

## 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 a city that welcomes all people.

**AGENDA  
CITY COUNCIL MEETING  
Bonners Ferry City Hall  
7232 Main Street  
267-3105  
March 2, 2021  
6:00 pm**

Join video Zoom meeting: <https://zoom.us/j/17672764>

Meeting ID: 176727634

Join by phone: 253-215-8782

### PLEDGE OF ALLEGIANCE

### REPORTS

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

### PUBLIC COMMENTS

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

### CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the February 16, 2021 Council meeting minutes

### OLD BUSINESS

4. **City** – Consider wage for meter reading {action item}

### NEW BUSINESS

5. **Water** – Discuss usage of the Dakota Street Well
6. **Pool** – Consider City pool manager position (attachment) {action item}
7. **City** – Consider affirming the Mayoral appointments for Steve Nelson and Gerry Ann Howlett to the Golf Committee and Richard Hollenbeck and Don Lindsay to the Traffic Safety Committee for two-year terms {action item}
8. **Executive Session** – To 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. The mere presence of legal counsel at an executive session does not satisfy this requirement {action item}

### ADJOURNMENT

**MINUTES  
CITY COUNCIL MEETING  
Bonners Ferry City Hall  
7232 Main Street  
267-3105  
February 16, 2021  
6:00 pm**

Mayor Dick Staples called the Council meeting of February 16, 2021 to order at 6:00 pm. Present for the meeting were: Council Members Adam Arthur, Valerie Thompson, Rick Alonzo and Ron Smith. Also present were: City Attorney Andrakay Pluid, City Clerk/Treasurer Christine McNair, City Administrator Lisa Ailport, Economic Development Coordinator Dennis Weed and Police Chief Brian Zimmerman. Members of the public present were: Marciavee Cossette, Warren Campbell, David Clark, Rose Shababy.

Join video Zoom meeting: <https://zoom.us/j/17672764>

Meeting ID: 176727634

Join by phone: 253-215-8782

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS**

Marciavee Cossette spoke regarding GROW.

Bruce Merrifield, Tim West and Paul Riess spoke regarding the water quality.

**REPORTS**

Police Chief Brian Zimmerman said since January 1, 2021 there have been 26 physical arrests, 23 misdemeanors and 14 felonies. 3 mile Store will be sending a bill for approximately \$400.00 for a video clip to help solve a crime that was happening from Spokane through Bonners Ferry.

City Administrator Lisa Ailport received test results for the Dakota Street Well, that show there is a significant amount of Calcium in the well water. The well use was discontinued last Thursday. Ron asked if there is a possibility that the problems with the well cannot be corrected. Lisa said she doesn't have enough information to answer that question. Valerie wants everyone to know that we have switched back to Myrtle Creek.

Economic Development Coordinator Dennis Weed said people are still calling regarding purchasing businesses. Dennis showed some of the marketing video Chad Case took while he was here.

**CONSENT AGENDA – {action item}**

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the February 2, 2021 Council meeting minutes and February 3, 2021 Special Council meeting minutes
4. Treasurer's Report

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

**OLD BUSINESS**

5. **City** – Consider Office 365 migration and scope of service with Exbablylon (attachment) {action item}

Lisa said the cost for the migration will be Electric 40%, Water 20%, Sewer 20% and General Fund 20%. The monthly subscription will be split between the respective departments for actuals. Adam asked if the cost to General Fund will be less since the Police Department is already using it. Lisa said everyone is still using the exchange server. The migration is a fixed, one time cost. Ron Smith moved to migrate our existing mail server to Office 365 with the help of Exbablylon. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

6. **City** – Discuss possible wage audit (attachment) {action item}

Mayor Staples said the conversation started when the Police Department was looking for new employees. Mayor Staples wants to know if Council wants to consider this and if so, should it be contracted out or performed in-house. Ron said he feels there should be a starting wage, but is not in favor of contracting this out. Lisa said the goals/objectives for the wage audit need to be set before the process starts. Valerie said if this is going to be contracted out, it needs to be budgeted ahead of time. Adam agrees with Valerie and also hopes that if an outside company does the wage audit, they look at our budget to make sure the recommendations are attainable. Rick asked Lisa to get an idea of the cost of a wage audit.

