

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 accommodation 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
SPECIAL CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
August 29, 2023
5:00 pm

NEW BUSINESS

1. **CITY {Action item}** [attachment] Consider approval of minutes from: 06/28/2023 Budget Workshop, 7/11/2023 Budget Workshop, 7/11/2023 Regular Council Meeting, 7/18/2023 Budget workshop, 7/18/2023 Regular Council Meeting.

2. **POLICE {Action item}** [attachment] Consider the approval of the SRO Contract

3. **CITY {Discussion only}** FY 2024 City Fee Schedule Workshop

ADJOURNMENT

**MINUTES
SPECIAL CITY COUNCIL MEETING**

**June 28, 2023
5:00 pm**

Mayor Staples called the meeting to order at 5:11 pm. Present for the meeting were Brion Poston, Rick Alonzo, Ron Smith, Val Thompson was absent. Staff present were Mike Klaus, Lisa Ailport, Brian Zimmerman, Deborah Garcia. No public was present.

1. **CITY {DISCUSSION ONLY}** FY 2024 City Budget Workshop

City Administrator Lisa Ailport recapped what she went over last week at the first budget workshop for General Fund and the four areas that made specific requests. The Golf Course was not discussed last week, but she will talk about that today. Staff went over the proposed budget. No decisions were made.

ADJOURNMENT

Mayor Staples adjourned the meeting at 7:20 pm.

MINUTES
BONNERS FERRY CITY COUNCIL- WORKSHOP MINUTES
July 11, 2023
5:00 pm

Mayor Staples opened the meeting at 5:00 pm. Present for the meeting included Councilmembers, Ron Smith, Rick Alonzo, Val Thompson, and Brion Poston.

Members of staff present for the meeting included, City Engineer Mike Klaus, City Administrator Lisa Ailport, Deputy Clerk Lara Tyler.

Members of the public included, Emily Bonsant and Jerry Higgs show up at 5:30 pm.

NEW BUSINESS

1. **CITY {DISCUSSION ONLY}** FY 2024 City Budget Workshop

The Mayor introduced the topic as a discussion of the FY2024 budget. Before handing the meeting over to Mike Klaus to talk about the utility funds, the Mayor presented to council the item of wage increases and staff bonuses. After completing this topic, he turned the remaining time over to Mike Klaus who spoke about the utility funds, specifically about the 5-year capital improvement plans and the need for increases in operational expenses tied directly to inflation costs.

The council ended the meeting to start the regular council meeting. They directed staff to schedule another workshop so that they could complete the review of the utility funds.

No decisions were made. The meeting adjourned at 5:59 pm.

ADJOURNMENT

MINUTES
BONNERS FERRY CITY COUNCIL
July 11, 2023
6:00 pm

The Mayor opened the meeting at 6:00 pm with the pledge of allegiance. Present for the meeting included Councilmembers, Ron Smith, Rick Alonzo, Val Thompson, and Brion Poston.

Members of staff present for the meeting included, City Engineer Mike Klaus, City Administrator Lisa Ailport, City Attorney Andrakay Pluid, Police Chief Brian Zimmerman, Deputy Clerk Lara Tyler.

Members of the public include Ann Bonar, Karen Davis, Steve Nelson, David Sims, Chris Pease, Tara XX, Dave Anderson, Gerald Higgs, Emily Bonsant, David Clark, Todd Bateman, Jacob Francom.

PUBLIC COMMENTS

Gerry Higgs spoke with the council about the concerns with several events occurring downtown at the same time, and how they conflict causing people to leave the area or just not coming downtown to do their local business. Many people he has spoken with will not come downtown due to the large amount of people in town, and that they are leaving and taking their business to Bonner County. He suggested having a workshop with the parties who are hosting or planning the events as well as looking at asking the farmers market to move their location to the fairground, during the time of the conflicting events.

