

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 Visitor Center
6373 Bonner St
267-3105
September 3, 2024
6:00 pm

No Zoom connection available for this meeting due to meeting relocation.

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

Vanessa David with Condie Stoker & Brown- presentation of the FY 2021 Audit.

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of minutes for 5/7/24,6/4/24,7/2/24,7/29/24,08/01/24,08/20/24 Council meetings.
4. Consider authorizing the mayor to sign the Memorandum of Understanding for the SRO position for the Boundary County School District effective 9/2024 through 8/2025

NEW BUSINESS

5. **CITY- PUBLIC HEARING Fiscal Year 2025 Budget Hearing**
6. **CITY- (action Item) (attachment)- First Reading by Title Only of Fiscal Year 2025 Appropriation Ordinance.**

7. **CITY- (action item)**- Suspend the Reading Rules and Adopt Fiscal Year 2025 Appropriation Ordinance #618.
8. **WATER- (action item)** [attachment]- Consider new Genset for City Hall, Northside Pumps.
9. **CITY- (action item)** [attachment]- Consider pay increase for Ken Robertson.
10. **Executive Session** - Executive Session pursuant to Idaho Code 74-206, subsection 1 (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement

ADJOURNMENT

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.

**MINUTES
CITY COUNCIL MEETING
May 7, 2024
6:00 pm**

Mayor Alonzo called the meeting to order at 6:00 pm and led the Pledge of Allegiance. The council members present were Ron Smith, Val Thompson, Adam Arthur, and Brion Poston.

Staff members present were City Engineer/Administrator Mike Klaus, City Clerk/Treasurer Deborah Garcia, Police Chief Willie Cowell. And City Attorney Andrakay Pluid via Zoom.

Public present were Jessica Tingley, Denise Crichton, David Sims, David Clark, Emily Bonsant, Dawson Brod, Jayme Brod, Scooter Drake, Olivia Drake, Jayme Coonce with LHTAC.

PUBLIC COMMENTS

No public Comments

REPORTS

Police- Chief Willie Cowell reported that they filled the position that was vacated by Jonathan Wilkins. His name is Robert Bates. Robert will do field training for 14 weeks before being sent to post for an additional 15 weeks. Bates comes to the city as a journeyman electrician and military service experience but no civilian law enforcement experience.

School resource officer, Jason Trujillo has had fifty-two generated requests that have resulted in thirteen criminal misdemeanor and one felony arrest.

There have been twenty-six traffic related infractions that have been filed with the clerk's office. Thirteen misdemeanor offenses have been filed and one felony warrant arrest was made on a fugitive wanted for escaping an out of state detention facility and kidnapping.

Starting Thursday there will be a lot of law enforcement activity with most of it centered between town and Moyie Springs. On Thursday, a multi-agency drug enforcement will take place between the city limits and Highway 2. Willie has approved department overtime for this operation.

On Friday and Saturday, a multi-agency DUI emphasis will take place involving task form teams and the county. This emphasis coincides with the mud bog traffic. Again, overtime has been approved for the emphasis operation.

Also Friday there will be a parade of multi-agency emergency vehicles from Boundary and Bonner counties will travel a route from Super 1 to the sheriff's office for fallen officers. The event is being led by Len Pine and will include a full honor guard ceremony. Everyone is welcome to come to the honor guard ceremony.

Ron Smith asked if the city police keep track of their assists to the county. Chief Cowell stated there have been a half dozen assists from the city to the county and county and ISP to the city is about the same. This is since the last council meeting.

Also, the prom will be north of town on Saturday.

Fire- No report.

City Engineer-Administrator- Mike put a memo in the packet for the community block grant for lift station five for \$500,000.00.

Urban Renewal District- David Sims shared that urban renewal had a meeting in April. David will be administrating the URA for now. There is one developer who wants to develop multi-family housing by Augusta St. David met with the developer on site with Mike and Andy.

URA can only reimburse projects included in the plan including sewer lift projects and street improvements including sidewalks. The developer will come back to the city in June to see what Urban Renewal can provide. They could start construction as early as July if all goes well.

SPOT- There was a nice article in the paper this week about SPOT.

Golf- No report.

EDC- The old South Hill Furniture building is open for businesses.

There is a local person planning to open a seasonal landscaping business on the old Co-op property. He should be signing his lease with Co-op today.

The Pape property construction will be starting before the end of the year. The developer that owned that piece of property for about three years sold it but kept the western most part of the lot.

David is working with Idaho DEQ to get funds to help renovate the old Safeway building.

David is helping a local farmer with an Idaho State Department of Agriculture grant application for mid-tier supply chain grants. They got a one-time award from USDA of 5 million for these awards. They ended up with over one hundred applications with requests of forty-four million dollars. We were notified on Monday morning that the local farmer was successful so now it goes to UDSA for final review.

The Moyie Springs Sewer project is going ok. They will be having their first significant concrete pour this week. They have the vault. It looks like they will be receiving full funding from DEQ to replace the water line. They have the ditch dug. The pipe is ready to go. They are just ready for the easement. Hopefully, they will be back in service in the next week.

Dick Rousch from the Idaho Office of USDA visited last week. We visited Sturgeon Station with some other USDA employees. David does not remember another state employee visiting Bonners Ferry before.

PAC gets funding from the US Economic Development Agency to do a Comprehensive Economic Development Strategy document that they produce every five years and update annually. This is the year to do the next 5-year plan. Nancy Mabile is Looking for participants. It is a fairly involved process. It starts Thursday and ends this fall. If anyone is interested in participating, let David know.

Mayor Alonzo asked about laying the electric lines out in Moyie. The city is waiting on an easement. The top of the hill from the log yard to the bottom will be underground because it is a steep slope and not always stable. Once the easement is finalized, the work will be completed.

GUEST-Jayne Coonce from Local Highway Technical Assistance Council will present the Road Scholar Award to Dawson Brod. Jayme thanked the council for allowing her to come and present this award to Dawson. Road Scholar is 80 hours of course work which is eleven courses. To pass the courses, you must take a final exam. The next class is road master's and requires another 80 hours of work.

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the minutes from the 3/19/24 Regular Council Meeting.
4. Authorize the mayor to sign the Community Wildfire Protection Plan.

- 5. Authorize the mayor to sign a support letter for Idaho Rural Economic Development Professionals Grant Program.
- 6. Approval of pay request for Riverside Inc.

Adam Arthur made a motion to approve the consent agenda. Val Thompson seconded the motion.

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

NEW BUSINESS

- 7. **ELECTRIC- (action item)** [attachment]- Consider approval to purchase a new bucket truck for FY2025.

City Administrator, Mike Klaus, stated that a new bucket truck has been in the capital plan for 2025. The city received a quote, and it needs to be ordered now to get a 2025 vehicle.

Ron Smith made a motion to purchase a new bucket truck for FY 2025. Val Thompson seconded the motion.

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

- 8. **GENERAL- (action item)** [attachment]- Consider approval of quote to cut brush on city levees.

City Administrator, Mike Klaus, explained that every year the city budgets funds to cut brush on the levees to maintain compliance with the Army Core of Engineers. There is less to contend with this year because the fire department burned some of the banks between the bridge and city limits on the south bank. The quote is \$16,000.

