CITY OF IDAHO CITY

REGULAR CITY COUNCIL MEETING
Wednesday September 28, 2022
6:00 P.M
City Hall, 511 Main Street, Idaho City, ID 83631

Join Zoom Meeting
https://us02web.zoom.us/j/4192717240?pwd=UWJUeHFjdm5GMUliNUhFNkJHaUZ2QT09
Meeting ID: 419 271 7240
Passcode: iccouncil

CALL MEETING TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE

I. CONSENT AGENDA

The consent calendar includes items which require formal Council action, but which are typically routine or not of great controversy. Individual Council members may ask that any specific item be removed from the consent calendar in order that it is discussed in greater detail. Explanatory information is included in the Council agenda packet regarding these items and any contingencies are part of the approval.

A. APPROVAL OF MINUTES: SEPTEMBER 14, 2022, ***ACTION ITEM***
B. IDAHO CITY EVENT CHECKLIST: ***ACTION ITEM***
   1. PIONEER CEMETERY HISTORICAL GHOST TOUR – BASIN PTA/DANA ZOCH ICHS THEATER
C. BILLS/PAYABLES: SEPTEMBER 15, 2022, THROUGH SEPTEMBER 28, 2022, ***ACTION ITEM***

II. PUBLIC HEARINGS

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

III. ENGINEER'S REPORT

1. TASK ORDER NO.294-07 SAND SEPARATOR DESIGN ***ACTION ITEM***

IV. OLD BUSINESS

V. NEW BUSINESS

1. RECORD MANAGEMENT - EMPLOYEE RECORD PURGE AND RESTRUCTURE

VI. ORDINANCES AND RESOLUTIONS

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

1. RESOLUTION 2022-08 AUTHORIZING THE DISPOSITION OF CERTAIN SURPLUS PERSONAL PROPERTY TO THE BASIN SCHOOL DISTRICT 72

VII. COMMITTEE REPORTS

A. PARKS & RECREATION COMMISSION

1. HANK ELLIOTT LETTER OF INTENT

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

VIII. EXECUTIVE SESSION

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

IX. EMPLOYEE UPDATES

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

X. COUNCIL UPDATES

XI. MAYOR UPDATES

XII. CITIZEN COMMENTS

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

ADJOURNMENT

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

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

Chief of Police:
Mark Otter
icpd100@gmail.com
City officers:
Ericca Robbins
Brent Watson

Public Works Director:
Tami Claus
idahocitypublicworks@cityofic.org
Public Works:
Gene Bettys
Dominick Nalley
Janitorial:
Dale Rutter

City Clerk-Treasurer:
Nancy L Ptak
idahocityclerk@cityofic.org
Deputy Clerk:
Sue Robinson
Office Clerk:
Emily Sinclair

511 Main Street
PO Box 130
Idaho City, ID 83631
(208)392-4584
4cityfolk@cityofic.org

idahocityoffice@cityofic.org

CITY OF IDAHO CITY

REGULAR CITY COUNCIL MEETING
Wednesday September 14, 2022
6:00 P.M
City Hall, 511 Main Street, Idaho City, ID 83631

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https://us02web.zoom.us/j/84366067815?pwd=dnptMDBoRlNVYjVlUW9RWXdJektvUT09
Meeting ID: 843 6606 7815
Passcode: 834836

MINUTES

CALL MEETING TO ORDER: Mayor Everhart called the meeting to order at 6:00 pm.
ROLL CALL: Secor, Elliott, Adams present.
PLEDGE OF ALLEGIANCE: Mayor Everhart led the pledge of allegiance.
Secor made a motion to amend the agenda to add an executive session to allow council to consider personnel matters [Idaho Code 74-206(1)(a) & (b)], seconded by Adams, Elliott aye, Adams aye, Secor aye. Motion passes.

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 24, 2022 AND AUGUST 31, 2022, ***ACTION ITEM***

Secor made a motion to approve the minutes dated August 24, 2022 and August 31, 2022, seconded by Adams. 3 ayes.

Mayor Everhart decided to move the administer of oath to this area of the agenda and allow new council member Heffington to join council, but not to make any decisions until after the consent agenda is final.

MAYOR TO ADMINISTER OATH OF OFFICE TO NEWLY APPOINTED COUNCILMEMBER RYAN HEFFINGTON

Mayor Everhart administered the oath of office to Ryan Heffington and welcomed him to the council, he will be finishing out the 4-year term for David Martin.

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

1. MIKE TAM - JAVA THE PUP CELEBRATION OF LIFE BLOCK PARTY, SEPTEMBER 24, 2022

Secor made a motion to approve the Idaho city event checklist for Mike Tam – Java the pup celebration of life contingent on insurance, seconded by Adams, 3 ayes. Secor made a motion to approve an alcohol variance between 12 pm and 6pm for the block of Main Street in front of Harley's pub, seconded by Adams, 3 ayes.

C. BILLS/PAYABLES: AUGUST 25, 2022, THROUGH SEPTEMBER 14, 2022, ***ACTION ITEM***

Elliott made a motion to approve the bills dated August 25, 2022, through September 14, 2022, in the amount of $62,174.62, seconded by Adams, 3 ayes.

II. PUBLIC HEARINGS

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

III. ENGINEER'S REPORT

Mike Woodworth with Mountain Waterworks updated the council on the situation with the current water right procurement, at this time they have not found anything to purchase but perhaps a long-term lease for 1861 water right. There is also the option to be annexed into the Nampa/Meridian Irrigation District and use the water rights during irrigation season. Council feels it would be better to try to move forward with the lease option until the city could purchase a permanent water right.

