
trash going to dump
Handicapped parking @
Miners X

Signs and Ticket sales people
will Encouraged attendees
To taste chili CLOCKWISE

Overflow contestants will be
Put on Walulla, Commercial,
and Wall streets on 1 side
of the road for emergency
access to Main St.

Band
Possible

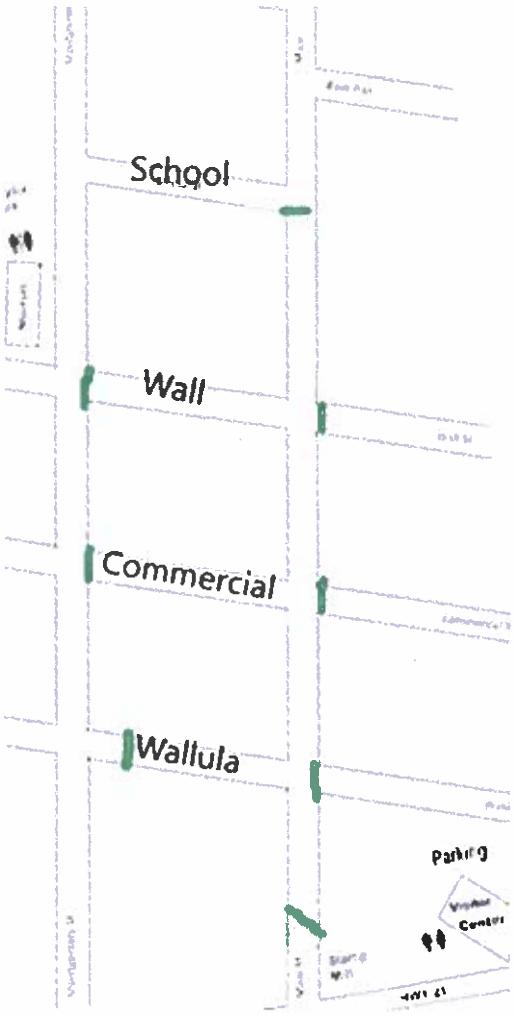
Handicapped Parking
Judging @ Chamber Office

Parking signs & attendant into gas station

HWY

Event checklist supplements Chamber of Commerce Chili Cook Off 2022

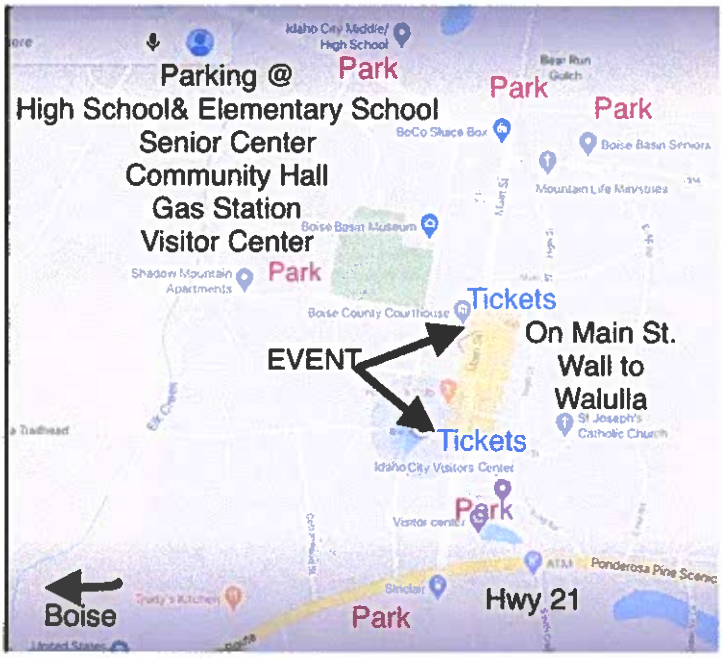
Rhonda Jameson [redacted]



Roads will be closed at the green location lines, allowing vehicles to move all the way down Montgomery and across side roads School and Centerville Rd.

There will be access to parking at Seasons and Visitor Center. Driveway access will be open for Gehrls and Trading Post apartments. Overflow contestants will be in the middle of the road to allow local driveway access to Prospector and east side of Main.

Now that the event is so spread out, Music will likely be separate speakers playing music by each decade at each block. The volume will be lower than a band would be in a central location. The Gold Mine and Harleys are both having After Party live bands, after the event.



Parking locations are shown in red. Contestants may extend as far along Main St. as from Seasons to Sluice Box .

