

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
February 7, 2023
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/Urban Renewal District/SPOT/Golf/EDC

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of minutes from the January 17, 2023
4. Consider approval of 2023 contract with Innovate to provide GIS Services

NEW BUSINESS

5. **Planning-** Consider recommendation for approval from Planning and Zoning commission on files: AM18-22 & ZC03-22 - WILLIAM BAKER is requesting approval for the amendment of the Bonners Ferry Future Land Use Map (comp plan map) and zoning map from Residential/Residential B to Commercial for a 0.325-acre parcel addressed at 6659 Augusta and located north of Boundary Tractor and northwest of U.S. Highway 95/Main Street in Section 34, Township 62 North, Range 1 East, B.M. (Parcel #RPB0420001018DA). The Commercial District allows a mixture of housing, retail, service, and office uses.

This file will be held in Deliberations only, no additional applicant or public testimony will be taken (attachment) {action item}.

6. **Planning-** Consider Development Agreement with Boundary Community Hospital for file ZC02-21 Conditional Zone Change.

7. **Planning-** Consider combined workshop date with Planning and Zoning and the Advisory Committee of February 16, 2023, to consider draft Comprehensive Plan (attachment) {action item}.
8. **Electric-** Spillway - Consider approval of final pay application to S&L Underground (attachment) {action item}.
9. **Electric-** Consider approval of pay request #1 to Riverside Inc for Unit 1 Rehabilitation (attachment) {action item}.
10. **Electric-** Consider approval of BPA agreement Revision #3 Exhibit E Metering (attachment) {action item}.
11. **Utilities-** Consider purchasing mobile collection unit for meter reads (attachment) {action item}.
12. **City-** Consider contract with Leonard Schulte, CPA for as-needed city accounting needs (attachment) {action item}.
13. **City-** Consider workshop dates for local option tax (attachment) {action item}.
14. **Executive Session-** pursuant to Idaho Code 74-206, subsection 1(a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general and subsection (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement.

INFORMATION ONLY: Job Description for Clerk/Treasurer Position, Job posting

ADJOURNMENT

**MINUTES
CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
January 17, 2023
6:00 pm**

Mayor Dick Staples called the Council meeting of January 17, 2023, to order at 6:00 pm. Present for the meeting were: Council Members Brion Poston, Valerie Thompson and Rick Alonzo and Ron Smith. Also present were: City Attorney Andrakay Pluid, City Engineer Mike Klaus, Police Chief Brian Zimmerman and City Administrator Lisa Ailport. Members of the public present included: Marciavee Cossette, David Clark, Fay Almond, Donna Thomas, Beth Ann Melekian, Kirk Dixon, Jeanie Betsher, Terry Betsher, Gerald Higgs, Gregory Lamberty, Amy Roemelen, Mitchell Moseley, Hilary Kraly, David Holman, Emily Bonsant, Adrienne Norris. Dave Gray participated via Zoom.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

The mayor indicated that each speaker will be allowed a maximum of three minutes, unless repeat testimony is requested by the Mayor/Council.

Dave Gray spoke about his thanks regarding Officer Crowell and Officer Davis for what they did with the public at large. Overall he thanked the officers for what they do.

Donna Thomas- Spoke about the local option tax and property tax increase and how her property tax went up more than \$400.00 and she is now paying around \$200.00 a month in property tax. She is on a fix income and paying additional taxes will be a burden for her as well as others on fix income. She noted costs increases in gas and food are a challenge these days so adding additional taxes is just too difficult.

Jeanie Betsher – Jeanine read a letter she wrote to the council, noting that she did not believe that the property owners would support a property tax rate increase, and also noted that the 1% sales tax would not solve the problem either. Government should learn to budget and live within their means, she wrote. People should not have to pay taxes on grocery, not to mention an additional 1%. The 1% tax will cause folks to drive to Ponderay or carpool to Montana, where there is no tax, she claimed. Folks will likely buy from online stores and have delivery to their steps free of charge and only be charged the 6% state sales tax and you do not have to leave the comfort of your home. Overall, the 1% will only hurt local businesses and that she believes Council should go back to the drawing board and come up with another solution, otherwise she votes No.

Gerald Higgs- spoke about the 1% local option tax being the best alternative that is a viable option to solve the financial situation. He mentioned that the local option tax does have to contain a drop-dead date on it and if folks want to go to Ponderay, they also would be paying the 1% local option tax. He stated that the city appeared to put forth a good-faith effort on this and while he lives within his means, he would gladly pay this sales tax.

Gregory Lambert- spoke about how the city is looking for a way to continue the status quo or look at ways to streamline the city services to save the taxpayer money to remain solvent. He mentioned that the worse option was the property tax increase, it is the most unfair tax because if people are unable to pay their property tax, they end up losing their property. The sales tax is taken at the point of sale on only those items being sold. This encourages business to move outside of the city and favors those already there, he spoke about a particular experience he had while living in Illinois where three gas stations were on each corner, one was in the county and the others in the city. After only 3 years there was only one left, the one who didn't have to include the local option tax as part of their business. He believes there needs to be a public accounting of the books and determine which services are essential and act accordingly.

Amy Roemelen- spoke about the city needs to make cuts and start living within its means and she planned to get with Lisa, City Administrator to discuss it more. She made mention that she feels they are being hit on all sides and gave an example of her own taxes she is paying, including both county tax and city tax. She feels the increases she received alone should go towards the shortfall that the city is receiving. If the 63% property tax increase were to go through she would be see an additional \$627.00 just in city tax alone, making the total increase in her taxes from last year at \$1147.00. There is just no way she can afford that, along with the school for a bond and MO levy. She mentioned that she is self employed with her business being in the county and with inflation going up she is seeing a direct hit to her sales, so she thinks the 1% sales tax would affect her business because there would be less money to go-around. She

frequently works with elderly people and a couple she did work with while working with U-Haul, did have to leave the areas because they couldn't afford to live here anymore. She believes that city employees were paid a raise this year to offset inflation and she paid herself very little. She wants the City Council to consider revoking the raise the city employees got. Additionally, she believes she should see the city budget and see what is going out and coming in to get a much better understanding of how to address the shortfall. She also mentioned the ARPA money that was taken, while she was completely opposed to it, is it a viable option to make up the shortfall? She questioned why when the court case came out in 2017 and now in 2023 is it just coming to light and she looked forward to talking with Lisa about.

Lisa intercept the conversation with a comment regarding updates to the city website to include the slides from the powerpoint presentation as well as the budget that was present at the meeting too. She said the budget wasn't intuitive, but if folks had questions, she was happy to meet with them on it.

David Hullman- Stated he works a lot with businesses on budget analysis and he likes to start with an understanding the current situation. He summarized his thoughts on the issue by explaining that profit was being charge to city customers for city services and now we were discussing how to make up that half a million dollars by spreading the cost across the county through a sales tax. He stated that he has lived in California and Oregon and watched sales tax eat people alive, he believes it doesn't work like it is intended, and the same is true with property tax. When he attended the meeting of January 10, what he found interesting was there were only a small number option presented that evening. Personally speaking, if he were looking at his own budget he didn't see any analysis around the options that he would have to consider. In particular, he didn't see any analysis around cost cuts and service cuts, which is what he expected when considering financial shortfalls. He followed with an example that one wouldn't go to their boss and say they must pay me more or I am leaving. In his professional business he does a lot of business around margin analysis and cost analysis. While it is a hard thing to go through, he would be willing to help the city with this task of asked.

REPORTS

Police/Fire/City Administrator/City Engineer/Urban Renewal District/SPOT/Golf/EDC

The Mayor spoke about running into Tom Turpin, and he wanted to thank the city police for the help around an issue that occurred over at the Kootenai River Inn.

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the January 3, 2023, January 6, 2023, and January 10, 2023, Council meeting minutes

Brion made a motion to approve the consent agenda. The motion was seconded.

Result:	Approve
Moved by:	Brion Poston
Seconded by	Val Thompson
Voted Yes	Brion Poston, Val Thompson, Rick Alonzo, Ron Smith
Voted No	
Absent	

NEW BUSINESS

4. **Electric**– Consider approval of unit 1 change order #1 (attachment) {action item}.

Mike summarized the project for the benefit of the public attending. He made note that the original bid was for \$189,000 with additional line items for specific costs for areas unknown at the time of bid because you can't know everything that has to be done until the unit is pulled apart and inspected. The additional line items were placed on the bid as a means to accommodate this. While attending the site in the previous week he personally reviewed the machine in Parma, Idaho and talked with the contractor doing the work. As a result, the contractor and the city agreed to the list of line items in the bid, including two additional ones that could not be known about until examined after the machine was torn apart; those included packing sleeve and wicket gates which are not lining up correctly and need to be modified. The total with the additional two items in the change orders comes to \$46,677.00, which is inline with what was expected when the city bid the project. Mike expects that there may another change order in the future in the amount of \$10,000.00, but he will bring that to council once it is known.

Ron Smith moved to approve the Unit 1 change order #1 in the amount of \$46,677.00 and authorize the Engineer to sign the change order documentation for the additional amount. The motion was seconded.

Result:	Approve
Moved by:	Ron Smith
Seconded by	Rick Alonzo
Voted Yes	Brion Poston, Val Thompson, Rick Alonzo, Ron Smith
Voted No	
Absent	

Police- Consider cost for repairs on police vehicles (attachment) {action item}.

Chief Zimmerman pointed council to the memo that was included in their packet. He noted the repairs to two police vehicles are in response to a slow speed chase that occurred, which was terminated at Nom Noms, where the vehicle damaged occurred.

Councilman Alonzo asked if or when the person who caused the slow speed chase is found guilty, there would be restitution for the amount the city has incurred as part of the chase. Chief Zimmerman agreed with this.

Councilman Poston asked if the driver had insurance. Chief Zimmerman indicated the driver did not have insurance and the driver was on drugs at the time of the incident.

Rick moved to authorize the police department to go ahead with the repairs on the police vehicles, one for \$3,138.11 and \$3,983.60 for a total of \$7,121.71. The motion was seconded.

Result:	Approve
Moved by:	Rick Alonzo
Seconded by	Ron Smith
Voted Yes	Brion Poston, Val Thompson, Rick Alonzo, Ron Smith
Voted No	
Absent	

City- Discuss Tyler Technologies contract for ERP software as a service (attachment) {action item}.

Ron made a comment regarding his concern about making a decision regarding changing any contracts the city has with Tyler Technologies given the matters that the city is having already and that he is not comfortable with making a decision without the Attorney and the Administrator making that suggestion.

Attorney, Andrakay responded with the statement that the city is already in a contract with Tyler Technologies and the Mayor had asked to place this on the agenda so that the council could discuss other options.

Mayor Staples followed with a question regarding how much we've paid Tyler Technologies over the course of the last three years. According to what he was reading, the city has spent \$166,700 for the software and the annual fee was less than what was presented in the packet of information. The annual fee is 33,328.00 or something around that. Mayor Staples asked if this annual payment was over after the fourth year, or if it continued. Andrakay responded that it was an annual term and while under contract that payment would be made every year. Mayor Staples then asked if we could terminate in the middle of a year and Andrakay responded the city could, but a penalty would have to be paid.

Mayor Staples then responded that while the item was listed as an action item, there was no need to take any action this evening. Rather he felt that council should be aware of the cost the city was paying Tyler Technologies for their software as well as the ongoing costs. He believes the council would need more information before making any decisions.

Councilman Poston made the comment that if you choose to look elsewhere for this software, you would have the start-up costs and yearly costs as the city did with Tyler. The Mayor agreed with him on this. Councilman Poston then stated that when comparing our costs to other cities or jurisdictions that use ERP software that our costs are very much inline with

others. Poston replied that the costs at the county was around \$48,000.00 per year. Councilwoman Thompson stated that we should not be considering another ERP software while in the middle of a budget, and that we keep this on our radar while we seek to replace the City Treasurer position.

Ron Smith made a motion to not take any action. The motion was seconded.

Result:	Approve
Moved by:	Ron Smith
Seconded by	Val Thompson
Voted Yes	Brion Poston, Val Thompson, Rick Alonzo, Ron Smith
Voted No	

City- Consider Local Option Tax ballot measure for May 2023 election and authorize staff to prepare draft ordinance and set next workshop date with community (attachment) {action item}.

Administrator Ailport stated that she prepared a memo summarizing the timeline for preparation and that additional information was needed to be able to get the language ballot ready for a March 2023 deadline. Lisa mentioned that there wasn't a lot of time to go back to the drawing board on this issue, given that next year's budget was due to the papers in August of this year. Nothing that if council elected for a fall ballot date, that we would have to have the 2024 budget balanced before the start of the new fiscal year, which means we are balancing with the shortfall as a consideration.

Councilwoman Thompson commented that it was important to noted that the city leadership wasn't looking at property tax increases because of the comments received at the meeting. She stated that many of the people who spoke at the workshop, noted that the Local Option Tax was the preferred option over cuts or other revenue streams.

Councilman Poston mentioned that there were some terms thrown out for consideration, based on what other cities were doing who have adopted the local option tax. Poston mentioned that Ponderay and Sandpoint were 5 years, which was more normal. In that time, the city could see how the tax was working. With the amount of money needed to make up the shortfall, around 25% of the overall budget needs, the only other way to significantly make up that difference would be to cut services. Poston continued, noting that this was not something the public indicated they wanted to look at first.

Councilman Ron Smith wanted to explain why the city was in the situation, noting the issue started in 1952. The Mayor and city council decided at that time to take 5% of the electric fund to fund the general fund. That occurred until 2012, when the city asked if they could continue the transfer and include water and sewer as well. The attorney wrote a memo to the council noting that this practice was allowed under Idaho State law. However, this past year a court case in Pocatello, said it was not longer acceptable to do this transfer. This decision has left the city with the shortfall this year and every year after. He reiterated that this issue wasn't anything that this council created. He believes in living within your means, but this particular issue has led to this immediate shortfall and that is very difficult to overcome through living within your means. Councilman Smith mentioned that the 1% sales tax could be a viable solution, given that if someone spends \$10,000 in taxable they would pay \$100.00. The other options included raising property tax by 63% or cutting services. He mentioned that the only service that could be cut is law enforcement, and he wasn't in favor of cutting law enforcement while he was on council.

Councilwoman Thompson mentioned that it is the job of the council to be fiscally responsible to the tax payers moneys. It is the councils fiduciary responsibly. Anyone who has questions or wants to meet with them or staff is encouraged to reach out to get questions answered.

Councilman Poston added that anyone who had ideas on how to make up the revenue was encouraged to provide their thoughts.

Councilwoman Thompson made a motion to move forward with preparing the local option tax and hosting another round of community meetings around the parameters of Idaho Code. The motion was seconded.

Result:	Approve
Moved by:	Val Thompson
Seconded by	Rick Alonzo
Voted Yes	Brion Poston, Val Thompson, Rick Alonzo, Ron Smith

Voted No	
Absent	

Executive Session- pursuant to Idaho Code 74-206, subsection 1(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public-school student. {action item}

A motion was made by Rick Alonzo to go into executive session pursuant to Idaho Code 74-206, subsection 1(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public-school student.

Result:	Approve
Moved by:	Rick Alonzo
Seconded by	Val Thompson
Voted Yes	Brion Poston, Val Thompson, Rick Alonzo, Ron Smith
Voted No	
Absent	

Council went into executive session at 6:39 pm.

ADJOURNMENT

The City Council existed the executive session at 8:10 pm, with the mayor noting that no decision was made. He then adjourned the meeting.

WORK ORDER

Pursuant to Existing 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 2023	PERIOD OF PERFORMANCE: 01/01/2023-12/31/2023
Work Order Not-To-Exceed Ceiling Value: \$10,000.00	WORK ORDER CONTRACT TYPE: Time and Materials

This **Work Order (“WO”)**, by and between, City of Bonners Ferry, (“Company”) 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.

