

City of Emmett Council Meeting

April 25, 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
Will Bilson offered the Community Invocation

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

Council Absent:

Staff Present: Lyleen Jerome, Steve Kunka, Brian Sullivan, Curt Christensen, Clint Seamons, Mike Knittel

Public Present:

Public Present via telephone: None

Amendments to the Agenda: None

Declaration of Conflict of Interest: Council President Nebeker recused himself from decision on approval of the surplus of equipment that is being given to Gem County Fire Department

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

ELECTED OFFICIALS:

Mayor - None

City Council - None

Announcements and Good of the Order - None

CONSENT AGENDA:

Approval of Minutes – April 11, 2023

Approval of Accounts Payables

Approval of Permits – Bartenders: Natalie Collantes

Councilor Henderson **MOVED TO APPROVE THE CONSENT AGENDA**, Seconded by Councilor Harris
Motion Carried by voice vote.

BUSINESS:

Mike Darling, EPD Evidence/Investigations requests approval of Southwest District Health Subgrant Agreement. Councilor Henderson **MOVED TO APPROVE SOUTHWEST DISTRICT HEALTH SUBGRANT AGREEMENT IN THE AMOUNT OF \$7,926.00 WITH THE MAYOR TO SIGN**. Seconded by Councilor Sorenson. Role call vote - Council President Nebeker – AYE, Councilor Butler - AYE, Councilor Harris – AYE, Councilor Henderson – AYE, Councilor Resinkin – AYE, Councilor Sorenson – AYE. **Motion carried.**

Lyleen Jerome, City Clerk requests approval of March 2023 Quarterly Financial Statement. Council Present Nebeker **MOVED TO APPROVE THE QUARTERLY FINANCIALS AND TO PUBLISH ON THE WEBSITE**. Seconded by Councilor Resinkin. **Motion carried by voice vote.**

Curt Christensen, Fire Chief requests approval of the surplus of equipment. Councilor Henderson **MOVED TO APPROVE THE SURPLUS OF EQUIPMENT TO GEM FIRE DISTRICT #1 AS SPECIFIED**. Seconded by Councilor Resinkin. **Motion carried by voice vote with one recusal.**

Clint Seamons, Public Works Director requests approval of Hangar Lease Agreement with Josh Wester. Councilor Butler **MOVED TO APPROVE HANGAR LEASE AGREEMENT BETWEEN JOSH WESTER AND THE CITY OF EMMETT WITH MAYOR TO SIGN**. Seconded by Councilor Sorenson. Role Call Vote. Council President Nebeker – AYE, Councilor Butler - AYE, Councilor Harris – AYE, Councilor Henderson – AYE, Councilor Resinkin – AYE, Councilor Sorenson – AYE. **Motion carried.**

Clint Seamons, Public Works Director request approval of termination of amended and restated hangar lease with William P. Geer, Sheri Slade-Geer and Jeff Eckberg. Councilor Sorenson **MOVED TO APPROVE TERMINATION OF AMENDED AND RESTATED HANGAR LEASE WITH WILLIAM P. GEER, SHERI SLADE-GEER AND JEFF ECKBERG AND THE CITY OF EMMETT WITH MAYOR TO SIGN**. Seconded by Councilor Butler. Role call vote: Council President Nebeker – AYE, Councilor Butler - AYE, Councilor Harris – AYE, Councilor Henderson – AYE, Councilor Resinkin – AYE, Councilor Sorenson – AYE. **Motion carried.**

Clint Seamons, Public Works Director requests approval to reject all bids for Upper Pressure Zone 1 Storage Tank and Future Booster Station Schedule 1 and Bid Schedule 2 due to bids being significantly higher than engineer estimates and value to the City of Emmett. Director indicated that they would re-visit this in the future and how this project could be modified in order to save the city money. Councilor Butler **MOVED TO REJECT ALL BIDS FOR UPPER PRESSURE ZONE 1 STORAGE TANK AND FUTURE BOOSTER STATION BID SCHEDULE 1 AND BID SCHEDULE 2 DUE TO BIDS BEING SIGNIFICANTLY HIGHER THAN ENGINEER ESTIMATES**. Seconded by Councilor Henderson. **Motion carried by voice vote.**

City of Emmett Council Meeting

April 25, 2023

Regular Meeting

DEPARTMENT REPORTS:

Building Official/City Planner – Brian Sullivan – Reported

City Clerk, Lyleen Jerome – Reported

Fire Chief, Curt Christensen – Reported

Library Director, Alyce Kelley – Absent

Police Chief, Steve Kunka – Reported

Public Works, Clint Seamons - Reported

IT Systems Director, Mike Knittel – Reported

Adjourn – Councilor Harris **MOVED TO ADJOURN**, Seconded by Councilor Henderson. **Motion Carried by voice vote.**

Meeting Adjourned 7:37 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

May 4, 2023

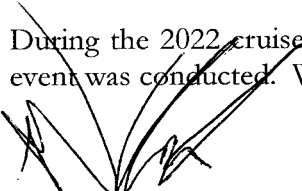
Mayor Gordon Petrie
Emmett City Council

This is my approval to the request from the Cruise Night Volunteers/Annette Severy for a controlled cruise on July 15, 2023. The controlled cruise that has been developed has helped eliminate some of the congestion seen in the prior years. For law enforcement, this has helped us as it has limited the number of vehicles on the roadway during the dedicated cruise time (6:00 p.m. to 9:00 p.m.) and we were able to concentrate on other areas of need. Like in the past South Washington Avenue will be opened back up at 9:00 PM to all traffic. This year I was contacted by Harry Granger who advised the Lions Club would be assisting the Cruise Night Volunteers by providing the insurance for the controlled cruise. Harry and Annette gave me a traffic control plan that was provided to them by Idaho Traffic Control. Cruise Night Volunteers are planning on having a flagger at each intersection along with the traffic control signs like they have done in the past.

