

## Welcome to tonight's City Council meeting!

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

### Vision Statement

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

**AGENDA**  
**CITY COUNCIL MEETING**  
**Bonners Ferry City Hall**  
**7232 Main St**  
**267-3105**  
**January 21, 2025**  
**6:00 pm**

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

Meeting ID: 176727634

Join by phone: 253-215-8782

### PLEDGE OF ALLEGIANCE

### PUBLIC COMMENTS

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

### REPORTS

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

### CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Consider approval of minutes for the 07/23/24 Joint Council Meeting, 09/03/2024, and 01/07/2025 Regular Council meetings.

### NEW BUSINESS

4. **CITY- (action)** Consider approval to participate in an Idaho Department of Commerce Grant for a Main Street Vitality Program.
5. **STREET – (Discussion)** Resident Ben Hegler to present a City neighborhood chipseal recommendation.
6. **ELECTRIC- (action)** [attachment]- Consider approval of a contract with HDR for dam relicensing.
7. **CITY- (action)** [attachment]- Consider adoption of a new City of Bonners Ferry Safety Policy.
8. **WATER- (action)** [attachment]- Consider additional funds to complete the new water shop.

## **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**  
**SPECIAL CITY COUNCIL MEETING**  
**July 23, 2024**  
**5:30 pm**

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

City of Moyie Springs present were Mayor Geoffrey Hollenbeck, Council Members Debbie Rauth, Lester Love, Pat Stevens, Terry Johnson.

County Commissioner present were Chairman Tim Bertling, Commissioners Ben Robertson and Wally Cossairt.

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

City of Moyie Clerk/Treasurer Donna Wilson Funkhouser.

Boundary County Commission Clerk Michelle Rohrwasser, County Clerk Glenda Poston.

Public present were Gerald Higgs, John Nelson, Emily Bonsant, Caleb Davis, Steve Economu, Richard Jenkins, Linda Endow Hall, Shirley Mitchell, Elsie Hollenbeck.

**NEW BUSINESS**

1. **CITY {DISCUSSION ONLY}** Combined community workshop with Boundary County Commissioners and the City of Moyie Spring Council. The items to be discussed and in no particular order may include:

**CITY OF BONNERS FERRY**

**A. City of Bonners Ferry Updates**

City Engineer/Administrator Mike Klaus said the city is in the process of relicensing the dam. The license needs to be renewed by 2029. Staff is working with a consultant to help with the process. Currently the process is at the development of special studies stage where the pre-application document has been completed and are now moving forward with the studies that will take place next year such as stream testing, fish, and some historical preservation issues that might need to be investigated. When the project is finished it will cost up to \$650,000.00.

The controls upgrade at the dam was just finished at the dam that we received a grant from Idaho Energy and Resource Management for \$233,000.00. The project cost was approximately \$500,000.00. City of Moyie Springs Mayor Hollenbeck asked why they are not fighting the city over the relicensing of the dam. Mike answered that there has been a push to remove some of the dams in the Northwest and if they were removed the fish would go upstream. The Moyie dam, if it was removed has falls below the dam so if the dam was not there the fish would not be able to go upstream and that is our saving grace. The city also doesn't have any changes and changes are what raise red flags.

## B. Area of city impact-recent legislative changes

Mike Klaus said that there have been some pretty big legislative changes with Area of City Impact. Mike handed out a copy of senate bill 1403 having to do with annexation. Mike said that it no longer says Area of City Impact it now says Area of Impact. It specifically names the county for being in control of areas of city impact. It cannot extend more than two miles from the existing city limits. In the bill it states that cities and counties must review their existing areas of impact and re-establish those in conformity with the new law by December 1, 2025. Failing to conduct that review and establishment by the deadline nullifies any existing areas of impact and requires the city and county to start at the beginning. Mike said where some good judgment will have to be exercised is where would we likely annex to within the next five years. One thing that was deleted in the former process was a committee of nine that would help resolve impasses between counties and cities. Mike said he wasn't sure if this really fixed the problem by saying it would be a four-member recommendation committee. If this fails then it ends up going to court, which no one probably wants to do.

## **BOUNDARY COUNTY**

### C. County Updates

Boundary County Commissioner Chairman Tim Bertling said that Road and Bridge is busy chip sealing. They are out at Herman Lake Rd., Old Highway Two Loop, they will then move to Brown Creek, and when those are complete then they will move to the Three Mile Area. They have been crushing very well out in Moyie. Road and Bridge is down two employees and mentioned if anyone knows someone who might want to apply, please have them contact the Road and Bridge office.

The county has been working on the interior design for the Safeway building and what can possibly be done as far as rooms and what they can accommodate.

Chairman Bertling introduced the Landfill Superintendent Richard Jenkins who will give an update on the landfill. Mr. Jenkins said that they are in the process of the metal pile bailing and have already bailed over 700 tons. There will be a new area for metal processing. The landfill has done some asphaltting around the office to prevent some soil that goes outside the landfill during the mud season. The landfill has started grinding the wood pile and they will make an area for the new air curtain burner system that will help alleviate the diverting of wood waste into the landfill itself and to be able to burn it creating a bio-char byproduct that will hopefully generate revenue like the metal pile does.

Chairman Bertling said they have been receiving a lot of calls about commercial huckleberry picking and that is a forest service issue.

D. Linda Hall from Bonners Ferry Vet Clinic- Feral cat spay/neuter program.

Chairman Bertling handed the floor to Linda Hall from Bonners Ferry Veterinary Clinic with a presentation on Feral cat spay/neuter program that they have. Linda said when their cat buddy passed away, she decided she needed to honor his passing and created the Buddy Hall Memorial Fund. They have raised approximately \$10,000.00 in donations from people who agreed that there was a feral cat problem. Unsterilized cats can produce between 500 and 5,000 cats in just seven years. Bonners Ferry Veterinary Clinic holds clinics once a month, and they take in feral cats daily. They must come in a live trap (the clinic has one to borrow), they are then spayed and Neutered, the ear is tipped and then they are released. The cost is \$20.00 per cat and that covers supplies and anesthesia. All of the time is volunteer.

E. Continuation of the walking trail inside city limits that would connect the trail system built by 9B Trails.

Chairman Bertling discussed the old bridge and working with the city to get Union Pacific and get a trail system. The county has acquired more property down by the riverside fields making it into a better park and more accessible for people on the Northside. The county's attorney is eager to approach this. 9B trails really wants it as well and has no problem fundraising for it. Chairman Bertling asked the City of Bonners Ferry for their thoughts. City of Bonners Ferry Engineer/Administrator Mike Klaus said the trail would be great for the city and is just a matter of following the easement laws, what they are given for and the money and where does that come from. Mayor Alonzo said that the railroad is the sticking point. Chairman Bertling said that they want money. Mike said the first thing is who is the sponsor and a discussion on what the steps will be is a good starting point and that would be his recommendation to council. Council member Val Thompson said that she remembers that the cost to Union Pacific for the easement was going to be somewhere around \$50,000.00.