1. Work Order Number & Title: WO003 – General GIS Support2023

2. 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:

- WO003 – General GIS Support2023
- Master Service Agreement Dated: January 1st 2022
- Any Referenced Specifications

3. Scope- See attached scope below

See Attachment A for Scope of Work.

4. Cost Estimate

See Attachment B for Cost Estimates

5. Funding

The contractor agrees to bill the city based on a time and material bases consistent with the rate schedule as provided below. The contractor also agrees to notify the city when costs associated with the scope of work look to exceed \$10,000.00 in the contracted year.

6. Work Order Authorized Representatives

The following authorized representatives are hereby designated for this WO:

Technical	Contractual
(1) Brian Errett/Lisa Ailport, City of	(1) Lisa Ailport, City of Bonners Ferry
(2) Dan Spinosa/Jared Yost Innovate!	(2) Tom Crites, Innovate!

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.
- Convert tabular Utility Billing Data into GIS Layer
- Update location of meters using GPS provided by city.
- Integrate the updated data into the city GIS system
- As Directed, As Needed GIS services

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.

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	\$ 207.19
Sr. Subject Matter Expert	\$ 188.34
IT Analyst V	\$ 171.11
Business Integration Consultant 2	\$ 162.65

Sr. IT Analyst	\$ 154.16
Subject Matter Expert	\$ 142.52
Emerging Technology Expert	\$ 126.06
Application Programmer	\$ 116.22
Journeyman IT Analyst	\$ 107.55
IT Analyst II	\$ 93.02
Jr IT Analyst	\$ 76.23
IT Analyst I	\$ 62.05
Technician	\$ 52.80
Computer Tech II	\$ 41.99
Computer Tech I	\$ 33.33

Assumptions about Services and resources being provided to Innovate Staff

- City of Bonners Ferry will provide hardware to collect the GPS locations
- City of Bonners Ferry Staff will find and map meters that are not easily visible
- The estimate assumes minimal travel, a portion of the work will be completed remotely. Innovate staff can perform work on site with pre-approval by the customer. This would include costs for travel time and mileage at the current federal rate of 58.5 cents per mile (<https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2022>)
- 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 Spinoso directly at (208) 290-4124 or via email at dspinoso@innovateteam.com.

Company 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

By:

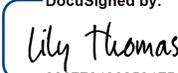
Name:

Title:

Date:

Innovate! Inc.

By:

DocuSigned by:

 3927764362594FD...

Name: Lily Thomas

Title: President

Date: 1/19/2023 | 2:50:51 PM PST



CITY OF BONNERS FERRY

7232 Main Street
P.O. Box 149
Bonners Ferry, Idaho 83805
Phone: 208-267-3105

STAFF REPORT

COMPREHENSIVE PLAN MAP & ZONE CHANGE APPLICATIONS

BONNERS FERRY CITY COUNCIL

WILLIAM BAKER, FILE #AM018-22 & #ZC03-22

Prepared by: Clare Marley, AICP
City Contract Planner, Ruen-Yeager & Associates

Project Description: Request to amend the Bonners Ferry Future Land Use Map (comp plan map) and zoning map from Residential/Residential B to Commercial for a 0.325-acre parcel.

Location: North of Boundary Tractor at 6659 Augusta Street, in Section 34, Township 62 North, Range 1 East.

Legal Description: The West Half of Lot 18 of Jackson's Sunny Home Sites, as recorded in Book 1-C of Plats, Page 77, records of Boundary County, Idaho, less the South Half of the South Half of said Lot 18.

Parcel Size: ±0.33 acres

Applicant: William Baker

Applicant Representative: Cal Russell, Boundary Tractor

Application Filed: 8/30/22; revised 11/21/22

Publication Date: Bonners Ferry Herald, 11/29/22 for P&Z hearing

Other Notifications: Media, taxing districts, school district and airport manager, and landowners w/in 300': 12/30/22

Hearing Dates: Planning and Zoning: 1/19/23
City Council Meeting: 2/7/23

Hearing Packet: Applications, legal notice, site plan, draft minutes from Planning and Zoning Commission meeting of January 19, 2023, public comment

P&Z Recommendation: Approve, on a unanimous vote, 1/19/23

I. APPLICABLE STATE AND CITY CODES/PROCEDURES

Idaho Code §67-6509, Recommendation and Adoption, Amendment, and Repeal of the Plan. Provides procedures for zoning and comprehensive plan amendments.

Idaho Code §67-6511, Zoning Ordinance. Establishes a process for zoning map amendments and procedures following IC§67-6509. Governing bodies must confirm zone change is in accord with the adopted comprehensive plan and may require the request include an amendment to the plan if found to not be in accord with the Plan. Because the request for the rezone is not consistent with the adopted Comp Plan Map, the City must also consider an amendment to its Comprehensive Plan. These files are being considered concurrently, as permitted by Idaho Code.

Title 11, Chapter 6, Bonners Ferry City Code, Amendment of the Act. Allows for any person or party to file an application for a zoning amendment and sets forth the required procedures and standards.

II. PROPERTY INFORMATION:

- 1. Site acreage: About ±0.33 of an acre
- 2. Access: Direct access to public right-of-way: Augusta Street
- 3. Services: City water, sewer, and electric.
- 4. Surrounding uses and zones:

Compass	Comp Plan Designation	Current Zoning	Uses/Densities
Site	Residential	Residential B	Residential homesite
North	Residential	Residential B	Residential homesites
South	Commercial	Commercial	Existing business, Boundary Tractor
East	Residential, Commercial	Residential B, Commercial	Residential homesites, restaurant, business
West	Commercial	Commercial	Vacant land, Augusta Street city public right-of-way

III. PROJECT OVERVIEW/SUMMARY

Applicant William Baker is seeking amendments to the City of Bonners Ferry’s Comprehensive Plan Future Land Use Map and zoning map from Residential/Residential B to Commercial to allow for an expansion of an existing, adjoining business, Boundary Tractor. The applicant would like to expand the Boundary Tractor operation (yard) to the north with the acquisition of this parcel. Since the use of the property for a commercial yard for parking, storage, or commercial operations is not permitted in the Residential zoning districts, the zone change would be necessary to allow those uses.

The property is 0.33 of an acre lying north of Boundary Tractor and east of Augusta Street public right-of-way. Residential/Residential B zoning and homesites are located to the north and east of subject parcel with Commercial zoning to the west and south.



Aerial view of vicinity



Zoning in Vicinity



Residential, Comp Plan: The Residential designation is intended to support zoning districts allowing a range of housing types and densities.

The Residential designation also allows for certain public uses such as parks, fire and police facilities and K-12 schools.

Zoning, Residential B: Provides regulations for residential uses, with some mixed uses, similar to the Residential A district. This zone also allows for the keeping of certain animals, with limits to the number and types of animals.



Commercial, Comp Plan: The Commercial designation is intended to support zoning districts that allow commercial uses. The Commercial designation also allows for single and multi-family dwellings, public utility structures, and certain public uses such as parks, fire and police facilities, and schools.

Zoning, Commercial: To accommodate the location of new businesses in the municipal limits. To also establish areas in the municipal limits for future business growth.

While the application indicates the landowner plans to expand the “yard” area for the existing Boundary Tractor into this site, the landowner is not held to only that use if the zone change is approved. This is not a conditional zone change that would limit a site to specific uses. The Commercial zone allows retail, service-oriented businesses, eating and drinking establishments, professional offices, and residential uses through either special use permits or permitted outright. The zone also allows various light and heavy industrial uses. (*Appendix B, Table of Uses, Bonners Ferry City Code.*)

Bonners Ferry is currently updating its comprehensive plan and future land use map. Applications are subject to the laws in effect at the time when requests are submitted. Therefore, the future land use designations and policies do not affect this request. However, the future map calls for this area to be designated Residential Medium Density, just north of the General Commercial & Mixed Use designation. If this zone change/comp plan amendment is approved, the change should also be reflected in the draft comp plan mapping.

IV. AGENCY COMMENTS

Planning staff sent requests for comment to city and state agencies affected by the applications on December 14, 2022, after receipt of revised applications. The water and sewer department advised it has no comments on the proposal. There were no other comments received.

V. PUBLIC COMMENTS

The Planning and Zoning Commission heard testimony from Denise Thompson, who provided a letter and testified in opposition to the zone change. She cited increased traffic, potential risks to cyclists and pedestrians, and changes to the neighborhood as her reasons for opposing the zone change.

VI. ANALYSIS

Since the requests for amendments are to the City's zoning and Plan maps, the basis for the decision is whether or not the proposals are in accord with the adopted Bonners Ferry Comprehensive Plan and policies.

Adoption or amendment of the official zoning map requires the governing bodies to confirm the map amendment is in accord with the adopted policies set forth in the comprehensive plan. A summary of each section, and portions that may relate to the proposed zoning map amendment, are noted below. Staff comments are shown in *italics*.

Section 1 of the adopted comprehensive plan addresses the need to adopt regulations that are consistent with community goals and objectives. Planning principles encompass various goals regarding housing, transportation, etc., and include creating opportunities for open space, parks, and greens.

Section 2 covers property rights, and policies to recognize private property ownership as a basic right and to administer ordinances to allow reasonable use of private lands consistent with public health, safety, and general welfare.

Section 3 deals with population and growth.

Section 4 reviews the school facility and transportation needs.

Section 5 encourages new businesses to locate in Bonners Ferry; zone areas for business development so they can be used for commercial and industrial development, while maintaining adjoining land use interests; economic growth recognizes the community's source of income relies on natural resources and retail trade. Policies consider the promotion of tourism, clean industry, and expansion and growth of existing businesses. *This proposed zone change adjoins existing commercial uses and zoning. If approved, the zone change would allow the expansion and growth of an existing business.*

Section 6 of the comprehensive plan established three land use types: Residential, Commercial, and Industrial. Buffers between incompatible uses are encouraged to be developed. Land use decisions must consider the availability of services and should consider the preservation and enhancement of natural resources. Protection and enhancement of general public safety, health, and welfare are factors in guiding land use decisions. *The site is currently served with city water, sewer, and electricity. The site is used as a residence.*

Section 7 addresses natural resources and encourages the protection of natural beauty and environment of the area and the need for buffers and mitigation to protect from noise, odor, or pollution. *The site is developed with a residence and is generally level, with no bodies of water or wetlands present.*

Section 7.1 acknowledges agriculture is a major industry in Boundary County.

Section 8 includes potential rail, river, and hillside hazards and emergency services. *The site is not within a flood hazard zone. The area is flat.*

Section 9 reviews available water, sewer, power, fire, solid waste and health services. *No new services are requested. The site is currently served by city water, sewer, and electricity.*

Section 10 is relative to transportation, needs, and policies. *The site would be accessed from Augusta, a paved city right-of-way that fronts the property. U.S. 95/Main Street is an access point from Augusta to the south and east.*

Section 11 covers small and larger scale recreational needs, and includes concepts to create small, pocket parks, green space, and encouraging a "community wide park environment," while promoting a "sense of community ownership."

Section 12, Special Areas or Sites acknowledges the wildlife refuge, Selkirk Loop

and natural lands.

Section 13, regarding Housing, covers clean, safe housing, access, and services. Residential uses are to be buffered from non-residential uses. Zoning should be updated to provide responsible, well-planned development. *The Commercial zone permits various types of housing, as well as commercial/light industrial uses.*

Section 14, Community Design, refers to the Hudson strategic plan. *This site adjoins Boundary Tractor, which has been a business operation at that location for the past 25 years, according to the application.*

Section 15 is an implementation section on ordinance updates and urges the community to review and update its standards and policies on an ongoing basis, based on changing conditions and new issues.

MOTIONS BY THE CITY COUNCIL:

Motion to Approve: I move to approve these files #AM018-22 and #ZC03-22, amending the Comprehensive Plan map designation from Residential to Commercial and the zoning map from Residential B to Commercial for a 0.33-acre parcel, finding that it is in accord with the general and specific goals and standards of the City of Bonners Ferry comprehensive plan, as enumerated in the findings and reasoned statements below and evidence received.

I further move to adopt the following reasoned statement in the affirmative and direct staff to prepare an ordinance and resolution enacting the amendments for City Council consideration.

Motion to Set to Public Hearing: I move to direct staff to set these files #AM018-22 and ZC03-22 for public hearing, allowing sufficient time for scheduling and legal notice.

REASONED STATEMENTS

1. The amendment **IS/IS NOT** supported by the City of Bonners Ferry Comprehensive Plan.

Community Design	Special Areas and Sites
Natural Resource	Recreation
Population	Housing
Economic Development	Land Use
Hazardous Areas	Public Services, Facilities and Utilities
Transportation	Implementation
Property Rights	

Draft Findings:

1. The site is ±0.33 acres, zoned Residential B.
2. The Bonners Ferry's adopted Comprehensive Plan Future Land Use Map designates this site as Residential. The applicants are seeking a designation of Commercial.
3. The Residential Comp Plan designation is intended to support zoning districts allowing a range of housing types and densities. The Residential designation also allows for certain public uses such as parks, fire and police facilities and K-12 schools. The Commercial designation is intended to support zoning districts that allow commercial uses. The Commercial designation also allows

for single and multi-family dwellings, public utility structures, and certain public uses such as parks, fire and police facilities and schools.

4. The site is located east of Augusta Street and northwest of U.S. Highway 95.
5. The property adjoins Boundary Tractor to the south.
6. The applicant proposes to expand the Boundary Tractor yard into the subject site.
7. Residential development and zoning adjoins the site to the north and east.
8. The area west of the site is zoned Commercial.
9. City water and sewer department indicated it had no issues or concerns with the zone change.
10. The site is served by city water, sewer, and electricity.
11. Public notice has been provided to landowners within 300 feet of the property, taxing districts, media, school district, and newspaper in accord with the noticing requirements of the Idaho Local Land Use Planning Act.
12. The Bonners Ferry Planning and Zoning Commission recommended to City Council approval of the requests following its January 19, 2023, public hearing.



CITY OF BONNERS FERRY

7232 Main Street
P.O. Box 149
Bonners Ferry, Idaho 83805
Phone: 208-267-3105 Fax: 208-267-4375

Zone Change Application

FOR OFFICE USE ONLY:

FILE # 2003-02	RECEIVED: RECEIVED AUG 30 2022 CITY OF BONNERS FERRY
-----------------------	--------------------------------------------------------------------------

APPLICANT INFORMATION:

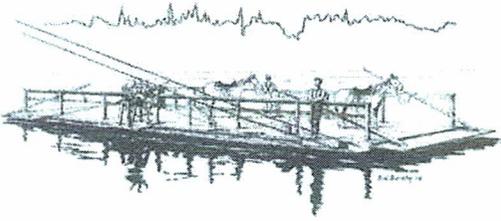
Landowner's name: William Baker		
Mailing address: 6659 Augusta		
City: Bonners Ferry	State: Id	Zip code: 83805
Telephone: 208-267-2179	Fax:	
E-mail:		

REPRESENTATIVE'S INFORMATION:

Representative's name: Cal Russell		
Company name: Boundary Tractor		
Mailing address: P.O. Box 900		
City: Bonners Ferry	State: Id	Zip code: 83805
Telephone: 208-267-5571	Fax:	
E-mail: Cal@boundarytractor.com		

PARCEL INFORMATION:

Section #: 34	Township: 62	Range: 1E	Parcel acreage: 0.325
Parcel # (s): RPBD420001018DA			
Legal description (Attach conveyance document): Attached			
Current zoning: Res. B		Current Comprehensive Plan Designation: Residential	
Current Use: residence		Requested: Commercial	
Directions to site:			



CITY OF BONNERS FERRY

7232 Main Street
P.O. Box 149
Bonners Ferry, Idaho 83805
Phone: 208-267-3105 Fax: 208-267-4375

Zone Change Application

FOR OFFICE USE ONLY:

FILE # 2003-02	RECEIVED: RECEIVED AUG 30 2022 CITY OF BONNERS FERRY
-----------------------	--------------------------------------------------------------------------

APPLICANT INFORMATION:

Landowner's name: William Baker		
Mailing address: 6659 Augusta		
City: Bonners Ferry	State: ID	Zip code: 83805
Telephone: 208-267-2179	Fax:	
E-mail:		

REPRESENTATIVE'S INFORMATION:

Representative's name: Cal Russell		
Company name: Boundary Tractor		
Mailing address: P.O. Box 900		
City: Bonners Ferry	State: ID	Zip code: 83805
Telephone: 208-267-5571	Fax:	
E-mail: cal@boundarytractor.com		

PARCEL INFORMATION:

Section #: 34	Township: 62	Range: 1E	Parcel acreage: 0.325
Parcel # (s): RPBD420001018DA			
Legal description (Attach conveyance document): Attached			
Current zoning: Res. B		Current Comprehensive Plan Designation: Residential	
Current Use: residence		Requested: Commercial	
Directions to site:			

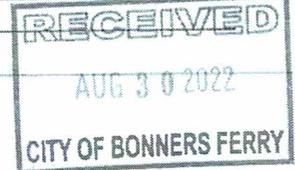
REVISED
8:58 am, Nov 21, 2022

APPLICANT NARRATIVE:

2003-22

Please explain the nature and purpose of the zone change: (How has the area changed since it was zoned, what specifics about uses within the area support the change to the new zone district).

