

City of Emmett Council Meeting

April 09, 2019

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

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

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

Public Present: Al Cinnamon- Emmett, Dolores Larsen – 128 N. Washington Ave. Veronica Vasquez 27 W. Commercial, Weiser.

Amendments to the Agenda: None

Councilman Nebeker **MADE A MOTION TO APPROVE THE AGENDA AS PRESENTED, SECONDED, 6 AYES, 0 NOES. Motion Carried.**

Declaration of Conflicts of Interest: None

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

CONSENT AGENDA:

- A. **Approval of Minutes** – March 26, 2019
- B. **Approval of Permits** - None
- C. **Approval of Water Charge Waivers** – None
- D. **Approval of Accounts Payable**
- E. **Approval for Payment & Signatures – Right-of-Way Purchase – S. Johns Ave, E. 12th to 4th St Project**
 - 1. Senior Citizens Inc., An Idaho Corporation – Parcel #38- 719 S. Johns Ave - \$6,703.13
 - 2. Ronald L. Acuna Jr. – Parcel#41 – 703 S. Johns Ave. \$1,186.96

Councilman Henderson made a **MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED, SECONDED, 6 AYES, 0 NOES. Roll Call Vote – Council President Welch-YEA, Councilman Stout - YEA, Councilman Resinkin – YEA, Councilman Henderson- YEA, Councilman Alder-YEA, Councilman Nebeker-YEA. Motion Carried.**

ELECTED OFFICIALS:

- A. **Mayor**
Mayor declared proclamations for the following:
Kids to Parks Day to be May 18,2019
- B. **Announcements**
- C. **City Council**

Non-Consent Agenda

BUSINESS:

- A. **Rose Advocates Presentation – Dolores Larsen, Director** informed council of what Rose Advocates provides. Served 926 victims last year in their region and provided services to 54 victims in Gem County thus far in the last quarter. Dolores would like to present a training where local leaders can attend in August to learn more about Domestic Violence.
- B. **Approval to use City Hall Parking Lot - EPD and Emmett Area Crime Prevention Council.** Councilman Nebeker **MADE A MOTION TO APPROVE THE EMMETT AREA CRIME PREVENTION TO USE THE CITY HALL PARKING LOT SEPTEMBER 14, 2019 FROM 9:00 A.M. TO 2:00 P.M., SECONDED, 6 AYES, 0 NOES, Motion Carried. Vote 6 AYES, 0 NOES. Motion carried.**
- C. **Approval to accept Axon Body Camera Video Migration Quote.** Councilman Nebeker **MADE A MOTION TO ACCEPT AND APPROVE THE AXON BODY CAMERA VIDEO MIGRATION QUOTE IN THE AMOUNT OF \$0.00 AND DIRECT THE MAYOR TO SIGN, SECONDED. Roll Call Vote- Council President Welch-YEA, Councilman Resinkin – YEA, Councilman Stout – YEA, Councilman Alder – YEA, Councilman Henderson – YEA, Councilman Nebeker – YEA. 6 AYES, 0 NOES, Motion Carried.**

REPORTS:

Building Official/City Planner – Brian Sullivan – No Report
City Clerk – Lyleen Jerome – No Report
Fire – Fire Chief – Curt Christensen – No Report.
Library – Librarian Alyce Kelley – No Report
Police – Chief Kunka – No Report
Public Works – Clint Seamons – No Report
System Administrator – Mike Knittel – No Report
Economic Development – GCCC Director- Krista Cole – Not present
Engineer – None

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

Meeting Adjourned at 7:44 p.m.

Mayor Gordon Petrie

Lyleen Jerome, City Clerk

GRANT AGREEMENT

Blue Cross of Idaho Foundation for Health, Inc. (the “Foundation”) is pleased to award The City of Emmett (the “Grantee”) with a Foundation Grant (the “Grant”). The Grant is awarded subject to the terms and conditions stated in this Grant and any exhibits or attachments thereto. Please read the terms and conditions of the Grant carefully before signing this document as the Grantee’s signature constitutes the Grantee’s agreement and acceptance in full of all terms and conditions contained herein.

DATE AUTHORIZED: 4/15/2019
AMOUNT OF GRANT: \$30,000
REPORT SCHEDULE: By 11/1/2019 with final report due by 12/31/2020

1. PURPOSE AND USE OF GRANT FUNDS

- A. **Description:** This grant will be used for a bike and pedestrian plan for the city of Emmett and for the construction of the walking path at Kenneth Carberry Elementary School.
- B. The Grantee shall utilize Grant funds exclusively for the one of the following purposes: charitable, educational, scientific or literary purpose (or some approved variation) as more fully described in section 170(c)(2)(B) of the Internal Revenue Code (“Code”).
- C. No part of the Grant shall be used for any political activities or lobbying, including but not limited to, support of or opposition to candidates, ballot initiatives, voter registration drives, attempting to influence legislation, referenda or similar activities.
- D. No part of the Grant shall be used for any personal attack on, or vilification of, any person (whether by name or business affiliation), company, or governmental agency, whether individually or collectively.
- E. No part of the Grant shall be used for a Grant to another organization without the express, written approval of the Foundation.
- F. The Grantee shall require each organization or entity to which it distributes any portion of the Grant in order to perform the fundamental purposes of this Grant Contract to enter into a written agreement with the Grantee obligating such organization or entity to comply with the terms of this Grant Contract and Conditions. This clause does not apply to vendors providing the Grantee general services (e.g., utilities, office supply vendors, airlines, caterers, etc.).

2. BUDGET

Subject to the terms and conditions set out in the Grant, the Foundation is pleased to award Grantee with a conditional Grant of up to Thirty Thousand Dollars (\$30,000), which shall include any interest or income arising therefrom. The Grant is conditional upon the proper execution of this Grant agreement by an authorized representative of Grantee.

Expenditures of the Grant funds must adhere to the specific line items in the Grantee's approved Grant budget. Transfers among line items (increases and decreases) in excess of five percent (5%) of the total approved annual Grant award are permitted only with the express written consent of the Foundation. All transfers among line items are permitted only with the express written consent of the Foundation. Grant expenditures must occur during the period under which support is approved unless a no-cost extension or carry forward is approved by the Foundation.

3. ACCOUNTING AND AUDIT

The Grantee shall identify the Grant separately on its books of accounting. A systematic accounting record shall be kept by the Grantee of the receipt and disbursement of funds and expenditures incurred under the terms of the Grant, and the substantiating documents such as bills, invoices, cancelled checks, and receipts, shall be retained in the Grantee's files for a period of not less than three (3) years after expiration of the total Grant period. The Grantee agrees promptly to furnish the Foundation with copies of such documents upon the Foundation's request.

The Grantee agrees to make its books and records available to the Foundation at reasonable times.

The Foundation, at its expense, may audit or have audited the books and records of the Grantee insofar as they relate to the disposition of the funds granted by the Foundation, and the Grantee shall provide all necessary assistance in connection therewith.

4. REPORTS

Narrative and financial reports shall be furnished by the Grantee to the Foundation at six months after the start date and at the end of the Grant period or upon expiration, repayment or termination of the Grant (pursuant to Section 9 hereof). Such reports shall be furnished to the Foundation within a reasonable period of time after the close of the Grantee's annual accounting period. The narrative report shall include a report on the progress made by the Grantee towards achieving the Grant purposes and any problems or obstacles encountered in the effort to achieve the program purposes. The financial report shall show actual expenditures reported as of the date of the report against the approved line item budget. Such reports shall be retained in the Grantee's files for a period of not less than seven (7) years after expiration of the total Grant period.

The Foundation may, at its expense, monitor and conduct an evaluation of operations under the Grant, which may include visits by representatives of the Foundation to observe the Grantee's program procedures and operations and to discuss and offer recommendations for the program with the Grantee's personnel.

5. COPYRIGHT AND FOUNDATION USE OF DATA

All copyright interests in materials produced as a result of this Grant are owned by the Grantee. The Grantee hereby grants to the Foundation a nonexclusive, irrevocable, perpetual, royalty-free license to reproduce, publish, copy, alter, or otherwise use and to license others to use any and all such materials, including any and all data collected in connection with the Grant in any and all forms in which said data are fixed.

The Foundation reserves the right to receive a copy of all data sets developed by the Grantee related to the Grant and obtain copies of relevant codebooks related to the Grant. The Grantee also agrees to provide consultation in interpretation of the data sets that Foundation requests and analyzes.

6. PUBLIC REPORTING

The Foundation does not usually issue press releases on individual grants (it does issue a press release on groups of grants and contracts being awarded); however, should the Foundation elect to do so, it would discuss the press release with the Grantee in advance of dissemination. The Grantee may issue its own press announcement but shall seek prior written approval of the announcement from the Foundation before distribution. In addition, the Grantee will be asked to review and approve a program summary, which will be used by the Foundation to respond to inquiries regarding the Grantee's activities and for other public information purposes. The Foundation may release special reports on Grantee efforts during or following the Grant award period. The Grantee's approval shall not be unreasonably withheld.

The Grantee shall send copies for review to the Foundation of all papers, manuscripts, and other informational materials (collectively, "Informational Materials") that it produces in connection with the project supported by the Foundation, before distributing any such Informational Materials to the public.

All Informational materials produced by the Grantee shall prominently make reference to the fact that (a) the Foundation has provided financial support for the Grantee's project, in whole or in part, as the case may be; and (b) the Grantee's Informational Materials do not necessarily represent the views of the Foundation, Foundation staff, or its Board of Directors.

