

## Welcome to tonight's City Council meeting!

The elected officials of the City of Bonners Ferry appreciate an involved constituency. Testimony from the public is encouraged for items listed under the Public Hearing portion of the agenda. Any individual may address the council on any issue, whether on the agenda or not, during the Public Comments period. Individuals addressing the Mayor and Council during Public Comment should refrain from using that time to address the performance of or to make complaints about a specific employee. Public participation during the business portion of the meeting will generally not be allowed, 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**  
**January 16, 2024**  
**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 9/5/23,12/19/24, 01/02/24, regular meetings and 01/11/24 special meeting.
4. Approval of Farmers Market Space Lease Agreement for 2024.

### NEW BUSINESS

5. **ELECTRIC-** (action item) [attachment] Consider approval of contract with International Line Builders to complete pole replacement work in FY 2024.
6. **CITY-** (action item) [attachment] Consider a Work Order from Innovate for mapping and addressing work for 2024.
7. **CITY-** (action item) [attachment] Consider suspending the hiring process for City Administrator to hire within and consider Mayoral recommendation, subject to council approval.
8. **CITY-** (action item) [attachment] Consider advertising for a new position of Assistant to the City Engineer/Administrator and consider and approve a job description.
9. **CITY-** (action item) [attachment] Consider applying for a USDA Rural Business Development Grant to purchase and install banners along Highway 95 and the downtown streets.

10. **CITY-** (action item) Discuss ICRMP Agent with the retirement of Darrell Kerby.

**ADJOURNMENT**

**MINUTES**  
**BONNERS FERRY CITY COUNCIL**  
**September 5, 2023**  
**6:00 pm**

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

Members of staff present for the meeting included City Engineer Mike Klaus, City Administrator Lisa Ailport, City Police Chief Brian Zimmerman, Attorney Andrakay Pluid, and Clerk/Treasurer Deborah Garcia.

Members of the public include David Sims, Ben Robertson, Fay Almond, Chris Pease, Emily Bonsant, Marciavee Cossette, Tom Duarte, Kennon McClintock, Carolyn Testa, and Denise Crichton.

**PUBLIC COMMENTS**

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

No public comments.

**REPORTS**

Police- No report

Fire- No report

City Administrator- Written Report

City Engineer- No report

Urban Renewal District- They had a meeting and passed the budget that was advertised.

SPOT- No report

Golf- No report

EDC- There was going to be a medical clinic at the old South Hill Furniture but, due to the death of the owner of the building, it got hung up in escrow and the medical clinic will be relocated into the Bottom Dollar building up on the top of the North Hill.

There was an inquiry that came into the city website and Lisa passed it off to me. Froyo Mama Frozen Yogurt will be occupying the corner drug store building shortly. The DEQ came through with 2.5 million more ARPA funds as well as a couple hundred thousand in state revolving loan funds for the Moyie Sewer project. Everything looked good and then their engineer came back last Friday and raised the engineering cost \$400,000.00. There is a meeting tomorrow morning with the owner of the engineering firm.

David said the visitor center has been a lot busier this year than the previous. David is hoping to have an end of season lunch for the volunteers.

**CONSENT AGENDA – {action item}**

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Contract for Tree Trimming Services by Asplundh Tree Services
4. FY2024 Dispatch Agreement with Boundary County

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

<b>Result:</b>	Approve
<b>Moved by:</b>	Val Thompson
<b>Seconded by</b>	Ron Smith
<b>Voted Yes</b>	Ron Smith, Brion Poston, Val Thompson
<b>Voted No</b>	
<b>Absent</b>	

**OLD BUSINESS**

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

Lisa Ailport talked about how the city was in a situation where they did not know if they could fully operate the city and the pool was the easy savings if we did not open it at \$80,000.00. It was brought to the County Commissioners, and they supported leaving the pool open. The city now has a clearer picture on where our finances are and where we are going to sit theoretically when we close the books out on September 30<sup>th</sup> as there will be some accrued income that will come in October and early November with our Local option tax for August and September and our Sales Tax revenue when the books are complete for FY 2021 as well as \$100,00.00 from LTHAC we will get in October. When looking at where we anticipate sitting at the end of the fiscal year, it would be possible to pay the county back the \$80,000.00 they put forward for the pool.

Commissioner Ben Robertson said that he appreciates the thought of the city wanting to give back the \$80,000.00 to the county, but that is not what he is asking. Commissioner Robertson said he is asking us to waive the permit and fees associated with it so the city doesn't have to pay anyone else either as they are government entity as well and can cover their own engineering costs and feels that there is no sense for them to pay us and us to pay anyone else. Mr. Robertson wanted to make it clear that he is not asking for the money back from the city.

Mayor Staples feels like the relationship between the county and the city is good and he would like to do this for them. Mayor Staples would like to table this until he can see the plans and what they entail. City Administrator Lisa Ailport wants to clear for the records purposes and members of the public and council that are here tonight that the city cannot waive our inspections as those are in our law. Also, they cannot be handed off to another entity to do on our behalf. The city would have to amend the law to allow deviance from that and Lisa Ailport encouraged the council NOT to take that on. She explained that the city contracts out to the State of Idaho Department of Building Safety to conduct the inspections on the city's behalf and to Clare Marley at Ruen Yeager to administrate the zoning on those codes. On average, our difference is approximately 4% to cover our staff costs.

Mr. Robertson wanted to make it clear that he was not asking the city to pay the building permit fees and he would rather have it not happen if that was the decision. He explained that the county does not enforce building permits so there is the possibility that the county could do their own inspections, but that is not what our law currently states.

City Attorney, Andrakay Pluid explained that the city does not grant those kinds of variances. Variances are used for things like road standards.

Commissioner Ron Smith shared that since the county produced \$80,000.00 to help keep the city pool open, he wants to know what the city can do to repay their generosity. Andrakay explained that the city can take money out of the general fund and give it back to the county for the same amount of their building permit and give it back to the county to pay their building permit but that the city cannot waive their building permit fees per city law.

Commissioner Brion Poston asked if ARPA money could be used to pay for that. City Attorney, Andrakay Pluid explained that ARPA money can be used to pay for anything that would come from the general fund. Ron Smith stated that the ARPA money is all allocated already.

Commissioner Val Thompson asked Ben Robertson when he would be needing his building permit. Ben stated that he is not sure but sometime in the next year. Again, he expressed that the county did not expect to have the pool money paid back. The building permit question was a different issue all together.

<b>Result:</b>	No Action Taken
<b>Moved by:</b>	
<b>Seconded by</b>	
<b>Voted Yes</b>	
<b>Voted No</b>	
<b>Absent</b>	

**NEW BUSINESS**

- 6. **CITY {action Item}**—Request by Kennon McClintock with Nature Conservancy for support letter regarding a conservation easement in Boundary County. Forest Legacy Program is run by the Idaho Department of Lands. The application is already in, Conservation easements limit commercial development, mining.

Kennon spoke about the forest legacy program run by the Idaho Department of Lands. This program protects working forest lands. The program protects working forest lands. A working forest is growing trees for the future to support our economy. It is a voluntary program and is only for private lands including corporate, industrial, or small private lands.

Every year in Idaho, the projects must be turned in by July. The Idaho Department of Lands goes through the project submissions and ranks them. They will send one or two to the national level in November. Then, the projects from all the states are ranked and the top 20-30 make the cut and get the funding for conservation easements.

The Idaho Nature Conservancy has already submitted their applications for this year. There are two projects this year in Idaho, and they are both going forward to the national level. Kennon is now seeking letters of support for the Idaho projects.

Kennon explained that conservation easements are encumbrances on the land, but the landowner continues to own the land. The conservation easements limit commercial development, subdivisions, and most mining. You cannot build golf courses or amusement parks on them. Gravel pits are fine, but gas and oil and gold mining are not allowed. The lands have always been available for public use like hunting and hiking, and they will continue to be public use areas. All traditional uses like livestock, agricultural, forestry, rentals and gravel pits are permitted. Property taxes do not change.

Conservation easements are in perpetual, so they go on forever. That is a forest service protocol because they oversee the program. The property can be sold but the easement goes with the property.

Kennon shared the current application which is in Moyie and is 1460 acres. There are four parcels that are owned by the Patton-Goodrich family. This project will protect working forestlands that are at high risk from conversion in use (from working forestland to rural residential). In the past 20 years, Idaho has grown at a rate double the national average with Boundary County being the fastest growing county in the state. Forest Conservation easements will prohibit any subdivision of the land parcel, restrict commercial development, and prohibit any hard rock mining or gas and oil drilling. These lands have been working forest lands for the past 70 years. They are all well managed. It would be nice to continue to protect them and keep them working forest lands.

The project on Dawson should be finished by the end of the year.

Brion Poston asked if there is a monetary gain for the landowner. Kennon explained that the monetary gain is in the conservation easement.

Val Thompson made a motion authorizing the mayor to sign a letter of support for the Forest Legacy Program project. Brion Poston seconded the motion. All in favor.

<b>Result:</b>	Approve
<b>Moved by:</b>	Val Thompson
<b>Seconded by</b>	Brion Poston
<b>Voted Yes</b>	Val Thompson, Brion Poston, Ron Smith
<b>Voted No</b>	
<b>Absent</b>	

- 7. **ELECTRIC {action Item}** (attachment)- Consider approval of proposed change order with SEL for hydro controls upgrade project.

