Welcome to tonight's City Council meeting!

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

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.

AGENDA
CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
February 2, 2016
7:00 p.m.

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

PUBLIC COMMENTS

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

GUESTS

Vic White and Dave Gray – Museum Building Permit and Electric Service Relocation
Mike Listman – Chamber of Commerce

REPORTS

Police/Fire/City Administrator/Economic Development Coordinator/Urban Renewal District/Water & Sewer

CONSENT AGENDA

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Treasurer's Report
4. Approval of January 19, 2016 Council Meeting Minutes

OLD BUSINESS

5. Water – Authorize Mayor to Sign Mutual Aid Agreement with Priest River for Water Treatment Services (attachment)
6. Fire – Authorize Mayor to Sign Commercial Lease Addendum with Boundary Volunteer Ambulance Service (attachment)

NEW BUSINESS

7. URA – Authorize Mayor to Sign Contract with Urban Renewal Agency for Records Storage (attachment)
8. Fire – Discuss Simulcast System
9. Street – Approve Augusta Street Project Pay Request #2 for HMH Engineering and Authorize Mayor to Sign Documents (attachment)
10. City – Discuss Special Event Policy (attachment)
11. Electric – Set Date for Special Meeting with Union Representative

EXECUTIVE SESSION PURSUANT TO IDAHO CODE 74-206, SUBSECTION 1

(a) Consider hiring a public officer, employee, staff member or individual agent.
(b) Consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent, or public school student.
(c) Conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency.
(d) Consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code.
(e) Consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
(f) 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.
(i) Engage in communications with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed.

ADJOURNMENT

NEXT MEETING DATE

INFORMATION

12. City – AIC Conference in Boise June 22 through June 24, 2016 (attachment)

MUTUAL AID AGREEMENT
City of Bonners Ferry and City of Priest River

THIS AGREEMENT made and entered into this 19 day of JANUARY, year of 2016, by and between, the **City of Bonners Ferry** and the **City of Priest River** of the State of Idaho.

WITNESSETH:

WHEREAS, the parties have developed a mutual interest in the treatment and distribution of municipal water supply; and,

WHEREAS, an Agreement of this nature is authorized under Idaho Code 67-2326; and,

WHEREAS, each of the parties own and maintain equipment and employ personnel certified for the treatment and distribution of a municipal water supply system to provide various levels of service in the treatment and distribution of municipal water and/or other emergency support; and,

WHEREAS, in the event of a the absence of personnel, disaster or other emergency, each of the parties may need the assistance of another party or parties to provide supplemental water treatment or distribution and/or other emergency support; and,

WHEREAS, it has been determined by analysis of past experiences and recommendations of the Department of Environmental Quality to be in the best interest of the citizens of communities represented by the parties hereto, that prompt, adequate and pertinent services to all persons and property in said communities and/or districts can best be accomplished by a cooperative agreement for mutual aid in water treatment and distribution and all related activities.

NOW THEREFORE, subject to the terms of this Agreement to carry out the purposes and functions described above, and in consideration of the benefits to be received by each of the parties, it is hereby agreed as follows:

This agreement is entered into by and between the water department of the City of Bonners Ferry and the City of Priest River.

This agreement is for the purpose of receiving and rendering of mutual aid assistance during short term needs and will remain in force until such time as it is superseded by other contractual agreements which may apply for long-term requirements.

Each of the parties possesses and maintains personnel and equipment for water treatment and distribution.

For the purpose of securing the benefits of mutual aid in the protection of municipal water supplies and in consideration of the benefits to be received by each, the parties hereto mutually agree as follows:

MUTUAL AID AGREEMENT
City of Bonners Ferry and City of Priest River

1. Definition of Initial Phase

The initial phase of an incident is defined as that period during which response is initiated and control or mitigation of the emergency occurs until management of the incident is turned over to an agency that has the full resources available, either its own or through contract, to manage the incident. While it is not possible to define a specific time period all parties to this agreement understand that it is generally of short term duration and that assisting agencies should be returned to the area that they normally provide protection for as soon as possible unless other agreements or contracts are in force.

2. Request for Assistance

The Department supervisor, Public Works Director, City Engineer or City Administrator party to this agreement is authorized to request assistance from the other parties if confronted with a situation requiring equipment or personnel in excess of that available.

(a) Request for assistance shall be made only by the Department supervisor, Public Works Director, City Engineer or City Administrator, and shall be directed by the same.

(b) A request for assistance shall specify the amount and type of equipment and number of personnel required, and shall specify the location to which the equipment and personnel are to be dispatched.

(c) An automatic request for assistance may be specified in advance by agreement of the parties hereto and placed on file with the appropriate dispatch center along with protocols for usage.

(d) Requests for assistance shall be made to the nearest party with the amount and type of equipment and number of personnel required. A move-up procedure shall be used to provide protection to areas vacated by a response to a call for assistance.

2. Response to Request

Upon receipt of a request for mutual aid assistance, the officer in charge of the party receiving the request shall:

(a) Determine if equipment and personnel are available for response as requested.

(b) Advise the requesting party of the equipment and personnel available for response, and the response time.

(c) Dispatch requested personnel and equipment as available with the proper operating instructions.

The rendering of assistance under the terms of this agreement shall not be mandatory, but the party receiving the request for assistance shall immediately inform the requesting party if for any reason assistance cannot be rendered.

3. Status of Equipment and Personnel

(a) All equipment used by any party in carrying out this agreement, shall at the time of action, be in its possession and authorized for use by the responding party.

(b) All personnel acting for any party under this agreement shall at the time of such action be employees or volunteer members of that party.

4. Command Responsibility

The manager will be the Department supervisor, Public Works Director, City Engineer or City Administrator of which response is made shall be in charge of the operations under which the equipment and personnel sent by the responding party shall serve, provided, that responding equipment and personnel shall be under the immediate supervision of the personnel in charge of the responding units.

5. Termination of Service

(a) The equipment and personnel of the responding party shall be released from service and returned to the responding party city, state agency, federal agency, fire district or other agency by the manager in charge when no longer required or when needed in the area for which it normally provides protection.

(b) The equipment and personnel of the responding party may be transferred to another entity if there are contractual agreements which may apply, at which time the terms of those contracts will be in force, including, but not limited to, compensation, liability and work rules.

6. Liability and Claims

(a) Each party shall be responsible for its own equipment and personnel used in providing assistance pursuant to this agreement. Each party waives all claims against any other party to this agreement for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this agreement.

(b) Each party shall be responsible for all liabilities that may occur or arise in any way out of the performance of this agreement by its personnel only. Each party agrees to indemnify and hold harmless the other parties, and their employees, volunteers, and officials, against any and all claims of every kind and nature, including but not

limited to costs, expenses, losses, damages, and costs of legal defense, incurred as a result of any act or omission of the employees and volunteers of the party or persons acting on their behalf arising out of or relating to the performance of this agreement.

