



CITY OF IDAHO CITY

AGENDA

REGULAR CITY COUNCIL MEETING

Wednesday, September 9, 2026

6:00 P.M

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

Join Team's Meeting

[Idaho City Council Regular Meeting](#) | [Meeting-Join](#) | [Microsoft Teams](#)

CALL MEETING TO ORDER
ROLL CALL TO ESTABLISH QUORUM
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: AUGUST 26, 2026 **ACTION ITEM**
- B. IDAHO CITY EVENT CHECKLIST: **ACTION ITEM**
 - 1. 2026-14 IDAHO CITY CHAMBER OF COMMERCE – IDAHO CITY DAYS OCTOBER 3 & 4, 2026
 - 2. 2026-15 BOISE BASIN PTA – CHRISTMAS TREE LIGHTING DECEMBER 5, 2026
- C. BILLS/PAYABLES: AUGUST 27, 2026 THROUGH SEPTEMBER 9, 2026 **ACTION ITEM**

II. EXECUTIVE SESSION

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

III. PUBLIC HEARINGS

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

IV. ENGINEER'S REPORT

- A. STATUS UPDATE

V. ORDINANCES AND RESOLUTIONS

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

- A. ORDINANCE NO. 396 RV ORDINANCE
- B. ORDINANCE NO. 398 BUSINESS LICENSE

VI. OLD BUSINESS

- A. VISITOR CENTER LICENSE AGREEMENT WITH BBIA & IDAHO CITY CHAMBER OF COMMERCE **ACTION ITEM**
- B. BUSINESS LICENSE APPLICATION

VII. NEW BUSINESS

- A. 508 MONTGOMERY
- B. IDAHO LIBERTY BELL TOUR **ACTION ITEM**
- C. LETTER OF INTENT FROM MARC CARIGNAN – PLANNING & ZONING **ACTION ITEM**
- D. LETTER OF INTENT FROM JON ADMAS – PLANNING & ZONING **ACTION ITEM**
- E. LETTER OF INTENT FROM GREG NEUBERT – PLANNING & ZONING **ACTION ITEM**

VIII. EMPLOYEE UPDATES

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

IX. COUNCIL UPDATES

X. MAYOR UPDATES

XI. CITIZEN COMMENTS

This section of the agenda is reserved for citizens wishing to address the Council regarding City-related issues that are not on the agenda. 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.

XII. UPCOMING MEETINGS

- A. NEXT REGULAR MEETING: SEPTEMBER 23, 2026

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:

Ryan Heffington
idahocitymayor1@cityofic.org

Council members:

Tom Secor Jr
Ashley M Elliott
Marl Adams
Bobby Mathews

Public Works Director:

Nick Mancera
idahocitypublicworks@cityofic.org
Public Works:
Jaden Howell

City Clerk-Treasurer:

Nancy L Keeton
idahocityclerk@cityofic.org
Deputy Clerk
Kaleb Goodlett
idahocityoffice@cityofic.org

511 Main Street
PO Box 130
Idaho City, ID 83631
(208)392-4584
operating hours
Monday- Thursday
8 am – 4:30 pm
Friday by Appointment



CITY OF IDAHO CITY

AGENDA

REGULAR CITY COUNCIL MEETING

Wednesday, August 26, 2026

6:00 P.M

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

MINUTES

Join Team's Meeting

[Idaho City Council Regular Meeting | Meeting-Join | Microsoft Teams](#)

CALL MEETING TO ORDER: Mayor Heffington called the regular city council meeting to order at 6:01 PM.

ROLL CALL TO ESTABLISH QUORUM: Clerk Keeton called roll. Mathews, Elliott, Adams, Secor in attendance.

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

I. CONSENT AGENDA

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A. APPROVAL OF MINUTES: AUGUST 12, 2026 **ACTION ITEM**

Councilor Elliott made a motion, seconded by Adams, to approve the minutes August 12, 2026. 4 ayes. Motion carried.

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

1. 2026-14 IDAHO CITY CHAMBER OF COMMERCE – IDAHO CITY DAYS OCTOBER 3 & 4, 2026

Item tabled for more information.

C. BILLS/PAYABLES: AUGUST 13, 2026 THROUGH AUGUST 26, 2026 **ACTION ITEM**

Councilor Elliott made a motion, seconded by Mathews, to approve the bills dated August 13, 2026, through August 26 2026 in the amount of \$19,083.46. 4 ayes. Motion carried.

II. EXECUTIVE SESSION

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

III. PUBLIC HEARINGS

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

A. ESTABLISHING FEES FOR 2027

Councilor Secor made a motion, seconded by Adams to open the public hearing for establishing fees for 2027. Public Hearing opened at 6:06pm. Clerk Keeton explained the fee changes. Councilor Secor made a motion, seconded by Adams to close the public hearing. Mathews aye, Elliott aye, Adams aye, Secor aye.. Motion carried. Public Hearing closed at 6:09pm.

B. 2026/2027 FISCAL YEAR BUDGET HEARING

Councilor Secor made a motion, seconded by Adams to open the public hearing for the 2026/2027 Fiscal Year Budget Hearing. Mathews aye, Elliott aye, Adams aye, Secor aye. Motion carried. Public Hearing opened at 6:09pm. Clerk Keeton explained the figures for the 26/27 Fiscal year budget. Councilor Secor made a motion, seconded by Adams to close the public hearing. Mathews aye, Elliott aye, Adams aye, Secor aye. Motion carried. Public Hearing closed at 6:13pm.

IV. ENGINEER'S REPORT

V. ORDINANCES AND RESOLUTIONS

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

A. ORDINANCE NO. 396 RV ORDINANCE

Council discussed different concerns with the ordinance and asked the attorney for clarification regarding if an owner sells and how many RV's allowed on Private Property. Council asked the Clerk to make an additional change and add to the next agenda.

B. RESOLUTION 2026-03 WATER AND SEWER RATES 2027

Councilor Secor made a motion, seconded by Elliott, to approve Resolution 2026-03 Water & Sewer Rates 2027. Mathews nay, Elliott aye, Adams nay, Secor aye, Heffington aye. City Attorney wanted to make sure Council was looking at the most recent document after his edits. Council reviewed the newest version of the Resolution. Councilor Secor made a motion, seconded by Elliott, to approve Resolution 2026-03 Water & Sewer Rates 2027. Mathews nay, Elliott aye, Adams nay, Secor aye, Heffington aye. Motion carried.

C. RESOLUTION 2026-04 SCHEDULE OF FEES FOR 2027

Councilor Secor made a motion, seconded by Elliott, to approve Resolution 2026-04 Schedule of Fees for 2027. Mathews aye, Elliott aye, Adams aye, Secor aye. Motion carried.

D. RESOLUTION 2026-05 RESERVING THE FORGONE AMOUNT FOR FISCAL YEAR 2027

Item not needed.

E. ORDINANCE NO 401 FY 2026-2027 ANNUAL APPROPRIATION

Counselor Secor made a motion, seconded by Elliott, pursuant to section 50-902, Idaho Code, the rule requiring that ordinances be read on three different days, two readings of which may be by title only and one reading of which shall be in full, shall be dispensed with and that Ordinance No. 401 be considered immediately. Mathews aye, Elliott aye, Adams aye, Secor aye. Motion carried. Counselor Secor made a motion, seconded by Elliott, Ordinance No. 401 now before the council to be approved. Mathews aye, Elliott aye, Adams aye, Secor aye. Motion carried. The Ordinance will be effective upon publication in the newspaper.

VI. OLD BUSINESS

A. BOISE COUNTY PROSECUTING ATTORNEY POTENTIAL CONTRACT **ACTION ITEM**

Clerk Keeton explained that she has not received any information but will reach out.

VII. NEW BUSINESS

A. 204 MONTGOMERY BUSINESS FRONTIER **ACTION ITEM**

Julissa Spear-Bulmer provided some new maps for Council and explained the plan and ideas for the property.

B. 2027-6 DIAMOND LIL'S LIQUOR LICENSE RENEWAL **ACTION ITEM**

C. 2027-8 CHICORY & SAGE LIQUOR LICENSE RENEWAL **ACTION ITEM**

Councilor Secor made a motion, seconded by Adams to approve the liquor license renewal 2027-6 Diamond Lil's, & 2027-8 Chicory & Sage. 4 ayes. Motion carried.

D. 2027-7 TRUDY'S KITCHEN LIQUOR LICENSE RENEWAL **ACTION ITEM**

Councilor Secor made a motion, seconded by Adams, to deny the liquor license renewal 2027-7 Trudy's Kitchen.

E. LISA KIRKLAND - BUENA VISTA BAR MOUNTAIN APIARY - LETTER OF SUPPORT

Lisa Kirkland explained her business and plan for the Buena Vista property that is just outside city limits. Kirkland will be working on the Small Tracks Act to purchase the property and requested a letter of support from City Council that they support the plan and potential benefits for the community. Council all agreed that Kirkland's plan is great. Kirkland added that she has a sample letter of support and Council requested that be sent to them.

F. 3886 HIGHWAY 21 WATER BILL **ACTION ITEM**

Councilor Elliott made a motion, seconded by Adams, to waive 50% of the water usage in the amount of \$1469.29 for 3886 Highway 21. 3 ayes, Secor abstain. Motion carried.

G. CENTERVILLE ROAD RESURFACING - BOISE COUNTY **ACTION ITEM**

Mayor Heffington explained he has been working with the County to resurface the road from the Bridge to Main Street. The County would use the grinder, and the City would need to purchase Mag and diesel which would cost roughly \$10,000. Councilor Elliott requested a specific cost. Mayor Heffington explained that he is working with the County to get that cost. Councilor Secor made a motion, seconded by Mathews, to allow the Mayor to proceed with the road work with Boise County to reclaim the road from the new asphalt on Centerville Road to Main Street and possibly in front of the Elementary School with a price not to exceed \$10,000. 4 ayes. Motion carried.

VIII. COMMITTEE REPORTS

A. PARKS & RECREATION COMMISSION

James Correll explained that everything is good and the baseball fields are busy. Parks & Rec is adding fall ball for 9- and 10-year-olds in September and October. Correll is asking Council's permission to hire a contractor to see what it will cost to fix the Rodeo Grounds bathrooms. Mayor Heffington explained that he will be looking into that. Correll added a member of Parks and Rec wants to get the water cannon up and running and it shouldn't cost more than \$200 in material. Councilor Mathews and BBIA donated money to Parks & Rec for the repair.

B. HISTORIC PRESERVATION COMMISSION

Rhonda Jameson explained that ordinance enforcement is something that needs to be worked on.

C. PLANNING & ZONING COMMISSION

D. IDAHO CITY CHAMBER OF COMMERCE

E. COMMUNITY COMMITTEE

Councilor Elliott explained the trees were removed at Community Hall. The next meeting will be September 1st. There will be discussion on floor / floor joist repair before the roof replacement.

Mayor Heffington informed all committee's that anytime they need to spend city money they need to ensure it is run through the city and or Council prior to purchase.

IX. EMPLOYEE UPDATES

- A. PUBLIC WORKS
- B. LAW ENFORCEMENT

Chief Watson explained there have been roughly 1016 call for the year and 105 calls for the last 30 days. There has been an uptick in drug and DUI arrests. Officer Nye is working an ITD grant for DUI's. ICPD has seen more things going on after 10pm and Watson suggested everyone keep things locked up and if you see something, say something.

C. CLERK/TREASURER'S OFFICE

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

Clerk Keeton explained the water and sewer updates in the packet and added that there is an adjustment that would need to be signed by Council. Clerk Keeton added that she has received many complaints about the Visitor Center bathrooms and went over to take some pictures. Discussion ensued.

2. CLEARWATER UPDATE

D. CITY ATTORNEY

City Attorney Williams explained there is a draft agreement for the Fire District purchase, and it is moving along.

X. COUNCIL UPDATES

Councilor Mathews explained his decision to vote no on the Water Sewer Rate Resolution. Councilor Elliott explained she is doing soccer and is in need of soccer coaches.

XI. MAYOR UPDATES

Mayor Heffington thanked everyone and asked everyone to keep coming and providing input.

XII. CITIZEN COMMENTS

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Rhonda Jameson with BBIA thanked Nick for changing to lock on the storage room. Jameson added that she contacted Fish and Game to potentially dig out the Visitor Center pond and have it stocked and is working through that process. Jameson added that as Chairman of the BBIA would like it if the Chamber did not sign the new agreement or have it changed. Trudy Jackson explained she requested her water sewer hookup for 111 Hill Road, and it still has not been installed. Jackson asked when that would happen. Mayor Heffington explained they would look into it and get back to Jackson with a date. Bob Amidon explained on the RV ordinance; other cities allow them to stay for 2 years on private property with a permit.

Julissa Speer-Bulmer suggested specifying occupied or unoccupied for the RV Ordinance.

XIII. UPCOMING MEETINGS

A. NEXT REGULAR MEETING: SEPTEMBER 9, 2026

ADJOURNMENT 8:05 PM

ATTEST:

Date approved:

Nancy L Keeton, City Clerk-Treasurer

Ryan Heffington, 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:
Ryan Heffington
idahocitymayor1@cityofic.org

Council members:
Tom Secor Jr
Ashley M Elliott
Mari Adams
Bobby Mathews

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

City officers:
Jake Nye

Public Works Director:
Nick Mancera
idahocitypublicworks@cityofic.org

Public Works:
Jaden Howell

City Clerk-Treasurer:
Nancy L Keeton
idahocityclerk@cityofic.org
Deputy Clerk
Kaleb Goodlett
idahocityoffice@cityofic.org

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

Event Checklist Application

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

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

Event Overview	
Event Name:	Idaho City Days
Event Sponsor:	Idaho City Chamber
Address of Event:	Main Street Idaho City, ID 83631
Time(s) and Date(s) of Event:	October 3rd 11-6PM October 4th 11-4PM
Person in charge:	Contact Number:
Number of Attendees:	Email:
Event Set-Up and Take Down Times and Dates:	8AM-10AM October 3rd, 4PM-7PM October 4th
Type of Event (what event encompasses):	Outdoor Street Festival w/ music, vendors, food trucks
List any entrance or participation fees that will be charged (if applicable) or N/A: N/A	
General Questions	
Is your event charitable / nonprofit?	YES ☒ NO ☐
Event sponsor has read the Idaho City Park Policy and/or the Historical Foundation Policy & agrees to comply?	YES ☒ NO ☐
Is the event free?	YES ☒ NO ☐
Is this a ticketed event?	YES ☐ NO ☒
Will your event have food (either provided or available for purchase)? (If yes, please fill out Food Section)	YES ☒ NO ☐
Will your event have vendors (food, cottage industry, service provider, etc.)? (If yes, fill out Vendor Section)	YES ☒ NO ☐
Will there be promotional signage at your event? (If yes, please provide examples)	YES ☒ NO ☐
Will your event have alcohol (either provided or available for purchase)? (If yes, fill out Alcohol Section) *Fee required	YES ☒ NO ☐
Will your event require a park reservation (John Brogan Memorial, Naylor Park, Rodco Grounds, etc.)? *Fee may be required	YES ☒ NO ☐
Will your event have road closure or parade?	YES ☒ NO ☐
Will your event be held after hours (between dusk to dawn)? *Fee required	YES ☐ NO ☒
Site Plan Attached? (site plan showing exact locations of all the different function of the event (I.E. show performance spaces; vendor areas; alcohol serving area; emergency services; first aid stations; trash receptacles; porta potties; proposed parking uses, etc.)	YES ☒ NO ☐
Are you proposing to use electrical generators or amplified sound systems? (If yes, show their locations on your site plan and describe below what they will be used for & what precautions will be taken to see they are used properly and safely. If amplified sound will take place after 11pm a noise variance will be required.) *Fee may be required	YES ☒ NO ☐
See Attached Map - Musical Entertainment park & Main Street.	

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

Emergency Service, Security, and Lost Child Plans

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

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

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

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

Have you scheduled security with ICPD?

Have you scheduled emergency services (EMS)?

Have you scheduled private security?

YES	NO
☐	☐
☒	☐
☒	☐

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

6-8

Security Company:

Company Contact Person:

Alan Putmann (2) 24/hr overnight shifts

Company Email:

Phone:

208-724-7617

EMS Company:

ERSCAD / Search & Rescue

Phone:

Dates & Times of service:

Oct 3 11-6

Oct 4 11-4

Onsite Contact Name:

Mari Adams

Phone:

Detailed Security Plan:

We have hired private security for both days of the event including overnight.

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

Code Adam. See attached

Detailed EMS Plan:

Ambulance + First Aid at Walulla + Main Street.
Walulla blocked off for through traffic.

First Aid/Information Table

Location(s) of First-Aid Station:

Walulla + Main Street

Type(s) of First-Aid Provided:

Ambulance

Location(s) of Information Table:

Walulla + Main Street

Parking

Primary Parking Location: Secor Lot + Highway 21 Overflow Parking Location: Senior Center, Ray Robinson Hall
 List parking fees that will be charged (if applicable): w/ permission School
 Parking Plan Description: Parking attendants + signage Traffic drums + posts along highway and Montgomery for no parking.

Traffic Control

Has the city and/or county been contacted about road closures?

YES NO

☒ ☐

Traffic Control Company: Community Volunteers / Chamber Members

Company Contact Person:

Company Email:

Phone:

Traffic Control & Road Closure Description: Main Street Closed @ Highway 21 to school Street. Detour to Montgomery

Signs posted to residents + businesses 48 hrs before event

Parade Formation Location & Hours: N/A

Parade Dispersal Location & Hours: N/A

Alcohol

- we need to obtain permit and submit this later if/when obtained.

Will alcohol be a part of your event? (If so an alcohol variance will be required.)

YES

NO

☒

☐

Will alcohol be consumed or possessed at the event, but not offered for sale? (If so, if more than a keg or three (3) cases are possessed but not offered for sale, a permit must be secured from the city.)

☐

☐

Will alcohol be offered for sale? (If yes, proper permits must be secured from the State of Idaho and the City of Idaho City, and a designated area for sale and consumption is required. Show the location of this designated area on your site plan.) Alcohol catering permits must be obtained and presented with this event checklist for approval.

☐

☐

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

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

Serving times for alcohol (to/from):

Type(s) of serving containers:

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

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

Detailed alcohol security plan:

☒ Attach photos of alcohol area signage that will be displayed at event.

☐ Attach detailed map of serving location (including entrances and exits).

☐ Attach photo of wrist band.

☐ Attach completed/approved Alcohol Catering Permit -

https://idahocity.municipalimpact.com/documents/170/Alcohol_Catering_Application.pdf OR Approved Alcohol Permit for Benevolent, Charitable, and Public Purpose Events from Idaho State Police (ISP)

Food/Vendors

How many vendors will need electricity? N/A

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

If food is being served, the proper permits from Central District Health (CDH) & Idaho City Clerk must be secured & submitted. *Required

Has the Public Works Department been contacted to schedule vendor electrical inspections, etc.?*

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

YES	NO
☐	☐
☐	☐

If you will have vendors at event:

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

Restrooms

Will you be bringing in additional Porto-Potties?

Number of Restrooms: 7

Number of ADA Restrooms: 1

Location of Restrooms: Please see map

Porto-Potty Company: GoPots

Phone: 208-355-4257

YES	NO
☒	☐

Refuse

Have you contacted Idaho City Public Works (208) 392-4584?

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

Location of trash carts: BoGo Sant. Trailer @ Visitor Center

YES	NO
☐	☒

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

Have 24 trash bins through-out event. Will check trash during event, after event

Event and Promotional Signage

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

Miscellaneous

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

Social Media, prints at local businesses, signs for Main Street closure to be posted on businesses/personal property 48 hrs in advance.