## **NEW BUSINESS**

7. **Electric** – Consider awarding the bid for the Moyie Dam Concrete Rehabilitation Project (attachment) {action item}  
Lisa said seven bids were received for this project. S & L Underground was the lowest bidder. Adam asked if the mobilization was the main difference in the bids. Lisa is not sure. Valerie Thompson moved to award the bid to S & L Underground for the Moyie Dam Concrete Rehabilitation Project for the amount of \$3,689,980.00 and authorize the Mayor to sign all of the documents associated with the project. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes
8. **City** – Consider authorizing the Mayor to sign the contract with the Farmers Market for 2021 (attachment) {action item}  
Lisa said this is a yearly contract, there will be need to be modifications made to the parking map since the installation of the electric vehicle charging station. Adam Arthur moved to authorize the Mayor to sign the contract with the Farmers Market for 2021 and allowing staff to make changes to the parking map. Valerie Thompson seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes
9. **Golf** – Consider the purchase of repair parts for the John Deere fairway mower (attachment) {action item}  
Lisa said this is one of the highly used pieces of equipment for the golf course. Rick Alonzo moved to approve the purchase of the repair parts for the John Deere fairway mower not to exceed \$4,000.00. Ron Smith seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes
10. **City** – Consider new City logo (attachment) {action item}  
Lisa said the logo provided is the final draft version, unless Council wants any changes. Ron asked if this is approved, will everything been changed. Lisa said the changes to vehicles will happen when a new vehicle is purchased. Ron Smith moved to accept the logo. Valerie Thompson seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes
11. **City** – Consider authorizing the Mayor to sign the contract with Kerry Berg for consulting services relating to security system design (attachment) {action item}  
Lisa said there has been a handful of vandalism incidents at or near the Visitors Center. Adam asked if this is just the Visitors Center or other properties also. Lisa said the Visitors Center is the priority, then City Hall, the hill and the Moyie Hydro. Ron said if this happens, he wants to make sure the cameras are all kept in working order. Valerie asked if Kerry Berg is willing to work with the Police Department. Lisa said Mr. Berg is willing to. Rick Alonzo moved to authorize the Mayor to sign the contract with Kerry Berg for consulting services relating to security system design at the rate of \$85.00 per hour, not to exceed \$1,350.00. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes
12. **City** – Consider wage for meter reading {action item}  
Christine asked Council if they are interested in increasing Lara's wage for the time, she is doing the meter reading. The prior wage for meter reading was \$25.00 per hour, Lara currently makes \$12.00 per hour. There are times when Lara has to dig out the water vault for the ERT to work or get an eyes on read. Ron asked how many hours a month for meter reading. Christine said maybe 50 hours a month. Rick said if there was a wage that being paid, then Lara should receive that wage. Valerie Thompson moved to maintain the meter reading wage at \$25.00 per hour. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes
13. **City** – Budget Review discussion only  
Mayor Staples said this item has been removed.

## **ADJOURNMENT**

The meeting adjourned at 6:58 pm.

## **INFORMATION**

Letter from Glenda Poston regarding the water quality



## 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  
**DATE:** February 25, 2021  
**RE:** City Pool and Aquatic Program Manager

---

The attached job description is being brought to Council for consideration for the 2021 pool season. As Council is aware, each season at the pool is cut short in the eyes of the public due to staffing issues, namely the ability to keep certified guards on staff.

In addition to the shorten pool season, we are also seeing a decline with swimming lessons, which is a major part of what the community pool serves to do teach kids how to swim.

To make the community pool more productive and to serve the community more efficiently, I am proposing that we create a "Pool and Aquatic Manager" position. This position will focus on the operations, maintenance, and aquatic programs that the pool offers during the summer season. The pool manager would be responsible for hiring, training, and scheduling the lifeguards as well as managing the overall budget for the pool. The manager would work under the direct supervision of the City Administrator as well as work directly with the other superintendents in the Streets and Water Department.

The Pool and Aquatics manager will also be responsible for applying for or seeking funding to offset the cost of operating the pool or for growing the programs that the city can offer the public.

Staff hopes that by addressing the management of the pool facility we can extend the length of the pool season and develop more programs at the park that serve the community.

### FISCAL IMPACT STATEMENT

Below is a cost analysis of a part time pool manager, starting on May 1 and running through October 1<sup>st</sup>.

Weeks worked	Avg. Hr/Wk	Hourly Rate \$15.00	Hourly Rate \$17.00
22	20	\$6,600.00	\$7,480.00
22	40	\$13,200.00	\$14,960.00

Since Council has already approved the budget for the 2021 season, if approved, staff would work with the Pool Manager to keep costs within the previously set budget. A quick review of the budget set for this year shows around \$41,000 in labor costs that are budgeted. With the new manager supplementing the head lifeguard wage, we should be able to hire the same number of guards, for the 10-week period. An extension of the season will have to be brought back to council to a cost adjustment once we know what can be accommodated.

Staff is considering local grants and foundations that may be able to support our extension of the season. We will report back once we learn more about these opportunities.

Please let me know if you have any questions.



**CITY POOL AND AQUATIC MANAGER**  
**JOB DESCRIPTION**

JOB TITLE: City Pool and Aquatic Manager

RANGE: \$15-\$17 (D.O.E)

STATUS: Part-Time, Seasonal

SUPERVISOR: City Administrator

---

**GENERAL STATEMENT OF DUTIES**

*This description is not intended to contain a comprehensive list of activities, duties, or responsibilities. Additional duties may be assigned based on operational and budgetary needs.*

The Bonners Ferry municipal city pool is an outdoor pool built circa 1935. In 2018-19 the facility went through a complete renovation to replace some of the aging infrastructure. In 2020, the City installed a ±500 square foot splash pad as an added enhancement to the pool facility. The city pool is considered a community asset with a main objective to offer a safe place for children to learn how to swim. Due to the pool being outdoors, the season runs for 8-10 weeks during the summer months, opening in mid-June and closing in mid to late August. Given the shortened season, it is the city pool and aquatic manager primary objective to maximize the facility for the benefit of the community. This includes, but is not limited to, the development of lifeguards, improving community outreach about pool programs and to ensure continued community support.

