

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
March 2, 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

Derek Blumenschein – Farmers Market (attachment)

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 February 17, 2015 Council Meeting Minutes

OLD BUSINESS

5. City – Discuss and Approve Travel Policy (attachment)
6. Water – Discuss Multi-Dwelling Unit Water Rates (attachment)

NEW BUSINESS

7. City – Approve Catering Permit for Ralph Lotspeich dba Mirror Lake Golf Course for the Bonners Ferry Rotary Club Law Enforcement Dinner at the Fairgrounds on April 10, 2015 (attachment)
8. City – Approve Beverage License for Josh Shervin dba Soulshine (attachment)
9. Police – Consider Request to Vary from City of Bonners Ferry Personnel Policy for Lt. Watson's Court Proceedings in Minidoka County (attachment)

10. URA – Approve Appointment of Merle Ansley to Urban Renewal Agency Board with the term expiring June 30, 2019 (attachment)
11. URA – Approve Re-appointment of David Sims and Dave Walter to Urban Renewal Agency Board with terms expiring June 30, 2020
12. P&Z – Approve Dos Ramos Subdivision (attachment)
13. Water – Discuss South Hill Booster Station Pumps
14. City – Discuss Downtown Parking
15. City – Discuss Visitor Center and Chamber of Commerce (attachment)

EXECUTIVE SESSION PURSUANT TO IDAHO CODE 67-2345, 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 3, title 9, 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.
- (g) 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

16. Electric – City Energy and Demand Averages (attachment)
17. Water – Final Addendum to Idaho Community Block Grant for the Water Tank (attachment)
18. Street – Comment Letter to ITD RE: Highway 95 Project (attachment)
19. City – PERSI Training on March 11, 2015 at Fire Hall from 1:00 p.m. to 5:00 p.m.



February 9, 2015

Bonners Ferry City Council

Re: Space Rental Agreement for 2015

The Board of the Bonners Ferry Farmers Market is pleased to submit to you our proposal for space rental for the 2015 Market Season.

The Farmers Market is a family event that has been promoting the community for over 32 years. It brings together individuals from Bonners Ferry, Boundary County, and beyond. Its colorful banners and canopies attract people to the downtown core to browse the market and then on to other businesses.

The location and improvements to the Market area are a big part of this success and have made it easier for both vendors and customers to access the Market and downtown area. We appreciate your acknowledgement of our contribution to the City of Bonners Ferry.

The following pages outline our requests and provide details about the Market and the upcoming 2015 season. Should you require additional information, please do not hesitate to contact us.

We look forward to working with you regarding our proposals in order to make the Market a continuing community service.

Sincerely,
Bonners Ferry Farmers Market
Board of Directors

Gail Cathcart
Chair

Sara Vinduska
Treasurer

Ali & Cal Stanch
Secretary

Derek Blumenschein
Advertising

Barbara Hansen
Alternate



P.O. Box 3192
Bonners Ferry, ID 83805

www.bonnerrferryfarmersmarket.org
info@bonnerrferryfarmersmarket.org

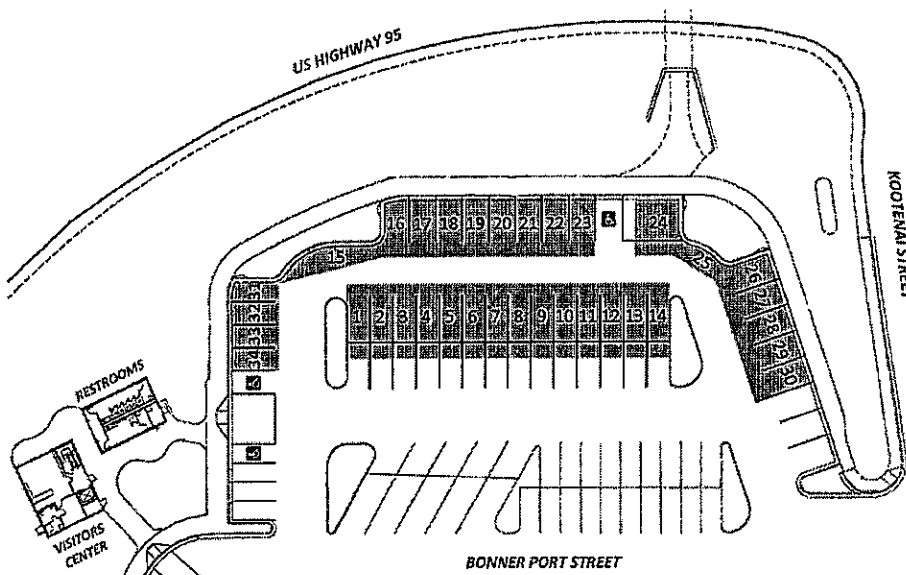
2015 Market Season Space Rental

We propose the following:

- Item 2: USER agrees to pay ENTITY rent for said premises payable on or before May 1st, 2015. Rent shall be \$500 for the 2015 market season. This shall include \$100 fee for the City to install and Remove our banners at the beginning and the end of the season.

General Market Details

- # of market Saturdays for 2015 will be 24 starting on April 25th and ending on October 3rd.
- Market hours are 8am to 1pm with setup beginning at 6:30 am. Total time usage per Saturday is approximately 7 hours.
- Space usage for the market is approximately 7000ft. See map below.
- Our average # of vendors in 2014 was 27 per market.
- Vendors are allowed 1 vehicle with their display. Extra vehicles/trailers will be removed from the market area by the start of the market.
- The market carries \$1,000,000 in liability insurance through Farm Bureau. The City of Bonners Ferry is a "Named Insured" on our policy.
- Vendors can only sell products that they themselves grow, harvest, create, or produce. No reselling or selling for others is permitted. No garage sale, flea market or wholesale items are permitted.
- Products sold must comply with state & local laws, including State Health & ISDA rules.
- Vendors pay the market 5% of their sales for each market day they vend.
- All vendors are required to collect Idaho State sales tax.
- We leave the parking lot area we use cleaner after each market than when we arrived.



**CITY OF BONNERS FERRY
TRAINING, CONFERENCE, & TRAVEL POLICY**

A. PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines under which City of Bonners Ferry employees, public officials, and appointees will be reimbursed for authorized travel expenses incurred in the conduct of business for the City of Bonners Ferry, hereinafter referred to as "City."

This policy shall apply to employees of the City, elected officials, boards, commissions, and others who are engaged in authorized travel and who expend City funds for travel purposes.

While this policy does not cover every possible situation, it establishes guidelines for employees and officials to make appropriate judgments regarding the expenditure of City funds for reimbursable expenses.

B. TRAINING AND CONFERENCE REGISTRATION FEES

Request for payment of registration fees shall be accompanied by registration form and receipt if paid by the employee. When practical, registration fees should be paid in advance by the City.

C. TRAVEL AUTHORIZATION

Travel requests shall be approved by the department head, subject to budgetary allowances. If the travel request is in excess of budgeted amounts, the department head may make a special request for approval to City Council.

The Mayor shall have approval authority over travel requests for department heads and other employees without a direct supervisor. All requests must be submitted in a reasonable amount of time for approval.

D. TRANSPORTATION: COMMON CARRIER

All trips requiring the use of a common carrier must be pre-approved by the appropriate authority.

The mode of travel must be justified on the basis of the most economical use of time of the personnel involved, cost of optional travel modes, and requirements of the trip.

All common carrier reservations must be consistent with reasonable travel planning, common carrier will be booked at the lowest available fare.

Travel reservations should be made as far in advance as possible to attain the lowest fares. Reservations should be made directly with the carrier, or if made through a booking service (Expedia, Travelocity, etc.), shall be refundable. When possible, reservations should be made by the Clerk's office to allow for direct billing; department head may also make reservations as appropriate.

For air travel, the City will reimburse the cost of one checked bag only. A receipt is required for reimbursement.

E. TRANSPORTATION: PASSENGER VEHICLES

1. City-Owned Vehicles

City-owned vehicles should be utilized for travel when such use is the most practical and economical mode of transportation, including the cost of fuel and parking.

2. Privately-Owned Vehicles

Reimbursement of private vehicle expenses shall be at the Standard Mileage Rate as set by the federal government for actual and necessary miles traveled. Mileage begins at the employee's normal place of work such as City Hall or the City Yard and shall be calculated to the destination.

When considering approval for use of personal vehicles for travel, the approving authority shall take into consideration the cost of alternative modes of travel and the cost of meals and lodging for the additional travel days. Mileage reimbursement shall not exceed the cost of airfare plus travel to/from the airport.

When two or more employees travel in a privately owned vehicle, only one mileage reimbursement is allowed.

When a private vehicle is used for transportation to and from airport, City will pay for or reimburse the cost of parking at the airport for the amount of time the employee is attending the conference/training. Any additional days spent in airport parking outside of conference attendance shall be paid by employee.

F. LODGING

1. General

City travelers are expected to seek accommodations that are comfortable, convenient, and meet business and personal needs and offer good value. Employees are expected to compare local lodging rates in the area prior to reserving lodging, if practicable.

2. Accommodation

Lodging accommodations for reasonably priced single occupancy rooms are reimbursable when the traveler is away from home overnight due to travel.

Accommodations shared with family members or others not on official City business are reimbursable at the single occupancy rate only.

The employee is urged to reserve hotel accommodations that offer the best value to the City, including offered government rates. When possible, reservations should be made by the Clerk's office to allow for direct billing; department head may also make reservations as appropriate.

G. MEAL ALLOWANCES

The City will pay for or reimburse an employee/official for the necessary and reasonable cost of meals incurred during travel. There will be no reimbursement for meals that are provided by the conference/training or through the cost of accommodations (continental breakfasts), unless special circumstances apply and are approved by the department head or approval authority.

The City allows a set maximum daily meal allowance of \$45.00 for overnight trips and \$15.00 for one-day trainings.

Original itemized receipts must be provided to the Clerk upon return in order to be reimbursed. Gratuities may not exceed 15% and count towards the maximum daily rate.

Increases in meal allowance amount may be considered by the department head when required based on the location of the employee's training to account for higher costs of meals.

H. USE OF CITY CREDIT CARDS

Employees issued a city credit card should typically use it to pay for expenses associated with approved travel including meals, lodging, and related transportation expenses. Upon return from travel, itemized receipts must be provided.

Failure to provide itemized receipts within a reasonable time upon return from travel may result in employee being required to reimburse City for non-verifiable expenses. Non-reimbursable expenses are not to be charged to the City credit card.

I. NON-REIMBURSABLE EXPENSES

The following are non-reimbursable expenses and are not to be charged to City credit cards:

- Laundry
- Personal entertainment
- Personal phone calls

- Traffic and parking tickets
- Overweight baggage fees
- Theft, loss, or damage of personal effects
- Personal care items
- Alcohol

J. PEACE OFFICER STANDARDS TRAINING (POST) TRAVEL

The City will pay for the cost of travel to attend POST training in Boise to include roundtrip travel to the training facility at the beginning of the course and home at the completion of the course, as well as one additional roundtrip home. Additional trips home will be the responsibility of the employee.

Should an employee attend POST training at the POST North Idaho College (NIC) Police Academy Training Facility in Post Falls, if feasible the city may provide a City-owned vehicle to be issued to the employee for commuting between the city limits and facility on weekends. Mileage allowances for weekend trips between city limits and facility in a private vehicle shall be at the discretion of the Chief of Police.

K. PERSONAL TRAVEL IN CONJUNCTION WITH CITY BUSINESS

An employee may combine personal travel with city business travel with pre-approval from department head or appropriate approval authority. The City is responsible ONLY for the official business portion of the trip. No personal expenses during personal travel portions of a trip will be reimbursed. Employee must obtain a quote showing the cost of the most economical and direct travel method/route to and from the approved business destination for the dates of official business. This quote will be used for reimbursement purposes. Employee will be required to cover the cost in excess of the most economical and direct travel method.

L. WAGES AND OVERTIME

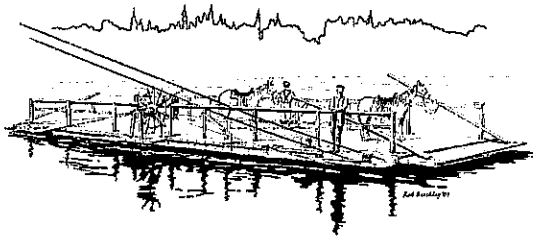
1. Travel Time

An employee will be compensated for work time while traveling which corresponds with the employee's regularly scheduled shift, not including meal times.

It is the policy of the City that employees shall be compensated for travel time to and from training in addition to the time at training. Time spent over the employee's normal work shift shall be compensated as overtime.

2. Training Time

As a general rule, premium pay for overtime, night, holiday, or Sunday work will not be paid during training.



MEMO

CITY OF BONNERS FERRY
CITY ADMINISTRATOR

Date: 27 February 2015
To: City Council
From: Stephen Boorman, City Administrator
Subject: Multi Family Dwelling Water Rates.

