CITY OF IDAHO CITY

SPECIAL MEETING - RESCHEDULED REGULAR CITY COUNCIL MEETING
Wednesday March 29, 2021
6:00 P.M
City Hall, 511 Main Street, Idaho City, ID 83631

Join Zoom Meeting
https://us02web.zoom.us/j/84063244292?pwd=d0wvU3dNQXNBTzA1VjA4ZnBRdnFadz09
Meeting ID: 840 6324 4292
Passcode: 851913

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 9, 2022, ***ACTION ITEM***
B. IDAHO CITY EVENT CHECKLIST: ***ACTION ITEM***
   1. GOLD DUST RODEO – GOLD DUST ARENA COMMITTEE- JUNE 24TH AND 25TH 2022
C. BILLS/PAYABLES: MARCH 10, 2022, THROUGH MARCH 29, 2022, ***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. WATER RIGHTS OPTIONS
2. ALLOW MAYOR SIGNATURE ON PARTIAL PAY REQUEST ON DW1104 ***ACTION ITEM***

IV. OLD BUSINESS

1. RV/MOBILE HOME PARK DISCUSSION WITH PLANNING AND ZONING CHAIRPERSON

V. NEW BUSINESS

1. COWBOY CAMPGROUND – SEASON KICK OFF WEEKEND – SABRINA AMIDON

VI. ORDINANCES AND RESOLUTIONS

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

1. RESOLUTION 2022- 01 FINANCIAL CONTROL POLICY
2. RESOLUTION 2022- 02 PERSONNEL/COMMUNICABLE DISEASE/SOCIAL MEDIA POLICIES
3. ORDINANCE NO. 367 SHORT TERM RECREATIONAL VEHICLE USE

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. WATER AND SEWER UPDATES
   2. MARCH BUDGET REPORT
D. CITY ATTORNEY

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

ADJOURNMENT

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

Mayor:
Ken Everhart
Council members:
Tom Secor Jr
David Martin
Ashley M Elliott
Mari Adams

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

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

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

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

CITY OF IDAHO CITY

REGULAR CITY COUNCIL MEETING
Wednesday, March 9, 2022
6:00 P.M
City Hall, 511 Main Street, Idaho City, ID 83631

Join Zoom Meeting
https://us02web.zoom.us/j/83766984776?pwd=WEVZU1dnSGorYkFncDY4NVN1S0s1dz09
Meeting ID: 837 6698 4776
Passcode: 331161

MINUTES

CALL MEETING TO ORDER: Council President Secor called the meeting to order at 6:02 pm
ROLL CALL: Secor, Adams, Elliott, and Martin present, Mayor Everhart was not present.
PLEDGE OF ALLEGIANCE: Council President Secor 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 23, 2022, ***ACTION ITEM***

Martin made a motion to approve the minutes dated February 23, 2022, seconded by Elliott. 4 ayes

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

None currently.

C. BILLS/PAYABLES: FEBRUARY 24, 2022, THROUGH MARCH 9, 2022, ***ACTION ITEM***

Martin made a motion to pay the bills dated February 24, 2022, through March 9, 2022, in the amount of $45,500.14, seconded by Adams, 4 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

FOR THE CITY'S REVIEW

1. IDEQ REIMBURSEMENT FORM
2. JANUARY 2022 PROGRESS REPORT
3. MOUNTAIN WATERWORKS INVOICE #6151
4. NOTICE OF ACCEPTABILITY OF WORK
5. CONSENT OF SURETY TO FINAL PAYMENT
6. CONTRACTOR PAY APPLICATION #6-FINAL RETAINAGE
7. ALLOW MAYOR SIGNATURE ON PARTIAL PAY REQUEST ON DW1104 ***ACTION ITEM***

Elliott made a motion to allow the mayor's signature on partial pay request on DW1104 in the amount of $10,786.30 with an additional amount from Mountain Waterworks portion of $5,620.75. These amounts are reimbursed to the city through the grant and were part of the bills payable. Seconded by Adams, 4 ayes.

IV. OLD BUSINESS

1. PERSONNEL POLICY ***ACTION ITEM***

Added Juneteenth as a federal holiday, changed sick hours, and verified everything is up to date. Comp hours changed from 80 to 40, sick hours changed from 480 to 240. Vacation hours cap out at 120, no change from

current policy. The updated personnel policy will be presented in resolution form and voted on at the next meeting.

2. COMMUNICABLE DISEASE POLICY ***ACTION ITEM***

The Communicable Disease Policy was discussed and will be presented in resolution form and voted on at the next meeting.

3. SOCIAL MEDIA POLICY ***ACTION ITEM***

The Social Media Policy was discussed and will be presented in resolution form and voted on at the next meeting.

4. WATER LEAK FORGIVENESS POLICY ***ACTION ITEM***

Martin made a motion to adopt the Water Leak Adjustment Policy as written, seconded by Secor, 4 ayes.

5. IDAHO CITY FILMING INSIDE CITY LIMITS POLICY ***ACTION ITEM***

Martin, upon advice from City Attorney Callahan, asked Clerk Ptak to turn the Idaho City Filming Inside City Limits Policy into an ordinance. The fees for filming will need to be in resolution form.

6. FINANCIAL CONTROL POLICY ***ACTION ITEM***

Not currently available.

7. CUSTOMER SERVICE POLICY ***ACTION ITEM***

Elliott made a motion to adopt the Customer Service Policy, seconded by Martin, 4 ayes.

8. EMERGENCY OPERATING PLAN ***ACTION ITEM***

Not currently available.

V. NEW BUSINESS

1. CITY BUSINESS LICENSE FEES

Clerk Ptak provided the council with business license fee schedules and applications from other Idaho cities to compare with our current fees and application.

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. SHORT TERM RECREATIONAL VEHICLE USE ORDINANCE NO. 367

The revision is addressing regulation of how long and under what conditions people can live in a recreational vehicle. City Attorney Callahan recommended to repeal Chapter 4, Title A. Code section 4-4-3 indicates that the time limitations of living in a recreational vehicle do not apply when the vehicle is located in a mobile home or recreational vehicle park or connected through an approved and exclusive connection to city water and sewer services provided that proper steps are taken to prevent water and sewer connections from freezing. Code section 4-4-4 stipulates that a resident can live in a recreational vehicle on their property for 180 days while constructing or remodeling their permanent structure. It was discussed whether the time limit should be removed or amended. There was a discussion on whether to add wording that a snow load roof would be required for safety standards. The council will look at Elmore County's policies for guidance. Exceptions, paragraph B address allowing residents currently living in their recreational vehicle on their property to continue doing so after the Code Section passes until the resident changes their use, or relocates the recreational vehicle to another property, or a permanent dwelling is constructed on the property.

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***

None currently.

VIII. EMPLOYEE UPDATES

A. PUBLIC WORKS

Public works Director Tami Claus addressed the council about sewer issues on Hill Road that are being addressed.

B. LAW ENFORCEMENT

Not present.

C. CLERK/TREASURER'S OFFICE

1. WATER AND SEWER UPDATES

Clerk Ptak updated the council on the procedure for past due accounts.

2. FEBRUARY BUDGET REPORT

Clerk Ptak updated the council on how the prior month's budget is used to assess which accounts are used to pay the current month's bills.

D. CITY ATTORNEY

City Attorney Callahan will be attending the upcoming Planning and Zoning workshop.

IX. COUNCIL UPDATES

Elliott updated that donations for the silent and live auctions for the St. Patrick's Day dinner at ICHS are still needed.

X. MAYOR UPDATES

No updates currently.

XI. CITIZEN COMMENTS

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No comments currently.

ADJOURNMENT 7:20

ATTEST:

Date approved:

Nancy L Ptak, City Clerk-Treasurer

Ken Everhart, Mayor

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Mayor:
Ken Everhart
Council members:
Tom Secor Jr
David Martin
Ashley M Elliott
Mari Adams

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

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

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

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

IDAHO CITY EVENT CHECKLIST

EVENT SPONSOR: Gold Dust Arena Committee
DATE(S): June 24th and 25th 2022
EVENT NAME: Gold Dust Rodeo
PERSON IN CHARGE: Tonya Leonard
ADDRESS: 140 7th St., Penrose, CO 81240
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 TL

2. EVENT DESCRIPTION

BRIEFLY DESCRIBE WHAT YOUR EVENT ENCOMPASSES:
Idaho Cowboys Association (ICA) approved Prime Rodeo for a Rodeo

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.) Same plan as all years prior submitted. Mapped attached for reference.