Water system facility plan is underway, a task order was provided for council review regarding the sand separator for the RO system and will be on the next agenda for approval.

IV. OLD BUSINESS

1. BRIAN HUNICKE – IDAHO CITY HIGH SCHOOL - PERMISSION TO USE BUILDING MATERIALS ACROSS FROM THE CITY SHOP TO ERECT AN INDOOR COMMUNITY SPORTS FACILITY, ***ACTION ITEM***

Public works did not have time to value on the items for the structure, it was discussed, and council believed it to be around $3,000.00. It was determined that a resolution would be needed to donate the surplus materials to the school with an attachment fully describing the materials. This will be put on the next agenda as an action item. In the meantime, if the school needs to get measurements of the material, they are free to do so. With only so many weeks left to do concrete work, time is an issue.

2. PROPANE PROPOSALS, ***ACTION ITEM***

Shane McConnell from Valley Wide Propane was the only one in attendance, he presented the plan of action to get the propane transferred over to Valley Wide and get the City Hall propane generator hooked up in the next coming weeks. He will work with Clerk Ptak and Public works director Claus to set up a time and get the propane tanks emptied and set up the new ones.

3. DISCUSSION OF IDAHO CITY FIRE PROTECTION DISTRICT TRANSFER OF LAND DEED

Clerk Ptak provided council with a written timeline of the fire station from the beginning and the city's involvement just for a reference. Discussion has had, no one wants to kick the fire district out. No one wants to hand it over without a fair trade to the city. It is beneficial to the city to keep it and continue to lease it to the fire district. If and when the fire district outgrows the need for the facility, the city would be able to use it for other uses. At this time the issue has been tabled until the city council has been approached by the Idaho City Fire District with a proposal for them to consider.

V. NEW BUSINESS

1. APPROVAL OF CLG GRANT BILLS FOR IDAHO HERITAGE CONFERENCE, ***ACTION ITEM***

Rhonda Jameson was not able to be in person, Clerk Ptak explained in the past the city was the middleman so to speak for the CLG grants. The historic commission would provide the receipts, the city would pay and get reimbursed for the said receipts. This year however it may be more of a scholarship, and it has not been determined it the city will need to be involved financially.

VI. ORDINANCES AND RESOLUTIONS

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

1. ORDINANCE NO. 325 AND RESOLUTION NO. 2014-23 EVENT CHECKLIST REVIEW

Councilmember Elliott had written up some thoughts and ideas to add to the park usage in town as she is also on the Idaho City Historic Foundation. They are currently updating their polices for the use of the parks and she thought that if the city and the foundation were similar it would create a clear understanding of what should be expected when any of the city properties are used for events. The city would need to update the current ordinance and checklist for events. Council will look over the proposal and add thoughts and ideas if they want to.

2. RESOLUTION NO. 2022-07 - AUTHORIZING DESTRUCTION OF RECORDS

Clerk Ptak provided the council a few different options on how the city could safely destroy the records in question, the best option was to have Amanda Leader with Boise County Community Justice Director have community service member shred the documents while supervised. Council and city attorney have looked through the list and did not see anything that they felt needed to come out. Items of any significance had been scanned and the city has an electronic copy. Secor made a motion to approve Resolution 2022-07 authorizing the destruction of records and allow Amanda Leader from community Justice to provide the means of the destruction of the documents, seconded by Elliott. Heffington aye, Adams aye, Secor aye, Elliott aye. Motion carries.

VII. EXECUTIVE SESSION

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

CONSIDER PERSONNEL MATTERS [IDAHO CODE 74-206(1)(A) & (B)]

Secor made a motion to go into executive session to consider personnel matters per Idaho code 74-206 (1)(a) & (b), seconded by Adams. Elliott aye, Heffington aye, Secor aye, motion passes. 7:15pm

Back in session, no action taken.

VIII. EMPLOYEE UPDATES

A. PUBLIC WORKS

Public works Director Tami Claus updated the council on the sand bay cleaning, upcoming projects and introduce new hire Chad Sinclair. Discussion was made about the repairs needed to the water main line in the next few weeks before winter freezing takes place in the Mores Creek Subdivision on Nugget Court. A message will need to be sent out to all of those affected as the water will need to be temporarily shut off. Once the details are figured out, Clerk Ptak will post on the website and send out letters to those customers. Heffington will also give the same notice to the HOA of Mores Creek. There are at least 5 services that will be directly affected, but more could possibly be without water for a short period of time as the line gets buried deeper.

B. LAW ENFORCEMENT

Clerk Ptak gave an update for Chief Otter. They have finished out their first overtime grant and the city should see reimbursement soon. The grant for the two electronic speed signs is underway. A grant for e tickets and tough books for the police vehicles is also underway. The have been busy with citations. They have also been busy with people taking water from private and public areas and has informed some of the public areas to lock their outside facets if they can. They will continue to monitor.

C. CLERK/TREASURER'S OFFICE

1. BUDGET UPDATES

Budget will be present at the next meeting; it will be the end of the fiscal year bills and there could still be a few that will arrive in October to pay out in the current fiscal year. Clerk Ptak is already preparing for audit and hopes to get it set up as early as possible this year.

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

Clerk Ptak presented the council with an application and contract for city water and or sewer services for them to consider. The current ordinance would need to be amended to reflect any deposit over 50 dollars. This could be beneficial to those who are constantly late on payments and to give any new residents a clear picture of what is required for them to have services. Council had the past due accounts in their packet. Adjustments to accounts and a few other questions regarding usage will be presented at the next council meeting for approval and direction for Ptak to take.

