

CITY OF IDAHO CITY



REGULAR CITY COUNCIL MEETING

Wednesday March 24, 2021

6:00 P.M

City Hall, 511 Main Street, Idaho City, ID 83631

Join Zoom Meeting

<https://us02web.zoom.us/j/88311172632?pwd=dE1nTWtWMHdyb3AwUTlxMmJ4SzErUT09>

Meeting ID: 883 1117 2632

Passcode: 521773

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: MARCH 10, 2021 **ACTION ITEM**
- B. IDAHO CITY EVENT CHECKLIST: **ACTION ITEM**
 - 1. TRINITY DOUGHERTY-HIGH SCHOOL SENIOR PROJECT- DRIVE IN MOVIE
 - 2. 2021 IDAHO CITY ENDURO EVENT CHECKLIST- PETER REYNOLDS
 - 3. COLE CAPSON - SENIOR PROJECT - UPDATE
 - 4. 4H SHOW – UNIVERSITY OF IDAHO EXTENSION – JUNE 11, 2021 (ASKING FOR WAIVE OF FEES)
- C. BILLS/PAYABLES: MARCH 11, 2021 THROUGH MARCH 24, 2021 **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

- 1. IDAHO CITY JANUARY 2021 WINN GRANT INVOICE #5448 FEBRUARY 2021-PAY REQUEST PACKAGE #4 **ACTION ITEM**
- 2. UPDATES

IV. OLD BUSINESS

- 1. ROGER JACKSON – AUSTIN SUBDIVISION ALLEY WAY

V. NEW BUSINESS

- 1. IDAHO CITY ARTS COUNCIL, INC LEASE AGREEMENT **ACTION ITEM**

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
- B. HISTORIC PRESERVATION COMMISSION
- C. PLANNING & ZONING COMMISSION
- D. IDAHO CITY CHAMBER OF COMMERCE

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
- B. LAW ENFORCEMENT
- C. CLERK/TREASURER'S OFFICE
 - 1. MICROTECH IT PROPOSAL REVIEW WITH CITY OF IDAHO CITY
 - 2. 21/22 BUDGET HEARING DATE

X. COUNCIL UPDATES

XI. MAYOR UPDATES

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. In order 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:
Phillip J Canody
Council members:
Tom Secor Jr
Ken Everhart
HD Hillyard
David Martin

Chief of Police:
Mark Otter
Public Works:
Tami Franklin
Gene Betts
Dominick Nalley

City Clerk-Treasurer:
Nancy Ling
Deputy Clerk:
Sue Robinson
Janitorial
Dale Rutter

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 March 10, 2021

6:00 P.M

City Hall, 511 Main Street, Idaho City, ID 83631

MINUTES

Join Zoom Meeting

<https://us02web.zoom.us/j/88170506387?pwd=NzNzNzcyZkhDMGRHNm5QRnZMK3V6UT09>

Meeting ID: 881 7050 6387

Passcode: 548664

CALL MEETING TO ORDER: Mayor Canody called the meeting to order at 6:00pm.

ROLL CALL: Secor, Hillyard and Martin present. Everhart 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: FEBRUARY 24, 2021 **ACTION ITEM**

Hillyard made a motion to approve the minutes dated February 24, 2021, seconded by Martin. 3 ayes

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

1. 4H SHOW – UNIVERSITY OF IDAHO EXTENSION – MICHELLE DIEHL

The only change to the checklist will be the date change for Saturday June 12, 2021 will no longer be needed and was present by John Roberts with recommendation to the council to approve. Chief Otter has no objections. Secor made the motion to approve June 11, 2021, seconded by Hillyard. 3 ayes. Secor would like to approve on contingency of insurance at 1,000,000, seconded by Hillyard, 3 ayes.

2. IDAHO CITY OFF ROAD STAMPEDE – THE GO AGENCY – CAE ODELL

John Roberts reported for the Go Agency application, concerns regarding the rodeo grounds for motorized vehicles. He has suggested the council not approve that portion and concerns regarding the parking and the area of the RV dump area. It is suggested the council to approve the dates but a new checklist event be brought back to the council. Cae Odell talked to the council about the atv and utv games and other goals and they have for the event. He wants to work with the rodeo groups and see what can be done for them to be able to use it. Secor would like to see what we are dealing with after the snow has melt. He also would like to see the rodeo arena left alone. The parking lot could be used for what they are wanting to use it for. Chief Otter has issues with the traffic and the RV dump congestion that would happen during a weekend. Linville suggested it could be approved and leave the rest up to parks and rec to handle if they make the changes to use the parking area. It is felt that the dates can be approved by council but not the checklist at this time.

John Roberts presented the council with a mock sign for the trail around and through the rodeo grounds to help maintain the safety of all concerned. It is an area that needs to be patrolled or have a better sign for safety reasons. John and the mayor had a meeting with BLM to extend the lease of the rodeo grounds and ball fields/skate park. It takes up to a couple of years for the whole process and the time to start is now. They will continue with their efforts.

C. BILLS/PAYABLES: FEBRUARY 25, 2021 THROUGH MARCH 10, 2021 **ACTION ITEM**

Secor made a motion to pay the bills dated February 25, 2021 March 10, 2021 in the amount of \$15754.00, 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**

III. ENGINEER'S REPORT

1. **ACTION ITEM** TASK ORDER 294-03 MISCELLANEOUS WASTEWATER FACILITY EVALUATION STRATEGIC PLANNING

Secor made a motion to approve TASK ORDER 294-03 MISCELLANEOUS WASTEWATER FACILITY EVALUATION STRATEGIC PLANNING, seconded by Hillyard. 3 ayes

2. **ACTION ITEM** TASK ORDER 294-04 WASTEWATER REUSE ANNUAL REPORT

Secor made a motion to approve TASK ORDER 294-04 WASTEWATER REUSE ANNUAL REPORT, seconded by Hillyard. 3 ayes.

IV. OLD BUSINESS

V. NEW BUSINESS

1. **ACTION ITEM** IDAHO CITY HIGH SCHOOL SENIOR PROJECT – COLE CAPSON

Cole Capson presented to the council his senior project he has been working on with Boise County and East Boise county ambulance to present a DUI awareness presentation along Placer street or Centerville road. All depends on the snow, traffic, and availability. Chief Otter said he would provide officers to help out also. A lane would be left open for through traffic. He has been asked by the council to present the city with a written plan for everyone to know what is going on and when. He is planning on a Wednesday in June around 2 or 3. Council likes the idea of presenting this in a manner where he gets the most attention just for the fact of DUI awareness in the community. Cole will submit in an email to chief Otter his plans. Council thanked him and it was suggested by Linville to give some kind of written proposal. The understanding is he will have something by March 24th, 2021 but does not need to be present.

2. WHITE CLOUD COMMUNICATIONS INC – BROADBAND – ERIK SPRINGER

Erik Springer presented to the council the opportunity for the city to have broadband with the new go around of COVID grants and broadband initiative. His company has done other municipalities and thought Idaho City would be a good fit. While council agreed, it is not in the best interest for the city to enter into any kind of contract at this time until the logistics for the grant is known. Erik and his company will correspond with the city attorney to see what may be acceptable to present the city with. If this was to go through, Idaho City would sponsor the project and the use of Idaho City properties would be used with the understanding the broadband would be supplied to the government offices at no cost. Linville suggested to the council to not enter into a MOU as they cannot commit until we know what the parameters are with the grant. The hope is to get Idaho City up there and first in line to be shovel ready.

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. ORDINANCE NO. 362-363 CITY OF IDAHO CITY FRANCHISE AGREEMENT WITH IDAHO POWER

Council member Secor read Ordinance by title only and will be published in the Idaho word March 17, 2021. The next step of this ordinance will be to adopt April 14th, 2021 and have a final publication April 21st, 2021 at which time will become in effect.

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

Mayor Canody gave an update for Public works Director Tami Franklin regarding updates on the sander and sweeper, getting ready for the change in weather. There is not hot mix ready yet for potholes.

B. LAW ENFORCEMENT

Chief Otter was present and introduce Gunner, new police dog, he is getting ready for training. He was able to obtain a speed reader for a great amount, thanks to councilmember Martin. He got it for \$500, he and council discussed getting a trailer for it eventually. April 20 the high school and various business are going to partner up and have 20 kids with posters to show support for highway safety, please slow down, kids DO live here.