City Engineer, Mike Klaus explained that the controls project started in December and was originally quoted at \$455,000.00. Since that time there have been a few changes including a commissioning decision with a negative change order. There are two power houses, and the plan was to take one off-line while doing the controls upgrade on the other one. There was quite a cost associated with doing it that way, so the plan is to shut the whole thing down in October when water demand is low. There will be a two-to-three-week period while the dam is down, and the controls upgrade is completed.

As the project has moved forward, the hydro committee has found that there are some relays that should be connected into the hydro system. The costs are summarized in the project change order summary and include updating a SEL-2241 Real-Time Automation Controller, Wave Event Software, and the relay integration.

After adding the additions and deducting the negative change order, the contract is down from the original \$455,000.00 to \$435,332.15. There are enough moving pieces that Mike wanted to keep council in the loop. He wants them to know that with all the moving pieces, the amount can still change.

Val Thompson asked if it was necessary to make a change order since we are under costs. Mike explained that Schweitzer Engineering would like a signature from someone with a change in work order.

Val Thompson made a motion to authorize the mayor to sign the proposed change order with SEL with a net project cost change of -\$20, 186.85. Brion Poston seconded the motion. All in favor.

<b>Result:</b>	Approve
<b>Moved by:</b>	Val Thompson
<b>Seconded by</b>	Brion Poston
<b>Voted Yes</b>	Brion Poston, Val Thompson, Ron Smith
<b>Voted No</b>	
<b>Absent</b>	

- 8. **CITY- PUBLIC HEARING Fiscal Year 2024 Budget Hearing**

Mayor Staples opened the public hearing at 6:40pm for public comments.

City Administrator, Lisa Ailport stated that the budget documents are in the council packet. She stated that the budget has been formed over the past six months while navigating the elections and the Local Option Tax. She shared that staff felt that this accountability document was really an opportunity for the public to become more educated about our process.

Lisa shared that every department was involved in the forming of the budget. It also lays the groundwork for a strategic plan with a 3–5-year time frame so that each year we take those 3-5 years into account. The appropriation ordinance which is being presented tonight is the action that would have to be taken. The next decision would be to adopt that and suspend the rules. The ordinance is being presented to the council tonight.

Mayor Staples encouraged anyone who had questions to go online and review it. He shared that it is easy to understand, and he appreciates all her hard work.

There were no public comments.

The public hearing was closed at 6:44.

9. **CITY {action Item}** (attachment)- First Reading by Title Only of Fiscal Year 2024 Appropriation Ordinance

Ron Smith made a motion for first reading by Title Only of Fiscal Year 2024 Appropriation Ordinance. Val Thompson seconded the motion. All in favor.

City Administrator, Lisa Ailport read the Ordinance. AN ORDINANCE ENTITLED THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR, BEGINNING OCTOBER 1, 2023, APPROPRIATING THE SUM OF \$20,767,340.00 TO DEFRAY THE EXPENSES AND LIABILITIES OF THE CITY OF BONNERS FERRY, FOR SAID FISCAL YEAR, AUTHORIZING A LEVY OF SUFFICIENT TAX UPON THE TAXABLE PROPERTY AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SUCH APPROPRIATIONS ARE MADE.

<b>Result:</b>	Approve
<b>Moved by:</b>	Ron Smith
<b>Seconded by</b>	Val Thompson
<b>Voted Yes</b>	Val Thompson, Ron Smith, Brion Poston
<b>Voted No</b>	
<b>Absent</b>	

10. **City {action Item}**- Suspend the Reading Rules and Adopt Fiscal Year 2024 Appropriation Ordinance #613.

Val Thompson made a motion to suspend the reading of the rules and adopt Fiscal Year 2024 Appropriation Ordinance #613. Brion Poston seconded the motion. All in favor.

<b>Result:</b>	Approve
<b>Moved by:</b>	Val Thompson
<b>Seconded by</b>	Brion Poston
<b>Voted Yes</b>	Ron Smith, Brion Poston, Val Thompson
<b>Voted No</b>	
<b>Absent</b>	

11. **PLANNING {action Item}** (attachment)- **PUBLIC HEARING and CONSIDERATION of AN08-23 Annexation request by Kootenai River Lumber Company.** File #AN08-23 Kootenai River Lumber Company is requesting annexation into the City of Bonners Ferry of a 10.95-acre parcel west of the mill site and Boundary County fairgrounds and south of the Kootenai River on Riverside Street. The property is known as Tax 58 in Section 28, Township 62 North, Range 1 East, B.M. The applicant proposes the land be designated Masterplan Mixed Use on the comprehensive plan Future Land Use Map and be zoned Commercial, which allows for a mixture of housing types, and various service, retail, and commercial uses appropriate comp plan mapping and zoning for the property.

Mayor Staples opened the public Hearing for file# AN08- 23 Kootenai River Lumber Company at 6:47pm after reviewing the rules of the hearing.

City Administrator, Lisa Ailport shared the presentation that was provided by Clare Marley with Ruen Yeager. The recommendation that is coming forth from Planning and Zoning is part of the record, but the decision and testimony received tonight will also be part of the record. The public can be called on to submit testimony and the applicant can rebut.

This piece of property totals 10.95 acres plus the adjacent public right of way. The property is west of the mill site and county fairgrounds on Riverside Street. The applicant is seeking a comp plan future land use map designation of Masterplan Mixed Use and Commercial Zoning. Currently the county shows this as residential.

The plan specifically contemplated a new vision for the former industrial mill site with a variety of housing types, compatible neighborhood commercial uses and recreational amenities with a river focus and a variety of travel modes.

The standards of review are:

- The basis for decision is whether rezoning and comp plan map amendment is in accord with adopted policies of city comprehensive plan.
- Summary of sections of comp plan pages 6-7 of staff report.
- Analysis based on new comp plan and map.

Agency review and public comment:

- City departments reviewed the proposal with three other annexation requests.
- City reviewed service connections, extension, and availability.
- City staff indicated support for annexation, pending hearings.
- No annexation agreement warranted.
- Notice of annexation sent to county and other affected agencies.
- No other agency comments.
- No written public comment to date
- Public hearing testimony at Planning and Zoning
- Owners of adjoining rock quarry voiced concerns that if the land is developed, complaints could arrive over the existing mining operations.

Lisa shared that today's action is only for annexation into the city limits.

Mayor Staples called for any questions from the council. Brion Poston asked what the cost will be to the city once the owners decide to build on the property.



Lisa explained that the property already has water along the south side of the property, and electricity along Riverside. Mr. Poston asked about fire hydrants and Lisa explained that would be a requirement of the development.

There were no other questions.

Chris Pease with IFG gave a presentation on behalf of the applicant. He shared that the staff report was very well done. Chris shared the future goals of this property. The "Future Land Uses" section of the Plan calls for a variety of housing types within this plan area and includes "low impact" retail or dining options within a planned development. Nearby Kootenai River is seen as a focal point, and connections to the river are encouraged. A variety of travel modes are to be carefully considered including pedestrian and bicycle connections. In support of a vibrant downtown, comfortable and safe pedestrian and bicycle access to downtown will also be integrated.

The high-level goals of the applicant are to work with the community to provide a physical connection from downtown to the river and any proposed development projects, to provide opportunities for a wide variety of housing options and to improve traffic flow and pedestrian safety.

The applicant hired a land man to help reconstruct the title history on the property especially considering the railroad parcel. There are easements and ownerships. The land man is trying to clear out all those titles to remove any encumbrances, hindrances, or easements lined up one by one. They are working through a preliminary title report and collaborating with contractors to develop site plans. They are at the beginning of the process and are not yet locked in on any future building projects.

The property is 10.95 acres, plus the Riverside right-of-way. The applicant is requesting annexation into Bonners Ferry City limits with commercial zoning because that designation lines up most closely to IFG's future goals.

There are no current applications for development of the site other than the annexation request. A development plan is not required for voluntary annexation. The eventual annexation of this site was contemplated during the comprehensive plan update of 2023, and the proposed designation of Masterplan Mixed Use is appropriate because it matches the expressed intentions of the plan.

Mayor Staples asked for anyone else who wanted to speak in favor of the project. Denise Crichton asked if the Kootenai River Lumber Company and IFG are the same thing. Lisa Ailport stated that the applicant can answer that question in closing. There were no other speakers in favor of the annexation.

Mayor Staples asked if anyone wanted to speak who is neutral on the annexation. Tom Duarte shared that he is speaking on behalf of his parents who own property to the west of the proposed annexation. He shared that they are not opposed to the annexation but have some concerns since they run a licensed quarry. Their quarry sits on ten acres where they drill and blast granite within fifty feet of the proposed annexation property. The Duartes' concern is just that future development will affect their business. There were no other neutral speakers.

Mayor Staples asked if anyone wanted to speak in opposition to the annexation. There were no neutral speakers.

The floor was turned back to Mr. Pease for his rebuttal. He answered the question presented by Denise Crichton stating that the Kootenai River Lumber and IFG are the same corporation. Mr. Pease also shared that he understands Duartes' concerns. He shared that as the manager of a facility that runs 24 hours a day, 7 days a week, he understands what it means to be a good neighbor. As they look at the annexation near an existing quarry, they will be good neighbors and not encroach on the quarry.

Mayor Staples asked the council for any comments or discussion. There were none.

Mayor Staples closed the public hearing closed at 7:11 pm

Val Thompson stated that she did have a question, so Mayor Staples re-opened the hearing at 7:12pm.

