

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.

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 October 18, 2016 7:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

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

GUESTS

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 September 20, 2016 Council Meeting Minutes, September 23, 2016 Special Council Meeting Minutes and October 4, 2016 Council Meeting Minutes

OLD BUSINESS

5. Water/Sewer/Electric- Consider Adoption the Amendments to Billing Policy and Facility Extension Policy by Resolution No. 2016-10-2(attachment)

NEW BUSINESS

6. City- Deliberate and Decide Special Use Permit (SUP 06-16) Boundary Volunteer Ambulance Service (attachment)
7. City – Authorize Mayor to Sign Agreement with Second Chance Animal Adoption Agency (attachment)
8. City – LRHIP Discuss the Grant for Transportation Plan- (attachment)
9. City – Discuss STP Rural Federal Aid Grant for Riverside Street-(attachment)
10. Sewer- Authorize Mayor to Sign Application for the Sewer Bridge Grant
11. Sewer- Authorization to Complete Sewer Lagoon Fencing Project (attachment)
12. City - Discuss Highway Decorative and Pedestrian Lighting
13. Electric - Authorize the Purchase of Regulators (attachment)
14. City – Discuss the High- Five Grant
15. City – Discuss Giving City Employees Day Off - Day After Thanksgiving and Half-Day Dec 23, 2016

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

- 16. City- AIC Fall Workshop in Coeur d'Alene, November 28, 2016 (attachment)
- 17. Water/Sewer-DEQ Letter Regarding Wastewater Arsenic
- 18. City - Idaho Forest Group Tour of Mill and Moyie Hydro in November
- 19. City – Idaho Chapter of Prima-The Role of the Risk Management and Personnel Management

CITY OF BONNERS FERRY
RESOLUTION NO. 2016-10-2

A RESOLUTION OF THE CITY OF BONNERS FERRY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, ADOPTING AMENDMENTS TO THE BILLING AND FACILITY EXTENSION POLICIES AND PROVIDING AN EFFECTIVE DATE

WHEREAS the City Council of the City of Bonners Ferry desires to make amendments to its Utility Billing and Facility Extension Policies in order to continue to provide services to the citizens of Bonners Ferry in the most efficient and cost-effective manner possible, and to establish procedures for billing and utility services that shall be followed by staff,

WHEREAS the City Council and Mayor have reviewed the attached Billing and Facility Extension Policies and believe that the policies should be adopted and become effective immediately following their adoption and approval.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BONNERS FERRY AS FOLLOWS:

1. That the attached Billing Policy is hereby adopted and approved as policy of the City of Bonners Ferry, effective immediately.
2. That the attached Facility Extension Policy is hereby adopted and approved as policy of the City of Bonners Ferry, effective immediately.

ADOPTED AND APPROVED THIS 18th DAY OF OCTOBER, 2016.

David Sims, Mayor

ATTEST:

Kris Larson, City Clerk

POLICY IV.B BILLING AND COLLECTIONS

A. NEW ACCOUNTS

1. NEW CUSTOMERS: Must request service by written application for utility service and pay required fees and deposits as identified in the Fee Resolution as adopted by the Bonners Ferry City Council and listed in Appendix A.
2. NEW SERVICES: If a service connection does not exist, the customer must request a facilities extension and also pay amounts as defined in the City's Facility Extension policy IV.C.

B. SECURITY DEPOSITS

1. REQUIREMENTS: Required for all new residential electrical accounts unless a letter of payment history is provided. Required for all new commercial and industrial accounts.
2. AMOUNT: See Fee Resolution as adopted by the Bonners Ferry City Council and listed in Appendix A.
3. LETTER OF PAYMENT HISTORY: The security deposit will be waived on residential accounts if the customer has the previous 12 months consistent on-time full payment history with the City or can document the previous 12 months consistent on-time full payment history with another utility by correspondence on utility letterhead. This letter must show historic payment obligation for like sized account.
4. DUE DATE: The deposit will be collected at the time of application. If payment arrangement is needed on the deposit, a minimum of fifty percent of the deposit amount will be collected at the time of application and the remaining amount by the due date of the first billing cycle on the account.
5. DEPOSIT REFUNDS: The City will credit the deposits to the customer's account only when requested after 12 months of consistent on-time full payment history or when the account is closed.
6. INTEREST: Will not be paid on security deposits.
7. BANKRUPTCY: If a customer has previously declared bankruptcy while a utility customer of the City of Bonners Ferry, the security deposit required shall double. Additionally, the deposit shall not be refunded to the account until there has been 24 months of consistent on-time full payment history or when the account is closed.

C. BILLING POLICY

1. DUE DATE: Payment shall be due and payable by the date printed on the bill.
2. RATES: Billing rates are as adopted by the Bonners Ferry City Council, and as defined in Appendix B for Electrical, Appendix C for Water, Appendix D for Sewer and Appendix E for Garbage. If billing rate discrepancies exist between this policy the latest City Fee Resolution, the latest Fee Resolution will be applied.
3. If an error is found in billing or a mechanical meter malfunction is found, the billing will be corrected retroactively for up to a three year period.

D. BILL PAYMENT PROCESS

1. Bill mailed and due 14 days later

POLICY IV.B BILLING AND COLLECTIONS

2. On the 15th day a Reminder Letter is mailed if there is a past due (30 day) balance over \$100 letting the customer know it must be paid within five days or an arrangement for payment is made.
3. An order to disconnect service is then generated if the balance is not paid or arrangement for payment made within the five day period from the date the Reminder Letter is mailed. A door hanger fee will be charged.
4. A customer can delay termination of service for an additional thirty (30) days from scheduled disconnect date by obtaining a certificate from a doctor or public health official stating that a medical emergency would exist or a medical condition would be aggravated if the service is turned off. Payment arrangements must be made before the thirty day window expires. The certificate must be signed by the person diagnosing the medical condition and must name the person affected.

E. CONNECT AND DISCONNECT POLICY

1. CHARGES: Connect and disconnect charges will be made for all connects and disconnects at the rates shown in Appendix A.
2. DISCONNECT REASONS: The City will, with notice and reasonable time for compliance, disconnect services for the following reasons:
 - a. Violation of and/or noncompliance with any applicable Federal, State or other local laws, regulations and codes.
 - b. Discovery of meter tampering.
 - c. Any reason stated in E3.
 - d. Other appropriate circumstances.
3. IMMEDIATE DISCONNECT REASONS: The City may immediately and without notice disconnect services for the following reasons:
 - a. Nonpayment of City utility bills.
 - b. Diversion or unauthorized use of City utility services.
 - c. Discovery of a condition determined by the City to be hazardous.
 - d. Other appropriate circumstances.
4. DELINQUENT ACCOUNTS:
 - a. A “Door Hanger Charge” will be required each time City personnel are required to make a personal visit to the premises for the purposes of collections on a delinquent account. The customer will be charged as identified in the Fee Resolution as adopted by the Bonners Ferry City Council and listed in Appendix A.
 - b. Delinquent accounts shall be disconnected after receipt of disconnect notice unless payment arrangements have been made with the City.
 - c. Account holder shall have the right to a hearing before the Utility Grievance Board in order to show cause why the service should not be disconnected. Account holder shall be responsible for scheduling and participating in the hearing prior to the scheduled date of disconnect. The Utility Grievance Board shall be composed of one staff member from the Utility Billing

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Department (typically the billing supervisor) and a staff member from City Administration (typically the City Administrator).

- d. Accounts shall not be reconnected until the connect charges, disconnect charges, arrears, amount owed up through the reading taken on the day of disconnection, and any new required deposits have been paid in full or a payment arrangement with the City has been made.
- 5. RECONNECT REQUIREMENTS: After a service has been disconnected by customer request or for non-payment, the City shall require the service to be brought up to City standards before reconnection.
- 6. DISCONNECT FOR MAINTENANCE AND CONVENIENCE: By request of the customer and when it is convenient to the City; the City will provide routine off-on service to its customers during normal working hours at no cost to the customer. If such service becomes excessive, generally more than two hours of labor per year or outside of normal working hours, the City may charge for such service. The charge will be the actual labor cost expended for such service.

F. CLOSED ACCOUNTS

1. PROCESS:

- a. Customer must complete a request to discontinue utility services form.
- b. The customer receives a closing bill that is due 14 days later. Customer continues to be billed until account is paid or turned over to collection agency.

G. COLLECTION POLICY FOR CLOSED ACCOUNTS

1. PROCESS:

- a. Closing bill mailed (due 14 days later)
- b. Final collection notice mailed 30 days before sending to Credit Bureau
- c. City of Bonners Ferry will file a lien for the unpaid balance.

H. RETIRED ACCOUNTS

1. AN ACCOUNT WILL BE RETIRED UNDER THE FOLLOWING CIRCUMSTANCES

- a. Written request by the property owner.

2. REQUEST FOR SERVICE AT A LOCATION FROM WHICH A SERVICE HAD BEEN RETIRED

- a. The new service will be installed per the Extension Policy 4C

I. PROJECT SHARE

- a. Funds remain in Boundary County to assist local customers.
- b. Boundary County Community Action Agency
PO Box 627
Bonners Ferry, ID 83805
(208)267-3663
- c. Any refund of \$2.50 or less will be donated to Project Share.

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J. NON-SUFFICIENT FUND (NSF) CHECK POLICY

1. When the City receives a bad check the receipt is cancelled from accounts receivable and the customer is charged a bad check fee
2. NOTIFICATION: The Clerk will attempt to contact the party to inform them of the NSF check to make arrangements for alternate payment method or to redeposit the check.
3. NSF ACTION:
 - a. The customer will be charged a bad check fee each time a check is deemed NSF.
 - b. The City Clerk will advise the Police Department of the NSF check when appropriate.

K. COMFORT LEVEL BILLING PLAN OR BUDGET PLAN

1. CUSTOMER REQUIREMENTS: Customer must have 12 months of complete timely payment history with the City before they can participate in the comfort level billing plan or budget plan.
2. EXPLANATION: Comfort Level Billing charges are based on a rolling average of the previous 12 months usage. Budget Plan is an equalized payment method based on the prior 12 months billing history

L. LANDLORD/RENTAL DWELLING POLICY

1. PURPOSE: It is the City's goal with regard to rental dwelling units to avoid connects and disconnects to the greatest extent possible.
2. TRANSFER OF SERVICE: Upon receipt of written notice from tenant vacating a property, the utility accounts shall revert back to the landlord's name unless requested otherwise by landlord.
3. TENANT'S LIABILITY: If the service is placed in the landlord's name and the tenant has outstanding utility bills, the tenant may be subject to the collection process

M. METER READING

1. Meters are read monthly or when a final read is necessary.

N. ESTIMATED BILLING

1. When the City is unable to gain reasonable access to a meter, the City will estimate the reading for a billing period based on the historical usage of that service.
2. When a meter fails in service the City will estimate the reading for that billing period based on the historical usage of that service.

O. WATER LEAKS

1. When a major water leak is discovered on the customer's lines the City will provide bill relief under the following conditions.
 - a. Only for the billing cycle in which the leak is detected.
 - b. The leak must be external to any structures.
 - c. Not greater than ½ of the amount in excess of the normal water usage, as estimated by the City
 - d. The consumer must notify City Hall within thirty days of the billing date.

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BILLING AND COLLECTIONS

- e. The consumer must provide a detailed explanation, in writing, of the conditions.
- f. If the leak is caused by negligence, the City will not absorb any of the loss.

POLICY IV.B
BILLING AND COLLECTIONS
Appendix A

Schedule of Security Deposits, Connect Charges, and Disconnect Charges

A. ELECTRIC

1. Security Deposit Rates:

Residential \$200.00

Commercial/Industrial

Existing Service

Two month average of previous customer, \$200 minimum.

New Service

Two month average estimated by City, \$200 minimum.

2. Connect and Disconnect Rates

Door hanger charge \$25.00

Connect and Disconnect

During Working Hours \$30.00

Outside of Working Hours \$90.00

B. GARBAGE

1. Security Deposit Rates:

None.

2. Connect and Disconnect Rates

None.

C. WATER

1. Security Deposit Rates:

None.

2. Connect and Disconnect Rates

Connect and Disconnect

During Working Hours \$30.00

Outside Working Hours \$90.00

D. SEWER

1. Security Deposit Rates:

None.

2. Connect and Disconnect Rates

None.

POLICY IV.B
BILLING AND COLLECTIONS
Appendix B

Schedule of Electric Rates
 Effective 10/1/09
 Large Industrial Rate 12/1/09

	Revenue Class	Rate Schedule	Monthly Base Rate	KWH Charge	KVA Demand Charge
Residential	01	ER1PB	\$ 10.47	\$ 0.0600	\$ -
Residential	01	ER1PX	\$ 14.91	\$ 0.0600	\$ -
Interdepartmental	07	ES1PB	\$ 10.47	\$ 0.0575	
Interdepartmental	07	ES1PX	\$ 14.91	\$ 0.0575	
Interdepartmental	07	ES3PB	\$ 32.83	\$ 0.0575	
Interdepartmental	07	ES3PX	\$ 41.80	\$ 0.0575	
Interdept. w/Demand	07	EC1PB	\$ 10.47	\$ 0.0420	\$ 6.00
Interdept. w/Demand	07	EC1PX	\$ 14.91	\$ 0.0420	\$ 6.00
Interdept. w/Demand	07	EC3PB	\$ 32.83	\$ 0.0420	\$ 6.00
Interdept. w/Demand	07	EC3PX	\$ 41.80	\$ 0.0420	\$ 6.00
Pumping & Drainage	09	ES3PX	\$ 41.80	\$ 0.0575	
Pumping & Drainage	09	EC1PB	\$ 10.47	\$ 0.0485	\$ 6.00
Pumping & Drainage	09	EC1PX	\$ 14.91	\$ 0.0485	\$ 6.00
Pumping & Drainage	09	EC3PB	\$ 32.83	\$ 0.0485	\$ 6.00
Pumping & Drainage	09	EC3PX	\$ 41.80	\$ 0.0485	\$ 6.00
Self Consumed	11	ES1PB	\$ 10.47	\$ 0.0575	\$ -
Self Consumed	11	ES1PX	\$ 14.91	\$ 0.0575	\$ -
Self Consumed	11	ES3PB	\$ 32.83	\$ 0.0575	\$ -
Self Consumed	11	ES3PX	\$ 41.80	\$ 0.0575	\$ -
Self Cons. w/ Demand	11	EC1PB	\$ 10.47	\$ 0.0420	\$ 6.00
Self Cons. w/ Demand	11	EC1PX	\$ 14.91	\$ 0.0420	\$ 6.00
Self Cons. w/ Demand	11	EC3PB	\$ 32.83	\$ 0.0420	\$ 6.00
Self Cons. w/ Demand	11	EC3PX	\$ 41.80	\$ 0.0420	\$ 6.00
Small Commercial	20	ES1PB	\$ 10.47	\$ 0.0575	\$ -
Small Commercial	20	ES1PX	\$ 14.91	\$ 0.0575	\$ -
Small Commercial	20	ES3PB	\$ 32.83	\$ 0.0575	\$ -
Small Commercial	20	ES3PX	\$ 41.80	\$ 0.0575	\$ -
Large Commercial	21	EC1PB	\$ 10.47	\$ 0.0420	\$ 6.00
Large Commercial	21	EC1PX	\$ 14.91	\$ 0.0420	\$ 6.00
Large Commercial	21	EC3PB	\$ 32.83	\$ 0.0420	\$ 6.00
Large Commercial	21	EC3PX	\$ 41.80	\$ 0.0420	\$ 6.00
Secondary Industrial	31	EC3PB	\$ 32.83	\$ 0.0440	\$ 5.15
Secondary Industrial	31	EC3PX	\$ 41.80	\$ 0.0440	\$ 5.15
Primary Industrial	31	EP3PB	\$ 32.83	\$ 0.0440	\$ 4.73
Primary Industrial	31	EP3PX	\$ 41.80	\$ 0.0440	\$ 4.73

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BILLING AND COLLECTIONS**

Large Industrial	41	EL3PX ESTREE	\$ 12,000.00	\$ 0.0260	\$ 4.37
Street Light	51	T ESECUR	\$ 4.10		
Security Light	51	E EREMO	\$ 7.48		
Remote Read Device		TE	\$ 10.00		
No Meter Access		BELN	\$ 15.00		
Fiber Optics	21	FIBER	\$ 44.20		

B = inside customers
X = outside customers

A. DEFINITIONS

1. Inside and Outside rates are determined by City Boundaries
2. Electricity usage is measured in Kilowatt Hours (KW) and Kilovolt Amps (KVA).
3. Base Charge is the account service fee independent of usage.
4. No Meter Access is any meter point that is not accessible to the City Crews or Meter Reader due to locked or lockable physical barriers.

