

CITY OF IDAHO CITY



REGULAR CITY COUNCIL MEETING

Wednesday June 22, 2022

6:00 P.M.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/4192717240>

Meeting ID: 419 271 7240

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: JUNE 8, 2022, **ACTION ITEM**
- B. IDAHO CITY EVENT CHECKLIST: **ACTION ITEM**
 - 1. IDAHO CITY FIRE PROTECTION DISTRICT – 4HT OF JULY PARADE AND FIREWORKS
- C. BILLS/PAYABLES: JUNE 9, 2022 THROUGH JUNE 22, 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. MOUNTAIN WATERWORKS WATER RIGHTS UPDATES

IV. OLD BUSINESS

V. NEW BUSINESS

- 1. COMMUNITY HALL REFUND – TONYA HEFFINGTON **ACTION ITEM**
- 2. COMMUNITY HALL CLEANING DEPOSIT FEE INCREASE **ACTION ITEM**
- 3. PIONEER CEMETERY HISTORICAL TOURS – PTA AND THEATRE/PUBLICATIONS DEPARTMENT – IC MS/HS

VI. ORDINANCES AND RESOLUTIONS

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

VII. COMMITTEE REPORTS

- A. PARKS & RECREATION COMMISSION
- B. HISTORIC PRESERVATION COMMISSION

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

VIII. EXECUTIVE SESSION

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

1. EXECUTIVE SESSION TO DISCUSS THE ACQUISITION OF AN INTEREST IN REAL PROPERTY AND TO COMMUNICATE WITH COUNSEL ABOUT THE IMMINENTLY LIKELY LEGAL PROCEEDINGS UNDER IDAHO CODE SECTION 74-206(1)(c),(f)

IX. EMPLOYEE UPDATES

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

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

BUDGET WORKSHOP

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

Dave Martin

Ashley M Elliott

Mari Adams

Chief of Police:

Mark Otter

icpd100@gmail.com

City officers:

Mathew Archuleta

Ericca Robbins

Brent Watson

Public Works Director:

Tami Claus

idahocitypublicworks@cityofic.org

Public Works:

Gene Bettys

Dominick Nalley

Janitorial:

Dale Rutter

City Clerk-Treasurer:

Nancy L Ptak

idahocityclerk@cityofic.org

Deputy Clerk:

Sue Robinson

Office Clerk:

Laura Carignan

511 Main Street

PO Box 130

Idaho City, ID 83631

(208)392-4584

4cityfolk@cityofic.org

idahocityoffice@cityofic.org

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6:00 P.M.
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Meeting ID: 419 271 7240

MINUTES

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

ROLL CALL: Martin, Adams, and Secor were present. Elliott was absent.

PLEDGE OF ALLEGIANCE: Mayor Everhart led the pledge of allegiance.

I. CONSENT AGENDA

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A. APPROVAL OF MINUTES: MAY 25, 2022, **ACTION ITEM**

Martin made a motion to approve the minutes dated May 25, 2022, seconded by Adams, 3 ayes.

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

C. BILLS/PAYABLES: MAY 26, 2022 THROUGH JUNE 8, 2022, **ACTION ITEM**

Secor made a motion to pay the bills dated May 26, 2022, through June 8, 2022, in the amount of \$19,356.59, seconded by Martin, 3 ayes.

II. PUBLIC HEARINGS

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

III. ENGINEER'S REPORT

1. MOUNTAIN WATERWORKS WATER RIGHTS UPDATES

No updates at this time.

IV. OLD BUSINESS

V. NEW BUSINESS

1. SUSAN KELLY – HILL ROAD PROPERTY TO BE REMOVED FROM HISTORIC DISTRICT, **ACTION ITEM**

Susan Kelly would like to move her property out of the Historic District designation. Would like to build a single-family residence. Council will need a recommendation from the Idaho City Historic Commission to move forward with the designation. Rhonda Jameson, Idaho City Historic Commission Chair indicated that Susan Kelley would need to have building plans approved by Planning and Zoning and submit a Certificate of Appropriateness and once that is approved the property would be eligible to be removed from the Historic District. At that point the request to be removed from the Historic District can be presented to City Council for final approval. City Attorney Callahan will work with City Clerk Ptak to hold joint meetings between the approval committees.

VI. ORDINANCES AND RESOLUTIONS

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

VII. EXECUTIVE SESSION

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

1. EXECUTIVE SESSION TO DISCUSS THE ACQUISITION OF AN INTEREST IN REAL PROPERTY AND TO COMMUNICATE WITH COUNSEL ABOUT THE IMMINENTLY LIKELY LEGAL PROCEEDINGS UNDER IDAHO CODE SECTION 74-206(1)(c),(f)

VIII. EMPLOYEE UPDATES

A. PUBLIC WORKS

Public Works Director Claus reported that the fixing of potholes on Main Street should be finished by the weekend. Work will be done at the rodeo grounds. Mayor Everhart is in the process of contacting Curtis Dill from the county to finalize Boise County's plan for repairing Montgomery Street in the short-term; the City will assist with labor. Boise County is planning on more permanent repairs of Montgomery Street next fiscal year. Councilmember Martin inquired about vandalism at the skate park as well as cleaning of the bathrooms at the skate park. Public Works Director Claus and Mayor Everhart will discuss this with the custodial staff. Clerk Ptak also discussed with the police department to add additional patrolling of this area and installing additional cameras. The bathrooms are being locked at night to curtail vandalism. The Boise Basin Interpretive Association would like to write a grant to renovate the bathrooms.

