

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
November 21, 2023
6:00 pm

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

Meeting ID: 176727634

Join by phone: 253-215-8782

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Each speaker will be allowed a maximum of three minutes, unless repeat testimony is requested by the Mayor/Council.

REPORTS

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

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of minutes from the 11/7/23 Regular Council Meeting.
4. Consider approval to upgrade FCS meter reading system.
5. Consider authorizing the mayor to sign the contract with Second Chance Animal Adoption for FY 2024 [attachment]

NEW BUSINESS

6. **ELECTRIC-(action)** [attachment]- Consider approval of change order #2 proposed by SEL for the hydro controls project.
7. **WATER/SEWER- (action item)** [attachment]- Consider approval of an amended Utility Ordinance to clarify Capitalization charge calculations.
8. **CITY- (action item)**[attachment]- Consider approval to replace the carpet in the council room with the maximum budget of \$5000.00 using Urban Renewal Rebate funds.
9. **GOLF- (action item)**[attachment]- Consider Resolution 2023-016 a resolution to appropriate and earmark golf proceeds from 2023 season towards one-time expenses and future capital projects.

10. **UTILITIES-(action)** [attachment] Consider first reading of Ordinance 616 by Title only. An ordinance to amend Title 10, Chapters 1, 2 and 3 and to adopt a new Appendix A, setting forth a Water EDU table.
11. **UTILITIES-(action)** [attachment] Consider suspension of the reading rules and adopt ordinance 616, by Title only and authorize publication of the ordinance summary.

ADJOURNMENT



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator *LMA*
DATE: November 14, 2023
RE: Admin Update

This report to the City Council is my last report as your city administrator. I want to express my gratitude for those who worked side by side with me throughout the last 5 years in this position. Most importantly though I want to thank the entire Council, Mayor, Staff and lastly the community who has supported me so much. I have enjoyed my time as your administrator and the challenges and success during my time here are reflected within the work that has been produced. In short, it was a successful 5 years!

Recapping on a few successes:

- The passage of a 4.2-million-dollar revenue bond at the Moyie Hydro with a 92% success rate.
- Completely rehabilitated the Hydro spillway.
- Completion of two new city streets (Selkirk and Garden Lane)
- Reconstruction of the City Pool using timber dollars, grant dollar and Community Block Grant
- Completion of numerous annexations into the city with none being contested by residents or property owners.
- Complete rewrite of the city's comprehensive plan using no city property tax dollars. We accomplished this by creating a new granting opportunity with the Blue Cross Foundation.
- Three successful Local Rural Highway Investment Program grants through LHTAC- prior to my role as city administrator I was not aware that we had been successful in this grant arena.
- Complete rewrite of Title 10, Utilities ordinance
- Implemented a new automation system at the Moyie Hydro.
- Dredged behind the Moyie Hydro Dam, removing 30 years of silt buildup.
- Hired a Pool Manager at City pool—resulted in increased numbers of children learning to swim. Also track and keep records of children who have successfully completed course requirements.
- Replaced the 1960's snow blower that had caused so much loss of time and productivity.
- Purchased a new (to us) dura patcher that has allowed city street staff to fix potholes and street failures with less costs and staff time.
- Rewrote and then updated the City Transportation Plan- this helped secure the three LRHIP grants.
- Developed and adopted a city-wide bike and pedestrian plan, which was also used to help secure city grants.

- Constructed the splash pad at the city pool/park.
- Developed and adopted a new city logo!
- Completed a new COSA for our Electric Department and implemented it successfully.
- Was the FIRST successful city to apply for and install a DC fast charger at the city's visitor center.
- Passed the FIRST ever L.O.T. to support general fund operations, which passed with a 72% success rate. This LOT also gave the police and street department their largest jump in pay for as far back as can be recalled.
- Developed and adopted the city's first ever budget publication report that elevated the city's transparency with not only our citizenship, but also the State Controller's office. This report is being used now as a guideline to assist other cities in their budget practices.

Please know that while I won't be working for the City after the 1st of December, I will take with me all that the city has taught me as I navigate my new beginnings in Hayden.

Thank you all and thank you to the community who has supported this position and the projects that we have produced. I hope that, even if a little, what we've accomplished in the last 5 years makes the city a little better off than where we started.

With this, the following is my last update to the Council.

LOT Tax FY23:

When the local option tax became effective in July, we only had our theories and our estimates on where we'd land at the end of the FY23 calendar. It was advised by other cities that we look at considering a higher than conceived number since we had limited data to predict from. Council, under my advisement, amended their FY budget to include the new revenue from the LOT at \$200,000. We now know that the actuals were: July- \$63,065.86, August \$64,078.24 and September at \$65,633.47 for a total of \$192,777.57. The amount received was within 3.6% of the estimate.

Local Rural Highway Investment Program (LRHIP)

The city applied for and was successful in receiving \$100,000 for maintenance of city streets for the last FY in order to ensure that our streets didn't fall into the trap of deferring critical needed maintenance. In response to this grant, the city was able to complete their ±4 miles of chip sealing as well as stockpile chips for FY24 chip sealing and road maintenance. In addition to the chip sealing, the city also placed new concrete along Bonner Street where the concrete was in disrepair and needed immediate attention. Being capable of fixing and providing much needed maintenance to city streets by way of the LRHIP grant was truly a successful product that the city should be proud of. Needless to say, the city staff within the streets and parks department are thrilled with their efforts and are excited to continue maintaining streets because we were able to secure this grant.

Golf Contractor Position – Mirror Lake Golf Course

After consultation with the Mayor, the position for the golf contractor has been posted on the city's website as well as with the PGA through Monte Koch. Additionally, the advertisement was resent to the

last candidates as well as another interested party. The first review of applicants will occur the week of November 27, 2023.

The city will also post the position with the Idaho Department of Labor.

Levied Taxes and State Controllers Compliance

Staff felt it was important to document in the record that based on our lack of being able to produce a 2021 or a 2022 audit, the state tax commission has told the County Clerk that our levied taxes are being frozen to the 2022 levels. Additionally, the former Clerk/Treasurer made some gross mistakes in the appropriation ordinance that will compound the problem. Staff learned of this issue when discussing with the County Clerk the compliance issues with the State.

Email from Glenda Poston to the State Controller's Office *"...while you see no issues with the City coming into compliance for 2023, they are not in compliance for 2022 and since that date to become compliant has passed they are unable to "grow" their levy authority. Therefore, there is basically a "freeze" in the levy and will remain that of the previous year."*

Response from Ben Seloske, Idaho State Tax Commission, *"Thanks for this information, Glenda. So, what I'm taking from that message is that the city believed they were compliant because they had submitted the required information for 2023, but they never finished the necessary steps for 2022 compliance so they should still be penalized for failure to comply."*

I have sought the opinion of Mr. Seloske and Mrs. Fuller on ways to bring 2022 into compliance, but I am afraid that the likely answer will be tied to our 2022 audit. Since I was not keenly aware of the monthly practices, as I was with the 2023 budget, I cannot produce the same level of report as I have for 2023. However, I will report back to the Council and Mayor what I learn from Mr. Seloske.

Currently the State has withheld at least one quarter of sale tax revenue sharing with the city totaling \$85,543.98. We expect the same for the first quarter of the FY24 withholding as well.

The 2021 books have been submitted to the auditor and the Clerk/Treasurer can provide an update to Council on the status of that audit. The 2022 books have not been submitted and are currently being prepared by our staff and contract staff.