7. Insurance

Each party shall maintain adequate insurance coverage for its own equipment and personnel.

8. Compensation

Each party agrees that it may charge the actual labor cost with overheads, mileage at the IRS published rate, and standard rate charges for equipment.

9. Pre-Emergency Planning

The water departments of the parties may, from time to time, mutually schedule orientations of the other party's facilities to indicate the types and locations of potential problem areas where assistance may be needed, and the type of equipment and number of personnel which should be dispatched under various circumstances. Such plans shall consider and insure the proper protection by the responding party of its own geographical area.

10. Non-Exclusive Agreement

The parties to this agreement shall not be precluded from entering into similar agreements or first response agreements with other entities.

11. Duration and Termination

This agreement shall become effective for each party upon the date of subscription hereto, and shall remain in full force and effect until participation is terminated by giving to the other parties a thirty (30) day notice of termination in writing.

MUTUAL AID AGREEMENT
City of Bonners Ferry and City of Priest River

IN WITNESS WHEREOF the parties hereto have entered this Agreement on the day and year first above written.

CITY OF BONNERS FERRY

By: _____
DAVID SIMS (MAYOR)

IN WITNESS WHEREOF the parties hereto have entered this Agreement on the day and year first above written.

CITY OF PRIEST RIVER

By: _____
JAMES L. MARTIN (MAYOR)

COMMERCIAL LEASE ADDENDUM

A Commercial Lease Renewal Agreement was entered into by and between City of Bonners Ferry, Idaho, with an address of 7232 Main Street, Bonners Ferry, Idaho ("Landlord") and Boundary Volunteer Ambulance Service, Incorporated, a corporation organized and in good standing under the laws of the State of Idaho with its principal place of business at 6447 Railroad Street, Bonners Ferry, Idaho ("Tenant"), on January 21, 2016, for use of space in the Bonners Ferry Fire Department Firehall ("Leased Premises"); and

WHEREAS, the parties wish to modify the terms of the original stated lease as set forth herein.

NOW THEREFORE, in consideration of the mutual promises herein, the parties, intending to be legally bound, hereby agree that the following constitutes additional terms and conditions of the stated lease.

1. Building Access. Tenant shall be permitted to access the Leased Premises exclusively through the South Facing Door of the East Stairwell, and West Door with no access to the apparatus floor, offices, and any other workspaces on the ground floor of the Firehall. Tenant shall install or cause to be installed, at its own expense, a keyless or keyed entry on the East Stairwell Door to provide access for Tenant's personnel. The door shall remain equipped with the currently installed emergency access "panic bar."

The parties recognize that no other terms or conditions of the above mentioned original lease not hereby otherwise modified, amended, or added shall be negated or changed as a result of this addendum.

IN WITNESS WHEREOF, the parties have executed this Lease as of this _____ day of _____, 2016.

LANDLORD, by and through its authorized representatives:

City of Bonners Ferry:

_____
By: David Sims, Mayor

_____
Attest: Kris Larson, City Clerk

TENANT, by and through its authorized representatives:

_____
Boundary Volunteer Ambulance Service, Incorporated
By: Ken Baker, President

SERVICES CONTRACT
Between
CITY OF BONNERS FERRY
And
BONNERS FERRY URBAN RENEWAL AGENCY

THIS AGREEMENT, made between the CITY OF BONNERS FERRY, a municipal corporation organized pursuant to the laws of the state of Idaho, herein after referred to as "CITY", and the BONNERS FERRY URBAN RENEWAL AGENCY, an urban renewal agency organized pursuant to the laws of the state of Idaho, whose principal place of business is in Bonners Ferry, Idaho, herein referred to as "BFURA".

WITNESSETH:

WHEREAS, BFURA seeks to have reasonable access to its files, but does not want to expend funds for a facility to meet these needs.

NOW THEREFORE, the CITY and BFURA agree as follows:

1. This Contract shall be effective from September 30, 2015 to September 30. 2016, and shall automatically renew annually unless either party gives 60 days notice prior to September 30 to terminate or modify it.
2. CITY agrees to provide records organization and safe storage/depository services to BFURA.
3. BFURA will supply originals or copies of all its' current files to the CITY, by way of the City Clerk or other designated staff person. New documents will be delivered to CITY staff as received.
4. CITY will organize files in a workmanlike manner, store them in a safe location, and supply such records as the agency might need to retrieve at the request of BFURA's administrator, attorney or board members.
5. BFURA will pay to CITY the sum of $500.00 per year for such services.
6. CITY assumes no liability under this contract.
7. The parties agree that an employment relationship is not created by this agreement.
8. This agreement may not be assigned.
9. This agreement constitutes the entire agreement between the parties.

_____	_____
City of Bonners Ferry Mayor	BFURA CHAIRMAN
Date: _____	Date: _____

IDAHO TRANSPORTATION DEPARTMENT
600 W. Prairie Ave.
Coeur d'Alene, ID 83815-8764

(208) 772-1200
itd.idaho.gov

1/05/2016

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

Dear Mayor Anderson,

Please find the enclosed Invoice # 18809-02; Progress report #2 for KN 18809; Augusta Street Sidewalks from HMH, LLC. We have reviewed the invoice for accuracy.

If you agree, please sign on page 2 of 2 of Form 771, in the space labeled: "Second Reviewer," and pay HMH, LLC $15,684.59.

Upon issuance of the check, please email the packet back to us with a copy of your check to HMH, LLC and we will reimburse you your portion.

If you have any questions, please feel free to contact me directly.

Thank you,

G. Brands

Gregory Brands, P.E.
208-772-1274
Gregory.Brands@ITD.Idaho.gov
Jenny.klein@itd.idaho.gov

HMH engineering

December 28, 2015

Greg Brands, PE
ITD District 1
600 West Prairie Ave
Coeur d'Alene, ID 83815

RE: AUGUSTA ST SIDEWALK, BONNERS FERRY
Project A018(809); Key No. 18809

Subject: Invoice Number 18809-02

Dear Greg,

Enclosed in Invoice Number 18809-02 for professional services rendered for the above referenced project. This invoice also includes backup for the justification of the charges.

The current invoice amount is $15,684.59. The total amount invoiced to date is $40,437.26 (99.96%) out of the budget of $40,454. The scope set forth in Professional Services Agreement #93719 is substantially complete and Supplemental #1 is pending as was anticipated when the PSA was executed. Thank you for the opportunity to serve you on this project and if you have any questions on this subject, please contact me at 651-4152.

Sincerely,

Eric Olson, PE
Project Manager

Professional Agreement Invoice and Progress Report

ITD 0771 (Rev. 11-11)

Idaho Transportation Department

itd.idaho.gov

This page must be filled out monthly by the Consultant and forwarded to the Agreement Administrator with the monthly invoice. If necessary, attach additional sheets for continuation.

