

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. We are an inclusive city that welcomes all people, regardless of race, religion, color, national origin, sex, age, disability, sexual orientation, or gender identity and encourages their participation in city government and city programs.

AGENDA
CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
February 18, 2020
6:00 pm

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

To Consider a New Urban Renewal Plan Created by the Urban Renewal Agency of the City of Bonners Ferry

PUBLIC COMMENTS

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

REPORTS

Police/Fire/City Administrator/City Engineer/Economic Development Coordinator/Urban Renewal District/SPOT

CONSENT AGENDA – {action item}

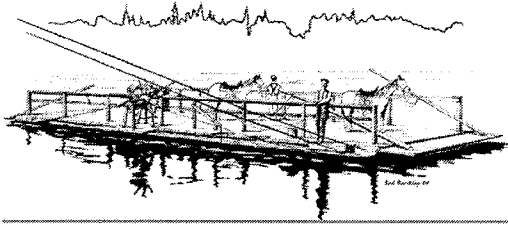
1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the February 4, 2020 Council meeting minutes
4. Treasurer's Report

OLD BUSINESS

NEW BUSINESS

5. City – Consider Approval of Ordinance #589 and the Publication Summary for a New Urban Renewal Plan and Have the First Reading by Title Only (attachment) {action item}
6. City – Suspend the Reading Rules and Adopt Ordinance #589 {action item}
7. City – Consider Authorizing the Mayor to Sign the Lease for the Farmers Market for the 2020 Season (attachment) {action item}
8. City – Consider Modification of Terms for the Memorandum of Understanding with Avista (attachment) {action item}
9. City – Consider Authorization to Purchase Battery Backup Systems for the Servers (attachment) {action item}
10. City – Consider Creating an In-house IT Position (attachment) {action item}
11. Water – Consider Authorizing Approval to Request Quote for the Dakota Street Well House Block Walls (attachment) {action item}
12. Water – Consider Authorizing the Mayor to Sign a Contract with Welch Comer for Design Services for the Dakota Street Water Main Project (attachment) {action item}
13. Sewer – Consider Authorizing the Mayor to Sign Task #2 with JUB Engineers for Engineering Services for Sewer Lagoon Leak Testing (attachment) {action item}
14. Water/Sewer – Consider Authorizing Approval to Advertise to Solicit Bids for the Wilson/Solomon Street Utility Corridor Project (attachment) {action item}
15. City – Reappoint Golf and Traffic Safety Committee Members (attachment) {action item}

ADJOURNMENT



CITY OF BONNERS FERRY

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

TO: Mayor and City Council

FROM: Lisa Ailport, City Administrator *LMA*

DATE: February 12, 2020

RE: Ordinance 589 Adoption of Urban Renewal District- South Hill West

Staff will present during the public hearing the results of the feasibility and urban renewal plan prepared by the Urban Renewal Agency and John Austin of Panhandle Area Council.

After the public hearing council will consider Ordinance 589 to adopt the new urban renewal district.

The attached ordinance has been reviewed by staff and counsel and meets the requirement of the Idaho state law, pertaining to the establishment of Urban Renewal Plans.

If Council approves, then a motion to approve the ordinance 589 and authorize the Mayor to sign the ordinance to adopt the urban renewal plan for the south hill west urban renewal district.

Please let me know if you have any questions.

ORDINANCE NO. _____

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 an Urban Renewal Agency was appointed by the Mayor and Council of the City of Bonners Ferry to assist the City in economic development and to remediate deterioration in the City, and

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 the urban renewal agency, and

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

WHEREAS the Bonners Ferry Urban Renewal Agency has prepared an urban renewal plan pursuant to Title 50, Chapters 20 & 29, Idaho Code, for remediation of the deterioration found to exist, hereinafter referred to as the Bonners Ferry South Hill West Urban Renewal Plan, and

WHEREAS the Board of Commissioners of the Bonners Ferry Urban Renewal Agency have recommended approval of the Bonners Ferry South Hill West Urban Renewal Plan and Feasibility Study to the City Council of the City of Bonners Ferry and to set a public hearing for the Plan, and

WHEREAS, the City Planning and Zoning Commission met on January 16, 2020 and determined that the Bonners Ferry South Hill West Urban Renewal Plan was in general conformance with the goals and policies of the City's comprehensive plan

WHEREAS the Bonners Ferry City Council conducted a public hearing on February 18, 2020 and heard public comments on the Bonners Ferry South Hill West Urban Renewal Plan and Feasibility Study,

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

Section 1: The City Council hereby makes the following findings of fact:

- a. The area of the proposed plan has been previously declared by the City of Bonners Ferry to be a deteriorated and deteriorating area, and the Agency finds that the deterioration described by the City Council does in fact exist.
- b. The Bonners Ferry South Hill West Urban Renewal Plan provides for varying methods to remediate the described deterioration and prevent future deterioration, and to promote economic vitality, and contains the necessary elements required by Idaho law, including a tax allocation feasibility study which finds that the estimated tax increment revenue is sufficient to repay the debt to be incurred to provide the improvements described within the Plan.
- c. The Bonners Ferry South Hill West Urban Renewal Plan indicates the type of improvements and rehabilitation projects that are proposed to be carried out, including land uses, densities, building requirements, methods of financing, and a revenue allocation provision.
- d. The Bonners Ferry South Hill West Urban Renewal Plan describes a revenue allocation area by metes and bounds description, as described in the Plan, that does not exceed the limitations of I.C. 50-2904(13).
- e. The Bonners Ferry South Hill West Urban Renewal Plan conforms to the general plan of the City of Bonners Ferry, and is in conformance with the Comprehensive Plan.
- f. The Bonners Ferry South Hill West Urban Renewal Plan does not anticipate the displacement of any families.
- g. The Bonners Ferry South Hill West Urban Renewal Plan will enhance activities within the City and encourage private sector participation.
- h. That unless the afore-mentioned conditions are improved, they will substantially impair the sound growth potential of the City of Bonners Ferry and will constitute an economic and social liability, and that further development in the area without such improvements may restrict affordable housing opportunities in the City.
- i. That improvement of the property and the City services in the plan area are necessary and appropriate to facilitate the proper growth and development of the City in accordance with sound planning standards and local community objectives.

