

AGENDA FOR THE REGULAR MEETING

Harrison City Council

Harrison Senior Center

February 10, 2022

6:00 PM

The Public is invited to attend telephonically by calling (916) 233-0790 and enter PIN: 783727, followed by #. Please be sure to mute your phone to enhance quality.

1. CALL TO ORDER:

2. ROLL CALL OF COUNCIL MEMBERS:

3. AMENDMENTS TO THE AGENDA: Any items added less than forty-eight (48) hours prior to the meetings are added by Council motion at this time – **ACTION**

4. GUEST SPEAKERS: Jon Barrett from Idaho Rural Partnership

5. PUBLIC COMMENTS/LETTERS:

6. CONSENT CALENDAR: - ACTION

- A. Approval of minutes for the Regular Meeting January 13, 2022
- B. Monthly Bills presented for approval

8. REPORTS:

- A. Mayor
- B. Staff
 - i. City Attorney- Kinzo Mihara
 - ii. Public Works Supervisor
 - iii. City Clerk- Miriah Stevens
- C. Committees
 - i. Administration Committee
 - ii. Economic Development Committee
 - iii. Public Works Committee

9. OLD BUSINESS

- A. Jim Kimball – **ACTION**
- B. Approve Resolution for the Harrison City Campground Maximum Stay- **ACTION**

10. NEW BUSINESS:

A. 2022 Contracts

- i. Brad Ziel Contract—**ACTION**
- ii. Camp host Contract—**ACTION**

B. 2022 Alcohol Liquor License

- i. Harrison Haus Ventures—**ACTION**

C. Approve Employee Personnel Performance Policy Evaluation – **ACTION**

D. Approve releasing the reconveyance and the Substitution of Trustee document for Stone Gate to Idaho Ranch –**ACTION**

E: Accept proposal to complete Harrison Community Review Phase II - **ACTION**

11. EXECUTIVE SESSION: A. Executive Session pursuant to Idaho Code 74-206(1)(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent.

NOTICE GIVEN: February 3, 2022 The purpose of the Agenda is to assist the Council and interested citizens in the conduct of the public meeting. Careful review of the Agenda is encouraged. The City of Harrison assures that no person shall on the grounds of race, color, national origin, sex, age, disability, Limited English Proficiency, low-income, and minority as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (Public Law 100.259), and subsequent related acts, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program. Assistance for persons with disabilities will be provided upon 24-hour notice prior to the meeting by calling the City Clerk at (208) 689- 3212.

REGULAR MEETING MINUTES
Harrison City Council
Harrison Senior Center
January 13, 2022

1. CALL TO ORDER: Mayor Wanda Irish called the meeting to order at 6:00 PM

2. ROLL CALL OF COUNCIL MEMBERS: Valerie Harris, Jo Prophet, Joe Cornell, Russell Riberich, and Debbie Lockhart were present.

3. AMENDMENTS TO THE AGENDA: Any items added less than forty-eight (48) hours prior to the meetings are added by Council motion at this time – **ACTION**

4. GUEST SPEAKERS: None

5. PUBLIC COMMENTS/LETTERS:

6. CONSENT CALENDAR: - ACTION

A. Approval of minutes for the Regular Meeting December 9, 2021

B. Monthly Bills presented for approval

Joe Cornell approved the minutes for the Regular Meeting December 9, 2021 and the Monthly Bills. Russell Riberich seconded. ALL AYES.

8. REPORTS:

A. Mayor

The Mayor stated that The City of Harrison received a donation for \$250 for the City Gym and \$250 for the City Park. She reported that the auditors will be in next week to finalize the 2019 audit. Businesses Licenses are due January 31, 2022. Liquor Licenses will be approved at the next council meeting.

B. Staff

i. City Attorney- Kinzo Mihara

Kinzo stated that the City of Harrison Executed an Emergency Declaration for water and sewer hookups last August 2021. That expires by law Tuesday, February 22nd. He stated that the City would have to do an intern Ordinance and that we would need to do a Public Hearing.

ii. Public Works Supervisor

Cody reported that instead of having the leak detector company come out again the City was investing in a leak detector which would be the equivalent cost of having the company comes out each time.

iii. City Clerk- Miriah Stevens

No report.

C. Committees

i. Administration Committee

The Admin Committee reviewed the Employee Performance Review Form. Russell Riberich stated that he would work on the Form and bring an edited copy back to review and finalize at the next Admin Meeting. They stated that we would need to put together a budget and create a breakdown for the community to explain where the money would go. They talked about a possible plan for more Water/Sewer Hook-ups.

ii. Economic Development Committee

iii. Public Works Committee

Debbie reported that the City Crew found a couple reasons for the water leaks in the City. A couple houses were not winterized and that there was water leak between the water meter and the houses.

