

City of Emmett Council Meeting

December 12, 2023

Regular Meeting

The Emmett City Council held a meeting at 501 E. Main Street, Emmett, Idaho.  
Mayor Petrie called the meeting to order at 7:00 p.m.  
Mayor Petrie led the Pledge of Allegiance  
Hugh Orr offered the Community Invocation

**Council Present:** Council President Steve Nebeker, Councilor Gary Resinkin, Councilor Denise Sorenson, Councilor Jody Harris, Councilor Tom Butler, Councilor Tona Henderson

**Council Present by Phone** – None

**Council Absent:** - None

**City Attorney:** Jake Sweeten

**Staff Present:** Lyleen Jerome, Brian Sullivan, Clint Seamons, Steve Kunka, Alyce Kelley, Curt Christenson,

**Public Present:** Jethro Batchelor, 904 S. Mckinley, Emmett; Christina Allen, 900 Robin Lane; Susan Martinez, 2425 Red Tail; Carla Porath, 403 E. 2<sup>nd</sup> St; Forrest Tomlin, 2450 Jackson Avenue

**Public Present via telephone:** None

**Amendments to the Agenda:** None

**Declaration of Conflict of Interest:** Councilor Jody Harris asked to be recused on Consent Agenda items and Councilor Gary Resinkin asked to be recused on Item 7D

**Declaration of Council Members' Discussion Outside an Open Meeting:** None

**ELECTED OFFICIALS:**

**Mayor – Proclamation** – Support Building Six Pickleball Courts in City Park, accepted by Christina Allen, and Susan Martinez of the pickleball organization along with a \$1,000 donation from the Mayor Walking Challenge sponsored by Blue Cross of Idaho.

**City Council** - None

**Announcements and Good of the Order** – None

**CONSENT AGENDA:**

**Approval of Minutes** – November 14, 2023 – Regular Council Meeting

**Approval of Accounts Payables**

**Approval of Permits** – Bartenders: David Burkhart, Michael Giery, Susan Jenkins, Ryan Morton, Brandon Fry, Donna Hauser, Daniel Wille, Wendy Fitzgerald, Jefferson Jenkins, James Johnson, Sonja Napier, Angela Gabiola, Sarah Story, David Frisbee, Jenny Jensen, Samantha Johnson, Cynthia Snook, James German, Kelli Ruel, Francis Frisbee, Larry Jenkins, Sarah King, Daedra Rhode, Raul German, Kirk Wille  
Councilor Resinkin **MOVED TO APPROVE THE CONSENT AGENDA.** Seconded by Councilor Henderson  
**Motion carried by voice vote.**

**BUSINESS:**

Alyce Kelley, Library Director requests approval to place a donated greenhouse on the library property. The building was constructed by Webb Ranch and they are donating the structure to the library for a fundraiser. Council President Nebeker **MOVED TO APPROVE DISPLAYING THE GREENHOUSE BUILT BY WEBB RANCH ON LIBRARY PROPERTY FOR THE PURPOSE OF A FUNDRAISER.** Seconded by Councilor Henderson. **Motion carried by voice vote.**

Alyce Kelley, Library Director requests approval of Wright Brother Building Company Construction Proposal and Supplement. Councilor Henderson **MOVED TO APPROVE WRIGHT BROTHER BUILDING COMPANY CONSTRUCTION PROPOSAL AND SUPPLEMENT IN THE AMOUNT OF \$52,362.00 WITH THE MAYOR TO SIGN.** Seconded by Councilor Resinkin. Roll call vote: Council President Nebeker – AYE, Councilor Butler – AYE, Councilor Harris – AYE, Councilor Henderson – AYE, Councilor Resinkin – AYE, Councilor Sorenson – AYE. **Motion carried 6-AYES, 0-NOES**

Lyleen Jerome, City Clerk/Treasurer requests approval of **Resolution #R2023-04 A RESOLUTION AUTHORIZING THE CITY TREASURER TO PAY CERTAIN VENDORS PRIOR TO SUBMITTING THE BILLS TO THE COUNCIL, AND ESTABLISHING AN EFFECTIVE DATE.** Councilor Henderson **MOVED TO APPROVE RESOLUTION #R2023-04,** seconded by Councilor Sorenson. **Motion carried by voice vote.**

Lyleen Jerome, City Clerk/Treasurer requests approval of 2024-2025 Gem County/City of Emmett Dispatch Funding Agreement. Council President Nebeker **MOVED TO APPROVE GEM COUNTY/CITY OF EMMETT DISPATCH FUNDING AGREEMENT IN THE AMOUNT OF \$42,954.39 FOR FISCAL YEAR 2024-2025 WITH MAYOR TO SIGN.** Seconded by Councilor Henderson. Roll call vote: Council President Nebeker – AYE, Councilor Butler – AYE, Councilor Harris – AYE, Councilor Henderson – AYE, Councilor Sorenson – AYE. **Motion carried 5-AYES, 0-NOES, 1 RECUSAL.**

Lyleen Jerome, City Clerk/ Treasurer requests approval of the November 7<sup>th</sup> Canvass of Elections Results of Gem County. Council President Nebeker **MOVED TO APPROVE THE NOVEMBER 7<sup>TH</sup> CANVASS OF ELECTIONS RESULTS OF GEM COUNTY.** Seconded by Councilor Harris. **Motion carried by voice vote.**

City of Emmett Council Meeting

December 12, 2023

Regular Meeting

GEM COUNTY RESULTS  
November 7, 2023

Precinct	CITY OF EMMETT MAYOR		CITY OF EMMETT CITY COUNCIL				EMMETT SCHOOL DISTRICT #221 SCHOOL BOARD TRUSTEE								
	Gordon Petrie	Chuck Rolland	Jethro Batchelor	Tom Butler	Tona Henderson	Denise Sorenson	Nita Barnard	Mona (Moebae) Barnes	Tim Brady	Adam Buck	Janet Drake	Mike Garner	Derrick Oxnam	Gandryel Romrell	D'on M. Walleimre
01-CENTRAL	100	81	61	132	131	136	59	40	61	97	60	88	24	24	11
02-NORTH EMMETT	83	87	47	131	122	135	51	33	79	90	58	78	26	22	14
03-BUTTEVIEW	117	85	62	149	142	147	56	40	75	105	72	101	37	27	8
04-SOUTH EMMETT	101	78	71	132	126	129	49	34	72	90	60	87	37	24	9
05-WEST EMMETT	17	11	16	24	17	21	43	51	86	110	71	91	45	37	9
06-EMERSON	48	25	22	53	47	59	50	59	113	109	90	105	35	39	16
07-LINCOLN	79	29	27	93	72	84	94	36	66	109	104	140	41	20	45
08-LETHA							28	34	59	73	49	81	72	22	6
09-HANNA							55	29	73	126	92	139	79	39	10
10-BRICK							58	37	71	94	71	114	39	32	7
11-BENCH							70	42	67	100	59	103	42	32	14
12-SWEET/MONTOUR							18	17	65	63	26	68	18	28	6
13-OLA							27	3	15	10	37	30	1	6	3
14-EARLY VOTE	58	52	29	94	76	90	79	37	75	105	87	135	43	27	12
14-ABSENTEE	45	53	31	79	62	80	91	51	82	105	104	129	52	31	16
CO. TOTAL	648	501	366	887	795	881	828	543	1,059	1,386	1,040	1,489	591	410	186

Clint Seamons, Public Works Director requests approval of the Arbor Day Foundation 2023 Tree City USA Application. Councilor Resinkin **MOVED TO APPROVE ARBOR DAY FOUNDATION 2023 TREE CITY USA APPLICATION FOR CERTIFICATION WITH THE MAYOR TO SIGN.** Seconded by Councilor Henderson. Motion carried by voice vote.

Clint Seamons, Public Works Director requests approval of the Federal Surplus Property Program Eligibility Application. Councilor Butler **MOVED TO APPROVE THE FEDERAL SURPLUS PROPERTY PROGRAM ELIGIBILITY APPLICATION WITH THE MAYOR.** Seconded by Councilor Resinkin. Roll call vote: Council President Nebeker – AYE, Councilor Butler – AYE, Councilor Harris – AYE, Councilor Henderson – AYE, Councilor Resinkin – AYE, Councilor Sorenson – AYE. Motion carried 6-AYES, 0-NOES

**ACTIVITY REPORTS:**

- Building Official/City Planner – Brian Sullivan – Reported
- City Clerk, Lyleen Jerome – Reported
- Fire Chief, Curt Christensen – Absent
- Library Director, Alyce Kelley – Reported
- Police Chief, Steve Kunka – Reported
- Public Works, Clint Seamons – Reported
- IT Systems Director, Mike Knittel – Absent

**EXECUTIVE SESSION 74-206(f)**

Council President Nebeker **MOVED TO ENTER INTO EXECUTIVE SESSION 74-206(F)** Seconded by Councilor Henderson. Roll call vote: Council President Nebeker – AYE, Councilor Butler – AYE, Councilor Harris – AYE, Councilor Henderson – AYE, Councilor Resinkin – AYE, Councilor Sorenson – AYE. Motion carried 6-AYES, 0-NOES

Council President Nebeker **MOVED TO EXIT EXECUTIVE SESSION 74-206(f)** Seconded by Councilor Resinkin. Role call vote: Council President Nebeker – AYE, Councilor Butler – AYE, Councilor Harris – AYE, Councilor Henderson – AYE, Councilor Resinkin – AYE, Councilor Sorenson – AYE. Motion carried 6-AYES, 0-NOES

**DECISION OF EXECUTIVE SESSION** – None

**ADJOURN**

Councilor Butler **MOVED TO ADJOURN.** Seconded by Councilor Butler. Motion carried by voice vote.

Meeting adjourned at 8:02 p.m.

Mayor Gordon Petrie

Lyleen Jerome, City Clerk



# CITY OF EMMETT

## Bartender Permit Checklist

Applicant Name TARYN SHEMWELL

Date Application Received 12/13/23 By SR

- New Application  Renewal Application
- Application Notarized
- Fingerprint Receipt Attached (New only)
- Copy of Driver's License Attached
- Permit Fee Paid
- Temporary Permit Language added to Receipt (New only)

### Police Department

- Background Check *[Signature]*
- Emmett Police Name/Records Check
- Gem County Sheriff's Name/Records Check
- Application Approved
- Application Denied
- [Signature]* 12-14-23  
Chief of Police (signature) Date
- Fingerprint Results Attached (New only) \_\_\_\_\_

### City Council

- Added to Council Agenda for approval
- City Council Approved Yes  No  \_\_\_\_\_  
Council Date

### Official Permit

- Created \_\_\_\_\_
- Mailed \_\_\_\_\_

Tracking # \_\_\_\_\_





**Office of the City Clerk**  
**501 East Main Street**  
**Emmett, Idaho 83617**

# City Council Regular Meeting 2024 Annual Schedule

The City of Emmett has established by ordinance the time and days in which to hold Regular City Council Meetings. These meetings are to be held at 7:00 p.m. on the second and fourth Tuesdays of the month at City Hall, 501 E. Main, Emmett, ID.

Listed below are the dates for City Council Meetings in 2024  
As approved by City Council on December 19, 2023

<b>Month</b>	<b>2<sup>nd</sup> Week</b>	<b>4<sup>th</sup> Week</b>
January	9th	23rd
February	13th	27th
March	12th	26th
April	9th	23rd
May	14th	28th
June	11th	25th
July	9th	23rd
August	13th	27th
September	10th	24th
October	8th	22nd
November	5th (1 <sup>st</sup> Tuesday)	19th (3 <sup>rd</sup> Tuesday)
December	3 <sup>rd</sup> (1 <sup>st</sup> Tuesday)	17th (3 <sup>rd</sup> Tuesday)





**501 East Main Street  
Emmett, Idaho 83617**

## **2024 HOLIDAY CLOSURE SCHEDULE**

<b>NEW YEAR'S DAY</b>	Monday	01/01/24
<b>MARTIN LUTHER KING DAY</b>	Monday	01/15/24
<b>PRESIDENT'S DAY</b>	Monday	02/19/24
<b>MEMORIAL DAY</b>	Monday	05/27/24
<b>JUNETEENTH</b>	Wednesday	06/19/24
<b>INDEPENDENCE DAY</b>	Thursday	07/04/24
<b>LABOR DAY</b>	Monday	09/02/24
<b>COLUMBUS DAY</b>	Monday	10/14/24
<b>VETERANS DAY</b>	Friday	11/11/24
<b>THANKSGIVING</b>	Thursday Friday	11/28/24 11/29/24
<b>CHRISTMAS EVE</b>	Tuesday (close at 12:00 p.m.)	12/24/24
<b>CHRISTMAS DAY</b>	Wednesday	12/25/24



**EMMETT PUBLIC WORKS DEPARTMENT**  
601 East 3<sup>rd</sup> Street - Emmett, Idaho 83617  
**Clint Seamons, Public Works Director**

Thursday, December 14, 2023

Mayor, City Council:

I am requesting a **MOTION** to approve payment to **NORTHWEST INDUSTRIAL REPAIR** in the amount of **\$16,996.19** for an equalizer blower for the wastewater treatment plant.

Attached is the invoice and procurement/sole source letter for your review.

