

### **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. Special accommodations to see, hear, or participate in the public meeting should be made at City Hall within two days of the public meeting.

### **Vision Statement**

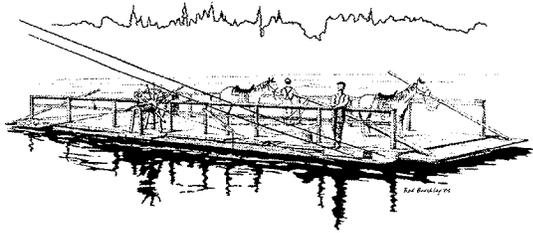
Bonners Ferry, "The Friendliest City", strives to achieve balanced growth, builds on community strengths, respects natural resources, promotes excellence in Government, and values quality of life.

**AGENDA  
SPECIAL CITY COUNCIL MEETING  
Bonners Ferry City Hall  
7232 Main Street  
267-3105  
August 6, 2018  
5:00 p.m.**

### **NEW BUSINESS**

1. City – Discuss Water/Sewer Wages (attachment) {action item}
2. City – Budget Workshop {action item}

### **ADJOURNMENT**



## CITY OF BONNERS FERRY

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**TO:** Mayor and City Council  
**FROM:** Lisa Ailport, City Administrator  
**DATE:** August 3, 2018  
**RE:** Water/Sewer Wages

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At the January 16, 2018 City Council meeting, Council approved increasing the base wage matrix of the Water and Sewer Department from \$16.56 to \$17.00 in order to attract and hire qualified applicants. Since this time we have hired two employees to fill the open positions with the Department. However, when the proposal was presented to Council for approval, it was unclear on if that \$0.44 increase was meant to increase across all levels of employees.

After reviewing the minutes and discussing with staff, it is my opinion that when the base rate was increased it was implied to be for all employees affected by the wage matrix should have been included.

It is my recommendation that both Doug Ladley and Alan Branson wages be increased to include the \$0.44 and be paid for hours earned since the wage increase was instituted.

The budget for 2018/2019 has been adjusted to reflect this increase.

Mike said recently we had 15 applicants for the water/sewer job. An employee is also leaving the water/sewer department. We found when we went through the interviews and the selection was made that the prospective employees could not take the job at the wage level offered. The recommendation is to bump up the base wage to \$17 per hour with the allowance of up to \$2 per hour for education and experience. Mayor Sims said there is a shortage of water/sewer operators in the State of Idaho and it is important to have a competitive wage. The base wage will go from \$16.56 per hour to \$17 per hour. Mayor Sims said the matrix we had was based solely on the certifications and we are finding that other factors should be considered. Attorney Andrakay Pluid said one applicant had a Bachelor degree that would fit our position and another applicant had experience that would help but we did not have a way to adjust the matrix for this. Mike said if we had an applicant coming out of high school for example, the entry level wage rate would be \$17. He explained that each certification would increase the wages by \$.50 per hour. Adam questioned the difference of a new person coming in with education making more than a new hire with two certifications. Mike explained that degrees take time off the certification process. Mayor Sims said it allows us to get a certified operator more quickly. Valerie Thompson moved to adjust the base wage from \$16.56 to \$17 per hour with the ability to increase the entry wage \$2 per hour based on education and experience. Ron Smith seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Valerie Thompson “yes”, Adam Arthur “yes”.

Mayor Sims explained the Boundary Area Transportation Team (BATT). Rick Alonzo moved to approve the Mayor’s recommendation to appoint John Youngwirth as the City representative to BATT and Lisa Ailport as alternate representative to BATT. Adam Arthur seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Valerie Thompson “yes”, Adam Arthur “yes”.

Mayor Sims said Mike is currently the city engineer and has administrator duties. He said with the current and future workload it is clear that this is more than a one person job. He said the work load is pretty tough for Mike, as we have many projects on the horizon, and they require a lot of oversight as well as additional engineering needs. He thinks it would be a good idea to have an engineer and an administrator. Mike said he is open to what council thinks but the City will be very busy for the next few years, and we don’t want to miss anything. Mike said the building permits have gone to another level, and Lisa is doing a great job with this. Mayor Sims said there are ordinances that need to be redone. Mike said there are policies that need to be done and it may pay to take some time to consider this option. Mayor Sims said council can think about this and we can re-agendize this at a later date. Rick thinks it is worth looking into. Ron would like to hear recommendations from Mike and how the work will be split up. He wants to know if the position will be full time or part time. Mike wants to do this in an open forum where the public can hear the discussions. Val said she would like to move it to the next council meeting so everyone has more time to see what the position entails.

Mayor Sims said we have received a number of applications for the clerk/treasurer position. In looking at the applications it is hard to tell what the salary range will need to be. He said currently we pay about \$65,000, and we advertised the position for \$50,000 to \$60,000. We