Key Number	Project Number	Project Name	Date
18809	A018(809)	AUGUSTA STREET, BONNERS FERRY	12/28/15

Agreement Administrator	Progress Report Number	Agreement Number
Greg Brands, PE	02	93719

Consultant's Name	Report/Billing Period (From and To)
HMH Engineering, llc	10/9/15 - 11/16/15

Certification of Payment Submitted	Certification Date	PSA Number	Invoice Number
☒ Yes ☐ No	12/28/15	01	18809-02

Describe Work Accomplished During the Month (List DOH Major Activities that were in progress during this period and estimate the remaining time for each.)

Task 2.1 Project Charter - template filled out

Task 2.3 Materials Group - Materials Memo 17B completed

Task 2.4 Roadway Group - Typical Sections 90% complete, Plan & Profile sheets have been developed, design 75% complete

Task 2.5 Drainage Group - Drainage basins analyzed and drain pipes sized; initial coordination with ITD/US95 project completed

Task 2.6 Utility Group - Continued coordination with City water, sewer, power

Task 2.7 Public Involvment - Public hearing completed

Task 2.8 Cost Estimate - Preliminary cost estimate completed

Summarize Work Completed to Date (Milestones Completed and Dates) (List DOH Major Activities that were completed, including completion dates.)

Project Charter Template and Materials Memo 17B submitted on 10/28/15; Public Hearing held on 11/18/15;
Project design is at a point between preliminary and final.

List Information Required from ITD to Avoid Delays

Schedule has been delayed due to need for public hearing and new environmental evaluation. Supplemental #1 discusses schedule revisions. ITD will need to be prompt with completion of environmental evaluation to keep schedule on track.

List Changes in Scope or Complexity that Requires a Supplemental Agreement or Time Adjustments

Review of 2009 Cat-Ex document has shown it to be inadequate. A new environmental evaluatioon is required. A supplemental is in progress.

Distribution: DRI (Original) - Project File Copy - Prime Consultant

JK

Professional Agreement Invoice and Progress Report

ITD 0771 (Rev. 11-11)

Idaho Transportation Department

itd.idaho.gov

Printed Name	Title	Consultant's Signature
Eric Olson	Project Manager	

Distribution: DRI (Original) - Project File Copy - Prime Consultant

Professional Agreement Invoice and Progress Report

ITD 0771 (Rev. 11-11)

Idaho Transportation Department

itd.idaho.gov

Status Report **This page must be completed by the Agreement Administrator**

A completed status report must accompany all Agreement invoices recommended for payment. The requested percentage of progress measurements for this report/billing period are required.

Key Number	Program Number	Progress Report Number	Agreement Number
18809	T151650	2	93719

Agreement Time	Time Passed	Percent of Agreement Time Elapsed	Percent of Work Completed
252	100	40 %	99.9 %

Original Agreement Amount	Supplemental(s)	Current Agreement Amount	Payments (Including this Payment)	Percent of Agreement Dollars Paid
$ 40454.00	$ 0.00	$ 40,454.00	$ 40,437.26	99.9 %

Certification of Payment Submitted	Certification Date		This Invoice	To Date	Negotiated
☒ Yes ☐ No	12/28/15	**Fixed Fee**	$ 1651.26	$ 3321.03	$ 4854.48

If There is a Significant Variance Between the Percentages, Please Explain

Consultant Invoice Number	This Payment Amount
18809-02	$ 15,684.59

Report Reviewed By	Review Date
G. Brands	1-4-16

Consultant Performance **To Be Completed Monthly by the Agreement Administrator**

Work planned for this period was completed	Quality of work was completed satisfactory	Discussed performance with Consultant
☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No

Explain

Performance: Describe the Consultants performance during this period

☒ **Progress Payment:** I certify that the Agreement provisions have been reviewed, the invoice amount checked, progress is substantiated, significant material expenses have support documentation (receipts), and the costs billed are project related and represent the work accomplished. I hereby approve the progress estimate for payment.

☐ **Final Payment:** I certify that all work under the terms of the Agreement has been satisfactorily completed, any capital assets acquired have been delivered or value received, an affidavit of indebtedness received, and the project reviewed or audited and costs verified for work performed. I hereby approve final payment under the Agreement.

Agreement Administrator's Signature	Date	Second (Independent) Reviewer's Signature
G. Brands	1-4-16	

Distribution: DRI (Original) - Project File Copy - Prime Consultant

REVIEWED
By Jenny Klein at 9:59 am, Jan 04, 2016

ITD 2761 2-15

PROFESSIONAL SERVICES AUTHORIZATION and INVOICE SUMMARY

Consultant: HMH, LLC

Agreement No:	93719
Billing Ref No:	9371901
Authorization No:	1

Agreement Amounts	
Original Agreement:	$40,454.00
Additional Services:	$0.00
Supplementals:	$0.00
TOTAL:	$40,454.00

Consultant Invoice No: 18809-02

PROJECT	Key Number	Project Number	Route	Location
	18809	A018(809)	OFFSYS	AUGUSTA ST SIDEWALK, BONNERS FERRY

This document authorizes services to be performed as described below:

Number	Description	Amount
18809	Sidewalk Design including sub-surface storm sewer and street resurfacing.	$40,454.00
	Compensation for Services Shall not Exceed:	**$40,454.00**
	Which Increases the Total Authorization Amount to:	**$40,454.00**

Authorization Issued (Agreement Administrator)

Signature: Date: 8/7/15

Authorization Accepted (Consultant)

Signature: Date: 8/7/15

Authorized Amount	Previous Invoices	This Invoice	Total to Date	Balance Authorized
$40,454.00	$24,752.67	$15,684.59	$40,437.26	$16.74

Payment Requested (Consultant)

Signature: Date: 12/23/15

Payment Recommended (Agreement Administrator)

Signature: G. Brands Date: 1-4-16

ITD 2892 (Rev. 3-10)
itd.idaho.gov

Certification of Payment

Idaho Transportation Department

Fill out for each estimate/invoice and return within thirty (30) calendar days of receipt of ITD payment.
Ref; ITD Std. Spec. 109.05 (Construction Contracts) and ITD Consultant Agreement Spec. I.5 (Consultant Agreements).
Use additional pages if needed.

Key Number	Project Number	Project Name
18809	A018(809)	AUGUSTA STREET, BONNERS FERRY, IDAHO
Contract/Agreement Number		Work Reflected In ITD Estimate/Invoice Number
93719		02

List any subcontractors/subconsultants or manufacturers/suppliers not paid for work reflected on pay estimates/invoices for month being reported. Payment must be made for satisfactory performance based on the contract/agreement between the contractor/Consultant and the State. Retainage must also be paid upon satisfactory performance completion based on the contract/agreement between the Contractor/Consultant and the State.