**POLICY IV.B
BILLING AND COLLECTIONS**

Appendix C

Schedule of Water Rates

Water rates effective January 2016

<u>TYPE</u>	<u>CODE</u>	<u>BASE CHARGE</u>	<u>USE IN CUBIC FEET</u>	<u>RATE</u>	<u>PER</u>
RESIDENTIAL (Minimum) Metered	WOFF01	\$ 39.39	OFF @ CURB	N/A	
RESIDENTIAL <1" to 1"	WR101	\$ 46.27	1000	0.01868	Cubic Foot
RESIDENTIAL 1.5"	WR1.501	\$ 84.62	1000	0.01868	Cubic Foot
FIRE LINES	WFL		FIRE ONLY	\$ 11.20	Inch
CHECK METERS	WCH	\$ 47.36			
COMMERCIAL < 1"	WC1	\$ 47.36	0-1000	0.01904	Cubic Foot
COMMERCIAL 1"	WC1	\$ 47.36	0-1000	0.01904	Cubic Foot
COMMERCIAL 1.5	WC1.5	\$ 114.87	0-200	0.01904	Cubic Foot
COMMERCIAL 2"	WC2	\$ 148.61	0-200	0.01904	Cubic Foot
COMMERCIAL 3"	WC3	\$ 192.14	0-200	0.01904	Cubic Foot
COMMERCIAL 4"	WC4	\$ 378.17	0-200	0.01904	Cubic Foot
INDUSTRIAL < 1"	WI1	\$ 47.36	0-1000	0.01904	Cubic Foot
INDUSTRIAL 1.5"	WI1.5	\$ 114.87	0-200	0.01904	Cubic Foot
INDUSTRIAL 2"	WI2	\$ 148.61	0-200	0.01904	Cubic Foot
INDUSTRIAL 3"	WI3	\$ 192.14	0-200	0.01904	Cubic Foot
UNUSED SERVICE	WOFF	\$ 39.39		N/A	
NON-METERED <1"	WN1	\$ 76.42	UNLIMITED	N/A	
NON-METERED 1"	WN 1	\$ 76.42	UNLIMITED	N/A	
Commercial rate code plus MD for Multi- Dwelling Units		\$64.15 plus \$14.84 per unit	0-1800	0.01904	Cubic Foot

**POLICY IV.B
BILLING AND COLLECTIONS**

A. DEFINITIONS

1. Inside and Outside rates are determined by City Boundaries
2. Water usage is measured in Cubic Feet. One cubic foot approximately 7.48 gallons.
3. Base Charge is the account service fee independent of usage.

B. APARTMENT BUILDINGS AND MULTIPLEXES

1. When there is one meter for multiple residential units the commercial rates are applicable.
2. When each residential unit is metered residential rates apply.
3. Charges are applicable whether the unit is occupied or unoccupied.

C. COMMERCIAL BUSINESSES WITH RESIDENTIAL DWELLING UNITS

1. Charged on the normal commercial meter rate.
2. Charges are applicable whether the unit is occupied or unoccupied.

D. BULK SALES

1. At metered hydrant – Connect and Disconnect Charge plus water rate per Cubic Foot.
2. At coin-op - \$.25 per 100 gallons.
3. Unmetered - \$50minimum plus \$.25 per 100 gallons and \$75 account deposit.

**POLICY IV.B
BILLING AND COLLECTIONS**

Appendix D

Schedule of Sewer Rates

Sewer rates effective 10-5-10

<u>TYPE</u>	<u>CODE</u>	<u>BASE CHARGE</u>	<u>USE</u>	<u>RATE</u>	<u>PER</u>
Residential	SR01	\$ 28.05	UNLIMITED		
Interdepartmental	SC07	\$ 25.64	UNLIMITED	\$ 25.64	EDU
Small Commercial	SC20	\$ 25.64	UNLIMITED	\$ 25.64	EDU
Commercial	SC21	\$ 25.64	UNLIMITED	\$ 25.64	EDU
Industrial	SI31	\$ 25.64	UNLIMITED	\$ 25.64	EDU

A. EDU DEFINITION

1. An EDU is an equivalent dwelling unit.
2. For single family residences there is one EDU per residence.
3. For apartments and multiplexes each unit is considered an EDU.
4. For commercial services each 6,000 gallons of water usage is considered one EDU.

B. MISCELLANEOUS

1. The minimum charge for any commercial service is one EDU.
2. Sewer charges are applicable whether the unit is occupied or unoccupied.

C. COMMERCIAL BUSINESSES WITH RESIDENTIAL DWELLING UNITS

1. Rate is one EDU per 6,000 gallons of water usage. Minimum charge is 1 EDU per dwelling unit plus 1 EDU per business.
2. Charges are applicable whether the unit is occupied or unoccupied.

D. BULK SEWER DUMPAGE

1. A connect charge plus \$.04 per gallon.

POLICY IV.B
BILLING AND COLLECTIONS

Appendix E

Schedule of Garbage Rates

Garbage Rates Effective 12-01-05

<u>TYPE</u>	<u>CODE</u>	<u>BASE CHARGE</u>	<u>USE</u>	<u>RATE</u>	<u>PER</u>
Residential	1BGB	\$		12.00	
Commercial	N/A				

A. UNOCCUPIED RESIDENCES

1. Charges are applicable whether the unit is occupied or unoccupied.

B. APARTMENT BUILDINGS AND MULTIPLEXES

1. Can either contract directly with the garbage company or pay the residential rate for each unit.

C. COMMERCIAL BUSINESSES

Contract directly with the garbage

POLICY IV.B
BILLING AND COLLECTIONS

Appendix F

Rate Class Definitions

A. Customer Class Codes

1.
 - 01 Residential
 - 07 Self Consumed
 - 09 Pumping & Drainage
 - 11 Self Consumed
 - 20 Small Commercial
 - 21 Commercial
 - 31 Industrial
 - 51 Street Lighting

B. Residential

1. Service provided to a single family premise or accessory structure used for dwelling.
2. Service provided for other non-commercial uses

C. Commercial

1. Service provided to a premise or facility used for commercial services.
2. Service for mixed commercial and residential uses.
3. Small / Large Commercial for electric billing
 - a) Small Commercial will be for services 200Amps or less
 - b) Large Commercial will be for services of greater than 200Amps

D. Industrial Services

1. Uses of an industrial nature.
 - a) For Electric Services this is an installed capacity of over 1,000 kva (1 mva).
2. Primary Metered Services.
 - a) When a customer has the meter installed at primary voltage.
 - b) For primary metered services the customer owns all facilities past the disconnecting point. The meter may be installed upstream or downstream of the disconnect.
3. Large Industrial for electric billing
 - a) Large industrial customers shall be primary metered services of greater than 2.5mva of installed capacity.

Interdepartmental

4. Services for the City of Bonners Ferry.
5. They will be billed at the appropriate commercial rate.

POLICY IV.B
BILLING AND COLLECTIONS

E. Pumping and Drainage

1. Agricultural pumping services.

F. Street Lights

1. Lights owned by a public entity, in the public rights-of-ways, and used for public safety.

G. Security Lights

1. Area lighting for private or public entities not in the public rights-of-ways.

H. Miscellaneous Charges

1. Remote Read Device.
 - a) Charge when the meter is not accessible and a remote read device is installed. In addition the property owner must pay for the cost of installing the device.
2. No Meter Access.
 - a) Charge when the meter is not accessible during normal meter reading hours. This can be due to, but not limited to, fences, meter location, and dangerous animals.

POLICY IV.C FACILITY EXTENSION POLICY

A. GENERAL REQUIREMENTS

1. SERVICE RELIABILITY: The City does not guarantee constant or uninterrupted delivery of utility services.
2. FACILITY EXTENSION REQUIREMENTS: It shall be the determination of the City whether an extension of the system backbone is required. This applies to the extension of Primary Electrical Power, Main Water Line, and/or Main Sewer Line. Generally only City owned facilities will be placed longitudinally in public rights-of-ways and all water and sewer lines placed longitudinally in public rights-of-ways will be main lines.

B. SERVICE AREA

1. ELECTRIC:
 - a) The City will only provide electric service in the service area as defined in the territorial agreement with Northern Lights Incorporated or where it is beneficial to all parties and documented by written approval of both Northern Lights Incorporated and the Bonners Ferry City Council
2. WATER AND SEWER:
 - a) The City provides service inside the City Limits of Bonners Ferry
 - b) To the extent possible it is the intention of this policy to:
 - (1) Limit new water service outside City limits to those properties that have a grandfathered/vested right to water service created by, monetary participation by the owner or a predecessor in interest, in construction of the main that would provide service to the property.
 - (2) Ensure the integrity of City boundaries.
 - (3) Minimize expenses for the City Water Dept. in upgrading facilities solely serving properties outside City limits.
 - (4) Ensure that the quality and quantity of City water service for City residents is not diminished by providing new water service outside City limits.
 - (5) Require qualifying properties to annex if possible or require the owner to consent to future annexation.
 - c) The City will provide service to individual services outside the City Limits under the following conditions:

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FACILITY EXTENSIONS

- (1) Where the property owner provides written consent to annexation and such consent is recorded at the court house.
 - (2) Where the residence being served can be provided pressures meeting DEQ's pressure requirements.
 - (3) The service is inside the service area shown Appendix A map.
 - (4) Where the service is not in the service area of another utility.
 - (5) The installation of additional main line is not required.
- d) The City at the discretion of the City Council may provide service to subdivisions outside of the City Limits only under a contract with the developer, the subdivision is not contiguous and annexation is not possible, and it meets the following minimum requirements:
- (1) It meets all of the conditions of B.2.b).
 - (2) The subdivision meets the standards of a subdivision inside the City of Bonners Ferry municipal boundaries.
 - (3) The developer pays all cost of for installation and system improvements required to serve the development without impact to existing City customers.
- e) Where water or sewer is a condition of easement.

C. NEW FACILITY EXTENSIONS

1. CUSTOMER REQUIREMENTS FOR FACILITY EXTENSIONS:

- a) APPLICATION: Complete and sign the New Utility Application form.
- b) PROPERTY DOCUMENTATION: Provide copies of all required plats and legal descriptions covering the property which is to be serviced and properties that must be crossed to service such property.
- c) EASEMENT: Secure written easements granting permission of the City to construct and maintain utility facilities on the properties involved. When easements are not available service shall not be considered available.
- d) RIGHT-OF-WAY CLEARING: Clearing right-of-way of trees and vegetation to the City's specifications so as to allow installation and safe operations of utilities facilities.
- e) PAYMENT OF COST: Pay the estimated cost of construction as estimated by the City. All fees and deposits must be paid prior to scheduling construction of the job.
 - (1) The customer pays the full cost associated with the facility extension unless otherwise specified. This cost to include but not limited to all

permits, licenses, actual labor with overheads, material with a handling fee, and any cost for independent contractors retained by the City for construction of the facility extension.

(2) Capitalization Fees:

(a) Residential: A Capitalization fee as determined by City resolution will be charged for any service connected to the City system per equivalent dwelling unit (EDU).

(b) Commercial and Apartments: the Capitalization fee is prorated by the City based on the estimated EDUs, with a 1 EDU minimum.

(c) Retired Services: No Capitalization fee will be charged for reactivated services.

f) PERMITS: Provide a copy of all permits as required by state law.

g) SERVICE CONNECTION SPECIFICATIONS: Provide service connections per the City's requirements. Specifications for service equipment are defined in the City's Policy IV.D and in "Water and Sewer Service Requirements and Guidelines" for water and sewer services. These Requirements and Guidelines are available from City Hall.

2. CITY RESPONSIBILITIES FOR NEW FACILITY EXTENSIONS:

a) ESTIMATES: The City will provide estimates of the construction cost and fees. These estimated cost and fees must be paid prior to the job being scheduled.

b) COST PAID BY THE CITY: The City pays the cost for the meter, if required. The City provides the first single phase transformer at no cost to the customer. The customer is responsible for two thirds of the cost of multi-phase transformer banks.

3. OWNERSHIP: The change of ownership is at the point where the City's facilities are joined to the customer owned equipment. For electrical services this is generally at the weather head on overhead services or at the bottom of the vertical conduit below the meter on underground services. For water services this is generally at the curb valve or meter. For sewer services this is generally at the mainline tap.

D. NEW LARGE SINGLE ELECTRIC LOAD

POLICY IV.C
FACILITY EXTENSIONS

1. For the City of Bonners Ferry a New Large Single Load (NLSL) is defined as new load to the system having an anticipated usage of over One (1) Average Megawatt.
2. The City may set a new rate and class for any NLSL, which will be determined by the Bonners Ferry City Council. This rate will be based on the impact to the existing customer's rates, the price of Tier 2 power from BPA, and the economic impact of the new customer.

E. BILLING:

1. The monthly bill shall commence when the service is installed and available.
2. Garbage charges will commence with any other City utility service.

F. SERVICE UPGRADES:

1. EXISTING CITY FACILITIES: On services where the City's facilities are adequate to serve the upgraded service there is no charge.
2. UPGRADED CITY FACILITIES: On services where the City's facilities are inadequate to serve the upgraded service, the customer pays the full cost associated with the facility upgrade unless otherwise specified. This cost to include but not limited to all permits, licenses, actual labor with overheads, material with a handling fee, and any cost for independent contractors retained by the City for construction of the facility extension.

a) Exceptions:

- (1) For electrical service upgrades to multi-phase services the customer is responsible for the prorated cost difference between the existing transformer bank and the new bank with the same 2/3 split as in new extensions.

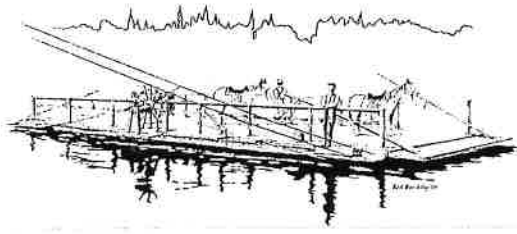
G. FACILITY MOVES:

1. DEFINITION: Any change to the City's facilities, requested by the customer or required due to the customer's action, which entails construction of new facilities or changes to existing facilities. This includes overhead/underground conversions of primary or secondary wire, changes to meet code required clearances, and/or structures built over City facilities, and/or changes degrading the operation of the water and sewer system.
2. COST: Cost will be the same as for new facility extensions.

H. TEMPORARY SERVICE:

POLICY IV.C
FACILITY EXTENSIONS

1. DEFINITION: A temporary service is for a facility not expected to be in place for over 6 months, or is for construction purposes of a permanent facility and will be removed after construction of that permanent facility
2. CUSTOMER REQUIREMENTS: Customer to provide the service and all secondary wire and/or piping.
3. ESTIMATES: The City will provide an estimate of the in and out cost. This cost must be paid before the job is scheduled.
4. CUSTOMER COST: The customer pays the cost for actual labor with overheads, material with a handling fee, and any cost for independent contractors.



CITY OF BONNERS FERRY

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

STAFF REPORT FOR BOUNDARY COUNTY VOLUNTEER AMBULANCE SERVICE SPECIAL USE PERMIT – CITY COUNCIL FILE #SUP 06-16

Prepared by: Lisa M. Ailport, AICP
City Planner

Project Description: The applicant is seeking special use permit approval to operate an ambulance service office, to include 24 hours 7 days a week operations of the volunteer ambulance service as well as run all aspects of the human resource and business from the location.

Location: The site is located at 6658 Comanche Street

Parcel size: 0.29 of an acre or $\pm 12,632$ square feet

Applicant: Jeff Lindsey, NRP
Boundary Volunteer Ambulance Service, Inc.
P.O. Box 441
Bonners Ferry, Idaho 83805

Applicant's Representative: N/A

Property Owner: Jeri Shepard
5725 Portola Road
Atascadero, CA 93422

Application Filed with City: July 12, 2016

Notice Provided: Mailed: August 30, 2016
Site Posted: September 8, 2016
Published in Paper: August 25, 2016

Hearing Dates: Planning and Zoning: September 15, 2016
City Council: October 18, 2016 (Deliberation only)

Packet Information: Staff Report
Application and Site Plan(s)
Agency Comments
Public Comments (if any)

APPLICABLE CITY CODES:

§11-5-3, Limitations

§11-5-5 General Standards

§11-13-2 & 3- Provisions, Design and Maintenance

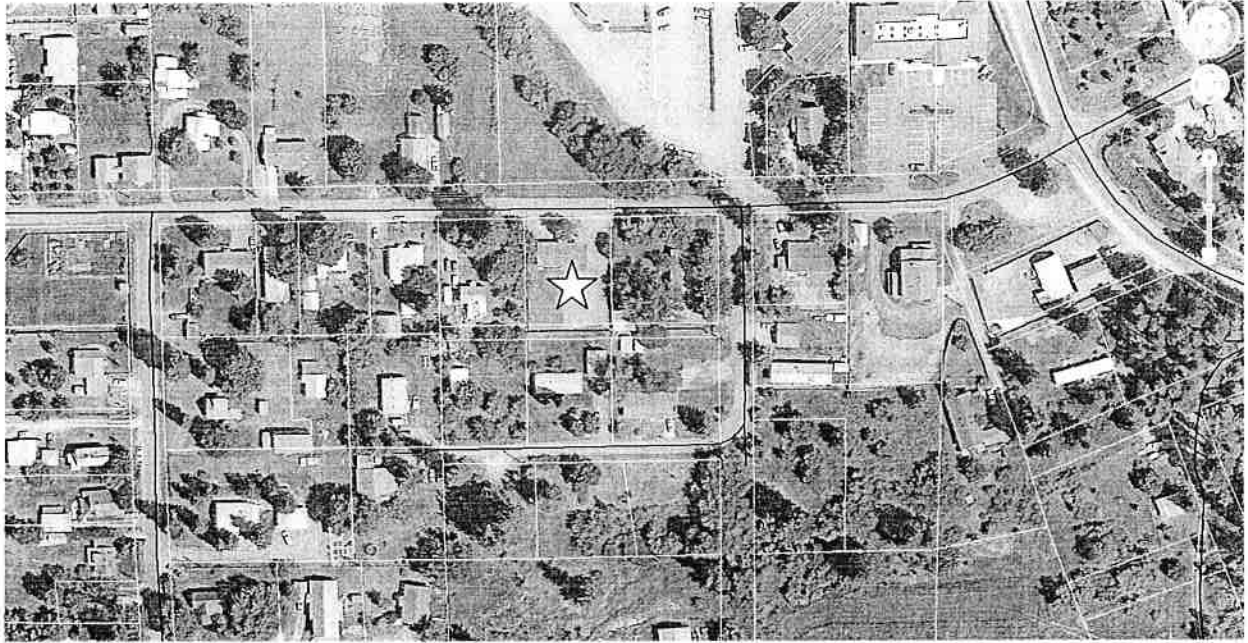
§11-14-5, & 8 Signs, sign setbacks (Ord. 554)

§11-5-4- Application filing contents

§11-5-6, Conditions and Safeguards

§11-13 4, &5 Off-Street Parking

§11-2-3 & Appendix B, Table 2 (Ord. 553)



Aerial of vicinity

P/Z RECOMMENDATION:

The Bonners Ferry Planning & Zoning Commission conducted a public hearing for the Boundary County Volunteer Ambulance Service on September 15, 2016. The Planning and Zoning Commission unanimously recommended approval of the special use permit with the attached conditions of approval to City Council.

