

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
March 19, 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 Engineer/Administrator/Urban Renewal District/SPOT/Golf/EDC

GUEST

Todd Bateman with Bateman Benefits regarding a Group Retiree Program

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approve Minutes from 8/29/24 and 11/9/23 Special Council Meeting, 02/06/24 and 03/05/24 Regular Council Meeting.

NEW BUSINESS

4. **CITY (action item)** [attachment]- Discuss and Consider entering into an agreement with Bateman Benefits for a Group Retiree Program pending legal review.
5. **ELECTRIC (action item)** [attachment]- Consider approval for the Mayor to sign the IDL Waterways Easement Application for the Moyie Dam.

6. **CITY (action item)** [attachment]- Consider Resolution #2024-002 Public Participation Guidelines for the City of Bonners Ferry.
7. **CITY (action Item)** [attachment]- Consider authorizing the mayor to sign the lease for an updated postage machine.
8. **GOLF (action item)** [attachment]- Consider approval of expense to have new reels installed for the fairway mower.

ADJOURNMENT

**MINUTES
SPECIAL CITY COUNCIL MEETING
August 29, 2023**

Mayor Staples called the meeting to order at 5:00 pm. Council present were Val Thompson by Zoom, Rick Alonzo, Ron Smith. Brion Poston was absent.
Staff present were City Administrator Lisa Ailport, Clerk/Treasurer Deborah Garcia, City Engineer Mike Klaus
No public were present.

NEW BUSINESS

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

Ron Smith made a motion to approve the Minutes as read with the corrections being made on the 7/11/23 minutes. Rick Alonzo seconded the motion.

| | |
|--------------------|--------------------------------------|
| 2. Result: | Approve |
| Moved by: | Ron Smith |
| Seconded by | Rick Alonzo |
| Voted Yes | Val Thompson, Rick Alonzo, Ron Smith |
| Voted No | |
| Absent | Brion Poston |

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

Rick Alonzo mentioned that the County will have an SRO as well. The City of Bonners ferry will be at the middle school and the high school, and the County will be at the elementary schools.

Val Thompson made a motion to approve the Memorandum of Understanding between the Boundary County School District and the City of Bonners Ferry Police Department for the contract for the School Resource Officer for the Bonners Ferry High School and the Boundary County Middle School. Rick Alonzo seconded the motion.

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

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

City Administrator Lisa Ailport went through a Power Point Presentation that she prepared for tonight's meeting. In 2020 Council committed to reviewing fees annually in/around the time of budget. Lisa stated that tonight Council and Staff will look at each area of fees and suggest some modifications, request feedback, and start a discussion. Once Council and Staff are comfortable with the suggested rates, a public hearing will be held to review amendments in accordance with Idaho code. Idaho Code requires a public hearing anytime a new fee is proposed, or a fee increase exceeds 5%. The public notice shall include the purpose of the fee increase. (I.C. 63-1311A). Staff recommends holding a public hearing regardless of the amount of the fee increase so that the public can have the opportunity to make comments on the changes. Lisa talked about the current fee schedule and that there are eight area tables and four utility rate tables. Staff recommends going through each table to discuss whether changes are warranted. There will be a specific review of the utility rates in conjunction with the adopted budget are warranted. Corrections for missing or mis noted rates should be corrected.

Lisa went through each table in the fee schedule:

Table 1- City Hall Licenses and Permit Fees. There are no recommended changes to Table 1

Table 2- Planning and Zoning-Land Use & Development- Staff will be looking at these fees close over the next year.

Table 3- Building Permit Fees- Under contract with Building and safety right now our plan review is not captured correctly in our fee schedule this will need to be added to the fee schedule. Staff also recommend newer ICC valuation sheets to align with the cost of building more closely. Since the fee is based on the value of construction, using older less accurate data can lead to remodels of existing buildings costing an applicant more than new construction.

Table 4- Utility Application and Connection Fees- There are no recommended changes to Table 4

Table 5- Mirror Lake Golf Course Fees- There are no recommended changes to Table 5

Table 6- City Property Fees- Staff suggest a \$5.00 increase in swimming lesson fees.

Table 7- City Equipment Rates- There are no recommended changes to Table 7

Table 8- City Fire Department- There are no recommended changes to Table 8

Electric Rates- Staff is suggesting a 5% increase, but the budget is suggesting 7%.

Water/Sewer Rates- Staff suggesting a 5% increase. Mike Klaus recommends removing the column that says unlimited out of the sewer rate table.

Garbage Rates- Frederickson's is requesting a 3.5% increase.

ADJOURNMENT

Mayor Staples adjourned the meeting at 6:10 pm.

SPECIAL CITY COUNCIL MEETING
November 9, 2023
5:30 pm

Mayor Alonzo called the meeting to order at 5:30 pm. Council present were Ron Smith, Val Thompson, Brion Poston, Adam Arthur.

Staff present were City Administrator Lisa Ailport, City Engineer Mikfe Klaus, Clerk/Treasurer Deborah Garcia, City Attorney Andrakay Pluid by Zoom.

Public present were David Sims, Mike Halford, Lynn Feldman, Emily Bonsant, Gerald Higgs, Adrienne Norris, Shane McTaggart, Loretta Hunsaker, Fay Almond. Gregory Lamberty, Karen Davis

OLD BUSINESS

1. **GOLF- (action item) [attachment]** Discuss and consider the contract for the new golf course manager.

