CITY OF IDAHO CITY

AGENDA

REGULAR CITY COUNCIL MEETING
Wednesday, April 23, 2025
6:00 P.M
City Hall, 511 Main Street, Idaho City, ID 83631

Join Zoom Meeting
https://us02web.zoom.us/j/85913106899?pwd=VW51QWRNNGE3eVVsSlhNTHRadGo5QT09
Meeting ID: 859 1310 6899
Passcode: iccouncil

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: APRIL 8, 2025 ***ACTION ITEM***
B. IDAHO CITY EVENT CHECKLIST: ***ACTION ITEM***
   1. IDAHO CITY RANCH & RODEO EXPO JUNE 27 & 28, 2025
C. BILLS/PAYABLES: APRIL 9, 2025 THROUGH APRIL 23, 2025 ***ACTION ITEM***

II. 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***

A. IC SECTION 74-206(1)(D) TO CONSIDER RECORDS EXEMPT FROM DISCLOSURE.

III. 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***

IV. ENGINEER'S REPORT

A. MERRICK CONTRACT TERMINATION LETTER ***ACTION ITEM***
B. RFQ 2025-001 ENGINEERING FIRM ***ACTION ITEM***

V. 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***

VI. OLD BUSINESS

A. PROPERTY SWAP WITH SECOR ***ACTION ITEM***

VII. NEW BUSINESS

A. BOISE COUNTY HEALTH COALITION – COMMUNITY HALL FEES ***ACTION ITEM***

VIII. COMMITTEE REPORTS

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

IX. EMPLOYEE UPDATES

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

XIII. UPCOMING MEETINGS

A. NEXT REGULAR MEETING: MAY 14, 2025

ADJOURNMENT

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

Mayor:
Ken Everhart
idahocitymayor1@cityofic.org
Council members:
Tom Secor Jr
Ashley M Elliott
Mari Adams
Ryan Heffington

Chief of Police:
Brent Watson
idahocitypd.194@cityofic.org
City officers:
Jake Nye

Public Works Director:
Tami Claus
idahocitypublicworks@cityofic.org
Public Works:
Nick Mancera
CJ Torgensen

City Clerk-Treasurer:
Nancy L Ptak
idahocityclerk@cityofic.org
Deputy Clerk
Kaleb Goodlett
idahocityoffice@cityofic.org
Utility Billing Clerk
4cityfolk@cityofic.org

511 Main Street
PO Box 130
Idaho City, ID 83631
(208)392-4584
operating hours
Monday- Thursday
8 am - 5 pm
Friday 9am -3pm

CITY OF IDAHO CITY

AGENDA
REGULAR CITY COUNCIL MEETING
Tuesday, April 8, 2025
6:00 P.M
City Hall, 511 Main Street, Idaho City, ID 83631

MINUTES

Join Zoom Meeting
https://us02web.zoom.us/j/85913106899?pwd=VW51QWRNNGE3eVVsSlhNTHRadGo5QT09
Meeting ID: 859 1310 6899
Passcode: iccouncil

CALL MEETING TO ORDER: Mayor Everhart called the regular city council meeting to order at 6:00 PM.
ROLL CALL: Deputy Clerk Goodlett called roll, Adams, Secor, Heffington, Elliott in attendance. Heffington, Elliott, & Ptak joined via zoom.
PLEDGE OF ALLEGIANCE: Mayor Everhart led the pledge of allegiance.

I. CONSENT AGENDA

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A. APPROVAL OF MINUTES: MARCH 26, 2025 ***ACTION ITEM***

Councilor Adams made a motion, seconded by Secor, to approve the minutes dated March 26, 2025. 4 ayes. Motion carried.

B. IDAHO CITY EVENT CHECKLIST:

1. IDAHO CITY 100 MOTORCYCLE ENDURO, MAY 30, 2025 THROUGH JUNE 1, 2025 ***ACTION ITEM***

Scott Trosper with the Boise Ridge Riders explained they are requesting to use Montgomery. Trosper went on to explain the course and plans. Councilor Secor made a motion, seconded by Adams, to approve the event checklist for the Idaho City 100 Motorcycle Enduro May 30, 2025 through June 1, 2025 contingent on proof of insurance. 4 ayes. Motion carried.

C. BILLS/PAYABLES: MARCH 27, 2025 THROUGH APRIL 8, 2025 ***ACTION ITEM***

Councilor Secor questioned one of the bills for Core & Main and suggested it be submitted to DEQ for reimbursement under the water project. Councilor Secor made a motion, seconded by Adams, to approve the bills dated March 27, 2025 through April 08, 2025 in the amount of $77,081.16. 4 ayes. Motion carried. Clerk Ptak asked if there were any other claims that could be submitted for reimbursement and suggested looking through claims at the next meeting to see if there are any more that could be submitted.

II. 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***

III. 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***

IV. ENGINEER'S REPORT

V. 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***

DRAFT

VI. OLD BUSINESS

A. PROPERTY SWAP WITH SECOR

Surveying is complete and awaiting the information.

VII. NEW BUSINESS

A. COUNCIL PRESIDENT VOTE ***ACTION ITEM***

Councilor Secor nominated himself for Council President, seconded by Elliott. Adams Aye, Elliott aye, Heffington aye, Secor abstain.