PROJECT OVERVIEW/ SUMMARY

The applicant is requesting approval to operate the Boundary County Volunteer ambulance service at 6658 Comanche Street. The site has historically been used as residential home site, but due to the location and vicinity to the hospital, the existing residential home is being repurposed to accommodate ambulance business and human resources. According to the application, the use will accommodate 24 hour, 7 days a week service and a business office that will be opened from 8am to 5pm.

Normal business hours may have up to six (6) employees and after hours will have three (3) in the building. The business is not proposing signage at the facility and proposes to maintain landscaping by a groundskeeper.

According to the application, the ambulances policy will require that no lights or sirens are used until the unit reaches Highway 95 and no backup alarms will be used when existing or entering the property.

Typical storage of ambulances will occur at an offsite facility; the proposed location may only have 1-2 units on site and will serve the “on-duty” paramedics (Applicant’s testimony/email of 8/17/2016).

PROPERTY DESCRIPTION

Site Acreage: 0.29 of an acre (12,632 square feet), known as Assessor Parcel #B0700003001CA

- A. Access: The site is served by Comanche, a paved public right-of-way.
- B. Services: The site is served by city sewer and water; the site is also within the city fire district, and is served by city police.
- C. Table of surrounding uses and zones:

Compass	Comp Plan Designation	Current Zoning	Surrounding uses/Densities
Site	Residential	Residential A	0.29 of an acre, existing single-family home.
North	Residential	Residential A	1.41 acres Hospital property
South	Residential	Residential A	0.28-0.38 residential tracts
East	Residential	Residential A	0.28-0.38 residential tracts
West	Residential	Residential A	0.24-0.28 residential tracts

AGENCY COMMENTS

On July 27, 2016 the city sent the application to the following departments and/or agencies for review and comments: Bonners Ferry Traffic Safety Committee; Bonners Ferry Utilities (water and sewer); Bonners Ferry Electric Department; Bonners Ferry Fire Department; Bonners Ferry Police; Bonners Ferry Street Department and the Boundary County Community Hospital.

The City received responses from Water and Sewer Department that it had no comment.

The Boundary Community Hospital provided written comment in support of the special use permit.

The Traffic Safety committee met on August 17, 2016 and made some recommendations to require safety signage along Comanche and Chinook street (both directions) to inform motorist that the roads are used as ambulance routes; to recommend that sirens be used only when absolutely necessary but that lights be used any time a unit leaves to serve an emergency; to request additional information regarding the storage of controlled substances and number of call per day that are received.

**Staff note: An email of August 17, 2016 was sent to Jeff Lindsey regarding the questions and a follow up email was received the same day. Mr. Lindsey indicated that all medications and controlled substances are stored in a locked or secured area with a CCTV camera recording the area at all times. This is in conformity with the Drug Enforcement Agency rules.

The average calls per day are three (3).

PUBLIC COMMENTS

At the time of this staff report, no public comment has been received to the file.

STANDARDS REVIEW:

Pursuant to Bonners Ferry City code §11-5-5, the governing body shall review the particular

facts and circumstances of each proposed special use in terms of the following standards and shall find adequate evidence showing the proposed use will meet the standards.

Standards Review Table- Bonners Ferry City Code (see applicable codes above)	Findings Based upon evidence of record
Is the special use is provided for in city code?	The site is zoned Residential A. According to Appendix B, Table 2 Commercial Uses Ambulance service is listed as a specially permitted use (Ord. 553).
Will the proposed use harmonious with objectives of the comprehensive plan and zoning ordinance?	The city comprehensive plan establishes that land uses be reviewed for adequate services and traffic impacts. The project has been reviewed by the city street department and traffic safety committee. Comments and recommendations have been provided by the traffic safety committee and been incorporated into conditions below.
Is proposed use harmonious and appropriate in appearance with the existing or intended character of the general vicinity and will not change the essential character of the area?	The proposed ambulance service is located within an existing single-family dwelling. The adjoining uses are residential and across the street to the north is the boundary community hospital. No business signs are proposed, other than a parking sign.
Will the use be hazardous or disturbing to existing neighborhood uses?	The proposed ambulance service would be operated within an existing residence. The applicant states that policies have been adopted to reduce the amount of disturbance from the facility to the highway, therefore no lights or sirens are to be used between the facility and Highway 95. No back up alarms are also proposed to be used when entering or existing the facility.
Will use be adequately served by essential public facilities and services?	The application indicates existing utilities serving the single-family dwelling are sufficient for the ambulance service facility. The city utility departments have responded with "no comment" to the proposed service operation.
Will use cause excessive public expenditures for services or be detrimental to economic welfare of community?	No extension of public services or transportation are requested as part of the proposal. The city departments have not proposed any conditions be imposed on the facility with respect to services or transportation.

Standards Review Table- Bonners Ferry City Code (see applicable codes above)	Findings Based upon evidence of record
Will the proposed use involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or general welfare by excessive traffic, noise, smoke, fumes, glare or odors, or other factors determined to be nuisances?	<p>The use proposes 24 hours per day 7-days a week service, but office hours are proposed to be 8 a.m. to 5:00p.m. No signs other than a parking sign are proposed.</p> <p>No back up alarms are proposed to be used in the operation of the facility when vehicles are entering or existing and not lights or sirens are proposed to be used while in operations.</p> <p>The traffic safety committee met on August 17, 2016 to discuss the special use permit and it was recommended by the committee that lights be used when necessary in responding to an emergency but that sirens only be used when absolutely necessary.</p> <p>The committee also recommended that signage be placed along Comanche and Chinook streets, in accordance with the manual on uniform traffic control devices, to inform residents and visitors that those roads are used by the ambulance service.</p>
Are vehicle approaches designed to avoid interference with traffic on surrounding public thoroughfares?	The site is served by Comanche Street, a paved city street. Two parking spaces in front of the building are provided and four spaces in the alleyway are proposed to accommodate customers and employees.
Will proposed use result in destruction, loss or damage of natural, scenic, or historic features of major importance?	No new construction, remodeling, or grading is proposed. The facility will operate in an existing single-family dwelling, rented by the applicant.
Additional zoning standards	Evidence of record
Parking requirements of §11-13-5 require 1 space for every 250 square feet of gross floor area.	According to 11-13-5 the schedule of parking standards shall at a minimum have one (1) space for every 250 square feet gross floor area. The overall size of the building is ±1152 square feet, requiring at a minimum 4.6 spaces be maintained. Typically rounding up is required to meet the minimum requirements. Therefore, at a minimum 5 spaces are required.
Signs	No business sign is proposed.

Standards Review Table- Bonners Ferry City Code (see applicable codes above)	Findings Based upon evidence of record
Standards of specific use	There are no specific standards for ambulance facilities in the Bonners Ferry city code.

DRAFT MOTIONS BY THE COUNCIL:

Motion to Approve: I move to approve this file SUP006-16, for a special use permit to operate an ambulance service within an existing home located at 6658 Comanche Street, finding that it is in accordance with the general and specific goals and standards of the City of Bonners Ferry comprehensive plan and zoning codes, as enumerated in the findings and standards table above.

I further move to adopt the following reasoned statement and conditions of approval as written (or as amended). The actions to be taken to obtain the special use permit is to complete the conditions of approval as adopted.

Motion deny: I move to deny this file SUP006-16, for a special use permit to operate an ambulance service within an existing home located at 6658 Comanche Street, finding that it is not in accord with the general and specific goals and standards of the City of Bonners Ferry comprehensive plan and zoning codes, because [SPECIFY WHAT STANDARDS IN THE ABOVE TABLE THE PROPOSAL FAILS TO MEET AND WHY].

Furthermore, I move to adopt the following reasoned statements: (READ STATEMENTS, SPECIFYING WHETHER THE PROJECT MEETS OR FAILS TO MEET THE STANDARDS, BASED UPON THE FINDINGS OF RECORD).

The actions to be taken to receive approval is:

1. Submit a new petition that meets the standards of the City of Bonners Ferry special use permit applications; or
2. Pursue such remedies as provided for at Title 67 Chapter 65, Idaho Code.

REASONED STATEMENTS

***The staff report and subsequent evidence in the record are the basis for the findings required in order to reach a reasoned decision. Based upon those findings, the following reasoned decisions are adopted by the Bonners Ferry Planning & Zoning Commission/City Council:**

Reasoned Statements:

1. The special use **IS/IS NOT** a special use, as allowed for in the zone district in which it is located.
2. The use **WILL/WILL NOT** be harmonious with and in accordance with the general objective or specific objective of the comprehensive plan, based upon the evidence of record enumerated in the findings above.
3. The use **WILL/WILL NOT** be designed, constructed, operated and maintained to be harmonious and appropriate in appearance with the existing or intended character of the

general vicinity. Therefore, the use **WILL/WILL NOT** change the essential character of the area.

4. The use **WILL/WILL NOT** be hazardous or disturbing to existing neighboring uses.

5. The use **IS/IS NOT** served by adequate public facilities and services, or that the person responsible for providing such services **WILL/WILL NOT** be able to provide any such service.

6. The use **WILL/WILL NOT** create excessive additional requirements at public cost for public facilities and services and **WILL/WILL NOT** be detrimental to the economic welfare of the community.

7. The use **WILL/WILL NOT** involve activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, odor, or other factors determined to be nuisances.

8. The use **WILL/WILL NOT** have vehicular approaches to the property that create interferences with traffic on surrounding public thoroughfares.

9. The use **WILL/WILL NOT** result in the destruction, loss or damage of a natural, scenic or historic feature of major importance.

CONDITIONS OF APPROVAL

1. All applicable conditions of approval shall be met or maintained prior to issuance of the Special Use Permit by the City. Any condition that runs with the land shall stay in affect while the use is in operation. Subsequent owners of the parcel shall be required to apply for a special use permit if they desire to continue the special use, pursuant to Bonners Ferry City Code §11-5-3. Failure to meet any condition of approval may be grounds for revocation of the permit by the City.
2. The use shall be developed and operated in accordance with the approved application, site plan, and/or conditions as approved with this application. Failure to operate within the bounds of this permit, may result in revocation of the permit by the city.
3. Pursuant to I.C. 67-6512(D)(2-3), the city may regulate the timing and duration of development. Therefore, this special use permit shall expire if not recorded by the city within two (2) years of the date of written approval.
4. A minimum of five (5) off-street parking spaces shall be maintained for the Ambulance Service facility for the life of the use. None of the dedicated parking spaces shall be used for vehicle sales, storage, repair work or dismantling, pursuant to Bonners Ferry City Code §11-13-2(K).
5. All controlled drugs and medications shall be securing located in compliance with the United States Drug Enforcement Administrations.

6. The applicant shall obtain approval for installation of and shall install signage in both directions along Comanche and Chinook informing motorists that the roads are Ambulance Routes. Installation shall be in compliance with the Manual on Uniform Traffic Control Devices and subject to the acceptance and approval by the City Engineer.
7. During operations of the facility, no back up alarms on vehicles shall be used when entering or exiting the property.

AFFIDAVIT OF PUBLICATION

State of Idaho

ss

County of Boundary, Jinda Johnson

being first duly sworn on oath deposes and says that he/she is book keeper of the Bonners Ferry Herald, a newspaper printed and published at Bonners Ferry, Boundary County, Idaho; that the said newspaper has been continuously and uninterruptedly published in said Boundary County during a period of 12 months prior to the first publication of the hereto attached notice of publication in the case of:

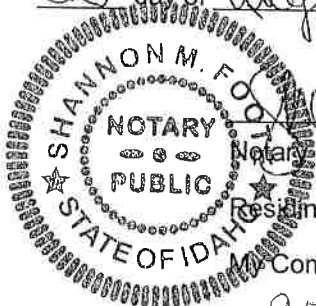
Notice of Public Hearings

as it was published in the regular and entire issue of the said paper for a period of 1 consecutive weeks, commencing on 25th day of Aug, 2016 and ending on the 25th day of Aug, 2016 and that said notice was published in said newspaper.

Jinda Johnson

SUBSCRIBED AND SWORN TO before me, this

25th day of August, 2016.



Shannon M Foster

Notary Public - State of Idaho

Residing at: Prairie River

Commission Expires: 10-15-19

9522

NOTICE OF PUBLIC HEARINGS

Notice is hereby provided that public hearings pursuant to I.C. 67-6509 and I.C. 67-6511 and Bonners Ferry City Code have been set for the City of Bonners Ferry Planning and Zoning Commission for **SEPTEMBER 15, 2016 AT 5:30PM** at Bonners Ferry City Hall to consider recommendations to the City Council for the following:

File #SUP06-16 Special Use Permit for Ambulance Service —Boundary County Volunteer Ambulance Service, Inc. and Jeri Shepherd are seeking a special use permit to operate a ambulance service office; to include 24 hour, 7-day a week operations of the volunteer ambulance service, as well as run all aspects of the human resource and business from the location. The proposed site is expected to house at least three (3) employees during the 24 hour day and up to six (6) during business hours of 8am-5pm.

File #AM04-16 Minor Subdivision Regulations - A public hearing to consider changes to Title 12, Chapter 5 Minor Subdivisions. The purpose of the change is to stream line review of minor subdivisions by removing the requirement for a public hearing; to provide additional applicability language; to provide for clarity in

the exemption standards; to provide administrative procedures for reviewing and entitling minor subdivisions; and to remove further division of land standards.

The public is welcome and encouraged to attend the hearings or provide written response. Any written comment greater than 1 page must be submitted at least 6 days prior to the meeting. Written material not exceeding 1 page may be read into the record the day of the hearing. Public wishing to speak at the public hearing may do so in compliance with Resolution 2014-06-01, a copy of which is located at City Hall.

The deadline for submitting written comment and/or material is **September 9, 2016 by 5pm**. Written comment can be mailed to City of Bonners Ferry, Planning and Zoning, P.O. Box 149, Bonners Ferry, ID 83805, or faxed to (208) 267-4375.

Complete files are available for view at City Hall, located at 7232 Main, during regular business hours. Anyone requiring special accommodations due to disability should contact the City Clerk at (208) 267-3105 at least two days prior to the meeting.

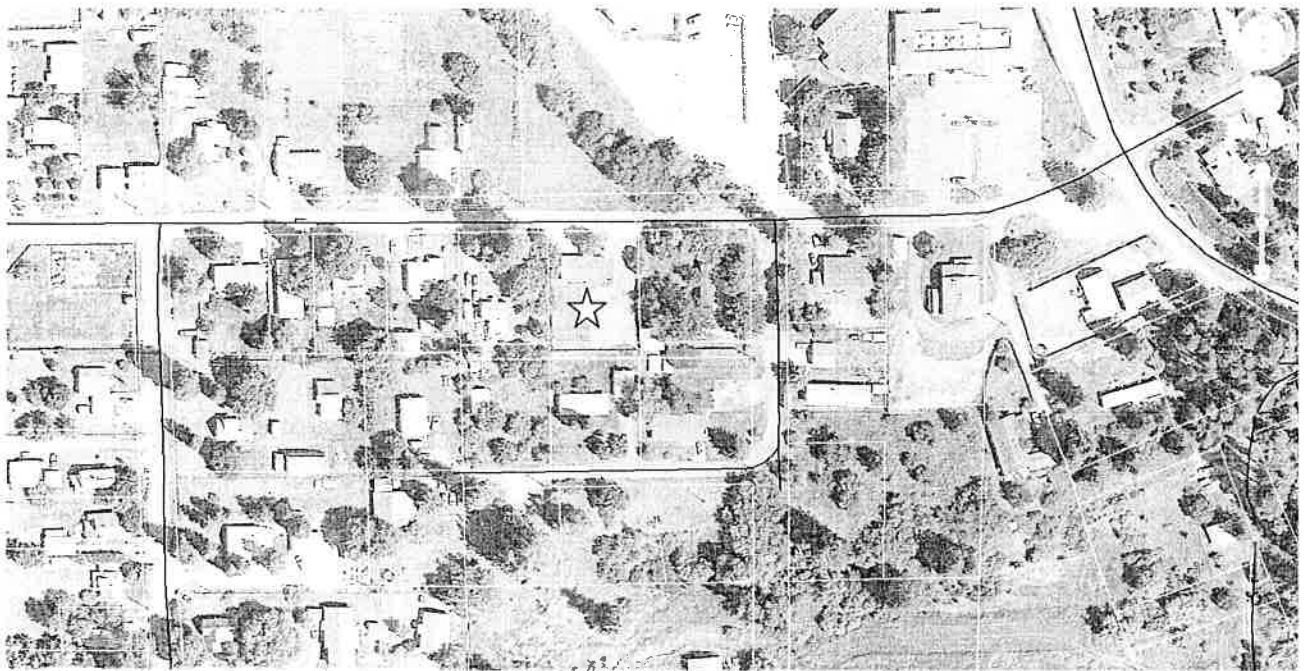
City of Bonners Ferry Planning and Zoning

ATTEST: Lisa M. Allport
BFH Legal 9522
August 25, 2016

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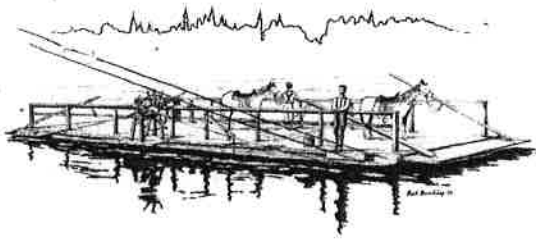
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City of Bonners Ferry Planning and Zoning

ATTEST: Lisa M. Ailport
PUBLISH: August 25, 2016
Mailed to property owners: August 30, 2016



CITY OF BONNERS FERRY

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

Special Use Permit Application

FOR OFFICE USE ONLY:

FILE # <i>SUP 006-16</i>	RECEIVED: RECEIVED <i>JUL 13 2016</i> CITY OF BONNERS FERRY
--------------------------	---

APPLICANT INFORMATION:

Landowner's name:	Jeri Shepherd				
Mailing address:	5725 Portola Road				
City:	Atascadero	State:	CA	Zip code:	93422
Telephone:	805-462-1911 or 805-441-9994 (cell)		Fax:		
E-mail:	jeri.01@icloud.com				

REPRESENTATIVE'S INFORMATION:

Representative's name:	Jeff Lindsey, NRP				
Company name:	Boundary Volunteer Ambulance Service, Inc.				
Mailing address:	6447 Railroad Ave, PO Box 441				
City:	Bonnors Ferry	State:	ID	Zip code:	83805
Telephone:	208-627-8613		Fax:		
E-mail:	chieflindsey@boundaryambulance.org				

PARCEL INFORMATION:

Section #:	27	Township:	62N	Range:	1E	Parcel acreage:	.292
Parcel # (s):	RPB0700003001C A						
Legal description:	tax 3 BLK 3 O'Callaghan's Acre Tract SEC 27 T62 NR1E						
Current landowner's name:	Jeri Shepherd						
Current zoning:	R-1 with Special Use Permitted			Current use:	Permitted use as Counseling Center.		
Directions to site:	<i>(1) off Hwy 95 on Chicago St. (2) on Comanche St. 6658 Comanche St. (L) side of street gray building Address is clearly marked</i>						

STANDARDS FOR REVIEW (BFCC§11-5-5)

Explain how the proposed use constitutes an allowable special use established by Bonners Ferry Zoning Code:

The ambulance service is allowed special use in Residential A district per Table 2

Explain how the proposed use will conform to the zone district in which it is located (Example, the applicant is meeting all the zoning requirements, such as signage, lighting and landscaping that is required of it in the zone district that it is located?):

landscaping company has been hired for groundskeeping. No sign will be used (Commercial Use Table) of Appendix B (ord 553 City code)

How will the proposed use be compatible and harmonious with adjacent properties? What measures is the applicant taking to insure the use will be compatible with surrounding property owners? (Example, is the applicant proposing to limit the operating hours to reduce noise during the evening or morning hours to adjacent landowners?)