Adam Arthur made a motion to approve the quote for \$16,000.00 to remove brush on the city levees and approve the mayor to sign the contract. Val Thompson seconded the motion.

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

9. **CITY- (action item)** [attachment]- Consider approval of revised Capital Plans for City Departments.

City Administrator, Mike Klaus, shared that the capital plan needed to be revised based on journal entries that were adjusted for last year. Mike stated that he reduced capital expenses for water and sewer and electric in order to proceed conservatively.

Mike shared that there is money in the bank as well as the state pool. The money is split 50/50. A couple of years ago, the city developed a reserve requirement for each fund. For instance, for water, one of the requirements is to have 90 days of operating expenses. To develop that, Mike looked back at the mid-year point and averaged expenses for each fund to calculate the 90 days operating expense number.

Mike shared that one thing he added was to add another \$450,000.00 in reserve for re-licensing between 2025 and 2029. The policy on reserve lets us set that aside for that purpose.

Another reserve requirement for water that is a little different from sewer is to also have the bond reserve. That amount is over and above what the council has already elected to have in reserve.

Mike shared that he did remove some items from the water and sewer budget in order to make room in the budget for a shop to store the new vactor truck. If approved, the plans will be roughed out here with Andy Bliss and then the city will get a quote package out to get quotes on the foundation and the shell. The city will tackle the internal things like electrical and sheeting. The budgeted funds being set aside for the shop are \$250,000.00.

Mike shared that the key is to get a lit and heated space for the vactor truck in order to keep water in the jetting tank over the winter. If a water main or sewer main breaks in cold weather, it is nice to keep that tank full. So, having a heated shop is necessary.

Councilman Brion Poston asked if the shop will be big enough to store other vehicles. Mike shared that the shop would have future space for the water department. Where their current shop is located, it is too close to the water shop. A new filter will need to be added soon so that space will be needed. Brion asked if the whole building would be heated, and Mike shared that those decisions have not been made yet. The current plan is a rough estimate.

Brion Poston made a motion to approve the revised capital plans for all city departments. Adam Arthur seconded the motion.

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

10. **POLICE- (action item)** [attachment]- Consider approval for the mayor to sign the renewal of the Service Agreement with Boundary Security LLC.

Chief Willie Cowell shared that Boundary Security, LLC contracts with the city to watch someone who has been taken into custody and is on a mental hold. They do not charge overtime. They rotate guys in and out until the hold is completed. The cost doubles on holidays. A mental hold on a holiday rarely happens though. The men they have working for them are mostly former law enforcement or military. This saves the department money by not paying overtime. The police department has been using this service for the past five years.

Councilman Ron Smith shared that he likes the fact that the contract is a flat rate, and the city only pays for it when we use it. Ron also asked if this comes into play with juveniles because they cannot come into adult jail.

Chief Cowell explained that if we have a juvenile with a criminal offense, the city police take them to the jail and its incumbent on the sheriff's office to keep them separated from the adults and then they transport them to the juvenile detention center in Bonner County. If there is a juvenile mental hold then they remain in the hospital until space is available. The security company will also transport at a flat rate. The sheriff's office uses this same service.

Chief Cowell explained that once the case has been adjudicated, the city no longer pays for transportation of the inmate. Mayor Alonzo asked what happens if we transport someone and there is no bed for them, and they need to be transported again. Chief Cowell explained that the city would be responsible for transportation in that situation.

Adam Arthur made a motion for approval for the mayor to sign the renewal of the service agreement with Boundary Security, LLC. Ron Smith seconded the motion.

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

11. **POLICE- (action item)** [attachment]- Consider approval to purchase E-Ticket equipment for two Police vehicles in advance up to the amount of \$5,500.00 to meet the guidelines of a grant for repayment.

Chief Willie Cowell explained that these are the electronic ticketing systems which speed up the process. There is a digital scanner for the driver's licenses and registrations. The officer punches in the Idaho code and it issues the ticket. The city currently has five of the systems, so this is for an additional two. The city fronts the money for purchasing the E-ticket equipment and then we are reimbursed 80% of the cost of the machines.

If they see the E-ticket machines being used an appropriate amount, they will then reimburse the final 20% of the cost to the city. Essentially the grant is for 100% but it comes in two amounts.

Councilman Poston asked how they track how much the machine is being used and Chief Cowell stated that it is based on logged miles on the car. The vehicle does not have to be designated to traffic detail and there is no quota. They just want to see the machine being used.

Brion Poston made a motion to approve the purchase of E-ticket equipment for two police vehicles in the amount of \$5,500.00. Val Thompson seconded the motion.

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

12. **CITY-(action item)** [attachment]- Consider Day Off for City Employees on July 5, 2024.

Mayor Alonzo explained that with the 4th of July being on a Thursday this year, he would propose that the employees also be given the 5th off work.

Ron Smith made a motion that the employees be given the Friday after the 4th of July off work as a paid holiday. Adam Arthur seconded the motion.

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

ADJOURNMENT

Mayor Alonzo Adjourned the meeting at 6.46PM.

MINUTES
CITY COUNCIL MEETING
June 4th, 2024
6:00 pm

Council president Adam Arthur called the meeting to order at 6:00pm. Council members present were Val Thompson and Brion Poston. Mr. Arthur led the meeting in the Pledge of Allegiance.

Staff members present were Mike Klaus, Deby Garcia, Andrakay Pluid, Willie Cowell, and Contract Planner Claire Marley via Zoom.

Members of the public present were Marciavee Cossette, David Sims, David Clark, Fay Almond, Larry Bighouse, and Kathy Walk.

PUBLIC COMMENTS

Marciavee thanked the people coming to Bonners who are friendly. We are lucky to have Bonners Ferry.

REPORTS

Police- Willie Cowell reported that since the last meeting, there have been twenty-two infraction violations, ten misdemeanor and five felony offenses. Six of the drug offenses were intercepted when ITD compensates for extra coverage. During that extra time, they focus on traffic infractions. There were five out of city assist calls.

Fire- No Report

Admin/Engineer- Mike handed the council a report and asked if they had any questions. The retaining wall in the city parking lot had to be repaired due to an accident. The bushes were removed, and a lot of drain rock was added for better drainage. A fence will be put up for safety.

Brion Poston asked if they had considered the black fencing on the overpass, but Mike shared that that fencing is \$100.00 a foot so the fence will be chain link.

The budget workshops will be held on the second and fourth Tuesdays of the month. We will look at the days being changed to Wednesdays going forward.

Urban Renewal- No Report

SPOT- No Report

Golf-No Report

EDC- There is some interest in the Huckleberry Variety building.

Idaho will be receiving \$583 million for additional broadband installation. The state will be broken up into groups or counties and they will ask for proposals in those areas. As part of that, David registered with the FCC.

Moyie Sewer project is well underway. They are running into problems with the federal funds. There is a requirement for American Iron and Steel. Some of the valves they need are out. Hopefully, the project will not be delayed much longer. The water line is still being worked on. They got the engineering drawings that were submitted to DEQ. They got their draft easement from the property owner as well. They have the pipe on hand and ready to proceed as soon as the final pieces are in place.

Idaho Dept. of Commerce director will be coming to Boundary County in July. They will be doing two business visits. This will be his fifth or sixth visit in six or seven years. He has been a good supporter of Boundary County.