Thank you,

Clint Seamons, Public Works Director



21850 88th Place S - Kent, WA 98031-2471  
 NWINDUSTRIALREPAIR.COM

TEL (253)872-2000

FAX (253)872-7033

# Invoice

Date	Invoice#
12/4/2023	23-342

<b>Bill To:</b>
City Emmett Public Works 501 E Main Emmett, ID 83617

<b>Ship To:</b>
City of Emmett WWTP 1478 Cascade Rd, Emmett, ID 83617 PO# 26 435 807

PO#	Terms	Date Due	Ship Date	Shipped Via		Placed By	
26 435 807	Net 15	12/19/2023	11/13/2023	Prepay & Add		Andrew	
Qty Req	Description			B/O	Shipped	Price Each	Amount
1	6024-A4L2CV2-A Equalizer Blower Freight  Saia Tracking# 107076841301			0	1 1	16,364.00 632.19	16,364.00 632.19
<i>Thank you for your Business!</i>						<b>Total</b>	<b>\$16,996.19</b>



**MD-Kinney**

4840 W. Kearney St. | Springfield, MO 65803

P: (417) 865-8715 | F: (417) 865-2950

May 23, 2023

Northwest Industrial Repair, Inc.  
21850 88<sup>th</sup> Place South  
Kent, WA 98031

Subject: Authorized Distributor, Service Center and Representative since 1995

Dear Valued Customer:

M-D Kinney is pleased to re-announce the appointment of Northwest Industrial Repair, Inc. as our exclusive full stocking Authorized Service Center, Distributor and Representative for industrial blowers for Alaska, Idaho, Montana, Oregon and Washington.

Northwest Industrial Repair, Inc. is a well-established and highly regarded organization located in Kent, WA. The Company has been operating in the Pacific Northwest markets since 1994. Today, in addition to equipment sales, they provide application engineering; system engineering; including process design and integration, fabrication services, equipment repair and field service as well as construction and installation under their engineering services group Northwest Flow Technologies.

They have been a long standing Authorized Service Center and Distributor for over 23 years.

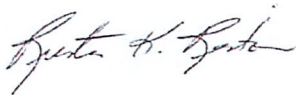
Company details are as follows:

Northwest Industrial Repair, Inc.  
21850 88<sup>th</sup> Place South  
Kent, WA 98031  
(253) 872-2000  
[www.nwindustrialrepair.com](http://www.nwindustrialrepair.com)

Northwest Industrial Repair, Inc.  
62 W 465 N, #3  
Blackfoot, ID 83221  
(208) 715-0039

If you have any additional questions or comments, do not hesitate in giving me a call at 909-472-9422.

Sincerely,



Rustin Ristow  
Regional Sales Manager  
MD-Kinney

# Memo

**To:** Mayor and City Council

**From:** Brian Sullivan

**CC:**

**Date:** 12/13/23

**Re:** Request for Extension of Groveland PUD – December 19, 2023 City Council Mtg

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Please find attached a request from Dennis R. White, (owner) for a time extension to the approved Preliminary Plat (PUD) for Groveland PUD Subdivision. I recommend this item be placed on the December 13, 2023 City Council meeting for review by the City Council. It does not require a public hearing but should receive a formal motion to either approve or deny.

The applicant, KB Homes Idaho LLC, received the Special Use Permit, PUD, and Preliminary Plat approval on November 18, 2022. This is a PUD subdivision, which allows construction to begin within 2 years of written approval, and up to 5 years to record the final plat. The subdivision ordinance gives 18 months to record a final plat or ask for a time extension. Because this is a PUD subdivision, staff's interpretation of the code is we will follow the PUD ordinance.

KB Homes LLC has abandoned this project and the land owner, Dennis R. White and Willean White have requested a time extension of the preliminary plat. Staff is in support of this time extension for 1 year from the date of the written decision. The ordinance does not specify conditions under which an approval is granted or not. So, it is my interpretation that the City Council may grant the time extension based on any reasonable reason for the delay

Sec. 9-9-13.-Expiration and extension of approval period.

The approval of a development plan for a PUD shall be for a period not to exceed five years to allow for preparation and recording of the required subdivision plat and the development of the project. If no construction has begun within two years after approval is granted, the approved development plan shall be void. An extension of the time limit or modification of the approved development plan may be approved if the city finds that such extension or modification is not in conflict with the public interest.

Possible motion:

I recommend approval of a one-year time extension to start construction of Groveland PUD Subdivision PUD with an option to file another extension upon showing good cause. Construction must start two years from the written date of approval, which will be November 18, 2024.

December 4, 2023

Brian P. Sullivan  
Building Official/Zoning Administrator  
601 E. 3<sup>rd</sup> Street  
Emmett, ID 83617

Dear Mr. Sullivan,

I respectfully request an extension of the approval for the Grove Subdivision in Emmett that borders East 4<sup>th</sup> Street and South Substation Road.

The reason for the request is due to the developers growing concern with the continuing increase of prime rate, which could prevent the sale of homes in the new development. The developer proceeded to secure final approval in spite of their notifications, that they could not see their plans as viable at this time.

Thank you for your time and consideration of this matter.

Sincerely,

A handwritten signature in cursive script that reads "Dennis R. White". The signature is written in black ink and is positioned below the word "Sincerely,".

Dennis R. White  
704 East 2<sup>nd</sup> Street  
Emmett, ID 83617  
208-365-8260





**CITY OF EMMETT**  
**Building & Public Works**  
**Department**  
**601 E. 3rd Street**

**Building & Public Works**  
**Department**

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Brian Sullivan:  
[bsullivan@cityofemmett.org](mailto:bsullivan@cityofemmett.org)  
Clint Seamons  
[cseamons@cityofemmett.org](mailto:cseamons@cityofemmett.org)  
Ph: (208) 365-9569

Mayor and City Council,

Alejandro Ayala Jr. of A & R Construction has requested to post a bond for curb, gutter, & sidewalk installation at his property located at 918 S. McKinley. The reason for the bond is to obtain a certificate of occupancy for a newly installed manufactured home. The weather has delayed the installation of the curb, gutter and sidewalk. The bid amount is \$5,200.00, and the bond amount is \$7,800.00, 150% of the bid amount.

City of Emmett Staff is in favor of this bond amount to allow Mr. Ayala to obtain a certificate of occupancy.

Attached is a copy of the bid and email from Director of Public Works Clint Seamons.

**Recommended Motion:**

I make a motion to accept the bond from Alejandro Ayala Jr. with A & R Construction Inc. for \$7,800.00 for the guarantee of curb, gutter & sidewalk installation for property located at 918 S. McKinley.

Brian Sullivan

A handwritten signature in black ink, appearing to read "Brian Sullivan", is written over the printed name.

City of Emmett

Building Official

Zoning Administrator

## Alejandro & Rosa Construction Inc.

State of Idaho Contractors License: RCE-59236    Public Works License: 037364 - D - 4  
 Project: 918 S. Mckinley  
 Proposal Date: 12/11/23

**Description of Proposed Work**

A&R Construction Inc proposes to complete all footings, foundations and slab on grade etc.....

Item Number	Item	Units	Quantity	Unit / Price	Total Price
1	Rolled curb	LF	50.0	\$32.00	\$1,600.00
2	sidewalk	sqft	250.0	\$6.00	\$1,500.00
3	DI	LS	1.0	\$600.00	\$600.00
4	dirt prep	LS	1.0	\$1,500.00	\$1,500.00
5		LS	1.0		\$0.00
6		LS	1.0		\$0.00
7		LS	1.0		\$0.00
<b>Total</b>					<b>\$5,200.00</b>

Unit Price - Cold weather T & M @ \$42/hr if needed

**Inclusions**

1. 50 LF of rolled curb
2. 50 LF of 5ft sidewalk
3. dirt prep and 3/4 compaction
4. one DI

**Exclusions**

1. Bond is not included
2. All costs for winter conditions including but not limited to: hot water, blankets, temp heat, ground thaw equipment.
3. Water and Power to be provided by GC within work area.
4. Concrete washout by GC
5. Waste dumpsters and Recycling dumpsters by GC
6. Overtime or schedule acceleration not the result of our direct actions in delaying the project.
7. Testing and inspection costs unless specifically outlined above in "Inclusions"

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**Terms & Conditions**

1. The Scope of Work shall include only the work set forth in this "Proposal". Which is expressly incorporated and will be made part of the Contract Documents between the Contractor and **A&R Construction Inc**
2. If there should be a conflict between any Contract Documents and this proposal, this proposal shall govern.
3. A&R Construction Inc is entitled to rely on the sufficiency, accuracy and completeness of the plans and specifications provided to A&R Construction Inc by Contractor and Owner and Contractor expressly warrants the same to A&R Construction Inc
4. A&R Construction Inc shall not be liable for erecting Project safety barriers and or traffic control unless expressly and specifically agreed to be part of the Proposed work.
5. A&R Construction Inc warranty shall commence on the date of Substantial Completion of the Proposed work.
6. If the Prime or Subcontract contains a pay if paid or pay when paid clause, such clause shall apply only if non-payment to Contractor is due to actions or work of A&R Construction Inc
7. A&R Construction Inc entitlement to adjustments in the subcontract time or price for changes in the work shall not be contingent upon or limited to the amount that the Contractor receives from the Owner. Under no circumstances does A&R Construction Inc waive its right to payment for extra work performed by A&R Construction Inc pursuant to instructions from the Contractor or Owner.
8. Final payment, including release of retainage, shall be due within 30 days after substantial completion of A&R Construction Inc Proposed Work.
9. Payments received by the Contractor for the Proposed Work shall be held in trust and used solely for the benefit of A&R Construction Inc, its sub-subcontractors, and suppliers.
10. No Proposed Work Will be performed until a mutually agreeable subcontract and payment terms have be executed by both parties.

A&R Construction Inc

Alejandro Ayala Jr.  
208-949-0156

## Brian Sullivan

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**From:** Clint Seamons  
**Sent:** Monday, December 11, 2023 2:52 PM  
**To:** Doricela Millan-Sotelo; ayalaalejandro450@gmail.com; Brian Sullivan  
**Cc:** Public Works Distro List  
**Subject:** RE: sidewalk and rolled

Alejandro,

This quote is acceptable. Please submit Bond or cashier's check for 150% to Brian Sullivan with the Building department. The total of the cashier's check/bond will need to be in the amount of \$7,800. Thank you

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**From:** Doricela Millan-Sotelo <dmillan-sotelo@cityofemmett.org>  
**Sent:** Monday, December 11, 2023 1:29 PM  
**To:** ayalaalejandro450@gmail.com  
**Cc:** Clint Seamons <cseamons@cityofemmett.org>; Public Works Distro List <publicworks@cityofemmett.org>  
**Subject:** FW: sidewalk and rolled  
**Importance:** High

Alejandro,

Public Works Director will get your quote review. We will reach out if there are any questions.

**DORICELA MILLAN-SOTELO**  
**OFFICE MANAGER | BUILDING, ZONING, PUBLIC**  
**WORKS**  
City of Emmett 601 E 3<sup>rd</sup> St., Emmett, Idaho 83617  
Office: 208-365-9569 Press 7

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**From:** Alejandro Ayala <[ayalaalejandro450@gmail.com](mailto:ayalaalejandro450@gmail.com)>  
**Sent:** Monday, December 11, 2023 12:25 PM  
**To:** Public Works Distro List <[publicworks@cityofemmett.org](mailto:publicworks@cityofemmett.org)>  
**Subject:** sidewalk and rolled

Caution! This message was sent from outside your organization.

Here is my quote on the rolled curb and 5ft sidewalk.  
Let me know what you think.  
Thank you

208-949-0156  
Alejandro Ayala



**CITY OF EMMETT  
PLANNING & ZONING DEPARTMENT  
601 E. 3RD    EMMETT, IDAHO 83617**

PHONE: (208) 365-9569

WEB PAGE: WWW.CITYOFEMMETT.ORG

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**STAFF REPORT**

**DESCRIPTION: SKYHAWK - FINAL PLAT APPLICATION**

**FILE NUMBER: FP23-001**

**CITY COUNCIL MEETING DATE: DECEMBER 19, 2023**

**APPLICANT:        KENT BROWN**

**REPRESENTATIVE: JOHN LAUDE JR. AND DAVID WILDE, TRILOGY DEVELOPMENT, INC.**

**STAFF PLANNER: BRIAN SULLIVAN**

**1. APPLICATION SUMMARY**

The applicant, Kent Brown, is requesting approval of a Final Plat application for Skyhawk Subdivision. The subdivision includes 28 single-family residential lots, 15 multi-family lots, and 5 common lots. The required improvements have been installed and reviewed by City Staff. The landscaping will not be completed by the council meeting, and the owner is requested acceptance of a letter of credit to guarantee the landscaping is completed.

The subdivision is located on the south side of W. 4<sup>th</sup> Street and east of S. Mill Road. The preliminary plat was approved by the City Council on 4/27/2021, with requested extensions of time to file a final plat approved by council.

Emmett City Code (ECC) 10-2-4 outlines the procedures for final plat approval. Sub-section 'F' notes that prior to approving or disapproving a plat, "at least one public meeting (deliberation) shall be held by the city council." No public hearing is required for final plat applications and no notice was given (other than posting the meeting agenda). Sub-section 'G' notes that the council may delay their decision pending submission of additional information or approve, or disapprove the final plat application as presented.

The applicant is requesting a letter of credit in the amount of \$224,136.00 for the following improvement:

1.        Completion of landscaping.

Staff Recommendation: Staff recommends approval of the final plat application for Skyhawk with the site-specific conditions of approval being part of the motion.

**2. APPLICATION & PROPERTY FACTS**

**A. Site Address/Location:**

The site is located on the south side of W. 4th Street and east of S. Mill Rd., in Township 06N, Range 01W, Section 7.

- B. Current Owner(s): Challenger Development
- C. Applicant(s): Kent Brown
- D. Representative: John Laude Jr. and David Wilde, Trilogy Development
- E. Present Zoning: R-1, single-family residential and R-3, multi-family

**3. APPLICATION PROCESS FACTS**

- A. Application Submittal:  
The application for this item was received by the Zoning Department on May 10, 2022.
- B. Relevant Ordinances and Required Actions:  
The subject application will in fact constitute a Final Plat application, as determined by Emmett City Code 10-4. The City Council must review and make a decision to either grant, grant with conditions, or deny the application.