CITY OF IDAHO CITY
Claim Approval List
For the Accounting Period: 2/23
For Pay Date: 02/08/23

For doc #s from to 999999
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
		*** Claim from another period (1/23) ****								
2083		204 TAMRA CLAUS	21.96							
	01/25/23	Personal Reimursement	21.96			10	41500	623		10100
		*** Claim from another period (1/23) ****								
2085		130 ARNOLD MACHINERY COMPANY	730.93							
	01/30/23	Grader Pump	730.93			20	43200	540		10100
		*** Claim from another period (1/23) ****								
2086		261 TRADITIONAL ELECTRIC, INC	9,310.00							
	15630 01/31/23	RO SITE GENERATOR	9,310.00*			51	43400	720		10100
		*** Claim from another period (1/23) ****								
2087		262 LEGAL AND LIABILITY RISK	1,100.00							
	228541 10/04/22	use of force confer. and cert	1,100.00			10	42100	470		10100
		*** Claim from another period (1/23) ****								
2088		140 HIGH GROUND ELECTRIC	3,017.41							
	11179 01/05/23	City hall upstairs electric	3,017.41			10	41500	623		10100
		*** Claim from another period (1/23) ****								
2089		237 NAYLOR & HALES, P.C.	1,800.00							
	01/25/23	City attorney fees	720.00			10	41500	570		10100
	01/25/23	City attorney fees	720.00			51	43400	570		10100
	01/25/23	City attorney fees	360.00			52	43500	570		10100
		*** Claim from another period (1/23) ****								
2090		185 COASTLINE EQUIPMENT	87.45							
	981357 01/18/23	Back Hoe	87.45			20	43200	540		10100
		*** Claim from another period (1/23) ****								
2091		45 CENTURYLINK	324.94							
	217B 01/16/23	City Hall internet	38.37			10	41500	491		10100
	217B 01/16/23	City Hall internet	33.58			51	43400	491		10100
	217B 01/16/23	City Hall internet	23.99			52	43500	491		10100
	685B 01/16/23	Sewerplant internet and phone	129.02			52	43500	491		10100
	559B 01/16/23	WaterPlant internet	99.98			51	43400	491		10100
		*** Claim from another period (1/23) ****								
2092		1 VALLEY WIDE COOP NAMPA PROPANE	500.19							
	01/31/23	Propane Delivery	125.04			10	41500	650		10100
	01/31/23	Propane Delivery	200.08*			51	43400	650		10100
	01/31/23	Propane Delivery	175.07*			52	43500	650		10100
		*** Claim from another period (1/23) ****								
2093		244 MERIDIAN AUTO RANCH	86.38							
	421306 01/25/23	cop car	86.38			10	42100	640		10100
		*** Claim from another period (1/23) ****								
2094		171 US BANK	354.78							
	12/27/23	Amazon calendars city hall	22.28			10	41500	305		10100
	12/27/23	Sales Tax	1.34			10	41500	590		10100
	12/27/23	HP Ink	18.99			10	41500	305		10100
	12/27/23	Sales Tax	1.14			10	41500	590		10100
	12/27/23	Hp Ink	18.99			10	41500	305		10100

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Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
		12/27/23 Sales Tax	1.14			10	41500	590		10100
		12/27/23 Dog Tags	124.03			10	41500	305		10100
		12/27/23 Amazon Planners	20.98			10	41500	305		10100
		12/27/23 Chad bib overalls	19.99			20	43200	612		10100
		12/27/23 Chad bib overalls	44.99			51	43400	612		10100
		12/27/23 Chad bib overalls	41.91			52	43500	612		10100
		12/27/23 late fee	39.00			10	41500	390		10100
		*** Claim from another period (1/23) ****								
2095		195 CONTROL ENGINEERS	1,050.00							
		29318 02/01/23 6 hours project engineer	1,050.00*			51	43400	580		10100
		*** Claim from another period (1/23) ****								
2096		23 IDAHO RURAL WATER ASSOCIATION	300.00							
		Q-SS 1650 01/31/23 Responsible Charge Operator	300.00			52	43500	113		10100
		*** Claim from another period (1/23) ****								
2097		28 IDAHO CITY GROCERY	59.99							
		CIC230131 01/31/23 propane Spare	59.99			51	43400	651		10100
		*** Claim from another period (1/23) ****								
2098		9 NAPA AUTO PARTS	32.10							
		481-557661 01/31/23 Grader Filters	32.10			20	43200	540		10100
		*** Claim from another period (1/23) ****								
2099		186 JOHN ROBINSON EQUIPMENT REPAIR	715.00							
		168070 01/20/23 Grader work	715.00			20	43200	540		10100
		*** Claim from another period (1/23) ****								
2100		42 NORCO INC	50.22							
		36904482 02/01/23 Cylinder Rent	50.22			52	43500	630		10100
		*** Claim from another period (1/23) ****								
2101		38 IDAHO DEPARTMENT OF HEALTH AND	991.00							
		8617243 02/02/23 Water Testing	991.00			51	43400	681		10100
		*** Claim from another period (1/23) ****								
2102		238 AOKA Engineering LLC	60.00							
		21 02/06/23 Inspection fee 2022-09	30.00			10	41500	405		10100
		21 02/06/23 Inspection Fee 2022-11	30.00			10	41500	405		10100
		*** Claim from another period (1/23) ****								
2103		247 ANDERSON HARDWARE SUPPLY	59.98							
		INV-1042 02/05/23 Motor Oil	8.99			20	43200	480		10100
		INV-1042 02/05/23 Motor Oil	29.99			51	43400	480		10100
		INV-1042 02/05/23 Motor Oil	21.00			52	43500	480		10100
2104		999999 MPH INDUSTRIES, INC.	294.57							
		6018376 08/05/22 Speed Remote	279.12			10	42100	615		10100
		6018376 08/05/22 Sales Tax	15.45			10	41500	590		10100

