

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
Bonners Ferry City Hall
7232 Main Street
267-3105
April 18, 2017
7:00 p.m.**

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

GUESTS

Michael Keith – Bond Refinancing

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 March 21, 2017 Council Meeting Minutes; April 4, 2017 Council Meeting Minutes; and April 11, 2017 Special Council Meeting Minutes

OLD BUSINESS

5. City – Authorize Mayor to Sign Revised Farmers Market Space Rental Agreement (attached)

NEW BUSINESS

6. City – Adopt Fixed Asset Policy as Amended (attachment)
7. P&Z – Suspend the Rules and have the Second and Third Reading of Ordinance Adopting Official Zoning Map (attachment)
8. P&Z – Adopt Ordinance 563 Official Zoning Map

9. P&Z – Suspend the Rules and have the Second and Third Reading of Ordinance Adopting Amendment to City Code for Nonconforming Structures and Daycares (attachment)
10. P&Z – Adopt Ordinance 564 Amending City Code for Nonconforming Structures and Daycares (attachment)
11. Electric – Approve Purchase of Surveying Equipment (attachment)
12. Electric/Water – Authorize Mayor to Sign Addendum to Retriever Services Contract (attachment)
13. City – Discuss Traffic Safety Committee City Code (attachment)
14. Parks – Discuss Advertising for Summer Parks Employee

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

15. City – Mayoral Proclamation for Midwives Day on May 5, 2017 (attachment)
16. City – Mayoral Proclamation for Arbor Day on June 15, 2017 (attachment)
17. Street – Claim for Damage (attachment)
18. Street – Cleanup Week April 17 through April 24, 2017 (attachment)
19. City – Association of Idaho Cities Spring Academy in Coeur d'Alene on May 1, 2017 (attachment)
20. P&Z – Hearing for Ben Harris Vacation Request on May 2, 2017 at 6:00 p.m. (attachment)

Revised

SPACE RENTAL AGREEMENT

AGREEMENT made between THE CITY OF BONNERS FERRY, a municipal corporation of the State of Idaho, herein "ENTITY," and BOUNDARY COUNTY FARMERS MARKET, herein "USER",

THE PARTIES AGREE AS FOLLOWS:

1. **USE OF PREMISES:** ENTITY hereby rents to USER the non-exclusive use of approximately 7,000 square feet of parking lot, Saturday mornings beginning April 30, 2017, and concluding October 1, 2017. The general area of use is as shown in Exhibit A, attached hereto.
2. **RENTAL FEE:** USER agrees to pay ENTITY rent for said premises payable upon execution of this Agreement in the amount of \$500 per season which includes \$100 for installation and removal of "Farmer's Market" banners. It shall be the responsibility of USER to request the installation and removal of banners from ENTITY. Upon receipt of request, ENTITY shall install or remove banners as soon as practicable.
3. **MEMBERSHIP IN CHAMBER OF COMMERCE AND TOURIST CENTER:** The parties to this Agreement recognize that the Farmers Market has the public benefit of attracting business to our community. As part of that community involvement the USER agrees to be a member of the Bonners Ferry Chamber of Commerce and the Bonners Ferry Tourist and Visitors Information Center.
4. **PURPOSE:** USER agrees to use the above Premises solely for the purpose of the sale of locally produced goods and for no other purpose.
5. **USE AND SECURITY:** USER acknowledges that this premise is designed for the public and shall not perform any activities or take any action which would endanger the public safety.
6. **HOUSEKEEPING:** USER agrees to keep the Premises clean and attractive at all times and return it to ENTITY in a good and clean condition. USER agrees not to alter the Premises or attach anything to the premises without first obtaining written approval of ENTITY. USER shall be responsible for garbage cans for the market.
7. **VENDORS:** The USER will be solely responsible for the conduct of all market vendors.
8. **UTILITIES:** The ENTITY grants to USER the use of the single electric outlet located on a light pole on the premises. The use of this outlet is for USER coordinated entertainment. Outlet shall not be utilized by market vendors.
9. **CONTACT:** All notices or compliance issues concerning this Lease shall be directed to the following individuals:

ENTITY:

Mike Klaus
City Administrator
PO Box 149
Bonners Ferry, ID 83805
208-267-0357

USER:

Barbara Hansen
208-267-1200

10. **INSURANCE:** USER agrees to obtain and keep in force during its acts under this Agreement a comprehensive general liability insurance policy in the minimum amount of \$1,000,000.00, which shall name and protect USER, all USER's employees, ENTITY, and its officers, agents and employees, from and against any and all claims,

losses, actions, and judgments for damages or injury to persons or property arising out of or in connection with the USER's acts. USER shall provide proof of liability coverage as set forth above to ENTITY prior to commencing its performance as herein provided, and require insurer to notify ENTITY thirty (30) days prior to cancellation of said policy.

11. **INDEMNIFICATION:** USER agrees to indemnify, defend, and hold harmless ENTITY, and its officers, agents and employees, from and against any and all claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in connection with the acts and/or any performances or activities of USER, USER's agents, employees, or representatives under this Agreement.

12. **USE:** USER agrees not to store, generate, use or bring upon the property hazardous waste as defined by applicable laws or otherwise use the property in a manner that will increase ENTITY's insurance rates for the property.

The USER agrees to that all vendor vehicles not integral to the product being sold will not be parked in the City Parking Lot or the Meeker Parking lot. Parking is available on Riverside Street, Arizona Street, and at the Fire Hall Parking Lot.

13. **TERMINATION:** This Agreement may be terminated immediately by ENTITY for breach of this Agreement by USER and either party may terminate this Agreement by 30 days written notice of termination to the other party.

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

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

16. **COMPLIANCE WITH LAWS:** USER agrees to comply with all federal, state, city, and local laws, rules and regulations.

DATED this ____ day of _____, 2017.

ENTITY:
CITY OF BONNERS FERRY

USER:
BOUNDARY COUNTY FARMERS
MARKET

By:

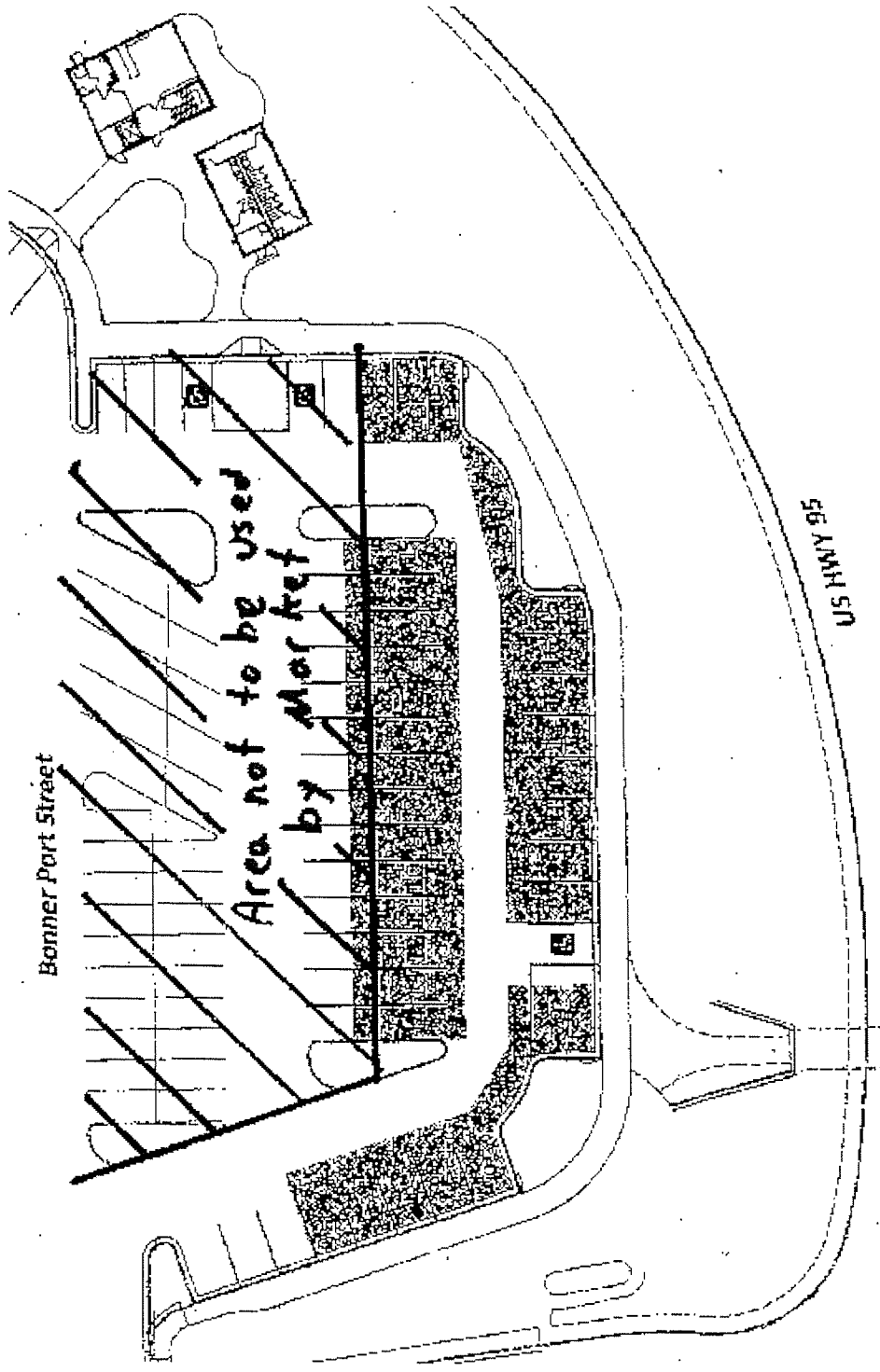
David Sims, Mayor

By:

ATTEST:

Kris Larson, Clerk

WITNESS:



POLICY V.A

City of Bonners Ferry Fixed Assets Policy & Procedures

Purpose

The purpose of this policy is to ensure adequate control and appropriate use of City of Bonners Ferry's "Fixed Assets". The procedures are intended to define fixed assets as well as establish guidelines for their budgeting, purchase, use, tracking and disposal.

Procedures

Definition of a Fixed Asset

A purchase is considered a Fixed Asset if it has a cost greater than \$2,000.00 and has a useful life of more than two years. Additionally, the major characteristics of Fixed Assets include items that are acquired for use in operations and not for resale, those that are long-term in nature subject to depreciation, and possess physical substance.

Expenditures that do not increase an asset's future benefit should be expensed as Repair and Maintenance. Costs incurred to achieve greater future benefits should be capitalized, whereas expenditures that simply maintain a given level of services should be expensed. Ordinary repairs required to maintain the existing condition of the asset or restore it to normal operating efficiency should be expensed immediately.

In order for additional costs to be capitalized, one of three conditions must be present:

- The useful life of the asset must be increased
- The quantity of units produced from the asset must be increased
- The quality of the units produced must be enhanced

Acquisition of Fixed Assets

Purchased Fixed Assets: Any time a Fixed Asset is purchased, it should be capitalized at the total accumulated cost of making the asset 'user ready'.

Donated Fixed Assets: Any time a Fixed Asset is donated, it should be capitalized at the market value at the time of acquisition.

Fixed Asset Acquisition Process

Prior to Purchase of a Fixed Asset:

1. Fixed Asset item has been approved for purchase by the Council
2. Present Bids &/or Quotes in accordance with Idaho Code for the particular procurement or project as determined by the asset value or type.

Procurement of Goods and Services

- a. ~~If the Fixed Asset item is less than \$25,000.00, no bidding requirements~~
- b. ~~If the Fixed Asset item is \$25,000 to \$50,000, must obtain 3 separate written quotes~~
- c. ~~If the Fixed Asset item is greater than \$50,000.00, must follow the formal bidding process.~~

Public Works Construction

- a. ~~If the Fixed Asset item is less than \$25,000, no bidding requirements~~

- b. If the Fixed Asset item is \$25,000 to \$100,000, must obtain 3 separate written quotes
- c. If the Fixed Asset item is greater than \$100,000, must follow the formal bidding process.

After Purchase or Donation of a Fixed Asset:

1. Notify Clerk's Office by submitting a "Asset Form"
2. Clerk's Office logs new Fixed Asset into database
3. Clerk's Office sends to department or places Fixed Asset tag on the asset
4. Tag is affixed to asset in a visible location

Classification of Fixed Assets

1. Land: Acquired by the City for its own use. Land is capitalized but not depreciated. It is capitalized at its purchase price plus incidental costs to put the land in condition for its intended use. These costs include, but are not limited to legal & title fees, closing costs, appraisal & negotiation fees, and surveying fees.

2. Land Improvements: Include such items as excavation, non-infrastructure utility installation, driveways, sidewalks, parking lots, flagpoles, retaining walls, fencing, outdoor lighting, and other non-building improvements intended to make the land ready for its intended purpose. Categories of land improvements include those non-exhaustible or exhaustible described as follows:

Non-Exhaustible – Expenditures for land improvements that do not require maintenance or replacement and do not deteriorate with passage of time. These are considered additions to the cost of the land and are not exhaustible, and therefore, not depreciable (Such as trees or body of water).

Exhaustible – Other improvements which are part of a site, such as parking lots, landscaping, and fencing are usually exhaustible and, therefore, depreciable.

3. Buildings: Freestanding facilities acquired by the City to house governmental operations and services. Buildings should be valued at acquisition cost or construction cost. Acquisition costs include charges applicable to the building acquisition such as fees for brokers, appraisers, engineering consultants, and architects.

Construction costs include lighting, plumbing, heating, floor coverings, roof, and other systems. These systems should be recorded separately when significant because these building components have different useful lives. The value of each component is determined and accounted for separately.

4. Building Improvements: These are improvements that extend the useful life of a building and, therefore, should be capitalized. These include, but are not limited to roofing projects, major energy conservation projects, remodeling, and replacing major building components.

5. Construction in Progress: Construction in progress is capitalized and not depreciated. It should be reported with land and other non-depreciating assets at the government-wide level. Unspent debt proceeds from capital assets related to the debt should be reported in the net assets section of the statement of net assets as "restricted for capital projects".

6. Machinery & Equipment: These are items of tangible property not permanently affixed to real property used to carry out the operations of the City. Examples include, but are not limited to furniture, machinery, and equipment. Capitalization amounts should include sales tax, freight, installation, and other related costs.

7. Vehicles: Vehicles should be identified, inventoried and depreciated.

8. **Infrastructure:** These are long-lived capital assets that are normally stationary. Examples include, but are not limited to roads, bridges, tunnels, drainage systems, water systems, sewer systems, electrical systems, and dams. These will be capitalized and depreciated using the straight line depreciation method.

Financing Sources for Fixed Assets

The financing source for fixed assets should be reported to the Clerk/Treasurer. If the financing of the project or asset is unknown, this should be communicated. Sources of funds for acquisition of fixed assets include:

1. **Bonds/Notes:** Proceeds from the issuance of general obligation bonds, revenue bonds, bond anticipation notes, or capital notes.
2. **Budget Appropriation:** Moneys provided from specific budgeted operation funds.
3. **Donations:** Moneys or property received from donors.
4. **LID Assessments:** Funds provided by the City and property owners in connection with a local improvement district project.
5. **Grant:** Moneys provided by Federal, State or other governments, used for the purchase or construction of fixed assets.
6. **Capital Lease:** Fixed Assets acquired by a capital lease should be capitalized and depreciated. This type of lease is one which meets one of the following criteria:
 - A. The lease agreement transfers ownership of the property by the end of the lease term.
 - B. The lease agreement allows the City an option to purchase the property during or at the end of the lease term, at a price that is considerably below the market value of the property at the time of the option.
 - C. The term of the agreement is at least 75% of the estimated useful life of the property.
 - D. The total payments under the agreement, less interest costs and charges for insurance and maintenance, equal or exceed 90% of the market value of the property at the date of the agreement.
7. **Eminent Domain:** This term refers to the legal ability to acquire private property for public purposes when such property cannot be acquired from owners in voluntary transactions.
8. **Foreclosure** and governmental court action against citizens' private property.

