

## 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**  
**August 17, 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 July 27, 2021 Special Council meeting minutes, August 3, 2021 Council meeting minutes
4. Treasurer's Report
5. Electric – Consider authorizing the Mayor to sign the contract with Palouse Power for wire installation for Phase 2 of the Highway 95 Project (attachment)

### OLD BUSINESS

### NEW BUSINESS

6. **Golf** – Consider donating the green fees to the Friends of Mirror Lake from the Friends of Mirror Lake Tournament {action item}
7. **Electric** – Consider match fund commitment for the Riverside Project (attachment) {action item}
8. **Street** – Consider authorizing the Mayor to sign Change Order #1 for the Garden Lane Extension Project (attachment) {action item}
9. **City** – Consider Proposed Budget for Fiscal Year 2022 and Authorize the Publication of Proposed Budget for Fiscal Year 2022 {action item}

### ADJOURNMENT



# MEMO

CITY OF BONNERS FERRY  
OFFICE OF THE CITY ADMINISTRATOR

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**TO:** Mayor and City Council  
**FROM:** Lisa Ailport, City Administrator  
**DATE:** August 13, 2021  
**RE:** Admin Update

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The following update is provided to the Mayor and Council for review and consideration.

## **Garden Lane Update:**

The project is fully underway and anticipated to be complete around the first week of school. The contractor is very hopeful that there won't be any delays in completing the project before the beginning of the school year. If you are able to drive by the project, you'll see the road has been mostly laid out and much of the rock has been placed. Still to do is the sidewalk ramps, concrete sidewalks, asphalt sidewalks, compaction and asphaltting of the road.

Speaking with some of the folks who live on or near Garden Lane are all very happy with the results of the project and are excited to see the finished product.

## **Governor's commitment of planning dollars for Water and Sewer Projects.**

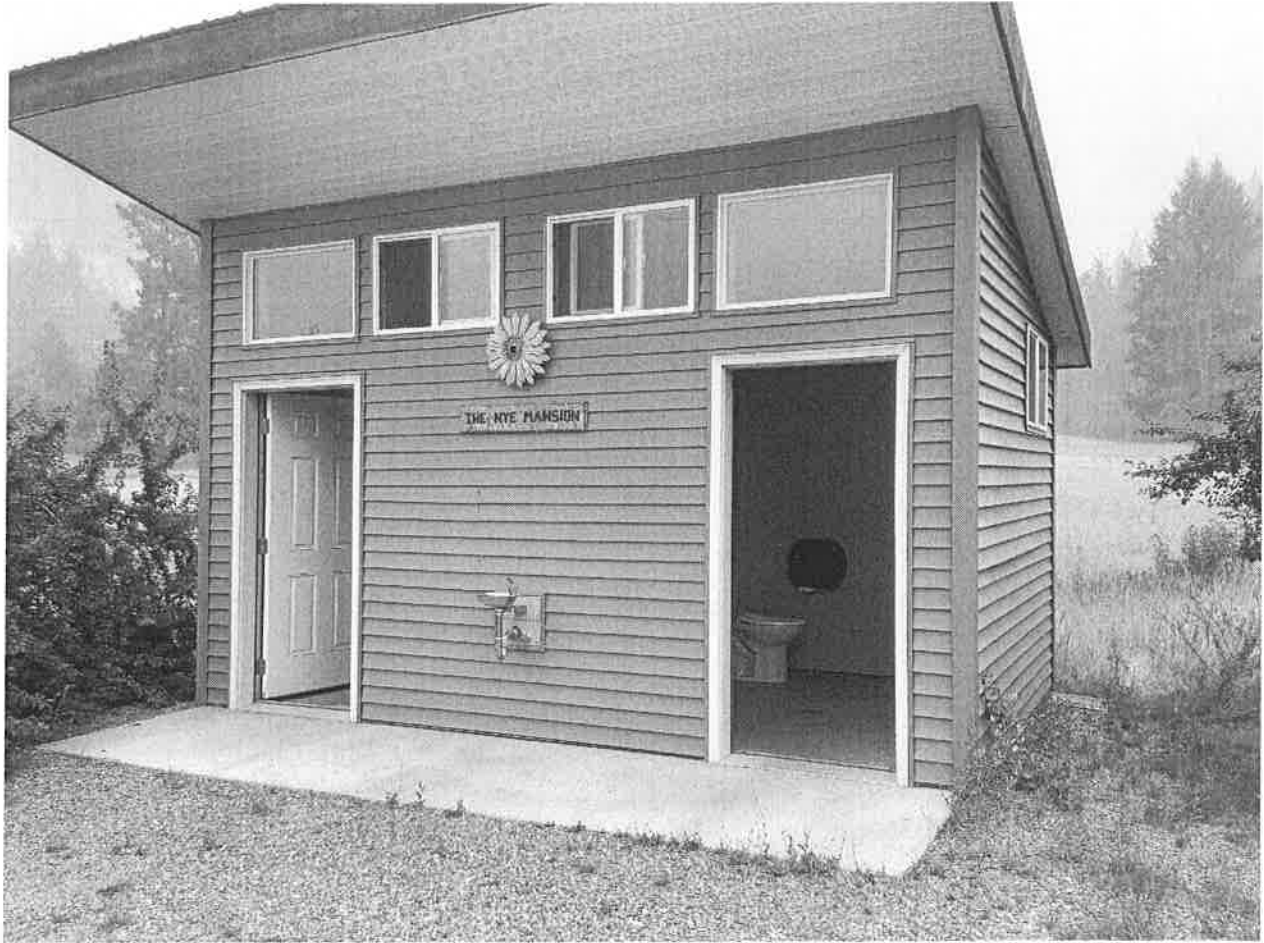
As many read in the paper this week and heard from the Governor last week, there is potential for planning dollars for communities to apply to the state for water and sewer projects through the Idaho Department of Water Quality (IDEQ). No additional information has been released from IDEQ about the process for these planning dollars, but we are hopeful that once there is more information, we may be eligible for use of funds towards some of our capital planning in both departments. Staff will report back to Council once more information is available.