F. Recycling.

Chairman Bertling asked if the recycling pickup was every two weeks and what the percentage of participation. Mayor Alonzo confirmed the frequency of pickup and Council Member Arthur said that there is not a lot of buy in. Council Member Poston said that if Frederickson's would provide the blue containers, then there would be more people recycling. When the program began the customers were given a blue recycle bin and now the customer must provide their own and the containers. The ones that were given out at the beginning are small and some people have more than the container can hold so they stop doing it. Chairman Bertling said that the need to recycle needs to be stressed with the population growth over 20 tons per day puts them 5 tons over per day.

City of Moyie Council Member Stevens asked if there was any dust mitigation out in the Moyie pit where they are crushing. Chairman Berling said that no they do not currently but will contact the

Road and Bridge Superintendent Brad Barton to see if they can do something about the dust the loader creates.

## **CITY OF MOYIE SPRINGS**

### **G. City of Moyie Springs Updates.**

City of Moyie Springs Mayor Geoff Hollenbeck said they have their water back and that this has been a painful process as they have had to submit plans and payment to DEQ and then re-submit. The city of Moyie is thankful to Three Mile Water for letting them hook on to their water until they got theirs fixed. They are inner connected and would not have had water without them.

The Moyie sewer project is continuing at a good pace. The weather has been hot and with the slabs poured, they have had to cover them with insulation blankets to prevent the concrete from curing too quickly. The city is looking forward to having the project taken care of.

The increased traffic due to the road construction has caused people to use Roosevelt Road more and there is an issue with people speeding. Moyie would like to see more police patrolling the area. Chaiman Bertling asked if the city of Moyie had ever thought about going into an agreement with the Sheriff's office. Mayor Hollenbeck said that they have, and it is expensive. They would have to pay a deputy for 20-30 hours at the overtime rate and it would be 2-3 days per week. The city just doesn't have that much money. Mayor Hollenbeck does not want to pass that cost on to the citizens as a lot of them are elderly and on a small, fixed income. The city has looked into Hiring a retired officer, providing a vehicle, and would have them patrol a few random days per week. The city is looking into how they could pay for it.

### **H. Mutual Aid**

City of Moyie Springs Council Member Pat Stevens wanted to talk about the mutual aid agreements between the city and other fire districts. Mr. Stevens said that the city of Moyie will always respond to assistance outside the city limits, but with that comes risk management. The city will be working with local fire districts to come up with an agreement. The City of Bonners Ferry has property right outside the Moyie city limits. The city of Moyie Fire Department is listed on the flow chart for the Emergency Action Plan in case of a Moyie Dam failure. The Cities do have an MOU between each other, but it has been several years since it has been updated. Fire Chief Steve Economu said that there is work in progress as of last night. Chief Economu has been working with City Fire Chief Dave Winey.

### **I. Election- Back entry with ADA compliance.**

The polling place for elections is at the Moyie city hall. The city is looking into upgrades and utilizing a back door to help with the flow of foot traffic of voters during elections. Moyie was asking if there was any funding to help with these upgrades to make the space ADA compliant. County Clerk Glenda Poston would look into any funding that might be available to help with the cost of this.

The next joint meeting will be hosted by the City of Moyie Springs in January 2025.

**ADJOURNMENT**

Mayor Alonzo adjourned the meeting at 6:57 pm.

**MINUTES**  
**September 3, 2024**  
**6:00 pm**

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

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

Public present were David Sims and David Clark.

**PUBLIC COMMENTS**

There were no public comments.

**REPORTS**

Police- No report

Fire- No report

City Engineer/Administrator- Mike Klaus said that the mold testing done on August 26<sup>th</sup> showed significant mold. The technical name for it is penicillium aspergillus. This was present in most places in city hall and the decision was made to close city hall until remediation, which is due to start tomorrow at 10:00 am. Mike said that he did not think that any of the molds were characterized as serious, but feels there are enough people that could be affected by it was worth shutting down and we should be able to get back into the office on Thursday. There will be a strong order of vinegar in the building after they are done and hopefully people will be able to tolerate the smell from that. Mike said that he had forgotten about the basement, and they are sending me a quote tonight that he feels will be around \$3,000.00 because of the \$2.00 per square foot and the basement is roughly 30 ft. by 50 ft. Mike feels like the total cost for the remediation will be around \$17,000.00. Mike said that the city did have some water come down right when you walk through the police department door and in the downstairs bathroom and this will be a hard fix because the walls are plaster and getting into the wall will pretty much tearing it all out. Mike said the courthouse has been dealing with the same thing.

Urban Renewal District- David Sims said that they did have their August meeting, and they did approve a MOPA with Jim Ball which is a Master Owner Participation Agreement for the sidewalks on Wilson St this is a reimbursement contract. Mr. Ball is not planning to install the sidewalks until spring.

SPOT- No report

Golf- no report

EDC- David Sims said that there is a grant opportunity that has come out from the state, and it is through the Historical Society. They're looking for projects to celebrate America's 250<sup>th</sup> birthday in Idaho and you can get grants up to \$15,000.00. David said that he has talked to the museum, and there might be another entity interested. The thought was it would be a good time to get something in the tunnel. When it was built, the original plan was to have something in there besides just the metal tube. David said if it all comes together that he might come to the next council meeting to see if the city would be interested in participating and it would be nice to get some different lighting and maybe some signage at the beginning of the bridge. David said he wasn't sure if anyone would remember that was an ITD project that they removed a historic bridge and to compensate for that, they did a sign at the end of the bridge and then two interpretive signs in the generator house and so he was thinking something like that along one or both sides of the tunnel.

The Moyie Springs sewer project is going well and there are no issues there.



The other grant opportunity that has come up is through the Idaho Department of Commerce that is offering block grants to community centers and senior centers. David spoke with Linda Lederhos from the senior center, and she may be interested in applying for one. Block grants go through the city or the county. This one would have to go through the city. David said in a sense, it is a pass through, but the city does have obligations. David said that he had talked to the mayor about putting it on the September agenda and said he will gather some information together.

David said on the Northside Park, he was talking to the commissioners, and they said yes, to go ahead and talk to the consultant that was in contact with Larry Davidson the last time, but the consultant works with the railroad, they are not employees of the railroad, but they do things for the railroad. Larry Davidson received a quote for engineering services for the preliminary engineering in the amount of \$15,000.00. The person Mr. Davidson has been communicating with has moved out of the area, but his replacement called David back and said yes, if anyone is interested that they would have to essentially start over and request an application. It is a two-step process and the \$15,000.00 is just for looking at the plans and does not include the construction, the designing or anything that they would require. He said that whatever ends up there would have to meet their current crossing standards and you just don't know what they are going to require. David is not sure if the city has any interest in the project. The trail will serve the county park and there is no reason the county couldn't do it. The only part of it that would require the city's permission is the path of grass up onto Chinook St.

David said that he has been working with Idaho DEQ. David is doing an EPA assessment application for the Safeway building. One thing they are looking at is remediation of mold. David said this could be a source for funding to help if the city has any further issues with mold remediation.