C. CLERK/TREASURER'S OFFICE

Clerk Ptak presented the council with the past due water bills and what is getting done with the past due accounts. Everyone seems to be staying on top of what needs to be done to stay compliant. 7 day letter have been sent out to those who have not. She provided the council with beginning of month budget report. The office is still adjusting to having only two employees and having the office open to the public again. Meetings in person and zoom. New policies are getting exercised to split up duties and make sure everything is getting covered.

The city website has fallen a little behind but hoping to get all caught up. A hiccup with the bank recs happened and may need to postpone the audit. User error (clerk Ptak) on the software has made some difficulties but getting worked out with Black Mountain and Auditors. With council having iPad, more information will be automatically emailed to them as needed regarding city business. The biggest area they are working on is really trying to get council into maintaining a structured and continuous knowledge of what is going on in the city offices and focused on accountability for the clerk and treasures office. Trying to keep the actual paper coping down to a minimum. Gave an update on future agenda, Boise Ridge Riders, Arts Council agreement and audit preparation. Council had questions regarding some older bills for the goldmine and trailer park, it was explained that these two older accounts were from the Kites and there is nothing to lien in order to collect, they are old, they may have to finally be wrote off. All effort has been made to collect.

IX. COUNCIL UPDATES

Martin is still in contact with Fish and Game regarding stocking the pond at visitor's center. Waiting for the weather to change. Hillyard has no updates at this time. Secor has none at this time.

X. MAYOR UPDATES

Mayor Canody has had many compliments on the streets and what a good job public works has done in maintaining the streets this winter.

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. In order 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.

Mayor Canody and Clerk Ptak asked the zoom portion participants is they noticed improvement from the last meeting. Everyone seemed to notice the improvement and was able to hear everything better. Clerk Ptak will make more adjustments next meeting. All was well from the audience.

ADJOURNMENT 7:18pm

ATTEST:

Date approved:

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

Chief of Police:
Mark Otter
Public Works:
Tami Franklin
Gene Bettys
Dominick Nalley

City Clerk-Treasurer:
Nancy Ling
Deputy Clerk:
Sue Robinson
Janitorial
Dale Rutter

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



Nancy L Ptak <idahocityclerk@gmail.com>

Drive-In Movie

3 messages

Trinity Dougherty [REDACTED]
To: idahocityclerk@gmail.com

Tue, Mar 9, 2021 at 2:09 PM

Hi it's Trinity,

I stopped by earlier today and told you that for my senior project, I plan to put on a drive in movie at the community center. Right now I plan to put on the drive in movie 3 days of the 4 days, (April 8th, 9th, 10th, or 11th). If possible, I want to choose them closer to the date so I'll know what days will be warm. However, if I need to choose sooner for renting out the community center that's perfectly fine! I'd play 2 movies a day and start them at sunset. I would charge \$5 per car. I'm going to hang a cloth or something off of the community center building and have cars line up behind it. Inside of the community center I only want to use the bathrooms and food area. I'm going to be using quite a few speakers and it's going to need to be loud so people can hear it from their cars. That's probably the biggest issue because it could go till 12 or later.

-Trinity D

Trinity Dougherty [REDACTED]
To: idahocityclerk@gmail.com

Tue, Mar 9, 2021 at 2:19 PM

There was one more thing I forgot to mention! I was also wondering I could possibly close the road off where the community center is so people could park farther and I could fit more people. Although, the EMT and ambulance are there so I'd understand if that didn't work out.

-Trinity D

> On Mar 9, 2021, at 2:09 PM, Trinity Dougherty [REDACTED] wrote:

>

> Hi it's Trinity,

[Quoted text hidden]

Nancy L Ptak <idahocityclerk@gmail.com>
To: Trinity Dougherty [REDACTED]

Mon, Mar 22, 2021 at 9:45 AM

Just a reminder that I will have you on the agenda for the council meeting this wednesday here at city hall at 6pm. Please get me any information you might want them to look at, the event checklist I gave you would be helpful.

Nancy L Ptak (Ling) - City Clerk/Treasurer
City of Idaho City
511 Main Street
PO Box 130
Idaho City, ID 83631
(208) 392-4584

Knowledge is knowing a tomato is a fruit. Wisdom is not putting it in a fruit salad. ~unknown~



CONFIDENTIALITY NOTICE: This email is intended only for the personal and confidential use of the individual(s) named as recipients and is covered by the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521. It may contain information that is privileged, confidential and/or protected from disclosure under applicable law including, but not limited to, the attorney client privilege and/or work product doctrine. If you are not the intended recipient of this transmission, please notify the sender immediately by telephone. Do not deliver, distribute or copy this transmission, disclose its contents or take any action in reliance of the information it contains. Notice: All communication transmitted within the City of Idaho City Email system may be a public record and may be



IDAHO CITY EVENT CHECKLIST

EVENT SPONSOR: _____
DATE(S): April 8th, 9th & 10th
EVENT NAME: Trinity's Drive-In Movie Theater
PERSON IN CHARGE: Trinity Dougherty
ADDRESS: 36 Paloma Drive
PHONE: Daytime 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 TD

2. EVENT DESCRIPTION

BRIEFLY DESCRIBE WHAT YOUR EVENT ENCOMPASSES:

A pop up drive-in movie taking place over 3 days. People will park in set places and watch the movie off of a screen. Snacks and drinks will be provided in the community center entrance as well as bathrooms. Speakers will be set up around the parking lot and trash cans. To get in people will pay 5 dollars at either entrance by the road.

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: 12pm - 8 pm

Playing movies: 8 pm - 2 am

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.

I will be using a bunch of speakers placed around the parking lot in order for people to hear the movie playing. I will have people helping me set them up and make sure no one ruins them.

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

Trash cans will be placed around parking spots and inside the community center. For clean up we will walk around and make sure the leftover trash is thrown away. The next day of the last event I will double check that it is clean.

*****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:**

If anything were to happen we would call 911 and the emt is right there so they could be helped quickly. I don't think we would need someone there because it shouldn't be that dangerous of an event.

CITY CHIEF OF POLICE INITIAL HERE _____

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

People will park in designated spots we direct them to. Once it fills up no one else will be allowed in unless they bring chairs to sit in and are out of people's way. They would need to park at the school to walk down. If possible it would be nice to close off the road between the community center and emt so more people could park.

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

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 ____TD____

12. 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.

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.

VENDORS 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.

COMMUNITY HALL RENTAL FEES

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: _____



IDAHO CITY EVENT CHECKLIST

EVENT SPONSOR: Boise Ridge Riders
DATE(S): June 4-6, 2021
EVENT NAME: Idaho City 100 Enduro
PERSON IN CHARGE: Peter Reynolds (President-BRR)
ADDRESS: PO Box 9185, Boise Idaho 83707
PHONE: Daytime [REDACTED] Evenings [REDACTED]

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 PCR

2. EVENT DESCRIPTION

BRIEFLY DESCRIBE WHAT YOUR EVENT ENCOMPASSES:

This is 37th running of the Idaho City 100 Enduro-an off road motorcycle event. 300 riders will ride marked course of trail/road around Idaho City area. The start/finish/camping is in lot beside Tom's Service. Enduro headquarters is the Community Center.

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?

Friday registration/tech inspection/impound will run from 3-8pm on Friday at community center/Tom's Service. Enduro starts at 9am Sat/Sun. Last rider will be to finish by 5pm. Mini bike event 2pm Saturday.

5. GENERATORS OR AMPLIFIED SOUND SYSTEMS

ARE YOU PROPOSING TO USE ELECTRICAL GENERATORS OR AMPLIFIED SOUND SYSTEMS?
XX 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.

If we have a riders meeting on Sat/Sun at 8:30 (see Covid-19 plan), a PA system will be used. Riders meeting is held at Tom's Service by propane tank and last for 10 minutes. No other amplifiers is used.

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

The club contracts with the local trash collection company. There will be dumpsters at Tom's Service and Community Center. Club will clean up Community Center and Tom's Service lot during and after event. Dumpsters will be removed by local trash company the week following event.

*****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:**

As part of the Boise County Mass Gathering permit the club hires two Boise County deputies for security and traffic control. Emergency services are supplied by the EBCA. See attached security plan.

CITY CHIEF OF POLICE INITIAL HERE _____

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

Starting at 8am the deputies assist with traffic around Tom's Service. Riders will cross Highway 21 at the start and 1 deputy will assist BRR with traffic control on Highway 21. Riders will be stopped to wait for traffic. Officer will assist with highway crossing in the afternoon as riders return. The second officer will be deployed where club feels is necessary to ensure safety of riders and public.