**4. SITE SPECIFIC CONDITIONS OF APPROVAL**

1. The petitioner to supply the city a set of as-built plans on Mylar as well as on CD -Rom or disc in AutoCAD format and PDF format.
2. Completed, signed and recorded Declaration of Covenants, Conditions, and Restrictions (CC & R's) of Skyhawk Subdivision.
3. Post a bond for 150% of the estimated completion of the landscape improvements. The amount of the bond is \$224,136.00 with work completed by June 19, 2024.
4. Final plat must be recorded within 1 year of written approval unless an extension is requested and granted by the City.
5. The applicant is to follow all recording requirements as outlined in ECC 10-2-4K.
6. Within ten (10) days of recording the final plat, new deeds and legal descriptions for all lots shall be prepared and recorded in Gem County Recorder's Office.



**CITY OF EMMETT**  
**Building & Zoning Department**  
601 E. 3rd Street  
Emmett, Idaho 83617

**Building & Zoning Department**

Brian Sullivan:  
[bsullivan@cityofemmett.org](mailto:bsullivan@cityofemmett.org)  
Shannon Ferraro:  
[sferraro@cityofemmett.org](mailto:sferraro@cityofemmett.org)  
Ph: (208) 365-9569

12/13/2023

RE: Skyhawk Subdivision  
Emmett, Id, 83617

Mayor and City Council,

Suggested Motion for Skyhawk Subdivision:

I make a motion to approve the Final Plat of Skyhawk Subdivision, adopt the staff report, and include #4, Site Specific Conditions of Approval as part of the approval.

Or

I make a motion to deny the Final Plat of Skyhawk for the following reasons:

Sincerely,

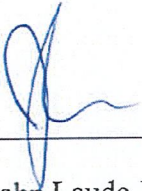
Brian Sullivan  
City of Emmett  
Building Official/Zoning Administrator

# Trilogy Development, Inc.

9839 W. Cable Car St  
Suite 101  
Boise, ID 83709

December 12, 2023

I, John Laude Jr, working as the developer of Skyhawk Subdivision hereby request that the City of Emmett accept a \$224,136.00 letter of credit in temporary lieu of landscape completion. Landscape is to be completed no later than six months after bond acceptance.



---

John Laude Jr





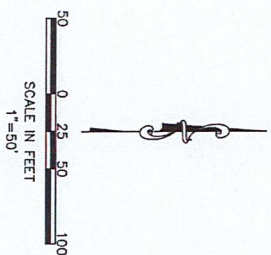
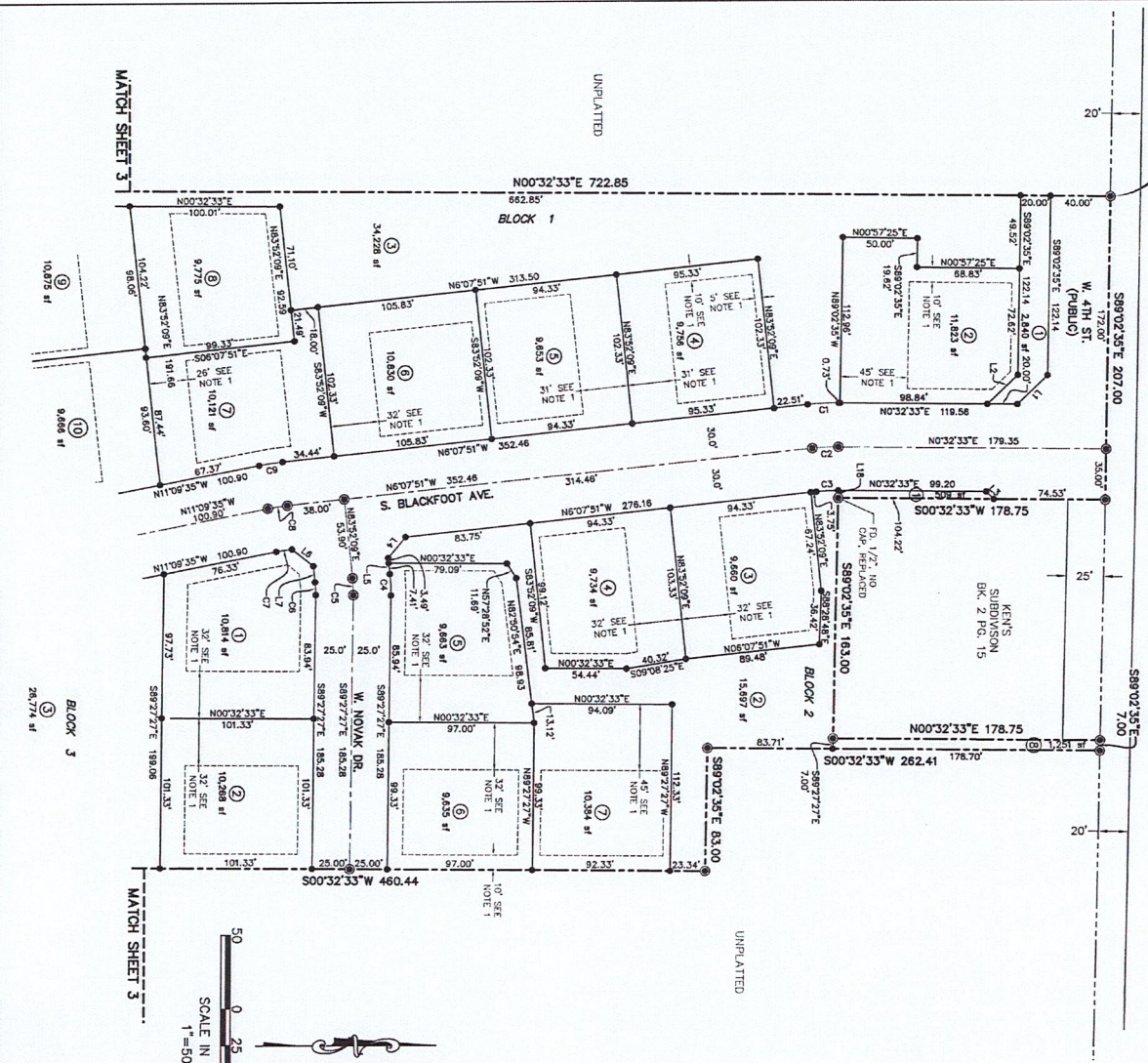






# SKYHAWK SUBDIVISION

WESTERN STATES DEVELOPMENT  
 10100 W. 4TH ST. (PUB. LD.)  
 BK. 2 P. 15



Curve Table				
Curve #	Radius	Length	Chord Bearing	Delta
C1	180.00	20.98	S02°47'39"E	6°40'23"
C2	150.00	17.47	S02°47'39"E	6°40'23"
C3	125.00	14.56	N02°47'39"W	6°40'23"
C4	125.00	14.56	S07°12'11"W	6°40'23"
C5	100.00	11.64	S07°12'11"W	6°40'23"
C6	75.00	8.74	S07°12'11"E	6°40'23"
C7	120.00	10.53	N08°32'09"E	5°01'45"
C8	150.00	13.17	N08°32'09"E	5°01'45"
C9	180.00	15.80	S08°32'09"E	5°01'45"
C10	120.00	10.53	S08°32'09"E	5°01'45"
C11	150.00	13.17	N08°32'09"E	5°01'45"
C12	180.00	15.80	N08°32'09"E	5°01'45"
C13	100.00	12.32	S12°48'41"E	13°21'41"
C14	125.00	14.56	N09°15'07"W	20°28'47"
C15	100.00	12.32	N09°15'07"W	20°28'47"
C16	75.00	24.93	S09°47'39"E	18°23'43"
C17	50.00	16.80	S44°18'36"E	18°42'30"
C18	50.00	63.96	S00°15'41"W	70°28'11"
C19	50.00	48.98	S33°01'07"W	55°02'46"
C20	50.00	10.98	N33°01'07"W	11°05'15"
C21	50.00	28.94	N42°52'28"W	31°43'32"
C22	50.00	52.48	N17°33'57"W	57°49'36"
C23	50.00	39.40	N33°01'07"W	43°20'04"
C24	50.00	261.79	N09°27'27"W	209°28'54"
C25	125.00	38.78	S08°14'52"W	16°51'33"
C26	75.00	24.61	S08°14'52"W	18°48'16"
C27	100.00	32.10	S08°14'52"W	18°23'12"
C28	100.00	32.82	N01°33'17"E	18°48'16"
C29	75.00	3.83	N72°58'15"E	3°00'17"
C30	75.00	20.14	N42°50'56"E	15°23'12"
C31	75.00	24.07	S01°20'51"W	18°23'24"
C32	125.00	20.03	N16°44'51"E	8°11'25"
C33	125.00	20.10	N05°58'56"E	9°12'45"
C34	125.00	0.88	S09°14'30"E	0°24'07"
C35	125.00	41.02	N01°33'17"E	18°48'16"

Line Table		
Line #	Direction	Length
L1	S44°02'38"E	28.28
L2	S44°02'38"E	28.28
L3	N45°07'43"E	7.12
L4	N45°07'43"E	18.38
L5	N03°32'09"E	10.80
L6	N03°32'09"E	18.38
L7	N42°52'28"E	23.69
L8	N42°52'28"E	23.69
L9	N47°29'47"E	11.85
L10	N42°23'17"E	18.42
L11	S47°47'39"E	17.42
L12	N18°29'31"W	28.31
L13	N44°27'27"W	23.63
L14	N27°30'47"E	11.85
L15	S28°34'11"E	11.85
L16	S45°32'33"E	23.69
L17	N45°32'33"E	23.69
L18	S09°55'17"W	5.00

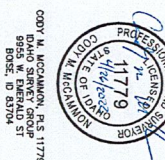
### LEGEND

- SUBDIVISION BOUNDARY
- SECTION LINE
- EASEMENT LINE (SEE NOTE 1)
- EXISTING EASEMENT (AS NOTED)
- STREET CENTERLINE
- LOT LINE
- EXISTING PARCEL LINE

- ① LOT NUMBER
- FOUND BOUNDARY OR ALUM. CAP MEASUREMENT
- SET 6"x6" 2"x4" IRON PIN WITH PLASTIC CAP, P. 11779
- FOUND 1/2" IRON PIN
- SET 1/2" 2"x4" IRON PIN, P. 11779
- CALCULATED POINT
- FOUND 1/2" IRON PIN, 8552
- FOUND 1/2" IRON PIN, 8552
- UNPLATTED OVERLAP

SEE SHEET 1 OF 5 FOR NOTES.  
 SHEET 2 OF 5

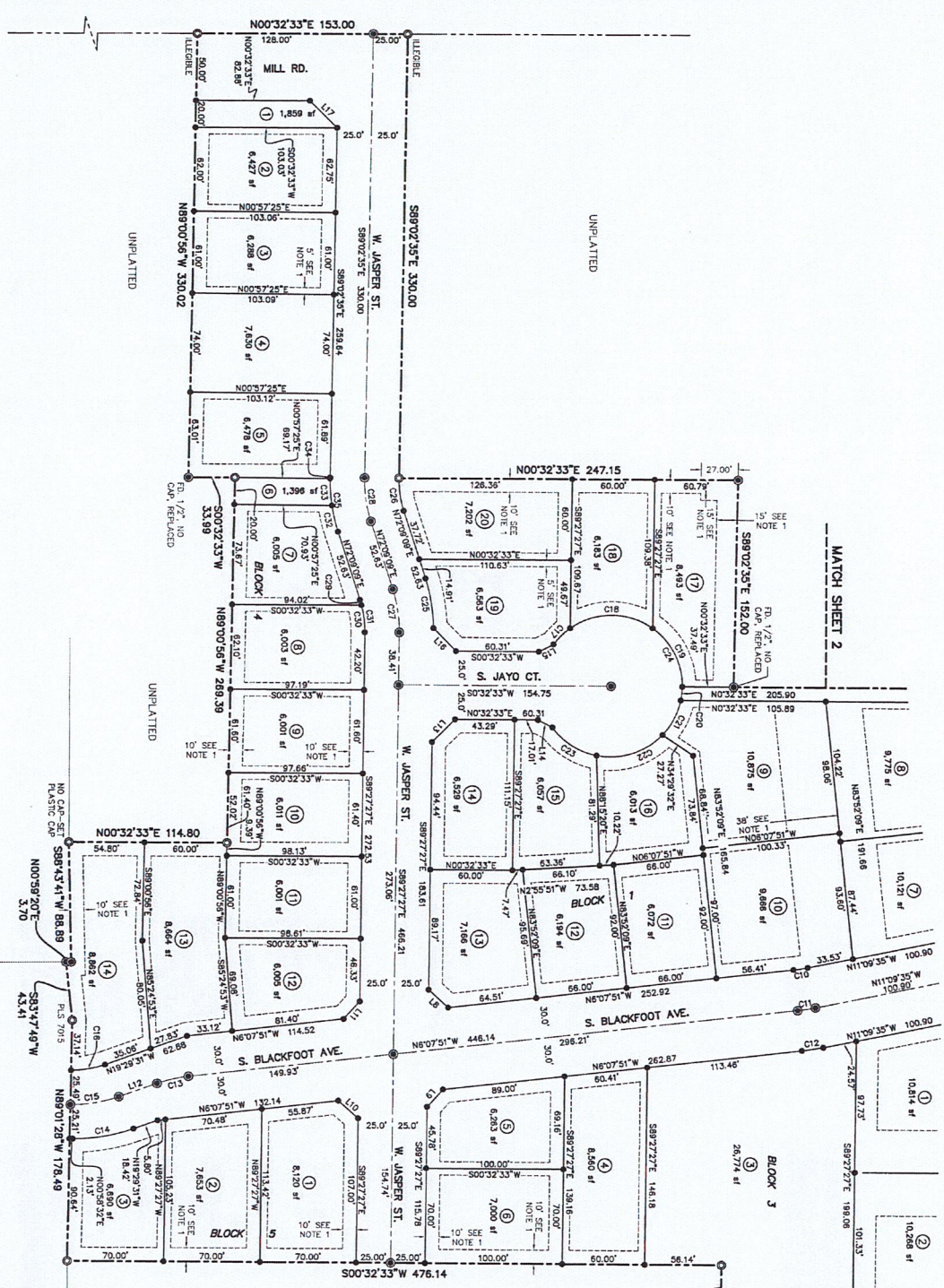
**Bayley Engineering, Inc.**  
 CIVIL ENGINEERING/PLANNING/CADD  
 1100 W. 4TH ST. SUITE 210  
 EAGLE, CO. 81631  
 WWW.BAYLEYENGINEERING.COM



