

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
May 6, 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

NEW BUSINESS

3. **CITY- (action item)** [attachment] – Discuss display of flags by the City pursuant to Idaho Code 67-2303A
4. **ELECTRIC- (action item)** [attachment]- Consider wage adjustment for Jimmy Dorhofer for mechanical work at the Hydro.
5. **POOL- (action item)** [attachment]- Consider wage adjustment for Bella Sims as the Pool Manager
6. **CITY- (action item)** [attachment]- Consider approval of the revised job title, description and pay range for the Office Clerk Position.

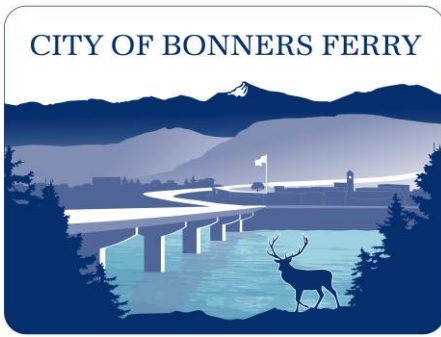
ADJOURNMENT

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.



CITY OF BONNERS FERRY

OFFICE OF THE CITY ATTORNEY

7232 Main Street

P.O. Box 149

Bonnors Ferry, Idaho 83805

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Fax: 208-267-4398

MEMORANDUM

To: Bonners Ferry City Council

From: Andrakay Pluid, City Attorney

Date: April 30, 2025

RE: Idaho Code 67-2303A,--Flag Procedure

This memo is being provided in regards to the newly enacted (effective April 3, 2025), Idaho State Code 67-2303A—Flags, Proper Protocol. This code section reads as follows:

- (1) As used in this section, “governmental entity” means the state of Idaho or any county, **municipality**, special district, or any other political subdivision or governmental instrumentality of or within the state other than a school, college, or university.
- (2) A governmental entity shall not display a flag on its property other than the following:
 - (a) The United States flag;
 - (b) The official flag of a governmental entity as defined in this section;
 - (c) Official flags of any state in the United States;
 - (d) Official flags of any of the military branches and units of the United States;
 - (e) The POW/MIA flag as provided for in section 67-2303, Idaho Code;
 - (f) Official flags of Indian tribes;
 - (g) *Official flags of countries other than the United States to commemorate special occasions; and,*
 - (h) Official flags of Idaho colleges, universities, and public schools.

Traditionally, the City of Bonners Ferry has displayed three flags in the grassy area to the north of the museum adjoining Highway 95, the American flag, the State of Idaho flag, and the Canadian flag. With the enactment of 67-2303A, specifically subsection (g), the City was contacted by the Idaho Attorney General’s Office and instructed that the Canadian flag needed to be removed immediately under threat of suit, specifically a writ of mandamus.

As I understand it, the display of the Canadian flag has historically been a sign of friendship by the City of Bonners Ferry towards our neighbors as well as because of the city’s participation in the International Selkirk Loop, and in recognition of Canadian travelers’ and visitors’ positive impact on our local economy.

I was asked by Mayor Alonzo to provide the legal options regarding the display of the Canadian flag for Council's consideration. It is my opinion that the Council has three options to consider:

1. Continue to display the Canadian flag in contradiction of the statute. This will likely result in litigation through a writ of mandamus and I do not recommend this given the possible financial requirements of litigation as well as the burden on staff unnecessarily.
2. Discontinue displaying the Canadian flag.
3. Section (g) contemplates that flags of other countries can be flown to commemorate "special occasions." The City Council is empowered with wide latitude of self governance through Idaho Code 50-301. It is common for cities across the state to commemorate local holidays or days of celebration through resolution. It is my opinion that the City Council could adopt a resolution commemorating certain days or even 365 days a year a "special occasion" in Bonners Ferry recognizing our relationship or friendship with our Canadian neighbors. This would empower the City to fly the Canadian flag if it chose to while not running afoul of the plain language of the statute.

Ultimately, this is a council decision and I am happy to answer any questions to the best of my ability. Given the relative newness of this statute, it's an untested issue.



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER/ADMIN

TO: Mayor and City Council
FROM: Mike Klaus, City Engineer/Administrator
DATE: April 25, 2025
RE: **Mechanic Wage for Hydro Work**

Jimmy Dorhofer has worked as the City's mechanic for several years and works on everything from lawn mowers to cop cars. He has also been instrumental to the hydro in his work in putting generator Unit 3 back into operation. If we had outsourced the work that Jimmy has completed in the last two months at the hydro, would have paid significantly more to a contractor, as that type of work bills out at \$150 to \$250 per hour.