B. FORMULA BUSINESS MORATORIUM ***ACTION ITEM***

Mayor Everhart explained that there is a separate email sent with the draft ordinance for review. Mayor Everhart read the ordinance in its entirety. City Attorney Callahan explained some of the legal issues when discriminating against out-of-state commerce. Callahan believed with this moratorium the city was in a good position because of the historic district, there are not currently any of these types of businesses, and there was an immense amount of public concern at the last meeting. This will give P&Z an opportunity and time to figure out the right direction to proceed. Counselor Secor made a motion, seconded by Adams, pursuant to section 50-902, Idaho Code, the rule requiring that ordinances be read on three different days, two readings of which may be by title only and one reading of which shall be in full, shall be dispensed with and that Ordinance No. 390 be considered immediately. Secor aye, Adams aye, Elliott aye, Heffington aye. Motion carried. Counselor Secor made a motion, seconded by Adams, Ordinance No. 390 now before the council to be approved. Secor aye, Adams aye, Elliott aye, Heffington aye. Motion carried.

C. SURPLUS AUCTION RESERVE AMOUNT ***ACTION ITEM***

Deputy Clerk Goodlett explained he completed the training for the online auction website and after the publication notice for the auction is complete the items can be posted for auction. Goodlett asked council if they would like a reserve amount on any of the items. Discussion on the items and reserve amounts ensued. Councilor Secor made a motion, seconded by Adams, to set the reserve auction prices as discussed. 4 ayes. Motion carried.

VIII. EMPLOYEE UPDATES

A. PUBLIC WORKS

Public Works Director Claus explained that the big leak has been found and isolated. Claus asked Mayor and Council if the air check needed to be replaced. Mayor Everhart wants it replaced but said it didn't have to happen until next budget year. Claus added that she got ahold of Cla-Val to have a technician come up and will provide the contact info to Mayor Everhart for when that happens. Discussion on the PRV's ensued. Roads are being worked on when possible. Public Works is also trying to locate the water main where it crosses over the highway to install isolation valves. Mayor Everhart wanted Public Works to locate the tee on Wednesday and perform the install and repair on Thursday. Claus had Grundfos come up to look at the dosing pumps. One of them is bad and will need replaced. Claus would like to have an extra on the shelf if needed. Mayor Everhart suggested getting one new pump and a rebuild kit to have on hand. Claus added that next budget year the city needs to plan for replacing the sand in the sand bays. Mayor Everhart wanted to make sure that the bays were not re-sanded unless absolutely necessary and not until the new source and prefilter are installed.

B. LAW ENFORCEMENT

C. CLERK/TREASURER'S OFFICE

Clerk Ptak explained that all of the paperwork for BMS pay is almost complete and ready to move forward. A few of the project questionnaires have come in for Clearwater. Ptak will be contacting ICRMP to get training for everyone regarding roles and responsibilities.

1. BUDGET UPDATES

Clerk Ptak explained the budget update provided in the packet.

2. WATER AND SEWER UPDATES, ***ACTION ITEM***

Clerk Ptak explained the water sewer updates in the packet and discussed the bond repayment and fees.

3. CLEARWATER UPDATE

Mayor Everhart explained that 2 engineering firms sent in their qualifications and reports. Clearwater rated both of the firms, and that information was provided in an email. Discussion on the firms ensued. City Attorney Callahan added that this will be a future agenda item for deliberation. Mayor Everhart added that if Council wanted they could request submittals from both firms for the next meeting. Councilor Heffington asked about pricing and Mayor Everhart requested City Staff get with Clearwater and request pricing from the firms for the next meeting. Mayor Everhart added that Clearwater will also work with the city commissions to ensure open meeting laws and processes are being followed.

D. CITY ATTORNEY

IX. COUNCIL UPDATES

Councilor Elliott stated that the project proposal from Jon Adams was well written.

X. MAYOR UPDATES

DRAFT

XI. CITIZEN COMMENTS

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XII. UPCOMING MEETINGS

A. NEXT REGULAR MEETING: APRIL 23, 2025

ADJOURNMENT 6:58 PM

ATTEST:

Date approve

Nancy L Ptak, City Clerk-Treasurer

Ken Everhart, Mayor

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Mayor:
Ken Everhart
idahocitymayor1@cityofic.org

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

Chief of Police:
Brent Watson
idahocitypd.194@cityofic.org

City officers:
Jake Nye

Public Works Director:
Tami Claus
idahocitypublicworks@cityofic.org

Public Works:
Nick Mancera
CJ Torgensen

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

Deputy Clerk
Kaleb Goodlett
idahocityoffice@cityofic.org

Utility Billing Clerk
4cityfolk@cityofic.org

511 Main Street
PO Box 130
Idaho City, ID 83631
(208)392-4584
operating hours
Monday- Thursday
8 am - 5 pm
Friday 9am -3pm

DRAFT

City of Idaho City

Idaho City Clerk's Office
Monday-Thursday 8:00am to 4:30pm
Friday 9:00am to 3:00pm
511 Main St. Idaho City, ID 83631
PO Box 130 Idaho City, ID, 83631
(208) 392-4584
idahocityclerk@cityofic.org
idahocityoffice@cityofic.org

Event Checklist Application

***Must be submitted at a minimum of 20 days prior to event.**

There is a $52.50
($26.25 for nonprofit,$15.75 for student)
Application Fee for each Event Checklist

Event Overview

Event Name: Idaho City Ranch and Rodeo Expo
Event Sponsor: Legacy Park Riders Association
Address of Event: Jim Haswell Rodeo Arena
Time(s) and Date(s) of Event: June 28, 2025
Person in charge: Michelle Diehl Contact Number [redacted]
Number of Attendees: unknown Email: [redacted]
Event Set-Up and Take Down Times and Dates: June 27th - set up / June 29th clean up
Type of Event (what event encompasses): Fundraiser for IIDE / featuring equestrian performances / activities for families