DAVID A. MCGOWAN, P.E. 11779  
 9555 W. EVERLAD ST.  
 BOULDER, CO 80504



SKYHAWK SUBDIVISION

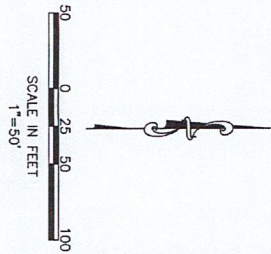


- LEGEND**
- ① LOT NUMBER
  - ② FOUND BRASS OR ALUM CAP MONUMENT
  - ③ SET 5/8" x 24" IRON PIN WITH PLASTIC CAP P.S. 11779
  - ④ FOUND 5/8" IRON PIN WITH PLASTIC CAP P.S. 8582 UNLESS NOTED OTHERWISE
  - ⑤ FOUND 1/2" IRON PIN
  - ⑥ SUBDIVISION BOUNDARY
  - ⑦ SECTION LINE
  - ⑧ EXISTING EASEMENT (SEE NOTE 1)
  - ⑨ EXISTING EASEMENT (AS NOTED)
  - ⑩ STREET CENTERLINE
  - ⑪ LOT LINE
  - ⑫ EXISTING PARCEL LINE

INDIAN MEADOWS SUBDIVISION NO. 4 BK. 4 PG. 8

INDIAN MEADOWS SUBDIVISION NO. 3 BK. 3 PG. 26

BOOK PAGE



COOY A. MCCANNON, P.S. 11779  
 EDWARD STREET GROUP  
 9500 W. DENVER ST.  
 DENVER, CO 80234

SEE SHEET 1 OF 5 FOR NOTES.  
 SEE SHEET 2 OF 5 FOR LINE & CURVE TABLES.  
 SHEET 3 OF 5

**Bailey Engineering, Inc.**  
 CIVIL ENGINEERING | PLANNING | CADD  
 1115 E. SIVINE STREET, SUITE 210  
 FAULK, MO 65620  
 www.baileyengineers.com



# SKYLINE SUBDIVISION

**CERTIFICATE OF OWNERS**

Know all men by these presents, that Challenger Development Inc., an Idaho Corporation is the owner of the property described as follows:

A parcel of land located in Government Lot 2 of Section 7, T. 6N., R. 11W., E. 1M., Emmet, Gem County, Idaho more particularly described as follows:

Commencing at the NW/4 Corner of said Section 7 from which the NE corner of said Government Lot 2 bears South 89°02'35" East, 1,266.78 feet; thence along the North boundary line of said Government Lot 2 South 89°02'35" East, 482.00 feet to the REAL POINT OF BEGINNING.

thence continuing along said North boundary line South 89°02'35" East, 207.00 feet;  
 thence leaving said North boundary line South 00°32'33" West, 178.75 feet;  
 thence South 89°02'35" East, 163.00 feet;  
 thence North 00°32'33" East, 178.75 feet to a point on the North boundary line of said Government Lot 2;  
 thence along said North boundary line South 89°02'35" East, 7.00 feet;  
 thence leaving said North boundary line South 00°32'33" West, 292.41 feet;  
 thence South 89°02'35" East, 63.00 feet;  
 thence North 89°02'35" West, 460.44 feet;  
 thence South 00°32'33" West, 32.19 feet;  
 thence South 00°32'33" West, 476.14 feet to a point on the North boundary line of Indian Meadows Subdivision No. 3 as filed in Book 3 of Plats at Page 36, records of Gem County, Idaho;  
 thence along the North boundary line of said Indian Meadows Subdivision No. 3 the following two (2) courses and distances:  
 North 89°01'25" West, 178.48 feet;  
 South 83°47'56" West, 43.14 feet to a point on the West boundary line of Lot 2, Block 6 of Indian Meadows Subdivision No. 4 as filed in Book 4 of Plats at Page 6, records of Gem County, Idaho;  
 thence along said West boundary line North 00°32'33" East, 370 feet to the NE corner of said Lot 2;  
 thence along the North boundary line of said Indian Meadows Subdivision No. 4 South 88°43'41" West, 88.89 feet;  
 thence North 89°00'56" West, 289.39 feet;  
 thence South 00°32'33" West, 33.69 feet;  
 thence North 89°00'56" West, 330.02 feet to a point on the West boundary line of said Section 7;  
 thence along said West boundary line North 00°32'33" East, 153.00 feet;  
 thence leaving said West boundary line South 89°02'35" East, 330.00 feet;  
 thence North 00°32'33" East, 247.15 feet;  
 thence South 89°02'35" East, 152.00 feet;  
 thence North 00°32'33" East, 722.85 feet to the REAL POINT OF BEGINNING. Containing 13.28 acres, more or less

It is the intention of the undersigned to hereby include the above described property in this plat and to dedicate to the public the public streets as shown on this plat. The easements as shown on this plat are not dedicated to the public. However, the public streets as shown on this plat are hereby dedicated to the public. The easements as shown on this plat are not dedicated to the public, and no permanent structures are to be erected within the plat. Other uses as designated within the plat in this subdivision will be eligible to receive domestic water and sanitary sewer services from the City of Emmet, and the City of Emmet has agreed in writing to serve all of the lots in this subdivision. (I.C. 50-134) and (I.C. 50-132B)

Challenger Development Inc., an Idaho Corporation

Cover Barton, President

**CERTIFICATE OF SURVEYOR**

I, Cary M. McCammon, do hereby certify that I am a Professional Land Surveyor licensed by the State of Idaho, and that the plat as described in the Certificate of Owners was drawn from an actual survey made on the ground and under my direct supervision and accurately represents the points plotted thereon, and is in conformity with the State of Idaho Order relating to plats and surveys.

Cary M. McCammon



P.L.S. No. 11779

**ACKNOWLEDGMENT**

(State of Idaho ) s.s.  
 County of Ada )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public in and for said State, personally appeared Cary Barton, known or identified to me to be the President of Challenger Development, Inc., the corporation which executed the within instrument and acknowledged to me that he executed the same. In witness whereof, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

My commission expires \_\_\_\_\_

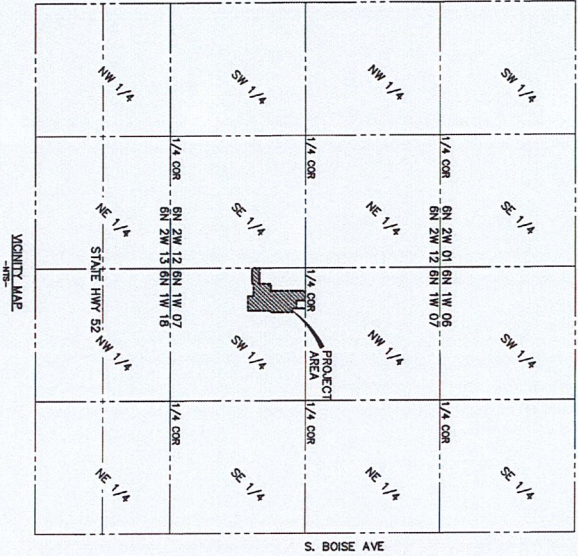
Notary Public for Idaho  
 Residing in \_\_\_\_\_ Idaho

BOOK \_\_\_\_\_ PAGE \_\_\_\_\_

**Bailey Engineering, Inc.**  
 Civil Engineering | Planning | CADD  
 1000 S. 200th Street, Suite 210  
 Boise, Idaho 83725  
 www.baileyeng.com



# SKYHAWK SUBDIVISION



### HEALTH CERTIFICATE

Sanitary restrictions as required by Idaho Code, Title 50, Chapter 13 have been satisfied based on a review by a Qualified Licensed Professional Engineer (QLPE) representing City of Emmett Public Works, and the QLPE approval of the design plans and specifications and the conditions imposed on the developer for continued satisfaction of the sanitary restrictions. Buyer is cautioned that at the time of this approval, no drinking water extensions or sewer extensions were constructed. Building construction can be allowed with appropriate building permits if drinking water extensions or sewer extensions have since been constructed or if the developer is simultaneously constructing those facilities. If the developer fails to construct facilities, then sanitary restrictions may be reimposed, in accordance with Section 50-1326, Idaho Code. By the issuance of a Certificate of Disapproval, and no construction of any building or shelter requiring drinking water or sewer/sanptic facilities shall be allowed.

Southwest District Health Department, EHS \_\_\_\_\_ Date \_\_\_\_\_

### APPROVAL OF COUNTY COMMISSIONERS

Accepted and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, this plat was duly accepted and approved by the Board of County Commissioners of Gem County, Idaho.

Chairman \_\_\_\_\_

Clerk \_\_\_\_\_

### APPROVAL OF CITY ENGINEER

I, the undersigned, City Engineer in and for the City of Emmett, Gem County, Idaho, hereby approve this plat

City Engineer \_\_\_\_\_ Date \_\_\_\_\_

### APPROVAL OF CITY PLANNING AND ZONING COMMISSION

Accepted and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the Planning and Zoning Commission of the City of Emmett, Idaho.

Chairman, Emmett Planning & Zoning Commission \_\_\_\_\_

Secretary, Emmett Planning & Zoning Commission \_\_\_\_\_

### CERTIFICATE OF COUNTY SURVEYOR

I, the undersigned, Professional Land Surveyor in and for Gem County, Idaho, hereby certify that I have examined this plat and that it complies with the requirements of Idaho State Code, relating to plats and surveys.

Gem County Surveyor \_\_\_\_\_

### CERTIFICATE OF COUNTY TREASURER

I, the undersigned, County Treasurer in and for Gem County, State of Idaho, per the requirements of I.C. 50-1308 do hereby certify that any and all current and/or delinquent County property taxes for the property included in this subdivision have been paid in full. This certification is valid for the next thirty (30) days only.

Date \_\_\_\_\_

County Treasurer \_\_\_\_\_



BOOK \_\_\_\_\_

PAGE \_\_\_\_\_



**UTILITY EASEMENT AGREEMENT**

THIS PERMANENT UTILITY EASEMENT AGREEMENT (the "Easement Agreement"), is made this day \_\_\_ of \_\_\_\_\_ 2023, by and between Gem County ("County" or "Grantor"), having a current address of 415 E. Main Street and the City of Emmett, an Idaho municipal corporation ("City" or "Grantee") having a current address of 501 E. Main Street, Emmett, ID 83617. The Grantor and Grantee may each be referred to separately as a "Party" and collectively as the "Parties."

**I. RECITALS**

WHEREAS, the Parties entered into a *Memorandum of Understanding for Cooperative Maintenance of Public Rights-of-Way City of Emmett and Gem County* ("MOU") in April 2015; and

WHEREAS, the MOU outlines the parties respective obligations with regard to City Utilities: "Any City-owned sewer, water, or stormwater infrastructure placed within a County right-of-way shall have a utility easement created and recorded at the Gem County Clerk's Office. Said easement shall, at a minimum, include a legal description, financial responsibilities, and rights of access and maintenance,"; and

WHEREAS, the City desires to extend its infrastructure thru the County's right-of-way and the City needs to ensure access for its employees, vehicles, and equipment for installation, operation and maintenance of Grantee Owned water & sewer utility pipelines, manholes, sewer lift stations, access roadways, fiber conduit, related infrastructure, and other equipment and structures ("Utility Facilities"); and

WHEREAS, the servient right of way is owned by County; and

WHEREAS, Grantor, covenants and warrants that it is the owner in fee simple or has legal access to certain real property located on a portion of roadway in Gem County, Idaho, commonly known as Substation Road from Highway 16 to 12<sup>th</sup> Street, and more particularly described in Exhibit A and generally depicted on Exhibit B, both of which are attached hereto and incorporated herein by reference (the "Easement"): and

WHEREAS, Grantor acknowledges that it is fully authorized to execute this Easement Agreement and forever bind themselves, their successors and assigns and the subject Easement property to the terms set forth herein; and

WHEREAS, Grantor desires to convey this easement to the Grantee solely for the purposes described herein; and

NOW, THEREFORE, in return for good and valuable consideration, including agreements set forth herein, the receipt and sufficiency of such consideration being hereby acknowledged, the Grantor does hereby grant, bargain, sell, convey and transfer said Easement to Grantee as outlined below:

## II. Agreement

A. Recitals Incorporated. The above Recitals are incorporated into this Easement Agreement.

B. Grant of Easement. Grantor does hereby grant, bargain, sell, convey and transfer unto Grantee, and its successors and assigns, this permanent Easement and Right-of-way, as set forth in the legal description attached hereto and incorporated herein as "Exhibit A," for the purpose of locating, establishing, constructing, maintaining, repairing and operating underground Utility Facilities. It is expressly understood and agreed that the term, covenants, and conditions of this Easement shall be and constitute a covenant running with the land and binding upon, and shall constitute an obligation on Grantor, its successors and assigns.

