CITY OF IDAHO CITY

SPECIAL CITY COUNCIL MEETING

Wednesday, February 16, 2022
6:00 pm
City Hall, 511 Main Street, Idaho City, ID 83631

Join Zoom Meeting
https://us02web.zoom.us/j/88574298693?pwd=VlYxak05YlJYemszSHJLQmpKSWpOdz09
Meeting ID: 885 7429 8693
Passcode: 173045

CALL MEETING TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE

I. 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.

1. COMMUNICATE WITH LEGAL COUNSEL REGARDING PERSONNEL MATTERS AND PENDING/IMMINENTLY-LIKELY LITIGATION [IDAHO CODE § 74-206(1)(b),(f)] ***ACTION ITEM***

II. OPEN MEETING LAW

1. IDENTIFY OPEN MEETING LAW VIOLATION AND INTENT TO CURE VIOLATION ***ACTION ITEM***
2. DECLARE THE PRIOR ACTIONS AND DELIBERATIONS FROM JANUARY 12 AND JANUARY 26 TO BE VOID ***ACTION ITEM***

III. OLD BUSINESS

1. APPROVAL OF MINUTES
   a. DECEMBER 22, 2021, AND DECEMBER 31, 2021, ***ACTION ITEM***
   ~~b. JANUARY 12, 2022, AND JANUARY 26, 2022, ***ACTION ITEM***~~ VOID

2. BILLS PAYABLE
   a. DECEMBER 23, 2021, THROUGH JANUARY 12, 2022, IN THE AMOUNT OF $16,779.64 AND RATIFY CLERK'S ACTIONS ***ACTION ITEM***
   b. JANUARY 13, 2022, THOUGH JANUARY 26, 2022, IN THE AMOUNT OF $39,375.81 AND RATIFY CLERK'S ACTIONS ***ACTION ITEM***

✓ 3. MICHROTECH SYSTEMS EMAIL MIGRATION FOR ALL CITY EMAIL ACCOUNTS ***ACTION ITEM***

✓ 4. ENGAGEMENT LETTER AND SCHEDULING AUDIT WITH BAILEY AND COMPANY, ALLOW FOR CITY CLERK TO SIGN ENGAGEMENT LETTER AND SCHEDULE 2021 AUDIT FOR MAY 16, 2022 AND RATIFY CLERK'S ACTIONS. ***ACTION ITEM***

✓ 5. IDAHO CITY MEMBERSHIP ENROLLMENT WITH LIFEFLIGHT NETWORK FOR CITY EMPLOYEES ***ACTION ITEM***

✓6. ALLOW MAYOR SIGNATURE ON CONTRACTOR PAY APPLICATION #5 IN THE AMOUNT OF $5914.70 AND RATIFY MAYOR'S ACTIONS ***ACTION ITEM***

✓7. MOUNTAIN WATERWORKS TASK ORDER NO. 294-06 ***ACTION ITEM***

✓8. ALLOW MAYOR SIGNATURE ON 2021 WASTEWATER REUSE ANNUAL REPORT AND RATIFY MAYOR'S ACTIONS ***ACTION ITEM***

✓9. ALLOW MAYOR SIGNATURE ON PARTIAL PAY REQUEST # 2 ON DW1104 AND RATIFY MAYOR'S ACTIONS ***ACTION ITEM***

✓10. ALLOW MAYOR SIGNATURE ON CHANGE ORDER #1 IN THE AMOUNT OF $5726.00 AND RATIFY MAYOR'S ACTIONS ***ACTION ITEM***

✓11. PERSONNEL POLICY UPDATE ***DELIBERATE***

✓12. LOCAL OPTION TAXES UPDATE ***DELIBERATE***

✓13. WATER LEAK FORGIVENESS POLICY UPDATE ***ACTION ITEM***

✓14. SHORT-TERM RECREATIONAL VEHICLE USE ORDINANCE UPDATE ***DELIBERATE***

✓15. IDAHO CITY FILMING INSIDE CITY LIMITS POLICY ***DELIBERATE***

✓16. PARKS & RECREATION COMMISSION ***DELIBERATE***

✓17. PLANNING & ZONING COMMISSION ***DELIBERATE***

II. NEW BUSINESS

1. COUNCIL TO APPROVE NEW COUNCILOR FOR VACANT SEAT WITH RECOMMENDATION FROM MAYOR ***ACTION ITEM***
2. MAYOR APPOINTS NEW COUNCILOR ***ACTION ITEM***
3. THE COMMUNITY PROJECT FUNDING OPPORTUNITY ***ACTION ITEM***
4. IDAHO CITY EVENT CHECKLIST ***ACTION ITEM***
   a. 36TH ANNUAL IDAHO CITY CHILI COOK – RHONDA JAMESON
5. BILLS/PAYABLES: JANUARY 27, 2022, THROUGH FEBRUARY 11, 2022, ***ACTION ITEM***

ADJOURN

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
Council members:
Tom Secor Jr
Dave Martin
Ashley M Elliott
Vacant

Chief of Police:
Mark Otter
City officers:
Mathew Archuleta
Ericca Robbins

Public Works Director:
Tami Claus
Public Works:
Gene Bettys
Dominick Nalley
Janitorial:
Dale Rutter

City Clerk-Treasurer:
Nancy L Ptak
Deputy Clerk:
Sue Robinson

511 Main Street
PO Box 130
Idaho City, ID 83631
(208)392-4584
4cityfolk@gmail.com
idahocityclerk@gmail.com
idahocitypublicworks@gmail.com

PROCEDURE TO GO INTO EXECUTIVE SESSION

1. A MOTION IS MADE AS FOLLOWS:

"I hereby move pursuant to Idaho Code § 67-2345, to go into Executive Session to…

PICK ONE:

- ☐ Consider personnel matters [Idaho Code § 74-206(1)(a) & (b)]
- ☐ Deliberate regarding labor negotiations or acquisition of an interest in real property [Idaho Code § 74-206(1)(c)]
- ☐ Consider records that are exempt from public disclosure [Idaho Code § 74-206(1)(d)]
- ☐ Consider preliminary negotiations involving matters of trade or commerce in which this governing body is in competition with another governing body [Idaho Code § 74-206(1)(e)]
- ☐ Communicate with legal counsel regarding pending/imminently-likely litigation [Idaho Code § 74-206(1)(f)]
- ☐ Communicate with risk manager/insurer regarding pending/imminently-likely claims [Idaho Code § 67-2345(1)(j)]

2. THE ABOVE MOTION SECONDED AND APPROVED.

When Executive Session is over, the Mayor states you are back in regular session and continue with the meeting.

****

PROCEDURE FOR WAIVING THREE SEPARATE READINGS FOR ORDINANCES

1. A MOTION IS MADE AS FOLLOWS:

"I hereby move that pursuant to Section 50-902, Idaho Code, the rule requiring that ordinances be read on three different days, two readings of which may be by title only and one reading of which shall be in full shall be dispensed with and that Ordinance No. _____ be considered immediately."

2. THE ABOVE MOTION SECONDED AND APPROVED.

3. A SECONDED MOTION IS MADE AS FOLLOWS:

"I hereby move Ordinance No. _____ now before the council be approved."

