

## **Welcome to tonight's City Council meeting!**

The elected officials of the City of Bonners Ferry are appreciative of an involved constituency. Testimony from the public is encouraged concerning issues when addressed under the Public Hearing portion of the agenda. Any individual who wishes may address the council on any issue, whether on the agenda or not, during the Public Comments period. Normal business will preclude public participation during the business portion of the meeting with the discretion left to the Mayor and Council. Special accommodations to see, hear, or participate in the public meeting should be made at City Hall within two days of the public meeting.

### **Vision Statement**

Bonnors Ferry, "The Friendliest City", strives to achieve balanced growth, builds on community strengths, respects natural resources, promotes excellence in Government, and values quality of life.

## **AGENDA CITY COUNCIL MEETING Bonnors Ferry City Hall 7232 Main Street 267-3105 February 6, 2018 7:00 p.m.**

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC HEARING**

Fee Increase Hearing – Application Fees for Water, Sewer, and Electric Services (attachment)

### **GUESTS**

Jennifer VanEtten – Kootenai River Days

### **PUBLIC COMMENTS**

Each speaker will be allowed a maximum of five minutes, unless repeat testimony is requested by the Mayor/Council

### **REPORTS**

Police/Fire/City Administrator/Economic Development Coordinator/Urban Renewal District

### **CONSENT AGENDA**

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Treasurer's Report
4. Approval of January 16, 2018 Council Meeting Minutes

### **OLD BUSINESS**

### **NEW BUSINESS**

5. City – Approve Purchase of Council Room Blinds (attachment)
6. Pool – Authorize Advertisement for Lifeguards
7. City – Authorize Mayor to Sign Amended Plat of Lot 1, Block 1 Amended Plat of North Ridge Estates (attachment)

8. City – Approve Corrected Wage Memo Dated July 1, 2014 (attachment)
9. City – Discuss Security Counter in Clerk's Office in City Hall

**EXECUTIVE SESSION PURSUANT TO IDAHO CODE 74-206, SUBSECTION 1**

- (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general;
- (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, or public school student;
- (c) To acquire an interest in real property which is not owned by a public agency;
- (d) To consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code;
- (e) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations;
- (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement;
- (g) By the commission of pardons and parole, as provided by law;
- (h) By the custody review board of the Idaho department of juvenile corrections, as provided by law;
- (i) To engage in communications with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed. The mere presence of a representative of the public agency's risk manager or insurance provider at an executive session does not satisfy this requirement; or
- (j) To consider labor contract matters authorized under section 67-2345A [74-206A] (1) (a) and (b), Idaho Code.

**ADJOURNMENT**

**INFORMATION**

10. Electric/Water/Sewer – Profit/Loss Reports (attachment)
11. City – Claim for Damage (attachment)

**Notice  
Fee Increase Hearing**

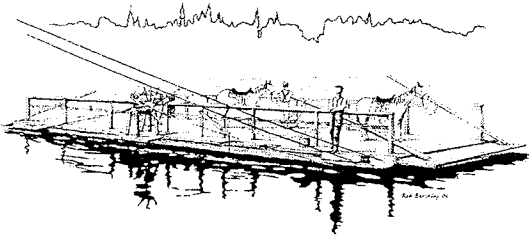
The City of Bonners Ferry will meet on February 6, 2018 at 7:00 p.m. in the City Hall Council Chamber, 7232 Main Street, Bonners Ferry, Idaho, for the purpose of taking public testimony regarding the new fees listed below and to explain the reasons for such fees. The following items will be considered:

Application Fees for Water, Sewer, and Electric Services:

	<u>Water</u>	<u>Sewer</u>	<u>Electric</u>
Residential	\$ 75.00	\$40.00	\$200.00
Commercial	\$150.00	\$40.00	\$330.00
Commercial 3 Phase			\$530.00

Any person requiring a special accommodation due to a disability condition should contact the Bonners Ferry City Clerk at (208) 267-3105. This contact should be made at least two days prior to the hearing.