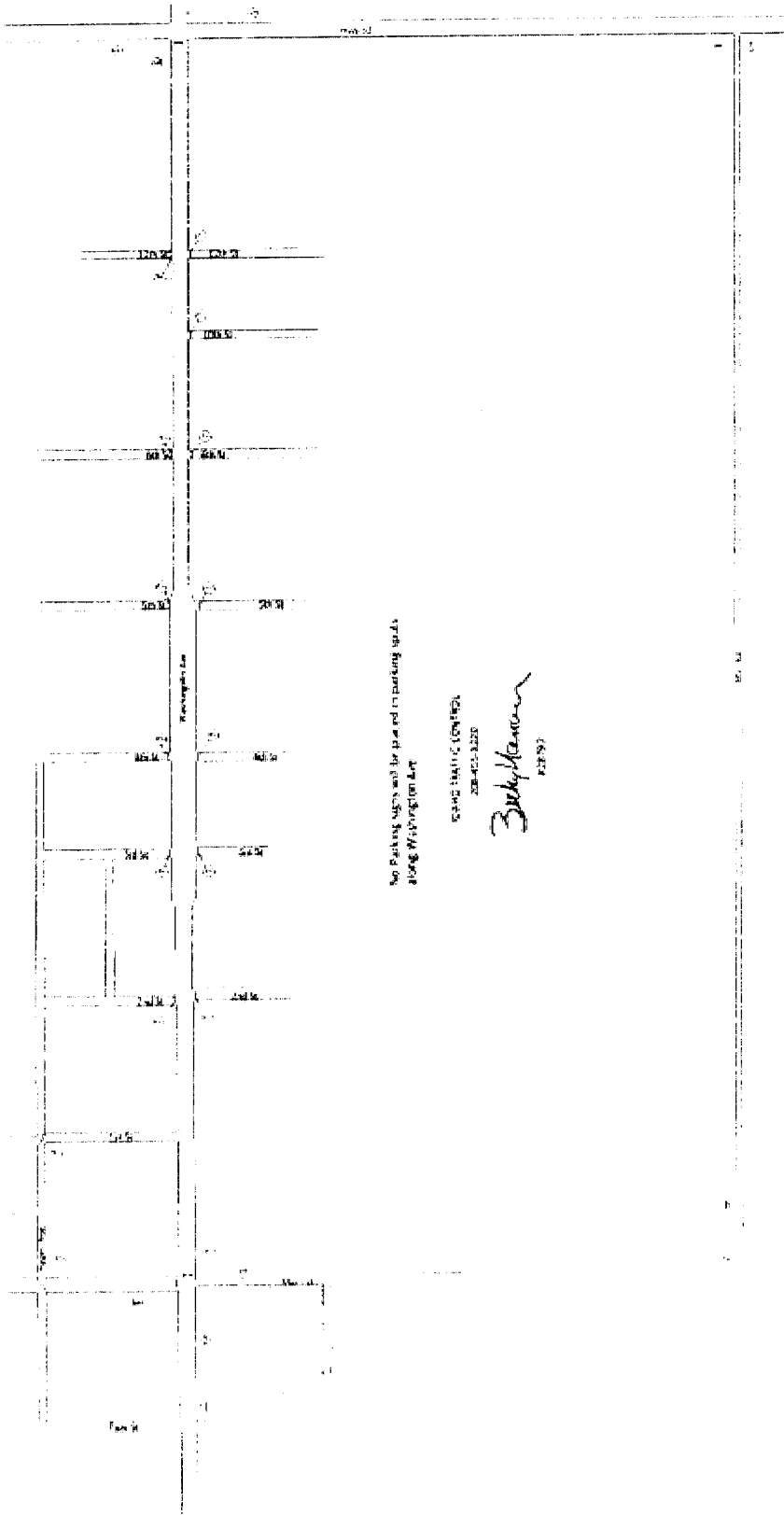
If approved by City Council please consider the following.

- Written document of what is expected from Volunteers at intersections.
- Include responsible person's names and phone numbers with written document to Police.
- The police department will not have officers available for traffic control
- Chief Kunka will place out traffic candles Friday the 14th on the Southside of Dewey St. and also on Johns near the area where the cars come into the park.

During the 2022 cruise the Emmett Police Department was very pleased with the way this event was conducted. We expect the same in 2023.



Steve O. Kunka
Chief of Police



No Parking signs will be placed in parking stalls
along Washington Ave.

SCALE: 1/4" = 1'-0" (AS SHOWN)
208-422-3222

Beky Hansen
228797



Note: Sign Spacing will be according to MUTCD standards.

Johns Ave

McKinley Ave

Judd Ln

Wardwell Ave

Hayes Ave

W20-3

1st St

W20-3

2nd St

W20-3

3rd St

W20-3

4th St

W20-3

5th St

W20-3

6th St

W20-3

Washington Ave

W20-3

Main St

W20-3

10th St

W20-3

12th St

W20-3

Boise Ave

W20-3

Mill Rd

W20-3

IDAHO TRAFFIC CONTROL

208-455-3220

Bobby Hansen

#28797

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ROAD CLOSED AHEAD



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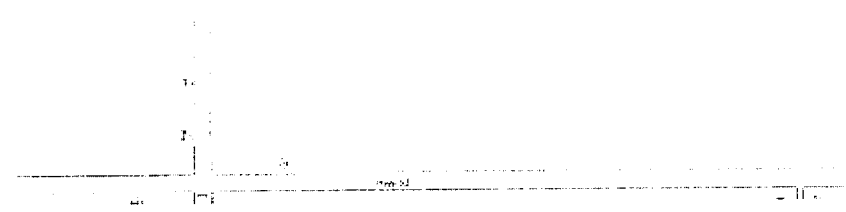
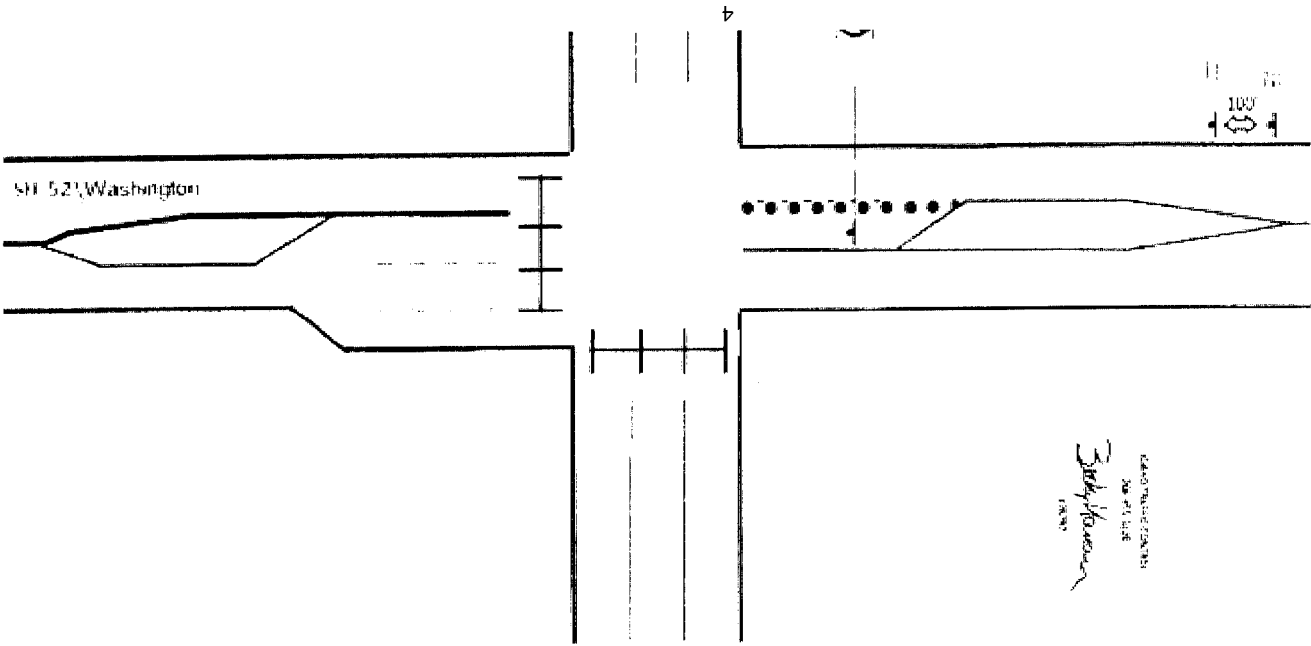
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EMMETT PUBLIC WORKS DEPARTMENT
601 East 3rd Street - Emmett, Idaho 83617
Clint Seamons, Public Works Director

Wednesday, September 22, 2021

Mayor, City Council:

I am requesting a **MOTION to approve the low bid award to Sunroc in the amount of \$28,030.00 for Hawthorne Ave from 6th St to 7th St Asphalt Project.**

Attached is the summary of bids and quotes for your review.