Val asked Mr. Pease if the current plans were to build near the quarry, Mr. Pease stated that the thrust of their focus is on the primary property which is at the end of the property. Currently their goal is just to annex the property. They have looked at several building plans which are all at the eastern end of the property where the old mill sits.

Mayor Staples asked again if anyone wanted to speak in favor of the annexation. There were none.

Mayor Staples asked again if anyone wanted to speak neutrally for the annexation. Tom Duarte shared that the owner could build on the property right now the way it is zoned. They are not opposed to the annexation and would not be opposed to their property being connected to city utilities in the future. There were no other neutral comments.

Mayor Staples asked again if anyone wanted to speak in opposition to the annexation. There were no comments.

Mayor Staples asked the applicant if they had any rebuttal. They did not.

Mayor closed the public hearing again at 7:16 pm.

Lisa reminded staff that the draft motions were presented to council and that they were also on the screen.

Brion Poston made a motion to approve File #AN08-23, designating the subject land and adjoining right-of-way as "Masterplan Mixed Use," the zoning of land as Commercial, and the annexation of the 10.95-acre land and adjacent right-of-way into the city limits of Bonners Ferry, finding that it is in accord with the goals and policies of the adopted City of Bonners Ferry Comprehensive Plan, based upon the findings as listed in the staff report. I further move to direct staff to prepare for City Council consideration the final documents to amend the city maps and complete the annexation process.

Val Thompson seconded the motion. All in favor.

<b>Result:</b>	Approve
<b>Moved by:</b>	Brion Poston
<b>Seconded by</b>	Val Thompson
<b>Voted Yes</b>	Val Thompson, Brion Poston, Ron Smith
<b>Voted No</b>	
<b>Absent</b>	

12. **PLANNING {action Item} (attachment) DELIBERATION ONLY-** File #SUP013-23 Boundary Regional Community Health Center/Kaniksu Community Health is requesting a special use permit to build a pharmacy on 0.31 acres at the corner of Comanche Street and Chinook Street. The property is known as Lots 8 and 9, Block 15 of the Amended Plat of Bonners Ferry in Section 27, Township 62 North, Range 1 East, Boise Meridian. The property is zoned Medical. The proposed pharmacy would include a drive-through service window. The Planning and Zoning Commission held a public hearing on August 17, 2023, and made a unanimous recommendation of approval to the City Council.

City Administrator, Lisa Ailport presented the record, stating that this is a special use permit for a pharmacy. Oddly enough, the medical district does not allow pharmacies. Boundary Regional Community Health has requested this special use permit to build a pharmacy on a .31-acre piece of property on the corner of Comanche Street and Chinook Street. It has been used in the past as a parking lot by the health center's staff.

City code requires a special use permit for pharmacies in the medical zoning district, per Table B. However, other medical uses such as medical clinics and laboratories and the hospital are permitted outright in this district. The pharmacy requires a special use permit in the medical district since it is specifically listed in the table of uses. The Downtown district permits a pharmacy outright. The city may wish to review this requirement and other associated medical uses when updating its zoning code, along with adding a site plan review requirement for those uses that may be permitted outright, but should be reviewed administratively for traffic, drainage, parking, and other standards.

To approve a special use application, Bonners Ferry City Code requires evidence supporting the standards listed below. The governing body shall review the particular facts and circumstances of each proposal and find adequate evidence showing the request meets the following standards:

- A. Does the proposed use constitute an allowable special use established by Bonners Ferry Zoning Code? Pharmacies require a special use permit, per Appendix B, Table of Uses, in the medical district.
- B. Will the proposed use be harmonious with objectives of the comprehensive plan and zoning ordinance? The application states the use would meet all setbacks. Signage is proposed for placement on the building. The proposed car parking would meet city requirements. The comprehensive plan land use category "Medical Commercial" supports and encourages a variety of medical, health care, and emergency response uses, including higher intensity medical facilities such as hospitals, ambulance service, along with clinics, medical offices, and residential care facilities. The adopted plan also encourages support of new and existing local businesses through clear, predictable, and appropriate regulations.
- C. Is the proposed use harmonious and appropriate in appearance with the existing or intended character of the general vicinity and will it not change the essential character of the area? The application states the business will be open seven days a week with only three operators working with clients coming from the Kaniksu facility across the street (north). The site is located just south of the Boundary Community Hospital complex and the business will provide prescriptions. Normal business hours are expected to be 7 a.m. to 6 p.m.
- D. Will the use be hazardous or disturbing to existing neighborhood users? The application states there will be minimal noise outside of the shop. It will also be working in tandem with the regional health center across the street. A traffic report accompanies the application and includes an evaluation of the sight distance safety for the pharmacy street approaches.
- E. Will use be adequately served by essential public facilities and services? The application states that the building be served by utilities currently on the property.
- F. Will use cause excessive public expenditures for services or be detrimental to economic welfare of community? No additional services extensions to the property are requested.
- G. Will the proposed use involve uses, activities, processes, materials, equipment, and conditions of operation that will be detrimental to any persons, property or general welfare by excessive traffic, noise, smoke, fumes, glare or odors, or other factors determined to be nuisances? The future pharmacy would be placed on a level lot not interfering with any natural resources, according to the application. A traffic report is included with the application, indicating an average of 141 trips per day, with the highest peak hour being a p.m. peak of fifteen trips.
- H. Are vehicle approaches designed to avoid interference with traffic on surrounding public thoroughfares? The site plan shows parking access will be from Comanche Street and incorporates a drivethrough to prevent overcrowded parking. Any new approaches must receive approval from the city streets department. The traffic report analyzed the stopping sight distance onto Chinook Street, concluding there is sufficient sight distance to allow a left turn out of the driveway onto Chinook Street.
- I. Will proposed use result in destruction, loss, or damage of natural, scenic, or historic features of major importance? The site is not located within a scenic byway. The site is located within a developed area of Bonners Ferry south of Boundary Community Hospital

Agency and public comments were sought. Panhandle Heath District replied with a “No Comment” on 7/3/2023. City departments have been working with the applicant directly prior to the public hearing. The city engineer and city administrator advised that they have no further comments. One public comment has been received from Mr. and Mrs. Di Vittore who were concerned with negative impact on the surrounding neighborhood. A copy of that letter has been included in the record.

If the city council chooses to deviate from the Planning and Zoning recommendation, it would need to go back to public hearing.

Val Thompson stated that she thinks it should go to public hearing since there was some concern on behalf of the neighbors. Lisa shared that condition #9 states that any exterior lighting will be shielded and downward pointing. Brion pointed out that the pharmacy is for patients of the health center only so there should not be an increase in traffic. Val shared that the neighbor was concerned about the impact on home prices, and she does not believe this will have an impact on that.

Ron Smith made a motion to accept the recommendation of the Bonners Ferry Planning and Zoning Commission and approve this File #SUP013-23, for a special use permit to allow the placement of a pharmacy on the subject property at the intersection of Chinook and Comanche streets, finding that it IS in accord with the standards of Bonners Ferry City Code for special use permits and the adopted comprehensive plan, as enumerated in the findings as presented in the staff report [or as amended] and based upon testimony received at the Planning and Zoning Commission hearing. I further move to adopt the conditions of approval as written, with the addition of Condition #16 regarding remaining fees owed for publication costs.

Val Thompson seconded the motion. All in favor.

<b>Result:</b>	Approve
<b>Moved by:</b>	Ron Smith
<b>Seconded by</b>	Val Thompson
<b>Voted Yes</b>	Ron Smith, Val Thompson, Brion Poston
<b>Voted No</b>	
<b>Absent</b>	

13. **City {action Item}** -- Consider sponsoring the homecoming parade for Boundary County School District.

Val Thompson explained that every year the high school students come from the leadership group and ask to have a parade for their homecoming. The FFA students talked about having their bonfire this year. Leadership has not approached us yet this year but each year when they approach us it is a big hurry so this year, we are being proactive so that when they come before us, we can say yes.

Val Thompson made a motion to sponsor the homecoming parade for Bonners Ferry High School on Friday the 13<sup>th</sup> and authorize the list of volunteers submitted to the city.

Brion Poston seconded the motion. All in favor.

<b>Result:</b>	Approve
<b>Moved by:</b>	Val Thompson
<b>Seconded by</b>	Brion Poston
<b>Voted Yes</b>	Val Thompson, Brion Poston, Ron Smith
<b>Voted No</b>	
<b>Absent</b>	

14. **Police {action Item}** --Request to purchase three used vehicles from Idaho State Police surplus with appropriated ARPA dollars.

Police Chief Brian Zimmerman shared that with the ARPA dollars frozen last year with budget concerns, he is now asking that those dollars should be released to purchase three new vehicles. Some of the current vehicles are in rough shape and requiring a lot of maintenance. They want to replace three vehicles. He shared that they get 3-4 years out of a vehicle. The total amount of the ARPA dollars is \$66,000.00.

Ron Smith made a motion to release the ARPA dollars to purchase three used police vehicles from the Idaho State Police surplus not to exceed \$66,000.00.

Brion Poston seconded the motion. All in favor.

<b>Result:</b>	Approve
<b>Moved by:</b>	Ron Smith
<b>Seconded by</b>	Brion Poston
<b>Voted Yes</b>	Val Thompson, Brion Poston
<b>Voted No</b>	
<b>Absent</b>	

Mayor Staples closed the regular meeting.

At 7:34 pm Val Thompson made a motion to go into executive session pursuant to Idaho code 74-206(b) to consider the evaluation, dismissal, or discipline of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public-school student.

