

Welcome to the Bonners Ferry Golf Committee Meeting

The purpose of the Agenda is to assist the Commission and interested citizens in the conduct of the public meeting. Careful review of the Agenda is encouraged. Any individual who wishes to address the Commission on any other subject should plan to speak when agenda item **Public Comments** is identified by the Chairman. The Chairman will not normally allow audience participation at any other time.

AGENDA Golf Committee Meeting City of Bonners Ferry March 14, 2024 5:30 pm

PUBLIC COMMENTS

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

REPORTS

Ben Staples, Jennifer Baulne- Dodger LLC
Clerk/Treasurer- Memo

CONSENT AGENDA {action item}

1. Approve September 26, 2023 minutes

NEW BUSINESS

1. Introduce Ben Staples and Jennifer Baulne (Dodger LLC)
2. Review of the Golf Manager Hiring Process (**discussion only**)
3. Review Income and Expense Report for FY 2023 (**discussion only**) [attachment]
4. Look ahead to 2024 (**discussion only**)
5. Set 2024 Golf Committee Meeting Calendar (**action item**)

INFORMATION

11/21/2023 Regular Council Agenda and Minutes

ADJOURNMENT



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY CLERK/TREASURER

TO: Golf Committee

FROM: Deborah Garcia

DATE: 03/14/2024

RE: Agenda Items

I was planning on attending the meeting in person, but I prepared this memo in case I was unable to attend. I wanted to talk to everyone about the process that needs to happen in order for the City Council to take action or for them to respond to the Golf Committee. First a topic that you choose needs to be put on the Golf Committee Agenda as an action item. A motion needs to be made and seconded and then for our records purposed a roll call vote is the best to have so we are capturing it on the record. Once that item has been voted on and passed unanimously, then Lara can bring those approved items to me, and I can get them on the City Council agenda through the agenda setting meeting that we have the Tuesday before the next meeting. I also feel like when an item does make it to the agenda, a representative of the Golf Committee should be present at the meeting to answer questions the Council may have. If Ben brings an issue to Jimmy about a piece of equipment, then Jimmy usually will go to Mike and then if needed because of cost or replacement, Mike would bring that to council. I was listening to the last meeting recording to assist Lara with the minutes, and I think a good thing for an agenda would be to have Strategic Planning that maybe is discussed at one meeting and then put together and voted on at another meeting. This would line out your priorities in replacing equipment as well as projects that need to be completed at the golf course. This, along with Ben maybe being involved with some of the budget planning would help with your communication issues and help the city plan for some expenditures in the future for the golf course.

Please let Lara know if you have any questions and I will email the group with the answers if I have them.

Thank you,

Deborah Garcia
Clerk/Treasurer

**MINUTES
GOLF COMMITTEE MEETING
September 26, 2023
5:30 pm**

Chairman Steve Nelson called the meeting Golf Committee meeting to order at 5:36pm.

Committee members present: John Youngwirth, Gerry Ann Howlett, Scott Schopen and Lynda Hiatt.

Staff present: Business/Tax Clerk Lara Tyler. Also present were Eddy Invernon from the Street Dept. and Ralph Lotspeich Golf Manager

No public present.

PUBLIC COMMENTS

No public comments

REPORTS

Ralph said they are getting ready to put the course to bed for the season. Chairman Nelson asked Ralph if any of the equipment is going to need to be replaced imminently or what the lifespan of the equipment will be. Ralph reported that the **John Deer T mower** is a 2000 model bought in 2019 and had 900 hours on it when purchased, now has 1670 hours on it and doing good with normal wear and tear, Ralph figures there is another 5 years of usage. The **Gator** was purchased in 1995 and the seats are terrible, but it is running strong. Ralph is unsure of the hours on it. The **Greens mower** has 2129 hours on it, and it was purchased new in 2010 and runs as good now as it did in 2010. The mower should last another 8-9 years and then moved to a tee mower. The **T Mower** is a 1995 model purchased in 2003 and has 6,237 hours on it. It works fine for the 10-15 hours that it is needed. The **Aerator** is a John Deere 800 purchased in 2000 and only used 15 hours per year and has many hours left on it. The **Sand rake** purchased in 1992 functions and is okay and will get another 5 years of usage. The **Mule** purchased in 1998 is a service vehicle over 6686 hours on it and needs to be replaced. Chairman Nelson mentioned that they brought that forward to replace last year and were turned down. The committee will bring it to the council again for replacement. The **Greens Mower**, purchased in 2010 and has 2129 hours on it and runs great. It will need new reels. The **Sidewinder** was purchased new in 2013 and has 1790 hours on it. It is running great. The decks are no longer shifting left to right, and Ralph is not sure why, but it should last for another 10 years. The **Rough Mower** has 4735 hours on that, and Ralph didn't have the date of purchase on hand. It has another 3-4 years of life on it. The **Fairway Mower** is a 2010 model and was purchased in 2021 and there are 4200 hours on it. This will need new reels as well. Ralph has been showing Ben some of the ropes on the course. Eddy Invernon talked about the process of what it takes and is needed to replace the reel and the bearings. John Youngwirth said this is something that needs to be brought to the city council or taken to Jimmy (the mechanic).