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll

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

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

NEW BUSINESS

3. **SEWER- (action item)** [attachment]-Consider authorizing the Council President to sign the contract with Panhandle Area Council.

City Engineer, Mike Klaus shared that the city received the grant from the Department of Commerce for the lift station five contract. This is the contract administration to move forward with that project. Councilman Poston asked for a breakdown of the costs. Mike explained that they do a wage audit and several functions during the process of bidding and construction.

Val Thompson made a motion to authorize the council president to sign the contract with PAC for grant administration for lift station five. Brion Poston seconded the motion.

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

4. **SEWER- (action item)** [attachment]- Consider approval of the Fair Housing Statement.

City Engineer, Mike Klaus explained that this fair housing statement has been used in the past but needs to be current for publication. It is similar to the one done four or five years ago. It needs to go in the paper next week.

Brion Poston made a motion to approve the Fair Housing Statement. Val Thompson seconded it.

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

5. **CITY- (action item)-** Consider re-appointment of Merle Ansley to the Urban Renewal Board with a term expiring June 30, 2029.

Brion Poston made a motion to re-appoint Merle Ansley to the Urban Renewal Board with a term expiring June 30, 2029. Val Thompson seconded the motion.

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

6. **POOL- (action item) [attachment]- Consider approval of Contract with Michelle Walker to provide water fitness classes.**

Mike Klaus explained that a couple of years ago, Michelle Walker provided water fitness classes. Mike and Michelle talked a couple of weeks ago about proceeding with the classes again this year. There will be up to twenty-five people allowed in each class and there will be two different classes. The classes will run for ten weeks.

The city will pay Michelle \$60.00 per night and the pool will take in \$40.00 per night. At the end of the year, if there is any money above that amount, the city and Michelle will split that. She brings her own equipment and does her own advertising, so this encourages incentive to her to increase the class size.

Brion Poston clarified that this is a one-year renewable contract. Adam stated that he saw people asking on-line for the classes. Val asked what the payment method is, and Mike shared that people would have to come into city hall to sign up.

Val Thompson made a motion to approve the contract with Michelle Walker to provide water fitness classes at the city pool. Brion Poston seconded the motion.

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

7. **PLANNING AND ZONING- (action item) [attachment]- Consider approval of development and construction agreement for Judy's subdivision.**

Brion Poston recused himself from the vote because he is a direct neighbor of this development.

City Planner, Clare Marley, pointed out the paperwork with Aldairy Estates formerly known as Judy's Subdivision.

In December of 2023, the city approved files #SUP012-23 and #S03-23 for a residential mixed housing planned unit development and a preliminary plat to create five residential lots and private open space. One of the conditions of that approval was that a development and a construction agreement be entered into between the developer and the City.

Now before the city is the development agreement which lays out what is being proposed, Exhibit A which lays out what is being proposed, Exhibit B which is a legal description of the land, Exhibit C which is the plat of the future land division, and Exhibit D which is the heart of the whole project which is what is to be constructed. Lastly is Exhibit E which is the requirement for the owner to warranty the work that is part of the city infrastructure such as sidewalks.

In December of 2023 the City approved files #SUP012-23 and #S03-23 for a residential mixed housing planned unit development and a preliminary plat to create five residential lots and private open space. One of the conditions of that approval was that a development and a construction agreement be entered into between the developer and the City.

Attached are those agreements for your consideration. Please review and let me know if you have any questions regarding the documents. One feature that is important to note is that the plans in the construction agreement are not the final, City-approved plans, as those are still being completed as of the date of this memo. The way the agreements are read, no construction can take place until the plans are approved by the City Engineer, which should not hinder the approval of the attached agreements.

Miss Marley suggested a motion that would require the execution of these documents by the landowners and approval by the city attorney before the city signs the documents.

Val Thompson asked city attorney, Andrakay Pluid if she had reviewed the documents and Miss Pluid stated that she had reviewed them and she has no issues with them.

City Administrator, Mike Klaus stated that much of the documentation is about the plating and different requirements and ground rules as far as construction. There is a new water line involved, and a sewer extension involved. There is also a new road going in and all of that change is spelled out in the documentation.

Mike shared that there was trouble with settling in the sewer upgrade, so a \$5000.00 credit was offered to the developer for an asphalt patch to make the road smooth again.

There is some verbiage by which DEQ will do approval of water and sewer lines. It makes sense to handle street resurfacing until the end of the project.

There are still a few stormwater details that need to be worked out but some of it could go into Alderson so the approval today would just be for the documentation. The stormwater details will be worked out before the plans are approved.

There are a couple approaches that will be abandoned. Those will be removed at the end once the road is drivable. Also, pedestrian access within the unit will be gravel pathways and then there is a proposed sidewalk on the south side of the roadway. Finally, a new approach will be added.

Val Thompson made a motion to authorize the mayor sign the construction agreement for Aldairy Estates, formerly known as Judy's Subdivision, files #SUP012-23 and #S03-23 subject to the review and approval of the city attorney and upon execution of the agreements of the landowners. Brion Poston seconded the motion.

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

8. PLANNING AND ZONING- (action item) [attachment]- Consider approval to name new street.

At the last meeting, Mike Klaus suggested the name Taft Street for the new street. Brion Poston suggested the name Nixon Street since the Nixon family used to live there. There is a private street named Tofte which might be too close to Taft Street. This could be a problem with emergency services sounding too close to an existing street name.

Brion Poston made a motion to name the new street Nixon Street. Val Thompson seconded the motion.

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

9. WATER AND SEWER- (action item) [attachment]- Consider approval of water and sewer main plans for Aldairy Estates.

City Engineer, Mike Klaus, explained that last year some amendments were made to the utility portion of the city code, and it does require approval of water and sewer mains. The sewer main plans are included but the water main plans were not yet reviewed before the meeting.

Brion Poston recused himself from the vote.

Val Thompson made a motion to approve the sewer main drawings titled Judy's Subdivision sewer main extension and authorize the city engineer to review and approve the water main plans when they are submitted to the city. Adam Arthur seconded the motion.

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

10. POLICE- (action item) [attachment]- Consider approval of COPS grant application.

Chief Cowell asked if there were any questions on the proposal he submitted.

Adam stated that the city has always had seven officers max, and he wondered about the eighth position. Chief Cowell explained that officers have had to work a lot of overtime in the past and they are trying to reduce putting officers into extra shifts and stretching them thin.

David Sims stated that about six years ago, the city shifted to PTO instead of sick and holiday leave. With the addition of two extra holidays as well, it is hard to cover all the days with seven officers.

Chief Cowell stated that the grant would off-set some of what the city would need to pay an eighth officer over a period of three years. The contract with the grant is a four-year contract. They offset payment three of those years. The deadline for the grant is Thursday. If the city is awarded that grant, that award would not come until October and at that time some of the budget woes should be worked out. If awarded the grant, there is one year to fill that position. There are no penalties if an eighth officer is not hired.

Brion Poston stated that the question is whether or not the city can afford \$100,000.00 for another officer. Val Thompson stated that the LOT tax will end in nine years, so the council needs to consider the future. Regardless, applying for the grant is free so she encouraged moving forward.

Adam expressed some concern about having to repay the grant if we do not retain the new hire.

Brion Poston stated that this is something that needs to be brought to the budget meetings but applying for the grant should be done now.