City Administrator Lisa Ailport informed council that the copy they had in front of them is not the current contract it is the master contract. Lisa will go through the bullet points in her memo she has provided to council. Lisa stated that council had directed staff to meet with the outgoing golf contractor. The mayor, Lisa and a Council Member met with Ralph and from that Lisa bulleted the areas that were thought to be worth discussing. Lisa told council that these are staff opinions and Council can take that into consideration and have their own opinion. Lisa stated that when they met with the current golf contractor it was to get his comments on the contract that he operated under. The following are the comments that the current golf contractor made:

- Base Rate should be increased to attract the attention of PGA Pros. It was also his opinion that the base rate wasn't enough to pay his employees adequate wages. Although, he did have employees who accepted the positions for \$10-\$15 per hour. Councilman Poston said the pay was \$10-\$11 per hour and would like that corrected.

- He believed the section relating to the Driving Range (III B5) should be reworked. It was his opinion that the city should allow the contractor to use city owned equipment to maintain the driving range but did not offer any suggested cost sharing or revenue sharing. Based on his recollection he was receiving around \$8-9,000 per year in revenue, but his costs ate up any "profit" for him. I asked him if he had submitted his P/L statements for 21-23 and he didn't remember.

- Under section III C7, relating to the responsibility for the electric costs being borne by the contractor, he felt wouldn't be liked by applicants. However, he acknowledged that during the last 4 years it has been fine for him.

- Under section V. A, He questioned whether taxes were included with the contractor's payment. *Staff has confirmed that the net revenue that is shared is after sales tax is removed from the total. Each week the golf contractor submits their report of sales and sales tax to be paid and also their commission to be received.*

- The next comments were specific comments in the contract that pertained to him or his wife's behavior. Those sections are removed for discussion purposes and staff does not expect those to continue in the future contract, unless the attorney finds it necessary (ex. Section VII. 6.)

- Lastly, it was the Contractor's opinion that section XIII was new, and he felt it was a red flag for any professional taking over the course.

Lisa informed council that staff responded to the contractor's opinion on the golf contract and offers the following for consideration by council:

First, relating to the base rate. It is the opinion of Staff that if Council were to consider increasing the base rate that they do so cautiously. The current contract is set up to incentivize the contractor to bring in more rounds of golf with the 80/20 split of proceeds. By raising the base rate and adjusting the split (100/0 or 90/10), the result may not change provided the play remains the same. However, if an increase to the base rate occurs and no adjustments are made to the split, the city could end up losing all its revenue used to reinvest back into the course.

Staff has provided the Council with a 23-year P/L report with capital investments made. If each year there was a high level of surplus (after capital spending and saving), then it might be wise to adjust the base rate to attract more interest in the position.

However, if you review the P/L statement, you'll note that over the 22-year period (excluding last season) the total profit from the course is roughly \$167,000 (\$7,500 per year). Over that same period there were six (6) years where the course ran at a loss, six (6) additional years that expenses were 90% or greater of revenue and eight (8) of those years' expenses ran between 82% and 89% of revenues. Of that same time frame, only four (4) years had revenues less than 80% of expenses.

This means that if the Council were to increase the base rate and keep the same profit sharing, expenses would most certainly go up and the city could find it much more difficult to support the golf course on only the revenues it makes, much less make any capital investments. This would likely lead to the taxpayers supporting the golf course with property tax dollars.

In the end, the only way the city can pay more to a golf contractor is to either increase the revenues by increasing the costs of play, or by increasing play.

Next the existing contractor felt that the driving range section should be reworked. It was his opinion that limiting use of the city owned equipment on the course was a big red flag to future professional looking to operate the course.

It was the opinion of the former Mayor that subsidizing the profit of an independent contractor was not in the interest of the city. If the city were to allow the Contractor to use city equipment on a portion of the course that it was not receiving any value back in the form of rent or revenue share, meant that the residents were subsidizing the bottom line of the contractor. According to the Golf Contractor, he receives roughly \$8-9,000 each year on the driving range and his contention that there is no business market that supports purchasing a piece of equipment to maintain that portion of the course, given the profit margin that is made off the range. However, with the range, the Golf Contractor can sell time on the range as well as offering lessons. It is Staff's opinion that undoubtedly, the range does offer a Contractor a fuller experience on a course, than it would be to not have it.

The current Golf Contractor has extended the bounds of play as a means to address this issue and he still uses/used city equipment to maintain the new course boundaries.

The optics of subsidizing a private businesses profit or bottom line needs to be equalized with the public's interest. While staff has no real great suggestions here, wherever Council lands on this issue to be to address both the functional use of the range with the Contractor's business model/plan and the public's interest. Returning to a profit-sharing model may be the best solution to achieve the best end result, however, there may be other suggestions amongst the council members that are worth considering Next of the bulleted points made, is the requirement that the Golf Contractor pay the electric bill for the club house.

I can say with absolute confidence that this requirement should stay with the future Golf Contractor.

There were years where staff would inspect the closure of the club house in late fall or early winter and would find the Golf Contractor had left lights on in the building, his personal food and beverages plugged in and kept out there and/or his personal carts plugged in. The electric bill was extremely high for the winter months with no activity occurring and it became apparent that because the city was paying the electricity for the building that the Contractor was using that for storing his personal/business belongings. Since the burden has shifted back to the Contractor, the savings to the public has occurred.

It is staff recommendation that this section of the contract remain as written.

Jumping to the last bullet point regarding section VIII, Breach of Contract terms. The Golf Contractor felt this section was also a big red flag to future professionals. It was also the Golf Contractor's opinion

that this section was new, from the previous contract. However, after review of the 2014 contract, the section is referenced as Section XI, not VIII.

After discussions with the Attorney, it does not appear that this section should be removed and will likely stay as part of the future contract.

Council reviewed and discussed adjustments and additions to the master contract. Idaho Code Section 18-1359 (3) states- (3) No person related to a mayor or member of a city council by blood or marriage within the second degree shall be appointed to any clerkship, office, position, employment or duty with the mayor's or city council's city when the salary, wages, pay or compensation of such appointee or employee is to be paid out of public funds.