The council has discussed this issue for the past several meetings. At this time we have a proposal for your consideration that consist of the following:

Base rate is \$60.52 plus \$14 per unit. This captures the economy of scale for larger complexes

1,800 cubic feet is included in the base

The overage rate is \$0.01796 per cubic foot (commercial overage rate)

Attached is a spreadsheet with the impacts for each customer and the overall rate impact.

SJB

RECEIVED

FEB 23 2015

CITY OF BONNERS FERRY

CITY OF BONNERS FERRY
CATERING PERMIT APPLICATION

Owners Name: Ralph Lotspeich

Business Name: Mirror Lake Golf Course

Business Address: 5686 Main St.

Bonnors Ferry, ID 83805

State Beverage License Number: 11554

I hereby request a catering permit for the following dates: April, 10, 2015

from the hours of 4:00 a.m. (p.m.) to 12:00 (a.m.) p.m. at the

following location: ~~Bonnors~~ Boundary County Fairgrounds.

Catering will be done for the following group or organization sponsoring the

event: Bonnors Ferry Rotary Club Law Enforcement Dinner & Awards

Type of Event: Awards Ceremony

Wine: X Beer: X Hard Liquor: X

Ralph Lotspeich 2-23-15
Signature of the Licensee Date

Ralph Lotspeich
Printed Name

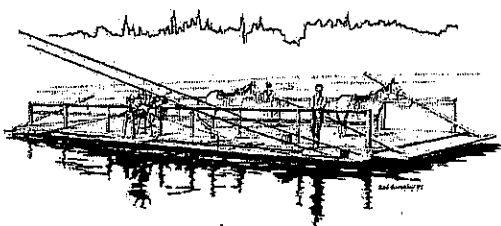
Address: P.O. Box 3040
Bonnors Ferry, ID.
83805

Phone: (208) 290-7937

Date Submitted to City Council 2-23-15 3-3-15

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
Bonners Ferry, ID 83805



CITY OF BONNERS FERRY

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

ALCOHOL BEVERAGE LICENSE APPLICATION

Renewal New License Transfer Year 2015

Applicant: Josh Shestev Business Phone: (208) 267-4082

Business Name: Soulshine

Business Address: PO Box 1043, 6428 Kootena St. BF. ID

Mailing Address: PO Box 1043, Bonners Ferry, ID 83805

SALES FOR ON PREMISES CONSUMPTION:

HARD LIQUOR: () 375.00 _____

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

WINE: (x) 100.00 100.00

SALES FOR OFF PREMISES CONSUMPTION:

BEER:
Container Only- Bottle or Can (x) 25.00 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 \$700

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.

2-20-15
Date of Application


Applicant Signature

PAID
FEB 23 2015
CITY OF BONNERS FERRY

For these special exception employees, compensatory time will accrue on the paycheck which follows the conclusion of each work period.

11. Promotions and Compensation

The compensation policy for all employees is established by action of the City Council. The annual budget of Bonners Ferry sets the funding available for compensation for positions in various departments. Promotions and changes in status may be recommended by officials in each of the operating departments, but final authority regarding compensation rests with the appropriate administrative official.

12. Payroll Procedures and Paydays

Employees are paid every two weeks throughout the year. Paychecks are issued by the office of the treasurer on every Friday following the pay period. Paychecks compensate employees for work performed in the pay period preceding the week in which the check is issued.

It is the obligation of each employee to monitor the accuracy of each paycheck received. Information shown on the employee's paycheck stub is provided for information only. The paycheck is generated by a computer program that does not have the capacity to think or to understand individual circumstances. Actual practices respecting the issuance of paychecks and allocation of employee benefits must be consistent with the official policy of the City. In the event of disagreement between the computer-generated paycheck stub and official policy as interpreted by the Department Head with the assistance of the City Clerk, the policy shall prevail. Employees are obligated to call to the City's attention any discrepancies in payroll practices, whether to the advantage or disadvantage of the employee.

13. Compensation while Serving on Jury Duty or as a Witness in a Court Proceeding

Leave will be granted and full pay provided to employees called to serve as a court witness in matters specifically related to city operations or called to serve on jury duty. The employee has the choice of taking unpaid leave; or using paid leave, advising the City of funds received for services for jury duty and having these deducted from their gross pay; or taking vacation and keeping the funds received for jury duty.

14. When a City Employee who is also a City volunteer fireman responds to an incident during normal working hours they will be compensated as an employee. When they respond to an incident outside of normal working hours they will receive the stipend paid to all other fireman.

15. Military Leave

Unpaid leave of absence will be granted to participate in ordered and authorized field training. The city's employment policy will comply with the provisions of Idaho Code § 46-224, et seq., or its successor, as those Code provisions govern leaves of absence for

Kris Larson

From: Robert Boone
Sent: Friday, February 20, 2015 7:18 AM
To: Kris Larson
Subject: RE: Lieutenant Watson's Time Sheet

Good Morning Kris,

Thank you for your response. Sorry for any confusion. I have read the policy and yes it does speak of jury duty and court proceedings coming out of an employee's leave bank. I do believe when we have a situation involving a law enforcement officer who lateral transfers to our agency and has cases trailing with him it's the right thing to do. If we are going to exceed the standards set by FLSA and pay for all parties travelling to training for a conference, I think the same grace should be extended to Lt. Watson.

*If you would please place the matter on the city council agenda and we will let them decide.
Thank you. Have a nice weekend.*

Robert A. Boone
Chief of Police
Bonnars Ferry Police Department
Phone: (208) 267-4391, Fax: (208) 267-4398

From: Kris Larson
Sent: Thursday, February 19, 2015 3:08 PM
To: Robert Boone
Subject: RE: Lieutenant Watson's Time Sheet

Hi Bob,

I just read my email at 2:50 p.m. I had already noted on his timesheet the conversation we had this morning and he was paid vacation time. We had to have payroll done this morning so we could send the file to the bank.

Before we change from the use of vacation time to regular time I think we should look at the personnel policy. There is a section on serving as a witness in a court proceeding. It is in Section VII (B) item #13. If we vary from the policy we should get it approved by City Council. Once approved, we can make the adjustment in the payroll system.

Thanks,
Kris

From: Robert Boone
Sent: Thursday, February 19, 2015 10:52 AM
To: Kris Larson
Subject: Lieutenant Watson's Time Sheet

Hi Kris,

This is a follow-up to our hallway conversation regarding Vic Watson's testimony in

Minidoka County. Vic was called as a witness for the State of Idaho by the Attorney General.

When we hired Watson, we hired him knowing that this case (People Vs. Alicia Daniel et al)

was still pending and he would have to testify for the state.

Lt. Watson also received a strong recommendation from the Attorney's Office during

his background investigation.

Watson was subpoenaed and testified last week in Rupert, Idaho. To the best of my knowledge,

The State of Idaho paid Lt. Watson for mileage and \$30.00 per day per diem. He spent the

Lion's share of the week on a witness stand being grilled as the state's star witness.

He did

Not enjoy the trip nor was it a vacation.

It is my position and my decision that the right and just thing to do is to pay Watson out of

regular time and not dock his vacation leave bank.

Thank you,

Robert A. Boone

Chief of Police

Bonnerr Ferry Police Department

Phone: (208) 267-4391, Fax: (208) 267-4398

CITY OF BONNERS FERRY
RESOLUTION NO. 2011-02 As Amended 3-21-11 and Amended 6-21-11

A RESOLUTION OF THE CITY OF BONNERS FERRY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, MAKING FINDINGS THAT DETERIORATED AND DETERIORATING AREAS EXIST WITH THE CITY, DECLARING A NEED FOR AN URBAN RENEWAL AGENCY AND AN URBAN RENEWAL PLAN, AND MAKING APPOINTMENTS TO THE AGENCY.

WHEREAS, the city of Bonners Ferry is an Idaho municipal corporation with the authority to declare all or a portion of its city limits as a deteriorated or deteriorating area pursuant to the Idaho Urban Renewal Law of 1965 (codified as Chapter 20, Title 50, Idaho Code), and

WHEREAS the City Council of the City of Bonners Ferry has directed city representatives to study the magnitude of the deterioration, and that the study is pending, and

WHEREAS the City Council of the City of Bonners Ferry desires to begin to remediate existing deterioration when it is identified and prevent future deterioration, in order to protect the public health, safety, morals and welfare of the residents of the municipality, and

WHEREAS Idaho law grants to municipal corporations the authority to create an urban renewal agency for the purposes of remediating and preventing municipal deterioration.

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

The following are appointed as the initial urban renewal agency committee of the city with terms as follows: Mike Klaus will serve a three year term, Mike Sloan and Dave Walters will serve four year terms, and Cal Russell and Jim Greenslitt will serve five year terms. Each consecutive term will be for a five year period.

1. Mike Klaus 6/30/14 to Pat Behrens to Merle Ancley 6/30/19
2. Mike Sloan 6/30/15 to David Sims
3. Dave Walters 6/30/15
4. Cal Russell 6/30/16
5. Jim Greenslitt 6/30/16 vacant currently

ADOPTED AND APPROVED THIS 21st DAY OF June, 2011.

Chris Clark, Council President

ATTEST:

Kris Larson, Clerk/Treasurer

Connie Wells moved to read the sign ordinances by title only. Chris Clark seconded the motion. Stephen said there was a suggestion by Tom Mayo that when a business leaves that their sign be taken down or removed. The motion passed - Chris Clark "yes", Connie Wells "yes", Tom Mayo "yes".

Stephen Boorman read by title only, Ordinance 524 Repealing Chapter 14 of Ordinance #504 Zoning Ordinance and Ordinance 525 Amendment to Ordinance #504 Zoning Ordinance.

The purchase of radios for installation at the lift stations was discussed. Stephen said lift station #5 is near the railroad tracks below the old Lantern property and access is difficult. A radio will be installed at lift station #2 (at the south end of the sewer bridge) to act as a repeater and also monitor the lift station. We have extra radios but will have to purchase a couple more and Albert Solt will install the radios at the lift stations for better communications. Chris Clark moved to purchase and install radios for lift stations #2 and #5. Connie Wells seconded the motion. The motion passed - Chris Clark "yes", Connie Wells "yes", Tom Mayo "yes".

The group discussed the terms of the urban renewal agency committee members. The first terms will be staggered and then they will be five year terms. Mike Klaus will be a three year term, Mike Sloan and Dave Walters will be four year terms, and Cal Russell and Jim Greenslitt will be five year terms. Tom Mayo moved to amend Resolution 2011-02 to include the terms of the urban renewal agency members. Connie Wells seconded the motion. The motion passed - Chris Clark "yes", Connie Wells "yes", Tom Mayo "yes".

Connie Wells moved to suspend the rules and read Ordinance #523 by title only. Chris Clark seconded the motion. The motion passed - Chris Clark "yes", Connie Wells "yes", Tom Mayo "yes". Stephen Boorman read Ordinance #523 by title only.

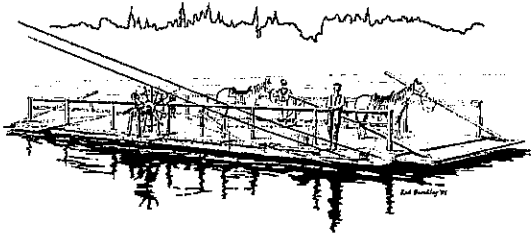
Connie Wells moved to adopt ordinance #523 approving the Urban Renewal Plan. Chris Clark seconded the motion. The motion passed - Chris Clark "yes", Connie Wells "yes", Tom Mayo "yes". Ordinance #523 reads as follows:

ORDINANCE NO. 523
AN ORDINANCE OF THE CITY OF BONNERS FERRY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, APPROVING THE BONNERS FERRY URBAN RENEWAL PLAN; CONFIRMING THE DETERIORATED DECLARATION; ADOPTING A REVENUE ALLOCATION AREA; MAKING CERTAIN FINDINGS AND CONCLUSIONS IN SUPPORT THEREOF; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR OTHER MATTERS PROPERLY RELATING THERETO, AND PROVIDING FOR THIS ORDINANCE TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS the City of Bonners Ferry did by Resolution declare that a specifically described portion of the city limits of the City of Bonners Ferry was deteriorated and deteriorating, and in need of remediation by an urban renewal agency, and

WHEREAS the City Council of the City of Bonners Ferry recommended that the Mayor of the City of Bonners Ferry appoint an urban renewal commission, and

WHEREAS the appointed Board of Commissioners of the Bonners Ferry Urban Renewal Agency has retained staff to assist it with its duties, and



MEMO

CITY OF BONNERS FERRY
CITY ADMINISTRATOR

Date: 27 February 2015
To: City Council
From: Stephen Boorman, City Administrator
Subject: dosRamos Subdivision.

In 2008 the Mr. and Mrs. dosRamos' proposed a subdivision that went through council approval. With the council approval was a requirement to dedicate property adjacent to widen Brownie Street. Recently Mr. and Mrs dosRamos contacted us about filing the plat for this subdivision. At this time JRS Surveying has modified the plat as required by the Council in 2008.