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		*** Claim from another period (1/23) ****									
2105		245 WATER DISTRIC NO 63 - STATE OF	150.00								
		WD107-2023 01/30/23 Water Assessment Tax	150.00*			51	43400		460		10100
2106		215 BALDWIN LOCK & KEY	375.55								
		42788 02/01/23 City Hall rekey and repairs	187.77			10	41500		623		10100
		42788 02/01/23 Community Hall rekey and repai	131.44			10	41500		621		10100
		42788 02/01/23 Visitors Center	56.34			10	41500		620		10100
		*** Claim from another period (1/23) ****									
2107		10 ANALYTICAL LABORATORIES, INC	435.00								
		2300291 01/31/23 WW Monitoring	435.00			52	43500		683		10100
2108		192 NWPS, INC.	67.50								
		13319 02/07/23 RO Generator	67.50*			51	43400		720		10100

# of Claims 25 Total: 21,974.95

CITY OF IDAHO CITY
Fund Summary for Claims
For the Accounting Period: 2/23

Fund/Account	Amount
10 GENERAL FUND	
10100 Checking-Cash in Bank	$6,087.17
20 STREET FUND	
10100 Checking-Cash in Bank	$1,594.46
51 WATER FUND	
10100 Checking-Cash in Bank	$12,757.11
52 SEWER FUND	
10100 Checking-Cash in Bank	$1,536.21
Total:	**$21,974.95**

Ciy of Idaho City
PO Box 130
511 Main Street
Idaho City. Idaho 83631-0130

CASH VOUCHERS

Authorized by: _____ Date: _____

City of Idaho City

Jim Haswell Rodeo Arena

Highway 21

Reservation Application

Contact Person: _____ **Contact #2:** _____

EVENT ORGANIZATION(S): _____

PHONE: _____ **EMAIL:** _____

DATE REQUESTED: _____ **TO:** _____

EVENT DESCRIPTION: _____

APPROXIMATE NUMBER OF PARTICIPANTS: _____
EVENT OPEN TO THE PUBLIC WITH ENTRY FEE: _____
* If entry fee must have an event check list

WILL THERE BE ALCOHOL SOLD? YES / NO Additional permits required.
SOUND SYSTEM USED AFTER 9 PM? YES / NO If yes, noise variance needs to be applied for.

HOURS OF USE: DAY 1 _____ TO _____
DAY 2 _____ TO _____
DAY 3 _____ TO _____

***DEPOSIT DUE AT TIME OF APPLICATION: $150 RECEIVED ON** _____

* NON-INSURANCE EVENTS Waiver for guests
SIGNATURE OF APPLICANT: _____ **DATE:** _____
COUNCIL APPROVED ALCOHOL VARIANCE: YES / NO **NOISE VARIANCE:** YES / NO
* If alcohol is sold, there needs to be an event checklist
SIGNATURE OF CITY REPRESENTATIVE: _____ **DATE:** _____

NOTES: _____

Arena usage rates: $150/per day included use tax **Use of announcer shed:** $25 key Deposit required.
No sound system provided.

* **The City requires a $150 cleaning/ Security Deposit** at time of application to reserve the date.
Cleaning deposit will be forfeited if the ground/ parking area are not in same condition as found or better.
***Responsibility of applicants:** Trash removal, grooming and watering arena as needed, arena and parking lot clean up.

***Please note**: Arena not available two weekends out of the year for our local rodeos, they precede arena rentals.

City of Idaho City

Jim Haswell Rodeo Arena
Highway 21
Reservation Application

CONTACT PERSON: _____ **CONTACT #2:** _____

EVENT ORGANIZATION(S): _____

PHONE: _____ **EMAIL:** _____

DATE REQUESTED: _____ TO _____

EVENT DESCRIPTION: _____

APPROXIMATE NUMBER OF PARTICIPANTS: _____

*~~**EVENT OPEN TO THE PUBLIC WITH ENTRY FEE:**~~ _____

WILL THERE BE ALCOHOL SOLD? YES NO Additional permits required

SOUND SYSTEM USED AFTER 9 PM? YES NO If yes, Noise Variance needs to be applied for.

HOURS OF USE: Day 1 _____ TO _____
Day 2 _____ TO _____
Day 2 _____ TO _____

DEPOSIT DUE AT TIME OF APPLICATION: $100 *Cleaning Deposit

~~**PROOF OF INSURANCE:** Provide a copy of the form showing City of Idaho City as co-insured in the amount of $1,000,000 at least 7 (seven) days prior of event. No insurance, no show.~~

*waiver for non insurance

SIGNATURE OF APPLICANT: _____ **DATE:** _____

COUNCIL APPROVED ALCOHOL VARIANCE: YES NO **NOISE VARIANCE:** YES NO

if alcohol is sold then event checklist

SIGNATURE OF CITY REPRESENTATIVE: _____ **DATE:** _____

NOTES: _____

Arena Usage Rates: $80 per day includes Use Tax

Change the rate $150.00

Use of Announcer Shed: $25 key deposit required
No Sound System provided

***The City requires a $100 Cleaning/Security Deposit** at time of application to reserve the date.
Cleaning deposit will be forfeited if the grounds/parking area are not in same condition as found or better.