## **Comprehensive Plan RFQ**

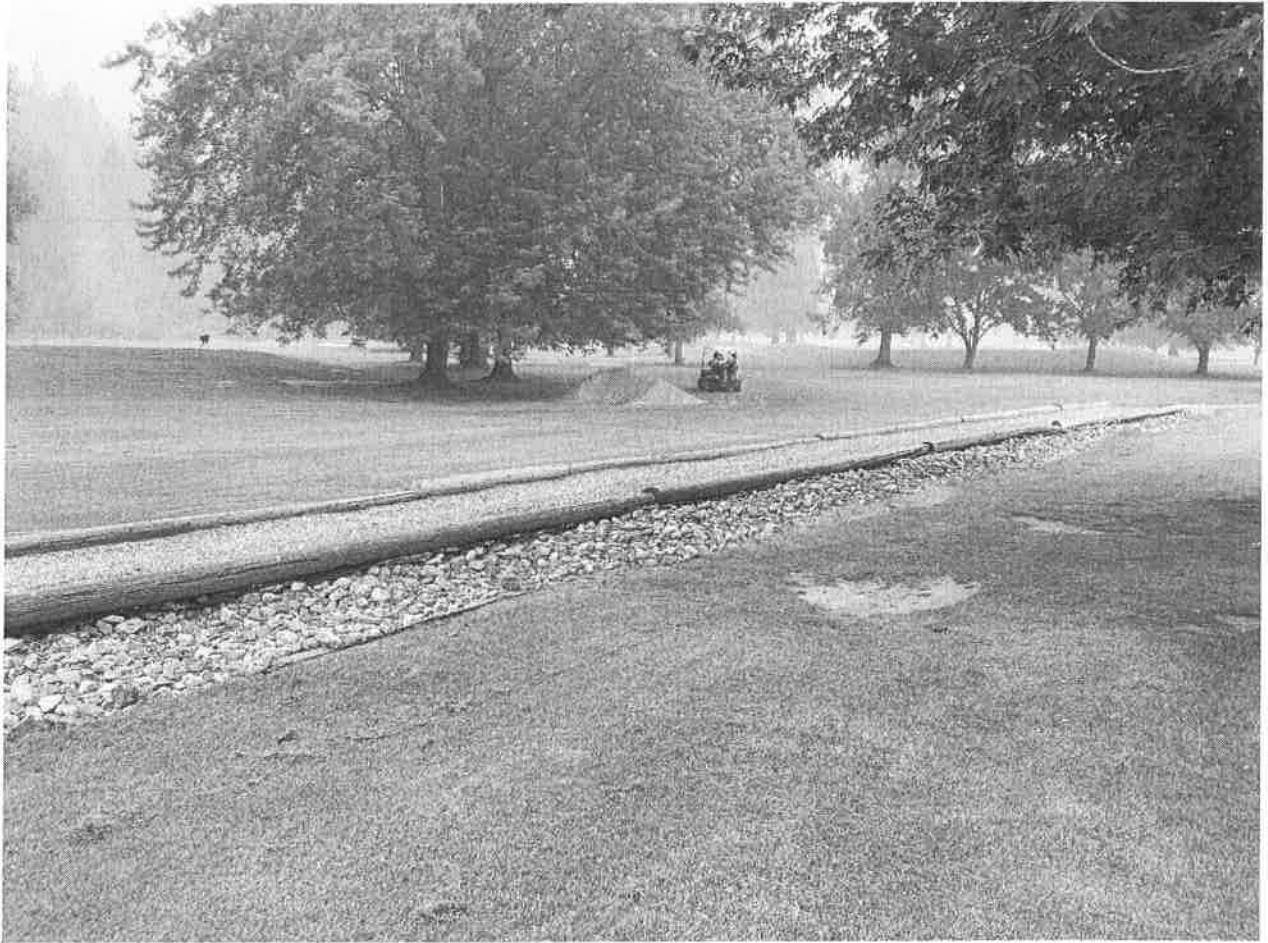
The RFQ deadline is today, August 13<sup>th</sup>. Depending on the response from the proposal, staff will be reaching out to a team of people to go through the selection process in the coming weeks. The following timeline is projected for the selection process.