Currently, Jimmy makes \$36.05 per hour as a mechanic. I recommend that when Jimmy is completing work at the hydro, as a mechanic on the generator systems, that we pay him \$5.00 more per hour Effective at the start of the April 27th pay period. This would not affect his wage for any other work that he does. Jimmy is an outstanding mechanic with a great aptitude for hydro work.

Please let me know if you have any questions.

Mike



MEMO

CITY OF BONNERS FERRY
CITY ENGINEER/ADMIN

TO: Mayor and City Council
FROM: Mike Klaus, City Engineer/Administrator
DATE: April 25, 2025
RE: **City Pool Manager**

Bella Sims has worked at the City pool for several years and worked last year as the assistant pool manager. David Hatch and I recommend that the Council authorize hiring Bella Sims as the City pool manager for the 2025 season at \$18.00 per hour. Her pay last year was \$17.00 per hour. David Hatch is still working part time for us this season and will assist Bella as needed, but he should have significantly reduced hours this season, with Bella leading.

Please let me know if you have any questions.

Mike



MEMO

CITY OF BONNERS FERRY
OFFICE OF THE CITY ADMINISTRATOR

TO: Mayor and Council
FROM: Deby Garcia- City Clerk/Treasurer
DATE: May 1, 2025
RE: **Office Clerk Position**

The Clerk's office has gone through a lot of changes in the past two years and there have been some changes in duties and responsibilities for each position. As we continue to become more efficient in some of the processes that we currently handle. I would like to ask for your consideration in approving the changes that I have made to the job title, description, and pay scale for an Office Clerk. This person along with the other Clerks will learn each position so that when staff are out due to illness or vacation, we have someone that can step into the position and complete the necessary tasks. I also feel the pay scale is competitive and will be fair for the responsibilities of this position.

Let me know if you have any questions,

Deby Garcia



JOB TITLE: **OFFICE CLERK POSITION**
PAY RANGE: \$18-20
STATUS: FULL TIME, HOURLY
BENEFITS: YES- FULL
SUPERVISOR: CLERK / TREASURER

General Statement of Duties:

The Office Clerk is the main employee who meets and greets all who enter City Hall, directing them appropriately as well as performing secretarial and accounting functions of the Office of Clerk/Treasurer, as directed. This position serves at the discretion of the Mayor and Clerk/Treasurer with the Clerk/Treasurer being the immediate Supervisor.

Specific Responsibilities:

1. Meet, greet, and direct the public in a professional manner.
2. Answer phones and relay messages in a timely fashion including radio dispatch to City employees.
3. Receipt all money received at the City of Bonners Ferry
4. Reconcile daily cash and deposit the funds.
5. Maintain vendor files.
6. Type and file
7. Work closely with all employees and department heads regarding City business
8. Knowledge of aspects of the election process. Must study and comprehend election laws of the State of Idaho
9. Order office supplies and keep supplies stocked.
10. Work with accounts receivable and accounts payable.
11. Notify customers of delinquencies and disconnect orders.
12. Work closely with the outside auditor of the City during the annual audit
13. Must maintain confidentiality of information.
14. General knowledge of all office functions and assumes responsibility of the office in the absence of the Clerk/Treasurer and Bookkeeper/Deputy Clerk Treasurer including clerking of meetings.
15. Perform a variety of complex duties designed to expedite services provided through the varied responsibilities of the office.
16. Fill in for Billing Clerk and AP/Payroll Clerk when necessary.
17. All other duties as assigned.

Standards of Performance:

High degree of performance required. Ability to communicate and work effectively with elected officials, employees, professionals, vendors, and public acting in a professional and courteous manner. Must be reliable and able to work under pressure while meeting deadlines; must be flexible and can organize and prioritize a variety of related and unrelated tasks; must maintain composure and have the ability to deal with people in sensitive and sometimes difficult situations.

Machines, Tools, Equipment and Work Aids:

Knowledge of entering and retrieving information from automated data systems. Knowledge of the use of computer hardware, including printers, terminals, keyboards, and a variety of different computer programs. Knowledge of the use of fax machines, typewriters, adding machines, copy machines, cash registers, and recording equipment.

Required Skills , Education and Experience

- High school graduate
- Two to four years of experience working in a general office setting, or two to four years' experience in related duties, or equivalent combination of education and experience.
- Strong people skills.
- Strong organizational skills required.
- Mathematic skills required.

Preferred Skills

- Knowledge and understanding of ERP software.
- Work experience using Tyler ERP software.
- Taking comprehensive and accurate meeting minutes