Responsibility of the Applicants: Trash Removal, Grooming & watering of the arena as needed, Arena & Parking Lot Cleanup.

Please note: Arena not available two weekends out of the year for our local rodeos, they precede arena rentals.

REQUEST TO APPEAR ON AGENDA

Today's Date: 1/25/2023

Name: Tina Erbe + Nora Osman

Subject: 4H use of rodeo grounds for weekly meetings this summer. Also request to use arena on July 15th for annual 4H fun day.

Will this be an action item? YES X NO_____

To ensure that you appear on the agenda, please return this form to City Hall no later than <u>ONE WEEK PRIOR</u> to the meeting you wish to appear.

Date of city council meeting you wish to appear on the agenda: Feb. 8 2023

Date of ICHC meeting you wish to appear on the agenda:

Date of ICP&Z meeting you wish to appear on the agenda:

Date of ICP&R meeting you wish to appear on the agenda:

Questions? Please call City Hall at 208-392-4584 or email idahocityclerk@cityofic.org or 4cityfolk@cityofic.org

Search articles

K3 Connect User Guide

On this page

These or something simular can be used to set all public restrooms set on timers to lock at night, as long as they have swing arms on doors - those can be added if needed

Regulatory Compliance

The device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) This device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

• Reorient or relocate the receiving antenna.

• Increase the separation between the equipment and receiver.

• Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

• Consult the dealer or an experienced radio/TV technician for help.

Download K3 Connect

1) Search the App store (iOS devices) or Google Play Store (Android devices) for **K3 Connect.**

2) Once located and installed, launch the K3 Connect application.

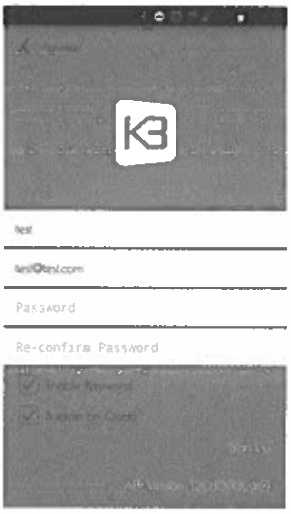
Note: You may be prompted during set up to provide the application special permissions, please accept this pop up.

1) From the home page either select **Sign In** (if you have used this application before), or **Sign Up** and create a new account.

2) If you are creating a new account complete the registration form when prompted. We recommended that you make sure **Backup on Cloud** is selected.

3) You will then receive an email to your registered email address with a validation code. This will need to be typed into the application before you can continue. If you have not done so already turn on Bluetooth on your device.

Note: Make sure during registration that your password has a minimum of 8 characters, 1 number and 1 capital letter.



Adding a lock

1) From your home page select the **+** logo in the top right hand corner.

2) When prompted enter your lock's model also known as a DIN (CL4510 or CL5510) and name the lock.

Note: The lock DIN is case-sensitive.

Note: If you are adding a CL5520 please use CL5510 as the lock DIN.

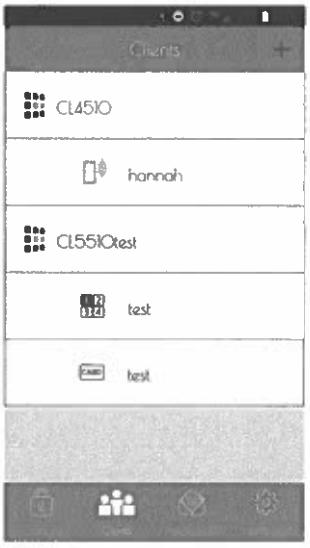
3) Straight away you will need put the lock into startup mode using the below sequence, a '•' equates to a short blue flash.

Setup sequence: #Master Code • 00 • 1 ••

Adding a Client

1) Go to the **Clients** logo at the bottom of the application and then select **+** to add a new client.

2) Next you need to choose what type of client they are going to be - phone, card or code.



Phone

1) The person you would like to add as a phone client will need to download K3 Connect and register before you can complete this.

2) Once they are registered and you have entered their email (case sensitive) into the client page, a notification will go through to them with the option to accept or reject.

Card

1) Select **Card** and then use the arrow in the top right hand corner to go to the next page and choose the lock you would like to associate the card with.

2) In the next page you can set the access type, times and days that you would like to give to this client access for.

3) Next select **Setup Lock** and wait for the lock to set up (you will hear a beep).

4) Once the set up has completed, touch the card to the lock, this will then pair the card and lock together.

Optional: Press **Sync client's info** to synchronise the clients information from this page rather than synchronising from the lock page.

1) Select code, then the top right hand corner arrow and select the desired lock.