1. Evaluate applications the week of August 23, 2021
2. Interview finalists (if conducted) the week of September 20, 2021
3. Designation of the most highly qualified firm to City Council on or before October 5, 2021.

This concludes my update.







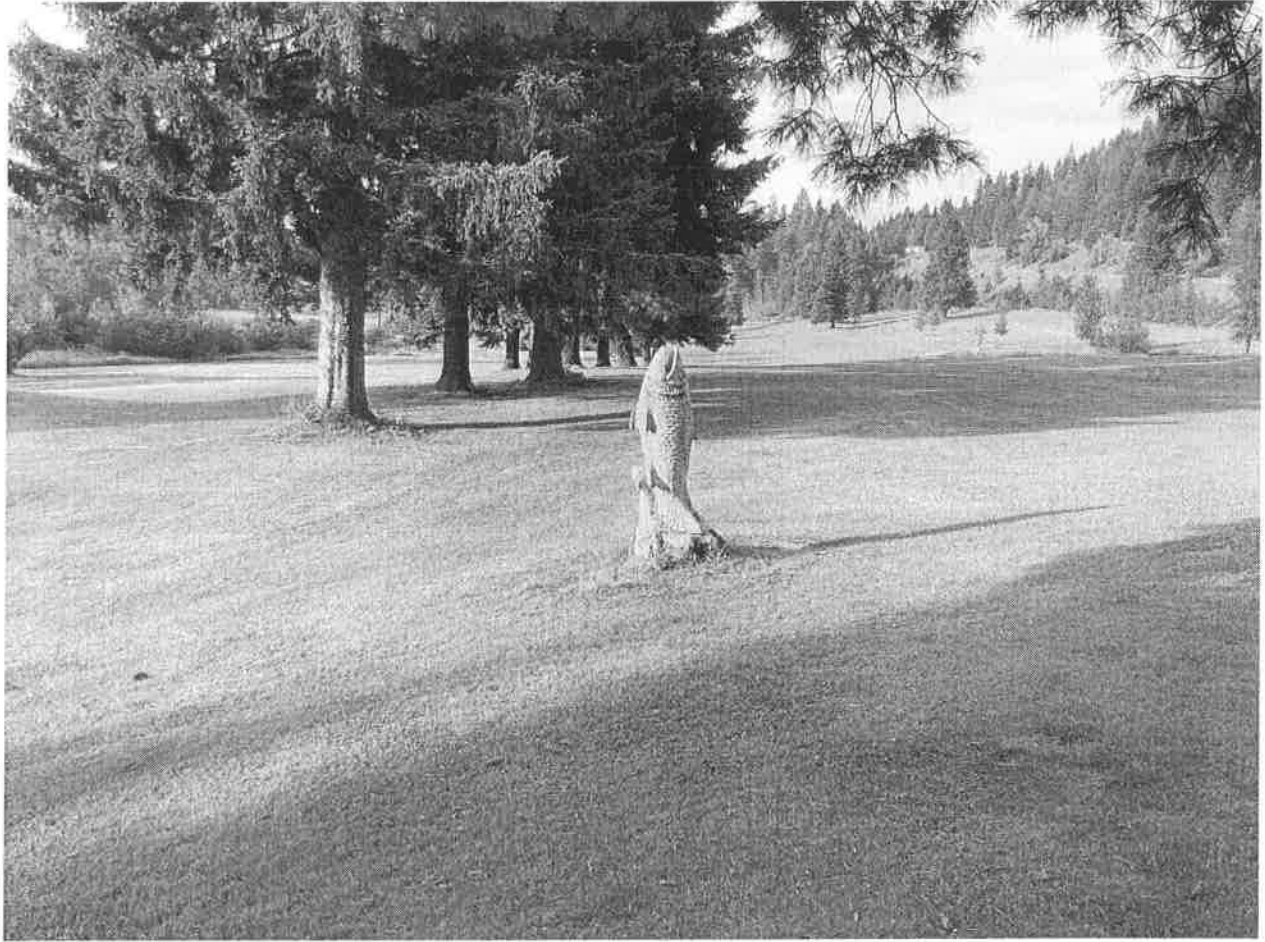


















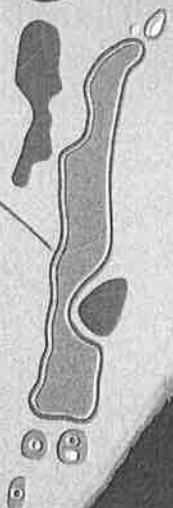


 Mirror Lake G.C.

1 / 10

PAR 4

- 359 yds.
- 370 yds.
- 370 yds.
- 414 yds.



**MINUTES  
SPECIAL CITY COUNCIL MEETING  
Bonners Ferry City Hall  
7232 Main Street  
267-3105  
July 27, 2021  
5:00 pm**

Mayor Dick Staples called the Special Council meeting of July 27, 2021 to order at 5:00 pm. Present for the meeting were: Council Members Rick Alonzo, Adam Arthur Valerie Thompson and Ron Smith. Also present were: City Clerk/Treasurer Christine McNair, City Administrator Lisa Ailport.

**Join video Zoom meeting: <https://zoom.us/j/17672764>  
Meeting ID: 176727634  
Join by phone: 253-215-8782**

**OLD BUSINESS**

1. **City** – Budget workshop fiscal year 2022 {action item}

The Cost-of-Living Allowance (COLA) was discussed for all departments.

Rick Alonzo moved to increase the General Fund Cost-of-Living Allowance to 5% except for the Police Department. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

Valerie Thompson moved to increase the Enterprise Funds Cost-of-Living Allowance to 5%. 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 5:54 pm





# MEMO

CITY OF BONNERS FERRY  
CITY ENGINEER

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Date: August 13, 2021  
To: City Council  
From: Mike Klaus, City Engineer  
Subject: **Electric Department - ITD Phase 2 - Power Line Relocation**

The City's Electric department has installed 11 poles along Highway 95 for ITD's Phase 2 project. The next step in the project is to pull the wire onto each pole on the new route. The City does not have adequate equipment to complete this work, so a quote was solicited from Palouse Power to complete the line pull.

Attached is the quote from Palouse Power to complete the work required to complete the proposed project. A more detailed description of the work is located in the attached contract.