Valuation of Fixed Assets

Depending on specific circumstances, recorded values should be determined using the following methods:

1. **Historical Cost:** Historical cost includes the purchase, construction, and other necessary costs incurred to place the asset in its intended location and use. Most fixed assets are acquired in this fashion and are therefore recorded based on this method.

2. **Estimated Historical Cost:** When the documented original cost of acquired or constructed assets is not available, and when it may be impossible or impractical to reconstruct the original cost of the asset, estimated historical costs should be used as an alternative.

A. Land – If historical records are not available, do not put much effort into costing land acquired over twenty years ago. Newer property values should be estimated as closely as possible. County Assessor values will be used if no better historical information is available.

B. Buildings, Improvements & Equipment – review building fund records for expenditures associated with major construction projects.

If complete records based on actual expenditures are unavailable, start with insured values (replacement costs) and the best available information on the age of the structure.

3. **Market Value:** price at which a willing seller would sell to a willing buyer, neither being under any compulsion.

Controlled Assets

Controlled assets are those that fall below the \$2,000.00 capitalization level but are considered portable and have a theft prone nature. Departments should have these items tagged and inventoried. Below are examples of what should be considered Controlled Assets.

- ◆ Printers
- ◆ Fax Machines
- ◆ Digital Cameras
- ◆ Electronic Overhead Projection Equipment
- ◆ Personal Electronic Organizers
- ◆ Televisions
- ◆ VCRs & DVD Players & Recorders
- ◆ Other Audio & Video Equipment
- ◆ Appliances
- ◆ Radios
- ◆ Weapons
- ◆ Computers and accessories

The Clerk or City Administrator may also determine additional items that need to be tracked.

The list of Controlled Assets should be reviewed and updated annually to reflect new assets and to delete old ones.

Estimated Useful Life of Assets

The estimated useful life of an asset equals the estimated number of months or years that an asset will be able to be used for the purpose for which it was purchased. Fixed assets should be depreciated over their estimated useful lives based on the following table

Description	Estimated Useful Life
Land	No Depreciation
Land Improvements (parking lot, sidewalk, fencing etc.)	20 years
Land Improvements (park landscape, ball field, golf etc.)	30 years
Reservoir	50 years
Wells	100 years
Booster Pumps & Pump Station Pumps	20 years
Pump Station – Bldg	35 years
Water Lines including Plant & Services	50 years
Storm Water – Catch Basins	40 years
Storm Water – Hard Pipe	50 years
Sewer Lines including Plant and Services	50 years
Waste Water Plant	40 years
Street/Traffic Lights	10 years
Building Structures	30- 35 years
Temporary & Portable Buildings	25 years
Building Improvements (HVAC, roof)	20 years
Building Improvements (electrical, plumbing)	30 years
Appliances (washer, dryer, kitchen)	10 years
Engineering, Scientific Equipment	15 years
Firefighting Equipment	10 years
Police Special Equipment	10 years
Medical Equipment	5 years
Radio, Communications Equipment	10 years
Outdoor Equipment (playground, scoreboard, bleacher, flag poles)	15 years
Custodial Equipment	10 years
Grounds Equipment (mowers, tractors, trailers, snow equip.)	10 years
Tools & Machinery	10 years
Office Furniture (desks, tables & chairs)	5-7 years
Computers, Monitor & Printers	3-5 years
Software	3 years
Accounting Software System	10 years
Telephone Equipment	10 years
Office Equipment (calculators, typewriters, etc.)	5 years
Audio/Visual Machines	10 years
Cars & Light Trucks	5 years
Heavy Construction Equipment	8-10 years
Ladder Fire Trucks	25 years
Engine Fire Trucks	20 years
Infrastructure – Gravel Streets	20 years
Infrastructure – Paved Streets	25 years
Electric Lines	30 years
Generator Units	25 years
Electric Distribution Plant & Services	30 years
Meters – Electric & Water (including AMR)	20 years
Substations	50 years
Transformers	20 years
Reclosures & Regulators	20 years
Docks	10 years
Gym Equipment	15 years
Drug Dog	5 years

Fixed Asset Transfers

On occasion, the responsibility for a fixed asset will be transferred from one department to another. The transferring department must notify the Clerk's Office by submitting the "Asset Form" so the asset may be tracked properly. Transfer may be complete or partial. A partial transfer is used when only parts of the original recorded asset are actually transferred.

When an asset is traded between funds, the new asset is to be capitalized at the traded asset's net book value (original cost less accumulated depreciation).

Fixed Asset Disposal

Prior to disposal of a Fixed Asset, the Clerk's Office must be contacted to ensure the asset was not purchased with Federal or State grant funds. Assets purchased with these types of funds have special guidelines for disposal. Once the Clerk's Office has determined the funding source, a disposal list needs to be prepared for the City Council's approval. No Fixed Asset can be disposed of without prior consent of the City Council.

Items sold, traded, scrapped, or abandoned during the current fiscal year are classified as disposal. Disposal can be either full or partial. When an asset is disposed of, the Clerk's Office must be notified by the department responsible for the asset. Disposal methods include, but are not limited to abandon in place, destroyed, sold at auction, sold, stolen, lost, and traded in.

For assets abandoned, destroyed, sold at auction, sold or traded, the department head or authorized representative must notify the Clerk's Office by submitting the "Asset Form".

For assets lost or stolen, a copy of the police report should be submitted to the Clerk's Office by the department head or authorized representative with a signed "Asset Form".

Only the Clerk's Office will be allowed to delete an asset from the Fixed Asset central listing.

Depreciation

1. The financial statement or notes to the financial statements should disclose the following:
 - A. Depreciation expense for the period and accumulated depreciation by major classes of assets or in total for all assets.
 - B. The method used to calculate depreciation expense.
 - C. A listing of the estimated useful lives for the major classes of depreciable fixed assets.
2. Depreciation will be calculated using the straight-line method. Assets may be depreciated either individually or by group.
3. Individual items may consist of one asset or a series of components combined to form a single operational asset. For example, multiple purchases of a chassis, dump box, and snowplow could be combined to record one single asset. Such a combination assumes that all components have the same useful life.
4. Group depreciation uses the principle of applying an average rate of depreciation to a number of homogeneous assets characterized by similar properties and service lives. For example, all similar chairs could be placed under a single asset code and be depreciated as a group.
5. The useful life of an asset will be calculated by using the "Estimated Useful Life of Assets" table listed on page six. If a particular asset is not listed, an estimate of the useful life should be

done by either the department head or by the asset system manager and authorized by the Clerk's Office. Asset life will be based on the total useful life of the asset. Salvage value will be used only if an accurate amount can be predicted.

6. In the year of acquisition, a half year's depreciation will be charged regardless of when the asset was placed in service. When an asset is retired, regardless of the month, a half year's depreciation will be taken.

Tagging

1. Assets are tagged to ensure positive identification of assets owned by the City. Tagging provides a way to identify individual assets, facilitate the inventory process, control the location of all physical assets, assist in maintaining fixed assets, and provide a common ground of communication for both the Clerk's Office and the users of the assets.

2. Tags are issued by the Clerk's Office.

3. Equipment that meets the current capitalization criteria and is reasonably accessible should be tagged.

4. Controlled assets, which do not qualify for capitalization because their cost is under \$2,000.00, but for which the department head or Clerk's Office requests entry in the fixed asset system, will also be tagged when feasible.

5. Placement of tags is important. They must be placed consistently and be accessible and readable without interfering with the operation of the asset. In some instances, tags should be kept out of sight for appearance reasons.

6. When a tag needs to be replaced or an asset is found without a tag, a new tag must be assigned and the asset record corrected. The old number will be deleted and a new number will be assigned.