Clerk Ptak will be attending a clerks conference next week and will have the city laptop with her to keep on items as needed. She will post the next agenda from out of town, if council or mayor have anything they want or need she has asked them to email her.

She also plans on setting interviews when she gets back from classes to hire an office clerk.

D. CITY ATTORNEY

None currently.

IX. COUNCIL UPDATES

Secor asked about the generator that was delivered at the RO site, he will be helping with placement and just needs to know when to be available. Sam Aarons has been finishing up with the Stamp Mill and should be in place soon. It looks amazing. No other updates.

X. MAYOR UPDATES

Mayor Everhart had an update about Parks and Rec and asked Secor where the process is at, he explained that Idaho State Parks and Rec may have found money to help the city obtain the BLM property. Secor will get some information to Clerk Ptak to investigate this further.

XI. CITIZEN COMMENTS

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ADJOURNMENT 7:54 pm

ATTEST: Date approved:

Nancy L Ptak, City Clerk-Treasurer

Ken Everhart, Mayor

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

Mayor:
Ken Everhart
idahocitymayor1@cityofic.org

Council members:
Tom Secor Jr
Ashley M Elliott
Mari Adams

Chief of Police:
Mark Otter
icpd100@gmail.com

City officers:
Ericca Robbins
Brent Watson

Public Works Director:
Tami Claus
idahocitypublicworks@cityofic.org

Public Works:
Gene Bettys
Dominick Nalley

Janitorial:
Dale Rutter

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

Deputy Clerk:
Sue Robinson

Office Clerk:
idahocityoffice@cityofic.org

511 Main Street
PO Box 130
Idaho City, ID 83631
(208)392-4584
4cityfolk@cityofic.org

City of Idaho City

IDAHO CITY EVENT CHECKLIST

EVENT SPONSOR: Basin PTA / Dana Zoch ICHS Theater
DATE(S): Friday October 28, Saturday October 29 2022
EVENT NAME: Pioneer Cemetery Historical Ghost Tour
PERSON IN CHARGE: Dana Zoch
ADDRESS: 100 Centerville Road PO Box 227 Idaho City 83631
PHONE: Daytime ([redacted]) Evening ([redacted])

1. PARK POLICY
THE EVENT SPONSOR HAS READ THE IDAHO CITY PARK POLICY AND AGREES TO COMPLY AND TO SEE THAT EVENT PARTICIPANTS COMPLY WITH THE BEST OF THEIR ABILITIES.
INITIAL HERE _____

2. EVENT DESCRIPTION
BRIEFLY DESCRIBE WHAT YOUR EVENT ENCOMPASSES:
Guided tour through the cemetery with students and adults portraying pioneers through short historical monologues

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

4. EVENT HOURS
WHAT ARE THE DAILY HOURS OF OPERATION FOR YOUR EVENT?
5:00 pm – 7:00 pm

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

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

Basin PTA will assist with cleanup of concessions (ie: hot chocolate)

*****ITEMS 7, 8 AND 9 MUST BE PREAPPROVED BY THE CITY CHIEF OF POLICE AND INITIALED PRIOR TO SUBMITTAL TO THE CITY CLERK FOR COUNCIL REVIEW. *****

A FEE FOR COUNCIL APPROVED EVENTS WILL BE SET AT $25.00 AN HOUR PER OFFICER TO COVER ADDITIONAL COVERAGE OF LAW ENFORCEMENT IF DEEMED NECESSARY.
THE NUMBER OF HOURS FOR EVENTS WILL BE DETERMINED BY THE IDAHO CITY CHIEF OF POLICE.

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

We would like to request Officer Gomez (as he is our SRO)

CITY CHIEF OF POLICE INITIAL HERE _____

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

We will having parking at the cemetery and possibly shuttle service from the HS lot

CITY CHIEF OF POLICE INITIAL HERE _____

9. ***CONSUMPTION OR POSSESSION OF ALCOHOL

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

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

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

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

CITY CHIEF OF POLICE INITIAL HERE _____

10. PROOF OF INSURANCE
ATTACH A COPY OF THE FORM SHOWING THE CITY OF IDAHO CITY AS CO-INSURED IN THE AMOUNT OF $1,000,000. Submitted at council meeting

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

12. FOOD CONCESSIONS
WILL YOU OR ANY OF YOUR VENDORS BE SERVING, SELLING, OR GIVING AWAY FOOD?
☑ YES ☐ NO Hot chocolate / PTA

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

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

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

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

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

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

VEDORS FEES

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

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

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

COMMUNITY HALL RENTAL FEES

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

1. NON-PROFIT GROUPS $42.00 PER DAY PLUS ($2.52) 6% USE TAX
2. PRIVATE GROUPS AND GOVERNMENT AGENCIES $84.00 FOR 5 OR FEWER HOURS PLUS ($5.04) 6% USE TAX
3. PRIVATE GROUPS AND GOVERNMENT AGENCIES $157.50 FOR MORE THAN 5 HOURS PLUS ($9.45) 6% USE TAX

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

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

Fully Completed Event Checklist must be submitted to City Hall no later than 3:00 pm on the Thursday preceding the Regular City Council Meeting.