Subcontractor/Subconsultant Manufacturer and/or Supplier	Reason for Non-Payment	Amount of Non-Payment	Agreement Administrator/ Resident Engineer Approval/Disapproval

I, Alex Hall, Member
Name (Printed or Typed) Title

of HMH Engineering, LLC
Contractor/Consultant

do certify that to the best of my knowledge and with the exception of those subcontractors/subconsultants or manufactures/suppliers listed above, all subcontractors/subconsultants or manufactures/suppliers have been paid in accordance with the contract (20 days after receiving payment for the work performed by the subcontractors/subconsultants or manufactures/suppliers), and that any retainage held on a subcontractor/subconsultant or manufacture/supplier's work has been released within 20 days after satisfactory completion of all of the subcontractors/subconsultants or manufactures/suppliers' work.

Contractor/Consultant's Signature	Date
Alex M Hall	12/28/15

ITD Distribution: Project File

HMH engineering

HMH Engineering, LLC

1302 W. Hayden Ave.
Hayden, ID 83835

Invoice

Date	Invoice #
12/23/2015	18809-02

Bill To

ITD District 1 Office
600 West Prairie
Coeur d'Alene, ID 83815

HMH Project #

D1518809 Augusta St - Bonner Ferry

Date	Staff	Bill Hours	Description	Bill Rate	Labor Cost
10/12/2015	Eric Olson	2.3	Design & Coordination	41.00	94.30
10/12/2015	Eric Olson	1.3	Public Outreach Program	41.00	53.30
10/12/2015	Wes Miller	6	Working on PLPR	21.00	126.00
10/13/2015	Eric Olson	0.5	Design & Coordination	41.00	20.50
10/13/2015	Eric Olson	0.5	Public Outreach Program	41.00	20.50
10/13/2015	Wes Miller	9	Working on PLPR	21.00	189.00
10/14/2015	Carla Redline	0.5	Invoicing	25.00	12.50
10/14/2015	Eric Olson	1	ITD Encroachment Meeting/Relocating Sidewalk	41.00	41.00
10/14/2015	Wes Miller	6	Working on PLPR	21.00	126.00
10/15/2015	Eric Olson	2.1	Design & Coordination	41.00	86.10
10/15/2015	Wes Miller	8.5	Working on PLPR	21.00	178.50
10/16/2015	Wes Miller	4	Working on PLPR	21.00	84.00
10/19/2015	Wes Miller	9.5	Working on PLPR	21.00	199.50
10/20/2015	Wes Miller	6.5	Working on PLPR	21.00	136.50
10/20/2015	Eric Olson	1.8	Coordination & Design	41.00	73.80
10/21/2015	Wes Miller	9	Working on PLPR	21.00	189.00
10/21/2015	Eric Olson	1	Coordination & Design	41.00	41.00
10/22/2015	Wes Miller	9	Working on PLPR	21.00	189.00
10/23/2015	Eric Olson	1.5	Coordination & Design	41.00	61.50
10/26/2015	Wes Miller	7.5	Project Design	21.00	157.50
10/26/2015	Eric Olson	1	Coordination & Design	41.00	41.00
10/27/2015	Wes Miller	10	Project Design	21.00	210.00
10/27/2015	Eric Olson	0.3	Coordination & Design	41.00	12.30
10/28/2015	Wes Miller	10	Project Design	21.00	210.00
10/28/2015	Eric Olson	2	Coordination & Design	41.00	82.00
10/28/2015	Eric Olson	3	Charter Template, Materials Memo	41.00	123.00
10/29/2015	Wes Miller	3.5	Project Design	21.00	73.50
10/30/2015	Wes Miller	8	Project Design	21.00	168.00
10/30/2015	Eric Olson	1	Coordination & Design	41.00	41.00
11/10/2015			#9329 Notice of Public Hearing	121.03	121.03
11/2/2015	Wes Miller	9.3	Project Design	21.00	195.30
11/2/2015	Eric Olson	1	Coordination & Design	41.00	41.00
11/3/2015	Wes Miller	6.6	Project Design	21.00	138.60
11/3/2015	Eric Olson	1	Coordination & Design	41.00	41.00

Total

1302 W. Hayden Ave. • Hayden, Idaho 83835 • Tel: 208-635-5825 • Web: hmh-llc.com
Equal Opportunity Employer

HMH engineering

HMH Engineering, LLC

1302 W. Hayden Ave.
Hayden, ID 83835

Invoice

Date	Invoice #
12/23/2015	18809-02

Bill To

ITD District 1 Office
600 West Prairie
Coeur d'Alene, ID 83815

HMH Project #

D1518809 Augusta St - Bonner Ferry

Date	Staff	Bill Hours	Description	Bill Rate	Labor Cost
11/4/2015	Wes Miller	6.5	Project Design	21.00	136.50
11/4/2015	Eric Olson	0.5	Coordination & Design	41.00	20.50
11/5/2015	Wes Miller	2.5	Project Design	21.00	52.50
11/5/2015	Wes Miller	4.4	Site Visit	21.00	92.40
11/5/2015	Eric Olson	4	Site Visit/Meet w/ Boundary Tractor	41.00	164.00
11/6/2015	Wes Miller	5	Project Design	21.00	105.00
11/9/2015	Wes Miller	6.7	Project Design	21.00	140.70
11/10/2015	Wes Miller	7.5	Project Design	21.00	157.50
11/10/2015	Dan Larson	7	Stormwater Design, Estimates	40.00	280.00
11/10/2015	Carla Redline	0.5	Invoicing	25.00	12.50
11/11/2015	Wes Miller	5	Project Design	21.00	105.00
11/11/2015	Wes Miller	3	Sizing Storm Pipe w/ HydroCAD	21.00	63.00
11/11/2015	Dan Larson	4	Stormwater Design, Estimates	40.00	160.00
11/12/2015	Wes Miller	7	Project Design	21.00	147.00
11/12/2015	Wes Miller	2.5	Sizing Storm Pipe w/ HydroCAD	21.00	52.50
11/12/2015	Dan Larson	8	Stormwater Design, Estimates	40.00	320.00
11/13/2015	Wes Miller	5.2	Project Design	21.00	109.20
11/13/2015	Dan Larson	6	Stormwater Design, Estimates	40.00	240.00
11/16/2015	Wes Miller	8.7	Project Design	21.00	182.70
11/16/2015	Dan Larson	6	Road Summary, Estimate	40.00	240.00
12/1/2015			Wes M: Mileage 11/23/15 84 miles	48.30	48.30
12/1/2015	Approved OH Rate		120.62%	7,523.31	7,523.31
12/1/2015	Net Fee		12.0%	1,651.26	1,651.26
11/30/2015	Project Reimbursab...		Notice of Public Hearing	103.49	103.49