Lisa will make adjustments to the contract and will work with the City Attorney to make sure the language is correct.

Val Thompson made the motion to direct staff to put together the contract as amended during this meeting. Brion Poston seconded the motion.

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

2. **GOLF- (action item) [attachment]** Discuss and consider process for selecting the next golf course manager for Mirror Lake Golf Course.

City Administrator Lisa Ailport spoke about how last time this was discussed and tabled how council would like to go forward with the selection process. Lisa provided a copy in the packet of the Mirror Lake Golf Course Golf & Operations Manager job description and job announcement. After some discussion that Lisa had with council members individually as well as the mayor, suggesting removing some language involving the golf contractor and that has been done. This took out the references to the requirement of the need to have a golf pro associated with the job. Lisa also mentioned that usually the contract is for four years, but she has included it to be five years and that will need to be reflected in the contract. Lisa asked the mayor and council if they would like to hear her recommendations, Mayor Alonzo said that they would like to hear her recommendations. It is Lisa's recommendation to have it kept executive level meaning that it's under the mayor's provision to put together that committee no differently than we do for our hirings for any other positions at the city and that be his choice of whom he wants to put on that committee.

Adam Made a motion to recommend selecting the next golf contract be an executive committee set forth by the Mayor. Val Thompson seconded the motion.

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| Result: | Approved |
| Moved by: | Adam Arthur |
| Seconded by | Val Thompson |

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| Voted Yes | Brian Poston, Val Thompson, Adam Arthur, Ron Smith |
| Voted No | |
| Absent | |

ADJOURNMENT

Mayor Alonzo adjourned the meeting at 6:51 pm.

Minutes
February 6, 2024
6:00 pm

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

Staff present were City Attorney Andrakay Pluid by Zoom, Police Chief Brian Zimmerman, Clerk/Treasurer Deborah Garcia.

Public present were Jessica Tingley, Gerald Higgs, David Sims, David Clark, Levi Falck, Fay Almond, Carolyn Birrell, Denise Crichton, Emily Bonsant, Joe Knight.

PUBLIC COMMENTS

Gerald Higgs- Spoke about the sight line at the intersection of Highway 95 and El Paso the north end.

David Clark- Spoke about the Local Option Tax.

Levi Falck- Spoke about his business Cabinet Motors and his permits.

Carolyn Birrell- Praised the Ambulance, Police Department, and the Hospital for the way they handled a 911 call for her husband.

REPORTS

Police- No report

Fire- No report

City Administrator- No report

City Engineer- No report

Urban Renewal District- No report

SPOT- Ron Smith reported that they have changed the schedule a little. The Spot bus does not go to Sandpoint on Tuesdays anymore, that service is here as well as Wednesday and Friday. Thursday the bus goes to Sandpoint. Ron said that they haven't met for different reasons and so he was unsure how that was going. Ron will have more information after the next meeting.

Golf- No report

EDC- David mentioned that he talked at the last meeting about the USDA grant for banners on the highway. After speaking with Mayor Alonzo, they have decided to wait until next year as current audited financials are required. This is an annual program.

Idaho has \$583,000,000.00 to spend on the Bead Broadband Grant and so they are looking at data in all the counties where the underserved and unserved locations are. David said that after looking at the map, he has found a lot of errors in Boundary County and has been working with the GIS people of the state of Idaho and they are seeing similar issues across the state. The impact of those points. It also dictates how much those folks will get. In looking at the past grant awards its about \$3,000.00 to \$6,000.00 per location.

David is working the USDA Value Added Producer Grants and is working with two local applicants for grants this year.

Moyie Springs Sewer Project will start construction this spring, probably at the end of March. This project will not be completed until early summer of 2025.

David also reported that the bridge at the end of the deep Creek Loop is now a county bridge. It has been having some significant issues as some log trucks have hit it. ITD said it will be speed rated, load rated and then eventually closed. The bridge is a 500ft. span. The issue is that it is so expensive and the last estimate the county got that was several years ago was \$20,000,000.00 to \$25,000,000.00 to replace and even the match to replace that is out of the county's reach. David said there is a Federal Bridge Investment Planning Grant that the county has decided to apply for. This will help them figure out what options are available, either replacing the bridge in the current location, a different location, maybe doing an interchange up Mountain Meadows. That will go in the middle of February. The Local Highway Technical Assistance Council will be helping with that application as well as an ex-ITD Planner.

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.

Adam Arthur made a motion to approve the consent agenda. Ron Smith seconded the motion.

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

NEW BUSINESS

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

This will be the City of Bonners Ferry's turn to host. We are hoping to use the Annex building. Deby has been in contact with Michelle at the commissioners' office and Donna from Moyie and they are checking their schedules to see what will work. Moyie has a council meeting tomorrow and will be deciding what will work for them. March 27, 2024, at 6:00 pm is what day and time we are looking at if the Annex is available. Deby will check with Michelle and Donna tomorrow.

INFORMATION

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

ADJOURNMENT

Mayor Alonzo adjourned the meeting at 6:25 pm.

MINUTES
March 5, 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 Engineer/Administrator Mike Klaus, City Attorney Andrakay Pluid via Zoom, Police Chief Willie Cowell, Clerk/Treasurer Deborah Garcia

Public present were Jessica Tingley, David Clark, Emily Bonsant, David Sims, Adrienne Norris, Will Stafford, Laura Carmean Stafford, John Birrell, Carolyn Birrell, Joe Knight, Fay Almond.

PUBLIC COMMENTS

Mayor Alonzo- congratulated the High School Basketball team for winning State.

Will Stafford- Spoke about a tree issue that is in the City Right of Way.

Adrienne Norris- Spoke about a statement in the agenda regarding public comments.