Physical Inventory

The objectives of a physical inventory are to prove that the fixed assets recorded in the system physically exist, to locate unrecorded or improperly recorded assets, and to identify unneeded, defective or obsolete assets.

Each department has the responsibility to complete an annual physical inventory of its fixed assets. The Clerk's Office will send a listing of assets to each department. The information should be reviewed and corrections made. Once the inventory has been completed, the listing shall be returned to the Clerk's Office with the department head's signature.

Budgeting

Budgeting is an essential element of the financial planning, control, and evaluation processes of the City. To ensure the completeness and accuracy of the City's Fixed Asset system, it is important to budget and account for capital outlay expenditures throughout the City consistently and accurately. The revenue and expense for any capital item that is purchased through capital lease or loan should be budgeted at the full cost in the year it is purchased.

ORDINANCE NO. 563

AN ORDINANCE OF THE CITY OF BONNERS FERRY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO ADOPTING AN OFFICIAL ZONING MAP; PROVIDING SEVERABILITY; PROVIDING THAT THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the City has caused lands within its jurisdiction to be zoned into districts under current Title 11, and sets forth the requirement that the lands be illustrated on an official zoning map (Title 11, Chapter 2, §2); and,

WHEREAS, the Planning and Zoning Commission held a duly noticed public hearing in accordance with the Local Land Use Planning Act, Title 67, Chapter 65, Idaho Code and recommended approval of such ordinance and map on March 23, 2017 to the City Council.

NOW THEREFORE, Be it ordained by the Mayor and the Council of the City of Bonners Ferry, Idaho, as follows:

Section 1: That Bonners Ferry City hereby adopts the Official Zoning Map as referenced herein and upon adoption does authorize the Mayor and Clerk to sign such map upon official publication in the local paper.

Section 2: PROVISIONS SEVERABLE: The provisions of this Ordinance are hereby declared to be severable and if any provision of this Ordinance or application of such provision to any person or circumstance is declared invalid for any reason, such declaration shall not affect the validity of remaining portions of this Ordinance.

Section 4: EFFECTIVE DATE: This ordinance shall be effective upon its passage and publication in the manner provided by law.

APPROVED by the Mayor and City Council of the City of Bonners Ferry this _____ day of _____, 2017.

CITY OF BONNERS FERRY, IDAHO

BY: _____
Mayor

Attest:

Clerk, City of Bonners Ferry

ORDINANCE NO. 564

AN ORDINANCE OF THE CITY OF BONNERS FERRY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR REVISIONS TO BONNERS FERRY CITY CODE TITLE ELEVEN, CHAPTER ONE, CHAPTER THREE, CHAPTER NINE, CHAPTER TWELVE, APPENDIX A DEFINITIONS AND APPENDIX B TABLE OF USES. PROVIDING FOR AMENDMENTS TO CHAPTER 1, SECTION 3 APPENDIX A PROVIDE FOR A DEFINITION OF A ZONING PERMIT; PROVIDING FOR MODIFICATIONS TO CHAPTER THREE TO ADDRESS STANDARDS FOR NON-CONFORMING STRUCTURES AND NON-CONFORMING STRUCTURES AND USES IN COMBINATION; PROVIDING FOR MODIFICATIONS TO CHAPTER NINE WHICH MOVES LANGUAGE RELATED TO USES TO CHAPTER TWELVE AND ADOPTING NEW NUMBERING FOR REMAINING LANGUAGE; PROVIDING FOR A NEW CHAPTER TWELVE 'STANDARDS OF SPECIFIC USES' TO ADDRESS NEW STANDARDS FOR IN-HOME FAMILY DAY CARES; PROVIDING FOR MODIFICATIONS TO APPENDIX B 'TABLE OF USES' TO AMEND AND COMMERCIAL USE TABLES BY PROVIDING ALLOWANCES OF IN-HOME FAMILY DAYCARES; PROVIDING THAT THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the Idaho Local Land Use Planning Act, Title 67, Chapter 65, and the Idaho Municipal Corporations title 50, Chapter 3 and 9 provide authority for the City of Bonners Ferry to adopt ordinances establishing land use standards, procedures and uses; and

WHEREAS, the Planning and Zoning Commission conducted a duly noticed public hearing on January 19, 2017 on the proposed ordinance in accordance with the Local Land Use Planning Act, Title 67, Chapter 65 on January 19, 2017 of AM05-16 to the City Council; and,

WHEREAS, the City Council desires to establish a chapter devoted chapters to design standards for specific uses; and

WHEREAS, the City Council wishes to set forth standards for In-Home Family Daycares within the city; and

WHEREAS, the City Council recognizes non-conforming structures were limited within the existing text for the allowed continuations, and

WHEREAS, the Mayor and City Council have determined that the proposed amendments to Title Eleven, Bonners Ferry City Code are in accord with the adopted comprehensive plan;

NOW THEREFORE, be it ordained by the Mayor and the Council of the City of Bonners Ferry, Idaho, as follows:

Section 1: That Bonners Ferry City Code Title 11, is hereby amended to read as follows:

New Text is shown with an underline.

Text that is removed is shown with a ~~strikethrough~~.

Text with no change is shown, as is.

TABLE OF CONTENTS FOR TITLE 11 CHANGES

1. Part A, Amendment to Title 11, Chapter 1 Definitions
2. Part B, Amendments to Title 11, Chapter 3 Non Conforming Structures and Uses
3. Part C, Amendments to Title 11, Chapter 9, Supplementary Regulations
4. Part D, Amendments to Title 11, Chapter 12 (NEW Chapter), Design Standards for Specific uses;
5. Part E, Amendment to Title 11, Appendix B, Commercial Use table

Part A:

Bonners Ferry City Code Title 11, Chapter 1, Section 3, Appendix A “Definitions,” is hereby amended to strike in its entirety the definition of “Home Occupation,” and to amend the definition of “Home-based Business,” to read as follows:

CHILDCARE FACILITY: Any facility where children regularly receive care and supervision, usually unaccompanied by the children's parents, guardians or custodians, and regardless of whether the facility does or does not provide any instruction. This use excludes the case of: a) the operator's children or legal wards or children related by blood or marriage, b) occasional personal guests, and c) children aged twelve (12) and over. Any home, place, or facility providing overnight custodial services for lodging or boarding for the occupants therein shall not be considered a "childcare facility".

There are three (3) types of childcare facilities:

- A. In-Home Family daycares: A childcare facility for six (6) or fewer children.
- B. Group daycare facility: A childcare facility for seven (7) to twelve (12) children.
- C. Daycare center: A childcare facility for thirteen (13) or more children

ZONING PERMIT: A permit that requires approval by the Administrator, including but not limited to, building permits, Administrative Reviews and Site Plans, as applicable.

Part B: Bonners Ferry City Code, Title 11, Chapter 3 Nonconforming Uses and Structures is hereby amended as follows:

11-3- 3: NONCONFORMING STRUCTURES:

Where a lawful structure exists at the effective date of adoption or amendment of this title that could not be built under the terms of this title by reason of restrictions on area, lot coverage, height, yards, its location on the lot, or other requirements concerning the structure, such structure may be continued so long as it remains otherwise lawful, subject to the following provisions:

A. No such nonconforming structure may be enlarged or altered in any way which increases its nonconformity. Any structure or portion thereof may be altered to decrease its nonconformity.

B. A nonconforming structure or nonconforming portion of a structure destroyed by any means may be reconstructed so long as the reconstruction does not increase its nonconformity and reconstruction occurs within 1-year of its destruction.

C. Should such structure be moved for any reason for any distance whatever, it shall thereafter conform to the regulations for the district or zone in which it is located after it is moved.

D. No nonconforming portion of a structure may be enlarged or altered in any way which increases its bulk (such as lot area, open space, yards, lot coverage, height, impervious surface ratios and floor area ratios).