9. OLD BUSINESS

A. Jim Kimball- ACTION

Jim Kimball stated that the City must submit a letter of Interest for IDEQ loan funds for the Wastewater project outlined in the Facilities plan prepared by Keller by January 13-14, 2022. He stated that he was preparing the LOI for the City approval of the conditions in the LOI. The City will get extra points if they have selected a design engineer, selected a Bond Council and updated their sewer system management to have an asset management program and a true cost of service connection fee.

Russell Riberich made a motion to accept Letter of Interest (LOI) for DEQ Financing.

Valerie seconded. ALL AYES

Russell Riberich made a motion to accept the proposal from Esvelt engineering for Task 3 and consider selecting an engineer for Land Treatment Task 1.

Joe Cornell seconded. All AYES

Russell Riberich made a motion to Get Bond Console from HMM and Re Advertise.

Joe Cornell seconded. All AYES

B. Appoint URA Commission Members – ACTION

Valerie Harris made a motion that Dominik Como, Rand Whichman, and Tim Griffin are appointed URA Commission Members.

Jo Prophet seconded All AYES

10. NEW BUSINESS

A. Oath of Office for Elected and Re-Elected Council Members

Jo Prophet, Joe Cornell, Brett Murdock, Russell Riberich, and Debbie Lockhart were sworn into office.

B. Swearing in for Mayor

Wanda Irish was sworn into office.

C. Elect Council President – ACTION

Valerie Harris made a motion to elect Jo Prophet as City Council President.

Brett Murdock seconded. All AYES

D. Appoint City Attorney

Item was removed as not needed per Provisions Relating to Officers

E. Appoint City Clerk

Item was removed as not needed per Provisions Relating to Officers

F. Appoint Deputy City Clerk / Treasurer

Item was removed as not needed per Provisions Relating to Officers

G. Mayor Appointment of Committees-ACTION

i. Administration Committee

Mayor Wanda Irish appointed Jo Prophet, Russell Riberich, and Brett Murdock on the Administration Committee.

ii. Economic Development Committee

Mayor Wanda Irish requested Brett Murdock and Russell Riberich on the Economic Development Committee.

iii. Public Works Committee

Mayor Wanda Irish appointed Valerie Harris, Joe Cornell, and Debbie Lockhart on the Public Works Committee.

E. RV Park Long Term Rentals –ACTION

The City Clerk will reach out and find the information on the Grant the RV Park received in 2016. This should tell us what the maximum stay at the RV Park should be.

11. EXECUTIVE SESSION: A. Executive Session pursuant to Idaho Code 74-206(1)(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent.

12. ADJOURNMENT: Meeting Adjourned at 8:30 PM

Mayor, Wanda Irish

City Clerk, Miriah Stevens

ADMINISTRATION COMMITTEE

January 27, 2022

6:00 pm

CITY HALL

TO: Mayor, Council President, all members of the Administration Committee of Harrison, Idaho, and interested citizens.

REGARDING: The meeting of the Administration Committee, open to members of the public, has been called in accordance with the laws of the State of Idaho. Idaho Code Section 74-204.

CALL TO ORDER: Jo Prophet called the Administration Meeting to order at 6:00 PM

ROLL CALL: Jo Prophet, Russell Riberich, and Brett Murdock were present.

BUSINESS:

A. Approve January 4th, 2022 Meeting Minutes

**Russell Riberich made a motion to approve the January 4th, 2022 Meeting Minutes.
Brett Murdock seconded. All AYES**

B. Employee Performance Review Forms

Russell Riberich brought in the edited copy of the Employee Performance Review Forms and went over what changes he had made. He had created a Personnel Performance Evaluation for the City Clerk/ Treasurer and for Public Works. He explained that the evaluation form would cover multiple categories, a narrative comment section, and a quantitative score sheet. Jo Prophet stated that 9 pages for a Performance Evaluation Form would be too long and offered an idea to condense the form down to 5 pages.

Russell Riberich stated he would condense the Personnel Performance Evaluation forms to 5 pages and would email the new and improved form to the City Clerk.

C. Local Option Tax

TABLED

D. Short Term Rentals

The Committee discussed Ordinances for Short Term Rentals such as parking, noise, and rules. Brett stated that we can enforce the County Ordinances which would be an easier route for us. The Committee is going to review Kootenai County and Coeur D Alene's Ordinances for their Short Term Rentals and discuss at the next meeting.

