

## **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 April 7, 2020 6:00 pm**

#### **CONSENT AGENDA – {action item}**

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the March 17, 2020 Council meeting minutes, March 24, 2020 Special meeting minutes, March 30, 2020 Special meeting minutes

#### **OLD BUSINESS**

4. City – Consider Amending the Interim Employee Leave Policy Relating to the COVID-19 Pandemic (attachment) {action item}

#### **NEW BUSINESS**

5. City – Consider Approval of the 2020 Beverage License for Grocery Outlet (attachment) {action item}

#### **ADJOURNMENT**

"Pursuant to the Governor's Emergency Declaration regarding COVID-19 and accompanying Proclamation suspending the "in-person" attendance requirement of the Idaho Public Meetings laws, the City will be providing an electronic telecommunications method to allow the public to view the workshop remotely. Public attendance in person at the workshop will not be allowed in order to help prevent the potential spread of COVID-19. More details about this electronic viewing method is forthcoming."

**MINUTES  
CITY COUNCIL MEETING  
Bonners Ferry City Hall  
7232 Main Street  
267-3105  
March 17, 2020  
6:00 pm**

Mayor Dick Staples called the Council meeting of March 17, 2020 to order at 6:00 pm. Present for the meeting were: Council President Rick Alonzo, Council Members Adam Arthur, Valerie Thompson and Ron Smith. Also present were: City Clerk/Treasurer Christine McNair, City Administrator Lisa Ailport, City Engineer Mike Klaus, City Police Chief Brian Zimmerman and City Attorney Andrakay Pluid. Members of the public present were: Marciavee Cossette, Jerry Higgs, Denise Crichton, Dean Neumeyer, Eric Lederhos, Ron Sukenik and Summer MacDonald.

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS**

Dean Neumeyer said he lives at 7175 Oak Street there have been a lot of sewer issues in his area. The residence that live in that area are on fixed incomes and Dean wants to know if the City will help absorb some of the repair costs.

Jerry Higgs said he gave some advice to Barbara Kovac to shut down serving meals at the Senior Center. Panhandle Health has a call center setup for any questions regarding the coronavirus. Jerry also recommended for the grocery stores to have quantity controls and stop offering cash back.

Summer MacDonald with the Department of Labor said all of the mobile offices will not be in the facilities on a temporary basis.

**REPORTS**

Police Chief Brian Zimmerman said there was one homicide last week. The investigation has been turned over to the Idaho State Police.

City Administrator Lisa Ailport said House Bill 409, the sales tax distribution, did pass the House and Senate. The homeowner's exemption bill was sent back to the Senate.

City Engineer Mike Klaus said the well house is under construction, the piping is being installed. The footers and stem walls were poured for the splash pad.

Economic Development Coordinator Dennis Weed said the Visitor's Center has been closed until further notice. There have been a lot of impact on the hospitality and restaurant businesses. The Innovia Foundation is trying to help communities due to the Corona Virus.

Urban Renewal District Dennis Weed said the annual report was approved and will be sent to the City.

Rick Alonzo said there are two late additions to the agenda, #16 and #17

Rick Alonzo moved to add the late agenda items. Ron Smith seconded the motion. The motion passed. Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

**CONSENT AGENDA – {action item}**

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

Valerie Thompson moved to approve the consent agenda. Ron Smith seconded the motion. The motion passed. Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

**OLD BUSINESS**

5. Water/Sewer – Consider Refund Request from Riverside Auto (attachment) {action item}

Mayor Staples said the only action that can be taken is a relief for the water leak. Valerie said since it is difficult to determine when the leak occurred and grant relief. Mayor Staples said the monthly usage was high all the way through June 2019. Valerie read the policy for water leaks.

## O. WATER LEAKS

1. When a major water leak is discovered on the customer's lines the City will provide bill relief under the following conditions.
  - a. Only for the billing cycle in which the leak is detected.
  - b. The leak must be external to any structures.
  - c. Not greater than ½ of the amount in excess of the normal water usage, as estimated by the City
  - d. The consumer must notify City Hall within thirty days of the billing date.
  - e. The consumer must provide a detailed explanation, in writing, of the conditions.
  - f. If the leak is caused by customer negligence, the City will not absorb any of the loss.

Mayor Staples said Council needs to decide if there will be any refund and if so, which month. Valerie said the average of March – May 2019 the usage is about 13,000.

