

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

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

**AGENDA
CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
November 3, 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

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 October 20, 2015 Council Meeting Minutes

OLD BUSINESS

NEW BUSINESS

5. City – Approve Special Event Permit for Carolyn Testa for the Turkey Trot on November 26, 2015 (attachment)
6. City – Approve 2015 Beverage License for Yonie E. Solis doing business as Mi Pueblo II LLC (attachment)
7. Street – Authorize Mayor to Sign Augusta Street Project Pay Request #1 for HMH Engineering and Approve Payment (attachment)
8. Street – Authorize Purchase of 1994 Holder C5000 Municipal Tractor with Snow Blower (attachment)

9. Electric – Approve Payment to Knight Construction for Moyie Substation Project (attachment)
10. City – Consider Amending Personnel Policy Regarding Holidays and Part-time Employees (attachment)
11. City – Consider Amending Personnel Policy Regarding Sick Leave (attachment)
12. City – Consider Amending Personnel Policy Regarding Weekend Standby Duty (attachment)
13. City – Consider Amending Hiring Policy Regarding Probationary Period (attachment)
14. City – Adopt City of Bonners Ferry Information Systems Policy (attachment)
15. City – Discuss Holidays (attachment)
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. Street – Cleanup Week November 2, 2015 through November 9, 2015
18. City – AIC Training November 24, 2015 in Coeur d'Alene Police – Vehicle Damage Report (attachment)
19. Police – Notice of Tort Claim (attachment)
20. Electric/Water/Sewer – Profit/Loss Reports (attachment)
21. Street – Augusta Street Project Public Hearing at City Hall on November 18, 2015 from 4:00 p.m. to 7:00 p.m.

CITY OF BONNERS FERRY, IDAHO
APPLICATION FOR CITY SPECIAL EVENT PERMIT
(REQUIRED UNDER ORDINANCE NO. 468)

Date of Application 10/20/15
License Issued to: Carolyn Teste
Business Name: _____
Mailing Address: PO Box 1781 BF
Physical Address: 6832 Augusta St.
Phone Number: 290-7039
Type of Event: Annual Thanksgiving Day Turkey Trot 5k/10k
Dates of Event: Thanksgiving morning 11-26-15
Location of Event: Fairgrounds parking lot
Time of Event: 9 am

RECEIVED
CITY OF BONNERS FERRY
CITY CLERK
COT 26 2015

By application, the applicant shall, waive, indemnify, and hold harmless the City of Bonners Ferry, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorneys' fees, arising out of the permitted activity or the conduct of applicant's operation of the event if such claim (1) is attributed to personal injury, bodily injury, disease or death, or to injury or to destruction of property, including the loss of use therefrom, and (2) is not caused by any gross negligent act or omission or willful misconduct of the City of Bonners Ferry or its employees acting within the scope of their employment.

The following requirements must be met:

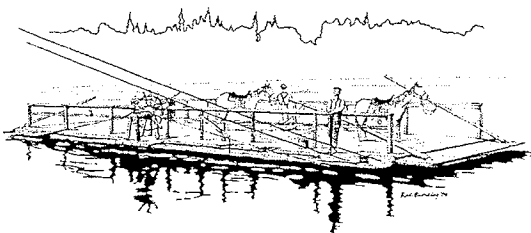
- A. If sponsored by a local resident, entity or group, a signed copy of licensee's contract with the local sponsor. *Food bank notified - getting me their doc.*
- B. Evidence of at least one million dollars (\$1,000,000.00) combined single limit liability insurance that names the City as co-insured.
- C. A clean-up fee of one hundred dollars (\$100.00); all, some or none of which will be returned upon recommendation of the Chief of Police after his inspection of the premises after the organization has left the premises and their permit expired. The foregoing fee is subject to change from time to time by resolution of Council. *for the minutes / provided by Food Bank*

Fees and proof of insurance must be provided to the City of Bonners Ferry prior to the event.

Authorized Signature for Applicant Carolyn Teste
Printed Name Carolyn Teste
Office/Title _____

Office Use:

Fee Paid \$135⁰⁰ Date 10-27-15 Receipt No. 2016-02
Approved By _____ Date _____



CITY OF BONNERS FERRY

Phone: 208-267-3105 Fax: 208-267-4375

ALCOHOL BEVERAGE LICENSE APPLICATION

___ Renewal New License ___ Transfer Year 2015

Applicant: Yoni E Sois Business Phone: _____

Business Name: Mi pueblo II LLC

Business Address: 7168 maint st Bonner ferry

Mailing Address: PO Box 697 Priest River ID 83856

SALES FOR ON PREMISES CONSUMPTION:

HARD LIQUOR: () 375.00 _____

BEER:
Container Only- Bottle and Can (X) 75.00 _____
Draught and Container- by Glass, Bottle, Can () 100.00 _____

WINE: (X) 100.00 _____

SALES FOR OFF PREMISES CONSUMPTION:

BEER:
Container Only- Bottle or Can () 25.00 _____
Keg, Draught/Jug and Container () 100.00 _____

WINE: () 100.00 _____

LICENSE TRANSFER FEE:

HARD LIQUOR () 50.00 _____
BEER and WINE () 50.00 _____

TOTAL 175⁰⁰

Please submit copies of your State and County Alcohol Beverage Licenses along with a check made out to: *The City of Bonners Ferry*; or mail to: *PO Box 149, Bonners Ferry, Idaho 83805* before the issuance of your license upon approval of city council.

10-29-15
Date of Application

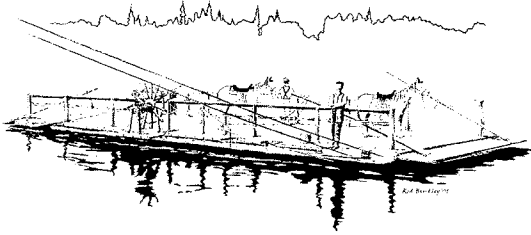
[Signature]
Applicant Signature

CITY OF BONNERS FERRY

OCT 27 2015

PAID

~~PAID
OCT 27 2015
CITY OF BONNERS FERRY~~



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER/ADMIN

Date: November 3, 2015
To: City Council
From: Mike Klaus, City Engineer/Admin
Subject: August Street Project - Engineering Pay Application #1

HMH, LLC has applied for payment of engineering fees based on work completed to date for the Augusta Street improvements. I recommend payment of \$24,752.67, as requested. The City will be reimbursed nearly 80% of the amount we pay by ITD.

Thank you,

Mike

Kris Larson

From: Gregory Brands <Gregory.Brands@itd.idaho.gov>
Sent: Monday, October 26, 2015 3:36 PM
To: David Anderson
Cc: John Youngwirth; Eric Olson (EOlson@hmh-llc.com); Mike Klaus; Kris Larson; Jenny Klein
Subject: A018(809) AUGUSTA ST SIDEWALK, BONNERS FERRY - KN 18809
Attachments: Letter to City for payment-1.pdf; 18809_HMH_Invoice #1.pdf

Dear Mayor Anderson,

Please find the enclosed Invoice # 18809-01; Progress report #1 for KN 18809; Augusta Street Sidewalks from HMH, LLC. We have reviewed the invoice for accuracy.

If you agree, please sign on page 2 of 2 of Form 771, in the space labeled: "Second Reviewer," and pay HMH, LLC \$24,752.67.

Upon issuance of the check, please email the packet back to us with a copy of your check to HMH, LLC, and we will reimburse you your portion.

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

Greg Brands PE
Staff Engineer
ITD-D1 – Project Development
208-772-1274
208-755-8279 cell
Gregory.Brands@itd.idaho.gov



IDAHO TRANSPORTATION DEPARTMENT

600 W. Prairie Ave.
Coeur d'Alene, ID 83815-8764

(208) 772-1200
itd.idaho.gov

10/26/2015

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

Dear Mayor Anderson,

Please find the enclosed Invoice # 18809-01; Progress report #1 for KN 18809; Augusta Street Sidewalks from HMH, LLC. We have reviewed the invoice for accuracy.

If you agree, please sign on page 2 of 2 of Form 771, in the space labeled: "Second Reviewer," and pay HMH, LLC \$24,752.67.

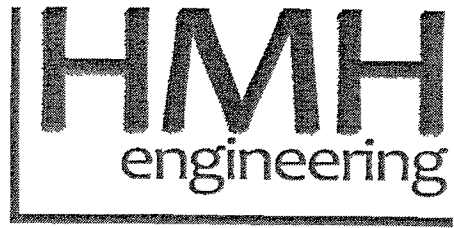
Upon issuance of the check, please email the packet back to us with a copy of your check to HMH, LLC and we will reimburse you your portion.