Brion Poston seconded the motion. All in favor.

Executive session ended at 8:02 pm

## **ADJOURNMENT**

**MINUTES  
CITY COUNCIL MEETING  
December 19, 2023**

Mayor Alonzo called the meeting to order at 6:00 pm. Council present were Ron Smith, Val Thompson, Brion Poston, Adam Arthur. Staff present were City Engineer Mike Klaus, City Attorney Andrakay Pluid, Clerk/Treasurer Deborah Garcia, Planner Tess Vogel, Planner Clare Marley via Zoom. Public present were Gerald Higgs, David Sims, Jessica Tingley, Emily Bonsant, David Vandervoort, Adrienne Norris, Lynn Feldman, Fay Almond, Gregory Lamberty, Joseph Knight, David Clark,

**PUBLIC COMMENTS**

Gerald Higgs- spoke about how the city discussed the Electric Department becoming union with the IBEW. The city decided not to do that. He had concerns with the last agenda item allowing employees to transfer PTO time to another employee. Gerald is against the interaction between employees and feels like no one knows what is going on with a leave bank. It allows employees to ask people to donate hours to the leave bank so that another employee can use them and there is no way of keeping anonymity and can be abused. Gerald does not think the council should consider this item.

Adrienne Norris- Stated that she had already sent the letter to the mayor and council regarding the hiring of the Golf Contractor Ben Staples who is the son of former mayor Dick staples. Adrienne stated that she understands that the council was in a stickler and that if they did not hire Ben then Dick would re-take his seat as mayor and by hiring Ben that creates leverage to keep Dick staples from taking his seat as mayor in January. Adrienne feels like the city chose the wrong person. Adrienne has a second issue to speak about and that is about a warning ticket she received on December 14<sup>th</sup> from an officer and when he was done giving the warning his camera light was blinking and she asked the officer if she could ask a question and the officer said yes, she could. The question was why he deleted the body camera recording of a person's testimony. And the officer told her he was not going to get into what it is because it is private information about a minor and Adrienne stated before he answered he turned his chest camera off. Adrienne is very upset about this and feels that turning off the chest cameras needs to stop.

Lynn Feldman- Stated that the council has been discussing the Golf Course and it has not been an easy thing for the public to watch. During the past several months there have been significant errors, lapses in judgment have been made during the process of selecting the new golf course manager. Lynn stated that he had read the memo that was included in the packet and after reading his question to council is: did both applicants provide a business plan, financial plan, advertising plan, and growth plan. If so, were those documents provided to the interview committee. What criteria was used to make the determination. Lynn asked if the public would be given the information or would he have to do a public records request.

**REPORTS**

Police- Chief Brian Zimmerman reported that the 100-terabyte storage computer unit for the body and dash cameras is finally assembled and ready to install and will get put into service shortly.

Fire- No report

City Administrator- No report

City Engineer- Mike Klaus stated that he has provided a written report and if there are any questions Mike will be available to answer.

Urban Renewal District-No report

SPOT-No report

Golf- No report

EDC-No report

**CONSENT AGENDA – {action item}**

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of minutes from the 12/5/2023 Regular Meeting,
4. Consider approval of Alcohol Beverage Licenses for FY2024, Heart Rock Wines, Nom Nom, Bonners Ferry Craft Brews LLC, Mi Pueblo.

Brion Poston made the motion to approve the consent agenda with the spelling error correction. Val Thompson seconded the motion.

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

**NEW BUSINESS**

5. **PLANNING- (action item)** [attachment]- DELIBERATION/DECISION ON P&Z RECOMMENDATION- Files #SUP012-23 & #S03-23 PLANNED UNIT DEVELOPMENT & PRELIMINARY PLAT: Graubart-Gorshe Trust, Timothy Gorshe & Judith Graubart Gorshe are requesting approval for a residential mixed housing planned unit development and preliminary plat to create five residential lots and private open space. The proposed Judy’s Subdivision on 2.18 acres is zoned Residential B and is located at and adjacent to 6613 Alderson Lane. The applicants propose to develop the five lots with one- and two-story duplexes on lots of about one-third acre each. They are seeking variations to development standards to allow reduced setbacks and a private access road. The property is in Section 34, Township 62 North, Range 1 East, B.M. The Planning and Zoning Commission recommended unanimously to the City Council to approve these files with conditions, following their November 16, 2023, public hearing. No public testimony will be taken.

Brion Poston recused himself from this item as his property borders this property. Tessa Vogel is helping Clare with the presentation. Tessa read the legal into the record. Clare Marley is the contract Planner for the City of Bonners Ferry. Clare asked Mayor Alonzo if there were any other disclosures that he was aware of and he responded that there were no other disclosures that he is aware of. Clare explained that if the council does not accept the recommendation, then they would have to meet later and there would be a Public Hearing. Clare explained that they have the application for the Special Use Permit and the Preliminary Plat. They were filed in April and Planning heard the two files in November.

These are duplex lots that are to be developed with one duplex each. Clare showed the aerial photos of where the property is located at 6613 Alderson Lane. The zoning for the site is Residential B and joined to east by Residential A and south by Residential AA and A, and across the way is Commercial. It is quite an industrious intersection they have there.

Tessa went through the pics that she took.

Clare went back to Planned Unit Development. They meet the city’s requirements. They are requesting that several of the lots have setbacks that are less than standard. They offered amenities which will have an open

area park like area. Will provide buffering for the neighborhood. Allowed to consider both of those together. Final produced after approval. Also, the City will engage in a development agreement after approval is given. Conditions are in the staff report. Major changes must come back to the council. Draft conditions

Ron Smith made a motion to accept the recommendation of the Bonners Ferry Planning and Zoning Commission and approve these files, #SUP012-23 and #S03-23, for a residential mixed housing planned unit development and preliminary plat to create five residential lots and private open space, finding that it is in accord with the standards of Bonners Ferry City Code and the adopted comprehensive plan, as enumerated in the findings adopted by the Planning and Zoning Commission and based upon testimony received at the Commission hearing. I further move to adopt the conditions of approval as written. This action does not result in the taking of private property. Val Thompson seconded the motion.

<b>Result:</b>	Approved
<b>Moved by:</b>	Ron Smith
<b>Seconded by</b>	Val Thompson
<b>Voted Yes</b>	Adam Arthur, Ron Smith, Val Thompson
<b>Voted No</b>	
<b>Recused</b>	Brion Poston

**6. POLICE- (action item) [attachment]-** Consider approval to hire Police Officer.

Chief Brian Zimmerman supplied a memo explaining with the departure of Marty Ryan, Jeremy Garrett has been promoted to Assistant Chief and he is also currently the School Resource Officer. This is a heavy load as the Assistant Chief usually does all of the investigations and the schools are pretty busy as well. Chief Zimmerman would like to hire another officer that would start January 15<sup>th</sup> and would work until his departure. and be taking on the School Resource Officer position and they have a candidate that is experienced and trained and will be a good fit in the schools.

Brion Poston made the motion to allow Brian to hire the police officer on January 15, 2024, which will bring them up to eight officers until Brian's retirement then it would bring them back down to seven. Val Thompson seconded the motion.

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

**7. ELECTRIC-(action item) [attachment]-** Consider approval of Change Order #3 with Schweitzer Engineering Laboratories for technical support up to \$15,000.00.

Mike informed the council that this was to help with programming issues that may come up out at the hydro because of the new controls out there. It is typical to have follow up items that come up that need to be addressed. This is intended to cover questions, time, technical assistance, materials, and travel for onsite help. Councilman Poston asked Mike if we are going to have any ongoing support from the company through the years.



Mike stated that the product that we purchased through SEL is their equipment and all upgrades to the software are included for ten years. The other brand was about \$10,000.00 per year. Technical support through SEL will probably require a small contract each year.

Val Thompson made the motion to approve the proposed change order #3 with Schweitzer Engineering Laboratories including fees up to \$15,000.00 for technical support at the hydro. Adam Arthur seconded the motion.

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

8. **GOLF- (action item)** [attachment]- Consider recommendation by golf selection group for a new contractor for the Mirror Lake Golf Contract and authorize staff to negotiate a contract.

Rick read a narrative that he wrote: When we first started the process of finding a new Golf Course Manager, we formed a steering committee who put out a Request for Proposals not realizing there were state guidelines that had to be followed. We had to halt the process and start over because those guidelines were not met. After meeting with our City Attorney, we put out a Request for Applicants which is a simpler process. A selection group was formed to restart the process and conduct interviews.

After reviewing the applications, resumes and proposed business plans of both applicants, the selection group felt Ben Staples had a good vision and plan on how to operate the golf course and maintain the physical infrastructure of the city. He understands that this position is a multi-task one. Not only does the manager operate the pro shop. They need to help care for the grounds and keep the equipment running. He has made arrangements with a Golf Pro to provide lessons to golf course patrons who request them. He also has a commitment from current golf course employees to return in the spring when the golf course reopens. We selected five individuals to interview two applicants for the contracted Golf Course Manager position. On December 11, 2023, the selection group interviewed both applicants and unanimously recommends Ben Staples and Jennifer Baulne for the position.

Below is a list of those who served on the interview committee: John Youngwirth, Mike Klaus, Rick Alonzo, Jimmy Dorhofer, and Ron Smith. The selection group understands that the City Council makes the final decision on this contracted position. It is the recommendation of the selection group that the city council authorize the staff to negotiate a contract with Ben Staples and Jennifer Baulne to bring forward to city council for final approval in January 2024. If the city council chooses to approve the recommendation of the selection group to hire Ben Staples, then a meeting will be held with Ben to go over the contract and make sure that everybody is satisfied with what is in that contract.

