

## Road Plan Workshop Meeting

November 12, 2019

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

Mayor Petrie called the meeting to order at 6:00 p.m.

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

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

**Staff Present:** Public Works Superintendent Clint Seamons, Police Chief Steve Kunka, Librarian Alyce Kelley, Systems Administrator Mike Knittel, Fire Chief Curt Christensen, Building Official Brian Sullivan, Deputy City Clerk Stephanie Johnson.

**Public Present:** Joe Morton – 5726 Silverleaf Ext., Neal Capps – 402 N. Hayes, Gerald Turner – 527 E. 2<sup>nd</sup> St, Al Cinnamon – 610 S. Hawthorne, Scott Parks – Emmett Sanitation, Bob Jensen – 523 E 4<sup>th</sup> St, Pat Petrie – 501 E. 2<sup>nd</sup> St, Sandra Wright – 402 N. Johns, Carla Porath – 403 E. 2<sup>nd</sup>., Jose Lara – 2020 UA Ave Trlr #2, Angel Ayala – 237 McAuliffe Ave, Eric Ayala – 1470 Fernlee Circle, Paxton Gregory – 1116 Regency Way, Ryan Solis – 1020 S. Hayes Ave, Oscar Lara-Sandoval – 701 Monte Vista Dr., David Ramirez – 931 S. Commercial Ave, Renso Orozco – 1017 S. Commercial Ave., Geno Solis – 1020 S. Hayes Ave. – Harrison Mumford – 879 Jackson Ave., David Bratcher – 740 S. Hawthorne, Conner Heideman – 7070 W. Hwy 52

Councilman Nebeker made a **MOTION TO APPROVE THE AGENDA AS PRESENTED. Seconded. 5 – AYES, 0 – NOES. Motion Carried.**

### **Road Plan**

Clint Seamons introduced Justin Walker of Keller Associates to discuss Impact Fees and Development Agreements. Justin Walker provided possible Funding Solutions which included. 1. State & Federal funding programs (LHTAC) 2. Development Exactions during development approvals (Development Agreement) 3. Impact Fees. 4. Local Improvement Districts (LID). 5. Adjustments to use of general funds i.e. increase levy rate, transfer franchise fees to road budget, set aside some o Building permit fees to road budget or create new stormwater utility.

KEYS to consider. 1. Put policies/standards in place in advance of growth so you are ready when it happens. 2. Consider carefully unanticipated consequences. 3. Consider implications during high growth and no growth periods.

Discussion ensued regarding Emmett's options.

Councilman Alder made a **MOTION TO ADJOURN. Seconded.. Motion Carried.**

**Meeting adjourned at 6:54 p.m.**

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**Mayor Gordon Petrie**

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**City Clerk Lyleen Jerome**

City of Emmett Council Meeting

November 12, 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 7:07 p.m.  
Mayor Gordon Petrie led the **Pledge of Allegiance**  
Al Cinnamon 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, Brian Sullivan, Curt Christensen, Alyce Kelley, Steve Kunka, Clint Seamons, Mike Knittel, Stephanie Johnson, Anna Marie Young

**Public Present:** Gerald Turner – 527 E. 2<sup>nd</sup> St, Jason Alvarado – 407 Jade Pl, Kaydin Garces – 615 E. 3<sup>rd</sup> St, Silas Massey, Michelle Massey– 1455 Emmett Ave. – Letha, Luis Machica – 1169 Kaetzel Way, Hilario Garcia – 3250 W. Idaho Blvd, Brian Gregory – 1116 Regency Way, Carlos Alvarado Jr., Toni Alvarado, Lucas Alvarado, Carlos Alvarado – 407 Jade Pl, Christen Alvizo – 1415 Shady Ln, Rosy Ayala, Abraham Ayala, Eduardo Ayala, Guadalupe Ayala – 1470 Fernlee Circle, Lysie Vickery – EFD,

**Amendments to the Agenda:** Number 7 was removed off of the agenda. Mr. Chapman was unable to attend tonight's Council Meeting. Councilman Nebeker requested that the Approval of Kennel License for Aleksandr Serdyukova to the Non-Consent Agenda

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

**Declaration of Conflicts of Interest:** - None

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

**CONSENT AGENDA:**

A. **Approval of Minutes** – October 8, 2019

October 22, 2019

B. **Approval of Accounts Payable**

C. **Approval of Kennel License** - Aleksandr Serdyukova -- moved to the non-consent agenda.

D. **Approval of Bartender Permits:**

Olivia Duran

Cheryl Jones

Maria De La Luz Marin

Brooke Anne Troutt

Rochell Russell

Raymond Whitaker

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

**ELECTED OFFICIALS:**

A. **Mayor**

1. Recognition - Emmett High School Soccer Team & Coaches - Mayor Petrie presented the team and coaches the Gem of Gem Awards for their success this past season. They went from having two consecutive losing seasons to a 14-1-1 season and a 4th place win at State.

B. **Announcements**

C. **City Council**

1. Councilman Mike Stout - Discussion of Cell Phone Use During Council Meetings. Mr. Stout would like the council to consider drafting a motion that would prohibit cell phone use during Council Meetings by elected officials. It has been recommended that Counselor Sweeten see about other policies in other cities and bring back the information to the Council.

**NON-CONSENT AGENDA**

**Approval of Kennel License** - Aleksandr Serdyukova - Councilman Nebeker made a **MOTION TO APPROVE THE NON-COMMERCIAL KENNEL LICENSE TO ALEKSANDR SERDYUKOVA. Seconded. 6 - AYES. 0-NOES. Motion Carried.**

Councilman Stout made a **MOTION TO APPROVE ORDINANCE #O2019-10 AN ORDINANCE OF THE CITY OF EMMETT, GEM COUNTY IDAHO, AMENDING TITLE 6 OF THE EMMETT MUNICIPAL CODE BY ADDING CHAPTER 4, PROHIBITING THE USE OF HAND HELD MOBILE ELECTRONIC DEVICES WHILE DRIVING EXCEPT UNDER CERTAIN CONDITIONS, PROVIDING FOR AN INFRACTION FINE OF \$100.00 AND PROVIDING FOR EXCEPTIONS; BY PROVIDING FOR A SEVERABILITY CLAUSE; AND BY PROVIDING FOR AN EFFECTIVE DATE OF THIS ORDINANCE UPON PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW. Seconded. Roll Call Vote. PRESIDENT WELCH - NAY, COUNCILMAN STOUT – AYE, COUNCILMAN HENDERSON – AYE, COUNCILMAN NEBEKER – NAY, COUNCILMAN ALDER - NAY, COUNCILMAN RESINKIN- NAY. Motion failed.**

Councilman Nebeker made a **MOTION TO SET UP A JOINT PUBLIC MEETING WITH THE COUNTY TO DISCUSS THE CELL PHONE USAGE WHILE DRIVING. Seconded. 6 – AYES. 0- NOES. Motion Carried.**

Approval of Waiver of Curb Gutter, Sidewalks, and Storm Drainage for property located at

City of Emmett Council Meeting

November 12, 2019

2408 S. Mill Road. Brian Sullivan, Building/Zoning Administrator read request. Councilman Nebeker made a **MOTION TO APPROVE THE WAIVER OF CURB GUTTER, SIDEWALKS, AND STORM DRAINAGE FOR PROPERTY LOCATED AT 2408 S. MILL RD.** Seconded. 6 - AYES, 0- NOES. Motion Carried.

Councilman Alder made a **MOTION TO APPROVE ORDINANCE #O2019-11 AN ORDINANCE VACATING AN ALLEY LOCATED IN THE CITY OF EMMETT; AUTHORIZING AND DIRECTING THE MAYOR AND CITY CLERK TO EXECUTE AND DELIVER A QUITCLAIM DEED CONVEYING THE PUBLIC RIGHT-OF-WAY (ALLEY) TO THE OWNERS OF THE ADJACENT LAND; AND PROVIDING FOR AN EFFECTIVE DATE AND 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. **PRESIDENT WELCH - AYE, COUNCILMAN STOUT – AYE, COUNCILMAN HENDERSON – AYE, COUNCILMAN NEBEKER – AYE, COUNCILMAN ALDER - AYE COUNCILMAN RESINKIN.** 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 BY SUMMARY.** 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 Nebeker made a **MOTION TO APPROVE THE HANGAR LEASE AGREEMENT WITH RAY BOLINGER AND FOR THE MAYOR TO SIGN.** 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.

**Discussion and Direction to Modify Code #4-3-5A Refuse Storage Containers**

Director of Public Works, Clint Seamons  
Building & Zoning Administrator, Brian Sullivan  
Emmett Sanitation Manager, Scott Parks

A slide show was presented regarding the possible new program for refuse storage containers. Councilman Stout made a **MOTION TO APPROVE SETTING A PUBLIC HEARING DATE OF DECEMBER 17TH, 2019 TO MODIFY EMMETT CITY CODE (ECC) 4-3-5A TO REQUIRE MANDATORY 64 OR 96-GALLON TRASH RECEPTACLE DUE TO FEE INCREASE.** Seconded. 6- AYES, NOES - 0. Motion Carried.

**Presentation -Technology Fee Schedule Information**

Systems Administrator, Mike Knittel gave a presentation on the proposed technology fee schedule. On November 26th to address any additional questions or input from Council. On December 10th for an action.

**DEPARTMENT/ ACTIVITY REPORTS**

- A. **Building Official/City Planner** – Brian Sullivan - no report
- B. **City Clerk** – Lyleen Jerome - no report
- C. **Fire** – Chief Curt Christensen
  - 1. Update on Hazmat Training at the City Airport
- D. **Library** – Alyce Kelley - had over 250 people attend the Hooked-on Chocolate event this past Saturday and made over \$10,000 for the Library.
- E. **Police** – Chief Steve Kunka - no report.
- F. **Public Works** – Director Clint Seamons - no report.
- G. **Systems Administrator** – Mike Knittel - no report.
- H. **Engineer**

**EXECUTIVE SESSION:**

Executive Session 74-206 (1) (b) To consider the evaluation, dismissal or discipling of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent, or public school student. Councilman Nebeker made a **MOTION IN REGARDS TO 74-206 (1) (b) TO GO INTO EXECUTIVE SESSION. SECONDED. ROLL CALL VOTE - COUNCIL PRESIDENT WELCH – AYE, COUNCILMAN STOUT- AYE, COUNCILMAN NEBEKER - AYE, COUNCILMAN HENDERSON - AYE, COUNCILMAN ALDER - AYE, COUNCILMAN RESINKIN - AYE. MOTION CARRIED.** COUNCIL WENT INTO EXECUTIVE SESSION AT 9:30 PM. RETURNED AT 9:57PM

**DECISION OF EXECUTIVE SESSION ~ACTION ITEM~**

No decision was made

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

Meeting Adjourned at 9:57 p.m.

City of Emmett Council Meeting  
November 12, 2019

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**Mayor Gordon Petrie**

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**Lyleen Jerome, City Clerk**



*Whereas,* In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

*Whereas,* this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

*Whereas,* Arbor Day is now observed throughout the nation and the world, and

*Whereas,* trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

*Whereas,* trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

*Whereas,* trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

*Whereas,* trees, wherever they are planted, are a source of joy and spiritual renewal.

*Now, Therefore, I,* Gordon Petrie, Mayor of the City of Emmett, Idaho, do hereby proclaim Friday, April 24th, 2020 as

# Arbor Day

In the City of Emmett, Idaho, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

*Further,* I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

*Dated this* \_\_\_\_\_ day of \_\_\_\_\_  
Mayor \_\_\_\_\_



STATE OF IDAHO

COUNTY OF Gem

} ss.