C. Construction and Maintenance Rights. The Easement also contains the right to excavate and refill ditches and trenches for the location of said Utility Facilities, the right to remove bushes, trees, undergrowth and other obstructions interfering with the location, construction, and maintenance of said Utility Facilities.

D. Financial Responsibilities. The Grantee, on behalf of itself, and its successors and assigns, shall install or allow to be installed and maintain, at Grantee's sole cost and expense, all Utility Facilities located in the Easement in good and sufficient repair.

E. Right of Ingress and Egress. This Easement Agreement expressly conveys to Grantee the right of ingress and egress in, from, to, over and across the adjacent real property owned or controlled by Grantor and the Easement for the purpose of exercising and enjoying the rights granted herein, including but not limited to, inspecting, maintaining and repairing such Utility Facilities.

F. Right of Way Permit Required. Prior to any work being performed under this agreement, the Grantee or its successors and assigns, is required to apply for and receive a right of way permit from Gem County Road and Bridge. Notwithstanding the foregoing, if an emergency exists that requires Grantee to work in the easement (e.g., failure of the Utility Facilities) prior to receiving a right of way permit, then Grantee shall apply for and receive a right of way permit as soon as reasonably practical.



G. Rights Reserved. Grantor hereby conveys said Easement, rights, and rights-of-way to Grantee, its successors and assigns in perpetuity, except that Grantor reserves the right to occupy, use, and cultivate the surface of said Easement for all purposes not inconsistent with the rights herein granted. Notwithstanding, Grantor shall not interfere with Grantee's use, access, or repair of said Easement. No building, tree or other permanent structure shall be constructed or otherwise placed in the area of or on top of Easement. Likewise, nothing shall be placed on the Easement by Grantor which would restrict or inhibit vehicular as to the Easement such as fences, gates, or barriers. In the event Grantor performs any construction, excavation or other improvements on the surface of said Easement, the Grantor will perform due diligence in protecting the Easement and Utility Facilities within the Easement.

H. Restoration of Surface Area. Upon completion of any construction or maintenance conducted by Grantee or its successors and assigns pursuant to this Easement, Grantee agrees and covenants to restore, or have restored, the subsurface and surface of the Easement herein conveyed, to a condition substantially similar to that which existed prior to such construction or maintenance.

I. Indemnification. Subject to the limitations of Idaho law, including article 8 section 4 of the Idaho Constitution, each Party agrees to indemnify, defend, and hold harmless the other from any and all liability for any injury, damage or claim suffered by any person or property to the extent caused by the indemnifying party or its employees while performing under this Easement Agreement. Notwithstanding anything herein to the contrary, nothing herein shall be construed as a waiver of Grantee's protections afforded under the Idaho Tort Claims Act. Grantor shall be liable to Grantee and shall indemnify and hold harmless Grantee for any damage to the Utility Facilities or other personal property of Grantee caused by or resulting from Grantor's actions.

J. Amendment in Writing. This Easement Agreement may be amended or terminated upon mutual written consent of the Parties. No amendment or termination of this Easement Agreement will be effective unless in writing and signed by authorized representative of the Parties.

K. Authorized Persons. The Parties whose names appear below as Grantor and Grantee, covenant and warrant that they are the fee title owners of the property to which this document applies, are fully authorized to execute this document and forever bind themselves, their successors and assigns, and the subject property to the terms set forth herein.

L. Governing Law. This Easement Agreement shall be governed by and construed in accordance with the laws of the State of Idaho. Gem County shall be the proper venue.

**END OF AGREEMENT**

[SIGNATURES FOLLOW ON NEXT PAGE]

**For GEM COUNTY (Grantor):**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

STATE OF IDAHO )

) ss.

County of \_\_\_\_\_)

On this day \_\_\_ of \_\_\_\_\_ 20\_\_\_, before me, the undersigned, a Notary in and for said State, personally appeared \_\_\_\_\_, known me to be the \_\_\_\_\_  
name of signor

title of signor

of \_ named in the foregoing instrument and acknowledged to me that legal name of fee title property owner he or she executed the same on behalf of \_\_\_\_\_  
name of fee title property

owner

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year hereinabove written.

\_\_\_\_\_  
NOTARY PUBLIC for Idaho  
Residing at \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**For City of Emmett (Grantee):**

By: \_\_\_\_\_  
Gordon W. Petrie, Mayor

Date: \_\_\_\_\_, 2023

ATTEST: \_\_\_\_\_  
City Clerk

STATE OF IDAHO        )  
                                  ) ss.  
County of Gem         )

On this day \_\_\_\_\_ 2023, before me, a Notary in and for said State, personally appeared Gordon W. Petrie known or identified to me to be the Mayor of the city of Emmett, Idaho, and the person who executed the within instrument and acknowledge to me that he executed the same as Mayor.

IN WITNES WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year first written.

\_\_\_\_\_  
NOTARY PUBLIC for Idaho  
Residing at \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

Exhibit A



November 6, 2023  
Project No. 22-220  
Sewer and Water Easement  
Legal Description

**Exhibit A**

A parcel of land for a Sewer and Water Easement over a portion of the Northeast 1/4 of Section 17 and a portion of the Northwest 1/4 of Section 16, Township 6 North, Range 1 West, Boise Meridian, Gem County, Idaho and being more particularly described as follows:

**BEGINNING** at a found brass cap marking the Northeast corner of said Section 17, which bears N00°26'15"E a distance of 2,644.54 feet from a found aluminum cap marking the East 1/4 corner of said Section 17, thence following the northerly line of said Northwest 1/4 of Section 16, N90°00'00"E a distance of 9.91 feet, more or less; Thence leaving said northerly line, S05°15'59"W a distance of 59.48 feet, more or less; Thence S00°17'11"E a distance of 272.42 feet; Thence S00°37'54"W a distance of 328.48 feet; Thence S00°21'18"W a distance of 441.54 feet; Thence S00°26'24"W a distance of 372.07 feet; Thence S00°26'07"W a distance of 453.47 feet; Thence N89°33'53"W a distance of 20.00 feet; Thence N00°26'07"E a distance of 122.54 feet; Thence N89°32'48"W a distance of 19.56 feet; Thence N00°27'12"E a distance of 10.00 feet; Thence S89°32'48"E a distance of 19.56 feet; Thence N00°26'07"E a distance of 98.98 feet; Thence N89°32'48"W a distance of 37.85 feet to the westerly right-of-way line of S. Substation Road; Thence following said westerly right-of-way line, N00°26'27"E a distance of 30.00 feet; Thence leaving said westerly right-of-way line, S89°32'48"E a distance of 27.84 feet; Thence N00°26'07"E a distance of 191.95 feet; Thence N00°26'24"E a distance of 372.05 feet; Thence N00°21'18"E a distance of 441.59 feet; Thence N00°37'54"E a distance of 328.31 feet; Thence N00°17'11"W a distance of 273.63 feet; Thence N05°15'59"E a distance of 58.17 feet, more or less, to the northerly line of said Northeast 1/4 of Section 17; Thence following said northerly line, N90°00'00"E a distance of 20.22 feet, more or less, to the **POINT OF BEGINNING**.







Said parcel contains 1.298 acres, more or less, and is subject to all existing easements and/or rights-of-way of record or implied.

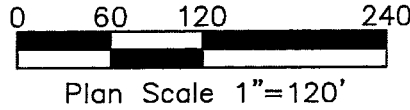
Attached hereto is **Exhibit B** and by this reference is made a part hereof.



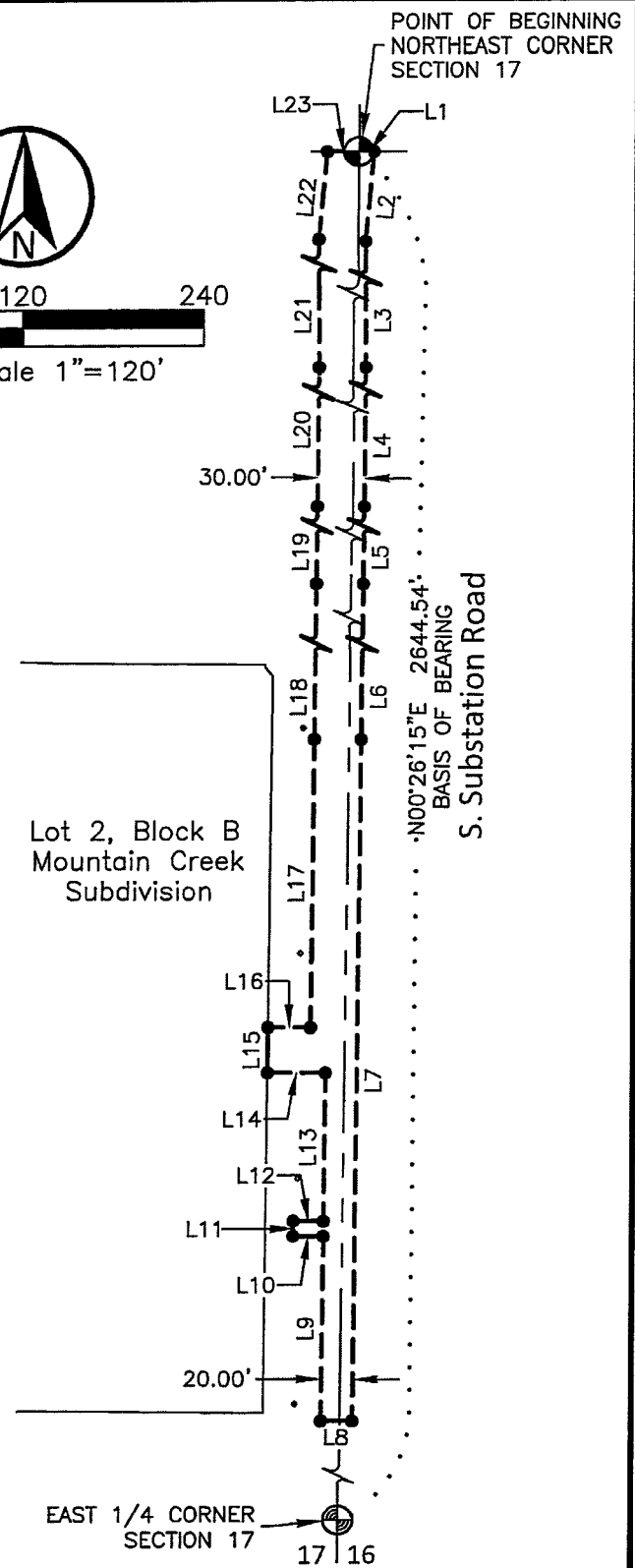
Exhibit B

**LEGEND**

-  FOUND ALUMINUM CAP
-  FOUND BRASS CAP
-  CALCULATED POINT
-  SECTION LINE
-  PARCEL BOUNDARY LINE
-  EASEMENT LINE



LINE TABLE		
LINE	BEARING	DISTANCE
L1	N90°00'00"E	9.91
L2	S05°15'59"W	59.48
L3	S00°17'11"E	272.42
L4	S00°37'54"W	328.48
L5	S00°21'18"W	441.54
L6	S00°26'24"W	372.07
L7	S00°26'07"W	453.47
L8	N89°33'53"W	20.00
L9	N00°26'07"E	122.54
L10	N89°32'48"W	19.56
L11	N00°27'12"E	10.00
L12	S89°32'48"E	19.56
L13	N00°26'07"E	98.98
L14	N89°32'48"W	37.85
L15	N00°26'27"E	30.00
L16	S89°32'48"E	27.84
L17	N00°26'07"E	191.95
L18	N00°26'24"E	372.05
L19	N00°21'18"E	441.59
L20	N00°37'54"E	328.31
L21	N00°17'11"W	273.63
L22	N05°15'59"E	58.17
L23	N90°00'00"E	20.22



P:\22-220\CAD\SURVEY\EXHIBITS\22-220 SEWER AND WATER EASEMENT 10.18.2023.DWG, KOBE ZIMMERMAN, 11/6/2023, DWG TO PDF.PC3, 08.5X11.P [PDF]

**km**  
**ENGINEERING**  
 5725 NORTH DISCOVERY WAY  
 BOISE, IDAHO 83713  
 PHONE (208) 639-6939  
 kmengllp.com

DATE: November, 2023  
 PROJECT: 22-220  
 SHEET: 1 OF 1

**Exhibit B**  
**Sewer and Water Easement**

A parcel of land situated in a portion of the NE 1/4 of Section 17 and a portion of the NW 1/4 of Section 16, T.6N., R.1.W., B.M., Gem County, Idaho



Title:		Date: 10-17-2023
Scale: 1 inch = 400 feet	File: Deed Plotter.des	
Tract 1: 1.298 Acres: 56541 Sq Feet: Closure = n17.2000e 0.00 Feet: Precision >1/999999: Perimeter = 4010 Feet		
001=n90.0000e 9.91	009=n00.2607e 122.54	017=n00.2607e 191.95
002=s05.1559w 59.48	010=n89.3248w 19.56	018=n00.2624e 372.05
003=s00.1711e 272.42	011=n00.2712e 10.00	019=n00.2118e 441.59
004=s00.3754w 328.48	012=s89.3248e 19.56	020=n00.3754e 328.31
005=s00.2118w 441.54	013=n00.2607e 98.98	021=n00.1711w 273.63
006=s00.2624w 372.07	014=n89.3248w 37.85	022=n05.1559e 58.17
007=s00.2607w 453.47	015=n00.2627e 30.00	023=n90.0000e 20.22
008=n89.3353w 20.00	016=s89.3248e 27.84	

## City's Strategic Pillars 12/19/2023

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
- Performing its constitutional mission (protecting people and property)
- With adequate infrastructure for growth

### Building/Zoning Department Goal

- Educate staff to obtain intimate knowledge of building and zoning codes. 5%
- Update outdated city ordinances, implement new ordinance-----70% zoning and building only.
- Obtain accessibility inspector certification----40%
- Comprehensive Plan overhaul and revision----- 100%
- Digitalize and organize all building and zoning files and plans----16%

Permits = November 2023: New house = 7, Foundation Only =, Commercial =, Duplex =, Tri-plex =, Apartment =, Hangars =, Manufactured Home =,

1. Reviewing plans and zoning applications
2. Started preliminary work on updating our zoning map
3. Daily operations, plan reviews, contractor talks, developer talks, etc.
4. Updates to Title 7, water and sewer, city code
5. Work on Building Department fee increase for permits
6. Work on updates to ordinances
7. Draft PUD updates to zoning commission for workshops
8. Draft boundary changes for Historic Downtown District
9. Address Skyhawk Subdivision
10. 2<sup>nd</sup> Walk-thru of Skyhawk
11. Address Payette River Orchards Subdivision phase 5
12. Review landscape plan for Longhorn Acres
13. Review construction drawings for Long Horn Acres
14. 2<sup>nd</sup> Walk-thru phase 5 Payette River Orchards Sub.
15. Review landscape plan for Mountain Creek Minor Sub.