Brion Poston made a motion for approval to apply for the COPS grant. Val Thomson seconded the motion.

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

ADJOURNMENT

Council President Adam Arthur adjourned the meeting at 6.49 pm.

MINUTES
CITY COUNCIL MINUTES
July 2, 2024
6:00 pm

Mayor Alonzo called the meeting to order at 6:00pm and led the meeting in the Pledge of Allegiance.

The council members present were Val Thompson, Ron Smith, Brion Poston, Adam Arthur.

The staff present were City Administrator/Engineer Mike Klaus, Police Chief Willie Cowell, and Clerk/Treasurer Deborah Garcia

Present from the public were Liz Benage, David Sims, Kennon McClintock, Jessica Tingley, and Joe Knight.

PUBLIC COMMENTS

Elizabeth Benage lives on Chinook Street across the street from the medical clinic. Liz is concerned about the speeding cars through her neighborhood. The family across the street has kids who are out playing in the yard. Liz is concerned about the number of speeders going up and down that road and she is concerned that a child will be hit. Liz is wondering if the electronic speed sign could be put up and also is wondering if school bus signs could be put up near the bus stop.

Liz wrote a letter to the council, and she gave it to the City Clerk, Deborah Garcia. The letter contains an outline of her concerns. She is grateful for anything that can be done to slow down the speeders.

REPORTS

Police- Police Chief, Willie Cowell shared that, since the last council meeting, the city police have submitted eight infractions to the clerk's office. He explained that is a low number because with all the road construction, it makes it extremely difficult to enforce traffic laws. Beyond that, ten misdemeanor charges have been forwarded to the prosecuting attorney and nine felony charges have been forwarded to the county prosecuting attorney. There is an investigation underway that could result in nine more felony charges by the next council meeting.

Brandon Johnson is still on workers compensation leave. There is no time frame yet on when he will be released for light duty.

Robert Bates has completed his first phase of field training and is exceeding expectations. Officer Bates is starting his second phase of field training with Officer Scott McBride. He was certified as a field training officer last week after successfully completing 40 hours of intensive training.

Fire- No Report

City Engineer-Administrator- City Engineer/Administrator, Mike Klaus shared that he has been trying to get a meeting together with the City of Moyie and the county commissioners. There is a meeting scheduled tentatively for July 23rd at 5:30 at the county annex building. There is an agenda started and Mike encouraged the council members to add items to the agenda.

Councilman Ron Smith mentioned the dispatch agreement. Mike agreed that the dispatch agreement needs to be discussed but wondered if there would be a better format for it. Mike shared that he and Mayor Alonzo had a meeting with the county commissioners and discussed the dispatch agreement. They asked the commissioners to put a proposal together for the meeting on the 16th.

The commissioners also plan to discuss where the responsibility falls for medical holds, and ILETS.

Mike also mentioned that he is working on a draft budget, but he needs seven to ten more days to get the entire draft budget put together. There will be two budget meetings in July. Mike is available for one-on-one budget meetings if requested.

Urban Renewal District- David Sims shared that there was an Urban Renewal meeting in June. They discussed the parcel that Jimmy Ball purchased on Augusta Street where he is building a multi-family development. They met with City Administrator, Mike Klaus, to discuss what the city's desire was for a sidewalk on that parcel.

Mike requested the same sort of sidewalk that already extends along Augusta Street with a curb, a grass strip, and a six-foot sidewalk. Jimmy Ball got quotes for that and he will put it in and be reimbursed by urban renewal. There will be a total of sixteen units.

Urban renewal also decided to help the county with some costs. When the urban renewal district was formed, it included the library, city hall and the block for the courthouse. The thought at the time was that it could be used for ADA compliance at the courthouse.

SPOT- No Report

Golf- No Report

EDC- David Sims shared that here is a gentleman who will be opening an engraving store in part of the old Huckleberry Variety building. He may be opening as early as next week, and he will be located in the part closest to the theater.

The Lore coffee roasters started up at the Coalition. They moved their business to the back side of the old Burger Baron building. They roast coffee there and they sell it at the Gathering Place, and they now have a retail coffee shop as well.

The Fodge Pulp Mill property sold. The new owner will be auctioning the chip mill equipment in September.

The broadband grant is in process. They finished the challenge process yesterday with mapping which will be helpful. The issue is that Idaho is still working with the feds to go through the granting process but the map is frozen in time so the proposal might not be accepted for six to eight more months.

The Moyie city sewer project is going well. There was a hold-up with the treatment section due to supply chain issues. They should have their supplies in September or October. Luckily, DEQ has stepped up to help with the increased construction costs.

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of minutes for 5/21/24 and 6/18/24 regular council meetings.

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

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

NEW BUSINESS

4. CITY- (action item)-Consider a letter of support for an application for the Forest Legacy Program.

Kennon McClintock is here today to request a letter of support for an application for the Forest Legacy Program. Kennon comes each year, and he shared that he spoke about Dawson Ridge a couple of years ago. They have just about closed on 5,000-6,000 acres up there of private company land. Those lands will be protected as working forest lands and conservation easements will be intact.

The project he is currently working on is the same one as last year. The projects first go to the state and then on to the national level. The current project did not pass through at national level last year, so Kennon is re-submitting it this year.

Kennon explained that the Forest Legacy Program is run by the Idaho Department of Lands. Every state that has working forest lands has a Forest Legacy Program. The objective is to protect working forest lands with conservation easements and the benefit is that if you have a forest products industry like mills, it secures trees for the future. The added public benefit is recreation or public access, wildlife habitat, water quality protection, and keeping that county rural for the most part.

A conservation easement is a document that is recorded at the courthouse that goes with the property. Development rights are removed from the land and the landowner continues to own the property. Conservation easements limit commercial development, subdivisions, and most mining. All traditional uses are allowed. Homes, shops, and outbuildings are permitted. Property taxes do not change, and yield taxes do not change. The land can be bought and sold but the conservation easement stays with the property. The length of the conservation easement can be 30 years, 60 years, or its perpetual. The ones that Kennon works with through the Forest Legacy Program are perpetual.

IDL is the holder of the conservation easement, and they are responsible for monitoring the terms and conditions of the easement.

The importance of private forest lands, especially in our county, is most of the logs that come into our mills come from private ground. The six northern mills produce over half of the lumber Idaho. 1.8 billion feet of logs came off of private forest lands in the past five years.

With more people moving into the area all the time, it is more important than ever to protect private forest lands.

Also, for every million board feet of timber you see, it provides thirty jobs for our community. Those numbers are put together by the University of Idaho Policy Analysis group every year.

The current project is in eastern Boundary County. The Goodrich Patton Trust own the parcels. There are about 1500 acres in four parcels.

Councilwoman Val Thompson asked Mr. McClintock what increases the chance of a property getting picked for the easement process. Mr. McClintock shared that at the national level they get around 150 projects a year and they support the top twenty. Boundary County projects usually rank extremely high because of all the trees, wildlife and water and the fact that we have mills. It also helps to show that Boundary County is losing ground with private lands.

Val Thompson made a motion to have Mayor Alonzo sign a letter for support for an application for the Forest Legacy Program. Adam Arthur seconded the motion.

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

ADJOURNMENT

Mayor Alonzo adjourned the meeting at 6:42pm.

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.