This property is sided on two sides by commercial property plus on one side a residence that is running a business



SITE INFORMATION:

Describe surrounding land uses (ex: residential housing, commercial manufacturing etc):

North Residence (subject prop.) South Commercial (Boundary Tractor)
East Residence West Commercial empty

Describe adjacent zoning and densities (ex: AA, A, B, C, M and I, Platted 10k sq.ft., Commercial lots etc):

North B South C
East B West C

Please provide a general description of the lay of the land (ex: is the property flat, have any bodies or water or wetlands present, what existing structures and uses are present etc.)

flat with house and garage

STANDARDS FOR REVIEW

How will the proposed site meet the specific criteria of the proposed zoning district?

IT adjoins Boundary Tractor and will be used as an extension of their yard.

Will the proposed zone change require any additional city services be extended to serve the property? For example, will sewer lines, roads or electricity need to be extended to serve the area as part of the zone change request?

Property already has water and sewer and power

Explain how the proposed zone change will be compatible with surrounding and adjoin land uses? Will any additional noise, light glare, odor, fumes or vibrations occur that will affect adjoining property owners?

There should be no change as Boundary Tractor has been located there for 25 years with no complaints

Will the requested zone change permit a non-conforming use that otherwise is prohibited in the current zone? Complete

NO

2003-22

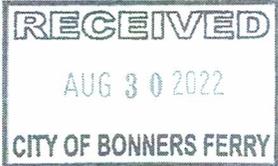
Explain how the proposed use is in general compliance with the goals of the Comprehensive Plan (attached additional paper if necessary): **Complete**

our business has been on adjoining property and we has been good neighbour to all neighbours

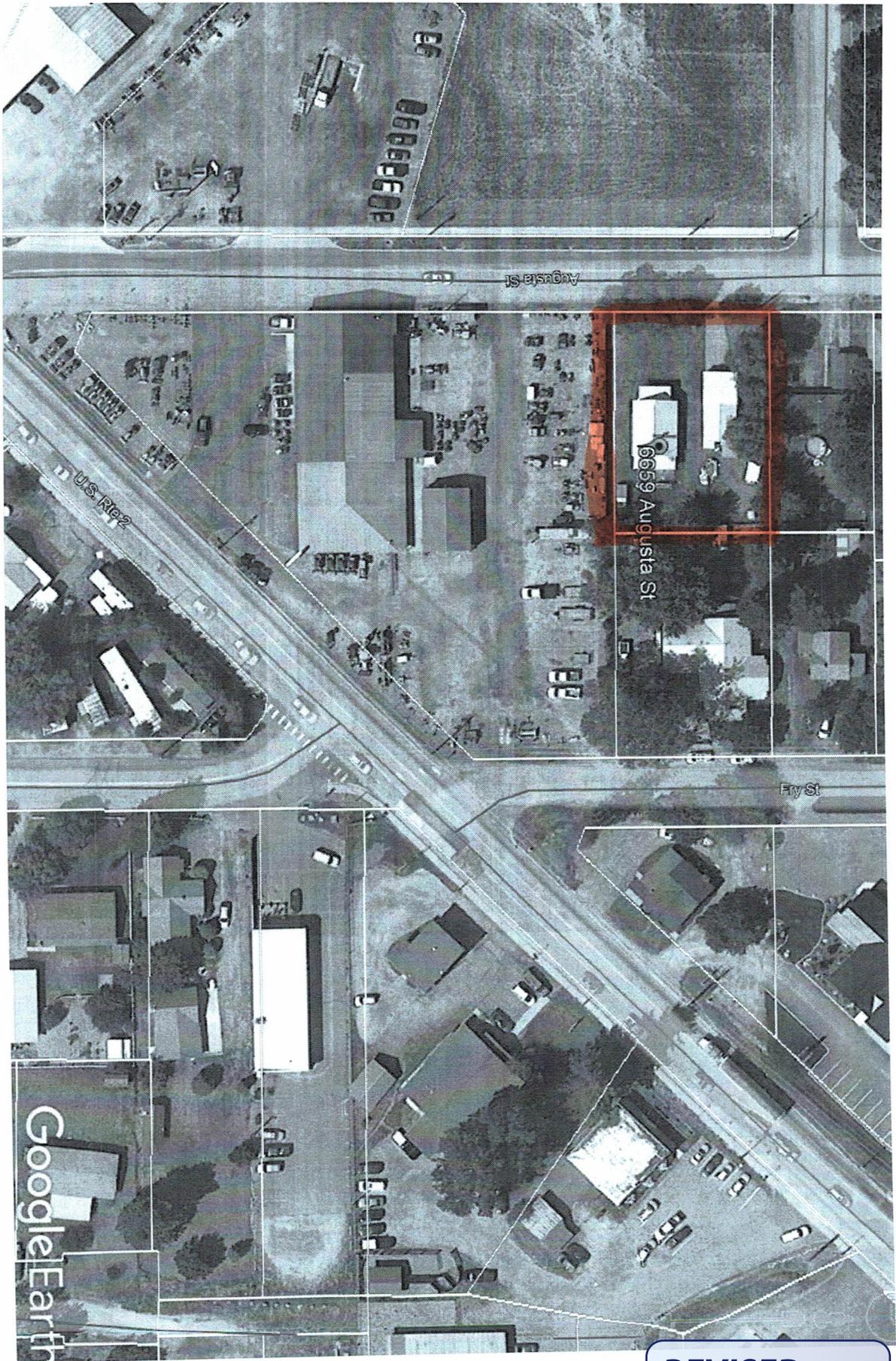
I hereby certify that all the information, statements, attachments and exhibits submitted herewith are true to the best of my knowledge. I further grant permission to the City and its representatives to enter upon the subject land to make examinations, post the property or review the premises relative to the processing of this application.

Landowner's signature: *William C. Bilmer* Date: *8-24-22*

Landowner's signature: _____ Date: _____



REVISED
8:59 am, Nov 21, 2022



Aerial

REVISED
8:59 am, Nov 21, 2022

2003-22

**William Baker Property
Section 34, T62N, R1E, B.M.**

*The West Half (W1/2) of Lot Eighteen (18) of Jackson's Sunny Home Sites
as it is recorded in Book 1-C of Plats, Page 77 records of Boundary County, Idaho.*

LESS the South Half of the South Half of said Lot Eighteen (18).



P O Box 1789
Bonners Ferry, ID 83805
mailing address

6705 Augusta St.
Bonners Ferry, ID 83805
residence address

January 12, 2023

City of Bonners Ferry Planning & Zoning Commission
7232 Main St.
Bonners Ferry, ID 83805

Re: File #18-22 & ZC03-22 (William Baker)

This letter is to be read into the public record at the P & Z meeting scheduled for January 19 at 5:15 at Bonners Ferry Hall concerning the above referenced file. Mr. Baker is requesting approval for the amendment of the Bonners Ferry Future Land Use Map and zoning map from Residential/Residential B to Commercial for a 0.325 acre parcel addressed at 6659 Augusta.

The area from and including 6659 Augusta north on both sides of the street are and have been for years residential including apartments and many older homes plus Valley View Elementary School.

I have owned my home at 6705 Augusta since 1997. I believe an encroachment of commercial entities moving toward the north on Augusta would jeopardize its residential intent and history and the relative quiet this area has enjoyed for even more years than I have been here.

More business traffic on the street would jeopardize the young people walking and bicycling to attend schools in the area and who travel Augusta to attend them. Older individuals also use the area for walking and bicycling. Additionally dogs and cats of those living on Augusta use the street. I also advise those considering Mr. Baker's request that traffic and speeding cars and commercial vehicles have increased significantly already in the last 3-4 years.

It is my request that Mr. Baker's request for zoning change be denied.

Thank you.


Denise Thompson

NOTICE OF PUBLIC HEARING

Notice is hereby provided that a public hearing pursuant to Idaho Code 67-6509 and Bonners Ferry City Code has been set for the City of Bonners Ferry Planning and Zoning Commission for **JANUARY 19, 2023, AT 5:15 PM** at Bonners Ferry City Hall to consider recommendations to the City Council for the following:

File #AM18-22 & ZC03-22 - WILLIAM BAKER is requesting approval for the amendment of the Bonners Ferry Future Land Use Map (comp plan map) and zoning map from Residential/Residential B to Commercial for a 0.325-acre parcel addressed at 6659 Augusta and located north of Boundary Tractor and northwest of U.S. Highway 95/Main Street in Section 34, Township 62 North, Range 1 East, B.M. (Parcel #RPB0420001018DA). The Commercial District allows a mixture of housing, retail, service, and office uses.

The public is welcome and encouraged to attend the hearing or provide written response. Any written comment greater than one (1) page must be submitted at least six (6) days prior to the meeting. Written material not exceeding one (1) page may be read into the record the day of the hearing. Public wishing to speak at the public hearing may do so in compliance with Resolution 2014-06-01, a copy of which is located at City Hall. The hearing will be available via Zoom video conferencing by logging in at: <https://us02web.zoom.us/j/86862147479> or phone at +1 253 215 8782. Meeting ID: 868 6214 7479.

The deadline for submitting written comment and/or material longer than 1 page is **January 13, 2023 by 5pm**. Written comment can be mailed to City of Bonners Ferry, Planning and Zoning, P.O. Box 149, Bonners Ferry, ID 83805 or email to cityhall@bonnersferry.id.gov.

Complete files are available for view at City Hall, located at 7232 Main, during regular business hours. Anyone requiring special accommodations due to disability should contact the City Clerk at (208) 267-3105 at least two days prior to the meeting.

City of Bonners Ferry Planning and Zoning Dept.

ATTEST: Lisa M. Ailport
PUBLISH: Bonners Ferry Herald, December 29, 2022

MAIL: By **January 3, 2023**, to taxing districts, airport manager, school district, media, and landowners w/in 300' of the property
POST: Site by **January 10, 2023**

MINUTES
CITY PLANNING AND ZONING COMMISSION
BONNERS FERRY COMPREHENSIVE PLAN ADVISORY COMMITTEE
Bonnors Ferry City Council Chambers
7232 Main St.
(208) 267-3105
January 19, 2023
5:15 pm

Chair Andy Howe called the Planning and Zoning meeting for January 19, 2023 to order at 5:15 pm. Planning and Zoning Commissioners present were: Andy Howe, Dave Gray, Sue Larson, Darci Price, and Chris Rawlings via zoom. Comprehensive Plan Advisory committee present were David Sims, Val Thompson, Glenda Poston, Desiree Staples, Shelly Kramer, and via zoom was planning consultant for the Comprehensive Plan Aaron Qualls, SCJ Alliance. Also present were: Contract Planner Clare Marley and Planning & Zoning Clerk Julie Fairchild.

PUBLIC COMMENTS

Cal Russell and William Baker from the public were present and via zoom was Denise Thompson.

CONSENT AGENDA

1. Approval November 17, 2022 Minutes: **ACTION ITEM.**
Commissioner Sue Larson moved to approve the minutes of November 17, 2022.
Commissioner Darci Price second the motion. The motion passed all in favor.

NEW BUSINESS

2. PUBLIC HEARING: File #AM18-22 & ZC 03-22- WILLIAM BAKER

William Baker is requesting approval for the amendment of the Bonnors Ferry Future Land Use Map(comp plan map) and zoning map from Residential/Residential B to Commercial for a 0.325-acre parcel addressed at 6659 Augusta and located north of Boundary Tractor and northwest of U.S. Highway 95/Main Street in Section 34, Township 62 North, Range 1 East, B.M.(Parcel #RPB0420001018DA). The Commercial District allows a mixture of housing, retail, service, and office uses. **ACTION ITEM:** The Planning and Zoning Commission will make a recommendation to Bonnors Ferry City Council, who will make the final decision on the requests at a later date.

Chair Andy Howe called for any conflicts of interest and advised there are no conflicts with this file.

Clare said Boundary Tractor is wanting to expand their yard. Clare said all the utilities are already there. Clare said City advises it sees no issues with request with respect to City water and sewer services and also no other agency comments. Denise Thompson from the public had sent in a letter which said area to the north of subject parcel is residential and includes apartment and older homes and zone change would change intent of neighborhood. Traffic increases would affect pedestrians and cyclists. Asks request be denied.

Cal Russell from the public said he approached Bill Baker about this property because he would like to have this piece of property in the future when he's done using it but if it's not zoned for commercial use it's of no value to him. Cal said it may not change it's use for a long time but he would like the ground where it lays for him to own it someday. Cal said nothing is going to change on this property but run our business.

Vice Chair Chris Rawlings moved to recommend approval of these files #AM018-22 & #ZC03-22, amending the Comprehensive Plan map designation from Residential to Commercial and the zoning map from Residential B to Commercial for a 0.33-acre parcel, finding that it is in accord with the general and specific goals and standards of the City of Bonners Ferry comprehensive plan, as enumerated in the findings and reasoned statements below and based upon testimony received at this hearing. I further move to adopt the following reasoned statement in the affirmative, based upon the following reasons: that they would meet the standards. Commissioner Sue Larson seconded the motion. The motion passed all in favor.

NEW BUSINESS: Joint Meeting of Planning & Zoning Commission and Comprehensive Plan Advisory Committee

3. City of Bonners Ferry Comprehensive Plan Update: **DISCUSSION/ DIRECTION TO STAFF**
Aaron Qualls, Comprehensive Plan Update Contractor with SCJ Alliance, gave an update on the Comprehensive Plan.

Aaron said that all ways of travel will be specified along highway 95. Aaron said the policies with ITD will be worked on as well. Aaron said housing will be encouraged in or near downtown along with economic development and working on the policies with flood plains. Val Thompson asked if there was a policy on storm water runoff. Clare replied we don't have a policy on that. Aaron said that they would work on it.

- a. Comp Plan draft review
- b. Schedule for open house/public hearing

The Commission agreed to tentatively set the open house/public hearing at the Annex building and the date is possible going to either be February 22nd or March 1st do to availability of the building and staff.

4. Commission, Council. And Staff updates
 - a. February agenda

Commissioner Darci Price moved to adjourn the meeting. Commissioner Sue Larson seconded the motion. The motion passed all in favor. The meeting adjourned at 5:46 p.m.

Comprehensive Plan Advisory meeting ended at 6:45.



MEMO

To: Bonners Ferry Mayor, City Council, and City Administrator
From: Clare Marley, AICP, Contract Planner
Date: February 2, 2023

Re: **FJC, LLC and Boundary Community Hospital Conditional Zoning Agreement, File ZC02-21**

Bonnors Ferry City Council on August 2, 2022, approved a request for the conditional zoning of land owned by FJC, LLC east of Northside Bed and Breakfast on Comanche Street to allow for the specific use of the site for a hospital/community animated electronic sign. The co-applicant is Boundary Community Hospital.

