

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  
November 17, 2015  
7:00 p.m.**

#### **PLEDGE OF ALLEGIANCE**

#### **PUBLIC HEARING**

#### **PUBLIC COMMENTS**

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

#### **GUESTS**

Marion Johnson and Susan Kiebert – SPOT Bus Update  
Alison Henslee – Christmas Decorations

#### **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 November 3, 2015 Council Meeting Minutes

#### **OLD BUSINESS**

5. City – Discuss Hiring Policy Amendment (attachment)

#### **NEW BUSINESS**

6. City – Discuss Christmas Decorations and Tree Lights
7. City – Approve Catering Permit for Kootenai Tribe of Idaho doing business as Kootenai River Inn for the Festival of Trees Banquet on December 12, 2015 at the Fairgrounds (attachment)
8. Police – Approve Vacation Carryover Request for Buddy Winters (attachment)

9. Water – First Reading of Ordinance Amending City Code Title Ten, Chapter 10, Section 8 Regarding Procedure for Water Rates and Regulations Changes (attachment)
10. Electric – Approve Length of Service Increase for Heiko Arshat (attachment)
11. Water – Authorize Mayor to Sign Idaho Community Development Block Grant Program Request for Funds for the Cassia Water Tank Project and Approve Payment to S&L Underground, Welch Comer, and Nancy Mabile (attachment)
12. City – Clarify Mayor's Exceptional Worker Incentive Program (attachment)
13. City – Designate City Representative and Alternate for Boundary Area Transportation Team (BATT) for 2016 (attachment)
14. City – Read November 3, 2015 Election Results by Precinct into the Record (attachment)
15. City – Discuss Christmas Party
16. City – Executive Session per Idaho Code 74-206 (1) (a) Consider hiring a public officer, employee, staff member or individual agent

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

- (a) Consider hiring a public officer, employee, staff member or individual agent.
- (b) 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) Conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency.
- (d) Consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code.
- (e) 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) 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.
- (i) 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.

#### **ADJOURNMENT**

#### **NEXT MEETING DATE**

#### **INFORMATION**

17. City – AIC Training November 24, 2015 in Coeur d'Alene (attachment)
18. Street – Augusta Street Project Public Hearing at City Hall on November 18, 2015 from 4:00 p.m. to 7:00 p.m. (attachment)
19. City – Letter from Rick Laam RE: Idaho PRIMA Certifications (attachment)

## A. GENERAL

It is the goal of the City of Bonners Ferry to hire and/or promote individuals whose skills, abilities, and attitudes best enhance the City's ability to provide the best possible level of cost effective service to its citizens. This policy is not applicable to Mayoral appointments and volunteers.

## B. ADVERTISING

1. All open positions will be advertised at the State of Idaho Job Service.
2. Job postings are to reference the City's equal employment opportunity and non-discrimination policies
3. Positions may also be advertised in the local newspaper, industry trade journals and web sites when appropriate to increase the pool of qualified applicants.
4. The time the position is open for submission of applications is based on the time expected to obtain a list of qualified applicants. If after the position is closed and there is a desire to obtain additional applicants the position will be readvertised.
5. Candidates will be required to turn in the standard application form and a copy of their valid driver's license to the job service and may be required to include resumes, letters of references, and/or certifications.
6. Exceptions:
  - a) For positions to be filled with in-house candidates the opening will be noticed to all potentially qualified employees. The notice will include the position and closing dates. Also refer to the personnel policy 3A.IV.E.
  - b) Seasonal positions may be filled with the employee(s) from previous years without a competitive hiring process upon recommendation from the department head.

## C. INTERVIEWING

1. A list of individuals for interview will be made from review of the applications. This review will include contacting references and where possible additional people who know the applicant.
2. When possible the City will interview a slate of two to four applicants.
3. The interview team will consist of the same three or four individuals for all candidates with at least one interview team member being a City employee from outside the department with the open position.

D. PRE-EMPLOYMENT CHECKS  
(APPLICABLE TO HIRES WHO ARE NOT CURRENT EMPLOYEES)

1. Further contact of references and existing and prior employers will be made if the person is not well known.

2. All potential employees will have a pre-employment physical and drug test.
3. The City will conduct a criminal background check on applicants.

E. RECOMMENDATION AND CONFIRMATION

1. From the interviewed candidates the supervisor will recommend to the Mayor and Council the person to be hired.

F. PROMOTION OF PROBATIONARY EMPLOYEES

It is the policy of the City of Bonners Ferry that any employee who applies for a promotion of any kind within the department in which they are currently employed, must be in good standing and not on probationary status. Probationary status may be the result of the employee having been hired in the last six (6) months, for disciplinary actions, or any other documented reason.

**CITY OF BONNERS FERRY  
CATERING PERMIT APPLICATION**

NOV 12 2015

Owners Name: Kootenai Tribe of Idaho  
Business Name: Kootenai River Inn  
Business Address: 7169 Plaza  
Bonnors Ferry, ID 83805  
State Beverage License Number: 3977

I hereby request a catering permit for the following dates: 12/12/15  
from the hours of 4 a.m./p.m. to 12 a.m./p.m. at the  
following location: Fairgrounds

Catering will be done for the following group or organization sponsoring the  
event: Banquet - Festival of Trees

Type of Event: Banquet

Wine:  Beer:  Hard Liquor:

Murreleen Skeen 11/12/15  
Signature of the Licensee Date

Murreleen Skeen  
Printed Name

Address: 7169 Plaza Phone: 267-8511  
Bonnors Ferry, ID

Date Submitted to City Council \_\_\_\_\_

**A non-refundable fee of \$20 per day is required with the application**

Please make check payable to: City of Bonners Ferry  
P. O. Box 149  
Bonnors Ferry, ID 83805

# **MEMO**

**FROM: CHIEF VICTOR WATSON**

**TO: MAYOR- CITY COUNCIL**

**DATE: 11-10-2015**

**REF: WAIVER OF TIME; BUDDY WINTERS**

**This letter is to request an extension on Buddy Winter's vacation time usage. His anniversary date is in November and he has an overage to utilize. Due to manpower shortages the Department was dealing with, Officer Winters was unable to utilize his vacation during the summer months. Now that school has started, Officer Winters is in the middle of his DARE curriculum. I am requesting an extension so that he may use up his overage in December, during Christmas break, when his time away from work and school will not affect either program.**

**Sincerely,**



**Victor Watson**

**Chief of Police**

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF BONNERS FERRY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING BONNERS FERRY CITY CODE TITLE TEN CHAPTER 10 SECTION 8 CONCERNING PROCEDURE FOR WATER RATES AND REGULATIONS CHANGES; PROVIDING SEVERABILITY; PROVIDING THAT THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

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

**Section 1: That Bonners Ferry City Code Section 10-2-8 is hereby amended as follows:**

A. Established: Water rates and regulations shall be established and from time to time changed, altered, increased or modified by the superintendent of water and sewer of the city or by the city administrator subject to ~~the~~ approval by resolution of the city council.