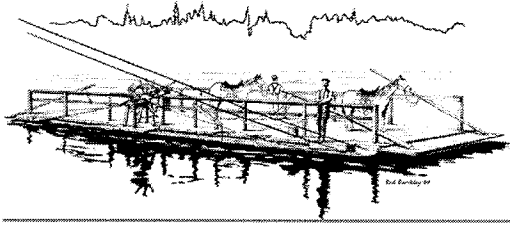
Section 2: The Mayor and City Council of the City of Bonners Ferry hereby adopts the Bonners Ferry South Hill West Urban Renewal Plan and approves the revenue allocation area provided for in the Plan, and this Ordinance shall be effective immediately upon its adoption and approval.

ADOPTED AND APPROVED this 18th day of February 2020.

/s/ James R. "Dick" Staples, Mayor

ATTEST:

/s/ Christine McNair, City Clerk



CITY OF BONNERS FERRY

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

TO: Mayor and City Council

FROM: Lisa Ailport, City Administrator *LMA*

DATE: February 12, 2020

RE: **2020 Farmers Market Lease**

The attached lease agreement is for the 2020 Farmers Market season. Staff understands that the Farmer Market Board may request Council consider amending or removing the current \$500.00 fee. Under the agreement, the Market has the right to use a portion of the public parking lot next to the city's visitor center for the sole benefit of the market and its vendors. The fee has been assessed to cover city costs associated with the following:

- Use of a city electric outlet;
- City police time to remove cars parked in spaces reserved for the Market;
- Set up and removal of the Market banner signs by the electric department;
- Additional cleaning of the bathrooms and visitor center facilities.

In order for the costs to be modified, the terms of the contract would need to be approved by both parties.

Please let me know if you have any questions.

Fiscal Impact Statement: If the fee is removed from the contract, the city will still be obligated to perform the duties under the terms of the contract. Staff estimates this costs to be representative of the cost provided in the agreement.

SPACE RENTAL AGREEMENT

AGREEMENT made between THE CITY OF BONNERS FERRY, a municipal corporation of the State of Idaho, herein "ENTITY," and BOUNDARY COUNTY FARMERS MARKET, herein "USER",

THE PARTIES AGREE AS FOLLOWS:

1. **USE OF PREMISES:** ENTITY hereby rents to USER the non-exclusive use of approximately 7,000 square feet of parking lot, Saturday mornings beginning April 25, 2020, and concluding October 3, 2020. The general area of use is as shown in Exhibit A, attached hereto.
2. **RENTAL FEE:** USER agrees to pay ENTITY rent for said premises payable upon execution of this Agreement in the amount of \$500 per season which includes \$100 for installation and removal of "Farmer's Market" banners. It shall be the responsibility of USER to request the installation and removal of banners from ENTITY. Upon receipt of request, ENTITY shall install or remove banners as soon as practicable.
3. **MEMBERSHIP IN CHAMBER OF COMMERCE AND TOURIST CENTER:** The parties to this Agreement recognize that the Farmers Market has the public benefit of attracting business to our community. As part of that community involvement the USER agrees to be a member of the Bonners Ferry Chamber of Commerce and the Bonners Ferry Tourist and Visitors Information Center.
4. **PURPOSE:** USER agrees to use the above Premises solely for the purpose of the sale of locally produced goods and for no other purpose.
5. **USE AND SECURITY:** USER acknowledges that this premise is designed for the public and shall not perform any activities or take any action which would endanger the public safety.
6. **HOUSEKEEPING:** USER agrees to keep the Premises clean and attractive at all times and return it to ENTITY in a good and clean condition. USER agrees not to alter the Premises or attach anything to the premises without first obtaining written approval of ENTITY. USER shall be responsible for garbage cans for the market.
7. **VENDORS:** The USER will be solely responsible for the conduct of all market vendors.
8. **UTILITIES:** The ENTITY grants to USER the use of the single electric outlet located on a light pole on the premises. The use of this outlet is for USER coordinated entertainment. Outlet shall not be utilized by market vendors.
9. **CONTACT:** All notices or compliance issues concerning this Lease shall be directed to the following individuals:

ENTITY:

Lisa Ailport
City Administrator
PO Box 149
Bonners Ferry, ID 83805
208-267-4379

USER:

Jordan Dyck
dyck.jordan@gmail.com

10. **INSURANCE:** USER agrees to obtain and keep in force during its acts under this Agreement a comprehensive general liability insurance policy in the minimum amount of \$1,000,000.00, which shall name and protect USER, all USER's employees, ENTITY, and its officers, agents and employees, from and against any and all claims, losses, actions, and judgments for damages or injury to persons or property arising out of or in connection with the USER's acts. USER shall provide proof of liability coverage as set forth above to ENTITY prior to commencing its performance as herein provided, and require insurer to notify ENTITY thirty (30) days prior to cancellation of said policy.
11. **INDEMNIFICATION:** USER agrees to indemnify, defend, and hold harmless ENTITY, and its officers, agents and employees, from and against any and all claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in connection with the acts and/or any performances or activities of USER, USER's agents, employees, or representatives under this Agreement.