CONSENT AGENDA {action item}

1. Approve the August 28, 2023, minutes.

Scott Schopen made a motion to approve the August 28, 2023, minutes. Gerry Ann Howlett seconded the motion.

Result:	Approved
Moved by:	Scott Schopen
Seconded by	Gerry Ann Howlett
Voted Yes	Gerry Ann Howlett, Scott Schopen, John Youngwirth and Lynda Hiatt
Voted No	
Absent	

OLD BUSINESS

No old business

NEW BUSINESS

No new business

INFORMATION

Chairman Steve Nelson added some information. The new pump shed is going to be constructed by Kenny Robertson and it will be started this fall. There were questions about what size it would be, no one had any idea. Ralph said that it could be small and more functional if built well. Steve also asked about the pond and if it had ever been dredged (storage pond on 9). Ralph was not sure if it was a natural or lined pond. He talked about getting more volume and how terrific that would be for watering and irrigation.

ADJOURNMENT

John Youngwirth made a motion to adjourn the meeting. Scott Schopen seconded. The meeting was adjourned at 6:42 pm.

Result:	Approved
Moved by:	John Youngwirth
Seconded by	Scott Schopen
Voted Yes	Gerry Ann Howlett, Scott Schopen, John Youngwirth and Lynda Hiatt
Voted No	
Absent	

	2023	2024	2025	2026	2027
Golf Course Income	256,950.57				
Golf Course Expense	158,551.44				
Net Income/Loss	98,399.13	-	-	-	-

Welcome to tonight's City Council meeting!

The elected officials of the City of Bonners Ferry are appreciative of an involved constituency. Testimony from the public is encouraged concerning issues when addressed under the Public Hearing portion of the agenda. Any individual who wishes may address the council on any issue, whether on the agenda or not, during the Public Comments period. Normal business will preclude public participation during the business portion of the meeting with the discretion left to the Mayor and Council. Special accommodation to see, hear, or participate in the public meeting should be made at City Hall within two days of the public meeting.

Vision Statement

Bonners Ferry, "The Friendliest City", strives to achieve balanced growth, builds on community strengths, respects natural resources, promotes excellence in Government, and values quality of life. We are a city that welcomes all people.

AGENDA
CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
November 21, 2023
6:00 pm

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

Meeting ID: 176727634

Join by phone: 253-215-8782

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

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

REPORTS

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

CONSENT AGENDA – {action item}

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

NEW BUSINESS

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

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

ADJOURNMENT

**MINUTES
CITY COUNCIL MEETING
November 21, 2023**

Council Chair Ron Smith called the meeting to order at 6:00pm. Council present were Val Thompson, Brion Poston. Mayor Alonzo and Councilman Arthur were absent. Staff present were City Engineer Mike Klaus, City Administrator Lisa Ailport, City Clerk/Treasurer Deborah Garcia
Public present were David Sims, Gerald Higgs, Fay Almond, Clark Fairchild, Tom Oxford, David Clark, Eric Lederhos joined the meeting at 6:39pm.

PUBLIC COMMENTS

No public comments

REPORTS

Police- No Report

Fire- No Report

City Administrator- Memo provided. Lisa expressed this was her last report and would also like to express her gratitude toward the people who worked side by side with her for the past 5 years including council. Mayor, staff and the community that supported her. Lisa stated that she had enjoyed her time as the Administrator and the challenges and successes during her time. Read through some of the successes that were listed on her memo that she submitted. Lisa spoke about the levy taxes and the State Controllers compliance. It is important to know that we have some challenges within the state compliance requirements that the next City Administrator will need to address. Lisa stated that she had no solutions at this point. Lisa stated that it is important for the record to reflect that the State is now freezing our levy tax rates back to 2022, and unfortunately the previous city Clerk/Treasurer did not perform her duties as expected at the time and set our levy rate back from what was published in the paper to the levy rate that she did not correct from the previous year. Unfortunately, our levy rate will go back to \$679,965.00 where our current levy rate is somewhere around \$743,000.00. We will see a significant shortfall with regard to our levied tax abilities that will likely be permanent, and we won't be able to recover that. The amount is around \$63,000.00 but if you couple that with the previous year's it is closer to \$83,000.00. We are in compliance for 2023, but not 2021 or 2022. Lisa stated that she has full support of the current Clerk/Treasurer and her abilities to do the job and I hope you will too. Lisa also stated that staff, we do our best to do the job for the checks and balances to be in place regularly. Lisa hopes that the council's role in the future will be to trust your staff and validate their work as a body. Ron assured Lisa that Deby would get all the help she needs.

City Engineer- No Report

Urban Renewal District- Set to meet on Monday.