We, the commissioners of the county and state aforesaid, acting as a Board of Canvassers of Election, convened on November 12, 2019, do hereby state that the attached is a true and complete abstract of all votes cast within this county for the candidates and/or questions as they appeared at the election held on November 5, 2019, as shown by the records now on file in the County Clerk's office.

N. Bryan Elliott

[Signature]

[Signature]

County Board of Canvassers

Attest: [Signature]  
County Clerk

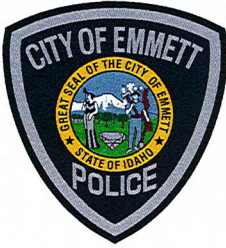
**GEM COUNTY RESULTS  
NOVEMBER 5, 2019 GENERAL ELECTION**

Precinct	CITY OF EMMETT		CITY OF EMMETT				CITY OF EMMETT			
	MAYOR	MAYOR	COUNCILMAN	COUNCILMAN	COUNCILMAN	COUNCILMAN	COUNCILMAN	COUNCILMAN	COUNCILMAN	
	Steve Nebeker	Gordon W. Petre	Shawn Alder	Thomas Butler	Brian Gregory	Tona Henderson	Brett McGann	Denise Sorenson	Michael J. Stout	Gerald Turner
01 Central	119	121	66	86	57	99	93	107	85	29
02 North Emmett	107	105	59	71	70	97	85	83	82	31
03 Butteview	120	147	80	104	68	123	103	97	118	46
04 South Emmett	103	130	85	85	47	88	92	118	64	39
05 West Emmett	18	11	12	10	7	4	10	12	12	7
06 Emerson	22	33	30	22	18	21	16	30	9	4
07 Lincoln	40	47	32	49	24	29	23	39	24	10
08 Letha	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
09 Hanna	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
10 Brick	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
11 Bench	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
12 Sweet/Montour	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
13 Ola	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Absentee	124	134	85	89	67	109	83	119	113	25
<b>CO. TOTAL</b>	<b>653</b>	<b>728</b>	<b>449</b>	<b>516</b>	<b>358</b>	<b>570</b>	<b>505</b>	<b>605</b>	<b>507</b>	<b>191</b>

**GEM COUNTY RESULTS  
NOVEMBER 5, 2019 GENERAL ELECTION**

<b>VOTING STATISTICS CITY OF EMMETT</b>					
<b>Precinct</b>	<b>Total Number of Registered Voters at Cutoff</b>	<b>Number Election Day Registrants</b>	<b>Total Number of Registered Voters</b>	<b>Number of Ballots Cast</b>	<b>% of Registered Voters That Voted</b>
01 Central	633	40	673	247	36.7%
02 North Emmett	572	25	597	214	35.8%
03 Butteview	747	18	765	269	35.2%
04 South Emmett	677	31	708	233	32.9%
05 West Emmett	133	2	135	29	21.5%
06 Emerson	167	2	169	58	34.3%
07 Lincoln	265	7	272	87	32.0%
08 Letha	N/A	N/A	N/A	N/A	N/A
09 Hanna	N/A	N/A	N/A	N/A	N/A
10 Brick	N/A	N/A	N/A	N/A	N/A
11 Bench	N/A	N/A	N/A	N/A	N/A
12 Sweet/Montour	N/A	N/A	N/A	N/A	N/A
13 Ola	N/A	N/A	N/A	N/A	N/A
Absentee				259	
<b>CO. TOTAL</b>	<b>3,194</b>	<b>125</b>	<b>3,319</b>	<b>1,396</b>	<b>42.1%</b>





## EMMETT POLICE DEPARTMENT

501 E. Main Street – Emmett, ID 83617

Fax: 208-365-6062 Phone: 208-365-6055

Chief Steve Kunka

November 20, 2019

Pursuant to the city's purchasing policy, IIX. Surplus Property, the Police Department seeks a motion from the Council that authorizes the police department to declare several items as surplus property.

One is a vehicle, a 2008 Dodge Charger VIN: 2B3KA43T69H534875, which is over 10 years old and has increasing maintenance needs where it is not fiscally responsible to maintain this vehicle.

The police department also has other a total of 8 studded snow rear tires (labeled Cooper 235/55R17), under \$1,000 in value, which we also would like to place into public auction. These items are no longer used and at best have a nominal value.

Additionally, with the cars that have gone to auction we have old emergency equipment from the cars including lightbars, sirens, and police radios. This equipment is all old and the radios have an "end of life" notice in which the parts are no longer being made and service is no longer conducted. We are seeking a motion to declare these items surplus.

To prevent malfeasance of these items being used by the public, pursuant to Section D of the Purchasing Policy, the police department would be donating these items to other local governments who could use the equipment.

Respectfully,

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

Chief Steve Kunka



CITY OF EMMETT  
PUBLIC WORKS DEPARTMENT

601 East 3<sup>rd</sup> 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, November 20, 2019

Request approval of Arbor Day Proclamation and Tree City Application.

Mayor, City Council:

I am requesting from City Council a **MOTION to approve Arbor Day Proclamation and Tree City Application with Mayor to Sign.**

Thank you,

Clint Seamons  
Superintendent of Public Works



# CITY OF EMMETT PUBLIC WORKS DEPARTMENT

Operations Analyst/Grant Writer  
601 East 3<sup>rd</sup> Street  
Emmett, Idaho 83617

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

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

Tuesday, November 19, 2019

City of Emmett  
Public Works Department  
Clint Seamons, Director

RE: "2019 Tree City USA Certification application and 2020 Arbor Day Proclamation."

Clint:

I have attached the draft 2019 Tree City USA Certification application and 2020 Arbor Day Proclamation that will need the Mayor's signature on 2 – pages attached.

- The 1<sup>st</sup> is for the proclamation will need City Council approval as it will set the date for "Arbor Day" Celebration next April 24<sup>th</sup>, 2020 which is a Friday.
- The 2<sup>nd</sup> is for the draft 2019 Tree City USA Certification application certification page.
- I know the Arbor Day proclamation will need City Council approval. Unsure regarding the certification page.

I will need both signed copies back to finish the draft 2019 Tree City USA Certification application.

Thank you,

**City of Emmett**

*Bruce Evans*

**Operations Analyst/Grant Writer  
Public Works Department**

601 East 3<sup>rd</sup> Street  
Emmett, Idaho 83617  
Direct Line: 208-398-2097  
[bevans@cityofemmett.org](mailto:bevans@cityofemmett.org)



# 2019 Tree City USA

## Application for Certification

The Tree City USA award is in recognition of work completed by the community during the 2019 calendar year.

### Primary Contact

Contact Name Bruce Evans  
Email Address: bevans@cityofemmett.org  
Phone Number: (208) 941-7365  
Address: 601 E 3rd Street  
Emmett, ID 83617-3046

### Emmett, Idaho Community Information

Select Which Best Describes Your Community: Community has both a Tree Board and a Department Chair/City Manager

Ordinance Date: Aug 16, 2016

[Ordinance Uploaded](#)

Per Capita Expenditure: 3.03

Arbor Day Date: Apr 26, 2019

[Proclamation Uploaded](#)

### As Mayor or Equivalent of the Community of Emmett

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Mayor or Equivalent Signature

Title

Date

### Application Certification

To Be Completed By The State Forester:

Emmett

The above named community has made formal application to this office. I am pleased to advise you that we reviewed the application and have concluded that, based on the information contained herein, said community is eligible to be certified as a Tree City USA community, for the 2019 calendar year, having in my opinion met the four standards required for recognition.

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State Forester Signature

Title

Date



SAVE & LOGOUT

If you've participated in previous years, you can review your old applications using the download below.

2018      ▾ [Download Historical Applications](#)

## Mayor or Equivalent Information

\*Mayor Name  
\*First

Gordon

\*Last

Petrie

\*Professional Title

Mayor

\*Mayors Address

**\*Address Line 1**

501 East Main Street

**Address Line 2**

**\*City**

Emmett

**\*State/Region**

Idaho



**\*ZIP/Postal Code**

83617

**\*Email Address**

gpetrie@cityofemmett.org

**\*Phone Number**

US/Canada  Outside US

208-365-6050

US: 402-555-1212

## City Forestry Contact

**\*City Forestry Contact's Name**

**\*First Name**

Bruce

\*Last Name

Evans

\*Professional Title

Operations Analyst/Grant Writer

\*City Forestry Contact's Address

\*Address Line 1

601 E 3rd Street

Address Line 2

\*City

Emmett

\*State/Region

Idaho

\*ZIP/Postal Code

83617-3046

\*City Forestry Contact's Email Address

bevans@cityofemmett.org

\*Phone Number

US/Canada  Outside US

208-941-7365

US: 402-555-1212

### Standard 1 - A Tree Board or Department

\*Select which best describes your community

Community has both a Tree Board

\*Tree Board Meeting Frequency

Annually

### Chairperson

\*Chairperson's Name  
\*First Name

Bruce

\*Last Name

Evans

\*Professional Title

Operations Analyst/Grant Writer

\*Chairperson's Address

\*Address Line 1

601 E 3rd Street

Address Line 2

\*City



Emmett

\*State

Idaho



\*ZIP/Postal Code

83617-3046

\*Email Address

bevans@cityofemmett.org

\*Phone Number

US/Canada  Outside US

208-941-7365

US: 402-555-1212

\*How many additional Tree Board members are there?

2



### Board Member 1

Board Member 1 Name

\*First Name

Robert

\*Last Name

Thielges

\*Board Member 1 Email

bthielges@idahopower.com

**Board Member 2**

Board Member 2 Name

\*First Name

Jeff

\*Last Name

Bayes

\*Board Member 2 Email

laceybayes@yahoo.com

**Department Chair/City Manager**

Department Chair/City Manager Name

\*First

Bruce

\*Last

Evans

\*Professional Title

Operations Analyst/Grant Writer

\*Phone

US/Canada  Outside US

208-941-7365

US: 402-555-1212

\*Address

\*Address Line 1

601 E 3rd Street

Address Line 2

\*City

Emmett

\*State/Region

ID

\*ZIP/Postal Code

83617-3046

\*Email Address

bevans@cityofemmett.org

## Standard 2 - A Community Tree Ordinance

\* Date current tree ordinance was established

X 08/16/2016 ...

**\* Attach File**

Each applicant is required to upload their community's current tree ordinance.

**Attachments**

NAME	DESCRIPTION	CREATED DATE	UPLOAD ATTACHMENT
City of Emmett Street Trees Ordinance	City of Emmett Tree Ordinance established August 23, 20016	Nov 15, 2019 3:18:09 PM CST	<a href="#">Edit</a> <a href="#">Download</a> <a href="#">Delete</a>

**Standard 3 - A community forestry program with an annual budget of at least \$2 per capita**

*Please answer the questions below with the full numerical amounts and do not use symbols or commas. (i.e. 5000.01 not \$5,000.01). If a category does not apply to you, please enter 0.*

\* Community Population

6829

\* Tree Planting and Initial Care

Include cost of tree purchases, labor and equipment for planting, planting materials, stakes, wrapping, watering, mulching, competition control, etc.

398

\* Tree Maintenance

Include pruning, insect and disease management, fertilization, watering, etc.