12. **USE:** USER agrees not to store, generate, use or bring upon the property hazardous waste as defined by applicable laws or otherwise use the property in a manner that will increase ENTITY's insurance rates for the property.

The USER agrees to that all vendor vehicles not integral to the product being sold will not be parked in the City Parking Lot or the Meeker Parking lot. Parking is available on Riverside Street, Arizona Street, and at the Fire Hall Parking Lot.

13. **TERMINATION:** This Agreement may be terminated immediately by ENTITY for breach of this Agreement by USER and either party may terminate this Agreement by 30 days written notice of termination to the other party.

14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and can only be modified or amended in writing by the parties.

15. **ATTORNEY FEES:** Reasonable attorney fees shall be awarded to the prevailing party in any action to enforce this Agreement or to declare forfeiture or termination.

16. **COMPLIANCE WITH LAWS:** USER agrees to comply with all federal, state, city, and local laws, rules and regulations.

DATED this ____ day of _____, 2020.

ENTITY:

CITY OF BONNERS FERRY

By:

James R. Staples, Mayor

ATTEST:

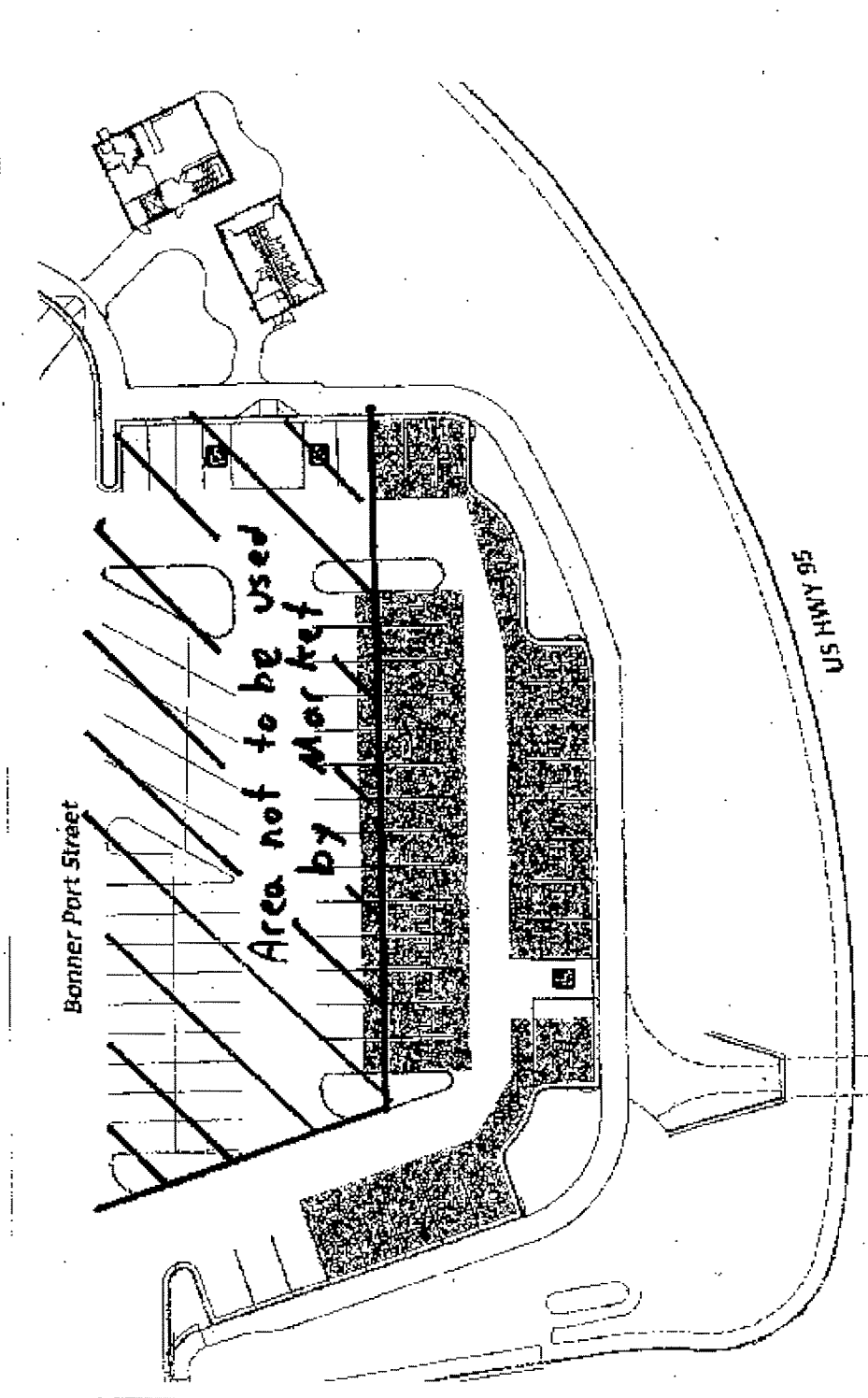
Christine McNair, Clerk

USER:

BOUNDARY COUNTY FARMERS
MARKET

By:

WITNESS:



MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is entered into between Avista Development Inc., doing business as Avista Edge (“Avista Edge”), a Washington corporation, and the City of Bonners Ferry (“City”), (sometimes referred to as a “Party” and collectively as “Parties”).