Mayor Alonzo asked if there were any questions or comments.

Brion Poston made the motion to hire Ben Staples for the position of Golf Course Manager and authorize staff to negotiate a contract and a decision to be made on the contract and his employment at the first meeting in January. Val Thompson seconded the Motion.

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

9. **CITY-** [attachment]- **DISCUSSION ONLY** Discuss directing staff to draft a policy allowing employees to donate PTO hours to another employee.

Mike gave a summary of what staff is asking for council to discuss and consider a policy addition to allow staff to donate leave time to another employee if the employee or a family member of the employee has a long-term illness and has exhausted all leave. This would allow the employee to still have the means to make a living. The CPA that we are currently working with has recommended that you make this financially equitable for example you have a staff member who makes \$20.00 per hour and is donating to a staff member who makes \$30.00 per hour, you would do the math to make it equitable. Staff looked at policies from other municipalities.

Staff are looking for directions if they want to move forward with something like this. Brion Poston talked about what the county has in place. They have a sick bank that employees can donate a certain amount of time to each year and is only for the employee, not to care for a family member. There is a board that decides who gets to access the hours. Brion suggested we go to the courthouse and ask how they do it. Mike stated that we did reach out to the county and the difference in what we are thinking is to consider the wage differences and the county does not. Adam Arthur asked if Mike could go over our PTO policy because he thought there was something about employees who were going to be out for a period needed to make other arrangements. After discussion the council agreed they would like staff to develop a policy and bring it forward later to the council.

### **ADJOURNMENT**

Mayor Alonzo adjourned the meeting at 6:51 pm.

**MINUTES  
CITY COUNCIL MEETING  
January 2, 2024**

Mayor Alonzo called the meeting to order at 6:00 pm. Council present were Ron Smith, Val Thompson, Adam Arthur, and Brion Poston. Staff present were City Administrator Mike Klaus, City Attorney Andrakay Pluid, Police Chief Brian Zimmerman, Clerk/Treasurer Deborah Garcia. Public present were Gerald Higgs, Marciavee Cossette, Adrienne Norris, David Sims, Jessica Tingley, Emily Bonsant, David Clark, Dick Staples, Joseph Knight, Kathy Walk, Carolyn Birrell, Denise Crichton, Tessa Vogel.

**PUBLIC COMMENTS**

Mayor Alonzo read the top statement of the agenda. This has been updated and the mayor wants the public to be aware of the change before commenting starts.

*The elected officials of the City of Bonners Ferry appreciate an involved constituency. Testimony from the public is encouraged for items listed under the Public Hearing portion of the agenda. Any individual may address the council on any issue, whether on the agenda or not, during the Public Comments period. Individuals addressing the Mayor and Council during Public Comment should refrain from using that time to address the performance of or to make complaints about a specific employee. Public participation during the business portion of the meeting will generally not be allowed, 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.*

Gerald Higgs- Stated that what is happening tonight reminds him of a bar way up the Yaak that's been frequented by loggers and haulers for many years. It is said that it takes a lifetime to build a reputation and a second to destroy it and Mr. Higgs said no one knows that better than him. Regardless of who is hired or sworn in tonight. The process that led to tonight's results is tainted by some individuals whose own needs have brought discredit upon the good reputation of the City of Bonners Ferry. The city has been blessed with a great staff and most officials have exhibited integrity but feels some attempted to gain the system in a manner lacking integrity or compliance with Idaho code. Some of these were committee members. At a time when public trust of government sits at all-time lows. Complicating these matters is a pseudo press banging outrage of our misfortune and whose only agenda is to divide our community. Mr. Higgs also stated that the issues that he is addressing are the process of the golf course manager and the status of the former mayor. These events and the name of that bar are a Dirty Shame.

**REPORTS**

Police- No report

Fire- No report

City Administrator- No report

City Engineer- No Report

Urban Renewal District- No report

SPOT- No report

Golf- No report

EDC- No report

**CONSENT AGENDA – {action item}**

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of minutes from 12/19/23 regular meeting.
4. Approval Alcohol Beverage License for Sanah & Sajeh LLC

Val Thompson made a motion to have the minutes pulled for corrections and reconsideration at a future meeting. Ron Smith seconded the motion.

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

**NEW BUSINESS**

**Swear in newly elected officials.**

Mayor Alonzo read a letter that mayor elect James Staples wrote.  
*I have elected to decline the position as Mayor of Bonners Ferry for the term from January 2024 to January 2028.*

Clerk/Treasurer Deborah Garcia swore in Rick Alonzo as Councilman and Val Thompson as Councilwoman.

5. **CITY-** (action item) Consider any vacancies of elected officials.

There is a vacancy for the mayor. It is the decision of the council to either re-appoint Rick Alonzo as the mayor or to look elsewhere.

Brion Poston made the motion to retain Rick Alonzo as Mayor in lieu of Dick Staples resignation. Val Thompson seconded the motion.

Clerk/Treasurer Deborah Garcia Swore Rick Alonzo in as Mayor.

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

Mayor Alonzo stated that there is now a vacancy on the City Council and he has the privilege to appoint someone to that position and he is going to nominate Adam Arthur for this councilman position. Council voted to confirm this nomination. Brion Poston [yes], Val Thompson [yes], Ron Smith [yes].

Clerk/Treasurer Deborah Garcia swore Adam Arthur in as Councilman.

Mayor Staples stated that now that there is a full council, they need to select a Council President. Mayor Alonzo opened the floor for nominations.

Val Thompson made a motion to nominate Adam Arthur to be president of the council. Brion Poston seconded the motion.

<b>Result:</b>	Approved
<b>Moved by:</b>	Val Thompson
<b>Seconded by</b>	Brion Poston
<b>Voted Yes</b>	Ron Smith, Val Thomsson, Brion Poston
<b>Voted No</b>	
<b>Absent</b>	

6. **GOLF-** (action item) [attachment] Consider approval of Golf Contract with Ben Staples and Jennifer Baulne.

Brion Poston made the motion that authorize the Mayor to enter into contract with Dodger LLC for management of Mirror Lake Golf Course subject to a modification of Section 14 of the proposed contract to read: *In the event of a breach of any provisions of this agreement, or from any determination by a court that Operator's actual and factual relationship to the City is anything other than that of an independent contractor, the prevailing party shall be entitled to an award of its reasonable attorney fees and costs. The party asserting the breach must give the opposing party a reasonable opportunity to cure the breach before pursuing action in a court of law.* Val Thompson seconded the motion.

<b>Result:</b>	Approved
<b>Moved by:</b>	Brion Poston
<b>Seconded by</b>	Val Thompson
<b>Voted Yes</b>	Ron Smith, Adam Arthur, Val Thomsson, Brion Poston
<b>Voted No</b>	
<b>Absent</b>	

7. **ELECTRIC-** (action item) [attachment] Consider approval of Change Order #4 with Schweitzer Engineering Laboratories for Unit 1 start up and commissioning.

Mike stated about a year ago they pulled out unit 1 for a rebuild and found a cracked runner which delayed the project and will not be installed for two more weeks. Since our controls portion have to work together. They were unable to do start up, commissioning and all the testing that needs done that SEL was doing for unit 1, so they tried to line up the two contractors, so they are putting in the mechanical equipment at the same time they are commissioning the controls equipment. That's scheduled for January 9<sup>th</sup> and to be completed by the 19<sup>th</sup>. That overlap that SEL has proposed is about \$22,000.00. This should be the end of this project. Mike stated that all three units are running well and with the water year being unique and not very cold yet, there has been a lot more water coming down the river, so they have been making the maximum of

the three units that are in place. There has been good production. The hope is to have Unit 1 back online by the end of this month and then they will have all four units running. Mayor staples stated that when they first received this change order, it was for \$45,000.00 which they thought was outrageous. Mike started doing some research and went to bat and had some conversations with SEL and was able to get it down to \$21,965.00. Mayor Alonzo said Mike saved the city \$23,000.00 and would like to thank him for that.

Adam Arthur made a motion to approve the Change Order #4 with Schweitzer Engineering Laboratories for Unit 1 start up and commissioning in the amount of \$21,965.00. Val Thompson seconded the motion.

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

8. **ELECTRIC-** (action item) [attachment] Consider approval of quote to relocate Electrical Infrastructure on Riverside Road for Boundary County FLAP Project.

Mike stated this is the last step of the infrastructure move on Riverside for the Federal Lands Access Program. The county is getting to rebuild Riverside. This will include moving eleven poles, rebuilding a few other ones, and doing some underground work. There were two quotes received for this, one was \$199,000.00 and this one was \$112,817.00. Mike stated that we will receive approximately fifty percent of this back. Mike has already submitted the application to Federal Highways to get reimbursed for everything up to date. We should receive approximately \$181,000.00 back once all the reimbursements are received. It will be around May or June when we get the funds back.

Ron Smith made a motion to approve the attached contract with International Line Builders to relocate electrical infrastructure for the Riverside FLAP project at a cost not to exceed \$112,817.00. Adam Arthur seconded the motion.

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

**ADJOURNMENT**

Mayor Alonzo adjourned the meeting at 6:21 pm.