4. EVENT HOURS

WHAT ARE THE DAILY HOURS OF OPERATION FOR YOUR EVENT?
3 Separate show times:

- Friday night 6 to 10 pm
- Saturday Slack 10 am to 11 am
- Saturday night 6 to 10 pm

5. GENERATORS OR AMPLIFIED SOUND SYSTEMS

ARE YOU PROPOSING TO USE ELECTRICAL GENERATORS OR AMPLIFIED SOUND SYSTEMS?
X YES ☐ NO Yes.
IF SO, PLEASE SHOW THEIR LOCATIONS ON YOUR SITE PLAN AND DESCRIBE IN THE SPACE PROVIDED BELOW WHAT THEY WILL BE USED FOR AND WHAT PRECAUTIONS YOU ARE TAKING TO SEE THAT THEY ARE USED PROPERLY AND SAFELY.

The Bird Box will hold all equipment needed for sound system. Announcer supplies own equipment that is all electrical. Lights will be supplied, delivered, set up and removed by Evergreen Lighting located in Idaho City. Saturday Night Karaoke or Possible Band from 10 pm to Midnight 12 AM

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

Boise County Sanitation will pick up trash daily and supply large dumpsters for our use for the weekend. We have a 4H group lined up to help with rodeo grounds clean up after the 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:

Rodeo Staffing of 20+ people will be on the grounds at all times and available. All gates are monitored by rodeo personnel. Idaho City Ambulance is on site for 3 all weekend events.

CITY CHIEF OF POLICE INITIAL HERE _____

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

We have a rodeo board person assigned to help with parking. We would like to use the baseball field parking in addition to the rodeo grounds parking. (NOT the actual ball field.)

CITY CHIEF OF POLICE INITIAL HERE _____

9. ***CONSUMPTION OR POSSESSION OF ALCOHOL

WILL ALCOHOL BE CONSUMED OR POSSESSED AT THE EVENT? ☒X 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? ☒X 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. Will provide – currently getting from Farm Bureau.

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 _____TL_

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

- ☐ X YES
- ☐ NO

IF SO, THE PROPER PERMITS FROM THE CENTRAL DISTRICT HEALTH DEPARTMENT MUST BE SECURED. I **request an alcohol variance**. Permit will be with the food vendor, I will have central district health permit from the food vendor. I will instruct the food vendor to obtain the Idaho City catering permit.

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: N/A

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:

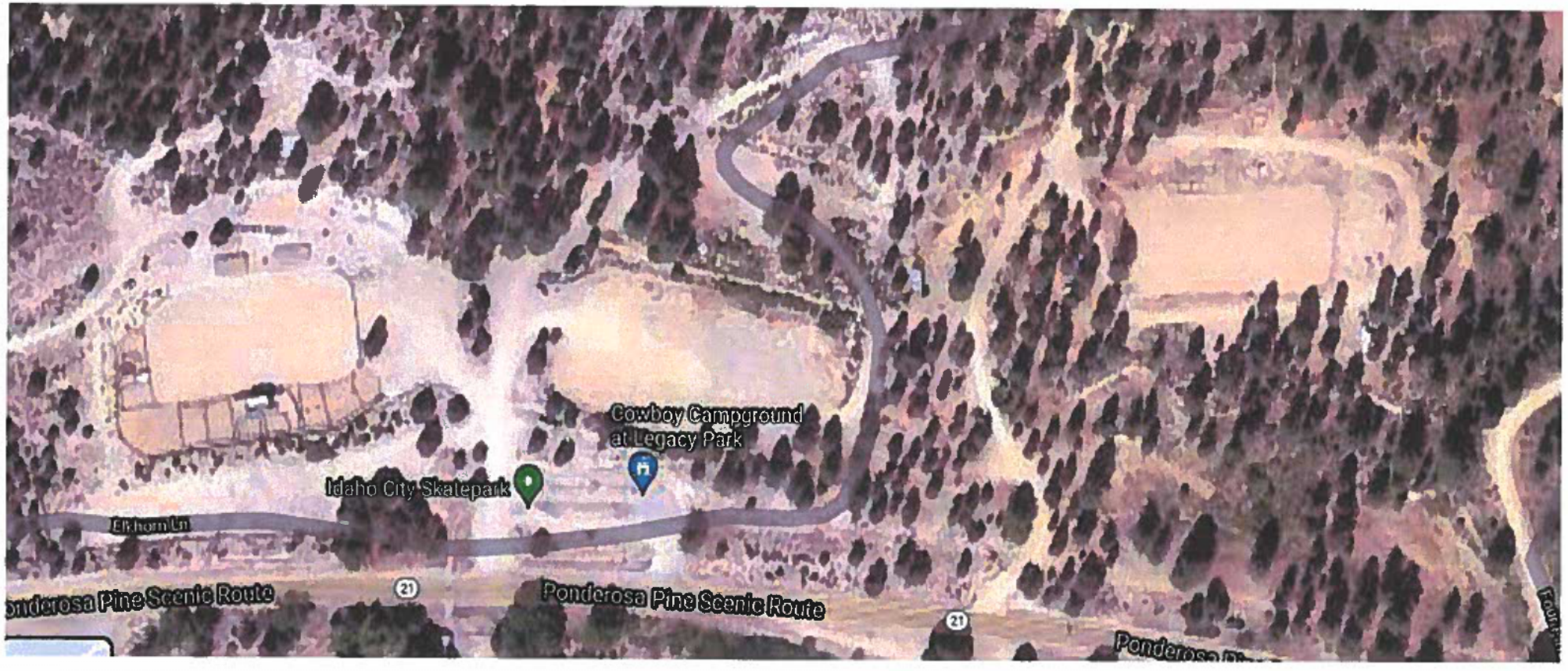
WAS THE SITE CLEANED UP PROPERLY IN A TIMELY FASHION? ☐ YES ☐ NO
COMMENTS_____

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: _____

Gold Dust Arena Committee – Gold Dust Rodeo Event June 24th & 25th 2022. Submitted by Tonya Leonard



Contestant parking will be on the rodeo grounds along side the arena and highway 21, handicapped parking is allotted spacing directly in front of the rodeo grounds where the entrance is located, spectator parking is located in the lower parking gravel area, rodeo personnel parking is one level up from the main parking and requesting over flow parking over at the ball park parking lot. (NO Parking or animals are allowed on the ball field).

Gmail

Nancy L Ptak <idahocityclerk@gmail.com>

City of Idaho City-Well Development February 2022

Ed Stowe [redacted] Wed, Mar 16, 2022 at 2:48 PM
To: Kristina Gillespie [redacted], Nancy L Ptak <idahocityclerk@gmail.com>
Cc: "idahocitymayor1@gmail.com" <idahocitymayor1@gmail.com>

Nancy,

If you guys could put us on the agenda for water rights options as well that would be great. Also I talked to Kurita today and they're going to credit you for one site visit since we had 5 in the contract and only used 4.

Kenny, I'll get that draft O&M/record drawings package over to you and submitted back to you and DEQ tomorrow; we're packaging it right now.