Thank you,

Clint Seamons, Public Works Director

Summary of BIDS - Hawthorne Ave from 6th St to 7th St Asphalt Project

Date received	Company	BID Amount	
4/27/2023	Sunroc	\$	28,030.00 Lowest BID
4/28/2023	Capital Paving Boise	\$	29,200.00
4/28/2023	Inline Asphalt	\$	29,799.00
4/25/2023	Hazel Asphalt LLC	\$	31,440.00
4/28/2023	Granite Excavation	\$	31,568.00
	Idaho Materials		no bid received
	Asphalt Systems Inc		no bid received



SUNROC CORPORATION

CONSTRUCTION DIVISION

2965 E. TARPON DRIVE SUITE 130, MERIDIAN, IDAHO 83642 (208) 362-4244

CONTRACT PROPOSAL

Customer: City of Emmett Address: 601 E. 3rd St. Emmett, ID 83617	Contact: Doricela Millan-Sotelo Phone: (208) 365-9569 Fax:
Project: Hawthorn 6th to 7th (Pave Only) Project Location:	Addendum: Date: 04/27/2023

SUNROC CORPORATION MAY WITHDRAW THIS PROPOSAL IF WRITTEN ACCEPTANCE IS NOT RECEIVED FROM THE BUYER WITHIN 15 DAYS OF THE PROPOSAL DATE

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
10	Mobilization	1.000	LS	\$1,250.00	\$1,250.00
20	3" Asphalt Paving SP3 1/2" PG(58-28)	260.000	TON	\$ 103.00	\$26,780.00
Grand Total:					\$28,030.00

EXCLUSIONS:

- Survey is not included
- Traffic Control is not included
- Survey Monument Removal/Reset is not included
- Third Party Material testing is not included
- Sawcutting is not included
- Sweeping is not included
- Concrete Collars are not included
- Pavement Markings are not included
- No Permits are included
- No Davis Bacon/BOLI Wages are included
- No SWPPP or BMP's are included
- No Weather Protection is included
- Unanticipated soil conditions and/or soft spot repair not included
- Landscaping, Landscape Repair, and import and/or placement of topsoil is not included
- One mobilization is included, additional mobilizations will be billed at the quoted unit price
- Finish grade performed by others need to be +/- .02' of base finish elevations
- This is a unit price proposal, Final payment to be based on actual units provided/installed as measured by Sunroc.
- Grade breaks, valleys and edge of pavement to be painted out prior by others.
- Any paving between the dates of October 1 and March 1 may be impacted by weather and or temperature. Such impacts may result in additional costs.
- Allow a minimum of two weeks for scheduling purposes.
- If area quantities and/or section thickness changes from the original estimate, a price adjustment may be applied.
- No specifications were received and included in this proposal.

MISC. NOTES:

NOTES :

ALL MATERIAL AND WORK IS GUARANTEED TO BE AS SPECIFIED. PLANS AND SPECIFICATIONS ARE A PART OF THIS PROPOSAL. ALL AGREEMENTS AND WARRANTIES EXPRESSED OR IMPLIED ARE ONLY AS ATTACHED IN WRITTEN FORM. ANY ALTERATIONS OR DEVIATIONS FROM PROJECT SPECIFICATIONS INVOLVING EXTRA COSTS, OR ANY ADDITIONAL QUANTITIES, WILL BECOME AN ADDITIONAL CHARGE OVER AND ABOVE ATTACHED SPECIFICATIONS.

THIS CONTRACT COVERS ONLY THE WORK NOTED ABOVE. IT DOES NOT INCLUDE UNFORESEEN PROBLEMS OR OTHER WORK ITEMS. SUNROC CORP. IS NOT RESPONSIBLE FOR DAMAGE, COSTS, OR IMPACT CAUSED BY OR TO ANY HIDDEN OR UNKNOWN ITEMS. ALTERATIONS, CHANGES, ADDITIONAL WORK, UNFORESEEN IMPACTS, OR DEVIATIONS FROM THESE CONTRACT SPECIFICATIONS WILL BECOME AN ADDITIONAL CHARGE, DUE AND PAYABLE.

ANY REQUIRED SUB-GRADE REPAIRS, WHICH ARE DISCOVERED WILL BE CHARGED AT TIME AND MATERIALS. SUNROC CORP. IS NOT RESPONSIBLE FOR EXISTING BASE OR DESIGN PROBLEMS.

SUNROC CORP. CANNOT BE RESPONSIBLE FOR DRAINAGE OR WATER PONDING ON SLOPES OF LESS THAN 1.0% OR WHERE GRADE IS DICTATED BY SURROUNDING AREA. PATCHING CAN PLUG WATER DRAINAGE AND CAN THUS CREATE PONDING.

APPROVAL OF CREDIT, NOTWITHSTANDING PURCHASER'S ACCEPTANCE OF THIS PROPOSAL, SUNROCS OBLIGATION TO PERFORM IS CONDITIONAL UPON APPROVAL OF THE FINANCIAL RESPONSIBILITY OF THE PURCHASER. PURCHASER WILL FURNISH PROMPTLY, AT SUNROC'S REQUEST, INFORMATION NECESSARY TO DETERMINE PURCHASERS FINICAL RESPONSIBILITY AND CREDIT. IF DISAPPROVED PURCHASER WILL BE NOTIFIED, AND UNLESS A SATISFACTORY ARRANGEMENT FOR PAYMENT IS MADE, THIS AGREEMENT WILL BECOME NULL AND VOID, WITHOUT LIABILITY TO EITHER PARTY.

ALL AGREEMENTS AND/OR WARRANTIES, EITHER EXPRESSED OR IMPLIED, ARE ONLY IN WRITTEN FORM. THIS IS A FULLY INTEGRATED CONTRACT.

THIS AGREEMENT IS BINDING UPON HEIRS, ASSIGNORS, AND SUCCESSORS IN INTEREST.

AS A PROPOSAL, THE PRICES QUOTED ARE GOOD FOR FIFTEEN (15) DAYS FROM THE DATE NOTED AT THE TOP OF THE PROPOSAL.

FULL PAYMENT IS DUE AND PAYABLE ON COMPLETION OF WORK. PROGRESS PAYMENTS WILL BE MADE IF COMPLETED IN STAGES. INTEREST WILL BE CHARGED AT 1.5% PER MONTH OR 18% A.P.R. FOR DELAYED PAYMENTS. ALL EXPENSES SUNROC CORP. INCURS IN THE COLLECTION OF MONEY DUE WILL BE REIMBURSED TO SUNROC CORP. INCLUDING ATTORNEY AND CONSULTANT FEES.

RETENTION NOT TO EXCEED THAT WITHHELD BY OWNER. FULL PAYMENT UPON COMPLETION OF ABOVE WORK.

PRICE IS BASED ON NOTHING PREVENTING SUNROC CORP. FROM FULL PRODUCTION. NO STANDBY IS INCLUDED IN PRICE.

ACCESS FOR PAVER AND DUMP TRUCKS MUST BE PROVIDED - SUNROC CORP. CAN NOT BE RESPONSIBLE FOR DAMAGE TO EXISTING ASPHALT OR CONCRETE SURFACES DUE TO NEW ASPHALT PAVEMENT CONSTRUCTION.