**MINUTES**  
**January 11, 2024**  
**12:00 pm**

Mayor Alonzo called the Special Council Meeting to order at 12:01pm. Council members present were Ron Smith, Brion Poston and Adam Arthur joined by Zoom. Staff members present were City Engineer Mike Klaus, City Clerk/Treasurer Deborah Garcia. No Public were present.

**NEW BUSINESS**

1. **CITY (action item)** [attachment]- Consider approval of support letters for SPOT Grant Funding.

Mayor Alonzo asked if the council had read the letters, and all said yes.

Ron Smith made the motion to approve the letters of support for the SPOT bus and Authorize the Mayor to sign them and Staff to send them. Brion Poston seconded the motion.

<b>Result:</b>	Approved
<b>Moved by:</b>	Ron Smith
<b>Seconded by</b>	Brion Poston
<b>Voted Yes</b>	Adam Arthur, Ron Smith, Brion Poston
<b>Voted No</b>	
<b>Absent</b>	

**ADJOURNMENT**

Mayor Alonzo adjourned the meeting at 12:02 pm.

## SPACE RENTAL AGREEMENT

AGREEMENT made between THE CITY OF BONNERS FERRY, a municipal corporation of the State of Idaho, herein "ENTITY," and BOUNDARY COUNTY FARMERS MARKET, herein "USER",

THE PARTIES AGREE AS FOLLOWS:

1. **USE OF PREMISES:** ENTITY hereby rents to USER the non-exclusive use of approximately 10,000 square feet of parking lot, Saturday mornings beginning April 27, 2024, and concluding October 5, 2024. The general area of use is as shown in Exhibit A, attached hereto.
2. **RENTAL FEE:** ENTITY agrees to lease to the USER for the contract period without a rental fee except for utility costs separately agreed to herein. ENTITY reserves the right to review the rental fee in future contracts should the ENTITY discover additional cost being created by the use of the premises.
3. **MEMBERSHIP IN CHAMBER OF COMMERCE AND TOURIST CENTER:** The parties to this Agreement recognize that the Farmers Market has the public benefit of attracting business to our community. As part of that community involvement the USER agrees to be a member of the Bonners Ferry Chamber of Commerce and the Bonners Ferry Tourist and Visitors Information Center.
4. **PURPOSE:** USER agrees to use the above Premises solely for the purpose of the sale of locally produced goods and for no other purpose.
5. **USE AND SECURITY:** USER acknowledges that this premise is designed for the public and shall not perform any activities or take any action which would endanger the public safety.
6. **HOUSEKEEPING:** USER agrees to keep the Premises clean and attractive at all times and return it to ENTITY in a good and clean condition. USER agrees not to alter the Premises or attach anything to the premises without first obtaining written approval of ENTITY. USER shall be responsible for garbage cans for the market.
7. **VENDORS:** The USER will be solely responsible for the conduct of all market vendors.
8. **UTILITIES:** The USER agrees to the terms of the City's electric policy as existing or as amended from time to time for the electric pedestal that has been installed at the request of the USER by the ENTITY. The USER is subject to all requirements of that utility, including monthly usage fees and base rates. USER shall have exclusive use of this pedestal and shall utilize this exclusively for the purposes of electric needs of the USER.
9. **CONTACT:** All notices or compliance issues concerning this Lease shall be directed to the following individuals:

<p><u>ENTITY:</u></p> <p>Deborah Garcia City Clerk PO Box 149 Bonners Ferry, ID 83805 208-267-3105</p>	<p><u>USER:</u></p> <p>Adina Feldmann adina_feldmann@outlook.com</p>
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10. **INSURANCE:** USER agrees to obtain and keep in force during its acts under this Agreement a comprehensive general liability insurance policy in the minimum amount of \$1,000,000.00, which shall name and protect USER, all USER'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 USER's acts. USER 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 thirty (30) days prior to cancellation of said policy.
11. **INDEMNIFICATION:** USER 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 USER, USER's agents, employees, or representatives under this Agreement.



12. **USE:** USER agrees not to store, generate, use or bring upon the property hazardous waste as defined by applicable laws or otherwise use the property in a manner that will increase ENTITY's insurance rates for the property.

The USER agrees to that all vendor vehicles not integral to the product being sold will not be parked in the City Parking Lot or the Meeker Parking lot. Parking is available on Riverside Street, Arizona Street, and at the Fire Hall Parking Lot.

13. **TERMINATION:** This Agreement may be terminated immediately by ENTITY for breach of this Agreement by USER and either party may terminate this Agreement by 30 days written notice of termination to the other party.

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

15. **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.

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

DATED this \_\_\_\_ day of \_\_\_\_\_, 2024.

ENTITY:

CITY OF BONNERS FERRY

By:

\_\_\_\_\_  
Rick Alonzo, Mayor

ATTEST:

\_\_\_\_\_  
Deborah Garcia, Clerk

USER:

BOUNDARY COUNTY FARMERS  
MARKET

By:

\_\_\_\_\_  
WITNESS:

Form and content approved by Andrakay Pluid as attorney for the City of Bonners Ferry—January 2, 2024.



# MEMO

CITY OF BONNERS FERRY  
CITY ENGINEER

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**TO:** Mayor and City Council  
**FROM:** Mike Klaus, City Engineer  
**DATE:** January 10, 2024  
**RE:** Electric – Pole Replacement Contract

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The City has budgeted \$125,000 in FY 2024 to replace underground and overhead power lines. Some money has been spent in this category for underground bores in Moyie Springs this year. But nearly \$100,000 remains in that budget category for line replacement.

Staff requests that Council approve the attached contract with International Line Builders to replace overhead electrical infrastructure as needed in FY 2024 for the electric department not to exceed \$49,000.

Please contact me with any questions you may have regarding this proposal.

Mike

## INDEPENDENT CONTRACTOR AGREEMENT

AGREEMENT made between City of Bonners Ferry, a political subdivision of the state of Idaho, herein "ENTITY" and International Line Builders, Inc 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: Complete electrical line work as directed by the City of Bonners Ferry Electrical Superintendent, at the labor and equipment rates listed in the attachment to this contract.

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 work within the City's fiscal year 2024, that ends September 30, 2024.

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

Total not to exceed \$49,000.00

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 11th day of January, 20 24.

ENTITY:  
CITY OF BONNERS FERRY  
(Governmental Entity)

CONTRACTOR:  
By International Line Builders, Inc  
(Name)

By Rick Alonzo, Mayor  
(Title or Office)

Its Cherish Carpenter/Project Manager

ATTEST:  
Deby Garcia, Clerk

WITNESS:  
Cherish Carpenter  
(Signature of Witness or Notary Public)

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



**CITY OF BONNERS FERRY LABOR & EQUIPMENT RATES**  
**February 1, 2024 Through December 31, 2024**

<u>Item Description</u>	<u>(ST) Straight Time</u>	<u>(DT) Double Time 2 X</u>
LABOR: Washington		
General Foreman	\$ 148.09 /hr	\$ 252.08 /hr
Lineman Foreman	\$ 143.16 /hr	\$ 242.82 /hr
Journeyman Lineman	\$ 128.39 /hr	\$ 215.05 /hr
Apprentice:		
7th	\$ 110.10 /hr	\$ 188.10 /hr
6th	\$ 106.15 /hr	\$ 180.67 /hr
5th	\$ 98.27 /hr	\$ 165.87 /hr
4th	\$ 92.37 /hr	\$ 154.76 /hr
3rd	\$ 87.44 /hr	\$ 145.50 /hr
2nd	\$ 83.50 /hr	\$ 138.10 /hr
1st	\$ 80.54 /hr	\$ 132.53 /hr
Line Equip. Operator	\$ 110.48 /hr	\$ 185.00 /hr
Groundman	\$ 82.51 /hr	\$ 136.23 /hr



## EQUIPMENT RATES

February 1, 2024 Through December 31, 2024

### EQUIPMENT HOURLY RATES

<u>Description</u>	<u>Hourly Rate</u>
AUTO CAR	\$ 13.00
SUV	\$ 13.00
COMPACT 4x4 PICK-UP	\$ 13.00
1/2 TON PICK-UP, 4X2/4X4	\$ 13.00
3/4 TON PICK-UP, 4X2/4X4	\$ 17.00
TRUCK MECHANICS	\$ 19.00
TRUCK WATER 2000 GAL	\$ 19.00
TRUCK 2 TON FLATBED, 4X2	\$ 19.00
1 TON CREW W/RACK	\$ 19.00
VAN URG SPLICE	\$ 19.00
2 TON FLATBED, PIGGY BACK 4X4	\$ 28.00
2 TON RACK TRUCK POLE HAULER	\$ 28.00
DUMP TRUCK <3YD	\$ 31.00
DUMP TRUCK 5YD	\$ 31.00
DUMP TRUCK 10YD	\$ 46.00
VAC TRUCK >500	\$ 182.00
SEMI-TRACTOR 2WD	\$ 52.00
SEMI-TRACTOR AWD	\$ 52.00
LOG TRUCK SELF LOADER	\$ 52.00
BOOM TRUCK 18-30 TON	\$ 62.00
BOOM TRUCK 35-40 TON	\$ 69.00
BUCKET TRUCK 40-59' 2WD	\$ 43.00
BUCKET TRUCK 40-59' AWD	\$ 46.00
BUCKET TRUCK 60-75' AWD	\$ 57.00
BUCKET TRUCK 76-90' AWD	\$ 65.00
BUCKET TRUCK 91-110' 2WD	\$ 120.00
BUCKET TRUCK 91-110' AWD	\$ 120.00
BUCKET TRUCK, SQUIRT <40'	\$ 26.00
DIGGER DERRICK 4045 2WD	\$ 51.00
DIGGER DERRICK 4045 AWD	\$ 51.00
DIGGER DERRICK 3060 AWD	\$ 61.00
DIGGER DERRICK TRACK MOUNTED	\$ 42.00
DIGGER, BYM	\$ 42.00
PRESSURE DIGGER TRK	\$ 152.00
PRESSURE DIGGER LOWDRILL	\$ 103.00
DOZER D5	\$ 97.00