Total $15,684.59

1302 W. Hayden Ave. • Hayden, Idaho 83835 • Tel: 208-635-5825 • Web: hmh-llc.com

CONSULTANT	HMH Engineering, LLC.
PROJECT NAME	AUGUSTA STREET, BONNERS FERRY, IDAHO
PROJECT NUMBER	A018(809)
KEY NUMBER	18809

A. SUMMARY ESTIMATED MAN-DAY COSTS

		Man-Days		Man-Hours		Hrly Rate		Raw Labor Cost
1	Shawn Metts, PE	0.0	=		@	$46.00	=	$ -
2	Eric Olson, PE	3.2	=	25.8	@	$41.00	=	$ 1,057.80
3	Dan Larson, PE	3.9	=	31	@	$40.00	=	$ 1,240.00
4	Wes Miller, EIT	23.3	=	186.4	@	$21.00	=	$ 3,914.40
5	Carla Redline, Admin	0.1	=	1	@	$25.00	=	$ 25.00
6	etc		=		@		=	
			TOTAL RAW LABOR COST				=	**$6,237.20**

B. PAYROLL, FRINGE BENEFIT COSTS & OVERHEAD

Total Raw Labor Cost		Approved Overhead Rate		
$6,237.20	X	**120.62%**	=	**$7,523.31**

C. NET FEE

Total Raw Labor & Overhead		NET FEE**		
$13,760.51	X	**12%**	=	**$1,651.26**

D. FCCM

Total Raw Labor Cost		Approved FCCM Rate	
$6,237.20	X	**0.00%**	**$0.00**

TOTAL LABOR **$15,411.77**

E. OUT-OF-POCKET EXPENSE SUMMARY

		Miles		Unit Cost		Estimated Expense
1	* MILEAGE (miles)	84	@	$ 0.575	=	$ 48.30
2	NOTICE OF HEARING	0	@		=	$ 121.03
3	NOTICE OF HEARING	0	@		=	$ 103.49
4	* MEALS (Days)	0	@	$ 1.00	=	$ -
		TOTAL ESTIMATED EXPENSE			=	**$ 272.82**

F. SUBCONSULTANTS

1 =

2 =

TOTAL = $15,684.59

* As per the "FEDERAL PER DIEM RATES FOR IDAHO"

** Negotiated % Fee

HMH Engineering, LLC
Time by Job Detail
October 12 through November 16, 2015

9:18 AM
12/23/2015

	Date	Name	Billing Status	Duration
Idaho Transportation Department:D1518809 Augusta St - Bonner Ferry				
BASE:Carla Redline				
	10/14/2015	Carla W Redline	Billed	0.50
	11/10/2015	Carla W Redline	Billed	0.50
Total BASE:Carla Redline				1.00
BASE:Dan Larson				
	11/10/2015	Daniel W Larson	Billed	7.00
	11/11/2015	Daniel W Larson	Billed	4.00
	11/12/2015	Daniel W Larson	Billed	8.00
	11/13/2015	Daniel W Larson	Billed	6.00
	11/16/2015	Daniel W Larson	Billed	6.00
Total BASE:Dan Larson				31.00
BASE:Eric Olson				
	10/12/2015	Eric Olson	Billed	2.30
	10/12/2015	Eric Olson	Billed	1.30
	10/13/2015	Eric Olson	Billed	0.50
	10/13/2015	Eric Olson	Billed	0.50
	10/14/2015	Eric Olson	Billed	1.00
	10/15/2015	Eric Olson	Billed	2.10
	10/20/2015	Eric Olson	Billed	1.80
	10/21/2015	Eric Olson	Billed	1.00
	10/23/2015	Eric Olson	Billed	1.50
	10/26/2015	Eric Olson	Billed	1.00
	10/27/2015	Eric Olson	Billed	0.30
	10/28/2015	Eric Olson	Billed	2.00
	10/28/2015	Eric Olson	Billed	3.00
	10/30/2015	Eric Olson	Billed	1.00
	11/02/2015	Eric Olson	Billed	1.00
	11/03/2015	Eric Olson	Billed	1.00
	11/04/2015	Eric Olson	Billed	0.50
	11/05/2015	Eric Olson	Billed	4.00
Total BASE:Eric Olson				25.80
BASE:Wes Miller				
	10/12/2015	Wesley G Miller	Billed	6.00
	10/13/2015	Wesley G Miller	Billed	9.00
	10/14/2015	Wesley G Miller	Billed	6.00
	10/15/2015	Wesley G Miller	Billed	8.50
	10/16/2015	Wesley G Miller	Billed	4.00
	10/19/2015	Wesley G Miller	Billed	9.50
	10/20/2015	Wesley G Miller	Billed	6.50
	10/21/2015	Wesley G Miller	Billed	9.00
	10/22/2015	Wesley G Miller	Billed	9.00
	10/26/2015	Wesley G Miller	Billed	7.50
	10/27/2015	Wesley G Miller	Billed	10.00

Date	Name	Billing Status	Duration
10/28/2015	Wesley G Miller	Billed	10.00
10/29/2015	Wesley G Miller	Billed	3.50
10/30/2015	Wesley G Miller	Billed	8.00
11/02/2015	Wesley G Miller	Billed	9.30
11/03/2015	Wesley G Miller	Billed	6.60
11/04/2015	Wesley G Miller	Billed	6.50
11/05/2015	Wesley G Miller	Billed	2.50
11/05/2015	Wesley G Miller	Billed	4.40
11/06/2015	Wesley G Miller	Billed	5.00
11/09/2015	Wesley G Miller	Billed	6.70
11/10/2015	Wesley G Miller	Billed	7.50
11/11/2015	Wesley G Miller	Billed	5.00
11/11/2015	Wesley G Miller	Billed	3.00
11/12/2015	Wesley G Miller	Billed	7.00
11/12/2015	Wesley G Miller	Billed	2.50
11/13/2015	Wesley G Miller	Billed	5.20
11/16/2015	Wesley G Miller	Billed	8.70
Total BASE:Wes Miller			186.40
Total Idaho Transportation Department:D1518809 Augusta St - Bonner Ferry			244.20
TOTAL			**244.20**

AFFIDAVIT OF PUBLICATION

State of Idaho

ss

County of Boundary, Linda Johnson being first duly sworn on oath deposes and says that he/she is book keeper of the Bonners Ferry Herald, a newspaper printed and published at Bonners Ferry, Boundary County, Idaho; that the said newspaper has been continuously and uninterruptedly published in said Boundary County during a period of 12 months prior to the first publication of the hereto attached notice of publication in the case of:

Public Hearing - Augusta St Sidewalk Project. as it was published in the regular and entire issue of the said paper for a period of 4 consecutive weeks, commencing on 22nd day of Oct, 2015 and ending on the 12th day of Nov, 2015 and that said notice was published in said newspaper.