David touched a little on what has been talked about around town of maybe changing Bonner St. the section between First St. and Main St. into a one way so there could be wider sidewalks between the old corner drug building and the old bank building. This would also allow for lighting to go in there. If you look down the street at night, it is very uninviting right now. David said we wouldn't want to do it until the business owners were ready to help with the cost of the sidewalks.

**GUEST**

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

Due to relocation of the meeting to the Visitor Center there was no access to zoom. Vanessa will present at a later meeting.

**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

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

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

**NEW BUSINESS**

**5. CITY- PUBLIC HEARING Fiscal Year 2025 Budget Hearing**

Mayor Alonzo opened the public hearing for FY 2025 budget hearing at 6:17 pm. Mike Klaus said that it has been sent to the Herald and published three times in August. Mike said that there was a \$1.00 discrepancy due to the excel sheet rounding it added a dollar. The amount is \$3,790,201. And if you add the numbers up, they are \$3,790,200. Mayor Alonzo asked the public if they had any comments and hearing none, Mayor Alonzo closed the hearing at 6:20 pm.

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

Adam Arthur made a motion to have the first reading by title only of Fiscal Year 2025 Appropriation Ordinance. Ron Smith seconded the motion.

City Attorney Andrakay Fluid read the Ordinance by title only as follows:

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 defray the expenses and liabilities of the City of Bonners Ferry, for said fiscal year, authorizing a levy of sufficient tax upon the taxable property and specifying the objects and purposes for which such appropriations are made.

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

**7. CITY- (action Item)- Suspend the Reading Rules and Adopt Fiscal Year 2025 Appropriation Ordinance #618.**

Val Thompson made a motion to suspend the reading rules and adopt Fiscal Year 2025 Appropriation Ordinance #618. Adam Arthur seconded the motion.

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

**8. WATER- (action item) [attachment]- Consider new Genset for City Hall, Northside Pumps.**

Mike Klaus said that something staff has been considering this for a while putting generators in key locations and recognize that if the power is out, there is really no way to deliver water to the Northside. Mike said they looked for a generator to provide power to both pumps from the back of city hall. This is a unique voltage of 208 and the good news is that if the city was only using one pump the generator would be able to power city hall as well which

would keep our server up and going. If council decides to move forward with this, Mike did get a revised quote for the automatic transfer switch. Council could say up to \$45,618.00. This generator will be natural gas as propane would mean we would have to have a tank on site.

Ron Smith made a motion to approve the purchase of a new generator and transfer switch from Selkirk Power Generation for \$45,618.95. Adam Arthur seconded the motion.

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

9. **CITY- (action item)** [attachment]- Consider pay increase for Ken Robertson.

Mike Klaus said the last time we used Ken Robertson was for the golf course pump shed and the city tries to keep him on as a carpenter as needed. Mike said \$35.00 per hour is quite a bit less than what he is making currently at other places, and it is more \$55.00 or \$60.00 per hour. Staff looked at getting a contractor or using city staff and Mike said that is not possible with just our staff if Ken is not hired. Mike is proposing to increase Ken Robertson's pay to \$50.00 an hour with no benefits associated with it. It will be 19 hours per week, which will cost approximately \$1,000.00 per week and over a six-to-eight-week period would cost about \$8,000.00.

Brion Poston made a motion to approve a pay raise from \$35.00 per hour to \$50.00 per hour. Val Thompson seconded the motion.

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

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.

Val Thompson 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. Ron Smith seconded the motion.

The Mayor and Council went into executive session at 6:30 pm.

<b>Result:</b>	Approved
<b>Moved by:</b>	<b>Val Thompson</b>
<b>Seconded by</b>	<b>Ron Smith</b>

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

**ADJOURNMENT**

The Mayor and Council came out of executive session at 6:52 pm. No decisions were made.

Mayor Alonzo adjourned the meeting at 6:52 pm.

**MINUTES**  
**January 7, 2025**

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

Staff present were Project Engineer Andy Bliss, Police Chief Willie Cowell, City Clerk/Treasurer Deborah Garcia

Public present were David Clark, David Sims, Jeff Bogard.

**PUBLIC COMMENTS**

There were no public comments

**REPORTS**

Police- Chief Willie Cowell reported since the last council meeting there were twenty infractions forwarded to the clerk's office, nine misdemeanors to the city prosecutor's office, and four felony charges to the County prosecutor's office. City officers have responded at least 20 times outside city limits for agency assists outside city for the sheriff's office and once for Idaho State Police.

Fire- No report

City Engineer-Administrator- No report

Urban Renewal District- No report

SPOT- SPOT is working with the Extension office to provide transportation to visit four farms in June.

Golf- No report

EDC- David Sims said the Idaho DEQ (Department of Environmental Quality) is requesting funds from the EPA to assist with remediating asbestos and other environmental hazards from the former Safeway building.

The Moyie sewer project is going well and has only used \$20,000.00 of their contingency on a \$6,000,000.00 project. They have added a few things to the project like a yard light and a yard hydrant and DEQ allowed them to use revolving loan funds to replace the transformer.

The SBDC is contracted with the Economic Development Council to provide coaching for businesses. David is going through the training with SBDC that is the Small Business Development Center and in Idaho it is housed at one of the colleges in North Idaho and is at North Idaho College and working with a couple existing coaches for a couple of months and then he will be on his own. It is more in depth working with the businesses than they normally do. David said this will be helpful for the area businesses to have that available. Dennis Weed was doing it.

Phase one of Jim Ball's project is completed, and all units are rented. Jim has been working with Mike and Andy on phase two and will be starting hopefully in March on that. They will be single level and will be smaller units of two bedroom, 1 bath units and would be accessible for wheel chairs and that may be attractive to seniors. Council member Ron Smith asked if these would be considered low income and David said that these units are not subsidized, and it is Jim's goal to keep the costs low so that he can keep the rent as low as he can.

David said there is an organization called RDI Rural Development Initiatives, and it is a non-profit that serves Idaho, Washington, and Oregon. It mostly serves Oregon and Washington because their states provide funding. There are a couple of board members from Idaho. RDI does things that help rural communities. David received an

email from Jenny Hemley with the Department of Commerce that RDI is starting a main street vitality program. When the city updated their comp plan last year one of the action items was to form a working group of downtown businesses and partners to identify and prioritize downtown revitalization efforts, so it meshes well with the city's comp Plan. This is a technical assistance grant that is a two-year grant and there is a number of trainings for people on the downtown committee. They sent it out to all communities but were specifically interested to see if Bonners Ferry would want to do it and two communities in Idaho were picked. Based on their experience with past main street programs, they wanted a commitment from the mayor. David and the mayor were on a zoom call with commerce on Monday as they wanted to make sure Rick was on board with it and an hour later, they said that the city would be included. David said that there is no monetary commitment, but there is a time commitment and David will be involved with the training and will be setting up a main street committee. Rick said that this will be put on the agenda for the next council meeting as an action item.

David wanted to mention one more item and that is that the O'Reilly's building and the Dollar Tree building are completed, and some people are alarmed because they are both for sale. That is typical for these types of buildings as the developer will get the lease, build them and then sell the property as an income property. David said that he had not heard when the Dollar Tree would be opening. The Dollar Tree building is listed for 2.1 million dollars and the O'Reilly's building is listed for 2.4 million dollars.

