

## **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 February 6, 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 12/19/23, and 01/16/24 regular meeting.

### **NEW BUSINESS**

4. **CITY-** Discuss scheduling a Joint Council Meeting with City of Moyie Springs, and Boundary County Commissioners.

### **INFORMATION**

\$1,000.00 Donation from a fundraiser at Northwoods Tavern and Grill for the Flag Fund.

### **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 the employees donating PTO to other employees.

Adrienne Norris- Spoke about the Hiring of the Golf Contractor and police body cameras.

Lynn Feldman- Spoke about the hiring of the Golf Contractor.

**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>	
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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**  
**January 16, 2024**  
**6:00 pm**

Mayor Alonzo called the meeting to order at 6:00 pm. Council present were Ron Smith, Adam Arthur, Brion Poston, Val Thompson.

Staff present were City Administrator Mike Klaus, Police Chief Brian Zimmerman, Clerk/Treasurer Deborah Garcia

Public present were Gerald Higgs, David Sims, Emily Bonsant, Jessica Tingley, Adrienne Norris, Joe Knight, Carolyn Birrell, Denise Crichton, David Clark

**PUBLIC COMMENTS**

There were no public comments.

**REPORTS**

Police- Chief Brian Zimmerman reported he has received a report from the office of Highway Safety in Boise stating that last year was the deadliest year on Idaho roads since 2003. According to the data at least 276 people were killed in crashes on Idaho roads last year with 104 not wearing seatbelts.

Fire- No report

City Administrator- No Report

City Engineer- The Hospital had a water service rupture. The east wing is flooded. Mayor Alonzo spoke with Assistant Fire Chief John Youngwirth and said the hospital had requested the city station a fire truck and a fireman over there since the sprinkler system was not working. John told them it was not possible as the truck would freeze. The city will have someone stationed at the Fire Station twenty-four hours a day until it is fixed.

Urban Renewal District- No report

SPOT- No report

Golf- No report

EDC- EDC Coordinator David Sims is on the agenda and will speak at that time.

**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.

Val Thompson stated that before the motion to approve the consent agenda, that the minutes from the 12/19/23 Meeting be pulled for review.

Val Thompson made a motion to pull the minutes from the 12/19/23 meeting for review and approve the rest of the consent agenda. Adam Arthur seconded the motion.

<b>Result:</b>	Approved
<b>Moved by:</b>	Val Thomspson

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

**NEW BUSINESS**

5. **ELECTRIC-** (action item) [attachment] Consider approval of contract with International Line Builders to complete pole replacement work in FY 2024.

Mike said that the city has budgeted \$125,000.00 per year for underground and overhead power lines. Mike would like to clear up the last sentence in the first paragraph that says nearly \$100,000.00 remains in the budget and that number is actually \$75,000.00. Mike checked the budget and we spent \$25,000.00. The request tonight is for \$49,000.00. Ron Smith asked if we had a contract with this company for the same thing earlier, Mike answered that it is similar and that that one was for The Riverside pole move and this is for the replacement of other lines and is a cost savings to the city as they will be up here doing other work.

Adam Arthur made a motion to approve the contract with International Line Builders to complete pole replacement work in fiscal year 2024 in the amount of \$49,000.00. Ron Smith seconded the motion.

<b>Result:</b>	Approved
<b>Moved by:</b>	Adam Arthur
<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>	

6. **CITY-** (action item) [attachment] Consider a Work Order from Innovate for mapping and addressing work for 2024.

Mike said we have a master service agreement with Innovate who does our mapping and addressing. They did a lot of work for us last year in helping our water department self-start with mapping their own system as far as meters and valves. This Work Order is similar in cost \$10,000.00 like the line building one prior in that they will be able to do work up to that amount with additional approval. Mike said that what we found with the Water Department is they trained our guys how to use the GPS. We are doing our own mapping, and they are helping to pull it all into the base map and any corrections that are needed. The hope is to focus on the Electric Department and get poles and transformers all incorporated into the electrical mapping as this is one place we are deficient and need some help with the mapping. Mike said this will get us started and then we will be able to do our own mapping.