List any entrance or participation fees that will be charged (if applicable) or N/A:

General Questions	YES	NO
Is your event charitable / nonprofit? Yes 501c3#	☐	☐
Event sponsor has read the Idaho City Park Policy and/or the Historical Foundation Policy & agrees to comply?	☐	☐
Is the event free?	☐	☐
Is this a ticketed event?	☐	☐
Will your event have food (either provided or available for purchase)? *(If yes, please fill out Food Section)*	☑	☐
Will your event have vendors (food, cottage industry, service provider, etc.)? *(If yes, fill out Vendor Section)*	☐	☑
Will there be promotional signage at your event? *(If yes, please provide examples)*	☑	☐
Will your event have alcohol (either provided or available for purchase)? *(If yes, fill out Alcohol Section)* ***Fee required**	☐	☑
Will your event require a park reservation (John Brogan Memorial, Naylor Park, Rodeo Grounds, etc.)? ***Fee may be required**	☑	☐
Will your event have road closure or parade?	☐	☑
Will your event be held after hours (between dusk to dawn)? ***Fee required**	☐	☑
Site Plan Attached? (site plan showing exact locations of all the different function of the event (I.E. show performance spaces; vendor areas; alcohol serving area; emergency services; first aid stations; trash receptacles; porta potties; proposed parking uses, etc.)	☑	☐
Are you proposing to use electrical generators or amplified sound systems? (If yes, show their locations on your site plan and describe below what they will be used for & what precautions will be taken to see they are used properly and safely. If amplified sound will take place after 11pm a noise variance will be required.) ***Fee may be required**	☑	☐

A fee for council approved events will be set at $25.00 an hour per officer to cover the additional coverage of law enforcement if deemed necessary. The number of hours for events will be determined by the Idaho City Chief of Police. If after-hours work is required the fee shall be $37.50 an hour per officer for those times. Those hours will be determined by the Idaho City Chief of Police.

Emergency Service, Security, and Lost Child Plans

All Events are required to provide security, and emergency service plans to ensure the safety of event attendees. Some events may be allowed to provide private security. Plans must include location of services during the event, signature from security and emergency service provider, date(s), and times the services will be provided, and contact information for the security and emergency services). All emergency service and security plans must receive approval by the Idaho City Police Department.

This form must be completed and then signed by both EMS & ICPD prior to submitting to the city.

The number of required private security staff is based on the number of event attendees:

- For 0-1,000 attendees – at least two (2) security staff are required at all times.
- For each additional 1,000 attendees – one (1) additional security staff is required at all times.

	YES	NO
Have you scheduled security with ICPD? N/A	☐	☐
Have you scheduled emergency services (EMS)? N/A	☐	☐
Have you scheduled private security? N/A	☐	☐

Based on expected attendance, how many security staff will be staffed at all times? _____

Security Company: _____

Company Contact Person: _____

Company Email: _____ Phone: _____

EMS Company: _____ Phone: _____

Dates & Times of service: _____ Onsite Contact Name: _____ Phone: _____

Detailed Security Plan:

Detailed security plan for dealing with lost child(ren):

Detailed EMS Plan:

First Aid/Information Table

Location(s) of First-Aid Station: _____

Type(s) of First-Aid Provided: _____

Location(s) of Information Table: _____

Parking

Primary Parking Location: _____ Overflow Parking Location: _____

List parking fees that will be charged (if applicable): N/A

Parking Plan Description: Horse trailers will park across from Rodeo grounds. Public parking will be below arena (area to the left right after turning into grounds).

Traffic Control

	YES	NO
Has the city and/or county been contacted about road closures? N/A	☐	☐

Traffic Control Company: _____

Company Contact Person: _____

Company Email: _____ Phone: _____

Traffic Control & Road Closure Description: _____

Parade Formation Location & Hours: _____

Parade Dispersal Location & Hours: _____

Alcohol

	YES	NO
Will alcohol be a part of your event? (If so an alcohol variance will be required.)	☐	☐
Will alcohol be consumed or possessed at the event, but not offered for sale? (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 alcohol be offered for sale? (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.) Alcohol catering permits must be obtained and presented with this event checklist for approval.	☐	☐

Catering **OR** Benevolent, Charitable, and Public Purpose Events Permit Holder: _____

Type(s) of alcohol to be served at event: _____

Serving times for alcohol (to/from): N/A

Type(s) of serving containers: _____

Alcohol catering permit required from the Idaho City Clerk OR Alcohol Permit for Benevolent, Charitable, and Public Purpose Events from Idaho State Police (ISP)

Detailed plan for age verification (wristbands, ID check, etc.):

Detailed alcohol security plan:

☐ Attach photos of alcohol area signage that will be displayed at event.
☐ Attach detailed map of serving location (including entrances and exits).
☐ Attach photo of wrist band.
☐ Attach completed/approved Alcohol Catering Permit - https://idahocity.municipalimpact.com/documents/170/Alcohol_Catering_Application.pdf **OR** Approved Alcohol Permit for Benevolent, Charitable, and Public Purpose Events from Idaho State Police (ISP)

Food/Vendors

How many vendors will need electricity? 1 activity will need electricity

List vendor fees that will be charged (if applicable) or N/A: N/A

	YES	NO
If food is being served, the proper permits from Central District Health (CDH) & Idaho City Clerk must be secured & submitted. *Required	☐	☐
Has the Public Works Department been contacted to schedule vendor electrical inspections, etc.?*	☐	☐

***Electrical inspection required for events – please contact the Public Works Department at (208) 392-4584**

If you will have vendors at event:

☐ Provide a complete list of participating vendors prior to your event.

