

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
May 4, 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

PUBLIC COMMENTS

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

REPORTS

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

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the April 20, 2021 Council meeting minutes

OLD BUSINESS

NEW BUSINESS

4. **Water** – Discuss request to advertise for the Water Infrastructure Relocation for Phase 2 of the Highway 95 project (attachment) {action item}
5. **Street** – Discuss request to competitively bid Garden Lane Extension project (attachment) {action item}
6. **URA** – Consider authorizing the Mayor to sign the contract with the Urban Renewal Agency for administrative services (attachment) {action item}
7. **City** – Discuss American Rescue Plan Act funds (attachment) {action item}
8. **City** – Discuss Surplus Eliminator funds (attachment) {action item}

ADJOURNMENT

**MINUTES
CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
April 20, 2021
6:00 pm**

Mayor Dick Staples called the Council meeting of April 20, 2021 to order at 6:00 pm. Present for the meeting were: Council Members Adam Arthur, Rick Alonzo and Ron Smith. Also present were: City Attorney Andrakay Fluid, City Clerk/Treasurer Christine McNair, City Administrator Lisa Ailport, City Engineer Mike Klaus and Contract Planner Clare Marley. Members of the public present were: Marciavee Cossette, Jerry Higgs, Denise Crichton, Fay Almond, Callie Riese, Dave Gray, David Clark and Rose Shababy.

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PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Dave Gray spoke about Planning and Zoning.
Jerry Higgs spoke about legislative issues.

REPORTS

No reports were given.

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the April 6, 2021 Council meeting minutes and the April 12, 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, Rick Alonzo – yes, Ron Smith – yes

OLD BUSINESS

NEW BUSINESS

5. **Electric** – Discuss authorizing the purchase of the power poles for Phase 2 of the Highway 95 project (attachment) {action item} Mike said he tried to include all the materials for the move from Alderson Lane to LaBrosse Hill. Phase 1 Alderson Lane to Eisenhower Street is scheduled to be completed by November 1, 2021 and Phase 2 Eisenhower Street to LaBrosse Hill is scheduled to be completed by August 31, 2022. Mayor Staples asked how many poles will be moved. Mike said 10 for Phase 1 and at least 20 for Phase 2. Adam asked if we will not be able to complete the work. Mike said with the Riverside project it may be difficult. Rick Alonzo moved to authorize staff to spend up to \$100,000.00 to begin moving the power poles. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Rick Alonzo – yes, Ron Smith – yes

6. **Planning and Zoning** – Discuss projects regarding setbacks and accessory dwelling units (attachment) {action item} Clare Marley gave a presentation for setbacks and accessory dwelling units. Planning & Zoning is asking for feedback to make sure Council is in favor of continuing with ordinances for setbacks and accessory dwelling units. The draft has a maximum size is 800 square feet or 40% of the primary residence. The minimum size is 400 square feet, with a maximum 2 bedrooms. P&Z is encouraging design elements of the neighborhood. Lot size minimum of 5,000 square feet for a detached ADU. Impact to City services. Mike said capacity is limited. Adam asked if this will be an additional hookup. Mike said it can be either separate or the same line. Adam is in favor of having a separate meter for water. Mayor Staples allowed Callie to make a comment. Callie asked about the square footage of the ADU. Clare said that has been considered. Adam asked about the 40% of the primary. Mayor Staples said there are several primary houses that are less than 1,000 square feet. Adam is concerned about the smaller structures. Clare asked if there is a difference between detached and attached structure. Adam said yes. Mayor Staples feels the percentage is the main thing. Rick recommends just using a minimum size without regard to the primary residence. Adam recommends the minimum to be 50% of the primary dwelling unit. P&Z recommends allowing eaves to extend 2 feet into the setback and allow a combined side yard setback of 20 feet, with neither side less than 8 feet setback. Allow an administrative exception if a hardship is shown. The current ordinance doesn't have a clear definition of front yards. Fences are considered structures, which requires a setback, and doesn't leave much area for a fenced yard. Adam said he likes the recommendations made by P&Z.

ADJOURNMENT

The meeting adjourned at 6:49pm



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

Date: April 30, 2021
To: City Council
From: Mike Klaus, City Engineer
Subject: Highway 95 Phase 2 - Water Infrastructure Relocation

The City has been working with ITD to coordinate the relocation of our utilities along highway 95 in preparation for the upcoming Phase 2 of the highway reconstruction. Attached with this memo is the Board Order from ITD directing the City to move its water infrastructure in the south end of Phase 2. Much of the work requested is in area of the Department of Lands property, where a water main must be relocated. As the Board Order indicates, the relocation must take place before November 1, 2021.

Since the water infrastructure that needs to be relocated is outside of the current ITD right-of-way (ROW), the City will be reimbursed for the engineering and construction. All the required relocation work has been designed by HMM Engineering and is ready to bid.

With this memo, I request Council approve staff to advertise the project, as required by State Statute for a project of this size. Once we receive bids, staff will bring those to Council for consideration. I believe that will likely be in late may or early June of this year.

Please call me or email with any questions you may have for me.

Thank you,

Mike

BOARD ORDER

from the Idaho Transportation Board

Project No.: A019(916) Key No.: 19916
US-95, Labrosse Hill Street to Alderson Lane, Bonners Ferry
Boundary County, Idaho

Bonners Ferry Sewer and Water ("Company"), having been informed of the project and afforded an opportunity for a Utility Hearing via letter dated October 17, 2019, and having failed to request a Utility Hearing by the deadline of November 27, 2019 set forth in the letter, has waived its right to further written notice and opportunity for a hearing under the provisions of Section 40-312(3), Idaho Code.

The Idaho Transportation Department (ITD) finds:

Certain utility facilities owned by the Company are located within the construction limits of the proposed project. The construction of this project is neither feasible from an engineering nor traffic safety standpoint with the utility facilities in their present location. It is necessary that these utility facilities be removed, relocated, or adjusted as shown by the plans.

THEREFORE, IT IS HEREBY ORDERED:

1. Certain utility facilities owned by the Company be removed, relocated, or adjusted as shown by the plans.
2. The Company shall accomplish the work by relocating the utility facility prior to ITD's project construction. Work shall be complete by November 1, 2021.
3. The removal, relocation, or adjustment of these utility facilities shall be coordinated with the Resident Engineer. **The Company shall give the Resident Engineer at least forty-eight (48) hours advance notice of intention to start work or to resume work subsequent to suspension.** The Resident Engineer contact data is:
Justin Wuest, Resident Engineer
Idaho Transportation Department, District 1
600 W. Prairie Ave
Coeur d'Alene, ID 83815
Phone No: (208) 772-1223 Email: Justin.Wuest@itd.idaho.gov
4. The Company shall verify with the Resident Engineer, prior to using road right-of-way being acquired for this construction project, that the ITD has obtained right of access and construction activities are allowed on the property.
5. The Company shall coordinate with business owners to maintain access during regular business hours. Company may need to schedule work outside of regular business hours so as to not interfere with customer access.
6. The Company shall provide a Temporary Traffic Control Plan conforming to the current edition of the Manual on Uniform Traffic Control Devices for Streets and Highways as adopted by the State. Work within the right-of-way is prohibited without an ITD approved Temporary Traffic Control Plan. The Company shall submit the Temporary Traffic Control Plan to the Resident Engineer and ITD's Contractor's Traffic Control Manager, allowing ten (10) working days for review.
7. The Company shall work with the Resident Engineer to obtain a Right-of-Way Encroachment Permit (form ITD-2110), which shall serve as confirmation of the relocated utility facility. No fee shall be charged for this "confirming permit."