Attachment Checklist

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

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

- ☐ **Rodeo Grounds / Amphitheatre fee schedule:**
- **Non-profit groups \$32.50/day plus (\$4.95) 6% use tax**
 - **City Residents, Groups, & Local Government \$185.00/day plus (\$11.10) 6% use tax**
 - **Non-City Residents, & Groups \$370.00/day plus (\$22.20) 6% use tax**
- **The following security deposit is required, refundable if rental requirements are completed: \$150.00**
Cleaning deposit will be forfeited if the grounds/ Amphitheatre / parking area are not in same condition as found or better, and the key (if used) is not returned. Exceptions may be set by the City Council based on recommendation from the Idaho City Parks and Recreation Commission.....
- ☐ **Alcohol Catering Permit.....\$20/day (3-day limit).....**
- ☐ **Food Vendor Permit Fee.....\$16.50/day (3-day limit).....**
- ☐ **Mobile Food Truck Fee.....\$26.25 application fee & \$21.00/day / \$200/year (5-day limit).....**
- ☐ **Vendor License Daily Fee.....\$16.50 (Non-profit \$7.50).....**
- ☐ **Vendor License Yearly Fee (Non-refundable) \$55.00 (Non-profit \$25.00)**
- ☐ **Carnival or public entertainment with less than 10 concessions, rides, or sideshows, daily fee \$220.50.....**
- ☐ **Carnival or public entertainment with more than 10 concessions, rides, or sideshows, daily fee shall be \$22.00 per concession, ride, or sideshow.....**
- **An additional event license fee may be required for carnivals, public entertainment, or sponsored events in an amount approved by the City Council as meeting the city's expenses related to the activity, including but not limited to the provision of Public Works and Police**
 - **A permittee for a carnival, public entertainment, or sponsored event shall establish financial responsibility in the form of an insurance policy issued jointly to the owner and the City of Idaho City in the minimum amount of one million dollars, single limit.**
- ☐ **Pass through Costs (Electricity, Safety Services, Public Notification, Other).....**
- ☐ **Law Enforcement Fee \$25/hr. per officer (determined by Chief of Police)**
- **After Hours Fee \$37.50/hr. per officer (determined by chief of Police)**
- ☐ **Community Hall Fees**
- **Nonprofit groups \$44.00/day plus (\$2.64) 6% use tax**
 - **City Residents, Groups, & Local Government \$165.25 plus (\$9.92) 6% use tax**
 - **Non-City Residents, & Groups \$330.50 plus (\$19.83) 6% use tax**
 - **A \$150.00 deposit required; refundable if rental agreement requirements are completed.....**
- The council can waive a portion of the fee or set a monthly use fee for groups desiring to use the hall and a set schedule for a class or multi-day event
- ☐ **Temporary Noise Ordinance Application / Noise Variance. \$52.50 profit, \$26.25 non-profit, \$15.75 student.....**
- ☒ **Event Checklist Fee (\$52.50 profit; \$26.25 non-profit; \$15.75 student).....**
- TOTAL:.....**

[illegible]

ICPD & EMS Use Only

Number of daytime officer hours needed @\$25/hr
 Number of After-Hours officer hours needed @\$37.5/hr

Is this Event Checklist Security & EMS Plan approved by ICPD?

Is this Event Checklist Security & EMS Plan approved by EMS?

YES	NO
☐	☐
☐	☐

B. Watson 194
 Chief of Police, City of Idaho City

U. DeJong *ems 01*
 EMS

Boise County Sheriff's Office (if applicable)

Idaho City Fire Protection District (if applicable)

Office Use Only

Event Checklist application fee collected? Card ☐ Cash ☐ Check ☒ Receipt # *CK # 10033*

All applicable fees collected?

Have all applicable attachments been received and reviewed?

Is this Special Event Plan approved?

Alcohol variance approved?

Noise variance approved, & fee collected? Card ☐ Cash ☐ Check ☐ Receipt # NA ☐

EC Application #: *2026-14* Date of Approval: _____

Special Comments/Instructions

City Clerk

Parks Director (if applicable)

City of Idaho City Seal

For Questions or to Submit:

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

Contact Information:

Idaho City Historical Foundation: Phone: (208)-392-4550

Email: president@idahocityhf.org

Idaho City Police Department: Chief Brent Watson Phone: 208-392-4596

Email: idahocitypd.194@cityofic.org

East Boise County Ambulance District: Phone: (208) 392-6644

Email: ebcaddirector@co.boise.id.us

OFFICE USE ONLY

Rodeo Grounds Walk Through:

Initial walk through performed with public works?

☐ YES

☐ NO

Comments:

Final walk through performed with Public Works?

☐ YES

☐ NO

Comments:

After event comments:

Was the site cleaned up properly in a timely fashion?

☐ YES

☐ NO

Comments:

Did the event sponsor meet all of their obligations and responsibilities?

☐ YES

☐ NO

Comments:

Should this party be allowed to use the city property again?

☐ YES

☐ NO

Comments:

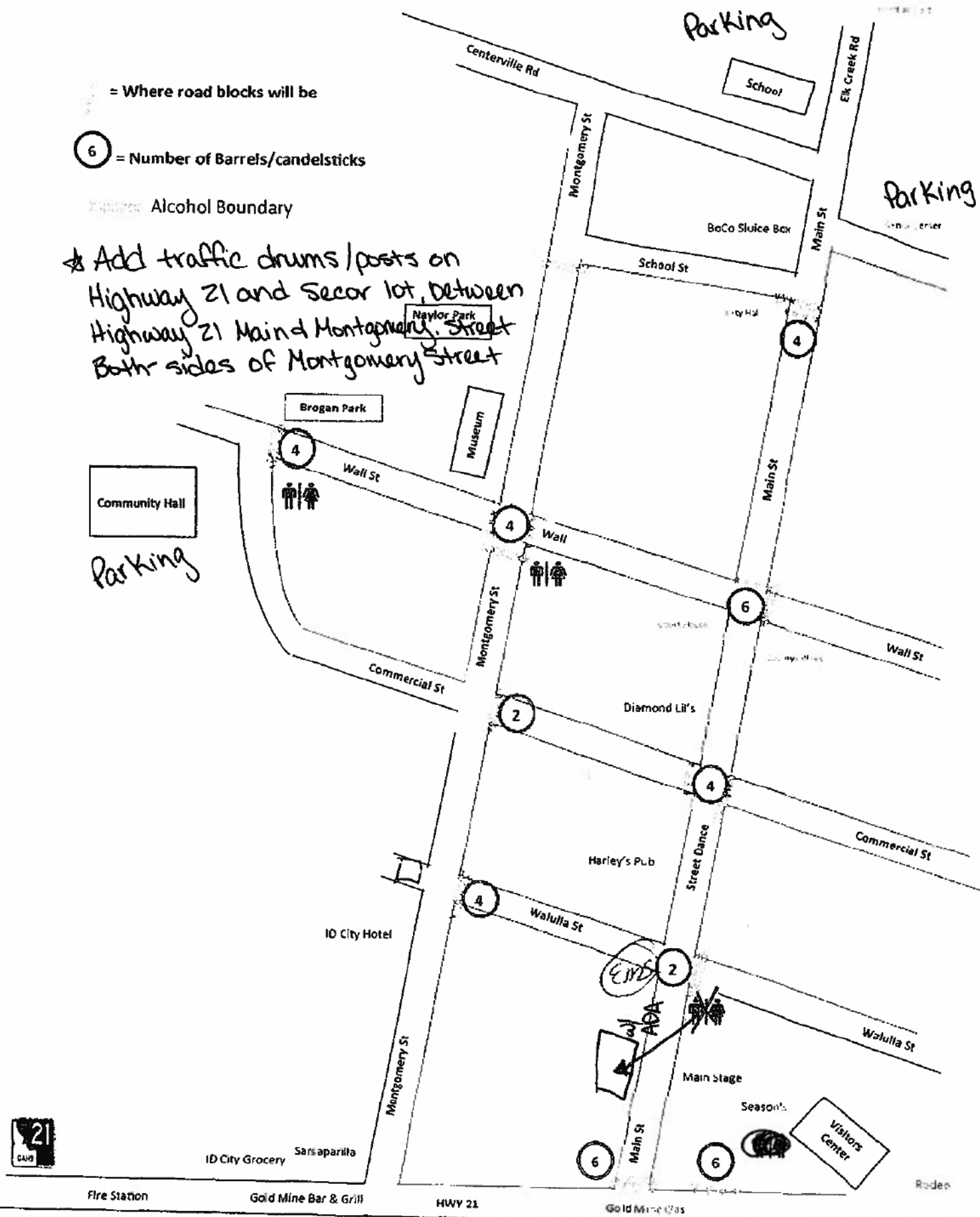
Signed:

= Where road blocks will be

6 = Number of Barrels/candelsticks

Alcohol Boundary

* Add traffic drums/posts on
Highway 21 and Secor lot, between
Highway 21 and Montgomery Street
Both sides of Montgomery Street



— ★ ★ ★ —
ATTENTION!

**MAIN STREET
CLOSED**

— *for* —
★ IDAHO CITY DAYS ★



**OCTOBER 3RD, 2026
8:00 AM**

TO



**OCTOBER 4TH, 2026
7:00 PM**



**NO ALCOHOL
BEYOND THIS
POINT**

DATE _____ TIME _____

CODE ADAM PROCEDURE If a Parent/Guardian approaches a staff member and reports a child missing, follow these steps:

1. Ask the following: a. What is the child's name? _____ b. How long ago did you see the child? _____ c. Where was the last place you saw the child? _____ d.

Did you check the area where the child was last seen? YES / NO

e. Are there any parental custody issues that we should know about? YES / NO

f. Get a detailed description of the child

g. Name _____ Age _____ ii. Hair Color/Style _____ Eye color _____ iii. Approximate Height _____ and Weight _____ iv. What is the child wearing? (remember to ask shoe color and style) _____

2. Initiate CODE ADAM (provide the complete description of the child). Alert all staff.

3. Attention, may I have your attention please. Staff please initiate CODE ADAM – I repeat CODE ADAM; we have a lost child named _____, age _____, with _____ hair, and _____ eyes, is approximately _____ feet tall and weighs approximately _____ pounds, last seen wearing _____.

When notified that a child is missing, the Chamber Member in charge calls the local police department immediately. Provide as much information as available to the emergency dispatcher.

4. If the child is found and appears to have just been lost and unharmed, the child is reunited with the parent/guardian at the Chamber Booth on Main Street. (Notify the Police Department immediately)

5. If the child is found accompanied by someone other than the parent/guardian, use reasonable efforts to prevent or delay their departure without placing the child, staff, or other customers at risk. **Notify the police immediately and give a detailed description of the person, vehicle, direction of travel, etc.

6. The CODE ADAM page is cancelled after the child is found or when advised by the police. Notify the Chamber Members in Charge and all staff.

7. The Chamber Member in Charge or the on-duty Security Officer will complete an Incident Report

You're Invited!

JOIN US FOR

IDAHO CITY ***Days!***

SHOP ★ EAT ★ PLAY ★ ENJOY
A WEEKEND OF FUN FOR THE WHOLE FAMILY!

 SHOP LOCAL	 FOOD TRUCKS	 LIVE MUSIC	 ARTS & CRAFTS	 FAMILY FUN!
---	--	---	---	--

OCTOBER 3-4, 2026

SATURDAY, OCTOBER 3
11AM - 6PM



SUNDAY, OCTOBER 4
11AM - 4PM

Great People. Great Community. Great Time!

DON'T MISS IT!

MORE DETAILS & VENDOR INFO:
→ IDAHO CITY CHAMBER.ORG/IDAHO-CITY-DAYS ←

★ BROUGHT TO YOU BY THE IDAHO CITY CHAMBER OF COMMERCE ★



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/03/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Sean Liang
947 East Winding Creek Drive, Ste 100
Eagle, ID 83616

CONTACT NAME: Sean Liang
PHONE (A/C, No, Ext): 208-871-2339 FAX (A/C, No):
E-MAIL ADDRESS: sliang@idfbins.com

ID

INSURED
Idaho City Chamber of Commerce Inc
PO Box 507
Idaho City, ID 83631-0507

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Western Community Insurance Company	39519
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL INSD	BUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:	Y	N		02/03/2026	02/03/2027	EACH OCCURRENCE \$ 1,000,000 CSL DAMAGE TO RENTED PREM SES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY Excluded GENERAL AGGREGATE \$ 2,000,000 CSL PRODUCTS - COM/OP AGG Included
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
A	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City Of Idaho City was added or changed as an Additional Insured Effective 02/03/2026.

CERTIFICATE HOLDER

City Of Idaho City
PO Box 130
Idaho City, ID 83631-0130

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED NOTICE OF CANCELLATION

It is agreed:

This policy is subject to the following condition:

If this policy is cancelled or nonrenewed, the designated person(s) or organization(s) shown in the SCHEDULE below shall be notified at least:

1. 10 days prior to the effective date of cancellation if we cancel for nonpayment of premium; or
2. The number of days shown in the SCHEDULE prior to the effective date if we cancel for any other reason.

SCHEDULE

1. Name Of Designated Person(s) Or Organization(s): City Of Idaho City

Mailing Address: PO Box 130 Idaho City, ID 83631-0130

2. Number of Days Notice: 35 days

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

All other policy terms and conditions apply.



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – MANAGERS OR
LESSORS OF PREMISES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Designation Of Premises (Part Leased To You): 100 Main St Idaho City Idaho
Name Of Person(s) Or Organization(s) (Additional Insured): City Of Idaho City
Additional Premium: \$45
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by you or those acting on your behalf in connection with the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person(s) or organization(s) shown in the Schedule.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

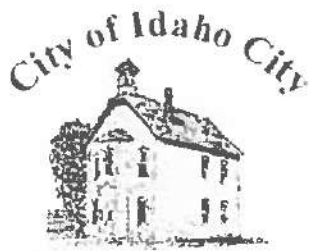
- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable limits of insurance;
- whichever is less.

This endorsement shall not increase the applicable limits of insurance.





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

Event Checklist Application

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

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

Event Overview

Event Name: Idaho City Tree Lighting
 Event Sponsor: PTA
 Address of Event: 200 main Street
 Time(s) and Date(s) of Event: 12/5/26
 Person in charge: Sarah Nelson Contact Number: [REDACTED]
 Number of Attendees: unknown 100+ Email: [REDACTED]
 Event Set-Up and Take Down Times and Dates: 12/4/26-12/6/26 8-5
 Type of Event (what event encompasses): Santa photos, tree lighting, live music, family friendly, parade

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

General Questions

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

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

Emergency Service, Security, and Lost Child Plans

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

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

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

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

YES	NO
☒	☐
☒	☐
☐	☒

Have you scheduled security with ICPD?

Have you scheduled emergency services (EMS)?

Have you scheduled private security?

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

Security Company: _____

Company Contact Person: _____

Company Email: _____

Phone: _____

EMS Company: _____

Phone: _____

Dates & Times of service: _____

Onsite Contact Name: _____

Phone: _____

Detailed Security Plan:

Working w/ ICPD & BCSO
Woody Correll - traffic control
~~Coordinating having a deputy onsite~~
Approved by Scott Turner

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

PA System @ PTA Booth work w/ Sheriff office

Detailed EMS Plan:

Ambulance on-site and participating

First Aid/Information Table

Location(s) of First-Aid Station: _____

Type(s) of First-Aid Provided: _____

Location(s) of Information Table: _____

ambulance on-site

parking lot on main street

Parking

Primary Parking Location: Main & 1st Visitor Center Overflow Parking Location: School
 List parking fees that will be charged (if applicable): None
 Parking Plan Description: _____

Traffic Control

Has the city and/or county been contacted about road closures?

YES	NO
☒	☐

Traffic Control Company: _____

Company Contact Person: _____

Company Email: _____ Phone: _____

Traffic Control & Road Closure Description: Woody Correll & ICPD or BCSO
Main Street closed from about 5pm-7pm this will
be closer to 5-6 only while parade is happening

Parade Formation Location & Hours: ICHS Parking lot 4:30 pm
Woody & BCSO assist

Parade Dispersal Location & Hours: participants exit parade route @ main & 21

Alcohol

Will alcohol be a part of your event? (If so an alcohol variance will be required.)

YES	NO
☐	☒
☐	☒
☐	☒

Will alcohol be consumed or possessed at the event, but not offered for sale? (If so, if more than a keg or three (3) cases are possessed but not offered for sale, a permit must be secured from the city.)

Will alcohol be offered for sale? (If yes, proper permits must be secured from the State of Idaho and the City of Idaho City, and a designated area for sale and consumption is required. Show the location of this designated area on your site plan.) Alcohol catering permits must be obtained and presented with this event checklist for approval.

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

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

Serving times for alcohol (to/from): _____

Type(s) of serving containers: _____

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

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

N/A

Detailed alcohol security plan:

N/A

- ☐ Attach photos of alcohol area signage that will be displayed at event.
- ☐ Attach detailed map of serving location (including entrances and exits).
- ☐ Attach photo of wrist band.
- ☐ Attach completed/approved Alcohol Catering Permit -

https://idahocity.municipalimpact.com/documents/170/Alcohol_Catering_Application.pdf OR Approved Alcohol Permit for Benevolent, Charitable, and Public Purpose Events from Idaho State Police (ISP)

Food/Vendors

How many vendors will need electricity? 1

List vendor fees that will be charged (if applicable) or N/A: 0

If food is being served, the proper permits from Central District Health (CDH) & Idaho City Clerk must be secured & submitted. *Required

Has the Public Works Department been contacted to schedule vendor electrical inspections, etc.??*

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

YES	NO
☐	☒
☒	☐

If you will have vendors at event:

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

Restrooms

Will you be bringing in additional Porto-Potties?

Number of Restrooms: Visitors Center & Leon's (2)

Number of ADA Restrooms: _____

Location of Restrooms: above

Porto-Potty Company: _____

Phone: _____

YES	NO
☐	☒

Refuse

Have you contacted Idaho City Public Works (208) 392-4584?

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

Location of trash carts: Cans @ event will dispose city dumpster

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

above

YES	NO
☒	☐

Event and Promotional Signage

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

Miscellaneous

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

Facebook
event flyers

Attachment Checklist

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

Event Fees:

- Rodeo Grounds / Amphitheatre fee schedule:**
- Non-profit groups \$82.50/day plus (\$4.95) 6% use tax
 - City Residents, Groups, & Local Government \$185.00/day plus (\$11.10) 6% use tax
 - Non-City Residents, & Groups \$370.00/day plus (\$22.20) 6% use tax
- The following security deposit is required, refundable if rental requirements are completed: \$150.00
Cleaning deposit will be forfeited if the grounds/ Amphitheatre / parking area are not in same condition as found or better, and the key (if used) is not returned. Exceptions may be set by the City Council based on recommendation from the Idaho City Parks and Recreation Commission.....
- Alcohol Catering Permit.....\$20/day (3-day limit).....**
- Food Vendor Permit Fee.....\$17.00/day (3-day limit).....**
- Mobile Food Truck Fee.....\$27.00 application fee & \$21.50/day / \$206/year (5-day limit).....**
- Vendor License Daily Fee.....\$17.00 (Non-profit \$7.75).....**
- Vendor License Yearly Fee (Non-refundable) \$56.50 (Non-profit \$25.75)**
- Carnival or public entertainment with less than 10 concessions, rides, or sideshows, daily fee \$227.00.....**
- Carnival or public entertainment with more than 10 concessions, rides, or sideshows, daily fee shall be \$22.50 per concession, ride, or sideshow.....**
- An additional event license fee may be required for carnivals, public entertainment, or sponsored events in an amount approved by the City Council as meeting the city's expenses related to the activity, including but not limited to the provision of Public Works and Police
 - A permittee for a carnival, public entertainment, or sponsored event shall establish financial responsibility in the form of an insurance policy issued jointly to the owner and the City of Idaho City in the minimum amount of one million dollars, single limit.
- Pass through Costs (Electricity, Safety Services, Public Notification, Other).....**
- Law Enforcement Fee \$25/hr. per officer (determined by Chief of Police)**
- After Hours Fee \$37.50/hr. per officer (determined by chief of Police)
- Community Hall Fees**
- Nonprofit groups \$44.00/day plus (\$2.64) 6% use tax
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 - Non-City Residents, & Groups \$330.50 plus (\$19.83) 6% use tax
 - A \$150.00 deposit required; refundable if rental agreement requirements are completed.....
- The council can waive a portion of the fee or set a monthly use fee for groups desiring to use the hall and a set schedule for a class or multi-day event
- Temporary Noise Ordinance Application / Noise Variance. \$52.50 profit, \$26.25 non-profit, \$15.75 student.....**
- Event Checklist Fee (\$52.50 profit; \$26.25 non-profit; \$15.75 student).....**

[illegible]

Page 5 of 7

ICPD & EMS Use Only

Number of daytime officer hours needed @\$25/hr
 Number of After-Hours officer hours needed @\$37.5/hr

YES	NO
☐	☐
☐	☐

Is this Event Checklist Security & EMS Plan approved by ICPD?