MINUTES SPECIAL CITY COUNCIL MEETING July 29, 2024

Mayor Alonzo called the Budget Workshop to order at 5:15pm.

Council present were Val Thompson, Adam Arthur, Brion Poston, Ron Smith.

Staff present were City Engineer/Administrator Mike Klaus, Clerk/Treasurer Deborah Garcia, Police Chief Willie Cowell.

No public present

NEW BUSINESS

1. CITY {DISCUSSION ONLY} FY 2025 City Budget Workshop

Mayor Alonzo opened the meeting and turned the meeting over to City Engineer/Administrator Mike Klaus who presented the proposed draft budget for the General Fund. Adam asked if Mike could put up the budgeted amounts from 2024 and Mike explained that he had not put that in the handouts because it was too large of a document but offered to put those numbers up on the screen for council to compare.

Mike talked about the wages coming out of Local Option will be lower due to the elimination of a position in the Clerk's office and that two positions were combined which will be a savings.

Mike said that for the capital expenses, the police department already ordered a new patrol vehicle as they take about a year to get and that was added to the capitol budget for them. The street department needs a new dump truck, and some money has been budgeted for part of that cost and the other part will be charged to the Electric Department as they use the dump truck as well. The fire department needs some improvements and possibly has some structural issues.

Mike went over the draft budget for the Electric Fund with the mayor and council.

The recommended changes to the draft budget for the General Fund will be made and then presented again at the Budget Hearing September 3, 2024.

No decisions were made.

Posted at City Hall on _____

ADJOURNMENT

Mayor Alonzo adjourned the meeting at 7:52

MINUTES
SPECIAL CITY COUNCIL MEETING
August 1, 2024
5:15 pm

Mayor Alonzo called the meeting to order at 5:30 pm.

Council present were Adam Arthur, Val Thompson, Ron Smith. Brion Poston was absent.

Staff present were City Administrator/Engineer Mike Klaus, City Clerk/Treasurer Deborah Garcia.

No public present

NEW BUSINESS

Mayor Alonzo opened the meeting and turned it over to City Engineer/Administrator Mike Klaus who presented the draft budget for the Water and Sewer Fund. Mike went through each fund highlighting any significant changes. Staff will recommend a 5% increase in fees that will come at a later date. Lift stations 2 and 4 are just a couple of stations that need some work. Meter reading wages are lower because the departments are doing their own reads now and the time to complete reads has shortened to one to two days per month.

After hearing the budget presentation, the mayor indicated to staff to move forward with the budget publication to the Bonners Ferry Herald by August 9th. The publication will run for three weeks to make sure it meets the state guidelines for publication.

No decisions were made.

ADJOURNMENT

Mayor Alonzo adjourned the meeting at 7:38 pm.

MINUTES
August 20, 2024

Mayor Alonzo called the meeting to order at 6:00 pm.

Council present were Ron Smith, Val Thompson, Adam Arthur, Brion Poston.

Staff present were City Engineer/Administrator Mike Klaus, City Attorney Andrakay Pluid, Police Chief Willie Cowell. Clerk/Treasurer Deborah Garcia

Public Present was David Clark

PUBLIC COMMENTS

No public comments

REPORTS

Police- Police Chief Willie Cowell reported there were 79 infractions forwarded to the clerk's office, 14 misdemeanors forwarded to the prosecutor's office along with 2 felony charges, city officers responded 5 times outside city limits for agency assists outside city limits one was Tribal and 4 were Boundary County Sheriffs Office.

Fire- No report.

City Engineer-Administrator- wanted to update council on the solar digital speed signs that were asked about at a meeting a few weeks ago. Mike was able to get a cost for them and they are about \$3500.00 each. Mike has reached out to ITD to see if they may have a grant for these to help with purchasing them. Mike said he can count three of four places that would be nice to have them.

Urban Renewal District- No report

SPOT- Ron Smith said after the fair, David Sims came to him and said that he had been talking to Glenda Poston had mentioned that maybe they could utilize SPOT to help transport people to and from the fair. Ron said he reached out to board members in Ponderay, to see if they can make this happen. Ron said someone else approached him about possibly parking at the boat launch and then the SPOT bus would take them to the office at the fairgrounds and run every 15 to 20 minutes. Ron said he has experienced trouble parking because of his issues with walking so far. Willie Cowell said this would be a great benefit.

Golf- No report.

EDC- No report.

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll

Adam Arthur made a motion to approve the consent agenda. Val Thompson seconded the motion.

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

NEW BUSINESS

3. **Utilities- (action item)** [attachment]- Consider approval of an Ordinance 617 amending City Code Title 10 - Utilities, Section 13, to eliminate door hanger process for delinquent accounts. This has been talked about for several months. There are still utilities that still do door hangers.

Mike said that this was something that staff has been talking about internally for several months. The number of hours that are put into hang the door hangers up. There are still some utilities that are using door hangers. Adam Arthur asked if there was something to replace them such as a letter. Clerk/Treasurer Deborah Garcia said that at the beginning of each month accounts that are in arrears for a certain amount get a letter sent out to them and then they have about a week to either pay on the account or make an arrangement to pay the account. If they do not respond to the letter that is when the door hanger is generated and placed at the residence. They usually have a day or two to pay or make an arrangement before they are turned off for non-pay. It can sometimes take the Electric Department two days and all four employees to hang all of the door hangers. Adam asked if we get good results from the door hangers. Deborah answered we do get most of them paid there can be up to twenty people who are shut off in a month. There are some customers that wait every time for the door hanger before they pay or make an arrangement. They are charged a \$25.00 door hanger fee and then they are charged a \$30.00 disconnect fee and then a \$30.00 re-connect fee if they are shut off. This would go into effect October 1, 2024.

Brion Poston made a motion to approve Ordinance 617 amending City Code Titel 10 Utilities, section 13 to eliminate door hanger process for delinquent accounts. Adam Arthur seconded the motion.

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

4. **Utilities-(action item)** [attachment]- Consider first reading of Ordinance 617 by Title only. An ordinance to amend Title 10 Utilities, Chapter 1, Section 13.

Adam Arthur made a motion to consider first reading of Ordinance 617 by title only. An ordinance to amend Title 10 Utilities, Chapter 1, Section 13. Ron Smith seconded the motion.

City Attorney Andrakay Pluid read the Ordinance by title only:

AN ORDINANCE OF THE CITY OF BONNERS FERRY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO AMENDING TITLE TEN (10) CHAPTER ONE (1), SECTION THIRTEEN (13) CLOSED ACCOUNTS, DELINQUENT ACCOUNTS, DISCONNECTIONS, STRIKING SECTION THIRTEEN (13) PARTS C.2., C.3., AND C.4. REGARDING THE USE OF DOOR HANGERS FOR DELINQUENT

UTILITY ACCOUNTS; 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:	Adam Arthur
Seconded by	Ron Smith
Voted Yes	Brion Poston, Val Thompson, Adam Arthur, Ron Smith
Voted No	
Absent	

5. **Utilities-(action) [attachment]-** Consider suspension of the reading rules and adopt Ordinance 617, 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 617, 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, Adam Arthur, Val Thompson, Brion Poston
Voted No	
Absent	

6. **Utilities- (action item) [attachment]-** Consider approval of an amended Billing Policy 4B

Mike said that in conjunction with the ordinance change would be the policy change that re-states a lot of the things that were listed before.