Rick moved to average the months of March 2019, April 2019, May 2019 and refund half of that dollar amount. Ron Smith seconded the motion. The motion passed. Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

$16600+10600+15100 = 42,300/3 = 14,100 - 200 = 13,900/2 = 6,950 * .02267 = \$157.56$  refund amount

March+ April + May                      Ave-base amount                      ½ overage\*overage amount

### **NEW BUSINESS**

6. Electric – Consider Authorizing the Purchase of a New Hydraulic Power Unit for Generator #1 (attachment) {action item}

Mike Klaus said each generator uses hydraulics to throttle the flow and load using a governor. To replace it with the same unit it will be approximately \$40,000. A new style will cost approximately \$15,000. Generator #1 is operational at this time, during low water season is the time when the hydraulic power unit will be replaced.

Valerie Thompson moved to approve the purchase of a new hydraulic power unit for \$15,000 for generator #1. Rick Alonzo seconded the motion. The motion passed. Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

7. Water/Sewer – Consider Awarding the Bid for the Wilson – Solomon Corridor Project (attachment) {action item}

Mike said we received seven bids for the project. The lowest responsive bid was \$199,290 from Wink, Inc. The breakdown for water is \$124,425 sewer is \$74,865. Alternative A is optional, it is for a base layer after the utilities have been installed and allow access to the utilities. The electric is \$55,000. Mayor Staples asked if the power will be underground or overhead. Mike said it will be underground. Mayor Staples said there is a large savings compared to the engineers estimate. Lisa said Alternate A is a travel lane that will allow equipment travel, but it is not a roadway. Alternate B is no cost to the City, it is a developer cost. The URA said it is possible to seek reimbursement once the increment starts. Valerie Thompson moved to award the base bid for \$199,290 and alternate A \$159,400 for a total of \$358,690 to Wink, Inc and authorize the Mayor to sign all documents including the notice to proceed for the Wilson – Solomon Corridor Project. Rick Alonzo seconded the motion. Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

8. City – Consider Approval of Ordinance #592 and the Publication Summary for De-annexation of Lands Owned by Sukenik, Jordan Trust and Gagnier-Anderson Trust and Have the First Reading by Title Only (attachment) {action item}

Lisa said the applicant has completed the de-annexation agreement. Ron Sukenik asked if the publication has been completed. Lisa said the ordinance has to be approved before the publication can happen. Rick moved to approve ordinance #592 and the publication summary for de-annexation of lands owned by Sukenik, Jordan Trust and Gagnier-Anderson Trust and have the first reading by title only. Ron Smith seconded the motion. The motion passed. Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes. Lisa read Ordinance #592 by title only.

9. City – Suspend the Reading Rules and Adopt Ordinance #592 {action item}

Ron Smith moved to suspend the reading rules and adopt Ordinance #592. Valerie Thompson seconded the motion. Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

10. City – Consider Adoption of Resolution 2020-03-17 to Amend the Bonners Ferry Future Land Use Map (attachment) {action item}

Lisa said this resolution will amend the City boundary lines due to the de-annexation. Rick Alonzo moved to adopt Resolution 2020-03-17 to amend the Bonners Ferry Future Land Use Map. Ron Smith seconded the motion. The motion passed. Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

11. City – Consider Adoption of Resolution 2020-03-17A for the Bike and Pedestrian Plan (attachment) {action item}  
Lisa said the bike and pedestrian plan began with the adoption of the transportation plan. Idaho Smart Growth was the consultant. Valerie commended Lisa with all the work that was put into this plan. Mayor Staples said there is a lot of this plan that can be done at little or no cost to the City. Lisa said by having a plan the City is eligible for more funding. Valerie moved to adopt Resolution 2020-03-17A for the Bike and Pedestrian Plan. Rick Alonzo seconded the motion. The motion passed. Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

12. Street – Consider Authorizing the Mayor to Sign the Application for the Arbor Day Grant (attachment) {action item}  
Lisa said we have applied for this grant for a number of years. There is a \$75.00 match required this year. Ron Smith moved to authorize the Mayor to sign the application for the Arbor Day Grant. Rick Alonzo seconded the motion. The motion passed. Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

13. Planning and Zoning – Discuss Draft Parking Ordinance (attachment)  
Mayor Staples tabled this item until another meeting.