Thanks,

Ed Stowe, P.E. | **Mountain Waterworks, Inc.**

SENIOR PROJECT MANAGER

Boise - Lewiston - McCall

P[redacted]

C[redacted]

E[redacted]

[Quoted text hidden]

OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR GRANT PROGRAMS	STATE OF IDAHO DEPARTMENT OF ENVIRONMENTAL QUALITY
	1. TYPE OF REQUEST Final Partial
2. GRANT IDENTIFYING NUMBER DW1104	3. PARTIAL PAYMENT REQUEST NO. 57
4. PERIOD COVERED BY THIS REQUEST FROM: January 29, 2022	TO: February 25, 2022
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. Loan* *See Email*	$63,475.00	$50,071	$8,565	$58,635	MWW #6207/ Kurita
e. Total	$63,475.00	$50,071	$8,565	$58,635	Invoice 667553
f. Amount requested for reimbursement				$8,565	
g. Percentage of physical completion				92%	

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: 3/16/2022 NAME, TITLE & TELEPHONE NO. Ed Stowe, P.E. Project Manager 208-780-3990

DEQ PROJECT OFFICER DATE

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

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

Invoice Date: Feb 28, 2022
Invoice Num: 6207
Billing Through: Feb 25, 2022

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

Additional Services (234.0030:TASK 03)

Professional Services:

Activity	Classification	Hours	Rate	Amount
As-Builts				
	Senior Project Manager	5.50	$160.00	$880.00
	Senior Technical Designer	21.50	$105.00	$2,257.50
			Subtotal:	**$3,137.50**
O&M Manual				
	Senior Project Manager	3.00	$160.00	$480.00
	Staff Engineer 2	1.00	$100.00	$100.00
			Subtotal:	**$580.00**
			Retainer/Discount:	($12.66)
			Total 234.0030:TASK 03 Amount Due:	**$3,704.84**
			Total Amount Due This Invoice:	**$3,704.84**

This invoice is due on 3/30/2022

ACCOUNT SUMMARY

Contract Amount	Paid To Date	Previous Unpaid Amount
$97,500.00	$88,717.00	$5,620.75

	OUTSTANDING	
0-30 Days	31-60 Days	61+ Days
$9,325.59	$0.00	$0.00

INVOICE

Sell To: TW00525

City of Idaho City
511 Main St
Idaho City, ID 83631-4123
USA

Date	Number
3/18/2022	INV667553

Page: 1

Order Date	Date Shipped	Associated Number
3/18/2022		

Bill To: TW00525

City of Idaho City
511 Main St
Idaho City, ID 83631-4123
USA

Ship To:

City of Idaho City
Idaho City Well Property #2
3861 ID-21
Idaho City , ID 83631

Customer Order Number	FOB	Shipped Via	Sales Agent	Terms
PROCUREMENT CONTRACT		PARCEL	534	Net 30

Quantity	Package	Description	Total Quantity	U of M	Unit Price	Amount
1		1 Field Service Trip	1	Each	4,860.00	4,860.00

Make Checks Payable to Kurita America Inc.

Remit Payment To:
Kurita America Inc.
PO Box 851361
Minneapolis, MN 55485-1361

Account Questions: kai_accountsreceivable@kurita-water.com

Corporate: 6600 94th Ave North, Minneapolis, MN 55445 | (866) 663-7633

Subtotal:	**4,860.00**
Freight	0.00
Fuel Surcharge	0.00
Energy Surcharge 5%	0.00
Material Adjustment 9%	0.00
Invoice Discount:	0.00
Total Sales Tax:	0.00
Total: (USD)	**4,860.00** Please Pay This Amount

Mountain
WATERWORKS

Project Progress Report
February – March 2022

Idaho City

2020 WINN Grant Funded Water improvements Project
Small and Disadvantaged Communities Grant

Project No. 234.0030

GENERAL

The following work was performed in February and early March 2022:

- **Construction:**
  - The project is complete. The RO skid has been tested, functions as intended, and DEQ has issued approval to serve the public.
  - Kurita made a final site visit to fix punch list items and provide training and additional documentation on clean in place procedures.
  - Record drawings and a revised copy of the Operation and Maintenance manual that addresses initial DEQ comments have been completed and will be submitted to DEQ for review and approval the week of March 14, 2022.
  - Hard copies of the O&M manual and record drawings will be furnished to the City following DEQ approval.
  - Electronic copies of equipment submittals and other construction-related documentation will be furnished to the City along with the O&M submittal.
  - We anticipate 1 additional invoice will be received from Kurita for the last site visit during startup. This will be included on the final pay application for the project.

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. The attached Engineering Budget Summary details the total engineering budget, total forecast, billed to date, remaining budget, and percent completed.

OUT OF SCOPE WORK

There is no out of scope work at this time.

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. This reimbursement request consists of one invoice from Mountain Waterworks, Inc.

City of Idaho City

Drinking Water Improvements Project

Engineering Budget Summary as of 03/14/2022

	Description	Total Budget	Total Budget w/ 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	$3,046	$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	$21,946	$8,054	$8,054	73%
	Task 04: Bidding and Negotiation	$5,000	$5,000	$5,000	$2,663	$2,337	$2,337	53%
	Task 05: Construction	$5,000	$5,000	$5,000	$10,278	-$5,278	-$5,278	206%
	Task 06: Post Construction	$5,000	$5,000	$5,000	$8,328	-$3,328	-$3,328	167%
	Basic Services Subtotal	**$65,000**	**$65,000**	**$65,000**	**$65,000**	**$0**	**$0**	**100%**
RPR	Task 07: RPR Services	$5,000	$5,000	$5,000	$4,980	$20	$20.00	100%
Addtl. Services	O&M Manual	$2,500	$2,500	$4,049	$2,555	-$55	-$55	63%
	Record Drawings	$5,000	$5,000	$3,451	$5,428	-$428	-$428	157%
	Programming and Integration	$15,000	$15,000	$15,000	$12,253	$2,747	$2,747	82%
	Test Pumping and Analysis	$5,000	$5,000	$5,000	$7,265	-$2,265	-$2,265	145%
	Additional Services Subtotal	**$27,500**	**$27,500**	**$27,500**	**$27,500**	**$0**	**$0**	**100%**
	Grand Totals	**$97,500**	**$97,500**	**$97,500**	**$97,480**	**$20**	**$20**	**100.0%**

Total Project Tracking

	Owner	City of Idaho City				
	Engineer	Drinking Water Improvements	Through	3/14/2022		
	Location	Idaho City, Idaho	By	EJS		
	Item No.	Project Description	Budget Total	Forecast Total	Amount Allocated to Date	Amount Remaining
Construction	Reverse Osmosis Plant Project				-	
	1	Cascade Enterprises Contract	$ 210,000	$ 215,726	$ 215,726	$ -
	2	Purchase of New Membranes	$ 20,500	$ 20,500	$ 20,500	$ -
	3	Tonka Startup	$ 24,300	$ 24,300	$ 19,507	$ 4,793
	4	Tonka Programming	$ 3,900	$ 3,900	$ 3,900	$ -
SUMMARY		**GENERAL CONSTRUCTION SUBTOTAL**	**$ 258,700**	**$ 264,426**	**$ 259,633**	**$ 4,793**
	9	Administrative, Omissions and Contingency	$ 7,275	$ 1,549	$ -	$ 1,549
		GENERAL CONSTRUCTION TOTAL WITH CONTINGENCY	**$ 265,975**	**$ 265,975**	**$ 259,633**	**$ 6,342**
	10	Engineering Basic Services	$ 65,000	$ 65,000	$ 65,000	$ 0
	11	Engineering Additional Services	$ 27,500	$ 27,500	$ 27,500	$ -
	12	Construction Inpection/Resident Project Representative	$ 5,000	$ 5,000	$ 4,980	$ 20
		ENGINEERING & INSPECTION SUBTOTAL	**$ 97,500**	**$ 97,500**	**$ 97,480**	**$ 20**
		TOTAL ESTIMATED PROJECT COST	**$ 363,475**	**$ 363,475**	**$ 357,112**	**$ 6,363**
		Percentage Complete, out of total funding package	**98.2%**			
		Construction Percent Contingency	**0.6%**			

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Gmail

Nancy L Ptak <idahocityclerk@gmail.com>

Cowboy Campground - Spring Camping Kick Off Weekend, May 21 -22

S Amidon [redacted]
To: Nancy Ptak <idahocityclerk@gmail.com>

Wed, Mar 16, 2022 at 10:03 AM

Hello Nancy,
Just got off the phone with Sheriff Otter and informed him about our newest event we are bringing to the IC area and I wanted to let you know to please put me on the agenda for the next Council & Recreation meeting, just to inform the city about this event. Our flyers and info should be set by then, I am still finishing the planning and looking for a few more ideas and guest speakers to add to the line up.

Please reach out and let's talk about this event and let me explain the details, or share your thoughts and ideas to be added to our lineup.
My number is [redacted] *or email, cowboycampground@gmail.com. Thank You.*

Best Regards,
Sabrina Amidon

Season Kick Off Weekend
Cowboy Campground - Idaho City
CowboyCampground.com **CowboyCampground@gmail.com** **208.362.4343**

Camping comes with many challenges and choices. It's an opportunity to learn valuable life skills while having lots of fun, but that can be challenging when you're struggling with new equipment or a propane stove you haven't used since last year. The goal of any camper is to be able to relax and enjoy the great outdoors instead of worrying about dead batteries or how to start a campfire or which trail are usable etc.

If you are looking to learn and grow as you enjoy the beautiful Idaho landscape, Cowboy Campground is the place to be.

