

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
January 18, 2022
6:00 pm

Join video Zoom meeting: <https://us02web.zoom.us/j/176727634>

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 January 4, 2022 Council meeting minutes, January 5, 2022 Special Council meeting minutes
4. Treasurer's Report

OLD BUSINESS

NEW BUSINESS

5. **Electric** – Discuss joining the Idaho Mutual Assistance Group (attachment) {action item}
6. **City** – Consider Resolution 2022-1-12 for use of American Rescue Plan Act funds to purchase of a 2014 loader mount snow blower (attachment) {action item}
7. **City** – Consider authorizing the Mayor to sign the contract with Innovate for GIS work (attachment) {action item}

INFORMATION

Comprehensive Plan Update (attachment)

ADJOURNMENT



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator *LMA*
DATE: January 12, 2022
RE: Admin Update

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

Idaho Chapter of the International City Managers Association (Id- ICMA) conference:

On January 18, 2022, I will be heading down to Boise to meet with the statewide city managers group for their annual conference. The conference is held Tuesday afternoon and all-day Wednesday that week.

AIC's City Officials' Day at the Capitol:

Each year, the Idaho Legislature makes critical policy decisions that impact cities. These decisions affect property taxes, state shared revenues, annexation authority, water rights and many other areas. On Thursday, January 20th, AIC will be hosting this important event with our local representative. I will attend on behalf of the city to speak with them. If there are any messages or comments that you'd like me to share, I would be happy to bring those to them. I will be discussing the amendments to HB 389, the taxation bill. In addition, I hope to learn more about some of the pressing issues that may come in the form of future bills that could affect cities in Idaho.

Innovia Grant

I was able to submit the grant request for funding at the city pool this summer. We look forward to hearing back from Innovia on the success of this request. I will continue to report to council once I learn more.

Final Rule

After the January 5, 2022 workshop on ARPA funds, the US Treasury authorized the Final Rule, replacing the Interim Rule from May of 2021. The biggest change that was discovered from the

Interim Rule to the Final Rule, was around replacement of lost public sector revenue. According to the Rule, cities now can use the standard allowance as provided for in the rule towards any government services. A government service is any service traditionally provided by a government, unless US Treasury has stated otherwise.

A government service can include such areas as:

- Construction of schools and hospitals
- Road building and maintenance
- Health services
- General government administration staff and administrative facilities.
- Environmental remediation
- Provisions of police, fire and other public sector safety services (including the purchase of fire trucks and police vehicles.)

Comprehensive Plan Update

Staff has met once with the consultant on the development of the advisory committee and public involvement plan. The Planning and Zoning commission will meet on the 20th of this month to talk about the construction of the advisory committee. Clare will work with the P&Z commission to establish the body as soon as possible so work can begin on the plan. If Council knows of anyone who would be interested or would like to participate, please provide those names to myself or Clare. We are hopeful that the first meeting of the advisory group will be sometime in March.

The consultant and staff are working on putting together a joint kick-off meeting between city council and the P&Z commission. A date of February 22 is being considered, if council is opposed to this date, please let me know.

A copy of the draft public involvement plan and the advisory committee engagement letter is provided to council as information only at this time.

Since I will not be at the next council meeting, I am requesting that council members contact me on Monday or Tuesday morning with any questions relating to the business on Tuesday. You're welcomed to call me or come by my office. I look forward to listening to your questions.

This concludes my report.

MINUTES
CITY COUNCIL MEETING
Bonnors Ferry City Hall
7232 Main Street
267-3105
January 4, 2022
6:00 pm

Mayor Dick Staples called the Council meeting of January 4, 2022, to order at 6:00 pm. Present for the meeting were: Council Members Adam Arthur, Valerie Thompson, Rick Alonzo, Ron Smith and Brion Poston. Also, present were: City Administrator Lisa Ailport, City Clerk/Treasurer Christine McNair, City Attorney Andrakay Pluid and Assistant Police Chief Marty Ryan. Members of the public present were: Jerry Higgs, David Clark, Dave Gray, Denise Crichton Fay Almond and Glenda Poston.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Jerry Higgs spoke regarding a Facebook post.

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 December 21, 2021 Council meeting minutes
4. **Electric** – Consider Task Order #1 with Ripplinger Engineering Laboratories for the Generator Protection Relays at the Moyie Hydro (attachment)

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

Mayor Staples thanked Adam for his years of service.

Swear in Ron Smith and Brion Poston as Council Members

Christine swore in Ron Smith and Brion Poston as Council Members.

OLD BUSINESS

NEW BUSINESS

5. **City** – Elect a Council President {action item}
Ron Smith moved to elect Rick Alonzo as Council President. Valerie Thompson seconded the motion. The motion passed. Brion Poston – yes, Valerie Thompson – yes, Ron Smith – yes, Rick Alonzo – yes
6. **Planning and Zoning** – Have the first reading by title only and authorize the publication of Ordinance #601 for Title 2 Chapter 1, Section 3 (A) (attachment) {action item}
Lisa said this ordinance is to allow Planning and Zoning (P&Z) members to reside in the County while serving on the P&Z board. The current ordinance requires the P&Z members to reside in the city limits. This ordinance will reference the state code. Rick Alonzo moved to have the first reading by title only and authorize the publication of Ordinance #601 for Title 2 Chapter 1, Section 3 (A). Ron Smith seconded the motion. The motion passed. Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes, Brion Poston – yes. Lisa read Ordinance #601 by title only.
7. **Planning and Zoning** – Suspend the reading rules and adopt Ordinance #601 {action item}
Valerie Thompson moved to suspend the reading rules and adopt Ordinance #601. Rick Alonzo seconded the motion. Valerie Thompson – yes, Brion Poston – yes, Ron Smith – yes, Rick Alonzo – yes
8. **Planning and Zoning** – Consider affirming the Mayoral appointments of Andy Howe (pending passage and publication of Ordinance #601), Dave Gray and Darci Price to the Planning and Zoning Committee {action item}

Rick Alonzo moved to affirm the Mayoral appointments of Andy Howe (pending passage and publication of Ordinance #601), Dave Gray and Darci Price to the Planning and Zoning Committee. Valerie Thompson seconded the motion. The motion passed. Ron Smith – yes, Rick Alonzo – yes, Valerie Thompson – yes, Brion Poston – yes

9. **Pool** – Consider funding from the Innovia Foundation for pool operations and shower improvements (attachment) {action item}

Lisa said Dennis Weed encouraged the City to apply for funding from Innovia. Lisa met with Kyle Harris, who recommended improvements for the pool showers to bring them into ADA compliance. Mayor Staples asked if the amount of the grant will cover the improvements. Lisa said there is no guarantee we will receive the full amount. She will also request money to help pay for swim lessons for children. Valerie Thompson moved to authorize staff to apply for the Innovia Foundation grant for pool operations and shower improvements including payment for swim lessons. Brion Poston seconded the motion. The motion passed. Brion Poston – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

10. **City** – Discuss increased pay in lieu of health insurance {action item}

Ron said he is concerned that there will be problems in the future when the person wants health insurance. Mayor Staples said it will be hard to determine the rate of pay for the health insurance. Rick asked if our rates are based on how many people we have taking insurance. Christine said that was mentioned prior to the City signing up with III-A. Mayor Staples asked if III-A requires all of the employees take the health insurance. Christine said they do unless the employee has primary coverage somewhere else. Brion asked if there are other cities that offer increased pay in lieu of health insurance. Christine said she is not sure if other cities offer this. Valerie asked if this is the Mayor's suggestion. Mayor Staples said it came up as a potential hire of an employee. Brion asked if this is because of one person. Mayor Staples said it has come up before. Ron said it needs to be looked into more. Brion is not in favor of it. Lisa said if this is something that happens there may be more than 10 employees that go with this. Rick Alonzo moved to table this, until we can look into this. Ron Smith seconded the motion. Valerie Thompson – yes, Brion Poston – yes, Ron Smith – yes, Rick Alonzo – yes

ADJOURNMENT

The meeting adjourned at 6:23 pm.