IDAHO TRANSPORTATION BOARD

By: 
Dan McElhinney, Chief Operations Officer
(For the Board per Board Policy B-4029) 

Dated this 29 day of Apr, 2021.



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator
DATE: April 27, 2021
RE: Garden Lane Project Update and Request to seek formal bids for construction.

The attached plans for Garden Lane are nearing completion and the contract Engineer has prepared his estimation for the project costs. According to Ryan Luttmann, PE, with Century West Engineering, the estimated cost for both phases is \$203,622.00. Both phases include a 10% contingency amount that is typical of any project estimation. The first phase (Garden Court to Fry Street) is estimated at \$102,823.00. The Local Highway Technical Assistance Council (LHTAC) will reimburse the city up to \$99,400.00. The second phase, (Alderson to Garden Court) is estimated at \$100,799.00 and LHTAC will reimburse up to \$100,000.00. Overall, the engineer's estimate exceeds our reimbursement by around \$3,622.00. We are hopeful that bids will come in as close to this number as possible.

Staff respectfully requests authorization from Council to receive final feedback on the 90% plan set, develop the final bid documentation and prepare the project for publication. There is no obligation that after bidding the City must accept any of the bids; should the project bid too high for the city, we can discuss postponing the project for another year.

GARDEN LANE	ESTIMATION	REIMBURSEABLE
PHASE 1	\$102, 823.00	\$100,000.00
PHASE 2	\$100,799.00	\$99,400.00
Total	\$203,622.00	\$199,400.00

Expenditures authorized that are not reimbursable.

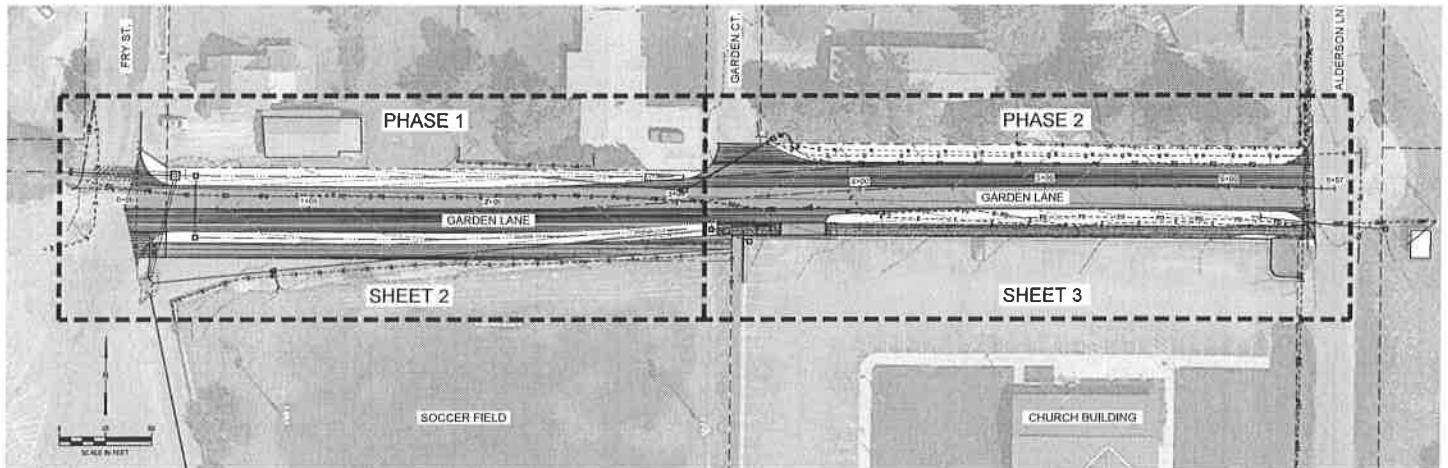
SERVICE	COSTS
Glahe Surveying ROW	\$5,600.00
LDS Land Purchase	\$2,500.00
CWE Phase 1 Road design	\$13,000.00
CWE Phase 2 Road design	\$13,000.00
Construction estimated bids	\$3,622.00
Construction Inspection	TBD
Total	\$37,722.00

BONNERS FERRY

GARDEN LANE ROAD IMPROVEMENTS

GENERAL NOTES:

1. ALL WORKMANSHIP AND MATERIAL SHALL BE IN ACCORDANCE WITH THE 2023 IDAHO STANDARDS FOR PUBLIC WORKS CONSTRUCTION AS AMENDED IN THESE CONTRACT DOCUMENTS.
2. THERE ARE NUMEROUS BURIED UTILITIES ON AND AROUND THE SITE. APPROXIMATE LOCATIONS OF KNOWN UTILITIES HAVE BEEN SHOWN FOR THE CONVENIENCE OF THE CONTRACTOR ONLY. THIS DOES NOT RELIEVE THE CONTRACTOR OF HIS RESPONSIBILITY TO RESEARCH AND DETERMINE THE EXISTENCE AND TRUE LOCATION OF ALL UTILITIES. CALL BEFORE YOU DIG, 811.
3. CONTRACTOR TO VERIFY LOCATION OF ALL UTILITIES AND STRUCTURES PRIOR TO CONSTRUCTION. RETAIN AND PROTECT EXISTING UTILITIES/STRUCTURES.
4. CONTRACTOR TO SAWCUT EXISTING PAVEMENT/CONCRETE IN LOCATIONS SHOWN ON PLANS AND REMOVE ALL UNUSED CULVERTS, PIPES AND MATERIALS.
5. CONTRACTOR TO REMOVE AND DISPOSE OF ALL SAWCUT ASPHALT AND UNUSED MATERIALS.
6. WHERE "FIELD VERIFY" IS INDICATED ON THE DRAWINGS, THE CONTRACTOR SHALL EXCAVATE AND LOCATE THE EXACT POSITIONS AND NATURE OF THE EXISTING UTILITY PRIOR TO THE START OF PIPE LAYING ACTIVITIES.
7. CONTRACTOR SHALL COMPLY WITH ALL LOCAL, CITY, COUNTY, AND STATE REGULATIONS PERTAINING TO THE CLOSING OF PUBLIC STREETS AND USE OF TRAFFIC DURING CONSTRUCTION.
8. ALL CONSTRUCTION ACTIVITY SHALL BE CONFINED TO RIGHT-OF-WAY, UTILITY EASEMENTS AND CONSTRUCTION LIMITS.
9. CONTRACTOR SHALL RETAIN AND PROTECT ALL PROPERTY PINS. ANY PROPERTY PINS DISTURBED BY CONTRACTOR ACTIVITIES SHALL BE REPLACED BY A IDAHO LICENSED PROFESSIONAL LAND SURVEYOR.
10. TOPOGRAPHIC SURVEY AND RIGHT-OF-WAY INFORMATION WILL PROVIDED BY ISLAE AND ASSOCIATES.