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

Thank you,

G. Brands

Gregory Brands, P.E.
208-772-1274
Gregory.Brands@ITD.Idaho.gov
Jenny.klein@itd.idaho.gov



October 20, 2015 ✓

Greg Brands, PE ✓
ITD District 1
600 West Prairie Ave
Coeur d'Alene, ID 83815

RE: AUGUSTA ST SIDEWALK, BONNERS FERRY
Project A018(809); Key No. 18809 ✓

Subject: Invoice Number 18809-01 ✓

Dear Greg,

Enclosed in Invoice Number 18809-01 for professional services rendered for the above referenced project. This invoice also includes backup for the justification of the charges.

The current invoice amount is \$24,752.67. The total amount invoiced to date is \$24,752.67 (61.19%) out of the budget of \$40,454. Thank you for the opportunity to serve you on this project and if you have any questions on this subject, please contact me at 651-4152.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Olson".

Eric Olson, PE
Project Manager

✓



Professional Agreement Invoice and Progress Report

ITD 0771 (Rev. 11-11)

Idaho Transportation Department

itd.idaho.gov

This page must be filled out monthly by the Consultant and forwarded to the Agreement Administrator with the monthly invoice. If necessary, attach additional sheets for continuation.

Key Number 18809 ✓	Project Number A018(809)	Project Name AUGUSTA STREET, BONNERS FERRY ✓	Date 10/20/15
Agreement Administrator Greg Brands, PE		Progress Report Number 01 ✓	Agreement Number 93719 ✓
Consultant's Name HMH Engineering, llc		Report/Billing Period (From and To) 8/28/15-10/8/15 ✓	
Certification of Payment Submitted <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Certification Date 10/20/15 ✓	PSA Number 01	Invoice Number 18809-01 ✓
Describe Work Accomplished During the Month (List DOH Major Activities that were in progress during this period and estimate the remaining time for each.) Task 2.2 Design Survey - Completed Task 2.4 Roadway Group - Typical Sections 75% complete, Plan & Profile sheets have been developed and initial design is 50% complete. Task 2.5 Drainage Group - "Big Picture" basin analysis has been completed Task 2.6 Utility Group - Water/sewer coordination meeting was held with City and their engineering consultant, initial coordination completed. Task 2.7 - Public Outreach Program developed.			
Summarize Work Completed to Date (Milestones Completed and Dates) (List DOH Major Activities that were completed, including completion dates.) No milestones completed to date.			
List Information Required from ITD to Avoid Delays			
List Changes in Scope or Complexity that Requires a Supplemental Agreement or Time Adjustments More involved Public Outreach Program has become necessary which will delay the initial milestones and possibly PS&E approval. Additional material expense will be necessary and likely some additional effort. Suggest addressing with the already-anticipated Final Design/PS&E Supplemental Agreement			
Printed Name Eric Olson	Title Project Manager	Consultant's Signature 	

Distribution: DRI (Original) - Project File

Copy - Prime Consultant

5

PROFESSIONAL SERVICES AUTHORIZATION and INVOICE SUMMARY



Consultant: **HMH, LLC**

Agreement No: 93719

Billing Ref No: 9371901

Authorization No: 1

Agreement Amounts	
Original Agreement:	\$40,454.00
Additional Services:	\$0.00
Supplementals:	\$0.00
TOTAL:	\$40,454.00

Consultant Invoice No: 18809-01

<u>PROJECT</u>	<u>Key Number</u>	<u>Project Number</u>	<u>Route</u>	<u>Location</u>
18809	A018(809)	OFFSYS	AUGUSTA ST SIDEWALK, BONNERS FERRY	

This document authorizes services to be performed as described below:

<u>Number</u>	<u>Description</u>	<u>Amount</u>
18809	Sidewalk Design including sub-surface storm sewer and street resurfacing.	\$40,454.00

Compensation for Services Shall not Exceed: \$40,454.00

Which increases the Total Authorization Amount to: \$40,454.00

Authorization Issued (Agreement Administrator)

Authorization Accepted (Consultant)

<div style="text-align: center;"><i>Signature</i></div>	<div style="text-align: center;"><i>Signature</i></div>
<div style="text-align: center;">8/7/15</div>	<div style="text-align: center;">8/7/15</div>
<div style="text-align: center;"><i>Date</i></div>	<div style="text-align: center;"><i>Date</i></div>

Authorized Amount	Previous Invoices	This Invoice	Total to Date	Balance Authorized
\$40,454.00	\$0.00	\$24,752.67	\$24,752.67	\$15,701.33

Payment Requested (Consultant)

Payment Recommended (Agreement Administrator)

	<div style="text-align: center;">G. Brands</div>
<div style="text-align: center;">10/20/15</div>	<div style="text-align: center;">10/26/15</div>
<div style="text-align: center;"><i>Signature</i></div>	<div style="text-align: center;"><i>Signature</i></div>
<div style="text-align: center;"><i>Date</i></div>	<div style="text-align: center;"><i>Date</i></div>

Professional Agreement Invoice and Progress Report

ITD 0771 (Rev. 11-11)

Idaho Transportation Department

itd.idaho.gov

Status Report **This page must be completed by the Agreement Administrator**

A completed status report must accompany all Agreement invoices recommended for payment. The requested percentage of progress measurements for this report/billing period are required.

Key Number 18809	Program Number T151650	Progress Report Number 1	Agreement Number 93719
Agreement Time 252	Time Passed 62	Percent of Agreement Time Elapsed 25 %	Percent of Work Completed %
Original Agreement Amount \$ 40454.00	Supplemental(s) \$ 0.00	Current Agreement Amount \$ 45,454.00	Payments (Including this Payment) \$ 24,752.67
Certification of Payment Submitted <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Certification Date 10/20/15	Percent of Agreement Dollars Paid 61% %
		Fixed Fee This Invoice \$ 1669.77	To Date \$ 1669.77
		Negotiated \$ 4854.48	
If There is a Significant Variance Between the Percentages, Please Explain			
Consultant Invoice Number 18809-01		This Payment Amount \$ 24,752.67	
Report Reviewed By G. Brands			Review Date 10-26-15

Consultant Performance **To Be Completed Monthly by the Agreement Administrator**

Work planned for this period was completed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Quality of work was completed satisfactory <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Discussed performance with Consultant <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Explain		
Performance: Describe the Consultants performance during this period		

- Progress Payment:** I certify that the Agreement provisions have been reviewed, the invoice amount checked, progress is substantiated, significant material expenses have support documentation (receipts), and the costs billed are project related and represent the work accomplished. I hereby approve the progress estimate for payment.
- Final Payment:** I certify that all work under the terms of the Agreement has been satisfactorily completed, any capital assets acquired have been delivered or value received, an affidavit of indebtedness received, and the project reviewed or audited and costs verified for work performed. I hereby approve final payment under the Agreement.

Agreement Administrator's Signature G. Brands	Date 10-26-15	Second (Independent) Reviewer's Signature
--	------------------	---

Distribution: DRI (Original) - Project File

Copy - Prime Consultant

REVIEWED
By Jenny Klein at 10:27 am, Oct 21, 2015

Certification of Payment

Idaho Transportation Department



Fill out for each estimate/invoice and return within thirty (30) calendar days of receipt of ITD payment.
 Ref; ITD Std. Spec. 109.05 (Construction Contracts) and ITD Consultant Agreement Spec. I.5 (Consultant Agreements).
 Use additional pages if needed.

Key Number 18809	Project Number A018(809)	Project Name AUGUSTA STREET, BONNERS FERRY, IDAHO
Contract/Agreement Number 93719		Work Reflected in ITD Estimate/Invoice Number 00

List any subcontractors/subconsultants or manufacturers/suppliers not paid for work reflected on pay estimates/invoices for month being reported. Payment must be made for satisfactory performance based on the contract/agreement between the contractor/Consultant and the State. Retainage must also be paid upon satisfactory performance completion based on the contract/agreement between the Contractor/Consultant and the State.

Subcontractor/Subconsultant Manufacturer and/or Supplier	Reason for Non-Payment	Amount of Non-Payment	Agreement Administrator/ Resident Engineer Approval/Disapproval

I, Shawn Metts, Member
 Name (Printed or Typed) Title
 of HMH Engineering, LLC
 Contractor/Consultant

do certify that to the best of my knowledge and with the exception of those subcontractors/subconsultants or manufactures/suppliers listed above, all subcontractors/subconsultants or manufactures/suppliers have been paid in accordance with the contract (20 days after receiving payment for the work performed by the subcontractors/subconsultants or manufactures/suppliers), and that any retainage held on a subcontractor/subconsultant or manufacture/supplier's work has been released within 20 days after satisfactory completion of all of the subcontractors/subconsultants or manufactures/suppliers' work.