Please publish as an advertisement: January 25, 2018  
February 1, 2018



# MEMO

CITY OF BONNERS FERRY  
CITY ENGINEER/ADMIN

Date: December 29, 2017  
To: City Council  
From: Mike Klaus, City Engineer/Admin  
Subject: **Proposed Utility Application Fees**

In 2017 the City completed many estimates for water, sewer, and electric services. Currently, when a prospective customer asks for an estimate for service, the department heads spends time to develop that estimate. Several times in 2017, prospective customers did not move forward with purchasing the service applied for. In one case, the electric department head spent over 10 hours getting equipment quotes to provide an upgraded service for a customer that eventually backed out.

I am recommending that we institute an application fee for recovering the average cost of providing estimates. The table below shows my calculations for what those fees should be.

## Application Fees for Water, Sewer, and Electric Services

	<u>Water</u>		<u>Sewer</u>		<u>Electric</u>	
	Hours	Fee	Hours	Fee	Hours	Fee
Residential	2	\$ 75.0	1	\$ 40.0	3	\$ 200
Commercial	4	\$ 150.0	1	\$ 40.0	5	\$ 330
Commercial 3ph					8	\$ 530

Electric Rate \$ 65.25 Electric Dept Head with Overhead Rate of 1.45

W/S Rate \$ 37.70 Water/Sewer Dept Head with Overhead Rate of 1.45

Note: Numbers in this table rounded to the nearest \$10

Please contact me with any questions regarding this recommendation.

Thank you,

Mike

Blinds Are Us/Idaho

267-7442

Thank You!

025603

**Invoice**

Quote

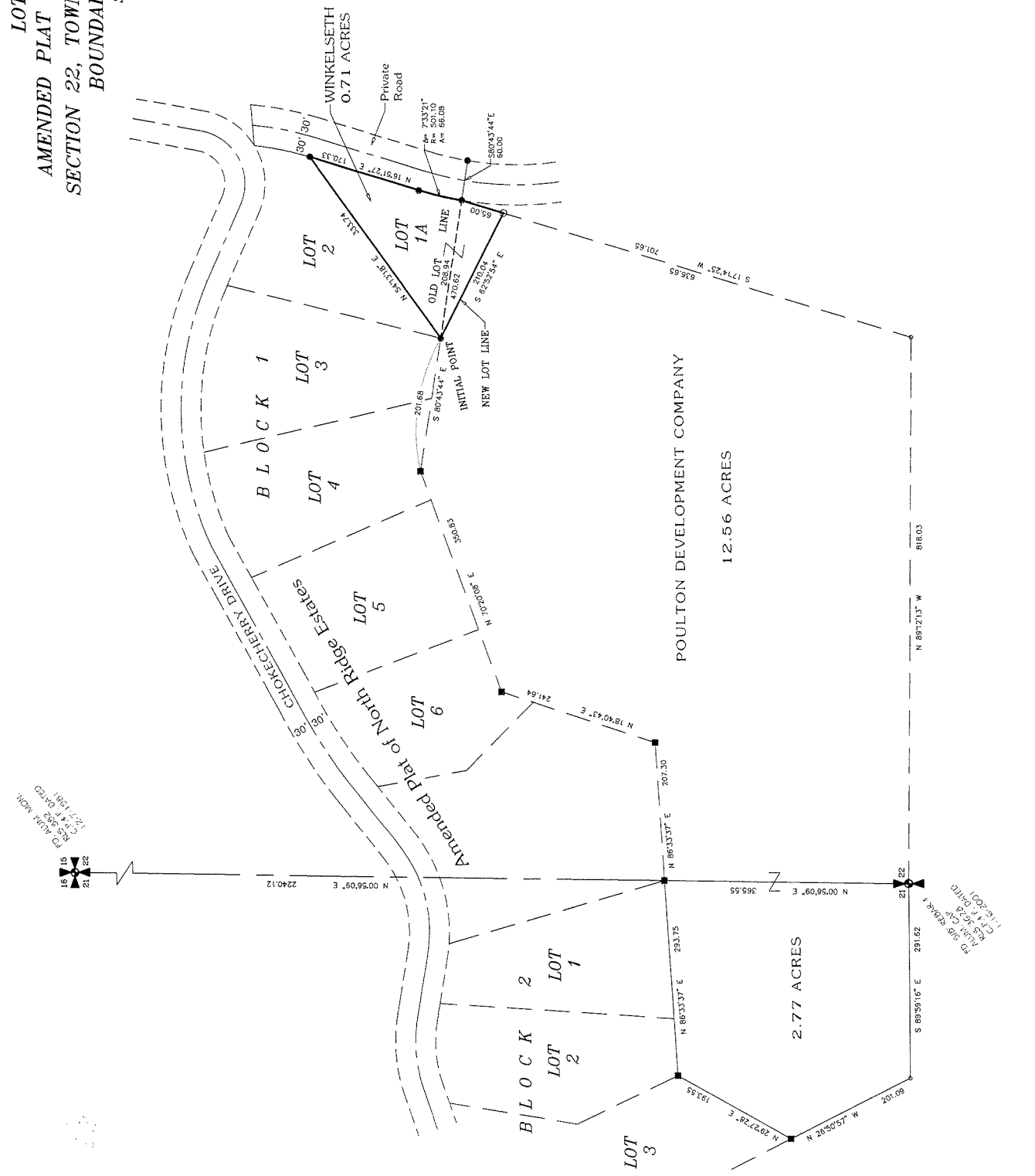
SOLD TO <i>City of Bomers Ferry</i>		SHIP TO <i>Same</i>	
ADDRESS <i>7232 Main St.</i>		ADDRESS	
CITY, STATE, ZIP <i>Bomers Ferry ID 83805</i>		CITY, STATE, ZIP	
CUSTOMER ORDER NO. <i>Quote</i>	SOLD BY	TERMS	F.O.B.
			DATE <i>1-19-18</i>