OFFICE USE ONLY:

ALL ATTACHMENTS AND/OR PERMITS AND FEES RECEIVED:

SITE PLAN _____

PROOF OF INSURANCE _____

ALCOHOL/CATERING PERMITS _____

VENDOR'S PERMITS _____

DATE EVENT CHECKLIST RECEIVED AND FOUND TO BE COMPLETE: _____

APPROVED: _____ DENIED: _____

AFTER EVENT COMMENTS:

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

COMMENTS _____

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

COMMENTS _____

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

COMMENTS _____

SIGNED: _____

CITY OF IDAHO CITY
Claim Approval List
For the Accounting Period: 9/22
For Pay Date: 09/28/22

For doc #s from to 999999
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
1838	E	217 USDA LOAN PAYMENTS	2,142.00							
		09/25/22 USDA LOAN PAYMENT 91-08	2,142.00			51	43400	850		10100
1847		237 NAYLOR & HALES, P.C.	1,904.00							
		09/26/22 city attorney fees	761.60*			10	41500	570		10100
		09/26/22 city attorney fees	761.60*			51	43400	570		10100
		09/26/22 city attorney fees	380.80			52	43500	570		10100
1848		121 DIGLINE	11.22							
		68928 08/31/22 dig line services	7.85*			51	43400	630		10100
		68928 08/31/22 dig line services	3.37			52	43500	630		10100
1850		182 XEROX FINANCIAL	200.62							
		3460374 09/05/22 lease payment	70.22			10	41500	330		10100
		3460374 09/05/22 lease payment	108.33*			51	43400	330		10100
		3460374 09/05/22 lease payment	22.07			52	43500	330		10100
1851		33 BOISE OFFICE EQUIPMENT	27.95							
		2928294 09/09/22 service contract	9.79			10	41500	330		10100
		2928294 09/09/22 service contract	15.09*			51	43400	330		10100
		2928294 09/09/22 service contract	3.07			52	43500	330		10100
1853		81 OXARC	452.53							
		31629800 09/13/22 water system chemicals	452.53*			51	43400	680		10100
1854		45 CENTURYLINK	325.54							
		09/16/22 century link internet services	38.37			10	41500	491		10100
		09/16/22 century link internet services	33.58			51	43400	491		10100
		09/16/22 century link internet services	23.99			52	43500	491		10100
		09/16/22 century link internet services	99.98			51	43400	491		10100
		09/16/22 century link internet services	129.62			52	43500	491		10100
1855		146 VERIZON WIRELESS	711.42							
		9915894162 09/15/22 council ipads	60.01*			10	41500	493		10100
		9915894162 09/15/22 council ipads	100.03			51	43400	493		10100
		9915894162 09/15/22 council ipads	40.01*			52	43500	493		10100
		9915894162 09/15/22 law hotspots and cell	329.97*			10	42100	492		10100
		9915894162 09/15/22 public works and clerk	54.42			10	41500	492		10100
		9915894162 09/15/22	90.70			51	43400	492		10100
		9915894162 09/15/22	36.28			52	43500	492		10100

For doc #s from to 999999
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
1856		48 IDAHO WORLD PUBLISHING LLC	345.60							
	6697	09/14/22 fy 22-23 budget publication	345.60*			10	41500	440		10100
1857		228 MOUNTAIN WATERWORKS, INC	560.00							
	6660	08/31/22 idaho city water rights	560.00*			51	43400	580		10100
1858		251 VARIN THOMAS LLC	270.00							
	9155	09/16/22 water rights attorney	270.00*			51	43400	340		10100
1859		177 USA BLUE BOOK	1,350.66							
	110778	09/14/22 latex gloves	40.24*			52	43500	610		10100
	110779	09/14/22 leather gloves	40.24*			52	43500	610		10100
	111343	09/14/22 tubing	1,096.02*			51	43400	630		10100
	111481	09/14/22 gloves	87.12*			52	43500	610		10100
	111483	09/14/22 gloves	87.04*			52	43500	610		10100
1860		115 CORE & MAIN	3,147.43							
	545108	09/19/22 wastewater supllies	2,961.92			52	43500	630		10100
	545165	09/08/22 wastewater supllies	185.51			52	43500	630		10100

# of Claims 13 Total: 11,448.97

Total Electronic Claims 2,142.00 Total Non-Electronic Claims 9306.97

CITY OF IDAHO CITY
Fund Summary for Claims
For the Accounting Period: 9/22

Fund/Account	Amount
10 GENERAL FUND	
10100 Checking-Cash in Bank	$1,669.98
51 WATER FUND	
10100 Checking-Cash in Bank	$5,737.71
52 SEWER FUND	
10100 Checking-Cash in Bank	$4,041.28
Total:	**$11,448.97**

CITY OF IDAHO CITY
Claim Approval Signature Page
For the Accounting Period: 9 / 22

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

CASH VOUCHERS

Authorized by: _____ Date: _____

TASK ORDER NO. 294-07

AGREEMENT FOR PROFESSIONAL SERVICES

BETWEEN

CITY OF IDAHO CITY (OWNER) AND MOUNTAIN WATERWORKS, INC (ENGINEER)

This Task Order is made this 19th day of August, 2022 and entered into by and between the City of Idaho City, Idaho a municipal corporation organized under the laws of the State of Idaho, hereinafter referred to as City, and accepted by MOUNTAIN WATERWORKS, INC, hereinafter referred to as "Engineer" pursuant to the mutual promises, covenant, and conditions contained in the Master Agreement between the above mentioned parties dated June 24, 2020. The Project Name for this Task Order No. 294-07 is as follows:

WELL NO. 2 SAND SEPARATOR DESIGN

PROJECT UNDERSTANDING

The Engineer's scope of services, time of completion and compensation shall be as set forth herein. Services shall generally be described as engineering services to develop an Idaho Department of Environmental Quality (IDEQ)-approved preliminary engineering report, plans, and purchase specifications for installation of a sand separator at the City's Well No. 2 and reverse osmosis facility.