Boundary Ambulance policy requires no lights/siren usage until units reach Hwy 95. This will help offset noise/light issues. No back up alarms are permitted as well.

Explain how the proposed use will utilize existing utilities, or how the applicant proposes to extend services to the site?

No new services are needed. We are using existing city services.

How does the proposed use comply with the applicable standards Bonners Ferry City Zoning Code?

We are a not-for-profit ambulance, which falls in line with special use medical zone.

Explain how the proposed use is in general compliance with the goals of the Comprehensive Plan (attached additional paper if necessary):

See Addendum

I hereby certify that all the information, statements, attachments and exhibits submitted herewith are true to the best of my knowledge. I further grant permission to the City and its representatives to enter upon the subject land to make examinations, post the property or review the premises relative to the processing of this application.

Applicant's signature:

Date:

7/5/16

Landowner's signature:

Date:

6/29/2016

RECEIVED

RE: the question on how the use is in compliance with the comprehensive plan goals:

- a. Property rights – The ambulance service will not violate any property rights in any way.

- b. Land use – ambulance service will meet federal standards for the protection of human health and safety. Policies are in place to prevent any siren noise or flashing light use prior to HWY 95. All decontamination ect will be either done at Boundary Community Hospital or the ambulance service old station located 6447 Railroad. No hazardous materials of any kind will be stored on the property.

- c. Natural resources – All efforts to protect natural resources will be established.

- d. Hazards – Address risks and develop contingency plan for personnel to deal with emergencies.

- e. Public services – Boundary Ambulance is a necessary public service in the community. Response times to medical emergencies are of utmost importance and keeping the ambulance service centrally located in the county is needed. As most of the request for an ambulance come from the city of Bonners Ferry, it makes the most sense that the ambulance would be located within the city.

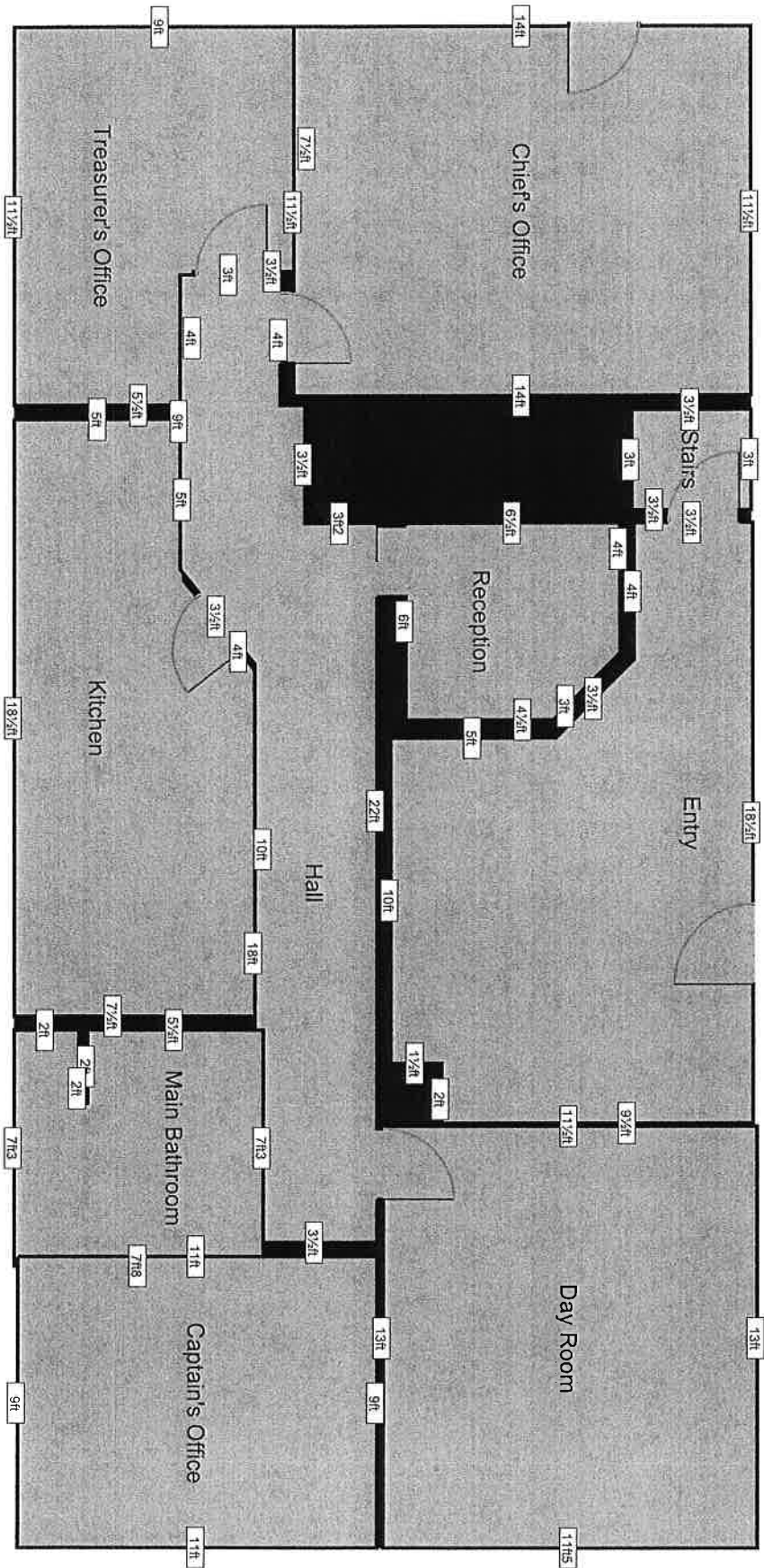
- f. Transportation – No changes to the current traffic flow or street layout is needed.

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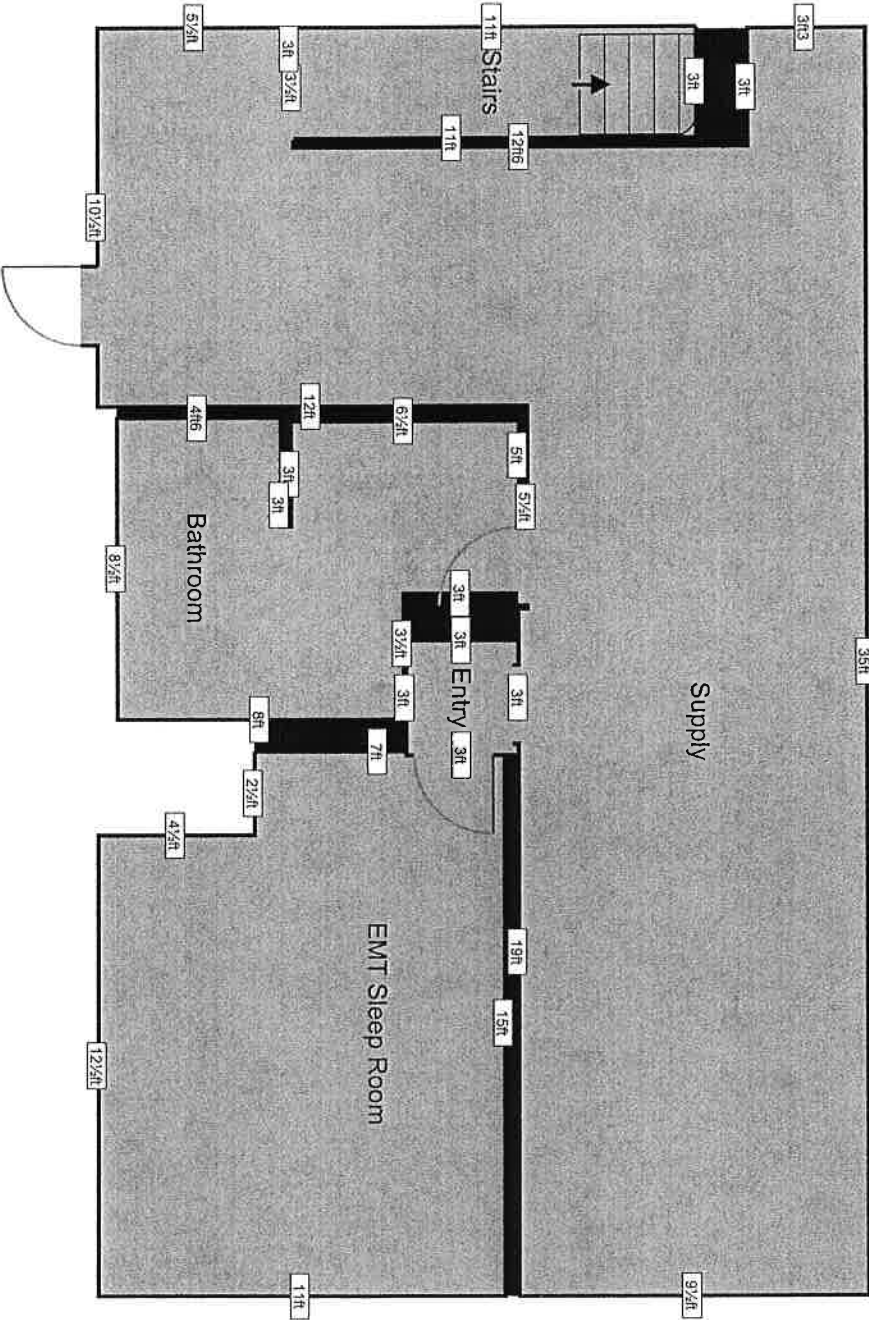
CITY OF BONNERS FERRY