Linda Johnson

SUBSCRIBED AND SWORN TO before me, this 12th day of November, 2015.

Sherilyn Jones

Notary Public-State of Idaho

Residing at: Sandpoint

My Commission Expires: 2/24/17

Notice of Public Hearing Concerning Project #: A018(809) Key No. 18809 Augusta Street Sidewalk Project, Bonners Ferry

NOTICE is hereby given that a public hearing will be held at the Bonners Ferry City Hall- Council Chambers, 7232 Main Street, Bonners Ferry, Idaho, on Wednesday, November 18, 2015 from 4-7 p.m. (PST). The Augusta Street Sidewalk Project proposes to construct sidewalk, curb, and rainage facilities along Augusta St. between US 95 and Valley View Elementary School. The purpose of the hearing is to provide interested individuals, agencies, groups, and others an opportunity to provide testimony on the proposed design including the possibility of gating Augusta St. between Lincoln St. and Stephens St. during school hours or closing the same section of roadway permanently. The hearing will be held in open house format. The public will have the opportunity to view displays, ask questions and provide testimony regarding the project.

Written testimony, statements, or exhibits pertaining to the Augusta Street Sidewalk Project will become part of the record for this project if postmarked by Dec. 2, 2015. Address any such items to:

Local Highway Technical Assistance Council
Local Communications/PI Coordinator
231 N. Third-Suite 108
Sandpoint, Idaho 83864

The Idaho Transportation Department (ITD) is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. ITD assures that no person shall on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any ITD service, program, or activity. The department also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations. In addition, the department will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency. For accommodations call 208-597-2419

BFH Legal 9329
October 22, 29, 2015
November 5, 12, 2015

SHERILYN JONES NOTARY PUBLIC STATE OF IDAHO

9329

JC

D1518807

Bonners Ferry Herald
P.O. Box 539
Bonners Ferry, ID 83805
Phone (208) 267-5521
Fax (208) 267-5523

ADVERTISING INVOICE/STATEMENT

Statement	Client Name
10/31/15	

Total AmountDue	Terms of Payment
121.03	Remit payment by the 15th

Current Due	1-30 Days	31-60 Days	61-90 days	Over 90 Days
121.03	0.00	0.00	0.00	0.00

Page #	Billed Account Name & Address	Billed Account #	Agency/Client Number
1	HMH ENGINEERING ERIC OLSON, PE 1302 W HAYDEN AVE HAYDEN, ID 83835	BH06417300	
		Remittance Address:	
		Bonners Ferry Herald P.O. Box 539 7183 Main St. Bonners Ferry, ID 83805	
	Acct Type: BH ROP/ CL DIS		

If paying by credit card, please fill out:	Card Number	Exp Date
Amount	Signature	Card Type

PLEASE DETACH AND RETURN UPPER FORM WITH YOUR REMITTANCE

Date	Reference #	Description-Other Comments/Charges	Type	Units	Runs	Rate	Amount	Total
09/30/15		BALANCE FORWARD					0.00	0.00
10/31/15	4723066	#9329 NOTICE OF PUBLIC HEARING	LINE	77.00 Li	2	IDLEGL	121.03	121.03

Statement of Account Aging of Past Due Amounts

Current Amount Due	1-30 Days	31-60 Days	61-90 days	Over 90 Days	Total Amount Due
121.03	0.00	0.00	0.00	0.00	121.03

Bonners Ferry Herald
P.O. Box 539
Bonners Ferry, ID 83805

Past due accounts are subject to finance charges of 1 1/2 % per month, which is an anuual percentage of 18%, applied to the previous balance.

Advertiser Information

Statement Date	Billed Account #	Client Account Number	Client Name
10/31/15	BH06417300		

PLEASE CALL & MAKE PAYMENT ARRANGEMENTS

Bonners Ferry Herald
P.O. Box 539
Bonners Ferry, ID 83805
Phone (208) 267-5521
Fax (208) 267-5523

ADVERTISING INVOICE/STATEMENT

Statement	Client Name
11/30/15	

Total AmountDue	Terms of Payment
103.49	Remit payment by the 15th

Current Due	1-30 Days	31-60 Days	61-90 days	Over 90 Days
103.49	0.00	0.00	0.00	0.00

Page #	Billed Account Name & Address	Billed Account #	Agency/Client Number
1	HMH ENGINEERING ERIC OLSON, PE 1302 W HAYDEN AVE HAYDEN, ID 83835	BH06417300	
	Acct Type: BH ROP/ CL DIS	Remittance Address: Bonners Ferry Herald P.O. Box 539 7183 Main St. Bonners Ferry, ID 83805	

If paying by credit card, please fill out:	Card Number	Exp Date
Amount	Signature	Card Type

PLEASE DETACH AND RETURN UPPER FORM WITH YOUR REMITTANCE

Date	Reference #	Description-Other Comments/Charges	Type	Units	Runs	Rate	Amount	Total
10/31/15		BALANCE FORWARD					121.03	121.03
11/12/15	4723066	#9329 NOTICE OF PUBLIC HEARING	LINE	77.00 Li	4	IDLEGL	103.49	224.52
11/20/15	5982	Payment on Account	PAYMT				-121.03	103.49

Statement of Account Aging of Past Due Amounts

Current Amount Due	1-30 Days	31-60 Days	61-90 days	Over 90 Days	Total Amount Due
103.49	0.00	0.00	0.00	0.00	103.49

Bonners Ferry Herald
P.O. Box 539
Bonners Ferry, ID 83805

Past due accounts are subject to finance charges of 1 1/2 % per month, which is an anuual percentage of 18%, applied to the previous balance.

Advertiser Information

Statement Date	Billed Account #	Client Account Number	Client Name
11/30/15	BH06417300		

PLEASE CALL & MAKE PAYMENT ARRANGEMENTS

Mileage Log

HMH Engineering, LLC.

Name: *Wesley Miller*

Month: *November*

Authorized:

D1518809

Date	Origin	Destination	Odometer Reading Start	Odometer Reading End	Distance	Billiable y / n	Project #	Purpose of trip
11/3/2015	Office	Forest Lake	112,184	112,206	22	N	D14003 Forest Lake	Inspect existing conditions of F21.
11/5/2015	Office	Ponderay	112,227	112,311	84	Y	D1518809 Augusta Street	Site visit of Augusta Street.
11/9/2015	Office	Forest Lake	112,345	112,368	23	N	D14003 Forest Lake	Inspect newly installed F21.
11/10/2015	Office	Forest Lake	112,378	112,401	23	N	D14003 Forest Lake	Site Visit to discuss F21 plans with Sean Moore.
11/13/2015	Office	Forest Lake	112,439	112,463	24	N	D14003 Forest Lake	Site Visit help Allen Worst connect B1L2 to F31F32.