MINUTES
SPECIAL CITY COUNCIL MEETING
Bonnors Ferry City Hall
7232 Main Street
267-3105
January 5, 2022
5:00 pm

Mayor Dick Staples called the Council meeting of January 5, 2022, to order at 5:00 pm. Present for the meeting were: Council Members Brion Poston, Valerie Thompson, Rick Alonzo and Ron Smith. Also, present were: City Administrator Lisa Ailport, City Clerk/Treasurer Christine McNair, City Engineer Mike Klaus. Members of the public present were: Steve Fioravanti, John Delaney, Fay Almond, Jesse Stafford.

NEW BUSINESS

1. **City** – Workshop to consider projects for the American Rescue Plan Act funds {action item}
Lisa gave a power point presentation regarding the American Rescue Plan Act (ARPA) funds. There are FAQs on the Idaho Transparency website. The last day to spend the ARPA funds is December 31, 2026. A few ideas for the funds are a Cost-of-Service Analysis for the Water and Sewer Department and the Comprehensive Plan re-write. Mayor Staples asked if Lisa spoke with any other cities and how they are using the ARPA funds. Lisa said she has researched other cities uses on the internet. Rick asked if the rules have been loosed. Lisa said the interim rule has not changed. Valerie said about the Comprehensive Plan justification. Lisa asked if Council feels staff is on track to align with where Council is at. Council said yes. Mayor Staples said it would be easy to spend all the money in either Water or Sewer. Mike said maximum positive benefits for the rate payers and tax payers. Mayor Staples said the most important things is justification. Lisa said staff will continue to investigate the possibilities.

2. **City** – Consider Resolution 2022-01-05 for intended uses for the American Rescue Plan Act (attachment) {action item}

Council made some recommendations for the resolution. Lisa will bring an amended resolution to the next Council meeting. Mayor Staples asked if a list can be presented to Council for possible projects. Lisa said staff will work on the list. Mayor Staples asked for a list of the three most important needs of each department.

3. **Sewer** – Consider amendments to Chapter 10, Sewer Ordinance (attachment) {action item}

Lisa gave a power point presentation for the Sewer Ordinance. There are some outdated items in the current ordinance that need to be removed or changed. Also standardizing the process, so when City employees leave, the process is the same for past and future customers. Development agreement and design standards that need to change will be in resolutions and ones that don't will be in the ordinances. Improved standards for lateral connections to the sewer main. Construction agreements are a new item. Council is comfortable with the items presented tonight and asked Lisa to bring it forward in ordinance format to a future Council meeting.

4. **City** – Discuss Clerk/Treasurer position {action item}

Mayor Staples said Christine has asked to have the duties separated. The list of duties were discussed. Christine said she wants to continue to be the Clerk and she will take a more active role in the Human Resource role. Education/experience requirements were discussed. Mayor Staples said this may be a part time position, so there are possibilities to make it full time, which adds to the budget. Valerie asked if it is possible to contract the Treasurer job. Christine said it is. Rick asked if it is possible to have the Payroll Clerk also be the Treasurer. Christine said that isn't a good idea, because there needs to be a separation of duties. Council asked for more details including a job description and wage estimate.

ADJOURNMENT

The meeting adjourned at 6:50 pm.



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

TO: Mayor and City Council
FROM: Mike Klaus, City Engineer
DATE: January 13, 2022
RE: Electric - Idaho Mutual Aid Group

The City is a member of the Idaho Consumer Owned Utilities Association (ICUA). One of the benefits provided by ICUA is the availability of a mutual aid agreement between some of its members. In the event of a disaster, assistance would be available from other utilities in the group, when an event exceeds our utilities ability to restore power. I have attached the mutual assistance operating procedures provided by ICUA. Page two of the document shows the process flow chart that would be followed if the City was in need of help.

I have also attached a list of the other utilities that are part of the group. I think that there is value to the City to join this group and request that the Council approve the Mayor to sign the signatory page at the end of the attached document.

Thank you,

A handwritten signature in blue ink that reads "Mike Klaus".

Mike

Avista Utilities

Northern Lights

Clearwater Power

Fall River

Idaho County Light & Power

Idaho Power Co

Idaho Falls Power

Kootenai Electric Coop

Lost River Electric

Lower Valley

Pacificorp

Raft River

Riverside

Salmon River

Southside

United Electric

Wells Rural Electric

IDAHO MUTUAL ASSISTANCE GROUP
OPERATING PROCEDURES

January 2019

Introduction

The Idaho Mutual Assistance Group (IMAG) is a voluntary partnership of utilities formed to help restore power when disaster strikes one or more of its members. These procedures outline the process for IMAG members to follow when mutual assistance is requested or provided. Having a mutual assistance agreement and processes in place will allow IMAG members to act quickly in the event of disaster.

Organization

- The IMAG Executive Committee consists of one Chairman and one Vice Chairman. In concert with its membership, the IMAG Executive Committee will have responsibility for housing, maintaining, and revising the IMAG Operating Procedures.
- Operating Procedures will be reviewed and updated annually as needed by the Executive Committee and shared with members.
- Executive Committee members are elected to one-year terms by majority vote of authorized representatives of member companies present at the annual The Idaho Consumer-Owned Utilities Association (ICUA) meeting.
- The Executive Committee meets once each year in conjunction with the ICUA annual meeting. The committee reviews IMAG activities that took place the previous year, including statistics from outage events and lessons learned from those events.
- A list of member companies and their authorized representatives is included in the Mutual Aid Contact List (spreadsheet).

IMAG Activation and Mobilization

The following flowchart provides a high-level overview of the process with detailed explanations of each step below.



* For small scale emergencies, IMAG members may reach out directly to peer utilities and carry out restoration activities without activating the IMAG.

