

Welcome to the 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
SPECIAL CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
October 22, 2012
5:00 p.m.

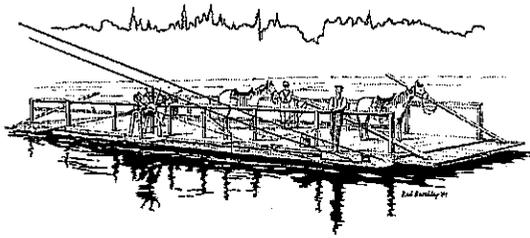
NEW BUSINESS

1. City – Hire Assistant City Administrator/City Attorney
2. City - Consider Contract with Tevis Hull for Attorney Services
3. City – Discuss Levee near Kootenai River Inn

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



MEMO

CITY OF BONNERS FERRY
CITY ADMINISTRATOR

Date: 22 October 2012
To: City Council
From: Stephen Boorman, City Administrator
Subject: Legal Intern – Asst. City Administrator Hire.

This memo is to recommend that the City hire Ms. Adrakay Pluid for the Subject Job.

Andrakay will be available to start work in mid December and plans to take the Bar exam in February 2013. Therefore, the City will require outside Council for the near term. We would anticipate the need for a contract civil attorney and contract prosecutor for one year and the usage of these contracts would steadily decline over time.

The proposed salary would be as follows:

Legal Intern	Hire date	\$30,000 per year
City Attorney	Licensed by the Idaho State Bar	\$50,000 per year
City Attorney	One year after licensure	\$60,000 per year

SJB

ASSISTANT CITY ADMINISTRATOR

General statement of duties:

Skilled work of an administrative nature: To assist the City Administrator, City Clerk/Treasurer, City Engineer, Police Chief and Fire Chief in process and policy matters. To work as the planning and zoning administrator, to communicate the projects, goals and activities of the City with our citizens and customers. To oversee the bidding and contracting activities of the City.

Works well with City employees of all departments and the general public. Perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS OF CLASS:

Incumbents in this class normally work as directed by the City Administrator and will need to work well with all City employees of all departments.

EXAMPLES OF DUTIES:

Task that are done by the City Administrators Office

Serve as a focal for bidding, purchasing, surplus sales, and request for proposals/request for qualifications for all City operations.

Know the planning and zoning laws and policies of the City and assist the P&Z Commission as required. Handle daily calls and inquiries, maintain the Comprehensive Plan and Zoning Ordinance. Process Special Use Permits, Rezones, and Annexations.

Help addressing complaints and concerns about city general government functions.

Work with citizens to mitigating conflict between neighbors.

Provide the City Council the information required for their decision making. To include information for the regular council meetings and special presentations/trainings.

Develop and maintain good working relationships with other governmental entities. Including state legislators, County Commissioners, other Cities.

Assist the City Administrator in active Risk Management and be the focal for ICRMP claims.

Maintain the City of Bonners Ferry addressing system.

Managing multiple tasks, often with competing deadlines.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Must have a sound administrative background with a desire and aptitude to learn. Significant computer skills are a must. Must be able to work well with people from all backgrounds. Must be able to organize and efficiently track multiple issues.

Work safely without presenting a direct threat to self or others.

PHYSICAL REQUIREMENTS:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; strength to lift and carry materials and equipment up to 25 pounds; to attend meetings at various sites within the City and away from the City; to inspect various work, building or construction sites; when visiting constructions sites, the incumbent may be required

to walk on uneven and slippery surfaces, be exposed to all weather conditions, dust and pollen, noise, and mechanical hazards such as construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone and/or radio.

ACCEPTABLE EDUCATION AND EXPERIENCE:

Must have bachelor's degree. Other combinations of experience and education that meet the minimum requirements may be substituted.

SPECIAL REQUIREMENTS:

First Aid and CPR certifications; possess a valid driver's license and have an acceptable driving record.

CITY ATTORNEY

BASIC FUNCTION:

Under the direction of the City Supervisor, represent the City in all facets of litigation; prosecute misdemeanors and ordinance violations committed within City limits; give legal advice to Mayor, Council and staff.

Works well with City employees of all departments and the general public. Perform other duties as assigned.

ESSENTIAL FUNCTION/REPRESENTATIVE DUTIES:

The incumbent shall work well under pressure; meeting multiple and sometimes competing deadlines. The incumbent shall at all times demonstrate cooperative behavior with colleagues and supervisors.

Represent City in all facets of litigation.

Coordinate any work performed by outside Counsel.

Prosecution of misdemeanors and ordinance violations committed within City limits.

Give legal advice and direction to Mayor, Council and staff.

Available to provide legal services and opinions during non business hours as needed.

Analyze changes and trends in the law and suggest areas of action to Mayor and City staff.

