

FY 18/19 Budget Review Workshop Meeting

May 22, 2018

The Emmett City Council held a budget workshop meeting at 501 E. Main Street, Emmett, Idaho.

Mayor Petrie called the meeting to order at 5:30 p.m.

Council Present: Mayor Petrie, Council President Michelle Welch, Councilman Shawn Alder, Councilman Tona Henderson, Councilman Steve Nebeker, Councilman Gary Resinkin, and Councilman Mike Stout.

Staff Present: City Clerk Lyleen Jerome, Police Chief Steve Kunka, Librarian Alyce Kelley, Superintendent of Public Works Bruce Evans, Clint Seamons, Systems Administrator Mike Knittel, Fire Chief Curt Christensen and Building Official Brian Sullivan.

Public Present:

Fiscal Year 2018/2019 Budget

Each department presented their projects and explained how they correlate with their presented budgets with the focus being on revenues. Any questions that were presented from the Council to department heads were addressed and any unanswered questions will be addressed at the next workshop.

Councilman Nebeker made a **MOTION TO ADJOURN. A SECOND** made by Councilman Henderson. **Motion Carried.**

Meeting adjourned at 6:35 p.m.

Mayor Gordon Petrie

City Clerk Lyleen Jerome

City of Emmett Council Meeting

May 22, 2018

The Emmett City Council held a regular meeting at 501 E. Main Street, Emmett, Idaho.

Mayor Gordon Petrie called the meeting to order at 7:00 p.m.

Mayor Gordon Petrie led the **Pledge of Allegiance**.

Jason Hill offered the **Community Invocation**.

Council Present: Council President Michelle Welch, Councilman Shawn Alder, Councilman Tona Henderson, Councilman Steve Nebeker, Councilman Gary Resinkin, and Councilman Mike Stout.

Staff Present: Mayor Gordon Petrie, City Attorney Jake Sweeten, Emmett Chief of Police Steve Kunka, Superintendent Public Works Bruce Evans, Clint Seamons, Systems Administrator Mike Knittel, Emmett Fire Chief Curt Christensen, Building Official Brian Sullivan, Emmett Public Library Alyce Kelley, and City Clerk Lyleen Jerome.

Public Present: Carla Porath, 403 E. 2nd St, Emmett; Brandon Thompson, 873 W. Great Basin, Meridian; Roger Beckham, 804 S. Johns Ave, Emmett; Donald Stansberry, 900 W. Apache, Emmett; Stacey Rosecrans, Brandi Long, Nikki Rollins, 115 S. McKinley, Emmett; Betty Weber, 826 S. McKinley, Emmett; Kristine Smith, 105 Murray, Emmett; Veronica Vasquez, Dolores Larson, 128 N. Washington Ave, Emmett.

Amendments to the Agenda

None

Declaration of Conflicts of Interest

None

Councilman Nebeker made a **MOTION TO ACCEPT THE AGENDA AS A PROCEDURAL DOCUMENT. A SECOND** made by Councilman Welch. **Motion Carried.**

PUBLIC HEARING

A. Rezone Property located at 804 S. Johns Ave from R-1 to R-2

Building Official Brian Sullivan presented Council with the Zoning Commissions recommendation and Re-Zone Application RZ 18-001 for a Roger Beckham, 804 S. Johns Ave. The recommendation from the Zoning Commission is to re-zone parcel #RP06N01W085798 from R-1, single family residential to R-2, Duplex, adopt the staff analysis and findings in the staff report as basis for this approval, and direct staff to draft an ordinance to complete the zoning amendment. Sullivan presented the staff report to Council.

Councilman Nebeker asked Sullivan if the square footage of the property being slightly under what is usually allowed for a duplex a concern. Sullivan replied that the Zoning Commission approved a variant for that reason. They found that with the City's construction on S. John's Ave the City had purchase a portion of the property making it just under the allowed smaller lot size.

Sullivan continues to present the staff report to Council.

Mayor Petrie invited the applicant Roger Beckham for his testimony. Beckham had no additional information for Council. Mayor Petrie asked Council if they have any additional question for Beckham. No questions were asked by Council.

City Attorney Jake Sweeten asked Council if anyone had any ex parte communication regarding this matter. There was no response from Council. Sullivan stated that this excludes staff and that he did discuss this matter with 2 Councilman.

Mayor Petrie asked for any other comments from the public present. Hearing none, Petrie declares the hearing closed at 7:11pm.

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Mayor Petrie asked for any other comments from the public present. Hearing none, Petrie declares the hearing closed at 7:11 pm.

May 22, 2018

B. Decision of Public Hearing

Councilman Nebeker made a **MOTION TO APPROVE RE-ZONE APPLICATION RZ 18-001 FROM ROGER BECKHAM AND RE-ZONE PARCEL #RP06N01W085798 FROM R-1, SINGLE FAMILY RESIDENTIAL TO R-2, DUPLEX, ADOPT THE STAFF ANALYSIS AND FINDINGS IN THE STAFF REPORT AS BASIS FOR THIS APPROVAL, AND DIRECT STAFF TO DRAFT AN ORDINANCE TO COMPLETE THE ZONING AMENDMENT. A SECOND** made by Councilman Stout. **Motion Carried.**

Councilman Henderson made a **MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED. A SECOND** made by Councilman Welch. **Motion Carried**

CONSENT AGENDA:

A. Approval of Minutes – May 8, 2018 - Budget Workshop
May 8, 2018 – Council Meeting

B. Approval of Accounts Payable

C. Approval of Permits – All bartender permits are subject to an approved background check

1. Bartender Permit – Richard Borst
Leah Sisk
Donna Jean Hauser

D. Approval of Water Charge Waivers –

E. Approval for Payment

Right of Way Purchase / S. Johns Ave, E. 12th St to 4th St Project

1. Edward Kaulius – Parcel #3 – 574 & 584 E. 12th St - \$11, 590.00

Elected Officials

A. Mayor

1. Emmett Fire Department Recognition

B. Announcements and Good of the Order

None

C. City Council

None

Non-Consent Agenda

A. Items from the community

1. Gem County Recovery Community Center – Stacey Rosecrans, Director
Stacey Rosecrans presented their Cops and Robber event held on Saturday June 2, 2018 at 11:00am. Open to all in the community.

2. Rose Advocates – Dolores Larsen, Executive Director

Dolores Larsen presented the mission and statistics of Rose Advocates.

Unfinished Business

None

New Business

1. RESOLUTION #R2018-02 - A RESOLUTION DESIGNATING CUSTODIANS TO RECEIVE PUBLIC RECORDS REQUESTS

Councilman Henderson made a **MOTION TO APPROVE RESOLUTION #R2018-02 AS PRESENTED. A SECOND** made by Councilman Nebeker. **Motion Carried**

Reports:

Library – Librarian Alyce Kelley – presented her report

Building Official/City Planner- Brian Sullivan – presented his report

Superintendent of Public Works - Public Works Bruce Evans – presented his report

1. Report
2. Eagle Scout Project Installation of Free Library Units

Councilman Stout made a **MOTION TO APPROVE BRANDON THOMPSON'S EAGLE SCOUT PROJECT WITH THE INSTALLATION OF FREE LIBRARY UNITS AT THE DISGRESSION OF STAFF ON LOCATION. A SECOND** made by Councilman Welch. **Motion Carried**

City of Emmett Council Meeting

May 22, 2018

3. Approval to use City Park for Community Yard Sale

Discussion was had and no decision was made.

4. Request to waive sidewalks/curb/gutter requirements Nacho Properties, LLC.

Councilman Nebeker made a **MOTION TO WAIVE KELSEY PETERSON, PARCEL #RP00240201 NACHO PROPERTIES, LLC REQUEST FOR WAIVER OF SIDEWALKS, CURB, GUTTER, AND STORM WATER REQUIREMENTS FROM CITY OF EMMETT DUE TO AREA OF IMPACT AGREEMENT. A SECOND** made by Councilman Stout. **Motion Carried**

5. Permission to declare Emergency Purchase BALDOR 100hp Booster Pump

Councilman Henderson made a **MOTION TO APPROVE THE PURCHASE OF THE BALDOR 100 HP BOOSTER PUMP AND TO WAIVE THE REQUIREMENTS TO OUR CITY PURCHASING POLICY DUE TO THE EMERGENCY FOR TIME FOR DELIVERY OF 12 – 14 WEEKS FOR PUMP DELIVERY IN THE AMOUNT OF \$32,137.00 PLUS SHIPPING. A SECOND** made by Councilman Nebeker. **Motion Carried**

City Clerk - Lyleen Jerome – presented her report

1. Report
2. Monthly Financial Report for April

Fire Chief - Fire Chief Curt Christensen – presented his report

Systems Administrator - Mike Knittel– presented his report

1. Report
2. Idaho Regional Optical Network Agreement

Councilman Henderson made a **MOTION TO APPROVE THE IDAHO REGIONAL NETWORK AGREEMENT WITH THE MAYOR TO SIGN. A SECOND** made by Councilman Welch.

AYES – 6 / NOES - 0

Chief of Police – Steve Kunka – presented his report

Chief Kunka reported to Council that the Police Department has assigned a new School Resource Officer, Officer Keith Aamodt to the Department as of April 30, 2018.

Engineer –

Councilman Alder made a **MOTION TO ADJOURN. A SECOND** made by Councilman Resinkin. **Motion Carried.**

Meeting Adjourned at 8:30 p.m.