Councilmember Martin asked about the use of water in the city, which seems excessive. It was discussed that there were a few leaks at properties recently that are in the process of being fixed. There was a discussion about a way to detect if there are additional leaks. There was a discussion about instituting a tiered water usage billing.

B. LAW ENFORCEMENT

Chief Otter was not in attendance. Electronic speed limit signs are planned for next fiscal year.

C. CLERK/TREASURER'S OFFICE

1. BUDGET UPDATES – MAY 2022

May 2022 Budget reports were provided.

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

Marilyn Schwartz was issued a refund for \$823.63 for overpayment of water and sewer bill.

D. CITY ATTORNEY

City Attorney Callahan sent an attorney letter to a resident with a delinquent water and sewer account. The property owner will probably appear at the next City Council meeting to propose a payment agreement for City Council to consider.

IX. COUNCIL UPDATES

Councilmember Secor thanked Public Works Director Claus for her help connecting water and sewer to the tiny homes' property.

Councilmember Adams indicated that there is an urgent need for volunteer ambulance drivers.

Councilmember Martin will probably be retiring from the council on August 1, 2022.

X. MAYOR UPDATES

Mayor Everhart indicated that there have been at least two instances recently that the Community Hall has been rented and the hall was not cleaned prior to their event. The quality of cleaning by the custodial staff needs to be addressed. It was discussed there might be a need for a part time cleaning person dedicated to cleaning the Community Hall after rentals conclude.

It was discussed that the \$50.00 refundable cleaning deposit should be increased to \$150.00 – \$200.00 to help ensure that those renting the Community Hall leave it in a clean state.

Mayor Everhart made a recommendation to refund at least 50% of the rental fees to the two families that rented the Hall last weekend and needed to spend multiple hours to clean the facility prior to their event. Council will make a decision at the next council meeting.

Fiscal year to date the power bill for the Community Hall is \$2,946.41 and the revenue for renting the Community Hall is \$2,977.42. The rental fees for the Community Hall are not enough to pay for the overall

operations of the building. Mayor Everhart would like City Council to consider increasing the rental fees to cover the yearly maintenance and operations of the building. Any fees that are raised more than 5% will require a public hearing. Change of fees are set by Resolution. Additional revenue and expense data will be presented at the next council meeting to discuss what the fee should be so Community Hall is self-sustaining.

XI. CITIZEN COMMENTS

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ADJOURNMENT 6:50

BUDGET WORKSHOP

ATTEST:

Date approved:

Nancy L Ptak, City Clerk-Treasurer

Ken Everhart, Mayor

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

Mayor:

Ken Everhart

idahocitymayor1@cityofic.org

Council members:

Tom Secor Jr

Dave Martin

Ashley M Elliott

Mari Adams

Chief of Police:

Mark Otter

icpd100@gmail.com

City officers:

Mathew Archuleta

Ericca Robbins

Brent Watson

Public Works Director:

Tami Claus

idahocitypublicworks@cityofic.org

Public Works:

Gene Bettys

Dominick Nalley

Janitorial:

Dale Rutter

City Clerk-Treasurer:

Nancy L Ptak

idahocityclerk@cityofic.org

Deputy Clerk:

Sue Robinson

Office Clerk:

Laura Carignan

511 Main Street

PO Box 130

Idaho City, ID 83631

(208)392-4584

4cityfolk@cityofic.org

idahocityoffice@cityofic.org



IDAHO CITY EVENT CHECKLIST

EVENT SPONSOR: Idaho City Fire Protection District
 DATE(S): July 4, 2022
 EVENT NAME: Parade and fireworks
 PERSON IN CHARGE: Terry Teeter, Fire Chief
 ADDRESS: 200 Elk Creek Road
 PHONE: Daytime [REDACTED] Evenings SAME

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 _____

2. EVENT DESCRIPTION

BRIEFLY DESCRIBE WHAT YOUR EVENT ENCOMPASSES:

Staging at Idaho City High School parking lot, 9:30 am to 12:00 noon -
parade starts at 12:00 noon until 1:30 pm. Park event from 1:30 pm
to 3:30 pm with Watermelon Eating Contest. Fireworks at school football field -
8:30 pm to midnight.

3. SITE PLAN

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

4. EVENT HOURS

WHAT ARE THE DAILY HOURS OF OPERATION FOR YOUR EVENT?