4. THE ABOVE MOTION SECONDED AND APPROVED.

The ordinance is then effective upon publication in the newspaper

****

PUBLIC HEARING PROCEDURES

1. **MOTION TO OPEN PUBLIC HEARING**
2. **PRESENT INFORMATION AND ASK FOR INPUT**
3. **MOTION TO CLOSE PUBLIC HEARING**

CITY OF IDAHO CITY

REGULAR CITY COUNCIL MEETING
Wednesday, December 22, 2021
6:00 P.M
City Hall, 511 Main Street, Idaho City, ID 83631

Join Zoom Meeting
https://us02web.zoom.us/j/86896505833?pwd=cy93MUR5bDJMbDkrR3hWcnpjZ3F5Zz09
Meeting ID: 868 9650 5833
Passcode: 075882

MINUTES

CALL MEETING TO ORDER: Mayor Canody called the meeting to order at 6:03pm
ROLL CALL: Secor, Everhart and Martin present. Hillyard absent.
PLEDGE OF ALLEGIANCE: Mayor Canody led the 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: November 10, 2021, and November 24, 2021, and December 8, 2021, and December 15, 2021, ***ACTION ITEM***

Martin made a motion to approve the minutes dated November 10, 2021, and November 24, 2021, December 8 and 15, 2021, seconded the Secor 10th and 24th of November 2021, Everhart seconded the 8th and 15th of December, Secor abstained from the 8th and 15th of December 2021, Everhart abstained from the 10th and 24th of November 2021, motion passed.

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

C. BILLS/PAYABLES: December 9, 2021, through December 22, 2021, ***ACTION ITEM***

Secor made a motion to approve the bills dated December 9, 2021, through December 22, 2021, in the amount of $15949.66, seconded by Martin. 3 ayes.

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***

1. RESERVING FORGONE AMOUNT FOR FISCAL YEAR 2021/2022

Secor made a motion to open the public hearing for reserving forgone amount for fiscal year 2021/2022, seconded by Martin. 3 ayes. There was no one from the public to respond or comment. Secor made a motion to close the public hearing, seconded by Martin. 3 ayes.

~~III. ENGINEER'S REPORT~~

IV. OLD BUSINESS

1. MAILBOXES IN THE IDAHO CITY CITY LIMITS ***ACTION ITEM***

Secor made a motion to adopt the Idaho City city limits mailbox policy, seconded by Martin. 3 ayes.

2. LOCAL OPTION TAXES ***ACTION ITEM***

This item is still under review with no new information from attorney.

3. WATER LEAK FORGIVENESS PLOICY ***ACTION ITEM***

This item is still under review.

4. PERSONELL POLICY ***ACTION ITEM***

This item is still under review.

V. NEW BUSINESS

1. ALLOW MAYOR SIGNATURE ON PAY REQUEST NO 13 FOR WIN GRANT S658-00 ***ACTION ITEM***

Secor made a motion to allow for the mayor to sign the pay request 13 for the WIIN Grant S658-00, seconded by Martin. 3 ayes.

2. 102 COTTONWOOD ASKING FOR VACANCY RATE ON WATER AND SEWER ***ACTION ITEM***

Tim Hurlbut has asked the city for a vacancy rate on his three water accounts until they are hooked back up to the new buildings/structures. Council denied request after reviewing city ordinance and consulting with city attorney.

3. ALLOW CLERK TO UTILIZE T1 AMERICAN RESCUE PLAN ACT OF 2021 ***ACTION ITEM***

Clerk Ptak has been in contact with Traditional Electric-Emmet Bushman and Northwest Power Systems to get information on generators for city hall and the RO System and would like to use the American Rescue Plan Act of 2021 T1 grant funds to do so. She is asking the council for permission to gather more information and prices for these items. Secor made a motion to allow the clerk to continue to utilize the funds, seconded by Martin. 3 ayes.

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***

1. RESOLUTION 2021-03 RESERVING FORGONE AMOUNT FOR FISCAL YEAR 2021/2022

Secor made a motion to pass amended Resolution 2021-03 Reserving Forgone amount of $1021 for fiscal year 2021/2022, seconded by Martin. 3 ayes.

VII. COMMITTEE REPORTS

A. PARKS & RECREATION COMMISSION
B. HISTORIC PRESERVATION COMMISSION
C. PLANNING & ZONING COMMISSION
D. IDAHO CITY CHAMBER OF COMMERCE

No updates currently.

VIII. 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***

IX. EMPLOYEE UPDATES

A. PUBLIC WORKS

Public works director Tami Claus has been out sick and had to cancel the DEQ meeting until the first of the year.

B. LAW ENFORCEMENT

Chief Otter has been working on vehicles.

C. CLERK/TREASURER'S OFFICE

Clerk Ptak has been waiting to hear back from the county regarding the election canvas and has been working on the grants. She will put together one more special meeting for the year to finish up anything that needs finalized before year end.

1. BUDGET UPDATE

Nothing currently.

2. WATER SEWER ACCOUNT UPDATES

Nothing currently.

D. CITY ATTORNEY

Nothing currently.

X. COUNCIL UPDATES

All wished everyone a Merry Christmas.

XI. MAYOR UPDATES

Wished everyone a Merry Christmas.

XII. 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 6:40 pm

ATTEST:

Date approved: January 12, 2022

Nancy L Ptak, City Clerk-Treasurer

Phillip Canody, Mayor

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:	Chief of Police:	City Clerk-Treasurer:	511 Main Street
Phillip J Canody	Mark Otter	Nancy L Ptak	PO Box 130
Council members:	Public Works Director:	Deputy Clerk:	Idaho City, ID 83631
Tom Secor Jr	Tami Claus	Sue Robinson	(208)392-4584
Ken Everhart	Public Works:	Janitorial:	4cityfolk@gmail.com
HD Hillyard	Gene Bettys	Dale Rutter	idahocityclerk@gmail.com
David Martin	Dominick Nalley		idahocitypublicworks@gmail.com

CITY OF IDAHO CITY

Rescheduled SPECIAL CITY COUNCIL MEETING
December 31, 2021
1pm
City Hall, 511 Main Street, Idaho City, ID 83631

MINUTES

CALL MEETING TO ORDER: Mayor Canody called the meeting to order at 1:03pm
ROLL Call: Secor, Everhart and Martin present. Hillyard absent.
PLEDGE OF ALLEGIANCE: Mayor Canody led the pledge of allegiance.

I. NEW BUSINESS

1. CANVASS OF NOVEMBER 2, 2021, ELECTION RESULTS FOR THE CITY OF IDAHO CITY ***ACTION ITEM***

Secor made a motion to approve the county election canvas results for the November 2, 2021, for the election of mayor and declaring Everhart as the newly elected mayor, seconded by Martin, 3 ayes. The canvas and results were as follows: Jacqueline (Jackie) Bridwell has 66 votes in person, 4 absentees, total of 70. Kenny Everhart had 80 votes in person, 11 absentees, 91 total.

2. APPROVE THE PROPOSAL FROM TRADITIONAL ELECTRIC INC, WORKING WITH NORTHWEST POWER SYSTEMS INC. AND ALLOW FOR WORK TO COMMENCE IMMEDIATELY ON THE BACK UP GENERATOR AT THE LOCATION OF 511 MAIN STREET, IDAHO CITY, IDAHO, USING THE STATE AND LOCAL FISCAL RECOVERY FUNDS (SLFRF) PROGRAM, AUTHORIZED BY THE AMERICAN RESCUE PLAN ACT T1 FUNDS GRANTED IDAHO CITY TO BE SPENT ON WATER AND SEWER RELATED INFRASTRUCTURE ***ACTION ITEM***

Secor made a motion to approve in the amount of $15,495 to commence immediately the work to be done to install a backup generator at city hall using the SLFRF, seconded by Martin. 3 ayes.