Restrooms

	YES	NO
Will you be bringing in additional Porto-Potties?	☑	☐

Number of Restrooms: 2

Number of ADA Restrooms:

Location of Restrooms: Rodeo Grounds

Porto-Potty Company: Summit Portables Phone: 208-249-5486

Refuse

	YES	NO
Have you contacted Idaho City Public Works (208) 392-4584?	☐	☐

Describe below your plans for trash disposal. What are your plans for trash collection and containment, receptacle locations and after-event cleanup?

Location of trash carts: We will use trash cans @ rodeo grounds and haul our own trash away.

Detailed refuse plan for collection, containment, and after event clean-up:

Event and Promotional Signage

☐ Attach photos of signage as well as dimensions of each sign (required at least 10 days prior to event).

Miscellaneous

***Required for all events:* Detailed public notification plan (how will you be letting the public know your event is happening and how street closures, noise, etc. might affect them)**

Attachment Checklist

	YES	N/A
Limited Liability Insurance Plan ***($1,000,000 in the name of City of Idaho City)***	☐	☐
Event Location Map – Site Plan (all areas identified)	☐	☐
Schedule of Events	☐	☐
Detailed Security Plan Requiring Approval by the Idaho City Police Department	☐	☐
Detailed Emergency Services Plan Approval by the Idaho City Police Department	☐	☐
Traffic Control & Parking Plan	☐	☐
Complete List of Participating Vendors	☐	☐
Vendor Permits & Fees	☐	☐
Confirmation of Event Registration with Central District Health (CDH)	☐	☐
Photos of Event and Promotional Signage with Dimensions	☐	☐
Approved Alcohol Catering Permit/Permit for Benevolent, Charitable, and Public Purpose Events	☐	☐
Photos of Alcohol Area Signage	☐	☐
Map of Alcohol Serving Area (including entrances and exits)	☐	☐
Photo of alcohol wristbands (if applicable)	☐	☐
Public Notification Letter	☐	☐
Park Reservation Receipt	☐	☐
Other Pass-Through Cost Receipt(s)	☐	☐
Refuse Plan	☐	☐
Community Hall and/or Rodeo Grounds Reservation Information	☐	☐
Noise Variance Application	☐	☐

Event Fees: ***https://idahocity.municipalimpact.com/documents/170/2024-25_Fee_Chart.pdf***

	Amount
☐ **Rodeo Grounds / Amphitheatre fee schedule:**	
• **Non-profit groups $82.50/day plus ($4.95) 6% use tax**	$
• **City Residents, Groups, & Local Government $185.00/day plus ($11.10) 6% use tax**	$
• **Non-City Residents, & Groups $370.00/day plus ($22.20) 6% use tax**	$
• **The following security deposit is required, refundable if rental requirements are completed: $150.00** Cleaning deposit will be forfeited if the grounds/ Amphitheatre / parking area are not in same condition as found or better, and the key (if used) is not returned. Exceptions may be set by the City Council based on recommendation from the Idaho City Parks and Recreation Commission	$
☐ **Alcohol Catering Permit.....$20/day (3-day limit)**	$
☐ **Food Vendor Permit Fee.....$16.50/day (3-day limit)**	$
☐ **Mobile Food Truck Fee.....$26.25 application fee & $21.00/day / $200/year (5-day limit)**	$
☐ **Vendor License Daily Fee.....$16.50 (Non-profit $7.50)**	$
☐ **Vendor License Yearly Fee (Non-refundable) $55.00 (Non-profit $25.00)**	$
☐ **Carnival or public entertainment with less than 10 concessions, rides, or sideshows, daily fee $220.50**	$
☐ **Carnival or public entertainment with more than 10 concessions, rides, or sideshows, daily fee shall be $22.00 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.	
☐ **Pass through Costs (Electricity, Safety Services, Public Notification, Other)**	$
☐ **Law Enforcement Fee $25/hr. per officer (determined by Chief of Police)**	$
◆ **After Hours Fee $37.50/hr. per officer (determined by chief of Police)**	$
☐ **Community Hall Fees**	
• **Nonprofit groups $44.00/day plus ($2.64) 6% use tax**	$
• **City Residents, Groups, & Local Government $165.25 plus ($9.92) 6% use tax**	$
• **Non-City Residents, & Groups $330.50 plus ($19.83) 6% use tax**	$
• **A $150.00 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 and a set schedule for a class or multi-day event	$
☐ **Temporary Noise Ordinance Application / Noise Variance. $52.50 profit, $26.25 non-profit, $15.75 student**	$
☐ **Event Checklist Fee ($52.50 profit; $26.25 non-profit; $15.75 student)**	$
TOTAL:	$

ICPD & EMS Use Only

Number of daytime officer hours needed @$25/hr ..... _____

Number of After-Hours officer hours needed @$37.5/hr ..... _____

	YES	NO
Is this Event Checklist Security & EMS Plan approved by ICPD?	☐	☐
Is this Event Checklist Security & EMS Plan approved by EMS?	☐	☐

B. Watson 194

Chief of Police, City of Idaho City

EMT 1449

EMS

Boise County Sheriff's Office (if applicable)

Idaho City Fire Protection District (if applicable)

Office Use Only

		YES	NO
Event Checklist application fee collected? Card ☐ Cash ☐ Check ☐ Receipt #		☐	☐
All applicable fees collected?		☐	☐
Have all applicable attachments been received and reviewed?		☐	☐
Is this Special Event Plan approved?		☐	☐
Alcohol variance approved?	NA ☐	☐	☐
Noise variance approved, & fee collected? Card ☐ Cash ☐ Check ☐ Receipt #	NA ☐	☐	☐