REPORTS

Police- No report

Fire- No report.

City Engineer/Administrator –No Report

Urban Renewal District- No Report

SPOT- No Report

Golf- No report.

EDC- David wanted to talk about Planning and Zoning. A couple of building owners who want to develop apartments on the upper floors. The current parking Ordinance that the city has in the downtown district. None of the commercial uses have parking requirements except the apartments. This makes it difficult to develop apartments. The Kelson building and one other building have apartments and do not have those requirements. David believes Planning and Zoning will be looking at that.

Another Planning and Zoning issue that has come up is that the Bonners Ferry Ordinance doesn't specifically say you can have more than one building on a commercial parcel. Historically Bonners Ferry has allowed that if you look at a lot of the businesses on the South Hill there are multiple businesses on one parcel. Almost all the multi-family fall into that category such as the Bonners Ferry Apartments, Senior Apartments, and Jenni Lane. Now the interpretation is the Ordinance doesn't specifically call that out. They are not allowing that, where this has come up is people looking to develop multi-family housing such as town houses on one parcel and that is no longer allowed. David has talked to Clare and their plan is to take that up at some point in the near future, but that does essentially stop multi-family development right now.

Davis reported that other downtown news and hopes everyone has been to the yogurt shop. There is a donut shop that will be opening soon in about two weeks, there is a hair salon that is going to be opening soon downtown and the old Safeway building has been purchased by the County. David said that he thinks you will see downtown change for the better soon.

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approve Minutes from 02/20/24 Regular Council Meeting and 02/22/24 Special Council Meeting.
4. Consider approving the contract period extension with HDR Relicensing to 12/31/24.
5. Consider authorizing the mayor to sign a cover letter for CDBG addendum.

Adam Arthur made a motion to approve the consent agenda. Ron Smith seconded the motion.

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

NEW BUSINESS

6. **URA-(action item)** [attachment]- Consider Annual Report from the Urban Renewal Agency pursuant to Idaho Code 50-2006(c).

Annually Urban Renewal provides this report to the city and is required by the Idaho Code and is also submitted to the State as well. Urban Renewal also has to hold a public meeting to take comments on it and that will happen in April. Mike put the report together that mostly came out of the audit. David said it is not clear from the report, but most of the income goes to paying off debt. Urban Renewal's expenses have exceeded their income for the past three years due to the shift from commercial valuations to residential. We are expecting a higher tax increment this year.

Val Thompson made a motion to accept the annual report from the Urban Renewal Agency pursuant to Idaho Code 50-2006(c). Brion Poston seconded the motion.

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

7. **SEWER (action Item)** [attachment]- Consider approval of recommended grant administration firm for lift station 5 ICDBG grant administration.

Mike said that the city put in an application with the Idaho Commerce Community Development Block Grant to rebuild a lift station that is estimated to be about \$1,200,000.00. The grant application is for \$500,000.00 our cash portion would be about \$725,000.00. There was an addendum that had to go out and what we need to do at this

point is to select the grant administration from this point forward. In that process we solicited three firms to provide the proposals and only received one. Mike said the choice was easy, but the scoring needed to be done and then we had to summarize it. Mike read the memo that was provided to council:

In February 2024, the City requested proposals from three grant administration firms for work related to the grant administration services for Lift Station #5. On February 23, 2024, a selection committee that consisted of Mayor Alonzo, Clerk Garcia, and me, reviewed the only proposal received by Panhandle Area Council (PAC). Below is a summary of the discussion points and comments of the selection committee:

- Only one firm submitted a proposal- PAC.
- The committee discussed the single proposal received and recognized that PAC was highly qualified in all the rated categories that included, capability, relevant project experience, team qualifications, and project approach and schedule.
- The committee felt that there were no reasons to go to interviews, since there was one qualified candidate, and we had significant successful experience with that candidate.
- It was discussed that PAC was successful in helping the City procure a grant for the sewer bridge project a few years ago, and performed all of the administrative functions very well.
- Following are some of the specific comments from the committee:
 - o “Great organization to deal with!”
 - o “Great, effective team with amazing results”
 - o “Nice staff, always a positive interaction with knowledgeable people”

The selection committee recommends to City Council that it select Panhandle Area Council as the grant administrator for the City’s Lift Station #5 project.

Ron Smith made a motion to select Panhandle area Council as the grant administrator for the city’s lift station #5 project. Adam Arthur seconded the motion.

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

ADJOURNMENT

Mayor Alonzo adjourned the meeting at 6:18 pm.



IDAHO DEPARTMENT OF LANDS
NAVIGABLE WATERWAYS EASEMENT APPLICATION and INSTRUCTIONS
 (Not for use on Endowment Lands)

Navigable Waterways Easement applications must be completed and submitted to the appropriate Idaho Department of Lands (IDL) Supervisory Area Office. Incomplete applications and those requiring further information may take longer to process.

APPLICANT INFORMATION

Application must include the exact name(s) and address(s) to appear on the navigable waterways easement. Provide the full legal name of the Applicant or the entity name on file with the Idaho Secretary of State.

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|---------------------|--|
| Applicant Name: | Authorized Representative (if applicable) |
| Street Address | Mailing Address (if different from Street Address) |
| Email Address(es) | Phone: |
| Website Address(es) | Cell/Mobile: |

LOCATION OF PROPOSED USE

| <u>Township</u> | <u>Range</u> | <u>Section</u> | <u>Description</u> <small>(to the quarter-quarter or Government Lot, if applicable)</small> | <u>County</u> | <u>Water Body</u> | <u>Acres</u> |
|-----------------|--------------|----------------|--|---------------|-------------------|--------------|
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(IDL Fund for Navigable Waterways is ND)

PROPOSED USE (list specific purpose, associated activities, and time frame(s); attach additional pages if necessary)

WHEN REQUIRED

Uses above, across, over, in, through, upon, and under the beds of state-owned navigable waterways may require a navigable waterways easement. Exceptions include those uses that are typically covered by leases, through a short duration permit, or involve small water delivery structures that draw less than five (5) cubic feet per second of water.