LEGEND

<ul style="list-style-type: none"> FORCE - - - X - - - X - - - X - - - CONCRETE - - - - - PROPERTY LINE - - - - - UNDERGROUND PIPES - - - - - UNDERGROUND PIPES - - - FD - - - WATER LINE - - - W - - - W - - - SEWER LINE - - - C - - - C - - - 	<ul style="list-style-type: none"> DETELINER - - - - - OVERHEAD POWER - - - - - OHP - - - - - WATER METER - - - - - TELEPHONE SYSTEM - - - - - TRANSFORMER - - - - - POWER POLE - - - - - WATER VALVE - - - - - 	<ul style="list-style-type: none"> CATCH BASIN - - - - - FIRE HYDRANT - - - - - LIGHT POLE - - - - - BOLLARD - - - - - EXISTING CULVERT - - - - - PROPOSED STOP MARK - - - - - STORM VAULT - - - - -
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SHEET INDEX

OVERALL SITE PLAN	1
PHASE 1 - PLAN & PROFILE	2
PHASE 2 - PLAN & PROFILE	3
DETAILS	4
TYPICAL SECTIONS	5

90% PLAN SET

REUSE OF DOCUMENTS

THIS DRAWING AND THE DESIGN INCORPORATED HEREIN IS AN INSTRUMENT OF PROFESSIONAL SERVICE AS THE PROPERTY OF CENTURY WEST ENGINEERING CORPORATION, AND IS NOT TO BE USED IN WHOLE OR IN PART FOR ANY OTHER PROJECT WITHOUT THE WRITTEN CONSENT OF CENTURY WEST ENGINEERING CORPORATION.



UNLESS OTHERWISE SPECIFIED, ALL DIMENSIONS SHALL BE IN FEET AND INCHES. DIMENSIONS SHALL BE TO THE CENTERLINE UNLESS OTHERWISE SPECIFIED.

REV.	DATE	BY	CHKD	REVISIONS

CENTURY WEST
ENGINEERING CORPORATION

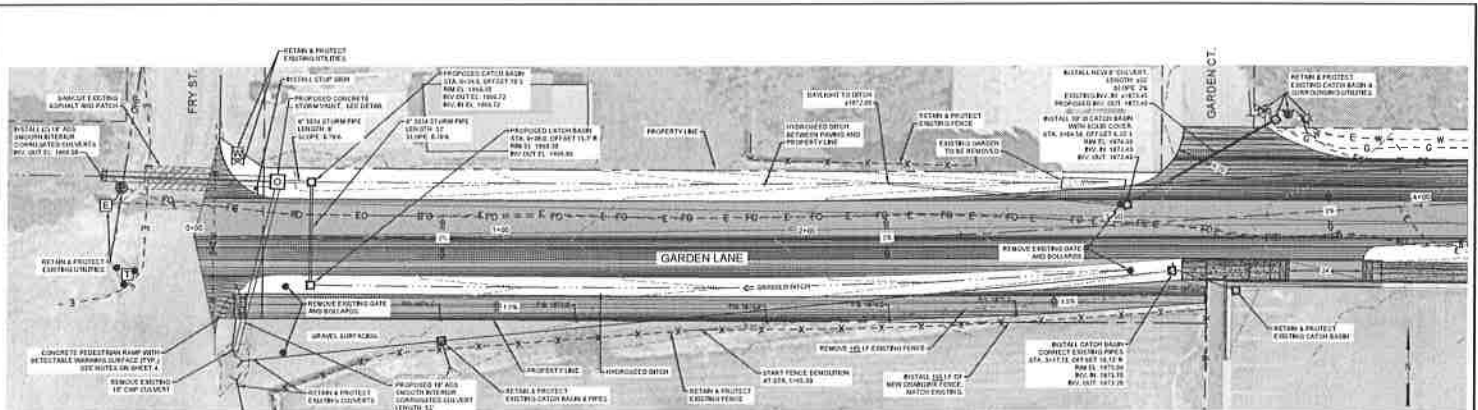
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DRAWN BY: [Name]
CHECKED BY: [Name]
SCALE: AS SHOWN

DATE: 4/20/24 PROJECT NO: 24060001

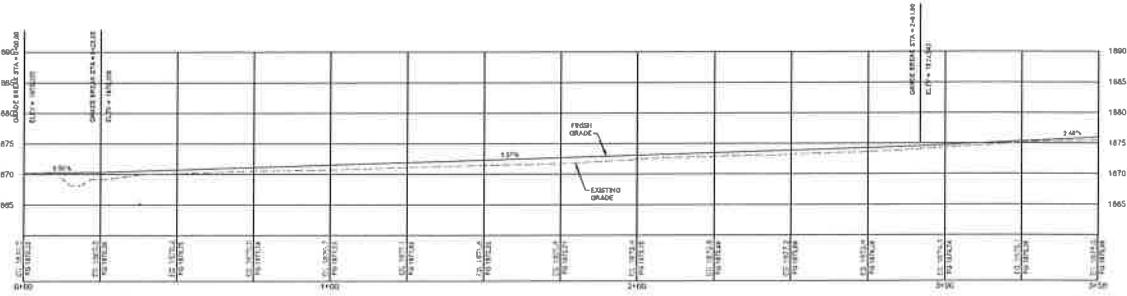
CITY OF BONNERS FERRY
GARDEN LANE ROAD IMPROVEMENTS

PHASE 1 - FRY ST. TO GARDEN CT.
PHASE 2 - GARDEN CT. TO ALDERSON LN.