EC Application #: 2025-3 **Date of Approval:** _____

Special Comments/Instructions

City Clerk

Parks Director (if applicable)

City of Idaho City Seal

For Questions or to Submit:
Contact the Idaho City Clerk's Office
Monday-Thursday 8:00am to 5:00pm
Friday 9:00am to 3:00pm
511 Main St, Idaho City, ID 83631
PO Box 130, Idaho City, ID, 83631
(208) 392-4584
idahocityclerk@cityofic.org
idahocityoffice@cityofic.org

Contact Information:

Idaho City Historical Foundation: Phone: (208)-392-4550 Email: president@idahocityhf.org

Idaho City Police Department: Chief Brent Watson Phone: 208-392-4596 Email: idahocitypd.194@cityofic.org

East Boise County Ambulance District: Phone: (208) 392-6644 Email: ebcaddirector@co.boise.id.us

OFFICE USE ONLY

Rodeo Grounds Walk Through:

Initial walk through performed with public works? ☐ YES ☐ NO
Comments: _____

_____

Final walk through performed with Public Works? ☐ YES ☐ NO
Comments: _____

_____

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 the city property again? ☐ YES ☐ NO

Comments: _____

_____

_____

_____

Signed: _____


Activity Area
1st Aid
Food
Activity needing power source
Power water
Activity Area
Public Entrance North Ticket Booth
PANELS
Equestrian Traffic Only
Sound Booth will need this power source
Gold Dust Rodeo
PANELS
Activity Area
Public Entrance
Public Parking
45°
AQI 41

For Pay Date = 04/23/25, Cash - Checking
* ... Over spent expenditure

Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
3160	27767S	235 MICROTECH SYSTEMS	35.00								
1	86979 04/14/25	IT Services	5.25			10		41500		350	10100
2	86979 04/14/25	IT Services	17.50			51		43400		350	10100
3	86979 04/14/25	IT Services	12.25			52		43500		350	10100
3161	27768S	179 WEX BANK	1,703.32								
1	103890542 03/31/25	Fuel	154.89			20		43200		480	10100
2	103890542 03/31/25	Fuel	516.31			51		43400		480	10100
3	103890542 03/31/25	Fuel	361.42			52		43500		480	10100
4	103890542 03/31/25	Law Fuel	670.70			10		42100		480	10100
3162	27769S	42 NORCO INC	55.18								
1	0043223985 03/31/25	Cylinder rent	55.18			52		43500		630	10100
3163	27770S	115 CORE & MAIN	2,126.35								
1	612053 04/03/25	Neptune Subscription	2,126.35*			51		43400		630	10100
3164	27771S	38 IDAHO DEPARTMENT OF HEALTH AND	105.00								
1	100133-2 04/03/25	Water tests	105.00			51		43400		681	10100
3165	27772S	21 IDAHO POWER	5,085.19								
1	04/01/25	act#2202974826 commercial rd	10.03			20		43200		672	10100
2	04/01/25	act#2204647370 elk crk/placer	10.03			20		43200		672	10100
3	04/01/25	act#2205733500 street lights	391.79			20		43200		672	10100
4	04/01/25	act#2206173730 city shop	11.12			20		43200		675	10100
30%											
5	04/01/25	act#2206173730 city shop	18.15			51		43400		671	10100
49%											
6	04/01/25	act#2206173730 city shop	7.78			52		43500		671	10100
21%											
7	04/05/25	act#2201668064 amphitheater	25.84			10		41500		930	10100
8	04/05/25	acc#2203080029 hw 21 rodeo are	25.84			10		41500		930	10100
9	04/05/25	acc#2202255424 skating rink	25.84			10		41500		930	10100
10	04/05/25	acc#2220462101 220 hw 21 lift	34.60			52		43500		671	10100
11	04/05/25	acc#2205377613 hill rd booster	275.09			51		43400		671	10100
12	04/05/25	acc#2221325844 water tank	36.49			51		43400		671	10100
13	04/05/25	acc#2204493726 3945 hw 21 PH	25.84			51		43400		671	10100
14	04/05/25	acc#2202137416 city pumps	10.03			51		43400		671	10100
15	04/05/25	acc#2202808321 water treatment	1,405.04			51		43400		671	10100
16	04/05/25	acc#2206171999 city hall	131.21			10		41500		670	10100
50%											
17	04/05/25	acc#2206171999 city hall	91.85			51		43400		671	10100
35%											
18	04/05/25	acc#2206171999 city hall	39.36			52		43500		671	10100
15%											