I recommend that Council approve the quote and proposed contract for the power line pull for a total of \$34,720.00. A few months ago I requested that Council allow staff to spend up to \$100,000 to complete the total work for the line relocation. I estimate that the City has spent about \$25,000 to date to complete work to this point, so the total amount after this contract would be approximately \$60,000.

Please let me know if you have any questions.

Thank you,

Mike





# Quote

Lic. No. PALOUL817DA | 4745 Highway 281 North, Quincy, WA 98848 | O: 509.237.8817 | E: info@palousepower.com

<b>ATTENTION:</b> 0 <b>COMPANY:</b> Bonners Ferry <b>PHONE:</b> - <b>PROJECT NAME:</b> 0 <b>PROJECT ADDRESS:</b> Bonners Ferry	<b>CONTACT:</b> Jeff Zimmer <b>PHONE:</b> 509.237.8817 <b>EMAIL:</b> jzimmer@palousepower.com <b>SUBMITTED:</b> Tuesday, August 10, 2021 <b>BID NUMBER:</b> P0134
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ITEM NO.	DESCRIPTION	QTY	UM
1001		0	LS
Subtotal:			34,720.00
Tax:			0.0%
Total			34,720.00

**CONDITIONS:**

This Quote Includes only those direct costs which can be identified at this time. There are no Impacts or ripple costs, and no delay cost included in this proposal. Should it be determined at a later date that we are experiencing Impact cost due to multiple changes, delays, or causes beyond our control, we will submit those costs at that time.

**EXCLUSIONS:**

- exclusions to Include, but not limited to;
- Costs & Work Arising From 'Acts Of God'
- Unexpected Hazardous Material Removal
- Damages & Penalties For Delays
- Unforeseen / Concealed Site Conditions such as solid rock, unlocated utilities, abandoned services and utilities.
- Multiple Mobilizations / Demobilizations
- Fixing Damage To Finished Work
- Any/All Work Not Indicated On Project Plans

Palouse Power, LLC is hereby authorized to furnish all labor and equipment required to complete the Scope of Work mentioned above and according to the terms thereof. The Proposal Price is based upon the Scope of Work, Conditions, and Exclusions listed above. Please read this entire proposal carefully. Changes to the Scope of Work or Conditions may result in additional charges. Any billed amount that remains unpaid after 30 days from the invoice date could be subject to 1.5% per month (18% annual percentage rate). Palouse Power, LLC reserves the right to hold the Customer responsible/obligated for all damages Palouse Power, LLC may incur through collection of monies owed and is not restricted or limited to the following: reasonable attorney's fees, court costs, interest, and all other legal expenses when pursuing payment by Property Owner or Customer. Contract to follow acceptance of this proposal

**By Scheduling work, you are agreeing to Palouse Power, LLC's terms and conditions**

**ACCEPTED**

The above prices, specifications and conditions are satisfactory and hereby accepted

Authorized By: (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## INDEPENDENT CONTRACTOR AGREEMENT

AGREEMENT made between the City of Bonners Ferry, a political subdivision of the state of Idaho, herein "ENTITY" and Palouse Power., herein "CONTRACTOR",

THE PARTIES AGREE AS FOLLOWS:

1. **CONTRACT:** ENTITY hereby employs CONTRACTOR as an independent contractor to complete and perform the following project: provide all equipment, labor, and materials as described in the attached quote to install electrical conductor, including the following work on 11 of the City's new power poles:

- Mobilization/demobilization, install travelers for neutral, cover all hot crossings, set-up wire pulling equipment and staging, pull in sock line, pull in 3-336 conductor and neutral, sag installed conductor, dead-end and clip all phases, remover travelers, equipment, and uncover all hot crossings.

2. **TIME OF PERFORMANCE AND TERMINATION:** Parties agree that:

CONTRACTOR shall complete the project by September 30, 2021.