Lastly, when preparing the 2022 fiscal budget, it appears the then Clerk/Treasurer did not accurately translate numbers from the L2 form to the appropriation ordinance that was signed by the Mayor. It appears as though she failed to include in the proper notification the correct levied amount. Based on this error, the city likely approved a different budget and by extension a different levied amount, than was signed by the Mayor in the 2022 appropriation ordinance. What the city council approved for a levied amount was likely \$719,897, and this was likely published this way as well (I have not confirmed this). However, the appropriation ordinance that was approved and signed by the Mayor placed the following in the levied amount, \$679,965; \$39,932 short of what the council approved budget was. Since the motion to approve the appropriation ordinance was provided by the Council, the Mayor signed the ordinance, and it was filed away. However, to my knowledge the issue was never brought back to the Council regarding the translation error.

This effectively put into foregone the difference noted above, but since no resolution was filed acknowledging the foregone in accordance with state law, the money is no longer available to the city to recover.

The implication of this is mishandling has caused problems with our existing levied amount. Unfortunately, it does not appear that the former Clerk/Treasurer brought the issue to the attention of the Council. Albeit, she may have let the former Mayor know. However, no other staff knew of this issue and our current budget since 2022 reflects the 3% levy growth rate as allowed by Idaho Code.

Given this mistake, coupled with the lack of meeting the State's compliance requirements, has led to our levy rate being frozen at the 2022 level, as appropriated, not as published. This means our levy rate for the 2024 budget year is likely to be \$679,965, not the \$743,125 as anticipated and published. The difference is \$63,160.00, or effectively 3 years of roughly \$21,000 increases (3%). Until such a time as we come into compliance, the levy rate will remain frozen.

While it has been extremely disappointing to learn and to have felt the effects of this poor management, I stress to council that they should take great oversight with these future appropriation ordinances and to make sure the current Clerk/Treasurer is fully supported in her duties.

The current Clerk/Treasurer has my full support and trust that she will do the job well. This is because she has at her helm the help of our previously retired clerk/treasurer as well as the help from Leonard Schulte's office to assist her. I hope that the Council's role in the future will be to trust the staff but validate their work as a body.

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

Minutes
CITY COUNCIL MEETING
November 7, 2023
6:00 pm

Mayor Alonzo opened the meeting at 6:00 pm. Council present were Ron Smith, Adam Arthur, Val Thompson, Brion Poston. Staff present were City Administrator Lisa Ailport, City Engineer Mike Klaus, City Attorney Andrakay Pluid, City Clerk/Treasurer Deborah Garcia, PAC representative Nancy Mabile
Public Present were, Gerald Higgs, Emily Bonsant, David Clark, Fay Almond, Marciavee Cossette, David Sims, Kathy Walk, Jessica Tingley, Jeff Bogard, Gregory Lamberty, Wendy Hawks, Loretta Hunsaker, Adrienne Norris

PUBLIC COMMENTS

No Public

REPORTS

Police-Sergeant Willie Cowell reported that the Police Department purchased three used vehicles that they could be here as soon as tomorrow. They now have rifles and shotguns and are waiting on optics before they take them to the range and have them certified for use. Willie introduced the newest Police Office Canon Schumacher who was sworn in on October 4, 2023.

Fire- No Report

City Administrator- No report

City Engineer- Mike reported that the golf shed is under construction, the concrete is poured, the walls and roof are built it will be put together soon. The controls project at the dam, the installation and start up are almost complete. All of the units are running except unit 1 the turbine is out, and parts are on refurbished. The project was partly funded by the governor's office of Energy and Mineral Resources. On Bonner Street, the street crew removed some broken panels approximately 48 feet long and twelve feet wide. A couple of contractors helped finish the concrete.

Urban Renewal District- No Report

SPOT- No Report

Golf- No Report

EDC- One of our internet providers submitted two applications for the Idaho Capital Projects for broadband. EL Internet had two different projects, The Broadband Advisory Committee met October 24th and had 105 projects that were applied for totaling \$548,000,000.00, but only had \$120,000,000.00. They ended up funding 17 of the 105 projects. Neither boundary county projects were funded. The BEAD project has \$583,000,000.00 for funding and is more ambitious. The focus is to have internet access for every dwelling in Idaho. This funding has a lot of federal strings and is not sure any of our local people will apply. Applications will go out in a year and will be constructed two years after that. The Moyie sewer project the engineer was asking for more money for work that was already completed. Moyie city council will address it for the last time this Wednesday. They cannot use DEQ funds for the increases. The engineering firm has asked for more money for the future phases and council may consider that.

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of minutes from the 09/22/2023 special council meeting, 10/03/2023 regular council meeting, 10/17/2023 regular council meeting.
4. Authorize Mayor to sign Mutual Aid Agreements with Paradise Valley Fire District and South Boundary Fire District
5. Authorize the Mayor to sign a contract with Eby Tree service for Tree Trimming.

Ron Smith made the motion to approve the consent agenda Val Thompson seconded the motion.

Result:	Approved
Moved by:	Ron Smith
Seconded by	Val Thompson
Voted Yes	Brion Poston, Val Thompson, Adam Arthur, Ron Smith
Voted No	
Absent	

OLD BUSINESS

6. **CITY- (action item)-** Discuss and consider options of having a city Christmas Party or gift cards including budget amounts.

Council asked for this to be tabled at a past meeting. City Administrator Lisa Ailport asked staff what their preference was and indicated that staff were good with either choice. Lisa said that she did not reach out to volunteers. Ron Smith did not think we need a Christmas party at the city's expense but feels like they need to recognize the employees. Mayor Alonzo mentioned the idea that had been brought forward before of giving gift cards and using local businesses. Lisa suggested that you have the employees sign up for the place they would like to get their gift card and we would go get them from the vendor. Mayor Alonzo suggested giving a \$50.00 gift card for each employee. Brion Poston asked how many employees we have, and Lisa responded about 35. The party was quoted at around \$6,000.00 so the cost for the gift cards would be a lot less. There was discussion about volunteers receiving gift cards as well. Lisa had some concerns with the two commissions that the city has Planning and Zoning as well as the Golf Committee being eligible to receive the gift cards. Brion Poston said he would like to stick to the employees only receiving the cards. Val Thompson suggested doing something for them.

Val Thompson made the motion to offer \$50.00 gift cards to our employees from local businesses and that there is a sign-in sheet for those local businesses so that the employees can choose where they want to spend them.

Result:	Approved
Moved by:	Val Thompson
Seconded by	Brion Poston
Voted Yes	Ron Smith, Adam Arthur, Val Thompson, Brion Poston
Voted No	
Absent	

NEW BUSINESS

7. **SEWER- PUBLIC HEARING-** A public hearing to hear comments relating to a proposal to the Idaho Department of Commerce for a Idaho Community Development Block Grant in the amount of \$500,000 to replace and rebuild Lift Station #5.

Mayor Alonzo opened the floor to Nancy Mabile for her presentation. Nancy is with Panhandle Area Council and is writing the grant application for the replacement of lift station #5. The following is Nancy's presentation that she read for the record.