DUE TO THE INSTABILITY OF THE PETROLEUM INDUSTRY WITH THE ASSOCIATED PRICE INCREASES, SUNROC CORP. RESERVES THE RIGHT TO ADJUST THE PRCING FOR THE ASPHALT PRODUCTS QUOTED ABOVE AS WE RECIEVE THESE INCREASES. IN THE EVEN THAT ASPHALT BECOMES UNAVAILABLE, SUNROC CORP. WILL BE HELD HARMLESS.

ADDITIONAL TERMS AND CONDITIONS OF AGREEMENT

1. Purchaser represents to be the record owner or authorized agent of the record owner of the real property that shall be improved pursuant to this Agreement (the "Property") with authority to enter into contractual agreements and to grant SUNROC authority to perform the work identified herein. The Purchaser agrees that all materials in this Agreement will be used in the construction, alteration, or improvement of the Property. Purchaser shall not use this document to acquire financing.
2. This Contract Proposal/Agreement shall only be modified by written change order signed by SUNROC and Purchaser. Oral requests for change shall not be binding on SUNROC unless reduced to writing by change order.
3. Purchaser shall assume full responsibility for the accuracy of all lines, levels, quantities, locations and measurements and their relation to the work to be performed by SUNROC. No representation or warranty, express or implied, is made as to the quantities, sizes, grades, specifications, or other matters relating to the needs of the project. In all cases where dimensions are governed by conditions, already established or otherwise, the responsibility for coordination of such conditions as it relates to SUNROC's work shall rest entirely on the Purchaser. It is the Purchaser's sole responsibility to compare the items on this Contract Proposal/Agreement with plans and specifications for accuracy and completeness. Any variations or modifications from specified lines, grades or dimensions required shall be the responsibility of the Purchaser and subject to a change order should additional work be required of SUNROC.
4. In the event the record owner of the Property sells, mortgages, or otherwise transfers or encumbers the Property, the total amount herein provided shall become immediately due and payable as to any and all amounts then unpaid.
5. Purchaser agrees that all alleged defects in work, material or labor shall be made in writing to SUNROC within ten (10) calendar days of the date of the billing invoice for the work performed. If said writing has not been made within the time period specified herein, Purchaser waives any right to claim defects and/or offsets for these alleged defects. In the event of defective work, SUNROC's sole and exclusive liability shall be to repair or replace defective work at its discretion. In no event shall SUNROC be liable for special, incidental, or consequential damages, including, but not limited to, loss of good will, loss of profits, or loss of use.
6. In the event that material costs on which this Contract Proposal/Agreement is based rise in excess of fifteen percent (15%) during the course of work, Purchaser agrees that these increased costs, in their entirety, shall be billed to Purchaser as an automatic adjustment to the Contract Proposal/Agreement.
7. To the extent that the contracted price is based on a specified unit or square foot price, Purchaser agrees that the number of units or square feet indicated is an approximation, and that SUNROC shall be paid in full for the actual units or square feet completed as determined by field measurement by SUNROC.
8. SUNROC shall not be liable for failure of performance or failure of delay in delivery by reason of any event beyond the control of SUNROC, including, but not limited to, strikes; labor disputes; fire; flood; weather; embargo; war or other hostilities; government authority or regulation; acts of God; shortage of material or fuel; as a result of actions of Purchaser, record owner, or any other person; or as a result of the extension of time granted by Purchaser. Upon the occurrence of such delay, SUNROC shall receive an equitable extension of time for completion of the Agreement. SUNROC shall not be entitled to any damages or compensation as a result of said delay except to the extent that said delay was caused by the Purchaser, record owner, or persons employed by the Purchaser or record owner.
9. SUNROC assumes no risk of non-disclosed or unforeseen conditions of the Property, including, but not limited to, hazardous substances (as defined by applicable law). In the event that hazardous substances are present on the Property (other than hazardous substances introduced by SUNROC), Purchaser agrees to indemnify SUNROC and its officers, directors, employees, agents, representatives, and subcontractors from and against any and all losses, claims, damages, fines, penalties, liabilities, injuries, costs and expenses (including all attorney fees and costs incurred in any civil, criminal, or administrative proceeding) arising from such hazardous substances, including, but not limited to, the presence or use, generation, storage, treatment, containment, release, threatened release, disposal of, exposure, or threatened exposure.

10. Unless otherwise noted, all federal, state, and other taxes of any nature related to this Agreement shall be borne by Purchaser.
11. SUNROC warrants that all materials covered by this Agreement shall conform to industry standards. No implied warranties of fitness or merchantability are given and are expressly disclaimed by SUNROC.
12. The parties agree that the prevailing party in any lawsuit arising from or as a result of this Agreement, whether the action is based on the Agreement's terms and provisions or on any other theory of liability, shall be entitled to an award of attorney fees and costs incurred in said action.
13. This Contract Proposal/Agreement is the total agreement and supersedes all negotiations, representations, prior discussions, and preliminary agreements between the Parties hereto, whether oral or written. This Agreement shall be construed and interpreted as if drafted equally by all Parties hereto.
14. This Agreement shall be governed by the laws of the Local State where the project resides, without regard to its choice of law provisions.
15. Sunroc Public Work License is PWC-C-17452-U-1-4
16. PAYMENTS IS TO BE MADE AS FOLLOWS: All accounts due 15th of month following date of billing. In the event payment is not made by the due date, I or we agree to pay if collection is made by suit or otherwise a reasonable attorney's fee, plus a FINANCE CHARGE OF 1½% per month (ANNUAL PERCENTAGE RATE 18%), and hereby waive all rights to claim exemption under state laws. Signature by owner or agent constitutes acceptance of the above.
17. This proposal is based on plans dated by

<p>ACCEPTED: The above prices and specifications are satisfactory and hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____</p>	<p>CONFIRMED: SUNROC CORPORATION Authorized Signature: _____ Estimator: Estimate #: 23ID246</p>
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INLINE ASPHALT, INC

Po Box 94
SWIFT, ID 83670
208-969-0583

Estimate

Date	Estimate #
4/28/2023	1220

Name / Address
City of Emmett 316 E. Park St. Emmett, ID 83617 JOB: HAWTHORNE AVE PAVE

			Project
Description	Qty	Rate	Total
Pave and install a 3.0 inch compacted matte of hot asphalt on roadway prepped by City of Emmett.	13,860	2.15	29,799.00
Thank you for considering us for this job and please call with any questions.			Total \$29,799.00

Phone #	Fax #
2083659147	



Idaho Public Works 001111-CC-2
RCE-30053
OR Construction License #203058

PO Box 1518 - Nampa, ID 83653
Office: 208.467.7789 - Fax: 208.467.7946

Paving, Patching & Maintenance.

Name / Address		Date	Estimate #
City of Emmett 601 E 3rd St Emmett, ID 83617		4/25/2023	23-052
Customer Phone	Customer Fax	Terms	Project
208-365-9569		in full upon completion	Hawthorne Ave
Furnish, haul, place and compact SP3 58-28 3" compound A.C. mat over approximately 262 tons @ \$120.00/per ton			31,440.00

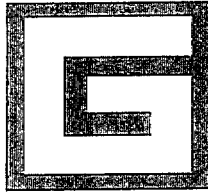
Total \$31,440.00

Permits, testing, engineering, surveying, and/or any other work not specifically defined in this estimate is not included in total price. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Our workers are fully covered by Workman's Compensation Insurance.
Drainage is not guaranteed on overlays or projects not fine-graded by Hazel Asphalt, LLC

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined

Signature (Sign and Print Name) _____

This proposal may be withdrawn by us if not accepted within 15 days.