3. **COMPENSATION:** ENTITY agrees to pay CONTRACTOR as compensation a total not to exceed \$34,720.00

4. **INDEPENDENT CONTRACTOR:** The parties agree that CONTRACTOR is the independent contractor of ENTITY and in no way an employee or agent of ENTITY and is not entitled to workers compensation or any benefit of employment with the ENTITY. ENTITY shall have no control over the performance of this Agreement by CONTRACTOR or its employees, except to specify the time and place of performance, and the results to be achieved. ENTITY shall have no responsibility for security or protection of CONTRACTOR'S supplies or equipment. CONTRACTOR agrees to pay and be responsible for all taxes due from the compensation received under this contract.

5. **WARRANTY:** CONTRACTOR warrants that all materials and goods supplied under this Agreement shall be of good merchantable quality and that all services will be performed in a good workmanlike manner. CONTRACTOR acknowledges that it will be liable for any breach of this warranty.

6. **INDEMNIFICATION:** CONTRACTOR 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 CONTRACTOR, CONTRACTOR'S agents, employees, or representative under this agreement.

7. **INSURANCE:** CONTRACTOR 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 which shall name and protect CONTRACTOR, all CONTRACTOR'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 CONTRACTOR'S acts. CONTRACTOR 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 ten (10) days prior to cancellation of said policy.

8. **WORKER'S COMPENSATION:** CONTRACTOR shall maintain in full force and effect worker's compensation for CONTRACTOR and any agents, employees, and staff that the CONTRACTOR may employ, and provide proof to ENTITY of such coverage or that such worker's compensation insurance is not required under the circumstances.

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

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

11. **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 of this Agreement.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

ENTITY:

\_\_\_\_\_ CITY OF BONNERS FERRY \_\_\_\_\_

CONTRACTOR:

By \_\_\_\_\_

By \_\_\_\_\_

James R. Staples, Mayor

Its \_\_\_\_\_

(Title or Office)

ATTEST:

\_\_\_\_\_  
Christine McNair, Clerk

WITNESS:

\_\_\_\_\_  
(Signature of Witness or Notary Public)

Form and content approved by Andrakay Pluid as attorney for the City of Bonners Ferry



# MEMO

CITY OF BONNERS FERRY  
CITY ENGINEER

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Date: August 13, 2021  
To: City Council  
From: Mike Klaus, City Engineer  
Subject: **Electric Department - Riverside Electric Relocation - County Match Commitment**

The City is moving forward with moving electrical infrastructure for Boundary County's Riverside project. City staff has discussed the cost of the relocation with the Boundary County staff and Federal Lands. There has been much discussion regarding the reimbursement of the City's work, which hinges on legal opinions with respect to our easements of the existing power lines.

If the City's work is determined to be reimbursable, a match amount of 7.34% is required. I estimate that the City will spend approximately \$500,000, which would mean a match amount of \$36,700 would be required.

I am requesting that Council approve an amount up to \$36,700 to be used as match for the Riverside Road project for City electric relocation, that would be given to Boundary County when required by Federal Lands.

Please let me know if you have any questions.

Thank you,

Mike



# MEMO

CITY OF BONNERS FERRY  
CITY ENGINEER

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Date: August 13, 2021  
To: City Council  
From: Mike Klaus, City Engineer  
Subject: Street Department - Garden Lane - Deductive Change Order

City staff has been working with Wink Inc. to complete Change Order #1 as attached. The overall net change provides a savings to the City of \$11,684. The following three items were removed from the project:

Geotextile:	\$7,832.00
Signage:	\$2,000.00
Irrigation:	<u>\$9,400.00</u>
Total:	\$19,232.00

One item has been added to the project to help collect water from a ditch line adjacent to the church. This addition to the project required a new concrete catch basin and 84 feet of storm drain installation. The total cost of the addition is \$7,548.00.

The total deductive change order cost to the City is:  $-\$11,684.00$  ( $\$19,232 - \$7,548$ ). I recommend that Council approve Change Order #1 for the Garden Lane Project. The official Change Order form will be provided to you at the Council meeting and ready for the Mayor's signature if approved.

Please let me know if you have any questions.