BONNERS FERRY LIFT STATION #5 REPLACEMENT PROJECT

PUBLIC HEARING – NOVEMBER 7, 2023

1. This public hearing is a requirement of the Idaho Community Development Block Grant
2. It is the first of two hearings as outlined in the City's Citizen Participation Plan adopted November 4, 2014.
3. It is also a requirement of the process to have a sign-in list of all attendees.
4. In accordance with the Notice of Public Hearing on Proposed Grant Activities published in the Bonners Ferry Herald on October 26,
5. The hearing will include a discussion of the need of the project; the application process; and the project's scope of work, location, funding/budget, schedule, and expected benefits. The Application Handbook is available for review.

NEED – p. 15

Of the eight lift stations the city owns, #5 has the greatest need of replacement due to its age, significant deterioration, and location deficiencies. It has numerous problems such as continual build-up of oils, grease, fats and refuse in the wet well that have caused 8 documented sanitary sewer overflows within the past ten years (2013-2023). Total sanitary sewer overflow discharges of these events equaled approximately 12,725 gallons. The lift station is in violation of 3 Idaho Administrative Codes:

- accessibility,
- valves not located in a separate chamber, and
- provision of adequate emergency overflow storage.

Not only is the lift station in need of replacement, but its location leaves much to be desired. Currently, it sits on BNSF Railroad property right next to the railway line. Emergencies at the lift station in the winter require the city to coordinate with BNSF to request snowplowing to the location. When city crews must clean the wet well 6-7 times per year, the vacuum/flusher truck is extremely difficult to maneuver, with little to no room to turn around or back up. The truck is nearly 40 feet long and currently has difficulty accessing the lift station because of its size and weight.

SCOPE OF WORK – p. 5

The proposed project includes construction of a new lift station #5 to replace the existing lift station. The new lift station will be designed to provide greater flexibility in pumping capacity to meet potential future growth. Construction activities will also involve improved access as well as appropriate emergency storage.

Improvements will ensure that the City has the capacity in lift station #5 to support projected growth. In addition, the lift station will have adequate emergency storage to prevent potential flooding of the railroad in an emergency. The new lift station will ensure that wastewater will not overflow with the increased demand.

LOCATION – Refer to Visual – Vicinity Map

PHOTOS – Refer to Visual

SITE MAP – Refer to Visual

ENGINEER COST ESTIMATE – Refer to Visual

BUDGET – p. 7

\$1,226,400 Total Project

\$500,000 CDBG to fund the construction activities.

\$720,400 City sewer fund to fund construction, engineering, grant administration, and legal expenses.

SCHEDULE – p. 8

	Project Activity	Date (to be Completed)
	Bid Opening	September 2024
	Start Construction	April 2025
	Second Public Hearing	July 2025
	Certificate of Substantial Completion	October 2025
HUD	Update Fair Housing Plan	January 2025
	Update 504 Review and Transition Plan	January 2025
	LEP Four Factor Analysis	January 2025
	Final Closeout	March 2026

BENEFITS – p. 17

Construction of a new lift station will ensure that the city has the capacity to support the projected growth, have adequate emergency storage to prevent potential flooding of the railroad, and ensure that wastewater will not overflow with the increased demand. The improved site will provide enhanced access for the City’s vacuum/flusher truck that is critical to ensuring reliable lift station operations during emergencies, or during routine cleaning and maintenance. Site access improvements will also improve the overall safety of the site, allowing vehicles to turn around and drive safely in the right-of-way.

BENEFITS TO LMI – p. 17

Boundary County's August 2023 revised unemployment rate was 4.8%, which is 1.8 points higher than the State of Idaho's 3.0%. Those that are considered below the poverty level in the City of Bonners Ferry are 20.2% of the population¹. An income survey was completed in October 2019 that encompassed Bonners Ferry city limits as well as individuals living in Boundary County that are served by the City's wastewater system and the survey determined that the sewer users are 59.31% LMI.

Low- and moderate-income populations need basic and quality services without worry of personal health and safety threats. This project will help in providing the LMI population of Bonners Ferry, thereby reducing the threat of sewer overflows. Bonners Ferry has seen both residential and business growth in recent years, and that growth needs to continue to provide economic opportunities for the LMI population.

CERTIFICATIONS

NEXT STEPS

Application timeline

Mayor Alonzo opened the public hearing for the application of lift station #5 at 6:25 pm. Mayor Alonzo said two people have put their names down to speak. Gerald Higgs and Adreinne Norris who both said they do not wish to speak. Mayor Alonzo asked if anyone else wished to speak in the meeting or who were watching by Zoom. No one else wished to speak. Hearing no public comments Mayor Alonzo closed the public hearing at 6:26 pm.

- 8. **SEWER- (action item)** [attachment]- Consider and authorize the mayor to sign and submit Idaho Community Development Block Grant (ICDBC) application for Lift Station #5 rebuild.

Ron Smith made a motion that they authorize the mayor to sign and submit Idaho Community Development Block Grant Application for lift station #5 rebuild. Val Thompson seconded the motion.

Result:	Approved
Moved by:	Ron Smith
Seconded by	Val Thompson
Voted Yes	Brion Poston, Val Thompson, Adam Arthur, Ron Smith
Voted No	
Absent	

- 9. **SEWER- (action item)** [attachment]- Consider and authorize the approval to commit construction funds for Lift Station #5 project, in the amount of \$726,400.

¹ 2021 American Community Survey 5-Year Estimates, *Individuals below poverty level*, Bonners Ferry, Idaho, <https://data.census.gov/table?q=Individuals+below+poverty+level&g=060XX00US1602190391>, October 17, 2023

Mike explained that his memo showed the need to commit to \$726,400.00. Mike submitted another document that was not in the packet but will be part of the record. Showing the numbers that were estimates on the cash position that he had a week ago. There is Approximately \$2,300,000.00 in the sewer fund. In the reserve amounts for operating as well as emergencies and along with the cash that is normally developed in a year. Mike estimates that to be around \$150,000.00. This takes into account the capitol expenses as well. At the end of FY 2024 they are looking at a \$1,700,000.00 cash position and at the end of FY 2025 \$1,100,000.00.

Adam Arthur made the motion to authorize the approval to commit construction funds for lift station #5 project, in the amount of \$726,400.00. Ron Smith seconded the motion.

Result:	Approved
Moved by:	Adam Arthur
Seconded by	Ron Smith
Voted Yes	Brion Poston, Val Thompson, Adam Arthur, Ron Smith
Voted No	
Absent	

10. **CITY- {action Item}** [attachment] Consider sponsoring the Chamber of Commerce event Hometown Holidays event on December 2, 2023 at the Georgia Mae Plaza closing the street from Bonner to Kootenai from 3:00pm to 6:30pm and authorizing the event to have either propane heaters or firepits.

Chamber of Commerce member Jennifer VanEtten spoke to council about their request to have the City of Bonners Ferry Sponsor their Hometown Holidays event on December 2, 2023. From 3:00 pm to 6:30 pm at the Geogia Mae Plaza. Jennifer spoke about how they have this event every year and how they bring in Santa Claus on the fire truck. They partner with the Pearl theater to show a free Christmas movie and treats. The biggest complaint they get is how cold it gets and how dark it is. They would like to close the street and have propane heaters or fire pits for people to be able to get warm while they wait to see Santa. Jennifer said they would be honored if the mayor would be willing to flip the switch and light the Christmas tree around 4:00 pm. Mayor Alonzo said that he would be happy to do that. The Fire Chief will be participating in the event.