Because the zone change is conditional, as authorized by Idaho Code, there are certain limits established for the use of the site. The approval of the conditional zoning included a requirement for the execution of a development agreement between the parties to ensure the use of the site meets the intent of the zone change.

Attached to this memo is the agreement drafted by city staff and executed by FJC, LLC and Boundary Community Hospital's CEO. Planning staff and the City Administrator have reviewed the document against the City's decision letter and find the document meets the intent of the Council's August decision and is ready for consideration by the Council. The agreement includes the specific purpose for the zone change, requirements to obtain a sign permit, utility and right-of-way considerations, and ability to reverse the zoning if conditions of the agreement are not met. If the agreement is approved, the next steps to complete the zone change are to ensure the agreement prerequisites are met, and then to prepare maps, an ordinance, and a resolution amending the City's comprehensive plan and zoning maps. The following draft motion is offered if Council determines the agreement is ready for approval:

MOTION: I move to approve the development agreement between the City of Bonners Ferry and applicants FJC, LLC and Boundary Community Hospital for the conditional zone change of property generally located adjacent to 6497 Comanche Street and the subject of File #ZC02-21, and authorize the Mayor to sign the document on behalf of the City of Bonners Ferry.

**CITY OF BONNERS FERRY, IDAHO
CONDITIONAL ZONE CHANGE
DEVELOPMENT AGREEMENT
FJC, LLC & BOUNDARY COMMUNITY HOSPITAL
File #ZC02-21**

THIS AGREEMENT is made effective this _____ day of _____, 20____, by and between the **CITY OF BONNERS FERRY**, 7232 Main Street, Bonners Ferry, Idaho 83805, a municipal corporation organized pursuant to the laws of the State of Idaho, hereinafter termed the “City,” and, **FJC, LLC AND BOUNDARY COMMUNITY HOSPITAL**, hereinafter termed the “Owner/Applicant.”

WHEREAS, the Owner/Applicant owns or is the prospective buyer of a tract of land located adjacent to U.S. Highway 95, addressed at 6497 Comanche Street, and east of Northside Bed and Breakfast and known as a portion of Tax 195 & Tax 196 less Tax 215, in Section 22, Township 62 North, Range 2 East, B.M. Said property is described in attached Exhibit A and depicted in Exhibit B, and hereinafter termed “Described Land.”

WHEREAS, the Described Land is the subject of a conditional zone change application with the City of Bonners Ferry (File #ZC02-21) wherein the Owner/Applicant requested approval for a conditional zone change from Residential A to Commercial to allow the specific use of the site for a hospital/community animated, electronic sign on the subject property; and

WHEREAS, the Bonners Ferry City Council on August 2, 2022, conditionally granted approval for the zone change on condition that Owner/Applicant and City execute a development agreement, as evidenced by the City’s decision letter, attached as Exhibit C; and

WHEREAS, the City desires to set conditions for the placement and operation of the sign to ensure the use meets all City zoning code, sign standards, building, and safety standards; addresses city utility services and easements; establishes procedures for modification and termination of the sign; and ensures continued use of the sign for the original purpose as a community benefit; and

WHEREAS, the City and the Owner/Applicant/Applicant with the execution of this document agrees to the terms and conditions as set forth therein;

NOW THEREFORE, IN CONSIDERATION of the covenants and conditions set forth herein, the parties agree as follows:

1. Purpose:

Owner/Applicant willingly enters into this Agreement to obtain a zone change to Commercial for the Described Land, while City seeks to ensure proper use of the site in accord with city standards and the intent of the original application. The term "Owner/Applicant" is deemed to include any successor in interest in the Described Land.

2. Prerequisites:

Upon proper execution of this Agreement, and upon performance of the prerequisite steps called for herein, the City will, to the extent lawfully permitted and subject to the final determination by the Bonners Ferry City Council, adopt a resolution amending the City of Bonners Ferry Future Land Use Map and adopt and thereafter publish an ordinance amending the City of Bonners Ferry official zoning map for the Described Land. Prior to adoption of the resolution and ordinance:

2A. The Owner/Applicant shall pay any and all fees associated with the map amendments process, as outlined in **paragraph 6.1** herein; and

2B. The Owner/Applicant shall provide to the City detailed drawing and documents, showing:

- a. The proposed location of the sign;
- b. Sign setbacks from all property lines;
- c. Location of sign to underground and overhead utility and services lines and easements;
- d. Access to the sign;
- e. Proposed construction timeline and method(s) to install;
- f. Sign dimensions, orientation to travelways, lettering, materials, color, lighting, animated features, and dimming mechanisms;
- g. Measures to shield or reduce glare onto adjoining highway and residential neighborhoods;
- h. Sign maintenance plan.

2C. The City shall review the proposed sign and its location for compliance with city zoning and building standards and effects on utilities and easements. The City is under no obligation to approve sign or building permit at this pre-application stage, but may use the information to advise the Owner/Applicant of any potential issues related to the future permits and sign placement.

3. Map amendments and conditions of approval:

Upon completion of the above prerequisites, the City shall adopt and record the map amendment resolution and ordinance and shall update the Future Land Use Map and

official zoning map in accord with the approved amendments to reflect the Commercial designation and Commercial zone for the Described Lands.

3A. Utilities:

The Owner/Applicant recognizes that any services or hook-ups shall be applied for and paid for in accordance with the applicable laws and policy adopted by the City.

3B. Continued Use:

Once the conditions of this development agreement have been met and the City has completed the map amendments, the Owner/Applicant shall have the benefit of the Commercial zone to allow for the application of a permit and placement of a sign to serve the community/hospital. Zoning of the site to Commercial is for the specific purpose of placing a community/hospital electronic sign. Failure to use the site for the specific use for sign placement for community/hospital messaging will result in the Described Land reverting to the previous zone, as set forth in Section 13 of this agreement.

4. Applicable Standards:

The Owner/Applicant agrees that all laws, standards, policies, and procedures regarding the encroachment from the public rights-of-way, Idaho Transportation Department permitting and review, utility accesses, building and zoning permits are their responsibility.

6. Consideration:

Owner/Applicant agrees to provide specific consideration to the City in the amounts and at the times specified herein. The sums specified are deemed by the parties to be a reasonable fee for City benefits to the Owner/Applicant's for the processing and considering of this agreement and map amendments. The sums and manner of payment are detailed in Section 6.1.

6.1 Prior to recording the map amendments agreement for the Described Lands, the Owner/Applicant thereof shall pay the appropriate costs associated with processing the map amendments, development agreement and zoning map amendment. The City has determined the reasonable fee to accommodate these. Both parties agree that this sum is to be paid as map amendments and development agreements fees associated with the processing of this application.

Fee Structure:	Notification / Mailings	<u>\$ Actual Cost</u>
Zone Change	Remaining notification costs:	
Comp Plan Amendment	Remaining notification costs:	
Development Agreement		\$250.00

7. Severability:

Should any provision of this Agreement be declared invalid by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect and be

interpreted to effectuate the purposes of the entire Agreement to the greatest extent possible.

8. *Merger and Amendment:*

All promises and prior negotiations of the parties merge into this Agreement. The parties agree that this Agreement shall only be amended in writing and signed by both parties. The parties agree that this Agreement shall not be amended by a change in law. The parties agree that Agreement is not intended to replace any other requirement of City Code and that its execution shall not constitute a waiver of requirements established by City ordinance or other applicable provisions of law.

9. *Enforcement - Attorney's Fees:*

Should either party require the services of legal counsel to enforce compliance with the terms of this Agreement, the prevailing party shall be entitled to its reasonable attorney's fees and related costs of enforcement.

10. *Sunset / Expiration Clause:*

This Agreement shall be effective commencing on the signature date provided and shall continue in effect for an initial period of 36 months and shall thereafter not be extended without first making a request in accordance with section 11 of this Agreement. This Agreement shall sunset, if the terms of the Agreement are not fully executed or extended, prior to expiration occurring.

11. *Extension of Agreement:*

At any time prior to the expiration of this agreement, the Owner/Applicant, may request to the City to extend this agreement by providing a written request to extend for an additional 2-year period. Any agreement on the part of City to any such extension shall be valid only if set forth in a written acceptance by the City Council.

12. *Future Approvals- Nonbinding:*

The Owner/Applicant acknowledges that any decision related to the map amendments is non-binding on future decisions relating to land use or other council decisions on the property.

13. *Termination of Agreement – Reversal of Zoning:*

This agreement may be terminated, and the zoning designation upon which the use is based reversed, upon the failure of the requirements in the commitment after a reasonable time as determined by the governing board or upon the failure of the owner; each subsequent owner or each other person acquiring an interest in the parcel to comply with the conditions in the commitment and after complying with the notice and hearing provisions of section 67-6509, Idaho Code. By permitting or requiring commitments by ordinance the governing board does not obligate itself to recommend or adopt the proposed zoning ordinance. A written commitment shall be deemed written consent to

rezone upon the failure of conditions imposed by the commitment in accordance with the provisions of Idaho Code §67-6511A.

IN WITNESS WHEREOF, the City of Bonners Ferry has caused this Agreement to be approved by the City Council, executed by its Mayor and City Clerk, and the Owner/Applicant(s) have executed this Agreement to be effective the day and year first above written.

CITY OF BONNERS FERRY

By: _____
James R. "Dick" Staples, Mayor

Attest: _____
Christine McNair, City Clerk

APPLICANT/OWNERS:

By: April Bennett RN 1/10/2023
**April Bennett, CEO, Boundary Community Hospital
Applicant**

By: Frank M. Duarte
Frank M. Duarte, FJC LLC Member/Owner

By: Jerri S. Duarte
Jerri S. Duarte, FJC LLC Member/Owner

By: Corina L. Johnson
Corina L. Johnson, FJC LLC Member/Owner

ACKNOWLEDGMENTS

STATE OF IDAHO)
 :SS
County of Boundary)

On this 10th day of January, 2022, before me, a Notary for the state of Idaho, personally appeared **April Bennett, CEO Boundary Community Hospital**, known, or identified to me to be the **Applicant who executed this instrument or the person who executed the instrument.**

IN WITNESS WHEREOF, I have hereto set my hand and affixed my official seal the date and year in this certificate first above written.



Jennifer M. Maynard
Notary Public for the state of Idaho
Residing at: Boundary Co.
Commission Expires: 7/31/25

STATE OF IDAHO)
 :SS
County of Boundary)

On this 12 day of January, 2022, before me, a Notary for the state of Idaho, personally appeared **Frank M. Duarte, FJC LLC Member/Owner**, known, or identified to me to be the **Owner who executed this instrument or the person who executed the instrument.**

IN WITNESS WHEREOF, I have hereto set my hand and affixed my official seal the date and year in this certificate first above written.



Kirsten Madden
Notary Public for the state of Idaho
Residing at: *Bonnors Ferry, ID*
Commission Expires: *6/18/2024*

STATE OF IDAHO)
 :SS
County of Boundary)

On this *12TH* day of *January*, 2022, before me, a Notary for the state of Idaho, personally appeared *Jerri S. Duarte, FJC LLC Member/Owner*, known, or identified to me to be the Owner who executed this instrument or the person who executed the instrument.

IN WITNESS WHEREOF, I have hereto set my hand and affixed my official seal the date and year in this certificate first above written.



Kirsten Madden
Notary Public for the state of Idaho
Residing at: *Bonnors Ferry, ID*
Commission Expires: *6/18/2024*

STATE OF IDAHO)
 :SS
County of Boundary)

On this 12TH day of January, 2022, before me, a Notary for the state of Idaho, personally appeared Corina L. Johnson, FJC LLC Member/Owner, known, or identified to me to be the Owner who executed this instrument or the person who executed the instrument.

IN WITNESS WHEREOF, I have hereto set my hand and affixed my official seal the date and year in this certificate first above written.




Notary Public for the state of Idaho
Residing at: Banners Ferry, ID
Commission Expires: 6/18/2024

EXHIBIT A

RECEIVED

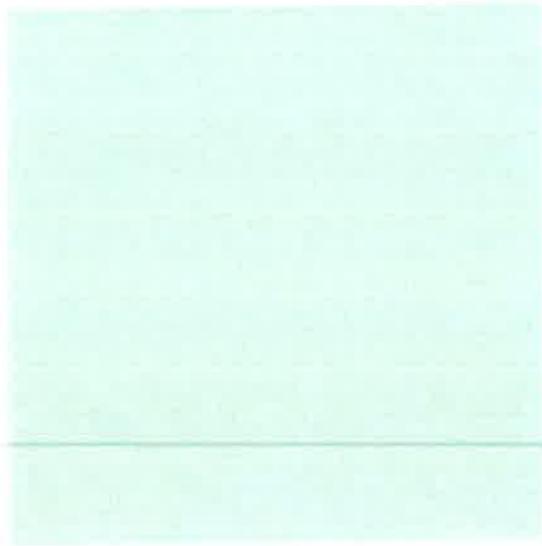
MAY 05 2022

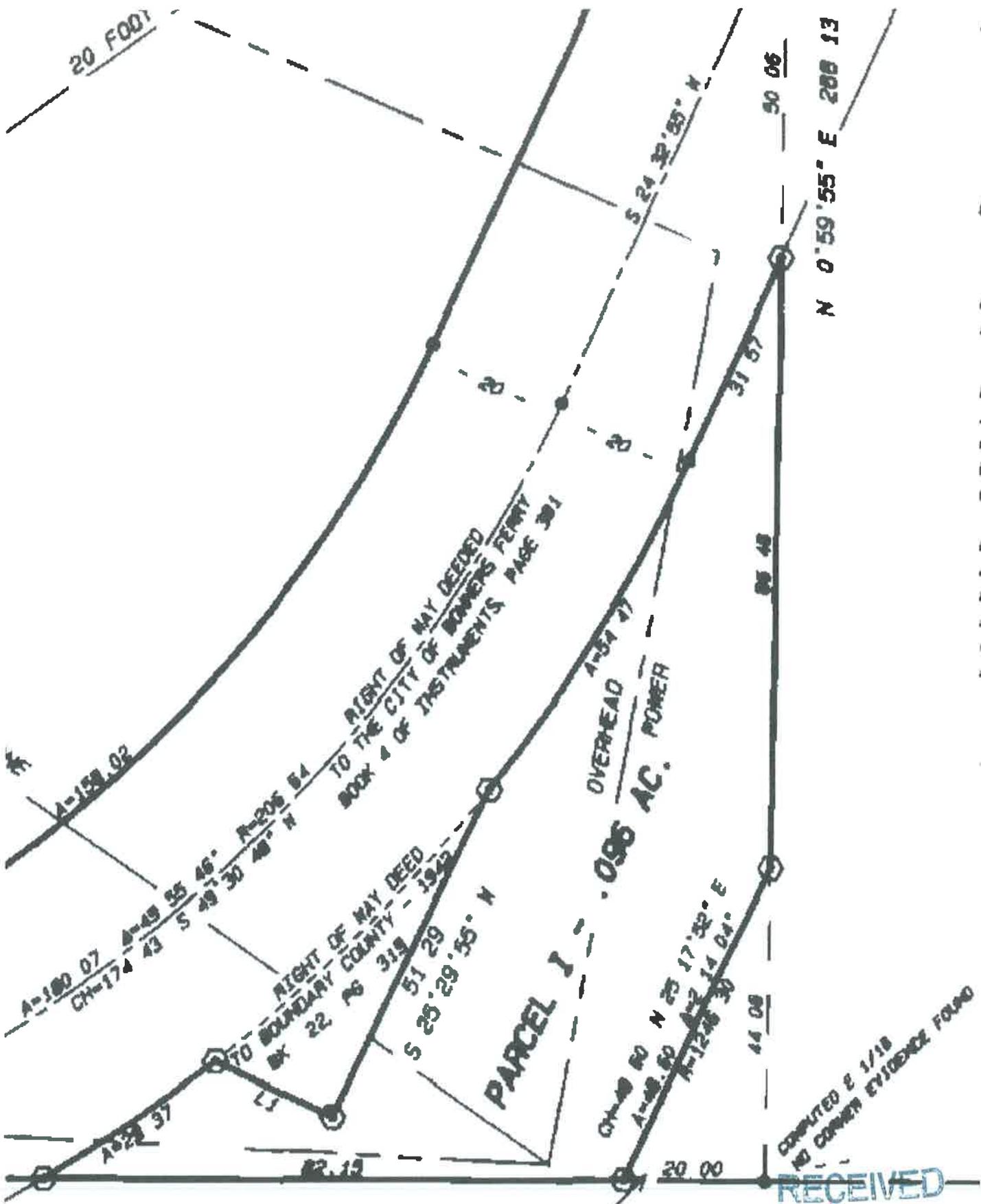
CITY OF BONNERS FERRY

Parcel 1 - .096 Acres

A tract of land in the Southwest Quarter of the Southeast Quarter (SW1/4 SE1/4) of Section Twenty-two (22), Township Sixty-two (62) North, Range One (1) East of the Boise Meridian, Boundary County, Idaho; being a part of that property defined in Book 15 of Deeds, Page 98 in the records of Boundary County, and more particularly described as follows:

Beginning at the intersection of the easterly line of the SW1/4 of the SE1/4 of said Section 22 and the northwesterly right of way of U.S. Highway No. 95, as defined by that right of way deed duly recorded in Book 21 of Deeds, Page 225, records of Boundary County, said point being $N00^{\circ}59'55''E$, 44.86 feet from the southeast corner of the SW1/4 of the SE1/4; thence, along the east line of the SW1/4 of the SE1/4, $N00^{\circ}59'55''E$, 86.48 feet, to the southeasterly right of way of Commanche Street as defined in that right of way deed duly recorded in Book 4 of Instruments, Page 381, records of Boundary County thence, along said right of way, $S24^{\circ}32'55''W$, 31.57 feet; thence on a curve to the right having a central angle of $13^{\circ}46'10''$ and a radius of 226.64 feet, for an arc distance of 54.47 feet (chord = $S31^{\circ}26'00''W$, 54.34 feet), thence following the easterly boundary of that right of way deed duly recorded in Book 22 of Deeds, Page 319, records of Boundary County, $S25^{\circ}29'55''W$, 51.29 feet; thence $N64^{\circ}30'05''W$, 18.39 feet; thence along the right of way of Commanche Street on a curve to the right having a central angle of $07^{\circ}25'30''$ and a radius of 226.64 feet, for an arc distance of 29.37 feet (chord = $S55^{\circ}50'23''W$, 29.35 feet), to the south line of Section 22; thence, along said south line, $S89^{\circ}40'24''E$, 82.15 feet, to the northwesterly right of way of U.S. Highway No. 95; thence, along said right of way on a curve to the right having a central angle of $02^{\circ}14'04''$ and a radius of 1246.30 feet, for an arc distance of 48.60 feet (chord = $N25^{\circ}17'52''E$, 48.60 feet), to the TRUE POINT OF BEGINNING; encompassing an area of 0.096 acres.





RIGHT OF WAY DEED TO STATE
 1938 - BK 21 OF DEEDS, PG 225

RECEIVED
 MAY 05 2022
 CITY OF BONNERS FERRY

COMPUTED E 1/18
 NO CORNER EVIDENCE FOUND



CITY OF BONNERS FERRY

7232 Main Street
P.O. Box 149
Bonners Ferry, Idaho 83805
Phone: 208-267-3105

EXHIBIT C

August 12, 2022

VIA EMAIL

RE: Files AM14-21 & ZC02-21, Amendments to Comprehensive Plan & Zoning Maps, FJC, LLC and Boundary Community Hospital, Written Decision

This letter is to inform you that on August 2, 2022, the Bonners Ferry City Council on a unanimous vote approved your applications for a conditional zone change and comprehensive plan map amendment from Residential A/Residential to Commercial to allow a hospital/community animated, electronic message board sign, subject to the findings of fact, reasoned decision, and conditions of approval, as outlined below. The decision was based upon the Planning and Zoning Commission recommendation to City Council to approve the map amendments with conditions on a unanimous vote following its July 21, 2022, public hearing.

Councilwoman Thompson moved, and Councilman Alonzo seconded the motion, to approve these files #AM014-21 and ZC02-21, amending the Comprehensive Plan map designation from Residential to Commercial and the zoning map from Residential A to Commercial for a 0.096-acre parcel as described in the applications, finding that it is in accord with the general and specific goals and standards of the City of Bonners Ferry comprehensive plan, as enumerated in the findings and reasoned statements contained in the staff report and based upon record testimony. The motion included adoption of the conditions of approval and the reasoned statement in the affirmative.

Upon a roll call, Mayor James R. "Dick" Staples declared the motion approved by a unanimous vote of those present.

REASONED STATEMENT: The amendments **ARE** supported by the City of Bonners Ferry Comprehensive Plan.

Community Design
Natural Resource
Population
Economic Development
Hazardous Areas
Transportation
Property Rights

Special Areas and Sites
Recreation
Housing
Land Use
Public Services, Facilities and Utilities
Implementation

FINDINGS:

1. The site is 0.096 of an acre zoned Residential A.
2. The Bonners Ferry's adopted Comprehensive Plan Future Land Use Map designates this site as Residential. The applicants are seeking a designation of Commercial.
3. The Residential Comp Plan designation is intended to support zoning districts allowing a range of housing types and densities. The Residential designation also allows for certain public uses such as parks, fire and police facilities and

K-12 schools. The Commercial designation is intended to support zoning districts that allow commercial uses. The Commercial designation also allows for single and multi-family dwellings, public utility structures, and certain public uses such as parks, fire and police facilities and schools.

4. The site is located west of U.S. Highway 95 and east of Comanche Street.
5. The property adjoins the Northside School Bed & Breakfast to the east, which is under the same ownership as the applicant, FJC, LLC.
6. Residential development and zoning adjoins the site to the north and south.
7. The area east of the site is zoned Commercial and Residential A.
8. City departments provided comments on the presence of city utility easements, infrastructure, and access through the site.
9. The applicants advised that they are aware of the City's need to ensure easements and access are not blocked or encumbered by the proposed sign and accept it will be a condition of zoning approval. The applicants state no underground electrical utilities are on the site, the sign will be south of any assumed water lines, the revised site plan show access to the site along a primitive access road from Comanche Street, and the property lines have been flagged.
10. The applicants are seeking a conditional zone change.
11. Draft conditions of zoning map approval would require a negotiated agreement to address a proposed sign and measures to address the sign placement, and mitigations.
12. Community officials have provided written support for the proposed map amendments that would allow a community sign.
13. Public notice has been provided to landowners within 300 feet of the property, the airport manager, taxing districts, media, school district, and newspaper in accord with the noticing requirements of the Idaho Local Land Use Planning Act.
14. Bonners Ferry Planning and Zoning Commission recommended to City Council approval of the map amendments with conditions on a unanimous vote, following the July 21, 2022, public hearing.

CONDITIONS:

1. Prior to the adoption of the comp plan map land use map amendment and zoning map amendment, a development agreement shall be executed by the City of Bonners Ferry and the landowner/applicant and recorded. The negotiated agreement shall provide at minimum the legal description of the property, a detailed description of the use proposed, a site plan depicting the location of the proposed sign, a timeline for placement, and any other issues deemed by the City to be required for a complete understanding of the obligations of each party, including at a minimum the following:
 - a. Sign height, size and scale in relation to neighborhood;
 - b. Permitting requirements;
 - c. Sign placement;
 - d. City utility easements and access;
 - e. Sign maintenance and consequences of abandonment of sign or failure to abide by development agreement;
 - f. Sign lighting;
 - g. Agreement modification, termination, subsequent ownership, authorization to rezone, and enforcement;

h. Continued use of the site for community benefit.

Any affected person aggrieved by a final decision concerning matters identified in section 67-6521(1)(a), Idaho Code may seek judicial review as provided by Idaho Code.

Sincerely,


James R. "Dick" Staples
Bonners Ferry Mayor

c: City Contract Planner



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator
DATE: February 3, 2023
RE: Combined P/Z, Advisory Committee. and City Council Meeting

The Planning and Zoning Commission, along side the Comprehensive Plan Advisory Committee is requesting a combined workshop with city council on February 16, 2023, to hear the draft comprehensive plan that both committees have been working for the past year.

The purpose of the meeting is to consider whether the plan is sufficiently complete to hold a public hearing with the Planning and Zoning commission, in compliance with Idaho Code, which is tentatively schedule for March 1, 2023.

If it is ready for public hearing, the course of action required by Idaho Code is for the Planning and Zoning Commission to make recommendation to the City Council for adoption of the plan by resolution. No additional public hearings are required by law, but Council can hold additional hearings if they choose.

The updated plan is meant to replace the existing plan that was adopted by the city in 2006. All associated costs of updating this plan were covered by a grant received by the Blue Cross Foundation and the use of the City's ARPA funds. ARPA funds were allocated to this project with resolution 2022-001.

Please let me know if you have any questions.

Thank you.



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

TO: Mayor and City Council

FROM: Mike Klaus, City Engineer

DATE: February 7, 2023

RE: Electric – Moyie Dam – Spillway Project Final Pay Application

S&L Underground has submitted their final pay application for the spillway project that was completed in October of 2022. JUB Engineers has reviewed the documents and recommends the approval of this application. Final payment for the project was delayed because a significant number of reports for concrete strength were needed to assemble a final report to the FERC before release of retainage could be considered.

I recommend that Council approve final payment #10 for \$91,626 to S&L Underground for the spillway project.

Thank you,

Mike

Contractor's Application for Payment No. Ten (10)	
To (Owner): City of Bonners Ferry	Application Period: Work Accomplished Through Oct 14, 2022
Project: Moyie Dam Concrete Rehabilitation Project	From (Contractor): S&L Underground
Owner's Contract No.:	Contract: Moyie Dam Concrete Rehabilitation Project - Schedules A, B, C and Additive Alternate No. 1
	Contractor's Project No.: 20-17-072
	Engineer's Project No.:
	Via (Engineer): J-U-B ENGINEERS, Inc.

Application For Payment Change Order Summary

Number	Additions	Deductions
1	\$77,000.00	\$0.00
2	\$0.00	\$0.00
3	\$97,000.00	\$0.00
4	\$10,500.00	\$0.00
5		
6		
7		
8		
9		
10		
TOTALS	\$184,500.00	\$0.00
NET CHANGE BY CHANGE ORDERS	\$184,500.00	

1. ORIGINAL CONTRACT PRICE.....	\$	3,699,980.00
2. Net change by Change Orders.....	\$	\$184,500.00
3. Current Contract Price (Line 1 + 2).....	\$	3,884,480.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate).....	\$	3,884,480.00
5. RETAINAGE:		
a. 1 (R, CO3) 0% X \$ 2,030,960.00 Work Completed.....	\$	-
b. 5% X \$ 1,852,520.00.....	\$	-
c. Total Retainage (Line 5a + Line 5b).....	\$	-
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	\$	3,884,480.00
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	3,792,854.00
8. AMOUNT DUE THIS APPLICATION.....	\$	91,626.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above).....	\$	-

Payment of \$91,626.00 is recommended by: *Julie Salinas* (Date) 1/19/23

Payment of \$91,626.00 is approved by: _____ (Date) _____

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Signature: *Shen Johnson* Date: 1/19/23

By: S&L Underground

Contract Day Summary

Feb 18, 2023, Notice to Proceed Date

The Date of Substantial Completion for Schedule A is on or before 10/31/2021

The Date of Substantial Completion for Schedule B is on or before 10/31/2022

The Date of Substantial Completion for Schedule C is on or before 10/31/2023

Progress Estimate

City of Bonners Ferry
 Moyie Dam Concrete Rehabilitation Project - Schedules A, B, C and Additive Alternates No. 1
 Application Period: Oct 14, 2022
 Application Number: Ten (10)
 Application Date: Jan 17, 2023

A		B			C			Work Completed			E	F	G
Item	Description	Bid Quan	Unit of Mat	Unit Price	Total Price	Only Previous Applications	D.1 Only This Period	D.2 Total Value To Date	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (D.2 + E)	% Complete (F / B)	Balance to Finish (B - F)	Note (see bottom)
Schedule A - WEST SPILLWAY													
02010.A	Mobilization, Bonding, Staging and Access	1	LS	\$110,000.00	\$110,000.00	1.00		\$ 110,000.00		\$110,000.00	100.0%	\$0.00	
02225.A	Hydro-Demolition	7408	SF	\$60.00	\$444,540.00	7,408.00		\$ 444,540.00		\$444,540.00	100.0%	\$0.00	
02374.A	Erosion Control and Mitigation	1	LS	\$60,000.00	\$60,000.00	1.00		\$ 60,000.00		\$60,000.00	100.0%	\$0.00	
SP-1.A	Work Plan	1	LS	\$5,000.00	\$5,000.00	1.00		\$ 5,000.00		\$5,000.00	100.0%	\$0.00	
SP-2.A	Concrete Rehabilitation (Plan Quantity)	154	CY	\$3,500.00	\$539,000.00	154.00		\$ 539,000.00		\$539,000.00	100.0%	\$0.00	
SP-2.A-1	Demolition and Rehabilitation Contingency	15	CY	\$3,500.00	\$52,500.00	15.00		\$ 52,500.00		\$52,500.00	100.0%	\$0.00	
Schedule B - EAST SPILLWAY													
02010.B	Mobilization, Bonding, Staging and Access	1	LS	\$170,000.00	\$170,000.00	1.00		\$ 170,000.00		\$170,000.00	100.0%	\$0.00	
02225.B	Hydro-Demolition	9517	SF	\$60.00	\$571,020.00	9,517.00		\$ 571,020.00		\$571,020.00	100.0%	\$0.00	
02374.B	Erosion Control and Mitigation	1	LS	\$60,000.00	\$60,000.00	1.00		\$ 60,000.00		\$60,000.00	100.0%	\$0.00	
SP-1.B	Work Plan	1	LS	\$5,000.00	\$5,000.00	1.00		\$ 5,000.00		\$5,000.00	100.0%	\$0.00	
SP-2.B	Concrete Rehabilitation (Plan Quantity)	228	CY	\$3,500.00	\$822,500.00	228.00		\$ 822,500.00	\$0.00	\$822,500.00	100.0%	\$0.00	
SP-2.B-1	Demolition and Rehabilitation Contingency	25	CY	\$3,500.00	\$87,500.00	25.00		\$ 87,500.00		\$87,500.00	100.0%	\$0.00	
Schedule C - DAM FACE													
02010.C	Mobilization, Bonding, Staging and Access	1	LS	\$60,000.00	\$60,000.00	1.00		\$ 60,000.00		\$60,000.00	100.0%	\$0.00	
02225.C	Hydro-Demolition	4382	SF	\$60.00	\$262,920.00	4,382.00		\$ 262,920.00		\$262,920.00	100.0%	\$0.00	
02374.C	Erosion Control and Mitigation	1	LS	\$50,000.00	\$50,000.00	1.00		\$ 50,000.00		\$50,000.00	100.0%	\$0.00	
02800.C	Site Restoration	1	LS	\$75,000.00	\$75,000.00	1.00		\$ 75,000.00		\$75,000.00	100.0%	\$0.00	
SP-1.C	Work Plan	1	LS	\$5,000.00	\$5,000.00	1.00		\$ 5,000.00		\$5,000.00	100.0%	\$0.00	
SP-2.C	Concrete Rehabilitation (Plan Quantity)	70	CY	\$3,500.00	\$245,000.00	70.00		\$ 245,000.00		\$245,000.00	100.0%	\$0.00	
SP-2.C-1	Demolition and Rehabilitation Contingency	10	CY	\$3,500.00	\$35,000.00	10.00		\$ 35,000.00		\$35,000.00	100.0%	\$0.00	
ADD ALT NO. 1	Drain Pipe Installation	20	EA	\$500.00	\$10,000.00	22.00		\$ 10,000.00		\$10,000.00	100.0%	\$0.00	
SP-3													
CHANGE ORDER NO. 1													
SP-2.A	Schedule A - Concrete Rehabilitation (Plan Quantity) - CO 1	8	CY	\$3,500.00	\$28,000.00	8.00		\$ 28,000.00		\$28,000.00	100.0%	\$0.00	
SP-2.C	Schedule C - Concrete Rehabilitation (Plan Quantity) - CO 1	14	CY	\$3,500.00	\$49,000.00	14.00		\$ 49,000.00		\$49,000.00	100.0%	\$0.00	
CHANGE ORDER NO. 2													
NOA	CO#2 is a work schedule CO only.	0	NA	\$0.00	\$0.00	0.00		\$ 0.00		\$0.00	0.0%	\$0.00	
CHANGE ORDER NO. 3													
SP-2.B	Schedule B - Concrete Rehabilitation (Plan Quantity)	23.5	CY	\$3,500.00	\$82,250.00	23.50		\$ 82,250.00		\$82,250.00	100.0%	\$0.00	
SP-2.B-1	Demolition and Rehabilitation Contingency	2.5	CY	\$3,500.00	\$8,750.00	2.50		\$ 8,750.00		\$8,750.00	100.0%	\$0.00	
SP-3	Drain Pipe Installation (Schedules A and C) Quantity Adjustment	2	EA	\$500.00	\$1,000.00	2.00		\$ 1,000.00		\$1,000.00	100.0%	\$0.00	
SP-3.1	Drain Pipe Installation (Schedule B)	10	EA	\$500.00	\$5,000.00	10.00		\$ 5,000.00		\$5,000.00	100.0%	\$0.00	
CHANGE ORDER NO. 4													
SP-2.B	Schedule B - Concrete Rehabilitation (Plan Quantity)	3.0	CY	\$3,500.00	\$10,500.00	3.00		\$ 10,500.00		\$10,500.00	100.0%	\$0.00	
Totals: A													
Totals: B													
Totals: C													
Totals: B w/ CO#3 and #04													
Totals: A&C w/ Add Alt and CO#01													
Totals: ALL													
										\$0.00	\$3,884,480.00	100.0%	\$0.00