IMAG Activation Criteria (any one of the following can activate the IMAG)

- An Idaho utility experiences emergency conditions due to natural or man-made events causing widespread outages that exceed the utility's capability to restore power in a timely manner
- An event has, or is expected to, impact two or more Idaho utilities that will require mutual assistance support
- The resource requirements are greater than Idaho utility-to-utility coordination can offer

- At the discretion of the IMAG Executive Committee

IMAG Activation Procedure

- A requesting utility contacts a member of the IMAG Executive Committee to discuss the need for mutual aid assistance.
- Based on the nature of the request, the IMAG Executive Committee will respond with the appropriate level of support.
- If the decision is made to activate the IMAG, the IMAG Executive Committee will set up and host a conference call for the IMAG. Notifications for the conference call will be sent via e-mail and text to representatives of IMAG member companies.

IMAG Conference Call Procedures

- Members understand and agree that:
 - Participation on the IMAG conference calls is restricted to employees of IMAG member companies.
 - Conversations during IMAG conference calls may be confidential and proprietary. Unless mutually agreed upon, IMAG members will not share or release information discussed among member companies during IMAG conference calls.
- A member of the IMAG Executive Committee will serve as call moderator and will:
 - Take attendance of member companies
 - Ask impacted utility(s) to present:
 - Weather, fire, or other forecasts for the impacted area including system threats
 - Extent of predicted or existing impact/damage
 - Type of work to be performed by assisting companies (e.g. distribution, transmission, hot work, vegetation removal, damage assessments, etc.) and associated working conditions
 - Projected/required number of resources requested
 - Equipment needed
 - Materials needed
 - Reporting location(s) for assisting companies
 - Estimated duration of assistance
 - Ask non-impacted utilities to present:
 - Condition of their facilities
 - Projected/available number of resources
 - Lead discussions, when appropriate, regarding:
 - Staging areas to be used by assisting companies
 - Transportation issues
 - Food and lodging availability
 - Availability of non-member resources (contractors) that may be available to assist

- Identify any emergency or disaster declarations that would support response efforts and any coordination with the Idaho Office of Emergency Management
 - Keep the call on track and minimize the length of the call as much as possible
 - Coordinate subsequent conference calls
- The IMAG will remain active and subsequent conference calls will continue until resource needs of the impacted utility(s) are matched with resources offered by the assisting companies. Names of assisting companies and resources they will supply will be announced during the calls.

IMAG Deactivation and Demobilization

A member of the IMAG Executive Committee will announce the deactivation/demobilization of the IMAG once all the following have occurred:

- The IMAG Executive Committee has confirmed that resources requested by the impacted utility(s) are matched with resources offered by the assisting companies
- Coordination of IMAG conference calls have concluded
- Coordination of mutual assistance has been handed off to the impacted and assisting utility(s)
- Ancillary support and needs have been satisfied

As part of the deactivation process, a member of the IMAG Executive Committee will compile all key documentation related to the mutual assistance engagement and ensure latest versions are archived to the records repository.

IMAG After-Action Review and Process Improvement

Following each IMAG activation, a member of the IMAG Executive Committee will call for an after-action review to be conducted with key participants in the mutual assistance response engagement. The purpose of this review is to assess the response and identify any practices to sustain as well as potential improvement opportunities. Other IMAG members are invited to join in the After-Action Review if they wish.

Documentation of this review will be distributed and archived as follows:

- Summary of practices to sustain and opportunities for improvement will be distributed to all member companies by the IMAG Executive Committee via e-mail
- Key documentation related to the after-action review will be compiled and archived to the records repository by the IMAG Executive Committee

APPENDIX A

Idaho Mutual Assistance Agreement Member Companies and Points of Contact

Company Name: _____
Contact Name: _____
Work Phone: _____
Cell Phone: _____
Email: _____

Company Name: _____
Contact Name: _____
Work Phone: _____
Cell Phone: _____
Email: _____

Company Name: _____
Contact Name: _____
Work Phone: _____
Cell Phone: _____
Email: _____

Company Name: _____
Contact Name: _____
Work Phone: _____
Cell Phone: _____
Email: _____

Company Name: _____
Contact Name: _____
Work Phone: _____
Cell Phone: _____
Email: _____

Etc....

APPENDIX B

Contact List for IMAG Activation

(use the following order of preference until reaching one of the following representatives)

IMAG Chairperson Name: Shawn Kendall
Company Name: Idaho Power
Work Phone: 208-388-2087
Cell Phone: 208-860-4358
Email: Skendall@idahopower.com

IMAG Co-Chair Name: Chad Black
Company Name: Raft River Electric
Work Phone: 208-645-2915
Cell Phone: 208-431-6782
Email: cblack@rrelectric.com

IMAG Secretary Name: Ryan Brodsho
Company Name: Wells Rural Electric
Work Phone: 775-752-1562
Cell Phone: 775-275-0482
Email: rbrodsho@wrec.coop

Etc....

* Need to discuss who should be added to the Calling Tree

Name of Company: _____

By (signature): _____

Name (print): _____

Title: _____



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator *LMA*
DATE: December 29, 2021
RE: Use of ARPA funds to replace circa 1960's snowblower

On January 6, 2022, the US Treasury published the Final Rule, which replaced the May 10, 2021, Interim Rule regarding the use of American Rescue Plan Act (ARPA) dollars. In conjunction with the publication of the Final Rule, the US Treasury also published an overview of the Final Rule. For discussion purposes in this memo, staff is citing the overview of the final rule.

On page 9 of the Final Rule Overview, under replacing lost public sector revenue, the US Treasury provides that "State and Local Fiscal Recovery Funds (SLFRF) may be used to pay for government services...Government services generally include any service traditionally provided by a government, including construction of roads and other infrastructure, provisions of public safety and other services and health and educational services."

The US Treasury further provide that "Recipients may elect a standard allowance of 10 million to spend on government services through the period of performance...This standard allowance provides an estimate of revenue loss that is based on an extensive analysis of average revenue loss across states and localities, and offers a simple, convenient way to determine revenue loss, particularly for SLFRF smallest recipients...All recipients may elect to use this standard allowance instead of calculating lost revenue."

With this new standard allowance, it is my opinion that the city may use their ARPA monies on any government service that our citizens pay with their property tax.

After the workshop on January 5, 2022, Council provided guidance to staff that we should seek projects that prioritize spending in the following ways:

1. Support general fund expenses where applicable, and
2. Create long-term investments with limited long-term liability, and
3. Reduce the overall impact to the taxpayer and citizens in the city of Bonners Ferry

Staff has discussed with the other general fund departments needs and have come up with a suggested list of how each project can be supported in part, or in whole, by the ARPA dollars. Based on what we've read from the US Treasury publications, the money must be incurred by December 31, 2024, and spent by December 31, 2026.

With the adoption of the Final Rule and the ability to use our ARPA dollars for government services, the city staff are seeking approval to purchase a 2014 snow blower to replace the 1960 era model on that we are currently using.

This snow season has already been exceptional, with snow accumulation rising as high as 4-feet in some areas of town. This has caused already strained equipment to cave under the pressures of moving the snow. The 1960's snow blower is feeling that strain.

Council may recall that back in 2019, staff was authorized to replace the motor of the machine. This was done over the course of the previous summers and up until this season has worked ok. However, with the use this season we are seeing this vital machine struggle to keep up with the need and with each use it is incurring more problems that worries staff about its overall prognosis.