11007

**\* Tree Removal**

Include cost of equipment, supplies, labor, etc. 7720

**\* Management**

Include public education, professional training, memberships, salaries, street and park tree inventory. 25

**Utility Line Clearance**

(If allowed by your state coordinator). 0

**\* Volunteer Time**

Number of volunteer hours and other contributions from civic organizations. 60

**Other**

Include any other expenses not mentioned. 0

Please specify other expenses (if applicable)

**TOTAL Expenditure Per Capita: 3.03**

**Community Tree Management Statistics**

\*Trees Planted

1

\*Trees Pruned

15

\*Trees Removed

4

**Attach Files**

Annual work plan (if required by your state).

Attachments

NAME	DESCRIPTION	CREATED DATE	UPLOAD ATTACHMENT
No Data			

Supporting budget document(s).

Attachments

NAME	DESCRIPTION	CREATED DATE	UPLOAD ATTACHMENT
2018-19 City of Emmett Tree Budget	2018-19 City of Emmett budget expenditures for Parks & Library	Nov 15, 2019 5:11:28 PM CST	<a href="#">Edit</a> <a href="#">Download</a> <a href="#">Delete</a>

**Standard 4 - An Arbor Day Observance and Proclamation**

\*Date observance was held

X	04/26/2019	...
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\* Attach Your Signed Arbor Day Proclamation

Attachments

NAME	DESCRIPTION	CREATED DATE	UPLOAD ATTACHMENT
2019 City of Emmett Arbor Day Proclamation	2019 City of Emmett Arbor Day Proclamation	Nov 19, 2019 12:19:58 PM CST	<a href="#">Edit</a> <a href="#">Download</a> <a href="#">Delete</a>

**\*Supplemental files**

This can be a program from your Arbor Day events, photos, or press releases.

**Attachments**

NAME	DESCRIPTION	CREATED DATE	UPLOAD ATTACHMENT
April 26, 2019 Arbor Day Celebration Photos from City of Emmett	April 26, 2019 Arbor Day Celebration Photos from City of Emmett	Nov 19, 2019 12:37:00 PM CST	<a href="#">Edit</a> <a href="#">Download</a> <a href="#">Delete</a>
April 26, 2019 Arbor Day Celebration Photos from City of Emmett	April 26, 2019 Arbor Day Celebration Photos from City of Emmett photo 2	Nov 19, 2019 12:38:01 PM CST	<a href="#">Edit</a> <a href="#">Download</a> <a href="#">Delete</a>
April 26, 2019 Arbor Day Celebration Photos from City of Emmett	April 26, 2019 Arbor Day Celebration Photos from City of Emmett Photo 3	Nov 19, 2019 12:38:26 PM CST	<a href="#">Edit</a> <a href="#">Download</a> <a href="#">Delete</a>
April 26, 2019 Arbor Day Celebration Photos from City of Emmett	April 26, 2019 Arbor Day Celebration Photos from City of Emmett Photo 4	Nov 19, 2019 12:38:51 PM CST	<a href="#">Edit</a> <a href="#">Download</a> <a href="#">Delete</a>

**State Specific Questions**

**Signature Form**

\* Before you submit your signature form, all sections of the application must be complete.

To finalize your application, you will need to obtain a signature of your mayor or equivalent position. Your application requires the appropriate signature to be complete.

[Download Mayor Signature Form](#)

- Scan and upload the signature form
- Fax the signature form to the Arbor Day Foundation

Upload the signature form here

**Attachments**

NAME	DESCRIPTION	CREATED DATE	UPLOAD ATTACHMENT
No Data			

**SAVE & LOGOUT**

**SUBMIT**

© 2018 Arbor Day Foundation











# 2018-19 City of Emmett Tree budget

Units	Description	Cost per unit	Total Costs
2	Removal 2 - trees Sweet Gum, & Sycamore from Emmett Public Library	\$ 625.00	\$ 1,250.00
2	Stump Removals for Emmett Public Library	\$ 500.00	\$ 1,000.00
80	City Labor for Library cleanup 5 men for 2 days	\$ 17.00	\$ 1,360.00
50	Square feet of sidewalk replacement by City Labor	\$ 25.00	\$ 1,250.00
2	Removal 2 - trees Maple, & Sycamore from Emmett Public Park	\$ 750.00	\$ 1,500.00
80	City Labor for Main City & Blazer Park Cleanup for removal of trees 5 - men for 2 days	\$ 17.00	\$ 1,360.00
24	Tree maintenance for 3 days Main City Park & Blazer Park	\$ 150.00	\$ 3,600.00
240	City Labor for Main City & Blazer Park Cleanup for trimming of trees 5 - men for 3 days	\$ 17.00	\$ 4,080.00
1	New tree for National Arbor Day celebration	\$ 208.00	\$ 208.00
5	City Labor to dig and plant tree for National Arbor Day Celebration	\$ 17.00	\$ 85.00
3	City Superintendent of Public Works to help haul and plant tree for National Arbor Day Celebration	\$ 35.00	\$ 105.00
3	Tree Committee members volunteer work	\$ 20.00	\$ 60.00
80	City staff trimming street trees (5 days)	\$ 17.00	\$ 1,360.00
1	Spraying & Fertilizer costs	\$ 708.32	\$ 708.32
1	Irrigation costs (Power)	\$ 1,258.32	\$ 1,258.32
		\$ -	\$ -
	<b>Total All Costs</b>		<b>\$ 19,184.64</b>



CITY OF EMMETT  
PUBLIC WORKS DEPARTMENT

601 East 3<sup>rd</sup> 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, November 20, 2019

Request approval of fee increase for potential lessee of city owned hanger.

Mayor, City Council:

I am requesting from City Council a **MOTION to approve a fee increase for potential lessee of city owned hanger.**

Thank you,

Clint Seamons  
Superintendent of Public Works

## LEASE AGREEMENT

AGREEMENT, between THE CITY OF EMMETT, IDAHO ("Landlord") and  
"Tenant" with an address of ("Tenant").

LANDLORD leases and rents to Tenant, and Tenant leases and rents from Landlord, the use of City hangar located at the Emmett Municipal Airport in Gem County, Idaho. This lease is exclusive use of the hangar and back room.

THE TERM of this lease is one (1) year. Either party may terminate this lease by giving the other party written notice thirty (30) or more days in advance of the termination date. The first day of the lease shall be \_\_\_\_\_, 2019.

1. RENT: Tenant shall pay Landlord rent in the amount of \$750.00 per month, payable in advance. The first payment shall be due on the first day of the term of this lease and subsequent payment 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.
2. UTILITIES: Tenant shall pay before the same are delinquent all sewer, water, gas, electricity, and other utilities used by Tenant. Tenant shall pay all connection, meter installation 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 agrees to provide personal property insurance and hereby releases and discharges Landlord of and from any liability for damage to the property of Tenant while on the leased premises.
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 property. Tenant has inspected the property 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 or representatives under this agreement.
7. HAZARDOUS WASTE AND HAZARDOUS MATERIALS: Tenant agrees not to store, generate, or otherwise use or bring upon the property, 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 PROPERTY: Tenant will use the property as office space and for storing airplanes.

9. USES NOT PERMITTED: Tenant shall not use the leased property for any of the following purposes:
  - a. Any residential use;
  - b. The storage of any refuse or trash;
  - c. Smoking by anyone in the building; and
  - d. Any use described in paragraph 7 of this agreement without first obtaining written permission from Landlord.
10. UPKEEP: Landlord shall maintain the premises in as good a condition as existed at the beginning of this lease. 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. Tenant shall surrender the premises to Landlord at the end of the lease and as good a condition as existed when the lease began.
11. ALTERATIONS AND IMPROVEMENTS: All alterations, changes and improvements built, constructed, or placed on the leased 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 leased premises at the expiration or sooner termination of this lease. Improvements may only be made which will increase the value of the premises. Improvements may not be made without the prior consent of Landlord.
12. TAXES AND ASSESSMENTS: Tenant shall pay all personal property taxes and assessment levied against Tenant's personal property before the same become delinquent.
13. FIRE HAZARDS: Tenant shall comply with all applicable fire codes.
14. ASSIGNMENT OR SUBLETTING PROHIBITED: Tenant shall not assign this lease nor sublet the whole or any part thereof without the written consent of Landlord.
15. 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.
16. 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.
17. DEFAULT: In the event Tenant fails to comply with any of the terms of this lease, Landlord shall be entitled to 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, Landlord may terminate this lease at Landlord's election.
18. ABANDONMENT: If at any time during the term of this lease Tenant abandons the premises or any part thereof, Landlord may, at its election, 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.

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

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

LANDLORD:  
CITY OF EMMETT, IDAHO

TENANT:

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

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

Attest: \_\_\_\_\_  
City Clerk



CITY OF EMMETT  
PUBLIC WORKS DEPARTMENT

601 East 3<sup>rd</sup> 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, November 20, 2019

Request approval of new hanger lease agreement Cadwalder-Anstrand Family Partnership.

Mayor, City Council:

I am requesting from City Council a **MOTION to approve new hanger lease agreement between Cadwalder-Anstrand Family Partnership and the City of Emmett with Mayor to sign.**

Thank you,

Clint Seamons  
Superintendent of Public Works

LEASE  
AGREEMENT

Lease agreement dated **October 16**, 2019 ("Lease"), between the City of Emmett, Idaho ("Landlord") and ~~Cadwater~~ <sup>CONA</sup> ~~- Anstrand family Partnership, 4562 N. Clayton Place, Boise, Idaho 83704~~ ("Tenant").

WITNESSETH

Landlord leases and rents to Tenant, and Tenant leases and rents from Landlord, the real property described in Exhibit A which is attached hereto and incorporated herein by reference as if set out in full ("Premises"). The Premises that Landlord is leasing to Tenant is bare ground.

The term of this Lease is for a period commencing on **November 12**, 2019 and terminating on **December 31**, 2039 under the following terms and conditions:

1. **RENT:** Tenant shall pay Landlord rent in advance annually. The rent will be **\$50.00** more per year than the rent for two (2) tie-down spaces at the Emmett Airport. Rent will be \$500.00 annually. Rent is due on or before January 1 of each year. 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. **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.
3. **WARRANTIES:** There are no warranties by Landlord. Tenant, in executing this Lease, is relying upon its own judgment, information and inspection of the Premises.
4. **ENTRY BY LANDLORD:** Landlord shall have the right to enter the Premises at any reasonable time to examine the same and determine that Tenant is complying with the terms of this Lease.
5. **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, Tenant's employees, Tenant's

representatives, Tenant's invitees, or any other person allowed on the Premises by Tenant.

6. 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.
  
7. USE OF PREMISES: Tenant will construct a hangar on 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, at all times, comply with all laws, regulations and ordinances associated with the use of the Premises. Tenant shall not construct any additional buildings on the Premises without first obtaining Landlord's written permission. 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 to all applicable Local, State and Federal (FAA) rules and regulations.
  
8. 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 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. OPTION TO RENEW: Tenant shall have the right to renew the Lease for a period of twenty (20) 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.
10. TERMINATION OF LEASE: In the event that 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 in the event that Landlord determines in its sole discretion that it is not in Landlord's best interest to continue with the Lease, this Lease shall terminate. Landlord shall give Tenant notice of such termination 90 or more days in advance of the termination date.
11. 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 reasonable repair such damage within ninety (90) days, Tenant shall give notice to Landlord of that fact and request an extension of 90 days. Such an extension shall not be unreasonably withheld.
12. RELOCATION: In the event that Landlord undertakes airport renovation and/or expansion or any other project which requires the use of the Premises, Tenant shall relocate its hangar 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. 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.
14. TAXES AND ASSESSMENTS: Tenant shall pay all personal property taxes and assessment levied against Tenant's personal property, including the hangar and any other taxes associated with the Premises, promptly before the same become delinquent.
15. ACCESS: Tenant shall have access to the Premises by aircraft and by automobile. Automobiles may be parked inside the hangar while Tenant's aircraft is being operated, or at a parking area off of the aircraft ramps that is so designated.