6658 Comanche St
Main Floor

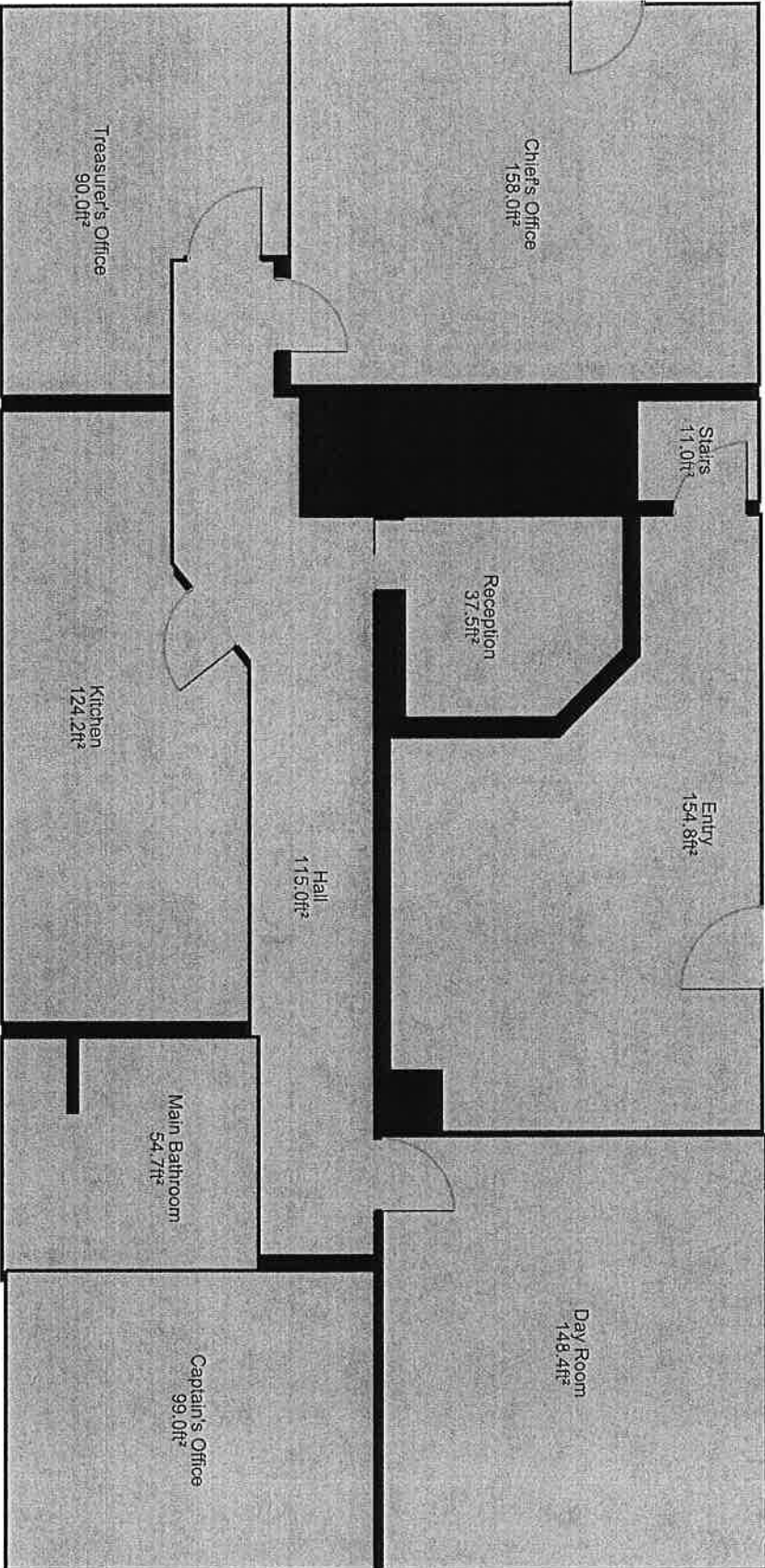


RECEIVED
CITY OF BONKERS FERRY

6658 Comanche St
Basement



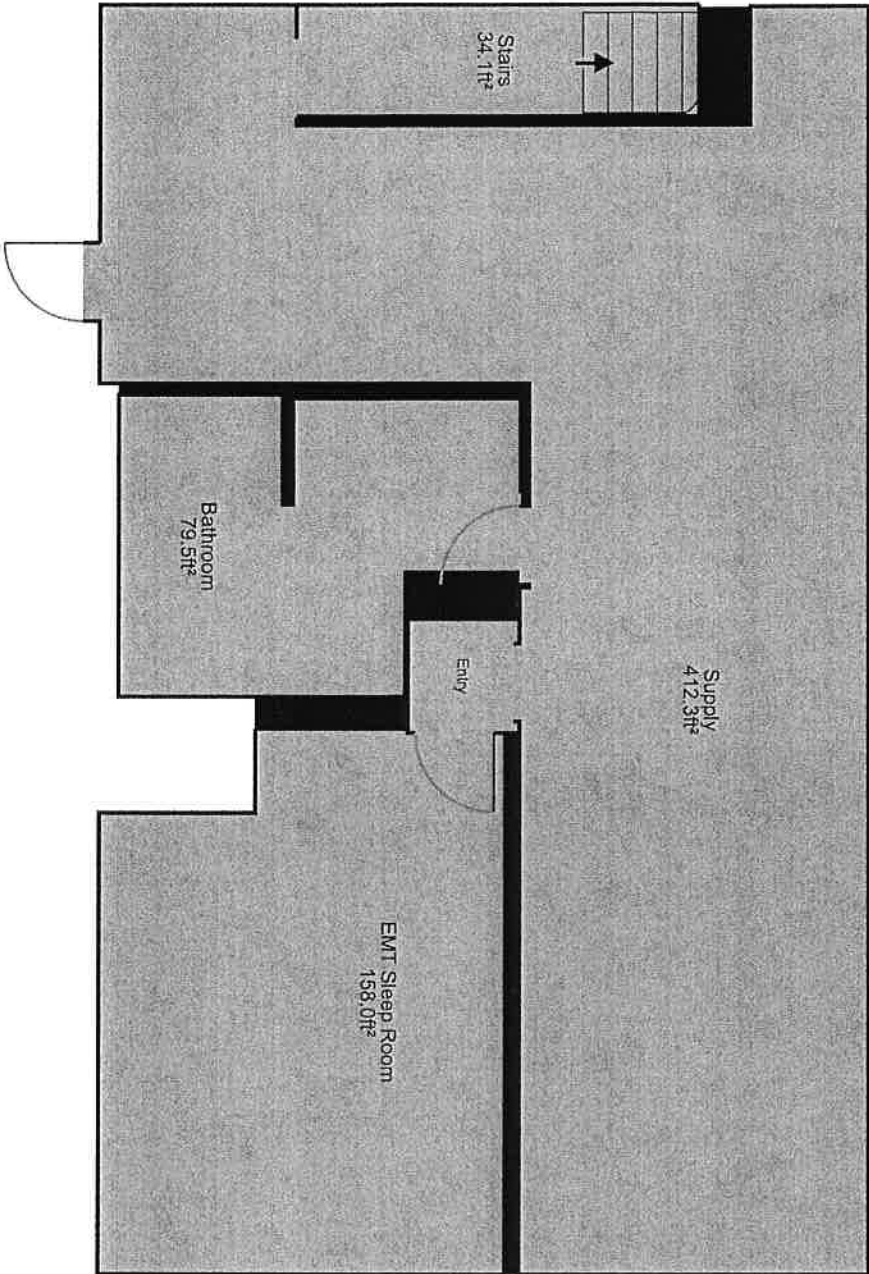
6658 Comanche St
Main Floor



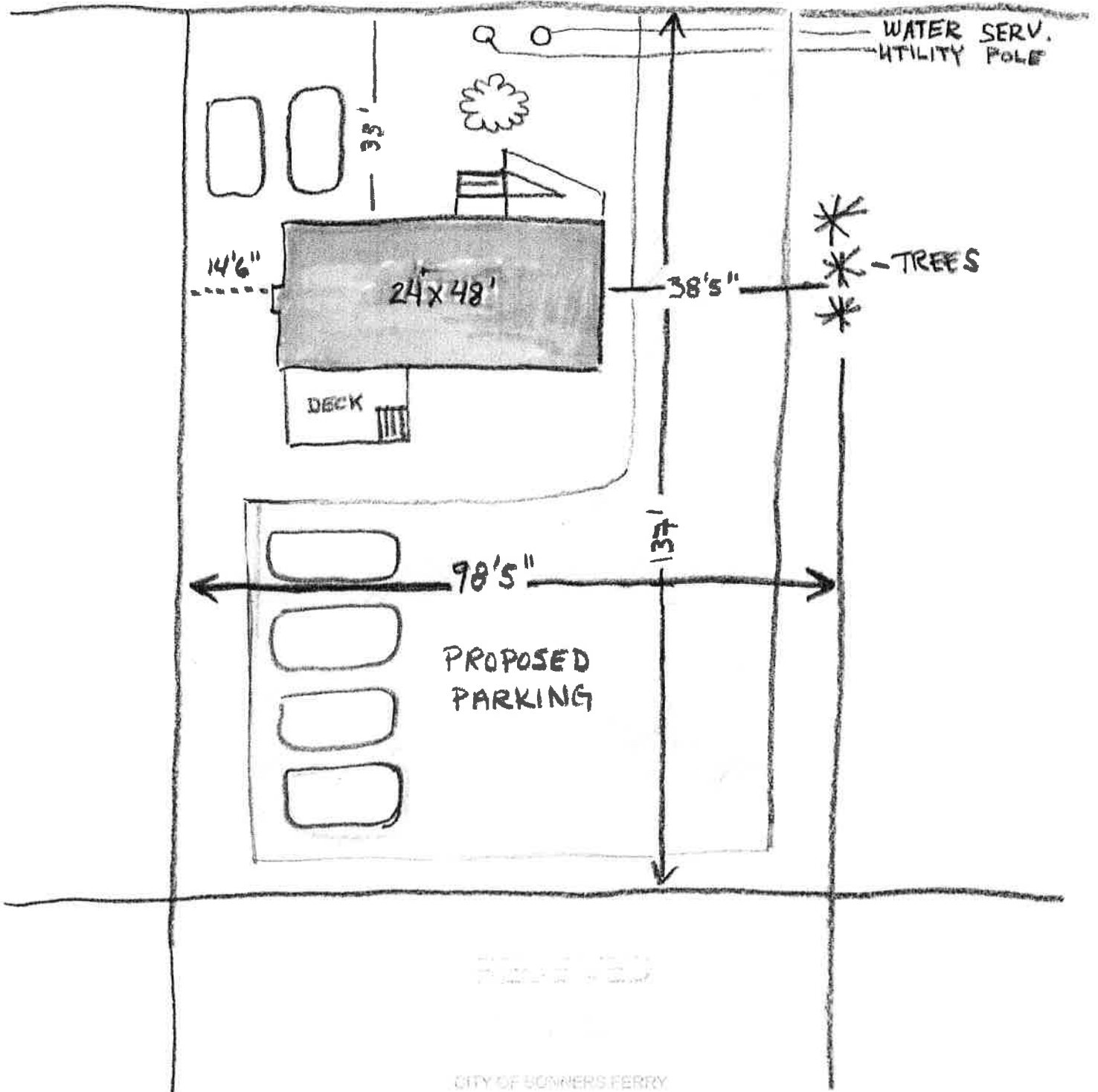
RECEIVED

CITY OF BONNERS FERRY

6658 Comanche St
Basement



COMANCHE STREET



The Traffic Safety Committee meeting of August 17, 2016 convened at 12:30 pm at City Hall. Present for the meeting were Richard Hollenbeck, Don Lindsay, Howard Kent, Foster Mayo, John Marquette, Silas Thompson, Vic Watson, Lisa Ailport, Mike Klaus and Christine McNair.

Foster moved to approve the traffic safety committee meeting minutes from July 20, 2016. John seconded the motion. The motion passed with all in favor.

Lisa explained that the Boundary Volunteer Ambulance service has moved to 6658 Comanche Street, which is a residential area so a special use permit is required to operate the business.

Vic said that one concern with the business being in a residential area is, if lights and sirens will be used prior to reaching Highway 95. According to the application submitted, they will not use lights or sirens until they reach Highway 95. If lights and sirens are not used, then the ambulance has to obey the posted speed limit and all traffic signs. Foster asked if they people going to get the ambulance will be obeying the traffic laws. Vic said that there will be staff onsite 24 hours a day, no other staff should be responding to this address from somewhere else. Vic said the sight distance is adequate on Chinook for someone to yield to the ambulance. Howard asked about putting up a sign. Vic said that is possible. Foster asked if there will be controlled drugs stored on the ambulances. John asked how many calls they respond to in a month. John thinks the ambulance should at the very least have their lights on every time they are going to a call.

Lisa will make the following recommendations to Boundary Volunteer Ambulance: 1. signs (that meet MUTCD specifications) warning the public about an ambulance zone on Comanche Street and Chinook Street and 2. lights are used every time they respond to a call and sirens as needed. Lisa will also pass on the concerns about storing drugs and other items while the ambulances are not in use.

The meeting adjourned at 1:30 pm.

CHAPTER 2I. GENERAL SERVICE SIGNS

Section 2I.01 Sizes of General Service Signs

Standard:

01 Except as provided in Section 2A.11, the sizes of General Service signs that have a standardized design shall be as shown in Table 2I-1.

Support:

02 Section 2A.11 contains information regarding the applicability of the various columns in Table 2I-1.

Option:

03 Signs larger than those shown in Table 2I-1 may be used (see Section 2A.11).

Table 2I-1. General Service Sign and Plaque Sizes (Sheet 1 of 2)

Sign or Plaque	Sign Designation	Section	Conventional Road	Freeway or Expressway
Rest Area XX Miles	D5-1	2I.05	66 x 36*	96 x 54*
Rest Area Next Right	D5-1a	2I.05	78 x 36*	120 x 60* (F) 114 x 48* (E)
Rest Area (with arrow)	D5-2	2I.05	66 x 36*	96 x 54*
Rest Area Gore	D5-2a	2I.05	42 x 48*	78 x 78* (F) 66 x 72* (E)
Rest Area (with horizontal arrow)	D5-5	2I.05	42 x 48*	—
Next Rest Area XX Miles	D5-6	2I.05	60 x 48*	90 x 72*
Rest Area Tourist Info Center XX Miles	D5-7	2I.08	90 x 72*	114 x 102* (F) 132 x 96* (E)
Rest Area Tourist Info Center (with arrow)	D5-8	2I.08	84 x 72*	120 x 102* (F) 120 x 96* (E)
Rest Area Tourist Info Center Next Right	D5-11	2I.08	90 x 72*	144 x 102* (F) 132 x 96* (E)
Interstate Oasis	D5-12	2I.04	—	156 x 78
Interstate Oasis (plaque)	D5-12P	2I.04	—	114 x 48
Brake Check Area XX Miles	D5-13	2I.06	84 x 48	126 x 72
Brake Check Area (with arrow)	D5-14	2I.06	78 x 60	96 x 72
Chain-Up Area XX Miles	D5-15	2I.07	66 x 48	96 x 72
Chain-Up Area (with arrow)	D5-16	2I.07	72 x 54	96 x 66
Telephone	D9-1	2I.02	24 x 24	30 x 30
Hospital	D9-2	2I.02	24 x 24	30 x 30
Camping	D9-3	2I.02	24 x 24	30 x 30
Trailer Camping	D9-3a	2I.02	24 x 24	30 x 30
Litter Container	D9-4	2I.02	24 x 30	36 x 48
Handicapped	D9-6	2I.02	24 x 24	30 x 30
Van Accessible (plaque)	D9-6P	2I.02	18 x 9	—
Gas	D9-7	2I.02	24 x 24	30 x 30
Food	D9-8	2I.02	24 x 24	30 x 30
Lodging	D9-9	2I.02	24 x 24	30 x 30
Tourist Information	D9-10	2I.02	24 x 24	30 x 30
Diesel Fuel	D9-11	2I.02	24 x 24	30 x 30
Alternative Fuel - Compressed Natural Gas	D9-11a	2I.02	24 x 24	30 x 30
Electric Vehicle Charging	D9-11b	2I.02	24 x 24	30 x 30
Electric Vehicle Charging (plaque)	D9-11bP	2I.02	24 x 18	30 x 24
Alternative Fuel - Ethanol	D9-11c	2I.02	24 x 24	30 x 30
RV Sanitary Station	D9-12	2I.02	24 x 24	30 x 30
Emergency Medical Services	D9-13	2I.02	24 x 24	30 x 30

Table 2I-1. General Service Sign and Plaque Sizes (Sheet 2 of 2)

Sign or Plaque	Sign Designation	Section	Conventional Road	Freeway or Expressway
Hospital (plaque)	D9-13aP	2I.02	24 x 12	30 x 12
Ambulance Station (plaque)	D9-13bP	2I.02	24 x 12	30 x 15
Emergency Medical Care (plaque)	D9-13cP	2I.02	24 x 18	30 x 24
Trauma Center (plaque)	D9-13dP	2I.02	24 x 12	30 x 15
Police	D9-14	2I.02	24 x 24	30 x 30
Propane Gas	D9-15	2I.02	24 x 24	30 x 30
Truck Parking	D9-16	2I.02	24 x 24	30 x 30
Next Services XX Miles (plaque)	D9-17P	2I.02	102 x 24	156 x 30
General Services (up to 6 symbols)	D9-18	2I.03	—	96 x 60
General Services	D9-18a	2I.03	—	96 x 60
General Services (up to 6 symbols) with Action or Exit Information	D9-18b	2I.03	108 x 84	132 x 114 (F) 132 x 108 (E)
General Services with Action or Exit Information	D9-18c	2I.03	72 x 60**	132 x 108** (F) 108 x 84** (E)
Pharmacy	D9-20	2I.02	24 x 24	30 x 30
24-Hour (plaque)	D9-20aP	2I.02	24 x 12	30 x 12
Telecommunication Device for the Deaf	D9-21	2I.05	24 x 24	30 x 30
Wireless Internet	D9-22	2I.05	24 x 24	30 x 30
Weather Information	D12-1	2I.09	84 x 48	132 x 84
Carpool Information	D12-2	2I.11	60 x 42	96 x 66
Channel 9 Monitored	D12-3	2I.09	84 x 48	132 x 84
Emergency Call 911	D12-4	2I.09	66 x 30	96 x 48
Travel Info Call 511 (pictograph)	D12-5	2I.10	42 x 60	66 x 78
Travel Info Call 511	D12-5a	2I.10	48 x 36	66 x 48

* The size shown is for a sign with a REST AREA and/or TOURIST INFO CENTER legend. The size should be appropriately adjusted if an alternate legend is used.

** The size shown is for a sign with four lines of services. The size should be appropriately adjusted depending on the amount of legend displayed.

Notes: 1. Larger signs may be used when appropriate
2. Dimensions in inches are shown as width x height
3. Where two sizes are shown, the larger size is for freeways (F) and the smaller size is for expressways (E)

Section 2I.02 General Service Signs for Conventional Roads

Support:

- 01 On conventional roads, commercial services such as gas, food, and lodging generally are within sight and are available to the road user at reasonably frequent intervals along the route. Consequently, on this class of road there usually is no need for special signs calling attention to these services. Moreover, General Service signing is usually not required in urban areas except for hospitals, law enforcement assistance, tourist information centers, and camping.

Option:

- 02 General Service signs (see Figure 2I-1) may be used where such services are infrequent and are found only on an intersecting highway or crossroad.

Standard:

- 03 **All General Service signs and supplemental sign panels shall have white letters, symbols, arrows, and borders on a blue background.**

Guidance:

- 04 *General Service signs should be installed at a suitable distance in advance of the turn-off point or intersecting highway.*
- 05 *States that elect to provide General Service signing should establish a statewide policy or warrant for its use, and criteria for the availability of services. Local jurisdictions electing to use such signing should follow State policy for the sake of uniformity.*

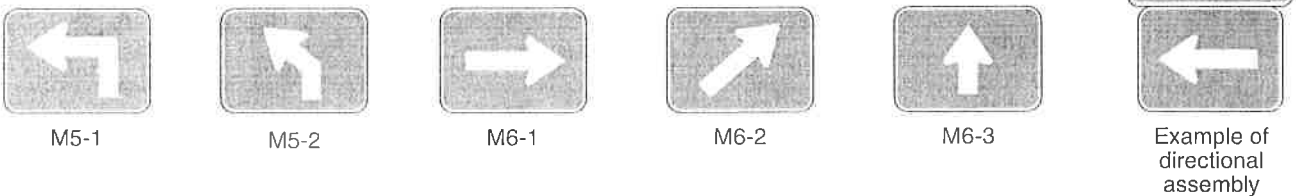
Option:

- 06 Individual States may sign for whatever alternative fuels are available at appropriate locations.

Figure 21-1. General Service Signs and Plaques



Advance Turn and Directional Arrow Auxiliary Signs for use with General Service Signs



Standard:

07 **General Service signs, if used at intersections, shall be accompanied by a directional message.**

Option:

08 The Advance Turn (M5 series) or Directional Arrow (M6 series) auxiliary signs with white arrows on blue backgrounds as shown in Figure 21-1 may be used with General Service symbol signs to create a General Service Directional Assembly.

09 The General Service sign legends may be either symbols or word messages.

Standard:

10 **Symbols and word message General Service legends shall not be intermixed on the same sign. The Pharmacy (D9-20) sign shall only be used to indicate the availability of a pharmacy that is open, with a State-licensed pharmacist present and on duty, 24 hours per day, 7 days per week, and that is located within 3 miles of an interchange on the Federal-aid system. The D9-20 sign shall have a 24 HR (D9-20aP) plaque mounted below it.**

Support:

11 Formats for displaying different combinations of these services are described in Section 21.03.

Option:

12 If the distance to the next point at which services are available is 10 miles or more, a NEXT SERVICES XX MILES (D9-17P) plaque (see Figure 21-2) may be installed below the General Service sign.

13 The International Symbol of Accessibility for the Handicapped (D9-6) sign may be used beneath General Service signs where paved ramps and rest room facilities accessible to, and usable by, the physically handicapped are provided.

Guidance:

14 *When the D9-6 sign is used in accordance with Paragraph 13, and van-accessible parking is available at the facility, a VAN ACCESSIBLE (D9-6P) plaque (see Figure 21-1) should be mounted below the D9-6 sign.*

Option:

15 The Recreational Vehicle Sanitary Station (D9-12) sign may be used as needed to indicate the availability of facilities designed for the use of dumping wastes from recreational vehicle holding tanks.

16 The Litter Container (D9-4) sign may be placed in advance of roadside turnouts or rest areas, unless it distracts the driver's attention from other more important regulatory, warning, or directional signs.

17 The Emergency Medical Services (D9-13) symbol sign may be used to identify medical service facilities that have been included in the Emergency Medical Services system under a signing policy developed by the State and/or local highway agency.

Standard:

18 **The Emergency Medical Services symbol sign shall not be used to identify services other than qualified hospitals, ambulance stations, and qualified free-standing emergency medical treatment centers. If used, the Emergency Medical Services symbol sign shall be supplemented by a sign identifying the type of service provided.**

Option:

19 The Emergency Medical Services symbol sign may be used above the HOSPITAL (D9-13a) sign or Hospital (D9-2) symbol sign or above a sign with the legend AMBULANCE STATION (D9-13b), EMERGENCY MEDICAL CARE (D9-13c), or TRAUMA CENTER (D9-13d). The Emergency Medical Services symbol sign may also be used to supplement Telephone (D9-1), Channel 9 Monitored (D12-3), or POLICE (D9-14) signs.