B. Date Effective: Any such establishment of rates or regulations or changes, alterations, increases or modifications thereof, shall become effective immediately upon adoption of the Resolution approval by the city council and signature by the Mayor after ~~one publication of such rates, such publication to be accomplished by a notice thereof published once in the official newspaper of the city.~~

C. Water Meters: Water meters shall be used to determine water charges for all water customers, unless technical circumstances prohibit. In this event a nonmetered flat rate will be levied until such time as the technical issue can be resolved.

D. Payment: Payment of water charges shall be due monthly, fourteen (14) days after the customer's billing date.

E. All Real Property Subject To Rates: All real property, with or without buildings, shall be subject to the water rates so long as a service pipe (i.e., hookon) is in place.

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

**Section 3: EFFECTIVE DATE:** This ordinance shall be effective upon its passage and publication in the manner provided by law.

APPROVED by the Mayor and City Council of the City of Bonners Ferry this \_\_\_\_\_  
day of \_\_\_\_\_, 2015.

CITY OF BONNERS FERRY, IDAHO

BY: \_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
Clerk, City of Bonners Ferry



# CITY OF BONNERS FERRY

## EMPLOYEE CHANGE OF PAYROLL STATUS

<u>Last Name</u>	<u>First Name</u>	<u>Effective Date</u>
Arshat	Heiko	11-22-15

### CURRENT PAYROLL STATUS

<u>Job Title</u>	<u>Department</u>	<u>Pay Rate</u>
Operations Technician	Electric	\$19.11

### NEW PAYROLL STATUS

<u>Job Title</u>	<u>Department</u>	<u>Pay Rate</u>
Operations Technician	Electric	\$20.07

### REASON FOR CHANGE

<input type="checkbox"/> Hired	<input type="checkbox"/> Merit Increase	<input type="checkbox"/> Transfer
<input type="checkbox"/> Re-hired	<input type="checkbox"/> Promotion	<input type="checkbox"/> Layoff
<input checked="" type="checkbox"/> Length of Service Increase	<input type="checkbox"/> Demotion	<input type="checkbox"/> Discharge
<input type="checkbox"/> Cost of Living Adjustment	<input type="checkbox"/> Resignation	<input type="checkbox"/> Retirement
<input type="checkbox"/> Re-evaluation of Existing Job		

Other reason or explanation:

### Approval signatures:

Ken Cassanti      11/12/15  
Department Head      Date

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

## Financial Disbursement Form

City of Bonners Ferry  
Cassia Water Tank  
ICDBG-15-I-07-PF

**Request for Funds #:** 1  
**Period:** October 2015  
**Date:** November 12, 2015

Table 1. Expenditures this Period

Invoice From	For	Invoice #	Invoice Date	ICDBG Grant	City Cash	Total
Welch-Comer	Engineering	2015651	10/30/15		\$ 5,217.50	\$ 5,217.50
Nancy Mabile	Administration	2	11/09/15		\$ 300.00	\$ 300.00
S&L Underground	Construction	CPR 1	11/09/15	\$ 35,396.00	\$ 74,633.00	\$ 110,029.00
<b>TOTALS</b>				\$ 35,396.00	\$ 80,150.50	\$ 115,546.50

Please complete the following and return the original to Nancy Mabile, PO Box 3580, Post Falls, ID 83877-3580.

Table 2. Disbursement Report: *CDBG Funds Only*

Date CDBG Funds Received	Date CDBG Funds were Deposited	Date CDBG Funds Disbursed	Check #	Amount	To Whom

I certify that the information in Table 2 above is correct, with disbursements made within 5 calendar days of receipt of CDBG Funds.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Bonners Ferry Cassia Water Tank  
Financial Summary  
October 2015

**BUDGET (Grant Agreement 09.30.15)**

	ICDBG Grant	CITY CASH	0	CITY IN-KIND	TOTAL
Administration	-	40,000.00	-	-	40,000.00
Planning: Admin	-	-	-	5,270.00	5,270.00
Planning: Engineering	-	-	-	20,613.00	20,613.00
Design Professional	-	153,900.00	-	-	153,900.00
Construction	350,000.00	356,500.00	-	-	706,500.00
Legal	-	-	-	1,500.00	1,500.00
<b>Total</b>	<b>350,000.00</b>	<b>550,400.00</b>	<b>-</b>	<b>27,383.00</b>	<b>927,783.00</b>

**MODIFIED WORKING BUDGET (City Council Authorized 9.22.15)**

	ICDBG Grant	CITY CASH CDBG BUDGET	ADDITIONAL CITY CASH	CITY IN-KIND	TOTAL
Administration	-	40,000.00	-	-	40,000.00
Planning: Admin	-	-	-	5,270.00	5,270.00
Planning: Engineering	-	-	-	20,613.00	20,613.00
Design Professional	-	153,900.00	-	-	153,900.00
Construction	350,000.00	356,500.00	381,520.00	-	1,088,020.00
Legal	-	-	-	1,500.00	1,500.00
<b>Total</b>	<b>350,000.00</b>	<b>550,400.00</b>	<b>381,520.00</b>	<b>27,383.00</b>	<b>1,309,303.00</b>