DRAWING NO. [Number]
SHEET NO. 1 OF 5



PLAN VIEW - FRY ST. TO GARDEN CT.
SCALE: AS SHOWN



PROFILE VIEW - FRY ST. TO GARDEN CT.
SCALE: AS SHOWN

90% PLAN SET

REUSE OF DOCUMENTS

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VERIFICATION
S.A.B. IS ONE INCH ON ORIGINAL DRAWING. IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

REV.	DATE	BY	APPV.	REVISIONS

CENTURY WEST ENGINEERING

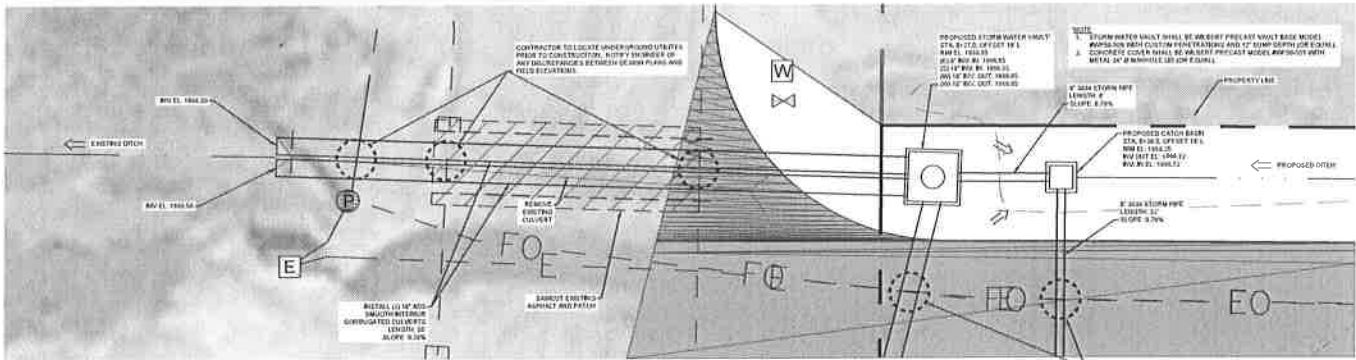
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CHECKED BY: **RA**
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SHEET NO. **423-21** PROJECT NO. **200800010**

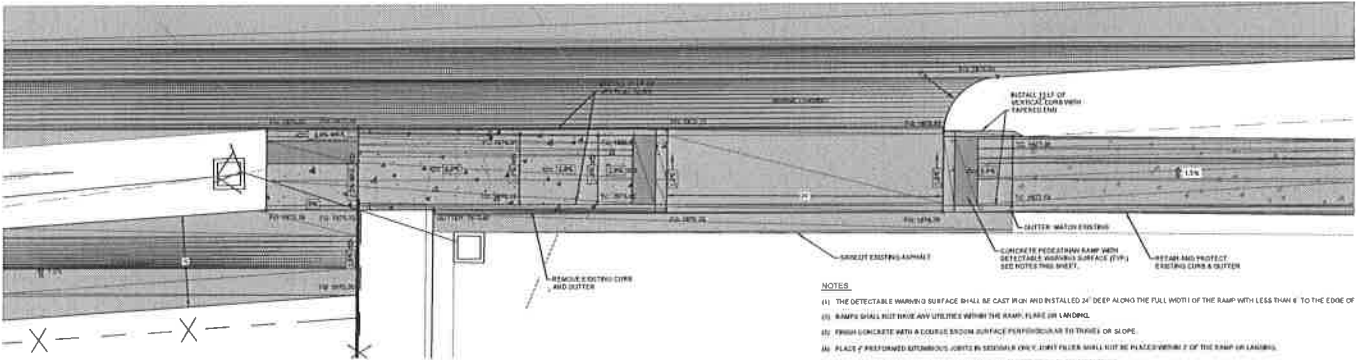
CITY OF BONNERS FERRY
GARDEN LANE ROAD IMPROVEMENTS
PHASE 1

GARDEN LANE
FRY ST. TO GARDEN CT.

DRAWING NO.
SHEET NO. **2 OF 5**



PHASE 1 - FRY ST. CROSSING
SCALE: AS SHOWN



PHASE 2 - SIDEWALK GRADING
SCALE: AS SHOWN

- NOTES**
- THE DETECTABLE WARNING SURFACE SHALL BE CAST IN PLACE AND INSTALLED 24" DEEP ALONG THE FULL WIDTH OF THE RAMP WITH LESS THAN 4" TO THE EDGE OF ASPHALT.
 - RAMPS SHALL NOT BRIDGE ANY UTILITIES WITHIN THE RAMP, BLADE OR LANDING.
 - FINISH CONCRETE WITH A COURSE FINISH SURFACE PERPENDICULAR TO THE RAMP OR SLOPE.
 - PLACE OF PREFORMED REINFORCING JOISTS IN SIDEWALK ONLY, LIGHT FILLER SHALL NOT BE PLACED WITHIN 2' OF THE RAMP OR LANDING.
 - LANDINGS SHALL BE MINIMUM OF 4'x4' AND SLOPES OF 2% IN ALL DIRECTIONS.
 - GRADE BREAKS SHALL BE ANGULAR AND EXTERIOR.
 - USE OF PREFORMED REINFORCING JOISTS EVERY 24" AND AT CHANGE IN CONCRETE THICKNESS.
 - MINIMUM SECTION WIDTHS SHALL BE 3' A WIDTH OF 4' IS PREFERRED AT ALL LOCATIONS THAT SHOW WITH EXISTING TOPOGRAPHY.
 - CONCRETE MIX DESIGN SHALL INCLUDE NATURAL OR SYNTHETIC FIBER MESH PER MANUFACTURER'S RECOMMENDATIONS

90% PLAN SET

REUSE OF DOCUMENTS
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REV.	DATE	BY	APP'D	REVISIONS

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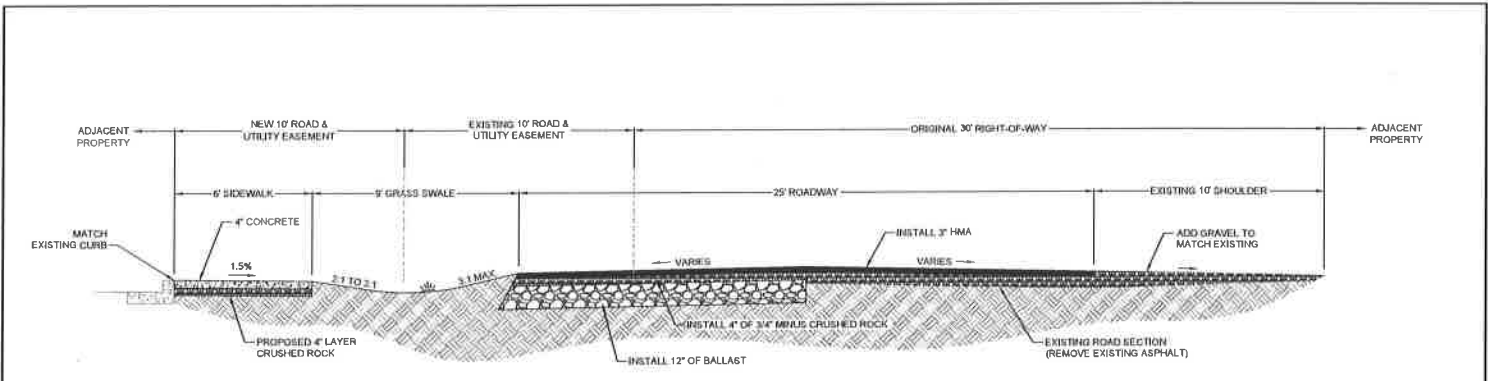
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DATE: 4-23-21 PROJECT NO: 150044481