Due to the length of time between the approval and actually signing the plat we are recommending that the Council review and reapprove the attached plat.

SJB

Sims moved to approve the billing policy amendment. Connie Wells seconded the motion. The motion passed, all in favor.

Stephen spoke to council regarding the Planning and Zoning recommendation to approve the Dos Ramos Subdivision. He showed them a map of the area near Brownie Street. The proposal is to carve off a lot that now has a duplex on it. Stephen said the area is close to Jim Marx's property. The city is asking for additional right of way. Dave Sims asked if there were members of the public at the Planning and Zoning hearing. Stephen said there were several people at the hearing but they did not speak. Dave Gray moved to approve the recommendation of the Planning and Zoning Committee to approve the Dos Ramos Subdivision based on the findings and facts. John Langs seconded the motion. The motion passed – John Langs “yes”, Dave Sims “yes”, Connie Wells “yes”, Dave Gray “yes”.

Dave Anderson recommended appointment of Brad Hanson as a Planning and Zoning member. John Langs moved to confirm the Mayor's recommendation. Dave Gray seconded the motion. The motion passed, all in favor.

Mayor Anderson recommended appointing Pace-Kerby as our health insurance agent with the renewal of the city's health insurance on November 1, 2008. Mayor Anderson said there is no problem with Greg Helbling as he is a great person. John Langs moved to appoint Darrell Kerby at Pace-Kerby Agency as the agent for the city's health insurance. Connie Wells seconded the motion. The motion passed, all in favor.

At 7:41 p.m. Dave Sims moved to go into executive session per Idaho Code 67-2345 (c) and (f). Dave Gray seconded the motion. The motion passed, all in favor. At 8:00 p.m. executive session ended. No action was taken.

The group discussed the resort tax issue. The city will write a letter to the editor supporting the resort tax issue.

Stephen said Mike Normandu has offered to come up and speak with council regarding the BPA contract. Council would like him to come the first meeting in November.

There being no further business, the meeting adjourned at 8:15 p.m.

David K. Anderson, Mayor

Attest:

Kris Larson, City Clerk

WRITTEN DECISION OF THE BONNERS FERRY PLANNING AND ZONING REGARDING:

The application of Eduardo and Janet Dos Ramos for a one lot subdivision within the City of Bonners Ferry. The legal description of the property from which the one lot will be subdivided is South 300 feet of Tax 59, Less Tax 132 and 217, Section 22, Township 62 North, Range 1 East of the Boise Meridian, Boundary County Idaho.

FACTUAL BACKGROUND:

A 13 acre lot will be subdivided into two lots. One lot size will be 1.06 acres, the remainder will be 11.94 acres. The application was complete before advertisement in the newspaper. A plat was prepared by a licensed surveyor within the state of Idaho and was reviewed by the City staff. The subdivision was advertised is in accordance with Bonners Ferry Subdivision Ordinance and property owners within 300 feet were notified by mail. There was no opposition to this subdivision from the property owners.

CONCLUSIONS:

Based upon the factual record compiled and upon testimony received at the public hearing conducted to receive such testimony, the Bonners Ferry Planning and Zoning Commission determines that the Dos Ramos Subdivision shall be recommended to the Bonners Ferry City Council for approval contingent upon Dos Ramos dedicating Thirty feet from the center line of Browne Street to the City for right of way.

Findings and Conclusions approved on the _____ day of _____, 2008.

Bonners Ferry Planning and Zoning Commission

Glenda Poston, Chairman

Form
Custc
gram

The first meeting of the Visitor's Center Advisory Committee was held at City Hall on May 21, 2007. The meeting was called to order at 12:p.m. by Committee member Dave Jurgensen. Present for the meeting were Committee Members Dave Jurgensen, Wendy Hawks, Carolyn Testa, City Deputy Clerk Tamera Stemmene, City Administrator Stephen Boorman, Police Chief Dave Kramer, Economic Developer Mike Sloan, and Mayor Darrell Kerby. Also present were Jack Douglas, Lon Woodbury, Tina Wilson, Marciavee Cossette, Kay Burdick, David Despain, and Jay Cohn.

The first item on the agenda was to nominate officers. Dave Jurgensen nominated Wendy Hawks as Chairperson. Carolyn Testa seconded the motion. Wendy Hawks refused the nomination and nominated Carolyn Testa for Chairperson. Dave Jurgensen seconded the motion. The motion passed all in favor. Carolyn Testa nominated Dave Jurgensen for Vice Chairman. Wendy Hawks seconded the motion. The motion passed, all in favor.

Chairperson Carolyn Testa welcomed the Chamber of Commerce and asked if they would like to introduce themselves. The Chamber of Commerce President Jack Douglas stated they were here for information only today, not to speak for the Chamber.

Chairperson Carolyn Testa opened the floor for public comments and questions.

Committee member Dave Jurgensen stated that he would like to see the Visitor's Center be ran by the Chamber of Commerce. The Chamber of Commerce commented that the proposal was brought to the City Council and they denied it. Jack Douglas stated that the Chamber to have any business with the City it would have to be presented to their board with five days notice so that they could call a meeting.

Jay Cohn suggested that the rest area serve coffee and donuts free with donations. David Despain would like to supply different types of shirts and items from his shop, Camper Down Wear and Gear. He showed some designs and passed out business cards and will be available to discuss this with the committee or whoever he needed to about the costs and profits. Tina Wilson suggested that someone call other Visitor Centers and ask them how they do things to get a foundation on where to start. She will provide Chairperson Carolyn Testa with names and numbers to call. Chairperson Carolyn Testa thanked everyone for their inputs.

The committee discussed when the opening would be and what needs to be done before. They were in agreement that someone needs to be hired temporarily to get things going. They need to find someone to clean the bathrooms and to check on them every hour to two hours. The committee agreed to recommend to the City Council that the City hire someone to clean once a day or have the City regular employees do it and to have the City Police check them every hour or two.

Committee member Wendy Hawks suggested that they recommend the Visitor's Center be open this week-end, which is Memorial Day or atleast the restrooms. It was agreed on that they would recommend this to the City Council. Tammy Stemmene volunteered to watch the Visitor's Center Memorial day from 10:00a.m. to 2:00 p.m. It was agreed upon to recommend to the City Council that the Restrooms be open all week-end and that the Center be open from 10 to 2

Monday May 28th.

A survey for the public was discussed and all agreed on the survey being passed out to the local businesses and also handed out May 28th at the Visitor's center. The survey questions were made up and consists of What types of information needs to be handed out? Hours of business? Days closed? and if anyone would be interested in volunteering? The survey will be shown to the City Council at their meeting May 22, 2007.

The next three item on the agenda , discuss parties requesting space at the center, Farmer's Market sign, and volunteer discussion were all tabled until next meeting. The next meeting will be Wednesday the 23rd of May at 12:00 noon..

There being no further business, the meeting adjourned at 2:30 p.m.

Respectfully submitted,

Tamera Stemmene, Deputy City Clerk

community at the Visitor's Center. Perhaps by putting in a bulletin board or a kiosk. Comitee member Tom Turpin stated that they would need to set ground rules of what could be displayed and to have someone in charge of it. Comitee member Dave Jurgensen stated that it should be the Manager. Ron Sukenick stated that the Rotary Club would probably help fund it. Ron also asked if we could hand out some fliers for the bike run the Rotary is having in June. Tammy will hand some out Monday.

The Farmer's Market would like to put in a sign for their advertising. The Committee decided to take a look at the ground around the Visitor's Center to find a place for their sign and will table this until another meeting..

The next item on the Agenda was the appointing of the Volunteers. The Committee was in agreement to discuss the personnel in executive session.

Tina Wilson stated that the job description of the duties could be given to the public. Chairperson Carolyn Testa read the duties that were agreed on for the Visitor's Center Manager. They are responsible for Visitor Center operations, report to Chair of Advisory Committee, acts on recommendations of the director, coordinates with other Visitor Centers in the region, distributes appropriate brochures to other Visitor Centers and Outlets, maintains, as necessary, local brochures.

At 12:40 Wendy Hawks moved to go into executive session per Idaho Code 67-2345 to discuss personnel.. Tom Turpin seconded the motion. The motion passed- Carolyn Testa "yes", Dave Jurgensen "yes", Wendy Hawks "yes", Tom Turpin "yes". At 1:15 p.m. the committee went out of executive session. No action was taken.

Chairperson Carolyn Testa announced the decision of the City Council last night was to appoint volunteers Carl and Sheri Hendrick as the Operation Managers of the Visitor's Center, effective immediately through the end of September.

The committee decided to have a meeting every week until the Visitor's Center is up and operating. The next one will be at 12:00 noon Wednesday May 30, 2007 at City Hall.

There being no further business, the meeting was adjourned at 1:20 p.m.

Respectfully submitted,

Tamera Stemmene, Deputy City Clerk

The Visitor's Center Advisory Committee meeting of May 30, 2007 was called to order at 12:05 p.m. by Committee Chairperson Carolyn Testa. Present for the meeting were Committee Chairperson Carolyn Testa, Committee Members Dave Jurgensen, Wendy Hawks, Tom Turpin, City Deputy Clerk Tamera Stemmene, City Administrator Stephen Boorman, and Economic Development Director Mike Sloan. Also present were Tina Wilson, Jay Cohn, Jan Rose, Sora Huff, Sheri and Carl Hendricks.

Chairperson Carolyn Testa welcomed everyone and opened the floor for public comments and questions.

Sora Huff and Jan Rose with the Farmer's Market brought the Farmer's Market sign in to show the Committee how it looked. They would like to hang it near or on the Visitor's Center. Jan Rose also had three requests of the committee. Storage to keep their sign in when not in use. To use electricity with exchange of donation. And to reserve parking spaces. Stephen Boorman said that he would handle the first two requests and the parking should be brought up to the City Council, not the Committee.

Committee Chairperson Carolyn Testa welcomed Sheri and Carl Hendricks, the Operation Managers of the Visitor Center, to the meeting. Carl and Sheri gave a progress report of what has been done and all the furniture and equipment that has been ordered. Carl drew a picture on the board of how everything will fit in the Visitor's center. He also said that they had enough volunteers to be open 7 days a week and will provide the Committee with a list. They should be able to open in about a week. The Committee discussed hours of operation and decided on 10 a.m. to 6:00 p.m. Monday through Saturday and 12 noon to 5:00 p.m. on Sundays for now.

The Committee discussed where the Farmer's Market sign should be. Committee member Dave Jurgensen suggested that it be between the sidewalk and the parking lot, if that is the case it has to be brought up to the City Council, because it wouldn't be near the Visitor's Center building. Wendy Hawks motioned to put off deciding where the sign should go until landscaping decisions are made. Dave Jurgensen seconded the motion, and the motion passed, all in favor.

Committee member Tom Turpin looked over the survey cards and announced the results. The two days off most people suggested were Tuesday and Wednesday or Thursday. That the hours were about 50/50 for 9 to 5 and 10 to 6. He also said that there were not a lot of volunteers that signed the cards. The Committee decided to keep the survey open for another few days, until Monday and can be handed in at City Hall.

Tammy Stemmene gave a report on how many visitor's at the pre opening held Memorial day at the center. She said there were 4 to 5 people before the parade and 30 to 40 people after for about an hour and then nobody.

The Committee discussed the idea of a wireless internet set up at the Visitor's Center. Stephen said it would be expensive, but could send out letters to local businesses for prices. The Committee agreed to recommend this to the City Council.

The Committee discussed when to have the Grand Opening, Ribbon Cutting Ceremonies. Committee member Tom Turpin suggested to get somebody from the State to participate. Carl Hendricks said that he has already been approached by two buisnesses in town to offer support for the opening. Committee member Dave Jurgensen moved to recommend to the City Council for the Grand Opening of the Center to be on the 4th of July, following the parade. Wendy Hawks seconded it. The motion passed, all in favor.

The Committee decided to be interviewed by Jo Jo Baker at 12:00 noon June 13, 2007 on KBFI radio.

Items #4 look over and approve May 21 and May 23, 2007 minutes, and #5 discuss murals by Debbie Aaron were tabled until the June 6, 2007 meeting.

The meeting was adjourned at 1:34 p.m.

Respectfully submitted,

Tamera Stemmene, Deputy City Clerk

The Visitor's Center Advisory Committee meeting of June 6, 2007 was held upstairs in the new Visitor Center. The meeting was called to order at 12:00 noon by Committee Chairperson Carolyn Testa. Present for the meeting were Committee Chairperson Carolyn Testa, Committee Members Dave Jurgensen, Wendy Hawks, Tom Turpin, and City Deputy Clerk Tamera Stemmene, also present were Visitor Center Managers Sheri and Carl Hendricks.

The Committee looked over the Volunteer list that the City Council approved and discussed meeting with them and Police Chief Dave Kramer at the next meeting. The Police Chief will go over Security with the group at that time.

The report of the survey was discussed and the Committee agreed that they will discuss them again next meeting with the volunteers.