**EXPENDITURES TO DATE**

	ICDBG Grant	CITY CASH CDBG BUDGET	ADDITIONAL CITY CASH	CITY IN-KIND	TOTAL
Administration	-	9,300.00	-	-	9,300.00
Planning: Admin	-	-	-	5,270.00	5,270.00
Planning: Engineering	-	-	-	20,613.00	20,613.00
Design Professional	-	79,527.50	-	-	79,527.50
Construction	35,396.00	74,633.00	-	-	110,029.00
Legal	-	-	-	1,500.00	1,500.00
<b>Total</b>	<b>35,396.00</b>	<b>163,460.50</b>	<b>-</b>	<b>27,383.00</b>	<b>226,239.50</b>

**BUDGET REMAINING**

	ICDBG Grant	CITY CASH CDBG BUDGET	ADDITIONAL CITY CASH	CITY IN-KIND	Total
Administration	-	30,700.00	-	-	30,700.00
Planning: Admin	-	-	-	-	-
Planning: Engineering	-	-	-	-	-
Design Professional	-	74,372.50	-	-	74,372.50
Construction	314,604.00	281,867.00	381,520.00	-	977,991.00
Legal	-	-	-	-	-
<b>Total</b>	<b>314,604.00</b>	<b>386,939.50</b>	<b>381,520.00</b>	<b>-</b>	<b>1,083,063.50</b>

**PROJECT RE-CAP**

Invoice #	To	Period	Invoice Date	Line Item Category	CDBG	City Cash CDBG Contract	City Cash Authorized 09.22.15	City In-Kind (Prev. Exp.)	Amount	INVOICE AMOUNT +/-
<b>MODIFIED WORKING BUDGET</b>										
Income Survey/Grant Writing					350,000.00	550,400.00	381,520.00	27,383.00	1,309,303.00	
Preliminary Design					ROUNDED			(5,270.00)	(5,270.00)	
Legal Fees								(20,613.00)	(20,613.00)	
								(1,500.00)	(1,500.00)	
2014824	Welch-Comer	Dec-14	12.24.14	Engineering		(1,180.00)			(1,180.00)	1,180.00
2015026	Welch-Comer	Jan-15	01.31.15	Engineering		(4,260.00)			(4,260.00)	4,260.00
2015082	Welch-Comer	Feb-15	02.26.15	Engineering		(3,205.00)			(3,205.00)	3,205.00
2015390	Welch-Comer	Jun-15	07.08.15	Engineering		(44,375.00)			(44,375.00)	44,375.00
2015447	Welch-Comer	Jul-15	08.07.15	Engineering		(19,915.00)			(19,915.00)	19,915.00
2015520	Welch-Comer	Aug-15	08.31.15	Engineering		(1,375.00)			(1,375.00)	1,375.00
1	Nancy Mabile	Feb-Sep 15	10.05.15	Administration		(9,000.00)			(9,000.00)	9,000.00
2015651	Welch-Comer	Oct-15	10.30.15	Engineering		(5,217.50)			(5,217.50)	5,217.50
2	Nancy Mabile	Oct-15	11.09.15	Administration		(300.00)			(300.00)	300.00
CPR 1	S&L Underground, Inc.	1-Oct	11.09.15	Construction	(35,396.00)	(74,633.00)			(110,029.00)	110,029.00
P.R. 1										
P.R. 2										
P.R. 3										
P.R. 4										
<b>TOTALS TO DATE</b>					(35,396.00)	(163,460.50)	-	(27,383.00)	(115,546.50)	-
<b>BUDGET REMAINING</b>					<b>314,604.00</b>	<b>386,939.50</b>	-	-	<b>1,193,756.50</b>	

Engineering Contract: \$ 138,400.00  
 Completed to Date: 79,527.50  
 % Complete: 57.46%

Administration Contract: \$ 40,000.00  
 Completed to Date: 9,300.00  
 % Complete: 23.25%

Construction Contract: 1,088,020.00  
 Completed to Date: 35,396.00  
 % Complete: 3.25%

**CONSTRUCTION LINE ITEM ONLY**

CDBG + City 1 & 2 1,088,020.00  
 % CDBG 32.17%  
 %CITY 67.83%  
 100.00%

# Idaho Community Development Block Grant Program Request for Funds

(Return to Idaho Department of Commerce, Economic Development Division, 700 W State Street, PO Box 83720, Boise, ID 83720-0093)

Grantee Name	Contract # ICDBG-15-I-07-PF			Contact Person Nancy Mabile			Phone 208-699-6230	
Address PO Box 149, Bonners Ferry, ID 83805	Report Period October 2015		Date of Request 11/12/15		Request # 1			
1 CDBG Budget	2 Total of Previous Requests	3 Program Income Earned	4 Total Funds Requested + Program Income Col 2 + Col 3	5 Total Funds Dispersed	6 Unexpected Balance of Funds Req. + Program Inc. Col 4 - Col 5	7 Accrued (unpaid) Bills & Costs	8 Current Requests for Funds Col 7 - Col 6	
Administration	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Design Professional	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Construction	\$350,000	\$0	\$0	\$0	\$0	\$35,396	\$35,396	
<b>TOTALS</b>	<b>\$350,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,396</b>	<b>\$35,396</b>	

Note: Furnishing false information may constitute a violation of applicable state and federal law.

Certification of Financial Officer: I certify that the above data is correct, based on the grantee's official accounting system and records, consistently applied and maintained, and that expenditures shown have been made for the purposes of, and in accordance with applicable contract terms and conditions. The funds requested are for reimbursement of actual expenditures during the report period.

Signature \_\_\_\_\_  
 Typed Name David K. Anderson  
 Title Mayor

Invoice



350 E. Kathleen Avenue  
P: 208-664-9382 / F: 208-664-5946

October 30, 2015  
Project No: 45007.00.0  
Invoice No: 2015651

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

Project 45007.00.0 Bonners Ferry - North Rectangular Tank

Professional Services from September 30, 2015 to October 26, 2015

Phase	050	Construction Phase Services		
<b>Fee</b>				
Total Fee	27,500.00			
Percent Complete	15.00	Total Earned	4,125.00	
		Previous Fee Billing	0.00	
		Current Fee Billing	4,125.00	
		<b>Total Fee</b>		<b>4,125.00</b>
		<b>Total this Phase</b>		<b>\$4,125.00</b>