ORDERED	SHIPPED	DESCRIPTION	PRICE	UNIT	AMOUNT
		<i>Graber Light Filtering roller shade</i>			
		<i>Fabric - Palisades - No color chosen</i>			
		<i>Price includes installation</i>			
<i>1</i>		<i>North Window</i>	<i>289<sup>00</sup></i>	<i>1</i>	<i>289<sup>00</sup></i>
<i>4</i>		<i>East Windows</i>	<i>359<sup>00</sup></i>	<i>4</i>	<i>1436<sup>00</sup></i>
					<i>1725<sup>00</sup></i>
		<i>Shipping</i>	<i>10<sup>00</sup> ea</i>	<i>5</i>	<i>50<sup>00</sup></i>
					<i>1775<sup>00</sup></i>

# AMENDED PLAT

OF  
LOT 1, BLOCK 1

AMENDED PLAT of NORTH RIDGE ESTATES  
SECTION 22, TOWNSHIP 62N, RANGE 1E, B.M.  
BOUNDARY COUNTY, IDAHO  
SHEET 1 OF 2



### LEGEND

- FOUND CORNER EVIDENCE AS NOTED
- SET 5/8" REBAR AND PLASTIC CAP - PLS 3628
- FOUND 5/8" REBAR AND PLASTIC CAP - PLS 3628
- 5/8" REBAR AND PLASTIC CAP - PLS 3628 PER AMENDED PLAT OF NORTH RIDGE ESTATES, BOOK 2 OF PLATS, PAGE 62
- COMPUTED POINT - NOT SET OR TIED

### BASIS OF BEARINGS

Bearings are based on the Amended Plat of North Ridge Estates recorded in Book 2 of Plats, Page 62, as Instrument No. 181403, records of Boundary County, Idaho.

<b>J.R.S. SURVEYING, INC.</b>	
PO BOX 3080-6476 MAIN	
BONNERS FERRY, ID. 83805	
(208) 287-7655	
<b>AMENDED PLAT</b>	
PER: WINKELSETH/POULTON	REVISION NO. 1
DRAWN BY: JRS/CLK	01-16-2018
SHEE 22, T24N, R1E, B.M.	SHEET 1 OF 2
BOUNDARY COUNTY, IDAHO	JOB NO. 17-98

**AMENDED PLAT**  
OF  
**LOT 1, BLOCK 1**  
**AMENDED PLAT of NORTH RIDGE ESTATES**  
**SECTION 22, TOWNSHIP 62N, RANGE 1E, B.M.**  
**BOUNDARY COUNTY, IDAHO**  
**SHEET 2 OF 2**

**COUNTY TREASURER'S CERTIFICATE**

I hereby certify that the required taxes on the above described property have been fully paid to and including the year 20\_\_\_\_.