Dave Anderson spoke about the projects that the Friends of Mirror Lake Golf Course has funded on the course with the money the City has given back to the group through the green fees raised at their yearly golf tournament. He respectfully requested that the council consider this request again this year.

Ann Bonar said that she was present in support of the golf committee requests.

GUESTS

Todd Bateman- Insurance PowerPoint presentation. Todd Bateman presented a group Medicare retiree plan that the city could participate in that would support their employees once they become retired.

Mayor Staples asked whether the county signed up for this program. Todd commented that they have. He asked if it would be available to current retirees if we sign up and Todd responded they would. Mayor Staples then asked if the cost would be free, and Todd responded that it would be. No action was taken.

REPORTS

Police Chief Brian Zimmerman commented that they had replaced their retiring clerk with Kathy Walk, who has started recently and is learning from the current clerk. The existing clerk's last day will be Friday, July 14, 2023.

The Mayor asked if there was anything planned on Friday and Brian responded that there was something planned on Friday at noon for the clerk who is leaving.

No other reports were given.

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of minutes from the Joint Meeting April 24, 2023, Regular meeting June 6, 2023, June 20, 2023, Budget Workshop June 16, 2023.

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

NEW BUSINESS

4. **CITY- {action item}** [attachment] Update on Riverside Road FLAP Project.

David Sims presented a short history of the city’s application for Riverside Road, followed by IFG presentation on the concept for their property (adjoining city’s Riverside road project).

David Sims presented Council with a PowerPoint presentation regarding the Riverside Road project which was selected for funding through the Federal Lands Access Program (FLAP) in 2019. David gave a history summary of the project and the process from initiation through current time.

In 2019 the City applied for the FLAP funds to improve Riverside Road that starts along the western line of city limits and extends to the western line of the railroad right-of-way (4th street intersection). David noted that since acceptance into the program, the project costs as well as the project commitment at 7.34% match funding have doubled.

Currently, Western Federal Lands has increased the cost of the road construction from the original costs of ±2.7 million to current cost predictions of ±6 million. This increase in cost has also increased the cost of the match funding from \$198K to \$442K. The additional match funding required would be ±\$217K.

The plan for construction would be kicked off in July of 2023, with 30% of design done in spring in 2024, 70% done in Winter of 2025 and 95% plans specification and estimates during the summer of 2025. Construction would take place in 2027.

The city’s cash contributions would occur in July 2026, with the relocation of poles and the remainder match due in 2027. David summarized the location of the road directly fronts on IFG property and Tera King and Chris Pease with IFG were going to speak about their concept plans for their property. He then turned the floor over the Chris Pease.

Chris opened his PowerPoint presentation with a summary of the city’s recently completed comprehensive plan and how that plan is meant to suggest the site would develop as a multiuse property. It is IFG’s intention to plan for a multiuse development in concert with the city comprehensive planning effort. Tera offered additional supportive information regarding Chris’s presentation.

After Chris’s presentation, Tera continued, noting that the history of the parcel has been quite fascinating with the evolution of the land being owned by railroad companies to the current day ownerships being shared by the county, city, railroad as well as IFG. IFG is taking in all this information to understand the power of development over the property and to consider what types of density the land could support.

She then continued with the purpose of their meeting with the council this evening. In IFG’s considerations, their future development plans call for moving Riverside road to open the riverfront to development and a public trail system. In their draft plans Riverside Road moved to the southern end of their property and then looped back around to tie into the road near the future city limit boundary. It is their opinion that the current alignment would limit the development interest and incentive and overall hurt the value of the property. Additionally, it was their belief that the future public trail system would improve public safety by separating pedestrians and vehicles.

Following Tera's presentation, the Mayor clarified whether the items listed were meant to be action items. David Sims responded that the items were meant to inform the council as a report only. David noted that the next item on the agenda was where the action item is meant to be, should the council intend to move forward with the project they would need to update the costs and submit back to Western Federal Land the agreement.

