

City of Emmett Council Meeting

August 27, 2019

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**
Lance Zagaris offered the **Community Invocation**

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

Staff Present: Lyleen Jerome, Curt Christensen, Alyce Kelley, Steve Kunka, Clint Seamons, Mike Knittel, Stephanie Johnson

Public Present: John Morton - 1245 Gamage Lane, Marjorie Smith - Emmett High School, Christina Walker - 304 N. Kimball Ave., Caldwell, Gerald and Charlise Turner - 527 E 2nd St., Wade Carter - 2275 Scenic Dr., Josh Williams - 604 S. Johns, William Farrell - 2389 Waterwheel Rd, Bob Jonsen - 523 E. 4th, Daniel and Cynthia Brice - 1000 E. Main, Diana Baird - Messenger Index

Amendments to the Agenda: amended in Good Faith Adding Item 10(C)

Councilman Nebeker made a **MOTION TO APPROVE THE AGENDA AS AMENDED. SECONDED, 6 - AYES, 0- NOES. Motion Carried.**

Declaration of Conflicts of Interest: - None

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

Public Hearing: Mayor Petrie called a Public Hearing to discuss Amendments to 2018-2019 Fiscal Year Budget Appropriations open at 7:04PM. Mayor asked for any further questions or comments from the community three times and then adjourned the Public Hearing at 7:07PM. Councilman Alder made a **MOTION TO APPROVE ORDINANCE #O2019-11 AN ORDINANCE OF THE CITY OF EMMETT, IDAHO, AMENDING THE ANNUAL APPROPRIATION ORDINANCE # O2018-06 FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018 TO REFLECT THE RECEIPT OF UNSCHEDULED REVENUES INCREASING AND ESTABLISHING THE APPROPRIATIONS FOR EXPENDITURES IN VARIOUS DEPARTMENTS AND FUNDS, PROVIDING THAT THE TAX LEVY UPON TAXABLE PROPERTY WITHIN THE CITY IS NOT AFFECTED HEREBY, PROVIDING THAT ALL ORDINANCES IN CONFLICT, AND PROVIDING THAT THE ORDINANCE SHALL BE EFFECTIVE UPON ITS PUBLICATION DATE. Seconded. Roll Call Vote. PRESIDENT WELCH - AYE, COUNCILMAN STOUT - AYE, COUNCILMAN HENDERSON - AYE, COUNCILMAN NEBEKER - AYE, COUNCILMAN ALDER - AYE COUNCILMAN RESINKIN. Motion Carried.** Councilman Alder made a motion **TO DISPENSE WITH THE RULE REQUIRING THE ORDINANCE TO BE READ ON THREE SEPARATE DAYS AND ONCE IN FULL, AND THAT THE ORDINANCE BE READ ONCE BY TITLE. Seconded. ROLL CALL VOTE - COUNCIL PRESIDENT WELCH - AYE, COUNCILMAN STOUT - AYE, COUNCILMAN HENDERSON - AYE, COUNCILMAN NEBEKER - AYE, COUNCILMAN ALDER - AYE, COUNCILMAN RESINKIN - AYE. Motion Carried.** Councilman Stout made a **MOTION TO ACCEPT THE FIRST AND ONLY READING OF ORDINANCE #O2019-11, DIRECT THE MAYOR TO SIGN, AND DIRECT THAT IT BE PUBLISHED IN FULL. Seconded. ROLL CALL VOTE - COUNCIL PRESIDENT WELCH - AYE, COUNCILMAN STOUT - AYE, COUNCILMAN HENDERSON - AYE, COUNCILMAN NEBEKER - AYE, COUNCILMAN ALDER - AYE, COUNCILMAN RESINKIN - AYE. Motion Carried.**

CONSENT AGENDA:

- A. **Approval of Minutes** – August 13, 2019
- B. **Approval of Accounts Payable**

Councilman Henderson made a **MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED. SECONDED. 6 – AYES, 0- NOES. Motion Carried.**

ELECTED OFFICIALS:

- A. **Mayor**
 - 1. Proclamations
 - A. **Huskie Blue Fridays** – Principal Wade Carter from Emmett Jr./Sr. High School accepted an award and Mayor Petrie proclaimed October 3rd and ALL Fridays to be Huskie Blue Fridays.
 - B. **Library Card Month** – Alyce Kelley, Librarian received a proclamation by Mayor Petrie proclaiming September 2019 to be Library Card Sign-up Month.
- B. **Announcements**
- C. **City Council**

NON-CONSENT AGENDA

Christina Walker, the Executive Director of the 3rd District Guardian Ad Litem Program provided information to the Council. The group advocates for the neglected and abused children in our communities.

Curt Christensen, Fire Chief provided information regarding the Fire Assessment/Inspection Program that he and the Idaho State Fire Marshal completed two weeks ago.

BUSINESS:

- A. **Approval of Traffic Control Plan for EHS Homecoming Parade on Thursday October 3, 2019. Councilman Henderson made a MOTION TO APPROVE THE TRAFFIC CONTROL PLAN FOR EHS HOMECOMING PARADE. SECONDED. 6 - AYES, 0 - NOES. Motion Carried**

City of Emmett Council Meeting

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- B. Approval of RESOLUTION #R2019-01. Councilman Nebeker made a **MOTION TO APPROVE RESOLUTION #R2019-01 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EMMETT, IDAHO EMMETT MUNICIPAL AIRPORT FEES. SECONDED. 6 - AYES, 0 - NOES. Motion Carried.**
- C. Amended Item - Approval of Road Closure for Emmett Community Bible Church Event. Councilman Henderson made a **MOTION TO APPROVE THE ROAD CLOSURE ON HAYES AVE. BETWEEN EAST 3RD STREET AND EAST 2ND STREET FOR A FAMILY DAY ON SATURDAY SEPTEMBER 7TH FROM 10A.M. TO 2 P.M. Seconded. 6 - AYES. 0 - NOES. Motion Carried.**

REPORTS:

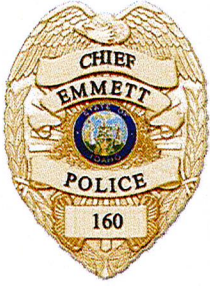
Building Official/City Planner – Brian Sullivan – Absent
City Clerk – Lyleen Jerome – Gave Monthly report.
Fire – Fire Chief – Curt Christensen – Gave Monthly report.
Library – Librarian Alyce Kelley – Gave Monthly report.
Police – Chief Kunka – Gave Monthly report.
Public Works – Clint Seamons – Gave Monthly report.
System Administrator – Mike Knittel – Gave Monthly report.
Engineer – None

Councilman Alder **MADE A MOTION TO ADJOURN, SECONDED, 6 – AYES, 0 – NOES. Motion Carried.**

Meeting Adjourned at 8:25 p.m.

Mayor Gordon Petrie

Lyleen Jerome, City Clerk



EMMETT POLICE DEPARTMENT

501 E. Main Street – Emmett, ID 83617

Fax 365-6062 Phone 365-6055

Steve Kunka, Chief of Police

September 4, 2019

Mayor Gordon Petrie
Emmett City Council

I am showing my approval for the road closures for the 2019 Harvest Festival Street Fair. I received a request from the Director, Krista Cole, of the Gem County Chamber of Commerce on September 3, 2019 (see attached email). The chamber is requesting for street closures from September 27th through September 28th in the City of Emmett downtown area (see attached map of traffic control plan). I have reviewed the traffic control plan from I.T.C. and approve of it.

Steve Kunka,

A handwritten signature in black ink, appearing to read "Steve Kunka", written over a horizontal line.

Chief of Police

Lyleen Jerome

From: Steve Kunka
Sent: Wednesday, September 4, 2019 11:13 AM
To: Lyleen Jerome
Subject: FW: Harvest Festival
Attachments: downtown map.pdf; HF letter to downtown businesses 2019.pdf; HF19 DRAFT City of Emmett - Harvest Festival street closure request.doc

Lyleen,

This email and the three attachments need to be put in the agenda for a road closure request. I am creating the letter of approval now.