The city streets department uses the blower to move snow in our downtown core and along areas where berms are too high, or snow has no where to go. In past seasons, we have attempted to limit our use of the blower to only those streets that have no other options. This year is an exception to the two previous years where the blower is needed more than ever. With the unreliability of the machine, it is causing more overall strain on the streets department ability to adequately and timely remove snow from the downtown as well as other areas that may need it. If any new snow accumulations are received, staff expects that we will have to seek other options for removing this snow, including leaving berms in the downtown streets.

The alignment of the Final Rule with the immediate need to replace the snow blower couldn't be timelier. Therefore, staff is seeking authorization to allocate \$105,950.00 of ARPA monies to replace the circa 1960's machine with a newer 2014 model. The newer model machine is currently located in South Dakota and has 182 hours on it. The cost of the used machine is around \$30,000 dollars less than a new machine and most important, it is available for purchase right now.

While staff knows that there needs to be more discussion on the planning and use of the ARPA dollars, we are hoping that Council sees the benefit of using the money we have already received from the state to cover this most important service that we are providing right now.

Since I am unable to attend the meeting in person next Tuesday, Scooter Drake has opted to attend in my absence to talk about the current condition of the snow blower and why its important that we look to solve this problem immediately.

In the event there is time to discuss with you in person, I can be available on Monday, January 17 to meet with you or any member of the public who is interested in learning more. After this date, Council members are encouraged to call me on my personal cell phone, and I will look to discuss via this method.

Thank you.

Number	Project	Budget Reference	ARPA Category	Expenditures Categories	2022	2023	2024	2025	2026	Total
1	Cost of Service Analysis- Water and Sewer Dept.	Water/Sewer	Water Infrastructure		\$ 50,000.00					50,000.00
2	Comprehensive Plan	Planning	Service to impacted communities		\$ 20,000.00					20,000.00
3	Snowblower- Streets	Streets	Loss Revenue		\$ 105,950.00					105,950.00
4	Police Vehicle Replacement	Police	Loss Revenue	Presumes city pays for vehicle between years	\$ 60,000.00		\$ 60,000.00			120,000.00
5	Fire Turn out equipment	Fire	Loss Revenue			\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	40,000.00
6	Wheel Loader- Cat 93B	Streets	Loss Revenue	Presumes 5 year lease option	\$ 140,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00		230,000.00
										0.00
										0.00
										0.00
										0.00
										0.00
										0.00
					\$ 375,950.00	\$ 40,000.00	\$ 100,000.00	\$ 40,000.00	\$ 10,000.00	565,950.00
								Estimated ARPA Funds = 567, 208.00		

BONNERS FERRY

RESOLUTION NO. _____

A RESOLUTION TO STATE THE INTENDED USES AND ALLOTMENT OF LOCAL FISCAL RECOVERY FUNDS THROUGH THE AMERICAN RESCUE PLAN ACT; AND TO STATE HOW THOSE FUNDS ARE ACCOUNTABLE TO THE BONNERS FERRY CITIZENS.

WHEREAS, on March 11, 2021, the United States Congress passed the American Rescue Plan Act of 2021 (ARPA), which provides fiscal relief funds to State and Local Governments, and other program areas aimed at mitigating the continuing effects of the COVID-19 Pandemic; and,

WHEREAS, ARPA is intended to provide support to local governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses; and,

WHEREAS, ARPA includes State and Local Fiscal Recovery Funds to

- Support COVID response efforts to decrease the spread of the virus;
- To replace lost public sector revenue to strengthen support for vital public services;
- To support immediate economic stabilization for households and businesses; and
- To address systemic public health and economic challenges that have contributed to unequal impacts of the pandemic on certain populations; and,

WHEREAS, the city is the recipient of an estimated \$567,208.00, delivered in two tranches by the State of Idaho, through the US Department of Treasury; and

WHEREAS, according to the state of Idaho's adopted law states that Local governments receiving direct ARPA funds should use the funds for infrastructure investments and allowable offsets that can reduce the property tax burden that Idahoans will face into the future.

WHEREAS, the City Council understand the importance of these funds and are focused on creating long-term investments with limited long-term liability. It is Council's hope that these investments will create a pathway to economic recovery and future growth.

WHEREAS, the council recognizes the use of these dollars should seek to reduce the overall impact to the taxpayer and citizens in the City of Bonners Ferry.

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

Section 1: As set forth more fully below, the Council expresses its intent to expend these funds for eligible, immediate needs within the categories below:

- A. Expenditure of Lost Revenue on Governmental Services
- B. Public Health Measures to Respond to COVID-19
- C. Water and Sewer Infrastructure
- D. Address Negative Economic Impacts of COVID-19

Section 2: Allocation of Partial Funding

Expenditure of Lost Revenue on Governmental Services.

According to the Final Rule over the Coronavirus State and Local Fiscal Recovery Funds (SLFRF), the City has the ability take a standard allowance to spend on governmental services through the period of performance. In accordance with this section, the city seeks to replace an existing circa 1960's snowblower that has exhausted its useful life and replace it with a 2014 model loader mounted snowblower.

The following table below outlines the expenditure using the City's ARPA monies.

Request	ARPA fund request	Total Cost	% of Total Cost
2014 model loader mounted snow blower	\$105,950.00	\$105,950.00	100%

Justification

Council recognizes that the loss of revenue experienced not only within the years since COVID but additionally into future years does have an impact on the overall ability to purchase replacement equipment in areas of general government operations.

With the replacement of the existing equipment, the City has not grown our fleet of managed equipment, nor have we grown our overall maintenance needs. However, we are replacing a piece of equipment that is around 60 years; the hope is that the new equipment will last between 20 and 30 years before needing to be replaced. This equipment life meets the intent of creating long-term investment with limited long-term liability. By replacing the existing machinery, the city taxpayers will receive the benefit without having to incur the cost through additional tax dollars or bonds.

Under the Final Rule, adopted by the US Department of Treasury on January 6, 2022, the city may use up to a maximum ten million dollars, not to exceed the awarded amount, as a standard allowance towards governmental services.

Snowplowing is a governmental service that our residents and business owners receive with their property tax dollars.

Section 3:

Appendix A of this Resolution includes the necessary vendor invoice for the specific equipment purchase.

This Resolution is hereby **ADOPTED** and made **EFFECTIVE** by the City of Bonners Ferry this _____ day of _____, 2022.