Contractor/Consultant's Signature 	Date 10/20/15
---------------------------------------	-------------------------

✓

CONSULTANT
PROJECT NAME
PROJECT NUMBER
KEY NUMBER

HMH Engineering, LLC.
 AUGUSTA STREET, BONNERS FERRY, IDAHO
 A018(809)
 18809

A. SUMMARY ESTIMATED MAN-DAY COSTS

		Man-Days	=	Man-Hours	✓	Hrly Rate	=	Raw Labor Cost
1	Shawn Metts, PE	0.0	=			@ \$46.00	=	\$ -
2	Eric Olson, PE	5.9	=	47.1	✓	@ \$41.00	=	\$ 1,931.10
3	Dan Larson, PE	3.4	=	27.5	✓	@ \$40.00	=	\$ 1,100.00
4	Wes Miller, EIT	19.5	=	156	✓	@ \$21.00	=	\$ 3,276.00
5	Wendy Brondt	0.0	=			@ \$23.00	=	\$ -
6	etc		=			@	=	
TOTAL RAW LABOR COST								= \$6,307.10

B. PAYROLL, FRINGE BENEFIT COSTS & OVERHEAD

Total Raw Labor Cost		Approved Overhead Rate	
\$6,307.10	X	120.62%	✓ = \$7,607.62

C. NET FEE

Total Raw Labor & Overhead		NET FEE**	
\$13,914.72	X	12%	✓ = \$1,669.77

D. FCCM

Total Raw Labor Cost		Approved FCCM Rate	
\$6,307.10	X	0.00%	✓ = \$0.00
TOTAL LABOR			\$15,584.49

E. OUT-OF-POCKET EXPENSE SUMMARY

		Miles		Unit Cost	=	Estimated Expense
1	* MILEAGE (miles)	249		@ \$ 0.575	=	\$ 143.18 ✓
2	PROF SERVICES	0		@	=	\$ 125.00 ✓
3	* LODGING (Days)	0		@ \$ 2.00	=	\$ -
4	* MEALS (Days)	0		@ \$ 1.00	=	\$ -
TOTAL ESTIMATED EXPENSE						= \$ 268.18

F. SUBCONSULTANTS

1	Glahe & Associates INV#7277	**	=	\$ 8,900.00 ✓
2			=	

TOTAL = \$24,752.67

* As per the "FEDERAL PER DIEM RATES FOR IDAHO"

** Negotiated % Fee

HMH Engineering, LLC
Time by Job Detail
 August 28 through October 9, 2015

Date	Name	Billing Status	Duration
Idaho Transportation Department:D1518809 Augusta St - Bonner Ferry			
BASE:Dan Larson			
09/11/2015	Daniel W Lar...	Billed	8.00
09/17/2015	Daniel W Lar...	Billed	3.50
09/18/2015	Daniel W Lar...	Billed	1.00
09/21/2015	Daniel W Lar...	Billed	5.00
09/23/2015	Daniel W Lar...	Billed	4.00
09/24/2015	Daniel W Lar...	Billed	4.00
10/08/2015	Daniel W Lar...	Unbilled	1.50
10/09/2015	Daniel W Lar...	Unbilled	0.50
Total BASE:Dan Larson			27.50 ✓
BASE:Eric Olson			
08/28/2015	Eric Olson	Billed	0.50
08/31/2015	Eric Olson	Billed	0.20
09/02/2015	Eric Olson	Billed	0.50
09/03/2015	Eric Olson	Billed	1.00
09/09/2015	Eric Olson	Billed	2.50
09/10/2015	Eric Olson	Billed	0.30
09/11/2015	Eric Olson	Billed	5.00
09/14/2015	Eric Olson	Billed	1.10
09/17/2015	Eric Olson	Billed	2.00
09/18/2015	Eric Olson	Billed	3.50
09/21/2015	Eric Olson	Billed	7.00
09/22/2015	Eric Olson	Billed	2.50
09/23/2015	Eric Olson	Billed	3.50
09/25/2015	Eric Olson	Billed	1.00
09/28/2015	Eric Olson	Unbilled	1.50
09/29/2015	Eric Olson	Unbilled	4.00
09/30/2015	Eric Olson	Unbilled	1.00
10/01/2015	Eric Olson	Unbilled	0.30
10/02/2015	Eric Olson	Unbilled	1.00
10/05/2015	Eric Olson	Unbilled	1.00
10/05/2015	Eric Olson	Unbilled	1.50
10/06/2015	Eric Olson	Unbilled	0.50
10/07/2015	Eric Olson	Unbilled	2.70
10/08/2015	Eric Olson	Unbilled	1.50
10/09/2015	Eric Olson	Unbilled	1.50
Total BASE:Eric Olson			47.10 ✓
BASE:Wes Miller			
09/02/2015	Wesley G Mil...	Billed	9.00
09/03/2015	Wesley G Mil...	Billed	5.50
09/08/2015	Wesley G Mil...	Billed	6.00
09/09/2015	Wesley G Mil...	Billed	3.00
09/10/2015	Wesley G Mil...	Billed	4.00
09/11/2015	Wesley G Mil...	Billed	7.00
09/14/2015	Wesley G Mil...	Billed	9.50
09/17/2015	Wesley G Mil...	Billed	5.80
09/18/2015	Wesley G Mil...	Billed	5.50
09/22/2015	Wesley G Mil...	Billed	6.00
09/23/2015	Wesley G Mil...	Billed	8.50
09/24/2015	Wesley G Mil...	Billed	4.00
09/25/2015	Wesley G Mil...	Billed	4.20
09/28/2015	Wesley G Mil...	Unbilled	8.00
09/29/2015	Wesley G Mil...	Unbilled	8.50
09/30/2015	Wesley G Mil...	Unbilled	8.00
10/01/2015	Wesley G Mil...	Unbilled	8.50
10/02/2015	Wesley G Mil...	Unbilled	7.50
10/05/2015	Wesley G Mil...	Unbilled	6.50
10/06/2015	Wesley G Mil...	Unbilled	8.50
10/07/2015	Wesley G Mil...	Unbilled	7.50
10/08/2015	Wesley G Mil...	Unbilled	8.50
10/09/2015	Wesley G Mil...	Unbilled	6.50
Total BASE:Wes Miller			156.00 ✓

11:05 AM

10/14/15

HMH Engineering, LLC
Time by Job Detail
August 28 through October 9, 2015

<u>Date</u>	<u>Name</u>	<u>Billing Status</u>	<u>Duration</u>
	Total Idaho Transportation Department:D1518809 A...		230.60
TOTAL			<u>230.60</u>

J

Mileage Log
 HMH Engineering, LLC.

Name: Eric Olson
 Date: 10/12/2015
 Authorized: _____

D1518809

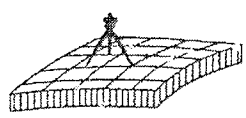
Date	Origin	Destination	Odometer Reading		Distance	Billable		Project #	Purpose of trip
			Start	End		y/n			
8/31/2015	HMH	Morbecks	77,374	77,388	14	N		D15006 Morbeck SDP	Site Meeting
8/31/2015	HMH	Forest Lake/Mullan Trail	77,388	77,411	23	N		D14021 Axiom Forest Lake	Final Inspection
9/8/2015	HMH	Sandpoint Misc	77,779	77,864	85	N		D13004 StoneRidge TO2	Final Plat Signatures
9/8/2015	Sandpoint	City of Ponderay	77,864	77,870	6	N		M13001GEN Ponderay General Services	Office Visit
9/10/2015	HMH	Post Falls	77,921	77,941	20	N		31.205-43 Professional & Technical Activities	KMPO
9/11/2015	HMH	ITD	77,975	77,979	4	Y		D1518809 Augusta Street, Bonners Ferry	Drainage Meeting
9/11/2015	HMH	Mullan Trail Rd	77,779	77,803	24	N		BP Marshall Subdivision	Site Meeting
9/15/2015	HMH	Element Arch/CDA	77,972	77,986	14	N		31.205-44 Training and Education	Revit Training
9/15/2015	HMH	Forest Lake/Mullan Trail	77,986	78,014	28	N		D14003 Forest Lake	ESHD Meeting
9/21/2015	HMH	Bonnors Ferry	78,357	78,507	150	Y		D1518809 Augusta Street, Bonners Ferry	Project Meetings
9/23/2015	HMH	Sandpoint	78,629	78,715	86	N		31.205-43 Professional & Technical Activities	BCATT
9/29/2015	HMH	Welch Comer	79,026	79,034	8	Y		D1518809 Augusta Street, Bonners Ferry	Project Meeting
10/5/2015	HMH	City of Ponderay	79,285	79,373	88	N		M13001GEN Ponderay General Services	Office Visit
10/8/2015	HMH	City of Ponderay	79,433	79,520	87	Y		D1518809 Augusta Street, Bonners Ferry	POP Meeting