Mayor Gordon Petrie

City Clerk Lyleen Jerome



CITY OF EMMETT

Bartender Permit Checklist

Applicant Name: Kenneth Rosecrans

Date: 5/17/18

Application Received: 4/9/18

- ☒ Application Complete
- ☒ Application Notarized
- ☒ Fingerprint Receipt Attached (New only)
- ☒ Copy of Driver's License Attached
- ☒ Permit Fee Paid
- ☒ Temporary Permit Language added to Receipt (New only)
- ☐ Background Check Results Complete

Police Department Background Check (Attached to DL Copies)

Requested 4/9/18

Complete 5/22/18

✓ ★

Emmett Police Name/Records Check

✓ ★

Gem County Sheriff's Name/Records Check

✓ ★

Idaho Repository Name/Records Check

Nada J. Fata

Completed by

★ Chief of Police

City Council Approval

☒ Added to Council Agenda for approval

City Council Approved Yes ☐ No ☐

6/12/18
Council Date

Official Alcohol License

☐ Created _____

☐ Mailed _____

Tracking # _____



CITY OF EMMETT PUBLIC WORKS DEPARTMENT

601 East 3rd Street
Emmett, Idaho 83617

Gordon Petrie, Mayor
Lyleen Jerome City Clerk
Jake Sweeten, Attorney
Michelle Welch – City Council President

Councilman: Shawn Alder
Eltona Henderson
Steve Nebeker
Gary Resinkin
Mike Stout

City of Emmett
Mayor Gordon Petrie
Emmett City Council

Tuesday, May 29, 2018

RE: "Summary report from Public Comment period for proposed Center-Turn Lane request from City of Emmett to I.T.D."

Mayor, City Council:

Following is the summary account from the Public Comment period which Public Works hosted an open house on Tuesday, April 24th, 2018 between 5:30PM to 7:30PM and let a display at Emmett City Hall until Friday May 25th, 2018 (31 days) for written public comment.

The purpose for the Center-Turn Lane proposal is to extend the current Center-Turn Lane from the 800 block of S. Washington Avenue north to the Payette River Bridge area. This request came from City of Emmett, not I.T.D. I.T.D. said they would consider doing this scope of work after the City held a Public Comment open House and allow the public to respond by written comments too. City of Emmett Public Works choose to extend the written comment period for 31 days. All our display and written information along with comment forms were in the foyer.

This is not a safety driven issue but, our Public Works Department has noticed traffic has trouble crossing or turning left onto S. Washington Avenue where there is currently no Center-Turn Lane or no traffic signal light between 800 block just past 7th Street to the Payette Rive Bridge. With this proposal, all on-street parking would be eliminated.

With a total of 17 written responses, 11 responses were in favor, 6 responses are not in favor. (A copy of all written comments is attached)

The 11 comments that are in favor reflected 2 – asked for Bike lanes to be considered, 1 comment was hopeful the speed limit could possibly return to 35 MPH, 3 – concerns with on-street parking for local businesses but, were still in favor of the Center-Turn Lane Proposal.



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The negative 6 comments reflected all regarding losing on-street parking.

Idaho Transportation Department requests a final vote on this proposal from City of Emmett before they will proceed with final design or not.



City of Emmett

Bruce Evans

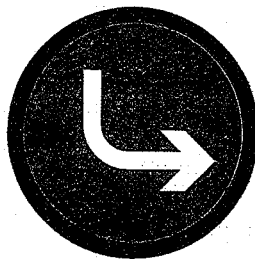
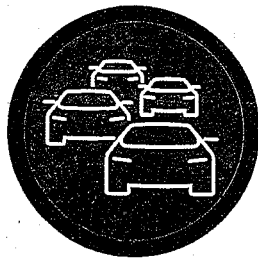
**Superintendent
Public Works Department**

*Our vision:
Protecting and providing quality public
Improvements and services for City of Emmett*

*Cc:
Clint Seamons, Assistant Superintendent
Brian Sullivan, Building/Planning Administrator
Doricela Millan – Sotelo, Office Manager*

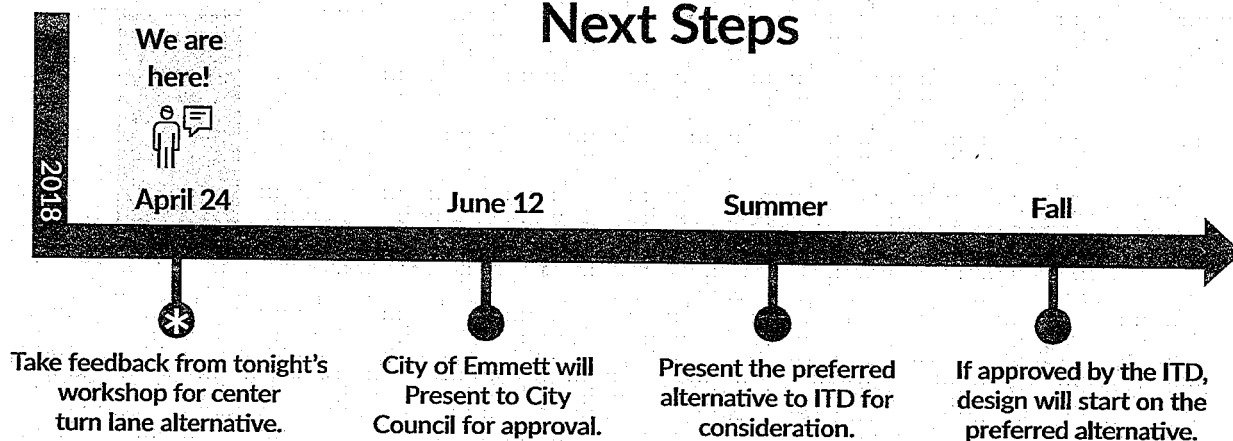
Overview/Description

The City of Emmett is conducting a public meeting to discuss a center-turn lane on S. Washington Avenue (SH - 52) from the intersection of West 10th Street to Riverside Street.



We seek your input and ideas for creating a more functional vehicle friendly environment without negatively impacting local businesses or residents.