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

TO: Mayor and City Council
FROM: Mike Klaus, City Engineer
DATE: February 2, 2023
RE: **Electric – Moyie Powerplant Unit 1 Overhaul – Pay Request #1**

Riverside Inc has submitted their first pay request for overhauling Unit 1, as attached. I have reviewed the invoice and find that it is a reasonable request considering the work completed to date.

With this memo I recommend that Council approve the Riverside Inc pay request #1 for \$95,893 for the Unit 1 overhaul.

Thank you,

Mike



P.O. Box 720 Parma, Idaho 83660
Office 208.722.6731 Fax 208.722.6736
Email riverside@rsicorp.net

1/18/2023

Moyie Power Plant Unit 1 Repair Progress Payment

Dear Mike Klaus,

Please find attached the first application for progress payment. This reflects the travel and removal of unit #1 and 1/3 of the base bid balance (Machine shop labor) minus the travel and removal.

Please review and respond with any questions.

Jonathan Kauer
Machine Shop Manager
Riverside Inc.
Office 208.722.6731
Fax 208.722.6736
Cell 208.577.7087
jon@rsicorp.net
www.rsicorp.net



PO Box 720 Parma, Idaho 83660
 Office 208.722.6731 Fax 208.722.6736
 Email riverside@rsicorp.net

Invoice

Customer Number

CITY BONNERS

Invoice Number

HRI1764

Contact

Order Date

12/9/2022

Shipped Date

1/19/2023

Invoice Date

1/19/2023

Bill To

CITY OF BONNERS FERRY
 c/o CITY HALL
 Attn: MIKE KLAUS
 PO BOX 149
 7232 MAIN ST
 BONNERS FERRY, ID 83805
 (208) 267-3105 x

Ship To

CITY OF BONNERS FERRY
 PO BOX 149
 7232 MAIN ST
 BONNERS FERRY, ID 83805
 (208) 267-3105 x

Ship Via

BESTWAY

Terms

Due On Receipt

Salesperson

House Employee

Customer PO

Original Order #

7-518

Product ID	Qty	Ship	Description	Sales Price	Total
LABOR	1	1	TRAVEL AND REMOVAL OF UNIT #1	49,350.00	49,350.00
LABOR	1	1	MACHINE SHOP LABOR	46,543.00	46,543.00

Reason for Repair

GENERATOR REPAIR

Thank You!	Subtotal:	95,893.00
	Freight:	0.00
	Other:	0.00
	0.0000 % Sales Tax 1:	0.00
	0.0000 % Sales Tax 2:	0.00
	Total:	95,893.00

Our Tax ID: 82-0457462

Your Tax ID:

Taxable Material 0.00

Taxable Labor 0.00

Sales Tax Code 1: ST-101 ON FILE



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

TO: Mayor and City Council
FROM: Mike Klaus, City Engineer
DATE: February 7, 2023
RE: Subject: Electric Department - BPA - Metering Document Revision

As part of the City's contract with BPA we have amendments, or exhibits, that are part of our agreement. Attached is Revision No. 3 Exhibit E that describes the points of BPA metering at our substations. The edits to this revision are really clarifications to the original document.

I recommend that Council approve the attached Revision No. 3, Exhibit E, Metering, with BPA and authorize the Mayor to sign the document.

Please let me know if you have any questions.

Thank you,

Mike



Department of Energy

Bonneville Power Administration
P.O. Box 640
Ronan, MT 59864

POWER SERVICES

January 18, 2023

In reply refer to: PSE-Ronan

Ms. Lisa Ailport
City Administrator
City of Bonners Ferry
P.O. Box 149
Bonners Ferry, ID 83805

Dear Ms. Ailport:

Enclosed is a revision to Exhibit E of City of Bonners Ferry's (Bonners Ferry) Power Sales Agreement Contract No. 09PB-13010 (Agreement). Also included is a redline version of the Exhibit E. Please sign Exhibit E and return to me at your earliest convenience, I will return a fully executed exhibit for your files.

Please feel free to contact me at (406) 676-2669, if you have any questions.

Sincerely,

Michael R. Normandeau
Account Executive

Enclosures

cc: Mike Klaus

Revision No. 3, Exhibit E
METERING
Effective **February 1, 2023**

This revision: (1) updates the name of meters 824, 2248 and 2676; (2) updates the name of PODs 78 and 890; (3) modifies the exception language for meter 2676; and (4) revises the Signatures clause in section 3.

1. METERING

1.1 Directly Connected Points of Delivery and Load Metering

- (1) **BPA POD Name:** Bonners Ferry 13.8 ~~kV~~ - B NRF;
BPA POD Number: 78;
WECC Balancing Authority: BPAT;

Location: the point in BPA's Bonners Ferry Substation where the 13.8 kV facilities of BPA and Bonners Ferry are connected;

Voltage: 13.8 kV;

Metering: in BPA's Bonners Ferry Substation in the 13.8 kV circuit over which such electric power flows;

- (A) **BPA Meter Point Name:** Bonners Ferry ~~BONN~~ In;
BPA Meter Point Number: 824;
Direction for PF Billing Purposes: Negative;
Manner of Service: Direct, Bonners Ferry to BPA;

- (B) **BPA Meter Point Name:** Bonners Ferry ~~BONN~~ Out;
BPA Meter Point Number: 823;
Direction for PF Billing Purposes: Positive;
Manner of Service: Direct, BPA to Bonners Ferry;

Metering Loss Adjustment: None;

Exception: The amount of power and energy delivered will be determined by adjusting metered amounts to account for the transfer of energy from Moyie POD to Bonners Ferry POD.

- (2) **BPA POD Name:** North Bench 13.8 ~~kV~~ - B NRF;
BPA POD Number: 890;
WECC Balancing Authority: BPAT;

Location: the point in BPA's North Bench Substation where the 13.8 kV facilities of BPA and Bonners Ferry are connected;

Voltage: 13.8 kV;

Deleted:

Formatted: Centered

Deleted: 2

Deleted: October

Deleted: 2014

Deleted: AUTHENTICATED

Deleted: makes the following

Deleted: to section 1.1 (3): changes the Moyie Bnrs Fry 13.8 kV POD voltage to 115 kV,

Formatted: Right: -0.06"

Deleted: in the location description, the metering description, and losses language, and deletes the Moyie/NL Out metering information

Deleted: Exceptions

Formatted: Indent: Left: 0", First line: 0", Right: 0", Keep with next, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

Deleted: -

Formatted: Font: Not Bold

Formatted: Don't keep with next

Deleted: -

Metering: in BPA's North Bench Substation in the 13.8 kV circuit over which such electric power flows;

- (A) **BPA Meter Point Name:** North Bench BONN In;
BPA Meter Point Number: 2248;
Direction for PF Billing Purposes: Negative;
Manner of Service: Direct, Bonners Ferry to BPA;
- (B) **BPA Meter Point Name:** North Bench BONN Out;
BPA Meter Point Number: 1618;
Direction for PF Billing Purposes: Positive;
Manner of Service: Direct, BPA to Bonners Ferry;

Metering Loss Adjustment: None;

Exceptions: ▲

Formatted: Font: Not Bold

- (A) The amount of power and energy delivered will be determined by adjusting metered amounts to account for the transfer of energy from the Moyie POD to Bonners Ferry POD;
- (B) Electric service is provided over BPA's facilities, Bonners Ferry's 5 miles of 115 kV line (from Moyie tap to the midpoint on the Moyie Springs-North Bench 115 kV line) and the 2.25 miles of 115 kV line owned by Northern Lights, Inc. (from midpoint on the Moyie Springs-North Bench line to the North Bench Substation).

Formatted: Font: Not Bold

- (3) ▲
BPA POD Name: Moyie 115 kV;
BPA POD Number: 3693;
WECC Balancing Authority: BPAT;

Location: the point near structure 56/6 of BPA's Libby-Bonners Ferry No 1, 115 kV line, where the 115 kV facilities of Bonners Ferry and BPA are connected;

Voltage: 115 kV;

Metering: in Bonners Ferry's Moyie Substation in the 13.8 kV circuit over which such electric power flows;

- (A) **BPA Meter Point Name:** Moyie In;
BPA Meter Point Number: 712;
Direction for PF Billing Purposes: Negative;
Manner of Service: Direct, Bonners Ferry to BPA;

Deleted: 2

(B) **BPA Meter Point Name:** Moyie Out;
BPA Meter Point Number: 763;
Direction for PF Billing Purposes: Positive;
Manner of Service: Direct, BPA to Bonners Ferry;

Metering Loss Adjustment: BPA shall adjust for losses between the POD and the Moyie Out POM. Such adjustments shall be specified in writing between BPA and Bonners Ferry;

Exceptions: None

1.2 **Transfer Points of Delivery and Load Metering**
None

1.3 **Resource Locations and Metering**

Resource Name: Moyie Dam

Metering: in Bonners Ferry's Moyie Hydro Substation in the 13.8 kV circuit over which such electric power flows;

BPA Meter Point Name: Moyie Dam GENR In;
BPA Meter Point Number: 2676;
Direction for PF Billing Purposes: Positive;
Manner of Service: Directly Connected, Resource to Bonners Ferry;

Metering Loss Adjustment: None;

Exception: The metered generation of Moyie Dam, Meter Point No. 2676, is offset on the customer load report by an additional line item labeled "Moyie 115 kV NEGATIVE", of equal amounts but with a negative Billing Direction.

2. **REVISIONS**

Each Party shall notify the other in writing if updates to this exhibit are necessary to accurately reflect the actual characteristics of POD and meter information described in this exhibit. The Parties shall revise this exhibit to reflect such changes. The Parties shall mutually agree on any such exhibit revisions and agreement shall not be unreasonably withheld or delayed. The effective date of any exhibit revision shall be the date the actual circumstances described by the revision occur.

Formatted: Indent: Left: 1.5", Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

Deleted: ¶

Deleted:

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Deleted: Exception: Bonners Ferry will provide BPA with the total amount of energy generated at Moyie Dam within five days of the end of each billing period to the Account Executive and Revenue Analyst by FAX or e-mail.¶

Formatted: Right: -0.06", Don't keep with next

Deleted: 2

3. SIGNATURES

This exhibit may be executed in several counterparts, all of which taken together will constitute one single agreement, and may be executed by electronic signature and delivered electronically. The Parties have executed this Agreement, as of the last date indicated below.

CITY OF BONNERS FERRY

UNITED STATES OF AMERICA
Department of Energy
Bonneville Power Administration

By _____

By _____

Name _____
(Print/Type)

Name Michael R. Normandeau
(Print/Type)

Title _____

Title Account Executive

Date _____

Date _____

PSE-W:\POWER\CONTRACT\CUSTOMER\BONNERS FERRY.CTY\13010\Exh E\13010 Exh E R2.docx 1/09/23

Formatted: Keep lines together, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

Deleted: revision

Formatted: Font color: Black

Formatted: Font color: Black

Formatted: Font color: Black

Deleted: /S/ DAVID ANDERSON

Deleted: /S/ MICHAEL R. NORMANDEAU

Deleted: David Anderson

Deleted: Mayor

Deleted: 7-7-15

Deleted: 7-24-15

Formatted: Font: 11 pt

Deleted: Bonners Ferry_09PB_13010_Ex E Rev. 2 (5-4-15)

Deleted: 2

Revision No. 3, Exhibit E
METERING
Effective February 1, 2023

This revision: (1) updates the name of meters 824, 2248 and 2676; (2) updates the name of PODs 78 and 890; (3) modifies the exception language for meter 2676; and (4) revises the Signatures clause in section 3.

1. METERING

1.1 Directly Connected Points of Delivery and Load Metering

- (1) **BPA POD Name:** Bonners Ferry 13.8 kV - B NRF;
BPA POD Number: 78;
WECC Balancing Authority: BPAT;

Location: the point in BPA's Bonners Ferry Substation where the 13.8 kV facilities of BPA and Bonners Ferry are connected;

Voltage: 13.8 kV;

Metering: in BPA's Bonners Ferry Substation in the 13.8 kV circuit over which such electric power flows;

- (A) **BPA Meter Point Name:** Bonners Ferry BONN In;
BPA Meter Point Number: 824;
Direction for PF Billing Purposes: Negative;
Manner of Service: Direct, Bonners Ferry to BPA;

- (B) **BPA Meter Point Name:** Bonners Ferry BONN Out;
BPA Meter Point Number: 823;
Direction for PF Billing Purposes: Positive;
Manner of Service: Direct, BPA to Bonners Ferry;

Metering Loss Adjustment: None;

Exception: The amount of power and energy delivered will be determined by adjusting metered amounts to account for the transfer of energy from Moyie POD to Bonners Ferry POD.