3. APPROVE THE PROPOSAL FROM TRADITIONAL ELECTRIC INC, WORKING WITH NORTHWEST POWER SYSTEMS INC. AND ALLOW FOR WORK TO COMMENCE IMMEDIATELY ON THE BACK UP GENERATOR AT THE LOCATION OF 3861 HIGHWAY 21, IDAHO CITY, IDAHO. USING THE STATE AND LOCAL FISCAL RECOVERY FUNDS (SLFRF) PROGRAM, AUTHORIZED BY THE AMERICAN RESCUE PLAN ACT T1 FUNDS GRANTED IDAHO CITY TO BE SPENT ON WATER AND SEWER RELATED INFRASTRUCTURE ***ACTION ITEM***

Secor made a motion to use the remaining $34,505 funds to go towards the backup power generator at the city RO site to be installed using the SLFRF, seconded by Martin. 3 ayes.
ADJOURNMENT 1:22pm

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.
ATTEST: Date approved: January 26, 2022

Nancy L Ptak, City Clerk-Treasurer

Tom Secor Jr. council president

Mayor:
Phillip J Canody
Council members:
Tom Secor Jr
Ken Everhart
HD Hillyard
David Martin

Chief of Police:
Mark Otter
Deputy officers:
Mathew Archuleta
Ericca Robinns
Janitor/part time office:
Dale Rutter

Public Works:
Tami Franklin
Gene Bettys
City Clerk-Treasurer:
Nancy Ptak
Deputy Clerk:
Sue Robinson

511 Main Street
PO Box 130
Idaho City, ID 83631
(208)392-4584
4cityfolk@gmail.com
idahocityclerk@gmail.com
idahocitypublicworks@gmail.com

CITY OF IDAHO CITY

REGULAR CITY COUNCIL MEETING
Wednesday, January12, 2022
6:00 P.M
City Hall, 511 Main Street, Idaho City, ID 83631

Join Zoom Meeting
https://us02web.zoom.us/j/81873169934
Meeting ID: 818 7316 9934

MINUTES

CALL MEETING TO ORDER: Mayor Canody called the meeting to order at 6:00pm
ROLL CALL: Secor, Everhart, Hillyard and Martin present.
PLEDGE OF ALLEGIANCE: Mayor Canody led the pledge of allegiance.
Secor made a motion to amend the agenda to add the election of council president to ensure compliance with Idaho Code Section 50-702, seconded by Hillyard 4 ayes. Idaho Code Section 50-702 requires the election of a council president after the swearing-in of the elected council members at the first regular meeting of year and therefore an emergency was declared necessitating the amendment of the agenda for this meeting.

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: December 22, 2021, and ~~December 31, 2021~~, ***ACTION ITEM***

Secor made a motion to approve the minutes dated December 22, 2021, seconded by Everhart, 3 ayes. Hillyard abstained.

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

C. BILLS/PAYABLES: December 23, 2021, through January 12, 2022, ***ACTION ITEM***

Secor made a motion to pay the bills dated December 23, 2021, through January 12, 2022, in the amount of $16779.64, seconded by Hillyard. 2 ayes. 2 nays, tie broke by Mayor Canody as an aye.

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. INSTALLING NEWLY ELECTED OFFICIALS

1. CITY CLERK TO ADMINISTER OATH OF OFFICE FOR MAYOR

Clerk Ptak administered the oath of office for Mayor to Kenny Everhart

2. MAYOR TO ADMINISTER OATH OF OFFICE FOR COUNCILOR

Mayor Everhart administered the oath of office for councilor David Martin and Ashley M Elliott.

3. Elect council president as by Idaho code 50-702

Elliott made a motion to approve Tom Secor JR, seconded by Martin, 2 ayes

IV. ENGINEER'S REPORT

1. TASK ORDER NO. 294-06 ***ACTION ITEM***

Secor made a motion to approve Mountain Waterworks task order no. 294-06, seconded by Martin. 3 ayes.

V. OLD BUSINESS

VI. NEW BUSINESS

VII. 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***

VIII. 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***

IX. EMPLOYEE UPDATES

A. PUBLIC WORKS

Public works director Tami Claus has a meeting with DEQ at the sewer plant Tuesday January 18, 2021, she will also meet with new councilor Elliott and take her through the city facilities. Public works has been busy with snow removal and road upkeep.

B. LAW ENFORCEMENT

Chief Otter stated all officers have been busy.

C. CLERK/TREASURER'S OFFICE

Clerk Ptak will advertise for vacant council seat. Asked the council to consider a filming in city limits policy or permitting procedure, there has been more inquiries into this. Currently there is none.

D. CITY ATTORNEY

City Attorney Joan Callahan is still working on a few items from previous meetings.

X. COUNCIL UPDATES

None currently. Congratulations to the newly seated and returning council members.

XI. MAYOR UPDATES

Mayor Everhart commented on getting started with familiarizing himself and then will set up a meeting with all city staff. Congratulated all new members and returning members of council.

XII. 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: 6:50pm

ATTEST:

Date approved: January 26, 2022

Nancy L Ptak, City Clerk-Treasurer

Ken Everhart, Mayor

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:	**Chief of Police:**	**Public Works Director:**	**City Clerk-Treasurer:**	511 Main Street
Ken Everhart	Mark Otter	Tami Claus	Nancy L Ptak	PO Box 130
Council members:	**City officers:**	**Public Works:**	**Deputy Clerk:**	Idaho City, ID 83631
Tom Secor Jr	Mathew Archuleta	Gene Bettys	Sue Robinson	(208)392-4584
Ashley M Elliott	Ericca Robbins	Dominick Nalley		4cityfolk@gmail.com
David Martin		**Janitorial:**		idahocityclerk@gmail.com
tbd		Dale Rutter		idahocitypublicworks@gmail.com

CITY OF IDAHO CITY

REGULAR CITY COUNCIL MEETING
Wednesday January 26, 2022
6:00 P.M
City Hall, 511 Main Street, Idaho City, ID 83631

Join Zoom Meeting
https://us02web.zoom.us/j/4192717240
Meeting ID: 419 271 7240

MINUTES

CALL MEETING TO ORDER: Mayor Everhart called the meeting to order at 6:01pm
ROLL CALL: Secor, Martin and Elliott present.
PLEDGE OF ALLEGIANCE: Mayor Everhart led the 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: December 31, 2021, and January 12, 2022, ***ACTION ITEM***

Matin made a motion to approve the minutes dated December 31st, 2021, and January 12, 2022, seconded by Secor. 3 Ayes, Elliott abstains from December 31, 2021.

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

C. BILLS/PAYABLES: January 13, 2022, through January 26, 2022, ***ACTION ITEM***

Martin made a motion to pay the bills dated January 13, 2022, through January 26, 2022 in the amount of $39,375.81, seconded by Elliott. 3 ayes.

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

1. ALLOW MAYOR SIGNATURE ON 2021 WASTEWATER REUSE ANNUAL REPORT ***ACTION ITEM***

Martin made a motion to allow the mayor to sign the 2021 Wastewater reuse annual report, seconded by Elliott. 3 ayes.

