

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
CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
October 3, 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. Approve Alcohol Beverage License for Dayne Swisher dba The Badgers Den [attachment]
4. Approval of minutes from the 8/1/23 Budget Workshop, 8/1/23 Regular Council, 8/15/23 Regular Council, 8/23/23 Land Sale Auction, 8/25/23 Special Meeting, 9/19/23 Regular Council.

NEW BUSINESS

5. **CITY- (action item)** Discussion and Possible Appointment to Fill Vacancy in the Office of Mayor due to Dick Staples' Resignation.
6. **CITY- (action item)** Discussion and Possible Appointment to Fill Vacancy for Position on the Council.
7. **CITY- (action item)** Discuss and consider nominating a Council President to replace Rick Alonzo for the remainder of the term.
8. **CITY- PUBLIC HEARING** for the purpose of taking public testimony regarding the additional or increased fees and to explain the reasons for such fees or increases, as prescribed by section 63-1311A of Idaho State Statute.

9. **CITY- {action Item}** [attachment]- Consider Resolution 2023-015, a resolution to adopt revised fee schedule for services provided and regularly charged.
10. **STREETS- {action Item}** [attachment] Consider quote to refurbish the sweeper box for the street department using ARPA and General fund dollars to replace.
11. **GOLF- {action Item}**- Receive recommendations from the Golf Contractor Search Committee regarding Golf Course Contractor and consider authorizing staff to begin contract negotiations.
12. **GOLF- {action Item}** [attachment]—Consider purchase of sprayer for Golf Course in the amount of \$1,175.00 from Boundary Tractor.
13. **FIRE- {action Item}** [attachment]- contract with Kootenai Tribe of Idaho for FY 24 Fire Protection Services.
14. **PLANNING {action Item}** [attachment]- Consider Ordinance 615, an annexation ordinance, annexing certain lands into the city limits and zoning such lands commercial on the official zoning map, for first reading by title only. Certain lands are described as a ±10.95-acre tract located off Riverside Road owned by Kootenai River Lumber Company. This request is associated with Annexation file AN08-23.
15. **PLANNING {action Item}** – Consider suspension of rules and adopt ordinance 615, by Title only and authorize publication of the ordinance summary.
16. **CITY- {action Item}** [attachment]- Consider hiring Ken Robertson for carpentry work and other construction related duties, as needed and as directed at a rate of \$35.00 per hour.
17. **WATER- {action Item}** [attachment]- Consider contract change request approval with H2E for water system upgrades at the water plant.
18. **ELECTRIC- {action Item}** [attachment]- Consider contract approval with EL Automation for Riverside road bore.

ADJOURNMENT



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator *LMA*
DATE: September 1, 2023
RE: Admin Update

City staff has been working towards finalizing our 2023 fiscal year and preparing our records for audit. That said, in my last update to council, I predicted that the city may have a surplus of funds of around \$110,000. With that Council may choose to invest those funds wisely and I point to my previous memo as to my recommendations of how to allocate those funds.

With that, I will stand for any questions relating to the duties of the Administrator and will be happy to assist in any way I can.

This concludes my update to the Council. Please let me know if you have any questions.

No. 2023-10

City of Bonners Ferry

2023

RETAIL ALCOHOL BEVERAGE LICENSE

THIS IS TO CERTIFY THAT **Dayne Swisher** doing business as **The Badgers Den** is licensed to sell Alcoholic Beverages as stated below, subject to the provisions of Chapter 23-903 and 23-916 Idaho Code Annotated, the laws of the State of Idaho, and Municipal Ordinances on file in the Office of the City Clerk, in regard to the sale of alcoholic liquor within the corporate limits of the City of Bonners Ferry, Idaho.

On Premises	
LIQUOR	00.00
BEER: Container Only	75.00
Draft/Container	00.00
WINE:	100.00
Off Premises	
BEER: Container Only	00.00
Keg, Jug and Container	00.00
WINE	00.00
Transfer Fee – Liquor, Beer, Wine	00.00
TOTAL	175.00

APPROVED:

Mayor

ATTEST:

Clerk

Date

THIS LICENSE EXPIRES DECEMBER 31, 2023

This License Must Be Conspicuously Displayed

MINUTES
SPECIAL CITY COUNCIL MEETING
August 1, 2023
4:00 pm

Mayor staples opened the meeting at 4:00 pm. Council members present were Rick Alonzo, Ron Smith, Brion Poston. Staff present were City Administrator Lisa Ailport, City Engineer Mike Klaus, Clerk/Treasurer Deborah Garcia.

No public were present.

NEW BUSINESS

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

Lisa summarized the two parts of the workshop for tonight. The amended budget so that the city may receive the funds from the Local Option Tax and the second part is for the fiscal year 2024 budget. This was a discussion only.

ADJOURNMENT

Mayor Staples adjourned the meeting at 5:33 pm

MINUTES
BONNERS FERRY CITY COUNCIL
August 1, 2023
6:00 pm

Mayor Staples called the Council meeting of August 1st, 2023, to order at 6:00 pm with the Pledge of Allegiance. Present for the meeting were: Council members Brion Poston, Valerie Thompson, Ron Smith, and Rick Alonzo. City Staff Present for the meeting included City Administrator Lisa Ailport and Clerk/Treasurer Deborah Garcia. City Attorney Andrakay Pluid joined by Zoom. Members of the public in attendance were Jerry Higgs, Emily Bonsant, David Clark.

PUBLIC COMMENTS

Jerry Higgs- Jerry spoke about a new rage in shopping at the county landfill for roofing and siding to be used for fencing. He believes that using metal roofing for fencing is very dangerous for children. Also, he expressed his concerns with metal roofing refracting heat and injuring animals and the unsightliness of it. Jerry would like the council to consider fence material restrictions by ordinance.

REPORTS

Police- No Report

Fire- No Report

City Administrator- City Administrator, Lisa Ailport provided her report to the Council in writing. It is included in the packet.

City Engineer- No Report

Urban Renewal District- No Report

SPOT- Ron visited with Moyie city council, they are not going to be a member like the city of Bonners Ferry or Boundary County. They will make a \$1000.00 donation to SPOT which will help to get the route closer to them.

Golf- Lisa Ailport said the RFP was put on the city website today.

Rick Alonzo expressed that he thought the recommendation of the steering committee would come to the City Council for approval. Ron Smith shared his thoughts. Lisa provided a copy of the RFP to each council member.

Ron Smith asked for the purpose behind the RFP and Brion Poston explained that it's for a pro golfer or a groundskeeper, but it will be one person who can run the whole golf course like Ralph does currently. It is written so that everyone has a fair shot at getting in.

EDC- No Report

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Authorize Mayor to sign contract with FCS for Representation on cost-of-service analysis and to provide update to existing cost of service analysis.
4. Approval of Alcohol Beverage License for Bonners Ferry Conoco

Posted at City Hall on _____

Brian made the motion to approve the consent agenda. Val Thompson seconded the motion.

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

- 5. **PLANNING {ACTION Item}** [attachment]- Consider dedication of public right of way for new city street, located east of Highway 95 and south of the Grace Bible Church.

Lisa Ailport shared that there was an annexation agreement which is being referred to as Annexation East and is comprised of the Idaho Department of Lands, Grace Bible Church, and Two Brews Coffee. As part of the agreement, Two Brews and Grace Bible Church were to dedicate a 25-foot strip along their southern boundary as a future right of way. Under state law, that land must be dedicated for that purpose, and it must be accepted.

The total width after acceptance of both dedications will result in a 50-foot-wide right-of-way for a future public road. The dedication was part of the Annexation Agreement associated with file 05-23. With completion of this requirement, the city may proceed with the ordinance for annexation.

The agreement states that by dedication of the right of way, the city is not responsible for constructing the road however the city may elect to do so at a future date.

The process that goes before City Council is the dedication of the land by the property owner and the acceptance page. The document has been prepared. Should the Council approve that, the annexation agreement will then be satisfied. The only other matter on the annexation agreement had to do with a physical approach onto the highway but the state has come in there and prepared the sidewalks so the city will participate in that.

Val Thompson made a motion to accept the dedication of the public right of way for the new city street, located east of Highway 95 and south of the Grace Bible Church as presented in File AN05-23 also known as Annexation East. Brion Poston seconded the motion

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

6. **PLANNING {ACTION Item}** [attachment]- A resolution to amend the city of Bonners Ferry comprehensive plan future land use map to designate certain lands as “general commercial and mixed use” upon annexation into the incorporated city limits. This land is associated with Annexation File 05-23.

Lisa Ailport explained that with completion of the annexation agreement, the landowners and the City of Bonners Ferry can proceed with the annexation which includes a resolution amending the Comprehensive Plan Land Use Map. After that would be an ordinance to change the city’s boundaries.

Mayor Staples asked about the naming of the Street and Lisa explained that with no physical street there it will not be named at this time but in the future, the city will name the street.

Val Thompson made a motion to approve the resolution to amend the City of Bonners Ferry’s Comprehensive Plan Future Land Use Map to designate the lands associated with File AN05-23 as general commercial and mixed use upon annexation into the City of Bonners Ferry city limits. Ron Smith seconded the motion.

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

7. **CITY {action Item}** [attachment]- Consider Ordinance 611, an annexation ordinance, annexing certain lands into city limits and zoning such lands commercial on the official zoning map, for first reading by Title only.

Lisa clarified that this is the ordinance annexing the property as well as the zoning district which in this case will be commercial on the official zoning map.

Ron Smith made a motion to approve Ordinance 611, an annexation ordinance, annexing certain lands into city limits and zoning such lands commercial on the official zoning map, for first reading by Title only. Rick Alonzo seconded the motion.

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

An ordinance of The City Of Bonners Ferry, a Municipal Corporation of the State Of Idaho, annexing certain lands situated In Boundary County, Idaho, which are adjacent and contiguous to the corporate limits of the city of Bonners Ferry; establishing the zoning classification of said lands as Commercial; providing that copies of this ordinance shall be filed with the Boundary County Assessor, the Boundary County Recorder, and the Idaho State Tax Commission, as required by law; providing severability; providing this ordinance shall be in full force and effect from and after its passage, approval and publication according to law.

8. **CITY {action Item}** [attachment]- Consider suspension of rules and adopt Ordinance 611, by Title only and authorize publication of the ordinance summary.

Rick Alonzo made a motion to suspend the rules and adopt Ordinance 611, by Title only and authorize publication of the ordinance summary. Ron Smith seconded the motion.

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

9. **PLANNING {action Item}** [attachment]- A resolution to amend the city of Bonners Ferry comprehensive plan future land use map to designate certain lands as “general commercial and mixed use” upon annexation into the incorporated city limits. This land is associated with Annexation File 06-23.

Lisa explained that as was done previously with the land use amendment, this will be the second annexation and is referred to as Annexation West. Lisa shared that there is one council member who will have to recuse himself from any decisions on this resolution since he is an affected party.

Brion Poston recused himself.

Lisa said that under the same procedure as previously, the council would look at bringing in these lands and designating them as general commercial mixed use.

Val Thompson made a motion to approve the city of Bonners Ferry comprehensive plan future land use map to designate certain lands as “general commercial and mixed use” upon annexation into the incorporated city limits. This is the land associated with Annexation File 06-23. Rick Alonzo seconded the motion.

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

10. **CITY {action Item}** [attachment]- Consider Ordinance 612, an annexation ordinance, annexing certain lands into city limits and zoning such lands commercial and Residential B on the official zoning map, for first reading by Title only.

Brion Poston recused himself.

Val Thompson made a motion to approve Ordinance 612, an annexation ordinance, annexing certain lands into city limits and zoning such lands commercial and Residential B on the official zoning map, for first reading by Title only. The motion was seconded by Ron Smith.

An ordinance of The City Of Bonners Ferry, a Municipal Corporation of the State Of Idaho, annexing certain lands situated In Boundary County, Idaho, which are adjacent and contiguous to the corporate limits of the city of Bonners Ferry; establishing the zoning classification of said lands as Commercial; providing that copies of this ordinance shall be filed with the Boundary County Assessor, the Boundary County Recorder, and the Idaho State Tax Commission, as required by law; providing severability; providing this ordinance shall be in full force and effect from and after its passage, approval and publication according to law.

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

11. **CITY {action Item}** [attachment]- Consider suspension of rules and adopt ordinance 612, by Title only and authorize publication of the ordinance summary.

Brion Poston recused himself.

Rick Alonzo made a motion to suspend the rules and adopt Ordinance 612, by Title only and authorize publication of the ordinance summary. 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	

12. **CITY {action Item}** [attachment]- Consider contract by Todd Bateman with Regence and authorize Mayor to sign contract providing for benefits for group Medicare for retirees of the city.

City Administrator, Lisa Ailport shared that the proposal from Mr. Bateman was included in the council packets. There is a separate document that needs to be signed but if the mayor is authorized to sign the document, Lisa will make those available. Mayor Staples addressed City Attorney Andrakay Pluid who joined by Zoom. Andrakay stated that she had reviewed the information sent to her by Lisa and she did not see any issues with the document. Mayor Staples questioned whether this agreement would be binding to the retirees. Lisa shared that the cost would be to the retiree.

Rick Alonzo approved the contract by Todd Bateman with Regence to authorize the mayor to sign the contract providing benefits for group Medicare for retirees of the city. Ron Smith seconded the motion.

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

Voted No	
Absent	

13. **ELECTRIC {action Item}** [attachment]- Consider approval of contract with T&L Fencing for hydro replacement fence along Canyon View Road. Lisa pointed to the memo from City Engineer, Mike Klaus sharing that the fence replacement is a necessity because it's a safety issue.

Attached is an estimate from T&L Fencing to replace some damaged and inadequate fencing above the power plant at Moyie. The estimate includes 300 lineal feet of 6-foot-tall fencing adjacent to the road above the powerhouse.

The current fence in this location is only 4 feet tall and allows people to easily lift rocks and roll them over the fence, which happened earlier this year, damaging the powerhouse shop. Another 60-foot section of fence is also requested that will be located directly above the powerhouse control room. The existing fence at this location is damaged and needs to be replaced.

The new section needed at this location will be 10 feet tall to provide another barrier for rolling rocks. This fencing is needed to protect our employees and infrastructure in the powerhouse area. I recommend that the Council approve the contract with T&L Fencing for \$18,973 to replace damaged fencing above the powerhouses.

Rick Alonzo made a motion to approve the contract with T&L Fencing to replace the hydro fence along Canyon View Road for \$18,973.00. 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	

ADJOURNMENT

Mayor Staples adjourned the meeting at 6:26 pm

**MINUTES
CITY COUNCIL
Bonners Ferry City Hall
7232 Main Street
267-3105
August 15, 2023
6:00 pm**

Mayor Dick Staples called the Council meeting of August 15, 2023, to order at 6:00pm. Present for the meeting were: Council Members Brion Poston, Valerie Thompson, Ron Smith, and Rick Alonzo. City Staff Present for the meeting included City Engineer Mike Klaus, Clerk/Treasurer Deborah Garcia. Members of the public in attendance included: Gerald Higgs, Ben Robertson, David Sims, David Clark

PUBLIC COMMENTS

Ben Robertson- reported that the county is moving forward with the well they have been talking about doing. The coin-op water fill station is a problem with parking during the fair. Ben talked to a couple of city employees who said it would be good if there were lines down there to mark parking. This is county property, but in talking with Scooter they think they can put some lines down on the road to mark that there is no parking in front of that water fill spot.

REPORTS

Police- No Report

Fire- No Report

City Administrator-written report included in the packet.

City Engineer- Mike submitted a written report. Rick asked how the trip to Pullman went. Mike reported that there were 5 electrical engineers from SEL present. Mike directed council to the picture that was attached and said that those were panel doors, HMI (human machine interface) which is the control board for the new generators. This will be nice because currently they have to manually synchronize the generator to put it on the grid. There will be a panel in each powerhouse. They may have to make another visit as there are some things that need ironed out. They will need another controller that will come at an additional cost but should still be within the budget. The project is on schedule and will be operational mid-November with all bugs worked out by the end of the year.