The next Administration Meeting will be February 24, 2022 at 6:00 PM

ADJOURNMENT: The meeting adjourned at 7:30 pm

WANDA IRISH
Mayor
MIRLAH STEVENS
City Clerk
MARY RIBERICH
Deputy City Clerk/ Treasurer



Incorporated 1899

COUNCIL MEMBERS

RUSSELL RIBERICH
DEBBIE LOCKHART
JO PROPHET
VALERIE HARRIS
JOE CORNELL
BRETT MURDOCK

Keller Associates, Inc.
Mr. Larry Rupp, P.E.
Mr. Kyle Meschko, P.E.
601 Sherman Ave., Ste. 1
Coeur d'Alene, Idaho 83814

Re: Wastewater Facility Plan – Critical Timeline

Dear Messrs Rupp and Mesnko –

As you know I am the City Attorney for the City of Harrison (“City”). As you know, the City is under a compliance schedule to complete a wastewater facility plan and implement wastewater treatment improvements to satisfy its current permit agreement. These plans directly impact the City’s ability to permit for water and sewer hook-ups; which the City currently has a moratorium on due to the wastewater issues. This moratorium is set to expire in February unless the City takes immediate action.

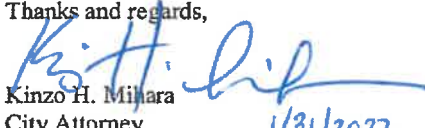
Keller Associates, Inc. (“Keller”) was contracted to, amongst other things, provide general project administration services, including contract administration, project accounting, monthly progress reports (for City Council meetings), scheduling and internal project administration. A draft project facility plan was part of the deliverables of the contract. Upon and after consultation with the City, Keller was to address City and public comments and submit for agency review, address any agency comments, and finalize the document.

Over the course of 2021, the City and Keller had met for progress meetings. I understand that the City has selected one of the alternatives presented that it would like to move forward on. I am informed that various City officers have been attempting to get into touch with someone at Keller to ascertain where we stand with the document. It is my understanding that various communications have occurred within the past several months. It is also my understanding that the Idaho Department of Environmental Quality (“IDEQ”) is expressing concerns related to the project. I was copied on email correspondence in mid-December of 2021 where there were issues related to funding. I was also provided a copy of correspondence from Ms. Baker-Casile from IDEQ discussing and outlining the difference between engineering reports and facility plans.

The City needs to understand where it stands in regard to the draft facility plan. It needs to be able to select a plan so as to move forward with being able to lift the moratorium currently in place; the citizens and taxpayers of the City are depending on the process unfolding as quickly as it can. It is not important to reply directly to me, but please feel free to work with Mr. James Kimball, the City’s engineer; and/or Mayor Wanda Irish. It is important that they understand Keller’s proposed timing and the coordination of timing with IDEQ moving forward.

The City looks forward to continuing to work with Keller to get to a final plan. If there are issues, we need to work through them. As always, please do not hesitate to contact me should you have any questions or concerns.

Thanks and regards,


Kinzo H. Mihara
City Attorney

1/31/2022

KM/MS

CITY OF HARRISON RESOLUTION 2022-01

A RESOLUTION OF THE CITY OF HARRISON, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR THE MAXIMUM ALLOWABLE BOOKING (RESERVATION) OF CITY CAMPGROUND SPACES.

WHEREAS, pursuant to Idaho Code §50-301 the City ("City") of Harrison may exercise all powers and perform all functions of local self-government in city affairs as are not specifically prohibited by or in conflict with the general laws or the constitution of the State of Idaho, including the passage and enforcement of City Code provisions related to the City's Campground;

AND WHEREAS, the City of Harrison owns, controls, and operates a City Campground;

AND WHEREAS, the City of Harrison City Council wishes to allow for the use and enjoyment of many people;

AND WHEREAS, some patrons of the City's Campground have attempted to utilize the spaces of the City's Campground for long-term rental sites during the summer season which has limited the amount of other people to use the City's Campground;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AND MAYOR: The maximum length of booking(s) and/or reservation(s) to stay at the City's Campground shall be ___ days per summer per person.

ADOPTED at a regular meeting, duly noticed, of the City Council for the City of Harrison on the _____ day of February, 2022.

CITY OF HARRISON

By: _____

WANDA IRISH, Mayor

ATTEST:

By: _____

Miriah Stevens, City Clerk

From: Kinzo Mihara <khmihara@miharalawpllc.com>
Sent: Wednesday, November 17, 2021 10:08 AM
To: cityclerk cityofharrison.org
Cc: mayor cityofharrison.org
Subject: RE: BRAD ZIEL INFORMATION

Miriah and Wanda –

Brad's proposed rate has gone up (see 2005 contract paragraph 5 and current proposed contract paragraph 4).

It appears that his responsibilities are more limited (see paragraph 2 current contract versus paragraph 3 of 2005 contract). The biggest things that I see are that he: (1) is no longer investigating potential building violations and providing notice to persons responsible for those violations; (2) giving reports to the city regarding building violations; (3) reporting to Council on building activity and needed code changes annually. These are certainly things that the City would want, IMHO.

The scheduling is more on his availability versus a set number of hours (see paragraph 10 of 2005 contract versus paragraph 7 of the new contract).