2. ALLOW MAYOR SIGNATURE ON PARTIAL PAY REQUEST # 2 ON DW1104 ***ACTION ITEM***

Martin made a motion to allow the mayor to sign for a partial pay request #2 for DW1104, seconded by Elliott. 3 ayes.

3. ALLOW MAYOR SIGNATURE ON CHANGE ORDER #1 ***ACTION ITEM***

Martin made a motion to all ow the mayor to sign change order #1 in the amount of $5726.00, seconded by Elliott. 3 ayes.

4. ALLOW MAYOR SIGNATURE ON CONTRACTOR PAY APPLICATION #5 ***ACTION ITEM***

Martin made a motion to allow the mayor to sign the contractor pay application #5 in the amount of $5914.70, seconded by Elliott. 3 ayes.

IV. OLD BUSINESS

1. PERSONNEL POLICY UPDATE

Clerk Ptak presented the council with information regarding the current updates she and the mayor will be working on before presenting the final to them for approval. The older version currently in use has many features to retain and update other areas with the newer version ICRPM provides. Tabled for future action item.

2. LOCAL OPTION TAXES UPDATE

City Attorney Joan Callahan updated the council regarding her intern has made some great progress on this and will be able to present to the council at the February 23rd meeting.

3. WATER LEAK FORGIVENESS PLOICY UPDATE

Clerk Ptak is asking for guidance from council on how they would like to move forward with a policy regarding water leak forgiveness. Clerk Ptak feels to have a policy in place could be beneficial to the city office, they could

give citizens guidance as to what to expect when a leak has been detected through their billing. A few examples were, should there be a minimum before allowing forgiveness, a time frame to have the leak fixed, making sure the leak is fixed and checked out with public works before allowing the forgiveness?

4. SHORT-TERM RECREATIONAL VEHICLE USE ORDINANCE UPDATE

Councilmember Elliott had read through this and had many questions for the council and city officials, i.e.: has planning and zoning done their part in the zoning regulations? Whose properties would be affected. Attorney Callahan explained the planning and zoning still needs to work on and define what regulations RV and Trailer parks would need to meet and what that would mean for existing parks. There were divided feelings on how to pursue this as an action item last year and it was decided to wait until there was a full council before taking any action. The city currently has other ordinances in place that might be able to address the health and safety issue that originally brought this ordinance in front of the council. This item is only up for discussion and updates at this time and will be considered as an action item later.

V. NEW BUSINESS

1. MICHROTECH SYSTEMS EMAIL MIGRATION FOR ALL CITY EMAIL ACCOUNTS ***ACTION ITEM***

Elliott made a motion to allow the clerk to move forward with the Michrotech Systems email migration for all city email accounts and obtain a city domain, seconded by Martin. 3 ayes.

2. ENGAGEMENT LETTER AND SCHEDULING AUDIT WITH BAILEY AND COMPANY, ALLOW FOR CITY CLERK TO SIGN ENGAGEMENT LETTER AND SCHEDULE 2021 AUDIT. ***ACTION ITEM***

Martin made a motion to allow the clerk to sign the engagement letter and schedule the 2021 audit with Bailey and Company, seconded by Elliott. 3 ayes. Clerk Ptak thinks it will be possible May 16th.

3. IDAHO CITY MEMBERSHIP ENROLLMENT WITH LIFEFLIGHT NETWORK FOR CITY EMPLOYEES ***ACTION ITEM***

Clerk Ptak will investigate existing budget and give the council an update on whether this is something the city could provide for employees this year and would like to see about getting this in the budget for the following year. This may be an item to offer commission members as an incentive down the road.

4. IDAHO CITY FILMING INSIDE CITY LIMITS POLICY

Clerk Ptak was given advice to contact Department of Commerce to see what other cities or towns might have. As it is right now, if someone would like to shoot film in city limits, they are asked to contact the city and if possible, come before council, maybe fill out an event checklist so law enforcement and others are aware of the filming. There has been a recent rise in the number of requests.

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. COMMITTEE REPORTS

A. PARKS & RECREATION COMMISSION

Mayor Everhart asked Clerk Ptak to advertise for letter of intent. Council would like to see Parks and Rec move forward with spring around the corner.

B. HISTORIC PRESERVATION COMMISSION

None currently.

C. PLANNING & ZONING COMMISSION

The current commission will need to update the commissioners and reappoint, either new members or existing with letter of intent. Clerk Ptak will advertise for these positions also. The last meeting was almost cancelled due to lack of quorum. A member came 15 minutes late and they were able to have the meeting. During the meeting it was discussed to have a few different public hearings, first being the interim moratorium on building permits and development applications that require or involve new connections to the City of Idaho City's water system with certain exceptions for pending building permits and permits related to a previously approved plan with documentation of serviceability. Second, regarding the proposed zoning of land upon annexation of a parcel of property located at 6 Proffer Lane, Idaho City. Thirdly, is regarding a zoning map correction for a vacant parcel of property in the Mores Creek Subdivision that was original platted and approved to be commercial property, but it is shown on the current zoning map as residential. All matters are scheduled to be heard February 17th to get the matters to council for the February 23 meeting as action items.

D. IDAHO CITY CHAMBER OF COMMERCE

None currently.

VIII. 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***

IX. EMPLOYEE UPDATES

A. PUBLIC WORKS

Public works director Tami Claus explained a final walk through she will be having with DEQ at the RO, trying to thaw out the hydrant by the RO. She will also have a training meeting at the RO. She asked the council to allow her to get a smaller hopper for the back of the city truck to use for sanding. The BIG sander on the dump truck is ancient and falling apart with not much more room to fix it. Mayor and council agree that it is something she should investigate as it is something that would make work much more productive when sanding the roads.

B. LAW ENFORCEMENT

Chief Otter was not available, he has been helping the county with calls on this side of the county. There has been a lot of county workers out due to illness.

C. CLERK/TREASURER'S OFFICE

1. WATER SEWER ACCOUNTS UPDATE

Not available. All accounts are getting updated and will have a report at the next meeting.

2. 1ST QUARTER BUDGET REPORT

Clerk Ptak gave the update for the first quarter budget; all departments are under budget and on track. She will share with councilmember Elliott the how's and why's many bills get paid from different funds. Elliott will be part of the next budget process and it is a good thing to understand.

3. CITY EMPLOYEE ID CARDS

Clerk Ptak will set everything up with the sheriff's office to get the city employee id cards.
Clerk Ptak also extended to the council a Blue Cross Community Funding Opportunity for a webinar for some grant funding coming available.

D. CITY ATTORNEY

Attorney Callahan's updates were already discussed during the council meeting regarding the upcoming public hearings, planning and zoning, local option tax and RV ordinance.

X. COUNCIL UPDATES

Martin gave an update on the purchase of a new fire engine for the Idaho City Fire Protection District.

XI. MAYOR UPDATES

Mayor Everhart shared about his staff meeting he had earlier that day and then with the department heads later. Just getting himself familiarized with the day to day of city employees.

XII. 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.

Jon Adams addressed the council, he just wanted to stress the importance of the life flight membership, he was glad to see the city take interest. He just wanted to thank all the city employees for the hard work they do and stepping up when they can. He asked if anyone is interested or knows anyone who might be interested in join the EMT's. They need volunteers.
Mayor Everhart also wanted to take the time to thank the EMT's and emergency services for all their dedication and hard work they put into it.

ADJOURNMENT 7:13pm.