- (2) **BPA POD Name:** North Bench 13.8 kV - B NRF;
BPA POD Number: 890;
WECC Balancing Authority: BPAT;

Location: the point in BPA's North Bench Substation where the 13.8 kV facilities of BPA and Bonners Ferry are connected;

Voltage: 13.8 kV;

Metering: in BPA's North Bench Substation in the 13.8 kV circuit over which such electric power flows;

- (A) **BPA Meter Point Name:** North Bench BONN In;
BPA Meter Point Number: 2248;
Direction for PF Billing Purposes: Negative;
Manner of Service: Direct, Bonners Ferry to BPA;
- (B) **BPA Meter Point Name:** North Bench BONN Out;
BPA Meter Point Number: 1618;
Direction for PF Billing Purposes: Positive;
Manner of Service: Direct, BPA to Bonners Ferry;

Metering Loss Adjustment: None;

Exceptions:

- (A) The amount of power and energy delivered will be determined by adjusting metered amounts to account for the transfer of energy from the Moyie POD to Bonners Ferry POD;
 - (B) Electric service is provided over BPA's facilities, Bonners Ferry's 5 miles of 115 kV line (from Moyie tap to the midpoint on the Moyie Springs-North Bench 115 kV line) and the 2.25 miles of 115 kV line owned by Northern Lights, Inc. (from midpoint on the Moyie Springs-North Bench line to the North Bench Substation).
- (3) **BPA POD Name:** Moyie 115 kV;
BPA POD Number: 3693;
WECC Balancing Authority: BPAT;

Location: the point near structure 56/6 of BPA's Libby-Bonners Ferry No 1, 115 kV line, where the 115 kV facilities of Bonners Ferry and BPA are connected;

Voltage: 115 kV;

Metering: in Bonners Ferry's Moyie Substation in the 13.8 kV circuit over which such electric power flows;

- (A) **BPA Meter Point Name:** Moyie In;
BPA Meter Point Number: 712;
Direction for PF Billing Purposes: Negative;
Manner of Service: Direct, Bonners Ferry to BPA;

(B) **BPA Meter Point Name:** Moyie Out;
BPA Meter Point Number: 763;
Direction for PF Billing Purposes: Positive;
Manner of Service: Direct, BPA to Bonners Ferry;

Metering Loss Adjustment: BPA shall adjust for losses between the POD and the Moyie Out POM. Such adjustments shall be specified in writing between BPA and Bonners Ferry;

Exceptions: None.

1.2 **Transfer Points of Delivery and Load Metering**

None.

1.3 **Resource Locations and Metering**

Resource Name: Moyie Dam

Metering: in Bonners Ferry's Moyie Hydro Substation in the 13.8 kV circuit over which such electric power flows;

BPA Meter Point Name: Moyie Dam GENR In;
BPA Meter Point Number: 2676;
Direction for PF Billing Purposes: Positive;
Manner of Service: Directly Connected, Resource to Bonners Ferry;

Metering Loss Adjustment: None;

Exception: The metered generation of Moyie Dam, Meter Point No. 2676, is offset on the customer load report by an additional line item labeled "Moyie 115 kV NEGATIVE", of equal amounts but with a negative Billing Direction.

2. **REVISIONS**

Each Party shall notify the other in writing if updates to this exhibit are necessary to accurately reflect the actual characteristics of POD and meter information described in this exhibit. The Parties shall revise this exhibit to reflect such changes. The Parties shall mutually agree on any such exhibit revisions and agreement shall not be unreasonably withheld or delayed. The effective date of any exhibit revision shall be the date the actual circumstances described by the revision occur.

3. SIGNATURES

This exhibit may be executed in several counterparts, all of which taken together will constitute one single agreement, and may be executed by electronic signature and delivered electronically. The Parties have executed this Agreement as of the last date indicated below.

CITY OF BONNERS FERRY

UNITED STATES OF AMERICA
Department of Energy
Bonneville Power Administration

By _____

By _____

Name _____
(Print/Type)

Name Michael R. Normandeau
(Print/Type)

Title _____

Title Account Executive

Date _____

Date _____

(PSE-W:\POWER\CONTRACT\CUSTOMER\BONNERS FERRY.CTY\13010\Exh E\13010 Exh E R3.docx) 1/17/23



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

TO: Mayor and City Council
FROM: Mike Klaus, City Engineer
DATE: February 2, 2023
RE: Utility Billing – Itron Mobile Collection System

The City uses Itron meter reading equipment that is currently out of date. City staff recently requested a quote from General Pacific for new meter reading equipment, since they currently provide the City with Itron support. Our current equipment is not only out-of-date, staff is also experiencing some glitches with the current handheld mobile reader, which could create the need to re-read all of the meters if the data is lost. The City has a back-up handheld that is operational but is much slower at picking up reads.

Attached with this memo is a quote for a new mobile meter reading system that totals \$25,730.65. General Pacific has let the City know this week that the new system could take over a year to receive. Unfortunately, there do not appear to be any alternatives to the proposed system that would cost less.

Staff would like to discuss this at the council meeting, understanding that this purchase is necessary and would be purchased through the utility funds.

Thank you,

Mike

QUOTATION

General Pacific, Inc.

P.O. Box. 70
Fairview, OR 97024
USA
503-907-2900

Order Number	
1286882	
Order Date	Page
01/30/2023 11:11:42	1 of 2

Quote Expires On: 03/01/2023

Bill To:

Bonnors Ferry, City Of
PO Box 149
Bonnors Ferry, ID 83805-0149
US

Ship To:

Bonnors Ferry, City Of
6362 Washington St
Bonnors Ferry, ID 83805-8652
US

1-208-267-3105
Attn: Deby Garcia

Requested By: Mr. Mike Klaus

Customer ID: 100092

<i>PO Number</i>	<i>Ship Route</i>	<i>Taker</i>
itron mobile upgrade quote	ANY	JALBRECHT

<i>Quantities</i>					<i>Item ID</i>	<i>Pricing UOM</i>	<i>Unit Price</i>	<i>Extended Price</i>
<i>Ordered</i>	<i>Allocated</i>	<i>Remaining</i>	<i>UOM Unit Size</i>	<i>Disp.</i>	<i>Item Description</i>	<i>Unit Size</i>		
1.0000	0.0000	1.0000	EA		ITR IMR INTEGRATION	EA	450.0000	450.00
				1.0	Professional Services Integration Fee	1.0		
1.0000	0.0000	1.0000	EA		ITR IMA D-HH-ED	EA	0.0000	0.00
				1.0	IMA drive-by, up to 2500 endpoints	1.0		
					Order Line Notes: Itron Mobile is billed annually as a subscription fee. Itron bills this fee directly to the customer. Subscription fee is \$1430.00/year.			
1.0000	0.0000	1.0000	EA		ITR FCSHH-ED	EA	2,000.0000	2,000.00
				1.0	FCS, up to 2500 endpoints	1.0		
1.0000	0.0000	1.0000	EA		ITR MC4CORE	EA	23,275.0000	23,275.00
				1.0	MC4Core with Choice of Tablet	1.0		
					Order Line Notes: Annual maintenance fee, billed directly to customer by Itron: \$1539.12			
1.0000	0.0000	1.0000	EA		ITR OEM-5243-002	EA	0.0000	0.00
				1.0	Panasonic FZ-G2 Tablet	1.0		
1.0000	0.0000	1.0000	EA		ITR OEM-FZ-SVCTPNFF5Y	EA	0.0000	0.00
				1.0	Panasonic Protect Plus for 5 years	1.0		
1.0000	0.0000	1.0000	EA		ITR KIT-0060-101	EA	0.0000	0.00
				1.0	MC3 Portable Wiring Kit	1.0		
1.0000	0.0000	1.0000	EA		ITR CFG-0175-001	EA	0.0000	0.00
				1.0	MC pedestal mounted dock for FZ-G1	1.0		
1.0000	0.0000	1.0000	EA		ITR CBA-0335-001	EA	0.0000	0.00

QUOTATION

General Pacific, Inc.

P.O. Box. 70
 Fairview, OR 97024
 USA
 503-907-2900

Order Number	
1286882	
Order Date	Page
01/30/2023 11:11:42	2 of 2

Quote Expires On: 03/01/2023

<i>Quantities</i>					<i>Item ID</i>	<i>Pricing</i>		
<i>Ordered</i>	<i>Allocated</i>	<i>Remaining</i>	<i>UOM</i>	<i>Disp.</i>	<i>Item Description</i>	<i>UOM</i>	<i>Unit Price</i>	<i>Extended Price</i>
			<i>Unit Size</i>			<i>Unit Size</i>		
				1.0	MC3/4 Antenna Base (Mag Mount)	1.0		
1.0000	0.0000	1.0000	EA		ITR MSE-0122-002	EA	0.0000	0.00
				1.0	Antenna Whip	1.0		
1.0000	0.0000	1.0000	EA		ITR MSE-0210-001	EA	5.6533	5.65
				1.0	Antenna Gasket	1.0		
1.0000	0.0000	1.0000	EA		ITR DCU-5302-602	EA	0.0000	0.00
				1.0	MC Premium Accessory Kit	1.0		

Total Lines: 12

SUB-TOTAL: 25,730.65
TAX: 0.00
AMOUNT DUE: 25,730.65

U.S. Dollars



Mobile Collector Generation 4

Mobile Collection Systems

The Itron MC4 series is the latest generation in drive-by data collection and mobile command and control from Itron. The MC4 series includes multiple models designed to meet your specific needs.

HIGH-PERFORMANCE COMMUNICATIONS FOR THE MOST DEMANDING APPLICATIONS

Mobile Collector 4 Max, Mobile Collector 4 Pro and Mobile Collector 4 Core

Performance and portability are combined with Itron's patented GPS mapping for meter reading, two-way wireless radio communications and compatibility with Itron's latest generation mobile collection apps. The MC4 series provides improvements in a utility's operational efficiencies, regardless of the type or size of their service – streamlining business processes and reducing costs associated with meter reading operations and service delivery, enhancing customer service and improving employee safety.

The MC4 series of mobile collectors will ensure you continue to benefit from your investment in Itron Advanced AMR meters and ERTs through their 20-year life.

Itron ERTs set the standard for automated meter reading (AMR) when they were introduced in the 1980s. Itron continues to invest in the ERT product family and provides ever increasing benefits from these modules used for both AMR and AMI. Over the years, evolutions have occurred including Itron's introduction of datalogging, enhanced security, remote disconnect, and other Advanced AMR capabilities that were all enabled through Itron's highly efficient ERT communication protocols.

The MC4 series of mobile collectors provide the following:

- » All the safety, accuracy, and efficiency benefits that come with Itron AMR
- » “Drop-in” compatibility with Temetra Mobile and Itron Mobile for FCS
- » Basic AMR data collection for Billing and Tamper/Event monitoring
- » Advanced AMR capability for Datalogging, Remote Disconnect, and more
- » Itron’s latest radio designs with improved read sensitivity and range
- » Ever increasing app features including Itron’s patented Endpoint Tracking for finding lost and stolen meters

INTRODUCTION

Powered by Itron SRead™ radio technology, the MC4 Series can handle everything from basic consumption reads to the collection of interval data and performing other two-way communications with Itron’s advanced meters and ERTs for gas, water, and electricity. The MC4 Series eliminates the need for a dedicated vehicle by being small enough to easily transfer among drivers as necessary.

FUNCTIONALITY PROFILE

Depending on the selected model, MC4 has the capacity to store and process up to 30,000 or 100,000 meter reads per shift. The MC4 Series can also collect out-of-route readings used to fulfill off-cycle reading requests without dispatching a technician. The potential savings are substantial when compared to the few hundred meters read per day by a typical walk-by employee. Itron SRead radio technology offers increased read sensitivity, simultaneously listens to over 80 channels and can conduct up to 50 two-way communications simultaneously all to improve range and reduce route processing times.

GPS MAPPING

A built-in GPS receiver and on-board mapping software allow a user to see where the vehicle is in relation to the ERT modules and meters. Using the Windows apps from Itron, various icons indicate the completion status of each endpoint in addition to those accounts that take priority or require other special operations such as remote disconnect. A Microsoft Bing satellite view is available when the computer is connected to the Internet.

MC4CORE FEATURES

The MC4Core is Itron’s entry-level mobile collector. While affordable, the MC4Core contains a complete and powerful set of features that work with Itron ERTs, meters and sensors. These features are available in all MC4 models:

- » Collect gas, water and electricity current index reads for billing
- » Read “bubble-up” endpoints
- » Extract 40 days of daily or hourly interval data from advanced gas, water and electricity meters and ERTs
- » Perform real-time demand reset and extract TOU data from CENTRON Bridge and CENTRON R450 Advanced meters
- » Remote disconnect for gas, water and electricity services
- » Collect leak data from water ERTs equipped with acoustic leak sensors
- » Fulfill special read requests such as move-ins and move-outs
- » Daily data for customer service and billing disputes
- » Monthly gas balancing reads
- » Data to facilitate load studies and conservation programs
- » Data to support mid-cycle rate changes

- » Extract 40 days of daily, hourly or 15-minute interval data from CENTRON® Bridge and CENTRON R450 Advanced meters
- » Ability to process multiple routes simultaneously
- » Up to 30,000 in-route reads per shift
- » Up to 30,000 out-of-route reads per shift
- » GPS mapping for reduced drivetimes
- » Exceptional meter reading performance in a small size
- » Wired or wireless data transfer using any Internet connection

MC4PRO FEATURES

The MC4Pro includes all the features of the MC4Core plus these additional features:

- » Side looking radios to improve basic AMR read performance for reduced drivetimes and improved out-of-route read collection
- » Up to 100,000 in-route reads per shift
- » Up to 100,000 out-of-route reads per shift
- » GPS Endpoint Tracking for finding lost and stolen meters

MC4MAX FEATURES

The MC4Max includes all the features of the MC4Core and MC4Pro plus this additional feature:

- » Ability to read Itron’s legacy wake-up ERT modules including 40G/40GB/40E/45E/40W/50W

Customers who only deployed bubble-up ERT modules will be get everything they need from the value priced MC4Core and MC4Pro. The MC4Max is only required by customers who continue to need the ability to read wake-up ERT modules.

MOBILE COLLECTOR 4 FEATURE COMPARISON MATRIX

	MC4MAX	MC4PRO	MC4CORE
Basic AMR for billing	✓	✓	✓
Advanced AMR (Datalogging, etc.)	✓	✓	✓
Mapping	✓	✓	✓
Out-of-Route Reads	✓	✓	✓
Side Looker Radios	✓	✓	✗
Endpoint Tracking	✓	✓	✗
Wakeup Transmitter for 40G/40GB/40E/45E/40W/50W **	✓	✗	✗

**Wakeup ERTs requiring a wakeup transmitter: All models of the 40G, 40W, 40E. These ERTs can be programmed in wakeup or bubble-up mode: All models of the 40GB, 50W, 45E

SPECIFICATIONS

Transmitter/Receiver Characteristics

- » Legacy wake-up transmitter: 952 or 956 MHz Licensed Frequency
- » Receiver: 908–924 MHz (ISM Band)
- » Two-way command transmitter: 908–924 MHz (ISM Band)
- » Transmitter power: 6.5 Watts peak
- » Output impedance: 50 ohms
- » Data integrity: verified in every message

Antenna Specifications

- » 5 dBi omni-directional whip mounted on base with built-in 3 dBi GPS antenna.
- » Optional Side Looker (left+right), 9.1 dBi Linear Directional antenna

Regulatory Information

- » Legacy wake-up transmitter, MAS band:
 - » FCC Part 101 compliance
 - » ISED RSS-119 compliance
- Two-way transmitter/receiver, ISM band:
- » FCC Part 15.247 compliance
 - » ISED RSS-247 compliance

Environmental

- » Operating temperature: -4°F to +122°F (-20°C to +50°C)
- » Storage temperature: -40°F to +160°F (-40°C to +71°C)
- » Humidity limits: 5 to 95% noncondensing relative humidity

Physical Dimensions

- » MC4 Series Radio: 13"W x 11.25"L x 2.75"H
- » Sled: 13"W x 19"L x 9.5"H
- » CF-33 Laptop: 11.9"W x 11.5"L x 2.9"H

Weight

- » MC4Max Radio: 10 lbs./ 4.5 kg
 - » Sled: 13.2 lbs. / 6 kg
 - » CF-33 Laptop: 8.2 lbs./ 3.7 kg
- MC4 Series comes complete with MC4 Series radio, mounting and wiring hardware, and optionally with Panasonic Toughbook or Toughpad computer.

Panasonic Computer (Optional)

- » Choice of fully rugged Windows 10 Toughbook or Toughpad computer from Panasonic. For details, see the respective Panasonic datasheet.