Rick Alonzo asked if the lands IFG is seeking to annex would require additional costs to the FLAP project. David mentioned he would check with western federal lands. City Administrator Lisa Ailport responded that the project as applied for will remain, meaning no additional area will be taken in on the project and the city would not be looking to add any additional length to the project.

- 5. **CITY- {action item}** [attachment] Consider the draft Memorandum of Agreement from Western Federal Lands (agreement for FLAP grant)

The Mayor asked that this item be tabled and that it be further discussed at a future meeting. Council members agreed. The Mayor asked staff to bring forward this action item to a future meeting.

- 6. **ELECTRIC- {action item}** [attachment]- Consider approval of quote from REL for electrical load study.

Mike presented the quote from REL regarding the electrical load study. No questions were asked.

Rick Alonzo made a motion to accept the contract with Ripplinger Laboratories for the completion of a load study in the amount of \$6,245.00. Val Thompson seconded the motion.

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

- 7. **GOLF- {action item}** Consider gifting back Friends of Mirror Lake the green fees raised from the Friends of Mirror Lake Golf Tournament.

The Mayor asked for a motion to consider gifting back to the friends of mirror lake golf tournament on Friday, July 14th. Val Thompson made a motion to gift back to the friends of Mirror Lake the greens fees from the friends of mirror lake the golf tournament. Rick Alonzo seconded the motion.

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

- 8. **GOLF- {action item}** [attachment] Consider operational strategy for golf course.

Steve Nelson presented to Council three options for consideration regarding the golf course management that the golf committee came up with. Steve was asking for some direction from Council regarding the options. The three options included:

1. Golf/Pro with responsibility of maintenance, much like what is currently being done- essentially replacing Ralph with a new person.
2. Hire Greens keeper separate of a club house/golf manager.
3. City contracts out entire golf course for a fee and turn over maintenance and equipment to a contractor who would pay a yearly fee to the city to rent to course *or* that the city takes over the entire course over to city employees and run the course as it sees fit.

The golf committee felt that option 3 was not desirable for either option, due to the amount of people that it would take to run the course and the limited source of funds that the city operates on.

Regarding option 2, Ron Smith asked about the green's keeper, clarifying that he means the rough and the fairways. Steve agreed that is what was meant by hiring a greens keeper.

Brion asked who would be responsible for owning the equipment. Steve responded that the city would still be expected to own the equipment in this scenario.

Brion also asked how the contracts would be maintained for each contractor, and Steve responded that the greens keeper would need to be paid separate from the club house manager. Brion then asked about the driving range and Steve responded that those details would need to be figured out if the council chose this method.

Val asked if the Committee had reviewed the financials of the golf course and Steve responded they had not. The committee felt that it was important to know what direction the council wanted to go before they looked at the content of a contract and the costs associated with that.

Steve went on to say that the contract's current amount paid to a contractor would likely need to be raised to attract someone interested in the course.

Mayor Staples asked if the Committee needed a decision by Council tonight and Steve responded that the committee wanted to know if Council had a preferred option on which method they'd like to go forward with on the types of contractors.

Ron Smith asked if a future committee would be the ones who would address the type of method to move forward on. Steve replied, it would.

Val Thompson responded that she felt that when she saw on the agenda the need for a special committee it was for the reason of selecting a method or type of contractor for the future.

Steve then introduced the idea of starting a special committee that would address the method of the future contract. It would comprise of two members of the golf committee (John Youngwirth and Gerry Ann Howlet), two members of the ladies (Anne Bonar and Ada Gardner) group and two members of the men's group (Bill Gutknect and Dave Anderson) and a member of the city council.

Ron Smith asked if the people selected had been consulted about the city's interest in serving on the committee. Steve said he had spoken with each of the community members and received positive responses.

9. **GOLF- {action item}** [attachment] Consider establishing a Steering/Hiring Committee for recruitment of new golf course management.