For Pay Date = 04/23/25, Cash - Checking
* ... Over spent expenditure

Claim Line #	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
19	04/05/25	acc#2205634021 207 w comm/emer	25.84			20		43200	672		10100
20	04/05/25	acc#2206002632 ballfields RR	54.79			10		41500	930		10100
21	04/05/25	acc#2204467670 rodeo gnd RR	47.48			10		41500	930		10100
22	04/05/25	acc#2207091329 3847 hw 21 SP	832.64			52		43500	671		10100
23	04/05/25	acc#2204805382 community hall	504.52			10		41500	673		10100
24	04/05/25	acc#2204647305 main & hw21 VC	372.95			10		41500	674		10100
25	04/05/25	acc#2207764602 3861 HWY 21 RO	671.04			51		43400	671		10100
3167	27773S	23 IDAHO RURAL WATER ASSOCIATION	1,262.50								
1	2383	03/31/25 Responsible Charge Operator	1,262.50			52		43500	113		10100
3168	27774S	48 IDAHO WORLD PUBLISHING LLC	382.08								
Publishing											
1	9086	04/08/25 RFQ Engineering Services	91.70			10		41500	440		10100
2	9086	04/08/25 RFQ Engineering Services	38.21			20		43200	440		10100
3	9086	04/08/25 RFQ Engineering Services	213.96			51		43400	440		10100
4	9086	04/08/25 RFQ Engineering Services	38.21			52		43500	440		10100
3169	27775S	115 CORE & MAIN	206.00								
1	785429	04/14/25 Water Main Valves	206.00*			51		43400	630		10100
3170	27776S	204 TAMRA CLAUS	300.58								
1	04/22/25	2/26/25 Samples - Mileage	59.85*			52		43500	450		10100
2	04/22/25	3/28/25 Samples - Mileage	59.85*			52		43500	450		10100
3	04/22/25	4/11/25 Parts - Mileage	61.18			51		43400	450		10100
4	04/22/25	1/28/25 Samples - Mileage	59.85*			52		43500	450		10100
5	04/22/25	4/22/25 Samples - Mileage	59.85*			52		43500	450		10100
3171	27777S	222 WESTERN STATES EQUIPMENT CO.	3,900.00								
1	003158784	04/16/25 CAT forks	2,730.00			51		43400	615		10100
2	003158784	04/16/25 CAT forks	1,170.00*			52		43500	615		10100
3172	27778S	112 BLUE CROSS OF IDAHO	1,009.04								
1	04/12/25	insurance for Jake Nye	1,009.04			10		42100	220		10100

# of Claims 12 Total: 16,170.24

CITY OF IDAHO CITY
Fund Summary for Claims
For the Accounting Period: 4/25

Fund/Account	Amount
10 GENERAL FUND	
10100 Checking-Cash in Bank	2,965.18
20 STREET FUND	
10100 Checking-Cash in Bank	641.91
51 WATER FUND	
10100 Checking-Cash in Bank	8,509.83
52 SEWER FUND	
10100 Checking-Cash in Bank	4,053.34
Total:	**16,170.24**

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

CASH VOUCHERS

Authorized by: _____ Date: _____

April 16, 2025

City of Idaho City
511 Main Street
Idaho City, ID 83616

Dear Mayor and City Council,

It has been our pleasure to support the City with engineering services since 2020. However, Merrick and Company is not able to continue providing engineering services to the City under the Master Agreement for Professional Services executed June 24, 2020 (Master Agreement).

The purpose of this letter is to provide the City with notification that Merrick and Company is requesting termination of the Master Agreement. Merrick and Company has completed the engineering services covered by executed Task Orders No. 1 through No. 11 under the terms of the Master Agreement. The associated engineering documents have been provided to the City. There are no incomplete or unfinished engineering services remaining under the terms of the Master Agreement.

A separate, stand-alone EJCDC Engineering Agreement executed January 17, 2024, includes engineering services for design and construction assistance for the Elk Creek Intake Restoration Project and completion of a Leak Detection Evaluation. The Leak Detection Evaluation is complete and has been delivered to the City. The Elk Creek Intake Restoration Project is ongoing, and Merrick and Company intend to continue to provide engineering support for this project.

The EJCDC Engineering Agreement references future Phase 2 engineering services that were intended to be completed under an engineering contract amendment. Merrick and Company is not intending to prepare an engineering amendment for the contemplated Phase 2 services. When the Elk Creek Intake Restoration Project is finished and terms of the EJCDC Agreement are satisfied, Merrick and Company intend to consider the work complete.

Please notify Stuart Hurley, P.E. at stuart.hurley@merrick.com or 208-780-3994 if the City has any questions.

Sincerely,

Merrick & Company

Stuart Hurley, P.E.
Idaho Water Group Lead

1161 W River Street, Ste. 130
Boise, Idaho 83702
Tel: +1 208-780-3990
idaho@merrick.com
www.merrick.com

City of Idaho City, Engineering Services RFQ #2025-001					
	Firm History & Capability	Relevant Experience	Qualifications	Familiarity	Total
Consor	3.00	2.70	2.25	1.50	9.45
HECO	3.00	2.40	2.13	1.43	8.95

Criteria	Weight
Firm History	30%
Relevant Project Experience	30%
Qualifications of Assigned Team	25%
Familiarity with Local Government	15%

Points	
5.0	Excellent
4.0	Good
3.0	Meets Minimum Expectations
2.0	Unsatisfactory
1.0	Poor
0.0	No Information Provided

City of Idaho City, Engineering Services RFQ #2025-001						
	Firm History & Capability	Relevant Experience	Qualifications	Familiarity	Total	Notes
Consor	5.00	4.50	4.50	5.00	19.00	Trevor Howard - Cascade and Boise County engineer.
HECO	5.00	4.00	4.00	4.50	17.50	Good local experience. References.

City of Idaho City, Engineering Services RFQ #2025-001						
	Firm History & Capability	Relevant Experience	Qualifications	Familiarity	Total	Notes
Consor	5.00	4.50	4.50	5.00	**19.00**	Can begin immediately. Established in 1980 (two years earlier than HECO) Appears to have a personal connection through Derek Probst (8 years of experience). Associated staff experience ranges between 1-26.
HECO	5.00	4.00	4.50	5.00	**18.50**	Four decades of experience in Idaho, includes civil, structural, mechanical ,and electrical Can assist with grant funding. Timeline isn't referenced in terms of work availability. Years of experience ranges from 11 - 36; Principal (Andy Gehrke) has 26 YOE.