Adam Arthur made a motion to approve the amended Billing Policy 4B. Ron Smith seconded the motion.

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

7. **Police- (action item) [attachment]-** Consider PTO extension for Police Chief Willie Cowell.

This item was removed as it was no longer needed.

Result:	No Action Taken
Moved by:	
Seconded by	
Voted Yes	
Voted No	
Absent	

8. **Pool- (action item)** [attachment]- Consider pay increase for Bella Sims for completing the Certified Pool Operator Certificate retroactive to July 22, 2024.

Mike said Bella passed that exam on the 18th and the beginning of the pay period is the 22nd. David Hatch is about done being the pool manager and it seems that Bella is interested in doing that. David feels it would be good to give her a bump for that certification. It would be good encouragement to her and hopefully she would want to manage the pool next year if David decided to retire. Adam Arthur asked if we had a pay schedule for lifeguards. Mike said we do have one and they bumped that up this year to ensure we could get guards.

Ron Smith made a motion to approve a pay increase for Bella Sims for completing the Certified Pool Operator Certificate retroactive to July 22, 2024. Adam Arthur seconded the motion.

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

9. **City {action item}** – Consider sponsoring the homecoming parade for the Boundary County School District.

Val Thompson clarified that this is more than just the parade. This would include the bonfire as well. This would be for Homecoming Events. The fire department was involved last year in putting out the bonfire. Val said that she would take responsibility for the paperwork being completed and returned. The dance is outside city limits. Val said she would work with the City Clerk/Treasurer to ensure they get the correct permits for these events. Homecoming is September 14th.

Adam Arthur made a motion to sponsor the homecoming events including the bonfire and parade for the Boundary County School District. Ron Smith seconded the motion.

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

10. **Executive Session** - Executive Session pursuant to Idaho Code 74-206, subsection 1 (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending

litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement

11. Ron Smith made a motion to go into executive session pursuant to Idaho Code 74-206, subsection 1 (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement. Adam Arthur seconded the motion.

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

The Mayor and Council came out of Executive Session at 6:36 pm and no decisions were made.

ADJOURNMENT

Mayor Alonzo adjourned the meeting at 6:36pm

**MEMORANDUM OF UNDERSTANDING BETWEEN
BOUNDARY COUNTY SCHOOL DISTRICT AND
CITY OF BONNERS FERRY POLICE DEPARTMENT**

This Memorandum of Understanding (hereinafter "MOU") is made and entered into by and between the City of Bonners Ferry Police Department and Boundary County School District effective September 1, 2024.

WHEREAS, the School Resource Officer (hereinafter referred to as "SRO") program is a joint venture between Boundary County, City of Bonners Ferry, and Boundary County School District. This MOU is for the purpose of the agreement between the City of Bonners Ferry, a municipal corporation of the State of Idaho, through the Bonners Ferry Police Department and Boundary County School District 101.

WHEREAS, Boundary County will enter into a separate MOU with the School District for an SRO. This agreement will provide for the City of Bonners Ferry Police Department to also provide an SRO. It is the City of Bonners Ferry's understanding that the agreements with the School District that the City and County SRO's will function in all of the Boundary County schools, but the primary responsibility for the City of Bonners Ferry's SRO to be Boundary County Middle School and Bonners Ferry High School. Boundary County Sheriff's Office SRO will primarily be responsible for Valley View, Mt. Hall, and Naples schools. The overall program management of both SRO's would consist of the Bonners Ferry City Police Chief, Boundary County Sheriff, and School District 101 Superintendent.

SECTION 1. PURPOSE OF MOU

The MOU formalizes the relationship between the participating entities in order to foster an efficient and cohesive program that will build a positive relationship between law enforcement and the youth of our community, with the goal of reducing crime committed by or involving juveniles and young adults.

This MOU delineates the mission, organizational structure, and procedures of the School Resource Officer Program (hereinafter the "SRO Program") as a joint cooperative effort between the Boundary County School District, the City of Bonners Ferry Police Department, and Boundary County Sheriff's Office (through a separate MOU). The success of this program relies upon the effective communication between all involved employees, the principal of each individual Boundary County school, and other key staff members of each organization.

SECTION 2. TERM

The term of this MOU shall begin on September 1, 2024 and end on August 31, 2025, unless terminated earlier as provided herein. The parties may renew this MOU only by

separate written agreement or addendum hereto, which must be executed by both parties.

SECTION 3. MISSION, GOALS, AND OBJECTIVES

The mission of the SRO Program is the reduction and prevention of school-related violence and crime committed by juveniles and young adults. The SRO Program aims to create and maintain safe, secure and orderly learning environments for students, teachers and staff. This is accomplished by assigning a law enforcement officer employed by the City of Bonners Ferry Police Department (hereinafter referred to as "SRO") to Boundary County School District facilities (with emphasis on Boundary County Middle School and Bonners Ferry High School) on a permanent basis.

Goals and objectives are designed to develop and enhance rapport between youth, police officers, school administrators and parents. Goals of the SRO Program include:

- Reduce incidents of school violence.
- Maintaining a safe and secure environment on school grounds.
- Reduction of criminal offenses committed by juveniles and young adults.
- Establish a rapport between the SRO and the student population.
- Establish rapport between the SRO and parents, faculty, staff, and administrators.

Moreover, the SRO will establish a trusted channel of communication with students, parents and teachers. The SRO will serve as a positive role model to instill in students good moral standards, good judgment and discretion, respect for other students, and a sincere concern for the school community. The SRO will promote citizen awareness of the law to enable students to become better informed and effective citizens, while empowering students with the knowledge of law enforcement efforts and obligations regarding enforcement as well as consequences for violations of the law.

SECTION 4. ORGANIZATIONAL STRUCTURE

- A. Composition. The City of Bonners Ferry Police Department shall assign one (1) full time law enforcement officer to serve as SRO. The City of Bonners Ferry Police Department shall retain the exclusive right to exercise the customary functions of management. The SRO will be certified by the State of Idaho and meet all requirements as set forth by the Idaho Peace Officer Standards and Training. The Bonners Ferry Police Department reserves the right to remove the SRO at any time if Police Department staffing levels fall below acceptable norms or police response is necessary elsewhere in the City of Bonners Ferry.
- B. Supervision. The day-to-day operation of the SRO will be under the direction of the patrol division of the Sheriff's Office. The conduct of the SRO, both personally and professionally, shall remain solely with the Bonners Ferry Police

Department, and in no event will be considered an employee of the School District. The overall planning and goals of the SRO Program will consist of the School Superintendent, Sheriff, Undersheriff, Police Chief, and Assistant Police Chief (as long as the sheriff's office is a participant in the SRO program). The City SRO will complete reports and submit through their chain of command with the Bonners Ferry Police Department.

SECTION 5. PROCEDURES

- A. Selection. The SRO position will be filled per Police Department directives and selection process. The City of Bonners Ferry Police Department will make the final selection of any SRO vacancy.
- B. SRO Program Structure. The SRO is first and foremost a law enforcement officer for the providing law enforcement agency. The SRO shall be responsible for carrying out all duties and responsibilities of a law enforcement officer and shall remain at all times under the control, through the chain of command, of the law enforcement agency. All acts of commission or omission shall conform to the guidelines of the providing law enforcement agency directives. School officials should ensure that non-criminal student disciplinary matters remain the responsibility of school staff and not the SRO. Enforcement of the code of student conduct is the responsibility of teachers and administrators. The SRO shall refrain from being involved in the enforcement of disciplinary rules that do not constitute violations of law, except to support staff in maintaining a safe school environment.