For our kick-off weekend May 20 - 22, we've enlisted professionals from different walks of life to help our campers learn how to complete your summer checklist for campsite setup, including the little things like charging your batteries, turning on your generator, etc. We have lots of ladies and 1st time campers who have found this type of aid from our experienced camp host and other campers valuable, which is why we are now offering access to these professionals and their little hints and camping tricks for the 2022 season.

Search and Rescue will also be on hand to provide you with the right tools to stay safe

and find help after getting hurt or lost on the trail or access roads. We will have hands-on clinics at our Legacy Park Trust, which oversees Cowboy Campground.

Treasure Valley Back Country Horsemen will also be available to chat about their "Leave No Trace" approach. They will also demonstrate a Dutch Oven cooking session and invite guests to join in and taste some good camping food.

Since Cowboy Campground is a space where horses and recreational vehicles often meet on trails, we will also offer training sessions for everyone on how to approach each other and stay safe. We all share these beautiful trails, and everyone needs to remember to stay vigilant and understand how to interact with their fellow campers to keep the trails safe and fun for everyone to enjoy together which is where the Idaho State Parks & Recreation will be a needed part of our weekend.
We have invited the Idaho City Police Department to partake if they chose to do so.

The Boise National Forest Service will also take the time to hand out maps and have a talk about our wonderful Ponderosa forest.

This is only the beginning of the camping season, and we have many more ideas in development to make Cowboy Campground an amazing experience for all.

Co-sponsors are still needed to make this a great time, offering free breakfasts and dinners.
Please consider jumping on board.

–

www.RockyMountainGravel.com
www.CowboyCampground.com

RESOLUTION NO. 2022 - 01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IDAHO CITY ADOPTING A FINANCIAL CONTROLS POLICY; TO SET POLICY FOR INTERNAL CONTROLS OF ALL FINANCIAL PROCESSES FOR THE CITY.

WHEREAS, the City of Idaho City has a responsibility to ensure it handles public funds appropriately, and

WHEREAS, written, adopted financial policies and internal controls have many benefits in assisting Council with the financial management of the City; and

WHEREAS, the auditing firm for the City has recommended that Council adopt financial and internal control policies that promote sound financial management practices designed to meet Council's goals and objectives; and

WHEREAS, staff has prepared a City of Idaho City Financial Policies and Internal Control document that outlines procedures, safeguards, and internal controls for public fund management; and

WHEREAS, the City of Idaho City Financial Policies and Internal Control document, attached hereto as Exhibit A, has been reviewed by the City Attorney.

NOW, THEREFORE, BE IT RESOVLVED by the City Council of the City of Idaho City, Idaho that the Financial Controls Policy, a copy of which is attached hereto and incorporated in full verbatim, is hereby adopted for use by the City of Idaho City. All employees employed by the City of Idaho City shall abide by the terms and conditions contained herein.

PASSED BY THE COUNCIL of the City of Idaho City this _____ day of _____, 2022.

APPROVED BY THE MAYOR of the City of Idaho City this ____ day of _____, 2022.

_____

Kenneth Everhart, Mayor

ATTEST:

_____

Nancy L. Ptak, City Clerk/Treasurer

City of Idaho City

Financial Controls Policy

Adopted on DATE: by

Resolution No.

INTRODUCTION

This manual puts in place basic accounting, billing, and cash control policies and procedures designed to protect and secure City of Idaho City financial functions, ensure the maintenance of accurate records of financial activities, and ensure compliance with governmental and private funding source reporting requirements. Where this manual conflicts with specific federal or state regulation or with City of Idaho City Council policies (such as the Personnel Manual), the regulations, or Council policy shall prevail.

RESPONSIBILITIES

- The City Council approves financial policies and reviews operations and activities.
- The Mayor has responsibility for assuring that all operations and activities are handled in accordance with city policies.
- Exceptions to these policies may be made on an individual basis, as necessary, with the approval of the City Council.
- The Treasurer is responsible for review of all financial operations.

GENERAL POLICIES

- Administrative staff is comprised of a City Clerk-City Treasurer, Utility Billing Clerk-Deputy Clerk, and office desk clerk.
- There are separation of financial duties and responsibilities so that neither staff has sole control over cash receipts, bank reconciliations, accounts payable or other accounting functions.
- Financial procedures are reviewed on an ongoing basis by the Administration Staff.
- Separate general ledger accounts are maintained as referenced by the Idaho City Clerk, Treasurers, and Finance Officers (ICCTFOA) Accounting Manual.
- Computer passwords are treated confidentially and are not shared with anyone other than essential staff. They are kept in secure location at all times. Procedures may be established requiring the expiration of passwords where appropriate.

COMPLIANCE WITH EXTERNAL POLICIES

City of Idaho City accounting policies and procedures are consistent with:

- ICCTFOA Accounting Manual
- Generally Accepted Accounting Principles (GAAP)
- 2 CFR 220 Subpart F "Audits of States, Local Governments, and Non-Profit Organizations"

SECURITY AND ACCESS

Only authorized staff can access the financial, personnel, payroll, computer systems, on-line and paper records of the organization:

- Access to computer or on-line systems for accounting, personnel, payroll, and on-line banking is controlled by password access only
- Upon separation from the city, of a staff member, the password is immediately locked to prohibit any unauthorized activities or entries.

OVERVIEW OF CITY OF IDAHO CITY ACCOUNTING SYSTEM

The financial records of the City of Idaho City are maintained in an approved electronic software. The City reports the following major governmental funds:

- The GENERAL FUND is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund. Activities included under General Fund are Administration, Law Enforcement, Planning & Zoning, Parks, and various Committee events.
- The STREET FUND accounts for the resources accumulated for the maintenance and construction of city streets
- The WATER FUND accounts for activities of the City's water production, storage, and distribution operations
- The SEWER FUND accounts for activities of the City's sewage collection and treatment operations

Access to the accounting system is controlled to maintain the reliability and integrity of the data. Security is established by the Treasurer to allow different levels of access.

- Data Backup:
  Backup is done daily by the staff using the system and saved on an external drive. One additional copy of system backup is stored in a secure location.We do not do this anymore due to IT saving in cloud, will double check on this

- Funds Received:
  The procedures for funds received ensure that all in-coming funds are properly recorded and safeguarded through proper documentation. Utility Billing Clerk- Deputy Clerk Staff is authorized to collect in-coming funds.

- Funds Disbursed:
  Specialized procedures govern check writing. Only the City Council may authorize the issuance of checks, however sometimes because of time constraints, the checks are cut and a list given to the Council for review. Access to the check printing system is password protected and is included in the responsibilities of the City Treasurer.

- Payroll System:
  Access to the payroll system is controlled by the Treasurer in a confidential manner. Payroll is processed by the Treasurer at the administration office. The Mayor, City Treasurer/City Clerk, and the Council President have check signing authorization.

DETAILED ACCOUNTING PROCEDURES

Receipts

- Payments will be accepted from customers for payment of utility deposits, utility payments, building permits, business licenses, community hall rentals, and other payments owed to the City of Idaho City.
- Mail is to be opened promptly and distributed by Administrative Staff each day.
- All checks, money orders, and cash are promptly receipted and placed in a cash box located in a secure area.
    - Amendment of State Statute #50-208, #50-708, and #57-135 states that it is not necessary to provide a paper receipt for each transaction due to upgrades in modern online payments and accounting systems
- Cash receipt forms which are individually numbered will be completed at time of receipt and copy given to customer.
- Receipts may be voided, but those are also tracked and kept in the book it was originated from.
- Funds awaiting bank deposit are kept in the locked cash box in secure location in the administration office with access limited to the Administrative Staff.
- Each business day the staff member on duty verifies the cash from the prior business day and keeps an amount of cash determined by the City Treasurer in the box for the current day's business.
- Cash will be counted and reconciled at least once a day by the Administrative Staff.
- There will be enough cash kept on hand to make change of not more than $123.00; we will get a cash box for this…
- At least one day per week, staff will reconcile the balances in the Utility Billing system reports in preparation of the bank deposit.
- At least one day per week, the bank deposit is compiled by the Administrative Staff using the reconciliation report from the Utility Billing and Cash Management systems. These 2 reports must balance.
- Another Administrative Staff person will review deposit as needed.
- An Administrative Staff person will deliver the bank deposit to the bank, unless not available, at which time, the City Chief or a Deputy will deliver funds to the bank.
- Bank confirmations are stamped on the deposit slip and kept in the deposit book for future use.
- Once monthly the City Treasurer verifies that all bank account totals add up to total funds received for the month during bank statement reconciliation. The Bank Reconciliation will be reviewed by the Mayor or City Council President and signed monthly. Verification of Bank total for each fund is provided to Mayor or City Council President.
- The monthly Treasurer's Report is then generated and reviewed by the Mayor with the final report approved by the City Council at a designated monthly meeting.
    - Amendment of State Statute #50-208, #50-708, and #57-135 states that Treasurer no longer needs to file all receipts with the monthly reports.