7. GRANTEE TAX STATUS

The Grantee represents that it is currently either (i) a tax-exempt entity described in Code Section 501(c)(3) or (ii) an organization described in Code Section 170(c)(1) or Section 511(a)(2)(B). The Grantee further covenants and agrees that it shall immediately give written notice to the Foundation if the Grantee ceases to be exempt from federal income taxation as an organization described in Code Section 501(c)(3) or its status as a Code Section 170(c)(1) or Section 511(a)(2)(B) organization materially changes.

8. CERTIFICATION REQUIRED WHEN GRANT MAY BE USED FOR RESEARCH INVOLVING HUMAN SUBJECTS

If the Grant is to be used in whole or in part for research involving human subjects, the Grantee hereby certifies that the Grantee, applying the ethical standards and the criteria for approval of grants set forth in Department of Health and Human Services policy for the protection of human research subjects (45 CFR part 46, as amended from time to time), has determined that the human subjects involved in this Grant will not experience risk over and above that involved in the normal process of care and are likely to benefit from the proposed research program.

An applicant approved for a Grant award from Foundation to support biomedical and behavioral research involving human subject must provide a copy of the applicant's institutional review board approval. If not available, the applicant must document its request for institutional review board approval and the expected date of approval or institutional review board waiver if applicable.

9. GRANT TERMINATION

It is expressly agreed that any use by the Grantee of the Grant proceeds for any purpose other than those specified in Section 1 hereof will immediately terminate the obligation of the Foundation to make further payments under the Grant.

Furthermore, the Foundation, at its sole option, may terminate the Grant at any time by written notice if (i) the Grantee breaches any of the terms and conditions set forth in this Grant Agreement, (ii) the Grantee ceases to be exempt from federal income taxation as an organization described in Code Section 501(c)(3) or its status as a Code Section 170(c)(1) or 511(a)(2)(B) organization materially changes ; (iii) in the Foundation's sole judgment, the Grantee becomes unable to carry out the purposes of the Grant, or ceases to be an appropriate means of accomplishing the purpose of the Grant; (iv) in the Foundation's sole judgment, the Grant might (a) jeopardize the Foundations Code Section 501(c)(3) status or (b) result in an excise tax under Chapter 42 of the Code; or (v) the Grant is not used exclusively for the purposes described in Section 1 hereof within fifteen (15) days after the expiration of the time specified in the Grantee's proposal or any approved extension of said time period.

In the event of termination under this Section, the Foundation shall have the right to require that all Grant amounts paid to the Grantee be repaid to it and that any outstanding Grant amount payable be cancelled.

10. LIMITATION; CHANGES

It is expressly understood that the Foundation by making this Grant has no obligation to provide other or additional support to the Grantee for purposes of this project or any other purposes. Any changes, additions, or deletions to the conditions of the Grant must be made in writing only and must be jointly approved and executed by the Foundation and the Grantee.

11. INDEMNIFICATION

In consideration for the issuance of Grant funds, the Grantee agrees to indemnify, defend and hold the Foundation and its directors, officers, employees, agents, parent company and affiliates harmless from and against all allegations, claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses (including without limitation reasonable attorneys' fees and costs) which arise out of or relate to the Grant, or result from any act or omission of Grantee arising from projects funded through or related to the Grant.

NOW THEREFORE, the parties have read, understand and accept the terms and conditions stated in this Grant agreement. The individuals signing this Grant agreement represent and warrant that they are duly authorized to be bound by its terms. The parties do hereby execute this Grant agreement effective on the date that the BCI Foundation signs the Grant agreement.

Grantee: City of Emmett

Blue Cross of Idaho Foundation for Health, Inc.

By: _____

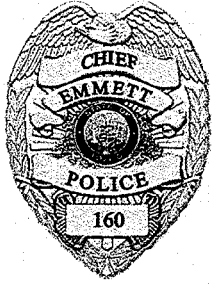
By: _____

Title: _____

Title: _____

Date: _____

Effective Date: _____



EMMETT POLICE DEPARTMENT

501 E. Main Street – Emmett, ID 83617

Fax 365-6062 Phone 365-6055

Steve Kunka, Chief of Police

April 16, 2019

Emmett City Mayor
Emmett City Council

This letter is written to show the Emmett Police Department's support of the attached road closures for the Gem County Recreation District's Children Parade June 14, 2019.

Kristen Seitz and I have already spoken about the traffic plan that I have approved (see attached) and Kristen has submitted a letter to city council explain what is expected of them and us during the parade (see attached letter). I have agreed to provide traffic control at the majority of the intersections on the parade route (see attached traffic control form). These traffic control officers will either be the officers on duty, unpaid reserve officers, the police chief and or C.O.P.s.

I believe that if any concerns or issues come up they will be resolved between Kristen Seitz of the G.C.R.D., Bruce Evens with E.P.W. or me.

Steve Kunka

Chief of Police



Enriching our community one activity at a time.



April 11, 2019

Emmett City Council
501 East Main
Emmett, Idaho 83617

Dear City Council:

We would like to thank you for allowing the Gem County Recreation District to have the Childrens Parade every year during Cherry Festival. This year's event is approaching fast and we would like to request:

1. The use of the alley way behind Main Street Beverage be closed from 4:30 to 6:45pm for a staging area for the Animals & Horse Divisions. We are asking Main Street Beverage to use the parking lot for the horse trailers.
2. That from Hayes to Johns there be *no cars* parked on Main Street during the Childrens Parade from 5 – 7:30pm. The parade will start at 6:30 pm on North Commercial with Police escort and go down Main St to Johns where the participants will turn right and be on their way.
3. We have reserved Blaser Park on June 14th from 4:30 - 6:45 pm.

Please find attached the Traffic Control Plan.

1. We are in the process of talking to Becky about contacting ITD about closing down Washington and setting up the barricades for closing down the streets.
2. We have talked to Chief Kunka about the Traffic Control plan and he will be providing flaggers to man intersections.
3. We are working with the Chamber of Commerce in order to lessen the cost of the parade. It would cost \$250.00 to close the roads per the traffic plan approved by Chief Kunka.

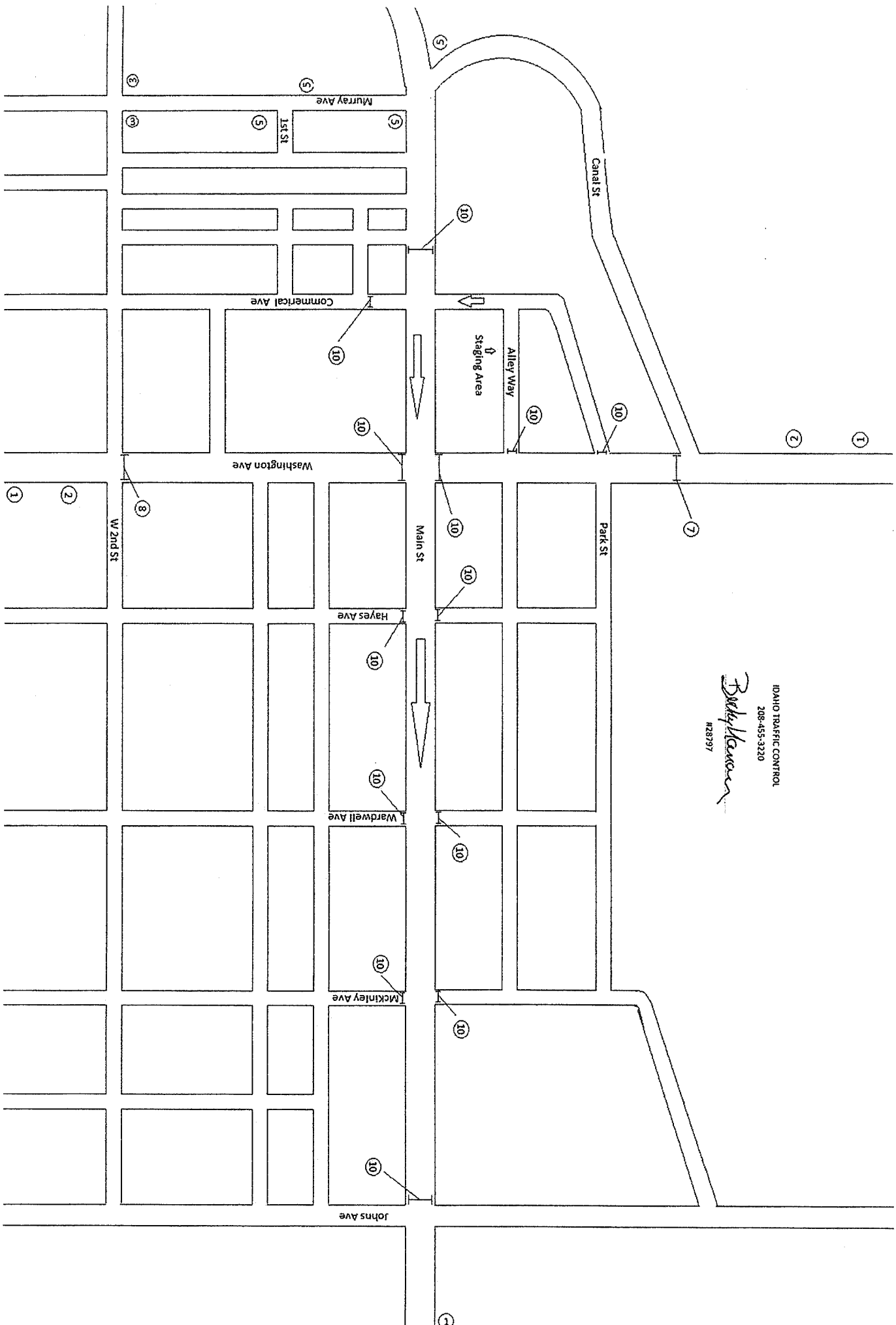
We will have one person to follow behind the horses, goats and dogs in case it is needed.