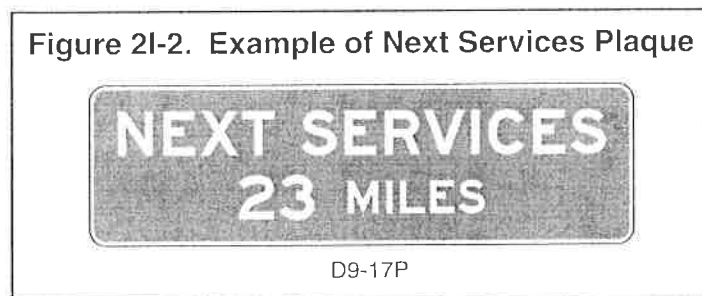
Standard:

20 **The legend EMERGENCY MEDICAL CARE shall not be used for services other than qualified free-standing emergency medical treatment centers.**

Guidance:

21 *Each State should develop guidelines for the implementation of the Emergency Medical Services symbol sign.*

Figure 21-2. Example of Next Services Plaque



- 22 *The State should consider the following guidelines in the preparation of its policy:*
- A. *AMBULANCE*
 - 1. *24-hour service, 7 days per week.*
 - 2. *Staffed by two State-certified persons trained at least to the basic level.*
 - 3. *Vehicular communications with a hospital emergency department.*
 - 4. *Operator should have successfully completed an emergency-vehicle operator training course.*
 - B. *HOSPITAL*
 - 1. *24-hour service, 7 days per week.*
 - 2. *Emergency department facilities with a physician (or emergency care nurse on duty within the emergency department with a physician on call) trained in emergency medical procedures on duty.*
 - 3. *Licensed or approved for definitive medical care by an appropriate State authority.*
 - 4. *Equipped for radio voice communications with ambulances and other hospitals.*
 - C. *Channel 9 Monitored*
 - 1. *Provided by either professional or volunteer monitors.*
 - 2. *Available 24 hours per day, 7 days per week.*
 - 3. *The service should be endorsed, sponsored, or controlled by an appropriate government authority to guarantee the level of monitoring.*

Section 2I.03 General Service Signs for Freeways and Expressways

Support:

- 01 General Service (D9-18 series) signs (see Figure 2I-3) are generally not appropriate at major interchanges (see definition in Section 2E.32) and in urban areas.

Standard:

- 02 **General Service signs shall have white letters, symbols, arrows, and borders on a blue background. Letter and numeral sizes shall comply with the minimum requirements of Tables 2E-2 through 2E-5. All approved symbols shall be permitted as alternatives to word messages, but symbols and word service messages shall not be intermixed. If the services are not visible from the ramp of a single-exit interchange, the service signing shall be repeated in smaller size at the intersection of the exit ramp and the crossroad. Such service signs shall use arrows to indicate the direction to the services.**

Option:

- 03 For numbered interchanges, the exit number may be incorporated within the sign legend (D9-18b) or displayed on an Exit Number (E1-5P) plaque (see Section 2E.31).

Guidance:

- 04 *Distance to services should be displayed on General Service signs where distances are more than 1 mile.*
- 05 *General Service signing should only be provided at locations where the road user can return to the freeway or expressway and continue in the same direction of travel.*
- 06 *Only services that fulfill the needs of the road user should be displayed on General Service signs. If State or local agencies elect to provide General Service signing, there should be a statewide policy for such signing and criteria for the availability of the various types of services. The criteria should consider the following:*
- A. *Gas, Diesel, LP Gas, EV Charging, and/or other alternative fuels if all of the following are available:*
 - 1. *Vehicle services such as gas, oil, and water;*
 - 2. *Modern sanitary facilities and drinking water;*
 - 3. *Continuous operations at least 16 hours per day, 7 days per week; and*
 - 4. *Public telephone.*
 - B. *Food if all of the following are available:*
 - 1. *Licensing or approval, where required;*
 - 2. *Continuous operation to serve at least two meals per day, at least 6 days per week;*
 - 3. *Public telephone; and*
 - 4. *Modern sanitary facilities.*
 - C. *Lodging if all of the following are available:*
 - 1. *Licensing or approval, where required;*
 - 2. *Adequate sleeping accommodations;*
 - 3. *Public telephone; and*
 - 4. *Modern sanitary facilities.*



August 12, 2016

Ms. Lisa M. Ailport
AICP Contract Planner
City of Bonners Ferry
7232 Main Street
P. O. Box 149
Bonners Ferry, ID 83805

Re: SUP006-16 Boundary Volunteer Ambulance Services, Inc.

Dear Ms. Ailport,

This letter is written in support of the special use permit the Boundary Volunteer Ambulance Service has submitted to the City of Bonners Ferry for processing, asking for approval to operate an ambulance service office to include 24/7 operations of the volunteer ambulance service and run all aspects of the human resources and business operations from one location.

Also included is the application which has been signed per your request.

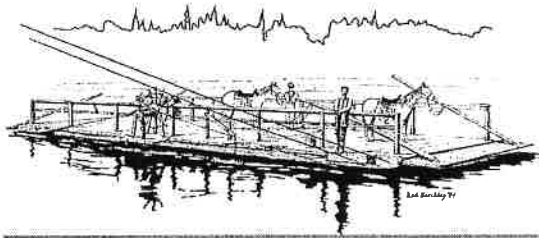
If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Johnson", written over a horizontal line.

Craig A. Johnson, CEO

CC: Jeff Lindsey, BVA



CITY OF BONNERS FERRY

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

July 27, 2016

TO:

- | | |
|--|--|
| <input type="checkbox"/> Panhandle Health District | <input type="checkbox"/> Idaho Dept. of Water Resources |
| <input type="checkbox"/> City of Bonners Ferry Street Dept. | <input checked="" type="checkbox"/> City of Bonners Ferry Utility (Electric) |
| <input checked="" type="checkbox"/> City of Bonners Ferry Fire Dept. | <input checked="" type="checkbox"/> City of Bonners Ferry Police Dept. |
| <input type="checkbox"/> City of BF Utility (Sewer/Water) | <input checked="" type="checkbox"/> Traffic Safety Committee |
| <input type="checkbox"/> Boundary County School District | <input type="checkbox"/> Fish and Wildlife Service |
| <input type="checkbox"/> Avista Power Company | <input type="checkbox"/> Forest Service |
| <input type="checkbox"/> Frontier | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Idaho Dept. of Fish and Game | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Idaho Dept. of Env. Quality | |
| <input checked="" type="checkbox"/> Boundary County Community Hospital | |

FROM: Lisa M. Ailport, AICP Contract Planner

SUBJECT: SUP006-16 Boundary Volunteer Ambulance Services, Inc.

The enclosed application has been submitted to the City of Bonners Ferry for processing. The Boundary Volunteer Ambulance Service, Inc. is seeking special use permit approval for operations of ambulance service office to include 24/7 operations of the volunteer ambulance service as well as run all aspects of the human resource and business from the location. The proposed site is expected to house at least three employees during the 24 hour day and up to six during business houses of 8am-5pm. Please review the application relative to your agency's area of expertise and include any recommended conditions of approval.

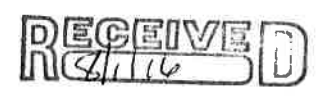
Please specify in writing if additional information is requested by your agency prior to City staff scheduling or holding a public hearing. Requests for additional information will be forwarded to the project applicant and project representative for their response. Please reference the project name and file number.

Please respond by **August 17, 2016**. If no response is provided, staff will conclude your agency has no comments or recommended conditions.

If you have no comment or response, you may also indicate below and return this form to the City as soon as possible to speed processing time. Thank you for your assistance.

NO COMMENT _____ *(SEE LETTER)* _____ *8/1/16*
 Agency Name, Initials of Agency Representative Date

- c: Jeri Shepard, Applicant (w/o enclosures)
- Jeff Lindsey, Project Representative (w/o enclosures)



Lisa Ailport

From: Lisa Ailport
Sent: Wednesday, August 17, 2016 2:51 PM
To: 'Jeff Lindsey'
Subject: RE: SUP06-16 Traffic Safety Committee Meeting

Nope that does it, I just wanted you to know that the city may not condition the special use permit to no lights or sirens and the traffic safety committee felt it was important to clarify that lights were encouraged.

Lisa M. Ailport, AICP

City Planner

City of Bonners Ferry

From: Jeff Lindsey [<mailto:chieflindsey@boundaryambulance.org>]
Sent: Wednesday, August 17, 2016 2:41 PM
To: Lisa Ailport
Subject: Re: SUP06-16 Traffic Safety Committee Meeting

Lisa,
Thanks for the update and here are the answers to the questions proposed;

Boundary Ambulance will house the "duty" ambulance and the "duty" paramedic (QRV) Quick Response Vehicle on site. All other Boundary Ambulance resources are kept in the county garage building.

Any medications in our supply area will be kept in a "locked" or secured area with a CCTV camera recording the lock safe at all times to be in compliance with DEA rules.

Boundary Ambulance averages 3 calls per day.

As stated in our policies and procedures we are not to use lights or sirens until we come up to the Hwy 95 corridor.

Let me know if you need anything else...Thanks!

Jeff Lindsey NRP,CHM

Boundary Ambulance

(208) 627-8613

On Wed, Aug 17, 2016 at 2:24 PM, Lisa Ailport <lailport@bonnersferry.id.gov> wrote:

Jeff- I wanted to let you know that the Traffic Safety committee met today and had a number of questions, two proposed condition and one recommendation. The minutes will reflect these as well, but I wanted to let you know what I heard.

Lisa Ailport

From: Lisa Ailport
Sent: Wednesday, August 17, 2016 2:24 PM
To: 'chief lindsey@boundaryambulance.org'
Cc: Christine McNair; Vic Watson
Subject: SUP06-16 Traffic Safety Committee Meeting

Jeff- I wanted to let you know that the Traffic Safety committee met today and had a number of questions, two proposed conditions and one recommendation. The minutes will reflect these as well, but I wanted to let you know what I heard.

The traffic safety committee was hoping you'd be able to help answer the following questions:

Will BVAS stage their ambulances at the site?. I thought we covered this in our initial conversation but I have since moved employment from Ruen-Yeager and Associates to the city and didn't get to keep my records.

Will BVAS house any hazards on site, to include any drugs used in the administration of care for patients? If so, where will they be kept and how will they be stored when not in an ambulance?

How many runs do you average a day?

Recommendations: The committee wanted to strongly recommend, while not conditioning the use, to use ambulance warning lights when in the residential district (Property to Highway 95) and only use sirens when absolutely necessary.

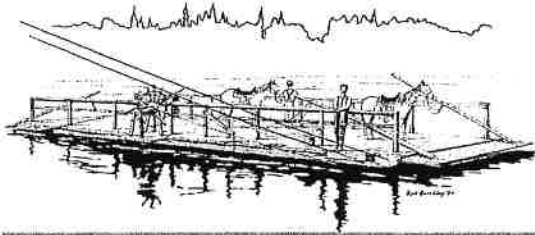
Proposed Conditions: Two conditions did come as a recommendation from the committee that will likely see its way to the staff report for the Planning and Zoning Commission's consideration. Those conditions are related to warning signage along Comanche and Chinook. While I don't have the actual language prepared, I will share with you some draft language that I am considering.

Condition #1: Prior to recordation of the special use permit, BVAS shall install to the satisfaction of the City Engineer, ambulance warning signs along Comanche Street for both west bound and east bound traffic in accordance with the manual on uniform traffic control devices (MUTCD).

Condition #2: Prior to recordation of the special use permit, BVAS shall install to the satisfaction of the City Engineer, ambulance warning signs along Chinook Street for both north bound and south bound traffic in accordance with the manual on uniform traffic control devices (MUTCD).

Tentatively we have a public hearing scheduled for September 15, 2016 at 5:30. You may see it noticed in the paper next week under the legal sections. Feel free to contact me if you have any questions.

Lisa M. Ailport, AICP
City Planner
City of Bonners Ferry



CITY OF BONNERS FERRY

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

July 27, 2016

TO:

- | | |
|--|--|
| <input type="checkbox"/> Panhandle Health District | <input type="checkbox"/> Idaho Dept. of Water Resources |
| <input type="checkbox"/> City of Bonners Ferry Street Dept. | <input checked="" type="checkbox"/> City of Bonners Ferry Utility (Electric) |
| <input checked="" type="checkbox"/> City of Bonners Ferry Fire Dept. | <input checked="" type="checkbox"/> City of Bonners Ferry Police Dept. |
| <input checked="" type="checkbox"/> City of BF Utility (Sewer/Water) | <input checked="" type="checkbox"/> Traffic Safety Committee |
| <input type="checkbox"/> Boundary County School District | <input type="checkbox"/> Fish and Wildlife Service |
| <input type="checkbox"/> Avista Power Company | <input type="checkbox"/> Forest Service |
| <input type="checkbox"/> Frontier | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Idaho Dept. of Fish and Game | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Idaho Dept. of Env. Quality | |
| <input checked="" type="checkbox"/> Boundary County Community Hospital | |

FROM: Lisa M. Ailport, AICP Contract Planner

SUBJECT: SUP006-16 Boundary Volunteer Ambulance Services, Inc.

The enclosed application has been submitted to the City of Bonners Ferry for processing. The Boundary Volunteer Ambulance Service, Inc. is seeking special use permit approval for operations of ambulance service office to include 24/7 operations of the volunteer ambulance service as well as run all aspects of the human resource and business from the location. The proposed site is expected to house at least three employees during the 24 hour day and up to six during business hours of 8am-5pm. Please review the application relative to your agency's area of expertise and include any recommended conditions of approval.

Please specify in writing if additional information is requested by your agency prior to City staff scheduling or holding a public hearing. Requests for additional information will be forwarded to the project applicant and project representative for their response. Please reference the project name and file number.

Please respond by **August 17, 2016**. If no response is provided, staff will conclude your agency has no comments or recommended conditions.

If you have no comment or response, you may also indicate below and return this form to the City as soon as possible to speed processing time. Thank you for your assistance.

NO COMMENT Water/sewer City of B.F. 8/2/16
Agency Name, Initials of Agency Representative Date

c: Jeri Shepard, Applicant (w/o enclosures)
Jeff Lindsey, Project Representative (w/o enclosures)

Lisa Ailport

From: John Youngwirth
Sent: Wednesday, August 31, 2016 2:36 PM
To: Lisa Ailport
Subject: RE: BVA special use permit

Hey Lisa,

I hope your feeling better. So to answer your question they will have to get an access permit to get signs put in, also call for locates. Of course Mutcd will dictate sign size, color, reflectivity boarder breakaway sign posts and proper traffic control to install the signs.

Thanks

John

From: Lisa Ailport
Sent: Wednesday, August 31, 2016 12:45 PM
To: John Youngwirth <jyoungwirth@bonnersferry.id.gov>
Subject: BVA special use permit

John- I am likely headed out because I am not feeling well. Below you'll see the draft conditions, but my question to you was whether the city has a permit for work in the right-of-way that they'd be required to obtain to complete the installation. The traffic safety committee recommended to the P/Z that signs be placed on Chinook and Comanche Road indicating the roads were used as ambulance routes.

This is a draft conditions, I just wrote it this morning.

1. The applicant shall obtain approval for installation of and shall install signage in both directions along Comanche and Chinook informing motorist that the roads are Ambulance Routes. Installation shall be in compliance with the Manual on Uniform Traffic Control Devices and to the acceptance and approval by the City Engineer.

Lisa M. Ailport, AICP

City Planner

City of Bonners Ferry

Office: 208-267-3105

Direct: 208-267-4739

AGREEMENT FOR SHELTER SERVICES

This Agreement is entered into on this ____ day of _____, 2016, by and between SECOND CHANCE ANIMAL ADOPTION (hereinafter "SCAA"), a non-profit corporation, and the CITY OF BONNERS FERRY (hereinafter "CITY"), a municipal corporation of the State of Idaho.

1. CONSIDERATION

As consideration for this Agreement, SCAA agrees to provide the services of its Animal Shelter to CITY as described below. In exchange, CITY agrees to compensate SCAA in fees as provided below.

2. FEES

CITY shall compensate SCAA on a monthly basis continuing for the duration of this Agreement. Payment shall be made by the 10th day of the month following the services rendered at the rate of \$824.00 per month.

3. SERVICES

A. CITY may impound dogs at SCAA's Animal Shelter (hereinafter "Shelter"), located at 6647 LINCOLN ST., BONNERS FERRY, ID 83805. CITY officers shall have access to the holding pens of the Shelter twenty-four (24) hours per day for placement of CITY collected dogs.

B. The Shelter shall be open to the public during the Shelter's normal business hours. The exception shall be for recognized Federal holidays when the Shelter may be closed.

C. SCAA shall maintain its shelter in a humane manner and shall keep its shelter in a sanitary condition at all times. All services provided by SCAA shall be provided in accordance with local laws and the laws of the State of Idaho. SCAA shall use humane methods in the care, euthanasia, and disposition of any dog under its jurisdiction.

D. SCAA will be allowed to sell dog license tags to the public during the hours the Shelter is open to the public.

E. SCAA shall be responsible for accounting for all tags, receipts, and monies associated with sold tags and for submitting said records to CITY in accordance with this Agreement.

F. This Agreement pertains only to dogs received from City Police and dogs released to City residents.

4. ANIMAL CONFINEMENT—IMPOUND TIME REQUIREMENTS

The following minimum holding periods are established. For all impoundment periods, the day after impoundment is considered the first day of impoundment.