Urban Renewal District- There will be a meeting Monday at 5:30 pm and will be held at City Hall. This will be their budget hearing.

SPOT-David and Ron went to a meeting a few weeks ago out at the City of Moyie Springs. They were going through their budget, and they decided they would not be a member, but will make a donation of \$1000.00.

Golf- No Report

EDC- Port Hill border hours they had a trial for extended hours. Port hill had the best traffic during the extended hours period so it will be 7:00 am to 7:00 pm permanently. The congressional delegation continues to work on getting the hours back to pre-Covid.

David talked about the broadband grants that are available through the state. There were two applications submitted by EL Northwest. Ziplly decided not to submit due to cost. One would extend service to the Highland Flats area and the other would upgrade wireless capabilities.

Moyie Springs City sewer project. They have been working on this for about seven years, they are under a compliance order from DEQ to change their treatment method. Bids came in at 3 million dollars higher than the

estimate. They are asking for more money from DEQ, and they will have an answer by Friday. Army Corp may have funding but won't know right now.

CONSENT AGENDA – {action item}

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

Brion Poston made the motion to approve the consent agenda as written, Val Thompson seconded.

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

NEW BUSINESS

3. **CITY {action Item}** [attachment]- Consider fee waiver by Commissioner Ben Robertson for a building permit for Boundary County.

Ron is in favor of helping the County since they have helped the city with the pool this year. There was some confusion about the memos that were submitted by the City Administrator. County Commissioner Ben Robertson said that he is just asking about waiving the inspection or inspection fees. There are just interior wall changes, nothing exterior. Commissioner Robertson said he had a conversation with Lisa Ailport at the fair about this.

Mayor Staples would like to table this conversation until they can get clarity from Lisa on the cost and the memos.
No action taken.

Result:	Tabled
Moved by:	
Seconded by	
Voted Yes	
Voted No	
Absent	

4. **STREET {action Item}** [attachment]- Authorize to have the mayor sign Local Transportation Strategic Initiative for Ash St.

The request is to sign a grant application that is due September 1, 2023. Lisa and Mike have been working with Century West to look at which streets in our master plan would fit into this grant. Lisa, Scooter and Mike all agreed Ash Street would be a good fit. The project limit is \$2,000,000.00. Across the state there was \$100,000,000.00 put into the Strategic Commissioners Grant Program. \$50,000,000.00 for smaller municipalities or projects with a population of 10,000 or less and the other \$50,000,000.00 is for larger jurisdictions. This grant is all inclusive in respect to design, engineering, and surveying. Mike went through the preliminary support information that Ryan has provided.

there are issues with the pavement falling apart. There is a lot of traffic on this street such as the rock for the highway project is all coming from Cow Creek. The sidewalk would not be extended. The road base is important. Drainage would be enhanced. No match is required for this grant. There would likely be a storm main with catch basins. The city will need 5 letters of support for this application.

Rick Alonzo made a motion to authorize the mayor to sign the local transportation strategic initiative for Ash Street. Ron Smith seconded the motion.

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

- SEWER {action Item}** [attachment]- Consider approval of sewer main extension plans for AN05-23 (Grace Bible/Two Brews)

Mike stated that the new sewer ordinance requires that water and sewer mains be approved by the council. It used to be the City Administrator or the City engineer that used to approve them before. Mike said it is a good idea so that the council knows where the is extending mains. This extension is part of an annexation agreement that the city has with Two Brews and Grace Bible Church. Part of this agreement is that the city would facilitate the installation of a sewer main there.

Val Thompson made the motion to approve the sewer main extension plans for AN05-23 for Grace Bible and Two Brews. Brion Poston seconded the motion.

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

- SEWER {action Item}** [attachment]- Consider authorization of material purchase for sewer main extension serving AN05-23 (Grace Bible/Two Brews).

Val Thompson made a motion to approve the authorization of material purchase for the sewer main extension serving AN05-23 for Grace Bible and Two Brews for the amount up to \$12,000.00. Brion Poston seconded the motion.

Result:	Approve
Moved by:	Val Thompson
Seconded by	Brion Poston

Voted Yes	Ron Smith, Rick Alonzo, Brion Poston, Val Thompson
Voted No	
Absent	

7. **ELECTRIC {action Item}** [attachment]- Consider request by City Administrator for merit bonus.

Brion thinks this should be tabled until there is more information. Val would like to have a meeting with Lisa with options and with it being one department. She would like to see it spread out over other departments. Val would like to look at them separately.

After looking the letter over Brion Poston said he feels that council should table this until there has been more discussion and more facts. Val Thompson would like to meet with Lisa and talk about the billing around the merit bonus and look at a variety of options in doing the bonus rather than doing a bonus or an increase in pay across one department. The city is looking at withholding raises for some of the other employees until we see what the Local Option will do. Rick Alonzo stated that this has nothing to do with the Local Option. Val Thompson said because this is a merit bonus it should come from across other departments, and this would come out of just one department. Rick said this is coming out of an account that BPA gives us to administer the program and has just been sitting and adding up over the years. Brion asked what the balance of this account was and Rick Alonzo said he believes about \$68,000.00.

Ron Smith made the motion to table this. Brion Poston seconded the motion.

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

ADJOURNMENT

Mayaor Staples adjourned the meeting at 6:45 pm.

MINUTES
CITY OF BONNERS FERRY LAND SALE AUCTION
August 23, 2023
5:30 pm

Mayor Staples opened the public auction for the property of the City of Bonners Ferry briefly described as a 12.69-acre tract of land located in section 11, township 62N, Range 2E, Located west of the Burlington Northern Sante Fe railroad right- of- way and east of Eileen Road. Also known as a 12.69-acre tract of Assessor parcel number RP62N02E112410A. at 5:30 pm.

Members of the public included Cathi Winkelseth, Jordan Winkelseth, Wade Winkelseth, Alan Winkelseth, Nicole Winkelseth.

Mayor Staples noted that Mike Klaus had a map of the property up on the screen and Mayor Staples showed where the property was located. Mayor Staples noted the opening bid amount is \$250,000.00. Mayor Staples opened the bidding process to an opening bid of \$250,000.00 and asked if anyone wanted to bid, there was a bid of \$250,000 by Alan Winkelseth. The mayor asked if anyone wanted to bid \$251,000.00, no response, \$250,500, no response. Mayor Staples declared the property sold for \$250,000.00 to Alan Winkelseth.

Mayor Staples ended the auction at 5:32 pm

ADJOURNMENT

**MINUTES
SPECIAL COUNCIL MEETING
August 25, 2023
12:00 pm**

Mayor Staples opened the meeting at 12:00 pm. Council members present were Rick Alonzo, Ron Smith, Val Thompson, Brion Poston, City Administrator Lisa Ailport, and City Attorney Andrakay Pluid

NEW BUSINESS

1. **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.

Rick Alonzo made the motion to go into executive session pursuant to Idaho Code 74-206 Subsection (b). Val 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	

The Mayor and Council came out of executive session and noted no decisions were made at 12:50 pm.

ADJOURNMENT

MINUTES OF THE CITY COUNCIL MEETING
September 19, 2023
6:00 pm

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

Members of Staff present: City Administrator Lisa Ailport and City Engineer Mike Klaus, Police Chief Brian Zimmerman, Corporal Jeremy Garrett, Officer Brandon Johnson, Officer Scott McBride,

Members of the Public Present: MarciaVee Cossette, Gerald Higgs, Adrienne Norris, Ken Norris, Bob Boone, Cheryl Boone, Melissa Krejci, Robert Lombard, Sue Lombard, Gil T. Hernandez, Linda K. Hernandez, and Leah Johnson and her four minor children.

PUBLIC COMMENTS

Gerald Higgs commented that he felt the council should consider gifting back the fees for the building permit to the county since they had given the city \$80,000 to keep the pool open. He hoped the city council would consider this at some point in the future.

REPORTS

No additional report testimony was received outside of what was acknowledged within the council packet. The Mayor asked if there were any questions on the reports received and none were given.

GUEST

Lifesaving award presentation to Bonners Ferry Police Department- Presented by Bob Boone

The Mayor acknowledged Mr. Boone and his wife regarding their comments regarding the lifesaving award. Mr. Boone commented that he and his wife were kayaking together on the Kootenai River this summer when Mr. Boone's kayak hit a rock and capsized, trapping him with his kayak on top of him. After some effort was made to get unpinning, his wife was some yards downstream from him and was able to make a call to dispatch for help. Mr. Boone then was able to make his way towards the shore but unable to fully get there before assistance arrived. Officer Scott Davis and Brandon Johnson were first on scene and were able to pull Mr. Boone to the shore, effectively saving his life. He was grateful for the fast acting and selfless nature in which the two officers assisted him and that he was overjoyed to see them get the recognition they well deserved.

The Mayor then presented Officer Scott Davis and Brandon Johnson with the lifesaving award.

CONSENT AGENDA – {action item}

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

Val made a motion to approve the consent agenda. The motion was seconded. Motion carried.

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

NEW BUSINESS

3. CITY {action item} [attachment]- Consider lifting hiring freeze for General Fund Employees

City Administrator, Lisa Ailport asked if there were any questions relating to this request outside of what was presented to them through her memo. Brion Poston commented about the seventh officer position being filed by agreement of the Council and that to him was recognition of the lift of the hiring freeze, but a noted that a motion would clear that up.

Brion Poston made a motion to lift the hiring freeze for general fund employees, effective immediately. The motion was seconded. Motion carried.

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

4. CITY {action item}- Consider hiring temporary 8th Officer for Police Department

City Administrator Lisa Ailport introduced the topic noting that the budget summary presented within her memo gave council a summary level of where the budget is for through the end of the fiscal year. Lisa noted that there was a resignation letter from an officer and that this position may or may not be in addition to the existing 7 officers, depending on how the hiring process goes. Mayor Staples asked when the departure date was for the officer who was leaving, and Chief Brian Zimmerman noted that it was December 1, 2023. Chief Brian Zimmerman then summarized their scheduling issues with the POST academy and that without hiring the 8th officer now, they could miss the chance to sponsor an officer to POST and that it may be a year's wait before POST would accept sponsors again.

Rick made a motion to hire the 8th officer to fill the pending vacancy of the Police Department. The motion was seconded. Motion carried.

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

5. CITY {action item} [attachment]- Consider pay wage adjustments for Police, Fire and Streets Department

City Administrator Lisa Ailport, presented to council the discussion of a step approach as discussed with council during the budget workshops. However, Lisa felt that since there wasn't clear understanding of that step approach, bringing clarity the general fund employee raises was something necessary for council to decide. Lisa then went over the memo presented in the packet to council where she suggested \$2/hour, effected at the first of

the fiscal year and a 1\$ to be given later, which needed to be discussed and direction provided with the agenda item.

Discussion about paying the general fund employees was discussed by council with Brion Poston suggesting that if the General Fund employees are withheld their full raise that all employees should be too. Rick Alonzo suggested that the general fund employees should get their full raise at the first of the year. Val agreed.

Val Thompson made a motion to approve the \$3 per hour raise for the general fund employees and the 10% increase to the Fire Department, effective in the first full pay period of the new fiscal year. The motion was seconded. Motion carried.

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

6. **GOLF {action item} [attachment]**- Consider approval of expenses to build a new pump house for the golf course.

City Engineer Mike Klaus put together a rough estimate for the building improvements for the golf course pump shed. At the time of the memo Mike hadn't spoken with the Electrician, Steve Neumeyer, about the cost to move the electrical components. However, since then the amount has grown from the estimate in his memo to approximately \$11,000 with the electrical included.

The start of the construction will coincide with the need to hire Ken Robertson to aid in the construction of the building. That request to do that will come to a future meeting. According to Mike, he feels it is a good investment to take to make sure the pump house is protected.

Rick made a motion to authorize spending up to \$11,000 on the pump shed at the golf course. The motion was seconded. Motion carried.

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

7. **CITY- {action Item} [attachment]**- Consider approval of funds to purchase an air compressor.

Mike presented to the council that our existing air compressor is damaged beyond repair and the need for a compressor for projects that do not coincide with business hours to rent a compressor, warrants the city considering purchasing a new one rather than renting.

Mike presented some estimates that range between \$25,000 or less but with the needed added extra components a request to spend up to \$30,000 was needed.

Val Thompson made a motion to purchase a new compressor up to \$30,000 with the split to be done equally between Water, Sewer, Electric and General Fund at \$7,500. The motion was seconded. Motion carried.

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

ADJOURNMENT

Seeing there was no other business to attend to, the Mayor adjourned the meeting at 6:31pm.



PUBLIC HEARING FOR FEE SCHEDULE MODIFICATIONS

Notice is hereby given that the City Council of the Bonners Ferry, Idaho, will hold a public hearing on **October 3, 2023 at 6:00 p.m. in the City Hall Council Chamber, 7232 Main Street**, Bonners Ferry, Idaho, for the purpose of taking public testimony regarding the additional or increased fees listed below and to explain the reasons for such fees or increases, as prescribed by section 63-1311A of Idaho State Statute.

Table 3- Building Permits

Updating the Building permit valuation form from the International Code Council valuation table in 2010 to 2018, which more closely aligned to new construction costs.

Adding the new fee of plan review- this fee is currently charged to customers by way of the city’s contract with the Idaho department of building safety. This addition to the fee schedule is to acknowledge that the fee exists as a charge to customers.

Adding a new fee for building permit roofing only to charge a rate that is justified by the work being completed by staff. This rate was previously charged based on valuation of the construction work.

Amendment	Building Permit Fees - New Construction	Per February 2018 ICC Adopted valuation sheet and 1997 UBC attached - see attached	Per valuation generated by sq. foot costs
New Fee	Plan Review Fee	65% of the Building Permit Fee	
New Fee	Building Permit Fee- Roofing Only	\$150	For building permits that only include replacing roofing.*

Table 4- Utilities

To add an additional ROW permit fee for all work that does not include excavation and approaches to reduce the cost of minor work completed in the right way. This charge more closely aligns with the cost of service rendered.

To amend the applicability standards of the city approach/excavation right of way permits and to provide notation on when it is applicable. The fee remains the same.