If there are any questions please contact me at 208-365-5748.

Thank you for your time on this matter.

A handwritten signature in black ink, appearing to read "Kristen Seitz".

Kristen Seitz
Office Coordinator
Gem County Recreation District



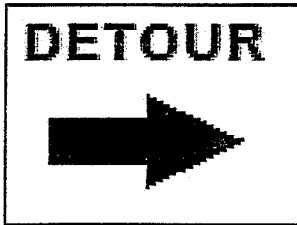
IDAHO TRAFFIC CONTROL
 208-455-3220
Beth Cameron
 R28797

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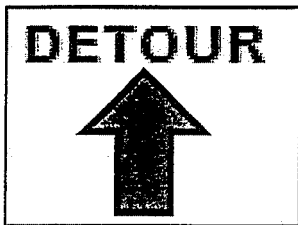
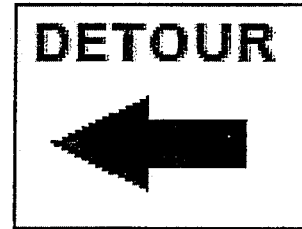
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NOTE: ALL SIGN SPACING 100'

Cherry Festival Parade Route-Traffic Control Duties 2019

The following is the assigned areas of traffic control for both the kid's parade on June 14, 2019 and the main parade on June 15, 2019. Please check into service ON THE COMPUTER for parade duty but make sure to log off of mobile CAD without checking off duty. The reason for logging off is because of the lack of licenses available for mobile CAD.

Kid's parade: Be in your cars by 1800 hrs and at your assigned area by 1820 hrs

Parade starts at 1830 hrs

ITD	N. Washington Ave. and Park St. w/ traffic barricades
160	Main & S. Washington Ave
170	W. Main & Commercial w/ traffic barricades
171	E. Main St. and Johns Ave. w/ traffic barricades
167	E. Main St. and S. Hayes Ave.
COP	E. Main St. and N. Hayes Ave.
COP	E. Main St. and S. Wardwell Ave.
166	E. Main St. and N. Wardwell Ave.
164	E. Main St. and S. McKinley Ave.
173	E. Main St. and N. McKinley Ave.
168	Park Foot Patrol
193	Park Foot Patrol
162	Call taker during parade
169	Call taker during parade
165	Working graves does not come in until 2000

Main Parade: Be in your cars by 1730 hrs and at your assigned area by 1750 hrs

Parade starts at 1800 hrs

ITD	N. Washington Ave. and Park St. w/ traffic barricades
172	Main & S. Washington Ave
171	E. Main St. and Johns Ave. w/ traffic barricades
167	E. Main St. and S. Hayes Ave.
COP	E. Main St. and N. Hayes Ave.
COP	E. Main St. and S. Wardwell Ave.
166	E. Main St. and N. Wardwell Ave.
164	E. Main St. and S. McKinley Ave.
173	E. Main St. and N. McKinley Ave.
190	S. Washington Ave. and E. 1st St.
154	S. Washington Ave. and W. 1st St.-Auto Zone Parking lot
	S. Washington Ave. and E. 2nd St.
170	S. Washington Ave. and W. 2nd St.
FIRE	S. Johns Ave. and E. 1st St.
168	Park Foot Patrol
193	Park Foot Patrol
160	Leading parade in new car
165	Working graves does not come in until 2000
162	Call taker during parade-East side of Washington
169	Call taker during parade-West side of Washington

Please review your event assignments and be in position at the time listed.

When the parade begins no one is to allow any vehicle to drive along the parade route except to cross the street until the front of the parade is within 2 blocks of your position.

If you have any questions please ask. Thank you!

Cherry Festival Parade Route-Traffic Control Duties 2019

The following is the assigned areas of traffic control for both the kid's parade on June 14, 2019 and the main parade on June 15, 2019. Please check into service ON THE COMPUTER for parade duty but make sure to log off of mobile CAD without checking off duty. The reason for logging off is because of the lack of licenses available for mobile CAD.

Kid's parade: Be in your cars by 1800 hrs and at your assigned area by 1820 hrs

Parade starts at 1830 hrs

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167	E. Main St. and S. Hayes Ave.
COP	E. Main St. and N. Hayes Ave.
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COP	E. Main St. and N. McKinley Ave.
168	Park Foot Patrol
193	Park Foot Patrol
162	Call taker during parade
169	Call taker during parade
165	Working graves does not come in until 2000

Main Parade: Be in your cars by 1730 hrs and at your assigned area by 1750 hrs

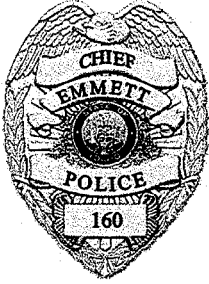
Parade starts at 1800 hrs

ITD	N. Washington Ave. and Park St. w/ traffic barricades
172	Main & S. Washington Ave
171	E. Main St. and Johns Ave. w/ traffic barricades
167	E. Main St. and S. Hayes Ave.
COP	E. Main St. and N. Hayes Ave.
COP	E. Main St. and S. Wardwell Ave.
166	E. Main St. and N. Wardwell Ave.
164	E. Main St. and S. McKinley Ave.
173	E. Main St. and N. McKinley Ave.
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When the parade begins no one is to allow any vehicle to drive along the parade route except to cross the street until the front of the parade is within 2 blocks of your position.

If you have any questions please ask. Thank you!



EMMETT POLICE DEPARTMENT

501 E. Main Street – Emmett, ID 83617

Fax 365-6062 Phone 365-6055

Steve Kunka, Chief of Police

April 16, 2019

Emmett City Mayor
Emmett City Council

This letter is written to show the Emmett Police Department's support of the attached road closures for the Gem County Recreation District's Holiday Magic Parade November 30, 2019.

Kristen Seitz and I have already spoken about the traffic plan that I have approved (see attached) and Kristen has submitted a letter to city council explain what is expected of them and us during the parade (see attached letter). I have agreed to provide traffic control at the majority of the intersections on the parade route (see attached traffic control form). These traffic control officers will either be the officers on duty, unpaid reserve officers, the police chief and or C.O.P.s.

I believe that if any concerns or issues come up they will be resolved between Kristen Seitz of the G.C.R.D., Bruce Evens with E.P.W. or me.

Steve Kunka

A handwritten signature in black ink, appearing to read "SK 160", written over the typed name "Steve Kunka".

Chief of Police



Enriching our community one activity at a time.



April 11, 2019

Emmett City Council
501 East Main
Emmett, Idaho 83617

Dear City Council:

The Gem County Recreation District's Holiday Magic 2019 event will be on November 30th. It will be held downtown with activities from 11:00am-5:00pm with the Lighted Parade starting at 6:00pm followed by the Tree Lighting.

We have included the Idaho Traffic Control Map approved by Chief Kunka.

- We are also working with ITD about closing down Washington.
- We are working with Becky from ITC to set up the barricades for closing down the streets, which will cost us \$250.00 for this event.

We are also in contact with Bruce and Chief Kunka for the following:

- Bruce to have the miniature City Hall building brought to Pioneer park; during the week of Thanksgiving, and set up as well as taken down the beginning of January. We will work with Bruce on the specifics.
- Chief Kunka for the use of an officer or COP to escort the horse participants over to the starting area from the parking lot by Blaser Park parking lot across Washington Ave down to McKinley. Should be at Blaser parking lot by 5:15pm escorting at 5:30pm.
- Chief Kunka for any flaggers needed and one lead car.
- Chief Kunka for no cars to be parked on Main Street from Washington to McKinley during the Lighted Parade from 5pm to 7pm. The parade will start at 6:00pm at McKinley with Police escort and go down Main St to Commercial where the participants will turn right and be on their way.

We will remain in contact with Chief Kunka & Bruce Evans about all the planning stages when the event gets closer. If there are any questions please contact me at 365-5748.

Thank you for your time on this matter.