16. Zoning Applications:

- Final Plat for Skyhawk
- Preliminary/final plat, Minor Sub., Nielsen Lane Subdivision
- Final Plat, Payette River Orchards Subdivision, phase 5
- Rezone App. 404 E. 12<sup>th</sup>

***Training (see attached)***

***This report does NOT contain any data required by ordinance or statute...that is covered in a separate report***

## *City's Strategic Pillars*

12/19/23

- Economically Vibrant and...
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### *Clerk's Goals this Budget Year*

- Increase ACH (Direct Pay) 10% from prior year
- Digitalize Resolutions and Legal Documents
- Review/Modify current Procedures and Processes to become more efficient with daily work
- ADA Compliance Updates to City Hall

### *Accomplishments since last report*

- **November Transactions**
  - Billings sent – **3173**
  - E-mail Bills - **806**
  - ACH (Direct Pay) customers – 716
  - Over the counter Water/Sewer payments (checks/cash) – **1634**
  - Phone Payments - 23
  - On-Line Credit Card Payments – **702**
  - Over the counter credit card payments – **98**
  - Disconnection late letters mailed - **387**
  - Water disconnections due to non-payment - **50**
  - New Water/Sewer Accounts opened – **20**
  - Cemetery Lots Sold/Deeds Issued – **5**
  - Open/Close Cemetery Lots - **7**
  - Bartender/ Alcohol/Catering Permits -**19**
  - Dog License – **11**
  - Business Registration Certificate – **56**
  - Vendor Permits/Other License – **2**
  - Accounts Payable Claims processed – **110 - \$199,062**
  - Onboard new employees – **0**
  - Terminations -**0**
  - Payroll processed- **16 - \$308,590**
  - Record Requests - **3**
- Construction/remodel of Clerk's office 80% complete
- License renewal applications sent out to clients (Business, Bartenders, Alcohol)
- November account recon
- Santa Run Elves – candy packaging
- 

### *Plan for next 30 days*

- December account Recon/Monthly Finance Report
- Initial prep for audit scheduled January 11, 2024
- Revise application forms to comply with Emmett City Code
- Complete Construction/remodel of Clerk's office
-



### ***City's Strategic Pillars***

- Economically Vibrant and...
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### ***Emmett Fire Department Goals this Budget Year (with percentage of completion to date)***

- Work to provide a training area to include a burn building where class A materials can be burnt and provide a constant, realistic and rigorous training program (70% of completion)
- Provide all equipment necessary to allow for daily mission execution while meeting operational goals. (70% of completion)
- Implement a community based risk program that educates so that in each iteration high standards will be enforced, thus making our community safer. (60% of completion)
- Provide a positive work environment thus keeping well-trained and motivated firefighters for at least five year tours. (70% of completion)

### ***Expenditures requiring authorization from higher and purpose of expenditure***

#### ***No less than Top Ten Accomplishments since last***

- Attended SRV meeting
- Fill the fire truck
- Update all iPads in Command vehicles
- Prevention Ipad ordered set-up
- Lights at station and City hall
- Promotion Ceremony
- Hydrant testing
- Inspection Valor Health, Food truck, new event center
- CISM leadership call and drill, conducted 1 CISM, provided information for School district
- Idaho Fire Chiefs update x3, SRV meeting
- Working on Class B uniforms fitting
- Officer development program began
- Received a mass quantity of public out reach information from a local fire department
- Hung banners and lights highway and main street
- Working on Junior Firefighter Program
- Can Food Drive
- Assisting victim with loss of home
- Cleaned outside of station
- Hosted Christmas celebration for FF's and spouses
- Educated a resident on CO poisoning
- Responded to resident locked out of her car- We do not break into automobiles unless there is an exigent circumstance
- Provided FF's and engines for the Santa through Emmett
- Attended ITD meeting EHS

#### ***Plan for next 30 days***

- Insulate Hazmat trailer
- Yearly training standards
- Develop a curriculum for PD officers
- Survey all businesses (knox, box, alarms, hoods)
- Revision of Fire Department City Code
- Rebuild of E3

**Training (See Attached)**

***This report does NOT contain any data required by ordinance or statute...that is covered in a separate report***

<b>Emp, Title</b>	<b>Training/Hours</b>	<b>Date</b>	<b>Location</b>	<b>Cost/Certificate</b>
<b># Emp. Trained</b>	<b>Total Training Hours</b>			<b>Total Cost</b>

**City's Strategic Pillars 12/11/2023 @ LIBRARY**

- Economically Vibrant and...
- Health-conscious city
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- With adequate infrastructure for growth

**Mission: The Emmett Public Library is the heart of the community. It provides real and virtual resources for the Gem Community, as well as ever expanding learning and recreational opportunities.**

***Library Goals this Budget Year (with percentage of completion to date)***

- “Balancing of Efficiencies” with patron services and library usage (Growth); by collaborating with other community entities that support the library’s mission of 2022-2023, partnerships that help the library as it stretches to serve and grow real and virtual resources for the community.
- Library will implement best practices to manage patron and collection data bases, expand delivery of learning opportunities through in-house & virtual resources.
- Library will develop Adult/Senior resources to enhance “A Place for Seniors to Age & Stay”
- Develop grant/gift programs as well as in-kind contributions, providing no less than \$50,000 a year towards budget. **To date: Donations=\$0.00+ Grants=\$0.00, In-Kind Donations=\$100.00**

***Expenditures requiring authorization from higher and purpose of expenditure-*** None at this time  
***Yearly Training list-*** None at this time

**No less than Top Ten Accomplishments since last report**

- Grant for library front entrance updates, we have received this and have completed procurement process, bid amount is council, work order with supplement going before council.
- Summer Reading enhancements grant completed for 2023-2024 and received \$2,000
- Courier service to begin October 1<sup>st</sup> with LYNX Library system & Vega application
- Kid’s activities have started back with Lego Club 2<sup>nd</sup> Wednesday each month
- Teen, Skill Starters 3<sup>rd</sup> Wednesday each month
- Monthly Adult Make n Mingle 2<sup>nd</sup> Friday each month
- First Friday Family Fun Day – Snow Owls craft and learning about them

**NEXT 30 DAYS**

Monthly staff meeting Dec. 18<sup>th</sup>  
Summer Reading Planning beginning (January)  
Idaho Community Foundation Grant received \$10,000  
Fundraiser Greenhouse Donation from Webb Ranch

***This report does NOT contain any data required by ordinance or statute...that is covered in a separate report.***



## City of Emmett Police Department

### City's Strategic Pillars

- Economically Vibrant and...
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#### ***Police Department Goals this Budget Year (with percentage of completion to date)***

- Retain 100% of Staff for no less than 5 years. (Current 5-14 2 are on their 5<sup>th</sup> year this year)
- Proactively make residences and businesses along 1/5 of the main arterials in the city at least 80% ordinance compliant each year, in addition to reacting to citizen complaints; new arterials will be targeted each year (2020 4<sup>th</sup> Street). (20%)
- Update our reserve program with the newest policies and procedures directed by Idaho P.O.S.T. and double the number of officers. (Working on eligibility list 6-12-23)
- Updating (99% complete) and implementing (36% completed) a complete standardized protocols and policies manual utilizing current industry practices. This is a partnership with Lexipol that has been recognized in risk management for law enforcement.

#### ***Expenditures requiring authorization from higher and purpose of expenditure***

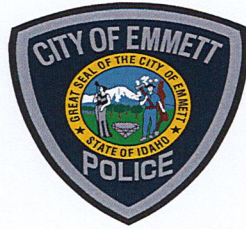
##### ***Training Last 30 days***

- Gave a conditional officer to last applicant who accepted.
- Officer Miller has graduated from POST.
- Working with Brian on improving addresses at 1050 Cascade rd.
- Interview room has been installed and need to train officers as users.
- Have 2 Detectives splitting up investigations and SRO duties.
- All first responders are working with the school district to get access to all cameras and potentially having access to lock down app. Detective Roehr has given full electronic access to all officers and deputies. Detective Roehr is also working on contacting other agencies working on getting a policy for Lock Down App.
- Meeting with school district to improve radio communications.
- Have assigned Officer Wright and Officer Gomez to furthering drug investigations on drug cases.
- Will be assigning Officer Hall extra hours to work on Ordinance enforcement.
- Santa Run Started yesterday.
- Started process of getting a year long grant from ITD that will fund Overtime pay for an entire year.

##### ***Plan for next 30 days***

- Need to complete Mass Gathering ordinance.
- OHS Grant. Applying to receive this for the 2024-2025 fiscal year.
- City clerk's office and I are updating solicitor/vendor applications and licenses
- Will be putting on collection of fingerprint training for all patrol and deputies.
- Get speed limit changed on Lincoln and Boise.
- Working with public works and county roads on getting the speed limit to be 25 on 12<sup>th</sup> street to the east of Washington.
- Investigations Tech is looking into a grant that will provide us with software and hardware for cell phones forensics investigations.
- Have discussed with Mike Darling about him managing an Emmett Police Face Book Page and or Instagram. This has been delayed but shooting for first quarter of the year.
- Add part time Code Enforcement Position.
- Researching increasing dog impound fees.





## EMMETT POLICE DEPARTMENT

### November Patrol Statistics

	TOTAL
Felony Arrests - Male	5
Felony Arrests - Female	5
Misd. Arrests - Male	29
Misd. Arrests - Female	15
Traffic Stops	175
Infraction Cite	59
Dispatched Calls	318
Officer Initiated Reports	106
Dogs Taken to Pound	4
Ordinance Calls	54

### Community Involvement

Met with Law Publications who went to local business and got donations to help purchase literature to be handed out at school presentations

Officers participated in ITD Seatbelt Mobilization over Thanksgiving week.

Officers assisted with Traffic Control Holiday Magic on Main Street Parade.

Officers assisted with Escort of the Drama team that attended state.

<b>Nature</b>	<b>Reported</b>
Suspicious	01:35:43 11/01/23
Suspicious Veh	02:46:26 11/01/23
Alarm Bus	03:09:10 11/01/23
Welfare Check	04:15:25 11/01/23
Traffic Stop	04:16:16 11/01/23
Traffic Stop	06:05:16 11/01/23
Found Property	06:38:19 11/01/23
Information	09:42:40 11/01/23
Agency Assist	11:02:00 11/01/23
Accident PD	13:02:06 11/01/23
Medical	14:28:30 11/01/23
Agency Assist	14:38:31 11/01/23
Welfare Check	14:54:51 11/01/23
Stray Dog	15:12:43 11/01/23
Traffic Stop	17:56:08 11/01/23
ABANDONED VEH	19:01:12 11/01/23
CPO NCO Viol	19:44:28 11/01/23
Fire Structure	20:02:14 11/01/23
Suspicious	20:35:24 11/01/23
Domestic	01:19:35 11/02/23
Suspicious	02:31:22 11/02/23
Accident PD	07:01:09 11/02/23
Juvenile Prob	08:18:55 11/02/23
Fire Hazmat	08:47:05 11/02/23
Civil Compl	10:42:47 11/02/23
Traffic Stop	12:15:29 11/02/23
Traffic Stop	12:36:33 11/02/23
Property Damage	12:56:52 11/02/23
Medical	13:16:21 11/02/23
Tobacco Viol	14:04:44 11/02/23
Agency Assist	14:17:18 11/02/23
Accident PD	14:44:59 11/02/23
Fraud	15:41:36 11/02/23
Harassment	15:56:43 11/02/23
CPO NCO Viol	17:49:53 11/02/23
Agency Assist	18:06:46 11/02/23
Ord Viol EPD	21:21:48 11/02/23
Suspicious	23:12:07 11/02/23
Drugs PCS	01:04:19 11/03/23
Alarm	02:45:12 11/03/23
Suspicious	03:45:30 11/03/23
Sex Offense	11:15:29 11/03/23
911 AHM	13:28:33 11/03/23
Public Assist	13:36:53 11/03/23