CITY OF BONNERS FERRY
 OFFICIAL FEE SCHEDULE
 TABLE OF CONTENTS

**DRAFT FOR
 CONSIDERATION
 ON 10/3/2023**

EXHIBIT A

TABLE OF CONTENTS- CITY OF BONNERS FERRY FEE SCHEDULE		
#	Title	Page
TABLE 1	CITY HALL LICENSES AND PERMIT FEES	2
	BUSINESS PERMITS AND ALCOHOL LICENSSE	2
	TEMPORARY BUSINESS LICENSES PERMIT FEES	2
	ANIMAL LICENSES	2
	MISC. CITY FEES	2
TABLE 2	LAND USE & DEVELOPMENT	3
	PLANNING AND ZONING APPLICATION FEES	3
	SUBDIVISION	3
	LAND USE & DEVELOPMENT- PLANNED UNIT DEVELOPMENTS (PUDS)	3
	LAND USE & DEVELOPMENT- MISCELLANEOUS	3
TABLE 3	BUILDING PERMIT FEES	4
TABLE 4	UTILITY APPLICATION AND CONNECTION FEES	5
	WATER	5
	SEWER	5
	ELECTRIC	5
	STREETS	5
TABLE 5	MIRROR LAKE GOLF COURSE FEES	6
TABLE 6	CITY PROPERTY	7
	CITY POOL FEES / RATES	7
	PARADE PERMIT FEES	7
	ELECTRIC VEHICLE CHARGING STATION	7
TABLE 7	CITY EQUIPMENT RATES	8
TABLE 8	CITY FIRE DEPT. EQUIPMENT AND PERSONNEL COST	9
CITY RATES	CITY RATE TABLES	
	ELECTRIC UTILITY RATES	10
	SEWER UTILITY RATES	11
	GARBAGE	11
	WATER UTILITY RATES	12
Appendix	APPENDENCIES	
	International Code Council 2018 Building Valuation Data sheet	13-14
	1997 UBC- attached	15

- Res 2020-12-15 Adopted 12-15-2020
- Res 2021-11-02 Adopted 11-02-2021
- Res 2022-002 Adopted 4-19-2022
- Res. 2022-007 Adopted 11-1-2022

Table 1- CITY HALL LICENSES AND PERMIT FEES

BUSINESS LICENSES & ALCOHOL PERMIT FEES

#	Category: Business Licenses (BL)	BASE FEE (Non Refundable)	PLUS / Notes
	Business License	\$50.00 Initial Fee	\$25.00 Annual Renewal Fee
	Liquor by the Drink	\$375	
	Liquor Transfer Fee	\$50	Per request
	Beer & Wine Transfer Fee	\$50	Per request
	Beer - Consumption off premise	\$25	Per Year
	Beer - Consumption on-premise	\$75	Per Year
	Beer- Draught, Bottles or Canned	\$100	Per Year
	Wine	\$100	Per Year
	Taxi Cab annual license fee	\$0	Included with Business License Fee
	Annual Background check - Taxi Cab drivers	Actual Cost of service	

TEMPORARY LICENSES

#	Category: Business Licenses (BL)	BASE FEE (Non Refundable)	PLUS / Notes
	Peddlers, Solicitors, Hawkers, Ininerant Merchants, Transient Vendors or Canvassers:		
	City Resident	\$35.00 / \$10.00	Per Year / Per Week
	Non- City Resident	\$45.00 / \$15.00	Per Year / Per Week
	Non- State Resident	\$55.00 / \$20.00	Per Year / Per Week

ANIMAL LICENSE AND IMPOUND FEES

#	Category: Business Licenses (BL)	BASE FEE (Non Refundable)	PLUS / Notes
	Dog license fees	\$24	Per Year, Per Animal
	Dog license fees- prior to Jan. 31st	\$12	Per Year, Per Animal
	Dog Impounding	\$20	Per Offense (BFCC 5-3B-6(4))
	Impound Storage Fee (at City Yard)	\$10	Per day

MISCELLANEOUS FEES

#	Category- Miscellaneous (MS)	BASE FEE (Non Refundable)	PLUS/ NOTES
	Non-Sufficient Check Charge	\$15	
	Fire Inspection Fee	\$30	
	Video Copying Fee	\$25	
	Copying Fees- Color	0.25 per page	After 10 pages
	Copying Fees- B/W	0.10 per page	After 100 pages

TABLE 2 –PLANNING AND ZONING- LAND USE & DEVELOPMENT *Actual costs may be passed through

PLANNING AND ZONING APPLICATION FEES **Development Agreements and Land Use Applications**

#	Category: Land Use Applications (PL)	BASE FEE (Non Refundable)	PLUS
PL1	Annexation	\$500	Publication and noticing costs
PL2	Comprehensive Plan Amendment (map or text)	\$500	Publication and noticing costs
PL3	Special Use Permit	\$500	Publication and noticing costs
PL4	Modification of a Special Use Permit	\$250	Publication and noticing costs
PL5	Zone Change	\$500	Publication and noticing costs
PL6	Variance	\$500	Publication and noticing costs
PL7	Title 11 or 12 Code Amendment	\$500	Publication and noticing costs
PL8	Publication and Noticing Costs	\$150	Deposit, subject to reconciliation of actual costs
PL9	Drainage Plan- Commercial/Industrial	\$300	Publication and noticing costs

LAND USE & DEVELOPMENT- SUBDIVISIONS

	Category: Subdivisions (PL)	BASE FEE (Non Refundable)	PLUS
PL10	Preliminary Plat Application	\$500	50.00/ Lot & Publication and Noticing Costs
PL11	Minor Plat Application	\$250	50.00/ Lot & Publication and Noticing Costs
PL12	Replat- Lot Line Adjustment	\$250	50.00/ Lot & Publication and Noticing Costs
PL13	Boundary Line adjustment (review only)	\$50	Per Parcel
PL14	Property Split Review	\$200	
PL15	Final Plat Review	\$150	Actual Cost of County Surveyor fee
PL16	Final Plat Re-Check Fee	\$150	Actual Cost of County Surveyor fee
PL17	Vacation of Right-of-way	\$250	Publication and noticing costs
PL18	Surety Agreements	\$100	
PL19	Development Agreements	\$250	Publication and noticing costs
PL20	Application Extension Requests	\$100	Publication and noticing costs

LAND USE & DEVELOPMENT- PLANNED UNIT DEVELOPMENTS (PUDS)

	Category: Planned Unit Developments (PL)	BASE FEE (Non Refundable)	PLUS
PL21	PUD Mixed Use Development Commercial/Industrial	\$1,500	Publication and noticing costs
PL22	Residential Only	\$500	Publication and noticing costs
PL23	PUD Development Agreement	\$250	Publication and noticing costs
PL24	Amendment to Development Agreement (No public hearing required)	\$100	Actual Cost of Professional Services
PL25	Amendment to Development Agreement (public hearing required)	\$250	Publication and noticing costs

LAND USE & DEVELOPMENT- MISCELLANEOUS

	Category: Miscellaneous (PL)	BASE FEE (Non Refundable)	PLUS
PL26	Zoning Administration Appeal	\$100	
PL27	Formal Zoning Interpretation	\$100	
PL28	Non-Conformity Determination requested by the landowner	\$100	
PL30	Codifiers Update		Actual Cost of service
PL31	Drainage Plan- Commercial/Industrial	\$300	
PL32	Extension Request	\$150	For any land use decision

TABLE 3 – BUILDING PERMIT FEES**

#	Category: Land Use Applications (PL)	BASE FEE (Non Refundable)	PLUS / Notes
	Zoning Review - Residential (Including Manufactured Homes)	\$150	Plus actual costs with over 3-hour of review time.
	Zoning Review - Commercial Buildings	\$300	Plus actual costs with over 3-hour of review time.
	Zoning Review - Commercial Signs	\$150	Plus actual costs with over 3-hour of review time.
	Building Permit Fees - New Construction	Per February 2018 ICC Adopted valuation sheet and 1997 UBC attached - see attached	Per valuation generated by sq. foot costs
	Building Permit Fees for alterations, remodels, additions etc.	1997 UBC- attached	Value based on qualified construction estimate and confirmed building official
	Plan Review Fee	65% of the Building Permit Fee	
	Building Permit Fee- Roofing Only	\$150	For building permits that only include replacing roofing. *

** Failure to obtain a building permit results in a doubling of the total permit fee per BFCC 9-1-5:

* Roof replacement shall include the removal of existing layers of roof coverings down to the roof deck.

TABLE 4– Utility Application and Connection Fees

#	Category: Subject to all Utilities	BASE FEE (Non Refundable)	Additional Charges/Notes
	Security Deposit - Commercial	\$200.00 minimum or as provided in additional services	Or, two months average of previous customer or as averaged by city.
	Security Deposit Residential	\$ 200.00	
	Disconnection/Reconnection Fee	\$ 30.00	During established city working hours
	Disconnection/Reconnection Fee After Hours	\$ 90.00	Outside of established working hours
#	Category: City Water	BASE FEE (Non Refundable)	Additional Charges/Notes
	City Water - Hook Up (Capitalization Fee)	\$2,929	
	City Water - User Rates	See attached Rate Sheet	
	City Water: Application for service - Residential	\$75	
	City Water Application for Service - Commercial	\$150	
	Inventory Handling Fee on all parts	20% of inventory value or \$20 whichever is greater	Applied to all customer work orders
	Category: Sewer	BASE FEE (Non Refundable)	Additional Charges/Notes
	City Sewer- Hook Up (Capitalization Fee)	\$864	
	City Sewer- User Rates and Charges	See attached rate sheet	
	Sewer (Commercial & Residential)	\$40	
	Sewer Permit and Inspection Fee	See City Billing Policy	
	Inventory Handling Fee on all parts	20% of inventory value or \$20 whichever is greater	Applied to all customer work orders
	Category: Electric	BASE FEE (Non Refundable)	Additional Charges/Notes
	Residential Electric Application for service	\$200	
	Door-Hanger Fee	\$25	
	Commercial Electric (Single Phase)	\$330	
	Commercial Electric (3-Phase)	\$530	
	Pole Use Fee	\$12 / Pole	Charged annually per contract
	Plowing in Electric Lines	\$1 / foot	
	Electric Pole Use Franchise Fee	5%	
	Inventory Handling Fee on all parts	20% of inventory value or \$20 whichever is greater	Applied to all customer work orders
	Category: Streets / Other	BASE FEE (Non Refundable)	Additional Charges/Notes
	City ROW Permit (All other work other than approaches and excavation)	\$50	City may require additional bond for any work within the ROW.
	City Approach/Excavation Permit (Driveway, excavations etc.)*	\$250	Plus City Actual Costs; city may require additional \$1,000 Bond for any work within ROW
	Delinquent Account Balance	\$35	Per ordinance 10-1-12(c)
	Burning Permit	\$0	Application Required
*	Includes any work that may affect or disturb road base, road top course or road ditch line.		

FEE SCHEDULE

TABLE 5 -Mirror Lake Golf Course Fees	
Season Passes	Fees
Golf Adult Season Pass	\$ 505.00
**** Golf Adult Season plus junior(s)	\$ 569.00
Couples Pass	\$ 883.00
**** Golf Family Season Pass	\$ 946.00
** One child 17 and under play for free per paying adult	
Adult	
Individual Monthly Pass (30 days)	\$ 253.00
Couples Monthly Pass (30 days)	\$ 379.00
Discount Card - 9 Holes	\$ 204.00
Discount Card - 18 Holes	\$ 284.00
9-Hole Green Fees- Weekday	\$ 23.00
9 Hole Green Fees Weekend/Holiday	\$ 25.00
18-Hole Green Fees - Weekday	\$ 32.00
18-Hole Green Fees-Weekend/Holiday	\$ 34.00
Junior	
Golf Junior Pass	\$ 64.00
High School Golf Team Season Pass	\$ 32.00
9-Hole Green Fees	\$ 6.00
18-Hole Green Fees	\$ 11.00
*** High School Golf Team Player plays for free during golf season	
** One child 17 and under play for free per paying adult	
Other	
Cart Trail Fee	\$ 6.00
Season Pass Cart Trail Fee	\$ 92.00
Golf Cart Shed Rental Bld A & B	\$ 245.00
Golf Cart Shed Rental Bld C	\$ 306.00

- ** Pertains to one (1) child per paying adult; additional children pay at junior rates
- *** Students may be subject to providing proof of team membership
- **** Pass holder is required to list all family members at the time the season pass is purchased

TABLE 6 –CITY PROPERTY			
#	Category- City Property (CP)	BASE FEE (Non Refundable)	PLUS / Notes
CP1	Visitor Center Rental (Upstairs)		
CP1A	* Non Profits Organizations	\$35	Per Use
CP1B	* Private Individuals	\$35	Per Use
CP1C	* For Profit Business	\$100	Per Use
CP2	Fire Hall		
CP2A	* Non Profits Organizations	\$35	Per Use
CP2B	* Private Individuals	\$35	Per Use
CP2C	* For Profit Business	\$100	Per Use
CP3	Other Public Agencies For both FH & VC	None	
CITY POOL FEES / RATES			
CP3	City Pool	\$60 - First Hour	Plus \$40 for each additional hour
CP4	Pool Daily Rate	\$0	
CP5	Pool Season Pass	\$0	
CP7	Swim Lessons Rate	\$55	Per Class; Per Person
PARADE PERMIT FEES			
CP8	Parade/ Special Event Permit Fee	\$35 / Parade	\$200.00 Deposit; with 30 days notice
CP9	Parade / Special Event Permit Fee	\$100 / Parade	\$200.00 Deposit; with less than 30 days notice
Electric Vehicle Charging Station			
CP10	Electric Vehicle Charging Station Rate	\$0.25 / kWh	0.20 / Minute

TABLE 7 – CITY EQUIPMENT RATES (Does not Include Operator)

#	Category: City Equipment Rates (CE)	Estimated Replacement Cost	Estimated Service life (hrs)	Estimate Hour Operation Cost	Hourly Rate
CE1	Backhoe	\$ 130,000.00	3,000	\$ 12.50	\$ 45.00
CE2	Bucket Truck	\$ 240,000.00	2,800	\$ 12.50	\$ 76.79
CE3	Small Bucket Truck	\$ 118,000.00	2,800	\$ 12.50	\$ 44.11
CE4	Digger Derrick Truck	\$ 200,000.00	3,800	\$ 15.00	\$ 54.47
CE5	Ditch Witch	\$ 75,000.00	2,000	\$ 15.00	\$ 43.13
CE6	Dump Truck	\$ 100,000.00	3,000	\$ 17.50	\$ 42.50
CE7	Flusher Vac Truck	\$ 500,000.00	3,500	\$ 20.00	\$ 127.14
CE8	Front End Loader	\$ 200,000.00	3,000	\$ 15.00	\$ 65.00
CE9	Grader	\$ 250,000.00	3,500	\$ 17.50	\$ 71.07
CE10	Pickup	\$ 35,000.00	2,000	\$ 7.50	\$ 20.63
CE11	skid steer	\$ 46,720.00	3,000	\$ 10.00	\$ 21.68
CE12	Sweeper	\$ 150,000.00	3,000	\$ 30.00	\$ 67.50
CE13	Water Truck	\$ 143,320.00	3,000	\$ 12.50	\$ 48.33
CE14	Large Excavator	\$ 100,000.00	3,000	\$ 12.50	\$ 37.50
CE15	Medium Excavator	\$ 64,000.00	3,000	\$ 12.50	\$ 28.50
CE16	Small Excavator	\$ 30,000.00	3,000	\$ 12.50	\$ 20.00
CE17	Chipper Truck	\$ 25,000.00	1,000	\$ 25.00	\$ 43.75
CE18	Wire Trailer	\$ 15,000.00	3,000	\$ 5.00	\$ 8.75
CE19	Thumber Truck	\$ 65,000.00	2,000	\$ 32.50	\$ 56.88
CE20	Air Compressor	\$ 28,000.00	1,000	\$ 28.00	\$ 49.00

*** Hourly Charge rate equals replacement cost divided by hourly life, multiplied by 75%, plus operational cost. Salvage value assumed at 25%

TABLE 8 – CITY FIRE DEPT. EQUIPMENT AND PERSONNEL			
#	Category: Fire Department Equipment (FD)	Cost / Hour	PLUS / Notes
FD1	Engine 1	\$150	
FD2	Engine 2	\$150	
FD3	Ladder 1	\$150	
FD4	Brush 1	\$100	
FD5	Brush 2	\$100	
FD6	Water Tender- City	\$150	
FD7	Water Tender- 1,200 Gallon	\$175	
FD8	Hazmat Trailer	\$150	
FD9	Support 1	\$100	
FD10	Rescue 1	\$175	
FD11	Unit 51	\$50	
#	Category: Fire Department Personnel (FD)	Cost / Hour	PLUS / Notes
FD13	Fire Officer	\$15	
FD14	Firefighter	\$15	
FD14	Engineer	\$15	
FD14	Hazmat Tech I &II	\$45	