14. Executive Session Pursuant to Idaho Code 74-206, Subsection 1 (b) to 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

Rick moved to enter into executive session pursuant to Idaho Code 74-206, Subsection 1 (b) to 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. Ron Smith seconded the motion. The motion passed. Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

Entered executive session at 7:04 pm.  
Executive session ended at 7:33 pm  
Resumed regular session at 7:34 pm.

15. City – Consider Contract Amendment with Whitebridge Consulting Inc. (attachment) {action item}  
Lisa said she would like to continue with the Whitebridge Consulting. Rick Alonzo moved to approve the contract amendment for the continuation of staff-initiated IT tasks with Whitebridge Consulting Inc not to exceed \$20,000. Valerie Thompson seconded the motion. The motion passed. Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

**16. City – Consider Citywide Actions Regarding COVID-19 {action item}**

Lisa said the City has been trying to be proactive to help reduce the spread of the Corona Virus by closing facilities. A temporary leave policy has been created for the Corona Virus. Mayor Staples said it is important to be proactive and limit contact between people. Lisa reviewed the temporary leave policy. Employees diagnosed with COVID-19 up to 30 days paid without using PTO or sick leave. Employees not diagnosed but not able to work 10 days paid without using PTO. Employees not diagnosed but not willing to work will use PTO or sick leave, but the City will waive the 3-day requirement. Mayor Staples asked if it is possible to adopt this without the policy having to come back to Council. Andrakay said it is possible to adopt it and authorize staff to make changes as needed.

Valerie Thompson moved to adopt the employee leave policy from 3-27-2020 – June 1, 2020. Rick Alonzo seconded the motion. The motion passed. Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

Lisa said the work from home option needs to be addressed. Andrakay said the essential employees are the linemen, the water treatment operators and the power plant operators. Lisa said it is important to make sure the employees have adequate equipment to work from home. Rick said it is important to have a policy for this option. Mayor Staples said we need to be proactive regarding this option. Mike said we have five people that can operate the water plant, four people that can operate the power plant.

Mayor Staples said it is possible to limit the number of people in the golf course clubhouse. The Visitors Center will be closed with the exceptions of the restrooms. The Fire Hall will be closed and the golf course clubhouse will be play and pay only, to eliminate congregation.

Lisa said Gemma with the Landing Group is ready for the meeting on March 24, 2020. Lisa feels this is an important meeting for the upcoming bond election. Council said it is important to have the meeting on March 24, 2020.

**17. City – Consider Cancelling the April 7, 2020 City Council Meeting {action item}**

Rick Alonzo moved to cancel the April 7, 2020 City Council Meeting. Ron Smith seconded the motion. The motion passed. Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

**ADJOURNMENT**

The meeting adjourned at 8:15 pm.

**MINUTES  
SPECIAL CITY COUNCIL MEETING  
Bonners Ferry City Hall  
7232 Main Street  
267-3105  
March 24, 2020  
5:30 pm**

Mayor Dick Staples called the Special Council meeting of March 24, 2020 to order at 5:30 pm. Present for the meeting were: Council President Rick Alonzo, Council Members Adam Arthur, Valerie Thompson and Ron Smith. Also present were: City Clerk/Treasurer Christine McNair, City Administrator Lisa Ailport, City Engineer Mike Klaus, City Police Chief Brian Zimmerman and City Attorney Andrakay Pluid. Members of the public present were: Gemma Puddy, Ron Sukenik, John Youngwirth, Jerry Higgs

Rick Alonzo moved to add agenda items #2, #3 and #4. Ron Smith seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

1. City – Affirm the Mayoral Proclamation Declaring a State of Emergency (attachment) {action item}  
Rick Alonzo moved to affirm the Mayoral Proclamation declaring a State of Emergency on March 20, 2020. Ron Smith seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

2. City – Consider Adopting Ordinance 591 Creating a New Chapter 6 to Title 4 of the Bonners Ferry City Code, entitled Emergency Powers; setting forth authority, purpose, and intent of emergency powers to address the threat of COVID-19, including the closure of bars, taverns, restaurants and like establishments at 5:00 pm on March 26, 2020 and Have the First Reading by Title Only {action item}  
Ron Smith moved to adopt Ordinance 591 Creating a New Chapter 6 to Title 4 of the Bonners Ferry City Code, entitled Emergency Powers; setting forth authority, purpose, and intent of emergency powers to address the threat of COVID-19, including the closure of bars, taverns, restaurants and like establishments at 5:00 pm on March 26, 2020 and Have the First Reading by Title Only. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes. Andrakay read the ordinance by title only