Accident PD	14:02:06 11/03/23
ATLC	14:41:08 11/03/23
Traffic Stop	14:53:13 11/03/23
DWP	15:06:20 11/03/23
Ord Viol EPD	16:38:04 11/03/23
Accident PD	16:45:09 11/03/23
Ord Viol EPD	16:47:02 11/03/23
Traffic Stop	18:56:59 11/03/23
Traffic Stop	19:18:36 11/03/23
Traffic Stop	19:32:10 11/03/23
Traffic Stop	20:25:00 11/03/23
Suspicious	21:02:00 11/03/23
Traffic Stop	21:02:14 11/03/23
Welfare Check	21:03:26 11/03/23
Traffic Stop	21:59:44 11/03/23
Traffic Stop	22:43:44 11/03/23
Traffic Stop	23:05:41 11/03/23
DUI	23:51:45 11/03/23
DUI	23:54:01 11/03/23
Traffic Hazard	00:55:51 11/04/23
Traffic Stop	02:25:50 11/04/23
Welfare Check	07:46:25 11/04/23
Traffic Stop	10:32:41 11/04/23
Funeral Escort	10:57:07 11/04/23
Ord Viol EPD	14:53:16 11/04/23
Ord Viol EPD	16:36:24 11/04/23
Ord Viol EPD	16:52:55 11/04/23
Traffic Stop	17:04:45 11/04/23
Traffic Stop	17:26:17 11/04/23
Traffic Stop	17:43:14 11/04/23
Traffic Stop	19:16:27 11/04/23
Ord Viol EPD	19:45:20 11/04/23
Traffic Stop	20:53:07 11/04/23
Traffic Stop	21:09:29 11/04/23
Traffic Stop	21:36:35 11/04/23
911 AHM	21:42:30 11/04/23
Ord Viol EPD	21:58:21 11/04/23
Traffic Stop	22:03:09 11/04/23
Ord Viol EPD	22:05:22 11/04/23
Ord Viol EPD	22:33:05 11/04/23
Disorderly	22:36:21 11/04/23
Traffic Stop	23:21:17 11/04/23
Disorderly	01:01:08 11/05/23
Unknown Problem	06:17:10 11/05/23
Welfare Check	09:33:29 11/05/23

Accident PD	15:21:11 11/05/23
Accident PI	17:38:20 11/05/23
Agency Assist	17:43:59 11/05/23
Traffic Compl	18:12:22 11/05/23
ATLC	19:06:06 11/05/23
Traffic Stop	19:40:08 11/05/23
Traffic Stop	00:30:21 11/06/23
ABANDONED VEH	07:20:34 11/06/23
Ord Viol EPD	09:07:32 11/06/23
Stray Dog	14:55:59 11/06/23
Littering	15:41:54 11/06/23
Traffic Hazard	15:44:17 11/06/23
Stray Dog	16:08:55 11/06/23
Traffic Stop	18:00:02 11/06/23
Alarm Fire	18:05:59 11/06/23
Accident PD	18:10:00 11/06/23
Fire Gas Leak	18:17:13 11/06/23
Disorderly	19:20:48 11/06/23
Medical	20:14:28 11/06/23
CPO NCO Viol	20:54:25 11/06/23
Stray Dog	21:30:55 11/06/23
Animal Lost	07:41:00 11/07/23
Motorist Assist	07:53:14 11/07/23
Extra Patrol	08:10:01 11/07/23
Ord Viol EPD	10:27:36 11/07/23
Alarm Fire	11:18:41 11/07/23
Ord Viol EPD	12:29:39 11/07/23
Traffic Stop	13:24:51 11/07/23
Ord Viol EPD	13:28:58 11/07/23
Traffic Stop	14:26:11 11/07/23
Battery	14:54:56 11/07/23
Traffic Stop	14:59:11 11/07/23
Traffic Stop	15:05:23 11/07/23
Drugs PCS	15:18:49 11/07/23
Stalking	15:33:39 11/07/23
Stray Dog	16:16:57 11/07/23
Traffic Stop	18:17:44 11/07/23
Traffic Stop	18:38:16 11/07/23
Traffic Stop	19:56:45 11/07/23
Traffic Stop	20:02:18 11/07/23
Traffic Stop	20:13:39 11/07/23
Traffic Stop	20:46:56 11/07/23
Drugs	21:41:49 11/07/23
Suspicious	22:44:12 11/07/23
Warrant Arrest	09:30:51 11/08/23

911 AHM	09:47:07 11/08/23
Parking Problem	10:24:31 11/08/23
Battery	11:50:38 11/08/23
Ord Viol EPD	12:14:58 11/08/23
Traffic Compl	12:22:16 11/08/23
Welfare Check	12:31:57 11/08/23
Ord Viol EPD	12:44:12 11/08/23
Warrant Arrest	13:03:46 11/08/23
Traffic Stop	15:32:21 11/08/23
Welfare Check	15:43:02 11/08/23
Medical	15:54:00 11/08/23
Disorderly	16:06:23 11/08/23
Traffic Stop	16:54:41 11/08/23
Traffic Compl	17:06:39 11/08/23
911 AHM	17:34:11 11/08/23
Suspicious	17:38:14 11/08/23
Traffic Stop	17:51:40 11/08/23
Traffic Stop	18:04:42 11/08/23
Traffic Stop	18:35:46 11/08/23
Traffic Stop	19:14:20 11/08/23
Traffic Stop	19:26:34 11/08/23
Traffic Stop	20:44:50 11/08/23
Medical	04:08:45 11/09/23
Disturb Peace	10:33:33 11/09/23
Public Assist	12:37:59 11/09/23
Property Damage	13:28:33 11/09/23
DUI	15:01:41 11/09/23
Traffic Stop	15:22:20 11/09/23
911 AHM	15:31:02 11/09/23
Custodial Int	16:10:45 11/09/23
Medical	17:04:07 11/09/23
Disorderly	17:12:44 11/09/23
Property Damage	17:20:39 11/09/23
Suspicious	17:26:29 11/09/23
Medical	18:27:36 11/09/23
Warrant Arrest	18:34:30 11/09/23
Welfare Check	18:55:45 11/09/23
Public Assist	23:20:37 11/09/23
911 AHM	11:44:20 11/10/23
Traffic Stop	13:29:13 11/10/23
Traffic Stop	13:53:43 11/10/23
Medical	14:14:04 11/10/23
Drugs PCS	14:47:39 11/10/23
Traffic Stop	14:49:42 11/10/23
Medical	15:33:21 11/10/23



Sex Offense	15:39:29 11/10/23
Traffic Stop	16:04:41 11/10/23
Traffic Stop	16:39:07 11/10/23
Medical	16:45:50 11/10/23
Accident PD	18:09:25 11/10/23
Traffic Stop	18:50:11 11/10/23
Traffic Stop	19:08:42 11/10/23
Medical	19:35:09 11/10/23
Medical	21:14:18 11/10/23
Stray Dog	21:32:47 11/10/23
Traffic Stop	22:49:43 11/10/23
Domestic	00:07:58 11/11/23
Drugs PCS	00:28:21 11/11/23
Medical	08:58:34 11/11/23
Traffic Stop	09:57:20 11/11/23
Traffic Stop	10:54:02 11/11/23
Civil Compl	15:54:40 11/11/23
Medical	16:11:43 11/11/23
Suspicious	18:12:03 11/11/23
Public Assist	20:32:18 11/11/23
CPO NCO Viol	21:25:13 11/11/23
Traffic Compl	22:14:25 11/11/23
Open Door	00:25:13 11/12/23
Traffic Hazard	00:44:13 11/12/23
Public Assist	04:20:34 11/12/23
Missing Person	07:21:58 11/12/23
Traffic Stop	08:13:14 11/12/23
Traffic Stop	08:28:19 11/12/23
Medical	15:41:01 11/12/23
Animal Cmplnt	17:20:57 11/12/23
Parking Problem	18:26:07 11/12/23
Animal Found	18:30:47 11/12/23
CPO NCO Viol	19:20:13 11/12/23
Accident PI	20:15:39 11/12/23
Traffic Stop	22:19:57 11/12/23
Alarm Bus	22:44:14 11/12/23
Traffic Stop	22:59:55 11/12/23
Curfew	23:37:43 11/12/23
Medical	00:12:29 11/13/23
Medical	00:36:16 11/13/23
DUI	01:16:20 11/13/23
Fraud	09:11:58 11/13/23
Fraud	10:02:09 11/13/23
ABANDONED VEH	10:15:15 11/13/23
Suspicious	10:24:25 11/13/23

Funeral Escort	11:34:43 11/13/23
Ord Viol EPD	12:31:21 11/13/23
Animal Cmplnt	13:08:13 11/13/23
Accident PD	13:41:12 11/13/23
Alarm Bus	18:04:59 11/13/23
Mental Issue	18:09:30 11/13/23
CPO NCO Viol	18:20:23 11/13/23
Traffic Stop	19:58:08 11/13/23
Traffic Stop	20:07:30 11/13/23
Traffic Stop	20:42:55 11/13/23
Traffic Stop	20:54:01 11/13/23
Traffic Stop	21:10:44 11/13/23
Traffic Stop	21:50:26 11/13/23
Suspicious	22:06:22 11/13/23
Open Door	01:25:53 11/14/23
Traffic Stop	04:11:54 11/14/23
Sex Offense	11:24:26 11/14/23
Ord Viol EPD	11:50:15 11/14/23
Ord Viol EPD	12:34:38 11/14/23
Animal Cmplnt	13:13:57 11/14/23
Medical	14:20:07 11/14/23
Disturb Peace	16:05:21 11/14/23
Animal Cmplnt	16:24:40 11/14/23
911 AHM	16:36:51 11/14/23
Welfare Check	16:38:59 11/14/23
Animal Cmplnt	17:11:33 11/14/23
Traffic Stop	17:17:59 11/14/23
Animal Cruelty	18:42:02 11/14/23
Domestic	01:32:00 11/15/23
Suspicious	05:20:35 11/15/23
Alarm Fire	08:50:33 11/15/23
Traffic Compl	11:23:36 11/15/23
Suspicious	12:17:03 11/15/23
Ord Viol EPD	14:37:11 11/15/23
Ord Viol EPD	15:02:09 11/15/23
Ord Viol EPD	15:45:44 11/15/23
Disorderly	17:48:23 11/15/23
Suspicious	18:42:50 11/15/23
Accident PD	19:07:35 11/15/23
Civil Compl	20:16:12 11/15/23
Traffic Hazard	23:20:33 11/15/23
Stray Dog	09:49:11 11/16/23
Missing Person	10:28:22 11/16/23
Missing Person	10:43:50 11/16/23
Medical	11:32:06 11/16/23

Animal Found	13:27:24 11/16/23
Fraud	14:57:51 11/16/23
Trespassing	15:16:03 11/16/23
Alarm Fire	15:21:47 11/16/23
Traffic Stop	16:19:01 11/16/23
Traffic Stop	20:31:12 11/16/23
Traffic Stop	20:57:37 11/16/23
Disorderly	22:08:28 11/16/23
Medical	23:49:02 11/16/23
Alarm Bus	01:45:18 11/17/23
ABANDONED VEH	08:48:36 11/17/23
Alarm Bus	11:19:52 11/17/23
Child Found	11:22:58 11/17/23
Disorderly	11:41:11 11/17/23
Bus Violation	13:09:14 11/17/23
Harassment	16:09:45 11/17/23
Medical	16:27:14 11/17/23
Medical	16:55:07 11/17/23
Traffic Stop	18:38:02 11/17/23
Medical	19:04:59 11/17/23
Traffic Stop	21:28:26 11/17/23
Medical	01:03:40 11/18/23
Medical	04:04:36 11/18/23
Alarm Fire	07:04:57 11/18/23
Public Assist	07:26:13 11/18/23
Found Property	13:00:06 11/18/23
Harassment	14:40:00 11/18/23
Traffic Stop	15:27:28 11/18/23
Traffic Stop	15:38:43 11/18/23
Welfare Check	16:07:56 11/18/23
Trespassing	16:20:23 11/18/23
Traffic Stop	19:22:44 11/18/23
Parking Problem	20:16:57 11/18/23
Suspicious Veh	00:21:22 11/19/23
Motorist Assist	01:26:07 11/19/23
Missing Person	07:21:21 11/19/23
Accident PD	10:19:59 11/19/23
Custodial Int	12:11:08 11/19/23
Fire Gas Leak	14:13:36 11/19/23
Traffic Stop	15:09:11 11/19/23
Traffic Stop	15:19:01 11/19/23
Traffic Stop	15:31:45 11/19/23
Traffic Stop	15:41:11 11/19/23
Suspicious	15:46:58 11/19/23
Traffic Compl	15:53:07 11/19/23

Traffic Stop	18:21:13 11/19/23
Disturb Peace	18:40:48 11/19/23
Traffic Stop	19:11:01 11/19/23
Disturb Peace	19:27:35 11/19/23
Traffic Stop	20:14:17 11/19/23
Traffic Stop	22:35:46 11/19/23
Traffic Stop	00:09:14 11/20/23
Traffic Hazard	12:23:04 11/20/23
Suspicious	12:35:10 11/20/23
Traffic Stop	12:57:41 11/20/23
Traffic Stop	12:59:50 11/20/23
Traffic Stop	14:13:58 11/20/23
Traffic Stop	14:30:37 11/20/23
Traffic Stop	14:59:14 11/20/23
Traffic Stop	15:07:18 11/20/23
Suicidal Subj	16:09:05 11/20/23
Traffic Stop	16:21:45 11/20/23
Traffic Stop	16:40:04 11/20/23
Traffic Stop	16:59:29 11/20/23
CPO NCO Viol	17:38:24 11/20/23
Traffic Stop	17:55:39 11/20/23
Suicidal Subj	18:02:01 11/20/23
Disturb Peace	18:46:21 11/20/23
Traffic Compl	10:29:05 11/21/23
Agency Assist	11:17:58 11/21/23
Welfare Check	13:24:57 11/21/23
Traffic Stop	14:09:50 11/21/23
Traffic Stop	14:59:48 11/21/23
Stray Dog	15:26:18 11/21/23
Agency Assist	16:00:18 11/21/23
Traffic Stop	16:11:18 11/21/23
ABANDONED VEH	16:32:53 11/21/23
Traffic Stop	16:50:16 11/21/23
Stray Dog	17:28:11 11/21/23
Drugs PCS	17:40:02 11/21/23
Disturb Peace	18:15:16 11/21/23
Welfare Check	18:17:07 11/21/23
DUI	19:34:03 11/21/23
Warrant Arrest	23:49:05 11/21/23
Alarm Bus	00:21:30 11/22/23
Alarm Fire	08:02:48 11/22/23
Threats	12:47:48 11/22/23
Traffic Stop	12:50:01 11/22/23
Traffic Stop	13:07:35 11/22/23
Traffic Stop	13:50:31 11/22/23