Brion Poston made the motion to sponsor the Chamber of Commerce Hometown Holidays event December 2, 2023, at the Georgia Mae Plaza and closing the street for the event and authorize the use of propane heaters and fire pits. Val Thompson seconded the motion.

Result:	Approved
Moved by:	Brion Poston
Seconded by	Val Thompson
Voted Yes	Ron Smith, Adam Arthur, Val Thompson, Brion Poston
Voted No	
Absent	

11. **Electric- {action Item}** [attachment] - Consider the approval of the contract with EL Automation to complete the boring for Grandview Cemetery.

City Engineer Mike Klaus stated that this work would fall under the budgeted item of underground and overhead primary replacement. There is a problem with the primary line up by the cemetery. This is not a great place for a

dig, so boring will be the best solution. This year \$125,000.00 was budgeted for underground and overhead replacement and are well under that this year.

Brion Poston made the motion to approve the contract with E.L. Automation to complete the boring for Grandview Cemetery for the amount of \$13,000.00. Adam Arthur seconded the motion.

Result:	Approved
Moved by:	Brion Poston
Seconded by	Adam Arthur
Voted Yes	Ron Smith, Adam Arthur, Val Thompson, Brion Poston
Voted No	
Absent	

12. **CITY {action Item}** - Consider the request from North Idaho Classical Academy for a tour of the campus as a field trip only. A notice of a meeting of the council will be posted noting no deliberations or decision will occur at this gathering.

David Sims stated that he went out and toured the academy with Jacob Francom. They hired a principal and are Trying to get community groups to tour to let them know what their plans are. Their intention is to have a public charter school and their application will be considered by the Idaho Charter School Commission in December of this year. If approved the goal is open for students in the fall of 2025. No motion is needed, the mayor has directed staff to set up a time to do the tour. This will posted as an event and not an official meeting.

13. **PLANNING- (action Item)-** Consider Chris Rawlings and Sue Larson's letter of interest for reappointment on the Planning and Zoning Commission for a 4-year term, running from January 1, 2024 to December 31, 2027.

Ron Smith made a motion that Chris Rawlings and Sue Larson be reappointed to the Planning and Zoning Commission for a four term running from January 1, 2024 to December 31, 2027. Val Thompson seconded the motion.

Result:	Approved
Moved by:	Ron Smith
Seconded by	Val Thompson
Voted Yes	Brion Poston, Val Thompson, Adam Arthur, Ron Smith
Voted No	
Absent	

14. **CITY- {action Item}** [attachment]- Accept the resignation letter of City Administrator, Lisa Ailport and authorize the Mayor to seek applications for her replacement.

Mayor Alonzo said that he hates to see Lisa go. Ron Smith said that the city is better for her being here and all council agreed with that statement. Val Thompson stated that Lisa has done some wonderful things for the city and that she has changed Bonners Ferry since she has been here, and it is wonderful.

Adam Arthur made the motion to accept the resignation letter of City Administrator Lisa Ailport and authorize the mayor to seek applications for her replacement.

Result:	Approved
Moved by:	Adam Arthur
Seconded by	Ron Smith
Voted Yes	Brion Poston, Val Thompson, Adam Arthur, Ron Smith
Voted No	
Absent	

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

(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement;

Val Thompson made the motion to go into executive session pursuant to Idaho code 74-206, Subsection 1 to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated, The mere presence of legal counsel at an executive session does not satisfy this requirement. Adam Arthur seconded the motion. The regular meeting ended at 6:45 pm

Result:	Approved
Moved by:	Val Thompson
Seconded by	Adam Arthur
Voted Yes	Brion Poston, Val Thompson, Adam Arthur, Ron Smith
Voted No	
Absent	

Council came out of executive session at 7:10 pm. No decisions were made.

ADJOURNMENT

Meeting adjourned 7:10 pm

QUOTATION

General Pacific, Inc.

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

Order Number	
1286882	
Order Date	Page
10/20/2023 09:38:10	1 of 2

Quote Expires On: 11/19/2023

Bill To:

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

Ship To:

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

1-208-267-3105
Attn: Stephanie Lewandowski

Requested By: Mr. Mike Klaus

Customer ID: 100092

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

<i>Quantities</i>					<i>Item ID</i> <i>Item Description</i>	<i>Pricing UOM</i> <i>Unit Size</i>	<i>Unit Price</i>	<i>Extended Price</i>
<i>Ordered</i>	<i>Allocated</i>	<i>Remaining</i>	<i>UOM</i> <i>Unit Size</i>	<i>Disp.</i>				
1.0000	0.0000	1.0000	EA		ITR TEM-NWK-SETUP	EA	2,035.0000	2,035.00
				1.0	Temetra Network Setup	1.0		
Order Line Notes: One time setup fee for customer's Temetra Instance.								
1.0000	0.0000	1.0000	EA		ITR TEM-DB-A-SUB	EA	7,150.0000	7,150.00
				1.0	Temetra subscription, 1-2500 endpoints	1.0		
Order Line Notes: Annual subscription fee. Initial fee billed through GenPac. Renewals will be billed by Itron direct to customer.								
1.0000	0.0000	1.0000	EA		ITR MC4CORE	EA	28,280.8000	28,280.80
				1.0	MC4Core with Choice of Tablet	1.0		
Order Line Notes: Annual maintenance fee, billed directly to customer by Itron: \$1539.12								
1.0000	0.0000	1.0000	EA		ITR DCU-5320-301	EA	0.0000	0.00
				1.0	MC4Core RF-Unit	1.0		
1.0000	0.0000	1.0000	EA		ITR OEM-5108-003	EA	0.0000	0.00
				1.0	Panasonic CF-33 2-in-1 tablet	1.0		
Order Line Notes: CF-33 2-in-1 tablet comes with WIndows 10 Pro (Win11 COA), 16GB RAM, 512GB SSD, 4g LTE sim capable, Premium CF-33 keyboard & Panasonic 5 year protection plus.								
1.0000	0.0000	1.0000	EA		ITR CFG-0176-101	EA	0.0000	0.00
				1.0	Sled Mounted dock for CF-33	1.0		
1.0000	0.0000	1.0000	EA		ITR KIT-0060-101	EA	0.0000	0.00

QUOTATION

General Pacific, Inc.

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

Order Number	
1286882	
Order Date	Page
10/20/2023 09:38:10	2 of 2

Quote Expires On: 11/19/2023

<i>Quantities</i>					<i>Item ID</i>	<i>Pricing</i>		
<i>Ordered</i>	<i>Allocated</i>	<i>Remaining</i>	<i>UOM</i>	<i>Disp.</i>	<i>Item Description</i>	<i>UOM</i>	<i>Unit Price</i>	<i>Extended Price</i>
			<i>Unit Size</i>			<i>Unit Size</i>		
			1.0		MC Portable Wiring Kit	1.0		

Total Lines: 7

SUB-TOTAL: 37,465.80

TAX: 0.00

AMOUNT DUE: 37,465.80

U.S. Dollars

AGREEMENT FOR SHELTER SERVICES

This Agreement is entered into on this ____ day of _____, 2023, by and between SECOND CHANCE ANIMAL ADOPTION (hereinafter “SCAA”), a non-profit corporation, and the CITY OF BONNERS FERRY (hereinafter “CITY”), a municipal corporation of the State of Idaho.