Phase	052	Resident Project Representative		
<b>Professional Personnel</b>				
		<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Engineer I				
Gen. Engineering Services				
Tompke, Taylor	10/26/2015	7.00	95.00	665.00
Tank Demo / Shut Down RPR				
Tompke, Taylor	10/26/2015 Ovt	3.00	142.50	427.50
Totals		10.00		1,092.50
<b>Total Labor</b>				<b>1,092.50</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	1,092.50	0.00	1,092.50	
Limit			30,900.00	
Remaining			29,807.50	
		<b>Total this Phase</b>		<b>\$1,092.50</b>
		<b>Total this Invoice</b>		<b>\$5,217.50</b>

Nancy Mabile  
PO Box 3580  
Post Falls, ID 83877-3580  
208.699.6230  
[nancy@weather-front.com](mailto:nancy@weather-front.com)

**INVOICE**

Date: November 9, 20115  
Number: 02  
Project: City of Bonners Ferry Cassia Water Tank  
To: City of Bonners Ferry  
PO Box 149  
Bonners Ferry, ID 83805

ACTIVITY	TOTAL
<i>The following activities were completed in accordance with the Scope of Work in the Professional Services Contract dated November 4, 2014:</i>	
<b>Project Monitoring (16% Complete)</b>	\$ 300.00
♦ Prepare documents required for Preconstruction Conference	
♦ Participate in Preconstruction Conference	
♦ Receive documents from contractor and set up Labor files	
<b>Balance Due:</b>	<b><u><u>\$300.00</u></u></b>

Please submit payment to:  
Nancy Mabile  
PO Box 3580  
Post Falls, ID 83877-3580

**CITY OF BONNERS FERRY  
BONNERS FERRY CASSIA STORAGE TANK  
CONTRACTOR PARTIAL PAYMENT REQUEST**

Owner: City of Bonners Ferry				Contractor: S&L Underground Inc.	
Period of Request: 10/26/15 to 11/05/15				Pay Request Number: 1	
				Date of Pay Request: 11/9/2015	
<b>CHANGE ORDER SUMMARY</b>			<b>PAYMENT REQUEST SUMMARY*</b>		
No.	Approved	Additions	Deductions		
				1. Original Contract	\$ 1,088,020.00
				2. Change Orders	\$ -
				3. Revised Contract Amount	\$ 1,088,020.00
				4. Work Completed	\$ 115,820.00
				5. Stockpiled Materials	N/A
				6. Retainage (5%)	\$ (5,791.00)
				7. Previous Payments	\$ -
				8. Amount Due (4+5-6-7)	\$ 110,029.00
Totals		\$ -	\$ -	*Detailed breakdown attached.	
Net Change		\$ -	\$ -	% of Contract Amount Earned	11%


CONTRACT TIMES			
Calendar Dates		Number of Calendar Days	
Starting Date	10/26/15	Substantial Completion	249
Substantial Completion Date	07/01/16	Ready for Final Payment	10
Ready For Final Payment	07/11/16	Change Order Days	_____
% of Contract Days Expired	4%	Total Calendar Days	259

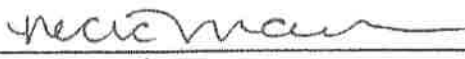
**CONTRACTOR's Certification**

The undersigned CONTRACTOR certifies that: (1) all previous progress payments received from OWNER on account of Work done under this Contract have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with Work covered by prior Contractor Partial Payment Requests numbered \_\_\_ through \_\_\_ Inclusive; (2) title to all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Partial Payment Request will pass to OWNER at time of payment free and clear of all liens, claims, security interest and encumbrances (except such as are covered by Bond acceptable to OWNER indemnifying OWNER against any such lien, claim, security interest or encumbrance); and (3) all Work covered by the Partial Payment Request is in accordance with the Contract Documents and not defective as that term is defined in the Contract Documents.

**PROPOSED BY CONTRACTOR:**  
S&L Underground Inc.

**RECOMMENDED BY ENGINEER**  
Welch, Comer & Associates, Inc.

By:   
Date: 11-9-15

By:   
Date: 11/9/15

**APPROVED BY OWNER:**  
City of Bonners Ferry

By: \_\_\_\_\_  
Date: \_\_\_\_\_





## CDBG PROGRESS REPORT

Grantee: City of Bonners Ferry	Sub-recipient: N/A	Report No.: 1
Grant No.  ICDBG-15-I-07-PF	Report Period: From <u>October 1, 2015</u>  To <u>October 31, 2015</u>	Design Professional: Identify current phase <input type="checkbox"/> Design Phase <input type="checkbox"/> Bidding Phase <input checked="" type="checkbox"/> Construction Phase <input type="checkbox"/> Post Construction Phase
<p>Construction Status: Narrative on construction activities (max 3 sentences). Attach photos if available.</p> <p>Preconstruction Conference. Construction activities include mobilization, demolition of existing tank, and excavation for tank base.</p> <p>Percentage of construction complete <u>10.11%</u></p>		

**Instructions:** Identify the date that the activity was completed and the date the documentation was sent to Commerce. If activity has not yet been completed leave blank. Checklist is to identify that specific steps are met, but it does not replace the directions in the CDBG manual.

<b>GRANT ADMIN AND DESIGN PROFESSIONAL PROCUREMENT</b>	Completion Date	Date Submitted to Commerce
Idaho PTAC Notice for Grant Admin and Design Professional Services:	-	-
Grant Admin Contract:	09.02.14	
Design Professional Contract with CDBG attachment:	December 2014	

<b>ENVIRONMENTAL</b>	Completion Date	Date Submitted to Commerce
Environmental Review Record:	08.24.15	08.24.15
Commerce Approval: Date: <u>09.10.15</u>		

<b>CIVIL RIGHTS PROGRESS</b>	Completion Date	Date Submitted to Commerce
Excessive Force Policy:	06.02.15	07.31.15
EEO Policy Statement:		
Grievance Procedure:	09.15.15	11.03.15
Grantee EEO Poster (identify location): <u>City Hall Kitchen</u>		
Contractor/Subcontractor Activity Report:		