Accounts Receivable

For each grant, contract, loan, or other agreement, the City Clerk will be responsible for preparation of invoices, payment requests, or reports necessary to secure payment to the City of Idaho City. The following procedures ensure that all requests for funds are properly recorded and tracked.

- The City Clerk prepares requests for funds from other agencies or individuals.
- Billings to funding agencies or individuals are filed in the appropriate file until receipt of payment.
- Aged receivables are available for review by the City Council.
- Accounts receivables are reviewed by the City Council and City Treasurer quarterly to ensure receivables have a reasonable expectation of being collected and any necessary steps are taken to ensure collection.
- Utility Billing accounts are considered past due and payable after 30 days of notification from City Clerk. For the purposes of determining delinquent accounts, the Staff will send out a letter with instructions for the resident to allow them to pay the account, once they have moved from the city. If no response, within the 90 days, accounts will be~~After appropriate notifications and time allowed for payment, accounts are~~ transferred by the City Treasurer to a collection agency by ~~the City Treasurer~~, which will actively pursue payment for no more than 5 years. ~~by the City Treasurer.~~
- Once accounts go to collection, the Clerk will make appropriate entry to the Utility Billing system and provide back up for account to be filed in address file for the account.

We have considered using a collection agency in the past, might want to revisit this….

Fund Disbursements

The fund disbursement policies and procedures are designed to ensure that disbursements are properly made based on adequate documentation and proper authorization.

Approvals and Authorization

- The City Council authorizes all expenditures as set out in its annual budget.
- Pre-authorization of certain expenditures outlined by resolution are allowed for routine, time-sensitive expenditures, i.e. insurance, electricity, propane, PERSI, State Tax Commission, payroll taxes, etc.
- Purchases will be approved by supervisor with a Purchase Order, before going to City Treasurer.
- Purchases will be presented to the City Council for approval for items of more than $500.00 $1,000.00 before purchases are made, with the exception listed below.
- Emergency or urgent expenditures relating to operations and services that affect the health, welfare, and/or safety of residents and businesses of the City of Idaho City, and which are time sensitive in nature such that a delay in addressing the problem could bring harm to persons or property or result in major disruption and/or damage to City infrastructure will be allowed with a cap of $7,000 per incident.
- Expenditure of funds within this limitation requires approval of the Mayor, or in the Mayor's absence, the Council President or if both are unavailable, another member of

the council. It is provided that responsible employees or officials shall take due caution in the decision to spend funds under this policy by evaluating options, with the consultation of professional consultants or staff where reasonably practicable and examining the availability of funds before proceeding with the expenditure.

- Checks are required to have two (2) signatures: The signatories are: the Mayor, the City Clerk, the City Treasurer, and the Council President.

Accounts Payable

- Payment for supplies or services will be made based on invoices attached to a receipt from a department head.
- All invoices and receipts are submitted by the department head to the Treasurer for processing and payment.
- At each City Council meeting, those invoices and/or documentation are presented for approval.
- After approval by Council, the City Treasurer will issue checks to the vendors.

Check Writing/Approval Procedures

These procedures are designed to ensure that all checks have adequate documentation and authorization and that there are no missing checks or checks written to phantom vendors.

- Checks are processed twice a month after Council approval, with the exception of those that are time-sensitive by administration staff.
- Checks are from an approved software.
- Checks are not to be post-dated, signed blank, or made out to cash.
- Checks are recorded and given to the Mayor with a log of checks for the day, for review and approval.
- Voided checks will be filed in numerical order with the copies of check log marked as "voided".
- Checks must be signed by the Mayor, the City Clerk, the City Treasurer, or in the Mayor's absence, the Council President. Two (2) signatures are required.

Electronic Payment and Transfers

These procedures ensure that unauthorized transfers will not be made. Procedures may vary based on the system of the banking institution.

- Electronic banking allows wire transfers, electronic transfers, stop payments on checks, and account balance inquiries to be initiated and complete via computer or telephone.
- Password security is set to allow wire transfers, electronic transfers, and stop payments to be set up by staff designated by the City Treasurer.
- Transfers can only be approved and sent by the City Treasurer and can only be for EFT 941 and state payments at the time of payroll or LGIP deposits as determined by Treasurer, with approval of the Mayor. Additional payments may be made when time is an issue for city accounts past due with approval of the Mayor. Withdrawals from any LGIP account must be approved by motion of City Council.

Payroll

These procedures are designed to assure that payroll is based on proper authorization and required documentation; paid at the approved rate; only paid to actual employees; and to assure that proper and timely reporting is made to federal, state, and local taxing authorities. They are in accordance with the City of Idaho City Personnel Policy, Section IV, Employee Classification, Compensation, and Benefits.

- City of Idaho City payroll for staff is processed bi-weekly no later than 4 business days past the end of payroll period and time is tracked Monday- Thursday
- Payroll is based on time tracked through paper timesheets.
- Time records will reflect hours worked, hours of Over-Time, hours used for Sick time, Vacation time and Compensation time used.
- Time sheets will be signed by employees, then approved and signed by department heads.
- Overtime for non-exempt employees requires the prior approval of the employee's department head.
- Payroll records are maintained by the Administrative Staff in a confidential manner. Information regarding payroll will not be discussed with other staff. Files must be in the locked filing cabinet in the Administration office.
- Documents that verify tax withholding and authorize other deductions such as health insurance and voluntary contributions for employees are filed in the locked filing cabinet in the Administration office.
- The same file contains the I-9 forms and other hiring packet documents.

Preparation and Payment

- Department heads will verify and sign each time sheet and submit the time sheets to the City Treasurer for inclusion in the authorized electronic Payroll system.
- Payroll tax deposits are done electronically by the City Treasurer at the time of each payroll, except for Idaho State Withholding tax, which is electronically filed and paid every month.
- PERSI is paid by check by the City Treasurer at the time of each payroll.
- Health insurance benefits are paid monthly by check by the City Treasurer.

Leases/Services

Leases

- Only the Mayor can sign lease agreements with approval of the City Council.
- Copies of all leases will be maintained at the Administration office.

Consultant/Contract Services

- The City Council will review and approve proposed contracts.
- Regarding contracted services, the council will consider the capabilities of staff to accomplish services before contracting for them.

- Written contracts clearly defining work to be performed are maintained for each consultant and contract services by the Administration Staff.
- The qualifications and reasonable charges for fees are considered in hiring consultants or service professionals and proof of general liability and workers compensation insurance, at minimum, will be required.
- If a contractor does not have workers compensation insurance, the City is required to include their work on the quarterly report to the State Insurance Fund.

Purchases

Supply Purchases

- When purchasing operational supplies such as office, water, sewer, etc. a purchase is made, and receipt turned in to the City Treasurer by department heads for processing.

Procurement Procedures

- All purchases must be conducted in compliance with applicable State Laws governing procurement and City Policies.
- Any purchase of over $25,000 and under $50,000 will follow procedures included in the State Statute #67-2805 and #67-2806.
- Amendments to State Statue #67-2805 and #67-2806 are as follows:
    - Increases project cost threshold for use of licensed public works contractor from $10,000 to $50,000
    - Clarifies that payment and performance bonds are required for public works construction contracts greater than or equal to $50,000 and must be presented to City Council before contract is executed
    - Bidding thresholds for public works construction projects are $50,000 to $200,000
    - Bidding thresholds for services and equipment is $50,000 to $100,000 with an informal bidding method; below $50,000 do not require competitive bidding; over $100,000 requires full competitive bidding
    - Exemptions from competitive purchasing requirements are: used equipment, goods for direct resale, travel and training, repair of heavy equipment, software maintenance, support and licenses for existing systems, used equipment purchased at auction authorized by City Council
    - Additional State Statute #67-2806A states that the City may use a Request For Proposal rather than a competitive bidding process. The RFP would include these:
        - Fixed specifications might preclude the discovery of a cost-effective solution
        - Price is not the sole determining factor for selection
        - Factors that may be considered in the evaluation of vendors in a proposal may include, but are not limited to:
            - An innovative solution that is offered;
            - Unique product features
            - Price
            - Vendor experience in the market

- Financial stability of a vendor
- Differences among vendors in their ability to perform contact requirements in a timely manner
- Ability to meet product specifications
- Product quality
- Product performance records
- Past performance by a vendor
- Future product maintenance or service requirements; and
- Product warranties

Credit Card Purchases

- Credit cards may be issued to employees designated by the Mayor for purchasing goods and services necessary to conduct their daily work activities.
- Credit cards will be primarily utilized for expenditures less than $1,000, however pre-authorization by the City Treasurer will be required for purchase over $500.
- All purchases must be conducted in compliance with applicable State Laws governing procurement and City policies.
- In no case will the City Credit Card be used for cash advances.