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

\_\_\_\_\_  
Boundary County Treasurer

**WATER AND SEWER STATEMENT**

The purpose of this plat is to amend the boundary of Lot 1 with the resulting parcel to be known as Lot 1A. The zoning classification shall continue to be R-10. The plat is being deposited and captioned to be provided by an individual septic system.

**OWNER'S CERTIFICATION**  
Be it known that Wade Winklesath and Nicole J. Winklesath, husband and wife, and Carrie Fiegans, President of the Pavilion Development Company, have caused to be surveyed and subdivided, a tract of land in Section Twenty Two (22), Township Sixty Two (62) North, Range One (1) East of the Boise Meridian, Boundary County, Idaho, more particularly described as follows:

BEGINNING at the southwest corner of Lot 1, Block 1 of the Amended Plat of the North Ridge Estates, as recorded in Book 2 of Plats, Page 62, thence  
N54° 31' 08" E, 333.74 feet to the northerly point of said Lot 1; thence  
S16°51'27"W, 70.33 feet, thence on a curve to the left, having a central angle of 73.521° and a radius of 501.10 feet, for an arc distance of 66.08 feet (chord = 51.327444W, 66.04 feet) to the southeast corner of said Lot 1; thence  
S17°14'25"W, 65.00 feet; thence N62°52'54"W, 210.04 feet to the POINT OF BEGINNING, encompassing an area of 0.71 acres.

Wade Winklesath \_\_\_\_\_ Date \_\_\_\_\_

Nicole J. Winklesath \_\_\_\_\_ Date \_\_\_\_\_

Carrie Fiegans, President \_\_\_\_\_ Date \_\_\_\_\_

Pavilion Development Company

**NOTARY PUBLIC ACKNOWLEDGEMENT**

State of Idaho )  
County of Boundary )  
On this \_\_\_\_\_ day of \_\_\_\_\_, in the year of 2018, before me  
\_\_\_\_\_ Personally appeared Wade Winklesath and Nicole J. Winklesath, husband and wife, and Carrie Fiegans, President of the Pavilion Development Company, and I, the undersigned, a Notary Public for and in and for the State of Idaho, did see and know the persons who executed the foregoing Owner's Certificate and acknowledged to me that they signed the same as their free and voluntary act and deed for the uses and purposes herein stated.

NOTARY PUBLIC \_\_\_\_\_

Residing at \_\_\_\_\_

Commission Expires \_\_\_\_\_

**NOTARY PUBLIC ACKNOWLEDGEMENT**

State of Idaho )  
County of Boundary )  
On this \_\_\_\_\_ day of \_\_\_\_\_, in the year of 2018, before me  
\_\_\_\_\_ Personally appeared Carrie Fiegans, President of the Pavilion Development Company, and I, the undersigned, a Notary Public for and in and for the State of Idaho, did see and know the person who executed the foregoing Owner's Certificate on behalf of said company and acknowledged to me that she signed the same as her free and voluntary act, and deed for the uses and purposes herein stated.

NOTARY PUBLIC \_\_\_\_\_

Residing at \_\_\_\_\_

Commission Expires \_\_\_\_\_

**COUNTY COMMISSIONER'S CERTIFICATION**

This plat has been approved and accepted by the Board of County Commissioners of Boundary County, Idaho this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Chairman, Board of County Commissioners

**CITY COUNCIL APPROVAL**

This plat has been reviewed and accepted as being within the Area of City Inland; Ord. 493. Pursuant to the agreement, the City Council authorize the signing of this plat on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor, City of Bonners Ferry

**SURVEYOR'S CERTIFICATION**

I, James R. Spang, Idaho Land Surveyor No. 3628, do hereby certify that I have been a true and correct companion of a survey made by me or under my direct supervision in accordance with the laws of the State of Idaho (Public Code 3-1-2709, 1973 and Idaho Code 55-1-905 through 1900) and accepted methods and procedures of surveying.