<b>CONSTRUCTION PROGRESS</b>	Completion Date	Date Submitted to Commerce
For each construction contract provide this Construction Progress Report and if applicable Attachment B-Labor Standards Update		
(* ) These items must be sent even if CDBG funds are not expended on construction.		
Construction bid document review certification:	08.26.15	08.26.15
Bid (published) Notices:	08.20.15 08.27.15	08.26.15
Ten Day Wage-Rate Update:	09.01.15	09.01.15
*Bid Tabulations:	09.14.15	09.15.15
Debarred List Checked:	09.15.15	09.15.15
Preconstruction Conference: Minutes and Checklists	10.07.15	10.15.15
*Notice to Proceed: Project Completion Date <u>07.11.16</u>		10.29.15
*Construction Contractor's Contract:	10.09.15	10.29.15
*Performance Bond and Payment Bond and Insurance Certification:	10.09.15	10.15.15
Steps to Comply with Section 3:	10.09.15	10.29.15
*Certificate of Substantial Completion:		
Section 3 Summary Report:		

<b>FAIR HOUSING</b>	Completion Date	Date Submitted to Commerce
Fair Housing Month Proclamation- April:		
Fair Housing Resolution and publication:	11.04.15 05.21.15	11.21.14 07.31.15
Fair Housing Assessment:		
Display Fair Housing Information: (Identify Location) <ul style="list-style-type: none"> <li>• Posters <u>City Hall Entrance</u></li> <li>• Fair Housing Resolution <u>City Hall Entrance</u></li> <li>• IHFA Accessibility Brochure <u>N/A</u></li> </ul>		

<b>SECTION 504 PROGRESS</b>	Completion Date	Date Submitted to Commerce:
Non-Discrimination Policy Adopted: Location <u>City Hall Entrance</u>	09.15.15	11.03.15
Grievance Procedure Established:	09.15.15	11.03.15
504 Self-Evaluation/Update Completed:		
504 Transition Plan/Update Completed:		
Effective Communication Policy:		

<b>SECOND PUBLIC HEARING</b>	Completion Date	Date Submitted Commerce
<ul style="list-style-type: none"> <li>• Published Notice</li> <li>• Minutes</li> <li>• List of Attendees</li> </ul>		

<b>ATTACHMENTS</b>		
<b>A-Disbursement Report (required)</b>	✓	
<b>B-Payroll Review (if applicable)</b>	✓	
<b>C-Acquisition (if applicable)</b>	N/A	

**CERTIFICATION:**

I, the undersigned, do hereby certify that the above information contained in this report, including all attachments are correct and accurately reflects the progress and status of the grant project.

\_\_\_\_\_  
Signature of CDBG Certified Grant Administrator

208-699-6230  
\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

**CERTIFICATION:**

I, the undersigned, do hereby certify that the above information contained in this report, including all attachments are correct and accurately reflects the progress and status of the grant project.

\_\_\_\_\_  
Signature of Chief Elected Official

Mayor  
\_\_\_\_\_  
Title

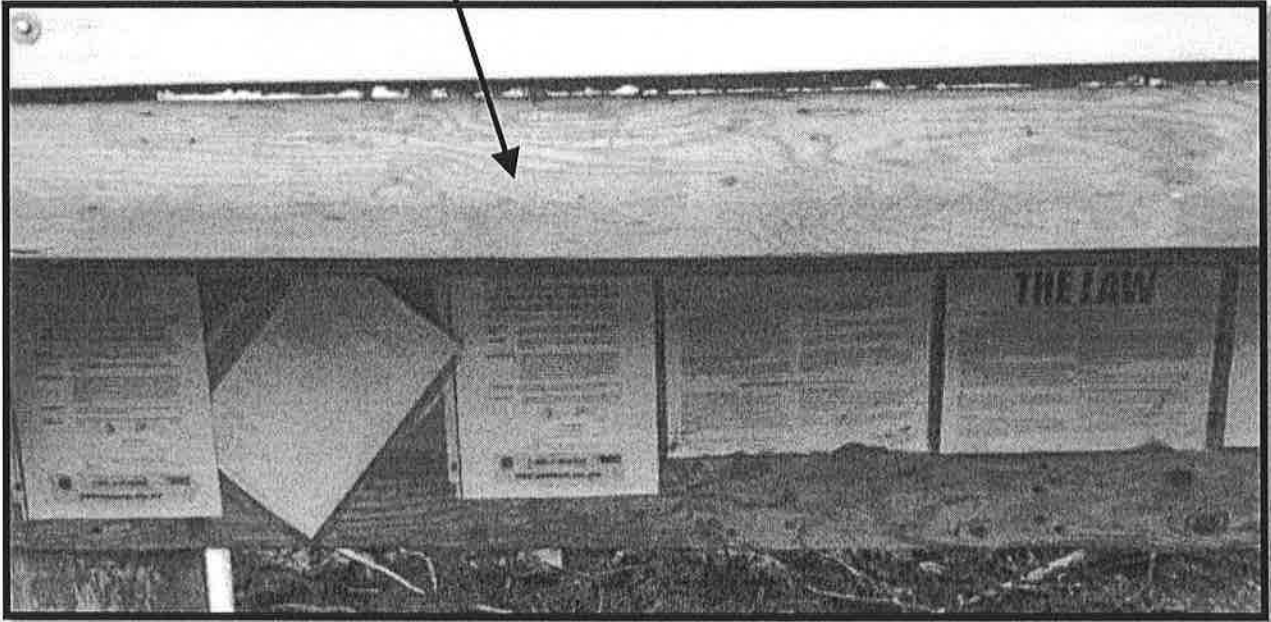
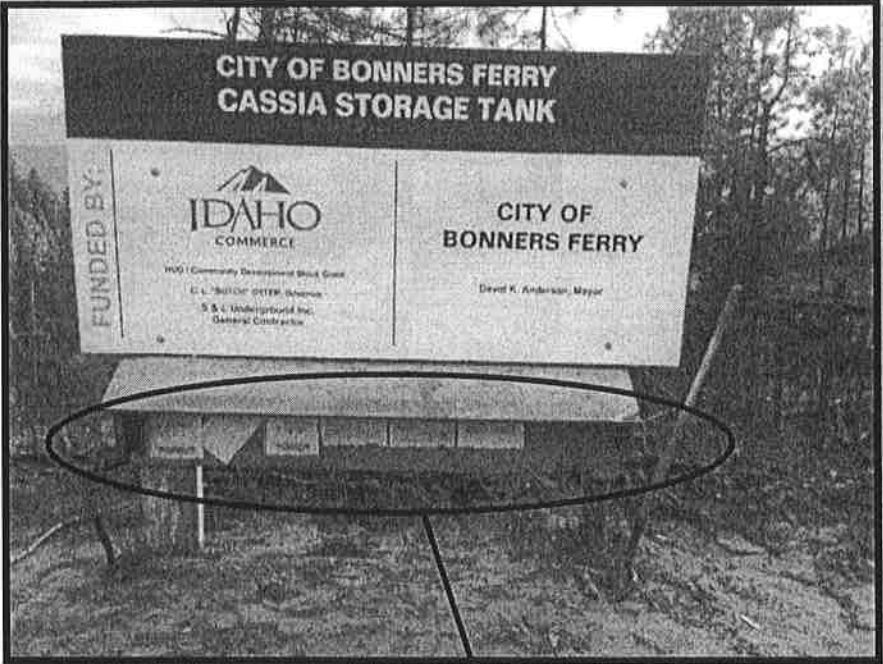
\_\_\_\_\_  
Date