TOTAL DIRECT 5020		84.00
TOTAL INDIRECT 6110		92.00
Per Mile Reimbursement		$0.575
Reimbursement to Employee 5020	$	48.30
Reimbursement to Employee 6110	$	52.90

CHAPTER 7
SPECIAL EVENTS

3-7-1: FINDINGS AND INTENT

(A) The Bonners Ferry City Council finds that special events which take place in the City of Bonners Ferry which are offered to the general public or a substantial segment of the public have the potential to attract large gatherings of people which may cause adverse public health and safety conditions requiring municipal involvement and regulation to ensure adequate protection of public health and safety.

(B) It is the intent of the Bonners Ferry City Council that this chapter be enacted to protect and promote the health, welfare, and safety of citizens and visitors to the City of Bonners Ferry and to regulate special events for the benefit and protection of the public health and safety. Special event applicants, promoters, and sponsors whose special events require the use of extraordinary city resources as a result of anticipated attendance, heightened security concerns, or other logistical situations should pay for those extraordinary resources in order to alleviate the cost to the public taxpayer.

3-7-2: DEFINITIONS

As used in this chapter:

1. APPLICANT, PROMOTER, OR SPONSOR: The person making an application for a permit to plan and operate a special event within the City of Bonners Ferry. As used herein, the applicant, promoter, and sponsor may be used interchangeable and the requirements of this chapter and any administrative regulations shall be enforced against the applicant, promotor, or sponsor.
2. EXTRAORDINARY RESOURCES: Government, public health and safety personnel, equipment, or other resources which would not, in the absence of the special event, be required or expended.
3. INSURANCE: A general liability policy for each permitted event in the amount designated within this chapter written by an insurer authorized by the State of Idaho to write insurance policies and kept continuously in force for the full term of the permit.
4. PERMITTEE: A person having a city issued permit in full force and effect issued hereunder to plan and operate a special event within the City of Bonners Ferry.
5. PERSON: Any person, firm, partnership, association, corporation, company, or organization of any kind.
6. PROJECTED ATTENDEES AND PARTICIPANTS: The estimated number of persons who will attend or participate, are reasonably likely to attend or participate, or are expected to attend or participate in a special event. The

number estimate should consider the type and format of the special event, the size and location of the event, any prior events which were similar, including the special event history itself if it is an annual event or part of a series of gatherings or events, and the entertainment, if any, planned.

7. SIDEWALK: Any area or way set aside or open to the general public for purposes of pedestrian traffic, whether or not it is paved.
8. SPECIAL EVENT: A pre-planned gathering, event, or series of related consecutive events of an entertainment, cultural, recreational, educational, political, religious, or sporting nature, or any other nature that:
    a. Is expected to draw fifty (50) or more persons at any session as participants or spectators;
    b. Impacts city streets, sidewalks, parks, common areas, or utilizes city resources;
    c. Requires special City services beyond normal functions including, but not limited to: street closure, increased police or fire protection; or
    d. Intends to broadcast amplified sound or generate unusual noise.

    Examples of special events include, by way of illustration and without limitation the following types of events: concerts, dances, assemblages, processions, parades, circuses, fairs, festivals, block parties, community events, mass participation sports such as running events, bicycle races, or sports tournaments, or other organized activity conducted for a common and collective use.

9. STREET: Any place or way set aside or open to the general public for purposes of vehicular traffic including any berm or shoulder, right of way, or median strip thereof.

3-7-3: SPECIAL EVENT PERMIT REQUIRED:

1. No person shall stage, promote, or conduct any special event, as defined above, in the city without first obtaining a special event permit approved by the Chief of Police and a vote of the City Council.
2. The requirements for permitting under this chapter shall not apply to:
    a. Funeral processions,
    b. Spontaneous events for the purpose of expressive activity that occur in response to breaking news or events;
    c. Government sponsored functions;
    d. Venues that are permitted to hold such activities by the property's zoning or an approved special use permit;
    e. Private functions held on private property; and
    f. School District functions.

In determining whether an event is exempt, no consideration shall be given to the content of any constitutionally protected expression connected with the planned activity. No permit shall be required under this chapter, nor any condition imposed on any permit if requiring so would violate the rights protected by the Constitution of the United States or by the Constitution of the State of Idaho.

3-7-4: PERMIT APPLICATION, FEES, INSURANCE AND INDEMNIFICATION:

1. All applicants for a special event permit shall submit an application for a special event permit to the City Clerk no later than thirty (30) days prior to the commencement of the special event.
2. The application for a special event permit shall require and contain information as determined by application approved by the City Council and the Chief of Police.
3. The council shall establish by resolution, a non-refundable fee amount to be submitted with a permit application, the amount of which shall cover the expenses incident to processing the application. This may include an additional fee for applications not submitted in a timely manner as determined by this chapter.
4. All applicants shall submit, with the application, and maintain at least until the conclusion of the event, a comprehensive general liability insurance policy in the amount of one million dollars ($1,000,000), naming the City of Bonners Ferry as a co-insured party. If alcohol is to be served at the event, the insurance policy must also contain an alcohol rider. Applicants must also execute indemnification and hold harmless provisions contained within the application.
5. A cleanup fee, which shall be established by resolution of the City Council shall be required at the time of application, all, a portion of, or none of which shall be returned upon recommendation of the Chief of Police after his inspection of the premises after the event has concluded and the premises have been vacated. Cleanup shall include removal of all signs and advertising materials posted on public property to advertise the event.
6. Upon application to the council and good cause shown, the council may, reduce or waive part or all of the financial requirements for issuance of a permit where the proceeds of the performance or parade are to be donated to a charitable or community organization or for a purpose to benefit the residents, business, or purpose of the City.