SPOT- Previously the SPOT bus would not run on Monday and Tuesday and Thursday it would go to Sandpoint, Wednesday, and Friday it would run in Bonners Ferry. Ridership is down and has not recovered from COVID. The local committee met and are talking about making some changes to the schedule. Ron attended the SPOT meeting in Sandpoint and suggested eliminating the Tuesday run to Sandpoint and using it for Bonners Ferry This will be effective January 1, 2024 and will run Tuesday, Wednesday, and Friday in Bonners Ferry and Sandpoint on Friday. The City of Moyie Springs made a contribution a few months ago for this past fiscal year and have contributed \$1000.00 for the current fiscal year. Ron stated he thinks this will continue every year.

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 11/7/23 Regular Council Meeting.
4. Consider approval to upgrade FCS meter reading system.
5. Consider authorizing the mayor to sign the contract with Second Chance Animal Adoption for FY 2024 [attachment]

Val made a motion to approve the consent agenda. Brion Poston seconded the motion.

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

NEW BUSINESS

6. **ELECTRIC-(action)** [attachment]- Consider approval of change order #2 proposed by SEL for the hydro controls project.

City Administrator Mike Klaus stated that the project was successful. Made the switch from Allen Bradley to Schweitzer Engineering Laboratories. Before Mike was at the city there was controls upgrade project in approximately 2006, problems that came from that was lack of documentation when it came to wiring diagrams. SEL focused on documenting every change and everything they put in is well mapped out and they have good drawings. The original project cost was \$455,000.000 and the city received a grant from the Office of Energy and Mineral Resources for \$233,000.00. Towards the end there was more time put into the project by SEL and our staff because of the lack of documentation we had in order to replace components. The amount of time spent on it was negotiated and the billing for about 50% of what they actually spent. Had to add 2 switches to the project and a network clock that coordinates and synchronizes all the devices so if a breaker opens the whole system sees it instantly. With those changes it added approximately \$5000.00 to the project. The change order in front of council is from \$455,000.00 to 460,000.00.

Val Thompson made a motion to approve change order #2 increasing the contract amount to \$460,335.15 for SEL for the hydro controls project. Brion Poston seconded the motion.

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

7. **WATER/SEWER- (action item)** [attachment]- Consider approval of an amended Utility Ordinance to clarify Capitalization charge calculations.

City Administrator Mike Klaus stated that the current ordinance lacked some clarity to the calculation of capitalization fees for water and sewer. The city has posted what the actual charges for a new water connection fee that is \$2929.00, and the sewer is roughly \$860.00. The basis of these fees are better described now in this new amendment to the ordinance that describes what the equivalent dwelling units are and how to calculate it. There is now a table. This will help you calculate what the capitalization fee would be for a hospital or a bank. There was difficulty with this in the past. The ordinance was revamped this spring by staff and there were flaws that were easily identified. The table may need some tweaking in the future. Lisa clarified that this portion is just for discussion and not an action item. Those come in item 10 and 11

8. **CITY- (action item)**[attachment]- Consider approval to replace the carpet in the council room with the maximum budget of \$5000.00 using Urban Renewal Rebate funds.

Brion made the motion to replace the council room carpet and to not exceed the \$5000.00 budget. Val Thompson seconded the motion.

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

9. **GOLF- (action item)**[attachment]- Consider Resolution 2023-016 a resolution to appropriate and earmark golf proceeds from 2023 season towards one-time expenses and future capital projects.

City Administrator Lisa Ailport stated that the golf course had a rare year and has seen a surplus of about \$100,000.00. There are some large expenses and some one-time expenses. the two side by sides that are beyond their life as well as replace the engine in the fairway mower this is due to damage by the golf contractor last season a filter was removed or fell off and the engine was doused with dust. The proceeds should at least be allocated to those one-time expenses. There are some large capital expenses coming up such as a new water system and adding another golf cart shed. Council will have to decide if they would like to earmark those proceeds for the large items and the resolution would be the format that could do that. Lisa reminded council of the deficit that the city is facing with the levied taxes and that the State is withholding our sales tax revenue until we have completed our audits and that it will probably be for the rest of this year. Brion Poston stated that it was not fiscally responsible to earmark those funds and that they should go back into the general fund.

Brion made the motion to approve Resolution 2023-016 with the exception of the earmarked funds. Val Thompson seconded the motion.

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

10. **UTILITIES-(action)** [attachment] Consider first reading of Ordinance 616 by Title only. An ordinance to amend Title 10, Chapters 1, 2 and 3 and to adopt a new Appendix A, setting forth a Water EDU table. This is for the ordinance discussed previously in the packet. If you choose to re

Val made a motion to approve the first reading of Ordinance 616 by title only. Brion Poston seconded the motion.

City Administrator Lisa Ailport Read Ordinance 616 by title only.

TITLE 10: UTILITIES SERVICES

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

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

11. **UTILITIES-(action)** [attachment] Consider suspension of the reading rules and adopt ordinance 616, by Title only and authorize publication of the ordinance summary.

Val Thompson made a motion to suspend the reading of the rules and adopt Ordinance 616 by title only and authorize publication of the ordinance summary. Brion Poston seconded the motion.

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

ADJOURNMENT

Council Chair Ron Smith Adjourned the meeting at 6:40pm