Is this Event Checklist Security & EMS Plan approved by EMS?

B. Watson 194

Chief of Police, City of Idaho City

EMS

Boise County Sheriff's Office (if applicable)

Idaho City Fire Protection District (if applicable)

Office Use Only

Event Checklist application fee collected? Card ☒ Cash ☐ Check ☐ Receipt # *453m4m*

All applicable fees collected?

Have all applicable attachments been received and reviewed?

Is this Special Event Plan approved?

Alcohol variance approved?

Noise variance approved, & fee collected? Card ☐ Cash ☐ Check ☐ Receipt #

NA ☐

NA ☐

YES	NO
☒	☐
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐

EC Application #: *2026-15*

Date of Approval: _____

Special Comments/Instructions

City Clerk

You must keep a copy of your approved event checklist on hand at your event.

For Questions or to Submit:

Contact the Idaho City Clerk's Office

Monday-Thursday 8:00am to 5:00pm

Friday 9:00am to 3:00pm

511 Main St. Idaho City, ID 83631

PO Box 130, Idaho City, ID. 83631

(208) 392-4584

idahocityclerk@cityofic.org

idahocityoffice@cityofic.org

Parks Director (if applicable)

City of Idaho City Seal

Contact Information:

Idaho City Historical Foundation: Phone: (208)-392-4550

Email: president@idahocityhf.org

Idaho City Police Department: Chief Brent Watson Phone: 208-392-4596

Email: idahocityvpd.194@cityofic.org

East Boise County Ambulance District: Phone: (208) 392-6644

Email: ebcaddirector@co.boise.id.us

OFFICE USE ONLY

Rodeo Grounds Walk Through:

Initial walk through performed with public works?

☐ YES

☐ NO

Comments: _____

Final walk through performed with Public Works?

☐ YES

☐ NO

Comments: _____

After event comments:

Was the site cleaned up properly in a timely fashion?

☐ YES

☐ NO

Comments: _____

Did the event sponsor meet all of their obligations and responsibilities?

☐ YES

☐ NO

Comments: _____

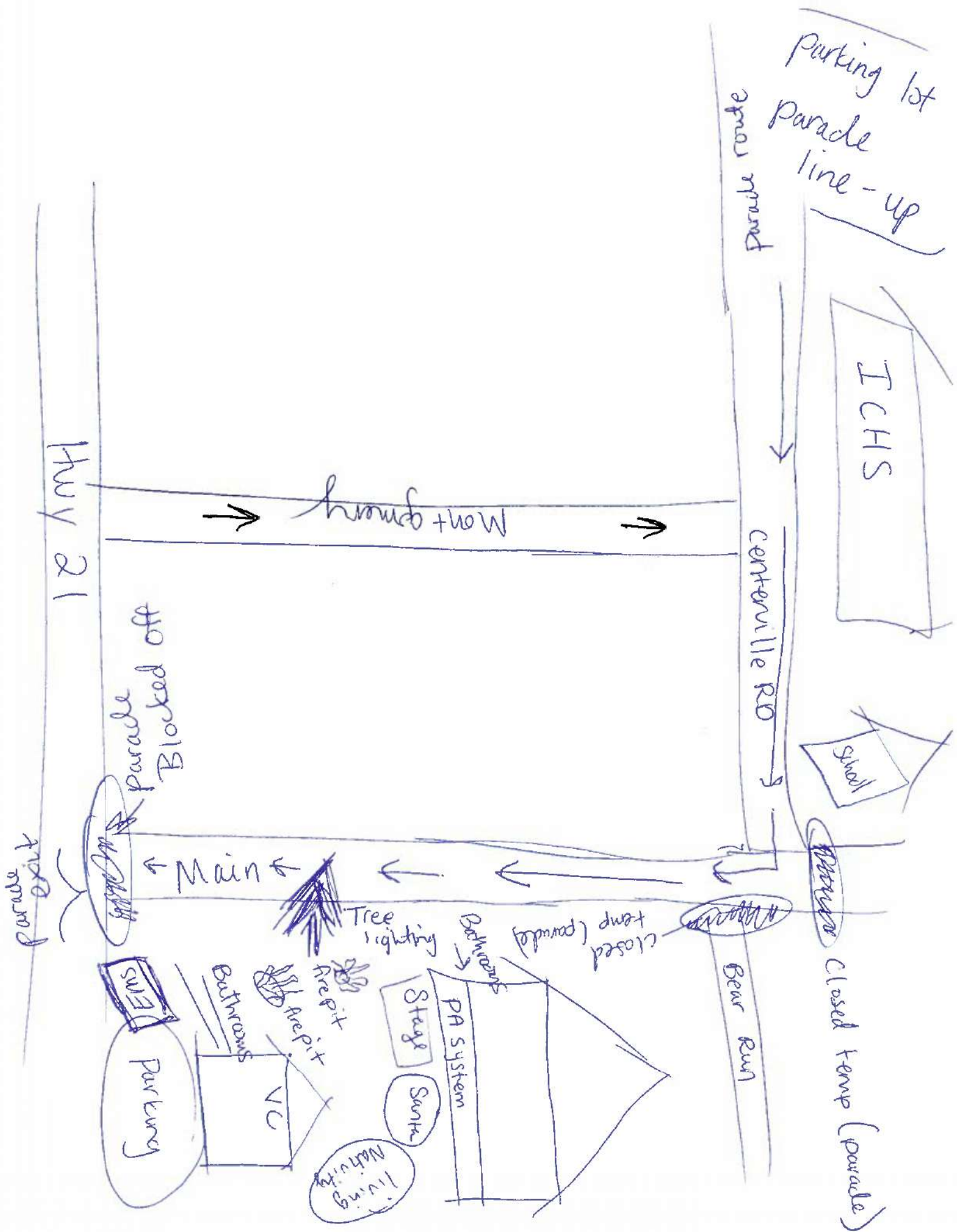
Should this party be allowed to use the city property again?

☐ YES

☐ NO

Comments: _____

Signed: _____



Payment Receipt



Print

Confirmation #: 4J3M4M

Date Paid: 08/26/2026 12:15:45 PM CT

Type of Payment: Walk-in

Name	Type of Payment	Notes	Payment Amount	Processing Fee	Total Amount
SARAH NELSON	Event Checklist	2026-15 BASIN PTA - X-MAS TREE LIGHTING	\$26.25	\$2.75	\$29.00

City or County Name: Idaho City - Misc. Payments

Ticket Total: \$26.25

Processing Fee Total: \$2.75

Total Amount: \$29.00

Billing Information

First Name: SARAH
Last Name: NELSON
Address Line 1: PO BOX 428
City: IDAHO CITY
State: Idaho
Zip Code: 83631
Country: United States of America
Phone Number:
Email Address:

Credit Card Information

Credit Card Type: MasterCard
Credit Card Number (last 4 digits):

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13:00:39

CITY OF IDAHO CITY
Check/Claim Details
For the Accounting Period: 9/26

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Report ID: AP100W

Check/ Line #	Vendor #/Name/ Claim Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
-99859E	314 Paya Services Inc.						
	3757	60.00					
1	June 2026 09/03/26 BMS Pay Portal fees	42.00*			51 43400	331	10100
2	June 2026 09/03/26 BMS Pay Portal fees	18.00*			52 43500	331	10100
	Total Check:	60.00					
28474S	247 ANDERSON HARDWARE SUPPLY						
	3757	207.90					
	Shop Supplies						
	Shop Supplies						
	Shop Supplies						
1	52670 08/05/26 Shovels and cleaning	21.15*			20 43200	612	10100
2	52670 08/05/26 Shovels and cleaning	77.53*			51 43400	612	10100
3	52670 08/05/26 Shovels and cleaning	42.29*			52 43500	612	10100
4	52773 08/07/26 Safety Glasses	1.65*			20 43200	612	10100
5	52773 08/07/26 Safety Glasses	6.04*			51 43400	612	10100
6	52773 08/07/26 Safety Glasses	3.30*			52 43500	612	10100
7	53289 08/17/26 Visitor Center door knob	37.96			10 41500	620	10100
8	53595 08/24/26 WD-40 & Cable ties	2.70*			20 43200	612	10100
9	53595 08/24/26 WD-40 & Cable ties	9.89*			51 43400	612	10100
10	53595 08/24/26 WD-40 & Cable ties	5.39*			52 43500	612	10100
	Total Check:	207.90					
28475S	182 XEROX FINANCIAL						
	3758	121.30					
1	42616707 08/25/26 Copier lease	42.45			10 41500	330	10100
2	42616707 08/25/26 Copier lease	48.52			51 43400	330	10100
3	42616707 08/25/26 Copier lease	30.33			52 43500	330	10100
	Total Check:	121.30					
28476S	311 BCWSM, Inc.						
	3759	1,500.00					
1	502 08/31/26 Water System Contract	1,500.00			51 43400	113	10100
	Total Check:	1,500.00					
28477S	238 AOKA Engineering LLC						
	3760	30.00					
1	49 08/31/26 2024-02 Inspection	30.00*			10 41500	405	10100
	Total Check:	30.00					
28478S	303 tickiof, Inc.						

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CITY OF IDAHO CITY
Check/Claim Details
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Report ID: AP100W

Check/ Line #	Claim Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
		3761	105.68					
1	149-2877 09/02/26 Phones		36.99			10 41500	490	10100
2	149-2877 09/02/26 Phones		42.27			51 43400	490	10100
3	149-2877 09/02/26 Phones		26.42			52 43500	490	10100
	Total Check:		105.68					
28479S		103 ORKIN PEST CONTROL						
		3762	164.00					
1	1124841 08/31/26 Pest Control		164.00			10 41500	623	10100
	Total Check:		164.00					
28480S		242 THE BANCORP BANK						
		3763	1,471.77					
	Ram 3500 Payments							
1	747110 08/31/26 Ram 3500 lease		220.77*			20 43200	744	10100
2	747110 08/31/26 Ram 3500 lease		809.47*			51 43400	744	10100
3	747110 08/31/26 Ram 3500 lease		441.53*			52 43500	744	10100
	Total Check:		1,471.77					
28481S		28 IDAHO CITY GROCERY						
		3764	26.13					
1	08/01/26 Sand Bay Cleaning		23.14			51 43400	610	10100
2	08/26/26 Samples		2.99			52 43500	610	10100
	Total Check:		26.13					
28482S		125 FERGUSON ENTERPRISES, INC						
		3765	335.07					
1	4897324 08/28/26 Rodeo Grounds Bathroom repair		335.07*			10 41500	622	10100
	Total Check:		335.07					
28483S		265 T-Mobile						
		3766	786.26					
	Council Ipads							
	Cell Phones							
	Internet - City Hall							
	Phones / VOIP - T-Mobile							
1	Aug 2026 08/20/26 Council Ipads		38.73			10 41500	493	10100
2	Aug 2026 08/20/26 Council Ipads		44.26			51 43400	493	10100
3	Aug 2026 08/20/26 Council Ipads		27.66			52 43500	493	10100
4	Aug 2026 08/20/26 Cell phones		79.85			10 41500	492	10100
5	Aug 2026 08/20/26 Cell phones		91.25			51 43400	492	10100

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CITY OF IDAHO CITY
Check/Claim Details
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Line #	Check/ Claim Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6	Aug 2026 08/20/26 Cell phones		57.03			52 43500	492	10100
7	Aug 2026 08/20/26 Law Enforcement		194.30*			10 42100	492	10100
8	Aug 2026 08/20/26 City Hall Internet		34.27			10 41500	491	10100
9	Aug 2026 08/20/26 City Hall Internet		39.17			51 43400	491	10100
10	Aug 2026 08/20/26 City Hall Internet		24.48			52 43500	491	10100
11	Aug 2026 08/20/26 City Hall Phones		18.58			10 41500	494	10100
12	Aug 2026 08/20/26 City Hall Phones		21.24			51 43400	494	10100
13	Aug 2026 08/20/26 City Hall Phones		13.28			52 43500	494	10100
14	Aug 2026 08/20/26 Water Plant Internet		40.46			51 43400	491	10100
15	Aug 2026 08/20/26 Water Plant Phone		10.62			51 43400	494	10100
16	Aug 2026 08/20/26 Sewer Plant Internet		40.46			52 43500	491	10100
17	Aug 2026 08/20/26 Sewer Plant Phone		10.62			52 43500	494	10100
	Total Check:		786.26					
28484S	171 US BANK							
	3768		313.27					
	Dues & Subscriptions							
	Postage W/S							
1	1430511111 07/29/26 HP Ink		23.99*			10 41500	305	10100
2	1430511111 07/29/26 Sales tax		1.44*			10 41500	590	10100
3	1431282867 08/02/26 HP Ink		24.99*			10 41500	305	10100
4	1431282867 08/02/26 Sales tax		1.50*			10 41500	590	10100
5	0336615 08/04/26 Life Flight Membership		43.75*			10 41500	460	10100
6	0336615 08/04/26 Life Flight Membership		50.00*			51 43400	460	10100
7	0336615 08/04/26 Life Flight Membership		31.25*			52 43500	460	10100
8	08/05/26 Postage		91.00			51 43400	310	10100
9	08/05/26 Postage		39.00			52 43500	310	10100
10	1435048784 08/23/26 HP Ink		5.99*			10 41500	305	10100
11	1435048784 08/23/26 Sales tax		0.36*			10 41500	590	10100
	Total Check:		313.27					
28485S	81 OXARC							
	3769		109.99					
1	62343788 08/31/26 Cylinder rent		109.99			52 43500	680	10100
	Total Check:		109.99					
28486S	10 ANALYTICAL LABORATORIES, INC							
	3770		896.00					
1	2607025 08/31/26 Wastewater Monitoring		896.00*			52 43500	683	10100
	Total Check:		896.00					
28487S	48 IDAHO WORLD PUBLISHING LLC							

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CITY OF IDAHO CITY
Check/Claim Details
For the Accounting Period: 9/26

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Check/ Line #	Vendor #/Name/ Claim Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	3771	699.24					
Publishing							
1	10035 08/30/26 Public Hearing - 26/27 Budget	129.95*			10 41500	440	10100
2	10035 08/30/26 Public Hearing - 26/27 Budget	54.14			20 43200	440	10100
3	10035 08/30/26 Public Hearing - 26/27 Budget	303.21			51 43400	440	10100
4	10035 08/30/26 Public Hearing - 26/27 Budget	54.14			52 43500	440	10100
5	10037 08/30/26 Ord 397	76.80*			10 41500	440	10100
6	10038 08/30/26 Public Hearing 26/27 fees	81.00*			10 41500	440	10100
	Total Check:	699.24					
28488S 304 Nelson Williams							
	3772	1,851.00					
1	73372 08/28/26 Attorney Fees	277.65*			10 41500	570	10100
2	73372 08/28/26 Attorney Fees	925.50			51 43400	570	10100
3	73372 08/28/26 Attorney Fees	647.85*			52 43500	570	10100
	Total Check:	1,851.00					
28489S 21 IDAHO POWER							
	3773	3,352.65					
1	09/01/26 act#2202974826 commercial rd	11.40*					
					20 43200	672	10100
2	09/01/26 act#2204647370 elk crk/placer	11.40*			20 43200	672	10100
3	09/01/26 act#2205733500 street lights	513.09*			20 43200	672	10100
4	09/01/26 act#2206173730 city shop	20.00			20 43200	675	10100
30%							
5	09/01/26 act#2206173730 city shop	32.66			51 43400	671	10100
49%							
6	09/01/26 act#2206173730 city shop	14.00			52 43500	671	10100
21%							
7	09/05/26 acc#2201668064 amphitheater	39.39*			10 41500	930	10100
8	09/05/26 acc#2203080029 hw 21 rodeo are	32.72*			10 41500	930	10100
9	09/05/26 acc#2202255424 skating rink	25.84*			10 41500	930	10100
10	09/05/26 acc#2220462101 220 hw 21 lift	29.81			52 43500	671	10100
11	09/05/26 acc#2205377613 hill rd booster	174.73			51 43400	671	10100
12	09/05/26 acc#2221325844 water tank	116.20			51 43400	671	10100
13	09/05/26 acc#2204493726 3945 hw 21 PH	84.86			51 43400	671	10100
14	09/05/26 acc#2202137416 city pumps	0.00			51 43400	671	10100
15	09/05/26 acc#2202808321 water treatment	1,054.87			51 43400	671	10100
16	09/05/26 acc#2206171999 city hall	60.54			10 41500	670	10100
50%							
17	09/05/26 acc#2206171999 city hall	42.37			51 43400	671	10100
35%							
18	09/05/26 acc#2206171999 city hall	18.16			52 43500	671	10100
15%							
19	09/05/26 acc#2205634021 207 w comm/emer	25.84*			20 43200	672	10100

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CITY OF IDAHO CITY
Check/Claim Details
For the Accounting Period: 9/26

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Line #	Check/ Claim Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
20	09/05/26	acc#2206002632 ballfields RR	32.72*			10 41500	930	10100
21	09/05/26	acc#2204467670 rodeo gnd RR	26.02*			10 41500	930	10100
22	09/05/26	acc#2207091329 3847 hw 21 SP	429.55			52 43500	671	10100
23	09/05/26	acc#2204805382 community hall	293.74*			10 41500	673	10100
24	09/05/26	acc#2204647305 main & hw21 VC	126.66			10 41500	674	10100
25	09/05/26	acc#2207764602 3861 HWY 21 RO	136.08			51 43400	671	10100
		Total Check:	3,352.65					
28490S		264 FP Mailing Solutions						
		3774	65.85					
1	1107488077	09/08/26 Postbase contract	23.05			10 41500	330	10100
2	1107488077	09/08/26 Postbase contract	26.34			51 43400	330	10100
3	1107488077	09/08/26 Postbase contract	16.46			52 43500	330	10100
		Total Check:	65.85					
28491S		202 NANCY KEETON						
		3775	843.95					
1	ICCTFOA 2026	milage and per di	102.00			10 41500	450	10100
2	ICCTFOA 2026	milage and per di	204.00			51 43400	450	10100
3	ICCTFOA 2026	milage and per di	537.95			52 43500	450	10100
		Total Check:	843.95					
# of Claims 19			Total:	12,940.06				

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CITY OF IDAHO CITY
Fund Summary for Claims
For the Accounting Period: 9/26

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Fund/Account	Amount
10 GENERAL FUND	
10100 Checking-Cash in Bank	2,442.30
20 STREET FUND	
10100 Checking-Cash in Bank	882.14
51 WATER FUND	
10100 Checking-Cash in Bank	6,047.68
52 SEWER FUND	
10100 Checking-Cash in Bank	3,567.94
Total:	12,940.06

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CITY OF IDAHO CITY
Claim Approval Signature Page
For the Accounting Period: 9 / 26

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Report ID: AP100A

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

CASH VOUCHERS

Authorized by: _____ Date: _____

- 1996). The authors also found that the frequency of use of the Internet was positively related to the frequency of use of the telephone, and that the frequency of use of the Internet was negatively related to the frequency of use of the television. These findings suggest that the Internet is being used as a substitute for other forms of communication, and that the frequency of use of the Internet is related to the frequency of use of other forms of communication.
20. Roberts, J. A., & Smith, P. (1997). The use of the Internet for social networking: A comparison of users and non-users. *Journal of Computer-Mediated Communication*, 2(1), 1-14.
21. Roberts, J. A., & Smith, P. (1998). The use of the Internet for social networking: A comparison of users and non-users. *Journal of Computer-Mediated Communication*, 2(1), 1-14.
22. Roberts, J. A., & Smith, P. (1999). The use of the Internet for social networking: A comparison of users and non-users. *Journal of Computer-Mediated Communication*, 2(1), 1-14.
23. Roberts, J. A., & Smith, P. (2000). The use of the Internet for social networking: A comparison of users and non-users. *Journal of Computer-Mediated Communication*, 2(1), 1-14.
24. Roberts, J. A., & Smith, P. (2001). The use of the Internet for social networking: A comparison of users and non-users. *Journal of Computer-Mediated Communication*, 2(1), 1-14.
25. Roberts, J. A., & Smith, P. (2002). The use of the Internet for social networking: A comparison of users and non-users. *Journal of Computer-Mediated Communication*, 2(1), 1-14.
26. Roberts, J. A., & Smith, P. (2003). The use of the Internet for social networking: A comparison of users and non-users. *Journal of Computer-Mediated Communication*, 2(1), 1-14.
27. Roberts, J. A., & Smith, P. (2004). The use of the Internet for social networking: A comparison of users and non-users. *Journal of Computer-Mediated Communication*, 2(1), 1-14.
28. Roberts, J. A., & Smith, P. (2005). The use of the Internet for social networking: A comparison of users and non-users. *Journal of Computer-Mediated Communication*, 2(1), 1-14.
29. Roberts, J. A., & Smith, P. (2006). The use of the Internet for social networking: A comparison of users and non-users. *Journal of Computer-Mediated Communication*, 2(1), 1-14.
30. Roberts, J. A., & Smith, P. (2007). The use of the Internet for social networking: A comparison of users and non-users. *Journal of Computer-Mediated Communication*, 2(1), 1-14.