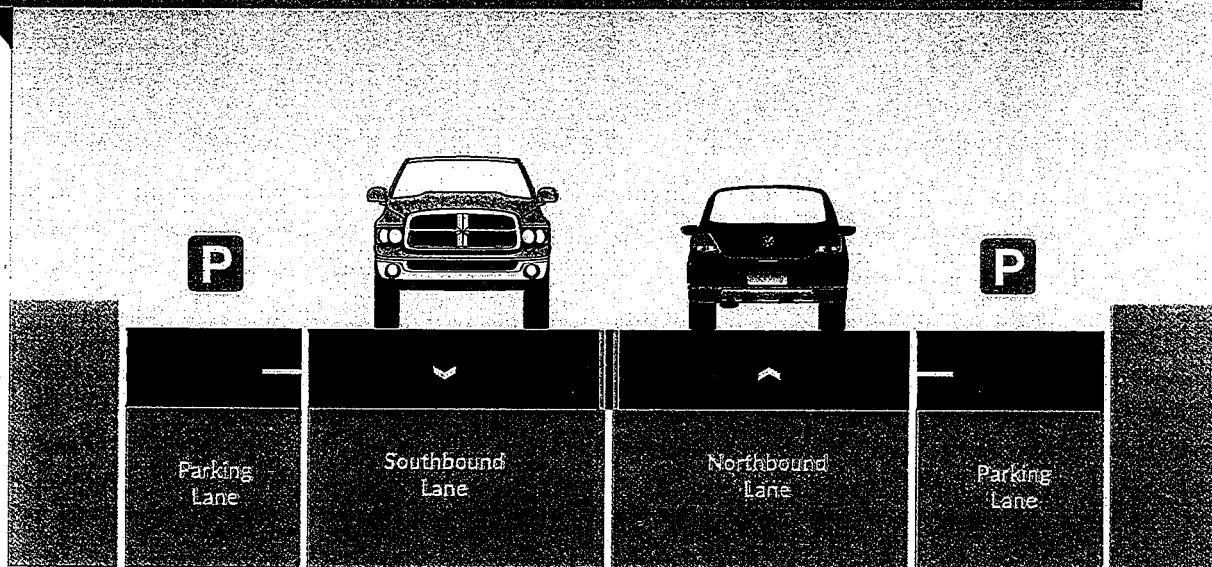
Next Steps



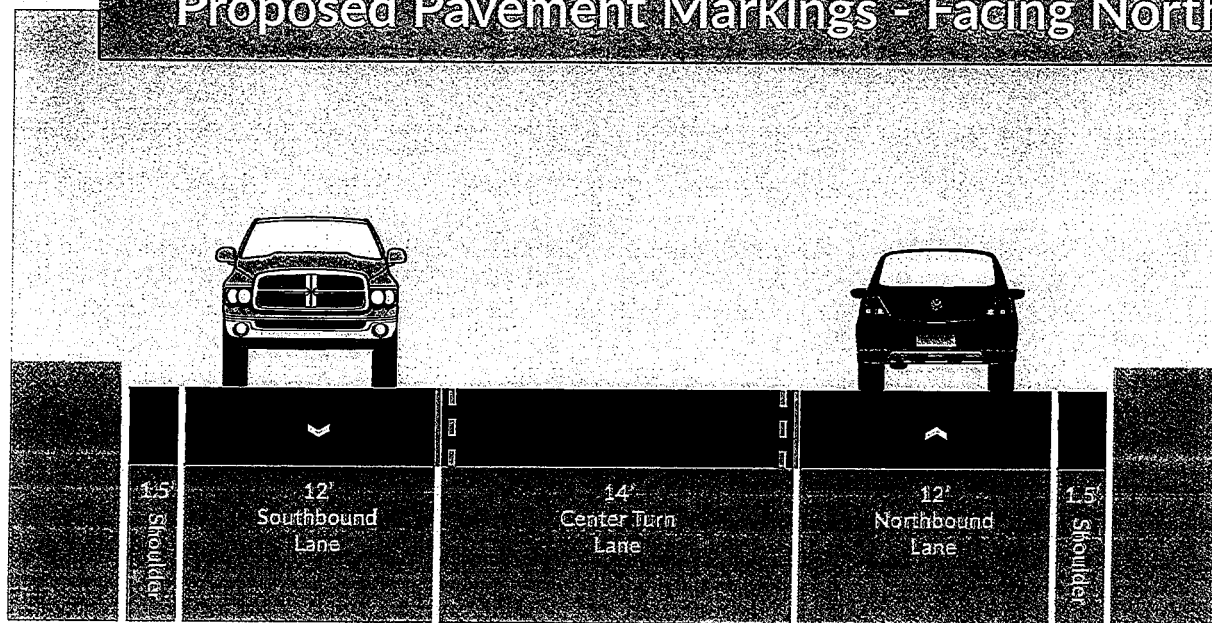
PUBLIC INPUT
OPPORTUNITY

Street Cross Sections

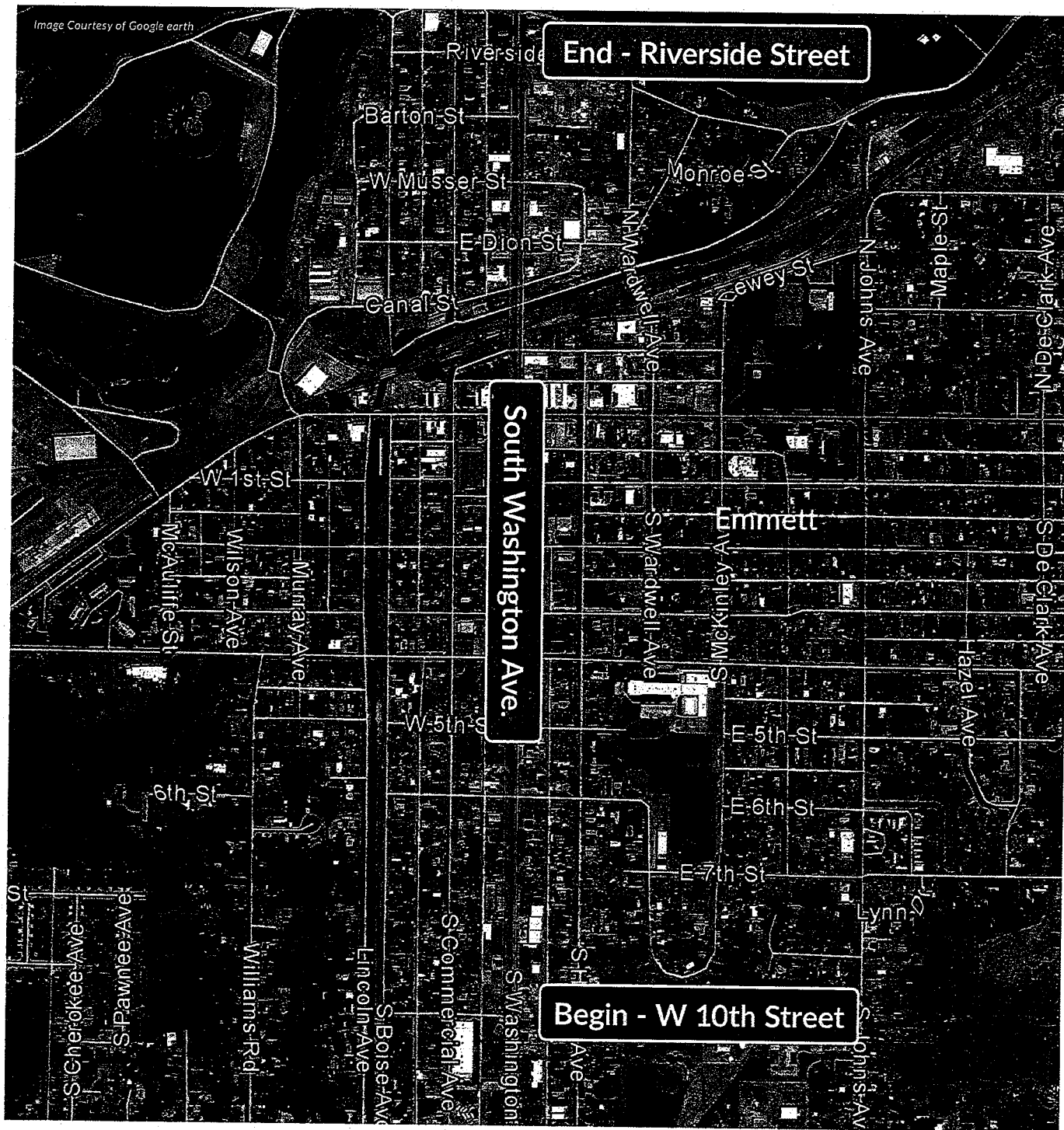
Existing Pavement Markings - Facing North



Proposed Pavement Markings - Facing North



Project Overview Map



S. Washington Avenue (SH - 52)
Center Turn-lane Alternative - April 24, 2018



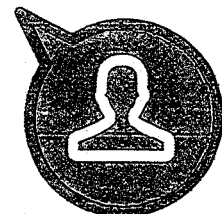
What's Next?

**Thank you for attending our
open house!**

- » City of Emmett will address the comments received from the public.
- » City of Emmett will present their findings to Emmett City Council for their decision regarding the Center Turn-lane Alternative.

All displays and handouts will be posted to
City of Emmett web address:
www.cityofemmett.org
for review and comment.

Comments are due by May 24, 2018.





CITY OF EMMETT PUBLIC WORKS DEPARTMENT

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Steve Nebeker
Gary Resinkin
Mike Stout

City of Emmett
Mayor Gordon Petrie
Emmett City Council

Tuesday, May 29, 2018

RE: "Summary report from Public Comment period for "Large Idaho Sign" move request."

Mayor, City Council:

Following is the summary account from the Public Comment period which Public Works hosted an open house on Tuesday, April 24th, 2018 between 5:30PM to 7:30PM and let a display at Emmett City Hall until Friday May 25th, 2018 (31 days) for written public comment.

The purpose for the movement of the "Large Idaho Sign" is due to being inside the site triangle of I.T.D. – R.O.W. at the corner of E 12th Street & S. Washington Avenue City of Emmett Public Works choose to host this information during the Public Comment meeting and allow written comment period for 31 days. All our display and written information along with comment forms were in the foyer at City Hall.

The reason for the movement of the sign is due to City of Emmett did not obtain a permit to place the sign inside ITD – ROW and is inside the Site Triangle too.

With a total of 12 written responses, here are the following choices:

- 4 are in favor north of Messenger Index in the City Parking Lot.
- 2 are in favor putting sign inside Blazer Park
- 3 are in favor putting sign in front of City Hall
- 1 comment asked to move sign inside landscape area near Chevron or Maverick locations. (Both of these locations are inside ITD – ROW and cannot be considered)
- (All written Comments are attached)



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City of Emmett Public Works Department are asking Emmett City Council to approve a final location chosen for the "Large Emmett Sign" so Clint, & I can begin discussion for final move of "Large Emmett Sign" for permitting and planning with Idaho Transportation Department.



City of Emmett

Bruce Evans

**Superintendent
Public Works Department**

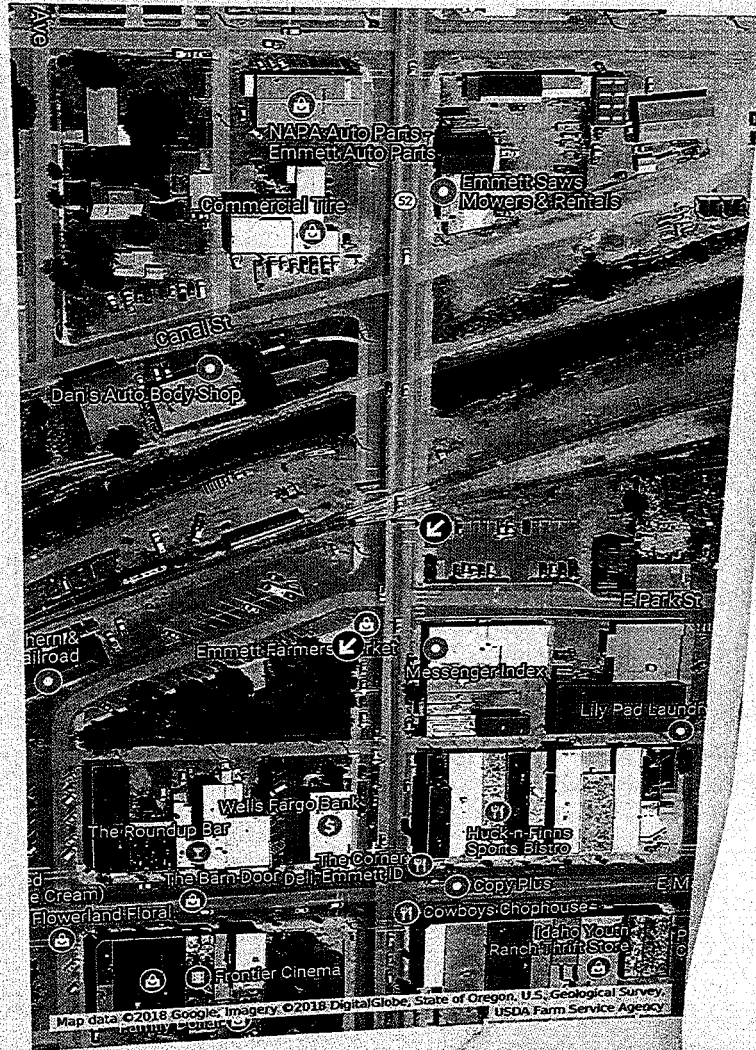
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*Cc:
Clint Seamons, Assistant Superintendent
Brian Sullivan, Building/Planning Administrator
Doricela Millan – Sotelo, Office Manager*

Proposed locations to move "Idaho sign"

Intersection of Park St and N Washington Ave

- 📍 Proposed Location #2
- 📍 Proposed Location #1



Proposed

In front of or beside

📍 Proposed Loca



Proposed locations to move "Idaho sign"

front of or beside City Hall

Proposed Location #3



Overview/n
Overview/Description
The City of Emmett

**Idaho Gem Grant
City of Emmett
Resolution R2018-03**

WHEREAS, the Emmett City Council is interested in the economic health of the community and its citizens; and

WHEREAS, the Emmett City Council wishes to support and encourage appropriate efforts within the community that promote economic development of the community and the economic well-being of its citizenry; and

WHEREAS, the Idaho Department of Commerce is offering a program specifically designed to help rural Idaho communities implement economic development strategies/projects and,

WHEREAS, this program is entitled the Idaho Gem Grant Program for the purposes of developing a fiber optic loop within the City of Emmett

NOW, THEREFORE, BE IT RESOLVED, that the Emmett City Council hereby supports and endorses an Idaho Gem Grant application for the project;

This Resolution is in full effect upon its adoption this 12th day of June, 2018

Gordon W. Petrie, Mayor, City of Emmett

Date

Clerk of the City (Attest)



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City of Emmett
Mayor Gordon Petrie
Emmett City Council

Tuesday, June 05, 2018

RE: "Request for waiver for curb, gutter, sidewalk, & storm water requirements from City of Emmett for Sun Puddle Subdivision located 2351 S. Boise Avenue."