Steve

From: Director [mailto:director@emmettidaho.com]
Sent: Tuesday, September 03, 2019 2:22 PM
To: Steve Kunka; Clint Seamons; Curt Christensen
Subject: Harvest Festival

Greetings all,

Chief Kunka, this letter serves to request your letter of support for the Emmett Harvest Festival Street Fair.

Chief Kunka and I have been in touch in reference to the upcoming Emmett Harvest Festival Street Fair. I am including Fire and Public Works so you may comment if so inclined.

The dates are Friday and Saturday, September 27 & 28, 2019.

To briefly recap, there was a bit of a hiccup this year with a small movement calling for the event not to be in the street. This has been resolved and the event WILL be in the street pending City approval.

Last year, I met with Chief Kunka to discuss a new setup creating a continuous flow on West Main Street from Washington Ave to around about Main Street Beverage parking lot. This flow closes the intersection at Commercial and W. Main. We cancelled that idea last year when Bruce Evans pointed out Tom Neth had requested that the intersection be left open that particular weekend or move the event to another weekend. That was the only objection in the past.

As we have moved the event, we desire to implement the continuous flow and close the intersection as noted above and as is found in the attached map. We have emailed downtown businesses and will be hand-delivering the flyer to the businesses most impacted by the change in street closure and those without email addresses.

I have also attached a draft of the letter to the City I'd like to present on the 10th. I'd appreciate all concerns and input so that we can present a clean and supported event package.

I have contacted ITC for signage and The Insurance Group for the event insurance.

Thank you for your time and consideration,

Krista Cole

Executive Director
Gem County Chamber of Commerce
PO Box 592
1022 S. Washington Ave
Emmett, ID 83617
(208) 365-3485 office
(208) 365-3220 fax
Director@EmmettIdaho.com
www.EmmettIdaho.com



DRAFT: FOR REVIEW ONLY

September 29,

City of Emmett
501 East Main Street
Emmett, ID 83617

Dear Mayor Petrie and Members of the Emmett City Council,

The Gem County Chamber of Commerce (GCCC) respectfully requests to use the streets of Historic Downtown Emmett, Idaho for the 27th annual Harvest Festival Street Fair. This much-anticipated free event draws approximately 3-4,000 attendees. The GCCC's purpose in positioning the event downtown is to draw attention to the existing businesses while also promoting/marketing downtown and the available buildings/properties in the area.

The Harvest Festival Street Fair is scheduled for:

Friday, September 27, 2019, from Noon to 7:00pm
Saturday, September 28, 2019 from 10:00am to 5:00pm.

Main Street closure dates and times requested:

Thursday, September 26 at 7:00pm and remain closed until
Saturday, September 28 around 8:00pm.

Street closure locations requested:

- East Main Street from Washington Ave to South Hayes Ave
- West Main Street from Washington Ave to South Boise Ave
- North Commercial from West Main Street to in front of (south of) the alley running behind the 100 block of West Main Street (new)
- The new closure request above is a change for 2018. It is shown on the attached maps. We propose to close the intersection at West Main Street and Commercial Ave. The purpose is to create an area for the stage and entertainment on North Commercial facing south towards the intersection. Hay bales will be placed in the intersection for seating and to promote dancing and engagement with the band/entertainment.