ATTEST: Date approved: , 2022

Nancy L Ptak, City Clerk-Treasurer

Ken Everhart, Mayor

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:	**Chief of Police:**	**Public Works Director:**	**City Clerk-Treasurer:**	511 Main Street
Ken Everhart	Mark Otter	Tami Claus	Nancy L Ptak	PO Box 130
Council members:	**City officers:**	**Public Works:**	**Deputy Clerk:**	Idaho City, ID 83631
Tom Secor Jr	Mathew Archuleta	Gene Bettys	Sue Robinson	(208)392-4584
David Martin	Ericca Robbins	Dominick Nalley		4cityfolk@gmail.com
Ashley M Elliott		**Janitorial:**		idahocityclerk@gmail.com
tbd		Dale Rutter		idahocitypublicworks@gmail.com

OLD BUSINESS

3. MICHROTECH SYSTEMS EMAIL MIGRATION FOR ALL CITY EMAIL ACCOUNTS ***ACTION ITEM***

Elliott made a motion to allow the clerk to move forward with the Michrotech Systems email migration for all city email accounts and obtain a city domain, seconded by Martin. 3 ayes.

4. ENGAGEMENT LETTER AND SCHEDULING AUDIT WITH BAILEY AND COMPANY, ALLOW FOR CITY CLERK TO SIGN ENGAGEMENT LETTER AND SCHEDULE 2021 AUDIT. ***ACTION ITEM***

Martin made a motion to allow the clerk to sign the engagement letter and schedule the 2021 audit with Bailey and Company, seconded by Elliott. 3 ayes. Clerk Ptak thinks it will be possible May 16th.

5. IDAHO CITY MEMBERSHIP ENROLLMENT WITH LIFEFLIGHT NETWORK FOR CITY EMPLOYEES ***ACTION ITEM***

Clerk Ptak will investigate existing budget and give the council an update on whether this is something the city could provide for employees this year and would like to see about getting this in the budget for the following year. This may be an item to offer commission members as an incentive down the road.

6. ALLOW MAYOR SIGNATURE ON CONTRACTOR PAY APPLICATION #5 ***ACTION ITEM***

Martin made a motion to allow the mayor to sign the contractor pay application #5 in the amount of $5914.70, seconded by Elliott. 3 ayes.

7. TASK ORDER NO. 294-06 ***ACTION ITEM***

Secor made a motion to approve Mountain Waterworks task order no. 294-06, seconded by Martin. 3 ayes.

8. ALLOW MAYOR SIGNATURE ON 2021 WASTEWATER REUSE ANNUAL REPORT ***ACTION ITEM***

Martin made a motion to allow the mayor to sign the 2021 Wastewater reuse annual report, seconded by Elliott. 3 ayes.

9. ALLOW MAYOR SIGNATURE ON PARTIAL PAY REQUEST # 2 ON DW1104 ***ACTION ITEM***

Martin made a motion to allow the mayor to sign for a partial pay request #2 for DW1104, seconded by Elliott. 3 ayes.

10. ALLOW MAYOR SIGNATURE ON CHANGE ORDER #1 ***ACTION ITEM***

Martin made a motion to all ow the mayor to sign change order #1 in the amount of $5726.00, seconded by Elliott. 3 ayes.

11. PERSONNEL POLICY UPDATE

Clerk Ptak presented the council with information regarding the current updates she and the mayor will be working on before presenting the final to them for approval. The older version currently in use has many features to retain and update other areas with the newer version ICRPM provides. Tabled for future action item.

12. LOCAL OPTION TAXES UPDATE

City Attorney Joan Callahan updated the council regarding her intern has made some great progress on this and will be able to present to the council at the February 23rd meeting.

13. WATER LEAK FORGIVENESS PLOICY UPDATE

Clerk Ptak is asking for guidance from council on how they would like to move forward with a policy regarding water leak forgiveness. Clerk Ptak feels to have a policy in place could be beneficial to the city office, they could give citizens guidance as to what to expect when a leak has been detected through their billing. A few examples were, should there be a minimum before allowing forgiveness, a time frame to

have the leak fixed, making sure the leak is fixed and checked out with public works before allowing the forgiveness?

14. SHORT-TERM RECREATIONAL VEHICLE USE ORDINANCE UPDATE
Councilmember Elliott had read through this and had many questions for the council and city officials, i.e.: has planning and zoning done their part in the zoning regulations? Whose properties would be affected. Attorney Callahan explained the planning and zoning still needs to work on and define what regulations RV and Trailer parks would need to meet and what that would mean for existing parks. There were divided feelings on how to pursue this as an action item last year and it was decided to wait until there was a full council before taking any action. The city currently has other ordinances in place that might be able to address the health and safety issue that originally brought this ordinance in front of the council. This item is only up for discussion and updates at this time and will be considered as an action item later.

15. IDAHO CITY FILMING INSIDE CITY LIMITS POLICY
Clerk Ptak was given advice to contact Department of Commerce to see what other cities or towns might have. As it is right now, if someone would like to shoot film in city limits, they are asked to contact the city and if possible, come before council, maybe fill out an event checklist so law enforcement and others are aware of the filming. There has been a recent rise in the number of requests.

16. PARKS & RECREATION COMMISSION
Mayor Everhart asked Clerk Ptak to advertise for letter of intent. Council would like to see Parks and Rec move forward with spring around the corner.

17. PLANNING & ZONING COMMISSION
The current commission will need to update the commissioners and reappoint, either new members or existing with letter of intent. Clerk Ptak will advertise for these positions also. The last meeting was almost cancelled due to lack of quorum. A member came 15 minutes late and they were able to have the meeting. During the meeting it was discussed to have a few different public hearings, first being the interim moratorium on building permits and development applications that require or involve new connections to the City of Idaho City's water system with certain exceptions for pending building permits and permits related to a previously approved plan with documentation of serviceability. Second, regarding the proposed zoning of land upon annexation of a parcel of property located at 6 Proffer Lane, Idaho City. Thirdly, is regarding a zoning map correction for a vacant parcel of property in the Mores Creek Subdivision that was original platted and approved to be commercial property, but it is shown on the current zoning map as residential. All matters are scheduled to be heard February 17th to get the matters to council for the February 23 meeting as action items.

Certificate of Appointment

City of _____, State of Idaho

THIS IS TO CERTIFY, that at a meeting held in the City of _____, County of _____, State of Idaho, on _____ _____, 20____, _____ was duly appointed to the office of _____ for the City of _____, and shall serve until the next general city election.

IN WITNESS WHEREOF, this certificate has been signed by the Mayor and Clerk of the City of _____, and its corporate seal has been hereto affixed on _____ _____, 20____.

Attest: _____

City Clerk

_____

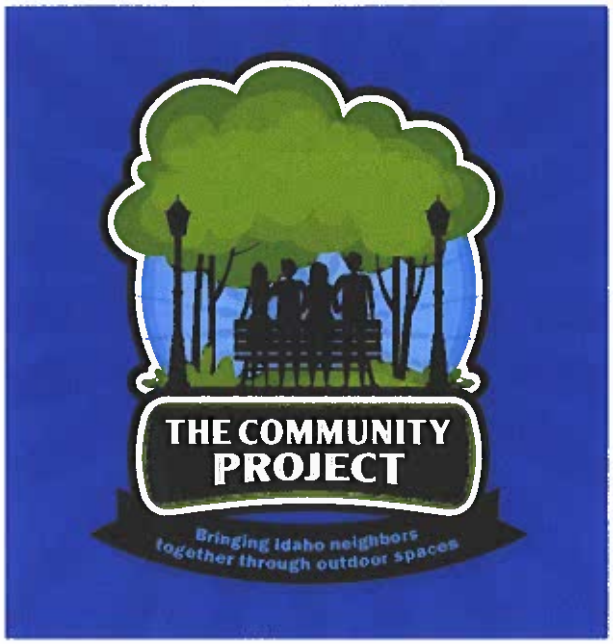
Mayor

Gmail

Nancy L Ptak <idahocityclerk@gmail.com>

Funding Opportunity: The Community Project

Blue Cross of Idaho Foundation for Health <info@bcidahofoundation.org> Wed, Jan 26, 2022 at 8:30 AM
To: idahocityclerk@gmail.com



NOTICE OF FUNDING OPPORTUNITY

Blue Cross of Idaho | Foundation for Health, Inc.