[XXX] CONCUR for the following reasons:

- Approval letter dated 6/5/2018 from Emmett Public Works Department.

[] NON – CONCUR for the following reasons:

Sincerely,



City of Emmett

Bruce Evans

Superintendent
Public Works Department

*Our vision:
Protecting and providing quality public
improvements and services for City of Emmett*



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City of Emmett
Mayor Gordon Petrie
Emmett City Council

Tuesday, June 05, 2018

RE: "Request for waiver for curb, gutter, sidewalk, & storm water requirements from City of Emmett for Sun Puddle Subdivision located 2351 S. Boise Avenue."

Mayor, City Council:

Please find attached letter from Fred Jones, Jr. from Sawtooth Land Surveying for property located at 2351 S. Boise Avenue for Sun Puddle Subdivision requesting waiver for curb, gutter, sidewalk, & storm water requirements from City of Emmett which is inside the Gem County Area of Impact.

Currently, Brian Sullivan & I recommend approval to grant this request for waiver for requirements for curb, gutter, sidewalk, & storm water drainage from City of Emmett.

I recommend the following motion:

Motion to grant waiver for requirements for sidewalk, curb, gutter, & storm water drainage at 2351 S. Boise Avenue, Sun Puddle Subdivision due to no engineering or design criteria for these roadway improvements.



City of Emmett

Bruce Evans

Superintendent
Public Works Department

Our vision:
Protecting and providing quality public
Improvements and services for City of Emmett

Bruce Evans
Telephone # 208-365-9569, Fax # 208-365-3064
E-mail: bevans@cityofemmett.org



Sawtooth Land Surveying, LLC

P: (208) 398-8104 F: (208) 398-8105
2030 S. Washington Ave., Emmett, ID 83617

VARIANCE LETTER SUN PUDDLE SUBDIVISION May 22, 2018

City of Emmett,
Attn: Bruce Evans

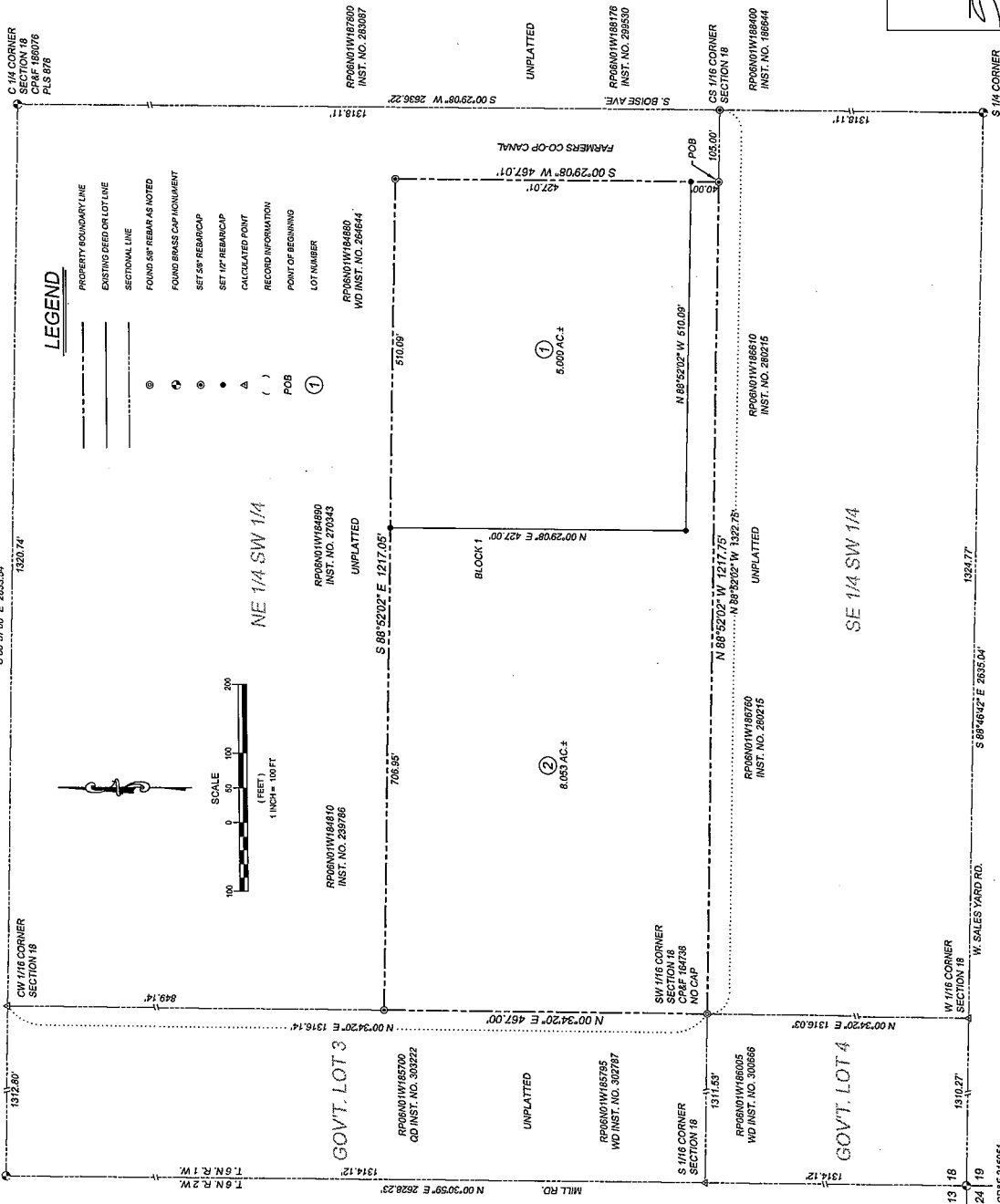
Please accept this letter as a request for a variance for Sun Puddle Subdivision, located at 2351 S. Boise Ave.

- a) We are requesting that the requirement for curb, gutter, sidewalk and storm drainage be waived by the City of Emmett, as there is no curb, gutter, sidewalk or storm drainage in close proximity to this proposed development.
- b) The owner and developer of the property is Jim Hayes.
- c) This variance request is required as a part of the subdivision application process with Gem County.
- d) This proposed subdivision consists of two lot.

Should you have further questions or concerns please contact Jeff Beagley or Fred Jones at Sawtooth Land Surveying. 208-398-8104.

Thank You
Jeff Beagley, PLS

BASIS OF BEARING
S 88°57'06" E 2633.54'



NOTES:


1. THE EXISTING ZONING OF THIS SUBDIVISION IS 42. 2. PER I.C. 31-3805 THIS PLAT IS WITHIN THE FARMERS CO-OP AGRICULTURAL DISTRICT, AND THE LOTS AS SHOWN HEREON ARE SUBJECT TO ASSASSINATIONS FROM THE FARMERS CO-OP DISTRICT. THE LOTS ARE NOT ELIGIBLE TO RECEIVE WATER FROM FARMERS CO-OP IRRIGATION DISTRICT.
3. MINIMUM BUILDING SETBACKS SHALL BE IN ACCORDANCE WITH THE GEOMETRIC DESIGN SPECIFICATIONS FOR THE INDIVIDUAL BUILDING PERMITS OR AS SPECIFICALLY APPROVED AND OR REQUIRED, OR AS SHOWN ON THIS PLAT.
4. THE DEVELOPMENT RECOGNIZES SECTION 42-4-603 OF THE ZONING ORDINANCE WHICH PROVIDES THAT THE RIGHT TO AGRICULTURAL OPERATION, AGRICULTURAL FACILITY OR EXPANSION OF PUBLIC UTILITY SHALL BECOME A NUISANCE, PRIVATE OR PUBLIC, BY ANY CHANGED CONDITIONS IN OR ABOUT THE SURROUNDING NEIGHBORHOOD. FOR MORE THAN ONE YEAR, WHEN THE OPERATION, FACILITY OR EXPANSION WAS NOT A NUISANCE AT THE TIME IT BEGAN OR WAS CONSTRUCTED. THE PROVISIONS OF THIS SECTION SHALL NOT APPLY WHERE A NUISANCE RESULTED FROM AN AGRICULTURAL OPERATION, AGRICULTURAL FACILITY OR EXPANSION THEREOF."
5. ANY FUTURE STRUCTURES ERECTED WITHIN THE SUBDIVISION SHALL BE CONFINED TO REMAIN OUTSIDE ANY PUBLIC UTILITY, DRAINAGE AND IRRIGATION EASEMENTS, AND SHALL MEET ALL REQUIRED GEN COUNTY BUILDING SETBACKS.
6. THERE IS A 10 FOOT WIDE PUBLIC UTILITY, IRRIGATION AND DRAINAGE EASEMENT ADJACENT TO ALL BOUNDARY AND LOT LINES WITHIN THIS SUBDIVISION.
- REFERENCES:
- OWD INST. NO. 31340
ROS INST. NO. 215182
ROS INST. NO. 238162
ROS INST. NO. 238168
ROS INST. NO. 238168
ROS INST. NO. 195301
ROS INST. NO. 188776
ROS INST. NO. 188943
ROS INST. NO. 186151
ROS INST. NO. 186584
ROS INST. NO. 186584