The GCCC proposes and agrees to the following:

1. The GCCC has contracted with Idaho Traffic Control (ITC) to provide the plan, map and barricades/traffic control devices/signage for the requested closures (see attached map and key)
 - a. East Main Street & South Hayes Ave
 - b. Washington Ave. & East Main Street
 - c. Washington Ave. & West Main Street
 - d. South Commercial Ave at West Main Street
 - e. North Commercial Ave at south of the alley before Park Street/Blaser Park

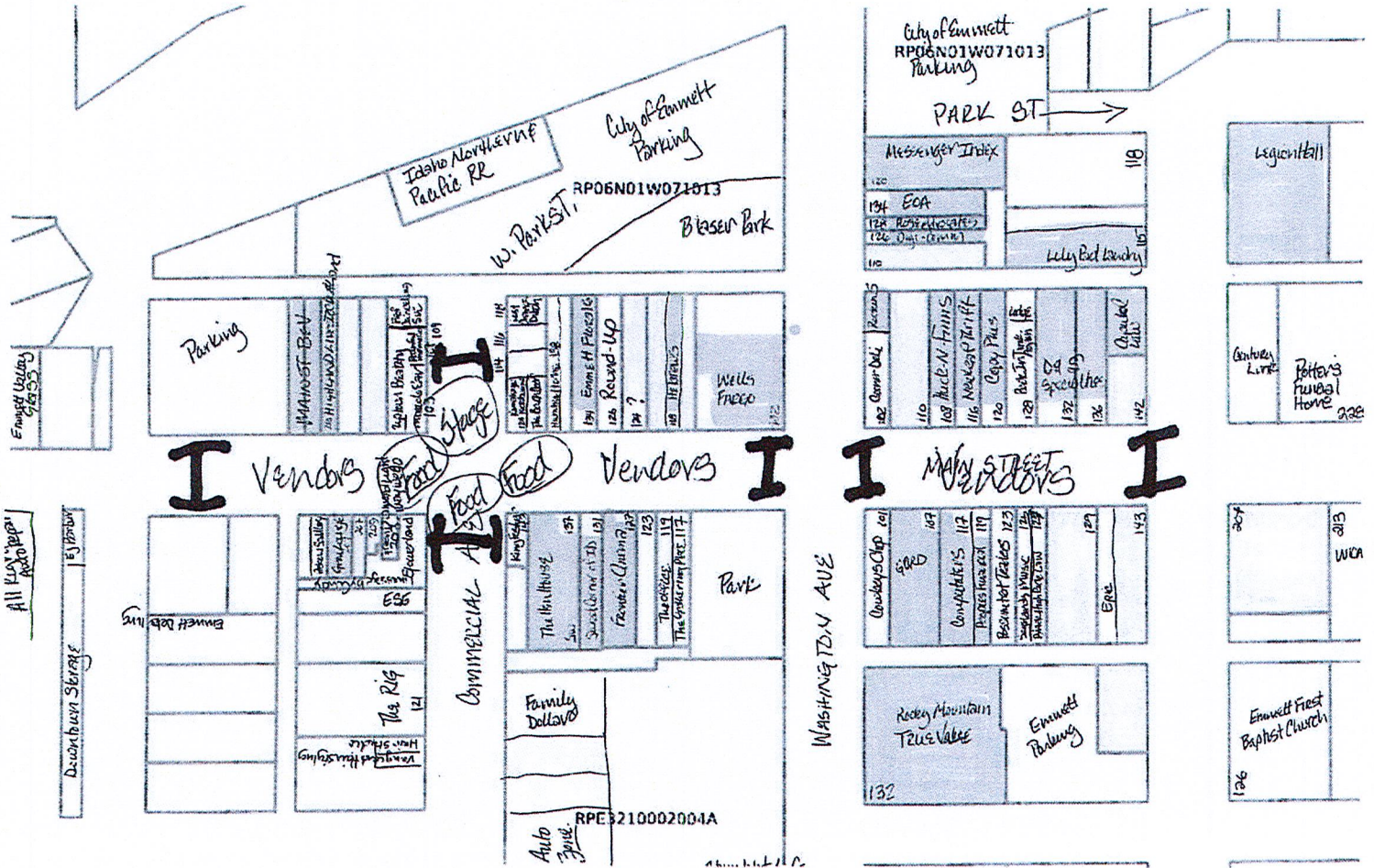
- f. West Main Street & South Boise Ave
 - g. Traffic control devices will be placed each according to the plan prior to 7:00pm on Thursday, October 4, 2018
2. At the above locations the following intersections will remain open for traffic or be altered as follows:
- - a. South Hayes Ave. & Main Street open for north/south traffic
 - b. South/North Washington Ave. & Main Street open for north/south traffic
 - c. The left turn lanes on South/North Washington Ave. to access East/West Main Street will be closed
 - d. South Boise Ave. & Main Street open for west/south traffic and access to the parking lot west of Main Street Beverage
 - e. West Park Street near the Depot Square will remain open to traffic (not through traffic)
 - f. South Commercial from 2nd Street to West Main Street will be open (not through traffic)
3. The GCCC will be responsible for clean up any trash and debris such as straw, paper, plastic bags, etc., during and after the event.
4. After street is cleared of debris, the GCCC will be responsible for removing all traffic control devices, leaving them at nearest street corners on sidewalks for pick-up on the following Monday morning by ITC.
5. The GCCC has preplanned with and will continue to work closely with Chief of Police Steve Kunka, Fire Chief Curt Christensen and Clint Seamons, Public Works, to ensure that all codes are met and that communication takes place before and during this event.