A. Lost or Stray Dogs

SCAA shall hold a lost or stray CITY collected dog for not less than five (5) days (except for dogs which may be disposed of pursuant to paragraph 5C). During the five (5) day holding period the owner of the dog may pick up the animal after first paying the impound fees as stated in 6A of this Agreement and obtaining a City dog tag if the animal is not currently licensed. Owners are also required to show rabies vaccination certificate if the dog does not have a current rabies tag affixed to its collar as required by City ordinance 5-3C-3. If the dog does not have a current rabies tag or the owner does not have the required proof of rabies vaccination, they shall be informed of the City ordinance requiring such. SCAA shall inform the City Police of any dog released that does not have a current rabies tag or vaccination certificate. The City Police will follow up with the owner to make sure the dog receives the required vaccination.

B. Quarantined Dogs

A dog placed in quarantine for observation for rabies symptoms shall be impounded for a period of ten (10) days. If, at the conclusion of the impoundment period, the animal has not exhibited any symptoms of rabies, the dog may be returned to the owner. Arrangements will be made to have a City Police officer at the shelter when the dog is released to address any restrictions that may be required of the owner in regards to I.C. § 25-2805(2). Regular impound fees will apply for each day the dog is impounded. The owner will be held to the same requirements in regards to providing proof of current rabies vaccinations as outlined in section 4A.

5. DISPOSITION

- A. SCAA may humanely dispose of, transfer to a new owner or any other no kill organization, any impounded animal not claimed by its owner or custodian within the prescribed holding period.
- B. Owners wishing to relinquish a dog shall contact SCAA for consideration in its adoption program or other disposition.
- C. Injured, sick, or diseased dogs will be medically cleared by a veterinarian or considered for humane disposition prior to being impounded in SCAA. Any veterinary expenses (up to \$100) incurred prior to impoundment will be the responsibility of the CITY (expenses over \$100 must have the prior approval of the Chief of Police). Newborns unable to feed themselves,

injured, sick, or diseased dogs may be considered for human disposition without regard to the prescribed holding period in order to alleviate suffering or to protect other impounded animals from exposure to a contagious disease. For these purposes, a disease, sickness, or injury is a condition causing great threat or harm to the animal or other animals, or causing unnecessary suffering or pain. Animals exhibiting disease or injury should be provided appropriate medical treatments, or in extreme cases, considered for other disposition.

- D. Any CITY collected dog becomes the responsibility of SCAA when it is delivered to SCAA and becomes property of SCAA at the completion of the five (5) day holding period.

6. IMPOUND AND LICENSE FEES

- A. Anyone claiming a CITY impounded animal during the minimum holding period shall pay any relevant fees established by SCAA in accordance with City ordinances. Fees other than City dog license fees shall be retained by SCAA. License fees shall be turned over to CITY one time per month by the tenth (10th) day of the following month.
- B. SCAA shall provide CITY with a current list of all fees charged by SCAA for services provided including impound fees. SCAA also agrees to provide CITY with an updated copy of any changes in the fee schedule within ten (10) days of amendment in the future.
- C. SCAA shall verify a current license on all claimed dogs. SCAA shall verify that the license is current or issue a new license before a dog can be released. The CITY will provide SCAA with sufficient license tags and forms to satisfy this requirement.
- D. SCAA shall collect license fees established in accordance with City ordinances. A one (1) dollar administrative fee will be added to each license sold by SCAA. The additional fee will be maintained by SCAA.
- E. CITY shall inform SCAA of any change of ordinance concerning license or impound fees to allow SCAA to remain in compliance with City ordinances.

7. RECORD KEEPING

- A. SCAA shall maintain an accounting of all dogs received from CITY and all fees collected. Receipts shall be issued by SCAA for all fees received on behalf of CITY.
- B. SCAA shall maintain CITY records on a monthly basis and provide the CITY with copies on or before the 10th day of the following month. CITY reserves

the right to review all records and conduct an audit. SCAA shall do a yearly inventory and supply CITY with a report of all dogs impounded at the shelter, due no later than October 31 of each year.

8. BILLINGS AND PAYMENTS

SCAA shall remit to CITY all license fees collected the previous month, along with applications and the number range for license tags issued. This will be done by the tenth (10th) day of each month.

9. TERM

This Agreement will remain effective in one year installments beginning annually on October 1st, 2015, renewed automatically. Should one party wish to terminate the Agreement, the procedure shall be as outlined below in 10A and 10B of this Agreement.

10. TERMINATION

- A. Either party may terminate this Agreement for any reason upon sixty (60) days written notice to the other party. Within sixty (60) days of the effective date of termination, each party shall forward to the other party any and all billings due and owing.
- B. In the event that SCAA fails to provide services or follow City procedures and practice as required by this Agreement, CITY shall provide written notice to SCAA of such failure to provide services or follow City procedures and practices. SCAA shall be given thirty (30) days from the date of the written notification by CITY to provide the required services or follow City procedures and practices. In the event SCAA fails to provide the required services or follow City procedures or practices after thirty (30) days from receipt of written notification, CITY may terminate this Agreement upon thirty (30) days written notice.

11. INSURANCE

SCAA agrees to obtain and keep in force during the term of this Agreement, a comprehensive general liability insurance policy in the minimum amount of \$1,000,000.00, which shall name and protect SCAA, all SCAA's employees, CITY 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 SCAA's acts. SCAA shall provide proof of liability coverage with a new certificate yearly and require insurer to notify SCAA ten (10) days prior to cancellation of said policy.

12. INDEMNIFICATION

- A. To the fullest extent permitted by law, CITY and SCAA agree to save, indemnify, defend, and hold harmless each other from any and all liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses, or any injury or damage of any kind whatsoever, whether actual, alleged, or threatened, actual attorney's fees, court costs, interest, defense costs and expenses associated therewith, including the use of experts, and any other costs of any nature without restriction incurred in relation to, as a consequence of, or arising out of, the performance of this Agreement, and attributable to the fault of the other. Following a determination of percentage of fault and/or liability by Agreement between the Parties or a court of competent jurisdiction, the Party responsible for liability to the other will indemnify the other Party to this Agreement for the percentage of liability determined as set forth in this section.

- B. When a CITY impounded dog becomes in the control of SCAA, SCAA waives, releases, and holds harmless the CITY against any and all claims of action resulting from or as a result of the dog delivered to SCAA.

13. SEVERABILITY

If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, then such portion shall be deemed modified to the extent necessary in the opinion of the court to render such portion enforceable and, as so modified, such portion and the balance of this Agreement shall continue in full force and effect.

14. LAWS OF THE STATE OF IDAHO

This contract is to be determined and construed under the laws of the State of Idaho.

15. TOTAL AGREEMENT

No changes or amendments are to be considered valid regarding this contract unless in writing and signed by both Parties. This contract is to be considered the total Agreement between the parties unless changed as state above.

IN WITNESS HEREOF, the Parties hereto have executed this Agreement the day and year first hereinabove written.

ENTITY:

USER:

CITY OF BONNERS FERRY

SECOND CHANCE ANIMAL ADOPTION

BY: _____
David Sims, Mayor

BY: _____

ATTEST:

WITNESS:

Kris Larson, Clerk



MEMO

CITY OF BONNERS FERRY

Date: October 14, 2016
To: City Council
From: David Sims
Subject: LHRIP Transportation Plan Grant Application

The City applied for an LHRIP grant last year to fund a transportation plan for the city. The application was not successful.

LHTAC is now accepting LHRIP applications for FY 2018, and I am proposing that the City again apply for funds for a transportation plan. The application deadline is November 14, 2016.

Thank you,

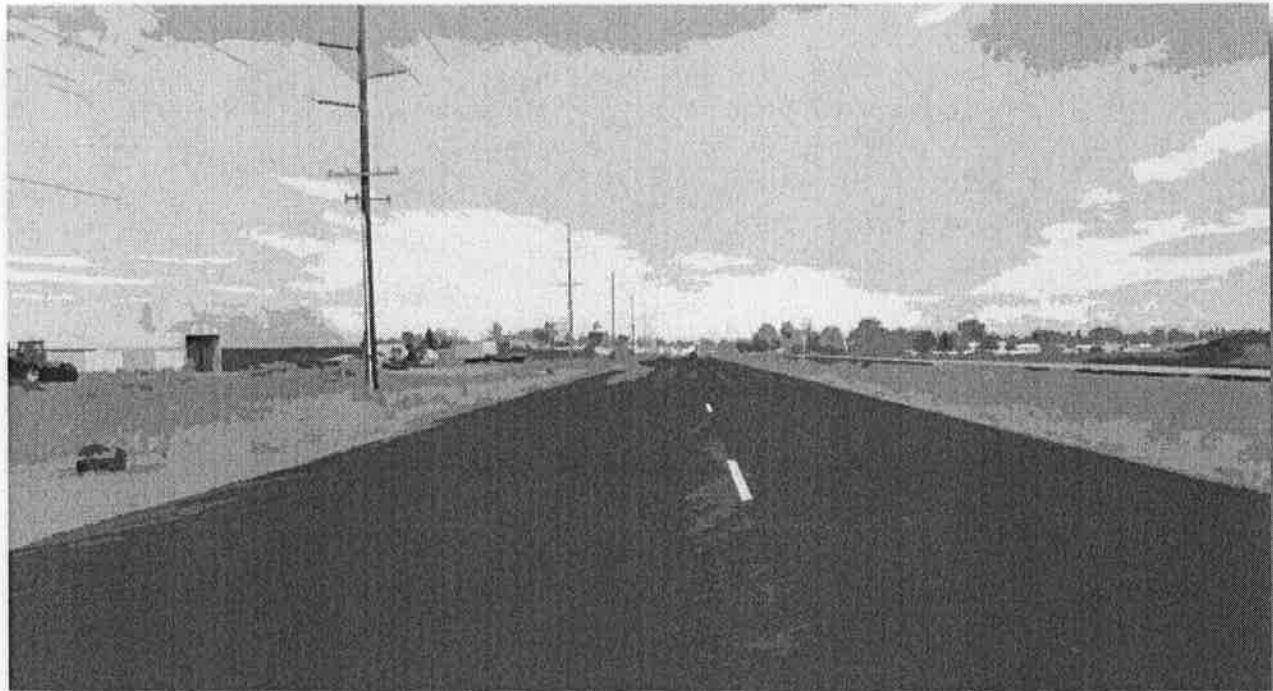
David

Local Rural Highway Investment Program: LRHIP FY18 Application

Idaho Local Highway Jurisdictions

Submittal Deadline (Postmark date via FedEx, UPS or USPS): November 15, 2016

Submittal Deadline (Hand Delivered): November 17, 2016 4:30 p.m. MST



Local Highway Technical Assistance Council

3330 Grace Street

Boise, Idaho 83703

208-344-0565/ 1-800-259-6841

Fax 208-344-0789

www.lhtac.org



INCLUDED IN THIS PACKET

1. APPLICATION INFORMATION

1.1 Program Background

1.2 Use of Funds

1.3 Eligibility

1.4 Project Criteria

1.5 Selection Process

2. APPLICATION CHECKLIST

2.1 Checklist and Submittal Deadline

2.2 LHTAC FY18 LRHIP Application Cover Sheet Instructions

3. APPLICATION

3.1 LHTAC FY18 LRHIP Application Cover Sheet

3.2 LHTAC FY18 LRHIP Construction Project Application



3.3 LHTAC FY18 LRHIP Federal-aid Match Application



3.4 LHTAC FY18 LRHIP Transportation Plan Application



3.5 LHTAC FY18 LRHIP Sign Project Application



Select 1 of these 4 types of LRHIP project applications that applies to your LHJ's project.

4. PROJECT COMPLETION

4.1 Project Document Summary

LRHIP Emergency Applications are available separately by request.

Appendix A – Why a Transportation Planning Project?

1. APPLICATION INFORMATION

1.1 PROGRAM BACKGROUND:

LOCAL RURAL HIGHWAY INVESTMENT PROGRAM (LRHIP)

The Idaho Transportation Board in conjunction with the Idaho Transportation Department (ITD), and the Local Highway Technical Assistance Council (LHTAC) has developed this program to assist small cities, counties, and highway districts to improve the investment in their roadway infrastructure. The program is funded by an exchange of Federal-aid Rural funds for ITD State funds. At the request of the Idaho Transportation Board, LHTAC has agreed to administer this program and account for the expenditures of the funds based on criteria established by the Idaho Transportation Board and LHTAC. This program was started October 1, 2003.

1.2 USE OF FUNDS:

Funds are expected to be used within two years of the award. If there is a delay of more than two years, written justification of delays will be required. If the project cannot be completed, the award may be rescinded and/or funds shall be returned.

Eligible uses of funds are as follows:

1. **Construction Projects** include any type of local road or bridge project to improve the condition, safety or service life of that local road or bridge from maintenance up to and including reconstruction. This type of project grant is limited to a maximum of \$100,000. Projects must include roadway work. Projects exclusively for pedestrian improvements are not eligible. **A one year Hiatus will be applied to those Local Highway Jurisdictions who receive LRHIP Construction project awards the previous year. Federal-aid match for construction is considered a construction project. A list of those on the 2018 Construction Hiatus List can be found online <http://lhtac.org/programs/lrhip/>.**

2. **Federal-aid Match Construction Projects** include any type of local road or bridge project that has Federal-aid (or other Federal funds) to improve the condition, safety or service life of that road or bridge. To apply for this project, you must already be awarded the Federal-aid project, it should be included in the Idaho Transportation Investment Program, and must be scheduled for construction within the next two years (from the grant fiscal year). This type of project has a maximum grant amount of \$100,000. Annually, \$200,000 is reserved for this type of project and award is based on need.

3. **Transportation Plans** are described in [Appendix A](#). Funds are to be used to hire a licensed consulting engineer or transportation planner to complete a new Transportation Plan or update an original Transportation Plan that is 10 years old or older. An original Transportation Plan is limited to a \$50,000 award, an update is limited to a maximum of a \$30,000 award. Plans must include an Asset Management plan (iWorQ or approved alternative) if one is not in place. Jurisdictions that choose to use iWorQ should obtain an iWorQ protocol document and collect enough centerline and sign data to ensure the information collected will work in the iWorQ software. If the Local Highway Jurisdiction will not be using iWorQ, then it will be the sponsor's responsibility to get acceptable data to LHTAC to be submitted to iWorQ as part of the statewide data collection. A draft scope of work needs to be approved by the program manager before the check will be issued.

4. **Sign Projects** include sign replacement and upgrade projects to bring warning and regulatory signs, sign posts and pavement markings up to Manual on Uniform Traffic Control Devices (MUTCD) standards. This type of project grant is limited to a maximum of \$30,000.

5. **Emergency Funds.** For emergencies that occur, a separate application is available and can be submitted throughout the year. \$400,000 is reserved annually to fund these projects. Individual grants are limited to \$100,000. Please contact Laila Kral prior to submitting an Emergency Application.

1.3 ELIGIBILITY

1. The entity must be a Local Highway Jurisdiction (LHJ), Section 40-113 (3), Idaho Code, with jurisdiction over roadways outside Census Bureau designation of urbanized areas. A list of ineligible jurisdictions is available on our website <http://lhtac.org/programs/lrhip/>.
2. The Annual Road and Street Financial Report must be submitted. If you did not submit your Annual Road and Street Financial Report, submit the report to the Controller's Office.
3. The LHJ **must** be assessing property tax for roads and bridges, or using a substitute property tax (forest funds, sales tax, payment in lieu of taxes, etc.) for roads and bridges. Jurisdictions not assessing property tax **will not** be eligible.
4. The LHJ should be showing a maximum of 70% user (aka State Funding: fuel tax) and at least 30% non-user (aka Local Funding: property tax, impact fees, interest income) funding of their road budget as shown in the cost responsibility requirements in Chapter 6 of the Idaho Highway Needs Assessment Study Update 1995. Points are still awarded for user/State Funding fees above 70% however, deductions are made. The goal is to reward jurisdictions for funding 30% or more of their road budget with non-user fees.
5. Funds granted should be spent in the year they are applied for and on the project specified in the application. Projects need to be completed between October 1, 2017 and September 30, 2018. If this project receives any other funding grants or reimbursements along with the LRHIP grant, that are in excess of the total cost of the project, these excess funds need to be returned to LHTAC for other projects in the State. Recipients will be required to notify LHTAC in the event that project expenditures require modification and differ from that shown on the approved application. A written letter or email request for an extension is also necessary if the project is not completed before September 30, 2018.
6. Knowledgeable personnel are very important to you and LHTAC. The Construction Project Application has points available to those Local Highway Jurisdictions who have staff that have graduated from, or are participating in, the Road Scholar/Master Program sponsored by the LHTAC T2, or other recognized programs. Transcripts are available online with a user name and password. The LHTAC T2 Center can be reached at 1-800-259-6841 or www.lhtac.org.
7. Upon completion of the project, please complete the Project Documentation Summary (PDS) form and include project before-and-after photos. If your project is a Transportation Plan, send one (1) copy of the plan with the PDS.

On June 12, 2009, the Council approved a LRHIP policy which requires that all Local Highway Jurisdictions who have **not** submitted time extension requests or PDS forms by the annual **December Council Meeting** will be sent a letter that states: **unless a time extension request is received by January 1, LHTAC will require repayment of their LRHIP grant, and past projects without a time extension request or a project document summary will be ineligible for future LRHIP grants.**

1.4 PROJECT CRITERIA

1. Project must be on a public and local rural highway, Idaho Code Section 40-117(5), and sponsored by a LHJ to be eligible for LRHIP funds.
2. All expenditures of these funds must follow the Idaho Local Governments "Procurement and Public Works Contracting" guidelines available on the LHTAC website in the LRHIP section. Idaho Statutes for Public Works Contractors and Idaho Code for procurement must be followed.
3. There is a maximum limit on the amount of funds available to any one (1) jurisdiction in any given year of \$100,000 (not to include Emergency Funds). It is not the intent of this program to cover the complete cost of a project, but merely enhance the funding available to improve the investment in the highway project. Only one application per jurisdiction may be submitted annually. **(A one year Hiatus applies to Construction and Federal-aid Match projects awarded the previous year, however jurisdictions are eligible for other LRHIP funds.)**
4. Funds cannot be used for wages, engineering services, equipment reimbursement or equipment purchases. Engineering services can be paid from LRHIP funds *only* when used as a match for a Federal-aid project (with an assigned key number) or for Transportation Plan projects.