Dear Mayors and City Officials,

The Blue Cross of Idaho Foundation for Health is pleased to announce funding available for "The Community Project." This project unites community leaders and residents to define, design, and create outdoor public spaces that bring people together.

HERE'S HOW IT WORKS:

1. Communities IDENTIFY a location that, if improved, could bring neighbors together
2. The Community Project works with your community to COLLABORATIVELY SHAPE the details of the project
3. With our funding and the community's buy-in, we all BRING THE PROJECT to life

This "Call for Collaboration" invites leaders of any incorporated city in Idaho to come together to participate in The Community Project. Participants will walk through a professionally guided process to help them define their wants and needs, select a project type, and design a space that strengthens and enhances their community. Depending on the complexity of the project, construction could begin as early as summer of 2022.

IMPORTANT DATES AND DETAILS

- The Foundation will conduct two informational webinars on February 8 from 10-11 a.m. (MST) and February 10 from noon-1 p.m. (MST). Visit the Community Project web page below for webinar details.
- The deadline for submitting applications is **6 p.m. MST, February 28, 2022.**
- The Foundation will notify successful applicants by the end of March 2022.
- The Foundation will contribute up to $85,000 per project. Successful applicants will need to fund ongoing maintenance of the project.

LEARN MORE ABOUT THE COMMUNITY PROJECT

To view this email as a web page, click here.

The Blue Cross of Idaho Foundation for Health is a nonprofit dedicated to giving back to Idaho and addressing root causes that impact health.

bcidahofoundation.org

Call for Collaboration:

The Community Project

The Blue Cross of Idaho Foundation for Health is pleased to announce funding available for "The Community Project." This project unites community leaders and residents to define, design and create outdoor public spaces that bring people together.

THE COMMUNITY PROJECT

Bringing Idaho neighbors together through outdoor spaces

Here's How It Works.

The "Call for Collaboration" invites any incorporated city or town in Idaho to demonstrate their interest in creating a healthy public space in their community.

In the spring, The Foundation will select up to five communities to participate in the inaugural Community Project. Participants will walk through a professionally guided process to help them define their wants and needs, select a project type, and design a space that strengthens and enhances their community. Depending on the complexity of the project, construction could begin as early as summer 2022.

IMPORTANT DATES AND DETAILS

Read the Frequently Asked Questions at the bottom of this page.

Attend an informational webinar on either February 8, 2022 from 10 am to 11 am or February 10, 2022 from 12 pm to 1 pm MST (registration links below)

The deadline for submitting applications is February 28, 2022 by close of business (6 pm MST).

The Foundation will notify successful applicants by the end of March 2022.

The Foundation will contribute up to $85,000 per project. Successful applicants will need to fund ongoing maintenance of the project.

Community Project Application

To be considered for The Community Project, please complete the form below. Only staff or an elected official of an Idaho municipality can apply for this grant. **THIS FORM CANNOT BE SAVED.** If necessary, prepare responses beforehand then enter all at once. For more details, be sure to register for one of our informational webinars **February 8th** or **February 10th**, and read The Community Project **frequently asked questions**.

Contact Information

City Name

First Name *

Last Name *

Title

Email Address *

Phone Number

listening to our partners, and we are hearing that cities are looking for ways to bring people together for the benefit of the community. The Community Project will provide cities an opportunity to unite community leaders and residents to define, design, and create outdoor public spaces that bring people together.

Why are you applying for this Call for Collaboration? What are the needs you are seeing in your community that align with the purpose of The Community Project?

Partners

Recipients will participate in a professionally-guided process to help cities define their wants and needs. Key partners and community leaders from across the community would come together to help collaborate on The Community Project.

Which partners in your community do you see working with you on this project?

Community Engagement & Communications

What community members and populations would you want to specifically engage for this project? Please list specific neighborhoods, organizations, or community groups.

What methods and channels do you currently use to communicate with your residents?

Potential Project Spaces

The Community Project intends to unite community leaders and residents to define, design, and create outdoor public spaces that bring people together. Participants will walk through a professionally guided process to help them identify their wants and needs, select a project type, and design a space that strengthens and enhances their community. The recipient will receive up to $85,000 to help with the implementation of the project.

Do you have an outdoor public space that could be the focus for this project? If yes, please describe the space.

Do you have budget available to also help with the building of the project?

Do you have budget available to maintain the physical space once complete?

Staff Commitment

Recipients of The Community Project grant will need to dedicate a staff person to lead the project in their community. Stipends will be allocated to compensate for staff time.

Who would lead The Community Project in your community? What is their current role in the community? Do they have the ability to work on the project?

Goal

What benefits do you hope result from The Community Project in your city?

SUBMIT

FAQ: The Community Project

Do you have questions about The Community Project? Please attend one of our informational webinars **February 8th** or **February 10th.** In the meantime, we've collected answers to frequently asked questions below.

Foundation for Health that provides incorporated Idaho cities the opportunity to unite community leaders and residents to define, design, and create outdoor spaces that bring people together. The Community Project is a three-step process:

- Identify the community space (city park, town hall, library, etc.)
- Collaborate with community members and groups to cocreate a design and plan for the space
- The project comes to life through Blue Cross of Idaho Foundation for Health funding

Who can apply?
Only staff or an elected official of any incorporated Idaho city can apply for this grant. If you are a citizen, nonprofit, or other community group, please encourage your city to apply.

Why The Community Project?
The Blue Cross of Idaho Foundation for Health works to create a healthier Idaho by bringing people together and creating partnerships in communities. We take pride in listening to our partners, and we are hearing that cities are looking for ways to bring people together for the benefit of the community.

What types of projects will be funded by The Community Project grants?
Idahoans love the outdoors and their parks, so we envision projects in those areas that would be accessible to all community members, especially families and children.

That could mean a picnic area, pavilion, splash pad, walking paths, trails, gazebos, community gardens, park upgrades, or something else that a community brainstorms.

The Foundation will contribute up to $85,000 toward the project. Communities

community input.

What do cities receive if awarded one of The Community Project grants?
The Foundation will fund the construction of the project (up to $85,000) and provide a technical assistance contractor to help support community engagement and lead community focus groups. The Foundation will help create communications strategies, including surveys and mailers for communities to distribute, assist with ribbon cutting celebrations and social media support. A focus of this grant is community engagement and cocreating a community space to bring neighbors together, and we'll be there to support cities in that mission.