CITY CHIEF OF POLICE INITIAL HERE _____

9. *CONSUMPTION OR POSSESSION OF ALCOHOL**

WILL ALCOHOL BE CONSUMED OR POSSESSED AT THE EVENT? YES **XX 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 **XX NO**

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. Insurance certificate will be submitted when received by the club about first of May 2021.

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 PCR

12. FOOD CONCESSIONS

WILL YOU OR ANY OF YOUR VENDORS BE SERVING, SELLING, OR GIVING AWAY FOOD?
YES XX NO

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

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.

COMMUNITY HALL RENTAL FEES

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: _____

Boise Ridge Riders COVID-19 contingency plan for the 2021 Idaho City 100 Enduro

The Boise Ridge Riders (BRR) will take the necessary steps and precautions to address the current state of the COVID-19 pandemic at the time our event is held. There are many unknowns at this time; however, this can be a general outline and operation plan for the event.

BRR will obtain information from Idaho Central District Health (CDH)/Boise County/City of Idaho City as to measures currently active (face masks, etc.) prior to the Enduro weekend. BRR will follow these measures.

Note: The Idaho City 100 Enduro is sanctioned by the American Motorcyclist Association (AMA). The AMA Safe-to-Race Task Force has created an Event Resumption Plan and Best Practices Toolkit. It was the mission of the Task Force to develop best practices for the off-road industry that focused on the health and safety of riders, fans and staff in light of COVID-19.

The AMA information is available on their website at: COVID-19 Resources - American Motorcyclist Association. BRR has and will utilize these tools in developing and implementing our COVID-19 strategy.

BRR will follow the current CDH/Boise County/City of Idaho City requirements for the Wearing of Personal Face Coverings during our event. If face coverings are not required, BRR will still recommend face coverings during times and areas of our event where social distancing may not be as easy to maintain.

BRR will have additional hand washing and/or hand sanitation available in areas where gather may occur. These areas include, but are not limited to, registration, tech inspection, start/finish, and check point/gas stops.

The following are BRR COVID-19 plans for the stages of our event. These are all subject to change based on current health guidelines at the time of our event.

- A. Signup (or entry) – Signup for the Idaho City 100 has been and will continue to be done prior to the event weekend on-line through our website. There is no post entry option as the event typically sells out.
- B. Camping – Most participants camp in trailers next to Tom's Service. BRR has made other areas available in the past as this area can become

congested. BRR will work with the county and city to provide additional camping areas, so participants can distance.

- C. **Registration** – BRR has traditionally held event registration in the Idaho City Community Center. Participants and support crew sign liability release(s), obtain course/event information, purchase AMA membership if needed, obtain number stickers for bikes, and get transponder encoded into scoring system. BRR is developing contingencies to reduce or eliminate the registration process. BRR will be working with the AMA to enable on-line/electronic liability release signature(s). BRR will require AMA memberships be obtained by the participants prior to event weekend. These can be purchased on-line. BRR will require out-of-state participants to obtain the required visitor off-road sticker through the Idaho Parks and Recreation website prior to event weekend. Preliminary plans are to mail riding numbers and other event information to the participants prior to event weekend.

These steps may eliminate the need for registration. If some or all of these plans are not achievable, BRR also plans to move registration out doors to the parking lot of the community center. This will allow for social distancing.

- D. **Technical Inspection and Sound Testing of motorcycles** cannot be eliminated or completed prior to event weekend. BRR will work to reduce congestion during this process to allow social distance required. Some options being considered are:
- a. Extending time period for testing.
 - b. Appointment times for testing (to reduce bottlenecks).
 - c. Moving testing to a less congested area to allow spacing.
- E. **Riders Meeting** (Saturday and Sunday mornings prior to first row start). BRR will comply with current CDH guidelines regarding masks at this meeting. BRR is also investigating options to not hold the meeting and how to otherwise provide the information needed to the participants prior to the start.
- F. **Event Start** – Riders retrieve their impounded motorcycles at a rate of 3 riders per minute. BRR will ensure proper distancing between riders entering the impound area. BRR will expand the start area so proper

distancing can be maintained between riders (3 per minute) on the starting line. As all riders wear full face helmets, they are in effect wearing a mask.

- G. Trail – Riders are spaced on the trail.
- H. Check Points and Gas Stops – BRR will increase the area of check points and gas stops. Refueling mats will be distanced sufficiently to allow for rider separation during refueling. BRR makes water available at all checkpoints and gas stops. BRR will provide a water solution that maintains distancing and eliminates physical contact between riders and club members (i.e. disposable cups, bottled water, no touch water dispenser). BRR will have hand sanitizer available at all checkpoints/gras stops.
- I. Spectators – It is unknow at this time what level COVID-19 restrictions will be in place at the time of the event in 2021. BRR will have 3 options under our plan: 1) Close course to all spectators and support crew. 2) Limited spectators and support crew allow with restrictions. 3) No restriction of spectators and support crew. BRR will determine which option based on current CDH/Boise County/City of Idaho City recommendations/orders at the time of the event.
- J. Treatment of someone who may feel ill during event – The medical support for the enduro is provided by the East Boise County Ambulance (EBCA) and staff. BRR will request EBCA to designate an area at each of their location to properly isolate anyone at the event who may feel ill and to take the appropriate protocol to treat the patient.
- K. Award presentation – BRR supplies a trophy/finisher award to every rider who completes the course. BRR will adjust the award issue site likely to an outdoor format using multiple tables to allow for spacing as riders pick up their award.

Medical Plan

All medical support will be provided by and coordinated by East Boise County Ambulance (EBCA).

Ambulances: As provided by EBCA. They usually have one available in town and a second at the Grass Track.

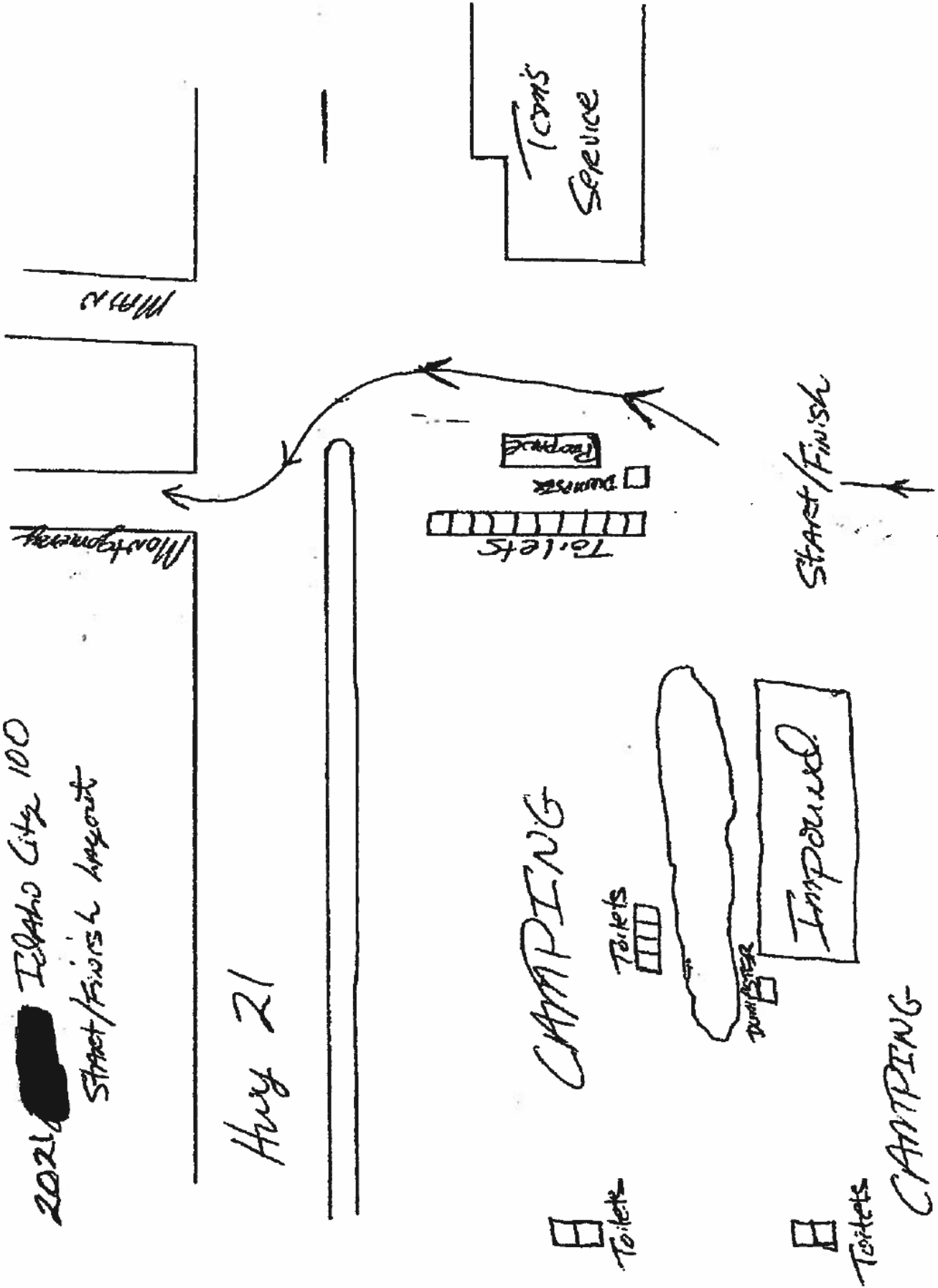
Medical Personal: As provided by EBCA. EBCA will be advised of all checkpoint locations prior to the event. There will be a medical team (usually two EMTs) in a vehicle or UTV at each checkpoint during the time the checkpoint is open. Additionally the Boise Ridge Riders have several club members trained in emergency medical procedures. They will be on course with medical backpacks to administer first aid until EBCA personal arrive.