The SRO is not a formal counselor or educator, and will not act as such. However, the SRO may be used as a resource to assist students, faculty, staff, and all persons involved with the school. The SRO can be utilized to help instruct students and staff on a variety of subjects, ranging from alcohol and drug education, to formalized academic classes. The SRO may use these opportunities to build rapport between the students and the staff. The Bonners Ferry Police Department recognizes, however, that the Boundary County School District shall maintain full, final, and plenary authority over curriculum and instruction in the School District, including the instruction of individual students. The parties recognize and agree that classroom instruction is the responsibility of the classroom teacher, not the Police Department or its employees, and the Police Department and its employees shall not attempt to control, influence, or interfere with any aspect of the school curriculum or classroom instruction except in emergency situations.

SECTION 6. DUTIES AND RESPONSIBILITIES

- A. SRO: The responsibilities of the SRO will include but are not be limited to:

- Enforce criminal law and protect the students, staff, and public at large against criminal activity. The SRO shall follow the chain of command as set forth in the policies and procedures manual of the Bonners Ferry Police Department. School authorities and the parents of any child involved shall be notified as quickly as possible when the SRO takes any direct law enforcement action involving a student, on campus or off campus, during school hours.
- Complete reports and investigate crimes committed on campus.
- Coordinate, whenever practical, investigative procedures between law enforcement and school administrators. The SRO shall abide by all applicable legal requirements concerning interviews or searches should it become necessary to conduct formal law enforcement interviews or searches with students or staff on property or at school functions under the jurisdiction of the Boundary County School District. The SRO will not be involved in searches conducted by school personnel unless a criminal act is involved or unless school personnel require the assistance of the SRO because of exigent circumstances, such as the need for safety or to prevent flight. Formal investigations and arrests by law enforcement officials will be conducted in accordance with applicable legal requirements.
- Take appropriate enforcement action on criminal matters as necessary. The SRO shall, whenever practical, advise the principal before requesting additional enforcement assistance on campus and inform the principal of any additional law enforcement responsibilities that may need to be undertaken.
- The SRO will wear the Bonners Ferry Police Department issued uniform with all normal accessories and equipment, including a taser and firearm.
- The SRO shall be highly visible throughout the school district's campuses. For officer safety reasons, the SRO shall not establish any set routine, which allows predictability in their movements and their locations.
- Confer with the principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus or involving students at school related activities.
- Comply with all laws, regulations, and school board policies applicable to employees of the Boundary County School District, including but not limited to laws, regulations and policies regarding access to confidential student records and/or the detention, investigation, and searching of students on school premises, provided the SRO shall under no circumstances be required or expected to act or in a manner inconsistent with their duties as law enforcement officers. The use of confidential school records by the SRO shall be done only with the principal's approval and as allowed by law. Any existing rights or benefits of personnel assigned under this agreement shall not be abridged, and remain in full effect.

- Provide information concerning questions about law enforcement topics to students and staff.
 - Develop expertise in presenting various subjects, particularly in meeting federal and state mandates in drug/alcohol abuse prevention education, and provide these presentations at the request of the school personnel in accordance with the established curriculum.
 - Prepare lesson plans necessary for approved classroom instruction.
 - Provide supervised classroom instruction on a variety of law related education and other topics deemed appropriate and approved by the SRO's agency supervisor and a school administrator.
 - The SRO shall attend school special events as needed (for example: sporting events), dependent upon scheduling and funding availability.
 - SRO will occasionally make themselves available for attendance at Boundary County School Board meetings upon request.
 - Attend law enforcement agency in service training as required. Reasonable attempts will be made to schedule such training to minimize his/her absence from school on an instructional day.
- B. SRO SUPERVISOR: A point of contact for the School District to arrange special coverage needs, coordinating work assignments of the SRO Officers will be with the single designated point of contact agreed upon and designated by the agency head. The overall supervision and report reviews for the Bonners Ferry Police Department SRO will fall under their regular chain of command. A Board consisting of the School Superintendent, Sheriff, Undersheriff, Police Chief, and Assistant Chief will set the overall direction for the SRO's.
- C. SCHOOLS: The responsibilities of the schools will include but are not limited to:
- The Boundary County School District shall provide the SRO with a private, appropriately furnished office at the High School that can be secured and is reasonably acceptable to the City of Bonners Ferry Police Department.
 - The School District shall provide the SRO with a set of master keys for all schools served by the SRO.
 - The School District shall provide reasonable opportunity to address students, teachers, school administrators, and parents about the SRO program, goals and objectives. Administrators shall seek input from the SRO regarding criminal justice problems relating to students and site security issues.

- When school personnel discover weapons, drugs, alcohol, or the illegal contraband on school property, the SRO shall be notified as soon as reasonably possible. If no juvenile or criminal charges are to be filed and no administrative action is to be taken by the schools, the contraband shall be confiscated by the SRO according to Police Department policy and properly disposed of.
- School personnel shall timely notify the SRO with the names of specific individuals who are not allowed on school property, and shall notify the SRO of any anticipated parental problems resulting from disciplinary action taken against a student.
- Work cooperatively with the Police Department to make any needed adjustments to the SRO program throughout the year.
- Provide the Police Department with updated copies of all laws, rules, regulations, and school board policies applicable to employees of the school, including but not limited to laws, rules, regulations and policies regarding access to confidential student records and/or the detention, investigation, and searching of students on school premises.
- The School District shall work cooperatively with the City of Bonners Ferry to ensure continued, adequate funding of the SRO program.

SECTION 7. ENFORCEMENT

Although the SRO has been placed in a formal educational environment, the officer is not relieved of the official duties as an enforcement officer. The SRO shall intervene when it is necessary to prevent any criminal act or maintain a safe school environment. Citations shall be issued or Petitions requested, and arrests made when appropriate and in accordance with Idaho State Law and department policy.

The SRO and the Bonners Ferry Police Department will have the final decision on whether criminal charges shall be filed, in cooperation with the Boundary County Prosecutor's Office. The Bonners Ferry Police Department will reserve the right to temporarily remove the SRO in the event that additional officers are needed during an incident or natural disaster.

SECTION 8. TERMINATION

This Agreement may be terminated by either party, with or without cause, upon sixty (60) day written notice to the other party.

SECTION 9. HOLD HARMLESS

Each party agrees to hold harmless, defend, and indemnify each other including its officers, agents, and employees against all claims, demands, actions and suits (including all attorney fees and cost) arising from the indemnitors performance of this Agreement where the loss or claim is attributable to the negligent acts or omissions of that party.

The Boundary County School District and the City of Bonners Ferry Police Department mutually covenant and agree that neither party will insure the actions of the other, and each party will assume its own responsibility in connection with any claims made by a third party against the City of Bonners Ferry Police Department and/or the Boundary County School District subject to the provisions of this section.