REFERENCES:

REFERENCES:

CWD INST. NO. 313340
ROS INST. NO. 215182
ROS INST. NO. 238162
ROS INST. NO. 243788
ROS INST. NO. 197101
ROS INST. NO. 195501
ROS INST. NO. 189476
ROS INST. NO. 189043
ROS INST. NO. 186151
ROS INST. NO. 176084
ROS INST. NO. 136694

OWNER: JAMES AND JODY HAYES



2030 S. WASHINGTON AVE.
EMMETT, ID 83617
(208) 398-8104
FAX (208) 398-8105

SANTOOTH

WWW.SAWTOOTHLS.COM

CHECKED BY:	JOB#:	DWG#:
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Google Maps 2351 S Boise Ave



Imagery ©2018 Google, Map data ©2018 Google

500 ft



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Monthly Report for Emmett City Council for May 2018 Activities from Public Works Department

PARKS

- Preparing park grounds for up-coming Cherry Festival

CEMETERY

- Memorial Day celebration went very well. Full clean-up of cemetery grounds will be 6/4/2018

WATER

- Phase # 3, 12" Water mainline connection between Well # 6 to the Green Sand Filter located at 12th Street Ball Field/RV Park continuing down S. Johns Avenue from Main Street to 1st Street – **Completed**
- Phase # 3, 8" water mainline to re-connect to new 8" water main line with new 1" water service line to each property on S. Johns Avenue from Main Street to 1st Street – **Completed**
- Phase # 3, 12" Water mainline connection between Well # 6 to the Green Sand Filter located at 12th Street Ball Field/RV Park along with fiber-optic conduit continuing down S Johns Avenue, from Main Street to 1st Street – **Completed**
- Asphalt repairs for S. Johns Avenue from Main Street to 1st Street starting week of 6/4/2018

Month & Year	Potable Water Flow in gallons	Waste Water Flow in gallons	I & I Flow Estimations in gallons
May 2017	32,309,000	73,680,000	41,371,000
May 2018	29,186,000	69,000,000	39,814,000



City of Emmett

Bruce Evans

Superintendent
Public Works Department

*Our vision:
Protecting and providing quality public
Improvements and services for City of Emmett*

Bruce Evans
Telephone # 208-365-9569, Fax # 208-365-3064
E-mail: bevans@cityofemmett.org



CITY OF EMMETT PUBLIC WORKS DEPARTMENT

601 East 3rd Street
Emmett, Idaho 83617

Gordon Petrie, Mayor
Lyleen Jerome City Clerk
Jake Sweeten, Attorney
Michelle Welch – City Council President

Councilman: Shawn Alder
Eltona Henderson
Steve Nebeker
Gary Resinkin
Mike Stout

City of Emmett
Mayor Gordon Petrie
Emmett City Council

Monday, June 04, 2018

RE: "Idaho DEQ-WWG-389-2017-6 Emmett WWTP Facility Planning Study Update payment # 10 to KELLER Associates for payment of \$1,475.00."

[XXX] CONCUR for the following reasons:

- Approval letter dated 6/4/2018 from Emmett Public Works Department.

[] NON – CONCUR for the following reasons:

Sincerely,



City of Emmett

Bruce Evans

Superintendent
Public Works Department

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City of Emmett
Mayor Gordon Petrie
Emmett City Council

Monday, June 04, 2018

RE: "Idaho DEQ-WWG-389-2017-6 Emmett WWTP Facility Planning Study Update payment # 10 to KELLER Associates for payment of \$1,475.00."

Mayor, City Council:

Attached is the Idaho DEQ-WWG-389-2017-6 Emmett WWTP Facility Planning Study Update payment # 10 to KELLER Associates for payment of \$1,475.00

I recommend the following motion:

Motion to approve Idaho DEQ-WWG-389-2017-6 Emmett WWTP Facility Planning Study Update payment # 10 to KELLER Associates for payment of \$1,475.00 and ask the Mayor to sign payment application.



City of Emmett

Bruce Evans

Superintendent
Public Works Department

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Telephone # 208-365-9569, Fax # 208-365-3064
E-mail: bevans@cityofemmett.org

OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR GRANT PROGRAMS		STATE OF IDAHO DEPARTMENT OF ENVIRONMENTAL QUALITY			
		1. TYPE OF REQUEST			
		Final <input checked="" type="checkbox"/> Partial			
2. GRANT IDENTIFYING NUMBER WWG-389-2017-6		3. PARTIAL PAYMENT REQUEST NO. 10			
4. PERIOD COVERED BY THIS REQUEST					
FROM: (month, day, year) 4/1/2018 TO: (month, day, year) 4/30/2018					
5. RECIPIENT ORGANIZATION Name: City of Emmett Address: 501 E. Main Street Emmett, ID 83617			6. PAYEE (If different than item no. 5) Name: Address:		
STATUS OF FUNDS					
7. CLASSIFICATION	Eligible Cost	Previous Periods	This Period	Total	Comments
a. Administrative expense				\$0	
b. Engineering fees	\$130,000	\$128,525	\$1,475	\$130,000	
c. Miscellaneous costs	\$0			\$0	
d. Total cumulative cost (a thru c)	\$130,000	\$128,525	\$1,475	\$130,000	
e. State share to date (50%)		\$64,263	\$738	\$65,000	
f. State payments previously requested				\$64,263	
g. Amount requested for reimbursement				\$738	
h. Percentage of physical completion				100%	
8. CERTIFICATION					
I certify that to the best of my knowledge and belief, the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the state share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the award.		a. Recipient	SIGNATURE OF CERTIFYING OFFICIAL		
			DATE		
			NAME, TITLE & TELEPHONE NO.		
		b. Consultant certifying to line 7h.	SIGNATURE OF CERTIFYING CONSULTANT		
			5/20/2018		
NAME, TITLE & TELEPHONE NO. Justin Walker, P.E. - Project Manager (208) 288-1992					
<div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div>_____ DEQ PROJECT OFFICER</div> <div>_____ DATE</div> </div>					



May 20, 2018

City of Emmett
Attn: Bruce Evans Superintendent of Public Works
501 E Main
Emmett, ID 83617

Re: WWTP Facility Planning Study Update

Mr. Evans,

Please find attached Keller Associates' invoice no. 10 for the above-mentioned project. This invoice totals \$1,475 and is for services during April 2018. With this invoice, we believe our services to be complete. Thank you for the opportunity to work with the City of Emmett. We look forward to working with you again in the future.

Please contact me with any further questions at (208) 288-1992.

Sincerely,

KELLER ASSOCIATES, INC.

A handwritten signature in dark ink, appearing to read "Justin Walker", is written over the printed name.

Justin Walker, P.E.
Project Manager

cc: file

131 SW 5th Ave, Suite A
Meridian, ID 83642
(208) 288-1992



City of Emmett
Attn: Bruce Evans
Superintendent of Public Works
501 E Main
Emmett, ID 83617

May 20, 2018

Project No: 210022-038

Invoice No: 0000010

Project: 210022-038 Emmett - WWTP Facility Planning Study Update

Project Manager: *[Signature]*

Professional Services from April 1, 2018 to April 30, 2018

Task	001	Project Management and Meetings		
Fee				
Total Fee		15,600.00		
Percent Complete	100.00	Total Earned	15,600.00	
		Previous Fee Billing	14,820.00	
		Current Fee Billing	780.00	
		Total Fee		780.00
		Total this Task		\$780.00

Task	002	Planning Criteria		
Fee				
Total Fee		6,100.00		
Percent Complete	100.00	Total Earned	6,100.00	
		Previous Fee Billing	6,100.00	
		Current Fee Billing	0.00	
		Total Fee		0.00
		Total this Task		0.00

Task	003	Evaluate WW Standards and Environmental Considerations		
Fee				
Total Fee		5,000.00		
Percent Complete	100.00	Total Earned	5,000.00	
		Previous Fee Billing	5,000.00	
		Current Fee Billing	0.00	
		Total Fee		0.00
		Total this Task		0.00

Task	004	Evaluate Existing Facilities		
Fee				
Total Fee		42,500.00		
Percent Complete	100.00	Total Earned	42,500.00	
		Previous Fee Billing	42,500.00	
		Current Fee Billing	0.00	
		Total Fee		0.00

Project	210022-038	Emmett - WWTP Facility Planning Study	Invoice	0000010
---------	------------	---------------------------------------	---------	---------

Total this Task 0.00

Task 005 Evaluate Effluent Disposal and Disinfection Alternatives

Fee

Total Fee	30,100.00		
Percent Complete	100.00	Total Earned	30,100.00
		Previous Fee Billing	30,100.00
		Current Fee Billing	0.00
		Total Fee	0.00

Total this Task 0.00

Task 006 Refine Preferred Disposal Alternatives

Fee

Total Fee	16,800.00		
Percent Complete	100.00	Total Earned	16,800.00
		Previous Fee Billing	16,800.00
		Current Fee Billing	0.00
		Total Fee	0.00

Total this Task 0.00

Task 007 Report of Findings

Fee

Total Fee	13,900.00		
Percent Complete	100.00	Total Earned	13,900.00
		Previous Fee Billing	13,205.00
		Current Fee Billing	695.00
		Total Fee	695.00

Total this Task \$695.00

Total this Invoice \$1,475.00

Billings to Date

	Current	Prior	Total
Fee	1,475.00	128,525.00	130,000.00
Totals	1,475.00	128,525.00	130,000.00



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Councilman: Shawn Alder
Eltona Henderson
Steve Nebeker
Jefferson Jenkins
Gary Resinkin

City of Emmett
Mayor Gordon Petrie
Emmett City Council

Wednesday, May 23, 2018

RE: "LHTAC Key # 14393 – S Johns Avenue 4th Street to 12th Street, Emmett, Idaho payment # 30 to KELLER Associates in the amount of \$1,329.76."