- 1. Background and Purpose.** Avista Edge and the City would like to explore the potential opportunity for a business to customer relationship whereby the City will serve its electric customers (“City Customers”) with fixed wireless broadband internet service (“Broadband”) through the City’s electric meter infrastructure (“City Meters”) using Avista Edge’s proprietary technology and services (“Avista Edge Services”). This project (“Project”) anticipates ~~would include the City’s installation of the installation of Avista Edge’s proprietary electric meter collar technology on meters of City’s electrical customers that in part enables Broadband for the City’s Customers.~~

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~~The Project is intended to include retail billing for Broadband by the City using the same billing account as each City Customer’s electric service. The Parties also intend to have the City in the customer facing support role with Avista Edge directly supporting the City.~~

- 2. Overview of the Project.** As part of the exploration phase under this MOU (“Phase 0”), the Parties will collect certain radio frequency (“RF”) and geographic information system (“GIS”) data elements from the City’s electric service territory to establish the costs to deliver Avista Edge Services. The Parties will combine the above costs into an RF link budget for the City’s electric service territory (“Link Budget Data”). No personally identifiable information (“PII”) will be included in the Link Budget Data, and Avista Edge will own the Link Budget Data.

~~In addition, the City and/or Avista Edge will conduct a survey of its potential City electric customers, and relevant ~~those~~ survey results (“Survey Results”) will be owned by Avista Edge and shared with the City only as necessary, owned by the City, with results shared with the Parties. Avista Edge, including surveyed City Customer conversion rates if Broadband were offered to City Customers and the target price points for conversion. In no case will any PII be shared with Avista Edge.~~

The Link Budget Data and Survey Results will determine if the Parties will continue forward with a Broadband pilot by the Parties (“Pilot”). Phase 0 is confined to previously described data collection and surveys. In the event the Parties wish to expand and move forward with the additional Phase and business arrangements, such additional Phases will be agreed upon in writing and set forth as Amendments to this MOU or in the form of additional written agreements.

~~The parties believe the shared nominal costs associated with this MOU represent a prudent investment on behalf of the City’s Customers to demonstrate the scalability and long-term financial value of Broadband via the Avista Edge Services.~~

3. Data Ownership

3.1 Avista Edge shall complete the survey of the City's customers and shall own the survey results. The City shall share a list of its electrical customers contact information with Avista Edge in order to distribute the survey and gather the information.

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~~3.2 Should the City conduct the survey, the City hereby releases all rights and license to such Link Budget Data to Avista Edge, and Avista Edge will own all Link Budget Data under this MOU.~~

4. City Obligations

4.1 The City is responsible for assisting Avista Edge with collecting the Link Budget Data, possibly including some City guided and/or City supervised on site City Customer premise visits for certain Link Budget Data collection activities. The City will be responsible for the costs of City personnel, travel, expenses, and equipment related to this data collection. Only as may be required for collecting the Link Budget Data, the City grants Avista Edge and/or its contractors permission to access City Customers' premise(s) alongside city authorized personnel as may be required by City within Parties agreed to schedule, and allowing for any City required City Customer notification for such access.

~~4.2 The City will conduct the Customer Survey regarding Broadband via Avista Edge's Service at the City's expense and share summary results with Avista Edge.~~

~~4.3 The City will attempt in good faith to secure a federal, state or local grant ("Grant") to help cover the Parties' costs for Phase 0.~~

5. **Avista Edge Obligations.** Avista Edge will be responsible for the cost of Avista Edge personnel, travel, expenses and equipment related to the data collection activities for Phase 0, provided, however if the City secures a Grant pursuant to subsection 4.3 above, the Avista Edge costs will be reimbursed to the extent the Grant can provide, and any such reimbursement shall be at cost.

6. **Term.** This MOU will become effective when executed by both Parties and remain in effect unless terminated in accordance with the terms of the MOU.

7. **Liability.** Each Party shall be responsible for any and all loss resulting from such damage caused by the acts or omissions of that Party, its employees, contractors, or agents.

8. **Termination.** Either party, upon 30 days prior written notice, may terminate this MOU for any reason.

9. Party Representatives.

- 9.1 Avista Edge’s Representative David Shafer, will be the point of contact for Avista Edge in all matters requiring Avista Edge’s approval, acceptance, authorization, and/or notice in connection with Avista Edge’s performance under this MOU.
- 9.2 City’s Representative, Lisa Ailport, City Administrator will be the point of contact for the City in all matters in connection with City’s performance under this MOU.

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10. Notices to the Parties

10.1 All notices, demands, requests, and other communications under this MOU must be in writing and sent by mail (postage prepaid), or delivered to the other Party either electronically or by a recognized commercial courier, addressed as set forth below. Such notices, demands, requests, and other communications will be deemed given as of the date delivered, or if sent electronically or by mail, upon receipt.

10.2 Notices to Avista Edge

Notices to City

Avista Development Inc.
P.O. Box 3727, MSC-8
Spokane, WA 99220-3727
Attention: David Schafer
Email: david.schafer@avistacorp.com

Attn: _____
Email: _____

Either party may change its address, designated Representative, or other point-of-contact or delegate by providing written notice to the other Party as set forth above.

This MOU constitutes the entire agreement between the parties and supersedes any Prior or contemporaneous offers, proposals, agreements, or discussions between the Parties. The MOU may not be modified or amended, nor may any obligation of either of either party be changed or modified, except in writing signed by and duly authorized officers or agents of the parties.