Thank you,

Mike

# WINK INC.

Crushing. Hauling. Excavating.  
Bonners Ferry, ID 208-267-5804

<b>To:</b> City of Bonners Ferry <b>Address:</b>	<b>Contact:</b> Mike Klaus <b>Phone:</b> <b>Email:</b>
<b>Project Name:</b> Garden Lane Road Improvements <b>Project Location:</b> Eastport	<b>Estimate Number:</b> <b>Estimate Date:</b>

Item Description	Estimate Quantity	Unit	Unit Price	Total Price
<b>Additions</b>				
8" Storm drain install - pipe supplied by city	84	LF	\$72.00	\$6,048.00
Shallow Catch Basin - Type 2 Inlet	\$1.00	EA	\$1,500.00	\$1,500.00
			<b>Total Additions:</b>	<b>\$7,548.00</b>
<b>Removed</b>				
Subgrade Separation Geotextile	-1958	SY	\$4.00	-\$7,832.00
Permanent Signing	-2	EA	\$1,000.00	-\$2,000.00
Pressure Irrigation - Line Adjustment	-\$235.00	LF	\$40.00	-\$9,400.00
			<b>Total Removed:</b>	<b>-\$19,232.00</b>
			<b>Total Change Order Estimate:</b>	<b>-\$11,684.00</b>

Notes:

- State of Idaho Public Works: 016872-AA-1-4
- Construction Contracting Business: RCE-4551
- Office Mailing Address:  
PO Box 1163  
Bonners Ferry, ID 83805

## Fiscal Year 2022 Proposed Budget

### City of Bonners Ferry

General Fund			
Expenses		Revenues	
General Government	239,679	General Tax Levy	719,897
Police Department & Police Grants	727,924	General Property Tax Replacement	16,589
Fire Department	208,549	General Fund Transfer	370,000
Animal Control	11,674	Franchise, Licenses & Permits	78,979
Street Department	568,053	State & Local Shared	529,443
Parks & Visitor Center	78,600	Golf Revenue	161,740
Dare/School Resource Officer	54,063	Fines & Forfeitures	40,000
Pool	77,778	DARE/SRO Funds	30,000
Golf	145,725	Charges for Services	31,804
Slough Grant	199	Other	50,133
Economic Development Coordinator Grant	64,780	Interest on Investments	86,235
Dike Maintenance	20,000		
Capital			
<b>Expense Subtotal</b>	<b>2,197,024</b>	<b>Revenue Subtotal</b>	<b>2,114,820</b>
Contingency	517,796	Fund Balance Carryover	600,000
<b>Expense Total</b>	<b>2,714,820</b>	<b>Revenue Total</b>	<b>2,714,820</b>
Electric Fund			
Expenses		Revenues	
Electric Fund Expenses	6,012,201	Electric Fund Revenues	5,842,495
Contingency	2,330,294	Cash Carryover	2,500,000
<b>Total Expenses</b>	<b>8,342,495</b>	<b>Total Revenues</b>	<b>8,342,495</b>
Water Fund			
Expenses		Revenues	
Water Fund Expenses	1,229,915	Water Fund Revenues	1,403,885
Contingency	973,970	Cash Carryover	800,000
<b>Total Expenses</b>	<b>2,203,885</b>	<b>Total Revenues</b>	<b>2,203,885</b>
Sewer Fund			
Expenses		Revenues	
Sewer Fund Expenses	871,349	Sewer Fund Revenues	1,286,748
Contingency	1,181,959	Cash Carryover	766,560
<b>Total Expenses</b>	<b>2,053,308</b>	<b>Total Revenues</b>	<b>2,053,308</b>
Garbage Fund			
Expenses		Revenue	
Garbage Fund Expenses	139,107	Garbage Fund Revenues	139,000
Contingency	22,855	Cash Carryover	22,962
<b>Total Expenses</b>	<b>161,962</b>	<b>Total</b>	<b>161,962</b>
Capital Project Fund			
Expenses		Revenue	
Capital Project Fund Expenses	0	Capital Project Fund Revenues	0
Contingency	0	Cash Carryover	0
<b>Total Expenses</b>	<b>0</b>	<b>Total</b>	<b>0</b>
			<b>Total Budget</b>
			<b>15,476,470</b>



## City of Bonners Ferry

A public hearing, pursuant to Idaho Code 50-1002, will be held for consideration of the proposed budget for the fiscal year October 1, 2021 to September 30, 2022. The hearing will be at City Hall, 7232 Main Street, Bonners Ferry, Idaho at 6:00 p.m. on September 7, 2021. All interested persons are invited to appear and show cause, if any, why such budget should or should not be adopted. Copies of the proposed City budget in detail are available at City Hall during regular office hours (8:00 a.m. to 5:00 p.m., weekdays). City Hall is accessible to persons with disabilities. Anyone desiring accommodations for disabilities related to the budget documents or to the hearing, please contact City Hall, 267-3105 at least 48 hours prior to the public hearing. The proposed FY2022 budget is shown below as FY2022 proposed expenditures and revenues.