2023/2024 City Electric Rates

Revenue Class	Category	Electric Rate Classes	Monthly Base Rate	Kilowatt per hour	Demand Rate
(*Denotes Outside City Limits)					
01	ER1PB	Residential	\$ 13.30	0.0762	
01	ER1PX	*Residential	\$ 18.95	0.0762	
07	ES1PB	Interdepartmental	\$ 13.30	0.0730	
07	ES1PX	*Interdepartmental	\$ 18.95	0.0730	
07	ES3PB	Interdepartmental	\$ 41.72	0.0730	
07	ES3PX	*Interdepartmental	\$ 53.12	0.0730	
07	EC1PB	Interdept. w/Demand	\$ 13.30	0.0533	7.623
07	EC1PX	*Interdept. w/Demand	\$ 18.95	0.0533	7.623
07	EC3PB	Interdept. w/Demand	\$ 41.72	0.0533	7.623
07	EC3PX	*Interdept. w/Demand	\$ 53.12	0.0533	7.623
09	ES3PX	*Pumping & Drainage	\$ 53.12	0.0730	
09	EC1PB	Pumping & Drainage	\$ 13.30	0.0616	7.623
09	EC1PX	*Pumping & Drainage	\$ 18.95	0.0616	7.623
09	EC3PB	Pumping & Drainage	\$ 41.72	0.0616	7.623
09	EC3PX	*Pumping & Drainage	\$ 53.12	0.0616	7.623
11	ES1PB	Self Consumed	\$ 13.30	0.0730	
11	ES1PX	*Self Consumed	\$ 18.95	0.0730	
11	ES3PB	Self Consumed	\$ 41.72	0.0730	
11	ES3PX	*Self Consumed	\$ 53.12	0.0730	
11	EC1PB	Self Cons. w/ Demand	\$ 13.30	0.0533	7.623
11	EC1PX	*Self Cons. w/ Demand	\$ 18.05	0.0533	7.623
11	EC3PB	Self Cons. w/ Demand	\$ 41.72	0.0533	7.623
11	EC3PX	*Self Cons. w/ Demand	\$ 53.12	0.0533	7.623
20	ES1PB	Small Commercial	\$ 13.30	0.0730	
20	ES1PX	*Small Commercial	\$ 18.95	0.0730	
20	ES3PB	Small Commercial	\$ 41.72	0.0730	
20	ES3PX	*Small Commercial	\$ 53.12	0.0730	
21	EC1PB	Large Commercial	\$ 13.30	0.0533	7.623
21	EC1PX	*Large Commercial	\$ 18.95	0.0533	7.623
21	EC3PB	Large Commercial	\$ 41.72	0.0533	7.623
21	EC3PX	*Large Commercial	\$ 53.12	0.0533	7.623
31	EC3PB	Secondary Industrial	\$ 41.72	0.0599	6.542
31	EC3PX	*Secondary Industrial	\$ 53.12	0.0599	6.542
31	EP3PB	Primary Industrial	\$ 42.12	0.0564	6.069
31	EP3PX	*Primary Industrial	\$ 50.59	0.0564	6.069
41	EL3PX	Large Industrial	\$ 13,555.80	0.0462	5.754
51	ESTREET	Street Lights	\$ 5.22		
51	ESECURE	Security Lights	\$ 9.50		
	EREMOTE	Remote Read Device			
	BELN	No Meter Access			
	FIBER	Fiber			

Key Code

- E= Electric
- S= small / self consumed
- C= Commercial
- I= Industrial
- P= Primary / Phase
- L= Large
- R = Residential
- 1= Single Phase
- 3= Three Phase
- B= Within City limits
- X= Outside city limits

Direct Line vs. Transformer

2023/2024 City Sewer and Garbage Rates

Sewer Rate Types	Code	Base Rate	Per
Residential	SR01	\$ 43.73	
Interdepartmental	SC07	\$ 43.73	EDU
Small Commercial	SC20	\$ 43.73	EDU
Commercial	SC21	\$ 43.73	EDU
Industrial	SI31	\$ 43.73	EDU

City Garbage	BASE FEE (Non Refundable)		Notes
	City Garbage- User Rates and Charges	\$12.99 / month	Up to 3 Cans

Sewer Rate Notes: Each year the city completes a sewer rate study, per Ord. 608 and allocates actual EDU's based on the study. Anyone interested in reviewing the study may do so by requesting a copy of Ordinance 608.

2023/2024 City Water Utility Rates

Water Type	Code	Base Rate	Use in Cubic Ft.	Overage Rate	Per
RESIDENTIAL (Minimum)	WOFF01	\$ 52.92	OFF @ CURB		
Metered					
RESIDENTIAL <1" to 1"	WR101	\$ 62.42	0-1300	0.023	Cubic Foot
RESIDENTIAL 1.5"	WR1.501	\$ 113.66	0-1300	0.023	Cubic Foot
FIRE LINES	WFL		FIRE ONLY	\$ 13.90	Inch
CHECK METERS	WCH	\$ 65.46		0	
COMMERCIAL < 1"	WC1	\$ 65.46	0-200	0.025	Cubic Foot
COMMERCIAL 1"	WC1	\$ 65.46	0-200	0.025	Cubic Foot
COMMERCIAL 1.5	WC1.5	\$ 158.77	0-200	0.025	Cubic Foot
COMMERCIAL 2"	WC2	\$ 205.41	0-200	0.025	Cubic Foot
COMMERCIAL 3"	WC3	\$ 265.58	0-200	0.025	Cubic Foot
COMMERCIAL 4"	WC4	\$ 522.71	0-200	0.025	Cubic Foot
INDUSTRIAL < 1"	WI1	\$ 65.46	0-200	0.025	Cubic Foot
INDUSTRIAL 1.5"	WI1.5	\$ 158.77	0-200	0.025	Cubic Foot
INDUSTRIAL 2"	WI2	\$ 205.41	0-200	0.025	Cubic Foot
INDUSTRIAL 3"	WI3	\$ 265.58	0-200	0.025	Cubic Foot
UNUSED SERVICE	WOFF	\$ 52.92			
NON-METERED <1"	WN1	\$ 105.63	UNLIMITED		
NON-METERED 1"	WN 1	\$ 105.63	UNLIMITED		
Commercial rate code plus MD for Multi-dwelling Units		\$88.66 plus \$20.50per unit	0-1800	0.025056992	Cubic Foot
Bulk Water Rate		\$113.40	0-35,000 gallons		

- X for outside city limits
- 01 Residential
- 07 Interdepartmental
- 09 Pumping & Drainage
- 11 Self Consumed
- 20 Small Commercial
- 21 Commercial
- 31 Industrial
- 51 Street Lighting

RESOLUTION NO. #2023-015

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BONNERS FERRY, IDAHO, ADOPTING A REVISED FEE SCHEDULE FOR SERVICES PROVIDED AND REGULARLY CHARGED BY THE CITY AS SPECIFIED BY CITY CODE; AND PROVIDING THAT THIS RESOLUTION BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL BY COUNCIL

WHEREAS, City Council has determined that the revised and new fees as included in this Resolution are appropriate and are reasonably related to the purpose for which such fees are charged; and,

WHEREAS, the Council held a public workshop on August 29, 2023, to hear comments from staff and the public and to make changes based on comments received; and,

WHEREAS a public hearing was duly noticed in accordance with Idaho Code, §63-1311A and was published in the paper of record on September 21, 2023, and September 28, 2023, respectively.

WHEREAS, a public hearing was duly held on October 3, 2023, pursuant to Idaho code §63-1311A, which the Council considered input given by the public; and,

WHEREAS, the Council by this Resolution, desires to amend and update those fees and charges contained in the attachment “Exhibit A” of this Resolution; and,

WHEREAS the Council by authorization of the Mayor’s signature hereto shall make the fee effective from the date established hereon.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Bonners Ferry, Idaho that the city hereby adopts the following Exhibit “A” as the new City Fee Schedule.

PASSED BY THE CITY COUNCIL on this 3rd day of October 2023.

SIGNED BY THE MAYOR on this 3rd day of October 2023.

MAYOR

ATTEST:

CITY CLERK



CITY OF BONNERS FERRY
 OFFICIAL FEE SCHEDULE
 TABLE OF CONTENTS

EXHIBIT A

TABLE OF CONTENTS- CITY OF BONNERS FERRY FEE SCHEDULE		
#	Title	Page
TABLE 1	CITY HALL LICENSES AND PERMIT FEES	2
	BUSINESS PERMITS AND ALCOHOL LICENSSE	2
	TEMPORARY BUSINESS LICENSES PERMIT FEES	2
	ANIMAL LICENSES	2
	MISC. CITY FEES	2
TABLE 2	LAND USE & DEVELOPMENT	3
	PLANNING AND ZONING APPLICATION FEES	3
	SUBDIVISION	3
	LAND USE & DEVELOPMENT- PLANNED UNIT DEVELOPMENTS (PUDS)	3
	LAND USE & DEVELOPMENT- MISCELLANEOUS	3
TABLE 3	BUILDING PERMIT FEES	4
TABLE 4	UTILITY APPLICATION AND CONNECTION FEES	5
	WATER	5
	SEWER	5
	ELECTRIC	5
	STREETS	5
TABLE 5	MIRROR LAKE GOLF COURSE FEES	6
TABLE 6	CITY PROPERTY	7
	CITY POOL FEES / RATES	7
	PARADE PERMIT FEES	7
	ELECTRIC VEHICLE CHARGING STATION	7
TABLE 7	CITY EQUIPMENT RATES	8
TABLE 8	CITY FIRE DEPT. EQUIPMENT AND PERSONNEL COST	9
CITY RATES	CITY RATE TABLES	
	ELECTRIC UTILITY RATES	10
	SEWER UTILITY RATES	11
	GARBAGE	11
	WATER UTILITY RATES	12
Appendix	APPENDENCIES	
	International Code Council 2018 Building Valuation Data sheet	13-14
	1997 UBC- attached	15

- Res 2020-12-15 Adopted 12-15-2020
- Res 2021-11-02 Adopted 11-02-2021
- Res 2022-002 Adopted 4-19-2022
- Res. 2022-007 Adopted 11-1-2022
- RES 2023-015 Adopted 10-3-2023

Table 1- CITY HALL LICENSES AND PERMIT FEES

BUSINESS LICENSES & ALCOHOL PERMIT FEES

#	Category: Business Licenses (BL)	BASE FEE (Non Refundable)	PLUS / Notes
	Business License	\$50.00 Initial Fee	\$25.00 Annual Renewal Fee
	Liquor by the Drink	\$375	
	Liquor Transfer Fee	\$50	Per request
	Beer & Wine Transfer Fee	\$50	Per request
	Beer - Consumption off premise	\$25	Per Year
	Beer - Consumption on-premise	\$75	Per Year
	Beer- Draught, Bottles or Canned	\$100	Per Year
	Wine	\$100	Per Year
	Taxi Cab annual license fee	\$0	Included with Business License Fee
	Annual Background check - Taxi Cab drivers	Actual Cost of service	

TEMPORARY LICENSES

#	Category: Business Licenses (BL)	BASE FEE (Non Refundable)	PLUS / Notes
	Peddlers, Solicitors, Hawkers, Ininerant Merchants, Transient Vendors or Canvassers:		
	City Resident	\$35.00 / \$10.00	Per Year / Per Week
	Non- City Resident	\$45.00 / \$15.00	Per Year / Per Week
	Non- State Resident	\$55.00 / \$20.00	Per Year / Per Week

ANIMAL LICENSE AND IMPOUND FEES

#	Category: Business Licenses (BL)	BASE FEE (Non Refundable)	PLUS / Notes
	Dog license fees	\$24	Per Year, Per Animal
	Dog license fees- prior to Jan. 31st	\$12	Per Year, Per Animal
	Dog Impounding	\$20	Per Offense (BFCC 5-3B-6(4))
	Impound Storage Fee (at City Yard)	\$10	Per day

MISCELLANEOUS FEES

#	Category- Miscellaneous (MS)	BASE FEE (Non Refundable)	PLUS/ NOTES
	Non-Sufficient Check Charge	\$15	
	Fire Inspection Fee	\$30	
	Video Copying Fee	\$25	
	Copying Fees- Color	0.25 per page	After 10 pages
	Copying Fees- B/W	0.10 per page	After 100 pages

TABLE 2 –PLANNING AND ZONING- LAND USE & DEVELOPMENT *Actual costs may be passed through

PLANNING AND ZONING APPLICATION FEES Development Agreements and Land Use Applications

#	Category: Land Use Applications (PL)	BASE FEE (Non Refundable)	PLUS
PL1	Annexation	\$500	Publication and noticing costs
PL2	Comprehensive Plan Amendment (map or text)	\$500	Publication and noticing costs
PL3	Special Use Permit	\$500	Publication and noticing costs
PL4	Modification of a Special Use Permit	\$250	Publication and noticing costs
PL5	Zone Change	\$500	Publication and noticing costs
PL6	Variance	\$500	Publication and noticing costs
PL7	Title 11 or 12 Code Amendment	\$500	Publication and noticing costs
PL8	Publication and Noticing Costs	\$150	Deposit, subject to reconciliation of actual costs
PL9	Drainage Plan- Commercial/Industrial	\$300	Publication and noticing costs

LAND USE & DEVELOPMENT- SUBDIVISIONS

	Category: Subdivisions (PL)	BASE FEE (Non Refundable)	PLUS
PL10	Preliminary Plat Application	\$500	50.00/ Lot & Publication and Noticing Costs
PL11	Minor Plat Application	\$250	50.00/ Lot & Publication and Noticing Costs
PL12	Replat- Lot Line Adjustment	\$250	50.00/ Lot & Publication and Noticing Costs
PL13	Boundary Line adjustment (review only)	\$50	Per Parcel
PL14	Property Split Review	\$200	
PL15	Final Plat Review	\$150	Actual Cost of County Surveyor fee
PL16	Final Plat Re-Check Fee	\$150	Actual Cost of County Surveyor fee
PL17	Vacation of Right-of-way	\$250	Publication and noticing costs
PL18	Surety Agreements	\$100	
PL19	Development Agreements	\$250	Publication and noticing costs
PL20	Application Extension Requests	\$100	Publication and noticing costs

LAND USE & DEVELOPMENT- PLANNED UNIT DEVELOPMENTS (PUDS)

	Category: Planned Unit Developments (PL)	BASE FEE (Non Refundable)	PLUS
PL21	PUD Mixed Use Development Commercial/Industrial	\$1,500	Publication and noticing costs
PL22	Residential Only	\$500	Publication and noticing costs
PL23	PUD Development Agreement	\$250	Publication and noticing costs
PL24	Amendment to Development Agreement (No public hearing required)	\$100	Actual Cost of Professional Services
PL25	Amendment to Development Agreement (public hearing required)	\$250	Publication and noticing costs

LAND USE & DEVELOPMENT- MISCELLANEOUS

	Category: Miscellaneous (PL)	BASE FEE (Non Refundable)	PLUS
PL26	Zoning Administration Appeal	\$100	
PL27	Formal Zoning Interpretation	\$100	
PL28	Non-Conformity Determination requested by the landowner	\$100	
PL30	Codifiers Update		Actual Cost of service
PL31	Drainage Plan- Commercial/Industrial	\$300	
PL32	Extension Request	\$150	For any land use decision

TABLE 3 – BUILDING PERMIT FEES**

#	Category: Land Use Applications (PL)	BASE FEE (Non Refundable)	PLUS / Notes
	Zoning Review - Residential (Including Manufactured Homes)	\$150	Plus actual costs with over 3-hour of review time.
	Zoning Review - Commercial Buildings	\$300	Plus actual costs with over 3-hour of review time.
	Zoning Review - Commercial Signs	\$150	Plus actual costs with over 3-hour of review time.
	Building Permit Fees - New Construction	Per February 2018 ICC Adopted valuation sheet and 1997 UBC attached - see attached	Per valuation generated by sq. foot costs
	Building Permit Fees for alterations, remodels, additions etc.	1997 UBC- attached	Value based on qualified construction estimate and confirmed building official
	Plan Review Fee	65% of the Building Permit Fee	
	Building Permit Fee- Roofing Only	\$150	For building permits that only include replacing roofing. *

** Failure to obtain a building permit results in a doubling of the total permit fee per BFCC 9-1-5:

* Roof replacement shall include the removal of existing layers of roof coverings, down to the roof deck.