Uses that require a navigable waterways easement are dams, bridges, road fills, power lines, fiber optic cables, pipelines, boat ramps, and other infrastructure that is essentially permanent.

Navigable waterways easement rules- <https://adminrules.idaho.gov/rules/current/20/200309.pdf>

PROCEDURE

The procedure for acquiring a navigable waterways easement across state-owned navigable waterways is as follows:

1. Contact the appropriate IDL Supervisory Area Office to discuss the need and location of the proposed use. If the Supervisory Area Office determines that a navigable waterways easement is needed for the proposed use, the applicant may complete the application form and send in the \$500 application fee with the information required under item 3.
2. Checks for the \$500 application fee should be made out to IDAHO DEPARTMENT OF LANDS. Supplemental compensation may be required at a later date for dams and for uses that substitute state-owned navigable waterways over the adjacent uplands. See item 6 below.
3. Submit a letter of request stating the purpose of the navigable waterways easement with a Record of Survey showing the easement and a written description of the centerline or metes and bounds survey of the easement. The entry and exit points of the use in and out of the state-owned navigable waterway should each be tied to at least one legal corner. A digital copy of each of the following will speed the processing of the application:
 - The legal description as an MS Word file
 - A .pdf of the legal description signed and stamped by a Licensed Surveyor
 - Record of survey or exhibit as a .pdf
 - ESRI shapefiles of the easement (see CAD Drawing Standards for GIS Submittals)

(Note: Other methods may be considered after consultation with IDL staff for guidance.)
4. Term easements for hydroelectric facilities are typically coordinated with the Federal Energy Regulatory Commission (FERC) license renewal.
5. General Liability Insurance may be required to protect the Grantee and the state from liabilities incurred through the use of state property. If required, proof of insurance must be submitted before the final documents are issued. The State of Idaho and Idaho Department of Lands must be listed as additional insured in the certificate of insurance.
6. Supplemental compensation, when required, will be due upon signature by the Applicant.
 - a. Navigable waterways easements for all hydroelectric dams and any dam in excess of ten (10) feet in height require supplemental compensation of one thousand dollars (\$1,000.00) plus five dollars (\$5.00) per megawatt of the nameplate rating for hydroelectric dams.
 - b. Navigable waterways easements for uses that substitute state-owned navigable waters over the use of uplands will require supplemental compensation based on the market value of the adjacent uplands.

NOTE:

This is not to be considered a complete summary of all the information IDL may require. Additional information may be required as needed on a case-by-case basis. Costs for supporting documents are the responsibility of the applicant. IDL staff will request supporting documentation when they deem it necessary.

I HEREBY REQUEST A NAVIGABLE WATERWAYS EASEMENT FROM THE STATE OF IDAHO AND ACKNOWLEDGE THAT I UNDERSTAND MY OBLIGATIONS DESCRIBED HEREIN.

APPLICANT(S) SIGNATURE: _____

DATE: _____
DATE: _____

.....
*** Idaho Department of Lands Administrative Use Only ***

RECEIVED BY: _____ DATE: _____

\$500 Fee Submitted with Application

APPROVED or REJECTED BY AREA: _____ DATE: _____

Processing note: Upon complete application acceptance, the Area will drop Easement Application and "Attachment A" form into Lands and Waterways Processing Center (LWPC) Document Exchange via the LWPC In-Box into appropriate folder to obtain navigable waterways easement number.

Navigable Waterways Easement Number: _____

Prior Land Board approval required? >\$25K or unusual/complex? Yes No

Approval Checklist

1) _____
Land Records Staff Name (*approval of legal description and exhibit map*) _____ Date approved

2) _____
Area Navigable Waterways Resource Specialist or Area Manager _____ Date approved

3) _____
Navigable Waterways Program Manager/RPA Bureau Chief _____ Date approved

Approvals must be obtained prior to obtaining applicant and Land Board signatures

Idaho Department of Lands Management Areas

Priest Lake Supervisory Area
4053 Cavanaugh Bay Road
Coolin, ID 83821
(208) 443-2516

Kootenai Valley Forest Protective District
6327 Main Street
Bonners Ferry, ID 83805
(208) 267-5577

**Idaho Department of Lands
Coeur d'Alene Staff Office**
3284 West Industrial Loop
Coeur d'Alene, ID 83815
(208) 769-1525

Pend Oreille Supervisory Area
2550 Highway 2 West
Sandpoint, ID 83864-7305
(208) 263-5104

**Idaho Department of Lands
Director's Office**
300 North 6th Street, Suite 103
Boise, ID 83702
(208) 334-0200

Mica Supervisory Area
3258 West Industrial Loop
Coeur d'Alene, ID 83815
(208) 769-1577

Cataldo Forest Protective District
80 Hilltop Overpass Road
Kingston, ID 83839
(208) 682-4611

St. Joe Supervisory Area
1806 Main Avenue
St. Maries, ID 83861
(208) 245-4551

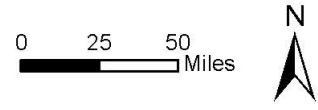
Ponderosa Supervisory Area
3130 Highway 3
Deary, ID 83823
(208) 877-1121

Clearwater Supervisory Area
10230 Highway 12
Orofino, ID 83544
(208) 476-4587

Craig Mountain Forest Protective District
P.O. Box 68,
014 East Lorahama
Craigmont, ID 83523
(208) 924-5571