The termination provision is also extended out from 60-90 days. (see paragraph 6 of 2005 contract versus paragraph 9 of the new contract).

As previously, there are no enforcement (eg attys fees), venue, or choice of law provisions; which can cut both ways.

Please let me know if you'd like me to discuss further.

Thanks and regards,

Kinzo

From: cityclerk cityofharrison.org <cityclerk@cityofharrison.org>
Sent: Tuesday, November 16, 2021 3:25 PM
To: Kinzo Mihara <khmihara@miharalawpllc.com>
Subject: RE: BRAD ZIEL INFORMATION

This was sent by Brad Ziel . Thank you.

Warm Regards,

Miriah Stevens
City Clerk

City of Harrison
P.O. Box 73
Harrison, ID 83833
(208) 689.3212
cityclerk@cityofharrison.org

BUILDING INSPECTION SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this 11th day of November 2021, by and between Brad Ziel, herein referred to as the BUILDING OFFICIAL, and the City of Harrison, a municipal corporation of the State of Idaho, herein referenced to as the CITY.

WITNESSETH:

WHEREAS, the CITY has need for a building inspection services; and

WHEREAS. The BUILDING OFFICIAL is capable of performing said services.

NOW THEREFORE, in consideration of the mutual promises contained herein, the CITY and the BUILDING OFFICIAL hereby agree as follows:

1. PURPOSE: This agreement is intended to assist CITY in providing municipal services and to utilize Inspectors' expertise in the field of construction.

2. INSPECTOR RESPONSIBILITIES: The BUILDING OFFICIAL hereby agrees to:

a. Check plans, including building plans, site plans and drainage plans for conformance with codes adopted by the CITY together with any amendments, exclusions, or revisions to the nationally recognized codes made by the Idaho building code board and this ordinance through the negotiated rulemaking process, including the International Building Code, International Residential Code, and, International Energy Conservation Code, and other applicable referenced codes. The State of Idaho Division of Occupational and Professional Licensing (Previously known as the Idaho Division of Building Safety) shall administer and enforce the Electrical, Mechanical and Plumbing Codes.

b. Perform inspections on footings (and soils when applicable), framing, insulation, sheetrock, roofing, and completion (including drainage) and to verify setbacks are as to city code and the approved plans.

c. Update files as inspections are completed and cause a report to be completed to the CITY on completed projects upon issuance of a certificate of occupancy or notice of completion.

d. Maintain certifications from the International Code Council of Commercial and Residential Plans Examiner, Building inspector and Mechanical Inspector.

e. Be available to citizens who have questions pertaining to building code issues on a regular basis.

f. Be available as a witness in prosecution of any building code violation.

3. CITY RESPONSIBILITIES: The CITY hereby agrees to:

City Clerk will provide a copy of all applications to INSPECTOR upon approval of application activity.

City Clerk, City Council and Mayor will coordinate involvement of INSPECTOR on Code Violations and complaints.

4. PAYMENT: The INSPECTORS share of the permit fees shall be paid within 30 days from the date said fees that were received by the CITY for projects with a valuation of up to \$100,000.00. For projects over \$100,000.00 valuation, half of the building permit fees will be paid within 10 days after the framing inspection is completed, and the remainder paid within 10 days after the Certificate of Occupancy or Notice of Completion. The INSPECTOR shall receive sixty percent (60%) of all fees collected or required for building permits_ Plan review fee will be sixty-five percent (65%) of total building permit fee of which sixty percent (60%) will be paid to the INSPECTOR. The CITY shall pay the INSPECTOR the sum of \$45 per hour for services not covered by building permit and plan review fees. Services not covered by building permit fees include code enforcement matters, as directed by City Code, City Clerk, City Council and Mayor where there is no current building permit, participating in litigation, and dealing with citizen questions under circumstances where no permit is ultimately issued.

FEES: The parties agree that Table I A of the 1997 Uniform Building Code, or the most current. fee schedule within the code, shall be used for determining permit fees.

5. CODE VIOLATION PROSECUTIONS: The CITY shall remain responsible for prosecution of all code violations occurring within the CITY.

6. INDEPENDENT INSPECTOR STATUS: The parties to this contract intend that the relation between them created by this Contract is that of independent contractor. Neither INSPECTOR nor any agent, employee or servant of the INSPECTOR shall be deemed to be an employee, agent or servant of the CITY. The CITY is interested only in the results obtained under this Contract and retains control over the principal under this contract with respect to the results of the Inspectors' work only. The manner and means of conducting the work are under the sole control of the INSPECTOR. None of the benefits provided by the CITY to its employees including, but not limited to, worker compensation insurance and unemployment insurance are available from the CITY to the employees, agents or servants of the INSPECTOR. The INSPECTOR will be solely and entirely responsible for the acts of its agents, employees and servants during the performance of the Contract. INSPECTOR shall supply own vehicle, vehicle insurance and any and all other tools of the trade necessary to perform the contract services specified herein.