1.5 SELECTION PROCESS

LHTAC annually distributes and receives applications from the Local Highway Jurisdictions eligible for this program. Typically, the application and instructions are mailed out in September, with completed applications due back in November, so that funding obligations can be made in March of the following year.

Applications (FY18) are due to LHTAC's office (3330 Grace Street, Boise, ID 83703) by Thursday, November 17, 2016, 4:30 PM Mountain Time or postmarked via FedEx, UPS or USPS by Tuesday, November 15, 2016. Applications received after 4:30 PM Mountain Time on this date will not be considered. Electronic submittal of applications will not be accepted.

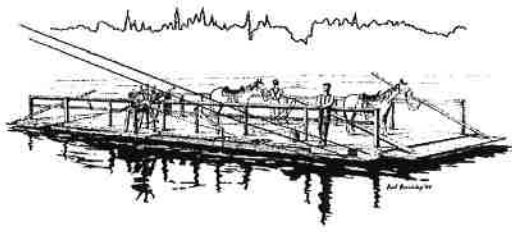
Projects may begin after October 1, 2017 (the beginning of FY18). Availability of funds are dependent upon Federal and State appropriations. If you receive an LRHIP grant, please request funds in writing when you are ready to begin your project. Written requests (email or letter) can be made to Laila Kral, Deputy Administrator.

There are five types of projects that LHTAC has identified, four that use this application: Construction Projects, Federal-aid Match Projects, Transportation Plans, and Sign Upgrade projects. Choose **one (1) project** for your Local Highway Jurisdiction. Complete the "[Application Cover Sheet](#)" then identify and complete the proper "[Application Score Sheet](#)" for your type of project and submit the original plus two (2) copies of the application cover sheet and application with score sheet to LHTAC.

Project Review

LHTAC has a responsibility to report to the Idaho Transportation Board and evaluate this program. LHTAC staff may use the following requirements for this purpose:

1. Recipients will be required to obtain approval from the LHTAC Council in the event that project expenditures require significant modification and differ from that shown on the approved application.
2. Recipients may be required to provide documents on project expenditures.
3. Recipients may be requested to provide on-site project review with LHTAC staff.
4. The successful applications are considered public information and may be shared as requested.



MEMO

CITY OF BONNERS FERRY

Date: October 14, 2016
To: City Council
From: David Sims
Subject: Riverside Street Grant Opportunity

The STP Rural FY17-18 Local Federal-aid grant applications have been released.

I am proposing that the City apply for a construction grant to widen and resurface Riverside Street. This would allow the inclusion of a multi-use path along the river side of the street, matching the profile of the Riverside Street Federal Land Access project that begins at the city limits.

The grant requires a 7.34% local match. It is possible that the Urban Renewal Agency could pay the matching portion of the grant. If the Council wishes to pursue the grant, I will make the request of the Urban Renewal Board.

If the council wishes to move forward, I suggest the following path:

- Request that the Urban Renewal District pay the matching portion for the grant.
- Have staff develop a scope of work for the project.
- Request council approval for the application.

Thank you,

David

Local Federal-aid Incentive Program: STP Rural FY17-18 Application

Idaho Local Highway Jurisdictions

Submittal Deadline (Postmark date via FedEx, UPS or USPS): January 5, 2017
Submittal Deadline (Hand Delivered): January 9, 2017 4:30 p.m. MST



Local Highway Technical Assistance Council

3330 Grace Street

Boise, Idaho 83703

208-344-0565/ 1-800-259-6841

Fax 208-344-0789

www.lhtac.org



INCLUDED IN THIS PACKET

1. APPLICATION INFORMATION

- 1.1 Program Background
- 1.2 Use of Funds
- 1.3 Eligibility
- 1.4 Project Criteria
- 1.5 Selection Process

2. APPLICATION CHECKLIST

- 2.1 Checklist and Submittal Deadline
- 2.2 LHTAC FY17-18 Rural Application Cover Sheet Instructions

3. APPLICATION

- 3.1 LHTAC FY17-18 Rural Application Cover Sheet
 - 3.1.1 ITD 2435 Federal-aid Project Request
 - 3.1.2 ITD 1150 Cost Summary Sheet
- 3.2 LHTAC FY17-18 Rural Application Question Rationale
- 3.3 LHTAC FY17-18 Rural Application Score Sheet
- 3.4 LHTAC FY17-18 Rural Application Rating Criteria

4. SAMPLE DOCUMENTS

- 4.1 Vicinity Map
- 4.2 Sample Resolution

1. APPLICATION INFORMATION

1.1 PROGRAM BACKGROUND

RURAL PROGRAM

Surface Transportation Program (STP) Local Rural funds are allocated for projects in rural areas, and in cities with populations less than 5,000. Funds may be used for new construction, reconstruction or rehabilitation of roadways functionally classified by FHWA as arterial or rural major collectors with a small percentage allowed for minor collectors. The local match requirement is 7.34%. The funds are awarded through the Local Federal-aid Incentive Program administered by LHTAC.

STP Rural applications will be **accepted every other year (2017, 2019, 2021 etc.)**. The prioritized list of applications will be used for two years. This program is targeting construction projects up to \$2,000,000. The limit is set at \$2,000,000 for construction (CN) and construction engineering (CE) costs for each project, however, a jurisdiction may request more funds with a penalty. For each \$200,000 requested over the \$2,000,000, one point will be deducted from the applicant's total score per scorer. No projects over \$5,000,000 (CN & CE) will be allowed.

1.2 USE OF FUNDS

Successful applicants are awarded funds for a project based on estimated costs. LHTAC will make every effort to cover cost over-runs; however the applicant is ultimately responsible for costs exceeding the estimate.

Projects may include: rehabilitation of existing roadways, new construction of roadways (including curbs, gutters, sidewalks, and storm drain facilities), and overlay or chip sealing projects.

1.3 ELIGIBILITY

Surface Transportation Program (STP) Local Rural funds are allocated for projects in rural areas (counties, highway districts) and in cities with populations below 5,000. These funds are to be used on roads with a functional classification of arterial or collector.

1.4 PROJECT CRITERIA

Functional classification of roadways must be determined at the application time since the federal regulations allow Rural Funding to be spent on arterials (SMA) and collectors (STC). Each county and urban area has a functional classification map, approved by the Idaho Transportation Department (ITD). Please refer to this map to determine the roadway's classification. If you do not have the map or cannot locate it, please contact your ITD District Office for clarification or go to:

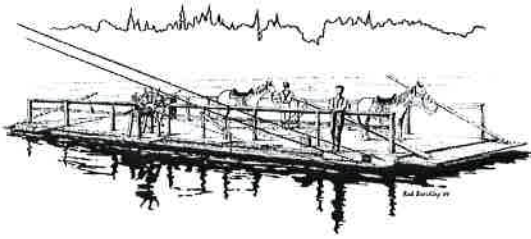
<https://iplan.maps.arcgis.com/apps/webappviewer/index.html?id=859bab44a10c4221bed7f7c74e49d554>.

Chip sealing is eligible on existing pavements within Federal-aid projects. The pavement must be in reasonably good condition and meet the following criteria:

- Existing pavement must not be more than 12 years old;
- Existing pavement must be at least 24' wide and have a minimum of 2" hot mix pavement;
- Must have at least 2' of shoulder on each side; (paved or unpaved)
- Existing pavement must not show more than 20% fatigue cracking;
- Road must be classified as a major collector or arterial route; and
- The work must be contracted out to a private contractor.

1.5 SELECTION PROCESS

Applications are mailed out to eligible areas and available online at www.lhtac.org beginning in October. Local jurisdictions identify projects and request prioritization by their local transportation coalition group. Applications are submitted to LHTAC through a formal project application process, due in January. Project applications are reviewed and ranked by LHTAC. A prioritized list of projects is presented to the LHTAC Council for approval in March. They are then presented to the Idaho Transportation Board for inclusion in the draft Idaho Transportation Investment Program (ITIP) in June. The draft ITIP is open for public comment during the month of July. The Idaho Transportation Board approves the ITIP in the fall of the year, usually in September.



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER/ADMIN

Date: October 18, 2016
To: City Council
From: Mike Klaus, City Engineer/Admin
Subject: **Sewer Lagoon Fencing**

I have solicited quotes for installing security fencing at the sewer lagoons. I requested quotes from three fencing companies, and received two quotes; one from Northwest Fencing for \$29,905 and another from Idaho Fence for \$22,573.

I am requesting authorization to have Idaho Fence complete the fencing as quoted. I recommend completing this project, as it will provide much better security than the existing fencing. This project will provide approximately 1,300 feet of needed fencing, while another 1,300 feet will be needed in the future to complete the entire perimeter. The section that I am requesting approval for is the most vulnerable to unauthorized access.

Please let me know if you have any questions.

Thank you,

Mike

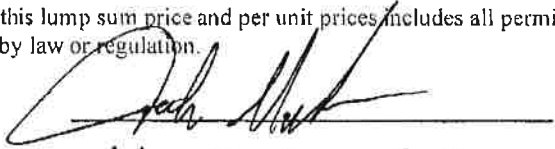
Quote Form

Item	Unit	Estimated Units	Price per Unit	Total Item Price
6 Foot High Fencing	Lineal Foot	1,300	\$14.71'	\$19,123.00
20 Foot Gate System	Lump Sum	2	\$1500.00	\$3000.00
4 Foot Gate System	Lump Sum	1	\$450.00	\$450.00
			Quote Grand Total	\$22,573

Understanding that this lump sum price and per unit prices includes all permit fees, sales and consumer use taxes, etc. required by law or regulation.

Signed

Name and Title


John Hayden G.M.

Date

10-12-16

Company Name

IDAHO FENCE

Company Address

2430 W Seltice Way
Post Falls ID
83854

Idaho Public Works License # 001040-B4

Phone Number

208 687 2296

Fax Number

208 687 2196

Check List of Quote Attachments:

1. Plan Sheets and Details

Quote Form

Item	Unit	Estimated Units	Price per Unit	Total Item Price
6 Foot High Fencing	Lineal Foot	1,300	\$19.75	\$25,675.00
20 Foot Gate System	Lump Sum	2	\$1,890	\$3,780
4 Foot Gate System	Lump Sum	1	\$450	\$450
			Quote Grand Total	\$29,905

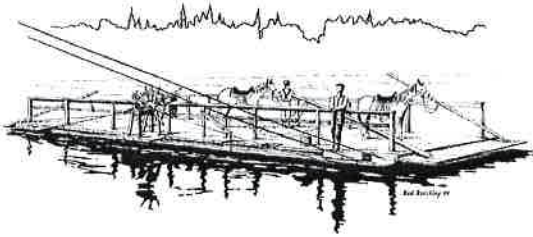
Understanding that this lump sum price and per unit prices includes all permit fees, sales and consumer use taxes, etc. required by law or regulation.

Signed


Name and Title David K Anderson, Gen. ManagerDate 10/12/2016Company Name Northwest Fence CompanyCompany Address 14909 E Sprague Ave
Spokane Valley, WA 99216Idaho Public Works License # 023409-B-4Phone Number 509-928-8084Fax Number 509-926-9931

Check List of Quote Attachments:

1. Plan Sheets and Details



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER/ADMIN

Date: October 18, 2016
To: City Council
From: Mike Klaus, City Engineer/Admin
Subject: Electric Department - Spare Regulators

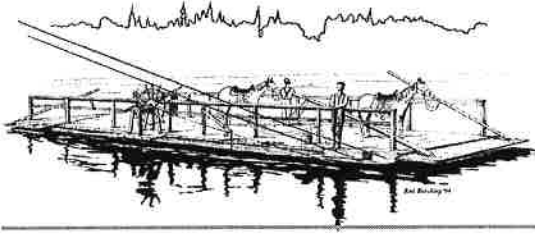
The City has nine voltage regulators at the three substations that we operate. Right now we have one spare regulator, while each substation requires three for operation. Regulators have mechanical components within them to make voltage adjustments. Each adjustment constitutes an “operation”, and regulators are good for a particular number of these operations. Many of our regulators have exceeded the operation limits.

I am proposing the purchase of two new regulators so that we can replace a set of three (using our spare) at one substation.

I am requesting authorization to solicit three quotes for two regulators, and also for authorization to purchase two regulators with the limit to not exceed \$35,000 total cost.

Thank you,

Mike



CITY OF BONNERS FERRY

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

Memo

Date: October 14, 2016
To: City Council
From: Rick Alonzo
Re: Proposed Days off

Please consider allowing the City employees to have the following days off:

- Friday, November 25, 2016 – all day
- Friday, December 23, 2016 – half day

Thank you,

Rick



2016
ASSOCIATION OF IDAHO CITIES
FALL
DISTRICT WORKSHOP

*All meetings will be held
from 9:00 am - 3:00 pm*

District 6 - Idaho Falls
Wednesday, November 9

Hilton Garden Inn
700 Lindsay Blvd
Idaho Falls, Idaho

District 5 - Chubbuck
Thursday, November 10

Idaho Central Credit Union
4400 Central Way
Chubbuck, Idaho

District 3 - Boise
Monday, November 14

Wyndham Garden Boise Airport
3300 S Vista Avenue
Boise, Idaho

District 4 - Twin Falls
Tuesday, November 15

Canyon Crest Event Center
330 Canyon Crest Drive
Twin Falls, Idaho

District 1 - Coeur d'Alene
Monday, November 28

Best Western Plus Coeur d'Alene Inn
506 W. Appleway
Coeur d'Alene, Idaho

District 2 - Lewiston
Tuesday, November 29

Red Lion Hotel
621 21st Street
Lewiston, Idaho

VISIT: WWW.IDAHO-CITIES.ORG/ACADEMIES FOR ONLINE REGISTRATION

DATES & LOCATIONS

- ◆ October 12, 2016 - Boise, ID
Riverside Hotel
2900 W. Chinden Blvd
- ◆ October 13, 2016 - Idaho Falls, ID
Shilo Inn
780 Lindsey Blvd
- ◆ October 20, 2016 - Coeur d'Alene, ID
Coeur d'Alene Inn & Conference Center
506 W Appleway Ave

REGISTRATION

- ◆ Register online at:
www.idprima.org/registration
- ◆ Registration deadline -
5 business days prior to event

FEES

- ◆ \$35 registration fee includes training materials, lunch and refreshments
- ◆ Make checks payable to:
Idaho Chapter of PRIMA
PO Box 15298
Boise, ID 83715

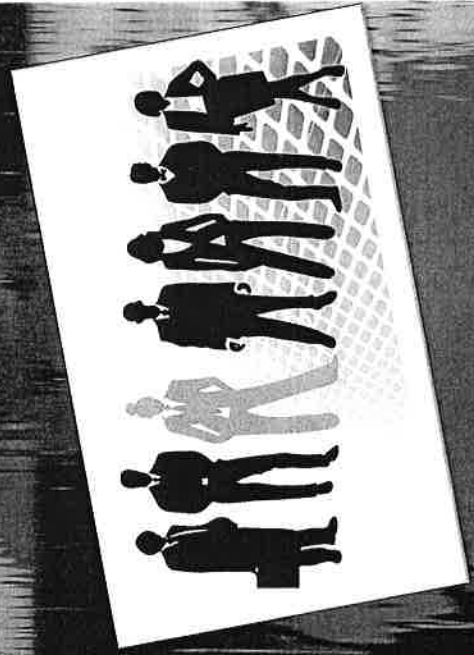


Kris Larson
City of Bonners Ferry
PO Box 149
Bonners Ferry, ID 83805

Idaho Chapter of PRIMA
PO Box 15298
Boise, ID 83715-5298



The Role of the **RISK MANAGER** & Personnel Management SUPERVISING EMPLOYEES LEGAL & PRACTICAL CONSIDERATIONS



FALL 2016 - SESSION 2
October 12th - BOISE
October 13th - IDAHO FALLS
October 20th - COEUR D'ALENE

PLEASE COPY AND CIRCULATE THIS BROCHURE WITHIN YOUR AGENCY.

* Encourage all supervisors to attend.

ELECTION OF YOUR PRIMA BOARD
will be held at the PRIMA Fall 2016 Training. If you wish to nominate someone for a board position, complete the nomination form on the website at www.idprima.org by September 16, 2016 (see form for details).

CANCELLATIONS:

To keep registration fees low, cancellations must be received by phone or email no less than 5 business days prior to training to receive a refund.

Phone: (208) 246-8195

or email them to:

info@idprima.org

Training Hours:

8:30am to 9:00am - Sign-In
9:00am to 4:00pm - Training
Breaks & Lunch are included

Stay up-to-date on evolving Risk Management. Enhance your skills and advance your knowledge with the training you need in today's local government landscape!

www.idprima.org

FALL 2016 - SESSION 2

The Role of the Risk Manager

& Personnel Management

SUPERVISING EMPLOYEES - LEGAL & PRACTICAL CONSIDERATIONS

- The Roles & Responsibilities of a Supervisor
- Creating Civility & Respect in the Workplace
- Tips on Finding & Hiring **GREAT** Employees
- How to Respond to Bullying, Harassment & Discrimination
- Communication, Coaching and Performance
- We Need To Talk: Handling Difficult Conversations, Discipline & Termination
- What's In Your Policy?
- What's Up (WAY UP) with the Fair Labor Standards Act (FLSA)?
- An Insight into Federal Laws to Follow When it Comes to Your Employees