11-3-4: NONCONFORMING STRUCTURES AND USES IN COMBINATION:

If a lawful use of a structure or of structures and premises in combination exists at the effective date of adoption or amendment hereof that would not be allowed in the district under the terms of this title, the lawful use may be continued subject to the following conditions:

A. No existing structure devoted to a use not permitted in the district in which it is located shall be enlarged, extended, constructed, reconstructed or structurally altered except in changing the use of the structure to a use permitted in the district in which it is located, nor shall the intensity of such use be increased or extended, except that the city council, by a special permit in the case of an affirmative showing of undue hardship, may grant an extension or enlargement of a nonconforming use not exceeding twenty five percent (25%) of the ground area of the building.

B. Any nonconforming use may be extended throughout any parts of a building that were obviously arranged or designed for such use at the time of adoption or amendment hereof, but no such use shall be extended to occupy any land outside such building.

C. When a nonconforming use of a structure or a structure and premises in combination is discontinued or abandoned for a period of one year the structure or structure and premises in combination shall conform to the regulations specified by this title for the district in which such structure and land is located. See section 11-3-6 of this chapter for the procedure to continue the use of a nonconforming structure or combination of structure and premises.

D. Any nonconforming building or structure damaged more than sixty percent (60%) of its then fair market value, exclusive of the foundations, at the time of damage by fire, flood, explosion, war, riot or act of God, shall not be restored or reconstructed and used as before such happening, but if less than sixty percent (60%) is damaged above the foundation, it may be restored,

reconstructed or used as before, provided, that it may be done within six (6) months of such happening and be built of like or similar or better materials. This time may be extended upon application of the owner to the city for extenuating circumstances. (Ord. 504, 1-8-2008)

Part C: Bonners Ferry City Code, Title 11, Chapter 9 Supplemental Regulations is hereby amended as follows:

11-9-1: REGULATIONS:

The regulations hereinafter set forth in this chapter qualify or supplement, as the case may be, the district use and area regulations appearing elsewhere in this act:

- A. Each part of a required yard shall be open to the sky, unobstructed by other buildings or structures.
- B. All single-family dwellings converted to multiple-family dwellings must conform to the following latest edition of the building code.
- C. No existing single-family dwelling may be so converted if it contains less than one thousand (1,000) square feet of livable floor area per individual household. (Ord. 504, 1-8-2008)

11-9-2: STRUCTURES PERMITTED ABOVE HEIGHT LIMITATIONS:

The building height limitations of this act shall be modified as follows:

- A. Chimneys, cooling towers, elevator bulkheads, fire towers, monuments, bell towers, penthouses, stacks, stage towers or scenery lofts, tanks, water towers, ornamental towers and spires, radio or television towers or necessary mechanical appurtenances may be erected to a height above that allowed in the district in which they are located, if approved by the council.
- B. Public, semipublic or public service buildings, hospitals, sanitariums, schools or churches when permitted in a district may be erected to a height exceeding the height allowed in the district where they are located if approved by the council. (Ord. 504, 1-8-2008)

~~**11-9-3: BULK STORAGE OF FLAMMABLE LIQUIDS AND GASES OR CORROSIVE MATERIALS, ABOVEGROUND AND FOR RESALE:**~~

- ~~A. Will be located at least three hundred feet (300') from a residence, motel, or hotel, except for an owner's residence.~~
- ~~B. Will be erected with the written approval of the fire authority having jurisdiction.~~
- ~~C. Will have suitable loading and unloading spaces and off street parking facilities meeting the approval of the fire authority. (Ord. 504, 1-8-2008)~~

~~**11-9-4: HOME OCCUPATIONS:**~~

- ~~A. Only members of the family residing on the premises shall be engaged in such occupation.~~
- ~~B. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants and not more than twenty percent (20%) of the floor area of the dwelling unit shall be used in the conducting of the home occupation.~~

~~C. There shall be no change in the outside appearance of the building or premises showing visible evidence of the conduct of such home occupation.~~

~~D. No significant traffic shall be generated by such home occupation. "Significant traffic" shall be defined as more than twenty (20) vehicle trips per day.~~

~~E. No equipment or process shall be used in such home occupation, which creates noise, vibration, glare, fumes, odors or electrical interference. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises. (Ord. 504, 1-8-2008)~~

~~11-9-5: WRECKING YARD, IMPOUND YARD AND JUNKYARD:~~

~~A. A sight-obscuring enclosure meeting the terms of this title shall be constructed parallel to and ten feet (10') back of the right-of-way line of any public street or highway for any auto-wrecking yard and salvage yard.~~

~~B. Materials used and details of construction must be approved by the administrator. The decision of the administrator shall be guided by the need to preserve and protect the scenic and aesthetic values of the surrounding area, and to protect property value.~~

~~C. Will not store automobiles or junk in a manner that exceeds the height of fence.~~

~~D. Will have such landscaping that is appropriate with the surrounding area. (Ord. 504, 1-8-2008)~~

~~11-9-3: MANUFACTURED/MOBILE HOME SITING STANDARDS:~~

~~In all areas within the corporate limits wherein this code permits the location, occupation and use of single-family dwellings, manufactured and mobile homes meeting or exceeding the following specifications will be a permitted and authorized use subject to the following restrictions on the placement of said homes:~~

~~A. Manufactured homes shall be multi-sectional enclosing a space of not less than one thousand (1,000) square feet and when assembled on site, they shall not be less than twenty feet (20') both in length and width. They shall also either have been certified as having been constructed in accordance with the standards for certification of manufactured/mobile homes by the U.S. department of housing and urban development and manufactured/mobile home construction and safety standards, or if manufactured prior to June 15, 1976, have received a certificate of compliance from the administrator of the division of building safety of the state of Idaho that the structure meets the rehabilitation requirements of Idaho Code title 44, chapter 25.~~

~~B. Manufactured housing shall be installed in accordance with Idaho Code title 44, chapter 22, "Manufactured Housing Setup Code".~~

~~C. The manufactured home shall have a pitched attached roof with a slope of not less than three feet (3') in height for each twelve feet (12') in width.~~

~~D. The manufactured home shall have exterior siding and roofing material commonly used on residential dwellings and which is comparable to the predominant material used on the buildings in~~

the area. The city officer charged with the approval of building will determine compliance with this provision.

E. The provisions of this chapter shall not permit manufactured homes or the lot upon which they are sited to follow any development standard, architectural requirements, and/or minimum size requirements, which are lower or less than that which is or would be applicable to a conventional single-family residential dwelling constructed on the same lot.

F. This chapter shall not apply to the regulation of manufactured/mobile homes situated or to be situated in manufactured/mobile home parks which the city has approved as a manufactured/mobile home park nor shall this apply to lands falling within an area defined as a historic district under Idaho Code 67-4607 nor shall this chapter be applied to modify or abrogate any recorded restrictive covenant applicable to any land within the jurisdiction of the city. (Ord. 504, 1-8-2008)

11-9-4: REMOVAL OF TRAFFIC HAZARDS:

It shall be the responsibility of the owner of real property to remove from his property any hedge, shrubbery, fence, wall or other sight obstructions of any nature, except public traffic or highway signs, buildings and trees, where these sight obstructions constitute a potential traffic hazard. Sight obstructions shall be the "sight triangle" as defined in Idaho Code.

When the city engineer or his designee determines upon the basis of an engineering and traffic investigation that such a traffic hazard exists, the city engineer or his designee shall notify the owner and order that the hazard be removed within fifteen (15) days. (Ord. 504, 1-8-2008)

Part D:

Bonnors Ferry City Code Title 11, Chapter 12, is hereby added as follows:

CHAPTER 12: DESIGN STANDARDS FOR SPECIFIC USES

11-12-1: PURPOSE

The purpose of this chapter is to establish basic development standards consistent with the goals and policies of the comprehensive plan and to set specific conditions for various uses or areas within the City. The regulations set forth are adopted to serve, protect and promote the public health, safety and welfare and to preserve and enhance the aesthetic qualities of the city, while allowing for the orderly and efficient development of property in accordance with all state and federal regulations. All design standards require the Use is first provided for and allowed under Title 11, Appendix B, Table of uses.