2) Just like the card feature, you can now set up the client's access permissions.

3) Then enter the client's name and also create a 4-digit code in the bottom box, then select **Add**.

4) Lastly go back to the home page of the application, swipe left on the lock and select **Sync**.

Client Parameters

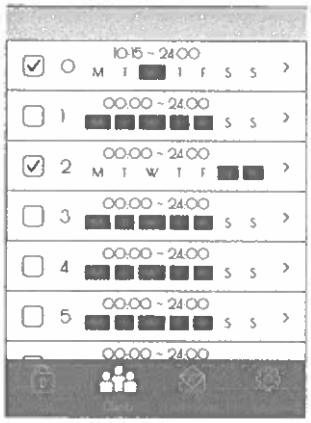
1) To change the client's active periods go to the client page and swipe left on the lock in question, then select info and **Active Periods**.

2) From this page you can set up to 10 pre-scheduled access periods.

Example: The screenshot below will allow access for the following periods:

Wednesday - 10:15 to Midnight

Saturday and Sunday - All day



NetCode Clients

A NetCode client is a code that will only work from a specific date & time and for a set duration.

1) Swipe left on the lock from the application's home page and open **Info**. Then go to the locks parameters and then open **Features and settings**.

2) Make sure the trigger next to **NetCode** is green. If it is not, turn it on and synchronise your application before continuing.

3) Go to the client page and select the **+** symbol to create a new client, select the lock you would like them to have access to and then select NetCode.

Note: NetCode clients do not appear in the client list.

4) Set the time and date you require the NetCode to permit access for.

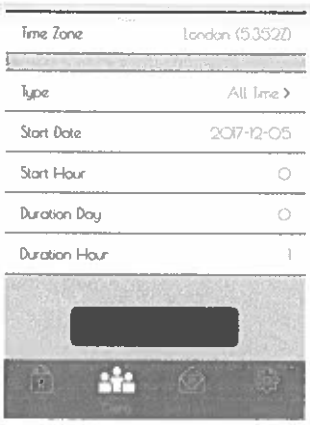
Note: For a 1 hour NetCode, leave the **Duration Day** as 0 and set **Duration Hour** as 1.

5) For **Type** select either **All Time**, which will allow the NetCode to be used multiple times within the allocated time period, or **One Time** which will only allow the NetCode to be used once.

6) Select **Generate** to create your NetCode.

7) From this notification you can chose to dismiss the NetCode or share it via email, SMS etc.

Note: The * symbol must be used when entering NetCodes into locks.



NetCode Lock Settings

You can find NetCode settings in the lock's settings under **Parameters**.

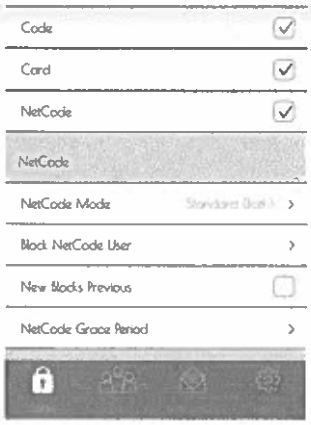
1) Netcode Mode - This allows you to select the type of NetCode you would like to use on your lock. Only the selected mode will work in the lock (Only NetCodes are affected by this).

Standard Multiple Use = Standard multiple use code
Standard Single Use = Standard one use code
URM (Unlimited Rental Mode) = Rental with unlimited access
ACC (Accommodation) = Rental 1 – 21 days

2) Block NetCode User - Enter a NetCode in here when you need to revoke their access.

3) New Blocks Previous - Tick this option if you would like the previous NetCode's access to be revoked when a new NetCode is used.

4) NetCode Grace Period - This allows you to set a grace period on either end of the allocated access timeslot which will still allow access.



Lock Information

1) Swipe left on the lock from the application's home page and open **Info**. You will then be presented with the lock's information.

a) Parameters - Features and settings available for this lock (see next page for more detail).

b) Lock name - Change your lock's name.

c) Delete Lock - Delete this lock from the application, this does not carry out a factory reset on the lock.

d) Gateway management - This is not yet an active feature, please do not use.

Logs

1) Swipe left on the lock from the application's home page and open **logs**. In this page you can see all the actions which have been taken out on this lock including:

Client Added

Client Deleted

Initial Pairing

2) To export this information to an excel formatted file select the **Share** logo in the top right hand corner. You will then be prompted for how you would like to share this information varying on the options on your device.

Note: For up to date logs a synchronisation must be completed first.

Synchronisation

1) Make sure you are within range of the lock (up to 10 meters line of sight).

2) Swipe left on the lock from the application's home page and select **Sync** to carry out a synchronisation.

3) This needs to be carried out for most changes completed in the application for them to implement correctly into the lock.

Note: The lock's name will appear red when a synchronisation is required.