1. CONSIDERATION

As consideration for this Agreement, SCAA agrees to provide the services of its Animal Shelter to CITY as described below. In exchange, CITY agrees to compensate SCAA in fees as provided below.

2. FEES

CITY shall compensate SCAA on a monthly basis continuing for the duration of this Agreement. Payment shall be made by the 10th day of the month following the services rendered at the rate of \$996.68 per month.

3. SERVICES

A. CITY may impound dogs at SCAA’s Animal Shelter (hereinafter “Shelter”), located at 6647 LINCOLN ST., BONNERS FERRY, ID 83805. CITY officers shall have access to the holding pens of the Shelter twenty-four (24) hours per day for placement of CITY collected dogs. Law enforcement officers will follow SCAA drop off procedures when leaving animals after hours.

B. The Shelter shall be open to the public during the Shelter’s normal business hours. The exception shall be for recognized Federal holidays when the Shelter may be closed.

C. SCAA shall maintain its shelter in a humane manner and shall keep its shelter in a sanitary condition at all times. All services provided by SCAA shall be provided in accordance with local laws and the laws of the State of Idaho. SCAA shall use humane methods in the care, euthanasia, and disposition of any dog under its jurisdiction.

D. This Agreement pertains only to dogs received from City Police and dogs released to City residents.

4. ANIMAL CONFINEMENT—IMPOUND TIME REQUIREMENTS

The following minimum holding periods are established. For all impoundment periods, the day after impoundment is considered the first day of impoundment.

A. Lost or Stray Dogs

SCAA shall hold a lost or stray CITY collected dog for not less than five (5) days (except for dogs which may be disposed of pursuant to paragraph 5C). During the five (5) day holding period the owner of the dog may pick up the animal after first paying the impound fees as stated in 6A of this Agreement and obtaining a City dog tag if the animal is not currently licensed. Owners are also required to show rabies vaccination certificate if the dog does not have a current rabies tag affixed to its collar as required by City ordinance 5-3C-3. If the dog does not have a current rabies tag or the owner does not have the required proof of rabies vaccination, they shall be informed of the City ordinance requiring such. SCAA shall inform the City Police of any dog released that does not have a current rabies tag or vaccination certificate. The City Police will follow up with the owner to make sure the dog receives the required vaccination.

B. Quarantined Dogs

A dog placed in quarantine for observation for rabies symptoms shall be impounded for a period of ten (10) days. If, at the conclusion of the impoundment period, the animal has not exhibited any symptoms of rabies, the dog may be returned to the owner. Arrangements will be made to have a City Police officer at the shelter when the dog is released to address any restrictions that may be required of the owner in regard to I.C. § 25-2805(2). Regular impound fees will apply for each day the dog is impounded. The owner will be held to the same requirements in regard to providing proof of current rabies vaccinations as outlined in section 4A.

5. DISPOSITION

- A. SCAA may humanely dispose of, transfer to a new owner or any other no kill organization, any impounded animal not claimed by its owner or custodian within the prescribed holding period.
- B. Owners wishing to relinquish a dog shall contact SCAA for consideration in its adoption program or other disposition.
- C. Injured, sick, or diseased dogs will be medically cleared by a veterinarian or considered for humane disposition prior to being impounded in SCAA. Any veterinary expenses (up to \$100) incurred prior to impoundment will be the responsibility of the CITY (expenses over \$100 must have the prior approval of the Chief of Police). Newborns unable to feed themselves, injured, sick, or diseased dogs may be considered for humane disposition without regard to the prescribed holding period in order to alleviate suffering or to protect other impounded animals from exposure to a contagious disease. For these purposes, a disease, sickness, or injury is a condition causing great threat or harm to the animal or other animals or causing unnecessary suffering or pain. Animals exhibiting disease or injury should be provided appropriate medical treatments, or in extreme cases, considered for other disposition.

- D. Any CITY collected dog becomes the responsibility of SCAA when it is delivered to SCAA and becomes property of SCAA at the completion of the five (5) day holding period.

6. IMPOUND AND LICENSE FEES

- A. Anyone claiming a CITY impounded animal during the minimum holding period shall pay any relevant fees established by SCAA in accordance with City ordinances. Fees other than City dog license fees shall be retained by SCAA.
- B. SCAA shall provide CITY with a current list of all fees charged by SCAA for services provided including impound fees. SCAA also agrees to provide CITY with an updated copy of any changes in the fee schedule within ten (10) days of amendment in the future.
- C. SCAA shall verify a current license on all claimed dogs. SCAA shall verify that the license is current or a new license is purchased from the City before a dog can be released.
- D. CITY shall inform SCAA of any change of ordinance concerning license or impound fees to allow SCAA to remain in compliance with City ordinances.

7. RECORD KEEPING

- A. SCAA shall maintain an accounting of all dogs received from CITY and all fees collected. Receipts shall be issued by SCAA for all fees received on behalf of CITY.
- B. SCAA shall maintain CITY records on a monthly basis. CITY reserves the right to review all records and conduct an audit. SCAA shall do a yearly inventory and supply CITY with a report of all dogs impounded at the shelter, due no later than October 31 of each year.

8. TERM

This Agreement will remain effective in one-year installments beginning annually on October 1st, 2023, renewed automatically. Should one party wish to terminate the Agreement, the procedure shall be as outlined below in 10A and 10B of this Agreement.

9. TERMINATION

- A. Either party may terminate this Agreement for any reason upon sixty (60) days written notice to the other party. Within sixty (60) days of the effective date of termination, each party shall forward to the other party any and all billings due and owing.
- B. In the event that SCAA fails to provide services or follow City procedures and practice as required by this Agreement, CITY shall provide written notice to SCAA of such failure to provide services or follow City procedures and practices. SCAA shall be given thirty (30) days from the date of the written notification by CITY to provide the required services or follow City procedures and practices. In the event SCAA fails to provide the required services or follow City procedures or practices after thirty (30) days from receipt of written notification, CITY may terminate this Agreement upon thirty (30) days written notice.

10. INSURANCE

SCAA agrees to obtain and keep in force during the term of this Agreement, a comprehensive general liability insurance policy in the minimum amount of \$1,000,000.00, which shall name and protect SCAA, all SCAA's employees, CITY 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 SCAA's acts. SCAA shall provide proof of liability coverage with a new certificate yearly and require insurer to notify SCAA ten (10) days prior to cancellation of said policy.

11. INDEMNIFICATION

- A. To the fullest extent permitted by law, CITY and SCAA agree to save, indemnify, defend, and hold harmless each other from any and all liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses, or any injury or damage of any kind whatsoever, whether actual, alleged, or threatened, actual attorney's fees, court costs, interest, defense costs and expenses associated therewith, including the use of experts, and any other costs of any nature without restriction incurred in relation to, as a consequence of, or arising out of, the performance of this Agreement, and attributable to the fault of the other. Following a determination of percentage of fault and/or liability by Agreement between the Parties or a court of competent jurisdiction, the Party responsible for liability to the other will indemnify the other Party to this Agreement for the percentage of liability determined as set forth in this section.

- B. When a CITY impounded dog becomes in the control of SCAA, SCAA waives, releases, and holds harmless the CITY against any and all claims of action resulting from or as a result of the dog delivered to SCAA.

12. SEVERABILITY

If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, then such portion shall be deemed modified to the extent necessary in the opinion of the court to render such portion enforceable and, as so modified, such portion and the balance of this Agreement shall continue in full force and effect.