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CITY OF IDAHO CITY

ORDINANCE NO. 396

AN ORDINANCE OF THE CITY OF IDAHO CITY, BOISE COUNTY, IDAHO, REPEALING AND REPLACING TITLE 4, CHAPTER 4 OF THE IDAHO CITY CODE REGARDING RECREATIONAL VEHICLES; ESTABLISHING CLEAR DEFINITIONS, LIMITATIONS, EXCEPTIONS, STANDARDS FOR PLACEMENT AND USE, ENFORCEMENT PROCEDURES, PENALTIES, SEVERABILITY, SAVINGS, AND AN EFFECTIVE DATE.

WHEREAS, the City of Idaho City finds that recreational vehicles are designed and intended primarily for temporary travel, camping, recreation, and vacation use and are not generally constructed or regulated as permanent residential dwellings; and

WHEREAS, unregulated occupancy, placement, and servicing of recreational vehicles within city limits may create concerns related to sanitation, fire safety, emergency access, snow load, utility protection, neighborhood impacts, and the orderly development of residential property; and

WHEREAS, the City intends to provide clear, reasonable, and enforceable standards for temporary recreational vehicle use while preserving lawful existing uses and allowing limited temporary housing during construction or other approved circumstances;

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

Section 1. REPEAL AND REPLACEMENT. Title 4, Chapter 4 of the City Code of Idaho City, currently known as the Short-Term Recreational Vehicle Use Ordinance No. 367, is hereby repealed and replaced in its entirety as set forth below.

Section 2. TITLE 4, CHAPTER 4 CREATED. A new Chapter 4 of Title 4 of the City Code of Idaho City shall read as follows:

4-4-1: SHORT TITLE AND SCOPE. This chapter shall be known as the "Recreational Vehicle Use Ordinance."

This chapter applies to recreational vehicles that are located, stored, maintained, serviced, or occupied within the city limits, unless a more specific provision of this chapter or other applicable law provides otherwise.

4-4-2: PURPOSE. The purpose of this chapter is to regulate the occupancy, placement, storage, and servicing of recreational vehicles within the city limits. These regulations are intended to protect public health, safety, sanitation, emergency access, utility systems, neighborhood character, and the orderly use of property.

4-4-3: DEFINITIONS. For purposes of this chapter, the following definitions apply.

Campground: A parcel, tract, area, or facility made available for temporary recreational camping by tents, recreational vehicles, or similar camping units. Occupancy at a campground is intended to be short-term, transient, seasonal, or recreational in nature.

A campground may include individual campsites, shared sanitation facilities, water service, fire rings, picnic areas, internal roads, or other camping-related amenities. A campground is not, solely by being a campground, a recreational vehicle park, mobile home park, residential subdivision, dwelling development, or permanent residential use.

Recreational Vehicle Park or RV Park: A lawfully approved or lawfully established parcel, tract, area, or facility designed, arranged, or operated primarily for the placement and occupancy of recreational vehicles within designated RV spaces, sites, or pads.

An RV park may include internal access, utility connections, sanitation facilities, management, or other improvements customarily associated with RV park use. Occupancy within an RV park is allowed only to the extent authorized by its lawful approval, lawful nonconforming status, this chapter, and other applicable law.

Private Residential Property: Real property within the city limits that is privately owned or lawfully possessed and used or zoned for residential purposes. This includes a parcel containing a dwelling, an approved residential building site, or a lawful residential use.

The term does not include public property, City-owned property, public streets, alleys, sidewalks, rights-of-way, parking areas, utility easements, drainage easements, commercial or industrial property, recreational vehicle parks, campgrounds, mobile home parks, or any property not owned, leased, or otherwise lawfully controlled by the recreational vehicle owner, occupant, host, or responsible person.

Occupancy or Occupied: The use of a recreational vehicle as temporary living quarters, shown by overnight sleeping or by regular and continuing use for living activities commonly associated with habitation.

Incidental or brief activities, including eating, working, cooking, maintenance, inspection, cleaning, loading, unloading, or temporary shelter during travel preparation, shall not by themselves constitute occupancy unless accompanied by overnight sleeping or regular and continuing habitation.

Recreational Vehicle (RV): A motorized or towable vehicle, including a travel trailer, fifth-wheel trailer, camping trailer, truck camper, motorhome, or similar unit, designed, constructed, and intended primarily for temporary recreational, travel, camping, seasonal, or transient use.

An RV may be occupied only as expressly allowed by this chapter. Longer-term occupancy or approved utility connection under this chapter shall not, by itself, reclassify an otherwise qualifying RV as a Tiny House on Wheels or other dwelling.

A recreational vehicle does not include any Tiny House on Wheels (THOW), park model home, manufactured home, mobile home, modular dwelling, or other structure that is designed and constructed as a residential dwelling rather than as a vehicle or trailer for temporary travel or recreational use. Classification shall not depend solely on the duration of lawful occupancy allowed by this chapter or on temporary or City-approved utility connections.

Classification shall be based on objective evidence of the unit's design, construction, certification, marketing, intended purpose, and actual use. State motor vehicle registration, title, certification, or licensing may be considered but shall not be conclusive where the unit's design and construction demonstrate that it is a dwelling or residential structure for land use purposes.

Tiny House on Wheels (THOW): A structure constructed on a wheeled chassis or trailer that is designed and constructed primarily as a dwelling unit or residential structure, rather than

as a motor vehicle, travel trailer, camping trailer, truck camper, motorhome, or similar recreational vehicle.

A THOW commonly includes residential-style construction or systems such as permanent sleeping, cooking, sanitation, climate control, storage, utility, or building-envelope features associated with a dwelling.

A structure may be classified as a THOW based on the totality of objective circumstances, including whether it was designed, advertised, sold, or constructed as a residence; whether it is used as a primary residence, accessory dwelling unit, guest house, or long-term rental outside an approval granted under this chapter; whether it contains residential-style construction not typical of an RV; or whether it has been placed or modified in a manner inconsistent with mobility. Lawful longer-term RV occupancy approved under Section 4-4-7 shall not be the sole basis for THOW classification.

A THOW shall be regulated as a dwelling or residential structure and shall not be considered a Recreational Vehicle, regardless of registration, title, certification, or mobility. No THOW shall be permitted where only Recreational Vehicles are authorized unless specifically approved as a dwelling in compliance with all applicable zoning, building, health, sanitation, and permitting requirements.

Stored Recreational Vehicle: A recreational vehicle parked or kept on property that is not occupied, not connected for habitation, and not being used for sleeping, living, cooking, or other human habitation.

Longer-Term Occupancy: Occupancy of an RV for an extended period when expressly approved under Section 4-4-7. Occupancy on private residential property shall not be considered longer-term occupancy solely because of the number of days occupied, provided the use complies with this chapter and all other applicable law.

Safe and Operable Condition: A condition in which the RV is capable of being lawfully moved on public roads when required by law, is structurally sound for its intended temporary use, and does not present an observable fire, electrical, sanitation, structural, or emergency-access hazard.

Unsafe Accumulation: Snow, ice, refuse, materials, or other conditions that obstruct safe ingress or egress, impair emergency access, create a fire or sanitation hazard, damage or threaten utility connections, or create a risk of collapse, injury, or unlawful discharge.

Lawfully Established Recreational Vehicle Park: A recreational vehicle park that was lawfully approved, permitted, established, operated, or recognized under applicable City ordinances or approvals at the time of establishment or operation, including any lawful nonconforming recreational vehicle park use. The term includes recreational vehicle parks that may not hold a current conditional use permit or modern approval document if the park or use was otherwise lawfully established and has not been abandoned.

4-4-4: GENERAL RULE; PRIVATE RESIDENTIAL PROPERTY USES. A property owner may keep and make ordinary non-occupied use of a recreational vehicle on private residential property, subject to the limitations in this chapter and other applicable law.

Ordinary non-occupied use includes keeping, parking, storing, maintaining, repairing, preparing for travel, loading, unloading, cleaning, inspecting, and similar activity, provided the recreational vehicle is located outside public rights-of-way.

Occupancy of a recreational vehicle on private residential property is allowed for temporary guest, travel, camping, seasonal, caretaker, or similar use without a fixed stay limit under this chapter, if all of the following conditions are met:

- A. The use complies with Section 4-4-5;
- B. The use does not create an unlawful discharge, nuisance, obstruction of emergency access, fire hazard, sanitation hazard, unsafe utility connection, or other condition prohibited by this chapter or other applicable law
- C. No more than one (1) recreational vehicle is occupied at any one time on a single parcel of private residential property, except within a lawfully approved or lawfully established recreational vehicle park or campground, or as otherwise expressly authorized in writing by the City Council or its designee; and
- D. No separate permit is required for occupancy allowed by this section unless another City Code provision independently requires approval.

City approval under Section 4-4-7 is required for longer-term occupancy only when this chapter expressly requires such approval. Approval is required when:

- A. City-approved utility connections are requested or required;
- B. The use is associated with construction or repair under Section 4-4-6 and requires longer-term occupancy approval;
- C. The use is located outside private residential property unless otherwise authorized; or
- D. Another applicable City approval requires review.

Nothing in this section authorizes a Tiny House on Wheels, park model home, manufactured home, mobile home, modular dwelling, or other dwelling or residential structure where only recreational vehicles are authorized. Nothing in this section waives applicable zoning, fire, sanitation, utility, building, health, or Title 10 requirements.

4-4-4A: SHORT-TERM OCCUPANCY NOT ON PRIVATE RESIDENTIAL PROPERTY. Short-term occupancy of a recreational vehicle on property that is not private residential property is prohibited unless one of the following applies:

- A. The use is expressly authorized in writing by the City Council or its designee;
- B. The use is allowed by a City-issued permit for a specific event or temporary use;
- C. The use occurs within a lawfully approved or lawfully established recreational vehicle park or campground; or
- D. The use is otherwise authorized by applicable law.

For purposes of this section, property that is not private residential property includes public property, City-owned property, public streets, alleys, sidewalks, rights-of-way, parking areas, utility easements, drainage easements, commercial or industrial property, recreational vehicle parks, campgrounds, mobile home parks, and any other property outside the definition of private residential property.

Authorization under this section is limited to the specific location, use, and conditions stated in the written authorization, permit, lawful approval, or lawful existing status. No fixed

occupancy duration applies under this chapter unless a specific duration is stated in the written authorization, permit, lawful approval, applicable facility rules, or other applicable law. This section does not create any right to occupy public property or property owned or controlled by another person.

4-4-5: STANDARDS FOR ALL OCCUPIED RECREATIONAL VEHICLES. Any recreational vehicle lawfully occupied under this chapter shall comply with the standards listed below.

- A. Except as expressly authorized under Section 4-4-4A or within a lawfully approved or lawfully established recreational vehicle park or campground, the recreational vehicle shall be located entirely on private residential property and shall not be placed in a public street, alley, sidewalk, right-of-way, utility easement, drainage easement, or area needed for emergency access.
- B. The recreational vehicle shall comply with applicable zoning setbacks, fire separation requirements, and any other placement requirements of the City Code.
- C. The recreational vehicle shall maintain current registration, licensing, and safe and operable condition if registration is required by law, and shall not be converted into a permanent structure. Ordinary leveling blocks, wheel chocks, stabilizing jacks, temporary skirting needed for weather protection, and temporary removal of wheels or running gear for lawful repair or maintenance shall not be prohibited if the RV remains capable of being returned to mobile condition and the work does not create a nuisance, safety hazard, or unapproved permanent installation.
- D. Wastewater, gray water, sewage, and refuse shall be disposed of only through approved sanitary facilities. No person shall discharge, drain, or allow the release of sewage, gray water, wastewater, or other waste onto the ground, into streets, ditches, storm drains, waterways, or any unapproved location.
- E. Any connection to City water or sewer service shall be approved by the City and shall be protected from freezing, leakage, cross-connection, backflow, damage, and unauthorized use.
- F. During the months of October through May, the owner or occupant shall take reasonable measures to prevent unsafe accumulation of snow or ice on or around the recreational vehicle, utility connections, exits, and access routes, and to maintain safe access for emergency responders.
- G. Existing lawful recreational vehicle parks or campgrounds shall not be deemed noncompliant solely because an existing site, setback, utility connection, access route, spacing, or internal layout does not satisfy a newly stated standard in this section, provided the condition was lawful when established or is otherwise protected as a lawful nonconforming use and does not create an imminent fire, sanitation, utility, emergency-access, or public safety hazard. Expansion, relocation, increased density, or material alteration of an approved or lawful layout shall remain subject to applicable City review and approval.

4-4-6: TEMPORARY USE DURING CONSTRUCTION OR REPAIR. A recreational vehicle may be occupied as temporary housing on the same property where a permitted permanent dwelling is being constructed, substantially remodeled, repaired after casualty damage, or otherwise made habitable, if all of the following conditions are met:

- A. A valid building permit or other City approval has been issued for the permanent dwelling or repair work;
- B. The permanent dwelling is not habitable or not yet available for occupancy;
- C. The recreational vehicle is occupied only by the property owner, tenant, contractor, or person directly associated with the construction, repair, or remodeling work;
- D. The temporary use shall not continue beyond the expiration, suspension, revocation, or completion of the applicable permit or approval, unless extended in writing by the City Council or its designee; and
- E. All standards in Section 4-4-5 are met.
- F. This temporary-use allowance applies only to a unit that remains classified as a recreational vehicle under Section 4-4-3 and does not authorize use of a Tiny House on Wheels or other dwelling or residential structure unless separately approved in compliance with applicable requirements.

4-4-7: LONGER-TERM OCCUPANCY WITH APPROVED UTILITIES. A recreational vehicle may be occupied with City-approved utility connections, or under any other circumstance requiring longer-term occupancy approval under this chapter, only with written approval by the City Council or its designee. Occupancy on private residential property does not require approval under this section solely because of the number of days occupied.

Longer-term occupancy associated with construction or repair under Section 4-4-6 shall comply with Section 4-4-6 and shall also comply with this section when City-approved utility connections or longer-term occupancy approval are required. The following conditions apply:

- A. The recreational vehicle is connected to City water and sewer service through City-approved connections, or to other lawful utility service approved by the City where City service is not available;
- B. The use complies with zoning, building, fire, utility, nuisance, and health requirements applicable to the property;
- C. The recreational vehicle shall maintain current registration and licensing if required by law, shall remain in safe and operable condition, and shall remain capable of being returned to mobile condition;

- D. Except as expressly authorized under Section 4-4-4A or allowed within a lawfully approved or lawfully established recreational vehicle park or campground, the recreational vehicle shall not be located in a right-of-way, easement, drainage area, or access route;
- E. The unit remains classified as a recreational vehicle under Section 4-4-3 and is not a Tiny House on Wheels, park model home, manufactured home, mobile home, modular dwelling, or other dwelling or residential structure; and
- F. The applicant shall provide written documentation showing the proposed location, owner consent if the applicant is not the property owner, utility connection approval, sanitation arrangements, expected duration, and contact information for the responsible person; and
- G. The City may impose written conditions reasonably related to sanitation, emergency access, utility safety, setbacks, fire separation, snow and ice management, nuisance prevention, and other requirements of this chapter. Conditions shall be stated with sufficient clarity to allow the applicant to understand and comply with them.
- H. For a recreational vehicle located within a lawfully approved or lawfully established recreational vehicle park or campground, ordinary tenant turnover, replacement of a recreational vehicle within an existing lawful space, and continued occupancy consistent with the park's or campground's lawful approval or lawful nonconforming status shall not, by themselves, constitute expansion, relocation, abandonment, or a material change of use.

4-4-8: EXISTING LAWFUL OCCUPANCY, EXISTING RV PARKS, AND EXISTING CAMPGROUNDS. A recreational vehicle lawfully used for residential or longer-term occupancy before the effective date of this ordinance may continue in the same location and under substantially the same physical placement, utility connection, occupancy, and use conditions existing on that date, provided the use does not expand, relocate to another property, create a public nuisance, or violate other applicable law.

For purposes of this section, "substantially the same conditions" means no material increase in occupancy intensity, number of sites, utility demand, footprint, duration beyond the lawful pre-existing use, or adverse impact.

Lawful existing occupancy within a lawfully approved or lawfully established recreational vehicle park or campground, including any lawful nonconforming use, may continue consistent with the park's or campground's lawful status.

The following actions shall not, by themselves, terminate lawful use rights or constitute abandonment, expansion, relocation, or a material change of use:

- A. Ordinary tenant turnover;
- B. Sale or transfer of an individual recreational vehicle;
- C. Replacement of a recreational vehicle with a comparable recreational vehicle within the same lawful space; or
- D. Continued use of an existing lawful space.

Routine maintenance, repair, modernization, utility repair, hookup repair, road repair, snow-management improvements, safety improvements, and like-for-like replacement within the existing footprint or lawful layout shall not be treated as expansion or relocation, provided the

work does not increase the number of spaces, materially alter the approved or lawful layout, create a nuisance, or create an imminent safety, sanitation, utility, fire, or emergency-access hazard.

This protection applies only to lawful pre-existing recreational vehicle occupancy, lawful existing recreational vehicle park use, or lawful existing campground use. It does not authorize any Tiny House on Wheels, park model home, manufactured home, mobile home, modular dwelling, or other dwelling or residential structure unless such structure is separately lawful and approved under applicable zoning, building, health, sanitation, and permitting requirements.

This protection shall terminate only upon abandonment, relocation to another property, material expansion, material change of use, or replacement with a unit or structure that is not a recreational vehicle or is not comparable to the prior lawful recreational vehicle use.

A recreational vehicle that was lawfully used as permanent or residential housing before the effective date of Ordinance No. 367 in 2022 may be repaired, maintained, modernized, or replaced with another recreational vehicle without loss of lawful existing or grandfathered status, provided the repaired or replacement recreational vehicle remains within the same lawful space or footprint, does not increase the number of occupied spaces, does not materially expand or relocate the use, remains classified as a recreational vehicle under this chapter, and does not create an imminent fire, sanitation, utility, emergency-access, or public safety hazard. Replacement of such a grandfathered recreational vehicle with another recreational vehicle under this paragraph shall not require discretionary City approval solely because the individual unit is replaced.

A change in ownership, management, operator, tenant, or responsible party shall not require a new approval or terminate lawful status solely because of the change, so long as the lawful use continues on the same parcel and remains consistent with the applicable approval, lawful establishment, or lawful nonconforming status.