Power

- » Power supply: 12Volts DC vehicle power supply
- » Power consumption: 5 Amps maximum

Wiring Options

- » Permanent – Permanent wiring includes a through-the-roof antenna base and a fuse block power cable
- » Portable – Portable wiring includes a magnetic-mount antenna base and a vehicle accessory power cable

Mounting Options

- » Sled Mount – The Panasonic Toughpad vehicle dock comes attached to a sled that can be easily and safely installed on any seat in the vehicle.
- » Pedestal Mount – The Panasonic Toughpad comes with a vehicle dock that can be attached to a pedestal that is installed in the vehicle (note: the pedestal is not included).

Endpoint Compatibility*

All MC4 Models:

- » 100G gas ERT modules
- » Gen™5 500G Intelis Gas Meter
- » Gen™5 500G ERT® Module
- » Gen™5 500W ERT® Module
- » OpenWay Riva Intelis Gas Meter

- » OpenWay Riva 500G ERT® Module
- » OpenWay Riva 500W ERT® Module
- » 60W water ERT modules
- » 100W water ERT modules
- » Itron CENTRON Bridge electricity meters
- » Itron CENTRON R450 Advanced electricity meters
- » Itron CENTRON electricity meters equipped with R300 or R400 modules
- » Itron SENTINEL® electricity meters equipped with R300 modules

Additional Support with MC4Max

- » All legacy Itron ERT® modules
- » 40G / 40GB gas ERT modules
- » 40W / 50W water ERT Modules
- » 40E electric ERT modules

* Supported endpoints will vary across applications. Please consult the capabilities of the software app and version.



Join us in creating a more **resourceful world**.
To learn more visit **itron.com**

While Itron strives to make the content of its marketing materials as timely and accurate as possible, Itron makes no claims, promises, or guarantees about the accuracy, completeness, or adequacy of, and expressly disclaims liability for errors and omissions in, such materials. No warranty of any kind, implied, expressed, or statutory, including but not limited to the warranties of non-infringement of third party rights, title, merchantability, and fitness for a particular purpose, is given with respect to the content of these marketing materials. ITRON is a registered trademark of Itron, Inc. © Copyright 2020 Itron. All rights reserved. **101824SP-01 01/21**

CORPORATE HQ

2111 North Molter Road
Liberty Lake, WA 99019 USA

Phone: 1.800.635.5461

Fax: 1.509.891.3355



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator
DATE: February 1, 2023
RE: Leonard Schulte, CPA Professional Services Contract for As-Directed Accounting services.

The attached contract, which is signed by Mr. Schulte is intended to assist the city with accounting services for such items as account reconciliation, audit preparations, and any apparent day-to-day accounting needs with the city while we search for a new Clerk/Treasurer. I fully expect that we will retain Mr. Schulte in the coming years to assist with our audit prep. Mr. Schulte has already agreed to assist us with the 2021 audit preparation, and this contract will allow him to continue into the 2022 audit prep.

After some conversation with Mr. Schulte, he is willing to utilize his existing staff to assist him as much as possible. The rates, as provided for in the contract are as follows.

Hourly Rates

Title	Hourly Rate
CPA-Accountant	\$140.00 / Hour
Accountant Staff / Assistant	\$50.00 / Hour

STAFF RECOMMENDATION

Staff recommends that council authorize the Mayor to sign the attached contract for Leonard Schulte, CPA to assist with As-Directed, As-Needed Accounting contractual services.

Please let me know if you have any questions.

Thank you.



PROFESSIONAL SERVICES AGREEMENT

AGREEMENT made between The City of Bonners Ferry Governmental Entity, a political subdivision of the state of Idaho, herein "ENTITY" and, LEONARD SCHULTE, CPA (aka Leonard Schulte) herein "CONTRACTOR".

The parties agree as follows:

1. SCOPE OF WORK: ENTITY engages CONTRACTOR to perform the work associated with as directed, as needed accounting services for the city. Work assistance can be, but is not limited to, account reconciliation, fiscal year audit prep, day-to-day assistance as needed by the city administrative staff, or any other work deemed necessary by the city and within the capabilities of the business.
2. PAYMENT: ENTITY agrees to pay CONTRACTOR for their services rendered under this Agreement at the attached rates per hour, as dictated by the Bonners Ferry City Council and communicated to the CONTRACTOR. The parties agree that CONTRACTOR will invoice ENTITY for payment under this Agreement for services rendered herein.
3. RIGHT OF CONTROL: CONTRACTOR has no obligation to work any particular hours or days or any particular number of hours or days. CONTRACTOR agrees, however, that his other contracts or services shall not interfere with the performance of his services under this Agreement.
4. INDEPENDENT CONTRACTOR RELATIONSHIP: CONTRACTOR is an independent contractor and is not an employee, servant, agent, partner, or joint venturer of ENTITY. ENTITY shall determine the work to be done by CONTRACTOR, but CONTRACTOR shall determine the legal means by which it accomplishes the work specified by ENTITY.
5. FEDERAL, STATE, AND LOCAL PAYROLL TAXES: Neither federal, state or local income taxes, nor payroll taxes of any kind shall be withheld and paid by ENTITY on behalf of CONTRACTOR or the employees of CONTRACTOR. CONTRACTOR shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes. CONTRACTOR understands that CONTRACTOR is responsible to pay, according to law, CONTRACTOR's income tax. CONTRACTOR further understands that CONTRACTOR may be liable for self-employment (Social Security) tax to be paid by CONTRACTOR according to law.
6. LICENSES AND LAW: CONTRACTOR represents that he possess the skill and experience necessary and all licenses required to perform the services under this agreement. CONTRACTOR further agrees to comply with all applicable laws in the performance of the services hereunder.
7. FRINGE BENEFITS: Because CONTRACTOR is engaged in its own independently established business, CONTRACTOR is not eligible for, and shall not participate in, any employee pension, health, or other fringe benefit plans of ENTITY.

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 shall provide proof that such worker's compensation insurance is not required under the circumstances.

9. EQUIPMENT, TOOLS, MATERIALS OR SUPPLIES: CONTRACTOR shall supply, at CONTRACTOR's sole expense, all equipment, tools, materials and/or supplies to accomplish the services to be provided herein.

10. EFFECTIVE DATE: This contract will run from the date at which it is signed by both parties until such time as the services are deemed no longer needed by the Mayor and Council or contract fulfillment is reached.

11. 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.

12. 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 act and/or any performances or activities of CONTRACTOR, CONTRACTOR's agents, employees, or representatives under this Agreement.

13. WAIVER OF CLAIMS: CONTRACTOR, by signature of this document does hereby waive any rights to any and all claims, losses, actions, and judgments for damages or injury to persons or property arising out of or in connection with the acts up to \$1,000,000 against the ENTITY.

14. NONWAIVER: Failure of either party to exercise any of the rights under this Agreement, or breach thereof, shall not be deemed to be a waiver of such right or a waiver of any subsequent breach.

15. CHOICE OF LAW: Any dispute under this Agreement, or related to this Agreement, shall be decided in accordance with the laws of the state of Idaho.

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

17. SEVERABILITY: If any part of this Agreement is held unenforceable, the remaining portions of the Agreement will nevertheless remain in full force and effect.

18. 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.

19. 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 1 day of February, 2023.

ENTITY:

James R. "Dick" Staples, Mayor

CONTRACTOR:

By Thomas Schutte
Owner

ATTEST:

Acting City Clerk

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

Hourly Rates

Title	Hourly Rate
CPA-Accountant	\$140.00 / Hour
Accountant Staff / Assistant	\$50.00 / Hour



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator
DATE: February 2, 2023
RE: Dates for Workshop with Public on Local Option Tax

To fulfill the requirements of the Idaho Statute for Local Option Tax consideration, staff needs direction on the following three areas:

- Duration of the Tax
 - Number of years the tax will remain in place.
- How the tax will be drawn
 - % of Tax to be asked
 - Sales Tax on all goods
 - Sales tax on some goods (exempting some purchases)
 - Sales tax on short term occupancy (hotel/motel/short term rentals)
 - Sales on liquor by the drink
- How the tax will be utilized
 - Roads, buildings, and grounds
 - Law Enforcement
 - Fire Protection
 - Parks, Trails and Recreations
 - Or???

These boundaries of the ordinance are required to both be in the draft ordinance and within the ballot language.

STAFF RECOMMENDATION

I recommend we hold one or more meetings with the community to discuss these boundaries and get feedback from the community on what those should be. The ballot language is due to the County by March 17 to meet the 60-day rule as provided for in Idaho Code.

Please let me know if you have any questions.

Thank you.



JOB TITLE: **CITY CLERK / TREASURER**
PAY RANGE: **\$55,000-\$70,000.00 D.O.E.**
STATUS: **EXEMPT**
SUPERVISOR: TBD

General Statement of Duties:

Prepares and maintains all city administrative records relating to ordinances and other official records resulting from meetings and policy decisions at City Council meetings. Responsible for financial records from daily transactions to quarterly statements and yearly budgets as required by Idaho Code. Performs a wide variety of other clerical, accounting and administrative duties as required or assigned by the Mayor, City Council or City Administrator and as detailed by state statute and city ordinance. Supervises the Deputy City Clerks and other office staff as assigned.

Specific Responsibilities:

1. Directly supervises the deputy clerks and other assigned members of the office staff, and administers the "Personnel Policy" for the City of Bonners Ferry.
2. Prepares monthly, quarterly and yearend financial statements as required by law or contract.
3. Prepares preliminary budgets for council consideration and final drafts after council approval in accordance with state law.
4. Ensures proper receipts for funds received by the city and maintenance of adequate records for those transactions.
5. Ensures timely payment of bills after proper coordination with city administrator and council members.
6. Maintains adequate internal controls as required by generally accepted accounting principles.
7. Coordinates and manages utility billing.
8. Invests surplus funds as allowed by codes and ordinances.
9. Ensures accurate and timely issuance of city payroll, payroll reports, and associated documentation for accrued leave and other employee benefits.
10. Ensures preparation of council agendas and associated documentation and background materials. Notifies affected persons of meeting and provides proper meeting notification.
11. Ensures proper recording of council proceedings via recordings and subsequent published minutes.
12. Ensures maintenance of meeting minutes and city ordinances. Catalogs and files minutes, ordinances, correspondence, and other city records. Responsible for records retention and control as required by state code.
13. Issues licenses.
14. Performs election registration and election related functions as prescribed by state law.
15. Manages the city drug and urinalysis testing program.

16. Complies with all Idaho Codes and statutes relating to the title of City Clerk and Treasurer.
17. Other duties as assigned.

Education:

An associate degree in accounting or a closely related discipline is required. One to three years of experience in administrative capacity or financial/accounting position for a small to medium size organization is required or equivalent experience.

Preferred Skills and/or Education

The following skills or education is preferred, but not required.

- A Certified Public Accountant (CPA)
- Master's In public administration
- Four (4) Year Bachelor's Degree
- One to three years of experience with a government entity

Required Skills, Knowledge and Abilities:

The City Clerk/Treasurer position requires knowledge of generally accepted accounting principles in establishing and maintaining proper internal controls, preparation of financial statements, budgets, federal and state reports, and other financial records as required by statute, ordinance, or contract. The clerk must have a strong working knowledge of clerical principles and practices in maintaining legal records and documents, to establish and maintain a complex records system for a large volume of governmental paperwork; to establish effective working relationships with other employees and the public; and to make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures. The clerk must have the background and managerial experience to effectively supervise several employees. Use of, and extensive knowledge of computer systems for both accounting and word processing is required.



CITY OF BONNERS FERRY

7232 Main Street
 P.O. Box 149
 Bonners Ferry, Idaho 83805
 Phone: 208-267-3105 Fax: 208-267-4375

JOB ANNOUNCEMENT: CITY CLERK / TREASURER POSITION- APPOINTED

SALARY:	\$55,000.00-70,000.00, DOE
STATUS:	EXEMPT
DIRECT SUPERVISOR	TBD
OPENING DATE:	February 1, 2023
CLOSING DATE:	Continuous- Opened Until Filled

JOB SUMMARY:

The City of Bonners Ferry is accepting applications for the Clerk/Treasurer position. This is a salaried, full-time position with benefits. Position is open until filled. First review of applications will take place the week of March 6, 2023. The City Clerk / Treasurer is an appointed position with the city, which means the Mayor will recommended the qualified applicant to the City Council for appointment.

This position is responsible for the daily administration, operation of the City and coordination of all City affairs in accordance with statutes and directives from Council, Mayor or City Administrator. The City Clerk-Treasurer performs high-level accounting duties in the maintenance and control of municipal finance operations, including budget preparation, receipts and disbursements, insurance, payroll, taxes, investments, and the preparation of related financial reports, and oversees accounting of city enterprise funds.

The position requires knowledge of generally accepted accounting principles in establishing and maintaining proper internal controls, preparation of financial statements, budgets, federal and state reports, and other financial records as required by statute, ordinance, or contract. The clerk-treasurer must have a strong working knowledge of clerical principles and practices in maintaining legal records and documents, to establish and maintain a complex records system for a large volume of governmental paperwork. The clerk-treasurer must be able to establish effective working relationships with other employees and the public and to make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures. The clerk-treasurer must have the background and managerial experience to effectively supervise several employees.

An associate degree is required, and a bachelor's degree is preferred. One to three years of experience in administrative capacity or financial/accounting position for a small to medium size organization is required or the same experience with a government entity is preferred.

The selected candidate will be able to demonstrate a high level of proficiency in accounting, accounting principles and working knowledge of municipal finance and budgeting.

EXAMPLES OF DUTIES

1. Directly supervises the deputy clerks and other assigned members of the office staff and administers the "Personnel Policy" for the City of Bonners Ferry.
2. Prepares monthly, quarterly, and yearend financial statements as required by law or contract.
3. Prepares preliminary budgets for council consideration and final drafts after council approval in accordance with state law.
4. Ensures proper receipts for funds received by the city and maintenance of adequate records for those transactions.
5. Ensures timely payment of bills after proper coordination with city administrator and council members.
6. Maintains adequate internal controls as required by generally accepted accounting principles.
7. Coordinates and manages utility billing.
8. Invests surplus funds as allowed by codes and ordinances.
9. Ensures accurate and timely issuance of city payroll, payroll reports, and associated documentation for accrued leave and other employee benefits.
10. Ensures preparation of council agendas and associated documentation and background materials. Notifies affected persons of meeting and provides proper meeting notification.
11. Ensures proper recording of council proceedings via recordings and subsequent published minutes.
12. Ensures maintenance of meeting minutes and city ordinances. Catalogs and files minutes, ordinances, correspondence, and other city records. Responsible for records retention and control as required by state code.
13. Issues licenses.
14. Performs election registration and election related functions as prescribed by state law.
15. Manages the city drug and urinalysis testing program.
16. Complies with all Idaho Codes and statutes relating to the title of City Clerk and Treasurer.
17. Other duties as assigned.

ACCEPTABLE EDUCATION AND EXPERIENCE:

Education and Experience:

- An associate degree in accounting or a closely related discipline is required.
- One to three years of experience in administrative capacity or financial/accounting position for a small to medium size organization is required or equivalent experience.

Preferred Skills and/or Education

The following skills or education is preferred, but not required.

- A Certified Public Accountant (CPA)
- Master's In public administration

- Four (4) Year Bachelor's Degree
- One to three years of experience with a government entity

Use of, and extensive knowledge of computer systems for both accounting and word processing is required.

COMPETITIVE BENEFIT PACKAGE

Along with competitive wages, the city offers a competitive benefit package to all full-time employees. It includes the following:

- Medical benefits to the employee and employee immediate family with a contribution amount of 10% by the employee.
- Member of the Public Employee Retirement System of Idaho.
- Paid Time Off accrual of 176 hours per year; maximum 264 hours overall.
- Opportunity to accrue sick bank time.
- Eleven paid holidays.