11-12- 2: BULK STORAGE OF FLAMMABLE LIQUIDS AND GASES OR CORROSIVE MATERIALS, ABOVEGROUND AND FOR RESALE:

- A. Will be located at least three hundred feet (300') from a residence, motel, or hotel, except for an owner's residence.
- B. Will be erected with the written approval of the fire authority having jurisdiction.
- C. Will have suitable loading and unloading spaces and off street parking facilities meeting the approval of the fire authority. (Ord. 504, 1-8-2008)

D. A City business license is required prior to the use commencing on the property.

11-12-3: HOME OCCUPATIONS:

A. Only members of the family residing on the premises shall be engaged in such occupation.

B. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants and not more than twenty percent (20%) of the floor area of the dwelling unit shall be used in the conducting of the home occupation.

C. There shall be no change in the outside appearance of the building or premises showing visible evidence of the conduct of such home occupation.

D. No significant traffic shall be generated by such home occupation. "Significant traffic" shall be defined as more than twenty (20) vehicle trips per day.

E. No equipment or process shall be used in such home occupation, which creates noise, vibration, glare, fumes, odors or electrical interference. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises. (Ord. 504, 1-8-2008)

11-12-4 IN-HOME FAMILY DAYCARE

A. Shall not exceed 6 children as defined within Appendix A of this Title;

B. Applications for In-Home Family Daycare listed as "P" (permitted uses) within Appendix B of this Title shall be processed by the Administrator, who shall review the application for compliance with this Title and may apply conditions of approval to assure the In-Home Family Daycare does not adversely affect the neighborhood. The administrator shall provide the applicant with a written decision. The final decision may be appealed pursuant to this title.

An application for the permitted ("P") In-Home Daycare shall be submitted to the city, which shall, at a minimum, include the following:

1. A City application form filled out and signed by both the applicant and the landowner;
2. A plan of the site, drawn to scale, showing location of all existing and proposed buildings, parking and loading areas, traffic access and circulation, undisturbed areas, open spaces, landscaping, refuse and service areas, utilities, signs, yard and any fencing or other features peculiar to the operations of the use at the site.
3. A parking plan that addresses adequate off-street parking that is designed consistent with Chapter 13 of this title.
4. A fee, as set forth by resolution.

- C. Prior to commencement of the use the city shall receive an inspection report from the applicant indicating the City Fire Department, has reviewed the site against the applicable International Fire Code and state fire marshal standards for daycares. Written proof of the satisfactory completion of this condition shall be provided by the applicant to the city.

11-12-5: WRECKING YARD, IMPOUND YARD AND JUNKYARD:

- A. A sight obscuring enclosure meeting the terms of this title shall be constructed parallel to and ten feet (10') back of the right of way line of any public street or highway for any auto wrecking yard and salvage yard.
- B. Materials used and details of construction must be approved by the administrator. The decision of the administrator shall be guided by the need to preserve and protect the scenic and aesthetic values of the surrounding area, and to protect property value.
- C. Will not store automobiles or junk in a manner that exceeds the height of fence.
- D. Will have such landscaping that is appropriate with the surrounding area. (Ord. 504, 1-8-2008)

Part E:

Bonnors Ferry City Code Title 11, Appendix B, "Table of Uses" is hereby amended to strike the Home Occupation Use and Home Based Business and add Tier 1 and Tier 2 Home-based business to the use table; to strike childcare family daycares and provide for Childcare, In-home family daycares and to provide standards applicable to Title 11, Chapter 12 in the opening paragraph as follows:

TABLE OF USES

OFFICIAL SCHEDULE OF DISTRICT REGULATIONS

(P= Permitted uses; S= Special Uses; [Blank] = Not Allowed, *= Zoning Permit required)

Any use as proposed in the table below shall also be required to follow any supplementary and standards regulations as provided for within this title and specifically where provided for at chapter 9 or Chapter 12 of this title.

Those uses not specifically provided for are therefore prohibited, unless in conformance with this title.

<u>Commercial Use Table</u>	<u>Zoning Districts</u>						
	<u>AA</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>I</u>	<u>M</u>	<u>D</u>
Childcare family daycare (6 or fewer)	<u>S</u>	<u>S</u>	<u>S</u>	<u>P</u>	-	<u>S</u>	<u>S</u>
Childcare, In-Home Family Daycare, (6 or fewer)	<u>P*</u>	<u>P*</u>	<u>P*</u>	<u>P*</u>	<u>P*</u>	<u>P*</u>	<u>P*</u>

Section 3: SAVING CLAUSE. All ordinances repealed by this ordinance, shall be remain in force to authorize the enforcement, arrest, prosecution, conviction or punishment of a person who violates said ordinances prior to the effective date of this Ordinance.

Section 4: PROVISIONS SEVERABLE: The provisions of this Ordinance are hereby declared to be severable and if any provision of this Ordinance or application of such provision to any person or circumstance is declared invalid for any reason, such declaration shall not affect the validity of remaining portions of this Ordinance.

Section 5: EFFECTIVE DATE: This ordinance shall be effective upon its passage and publication in the manner provided by law.

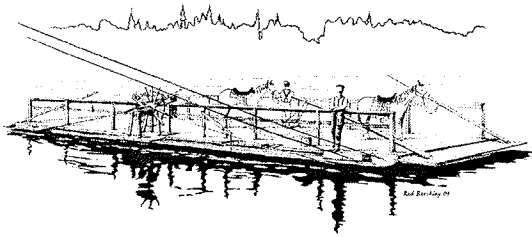
APPROVED by the Mayor and City Council of the City of Bonners Ferry this _____ day of _____, 2017.

CITY OF BONNERS FERRY, IDAHO

BY: _____
Mayor

Attest:

Clerk, City of Bonners Ferry



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

Date: April 14, 2017
To: Mayor Sims and City Council
From: Mike Klaus, City Administrator/Engineer
Subject: Equipment for Dam Survey

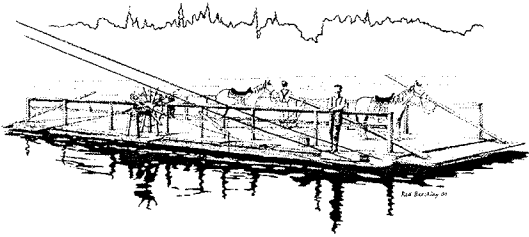
The Federal Energy Regulatory Commission (FERC) requires that we monitor vertical and horizontal movement of the Dam. As I mentioned at the last Council meeting, the survey monument moved at the dam sometime during 2016 and early 2017. Movement of that monument requires re-establishment of the measuring system.

I propose to create a new system of measurement along the top of the dam that would require survey equipment. With this memo, I am requesting to spend up to \$5,000 to purchase equipment to measure movement of the dam.

Please contact me with any questions, or if you would like to visit the dam to see what we are trying to accomplish with the new equipment.

Thank you,

Mike



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

Date: April 14, 2017
To: Mayor Sims and City Council
From: Mike Klaus, City Administrator/Engineer
Subject: Contract with Retriever Services

Attached is a revised contract with Retriever Services that is very similar to the previous contract with respect to amounts paid for services. The changes to the contract are shown in Appendix A, which include training City employees to complete meter reading. Training City employees will be paid at the hourly rate shown in the contract.

I recommend approval of the attached contract with Appendix A.

Thank you,

Mike

INDEPENDENT CONTRACTOR AGREEMENT

AGREEMENT made between City of Bonners Ferry, a political subdivision of the state of Idaho, herein "ENTITY" and Retriever Services, Inc., 289 Aspen Drive, Bonners Ferry, ID 83805, 208-267-7273 herein "CONTRACTOR",

THE PARTIES AGREE AS FOLLOWS:

1. **CONTRACT:** ENTITY hereby employs CONTRACTOR as an independent contractor to complete and perform the following project and work:

Read all of the City of Bonners Ferry's electric and water meters on a monthly basis.

CONTRACTOR agrees to provide all materials and services for the project in accordance with the attached written specifications.