Kristen Seitz
Office Coordinator
Gem County Recreation District

Abra Dodson – Director Board of Directors: Wayne Rexford, Denise Sorenson & Roger Bennie
PO Box 631 Emmett, Idaho 83617 – Phone: 208-365-5748 Fax: 208-365-7313
gcrd@gemcountyrecreation.com - www.gemcountyrecreation.com

GCRD Holiday Magic Lighted Parade

1X COP to take Horses to beginning of parade at 5:45pm

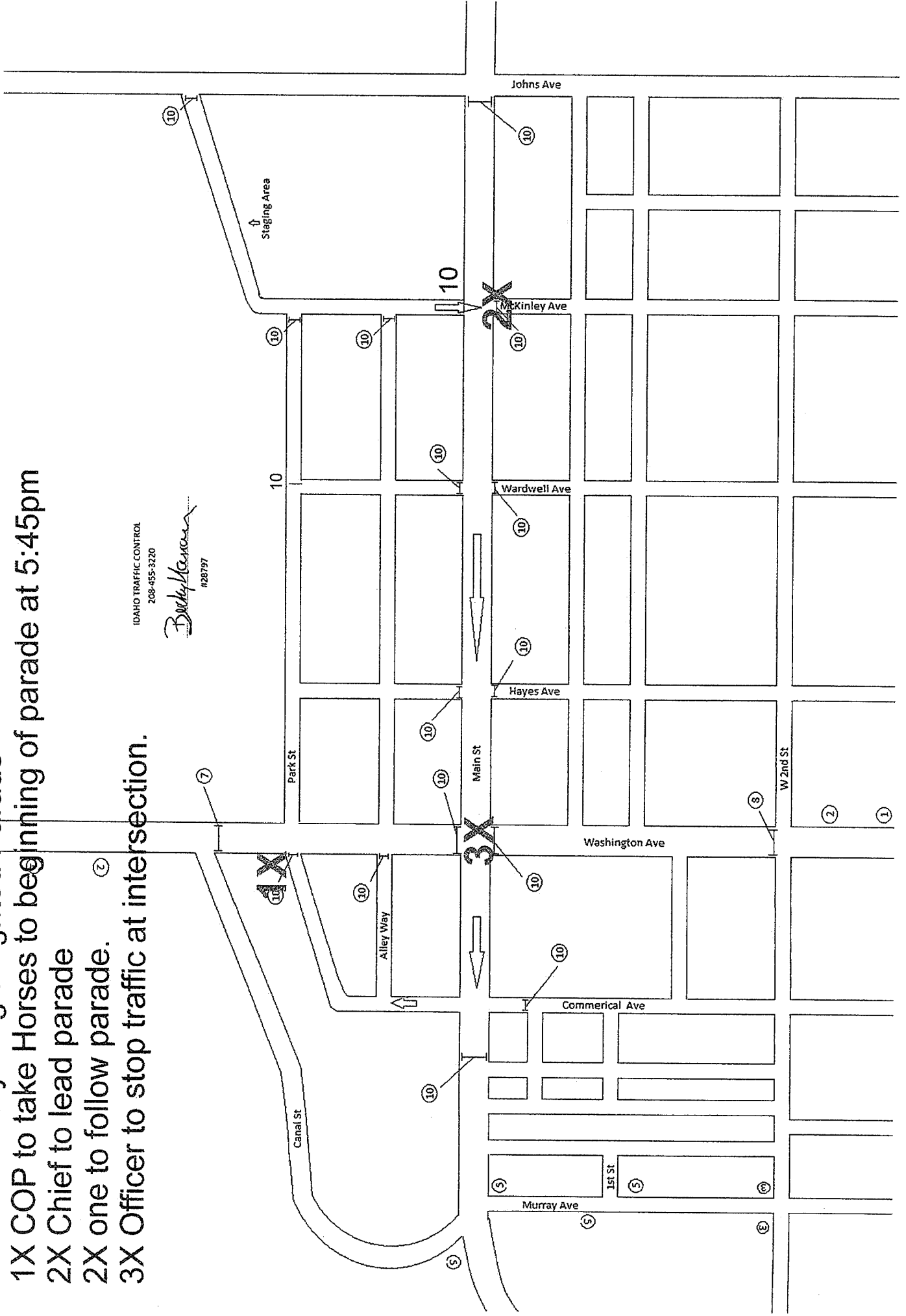
2X Chief to lead parade

2X one to follow parade

3X Officer to stop traffic at intersection.

IDAHO TRAFFIC CONTROL
208-455-3220

Betty Hansen
#28797

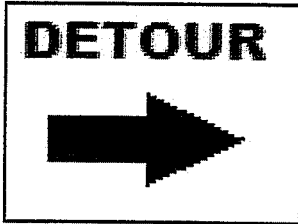


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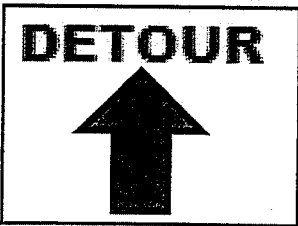
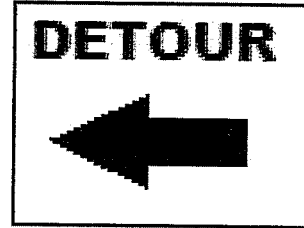
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NOTE: ALL SIGN SPACING 100'

LEGAL NOTICE
CITY OF EMMETT, IDAHO
Treasurer Financial Report for Quarter Ending March 2019

FUND	BUDGET	YEAR TO DATE		%of ANNUAL BUDGET	
		Receipts	Expenditures	Receipts	Expenditures
General Fund	\$ 2,506,379.00	\$ 1,502,684.28	\$ 1,189,820.09	60%	47%
Personnel			\$ 723,760.17		
Insurance			\$ 134,153.14		
Capital Outlay			\$ 331,906.78		
Street Fund	\$ 514,476.00	\$ 338,811.56	\$ 265,695.34	66%	52%
Personnel			\$ 97,731.31		
Insurance			\$ 13,072.01		
Capital Outlay			\$ 154,892.02		
Library Fund	\$ 238,530.00	\$ 137,879.37	\$ 101,747.63	58%	43%
Personnel			\$ 65,729.74		
Insurance			\$ 8,125.16		
Capital Outlay			\$ 27,892.73		
Cemetery	\$ 117,696.00	\$ 54,296.21	\$ 46,246.64	46%	39%
Personnel			\$ 29,330.39		
Insurance			\$ 4,157.08		
Capital Outlay			\$ 12,759.17		
Perpetual Care	\$ 2,600.00	\$ 2,190.71	\$ 0	37%	0%
TOTAL	\$ 3,379,681.00	\$ 2,035,862.13	\$ 1,603,509.70		
Enterprise Funds: Water/Sewer/Sanitation					
Water	\$ 1,733,400.00	\$ 755,837.24	\$ 656,848.27	44%	38%
Personnel			\$ 197,326.18		
Insurance			\$ 46,694.48		
Capital Outlay			\$ 262,286.50		
Bond Repayment			\$ 150,541.11		
Sewer	\$ 2,114,800.00	\$ 1,088,884.04	\$ 610,809.56	51%	29%
Personnel			\$ 163,994.58		
Insurance			\$ 38,572.38		
Capital Outlay			\$ 215,681.75		
Bond Repayment			\$ 192,560.85		
Sanitation	\$ 529,230.00	\$ 280,718.05	\$ 284,050.01	53%	54%
Personnel			\$ 24,686.61		
Insurance			\$ 3,736.49		
Capital Outlay			\$ 255,626.91		
Other	\$ 2,650.00	\$ 12,885.75	\$ 573.75		
TOTAL	\$7,759,761.00	\$ 4,174,187.21	\$ 3,155,791.29	54%	41%

Citizens are invited to inspect the detailed supporting records of the above financial statement.

City of Emmett is an Equal Opportunity Employer

Lyleen Jerome, City Clerk/Treasurer



**CITY OF EMMETT
PUBLIC WORKS DEPARTMENT**

601 East 3rd Street
Emmett, Idaho 83617

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

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

Wednesday, April 17, 2019

Mayor Gordon Petrie
Emmett City Council
501 East Main Street
Emmett, Idaho 83617

Re: "Approval for waiver request for Kelsey Peterson with Sunny Acres LLC Subdivision for sidewalk, curb, & gutter requirements."

Mayor, City Council:

[X] Concur with approving waiver request for Kelsey Peterson with Sunny Acres LLC Subdivision for sidewalk, curb, & gutter requirements.

I recommend the following motion: **"Motion to approve waiver request for Kelsey Peterson for Sunny Acres LLC Subdivision for sidewalk, curb, & gutter requirements and to follow Public Works & KELLER Associates requirements for up-dated approach requirements for each building lot to match 2019 ITD Child Safety Grant walking path."**

Sincerely,



City of Emmett

**Superintendent
Public Works Department**

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

Cc:
Clint Seamons, C.O.E. Assistant Superintendent of Public Works
Brian Sullivan, C.O.E. Planning/Building Administrator
Doricela Millan-Sotelo, C.O.E Building/Public Works Office Manager



CITY OF EMMETT PUBLIC WORKS DEPARTMENT

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Wednesday, April 17, 2019

Mayor Gordon Petrie
Emmett City Council
501 East Main Street
Emmett, Idaho 83617

RE: "Request from Kelsey Peterson for waiver of sidewalk, curb, & gutter requirements for Sunny Acres LLC Subdivision."

Mayor, City Council:

Please find letter from Kelsey Peterson with Sunny Acres LLC Subdivision request for waiver of sidewalk, curb, & gutter requirements.

This property is the same location that City of Emmett will be installing a grant from I.T.D. "2019 Child Pedestrian Safety Grant" which will install an 8-foot-wide asphalt walking path with an extruded curb to protect those walking along East 12th Street.

After further discussing with Mr. Peterson, we would like to recommend approval to Mr. Peterson for his request for waiver of sidewalk, curb, & gutter requirements with required up-graded approaches approved by KELLER Associates & City of Emmett Public Works Department due to matching requirements for the walking path.