TABLE 4– Utility Application and Connection Fees

#	Category: Subject to all Utilities	BASE FEE (Non Refundable)	Additional Charges/Notes
	Security Deposit - Commercial	\$200.00 minimum or as provided in additional services	Or, two months average of previous customer or as averaged by city.
	Security Deposit Residential	\$ 200.00	
	Disconnection/Reconnection Fee	\$ 30.00	During established city working hours
	Disconnection/Reconnection Fee After Hours	\$ 90.00	Outside of established working hours
#	Category: City Water	BASE FEE (Non Refundable)	Additional Charges/Notes
	City Water - Hook Up (Capitalization Fee)	\$2,929	
	City Water - User Rates	See attached Rate Sheet	
	City Water: Application for service - Residential	\$75	
	City Water Application for Service - Commercial	\$150	
	Inventory Handling Fee on all parts	20% of inventory value or \$20 whichever is greater	Applied to all customer work orders
	Category: Sewer	BASE FEE (Non Refundable)	Additional Charges/Notes
	City Sewer- Hook Up (Capitalization Fee)	\$864	
	City Sewer- User Rates and Charges	See attached rate sheet	
	Sewer (Commercial & Residential)	\$40	
	Sewer Permit and Inspection Fee	See City Billing Policy	
	Inventory Handling Fee on all parts	20% of inventory value or \$20 whichever is greater	Applied to all customer work orders
	Category: Electric	BASE FEE (Non Refundable)	Additional Charges/Notes
	Residential Electric Application for service	\$200	
	Door-Hanger Fee	\$25	
	Commercial Electric (Single Phase)	\$330	
	Commercial Electric (3-Phase)	\$530	
	Pole Use Fee	\$12 / Pole	Charged annually per contract
	Plowing in Electric Lines	\$1 / foot	
	Electric Pole Use Franchise Fee	5%	
	Inventory Handling Fee on all parts	20% of inventory value or \$20 whichever is greater	Applied to all customer work orders
	Category: Streets / Other	BASE FEE (Non Refundable)	Additional Charges/Notes
	City ROW Permit (All other work other than approaches and excavation)	\$50	City may require additional bond for any work within the ROW.
	City Approach/Excavation Permit (Driveway, excavations etc.)*	\$250	Plus City Actual Costs; city may require additional \$1,000 Bond for any work within ROW
	Delinquent Account Balance	\$35	Per ordinance 10-1-12(c)
	Burning Permit	\$0	Application Required
*	Includes any work that may affect or disturb road base, road top course or road ditch line.		

FEE SCHEDULE

TABLE 5 -Mirror Lake Golf Course Fees	
Season Passes	Fees
Golf Adult Season Pass	\$ 505.00
**** Golf Adult Season plus junior(s)	\$ 569.00
Couples Pass	\$ 883.00
**** Golf Family Season Pass	\$ 946.00
** One child 17 and under play for free per paying adult	
Adult	
Individual Monthly Pass (30 days)	\$ 253.00
Couples Monthly Pass (30 days)	\$ 379.00
Discount Card - 9 Holes	\$ 204.00
Discount Card - 18 Holes	\$ 284.00
9-Hole Green Fees- Weekday	\$ 23.00
9 Hole Green Fees Weekend/Holiday	\$ 25.00
18-Hole Green Fees - Weekday	\$ 32.00
18-Hole Green Fees-Weekend/Holiday	\$ 34.00
Junior	
Golf Junior Pass	\$ 64.00
High School Golf Team Season Pass	\$ 32.00
9-Hole Green Fees	\$ 6.00
18-Hole Green Fees	\$ 11.00
*** High School Golf Team Player plays for free during golf season	
** One child 17 and under play for free per paying adult	
Other	
Cart Trail Fee	\$ 6.00
Season Pass Cart Trail Fee	\$ 92.00
Golf Cart Shed Rental Bld A & B	\$ 245.00
Golf Cart Shed Rental Bld C	\$ 306.00

- ** Pertains to one (1) child per paying adult; additional children pay at junior rates
- *** Students may be subject to providing proof of team membership
- **** Pass holder is required to list all family members at the time the season pass is purchased

TABLE 6 –CITY PROPERTY			
#	Category- City Property (CP)	BASE FEE (Non Refundable)	PLUS / Notes
CP1	Visitor Center Rental (Upstairs)		
CP1A	* Non Profits Organizations	\$35	Per Use
CP1B	* Private Individuals	\$35	Per Use
CP1C	* For Profit Business	\$100	Per Use
CP2	Fire Hall		
CP2A	* Non Profits Organizations	\$35	Per Use
CP2B	* Private Individuals	\$35	Per Use
CP2C	* For Profit Business	\$100	Per Use
CP3	Other Public Agencies For both FH & VC	None	
CITY POOL FEES / RATES			
CP3	City Pool	\$60 - First Hour	Plus \$40 for each additional hour
CP4	Pool Daily Rate	\$0	
CP5	Pool Season Pass	\$0	
CP7	Swim Lessons Rate	\$55	Per Class; Per Person
PARADE PERMIT FEES			
CP8	Parade/ Special Event Permit Fee	\$35 / Parade	\$200.00 Deposit; with 30 days notice
CP9	Parade / Special Event Permit Fee	\$100 / Parade	\$200.00 Deposit; with less than 30 days notice
Electric Vehicle Charging Station			
CP10	Electric Vehicle Charging Station Rate	\$0.25 / kWh	0.20 / Minute

TABLE 7 – CITY EQUIPMENT RATES (Does not Include Operator)

#	Category: City Equipment Rates (CE)	Estimated Replacement Cost	Estimated Service life (hrs)	Estimate Hour Operation Cost	Hourly Rate
CE1	Backhoe	\$ 130,000.00	3,000	\$ 12.50	\$ 45.00
CE2	Bucket Truck	\$ 240,000.00	2,800	\$ 12.50	\$ 76.79
CE3	Small Bucket Truck	\$ 118,000.00	2,800	\$ 12.50	\$ 44.11
CE4	Digger Derrick Truck	\$ 200,000.00	3,800	\$ 15.00	\$ 54.47
CE5	Ditch Witch	\$ 75,000.00	2,000	\$ 15.00	\$ 43.13
CE6	Dump Truck	\$ 100,000.00	3,000	\$ 17.50	\$ 42.50
CE7	Flusher Vac Truck	\$ 500,000.00	3,500	\$ 20.00	\$ 127.14
CE8	Front End Loader	\$ 200,000.00	3,000	\$ 15.00	\$ 65.00
CE9	Grader	\$ 250,000.00	3,500	\$ 17.50	\$ 71.07
CE10	Pickup	\$ 35,000.00	2,000	\$ 7.50	\$ 20.63
CE11	skid steer	\$ 46,720.00	3,000	\$ 10.00	\$ 21.68
CE12	Sweeper	\$ 150,000.00	3,000	\$ 30.00	\$ 67.50
CE13	Water Truck	\$ 143,320.00	3,000	\$ 12.50	\$ 48.33
CE14	Large Excavator	\$ 100,000.00	3,000	\$ 12.50	\$ 37.50
CE15	Medium Excavator	\$ 64,000.00	3,000	\$ 12.50	\$ 28.50
CE16	Small Excavator	\$ 30,000.00	3,000	\$ 12.50	\$ 20.00
CE17	Chipper Truck	\$ 25,000.00	1,000	\$ 25.00	\$ 43.75
CE18	Wire Trailer	\$ 15,000.00	3,000	\$ 5.00	\$ 8.75
CE19	Thumber Truck	\$ 65,000.00	2,000	\$ 32.50	\$ 56.88
CE20	Air Compressor	\$ 28,000.00	1,000	\$ 28.00	\$ 49.00

*** Hourly Charge rate equals replacement cost divided by hourly life, multiplied by 75%, plus operational cost. Salvage value assumed at 25%

TABLE 8 – CITY FIRE DEPT. EQUIPMENT AND PERSONNEL			
#	Category: Fire Department Equipment (FD)	Cost / Hour	PLUS / Notes
FD1	Engine 1	\$150	
FD2	Engine 2	\$150	
FD3	Ladder 1	\$150	
FD4	Brush 1	\$100	
FD5	Brush 2	\$100	
FD6	Water Tender- City	\$150	
FD7	Water Tender- 1,200 Gallon	\$175	
FD8	Hazmat Trailer	\$150	
FD9	Support 1	\$100	
FD10	Rescue 1	\$175	
FD11	Unit 51	\$50	
#	Category: Fire Department Personnel (FD)	Cost / Hour	PLUS / Notes
FD13	Fire Officer	\$15	
FD14	Firefighter	\$15	
FD14	Engineer	\$15	
FD14	Hazmat Tech I &II	\$45	

2023/2024 City Electric Rates

Revenue Class	Category	Electric Rate Classes	Monthly Base Rate	Kilowatt per hour	Demand Rate
(*Denotes Outside City Limits)					
01	ER1PB	Residential	\$ 13.30	0.0762	
01	ER1PX	*Residential	\$ 18.95	0.0762	
07	ES1PB	Interdepartmental	\$ 13.30	0.0730	
07	ES1PX	*Interdepartmental	\$ 18.95	0.0730	
07	ES3PB	Interdepartmental	\$ 41.72	0.0730	
07	ES3PX	*Interdepartmental	\$ 53.12	0.0730	
07	EC1PB	Interdept. w/Demand	\$ 13.30	0.0533	7.623
07	EC1PX	*Interdept. w/Demand	\$ 18.95	0.0533	7.623
07	EC3PB	Interdept. w/Demand	\$ 41.72	0.0533	7.623
07	EC3PX	*Interdept. w/Demand	\$ 53.12	0.0533	7.623
09	ES3PX	*Pumping & Drainage	\$ 53.12	0.0730	
09	EC1PB	Pumping & Drainage	\$ 13.30	0.0616	7.623
09	EC1PX	*Pumping & Drainage	\$ 18.95	0.0616	7.623
09	EC3PB	Pumping & Drainage	\$ 41.72	0.0616	7.623
09	EC3PX	*Pumping & Drainage	\$ 53.12	0.0616	7.623
11	ES1PB	Self Consumed	\$ 13.30	0.0730	
11	ES1PX	*Self Consumed	\$ 18.95	0.0730	
11	ES3PB	Self Consumed	\$ 41.72	0.0730	
11	ES3PX	*Self Consumed	\$ 53.12	0.0730	
11	EC1PB	Self Cons. w/ Demand	\$ 13.30	0.0533	7.623
11	EC1PX	*Self Cons. w/ Demand	\$ 18.05	0.0533	7.623
11	EC3PB	Self Cons. w/ Demand	\$ 41.72	0.0533	7.623
11	EC3PX	*Self Cons. w/ Demand	\$ 53.12	0.0533	7.623
20	ES1PB	Small Commercial	\$ 13.30	0.0730	
20	ES1PX	*Small Commercial	\$ 18.95	0.0730	
20	ES3PB	Small Commercial	\$ 41.72	0.0730	
20	ES3PX	*Small Commercial	\$ 53.12	0.0730	
21	EC1PB	Large Commercial	\$ 13.30	0.0533	7.623
21	EC1PX	*Large Commercial	\$ 18.95	0.0533	7.623
21	EC3PB	Large Commercial	\$ 41.72	0.0533	7.623
21	EC3PX	*Large Commercial	\$ 53.12	0.0533	7.623
31	EC3PB	Secondary Industrial	\$ 41.72	0.0599	6.542
31	EC3PX	*Secondary Industrial	\$ 53.12	0.0599	6.542
31	EP3PB	Primary Industrial	\$ 42.12	0.0564	6.069
31	EP3PX	*Primary Industrial	\$ 50.59	0.0564	6.069
41	EL3PX	Large Industrial	\$ 13,555.80	0.0462	5.754
51	ESTREET	Street Lights	\$ 5.22		
51	ESECURE	Security Lights	\$ 9.50		
	EREMOTE	Remote Read Device			
	BELN	No Meter Access			
	FIBER	Fiber			

Key Code

- E= Electric
- S= small / self consumed
- C= Commercial
- I= Industrial
- P= Primary / Phase
- L= Large
- R = Residential
- 1= Single Phase
- 3= Three Phase
- B= Within City limits
- X= Outside city limits

Direct Line vs. Transformer

2023/2024 City Sewer and Garbage Rates

Sewer Rate Types	Code	Base Rate	Per
Residential	SR01	\$ 43.73	
Interdepartmental	SC07	\$ 43.73	EDU
Small Commercial	SC20	\$ 43.73	EDU
Commercial	SC21	\$ 43.73	EDU
Industrial	SI31	\$ 43.73	EDU

City Garbage	BASE FEE (Non Refundable)		Notes
	City Garbage- User Rates and Charges	\$12.99 / month	

Sewer Rate Notes: Each year the city completes a sewer rate study, per Ord. 608 and allocates actual EDU's based on the study. Anyone interested in reviewing the study may do so by requesting a copy of Ordinance 608.

2023/2024 City Water Utility Rates

Water Type	Code	Base Rate	Use in Cubic Ft.	Overage Rate	Per
RESIDENTIAL (Minimum)	WOFF01	\$ 52.92	OFF @ CURB		
Metered					
RESIDENTIAL <1" to 1"	WR101	\$ 62.42	0-1300	0.023	Cubic Foot
RESIDENTIAL 1.5"	WR1.501	\$ 113.66	0-1300	0.023	Cubic Foot
FIRE LINES	WFL		FIRE ONLY	\$ 13.90	Inch
CHECK METERS	WCH	\$ 65.46		0	
COMMERCIAL < 1"	WC1	\$ 65.46	0-200	0.025	Cubic Foot
COMMERCIAL 1"	WC1	\$ 65.46	0-200	0.025	Cubic Foot
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Commercial rate code plus MD for Multi-dwelling Units		\$88.66 plus \$20.50per unit	0-1800	0.025056992	Cubic Foot
Bulk Water Rate		\$113.40	0-35,000 gallons		

- X for outside city limits
- 01 Residential
- 07 Interdepartmental
- 09 Pumping & Drainage
- 11 Self Consumed
- 20 Small Commercial
- 21 Commercial
- 31 Industrial
- 51 Street Lighting

Building Valuation Data – FEBRUARY 2018

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in August 2018. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the “average” construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2018 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are “average” costs based on typical construction methods for each occupancy group and type of construction. The average costs include foundation work, structural and nonstructural

building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.
- 3.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget} \times (\%)}{\text{Total Annual Construction Value}}$$

Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

Example

Type of Construction: IIB

Area: 1st story = 8,000 sq. ft.
2nd story = 8,000 sq. ft.