TOTAL DIRECT 5020 249.00
 TOTAL INDIRECT 6110 388.00
 Per Mile Reimbursement \$0.575

Reimbursement to Employee 5020 \$ 143.18
 Reimbursement to Employee 6110 \$ 223.10

249 miles | \$143.18
 K

D15 18809



GLAHE & ASSOCIATES, Professional Land Surveyors

P.O. Box 1863
303 Church St., Ste. A, Sandpoint, ID 83864

Phone: (208) 265-4474
Fax: (208) 265-0675

Invoice #: 7277
Project #: 15-084

Client ID: 15-084
Date: 9/30/15

Invoice: HMH Engineering, LLC
1302 W Hayden Ave
Hayden, ID 83835

Description: AUGUSTA STREET ROW - S34, T62N, R1E

Professional Services:	JOB COMPLETE	\$8,900.00
------------------------	--------------	------------

** Invoice Total **		\$8,900.00 ✓
---------------------	--	--------------

✍

THANK YOU FOR YOUR BUSINESS

ALL BILLS ARE DUE IN FULL WITHIN 15 DAYS FOLLOWING BILLING DATE. BILLS
30 DAYS PAST DUE WILL BE SUBJECT TO A LATE CHARGE OF 1.5% PER
MONTH OR AN ANNUAL PERCENTAGE OF 18%

A 3% FEE WILL BE CHARGED ON CREDIT CARD PAYMENTS OVER \$250.00



HMH Engineering, LLC

1302 W. Hayden Ave.
Hayden, ID 83835

Invoice

Date	Invoice #
10/14/2015	18809-01

Bill To
ITD District 1 Office 600 West Prairie Coeur d'Alene, ID 83815

HMH Project #
D1518809 Augusta St - Bonner Ferry

Date	Staff	Bill Hours	Description	Bill Rate	Labor Cost
8/28/2015	Eric Olson	0.5	Review Glahe Deliverables	41.00	20.50
8/31/2015	Eric Olson	0.2	Survey Coordination	41.00	8.20
9/2/2015	Wes Miller	9	Working w/ Survey Files & Developing V-BASE Files	21.00	189.00
9/2/2015	Eric Olson	0.5	Plan Set Development	41.00	20.50
9/3/2015	Wes Miller	5.5	Working w/ Survey Files & Developing V-BASE Files	21.00	115.50
9/3/2015	Eric Olson	1	Plan Set Development	41.00	41.00
9/8/2015	Wes Miller	6	Setting up V-Base & Project CAD Files. Cutting Sheets in PLPR.	21.00	126.00
9/9/2015	Wes Miller	3	Setting up V-Base & Project CAD Files. Cutting Sheets in PLPR.	21.00	63.00
9/9/2015	Eric Olson	2.5	Survey Review, Plan Sheet Setup, Meeting Coord.	41.00	102.50
9/10/2015	Wes Miller	4	Setting up V-Base & Project CAD Files. Cutting Sheets in PLPR.	21.00	84.00
9/10/2015	Eric Olson	0.3	Survey Review, Plan Sheet Setup, Meeting Coord.	41.00	12.30
9/11/2015	Dan Larson	8	ITD Coordination Meeting, Drainage Study	40.00	320.00
9/11/2015	Wes Miller	7	Setting up V-Base & Project CAD Files. Cutting Sheets in PLPR.	21.00	147.00
9/11/2015	Eric Olson	5	Prep & Drainage Meeting at ITD, Plan Work	41.00	205.00
9/14/2015	Eric Olson	1.1	Working on Plans w/ Wes	41.00	45.10
9/14/2015	Wes Miller	9.5	Setting Up V-Base & Project CAD Files. Surface Modification. PLPR Edits.	21.00	199.50
9/17/2015	Eric Olson	2	Preliminary Design	41.00	82.00
9/17/2015	Dan Larson	3.5	Stormwater Calculations	40.00	140.00
9/17/2015	Wes Miller	5.8	Setting Up V-Base & Project CAD Files. Surface Modification. PLPR Edits.	21.00	121.80
9/18/2015	Eric Olson	3.5	Preliminary Design	41.00	143.50
9/18/2015	Dan Larson	1	Stormwater Calculations	40.00	40.00
9/18/2015	Wes Miller	5.5	Setting Up V-Base & Project CAD Files. Surface Modification. PLPR Edits.	21.00	115.50
9/21/2015	Dan Larson	5	Stormwater Basin & Pipe Sizing Calculations	40.00	200.00
9/21/2015	Eric Olson	7	Meeting Prep, Travel & Meeting	41.00	287.00
9/22/2015	Wes Miller	6	Working on V-Base. Updating Surfaces, Utilities & Right of Way. Drawing Utilities in Profile View.	21.00	126.00
9/22/2015	Eric Olson	2.5	Preliminary Design	41.00	102.50
9/23/2015	Wes Miller	8.5	Working on V-Base. Updating Surfaces, Utilities & Right of Way. Drawing Utilities in Profile View.	21.00	178.50
9/23/2015	Dan Larson	4	Stormwater Basin & Pipe Sizing Calculations	40.00	160.00

Total



HMH Engineering, LLC

1302 W. Hayden Ave.
Hayden, ID 83835

Invoice

Date	Invoice #
10/14/2015	18809-01

Bill To
ITD District 1 Office 600 West Prairie Coeur d'Alene, ID 83815

HMH Project #
D1518809 Augusta St - Bonner Ferry

Date	Staff	Bill Hours	Description	Bill Rate	Labor Cost
9/23/2015	Eric Olson	3.5	Preliminary Design	41.00	143.50
9/24/2015	Wes Miller	4	Working on V-Base. Updating Surfaces, Utilities & Right of Way. Drawing Utilities in Profile View.	21.00	84.00
9/24/2015	Dan Larson	4	Stormwater Basin & Pipe Sizing Calculations	40.00	160.00
9/25/2015	Wes Miller	4.2	Working on V-Base. Updating Surfaces, Utilities & Right of Way. Drawing Utilities in Profile View.	21.00	88.20
9/25/2015	Eric Olson	1	Preliminary Design	41.00	41.00
10/9/2015			Inv#7277	8,900.00	8,900.00
10/13/2015			City of Bonners Ferry - Title Guarantee	125.00	125.00
9/28/2015	Eric Olson	1.5	Preliminary Design & Project Coordination	41.00	61.50
9/28/2015	Wes Miller	8	Working on PLPR. Updating Surfaces, Utilities, and Right of Way. Drawing Utilities in Profile View.	21.00	168.00
9/29/2015	Eric Olson	4	Prep & Meeting w/ Mike Klaus, Welch-Comer	41.00	164.00
9/29/2015	Wes Miller	8.5	Working on PLPR. Updating Surfaces, Utilities, and Right of Way. Drawing Utilities in Profile View.	21.00	178.50
9/30/2015	Eric Olson	1	Preliminary Design & Project Coordination	41.00	41.00
9/30/2015	Wes Miller	8	Working on PLPR. Updating Surfaces, Utilities, and Right of Way. Drawing Utilities in Profile View.	21.00	168.00
10/1/2015	Eric Olson	0.3	Preliminary Design & Project Coordination	41.00	12.30
10/1/2015	Wes Miller	8.5	Working on PLPR. Updating Surfaces, Utilities, and Right of Way. Drawing Utilities in Profile View.	21.00	178.50
10/2/2015	Eric Olson	1	Preliminary Design & Project Coordination	41.00	41.00
10/2/2015	Wes Miller	7.5	Working on PLPR. Updating Surfaces, Utilities, and Right of Way. Drawing Utilities in Profile View.	21.00	157.50
10/5/2015	Eric Olson	1	Project Coordination & Design	41.00	41.00
10/5/2015	Eric Olson	1.5	Public Outreach Plan/Coordination	41.00	61.50
10/5/2015	Wes Miller	6.5	Working on PLPR	21.00	136.50
10/6/2015	Eric Olson	0.5	Project Coordination & Design	41.00	20.50
10/6/2015	Wes Miller	8.5	Working on PLPR	21.00	178.50
10/7/2015	Eric Olson	2.7	Project Coordination & Design	41.00	110.70
10/7/2015	Wes Miller	7.5	Working on PLPR	21.00	157.50
10/8/2015	Dan Larson	1.5	Stormwater Report, Reviewing Drainage Plan	40.00	60.00
10/8/2015	Eric Olson	1.5	Public Outreach Plan/Coordination	41.00	61.50