**CONSENT AGENDA – {action item}**

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Consider approval of minutes for the 08/06/24 Regular Council, 10/8/24, and 12/23/24 Special Council meeting.

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

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

**NEW BUSINESS**

4. **SEWER-(action)-** Consider appointing Andy Bliss as the city's 504/ADA Coordinator and Fair Housing Resource Officer as defined by the Community Development Block Grant guidelines.

Mayor Alonzo asked what this means. City Project Engineer Andy Bliss said that the grant money that we are getting from the CDBG for the sewer lift station #5 project requires that we have a point of contact at the city to make sure that we are compliant with the 504/ADA and the Fair Housing Act which is basically a non-discrimination clause towards rental properties, real estate, or housing. The ADA is about accessibility and doesn't mean we are not compliant with those items; it is just to make sure we are in compliance with those items and make sure we have all the required items posted. Andy said he had to take an online certification for the ADA portion as they want someone who understands it.

Ron Smith made a motion appointing Andy Bliss as the city's 504/ADA Coordinator and Fair Housing Resource Officer as defined by the Community Development Block Grant guidelines. Adam Arthur seconded the motion.

<b>5. Result:</b>	Approved
<b>Moved by:</b>	<b>Ron Smith</b>
<b>Seconded by</b>	<b>Adam Arthur</b>
<b>Voted Yes</b>	<b>Val Thompson, Adam Arthur, Ron Smith</b>
<b>Voted No</b>	
<b>Absent</b>	<b>Brion Poston</b>

**ADJOURNMENT**

Mayor Alonzo adjourned the meeting at 6:14pm.



# MEMO

CITY OF BONNERS FERRY  
CITY ENGINEER/ADMIN

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TO: Mayor and City Council

FROM: Mike Klaus, City Engineer

DATE: January 16, 2025

**RE: Electric – Dam Relicensing and Consultant Services**

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In May of 2023, the City entered a contract HDR to complete the first phase of tasks related to dam relicensing. Those tasks are nearly complete, and I requested that HDR put together the attached contract amendment and statement of work.

I would like to draw your attention to page 5 of the Scope of Services Amendment, where the cost breakdown is shown. When you read through the tasks of that document keep in mind that some tasks have already been completed, so the actual addition to the contract is \$528,000. The total shown of \$708,000 includes \$180,000 for work that is nearly completes and \$528,000 for new work to complete the relicensing work.

As of this date, the work for the first phase is nearly complete at a cost of \$120,000. out of the approved \$180,000. The City may be able to save \$15,000 to \$20,000 in the next phase by completing some of the river monitoring that is required as one of the special studies for this relicensing.

I recommend that the City Council approve the attached scope of work and contract amendment with HDR Engineering for \$708,000.

Please contact me with any questions you may have about this recommendation.

Thank you,

Mike



AMENDMENT 01 to INDEPENDENT CONTRACTOR AGREEMENT

THIS AMENDMENT 01 to INDEPENDENT CONTRACTOR AGREEMENT is made by and between City of Bonners Ferry (“ENTITY”) and HDR Engineering, Inc. (“CONTRACTOR”).

WHEREAS, ENTITY and CONTRACTOR entered into an Independent Contractor Agreement dated June 6, 2023; and

WHEREAS, ENTITY and CONTRACTOR wish to amend the Independent Contractor Agreement as contained herein.

ENTITY and CONTRACTOR hereby agree as follows:

1.1 Section 1 CONTRACT is removed and replaced with the following:

**1. CONTRACT:** ENTITY hereby employs CONTRACTOR as an independent contractor to complete and perform the following project and work: Complete Tasks 1, 2, 3, 4, and 5 as outlined in the CONTRACTOR’s attached proposal dated May 12, 2023, titled “Proposal for FERC Relicensing Moyie River Hydroelectric Project (FERC No. 1991)” and amended as described in the attached Scope of Services Amendment 01 dated December 2024, that describes the scope of work associated with providing for ongoing relicensing support with relicensing study plans, study implementation, and study reports, draft license application, final license application, historic properties management plan, and biological assessment. Task 6 efforts will be authorized in a future amendment.

1.2 Section 2 TIME OF PERFORMANCE AND TERMINATION is removed and replaced with the following:

**1. TIME OF PERFORMANCE AND TERMINATION:** CONTRACTOR shall complete tasks 1, 2, 3, 4, and 5 by June 31, 2027.

1.3 Section 1 CONTRACT is removed and replaced with the following:

**3. COMPENSATION:** ENTITY agrees to pay CONTRACTOR as compensation: Total not to exceed \$708,000.00

1.4 Except as modified herein, the Independent Contractor Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment to Subconsultant Agreement and accept all terms and conditions this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

“ENTITY”

“CONTRACTOR”

BY: \_\_\_\_\_

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: Jon Osier

TITLE: \_\_\_\_\_

TITLE: Vice President

## Scope of Services Amendment 01

This Scope of Services pertains to an Independent Contractor Agreement (“AGREEMENT”) by and between City of Bonners Ferry (“ENTITY”), and HDR Engineering, Inc. (“CONTRACTOR”), dated June 6, 2023. CONTRACTOR shall perform Services on the FERC Relicensing Moyie River Hydroelectric Project (“Project”), described below, as provided herein and in the Agreement. This Scope of Services is intended to amend the proposal dated May 12, 2023, titled “Proposal for FERC Relicensing Moyie River Hydroelectric Project (FERC No. 1991).” Unless otherwise modified herein, the assumptions described in the May 12, 2023 Proposal for FERC Relicensing Moyie River Hydroelectric Project still apply.

ENTITY and CONTRACTOR hereby agree as follows:

1.1 Section 2.0 Scope of Services is removed and replaced with the following:

HDR proposes a scope with six tasks in support of relicensing the Moyie River Project. The Project is considered a Major Project, 10 MW or less, which requires an application for a subsequent license from the Commission pursuant to 18 Code of Federal Regulations (“CFR”) §4.61.

### **Task 1 – Project Initiation, Management, and Strategic Planning**

- Provide general administration and Project management, including schedule, budget management, and monthly invoicing with a brief list of activities performed.
- Participate in regular conference calls (monthly or as scheduled) with the City throughout the relicensing process.
- Monitor and document stakeholder issues to address in study implementation or the draft license application (DLA).
- Provide strategic planning support throughout the relicensing process.
- Provide for maintenance of the relicensing consultation record.

### **Task 2 – NOI and PAD**

- This task is complete and considered closed.

### **Task 3 – Joint Agency Public Meeting and Study Plans**

- Develop study plan methodologies and consult with stakeholders for the following studies:
  - Water Quality Monitoring Study
  - Recreation Use and Facilities Assessment
  - Cultural Resources Study
  - Tribal Resources Study
- HDR assumes study plans under consultation will not result in significant modifications to the current scope of work. Any significant modifications to the study plans agreed to in consultation with stakeholders may require an amendment to this scope of services and budget.