CITY OF BONNERS FERRY, IDAHO

BY: _____
Mayor

Attest:

Clerk, City of Bonners Ferry

Appendix A
Vendor Invoice list- please attach

Northern Truck Equipment Corporation
 PO Box 563
 Sioux Falls SD 57101
 (605) 543-5206
 www.ntecorp.com

Invoice



"since 1934"

Invoice	SFI035335
Date	1/12/2022
Page	1

Sioux Falls, SD (605) 543-5206
 Rapid City, SD (605) 341-8780
 Fargo ND (701) 281-1718

Bill To:

C.O.D.- Sioux Falls

Ship To:

City Of Bonners Ferry
 Lisa Ailport
 7232 Main Street #149
 Bonners Ferry ID 83805

Purchase Order No.		Customer ID	Salesperson ID	Shipping Method	Payment Terms	Req Ship Date	Master No.
		8888888		COUNTER PICKUP	Net 10th	1/12/2022	74,407
Ordered	Shipped	B/O	Item Number	Description	Discount	Unit Price	Ext. Price
1	1	0	OH2114 2962RPM	2014 Used RPM 217 Snowblower 1 CAT 6.6 203 HP Engine, Tier 3 2000 Tons/Hour, Telescopic Chute Hardwired Controls, LCD Display 182 Hours	\$0.00	\$102,450.00	\$102,450.00
1	1	0	.	As Is Condition - No Warranty	\$0.00	\$0.00	\$0.00
1	1	0	NCN-SF	Freight To Bonners Ferry, ID	\$0.00	\$3,500.00	\$3,500.00

THERE IS A 3% SURCHARGE FOR CREDIT CARD TRANSACTIONS.
 THANK YOU!

Subtotal	\$105,950.00
FET	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$105,950.00



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator
DATE: January 13, 2022
RE: Contract with Innovate for geographic information services

The attached contract is for Innovate to continue to assist the city with as needed, as directed GIS consulting services. We have used Innovate for the past year and have successfully been able to transfer our previous maps to an online/cloud-based maps, update the city's zoning maps on our website as well as our aerial images, something the crews had desired for quite some time, and planned for future mapping needs. The original contract expires on the 31st of December and so to continue on with the projects we are working towards, we need a new contract that will go on for as long as the city and Innovate desire.

FISCAL IMPACT STATEMENT:

- Most of the work planned in the future year will be supported within the utility funds and is budgeted. As part of the comprehensive plan update, we will likely need a new comprehensive plan completed, and any general fund expense will be estimated by the contractor before work begins.
- Based on the above, we see little or no general fund expenditures this fiscal year. The majority of cost will be covered by utility funds.

STAFF RECOMMENDATION

Based on the above, staff recommends that council authorize the mayor to sign the contract with Innovate for the as-directed, as needed GIS services.

Please let me know if you have any questions.

Thank you.



CONTRACT AGREEMENT

THIS AGREEMENT is made and entered into as of this 1st day of **January** 2022 (the "Effective Date"), by, City of Bonners Ferry (hereinafter referred to as "Customer") with its principal place of business located at 7232 Main Street, Bonners Ferry, Idaho 83805 and Innovate! Inc. (Contractor), with its principal place of business located at 7232 Main Street, PO Box 149, Bonners Ferry, Idaho 83805 89 Cobbs Road, Alexandria, Virginia 22310-1626. In consideration of the mutual promises and covenants contained herein, these parties agree as follows:

1. The Agreement.

This Agreement is to establish the terms upon which the Contractor shall furnish labor, materials, equipment, and services as described in each task order awarded under this agreement. Contractor agrees that this Agreement and all attachments incorporated herein shall constitute the complete agreement between the parties hereto and be subject to change only by an instrument in writing prepared and signed by Customer and accepted by Contractor. Contractor shall perform such services using due diligence, best efforts, and commercially reasonable judgment.

2. Recitals.

The Customer wishes to contract with the Contractor who possesses the skills and expertise to successfully complete tasks requested. The foregoing recitals are hereby incorporated into and made an integral part of this Contract.

3. Statement of Work.

The Contractor shall furnish the labor, materials, equipment, and services to perform the work described in task orders awarded under this Agreement ("the Work"). The Work shall be performed in accordance with, and the rights and obligations of the parties shall be governed by, the additional terms and conditions set forth herein, which terms and conditions together with all Work described in each task order awarded in these agreements are incorporated herein by reference. The Contractor shall perform the required work in accordance with each task order awarded under this agreement in the most expeditious and professional manner possible.

4. Authorized Representatives.

Authorized representatives for this Agreement are as follows:

Customer's Contract Representative		Customer's Contract Representative	
Name:	Lisa Ailport	Name:	Brian Errett
Phone:	208-267-3105	Phone:	208-267-3105
Email	Lailport@bonnersferry.id.gov	Email	Itmanager@bonnersferry.id.gov

Innovate!'s Contract Representative	Innovate!'s Contract Representative



Name:	Frank Roberts	Name:	Dan Spinosa
Phone:	208-699-2712	Phone:	208-290-4124
Email	Froberts@innovateteam.com	Email	Dspinosa@innovateteam.com

5. Location of Work and Representations.

All Work under this Agreement shall be performed at such place or places as shall be designated in any work described in *each task order* of this Agreement and at such other place or places as may be required for the performance hereof.

6. Period of Performance.

Contractor shall perform the required work in accordance with the period of performance established in each task order awarded under this agreement.

7. Contract Type and Payment.

This is a Time & Materials (T&M) Agreement. The Contractor will provide the appropriately skilled personnel to perform the Work described in each task order and shall invoice the Customer according to the Rate Schedule established therein.

The Contractor shall be reimbursed for travel and other direct costs (ODCs) upon prior approval for such cost by the Customer. The Contractor shall be reimbursed for General and Administrative (G&A) costs on travel and ODCs at a rate of five (5) percent. The Contractor shall be reimbursed for local travel by automobile. The Contractor shall submit documentation for reimbursement of any travel or other direct cost exceeding \$25.

The Contractor will invoice the Customer when one of the following occur: at any point the billable amount is greater or equal to \$5,000; or a three-month passage of time since the previous invoice.

Each invoice submitted by the Contractor shall identify the Agreement under which the Contractor has performed the Work. Customer shall pay the Contractor for each invoice within thirty (30) days of Customer's receipt of Contractor's invoice sent to the following address:

City of Bonners Ferry
Attention: Accounts Receivable
PO Box 149, Bonners Ferry, Idaho 83805
Email: lailport@bonnersferry.id.gov

8. Form of Payment

ACH is the preferred form of payment. The Contractor will not accept credit card payments. A penalty of \$500 will be applied to any payments returned due to non-sufficient funds (e.g.: bounced check).

9. Late Payment.

The Customer will communicate to the Contractor as early possible that a payment will be delayed past 45 days. A 1.5% fee per month will be applied to unpaid balance exceeding 45 days.

10. Independent Contractor.



The Contractor shall act solely as an independent Contractor in performing Work, and nothing herein shall at any time be construed to create the relationship of employer and employee, partnership or joint venture between the Customer and the Contractor or the Customer's and the Contractor's officers, directors, employees, or agents. Contractor and its employees shall have no right or authority to act for the Customer and shall not attempt to enter into any contract, commitment, or agreement, or incur any debt or liability, of any nature, in the name of or on behalf of the Customer.

11. Cancellation.

The Customer or the Contractor may cancel this Agreement, or the Work described in task orders awarded under his Agreement at any time with a fifteen (15) day notice and pay the agreed upon price for the proportionate part of the work performed.