The position will run from May through October, or as work or budget allows.

**ESSENTIAL JOB FUNCTIONS**

- Work with city budgets on the operation and maintenance of the facility from season to season.
- Must be able to work with limited budget and seek opportunities for grants and other funding sources to expand services.
- Recommend to City Administrator and Mayor how to build programs that meet the community needs and interest.
- Conduct training, and management of Lifeguards. Participate in the hiring of Lifeguards each season.
- Plan, organize, schedule, and coordinate summer swim lesson program(s).
- Develop pool schedules and programs to fit into open pool season.
- Ensuring clean and safe environment at the pool and splash pad.
- Assess Lifeguard performance through in-service training as well as ongoing drills.
- Establish and maintain an effective customer service toward all users.
- Manage and coordinate special programs and pool rentals.

- Coordinate American Red Cross classes and provide certificates.
- Conduct chemical treatment testing and pool regulatory testing compliant with all state and city regulations, this includes maintaining water levels to ensure filtration system is operating at its optimum level.
- Assume and perform other duties as required and as needed.

#### SKILLS AND ABILITIES

- Strong leadership, management, and interpersonal skills.
- Understand how to operate and treat chemical levels in pool to meet regulatory requirements and to ensure public health is maintained.
- Program, activity and industry best practices in Aquatic Facility management.
- Knowledge of youth, aquatic and outdoor program development and management.
- Red Cross lifeguard training and first aid- the ability to training new lifeguards in this area.
- Problem-solving skills, resourcefulness, ability to think creatively.
- Ability to work independently and under pressure.

#### EDUCATION AND TRAINING

- Minimum of 3 years related experience and or training or equivalent combination of education and experience
- Current Lifeguard Instructor certification
- Current Water Safety Instructor certification (preferred)

#### Physical, Mental and Environmental Demands:

- Must be able to perform duties of a physical nature, including standing, lifting, sitting, walking and swimming.
- Must be able to work variable hours, weekends, and evenings while pool is open.
- Must be able to hear and speak to supervise staff and oversee pool operations.

02/25/21  
13:12:40

CITY OF BONNERS FERRY  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2021 - 2022

Page: 1 of 1  
Report ID: B250B

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old	
	17-18	18-19	19-20	20-21	Budget	Rec.	Budget	Change	Budget	Budget	
1000 GENERAL											
340000 Charges for Services											
342100 Swim Lesson Fees	10,190	10,733	9,498		11,500	0%				0	0%
342110 Swimming Pool Fees	4,257	5,089	268	315	0	***%				0	0%
Group:	14,447	15,822	9,766	315	11,500	3%	0	0		0	0%
Fund:	14,447	15,822	9,766	315	11,500	3%	0	0		0	0%
Grand Total:	14,447	15,822	9,766	315	11,500		0	0		0	



CITY OF BONNERS FERRY  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2021 - 2022

Account Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
	17-18	18-19	19-20	20-21	Budget	Exp.	Budget	Changes	Budget	Budget
1000 GENERAL										
462000 Swimming Pool										
100 Wages Only	18,424	35,461	33,619	212	37,760	1%				0 0%
101 Overtime Wages	895	2,978	721		1,000	0%				0 0%
102 Holiday Worked	577	733	674		0	0%				0 0%
130 Compensated Leave					0	0%				0 0%
140 Employer Contributions	1,518	2,981	2,671	16	2,550	1%				0 0%
141 Unemployment Costs				446	0	***%				0 0%
150 Retirement	338	821	449	25	500	5%				0 0%
160 Work Comp	1,199	1,102	1,102	1,150	1,150	100%				0 0%
170 Health and Life Insurance	468	1,534	663	60	1,500	4%				0 0%
200 Supplies & Other	8,828	6,789	11,213	104	9,000	1%				0 0%
231 Gas, Oil, Diesel Fuel, Gr					0	0%				0 0%
300 Purchased Services	1,346	17,539	547	50	0	***%				0 0%
340 Utility Services	6,022	8,334	12,092	1,769	8,530	21%				0 0%
350 Travel and Training Expen	1,088	1,313	1,570		750	0%				0 0%
500 General Insurance	634	678	898	466	925	50%				0 0%
900 Capital Outlay		36,216	319,114		0	0%				0 0%
Account:	41,337	116,479	385,333	4,298	63,665	7%	0	0		0 0%
Fund:	41,337	116,479	385,333	4,298	63,665	7%	0	0		0 0%
Grand Total:	41,337	116,479	385,333	4,298	63,665		0	0		0