GRANITE
Excavation Inc.
We're diggin this business

23 Warm Lake Hwy
 Cascade, ID 83611
 225 Wooddale Ave, Ste 115
 Eagle, ID 83616
 graniteexcavation.com
 208-382-4188

To: City Of Emmett	Contact: Clint Seamons
Address: Emmett, ID	Phone:
	Fax:
Project Name: City Of Emmett Hawthorne 6th To 7th St. Paving	Bid Number: 1
Project Location: 7th/Hawthorne, Emmett, ID	Bid Date: 4/28/2023

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization	1.00	LS	\$1,700.00	\$1,700.00
2	HMA Paving	262.00	TON	\$114.00	\$29,868.00

Total Bid Price: \$31,568.00

Notes:

- Above shown pricing doesn't included Performance & Payment Bonds, please add 1.5% to total price if needed.
- Catch Basins are excluded in above shown pricing.
- Concrete collars are excluded in above shown pricing.
- Dewatering is excluded in above shown pricing.
- Haul off of all excess pipe spoils are excluded in above shown pricing.
- Above shown prices do not include permits.
- Pipe material pricing is based on current prices. Due to significant market fluctuations, pipe material costs can only be determined at the time of shipment. Any increase from the current prices will be passed on to the owner.
- Quality Control Testing is excluded in above shown pricing.
- Rock Excavation is excluded in above shown pricing.
- Price does not include any scope of work not specifically called out on the above shown bid schedule.
- Survey is excluded in above shown pricing.
- SWPPP is excluded in above shown pricing.
- Above pricing is contingent on agreed upon schedule between Granite Excavation & the GC/Owner.
- Above pricing for pipe is good only until the end of business the day this proposal is received. Pipe order will not be placed until directed by the Owner/GC. Materials on Hand will be billed out same day and is due within 30 days.
- Due to significant market fluctuations and volatility not all pipe types or dimensions may be available at time of order. Pricing for pipe not available at time of order will not be held. Costs can only be determined at the time of shipment. Any increase from the current prices will be passed on to the owner.
- All Prep work is excluded
- Traffic Control is excluded

Payment Terms:

Progress billing will be submitted by the 25th of each month. Payment is due by the 10th of the following month.

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: Granite Excavation Inc</p> <p>Authorized Signature: _____</p> <p>Estimator: Josh Vandenburg (208) 634-6572 joshvandenburg@graniteexcavation.com</p>
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EMMETT PUBLIC WORKS DEPARTMENT
601 East 3rd Street - Emmett, Idaho 83617
Clint Seamons, Public Works Director

Tuesday, April 4, 2023

Mayor, City Council:

I am requesting a **MOTION to approve city hangar lease agreement between Clearwater Airmotive, LLC and the city of Emmett with Mayor to sign.**

Attached is the city hangar lease agreement for your review.

Thank you,

Clint Seamons, Public Works Director

LEASE AGREEMENT

AGREEMENT, between The City of Emmett, an Idaho Municipal Corporation, with an address at 501 E. Main St., Emmett, ID 83617 ("Landlord") and Clearwater Airmotive, LLC an Idaho Limited Liability Company, with an address of 624 6th Ave. S, Nampa, ID 83651 ("Tenant").

LANDLORD leases and rents to Tenant, and Tenant leases and rents from Landlord, the City owned hangar ("premises") located at the City Airport in Gem County, Idaho.

THE TERM of this lease is three (3) years, commencing on _____, 2023 and terminating on _____, 2026. Tenant shall have the right to renew the Lease for a period of three (3) years. If Tenant desires to renew the Lease, then written notice of such renewal shall be given not sooner than one (1) year and not less than one hundred twenty (120) days prior to the termination date of this Lease.

1. RENT: Tenant shall pay Landlord as rent: (a) the sum of \$800.00 per month for the first year (b) the sum of \$900.00 per month for the second year, and (c) the sum of \$1000.00 per month for the third year. The first payment shall be due on the first day of the term of this lease and subsequent payments shall be due on the same day of each month thereafter so long as the lease continues. If the lease is terminated without the default of Tenant, Landlord will refund to Tenant any un-earned rent after Tenant vacates the hangar. Landlord may, by resolution of the Emmett City Council, periodically adjust the rent. Any such adjustment shall become effective for the next annual rental payment due. Such adjustments shall not occur more frequently than once each year.

2. UTILITIES: Tenant shall pay before the same are delinquent, all sewer, water, gas, electricity, power, and other utilities used by Tenant. Tenant shall pay all connection costs, meter installation costs and any other costs associated with utilities used by Tenant. All installations must be approved by and comply with any municipal, state, or federal laws and regulations.

3. PROPERTY OF TENANT: Tenant shall obtain property insurance on all Property of Tenant located on the Premises and hereby releases and discharges Landlord of and from any liability for damage to the Property of Tenant. "Property of Tenant" shall mean and include all personal property of Tenant including structures, equipment, furniture, and personal belongings kept or used on or installed in the Premises that are owned by and separately assessed to Tenant.

4. WARRANTIES: There are no warranties by Landlord, and Tenant, in executing this lease, is relying upon its own judgment, information and inspection of the premises. Tenant has inspected the premises and accepts the same "AS IS."

5. ENTRY BY LANDLORD: Landlord shall have the right to enter the leased premises at any reasonable time to examine the same and determine that Tenant is complying with the terms of this lease.

6. INDEMNIFICATION: Tenant agrees to indemnify, defend and hold harmless Landlord and its officers, agents and employees, from and against any and all claims, losses, actions or judgments for damages or injury to persons or property arising out of or in connection with the acts and/or any performances or activities of Tenant, Tenant's agents, employees, representatives, invitees, or any other person allowed on the Premises by Tenant.

7. HAZARDOUS WASTE AND HAZARDOUS MATERIALS: Tenant agrees not to store, generate, or otherwise use or bring upon the premises, any hazardous waste as defined by Federal, State, or local laws and regulations. All hazardous materials shall be stored and disposed of strictly in accordance with any State or Federal regulations. Tenant shall hold Landlord harmless from any liability associated with Tenant's use or possession of hazardous materials.

8. USE OF PREMISES: Tenant will use the premises for aeronautical purposes, primarily to store, maintain and construct aircraft. Except for hazardous materials, non-aeronautical items may be stored in the hangar provided the items do not interfere with the aeronautical use of the hangar. Items are generally considered to interfere with the aeronautical use of the hangar when they impede the movement of aircraft in and out of the hangar or displace the aeronautical contents of the hangar. Tenant shall comply with all laws, regulations and ordinances associated with the use of the premises. Tenant's use of the premises shall not be changed without the written consent of Landlord. All use and operation on the premises shall be in strict accordance with all applicable Local, State and Federal (FAA) rules and regulations.

9. USES NOT PERMITTED: Tenant shall not use, and Tenant shall not permit anyone else to use the Premises for any of the following purposes:

- a. The operation of any business without written permission from the Landlord;
- b. Construction of any additional buildings or fixtures without Landlord's written permission;
- c. Aircraft construction and maintenance not in accordance with Federal Aviation Regulations;
- d. Any residential use;
- e. The storage of any refuse or trash;
- f. Smoking by anyone in the hangar;
- g. Running the aircraft engine in the hangar;
- h. Fueling or de-fueling the aircraft in the hangar.