12. Work Rules and Laws.

The Contractor shall comply with all applicable Federal, State, and local laws applicable for the Work and shall obtain and pay for all permits, bonds, licenses, or fees applicable to such Work by the Contractor.

13. Changes.

The Customer may at any time, by written order, make changes to the Work described in awarded task order(s) of this Agreement. Suppose any such change causes an increase in the cost or the time required for the performance of any part of the Work under this Agreement. In that case, the Customer and Contractor shall negotiate an equitable adjustment in the Rate Schedule, funding level, and delivery schedule, and shall modify the Agreement by a written instrument executed by both parties. Failure to agree to any adjustment shall be a dispute under the Arbitration article.

14. Assignment.

The Contractor agrees not to assign this Contract or any amounts due or to become due and not to subcontract the whole or any portion of this Agreement without the prior written consent of the Customer.

15. Liability.

The Contractor agrees to hold harmless and indemnify, to the extent allowed by law, the Customer from and against any and all actions or causes of actions, including but not limited to, any and all costs, expenses, legal fees, and liabilities incurred for property damage or destruction, any violation of governmental laws, regulations, or orders, or personal injuries or death caused in whole or in part by either (I) Contractor's breach of any term or provision of this agreement; or (II) from the negligent or willful act or omission of Contractor and its employees.

The Customer agrees to hold harmless and indemnify, to the extent allowed by law, Contractor from and against any and all actions or causes of actions, including but not limited to, any and all costs, expenses, legal fees, and liabilities incurred for property damage or destruction, any violation of governmental laws, regulations, or orders, or personal injuries or death caused in whole or in part by either (I) Customer's breach of any term or provision of this agreement; or (II) from the negligent or willful act or omission of Customer and its employees.

In no event shall either party be liable for any incidental, special or consequential damages whatsoever (including but not limited to lost profits or interruption of business) arising out of or related to the services provided under this Agreement, even if advised of the possibility of such damages. The total liability of either the Contractor or the Customer shall be capped at the insurance policy and coverage of each party's insurance policy.



16. Successors and Assigns.

Each of the parties hereto hereby binds itself, its partners, successors, assigns and legal representatives to the other party and its partners, successors, assigns or legal representatives.

17. Effect of Agreement.

This Agreement, tasks orders issued under it, and any and all modifications referencing each represents the entire and complete agreement between the parties and supersedes all prior agreements between them, whether written or oral, and may be amended only by a written instrument modifying this Agreement and executed by both parties.

18. Confidentiality.

"Confidential Information" means all information disclosed by one party to the other party relating to the disclosing party's business or affairs, including without limitation, information that relates to hardware, software, computer peripherals, designs, product specifications and plans, databases, technical plans, forecasts, operating results, costs, prices, marketing plans, business opportunities and strategies, financial information, training procedures, pricing, strategic alliances and partners, personnel information, research, development, know-how, trade secrets, the identity of potential and actual customers, and suppliers and all documentation related thereto provided by one party to the other.

Confidential Information shall not include any information (i) previously known to either party without an obligation of confidentiality; (ii) that has been, or which becomes publicly known, through no wrongful act of either party; or (iii) which is received from a third party who is not under an obligation of confidence. Each party acknowledges that it may acquire Confidential Information of the disclosing party.

For the term of this Agreement and for five (5) years thereafter, the receiving party agrees (i) to hold all Confidential Information of the disclosing party in strict confidence in the same manner and with at least the same level of protection as the receiving party maintains its own proprietary and Confidential Information; (ii) to use the Confidential Information of the disclosing party solely to perform its obligations under this Agreement; (iii) to make the Confidential Information of the disclosing party available only to the receiving party's employees who have a need to know such information for purposes of performing the receiving party's obligations or exercising the receiving party's rights under this Agreement, and such employees shall have a legal obligation to the receiving party not to disclose such information to third parties and to use such information only for the purposes of this Agreement; and (iv) not to disclose the Confidential Information of the disclosing party to third parties without the prior written consent of the disclosing party.

These obligations of confidentiality will not apply to (a) disclosure or use as is otherwise necessary to perform this Agreement (but only on a confidential basis satisfactory to Customer), and (b) disclosure or use compelled by law.

19. Arbitration.

All claims, disputes, and other matters in question between Customer and Contractor arising out of, or relating to, this Agreement or the breach thereof, shall be decided by arbitration in accordance with the Rules of the American Arbitration Association, unless the parties mutually agree otherwise. The foregoing agreement to arbitrate and any other agreement to arbitrate with an additional person or persons duly consented to by the Customer and Contractor shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

Notice of the demand for arbitration shall be filed in writing with the other party and with the American



Arbitration Association. The demand for arbitration shall be made within a reasonable time after the claim, dispute or other matter in question has arisen and in no event shall it be made after the date when institutional, legal, or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

20. Governing Law.

This Agreement and the rights, obligations and responsibilities of the parties hereunder shall be governed and construed in accordance with the laws of the Commonwealth of Virginia.

21. Contractor Intellectual property.

All copyrights, intellectual property, patents as well as source code developed or acquired by the Contractor inside of Customer billable hours will be sole and exclusive property of the Customer.

22. Non-Solicitation.

During the term of this Agreement to include any task orders issued under it and for one year thereafter, neither party shall solicit for employment any person employed by the other party and working under this Agreement. This paragraph shall not restrict in any way the right of either party to solicit or recruit generally in the media and shall not prohibit either party from hiring an employee of the other who answers any advertisement or who otherwise voluntarily applies for hire without having been personally solicited by the hiring party.

23. Rights to Work Product.

Contractor agrees that all work performed by Contractor pursuant to this Agreement, including, without limitation, any ideas, concepts, expertise, programs, systems, methodologies, data, techniques, methods, processes, formula, improvements, inventions, discoveries, or other materials that Contractor develops or acquires pursuant to this Agreement (hereinafter, the "Work"), will be the sole and exclusive property of the Customer, in whatever stage of development or completion, and the Customer shall hold exclusive worldwide right, title, and interest in and to the Work. Contractor shall promptly disclose to the Customer all Work created by Contractor during the term of this Agreement.

With respect to any of the Work that is copyrightable, Contractor agrees that all such works will be prepared as "work-for-hire" within the meaning of the Copyright Act of 1976, as amended (the "Act"), of which the Customer will be the "author" within the meaning of the Act. In the event (and to the extent) that any of the Work, or any part or element of the Agreement, is found as a matter of law not to be a "work-for-hire" within the meaning of the Act, Contractor assigns to the Customer the sole and exclusive right, title and interest in and to all such work, and all copies of any of them, without further consideration, and agrees, to the extent reasonable under the circumstances, to cooperate with the Customer to assist in the registration, and from time to time to enforce, all current and future trademarks, patents and patent rights, moral rights, utility models, copyrights, trade secrets, and other rights and protections relating to such works in any and all countries.

To that end, Contractor agrees to execute and deliver all documents requested by the Customer in connection with the foregoing, and Contractor irrevocably designates and appoints the Customer as Contractor's agent and attorney-in-fact to act for and on Contractor's behalf to execute, register and file any such applications, and to do all other lawfully permitted acts to further the registration, protection and issuance of patents, copyrights or similar protections with the same legal force and effect as if executed by Contractor.