13. LAWS OF THE STATE OF IDAHO

This contract is to be determined and construed under the laws of the State of Idaho.

14. 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.

15. TOTAL AGREEMENT

No changes or amendments are to be considered valid regarding this contract unless in writing and signed by both Parties. This contract is to be considered the total Agreement between the parties unless changed as state above.

IN WITNESS HEREOF, the Parties hereto have executed this Agreement the day and year first hereinabove written.

CITY OF BONNERS FERRY

SECOND CHANCE ANIMAL ADOPTION

BY: _____
Rick Alonzo, Mayor

BY: _____

ATTEST:

WITNESS:

Deborah Garcia, Clerk/Treasurer



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

TO: Mayor and City Council
FROM: Mike Klaus, City Engineer
DATE: November 15,
RE: **Electric – Moyie Dam – Controls Upgrades Change Order #2**

The City has been working with Schweitzer Engineering Laboratories (SEL) to complete the controls upgrade that has been ongoing since early this year. Late last year the council approved a contract with SEL for \$455,519.00 to complete the controls upgrade that is underway.

Some additional costs were incurred by SEL in the later stages of the project because of some additional equipment and manhours required to complete the work. As you may recall, Change Order #1 was deductive and reduced the project amount by \$20,186.85. The attached Change Order #2 adds \$25,003.00 to the project, for a net contact increase of \$4,816.15.

Staff requests that Council approve the proposed Change Order #2 by Schweitzer Engineering Laboratories, increasing the total contract amount to \$460,335.15.

Thank you,

Mike

Project Change Order

Customer	City of Bonners Ferry	Contract/PO Number	028174.100.00
Customer Contact Name	Mike Klaus	Change Order Number	02 (REV0)
SEL ES Project Name	Bonnors Ferry - Control System Upgrade	Change Order Date	11/09/2023
SEL ES Project Number	028174.100.00	Date Response Required	11/17/2023
SEL ES Project Manager	Sahana Shenoy	SEL ES Contact Name	Jacob Ruyle

Description
<u>Scope of Work</u>
<p>Item 1: Network Enhancement with SEL-2730M Managed 24-Port Ethernet Switches \$7,222.00</p> <ul style="list-style-type: none"> • SEL ES provided two (2) SEL-2730M Managed 24-Port Ethernet Switches that were installed at the GSU and Dam locations. <ul style="list-style-type: none"> - Part number: 2730M#6KMF • SEL ES prepared settings file for the two (2) SEL-2730M switches. • SEL will provide revised wiring drawing and network drawing along with the as-built documentation for the SEL-2730M switches. <p><i>Note: Fiber installation and termination for all equipment is not in the scope of this change order. The customer is responsible for providing the proper fiber optics for network interconnection with the other ethernet switches.</i></p> <p>Item 2: Satellite-Synchronized Network Clock part number upgrade \$1,431.00</p> <ul style="list-style-type: none"> • SEL ES provided one (1) SEL-2488 Satellite-Synchronized Network Clock in place of the originally quoted SEL-2407® Satellite-Synchronized Clock due to the network limitation of the system. <ul style="list-style-type: none"> - Part number: 2488#LL87 • This adjustment in price is the cost difference for the part number 2488#LL87 supplied by SEL in place of original estimated part number 2407#4BJB in SEL ES PO# 028174.000.00. <p>Item 3: Scope Language Modification for Item 1 of the base SEL ES PO# 028174.000.00.</p> <ul style="list-style-type: none"> • SEL ES provided five (5) additional days of field service support and five (5) additional day of engineering support at the Moyie Dam of Bonners Ferry in Bonners Ferry, Idaho for two (2) field technicians and two (2) engineers for the commissioning and testing for an additional 20-man days during 10/23/23 through 11/03/23.

Confidentiality Notice: The information contained in this query is privileged and confidential information and is intended solely for the use of the individual or entity to whom it is addressed. If you are not the intended recipient or the person responsible for delivering the material to the intended recipient, you are hereby notified that any dissemination, disclosure, copying, or distribution of this communication is strictly prohibited. If you received this communication in error, please notify us immediately by telephone and destroy this material accordingly.

Item 4: Adjustment / Commissioning Delta		\$16,350.00
<ul style="list-style-type: none"> This commissioning change order is adjusting bid quantities to compensate for the actual commissioning time on site (11/03/23 through 11/07/23). This price is for three (3) additional days of SEL ES support at Moyie Dam of Bonners Ferry, Idaho for two (2) engineers for the commissioning and testing effort for a total of six (6) man days at rates described in the SEL ES 028174.100.01 change order document, as clarified below. 		
Per Diem Rate Table (U.S.)		
Item	Description	Price (USD)
1	Mobilization fee per U.S. personnel	Distant (requires air travel) = \$4,950 Local (within 200 miles) = \$2,725
2	Daily rate per U.S. personnel	Weekday rate = \$2,725/day Saturday rate = \$3,425/day Sunday and holiday rate = \$4,375/day

<u>Clarifications and Exceptions</u>
<ul style="list-style-type: none"> The expenses associated hardware and service have been delivered to customer during the SEL ES commissioning period of 10/23/23 -11/8/23.

Cost Impact	
\$455,519.00	Original Contract/PO
(\$20,186.85)	Amount from approved CO#1
\$25,003.00	Amount from this proposed CO#2
US \$460,335.15	TOTAL
For projects in the U.S., all quoted prices are exclusive of any sales, value-added, or similar taxes, which will be added, if applicable, at the statutory rate(s) at the time of invoicing.	

Payment Milestone Schedule	
Milestone Activity	Price (USD)
1. Upon award of CO#2 - Equipment	\$8,653.00
2. Upon award of CO#2 - Services	\$16,350.00
Total	\$25,003.00

Schedule Impact
NA

Change Order Summary	
\$455,519.00	Original Contract/PO
(\$20,186.85)	Amount from approved CO#1
\$25,003.00	Amount from this proposed CO#2
Price (USD) \$460,335.15	TOTAL (with options)

Validity	This quotation is valid for 60 days. SEL ES reserves the right to withdraw this offer if mutually accepted credit terms cannot be agreed upon.
-----------------	--

Authorization			
Customer/vendor agrees to revise the Contract/PO to reflect the changes described in this Change Order.			
Signature		Date	
Name		Title	

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ORDINANCE NO. 616

TITLE 10: UTILITIES SERVICES

AN ORDINANCE OF THE CITY OF BONNERS FERRY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO AMENDING TITLE TEN (10) CHAPTERS ONE (1), SECTION FOUR (4) DEFINITIONS, PROVIDING FOR A NEW DEFINITION OF EDU AND FIXTURE UNIT AND SECTION EIGHT (8) PROVIDING FOR THE ENGINEER TO SET EDU WHERE A USE IS NOT CONTEMPLATED; AMENDING TITLE TEN (10) CHAPTER TWO (2) SECTION EIGHT (8) PROVIDING FOR SUBSECTION E, ESTABLISHING AUTHORITY FOR THE CITY TO CHARGE CAPITALIZATION FEES; AND TITLE TEN (10) CHAPTER THREE (3) SECTION FOURTEEN (14) A ONE (1) AMENDING LANGUAGE TO PROVIDE FOR CAPITALIZATION CHARGES BE DONE PER EDU; PROVIDING FOR A NEW APPENDIX A, WATER EDU TABLE; PROVIDING SEVERABILITY; PROVIDING THAT THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the Idaho Municipal Corporations Title 50, Chapters 3 and 9 provide authority for the City of Bonners Ferry to adopt ordinances; and,

WHEREAS, the city owns and operates an electric generation, transmission and distribution system, a water treatment and distribution system and a wastewater collection and treatment facility with the intended purposes to serve a public use and promote the health, safety, prosperity, security and general welfare of the citizens and customers of the city of Bonners Ferry, and

WHEREAS, the city has determined that existing ordinance needs amendments that were unintentionally left out of the rewrite of Title 10, and

WHEREAS, this ordinance sets forth those amendment as described in section 1 of this ordinance.