9. UPKEEP: Tenant shall keep and maintain the premises in a neat and orderly manner and shall keep the premises free from debris, garbage, and other unsightly material. Tenant shall maintain all surfaces not covered by asphalt or concrete in a weed-free condition. Tenant shall maintain the premises and shall surrender the premises to Landlord at the end of the lease in as good a condition as existed at the beginning of this lease, normal wear and tear excepted. Landlord shall have no responsibility for any repairs or upkeep of the premises in addition to the condition of the premises as they existed at the beginning of this lease. Any maintenance of the premises that is required because of the fault of Tenant shall be done at Tenant's cost.

10. REPAIRS: Tenant shall repair damages, except those caused by normal use, to the airport and premises which are the result of Tenant's action or of any invitee of Tenant while making use of the airport or premises. Repairs shall be completed within ninety (90) days of the date of any such damage. If Tenant cannot reasonably repair such damage within ninety (90) days, then Tenant shall give notice to Landlord of that fact and request an extension of 90 days. Such an extension shall not be unreasonably withheld.

11. TERMINATION OF LEASE: If Landlord ceases to own or operate the airport or finds that because of Federal, State, or other restrictions, it is impractical to continue the Lease, or if Landlord determines in its sole discretion that it is not in Landlord's best interest to continue with the Lease, then this Lease shall terminate. Landlord shall give Tenant notice of such termination ninety (90) or more days in advance of the termination date.

12. RELOCATION: If Landlord undertakes airport renovation and/or expansion or any other project which requires the use of the premises, then Tenant shall be required to relocate to another location. Landlord shall attempt to provide a comparable location for the substituted premises. Landlord shall give Tenant written notice one (1) year in advance of when such relocation is required. Relocation shall be at Tenant's expense.

13. ALTERATIONS AND IMPROVEMENTS: All alterations, changes and improvements built, constructed, or placed on the premises by Tenant, with the exception of fixtures removable without damage to the premises and moveable personal property shall, unless otherwise provided by written agreement between Landlord and Tenant, be the property of Landlord and remain on the premises at the expiration or sooner termination of this lease, and shall be at Tenant's sole cost and expense. Improvements may only be made which will increase the value of the premises. Improvements may not be made without the prior consent of Landlord. Tenant shall provide Landlord with lien waivers for any improvements made to the premises.

14. TAXES AND ASSESSMENTS: Tenant shall pay all personal property taxes and assessment levied against Tenant's personal property before the same become delinquent.

15. LIENS: Tenant shall not suffer or permit any liens to be filed against the premises or any part of the premises. If a lien is filed against the premises, then

Tenant shall cause the same to be removed of record within sixty (60) days after the date of the filing of the lien. Failure to remove the lien shall be a default under this Lease, or any renewal thereof.

16. FIRE HAZARDS: Tenant shall comply with all applicable fire codes.

17. WASTE PROHIBITED: Tenant shall not commit or permit any waste or damage to the premises.

18. LIABILITY INSURANCE: Tenant shall maintain a comprehensive liability insurance policy in an amount of not less than five hundred thousand dollars (\$500,000.00) covering the premises during the terms of this lease. The policy shall provide coverage for all acts for which Tenant is required to indemnify Landlord under Paragraph 6 of this agreement. Tenant shall have Landlord named as an additional insured and shall provide Landlord with proof of current insurance during the term of this Lease, or any renewal thereof. The policy shall provide that the insurance company shall give Landlord written notice of any proposed cancellation of the insurance 30 or more days in advance of such cancellation.

19. ASSIGNMENT OR SUBLETTING: Tenant shall not assign this Lease without the written consent of Landlord. Tenant may not sublet the whole or any part of the premises.

20. ATTORNEY'S FEES: In the event an action is brought to enforce any of the terms or provisions of this agreement, or to enforce forfeiture thereof for default by either of the parties, the successful party in such action shall be entitled to recover from the losing party reasonable attorney's fees, together with such other costs as may be authorized by the court.

21. SERVICE OF NOTICES: Any notice may be served upon Landlord by certified mail, return receipt requested, to Landlord at 501 East Main Street, Emmett, ID 83617, and any notice may be served upon Tenant by certified mail, return receipt requested, to Tenant at Tenant's address as stated in the first paragraph of this agreement. Service of notice by certified mail shall be deemed complete upon the date of the post mark by certified mail. Either party may change the address for service of notice by written notice to the other party.

22. DEFAULT: In the event Tenant fails to comply with any of the terms of this lease, Landlord shall give Tenant written notice of such default. If Tenant has not corrected such default within three (3) days after the date such notice was sent, then Landlord may terminate this lease at Landlord's option.

23. ABANDONMENT: If at any time during the term of this lease Tenant abandons the premises or any part thereof, then Landlord may, at its option, enter the premises by any means without being liable for any prosecution, and without becoming liable to Tenant for damages or for any payment of any kind whatsoever, and may, at its discretion, as agent for Tenant, relet the premises or any part thereof for the whole or any part of the unexpired term, and may

receive and collect all rents payable by virtue of such reletting, and, at Landlord's option, hold Tenant liable for any difference between the rent that would have been payable under this lease during the balance of the unexpired term, if this lease had continued in force and the net rents for such period realized by Landlord by means of such reletting. If Landlord's right of reentry is exercised following abandonment of the premises by Tenant, then Landlord may consider any personal property belonging to Tenant and left on the premises to also have been abandoned, in which case Landlord may dispose of all such personal property in any manner that Landlord may deem proper and is hereby relieved of all liability for doing so.

24. ENTIRE AGREEMENT: This is the entire agreement of the parties and can only be modified or amended in writing by the parties.

DATED this _____, 2023.

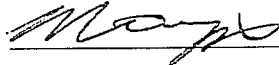
LANDLORD:

TENANT:

CITY OF EMMETT, IDAHO

Clearwater Airmotive, LLC

By: _____

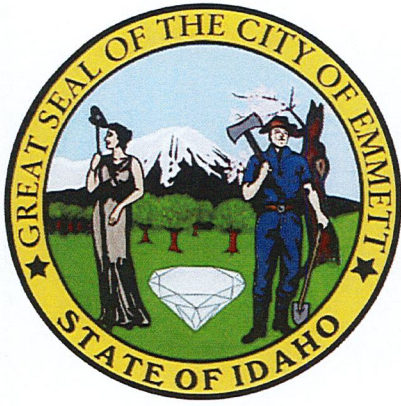
 _____

Mayor

Michael Nipp, Member

Attest: _____

City Clerk



SYSTEMS ADMINISTRATION

CITY OF EMMETT

501 E. MAIN ST.— EMMETT, ID 83617

PHONE (208) 365-6050

WWW.CITYOFEMMETT.ORG

“Driven by innovation”

Motion Request

May 2, 2023

Greetings Council,

Attached is an agreement with Vickery IT LLC for the attachment of antenna equipment to the water tower. We have reviewed the equipment specs and use case and support the installation of said equipment. The agreement has been reviewed and approved by Councilor Sweeten.

Motion:

- Motion to approve tower site lease agreement with Vickery IT LLC with Mayor to sign.