Loans

Third Part Loans

- Short-term loans (excluding lease/purchase contract) from outside sources (other agencies, banks, etc.) are authorized through City Council action and initiated by the City Council or other designee.
- Long-term loans from outside sources (other agencies, banks, etc.) must first be authorized by a public bond election to bed conducted by the county through procedures outlined in Idaho Code.
- Upon repayment of funds, the promissory note is returned to the City Clerk

Investments

The City of Idaho City has access to a state investment pool called Local Government Investment Pool (LGIP) in which funds can be placed to invest in future projects. These funds earn interest monthly. The Treasurer is responsible to transfer funds on an as needed basis, if it is a transfer into the LGIP, with approval by Mayor. Transfers for funds withdrawn from the account must be approved by the city council.

Bank Accounts

Bank accounts are established to meet the needs of the City of Idaho City for separation of funds and the specific requirements of funding sources. Separate accounts for specific federal or state programs, which exceed the FDIC limits, must be collateralized by the bank

to ensure the safety of the deposit. All other accounts, where possible, are established to maximize the use and earnings of cash.

- A complete listing of all accounts and the account numbers shall be maintained by the City Treasurer
- Bank reconciliations for each account are completed monthly by the City Treasurer and are witnessed by the Mayor. The bank statements are received by the City Clerk, date stamped, and sent on to the Mayor, unopened to assure that they remain intact.
- Reconciled bank statements are reviewed by the City Council or designee on a monthly basis.
- Outstanding checks more than 90 days old are investigated, replaced, or voided after appropriate documentation has been collected.

OTHER FINANCIAL SAFEGUARDS

Employee Benefits

These procedures are designed to ensure that employees receive the appropriate benefits as specified in the Personnel Manual, Section IV Employee Classifications, Compensation, and Benefits.

Employee Personal Time Off

- Employee balances are maintained by the City Treasurer in the Payroll system and are distributed to the Mayor on a bi-weekly basis. These balances are also included on each employee's paystub.

Property, Inventory and Control

City of Idaho City property inventory procedures provide for management control of City owned property and documentation of property for potential insurance losses and replacement. All property in excess of $500 is included in inventory.

- Property records are maintained to reflect furniture and equipment purchased. The sheet includes the location of the property, description, brand, model and serial numbers, purchase price and vendor information.
- Every month the Administrative Staff will review all paid invoices to determine if any property has been purchased and included on the list.
- All asset inventory is compiled into an asset management data base and monitored annually by the Mayor.
- Equipment to be retired is listed by the department head and approved by the City Council as surplus property with documentation of its disposition noted on the asset addition/deletion sheet and electronically filed in the City Property file.

Fixed Assets

Fixed assets are defined by the City of Idaho City as assets with an initial, individual cost of more than $5,000 and an estimated useful life more than three (3) years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated fixed assets are recorded at estimated fair market value at the date of donation.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Property, plant, and equipment are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings	10-40
Improvements other than Buildings	7-50
Equipment	5-30

Audits

City of Idaho City is required to have an audit on an annual basis. Periodically, as determined by the City Council, a Request for Proposal is sent to audit firms qualified to provide the type of municipal audit that meets City of Idaho City and/or funder's needs at least every three years or as needed. The City Council is responsible for soliciting bids, interviewing firms, and making the selection of the firm to be awarded the audit contract.

Acceptance of the audit contract will be evidenced by a signed audit management letter that contains the type of service to be provided the timeframe for providing the service, the cost for the service, including incidental expenses, and the term of the engagement.

The audit is reviewed and accepted in detail by the Mayor and City Council as presented by the auditor.

GRANTS AND CONTRACTS

Contract and grant documents are reviewed and approved by appropriate program staff, as well as Administrative Staff, prior to being approved by the City Council and signed by the Mayor.

- The City Council will carefully review each award to ensure the City of Idaho City will be in compliance with all financial provisions.
- The program manager (designated department head) will carefully review each award to ensure that all programmatic provisions will be met.
- Original copies of signed grants and contracts are filed in a contract file at the administration office.

- The Administrative Staff will maintain individual contract files containing copies of the grant/contract, any amendments, relevant correspondence regarding the grant/contract, and reports of expenditures or billings.

BUDGETS

Budgets provide a standard by which to measure performance, encourage planning, and allocate resources in accordance with funding source requirements. Budgets should use reasonable assumptions of income and expenses. All budget assumptions should be documented to facilitate a thorough analysis and evaluation, not only of the budget, but of the actual revenue and expenditures as they relate to the budget. The City of Idaho City follows these procedures in establishing the budget:

- Prior to September 1, the City Treasurer, with the assistance of the department heads, the Mayor and City Council, prepares a proposed operating budget for the fiscal year commencing the following October 1. The operating budget includes proposed expenditures and the means of financing them.
- Public hearings are conducted at the City Hall to obtain taxpayer comments.
- Prior to October 1, the budget is legally enacted through passage of an ordinance.
- The City Council by following the same budgetary procedures used to adopt the original budget may amend it to a greater amount if additional revenue will accrue to the City as a result of increases in state or federal grants or allocations, as a result of an increase in revenues from any source other than ad valorem tax revenues, or as a result of an increase in enterprise funds to finance the operation and maintenance of government facilities and services which are entirely or predominantly self-supporting by user charges.
- Formal budgetary integration is employed as a management control devise during the year for general, special revenue, debt service, and enterprise funds.
- Budgets for general, special revenue and debt service funds are adopted on a basis consistent with generally accepted account principles (GAAP). Budgets for enterprise funds are adopted on a non-GAAP basis.
- Budgeted amounts are as originally adopted for each fiscal year ended September 30.
- Expenditures may not legally exceed budgeted appropriations at the fund level.

REPORTING

Reports assist the Mayor, City Council, and funders with the managing and controlling of program activities and financial resources.

- Monthly financial statements, including a revenue and expense report to the City Council.
    - Amendment to State Statue #50-208, #50-708, and #57-135 is that the Treasurer will provide at a regular meeting of the Council, will render an accounting showing the condition of the treasury at the date of such accounting. It shall state the balances of accounts maintained in the city's treasury
- The City Treasurer prepares monthly and quarterly reports as required by funding sources and state law.

- Amendment to State Statute #50-208, #50-708, and #57-135 is that monthly reporting will be provided within 60 days of the end of the month. Also, the quarterly reports shall be posted on the City's website rather than by Legal Notice in the Official newspaper

- The Mayor or designee will sign all reports to funding sources
- The City Treasurer will prepare and maintain, on a current basis, a listing of reports and due dates for funding sources.
- It is the responsibility of the City Treasurer to ensure that all financial reports are submitted on a timely basis.

RECORDS RETENTION

City of Idaho City sets guidelines on the retention of records, which will meet the requirements of all federal and state agencies, as well as those of other funding sources, Resolution #15-1.

- Financial records, supporting documents, statistical records, and all other records pertinent to an agreement shall be retained for a period of at least three years with the following qualifications:
  - If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigations, claims or audit findings involving the records have been resolved.
  - Records for nonexpendable property acquired with federal funds shall be retained for a minimum of three years after its final disposition.
- The retention period starts from the date of the submission of the final expenditure report or, for grants and other agreements that are renewed annually, from the date of submission of the annual financial status report.
- Record retention for Accounting Records will be as follows:
  - Fiscal year-end financial reports are Permanent
  - Records affecting the title to real property are Permanent
  - Executed Contracts are Permanent
  - Claims, canceled checks, warrants, duplicate warrants, purchase orders, vouchers, duplicate receipts, utility and other financial records are Semi-permanent
  - Cash receipts subject to audit are Temporary
- In no event shall financial records be destroyed until completion of the City's financial audit
- Any destruction of records may only be conducted upon passage of a resolution by the City Council, with the advice of the City Attorney. Approval of the Idaho State Historical Society is only required, if the City wants to purge Historical records. At that time the Historical Society may want the documents to be transferred to their office.