Carl Hendricks gave a progress report on the Visitor Center, he said that the desk and chairs were in and some of the brochure holders, but not exactly what they wanted so will have to order more. The schedule will be ready next week and they have enough volunteers to have two on each shift. They are ready to open, just waiting for the rest of the set up to get there.

The murals by Debbie Aaron were discussed and the Committee decided not to go with one design but to display different Historical Paintings and rotate them around. Also maybe to have themes or different display of things monthly or weekly. The Committee decided they would talk to City Administrator Stephen Boorman to see if this needs to be recommended for the City Council to approve or what the next step would be.

The Committee also discussed the legalities of renting out advertising space to different businesses. It was decided to consult with City Attorney Tim Wilson to advise them on the legalities. Committee Member Tom Turpin said he would contact Tim Wilson and see if he could consult at the next meeting.

The Visitor's Center web site was discussed on who kept it up dated in the past and if it could be kept going instead of starting a new one. The Committee decided they would do some research on the subject and discuss the results at a later meeting.

The Committee and Carl Hendricks discussed the need of more direct signs. The Committee suggested for Carl Hendricks to make a list of the signs needed and give the list to City Administrator Stephen Boorman.

Committee Member Dave Jurgensen moved to approve the minutes of the May 30, 2007 meeting. Wendy Hawks seconded the motion. The motion passed-all in favor.

There being no further business the meeting adjourned at 1:20 p.m.

Respectfully submitted,

Tamera Stemmene
City Deputy Clerk

The Visitor's Center Advisory Committee meeting, held upstairs at the Visitor's Center, on June 13, 2007 was called to order at 12:05 p.m. by Committee Chairperson Carolyn Testa. Present for the meeting were Committee Chairperson Carolyn Testa, Committee Members Dave Jurgensen, Wendy Hawks, Tom Turpin, City Deputy Clerk Tamera Stemmene, Volunteers from the Visitor Center; Jerre Stemmene, Margaret Mouat, Jackie Gale, Tom Peyton, Ruby Maxfield, John Poston, Candy Behrens, Selinda Holderman, Verna Belden, Dorothy Olsen, Suellen Bicknell, Christina Wortley, Susan Marsh, Kathleen Worlickley, Visitor Center Managers Sheri and Carl Hendricks, and City Police Deputy Chief Rick Alonzo.

Committee Chairperson Carolyn Testa welcomed all the volunteers and introduced the Committee.

Carl Hendricks thanked all the volunteers and a special thanks to Margaret Mouat for getting the volunteers to come back. The volunteers introduced themselves.

Margaret Mouat suggested that the Center be open from 9:00 a.m. to 5:00 p.m., instead of the planned 10:00 a.m. to 6:00 p.m. Committee Chairperson said that the hours of operation would be the responsibility of the Visitor Center Managers, not the committee; therefore the Center will be open from 9:00 a.m. to 5:00 p.m. Monday through Saturday and 12:00 noon to 5:00 p.m. on Sundays. The volunteers had some good ideas about putting reference books in and about running information on DVDs. This will all be checked into after the initial start up.

Deputy Chief Rick Alonzo talked about security issues on when to call 911 and when to just call dispatch at 267-3151. He also let the volunteers know that there will be Police driving by on their routine checks. He also told the group about the security camera system that has been installed at the new Visitor Center.

Carl Hendricks stated that the racks were in and as soon as they could be put up they would be ready to open. Tammy Stemmene said she could get a crew from the City to put them up within the next day. It was decided to open this Saturday June 16, 2007.

Committee Chairperson Carolyn Testa recessed the meeting for picture taking at 12:45 p.m.

The meeting was called to order again at 12:50 p.m. with only the Committee members and City Deputy Clerk Tamera Stemmene in attendance.

The web site was discussed. The Committee has decided to have Carl Hendricks contact the original web site management and get some more information from them if we can just have them update the existing web site or if it has to be started all over again.

The Committee decided on a new rate structure for advertising fees and will recommend it to City Council.

The Committee also will recommend to City Council to appoint someone to write a tactful, nice letter to the Chamber of Commerce asking for the money that they received from businesses for the year 2007 in Visitor Center fees.

The City Council meets at 7:00 p.m. Tuesday June 18, 2007.

The Committee approved the minutes of the Visitor's Center June 6, 2007 as printed.

The meeting was adjourned at 1:55 p.m.

Respectfully submitted,

Tamera Stemmene, Deputy City Clerk

The Visitor's Center Advisory Committee meeting of June 20, 2007 was held upstairs in the new Visitor Center. The meeting was called to order at 12:00 noon by Committee Chairperson Carolyn Testa. Present for the meeting were Committee Chairperson Carolyn Testa, Committee Members Dave Jurgensen, Wendy Hawks, Tom Turpin, City Deputy Clerk Tamera Stemmene, and City Administrator Stephen Boorman also present were Visitor Center Managers Sheri and Carl Hendricks, Vi Sims, and Steve Hendricks.

The Committee discussed the outcome of the recommendations to the City Council. Stephen Boorman stated that he had a meeting with the Chamber of Commerce Thursday and was going to find out then if they were going to send the 2007 Visitor Center money back to the businesses that donated.

Stephen also said he had not asked the City Council about the fee structure because he wanted to explain to the Committee the legality differences with a fee and a donation. There would have to be a Public Hearing with any new or increased City fees. An announcement for the hearing would have to be ran in the paper for two weeks and then a Public Hearing, and then the City Council would vote. With the donations there would be a donation from whoever wanted to donate, but any business could set out advertising. The Committee members were all in agreement to do the fee structure so that all businesses are treated

the same. Stephen stated that an agreement will have to be made up to define what is expected on both sides. He will get more legal advise on this and report back.

The Committee decided that businesses could use the Visitor's Center for advertising until the fee structure is in place and then they will be notified to pay at City Hall for the year.

The signs that are needed still at the Visitor's Center were discussed and the Committee agreed to provide a list for Stephen to take to the architect to do this fall. And the immediate signs needed, such as the locations of the restrooms, will be done this week..

The Committee discussed the Web and the Wireless services for the Visitor's Center. Stephen Boorman has received a quote from Boundary Computer Solutions. Carl Hendricks had discussed an estimate with Keokee Creative Group, the ones that had done it in the past. The Committee discussed the proposal and bidding rules with Stephen and he will get letters for proposals ready.

Committee member Dave Jurgensen moved to approve the minutes of the June 13, 2007 meeting. Tom Turpin seconded it -it passed, all in favor.

Vi Sims addressed the Committee and thanked the City for the well done job of the Visitor's Center and for hiring Carl and Sheri Hendricks to manage it. She said that they are wonderful people and that she would like to donate the couch and loveseat that was brought over to the Visitor's Center.

All the Committe members thanked her.

Steve Hendricks asked about advertising his horse halter/harness making business and showed the Committe his brochures. The Committee told him that he could put them in now and when the fee structure was finalized he would owe \$25.00 for 2007. He thought that was a great price and thanked the Committee.

Committee memeber Tom Turpin suggested an article in the Herald for the new Visitor's Center, not the ribbon cutting yet. He said that he would handle the article.

There being no further buisness the meeting adjourned at 1:00 p.m.

Respectfully submitted,

Tamera Stemmene
City Deputy Clerk

The Visitor's Center Advisory Committee meeting of June 27, 2007 was held upstairs in the new Visitor Center. The meeting was called to order at 12:00 noon by Committee Chairperson Carolyn Testa. Present for the meeting were Committee Chairperson Carolyn Testa, Committee Members Dave Jurgensen, and Wendy Hawks, City Deputy Clerk Tamera Stemmene, and City Administrator Stephen Boorman also present were Visitor Center Managers Sheri and Carl Hendricks, Elaine Sandman from the Herald, and Steve Hendricks.

The Committee discussed the date and time of the fee hearing, which will be July 17, 2007 at 7:00p.m. Committee Chairperson Carolyn Testa said she would be attending.

Carl and Sheri Hendricks gave a report on the Operation of the Visitor's Center last week. Sunday was pretty quiet. On the other days they had quite a few people. Carl said that Beta Sigma Phi had donated a coffee table and end table to the Visitor's Center. Carl asked for more room to store brochures, he suggested the upstairs storage area. Stephen Boorman said the upstairs storage was for the chairs and tables for the meeting room. He would have someone add another shelf downstairs and that the back of City Hall could be used for brochure storage.

Carl asked for waste paper basket for upstairs, and wondered when the telephone was going to be in. Stephen said he would get waste basket and as soon as telephone services were ordered it would take 15 to 20 days before verizon could put the lines in, he is working on it.

Stephen Boorman told the committee about the Chamber of Commerce meeting he attended. He said the Chamber of Commerce decided that they would make a list of the vendors who paid for advertising for the year 2007 and will give the Visitor's Center the money of who paid.

The sign progress was discussed. The sandwich sign that was made with arrows pointing to the restrooms and Visitor's Center has helped, but it is only temporary because it is too big to use at that location. Stephen said that he would see that a hanging restroom sign was ordered and a hours of operation sign would be made.

Carl Hendricks said he noticed there was no room for the RV's to move around in the parking lot when the Farmers Market was there on Saturdays. It was suggested to make sure the visitors know of other parking, like up on the dyke. And there will be another parking area as soon as Meeker's parking lot is complete.

The committee discussed when the landscaping would be done so that the grand opening ceremony of the Visitor's Center could happen. Stephen said the bids for the landscaping plants will be in by Friday and it should take about a month to complete.

The committee discussed when there next meeting should be and how often they should meet and decided they would ask the City Council how often they would suggest. The next Visitor's center Advisory meeting will be July 11, 2007 at 12:00 noon.

At the next meeting the displays will be discussed.

At 1:00 p.m. Carolyn moved to go into executive session per Idaho Code 67-2345 to discuss personnel issues. Dave Jurgenson seconded the motion. The motion passed- Wendy Hawks"yes", Dave Jurgensen"yes", Carolyn Testa"yes". At 1:10 p.m. Wendy Hawks moved to go out of executive session. Dave Jurgensen seconded the motion. The motion passed, all in favor.

There being no further buisness the meeting adjourned at 1:10 p.m.

Respectfully submitted,

Tamera Stemmene
City Deputy Clerk

The Visitor's Center Advisory Committee meeting of July 11, 2007 was called to order at 12:05 p.m. by Committee Chairperson Carolyn Testa. Present for the meeting were Committee Chairperson Carolyn Testa, Committee Members Dave Jurgensen, and Tom Turpin, City Deputy Clerk Tamera Stemmene, Visitor Center Managers Carl and Sheri Hendricks, and Elaine Sandman with the Bonners Ferry Herald.

.Chairperson Carolyn Testa welcomed Elaine and asked if she had any questions? Elaine asked about the telephone and the fee for the upstairs meeting room. The committee told her that the fee hearing would be held the 17th of July at 7:00 p.m. and Tammy Stemmene gave the date of this Friday for the telephone to be installed.

Carl and Sheri Hendricks gave a report on the operation of the Visitor's Center. So far there were 2,000 visitors from 44 states and 11 different countries. One forth from Canada, and 30% from Idaho. The comments that people have left are nice. Not much R.V. traffic and the R.V.s are hitting curbs. Volunteers are doing a good job. Carl also stated that they need more shelves for storage.

The committee discussed the sign issue and would like Stephen to go back to the state and see about getting a couple of more signs.

Dave Jurgensen moved to approve purchase of storage cabinet to put in employee restroom for more brochure storage. Tom Turpin seconded the motion, and it passed, all in favor.

The committee discussed what funds were kept for the Visitor's Center. Tammy Stemmene explained that there were two funds, the Visitor Center account of expenses and donations to help cover expenses and the map fund.

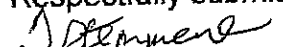
The committee discussed the R.V. only signs and how many benches the Sandpoint Visitor Center has. The committee agreed that there would have to be more benches after the landscaping is complete.

The committee discussed the displays that they would like to see at the Visitor's Center and would like to recommend to Stephen Boorman and the City Council to appoint someone to write a form letter to different places to get suggestions for displays. Tom Turpin said that he would call Greg with the Wildlife Refuge to see if they have any type of displays or any suggestions.

The committee approved the minutes of the June 27, 2007 meeting as written.

The Advisory Committee will now hold their meetings on every other Wednesday at noon. The next meeting will be July 25, 2007. There being no further buisness the meeting adjourned at 12:50 p.m.

Respectfully submitted,


Tamera Stemmene
City Deputy Clerk

The Visitor's Center Advisory Committee meeting of August 1, 2007 was called to order at 12:05 p.m. by Committee Chairperson Carolyn Testa. Present for the meeting were Committee Chairperson Carolyn Testa, Committee Members Dave Jurgensen, Wendy Hawks, City Administrator Stephen Boorman, City Deputy Clerk Tamera Stemmene, Visitor Center Managers Sherrie and Carl Hendricks. Also present was Jay Cohn.