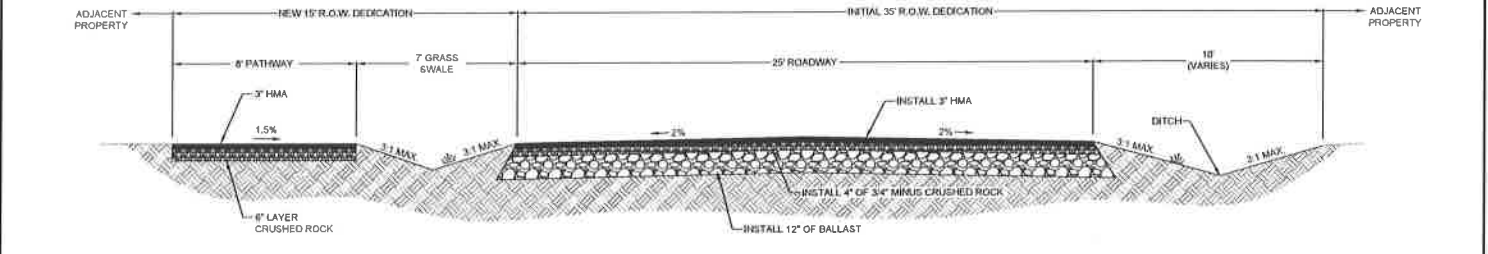
**CITY OF BONNERS FERRY
GARDEN LANE ROAD IMPROVEMENTS
PHASE 2**

DETAILS

DESIGN NO:
SHEET NO:
4 OF 5



**TYPICAL SECTION
GARDEN CT. TO ALDERSON LN.**
NOT TO SCALE



**TYPICAL SECTION
FRY ST. TO GARDEN CT.**
NOT TO SCALE

90% PLAN SET

REUSE OF DOCUMENTS THIS DRAWING AND THE DETAILS INCORPORATED HEREIN AS AN INSTRUMENT OF PROFESSIONAL SERVICE IS THE PROPERTY OF CENTURY WEST ENGINEERING CORPORATION. NO PORTION TO BE USED IN WHOLE OR IN PART FOR ANY OTHER PROJECT WITHOUT THE WRITTEN CONSENT OF CENTURY WEST ENGINEERING CORPORATION. <small>© CENTURY WEST ENGINEERING CORPORATION</small>		VERIFY SCALES DRAWING IS ONE INCH ON ORIGINAL DRAWING. IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.	NO. DATE BY APPR.	REVISIONS		DESIGNED BY: B.E. JAMES DRAWN BY: M.B. CHECKED BY: B.E. SCALE: AS SHOWN	CITY OF BONNERS FERRY GARDEN LANE ROAD IMPROVEMENTS TYPICAL SECTIONS	DRAWN BY:
			DATE: 4/20/18 PROJECT NO: 17050204.01	LANDMARK OFFICE: 100 N.W. 61, SUITE 100 GARDEN CITY, IOWA 50525		SHEET NO.: 5 OF 5		



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator
DATE: April 27, 2021
RE: URA Administrative Services

The attached contract for administrative services is to assist the Urban Renewal Agency. The Agency needed this assistance after Panhandle Area Council no longer provided this service. For a monthly fee of \$500.00, I will conduct the services as identified in the attached contract. The fee will be paid to the city and will contribute towards the General Fund account.

If there are any questions, I would be happy to address them.

ADMINISTRATIVE SERVICES CONTRACT

between

The Bonners Ferry Urban Renewal Agency and City of Bonners Ferry
For Consulting and Administrative Services

This Contract is effective the 21st day of April, 2021 by and between the Bonners Ferry Urban Renewal Agency, herein referred to as "AGENCY", in care of the City of Bonners Ferry, Idaho and the City of Bonners Ferry, 1732 Main Street, Bonners Ferry, Idaho 83805 herein referred to as the "CONTRACTOR".

Witnesseth:

WHEREAS, the AGENCY has been created by Resolution of the City of Bonners Ferry as an independent agency, based on findings of deterioration in the city, and

WHEREAS, an independent Board of Commissioners was duly appointed by the Mayor of said City at the creation of the AGENCY, and

WHEREAS, in order to assure effective management of the AGENCY, it is deemed to be in the best interests of the AGENCY to enter into an agreement with the CONTRACTOR as hereinafter provided;

NOW, THEREFORE, the parties hereto do mutually understand and agree as follows:

I. EMPLOYMENT OF CONTRACTOR. The AGENCY agrees to engage the Bonners Ferry City Administrator or her designee (if needed, any designee shall only another employee of the City of Bonners Ferry), acting on behalf of the CONTRACTOR, to provide the services described in Attachment A.

2. EMPLOYEE-EMPLOYER RELATIONSHIP. The contracting parties warrant by their signature that no employer-employee relationship is established between the CONTRACTOR and the AGENCY by the terms of this contract. It is understood by the parties hereto that the CONTRACTOR (and all employees of CONTRACTOR) are acting as an independent contractor and as such neither it nor its employees, if any, are employees of the AGENCY for purposes of tax, retirement system, or social security (FICA) withholding.

3. CONTRACTOR'S INSURANCE. The CONTRACTOR warrants that it has obtained and will maintain at its expense for the duration of this Contract, statutory worker's compensation coverage, employer's liability and comprehensive general liability insurance coverage for its principals and employees for the services to be performed hereunder. The comprehensive general liability insurance shall have, at a minimum, a coverage limit of at least one hundred thousand dollars (\$100,000) per claim, and five hundred thousand dollars (\$500,000) aggregate.

4. EFFECTIVE DATE AND TIME OF PERFORMANCE. This Contract takes effect on April 21, 2021. The day-to-day administration of the AGENCY's operations by CONTRACTOR under this agreement shall continue for one year. In addition, either the AGENCY or the CONTRACTOR may opt to sever the agreement with ninety (90) days written notice to the other party, by mailing to the address listed above.

6. COMPENSATION. For satisfactory completion of administrative services to be provided under this Contract, the AGENCY agrees to pay the CONTRACTOR Five Hundred Dollars (\$500.00) per month for the duration of the contract.

7. CONFLICT OF INTEREST. The CONTRACTOR warrants that it will not place City interests, direct or indirect, in conflict in any manner or degree with the performance of its services hereunder. Should any conflict of interest occur during the performance of this contract, it will be disclosed and managed according to the wishes of the AGENCY.

8. MODIFICATION AND ASSIGNABILITY OF CONTRACT. This Contract contains the entire agreement between the parties, and no statements, promises, or inducements made by either party, or agents of either party, which are not contained in the written Contract, are valid or binding. This Contract may not be enlarged, modified or altered except upon written agreement signed by both parties hereto. The CONTRACTOR may not subcontract or assign its rights (including the right to compensation) or duties arising hereunder without the prior written consent of the AGENCY.

9. NONDISCRIMINATION. The CONTRACTOR will not discriminate against any employee or applicant for employment on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, or national origin.

11. ACCESS TO RECORDS. It is expressly understood that the CONTRACTOR'S records relating to this Contract will be available during normal business hours to the AGENCY and, inspection by the when required by law, representatives of the State of Idaho.