Research, draft and/or review all legal documents, ordinances, resolutions and policies of the City.

Communicate with the Mayor, City Supervisor, City Council, City departments, community leaders and outside agencies to resolve problems, exchange information and provide expertise.

Develop and prepare the annual preliminary budget for the Legal Department; control and authorize expenditures in accordance with established limitations.

Prepare and direct the preparation of a variety of reports and records of all litigation, criminal prosecutions, legal issues/opinions, and legal literature.

Attend City Council, committee meetings and other meetings as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Planning, organization and direction of the City's Legal department.

Applicable laws, codes, regulations policies and procedures.

Principles and practices of administration, supervision and training.

Budget preparation and control.

Operation of a computer and related software programs.

Modern office practices, procedures and equipment.

Oral and written communications skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, organize and administer the programs and activities of the Legal department.
Supervise and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt the effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to legal activities, personnel, and related matters.

EDUCATION AND EXPERIENCE:

Must have Juris Doctor and be a member of the Idaho State Bar.

WORKING CONDITIONS:

ENVIRONMENT:

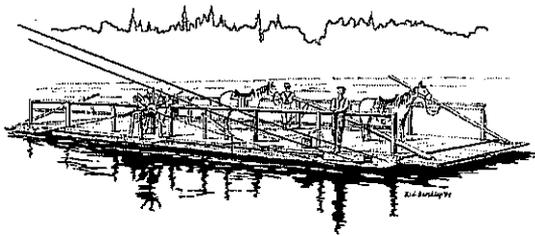
Office environment and Constant interruptions

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard, hearing and speaking to exchange information and make presentations, sitting for extended periods of time, and seeing to monitor legal activities, personnel and programs.

HAZARDS:

Contact with dissatisfied or abusive individuals.



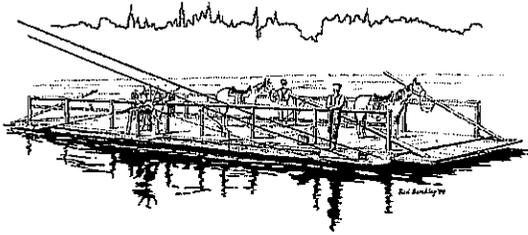
MEMO

CITY OF BONNERS FERRY
CITY ADMINISTRATOR

Date: 22 October 2012
To: City Council
From: Stephen Boorman, City Administrator
Subject: City Prosecution Services.

This memo is to recommend that the City retain the services of Mr. Tevis Hull for criminal prosecution at the rate of \$125 per hour. Further that the council authorize the Mayor to sign such a contract after review by the City Attorney.

SJB



MEMO

CITY OF BONNERS FERRY
CITY ADMINISTRATOR

Date: 18 October 2012
To: City Council
From: Stephen Boorman, City Administrator
Subject: KRI Expansion and Emergency Levy Plan.

With the expansion of the Kootenai River Inn (KRI) they have requested lowering the level of a short section of the Levy by about 5'. In addition they would like to include about 8,000 square feet of Oak Street and Lots 13 & 14 Block 3 Eaton Townsites inside their fencing. Further, KRI would improve and maintain this property that is currently not maintained.

The US Army Corp of Engineers (USACE) advises that the removal of any levy material will result in some level reduction of protection for flooding. However, the City can lower the level of levees without USACE approval. It is a risk question for the City of Bonners Ferry.

In this area the 500 year flood level is 1775.5. This means that in any given year there is a 0.2% chance of the water level exceeding 1775.5'. KRI is requesting to lower the levy from approximately 1785' to 1780' in this section. Further down Arizona street the elevations are as low as 1776.68'.

As we have discussed in the past, if there is a flood event exceeding the 500 year flood level the plan would be to raise the level of Arizona Street from the BNSF tracks to the end of the levy in question and a short section of Arizona Street directly underneath Highway 95. An alternate would be to build a temporary levy from the KRI-Hwy 95 approach to the existing levy. This would require approval from the KRI.

I would estimate that to build such an emergency levy to an elevation of 1783' - 1785' would require approximately 3,000 cubic yards of fill material. With a fleet of 10 trucks I would estimate that this could be placed in an 8 - 10 hour day. At today's prices this would be about a \$15,000 project. The alternate location through the KRI parking lot would reduce the length and cost by about 20%. As we would anticipate significant lead time for a flood of this magnitude this should be an acceptable construction time.

Therefore, while the reduction in height of any levy increases the risk, reductions to elevations above the 500 year level, plus a margin of safety, are viable if the risks are understood. In this case the incremental costs of emergency action are limited as there is good access for construction of an emergency levy if required and it would be an incremental addition to an existing known emergency action.

STB