

# CITY OF IDAHO CITY



## REGULAR CITY COUNCIL MEETING

Wednesday July 28, 2021

6:00 P.M

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

### Join Zoom Meeting

<https://us02web.zoom.us/j/89566777589?pwd=WmhnMEY3amNacElvSm10SjlCTzNZUT09>

Meeting ID: 895 6677 7589

Passcode: 437658

### 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: JULY 14, 2021 AND JULY 16, 2021 **ACTION ITEM**

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

1. JACK PINE ROUND UP – JACK PINE ROUND UP BOARD

C. BILLS/PAYABLES: JULY 15, 2021 THROUGH JULY 28, 2021 **ACTION ITEM**

#### II. PUBLIC HEARINGS

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

#### III. ENGINEER'S REPORT

1. WATER AND SEWER CAPACITY DISCUSSION

2. RATE STUDY DISCUSSION

3. ALLOW MAYOR TO SIGN IDAHO CITY WINN GRANT WATER PROJECT INVOICE #5675 JUNE 2021 PAY REQUEST PACKAGE #8. **ACTION ITEM**

#### IV. OLD BUSINESS

1. ALLOW MAYOR TO SIGN CONTRACT FOR LEGAL SERVICES FOR ERIK B THOMSON, GEM COUNTY PROSECUTING ATTORNEY, PROVIDING SERVICES FOR CITY OF IDAHO CITY PROSECUTING ATTORNEY **ACTION ITEM**

2. ALLOW MAYOR TO SIGN ENGAGEMENT LETTER FOR LEGAL SERVICES FOR JOAN E CALLAHAN WITH NAYLOR AND HALES, P.C. PROVIDING SERVICES FOR CITY OF IDAHO CITY AS THE CIVIL CITY ATTORNEY **ACTION ITEM**

#### V. NEW BUSINESS

1. THE GOLDMINE NOISE VARIANCE AUGUST 27 & 28, 2021 AND SEPTEMBER 24 & 25, 2021 **ACTION ITEM**

2. PROPOSAL FOR PLAN REVIEW AND INSPECTION SERVICES FOR CITY OF IDAHO CITY BUILDING PERMIT DEPARTMENT – AOKA ENGINEERING

#### 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
  - 1. IDAHO CITY ESTATES PHASE 2-SUBDIVISION PRELIMINARY PLAT FINDINGS OF FACT, AND RECOMMENDATION TO CITY COUNCIL
- 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
  - 1. MAILBOXES IN THE IDAHO CITY CITY LIMITS PROPOSAL TO COUNCIL FOR CONSIDERATION.
- B. LAW ENFORCEMENT
  - 1. HORIZON STRUCTURES KENNELS – ANIMAL CONTROL FACILITY – CONSIDERATION FROM ALL CITY ENTITIES IN BOISE COUNTY AND BOISE COUNTY
- C. CLERK/TREASURER'S OFFICE
  - 1. WATER AND SEWER BILL UPDATES
  - 2. BUDGET UPDATES – SET MEETING FOR BUDGET PREPARATION WITH COUNCIL AND MAYOR

## X. COUNCIL UPDATES

## XI. MAYOR UPDATES

## XII. CITIZEN COMMENTS

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

## ADJOURNMENT

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

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

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

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

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

# CITY OF IDAHO CITY



## REGULAR CITY COUNCIL MEETING

Wednesday July 14, 2021

6:00 P.M

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

### Join Zoom Meeting

<https://us02web.zoom.us/j/86772547815?pwd=Z0lYbnFoamhwQ2dIVWhLRGJlT0RsUT09>

Meeting ID: 867 7254 7815

Passcode: 499351

## MINUTES

CALL MEETING TO ORDER: Secor called the meeting to order at 6:00

ROLL CALL: Everhart, Secor and Martin present. Hillyard absent.

PLEDGE OF ALLEGIANCE: Councilman 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 June 23, 2021 and June 30, 2021 **ACTION ITEM**

Everhart made a motion to approve the minutes dated June 23 and June 30, seconded by Martin, Secor abstains from June 30, 2021 all ayes for the remainder.

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

#### C. BILLS/PAYABLES: June 24, 2021 through July 14, 2021 **ACTION ITEM**

Everhart made a motion to approve the bills dated June 24, 2021 through July 2021 in the amount of \$17059.73, 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

#### IV. OLD BUSINESS

#### V. NEW BUSINESS

##### 1. ROBERT SHOWALTER – GRANT WRITING PROPOSAL **ACTION**

Robert Showalter addressed the council with grant information that may be available to the city, he is currently working towards grant writing and would like to offer his services. He would be willing to meet with engineers on specific grants and information.

### 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**

### VIII. EMPLOYEE UPDATES

#### A. PUBLIC WORKS

Public works director Tami Franklin updated council on the meter change outs, proposal for water sewer rates, she has been working with Idaho Rural Water. She will hopefully be working towards a rate study to address the rate proposal. Secor says he would be available to help move a meter pit.

## B. LAW ENFORCEMENT

Clerk Ptak gave an update for Chief Otter. His vehicle is in the shop and he is looking at the possibility of leasing a vehicle Mountain Home auto Ranch, they have one police vehicle available, the only 2021 left in the state. He will provide the council with more information as it comes in. He is also working with all of Boise County on a dog kennel proposal. He and Clerk Ptak will be working on budget for 21/22. Money from the cares act grant will get forwarded to help the cost of the possible vehicle purchase.

## C. CLERK/TREASURER'S OFFICE

### 1. WATER BILL UPDATES

Clerk Ptak presented the water bill updates and explained that she and City Attorney Joan Callahan are working toward a solution on how to collect on two of the accounts that have multiple users, trailer parks, one account is sewer only. Still same issue, how to turn off services and collect. Many tenets are state subsidized. A solution will be coming soon hopefully. Everhart noticed many Solutions Born accounts past due and asked if they are all the same entity. Clerk says yes, she is also working towards getting them straightened out on their business licenses. They need separate licenses for the businesses.

### 2. BUDGET UPDATES 3<sup>rd</sup> QTR REPORT

3<sup>rd</sup> quarter budget was presented. All funds are showing less than 75% for spending and all funds are showing revenues higher than expenditures. Looks good so far to date. Street will still need to be opened and adjusted for large upcoming repair bill. Working with law and public works to get numbers together for budget.

A building inspection company reached out and clerk will get more information and present at next meeting.

## IX. COUNCIL UPDATES

None at this time.

## X. MAYOR UPDATES

He was not feeling well and did not attend.

## XI. CITIZEN COMMENTS

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ADJOURNMENT: 6:47

ATTEST:

Date approved:

\_\_\_\_\_  
Nancy L Ptak, City Clerk-Treasurer

\_\_\_\_\_  
Phillip Canody, Mayor

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

#### Mayor:

Phillip J Canody

#### Council members:

Tom Secor Jr

Ken Everhart

HD Hillyard

David Martin

#### Chief of Police:

Mark Otter

#### Public Works:

Tami Franklin

Gene Bettys

Dominick Nalley

#### City Clerk-Treasurer:

Nancy Ling

#### Deputy Clerk:

Sue Robinson

Janitorial

Dale Rutter

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PO Box 130

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[4cityfolk@gmail.com](mailto:4cityfolk@gmail.com)

[idahocityclerk@gmail.com](mailto:idahocityclerk@gmail.com)

[idahocitypublicworks@gmail.com](mailto:idahocitypublicworks@gmail.com)



# CITY OF IDAHO CITY

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## SPECIAL CITY COUNCIL MEETING

Friday July 16, 2021

6:30 P.M

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

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## MINUTES

CALL MEETING TO ORDER: Mayor Canody called the meeting to order at 6:30pm

ROLL CALL: Everhart and Martin present. Hillyard by phone. Secor absent.

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

### I. NEW BUSINESS

#### 1. **MASTER LEASE AGREEMENT MUNICIPAL - The Bancorp Bank - Vehicle:** **[Fleet] 2021 Ford Police Interceptor Utility (K8A) AWD ACTION ITEM**

Chief Otter presented the council with information with regards to leasing a new 2021 Ford Police Interceptor Vehicle. City Attorney Joan Callahan has been working with The Bancorp Bank on the wording of the lease, she also made note of certain pricing on the outfitting of the vehicle and Mountain Home Auto Ranch dropped their price to avoid having it sent out to bid. The total amount for the lease is proposed at \$39,601 and \$9,998 for outfitting.

Everhart made a motion to allow the mayor to sign documents, Master Lease Agreement Municipal – The Bancorp Vehicle: [Fleet] 2021 Ford Police Interceptor Utility (K8A) AWD - contingent on the lease is approved by city attorney, seconded by Hillyard. 3 ayes.

ADJORNMENT: 6:45pm

ATTEST:

Date approved:

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Nancy L Ptak, City Clerk-Treasurer

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Phillip Canody, Mayor

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

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

Public Works:  
Tami Franklin  
Gene Beltys  
City Clerk-Treasurer:  
Nancy Ling  
Deputy Clerk:  
Sue Robinson

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PO Box 130  
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[4cityfolk@gmail.com](mailto:4cityfolk@gmail.com)  
[idahocityclerk@gmail.com](mailto:idahocityclerk@gmail.com)  
[idahocitypublicworks@gmail.com](mailto:idahocitypublicworks@gmail.com)



## IDAHO CITY EVENT CHECKLIST

EVENT SPONSOR: Jack Pine Round Up Board  
DATE(S): August 27<sup>th</sup> & 28<sup>th</sup>, 2021  
EVENT NAME: Jack Pine Round Up  
PERSON IN CHARGE: Dan Meyer  
ADDRESS: 100 Falcon Drive, Boise, ID 83716  
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 DM

### 2. EVENT DESCRIPTION

BRIEFLY DESCRIBE WHAT YOUR EVENT ENCOMPASSES:

A 2 day Rodeo with performances beginning at 6 pm each night along with live music after each evening performance. Saturday morning we will be having a Cowboy Breakfast

### 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?

5 PM on Friday Evening until 2 AM 7 AM Saturday morning until 11AM and 5 PM on Saturday evening until 2 AM We will have Setup for the event Thursday evening from 4 pm to 8 pm and Friday from 8 AM to 3 PM. Tear down on Sunday from 9 am until finished .