Ron Smith made a motion to approve the Work Order from Innovate for mapping and addressing work for 2024 and not to exceed \$10,000.00. 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>	Brion Poston, Ron Smith, Adam Arthur, Val Thompson
<b>Voted No</b>	
<b>Absent</b>	

7. **CITY-** (action item) [attachment] Consider suspending the hiring process for City Administrator to hire within and consider Mayoral recommendation, subject to council approval.

Mayor Alonzo stated that after looking over a lot of applications that were received and talking with Mike who was not excited about it at first, but decided he could work it in. If council approves Mike as the new City Administrator/ City Engineer, then as they get to the next item will be looking for an assistant to help him. Mayor Alonzo opened for discussion. Brion Poston asked if there would be a pay difference and Mayor Alonzo answered no and there will be a savings because the city would not be hiring a City Administrator but would be hiring an Assistant City Engineer/Administrator at a lower rate than a City Administrator. Mike estimates that the salary range for an assistant would be \$60,000.00 to \$80,000.00 based on market trends. Mayor Alonzo added that Mike has already been in this position and knows the ins and outs of the city. Mike would like to find someone that can do a lot the design work as he feels that when he was in the position before he tried to do all the design work to save the city money and should have focused on the administration duties. Mike as the PE will review and approve all plans before they are sent to DEQ and FERC.

Brion Poston made a motion to suspend the hiring process for City Administrator to hire within and consider Mayoral recommendation of Mike Klaus. Adam Arthur seconded the motion.

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

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.

Mike gave a revised job description for the position the education requirement was left out. This will be a mixture of both positions.

Val Thompson made a motion to approve the job description of Assistant to the City Engineer/Administrator and make the pay range from \$60,000.00 to \$80,000.00 with the addition to the education and experience on the prerequisite. 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, Adam Arthur, Val Thompson, Brion Poston
<b>Voted No</b>	
<b>Absent</b>	

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.

David Sims said in 1990 there was a group that raised money and installed banners along the highways and the downtown streets. The brackets are still on the poles along the highway. They were removed in the mid 2000's as they were getting worn. David said that USDA has a Rural Business Development Grant opportunity. David knows of at least one other city that has used it to purchase banners and brackets and that is the city of Kellogg. If the city was interested, David said he could write the grant application and the city would actually be the applicant. The city will need a SAM's number. David said if the council was interested then he could bring more information back in February. There is not a match requirement although it would make the grant score higher. Kellogg had \$3400.00 from USDA, \$600.00 from a match and their goal was to raise \$3400.00 from private businesses. David said the cost of the banners are around \$75.00 to 100.00 and the brackets are around \$125.00 to \$250.00. The USDA grants are to promote businesses. ITD would require a new encroachment permit to put banners on the existing poles that have the brackets. This would require the Electric Department to hang them.

No motion was made, David Sims will get some more information on this.

<b>Result:</b>	No motion made
<b>Moved by:</b>	
<b>Seconded by</b>	
<b>Voted Yes</b>	
<b>Voted No</b>	
<b>Absent</b>	

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

Mike said that Darrell had retired and that he was our ICRMP representative. The company that bought Pace Kerby is not a representative, and the closest agent is in Coeur d'Alene. Deby has talked with Debbie Ferguson with ICRMP, and we also have the option to go directly through ICRMP. Mike said that there are other agencies in the county that already do it this way. Mike said there were no downsides that he can see, and the upside would be a cost savings by not using an agent. Deby stated that there would not be any more paperwork than we already were doing. The difference is that we would send it to ICRMP instead of the agent.

Brion Poston made a motion that we go through ICRMP directly instead of hiring an agent that is paid for. Adam Arthur seconded the motion.

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

**ADJOURNMENT**

Mayor Alonzo adjourned the meeting at 6:24pm