- Support tasks related to the Joint Agency Public Meeting are complete and considered closed.

#### **Task 4 – Study Implementation and Study Reports**

- Conduct studies and assessments consistent with the study plans agreed-upon between the City and HDR (including permits to perform fieldwork and development of draft and final study reports) developed under Task 3 and generally summarized in the bullets below:
  - **Water Quality Monitoring Study:** This study will collect water quality data at six discrete locations over the 2025 study field season, as described in the Water Quality Monitoring Study Plan. Efforts related to this task include (1) acquire (via rental or purchase), travel, and installation of continuous monitoring equipment; (2) travel and download of continuous monitoring data and discrete water quality sampling every 4-6 weeks; (3) travel for and monitoring of opportunistic total dissolved gas monitoring during two separate spill events; (4) travel and monitoring for vertical measurements of temperature and dissolved oxygen; and (5) reporting of study results. Assumptions related to this study include:
    - HDR will identify equipment necessary to conduct study via a combination of rental and purchased equipment; non-disposable equipment with remaining service life purchased using project funds will be made available to the City to possess upon completion of the study.
    - City staff will assist in deployment of equipment and will provide a boat and boat driver, if necessary.
    - HDR will attempt to deploy equipment in secure locations, however, environmental or other conditions may result in equipment damage or loss. Replacement equipment would require an amendment to this scope of services.
    - City staff will assist in installation and monitoring of equipment and data downloads throughout the study.
    - HDR will develop a draft study report, for one round of City review, and subsequent revisions in a final study report.
  - **Recreation Use and Facilities Assessment:** This study will evaluate recreation use at the Project. Efforts related to this task include (1) assess the amount of use (spot counts) that each site is receiving and the recreation activities that occur at each site; (2) implement a survey of visitor feedback regarding their perception and experience at recreation facilities at the Project; and (3) travel and inventory and identify the condition of the recreation facilities and associated amenities at the Project. Assumptions related to this study include:

- HDR to prepare a spot count schedule and plan/instructions for City staff to implement.
  - Spot count forms are hard copy (not digital data collection).
  - Field spot counts will be conducted by City staff (no HDR field time except for initial training day)
  - City staff will send digital copies/scans of spot count forms to HDR weekly to allow ongoing monitoring/QC of forms.
  - User Survey will be conducted entirely online (no on-site/in-person surveys will be conducted).
  - City staff will install signage/posters with online survey info/link/QR codes.
  - City staff will assist in the facilities assessment.
  - HDR will develop a draft study report, for one round of City review, and subsequent revisions in a final study report.
- **Cultural Resources Study:** This study will identify and document archaeological and historic-era properties within the Project Boundary. Efforts related to this task include (1) archival research of relevant cultural resources records; (2) archaeological field surveys; (3) built environment field surveys; (4) assessment of potential effects on cultural resources; and (5) reporting and consultation. Assumptions related to this study include:
    - HDR will complete one report for archaeology and one report for architectural resources/survey.
    - HDR will complete up to three built environment resource forms – one for the hydro district (up to 13 features) and two for individual recreation areas
    - HDR will complete up to four archaeological site forms
    - The City will accompany the architectural historian for entire field survey and provides access to facilities
    - The City will provide a boat and boat driver for archaeology survey and provides access to project areas
    - Study staff will not participate in in-person tribal or agency meetings (virtual meeting participation contingent upon budget status).
    - HDR will develop a draft study report, for one round of City review, and subsequent revisions in a final study report.
  - **Tribal Resources Study:** This study will identify and evaluate Traditional Cultural Properties, Indian Trust Assets, and lands with associated tribal agreements for tribal use near the Project area. Efforts related to this task include (1) subcontracting with qualified ethnographers; (2) conducting Tribal outreach and data gathering; (3) identifying and evaluating resources; and (4) reporting. Assumptions related to this study include:

- HDR assumes the Kootenai Tribe of Idaho will be the sole participating Tribe in the study. Additional tribal participation will require a scope and budget modification.
- For purposes of the scope, HDR has made assumptions related to the cost of ethnographer services based on prior studies, however ethnographer fees may exceed HDR's cost estimate. HDR and City will identify the Ethnographer subconsultant, and HDR will subcontract with Ethnographer to support the Tribal Resources Study; which may necessitate scope and budget modification.
- HDR will develop a draft study report, for one round of City review, and subsequent revisions in a final study report.
- **Incidental Observations of Raptor Nests:** This effort includes coordination with the Kootenai Tribe of Idaho biologist to identify and report raptor nests while conducting relicensing studies. Assumptions include:
  - HDR will coordinate with the Kootenai Tribe of Idaho to document Raptor Nest observation protocols, and HDR will coordinate with study leads to prepare them to incidentally identify raptor nests. City staff will secure GPS coordinates and assist HDR in communication with the Kootenai Tribe of Idaho in the event nests are found.
  - Incidental observations will be summarized in a memo and documented in the DLA/FLA; no study report will be developed for incidental raptor nest observations.

Modifications to studies and additional study requests may arise during the relicensing process. HDR and the City mutually recognize that the scope of the studies above may be refined, expanded or additional studies may be requested and may require an amendment to this scope of services and budget.

**Task 5 – Draft License Application, Final License Application, Historic Properties Management Plan, and Biological Assessment**

- HDR will prepare a Draft License Application (“DLA”) for the Project pursuant to 18 CFR §4.61 consisting of an Initial Statement and Exhibits A, E, F, G, and H for one round of City review.
- HDR will provide a request for information to the City necessary to populate the DLA. HDR assumes the City will have information necessary to meet requirements pursuant to 18 CFR §4.61.
- HDR will finalize DLA based on City feedback and issue DLA to stakeholders for review and comment via electronic distribution.
- HDR will consolidate and develop responses to FERC or stakeholder comments on the DLA and incorporate them, if necessary, into the Final License Application (FLA).
- HDR will develop a biological assessment (“BA”) and historical properties management plan (“HPMP”) based on existing information and

information gathered in studies described in Task 4. HDR notes that extensive consultation or new information and/or requests from stakeholders may require amendment to this scope of services.

- HDR will prepare the FLA for the Project pursuant to 18 CFR §4.61 consisting of an Initial Statement and Exhibits A, E, F, G, and H for one round of City review.
- HDR will finalize DLA based on City feedback and provide copy of the public version of the FLA to the local library.
- HDR will develop the public notice of the FLA. HDR assumes the City will pay all costs associated with public notice requirements.

1.2 Section 6.0 Compensation and Performance of Services is removed and replaced with the following:

Remaining funding from Agreement will be carried forward to address Amendment 01 funding requirements for Task 1 efforts. HDR estimates that additional funding necessary to implement Task 4 and Task 5 efforts below are as follows:

<b>Task</b>	<b>AGREEMENT Funding</b>	<b>Amendment 01 Funding</b>	<b>Total</b>
Task 1	\$55,000.00	-	\$55,000.00
Task 2	\$75,000.00	-	\$75,000.00
Task 3	\$50,000.00	-	\$50,000.00
Task 4	-	\$316,000.00	\$316,000.00
Task 5	-	\$212,000.00	\$212,000.00
<b>Total</b>	<b>\$180,000.00</b>	<b>\$528,000.00</b>	<b>\$708,000.00</b>

Individual task budgets represent HDR’s estimate of the labor required for the identified base relicensing activities; however, the City and HDR agree that HDR is authorized to shift funds between tasks as may be necessary to carry out the work to be undertaken and will not exceed the total estimated budget without prior written authorization from the City. If additional tasks, unforeseen conditions, delays, or Project circumstances beyond those anticipated here arise, an additional budget may be needed. Such a request would be the subject of an addendum to this scope.