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

SECTION 1: ADOPTION: That Bonners Ferry City Code, Title 10 Utilities, Chapters 1, 2 and 3 are hereby amended as shown below; Appendix A is hereby adopted as provided below. New language will be shown as underlined and language which is removed will be shown as ~~stricken~~.

CHAPTER 1 UTILITIES

10-1-4 DEFINITIONS

EDU- Equivalent Dwelling Unit. The Equivalent Dwelling Unit is the basis the City shall use to establish initial capitalization charges for new or expanded utility services. Each Utility shall establish the EDU for which fees will be charged within the chapter regulating the utility.

FIXTURE UNIT: a unit of measurement for computing waste flow volumes for each plumbing fixture as set forth in the Uniform Plumbing Code (UPC) as then adopted by the City in Title 9 of this Code.

10-1-8

- A. CAPITALIZATION CHARGE: Any new development on to the city’s system is subject to a capitalization charge. This fee is developed by the city and charged to the customer or requestor at the time the services is applied for. The purpose of the capitalization fee is to assess new customers their proportionate share of the cost of infrastructure required to provide them service by the utility.
 - 1. The capitalization fee or charge shall be set forth by the city council on the official fee schedule. The fee may vary depending on each utility.
 - 2. Where the City has not contemplated a new use as established on the use table by the Appendices of this title, the City Engineer shall set a EDU rate for capitalization charges using their professional judgement and what is in the best interest of the city.

CHAPTER 2 WATER

10-2-8: AUTHORITY TO CHARGE RATES:

E. The City shall have the authority to charge base rates, fees and capitalization fees for water based on the adopted table listed as Appendix A of this Title.

CHAPTER 3 SEWER

10-3-14 SEWER RATES AND FEES

A. SEWER CONNECTION AND PERMIT APPLICATION FEES

- 1. A capitalization fee is required to be paid for each sewer tap EDU, the fee is set forth on the official fee schedule of the city. The fee shall be paid to the city at the time the application is filed along with any other fees as set forth in the official fee schedule.

APPENDICIES

APPENDIX A
WATER EDU TABLE

EQUIVALENT RESIDENCE UNIT (EDU) TABLE FOR ESTABLISHING WATER CONNECTION AND CAPITALIZATION FEES

OCCUPANCY	UNIT OF MEASURE	ER PER UNIT
Automotive Repair And Maintenance Store	By Fixture Unit Count	1.0 ER/25 FU*
Bank	By Fixture Unit Count	1.0 ER/25 FU*
Bar / Tavern / Cocktail Lounge	Per 10 seats	0.25**
Barber / Beauty Shop	Per Operator Station	0.50**
Business Office	By Fixture Unit Count	1.0 ER/25 FU*
Car Wash—Automatic	Per Bay	2.0
Car Wash—Hand-Held Wand	Per Bay	1.0
Church	Per 100 Seats	1.0
Convenience Store	By Fixture Unit	1.0 ER/25 FU*
Dare Care / Preschool- additive to any other used occurring within the building or facility	Per 10 Students and Staff	0.25**
Nursing Home or Extended Care facility	Per Bed	0.50**
Fitness Center	By Fixture Count	1.0 ER/25 FU*
Grocery Store	By Fixture Count	1.0 ER/25 FU*
Hospital	Per Bed	0.60**
Laundromat / Self Service	Per Machine	0.33**
Library	By Fixture Unit	1.0 ER/25 FU*
Medical or Dental Office	Per Patient Room	0.25**
Mobile Home Park	Per Unit	1.0
Motel / Hotel	Per Rented Room	0.5**
Multi-Unit Commercial Property – with shared meter	Per Unit	0.5**
Professional Office Building	By Fixture Unit Count	1.0 ER/25 FU*
Residence, including Multifamily with Shared Meter	Per Unit	1.0
Residence, including Multifamily with Individual Meters	Per Unit	1.0
Residence, Single Family- including ADU's	Per Unit	1.0
Restaurant/Cafeteria	Per 10 Seats	0.25**
Restaurant- Fast Food	Per Seat	1&0.5**
Retail Sales Store	By Fixture Unit	1.0 ER/25 FU*
RV Park or Campground with Water Hookups/Shower facilities	Per Space	0.25**
RV Park or Campground w/ Water hookups and without Showers	Per Space	0.15**
School- without gym and cafeteria	Per 50 Students/Staff	1.0
School w/o Gym and w/ cafeteria or vice versa	Per 30 Students/Staff	1.0
School w/ Gym AND Cafeteria	Per 25 Students/Staff	1.0
Service Station- Without Convenience Store	Per Restroom Toilet	0.25**
Theater	Per 25 Seats	0.25**
Industrial- w/showers	Per Employee	0.115**
Industrial – w/o showers	Per Employee	0.050**
Industrial Use- in addition to the above the city may set EDU based on anticipated usage determined by the industrial use proposed.	***	***
Warehouse/Office	By Fixture Count	1.0 ER/25 FU*

*Fixture Unit Increments shall be 1-13= 0.50 ER, 14-25=1.0 ER.

**Includes base rate of 1.0 ER plus additional ER's added per unit of Measurement

*** **PER 10-1-8**, City engineer shall set EDU amounts.

SECTION 2: 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 3: EFFECTIVE DATE: This ordinance shall be effective upon its passage and publication in the manner provided by law.

APPROVED by the Mayor and City Council of the City of Bonners Ferry, Idaho this _____ day of _____, 2023

This ordinance passed under suspension of rules and duly enacted as an ordinance of the City of Bonners Ferry, Idaho on this _____ day of _____, 2023, upon the following roll call vote:

ROLL CALL:

Council President Arthur _____

Council Member Poston _____

Council Member Thompson _____

Council Member Smith _____

CITY OF BONNERS FERRY, IDAHO

BY: _____
Mayor Rick Alonzo

Attest:

Deborah Garcia, Clerk,
City of Bonners Ferry, Idaho

**SUMMARY FOR PUBLICATION OF
CITY OF BONNERS FERRY ORDINANCE NO. 616**

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. 616, adopted on November 21, 2023. The full title of the ordinance is:

TITLE 10: UTILITIES SERVICES

AN ORDINANCE OF THE CITY OF BONNERS FERRY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO AMENDING TITLE TEN (10) CHAPTERS ONE (1), SECTION FOUR (4) DEFINITIONS, PROVIDING FOR A NEW DEFINITION OF EDU AND FIXTURE UNIT AND SECTION EIGHT (8) PROVIDING FOR THE ENGINEER TO SET EDU WHERE A USE IS NOT CONTEMPLATED; AMENDING TITLE TEN (10) CHAPTER TWO (2) SECTION EIGHT (8) PROVIDING FOR SUBSECTION E, ESTABLISHING AUTHORITY FOR THE CITY TO CHARGE CAPITALIZATION FEES; AND TITLE TEN (10) CHAPTER THREE (3) SECTION FOURTEEN (14)A ONE (1) AMENDING LANGUAGE TO PROVIDE FOR CAPITALIZATION CHARGES BE DONE PER EDU; PROVIDING FOR A NEW APPENDIX A, WATER EDU TABLE; PROVIDING SEVERABILITY; PROVIDING THAT THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

The ordinance amends Bonners Ferry City Code Title Ten, Chapter 1, 2 and 3 and providing for a new Appendix A, by providing new laws setting forth new definitions, new authorities and new water capitalization tables. This ordinance is effective upon enactment and publication according to law.