**ATTACHMENT B:  
LABOR STANDARDS UPDATE**

Location of Wage Decision and Poster	Construction Site							
Labor Standards Enforcement Report/ Supporting Documentation	N	N						
No. Interviews Completed Total	0	0	Constructed started October 26, 2015					
Required Apprenticeship Forms Submitted to IDC	N	N						
Apprentices	N	N						
No. Payrolls Reviewed	0	0	Construction started October 26, 2015					
Fringe Paid in Cash	Y	Y						
Fringe Paid to Plan	N	N						
No. of Payrolls on File	0	0						
Authorized Signature Form Sent to IDC	N	N						
Authorized Signature Form Executed	Y	Y						
Subcontract/Contract Certifications Sent to IDC	N	N						
Subcontract/Contract Certifications Executed	Y	Y						
Contractor/Subcontractor	S&L Underground	Coeur d'Alene Crane						

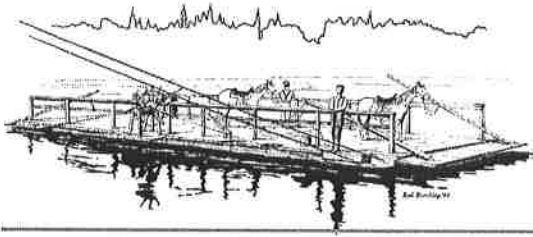
Photos taken 11.10.11





Prep tank base 11.10.11





## CITY OF BONNERS FERRY

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

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# Memo

**To:** Mayor and City Council  
**From:** Kris Larson, Clerk/Treasurer  
**Date:** 11/13/2015  
**Re:** Mayor's Exceptional Worker Incentive Program

---

Please find attached the explanation of the Mayor's Exceptional Worker Incentive Program. This was started in 1999 as recommended by Council President Jim Burkholder.

The rules were explained to me that it is for full-time employees only, and only full-time employees were allowed to vote. Since I have been at the City this is how the program worked. A part-time employee is questioning the rules so we are bringing this to you for clarification.

If you have any questions please call me at 267-0351.

Thanks,

Kris

## Mayor's Exceptional Worker Incentive Program

### Purpose:

To recognize and monetarily reward one city employee each year for duty performance which far exceeds job description requirements and whose performance, demeanor and "can-do" attitude provides an example for all city employees to emulate.

### Nominations:

Each year, on or about 1 October, each department head, the City Clerk, and the City Manager will submit one individual's name to the City Clerk. These nominees may be any city employee, i.e. nominators are not restricted to individuals in their department or chain of command. Nominees must be full time employees (n/a fire dept., part time, or summer hires). Nominations will be based on that calendar year's performance. If all nominating parties should submit the same name, that individual will receive automatic selection and the election vote will be waived.

### Selection:

The city clerk will list, alphabetically, all nominees and post the list for five working days for all city employees to vote. Individuals who receive multiple nominations will be placed on the voting list only once. Each city employee will write their choice and place it in a container in the care of the City Clerk. A roster will be used to insure all are afforded the opportunity to vote. The City Clerk will tally the votes. If a tie, the City Council will vote. If that results in a tie, the mayor will cast the deciding vote. All voting and results will be confidential.

### The Award:

The winner will be awarded \$619.99. The mayor will announce the winner and present the check to the "Exceptional Worker" at the annual City Christmas Dinner party. An employee may not receive the award for more than 2 consecutive years. However, there is no limit to the total number of times an individual may receive the award.



**BATT**

**Boundary Area Transportation Team  
P.O. Box 1418  
Bonners Ferry, ID 83805  
208-267-3838**

## **LOCAL DESIGNEE FORM**

**Jurisdiction:** \_\_\_\_\_

As the duly elected, or appointed, official of the legal jurisdiction named above existing within Boundary County, Idaho, I hereby acknowledge the purpose and function of the Boundary Area Transportation Team as outlined in its Bylaws.

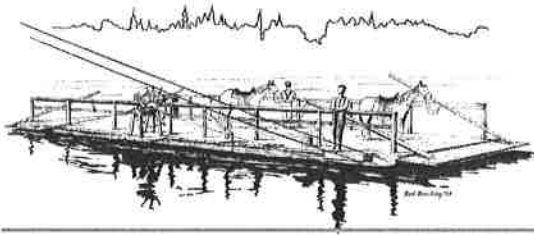
Furthermore, I hereby appoint the following representative of that jurisdiction to membership on the Boundary Area Transportation Team for 2016.

Representative: \_\_\_\_\_

Alternative: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## CITY OF BONNERS FERRY

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

---

# Memo

**To:** Mayor and City Council  
**From:** Kris Larson, Clerk/Treasurer  
**Date:** 11/13/2015  
**Re:** Election Results

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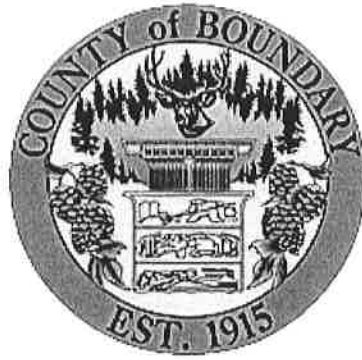
Please find attached the canvass of the November 3, 2015 election results. The election results per precinct must be included in the council meeting minutes.