The council discussed putting together the committee and liked the idea of having the committee to help in the process selecting a new contractor.

Val made a motion to establish a steering/hiring committee listing the recruitment of the new golf course management naming Brion Poston as the representative from the city council.

Lisa asked the Mayor and Council if they would also like to appoint the other members of the committee, including those presented by Steve. Val amended her motion to include those members, which are:

1. Brion Poston
2. Gerry Ann Howllet
3. John Youngwirth
4. Anne Bonar
5. Ada Gardner
6. Dave Anderson
7. Bill Gutknect

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

EXECUTIVE SESSION PURSUANT TO IDAHO CODE 74-206, SUBSECTION 1

(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.

A motion by Rick Alonzo to enter executive session, the motion was seconded. The council went into session at 7:25pm.

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

The Mayor and Council came out of executive session and noted no decision was made. He then adjourned the meeting at 8:07 pm.

ADJOURNMENT

INFORMATION

1. 5/23/2023 and 6/27/2023 Golf Minutes

AGENDA
SPECIAL CITY COUNCIL MEETING- BUDGET WORKSHOP

July 18, 2023
4:00 pm

Mayor Staples opened the meeting at 4:00 pm. Present for the meeting included Councilmembers, Ron Smith, Rick Alonzo, Val Thompson, and Brion Poston.

Members of staff present for the meeting included, City Engineer Mike Klaus, City Administrator Lisa Ailport.

There was no members of the public present.

NEW BUSINESS

1. **CITY {DISCUSSION ONLY}** FY 2024 City Budget Workshop

The Mayor opened the meeting and turned the meeting over to the City Administrator, Lisa Ailport who presented the draft budget presentation, summarizing the entire budget for the city council. Each department was covered in her presentation and at the end she presented the draft budget hearing publication.

After hearing the budget presentation, the Mayor indicated to staff to move forward with publication of the budget to herald for a September 5, 2023, public hearing.

The meeting was adjourned at 5:31 pm.

ADJOURNMENT

**MINUTES
BONNERS FERRY CITY COUNCIL
July 18, 2023
6:00 pm**

Mayor Staples opened the meeting at 6:00 pm with the pledge of allegiance. Present for the meeting included Councilmembers, Ron Smith, Rick Alonzo, Val Thompson, and Brion Poston.

Members of staff present for the meeting included City Administrator Lisa Ailport, City Attorney Andrakay Pluid (via Zoom), Police Chief Brian Zimmerman, Deputy Clerk Lara Tyler.

Members of the public include Gerald Higgs, David Sims, David Clark, Fay Almond, Marciavee Cossett, Michael Shannon.

PUBLIC COMMENTS

Gerry Higgs commented to the Council about the dual bark beetle infestation on his pine and fir tree on his land. He then brought for review a limb showing the mistletoe that has also developed on his property and has requested costs to remove the trees which are infested and he has received costs up to \$6,000 to remove one tree. He is concerned that he will lose all his trees on his property due to the beetle and the mistletoe and wants to know if the state will have option to assist landowners with this issue.

REPORTS

No reports were provided.

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll

Val Thompson made a motion to approve the consent agenda, Brion Poston seconded the motion. The motion passed.

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

NEW BUSINESS

3. **PLANNING & ZONING- {action item}** [attachment] Recommendation by Planning and Zoning for AN06-23
Deliberation only.

The Mayor opened the recommendation to the city council and asked if there were any questions. Staff then summarized the file, noting the annexation was for lands that included the forest service and Poston property, including Wendle Road.

After the presentation, the Mayor asked if there were any questions, hearing none, Rick Alonzo move to approve file #AN06-23, to annex the subject lands, designate them as “General Commercial & Mixed Use” on the

comprehensive plan Future Land Use Map, and zone the lands as Commercial for the U.S. Forest Service land and adjacent rights-of-way and Residential B for the Poston/Wendel lands and adjoining rights-of-way, finding that it is in accord with the goals and policies of the adopted City of Bonners Ferry Comprehensive Plan, based upon the findings as recommended by the Planning and Zoning Commission and listed in the staff report. He further move to direct staff to prepare the final documents for consideration by City Council, to complete the annexation.