Sincerely,



City of Emmett

**Superintendent
Public Works Department**

*Our vision:
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Improvements and services for City of Emmett*

*Cc:
Clint Seamons, C.O.E. Assistant Superintendent of Public Works
Brian Sullivan, C.O.E. Planning/Building Administrator
Doricela Millan-Sotelo, C.O.E Building/Public Works Office Manager*

Bruce Evans
Telephone # 208-365-9569, Fax # 208-365-4651
E-mail: bevans@cityofemmett.org

April 15, 2019

City of Emmett
Planning & Zoning Office
601 E. 3rd Street
Emmett, ID 83617

To Whom It May Concern,

I am writing on behalf of Sunbeam Acres LLC regarding the plans for the Sunny Acres Subdivision on 12th Street. I would like to request a waiver of the requirement to install sidewalk, curbing, and gutters along 12th street as a part of this subdivision. This request comes following conversations with those in your office regarding future plans by the city, as well as our plans to keep a rural feel both on the North and South side of 12th Street in that area. As owner of the property on both sides of the street, I can speak for both and let you know that this is our intention.

Please advise us regarding this request and we will finalize plans to record the minor subdivision and complete the needed utility improvements for the development as soon as possible.

Thank you for your time and consideration,

Kelsey Peterson
Sunbeam Acres LLC

City's Strategic Pillars
4/16/19

- 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. 15%**
- 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. 5%
- Certified Floodplain Manager 75%

Expenditures requiring authorization from higher and purpose of expenditure

- None

Current Projects

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. Drafting ordinance to allow placement of tiny homes. This amendment has been approved by the State of Idaho Building Code Board and will go in to the Legislature in January 2018.
4. Re-writing Area of Impact Agreement between City of Emmett and Gem County.
5. Started a draft Oil and Gas Ordinance. Draft is done. Working on revisions
6. Ordinance revision to allow Manufactured Homes in an R-1 zone without a variance. Draft is done.
7. Starting Flood plain ordinance for the City. Draft is done.
8. Revisions to rubbish ordinance.
9. Working with County to finalize Area of Impact Map boundary reduction.
10. March 2019: Total permits =25, New house, 3- Hangars, 0-Manufactured Home, Fees Collected: \$6605.56
11. Airport Planning for the future.
12. Zoning Applications:
 - Property Boundary Adjustment
 - Annexation application Hwy 16 and S. Johns, southeast corner
 - Harvest Valley Sub. # 5 & 6 preliminary plat
 - Development Agreement modification
 - SUP- Residential living in a commercial zone with a business

Plan for next 30 days

13. Convert our building permit software over to Black Mountain
14. Continue with Building, ADA, and Floodplain webinars
15. Review Economic Development chapter of comp. plan
16. Review Land Use Chapter of comp. plan
17. Review Community Design chapter of comp. plan
18. Give each department their ADA transition plan to prepare for budgeting
19. Interview and hire a replacement for Mary
20. Start reviewing new floodplain maps
21. Attend backflow training in Meridian

Training

- ***See attached sheet.***

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

Building and Zoning

March 2019

Emp, Title	Training/Hours	Date	Location	Cost/Certificate
Dep. Head	Technical Proposals of the 2021 IECC 1 hr	03/5/2019	Emmett	No/no
Dep. Head	Credit for Floodplain Mapping 1 hr	3/20/19	Emmett	No/Yes
	Total Training Hours			Total Cost
	-2-			\$ 0



City of Emmett, Idaho

Monthly Financial Report

March 31, 2019

OUR CASH...

Account Balances

GENERAL FUND –

Cash & Investments	\$ 2.366M
INVESTMENTS	\$ 2.264M
CASH	\$ 102,035

STREET FUND –

Cash & Investments	\$ 289,068
Investments	\$ 137,967
Cash	\$ 151,100

LIBRARY FUND –

Cash & Investments	\$ 233,147
Investments	\$ 166,980
Cash	\$ 66,166

CEMETERY FUND –

Cash & Investments	\$ 100,849
INVESTMENTS	\$ 53,896
CASH	\$ 46,952

PERPETUAL CARE FUND –

CASH & INVESTMENTS	\$ 81,568
INVESTMENTS	\$ 72,048
CASH	\$ 9,520

WATER FUND –

Cash & Investments	\$ 3.170M
Investments	\$ 2.567M
Bond Payment Reserve	\$ 294,425
Cash	\$ 308,233

SEWER FUND –

Cash & Investments	\$ 4.288M
Investments	\$ 2.918M
Bond Payment Reserve	\$ 960,232
Cash	\$ 410,140

SANITATION FUND –

Cash & Investments	\$ 145,440
--------------------	------------

OUR CASH FLOW..... BUDGET VS. ACTUAL

GENERAL FUND REVENUES AND EXPENDITURES

Fiscal Year 2018-19 Budget	\$ 2,506,379	
Revenues to Date	\$ 1,502,684	60%
Expenditures to Date	\$ 1,189,820	47%

Road & STREET FUND REVENUES AND EXPENDITURES

Fiscal Year 2018-19 Budget	\$ 514,476	
Revenues to Date	\$ 338,811	66%
Expenditures to Date	\$ 265,695	52%

LIBRARY FUND REVENUES AND EXPENDITURES

Fiscal Year 2018-19 Budget	\$ 238,530	
Revenues to Date	\$ 137,879	58%
Expenditures to Date	\$ 101,747	43%

CEMETERY FUND REVENUES AND EXPENDITURES

Fiscal Year 2018-19 Budget	\$ 117,696	
Revenues to Date	\$ 54,296	46%
Expenditures to Date	\$ 46,246	39%

WATER FUND REVENUES AND EXPENDITURES

Fiscal Year 2018-19 Budget	\$ 1,733,400	
Revenues to Date	\$ 755,837	44%
Expenditures to Date	\$ 656,848	38%

SEWER FUND REVENUES AND EXPENDITURES

Fiscal Year 2018-19 Budget	\$ 2,114,800	
Revenues to Date	\$ 1,088,884	51%
Expenditures to Date	\$ 610,809	29%

SANITATION FUND REVENUES AND EXPENDITURES

Fiscal Year 2018-19 Budget	\$ 529,230	
Revenues to Date	\$ 280,718	53%
Expenditures to Date	\$ 284,050	54%

SPECIFIC REVENUES COLLECTIONS AT A GLANCE...

PROPERTY TAX COLLECTIONS

Budget	\$ 1,725,821	
Revenues to Date	\$ 1,054,125	61%

STATE SHARED REVENUES COLLECTIONS

Budget	\$ 263,935	
Revenues to Date	\$ 206,514	78%

BUILDING PERMIT REVENUES COLLECTIONS

Budget	\$ 35,000	
Revenues to Date	\$ 32,540	93%

City's Strategic Pillars

4-15-19

- 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

- Employee Health Insurance Renewal- Costs/Coverage
- Establish an Asset Management Document for each Department
- Explore additional investment opportunities for a higher yield on funds
- Set up electronic files for permanent documents (resolutions, ordinances, ect.)
- Increase ACH (Direct Pay) 10% or 30 Clients

Expenditures requiring authorization / purpose of expenditure

- None

Training

- None

No less than Top Ten Accomplishments since last report

- Insurance Review Committee Meetings – 3 Meetings
- Received \$30,000 for payment of School District Resource Officer
- Transfer checking fund balance to LGIP Investment Fund
- Enrolled in AIC Annual Conference Training – June 19-21, 2019
- Reconciled March Bank Statement and LGIP Fund Statements
- Issued Two Bartender Licenses and Two Business Licenses
- Met with Amy Manning of IIIA Insurance

Plan for next 30 days

- Set up Bankcard payment processing on fee income
- Submit Risk Rating Profiles to IIIA Insurance for Rating and Cost Breakdown
- Prepare Budget Worksheet for preliminary numbers
- Set Budget Schedule – Report to County by April 30th – Council to approve
- Attend Idaho State Tax Commission Workshop in May
- Prepare March Month End Financial Statement
- Research 6 Outstanding Checks Issued in November
- Submit State Idaho Insurance Fund Remittance
- Enter Payroll for 4/18/19 payout - Pay FIT, SS, Medicare, SIT by 4/19/19
- Type Minutes from 4/9/19 Meeting
- Submit Idaho State Sales Tax Report
- Meet with representative of U.S. Bank to compare pricing on accounts and services
- Train New Deputy Clerk on Payroll Processing
- Review Dispatch Funding Agreement with Fire and Police - Submit to Council for Approval

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

- None

No less than Top Ten Accomplishments since last report

- Prepared and arranged to help a disabled home owner in and out of his vehicle so that he could make it to a Doctors visit which was Cancelled
- Contacted by an elderly resident to check on her smoke detectors and change out batteries, batteries were changed and recommended that she purchase new smoke detectors and we would help put them up.
- Sent letter to Wade Carter regarding a proposed gate on the west end of the High School
- Responded to one residence about a back yard recreational fire pit
- Conducted training regarding pump operations (part of the driver operator class)
- Sent multiple requests to BING to have the station's phone number changed and update the city's web address
- Received a phone call for a resident in the County that had smoke in her father's residence recommended that she call 911
- Verified access into and out of an RV Park helping the business owner with marking the fire lane to ensure that Emergency services have access
- Assisted a resident on where to get a fire evacuation plan
- Changed out smoke detector batteries for a residence and recommended that they get their smoke detectors changed
- Communicated the City's ordinance regarding recreational burning and residential burning of debris
- Met with BLM regarding the upcoming Wildland year
- LEPC attended, good information presented regarding being prepared for 2 weeks and at a minimum 72 hours
- Two attended a presentation held by the training Chiefs for Idaho regarding National Professional Development Model and Colleges that can assist in Firefighter development
- Steered a Public request for information in the right direction
- Back Flushed Engines 1 2 3, worked out all levers and valves. While doing so, provided training for one of the newer FF
- Replace smoke detectors for elderly resident x3
- Received a Scholarship for the Idaho Fire Chiefs Conference for Mike Giery
- Butte View School Fire safety presentation
- Brush 1 & 2 serviced and ready for fire season 2019
- Assisted a business with hanging a sign