### 5. GENERATORS OR AMPLIFIED SOUND SYSTEMS

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

X 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.

During the rodeo we will have amplified sound which will be controlled professionally by the Announcer and the audio technician. We will also have portable lighting which is run by generators which will also be professionally operated.

**6. \*\*\*DESCRIBE BELOW YOUR PLANS FOR TRASH DISPOSAL. WHAT ARE YOUR PLANS FOR TRASH COLLECTION AND CONTAINMENT, RECEPTACLE LOCATIONS AND AFTER-EVENT CLEANUP? We will have trash receptacles set up at various points on the grounds and they will**

be cleaned prior to our performances as well as after the last performance. Refuse will be taken to the landfill.

**\*\*\*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 personal will be on the grounds at all times. We will have parking attendants directing parking. An ambulance will be on the grounds during the rodeo performances as well as St Luke's Sports Medicine.

CITY CHIEF OF POLICE INITIAL HERE \_\_\_\_\_

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

We will be parking the contestants in the lower parking lot south of the arena in order to utilize the larger parking lot for spectators as well as parking lots at the ball field.

CITY CHIEF OF POLICE INITIAL HERE \_\_\_\_\_

**9. \*\*\*CONSUMPTION OR POSSESSION OF ALCOHOL**

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

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

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

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

CITY CHIEF OF POLICE INITIAL HERE \_\_\_\_\_

**10. PROOF OF INSURANCE**

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

**11. VENDOR PERMITS**

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

INITIAL HERE \_DM\_\_\_\_\_

## **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.

## **PARKS AND RECREATION FEE SCHEDULE**

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

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

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

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

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

## **VEDORS FEES**

1. VENDORS LICENSE DAILY FEE \$15.75.
2. VENDORS LICENSE DAILY FEES (NONPROFIT ORG.) \$7.35.
3. VENDORS LICENSE YEARLY FEE (NON-REFUNDABLE) \$52.50.
4. CARNIVAL OR PUBLIC ENTERTAINMENT WITH LESS THAN 10 CONCESSIONS, RIDES, OR SIDESHOWS, DAILY FEE \$210.00.
5. CARNIVAL OR PUBLIC ENTERTAINMENT WITH MORE THAN 10 CONCESSIONS, RIDES, OR SIDESHOWS, DAILY FEE SHALL BE \$21.00 PER CONCESSION, RIDE OR SIDESHOW.

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

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

## **COMMUNITY HALL RENTAL FEES**

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

1. NON-PROFIT GROUPS \$42.00 PER DAY PLUS (\$2.52) 6% USE TAX

2. PRIVATE GROUPS AND GOVERNMENT AGENCIES \$84.00 FOR 5 OR FEWER HOURS PLUS (\$5.04) 6% USE TAX
3. PRIVATE GROUPS AND GOVERNMENT AGENCIES \$157.50 FOR MORE THAN 5 HOURS PLUS (\$9.45) 6% USE TAX

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

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

**OFFICE USE ONLY:**

ALL ATTACHMENTS AND/OR PERMITS AND FEES RECEIVED:

SITE PLAN \_\_\_\_\_

PROOF OF INSURANCE \_\_\_\_\_

ALCOHOL/CATERING PERMITS \_\_\_\_\_

VENDOR'S PERMITS \_\_\_\_\_

DATE EVENT CHECKLIST RECEIVED AND FOUND TO BE COMPLETE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

**AFTER EVENT COMMENTS:**

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

COMMENTS \_\_\_\_\_

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

COMMENTS \_\_\_\_\_

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

COMMENTS \_\_\_\_\_

SIGNED: \_\_\_\_\_



# Seck Pine Site Map

- L - Light Towers
- A - Amplified Speakers
- P - Porta Toilets
- T - trash Cans

Amplifier

Vendors

ticket Booth

Seating

Alcove

Pens

Competition Parking

overflow parking

trail

Spectator Parking

RD

Roadway

Parking



## Project Updates July 2021 **Idaho City**

### **Water and Wastewater Discussion**

#### **CURRENT PROJECTS:**

- **Water System (WINN Grant Funded) Construction**
  - Construction is underway.
  - Water upgrade project will allow use of groundwater wells.
- **Wastewater Re-use Permit**
  - Permit application received and deemed complete by IDEQ.
  - Draft permit is being prepared by IDEQ.
    - City will be provided opportunity to review and evaluate draft permit prior to issuance.
  - Permit conditions will influence future wastewater system upgrades and needs.
  - Groundwater/surface water interaction evaluation will be a compliance activity for new permit.
    - Evaluation will require installation of additional monitoring wells and addition of new surface water sampling locations.

#### **POTENTIAL PROJECT:**

- **Water Emergency (Surface Water Intake) ECWAG:**
  - MWW reinitiated discussions with USDA Rural Development

#### **RECOMMENDATIONS:**

- **Move Forward with ECWAG**
- **Work Session with Mayor and City Council**
  - *Entertain Motion to Propose Mid-August Work Session*

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**water sewer capabilities****Nancy L Ptak** <idahocityclerk@gmail.com>

Mon, Jul 19, 2021 at 4:44 PM

To: David Martin <idahocitycouncil4@gmail.com>, HD Hillyard <idahocitycouncil02@gmail.com>, Kenny Everhart <idahocitycouncil3@gmail.com>, Phillip Canody <idahocitymayor1@gmail.com>, "Tom Secor Jr." <idahocitycouncil1@gmail.com>, Kenny Everhart <bcwsm01@yahoo.com>, Tom Secor <secorjr@aol.com>, Dave Martin <Martin7788@msn.com>, Harley Hillyard <hdhillyard@hotmail.com>, Phil Canody <pcanody@aol.com>, Tamra Franklin <idahocitypublicworks@gmail.com>

Just FYI, I have been in contact with our attorney and engineers on the growing concerns of the capacity of our water and sewer, as you may realize I am getting new building permits and I HAVE to take them, they were accepted by council to add the new lots. We need to be careful on how to proceed from here, this is why I have reached out. They will be at our next meeting to discuss this and other growth concerns. Get ready for a busy agenda, please plan ahead and let me know ASAP if you think you may not be able to attend. It will be through Zoom, so there is that option to attend. With these concerns, it will be really important for us all to be here and be getting the same information first hand. I realize something can come up between now and then, but the sooner I know, the better I can plan. It has been a BUSY couple of weeks just answering phone calls related to this in one way or another.

If July 28 at 6pm is not going to work, again PLEASE let me know ASAP.

Thanks everyone

**Nancy L Ptak (Ling) - City Clerk/Treasurer**

**City of Idaho City**

**511 Main Street**

**PO Box 130**

**Idaho City, ID 83631**

**(208) 392-4584**

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



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Nancy L Ptak <idahocityclerk@gmail.com>

## Rate Study-Discussion with Council

Kristina Gillespie <KGillespie@mountainwtr.com>  
To: Nancy L Ptak <idahocityclerk@gmail.com>  
Cc: "Joan E. Callahan" <Joan@naylorhailes.com>

Mon, Jul 19, 2021 at 2:57 PM

Thanks Nancy,

I appreciate the Mayor and Council's concern about growth and the capacity of the system now and in the short term. It is most certainly something that does need to be evaluated carefully by the City. We could speak to the Council about this a bit if you would like. We just need direction as to what the Council would like from us on the growth management matter.

As far as the rate study, Mike and I will be available to come up next Wednesday and present (high level) on a rate study for the City. I'll add that to our calendars.

Let me know what else I can help you with or any additional information that may be needed!

Kristina Gillespie-Jaques | Mountain Waterworks, Inc.

BUSINESS MANAGER

Boise - Lewiston - McCall

P 208.780.3997

C 208.602.4623

E kgillespie@mountainwtr.com

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From: Nancy L Ptak <idahocityclerk@gmail.com>  
Sent: Monday, July 19, 2021 2:02 PM  
To: Kristina Gillespie <KGillespie@mountainwtr.com>  
Cc: Joan E. Callahan <Joan@naylorhailes.com>  
Subject: Re: Rate Study-Discussion with Council

The council would like to talk about a rate study at the next meeting, probably with Idaho rural water also. On another note, with all the new construction going on, the council is worried about our capacity to handle water and sewer. They are considering limiting or even not allowing new connections until they know where we are at and what we can handle. I have building permits now that will be ready to send in soon, I am personally worried about what would happen after telling people they can build in the new subdivision and then turn around and decline. The Mayor has asked me to reach out and see what we need to do, I am also sending this email to our city attorney. The scuttlebutt was to possibly put a moratorium on building permits. (I am assuming new construction with new hook up only?)

The next meeting is July 28, 2021

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

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

  
CONFIDENTIALITY NOTICE: This email is intended only for the personal and confidential use of the individual(s) named as recipients and is covered by the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521. It may contain information that is privileged, confidential and/or protected from disclosure under applicable law including, but not limited to, the attorney client privilege and/or work product doctrine. If you are not the intended recipient of this transmission, please notify the sender immediately by telephone. Do not deliver, distribute or copy this transmission, disclose its contents or take any action in reliance of the information it contains. Notice: All communication transmitted within the City of Idaho City Email system may be a public record and may be subject to disclosure under the Idaho Public Records Act (Idaho Code 74-101 et seq.) and as such may be copied and reproduced by members of the public. In addition, archives of all City emails are generally kept for a period of two years and are also subject to monitoring and review.

[Quoted text hidden]



STATE OF IDAHO  
**CONTROLLER'S OFFICE**  
BRANDON D WOOLF

[700 W. State St.](#)  
[P.O. Box 83720](#)  
[Boise, ID 83720-0011](#)

(208) 334-3100  
[info@sco.idaho.gov](mailto:info@sco.idaho.gov)

Dear Nancy,

Congratulations, your application to receive federal aid from the American Rescue Plan Act of 2021 as a Non-Entitlement Unit of government has been processed and your funding is on its way.