7. SCHEDULE: INSPECTOR shall have complete control as to scheduling of INSPECTOR 's time in performing duties as outlined. The CITY is only interested in results. The City shall not have the right to control the method or manner by which INSPECTOR will perform services described in this agreement.

8. INSURANCE: INSPECTOR shall provide worker's compensation unemployment insurance, liability and any other insurance when required by law to do so.

9. TERM of CONTRACT: The term of this agreement begins on the effective date

shown above and ends with 90 days' notice to either party. Upon termination of the Contract.

Dated: _____ 2021

Mayor: Wanda Irish, City of Harrison

Inspector: Brad Ziel

**CITY OF HARRISON
INDEPENDENT CONTRACTOR
CONTRACT**

This AGREEMENT is made this _____ day of _____, 2020 between the, **CITY OF HARRISON**, a Municipal Corporation of the State of Idaho, herein "**City**" and Sam Hawley herein "**Contractor**".

In consideration of the mutual promises contained herein the parties agree as follows:

1. **CONTRACT:** The **CITY** hereby engages **CONTRACTOR** as an independent contractor to complete and perform the following project work:
 - a. **Collect campground and shower fees daily.**
 - b. **Provide campers with information needed to enjoy their stay.**
 - c. **Provide for general security of campground by notifying Law Enforcement or City Hall of any vandalism or disruptive conduct by campground patrons.**
 - d. **Clean restroom/shower facilities before 9 a.m. on a daily basis except on days off and ensure that said facility is adequately supplied with soap, paper towels, toilet paper, or any other needed items.**
 - e. **Keep the grounds (tent areas, ground around the restroom/shower facilities, and dump station) and monitoring the health of all plants, weeding, and to keep facilities in a neat and orderly fashion.**
 - f. **Report supply, repair, maintenance, or any other needs promptly to City Hall or the City Maintenance Department as appropriate to the circumstance.**
 - g. **Turn in all monies collected to the City Clerk on Monday and Thursday morning, exclusive of holidays but at least twice weekly.**
 - h. **Contractor shall be entitled to two days off per week, Tuesday and Wednesday only. One overnight stay off grounds is permitted during said days off provided that City Hall is notified and the reservation book and keys are left at City Hall.**
 - i. **The Contractor plus one additional person, for a total of two, shall be allowed to reside on the premises.**
Specific information as to services to be performed under this contract will be provided to the contractor by the Mayor or City Clerk, as his/her appointed representative, throughout the term of this contract.
2. **CONTRACTOR** agrees to provide services as specified above. The **CITY** agrees to provide material and supplies necessary to perform services under this contract.
3. **TIME OF PERFORMANCE AND TERMINATION:** **CONTRACTOR** shall commence work on the project, as soon as the campground season can begin based upon the weather, on or before May 30th, 2022 and continue through October 15, 2022 unless this contract is extended on a month to month basis after September 30, 2020, by mutual agreement of the parties.
4. **COMPENSATION:** **CITY** agrees to pay **CONTRACTOR** as compensation: The sum of 8% of net fees collected from the campground and shower fees per month. Payment for services

shall be payable on the 8th of each month, in addition the contractor will be furnished **1 (one)** free campground site complete with water and electrical services, **2 (two)** designated parking spaces for Camp Host use only and access to the campground's Wi-Fi provided by Leader Communications. **CONTRACTOR** agrees to pay for amenities including but not limited to additional pump out services, television services, and cellular phone services.

5. **INDEPENDENT CONTRACTOR:** The parties agree that **CONTRACTOR** is the independent contractor of **CITY** and in no way an employee or agent of **CITY** and is not entitled to workers compensation or any benefits of employment with the **CITY**.

6. The **CONTRACTOR** shall be responsible for the security and protection of **CITY** equipment, materials, and supplies during the period of use for work performance under this contract. The **CITY** shall have no responsibility or protection of **CONTRACTOR** equipment, materials, or supplies.

7. **WARRANTY:** **CONTRACTOR** warrants that all services provided under this contract will be performed in a good workmanlike manner. **CONTRACTOR** acknowledges that it will be liable for any breach of this warranty.

8. **INDEMNIFICATION:** **CONTRACTOR** agrees to indemnify and hold **CITY** harmless from liability, claims, or damages arising out of or in any way connected with **CONTRACTOR'S** negligent performance of the work described in this Agreement.

9. **COMPLIANCE WITH LAWS:** **CONTRACTOR** agrees to comply with all Federal, State, City and local laws, rules and regulations.

10. **ATTORNEY FEES:** Reasonable attorney fees shall be awarded to the prevailing party in any action to enforce this Agreement or to declare forfeiture of this Agreement.