3-7-5: ISSUANCE OF PERMIT, EXTRAORDINARY RESOURCES; CONDITIONS OF APPROVAL; GROUNDS FOR DENIAL

1. Upon submission of the application and any supporting documents required by this chapter, the Chief of Police or his designee may approve, approve with conditions, or deny a permit. If additional information is required by the chief of police the applicant shall have five (5) business days to submit all requested information.
2. Special event applicants, promoters, or sponsors whose special events require the use of extraordinary city resources as a result of their anticipated attendance or heightened security concerns shall be required to pay for those resources as determined by the chief of police. Full recovery for extraordinary expenses shall be required no later than sixty (60) days following the conclusion of the event.
3. The Chief of Police shall seek advice of other relevant staff members when the review and coordination of a specific event application is deemed necessary including the Street Department, Clerk's Office, and Fire Department. The applicant may be required to attend a meeting with the relevant parties during the review of the application.
4. An application for a permit may be denied if the chief of police determines:
    a. The applicant has made any false, material representation in the application;
    b. The applicant fails to provide any items or information required by this chapter;
    c. In the opinion of the chief of police, the proposed event fails to provide a safe and secure venue or puts at risk the safety and well-being of citizens in the community, of if the applicant fails to gain required licenses, permits, or permissions;
    d. The special event will substantially interfere or conflict with any other special event for which a permit has already been granted or activity already scheduled with the provision of public safety or other city services in support of such other previously scheduled event.
    e. The special event will:
        i. Substantially interrupt the safe and orderly movement of public transportation or other vehicular and pedestrian traffic in area of the special event;
        ii. Close streets so as to cause unsafe conditions for the public;
        iii. As a result of the expected attendance at the event, the lawful capacity of the facility or area will be exceeded;
        iv. The parking available at the facility will be inadequate to accommodate the expected attendance; or
        v. The event coordinator, applicant, promotor, or sponsor has failed to pay for a previously permitted event.
5. If a permit is denied or if the permit is approved with conditions to which the applicant objects, the chief of police or his designee shall provide the applicant

with a written decision to deny or approve the conditions within ten (10) business days. The applicant, within ten (10) business days of the denial may appeal the decision to the City Council for a final review based upon the documents and circumstances presented. The applicant's appeal will be scheduled for consideration by the City Council during a regularly scheduled council meeting within fifteen (15) business days.

3-7-6: REVOCATION OR SUSPENSION OF A PERMIT

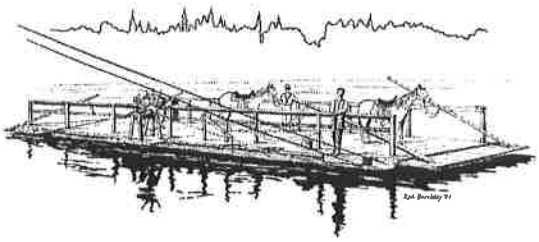
The Chief of Police or his designee may summarily suspend or revoke a special event permit issued under this chapter for violation by the applicant of federal, state, or local laws or ordinances during the event, for violations of conditions of the permit, or for making any material false representations in an application for a permit. In deciding whether to suspend or revoke a permit, the Chief of Police or his designee may consult with other members of city staff. In the event of a suspension or revocation, the appeal provisions above shall apply commencing upon the date of the suspension or revocation notice.

3-7-7: PROHIBITIONS AND PENALTIES

At special events, it shall be unlawful for any person to:

1. Conduct, present, stage, or promote a special event without a permit;
2. Violate any provision of this chapter;
3. Serve or cause to be served alcohol in violation of Idaho Code; and/or
4. Violate any condition of a special event permit.

Any person violating any provision of this chapter shall be deemed guilty of an infraction and upon conviction thereof shall be fined in an amount not to exceed the statutory maximum established by Idaho Code.



CITY OF BONNERS FERRY
SPECIAL EVENT PERMIT APPLICATION

NAME OF EVENT:_____

DATE OF EVENT:_____

TIME OF EVENT: Start:_____ End:_____

LOCATION OF EVENT (include street names, property names, etc.):_____

_____

_____

NUMBER OF PEOPLE IN ATTENDANCE:_____

WILL EVENT OCCUPY OR REQUIRE CLOSURE OF A PUBLIC STREET: Yes:___No:___

If yes, please attach diagram of proposed closures.

WILL ALCOHOL BE SERVED: Yes:___No:___

IF YES, HAS CATERING PERMIT BEEN SECURED: Yes:___No:___

DESCRIPTION OF EVENT:_____

_____

_____

_____

DESCRIPTION OF EXTRA POLICE OF FIRE PROTECTION NEEDED:_____

_____

_____

NAME OF APPLICANT/ORGANIZATION:_____

ADDRESS:_____

PHONE NUMBER:_____

NAME OF PRIMARY CONTACT PERSON:_____

PHONE NUMBER:_____

EMAIL:_____

PLEASE ATTACH OR SUBMIT THE FOLLOWING ITEMS WITH APPLICATION:

- Proof of a comprehensive general liability insurance policy in the amount of one million dollars ($1,000,000), naming the City of Bonners Ferry as a co-insured party.
- Permit fee and clean up fee as set by resolution of the City Council.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

By this application, the applicant shall, waive, indemnify, and hold harmless the City of Bonners Ferry, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expenses, including attorneys' fees, arising out of the permitted activity or the conduct of applicant's operation of the event if such claim (1) is attributed to personal injury, bodily injury, disease or death, or to injury or to destruction of property, including the loss of use there from, and (2) is not caused by any gross negligent act or omission or willful misconduct of the City of Bonners Ferry or its employees acting within the scope of their employment.

Signature of Applicant:_____

Printed Name:_____

Office/Title:_____

Date:_____

Clerk's Office Use:

Fee Paid_____ Date_____ Receipt No._____

Chief of Police_____ Date_____

Mayor_____ Date_____

69th AIC Annual Conference

June 22-24, 2016
Boise Centre , Boise

Due to a major event in the Boise area during the week of the 2016 AIC Annual Conference we urge you to reserve your lodging as soon as possible. We have room blocks reserved at the following hotels. For your convenience, we have included the distance from each hotel to the Boise Centre. Please be sure to ask for the **AIC Annual Conference Block** when making your reservation.

The Grove Hotel
427 feet
245 S. Capitol Blvd
208-333-8000
Rate: $104.00
Parking: $10/night
Deadline: May 31, 2016

Safari Inn Downtown
0.2 miles
1070 W. Grove St
208-344-6556
Rate: $109.00
Deadline: None

Hotel 43
0.8 miles
981 Grove Street
208-342-4622
Rate: $169.00
Deadline: May 4, 2016

Wyndham Garden - Boise Airport
3.1 miles
3300 S. Vista Ave
208-343-4900
Rate: $95.00
Parking: Free
Airport Shuttle Service and
Boise Centre Shuttle Service
Deadline: June 7, 2016

The Riverside Hotel
2.1 miles
2900 E. Chinden Blvd
208-343-1871
Rate: $109.00
Parking: Free
Airport Shuttle Service
Deadline: None

Hampton Inn & Suites - Downtown
0.2 miles
495 S Capitol Blvd
(208) 331-1900
Rate: $135.00
Deadline: May 31, 2016

Holiday Inn Express
1.8 miles
475 W. Parkcenter Blvd
208-343-1871
Rate: $129.00
Parking: Free
Deadline: May 24, 2016

Courtyard Marriott
0.8 miles
222 S. Broadway Ave
208-331-2700
Rate: 149.00
Deadline: May 10, 2016

Best Western Vista Inn
3.4 miles
2645 Airport Way
800-727-5006
Rate: $109.00
Deadline: June 7, 2016