Your distribution was released on **July 14, 2021**. You will be receiving a total of: **50,224.94** for tranche 1.

Below you will find your unique identifying Federal NEU Number. **Please retain this number to be used for federal reporting purposes throughout the lifecycle of this program**, including your first report to Treasury and subsequent reporting.

You will be asked for the following information in your first report to Treasury, due October 31, 2021:

- Federal NEU Number: **ID1081** (a unique identification code for each NEU assigned by the state to the NEU as part of the request for funding)
- Copy of signed award terms and conditions agreement
- Copy of signed assurances of compliance with Title VI of the Civil Rights Act of 1964
- Copy of actual budget documents validating the top-line budget total provided to the state as part of the request for funding

If you have questions, please reach out utilizing the following contact information:

[P.O. Box 83720](#)  
[Boise, ID 83720-0011](#)  
[ARPA@sco.idaho.gov](mailto:ARPA@sco.idaho.gov)  
[\(208\) 334-3100](#)





Nancy L Ptak <idahocityclerk@gmail.com>

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## Idaho City WINN Grant Invoice #5675 June 2021-Pay Request Package#8

---

Kristina Gillespie <KGillespie@mountainwtr.com>

Tue, Jul 20, 2021 at 11:38 AM

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

Cc: Ed Stowe <EStowe@mountainwtr.com>, Gary Carroll <Gary.Carroll@deq.idaho.gov>, "MaryAnna.Peavey@deq.idaho.gov" <MaryAnna.Peavey@deq.idaho.gov>, "Douglas.McRoberts@deq.idaho.gov" <Douglas.McRoberts@deq.idaho.gov>

Good Morning Nancy,

Attached is the eighth pay request document for Idaho City WINN Grant water project. The attached package includes the outlay reimbursement form, a progress report, engineering invoice, and budget.

Nancy, if you could have the Mayor execute the reimbursement form and package the document, forwarding on to IDEQ that would be most appreciated.

Once completed, please send the package to the following:

- Senior Water Quality Engineer, Gary Carroll at [Gary.Carroll@deq.idaho.gov](mailto:Gary.Carroll@deq.idaho.gov)Project
- Grants and Loans Bureau Chief, MaryAnna Peavey at [MaryAnna.Peavey@deq.idaho.gov](mailto:MaryAnna.Peavey@deq.idaho.gov)
- DEQ Grants Officer, Douglas McRoberts at [Douglas.McRoberts@deq.idaho.gov](mailto:Douglas.McRoberts@deq.idaho.gov)

If there are any questions, please reach out to me right away.

Thank you,

Kristina Gillespie-Jaques | [Mountain Waterworks, Inc.](#)

BUSINESS MANAGER

Boise - Lewiston - McCall

P 208.780.3997

C 208.602.4623

T: [kgillespie@mountainwtr.com](mailto:kgillespie@mountainwtr.com)



City of Idaho City (2020 Drinking Water)\_5675\_June\_2021.pdf  
810K

<b>OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR GRANT PROGRAMS</b>		<b>STATE OF IDAHO DEPARTMENT OF ENVIRONMENTAL QUALITY</b>			
		1. TYPE OF REQUEST			
		Final <span style="float: right; background-color: yellow;">Partial</span>			
2. GRANT IDENTIFYING NUMBER WIIN Grant S658-00		3. PARTIAL PAYMENT REQUEST NO. 8			
4. PERIOD COVERED BY THIS REQUEST <div style="display: flex; justify-content: space-between;"> <span>FROM: May 22 2021</span> <span>TO: June 18, 2021</span> </div>					
5. RECIPIENT ORGANIZATION City of Idaho City PO Box 130 Idaho City ID 83631			6. PAYEE (If different than item no. 5) Name: Address:		
<b>STATUS OF FUNDS</b>					
7. CLASSIFICATION	Eligible Cost	Previous Periods	This Period	Total	Comments
a. Engineering	\$53,720.00	\$46,376	\$1,121.25	\$47,497	MWW Invoice#5675
b. RPR	\$4,132.00	\$0	\$0.00	\$0	
c. Additional Services	\$43,388.00	\$19,625	\$0.00	\$19,625	
d. Construction	\$198,760.00	\$0	\$0.00	\$0	
e. Total	\$300,000.00	\$66,001	\$1,121.25	\$67,122.03	
f. Amount requested for reimbursement				\$1,121.25	
g. Percentage of physical completion				22%	
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: 07/20/2021			
		NAME, TITLE & TELEPHONE NO. Ed Stowe, P.E. Project Manager 208-780-3990			
<div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div>_____ DEQ PROJECT OFFICER</div> <div>_____ DATE</div> </div>					



## Mountain Waterworks, Inc.

PO Box 9906

Boise, ID 83707-

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

Email: office@mountainwtr.com

Website: www.mountainwtr.com

### Invoice

Invoice Date: Jun 30, 2021

Invoice Num: 5675

Billing Through: Jun 18, 2021

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

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

Basic Engineering Services (234.0030:TASK 01)

#### Professional Services:

Activity	Classification	Hours	Rate	Amount
<b>Construction Management</b>				
▶ Project Manager		6.50	\$135.00	\$877.50
▶ Staff Engineer 1		1.25	\$90.00	\$112.50
▶ Administration 2		0.50	\$75.00	\$37.50
▶ Project Administrator		1.25	\$75.00	\$93.75
Subtotal:				<b>\$1,121.25</b>

Total 234.0030:TASK 01 Amount Due: **\$1,121.25**

**Total Amount Due This Invoice: \$1,121.25**

This invoice is due on 7/30/2021

#### ACCOUNT SUMMARY

Contract Amount	Paid To Date	Previous Unpaid Amount
\$97,500.00	\$66,000.78	\$0.00

OUTSTANDING		
0-30 Days	31-60 Days	61+ Days
\$1,121.25	\$0.00	\$0.00



## Project Progress Report June 2021

### Idaho City

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

#### GENERAL:

Mountain Waterworks completed the following through June 2021:

- **Construction:**
  - Mountain Waterworks continued to process submittals.
  - An on-site preconstruction meeting was held between the City, Mountain Waterworks, and Cascade Enterprises.
  - All project materials are either delivered or on order.
- **Schedule:**
  - Construction is anticipated to begin early to mid-July, starting with yard piping installation.
  - Construction observation will be conducted throughout this time.

#### 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.

## **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 06/18/2021								
	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	\$3,048	\$3,048	\$3,048	\$1	\$1	100%
	Task 02: Preliminary Design	\$15,000	\$18,737	\$18,737	\$18,737	\$0	\$0	100%
	Task 03: Final Design	\$30,000	\$21,946	\$21,946	\$21,946	\$0	\$0	100%
	Task 04: Bidding and Negotiation	\$5,000	\$4,181	\$4,181	\$2,644	\$1,537	\$1,537	63%
	Task 05: Construction	\$5,000	\$5,000	\$8,000	\$6,850	\$1,150	\$1,150	86%
	Task 06: Post Construction	\$5,000	\$5,000	\$5,000	\$0	\$5,000	\$5,000	0%
	Basic Services Subtotal	\$65,000	\$57,912	\$60,912	\$53,225	\$7,687	\$7,687	92%
RP	Task 07: RPR Services	\$5,000	\$5,000	\$5,000	\$0	\$5,000	\$5,000	0%
Addl. Services	O&M Manual	\$2,500	\$2,500	\$2,500	\$0	\$2,500	\$2,500	0%
	Record Drawings	\$5,000	\$5,000	\$5,000	\$0	\$5,000	\$5,000	0%
	Programming and Integration	\$15,000	\$15,000	\$15,000	\$6,631	\$8,369	\$8,369	44%
	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	\$13,896	\$13,604	\$13,604	51%
	Grand Totals	\$97,500	\$90,412	\$93,412	\$67,122	\$26,290	\$26,290	71.9%



Nancy L Ptak <Idahocityclerk@gmail.com>

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## Items for Consent Agenda

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Joan E. Callahan <Joan@naylorhales.com>  
To: Nancy L Ptak <Idahocityclerk@gmail.com>

Mon, Jul 12, 2021 at 4:36 PM

Hi Nancy,

I have a couple items for the Consent Agenda for the upcoming Council Meeting for the two new attorney contracts. One is for our firm and the other is for the criminal prosecutor Erik Thompson.

Let me know if you have questions.

—Joan



**Joan E. Callahan**

NAYLOR & HALES, P.C.

950 West Bannock St, Suite 610  
Boise, ID 83702

D: 208.947.2084

[joan@naylorhales.com](mailto:joan@naylorhales.com) • [naylorhales.com](http://naylorhales.com)

This e-mail is a confidential communication.

If it was sent to you mistakenly, please notify me and destroy your copy.

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### 2 attachments

2021-07-01 JEC to Mayor (Re Engagement Ltr).pdf  
177K

IC signed.pdf  
61K

## CONTRACT FOR LEGAL SERVICES

WHEREAS, the CITY OF IDAHO CITY (hereinafter "City") requires legal services for prosecution of City misdemeanors and infractions; and,

WHEREAS, ERICK B. THOMSON (hereinafter "Prosecuting Attorney") is the currently elected prosecuting attorney for Gem County, Idaho and desires to provide such legal services to City; and

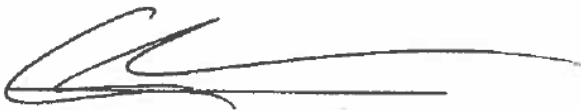
WHEREAS, Joan Callahan is the City Attorney for the City and has requested the services of Prosecuting Attorney to prosecute misdemeanors and infractions for the City; and

WHEREAS, THE GEM COUNTY BOARD OF COMMISSIONERS (hereinafter "Commissioners") pursuant to the provisions of Idaho Codes 31-2604 and 31-3113 hereby gives unanimous consent to Prosecuting Attorney to contract with City to prosecute non-conflicting misdemeanors and infractions for City;

NOW, THEREFORE, it is mutually agreed as follows:

1. Prosecuting attorney shall diligently prosecute all non-conflicting misdemeanors and infractions for the City, and shall be present in Court for criminal proceedings when necessary.
2. City shall pay to Gem County the sum of \$1,000 per month for Prosecuting Attorney fulfilling all matters set forth above for disbursement in the Prosecuting Attorney's budget. The proceeds from this contract shall be accounted for in the annual budget process of the county and disbursed in accordance with the request of Prosecuting Attorney, and with the consent, approval and authorization of the Commissioners.
3. The City, Prosecuting Attorney, and the Commissioners shall all have the option of terminating this contract upon ninety (90) days' written notice to the other parties.
4. This contract shall remain in effect from month to month or until amended or terminated by any party. This Contract can be amended by written agreement of the parties.