[XXX] CONCUR for the following reasons:

- Approval letter dated 5/23/2018 from Emmett Public Works Department.

[] NON – CONCUR for the following reasons:

Sincerely,



City of Emmett

Bruce Evans

Superintendent
Public Works Department

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Protecting and providing quality public
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City of Emmett
Mayor Gordon Petrie
Emmett City Council

Wednesday, May 23, 2018

RE: "LHTAC Key # 14393 – S Johns Avenue 4th Street to 12th Street, Emmett, Idaho payment # 30 to KELLER Associates in the amount of \$1,329.76."

Mayor, City Council:

Attached is the LHTAC Key # 14393 – S Johns Avenue 4th Street to 12th Street, Emmett, Idaho payment # 30 to KELLER Associates in the amount of \$1,329.76 with the following explanation:

- Federal Highway Administration(FHA) grant funds at 92.66% match - \$1,232.16
- City of Emmett Funds at 7.34% match - \$97.60
- This work is for Final Design work. This payment will come from the water, sewer, & road funds 1/3 each.

I recommend the following motion to approve LHTAC Key # 14393 – S Johns Avenue 4th Street to 12th Street, Emmett, Idaho payment # 30 to KELLER Associates in the amount of \$1,329.76 with all funding agency approval and for the Mayor to sign document.



City of Emmett

Bruce Evans

**Superintendent
Public Works Department**

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Protecting and providing quality public
Improvements and services for City of Emmett

Bruce Evans
Telephone # 208-365-9569, Fax # 208-365-3064
E-mail: bevans@cityofemmett.org

**Local Highway Technical
Assistance Council**

3330 Grace Street
Boise, Idaho 83703

Phone 208.344.0565
Fax 208.344.0789
Toll Free 1.800.259.6841

www.lhtac.org



Mark Rekow
Chairman

Diana Thomas
Vice Chairman

Gilbert Hofmeister
Secretary/Treasurer

Jeff R. Miles, PE
Administrator

May 18, 2018

Sponsor: City of Emmet
Attention: Lyleen Jerome
EMAIL: ljerome@cityofemmett.org

Key No. 13493; S Johns Ave; E 12th to E 4th
Consultant to Pay: **Keller Associates**
Progress Report: 30
Amount to Pay: **\$1,329.76**

Agreement No. 9131

Dear Lyleen,

LHTAC has reviewed this invoice, please pay the consultant full invoice amount.

As a sponsor on a Federal-aid project, you can be reimbursed 92.66% of the invoice.

- ❖ Sign page two of the ITD-771 form as the "Second Reviewer" which is included in the invoice
- ❖ Submit a copy of your consultant payment and this invoice to: Bob Nelson, the ITD District 3 Records Inspector at bob.nelson@itd.idaho.gov

Please contact me if you have any questions.

Sincerely,

Wayne Herbel, P.E.
Agreement Administrator

Cc: Justin Walker – Keller Associates

Council Members

Association of Idaho Cities
Mayor Mac Pooler
City of Kellogg

Mayor Robert Berlin
City of Roberts

Mayor Diana Thomas
City of Weiser

Idaho Association of Highway Districts
Commissioner Neal Gier
Buhl Highway District

Commissioner Terry Werner
Post Falls Highway District

Commissioner Gilbert Hofmeister
Power County Highway District

Idaho Association of Counties
Commissioner Don Ebert
Clearwater County

Commissioner Mark Rekow
Gem County

Commissioner Todd Smith
Madison County

Ex-Officio Members
Jessica Harrison, Executive Director
Association of Idaho Cities

Nick Veldhouse, Executive Director
Idaho Association of Highway Districts

Seth Grigg, Executive Director
Idaho Association of Counties

City of Emmett

Project: STC-7169, S Johns Ave, E 12th to E 4th St

Project No.: A013(493)

Keller Associates, Inc

Key No.: 13493

Agreement No.: 9131

ITD-771 Form Number: 30
 Invoice number: 30
 Agreement Amount: \$ 337,000.00
 Supplemental #1 \$ 15,040.00
 Supplemental #2 \$ 55,850.00
 Additional Services:
 Total Agreement Amt: \$ 407,890.00

PSA #1: \$ 100,000.00
 PSA #2: \$ 100,000.00
 PSA #3: \$ 100,000.00
 PSA #4: \$ 37,000.00
 PSA #S-1 \$ 15,040.00
 PSA #S-2 \$ 55,850.00

Begin Work: 3/31/2015
 Complete Work: 9/30/2018

Work through: 3/31/2018
 Time Expired: 1096

Total Days: 1279

Percent Time Elapsed: 85.7%

Previous Payments: \$ 371,713.22
 This Invoice: \$ 1,329.76

Total Payments: \$ 373,042.98
 Percent of Payments Paid: 91.5%
 Percent of PSA 1 Paid: 100.0%
 Percent of PSA 2 Paid: 100.0%
 Percent of PSA 3 Paid: 100.0%
 Percent of PSA 4 Paid: 5.8%
 Percent of PSA S1-1 Paid: 100.0%
 Percent of PSA S1-2 Paid: 100.0%

Fixed Fee:

This Invoice	To Date	Negotiated Fee
\$142.47	\$29,278.68	\$32,219.00
0%	91%	

Work Authority Number: T133980

LHTAC charges through: 3-31-18	Budget	Charged	Remaining	Percentage Spent
LHTAC charged (PL)	\$75,000.00	\$71,197.49	\$3,802.51	94.93%

Invoice Reviewed by:
 Wayne A. Herbel, P.E.
 5/18/2018

PROFESSIONAL SERVICES AUTHORIZATION and INVOICE SUMMARY

Consultant: Keller Associates, Inc.Agreement No: 9131Billing Ref No: 913106Authorization No: 4**Agreement Amounts**

Original Agreement: \$337,000.00

Additional Services: \$0.00

Supplementals: \$70,890.00

TOTAL: \$407,890.00Consultant Invoice No: 30

PROJECT	Key Number	Project Number	Route	Location
	13493	A013(493)	STC-7169	S JOHNS AVE, E 12TH TO E 4TH ST, EMMETT

This document authorizes services to be performed as described below:

Number	Description	Amount
13493	Delivery of Complete PS&E Package	\$37,000.00
Compensation for Services Shall not Exceed:		\$37,000.00
Which Increases the Total Authorization Amount to		\$337,000.00

Authorization Issued (Agreement Administrator)

Authorization Accepted (Consultant)

Holly McClure 10-16-17
Signature: Date:

[Signature] 10/18/2017
Signature: Date:

Authorized Amount	Previous Invoices	This Invoice	Total to Date	Balance Authorized
\$37,000.00 ✓	823.22 ✓	1,329.76 ✓	2,152.98 ✓	34,847.02 ✓

Payment Requested (Consultant)

Payment Recommended (Agreement Administrator)

[Signature] 4/12/18
Signature: Date:

[Signature] 05/18/2018
Signature: Date:



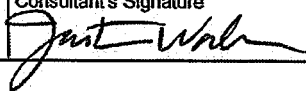
Professional Agreement Invoice and Progress Report

Idaho Transportation Department

ITD 0771 (Rev. 01-17)

itd.idaho.gov

This page must be filled out monthly by the Consultant and forwarded to the Agreement Administrator with the monthly invoice. If necessary, attach additional sheets for continuation.

Key Number 13493	Project Number A013(493)	Project Name S Johns Ave; E 12th to 4th, Emmett, ID	Date 4/5/2018
Agreement Administrator Wayne Herbel		Progress Report Number 30	Agreement Number 9131
Consultant's Name Keller Associates, Inc.			Report/Billing Period (From and To) 3/1/2018 - 3/31/2018
Prompt Payment To Subconsultant(s) Verified <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 4/5/2018		Authorization Number 4	Invoice Number 30
Describe Work Accomplished During the Month (List Major Activities that were in progress during this period and estimate the remaining time for each.) We are making some small progress on final design. Currently our engineering and drafting resources are committed on completing other ITD/LHTAC projects that have an earlier completion deadline.			
Summarize Work Completed to Date (Milestones Completed and Dates) (List Major Activities that were completed, including completion dates.) Final phase 1 report submitted to LHTAC on July 16, 2015 Final concept report submitted to LHTAC on October 30, 2015 Final Phase II/III report submitted to LHTAC on November 4, 2015 Final Phase IV report approved on February 5, 2016 Final Concept Report approved on March 8, 2016 Final Cultural Report submittal on March 15, 2016 Preliminary Design package submitted on March 14, 2016 Environmental Report Submittal on April 28, 2016 Public Hearing June 9, 2016 Environmental Evaluation Approval on Nov. 15, 2016 Submittal of Design Study Report on Nov. 15, 2016 Design Study Report Approved on January 11, 2017 Right-of-Way Plans Approved on June 6, 2017 Right of Way Acquisition completed in February 2018 (reported by City)			
List Information Required from ITD to Avoid Delays			
List Changes in Scope or Complexity that Requires a Supplemental Agreement or Time Adjustments The approval of the time extension is appreciated.			
Printed Name Justin Walker, P.E.	Title Project Manager	Consultant's Signature 	

Distribution: DRI (Original) - Project File

Copy - Prime Consultant

Professional Agreement Invoice and Progress Report

ITD 0771 (Rev. 12-15 LHTAC)
itd.idaho.gov

Idaho Transportation Department

Status Report This page must be completed by the Agreement Administrator

A completed status report must accompany all Agreement invoices recommended for payment. The requested percentage of progress measurements for this report/billing period are required.