City of Emmett
Tower Site Lease

THIS SITE LEASE ("Lease") is by and between City of Emmett, an Idaho municipal corporation ("Landlord") and Vickery IT LLC, an Idaho Limited Liability Company ("Tenant").

1. Lease. In consideration of the payment (as defined in the attached Exhibit C) by Tenant to Landlord, Landlord hereby grants to Tenant a non-exclusive lease to use a portion of the Landlord's water tower located on the real property described in the attached Exhibit A ("Property"), subject to the following terms and conditions. Landlord hereby leases to Tenant the use of that portion of the Property sufficient for placement of Internet Facilities (as defined below), together with all necessary space for access and utilities, as generally described and depicted in the attached Exhibit B (collectively referred to hereinafter as the "Premises").

2. Term. The initial term of the Lease shall be five (5) years commencing on the Effective date of this agreement. Tenant shall have the right to renew the Lease for three (3) additional periods of five (5) years each; Tenant may give notice of its election to renew for only one (1) period at a time. If Tenant desires to renew the Lease, then written notice of such renewal shall be given not sooner than one hundred twenty (120) days and not less than thirty (30) days prior to the termination date of this Lease. Notwithstanding the foregoing, either party can terminate this agreement before the end of each term by notifying in writing, the intent to do so, no less than sixty (60) days before the end of the term.

3. Permitted Use. The Premises may be used by Tenant for the transmission and reception of internet communication signals and for the construction, installation, operation, maintenance, repair, removal or replacement of related facilities, tower and base, antennas, microwave dishes, equipment shelters and/or cabinets and related activities. Any additions or modifications of equipment or facilities must be submitted in writing with specifications and approved by Landlord prior to deployment or change.

4. Rent. As consideration, the Tenant shall provide Landlord the service and payment as described in Exhibit C.

5. Interference/Exclusivity. Tenant shall not use the Premises in any way which interferes with the established use of the Property by Landlord, or Landlord's other lessees or licensees with rights in the Property prior in time to Tenant's.

6. Improvements: Utilities; Access.

(a) Tenant shall have the right, at its expense, to erect and maintain on the Premises, improvements, personal property and facilities necessary to operate its internet communications system, including, without limitation, radio transmitting and receiving antennas, microwave dishes, tower and base, equipment shelters and/or cabinets and related cables and utilities lines (collectively the "Internet Facilities"). Tenant shall have the right to replace or upgrade the Internet Facilities at any time during the term of this Lease. Tenant shall cause all construction to occur lien-free and in compliance with all applicable laws and ordinances. The Internet Facilities shall remain the exclusive property of Tenant. Tenant shall have the right to remove the Internet Facilities at any time during the term of this lease or shall have ninety (90) days to do so after termination of this Lease. Notwithstanding the foregoing, any of Tenant's additions or modifications of equipment or facilities other than as described on Exhibit A, must be submitted in writing to Landlord with specifications and approved by Landlord prior to deployment or change; any additionally erected structures not in place during the execution of this agreement will be subject to approval and additional fees negotiated by Tenant and Landlord; such approval may be withheld for any reason with a response within thirty (30) days of submission. Emergency equipment modifications are allowed to continue business operations with similar equipment as originally installed (like size and power utilization). Emergency modification specifications shall be submitted to Landlord within seven (7) days of such modifications.

(b) Tenant shall, at Tenant's expense, keep and maintain the Internet Facilities now or hereafter located on the Property in commercially reasonable condition and repair during the term of this Lease, normal wear and tear and casualty excepted. Upon termination or expiration of this Lease, the Premises shall be returned to Landlord in good, usable condition, normal wear and tear and casualty excepted.

(c) Landlord shall diligently correct any variation, interruption, or failure of utility service within Landlord's control.

(d) Tenant shall have 24-hours-a-day, 7-days-a-week escorted access to the Premises at all times during the Term of this Lease.

7. Termination. Except as otherwise provided herein, this Lease may be terminated, without any penalty or further liability as follows:

(a) Upon thirty (30) days written notice by Landlord if Tenant fails to cure a default for payment of amounts due under this Lease or failure to provide to Landlord the Services and payment described in Exhibit C within that thirty (30) day period;

(b) Upon sixty (60) days written notice by either party if the other party commits a non-monetary default and fails to cure or commence curing such default within that

sixty (60) day period, or such longer period as may be required to diligently complete a cure commenced within that sixty (60) day period;

(c) Immediately if Tenant is unable to obtain, maintain, or otherwise forfeits or cancels any license (including, without limitation, an FCC license), permit or Governmental Approval necessary to the installation and/or operation of the Antenna Facilities or Tenant's business; or

(d) Immediately upon written notice by Tenant or Landlord if the Premises or the Internet Facilities are destroyed or damaged so as in Tenant's or Landlord's reasonable judgment to substantially and adversely affect the effective use of the Internet Facilities. If Tenant elects to continue this Lease, then all Rent shall abate until the Premises and/or Internet Facilities are restored to the condition existing immediately prior to such damage or destruction.

(e) Immediately, if the Property is foreclosed on or Landlord files for Bankruptcy protection. In such cases, Tenant shall have the option to maintain this lease agreement until such time as Tenant considers it reasonable or necessary to vacate the premises or at its election Tenant may remain on the property but shall pay the amounts owing pursuant to the terms of this agreement until Tenant vacates the premises.

8. Insurance and Subrogation. Tenant shall provide Commercial General Liability Insurance in an aggregate amount of ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00). Tenant may satisfy this requirement by obtaining the appropriate endorsement to any master policy of liability insurance Tenant may maintain. Landlord shall be listed as an additional insured on the policy. Landlord shall be notified in writing at least 30 (thirty) days prior to termination of policy.

9. Hold Harmless. Tenant agrees to hold Landlord harmless from claims arising from the installation, use, maintenance, repair, or removal of the Internet Facilities, except for claims arising from the site negligence or intentional acts of Landlord, its employees, agents or independent contractors, and any other acts of God outside of Landlord's control.

10. Notices. All notices, requests, demands and other communications hereunder shall be in writing and shall be deemed given if personally delivered or mailed, certified mail, return receipt requested, or sent by for next-business-day delivery by a nationally recognized overnight carrier to the following addresses:

If to Landlord, to:
City of Emmett
Mike Knittel
501 E Main St

If to Tenant, to:
Vickery IT
Justin Vickery
3810 W Idaho Blvd

Emmett ID,83617
mknittel@cityofemmett.org
208-398-2100

Emmett, ID 83617
justin@vickeryit.com
208-740-0498

11. Environmental Laws. Tenant shall not introduce or use any Hazardous Substance on the Property in violation of any applicable law. Tenant agrees to defend, indemnify and hold harmless Landlord from and against any and all administrative and judicial actions and rulings, claims, causes of action, demands and liability (collectively, "Claims") including, but not limited to, damages, costs, expenses, assessments, penalties, fines, losses, judgments and reasonable attorney fees that the indemnitee may suffer or incur due to the existence of any Hazardous Substances on the Property or the migration of any Hazardous Substance to other properties or the release of any Hazardous Substance into the environment (collectively, "Actions"), that relate to or arise solely from Tenant's activities on the Property.