## EQUIPMENT RATES - Continued

February 1, 2024 Through December 31, 2024

### EQUIPMENT HOURLY RATES

Description	Hourly Rate
DOZER D6-7	\$ 97.00
DOZER D6-7 CABLE PLOW	\$ 138.00
DOZER D6-7 SAG CAT	\$ 157.00
DOZER D8-9	\$ 157.00
TRENCHER WALK BEHIND	\$ 11.00
SKIDSTEER LOADER	\$ 26.00
BACKHOE 4X4 LOADER	\$ 36.00
MINI EXCAVATOR	\$ 36.00
Vac Trailer FX60	\$ 10.00
Vac Trailer Own	\$ 41.00
HYD BREAKER	\$ 37.00
BORE RIG JT20	\$ 225.00
GROUT PUMP	\$ 7.00
BRUSH CHIPPER 9"	\$ 8.00
TRAILER- 1 REEL SELF LOADER	\$ 10.00
PULLER - UNDERGROUND	\$ 48.00
PULLER- SINGLE DRUM ROPE 3000LB	\$ 24.00
PULLER- 3 DRUM 10000# TRAILER MTD (1/2 wire rope)	\$ 25.00
PULLER- 3 DRUM 20000# (KENWORTH) (3/8 wire rope)	\$ 54.00
PULLER- 3 DRUM 20000# (OSHKOSH) (3/8 wire rope)	\$ 54.00
PULLER- 4 DRUM ROPE 1000# TRUCK MDT	\$ 29.00
PULLER- 4 DRUM ROPE 3000# TRUCK MDT	\$ 29.00
PULLER- 4 DRUM ROPE 3500# TRAILER MDT	\$ 29.00
TENSIONER- 72"	\$ 49.00
TENSIONER- 72" BUNDLE	\$ 49.00
TENSIONER- 52"	\$ 49.00
PULLER V-GROOVE 10K	\$ 94.00
PULLER V-GROOVE 5K	\$ 73.00
PULLER SINGLE DRUM 10000# TRUCK MDT	\$ 41.00
TRAILER - CAR, 40' FLOAT	\$ 10.00
TRAILER - LIGHT TOWER	\$ 12.00
TRAILER - EQUIPMENT 6-17999LB	\$ 10.00
TRAILER - EQUIPMENT 18-25999LB	\$ 13.00
TRAILER - EQUIPMENT 26-69999LB	\$ 19.00
TRAILER - EQUIPMENT >70K (LOWBOY)	\$ 19.00
TRAILER - DISTRO POLE/MATERIAL	\$ 10.00
TRAILER - ENCLOSED CARGO	\$ 10.00
TRAILER - VAN STORAGE (TRANSMISSION)	\$ 10.00
TRAILER - 3 REEL WIRE	\$ 13.00
TRAILER - 4 REEL WIRE	\$ 13.00
TRAILER - WATER 500GAL	\$ 10.00
TRAILER - AAROW BOARD	\$ 5.00
TRAILER - TRASH PUMP 6"	\$ 7.00
TRAILER - DUMP BED	\$ 11.00
REEL STAND	\$ 3.00



**CITY OF BONNERS FERRY LABOR & EQUIPMENT RATES**  
**February 1, 2024 Through December 31, 2024**

<u>Item Description</u>	<b>EMERGENCY RATES</b>	
	<u>(ST) Straight Time</u>	<u>(DT) Double Time 2 X</u>
LABOR: Washington		
General Foreman	\$ 158.01 /hr	\$ 269.05 /hr
Lineman Foreman	\$ 152.75 /hr	\$ 259.16 /hr
Journeyman Lineman	\$ 137.00 /hr	\$ 229.53 /hr
Apprentice:		
7th	\$ 117.47 /hr	\$ 200.76 /hr
6th	\$ 113.26 /hr	\$ 192.83 /hr
5th	\$ 104.86 /hr	\$ 177.03 /hr
4th	\$ 98.56 /hr	\$ 165.19 /hr
3rd	\$ 93.30 /hr	\$ 155.30 /hr
2nd	\$ 89.10 /hr	\$ 147.40 /hr
1st	\$ 85.95 /hr	\$ 141.46 /hr
Line Equip. Operator	\$ 117.89 /hr	\$ 197.46 /hr
Groundman	\$ 88.04 /hr	\$ 145.41 /hr





## EMERGENCY EQUIPMENT RATES

February 1, 2024 Through December 31, 2024

### EQUIPMENT HOURLY RATES

<u>Description</u>	<u>Hourly Rate</u>
AUTO CAR	\$ 15.00
SUV	\$ 16.00
COMPACT 4x4 PICK-UP	\$ 16.00
1/2 TON PICK-UP, 4X2/4X4	\$ 16.00
3/4 TON PICK-UP, 4X2/4X4	\$ 20.00
TRUCK MECHANICS	\$ 22.00
TRUCK WATER 2000 GAL	\$ 22.00
TRUCK 2 TON FLATBED, 4X2	\$ 22.00
1 TON CREW W/RACK	\$ 22.00
VAN URG SPLICE	\$ 22.00
2 TON FLATBED, PIGGY BACK 4X4	\$ 33.00
2 TON RACK TRUCK POLE HAULER	\$ 33.00
DUMP TRUCK <3YD	\$ 36.00
DUMP TRUCK 5YD	\$ 37.00
DUMP TRUCK 10YD	\$ 55.00
VAC TRUCK >500	\$ 216.00
SEMI-TRACTOR 2WD	\$ 61.00
SEMI-TRACTOR AWD	\$ 61.00
LOG TRUCK SELF LOADER	\$ 61.00
BOOM TRUCK 18-30 TON	\$ 74.00
BOOM TRUCK 35-40 TON	\$ 82.00
BUCKET TRUCK 40-59' 2WD	\$ 51.00
BUCKET TRUCK 40-59' AWD	\$ 54.00
BUCKET TRUCK 60-75' AWD	\$ 67.00
BUCKET TRUCK 76-90' AWD	\$ 77.00
BUCKET TRUCK 91-110' 2WD	\$ 143.00
BUCKET TRUCK 91-110' AWD	\$ 143.00
BUCKET TRUCK, SQUIRT <40'	\$ 31.00
DIGGER DERRICK 4045 2WD	\$ 61.00
DIGGER DERRICK 4045 AWD	\$ 61.00
DIGGER DERRICK 3060 AWD	\$ 72.00
DIGGER DERRICK TRACK MOUNTED	\$ 50.00
DIGGER, BYM	\$ 50.00
PRESSURE DIGGER TRK	\$ 180.00
PRESSURE DIGGER LOWDRILL	\$ 122.00
DOZER D5	\$ 116.00

Chaincenter



## EQUIPMENT RATES - Continued

February 1, 2024 Through December 31, 2024

### EQUIPMENT HOURLY RATES

<u>Description</u>	<u>Hourly Rate</u>
DOZER D6-7	\$ 116.00
DOZER D6-7 CABLE PLOW	\$ 164.00
DOZER D6-7 SAG CAT	\$ 186.00
DOZER D8-9	\$ 186.00
TRENCHER WALK BEHIND	\$ 14.00
SKIDSTEER LOADER	\$ 31.00
BACKHOE 4X4 LOADER	\$ 42.00
MINI EXCAVATOR	\$ 42.00
Vac Trailer FX60	\$ 12.00
Vac Trailer Own	\$ 49.00
HYD BREAKER	\$ 43.00
BORE RIG JT20	\$ 267.00
GROUT PUMP	\$ 9.00
BRUSH CHIPPER 9"	\$ 9.00
TRAILER- 1 REEL SELF LOADER	\$ 12.00
PULLER - UNDERGROUND	\$ 57.00
PULLER- SINGLE DRUM ROPE 3000LB	\$ 29.00
PULLER- 3 DRUM 10000# TRAILER MTD (1/2 wire rope)	\$ 30.00
PULLER- 3 DRUM 20000# (KENWORTH) (3/8 wire rope)	\$ 64.00
PULLER- 3 DRUM 20000# (OSHKOSH) (3/8 wire rope)	\$ 64.00
PULLER- 4 DRUM ROPE 1000# TRUCK MDT	\$ 35.00
PULLER- 4 DRUM ROPE 3000# TRUCK MDT	\$ 35.00
PULLER- 4 DRUM ROPE 3500# TRAILER MDT	\$ 35.00
TENSIONER- 72"	\$ 58.00
TENSIONER- 72" BUNDLE	\$ 58.00
TENSIONER- 52"	\$ 58.00
PULLER V-GROOVE 10K	\$ 112.00
PULLER V-GROOVE 5K	\$ 87.00
PULLER SINGLE DRUM 10000# TRUCK MDT	\$ 48.00
TRAILER - CAR, 40' FLOAT	\$ 12.00
TRAILER - LIGHT TOWER	\$ 14.00
TRAILER - EQUIPMENT 6-17999LB	\$ 12.00
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TRAILER - EQUIPMENT 26-69999LB	\$ 23.00
TRAILER - EQUIPMENT >70K (LOWBOY)	\$ 23.00
TRAILER - DISTRO POLE/MATERIAL	\$ 12.00
TRAILER - ENCLOSED CARGO	\$ 12.00
TRAILER - VAN STORAGE (TRANSMISSION)	\$ 12.00
TRAILER - 3 REEL WIRE	\$ 15.00
TRAILER - 4 REEL WIRE	\$ 15.00
TRAILER - WATER 500GAL	\$ 12.00
TRAILER - AAROW BOARD	\$ 6.00
TRAILER - TRASH PUMP 6"	\$ 8.00
TRAILER - DUMP BED	\$ 13.00
REEL STAND	\$ 4.00



# MEMO

CITY OF BONNERS FERRY  
CITY ENGINEER

---

**TO:** Mayor and City Council  
**FROM:** Mike Klaus, City Engineer  
**DATE:** January 10, 2024  
**RE:** General GIS Support 2024 – Innovate Work Order

---

The City entered into a Master Service Agreement with Innovate in 2022 to assist the City with utility mapping and addressing. This service has worked well for the City and has helped the water department in mapping many components of their system, in the last two years. Now the water department is able to perform the field work themselves with some assistance from Innovate.