Medical Communications: Club members have an extensive radio network of walkie-talkies to communicate between tests and checkpoints and race headquarters. The Boise County HAM radio club also provides communications for the club at each checkpoint. They have the ability to contact EBCA. Once a medical need is identified EBCA will handle all communications with other medical entities including, but not limited to Life Flight.

2021 Idaho City 100

Start/Finish layout

Aug 21



2021 Idaho City 100 Enduro Security Plan

Site Security at Tom's Service and Community Center:

The security of the camping/impound is self-policing. We have never had any serious issues and the riders general keep an eye on the equipment and bikes there. Once impounded the bikes are again in an area surrounded by campers. We do light the area of impound at night to again discourage anyone from tampering with the motorcycles. If we had a serious issue we would call 911 or contact local authorities for assistance.

Traffic and Crowd Control:

Saturday and Sunday morning from about 8am to 11am the area in front of and beside Tom's Service is congested. The club hires two Boise County deputies to assist in traffic and crowd control. Both officers are typically in the area of Tom's Service each morning between 8-10am to assist with traffic movement. As riders begin to leave at 9am (3 riders each minute) the traffic congestion will decrease as support crews leave town. Highway 21 crossing to and from Montgomery Street will be controlled by Boise County Deputy.

Friday afternoon (06/04/21) there will be considerable traffic on Montgomery as rider go to the community center for registration. They are not required to bring their motorcycle to registration. Registration for Sunday is Saturday evening from 6-8pm, but numbers are much smaller.

NOTE: Activities at the Community Center may be reduced for 2021 due to Covid-19. Please see BRR Covid-19 plan for additional information.

Boise Ridge Riders
PO Box 9185
Boise, ID 83707



Re: 2021 Idaho City 100 Enduro

January 11, 2021

To: Idaho City, City Council

Dear Council Members:

The 2021 Idaho City 100 Enduro will be held June 4-6 for the 37th year. The main body of trail for this year's enduro is in the Thorn Creek area south of Idaho City. The course uses Idaho Department of Lands and Boise National Forest trails. This course is the same as was planned for 2020. The trail use permits for this course have both been approved by the land managers.


Last year our Enduro was cancelled due to Covid-19. Although no one knows what the status of the pandemic will be come June of this year, it does appear the vaccine will be widely available and administered by that time. Additionally, the city, county, and our club have a better understanding of the precautions needed to safely hold an event of our size. We have and will continue to put considerable effort into ensuring our event is safe, not only for the participants and our club, but for the City of Idaho City as well. We have developed a Covid-19 contingency plan, which has been reviewed by both the Idaho Department of Lands and the Idaho City Ranger District of the Boise National Forest. The Covid-19 plan is general in nature and will be implemented based on the level of regulations and advisories in place by Idaho City/Boise County/Central District Health at the time of the event occurrence. The Boise Ridge Riders are committed to do what ever it takes to hold our event in 2021.

In addition to our traditional enduro, we will again be holding a mini-bike event as we did starting in 2018. We have been approved by Idaho Department of Lands to use the area on Elk Creek Road where we held the event for the minis in 2018 and 2019. The exact details are still in development at the time of this letter.

We understand that 2020 was a difficult year for events in Idaho City, but we know that several occurred. We look forward to working with the city so that we may hold a safe event in 2021. Our club wants this, our riders want to return, and we are confident that the city will want the return of our event as well. Please contact me immediately if you need any additional information for your review of our request.

Thank you.

Peter Reynolds
President
Boise Ridge Riders





Nancy L Ptak <idahocityclerk@gmail.com>

Senior project by Cole Capson

Cole Capson

To: "idahocityclerk@gmail.com" <idahocityclerk@gmail.com>

Tue, Mar 2, 2021 at 10:17 AM

My senior project is to do a DUI awareness skit we are hoping to use placer Street if the snow doesn't melt fast enough for March 31 for this event. The sheriffs department is fine with doing this. I am hoping to talk about this on the meeting at City Hall at 6 PM March 10. I am doing this project with Jim Bryant and many other people who are willing to make this a project to remember.



IDAHO CITY EVENT CHECKLIST

EVENT SPONSOR: Cole Capson - Emergency Responders
DATE(S): March 31, 2021 - Wednesday
EVENT NAME: DUI Awareness for Students
PERSON IN CHARGE: Cole Capson
ADDRESS: 91 Falcon Dr., Boise, ID 83716
PHONE: Daytime [REDACTED] Evenings [REDACTED]

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 CDC

2. EVENT DESCRIPTION

BRIEFLY DESCRIBE WHAT YOUR EVENT ENCOMPASSES:

Safe Driving Awareness event for a senior project for teens.
Real-life experience without real-life risks. Many professionals are
involved: local officers, fire fighters, EMS + school personnel.

3. SITE PLAN

ATTACH A SITE PLAN SHOWING THE EXACT LOCATION OF ALL THE DIFFERENT FUNCTIONS OF 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?

Approx. time for setup + take down (vehicles, etc.)
Noon - 4³⁰ pm / Event: 2³⁰ - 3²⁰ p / on Centerville Rd
Closing one lane of traffic

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.

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

Departments
Volunteer Fire Dept + EMS have offered to clean up any glass and/or debris.

***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:

This event encompasses all emergency responders.

CITY CHIEF OF POLICE INITIAL HERE _____

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

The fire departments will be assisting in directing traffic, and/or officers.

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

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.

Please see Superintendent Hunicke

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 CDC

12. 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.

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.

COMMUNITY HALL RENTAL FEES

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

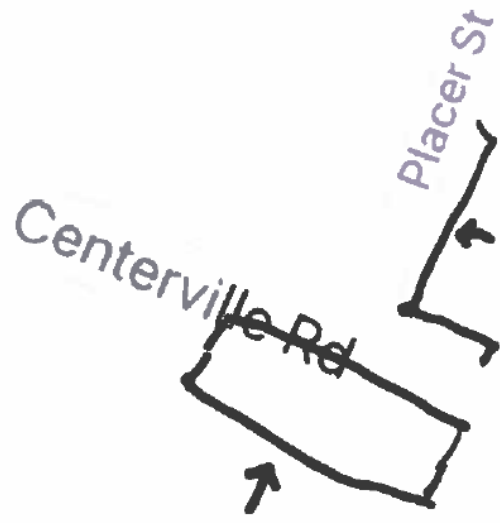
COMMENTS _____

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

COMMENTS _____

SIGNED: _____

e Rd



Centerville Rd

Idaho City Po
tm



10

1000



City of Idaho City



IDAHO CITY EVENT CHECKLIST

ADD TO THE
Agenda to waive
Fees (March 24)

EVENT SPONSOR: University of Idaho Extension, (Rebecca Mills, representative)
DATE(S): June 11-12 night of the 11th
EVENT NAME: 4H Show
PERSON IN CHARGE: Michelle Diehl
ADDRESS: 442 Robie Creek Rd Boise ID 83716
PHONE: Daytime [REDACTED] Evening [REDACTED]

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 MD

2. EVENT DESCRIPTION

BRIEFLY DESCRIBE WHAT YOUR EVENT ENCOMPASSES:

Mountaineer 4H Club would like to host a Horse Show for our 4H horse project kids; our cloverbuds (ages 5-7) will also have a time slot to present their animals/ projects. All our events will take place at the Jim Haswell Rodeo Arena.