REQUEST TO APPEAR ON AGENDA

Today's Date: 4/7/2025

Name: Mindy Curran

Subject: Boise County Health Coalition is hoping to ask the council to waive the cleaning deposit fee for the Community Hall rental on 10/4/2025 for the coalition to host a Health and Wellness Resource Fair on that day.

Will this be an action item? YES ☑ NO ☐

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

Date of city council meeting you wish to appear on the agenda: 4/23/2025

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

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

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

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

City of Idaho City

2nd Quarterly Financial Report

Fiscal Year-to-Date as

March 31, 2024

GENERAL GOVERNMENT	OPERATING EXPENSES	REVENUE	AMOUNT BUGETED	PERCENTAGE OF APPROPRIATIONS
Administative	$ 54,231.74	$ 49,091.74	$ 124,372.00	43.60%
Law Enforcement	$ 92,463.18	$ 102,661.46	$ 212,505.00	43.51%
Total Government	**$ 146,694.92**	**$ 151,753.20**	**$ 336,877.00**	43.55%
Street Fund	$ 38,391.93	$ 33,974.35	$ 71,993.00	53.33%
Water Fund	$ 374,817.51	$ 365,833.20	$ 3,544,785.00	10.57%
Water Bond	$ 40,000.00	$ 35,064.25	$ 80,000.00	50.00%
Sewer Fund	$ 134,800.12	$ 110,829.13	$ 243,040.00	55.46%
BUDGET TOTAL	**$ 734,704.48**	**$ 697,454.13**	**$ 4,276,695.00**	17.18%

Citizens are invited to inspect the detailed supporting records of the above financial statement.

Nancy L Ptak
City Clerk-Treasurer
April 20, 2025

511 Main Street
Idaho City, ID 83631
208-392-4584

UTILITY BILLING SYSTEM Report ID: 1020

PAST DUE 60 OR MORE DAYS For target date 04/02/2025

CITY OF IDAHO CITY

08:31:20 - 04/02/2025

Account	Route - Meter / Fund - Service	Customer Name	Service Address	Balance	User Type	Past Due
20001-03	00-NONE	[redacted]	302 ELK CREEK ROAD		COMMERCIAL	
	51 - WATER BASE	Agreement				
	52 - SEWER			7703.14		6394.90
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE			7494.41		7494.41
	51 - MISC					
	51 - OVERPAYMENT					
			Subtotal for Account 20001-03 :	15197.55		13889.31
20023-00	02-23	[redacted]	600 MAIN STREET		RESIDENTIAL	
	51 - WATER BASE		Emailed copy	196.56		65.52
	51 - WATER USAGE					
	51 - DEQ - DW1104			38.91		4.41
	52 - SEWER			109.02		36.34
	51 - WATER LATE FEE			24.06		7.81
	52 - SEWER LATE FEE			25.64		7.81
	51 - OVERPAYMENT					
			Subtotal for Account 20023-00 :	394.21		121.89
20054-00	02-54	[redacted]	402 MONTGOMERY STREET		RESIDENTIAL	
	51 - WATER BASE	PD in full 4/3/25	7-Day	196.56		65.52
	51 - WATER USAGE					
	51 - DEQ - DW1104			51.75		17.25
	52 - SEWER			109.02		36.34
	51 - WATER LATE FEE			6.55		
	52 - SEWER LATE FEE			6.55		
	51 - OVERPAYMENT					
			Subtotal for Account 20054-00 :	370.43		119.11
20066-00	02-66	[redacted]	608 MONTGOMERY STREET		RESIDENTIAL	
	51 - WATER BASE	Agreement		131.04		
	51 - WATER USAGE			1.04		
	51 - DEQ - DW1104			34.50		
	52 - SEWER			81.06		8.38
	51 - WATER LATE FEE			8.56		8.56
	52 - SEWER LATE FEE			9.88		9.88
	51 - OVERPAYMENT					
			Subtotal for Account 20066-00 :	266.08		26.82
20077-00	02-77	[redacted]	605 MONTGOMERY STREET		RESIDENTIAL	
	51 - WATER BASE	Agreement		131.04		
	51 - WATER USAGE					
	51 - DEQ - DW1104			34.50		
	52 - SEWER			79.07		6.39
	51 - WATER LATE FEE			8.43		8.43
	52 - SEWER LATE FEE			9.74		9.74
	51 - MISC					
	51 - OVERPAYMENT					
			Subtotal for Account 20077-00 :	262.78		24.56
20094-00	02-94	[redacted]	116 E HILL ROAD		RESIDENTIAL	
	51 - WATER BASE	PD in full 4/8/25		196.56		65.52
	51 - WATER USAGE					
	51 - DEQ - DW1104			51.75		17.25
	52 - SEWER			125.67		52.99
	51 - WATER LATE FEE			16.26		9.71
	52 - SEWER LATE FEE			18.20		9.71
	51 - OVERPAYMENT					
			Subtotal for Account 20094-00 :	408.44		155.18
20125-00	02-125	[redacted]	309 W WALULLA STREET		RESIDENTIAL	
	51 - WATER BASE	PD $300 4/8/25	7-Day	196.56		65.52
	51 - WATER USAGE			7.38		2.46
	51 - DEQ - DW1104			51.75		17.25
	52 - SEWER			109.02		36.34
	51 - WATER LATE FEE			6.80		
	52 - SEWER LATE FEE			6.80		
	51 - MISC					
	51 - ON/OFF FEE					
	51 - NSF FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20125-00 :	378.31		121.57