Lock Features and Parameters

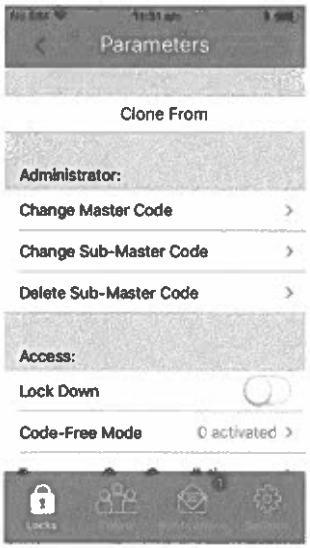
Lock Cloning

1) Set the parameters you would like to clone on a lock, then carry out a synchronisation.

Note: Parameters can only be cloned to the same model lock, for example a CL4510's parameters cannot be copied onto a CL5510.

2) Go to the parameters page of the lock that you will be cloning them onto.

3) Tap on **Clone Lock** and then select the lock you are importing from.



4) All updated parameters will turn red and a synchronisation will be needed to implement the changes. Both locks will now have the exact same parameters.

Master and Sub-Master Codes

1) Your default mastercode is #12345678.

2) Select **Change Master Code** or **Change Sub-Master Code** to change the code in question.

3) Enter your new code, select the tick button in the top right hand corner and then synchronize the application.

Note: It is imperative that you change this as soon as possible to your own mastercode for security reasons.

Lock Down

This feature will put the lock into lock down mode and will prevent access to anyone except for the master and sub-master codes.

1) Tick the box next to this feature.

2) Synchronize the application.

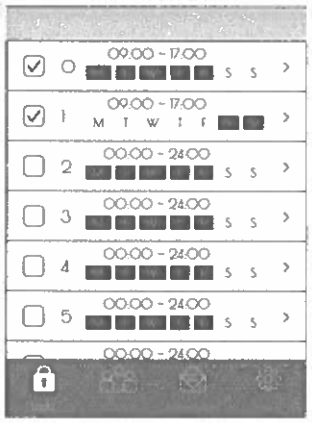
Code Free

1) Code Free mode will allow you to set the lock to automatically unlock at pre-set times. Up to 10 different Code Free modes can be pre-set.

2) Turn on the Code Free mode by selecting the tab button on the left hand side. Then set your Code Free times and days using the options to the right.

3) You can also activate and suspend all Code Free modes simultaneously by selecting the **Actions** button. Suspending all Code-Free Modes will revert the lock to normal operation (locked).

Note: A permitted Code-Free Mode will override a non-permitted Code-Free Mode.



Emergency Open Cancellation

When the REM 2 input has been triggered (see page 10), the lock will remain open for 30 minutes. This setting will revert the lock to normal operation.

1) Select **Emergency Open Cancellation** and wait for the writing to turn red.

2) Synchronise the application.

Re-lock Delay

Use this setting to set how long the lock will remain unlocked for after someone has successfully gained access.

1) Open **Relock Delay**, select **Relock-Delay (secs)** and scroll up/down to select a length of time between 2 and 30 seconds.

2) Tap the tick in the top right hand corner

3) Synchronise your application.

Feature Selection

1) This section will allow you to select which type of access' are allowed for this lock.

2) Make sure all desired access types have the trigger selected next to them.

3) Synchronize your application.

Note: There is more information relating to NetCodes on page 6.

This feature allows you to create a prefix which you can give to a guest, they can then use this prefix to create their own code at a later time.

1) Change GuestCode Prefix - The 3 digit code that you enter into this section will need to be given to the guest.

2) Synchronize your application.

3) The guest can now go to the look and enter the prefix followed by 4 digits of their choice. Once they have done this they will hear two confirmation beeps.

Example sequence: 1235678 •• (Prefix is set to 123, guest wants to set their GuestCode as 5678)

3) Delete Guestcode Prefix and User - This will wipe the prefix as well as the GuestCode so the guest cannot use the prefix to set up another GuestCode.

4) Delete GuestCode User - This will retain the prefix but delete the GuestCode.

Day Lock Out

Use this setting to prevent access to the lock for all clients (card, code, phone and NetCode) in a set time period.

1) Select **Day Lock Out.**

2) Set the start time and end time for the access to be prevented. Then select which dates of the week this needs to take place.

3) Finally, press the tick in the top right hand corner to accept your changes and then synchronise your application.

Keypad Illumination

In this option you can select when you would like the keypad to light up.

None - The keypad will not display any LED lights

Press - The keypad will only light up when a button is pressed.

Proximity - The keypad will light up when it senses movement close to it.

Locked/Unlocked Status LED

If this option is selected the lock will flash every 5 seconds, red for locked, blue for unlocked.

Note: Synchronise your application to implement your changes, battery life will be reduced if status LED is turned on.

Daylight Saving

Please make sure that **Use Recommended Settings** is selected in this section.

Note: The only exception to this is if your location does not observe daylight savings.

REM Behaviour

The CL4510 and CL5510 include two connectors called REM ports. The standard behaviour of these ports allows reception desk remote opening (REM 1) and alarm panel trigger opening (REM 2).