### Proposed Expenditures

	FY2020 Actual Expenditures	FY2021 Budgeted Expenditures	FY2022 Proposed Expenditures
<b>General Fund:</b>			
General Government	220,056	174,505	239,679
Police Department & Police Grants	667,859	656,010	727,924
Animal Control	10,490	11,237	11,674
Fire Department	156,047	176,716	208,549
Parks Department & Visitor Center	74,478	83,704	78,600
Swimming Pool	80,263	63,665	77,778
High Five Grant	113,263		
Golf Course	131,438	123,047	145,725
Street Department & Street Grants	487,510	662,334	568,053
South Hill Slough Grant	40,199	199	199
D.A.R.E./School Resource Officer	44,660	37,920	54,063
Economic Development Coordinator	56,157	64,799	64,780
Dike Maintenance	-	50,000	20,000
General Fund Capital	68,125		
Inter-Department Contingency	323,399	503,394	517,796
<b>Total General Fund</b>	<b>2,473,944</b>	<b>2,607,530</b>	<b>2,714,820</b>
<b>Capital Project Fund</b>			
Capital Project Fund	-	-	-
<b>Total Capital Project Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Enterprise Funds:</b>			
Electric Fund	5,744,853	7,790,695	8,342,495
Water Fund	1,074,783	2,067,343	2,203,885
Sewer Fund	561,107	1,700,177	2,053,308
Garbage Fund	138,009	162,362	161,962
<b>Total Enterprise Funds</b>	<b>7,518,752</b>	<b>11,720,577</b>	<b>12,761,650</b>
<b>Grand Total All Funds - Expenditures</b>	<b>9,992,696</b>	<b>14,328,107</b>	<b>15,476,470</b>

### Proposed Revenues

	FY2020 Actual Revenues	FY2021 Budgeted Revenues	FY2022 Proposed Revenues
<b>Property Tax</b>			
General Fund Property Tax Levy	664,665	696,554	719,897
General Fund Property Tax Replacement	16,618	16,589	16,589
<b>Other Revenue Sources</b>			
Franchises, Licenses	83,372	72,837	78,979
Inter-Governmental	665,467	632,178	529,443
General Fund Transfer	371,113	368,500	370,000
Fines and Forfeitures	36,304	40,000	40,000
Golf	183,349	157,600	161,740
Charges for Services	33,762	31,804	31,804
Interest	86,941	114,975	86,235
High Five Grant	19,463		
Other	51,545	14,433	50,133
D.A.R.E./School Resource Officer	30,000	42,000	30,000
Fund Balance Carryover	541,059	420,060	600,000
<b>Total General Fund</b>	<b>2,783,658</b>	<b>2,607,530</b>	<b>2,714,820</b>
<b>Capital Project Fund</b>			
Capital Project Fund	-	-	-
<b>Total Capital Project Fund</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Enterprise Funds</b>			
Electric Fund	5,254,521	7,790,695	8,342,495
Water Fund	1,320,305	2,067,343	2,203,885
Sewer Fund	920,087	1,700,177	2,053,308
Garbage Fund	140,162	162,362	161,962
<b>Total Enterprise Funds</b>	<b>7,635,075</b>	<b>11,720,577</b>	<b>12,761,650</b>
<b>Grand Total All Funds - Revenues</b>	<b>10,418,733</b>	<b>14,328,107</b>	<b>15,476,470</b>

The proposed expenditures and revenues for fiscal year 2021-2022 have been tentatively approved by the City Council. Publication dates for the notice of the public hearing are August 26, 2021 and September 2, 2021 in the Bonners Ferry Herald.