Due to livestock we will need to use water at facilities. We are a 501c3 non profit and are not charging any fees for spectators.

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?

Friday June 11, 2021 - 10:00am - 4:00pm (cattle will hopefully arrive around this time, ranch kids may be using the arena in the evening.)
Saturday June 12, 2021 - 9:00am - dark

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.

We would like to request access to the sound booth at rodeo grounds for announcements, music, and show results

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 N/A

12. 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.

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.



Nancy L Ptak <idahocityclerk@gmail.com>

June 11th event check list and proof of insurance...

Jeff and Michelle Diehl

To: Nancy L Ptak <idahocityclerk@gmail.com>, idahoforester@gmail.com

Wed, Feb 24, 2021 at 5:51 PM

Good evening all,

Thank you so much for working with our 4H program!

Even though we moved our Ranch portion, we are looking forward to having our Cloverbud Carnival and Horse Show on Friday June 11th; approx. times are 10:00-3:00. I'm guessing around 20-30 families w/ different kinds of small animals will be involved. The horse portion: maybe around 10-15 horse trailers is my hope! We'll see as we get closer to the planning stages.


We would still like to have access to the sound booth as noted in our event checklist.

Thanks again and I look forward to hearing back from y'all soon!

Respectfully,
Michelle Diehl
Mountaineers 4H

Good to Go

2 attachments

 4-H Event check list June 11 RM Initialed.pdf
144K

 UI 4-H ID City - Mountaineers Club FY 21 (002).pdf
79K

City of Idaho City



IDAHO CITY EVENT CHECKLIST

EVENT SPONSOR: University of Idaho Extension, (Rebecca Mills, representative.)
DATE(S): June 11 -12
EVENT NAME: 4H Show
PERSON IN CHARGE: Michelle Diehl
ADDRESS: 442 Robie Creek Rd Boise ID 83716
PHONE: Daytime [REDACTED] Evening [REDACTED]

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 MD

2. EVENT DESCRIPTION

BRIEFLY DESCRIBE WHAT YOUR EVENT ENCOMPASSES:

Mountaineer 4H Club would like to host a Horse Show for our 4H horse project kids; our cloverbuds (ages 5-7) will also have a time slot to present their animals/ projects. All our events will take place at the Jim Haswell Rodeo Arena.

Due to livestock, we will need to use water at facilities. We are a 501(c)(3) non profit and are not charging any fees for spectators.

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?

Friday June 11, 2021 - 10:00am - 4:00pm (cattle will hopefully arrive around this time, ranch kids may be using the arena in the evening.)
Saturday June 12, 2021 - 9:00am - dark

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.

We would like to request access to the sound booth at rodeo grounds for announcements, music, and show results

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

We are a small group, so we'll have our own trashbags, and take all trash out ourselves, hopefully to the dump before they close

*****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:**

N/A

CITY CHIEF OF POLICE INITIAL HERE _____

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

N/A - The Rodeo Grounds will be sufficient enough space for our families and attendees. Due to livestock, there will be some families staying overnight in area above playground and/or across from arena. Cattle will arrive on Friday for our Ranch portion of show/clinic, hoping they are loaded back out on Saturday evening.

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

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 N/A

12. 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.

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.

COMMUNITY HALL RENTAL FEES

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: _____

**STATE OF IDAHO
CERTIFICATE OF FINANCIAL RESPONSIBILITY
FY21**

The State of Idaho and its departments and agencies are self-funded for their public liability exposures. The State of Idaho has created The Retained Risk Account, administered by the Dept. of Administration, Risk Management Program, (Idaho Code §67-5776), as a means for payment of losses not otherwise insured and suffered by the state as to property and risks which at the time of loss were eligible for such payment. The Retained Risk Account is governed by eligibility guidelines for coverage pursuant to Idaho Code §67-5776 (1). Self-retention is not insurance.

NAME OF AGENCY:

State of Idaho/**UNIVERSITY OF IDAHO, COLLEGE OF AGRICULTURAL AND LIFE SCIENCES**
Risk Management Program, Dept. of Administration
P.O. Box 83720
Boise, Idaho 83720-0079

CERTIFICATE HOLDER:

**CITY OF IDAHO CITY
511 MAIN STREET
IDAHO CITY, ID 83631**

DESCRIPTION OF COVERED OPERATION:

As of the date hereof, the State of Idaho's Retained Risk Liability Account established under Idaho Code 67-5776, is funded and in effect subject to the Idaho Tort Claims Act Idaho Code (6-901 et. Seq.) including and without limitation Idaho Code 6-926, on behalf of the Agency named above, within the Retained Risk Account Coverage described below, arising from negligent actions of the State of Idaho/University of Idaho, College of Agricultural and Life Sciences, as respects the Mountaineers 4-H club hosting a horse show at Idaho City Rodeo grounds commencing June 11, 2021 to June 12, 2021. Participants and their animals are not afforded protection under the state's liability program.

RETAINED RISK ACCOUNT COVERAGE

INDEMNIFICATION PROVIDED BY

EFFECTIVE DATES OF CERTIFICATE

LIMITS OF LIABILITY EACH OCCURRENCE

Comprehensive General Liability For:
Bodily Injury including
*Personal Injury,
Error & Omission and
Medical Malpractice, if applicable*
Property Damage

State of Idaho
Retained Risk Account

June 11, 2021 to
June 12, 2021

\$500,000

If applicable:

Comprehensive Auto Liability For:
Bodily Injury and
Property Damage

State of Idaho
Retained Risk Account

February 10, 2021

Date Issued



Authorized Representative

In the event of any material change in this program, the State of Idaho-Risk Management Program will give 30 days' written notice to the party to whom this certificate is issued, but failure to give such notice shall impose no obligation upon the State of Idaho and the Risk Management Program.

Contingent on 1,000,000 Liability

OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR GRANT PROGRAMS		STATE OF IDAHO DEPARTMENT OF ENVIRONMENTAL QUALITY			
2. GRANT IDENTIFYING NUMBER WIIN Grant S658-00		1. TYPE OF REQUEST Final Partial			
4. PERIOD COVERED BY THIS REQUEST FROM: February 1, 2021		3. PARTIAL PAYMENT REQUEST NO. 4			
5. RECIPIENT ORGANIZATION City of Idaho City PO Box 130 Idaho City ID 83631		6. PAYEE (If different than item no. 5) Name: Address:			
STATUS OF FUNDS					
7. CLASSIFICATION	Eligible Cost	Previous Periods	This Period	Total	Comments
a. Engineering	\$53,720.00	\$38,723	\$4,096	\$42,819	MWW Invoice#5448
b. RPR	\$4,132.00	\$0	\$0	\$0	
c. Additional Services	\$43,388.00	\$0	\$0	\$0	
d. Construction	\$198,760.00	\$0	\$0	\$0	
e. Total	\$300,000.00	\$38,723	\$4,096	\$42,819	
f. Amount requested for reimbursement				\$4,096	
g. Percentage of physical completion				14%	
8. CERTIFICATION					
I certify that to the best of my knowledge and belief, the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the state share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the award.	a. Recipient	SIGNATURE OF CERTIFYING OFFICIAL			
		DATE			
		NAME, TITLE & TELEPHONE NO.			
	b. Consultant certifying to line 7h.	SIGNATURE OF CERTIFYING CONSULTANT			
		DATE: 03/16/2021			
		NAME, TITLE & TELEPHONE NO. Ed Stowe, P.E. Project Manager 208-780-3990			
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 40%; text-align: center;">DEQ PROJECT OFFICER</div> <div style="border-top: 1px solid black; width: 40%; text-align: center;">DATE</div> </div>					



Mountain Waterworks, Inc.