Height: 2 stories

Permit Fee Multiplier = 0.0075

Use Group: B

1. Gross area:
Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:
B/IIB = \$170.56/sq. ft.
3. Permit Fee:
Business = 16,000 sq. ft. x \$170.56/sq. ft x 0.0075
= \$20,467

Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.
- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

Square Foot Construction Costs ^{a, b, c}

Group (2018 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	239.41	231.54	226.03	216.67	203.74	197.86	209.82	186.11	179.13
A-1 Assembly, theaters, without stage	219.07	211.20	205.68	196.33	183.65	177.76	189.48	166.01	159.03
A-2 Assembly, nightclubs	188.23	182.77	178.14	170.93	161.13	156.68	164.92	145.88	140.94
A-2 Assembly, restaurants, bars, banquet halls	187.23	181.77	176.14	169.93	159.13	155.68	163.92	143.88	139.94
A-3 Assembly, churches	220.05	212.18	206.66	197.31	185.99	180.11	190.46	168.36	161.38
A-3 Assembly, general, community halls, libraries, museums	185.05	177.18	170.67	162.31	148.58	143.75	155.46	131.00	125.02
A-4 Assembly, arenas	218.07	210.20	203.68	195.33	181.65	176.76	188.48	164.01	158.03
B Business	192.02	185.04	179.30	170.56	155.93	150.11	164.01	137.00	131.05
E Educational	197.52	190.73	185.77	177.32	165.32	156.97	171.23	144.39	140.26
F-1 Factory and industrial, moderate hazard	114.08	108.82	102.59	98.59	88.51	84.45	94.44	74.21	69.43
F-2 Factory and industrial, low hazard	113.08	107.82	102.59	97.59	88.51	83.45	93.44	74.21	68.43
H-1 High Hazard, explosives	106.73	101.48	96.25	91.25	82.38	77.32	87.10	68.08	N.P.
H234 High Hazard	106.73	101.48	96.25	91.25	82.38	77.32	87.10	68.08	62.30
H-5 HPM	192.02	185.04	179.30	170.56	155.93	150.11	164.01	137.00	131.05
I-1 Institutional, supervised environment	191.30	184.81	179.46	171.90	158.36	154.06	171.99	141.86	137.45
I-2 Institutional, hospitals	321.25	314.27	308.52	299.78	284.17	N.P.	293.24	265.24	N.P.
I-2 Institutional, nursing homes	222.99	216.01	210.27	201.52	187.89	N.P.	194.98	168.96	N.P.
I-3 Institutional, restrained	218.28	211.30	205.55	196.81	183.43	176.62	190.27	164.50	156.55
I-4 Institutional, day care facilities	191.30	184.81	179.46	171.90	158.36	154.06	171.99	141.86	137.45
M Mercantile	140.27	134.81	129.18	122.96	112.68	109.23	116.95	97.44	93.50
R-1 Residential, hotels	193.08	186.60	181.24	173.68	159.89	155.58	173.77	143.39	138.97
R-2 Residential, multiple family	161.95	155.46	150.10	142.54	129.52	125.22	142.64	113.02	108.61
R-3 Residential, one- and two-family ^d	151.10	146.99	143.20	139.61	134.50	130.95	137.27	125.85	118.45
R-4 Residential, care/assisted living facilities	191.30	184.81	179.46	171.90	158.36	154.06	171.99	141.86	137.45
S-1 Storage, moderate hazard	105.73	100.48	94.25	90.25	80.38	76.32	86.10	66.08	61.30
S-2 Storage, low hazard	104.73	99.48	94.25	89.25	80.38	75.32	85.10	66.08	60.30
U Utility, miscellaneous	83.66	79.00	74.06	70.37	63.47	59.32	67.24	50.19	47.80

- Private Garages use Utility, miscellaneous
- For shell only buildings deduct 20 percent
- N.P. = not permitted
- Unfinished basements (Group R-3) = \$21.00 per sq. ft.

EXTRACTED FROM 1997 UNIFORM BUILDING CODE

TABLE NO. 1-A – BUILDING PERMIT FEES

TOTAL VALUATION	FEE
\$1.00 to \$500	\$23.00
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof
Other Inspections and Fees:	
1. Inspections outside of normal business hours	\$47.00 per hour*
2. Reinspection fees assessed under provisions of Section 305.8	\$47.00 per hour*
3. Inspections for which no fee is specifically indicated (minimum charge – one-half hour)	\$47.00 per hour*
4. Additional plan review required by changes, additions or revisions to plans	\$47.00 per hour*
5. For use of outside consultants for plan checking and inspections, or both	Actual costs **

* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

** Actual costs include administrative and overhead costs.

Quote



Order Number: 0472903
 Order Date: 9/18/2023

Lacal Equipment, Inc
 901 W. Pike Street
 P.O. Box 757
 Jackson Center, OH 45334
 (937) 596-6106

Salesperson: 0129
 Customer Number: 00-0055049

Sold To:
 CITY OF BONNERS FERRY
 PO BOX 149
 BONNERS FERRY, ID 83805-0149

Ship To:
 CITY OF BONNERS FERRY
 6362 WASHINGTON ST. BLDG. #A
 BONNERS FERRY, ID 83805-0149

Confirm To:
 TIM ENGLISH / STREET & PARKS

Customer P.O.	Ship VIA	F.O.B.	Terms				
			Net 30 Days				
Item Number	Unit	DCode	Ordered	Shipped	Back Order	Price	Amount
LS1071111	EACH	1	1.00	0.00	1.00	25,625.000	25,625.00
HOPPER BARE WELDMENT							
LS1059381	EACH	1	1.00	0.00	0.00	3,339.170	3,339.17
HOPPER DOOR							
LS1066669	EACH	1	2.00	0.00	0.00	837.500	1,675.00
CROSSWIND J SCREEN WELDMENT							
LS1060663	EACH	3	1.00	0.00	1.00	573.680	573.68
HOPPER DEFLECTOR WELDMENT							
LS1059070	EACH	1	1.00	0.00	0.00	67.900	67.90
SEPARATOR DOOR WELDMENT							
*MISC	EACH	1	1.00	0.00	0.00	3,125.000	3,125.00
MISC ADDITIONAL PARTS							

2 TO 3 WORKING MONTHS TO SHIP NEW HOPPER W/ PARTS ONCE OLD HOPPER IS RECEIVED
 WE WILL NEED TO HAVE CUSTOMERS OLD HOPPER HERE AT LACAL FOR ENGINEERING
 LACAL WILL PAY THE SHIPPING NOT TO EXCEED \$3,500.00 TO GET OLD HOPPER HERE
 LACAL WILL NOT PAY FOR THE RETURN OF THE OLD HOPPER
 THIS QUOTE IS ONLY GOOD FOR 30 DAYS FROM THE DATE OF THE QUOTE
 QUOTED BY BRIAN WITH CRAIG'S HELP

Net Order: 34,405.75
 Less Discount: 0.00
 Freight: 0.00
 Sales Tax: 0.00
Order Total: 34,405.75
 Less Deposit: 0.00



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator *LMA*
DATE: September 26, 2023
RE: Sweeper Box Replacement

The Street Department would like to move forward with the replacement of the sweeper box unit. The cost to complete this is estimated to be around \$34,400.00. The ARPA funds that were authorized to spend included this cost at \$30,000.00. The sweeper box is a critical piece of infrastructure in our fleet of equipment and used often to help clean up streets after construction, storm events or the winter season. This request is to replace the box only, since the cab and chassis is still in good working condition.

FISCAL IMPACT STATEMENT:

The attached quote summarizes the expected costs and staff is seeking permission to spend up to \$35,000.00 with \$30,000 coming from the ARPA dollars and the remaining \$5,000 coming from the general fund expenses to replace and rebuild the sweeper box for the Street Department.



Request for Proposal

Mirror Lake Golf Course Management Operation and Maintenance Golf Professional

Prepared By:

Golf Club Steering Committee

5686 Main Street

Bonnors Ferry, ID 83805

Table of Contents

- I. Introduction
- II. Course Information
- III. Scope of Services and Duties
- IV. Contractor Responsibilities
- V. Guarantee and Liability
- VI. Submittal Requirements

Mirror Lake Golf Course Professional

I. Introduction

The City of Bonners Ferry is seeking proposals for an Independent Contractor to serve as Golf Professional and Golf Course Superintendent at the City owned Mirror Lake Municipal Golf Course. The current contract with the current professional is due to expire in December of 2023.

II. Course Information

Mirror Lake Golf Course was first established in 1974. It is a 9-hole regulation length golf course featuring 6,001 yards of golf from the longest tees for a par 72. The Course was designed by James Kraus. Mirror Lake Golf Course is adjacent to the City of Bonners Ferry with amazing views. It has a full-service Pro Shop, restaurant, driving range, putting green and a fleet of golf carts. The current PGA Head Professional / Golf Course Superintendent has been on staff 21 years and has made great strides in improving the course. Mirror Lake Golf Course is poised to become the golf course of choice for the Bonners Ferry Area. Green Fees collected in 2022 were \$157,000 and to date are at \$150,000.

III. Scope of Services and Duties

The applicant shall show a history of successful management practices involving the management of a 9- and/or 18-hole golf course. A current and good standing as a “Class A-1” member of the Professional Golfers’ Association of America (PGA) or Ladies Professional Golfers’ Association of America (LPGA) is preferred, or a combination of experience and ability. The experience and Golf Pro may be provided by the staff member of the applicant. All services rendered by the applicant shall be in accordance with the PGA Code of Ethics, Bylaws and Regulations. The applicant’s responsibilities include the seasonal operation of the clubhouse, facilities, restaurant, pro shop, and practice range, and marshaling of the golf course. The applicant agrees to keep all the facilities open during city-specified hours, from dawn till dusk. The applicant shall provide competent personnel necessary for such operation, shall supervise them in their work, and pay them for their services at the applicant’s sole cost and expense.

At all times the general public shall be given the highest consideration in matters affecting the operation and use of the golf course. The applicant shall be responsible for maintaining a friendly, cordial, and professional atmosphere for all employees and customers.

The City of Bonners Ferry would like to increase the membership and numbers of rounds of golf played at the Mirror Lake Golf Course. The applicant should be able to demonstrate their ability to advertise and promote golf in the community to accomplish this goal.

IV. Contractor Responsibilities

The applicant shall operate the golf course facilities in a professional manner and shall enforce and interpret the current USGA rules and regulations. The applicant

shall provide starter and marshalling services, assume responsibilities for the maintenance of the carts, cooperate with the City in scheduling play time for regional high school golf programs, and provide restaurant services throughout the golf season.

V. Guarantee and Liability

General Liability Insurance: the contractor shall have Commercial General Liability with limits of \$1,000,000.00 per occurrence, which includes general aggregate, auto, personal injury, fire damage and medical expense.

Additional Insured Endorsement: General Liability Insurance must state that the City of Bonners Ferry, its officers, agents and employees, and any other entity specifically required will be specifically named additional insured(s) for all coverage provided by this policy of insurance and shall be fully and completely protected by this policy from all claims.

Workers Compensation: The Head Professional/Golf Course Superintendent is required to carry Workers Compensation Industrial Injury Insurance coverage effective in Idaho State for any employee(s.). Proof of insurance must be reflected on the Certification of Insurance or by providing the State Industrial Account Identification Number.

VI. Submittal Requirements

A. Letter of Transmittal

A cover letter containing the following statements and information:

1. Applicant's name, address, email, telephone number and text number, if any;
2. A brief biography of the applicant including education, golf professional experience, management experience, marketing experience and any knowledge, training, education or experience in the upkeep and maintenance of golf courses.

B. General Vendor Information

The City would like the applicant to provide a business plan for the Mirror Lake Golf Course. This plan should include anticipated income from all activities at the golf course, an advertising plan, and proposals to ensure growth of the course.

C. References

1. At least 2 Employment References Preferred.
2. Describe the actual services provided and the length of time providing services to each Reference.

D. Approach

In two (2) pages or less, provide the following:

1. Describe your approach to and methodology for providing golf services. Include how you will apply experience and knowledge to meet your objectives.
2. Summarize your proposal and your or your company's qualifications. Additionally, you may articulate why you or your company is pursuing this work and how you and/or your company qualifies to perform it. Including any other pertinent information helps determine your overall qualifications.

E. Schedule

Below is a breakdown of RFP Schedule.

RFP Distributed	August 1, 2023
Proposal Submittal Due	August 18, 2023
Interviews	September 7, 2023
Selection of Applicant	September 15, 2023
Approval of the Applicant by City Council	September 19, 2023

F. Deadline for Submission of Proposals

Proposals will be accepted through 4 PM August 18, 2023. One electronic copy and one hard copy of the proposal shall be submitted to the following individual and address, by the above noted deadline.

Hard copy to: City of Bonners Ferry
 Attention: Lara Tyler
 PO Box 149
 Bonners Ferry, ID 83805

Email to: daveka1@frontier.com

VII. Criteria For Selection

A. Late Proposals

Late proposals will not be accepted.

B. Contract Award

A selection committee will conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:

1. Experience
2. Business and Advertising Plan
3. Satisfaction of clients/end users
4. History of successful golf course operations including the pro shop and restaurant.
5. Other pertinent data as included in the application.

The City of Bonners Ferry reserves the right to accept, reject, or request changes in proposals. In the event a satisfactory fee cannot be negotiated with the selected applicant, subsequent attempts will be made to negotiate with the other qualified applicants in the order of their ratings. The City will work closely with the selected applicant to develop or refine a detailed scope of work, schedule for completion of tasks and costs associated with completed work.

David K. Anderson
175 Blue Sky Road
Bonners Ferry, ID 83805

September 28, 2023

Dear Bonners Ferry City Council:

The select committee, formed by the City Council, tasked with finding a contractor to operate the city owned golf course has finalized its duty. The opening was posted nationally on various related career boards as well as the normal city channels.

The applicants were interviewed by the entire committee and our choice was unanimous. It is our recommendation that the city of Bonners Ferry contracts Ben Staples and Jennifer Baule to operate Mirror Lake Golf Course.

David K. Anderson, Friends of Mirror Lake and Committee Chair



Brion Poston, City Council

Gerry Ann Howlett, City Golf Course Committee

John Youngwirth, City Golf Course Committee

Anne Bonar, Women's League

Ada Gardiner, Women's League

Bill Gutknecht, Men's League

6632 MAIN - PO BOX 900
 BONNERS FERRY, IDAHO 83805
BoundaryTractor.com



(208) 267-5571
info@boundarytractor.com

Invoice #	BTC-0
Date	8/25/2023
Time	2:40 PM

PO #:	GOLF COURSE
Document #:	BTC-31316
Due Date:	9/25/2023

Salesman:	CYLE YOUNG
Ship Via:	
Terms:	25th of Month

CITY OF BONNERS FERRY (02400-BTC)		
PO BOX 149		
BONNERS FERRY	ID	83805
Contact:	, CITY OF BF (208) 267-3105	

Wholegood Estimate

Reprint

Ship To:	

Item Number Description	Qty	Price	Amount	Disc	Subtotal	Sales Tax	Extended Amount	Back Order	Drop Ship
WHOLEGOOD ESTIMATE									
60 GALLON UTV SPRAYER, 12V, 10' BOOM, WITH SPOT SPRAY WAND AND 50' OF HOSE	1.00	\$1,175.00	\$1,175.00		\$1,175.00		\$1,175.00		

Cash	Check/Check#	CC/CC Type	On Acct.	Mfg Credit	CIT	Deposit	Other
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Disclaimer of Warranties
 Any warranties on the product sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sales of said products. Any limitation contained herein does not apply where prohibited by law.

 UPON BREACH OR FAILURE TO PAY THIS ACCOUNT WHEN DUE THE SELLER MAY DECLARE THIS ACCOUNT TO BE DELINQUENT AND PURCHASER SHALL BE LIABLE FOR ALL COSTS OF COLLECTION INCLUDING A REASONABLE ATTORNEY'S FEE.

Summary of Charges	
\$0.00	Taxable
\$1,175.00	Non-Taxable
\$1,175.00	Subtotal
\$0.00	Sales Tax
\$1,175.00	Total
\$0.00	Amount Tendered
\$0.00	Change Due

Customer Signature	Date
--------------------	------

Exempt Tax Cert #:	
Expiration Date:	

Printed:8/25/2023 2:50 PM

CONTRACT FOR FIRE PROTECTION SERVICES

The purpose of this Contract is to provide fire protection on that portion of the Kootenai Indian Reservation located within the exterior corporate boundaries of the City of Bonners Ferry, Idaho, including all Tribe-owned lands therein held in trust by the United States or subject to a federal restriction on alienation.

PARTIES

This Contract is entered into by the Kootenai Tribe of Idaho (hereinafter "TRIBE") and the City of Bonners Ferry, a municipality organized under the laws of the State of Idaho, (hereinafter "CITY") to carry out provisions of the Self- Governance Compact between the Tribe and the United States Department of the Interior Bureau of Indian Affairs (hereinafter "GOVERNMENT").

FIRE PROTECTION SERVICES AND PROGRAMS TO BE PERFORMED.

A.