Ron Smith seconded the motion.

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

4. **CITY- {action item}** [attachment] Consider the draft Memorandum of Agreement from Western Federal Lands (agreement for FLAP grant).

The Mayor asked David Sims to give a short summary of the project for the council. David Sims summarized the project noting that the project costs have doubled and with that the match has also doubled. The city match would be \$442K, an additional \$217K over the original cost when applied in 2019.

Lisa summarized that the original application required that anything over 10% in cost overage were supposed to be paid for by the applicant.

Rick Alonzo commented that his quick math noted that the cost per linear foot would be around \$1,600 per foot and the city would have an additional \$121 per linear foot.

Dick asked if he heard correctly that if we backed out of the project that we might not be able to work with them again. David responded that if it is for budgetary reasons, he can't see that result being an outcome.

Val asked if we didn't do the project, would the city still have to move the electric lines. David responded that there would not need to be if they do not go forward.

Dick asked for any discussions from the council member. Rick responded that there were a lot of gray areas that are uncertain for him that could cause our budget constraints that he isn't comfortable with him.

Ron mentioned that he felt that the money could be better used elsewhere in the city.

Rick made a motion to not accept the memorandum of understanding from Western Federal Lands. Val Thompson seconded the motion.

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

5. **GOLF- {action item}** Consider operational strategy for golf course.

Brion commented that the committee that was established at the last council meeting is planning to meet to discuss the golf contract and the discuss the operational strategies that they will consider for recommendation to the city council.

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

6. **CITY-{action item}** Consider plan with Regence for retiree Medicare program.

Lisa commented that we had not received anything from Mr. Bateman as of the council meeting this evening. Council members also noted that there was an email that was received today by Mr. Bateman but since our staff and attorney had not had a chance to review it, the matter will be continued to a future meeting.

The Mayor continued the item to the next council meeting.

After concluding the business of the city, the Mayor adjourned the meeting at 6:35 pm.

**MEMORANDUM OF UNDERSTANDING BETWEEN
BOUNDARY COUNTY SCHOOL DISTRICT AND
CITY OF BONNERS FERRY POLICE DEPARTMENT**

This Memorandum of Understanding (hereinafter "MOU") is made and entered into by and between the City of Bonners Ferry Police Department and Boundary County School District effective September 1, 2023.

WHEREAS, the School Resource Officer (hereinafter referred to as "SRO") program is a joint venture between Boundary County, City of Bonners Ferry, and Boundary County School District. This MOU is for the purpose of the agreement between the City of Bonners Ferry, a municipal corporation of the State of Idaho, through the Bonners Ferry Police Department and Boundary County School District 101.

WHEREAS, Boundary County will enter into a separate MOU with the School District for an SRO. This agreement will provide for the City of Bonners Ferry Police Department to also provide an SRO. It is the City of Bonners Ferry's understanding that the agreements with the School District that the City and County SRO's will function in all of the Boundary County schools, but the primary responsibility for the City of Bonners Ferry's SRO to be Boundary County Middle School and Bonners Ferry High School. Boundary County Sheriff's Office SRO will primarily be responsible for Valley View, Mt. Hall, and Naples schools. The overall program management of both SRO's would consist of the Bonners Ferry City Police Chief, Boundary County Sheriff, and School District 101 Superintendent.

SECTION 1. PURPOSE OF MOU

The MOU formalizes the relationship between the participating entities in order to foster an efficient and cohesive program that will build a positive relationship between law enforcement and the youth of our community, with the goal of reducing crime committed by or involving juveniles and young adults.