Consistent with similar scope of works associated with the FERC relicensing of a hydropower project, this proposed scope of work and proposed budget allowances are based on the information available the time this Scope of Services was prepared and in a manner consistent with generally accepted practices of the profession. In addition, unknown variables inherently exist within scopes of work and costs required to navigate the FERC relicensing process. The City and HDR realize that relicensing costs and efforts may vary from the current estimates because latent requirements may be identified during the process of this work. HDR cannot represent that the Project’s new license can be obtained for the recommended allowance. Therefore, throughout the relicensing process, the City and HDR will track the budget associated with the relicensing support activities

with the understanding that additional budget may be required for specific tasks, depending on the necessary effort. HDR will put forth our good faith professional effort to remain within the estimated budget while maintaining the City's relicensing goals and objectives. If additional budget for specific tasks becomes necessary, the City and HDR will work together to address such budgetary needs promptly.

HDR will perform this work on a time-and-materials basis. HDR will commence work upon receipt of a written authorization that includes HDR's scope of work, associated assumptions, and agreed-upon terms and conditions. Direct costs (photocopy, postage, subcontractors, etc.) will be billed at actual cost plus 5%. Invoices will generally be sent monthly. HDR reserves the right to adjust salaries once per year. For estimating purposes, the ranges shown in this proposal represent an approximate annual escalation which will be adjusted as the years progress.





# MEMO

CITY OF BONNERS FERRY  
CITY ENGINEER/ADMIN

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**TO:** Mayor and City Council  
**FROM:** Mike Klaus, City Engineer  
**DATE:** January 16, 2025  
**RE:** **City Safety Policy**

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In 2024, the City assembled a safety committee, consisting of a person from each department, and began to work on the development of a safety policy last fall. Attached is the proposed policy that was initially developed by the State Insurance Fund and modified by the safety committee.

I request that the Council adopt the attached Safety Policy.

Thank you,

Mike



# **Safety Policy Manual**

## **1/21/2025**

## Contents

MANAGEMENT POLICY DIRECTIVE .....	3
GOALS AND OBJECTIVES .....	4
COMMITMENT AND RESPONSIBILITIES .....	4
EMPLOYEE PARTICIPATION.....	5
Department Safety Meetings.....	5
Safety Committee .....	6
Reporting of Hazards and Unsafe Conditions/Behaviors.....	6
Safety Suggestions .....	6
Documentation .....	7
WORKPLACE INSPECTIONS .....	7
Purpose & Intent.....	7
Responsibility .....	7
Procedure.....	7
ACCIDENT REPORTING, MODIFIED DUTY AND INVESTIGATIONS .....	7
Employee Reporting.....	7
Medical Treatment .....	8
Returning to Work and Modified Duty .....	8
Accident Investigation.....	9
Documentation .....	9
RECORD KEEPING & ANALYSIS .....	9
Documentation .....	9
SAFETY AND HEALTH TRAINING.....	9
Specific Training .....	10
Documentation .....	10
GENERAL SAFETY RULES.....	10
DISCIPLINARY ACTION.....	11
Documentation .....	12
REVIEW AND REVISION .....	12
SAFETY HANDBOOK ACKNOWLEDGMENT FORM.....	13

## MANAGEMENT POLICY DIRECTIVE

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At the City of Bonners Ferry we know that Safety is essential to you, your family, and your fellow employees. Remember; always think about the safe way to do your job BEFORE you start. No work is so important that it should be undertaken in an unsafe manner. An accident-free workplace is of paramount importance.

Only by your active participation can we maintain a safe work environment. We welcome your participation, suggestions, and questions. Most importantly, if you observe an unsafe work condition or practice, or know of faulty equipment or tools, DO SOMETHING ABOUT IT! We will fully support your efforts. With the help of every one of us, we feel that accidents and injuries on the job can be eliminated.

City of Bonners Ferry

## GOALS AND OBJECTIVES

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The following are the safety goals of the City of Bonners Ferry:

- Have the involvement of every employee of the City of Bonners Ferry.
- Eliminate hazards that create unsafe conditions.
- Continue efforts to reduce injuries and illnesses.
- Have an increased awareness of operations and develop safe habits.
- Increase morale of all employees knowing their work environment is safe and free from recognized hazards.

The following objectives have been established and will be instrumental in achieving the goals set forth by the City of Bonners Ferry:

- Commitment for ongoing safety program support from each level of management.
- Assigned responsibilities and accountability for implementing and maintaining the safety program.
- Allocation of resources to the safety program and training.
- Establish communication lines between all levels, including directors, managers, supervisors and employees for safety and health concerns.
- Completion and documentation of training, procedures, and inspections.
- Effective new employee orientation and continuous training programs for all employees.
- Providing appropriate equipment and tools to complete the job safely.
- Regular safety program review and revision.

## COMMITMENT AND RESPONSIBILITIES

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The City of Bonners Ferry recognizes the success of any city-wide endeavor is largely dependent upon the commitment of all employees to work safely and create a safe work environment. The City is committed to the safety of all employees.

### **Department Supervisors:**

Safety begins with the commitment and support of the department supervisors.

The department supervisors will:

- Communicate the importance of employee safety
- Promote safety policies and procedures
- Provide support for managers, supervisors, employees, and Safety Committee
- Lead by example
- Enforce safety policies and procedures
- Train new employees
- Promptly and properly investigate accidents and near misses
- Conduct periodic safety inspections
- Correct unsafe acts and conditions

Supervisors are directly responsible for the safety of their facilities and employees. They are required to integrate safety into the work process and to monitor potential safety and health concerns.

**All Employees:**

Employees must recognize the hazards inherent in their jobs and abide by safety rules and safe work methods. All employees are required to adhere to the safety and health program of the City of Bonners Ferry. Involvement on the part of all employees is critical to the success of the safety effort.

Employees will:

- Perform job duties in a manner that is safe to themselves as well as those around them
- Become involved in all aspects of a safe work environment and are encouraged to provide suggestions
- Abide by all safety and health policies, procedures, and rules established by the City of Bonners Ferry
- Promptly report unsafe conditions to their manager or supervisor
- Are asked to make suggestions to improve safety in the work environment
- Use all personal protective equipment (PPE) as trained and required based on task
- Attend safety training as required

**Contractors, Sub-Contractors, Vendors:**

The safety of everyone, every operation and every facility at the City of Bonners Ferry is of paramount importance. Contractors, sub-contractors, vendors and their employees are responsible for knowing and complying with all federal, state, and local agencies.