16. 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, 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.
17. FIRE HAZARDS: Tenant shall comply with all applicable fire codes.
18. WASTE PROHIBITED: Tenant shall not commit any waste or damage to the Premises and shall not permit any waste or damage to the Premises.
19. MAINTENANCE: 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 leased surfaces not covered by asphalt or concrete in a weed-free condition.
20. 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 5 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.
21. ASSIGNMENT AND SUBLETTING: Tenant shall not assign this Lease without the written consent of Landlord. Tenant may sublet the whole or any part of the Premises. Tenant shall promptly provide Landlord with the names and contact information of any sub-Tenants. If Tenant sublets, then Tenant shall remain liable to Landlord for full performance of Tenant's obligations.
22. ATTORNEY'S FEES: In the event an action is brought to enforce any of the terms or provisions of this Lease, 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.
23. 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 the above address. 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.

24. CONSTRUCTION OF STRUCTURE: Any construction approved by Landlord shall be in accordance with plans approved by Landlord. All plans and specifications shall be subject to the approval of the Landlord, the City of Emmett and the Gem County Building Inspector, the State of Idaho, and the FAA. All construction shall be at Tenant's own expense and must be according to the drawings and specifications submitted to and approved by Landlord prior to commencement of construction. Any changes must have the approval of all required approving agencies. Aesthetic design standards shall be determined by Landlord. Tenant shall comply with FAR Part 77 which requires that all such construction on an airport be coordinated with FAA using FAA Form 7460-1, "Notice of Proposed Construction or Alteration." Such forms shall be completed by the Tenant and approved by the Landlord before being submitted to the FAA. Tenant shall submit the form to the FAA unless otherwise directed by Landlord. Tenant shall provide a copy of all such forms to Landlord. The City Airport Advisory Committee with input from the Airport Manager shall approve the plans before construction is commenced. Structures shall be completed within one (1) year after construction has started.
25. NOTICE TO AIRMEN: Tenant shall notify the airport manager in writing when construction begins and when it ceases. The airport manager will request and cancel a NOTAM with the FAA in Boise, Idaho, for the appropriate time of construction.
26. SALE OF HANGAR: Tenant shall not sell the hangar without first obtaining written permission from Landlord. Landlord shall not unreasonably withhold its consent. Any sale shall be subject to the terms of this Lease.
27. REMOVAL OF STRUCTURE: At the termination of this Lease, Tenant shall be entitled to remove the hangar provided that the Tenant returns the Premises to the same or better condition as it existed immediately before Tenant commenced construction of the hangar. If the hangar has not been removed within 120 days after the lease expires, it shall be considered the property of Landlord and Tenant shall have no further right or interest in the hangar.
28. DEFAULT: In the event Tenant fails to comply with any of the terms of this Lease, Landlord shall be entitled to give Tenant written notice of such default. If Tenant has not corrected such default within ninety (90) days after the date such notice was sent, Landlord may terminate this Lease at Landlord's option.
29. ENTIRE AGREEMENT: This is the entire agreement of the parties and can only be modified or amended in writing by the parties.

DATED this 19 day of November, 2019.

LANDLORD:  
CITY OF EMMETT, IDAHO

TENANT:

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

By: C. Jason Anstrom  
\_\_\_\_\_

Attest: \_\_\_\_\_  
City Clerk

STATE OF IDAHO )  
County of Gem ) ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2019, before me, the undersigned, a Notary Public for Idaho, personally appeared Gordon Petrie, known to me to be the person whose name is subscribed to the within instrument, and acknowledged to me that he executed the same as the Mayor of the City of Emmett, Idaho.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

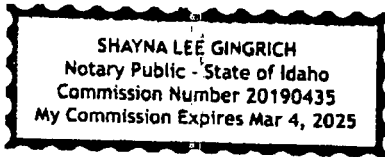
Notary Public for Idaho  
Residing at \_\_\_\_\_  
My Commission Expires \_\_\_\_\_



STATE OF IDAHO )  
 ) ss.  
County of ADA )

On this 18 day of November, 2019, before me, the undersigned, a Notary Public for IDAHO, personally appeared C. Jason ANSTMAN known to me to be the person whose name is subscribed to the within instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.



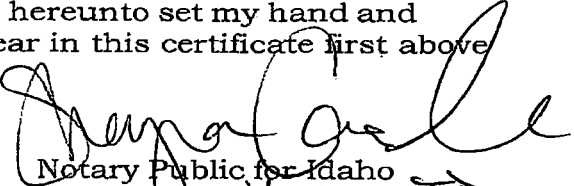
  
Notary Public for Idaho  
Residing at Nampa, ID  
My Commission Expires Mar 4th 2025

Exhibit A

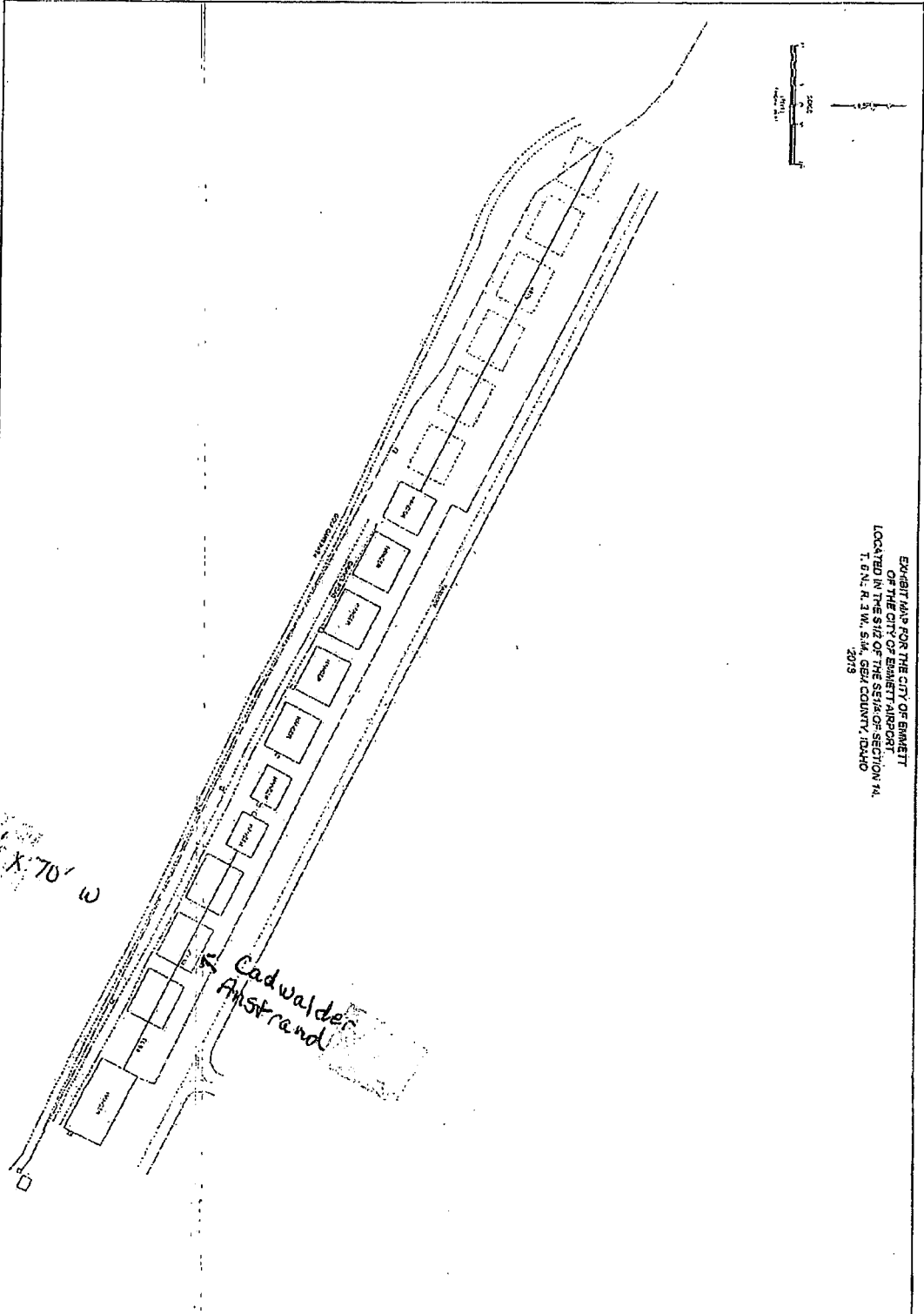


EXHIBIT MAP FOR THE CITY OF EMMETT  
 OF THE CITY OF EMMETT AIRPORT  
 LOCATED IN THE SITE OF THE SLICE SECTION #4,  
 T. 6 N., R. 3 W., S. 4, 56th COUNTY, IDAHO  
 2019

50' X 70' W

S Cadwalder Anstrand

<b>TITLE:</b> EXHIBIT MAP FOR THE CITY OF EMMETT AIRPORT						2030 S. WASHINGTON AVE. EMMETT, ID 83617 (208) 398-5184 FAX (208) 329-8105 WWW.SAWCOIDLS.COM	<b>OWNER/DEVELOPER:</b>  BRUCE EVANS CITY OF EMMETT	<table border="1"> <thead> <tr> <th>NO.</th> <th>BY</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	NO.	BY	DATE	DESCRIPTION												
NO.	BY	DATE	DESCRIPTION																					
<b>DATE:</b> 05/20/18 <b>BY:</b>	<b>DESIGNED BY:</b>	<b>CHECKED BY:</b>	<b>SCALE:</b> 1/8" = 1'-0"																					



CITY OF EMMETT  
PUBLIC WORKS DEPARTMENT

601 East 3<sup>rd</sup> 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, November 20, 2019

Request approval of lowest BID from TC Sales & Service for headworks pump in the amount of \$26,430.00.

Mayor, City Council:

I am requesting from City Council a **MOTION to approve lowest BID from TC Sales & Service for headworks pump in the amount of \$26,430.00.**

Thank you,

Clint Seamons  
Superintendent of Public Works

11/20/2019

Headwords BID Results

1	\$	26,430.00	TC Sales & Service
2	\$	27,100.00	Vaughan
3	\$	28,600.00	Rockwell

# TC Sales & Service

---

November 6, 2019

Mr. Andrew Abercrombie  
City of Emmett  
1510 Cascade Road  
Emmett, ID 83617

Re: In-Plant Lift Station

Dear Mr. Abercrombie,

For your in-plant lift station we are recommending a Vaughan S8K-100 similar to your headworks pump. Firm pricing is \$26,430.00. With a PO next Monday we could deliver before year end.

## **VAUGHAN MODEL S8K-100 SUBMERSIBLE CHOPPER PUMP**

- **CASING AND BACK PULL-OUT PLATE** cast ductile iron with 8" Class 125 ANSI rated discharge flange.
- **IMPELLER, CUTTER BAR, UPPER CUTTER AND EXTERNAL TOOL**, min 60 Rockwell C Hardness.
- **MECHANICAL SEAL**, cartridge type with TC faces, as manufactured by Vaughan.
- **ELASTOMERS**, BUNA N.
- **BEARING HOUSING**, cast ductile iron with piloted motor mount, oil bath lubricated ball bearing type.
- **AUTOMATIC OIL LEVEL MONITOR**, PVC reservoir with 110 volt switch and relay and 25 ft. of hose.
- **DRIVE**, 15 HP, 1170 RPM, 460 volt, 3 phase, 60 Hz, 1.0 SF, Explosion Proof (Class 1, Group C & D) submersible motor with tandem mechanical seals, moisture sensors, internal thermostats, and 25 ft. of power cable, 15 minute in air duty, manufactured by Baldor. *Customer to supply constant torque AC variable frequency drive controller for 870 rpm operation.*
- **PUMP STANDARD FINISH**: treated with solvent wash and a single coat of Tnemec Perma-Shield PL Series 431 Epoxy (minimum 5 MDFT). (Except Motor)

Please let me know if you have any questions.