If you have any questions please call me at 267-0351.

Thanks,

Kris

Glenda Poston  
Clerk/Auditor/Recorder  
Boundary County Courthouse  
E-mail: [gposton@boundarycountyid.org](mailto:gposton@boundarycountyid.org)



Court 208-267-5504  
Auditor 208-267-2242  
Fax 208-267-7814

**BOUNDARY COUNTY**  
**P. O. Box 419**  
**Bonnars Ferry, ID 83805**

November 9, 2015

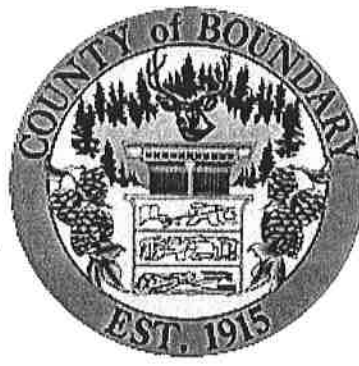
Please find attached a copy of the canvass of the election that took place in Boundary County on November 3, 2015. This represents the certification of the election results.

Per Idaho Code 34-1410, the Clerk of the political subdivision shall issue certificates to the candidates for this election. Could we ask that once you have prepared those certificates that you return a copy to us for our files.

Thank you,

  
Glenda Poston

Glenda Poston  
Clerk/Auditor/Recorder  
Boundary County Courthouse  
E-mail: gposton@boundarycountyid.org



Court 208-267-5504  
Auditor 208-267-2242  
Fax 208-267-7814

**BOUNDARY COUNTY**  
**P. O. Box 419**  
**Bonnors Ferry, ID 83805**

STATE OF IDAHO  
COUNTY OF BOUNDARY

} ss.

I, Glenda Poston, County Clerk of said county and state, do hereby certify that the attached is a full, true and complete copy of the abstract of votes for the candidates therein named and/or the questions as they appeared on the election ballot on November 3, 2015 for the City of Bonnors Ferry as shown by the record of the Board of Canvassers filed in my office this 10<sup>th</sup> day of November, 2015.

  
County Clerk



**BOUNDARY COUNTY**  
**P. O. Box 419**  
**Bonnars Ferry, ID 83805**

STATE OF IDAHO

COUNTY OF BOUNDARY

} ss.

We, the commissioners of the county and state aforesaid, acting as a Board of Canvassers of Election, do hereby state that the attached is a true and complete abstract of all votes cast within this county for the candidates and/or questions as they appeared at the election held on November 3, 2015 as shown by the records now on file in the County Clerk's office.



Dan R. Dinning, Chairman

LeAlan Pinkerton

Walt Kirby

County Board of Canvassers

Attest:   
Glenda Postory, Boundary County Clerk

**BOUNDARY COUNTY RESULTS**  
**November 3, 2015 City of Bonners Ferry**

	3-Nov-15 Boundary County City Of Bonners Ferry		COUCIL MEMBER vote for two (2)		
	MAYOR	MAYOR			
Precinct	David K. Anderson, Mayor	David Sims, Mayor	Rick Alonzo	Merle Dinning	Connie Wells
BF-Koot-NBF	37	48	60	43	38
NBF	48	60	72	44	56
Valley View	27	30	37	27	29
Absentee	57	58	81	53	64
<b>COUNTY TOTAL</b>	<b>169</b>	<b>196</b>	<b>250</b>	<b>167</b>	<b>187</b>

Council Member  
2 years

Adam Arthur
-------------

68
88
51
96
303

Total Votes Cast	372	



**BOUNDARY COUNTY RESULTS**  
**November 3, 2015 City of Bonners Ferry Election**

	VOTING STATISTICS				
Precinct	Total Number of Registered Voters at Cutoff	Number Election Day Registrants	Total Number of Registered Voters	Number of Ballots Cast	% of Registered Voters That Voted
BF-Koot-	380	10	390		0.0%
NBF	401	7	408		0.0%
Valley View	384	3	387		0.0%
Absentee					
<b>CO. TOTAL</b>	<b>1,165</b>	<b>20</b>	<b>1,185</b>	<b>372</b>	<b>31.4%</b>



# 2015

## Association of Idaho Cities Fall Academies

*All meetings will be held  
from 9:00 a.m. - 3:00 p.m.*

**District 3 - Boise**

**Monday, November 16**

Best Western Vista Inn  
2547 Airport Way  
Boise, Idaho

**District 4 - Twin Falls**

**Tuesday, November 17**

**District 6 - Idaho Falls**

**Wednesday, November 18**

Hilton Garden Inn  
700 Lindsay Blvd  
Idaho Falls, Idaho

**District 5 - Chubbuck**

**Thursday, November 19**

Idaho Central Credit Union  
4400 Central Way  
Chubbuck, Idaho

**District 2 - Lewiston**

**Monday, November 23**

Red Lion Hotel  
621 21st Street  
Lewiston, Idaho

**District 1 - Coeur d'Alene**

**Tuesday, November 24**

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

Visit: [www.idahocities.org/academies](http://www.idahocities.org/academies) for online registration

# Registration Form

2015 Fall Academies

Coeur d'Alene, Lewiston, Twin Falls, Boise, Idaho Falls, Chubbuck

9:00 a.m. - 3:00 p.m.

FAX TO ASSOCIATION OF IDAHO CITIES AT (208) 344-8677 | MAIL TO 3100 S. VISTA AVENUE, SUITE 201, BOISE, ID 83705

Registration fee: \$35.00 (includes lunch)

We prefer that you register online at [www.idahocities.org/academies](http://www.idahocities.org/academies), however you may use this form to register as well.

Please print or type. Complete one registration form for each person attending a district meeting. Once completed, fax to (208) 344-8677 or mail to the Association of Idaho Cities, Attn: GayDawn Oyler, 3100 S. Vista Ave., Ste. 310, Boise, ID 83705.