The full text of Ordinance No. 616 is available at Bonners Ferry City Hall, 7232 Main Street, Bonners Ferry, Idaho 83805, during regular business hours.

City of Bonners Ferry, Idaho

ATTEST:

Rick Alonzo, 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.

Andrakay Pluid, City Attorney

Dated: _____

Family Flooring
33 Enterprise Dr. Ste 100
Bonners Ferry, ID 83805
530-524-7995

June 21, 2023

Laura
City Council Chambers
Bonners Ferry, ID 83805

Floor Covering - includes material for under podium area but no labor

Carpet Tiles - Half Note - Overtone		
12 ctn 63.96 yds @ 43.99 a yd		2813.60
Adhesive - Shae D5000 2 buckets @ 150.00 ea		300.00
Freight on carpet tile		175.00

		3288.60
	Tax	197.32

	Total Material	3485.92
Contract Labor		
Demo existing glue down carpet, prep floor, install		
New carpet tiles, haul off all trash		
	Labor Total	1656.00
	Total Job	5141.92



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and City Council
FROM: Lisa Ailport, City Administrator *LMA*
DATE: November 15, 2023
RE: 2023 Golf Proceeds Allocation and Earmark

The following resolution seeks to provide a method for allocating proceeds at the golf course back to the facility in a deliberate and transparent manner.

Based on current numbers, it appears the revenue from the 2023 season, after expenses, is \$92,492.85. In the number of years that I have been the City Administrator, it has always been expressed to me that those proceeds, more or less, have been circulated back to the course to be reinvested.

For example, in 2022 we reinvested ±\$29,000 of the ±\$54,000 proceeds to replace the lower pump and dock. And in 2021 we spent \$20,200 to replace a mower from the ±\$17,000 of proceeds.

Because we have a long list of needs out at the course, some of which will take years to save towards, I have suggested to the Mayor that we memorialize the expenditures through the attached resolution. The resolution does two things, first it allows council outside of the budgeting process to acknowledge actual monies received and to appropriate those monies with one action. This decision will allow staff to move forward with spending money that aligns with the resolution.

Next, the resolution also provides clarity on those projects that require funds to be earmarked for future use and for those funds to be tracked year after year. Staff has identified two projects that will require more than one season of savings to occur. The first being the construction of a new golf shed to lease to golfers and the next being the need to replace the existing water system with likely a new one.

As was suggested at the last special council meeting, there are some challenges that we will have to overcome should we wish to use Land and Water Conservation funds to help pay for the expense of replacing the water system. Regardless of those challenges, should Land and Water Conservation funds be sought, they are a reimbursement program, and the city should have the full amount of what is needed saved so that the project can be completed, prior to being reimbursed.

That said, the attached resolution looks to allocate \$49,000 of the proceeds towards one-time expenses. These funds will be used to replace the two ATV's (side by side and gator) that are beyond their useful life. Additionally, the remaining funds would be to replace the engine in the Toro fairway motor that was

damaged by the golf contractor over this past seasons. As well as set aside additional money to complete the rebuilding of the pump shed for the upper pump facility.

The resolution looks to appropriate all the proceeds to either 1-time expenses or future project expenses from this last year. However, if the projects are overestimated from the actual costs, any remaining funds would go back into the general fund, if not spent in accordance with the attached resolution. If the purchase is underfunded, staff will likely remove funds from the earmarked projects to pay for any deficiency of the one-time expenses.

Additionally, it is my opinion that if the Golf Committee and the golf community wish to build a new cart shed to lease to golfers, that council each year saves the revenue from the shed leases for that future expense. In 2023 that amounted is almost \$15,000. Future years it will likely be more as the city increases its rates yearly.

Lastly, it is the opinion of Staff that the resolution also memorializes the commitment to the citizenship that the golf course must be funded through the revenues it receives, not through property tax dollars. The resolution sets forth this commitment within the stipulating language under the Whereas statements. It is my hope that Council also supports such a commitment in future years relating to the golf course revenues.

I am happy to answer any questions relating to the attached resolution.

CITY OF BONNERS FERRY

RESOLUTION NO. 2023-016

A RESOLUTION OF THE CITY OF BONNERS FERRY ALLOCATING AND EARMARKING SURPLUS REVENUE RECEIVED AT THE CITY OWNED MUNICIPAL GOLF COURSE KNOWN AS MIRROR LAKE. SURPLUS REVENUES ARE THOSE MONIES RAISED BY THE SALE OF GREENS FEES, SEASON PASSES, CART PATH FEES AND CART SHED LEASES RECEIVED DURING THE PRECEDING GOLF SEASON.

WHEREAS, the city of Bonners Ferry seeks to earmark and/or allocate 2022/2023 surplus revenues received at Mirror Lake Golf Course to be reinvested back into the golf course's capital and operational needs, and

WHEREAS, the City Council seeks to roll surplus funds received at Mirror Lake back into the golf course so as to limit the use of property tax dollars in supporting this recreational facility, and

WHEREAS, the city acknowledges that there are some capital needs that require the city to save for those future expenses and as such provides those earmarked funds within an established table included with this resolution.

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

Section 1: The city allocates and/or earmarks surplus revenue received during the 2022-2023 season as provided for in section 2 table and provides for the purposes of those earmarked funds for use at a future year once enough revenue is raised. Any funds not spent or earmarked within the current 2023/2024 fiscal year shall be returned to the City's general fund.

Section 2: Table of earmarked funds:

2023/2024 Golf Course Capital List				
2023 Surplus Revenue \$ 92,492.85				
Quantity	Equipment	Purpose	Est. Cost per unit	Total
2	Kubota Side x Side ATV	ATV used for Course Maintenance and Daily work by Contractor	\$14,000	\$28,000
1	Kubota/toro engine for Fairway Mower	To replace motor that was damaged due to air filter falling off	\$13,000	\$13,000
1	Pump Shed	To replace the pump shed at the upper pond due to damage	\$8,000	\$8,000
			Total	\$49,000

Earmarked Funds				
Future Need	Estimate Cost		Revenue Rcvd.	Total Saved
Cart Shed- earmarked funds	\$100,000	Using the lease funds to save toward a new lease building	\$14,909	\$14,909
Irrigation Replacement- earmarked	\$1,000,000	Use of remaining allocated revenue not needed with above capital	\$28,584	\$28,584
			Total	\$92,492.85

This Resolution is hereby **ADOPTED** and made **EFFECTIVE** by the City of Bonners Ferry this _____ day of _____, 2023.

CITY OF BONNERS FERRY, IDAHO

BY: _____
Rick Alonzo, Mayor

Attest:

Debra Garcia, Clerk