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Avista Development Inc.

City of Bonners Ferry

(Signature)

(Printed Name)

(Title)

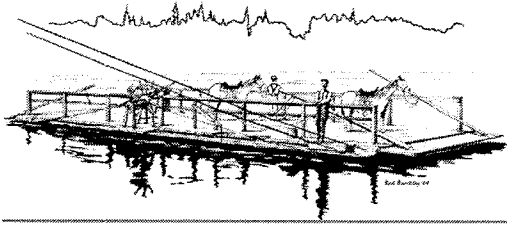
(Date Signed)

(Signature)

(Printed Name)

(Title)

(Date Signed)



CITY OF BONNERS FERRY

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

TO: Mayor and City Council

FROM: Lisa Ailport, City Administrator *LMA*

DATE: February 12, 2020

RE: Server / IT equipment Battery Backup purchase

In the course of studying our IT systems, it has been discovered that our existing battery back-up systems are not large or supportive enough to handle a full shut down of the server system in the event of an electrical system outage.

Occasionally the electric does go down at city hall and if an outage lasts longer than 30 minutes, our current battery backup system may not be able to support a complete shutdown of the server system. This means, that if the battery backup dies before the server is completely shut down, then the server system can sustain major or even catastrophic failure. For example, it was doing critical updates at the time power was lost, not only would the information be lost, but could cause the hard drives to crash.

Based on advice from our IT consultant, Kevin Boldt, it is recommended that we invest in a battery back-up system that will outlast the longest shut down time frame of the server which could be from 30-45 minutes.

The attached proposal seeks to purchase just such equipment. The total cost to purchase this equipment is just under \$4,000.00. I am requesting that council authorize the purchase of the battery backup equipment for the server room.

Please let me know if you have any questions.

Fiscal Impact Statement:

The equipment proposed, if purchased, will be shared in the suggested following split with each enterprise and general fund account:

Electric Fund 50% or \$2,000.00
Water Fund 20% or \$800.00
Sewer Fund 20% or \$800.00
General Fund 10% or \$400.00



Quote

Date	Quote #
2/5/2020	841724

Name / Address
Whitebridge Consulting Kevin Boldt

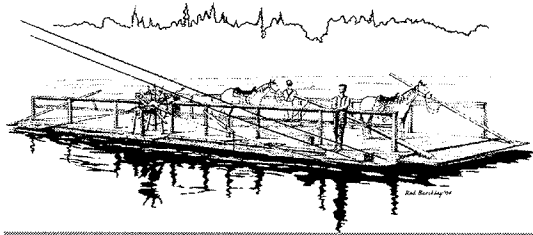
Ship To
City of Bonners Ferry Bonners Ferry, ID

OUR FEDERAL TAX ID: 27-0431614

Rep	Account #
HB	WW1121

Item	Description	Qty	Unit Price	Total
SRT3000RMXLT-NC	APC Smart-UPS SRT 3000VA RM 208V Network Card Discount applied. Regular price: \$3,525.00	1	2,931.00	2,931.00
SRT96RMBP	APC Smart-UPS SRT 96V 3kVA RM Battery Pack Discount applied. Regular price: \$1,200.00	1	990.00	990.00
LTL - Freight Charge(s)	Transportation *Standard dock to dock. ETA - Minimum 3-5 transit days. Expedited options available in most areas, please inquire if needed. Liftgate Service and/or Inside Delivery can be purchased separately.	1	71.01	71.01

Please let me know if you have any questions...877.226.0361 x201 Prices valid for 30 days, unless revised by APC on the 1st of every month. PURCHASE ORDERS can be faxed: 832-912-4997 or emailed: sales@qstgo.com. Please refer to our return policy online on the website listed below in the FAQ section. Taxes if applicable, will be reflected on the invoice, unless exempt.	Subtotal	\$3,992.01
	Sales Tax (0.0%)	\$0.00
	Total	\$3,992.01



CITY OF BONNERS FERRY

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

TO: Mayor and City Council

FROM: Lisa Ailport, City Administrator *LMA*

DATE: February 12, 2020

RE: Advertisement of an in-house IT professional

Staff, working with the City Council, over the past several months has been devoting time and energy in studying, mapping and cataloging our Information Technology (IT) systems throughout the City. What we've learned from this experience is that our IT systems are complex and multifaceted, but integral and essential to the success of the City's operations as a whole. More importantly, our IT systems are in need of constant oversight and transformation as security gets more advanced and viruses, malware and ransom ware gets more sophisticated.

During the 2017/2018 and '18/'19 fiscal year, we experienced numerous virus attacks on our computers which threaten the security of our equipment and introduced the risk data breaches throughout the city. These events caused us to look at and evaluate not only our infrastructure (software and hardware), but also the method in which it is managed.

Based on these experiences, it has become evident to the city administrative staff that additional resources are needed to manage, develop and deploy an adequate IT system for the city and our employees. We know that information systems are becoming more advanced every year and threats are advancing and changing as well. There is a continual need to commit energy and resources to insure preparedness of the City's IT systems.

It is my opinion that now is the time to consider developing in-house IT position and staff is asking that Council consider developing a part-time salaried position for an in-house IT professional.

I have attached the job description and following this summary is the fiscal impact statement. If supported by Council, I will work with our IT consultant to solicit resumes and applications to fill the position in the coming months through the Department of Labor. It would be expected that the future professional would work with our current IT contractor to learn and develop knowledge of our system.