What should cities expect if selected and what obligations do they have in the grant process?
Awarded communities must allocate staff time or find outside support to help with community engagement, which is expected to be about 80 hours over the entire project (March through expected project completion in the fall). The Foundation will pay a small stipend on top of the grant to help support the workload. It is important that the community allows time for deep and thoughtful community engagement to get a wide variety of voices for this project. The focus should be on voices not typically heard at a city council meeting – youth, seniors, multilingual community members.

Cities must have allocated space for a project, such as a green space, park, or other site to develop a community project. Concepts need to have some city support already so that the process runs smoothly and can come to fruition in 2022.

What types of community engagement are expected?
School surveys, focus groups, social media outreach, mailers are ways to communicate and reach the community. This outreach will be done in March and

needed for community engagement with the city. The city liaison will help create survey questions and offer ways to get their input on The Community Project.

What is The Community Project timeline?

- **January 26** – Applications open
- **Feb. 8 and 10** – Informational webinars. Cities wishing to apply for The Community Project grants should attend one of these sessions to ask questions that will help in the application process. Register here: February 8th; February 10th.
- **February 28** – Applications due
- **March** – Winners announced
- **March** – Selected cities begin planning with The Foundation and technical assistance provider
- **March and April** – Community Engagement
- **May** – Project announced & construction timeline set
- **TBD** – Project completion and community event

City of Idaho City

IDAHO CITY EVENT CHECKLIST

EVENT SPONSOR: Idaho City Chamber of Commerce
DATE(S): 3-5-22 Dawn - 4:00
EVENT NAME: 36th Annual Chili Cook Off
PERSON IN CHARGE: Rhonda Jameson - Event Lisa Hanson - President
ADDRESS: PO Box 507
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 RHJ

2. EVENT DESCRIPTION
BRIEFLY DESCRIBE WHAT YOUR EVENT ENCOMPASSES:
Non Profit Vendor Fundraisers
Contestants cook Chili & Serve to visitors
Awards, Raffle/Auction, Music, Ticket/Bowl Sales

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?
11:00 - 2:00 Event
7:00 AM - 4:00 PM including set-up & clean-up

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.
PA System in front of Altar for Announcements
If there is a band it will be @ ID World but
more likely individual speaker systems
low volume playing different decade music @
each block.

6. ***DESCRIBE BELOW YOUR PLANS FOR TRASH DISPOSAL. WHAT ARE YOUR PLANS FOR TRASH COLLECTION AND CONTAINMENT, RECEPTACLE LOCATIONS AND AFTER-EVENT CLEANUP?

Pick up truck is parked @ Wall/Main for dumping trash during event. After the event the truck returns and picks up post event trash. Contestants and vendors have been instructed to pack out or go to dump before 5:00

*****ITEMS 7, 8 AND 9 MUST BE PREAPPROVED BY THE CITY CHIEF OF POLICE AND INITIALED PRIOR TO SUBMITTAL TO THE CITY CLERK FOR COUNCIL REVIEW. *****

A FEE FOR COUNCIL APPROVED EVENTS WILL BE SET AT $25.00 AN HOUR PER OFFICER TO COVER ADDITIONAL COVERAGE OF LAW ENFORCEMENT IF DEEMED NECESSARY.
THE NUMBER OF HOURS FOR EVENTS WILL BE DETERMINED BY THE IDAHO CITY CHIEF OF POLICE.

7. ***DESCRIBE BELOW YOUR SECURITY PLAN AND YOUR EMERGENCY SERVICES PLAN FOR THE EVENT:

See Side notes on map. Access will be maintained to Main St from side roads. Access to all local traffic will be maintained. City cones and Chamber spray paint and caution tape will be used to block roads and maintain access @ driveways

CITY CHIEF OF POLICE INITIAL HERE _____

8. ***DESCRIBE BELOW YOUR TRAFFIC CONTROL/PARKING PLAN: See map

Pedestrian traffic is in theory clockwise up & down Main St. Montgomery, top & bottom of Main, School St thru Centerville Rd. will give traffic access to parking & back out of town.

CITY CHIEF OF POLICE INITIAL HERE _____

9. ***CONSUMPTION OR POSSESSION OF ALCOHOL
WILL ALCOHOL BE CONSUMED OR POSSESSED AT THE EVENT? ✓ YES ☐ NO

IF SO, IF MORE THAN A KEG OR THREE (3) CASES ARE POSSESSED BUT NOT OFFERED FOR SALE, A PERMIT MUST BE SECURED FROM THE CITY.

WILL THE ALCOHOL BE OFFERED FOR SALE? ✓ YES ☐ NO ICHF/Trishy's Kitchen

IF YES, PROPER PERMITS MUST BE SECURED FROM THE STATE OF IDAHO AND THE CITY OF IDAHO CITY AND A DESIGNATED AREA FOR SALE AND CONSUMPTION IS REQUIRED. SHOW THE LOCATION OF THIS DESIGNATED AREA ON YOUR SITE PLAN.

CITY CHIEF OF POLICE INITIAL HERE _____

10. PROOF OF INSURANCE
ATTACH A COPY OF THE FORM SHOWING THE CITY OF IDAHO CITY AS CO-INSURED IN THE AMOUNT OF $1,000,000.

11. VENDOR PERMITS
THE EVENT SPONSOR IS AWARE THAT ANY VENDOR WITHIN THEIR EVENT MUST HAVE A VENDOR'S PERMIT FROM THE CITY PRIOR TO CONDUCTING BUSINESS AND TAKES FULL RESPONSIBILITY HEREIN TO SEE THAT COMPLIANCE IS MET.
INITIAL HERE RWJ

12. FOOD CONCESSIONS
WILL YOU OR ANY OF YOUR VENDORS BE SERVING, SELLING, OR GIVING AWAY FOOD?
✓ YES ☐ NO Non-Profit vendors get their own city permits.

IF SO, THE PROPER PERMITS FROM THE CENTRAL DISTRICT HEALTH DEPARTMENT MUST BE SECURED. Non-Profit vendors get their CDH permits, Chamber cover contestants in their application.

PARKS AND RECREATION FEE SCHEDULE
WHEREAS, THE CITY COUNCIL WISHES TO SET USE FEES FOR CITY RECREATION FACILITIES AS FOLLOWS: N/A

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. Must be Chamber
3. VENDORS LICENSE YEARLY FEE (NON-REFUNDABLE) $52.50. ? Annual
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.

COMMUNITY HALL RENTAL FEES N/A

WHEREAS, THE CITY COUNCIL WISHES TO SET USE FEES FOR THE COMMUNITY HALL AS FOLLOWS:

1. NON-PROFIT GROUPS $42.00 PER DAY PLUS ($2.52) 6% USE TAX
2. PRIVATE GROUPS AND GOVERNMENT AGENCIES $84.00 FOR 5 OR FEWER HOURS PLUS ($5.04) 6% USE TAX
3. PRIVATE GROUPS AND GOVERNMENT AGENCIES $157.50 FOR MORE THAN 5 HOURS PLUS ($9.45) 6% USE TAX

A $50.00 DEPOSIT REQUIRED; REFUNDABLE IF RENTAL AGREEMENT REQUIREMENTS ARE COMPLETED.

THE COUNCIL CAN WAIVE A PORTION OF THE FEE OR SET A MONTHLY USE FEE FOR GROUPS DESIRING TO USE THE HALL ON A SET SCHEDULE FOR A CLASS OR MULTI-DAY EVENT.