Maggie Creek Supervisory Area
913 Third Street
Kamiah, ID 83536
(208) 935-2141

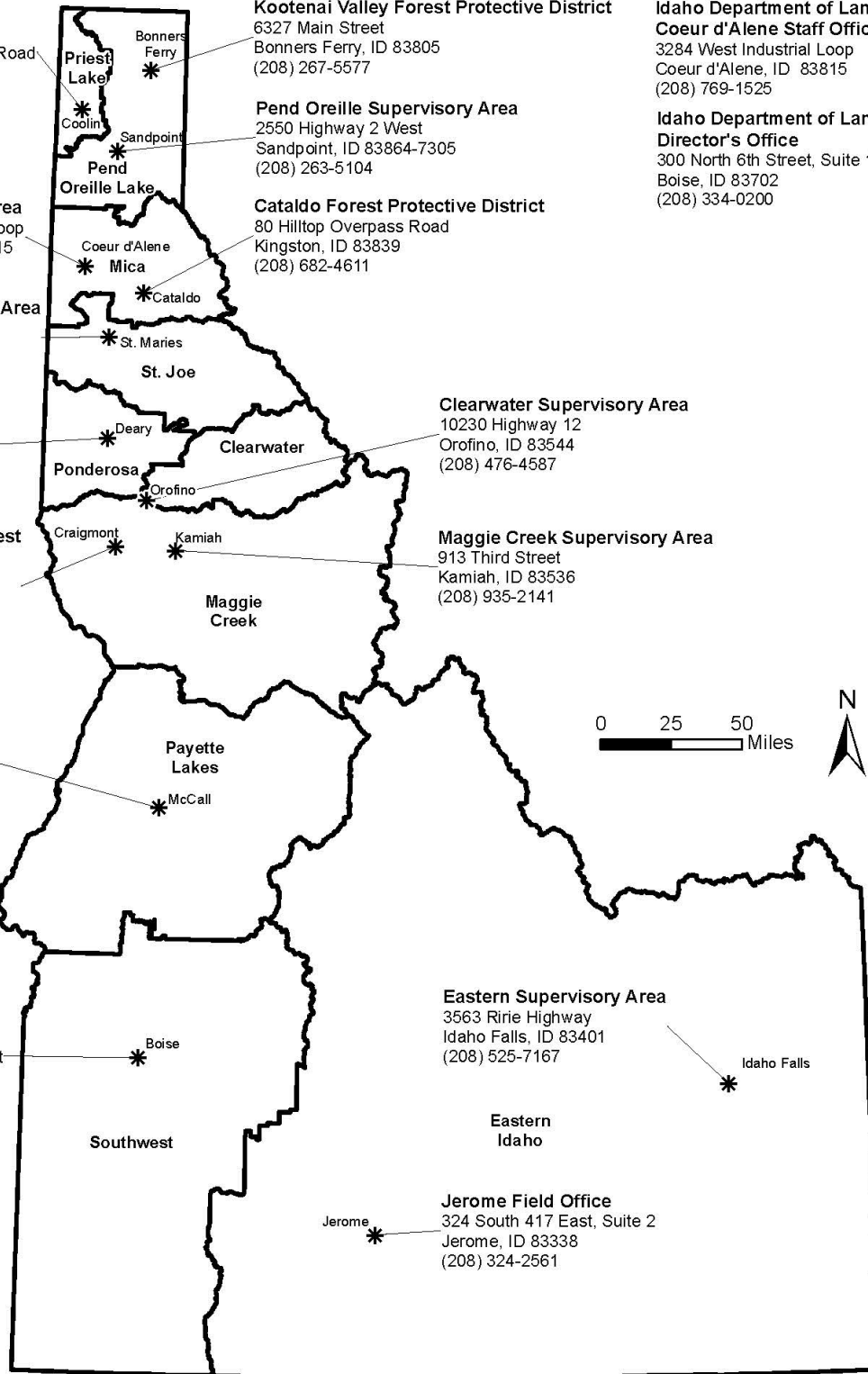
Payette Lakes Supervisory Area
555 Deinhard Lane
McCall, ID 83638
(208) 634-7125



Southwest Supervisory Area
8355 West State Street
Boise, ID 83714
(208) 334-3488

Eastern Supervisory Area
3563 Ririe Highway
Idaho Falls, ID 83401
(208) 525-7167

Jerome Field Office
324 South 417 East, Suite 2
Jerome, ID 83338
(208) 324-2561



CITY OF BONNERS FERRY RESOLUTION NO. 2024-002

PUBLIC PARTICIPATION GUIDELINES

**A RESOLUTION TO SET FORTH GUIDELINES FOR PUBLIC PARTICIPATION IN
CITY COUNCIL MEETINGS AND HEARINGS.**

WHEREAS, the City of Bonners Ferry, Idaho holds twice monthly city council meetings and occasional public hearings which are open to the general public. These meetings are for the primary purpose of dealing with the business of the City,

WHEREAS, the City of Bonners Ferry City Council values public input and participation in council meetings and public hearings. As such, the City Council provides the opportunity on each regular council meeting agenda for “Public Comment.” Public comment periods are not required by Idaho statute or law at regular council meetings as these meetings are limited public forums,

WHEREAS, the City Council desires to establish clear guidelines for public participation to aid in the orderly flow of council meetings and to assist in timely and organized disposition of the business of the City,

WHEREAS, public hearings have additional allowances for public participation based in Idaho Code in order to preserve the right of public participation and comment,

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

- 1:** That the City of Bonners Ferry hereby approves and adopts the attached Public Participation Guidelines and hereby incorporates it by reference in to this resolution.
- 2:** The guidelines will be made available to the public at council meetings and public hearings.

This Resolution is hereby **ADOPTED** and made **EFFECTIVE** by the City of Bonners Ferry this _____ day of _____, 2024.