**COUNTY RECORDER**

This Plat was filed for record in the office of the Recorder of Boundary County, Idaho, at the request of J.R.S. Surveying, Inc. this \_\_\_\_\_ day of \_\_\_\_\_, 2018, at \_\_\_\_\_ m. and duly recorded in Book \_\_\_\_\_ of Plats, Page \_\_\_\_\_ of Instrument 18-\_\_\_\_\_.

\_\_\_\_\_  
County Recorder

\_\_\_\_\_  
Deputy Recorder

<b>J.R.S. SURVEYING, INC.</b>	
PO BOX 3099-6776 MAIN	REVISION NO. 1
BONNERS FERRY, ID. 83805	01-18-2018
(208) 287-7555	SHEET 2 OF 2
<b>AMENDED PLAT</b>	
FOR FINESSE/PAVILION	
BY: JRS/JLS	
SIC: 22, RES, B.M.	
BOUNDARY COUNTY, IDAHO	JOB NO. 17-88

**COUNTY ROAD SUPERINTENDENT'S CERTIFICATE**

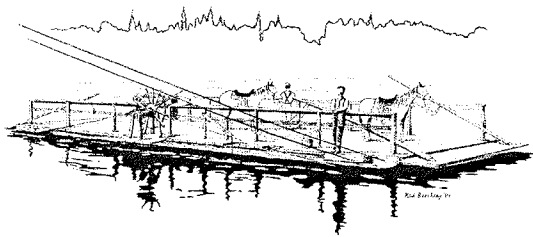
This Plat has been examined and approved. Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Boundary County Road Superintendent

**PLANNING COMMISSION CERTIFICATE**

I hereby certify that this plat has been examined and approved, dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Boundary County Planning Director



# MEMO

CITY OF BONNERS FERRY

Date: February 6, 2018 (clarification of SJB memo of 29 May 2014, Revised 7/2/14)  
To: City Council  
From: Mike Klaus, City Engineer/Administrator

*Summary: The memo below was approved by Council on 7-1-2014. However, we have found errors in the memo that should be corrected for future wage calculations. The errors and the corrections are shown in bold, with respect to the foreman and superintendent increases. I am requesting that the document be approved by Council with the edits shown.*

Following is a wage adjustment proposal for the Council Consideration:

The wage increase to be a minimum of 5%, except new hires within the past 6 months and to be effective first full pay period in Fiscal Year 2015.

### **Office staff and police:**

Increase the office staff by \$1.25 per hour.

### **Water/Sewer/Street**

Use a wage chart for our employees who work in the Water, Sewer, and Street Departments, departments which are generally considered municipal public works.

We have for a number of years used a chart for the water/sewer employees with a base wage (currently \$15.23) plus 50 cents per certification. Then if an employee is a foreman this amount is increased by **5** ~~10~~% and the superintendent is increased by **20** ~~30~~%. The recommendation is to adapt this existing process to include the street department.

The existing water/sewer certifications are as follows:

Water Treatment 1 through 4  
Water Distribution 1 through 2  
Sewer Treatment 1 through 3  
Sewer collections 1 through 2  
Backflow Tester

The proposal would be to add the following street certifications as follows:

Weed Applicator  
Roads Scholar (LHTAC)  
Roads Master (LHTAC)  
Street Operator 1 through 4

Operator 1 – 4,000 hours street department experience and department head recommendation



CDL/Basic truck driving,  
 Basic street maintenance skills  
 Basic mechanic skills  
 Basic small tractor operator  
 Basic large equipment operator

- Operator 2 - 10,000 hours street department experience and department head recommendation  
 Proficient with front end-loaders  
 Basic backhoe operator  
 Proficient with small tractors  
 Basic grader operator
- Operator 3 - 14,000 hours street department experience and department head recommendation  
 Proficient with all equipment  
 Proficient with mechanic skills on street and parks equipment  
 Requires minimal supervision to complete normal street and parks work
- Operator 4 - 20,000 hours street department experience and department head recommendation  
 Able to supervise a crew  
 Able to set up jobs, estimate cost, create material list, and order materials  
 Can use a transit/level proficiently for leveling, elevations, and grading  
 Can deal with the public professionally and with confidence

The proposal would also be to add one additional water certification as follows:

Primary Water Plant operator of Record – This is the individual, currently Doug Ladely, will be increase by \$3.50 per hour.