PO Box 9906

Boise, ID 83707

Tel: 208-780-3990 Fax: 208-780-3980

Email: office@mountainwtr.com

Website: www.mountainwtr.com

Invoice

Invoice Date: Feb 28, 2021

Invoice Num: 5448

Billing Through: Feb 26, 2021

City of Idaho City
PO Box 130
Idaho City, ID 83631

2020 Drinking Water Improvements Project (234.0030) - Managed by (estowe)

Basic Engineering Services (234.0030:TASK 01)

Professional Services:

Activity	Classification	Hours	Rate	Amount
Study & Report				
	▶ Financial Consultant	1.00	\$85.00	\$85.00
	▶ Administration 2	6.50	\$75.00	\$487.50
	▶ Project Administrator	3.00	\$75.00	\$225.00
			Subtotal:	\$797.50
Preliminary Design				
	▶ Senior Project Manager	8.00	\$160.00	\$1,280.00
			Subtotal:	\$1,280.00
Final Design				
	▶ Project Manager	11.25	\$135.00	\$1,518.75
	▶ Senior Technical Designer	5.00	\$100.00	\$500.00
			Subtotal:	\$2,018.75
Total 234.0030:TASK 01 Amount Due:				\$4,096.25
Total Amount Due This Invoice:				\$4,096.25

This invoice is due on 3/30/2021

ACCOUNT SUMMARY

Contract Amount	Paid To Date	Previous Unpaid Amount
\$97,500.00	\$38,722.50	\$0.00

OUTSTANDING		
0-30 Days	31-60 Days	61+ Days
\$4,096.25	\$0.00	\$0.00



Project Progress Report March 2021

Idaho City

2020 WINN Grant Funded Water improvements Project Small and Disadvantaged Communities Grant Project No. 234.0030

GENERAL:

Mountain Waterworks began work on the drinking water project after receiving a signed contract on October 29, 2020. Work completed to date has focused on the following areas:

- **Preliminary Engineering Report:** The simplified preliminary engineering report for the project was completed and submitted to DEQ for review along with plans, specifications, and bid documents.
- **Construction plans, specifications, and bidding documents:** The plans, specifications, and bid documents were submitted to DEQ for review. Comments were received on March 12th and addressed. The documents were resubmitted on March 15th.
- **Bidding:** The project will be advertised for bids upon receipt of DEQ approval. Advertising will be placed in the Idaho World, Idaho Statesman, and online through QuestCDN.
- **Well Test Pumping:** Mountain Waterworks completed test pumping working with Dig Well Idaho in early March. The anomalous apparent boundary condition at which drawdown stabilized during the initial well test pumping following well completion was not observed during this test. Overall, the results indicated a sustainable long term average aquifer withdrawal rate of 35,000 – 50,000 gallons per day, which is in line with the recommendations made by Ralston Hydrologic Services, Inc. that were included in the 2017 Well Completion Report.
- **Subcontractors:** The proposal from Kurita America to update the contract with the City to add startup services, replacement membranes, and programming services was approved by the City and DEQ.

SCHEDULE:

Next items on schedule include:

- Obtain approval to bid project and advertise for bids
- Bid opening during April 2021
- Construction during Spring - Summer 2021

DISADVANTAGED BUSINESS ENTERPRISE (DBE):

In accordance with the subaward agreement, Section VII. b. Reporting Requirements, an annual disadvantaged business enterprises (DBE) report shall be submitted to IDEQ for review. To date, neither minority owned enterprise (MBE) and/or woman owned enterprise (WBE) has provided services on these water improvements projects.

PROJECT BUDGET:

In accordance with the subaward agreement, Section V. Project Budget, a not to exceed budget of \$300,000 is established for the water improvements projects. Further, the attached Engineering Budget Summary details the total engineering budget, total forecast, billed to date, remaining budget, and percent completed.

PAYMENT AND REIMBURSEMENT SUMMARY:

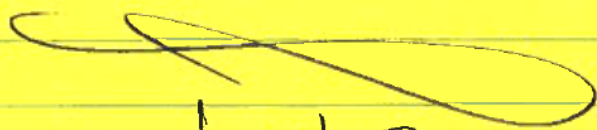
In accordance with the subaward agreement, Section VI. Billing Procedures, source documentation and payment request are attached using the Outlay Reimbursement Form. The second reimbursement request consists of one invoice from Mountain Waterworks, Inc.

City of Idaho City Drinking Water Improvements Project Engineering Budget Summary as of 02/28/2021									
	Description	Total Budget	Total Budget with/Amendments	Total Forecast	MWW Billed to Date	MWW Remaining	Total Remaining	Percent Complete	
Basic Services	Task 01: Study and Report	\$ 5,000	\$ 5,000	\$ 5,000	\$ 3,048	\$ 1,953	\$ 1,953	61%	
	Task 02: Preliminary Design	\$ 15,000	\$ 15,000	\$ 15,000	\$ 18,737	\$ (3,737)	\$ (3,737)	125%	
	Task 03: Final Design	\$ 30,000	\$ 30,000	\$ 30,000	\$ 21,034	\$ 8,966	\$ 8,966	70%	
	Task 04: Bidding and Negotiation	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	0%	
	Task 05: Construction	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	0%	
	Task 06: Post Construction	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	0%	
	Basic Services Subtotal	\$ 65,000	\$ 65,000	\$ 65,000	\$ 42,818	\$ 22,182	\$ 22,182	66%	
RPR	Task 07: RPR Services	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	0%	
Services	O&M Manual	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	0%	
	Record Drawings	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	0%	
Addl. Services	Programming and Integration	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	0%	
	Test Pumping and Analysis	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	0%	
	Additional Services Subtotal	\$ 27,500	\$ 27,500	\$ 27,500	\$ 0	\$ 27,500	\$ 27,500	0%	
	Grand Totals	\$ 97,500	\$ 97,500	\$ 97,500	\$ 42,818	\$ 54,682	\$ 54,682	43.9%	

Roger Alvey Wray

Austin Sub

March 24th


Jackson



City of Idaho City



PO Box 130
Idaho City, ID 83631
Phone (208) 392-4584
EMAIL: idahocityclerk@gmail.com

Agreement

The Idaho City Arts Council, Inc. (ICAC) entered into an *Initial Agreement* with the City of Idaho City in 1993 to utilize the "ICAC Shed" for storage of the theatre and program equipment. ICAC will maintain as needed. ICAC has requested the original agreement be extended for an additional period of two (2) years.

This being in agreement with the City Council, the parties herein agree to extend the initial agreement to the date of September 1, 2022. Thereafter, it shall run as long as both parties are in agreement and either party can terminate the agreement upon 60 days of notice to the other party.

, ICAC President

Date

, ICAC Secretary/Treasurer

, Mayor of Idaho City

Date

, City Clerk

MicroTech Systems, Inc.

The TechCare™ Solution Proposal

Prepared Exclusively For:

The City of Idaho City



By:



March 2021



The City of Idaho City Overview

Idaho City is a city in and the county seat of Boise County, Idaho, United States, located about 36 miles northeast of Boise. The population was 485 at the 2010 census, up from 458 in 2000. Idaho City is part of the Boise City–Nampa, Idaho Metropolitan Statistical Area.

Our Understanding of Your Needs

It is our understanding that you intend to change the City's IT support services provider. The City of Idaho City currently has a contracted IT provider and has need for a higher level of service and support. We understand you need:

- To improve slow network performance
- Monitoring of all City owned computers and network devices
- Efficient and reliable support both onsite and remote
- To ensure data is safely backed up and recoverable
- To have good communication and explain what is being done and why
- Technicians with a depth of experience and knowledge base
- Secure remote access for City personnel



The City of Idaho City Overview – continued

In moving to a new IT managed services partner, you would like to ensure you can trust what your vendor is doing and not have to worry or think about the IT needs for your organization. You would like to:

- Receive technology recommendations proactively
- Have an IT partner that will respond to IT issues in a reasonable time frame
- Staff available to respond to and assist in emergencies
- Have an IT partner with low turnover in staff
- Get recommendations on replacing aging computers

With regards to budget, it was discussed that your current spend for IT services is \$474.00 per month. For your timeline, you would like to have a decision within 60 days.

Our Review of Your Current Infrastructure

Presently you 2 locations and a network that includes:

10 PCs/laptops

1 Server- warranty expired 8/30/2020

Firewalls- Meraki MX64W

Cisco 28 port switch

APC Smart UPS 1500

CenturyLink internet- possibly changing to White Cloud broadband

Simply phone system

Line of Business Applications:

Black Mountain- billing, accounting- cloud based

Neptune

Microsoft 365 Office suite



Why Choose MicroTech Systems

It is absolutely our pleasure to earn the opportunity for your trust. We take great pride in servicing many small businesses IT needs. At Microtech, our stated purpose is **to help people feel secure so that we can all grow together**. Translated, that means we provide you with peace of mind, so you don't have to think about the IT side of your business, you can concentrate on driving your business forward. We also take our purpose to the next level and align with non-profits and charities where we donate our time and financial resources helping people feel secure so that they can grow. We are passionate about living our purpose and have been doing so in our 49-year history.