SCOPE OF WORK

TASK 01: SAND SEPARATOR DESIGN PACKAGE

Task 01A: Preliminary Engineering Report

i. Consultant will develop a brief preliminary engineering report describing the need for the sand separator, design parameters, installation requirements, estimated equipment costs, and other items required under IDAPA 58.01.08 as required to obtain IDEQ approval for the project.

Deliverables

- Preliminary Engineering Report

Task 01B: Sand Separator Equipment Selection

i. Consultant will identify two sand separator makes/models with automatic backflush capability and provide equipment information and budgetary costs for review by City staff. Product information consisting of equipment cut sheets, manufacturer shop drawings, and similar data for the equipment selected by the City will be included in the design package for submittal to IDEQ in lieu of written purchase specifications.

Deliverables

- Make, model, and product information for two sand separators for City review.
- Submittal of selected make/model to IDEQ for installation approval and City purchase.

Task 01C: Construction Plans

i. Consultant will develop mechanical piping plans indicating how the sand separator is to be installed in the raw water piping connection between Well No. 2 and the reverse osmosis treatment system.

Deliverables

- Mechanical piping plans for construction and IDEQ approval.

Task 01D: Record Drawings

i. Consultant will observe the completed installation and complete record drawings for submittal to IDEQ.

Deliverables

- Record drawings for IDEQ submittal.

ASSUMPTIONS & EXCLUSIONS

The following tasks are not included within the scope of work:

- Electrical design: It is assumed the required electrical modifications to accommodate an automated flush valve are minimal and can be accomplished by a commercial electrician.
- Bidding assistance: It is assumed that the necessary work will be carried out by City staff and/or contractors employed by the City, and that public bidding will not be required.
- Structural/architectural design: It is assumed the sand separator equipment can be installed in the existing structure attached to the Well No. 2 reverse osmosis container.
- Up to two site visits are included in the budget.

TIME OF COMPLETION & COMPENSATION SCHEDULE

The following schedule is based on calendar days.

COMPLETION & COMPENSATION SCHEDULE			
Task	**Description**	**Due Date**	**Compensation**
1	Sand Separator Design Package for DEQ Review	Within 60 days following Notice to Proceed	$15,000
1	Address IDEQ Review Comments and Resubmit	Within 15 days of receipt of IDEQ Comments	
1	Record Drawings Submittal to IDEQ	Within 45 days of notification of project completion by City	
		TASK ORDER TOTAL:	

The Not-To-Exceed amount to complete all services listed above for this Task Order No. 294-07 is $15,000. No compensation will be paid over the Not-to-Exceed amount without prior written approval by the City in the form of a Change Order. The hourly rates for services and direct expenses are per the Master Agreement (by this reference made a part hereof) and will be the basis for any additions and/or deletions in services rendered. Travel and meals are excluded from this Task Order unless explicitly listed in the Scope of Services AND Payment Schedule.

NAME OF ENTITY	**MOUNTAIN WATERWORKS, INC**
BY:_____	BY:_____ Stuart Hurley, P.E., President
Dated:_____	Dated: 08-22-2022

CITY OF IDAHO CITY

RESOLUTION NO. 2022 - 08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IDAHO CITY, IDAHO, AUTHORIZING THE DISPOSITION OF CERTAIN SURPLUS PERSONAL PROPERTY TO THE BASIN SCHOOL DISTRICT 72.

WHEREAS, the City of Idaho City ("City") has acquired certain personal property for the purpose of carry out services in the public interest;

WHEREAS, the City Council has deemed it unnecessary to maintain ownership of surplus personal property of the City consisting of building materials remaining after prior demolition of a building that are currently located across from the City shop as described in Attached A attached hereto and by this reference incorporated herein ("surplus property");

WHEREAS, the City Council desires to dispose of the surplus property; and

WHEREAS, the Basin School District 72 has use for the property.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Idaho City, Idaho, as follows:

Section 1. The City Council finds and declares that the City no longer has a use for the surplus property listed and described in Attachment A.

Section 2. The City Council finds and declares that that the value of the surplus property has a scrap value of approximately three thousand dollars ($3,000).

Section 3. Donation of the surplus property to the Basin School District 72 is in the best interest of the public, and the Clerk is authorized to make such a donation.

Section 4. This Resolution shall take effect and be in force immediately upon its passage and approval.

PASSED BY THE COUNCIL of the City of Idaho City this 28th day of September 2022.

APPROVED BY THE MAYOR of the City of Idaho City this 28th day of September 2022.