4-4-9: PROHIBITED CONDITIONS. No person shall occupy, permit occupancy of, or maintain a recreational vehicle under any condition that creates or involves any of the following:

- A. A nuisance;
- B. An unsafe structure;
- C. A fire hazard;
- D. A sanitation hazard;
- E. Obstruction of emergency access;
- F. An illegal utility connection;
- G. An unlawful discharge of waste;
- H. Occupancy of more than one (1) recreational vehicle at one time on a single parcel of private residential property, except as expressly allowed by this chapter; or
- I. Violation of any other provision of the City Code.

4-4-10: ENFORCEMENT. The City may enforce this chapter through inspection, written notice of violation, citation, civil enforcement, utility enforcement, nuisance abatement, or any other remedy available under the City Code or Idaho law.

Except where an immediate threat to public health, safety, sanitation, utility systems, or emergency access exists, the City shall provide written notice before issuing a citation or pursuing penalties. The written notice shall describe:

- A. The violation;
- B. The corrective action required; and
- C. A reasonable correction period of not less than seven (7) calendar days.

The City may allow a shorter correction period when necessary to address an urgent condition and may extend the correction period for good cause shown.

A property owner, recreational vehicle owner, occupant, or other responsible person may be held responsible only if that person owns, occupies, controls, permits, maintains, causes, or knowingly allows the violation after receiving notice or after the violation is otherwise known to that person. Nothing in this section shall limit the City's ability to take immediate action to abate an imminent threat or unlawful discharge as allowed by law.

4-4-11: PENALTIES. Penalties for violations of this chapter shall be applied as follows:

- A. A first violation shall be an infraction punishable by a penalty not to exceed fifty dollars (\$50).
- B. A second violation within three (3) years shall be an infraction punishable by a penalty not to exceed one hundred dollars (\$100).
- C. A third or subsequent violation within three (3) years may be prosecuted as a misdemeanor punishable as provided by Idaho law, provided the responsible person received notice and a reasonable opportunity to correct the first and second violations unless an immediate threat or unlawful discharge justified immediate enforcement.

Each twenty-four (24) hour period that a violation continues after the applicable correction period expires may be treated as a separate violation for purposes of daily penalties and enforcement remedies. However, continuous noncompliance arising from the same initial notice shall not, by itself, escalate the matter to a second, third, or subsequent violation unless the City issues a separate notice for a new or repeated violation after the responsible person has corrected, ceased, or had a reasonable opportunity to correct the prior violation.

4-4-12: COMPLIANCE WITH BUILDING CODES AND OTHER REGULATIONS. Nothing in this chapter shall be construed to waive, modify, or supersede any requirement of the building codes, fire codes, zoning regulations, floodplain regulations, utility standards, public health requirements, dwelling or residential structure classification requirements, or other regulations adopted by the City, including the 2018 International Building Code as adopted and amended by the City or the State of Idaho, where applicable.

Nothing in this chapter shall be interpreted to require a lawfully approved or lawfully established recreational vehicle park or campground to obtain new approval solely because of this chapter's adoption, a change in ownership or management, ordinary tenant turnover, ordinary recreational vehicle turnover, or ordinary maintenance or repair, provided the use remains on the same parcel and does not materially expand, relocate, increase the number of spaces, or create an imminent public health or safety hazard.

Nothing in this chapter shall be interpreted to prohibit or unreasonably restrict ordinary operations within a lawfully approved or lawfully established recreational vehicle park or campground, including short-term recreational camping, weekly guest stays, seasonal camp hosts, and temporary occupancy by workers engaged in construction, utility, emergency response, wildfire, road, telecommunications, infrastructure, seasonal, migrant, agricultural, or contract

work, provided such use remains consistent with the facility's lawful status and does not create an imminent fire, sanitation, utility, emergency-access, nuisance, or public safety hazard.

Section 3. SAVINGS CLAUSE. The repeal or replacement of any prior ordinance shall not affect any enforcement action, penalty, violation, right, duty, or liability that accrued before the effective date of this ordinance.

Section 4. SEVERABILITY. If any section, sentence, clause, phrase, or portion of this ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 5. EFFECTIVE DATE. This ordinance shall be in full force and effect upon passage, approval, and publication according to law.

PASSED BY THE COUNCIL of the City of Idaho City this 9th day of September 2026.

APPROVED BY THE MAYOR of the City of Idaho City this 9th day of September 2026.

Ryan Heffington, Mayor

ATTEST:

Nancy L Keeton, City Clerk

City of Idaho City, State of Idaho

ORDINANCE NO. 398

AN ORDINANCE OF THE CITY OF IDAHO CITY, BOISE COUNTY, IDAHO, REPEALING AND REPLACING TITLE 3, CHAPTER 1 OF THE IDAHO CITY CODE RELATING TO BUSINESS, OCCUPATION, VENDOR, MOBILE FOOD, TEMPORARY MERCHANT, FORMULA BUSINESS, AND LARGE-SCALE COMMERCIAL BUSINESS LICENSING; INCORPORATING THE CLERK-ISSUANCE AMENDMENTS ADOPTED BY ORDINANCE NO. 355; ESTABLISHING APPLICATION, RENEWAL, OBJECTIVE QUALIFICATION, DENIAL, SUSPENSION, REVOCATION, APPEAL, ENFORCEMENT, SEVERABILITY, REPEALER, CONFLICT, AND EFFECTIVE DATE PROVISIONS; AND PROVIDING FOR RELATED MATTERS.

Findings and Purpose

WHEREAS, Ordinance No. 273 established licensing requirements for occupations, businesses, vendors, carnivals, public entertainment, and sponsored events within Idaho City; and

WHEREAS, Ordinance No. 355 amended business license procedures to authorize the City Clerk to issue business and vendor licenses upon receipt of a complete application and required fee; and

WHEREAS, the City Council desires to modernize the City's business license ordinance so local businesses, vendors, temporary merchants, mobile food vendors, sponsored events, formula businesses, and large-scale commercial businesses are addressed in a coordinated and understandable manner; and

WHEREAS, Idaho City has a unique small-town character and historic downtown, and the City finds that business licensing should verify objective qualifications needed to protect public health, safety, and welfare. Land use compatibility, historic preservation, traffic, parking, design, and similar discretionary review remain governed by the applicable zoning, planning and zoning, building, sign, right-of-way, or other provisions of the Idaho City Code.

Section 1. Definitions

For purposes of this Chapter, the following terms shall have the meanings set forth below unless the context clearly requires otherwise.

Business means any retail, wholesale, service, professional, commercial, lodging, occupancy, entertainment, vending, or similar activity conducted for compensation or profit within the City, including RV parks and mobile home parks.

Campground and RV park means any property, premises, development, or portion thereof used for recreational vehicles, travel trailers, campers, motor homes, fifth wheels, or similar recreational or temporary occupancy units, whether for short-term or long-term occupancy and whether rented, leased, or otherwise provided for compensation or profit.

Mobile home park means any property, premises, development, or portion thereof used for mobile homes, manufactured homes, tiny homes on wheels, or similar residential occupancy units, whether for short-term or long-term occupancy and whether rented, leased, or otherwise provided for compensation or profit.

Mobile food vendor means a food truck, food trailer, cart, stand, or other readily movable unit from which prepared food or beverages are sold or offered for sale, whether located on public property, private property, or as part of a sponsored event.

Vendor or temporary merchant means any person who offers goods, food, beverages, merchandise, or services for sale from a stand, booth, tent, table, vehicle, mobile unit, temporary location, public place, private property, open ground, or by door-to-door solicitation within the City.

Formula business means a retail, service retail, vending service retail, restaurant, fast food, coffee shop, or similar commercial business that is required by contractual, franchise, corporate, trademark, or other arrangement to maintain standardized services, merchandise, menus, ingredients, food preparation, employee uniforms, decor, logos, architecture, signs, color schemes, trade dress, or similar standardized features.

Large-scale commercial business means a commercial use, building, or development that may materially affect the character of Idaho City, the historic district, surrounding neighborhoods, public infrastructure, traffic circulation, or pedestrian safety because of gross floor area, site area, traffic generation, parking demand, delivery activity, hours of operation, utility demand, public service demand, regional market draw, or similar factors.

Section 2. License Required

No person may engage in, operate, conduct, or carry on any business, occupation, vendor activity, temporary merchant activity, mobile food vending, RV park, mobile home park, carnival, public entertainment, sponsored event, formula business, or large-scale commercial business within the City without first obtaining all licenses, permits, approvals, and inspections required by the City, state law, federal law, and this Chapter.

A City business or vendor license does not authorize any activity that is prohibited by zoning, building, fire, health, right-of-way, traffic, parking, sign, nuisance, or other applicable law.

This Chapter does not prohibit lawful advertising or other protected speech before a City business or vendor license is issued. However, advertising or solicitation does not authorize regulated business activity before all required approvals have been obtained.

Section 3. Application, Issuance, and Term

Applications shall be submitted in writing on a form approved by the City Clerk, signed and sworn by the applicant, and accompanied by the fee established by resolution of the Mayor and Council.

The City Clerk shall issue a business or vendor license after receiving a complete application, the required fee, and objective proof that the applicant has obtained all licenses, permits, inspections, and approvals required by applicable federal, state, local, health, fire, building, zoning, or other law. The Clerk's review under this Chapter is ministerial and limited to verifying application completeness, fee payment, identity and contact information, required approvals, and other objective qualifications stated in this Chapter or established by resolution for forms, filing procedures, and implementation.

The initial business license shall be effective from the date of issuance through December 31 of the same calendar year, unless sooner suspended, revoked, or otherwise terminated as provided by law. License fees are nonrefundable and are not prorated unless otherwise established by resolution.

Section 4. Renewal

Each December, each business licensee shall submit a renewal application to the City Clerk for the next calendar year. The Mayor and Council shall establish renewal fees by resolution. The City Clerk shall approve a renewal upon payment of the fee and objective confirmation that the licensee submitted a complete renewal application and continues to hold all licenses, permits, inspections, and approvals required by applicable federal, state, local, health, fire, building, zoning, or other law.

Section 5. Mobile Food Vendors, Food Trucks, and Temporary Merchants

Mobile food vendors, food trucks, food trailers, carts, stands, temporary merchants, and similar vendors shall obtain a City vendor license or other applicable City approval before operating within the City.

Before issuance, the applicant shall provide proof of any required state or county health approval, food establishment permit, fire inspection, vehicle or trailer registration, property owner authorization when operating on private property, and any right-of-way, park, event, or location approval required by the City.

The City may establish forms, fees, filing procedures, and implementation standards for mobile food vendors and temporary merchants by resolution or administrative policy. Substantive operating requirements, including location, hours, parking, traffic circulation, pedestrian clearance, waste disposal, grease disposal, noise, lighting, signage, generators, fire safety, insurance, or protection of public property, must be stated in this Chapter or another applicable ordinance.

Section 6. Formula Businesses and Large-Scale Commercial Businesses

A formula business, large-scale commercial business, or business meeting both definitions must obtain a business license before conducting business within the City. A business license confirms only that the applicant has met the objective licensing requirements of this Chapter. It does not approve any land use, building, historic preservation, signage, traffic, parking, right-of-way, or development matter regulated elsewhere in the Idaho City Code.

If a formula business, large-scale commercial business, or any other business requires review under zoning, planning and zoning, Ordinance No. 397 if enacted, building, fire, health, sign, right-of-way, or other applicable law, the applicant must obtain those approvals through the process required by the applicable ordinance before conducting the regulated activity.

The City Clerk shall not make discretionary findings concerning land use compatibility, historic character, traffic, parking, design, infrastructure capacity, neighborhood impacts, or similar matters when issuing or renewing a business license, except to verify whether any separate approval required by the Idaho City Code has been obtained.

Section 7. Approval Criteria and Conditions

A business license issued under this Chapter is subject to the licensee's continuing duty to comply with all applicable laws and approvals. The license may not be used as a substitute for any discretionary approval required under another provision of the Idaho City Code, including zoning, planning and zoning, historic

preservation, building, fire, health, right-of-way, traffic, parking, sign, nuisance, or other applicable requirements.

Section 8. Posting, Transfer, Revocation, and Enforcement

All business and vendor licenses shall be posted in a prominent and visible place. Vendor licenses shall be posted on the booth, tent, table, vehicle, mobile unit, or other structure in a manner visible to the public.

Business and vendor licenses are valid only for the person or entity to whom they are issued and may not be sold, assigned, transferred, or conveyed. When a business changes ownership, a new application must be submitted to the City Clerk.

The City Clerk may deny, suspend, revoke, or refuse renewal of a license only for objective grounds, including fraud or material misrepresentation in the application or renewal materials; failure to submit a complete application; failure to pay the required fee; failure to obtain or maintain a license, permit, inspection, insurance, authorization, or approval required by applicable law; operation in violation of this Chapter or another applicable City, state, or federal requirement; or operation under conditions that constitute a public nuisance or present an imminent threat to public health or safety.

Before denying, suspending, revoking, or refusing renewal of a license, the City shall give written notice stating the specific grounds, supporting facts, any corrective action that may cure the deficiency, and the response deadline. Unless an emergency suspension is issued as provided below, the applicant or licensee has ten (10) calendar days after receiving the notice to submit written information, documents, or objections to the City Clerk.

If the City Clerk issues a final written decision denying, suspending, revoking, or refusing renewal of a license, the applicant or licensee may appeal the decision to the City Council by filing a written appeal with the City Clerk within ten (10) calendar days after receipt of the decision. The appeal shall state proceedings and include any supporting documentation. The City Council shall consider the appeal at a public meeting or hearing and may affirm, reverse, or modify the City Clerk's decision based on the record and applicable objective standards. The City Council's decision shall be final for the City.

The City may issue an emergency suspension without prior notice only when specific facts show that continued operation presents an imminent threat to public health, safety, or welfare, and immediate suspension is necessary to prevent or reduce the threat. The written order shall state the supporting facts, scope and duration of the suspension, required corrective action, and right to prompt City Council for review. A licensee may request review by filing a written request with the City Clerk within five (5) calendar days after receiving the order.

Any violation of this Chapter is unlawful and may be enforced by any remedy available under the Idaho City Code, state law, or equity, including license denial, license revocation, stop work order, civil enforcement, injunctive relief, or prosecution as a misdemeanor where authorized by law.

Section 9. Severability

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

Section 10. Repealed, Amendment, and Conflict

Title 3, Chapter 1 of the Idaho City Code, including Ordinance No. 273 and Ordinance No. 355 to the extent codified therein, is hereby repealed and replaced as set forth in this Ordinance. All ordinances, resolutions, policies, or parts thereof in conflict with this Ordinance are repealed or superseded to the extent of such conflict, unless otherwise required by law. Policies and resolutions may be used to establish forms, fees, filing procedures, and administrative implementation, but substantive licensing requirements must be established by ordinance. Where another provision of the Idaho City Code imposes a more specific or more restrictive requirement, the more specific or more restrictive requirement shall be controlled.

Section 11. Effective Date

This Ordinance shall be in full force and effect from and after its passage, approval, and publication as provided by law.

PASSED BY THE COUNCIL of the City of Idaho City this 9th day of September 2026.

APPROVED BY THE MAYOR of the City of Idaho City this 9th day of September 2026.

Ryan Heffington, Mayor

ATTEST:

Nancy L Keeton, City Clerk

VISITOR'S CENTER LICENSE AGREEMENT

BOISE BASIN INTERPRETIVE ASSOCIATION, INC.

This Visitor's Center License Agreement ("Agreement") is entered into by and between the City of Idaho City (hereinafter referred to as the City or Licensor), and the Boise Basin Interpretive Association, Inc. (hereinafter referred to as the Association or Licensee).

A. Purpose

The purpose of this Agreement is to establish the terms under which the Association may use designated space within the Idaho City Visitor's Center for interpretive exhibits, visitor information, approved sales items, storage of materials, historical education, and related Association activities ("Designated Space").

B. Facility Use

The Association may maintain displays, interpretive exhibits, bookshelves, informational handouts, storage materials, and approved items for sale at fair market value in the Designated Space of the Idaho City Visitor's Center. Businesses shall not advertise or sell products within the Association's office space unless approved by the City in writing. The Association understands and agrees that its use of the Visitor's Center is non-exclusive.

C. Operations and Staffing

The Association shall support visitor services at the Idaho City Visitor's Center when feasible, including volunteer or employee staffing, public assistance, historical interpretation, and visitor information. Individuals working in the facility should maintain a professional appearance and be prepared to assist the public in a courteous and informed manner.

D. Maintenance and Responsibilities

The City shall be responsible for major building repairs, structural issues, water lines, heating systems and vandalism repairs unless otherwise agreed in writing. The Association shall keep its designated area clean and orderly, assist in maintaining a safe visitor environment throughout the Visitor's Center, and promptly notify the City of safety concerns or needed repairs.

E. Inventory, Records, and Costs

The Association shall maintain appropriate records for inventory, purchases, sales, visitor information materials, and day-to-day operational activity related to its use of the facility. The Association shall pay the City a licensee fee of \$100.00 per month for the use of the designated space. Payment shall be due on or before the 5th day of each month. The monthly fee is separate from power, utilities, or other agreed operating costs. The Licensee shall be responsible for one-third of the power bill and will be invoiced by the City on a quarterly basis, with prompt payment expected upon receipt of invoice.

F. Term and Termination

This Agreement shall be effective between October 1, 2026, and September 30, 2027. The parties will review the Agreement annually and upon written request by either party. Either party may terminate this Agreement with seven days' written notice. Any amendment shall be in writing and approved by the City and the Association.

Presented to the City during the City Council Meeting of _____.

President, Boise Basin Interpretive Association, Inc. Date

Mayor, City of Idaho City Date

Attest by City Clerk Date

VISITOR'S CENTER LICENSE AGREEMENT

IDAHO CITY CHAMBER OF COMMERCE

This Visitor's Center License Agreement ("Agreement") is entered into by and between the City of Idaho City (hereinafter referred to as the City or Licensor), and the Idaho City Chamber of Commerce (hereinafter referred to as the Chamber or Licensee).

A. Purpose

The purpose of this Agreement is to establish the terms under which the Chamber may use designated space within the Idaho City Visitor's Center for visitor information, community promotion, storage of approved materials, and related Chamber activities ("Designated Space")

B. Facility Use

The Chamber may maintain displays, informational materials, office materials, and other approved items in the Designated Space of the Idaho City Visitor's Center. The Chamber may coordinate with the City and other local organizations to support visitor services, community events, and activities consistent with the public purpose of the facility. The Chamber understands and agrees that its use of the Visitor's Center is non-exclusive.

C. Maintenance and Responsibilities

Chamber Responsibilities

1. The Chamber shall keep its Designated Space clean and orderly, assist in maintaining a safe visitor environment throughout the entire Visitor's Center, and promptly notify the City of any safety concerns or needed repairs.
2. The Chamber is solely responsible for cleaning and maintaining the Visitor's Center adjacent bathrooms ("Bathroom Facilities"), which shall include: daily cleaning of toilets, sinks, floors, and mirrors; restocking paper products and soap; and trash removal and disposal. The Chamber acknowledges and agrees that the Boise Basin Interpretive Association is not responsible for such cleaning and maintenance of the Bathroom Facilities.
3. The Chamber shall promptly report maintenance issues, including plumbing, electrical, or structural concerns, promptly to the City.
4. The Chamber shall ensure the Bathroom Facilities remain safe, sanitary, and accessible to the public during reasonable operating hours determined by the Chamber, provided that the Bathroom Facilities will not be open twenty-four hours per day, seven days per week. Notwithstanding the Chamber's determination of operating hour of the Bathroom Facilities, the City retains its discretion to override any such determination and set different operating hours of the Bathroom Facilities if it deems necessary.
5. The Chamber shall secure the facility outside of operating hours.
6. The Chamber acknowledges that Bathroom Facilities cleanliness and orderliness have in the past required its closure. The Chamber understands and agrees that its

use of the Visitor's Center is conditioned on the Chamber's appropriate care and maintenance of its Designated Space and the Bathroom Facilities.