In 2024, staff would like to focus on the work described on page 3 of the attached Work Order. I recommend approval of the work order, WO004-General GIS Support 2024 with Innovate to perform the referenced work for an amount not to exceed \$10,000 without prior approval.

Please let me know if you have any questions.

Mike

## WORK ORDER

### Pursuant to Master Service Agreement

<b>ISSUED BY:</b> <b>City of Bonners Ferry</b> 7232 Main Street PO Box 149 Bonners Ferry, Idaho 83805	<b>CONTRACTOR:</b> <b>Innovate! Inc.</b> 6189 Cobbs Road Alexandria, VA 22310
<b>EFFECTIVE DATE:</b> <b>January 1<sup>st</sup> 2024</b>	<b>PERIOD OF PERFORMANCE:</b> 01/01/2024-12/31/2024
<b>Work Order Not-To-Exceed Ceiling Value: \$10,000</b>	<b>WORK ORDER CONTRACT TYPE:</b> Time and Materials

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

**1. Work Order Number & Title:** WO004 – General GIS Support2024

**2. Incorporated Documents**

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

- WO004 – General GIS Support2024
- Master Service Agreement Dated: January 1<sup>st</sup> 2022
- Any Referenced Specifications

**3. Scope**

See Attachment A for Scope of Work.

**4. Cost Estimate**

See Attachment B for Cost Estimates

**5. Funding**

This Order has been initially funded for **\$10,000** to cover the scope of work to be performed during the contract for the base effort.



**6. Work Order Authorized Representatives**

The following authorized representatives are hereby designated for this WO:

<b>Technical</b>	<b>Contractual</b>
(1) Brian Errett/Mike Klaus, City of Bonners Ferry	(1) Mike Klaus, City of Bonners Ferry
(2) Dan Spinosa/Jared Yost Innovate!	(2) Tom Crites, Innovate!

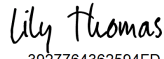
Company indicates issuance of this Work Order and Innovate! indicates acceptance of the Work Order by the signatures of their authorized agents below.

**City of Bonners Ferry**

**Innovate! Inc.**

By:

By:

DocuSigned by:  
  
 3927764362594FD...

Name:

Name: Lily Thomas

Title:

Title: President

Date:

Date: 1/10/2024 | 1:43:19 PM PST

## Attachment A: Scope of Work

Innovate will provide general GIS support including but not limited to

- Continued support of P&Z (Assist in mapping annexations, etc.).
- Continued support of the Water Dept. (Customization of apps, data, maps and data collection).
- Initiate work with Utility Dept to Update the Electrical GIS data.
- Maintenance of existing mapping systems. Provide assistance with utilizing existing mapping and data storage systems and data integration and analysis tasks.
- Develop custom maps for various City functions. Examples include Planning and Zoning exhibits, radius maps, and basic interactive maps for analysis and decision making.
- Assist with zoning map and comprehensive plan map amendments.

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

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

## Attachment B. Rate Schedule

**Table 1. Commercial Rate Schedule**

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

<b>Labor Category</b>	<b>Hourly Rate</b>
IT Analyst X	\$ 415.92
Solutions Architect	\$ 366.81
Program Manager II	\$ 330.81
SME Sr. Project Consultant	\$ 217.72
Sr. Subject Matter Expert	\$ 197.91
IT Analyst V	\$ 179.80
Business Integration Consultant 2	\$ 170.91
Sr. IT Analyst	\$ 161.99
Subject Matter Expert	\$ 149.76
IT Analyst IV	\$ 147.06
Emerging Technology Expert	\$ 132.46
Application Programmer	\$ 122.12
Journeyman IT Analyst	\$ 113.01
IT Analyst II	\$ 97.75

Jr IT Analyst	\$ 80.10
IT Analyst I	\$ 65.20
Technician	\$ 55.48
Computer Tech II	\$ 44.12
Computer Tech I	\$ 36.77

## Assumptions about Services and resources being provided to Innovate Staff

- Availability of necessary resources, including access to the existing geospatial enterprise platform and associated data.
- Cooperation and timely provision of information from the organization's stakeholders.
- Collaboration with the organization's IT team for infrastructure provisioning and access control.
- All work for project will be done on a time and materials basis.
- City of Bonners Ferry will provide all installation and licensing files, if needed.
- Innovate will be provided remote access to the various systems.
- No travel will be needed for this project, and all work will occur off site at Innovate offices.
- If travel is needed to complete a portion of the work Innovate staff will be permitted to perform work on site with pre-approval by the customer. This would include costs for travel time and mileage at the current federal rate of 67 cents per mile (<https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2024-mileage-rate-increases-to-67-cents-a-mile-up-1-point-5-cents-from-2023>)

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



# MEMO

CITY OF BONNERS FERRY  
CITY ENGINEER

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**TO:** Mayor and City Council  
**FROM:** Mike Klaus, City Engineer  
**DATE:** January 10, 2024  
**RE:** Assistant to the Engineer/Administrator

---

If the Council opts to combine the City Engineer and City Administrator positions at the January 16<sup>th</sup> meeting, staff recommends that the Council consider authorizing the advertisement of a new position as an assistant to the City Engineer/Administrator with an approved job description.

I have attached a draft job description for your consideration. I assembled the list of duties that I believe would provide the greatest workload relief if I am selected as the City Administrator. If the Council chooses to move forward with the advertisement of the proposed position, staff recommends approving the attached job description, or a modified version of it, so that the City can advertise for this position.

Please let me know if you have any questions or suggestions regarding this request.

Mike



## ASSISTANT TO THE CITY ENGINEER/ADMINISTRATOR

### **Statement of Duties:**

Skilled work of an engineer in performing and overseeing engineering work, planning, design, construction and maintenance of the City's public works infrastructure and capital improvement programs with an emphasis on the water, sewer, streets, electric and regulatory work; providing assistance and technical advice to the City Engineer/Administrator and other City departments and officials; coordinating projects with contractors, other departments and other agencies. The Assistant works under the direction of the City Engineer/Administrator.

### **Specific Responsibilities:**

1. Prepares plans, specifications, estimates and reports for various City projects. Capital Improvement projects and the development and modification of City infrastructure.
2. Design and drafting for municipal infrastructure projects.
3. Coordinates projects with businesses, utilities and other city departments; conducting field and construction site inspections and resolving project issues.
4. Confers with and provides information to property owners, contractors, developers, engineers, architects and the general public regarding conformance to standards, plans, specifications and codes; explains codes, requirements and procedures and evaluates alternatives.
5. Assists the City's Chief Dam Safety Engineer with work related to FERC compliance and other work at the City's hydroelectric facility.
6. Provides engineering assistance to other City departments.
7. Helps prepare Capital Improvement Plans for the water, sewer, streets, and electric departments and assists the City Administrator in developing budgets for those departments.
8. Helps pursue grants for City projects.
9. Help administer the BPA efficiency program for the City.
10. Assists the water and sewer department with EPA and IDEQ compliance.
11. Carry out such other duties and functions as prescribed by the City Engineer, Administrator, Mayor or City ordinances, policies or codes.
12. Assists the City Administrator with administrative duties as needed.
13. All other duties as assigned.

### **Education and Experience:**

A minimum of five years of work at an engineering technician level or greater with design experience in the practice of civil engineering or civil engineering technician work. Working knowledge of MS Word, Excel, and AutoCAD Civil 3D is preferred.

# ***BEDC*** **Boundary Economic Development Council**

7232 Main Street, PO Box 149  
Bonners Ferry, ID 83805 (208) 304-2567

---

Date: January 11, 2024  
To: Bonners Ferry City Council  
From: David Sims  
Subject: USDA Rural Business Development Grant for Banners

There used to be decorative banners installed on the light poles along the highway and downtown streets. They were installed in the early 1990s and were up until the mid 2000s. Some of the light poles along the highway still have the brackets installed.

The USDA has a Rural Business Development Grant (RBDG) that has been used by other jurisdictions in Idaho to fund banners to promote business districts. I am inquiring if the city is interested in applying for an RBDG grant to promote the downtown business district and the South Hill area. It would also require an encroachment permit from ITD for banners along the highway.

If there is interest, I can bring cost estimates and more details for consideration at the February 6 meeting.