_____

Kenneth Everhart, Mayor

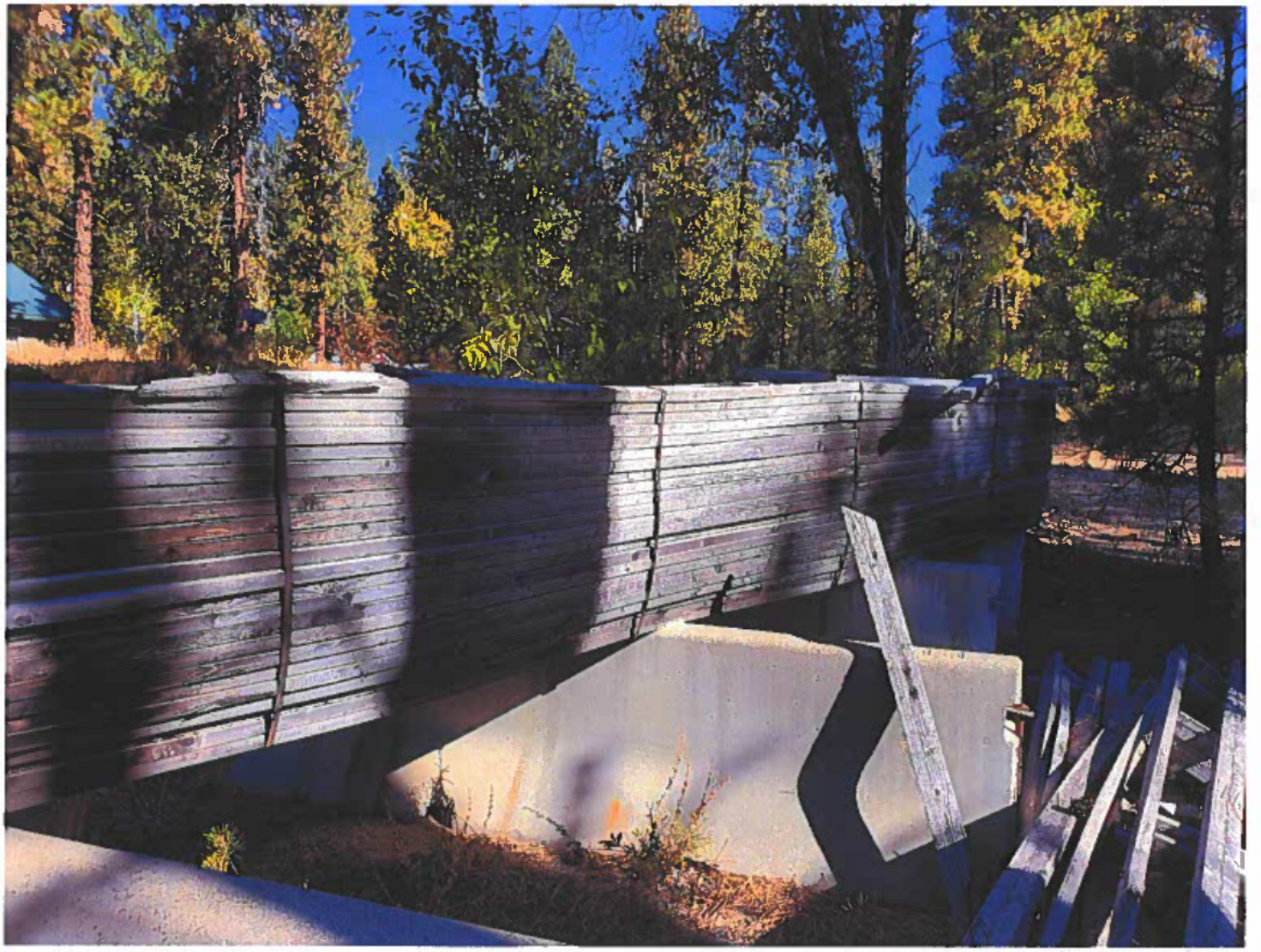
ATTEST:

_____

Nancy L. Ptak, City Clerk/Treasurer

Exibit A

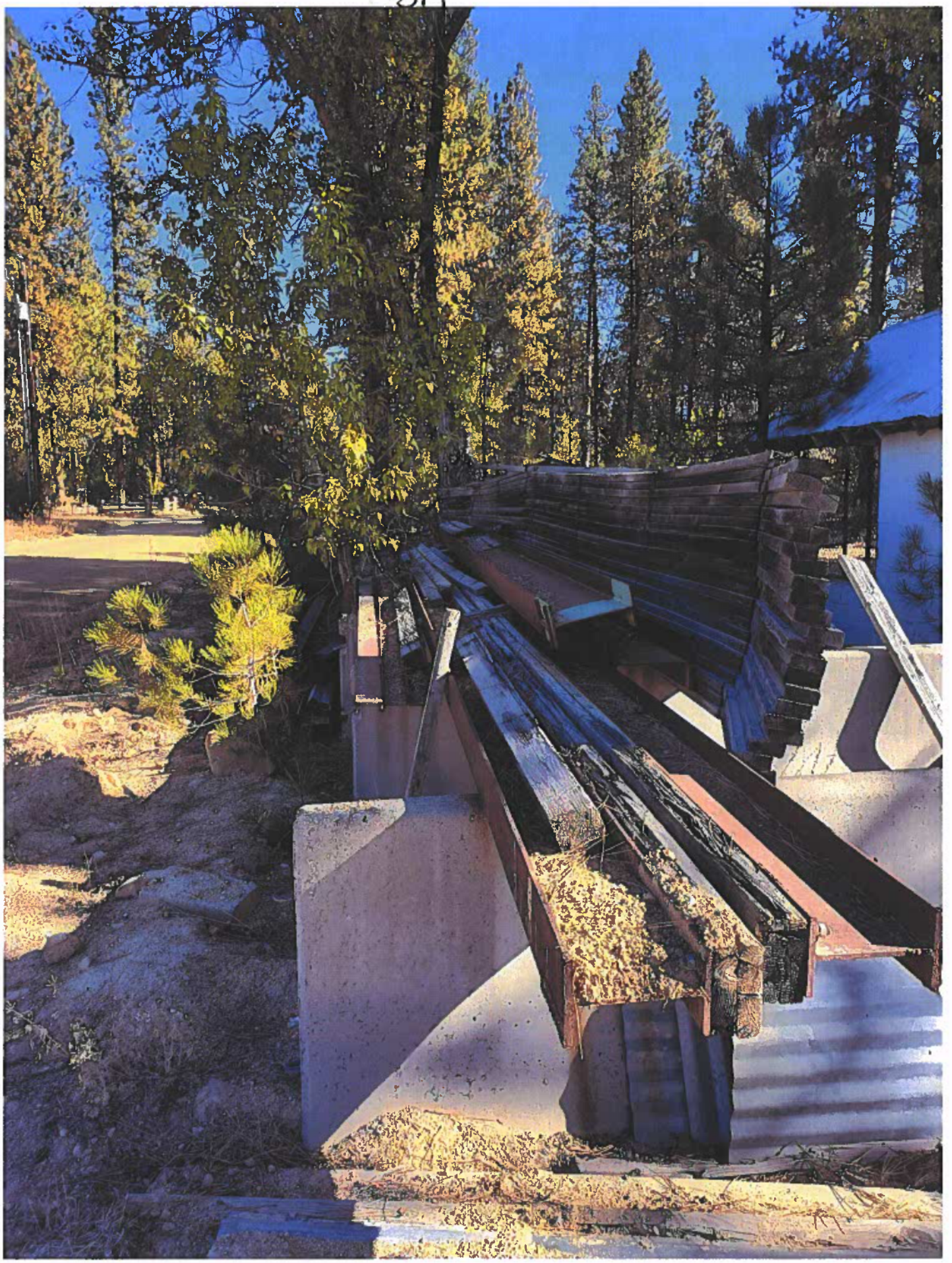
Exibit A



Exibit A

Exibit A

Exibit A



Thursday, August 25, 2022

Dear Clerk Ptak,

I would like to be considered for a seat on the Parks and Rec committee. I live in Idaho City and would like to assist with projects that help our community. I have resources and skills that I think would be beneficial to the Parks and Rec projects. Thank you

-Hank Elliott

[redacted]

[redacted]

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

PAST DUE 60 OR MORE DAYS — For target date 09/06/2022 — 11:02:33 - 09/06/2022

Account	Route - Meter / Fund - Service	Customer Name	Service Address	Balance	User Type	Past Due
20001-00	03-10	[redacted]	302 ELK CREEK ROAD		COMMERCIAL	
	51 - WATER BASE					
	52 - SEWER	COLLECTIONS		15401.38		14570.74
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE			6813.10		5677.58
	51 - OVERPAYMENT					
			Subtotal for Account 20001-00 :	22214.48		20248.32
20002-00	02-02	[redacted]	305 ELK CREEK ROAD		RESIDENTIAL	
	51 - WATER BASE	Pd. $300 9/21/22	24hr. 7-day served 9/20/22 9/13/22	229.66		104.66
	51 - WATER USAGE			5.14		1.56
	52 - SEWER			138.44		69.22
	51 - WATER LATE FEE			21.28		
	52 - SEWER LATE FEE			21.28		
	51 - ON/OFF FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20002-00 :	415.80		175.64
20004-00	03-11	[redacted]	300 ELK CREEK ROAD		RESIDENTIAL	
	51 - WATER BASE					
	52 - SEWER	COLLECTIONS		1315.18		1245.96
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE			622.87		519.05
	51 - OVERPAYMENT					
			Subtotal for Account 20004-00 :	1938.05		1765.01
20013-00	02-13	[redacted]	108 ELK CREEK ROAD		RESIDENTIAL	
	51 - WATER BASE	Pd. $250 9/21/22	Partial $250 8/15/22	249.60		124.80
	51 - WATER USAGE			1470.58		1068.75
	52 - SEWER			173.05		103.83
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20013-00 :	1893.23		1297.38
20065-00	02-65	[redacted]	CENTERVILLE ROAD		COMMERCIAL	
	51 - WATER BASE		Meter reading issues	1015.20		338.40
	51 - WATER USAGE			89347.73		36867.42
	52 - SEWER			4845.40		2907.24
	51 - OVERPAYMENT					
			Subtotal for Account 20065-00 :	95208.33		40113.06
20066-00	02-66	[redacted]	608 MONTGOMERY STRE		RESIDENTIAL	
	51 - WATER BASE		Partial $200 9/8/22	213.28		88.48
	51 - WATER USAGE			17.15		11.61
	52 - SEWER			138.44		69.22
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20066-00 :	368.87		169.31
20077-00	02-77	[redacted]	606 MONTGOMERY STRE		RESIDENTIAL	
	51 - WATER BASE		Partial $200 9/8/22	247.93		123.13
	51 - WATER USAGE					
	52 - SEWER			138.44		69.22
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE					
	51 - MISC					
	51 - OVERPAYMENT					
			Subtotal for Account 20077-00 :	386.37		192.35
20080-00	02-80	[redacted]	114 PLACER STREET		RESIDENTIAL	
	51 - WATER BASE		Divorce, she moved out, he is back in house	526.60		401.80
	51 - WATER USAGE			163.20		41.43
	52 - SEWER			311.49		242.27
	51 - WATER LATE FEE			44.32		
	52 - SEWER LATE FEE			44.32		
	51 - OVERPAYMENT					
			Subtotal for Account 20080-00 :	1089.93		685.50