City Responsibilities

The City will provide necessary Bathroom Facilities supplies, including paper products, soap, and cleaning agents. Alternatively, it may reimburse the Chamber for such expenses. The City will also handle all repairs and major maintenance beyond routine cleaning and maintenance.

D. Utilities and Costs

The Chamber shall pay the City a licensee fee of \$100.00 per month for the use of the designated space. Payment shall be due on or before the 5th day of each month. The monthly fee is separate from power, utilities, or other agreed operating costs. The Licensee shall be responsible for one-third of the power bill and will be invoiced by the City on a quarterly basis, with prompt payment expected upon receipt of invoice. Bathroom supplies provided by the City or reimbursed to the Chamber are separate from monthly rent, power costs, and any other agreed utility or operating cost share.

E. Term and Termination

This Agreement shall be effective between October 1, 2026, and September 30, 2027. The parties will review the Agreement and scope of work annually and upon written request by either party. Either party may terminate this Agreement with seven days' written notice. Upon termination, the Chamber shall return all keys and any City-provided supplies or equipment.

Presented to the City during the City Council Meeting of _____.

President, Idaho City Chamber of Commerce Date

Mayor, City of Idaho City Date

Attest by City Clerk Date



511 Main St. | PO Box 130 | Idaho City, ID 83631

Phone (208) 392-4584

www.idahocity.municipalimpact.com

idahocityclerk@cityofic.org | idahocityoffice@cityofic.org

City of Idaho City Business License Application Applicant Instructions

Use this application to request a City of Idaho City business license, vendor license, mobile food vendor permit, temporary merchant approval, renewal, or related business approval. Do not begin operating until the City has approved the application, collected all required fees, and issued the license or permit.

1. Complete every section that applies. Write "N/A" for items that do not apply.
2. Select all license or permit types that apply to the business.
3. Attach all required supporting documents, including state, county, health, fire, building, zoning, insurance, property authorization, vehicle, event, or right-of-way approvals when applicable.
4. If operating on private property, attach written owner authorization. If operating on public property, a City park, right-of-way, or during a sponsored event, attach the required City approval.
5. Food trucks, mobile food units, carts, booths, temporary vendors, and similar operations must complete the mobile or temporary vendor section.
6. Formula businesses, franchises, chain businesses, standardized businesses, RV parks, mobile home parks, or large-scale commercial uses may require additional review before a license is issued.
7. Licenses expire December 31 of the year issued unless suspended, revoked, or otherwise terminated. Renewal applications should be submitted before the next calendar year begins.
8. A license is not transferable. A new application is required for a change in ownership, location, business type, or material business activity.

BUSINESS AND VENDOR LICENSES	FEE
Business license application fee	\$75 (non-refundable)
Business license annual renewal fee	\$63
Business license late fee	\$25
Carnival/public entertainment <10	\$227.00 (daily)
Carnival/public entertainment >10	\$22.50 (per concession daily)
Idaho City Filming Permit Application	\$27.00
Idaho City Filming Permit	\$27.00 (per day)
Idaho City Filming Permit (non-profit)	\$10.75 (per day)
Mobile Food Truck Application	\$27.00
Mobile Food Truck Permit	\$21.50 (per day, 5-day limit in one location)
Mobile Food Truck Annual Permit	\$206.00 per year (5-day limit in one location)
Vendor license daily fee	\$17.00
Vendor license daily fee (nonprofit)	\$7.75
Vendor license yearly fee	\$56.50 (non-refundable)
Vendor License yearly fee (nonprofit)	\$25.75 (non-refundable)
Door-to-Door Solicitation Permit	\$56.50 per year & \$25.75 per solicitor

Application Type: ☐ New Business License ☐ Renewal ☐ Vendor License ☐ Mobile Food Vendor/Food Truck ☐ Temporary Merchant ☐ Sponsored Event Vendor ☐ Door-to-Door Solicitation Permit ☐ Filming Permit ☐ Nonprofit Filming Permit ☐ RV Park ☐ Mobile Home Park ☐ Formula Business ☐ Large-Scale Commercial Business ☐ Change of Ownership ☐ Other: _____

Nonprofit Status: ☐ Not applicable ☐ Nonprofit status claimed. If nonprofit status is claimed, attach proof of nonprofit status or other documentation acceptable to the City.

Renewal Applicants: Have ownership, location, business activity, contact information, required permits, or other material information changed since the prior license? ☐ No ☐ Yes. If yes, explain:

1. Applicant and Business Information

Legal Business Name	
Doing Business As, if different	
Applicant/Owner Name and Title	
Business Mailing Address	Street: _____ City/State/ZIP: _____
Business Physical Location in Idaho	
City	
Phone	
Email	
Emergency Contact	Name: _____ Phone: _____

2. Business Activity

Describe the goods, merchandise, food, beverages, services, lodging, rental spaces, entertainment, or other business activity proposed within Idaho City.

Description of Business Activity

Proposed Start Date: _____ Hours/Days of Operation: _____
Will employees, vendors, contractors, or solicitors operate under this license? ☐ Yes ☐ No If yes, describe: _____

3. Location and Property Authorization

Operating Location: ☐ Fixed location in Idaho City ☐ Mobile/temporary location ☐ Private property ☐ Public property/right-of-way/park ☐ Sponsored event **Address or location:** _____

Attach written property owner authorization for private property. Attach City approval for any use of public property, right-of-way, park property, or sponsored event location. Approval of this application does not authorize any land use, sign, occupancy, parking, traffic, nuisance, health, fire, building, or zoning violation.

4. Required Permits, Licenses, and Approvals

Check each item submitted with the application. The City may require additional documentation before issuing a license or permit.

- ☐ Idaho Secretary of State registration or business entity documentation, if applicable
- ☐ State sales tax or seller's permit, if applicable
- ☐ Health department approval for food, beverage, lodging, or other regulated activities, if applicable
- ☐ Fire inspection or fire safety approval, if applicable
- ☐ Building, zoning, sign, occupancy, or land use approval, if applicable
- ☐ Vehicle, trailer, cart, or mobile unit registration, if applicable
- ☐ Proof of insurance, if required by the City or event sponsor
- ☐ Property owner authorization or lease authorization, if applicable
- ☐ Sponsored event, park, right-of-way, or location approval, if applicable
- ☐ Other required permit or approval: _____

5. Mobile Food Vendor, Food Truck, or Temporary Merchant Information

Complete this section for any food truck, food trailer, cart, stand, booth, tent, table, vehicle, mobile unit, temporary merchant, vendor, or similar temporary or mobile operation.

Type of Operation	☐ Food Truck ☐ Food Trailer ☐ Cart ☐ Stand ☐ Booth ☐ Tent ☐ Table ☐ Temporary Merchant ☐ Other: _____
Vehicle, Trailer, Cart, or Booth Description	Make/Model/Color/Size or Setup Description: _____
License Plate or Registration Number	_____
Requested Operating Location(s)	Location 1: _____ Location 2: _____
Requested Dates and Times	_____
Food, Waste, Grease, and Trash Disposal Plan	_____
Generator, Propane, or Fuel Use	☐ None ☐ Generator ☐ Propane ☐ Other Fuel: _____ Describe: _____
Restroom Access, if required	Location/Arrangement: _____

Mobile Food Truck Location Limit: I understand that a mobile food truck permit is subject to all applicable time and location limits, including the 5-day limit in one location where applicable.

☐ Applicant acknowledges

6. Door-to-Door Solicitation Supplemental Information

Number of Solicitors	_____
Solicitation Dates and Times	_____
Goods, Services, or Purpose	_____
Supervisor or Responsible Person	Name: _____ Phone: _____

7. Filming Permit Supplemental Information

Type of Filming Permit	☐ Filming Permit ☐ Nonprofit Filming Permit
Filming Dates and Times	
Filming Location(s)	
Description of Filming Activity	
Public Property, Right-of-Way, Street, Sidewalk, Park, or Traffic Impact	☐ No ☐ Yes. If yes, describe and attach City approval:
Insurance or Indemnity Required	☐ Not required ☐ Required and attached ☐ To be provided before approval

8. RV Park or Mobile Home Park Supplemental Information

Complete this section for RV parks, mobile home parks, manufactured home communities, campground-style occupancy, tiny homes on wheels, rental spaces, or similar occupancy-based business uses.

Type of Operation	☐ RV Park ☐ Mobile Home Park ☐ Manufactured Home Community ☐ Campground ☐ Tiny Home on Wheels Spaces ☐ Other:
Total Number of Spaces or Lots	RV Spaces: _____ Mobile Home Spaces: _____ Other Spaces: _____
Occupancy Type	☐ Short-Term ☐ Long-Term ☐ Seasonal ☐ Mixed
Utilities and Services	Water: _____ Sewer/Wastewater: _____ Trash/Snow Removal/Maintenance: _____
Access, Parking, Fire, and Emergency Services	Road access, internal circulation, parking, fire access, and emergency services plan: _____

9. Formula Business or Large-Scale Commercial Business Supplemental Review

Complete this section if the business is a formula business, franchise, chain, standardized business, large-scale commercial business, or other use that may materially affect Idaho City's historic character, infrastructure, traffic, parking, pedestrian safety, utilities, public services, or surrounding uses.

- ☐ The business is part of a franchise, chain, corporate, trademark, or standardized business arrangement.
- ☐ The business uses standardized signage, architecture, colors, decor, uniforms, menus, merchandise, services, or trade dress.
- ☐ The business may generate substantial traffic, parking demand, delivery activity, utility demand, or public service demand.
- ☐ The business involves new construction, expansion, relocation, substantial alteration, or a change in use.
- ☐ Planning and Zoning Commission review may be required.
- ☐ City Council review or final decision may be required.

Supplemental statement: Attach additional pages if needed. Explain how the proposed business is compatible with Idaho City's small-town character, historic district, infrastructure capacity, traffic circulation, parking, pedestrian safety, surrounding uses, and applicable development standards.

10. Applicant Acknowledgments and Certification

- ☐ I certify that the information provided is true, correct, and complete.
- ☐ I understand that submitting this application does not authorize operation until the City issues the license or permit.
- ☐ I understand that a City license or permit does not authorize any activity prohibited by zoning, building, fire, health, right-of-way, traffic, parking, sign, nuisance, or other applicable law.
- ☐ I understand that the license is valid only for the person or entity to whom it is issued and may not be sold, assigned, transferred, or conveyed.
- ☐ I understand that a new application is required for a change in ownership, location, business type, or material business activity.
- ☐ I agree to post or display the license as required by the City.
- ☐ I understand that the City may deny, suspend, revoke, or refuse renewal of a license for incomplete information or violation of applicable requirements.
- ☐ I understand that nonprofit rates apply only if nonprofit status is claimed and acceptable proof is provided to the City.

Applicant Signature: _____ **Date:** _____

Printed Name and Title: _____

11. For City Use Only

Date Received	
Fee Category Selected	☐ Business Application ☐ Annual Renewal ☐ Late Fee ☐ Carnival/Public Entertainment ☐ Filming Permit ☐ Mobile Food Truck Application ☐ Mobile Food Truck Daily Permit ☐ Mobile Food Truck Annual Permit ☐ Vendor Daily ☐ Vendor Annual ☐ Nonprofit Vendor ☐ Door-to-Door Solicitation ☐ Other: _____
Fee Calculation	Application Fee: \$ _____ Permit/License Fee: \$ _____ Late Fee: \$ _____ Per-Day Fee: \$ _____ × _____ days = \$ _____ Per-Solicitor Fee: \$ _____ solicitors = \$ _____ Total Due: \$ _____
Fee Paid	\$ _____ Receipt No.: _____
Application Complete	☐ Yes ☐ No Missing Items: _____
Required Attachments Received	☐ Yes ☐ No
Additional Review Required	☐ No ☐ Planning and Zoning ☐ City Council ☐ Health/Fire/Building/Zoning ☐ Other: _____
Decision	☐ Approved ☐ Denied ☐ Approved with Conditions
If Denied, State Reason	_____ _____ _____
Conditions or Notes	_____ _____ _____
License Number	_____
Effective Date	_____
Expiration Date	December 31, _____

City Clerk Signature: _____

Date: _____



REQUEST TO APPEAR ON AGENDA

Today's Date:

Name:

MARK LEONETTI [REDACTED] [REDACTED] G.M.

Subject:

land for sale 508 Montgomery st 23631
Make the lot buildable, Devent water and Build up
Building sight.

Will this be an action item?

YES

☐

NO

☒

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

Date of city council meeting you wish to appear on the agenda:

9/9/26

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

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

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

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



Idaho's Liberty Bell

KEY FACTS

Idaho's Liberty Bell is both a nationally significant symbol and an important Idaho historic artifact. First brought to Idaho in 1950, the bell traveled communities throughout the state before being formally presented to the people of Idaho. More than 75 years later, following a comprehensive professional restoration, the bell is traveling Idaho again as a signature legacy initiative of America250 in Idaho. Its story connects Idahoans to the nation's history and to the ideas of liberty, self-government, civic responsibility, and participation that have shaped our country.

A NATIONAL STORY

The original Liberty Bell was cast in 1753 for the Pennsylvania State House, now Independence Hall. Its inscription—"Proclaim Liberty Throughout All the Land Unto All the Inhabitants Thereof"—helped transform a working bell into one of the nation's most enduring symbols of liberty and self-government.

In 1950, the U.S. Treasury Department selected the Liberty Bell as the emblem of its Savings Bonds Independence Drive. Full-size replicas were commissioned for the states and U.S. territories. The bells were cast by the historic Paccard Foundry of France, whose craftsmen carefully measured the original Liberty Bell to create historically accurate replicas.

IDAHO'S LIBERTY BELL

Idaho's bell arrived on May 28, 1950, and traveled communities throughout the state as part of the national campaign. The replica bells traveled aboard custom 1950 Ford R-5 flatbed trucks equipped with loudspeakers promoting the purchase of U.S. savings bonds.

On July 5, 1950, Idaho's Liberty Bell arrived in Boise and was formally presented to Governor C.A. Robins and the people of Idaho. It was exhibited for a short time at the Idaho State Museum in Julia Davis Park before being permanently installed at the Idaho State Capitol on November 19, 1951.

For generations, Idahoans have encountered the bell through school visits, family trips, public ceremonies, and civic events. For more than 75 years, its location at the Capitol has made it one of Idaho's most recognizable and accessible public artifacts and one of the few Liberty Bell replicas in the nation that visitors can still ring.

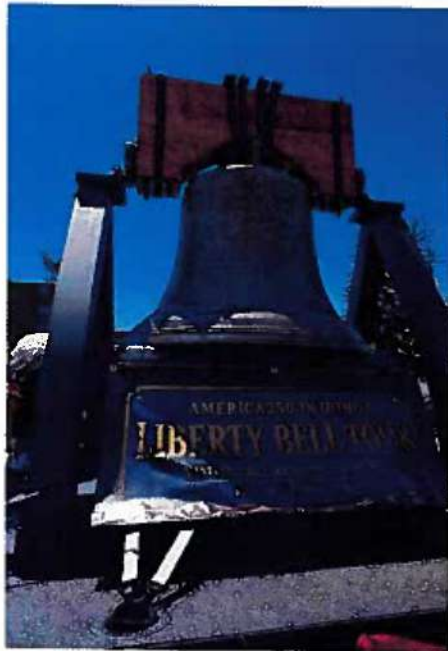
PRESERVING AN IMPORTANT IDAHO ARTIFACT

After decades of exposure to Idaho's climate, the bell's wooden yoke and supporting structural components required professional conservation.

The restoration was entrusted to Paccard-Christoph Foundry, successor to the historic French foundry that cast Idaho's bell in 1950. The foundry's knowledge of the original Liberty Bell replica program, specifications, materials, and conservation techniques made it uniquely qualified to undertake the work.

The conservation included restoration of the bell's wooden yoke and improvements to its structural supports, hardware, anchoring, and weather protection to ensure its long-term preservation.

Returning the bell to the descendant of the foundry that created it 75 years earlier honored the craftsmanship of the original program while ensuring that an important Idaho artifact received the highest level of professional care.



THE IDAHO STATE HISTORICAL SOCIETY'S ROLE

The Idaho State Historical Society's role is preservation, stewardship, research, and interpretation. ISHS helped lead the professional conservation effort and researches and interprets the bell's national and Idaho history so that the public can understand not simply what the artifact is, but why it matters.

Historic artifacts provide tangible connections to the people, places, events, ideas, and values that shaped our communities and our nation. Idaho's Liberty Bell provides that connection in a particularly powerful way: Idahoans can encounter a historic artifact directly while learning about the national movement that brought it to Idaho and the generations of Idahoans who have experienced it since.

A COLLABORATIVE STATEWIDE EFFORT

The restoration and statewide engagement initiative brings together the America250 in Idaho Advisory Council and Ambassador Program, Idaho State Historical Society, State Treasurer's Office, Idaho Transportation Department, Kendall Ford, and Reading Truck. The partners have contributed to the bell's conservation, transportation, public presentation, and statewide travel.

The 2026 tour is conducted under the direction of Senate President Pro Tempore Kelly Anthon and Speaker of the House Mike Moyle through the America250 in Idaho Ambassadors Program.

THE BELL TRAVELS IDAHO AGAIN

There is an important connection between the bell's original journey and its role in America250. In 1950, Idaho's Liberty Bell traveled the state before being presented to the people of Idaho. In 2026, it is traveling Idaho again.

The statewide tour brings the bell directly to Idaho communities, accompanied by interpretation that tells both the national story of the Liberty Bell and the history of Idaho's own replica. By taking the bell beyond the Capitol grounds, the tour gives Idahoans across the state an opportunity to experience this important piece of history firsthand and connect their communities to Idaho's place in the larger American story.

AN AMERICA250 LEGACY

The restoration of Idaho's Liberty Bell is intended to last well beyond the 250th anniversary. It preserves an important public artifact, renews a tradition of taking the bell directly to Idaho communities, and strengthens Idaho's connection to the larger American story.

More than 75 years after it first traveled the state, Idaho's Liberty Bell continues to give Idahoans an opportunity to encounter history directly and to consider what liberty, civic responsibility, and self-government have meant across generations—and what they mean for us today.



IDAHO STATE
HISTORICAL
SOCIETY



Re: Liberty Bell tour - Idaho City - response requested

From Paul Perez [REDACTED]
Date Thu 9/3/2026 11:57 AM
To Nancy Keeton <idahocityclerk@cityofic.org>

 2 attachments (4 MB)
Liberty Bell Key Facts.pdf; 1f18f287-8c7f-499e-a6f3-7437baadacb6.jpg;

Hi Nancy,
Thank you for responding to the email.

Your town will have the Liberty Bell on October 3rd, 2026.

You are the only stop on that day so, you are in a special situation in that your town will have the Bell for an extended amount of time, if you wish. Not the usual half hour most other cities are getting.

You can have the Bell for 4 hours. 10am -2pm? If that works for you.

I have also included a picture of the Truck with the Bell.

If you have any questions, please contact me.

Paul Perez

Idaho State Treasurer's Office



From: Nancy Keeton <idahocityclerk@cityofic.org>
Sent: Thursday, September 3, 2026 10:56 AM
To: Paul Perez [REDACTED]
Cc: Ryan Heffington - Idaho City Mayor <idahocitymayor1@cityofic.org>; Nick Mancera - Public Works1 <icpw1@cityofic.org>; Kaleb Goodlett <idahocityoffice@cityofic.org>
Subject: Re: Liberty Bell tour - Idaho City - response requested

CAUTION: This email originated outside the State of Idaho network. Verify links and attachments BEFORE you click or open, even if you recognize and/or trust the sender. Contact your agency service desk with any concerns.

Hi Paul,

Received. Thank you for the information. I can confirm that I am the correct contact for the City of Idaho City.

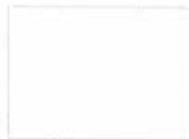
I will serve as the local point of contact for coordination at this time. As planning progresses, I will work with city staff and our local partners to identify an appropriate stop location and provide the exact address and any additional details you may need.