Best Regards,

*CJF*

Cory Firzlaff  
Intermountain Sales



City of Emmett

**Quote # 41978C**

Dated: 11/5/19

Page 1 of 3

Attn: Andrew Abercrombie

ITEM	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
------	-----	------	-------------	------------	-------

1 1 EA VAUGHAN MODEL S8K-100 SUBMERSIBLE CHOPPER PUMP CONSISTING OF:

- CASING AND BACK PULL-OUT PLATE cast ductile iron with 8" Class 125 ANSI rated discharge flange.
- IMPELLER, CUTTER BAR, UPPER CUTTER AND EXTERNAL TOOL, cast steel, heat treated to minimum 60 Rockwell C Hardness. Impeller dynamically balanced.
- MECHANICAL SEAL, cartridge type with TC faces, as manufactured by Vaughan.
- ELASTOMERS, BUNA N.
- BEARINGS, oil bath lubricated ball type.
- BEARING HOUSING, cast ductile iron with piloted motor mount.
- AUTOMATIC OIL LEVEL MONITOR, PVC plastic reservoir with 110 volt switch and relay and 25 ft. of hose.
- SHAFT, heat treated steel.
- DRIVE, 15 HP, 1170 RPM, 460 volt, 3 phase, 60 Hz, 1.0 SF, Explosion Proof (Class 1, Group C & D) submersible motor with tandem mechanical seals, moisture sensors, internal thermostats, and 25 ft. of power cable, 15 minute in air duty, manufactured by Baldor. *Customer to supply constant torque AC variable frequency drive controller.*
- PUMP STANDARD FINISH: treated with solvent wash and a single coat of Tnemec Perma-Shield PL Series 431 Epoxy (minimum 5 MDFT). (Except Motor)

**TOTAL PRICE: \$27,100 \$27,100**

- PUMP PREMIUM FINISH: Sandblasted and a single coat of Tnemec Perma-Shield PL Series 431 Epoxy (Minimum 5 MDFT). (Except Motor)

**PRICE ADDER TO ITEM 1: \$900 \$900**

SUBMITTALS:	SUBMITTAL TIME IS 4 - 6 WEEKS AFTER RECEIPT OF ORDER
PRODUCTION TIME:	ESTIMATED 15 TO 18 WEEKS AFTER RECEIPT OF APPROVED SUBMITTALS, RELEASED TO PRODUCTION AND EXECUTED PURCHASE ORDER. ESTIMATED SHIP DATES ARE SUBJECT TO CHANGE DEPENDENT ON MOTOR AVAILABILITY. VAUGHAN CO. WILL ARRANGE SHIPMENT UPON THE RECEIPT OF APPROVED FACTORY TESTS, IF APPLICABLE.
FOB:	MONTESANO, WASHINGTON VIA BEST WAY
TERMS:	NET 30 DAYS, CONTINGENT ON CREDIT APPROVAL
EXPIRATION:	QUOTATION VALID FOR 60 DAYS

CDE

***"First and Only Chopper Pump – Worldwide"***



City of Emmett

Quote # 41978C

Dated: 11/5/19

Page 2 of 3

Attn: Andrew Abercrombie

ITEM	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
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- OIL LEVEL RELAY: Intrinsically safe relay.

PRICE ADDER TO ITEM 1: \$450 \$450

**2 1 EA STANDARD GUIDE RAIL SYSTEM CONSISTING OF:**

- 8" BASE ELBOW, cast ductile iron.
- 8" GUIDE BRACKET, cast ductile iron.
- TOP MOUNTING AND CHAIN HOLDER BRACKET, 316 stainless steel.
- (1) INTERMEDIATE STIFFENER BRACKETS, 316 stainless steel located every 10 feet.

LIST PRICE: \$3,695 \$3,695

- 8" GUIDE BRACKET, cast non-sparking aluminum bronze.

PRICE ADDER TO ITEM 2: \$1,755 \$1,755

**3 1 EA VAUGHAN MOISTURE RELAY CONSISTING OF:**

- MOISTURE AND OVER-TEMPERATURE RELAY, VPMR in NEMA 0 enclosure for mounting in control panel by others. Relay is UL approved, not CSA certified.

TOTAL LIST PRICE: \$475 \$475

SUBMITTALS:	SUBMITTAL TIME IS 4 - 6 WEEKS AFTER RECEIPT OF ORDER
PRODUCTION TIME:	ESTIMATED 15 TO 18 WEEKS AFTER RECEIPT OF APPROVED SUBMITTALS, RELEASED TO PRODUCTION AND EXECUTED PURCHASE ORDER. ESTIMATED SHIP DATES ARE SUBJECT TO CHANGE DEPENDENT ON MOTOR AVAILABILITY. VAUGHAN CO. WILL ARRANGE SHIPMENT UPON THE RECEIPT OF APPROVED FACTORY TESTS, IF APPLICABLE.
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CDE

**"First and Only Chopper Pump – Worldwide"**





Company, Inc.

City of Emmett

Quote # 41978C

Dated: 11/5/19

Page 3 of 3

Attn: Andrew Abercrombie

ITEM	QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
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**4 1 LOT SERVICES CONSISTING OF:**

- FACTORY SUBMITTALS AND O&M MANUALS, as required.

**NET COST: \$800 \$800**

**ESTIMATED FREIGHT: \$600**

*Freight quotes are for informational purposes only and is not a guarantee of the final shipping charge.  
 Shipping charges are not finalized until the equipment leaves Vaughan's warehouse.  
 Partial shipments are subject to additional freight charges*

**NOTE: CUSTOMER TO PROVIDE 3" SCH 40 PIPE RAILS.  
 PUMP PERFORMANCE: 1150 GPM @ 11.6 FT. TDH WITH A PUMP  
 SPEED OF 870 RPM  
 APPLICATION: Lift Station  
 INDUSTRY: Municipal**

SUBMITTALS:	SUBMITTAL TIME IS 4 - 6 WEEKS AFTER RECEIPT OF ORDER
PRODUCTION TIME:	ESTIMATED 15 TO 18 WEEKS AFTER RECEIPT OF APPROVED SUBMITTALS, RELEASED TO PRODUCTION AND EXECUTED PURCHASE ORDER. ESTIMATED SHIP DATES ARE SUBJECT TO CHANGE DEPENDENT ON MOTOR AVAILABILITY. VAUGHAN CO. WILL ARRANGE SHIPMENT UPON THE RECEIPT OF APPROVED FACTORY TESTS, IF APPLICABLE.
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CDE

**"First and Only Chopper Pump – Worldwide"**

Vaughan Co., Inc. | 364 Monte-Elma Road | Montesano, WA. USA 98563 | Phone 360-249-4042 | Fax 360-249-6155  
 info@chopperpumps.com | www.chopperpumps.com



## PRODUCT WARRANTY, TERMS & CONDITIONS FOR SALES MADE BY VAUGHAN CO., INC.

**GENERAL:** The Terms & Conditions herein established by Vaughan Co., Inc. ("us", "we", "our") as may be amended by us from time to time ("Terms and Conditions") apply to all dealings with our potential and actual customers ("you" and "your"), whether made by you or us, for any solicitation, submission, inquiry, offer, request or arrangement (a "Communication") or sale by us with respect to goods we sell ("Product(s)").

**SCOPE OF SUPPLY:** Scope of supply will be limited to accepted quotation.

**ACCEPTANCE OF ORDERS:** No Communication is binding on us unless we actually receive it and we agree, either in writing or by delivery of Product(s) identified in such Communication, to accept it as an order for Product(s) (an "Accepted Order"). Any sample provided by us is not part of an Accepted Order.

**NO CANCELLATION:** Accepted Orders cannot be cancelled or modified, in whole or in part, without our prior written consent, which consent may be withheld or subject to conditions and reasonable charges we may impose.

**PRICE INCREASE:** Price of Product(s) is subject to increase if equipment is not shipped within twelve months from the date of the purchase order.

**TAXES:** All prices are subject to all applicable sales and use taxes and any other taxes now or hereafter imposed and/or levied by any governmental authority with respect to the sale of the Product(s) ("Applicable Taxes"). Unless we agree to an express provision to the contrary, Applicable Taxes will be added to the price you pay. Our failure to charge or collect Applicable Taxes when due shall not relieve you of your obligation for its payment. Regardless of any other payment terms, all Applicable Taxes are due net 30 days from the invoice date.

**PAYMENT TERMS:** Terms of sale will be shown on each invoice, and it is agreed that invoices will be paid in full when due. If payment in full on any invoice is not received when due, or if your credit worthiness is deemed unsatisfactory by us at any time, we may take, without incurring any liability, one or more of the following actions: (a) impose a service charge at the rate that is the lesser of (i) 1.5% per month or (ii) the maximum rate allowed by applicable law, on any amount past due commencing from the date of such invoice, (b) modify or accelerate payments terms, (c) withhold delivery of Product(s) under any Accepted Order not yet shipped and/or delay, recall or reclaim shipments of Product(s) en route to you or delivered until arrangements satisfactory to us are made to secure payment for any outstanding invoice and for all open Accepted Orders and/or (d) file a lien for any unpaid labor or material.

**DATES OF DELIVERY:** Delivery dates are approximate and subject to change based upon Product(s) availability, production schedules, and other prevailing conditions. Shipment date is contingent upon the receipt of approved submittals. You must accept delivery after approval of submittals and production time or issue us a change to the Accepted Order that must be accepted by us in writing.

**LONG TERM STORAGE:** We will hold Product(s) in long term storage contingent upon payment of full purchase order price less retainage. Long term storage duration, fees, and any other considerations will be evaluated on a case by case basis.

**YOUR ACCEPTANCE OF PRODUCT(S):** You are responsible to promptly inspect Product(s) delivered and notify us within five (5) calendar days following receipt of the Product(s) for which a claim is filed, of any shortages or non-conformance of the Product(s) with the Accepted Order.

**RETURNS:** Product(s) may not be returned for any reason without authorization by us. Please refer to the "Returned Goods Authorization Policy" for further information on returns.