This MOU delineates the mission, organizational structure, and procedures of the School Resource Officer Program (hereinafter the "SRO Program") as a joint cooperative effort between the Boundary County School District, the City of Bonners Ferry Police Department, and Boundary County Sheriff's Office (through a separate MOU). The success of this program relies upon the effective communication between all involved employees, the principal of each individual Boundary County school, and other key staff members of each organization.

SECTION 2. TERM

The term of this MOU shall begin on September 1, 2023 and end on August 31, 2024, unless terminated earlier as provided herein. The parties may renew this MOU only by

separate written agreement or addendum hereto, which must be executed by both parties.

SECTION 3. MISSION, GOALS, AND OBJECTIVES

The mission of the SRO Program is the reduction and prevention of school-related violence and crime committed by juveniles and young adults. The SRO Program aims to create and maintain safe, secure and orderly learning environments for students, teachers and staff. This is accomplished by assigning a law enforcement officer employed by the City of Bonners Ferry Police Department (hereinafter referred to as "SRO") to Boundary County School District facilities (with emphasis on Boundary County Middle School and Bonners Ferry High School) on a permanent basis.

Goals and objectives are designed to develop and enhance rapport between youth, police officers, school administrators and parents. Goals of the SRO Program include:

- Reduce incidents of school violence.
- Maintaining a safe and secure environment on school grounds.
- Reduction of criminal offenses committed by juveniles and young adults.
- Establish a rapport between the SRO and the student population.
- Establish rapport between the SRO and parents, faculty, staff, and administrators.

Moreover, the SRO will establish a trusted channel of communication with students, parents and teachers. The SRO will serve as a positive role model to instill in students good moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community. The SRO will promote citizen awareness of the law to enable students to become better informed and effective citizens, while empowering students with the knowledge of law enforcement efforts and obligations regarding enforcement as well as consequences for violations of the law.

SECTION 4. ORGANIZATIONAL STRUCTURE

- A. Composition. The City of Bonners Ferry Police Department shall assign one (1) full time law enforcement officer to serve as SRO. The City of Bonners Ferry Police Department shall retain the exclusive right to exercise the customary functions of management. The SRO will be certified by the State of Idaho and meet all requirements as set forth by the Idaho Peace Officer Standards and Training. The Bonners Ferry Police Department reserves the right to remove the SRO at any time if Police Department staffing levels fall below acceptable norms or police response is necessary elsewhere in the City of Bonners Ferry.
- B. Supervision. The day-to-day operation of the SRO will be under the direction of the patrol division of the Sheriff's Office. The conduct of the SRO, both personally and professionally, shall remain solely with the Bonners Ferry Police

Department, and in no event will be considered an employee of the School District. The overall planning and goals of the SRO Program will consist of the School Superintendent, Sheriff, Undersheriff, Police Chief, and Assistant Police Chief (as long as the sheriff's office is a participant in the SRO program). The City SRO will complete reports and submit through their chain of command with the Bonners Ferry Police Department.

SECTION 5. PROCEDURES

- A. Selection. The SRO position will be filled per Police Department directives and selection process. The City of Bonners Ferry Police Department will make the final selection of any SRO vacancy.
- B. SRO Program Structure. The SRO is first and foremost a law enforcement officer for the providing law enforcement agency. The SRO shall be responsible for carrying out all duties and responsibilities of a law enforcement officer and shall remain at all times under the control, through the chain of command, of the law enforcement agency. All acts of commission or omission shall conform to the guidelines of the providing law enforcement agency directives. School officials should ensure that non-criminal student disciplinary matters remain the responsibility of school staff and not the SRO. Enforcement of the code of student conduct is the responsibility of teachers and administrators. The SRO shall refrain from being involved in the enforcement of disciplinary rules that do not constitute violations of law, except to support staff in maintaining a safe school environment.