Sincerely,

Krista Cole
Executive Director
Gem County Chamber of Commerce

Attention Downtown Business

2019 Emmett Harvest Festival / Street Fair



I = Road Closure

New for 2019 Emmett Harvest Festival - Intersection at W. Main St & Commercial Ave will be closed, creating a continuous Harvest Festival experience from Washington Ave to Main Street Beverage parking lot.

Greetings Downtown Businesses!

27th Annual Harvest Festival Street Fair

Dates: Friday September 27, Noon - 7pm
Saturday September 28, 10am - 5pm



Main Street - It's Your Time To Shine!

The Harvest Festival Street Fair is an excellent opportunity to showcase your business and increase sales. The GCCC specifically locates this event in Historic Downtown Emmett to promote your downtown businesses and help create a fun experience for festival-goers. There are many ways in which you can benefit from our investment in this event.

- **Sidewalk Sales**
- **Games of Chance**
- **Coupons to Return**
- **Longer Hours**
- **Costumes or Matching Outfits**
- **Contests**
- **Attention Getters**
- **Decorate Business Inside & Out**
- **Drawings**
- **Mailing List Info Acquisition**

Here is some important information about the Harvest Festival Street Fair

- Please help us share the Harvest Festival Street Fair event on your Facebook Pages and elsewhere.
- We encourage you to spill out onto the sidewalk and decorate.
- Businesses who set-up on the sidewalk must leave a 3' un-obstructed walkway.
- 3 Blocks on Main Street will be closed with Food and Expo Vendors up down the center of Main Street.
- Farmers Market will take place on Saturday in Blaser Park.
- Entertainment Stage will be set up in the street at Commercial Ave & W. Main Street with back-to-back amazing bands, dancing and entertainment all day, both days.
- Many exciting activities for kids in Bowman Park.
- Hayride at Family Dollar parking lot, pick up Pumpkins at City Park, return to Bowman Park to decorate Pumpkins.

See map for 2019 Harvest Festival street closure plan.

Sponsored by:



Gem County Chamber of Commerce
1022 S. Washington Ave/P.O. Box 592
Emmett, ID 83617

(208) 365-3485 / Chamber@EmmettIdaho.com

Sponsored by:





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

Wednesday, September 04, 2019

Request approval of Pay Request #3 in the amount of \$76,231.80 to Asphalt Driveways and Patching with Mayor to sign

Mayor, City Council:

I am requesting from City Council a Motion to approve Pay Request #3 in the amount of \$76,231.80 to Asphalt Driveways and Patching with Mayor to sign.