**Fire, Police, and Janitors**

Across the board 5% increase

**Pool**

Increase the entry level pay by 5%. Which will result in the following:

Lifeguard Scale	\$ 7.67	
Water Safety Instructor (WSI)	\$ 0.50	
Lifeguard Instructor Certification (LGI)	\$ 0.50	
Lifeguard Superintendent adjustment	120%	of standard scale
Lifeguard with WSI	\$ 8.17	
Lifeguard with WSI and LGI	\$ 8.67	
Superintendent with WSI	\$ 9.80	
Superintendent with WSI and LGI	\$ 10.40	

**Salaried** Increase the City Clerk and City Administrator by 5%

**CITY OF BONNERS FERRY ELECTRIC FUND**

**MONTHLY FINANCIAL AND OPERATING REPORT**

REPORT FOR THE MONTH OF: December, 2017

	DOLLARS		KWH SOLD		# of Cust. This Month
	This Month	Year to Date	This Month	Year to Date	
<b>ENERGY SALES</b>					
1 Residential & Farm	\$184,994	\$443,377	2,688,205	6,499,246	2,015
2 Residential Seasonal				0	
3 Commercial - small (50 KVA or less)	\$47,652	\$126,705	708,170	1,842,363	456
4 Commercial - large (over 50 KVA)	\$87,469	\$269,229	1,425,059	4,467,831	188
5 Industrial	\$98,998	\$283,954	1,855,087	5,419,023	12
6 Irrigation and/or drainage pumping	\$1,977	\$6,111	25,632	78,427	8
7 Public Street Lighting	\$2,450	\$7,351		0	3
8 Interdepartmental	\$4,516	\$13,225	69,541	198,630	28
9 Self Consumed	\$257	\$777	3,385	10,232	3
10				0	
11					
12 Total (1 thru 11)	\$428,313	\$1,150,729	6,775,079	18,515,752	2,713
<b>INCOME STATEMENT</b>					
<b>OTHER REVENUES</b>					
13 Pole Use	\$0				
14 Connects, Door Hangers, Capitalization	\$1,205	\$3,630		\$429,578	\$1,154,449
15 Conservation					
16 Misc. Electric Revenue	\$60	\$90		\$363,559	\$837,477
17 Total Misc. Revenue (13 thru 15)	\$1,265	\$3,720		\$41,315	\$123,945
18 Total Operating Revenue (12 + 16)	\$429,578	\$1,154,449		\$21,479	\$57,723
<b>OPERATING EXPENSES</b>					
19 Generation	\$24,708	\$76,415		\$3,054	\$8,923
20 Power Purchases - BPA	\$201,841	\$409,407		\$429,407	\$1,028,068
21 Power Purchases - Other				\$171	\$126,381
22 Maintenance - General Property	\$6,093	\$16,313			
23 Conservation					
24 Customer's Svc & Record	\$954	\$2,285		\$5,034	\$138,008
25 Total Ops & Treatment Expense					
26 Administrative and General	\$58,225	\$176,250		\$3,054	\$8,923
27 Transmission	\$4,208	\$10,810		\$1,809	\$2,704
28 Distribution	\$63,362	\$135,834		\$4,863	\$11,627
29 Rolling Equipment	\$4,168	\$10,163		\$5,034	\$138,008
30 Total Operating Expenses(19 thru 29)	\$363,559	\$837,477			
14. Interest on long term debt					
15. Interest on investment of municipality				\$2,603	\$7,809
16. BPA Revenues					
17. BPA Expenditures					
18. Miscellaneous income deductions					
19. Total Income deductions (14 thru 18)				\$2,603	\$7,809
20. Net Income (13 minus 19)				\$2,431	\$130,199