UTILITY BILLING SYSTEM Report ID: 1020

PAST DUE 60 OR MORE DAYS For target date 04/02/2025

CITY OF IDAHO CITY

08:31:20 - 04/02/2025

Account	Route - Meter / Fund - Service	Customer Name	Service Address	Balance	User Type	Past Due
20126-00	02-126	[redacted]	316 W WALULLA STREET		RESIDENTIAL	
	51 - WATER BASE	Agreement		197.61		66.57
	51 - WATER USAGE					
	51 - DEQ - DW1104			51.75		17.25
	52 - SEWER			145.36		72.68
	51 - WATER LATE FEE			15.39		15.39
	52 - SEWER LATE FEE			15.39		15.39
	51 - ON/OFF FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20126-00 :	425.50		187.28
20131-00	02-131	[redacted]	116 COTTONWOOD STREET		RESIDENTIAL	
	51 - WATER BASE	Shut off		458.64		327.60
	51 - WATER USAGE					
	51 - DEQ - DW1104	Letter sent		120.75		86.25
	52 - SEWER			254.38		181.70
	51 - WATER LATE FEE			111.39		52.42
	52 - SEWER LATE FEE			134.59		59.10
	51 - ON/OFF FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20131-00 :	1079.75		707.07
20143-00	02-143	[redacted]	201 COMMERCIAL STREET		RESIDENTIAL	
	51 - WATER BASE	PD #300 4/2/25	7-Day	196.56		65.52
	51 - WATER USAGE	Agreement		16.08		5.36
	51 - DEQ - DW1104			51.75		17.25
	52 - SEWER			109.02		36.34
	51 - WATER LATE FEE			7.09		
	52 - SEWER LATE FEE			7.09		
	51 - ON/OFF FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20143-00 :	387.59		124.47
20162-00	02-162	[redacted]	600 HIGH STREET		RESIDENTIAL	
	51 - WATER BASE	Tenant Past		262.08		131.04
	51 - WATER USAGE	Bill sent to Sister				
	51 - DEQ - DW1104			65.91		31.41
	52 - SEWER			145.36		72.68
	51 - WATER LATE FEE			6.55		6.55
	52 - SEWER LATE FEE			6.55		6.55
	51 - OVERPAYMENT					
			Subtotal for Account 20162-00 :	486.45		248.23
20205-00	02-205	[redacted]	118 GOLD ROAD		RESIDENTIAL	
	51 - WATER BASE	Payment Rcvd 4/3/25	7-Day	461.57		68.45
	51 - WATER USAGE	#500.30				
	51 - DEQ - DW1104			34.50		
	52 - SEWER	PD in full 4/7/25		327.06		109.02
	51 - WATER LATE FEE			6.85		
	52 - SEWER LATE FEE			6.85		
	51 - ON/OFF FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20205-00 :	836.83		177.47
20223-00	02-223	[redacted]	132 PROSPECTOR LANE		RESIDENTIAL	
	51 - WATER BASE	Probate		458.64		327.60
	51 - WATER USAGE			13.44		10.60
	51 - DEQ - DW1104			120.75		86.25
	52 - SEWER			254.38		181.70
	51 - WATER LATE FEE			7.04		7.04
	52 - SEWER LATE FEE			34.17		7.04
	51 - ON/OFF FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20223-00 :	888.42		620.23

UTILITY BILLING SYSTEM Report ID: 1020

PAST DUE 60 OR MORE DAYS For target date 04/02/2025

CITY OF IDAHO CITY

08:31:20 - 04/02/2025

Account	Route - Meter Fund - Service	Customer Name	Service Address	Balance	User Type	Past Due
20237-00	02-237	[redacted]	24 BUENA VISTA ROAD		RESIDENTIAL	
	51 - WATER BASE	PD $500 4/7/25		131.04		
	51 - WATER USAGE			41.72		
	51 - DEQ - DW1104			34.50		
	52 - SEWER			107.79		35.11
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20237-00 :	315.05		35.11
20241-00	02-241	[redacted]	403 ELK CREEK ROAD		RESIDENTIAL	
	51 - WATER BASE	Agreement		196.56		65.52
	51 - WATER USAGE			19.89		6.63
	51 - DEQ - DW1104			51.75		17.25
	52 - SEWER			113.20		40.52
	51 - WATER LATE FEE			15.64		15.64
	52 - SEWER LATE FEE			17.07		17.07
	51 - OVERPAYMENT					
			Subtotal for Account 20241-00 :	414.11		162.63
20250-00	02-250	[redacted]	421 ELK CREEK ROAD		RESIDENTIAL	
	51 - WATER BASE	PD $270.00 4/7/25	7-Day	189.20		58.16
	51 - WATER USAGE			81.81		27.27
	51 - DEQ - DW1104			34.50		
	52 - SEWER			109.02		36.34
	51 - WATER LATE FEE			8.54		
	52 - SEWER LATE FEE			8.54		
	51 - OVERPAYMENT					
			Subtotal for Account 20250-00 :	431.61		121.77
20304-00	02-304	[redacted]	112 PROSPECTOR		RESIDENTIAL	
	51 - WATER BASE	Letter Sent		131.04		
	51 - WATER USAGE			7.28		
	51 - DEQ - DW1104			34.50		
	52 - SEWER	PD in full		106.66		33.98
	51 - WATER LATE FEE			12.02		6.01
	52 - SEWER LATE FEE			16.33		7.49
			Subtotal for Account 20304-00 :	307.83		47.48

Total Balance: 22850.94

Total Past Due: 16890.18