Guest Jay Cohn asked the Committee to consider a big sign offering Free Coffee. Carl said that so far being hot out no one has wanted coffee, but they would suggest for the Visitor to go to one of the local places for Coffee.

Carl and Sherrie Hendricks gave the Visitor Center report. Margaret Moatt had bought the picnic table and donated it. Rick Dinning donated a CD player. John Poston donated a refrigerator for the volunteers to store their items. There has been approximately 4,000 visitors since opening, with an average of 82 -83 a day, sometimes up to 100 daily.

Stephen Boorman stated that the Police Department is donating another picnic table it will fit back beside the one Margaret donated and the City will pour concrete slab for it if needed.

Committee member Wendy Hawks was concerned about a dog walking area. Stephen said that he was working on it.

Chairperson Carolyn Testa stated that the Visitor's Center had been up and running for two solid months and asked if the Center Managers were Happy? Carl and Sherrie both said that the Committee, the City and the Volunteers have been great.

Stephen Boorman gave an update on the wireless service and the web page. He said he was struggling on who to get to generate it and he will follow up on it.

The Committee discussed the signs. Stephen said he would get with B.F. Builders and discuss what is needed for the sign on the building.

Displays were discussed and the Committee decided that picture rails were needed to display pictures in the meeting room at the Visitor's Center. Stephen stated he would also talk to B.F. Builders about installing a rail.

The City has hired Horizon Landscaping to do the rest of the landscaping and it should take about another week. Wendy Hawks said that she would call the Mayor to see if the Ribbon Cutting Ceremony could be held August 15, 2007 while Senator Craig was here.

National Idaho Tourism Association was discussed. They are a funding organization and different organizations can become members for a fee and they will match funds in grant money to help with tourism projects. Stephen will talk to Tina Wilson, the spokesperson for Chamber of Commerce / N.I.T.A. to see if they might support some help with the Ribbon Cutting Ceremony.

Stephen stated that he was going to propose to the City Council the new fees for the rental of the top of the Visitor Center Committee will recommend to City Council no fee for nonprofit organizations, \$35.00 for Private use such as Baby Showers, Weddings.etc.and \$100.00 for Businesses

Committee Member Dave Jurgensen moved to approve the minutes of the July 11, 2007 meeting. Wendy Hawks seconded the motion. The motion, passed-all in favor. There being no further business the meeting adjourned at 1:10 p.m.

Respectfully submitted,
Tamera Stemmene
City Deputy Clerk

The Visitor Center Advisory Committee meeting was held on August 22, 2007 at 12:13 p.m. at the visitor center. Present for the meeting were Carolyn Testa, Tom Turpin, Dave Jurgenson, City Administrator Stephen Boorman, and Clerk Kris Larson.

Carolyn inquired about the blank bulletin board near the restrooms outside the visitor center. She suggested that a directional map of Bonners Ferry be on the board showing people you are here and where businesses are located in Bonners Ferry. Stephen said the bulletin board was originally supposed to hold Selkirk Loop information. He will check to see if this is still the plan.

Stephen said a meeting was held with the Mayor, City Administrator, City Clerk, and Carl and Sherri Hendricks concerning operation of the visitor center. He said Carl and Sherri will still stay on board as volunteers after October, 2007 and may be the contact people for the city in the upcoming year. Dave said it would be nice if the Hendricks would stay on board to delegate. Tom inquired if they would stay on board without a stipend. Stephen said they would. Dave asked if the Hendricks suggested other volunteers that would be good contact people for the city. Stephen said they did give a couple names.

Stephen said the visitor center sign was discussed at Council and they would like to get suggestions from the committee on what they would like. Dave said a sign on the bridge would be nice directing people to the center. There is currently a sign between Three Mile junction and the Log Inn for south bound traffic. Carolyn said there is a sign right outside of Sandpoint and also in Bonners Ferry in the median of the bypass coming north. The group discussed signage. Stephen said there was the thought of a sign near the highway installed on the ground. Carolyn suggested that the sign include the verbiage of "friendliest town in Idaho" and then a Farmer's Market sign could be attached to the bottom. Tom said he thinks the trees near the highway are going to get too big in a few years but he is not saying he is in favor of cutting the trees down. Tom suggested a sign being located near the flag park with directions to turn at the next right turn. Dave said he would like the sign to be consistent with the building décor and suggested the sign be erected like the banner poles. Carolyn suggested a solid base such as the Meadow Creek subdivision sign so it would look nice with a solid anchor at the bottom. She requested room for the Farmer's Market sign to be hung. The group discussed signs.

Tom has not connected with Greg Johnson about the wildlife displays for the center but he will try again.

Stephen said B.F. Builders will install a picture rail in the visitor center meeting room and the stairwell.

Carolyn said there will be a Harvest Festival on October 6, 2007 with many activities from 11:00 a.m. to 4:00 p.m. in downtown Bonners Ferry and she said the ribbon cutting ceremony could be held before the Harvest Festival. Stephen will speak to the Mayor.

The group reviewed the minutes of the August 1, 2007 meeting.

There being no further business, the meeting adjourned at 1:46 p.m.

Respectfully submitted,

Kris Larson, City Clerk

The Visitor's Center Advisory Committee meeting of September 19, 2007 was called to order at 12:05 p.m. by Committee Chairperson Carolyn Testa. Present for the meeting were Committee Chairperson Carolyn Testa, Committee Members Dave Jurgensen, Wendy Hawks, City Administrator Stephen Boorman, City Deputy Clerk Tamera Stemmene, and Visitor Center Managers Sherrie and Carl Hendricks.

Carl and Sherrie Hendricks gave the Visitor Center report. Carl stated that they have had 8,000 visitors so far. 1,000 more compared to the years 2003 and 2004. Visitors are slowing down and it is harder to get material to display. They will keep track of the visitors between now and October 6th to decide the hours, or if they will be open during the winter months.

Stephen Boorman gave an update on the signs and showed his drawings of eight different signs that could be used for the Visitor's Center, Museum, Farmer's Market, and Public Events. The committee liked the #7 design the best. Stephen's next step is to get pricing. Stephen also stated that ITD put the signs where they did because they did not want to direct traffic through downtown.

Committee is concerned about the empty space for a sign in front of Visitors Center. Stephen stated that the Selkirk Loop has said they wanted it, but could not come up with the money yet. He said nothing was in writing so that it could be used by someone else. Carolyn Testa suggested putting in a you are here sign, with a map of local businesses and attractions. The committee all agreed that would be best and they are going to check out printing costs. Chairperson Carolyn Testa will make contacts with the right people and check into NITA for helping with this project.

David Kramer joined the meeting at 12:30.

Carolyn Testa welcomed Dave Kramer to the group. Dave was there to represent the Rotary Club. He said they would like to donate a screen and dvd machine that will show continuous slides of different things around the county. Dave and Andrea Kramer will donate the pictures to use for the slides. The Committee thanked Dave Kramer for the donation and for all the great work the City Police were doing for the City. Dave Kramer left the meeting.

There were a few more things donated to the Visitors Center. A picnic table, two paintings and a granite top for the cabinet. Carl and Sherrie said they would make a list to give to Tammy so she could have the Mayor write thank yous. Carl and Sherrie would like thank you letters sent to the volunteers. They will write one and Tammy will have Mayor sign them.

The Ribbon Cutting Ceremony will be held October 6, 2007 at 10:00 a.m. The Mayor suggested a Hospitality Room for the guests. The Committee decided on donuts and coffee 1/2 hour before the ceremony, outside, weather permitting. Wendy Hawks, representing Riverside Auto Center donated \$100.00 for this event. The committee came up with some more names to add to the invitation list that Stephen had. He will give the list to Jean Diel, she is the person who is organizing this event.

The group went over the advertising fees for the visitor's center and decided that there will be no changes for next year.

The minutes from August 22, 2007 were looked over and approved.

The next meeting will be next Wednesday, September 26, 2007 at noon.

At 12:50 p.m. Carolyn moved to go into executive session per Idaho Code 67-2345 to discuss personnel issues. Dave Jurgensen seconded the motion. The motion passed-Carolyn Testa "yes", Dave Jurgensen "yes", Wendy Hawks "yes". At 1:08 p.m. the committee came out of executive session.

There being no further business the meeting adjourned at 1:10 p.m.
Respectfully submitted,

Tamera Stemmene
City Deputy Clerk

The Visitor's Center Advisory Committee meeting of October 1, 2007 was called to order at 12:10 by Committee Chairperson Carolyn Testa. Present for the meeting were Committee Chairperson Carolyn Testa, Committee members Dave Jurgensen, Wendy Hawks, City Administrator Stephen Boorman, Visitor Center Managers Carl and Sherrie Hendricks, Carol Graham representing the International Selkirk Loop and Jean Diel from the City of Bonners Ferry taking minutes.

Guest Carol Graham was first ask to present her design of the sign the International Selkirk Loop will be installing upon completion, on the Visitor Center wall next to the information sign that already exists. Designer Amy Tye has been working with them and talking with the Historical Society to tie together the waterways theme with the Loop, photos of the area and a map, and one half of the sign to explain the origin of Bonners Ferry's name. Mountain West Bank has decided to sponsor the project and based on approval of the selection of photos to be used, completion should take 6 weeks to 2 months before the sign will be installed.

Carol also reported that Kiosks in Sandpoint, Newport, Kootenay Lake for the International Selkirk Loop have been giving a heads up to stop at the new Visitor Center in Bonners Ferry. This group is a non-profit organization collaboration of businesses, an EDC through tourism that employs one contractor, one employee, and has a Board of Directors.

Dave Jurgensen asked Stephen what progress had been made on the Electronic reader board, stressing the importance to its completion. Stephen had been looking into different options, yet commented the committee would be flabbergasted of what it entails.

Carl and Sherrie Hendricks gave the Visitor Center report that the visits have dropped off dramatically. A peak day 120 visitors, 80 would be a norm, but only 10 at the most per day is what is happening. The closing of the Center for the season is scheduled for October 6, after the official ribbon cutting ceremony. The restrooms will still be open 24/7 and hopefully an outside display with brochures will be maintained for the winter visitors passing through. It was recommended Dave Kramer ask the janitor if she could keep the supply of brochures filled possibly twice a week.

Discussion on what the advisory committee needs to recommend to City Council to operate next season's volunteers began with the timely ordering of the seasonal brochures, whose responsible, and whether a paid position should be retained to coordinate the duties of scheduling of volunteers, and the tasks of ordering and managing the Visitor Center. With the election of new city council members and mayor this fall, the advisory committee plans to meet the new elected officials and invite them to one of their meetings. The committee decided to meet every third Wednesday of each month to help prepare for the upcoming season at the Visitor Center.

Carl Hendricks reported that Marty Becker had a phone number that he wanted to donate as the Visitor Center's number as it would be easy to remember, but Stephen

added it could not be accepted as it would be impossible to add to the city's system. Stephen also added the status of the DSL was still pending.

Carolyn referred to the agenda making sure the arrangements for the Ribbon Cutting ceremony was complete, invitations sent, refreshments covered, clean-up was arranged. Carl and Sherrie volunteered to bring a pair of special scissors that will be used to "cut the ribbon".

Discussion of displays was tabled because Tom Turpin was not present to report.

The next meeting will be October 17, 2007, to begin the third Wednesday meeting of each month at noon at the Visitor Center meeting room.

The meeting was adjourned at 1:15pm

Respectfully submitted,
Jean Diel

The Visitor's Center Advisory Committee meeting of October 17, 2007 was called to order at 12:05 p.m. by Committee Chairperson Carolyn Testa. Present for the meeting were Committee Chairperson Carolyn Testa, Committee Members Dave Jurgensen, Tom Turpin, City Administrator Stephen Boorman, City Deputy Clerk Tamera Stemmene, and Visitor Center Managers Sherrie and Carl Hendricks.

The Committee discussed the displays that will be going into the Visitor's Center. Tom Turpin said that he had talked with Greg Johnson and Greg had mentioned that a bear was killed in B.C. . There are some Federal regulations that need to be worked out to get the bear, but he was working on it. The bear in the Library is for educational purposes only. Tom said he would follow up and report at the next meeting.

The group discussed the space available for the displays and decided that they could use the picture rail that Denny is putting up to display the mounted wildlife. Carolyn Testa suggested having a "Judging Jury" before the art goes up, so that just anything can not go up. A letter should go out to local people about showing their art before we open in mid April, so will send letters out in February.

Carolyn Testa will contact Jay Kohn monthly on what new displays will be shown so that he can get an article out. The committee decided to have the art rotation every month. Including local photos, historical photos, local artists and some others. Dave Jurgensen will talk to some local Associations and report back next meeting.

The committee talked about getting the "Kiosk" with local businesses during the Winter months. Carl and Sherri will call to find free standing protected rack and Donalyn said she would keep rack full.

The Manager position for the Visitor's Center was put on hold until January when the new Mayor and Council members are on board.

The committee also discussed the sign Marty Becker is forming. The group said they could help with the structure, if needed. It will be a good thing for the Visitor's center and the Community.