- Submitted Paramedic and EMT refresher x3
- Assisted with a Bonfire at Butte View: 1 Engine-3 hrs
- Sent a letter to Wayne Rush regarding Carberry and its sprinkler system
- Day Care inspection
- Spent multiple days assisting a local business owner with marking his business for fire access lane
- 39 burn permits were issued or responded to
- 11 Calls for service, average 8 Firefighters per call, average Code response time 4m 49 seconds

Training (See Attached)

Plan for next 30 days

- Search out supplementary funding sources to offset budget. Deployments, Scholarships, Grants, surplussed equipment, turnouts
- Training: Currently working on Driver Operator-60 days out
- Wildland Program: Get Engine Boss signed off, Get Brush 2 equipped with all BLM/IDL necessary equipment
- Prevention Program: Inspections, Carberry School Sprinkler system, Review Fire Evacuation Plans, Go through Keys at all schools, Figure all zones and put in preplan for schools.
- Developing a cancer prevention program
- Clean back apron throw away old hose
- Begin review of SOG's, revise as needed
- Renew Paramedic Certification
- Car Seat Program

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

EMMETT FIRE DEPARTMENT

Emp, Title	Training/Hours	Date	Location	Cost/Certificate
3 Firefighters	Car Seat Tech 24hrs	2/28-3/2	Meridian ID	\$141/Yes
1 Firefighter	RT-130 and Pack Test Co-Structor 16hrs	3/14-/317	Nyssa OR	\$0/Yes
1 Firefighter	Hazmat Drill RRT3 8 hours	3/5/19	Caldwell ID	\$0/Yes
1 Captain 1 Chief	EMS Conference 8 hours	3/1-3/2	Grangeville ID	\$508/CE's
1 Firefighter 1 Chief	Fire Investigation/40	3/4-3/8	Pocatello ID	\$2017/Yes
1 Firefighter 1 Captain 1 Chief	Fire Conference Art of reading Smoke/ Pump Maintance/ Leadership 16 hours	3/15-3/24	Orofino ID	\$810/Yes
3 Firefighter 1 Captain 1 Chief	CPR Recertification 3 hours 2 hours	3/13/19	Emmett ID	\$325/Yes
1 Firefighter	S219 Firing Operations 16 hours	3/13-3/14	Boise ID	\$0/Yes
1 Firefighter	S230 Crew Boss 8 hours	3/18-3/20	Boise ID	\$0/Yes
1 Firefighter	S215 Fire Operations in the Wildlan/Urban Interface 8 hours	3/11-3/12	Boise ID	\$0/Yes
1 Firefighter	S231 Engine Boss 16 hours	3/20-3/21	Boise ID	\$0/Yes
1 Firefighter	S270 Basic Air Ops 16 hours	3/25/19	Boise ID	\$0/Yes
2 Firefighters	S200 Initial Attack Incident Command 24	3/26-328	Boise ID	\$0/Yes
1 Chief	Command Officer Boot Camp 16 hours	3/27-3/28	Kennewick WA	\$1025/No
1 Firefighter	Mobile Watersupply/ 40 hours	3/29/19	Boise ID	\$0/Yes
Drill Night	Driver Operator/ Hydrants 34 hours	3/11/19	Station	No
Drill Night	Ambulance Operations/ 22 hours	3/25/19	Station	No
# Emp. Trained	Total Training Hours			Total Cost
54	466			\$4826

City's Strategic Pillars 4-9-2019

- 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

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

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.

- 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 by 20%.
- Library will implement new software for improved patron financial recovery; expand delivery of learning opportunities through in-house & outreach programs.
- Library will support and enhance its early literacy program, through staff development and new learning STEM & STEAM opportunities.
- Develop grant/gift programs as well as in-kind contributions, providing no less than \$50,000 a year towards budget. **To date: Donations=\$13105.72 + Grants=\$4705.00, In-Kind Donations=\$2800.00**

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

Training last 30 days- Read-To-Me Training 8hr-Story Time Programmer

No less than Top Ten Accomplishments since last report

- Operation Lego-Licious Dinner and a FREE movie May 18th, tickets available now at library & on-line
- Monthly Outreach to Head Start (First Friday) give out books and hands on STEM activity 50 books
- ~~SUMMER STEM Grant to Idaho Commission for Libraries, submitted & awarded \$600.00~~
- First Books Grant completed for partnership with Head Start FY 2019-2020-Pending
- Robotics Team @ library, formed, meeting 2x month
- Planning process for Summer Reading Program, Children's, Tween-Teen's and Adult Programs
- Monthly Friends of the library meeting 3rd Tuesday in March@1:30
- Stem (Science & Math Grant) workshops: *Parent night 3-21 & Spring STEM@library 3-26-28, 2019*
- Spring Break Stem (3-STEM events and Fun with Math & Science Grant) In-Kind Donation \$2,000
- Makers Make Guide Training 3-26 & 27 in Boise In-Kind Donation \$850
- April 3rd, First Wednesday, National Walking Day, Story Walk 9am-6pm, family hour 4-6 City Park (89)
- National Library Week & National Volunteer Week April 7-13, plans for April 10th open house
- Chamber Open House @ library for Community Volunteers April 10th at 11am.
- Friends of the library fashion show fundraiser April 13, raised \$880.00
- Smart Money Week April 22-27th, Credit Repair 101 & Retirement 101 programs being planned

Plan for the next 30 days

- Capital For the Day, Idaho Commission for Libraries Presentation April 23rd
- LYNX Directors meeting 4/19/2019
- Booth at YAD "Countdown to Summer Reading" theme
- Breakfast with the Mayor Presentation May 1st

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



CITY ORDINANCE March Report

	NEW	RESOLVED	OUTSTANDING
Junk / Abandoned Vehicles	3	1	13
Parking Violations	15	2	16
Prohibited Accumulations	3	0	7
Sidewalk Obstruction	0	1	4
Weeds/Trees	0	0	0
Animals Present / No permit	14	16	20
*Misc. Other	7	3	6
Citizen Complaint	15		
Officer Initiated	28		

*Description of Misc Other -



EMMETT POLICE DEPARTMENT

March Patrol Statistics

	TOTAL
Felony Arrests - Male	2
Felony Arrests - Female	1
Misd. Arrests - Male	12
Misd. Arrests - Female	4
Infraction Cite	39
Dispatched Calls	315
Reports	56
Dogs Taken to Pound	4
Ordinance Calls	6

Traffic Stops

Total Stops	137
Oral Warning	100

Community Involvement

Taught Science at Carberry for one of the first grade classes.

Held a meeting with Kiwanis discussing the fun run for Cherry Festival.

Attended a Gem County commissioner Meeting where Gran Fondo Bike Ride was discussed.

Held a meeting with Grant Webb discussing his future involvement in community events.

Popped into Calvary Christian Day Care to thank them for bringing treats to the police department the week before.

Gave a presentation to the pre-school students at Butte View Complex.

Attended monthly LEPC Meeting and Gem County Recovery Center Committee meetings.