Key Number 13493	Program Number A013(493)	Progress Report Number 30	Agreement Number 9131
Agreement Time 1279 days	Time Passed 1096 days	Percent of Agreement Time Elapsed 85.7 %	Percent of Work Completed 90.0 %
Original Agreement Amount \$337,000.00	Supplemental(s) \$70,890.00	Current Agreement Amount \$407,890.00	Payments (Including this Payment) \$373,042.98
Percent of Agreement Dollars Paid 91.5 %			
Prompt Payment to Subconsultant(s) Verified <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Fixed Fee \$142.47	To Date \$29,278.68
Negotiated \$32,219.00			
If There is a Significant Variance Between the Percentages, Please Explain 			
Consultant Invoice Number 30		This Payment Amount \$1,329.76	
Report Reviewed By Wayne A Herbel, PE			Review Date 05/18/2018

Consultant Performance To Be Completed Monthly by the Agreement Administrator

Work planned for this period was completed <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Quality of work was completed satisfactory <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Discussed performance with Consultant <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Explain Discussed schedule and budget with Justin Walker. He will submit a plan for meeting schedule and budget.		
Performance: Describe the Consultants performance during this period Work has been stalled due to Right of Way acquisition by the sponsor. Consultant has requested and been granted a contract time extension. Consultant should still work to mitigate time lost. Project schedule seems to be getting out of balance with project billing. At this time, 91% of the project budget has been billed, but Final Design has not been completed. Final design submittal is typically at about 75-80% of project completion. Recommend that the consultant review and assess project schedule and budget and submit an update to the agreement administrator.		
Response from Consultant: 		

- ☒ **Progress Payment:** I certify that the Agreement provisions have been reviewed, the invoice amount checked, progress is substantiated, significant material expenses have support documentation (receipts), and the costs billed are project related and represent the work accomplished. I hereby approve the progress estimate for payment.
- ☐ **Final Payment:** I certify that all work under the terms of the Agreement has been satisfactorily completed, any capital assets acquired have been delivered or value received, an affidavit of indebtedness received, and the project reviewed or audited and costs verified for work performed. I hereby approve final payment under the Agreement.

Agreement Administrator's Signature 	Date 05/18/2018	Second (Independent) Reviewer's Signature
---	---------------------------	---

Statement No. 30
April 5, 2018
Keller Project No. 215034-000

Mr. Wayne Herbel
LHTAC
3330 Grace St.
Boise, ID 837403

STC-7169 S Johns Ave, E 12th to E 4th St., Emmett
Project No. A013(493) - Key No. 13493

Professional Services: March 1, 2018 through March 31, 2018

NAME	TOTAL HOURS	RATE	=	COST
Carroll, Dawn	2.5 ✓	\$25.30 ✓	=	\$63.25 ✓
Cushing, Morgan	1 ✓	\$17.00 ✓	=	\$17.00 ✓
Hulslander, Eric	4 ✓	\$45.12 ✓	=	\$180.48 ✓
Walker, Justin	4 ✓	\$47.60 ✓	=	\$190.40 ✓
	<u>11.5</u>			<u>\$451.13 ✓</u>
	Combined Multiplier	1.6318 ✓		<u>\$736.15 ✓</u>
LABOR AND INDIRECT COST:				<u>\$1,187.28 ✓</u>
FIXED FEE (Proration of Labor Not-to-Exceed \$26,009.00) 12% ✓				<u>\$142.47 ✓</u>
TOTAL KELLER ASSOCIATES LABOR COST:				\$1,329.76 ✓
<hr/> DIRECT COSTS <hr/>				
SUBCONSULTANTS:				
				<hr/>
TOTAL SUBCONSULTANTS:				\$0.00
KELLER REIMBURSABLE EXPENSES				
				<hr/>
TOTAL REIMBURSABLES:				\$0.00
TOTAL AMOUNT DUE THIS INVOICE:				<u>\$1,329.76 ✓</u>

Project	215034-000	Emmett - S. Johns Ave; E 12th to E 4th	Invoice	0000030
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Billing Backup

Thursday, April 5, 2018

Keller Associates, Inc.

Invoice 0000030 Dated 4/5/2018

1:46:27 PM

Project	215034-000	Emmett - S. Johns Ave; E 12th to E 4th KN 13493 (LHTAC)
---------	------------	---

Task	001	Project Management
------	-----	--------------------

Professional Personnel

			Hours	Rate	Amount
00005	Carroll, Dawn	3/1/2018	1.00	25.30	25.30
00005	Carroll, Dawn	3/28/2018	.50	25.30	12.65
00167	Cushing, Morgan	3/1/2018	.50	17.00	8.50
00167	Cushing, Morgan	3/12/2018	.50	17.00	8.50
00017	Walker, Justin	3/1/2018	1.00	47.60	47.60
00017	Walker, Justin	3/2/2018	.50	47.60	23.80
00017	Walker, Justin	3/5/2018	.75	47.60	35.70
00017	Walker, Justin	3/12/2018	.50	47.60	23.80
00017	Walker, Justin	3/15/2018	.75	47.60	35.70
00017	Walker, Justin	3/27/2018	.50	47.60	23.80
Totals			6.50		245.35
Total Labor					245.35

Total this Task \$245.35

Task	006	Right-of-Way (ROW) Plans
------	-----	--------------------------

Professional Personnel

			Hours	Rate	Amount
00005	Carroll, Dawn	3/2/2018	1.00	25.30	25.30
Totals			1.00		25.30
Total Labor					25.30

Total this Task \$25.30

Task	007	Final Design
------	-----	--------------

Professional Personnel

			Hours	Rate	Amount
00041	Hulslander, Eric	3/1/2018	1.00	45.12	45.12
00041	Hulslander, Eric	3/5/2018	1.00	45.12	45.12
00041	Hulslander, Eric	3/9/2018	2.00	45.12	90.24
Totals			4.00		180.48
Total Labor					180.48

Total this Task \$180.48

Total this Project \$451.13

Total this Report \$451.13

KELLER
ASSOCIATES



131 SW 5th Ave, Suite A
Meridian, ID 83642
(208) 288-1992

Mr. Wayne Herbel
LHTAC
3330 Grace St.
Boise, ID 837403

Statement No. 30
April 5, 2018
Keller Project No. 215034-000

STC-7169 S Johns Ave, E 12th to E 4th St., Emmett
Project No. A013(493) - Key No. 13493
Agreement No. 9131

Original Contract Cost Plus Fixed Fee:	\$337,000.00
Supplemental No. 1	\$15,040.00
Supplemental No. 2	\$55,850.00
	<u>\$407,890.00</u>

PSA No. 1 (Approved)	\$100,000.00
PSA No. 2 (Approved)	\$100,000.00
PSA No. 3 (Approved)	\$100,000.00
PSA No. 4 (Approved)	\$37,000.00
PSA Supplemental No. 1 - S-1 (Approved)	\$15,040.00
PSA Supplemental No. 2 - S-1 (Approved)	\$55,850.00
TOTAL PSA'S	<u>\$407,890.00</u>

Previous Billings: \$371,713.22

Current Billings: \$1,329.76

Total Billed To Date: \$373,042.98

Amount Remaining in Approved PSA: \$34,847.02

Total Previous Billings: \$371,713.22

Total Billings Paid to Date: \$365,985.40

Total of Previous Unpaid Billings: \$5,727.82

Current Billing: \$1,329.76

Submitted By:
KELLER ASSOCIATES, INC.

Justin Walker, P.E.

GROWING POSSIBILITIES ►

Project: STC-7169, S John's Ave, E 12th to E 4th St, Emmett		Sponsor: City of Emmett			
Project No.: A013(493)		Consultant: Keller Associates			
Key No.: 13493		Agreement No.: 9131			
ITD Project True Minimum Milestones:					
	Planned	Revised	Actual	Percent Complete	
Planning	State/Local Agreement Design				
	Project Charter & Schedule				
	Consultant Agreement 3/31/2015				
Conceptual Design	Notice to Proceed 3/31/2015 100%				
	Kick-off Meeting	4/29/2015	4/29/2015	100%	
	Phase I Rpt or Waiver	5/26/2015	7/21/2015	100%	
	Final Concept Report	7/10/2015	11/15/2015	10/30/2015 100%	
	Final TS&L Report (Bridge)	N/A	N/A	N/A	
Preliminary Design	Concept Approval	8/17/2015	12/1/2015	3/8/2016 100%	
	Phase II Report	8/18/2015	10/29/2015	11/4/2015 100%	
	Phase III Report	9/29/2015	11/2/2015	11/4/2015 100%	
	Preliminary Design Package Sub.	10/22/2015	3/14/2016	3/14/2016 100%	
	Preliminary Design Review	10/23/2015	4/4/2016	4/13/2016 100%	
	Hydraulics Rpt - Fm 210 Approval (BR)	10/7/2015	2/26/2016	N/A N/A	
	Phase IV Rpt Approval (Bridge)	N/A	N/A	N/A N/A	
	Situation & Layout Approval (Bridge)	N/A	N/A	N/A N/A	
	Biological Evaluation Approval	N/A	N/A	N/A N/A	
	Cultural Resource Report	7/29/2015	12/2/2015	12/14/2015 100%	
	Cultural Resource Report Approval	10/9/2015	2/12/2016	4/16/2016 100%	
	Wetlands Delineation Report	N/A	N/A	N/A N/A	
	Environmental Evaluation Report	10/23/2015	2/26/2016	4/28/2016 100%	
	Environmental Document Approval	2/1/2016	6/15/2016	11/15/2016 100%	
	Public Hearing Submittal or Waiver	4/6/2016	6/22/2016	6/9/2016 100%	
	Hearing Complete (Wavier)	3/9/2016	6/23/2016	6/9/2016 100%	
	Design Approval	4/25/2016	8/9/2016	1/1/2017 100%	
	Final Design	Initiate R/W Purchase Process	4/26/2016	1/19/2017	5/10/2017 95%
		Phase V Rpt Submittal	11/10/2015	12/14/2016	12/10/2015 100%
		Final Design Submittal	11/24/2016	6/23/2017	70%
Final Design Review		11/25/2016	7/17/2017	0%	
R/W Certifiable (ITD)		ITD	ITD	95%	
PS&E	Agreements/Permits Complete	ITD	ITD	0%	
	PS&E Submittal	3/28/2017	12/20/2017	0%	
	Environmental Re-Evaluation			0%	
	RE File Submittal	3/30/2017	12/22/2017	0%	
Construction	State/Local Agreement Construction				
	Project Design Close-out				
	Project Construction Close-out				