Our Secret Sauce is how we challenge the status quo of mediocre IT service by focusing on how we serve you. No one achieves greatness because of what they do; they achieve greatness in the way they do it.

- Our Secret Sauce is focusing on being better than us.
- The work we do today should be better than the work we did three months ago. And the work we are doing three months from now should be better than the work we are doing today.
- Our Secret Sauce is our all-out, never-say-die approach to service and solutions which separates Microtech from other IT providers.
- It is simply our job to deliver superior IT service along with an exceptional experience to the clients we serve.

At our core, we are a family-centric business that believes in a strong culture and employee satisfaction. This is lived and shown with our talented team of engineers, consultants, and administrative staff support. We appreciate your time and consideration in choosing a technology partner, and we are excited to grow with you. ■



5-STAR SERVICE DIFFERENTIATORS THAT MIRROR OUR CORE VALUES & PROMISE TO YOU.

Our job is to deliver superior IT services and an exceptional experience for our clients. We do this through our organizational core values and our promise to you. Below is how our core values and our 5-Star Promise deliver for you.

1	INTEGRITY IS CORE TO HOW WE SERVE YOU We seek to be partners with you in your business and not just the "IT guy" by acting as professionals with the intent to do what is best for your business. We put honest and forthright character above all else and will strive to do what is right and fair, regardless of the short-term cost.
WE NEVER GIVE UP We don't always have all of the answers, but we uphold that there is a solution to every problem and we won't quit until we find it. Our never-say-die approach to superior service is built around the idea that there is always a solution and by not giving up on the problem, together we will find it and we will deliver it.	2
3	WE OWN IT We own the work we do for you and the quality of the work that is delivered. Inside the organization, we encourage employees to own everything in their world, acknowledge mistakes and admit failures, take ownership, learn from them and grow through them.
WE WANT TO BUILD TRUST We recognize that trust is earned not given, hence, we value long-term relationships with our clients, employees, and our community. We take the opportunity to build trust in every encounter knowing that superior service can only be delivered through a quality relationship.	4
5	WE DELIVER A 5-STAR PROMISE Ninety-two percent of our Google reviews are 5-star and it's a function of our 5-star promise delivery. We back up our service claims with a 5-Star Promise based on predefined service criteria that we have to meet three times a year in order to live up to our guaranteed promise delivery to you. And, if we don't meet it, we discount the bill. Put us to the test and let us prove what a difference an exceptional IT experience can mean to your business.



Our 5-Star Promise

5-Star service is not an award. It is a declaration that our team will go out of our way to deliver the technology experience promised in our 5-Star Promise. The difference between four-star and 5-star service is the mindset; a way of working and most of all, a healthy disdain for anything mediocre.

We have challenged our team to go the extra mile to meet a set of standards that we believe, if delivered to you, constitute a 5-Star service rating and we are willing to earn it.

Here's How the 5-Star Promise Works:

We will ask you, based on a stated 5-Star Promise criteria, to rate us three times a year. If we fail to live up to the five-star criteria, we discount your service.

- ✓ We present to you our 5-Star Promise detailing the work, if performed well, meriting a star in all 5 categories.
- ✓ Three times a year, we will schedule an MTS Health Check and Business Review to evaluate the performance of your IT environment with recommendations and suggestions on how to leverage IT to your advantage.
- ✓ If we fail to meet any of the 5-stars, the bill is discounted, and we work harder.

**5-Star service performance or we discount the bill.
That is our 5-Star Promise to you.**



Real Professionals to Serve You

Hiring Strategy

5-Star service begins with our team. Selection of individuals to our team is undoubtedly one of the hardest things we do. We are relentless in finding individuals that align with our core values, culture, and commitment to service. It means we pass on talented technical skills if they don't align. We do this through a hiring system called Topgrading.

Topgrading is an extensive hiring process designed to identify the "A" players that are the best fit for our organization. It begins with a job score card that outlines all the necessary position accountabilities, best characteristics or traits of an individual for this position, gathering information about a person all the way back to high school, and finally a screening process that a candidate goes through ending with a Topgrading interview. The Topgrading interview is designed to vet the candidate's life from high school to present, so we can gather a tremendous understanding about them, which allows us to determine if they align properly with our culture. The additional beauty about Topgrading is that it does not stop after the hire. It continues through and integrates to our performance reviews.

We are proud to use the Topgrading strategy to hire, and we believe it works. The proof is in our very low employee turnover rate.

Continuing Education

Once good people are in place we don't let them become stagnate. It is expected that our staff has a minimum of 52 hours of continuing education per year. It is documented and outlined in our performance reviews. We train and certify on the hardware/software we work with and support. We stay current with industry trends and train on new technology when it becomes applicable to our client base. Continued learning is part of the industry, and we invest in this commitment for you.

Employee Breakdown

Executives: 2

Technical Support: 16

Administrative and Account Services: 5

The benefit for you – professionalism, strength in numbers, low employee turnover, and depth of knowledge.



5-Star Service Delivery

Help Desk Team Professionals

Our Help Desk is **local** and staffed by Microtech employees. That counts for big-time continuity between the field professionals and help desk professionals when they sit a few feet apart. Our Help Desk consists of 4-5 technical professionals and is responsible for

- Delivering resolutions for end-user requests
- Meeting your requested response time
- Our last 30-day average response time - **17 minutes**
- Our average response time goal for 2021 – 10 minutes
- Device monitoring, backup monitoring, and proactive maintenance
- Our Help Desk is staffed **Monday through Friday from 7 am to 6 pm**

Field Team Professionals

Our Field Professionals consist of 6-7 technical professionals that are responsible for

- Delivering solutions for scheduled on-site appointments
- Delivering resolutions when dispatched from the Help Desk
- Delivering resolutions for onsite emergency support
- Our Field Professionals are on call 24 x 7

Project Team Professionals

Our Project Professionals consist of 3-4 solution professionals responsible for

- Infrastructure, server, PC, or cloud migrations / deployments / upgrades
- Client onboarding projects
- Network audits and assessments

Account Management Team Professionals

Our Account Management Team consist of 2-3 professionals. You are assigned a dedicated team member, and they are your liaison for all things Microtech. They are responsible for providing you recommendations on the solutions that meet your specific needs and aligning your IT needs with your business strategy.

The benefit for you – Dedicated resources for fast support, onsite support, emergency support, large or small projects, and aligning your IT needs with your business strategy.



Our 5-Star Service Investment

In the early years of IT support, the knowledge of your network resided with the engineer that visited your organization the most. Or the coveted 3-ring binder that was located in your office. As the industry and support delivery methodology has evolved, we have evolved with it. We have invested over a hundred thousand dollars in tools and training over the years that allow us to transfer knowledge amongst our team members. It is part of our commitment to delivering a higher service standard.

Documentation

Great IT knowledge and troubleshooting skills are only part of the solution. What you do with that information matters. We have invested in a software documentation platform and a professional service automation platform (PSA). These are critical components allowing us to provide a more efficient, higher level of service, with a greater number of technicians for you.

- The documentation we build is your information, and we strive to make it so robust that any service provider could step in and administer your network.
- Every scheduled onsite, problem, or issue is documented inside our PSA, so our entire organization has access to what problems have occurred and the resolutions to those problems.
- All tickets are reviewed by management for content and time before they are completed.
- Best of all, you have access to our PSA to review this information.

Technology Alignment

Technology alignment is standardizing on server/computer hardware, firewalls, backup software, antivirus software, etcetera.

- Technology alignment allows our technicians to learn, train, certify and gain tremendous amounts of experience on the platforms we work with.
- We have these products deployed in hundreds of different environments, and the experience learned coming from them.
- Technology alignment allows technicians to become very proficient working with these products. Thus, delivering a more efficient level of service, reducing troubleshooting time, and reducing downtime.
- Technology alignment is a win-win situation.

The benefit for you – The intricacies of your needs, your network, and your information at the fingertips of our entire team. Expertise, efficient support delivery, and lower total cost of ownership.



Your Feedback Is Our Action

We value long-term relationships and that is the most important commitment we can make to you. In our 49-year history, we have learned that relationships are built through trust. Our **tri-annual business review** is a key factor in building that trust with you. It takes place three times per year with your dedicated account manager will cover:

- We review the services we have provided for you over the designated period.
- Key service metric reporting
- We recommend technology changes and discuss how technology can help your business processes.
- We review your business plans to ensure your technology roadmap matches your strategy.
- And most importantly, we are graded on our 5-Star Service Promise and receive your feedback on how we can continue to improve our service to you.