**CITY OF BONNERS FERRY SEWER FUND  
MONTHLY FINANCIAL AND OPERATING REPORT**

REPORT FOR THE MONTH OF: *December, 2017*

	SALES	DOLLARS		Cubic Feet Sold		# of Cust. This Month
		This Month	Year to Date	This Month	Year to Date	
1	Residential	\$34,311	\$102,903			1,014
2	Commercial - small	\$21,677	\$64,962			200
3	Commercial - large	\$13,123	\$39,369			72
4	Interdepartmental	\$34	\$101			1
5	Wholesale					
6	Industrial	\$67	\$202			2
7	Pumping & Drainage					
8						
9	Total (1 thru 7)	\$69,212	\$207,537	0	0	1,289
<b>INCOME STATEMENT</b>						
<b>OTHER REVENUES</b>						
10	Junk or Salvage Sold				This Month	Year to Date
11	Flusher Truck Rental				\$69,212	\$208,601
12	Misc. Sewer Revenue				\$14,658	\$49,041
13	Connect Fees		\$1,064			
14	Grant Revenue					
15	Total Misc. Revenue (10 thru 14)	\$0	\$1,064		\$6,100	\$18,300
16	Total Operating Revenue (9 + 15)	\$69,212	\$208,601		\$3,461	\$10,430
<b>OPERATING EXPENSES</b>						
17	Pumping & Lift	\$1,354	\$3,795		\$24,219	\$77,771
18	Treatment	\$5,554	\$18,348		\$44,993	\$130,830
19	Dredging	\$0	\$3,072			
20	Transmission	\$58	\$58		\$200	\$558
21	Distribution	\$1,055	\$2,063		\$350	\$350
22	Collection				\$550	\$908
23	Operation Lines	\$63	\$63		\$45,543	\$131,738
24	Maintenance of Lines	\$0	\$125			
25	Structure Maintenance					
26	Customer Service					
27	Customer Accounting	\$179	\$396			
28	Rolling Equipment	\$477	\$1,174			
29	General & Administrative	\$5,918	\$19,947			
30	General Property Maintenance				\$0	\$0
31	Total Operating Expenses(17 thru 30)	\$14,658	\$49,041		\$45,543	\$131,738

# NOTICE OF TORT

## For Damage or Injury

ATTENTION:

This form is to be completed by the claimant and is a requirement that if used, be presented to and filed with the clerk or secretary of the public entity involved. This form is being provided as a courtesy to assist you in filing your claim. Providing this form to you, is not an admission nor shall it be construed to be an admission of liability or an acknowledgement of the validity of a claim by the political subdivision. Legal requirements for filing claims can be found in the Idaho Code: Title 6, Chapter 9. All claims must be filed promptly and in writing.

Name: Gail Brown

Address: 6850 Alice St

City: Bonnars Ferry

State: ID

Zip Code: 83805

Address for the Six Months Prior to the Date of the Damage or Injury Occurred:

same

Home Number: (208) ~~267~~ 946-7370 Work Number: (208) 267-3151

Date of Incident: unknown Time: \_\_\_\_\_ A.M. or P.M.

Location of Occurrence: corner of Alice and Clara Sts.

Injuries that Resulted: \_\_\_\_\_

Provide a Description of What Happened:  
(Please attach any additional information you deem necessary)

I believe one of the snow plows hit or scraped the telephone pole resulting in the phone cable being pulled from the peak of my house. In addition to the cable a piece of siding wall pulled out as well

I hereby certify that I have read the above information and it is true and correct to the best of my knowledge.

I hereby make a claim against City Streets  
(a public entity)  
for damage in the amount of unknown  
(damage, injury, etc.)

If you were injured and you are on medicare/medicaid, please fill out the following as required by 42 U.S.C. 1395

Date of Birth \_\_\_\_\_

SSN \_\_\_\_\_

Medicare/Medicaid Number \_\_\_\_\_

Signature: Gail Brown

Date: 1-16-18

RECEIVED

JAN 16 2018

CITY OF BONNERS FERRY

emailed to ICRMP  
1-16-18