Thank you,

Clint Seamons
Superintendent of Public Works



Pay Estimate Period	
7/31/2019 – 8/31/2019	
Asphalt Driveways & Patching Pay Request #3	\$76,231.80

Date: August 28, 2019

To: Clint Seamons
601 E 3rd Street
Emmett, ID 83617

Subject: 12th Street Pathway Pay Application 3

Pay Request #3

Pay to Order of:

**Asphalt Driveways & Patching
PO Box 702
Nampa, ID 83653**

For City review and approval, we have enclosed the following items:

Pay Request No.	Pay Estimate Period	Project No.	Description
3	7/31/2019 – 8/31/2019	210022-046	Pay Request #3 includes, ¾- Aggregate, Plant Mix Asphalt, Manhole Adjustment, Junction Box Adjustment, Pedestrian Ramps.

Item	Contract Amount	Amount Requested this Period	Total Recommended for Payment to Date	Percent Complete
Asphalt D&P, Contract	\$172,074.00	\$76,231.80	\$163,470.30	95.0%

We have reviewed the attached Asphalt Driveways & Patching Pay Request and recommend the City pay the requested amount. If the attached pay request is found acceptable, please sign.

8/28/2019

Engineer Signature Date

City Signature Date

Enclosure(s): Asphalt Patching and Driveways Pay Request #3 (August 27, 2019)

ASPHALT DRIVEWAYS & PATCHING

PO BOX 702

Nampa, Id 83653

(208) 467-5368

Invoice

Date	Invoice #
8/23/2019	9228

Bill To
City of Emmett Clint Seamons 601 E 3rd Street Emmett, Id 83617

P.O. No.	Terms
210022-046	Due in 30 Days

Item	Qty	Description	Rate	Amount
Service		Payment Request #3, Emmett 12th Street Pathway		
Service		Original Contract Sum	182,514.00	182,514.00
Service		Change Order #1	12,260.00	12,260.00
Service		Change Order #2	-24,000.00	-24,000.00
Service		Change Order #3	1,300.00	1,300.00
Service		Less 5% Retention	-8,603.70	-8,603.70
Service		Less Previous Billings	-87,238.50	-87,238.50
Total				\$76,231.80

SUBMITTED BY: Asphalt Driveways & Patching
ADDRESS: Po Box 702
CITY: Nampa, Id 83653

INVOICE

TO: City of Emmett
601 E 3rd Street
Emmett, Id, 83617

Invoice No. 9228

Invoice Date 08/23/2019

Work Completed thru 08/23/2019

CONTRACTOR'S PAYMENT REQUEST

CONTRACT: 210022-046
12th Street Pathway

ORIGINAL CONTRACT SUM	\$ 182,514.00
PLUS: CHANGE ORDERS	\$ - (10,440.00)
CONTRACT SUM TO DATE	\$ 172,074.00
TOTAL COMPLETED & STORED TO DATE	\$ 172,074.00
LESS: RETAINAGE	\$ 8,603.70
EARNED TO DATE LESS RETAINAGE	\$ 163,470.30
LESS PREVIOUS BILLINGS	\$ 87,238.50
CURRENT PAYMENT DUE	\$ 76,231.80

Dennis Henderson 08/23/2019
(Signature) (Date)
Denise L. Henderson, Bookkeeper
(Name) (Title)