DATED this 25 day of June, 2021.



Erick B. Thomson, Gem County Prosecuting Attorney

CITY OF IDAHO CITY:

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Phillip J Canody, Mayor of Idaho City

---

Joan Callahan, Idaho City Attorney

**GEM COUNTY BOARD OF COMMISSIONERS:**



---

Mark Rellow



---

Bryan Elliott



---

Bill Buttici



**JOAN E. CALLAHAN**

Direct Line: (208) 947-2084  
E-mail: [joan@naylorhales.com](mailto:joan@naylorhales.com)

Eric F. Nelson  
Jacob H. Naylor  
Tyler D. Williams  
Joan E. Callahan  
Landon S. Brown  
Reid K. Peterson

*Of Counsel*  
Kirtlan G. Naylor  
Roger J. Hales

*Retired*  
Robert G. Hamlin

July 1, 2021

***Via Hand Delivery***

Mayor Phillip Canody  
City of Idaho City

*Re: Engagement Letter – City of Idaho City*

Dear Mayor Canody:

This letter memorializes the engagement of Joan Callahan and the law firm of Naylor & Hales, P.C. to serve as the civil City Attorney for the City of Idaho City (the City) and advise the City in routine legal services, including preparation for and attendance at City Council meetings and routine business of the City as directed by the Mayor.

We will also perform additional legal services for the City when authorized and requested by the Mayor, as follows:

- a. Represent the City in all suits or actions involving administrative proceedings, grievance proceedings, judicial confirmation matters, arbitration and mediation matters, and court cases in state or federal courts in which the City is a party, except where the City retains special counsel, or tenders the defense of such matter to an insurance carrier where the insurance carrier appoints other legal counsel to represent the City.
- b. Draft and/or review major rewrites or amendments of the City Code or Comprehensive Plan, and policy manuals; draft and/or review major contracts, leases, deeds, or other legal instruments or documents; provide legal opinions and legal research; negotiate threatened litigation matters.



Mayor Phillip Canody  
Idaho City  
July 12, 2021  
Page 2


- c. Undertake specialty legal work which includes but is not limited to bond counsel, water rights, environmental and natural resources law matters.
- d. Matters in which attorney fees are reimbursable including, but not limited to, federal or state funded projects where all or part of the attorney fees are reimbursable, professional services that are reimbursed by a land use applicant, or similar such situations.
- e. Provide representation at various board and commission meetings and represent the City at meetings with other government agencies, business groups, community groups, and the public.

Idaho City will be responsible for payment of and billed at a flat rate of \$1,700 per month for all routine work conducted and an hourly rate of \$175.00 per hour for additional legal services, as requested by the client. Idaho City will also be responsible for the reimbursement of any actual expenses Naylor & Hales incurs in the form of copy/scan expenses, filing fees, and pre-approved computer aided legal research, and a flat rate of \$100.00 per round trip for travel to the City.

Billing will be submitted via email to [idahocityclerk@gmail.com](mailto:idahocityclerk@gmail.com) on a monthly basis, generally by the fifth day of each month. We can change to mailed copies at any time at the request of the City. Payment in full is due within thirty (30) days of receipt of invoice.

Please sign and date below and return to the undersigned.

Sincerely,

  
Joan E. Callahan  
On behalf of Naylor & Hales, P.C.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_  
Phillip Canody  
Mayor, City of Idaho City

Mayor Phillip Canody  
Idaho City  
July 12, 2021  
Page 3



Nancy L Ptak <idahocityclerk@gmail.com>

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## Agenda - Jack Pine RoundUp & Gold Digger Days

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The Goldmine [REDACTED]  
To: Nancy L Ptak <idahocityclerk@gmail.com>

Sat, Jul 24, 2021 at 10:01 AM

Hi Nancy. Would you put me on the agenda as soon as possible? I'd like a noise variance for both of these events. The rodeo is August 27th & 28th while Gold Digger Days (our music festival) is September 24th & 25th. We'd like a variance to 1AM for both events.

Thank you,  
Steve Twilegar



**Aoka Engineering**

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## Proposal for Plan Review and Inspection Services City of Idaho City, Idaho



Prepared: July 13, 2021

---

**Ganesh Chapagain, CEO**  
**Phone: 713-962-0889**  
**Email: [ganesh@aokaengineering.com](mailto:ganesh@aokaengineering.com)**

### **OFFICE LOCATIONS**

*Idaho*  
*Utah*  
*California*  
*Arizona*  
*Texas*

Table of Contents

COVER LETTER ..... 3

FIRM HISTORY..... 4

SERVICES ..... 5

**Plan Review Service** ..... 5

**Inspection Services**..... 5

**Additional Services**..... 6

AVAILABILITY AND TURNAROUND TIMES ..... 7

PROFESSIONAL SERVICE FEES..... 8

    Plan Review ..... 8

    Inspection ..... 8

PAST PROJECTS..... 10

    George W. Bush Presidential Library ..... 10

    Lark Student Housing ..... 10

    Sehome High School..... 10

KEY PERSONNEL..... 11

INSURANCE..... 13

## COVER LETTER

July 13, 2021

Ms. Nancy L. Ptak, City Clerk/Treasurer  
City of Idaho City  
511 Main Street  
PO BOX 130  
Idaho City, ID 83631

Ms. Ptak:

Aoka Engineering is pleased to be able to present this proposal to the City of Idaho City for expert plan review services and inspection services.

Our team is fully equipped with the resources and experience required to guarantee success working with your city. We are excited to have this opportunity to demonstrate our ability to provide building department solutions.

At Aoka, we believe that no construction project - whether residential, commercial, or industrial, should get delayed due to plan review or construction bottlenecks. Our value lies in enforcing construction codes for public safety - while helping contractors, architects, and owners meet their construction goals. Our experienced ICC certified team is knowledgeable in the various codes required in diverse industries, and we are proud of our quality and consistency of work.

We look forward working with you in the future. Working together, we hope to decrease your workload, especially during busy times while maintaining the same quality that you provide. We are committed to this purpose and are delighted at the prospect of building a lasting relationship.

Sincerely,

Ganesh Chapagain, CEO  
Aoka Engineering  
713-962-0889  
[ganesh@aokaengineering.com](mailto:ganesh@aokaengineering.com)

## **FIRM HISTORY**

- **Limited Liability Company**
- **Federal ID: 84-4500091**
- **20 Employees Comprising Decades of Relevant Industry Experience**
- **Specializing in Plan Review, Code Enforcement, and Code Inspection Services**
- **Located in:**
  - ❖ **Idaho**
  - ❖ **Utah**
  - ❖ **California**
  - ❖ **Arizona**
  - ❖ **Texas**



## SERVICES

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Aoka provides comprehensive building department services for compliance with all International Building Codes along with any local amendments enforced by the State of Idaho and the City of Idaho City. Our staff includes experienced plans examiners, licensed structural engineers, building officials, and inspectors – all ICC certified and/or licensed in their fields - with decades of combined experience in residential, multi-family, commercial, municipal, and industrial projects.

We leverage technology, remote review, and virtual inspection for the ease of scheduling, availability, and reporting for local jurisdictions and their customers.

Our expert plan examiners and inspectors have experience doing a thorough review of the architectural, structural, accessibility, seismic, civil, mechanical, fire, energy, and hazardous material drawings. They have an in-depth understanding of the following codes.

- |  |  |
|--|--|
| ❖ Disabled Access Regulations and ADA requirements | ❖ ICC Fire Code                                |
| ❖ ICC Building Code                                | ❖ ICC Historical Building Code                 |
| ❖ ICC Residential Code                             | ❖ ICC Green Building Standards Code            |
| ❖ ICC Plumbing Code                                | ❖ ICC Administrative Code                      |
| ❖ ICC Mechanical Code                              | ❖ National Electrical Code, issued by the NFPA |
| ❖ ICC Energy Code                                  | ❖ Adopted directives and local ordinances      |

### **Plan Review Service**

Our plan review staff carry a minimum of (10) years of experience performing plan review and are International Code Council (ICC) certified. Our plan review staff can do the following:

- Perform residential, commercial, and industrial plan review.
- Confer with contractors, architects, engineers, and others to facilitate plan review corrections.
- Provide a list of deficiencies/correction comments, including the reference code sections.
- Review and approval by project manager prior to submitting results to the City.
- Attend pre-submittal and construction development meetings.
- Perform complete, or partial plan reviews as requested.
- Perform electronic plan review.

### **Inspection Services**

Inspection services, as needed and requested, will be performed by experienced ICC Certified employees of Aoka.

Our inspectors will:

- ❖ Review submitted plans related to the requested inspection
- ❖ Complete inspections timely and courteously
- ❖ Represent the City in a professional manner
- ❖ Coordinate inspections with other City departments as necessary

- ❖ Attend occasional meetings, as requested
- ❖ Conduct on-site or virtual inspection

### Why Virtual Inspection?

Inspectors are the last line of defense to ensure buildings are built safely and according to all adopted codes. This makes them integral to the city. However, it is increasingly difficult to find qualified-licensed inspectors for a reasonable salary. A solution to the problem is the Virtual Inspection.