The SRO is not a formal counselor or educator, and will not act as such. However, the SRO may be used as a resource to assist students, faculty, staff, and all persons involved with the school. The SRO can be utilized to help instruct students and staff on a variety of subjects, ranging from alcohol and drug education, to formalized academic classes. The SRO may use these opportunities to build rapport between the students and the staff. The Bonners Ferry Police Department recognizes, however, that the Boundary County School District shall maintain full, final, and plenary authority over curriculum and instruction in the School District, including the instruction of individual students. The parties recognize and agree that classroom instruction is the responsibility of the classroom teacher, not the Police Department or its employees, and the Police Department and its employees shall not attempt to control, influence, or interfere with any aspect of the school curriculum or classroom instruction except in emergency situations.

SECTION 6. DUTIES AND RESPONSIBILITIES

- A. SRO: The responsibilities of the SRO will include but are not be limited to:

- Enforce criminal law and protect the students, staff, and public at large against criminal activity. The SRO shall follow the chain of command as set forth in the policies and procedures manual of the Bonners Ferry Police Department. School authorities and the parents of any child involved shall be notified as quickly as possible when the SRO takes any direct law enforcement action involving a student, on campus or off campus, during school hours.
- Complete reports and investigate crimes committed on campus.
- Coordinate, whenever practical, investigative procedures between law enforcement and school administrators. The SRO shall abide by all applicable legal requirements concerning interviews or searches should it become necessary to conduct formal law enforcement interviews or searches with students or staff on property or at school functions under the jurisdiction of the Boundary County School District. The SRO will not be involved in searches conducted by school personnel unless a criminal act is involved or unless school personnel require the assistance of the SRO because of exigent circumstances, such as the need for safety or to prevent flight. Formal investigations and arrests by law enforcement officials will be conducted in accordance with applicable legal requirements.
- Take appropriate enforcement action on criminal matters as necessary. The SRO shall, whenever practical, advise the principal before requesting additional enforcement assistance on campus and inform the principal of any additional law enforcement responsibilities that may need to be undertaken.
- The SRO will wear the Bonners Ferry Police Department issued uniform with all normal accessories and equipment, including a taser and firearm.
- The SRO shall be highly visible throughout the school district's campuses. For officer safety reasons, the SRO shall not establish any set routine, which allows predictability in their movements and their locations.
- Confer with the principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school related activities.
- Comply with all laws, regulations, and school board policies applicable to employees of the Boundary County School District, including but not limited to laws, regulations and policies regarding access to confidential student records and/or the detention, investigation, and searching of students on school premises, provided the SRO shall under no circumstances be required or expected to act or in a manner inconsistent with their duties as law enforcement officers. The use of confidential school records by the SRO shall be done only with the principal's approval and as allowed by law. Any existing rights or benefits of personnel assigned under this agreement shall not be abridged, and remain in full effect.

- Provide information concerning questions about law enforcement topics to students and staff.
 - Develop expertise in presenting various subjects, particularly in meeting federal and state mandates in drug/alcohol abuse prevention education, and provide these presentations at the request of the school personnel in accordance with the established curriculum.
 - Prepare lesson plans necessary for approved classroom instruction.
 - Provide supervised classroom instruction on a variety of law related education and other topics deemed appropriate and approved by the SRO's agency supervisor and a school administrator.
 - The SRO shall attend school special events as needed (for example: sporting events), dependent upon scheduling and funding availability.
 - SRO will occasionally make themselves available for attendance at Boundary County School Board meetings upon request.
 - Attend law enforcement agency in service training as required. Reasonable attempts will be made to schedule such training to minimize his/her absence from school on an instructional day.
- B. SRO SUPERVISOR: A point of contact for the School District to arrange special coverage needs, coordinating work assignments of the SRO Officers will be with the single designated point of contact agreed upon and designated by the agency head. The overall supervision and report reviews for the Bonners Ferry Police Department SRO will fall under their regular chain of command. A Board consisting of the School Superintendent, Sheriff, Undersheriff, Police Chief, and Assistant Chief will set the overall direction for the SRO's.
- C. SCHOOLS: The responsibilities of the schools will include but are not limited to:
- The Boundary County School District shall provide the SRO with a private, appropriately furnished office at the High School that can be secured and is reasonably acceptable to the City of Bonners Ferry Police Department.
 - The School District shall provide the SRO with a set of master keys for all schools served by the SRO.
 - The School District shall provide reasonable opportunity to address students, teachers, school administrators, and parents about the SRO program, goals and objectives. Administrators shall seek input from the SRO regarding criminal justice problems relating to students and site security issues.