SECTION 10. NOTICE

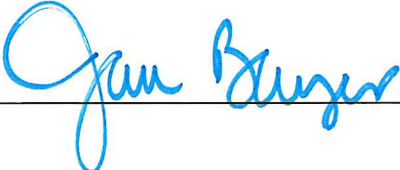
Any notice, consent or other communication in connection with this Agreement shall be in writing and may be delivered in person, by mail or by email. If hand delivered, the notice shall be effective upon delivery. If by email, the notice shall be effective when sent. If served by mail, the notice shall be effective three (3) business days after being deposited in the United States Postal Service by certified mail, return receipt requested, addressed appropriately to the intended recipient as follows:

Boundary County School District
Jan Bayer, Superintendent
6770 Augusta Street
Bonners Ferry, ID 83805
jan.bayer@mail.bcsd101.com

City of Bonners Ferry
Willie Cowell, Chief of Police
7232 Main Street
PO Box 149
Bonners Ferry, ID 83805
wcowell@bonnersferry.id.gov

This has been agreed to in cooperation with the City of Bonners Ferry Police Department and the Boundary County School District. As agreed to and in partnership with:

BOUNDARY COUNTY SCHOOL DISTRICT:



Date: 8/20/24

CITY OF BONNERS FERRY:

Willie Cowell, Chief of Police

Date: _____

Rick Alonzo, Mayor

Date: _____

ORDINANCE 618

AN ORDINANCE ENTITLED THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR, BEGINNING OCTOBER 1, 2024, APPROPRIATING THE SUM OF \$22,298,722.00 TO DEFRAID THE EXPENSES AND LIABILITIES OF THE CITY OF BONNERS FERRY, FOR SAID FISCAL YEAR, AUTHORIZING A LEVY OF SUFFICIENT TAX UPON THE TAXABLE PROPERTY AND SPECIFYING THE OBJECTS AND PURPOSES FOR WHICH SUCH APPROPRIATIONS ARE MADE.

BE IT ORDAINED by the Mayor and City Council of the City of Bonners Ferry, Boundary County, Idaho

Section 1. That the sum of \$22,298,722.00 be and the same is hereby appropriated to defray the necessary expenses and liabilities of the City of Bonners Ferry, Boundary County, Idaho, for the fiscal year beginning October 1, 2024.

Section 2. That the objects and purposes for such appropriations are made as follows:

Proposed General Government Fund Expenditures

General Fund:

General Government	\$ 376,466
Police Department and Police Grants	\$ 973,881
Animal Control	\$ 12,059
Fire Department	\$ 293,130
Parks Department and Visitor Center	\$ 94,059
Swimming Pool	\$ 93,135
Golf Course	\$ 218,970
Street Department and Street Grants	\$ 566,492
South Hill Slough Grant/Dike Maint.	\$ 10,199
D.A.R.E./ School Resource Officer	\$ 75,655
Economic Development Coordinator	\$ 77,583
General Fund Capital	\$ 177,500
Inter-Departmental Contingency	\$ 821,071
Total General Government	\$ 3,790,200

Proposed Enterprise Fund Expenditures

Electric Fund	\$ 12,049,233
Water Fund	\$ 2,972,861
Sewer Fund	\$ 3,317,697
Garbage Fund	\$ 168,731
Total Enterprise Expenditures	\$ 18,508,522

Total Expense Budget Fiscal Year 2025

\$ 22,298,722

Section 3.

That the general levy of \$736,000.00 on all taxable property within the City of Bonners Ferry be levied in an amount allowed by law for general purposes for said City, for the fiscal year beginning October 1, 2024.

Section 4. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Section 5. This ordinance shall take effect and be in full force on October 1, 2024, after its passage, approval and publication in the Bonners Ferry Herald, a newspaper of general circulation in the City of Bonners Ferry, and the official newspaper

PASSED under suspension of the rules upon which a roll call vote was taken and duly enacted an ordinance of the City of Bonners Ferry at a convened meeting of the Bonners Ferry City Council held on September 3, 2024

APPROVED by the Mayor the 3rd day of September 2024.

Rick Alonzo, Mayor

ATTEST:

Deborah Garcia, City Clerk



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER/ADMIN

TO: Mayor and City Council

FROM: Mike Klaus, City Engineer/Administrator

DATE: August 28, 2024

RE: Water – Generator for Northside Booster Station

Each year the water and sewer department tries to add a new generator to critical facilities that rely on a continuous power supply. Staff would like to install a generator that would provide backup power to the Northside pumps that are located behind City Hall.

We have received the attached quote for a 90 KW generator from Selkirk Power Generation out of Ponderay for \$38,618.95. The City would also need to purchase an automatic transfer switch (ATS) to connect the generator into the power supply, that I have estimated at \$7,000. Staff requests that Council approve the purchase of a new generator and transfer switch from Selkirk Power Generation for \$45,618.95.

Please call or email with any questions you may have for me.

Mike

SELKIRK POWER GENERATION, INC.

1200 N TRIANGLE DRIVE
PONDERAY, ID 83852
208-263-1258



ADDRESS

City of Bonners Ferry
PO Box 149
Bonners Ferry, ID 83805

SHIP TO

City of Bonners Ferry
PO Box 149
Bonners Ferry, ID 83805

Estimate 11411

DATE 08/16/2024

EXPIRATION DATE 09/16/2024

P.O. NUMBER

Winco PSS90

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
generator unit	Winco PSS90, 90kw EPA standby generator, GM 5.7L TAC, 1800 RPM, sound-pak housing assembly, Deep Sean 7310 controller, 120/208V 3PH, Cummins generator end, UCI274C 12 lead, 311 winding, 125/40C rating 90kw @208V/240V, standard main line circuit breaker protection, battery charger kit 12V 5A, block heater Hotstart, 2 year/2,000 hour warranty	1	37,900.00	37,900.00T
Battery MT24	Battery group 24 Interstate 5 year	1	204.95	204.95T
Core charge	Core charge on new battery	1	19.00	19.00
Generator start up liquid cooled	Labor to prep generator, deliver, and return to start up unit on site - NOTE: NO excavation included to set generator, NO concrete base/pad included, NO crane or labor to lift and set if needed included, NO removal of old equipment included, NO electrical hookup by licensed electrician included, NO propane/NG hook up included in this quote --this is SOLE RESPONSIBILITY of homeowner	1	495.00	495.00
NOTE: FREIGHT TO BE DETERMINED, NO ATS (transfer switch) included in this estimate				

Lead time is 5-6 weeks

SUBTOTAL	38,618.95
TAX	0.00
TOTAL	\$38,618.95



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER/ADMIN

TO: Mayor and City Council
FROM: Mike Klaus, City Engineer/Administrator
DATE: August 28, 2024
RE: Water/Sewer – New Shop Construction and Ken Robertson’s Wage

Staff has evaluated the options for completing the new shop for the water and sewer department. The concrete foundation is under contract and due to be started in the first week of September. Staff is looking at completing the construction of the wood framed building, above the foundation, with city labor. I have identified five individuals that can help complete the building.

Ken Roberston is one of the individuals that I believe would be a key player in helping us complete the project. Ken is already an employee that works for us as needed for specific projects, at \$35/hour. I talked to Ken about this project and he is interested in leading the project if we can bump his wage from \$35 to \$50/hour. Even at this higher wage, I believe that Ken will be a great value to the project and the City, especially considering what a contract for this work would likely be.

Please call or email with any questions you may have for me.

Mike