As specified in the attached Request for Proposal dated 19 February 2008, the bid proposal dated 29 February 2008, and in the attached Appendix A – Additional Scope of Work

2. **TIME OF PERFORMANCE AND TERMINATION:** Parties agree that:

CONTRACTOR shall commence work on the project by _____ and complete the project by _____.

CONTRACTOR will commence work on the project on May 8, 2017 and continue until this Agreement is terminated on August 31, 2017 days written notice by either party.

CONTRACTOR will work at various times as directed by the City from _____ and continue until this Agreement is terminated with thirty (30) days written notice by either party.

3. **COMPENSATION:** ENTITY agrees to pay CONTRACTOR as compensation:

The sum of \$ 0.90, per meter

The sum of \$ 26.27, per hour.

The sum of the published IRS rate, per mile.

Total not to exceed \$ _____. See attached quote.

4. **INDEPENDENT CONTRACTOR:** The parties agree that CONTRACTOR is the independent contractor of ENTITY and in no way an employee or agent of ENTITY and is not entitled to workers compensation or any benefit of employment with the ENTITY. ENTITY shall have no control over the performance of this Agreement by CONTRACTOR or its employees, except to specify the time and place of performance, and the results to be achieved. ENTITY shall have no responsibility for security or protection of CONTRACTOR'S supplies or equipment. CONTRACTOR agrees to pay and be responsible for all taxes due from the compensation received under this contract.

5. **WARRANTY:** CONTRACTOR warrants that all materials and goods supplied under this Agreement shall be of good merchantable quality and that all services will be performed in a good workmanlike manner. CONTRACTOR acknowledges that it will be liable for any breach of this warranty.

6. **INDEMNIFICATION:** CONTRACTOR agrees to indemnify, defend, and hold harmless ENTITY, and its officers, agents and employees, from and against any and all claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in connection with the acts and/or any performances or activities of CONTRACTOR, CONTRACTOR'S agents, employees, or representative under this agreement.

7. **INSURANCE:** CONTRACTOR agrees to obtain and keep in force during its acts under this agreement a comprehensive general liability insurance policy in the minimum amount of \$1,000,000 which shall name and protect CONTRACTOR, all CONTRACTOR'S employees, ENTITY and its officers, agents and employees, from and against any and all claims, losses, actions, and judgments for damages or injury to persons or property arising out of or in connection with the CONTRACTOR'S acts. CONTRACTOR shall provide proof of liability coverage as set forth above to ENTITY prior to commencing its performance as herein provided, and require insurer to notify ENTITY ten (10) days prior to cancellation of said policy.

8. **WORKER'S COMPENSATION:** CONTRACTOR shall maintain in full force and effect worker's compensation for CONTRACTOR and any agents, employees, and staff that the CONTRACTOR may employ, and provide proof to ENTITY of such coverage or that such worker's compensation insurance is not required under the circumstances.

9. **COMPLIANCE WITH LAWS:** CONTRACTOR agrees to comply with all federal, state, city, and local laws, rules and regulations.

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

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

DATED this _____ day of _____, 20 _____.

ENTITY:

(Governmental Entity)

CONTRACTOR:
By _____
(Name)

By _____
Its _____

Its _____
(Title or Office)

ATTEST:

Clerk of _____
(County, City or other Governmental Entity)

WITNESS:

(Signature of Witness or Notary Public)

Form and content approved by _____ as attorney for _____
(Governmental Entity).

Appendix A – Additional Scope of Work

In addition to the services outlined in the referenced contract documents, the Contractor shall also provide the following services as part of the Contract:

1. Staff Training: Contractor to instruct and train City staff on the following:
 - a. How the meter reading equipment works.
 - b. How to download data from the handhelds to the MVRS system
 - c. Coordinating with billing staff to ensure accurate reading and re-reads, when needed.
 - d. Where each route is and the most efficient way to collect data on those routes.
 - e. When each route is to be scheduled to read.

Additional Items:

1. City employee training will be paid separately from route work, open, close, exceptions at the specified hourly rate.
2. The City of Bonners Ferry will be responsible for scheduling of employee training.
3. Retriever Services to be relieved of its requirement to provide a trained back-up person as training of City employees progress, as specified in the request for proposal dated 19 February 2008.
- ~~4. Retriever Services will not be held liable for actions of City employees in training..~~

CHAPTER 2

TRAFFIC SAFETY COMMITTEE

SECTION:

- 2-2-1: Created
- 2-2-2: Membership; Term
- 2-2-3: Ex Officio Members
- 2-2-4: Officers
- 2-2-5: Meetings
- 2-2-6: Expenditures
- 2-2-7: Duties

2-2-1: **CREATED:** There is hereby created, in accordance with section 50-210, Idaho Code, a special advisory committee to be known as the traffic safety committee, with the powers and duties as hereinafter set forth. (1959 Code § 2-3-1; amd. 2003 Code)

2-2-2: **MEMBERSHIP; TERM:**

- A. Appointment: The traffic safety committee shall consist of five (5) members appointed by the mayor with the consent of the council.
- B. Term: Members shall serve terms of two (2) years; provided, however, that, of the first five (5) members thus appointed, three (3) shall serve a term of one year, which positions shall, in the following year, be appointed for two (2) year terms, the intent being that approximately one-half ($\frac{1}{2}$) of the committee shall be appointed each year. Members may be reappointed for successive terms. The membership shall represent a cross section of the traveling public. (1959 Code § 2-3-2; amd. 2003 Code)
- C. Vacancies: Vacancies shall be filled by appointment of the mayor with the consent of the council. (1959 Code § 2-3-7)

2-2-3: **EX OFFICIO MEMBERS:** The following persons shall serve as ex officio members of the traffic safety committee, with the right to advise the committee but without a vote on the committee: one member of the city council, the director of water department of the city or his designee, the city engineer or surveyor, one member of the planning and zoning commission, the police chief or his designee, the fire chief or his designee, and the state traffic engineer or his designee. (1959 Code § 2-3-3; amd. 2003 Code)

2-2-4: **OFFICERS:** The officers shall consist of the chairman, vice chairman and secretary. The chairman and vice chairman shall be elected at the first meeting of the year for a term of one year. The secretary shall be appointed by the city clerk or his/her designee. (1959 Code § 2-3-6; amd. 2003 Code)

2-2-5: **MEETINGS:**

A. Regular Meetings: The meetings of the traffic safety committee shall be held not less than four (4) times a year, or more often as the membership decides.

B. Special Meetings: The chairman or two (2) members of the committee may call a special meeting as the need arises. (1959 Code § 2-3-5; amd. 2003 Code)

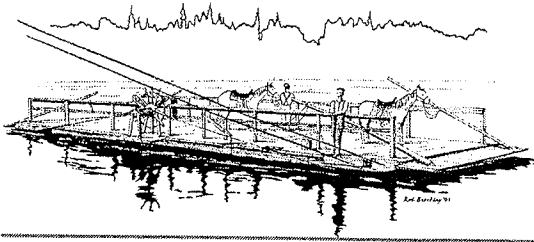
C. Quorum: The business of the traffic safety committee may be conducted when a quorum is present. A "quorum" is defined as a majority of the voting membership. (1959 Code § 2-3-6; amd. 2003 Code)

2-2-6: **EXPENDITURES:** The members of the committee shall make no expenditure or incur any indebtedness except as may be authorized and appropriated by the city council. (1959 Code § 2-3-8)

2-2-7: **DUTIES:** The duties of the traffic safety committee shall be as follows:

A. To review the impact of commercial and industrial developments on the city's transportation system.

- B. To review major subdivisions' traffic generation characteristics and the possible impact on the street system.
- C. To review major construction projects in the preliminary design phase.
- D. To review the design and timing of new signal installations.
- E. To review the long term and short term capital improvements budgets (traffic division) of the city each year.
- F. To review all aspects of pedestrian and bicycle safety and appurtenant projects.
- G. To review any other items which come to the attention of the staff or the committee which relate to traffic and public safety.
- H. To recommend to the staff and the city council any and all changes or improvements which could or should be effected to improve traffic and public safety for the citizens of the city. (1959 Code § 2-3-4; amd. 2003 Code)