- **Increased Efficiency:** Virtual inspections are quick and convenient. By leveraging technology and working closely with contractors/homeowners, our process makes scheduling and conducting inspections efficient. It reduces windshield time and vehicle cost for the inspectors while also ensuring the inspection process is convenient to the contractors/owners.
- **Reduced Cost:** There is an increase in productivity because of decreased driving time. Not only does this reduce the burden on the workforce, but it also results in an overall cost savings. These savings allow Aoka Engineering to provide truly competitive pricing to our virtual clients.
- **Qualified Inspectors:** ICC certified inspectors with 10+ years of building inspection experience will conduct the inspections. All inspectors doing inspections for the city will be pre-approved by the city officials. The inspector will walk the contractor/owner through the inspection process, identifying if any items require correction. To ensure consistency, the inspection starts from the front entry, walking in a clockwise direction horizontally on each floor, starting at the bottom floor if multiple levels are involved. At the conclusion of the inspection, the inspector informs the contractor/owner if they passed/failed the inspection and what the next step is, as applicable. A written correction notice will be added to the city's permitting system and emailed to the contractor/owner when the inspection does not pass.
- **Reports:** Once the inspection is completed and the session ends, the inspector will enter the results into the city's permitting system. A digital report is created with high quality pictures and videos. Every step of the inspection is documented and saved in an easy to download, auditable database.
- **Technologies:** We use a virtual inspection software to do our remote inspections. There is no app to download for the contractor/owner to participate in the inspection process. Here are some features that differentiates our virtual inspection software:
  - **Geotag Locations:** The software uses geo tagging features to verify if the contractor/owner is at the location mentioned in the permit.
  - **Cloud Storage:** Automatically records the inspection session (video and pictures), which increases accountability in the contractor and the inspector.
  - **Search:** Ability to search past inspections, and easily access them when needed.

### Additional Services

We can provide the following additional services upon request by the City:

- Part- time building official
- Civil plan review
- Fire plan review
- Storm water plan review
- Public works permit service
- Flood plain manager service

## AVAILABILITY AND TURNAROUND TIMES

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❖ Inspections	-within 24 hours
❖ Residential Plan Review	-within 5 business days
❖ Commercial Plan Review (< \$5M valuation)	-within 5 business days
❖ Commercial Plan Review (> \$5M valuation)	-within 10 business days
❖ Plan Review rechecks	-within 3 business days

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## PROFESSIONAL SERVICE FEES

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Aoka Engineering prides itself on providing industry-leading service at extremely competitive prices. As a small business, we do not have the expense burden of multiple management layers and we are not beholden to the pressure of public shareholders demanding a quick short-term return on investment. We invest in building long-term relationships with our clients and providing the cost savings that municipalities and their citizens deserve. We can operate in a flexible, lean, efficient, and responsible manner and we choose to share these savings with our clients. Partnering with Aoka, you are only one phone call away from talking directly to the CEO.

### Plan Review

We propose a lump sum fee of **30% of the City's building permit fee** (as published on the following page) for a complete building plan review – inclusive of an initial review, second review, and a third review – as necessary. Subsequent reviews (if needed) will be billed at an additional hourly rate of \$65 with prior approval from the City.

### Inspection

On-site inspection: **\$60 per inspection** for residential and commercial code inspection services.

This fee includes mileage, digital report, and an ICC certified inspector used during the inspection.

Virtual Inspection: **\$30 per inspection** for residential and commercial code inspection services. This fee includes the software and ICC certified inspector used during the inspection.

City of Idaho City



**PO Box 130**  
**Idaho City, ID 83631**  
**Phone (208) 392-4584**  
**EMAIL: 4cityfolk@gmail.com**

## **FOR NEW CONSTRUCTION OR ADDITIONS TO EXISTING BUILDINGS**

### **Building Permit Fee Schedule**

<b>Total Valuation</b>	<b>Building Permit Fee</b>
<b>\$1.00 to \$500.00</b>	<b>\$23.50</b>
<b>\$501.00 to \$2,000.00</b>	<b>\$23.50 for the first \$500.00 plus \$3.00 for each additional \$100.00 or fraction thereof, to and including \$2,000.00</b>
<b>\$2001.00 to \$25,000.00</b>	<b>\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00</b>
<b>\$25,001.00 to \$50,000.00</b>	<b>\$391.75 for the first \$25,000.00 plus \$10.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00</b>
<b>\$50,000.00 to \$100,000.00</b>	<b>\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00</b>
<b>\$100,001.00 to \$500,000.00</b>	<b>\$993.75 for the first \$100,000.00 plus \$5.50 for each additional \$1,000.00, or thereof, to and including \$500,000.00</b>
<b>\$500,000.00 to \$1,000,000.00</b>	<b>\$3233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00</b>

**\$1,000,000.00 and up \$5,608.75 for the first \$1,000,000.00 plus \$3.50 for each additional \$1,000.00 or fraction thereof.**

**\*\*\* Plan Review is an additional 65% of building permit fee.**

## PAST PROJECTS

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### George W. Bush Presidential Library

Dallas, TX

Reviewing Staff: Mark Hardin

The George W. Bush Presidential Library is a three-story building situated on a 23-acre site on the campus of Southern Methodist University. The facility encompasses over 226,000 total square feet.



### Lark Student Housing

Bellingham, WA

Occupancy: A-3, B, R-2

Reviewing Staff: James Tinner

Review consisted of 550,000 total square feet with a valuation of \$60M.

### Sehome High School

Bellingham, WA

Occupancy: B, E

Reviewing Staff: James Tinner

Review consisted of 250,000 total square feet with valuation of \$65M.



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## KEY PERSONNEL

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(Full resumes with certifications attached)

### **James Tinner, CBO**

#### **Senior Plans Examiner**

James has more than 30 years of experience working in a variety of building departments. He currently lives in Nampa, Idaho. He was the Building Official for the cities of Bellingham, Auburn, and Snoqualmie. He has also held positions as building and fire inspectors. James holds ICC Certifications in Plans Examiner, Building Inspector, Building Official, Fire Inspector, Accessibility Plans Examiner/Inspector, Plumbing Inspector, and Mechanical Inspector.

### **Mark Hardin, MCP, CBO**

#### **Senior Plans Examiner**

Mark has more than 30 years of experience as an ICC Certified Building Official. He is an ICC certified Master Code Professional, a highest level of certification provided by ICC. Mark holds a degree in Construction Management & Technology. Mark has served as an elected member of the Southern Building Code Congress on the Building Code Revision committee. In 2014, he was appointed to the ICC Certification Exam Committee for Fire and Smoke Proofing.

### **Craig Nelson, PE, SE**

#### **Structural Engineer / Structural Plan Review**

Craig is a registered professional structural engineer. He has worked as a senior plan examiner for the city of Tempe, a principal structural engineer of Babbitt Nelson Group for over 12 years and the Nelson Group for over 15 years. In his more than 30 years of engineering and plan examinations, he has worked in almost every type of project including building parking garages, police stations, resorts, restaurants, cathedrals, casinos, and more. In addition to concrete, steel, masonry, and wood, he has gained an expertise in insulated concrete forms (ICF), autoclaved aerated concrete (AAC), and other alternative building systems. Craig has a civil engineering degree from Northern Arizona University.

### **Christopher Blair**

#### **Inspector**

Christopher has over a decade of experience in the industry. He has worked as a construction manager for residential home builders and a building inspector for both municipalities and private companies. His immediate employment before coming to Aoka was as a building inspector for the University of Utah. Chris holds 11 ICC Certifications.

### **Ganesh Chapagain**

#### **Manager**

Ganesh has more than 9 years of experience in engineering design, construction, and plan review. He is a mechanical, plumbing, and gas expert in commercial and industrial construction. He has worked on hundreds of designs and construction of critical facilities like data centers, pharmaceutical labs, and bio-tech buildings in Texas, California, and Utah. Ganesh has a bachelor's degree in Mechanical Engineering from Texas Tech University and a Master's in Engineering Management from San Jose State University - with emphasis on entrepreneurship.

If needed, the City of Idaho City will have access to Aoka's complete plan review staff below.



[illegible]

## INSURANCE

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Aoka Engineering currently has the following insurances:

- **Errors and Omission**
- **General Liability**
- **Worker's Compensation**



**City of Idaho City Planning and Zoning Commission  
Idaho City Estates Phase 2-Subdivision Preliminary Plat  
Findings of Fact, and Recommendation to City Council**

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July 26, 2021

**FINDINGS OF FACT**

1. The applicant, Paul Heim on behalf of property owner Fred Carlson, is seeking a recommendation from the Planning and Zoning Commission to the City Council for the Idaho City Estates 2 Subdivision-Preliminary Plat.
2. The applicant's parcel number RPI00000254052 is within the city limits of Idaho City.
3. The proposed subdivision-preliminary plat is for development of eleven (11) residential lots and one (1) common lot.
4. The proposed subdivision preliminary plat is located north of and adjacent to Idaho City Estates Phase 1; which was developed and recorded in 2002.
5. The proposed subdivision preliminary plat will have access from Hwy 21 to 4 Pines Road through Idaho City Estates Phase 1.
6. The applicant submitted a subdivision preliminary plat application to the P&Z Administrator and paid the fees on May 21, 2021.
7. Notice of the public hearing was properly given to surrounding property owners and agencies on July 6, 2021.
8. Legal notice of the public hearing was published in the Idaho World on July 7, 2021.
9. The Commission conducted a public hearing on the application on July 19, 2021.
10. Public testimony was presented by the applicant's agents, Paul Heim and Darcelle Sanders; which included the number of proposed lots as twelve (12) total, with one (1) proposed as a common lot and eleven (11) being residential single-family lots. Mr. Heim testified that the Conditions, Covenants and Restrictions (CCRs) in place for Idaho City Estates Phase 1 are being reviewed, updated and may include approval of modular homes rather than only stick-built homes, which could be more affordable to build.
11. Public testimony was presented by ten (10) members of the public.  
Concerns expressed by the public were:
  - a. Water: The addition of eleven wells, if approved, could have a significant negative impact on the existing wells of the current property owners and surrounding private property,
  - b. Sewer: The condition and adequacy of the existing sewer lines that were installed in approximately 2002,
  - c. Roads: Condition of the current main road, stability & erosion of the road, increased traffic on the main road from new homes, and heavy truck traffic on the main road during the building of new homes,
  - d. Idaho City Fire District: Equipment access up the main and all proposed roads for fire suppression; width and slope adequate for fire trucks to access a structure fire,
  - e. CCRs and types of homes: Proposed changes to the existing Idaho City Estates Phase 1 CCRs to be applied to Idaho City Estates Phase 2 that would down grade the types of homes to be built on the eleven lots would affect the property and home values of the current residents,