SCOPE OF SERVICES

The CITY shall be responsible for providing fire protection to that portion of the Kootenai Indian Reservation covered by this Contract in the same manner and to the same extent as it provides fire protection to other portions of Bonners Ferry, Idaho over which it has fire protection responsibilities.

The TRIBE agrees to maintain the property covered by this Contract in accordance with the Uniform Fire Code (UFC) as adopted by the State of Idaho. In the event that the TRIBE shall maintain or modify existing facilities or construct new facilities in a manner that is in violation of the UFC, the CITY, by written notice, may require the TRIBE to bring the facilities into compliance and, if the TRIBE fails or refuses to do so within sixty (60) days of mailing or personal service of such notice, may terminate all of their fire protection and suppression duties contracted for by this Contract.

B.

FIRE HYDRANTS

The TRIBE authorizes the CITY to use the fire hydrants of the TRIBE in its performance of this Contract.

The TRIBE shall pay additionally for all maintenance and replacement costs

of the fire hydrants and servicing lines owned by the TRIBE. This work will be done by the CITY. Any work over FOUR HUNDRED DOLLARS (\$400.00) will require prior authorization from the TRIBE, unless it is of an emergency nature to preserve the system and/or prevent risk of damage, destruction or injury to persons or property.

C.

PROGRESS AND FINAL REPORTS

The CITY shall submit an Annual Narrative report of the number of incidents on the Reservation and the response provided.

GENERAL TERMS AND CONDITIONS

A.

SUPPLIES, EQUIPMENT & FACILITIES

At its expense, the CITY shall furnish all supplies, equipment and facilities needed to perform the services, functions and programs contracted to be performed. No supplies equipment or facilities will be furnished by the TRIBE unless otherwise expressly provided herein.

B.

CONTRACT TERM

The period of this Contract shall be the period beginning October 1, 2023 and ending September 30, 2024 subject to termination at any time upon thirty (30) days written notice by either party. This Contract may be modified in writing by mutual consent of both parties.

C.

CONTRACT AMOUNT

CITY shall receive compensation for services provided under this Contract in the amount of twenty-four thousand United States dollars (US \$22,150 -- \$1,845.83/month), which amount shall be prorated from the date of signature of both parties.

D.

DISPUTES

Disputes arising under this contract shall be resolved by binding arbitration through the United States Department of the Interior Bureau of Indian Affairs or, at the option of either party, through binding arbitration conducted before a panel of three arbitrators in which each party chooses one arbitrator who shall then choose the third member of the panel.

E.

INDEMNIFICATION

To the extent not covered by the Federal Tort Claims Act or any insurance policy possessed by the City, the Tribe agrees to indemnify the City for any claims for damages or injuries brought by third parties for factual situations arising from City's operation under or intended operation under this Agreement. The Tribe agrees to name City, its elected and appointed officials and employees as additional names insured on all policies providing liability coverage at the Reservation. The Tribe will provide the City a Certificate of Insurance showing the limits of all policies as well as showing the additional named insured provision and agrees to notify the City within ten (10) days in writing should any of the policies be canceled or not renewed.

Nothing in this Agreement shall waive the requirements of or increase the liability limits established by Idaho Code Chapter 9 of Title 6 as it now exists or may hereafter be amended.

F.

PAYMENT IN LIEU OF TAXES

It is understood between the parties that services rendered under this Contract directly or indirectly are in lieu of taxes, and that if real or personal property taxes are ultimately paid by the TRIBE to the CITY for TRIBE-owned property, all or part of the payments described herein will be subject to rebate dollar for dollar. In the event that all categories of taxes for business and property on non-Indian lands shall become applicable to the property and business subject of this Contract, for the period such taxes are paid payments herewith shall be fully refunded and the Contract shall automatically terminate.

G.

VOLUME CONSIDERATION

This Contract is entered into based upon the assumption that the facilities owned and operated by the TRIBE are as they now exist. In the event that, during the term of this Contract, the TRIBE shall modify its facilities to increase its capacity, it is anticipated that there may be a corresponding increase in the demand for the CITY's services as contracted for by this Contract. In such event, the parties agree to renegotiate the compensation to provide for an appropriate increase and the rate paid to the CITY for the services that the CITY hereby agrees to provide.

H.

TRIBAL COOPERATION

The TRIBE will cooperate with the CITY authorities and employees responsible for the performance of the duties herein. The TRIBE will make available to the CITY's officers and employees the necessary records, personnel and access to facilities, which are

owned, possessed, maintained or employed by the TRIBE and failure to provide such will relieve the CITY of its duties under this Agreement.

I.

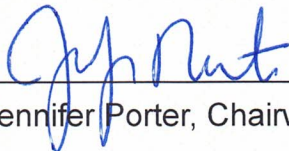
HOLD OVER CLAUSE


In the event that this Contract is not timely renewed, its terms and provisions shall continue and services shall continue to be provided until the TRIBE or the CITY provide notice of its cancellation. It is agreed that the CITY shall be reimbursed at the original Contract rate until such time as a new Contract has been executed, at which time the TRIBE shall retroactively reimburse the CITY at the new rate.

DATED this 26 day of Sept., 2023

KOOTENAI TRIBE OF IDAHO

Attest:

By: 
Jennifer Porter, Chairwoman

By: 
Velma Bahe, Secretary

CITY OF BONNERS FERRY

Attest:

By: _____
Mayor, James R. Staples

By: _____
Deby Garcia, Clerk/Treasurer

CITY OF BONNERS FERRY, IDAHO
ANNEXATION AND AMENDMENT TO OFFICIAL ZONING MAP
FILE #AN08-23, KOOTENAI RIVER LUMBER COMPANY

ORDINANCE NO. 615

AN ORDINANCE OF THE CITY OF BONNERS FERRY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO ANNEXING CERTAIN LANDS SITUATED IN BOUNDARY COUNTY, IDAHO, WHICH ARE ADJACENT AND CONTIGUOUS TO THE CORPORATE LIMITS OF THE CITY OF BONNERS FERRY; ESTABLISHING THE ZONING CLASSIFICATION OF SAID LANDS AS COMMERCIAL; PROVIDING THAT COPIES OF THIS ORDINANCE SHALL BE FILED WITH THE BOUNDARY COUNTY ASSESSOR, THE BOUNDARY COUNTY RECORDER, AND THE IDAHO STATE TAX COMMISSION, AS REQUIRED BY LAW; PROVIDING SEVERABILITY; PROVIDING THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the owner of the lands and territory, situated in Boundary County and particularly described and illustrated in attached Exhibits A and B of this ordinance, has submitted a written request for annexation into the City of Bonners Ferry; and

WHEREAS, the Bonners Ferry City Council has found and determined that said lands and territory owned by Kootenai River Lumber Company are contiguous and adjacent to the City of Bonners Ferry and that annexation of said lands can reasonably be used for orderly development; and

WHEREAS, the Bonners Ferry Planning & Zoning Commission, pursuant to public notice as required by law, held a public hearing on July 20, 2023, and recommended to the Mayor and Council that these lands be designated as shown on the comprehensive plan Future Land Use Map as MasterPlan Mixed Use and be zoned Commercial; and

WHEREAS, the Bonners Ferry City Council, pursuant to the recommendation of the Bonners Ferry Planning and Zoning Commission recommendation, held a public hearing on September 5,

2023, on the proposed zoning and annexation for the property described in Exhibit A and illustrated in Exhibit B, as required by Idaho Code, Section 67-6525; and

WHEREAS, the Mayor and Council approved the zoning and annexation of these lands.

NOW THEREFORE, Be it ordained by the Mayor and the Council of the City of Bonners Ferry, Idaho, as follows:

Section 1: The lands and territory situated in Boundary County, Idaho, adjacent and contiguous to the City of Bonners Ferry, Idaho, particularly described in Exhibit A and illustrated in Exhibit B, which are made a part of this ordinance by reference, be annexed to and incorporated in the territorial limits of the City of Bonners Ferry, Idaho.

Section 2. From and after the effective date of this ordinance, all property included within the boundaries of the land described in Exhibit A and illustrated in Exhibit B, shall be subject to all the statutes pertaining to the City of Bonners Ferry and all ordinances, resolutions, police regulations, taxation and other powers of the City, and all persons and property within the territory so annexed shall be and are entitled to all benefits and rights as are the persons and property presently within the corporate territorial limits of Bonners Ferry.

Section 3. The lands made a part of Exhibits A and B shall be zoned on the Official Zoning Map of the City of Bonners Ferry as “Commercial.”

Section 4. The Clerk of the City of Bonners Ferry shall cause this ordinance to be recorded with the Boundary County Recorder and filed with the Boundary County Assessor and the Idaho State Tax Commission, in accord with the provisions of Idaho Code §65-215.

Section 5: PROVISIONS SEVERABLE: The provisions of this Ordinance are hereby declared to be severable and if any provision of this Ordinance or application of such provision to any

person or circumstance is declared invalid for any reason, such declaration shall not affect the validity of remaining portions of this Ordinance.

Section 6: EFFECTIVE DATE: This ordinance shall be effective upon its passage and publication in the manner provided by law.

ROLL CALL:

Council President Alonzo _____

Council Member Poston _____

Council Member Thompson _____

Council Member Smith _____

CITY OF BONNERS FERRY, IDAHO

BY: _____
Mayor James R. "Dick" Staples

Attest:

Deborah Garcia, Clerk, City of Bonners Ferry, Idaho

EXHIBIT A
LEGAL DESCRIPTIONS
KOOTENAI RIVER LUMBER COMPANY – ANNEXATION
SECTION 28, TOWNSHIP 62 NORTH, RANGE 1 EAST, B.M., BOUNDARY COUNTY, IDAHO

THESE DESCRIPTIONS ARE WRITTEN BASED ON AN ALTA SURVEY FOR CROWN PACIFIC, LTD., RECORDED IN BOOK 4, OF SURVEYS, PAGE 126 AS INSTRUMENT NUMBER 196372, RECORDS OF BOUNDARY COUNTY, IDAHO.

10.15 ACRE PARCEL (OWNED BY KOOTENAI RIVER LUMBER COMPANY)

A tract of land in the Southeast Quarter of the Southeast Quarter (SE1/4 SE1/4) and Government Lot Seven (7) of Section Twenty-eight (28), Township Sixty-two (62) North, Range One (1) East of the Boise Meridian, Boundary County, Idaho; more particularly described as follows:

Beginning at the point of intersection of the East line of said Section 28 and the Northerly right of way of the Union Pacific Railroad, which is N 00°13'44" W, 956.81 feet from the Southeast corner of Section 28; thence, continuing along the east line of the Section, N 00°13'44" W, 988.35 feet to southerly right of way of the Railroad Dock Spur;
thence, along said railroad right of way, N 89°50'12" W, 197.72 feet to the southerly right of way of the County Road;
thence along said right of way on a curve to the left (radial bearing = S 11°23'40" E) having a central angle of 63°30'00" and a radius of 187.11 feet, for an arc distance of 207.37 feet (chord = S 46°51'20" W, 196.92 feet);
thence S 15°06'20" W, 65.61 feet;
thence on a curve to the right having a central angle of 71°19'14" and a radius of 178.49 feet, for an arc distance of 222.18 feet (chord = S 50°45'57" W, 208.11 feet);
thence, leaving the right of way of the County Road, S 74°02'00" E, 43.31 feet;
thence S 02°52'00" E, 737.81 feet, to the northerly right of way of the Union Pacific Railroad;
thence, along said Railroad right of way, N 78°37'38" E, 454.01 feet to the TRUE POINT OF BEGINNING.

COUNTY ROAD RIGHT OF WAY – 0.80 ACRES PARCEL (OWNED BY KOOTENAI RIVER LUMBER COMPANY)

A tract of land in Government Lot Seven (7) of Section Twenty-eight (28), Township Sixty-two (62) North, Range One (1) East of the Boise Meridian, Boundary County, Idaho; more particularly described as follows:

Beginning at the intersection of the East line of said Section 28 and the Southerly right of way of the County Road, which is N 00°13'44" W, 1971.26 feet from the Southeast corner of Section 28;
thence, along the County Road right of way, S 82°46'50" W, 185.64 feet;
thence on a curve to the left having a central angle of 67°40'30" and a radius of 187.11 feet, for an arc distance of 221.00 feet (chord = S 48°56'35" W, 208.38 feet);
thence S 15°06'20" W, 65.61 feet;
thence on a curve to the right having a central angle of 71°19'14" and a radius of 178.49 feet, for an arc distance of 222.18 feet (chord = S 50°45'57" W, 208.11 feet);
thence N 03°34'27" W, 50.00 feet to the Northerly right of way of the County Road;
thence, along said Northerly right of way, on a curve to the left (radial bearing = N 03°34'27" W), having a central angle of 71°19'14" and a radius of 128.49 feet, for an arc distance of 159.94 feet (chord = N 50°45'57" E, 149.81 feet);
thence N 15°06'20" E, 65.61 feet;
thence on a curve to the right having a central angle of 67°40'30" and a radius of 237.11 feet, for an arc distance of 280.06 feet (chord = N 48°56'35" E, 264.06 feet);
thence N 82°46'50" E, 191.77 feet, to the East line of Section 28;
thence, along the Section line, S 00°13'44" E, 50.37 feet to the TRUE POINT OF BEGINNING.

RECORD OF SURVEY

IN
SECTIONS 27 & 28, T62N, R1E, B.M.
BOUNDARY COUNTY, IDAHO
FOR

CROWN PACIFIC, LTD.
(SHEET 4 OF 8)

ALTA SURVEY

(SEE SHEET 8 OF 8 FOR ORIGIN
OF AND EXCLUSIONS TO PARCEL 5)



CP & F = FILED 9-22-87
FOUND ALUMINUM MONUMENT
HLS 528H
W.C. FOR 1/4 CORNER
N 00°45' E, 32.0 FEET
FROM THE TRUE CORNER POSITION
WHICH IS SHOWN BELOW