3. City – Suspend the Reading Rules and Adopt Ordinance 591 {action item}  
Ron Smith moved to suspend the reading rules and adopt Ordinance 591. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

4. City – Consider the Public Health Order Declaration by Mayor Staples {action item}  
Andrakay said this is in accord with Ordinance 591. Andrakay said Council does not have to vote on this, the Mayor has the authority to make this declaration on his own. Adam asked how this is different than the ordinance. Andrakay said the ordinance allows this declaration. Ron asked if a bar only serves alcohol. Andrakay said yes. Mayor Staples said he wants to change the date to April 17, 2020. Valerie said we need to keep the public safe and away from one another. Adam asked if we are waiting to do the essential business proclamation. Adam said we need to work with the County. Mayor Staples said he has spoken with the County, the Kootenai River Inn and the City of Moyie. Adam wants staff to draft a declaration for essential businesses. All of Council agreed.

5. Electric – Workshop Regarding the Moyie Hydro Improvements Bond  
Gemma Puddy from the Langdon Group asked if Council wants to continue with the May 19, 2020 election with the uncertainty of the world right now. Rick said he is concerned with people voting. Andrakay said the County is being proactive regarding absentee voting. Mike said it is very important that the public knows the difference between a yes and a no vote and what the ramifications are. Mayor Staples asked what the

ramifications will be if the election is not May 19, 2020. Mike said we will have to contact FERC. Mayor Staples said we need to talk to FERC to find out if a later election is possible. All Councilmembers agreed. Valerie asked when FERC will be here for the next inspection. Mike said it is not scheduled yet. Mayor Staples said it makes sense to repeal the ordinance and look at an August election. Valerie asked if there will be more damage to the dam if the bond election is not until later. Mike said the construction period isn't scheduled until July 2021. Mayor Staples said we need to table this item and gather more information and possibly schedule a special meeting next week.

6. City – Consider Amending the Interim Employee Leave Policy Relating to the COVID-19 Pandemic (attachment) {action item}

Lisa said there have been mandated changes and those changes have been made to the current version. Lisa reviewed the changes. Adam said he thinks this is good. Valerie agrees. Rick Alonzo moved to amend the interim employee leave policy relating to the COVID-19 pandemic. Ron Smith seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

7. Electric – Consider Authorizing the Purchase of a D4 Dozer (attachment) {action item}

Lisa said there is a unique opportunity to purchase a D4 Dozer from a local person, which is a needed piece of equipment. The split is 50% Electric, 20% Water, 20% Sewer and 10% General Fund. Mayor Staples asked about the split. Lisa said the departments came up with the split. Mike said the used prices have been around \$80,000. The mechanic looked at the dozer and feels it is a good deal. Valerie Thompson moved to purchase the 2004 D4 dozer for \$44,000. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

8. Water – Consider Authorizing the Mayor to Sign a Contract Addendum with Century West for Construction, Engineering and Inspection Services for the Wilson – Solomon Corridor Project (attachment) {action item}

Mike said Century West did the design on the Wilson – Solomon Corridor Project. The biggest part of this project is the construction observation. The total estimated cost for this project is \$54,000 with a management reserve of \$10,000. Mike asked if the City is able to take on the construction observation is that possible. Ryan said it is. Mayor Staples asked if there is a rate base for this. Mike said there is, but Century West did not send the spreadsheet for the addendum. Rick Alonzo moved to authorize the Mayor to sign the contract addendum with Century West for construction, engineering and inspection services for the Wilson – Solomon Corridor Project for \$44,000 with a \$10,000 buffer. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

## **ADJOURNMENT**

The meeting adjourned at 6:29 pm

“Pursuant to the Governor’s Emergency Declaration regarding COVID-19 and accompanying Proclamation suspending the “in-person” attendance requirement of the Idaho Public Meetings laws, the City will be providing an electronic telecommunications method to allow the public to view the workshop remotely. Public attendance in person at the workshop will not be allowed in order to help prevent the potential spread of COVID-19. More details about this electronic viewing method is forthcoming.”