The minutes from October 1, 2007 were looked over and approved.

The next meeting will be Wednesday, November 28, 2007 at noon.

There being no further business the meeting adjourned at 1:00 p.m.

Respectfully submitted,

Tamera Stemmene
City Deputy Clerk

Carolyn Tests called the Visitor Center Committee meeting of November 8, 2007 to order at 12:07 p.m. Present for the meeting were Carolyn Testa, Dave Jurgenson, Wendy Hawks, City Administrator Stephen Boorman, Clerk Kris Larson, Kay Burdick and Mike Sloan from the Chamber of Commerce, and Jay Cohn.

Mike Sloan spoke to the group regarding the Chamber of Commerce and presented a handout to the group. The Chamber thinks they have come up with a plan to keep the visitor center open. Friday and Saturday are the days from 11:00 a.m. to 4:00 p.m. that they are requesting it be open from October until April. Then they would like a program of Tuesday through Saturday for 11:00 a.m. to 4:00 p.m. until June. They are confident that they can fill that obligation. From June through September the center would operate from 9:00 a.m. to 6:00 p.m. for six days per week.

The Chamber would like to contribute to the operation expense of the visitor center. A portion of dues collected by the Chamber beginning in January will go toward maintenance and operation of the center. They will turn the funds over to the City of Bonners Ferry.

Mike thinks the new museum remodel will bring a lot of visitors to downtown.

Mike also stated that the signage along highway 95 concerning the Gateway Visitor Center looks bad when people stop at the center and it is closed. Kay Burdick suggested speaking to the State to designate the hours of the center. Stephen said the new sign and reader board proposed in the flag park can list the hours of operation. Carolyn said the hours of operation were suggested by the Hendricks who know how visitor centers operate.

Mike said the volunteers may have meaningful work to do while they are volunteering at the center. It may be mailings for the Chamber or businesses as an example. Dave Jurgenson asked about the Chamber phone being answered at the visitor center. Kay said they have a two line phone available.

Mike said unity with the downtown businesses are coming about with the Chamber. Mike said he feels the Chamber can do a good job for the community. Kay said she would be working with the volunteers through Margaret Mouat. Kay informed the group about the ordering of brochures. Mike said he is willing to take on the responsibility of managing the center operation. Kay said she has had many calls inquiring why the center is not open. Stephen asked if the advertisement letters have gone out. They have not. Kay said that is what the Chamber does. Dave thinks the participation would be greater if the city managed the billing and receipt of revenues. Kay and Mike agreed that the city billing and collecting the advertising fees was a better way to go. Dave asked what happened to the money collected last year by the Chamber. Kay said the city refused to take it. Stephen disagreed.

Carolyn asked how this set up would affect the system Carl and Sherri put in place. Carolyn asked about the volunteers and if they would be the same as the ones that

volunteered in the summer. Kay said Margaret Mouat feels that there will not be a problem manning the center in the winter with volunteers. Kay said the volunteers follow Margaret.

Stephen said the visitor center committee has made the recommendation to pay a stipend to someone to manage the volunteers and bring issues to the city. This was to be looked at after January. Mike Sloan has offered to manage the center in the meantime.

The Chamber has a computer. Kay said it is a laptop available to the public to use.

Dave Jurgenson moved to recommend to City Council Mike Sloan's idea and for him to implement it. Wendy seconded the motion and it passed, all in favor.

Stephen told the group that the city is considering putting a resort tax on the ballot in February and the proceeds would go toward funding the visitor center.

Stephen said if volunteers are available the visitor center could be open on Friday and Saturday before council approval.

There being no further business the meeting adjourned at 12:40 p.m.

The Visitor's Center Advisory Committee meeting of November 28, 2007 was called to order at 12:05 p.m. by Committee member Dave Jurgensen. Present for the meeting were Committee Members Dave Jurgensen, Wendy Hawks, Tom Turpin, City Deputy Clerk Tamera Stemmene, City Administrator Stephen Boorman, Jay Cohn, David Despain and Lon Woodbury.

David Despain talked to the committee about selling embroidered items that his company sells. He wanted to know if the committee would like to see his work. Stephen explained to David Despain that the Visitor's Center was not to compete with private industries, but will direct visitor's on where they can buy certain items. The committee thanked David for his time.

Stephen gave an update on how things at the Visitor's Center were going. Mike Sloan, representing Bonners Ferry Chamber of Commerce has volunteered to head the operation of the Visitor's Center and will be opened Friday and Saturdays. His goal is to help the Chamber of Commerce be the best that they can be.

The committee discussed the slick grounds around the Visitor Center and wanted to make sure there were signs where needed.

The Visitor Center support fees for the next year were discussed. The City will handle the billing this year so it can be ran by City books. Lon Woodbury asked if the fee was just a fee or to pay for advertising? Stephen stated that anyone can donate money but the fee will be for advertising.

Dave Kramer displayed the digital frame that was donated to the Visitor's Center by the Rotary Club.

The committee gave updates on the displays. Wildlife Refuge is enthusiastic about it and is on board.

Dave Jurgensen wants the committee to pursue avenues on getting animals mounted to display. Tom Turpin requested a letter to be sent to certain people to pursue a permanent display. He said he would contact the Kootenai Tribe and agreed with Stephen that they would will work on drafting a letter.

Lon Woodbury asked about the phone for the Chamber of Commerce being put in at the Visitor's Center. The Chamber will take care of the fax and phone. The Visitor's Center phone will also stay there.

Dave Jurgensen moved to approve the minutes of the October 17 and the November 8, 2007 meetings. Tom Turpin seconded the motion. It passed, all in favor.

There being no further buisness the meeting adjourned at 12:35 p.m.
Respectfully submitted,

Tamera Stemmene
City Deputy Clerk

Visitor Center Advisory Board

Carolyn Testa
P. O. Box 1781
Bonners Ferry, ID 83805

Wendy Hawks
P. O. Box 1294
Bonners Ferry, ID 83805

Dave Jurgensen
HCR 85, Box 6
Bonners Ferry, ID 83805

Tom Turpin
6511 Tannenbaum Circle
Bonners Ferry, ID 83805

Visitor Center Volunteers 2007

Verna Belden
P. O. Box 978
Bonners Ferry, ID 83805

Salinda Holdeman
6821 Truman Street
Bonners Ferry, ID 83805

Delores Gardner
Route 1, Box 2095
Bonners Ferry, ID 83805

Tom Peyton
P. O. Box 848
Bonners Ferry, ID 83805

Mary Dixon
6808 West View Drive
Bonners Ferry, ID 83805

Margaret Mouat
6152 Dallas Lane
Bonners Ferry, ID 83805

Dorothy Olsen
P. O. Box 1258
Bonners Ferry, ID 83805

Suellen Bicknell
P. O. Box 1415
Bonners Ferry, ID 83805

Linda Langness
HCR 85, Box 110P
Bonners Ferry, ID 83805

Jerre Stemmen
6565 Jackson Street
Bonners Ferry, ID 83805

Jackie Gale
HCR 01, Box 351
Naples, ID 83847

Carl and Sherrie Hendricks
P. O. Box 221
Naples, ID 83847

Visitor Center Questionnaire

1. When you travel, what are the most important features of a Visitor's Center?

- | | | |
|--|--|---|
| <input type="checkbox"/> Hotel Info | <input type="checkbox"/> Boat Launches | <input type="checkbox"/> Local Housing Info |
| <input type="checkbox"/> Campgrounds | <input type="checkbox"/> Tourist Attractions | <input type="checkbox"/> Local Maps |
| <input type="checkbox"/> RV Services | <input type="checkbox"/> Public Parks | <input type="checkbox"/> Restroom Facilities |
| <input type="checkbox"/> Restaurant Info | <input type="checkbox"/> Sight-seeing Info | <input type="checkbox"/> Fishing/Hunting License Info |
| <input type="checkbox"/> Relocation Info | | |

2. What hours of operation would you like?

Weekdays Monday -Friday

9am-5pm

10am-6pm

Weekends

9am-5pm

10am-6pm

3. If we need to be closed 2 days of the week, which 2 days?

Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

4. Are you interested in volunteering for the Visitor Center?

Yes No

For further comments please use back of this form

Please return questionnaire to City Hall by May 29, 2007

Name

Address

Ph #

Visitor Center Questionnaire

1. When you travel, what are the most important features of a Visitor's Center?

- | | | |
|--|--|---|
| <input type="checkbox"/> Hotel Info | <input type="checkbox"/> Boat Launches | <input type="checkbox"/> Local Housing Info |
| <input type="checkbox"/> Campgrounds | <input type="checkbox"/> Tourist Attractions | <input type="checkbox"/> Local Maps |
| <input type="checkbox"/> RV Services | <input type="checkbox"/> Public Parks | <input type="checkbox"/> Restroom Facilities |
| <input type="checkbox"/> Restaurant Info | <input type="checkbox"/> Sight-seeing Info | <input type="checkbox"/> Fishing/Hunting License Info |
| <input type="checkbox"/> Relocation Info | | |

2. What hours of operation would you like?

Weekdays Monday -Friday

9am-5pm

10am-6pm

Weekends

9am-5pm

10am-6pm

3. If we need to be closed 2 days of the week, which 2 days?

Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

4. Are you interested in volunteering for the Visitor Center?

Yes No

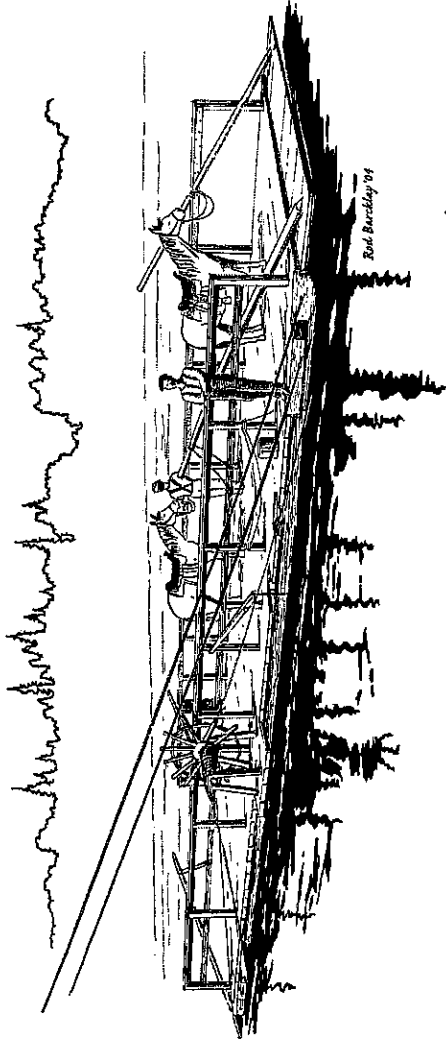
For further comments please use back of this form

Please return questionnaire to City Hall by May 29, 2007

Name

Address

Ph #



BONNERS FERRY VISITOR CENTER HOURS

(Depends on volunteer availability)

May:	Tuesday – Saturday	10:00 a.m. to 2:00 p.m.
June:	Monday and Saturday	10:00 a.m. to 2:00 p.m.
	Tuesday – Thursday	9:00 a.m. to 5:00 p.m.
	Friday	10:00 a.m. to 4:00 p.m.
	Sunday	1:00 p.m. to 4:00 p.m.

Closed major holidays and during inclement weather

You are cordially invited to the ribbon cutting ceremony for the International Gateway Visitor's Center in Bonners Ferry. It will be held at 10:00 a.m. on October 6, 2007 at the Visitor's Center at 6373 Bonner Street.

We hope you will join us for the celebration.

Sincerely,

The City of Bonners Ferry

Visitor Center Ribbon Cutting Ceremony
October 6, 2007
10:00 a.m.