Please let me know if you have any questions.

Fiscal Impact Statement:

In order to get a qualified professional for this position, staff would like Council to consider offering the position up as a part-time salaried position under the following circumstances:

- Starting Salary= \$50,000.00/year
- Hours/week = minimum 20
- Benefit Package= PERSI and full medical for individual and family

Staff would also like to have Council the following cost share of this position:

- Electric 50%
- Water 20%
- Sewer 20%
- General Fund 10%

Under the existing allocation of IT services costs, the general fund pays approximately \$6,000.00 of the total IT personnel/contractual amount. With the suggested allocation noted above, it is expected that the general fund would see an increase in cost of approximately \$1,100.00.

INFORMATION TECHNOLOGY PROFESSIONAL

Statement of Duties:

Working under the supervision of the City Administrator, the Information Technology (IT) Professional ensures that essential informational technology services are provided in an efficient and supportive manner to all city employees. Extensive knowledge and experience in information technology services is required and the professional must be able to ensure security and privacy of the city owned networks and computer systems. The IT professional must be able to exercise independent judgment in the areas listed below, and be able to work collaboratively within a team-like atmosphere with other key staff and officials on decisions relating to city businesses. It is expected that the IT professional provide leadership and administration of all operations and aspects of city IT systems.

Administrative/Leadership Expectations:

- Initiate, coordinate and/or recommend systems, policies, and procedures around IT services;
- Identify and contribute solutions to problems relating to IT needs within the city and reciprocal agencies;
- Plan, design and complete projects by coordinating resources and timetables with other city departments;
- Preserves assets by implementing disaster recovery and back-up procedures and information security and control structures;

Day-to-Day Duties:

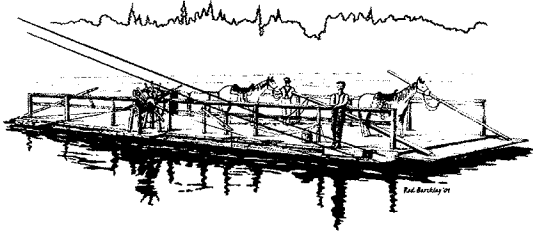
- Setting up workstations with computers and necessary ancillary devices;
- Checking computer hardware (HDD, mice, keyboards etc.) for compatibility with city infrastructure;
- Install and configuring appropriate software and functions on city equipment;
- Develop and maintain local networks in ways that optimize performance;
- Ensure security and privacy of networks and computer systems;
- Provide orientation and guidance to users on how to operate new software and computer equipment;
- Organize and schedule upgrades and maintenance on city owned equipment;
- Perform troubleshooting to diagnose and resolve problems (repair and/or replace parts, debugging etc.);
- Maintain records/logs of city IT equipment and maintenance schedules;
- Identify computer or network equipment shortages and work with the City Administrator to budget and/or order new equipment when necessary;
- Other duties as assigned.

Job Requirements

- Proven experience as IT Technician or relevant position;
- Degree in Computer Science, engineering or relevant field;
- Excellent diagnostic and problem solving skills;
- Excellent communication ability;
- Outstanding organizational and time-management skills;
- In depth understanding of diverse computer systems and networks;
- Excellent knowledge of internet security and data privacy principles;

Preferred Skills or Understanding:

- Understand basic principles of Supervisory Control And Data Acquisition (SCADA) system design and development



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

Date: February 14, 2020
To: City Council
From: Mike Klaus, City Engineer
Subject: **Water - Dakota Well House Project - Block Wall Construction**

City staff will begin construction of the well house in the next two weeks. The first steps of the project include piping and foundation work. Those two steps can be completed by our current City staff. However, our most experienced concrete worker has stated that he is retiring in early May of this year. By early May we should have the foundation complete but likely won't have the block walls completed.

Since block wall construction is specialized, I am requesting that City staff be allowed to request quotes for completing this step of the project. We do have staff that can complete the rest of the construction, once the block wall is in place.

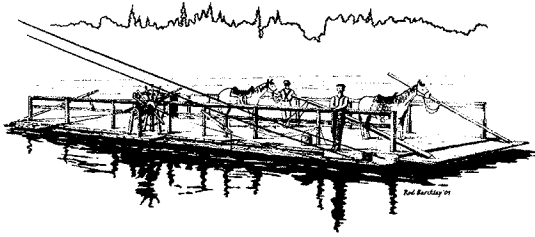
Budget Effects:

This item was included in the capital budget for the water department, but will likely cost a little more than expected because we intended to complete this work in-house. I won't know the project budget impact until we see bids for this work, but I don't anticipate that it will be more than the City can afford. If this proposal is approved, I will bring the lowest responsive bid to the Council for consideration.

Please call me with any questions about the proposed work.

Thank you,

Mike



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

Date: February 14, 2020
To: City Council
From: Mike Klaus, City Engineer
Subject: **Water - Dakota Water Main Project - Engineering**

Part of the Dakota well connection to our water system includes installing a new main from the well on Dakota Street to the south side of Ash Street. At this point, the main has not yet been engineered. Construction of the well house project will begin in two weeks, and should be completed mid-summer. To provide water from the well house to the City's tanks, we need to install approximately 700 feet of water main.

Considering my work load this year, I am requesting that the Council allow staff to delegate this design work to Welch-Comer Engineers. Welch-Comer has successfully completed the design and construction management of several water projects for the City over the years. The City does have a current general engineering contract with Welch-Comer Engineers.