9:30 am to midnight

5. GENERATORS OR AMPLIFIED SOUND SYSTEMS

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

YES ☐ NO ☐

IF SO, PLEASE SHOW THEIR LOCATIONS ON YOUR SITE PLAN AND DESCRIBE IN THE SPACE PROVIDED BELOW WHAT THEY WILL BE USED FOR AND WHAT PRECAUTIONS YOU ARE TAKING TO SEE THAT THEY ARE USED PROPERLY AND SAFELY.

*****ITEMS 6, 7 AND 8 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 \$30.00 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.

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

X Traffic control will be needed at main Street and Highway 21 for parade to travel back onto Montgomery Street. In the pass City Police Department handle portion of the parade route.

CITY CHIEF OF POLICE INITIAL HERE _____

☐

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

CITY CHIEF OF POLICE INITIAL HERE _____

8. *CONSUMPTION OR POSSESSION OF ALCOHOL**

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

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

WILL THE ALCOHOL BE OFFERED FOR SALE? ☐ YES ☒ NO

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

CITY CHIEF OF POLICE INITIAL HERE _____

9. 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.

10. 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 _____

11. FOOD CONCESSIONS

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

☒ YES ☐ NO

Watermelon contest

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

PARKS AND RECREATION FEE SCHEDULE

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

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

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

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

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

VENDORS FEES

1. VENDORS LICENSE DAILY FEE \$15.00.
2. VENDORS LICENSE DAILY FEES (NONPROFIT ORG.) \$7.00.
3. VENDORS LICENSE YEARLY FEE (NON-REFUNDABLE) \$50.00.
4. CARNIVAL OR PUBLIC ENTERTAINMENT WITH LESS THAN 10 CONCESSIONS, RIDES, OR SIDESHOWS, DAILY FEE \$200.00.
5. CARNIVAL OR PUBLIC ENTERTAINMENT WITH MORE THAN 10 CONCESSIONS, RIDES, OR SIDESHOWS, DAILY FEE SHALL BE \$20.00 PER CONCESSION, RIDE OR SIDESHOW.

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

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

COMMUNITY HALL RENTAL FEES

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

1. NON-PROFIT GROUPS \$40.00 PER DAY PLUS 6% USE TAX
2. PRIVATE GROUPS AND GOVERNMENT AGENCIES \$80.00 FOR 5 OR FEWER HOURS PLUS 6% USE TAX
3. PRIVATE GROUPS AND GOVERNMENT AGENCIES \$150.00 FOR MORE THAN 5 HOURS PLUS 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: _____



From: Linda Gibbens lgibbens@hdinsure.net
Subject: Idaho City Fire Protection District- Fireworks - 41A08170100121
Date: Jun 6, 2022 at 9:05:06 AM
To: teeter550@hotmail.com

Hi Terry,

Per our phone conversation this morning confirming your ICRMP policy covers Fireworks displays put on by the fire departments. Parades are covered as well.

As a reminder, please use caution and operate in a safe manner.

If you should have any questions concerning this matter, or if we may be of further assistance, please give us a call. Thank you.

Have a *~),.,.,.,.*~),.,.*~)

(.,. (.,. * Wonderful Day!

Sincerely,

Linda Gibbens

	HD Insurance Helping Those Who Help Others	175 E 50 th Street Boise, ID 83714
	Linda Gibbens Commercial Account Manager Phone (208) 344-6565 Fax (208) 344-7398 lgibbens@hdinsure.net www.wafdinsurance.com	 



P Go Green! Print this email only when necessary.

"I Am two of the most powerful words; for what you put after them shapes your reality." – Bevan Lee

Confidentiality Notice:

"This e-mail message and any documents accompanying this transmission may contain privileged and/or confidential information and is intended solely for the addressee(s) named above. If you are not the intended addressee/recipient, you are hereby notified that any use of, disclosure, copying, distribution, or reliance on the contents of this e-mail information is strictly prohibited and may result in legal action against you. Please reply to this sender advising of the error in transmission and immediately delete/destroy the message and any accompanying documents".

Thank you.



Nancy Ptak <idahocityclerk@cityofic.org>

Agenda for Wednesday, June 22

Dana Zoch <dzoch@basinschools.net>

Thu, Jun 9, 2022 at 10:42 AM

To: idahocityclerk@cityofic.org

Dear Nancy,

I am the Theatre/Publications teacher at the high school and would like to get on the city council agenda for the next meeting. I would like to talk to the council about our PTA and Theatre/Publications department hosting Pioneer Cemetery Historical Tours one weekend in October. I presented this last year but did not have the liability insurance to host the event. With the PTA's support, we have that now and would like to present and get approval for the fall of 2022.

Best Regards,
Dana Zoch
Theater/Publications
Idaho City MS/HS

She approached council before, it was well recieved but then COVID took over. I believe in the past, this would need to be done as an event check list- so I did not put it as an action item.