RISK MANAGEMENT INSURANCE

The City of Idaho City is exposed to various risks of loss related to torts; theft, damage, and destruction of assets; errors and omissions; and natural disasters for which the City carries commercial insurance.

RESOLUTION NO. 2022-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IDAHO CITY ADOPTING A NEW PERSONNEL POLICY MANUAL TO SUPERSEDE THE PREVIOUS CITY OF IDAHO CITY PERSONNEL POLICY MANUAL.

WHEREAS, The City has at various dates in the past adopted various policies in regards to personnel matters and has determined they are need of revisions; and

WHEREAS, City Council has worked to develop a comprehensive Personnel Policy, Communicable Disease Policy, and Social Media Policy that incorporate requirements of current federal and state laws and personnel management best practices and desires to adopt such policies for the City of Idaho City employees; and

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Idaho City, Idaho, that the City of Idaho City Personnel Policy, Communicable Disease Policy, and Social Media Policy, copies of which are attached hereto and incorporated by reference, are hereby approved and adopted for the City of Idaho City, effective March 23, 2022. These policies supersede and replace all previously adopted personnel policies.

PASSED BY THE COUNCIL of the City of Idaho City this ____ day of _____ , 2022.

APPROVED BY THE MAYOR of the City of Idaho City this ____ day of _____, 2022.

_____

Kenneth Everhart, Mayor

ATTEST:

_____

Nancy L. Ptak, City Clerk/Treasurer

CITY OF IDAHO CITY

ORDINANCE No. 367?

AN ORDINANCE OF THE CITY OF IDAHO CITY, BOISE COUNTY, IDAHO, REPEALING TITLE 8, CHAPTER 4, CREATING A NEW TITLE PROVIDING FOR THE TEMPORARY USE OF RECREATIONAL VEHICLES AND PROVIDING PENALTIES, AMENDING TITLE 8, CHAPTER 1 TO MAKE A CORRECTION, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Idaho City finds it is necessary to regulate the habitation of recreational vehicles and other such structures primarily designed as temporary living accommodations to promote the public health, safety, and welfare of the citizens of Idaho City and the orderly growth of the City of Idaho City.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF IDAHO CITY, IDAHO:

Section 1. REPEAL OF TITLE 8, CHAPTER 4 OF THE CITY CODE OF IDAHO CITY. Ordinance No. 1-35, governing the use requirements and penalties for using a trailer for sleeping and eating quarters, enacted May 8, 1959, and codified as Chapter 4 of Title 8 of the City Code of Idaho City is repealed.

Section 2. ADDITION OF NEW CHAPTER TO TITLE 4 REGULATING THE SHORT-TERM USE RECREATIONAL VEHICLES. A new Chapter 4 of Title 4 of the City Code of Idaho City shall be created as follows:

4-4-1: <u>Short Title:</u> This ordinance shall be referred to as the "Short-Term Recreational Vehicle Use Ordinance."

4-4-2: <u>Definitions:</u> For the purposes of this chapter, the terms Recreational Vehicle or RV include, but are not limited to, the following specific vehicles:

Camper: A separate vehicle designed for human habitation and which can be attached or detached from a pickup truck. When removed from the truck, campers are called "unmounted campers". These campers are sometimes referred to as "truck campers" and "overhead campers". Camper shells on pickup trucks are excluded from this definition.

Camping Trailer: A type of trailer or trailer coach, the walls of which are so constructed as to be collapsible and made out of either canvas or similar cloth, or some form of rigid material such as fiberglass, plastic or metal. The walls are collapsed while the recreational vehicle is being towed or stored and are raised or unfolded when the vehicle becomes temporary living quarters and is not being moved.

Motor Home: A motorized vehicle that has a truck or motor van chassis primarily designed to provide temporary living quarters for travel, camping, recreation and vacation use.

Travel Trailer: A trailer without its own motive power, designed as a temporary dwelling for travel, camping, recreation and vacation use. This definition includes fifth wheelers.

4-4-3: General Provision Regarding Recreational Vehicles:

Except as otherwise provided herein or in other sections the City Code of Idaho City or unless otherwise prohibited, no person shall park or place within the city limits any recreational vehicle actively in use as sleeping or living accommodations for more than fourteen (14) consecutive days in any six (6) month period, unless the recreational vehicle is located in a mobile home or recreational vehicle park.

4-4-4: Exceptions:

A. A recreational vehicle may be used as temporary housing when a building permit has been issued and a permanent dwelling structure is being constructed or substantially remodeled such that the permanent dwelling structure is not habitable.

B. A recreational vehicle may be used for a longer period of time than otherwise allowed in this Chapter when it is connected through an approved and exclusive connection to city water and sewer services, provided that appropriate steps must be taken between the months of October through May to ensure adequate snow removal from or prevent the accumulation of snow on the roof of the recreational vehicle and to protect water and sewer connections from freezing. The recreational vehicle must be placed to comply with the setback requirements of the Zoning Regulations of the City Code of Idaho City and may not be placed in the public right-of-way or other easement used for vehicular ingress and egress to the public highway or public right-of-way. The recreational vehicle shall have a current registration and shall be in operational condition so it can be operated in a safe and lawful manner upon the roads and highways in the State of Idaho as set forth in the Motor Vehicle Laws of the State of Idaho, title 49, Idaho Code. A recreational vehicle shall not be set on blocks with the tires or running gear removed.

C. A recreational vehicle may continue to be used and maintained as permanent housing in the same manner and under the same conditions when it was being used as permanent housing before this Chapter was enacted and until a change of use occurs, relocation to another property occurs, or an occupancy permit issued is issued for a permanent dwelling structure on the property. A recreational vehicle may be repaired or replaced. The exception in this paragraph does not supersede, excuse, or waive compliance with any other provision of the City Code of Idaho City, or any other applicable federal, state, or local law, regulation, rule, or ordinance.

4-4-5: Penalty:

A. A first violation of this chapter shall be an infraction punishable by a penalty not to exceed fifty dollars ($50).

B. A second violation of this chapter within three (3) years of the commission of the first offense for which the person was convicted shall be an infraction punishable by a penalty not to exceed one hundred dollars ($100).

C. A third violation of this chapter within three (3) years of the commission of the first offense for which the person was convicted shall be a misdemeanor and be punishable by a fine not exceeding one thousand dollars ($1,000), by imprisonment not to exceed six months, or both.

D. Each twenty-four (24) hour period that a violation continues shall be a separate violation.

Section 3. CORRECTION TO SECTION 3, CHAPTER 1, TITLE 8 OF THE CITY CODE. The City Code of Idaho City, Section 8-1-3 be amended with the following correction:

8-1-3: MOBILE HOME, TRAILER OR MANUFACTURED HOME:

Any mobile home, trailer or manufactured home which is proposed to be placed upon property inside the corporate limits of the City shall meet the standards set forth by the ~~Idaho State Industrial Commission~~ Idaho Division of Building Safety. This requirement shall also apply to moving an existing mobile home, trailer or manufactured home from one lot inside the City limits to another lot inside the City limits. Any such mobile home or trailer shall not be older than the year 1976.

Section 4. SAVINGS CLAUSE. Ordinance 1-35 repealed by this ordinance, shall remain in force to authorize the arrest, prosecution, conviction and punishment of a person who violates Ordinance 1-35 prior to the effective date of this ordinance.

Section 5. SEVERABILITY CLAUSE. The sections of this ordinance are severable. The invalidity of a section shall not affect the validity of the remaining sections.

Section 6. EFFECTIVE DATE. That this ordinance shall be in full force and effect upon passage, approval and publication according to law.

PASSED BY THE COUNCIL of the City of Idaho City this _____day of _____, 2022.

APPROVED BY THE MAYOR of the City of Idaho City this_____ day of _____, 2022.