**MINUTES  
SPECIAL CITY COUNCIL MEETING  
Bonners Ferry City Hall  
7232 Main Street  
267-3105  
March 30, 2020  
6:00 pm**

Mayor Dick Staples called the Special Council meeting of March 30, 2020 to order at 6:00 pm. Present for the meeting were: Council President Rick Alonzo, Council Members Adam Arthur, Valerie Thompson and Ron Smith. Also present were: City Clerk/Treasurer Christine McNair, City Engineer Mike Klaus and City Attorney Andrakay Pluid. Members of the public present were: John Youngwirth

1. Electric – Consider Election Options for the Moyie Hydroelectric Revenue Bond {action item}

Mayor Staples said the May 19, 2020 election date is still going to happen. Mike said it will be absentee voting only. Ron asked if a request form will be mailed to everyone in the County. Mike said the County has asked the City to send request forms to all of the City customers in the April billing. Mike recommends continuing with the May 19<sup>th</sup> election. Mayor Staples said it makes sense to go ahead with the May 19<sup>th</sup> election.

2. City – Consider Setting the Date for the Fiscal Year 2021 Budget Public Hearing {action item}

Christine said we have a few options for the hearing date, which are August 18, August 25 or September 1. Valerie asked if a workshop has been scheduled. Christine said no. Mayor Staples asked if the workshop will be in May. Christine said yes. Ron asked if we will have a number for the revenues and capitals. Christine said an estimated number. Adam Arthur moved to set the date for the fiscal year 2021 budget public hearing for August 18, 2020 starting at 5:00 pm. Valerie Thompson seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

**ADJOURNMENT**

The meeting adjourned at 6:14 pm.

“Pursuant to the Governor’s Emergency Declaration regarding COVID-19 and accompanying Proclamation suspending the “in-person” attendance requirement of the Idaho Public Meetings laws, the City will be providing an electronic telecommunications method to allow the public to view the workshop remotely. Public attendance in person at the workshop will not be allowed in order to help prevent the potential spread of COVID-19. More details about this electronic viewing method is forthcoming.”

## **Interim Employee Leave Policy Relating to the COVID-19 Pandemic**

The City of Bonners Ferry would like to address the areas of paid leave available to employees who need to be away from work during the COVID-19 pandemic. There have been some concerns with how an employee's PTO and/or sick bank time may be affected as we navigate COVID-19 in the coming weeks and months. For purposes of this policy, the city will make this policy available to all full time hourly and salaried employees' opportunities for paid leave for specific areas identified in this policy. Additionally, seasonal or part time employees will benefit from portions of this policy as well.

This policy shall remain available to employees from the date of adoption by City Council through June 1, 2020. City Council may, at their discretion, extend this policy to a future date. Council also may retract this policy, provided changes in the condition around the virus change as well.

Please know that we continue to examine the situation and assess how we can best support our employees we ask for patience and understanding. Should we need to make additional adjustments due to new information, legislation or state mandates, we will work to address those as soon as we can.

### **I. Employees who Exhibit Flu Like Symptoms:**

Employees who exhibit symptoms of influenza-like illness at work are recommended to seek medical attention and strongly advised to be tested for COVID-19. Additionally those employees, who exhibit symptoms of influenza-like illness during work, should leave the workplace and remain at home until they are symptom-free for at least 72 hours and/or provide medical clearance to the city. Further quarantining may be necessary and the employee, working with their Supervisor, shall determine the proper time frame for returning to work.

If an employee exhibits any of the following symptoms the city may recommend that the employee seek medical attention and strongly advise the employee to be tested for the COVID-19 (based on CDC website):

- Fever;
- Cough;
- Shortness of breath

### **II. Policy for use of Paid Time Off during COVID-19 Pandemic**

The following summarizes the varying degrees in which the COVID-19 virus will affect employees PTO and sick bank time.

#### **1. Employees who are diagnosed with COVID-19:**



This section is offered to any employee who is subject to a COVID-19 quarantine or isolation order. Any employee who is diagnosed with the COVID-19 and can demonstrate such diagnosis through proper medical testing is eligible for paid time off for a maximum 30 days to recover. The city will not require the employee to use their PTO or sick bank time as part of this policy.

Communication with the City shall occur via email or phone, as the employee is not encouraged to return to their place of work until compliance with the “returning to work” section of this policy.

### Returning to Work

Employees who have contracted COVID-19 should remain at home until they are symptom-free for at least 72 hours and provide medical clearance to the city.