12. CONSTRUCTION AND VENUE. This Contract will be construed under and governed by laws of the State of Idaho. In the event of litigation concerning it, venue is appropriate in Boundary County, Idaho.

13. INDEMNIFICATION. The CONTRACTOR waives any and all claims and recourse against the AGENCY, including the right of contribution for loss and damage to persons or property arising from, growing out of, or in any way connected with or incident to the CONTRACTOR'S performance of this Contract except for liability arising out of concurrent or sole negligence of the AGENCY or its officers, agents or employees. Further, the CONTRACTOR holds harmless, and will defend the AGENCY against any damages, costs, expenses or liability arising out of the CONTRACTOR'S performance of this Contract except for liability arising out of the concurrent or sole negligence of the AGENCY or its officers, agents or employees.

14. LEGAL FEES. In the event either party incurs legal expenses to enforce the terms and conditions of this Contract, the prevailing party is entitled to recover reasonable attorney's fees and other costs and expenses, whether the same are incurred with or without suit.

15. SPECIAL WARRANTY. The CONTRACTOR warrants that nothing of monetary value has been given, promised or implied as remuneration or inducement to enter into this contract. The CONTRACTOR further declares that no improper personal, political or social activities have been used or attempted in an effort to influence the outcome of the competition, discussion, or negotiation leading to the award of this contract.

16. ATTACHMENT. Attachment A "Scope of Services" is attached hereto, which by this reference is made a part thereof.

IN WITNESS WHEREOF, the AGENCY, by and through its Chairman, and the CONTRACTOR, by and through its Mayor and City Clerk, have executed this Contract.

BONNERS FERRY URBAN RENEWAL AGENCY

BY: _____

CHAIRMAN

DATE: _____

CITY OF BONNERS FERRY

BY _____

MAYOR

ATTEST:

CITY CLERK

DATE: _____

ATTACHMENT A
SCOPE OF SERVICES

1. General:
 - a. Advise and educate Board on best practices and responsibilities.
 - b. Serve as point of contact with required agencies
 - c. Preparation of written reports and public notices
 - d. Assure all AGENCY documents are archived
 - e. If requested, other services that may be required by law.

2. AGENCY meetings:
 - a. Preparation of meeting agendas
 - b. Preparation of meeting minutes
 - c. Presentation of financial position

3. Projects reviews:
 - a. Review of all projects for eligibility and reimbursement
 - b. Coordinate development and needs issues with City

4. Annual reports:
 - a. Preparation of the AGENCY annual budget
 - b. Preparation of public notice for annual budget public meeting
 - c. Preparation of the annual report and management summary
 - d. Coordination and Review of annual audit
 - e. Insuring that preparation, distribution, and submission of Form 1099s and underlying W9s have occurred.
 - f. Entry of annual budget as determined by AGENCY

5. Monthly and/or quarterly financial reports
 - a. Work with accounting service/contractor on bookkeeping issues
 - b. Accounts Payable
 - c. Accounts Receivable
 - d. Monthly bank deposits and reconciliations
 - e. Long-term debt payments
 - f. It is recognized that the CONTRACTOR will not provide detailed accounting services.



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator
DATE: April 27, 2021
RE: American Rescue Plan Act (ARPA) Workshop

The ARPA funds are expected to be to the states and cities sometime in the next month. While the State of Idaho has not provided much guidance on the process for how cities will receive the funds, the National League of Cities has provided some great guidance on how to prepare for the funding.

While the information that is coming in is changing, sometimes daily, it is my recommendation that we hold a specific workshop on the funding and how best to handle it as a community.

I would respectfully request that council set aside an evening to go over this funding in more detail and to decide the best method for how to plan and use the money in our community.

Thank you.



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator
DATE: April 27, 2021
RE: Surplus Eliminator Transportation Funds

The legislature has authorized the distribution of the state's \$47 million in surplus dollars to each county, highway district and city. In recent years the funds were used to support local transportation grants throughout the state. These grants were very popular and supported shovel ready projects, but each year the need far exceeded the money and funding. Because of the competitiveness of the grants, rarely would grants be given for operations and maintenance. This year, instead of offering the grants, the state legislature offered to provide the funds back to the jurisdictions for supporting transportation needs. This means we don't have to competitively apply for the funds and can use the funds for maintenance needs.

The attached sheet shows how the ±47 million in surplus will be given to the respective agencies. According to Senator Woodward, the formula for the monies given follow the same as the fuel tax formula. Accordingly, the city will receive \$29,759.00.

Since Garden Lane has yet to bid out and the with costs of supplies rising, it is my recommendation that the funds be earmarked for this project to cover any unanticipated project overruns and/or cover the cost to pay for construction inspection and engineering services.

While there is no need for any decision on this tonight, I would recommend a discussion around earmarking the funding for existing projects.

Please let me know if you have any questions.

LOCAL HIGHWAY USER REVENUE

Distributions based on FY20 actual values

New Revenue to H.D.A.:

To ITD @60%: \$ -
To Locals @ 40%: \$ 47,200,000

COUNTIES		
ADAMS COUNTY	0.7%	\$ 329,682
BANNOCK COUNTY	1.9%	\$ 873,208
BEAR LAKE COUNTY	0.7%	\$ 351,529
BENEWAH COUNTY	0.7%	\$ 325,795
BINGHAM COUNTY	2.5%	\$ 1,158,426
BLAINE COUNTY	1.2%	\$ 574,926
BOISE COUNTY	0.7%	\$ 319,758
BONNER COUNTY	1.7%	\$ 807,680
BONNEVILLE COUNTY	3.3%	\$ 1,553,734
BOUNDARY COUNTY	0.8%	\$ 373,187
BUTTE COUNTY	0.6%	\$ 303,597
CAMAS COUNTY	0.7%	\$ 311,719
CARIBOU COUNTY	1.2%	\$ 552,054
CASSIA COUNTY	0.1%	\$ 53,510
CLARK COUNTY	0.6%	\$ 287,310
CLEARWATER COUNTY	0.5%	\$ 251,724
CUSTER COUNTY	0.6%	\$ 289,612
FRANKLIN COUNTY	0.8%	\$ 377,476
FREMONT COUNTY	1.1%	\$ 537,737
GEM COUNTY	0.9%	\$ 446,374
GOODING COUNTY	0.0%	\$ 13,393
IDAHO COUNTY	0.6%	\$ 299,331
JEFFERSON COUNTY	1.5%	\$ 731,213
LEMHI COUNTY	0.8%	\$ 386,879
MADISON COUNTY	1.2%	\$ 570,982
NEZ PERCE COUNTY	1.5%	\$ 721,091
ONEIDA COUNTY	0.8%	\$ 378,308
OWYHEE COUNTY	0.7%	\$ 351,896
PAYETTE COUNTY	0.6%	\$ 275,346
SHOSHONE COUNTY	0.8%	\$ 374,089
TETON COUNTY	0.8%	\$ 358,437
VALLEY COUNTY	1.3%	\$ 618,220
WASHINGTON COUNTY	0.8%	\$ 393,764
Total Counties	32.9%	\$ 15,551,988