_____

Kenny Everhart, Mayor

ATTEST:

_____

City Clerk

Kay Jackson
[redacted]

March 16, 2022

ICHPC & City Council

Dear ICHPC & City Council:

I have been a commissioner since April of 2015. I bring to the position, a knowledge of local history and a desire to preserve both historic buildings and the historic character of the District. I would like to seek another 3-year term on the commission, with the recommendation of the commissioners and approval by the city council.

Sincerely,

Kay Jackson

Kay Jackson

Historic Preservation Goals
Enhancement Projects 2022-23

1. Assess 2021 and 2022 agendas and minutes and get them all uploaded to the City website.
2. Update Historic District Address Listings with PNZ 5 zones. Highlight lots/addresses with questionable zoning. Submit to City at March 24, 2022 City Council meeting.
3. Fill out ownership sheets for historic addresses listed in Byron Johnson's research notebook.
4. File photos
5. Establish a relationship with new code enforcement officer when s/he comes on duty.
6. Pursue Public Art Grant for Chainsaw carving of ICTP/Meters stump. Mural on cinder block side of ICTP. Historic theme.
7. Review Ordinance #270 and consider updating, including after the fact violations like demolition, cutting down trees, and other actions that cannot be undone, based on a ruling afterwards – would we have allowed it? Complaint?
8. CLG Grant 20-21, 21-22 Idaho Heritage Conference Pocatello 2022
9. CLG Grant 2022-23 Site surveys for unassessed properties for new National Registry Nominations. Dan Everhart SHPO recommended $15,000.
10. Fill out ownership history from Byron's notes of historic addresses on form "Historic District Property History by address.
11. Welcome to the District for those who didn't come to Special Open House meeting in August.
12. Get all violations addressed with a 2-month resolution limit goal: 1) Personal/phone/email contact by Code Enforcement officer, 2) letter of Notification 3) Violation notice 4) Complaint procedures
13. City hire an arborist every 2-5 years with the goal of conserving trees and recommend replanting projects
14. Team with Chamber of Commerce and City to encourage uniform summer flower baskets/window boxes
15. Bring back a clean-up day with dump trucks going to dump and burn pile

Gmail

Nancy L Ptak <idahocityclerk@gmail.com>

ICAC Shed

Beth Wilson <president@idahocityhf.org> Fri, Mar 18, 2022 at 2:53 PM
To: "City of Idaho City, Nancy" <idahocityclerk@gmail.com>

I regret that I won't be able to attend the City Council meeting on March 23rd but need to have the Council consider the following request:

The SICI crew will be in Idaho City the weeks of April 11-15 and April 18-22. If we have enough workers and enough time, we would like to have them work on the roof at the ICAC shed located behind the Community Hall. We will have them remove the shingles and the Foundation and Arts Council will complete the project--repair skip sheeting, put down roofing paper and install tin and ridge cap. The Foundation and Arts Council will seek donations and will cover any costs.

What I need is permission from the City to do the project should the stars align.

Thank you for your consideration.

Beth Wilson
President
Idaho City Historical Foundation

UTILITY BILLING SYSTEM Report ID: 1020 — **CITY OF IDAHO CITY**

PAST DUE 60 OR MORE DAYS — **For target date 03/03/2022** — **09:59:00 - 03/03/2022**

Account	Route - Meter / Fund - Service	Customer Name	Service Address	Balance	User Type	Past Due
20001-00	03-10	[redacted]	302 ELK CREEK ROAD		COMMERCIAL	
	51 - WATER BASE					
	52 - SEWER			12909.46		12494.14
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE			3940.04		3283.36
	51 - OVERPAYMENT					
			Subtotal for Account 20001-00 :	16849.50		15777.50
20002-00	02-02	[redacted]	305 ELK CREEK ROAD		RESIDENTIAL	
	51 - WATER BASE			188.03		125.63
	51 - WATER USAGE			4.88		3.66
	52 - SEWER	7 day		138.44		103.83
	51 - WATER LATE FEE			32.01		19.06
	52 - SEWER LATE FEE			41.19		23.96
	51 - ON/OFF FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20002-00 :	404.55		276.16
20004-00	03-11	[redacted]	300 ELK CREEK ROAD		RESIDENTIAL	
	51 - WATER BASE					
	52 - SEWER			1107.52		1072.91
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE			360.20		300.16
	51 - OVERPAYMENT					
			Subtotal for Account 20004-00 :	1467.72		1373.07
20066-00	02-66	[redacted]	608 MONTGOMERY STRE		RESIDENTIAL	
	51 - WATER BASE			305.11		242.71
Made Payment	51 - WATER USAGE	7 day	Pd. $200 CASH 3/15/22	4.05		3.24
	52 - SEWER			173.05		138.44
	51 - WATER LATE FEE			54.13		17.58
	52 - SEWER LATE FEE			62.52		18.71
	51 - OVERPAYMENT					
			Subtotal for Account 20066-00 :	598.86		420.68
20077-00	02-77	[redacted]	606 MONTGOMERY STRE		RESIDENTIAL	
	51 - WATER BASE			290.26		227.86
	51 - WATER USAGE					
Made Payment	52 - SEWER		Pd. $200 CASH 3/15/22	173.05		138.44
	51 - WATER LATE FEE	7 day		47.48		14.38
	52 - SEWER LATE FEE			54.20		15.19
	51 - MISC					
	51 - OVERPAYMENT					
			Subtotal for Account 20077-00 :	564.99		395.87
20088-00	02-88	[redacted]	101 PLACER STREET		RESIDENTIAL	
	51 - WATER BASE		212.40 - 3/9/22 CK	436.80		374.40
	51 - WATER USAGE			2.90		2.70
	52 - SEWER	7 day		476.86		442.25
	51 - WATER LATE FEE		886.01	69.39		44.20
	52 - SEWER LATE FEE			112.46		80.51
			Subtotal for Account 20088-00 :	1098.41		944.06
20107-00	02-107	[redacted]	104 KING ROAD		COMMERCIAL	
	51 - WATER BASE			248.99		186.59
PAID IN FULL	51 - WATER USAGE	7 day	$453.31 CC	1.08		0.81
	52 - SEWER			138.44		103.83
	51 - WATER LATE FEE			31.16		6.21
	52 - SEWER LATE FEE			33.64		6.21
	51 - OVERPAYMENT					
			Subtotal for Account 20107-00 :	453.31		303.65

UTILITY BILLING SYSTEM Report ID: 1020

PAST DUE 60 OR MORE DAYS For target date 03/03/2022

CITY OF IDAHO CITY

09:59:00 - 03/03/2022

Account	Route - Meter Fund - Service	Customer Name	Service Address	Balance	User Type	Past Due
20125-00	02-125	[redacted]	309 WALULLA STREET W		RESIDENTIAL	
	51 - WATER BASE			374.40		312.00
	51 - WATER USAGE			23.87		22.92
	52 - SEWER			346.10		311.49
	51 - WATER LATE FEE			79.44		79.44
	52 - SEWER LATE FEE			196.00		196.00
	51 - OVERPAYMENT					
			Subtotal for Account 20125-00 :	1019.81		921.85
20217-00	02-217	[redacted]	117 PROSPECTOR LANE		RESIDENTIAL	
	51 - WATER BASE			249.60		187.20
	51 - WATER USAGE			19.40		15.48
	52 - SEWER			173.05		138.44
	51 - WATER LATE FEE			54.76		34.49
	52 - SEWER LATE FEE			87.40		57.89
	51 - OVERPAYMENT					
			Subtotal for Account 20217-00 :	584.21		433.50
20223-00	02-223	[redacted]	132 PROSPECTOR LANE		RESIDENTIAL	
	51 - WATER BASE			249.60		187.20
	51 - WATER USAGE			588.08		441.06
	52 - SEWER			138.44		103.83
	51 - WATER LATE FEE			104.71		20.94
	52 - SEWER LATE FEE			113.08		20.94
			Subtotal for Account 20223-00 :	1193.91		773.97
30002-00	03-02	[redacted]	304 ELK CREEK ROAD		RESIDENTIAL	
	51 - WATER BASE					
	52 - SEWER			1107.52		1072.91
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE			360.20		300.16
	51 - OVERPAYMENT					
			Subtotal for Account 30002-00 :	1467.72		1373.07

Pd. $250 CK 1529

7 day

New Pay Agreement

3/23/22 WILL BRING CHECK ON 3/24/22 PM

7 day

PAID IN FULL

24 hr.

$1193.91 CK 3/22/22

Total Balance: 25702.99

Total Past Due: 22993.38