**WARRANTY:** Vaughan Co., Inc. warrants to the original purchaser/end user all pumps and pump parts manufactured by Vaughan Co. to be free from defects in workmanship or material for a period of one (1) year from date of startup or eighteen (18) months from the date of shipment from Vaughan Co., whichever occurs sooner. If during said warranty period, any pump or pump parts manufactured by Vaughan Co. prove to be defective in workmanship or material under normal use and service, and if such pump or pump parts are returned to Vaughan Co.'s factory at Montesano, WA, or to a Vaughan authorized Service Facility, transportation charges prepaid, and if the pump or pump parts are found to be defective in workmanship or material, they will be replaced or repaired by Vaughan Co. free of charge. Products repaired or replaced from the Vaughan Co. factory or a Vaughan authorized Service Facility under this warranty will be returned freight prepaid. Vaughan Co. shall not be responsible for the cost of labor for pump or part removal and/or re-installation. All warranty claims must be submitted in writing to Vaughan Co. not later than thirty (30) days after warranty breach occurrence. The original warranty length shall not be extended with respect to pumps or parts repaired or replaced by Vaughan Co. under this Warranty. This Warranty is voided as to pumps or parts repaired/replaced by other than Vaughan Co. or its duly authorized representatives. Vaughan Co. shall not be liable for consequential damages of any kind and the purchaser by acceptance of delivery assumes all liability for the consequences of the use or misuse of Vaughan Co. products by the purchaser, its employees or others. Vaughan Co. will not be held responsible for travel expenses, rented equipment, outside contractor's fees, or unauthorized repair service or parts. This warranty shall not apply to any product or part of product which has been subjected to misuse, accident, negligence, operated in the dashed portion of the published pump curves, used in a manner contrary to Vaughan's printed instructions or damaged due to a defective power supply, improper electrical protection or faulty installation, maintenance, or repair. Wear caused by pumping abrasive or corrosive fluids or by cavitation is not covered under this warranty. Equipment and accessories purchased by Vaughan Co. from outside sources which are incorporated into any Vaughan pump or any pump part are warranted only to the extent of and by the original manufacturer's warranty or guarantee, if any, which warranty, if appropriate, will be assigned by Vaughan Co. to the purchaser/end user. **THIS IS VAUGHAN CO.'S SOLE WARRANTY AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, WHICH ARE HEREBY EXCLUDED INCLUDING IN PARTICULAR ALL WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.** Vaughan Co. neither assumes, nor authorizes any person or company to assume for it, any other obligation in connection with the sale of its equipment with the exception of a valid Vaughan "Performance Guarantee" or "Extended Warranty," if applicable. Any other enlargement or modification of this warranty by a representative or other selling agent shall not be legally binding on Vaughan Co.

**RETAINAGE:** Retainage, if applicable, is limited to 5% of the total Accepted Order price less any applicable taxes and is due (a) net 60 days after start up or (b) net 10 days upon owners acceptance, not to exceed 120 days from the invoice date.

**BACK CHARGES:** You shall not charge us back charges without first receiving written approval from us.

**COLLECTION CHARGES:** You shall pay all costs and expenses, including without limitation reasonable attorney's fees and administrative charges, we incur in endeavoring to protect our rights arising out of your failure to perform your obligations to us, including without limitation any attempt to collect any amount you owe us.

**EAR COMPLIANCE:** If Product(s) are exported by us, we provide the following statement: "these commodities, technology or software were exported from the United States in accordance with the export Administration Regulations. Diversion contrary to U.S. law is prohibited."

**GOVERNING LAW:** The transactions between you and us are made in Washington State, shall be governed by the laws of Washington State, and you agree to submit exclusively to jurisdiction and venue of such state with respect to any dispute arising out of any transaction between you and us. **YOU AND WE KNOWINGLY, VOLUNTARILY AND INTENTIONALLY WAIVE THE RIGHT TO TRIAL BY JURY IN ANY ACTION OR PROCEEDING ARISING OUT OF ANY SUCH DISPUTE.**

**NO RIGHT OF SET-OFF:** Each Accepted Order constitutes a separate and distinct contract when accepted by us and you may not withhold payment for an invoice or offset same, in whole or in part, against sums you claim are due you by us with respect to another Accepted Order, invoice or for any other cause or reason whatsoever.

**INDEMNITY CLAUSE:** To the extent that conditions, acts, activities or conduct involve the contributory negligence or misconduct of you or other third parties, liability will be apportioned between the parties according to comparative fault.

**OUR RIGHTS ARE NOT EXCLUSIVE:** Our rights hereunder are in addition to and not in lieu of any other rights and remedies available to us at law or in equity.

**NOTICES:** All notices of claims or disputes given by either you or us with respect to any Communication, Accepted Order or these Terms & conditions shall be in writing and sent by (a) first class mail with a copy by certified mail, return receipt requested, postage pre-paid, or (b) overnight delivery service, charges prepaid, and address as follows: (i) if intended for us, to our address to which a Communications was sent or an Accepted Order was placed, and (ii) if to you, at your address last known to us. Notice will be effective the first business day after notice is sent.

**NO OTHER TERMS ACCEPTED:** No terms or conditions, other than these Terms and Conditions, shall apply to any Accepted Order and no agreement or understanding in any way adding to or otherwise modifying these Terms and Conditions shall be binding on us unless set forth in writing and signed by us.

**MISCELLANEOUS:** No waiver of any rights or remedies shall be binding on us unless set forth in a written waiver signed by us. We do not give up any of our rights or remedies if we fail or delay in seeking a remedy or if we accept a payment while there is a breach by you. Any such waiver, delay or failure by us on one occasion shall not be deemed a waiver by us of any future default by you or of any future right or remedy available to us. The Section, Paragraph and other heading in these Terms & Conditions are for convenience of reference only, and shall not limit or otherwise affect the meaning of any provision contained in these Terms and Conditions. The invalidity of enforceability of any provision in these Terms and conditions shall in no way effect the validity or enforceability of any other provision.



**ROCKWELL**  
ENGINEERING AND EQUIPMENT CO.

TUSTIN, CA 92782

# PUMP QUOTE

QUOTE DATE 11/5/2019  
QUOTE # 38047  
QUOTED BY SKIP

**CUSTOMER**

CITY OF EMMETT  
601 E. 3RD STREET  
EMMETT, ID 83617  
ATTN: ANDREW ABERCROMBIE

**TERMS**

NET-30 DAYS

**MANUFACTURER**

VAUGHAN

ITEM	DESCRIPTION	QUANTITY	COST	Total
S8K	VAUGHAN SUBMERSIBLE CHOPPER PUMP - 10.00" IMPELLER - 15 HP 460V ELECTRIC MOTOR - 25' POWER CABLE - OIL LEVEL MONITOR SYSTEM - TNEMEC 431 EPOXY FINISH  LEAD TIME: 12 WEEKS FOB: MONTESANO, WA FREIGHT & SALES TAX NOT INCLUDED	1	28,600.00	28,600.00T

**TOTAL** \$28,600.00

PHONE (714) 505-9700  
FAX (714) 505-9800

[www.rockwellengineering.com](http://www.rockwellengineering.com)

Credit card payments are only accepted prior to  
or at time of shipment.

**City's Strategic Pillars**  
**11/26/19**

- 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. 25%**
- Update outdated city ordinances, **implement new ordinance**-----80% zoning and building only.
- Obtain accessibility inspector certification for ADA compliance----40%
- Create ADA transition plan to evaluate all City owned buildings and property. 95%
- Certified Floodplain Manager 75%

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

- None

***No less than top ten accomplishments since last report!***

1. Start reviewing lot sizes for R-2, duplex zone. Would like to reduce the minimum lot size from 8000 down to? Had first and second meeting on this, zoning commission is on board to reduce lot size down to 6000 sq. ft. for a R-2 zone. Will bring back a formal amendment.
2. Start on proposal to adjust/reduce boundaries of the Historic Central Business District for design review.
3. Re-writing Area of Impact Agreement between City of Emmett and Gem County. **Draft is complete**
4. Completed draft Area of Impact map revision.
5. Completed addressing all City owned facilities, 9+\*8 i.e. water tower, well sites, parks, parking lots, etc.
6. Started a draft Oil and Gas Ordinance. Draft is done. Working on revisions
7. Ordinance revision to allow Manufactured Homes in an R-1 zone without a variance. Draft is complete
8. Permits, October 2019: New house =1. Commercial =, Duplex =, Apartment = - Hangars = 0, Manufactured Home = 2, Fees Collected: \$ 3170.48
9. Airport Planning for the future.
10. Reviewing Draft Sewer and Water Late-comers Policy
11. Zoning Applications:
  - Preliminary plat, Payette River Orchard 243 Lots--Continued to Nov. 4, 2019, recommend approval
  - Development Agreement, 210 Main Street LLC—Continued to Nov. 4, 2019 Recommend Approval, Public Hearing set for December 10, 2019
  - Re-Zone application submitted, 913 S. Wardwell, hearing January 6, 2020
  - Annex application submitted 522 Mill Road, hearing January 6, 2020

***Plan for next 30 days***

12. Convert our building permit software over to Black Mountain: Partially complete
13. Review Economic Development chapter of comp. plan Complete
14. Review Community Design chapter of comp. plan, Draft is complete and being reviewed
15. Review Education Chapter of comp. plan -Complete
16. Private Property Rights Chapter of Comp. Plan Complete
17. Complete Rubbish Ordinance

***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***

11/19

- 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

### ***Clerk's Goals this Budget Year***

- Establish an Asset Management Plan for each Department to be implemented in 20/21 Budget
- Set up Digital files for Permanent Records (resolutions, ordinances, ect.)
- Increase ACH (Direct Pay) 10%
- Record Retention Management
- Cross Train Clerks in all areas
- Deputy Clerk Certifications in PRIMA, AIC, & HR

### **Expenditures requiring authorization / purpose of expenditure**

- None

### **Training**

- Deputy Clerk attended PRIMA October 16, 2019
- Deputy Clerk to attend AIC Fall Academy, December 11, 2019

### **Accomplishments since last report**

- Completed and reviewed Sunshine Financial Reports on all Candidates for 10/29/19 Report
- Published Quarterly Financial Report FY 2019
- Processed end of fiscal year entries and reports
- Scheduled Annual Audit with Zwygart and Associates for February 3-5
- Increased ACH (Direct Pay) by 3 accounts Sept/October
- Completed September Financials and Bank Reconciliation
- Signed Contract with Access Idaho – Now accepting Credit/Debit card payments on all fees ie. Business license, dog license, permit fees, cemetery fees ect.
- Deputy Clerk fully trained on License Renewal Process, Alcohol, Bartenders, Business, ect.

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

- Training with Black Mountain and Building Department on Permitting Module
- Promote ACH (Direct Pay) and increase client participation by 10%
- Cross Train Deputy Clerk on Payroll Process- currently  $\frac{3}{4}$  completion
- Cross Train Deputy Clerk on City Financial Statements – 10% completion
- Request Financials from Candidates to comply with the Sunshine Law requirements, next report due December 5, 2019
- County Clerk to Certify Election Results to City Clerk by November 15, 2019
- Integra Paperless Business Solutions to scan all our Minute Books into digital record and to return the original records the first of November, Install Directory Search Engine for Records
- Research Temp Employment Agency Cost for leave of absence of an employee March-May
- Start List for Records Destruction
- Research Training Options for Asset Management Classes

### ***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

### ***Emmett Fire Department Goals this Budget Year (with percentage of completion to date)***

- Coordinate the fit of all service support functions: maintenance/repair, quality control and technical support. (80% of completion)
- Provide all equipment necessary to allow for daily mission execution while meeting operational goals. (50% of completion)
- Provide constant, realistic and rigorous training to meet National Professional Development Model. (20% of completion)
- Provide a business inspection program that educates so that in each iteration high standards will be enforced, thus making our community safer. (10% of completion)
- Provide a positive work environment thus keeping well-trained and motivated firefighters for at least five year tours. (38% of completion)

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

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

- Meetings regarding Upcoming 101st training
- Repairing Gas monitor O2 sense
- Repairing iPad after faulty battery
- Repairing Turnouts
- Inspected, ignited and extinguished Emmett Home Coming Bonfire
- Participated in the homecoming parade. 2 Engines
- Wrote new SOG regarding Hose loading and deployment
- Deposited a \$2500 check for the beginnings of a burn building/Training facility
- Met with Chief Welch regarding 101 training, MDA
- Homecoming Game EMS coverage and appreciation snack
- Fire investigation experience two
- Emailed Nampa Fire regarding permitting/fees for Hazardous Materials being railroaded through community
- Fielded requests for inspections in the County to Gem County Fire District 1
- Fall Cleaning: station, back apron
- Obtained a Mannequin for a PSA- In conjunction with the ISFM office
- Installed car seat last minute
- Installed 6 smoke detectors
- Attempted to help a community member with car seats
- Walked through proposed downtown business
- Upgraded command vehicle to Bluetooth
- Installed one smoke detector and inspected home and other detectors
- Moved away from Active911 and using Edispartch- a positive for operations
- Trained with 101st WMD
- Refinded hazmat response