HIGHWAY DISTRICTS		
ADA COUNTY HD	18.1%	\$ 8,561,676
ALBION HD	0.1%	\$ 38,671
ATLANTA HD	0.1%	\$ 49,073

RICHFIELD HD	0.2%	\$ 78,192
SANDPOINT INDEPENDENT HD	0.2%	\$ 103,274
SHOSHONE HD	0.4%	\$ 176,215
SOUTH LATAH HD	0.5%	\$ 227,999
THREE CREEKS HD	0.2%	\$ 86,733
TWIN FALLS HD	2.1%	\$ 979,786
UNION-INDEPENDENT HD	0.1%	\$ 33,885
WEISER VALLEY HD	0.2%	\$ 76,021
WENDELL HD	0.3%	\$ 134,246
WEST POINT HD	0.1%	\$ 30,758
WHITE BIRD HD	0.1%	\$ 49,753
WINONA HD	0.0%	\$ 19,939
WORLEY HD # 4	0.6%	\$ 293,064
Total HD	46.7%	\$ 22,042,621

Total Counties & HD	79.6%	\$ 37,594,609
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CITIES		
ABERDEEN	0.0%	\$ 22,385
ACEQUIA	0.0%	\$ 1,456
ALBION	0.0%	\$ 3,154
AMERICAN FALLS	0.1%	\$ 50,080
AMMON	0.4%	\$ 188,934
ARCO	0.0%	\$ 10,115
ARIMO	0.0%	\$ 4,186
ASHTON	0.0%	\$ 12,156
ATHOL	0.0%	\$ 8,830
ATOMIC CITY	0.0%	\$ 310
BANCROFT	0.0%	\$ 4,404
BASALT	0.0%	\$ 4,633
BELLEVUE	0.1%	\$ 27,844
BLACKFOOT	0.3%	\$ 136,995
BLISS	0.0%	\$ 3,509
BLOOMINGTON	0.0%	\$ 2,397
BOISE (Paid to Ada County HD)	0.0%	\$ -
BONNERS FERRY	0.1%	\$ 29,759
BOVILL	0.0%	\$ 2,959
BUHL	0.1%	\$ 50,539
BURLEY	0.3%	\$ 120,700
BUTTE CITY	0.0%	\$ 768
CALDWELL	1.4%	\$ 648,406
CAMBRIDGE	0.0%	\$ 3,681
CAREY	0.0%	\$ 7,305
CASCADE	0.0%	\$ 11,468
CASTLEFORD	0.0%	\$ 2,821
CHALLIS	0.0%	\$ 12,477

BLISS HD	0.1%	\$	63,181
BUHL HD	0.6%	\$	281,781
BURLEY HD	1.1%	\$	532,066
CANYON HD	1.5%	\$	717,954
CENTRAL HD	0.3%	\$	132,821
CLARKIA BETTER ROADS HD	0.1%	\$	28,604
CLEARWATER HD	0.2%	\$	85,188
COTTONWOOD HD	0.2%	\$	74,496
DEER CREEK HD	0.1%	\$	28,656
DIETRICH HD	0.1%	\$	62,178
DOUMECQ	0.1%	\$	36,124
DOWNEY-SWAN LAKE HD	0.4%	\$	205,501
EASTSIDE HD # 3	0.8%	\$	373,840
EVERGREEN HD	0.1%	\$	56,141
FENN	0.1%	\$	27,526
FERDINAND	0.1%	\$	41,266
FILER HD	0.3%	\$	157,541
GEM HD	0.3%	\$	125,447
GLENNS FERRY HD	0.5%	\$	250,024
GOLDEN GATE HD	0.7%	\$	312,092
GOODING HD	0.4%	\$	179,700
GRANGEVILLE HD	0.4%	\$	175,050
GREENCREEK HD	0.1%	\$	31,991
HAGERMAN HD	0.1%	\$	70,032
HIGHWAY DIST # 1	0.4%	\$	176,919
HILLSDALE HD	0.4%	\$	177,790
HOMEDALE HD	0.3%	\$	163,769
JEROME HD	0.9%	\$	437,361
KAMIAH HD	0.1%	\$	68,745
KEUTERVILLE HD	0.1%	\$	31,966
KIDDER-HARRIS HD	0.2%	\$	87,413
KIMAMA HD	0.1%	\$	45,946
LAKE HD # 2	1.6%	\$	768,417
LOST RIVER HD	0.4%	\$	186,086
MINIDOKA HD	1.4%	\$	651,845
MOUNTAIN HOME HD	1.1%	\$	541,301
MURTAUGH HD	0.2%	\$	116,047
NAMPA HD	2.2%	\$	1,044,377
NORTH HD	0.1%	\$	36,412
NORTH LATAH HD	1.3%	\$	631,147
NOTUS-PARMA HD	0.6%	\$	286,303
OAKLEY HD	0.3%	\$	140,408
PLUMMER GATEWAY HD	0.2%	\$	73,584
POST FALLS HD	1.3%	\$	630,922
POWER COUNTY HD	1.1%	\$	533,480
PRAIRIE HD	0.2%	\$	86,023
RAFT RIVER HD	0.3%	\$	137,878

CHUBBUCK	0.4%	\$ 175,642
CLARK FORK	0.0%	\$ 6,514
CLAYTON	0.0%	\$ 92
CLIFTON	0.0%	\$ 3,452
COEUR D ALENE	1.2%	\$ 588,337
COTTONWOOD	0.0%	\$ 10,677
COUNCIL	0.0%	\$ 10,161
CRAIGMONT	0.0%	\$ 5,688
CROUCH	0.0%	\$ 2,041
CULDESAC	0.0%	\$ 4,369
DALTON GARDENS	0.1%	\$ 27,557
DAYTON	0.0%	\$ 5,550
DEARY	0.0%	\$ 5,963
DECLO	0.0%	\$ 4,209
DIETRICH	0.0%	\$ 3,933
DONNELLY	0.0%	\$ 2,477
DOVER	0.0%	\$ 9,037
DOWNEY	0.0%	\$ 7,271
DRIGGS	0.0%	\$ 20,803
DRUMMOND	0.0%	\$ 195
DUBOIS	0.0%	\$ 6,743
EAGLE (Paid to Ada County HD)	0.0%	\$ -
EAST HOPE	0.0%	\$ 2,546
EDEN	0.0%	\$ 4,851
ELK RIVER	0.0%	\$ 1,411
EMMETT	0.2%	\$ 79,163
FAIRFIELD	0.0%	\$ 4,679
FERDINAND	0.0%	\$ 1,846
FERNAN LAKE	0.0%	\$ 1,961
FILER	0.1%	\$ 32,695
FIRTH	0.0%	\$ 5,642
FRANKLIN	0.0%	\$ 9,495
FRUITLAND	0.1%	\$ 61,789
GARDEN CITY (Paid to Ada County HD)	0.0%	\$ -
GENESEE	0.0%	\$ 11,135
GEORGETOWN	0.0%	\$ 5,665
GLENNS FERRY	0.0%	\$ 14,851
GOODING	0.1%	\$ 39,828
GRACE	0.0%	\$ 10,596
GRAND VIEW	0.0%	\$ 5,241
GRANGEVILLE	0.1%	\$ 36,697
GREENLEAF	0.0%	\$ 10,149
HAGERMAN	0.0%	\$ 10,138
HAILEY	0.2%	\$ 97,489
HAMER	0.0%	\$ 1,158
HANSEN	0.0%	\$ 14,679
HARRISON	0.0%	\$ 2,489