Traffic Stop	16:08:15 11/22/23
Warrant Arrest	16:14:11 11/22/23
CPO NCO Viol	16:54:37 11/22/23
Traffic Stop	16:58:04 11/22/23
Medical	17:54:13 11/22/23
Traffic Stop	21:31:00 11/22/23
Public Assist	21:42:38 11/22/23
Domestic	23:16:52 11/22/23
Traffic Stop	01:18:47 11/23/23
Traffic Stop	04:00:55 11/23/23
Traffic Stop	10:16:46 11/23/23
Traffic Stop	11:07:27 11/23/23
Traffic Stop	11:18:28 11/23/23
Traffic Stop	11:56:17 11/23/23
Traffic Stop	12:16:31 11/23/23
Traffic Stop	12:36:05 11/23/23
Disturb Peace	12:50:32 11/23/23
Disorderly	13:01:33 11/23/23
Traffic Stop	13:26:35 11/23/23
Traffic Stop	13:44:07 11/23/23
Stray Dog	15:31:56 11/23/23
Traffic Stop	15:53:55 11/23/23
Traffic Stop	16:17:34 11/23/23
Traffic Stop	16:37:47 11/23/23
Traffic Stop	16:55:26 11/23/23
911 AHM	17:50:49 11/23/23
Traffic Stop	18:09:58 11/23/23
Traffic Stop	18:31:12 11/23/23
Traffic Stop	18:44:49 11/23/23
Traffic Stop	18:58:51 11/23/23
Traffic Compl	19:37:16 11/23/23
Traffic Stop	21:01:33 11/23/23
Disturb Peace	06:37:25 11/24/23
Traffic Stop	07:40:57 11/24/23
Traffic Stop	07:59:08 11/24/23
Medical	08:47:35 11/24/23
Traffic Stop	11:15:48 11/24/23
Ord Viol EPD	11:43:43 11/24/23
Public Assist	12:08:03 11/24/23
Ord Viol EPD	12:25:07 11/24/23
Theft	13:07:50 11/24/23
Lost Property	13:44:57 11/24/23
Wanted Person	14:08:32 11/24/23
Missing Person	14:25:10 11/24/23
Welfare Check	15:54:21 11/24/23

Traffic Stop	16:46:56 11/24/23
Traffic Stop	17:39:26 11/24/23
Medical	17:48:12 11/24/23
Traffic Stop	18:54:02 11/24/23
Traffic Stop	20:18:43 11/24/23
Traffic Stop	20:53:31 11/24/23
Medical	23:47:05 11/24/23
Curfew	01:01:23 11/25/23
Traffic Stop	02:01:21 11/25/23
Medical	08:04:46 11/25/23
Traffic Stop	08:05:40 11/25/23
Unknown Problem	08:31:52 11/25/23
Medical	10:37:52 11/25/23
Traffic Stop	10:39:33 11/25/23
Medical	10:41:00 11/25/23
Funeral Escort	11:02:45 11/25/23
Traffic Stop	11:12:35 11/25/23
Traffic Stop	11:54:38 11/25/23
Traffic Stop	12:54:01 11/25/23
Civil Compl	12:58:47 11/25/23
Traffic Stop	13:14:57 11/25/23
Suspicious	13:25:04 11/25/23
Domestic	13:55:32 11/25/23
Medical	16:43:16 11/25/23
Assault	18:31:12 11/25/23
Stray Dog	18:43:49 11/25/23
Traffic Stop	19:50:31 11/25/23
Traffic Stop	20:12:20 11/25/23
Traffic Stop	21:10:55 11/25/23
Traffic Stop	21:29:32 11/25/23
Medical	21:48:26 11/25/23
Traffic Stop	21:54:01 11/25/23
Traffic Stop	00:09:56 11/26/23
Fire Brush	06:32:36 11/26/23
Public Assist	13:33:39 11/26/23
Traffic Stop	13:48:51 11/26/23
Harassment	13:59:59 11/26/23
Welfare Check	15:14:14 11/26/23
Public Assist	16:04:59 11/26/23
Traffic Stop	16:40:22 11/26/23
Custodial Int	17:13:00 11/26/23
Unattended Dth	17:56:41 11/26/23
Medical	18:21:45 11/26/23
Traffic Stop	19:03:23 11/26/23
Fire Gas Leak	22:01:56 11/26/23

Traffic Stop	22:07:13 11/26/23
911 AHM	22:32:36 11/26/23
Traffic Stop	23:02:10 11/26/23
DUI	23:29:43 11/26/23
Traffic Stop	04:30:35 11/27/23
Traffic Stop	04:41:50 11/27/23
Public Assist	08:28:27 11/27/23
Harassment	11:50:51 11/27/23
Welfare Check	12:05:16 11/27/23
Information	12:37:16 11/27/23
Welfare Check	17:34:43 11/27/23
Missing Person	17:38:01 11/27/23
Agency Assist	18:04:37 11/27/23
Traffic Stop	18:24:11 11/27/23
Medical	19:33:29 11/27/23
Welfare Check	20:18:41 11/27/23
Medical	21:20:05 11/27/23
Traffic Stop	21:55:29 11/27/23
Public Assist	01:09:27 11/28/23
Public Assist	01:56:25 11/28/23
Traffic Stop	05:05:19 11/28/23
Traffic Stop	06:15:16 11/28/23
Public Assist	07:19:35 11/28/23
Alarm Fire	07:21:20 11/28/23
Unlawful Entry	09:45:48 11/28/23
Ord Viol EPD	11:50:23 11/28/23
Traffic Stop	12:59:26 11/28/23
Traffic Stop	13:40:31 11/28/23
Traffic Stop	14:10:02 11/28/23
Traffic Stop	14:23:54 11/28/23
Traffic Stop	14:42:41 11/28/23
Traffic Stop	15:30:26 11/28/23
Traffic Hazard	15:59:46 11/28/23
Welfare Check	16:16:36 11/28/23
Accident PI	16:23:56 11/28/23
Property Damage	16:49:55 11/28/23
Animal Cmplnt	17:48:32 11/28/23
Disturb Peace	17:53:20 11/28/23
Suspicious	23:29:05 11/28/23
Traffic Stop	23:30:10 11/28/23
Juvenile Prob	11:11:56 11/29/23
Burglary Att	11:41:12 11/29/23
Stray Dog	11:53:39 11/29/23
Suspicious	11:58:21 11/29/23
Traffic Compl	12:19:40 11/29/23

Traffic Stop	12:24:45 11/29/23
Animal Cmplnt	12:52:30 11/29/23
Identity Theft	12:53:31 11/29/23
Civil Compl	12:55:34 11/29/23
Animal Cmplnt	13:15:39 11/29/23
Battery	13:38:31 11/29/23
Child Abuse	13:45:49 11/29/23
Parking Problem	14:17:45 11/29/23
Traffic Stop	15:44:23 11/29/23
Accident PD	15:52:35 11/29/23
Traffic Stop	16:42:35 11/29/23
Theft	19:52:11 11/29/23
Traffic Stop	20:00:58 11/29/23
Theft	09:12:35 11/30/23
Parking Problem	10:21:28 11/30/23
Stray Dog	11:23:37 11/30/23
Sex Offense	11:26:25 11/30/23
ABANDONED VEH	13:02:18 11/30/23
CPO NCO Viol	13:57:49 11/30/23
Traffic Compl	14:54:29 11/30/23
Traffic Stop	16:10:34 11/30/23
Traffic Stop	16:20:29 11/30/23
Traffic Stop	17:24:12 11/30/23
DWP	20:16:42 11/30/23
Warrant Arrest	20:45:00 11/30/23
Traffic Stop	22:27:59 11/30/23
911 AHM	22:52:46 11/30/23
Theft	23:25:56 11/30/23



## City's Strategic Pillars

12/19/23

- Economically vibrant and health-conscious city.
- Legally compliant with all state and federal laws.
- Performing its constitutional mission (protecting people and property).
- With adequate infrastructure for growth

### PUBLIC WORKS GOALS

- Replace all water distribution lines less than 6" in diameter to meet minimum main line size requirement. 80%
- Design for well #6 at City Park. 90%
- Reduce I&I inside sewer collection lines to less than 50% of current rate per Sewer Capital Improvement Plan. 80%
- Implement Airport Pavement, and Master Capital Improvement Plan. 50%
- Replace Utilities at Wardwell Loop. 35%
- Create Cemetery Master Plan. 5% *on hold*

### EXPENDITURE REQUIRING AUTHORIZATION / PURPOSE OF EXPENDITURE

- 11/06/23 GW BUILDING LLC, PUBLIC WORKS - \$13,600.00
- 11/08/23 CORE & MAIN LP, 2" METERS - \$7,129.32
- 11/17/26 IDAHO PRECAST, PUBLIC WORKS - \$5,076.16
- 11/04/23 KELLER ASSOCIATES, WASTEWATER COLLECTION – 19,545.00
- 10/28/23 PLAYSPACE DESIGNS INC, SPLASH PAD - \$117,773.48
- 11/30/23 COASTLINE EQUIPMENT CO, JOHNS & HWY 16 - \$12,798.78

### TRAINING

- CPR Adult Child Infant with First Aid, \$55 per person, 19 employees

### ACCOMPLISHMENTS SINCE LAST REPORT

1. Adjusted all domestic water pumps and motors to get more efficiency in power consumption.
2. Installed new ADA Bathrooms in the park.
3. Annual Cleaning of water and sewer facilities.
4. Review updates and process with ITD SH-16, SH-44, to SH-52.
5. Replaced 50-year-old box culvert at HWY 16 and Johns Ave
6. Completed alley grading throughout city.
7. Completed Smoke Testing in section of town sewer system.

### PLAN FOR NEXT 30 DAYS

1. Quail Run Lift Station contract on hold for development.
2. 12th St Lift Station contract to be approved.
3. Starting grant application for 12th St and Substation intersection.
4. 12th and Substation Intersection Review with Keller Associates continued
5. WWTP/Sewer and WTP/Water Master Plan Update continued.
6. Continuing our efforts to mitigate I&I.
7. Sewer manhole - grout and/or replacement for those leaking water
8. Repair bad water valves and water valve boxes
9. Water valve exercise for all water distribution valves.
10. Upgrade fire hydrants older than 18 years.
11. Work with ITD to get access off Hwy 16 for development of commercial.
12. Get winter equipment and sanding materials prepared.
13. Design new storm system at Washington and E Main.
14. Implement new Neptune system into Black Mountain
15. Survey City Storm trunk into Gem County drain.

## City's Strategic Pillars

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
- Performing its constitutional mission (protecting people and property)
- With adequate infrastructure for growth

### *Systems Admin Goals (with percentage of completion to date)*

- Complete fiber optic network to inner city facilities. **88% Airport & Locust Booster will be last major sites to complete.** Airport city fiber will be complete in coming weeks to our hanger.
- Migrate all servers to cloud over the next 5 years. **35% SysAdmin, Library, Public Works converted to SharePoint cloud storage. Will get clerks converted after FTTH pilot project.**
- Complete Geographic Information System mapping of all city infrastructure assets (ongoing). **80% New fiber infrastructure on deck.**
- Convert city network from a bridged configuration to routed. **45% Initial plan and IP address scheme. Converted City Park, Highlands Booster, Fire Department, Industrial Park, Tin building, and Cemetery thus far.**
- ARPA Projects and Reporting completion. **40% Locust generator has been delivered. Concrete and building erection for Locust is complete.**

### *Expenditures requiring authorization from higher and purpose of expenditure*

- None

### *Training last 30 days*

### *No less than Top Ten Accomplishments since last report*

1. Veeam license file updates
2. Climate sensor testing for fiber huts
3. ISP customer notification solutions
4. Library LEAP issue
5. Joint trench mapping for Dagger Falls
6. Update maps and contact info for Digline
7. GIS shape file for Assessors office
8. Laptops for City of Heyburn completed
9. NAPA TRACS software backup
10. Email archive backup issue
11. Primary internet outage, recovery
12. Rebalance cameras across NVR recorders
13. Airport CAD file for GIS
14. Synology and VMware quarterly updates
15. Council chambers network rack redo
16. AC condenser cleaning at all fiber locations
17. Cradlepoint license renewals

### Plan for next 30 days

18. Setup backup edge router on network	19. Emmett Fiber customer notification system
20. Firstnet change over, cradlepoints	21. Update cameras tennis courts and tin building
22. Splicing of Airport fiber and conduit installation	23. Cemetery lighting and camera expansion
24. GIS fiber mapping platform build (Docufiber)	25. Rotation council chambers computer
26. 911 updates for phone system extensions	27. Fire department new RMS system
28. Multifactor authentication for email	29. Update excel network maps