With this memo I am requesting that the Council authorize the Mayor to sign the attached Amendment No.17 with Welch-Comer Engineers for a total fee of \$19,650.

Budget Effects:

This item was not included in the capital budget for the water department, because I thought I would be able to fit it in to my design schedule. The filter underdrain project has taken much of my time this winter that could have been spent on this project. I will provide a summary of the proposed capital expenses during our Council meeting that shows the total anticipated cost of this project. The water fund has adequate resources to complete the work proposed and also to complete the other capital projects that are anticipated for this fiscal year.

Please call me with any questions about the proposed work.

Thank you,

Mike

This is **EXHIBIT K**, consisting of 3 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated August 2005.

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 17: Dakota Water Main Improvement

1. *Background Data:*

- a. Effective Date of Owner-Engineer Agreement: August 16, 2005
- b. Owner: City of Bonners Ferry
- c. Engineer: Welch Comer & Associates, Inc.
- d. Project: City of Bonners Ferry Water System Improvement Project

2. *Description of Modifications:*

- a. Owner plans to complete water main improvements along Dakota from Cedar to Ash, as follows:
 - 1) Section A: Approximately 420 feet of new 12-inch water main extending from Dakota and Cedar along Dakota to the northern edge of the BNSF right of way.
 - 2) Section B: Approximately 260 feet of water main (lining the existing 10" steel raw waterline) extending from the northern edge of the BNSF right of way, crossing below the BNSF railroad and extending south of Ash Street.
- b. Engineer shall perform or furnish the following Services in accordance with the Owner-Engineer Agreement:
 - 1) Preliminary Engineering and Permitting (Section B, only)
 - i. Communicate with BNSF permitting department regarding existing crossing permits and required permitting for utilizing the existing 10-inch steel water main as a carrier pipe and/or utilizing the existing 18" reinforced concrete casing.
 - ii. Evaluate feasibility (based on permitting requirements and other factors such as cost) for potable lining of existing 10" steel main below railroad right of way. Review alternative slipline options: HDPE and Fused PVC. Prepare brief summary of options for review with City.
 - iii. Prepare and submit permit application to reactivate existing crossing, based on City's preferred alternative.
 - 2) Design Phase Services
 - i. Section A:
 - a) Prepare preliminary water main alignment based on existing utility mapping and communication with Owner. Alignment will be developed over an existing aerial base map in GIS.
 - b) Review alignment on-site with City. Complete right of way research and limited topo for project limits.

c) Prepare design drawings and specifications and submit electronic copy to the Owner for review

ii. Section B:

a) Prepare request for quotation package including plan, detail and specifications for lining existing railroad crossing. Submit electronic copy of RFQ package to Owner for review.

iii. Based on Owner's comments on Sections A and B, finalize waterline design drawings and specifications. Submit final design packages to Owner to complete Qualified Licensed Professional Engineer review and approval.

3) Bidding Phase Services (Section B, only):

i. Solicit, collect and review bids from a minimum of 3 prospective bidders selected by City.

ii. Hold Pre-Bid meeting on site to review project with prospective bidders.

iii. Respond to Contractor questions regarding waterline design and specifications.

iv. Provide clarification in the form of addenda.

v. Review bids and provide recommendation for Award.

4) Construction Phase Services (Section B, only, unless otherwise noted)

i. Attend and Facilitate Pre-Construction meeting

ii. Review material submittals.

iii. Review and process contractor's applications for payment.

iv. Complete final walkthrough and punchlist.

v. Complete record drawings and submit one hard copy to Owner. Submit record drawings to IDEQ.

a) Engineer will prepare and stamp record drawings for Section B. Engineer will prepare, for Owner's certification/stamp record drawings for Section A.

vi. Coordinate completion of work associated with identified warranty items.

5) Resident Project Representative (Section B, only)

i. Based on a 1-week construction window (1 week at 45 hours per week).

3. *Compensation for Modifications:*

For the services corresponding to each Phase (identified herein) the following Lump Sum amounts:

Design Phase Services	\$6,200
Bidding Services	\$1,650
<u>Construction Phase Services</u>	<u>\$2,000</u>
Total Lump Sum Services	\$9,850

OWNER shall pay ENGINEER for the services corresponding to each Part (identified herein) an amount equal to the cumulative hours charged to the Project by each class of ENGINEER's employees times Hourly Rates for each applicable billing class for all services performed on the Project, including Reimbursable expenses. The total compensation for professional services is estimated as follows:

Right of Way Research and Mon Search	\$1,300
Preliminary Engineering and Permitting	\$3,000
<u>Resident Project Representative</u>	<u>\$5,500</u>
Total Hourly Services	\$9,800

4. *Exclusions and Special Conditions:*

- a. Section A will be constructed by Owner. No bidding or construction phase services are required for Section A.
- b. Owner will complete construction inspection and record drawing certification for Section A. Engineer will draft record drawings for Section A.
- c. Application and permitting fees are excluded.
- d. Design plans and specifications will be reviewed and approved through the QLPE process by the Owner and will not be submitted to DEQ. Preliminary Engineering Report for these improvements is not required or included in the scope.

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is _____, 2020.

OWNER: City of Bonners Ferry

ENGINEER: Welch Comer & Associates, Inc.

By: James R. Staples

By: Necia Maiani, P.E.