**EMPLOYEE PARTICIPATION**

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Employee participation is key to the success of the safety and health initiatives for The City of Bonners Ferry. Each employee is encouraged to participate and be responsible for safety in their department.

**Department Safety Meetings**

It is the goal of the City to hold the following safety meetings:

- Hold at least quarterly safety meetings to discuss safety topics, as well as employee concerns and near misses to increase employee awareness of the safety program. While these meetings are to be held at least quarterly, the City will strive to have monthly meetings. These meetings will be documented.
- It is the goal of the City that each employee reads weekly safety sheets suggested by the safety committee, department supervisor, or administration.
- It is the goal of the City that tailboard safety meetings are held as needed, prior to engaging in specific work as the crew leader feels is appropriate.

Safety meetings help ensure that employees receive additional specific safety information, required certifications and training for hazardous tasks and operations. It is the responsibility of the employee to actively participate in safety training and put such knowledge into practice.

An example of an annual safety meeting schedule:

Jan-Ergonomics

Feb- Motor Vehicle Safety / Parking Lot, Traffic / Load & Unload

March-Hazard Communication/ Lab Safety /Hazardous Waste

April-Asbestos / Lead Paint / Silica / Indoor Air Quality

May- Confined Space Entry

June- Material Handling / Powered Industrial Truck / Crane & Hoists / Heavy Equipment

July- Tool and Equipment / Machine Guarding / Hot Work [*Cutting & Welding*]

Aug- Lockout-Tagout / Electrical Safety

Sept- Fire Prevention / Emergency Action Plan

Oct- Medical & First-Aid / Exposure Control Plan

Nov- Walking Working Surfaces / Fall Protection / Scaffolding

Dec- Personal Protection Equipment / Respiratory Protection / Hearing Conservation

### **Safety Committee**

The City of Bonners Ferry will hold at least quarterly safety committee meetings that emphasize employee safety. The City Administrator, or their designee will lead the Safety Committee. The Safety Committee makes safety and health recommendations for the city. Responsibilities include:

- Responding to safety concerns or suggestions
- Reviewing near-misses and employee injury reports
- Conducting and reviewing workplace inspections
- Promoting accident prevention activities such as safety meetings and training
- Reviewing yearly safety goals and progress
- Reporting of findings and making recommendations to the director

### **Reporting of Hazards and Unsafe Conditions/Behaviors**

All employees are required and encouraged to report unsafe behaviors and conditions to their manager/supervisor at the City of Bonners Ferry. The manager/supervisor will review all reports immediately. If it is determined that a hazard exists, immediate corrective action will be taken to ensure the safety of all employees. If a permanent corrective action is not possible, temporary protective measures will be provided until the hazard can be permanently corrected.

If practical, the information on corrective action will be shared with all employees of the city or department. The information on a corrective action will be submitted to the Safety Committee.

### **Safety Suggestions**

All employees are encouraged to make suggestions and/or recommendations concerning employee safety to the safety committee.

## **Documentation**

All reports of hazards and corrective actions taken are to be documented and recorded.

## **WORKPLACE INSPECTIONS**

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### **Purpose & Intent**

The City of Bonners Ferry has developed an inspection form to aid in the process of performing routine workplace safety inspections. The primary purpose for completing routine inspections is to identify, correct, and eliminate/control workplace hazards.

### **Responsibility**

The department supervisor at each location within the City will be responsible for ensuring inspections are completed regularly.

### **Procedure**

#### *Identifying Workplace Hazards*

Department supervisors will manage inspections, corrective actions, and proposed timelines for completion of corrective measures.

#### *Notification*

Employees working in hazardous areas will be advised of the hazards that pose an immediate threat of injury and measures to eliminate or control the hazard.

#### *Eliminating Workplace Hazards*

It is the philosophy of the City of Bonners Ferry that when feasible, hazards will be corrected by eliminating the hazard at the source. This may include completely removing the hazardous equipment. While any hazard is being mitigated, actions shall be taken immediately to protect employees from injury or illness.

#### *Controlling Workplace Hazards*

If a hazard cannot be eliminated, the hazard will be effectively controlled by engineering, administrative procedures, and personal protective equipment. PPE is the control of last resort and is only to be used when all other control options are not adequate. Employees will be trained in control methods prior to use.

## **ACCIDENT REPORTING, MODIFIED DUTY AND INVESTIGATIONS**

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All work-related accidents and near-miss incidents will be investigated by the manager/supervisor. These investigations will aid in developing preventive and corrective measures.

### **Employee Reporting**

All employees at the City of Bonners Ferry are required to report any of the following to their manager/supervisor immediately:



- Any accident or incident resulting in an injury or illness, even if an employee only received first-aid treatment.
- Any accident or incident resulting in property or equipment damage.
- Any near-miss incident that could have resulted in injury or illness to an employee or City property.

### **Medical Treatment**

In the event that an employee is injured while at work, the supervisor will evaluate and ask the injured employee whether they would like to seek medical treatment.

- In emergency situations and if the employee appears to be in a condition where they should not be moved or is unable to respond, call 911 immediately.
- If the injured employee would like to seek medical treatment, another employee should transport the employee to the local hospital.

In the event that the employee injury requires treatment outside of regular hours of the designated provider:

- Nonemergency Situation – the supervisor should be notified and may assist in scheduling a medical appointment.
- Emergency Situation – The employee shall seek treatment with the Emergency Room, if applicable.
  - Contact the supervisor to report the treatment
  - If unable to contact the supervisor, call and leave a message for supervisor and then follow up them the next work day
- If the injured employee chooses not to seek medical care, an **Accident Investigation Report will be completed.**

### **Returning to Work and Modified Duty**

It is the City's goal to retain employees recovering from work-related injuries by allowing them to return to work, if possible, and/or perform modified duty while they have medical restrictions and may not be able to perform their regular duties. The employee will be assigned to modified duty whenever possible. The return-to-work guidelines are as follows:

- Department supervisors/managers will assign modified duty tasks which meet the restrictions set forth by the physician.
- When modified duty is available and meets the medical restrictions, the employee will be expected to work if possible.
  - The modified duty tasks will be within the physician's restrictions and care will be taken to ensure the work activities will not result in further aggravation of the injury.
  - An employee returning to a modified duty must not exceed the restrictions set forth by the physician.
  - The employee must attend all medical appointments. The employee shall provide a status report from the doctor after each appointment to the department supervisor and the City Clerk.
  - If there are concerns with the modified duty assignment, the employee must immediately report to the department supervisor.

- During a modified duty assignment, the employee will be paid their typical wages.
- Each case will be examined on its own merit, as each situation is unique and each employee's requirements will vary.
- While assigned to modified duty, PTO will continue to accrue.

While assigned to modified duty, all City rules as noted in the Personnel Policy will remain in effect, and compliance must continue. If there are any questions or concerns, speak with the City Clerk or Administrator.