- f. Main access to Idaho City Estates Phase 1 and Phase 2: It was expressed that access for the main entrance to both Idaho City Phase 1 and Phase 2 off of Hwy 21 may not have been approved by ITD when Idaho City Estates Phase 1 was built.
12. Mr. Heim and Ms. Sanders gave rebuttal testimony: turnarounds for fire trucks have been planned on each road, modular homes may be very well built and blend with the neighborhood, the CCRs are in draft form and being reviewed, the pump for the existing water tank will be installed to add to fire suppression concerns.
13. The public hearing was closed on July 19, 2021.
14. The Planning and Zoning Commission (Commission) discussed the issues raised by the public; and, other concerns regarding the application; date of the preliminary plat (2008) and engineers report (2007)
15. The Commission agreed to have the Commission Chairman prepare a final document for review and approval by the Commission based upon the discussion.
16. The Commission set a special meeting on July 26, 2021 to further deliberate, review and approve/deny the final document for the City Council.

**RECOMMENDATIONS TO THE CITY COUNCIL: Preliminary Plat DATE**

Based upon the above facts, review of the application, public hearing testimony and City Subdivision Ordinance #262 the Planning and Zoning Commission recommends conditional approval to the City Council of the Idaho City Estates 2 preliminary plat. The following list of conditions are recommended to the City Council to review for their conditional approval:

- a. The applicant provides the Council with a preliminary plat for the proposed Idaho City Estates Phase 2 that is currently dated.
- b. The applicant provides a current dated engineering report that would include review of the installed sewer lines and all roads for compliance with the City subdivision ordinance.
- c. The city engineer reviews the applicant's engineer report and all proposed roads for compliance with City ordinances; especially road grades and construction.
- d. The applicant addresses each concern from the public with the City Council; as listed above items 11 a-f.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

PLANNING AND ZONING COMMISSION  
CITY OF IDAHO CITY, IDAHO

\_\_\_\_\_  
Rora A. Canody, Chair

## **MAILBOXES IN THE McCALL CITY LIMITS**

**The City does NOT issue permits or allow NEW mailbox's to be installed along City maintained, public streets.**

The City does NOT allow NEW mailboxes to be installed within City maintained public rights-of-way (ROW), because it is impractical for property owners to keep mailboxes clear of snow during the winter plow season when City plow operations are occurring 24/7. Mailboxes inevitably get damaged by snow plowing activities (either by the City or private contractors). These issues result in the USPS being unable to deliver mail in a timely, consistent manner.

### **Exceptions:**

1. If a property owner/mail customer can install the mailbox in:
  - a. an area inside the owner's property (not in the City ROW) without obstructing any City ROW, easements or maintenance activities, and
  - b. does not require the delivery vehicle to access the mailbox via the roadside of a City Street, and
  - c. gets approval from the USPS McCall Postmaster confirming that they will deliver to this mailbox located on private property, then that is acceptable and no City permitting is required.  
*(Example: condominium HOA installs a group mailbox within the complex's parking lot or private driveway)*
2. Existing mailboxes located and accessed by USPS delivery vehicles on City streets and ROWs are allowed, provided they do not create a snow plowing or safety issue. If the location of an existing mailbox is deemed to be a safety issue or creates an undue burden on the City's snow plowing activities, that existing mailbox may be required to be removed from the City's ROW.
3. A new mailbox that is proposed to be co-located on an already existing mailbox post that is recognized by the Public Works Department. No City permitting is required for co-locate installation on an existing mailbox post.
4. Requests for mailboxes to be located on Private streets or public streets that are outside the City limits need to be approved by the HOA or other entity (i.e., Valley County) that has management control over the street in addition to the USPS McCall Postmaster. No City permitting is required for mailbox installations on Private roads.

Any citizen who would like to enquire about an existing mailbox located on City streets/ROWs within McCall City limits is encouraged to contact:

Public Works Administrative Assistant  
Jodi Weaver  
(208)634-8945  
[jweaver@mccall.id.us](mailto:jweaver@mccall.id.us)

USPS McCall Postmaster  
Amye Ground-Madsen  
208-634-3164  
[amyek.k.ground-madsen@usps.gov](mailto:amyek.k.ground-madsen@usps.gov)

The City does NOT allow NEW mailboxes to be installed within City maintained public rights-of way (ROW), because it is impractical for property owners to keep mailboxes clear of snow during the winter plow season when City plow operations are occurring 24/7. Mailboxes inevitably get damaged by snow plowing activities (either by the City or private contractors). These issues result in the USPS being unable to deliver mail in a timely, consistent manner.

**Exceptions:**

1. If a property owner/mail customer can install the mailbox in:
  - a. an area inside the owner's property (not in the City ROW) without obstructing any City ROW, easements or maintenance activities, and
  - b. does not require the delivery vehicle to access the mailbox via the roadside of a City Street, and
  - c. gets approval from the USPS IDAHO CITY Postmaster confirming that they will deliver to this mailbox located on private property, then that is acceptable and no City permitting is required.

*(Example: condominium HOA installs a group mailbox within the complex's parking lot or private driveway)*

2. Existing mailboxes located and accessed by USPS delivery vehicles on City streets and ROWs are allowed, provided they do not create a snow plowing or safety issue. If the location of an existing mailbox is deemed to be a safety issue or creates an undue burden on the City's snow plowing activities, that existing mailbox may be required to be removed from the City's ROW.
3. A new mailbox that is proposed to be co-located on an already existing mailbox post that is recognized by the Public Works Department. No City permitting is required for co-locate installation on an existing mailbox post.
4. Requests for mailboxes to be located on Private streets or public streets that are outside the City limits need to be approved by the HOA or other entity (i.e., Boise County) that has management control over the street in addition to the USPS IDAHO CITY Postmaster. No City permitting is required for mailbox installations on Private roads.

Any citizen who would like to inquire about an existing mailbox located on City streets/ROWs within Idaho City City limits is encouraged to contact:

**Public Works Administrative Assistant**

Tami Claus

(208)392-4584

[idahocityclerk@gmail.com](mailto:idahocityclerk@gmail.com)

**USPS Idaho City Postmaster**

Michelle Audette

(208)392-4512

[michelle.y.audette@usps.gov](mailto:michelle.y.audette@usps.gov)

The City of Idaho City does NOT allow NEW mailboxes to be installed within City maintained public rights-of-way (ROW), because it is impractical for property owners to keep mailboxes clear of snow during the winter plow season when City plow operations are occurring 24/7. Mailboxes inevitably get damaged by snow plowing activities (either by the City or private contractors). These issues result in the USPS being unable to deliver mail in a timely, consistent manner.

**Exceptions:**

1. If a property owner/mail customer can install the mailbox in:
  - a. an area inside the owner's property (not in the City ROW) without obstructing any City ROW, easements or maintenance activities, and
  - b. does not require the delivery vehicle to access the mailbox via the roadside of a City Street, and
  - c. gets approval from the USPS IDAHO CITY Postmaster confirming that they will deliver to this mailbox located on private property, then that is acceptable and no City permitting is required.

*(Example: condominium HOA installs a group mailbox within the complex's parking lot or private driveway)*

2. Existing mailboxes located and accessed by USPS delivery vehicles on City streets and ROWs are allowed, provided they do not create a snow plowing or safety issue. If the location of an existing mailbox is deemed to be a safety issue or creates an undue burden on the City's snow plowing activities, that existing mailbox may be required to be removed from the City's ROW.
3. A new mailbox that is proposed to be co-located on an already existing mailbox post that is recognized by the Public Works Department. No City permitting is required for co-locate installation on an existing mailbox post.
4. Requests for mailboxes to be located on Private streets or public streets that are outside the City limits need to be approved by the HOA or other entity (i.e., Boise County) that has management control over the street in addition to the USPS IDAHO CITY Postmaster. No City permitting is required for mailbox installations on Private roads.

Any citizen who would like to inquire about an existing mailbox located on City streets/ROWs within Idaho City City limits is encouraged to contact:

**Public Works Administrative Assistant**

Tami Franklin

(208)407-4312

[idahocitypublicworks@gmail.com](mailto:idahocitypublicworks@gmail.com)

**USPS Idaho City Postmaster**

Michelle Audette

(208)392-4512

[michelle.y.audette@usps.gov](mailto:michelle.y.audette@usps.gov)



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**Fwd: Horizon Structures Kennels**

Mark Otter <icpd100@gmail.com>  
To: Nancy Ling <idahocityclerk@gmail.com>

Thu, Jul 15, 2021 at 12:33 PM

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----- Forwarded message -----

From: Justin Zook <justin@horizonstructures.com>  
Date: Thu, Jul 15, 2021, 12:24 PM  
Subject: Horizon Structures Kennels  
To: icpd100@gmail.com <icpd100@gmail.com>

**WELCOME!**

Thank you for considering Horizon Structures. We are happy to provide the following information to help you get started with your project.

I have attached some ballpark pricing for our kennels. The prices include delivery and set up to your area. This is a good place to get started as you plan for your project. Everything you need for a safe and functional building is included in these prices, although you can add endless options to make this kennel uniquely yours.