9:00 a.m. Set up

9:30 a.m. Volunteers and Public Gather for Refreshments and Tour

10:15 a.m. Ribbon Cutting Ceremony

Carl and Sherri Hendricks – hold ribbon for cutting

Christina Turpin, Jr. Miss Runner Up – cut the ribbon

Thanks to:

Welch Comer
Bonners Ferry Builders
Horizon Landscape
ITD
Carl and Sherri Hendricks
Volunteers
Visitor Center Advisory Committee
City Crews
City Council
Donalyn Dovale-Brown (cleans restrooms)

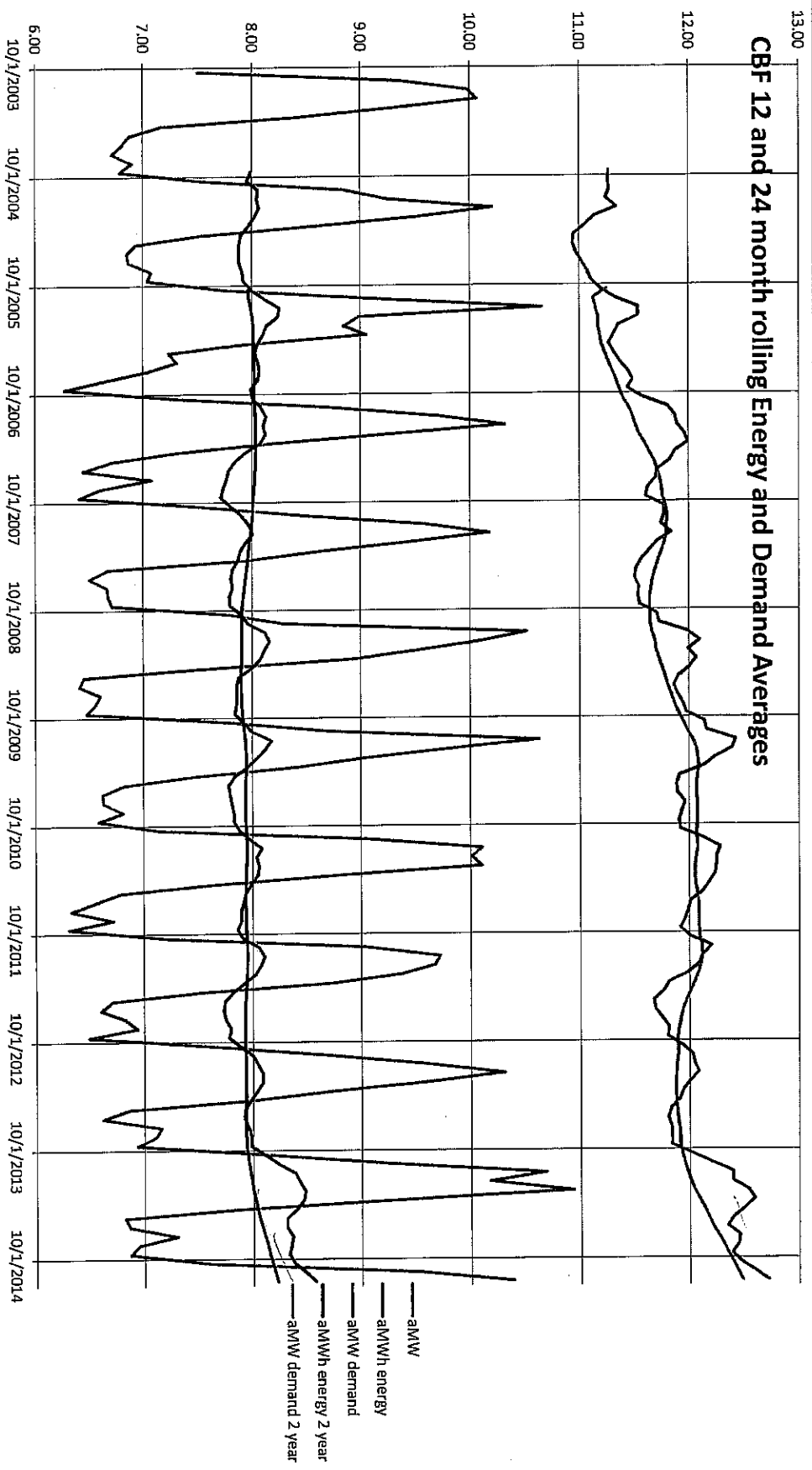
Donators:

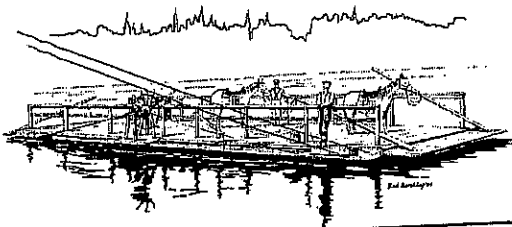
South Hill Furniture – couch and love seat
Beta Sigma Phi – tables
Idaho Granit Works – countertop
Judy Everhart – band picture on loan
Riekena Family – Chief Abraham picture
Margaret Mouat – picnic table and fern
Bonners Ferry Peace Officers Assoc. – picnic table
Dave Kramer – pictures
John Poston – refrigerator
Tungsten Holdings – cd player
Horizon Landscape – portion of landscaping
B.F. Builders – sod
Kootenai River Inn - refreshments
Riverside Auto – refreshments
Rotary – digital projector

People Invited:

Phil Boyd – Welch Comer
Andrea Storjohann - ITD
Damon Allen – ITD District 1 Engineer
George Eskridge
Eric Anderson
Shawn Keough
Larry Craig
Mike Crapo
Mike Simpson
Bill Sali
Boundary County Commissioners
Kootenai Tribe
B.F. Builders
Horizon Landscape
Museum Board
Downtown Business Association
Chamber of Commerce
Bonners Ferry Herald
Visitor Center Advisory Committee
City Council
Volunteers
Phil Allinger (counter carpenter)

CBF 12 and 24 month rolling Energy and Demand Averages





CITY OF BONNERS FERRY

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

February 25, 2015

Mr. Dennis Porter, Manager
Community Development
Idaho Department of Commerce
P.O. Box 83720
Boise, ID 83720-0093

Dear Mr. Porter:

RE: Matching Funds Commitment – Northside Rectangular Water Tank Replacement

Dear Mr. Porter:

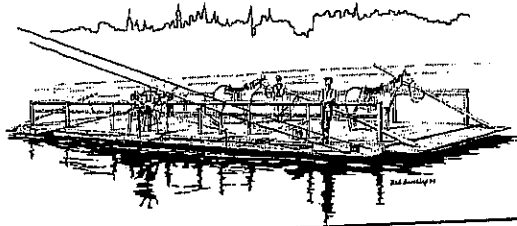
This letter confirms that the City of Bonners Ferry is committed to providing \$550,400 in City funds for engineering, administration and construction of the above-referenced project. The City will be using our internal attorney for legal services, valued at \$1,500 as in-kind. In addition, the City has spent \$25,883 on the following activities to prepare for this project:

Income Survey – Consultant	\$450
Income Survey – City expenses	720
Grant Writing	4,100
Preliminary Engineering	<u>20,613</u>
Total:	<u>\$25,883</u>

If there should be any questions, please don't hesitate to contact me.

Sincerely,

David K. Anderson
Mayor



CITY OF BONNERS FERRY

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

February 25, 2015

Mr. Dennis Porter, Manager
Community Development
Idaho Department of Commerce
P.O. Box 83720
Boise, ID 83720-0093

Dear Mr. Porter:

Thank you for the invitation to submit an Addendum for the City's Water Tank Project. The information contained in this Addendum addresses the items in your letter of February 2, 2015.

The scope of work and schedule has been modified slightly since the submission of the November 21, 2015 full Application. The previous expenditures have been increased on the budget and match commitment letter to reflect professional services performed since date of the full Application. The design professional cost estimate has not changed.

Thank you for your consideration of our grant request. If there should be any questions, please feel free to contact me at 208-267-5375.

Sincerely,

David K. Anderson
Mayor

Cc: Steve Meyer, Region I EAC Member

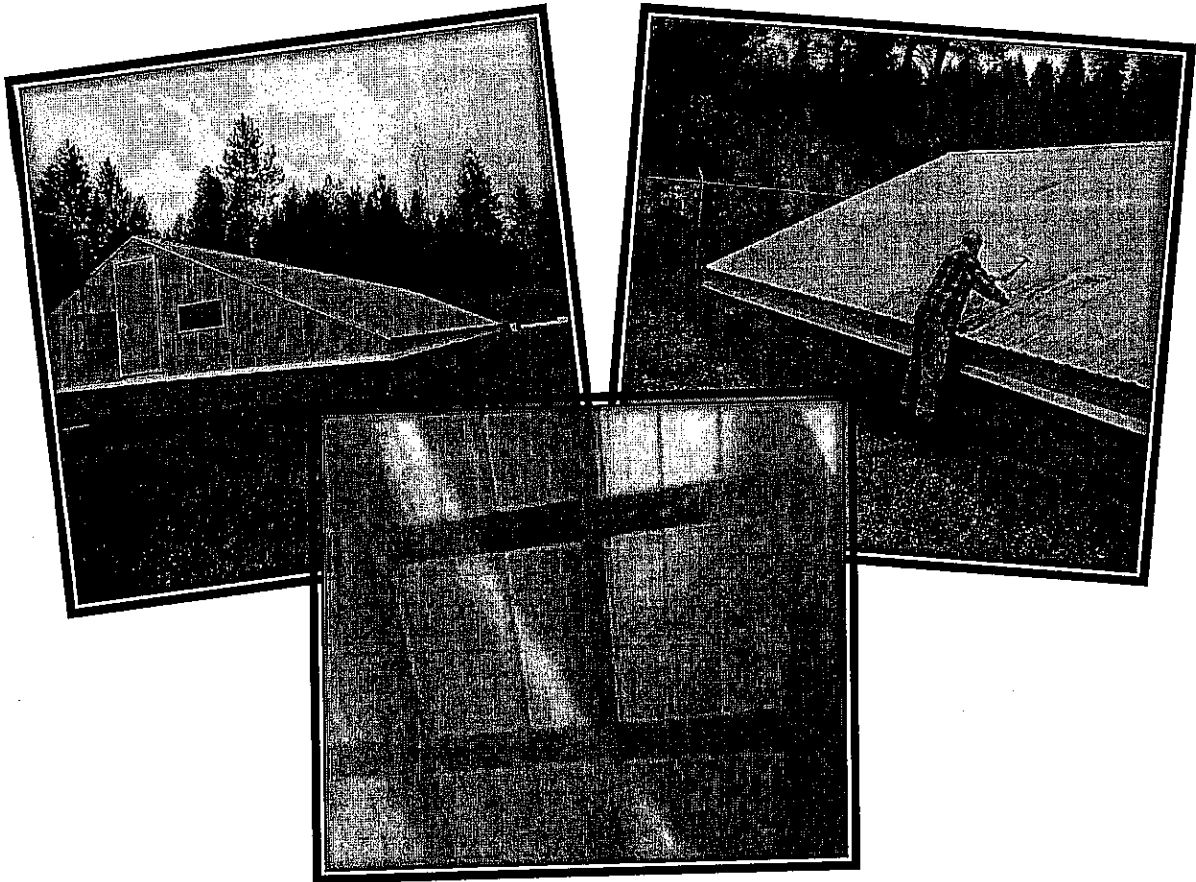
ADDENDUM

Idaho Community Development Block Grant Application

By the

City of Bonners Ferry

Northside Rectangular Water Tank Replacement



March 6, 2015

David K. Anderson, Mayor

TABLE OF CONTENTS

	<u>Page</u>
Project-Specific Question	1
Scope of Work	1
CDBG Application Information Form.....	2
CDBG Budget Page	3
CDBG Budget Narrative	4
Economic Advisory Council.....	5
Detailed Cost Analysis	6
Project Schedule	7
Community Profile Data.....	7
Local Match	7
Clear Title.....	8
Water System Rate Determination.....	8
Fair Housing Resolution.....	8
LEP Four Factor Analysis.....	8
City Audited Financial Statements.....	8

APPENDICES

- A Cost Estimate
- B 2010 Census General Population and Housing Characteristics
- C Match Commitment

ADDENDUM CHECKLIST REQUIREMENTS

- Answer the questions and/or provide documentation to the items addressed on the cover letter.

The City did not provide procurement documentation for design professional or grant administration. The application indicates ICDBG will not be paying for these services, but the City could improve their application's score if this information validates that the City has procured these services in accordance with state requirements.

The City of Bonners Ferry did not follow the procurement procedures to select services for design professional or grant administration, realizing these points would be lost on the full application. In addition, the CDBG application handbook states, under Eligible Activities on page II-3, that "The Idaho CDBG program is structured to provide higher points for applications that are using the grant funds on bricks and mortar, not services or planning." The City's intent is to use the Idaho CDBG program on construction activities only.

- Identify in writing any changes to the project's scope of work from the original application.

The proposed project includes construction of a concrete water tank with a capacity of 350,000 gallons to replace the Northside Rectangular Water Tank. The new tank will be located in place of the existing tank. The existing tank will be demolished to make room for the new tank. Approximately 1,300 cubic yards of soil will be removed so the new tank will match the existing elevation of the City's Northside City Tank. In addition, approximately 650 feet of existing 8-inch steel waterline that connects the Northside Rectangular Tank with the Northside City Tank will be replaced with 12-inch waterline.

Since the submission of the November Application, Welch-Comer and Associates completed a topographic survey of the site in December. Four potential tank configurations have been developed. The configurations are currently being reviewed with City staff. Once the City makes a selection on which configuration they would like, Welch-Comer will begin structural design. Plans and specifications are scheduled for completion and submittal to the Idaho Department of Environmental Quality in April, and bidding is scheduled for May.