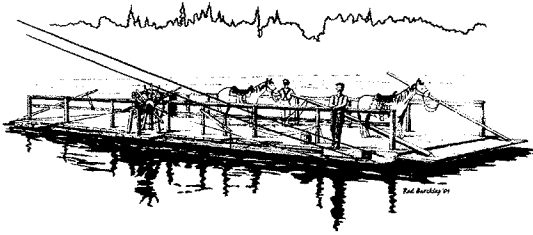
Title: Mayor

Title: Principal

Date Signed: _____

Date Signed: _____

PM Approval: _____



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

Date: February 14, 2020
To: City Council
From: Mike Klaus, City Engineer
Subject: **Sewer - Lagoon Seepage Testing**

Every ten years the City is required by the Idaho Department of Environmental Quality (IDEQ) to complete seepage testing at wastewater treatment lagoons. Attached is a proposed task order from JUB Engineers to develop and submit a seepage test procedure report for DEQ approval. The task order also includes JUB completing the following:

- Set up of testing gear.
- Inspect gear every 3 to 4 days.
- Provide technical assistance to City staff.
- Summarize testing results.
- Submit final report to IDEQ.

I recommend authorizing the Mayor to sign Task Order #2 with JUB Engineers for \$20,000 as proposed in the attachment.

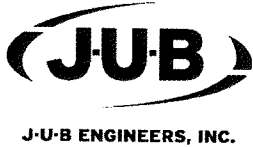
Budget Effects:

This item is not included in the capital budget for the sewer department, because it is typical O&M work that is expensed. The sewer fund has adequate resources to complete the work proposed and also to complete the capital projects that are anticipated for this fiscal year.

Please call me with any questions about the proposed work.

Thank you,

Mike



J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES

Authorization for Additional Services

CLIENT: City of Bonners Ferry
Project Name: General Engineering Service - Task 002 Treatment Lagoons Seepage Testing
J-U-B Project Number: 20-18-060

- 1. Additional Services. The following additional items of work on the project referenced above have been or will be provided by J-U-B ENGINEERS, Inc. (J-U-B). These Additional Services are a supplement to the scope of services contained in J-U-B's existing Agreement for Professional Services for this Project, dated 8 Nov. 2018. All other TERMS AND CONDITIONS of said Agreement remain in full force and effect.

Task 002 - Seepage Test City's Wastewater Treatment Lagoons
JUB will: prepare a seepage test procedure report for DEQ approval, set up the seepage testing gear and test the lagoons per the test procedure report, summarize the test results in a report and submit to DEQ. JUB will inspect the gear every 3 to 4 days. City staff will inspect the gear daily, download data and email the data file to JUB, fill out the daily inspection log and take photographs as needed.

- 2. Verbal Authorization by CLIENT, if Applicable. J-U-B was verbally authorized by the CLIENT to provide these Additional Services by:

Name Date

- 3. Payment for Additional Services. Unless otherwise noted below, J-U-B will provide these Additional Services on a time and materials basis, using J-U-B's standard billing rates or, if applicable, the billing rates established in the initial Agreement for Professional Services.

Other Basis for Payment:

Task 002, T&M not to exceed \$20,000 without additional authorization.

- 4. Schedule of Services. Due to the Additional Services, the Schedule of Services to be performed under the original Agreement for Professional Services is modified as follows:

In the Spring of 2020 as weather conditions allow.

Dated this ___ day of ___, ___.

CLIENT

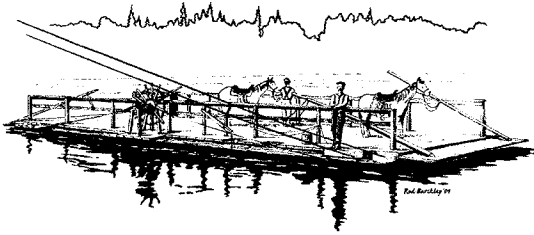
J-U-B ENGINEERS, Inc.

By: Project Representative or Authorized Signatory for CLIENT

By: Project Representative or Authorized Signatory for J-U-B

Print or Type Name and Title

Print or Type Name and Title



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

Date: February 14, 2020
To: City Council
From: Mike Klaus, City Engineer
Subject: **Water/Sewer - Wilson-Solomon Water and Sewer Main
Advertisement**

Century West has completed design work for water and sewer main installation within a corridor between Wilson Street and Solomon Street through a contract with the City this year. The plans are complete and the bid package is ready to advertise. With this memo, I am requesting that staff be authorized to advertise the project to solicit bids in the Bonners Ferry Herald.

Please call me with any questions about the proposed work.

Thank you,

Mike

Golf Committee**Expiration of Term**

Gerry Ann Howlett P. O. Box 1166 Bonners Ferry, ID 83805	12-31-22
Brion Poston, Chairman P. O. Box 774 Bonners Ferry, ID 83805	12-31-24
Steve Nelson P. O. Box 301 Bonners Ferry, ID 83805	12-31-22
Linda Hiatt P. O. Box 654 Bonners Ferry, ID 83805	12-31-24
Open Seat	12-31-24

Traffic Safety Committee

Open Position	12-31-24
Dick Hollenbeck 6382 Eisenhower Bonners Ferry, ID 83805	12-31-22
Silas Thompson 6901 Hazel Street Bonners Ferry, ID 83805	12-31-24
Foster Mayo PO Box 2032 Bonners Ferry, ID 83805	12-31-22
Don Lindsay P. O. Box 359 Bonners Ferry, ID 83805	12-31-22
John Marquette 6566 Monroe Street Bonners Ferry, ID 83805	12-31-24
Howard Kent 6911 Fresno Street Bonners Ferry, ID 83805	12-31-24