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

- Developing a cancer prevention program (will complete in winter)
- ~~Clean back apron~~
- Training Facility Proposal
- Peer to Peer program and Fire Chaplin program
- ~~Plan for Oct 30 101 Drill~~

- School Safety Group
- Working with other departments to develop a Wildland Strike team/ Task Force

**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>Chief</b>	<b>Scientific protocols for fire investigation/ 24 hours</b>	<b>11/7-11/9</b>	<b>Boise</b>	<b>\$325/Yes</b>
<b>2 Chiefs, 1 Captain</b>	<b>Tactics Save Lives/16 hours</b>	<b>11/2-11/3</b>	<b>Idaho Falls</b>	<b>\$880/No</b>
<b>2 Chiefs</b>	<b>Trauma Conference</b>	<b>11/7-11/9</b>	<b>Sun Valley</b>	<b>1028/ CEs</b>
<b># Emp. Trained</b>	<b>Total Training Hours</b>			<b>Total Cost</b>

## ***City's Strategic Pillars 11-12-2019***

- 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

**Mission: Emmett Public Library is the heart of the community! Serving as a resource for information, education and recreation, as well as a place to meet, gather and learn.**

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

- Embrace a new awareness campaign, by collaborating with other community entities that support the library's mission of 2019-2020, partnerships developed and library usage will increase.
- Library will implement new software for improved patron financial recovery; expand delivery of learning opportunities through in-house & outreach programs. Pending 2019-2020 Budget Funding
- ~~Library will support and enhance its early literacy program, through staff development and new learning STEM & STEAM opportunities.~~
- Library will develop Adult/Senior services supporting the goal of, "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=\$0.00**

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

***-Training last 30 days-*** last 30 days – see attachment

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

- First Books Grant-partnership with Head Start FY 2019-2020- 53 book given out on first Friday
- First Wednesday, Bears & Travel **(68 attended)**
- National Library Card Sign-up Month (September) **67 new library cards**
- \$1,000 donation for staff to attend Idaho Library Association Conference-sent 4 staff, Oct. 3&4.
- **Fall Fundraiser, Hooked on Chocolate, Nov 9<sup>th</sup>= raised \$10,857.00 & saved 14 staffing hrs by reorganizing event for working smarter.**
- National Friends of the Library Week, October 20<sup>th</sup> – 26<sup>th</sup> , let's celebrate!!
- Hired Elbia Christianson as our new circ-tech staff
- Presentation to Emmett Lions, they will be donating \$1,000 for Large Print Books this year

### **NEXT 30 DAYS**

- Idaho Family Reading Week, Proclamation & Story Time w/First Lady Theresa Little Nov 12<sup>th</sup> 11am
- Planting of 2 trees on South Side, replacing large overgrown ones, pending, included in downtown trees
- Training new circ-tech person
- New Credit Card system implemented by Nov 9<sup>th</sup> fundraiser and working through procedures.

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





## 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

### ***Police Department Goals this Budget Year (with percentage of completion to date)***

- Retain 100% of Patrol Officers and Patrol Sgts. for no less than 3 years. **(37% of Completion)**
- 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. (% of completion)
- Reduce domestic violence repeat offenses by 50%. **(Current 8 / 2018 at this time 12 / 33% decrease)**
- Ensure 100% of police department staff attends C.I.T. Training to improve mental hold process by end of 2019 fiscal year. **(92% of completion)**

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

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

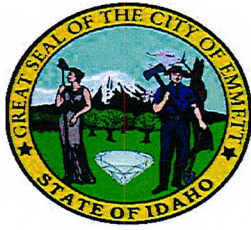
- See attached
  - ***No less than Top Ten Accomplishments since last report.***
- Working on getting an estimated date of when drone program will be up and flying.
- Officer Roehr has completed phase I of F.T.O.
- Sgt. Parker has completed 10 weeks of P.O.S.T. Graduation is set for December 13th
- D.C. Babcock is updating the lexipol policy pertaining to department rewards like a Life Saver Award.
- Sgt. Bertalotto will be comparing dispatch agreements with others and present to council in November.
- Created a rough draft of a protocol of how to call out K9 team which will be followed by EPD and GCSO. Will complete this week.
- Was contacted by Buck Nash who wants to provide a reflective product for students to wear while walking to school or while waiting at a bus stop. As of 11-17-19 have not heard back from Buck Nash.
- Waiting on architect to break up remodel plans into phases and also give an estimate of cost. This was to be done the last week. Will check with them again this week. Received estimate of Architect plan.
- Have completed forms for conversion of rifles and will be sending to the appropriate agency.
- Completed goal of teaching stranger danger to both elementary schools and multiple preschools.

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

- Will be purchasing signs from Squaw Butte Signs that authorize GCAT to tow vehicles that are not authorized to park in the city hall parking lot during Cherry Festival. (next year)
- Have reviewed updated tow policy in Lexipol and need to review State Police Policy.
- Continue teaching at schools.
- Follow up with Carberry to see if they have contact C.A.R.E.S. about No Go Tell Training.
- Provide Domestic Violence Community Training in Emmett.
- Review PAL Pound contract / revisit the possibility of increasing pound fees. Renew contract.
- Implementation of new lockdown procedure.
- Remodeling of PD / look at a more simpler plan then we received from architect.
- Making students who are at bus stops safer.
- Clint and I will be discussing how to get better use of the tin building.
- Activate drone program

Emmett Police Department

<b>Emp, Title</b>	<b>Training/Hours</b>	<b>Date</b>	<b>Location</b>	<b>Cost/Certificate</b>
(1)Evidence Tech (1)Detective	Property and Evidence Management (16)	Nov 4 – Nov 5	Portland Oregon	\$750+hotel+food
(1) Sgt. (1) Chief	Budget Training (16)	Nov 18 – Nov 19	Twin Falls	Only Hotel + Food
	10-22-19 - 11-26-19			
<b># Emp. Trained</b>	<b>Total Training Hours</b>			<b>Total Cost</b>
<b>4</b>	<b>32</b>			<b>\$750 +</b>



## CITY ORDINANCE October Report

	NEW	RESOLVED	OUTSTANDING
Junk / Abandoned Vehicles	0	4	8
Parking Violations	4	6	0
Prohibited Accumulations	0	1	4
Sidewalk Obstruction	2	3	2
Weeds/Trees	1	6	-1
Animals Present / No permit	12	9	10
*Misc. Other	2	2	2
Citizen Complaint	16		
Officer Initiated	5		

\*Description of Misc Other -



## EMMETT POLICE DEPARTMENT

### October Patrol Statistics

	TOTAL
Felony Arrests - Male	2
Felony Arrests - Female	3
Misd. Arrests - Male	18
Misd. Arrests - Female	14
Traffic Stops	280
Infraction Cite	154
Dispatched Calls	369
Officer Initiated	55
Reports	75
Dogs Taken to Pound	1
Ordinance Calls	5

#### Community Involvement

Taught the three things police officers do and the concept of Stranger danger to the preschoolers at Smart Start Academy, all Carberry Kindergarteners, and all first graders at Carberry.

The Emmett Police Department accepted a donation of \$500 from The Valley of Plenty Quilters. This donation was put towards the K9 program to help pay for the training of our K9 team.

The Emmett Police Department Accepted a donation of Tourniquets from Amazing Idaho Real estate.

Assisted Girl Scout Troop with presenting the steps of how to use a Flashing Beacon at the crosswalks near Carberry Elementary. We presented this at a school assembly for all the students of Carberry Elementary. Along with the assembly we provided a flyer for 500+ students and for 500+ homes in the area.

Presented at C.W.I. on Career Day for their Law Enforcement Program.

The Emmett Police Department participated in two trunk-or-treat opportunities. One was at the Shadow Butte Elementary School and the other was at The Gem County Fair Grounds.

# C A S E S U M M A R Y R E P O R T

From 10/01/2019 To 10/31/2019

## EMMETT POLICE DEPARTMENT

Date	Time	Initial Remarks
10/01/2019	2:32 pm	INVESTIGATED A TRESPASS NOT IN PROGRESS.
10/02/2019	1:10 pm	CITED A 21 YOA MALE FOR POSSESSION OF DRUG PARAPHERNIA.
10/02/2019	5:18 pm	ARRESTED A 20 YOM FOR DRIVING WITHOUT PRIVILEGES/OBSTRUCT AND DELAY/POSSESSION OF MARIJUANA
10/02/2019	7:42 pm	INVESTIGATED A THEFT OF A PURSE.
10/03/2019	12:45 am	INVESTIGATED A BATTERY BETWEEN ROOMMATES
10/03/2019	7:21 am	RESPONDED TO VEHICLE ACCIDENT
10/03/2019	10:37 am	RESPONDED TO AN ANIMAL COMPLAINT IN THE 800 BLOCK OF CHEROKEE AVE
10/03/2019	2:48 pm	RESPONDED TO A NON INJURY ACCIDENT AT WASHINGTON AND MAIN.
10/03/2019	3:09 pm	INVESTIGATED A 10-50 PD.
10/03/2019	9:45 pm	ASSISTED WITH INVESTIGATION OF SUSPICIOUS VEHICLE
10/04/2019	12:32 pm	INVESTIGATED A THEFT ON A 86 YOA FEMALE
10/05/2019	2:56 am	INVESTIGATION OF PETIT THEFT
10/05/2019	3:41 am	SEX BETWEEN 19 YOM AND 17 YOF
10/05/2019	9:38 pm	INVESTIGATED TO POSSIBLE ALCOHOL VIOLATION AT HIGH SCHOOL
10/06/2019	2:32 pm	INVESTIGATED A THEFT OF A HONDA PUSH LAWN MOWER
10/07/2019	12:05 am	INVESTIGATED A THEFT FROM A 72 YOA FEMALE
10/07/2019	9:06 am	INVESTIGATED A THEFT FROM A 74 YOA FEMALE
10/07/2019	2:10 pm	CODE VIOLATION: SHRUBBERY BLOCKING A LOT OF THE SIDEWALK
10/07/2019	2:10 pm	CODE VIOLATION: ABANDONED VEHICLE, EXPIRED PLATES NOT MOVED IN ABOUT A MONTH
10/07/2019	2:10 pm	TRAVEL TRAILER PARKED ON STREET ABOUT A WEEK NOW
10/07/2019	2:10 pm	TRAVEL TRAILER PARKER ON STREET OVER 2 WEEKS
10/07/2019	9:34 pm	CODE VIOLATION: BURNING BUSH BLOCKING MOST ALL OF SIDEWALK
10/08/2019	12:30 pm	RESPONDED TO A HIT AND RUN.
10/09/2019	9:05 am	ASSISTED BOISE PD IN A SEARCH WARRANT ON A RESIDENCE OF A
10/09/2019	10:56 am	
10/09/2019	2:00 pm	INDIVIUDAL ANONYMOUSLY TURNED IN THC VAPE PEN AT THE EMMETT HIGH SCHOOL
10/09/2019	7:05 pm	RESPONDED TO SUICIDAL SUBJECT - INVESTIGATED 40 YO MALE FOR FELON IN POSSESSION OF FIREARMS
10/10/2019	12:13 pm	RESPONDED TO A MALICIOUS INJURY TO PROPERTY CALL.
10/10/2019	2:18 pm	INVESTIAGTED MISUSE OF A 911 PHONE CALL
10/10/2019	5:19 pm	RESPONDED TO A HIT AND RUN.
10/11/2019	1:53 am	ARRESTED A 38 YOM FOR MISD. WARRANT
10/11/2019	11:20 am	FOUND BICYCLE IN ALLEY 900 BLK S HAYES
10/11/2019	3:30 pm	INVESTIGATED A POSSESSION OF MARIJUANA INVOLVING A 17 YOA MALE
10/11/2019	5:40 pm	RESPONDED TO A NON INJURY ACCIDENT IN THE ALBERTSONS PARKINGLOT.
10/11/2019	10:00 pm	OPEN CONTAINER DRIVER VIOLATION
10/13/2019	8:10 pm	ARRSRTED A 47 YOA MALE ON A NCO WARRANT/ VINE ISSUED
10/14/2019	1:52 pm	INVESTIGATED A HIT AND RUN CRASH INVOLVING TRACTOR TRAILER VESUS TRAFFIC LIGHT
10/14/2019	2:34 pm	ARRESTED A 26 YOA MALE FOR A MISD WARRANT
10/14/2019	6:28 pm	INVESTIGATED A 20 YOF FOR BATTERY
10/14/2019	6:46 pm	ARRESTED A 25 YOF FOR DWP
10/15/2019	6:49 am	INVESTIGATED A HIT AND RUN
10/15/2019	9:45 am	RESPONDED TO A NON INJURY ACCIDENT IN THE 600 BLK OF THE ALLEY ON HAYES
10/15/2019	10:35 am	ISSUED A TRESPASS WARNING TO A 32 YOA FEMALE AND A 32 YOA MALE
10/15/2019	6:22 pm	INVESTIGATED A PETIT THEFT
10/15/2019	7:27 pm	FOUND A BICYCLE
10/16/2019	1:51 am	ARRESTED 29 YOM FOR MISDEMEANOR AND FELONY WARRANT
10/16/2019	7:33 am	INVESTIGATED A TWO VEHICLE 10-50 PD. INVOLVING TWO 16 YOA FEMALES.