S:\Forms\Subcontracts\PAYRQST.XLS]Sheet1

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract)		12TH STREET PATHWAY		Application Number: 3							
Application Period: 08/01/2019 to 08/23/2019		Application Date: 8/23/2019									
A		B		C		D		E		F	
Item		Contract Information		Estimated		Value of Work		Materials Presently		Total Completed	
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	Quantity Installed	Installed to Date	Stored (not in C)	and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
0706.4.1.E.1	CONCRETE SIDEWALK, THICKNESS 5"	235	SY	\$52.00	\$12,220.00	235	\$12,220.00		\$12,220.00	100.0%	
0706.4.1.H.1	PEDESTRIAN RAMP W/ DETECTABLE WARNING DOME; TYPE 12G	5	EA	\$2,400.00	\$12,000.00	5	\$12,000.00		\$12,000.00	100.0%	
0802.4.1.B.1	CRUSHED AGGREGATE FOR BASE, TYPE 1	480	TON	\$42.00	\$20,160.00	480	\$20,160.00		\$20,160.00	100.0%	
0810.4.1.A.1	PLANT MIX PAVEMENT, TYPE SP3 PG 58-28	260	TON	\$125.00	\$32,500.00	260	\$32,500.00		\$32,500.00	100.0%	
1001.4.1.A.1	SEDDIMENT CONTROL	1	LS	\$5,200.00	\$5,200.00	1	\$5,200.00		\$5,200.00	100.0%	
1103.4.1.A.1	CONSTRUCTION TRAFFIC CONTROL	1	LS	\$900.00	\$900.00	1	\$900.00		\$900.00	100.0%	
1104.4.1.A.1	PAINTED PAVEMENT MARKINGS	108	SF	\$90.00	\$9,720.00	108	\$9,720.00		\$9,720.00	100.0%	
2010.4.1.A.1	MOBILIZATION, BONDS AND INSURANCE	1	LS	\$9,200.00	\$9,200.00	1	\$9,200.00		\$9,200.00	100.0%	
2030.4.1.A.1	MANHOLE, TYPE SEWER, ADJUST TO GRADE	1	EA	\$650.00	\$650.00	1	\$650.00		\$650.00	100.0%	
2040.4.1.D.1	JUNCTION BOX, ADJUST TO GRADE	6	EA	\$550.00	\$3,300.00	6	\$3,300.00		\$3,300.00	100.0%	
SP 101	2040.4.1.A.1 FENCE, TYPE # CHAIN LINK	1300	LF	\$23.00	\$29,900.00	1300	\$29,900.00		\$29,900.00	100.0%	
SP 102	CONCRETE CURB W/ FLEXIBLE POST DELINEATORS	2685	LF	\$12.50	\$33,562.50	2685	\$33,562.50		\$33,562.50	100.0%	
SP 103	MAILBOX EXTENSION	4	EA	\$250.00	\$1,000.00	4	\$1,000.00		\$1,000.00	100.0%	
SP 104	DETECTABLE WARNING DOME	1	EA	\$950.00	\$950.00	1	\$950.00		\$950.00	100.0%	
SP 105	REMOVE EXISTING AND INSTALL NEW MAILBOX	5	EA	\$400.00	\$2,000.00	5	\$2,000.00		\$2,000.00	100.0%	
SP 106	REMOVE AND RELOCATE SPRINKLER SYSTEM	1	LS	\$3,200.00	\$3,200.00	1	\$3,200.00		\$3,200.00	100.0%	
SP 107	REMOVE AND RESET STREET SIGN	4	EA	\$300.00	\$1,200.00	4	\$1,200.00		\$1,200.00	100.0%	
SP 108	LANDSCAPE REPAIR	1	LS	\$1,600.00	\$1,600.00	1	\$1,600.00		\$1,600.00	100.0%	
Change Order 001	SOLAR RECTANGULAR RAPID FLASHING BEACON	1	LS	\$12,000.00	\$12,000.00	1	\$12,000.00		\$12,000.00	100.0%	
Change Order 001	ADDITIONAL SIDEWALK	5	SY	\$52.00	\$260.00	5	\$260.00		\$260.00	100.0%	
Change Order 001	ADDITIONAL SOLAR RRB	1	LS	\$12,000.00	\$12,000.00	1	\$12,000.00		\$12,000.00	100.0%	
Change Order 002	REMOVAL OF 2 SOLAR RRB'S FROM PROJECT	2	EA	-\$12,000.00	-\$24,000.00	2	-\$24,000.00		-\$24,000.00	100.0%	
Change Order 003	SOFT SPOT REPAIR	210	SF	\$5.00	\$1,050.00	210	\$1,050.00		\$1,050.00	100.0%	
Change Order 003	ADDITIONAL SIDEWALK MAILBOX EXTENSION SP102	1	EA	\$250.00	\$250.00	1	\$250.00		\$250.00	100.0%	
Totals					\$172,074.00		\$172,074.50		\$172,074.50	100.0%	-\$0.50