	NTP	Completion
Original Agreement	3/31/2015	3/31/2017
Supplemental Agreement #1	9/28/2015	6/16/2017
Supplemental Agreement #2	8/12/2016	8/13/2017
Supplemental Agreement #3		
Time Extension Modification	11/29/2016	9/30/2018

KELLER
ASSOCIATES



131 SW 5th Ave, Suite A
Meridian, ID 83642

(208) 288-1992

April 5, 2018

Wayne Herbel
LHTAC
3330 Grace Street
Boise, ID 83703

Re: **S Johns Ave; E 12th to E 4th, Emmett, ID**
Project No. A013(493), Key No. 13493

Dear Wayne:

Attached is a project update package including ITD 771 Progress Report No. 30, Invoice Statement No. 30, completed PSAs, and project schedule.

Please contact me at (208) 288-1992 if you have any questions.

Sincerely,

KELLER ASSOCIATES, INC.

Justin Walker, P.E.
Project Manager

MAY 12 2018

215034/PM/PR/INV

GROWING POSSIBILITIES



May 23, 2018

To: The Mayor and City Council
City of Emmett, Idaho
501 E. Main
Emmett, ID 83717

We are pleased to confirm our understanding of the services we are to provide City of Emmett for the year ended September 30, 2018. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of City of Emmett as of and for the year ended September 30, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), budget comparison, to supplement City of Emmett's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Emmett's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Budgetary Comparison Schedules.
- 2) GASB-required supplementary pension.

We have also been engaged to report on supplementary information other than RSI that accompanies City of Emmett's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole:

- 1) Combining Schedules.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of City of Emmett and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of City of Emmett's financial statements. Our report will be addressed to governing board of City of Emmett. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that City of Emmett is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors are limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Emmett's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of City of Emmett in conformity with U.S. generally accepted accounting principles based on information provided by you and assist with the preparation of the depreciation schedule with our software. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, and contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous

financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the governing body; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Zwygart John & Associates CPAs, PLLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to proper regulatory agencies or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Zwygart John & Associates CPAs, PLLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jared Zwygart, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be \$8,850. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to City of Emmett and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Zwygart John & Associates CPAs, PLLC

RESPONSE:

This letter correctly sets forth the understanding of City of Emmett.

Signature: _____

Title: _____

Date: _____



SYSTEMS ADMINISTRATION

CITY OF EMMETT

501 E. MAIN ST.— EMMETT, ID 83617

PHONE (208) 398-2100

WWW.CITYOFEMMETT.ORG

"Driven by innovation"

Council Report Highlights for May 2018

- We are excited that in May we were able to close out the current Idaho Gem Grant for the fiber section of the S. Johns Ave. project. We have purchased the remaining conduit and pull boxes needed to complete the rest of the path to the water treatment facility at the 12th Street ballfields.
- With the previous grant complete, we are gearing up to apply for the next round of grant funding through the Idaho Gem Grant. The application is due June 18th and we will be seeking \$50,000 (the max) to install fiber optic conduit that will run through a section of the downtown business district and will also allow us to pick up the fire department and library. I will provide a map of the route at the council meeting to give a visual reference and more details.
- Things with the Idaho Regional Optical Network are going awesome. We have on the agenda for the council the actual service order which consists of the details regarding our swap agreement that we have negotiated. If council makes the approval then they are ready to install their piece of equipment and move forward.
- I have mentioned in the past the Utah Reference Network (TURN). They have reached out again in May to pick back up the conversation about Emmett hosting a base station for GIS and survey mapping equipment/people. This base station would connect using our fiber broadband to link up with other base stations across the state. We are current users of this system and it saves a ton of time in not having to post process our GIS data after it is collected in the field. In short they provide us a \$22,000 base station free of charge and we provide the facility to mount the antenna (about the size of a DirecTV dish) and connect them to our broadband. We also get free access to the system for our GIS equipment. I am currently working through a draft agreement and will have more info on this at an upcoming council meeting. Good stuff.
- SCADA upgrade on the Water distribution side is winding down. At the end of May we converted everything over to our current network. It had historically been running on the original and very slow network that was setup almost 20 years ago. Now everything is switched over to the city network and we are able to monitor and manage that network in many ways that we were not able to on the old network. We look forward to finishing this project up in June.

MISSION: Provide effective technology support, services, design, and implementation for the City of Emmett; while enhancing productivity, safeguarding information, and economically planning and preparing for the future.

IRON

IDAHO REGIONAL
OPTICAL NETWORK

Service Order

Service Order Number: 1075-1		Order Type: New	
Associate Name	City of Emmett	MSA #	255
Contact Info:		Phone:	Email:
Order Contact	Mike Knittel	(208) 398-2100	mknittel@cityofemmett.org
Tech / Design Contact	Mike Knittel	(208) 398-2100	mknittel@cityofemmett.org
Test / Turnup Contact	Mike Knittel	(208) 398-2100	mknittel@cityofemmett.org
Billing Contact	Mike Knittel	(208) 398-2100	mknittel@cityofemmett.org
Billing Address	501 E. Main St.		Order Dates
City, State, Zip	Emmett, ID 83617		Order Date: 6/13/2018
Associate Order No			Requested Due Date:
Service Order 1075-1 Layer 1 & 2			
Layer 1 Service:		Location Information	
Layer 1 Service: Copper TX		Location:	A Z
Connector Type: RJ45		Description:	EMM01 City of Emmett, 316 E Park St. BOI02 Level 3 POP, 435 W. McGregor Drive
		Phys. Address:	
Layer 2		Suite:	
CIDR Mb/s:		City:	
VLAN Tags: TBD		State / Zip Code:	
Transport		Site Contact:	
Circuit Protection: Unprotected		Site Phone No:	
Circuit Bandwidth:		Maint. Contact:	
Local Loop		Maint. Phone No:	
Associate Owned Local Loop: Yes		Additional Information	
Local Access Vendor:	CenturyLink		
Vendor Contact Name:			
Vendor Contact Phone:			
Vendor Contact Email:			
Ckt ID for Disco, Up/Downgrade:	TBD		
Service Order 1075-1 Layer 3			
ASN:		Protocol (Static/EBGP)	N/A
ARIN Allocated IPs (Y/N). If "Y", please specify below.	No	IPs Allocated:	N/A
IP Address Range Requested (i.e. /27)			
Additional Instructions:			
Service Order 1075-1 Services, Pricing and Charges. IRON USE ONLY			
Services			
<u>Service Code</u>	<u>Qty</u>	<u>Charge Type</u>	<u>Rate</u>
COLO-Credit	-1	Monthly	\$400.00
L2-Credit	-200	Monthly	\$4.00
COM-L3-PER MB	300	Monthly	\$4.00
Pricing and Charges			
Non-Recurring Charges			\$0.00
Recurring Charges			\$0.00
Contract Term (Months)			12
Service Description			
IRON to provide 300 Mbps of commodity IP service to the city in exchange for 200 Mbps transport for IRON's use, and up to 1/2 rack of equipment space and up to 20a power. City of Emmett will provide a minimum of 1Gbps of Ethernet bandwidth between locations A and Z listed above.			

Service Order Terms and Conditions

Associate approves and accepts this Service Order, which fully incorporates the IRON Standard Terms and Conditions or Master Services Agreement. Requested Due Date is subject to IRON's internal provisioning intervals, which are specific to service type and facility availability. Provisioning interval begins after receipt of this signed Service Order and all required documentation. IRON will provide a firm due date to customer upon receipt of all required information.

This Service Order shall begin on the Install Date for the period specified ("Service Term"). The term of this Service Order will automatically renew for one (1) year periods according to the terms of the Master Services Agreement until terminated by either Party upon written notice at least thirty (30) days prior to the end of the Service Term. Associate shall continue to be responsible for payment to IRON for the Services to be terminated through the end of Service Term. After the Service Term and during any Service Renewal Term, IRON reserves the right to increase rates for any services provided thereunder upon at least thirty (30) days' notice. IRON reserves the right to limit bandwidth consumption by Associates until necessary capacity increases can be implemented. All last-mile costs, cross-connects, and other expenses purchased through IRON for connectivity will be passed through at cost plus 15%.

Customer acknowledges that the individual signing below has full and complete authority to bind Customer.


Reviews

General Manager: mg
Network: bjj

Signatures

Idaho Regional Optical Network, Inc.

Associate: City of Emmett

Signature: 

Signature: _____

Printed Name Michael Guryan

Printed Name _____

Title: General Manager

Title: _____

Date: 06/04/2018

Date: _____