### **Accident Investigation**

The department supervisor and/or City Administrator is responsible for conducting accident investigations. Upon notification of an accident or near-miss, the department supervisor will begin investigative proceedings to determine the following:

- How the accident occurred
- Where and when the accident occurred
- Any direct or underlying causes including unsafe behaviors and conditions
- Corrective actions to be taken

### **Documentation**

All activities and findings, as well as corrective actions of the investigation, will be documented and provided to the City Clerk and Administrator.

## **RECORD KEEPING & ANALYSIS**

---

The City of Bonners Ferry is committed to implementing and maintaining active, up to date records to identify accident/injury trends.

The City will review injury records and accident investigation reports to identify trends and implement corrective actions. Inspection and hazard reports will be reviewed to analyze hazard trends and safety program deficiencies. Trend analysis identifies recurring accidents and near-miss incidents. The analysis will also recognize what hazards exist and identify the program to be reviewed.

### **Documentation**

Employee training records will be reviewed at least annually to ensure an effective training program is maintained.

## **SAFETY AND HEALTH TRAINING**

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The City of Bonners Ferry is committed to providing safety and health training to employees, at all levels for the City.

The City of Bonners Ferry will develop, implement, and maintain safety and health training programs to educate employees on safety and health procedures, rules, and practices. The City of Bonners Ferry will encourage and require involvement and participation of all employees.

### **Specific Training**

Based on the employee's position, additional training may be required, such as, but not limited to:

- Bloodborne Pathogens
- Confined Space Entry
- Ergonomics
- Emergency Action
- Exposure Control Plan
- Fall Protection
- First Aid/CPR
- Forklifts
- Hazard Communication
- Ladder Safety
- Lockout/Tagout
- Personal Protective Equipment
- Respiratory Protection
- Welding & Cutting

### **Documentation**

All safety and health related training is to be documented.

## **GENERAL SAFETY RULES**

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General Safety Rules are intended to protect and safeguard the welfare of employees and visitors. Violations of Safety Rules will be grounds for immediate disciplinary action, up to and including termination of employment.

- No employee is expected to undertake a job until they have received training on how to do it properly and are authorized to perform the job. No employee should undertake a job that appears unsafe.
- Report all work injuries and near-miss incidents to your department supervisor immediately.
- All employees are responsible for reporting unsafe acts or unsafe conditions to their department supervisor.
- Horseplay, throwing objects, scuffling, fighting, etc. will not be tolerated.
- Keep work areas clean and aisles clear from open drawers, boxes, furniture, extension cords, supplies etc. Do not block emergency equipment, electrical panels or exits (such as fire extinguishers, fire hoses, sprinkler heads, eye wash stations, etc.)
- Walk, do not run, watch your step, keep firm footing and balance at all times. Correct or report and always warn others of slip, trip and fall hazards immediately.
- Use each step going up and down the stairs. Use handrails.
- Ladders may be used by trained employees; training includes the proper use, selection, inspection, and storage. Defective ladders shall not be used. Use appropriate equipment to reach higher areas. Boxes, crates, chairs, desks or other improvised stands will not be utilized to stand on.

- Carry only what you are capable of safely handling. Employ a team lift with two or more employees, make multiple trips or use mechanical devices whenever feasible.
- Wear PPE, such as hard hat, safety shoes, safety glasses, face shields, respirators, etc. as directed by the department supervisor and as appropriate to the task being performed. Specialized training may be required.
- No employee shall handle or tamper with any electrical equipment, machinery, air or water lines in a manner not within the scope of their duties.
- Power cords and power strips must not be used as permanent wiring or beyond their rated capabilities. Do not connect multiple cords to a power device (such as daisy chaining)
- Only authorized and trained employees may perform preventive maintenance or adjustments beyond normal operational needs on equipment/machinery.
- Lockout/Tagout procedures must be followed prior to removing guards or performing maintenance or repairs.
- Equipment/machinery is not to be operated without safety guards in place and functional. Report to your department supervisor all damaged or missing guards prior to operation.
- Any tool that appears to be damaged or worn beyond a safe service life is to be removed from service and reported to the department supervisor immediately.
- All facility/grounds modifications, additions or improvements are to be coordinated through department supervisors.
- Only authorized and trained employees may dispense or use chemicals. Employees are to be trained on the location of the Safety Data Sheets (SDSs). All containers must be labeled based on GHS standards.
- Spills must be reported, and cleaned up immediately. Employees will be trained on the emergency procedures including phone numbers, fire extinguishers, drill procedures, and muster points.
- Seat belts will be worn at all times when on City business in any vehicles, including personal vehicles.

### **DISCIPLINARY ACTION**

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The City of Bonners Ferry is committed to providing a safe and healthy work environment and strives to treat all employees in a respectful and fair manner. Working together will have a positive impact on performance, and effectiveness. All employees are expected to adhere to the safety and health policies established.

Not adhering to the safety and health policies is considered a serious violation and the City of Bonners Ferry will follow their [disciplinary/corrective action] policy, up to and including termination [REFERENCE EMPLOYEE HANDBOOK].

**Documentation**

The City of Bonners Ferry will document the violation, including a brief and the corrective action required. The employee will read and sign the notice acknowledging that they understand the seriousness of the violation, and the required corrective action.

**REVIEW AND REVISION**

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It is the goal of the safety committee to review and revise the components of the safety program for effectiveness and implementation annually. It is important for the City to make the necessary changes to continue to reduce hazards that can cause employee injury or illness. Corrective measures will be taken as needed to reemphasize or restructure the safety program.



### **SAFETY HANDBOOK ACKNOWLEDGMENT FORM**

I acknowledge that I have received a copy of and have read all the information in the City of Bonners Ferry Safety Policy Manual. I understand and agree that it is my responsibility to abide by the policies and procedures in the City of Bonners Ferry Safety Policy Manual.

I understand that the City of Bonners Ferry reserves the right to modify, revoke, suspend, or terminate any or all of the policies and procedures in whole or in part at any time, and I accept responsibility for reading and understanding the updated changes.

I understand that the Safety Policy Manual does not constitute an employment contract for at-will employees or a promise of continued employment beyond the current contract (if any). If any contractual relationship between the City and an employee (or group of employees) conflicts with any provision of this Manual, the contract shall govern with respect to that issue.

I understand that this Safety Policy Manual supersedes any and all prior verbal and written communications regarding The City of Bonners Ferry safety policies and procedures.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE'S NAME (PRINT)



# MEMO

CITY OF BONNERS FERRY  
CITY ENGINEER/ADMIN

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TO: Mayor and City Council  
FROM: Mike Klaus, City Engineer  
DATE: January 16, 2025  
**RE: Water/Sewer – Phase 2 of Shop Construction**

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In 2024, the City Council approved \$250,000 to be spent to construct a large portion of a new shop for the water and sewer department, partially to house a new Vactor truck that was purchased in 2024. I had intended to spend the \$250,000 to construct the concrete foundation for the entire building and only build the one side of the 60' x 80' building in 2024, so that the new Vactor truck could be housed as soon as possible with winter months coming. The intention was to construct the second half of the building in 2025, completing the structure.

I am requesting that the Council approve another \$65,000 to complete the entire structure in 2025. I will bring up-to-date cost information to the meeting and share the breakdown of costs then.

Thank you,

Mike