These ports have four different modes of operation you can choose from:

1) Remote Release - In this mode REM1 is used for standard push-button release. REM2 is intended to be used when the lock needs to be released for a longer period. When a switch or relay connected to REM2 is closed, the lock will open for a period of 30 minutes, after which the lock will revert back to normal operation.

2) Sensor Mode - This mode allows two dry contact switches or sensors (door status and latch monitoring) to be connected. Trigger entry will also be added to the audit trail.

3) Sensor and Alert - This is a hybrid mode combining the support for a single dry contact switch or sensor (as per sensor mode) and an output. The output can be connected to any compatible device, such as CCTV, with an input that supports the detection of a falling (changing) voltage.

4) Unlock and Lock Down - This mode supports the connection of two dry contact switches. Connected to REM1, the switch will unlock the lock for the period set by the standard re-lock delay. Connected to REM2, the switch will trigger lock-down mode (Only the Master and Sub-Master Code will be able to gain access).

If you have changed your mode, remember to synchronise your application.

Turn on this feature to mute the lock. Please note that when this feature is turned on the lock will flash yellow when buttons are pressed.

Note: Synchronise your application to implement the change.

Settings

User Info

You can change your account details, configure your cloud backup and manage your access key in this section.

Change Account Details

1) From the settings page, select **User Info**.

2) Touch **Change Password** to change your account password. Please note you will need to know the current password to carry out this amendment.

3) To change your username simply select **User Name**, input the revised name and tap on the tick in the top right hand corner to save the changes.

Cloud Backup

This can be enabled or disabled via the switch next to **Backup on Cloud**. You can also perform a live backup by selecting **Backup to Cloud Now**.

Access Key

The access key is required to link your K3 Connect locks with your NetCode Portal account, to generate your key click on **Access Key** and then select **Generate New Access Key**.

If a new access key is generated the link with the NetCode Portal will be 'broken', remove and re-add the locks to the portal with the newly generated access key.

Note: The access key is case sensitive.

In this section you are able to view all the application's legal documentation.

Terms of Services

Privacy Policy

Open Source Licences

IFTTT Maker Channel

This is currently not an active feature and therefore cannot be used.

Firmware Updates

1) Open the K3 Connect App.

2) Swipe left on the lock and then select the **Info** section for the lock you would like to update.

3) Select **Firmware Version**.

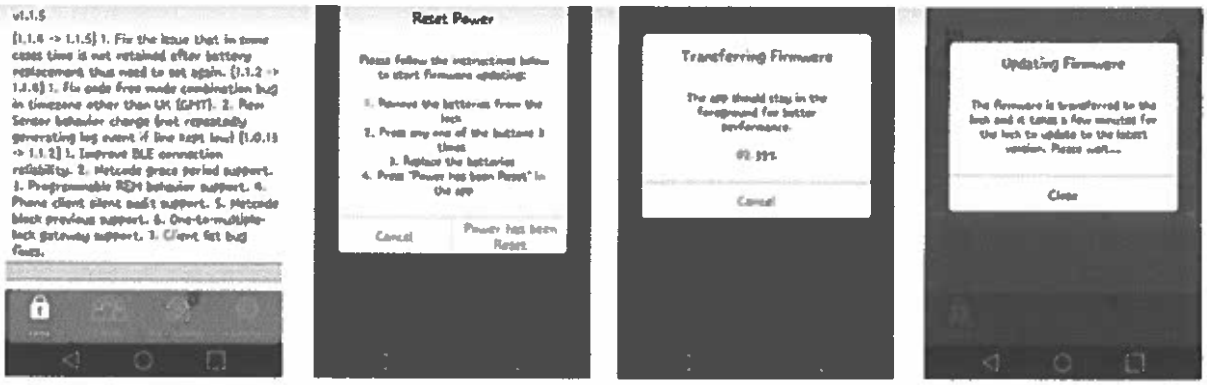
4) If new firmware is available for your lock, the **Firmware Upgrade** screen will open and show you the update's details.

5) Scroll down and touch **Transfer Firmware to Lock**.

6) You may then be prompted to restart the lock's power and will be asked to put the lock into setup mode.

Setup sequence: #Master Code • 00 • 1 ••

7) The upgrade process will take up to 5 minutes. Please ensure you do not move outside of the range of the lock (approximately 10 meters line of sight) or close the application.



Updated: 3 years ago

Helpful?

CL5500 Smart Lock

K3 Connect User Guide

Related Articles

WiFi Gateway Getting Started Guide

CL4500 - Getting Started Guide

KL1100 RFID - Getting Started Guide

K3 Connect User Guide

K3 Connect User Guide

Still can't find an answer?

Send us a ticket and we will get back to you.