12. Assignment and Subleasing. Tenant shall have the right to assign or otherwise transfer this Lease to any person or business entity which is a parent, subsidiary, or affiliate of Tenant, is merged or consolidated with Tenant, or purchases more than fifty percent (50%) of either an ownership interest in Tenant or the assets of Tenant in the area in which the Property is located. Except as otherwise provided herein, Tenant shall not have the right to sublet or assign this Lease without the written agreement of the Landlord.

13. Successors and Assigns. This Lease and the Easement granted herein shall run with the land and shall be binding upon and inure to the benefit of the parties, their respective successors, personal representatives and assigns.

14. Waiver of Landlord's Lien or Fixture. Landlord hereby waives any and all lien or fixture rights it may have, statutory or otherwise concerning the Internet Facilities or any portion thereof which shall be deemed personal property for the purposes of this Lease, whether or not the same is deemed real or personal property under applicable laws, and Landlord gives Tenant the right to remove all or any portion of the same from time to time, whether before or after a default under this Lease, in Tenant's sole discretion and without Landlord's consent.

15. Miscellaneous

(a) The substantially prevailing party in any litigation arising hereunder shall be entitled to its reasonable attorneys' fees and court costs, including appeals, if any.

(b) This Lease constitutes the entire agreement and understanding of the parties, and supersedes all offers, negotiations and other agreements. There are no

representations or understandings of any kind not set forth herein. Any amendments to this Lease must be in writing and executed by both parties.

(c) This Lease shall be construed in accordance with the laws of Idaho; Gem County shall be the appropriate venue.

(d) If any term of this Lease is found to be void or invalid, such finding shall not affect the remaining terms of this Lease, which shall continue in full force and effect. The parties agree that if any provisions are deemed not enforceable, then they shall be deemed modified to the extent necessary to make them enforceable. Any questions of particular interpretation shall not be interpreted against the draftsman, but rather in accordance with the fair meaning thereof.

(e) The persons who have executed this Lease represent and warrant that they are duly authorized to execute this Lease in their individual or representative capacity as indicated.

(f) This Lease may be executed in any number of counterpart copies, each of which shall be deemed an original, but all of which together shall constitute a single instrument.

The effective date of this Lease is the date of execution by the last party to sign. ("Effective Date").

LANDLORD:

City of Emmett

Mayor Gordon W. Petrie

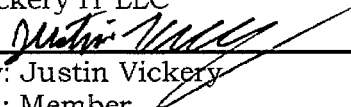
Attest:

City Clerk

Date:

TENANT:

Vickery IT LLC



By: Justin Vickery
Its: Member

Date: 4-18-23

EXHIBIT A: Property

Tenant will be provided use of, and escorted access to, a portion of Landlord's property at

318 E. Park Street

- Vickery IT will occupy 5 units of rack spaces in an existing equipment rack.

- Vickery IT will utilize 5 tower attachments; one facing each general cardinal direction, North, South, East and West. These 4 attachments will be for Tarana G1 Base Nodes. One additional attachment facing North-West toward the Vickery IT tower located on the Emmett Bench will be for a Jirous 11 Ghz Airfiber 2.5' dish

- Vickery IT will run Cabling consisting of:
 - i. 8x DC wires
 - ii. 4 shielded Cat5e cables
 - iii. and 8x shielded fiber strands

Cable is to run between the equipment on the railing and the equipment rack. Cables will be combined into a single jacket and will run down into the existing equipment shed following the most direct path recommended by the equipment installers.

EXHIBIT B: Premises

The specific description of Tenant's access to the Property and the specific Property which Tenant will lease shall be on property owned by City of Emmett.

EXHIBIT C: Consideration

Vickery IT will pay for rack space and dark fiber assets per the Information Technology Fee Schedule for rack space and power.

Vickery IT will pay an additional fee of \$75 per month for each tower attachment.



Community Risk Reduction Position

Responsible for the administration and management of the Fire Department Community Risk Reduction Division. Establishes and maintains programs and services for the community. Supervises the delivery and conducts classes and presentations promoting fire prevention and safety concepts to the public, schools, and business community. Explains the operations of the Fire Department; works to promote fire prevention and safety programs; manages the Juvenile Fire Setter Program and the various Public Education Programs offered by the city. Collects and analyzes response data and maintains a complete record of department activities; makes presentations outside normal working hours when needed; communicates with others to maximize the effectiveness and efficiency of interdepartmental operations. Coordinates the activities of business inspections, fire plan review and inspection staff's performance standards and measures and is responsible for the administration and management of the Fire Department Public Education Division and programs. Supervises and directs one or more functional areas of the Fire Prevention Division which may include code enforcement, public education, wildfire planning & mitigation, investigation and community risk reduction.

Essential Duties & Responsibilities:

- Collects and analyzes response data and determines strategies to prevent future response; Report writing
- Plans, develops, implements, manages, and maintains fire and life safety programs, projects, and outreach campaigns;
- Manages the development of safety programs designed to meet the elements of the City Strategic Plan;
- Represents the Fire Department at public meetings if the Fire Chief is not available or as assigned;
- Supervises community volunteers in their responsibilities;
- Manages, develops and conducts presentations to the general public, community groups, businesses and schools promoting fire prevention and safety concepts, and explaining the operations of the Fire Department;
- Develops, coordinates and conducts outreach activities at community events;
- Develops, coordinates and distributes educational materials and messages;
- Conducts evaluations of effectiveness of community risk reduction programs making modifications as necessary;
- Scheduling, organization and assists in facilitating department tours, friendly firefighter visits, and other educational requests;
- Manages the planning and marketing for scheduled events and programs;
- Assist in reviewing commercial building plans for code requirements including fire flow requirements for rural water storage requirements, hydrant placement and sprinkler system requirements;

Emmett Fire Department – 231 S. Washington Ave, Emmett, ID 83617

Phone 208-398-8042 – www.cityofemmett.org/fire

- Assist in performing Life Safety Inspections in local businesses;
- Performs home safety assessments for residents to include smoke and carbon monoxide alarm maintenance, evaluation and education;
- Assists in the Community Risk Reduction efforts of the city;
- Administers the Juvenile Fire Setter Program; conducts screening, maintains records, and recommends follow-up action to be taken to parents and local authorities;
- Works with various agencies to include school personnel in the promotion and development of community risk reduction programs;
- Administers and writes grants, alternative funding, and award nominations and submissions and manages those received for community risk programs;
- Manages the Child Passenger Seat program, schedules and conducts periodic proficiency evaluations etc., oversees the certification of department technicians;
- Maintains a complete record of all community risk reduction activities;
- Makes presentations outside normal working hours;
- Communicates with others to maximize the effectiveness and efficiency of interdepartmental operations;
- Assists in developing departmental policies for assigned area of responsibility and provides technical assistance and review for departmental policies;
- Presents operational issues to special interest groups, citizen groups, service organizations, legislative committees and media;
- Responsible for public relations/social media/website duties to inform residents and business members about programs, projects, and activities of the fire department;
- Serves as the PIO if the Fire Chief is not available or as assigned;

Other Duties & Responsibilities:

- Seeks departmental, public/private partnerships in implementing and managing public education events and programs;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to remain current on principles, practices, and new developments with instructional techniques and technology;
- Functions as a liaison between the media, general public, and the fire department;
- Serve as a staff presence at selected community events; take photographs or videos of various fire department projects and events for distribution via centralized communication channels, including social media channels;
- Assists in training new employees;
- Assist with the Hydrant testing program
-