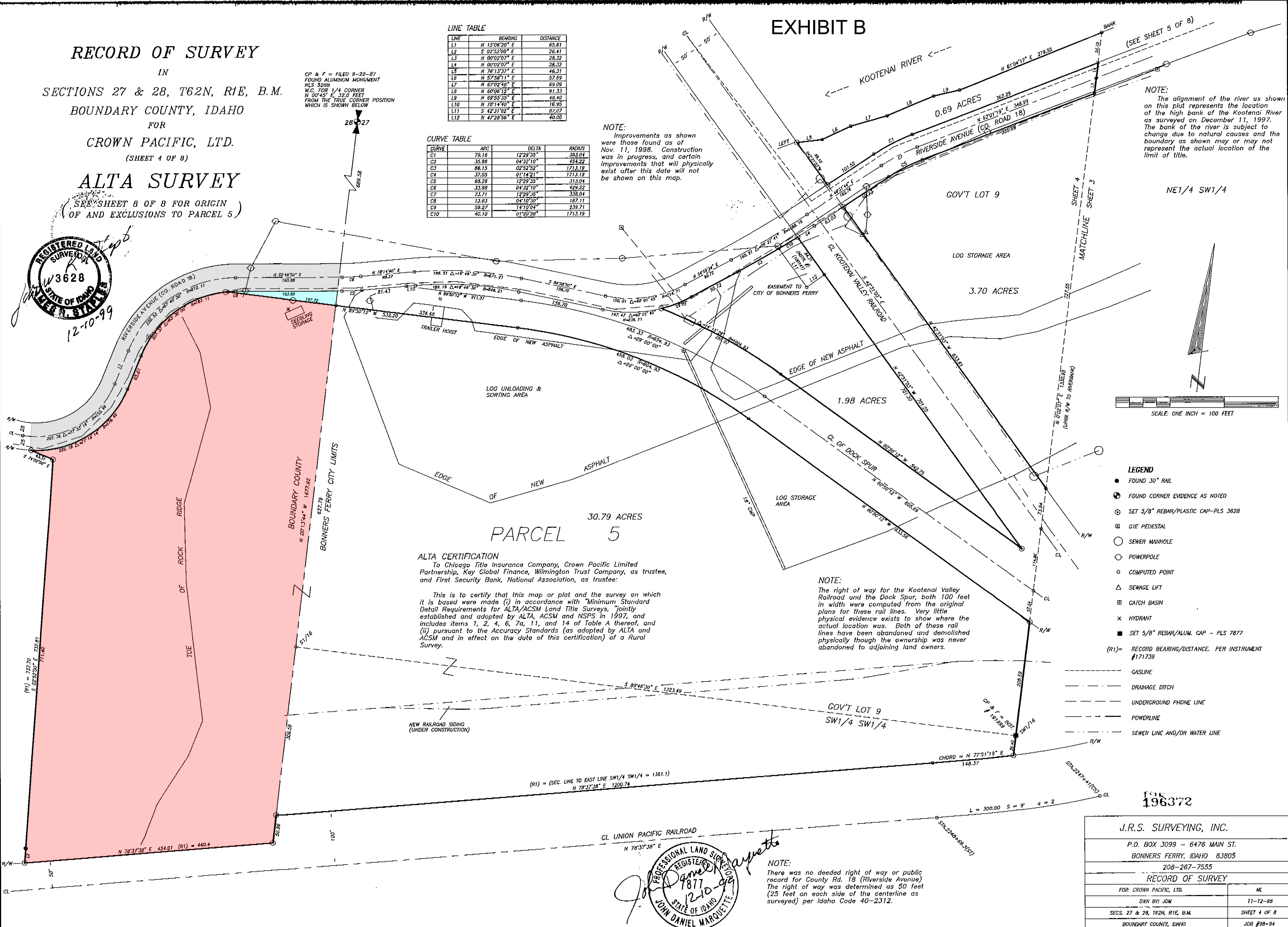
LINE	BEARING	DISTANCE
L1	N 15°06'20" E	65.81
L2	S 02°52'00" E	26.41
L3	N 00°02'07" E	28.32
L4	N 00°02'07" E	26.32
L5	N 78°13'37" E	46.31
L6	N 37°58'11" E	57.69
L7	N 67°02'48" E	69.09
L8	N 60°06'13" E	91.33
L9	N 69°55'35" E	48.40
L10	N 78°14'40" E	16.95
L11	S 42°31'02" E	82.07
L12	N 47°28'56" E	40.05

CURVE	ARC	DELTA	RADIUS
C1	79.18	12°29'35"	381.04
C2	35.98	04°32'10"	454.22
C3	86.15	02°52'52"	1713.19
C4	37.65	01°14'21"	1713.19
C5	68.26	12°29'35"	311.04
C6	33.98	04°32'10"	429.22
C7	73.71	12°29'35"	338.04
C8	13.63	04°10'30"	187.11
C9	58.27	14°10'04"	239.71
C10	40.10	01°20'28"	1713.19

NOTE:
Improvements as shown
were those found as of
Nov. 11, 1998. Construction
was in progress, and certain
improvements that will physically
exist after this date will not
be shown on this map.

EXHIBIT B

NOTE:
The alignment of the river as shown
on this plat represents the location
of the high bank of the Kootenai River
as surveyed on December 11, 1997.
The bank of the river is subject to
change due to natural causes and the
boundary as shown may or may not
represent the actual location of the
limit of title.

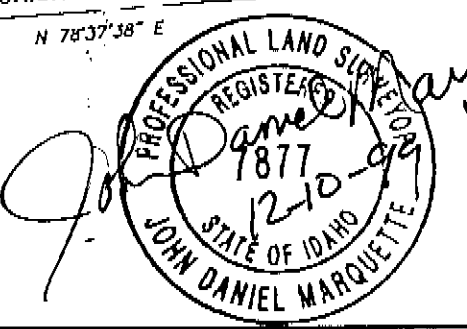
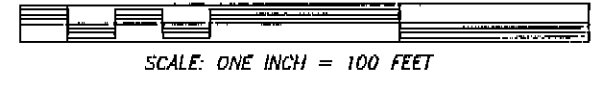


ALTA CERTIFICATION
To Chicago Title Insurance Company, Crown Pacific Limited
Partnership, Key Global Finance, Wilmington Trust Company, as trustee,
and First Security Bank, National Association, as trustee:

This is to certify that this map or plat and the survey on which
it is based were made (i) in accordance with "Minimum Standard
Detail Requirements for ALTA/ACSM Land Title Surveys," jointly
established and adopted by ALTA, ACSM and NSPS in 1997, and
includes items 1, 2, 4, 6, 7a, 11, and 14 of Table A thereof, and
(ii) pursuant to the Accuracy Standards (as adopted by ALTA
and ACSM and in effect on the date of this certification) of a Rural
Survey.

NOTE:
The right of way for the Kootenai Valley
Railroad and the Dock Spur, both 100 feet
in width were computed from the original
plans for these rail lines. Very little
physical evidence exists to show where the
actual location was. Both of these rail
lines have been abandoned and demolished
physically though the ownership was never
abandoned to adjoining land owners.

- LEGEND**
- FOUND 30" RAIL
 - ⊙ FOUND CORNER EVIDENCE AS NOTED
 - ⊙ SET 5/8" REBAR/PLASTIC CAP-PLS 3628
 - ⊙ GIE PEDESTAL
 - SEWER MANHOLE
 - POWERPOLE
 - COMPUTED POINT
 - △ SEWAGE LIFT
 - ⊞ CA/CH BASIN
 - × HYDRANT
 - SET 5/8" REBAR/ALUM. CAP - PLS 7877
 - (R1) = RECORD BEARING/DISTANCE, PER INSTRUMENT #171739
 - GASLINE
 - DRAINAGE DITCH
 - UNDERGROUND PHONE LINE
 - POWERLINE
 - SEWER LINE AND/OR WATER LINE



NOTE:
There was no deeded right of way or public
record for County Rd. 18 (Riverside Avenue).
The right of way was determined as 50 feet
(25 feet on each side of the centerline as
surveyed) per Idaho Code 40-2312.

J.R.S. SURVEYING, INC.	
P.O. BOX 3099 - 6476 MAIN ST. BONNERS FERRY, IDAHO 83805	
208-267-7555	
RECORD OF SURVEY	
FOR: CROWN PACIFIC, LTD.	ML
DWN BY: JDM	11-12-98
SECS. 27 & 28, T62N, R1E, B.M.	SHEET 4 OF 8
BOUNDARY COUNTY, IDAHO	JOB #98-94

Pink and gray areas are owned by Kootenai River Lumber Company. Note near surveyor stamp indicates that Riverside Avenue/County Road 18 has no deeded right of way. The area in light blue is part of the dock spur parcel assumed to be owned by the railroad.

SUMMARY FOR PUBLICATION

CITY OF BONNERS FERRY, IDAHO ORDINANCE NO. 615

**REGARDING AMENDMENT TO THE OFFICIAL ZONING MAP & ANNEXATION OF CERTAIN LANDS
FILE #AN08-23, KOOTENAI RIVER LUMBER COMPANY**

Pursuant to Idaho Code Section 50-901A, the City of Bonners Ferry, Idaho hereby gives notice of the adoption of City of Bonners Ferry Ordinance No.615 adopted on October 3, 2023. The full title of the ordinance is:

An ordinance of the City Of Bonners Ferry, a municipal corporation of the State Of Idaho annexing certain lands situated In Boundary County, Idaho, which are adjacent and contiguous to the corporate limits of the City of Bonners Ferry; establishing the zoning classification of said lands as Commercial; providing that copies of this ordinance shall be filed with the Boundary County Assessor, The Boundary County Recorder, and the Idaho State Tax Commission, as required by law; providing severability; providing this ordinance shall be in full force and effect from and after its passage, approval and publication according to law.

The lands are situated in Section 28, Township 62 North, Range 1 East, B.M. and are generally described as Tax 58 of said section, less Govt. Lot 7 north of the county road.

The ordinance annexes the subject properties into the City of Bonners Ferry, Idaho and amends the Official Zoning Map to zone the lands as Commercial. The full text of Ordinance No.615 is available at Bonners Ferry City Hall, 7232 Main Street, Bonners Ferry, Idaho 83805, during regular business hours.

City of Bonners Ferry, Idaho

ATTEST:

James R. "Dick" Staples, Mayor

Deborah Garcia, City Clerk

City Attorney Statement Pursuant to Idaho Code Section 50-901A(3)

I, Andrakay Pluid, duly appointed City Attorney for the City of Bonners Ferry, Idaho, certify that the above summary is true and complete and provides adequate notice to the public.

Dated:_____



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

TO: Mayor and City Council
FROM: Mike Klaus, City Engineer
DATE: September 28, 2023
RE: Ken Robertson

Ken Robertson has let City staff know that he would be interested in working for the City on a part-time, intermittent basis as needed to help complete construction projects as they come up within the utility and street departments as well as at City Hall and the golf course. Staff would like permission to hire Ken for \$35.00 / hour to work with the engineer on projects that involve general carpentry, concrete, and other related construction work.

Ken would work at the direction of the City Engineer but is not expected to work more than 19-hours per week, therefore he would not be eligible for PERSI benefits. Additionally, no health benefits would be offered as well.

FISCAL IMPACT.

The City will likely see project savings whenever we can use Ken versus hiring a contractor.

RECOMMENDATION

Staff recommends hiring Ken Robertson as a part-time employee for an hourly cost of \$35.00 per hour to assist with the duties described above. The temporary employee position would not include PERSI or Health benefits.

Please let me know if you have any questions.

Mike



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

TO: Mayor and City Council

FROM: Mike Klaus, City Engineer

DATE: September 28, 2023

RE: Water Treatment Plant – Hardware/Software Installation Contract Change Request

H2E has been working to convert and update all our programming at the water treatment plant as well as facilitating the installation of new software and hardware to replace an outdated system. After H2E started the project, the City also purchased a new program to alarm water operators of problems at the plant. The newly updated program, called WIN911, has added significant work for the contractor.

The attached Contract Change Request is for additional work that has been verified by our staff as necessary. Staff recommends City Council approval of the proposed Contract Change Request from H2E for \$4,093, as attached.

Please contact me with any questions you may have about this recommendation.

Thank you,

Mike



Contract Change Request

Client Processing of Contract Change Request			
1-Signing this form and checking the 'Approve As Client ACR' box constitutes acknowledgement of receipt of this Contract Change Request (CCR) and approval of this CCR per the Contract as an Authorized Client Representative of the Client.			
2-Signing this form and checking the 'Intend to Approve' box constitutes acknowledgement of receipt of this Contract Change Request (CCR) and commitment to process an approval of this CCR per the Contract.			
<input type="checkbox"/> 1- Approve as Client ACR	<input checked="" type="checkbox"/> 2-Intend to Approve	<input type="checkbox"/> Reject CCR	
Client Comments: FINAL CCR APPROVAL CONTINGENT ON CITY COUNCIL APPROVAL			
Client Representative Signature Below:		Date of Signature Below:	
<i>Michael R Klaus</i>		8-26-2023	
Client Representative Printed Name Below:		Date of Signature Below:	
MIKE KLAUS			
Distribution Log			
Name	Method	Address	Controlled Distribution
Mike Klaus	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Mail	mklaus@bonnersferry.id.gov	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Email <input type="checkbox"/> Mail		<input type="checkbox"/> Yes <input type="checkbox"/> No
Thank you for Choosing H2E to Power your Success!			

CONFIDENTIAL



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

TO: Mayor and City Council
FROM: Mike Klaus, City Engineer
DATE: September 28, 2023
RE: **Electric – Riverside Bore**

City staff is moving forward to complete the work required to continue moving our electrical infrastructure on Riverside Street for Boundary County's Federal Lands Access Program project that appears to be going to construction in 2024.

Part of the work we are trying to do complete requires a road bore at the intersection of Riverside Road and Mirror Lake Road. Staff received a quote from EL Automation to complete the road bored required at \$40 per foot as shown in the attached quote. Staff estimates that the total length of bore will be approximately 100 feet.

Staff recommends that the City Council approve the attached contract with EL Automation for \$4,000 to complete the proposed road bore.

Please let me know if you have any questions.

Mike

INDEPENDENT CONTRACTOR AGREEMENT

AGREEMENT made between City of Bonners Ferry, a political subdivision of the state of Idaho, herein "ENTITY" and EL Automation herein "CONTRACTOR",

THE PARTIES AGREE AS FOLLOWS:

1. **CONTRACT:** ENTITY hereby employs CONTRACTOR as an independent contractor to complete and perform the following project and work:

Contractor will complete 6" bore under Riverside Road and install City-provided conduit as directed by City Electric Department Superintendent. It estimated that the bore length could be as much as 100 feet, and will need to be located 7 feet below the current road surface. The bore will be completed at \$40 per lineal foot in accordance with attached quote.

CONTRACTOR agrees to provide all materials and services for the project in accordance with the attached written specifications.

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

CONTRACTOR shall complete the project by October 31, 2023.

3. **COMPENSATION:** ENTITY agrees to pay CONTRACTOR as compensation:

Total not to exceed \$4,000.00

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

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

6. **INDEMNIFICATION:** CONTRACTOR agrees to indemnify, defend, and hold harmless ENTITY, and its officers, agents and employees, from and against any and all claims, losses, actions, or judgments for damages or injury to persons or property arising out of or in connection with the acts and/or any performances or activities of CONTRACTOR, CONTRACTOR'S agents, employees, or representative under this agreement.

7. **INSURANCE:** CONTRACTOR agrees to obtain and keep in force during its acts under this agreement a comprehensive general liability insurance policy in the minimum amount of \$1,000,000 which shall name and protect CONTRACTOR, all CONTRACTOR'S employees, ENTITY and its officers, agents and employees, from and against any and all claims, losses, actions, and judgments for damages or injury to persons or property arising out of or in connection with the CONTRACTOR'S acts. CONTRACTOR shall provide proof of liability coverage as set forth above to ENTITY prior to commencing its performance as herein provided, and require insurer to notify ENTITY ten (10) days prior to cancellation of said policy.

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

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

10. **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.

11. **CERTIFICATION THAT COMPANY IS NOT OWNED OR OPERATED BY THE GOVERNMENT OF CHINA:** Pursuant to Idaho Code section 67-2359, Contractor certifies that the company is not currently owned or operated by the government of China and will not for the duration of the contract be owned or operated by the government of China. The terms defined in Idaho Code section 67-2359 shall be the meaning defined therein.

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

13. **ATTORNEY FEES:** Reasonable attorney fees shall be awarded to the prevailing party in any action to enforce this Agreement or to declare forfeiture or termination of this Agreement.

DATED this _____ day of _____, 20 _____.

ENTITY:

CITY OF BONNERS FERRY
(Governmental Entity)

CONTRACTOR:

By _____
(Name)

By _____
James R. Staples, Mayor

Its _____
(Title or Office)

ATTEST:

Deby Garcia, Clerk

WITNESS:

(Signature of Witness or Notary Public)

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

E. L. AUTOMATION, INC.

Advanced Technology for Today's Needs

**64 Automation Lane
Bonners Ferry, ID 83805**

office@elautomationinc.com
(208)267-7220

QUOTE

DATE	QUOTE #
9/21/2023	67112

CUSTOMER
CITY OF BONNERS FERRY PO BOX 149 7232 MAIN ST BONNERS FERRY, ID 83805

QUOTE GOOD FOR

30 days

ITEM	DESCRIPTION	QTY	COST	TOTAL
SUBCONTRACTING	Boring on Cherry Lane in Moyie Springs Trailer Court (\$27.00 per foot)	1	27.00	27.00
SUBCONTRACTING	Boring on River Drive and Mirror Lake Road in Bonners Ferry. Under Road Bore. (\$40.00 per foot)	1	40.00	40.00
	**City of Bonners Ferry to Supply all Materials including 2-1/2" & 6" PVC for Bores.			