DATED this _____ day of _____, 2022

Contractor

Wanda Irish, Mayor

Contractor

ATTEST:

City Clerk

CITY OF HARRISON APPLICATION FOR ALCOHOL LICENSE RENEWAL/NEW
February 28, 2022 to February 28, 2023

TOTAL AMOUNT OF \$ _____ ENCLOSED

I / WE HEREBY APPLY FOR RENEWAL OF:

X	Alcohol License Type	State Fee	Annual Fee	City Fee
	Liquor by the drink (including beer, wine by glass or bottle and hard liquor)		75% of State Fee	
	Keg to Go License with Liquor by the Drink		75% of State Fee	
	Beer and Wine by the drink (without liquor by the drink)	100.00	75% of State Fee (not to exceed \$200.00 each)	75.00
	Retail Wine by the Bottle	100.00	75% of State Fee (not to exceed \$200.00)	75.00
	Retail Beer	50.00	25% of State Fee	12.50
	Keg to Go License without Liquor by the Drink		25% of State Fee	162.50

OWNER / BUSINESS INFORMATION AS IT SHOULD APPEAR ON LICENSE:

(IF MORE THAN ONE OWNER - PLEASE LIST ADDITIONAL INFORMATION ON A SEPARATE SHEET AND ATTACH)

Business Type: Individual Partnership LLC LLP Corporation

Applicant Name: Harrison Haus Ventures LLC Business Phone: 208-689-3436

Doing Business As: The Cycle Haus : Bikes & Brews Business License # _____

Primary Contact Name & Phone: Trevor Smith 206-450-6418

Physical Location: 100 W Colquhoun Ave Harrison, ID 83833

Mailing Address: 1423 N Molter Rd #185 Liberty Lake, WA 99019

Premises Hours of Alcohol Sales or Service 7am - 7pm

Within 300' of School or Place of Worship No Yes (attach explanation if selected Yes)
Baptist

PLEASE ATTACH: Copy of 2022-2023 Idaho State License
 Copy of 2022-2023 Kootenai County License
 City Utility Account Number #215

Persons Ineligible For License: No license shall be granted to any applicant who is disqualified under the laws of the state of Idaho and Kootenai County to hold such a license, nor to any applicant whose water, sewer and garbage account with the city is more than sixty (60) days past due. (Ord. 351, 6-2-1998)

I / We hereby certify the above named business, ownership, directors, stockholders or partner's information above is true and correct.

Applicant Signature Molly Smith Date 1/13/22

Date Subscribed and sworn to me this _____ day of _____, 2022.

Notary Public for Idaho: _____
Residing at: _____
My Commission Expires: _____

Idaho State Police

Premises Number: K-21542 **Retail Alcohol Beverage License**

License Year: 2023
License Number: 21542

This is to certify, that **Harrison Haus Ventures LLC**
doing business as: **The Cycle Haus: Bikes & Brews**
is licensed to sell alcoholic beverages as stated below at:
100 N Coeur d Alene, Harrison, Kootenai County

Acceptance of a license by a retailer shall constitute knowledge of and agreement to operate by and in accordance to the Alcohol Beverage Code, Title 23. Only the licensee herein specified shall use this license. County and city licenses are also required in order to operate.

Liquor	No	
Beer	Yes	<u>\$50.00</u>
Wine by the bottle	Yes	<u>\$100.00</u>
Wine by the glass	Yes	<u>\$100.00</u>
Kege to go	No	
Growlers	Yes	<u>\$0.00</u>
Restaurant	Yes	<u>\$0.00</u>
On-premises consumption	Yes	<u>\$0.00</u>
Multipurpose arena	No	
Plaza	No	

TOTAL FEE: \$250.00

Signature of Licensee, Corporate Officer, LLC Member or Partner

HARRISON HAUS VENTURES LLC
THE CYCLE HAUS: BIKES & BREWS
1423 N MOLTER RD #185
LIBERTY LAKE, WA 99019
Mailing Address

License Valid: 03/01/2022 - 02/28/2023

Expires: 02/28/2023

Director of Idaho State Police



2022-2023

NO 2022-003

KOOTENAI COUNTY
STATE OF IDAHO

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT

HARRISON HAUS VENTURES LLC

doing business as

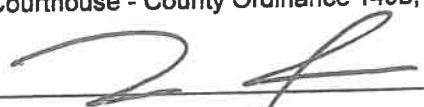
CYCLE HAUS: BIKES & BREWS

at

100 N COEUR D ALENE, HARRISON ID 83833

a(n) LLC is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapter 23-903 and 23-916 Idaho Code Annotated, and the laws of the State of Idaho, Municipal Ordinances, and the regulations of the Commissioner in regard to sale of Alcoholic Beverages and the resolution passed by the Commissioners of KOOTENAI COUNTY on July 6, 2004 at the Courthouse - County Ordinance 149B, Coeur d'Alene, State of Idaho.