Total



HMH Engineering, LLC

1302 W. Hayden Ave.
Hayden, ID 83835

Invoice

Date	Invoice #
10/14/2015	18809-01

Bill To
ITD District 1 Office 600 West Prairie Coeur d'Alene, ID 83815

HMH Project #
D1518809 Augusta St - Bonner Ferry

Date	Staff	Bill Hours	Description	Bill Rate	Labor Cost
10/8/2015	Wes Miller	8.5	Working on PLPR	21.00	178.50
10/9/2015	Dan Larson	0.5	Stormwater Report, Reviewing Drainage Plan	40.00	20.00
10/9/2015	Eric Olson	1.5	Project Coordination & Design	41.00	61.50
10/9/2015	Wes Miller	6.5	Working on PLPR	21.00	136.50
10/13/2015			Eric O: Mileage 9/11 - 10/8/15 249 miles	143.18	143.18
10/14/2015	Approved OH Rate		120.62%	7,607.62	7,607.62
10/14/2015	Net Fee		12%	1,669.77	1,669.77

[Handwritten mark]

Total	\$24,752.67
--------------	-------------

D1518809



INVOICE

BILL TO
HMH Engineering, LLC
1302 W Hayden Ave
Hayden ID 83835
ATTN: Eric Olson
Ref #:

DATE
10/02/2015

INVOICE #
1284

ORDER INFORMATION

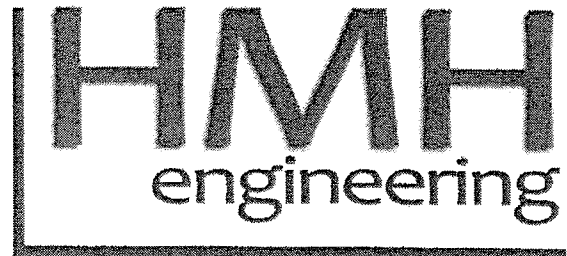
Buyer/Seller: City of Bonners Ferry
Escrow #: 22435-TO Title#: 22435-TO
Closing Date: / /
Property: Tax 91
ID
Parcel #'s: Tax 91

Date	Description	Liability	Charge
10/02/2015	Title Guarantee	\$1,000.00	\$125.00

Balance: \$125.00

Office Copy - Original

A handwritten mark, possibly initials or a signature, located at the bottom right of the page.



CERTIFIED PAYROLL RATES

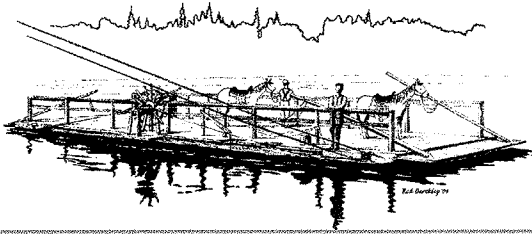
<u>EMPLOYEE NAME</u>	<u>POSITION / CLASSIFICATION</u>	<u>HOURLY WAGE RATE*</u>	<u>SALARY**</u>
Alex Hall	member	\$ 46.00	\$95,680.00
Shawn Metts	member	\$ 46.00	\$95,680.00
Matt Hall	member	\$ 46.00	\$95,680.00
Eric Olson	project manager	\$ 41.00	
Ben Duesterhoeft	staff engineer	\$ 25.50	
Eric Howe	staff engineer	\$ 26.00	
Dan Larson	staff engineer	\$ 40.00	
David McLenna	staff engineer	\$ 24.50	
Pat Conro	staff engineer	\$ 24.50	
Doug Hansen	staff engineer	\$ 22.50	
Steve Gillis	inspector	\$ 30.50	
Gordon Dicks	inspector	\$ 30.00	
Steve Johnson	inspector	\$ 31.00	
Jacob Hall	inspector	\$ 26.50	
Wendy Brondt	inspector	\$ 23.00	
Carla Redline	administration	\$ 25.00	
Wes Miller	staff engineer	\$ 21.00	
Kallyse Duddlesten	engineer intern	\$ 15.00	

The undersigned hereby certifies the above labor rates are true and correct rates paid to the employees as of July 31, 2015

Alex Hall, member

7/31/15

* Based on 2,080 hr/year if salaried employee.
 ** Yearly Salary Only. Leave blank if hourly employee.



CITY OF BONNERS FERRY

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

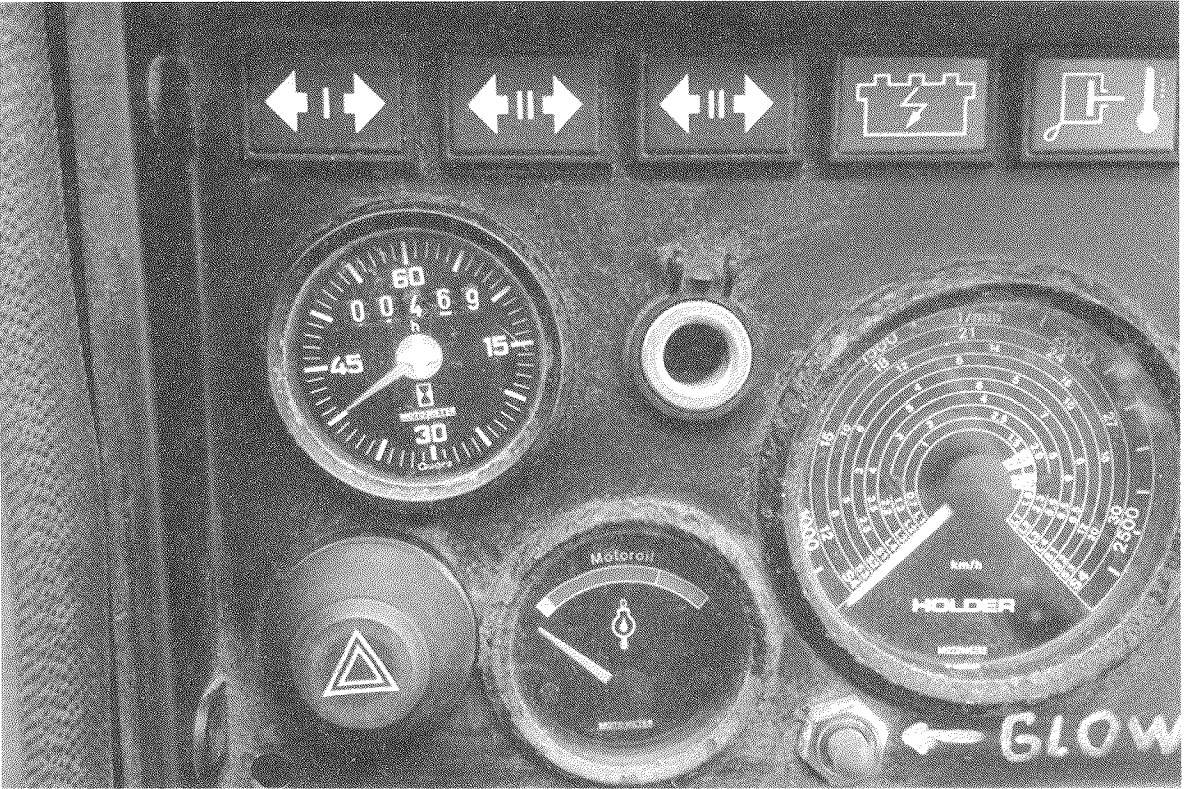
To Mayor and Council

The Street Dept. would like permission to possibly purchase a used 1994 Holder C5000 Municipal Tractor for \$21,500 to take the place of our aging 1986 tractor with the snow blower. We had purchased one of these municipal type tractors about 6 years ago and it worked really well for snow blowing snow off the sidewalks on the highway until the motor blew up. I would like to take the City Mechanic down to Sandpoint where this machine is located to really look it over before we make a final decision to purchase. We have had some kind of snow blowing machine in the budget for quite a few years knowing that our old tractor could die on us at any time.