The Customer will reimburse the Contractor for all reasonable costs and expenses incurred by the Contractor pursuant to this paragraph. Prior approval by the Customer is required before any expenses are incurred by the Contractor.



24. CERTIFICATION CONCERNING BOYCOTT OF ISRAEL.

Pursuant to Idaho Code section 67-2346, if payments under the Contract exceed one hundred thousand dollars (\$100,000) and Contractor employs ten (10) or more persons, Contractor certifies that it is not currently engaged in, and will not for the duration of the Contract engage in, a boycott of goods or services from Israel or territories under its control. The terms in this section defined in Idaho Code section 67-2346 shall have the meaning defined therein.

IN WITNESS WHEREOF, the parties have caused this Agreement as of the day and year first shown above.

City of Bonners Ferry
City Administrator

BY:

NAME: James R. Staples

TITLE: Mayor

DATE:

INNOVATE! INC

BY: 

NAME: Lily Thomas

TITLE: President

DATE: 1/13/2022 | 8:06:26 AM PST

WORK ORDER

Pursuant to

Master Service Agreement

ISSUED BY: City of Bonners Ferry 7232 Main Street PO Box 149 Bonners Ferry, Idaho 83805	CONTRACTOR: Innovate! Inc. 6189 Cobbs Road Alexandria, VA 22310
EFFECTIVE DATE: January 1st 2022	PERIOD OF PERFORMANCE: 01/01/2022-12/31/2022
Work Order Not-To-Exceed Ceiling Value:	WORK ORDER CONTRACT TYPE: Time and Materials

This **Work Order (“WO”)**, by and between, City of Bonners Ferry, Idaho and Innovate! Inc. (“Contractor” or “Innovate!”) is entered under and pursuant to the **Master Service Agreement** between the parties dated January 1st, 2022 (the “MSA”) and is subject to all the terms and conditions of that Contract and provision 2.0 of this WO.

1.0 Work Order Number & Title: WO001 – 2022 Mapping and GIS Support

2.0 Incorporated Documents

The documents listed below are hereby incorporated by reference. In the event of an inconsistency or conflict between or among the provisions of this WO, the inconsistency shall be resolved by giving precedence in the following order:

WO001 – Mapping and GIS Support
 Master Service Agreement
 Any Referenced Specifications

3.0 Work Order Authorized Representatives

The following authorized representatives are hereby designated for this WO:

Technical	Contractual
(1) Brian Errett/Lisa Ailport	Lisa Ailport
(2) Dan Spinosa, Innovate!	(2) Frank Roberts, Innovate!

City of Bonners Ferry, Idaho indicates issuance of this Work Order and Innovate! indicates acceptance of the Work Order by the signatures of their authorized agents below.

City of Bonners Ferry, Idaho

Innovate! Inc.

By:

By:

Name:

Name: Lily Thomas

Title:

Title: President

Date:

Date: 1/13/2022 | 8:06:26 AM PST

Attachment A: Scope of Work

Innovate will provide general GIS support including but not limited to:

- Maintenance of existing mapping systems. Provide assistance with utilizing existing mapping and data storage systems and data integration and analysis tasks.
- Develop custom maps for various City functions. Examples include Planning and Zoning exhibits, radius maps, and basic interactive maps for analysis and decision making.
- Assist with zoning map and comprehensive plan map amendments.



Requests for support should receive a first response by the following business day and could include an estimated time for coordinating support. Work will be performed remotely with occasional onsite visits when necessary.

The Contractor will use a combination of staff to accomplish project tasks in the most efficient and economical way possible to support GIS functions for the City of Bonners Ferry.

See **Attachment B** for the rate schedule.

Attachment B. Rate Schedule

Table 1. Commercial Rate Schedule

We would complete the tasks above using a combination of staff; selecting the appropriate staff to complete the project in the most financially efficient manner. The following are our staff rates:

Labor Category	Hourly Rate
SME Sr. Project Consultant	\$199.53
Sr. IT Analyst	\$148.46
Emerging Technology Expert	\$121.40
Applications Programmer	\$111.92
Journeyman IT Analyst	\$103.57
IT Analyst II	\$89.58
Jr. IT Analyst	\$73.41
IT Analyst I	\$59.76
Technician	\$50.85

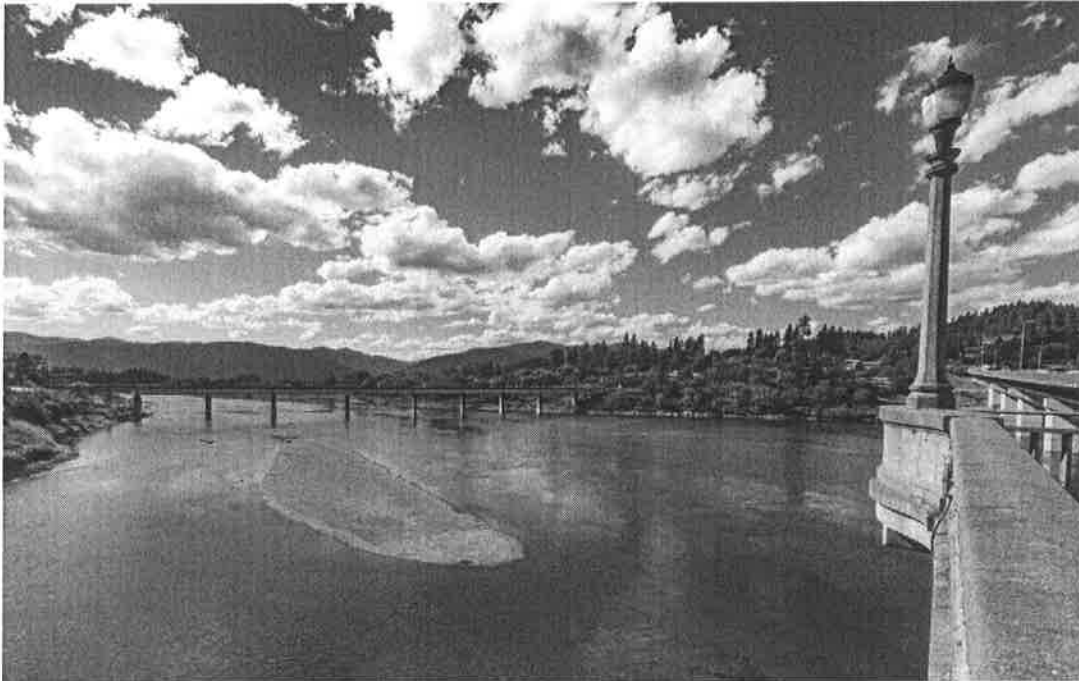
Assumptions about services and resources being provided to Innovate staff:

- Committee members will make themselves available over the course of the project to assist in defining scope and providing additional information as needed by Innovate to accomplish the above tasks.
- No travel will be needed for this project, and all work will occur off site at Innovate offices
- All work for project will be done on a time and materials basis

If you have any questions regarding our estimate, please do not hesitate to contact Dan Spinosa directly at (208) 290-4124 or via email at froberts@innovateteam.com.