**CASE SUMMARY REPORT**

From 10/01/2019 To 10/31/2019

**EMMETT POLICE DEPARTMENT**

<b>Date</b>	<b>Time</b>	<b>Initial Remarks</b>
10/16/2019	12:02 pm	INVESTIGATED DOG AT LARGE, UNLICENSED DOGS, BARKING DOGS, IMPOUNDING W/O FOOD & WATER
10/16/2019	5:06 pm	ARRESTED A 26 YOF AND A 20 YOF FOR POSSESSION CONTROLLED SUBSTANCE, POSSESSION OF DRUG PARAPHERNALIA, FREQUENTING A PLACE WHERE DRUGS ARE USED. ARRESTED A 17 YOM FOR FREQUENTING A PLACE WHERE DRUGS ARE USED
10/16/2019	6:07 pm	INVESTIGATED A DOMESTIC VERBAL BETWEEN A 31YOA FEMALE AND A 38 YOA MALE. ARRESTED THE 31 YOA FEMALE FOR AN UNREALTED WARRANT
10/17/2019	8:55 am	INVESTIGATED DOG AT LARGE- PLEASE FWD TO ORDINANCE OFFICER
10/17/2019	12:18 pm	RESPONDED TO A THEFT CALL LOCATED AT D&B SUPPLY.
10/17/2019	2:34 pm	INVESTIGATED THE POSSESSION OF MARIJUANA INVOLVING TWO 14 YOA MALES
10/17/2019	3:28 pm	CITED AND SUMMONED A 35 YOA FOR OPEN CONTAINER BY DRIVER.
10/18/2019	2:14 pm	INVESTIGATED THEFT OF DIAMOND EARRINGS
10/18/2019	2:42 pm	INVESTIGATED NCO VIOLATION
10/21/2019	9:35 am	INVESTIGATED AN ASSUALT ON A 27 YOM
10/21/2019	2:59 pm	CITED A 21 YOA FEMALE FOR DWP.
10/22/2019	12:02 am	INVESTIGATED A DISTURBANCE IN THE 100 BLK OF W MAIN
10/22/2019	11:53 am	CITED A 34 YOA MALE FOR POSSESSION OF CONTROLLED SUBSTANCE.
10/22/2019	4:16 pm	FOUND TASER.
10/22/2019	4:18 pm	INVESTGATED A VEHICLE CRASH
10/22/2019	5:03 pm	ORDINACE COMPLAINT - DOG AT LARGE
10/22/2019	8:49 pm	RESPONDED TO REPORT OF A DOMESTIC ALTERCATION BETWEEN A MALE AND FEMALE
10/22/2019	10:10 pm	ASSISTED THE GCSO WITH A DUI ARREST
10/23/2019	9:30 am	INVESTIGATED AN UNLAWFUL ENTRY AND TRESPASS
10/23/2019	7:19 pm	INVESTIGATED A INSUFFICIENT FUNDS CHECK
10/24/2019	1:52 pm	RESPONDED TO AN IDENTITY THEFT CALL.
10/24/2019	2:43 pm	RESPONDED TO A VANDALISM CALL.
10/26/2019	12:38 pm	INVESTIGATED AN ATM CARD THEFT
10/26/2019	8:04 pm	CITED MALE FOR DWP
10/26/2019	10:30 pm	RESPONDED TO A PEIT THEFT FROM A VEHICLE
10/26/2019	10:59 pm	CITED A 23 YOA MALE FOR PARAPHENAILIA AND POSSESSION
10/27/2019	1:08 am	INVESTIGATED A DUI/OBSTRUCT AND DELAY INVOLVING A 28 YOM
10/27/2019	4:17 am	INVESTIGATE/INFORMATION OF BATTERY OF A 16 YOA JUVINILE FEMALE
10/28/2019	11:00 am	INVESTIGATED A FIREWORK BEING DISCHARGED INSIDE OF THE EMMETT HIGH SCHOOL, INVOLVING A 15 YOA MALE
10/28/2019	1:38 pm	ARRESTED A 20 YOA MALE FOR A BENCH WARRANT.
10/28/2019	9:39 pm	ARRESTED A 28 YOM ON A FELONY PROBATION VIOLATION WARRANT
10/28/2019	11:36 pm	ARRESTED A 52 YOA FEMALE FOR POSSESSION OF CONTROLLED SUBSTANCE
10/29/2019	11:13 am	RESPONDED TO AN AGENCY ASSIT FOR CPS.
10/29/2019	3:55 pm	FOUND WALLET
10/30/2019	12:39 am	ASSISTED BOISE PD LOCATING A VEHICLE INVOLVED IN A HIT AND RUN CRASH.
10/30/2019	11:07 am	ARRESTED A 15 YOA FEMALE ON A TRUENCY BOOK AND RELEASE WARRANT

Count: 83

\*\*\*\*\*END OF REPORT\*\*\*\*\*

**City's Strategic Pillars**  
Tuesday, November 26, 2019

- 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 Department Goals this Budget Year 2018/19 (with percentage of completion to date)***

- Implement Airport Pavement, & Master C.I.P. Plan. – **25% completion**
- Create Cemetery Master Plan. – **5% Completion**
- Create and implement Road Improvement Plan to provide for Safe Route planning for pedestrians, bicycles and motor vehicles. – **60% completion**
- Replace all water distribution system lines less than 6 inches in diameter to meet mandatory minimum main line size requirement. – **50% completion**
- Reduce I&I inside sewer collections pipes to less than 50% of current rate of 4 million gallons per day as of 2016 per Sewer C.I.P. – **50% completion**

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

- None

**Training last 30 days**

- None

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

1. Installed 20MPH sign at the Queen Anne entrance of Harvest Valley Subdivision.
2. Install fiber to WWTP – **20% Complete**
3. Installing under-ground bore for fiber-optic conduit from Water Tower to Library – **100% complete**
4. Applying for tap grant for 500K to subsidize S Johns Project – **25% Complete**
5. Finalizing LHTAC - 14393 S. Johns Ave. 4<sup>th</sup> to 12<sup>th</sup> Street final plan design & budget for construction. – **45% complete**
6. Replace Trees downtown with BIDS Funds – **10% Complete**
7. Repairs to bad water valves and water valve boxes **-45% complete**
8. Water valve exercising for all water distribution valves. – **72% complete**
9. Preparing underground irrigation systems for summer season. – **35% complete**
10. Reviewing and building safety equipment for W.W.T.P. – **75% complete**

**Plan for next 30 to 45 days**

- Preparing to continue with 12" water transmission mainlines along with new 8" water mainline replacement with new 1" water service down S Johns Avenue from 1<sup>st</sup> Street going south. **Waterlines & new water services installed to 4<sup>th</sup> Street to date. Pavement repairs started. Looks like full asphalt repairs from 1<sup>st</sup> Street to 4<sup>th</sup> Street.**
- Upgrade WWTP Influent Screen – **25% Complete**
- Present last 4 proposed hangar lease agreements to City Council. This will complete all the Hangar Master plan spaces available. **Public Hearing has been held and rate increase was approved.**
- Review Cemetery fees and create Master C.I.P. Plan
- Sewer manhole grout for leak repairs, sewer manhole replacement that are leaking water

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



**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. Begin next phase that includes Fire Department, Library, WWTP. **55% Conduit finished to the Library. Cable will be here this week. Schedule pulling**
- Migrate all servers to cloud over the next 5 years. **35% SysAdmin, Library, Public Works converted to SharePoint cloud storage**
- Complete Geographic Information System mapping of all city infrastructure assets (ongoing). **90% Valve numbers complete. Have to manually make separations for maps in the field.**
- Install fiber to additional nodes and cameras on east side complex of the City Park. **Next spring/summer**
- Fiber down 12<sup>th</sup> to Well 9 coupled with Sidewalk project. **95% Fiber splicing will be finished this week. Network switch programming will finish up.**

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

- None

**Training last 30 days**

- None

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

1. 12<sup>th</sup> Street fiber cable pull
2. Install and program credit card machine for Library
3. Install and configure eDispatches for Fire Dept.
4. Draft fee structure for IT
5. Battery backup/radio issue at WWTP
6. GIS new fiber boxes for downtown project
7. Safelink Internet kickoff meeting/site survey
8. Supply order for library fiber connection
9. Library Envisionware/server update
10. New laptops setup for WWTP staff
11. Gem Grant final submission and closeout for fiber
12. Database backup for ARTS and network monitoring
13. Setup Public Works conference room computer
14. Compile Hawthorne lift station hours for engineer
15. Meet with Star Sewer District to help them with GIS
16. Rehab quote and work for Water Tower fence
17. Refresh water plant desktop computer
18. Fiber meetings Tek Finity and Farmers Mutual
19. Meeting with City of McCall on fiber project
20. Wiring and program two sets of Rapid Flashers on 12<sup>th</sup>
21. Library conference room camera install

**Plan for next 30 days**

22. Finish Well 9 Fiber, switches, cabling	23. Re-work of GIS valve map
24. Verizon Master License Agreement	25. Create GIS trace map for WWTP
26. Library patron line updates	27. Document all switch ports on the network
28. Revamp system for tracking sewer inspections	29. Sewer inspection/confined entry website forms
30. Move Syslog server to new location- on hold	31. Library fiber cable pull
32. Trimble firmware update	33. Fiber maintenance cost analysis