CASE SUMMARY REPORT

From 03/01/2019 To 03/31/2019

EMMETT POLICE DEPARTMENT

Date	Time	Initial Remarks
03/01/2019	7:00 am	INVESTIGATED A BATTERY INVOLVING A 47 YOM SUSPECT AND A 47 YOM VICTIM
03/03/2019	6:57 pm	INVESTIGATED PROPERTY DAMAGE TO A BBQ
03/04/2019	2:33 pm	INVESTIGATED AN UNATTENDED DEATH OF AN 85 YOM
03/04/2019	2:44 pm	INVESTIGATED A 11 YOM FOR DISTURBING THE PEACE.
03/04/2019	3:30 pm	RESPONDED TO A NON INJURY ACCIDENT IN THE 200 BLK OF W MAIN ST
03/06/2019	8:00 am	INVESTIGATED VEHICLE ACCIDENT INVOLVING TWO CARS IN THE ROADWAY
03/06/2019	1:06 pm	CITY ORDINANCE - LIVING IN A CAMPER
03/06/2019	4:40 pm	CITED A 21 YOM FOR POS OF CONT SUB, PARAPHERNALIA W/INTENT TO USE, DRIVING W/O PRIVILEGES, AND NO INSURANCE 3RD OFFENSE.
03/08/2019	5:04 pm	INVESTIGATED BATTERY AGAINST 14YOF
03/09/2019	5:42 pm	INVESTIGATED GRAND THEFT (TELEPHONIC)
03/10/2019	4:30 pm	INVESTIGATED FRAUDULENT USE OF IDENTITY
03/10/2019	4:53 pm	INVESTIGATED THEFT OF A RING
03/11/2019	10:50 am	INVESTIGATED AN UNATTENDED DEATH OF A 83 YOF
03/11/2019	3:11 pm	INVESTIGATED A PETIT THEFT AND POSSIBLE SALE OF ALCOHOL TO MINORS
03/11/2019	4:32 pm	RESPONDED TO A NON- INJURY ACCIDENT AT 900 BLOCK OF S WASHINGTON AVE
03/11/2019	5:46 pm	INVESTIGATED A DISTURBING THE PEACE AND LITTERING
03/12/2019	7:51 am	INVESTIGATED VEHICEL COLLISON INVOLVING 3 VEHICLES
03/12/2019	1:24 pm	CITY ORDINANCE - JUNK VEHICLES & POSSIBLE UNLICENSED BUSINESS
03/12/2019	10:17 pm	CITED A 22 YOA MALE FOR DWP
03/13/2019	8:17 am	CITY ORDINANCE - PROHIBITED PARKING - SEMI-TRUCK IN RESIDENTIAL
03/13/2019	12:01 pm	CITY ORDINANCE - DOG AT LARGE / LICENSING X2
03/13/2019	12:02 pm	INVESTIGATED A 67 YOM BEING BLACKMAILED BY SOMEONE ON THE INTERNET.
03/13/2019	3:45 pm	INVESTIGATED A NCO VIOLATION BETWEEN A 19 YOF AND A 20 YOM
03/14/2019	11:21 am	INVESTIGATED A POSSESSION OF A CONTROLLED SUBSTANCE INVOLVING TWO 13 YOA MALES
03/14/2019	12:46 pm	ASSISTED GEM COUNTY SHERIFFS DEPT WITH TRAFFIC STOP.
03/14/2019	7:21 pm	CITED A 25 YOA MALE FOR NO INSUARNCE 2ND OFFENSE
03/14/2019	7:51 pm	RESPONDED TO AN UNATTENDED DEATH OF A 63 YOA FEMALE
03/15/2019	6:42 am	CITY ORDINANCE - 72HR TIME LIMIT EXCEEDED - TRAILER
03/15/2019	11:50 am	CITY ORDINANCE - DOG AT LARGE WARNING & LICENSING FOR 2019
03/15/2019	2:42 pm	CITED A 81 YOF FOR HIT AND RUN
03/16/2019	11:57 am	ARRESTED A 32 YOF FOR 2ND OFFENSE DWP AND 3RD OFFENSE NO INSURANCE
03/17/2019	7:02 am	INVESTIGATED A YOF FOR POSSESSION OF A CONTROLLED SUBSTANCE-FELONY
03/17/2019	1:04 pm	ASSISTED GCSSO WITH THE ARREST OF A 26 YOM WITH A WARRANT
03/17/2019	3:25 pm	ARRESTED A 25 YOM FOR A THREE FELONY WARRANTS
03/17/2019	6:56 pm	TOOK INFORMATION REPORT ON POSSIBLE BULLYING AT APARTMENT
03/18/2019	12:03 pm	CITY ORDINANCE - GARBAGE
03/18/2019	1:54 pm	ARRESTED A 30 YOM ON A WARRANT
03/18/2019	6:20 pm	INVESTIGATED A POSSIBLE ASSAULT ON A 47 YOA MALE
03/19/2019	6:18 am	CITY ORDINANCE - 72 HR TIME LIMIT EXCEEDED / MOTORHOME ALONG ROADWAY
03/19/2019	6:42 am	CITY ORDINANCE - HORSE TRAILER BEING STORED ALONG ROADWAY
03/19/2019	9:00 am	CITY ORDINANCE - LIVING IN CAMPER
03/19/2019	1:09 pm	CITY ORDINANCE - JUNK VEHICLES - CAMPER ALONG ROADWAY - 72 HR LIMIT EXCEEDED & STORING
03/19/2019	1:12 pm	CITY ORDINANCE - CAMPER IN ROADWAY EXCEEDING 72 HR TIME LIMIT
03/19/2019	3:05 pm	INVESTIGATED A DOG BITE OF A 14 YOA MALE
03/19/2019	3:25 pm	CITY ORDINANCE - DOG BARKING / NUISANCE
03/19/2019	4:39 pm	INVESTIGATED AN UNLAWFUL USE OF A CREDIT CARD
03/20/2019	4:22 am	INVESTIGATED A 911 HANG UP THAT LEAD TO DRUGS
03/20/2019	6:35 am	CITY ORDINANCE - TRAILER PARKED ALONG ROADWAY - EXCEEDED 72 HR TIME LIMIT
03/20/2019	6:36 am	CITY ORDINANCE - 2 TRAILERS - 2 DIFF SPOTS - WARNED BEFORE - ONE OWNER

CASE SUMMARY REPORT

From 03/01/2019 To 03/31/2019

EMMETT POLICE DEPARTMENT

Date	Time	Initial Remarks
03/20/2019	9:48 pm	INVESTIGATED A THEFT OF A LADDER
03/21/2019	11:49 am	ARRESTED A 29 YOA FEMALE FOR A WARRANT FROM ADA COUNTY.
03/21/2019	1:31 pm	CITY ORDINANCE - PROHIBITED ACCUMULATIONS OF RUBBISH / ALLEY
03/21/2019	9:12 pm	ARRESTED A 15 YOA MALE ON A JUVENILE WARRANT
03/22/2019	6:19 am	CITY ORDINANCE - POSSIBLE ABANDONED VEHICLES OR PROHIBITED PARKING X4
03/22/2019	6:40 am	CITY ORDINANCE - PROHIBITED PARKING - TRAILER - TIME LIMIT EXCEEDED
03/25/2019	2:07 pm	INVESTIGATING HARRASMENT BY PHONE SUSPECT 33 YO FEMALE
03/25/2019	6:58 pm	INVESTIGATED A HIT AND RUN
03/26/2019	3:49 pm	ARRESTED 67 YEAR OLD MAN FOR A GEM COUNTY FELONY WARRANT
03/26/2019	10:38 pm	INVESTIGATED A BATTERY BETWEEN A 49 YOA MALE AND 28 YOA MALE
03/27/2019	10:34 am	INVESTIGATED A DOMESTIC BATTERY BETWEEN A 72 YOA MALE AND A 71 YOA FEMALE
03/27/2019	2:20 pm	RESPONDED TO A NON INJURY ACCIDENT IN THE WALGREENS PARKING LOT
03/27/2019	2:45 pm	CITY ORDINANCE - WARNED INDIVIDUAL TO STOP RAKING LEAVES INTO ROADWAY
03/27/2019	2:55 pm	CITY ORDINANCE - TRAILER ON ROADWAY - EXCEEDED 72-HR TIME LIMIT
03/27/2019	3:28 pm	CITY ORDINANCE - DOG AT LARGE WARNING & LICENSING
03/28/2019	12:09 am	INVESTIGATED AN ATTEMPTED ARSON
03/28/2019	2:00 pm	CITY ORDINANCE - JUNK VEHICLES AND PROHIBITED ACCUMULATIONS (REF 18-0681)
03/28/2019	5:35 pm	ARRESTED A MALE SUBJECT ON A WARRANT
03/28/2019	8:46 pm	INVESTIGATED A VERBAL DOMESTIC BETWEEN A 31 YOM AND 32 YOF
03/29/2019	9:30 am	CITY ORDINANCE - DOG AT LARGE X2 - LICENSING X2

Count: 69

*****END OF 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 1 / 2018 at this time 2)**
- Ensure 100% of police department staff attends C.I.T. Training to improve mental hold process by end of 2019 fiscal year. **(62% of completion)**
- Form, train and deploy a Narcotic Detection Team that includes a drug detection canine. (% of completion)

Expenditures requiring authorization from higher and purpose of expenditure

- None

Training Last 30 days

- See attached

No less than Top Ten Accomplishments since last report

- New patrol vehicles will be getting emergency equipment installed next week.
- Active 911 has been installed in dispatch and a 30 day trial has been started.
- Officer Hunt Graduated from P.O.S.T.
- Officer Dunn will start P.O.S.T. on May 6th.
- Prosecutor's Office has installed free Axon Account for body cams.
- Public Declaration Letter has been returned by FAA to City Atty. for added information (Drone).
- DC has determined that we will be combining our current Lexipol policy and State Police policy.
- It has been decided that Detective Aamodt will be our next Narcotic K9 Handler.
- Sentinel/Veteran K9's has adopted a 4 y.o. German Shephard to train as a Narc. Dog for our department.
- Sentinel/Veteran K9's is in contact with POST to be able to certify/train K9 dog and Handler.
- Officer Parker has completed FTO.
- Submitted preliminary numbers for budget to Lyleen.
- Public Works Painted Police Parking Only in City Hall Parking Lot stalls.
- Officer Correa has started phase 3 of FTO.
- Preliminary numbers from radar sign on W. 12th Street show that during the month of March only 3% of all drivers travel 5mph or more the speed limit when approaching from the East of the high school on 12th street.

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 Multijurisdictional meeting for Gran Fondo April 17. Build consolidated incident action plan.
- Schedule teaching of 1st graders at both Carberry and Shadow Butte. Topic will be chosen by teachers.
- Emmett Police Department will be hosting a Bike Rodeo during Youth Appreciation Day.
- Complete the COA (certificate of Authorization for drone policy) takes up to 60 day approval by FAA.
- Host spring Crisis Intervention Team Training (CIT Training) in Emmett.
- Revamp Tow Policy
- Provide Domestic Violence Community Training in Emmett. Will be contacting Rose Advocates to assist with providing both training to first responders and the community.
- Review PAL Pound contract / revisit the possibility of increasing pound fees.
- Work with Roads department on improving 12th and Washington for both motorists and pedestrians.
- In process of obtaining contracts that other police departments have with their dispatch centers.