CITY OF BONNERS FERRY, IDAHO

BY: _____
Rick Alonzo, Bonners Ferry Mayor

Attest:

Deborah Garcia, Clerk, City of Bonners Ferry

Date

PUBLIC PARTICIPATION GUIDELINES

Welcome to the Bonners Ferry City Council Meeting.

Regularly scheduled City Council meetings are open to the general public. City Council meetings are also available on Zoom. Please be aware that the meeting agenda could differ from the published version if amendments to the agenda are made by the Council during the meeting.

The Council encourages public input. While a general public comment option is not required by Idaho law, the Bonners Ferry City Council welcomes general public input as part of regular City Council meetings. Citizens are also always welcome to contact council members via e-mail or through the comment section provided on the City website. The Council is committed to an atmosphere that promotes equal opportunity to be heard, civility, mutual respect, proper decorum and freedom from discrimination or harassment. The Council will generally not answer questions or engage in a dialogue with commenters, but may follow up on comments at a later date or future agenda.

Those who wish to address City Council during the council meetings are encouraged to adhere to the guidelines below.

Public Comment Guidelines:

Speakers are encouraged to:

- State their name and city of residence.
- Focus comments on matters within the purview of the City Council.
- Limit comments to three (3) minutes or less.
- Those who wish to speak should sign up on the sheet provided by the Clerk.
- Practice civility and courtesy.
- City leaders have the right and the responsibility to maintain order and decorum during the meeting.
- Time may be curtailed for those speakers whose comments are disruptive in nature.
- Refrain from comments on issues involving matters currently pending before the City's Planning and Zoning Commission or other matters that require legal due process, including public hearings, City enforcement actions, and pending City personnel disciplinary matters.
- Comments that pertain to activities or performance of individual City employees should be shared directly with the employee's supervisor or with the Mayor and should not be the subject of public comment.

Public Hearing Guidelines:

In-person Comment. Because public hearings must follow various procedures required by law, please wait to offer your comments until comment is invited/indicated. Please address comments directly to the Council and try to limit them to three (3) minutes.

Written Comment. The public may provide written comments via postal mail sent to City Hall or via email sent to the City Clerk at dgarcia@bonnersferryid.gov. Comments will be distributed to the members of the Council and become a part of the official public hearing record. Written testimony must be received no later than forty-eight (48) hours prior to the date of the hearing to ensure inclusion in the permanent City record.

Remote Comment. When available, the public may provide live testimony remotely via the Zoom meeting platform using a phone or a computer. Those desiring public hearing access may find the

Zoom information on the agenda for the hearing or by contacting the Clerk's Office no later than twenty-four (24) hours prior to the date of the hearing so log-in information can be sent prior to the meeting. Please indicate which public hearing the testimony is intended for on the agenda.

If communication aids, services, or other physical accommodations are needed to facilitate participation or access for this meeting, please contact the City Clerk at (208) 267-3105 not less than 48 hours prior to the meeting. The City will help accommodate special needs wherever possible.

Customer

| | | | |
|-----------------------|-----------------------|------------|------------|
| Organization | CITY OF BONNERS FERRY | | |
| DBA | | | |
| Address | PO BOX 149 | | |
| City State Zip | BONNERS FERRY | ID | 83805-0149 |
| Phone | (208) 267-3105 | Fax | |

Purchase Order - Lease

NASPO/ValuePoint Contract #: CTR058809
 and / or
 State Participating Addendum (PA) #:
 PADD 20231479 (ID)

Vendor

| | | | |
|-----------------------|---------------------------|-------------|----------------|
| Company Name | Quadient Leasing USA Inc. | FEDERAL ID# | 94-2984524 |
| Attention | Government Sales | DUNS# | 150836872 |
| Address | 478 Wheelers Farms Rd | | |
| City State Zip | Milford | CT | 06461 |
| Phone | (866) 448-0045 | Fax | (203) 301-2600 |

Ship To

| | | | |
|-----------------------|-----------------------|--------------|------------------------|
| Organization | CITY OF BONNERS FERRY | | |
| Attention | DEBY GARCIA | | |
| Address | 7232 MAIN ST | | |
| City State Zip | BONNERS FERRY | ID | 83805-5019 |
| Phone | (208) 267-3105 | Email | DGARCIA@BONNERSFERRY.I |

| P.O. Number | P.O. Date | Requisitioner | Shipped Via | F.O.B. Point | Terms |
|-------------|-----------|---------------|-------------|--------------|---------------------|
| | | | Ground | Destination | Quarterly Invoicing |
| QTY | Unit | Description | Unit Price | Total | |
| 60 | Months | Lease Payment | \$161.17 | \$9,670.20 | |

Lease payment specified above for products listed below includes, as applicable, reduced price equipment maintenance to reflect first year free, meter rental, meter resets, postal rate changes, software license/support/subscription fees, delivery, installation, and operator training.

Products

| QTY | Product ID | Description |
|-----|------------|--|
| 1 | IX5AF | iX-5 Series Base w/ Autofeeder, Sealer, Catch Tray & Ink Cartridge |
| 1 | IXWP5 | IX Series 5 lb Weighing Platform |
| 1 | IXWP5DW | IX-5 Series Base 5lb. Differential Weighing |
| 1 | IXINK57HC | IX-5/7/7PRO Series High Capacity Ink Cartridge |

- Order is governed under the terms and conditions of the NASPO/ValuePoint Master Price Agreement Contract Number CTR058809. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
- Payments will be sent to:
 Quadient Leasing USA, Inc.
 Dept 3682
 PO Box 123682
 Dallas TX 75312-3682
- Send all correspondence to:
 Quadient Leasing USA, Inc.
 478 Wheelers Farms Rd
 Milford CT 06461
 Phone: 203-301-3400
 Fax: 203-301-2600