CITY OF BONNERS FERRY

7232 Main Street
P.O. Box 149
Bonners Ferry, Idaho 83805
Phone: 208-267-3105 Fax: 208-267-4375

MAYORAL PROCLAMATION

WHEREAS, midwives have offered quality care in Bonners Ferry throughout our history, and

WHEREAS, midwives are recognized as a valuable asset to our community as they provide care for many women and children through the birthing process, and

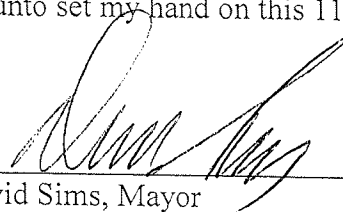
WHEREAS, midwives provide education to women and their families about the importance of prenatal care and the promotion of a natural nurturing environment and increasing parental confidence, and

WHEREAS, midwives offer safe, respectful, family centered low cost care to women in Bonners Ferry,

NOW THEREFORE, I, David Sims, Mayor of Bonners Ferry, State of Idaho, do hereby proclaim May 5, 2017 to be

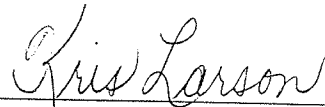
Midwives Day in Bonners Ferry

IN WITNESS WHEREOF, I have hereunto set my hand on this 11th day of April, 2017.



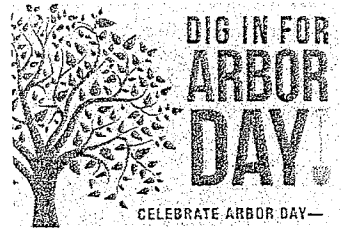
David Sims, Mayor

Attest:



Kris Larson, City Clerk

2017 Arbor Day Proclamation



- Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and
- Whereas, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and
- Whereas, Arbor Day is now observed throughout the nation and the world, and
- Whereas, trees can reduce the erosion of our precious topsoil by wind and water, lower our heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and
- Whereas, trees are a renewable resource giving up paper, wood for our homes, fuel for our fires and countless other wood products, and
- Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and
- Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, I David Sims

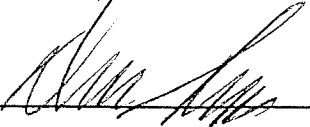
Mayor of the City of City of Bonners Ferry do hereby proclaim

June 15, 2017 as Arbor Day in the City of Bonners Ferry

and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

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

Dated this 22nd day of March in the year 2017

Mayor 

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: Michael Brazell

Address: 7391 Comanche Ct

City: Bonners Ferry State: ID Zip Code: 83805

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

Home Number: (208) 597-7894 Work Number: (208) 217-0256

Date of Incident: 2/9/2017 Time: _____ A.M. or P.M.

Location of Occurrence: Jefferson St (6487) + Back of 6480 Washington St

Injuries that Resulted: demolished 4 trash cans & a trash can enclosure,

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

saw plow drive down Jefferson Street and smashed garbage cans on both sides, demolished a trash can enclosure, and smashed up several trees (apple & cherry)

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 The City of Bonners Ferry
(a public entity)

for damages described above in the amount of \$150
(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: [Handwritten Signature]

Date: 3/30/2017

RECEIVED
MAR 31 2017

11-2-17
mailed to ICRM
RL

Cleanup Week in the City of Bonners Ferry

April 17 through April 24, 2017

The City Street Department will pick up yard waste from the front curb side of residences and businesses during the week of April 17 through April 24, 2017. Bundled branches and limbs, bagged grass, and bagged leaves will be picked up at no charge through the morning of the last day of the cleanup week.

If you have any questions or if you have a special need, please call the Street Department at 267-4383 and leave a message.

Thanks for your help!

City Street Department

5-1-17 Conference
in CDA

Mike Klaus
KL
David



Association of Idaho Cities

3100 South Vista, Suite 201, Boise, Idaho 83705

Telephone (208) 344-8594

Fax (208) 344-8677

www.idahocities.org

AIC Spring Academy for City Officials

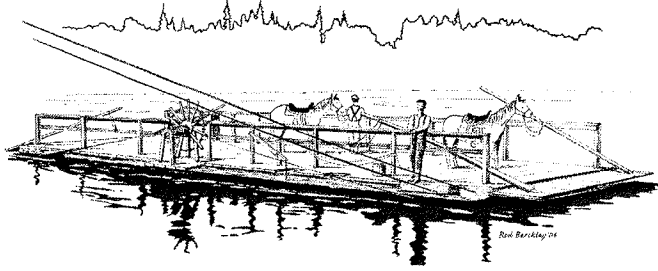
Tentative Agenda

MORNING SESSION

- 9:00 am **Welcome and Introductions**
- 9:10 am **Review of AIC 2017 Legislative Session Outcomes:** A brief review of the 2017 Legislative Session, including H0130 (city treasurer responsibilities), H0207 (foregone property taxes), H0216 (regulation of short term vacation rentals), H0235 (property tax exemption for capital investments), S1074 (local government purchasing), S1113 (changes to the Justice Reinvestment Act), and S1141 (emergency transportation funding).
- 10:30 am **Break**
- 10:40 am **Introduction to Municipal Budgeting:** A brief overview of the basics of city budgeting, including a review of the city budgeting process, important dates, and the basic elements of a city budget.
- 11:00 am **Property Tax Budgeting Process:** An overview of the property tax administration process, the impact of property tax exemptions on city budgets, city property tax levy authority, the elements of the property tax budget, and the process in which the property tax portion of a city budget is developed.
- 11:30 am **Budgeting Non-Property Tax Revenues:** An overview of non-property tax revenue sources, including state shared revenues and city fees for services, the differences between general government revenues and dedicated revenues, the difference between user fees and taxes, and the process through which the non-property tax portion of a city budget is developed.

AFTERNOON SESSION

- 12:00 pm **Lunch**
- 12:30 pm **User Fees and Utility Rate Setting:** An overview of best practices in establishing user fees and utility rates for municipal services.
- 1:15 pm **Financial Reporting and Transparency:** An overview of the various financial reporting requirements cities must comply with and the penalties for non-compliance.
- 1:45 pm **Break**
- 2:00 pm **Local Government Bidding and Procurement:** An overview of Idaho's local government bidding and procurement laws, including purchasing that is exempt from competitive bidding, purchasing professional services and personal property, purchasing public works construction, and joint purchasing agreements.
- 3:00 pm **Adjourn**



CITY OF BONNERS FERRY
7232 Main Street
P.O. Box 149
Bonners Ferry, ID 83805
Phone: (208) 267-3105 Fax: (208) 267-4375

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Bonners Ferry City Council, pursuant to Idaho Code Title 50, Chapter 13 will conduct a public hearing at City Hall, 7232 Main Street, on **Tuesday, May 2, 2017 at 6:00 p.m.** to consider vacating a portion of Coeur d'Alene Avenue (aka Hemlock) and undeveloped Willow Street, located within the plat of Jones First Addition, according to the plat thereof. The applicants, Ben and Shelia Harris are requesting the vacation of the portion of right-of-way, which is generally located at the end of Hemlock Street, within the City of Bonners Ferry.

Anyone wish to review the file is encouraged to contact the City or may stop by during regular business hours to view the file.

The deadline for submitting written comment and/or material is **5:00 p.m. Tuesday, April 27, 2017.** Written comment may be mailed to City of Bonners Ferry, P. O. Box 149, Bonners Ferry, ID 83805, or faxed to (208) 267-4375. Written comment of one page or less will be accepted at the hearing provided the person submitting the material reads it into the record.

Anyone requiring special accommodations to hear or see should contact the City Clerk at (208) 267-3105 at least two days prior to the meeting.

City of Bonners Ferry

ATTEST:	Kris Larson, City Clerk
PUBLISH:	April 13, 2017, April 20, 2017
Certified Mailed:	April 17, 2017