We look forward to participating in the 2026 Idaho Liberty Bell Tour and will be in touch as plans develop.

Thank you,

*Nancy L Keeton - 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 may contain confidential information intended only for the recipient. If you received it in error, please notify the sender and delete it. City of Idaho City emails may be public records subject to disclosure under the Idaho Public Records Act (Idaho Code § 74-101 et seq.).

From: Paul Perez

Sent: Tuesday, September 1, 2026 9:13 AM

To: Nancy Keeton <idahocityclerk@cityofic.org>
Subject: Liberty Bell tour - Idaho City - response requested

Hi Nancy,

A response is requested.

Our team is trying to finalize the estimated travel times, stops, and visit details within your area, with the benefit of your local input.

Please reply "Received" to confirm that you received this information and that we have the correct contact information for you. If possible, please also include the name and contact information of the person you recommend to help coordinate the local stops and details in your area.

We look forward to working with you to make the 2026 Idaho Liberty Bell Tour a success!
America250 in Idaho Ambassadors c/o Idaho State Treasurer's Office 208-334-3200.

Here is a little more info about the Liberty Bell tour.

The schedule is just a framework, and the exact time of arrival is not exactly known at this point. There are a lot of moving parts that will factor in.

Where your town is lined up on that day's schedule will indicate a rough estimate. If you listed first, your stop will be in the morning. If you are listed near the end, later in the day.

We are leaving the planning up to the specific location to make their own plan for the stop.
I have included a pdf provided by the Idaho State Historical Society that has key facts about the Liberty Bell.

We are estimating at least a half hour stop, depending on turn out. If some stops have little to no turn out, the stop will be shorter and we may be running ahead of schedule, or vice versa, we may be running late, due to a larger than expected turn out, traffic, weather conditions, etc. Once the tour is underway, we will have a better idea of how the flow will go.

It will take time to secure the bell for transport (strapdown / unstrap) at each stop.

Also please keep in mind the location for the stop. In recent weeks, security has been a concern. An active shooter situation is unfortunately something we must think about. The location should not be in a "box canyon" type of area or a parking area that is congested or has poor access.

The total height of the Bell on the Truck is 12ft 8in. Please keep in mind of low-lying branches, power lines or other obstacles when planning for your stop.

Also keep in mind that the vehicle and Bell is very heavy. The total weight is over 14,000 lbs. If the truck is going to be parked on a grassy area, make sure the area has not been recently watered. The truck will sink in soft turf.

We will need the exact address of the stop. (for planning purposes)

ISP will be coordinating with local law enforcement soon with the visit to your area for a law enforcement presence.

Paul Perez

Idaho State Treasurer's Office

[Redacted]

[Redacted]



05/03/26
07:26:56

CITY OF IDAHO CITY
Quarterly Income Statement
For the Year 2025-2026

Page: 1 of 15
Report ID: LB170Q

10 GENERAL FUND

Account	Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
Revenue									
Law	31100	Property Taxes	12,742.76		5,025.18		150,369.29		5,648.29
				81,535.85		51,065.50		144,721.00	
	31200	Property Tax Penalty and	599.91		211.47		2,587.41		141.41
				1,115.54		660.49		2,446.00	
Law	31400	Court Revenue	2,273.85		1,751.40		7,599.60		-6,820.40
				1,626.75		1,947.60		14,420.00	
Law	32100	Beer Licenses			37.50		1,337.50		37.50
						1,300.00		1,300.00	
Law	32200	Liquor Licenses					900.00		
						900.00		900.00	
Law	32300	Wine Licenses			37.50		1,387.50		-37.50
						1,350.00		1,425.00	
	32400	Business Licenses	2,166.00		339.00		3,737.00		257.00
				1,207.00		25.00		3,480.00	
	32500	Vendors Permits	1,736.25		823.25		3,245.50		1,017.50
				172.00		514.00		2,228.00	
	32510	Food Truck Permits	682.50		514.50		1,798.00		974.00
				233.00		368.00		824.00	
	32600	Catering Permits			240.00		340.00		175.00
				20.00		80.00		165.00	
	32700	Building Permits	687.64		13,050.57		21,647.52		9,287.52
				5,448.22		2,461.09		12,360.00	
Law	32800	Animal Licenses	22.00				313.50		63.50
				280.50		11.00		250.00	
	32900	Idaho Power Storage Space		500.00			500.00		
								500.00	
Law	33500	State Liquor Appropriatio	6,566.00		6,566.00		19,698.00		-12,342.00
				6,566.00				32,040.00	
	33800	State Revenue Sharing	15,242.60				15,242.60		-41,467.40
								56,710.00	
Law	33940	Law Enforcement Grants			1,000.00		3,190.60		-19,809.40
				2,190.60				23,000.00	
	33950	CLG Grant (Historic)	10,000.00				10,000.00		5,000.00
								5,000.00	
	34140	Copy Fees						25.00	-25.00
	34200	Event Checklist Fees	26.25		236.25		420.00		90.00
				78.75		78.75		330.00	
Law	34210	Event Fees- Law Enforceme						1,000.00	-1,000.00
Law	34220	Noise Variance Applicatio			26.25		52.50		-52.50
						26.25		105.00	
	34410	Cemetery Plots			1,650.00		2,825.00		-2,375.00
						1,175.00		5,200.00	
	34500	PLANNING and ZONING FEES	52.50		157.50		420.00		-580.00
						210.00		1,000.00	

09/03/26
07:26:56

CITY OF IDAHO CITY
Quarterly Income Statement
For the Year 2025-2026

Page: 2 of 15
Report ID: LB170Q

10 GENERAL FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
36100	Checking Interest	35.07		11.56		68.87		-86.13
			22.24				155.00	
36400	LGIP MONTHLY-reinvestment	69.36		63.22		194.40		-5.60
			61.82				200.00	
36500	Misc Receipts	1,000.00		104.93		1,393.60		-7,035.40
			288.67				8,429.00	
36730	Donations-Visitor's Cente					200.00		200.00
					200.00			
36760	Donations - Community Hal			5,242.14		37,663.56		37,663.56
			32,421.42					
37200	Community Hall Rentals	517.05		1,123.50		2,421.80		-5,578.20
			429.25		352.00		8,000.00	
37210	Rodeo Grounds Rental			350.00		597.50		97.50
			82.50		165.00		500.00	
37300	Community Hall Cleaning D	1,050.00		450.00		1,950.00		-550.00
			150.00		300.00		2,500.00	
37310	Rodeo Grounds Deposit			150.00		600.00		
			300.00		150.00		600.00	
37400	Community Hall Rental Sal			22.48		50.88		-129.12
			17.84		10.56		180.00	
37410	Rodeo Grounds Sales Tax			21.00		21.00		-4.00
							25.00	
37800	Power Reimb-Visitor's Cen	663.60		1,140.10		2,111.12		-347.88
					307.42		2,459.00	
	Total Revenue	56,133.34		40,345.30		294,884.25		-37,592.75
			134,747.95		63,657.66		332,477.00	
Expenses								
41500	Administrative							
110	Employee Salary	7,748.70		9,973.50		30,993.25		2,983.75
			9,102.41		4,168.64		33,977.00	
111	Council Salary	1,200.00				2,000.00		5,200.00
			800.00				7,200.00	
112	Mayor's Expense Account			35.60		35.60		464.40
							500.00	
210	FICA and Medicare	684.50		763.00		2,523.92		75.08
			757.54		318.88		2,599.00	
220	Health & Life Insurance	1,763.13		2,691.67		7,012.05		1,172.95
			1,920.31		636.94		8,185.00	
240	Retirement	1,070.25		1,194.98		3,948.08		-458.08
			1,184.29		498.56		3,490.00	
260	Worker's Compensation						1,545.00	1,545.00
305	Office Supplies	272.73		159.99		1,048.75		-31.75
			395.23		220.80		1,017.00	
310	Postage	200.00				600.00		200.00
			200.00		200.00		800.00	

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10 GENERAL FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
320 Website - Municipal Impac				324.80		324.80		-324.80
330 Office Equipment		173.81		266.56		757.90		292.10
331 Software & Internet Servi		45.49	232.63		84.90	3,295.26	1,050.00	-52.26
341 Solid Waste Fees		336.47	3,249.77				3,243.00	
342 Professional Services			159.81	163.95		788.85	910.00	121.15
350 IT Services		2,415.06		2,050.20	128.62	2,069.54	2,060.00	-9.54
360 Community Hall Deposit Re		450.00			19.34	4,410.00	2,223.00	-2,187.00
365 Rodeo Grounds Deposit Ref			1,349.19	1,050.00	288.00	1,950.00	5,150.00	3,200.00
370 Bank Charges		558.36	300.00	150.00	150.00	300.00	600.00	300.00
390 Misc Expense			397.71	532.21		1,488.28	1,656.00	167.72
405 DIVISION of BUILDING SAFT		244.81					932.00	932.00
420 Liability/Property Insura		1,123.31	315.00	1,600.43	1,116.32	3,276.56	2,972.00	-304.56
430 Auditor Fees			1,123.31			2,246.62	2,186.00	-60.62
440 Publishing & Printing				2,265.00		2,265.00	2,271.00	6.00
450 Travel & Mileage			129.60	40.32	295.33	465.25	515.00	49.75
460 Dues & Subscriptions		387.98					361.00	361.00
470 Training			420.70	341.66		1,367.34		-867.34
490 Telephone Services - VOIP		73.90	87.00		217.00	247.02	500.00	102.98
491 Internet services		67.84	110.82	110.82	160.02	369.53	350.00	85.47
492 CELL PHONES		158.04	101.76	102.46	73.99	340.60	455.00	79.40
493 COUNCIL IPads			237.06	238.56	68.54	793.34	420.00	162.66
494 Telephone Service / VOIP		35.42	113.55	115.31	77.46	382.02	455.00	72.98
560 Cemetery Expense			53.13	54.87	37.16	180.58	214.00	33.42
570 Attorney Fees		525.30	7,000.00	817.95		7,000.00	21,700.00	14,700.00
590 Sales/Use Tax Payable		97.94		842.41	570.30	2,755.96	2,990.00	234.04
			184.34	124.12	27.60	434.00	309.00	-125.00

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10 GENERAL FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
	611 Supplies - Cleaning - Bui	276.18		501.50		1,419.87		-904.87
	620 Repairs - Visitor's Cente	38.96	59.56		582.63	62.67	515.00	452.33
	621 Repairs - Community Hall	463.94	23.71			463.94	515.00	51.06
	622 Repairs - Rodeo Grounds					108.90	515.00	97.10
	623 Repairs - City Hall	156.00		164.00	108.90	538.94	206.00	3,461.06
	624 Renovations - Community H		214.96	100.00	3.98	100.00	4,000.00	-100.00
	650 Propane - City Hall	37.10				226.36		193.64
	670 Power - City Hall	215.19	189.26	238.36		1,025.23	420.00	519.77
	673 Power - Community Hall	783.67	451.14	1,162.38	120.54	4,164.47	1,545.00	161.53
	674 Power - Visitor's Center	653.56	1,638.00	922.26	580.42	3,071.47	4,326.00	623.53
	910 Ordinance Codification	175.00	1,289.69		205.96	175.00	3,695.00	746.00
	915 PLANNING and ZONING EXPEN				63.36	63.36	921.00	436.64
	930 Parks & Rec Expenses	336.17	547.99	806.20	6,823.13	8,513.49	500.00	-6,513.49
	940 Historic District Expense						2,000.00	5,000.00
	Total Account	22,844.51	35,181.88	29,420.41	18,157.00	105,603.80	5,000.00	32,345.20
42100	Law Enforcement						137,949.00	
	110 Employee Salary	29,007.71	35,785.93	31,258.85	18,419.28	114,471.77	103,531.00	-10,940.77
	210 FICA and Medicare	2,219.06	2,737.61	2,391.29	1,409.06	8,757.02	9,680.00	922.98
	220 Health & Life Insurance	3,693.64	3,979.38	4,113.90	1,371.30	13,158.42	11,587.00	-1,571.42
	240 Retirement	3,915.48	4,807.16	4,202.23	2,491.13	15,416.00	17,262.00	1,846.00
	260 Worker's Compensation	2,445.00				2,445.00	3,041.00	596.00
	305 Office Supplies	53.99				53.99		-53.99
	380 Uniform Expense	319.43				319.43	650.00	330.57
	390 Misc Expense						1,000.00	1,000.00
	391 Towing Expense						200.00	200.00

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10 GENERAL FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
420 Liability/Property Insura		2,667.89				5,335.78		-144.78
			2,667.89				5,191.00	
460 Dues & Subscriptions		200.00				522.00		-272.00
			322.00				250.00	
470 Training							600.00	600.00
							600.00	
480 Fuel & Oil		1,818.36		3,543.81		10,868.15		-2,868.15
			2,682.88		2,823.10		8,000.00	
492 CELL PHONES		331.39		580.78		1,877.83		-641.83
			577.08		388.58		1,236.00	
540 Equipment Repairs							300.00	300.00
							300.00	
570 Attorney Fees		3,000.00		3,000.00		12,000.00		
			3,000.00		3,000.00		12,000.00	
610 Supplies - Fund Specific				300.95		300.95		199.05
							500.00	
615 New Equipment		2,319.74				2,601.59		398.41
					281.85		3,000.00	
640 Vehicle Expense		488.03		3,269.11		23,437.16		-3,437.16
			17,957.23		1,722.79		20,000.00	
Total Account		52,479.92		52,660.92		211,565.09		-13,537.09
			74,517.16		31,907.09		198,028.00	
Total Expenses		75,324.43		82,081.33		317,168.89		18,808.11
			109,699.04		50,064.09		335,977.00	
Net Income from Operation		-19,191.09		-41,736.03		-22,284.64		
			25,048.91		13,593.57			
Other Revenue								
38300 Lease Agreement Payments							500.00	-500.00
38600 Surplus Equipment							1,000.00	-1,000.00
38900 Law Contracts							1,000.00	-1,000.00
39700 Fire District Lease						1,000.00		
			1,000.00				1,000.00	
Total Other Revenue						1,000.00		-2,500.00
			1,000.00				3,500.00	
Net Income		-19,191.09		-41,736.03		-21,284.64		
			26,048.91		13,593.57			

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20 STREET FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
Revenue								
31100	Property Taxes	2,807.26		1,067.90		31,428.10		2,542.10
			17,073.57		10,479.37		28,886.00	
31200	Property Tax Penalty and	257.10		90.63		1,108.88		47.88
			478.08		283.07		1,061.00	
31300	Personal Property Tax Rep	5.25				4,819.69		86.69
			2,407.22		2,407.22		4,733.00	
33100	Restricted Highway Fund /	1,569.02		1,315.67		4,512.08		-1,471.92
			1,627.39				5,984.00	
33110	HO354 / HB308 Rebuild Ave			984.41		984.41		-11,467.59
							12,452.00	
33120	HB362						5,093.00	-5,093.00
33200	Highway Users Revenue / O	5,168.13		4,630.55		15,293.62		-4,965.38
			5,494.94				20,259.00	
36400	LGIP MONTHLY-reinvestment	140.31		127.90		393.28		93.28
			125.07				300.00	
	Total Revenue	9,947.07		8,217.06		58,540.06		-20,227.94
			27,206.27		13,169.66		78,768.00	
Expenses								
43200	Street							
110	Employee Salary	5,478.60		5,041.82		18,634.58		5,951.42
			5,622.19		2,491.97		24,586.00	
210	FICA and Medicare	419.17		385.69		1,425.52		455.48
			430.02		190.64		1,881.00	
220	Health & Life Insurance	779.18		797.44		2,634.75		3,521.25
			923.77		134.36		6,156.00	
240	Retirement	655.33		446.81		2,072.56		867.44
			672.40		298.02		2,940.00	
260	Worker's Compensation	592.00				592.00		
							592.00	
420	Liability/Property Insura	280.83				561.66		-15.66
			280.83				546.00	
430	Auditor Fees			755.00		755.00		2.00
							757.00	
440	Publishing & Printing					7.45		117.55
							125.00	
450	Travel & Mileage	145.13				145.13		-45.13
							100.00	
470	Training					49.41		-49.41
			17.40		32.01			
480	Fuel & Oil	196.49		255.76		881.57		761.43
			202.90		226.42		1,643.00	

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20 STREET FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
540 Equipment Repairs		1,055.02		135.10		1,219.25		943.75
					29.13		2,163.00	
610 Supplies - Fund Specific				13.99		13.99		136.01
							150.00	
612 Supplies - SHOP PUBLIC WO		201.79		253.96		998.93		-398.93
			465.21		77.97		600.00	
614 Signs							250.00	250.00
615 New Equipment				8,000.00		8,995.66		-5,995.66
			995.66				3,000.00	
632 Dust Abatement						11,817.86		-1,817.86
					11,817.86		10,000.00	
633 Snow Removal - Streets							1,000.00	1,000.00
634 Boardwalk Repairs				1,391.70		1,391.70		-891.70
							500.00	
635 Street Maintenance		570.00		735.53		4,833.41		5,166.59
			2,305.02		1,222.86		10,000.00	
672 Power-Street Lights		888.18		1,681.95		5,254.99		-258.99
			1,561.52		1,123.34		4,996.00	
675 Power - Shop		38.17		55.09		210.47		36.53
			79.00		38.21		247.00	
742 Backhoe Payments		3,457.69				3,457.69		72.31
							3,530.00	
743 Loader Payments						4,612.70		0.30
			4,612.70				4,613.00	
744 Ram 3500 Payments						441.54		-441.54
					441.54			
820 Contingency Fund								5,938.00
							5,938.00	
Total Account		14,757.58		19,949.84		71,007.82		15,305.18
			18,168.62		18,131.78		86,313.00	
Total Expenses		14,757.58		19,949.84		71,007.82		15,305.18
			18,168.62		18,131.78		86,313.00	
Net Income from Operation		-4,810.51		-11,732.78		-12,467.76		
			9,037.65		-4,962.12			
Other Revenue								
38501 Idaho Power Franchise - S		1,485.94		2,772.78		6,114.02		-1,430.98
			1,855.30				7,545.00	
Total Other Revenue		1,485.94		2,772.78		6,114.02		-1,430.98
			1,855.30				7,545.00	

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20 STREET FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
	Net Income	-3,324.57	10,892.95	-8,960.00	-4,962.12	-6,353.74		

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51 WATER FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
Revenue								
34800	Users Fees	86,143.31		90,803.94		322,863.11		-24,574.89
			86,551.74		59,364.12		347,438.00	
34805	User Fees - DEQ Water Bon	20,122.30		20,294.65		74,182.82		-5,817.18
			20,161.50		13,604.37		80,000.00	
34810	Hook-up Fees					11,355.75		-7,019.25
			7,570.50		3,785.25		18,375.00	
34820	On/Off Fees	350.00				490.00		-10.00
			140.00				500.00	
34840	Special Users Hook-up Fee							-1,200.00
							1,200.00	
34850	Users Late Fees	1,275.32		1,374.82		5,405.81		2,605.81
			1,752.17		1,003.50		2,800.00	
34860	RV Dump Donations	268.80		759.35		1,940.25		-59.75
					912.10		2,000.00	
36400	LGIP MONTHLY-reinvestment	376.21		385.02		1,137.76		-2,362.24
			376.53				3,500.00	
36600	NSF Fee	25.00				25.00		-50.00
							75.00	
36900	Misc Revenue							-225.00
							225.00	
36910	Misc.Rev. Redwood Surplus					1,569.44		1,369.44
			1,569.44				200.00	
	Total Revenue	108,560.94		113,617.78		418,969.94		-37,343.06
			118,121.88		78,669.34		456,313.00	
Expenses								
43400	Water							
110	Employee Salary	27,178.32		27,165.48		97,201.80		32,177.20
			30,275.36		12,582.64		129,379.00	
111	Council Salary	1,500.00		2,100.00		5,700.00		1,500.00
			1,400.00		700.00		7,200.00	
113	Certified Plant Operator			3,960.00		7,220.00		6,280.00
					3,260.00		13,500.00	
210	FICA and Medicare	2,193.96		2,238.85		7,872.30		1,841.70
			2,423.31		1,016.18		9,714.00	
220	Health & Life Insurance	5,305.62		5,805.69		18,633.48		6,771.52
			6,173.78		1,348.39		25,405.00	
240	Retirement	3,433.96		3,137.40		11,964.52		2,791.48
			3,800.51		1,592.65		14,756.00	
260	Worker's Compensation	2,874.00				2,874.00		
							2,874.00	
305	Office Supplies	158.66		456.77		884.88		277.12
			228.51		40.94		1,162.00	