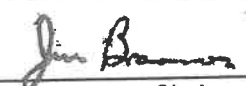
Draft	<u>\$100.00</u>
Bottled/Canned Beer to be consumed on and/or off premises	<u>\$0.00</u>
Bottled/Canned Beer to be consumed off premises only	<u>\$0.00</u>
Liquor	<u>\$0.00</u>
Wine by the Bottle	<u>\$100.00</u>
Wine by the Drink	<u>\$100.00</u>
TOTAL FEE	<u>\$300.00</u>



Signature of Licensee or Officer of Corporation

This license is TRANSFERABLE and EXPIRES
March 01, 2:00 AM 2023

Witness my hand and seal this 7th
day of January, 2022



Clerk

(SEAL)

(This license must be conspicuously displayed)

Public Works Personnel Performance Evaluation

City of Harrison

Evaluation period: _____ to _____

Evaluator's Printed Name

Each Evaluator should complete this evaluation form, sign it in the space below. A copy of this evaluation will be shared with the staff member evaluated with five business days of completion. The staff member will be allowed 5 days for a comment period on their performance review. All Evaluations and staff comments on their evaluations will be provided to council for review and approval in executive session at the next available council meeting. Following review and approval from council evaluations and comments will become part of the staff members personnel file.

Scoring Rubric:

- 5 = excellent (almost always exceeds the performance standard)
- 4 = above average (generally exceeds the performance standard)
- 3 = average (generally meets the performance standard)
- 2 = below average (usually does not meet the performance standard)
- 1 = poor (rarely meets the performance standard)
- N/A = Not a duty currently assigned or insufficient time to observe criteria

Evaluator's Signature

Date Submitted

Staff Printed Name _____ Initials _____

PERFORMANCE CATEGORY SCORING

1. Attendance and Punctuality

- _____ reports to work on a timely basis and stays on the job
- _____ schedules time off in advance and gives supervisor prompt notice of absence
- _____ follows City policy for requesting and reporting use of leave
- _____ ensures work responsibilities are covered when absent or apprises supervisor of pending responsibilities or upcoming deadlines
- _____ has acceptable attendance at meetings and arrives on time.

Comments: _____

2. Dependability and Professionalism

- _____ can be counted on to perform work assignments and carry out instructions.
- _____ adequately monitors projects and exercises follow-through/Adheres to time frames
- _____ Responds appropriately to instructions and procedures
- _____ Acts/behaves in a manner that reflects respect, courtesy and civility
- _____ Maintains effective professional work relationships
- _____ Attitude and appearance is appropriate for the position.

Comments: _____

3. PROFESSIONAL SKILLS AND STATUS

- _____ Maintains knowledge of current developments affecting the practice of local government.
- _____ Demonstrates a capacity for innovation and creativity
- _____ Anticipates and analyzes problems to develop effective approaches for solving them
- _____ Willing to try new ideas proposed by governing body members and/or staff
- _____ Handles affairs of the public office in a fair and impartial manner
- _____ Actively pursues training opportunities, increases or maintains certifications required for the operation of municipal public works facilities.

Comments: _____

4. Public Works Supervisor FUNCTIONS

_____ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization

_____ Helps the Council address future needs and develop adequate plans to address long term trends

_____ Provides accurate and official public works reports to council

_____ Provides accurate hour logs to city staff and mayor for budget coding and billing.

_____ Ability to meet and serve the public with tact and creditability.

Comments: _____

5. REPORTING & RECORDS

_____ Maintains knowledge of City, State and National Code as it pertains to duties assigned.

_____ Maintains accurate, organized and accessible data on public facilities (physical location, maintenance and testing logs)

_____ water facilities _____ sewer facilities _____ street and public right ways

_____ Maintains municipal compliance with state and federal regulatory agencies and notifies council of need and urgency of compliance related challenges.

_____ Responds in a timely manner to requests from the governing body for special reports

_____ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature

_____ Effectively manages records and indexing of records for public use.

_____ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Comments: _____

6. FISCAL MANAGEMENT

- _____ Makes the best possible use of available funds, operates efficiently and effectively
- _____ Prepares a budget and budgetary recommendations in an intelligent format
- _____ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- _____ Appropriately monitors and manages fiscal activities of the department
- _____ Maintains a log of public works assets (tools, parts and equipment inventory)
- _____ Provides long term capitalization needs to Admin in preparation for the Budget.

Comments: _____

7. STAFFING & SUPERVISION

- _____ Manages staff effectively
- _____ Encourages teamwork, innovation, and effective problem-solving among staff members
- _____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the staff level
- _____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- _____ Promotes training and development opportunities at all levels of the organization

Comments: _____

NARRATIVE EVALUATION

What would you identify as the Public Works official strengths, expressed in terms of the principal results achieved during the rating period?

What performance areas would you identify as most critical for improvement?