The tri-annual business review is our chance to transfer industry knowledge into your business helping technology work for you. And your chance to help us improve the service we provide to you.

The benefit for you – Feedback going both ways.



Relationship Roadmap

Stage	Description	Timeline
Stage 1	<p><u>Internal Planning Meeting</u> – we gather our team to review your organization and the expectations moving forward.</p> <p><u>Schedule Onboarding</u> – we work with you to determine the proper time for work to begin.</p>	1 Week
Stage 2	<p><u>Kick Off Meeting</u> – We introduce our team that will be working with you to smoothly transition you. We outline expectations to make sure we are in alignment with you. We explain our support delivery system and your role in how we deliver support.</p> <p><u>Onboarding</u> – during the onboarding we will be working both onsite and remotely. We are installing tools, configuring backups, troubleshooting your issues, documenting your network, and gathering information for our findings report.</p>	1-2 Weeks
Stage 3	<p><u>Network Audit Review Meeting</u> – During this meeting we review our findings/recommendations from the onboarding process. We work with you to align your strategy with our recommendations, review best practices, and help develop/prioritize your action plan.</p>	1 Week
Stage 4	<p><u>Action Items</u> – If it was determined there were some high priority action items; we get going securing/stabilizing your network. We want to ensure your network is in optimal shape when we begin the standard maintenance/support for your organization.</p>	TBD



TechCare™ Essentials Details

Designated Professionals

Account Manager	✓
Operations Coordinator	✓
Service Manager & Support Engineers	✓

Tri-Annual Business Review

Services review	✓
Key service metric reporting	✓
Business roadmap and technology alignment	✓
5-Star Service Promise and client feedback	✓

Troubleshooting and Support

Help Desk staffed Mon-Fri from 7 am – 6 pm remote support	✓
On-site support	✓
After hours support	✓

Managed Services

24 x 7 server and workstation monitoring & alerting	✓
Patch management	✓
Server and workstation maintenance	✓
Internet security & content filtering	✓
Antivirus management, monitoring, and cleaning	✓
Backup management, monitoring, & troubleshooting	✓
Firewall management, monitoring, & troubleshooting	✓

Industry Best Practices

Firewall best practice configurations	✓
Server and workstation security configurations	✓
Password policy best practices	✓
Customized content filtering	✓
Customized reporting	✓

Tools & Software Licensing

Client portal access	✓
Server and desktop monitoring software	✓
Internet security software	✓
Antivirus software	✓
Backup software	✓



MicroTech's TechCare™ Fee Schedule

Overview

Based on the information by The City of Idaho City, Microtech has created the following custom fee schedule to provide our TechCare Essentials Program. Fees are based on the following profile:

Locations: 2
PCs: 10
Servers: 1
Line of business applications: 2

Fee Schedule for TechCare Essentials

Monthly Service Fee (based on 3 hours of monthly support)\$672.00
TechCare Essentials Onboarding – one - time fee	...\$1,150.00
New Firewall, Wireless Access Point, USB drives for local backup.....	\$2,243.76



Closing

MicroTech Systems is successful when working with organizations like yours. We appreciate the opportunity to submit this proposal and would like to make it easy to move forward with a higher level of support for your company.

In this proposal we have developed a program that provides:

- 24 x 7 Monitoring for your systems
- Patch management
- Managed anti virus
- Managed web filtering and monitoring
- Managed backup
- Managed firewall
- Threat Hunting Agent
- Help Desk Support Mon-Fri 7:00 AM to 6:00 PM
- After hours support
- The TechCare Value

To get started, all we need is your approval. If you have any questions or would like to discuss any other details of this proposal and / or MicroTech Systems, please give me a call.

Contact Information

Office:
MicroTechnology Systems
125 E. 50th Street
Garden City, Idaho 83714
208.345.0054 (T)
208.345.0120 (F)

MicroTech Executive Team

Randy Amorebieta
President

Stuart Mulanix
Vice President

With questions related to this proposal, please contact . . .

Bill Mogensen
208.345.0054
bill@microtechboise.com



Quote

Quote Number: 5337

Payment Terms:

Expiration Date: 04/12/2021

Quote Prepared For

Nancy Ptak
City of Idaho City
 511 Main St
 Idaho City, ID 83631
 United States
 Phone:(208)392-4584
 idahocityclerk@gmail.com

Quote Prepared By

Bill Mogensen
MicroTech Systems Inc
 125 E 50th Street
 Garden City, Idaho 83714
 United States
 Phone:208-345-0054
 Fax:208-345-0120
bill@microtechboise.com

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
Monthly Items					
1)	11	TechCare Protection Suite Antivirus Protection Internet Security Threat Hunting Agent Remote Monitoring	\$10.00	\$10.00	\$110.00
2)	1	Site Monitoring Site Administration -Dashboard monitoring -Alert review -Auto healing issue review -Patch management -Reporting General administration	\$115.00	\$115.00	\$115.00
3)	1	Shadow Protect Server Server local backup	\$44.00	\$44.00	\$44.00
4)	1	Solarwinds MOB for Servers Managed Online Backup	\$58.00	\$58.00	\$58.00
5)	3	TechCare TechCare Essentials Monthly 3 hour support block Onsite Support Help Desk Support Emergency Support Discounted hourly rate for block hours After hours support (billed at time + half to block hours) Unused monthly block hours roll into the following month for use during the term of the agreement	\$115.00	\$115.00	\$345.00

*make adjustments
as needed*

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
			Monthly Subtotal		\$672.00
One-Time Items					
6)	1	Infrastructure Support	\$1,150.00	\$1,150.00	\$1,150.00
		Client TechCare onboarding			
		-Installation of remote monitoring software			
		-Installation of antivirus software			
		-Installation of internet security software			
		-Installation of backup software where necessary			
		-Documentation of network & systems			
		-Network Audit Findings report			
		-Network Findings meeting			
			One-Time Subtotal		\$1,150.00
TechCare Essentials Solution					
				Total	\$1,822.00

Authorizing Signature _____

Date _____

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.



Quote

Quote Number: 5342

Payment Terms:
Expiration Date: 04/16/2021

Quote Prepared For

Nancy Ptak
City of Idaho City
511 Main St
Idaho City, ID 83631
United States
Phone:(208)392-4584
idahocityclerk@gmail.com

Quote Prepared By

Jeremy Young
MicroTech Systems Inc
125 E 50th Street
Garden City, Idaho 83714
United States
Phone:(208) 345-0054
Fax:208-345-0120
jeremy@microtechboise.com

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
One-Time Items					
1)	1	SonicWALL TZ400 AD Total Secure Upgrade Plus / 1740	\$1,373.77	\$1,373.77	\$1,373.77
		Includes 2 Yrs of AGSS: Capture Advanced Threat Protection, Gateway AV, Dynamic Support, Anti-Spyware, Intrusion Prevention, Content Filtering			
2)	1	SONICWALL CAPTURE SECURITY CENTER MANAGEMENT - 1 Year / 3664	\$90.00	\$90.00	\$90.00
		Guided by business processes and service level requirements, Capture Security Center helps form the foundation for a unified security governance, compliance and risk management strategy to position the company for success. By establishing a holistic, connected approach to security orchestration, Capture Security Center can federate all operational aspects of the SonicWall security ecosystem.			
		01-SSC-3664			
3)	1	Aruba Instant On AP12 / R2X00A	\$159.99	\$159.99	\$159.99
		HPE Aruba Instant ON AP12 (US) - Wireless access point - Bluetooth, Wi-Fi - Dual Band - wall / ceiling mountable			
		The Aruba Instant ON delivers high-performance, secure Wi-Fi for small businesses.			
4)	1	HPE Aruba PoE Injector / R2X22A	\$45.00	\$45.00	\$45.00
		HPE Aruba Instant On PoE Injector for HPE Aruba			
5)	2	Seagate 4TB External Hard Drive	\$140.00	\$140.00	\$280.00

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

Item#	Quantity	Item	Unit Price	Adjusted Unit Price	Extended Price
Backup Plus USB 3.0 Portable					
6)	2	Infrastructure Support	\$130.00	\$130.00	\$260.00
Estimated installation and configuration 1-3hrs					
invoice will reflect actual hours worked					
One-Time Subtotal					\$2,208.76
Shipping Items					
7)	1	Shipping & Handling	\$35.00	\$35.00	\$35.00
Shipping Subtotal					\$35.00
Firewall, WAP and USB drives					
Total					\$2,243.76

Authorizing Signature _____

Date _____

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.