Please click this link to view our catalog: [Commercial Dog Kennel Catalog](#)

Click this link to learn a bit more about Horizon Structures: <https://youtu.be/b4FDR9Fs1K4>

Click this link if you would like to see a video of one of our kennel deliveries: [Kennel Delivery](#)

Looking for ideas? Click here to see a virtual Tour of one of our kennels: [12x32 Dog Kennel Tour](#)

We look forward to answering any questions you have and helping you design your perfect kennel. If you would like to receive a more formal quote, click this link [Kennel Quote Request Form](#)!

One more thing... **Financing Is Available!** It's easy to apply and the rates are very competitive. [More info Here](#). Prefer to talk to someone? Any of our sales reps can give you the details. Just call us at 888-447-4337.

**Have a Great Day**

**Justin Zook**

P: 610 593 7710  
[www.horizonstructures.com](http://www.horizonstructures.com)





## COMMERCIAL Dog Kennel Pricing

SIDING CHOICES: LP SmartSide - Pine Board & Batten - Pine Tongue & Groove

Size	Dog Capacity	Model	Kennel Price	Metal Roof	Vinyl Siding	Metal Siding
24x60	16	Includes 4' wide feed alley & 20x20 lobby	\$115,615	\$860	\$9,500	\$11,225
20x60	12	Includes 5' wide feed alley	\$112,780	\$820	\$8,545	\$10,095
15x36	7	Includes 4' wide feed alley, 6x11 lobby & 4x6 porch	\$71,800	\$700	\$4,680	\$5,530
14x54	12	Includes 4' wide feed alley & 6x14 storage area	\$80,485		\$5,955	\$7,040
14x38	6	Includes 40" feed alley, 10x10 office with 4x4 utility closet & 4x6 porch	\$70,735	\$620	\$5,530	\$6,535
14x32	8	Available in 2 floor plans	\$56,980	\$580	\$4,015	\$4,745
14x30	6	Includes 32" wide feed alley & 8x14 lobby	\$57,270		\$4,045	\$4,785
14x24	7	Includes 5' wide feed alley	\$47,805	\$540	\$3,330	\$3,935
12x42	8	Includes 3' wide feed alley & 10x12 lobby	\$63,315	\$620	\$4,710	\$5,570
12x36	6	Includes 6' center aisle	\$51,315	\$580	\$3,390	\$4,010
12x32	8	Includes 3' wide feed alley	\$52,885	\$540	\$3,885	\$4,595
12x26	7		\$44,095	\$485	\$3,240	\$3,830
12x24	6	Includes 4' wide center aisle	\$39,320	\$485	\$2,715	\$3,210
	4		\$37,465	\$500	\$2,510	\$2,970
12x22	6	Includes 3' feed alley	\$40,975	\$460	\$2,900	\$3,425
12x18	3		\$29,025	\$420	\$1,905	\$2,250
12x16	4		\$30,440		\$2,060	\$2,435
10x28 (20x28 footprint)	5	Includes 5' wide feed alley, 8x10 lobby and (5) 4x10 exterior dog runs	\$59,515	\$485	\$3,970	\$4,695
10x16	4	Each box and run accessed individually from outside	\$26,830	\$420	\$1,825	\$2,155



## Commercial Kennel Options / Upgrades

<b>DOG DOORS: Standard Door: 17" x 20" / No Credit for Smaller Door</b>	
Upgrade to a Standard 17" x 24" Dog Door	\$50
Upgrade to a Standard 17" x 30" Dog Door	\$60
Upgrade to Deluxe 20" Dog Door	\$90
Upgrade to Deluxe 24" Dog Door	\$100
Upgrade to Deluxe 30" Dog Door	\$160
Upgrade to 10x16 Pet Safe Dog Door	\$100
Upgrade to 13x23 Pet Safe Dog Door	\$135
Guillotine Dog Door (lock dogs in or out)	\$250
<b>WINDOWS &amp; VENTS</b>	
Upgrade to 24" x 36" DOUBLE HUNG	\$140
Upgrade to 36" x 36" Slider	\$210
Octagon Window	\$125
Slat Shutters (pair)	\$60
Z Shutters (pair)	\$60
Vinyl Raised Panel Shutters (pair)	\$60
Gable Vent (each)	\$60
Elite Gable Vent (each)	\$80
<b>EXTERIOR</b>	
Painted Trim on B&B or T&G	\$190
Black Weathervane	\$140
(Choice: eagle, horse or rooster)	
Copper Weathervane	\$270
(Choice: eagle, horse or rooster)	
Cupola	\$310
B&B Cupola with Cooper Roof	\$410
Vinyl Siding	Add 11%
Metal Siding	Add 13%
URETHANE Stain (Teak/Butternut/Redwood/Chestnut)	Add 10%
<b>FLOOR &amp; INTERIOR</b>	
Sloped Floor (per sq ft)	\$4.90
Interior Raised Floor (per sq ft)	\$7
Exterior Raised Floor (per sq/ft)	\$5.00
Interior Chainlink Door (behind 'man' door)	\$390
Continuous Stainless Floor Drain - per linear ft	\$55
(includes pipe)	
Upgrade to R-21 Insulation	CALL FOR PRICING
Includes double floor w/styrofoam insulation	
Unfinished Interior	-25%

<b>MAN DOORS</b>	<b>Basic</b>	<b>Prehung</b>
6 Panel		\$240
9 Lite	\$140	\$350
11 Lite	\$140	\$365
Vent Lite	\$250	\$505

<b>ELECTRICAL</b>		
Electrical Package with Breaker Box / 100 amp		\$1,330
(Includes: light, switch & receptacle)		
Additional Light Fixture, Receptacle or Switch (each)		\$85
Exterior Flood Light		\$165
Exterior Entrance Light		\$190
110-Volt Ceiling Fan		\$490
110-Volt Exhaust Fan w/Thermostat		\$690
(Electrical package w/breaker box required)		
Air Conditioner (installed)	5,000 BTU	\$1,550
Air Conditioner (installed)	10,000 BTU	\$1,675
Mini Split Unit Heat/AC - 400 sq ft	12,000 BTU	\$5,460
Mini Split Unit Heat/AC - 800 sq ft / 220 volt	24,000 BTU	\$7,040
Radiant Floor Heat (per sq ft)		\$10

<b>FEED &amp; WATER</b>	
Stainless Steel Feeder Bowls (pair)	\$175
Stainless Steel Automatic Water Bowl	\$330
Wall Mount Bowl Holder	\$90
Hose Port	\$210
Stainless Steel Automatic Nibble	\$180
Wash Tub Installed	\$480

<b>DOG RUN</b>	
9 Gauge Welded Wire	Add 9%
6 Gauge Welded Wire	Add 11%
Vinyl Coated Chainlink	Add 20%
Vinyl Posts	\$95
Solid Kennel Divider (4' high) - per linear foot	\$50
Tenderfoot Run Floor - per square foot	\$20
Polyurea Run Floor - per square foot	\$5

## BLACK MOUNTAIN SOFTWARE UTILITY BILLING SYSTEM

CITY OF IDAHO CITY

PAST DUE 60 OR MORE DAYS

For target date 07/08/2021

08:14:32 - 07/08/2021

Account	Route - Meter	Customer Name	Service Address	Balance	User Type	Past Due
Fund - Service						
20001-00	03-10	[REDACTED]	302 ELK CREEK ROAD		COMMERCIAL	
	51 - WATER BASE					
	52 - SEWER			9586.90		8758.26
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE			1883.08		1711.89
	51 - OVERPAYMENT					
			Subtotal for Account 20001-00	11469.98		10468.15
20002-00	02-02	[REDACTED]	305 ELK CREEK ROAD		RESIDENTIAL	
	51 - WATER BASE			248.60		124.80
	51 - WATER USAGE			31.46		12.49
	52 - SEWER			140.88		71.66
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE			15.48		16.48
	51 - ON/OFF FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20002-00	438.42		225.43
20004-00	03-11	[REDACTED]	300 ELK CREEK ROAD		RESIDENTIAL	
	51 - WATER BASE					
	52 - SEWER			830.64		761.42
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE			172.14		156.49
	51 - OVERPAYMENT					
			Subtotal for Account 20004-00	1002.78		917.91
20021-00	02-21	[REDACTED]	805 MAIN STREET		RESIDENTIAL	
	51 - WATER BASE			168.93		44.13
	51 - WATER USAGE			12.97		5.13
	52 - SEWER			103.83		34.61
	51 - WATER LATE FEE			4.93		
	52 - SEWER LATE FEE			4.93		
	51 - OVERPAYMENT					
			Subtotal for Account 20021-00	295.59		83.87
20040-00	02-40	[REDACTED]	202 MAIN STREET		RESIDENTIAL	
	51 - WATER BASE			164.12		39.32
	51 - WATER USAGE			43.00		25.04
	52 - SEWER			103.83		34.61
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20040-00	310.95		98.97
20058-00	02-58	[REDACTED]	403 MONTGOMERY STREET		RESIDENTIAL	
	51 - WATER BASE			124.80		
	51 - WATER USAGE			2.30		
	52 - SEWER			69.22		
	51 - WATER LATE FEE			5.11		5.11
	52 - SEWER LATE FEE			1.92		1.28
	51 - NSF FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20058-00	203.35		6.39
20077-00	02-77	[REDACTED]	606 MONTGOMERY STRE		RESIDENTIAL	
	51 - WATER BASE			187.20		62.40
	51 - WATER USAGE					
	52 - SEWER			120.03		50.81
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE					
	51 - MISC					
	51 - OVERPAYMENT					
			Subtotal for Account 20077-00	307.23		113.21