Thanks For your time and consideration

John Youngwirth
Street Superintendent





Holder C5000 Turb

Please READ Before Asking Any Question

Manufactured in Germany
 Distributed by Holder, NA (Canada)
 Parts and Service Available

\$21,500 FIRM

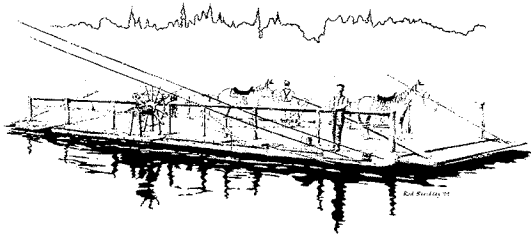
No Trades, Cash Only

- * 468 Original Hours
- * Runs & Operates Excellent
- * 68HP Deutz Turbo Diesel
- * Articulated Power Steering
- * Front and Rear 3-Point Hitch
- * Front and Rear 540 RPM PTO
- * 4-Wheel Drive
- * Hydraulic Dump Box
- * Heated Cab
- * Fully Serviced
- * Includes Commercial Snow Blower
- * Front and Rear Auxiliary Hydraulics
- * New Industrial Tires
- * 1 Set of Tire Chains
- * Manual Transmission
- * Includes Operator Manual
- * Includes Service Manual
- * Includes Parts Book

Idaho Implement

208-265-0415

Delivery Available



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER/ADMIN

Date: November 3, 2015
To: City Council
From: Mike Klaus, City Engineer/Admin
Subject: Knight Construction - Pay Application #4

Knight construction submitted their 4rd invoice for the Moyie Substation Project. I recommend payment of \$127,326.68, based on the work completed to date. The project is nearly complete with the exception of replacing a damaged switch and a change order for an additional concrete pad.

Thank you,

Mike

Knight Construction & Supply, Inc.

INVOICE

28308 N. Cedar Rd.
Deer Park, Wa. 99006
EI# 91-0882900

509-276-2229
Fax: 276-6055

SOLD TO:
CITY OF BONNERS FERRY
7232 Main St.
Box 149
Bonners Ferry, ID 83805

INVOICE NUMBER 9071
INVOICE DATE 10/28/2015
OUR ORDER NUMBER 35010
YOUR ORDER NUMBER M-2
TERMS PER CONTRACT
SALES REP
SHIPPED VIA
FOB

SHIPPED TO:
MOYIE SUBSTATION
MOYIE SPRINGS, BOUNDARY COUNTY, ID

		PERCENT		EARNED	TOTAL
	DESCRIPTION	COMPLETE	CONTRACT	THIS PERIOD	EARNED
	CONTRACT NO: M-2 MOYIE SUBSTATION IMPROVEMENTS PAY ESTIMATE NO. 4				
10	Mobilization & Demobilization	60.0000%	37,890.00	0.00	22,734.00
20	Demolition	100.0000%	24,788.00	0.00	24,788.00
30	Excavation, Concrete, Oil/Water Separator	100.0000%	127,253.00	0.00	127,253.00
40	Trenching, Ground Grid, Underground Conduit	100.0000%	100,285.00	5,014.25	100,285.00
50	Fencing Install	100.0000%	18,842.00	0.00	18,842.00
60A	US Electric Mobe/Demo	100.0000%	29,234.00	0.00	29,234.00
60B	Electrical Equipment Procurement	100.0000%	213,636.00	10,681.80	213,636.00
60C	Electrical Equipment Installation	100.0000%	114,689.00	68,813.40	114,689.00
70	Steel Erection and Lighting Poles	100.0000%	108,500.00	5,425.00	108,500.00
80	Commissioning & Demobe (US Electric)	100.0000%	29,234.00	29,234.00	29,234.00
CO1	Fence Change and HiPot Testing	100.0000%	3,719.00	2,642.00	3,719.00
CO2	Additional Insulators and Supports	100.0000%	4,702.00	4,702.00	4,702.00
	TOTALS		812,772.00	126,512.45	797,616.00
	LESS AMOUNT PREVIOUSLY BILLED			0.00	671,103.55
			SUBTOTAL		126,512.45
			Bid Item C TAX	See Sheet Attached	814.23
			TOTAL		127,326.68

Questions concerning this invoice?
Call: 509-276-2229

MAKE CHECKS PAYABLE TO:
Knight Construction & Supply, Inc.

**PAY THIS
AMOUNT**

Cost No Tax Paid	Cost Tax Paid at Source		Item Description	Vendor
	Price	Tax		
\$380.43			Drain Line and Couplings	Ferguson
\$396.97			Concrete Job Materials	Macon
\$44.75			Concrete Trowel	Macon
\$162.40			Tie Wire and Stakes	Macon
\$828.58			Sonotube	Macon
\$242.15			Sonotube	Macon
	\$994.00	\$59.64	Concrete	BF Redi Mix
	\$994.00	\$59.64	Concrete	BF Redi Mix
	\$1,121.25	\$67.28	Concrete	BF Redi Mix
\$175.80			Marker Stakes	Gemplers
\$1,800.25			Aluminum Angle	CDA Metals
	\$832.49	\$49.95	Hilti Adhesive	Hilti
	\$222.19	\$13.33	Hydrotite	White Cap
\$358.19			Hydrotite and Sealant	White Cap
\$335.46			Form Materials	Stock Bldg Supply
\$1,225.00			Rebar	Western Rebar
\$11,881.00			Oil Water Separator	Wilbert Precast
	\$157.08	\$9.42	Spears	HD Fowler
	\$555.50	\$33.33	Culvert and Coupling	KG&T Septic
\$1,001.00			PVC Pipe and Supplies	HD Fowler
\$4,833.40			Cable Trench	Trenwa, Inc
	\$3,474.00	\$208.44	Wooden Poles	McFarland Cascade
	\$223.37	\$13.40	Supplies	Pro X Home
	\$299.28	\$17.96	Supplies	Badger
	\$127.18	\$7.63	Supplies	Napa
\$23,665.38	\$9,000.34	\$540.02	Totals	

\$1,419.92 \$540.02 Tax Total to Contract \$1,959.94 Thru 8/25/15

Tax Due to
Idaho Tax
Commission
work thru
8/25/15

Cost No Tax Paid	Cost Tax Paid at Source		Item Description	Vendor
	Price	Tax		
\$175,685.07			US Electric Materials	Assorted
\$45,266.00			Steel Fabrications	NW steel fab
\$2,130.00			Grating and parts	NW steel fab
	\$1,065.00	\$63.90	Concrete	BF Redi Mix
	\$994.00	\$59.64	Concrete	BF Redi Mix
	\$1,134.00	\$68.04	Sand and gravel	BF Redi Mix
	\$3,520.00	\$211.20	Gravel	BF Redi Mix
\$304.57			Aluminum Flat	CDA Metals
	\$75.52	\$4.53	Job Materials	Pro X Home
	\$66.08	\$3.97	Job Materials	Badger Building
	\$98.42	\$5.91	Job Tools	Napa
\$223,385.64	\$6,953.02	\$417.19	Totals	

\$13,403.14 \$417.18 Tax Total to Contract \$13,820.32 8/25/15 to 9/30/15

Tax Due to
Idaho Tax
Commission
work 8/25/15
to 9/30/15

Cost No Tax Paid	Cost Tax Paid at Source		Item Description	Vendor
	Price	Tax		
	\$253.75	\$15.23	Gravel	BF Redi Mix
\$13,316.74			US Electric Materials	Assorted
\$13,316.74	\$253.75	\$15.23	Totals	

\$799.00 \$15.23 Tax Total to Contract \$814.23 9/30/15 to 10/28/15

Tax Due to
Idaho Tax
Commission
work 9/30/15
to 10/28/15

Total tax due to contract through 10-28-15	\$16,594.49
Credit for incorrect tax on invoice 1	-\$10,104.74
Previous Tax Paid through 9-30-15	\$5,675.52
Tax amount due	\$814.23

Holidays

Ten official holidays are provided for full-time regular employees. Employees who have regular full-time active status on the date of any holiday shall receive compensation for that day even though they do not work. Holidays that fall on Saturdays shall be observed on the preceding Friday. Those that fall on Sunday shall be observed on the succeeding Monday. The holiday schedule may be changed at any time by the City Council.

Full-time Regular Hourly Employees who work on holidays shall be compensated at a rate of one and a half (1½) times the employee's regular rate of pay in addition to the normal holiday pay.

Part-time Employees may choose to work a recognized holiday, but must first obtain approval from their supervisor. If a part-time employee is approved to work or has been requested by their supervisor to work on a recognized holiday, the employee shall be compensated at a rate of one and a half (1½) times the employee's regular rate of pay.