 Authorized by Date

 Print Name Title



Product Overview



iX-5 AF MAILING SYSTEM

A compact and efficient automatic-feed mail processing solution

Key Capabilities

- Intuitive control panel with a color screen and shortcut keys for your most-used rates and imprints
- Quiet inkjet printing with convenient low-ink alerts sent automatically via email
- Meets the latest Intelligent Mail Indicia (IMI) and Dimensional Weighing (DIM) USPS® requirements
- Automatic feeding of postcards, letters or large envelopes up to 1/2" thick
- Dependable envelope sealing that secures the contents of your mail pieces
- Weigh platform auto-adjusts the postage amount for extra-thick envelopes or boxed packages
- Integrated postage label dispenser for easy processing of bulky letters and large envelopes
- Reach productivity levels as high as 110 metered letters per minute
- Safeguard your stored postage with PIN code access for each of your operators
- Track pieces processed and postage used for 100 or more accounts/departments
- LAN or wireless connection to refill postage instantly and update postal rates automatically
- Download artwork to print onto your mail pieces – use our free library or create your own
- Uploads postage usage data to your Myquadiant online account for quick and easy analysis
- Download postage anytime and pay for it later using Quadiant Postage Funding

What you need to know about the new USPS® Intelligent Mail Indicia (IMI) Standards


The USPS® now requires that all new mailing systems meet the Intelligent Mail Indicia (IMI) standards as the mailing systems go to market. It provides more transparent and detailed transaction data, enables automation of costly back-office operations, and employs better security standards.

New IMI standards offer full compliance

- ✓ Provides transaction level data for each mail piece daily
 - ✓ Supports automated refunds, refund authorization, and fraud detection (data on ImpB, PIC)
 - ✓ Restricts Keyed-In-Postage (KIP), which supports proper mail rating/classification for USPS
 - ✓ Provides end mailer information for Federal Government compliance
 - ✓ Supports the tracking and management of reprinted indicia
- ✓ Provides improved indicia constructs that support Fraud Detection, Readability, and Indicia Management
 - ✓ Supports the USPS to accurately calculate short paid and over paid postage (data on TW, Price, Notice123, Extra Services)
 - ✓ FIPS 140-2 Security Level 3+ (EFP/EFT) (security strength to deter current threats)
 - ✓ Improved security for Rate Table, Log Files and Data Exchange Interface


Benefits of the new IMI standards

Accurate postage




Even the most careful manual data entry may produce errors. With an IMI, the postage is automatically calculated after you input the required Service Class. Using IMI saves money and mail is not returned for lack of postage.

Automatic updates




The USPS requires systems with IMI to connect to the manufacturer's servers every 72 hours. With frequent use information, the USPS is better able to manage mail flow. Updates arrive to the meter in a timely fashion, including rate changes and other modifications, avoiding over or short payment.

Stronger security



Federal Information Processing (FIP) is the organization that creates standards for data encryption. IMI adheres to their standards to ensure that information transmits securely, whether it is going to or from the postage meter.

Greater connectivity



There is no need for a dedicated phone line. Instead, dedicated LAN connections are required to ensure a constant connection, which enables faster updates and postage refills.

The new IMI captures more data, provides the USPS with more real-time data, and ensures that you always use the correct amount of postage.

The iX-Series by Quadient meet the latest IMI and Dimensional Weighing (DIM) USPS requirements. Gain a complete suite of tools that offer a one-stop approach to processing, tracking, reporting and reconciling postage expenses for mail and parcels.

To learn more about Quadient's IMI compliant iX-Series postage meters, visit quadi^{ent}.com



To gain additional insight into IMI Compliance, download the complimentary Ebook:

QUICK REFERENCE GUIDE:
EVERYTHING YOU NEED TO KNOW ABOUT USPS®
INTELLIGENT MAIL INDICIA (IMI) COMPLIANCE

Deby Garcia

From: Kelly Bray <Kelly@1stclassos.com>
Sent: Monday, March 4, 2024 6:16 PM
To: Deby Garcia
Subject: City of Bonners Ferry
Attachments: CITY OF BONNERS FERRY-NASPOLeasePO-240304-180959.pdf; IX-5.pdf; Supply List.pdf; IMI Cutsheet.pdf

Importance: High

Hello,

Per our discussion please see attached the info and NASPO pricing for the new USPS IMI meter that:

- Retires existing lease with NO penalties
- Features Automatic feeding
- True tip to tip envelope SEALING
- New machine with updated IMI software
- Full training and installation

Let me know if you have any questions as I will check back for approval after the 3.19 presentation, thanks.

Kelly Bray
Major Account Specialist

1st Class Office Solutions
713 N Hogan St
Spokane, WA 99202
Cell: 509-530-8003
Main Office: 509-466-7575

1st Class Office Solutions West
19032 66th Ave South Ste C-101
Kent, WA 98032
Cell: 206-496-3108
Main Office: 206-466-0818



Authorized dealer



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER

TO: Mayor and City Council
FROM: Mike Klaus, City Engineer/Administrator
DATE: 3/15/2024
RE: Golf Course – Reel Replacement for Fairway Mower

The golf course fairway mower needs to have the cutting reels replaced. The new reels have already been purchased but need to be installed. It turns out that the process of installing the reels is quite involved and takes about two days for two people. In consultation with the golf course manager and the City mechanic, it is recommended to have an outside party install the reels.

The golf course manager has received a quote to complete the work for approximately \$1,800. Based on that verbal quote, I recommend that the Council approve up to \$2,000 to complete the reel installation for the fairway mower.

Please contact me if you have any questions regarding this proposed expense.

A handwritten signature in blue ink that reads "Mike Klaus".

Mike