- When school personnel discover weapons, drugs, alcohol, or the illegal contraband on school property, the SRO shall be notified as soon as reasonably possible. If no juvenile or criminal charges are to be filed and no administrative action is to be taken by the schools, the contraband shall be confiscated by the SRO according to Police Department policy and properly disposed of.
- School personnel shall timely notify the SRO with the names of specific individuals who are not allowed on school property, and shall notify the SRO of any anticipated parental problems resulting from disciplinary action taken against a student.
- Work cooperatively with the Police Department to make any needed adjustments to the SRO program throughout the year.
- Provide the Police Department with updated copies of all laws, rules, regulations, and school board policies applicable to employees of the school, including but not limited to laws, rules, regulations and policies regarding access to confidential student records and/or the detention, investigation, and searching of students on school premises.
- The School District shall work cooperatively with the City of Bonners Ferry to ensure continued, adequate funding of the SRO program.

SECTION 7. ENFORCEMENT

Although the SRO has been placed in a formal educational environment, the officer is not relieved of the official duties as an enforcement officer. The SRO shall intervene when it is necessary to prevent any criminal act or maintain a safe school environment. Citations shall be issued or Petitions requested, and arrests made when appropriate and in accordance with Idaho State Law and department policy.

The SRO and the Bonners Ferry Police Department will have the final decision on whether criminal charges shall be filed, in cooperation with the Boundary County Prosecutor's Office. The Bonners Ferry Police Department will reserve the right to temporarily remove the SRO in the event that additional officers are needed during an incident or natural disaster.

SECTION 8. TERMINATION

This Agreement may be terminated by either party, with or without cause, upon sixty (60) day written notice to the other party.

SECTION 9. HOLD HARMLESS

Each party agrees to hold harmless, defend, and indemnify each other including its officers, agents, and employees against all claims, demands, actions and suits (including all attorney fees and cost) arising from the indemnitors performance of this Agreement where the loss or claim is attributable to the negligent acts or omissions of that party.

The Boundary County School District and the City of Bonners Ferry Police Department mutually covenant and agree that neither party will insure the actions of the other, and each party will assume its own responsibility in connection with any claims made by a third party against the City of Bonners Ferry Police Department and/or the Boundary County School District subject to the provisions of this section.

SECTION 10. NOTICE

Any notice, consent or other communication in connection with this Agreement shall be in writing and may be delivered in person, by mail or by email. If hand delivered, the notice shall be effective upon delivery. If by email, the notice shall be effective when sent. If served by mail, the notice shall be effective three (3) business days after being deposited in the United States Postal Service by certified mail, return receipt requested, addressed appropriately to the intended recipient as follows:

Boundary County School District
Jan Bayer, Superintendent
7188 Oak Street
Bonners Ferry, ID 83805
jan.bayer@mail.bcsd101.com

City of Bonners Ferry
Brian Zimmerman, Chief of Police
7232 Main Street
PO Box 149
Bonners Ferry, ID 83805
bzimmerman@bonnersferry.id.gov

This has been agreed to in cooperation with the City of Bonners Ferry Police Department and the Boundary County School District. As agreed to and in partnership with:

BOUNDARY COUNTY SCHOOL DISTRICT:



Date: 8/28/2023

CITY OF BONNERS FERRY:

Brian Zimmerman, Chief of Police

Date: _____

James R. Staples, Mayor

Date: _____