Recognized Holidays:

New Year's Day	Labor Day
Martin Luther King, Jr./Human Rights Day	Columbus Day
Presidents' Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Sick Leave

Sick leave benefits are provided to regular full-time employees at the rate of 80 hours per year. Sick leave is a benefit to provide relief to the employee in the event of illness to the employee or his/her immediate family (member of the employee's immediate household or a parent of the employee). It is to be used only in the event of an illness or injury that prevents the employee from working productively or safely or if an immediate family illness presents no practical alternative for necessary care. Sick leave must be requested at least within two hours of the time when the scheduled work period is to begin, unless circumstances outside the control of the employee prevent such notice. Elected officials or department supervisors asked to approve use of sick leave may, at Bonners Ferry expense, request an independent review of reported illness at any time by a competent medical authority.

Sick leave can accrue to a maximum of 480 hours. Sick leave benefit recipients will receive their normal compensation when using sick leave. Implementation of policy regarding sick leave can be found in resolutions adopted by the City Council. All unused sick leave will be forfeited without compensation upon separation from employment.

On-Call/Standby duty:

- a. Weekend duty is from 7:00 a.m. on Saturday morning through 7:00 a.m. Monday morning and includes holidays. Weekend standby duty is compensated at a rate equivalent to two hours at overtime rate for each full day of standby duty. This is compensation for standby and not for hours worked. Weekend standby duty compensation does not apply when an employee's normal work schedule encompasses the weekend, which shall be compensated at the employee's normal rate of pay.
- b. Night duty is the time after normal working hours of one day and before the normal working hours of the next day. Night standby duty is compensated at a rate equivalent to one hour at overtime rate for each night of standby duty. This is compensation for standby and not for hours worked.

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. PROBATIONARY STATUS

Upon initial hire, an employee shall have a probationary period of six (6) months.

G. 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 being a newly hired employee, for disciplinary actions, or any other documented reason.

City of Bonners Ferry Information Systems Policy

- (1) Our e-mail, computer, Internet and voice mail systems are City of Bonners Ferry property. Anything you create or load on the systems becomes our property.
- (2) These systems are in place to facilitate your ability to efficiently and productively do your job. To that end, these systems are solely for business purposes. Only "incidental personal use*," (see below) that does not interfere with work or consume City of Bonners Ferry resources will be allowed.
- (3) We reserve the right to intercept, monitor, copy, review and download any communications or files you create or maintain on these systems, at any time, without prior notice to you.
- (4) Software. The City of Bonners Ferry purchases and licenses the use of various computer software programs for business purposes. The City of Bonners Ferry does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the City of Bonners Ferry does not have the right to reproduce such software for use on more than one computer. Employees may only use software on local area networks or on multiple machines according to the software license agreement. Illegal duplication of software and its related documentation for personal use is also prohibited.
- (5) E-mail and Internet Access. E-mail and Internet access is provided by the City of Bonners Ferry to enhance communications and provide access to work related information and technology. Consequently, employees should always ensure that the business information contained in Internet E-mail messages and other transmissions is legal, accurate, appropriate and ethical. The following are examples of prohibited uses of E-mail and Internet systems.
 - Sending or posting discriminatory, harassing, or threatening messages or images.
 - Using City of Bonners Ferry time and resources for personal gain.
 - Stealing, using or disclosing someone else's code or password without authorization.
 - Unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material.
 - Engaging in unauthorized transactions that may incur as cost to the organization or initiate unwanted Internet or e-mail services and transmissions.
 - Sending or posting messages or material that could damage the City of Bonners Ferry's image or reputation.
 - Participating in the viewing or exchange of pornography or obscene materials.
 - Sending or posting messages that defame or slander other individuals.
 - Attempting to break into the computer system of another organization or person.
 - Refusing to cooperate with a security investigation.
 - Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
 - Using the Internet for political causes or activities, religious activities, or any sort of gambling.
 - Jeopardizing the security of the organization's electronic communications systems.
 - Passing off personal views as representing those of the City of Bonners Ferry.

- Sending anonymous e-mail messages.
- Unauthorized participation in or use of chat rooms.
- Logging on or using another employee's computer without authorization.
- Engaging in any other illegal activities.

Regular monitoring of Internet activity will occur.

(6) Personal Use. As indicated in this policy, computers, Internet access and e-mail are provided primarily for work related activities. However, occasional personal use may be permitted on a limited basis within the guidelines established by this policy provided that such use does not result in a cost to the City of Bonners Ferry or significantly interfere with City of Bonners Ferry business operations, availability of resources for business use or the employee's job performance.

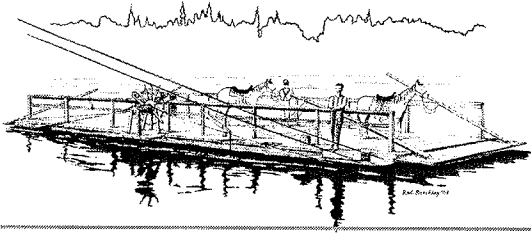
(7) Your consent to and compliance with these information system policies is a term and condition of your employment. Failure to abide by these rules or to consent to any interception, monitoring, copying, reviewing, and downloading of any communications or files is grounds for discipline, up to and including termination.

I have received and understand this policy.

Employee Signature

Date

cc: Personnel File



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: 10/30/2015
Re: Holidays

Rick Alonzo is proposing to give the day after Thanksgiving off to the employees as well as half a day off on Christmas Eve.

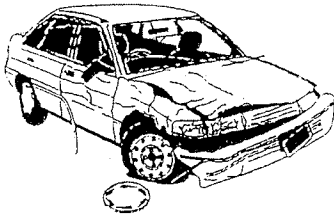
The additional time off would not be considered holiday time but would be paid at the regular rate of pay should someone be required to work. If someone has to work on the day after Thanksgiving or half of the day on Christmas Eve, they will be allowed to take time off in lieu of the extra time off.

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

Thanks,

Kris

My 1st Report of an Incident/Accident
(To be completed by the Risk Manager and sent to ICRMP)



VEHICLE DAMAGE

(Damage to YOUR Vehicles Insured by ICRMP)

Name of Our Entity:	City of Bonners Ferry
Address:	P.O. Box 149, Bonners Ferry, ID 83805
Phone #:	(208) 267-3105
Date Incident Occurred:	10-24-15
Where did the Incident Occur?	Paradise Valley Road
Describe What Happened:	Officer Winters struck a deer near the 2200 block of Paradise Valley Road when he was driving the DARE vehicle to the Middle School.
Who reported the claim to you?	Lieutenant Christian Frye
Department Involved in Incident:	Police
Employee(s) Involved in Incident:	Winford Winters, III
Make, Model & VIN # Of Our Vehicle Or Equipment Involved:	2011 Chevy Tahoe IGNSK2E08BR245089
Date Signed:	10-26-15
Risk Manager Signature:	Kris Larson, Clerk/Treasurer

(Please attach any additional documentation you deem necessary)

NOTICE OF TORT

For Damage or Injury

ATTENTION:

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

Name: Amanda McClanahan

Address: 20 Peach St

City: Movie Springs State: ID Zip Code: 83845

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

12908 E 4th Ave Spokane Valley, WA 99216

Home Number: (208) 610-7040 Work Number: (208) 267-7129

Date of Incident: 9-12-15 Time: 11:45 A.M. or (P.M.)

Location of Occurrence: Bonnors Ferry ID by NAPA auto parts

Injuries that Resulted: loss of my cell phone

Provide a Description of What Happened: After being taken into custody on a
(Please attach any additional information you deem necessary)

a bench warrant, my cell phone was not turned into my property
After a month of contacting the police department and jail
trying to find my phone they had lost. the police
department determined they did not know where my phone
was and the best thing to do would be to file a TORT
claim.

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

I hereby make a claim against The Bonnors Ferry Police department
(a public entity)

for my cell phone and cell service in the amount of \$700.00
(damage, injury, etc.)