Pd. \$400 CASH 6/23/21

Pd in full. PAST DUE \$300 CASH 7/20/21

PAST DUE

PAST DUE

Pd. \$197.32 CASH 7/1/21  
Pd. \$320 CASH 7/20/21

## BLACK MOUNTAIN SOFTWARE UTILITY BILLING SYSTEM

CITY OF IDAHO CITY

PAST DUE 60 OR MORE DAYS

For target date 07/08/2021

08:14:32 - 07/08/2021

Account	Route - Meter	Customer Name	Service Address	User Type	Balance	Past Due
Fund - Service						
20088-00	02-88	[REDACTED]	101 PLACER STREET	RESIDENTIAL		
	51 - WATER BASE				249.60	124.80
	51 - WATER USAGE				8.71	5.00
	52 - SEWER				234.27	165.05
	51 - WATER LATE FEE				19.01	19.01
	52 - SEWER LATE FEE				48.56	48.56
			Subtotal for Account 20088-00		560.15	362.42
20122-00	02-122	[REDACTED]	300 WALULA STREET W	RESIDENTIAL		
	51 - WATER BASE				124.80	
	51 - WATER USAGE				17.42	
	52 - SEWER				70.16	0.94
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20122-00		212.38	0.94
20125-00	02-125	[REDACTED]	309 WALULA STREET W	RESIDENTIAL		
	51 - WATER BASE				374.40	249.60
	51 - WATER USAGE				22.50	12.37
	52 - SEWER				207.66	138.44
	51 - WATER LATE FEE				60.46	60.46
	52 - SEWER LATE FEE				125.82	125.82
	51 - OVERPAYMENT					
			Subtotal for Account 20125-00		790.84	586.69
20133-00	02-133	[REDACTED]	112 COTTONWOOD STREE	RESIDENTIAL		
	51 - WATER BASE				309.00	184.20
	51 - WATER USAGE				8.88	4.49
	52 - SEWER				379.82	310.60
	51 - WATER LATE FEE				11.28	11.28
	52 - SEWER LATE FEE				49.45	49.45
	51 - MISC					
	51 - OVERPAYMENT					
			Subtotal for Account 20133-00		758.43	560.02
20142-00	02-142	[REDACTED]	200 COMMERCIAL STREET	RESIDENTIAL		
	51 - WATER BASE				249.60	124.80
	51 - WATER USAGE				5.88	2.84
	52 - SEWER				138.44	69.22
	51 - WATER LATE FEE				12.76	
	52 - SEWER LATE FEE				12.76	
	51 - OVERPAYMENT					
			Subtotal for Account 20142-00		419.44	196.86
20166-00	02-166	[REDACTED]	3889 HIGHWAY 21	COMMERCIAL		
	51 - WATER BASE				374.40	187.20
	51 - WATER USAGE				409.19	166.39
	52 - SEWER				207.68	103.84
	51 - WATER LATE FEE				35.36	
	52 - SEWER LATE FEE				35.36	
			Subtotal for Account 20166-00		1061.99	457.43
20172-00	02-172	[REDACTED]	3876 HIGHWAY 21	COMMERCIAL		
	51 - WATER BASE				187.20	
	51 - WATER USAGE				246.42	76.58
	52 - SEWER				155.76	51.92
	51 - WATER LATE FEE				7.66	
	52 - SEWER LATE FEE				7.66	
	51 - MISC					
	51 - OVERPAYMENT					
			Subtotal for Account 20172-00		604.70	128.51

Pd. \$150 CK 7/1/21

FAST DUE  
Pd. \$111.22 7/20/21PAY AGREEMENT  
Pd. \$250, 7/20/21, CK#1338

Pd. \$105 CK 7/1/21

Pd 7/14/21  
in full

7 day Pd in full

Pd in full  
7/12/21

7 day

7/12/21 ✓ #1790

Pd in full

FAST DUE  
Pd. 7/21/21  
CK# 2747 \$2500 total  
for all accounts  
20169  
20170  
20171  
20172  
20173



## BLACK MOUNTAIN SOFTWARE UTILITY BILLING SYSTEM

CITY OF IDAHO CITY

PAST DUE 60 OR MORE DAYS

For target date 07/08/2021

08:14:32 - 07/08/2021

Account	Route - Meter	Customer Name	Service Address	User Type	Balance	Past Due
Fund - Service						
20193-00	02-193	[REDACTED]	3865 HIGHWAY 21	COMMERCIAL		
	51 - WATER BASE				907.20	\$61.60
	51 - WATER USAGE				504.71	463.86
	52 - SEWER				623.00	311.50
	51 - WATER LATE FEE				102.55	
	52 - SEWER LATE FEE				102.55	
	51 - MISC					
			Subtotal for Account 20193-00		2240.01	1336.96
20194-00	02-194	[REDACTED]	3867 HIGHWAY 21	COMMERCIAL		
	51 - WATER BASE				374.40	187.20
	51 - WATER USAGE				348.11	235.51
	52 - SEWER				207.68	103.84
	51 - WATER LATE FEE				42.27	
	52 - SEWER LATE FEE				42.27	
	51 - MISC					
			Subtotal for Account 20194-00		1014.73	526.55
20195-00	02-195	[REDACTED]	103 GOLD ROAD	RESIDENTIAL		
	51 - WATER BASE				248.60	124.80
	51 - WATER USAGE				31.25	16.20
	52 - SEWER				138.44	69.22
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE					
	51 - NSF FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20195-00		419.29	210.22
20196-00	02-196	[REDACTED]	3873 HIGHWAY 21	RESIDENTIAL		
	51 - WATER BASE				3494.40	2620.80
	51 - WATER USAGE				246.05	199.40
	52 - SEWER				2570.36	2085.92
	51 - OVERPAYMENT					
			Subtotal for Account 20196-00		6310.81	4906.02
20197-00	02-197	[REDACTED]	3879 HIGHWAY 21	RESIDENTIAL		
	51 - WATER BASE				2402.25	1778.25
	51 - WATER USAGE				272.05	209.88
	52 - SEWER				1384.40	1038.30
			Subtotal for Account 20197-00		4058.70	3026.43
20198-00	02-198	[REDACTED]	111 GOLD ROAD	RESIDENTIAL		
	51 - WATER BASE				998.40	499.20
	51 - WATER USAGE				469.47	414.39
	52 - SEWER				563.76	276.88
			Subtotal for Account 20198-00		2021.63	1190.47
20199-00	02-199	[REDACTED]	98 GOLD ROAD	COMMERCIAL		
	51 - WATER BASE				499.20	249.60
	51 - WATER USAGE				33.49	8.44
	52 - SEWER				276.88	138.44
	51 - WATER LATE FEE				25.80	
	52 - SEWER LATE FEE				25.80	
	51 - MISC					
			Subtotal for Account 20199-00		861.17	396.48
20217-00	02-217	[REDACTED]	117 PROSPECTOR LANE	RESIDENTIAL		
	51 - WATER BASE				206.85	82.05
	51 - WATER USAGE				26.81	4.56
	52 - SEWER				138.44	69.22
	51 - WATER LATE FEE				8.66	
	52 - SEWER LATE FEE				8.66	
	51 - OVERPAYMENT					
			Subtotal for Account 20217-00		388.42	155.83

Pd in full 7/14/21

7 day

Pd in full 7/14/21

7 day

Pd in full 7/14/21

7 day

Pd. \$250 CR 6/2/21

## BLACK MOUNTAIN SOFTWARE UTILITY BILLING SYSTEM

CITY OF IDAHO CITY

PAST DUE 60 OR MORE DAYS

For target date 07/08/2021

08:14:32 - 07/08/2021

Account	Route - Meter	Customer Name	Service Address	User Type	Balance	Past Due
Fund - Service						
20229-00	02-229	[REDACTED]	110 A BEAR RUN ROAD	RESIDENTIAL		
	51 - WATER BASE				162.00	37.20
	51 - WATER USAGE				56.69	
	52 - SEWER				103.83	34.61
	51 - WATER LATE FEE				3.72	
	52 - SEWER LATE FEE				3.72	
	51 - OVERPAYMENT					
			Subtotal for Account 20229-00		329.96	71.81
20278-00	02-278	[REDACTED]	301 WALULLA STREET W	RESIDENTIAL		
	51 - WATER BASE				171.59	46.79
	51 - WATER USAGE				9.05	3.58
	52 - SEWER				103.83	34.61
	51 - WATER LATE FEE				5.04	
	52 - SEWER LATE FEE				5.04	
	51 - ON/OFF FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20278-00		294.55	84.98
30002-00	03-02	[REDACTED]	304 ELK CREEK ROAD	RESIDENTIAL		
	51 - WATER BASE					
	<del>52 - SEWER</del>				830.64	761.42
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE				172.14	156.49
	51 - OVERPAYMENT					
			Subtotal for Account 30002-00		1002.78	917.91

Total Balance: 37378.28

Total Past Due: 27030.46



Nancy L Ptak <idahocityclerk@gmail.com>

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## audit

3 messages

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Nancy L Ptak <idahocityclerk@gmail.com>

Tue, Jul 27, 2021 at 3:35 PM

To: Cassie Zattiero <[REDACTED]>

Just curious where we are at, putting together some budget workshops for the city. It's been quiet from you guys, I hope that is not a bad sign. I see the benefit of doing an audit in person, maybe with everything getting somewhat back to normal, we can do it both ways.

**Nancy L Ptak (Ling) - City Clerk/Treasurer**

**City of Idaho City**

**511 Main Street**

**PO Box 130**

**Idaho City, ID 83631**

**(208) 392-4584**

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



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Cassie A. Zattiero <[REDACTED]>

Tue, Jul 27, 2021 at 4:04 PM

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

Hi Nancy,

I am just buried. Several audits that kept getting rescheduled. I have about four of them I'm working on right now on top of yours that we normally have done long before now. Sorry.

**Cassie Zattiero, CPA**

**Bailey & Company, Chtd. CPAs**

**Phone: (208) 466-2493**

**Fax: (208) 467-2000**

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**From:** Nancy L Ptak [idahocityclerk@gmail.com]

**Sent:** Tuesday, July 27, 2021 3:35 PM

**To:** Cassie A. Zattiero

**Subject:** audit

[Quoted text hidden]