Submit a ticket

City of Idaho City Planning and Zoning Commission
Zoning upon Annexation for Gary Secor & Nancy Holbert
3889 Hwy 21, Idaho City, ID

Findings of Fact, Conclusions of Law and Recommendation to the Idaho City Council

12/5/2022

Findings of Fact

1. The application and fees were paid and deemed complete by the P&Z Administrator on July 1, 2019.
2. It appears from the information on the application that the applicants are requesting a zoning designation of "Commercial" for their parcel (formerly known as RP06N055E266658); with the corresponding change to the Official Zoning Map of Idaho City to reflect a **Commercial** zoning designation.
3. This parcel is adjacent to the current city limits of Idaho City and is within the area of impact.
4. The applicants have consented to annexation to the city.
5. The applicants have paid for City water and sewer services for other properties and intend to transfer the licenses to this property. The applicants have electricity.
6. Legal notice of the public hearing was published in the Idaho World on September 21, 2022.
7. The Planning and Zoning Commission conducted a public hearing on the application on Thursday, October 6, 2022 at 6:00 pm.
8. The applicant was not present during the public hearing.
9. No one from the public presented any testimony during the public hearing.
10. The public hearing was closed.
11. The Planning and Zoning Commission deliberated towards a decision.
12. The annexation and designation of **Commercial** zoning is consistent with the Comprehensive Plan.

Conclusions of Law

1. All City Ordinance requirements were met by the applicants.
2. Zoning designation of **Commercial** is consistent with the Comprehensive Plan.

Decision and Recommendation to the City of Idaho City Mayor and City Council

Based upon the Findings of Fact and Conclusions of Law contained herein the Planning and Zoning Commission recommends the City Council approve the request of the applicant for the Zoning Designation of "Commercial" for their parcel and the corresponding change to the Official Zoning Map of Idaho City to reflect the **commercial** zoning designation.

APPROVED this 5th day of December 2022.

PLANNING AND ZONING COMMISSION
CITY OF IDAHO CITY, IDAHO

Marc Carignan, Chair

NOTICE OF PUBLIC HEARING

CITY COUNCIL OF IDAHO CITY

The City Council of Idaho City will hold a public hearing on _____, beginning at 6:00 p.m. at City Hall, 511 Main Street, Idaho City, ID 83631 pursuant to Section 10-4-2.E of the City Code of Idaho City. The purpose of this Public Hearing is to take testimony regarding the proposed commercial zoning of land upon annexation of a parcel of property located at 3889 Hwy 21, Idaho City, Idaho (Parcel # RP06N055E266658) that is currently vacant and a related zoning map amendment to include the property.

The full annexation description and recommendation of the Planning and Zoning Commission is available for inspection at the City Hall or can be forwarded electronically upon request. Written comments may be submitted for consideration by no later than 5:00 p.m. on _____.

Any person needing special accommodations to participate in the above noticed meeting must contact the office of the City Clerk at 208-392-4584 at least two (2) days prior to the Public Hearing.

A Busy Bee Lock and Key, LLC dba
Baldwin Lock & Key
3155 W Chinden Blvd
Garden City, ID 83714

Estimate

Date	Estimate #
1/30/2023	43207

Name / Address
City of Idaho City PO Box 130 Idaho City, ID 83631

Project

Description	Qty	Rate	Total
Install Hardware		400.00	400.00
Rim Exit Devices with Trim	2	800.00	1,600.00
Removable Mullion	1	723.00	723.00
Mortise Cylinders	2	73.00	146.00

for Com Hall Front door

Subtotal	$2,869.00
Sales Tax (6.0%)	$0.00
Total	$2,869.00

UTILITY BILLING SYSTEM Report ID: 1086 — CITY OF IDAHO CITY

ADJUSTMENTS JOURNAL - Specific Type

For Postdate from 01/30/2023 to 01/31/2023 Ordered by ADJUSTMENT NUMBER from AP and Year 1 - 2023
ALL ADJUSTMENT NUMBERS
ALL ACCOUNTS

14:42:20 - 01/31/2023

ADJUSTMENT TYPES: BILLING CORRECTION CONSUME CORRECTION NO ADJUSTMENT TYPE NSF FEE ON/OFF FEE RE-READ

Adjustment Number / Description	Customer Name	Service	Account	Route - Meter	Type / Amount	Post Date
12131	[redacted]		20207-00	02-207	CONSUME CORRECTION	
ADJUSTMENT		WATER USAGE			-34.18	01/30/2023
COMMENTS: council approved 50% usage credit due to leak Jan 25th council meeting				Subtotal for Account 20207-00 :		-34.18
12132	[redacted]		20294-00	02-294	CONSUME CORRECTION	
ADJUSTMENT		WATER USAGE			-13522.71	01/30/2023
ADJUSTMENT		WATER LATE FEE			-2712.16	01/30/2023
ADJUSTMENT		SEWER LATE FEE			-2712.16	01/30/2023
COMMENTS: meter put in wrong and the reading was wrong, not be able to be fixed until spring				Subtotal for Account 20294-00 :		-18947.03
12133	[redacted]		20133-00	02-133	BILLING CORRECTION	
ADJUSTMENT		WATER LATE FEE			-10.10	01/30/2023
ADJUSTMENT		SEWER LATE FEE			-10.10	01/30/2023
COMMENTS: checks were sent from bank and then sent back due to not having a po box on the address, this happened two months in a row, credited this account late fees for the two months				Subtotal for Account 20133-00 :		-20.20

Grand Total of Adjustments: -19001.41