OFFICE USE ONLY:
ALL ATTACHMENTS AND/OR PERMITS AND FEES RECEIVED:
SITE PLAN _____
PROOF OF INSURANCE _____
ALCOHOL/CATERING PERMITS _____
VENDOR'S PERMITS _____

DATE EVENT CHECKLIST RECEIVED AND FOUND TO BE COMPLETE: _____

APPROVED: _____ DENIED: _____

AFTER EVENT COMMENTS:
WAS THE SITE CLEANED UP PROPERLY IN A TIMELY FASHION? YES NO
COMMENTS_____

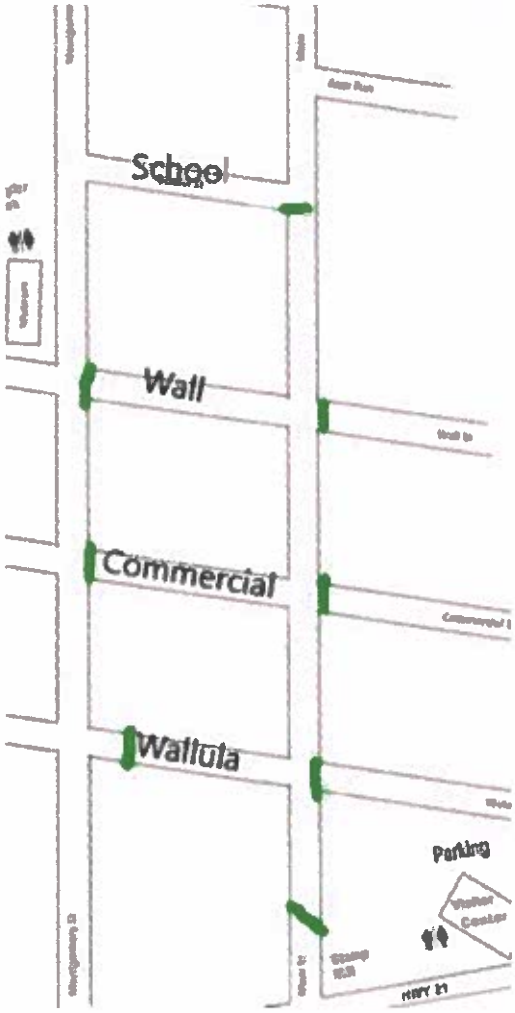
DID THE EVENT SPONSOR MEET ALL OF THEIR OBLIGATIONS AND RESPONSIBILITIES? YES NO
COMMENTS_____

SHOULD THIS PARTY BE ALLOWED TO USE CITY PROPERTY AGAIN? YES NO
COMMENTS_____

SIGNED: _____ 2-4-22

Event checklist supplements Chamber of Commerce Chili Cook Off 2022

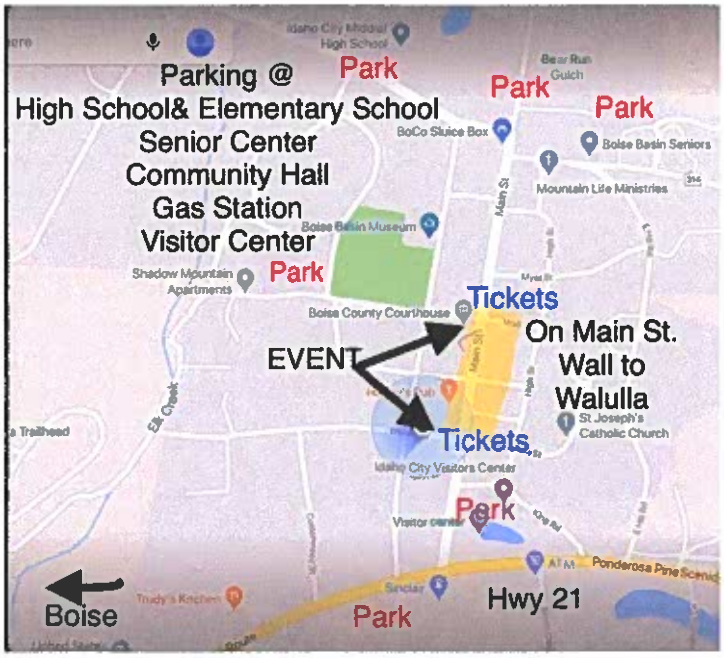
Rhonda Jameson [redacted]



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 .

Insurance – Chamber of Commerce

REVISION NUMBER: AF0670

ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD
CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS
HE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS,
EDUCED BY PAID CLAIMS.

POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
1/02/22	1/02/23	EACH OCCURRENCE	$ 1,000,000
		DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
		MED EXP (Any one person)	$ 5,000
		PERSONAL & ADV INJURY	$ 1,000,000
		GENERAL AGGREGATE	$ 2,000,000
		PRODUCTS - COMP/OP AGG	$ INCLUDED
			$
		COMBINED SINGLE LIMIT	

.IFICATE OF LIABILITY INSURANCE 12/07/2021

ID CITY CHAMBER OF COMMERCE INC
PO BOX 1447
IDAHO CITY ID 83631

CERTIFICATE HOLDER

CITY OF IDAHO CITY
MAIN ST
PO BOX 130
IDAHO CITY ID 83631

CANCELLATION

WESTERN COMMUNITY INSURANCE COMPANY

GENERAL BILLING
INVOICE

COMMERCIAL PKG POLICY 84812402

BILLING DATE 12/07/21
AMOUNT DUE 8677.00
DATE DUE 1/01/22

IDAHO CITY CHAMBER OF COMMERCE INC
PO BOX 1447
IDAHO CITY ID 83631-0002

FULL PAYMENT MUST BE RECEIVED ON OR BEFORE THE DATE DUE OR COVERAGE WILL TERMINATE AT 12:01 A.M. ON 1/01/22.

RETURN THIS PORTION WITH PAYMENT

TO PAY ONLINE, GO TO WWW.WCIMS.COM, CLICK ON 'MAKE PAYMENTS'

COMMERCIAL PKG POLICY 84812402 12/07/21
IDAHO CITY CHAMBER O

PREVIOUS BALANCE - STATEMENT DATED 12/07/20 $633.00
PAYMENTS/CREDITS/A/R CHARGES - THANK YOU $633.00CR
12/17/20 INSURED E PAYMENT

PREMIUM FOR PERIOD 1/02/22 TO 1/02/23
PROPERTY SECTION 100 AMT
BUILDING 28,200 537.00
LOC 1 ZONE 1 PKT 21 IDAHO CITY ID
LIABILITY SECTION 61.00
LIMITS: EACH OCCURRENCE 1,000,000 PER 5,000
MINIMUM PREMIUM - SECTION 2 70.00

TOTAL AMOUNT DUE $677.00

IF PAYMENT IN FULL IS NOT RECEIVED IN OUR OFFICE ON OR BEFORE THE DATE DUE OF 1/01/22, YOUR COVERAGE WILL TERMINATE EFFECTIVE 12:01 A.M. STD TIME ON 1/02/22

NOTE: A $20.00 RETURNED CHECK FEE WILL BE ASSESSED FOR ANY CHECK OR ELECTRONIC FUNDS TRANSFER ITEM THAT IS RETURNED UNPAID TO THE COMPANY.

PLEASE CONTACT YOUR AGENT IF CHANGES NEED TO BE MADE ON YOUR POLICY.
AGENT NPN 2294371 PHIL 208-510-8100

THANK YOU.
INSURED COPY

EVENT HELD ON MAIN ST. (Grey)

and Side roads (blue) as needed