What suggestions or assistance can you offer the Public Works Dept to improve performance?

What other comments do you have for the Public Works Official (for example, about priorities, expectations, goals, or specific objectives for the next year)?

**Public Works Performance Review
Comments and/or Addendum Requests**

Employee Comments: (Attach additional pages if needed)

Staff Printed Name _____ Initials _____

City Clerk / Treasurer Personnel Performance Evaluation

City of Harrison

Evaluation period: _____ to _____

Evaluator's Printed Name

Each Evaluator should complete this evaluation form, sign it in the space below. A copy of this evaluation will be shared with the staff member evaluated with five business days of completion. The staff member will be allowed 5 days for a comment period on their performance review. All Evaluations and staff comments on their evaluations will be provided to council for review and approval in executive session at the next available council meeting. Following review and approval from council evaluations and comments will become part of the staff members personnel file.

Rubric:

5 = excellent (almost always exceeds the performance standard)

4 = above average (generally exceeds the performance standard)

3 = average (generally meets the performance standard)

2 = below average (usually does not meet the performance standard)

1 = poor (rarely meets the performance standard)

N/A = Not a duty currently assigned or insufficient time to observe criteria

Evaluator's Signature

Date Submitted

Staff Printed Name _____ Initials _____

PERFORMANCE CATEGORY SCORING

1. Attendance and Punctuality

_____ reports to work on a timely basis and stays on the job

_____ schedules time off in advance and gives supervisor prompt notice of absence due to illness or other acceptable absences.

_____ follows City policy for requesting and reporting use of leave

_____ ensures work responsibilities are covered when absent or apprises supervisor of pending responsibilities or upcoming deadlines

_____ has acceptable attendance at meetings and arrives on time for meetings and appointments

Comments: _____

2. Dependability and Professionalism

_____ can be counted on to perform work assignments and carry out instructions.

_____ adequately monitors projects and exercises follow-through/Adheres to time frames

_____ Responds appropriately to instructions and procedures

_____ Acts/behaves in a manner that reflects respect, courtesy and civility

_____ Maintains effective professional work relationships

_____ Attitude and appearance is appropriate for the position.

Comments: _____

3. PROFESSIONAL SKILLS AND STATUS

_____ Maintains knowledge of current developments affecting the practice of local government

_____ Demonstrates a capacity for innovation and creativity

_____ Anticipates and analyzes problems to develop effective approaches for solving them

_____ Willing to try new ideas proposed by governing body members and/or staff

_____ Handles affairs of the public office in a fair and impartial manner

Comments: _____

4. CITY CLERK FUNCTIONS

_____ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization

_____ Helps the Council address future needs and develop adequate plans to address long term trends

_____ Attends all regular and special meetings of City Council and successfully provides accurate official minutes of the proceedings.

_____ Manages municipal elections, and exhibits knowledge of principles and practices of municipal code and pertinent election law.

_____ Ability to meet and serve the public with tact and creditability.

Comments: _____

5. REPORTING & RECORDS

_____ Provides regular information and reports to the governing body concerning matters of importance to the local government, using the City Charter as a guide

_____ Responds in a timely manner to requests from the governing body for special reports

_____ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature

_____ Effectively manages records and indexing of records for public use.

_____ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Comments: _____

6. FISCAL MANAGEMENT

_____ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively

_____ Prepares a budget and budgetary recommendations in an intelligent format

_____ Ensures actions and decisions reflect an appropriate level for financial planning and accountability

_____ Appropriately monitors and manages fiscal activities of the department

Comments: _____

7. CLERICAL RESPONSIBILITIES

_____ Executes timely and accurate payroll in accordance with state and federal law.

_____ Prepares financial records accurately, timely and sufficiently for the annual audit.

_____ Accurate record keeping, data entry and financial Reporting

_____ Sufficient knowledge of recording software and hard copy filing procedures

_____ Public Records Requests are fulfilled in accordance with state mandated deadlines.

_____ Communicates clearly and concisely pertinent information to supervisor.

Comments: _____

8. STAFFING & SUPERVISION

_____ Manages staff effectively

_____ Encourages teamwork, innovation, and effective problem-solving among staff members

_____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the staff level

_____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, and providing appropriate feedback

_____ Promotes training and development opportunities at all levels of the organization

Comments: _____

NARRATIVE EVALUATION

What would you identify as the City Clerk/Treasure strengths, expressed in terms of the principal results achieved during the rating period?

What performance areas would you identify as most critical for improvement?

What suggestions or assistance can you offer the City Clerk/Treasure to improve performance?

What other comments do you have for the City Clerk/Treasure (for example, about priorities, expectations, goals, or specific objectives for the next year)?

**City Clerk Performance Review
Comments and/or Addendum Requests**

Employee Comments: (Attach additional pages if needed)

Staff Printed Name _____ Initials _____