To register MULTIPLE delegates please visit our website at [www.idahocities.org/academies](http://www.idahocities.org/academies)

Registration fee: \$35.00 (includes lunch)

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

E-mail address \_\_\_\_\_

## Payment Information:

Check in the mail

Please Invoice

Check Enclosed (Payable to AIC)

Visa V-code (last three digits on back of card): \_\_\_\_\_

Mastercard \_\_\_\_\_

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Billing Address (include zip) \_\_\_\_\_

Signature of Card Holder \_\_\_\_\_

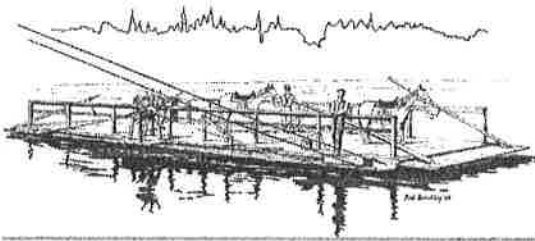
Location Attending:  Coeur d'Alene  Lewiston  Twin Falls  
 Boise  Idaho Falls  Chubbuck

## TOPICS INCLUDE:

- Who is AIC
- Nature & Power of Cities
- Roles & Responsibilities of City Officials
- Intergovernmental Relations
- Liability Protection
- Open Meetings & Public Hearings
- Ethics & Conflict of Interest
- Basics of Planning & Zoning
- Public Records
- Basics of Personnel Management



[www.idahocities.org/academies](http://www.idahocities.org/academies)



## CITY OF BONNERS FERRY

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

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November 9, 2015

Dear Bonners Ferry Resident,

You are invited to attend a Public Hearing for a street improvement project that will construct sidewalks, curb and drainage facilities along Augusta Street between US-95 and Valley View Elementary School.

**Meeting Date : Wednesday, November 18<sup>th</sup>**

**Time : Anytime between 4:00pm- 7:00pm**

**Location : Bonners Ferry City Hall  
7232 Main Street**

The meeting will be open house-style so you can drop by anytime from 4 p.m. to 7 p.m. You will have the opportunity to look at displays of the project and ask questions of the design staff.

A Hearing Officer will be available to take your written comments or oral testimony.

The City of Bonners Ferry was awarded a grant from the Idaho Transportation Department to design and construct this street improvement project. The comments received from the public hearing will be considered in the development of the final design.

**If you are unable to attend the open house but would like to provide comment, please contact me at (208) 597-4219 or [skiebert@lhtac.org](mailto:skiebert@lhtac.org).**

We look forward to seeing you on Nov. 18<sup>th</sup>. Please do not hesitate to contact me if you have any questions.

Sincerely,

Susan Kiebert  
Public Involvement Coordinator  
Augusta Street Project

**Notice of Public Hearing  
Concerning Project #: A018(809) Key No. 18809  
Augusta Street Sidewalk Project, Bonners Ferry**

NOTICE is hereby given that a public hearing will be held at the Bonners Ferry City Hall- Council Chambers, 7232 Main Street, Bonners Ferry, Idaho, on Wednesday, November 18, 2015 from 4-7 p.m. (PST). The Augusta Street Sidewalk Project proposes to construct sidewalk, curb, and drainage facilities along Augusta St. between US 95 and Valley View Elementary School.

The purpose of the hearing is to provide interested individuals, agencies, groups, and others an opportunity to provide testimony on the proposed design including the possibility of gating Augusta St. between Lincoln St. and Stephens St. during school hours or closing the same section of roadway permanently. The hearing will be held in open house format. The public will have the opportunity to view displays, ask questions and provide testimony regarding the project.

Written testimony, statements, or exhibits pertaining to the Augusta Street Sidewalk Project will become part of the record for this project if postmarked by Dec. 2, 2015. Address any such items to:

Local Highway Technical Assistance Council  
Local Communications/PI Coordinator  
231 N. Third- Suite 108  
Sandpoint, Idaho 83864

*The Idaho Transportation Department (ITD) is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. ITD assures that no person shall on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any ITD service, program, or activity. The department also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations. In addition, the department will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency. For accommodations call 208-597-4219.*



## Idaho Public Risk Management Association

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Idaho PRIMA, P.O. Box 15249, Boise, ID 83715

October 26, 2015

David Anderson, Mayor  
City of Bonners Ferry  
P.O. Box 149  
Bonners Ferry, ID. 83805-0149

RE: Connie Wells, Rick Alonzo, Christine McNair - PRIMA Certification

Dear Mayor Anderson:

It is with pleasure that I take this opportunity to write you on behalf of the Idaho PRIMA Board of Directors regarding **Connie Wells, Rick Alonzo and Christine McNair** of the City of Bonners Ferry. They have successfully completed a two year Public Risk Management Certification program through the Idaho Public Risk Management Association (PRIMA). Idaho was the first state in the country to begin a customized Risk Management program that assists individuals with the tools and training needed to identify actual or potential liabilities that a public entity may incur. Keeping risks to a minimum and reducing possible public liability exposure helps reduce insurance claims and insurance costs. They are among seventy (70) individuals throughout Idaho to become certified during the Fall of 2015 as an Idaho Public Risk Manager

Idaho PRIMA membership consists of over 1,000 public entities and includes Cities, Counties, School Districts, Fire Districts, Library Districts, Cemetery Districts, Highway Districts, Recreation Districts, Water and Sewer Districts, Irrigation Districts and Mosquito Abatement Districts.

Certification requirements for Risk Managers include understanding the Insurance Policy; Claims Processing; Recruitment of Employees; Personnel Management; Employer Policies; Torts; Public Records; Civil Rights; Purchasing Laws; Law Enforcement Liability; Planning and Zoning Procedures; Public Liability Issues and Exposures; Public Records, Open Meeting Laws and much more. The objective of a Risk Manager is to identify potential liabilities and to keep risk exposure to a minimum for their public entity.

We realize that different individuals throughout Idaho wear many different hats as part of their job. We ask that you take a few moments and speak with them about PRIMA and Risk Management. Find out what a Risk Manager can do for your organization and the benefits the Risk Manager can provide to your entity. Effective Risk Management saves money, builds employee morale and possibly saves lives.

The Idaho PRIMA Board wanted to personally notify you of their accomplishment and to point out that they are a resource with specific knowledge for your organization.

If I can be of any assistance or answer any questions whatsoever, please do not hesitate to contact me.

Sincerely,

*Rick E. Laam*

Rick E. Laam  
Idaho PRIMA Board