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

PAST DUE 60 OR MORE DAYS — For target date 09/06/2022 — 11:02:33 - 09/06/2022

Account	Route - Meter / Fund - Service	Customer Name	Service Address	Balance	User Type	Past Due
20088-00	02-88	[redacted]	101 PLACER STREET		RESIDENTIAL	
	51 - WATER BASE		PAST DUE	374.40		249.60
	51 - WATER USAGE			6.56		4.60
	52 - SEWER			536.82		467.60
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE					
			Subtotal for Account 20088-00 :	917.78		721.80
20125-00	02-125	[redacted]	309 WALULLA STREET W		RESIDENTIAL	
	51 - WATER BASE	Pd. $250 9/20/22 Pay Agreement	7-day 9/13/22	436.80		312.00
	51 - WATER USAGE			34.84		24.85
	52 - SEWER			388.68		319.46
	51 - WATER LATE FEE			33.67		
	52 - SEWER LATE FEE			33.67		
	51 - OVERPAYMENT					
			Subtotal for Account 20125-00 :	927.66		656.11
20139-00	02-139	[redacted]	109 COMMERCIAL STREET		RESIDENTIAL	
	51 - WATER BASE	Waiting for home re-finance	Pd. $200 8/25/22	124.80		
	51 - WATER USAGE			24.77		
	52 - SEWER			73.03		3.81
	51 - WATER LATE FEE			20.16		6.75
	52 - SEWER LATE FEE			21.60		6.79
	51 - OVERPAYMENT					
			Subtotal for Account 20139-00 :	264.36		17.35
20153-00	02-153	[redacted]	205 WALL STREET W		RESIDENTIAL	
	51 - WATER BASE	Pd. $1872.66 9/27/22	Partial $3103.59 Pd. on 9/7/22	2808.00		936.00
	51 - WATER USAGE			10.06		2.34
	52 - SEWER			1557.45		519.15
	51 - WATER LATE FEE			281.57		93.91
	52 - SEWER LATE FEE			319.15		93.91
	51 - OVERPAYMENT					
			Subtotal for Account 20153-00 :	4976.25		1645.31
20194-00	02-194	[redacted]	3867 HIGHWAY 21		COMMERCIAL	
	51 - WATER BASE		In Contact w/owner Possible billing issues	280.80		93.60
	51 - WATER USAGE			1125.55		1053.80
	52 - SEWER			207.68		103.84
	51 - WATER LATE FEE			229.48		
	52 - SEWER LATE FEE			229.48		
	51 - MISC					
			Subtotal for Account 20194-00 :	2072.99		1251.24
20217-00	02-217	[redacted]	117 PROSPECTOR LANE		RESIDENTIAL	
	51 - WATER BASE	* Returned check 9/27/22 $35 NSF Charge applied *	Agreement until 11/12/22 Partial (1/2) $343.00 Pd on 9/12/22	358.61		233.81
	51 - WATER USAGE			66.77		30.79
	52 - SEWER			207.66		138.44
	51 - WATER LATE FEE			26.46		
	52 - SEWER LATE FEE			26.46		
	51 - OVERPAYMENT					
			Subtotal for Account 20217-00 :	685.96		403.04
20223-00	02-223	[redacted]	132 PROSPECTOR LANE		RESIDENTIAL	
	51 - WATER BASE	Paid in full Pd. in full 9/19/22	7-day 9/13/22	187.20		62.40
	51 - WATER USAGE			75.26		23.49
	52 - SEWER			103.83		34.61
	51 - WATER LATE FEE			17.18		
	52 - SEWER LATE FEE			17.18		
			Subtotal for Account 20223-00 :	400.65		120.50
20235-00	02-235	[redacted]	106 MORES CREEK DRIVE		RESIDENTIAL	
	51 - WATER BASE	Paid in full plus Pd. $350 9/20/22	Last payment 5/18/22 $400	124.80		
	51 - WATER USAGE			5.13		
	52 - SEWER			80.02		10.80
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE					
	51 - MISC					
	51 - OVERPAYMENT					
			Subtotal for Account 20235-00 :	209.95		10.80

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

PAST DUE 60 OR MORE DAYS — For target date 09/06/2022 — 11:02:33 - 09/06/2022

Account	Route - Meter / Fund - Service	Customer Name	Service Address	Balance	User Type	Past Due
20254-00	02-254	[redacted]	407 ELK CREEK ROAD		RESIDENTIAL	
	51 - WATER BASE	Pd. $101.94 9/20/22	Pd. $200.97 8/31/22 Meter Reading Issues	124.80		
	51 - WATER USAGE			319.15		314.22
	52 - SEWER			103.83		34.61
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE					
	51 - MISC					
	51 - OVERPAYMENT					
			Subtotal for Account 20254-00 :	547.78		348.83
20271-00	02-271	[redacted]	120 BEAR RUN ROAD		RESIDENTIAL	
	51 - WATER BASE	Pd. $211.30 9/20/22	PAST DUE	124.80		
Pd. in Full	51 - WATER USAGE			16.74		
	52 - SEWER			69.76		0.54
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20271-00 :	211.30		0.54
20278-00	02-278	[redacted]	301 WALULLA STREET W		RESIDENTIAL	
	51 - WATER BASE	Pd. $200 9/21/22	PAST DUE	124.80		
	51 - WATER USAGE			6.14		
	52 - SEWER			69.22		
	51 - WATER LATE FEE			18.37		11.99
	52 - SEWER LATE FEE			22.13		13.13
	51 - ON/OFF FEE					
	51 - OVERPAYMENT					
			Subtotal for Account 20278-00 :	240.66		25.12
30002-00	03-02	[redacted]	304 ELK CREEK ROAD		RESIDENTIAL	
	51 - WATER BASE					
	52 - SEWER	COLLECTIONS		1315.18		1245.96
	51 - WATER LATE FEE					
	52 - SEWER LATE FEE			622.87		519.05
	51 - OVERPAYMENT					
			Subtotal for Account 30002-00 :	1938.05		1765.01

Total Balance: 136908.45

Total Past Due: 71612.22