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51 WATER FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
310	Postage	128.10		256.20		811.30		286.70
			427.00				1,098.00	
320	Website - Municipal Impac			284.20		284.20		-284.20
330	Office Equipment	198.65		304.66		866.23		333.77
			265.88		57.04		1,200.00	
331	Software & Internet Servi	52.00				7,153.69		-388.69
			7,101.69				6,765.00	
341	Solid Waste Fees	384.61		187.38		901.65		138.35
			182.67		146.99		1,040.00	
342	Professional Services			2,049.58		2,068.91		-8.91
					19.33		2,060.00	
350	IT Services	8,050.21		1,192.50		14,700.03		-7,291.03
			4,497.32		960.00		7,405.00	
420	Liability/Property Insura	5,054.94				10,109.88		-273.88
			5,054.94				9,836.00	
430	Auditor Fees			6,795.00		6,795.00		18.00
							6,813.00	
440	Publishing & Printing					41.73		458.27
					41.73		500.00	
450	Travel & Mileage	139.31				366.02		283.98
					226.71		650.00	
460	Dues & Subscriptions	1,463.42		390.48		2,582.70		-1,510.70
			480.80		248.00		1,072.00	
470	Training			644.94		1,424.56		-924.56
			230.55		549.07		500.00	
480	Fuel & Oil	655.01		852.60		2,938.76		2,539.24
			676.36		754.79		5,478.00	
490	Telephone Services - VOIP	84.46		126.63		422.30		97.70
			126.66		84.55		520.00	
491	Internet services	157.46		237.99		790.90		169.10
			236.19		159.26		960.00	
492	CELL PHONES	180.62		272.63		906.66		186.34
			270.93		182.48		1,093.00	
493	COUNCIL iPads	86.52		131.78		436.60		83.40
			129.78		88.52		520.00	
494	Telephone Service / VOIP	60.72		94.08		309.60		56.40
			91.08		63.72		366.00	
540	Equipment Repairs	2,901.26		371.56		3,352.92		2,147.08
					80.10		5,500.00	
570	Attorney Fees	1,751.00		2,726.50		9,186.52		1,937.48
			2,808.02		1,901.00		11,124.00	
580	Engineers Fees			687.50		1,902.50		1,097.50
					1,215.00		3,000.00	
610	Supplies - Fund Specific	74.72		214.41		1,143.22		356.78
			789.27		64.82		1,500.00	
612	Supplies - SHOP PUBLIC WO	739.86		931.12		3,662.58		-1,462.58
			1,705.72		285.88		2,200.00	
615	New Equipment						6,000.00	6,000.00

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51 WATER FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
630 Maintenance and Operation		47,416.05		5,160.70		68,011.68		-51,274.68
			8,254.61		7,180.32		16,737.00	
640 Vehicle Expense							1,000.00	1,000.00
							1,000.00	
650 Propane - City Hall		42.40				258.69		391.31
			216.29				650.00	
652 Propane - water and sewer		720.22		832.92		3,502.18		1,997.82
			1,949.04				5,500.00	
671 Power WATER AND SEWER		4,023.45		5,181.80		19,560.75		3,451.25
			6,955.48		3,400.02		23,012.00	
680 Chemicals		2,975.19				6,286.40		2,663.60
			1,055.50		2,255.71		8,950.00	
681 Water Tests		302.00		231.00		1,686.00		6,314.00
			542.00		611.00		8,000.00	
720 Water Improvement Project		6,653.50		5,395.85		84,695.92		2,791,818.08
			59,705.00		12,941.57		2,876,514.00	
742 Backhoe Payments		12,678.23				12,678.23		264.77
							12,943.00	
743 Loader Payments						16,913.20		0.80
			16,913.20				16,914.00	
744 Ram 3500 Payments						1,618.94		-1,618.94
					1,618.94			
850 Water Bond		40,000.00				80,000.00		
			40,000.00				80,000.00	
851 USDA Loan Payments				24,853.50		24,853.50		-24,853.50
910 Ordinance Codification		200.00				200.00		853.00
							1,053.00	
Total Account		179,818.43		105,271.70		545,774.93		2,786,692.07
			204,967.45		55,717.35		3,332,467.00	
Total Expenses		179,818.43		105,271.70		545,774.93		2,786,692.07
			204,967.45		55,717.35		3,332,467.00	
Net Income from Operation		-71,257.49		8,346.08		-126,804.99		
			-86,845.57		22,951.99			
Other Revenue								
38200 DEQ Loan-Water Bond								-2,876,154.00
							2,876,154.00	
38250 USDA-GRANT FUNDS						18,630.00		18,630.00
			18,630.00					
Total Other Revenue						18,630.00		-2,857,524.00
			18,630.00				2,876,154.00	

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CITY OF IDAHO CITY
Quarterly Income Statement
For the Year 2025-2026

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S1 WATER FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
	Net Income	-71,257.49	-68,215.57	8,346.08	22,951.99	-108,174.99		

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CITY OF IDAHO CITY
Quarterly Income Statement
For the Year 2025-2026

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52 SEWER FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
Revenue								
34800	Users Fees	55,612.92		55,621.18		204,067.26		-16,877.74
			55,679.03		37,154.13		220,945.00	
34810	Hook-up Fees					11,355.75		-7,019.25
			7,570.50		3,785.25		18,375.00	
34830	Special Users Fees						500.00	-500.00
34850	Users Late Fees	646.16		617.21		2,717.51		1,217.51
			1,001.74		452.40		1,500.00	
34860	RV Dump Donations	115.20		321.15		827.25		-172.75
					390.90		1,000.00	
36400	LGIP MONTHLY-reinvestment	1,513.27		1,379.36		4,241.58		241.58
			1,348.95				4,000.00	
	Total Revenue	57,887.55		57,938.90		223,209.35		-23,110.65
			65,600.22		41,782.68		246,320.00	
Expenses								
43500	Sewer							
110	Employee Salary	17,715.37		16,665.94		60,937.82		23,331.18
			19,664.38		6,892.13		84,269.00	
111	Council Salary	900.00		1,100.00		3,300.00		300.00
			800.00		500.00		3,600.00	
113	Certified Plant Operator	2,647.65		4,540.21		11,382.86		617.14
			3,000.00		1,195.00		12,000.00	
210	FICA and Medicare	1,424.09		1,359.08		4,914.20		1,532.80
			1,565.54		565.49		6,447.00	
220	Health & Life Insurance	3,648.13		3,821.53		12,353.71		5,356.29
			4,214.60		669.45		17,710.00	
240	Retirement	2,226.34		1,874.90		7,432.93		2,215.07
			2,447.58		884.11		9,648.00	
260	Worker's Compensation	1,854.00				1,854.00		
							1,854.00	
305	Office Supplies	99.17		196.90		464.49		35.51
			142.83		25.59		500.00	
310	Postage	54.90		109.80		347.70		122.30
			183.00				470.00	
320	Website - Municipal Impac			203.00		203.00		-203.00
330	Office Equipment	124.16		190.43		541.45		208.55
			166.20		60.66		750.00	
331	Software & Internet Servi	32.50				2,628.45		-63.45
			2,595.95				2,565.00	
341	Solid Waste Fees	240.41		117.12		563.58		236.42
			114.18		91.87		800.00	

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CITY OF IDAHO CITY
Quarterly Income Statement
For the Year 2025-2026

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52 SEWER FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
342	Professional Services			2,049.58		2,068.91		-8.91
					19.33		2,060.00	
350	IT Services	5,635.14		834.75		10,290.01		-5,104.01
			3,148.12		672.00		5,186.00	
420	Liability/Property Insura	4,914.53				9,829.06		-266.06
			4,914.53				9,563.00	
430	Auditor Fees			5,285.00		5,285.00		14.00
							5,299.00	
440	Publishing & Printing					7.45		92.55
					7.45		100.00	
450	Travel & Mileage	161.11				161.11		738.89
							900.00	
460	Dues & Subscriptions	277.14		244.05		976.69		-306.69
			300.50		155.00		670.00	
470	Training		100.05		184.03	284.08		-34.08
							250.00	
480	Fuel & Oil	458.51		596.82		2,057.13		1,777.87
			473.45		528.35		3,835.00	
490	Telephone Services - VOIP	52.80		79.14		263.96		61.04
			79.17		52.85		325.00	
491	Internet services	128.38		194.07		644.90		135.10
			192.57		129.88		780.00	
492	CELL PHONES	112.90		170.40		566.70		116.30
			169.35		114.05		683.00	
493	COUNCIL IPads	54.08		82.36		272.88		52.12
			81.12		55.32		325.00	
494	Telephone Service / VOIP	45.54		70.57		232.22		42.78
			68.31		47.80		275.00	
540	Equipment Repairs	1,318.76		168.90		1,524.07		-24.07
					36.41		1,500.00	
570	Attorney Fees	1,225.70		1,908.55		6,430.56		545.44
			1,965.61		1,330.70		6,976.00	
580	Engineers Fees						3,000.00	3,000.00
610	Supplies - Fund Specific	23.32		52.00		154.52		345.48
					79.20		500.00	
612	Supplies - SHOP PUBLIC WO	403.57		507.90		2,139.14		-939.14
			1,071.72		155.95		1,200.00	
615	New Equipment						1,800.00	1,800.00
630	Maintenance and Operation	4,326.91		2.34		6,091.33		3,908.67
			1,281.59		480.49		10,000.00	
640	Vehicle Expense						500.00	500.00
650	Propane - City Hall	26.50				161.68		138.32
			135.18				300.00	
652	Propane - water and sewer	308.68		356.96		1,500.93		999.07
			835.29				2,500.00	
671	Power WATER AND SEWER	1,289.18		1,916.62		6,526.89		973.11
			2,352.03		969.06		7,500.00	

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CITY OF IDAHO CITY
Quarterly Income Statement
For the Year 2025-2026

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52 SEWER FUND

Account Object	Description	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Current YTD	Budget	Variance
680 Chemicals		982.44		1,285.98		6,208.38		3,791.62
			1,532.50		2,407.46		10,000.00	
683 Sewer Tests		2,792.00		2,110.00		12,769.00		-769.00
			3,652.00		4,215.00		12,000.00	
742 Backhoe Payments		6,915.40				6,915.40		144.60
							7,060.00	
743 Loader Payments						9,225.38		0.62
			9,225.38				9,226.00	
744 Ram 3500 Payments						883.06		-883.06
					883.06			
820 Contingency Fund								1,094.00
							1,094.00	
910 Ordinance Codification		125.00				125.00		175.00
							300.00	
Total Account		62,544.31		48,094.90		200,519.63		45,800.37
			66,472.73		23,407.69		246,320.00	
Total Expenses		62,544.31		48,094.90		200,519.63		45,800.37
			66,472.73		23,407.69		246,320.00	
Net Income from Operation		-4,656.76		9,844.00		22,689.72		
			-872.51		18,374.99			
Net Income		-4,656.76		9,844.00		22,689.72		
			-872.51		18,374.99			

UTILITY BILLING SYSTEM Report ID: 1020

CITY OF IDAHO CITY

PAST DUE 60 OR MORE DAYS

For target date 09/03/2026

10:29:38 - 09/03/2026

Account	Route - Meter	Customer Name	Service Address	Balance	User Type	Past Due
Fund - Service						
20002-00	02-02	[REDACTED]	305 ELK CREEK ROAD		RESIDENTIAL	
	51 - WATER BASE	Shut off		655.20		524.18
	51 - WATER USAGE					
	51 - DEQ - DW1104			208.56		165.06
	52 - SEWER			374.30		299.44
	51 - WATER LATE FEE			339.65		206.81
	52 - SEWER LATE FEE			149.49		89.61
	51 - ON/OFF FEE			140.00		140.00
	51 - OVERPAYMENT					
			Subtotal for Account 20002-00	1857.20		1425.08
20113-00	02-113	[REDACTED]	201 E WALLULA STREET		RESIDENTIAL	
	51 - WATER BASE	Agreement		131.04		
	51 - WATER USAGE			0.07		
	51 - DEQ - DW1104			43.50		
	52 - SEWER			81.26		6.40
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20113-00	256.87		6.40
20119-00	02-119	[REDACTED]	215 MONTGOMERY STREET		COMMERCIAL	
	51 - WATER BASE	7-Day		589.68		196.56
	51 - WATER USAGE	PD w full 9/4		94.32		17.73
	51 - DEQ - DW1104			89.25		29.75
	52 - SEWER			336.90		112.30
	51 - WATER LATE FEE			42.86		
	52 - SEWER LATE FEE			22.46		
	51 - MISC					
	51 - OVERPAYMENT					
			Subtotal for Account 20119-00	1175.47		356.34
20126-00	02-126	[REDACTED]	316 W WALLULA STREET		RESIDENTIAL	
	51 - WATER BASE	Agreement		262.08		131.04
	51 - WATER USAGE	PD \$327.75 +		87.00		43.50
	51 - DEQ - DW1104	removed 275.08 w late fees		161.85		86.99
	52 - SEWER	per Council on 8/12/24		145.48		145.48
	51 - WATER LATE FEE	Balance is now \$124.70		71.12		71.12
	52 - SEWER LATE FEE					
	51 - ON/OFF FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20126-00	727.53		478.13
20131-00	02-131	[REDACTED]	116 COTTONWOOD STREET		RESIDENTIAL	
	51 - WATER BASE	Shut off		1572.48		1441.44
	51 - WATER USAGE					
	51 - DEQ - DW1104			468.00		424.50
	52 - SEWER			885.24		810.38
	51 - WATER LATE FEE			1814.91		1526.63
	52 - SEWER LATE FEE			1091.23		929.15
	51 - ON/OFF FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20131-00	5831.86		5132.10
20139-00	02-139	[REDACTED]	109 COMMERCIAL STREET		RESIDENTIAL	
	51 - WATER BASE	Agreement		313.25		182.21
	51 - WATER USAGE	PD 100 9/8/24		12.74		5.37
	51 - DEQ - DW1104			87.00		43.50
	52 - SEWER			187.15		112.29
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE					
	51 - NSF FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20139-00	600.14		343.37

UTILITY BILLING SYSTEM Report ID: 1020

CITY OF IDAHO CITY

PAST DUE 60 OR MORE DAYS

For target date 09/03/2026

10:29:38 - 09/03/2026

Account	Route - Meter	Customer Name	Service Address	User Type	Balance	Past Due
	Fund - Service					
20142-00	02-142	[REDACTED]	200 COMMERCIAL STREET	COMMERCIAL		
	51 - WATER BASE	7-Day			294.84	98.28
	51 - WATER USAGE	PD w full 9/4			0.97	0.30
	51 - DEQ - DW1104				89.25	29.75
	52 - SEWER				168.45	56.15
	51 - WATER LATE FEE				19.72	
	52 - SEWER LATE FEE				11.24	
	51 - ON/OFF FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20142-00 :		584.47	184.48
20163-00	02-163	[REDACTED]	2 SUMMERVOLD ROAD	RESIDENTIAL		
	51 - WATER BASE	Shut off			982.80	851.76
	51 - WATER USAGE				8.68	8.68
	51 - DEQ - DW1104				312.75	289.25
	51 - WATER LATE FEE				740.24	554.16
	52 - SEWER LATE FEE					
	51 - ON/OFF FEE				70.00	70.00
	51 - OVERPAYMENT					
			Subtotal for Account 20163-00 :		2114.45	1753.83
20166-00	02-166	[REDACTED]	3889 HIGHWAY 21	COMMERCIAL		
	51 - WATER BASE	7-Day			442.26	147.42
	51 - WATER USAGE	PD w full 9/4			183.05	65.19
	51 - DEQ - DW1104				89.25	29.75
	52 - SEWER				252.69	84.23
	51 - WATER LATE FEE				42.52	
	52 - SEWER LATE FEE				16.84	
	51 - OVERPAYMENT					
			Subtotal for Account 20166-00 :		1026.61	326.59
20168-00	02-168	[REDACTED]	3886 HIGHWAY 21	COMMERCIAL		
	51 - WATER BASE	Agreement			589.68	196.56
	51 - WATER USAGE				4.84	
	51 - DEQ - DW1104				89.25	29.75
	52 - SEWER				429.70	205.10
	51 - OVERPAYMENT					
			Subtotal for Account 20168-00 :		1113.47	431.41
20193-00	02-193	[REDACTED]	3865 HIGHWAY 21	COMMERCIAL		
	51 - WATER BASE	7-Day			1990.17	663.39
	51 - WATER USAGE	PD w full 7/4			83.12	27.18
	51 - DEQ - DW1104				89.25	29.75
	52 - SEWER				1137.03	379.01
	51 - WATER LATE FEE				138.12	
	52 - SEWER LATE FEE				75.80	
	51 - MISC					
			Subtotal for Account 20193-00 :		3513.49	1099.33
20194-00	02-194	[REDACTED]	3867 HIGHWAY 21	COMMERCIAL		
	51 - WATER BASE	7-Day			442.26	147.42
	51 - WATER USAGE	PD w full 9/4			250.39	66.90
	51 - DEQ - DW1104				89.25	29.75
	52 - SEWER				252.69	84.23
	51 - WATER LATE FEE				42.86	
	52 - SEWER LATE FEE				16.84	
	51 - MISC					
	51 - OVERPAYMENT					
			Subtotal for Account 20194-00 :		1094.29	328.30
20199-00	02-199	[REDACTED]	98 GOLD ROAD	COMMERCIAL		
	51 - WATER BASE	7-Day			589.68	196.56
	51 - WATER USAGE	PD w full 9/4			52.97	16.61
	51 - DEQ - DW1104				89.25	29.75
	52 - SEWER				336.90	112.30
	51 - WATER LATE FEE				42.64	
	52 - SEWER LATE FEE				22.46	
	51 - MISC					
			Subtotal for Account 20199-00 :		1133.90	356.22

UTILITY BILLING SYSTEM Report ID: 1020

CITY OF IDAHO CITY

PAST DUE 60 OR MORE DAYS

For target date 09/03/2026

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Account	Route - Meter	Customer Name	Service Address	Balance	User Type	Past Due
Fund - Service						
20217-00	02-217	[REDACTED]	117 PROSPECTOR LANE		RESIDENTIAL	
	51 - WATER BASE			196.56		65.52
	51 - WATER USAGE			33.15		13.04
	51 - DEQ - DW1104			65.25		21.75
	52 - SEWER			112.29		37.43
	51 - WATER LATE FEE			15.72		
	52 - SEWER LATE FEE			7.48		
	51 - MISC					
	51 - ON/OFF FEE					
	51 - NSF FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20217-00 :	430.45		137.74
20252-00	02-252	[REDACTED]	417 ELK CREEK ROAD		RESIDENTIAL	
	51 - WATER BASE			196.56		65.52
	51 - WATER USAGE			2.39		1.84
	51 - DEQ - DW1104			65.25		21.75
	52 - SEWER			112.29		37.43
	51 - WATER LATE FEE			13.44		
	52 - SEWER LATE FEE			7.48		
	51 - ON/OFF FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20252-00 :	397.41		126.34
20314-00	02-314	[REDACTED]	103 E. HILL ROAD		RESIDENTIAL	
	51 - WATER BASE			19.94		
	51 - DEQ - DW1104			43.50		
	52 - SEWER			13.79		1.91
	51 - WATER LATE FEE			1.00		
	52 - SEWER LATE FEE			0.78		
	51 - OVERPAYMENT					
			Subtotal for Account 20314-00 :	79.01		1.91

Total Balance: 21945.62

Total Past Due: 12486.57