#### **2. Employees who are not diagnosed with COVID-19, but are not able to work.**

Employees who are not diagnosed with a confirmed case of COVID-19, but unable to work under the following scenarios are granted two weeks of paid time off, or ten (10) working days away from their positions and the city will not require the employee to use their PTO or sick bank time. In the event that the employee should need longer, the city will consider each employee on a case-by-case basis.

This policy applies to both full time hourly employees, salaried employees, part time and seasonal employees. Part time employees shall receive a prorated share of time off that is reflected of their typical scheduled hourly week:

- Employee who have symptoms of the flu, but waiting on results for COVID-19 testing;
- Employee who have symptoms of the flu, but are not positive for COVID-19;
- Employees who are responsible for care giving for someone who has COVID-19;
- Employees who have come in contact with someone who is confirmed COVID-19;
- Employees who have been advised by a health care provider to self-quarantine due to COVID-19 concerns;
- An employee caring for a child whose school or place of care is closed or the child care provider of the child is unavailable, due to COVID-19 precautions.
- Employees who are quarantined at the direction of the city, via a Supervisor, City Administrator or the Mayor.
- Employees who provide written request for leave due to avoiding exposure to COVID-19 may be granted after approval by the Mayor.

### Additional Leave Requests

The employee is expected to communicate with their Supervisor and the City Clerk to confirm if they qualify for this leave. Any additional requested time off, outside of the two

week period would need approval of the Supervisor, Clerk and/or Mayor. The employee is expected to provide a rationale for the extended additional leave time, unless they propose to use their own PTO time and it has been approved by the Supervisor.

### Confirmed COVID-19 Diagnosis

If during the time frame the employee does contract the COVID-19 then the employee shall be eligible for section 1 of this policy.

### **3. Employees who are not diagnosed with COVID-19, but are not willing to work;**

Non essential employees who choose not work due to personal choice or non-COVID related illness may use their PTO and/or sick bank as they normally would. The city will waive the three-day rule for use of sick bank time to be used for this purpose of self quarantining.

Designated highly skilled and essential employees- per previous adopted policy by city council include those who work in the electrical department, at the Moyie Dam and the water treatment facility. These employees will need to coordinate with their supervisor to be eligible for this section of the policy.

Essential employees whose work includes maintaining safety of human life or the protection of property will also need to coordinate with their supervisor to ensure that public health and safety are maintained. These employees include, the Police Department and Fire Department.

Absence Request Forms should still be sent to supervisors with the appropriate leave hours. Employees should indicate "Emergency Leave" in the comment space provided.

### **III. Emergency Family Leave**

1. The City will offer up to twelve (12) weeks of FMLA leave to employees, who have been city employees for a minimum of 30 days, who are unable to work or telecommute because they have to care for a minor child if the child's school or place of care has been closed, or if the child care provider of that child is unavailable due to a COVID-19 emergency.
2. The first ten (10) days of this leave are unpaid. However, the employee may use any accrued PTO time or sick-bank time.
3. After the first ten (10) days, the employee shall be eligible to receive up to two-thirds (2/3) of their normal pay.
4. Paid leave is capped at \$200.00/day and \$10,000.00 aggregate pay.

**FMLA leave taken by an employee for the purposes of avoiding exposure to the COVID-19 is not allowed or protected under the Emergency Family Leave Act.**

No. 2020-22

# City of Bonners Ferry

2020

## RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT **Haley McQueen** doing business as **Grocery Outlet of Bonners Ferry** is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapter 23-903 and 23-916 Idaho Code Annotated, the laws of the State of Idaho, and Municipal Ordinances on file in the Office of the City Clerk, in regard to the sale of alcoholic liquor within the corporate limits of the City of Bonners Ferry, Idaho.

<b>On Premises</b>		
<b>LIQUOR</b>		
BEER: Container Only	00.00	_____ Mayor
Draft/Container	00.00	
WINE:	00.00	
Draft/Container	00.00	
<b>Off Premises</b>		
BEER: Container Only	25.00	_____ Clerk
Keg, Jug and Container	00.00	
WINE	100.00	_____ Date
Transfer Fee – Liquor, Beer, Wine	00.00	
<b>TOTAL</b>	<b>125.00</b>	

APPROVED:

ATTEST:

THIS LICENSE EXPIRES DECEMBER 31, 2020

This License Must Be Conspicuously Displayed