Updated Application Information Page

ICDBG APPLICATION INFORMATION FORM

Applicant: City of Bonners Ferry Chief Elected Official: David Anderson, Mayor
 Address: PO Box 149, Bonners Ferry, ID 83805 Phone: 208-267-3105
 Email: klarson@bonnersferry.id.gov
 DUNS#: 155796055 CAGE Code: 32BM4

Subrecipient: N/A Chief Elected Official: _____
 Address: _____ Phone: _____

Application Prepared by: Nancy Mabile, Planning Consultant Phone: 208-699-6230
 Address: PO Box 3580, Post Falls, ID 83877-3580

Architect/Engineer: Necia Maiani, PE; Steve Cordes, PE Phone: 208-664-9382
 Address: Welch, Comer & Associates, 350 E Kathleen Avenue, Coeur d'Alene, ID 83815

National Objective

- LMI Area LMI Clientele Imminent Threat
 LMI Jobs Slum & Blight LMI Housing

Project Type

- Public Facility Community Center
 Infrastructure for Jobs Senior Center
 Downtown Revitalization Imminent Threat

Project Population to Benefit (Persons):

Total # to Benefit: 2,543 Total # LMI to Benefit: 1,615
 % LMI to Benefit: 63.52 %

Project Description: Construction of a 350,000 gallon circular concrete water tank replacing the Northside Rectangular Water Tank; and 650 feet of distribution line.

SOURCE	AMOUNT	DATE APPLICATION SUBMITTED	RESERVED/ CONDITIONAL AWARD	FUNDS COMMITTED/ CONTRACT AWARD DATE	DOCUMENTS IN APPENDIX ***
ICDBG	\$350,000			11/18/14	C
Local Cash	550,400				
Local Loan*					
Local In-Kind**	27,383			11/18/14	C
UDSA RD Grant					
State Grant					
Foundation Grant					
Private Investment					
Other (identify)					
TOTAL PROJECT FINANCING	\$927,783				

* Identify Loan Source(s): N/A Date Bond or Necessary & Ordinary Passed: N/A

** Describe In-Kind match by type (i.e., materials, labor, waived fees, land value) and amount.

*** Identify which appendix corresponding documentation is in. Documentation should be a letter from the appropriate source.

CDBG BUDGET FORM

Applicant or Grantee: City of Bonners Ferry

Project Name: Northside Rectangular Water Tank Replacement

LINE ITEMS	ICDBG	CITY CASH	CITY IN-KIND	TOTAL
Planning			\$5,270	\$5,270
Facilities Plan				\$0
Administration		\$40,000		\$40,000
Design Professional		\$153,900	\$20,613	\$174,513
Acquisition				\$0
Soft Cost				\$0
Construction	\$350,000	\$356,500		\$706,500
Materials/Equipment				\$0
Financing Expenses				\$0
Legal			\$1,500	\$1,500
Property Value				\$0
TOTAL COSTS	\$350,000	\$550,400	\$27,383	\$927,783

BUDGET NARRATIVE

The following describes the funding sources by category, in order as stated on the following budget form, and the commitment status of each source. Match documentation is located in Appendix C.

CDBG – \$350,000 – Pending

Funding approximately 37.72% of the total project, CDBG funding will be used to assist the City in financing improvements to construct the new 350,000 gallon tank, and waterline replacement.

City of Bonners Ferry – \$577,783 (Cash, In-Kind and Previous Expenditures) – Committed

The City is financing 62.28% of the total project. Cash contributions in the amount of \$550,400 include grant administration, design professional and construction; In-Kind contributions include legal fees in the amount of \$1,500; and expenditures within the past year totaling \$25,883 include Planning and Design Professional as follows:

Activity	Amount
<i>Planning:</i>	
Income Survey - Consultant	\$450
Income Survey - City	\$720
Grant Writing	\$4,100
<i>Design Professional:</i>	\$20,613
Total:	\$25,883

ECONOMIC ADVISORY COUNCIL



Repairs to the Northside Rectangular Water Tank for the City of Bonners Ferry are no longer keeping critters out of the drinking water. Thirsty in the hot summer months, they find their way into a structure that was constructed in 1922. It is in poor condition, and vermin are entering the structure which is seriously jeopardizing the quality of the water system. This tank is in need of immediate replacement.

The existing 150,000 gallon tank structure itself is deteriorating, cracking, and beyond its useful life. The Idaho Department of Environmental Quality (DEQ) has strongly recommended a new water storage tank to completely eradicate the problem. There is currently a storage deficiency, which means the City does not currently have enough storage to meet emergency standby and fire suppression storage. In addition, there is a leaking steel waterline that connects the Northside Rectangular Water Tank with another water tank. Leaks are continually being repaired, and the waterline needs to be replaced.

The City acquired the Northside Rectangular Water Tank by a Court Order in 2007 when the North Water District dissolved. Vermin were first discovered entering this tank in 2009. It was suspected they were entering through the roof structure—added to the tank in the early 1970's. The City placed metal flashing around the structure, sealed the corrugated roof at the base with spray foam, added screening around the tank, and kept brush back. In July 2014 vermin were found in the tank again, despite City efforts to keep them out.

The tank is out of compliance with at least six rules under the Idaho Rules for Public Drinking Water Systems. DEQ formally informed the City on October 9, 2014 that short term repairs can be made, as long as the City takes risk reduction measures that include frequent reservoir inspections and increased monitoring for coliform bacteria. It was strongly recommended by DEQ that the City provide public notification regarding the status of the tank, and statements of pro-active measures being taken on a quarterly basis.

Considering the City is over 63% low and moderate-income (LMI) by Census with over a 23% poverty rate, the CDBG is urgently needed to help alleviate the financial burden of large rate increases on the LMI household. All people, particularly the LMI, need a sense of security through employment and basic living needs. They need to know that their personal health and security will be protected by a public water system that is clean, and can be counted on for fire suppression.

Construction of a new 350,000 gallon tank will meet the existing and future needs of the City for a safe drinking water supply—a public health benefit, and providing adequate water storage for emergency and fire protection—a public safety benefit.

The City is doing everything possible with their limited budget to upgrade the water system to meet state and federal standards, provide a safe drinking water supply and provide safety to the community through adequate storage. This proposed \$350,000 CDBG project, matched by \$573,183 in City funds, is crucial to protect the public health of the community, and allow growth to continue which will ultimately increase job opportunities, thereby enhancing community and economy.



DETAILED COST ANALYSIS

1. Have preliminary plans and specs been submitted to regulatory agencies for review? Yes No
If yes, list date submitted: _____
If no, list expected date to be submitted: April 2015

2. Has final design (for bidding) begun? Yes No
If yes, % complete: 20%
If no, what is expected start date: _____

3. Will project include bid alternatives to meet project budget if necessary? Yes No

4. Are Davis-Bacon wage rates applicable to the project? Yes No
If yes, are they included in the project costs? Yes No

5. Have known environmental measures been included in the project costs? (e.g., dust mitigation, archeological survey, storm water drainage, wetland mitigation, etc.) Yes No

6. List the last date the owner and design professional discussed project design and details: on-going/weekly

7. Design Professional Cost Estimate may be found in Appendix A.

- Updated Project Schedule Page. Re-examine the project schedule to ensure all actions, permits, winter shutdown, acquisition and reviews have been determined and scheduled.

PROJECT SCHEDULE

Project Activity	Date (to be) Completed	Documentation in Appendix
Design Professional Contract Executed	Est. December 2014	
Grant Administration Contract Executed	November 2014	
Environmental Release	May 2015	
Bid Document Approval	April May 2015	
Bid Opening	June 2015	
Construction Contract Executed	June 2015	
Start Construction	June 2015	
Construction 50% Complete	September 2015	
Second Public Hearing	September 2015	
Certificate of Substantial Completion	December 2015	
Update Fair Housing Plan	September 2015	
Update 504 Review and Transition Plan	September 2015	
LEP Four Factor Analysis	September 2015	
Construction 100% Complete	January 2016	
Closeout	February 2016	

- Community Profile Data

The Community Profile Data, 2010 Census General Population and Housing Characteristics for the City of Bonners Ferry is located in Appendix B.

- Provide written evidence of the community's ability to secure the local and other match committed to the project.

The City of Bonners Ferry is contributing \$551,000 in cash to this project. In addition, the City has spent \$25,883 in the past year on planning activities. These are evidenced by the commitment letter in Appendix C.

Provide documentation of clear title and value of any property that has been purchased.
Documentation of land ownership was provided in Appendix E of the full application dated November 21, 2014.

Provide pro forma or underwriting assessment by the lending or independent agency on how:

Rates were determined for a sewer and water system project

This documentation was provided in Appendix I of the full Application dated November 21, 2014. The increase in rates by 5% for residential services and 6% for commercial services were approved in December 2014, and are in place.

Provide documentation that a Fair Housing Resolution has been adopted before the addendum deadline of March 6, 2015.

The City of Bonners Ferry has adopted a Fair Housing Resolution, most recently on November 4, 2014. A copy of the Resolution was provided in Appendix D of the full Application dated November 21, 2014.

Has the city or county completed a Limited English Proficiency (LEP) Four Factor Analysis?

The City has not completed a Limited English Proficiency Four Factor Analysis. This will be completed as part of this project after grant award.

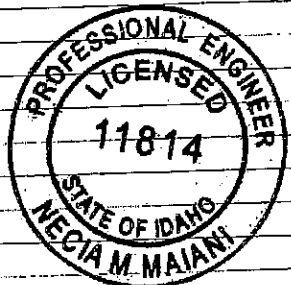
Submit city or county's most current audited financial statements.

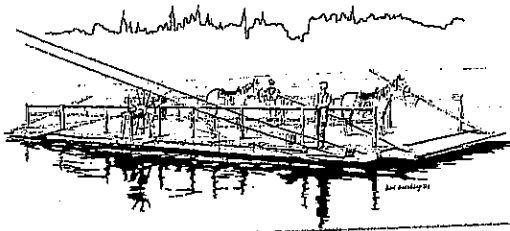
The most current audited financial statements for the City of Bonners Ferry was emailed to Mr. Dennis Porter and Mr. Tony Tenne, Idaho Department of Commerce on February 16, 2015.

City of Bonners Ferry

**North Tank Replacement (350,000 gallons) - Site 1 and Waterline Replacement
ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST**

<u>Cast In Place</u>		Date:	13-Feb-15		
Prepared By:	Necia Maiani, PE and Karen Osterdock, PE		Date:		
PM Approval:					
Pay Item	Description	Pay Unit	Estimated Quantity	Unit Price	Total
CONSTRUCTION					
	Mobilization	LS	1	\$30,000.00	\$30,000.00
	Site Control	LS	1	\$11,000.00	\$11,000.00
	Clearing and Grubbing	LS	1	\$10,000.00	\$10,000.00
	Site Grading and Excavation	LS	1	\$25,000.00	\$25,000.00
	Demolish Roof Structure	LS	1	\$5,000.00	\$5,000.00
	Cast in Place Concrete Reservoir	GAL	350,000	\$1.38	\$483,000.00
	Replace Steel Piping, Including Inlet/Outlet Extension	LF	650	\$100.00	\$65,000.00
	Valves	EA	6	\$2,200.00	\$13,200.00
				Total:	\$642,200.00
				Construction Contingency (10%)	\$64,300.00
					\$706,500.00
ENGINEERING					
	Right of Way	LS	1	\$3,500.00	\$3,500.00
	Geotechnical	LS	1	\$10,250.00	\$10,250.00
	Design Phase	LS	1	\$71,400.00	\$71,400.00
		Civil	1	\$36,900.00	\$36,900.00
		Structural	1	\$34,500.00	\$34,500.00
		LS	1	\$5,500.00	\$5,500.00
	Bid Phase	LS	1	\$37,250.00	\$37,250.00
	Construction Phase	LS	1	\$26,000.00	\$26,000.00
	RPR	LS	1		
				Total Estimated Project Cost:	\$860,400.00





CITY OF BONNERS FERRY

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

February 21, 2015

Idaho Transportation Department
Attn: Mr. Ben Ward, Project Manager
600 W. Prairie
Coeur d'Alene, ID 83815-8764

Subject: US-95, Labrosse Hill St. to Madison St.
Stage 1 – Alderson Ln. to Madison St.

Dear Mr. Ward:

This letter is to provide several formal comments by the City of Bonners Ferry:

First, we would like to thank ITD for your open and collaborative process. We greatly appreciate the efforts you have taken to involve the community in this project.

Comments:

1. We would like to commend you on your Option 2 and feel that this is a good balanced fit for the needs of our local community and for the larger regional transportation needs.
2. We would recommend that any alley closures be very carefully reviewed for the needs of the adjacent landowners. Several of these alleys are the only access onto the highway.
3. We would encourage you to review the radius of Denver Street and Alderson Lane intersections which both experience significant truck traffic.
4. We would encourage you to consider a right turn bays on the west side of the highway at Denver, Lincoln, Cody, and the east side of the highway at Lincoln, El Paso, and Madison.
5. We would encourage ITD to include a pedestrian overpass at either Washington Street or Jefferson Street to provide safe access across the highway.
6. Finally we would like ITD to consider the appropriate location, spacing, and style of the pedestrian and highway lighting. The lighting we have had very good success with is the concrete poles and Cooper fixtures used in downtown Bonners Ferry.

Sincerely,

David Anderson, Mayor