HAUSER	0.0%	\$ 8,383
HAYDEN	0.4%	\$ 173,922
HAYDEN LAKE	0.0%	\$ 7,076
HAZELTON	0.0%	\$ 9,358
HEYBURN	0.1%	\$ 39,186
HOLLISTER	0.0%	\$ 3,406
HOMEDALE	0.1%	\$ 30,677
HOPE	0.0%	\$ 1,101
HORSESHOE BEND	0.0%	\$ 8,647
HUETTER	0.0%	\$ 1,250
IDAHO CITY	0.0%	\$ 5,333
IDAHO FALLS	1.5%	\$ 705,677
INKOM	0.0%	\$ 10,356
IONA	0.1%	\$ 26,961
IRWIN	0.0%	\$ 2,833
ISLAND PARK	0.0%	\$ 3,062
JEROME	0.3%	\$ 135,401
JULIAETTA	0.0%	\$ 6,846
KAMIAH	0.0%	\$ 14,507
KELLOGG	0.1%	\$ 24,300
KENDRICK	0.0%	\$ 3,521
KETCHUM	0.1%	\$ 32,420
KIMBERLY	0.1%	\$ 45,436
KOOSKIA	0.0%	\$ 7,603
KOOTENAI	0.0%	\$ 10,573
KUNA (Paid to Ada County HD)	0.0%	\$ -
LAPWAI	0.0%	\$ 12,982
LAVA HOT SPRINGS	0.0%	\$ 4,908
LEADORE	0.0%	\$ 1,181
LEWISTON	0.8%	\$ 376,342
LEWISVILLE	0.0%	\$ 5,917
MACKAY	0.0%	\$ 5,757
MALAD CITY	0.1%	\$ 24,381
MALTA	0.0%	\$ 2,328
MARSING	0.0%	\$ 15,046
MC CALL	0.1%	\$ 39,794
MC CAMMON	0.0%	\$ 9,576
MELBA	0.0%	\$ 6,204
MENAN	0.0%	\$ 9,300
MERIDIAN (Paid to Ada County HD)	0.0%	\$ -
MIDDLETON	0.2%	\$ 91,846
MIDVALE	0.0%	\$ 1,812
MINIDOKA	0.0%	\$ 1,296
MONTPELIER	0.1%	\$ 28,922
MOORE	0.0%	\$ 1,961
MOSCOW	0.6%	\$ 295,482
MOUNTAIN HOME	0.4%	\$ 165,723

MOYIE SPRINGS	0.0%	\$ 8,521
MUD LAKE	0.0%	\$ 4,690
MULLAN	0.0%	\$ 7,878
MURTAUGH	0.0%	\$ 1,927
NAMPA	2.3%	\$ 1,103,808
NEW MEADOWS	0.0%	\$ 6,032
NEW PLYMOUTH	0.0%	\$ 17,420
NEWDALE	0.0%	\$ 3,670
NEZPERCE	0.0%	\$ 5,378
NOTUS	0.0%	\$ 7,236
OAKLEY	0.0%	\$ 9,220
OLDTOWN	0.0%	\$ 2,225
ONAWAY	0.0%	\$ 2,179
OROFINO	0.1%	\$ 35,826
OSBURN	0.0%	\$ 17,764
OXFORD	0.0%	\$ 596
PARIS	0.0%	\$ 5,917
PARKER	0.0%	\$ 3,394
PARMA	0.1%	\$ 24,450
PAUL	0.0%	\$ 16,548
PAYETTE	0.2%	\$ 86,319
PECK	0.0%	\$ 2,271
PIERCE	0.0%	\$ 6,651
PINEHURST	0.0%	\$ 18,532
PLACERVILLE	0.0%	\$ 631
PLUMMER	0.0%	\$ 11,743
POCATELLO	1.4%	\$ 645,253
PONDERAY	0.0%	\$ 13,005
POST FALLS	0.8%	\$ 397,833
POTLATCH	0.0%	\$ 9,369
PRESTON	0.1%	\$ 63,085
PRIEST RIVER	0.0%	\$ 21,250
RATHDRUM	0.2%	\$ 99,817
REUBENS	0.0%	\$ 745
REXBURG	0.7%	\$ 328,980
RICHFIELD	0.0%	\$ 5,665
RIGBY	0.1%	\$ 48,085
RIGGINS	0.0%	\$ 4,805
RIRIE	0.0%	\$ 7,729
ROBERTS	0.0%	\$ 7,179
ROCKLAND	0.0%	\$ 3,303
RUPERT	0.1%	\$ 66,158
SALMON	0.1%	\$ 36,021
SANDPOINT	0.2%	\$ 99,805
SHELLEY	0.1%	\$ 50,734
SHOSHONE	0.0%	\$ 17,328
SMELTERVILLE	0.0%	\$ 7,041

SODA SPRINGS	0.1%	\$	34,771
SPENCER	0.0%	\$	367
SPIRIT LAKE	0.1%	\$	28,819
ST ANTHONY	0.1%	\$	40,952
ST CHARLES	0.0%	\$	1,743
ST MARIES	0.1%	\$	28,073
STANLEY	0.0%	\$	791
STAR (Paid to Ada County HD)	0.0%	\$	-
STITES	0.0%	\$	2,580
SUGAR CITY	0.0%	\$	15,447
SUN VALLEY	0.0%	\$	16,892
SWAN VALLEY	0.0%	\$	2,649
TENSED	0.0%	\$	1,365
TETON	0.0%	\$	8,406
TETONIA	0.0%	\$	3,234
TROY	0.0%	\$	10,275
TWIN FALLS	1.2%	\$	570,688
UCON	0.0%	\$	13,245
VICTOR	0.1%	\$	25,917
WALLACE	0.0%	\$	8,899
WARDNER	0.0%	\$	2,018
WEIPPE	0.0%	\$	5,115
WEISER	0.1%	\$	61,709
WENDELL	0.1%	\$	31,135
WESTON	0.0%	\$	5,310
WHITE BIRD	0.0%	\$	1,078
WILDER	0.0%	\$	20,550
WINCHESTER	0.0%	\$	4,713
WORLEY	0.0%	\$	2,993
Total Cities	20.0%	\$	9,451,519
LOCAL HIGHWAY TECH. ASST.	0.3%	\$	153,872
Total Distribution	100.0%	\$	47,200,000