City of Bonners Ferry 2022 Comprehensive Plan Update

Citizen Advisory Committee



Please see the following page for information about the committee. If you are interested in serving or would like more information about the Comprehensive Plan Update, please contact:

Lisa Ailport, AICP
City Administrator
208.267.3105
lailport@bonnersferry.id.gov

Comprehensive Planning Overview

Thank you for your interest in participating as a member of the citizens committee advising on the preparation of the City's new comprehensive plan. Positions on the committee are very important to the future of Bonners Ferry, allowing members to contribute to the community's vision and ensure the policies the City adopts to reach it reflect the overall community's voice. The comprehensive plan is one of the City's most important documents. It establishes goals and policies for nearly everything the City does. And it is intimately tied to zoning and other regulations that govern land development throughout the community.

City planning has multiple purposes, not the least of which is to ensure that the community has an active part in deciding how the city looks, functions, and serves the needs of its residents as the future brings change. Planning provides the community a process to voice its preferences, identifying what is most important about their city and developing strategies to ensure that future decisions on land use, transportation, public investment, community health and overall town management respect what the community values.

City staff and a City contracted team from SCJ Alliance will collaborate to prepare the new comprehensive plan, producing a document generated from continuous public dialogue which will also be compliant with requirements by the State of Idaho. The City has also received a grant from the Blue Cross of Idaho Foundation for Health for consideration of how policy may shape long term community health outcomes. Although community health will be a focus area as the plan takes shape through the course of 2022, the vision for Bonners Ferry will be by and for the local community—an essential role of the Citizen Advisory Committee.

Advisory Committee Roles & Responsibilities

This group consists of members appointed by the Planning and Zoning Commission, selected based on the degree to which they may represent community perspectives and their desire to serve actively and in depth during the entirety of the process. The group be an *ad-hoc* committee and as such, subject to the State of Idaho Open Meetings Law. The essential role of the committee is to advise the consultant team, city staff and, ultimately, the Bonners Ferry Planning Commission throughout the process of plan development. The Planning Commission will ultimately make a recommendation to the City Council who is the final decision-making body for adoption of the Comprehensive Plan.

Members of this committee will be expected to attend committee meetings (we expect four or five of them 1-2 hours each) and will be tasked with representing the community voice, vetting draft materials for compliance with the results from the public process and promoting the process to friends, family, and acquaintances, elevating public conversation about planning, and encouraging greater attendance at public events.

Committee members may also be asked to participate at community events, such as a day at the Farmers Market, the County Fair and/or public workshops and an open house where the public will be invited to actively participate and provide input as the plan takes shape.

DRAFT Public Engagement Plan City of Bonners Ferry Comprehensive Plan Update

The table below outlines events, objectives, and activities to be covered during Bonners Ferry's comprehensive plan update process. This outline is intended to frame and facilitate scheduling of key events and product milestones. Changes or additional details may be added as the process unfolds, responding to community need, emerging issues and/or priorities.

SCJ = SCJ Alliance | PZ = Planning Commission | CC = City Council | BF = Bonners Ferry

Date	Event	Objectives	Activities	Promotion	Participants
Feb 22 nd ?	Joint CC/PZ Kickoff	Overview of Process and Comprehensive Planning Review Engagement Timeline Appointments of AC	Presentation and Q&A	Agenda Posting	SCJ, PZ, CC, BF Staff, Public
Late Feb	Web content launched	General Information and Timeline Email signup	Content Provided to BF staff for City Website	Social Media / Press Release	SCJ, BF Staff
Jan 10 – Mar 4	Orientation interviews	Orientation/invitation Identify primary issues Build community awareness of process Informed by AC membership	One-on-one interviews with invited community representatives	Email invitation	SCJ, Interviewees

Date	Event	Objectives	Activities	Promotion	Participants
Late Mar	Advisory Committee Meeting 1	Outline process Articulate/confirm AC role, procedures Confirm Existing Conditions Identify primary issues	Initiation of committee Review Existing Conditions / Issues Confirm questionnaire objectives, content, administration Schedule adjustment	Agenda Posting Direct AC invite	SCJ, BF Staff, Committee
Early April	AC questionnaire feedback	Receive buyoff from AC for questionnaire	Review and provide feedback	Email	SCJ, BF Staff, Committee
Mid Apr – Early June	Online Questionnaire	Online questionnaire launched and promoted	Confirm survey objectives Devise questions and implement into web survey/mapping software Promote through various means	Social Media / Press Release / Email Blast / Advisory Committee	SCJ, BF Staff, Committee (promotion)
Late May	Advisory Committee Meeting 2	Confirm Vision & Review Future Land Use Scenarios for public presentation	Visioning and mapping exercise Consider initial policy considerations	Agenda Posting	SCJ, BF Staff, Committee
Mid Jun (Sat)	Farmer's Market Booth	Publicize survey findings / Mapping Scenarios for feedback Promote evening workshop	Visual boards for mapping and visioning input	Social Media / Press Release / Email Blast / Advisory Committee	SCJ, BF Staff, Committee (promotion)

Date	Event	Objectives	Activities	Promotion	Participants
Mid Jun (Sat)	Evening Public Workshop	Vetting of community vision Preferred direction for land use	Presentation Mapping Alternatives eval Visioning / Policy Alternatives eval	Social Media / Press Release / Email Blast / Advisory Committee	SCJ, BF Staff, Committee (Promotion)
Early Jul	Advisory Committee Meeting 3	Confirm future land use map Confirm policy matrix	Review survey results/findings Presentation of results/preliminary recommendations Feedback and refinement	Agenda Posting	SCJ, BF Staff, Committee
Mid Jul	Planning and Zoning Commission Workshop	Present findings of the survey, Farmer's Market, Advisory Committee meetings, questionnaire, and workshops. Confirm overall direction of Future Land Use, Vision and Policies	Presentation Feedback and refinement	Agenda Posting	SCJ, BF Staff, Planning & Zoning Commission
Mid Aug	Fair Booth	Vet Future Land Use, and Policies	Feedback Exercise	Social Media / Press Release / Email Blast / Advisory Committee	SCJ, BF Staff, Committee

Date	Event	Objectives	Activities	Promotion	Participants
Mid Aug	Open house	Inform and receive final feedback on land use and policies	Presentation Feedback Exercise	Social Media / Press Release / Email Blast / Advisory Committee	SCJ, BF Staff
Late Sep	CC/PZ Work Session	Confirm and Refine Draft Plan	Presentation Feedback and refinement AC member presence	Agenda Posting	SCJ, BF Staff, PZ, CC, Committee
Mid Nov	PZ Public Hearing	Confirm final plan for CC	Presentation Feedback and final refinement	Agenda Posting Legal Notice / Email Blast / Advisory Committee	SCJ, BF Staff, PZ
Mid Dec	CC Adoption	Adopt Plan by Resolution	Formal adoption	Agenda Posting	SCJ, BF Staff, CC