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

Date of Birth _____

SSN _____

Medicare/Medicaid Number _____

Signature: Amanda McClanahan

Date: 10-19-15

1:24pm

RECEIVED
OCT 13 2015

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

REPORT FOR THE MONTH OF: September, 2015
Before Year End Adjustments

	DOLLARS		KWH SOLD	
	This Month	Year to Date	This Month	# of Cust.
ENERGY SALES				
1 Residential & Farm	\$105,193	\$1,673,390	1,338,812	23,443,929
2 Residential Seasonal				1,963
3 Commercial - small (50 KVA or less)	\$40,191	\$520,058	578,940	7,605,874
4 Commercial - large (over 50 KVA)	\$84,544	\$1,087,568	1,335,605	17,215,521
5 Industrial	\$74,360	\$1,004,707	1,409,416	19,294,735
6 Irrigation and/or drainage pumping	\$2,218	\$23,760	28,462	270,806
7 Public Street Lighting	\$2,442	\$29,306		
8 Interdepartmental	\$5,733	\$53,251	88,752	752,222
9 Self Consumed	\$161	\$2,078	1,519	22,135
10				
11				
12 Total (1 thru 11)	\$314,842	\$4,394,118	4,781,506	68,605,222
OTHER REVENUES				
13 Pole Use		\$1,750		
14 Connects	\$1,890	\$20,710		\$316,972
15 Conservation		\$21,637		\$483,483
16 Misc. Electric Revenue	\$240	\$7,981		\$37,275
17 Total Misc. Revenue (13 thru 15)	\$2,130	\$52,078		
18 Total Operating Revenue (12 + 16)	\$316,972	\$4,446,196		
OPERATING EXPENSES				
19 Generation	\$19,141	\$257,267		
20 Power Purchases - BPA	\$347,218	\$2,050,544		
21 Power Purchases - Other				\$13,858
22 Maintenance - General Property	\$7,666	\$63,857		\$985
23 Conservation	\$2,030	\$23,741		\$14,843
24 Customer's Srvc & Record	\$9,217	\$62,325		(\$218,640)
25 Total Ops & Treatment Expense				
26 Administrative and General	\$45,221	\$520,453		
27 Transmission	\$898	\$10,840		\$2,603
28 Distribution	\$46,341	\$408,671		
29 Rolling Equipment	\$5,751	\$63,987		
30 Total Operating Expenses(19 thru 29)	\$483,483	\$3,461,685		
INCOME STATEMENT				
			This Month	Year to Date
1. Total operating Revenue (line 18)			\$316,972	\$4,446,196
2. Operating revenue deductions:				
3. Total operating expenses (line 30)			\$483,483	\$3,461,685
4. Depreciation			\$37,275	\$447,300
5. Amortization				
6. Taxes (transfer to General Fund)			\$15,849	\$222,312
7. Tax equivalents (interest to General Fund)			\$13,848	\$47,306
8. Total operating revenue deductions(3 thru 7)			\$550,455	\$4,178,603
9. Operating Income (1 minus 8)			(\$233,483)	\$267,593
OTHER INCOME				
10. Interest			\$13,858	\$47,402
11. Misc. Non-operating revenue (net)			\$985	\$8,479
12. Gross Income (9 + 12)			\$14,843	\$55,881
13. Interest on long term debt				\$41,995
14. Interest on investment of municipality			\$2,603	\$31,235
15. BPA Revenues				
16. BPA Expenditures				
17. Miscellaneous income deductions				
18. Total Income deductions (14 thru 18)			\$2,603	\$73,230
19. Net Income (13 minus 19)			(\$221,243)	\$250,244

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

REPORT FOR THE MONTH OF: **September, 2015**
Before Year End Adjustments

	DOLLARS		Cubic Feet Sold		# of Cust.
	This Month	Year to Date	This Month	Year to Date	
SALES					
1 Residential	\$61,604	\$619,558	1,694,368	11,957,932	1,076
2 Commercial - small	\$26,836	\$254,155	741,789	5,477,924	214
3 Commercial - large	\$16,043	\$149,728	505,121	3,829,352	81
4 Interdepartmental	\$968	\$5,528	31,541	114,996	5
5 Wholesale					
6 Industrial	\$321	\$3,803			2
7 Pumping & Drainage	\$72	\$853			1
8 Total (1 thru 7)	\$105,844	\$1,033,625	2,972,819	21,380,204	1,379
OTHER REVENUES					
9 Bulk Water Sales	\$100	\$1,335			
10 Coin Op Sales	\$353	\$1,114			
11 Misc. Water Revenue					
13 Connect Fees	(\$1,000)	\$11,900			
14 Grant Revenue					
15 Total Misc. Revenue (9 thru 14)	(\$547)	\$14,349			
16 Total Operating Revenue (8 + 15)	\$105,297	\$1,047,974			
OPERATING EXPENSES					
17 Source of Supply	\$4,782	\$13,705			
18 Pumping	\$2,071	\$18,422			
19 Treatment	\$22,310	\$182,258			
20 Transmission	\$261	\$4,678			
21 Distribution	\$10,994	\$60,136			
22 Line Operation/Maintenance	\$5,120	\$42,920			
23 Meter Maintenance/Reading	\$721	\$5,769			
24 Structure Maintenance	\$1,420	\$8,199			
25 Customer Service	\$34	\$371			
26 Customer Accounting	\$3,632	\$20,489			
27 Rolling Equipment	\$1,602	\$14,893			
28 General & Administrative	\$12,298	\$161,990			
29 Conservation					
30 General Property Maintenance		\$1,479			
31 Total Operating Expenses(17 thru 28)	\$65,245	\$535,309			
INCOME STATEMENT					
1. Total operating Revenue (line 16)					
2. Operating revenue deductions:					
3. Total operating expenses (line 29)					
4. Depreciation					
5. Amortization					
6. Taxes (General Fund Transfer)					
7. Tax equivalents (Interest to General Fund)					
8. Total operating revenue deductions(3 thru 7)					
9. Operating Income (1 minus 8)					
OTHER INCOME					
10. Interest					
11. Misc. Non-operating revenue (net)					
12. Total other income (10 + 11)					
13. Gross Income (9 + 12)					
14. Interest on long term debt					
15. Interest on investment of municipality					
16. Miscellaneous income deductions					
17. Total Income deductions (14 thru 16)					
18. Net Income (13 minus 17)					

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

REPORT FOR THE MONTH OF: *September, 2015*
Before Year End Adjustments

	DOLLARS		Cubic Feet Sold	# of Cust.
	This Month	Year to Date		
SALES				
1 Residential	\$24,536	\$284,611		996
2 Commercial - small	\$13,806	\$151,358		201
3 Commercial - large	\$7,749	\$81,038		69
4 Interdepartmental	\$22	\$260		1
5 Wholesale				
6 Industrial	\$43	\$519		2
7 Pumping & Drainage				
8				
9 Total (1 thru 7)	\$46,156	\$517,786	0	1,269
OTHER REVENUES				
10 Junk or Salvage Sold				
11 Flusher Truck Rental	\$220	\$220		\$524,540
12 Misc. Sewer Revenue				\$368,099
13 Connect Fees		\$6,534		
14 Grant Revenue				
15 Total Misc. Revenue (10 thru 14)	\$220	\$6,754		\$69,900
16 Total Operating Revenue (9 + 15)	\$46,376	\$524,540		\$60,314
OPERATING EXPENSES				
17 Pumping & Lift	\$6,679	\$36,660		\$464,226
18 Treatment	\$19,144	\$119,452		\$60,314
19 Dredging	\$26,837	\$100,898		
20 Transmission		\$453		\$2,532
21 Distribution	\$749	\$21,188		\$612
22 Collection	\$0	\$1,395		\$3,144
23 Operation Lines	\$567	\$9,120		\$63,458
24 Maintenance of Lines	\$71	\$882		
25 Structure Maintenance	\$128	\$957		
26 Customer Service				
27 Customer Accounting	\$295	\$1,665		
28 Rolling Equipment	\$1,642	\$11,602		
29 General & Administrative	\$5,563	\$60,236		
30 General Property Maintenance	\$2,539	\$3,591		\$0
31 Total Operating Expenses(17 thru 30)	\$64,214	\$368,099		\$63,458
INCOME STATEMENT				
			This Month	Year to Date
1. Total operating Revenue (line 15)			\$46,376	\$524,540
2. Operating revenue deductions:				
3. Total operating expenses (line 28)			\$64,214	\$368,099
4. Depreciation			\$5,825	\$69,900
5. Amortization			\$2,319	\$26,227
6. Taxes (General Fund Transfer)				
7. Tax equivalents (Interest to General Fund)				
8. Total operating revenue deductions(3 thru 7)			\$72,358	\$464,226
9. Operating Income (1 minus 8)			(\$25,982)	\$60,314
OTHER INCOME				
10. Interest			\$204	\$2,532
11. Misc. Non-operating revenue (net)				\$612
12. Total other income (10 + 11)			\$204	\$3,144
13. Gross Income (9 + 12)			(\$25,778)	\$63,458
14. Interest on long term debt				
15. Interest on investment of municipality				
16. Miscellaneous income deductions				
17. Total Income deductions (14 thru 16)			\$0	\$0
18. Net Income (13 minus 17)			(\$25,778)	\$63,458