City's Strategic Pillars
Tuesday, April 16th, 2019

- Economically Vibrant and...
- Health-conscious city
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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. – 35% completion
- Replace all water distribution system lines less than 6 inches in diameter to meet mandatory minimum main line size requirement. – 35% 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. – 40% completion

Expenditures requiring authorization from higher and purpose of expenditure

- 4/10/2019 XYLEM Water Solutions - \$6,109.96 for WWTP UV System
- 4/15/2019 Consolidated Supply - \$5,670.48 water supplies for S. Johns Avenue
Training last 30 days
- See Attached report

No less than Top Ten Accomplishments since last report

1. Removal of 2 hazard trees in main city park per certified arborist recommendation - **Cancelled due to wet weather until fall of 2019, Bruce will watch trees for any further damages.**
2. Installing under-ground bore for fiber-optic conduit from Water Tower to Library – **25% complete**
3. Finalizing LHTAC - 14393 S. Johns Ave. 4th to 12th Street R.O.W. Purchases, final payment & purchase title document to City Council 4/9/2019 – **99% complete**
4. Finalizing LHTAC - 14393 S. Johns Ave. 4th to 12th Street final plan design & budget for construction. – **45% complete**
5. Preparing for submission LHATC agreement and resolution for 2019 Local Children Pedestrian Safety (CPS) Program Safe Routes to School 12th Street Pathway agreement between City of Emmett & LHTAC - **15% complete**
6. 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 1st Street going south. **Startup 4/16/2019 @ 1st & S. Johns Avenue.**
7. Repairs to bad water valves and water valve boxes -**25% 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. – **50% complete**
11. Helping with Wings & Wheels on Saturday, April 20th, 2019
12. Preparing to plant tree for Arbor Day Celebration on Friday, April 26th, 2019

Plan for next 30 to 45 days

- Present last 4 proposed hangar lease agreements to City Council. This will complete all the Hangar Master plan spaces available. **Currently reviewing hangar lease language**
- Preparing to open bathrooms in park grounds when freezing weather is not occurring at night.
- Repairs to sewer collection mainline on Phillips Street from N. Moffatt Avenue to N. Pine Avenue.
- 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 OF EMMETT
PUBLIC WORKS DEPARTMENT
601 East 3rd Street
Emmett, Idaho 83617

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

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

Tuesday, April 16, 2019

Mayor Gordon Petrie
Emmett City Council
501 East Main Street
Emmett, Idaho 83617

RE: "Flood Levee damage across from the North entrance of Gem Sports Island Complex."

Mayor, City Council:

On Friday, April 12th, 2019; Neal Capps, Gem County Road & Bridge Department reported to our department that part of the flood levee was damage across from the North entrance of Gem Sports Island Complex.

Clint Seamons & I went down to meet Neal Capps and investigate. We found part of the fine crushed butte rock material was washed away at the lower levels of the flood levee that the river reached during our recent flooding event on April 9th, 2019 thru Wednesday afternoon, April 10th, 2019 which river flows reached a total of 12.51 feet, or an estimated 22,000 c.f.s.

After further review, we felt Public Works can make repair later, when the river spring run-off flows lowers on the Payette River. Then, we will stack & place large "Rip Rap" stone (2 foot or larger) at the flood levee to strengthen this area and prevent under-washing of the flood levee in the future. Our estimation for repairs is \$10,000.00 or less

Attached are photos for your information.



City of Emmett

Superintendent
Public Works Department

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

Cc:
Clint Seamons, C.O.E. Assistant Superintendent of Public Works
Brian Sullivan, C.O.E. Planning/Building Administrator
Doricela Millan-Sotelo, C.O.E Building/Public Works Office Manager

Bruce Evans
Telephone # 208-365-9569, Fax # 208-365-4651
E-mail: bevans@cityofemmett.org

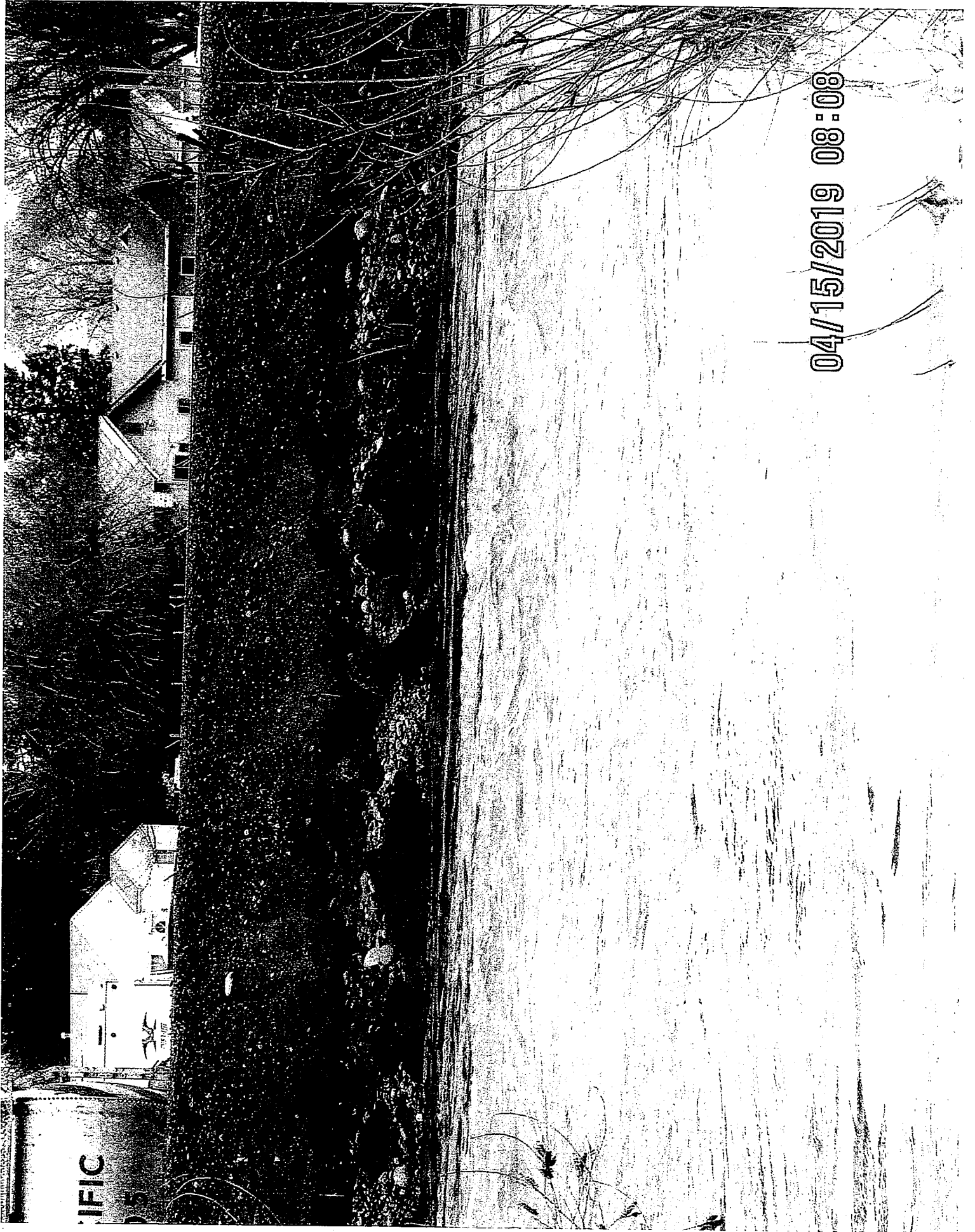


04/15/2019 08:08



UNION PACIFIC

04/15/2019 08:09



04/15/2019 08:08

PIFIC



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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. **10% Boring started for this next section.**
- Migrate all servers to cloud platforms over the next 5 years.
- Complete Geographic Information System mapping of all city infrastructure assets (ongoing). **All water; meters left. Working on valve numbers now. 80%**
- Install fiber to additional nodes and cameras on east side complex of the City Park. **Spring/Summer**
- Fiber down 12th to Well 9 coupled with Sidewalk project

Expenditures requiring authorization from higher and purpose of expenditure

- 4-11-19 J&J Horizontal boring for Gem Grant fiber conduit. \$6,170

Training last 30 days

- None

No less than Top Ten Accomplishments since last report

1. Return authorization process for broken network switch
2. Website real time flooding info and status updates
3. Group policy update for eimpact
4. Assist with video retrieval for park vandalism
5. Kick off meeting with Axon for migration
6. Encrypted jump drives for PD issue
7. Street names layer added to GIS water map
8. Setup backup laptop for PD
9. North computer rotational upgrade at PD
10. Network switch crash and replacement Public Works office
11. Mobile Date Computer meeting with Sheriffs Office
12. Fax server and modem firmware/software updates
13. Digline contact list update
14. Cemetery GIS map explainer video
15. Completed upgrade of PD conference room computer
16. Meeting with FirstNet reps
17. Water and Sewer GIS maps added to website for staff
18. IP phone order and setup new employee
19. Initial budget number submitted
20. Powerpoint for Chamber of Commerce presentation
21. Audio file conversions for court x2
22. Library chrome book updates
23. Axon migration scope of work approval complete
24. Laptop setup for new employee
25. Demo with Verizon for fleet mapping functions

Plan for next 30 days

26. Spine label printer for library	27. Bertalotto Desktop cycle out
28. New fiber project start by water tower	29. Josh router OS and switch training
30. Continue programming new Dell R530 server	31. Document all switch ports on the network
32. Migrate remainder of email accounts to Exchange	33. Migration of PD old video to Axon body cameras
34. Move Syslog server from city hall to water plant	35. New South computer cycle out at PD
36.	37.