

Mayor David Anderson called the regularly scheduled council meeting of January 20, 2015 to order at 7:00 p.m. Present for the meeting were Mayor Anderson, Council Members Ron Smith, Connie Wells, and Tom Mayo, Clerk Kris Larson, City Administrator Stephen Boorman, City Attorney Andrakay Pluid, Police Chief Robert Boone, Fire Chief Pat Warkentin, and Economic Development Coordinator David Sims. Also present were Mike Listman, Pat Park, Marcia Cossette, Elsie Hollenbeck, Adam Arthur, Jessica Tingley, Jerry Higgs, Ken Baker, Laura Snider, Bruce and Deanna Merrifield. Council President Rick Alonzo was gone on personal business.

The first order of business was a public hearing for fees. There was no public comment regarding the fee increases. The hearing was recessed at 7:02 p.m.

Elsie Hollenbeck, Boundary County Human Rights Task Force, addressed the possible change in the personnel policy. She said the sentence being considered to be added to the city personnel policy ensures a fairness to all citizens and makes sure there will not be discrimination to anyone. She said it is important for the fairness for our citizens. She urges Council's addition to the personnel policy.

Bruce Merrifield said he and his wife own the Sunrise Trailer Park and the upcoming water rates will cause a \$350 increase per month. He is hopeful that some of this can be eliminated to help the elderly in the trailer court. He would like council to look at this. Tom Mayo asked how many trailer spaces they have. Bruce said they have 22 spaces. Kris Larson explained the process of the cost of service study and the new multi-dwelling unit rate that was established at the rate increase hearing. The new rate charges each individual dwelling unit the base fee of \$44.26 for water and allows 1200 cubic feet for that amount. She said we are looking into the issue with the consultant that performed the rate study. Council will discuss this at the next regular council meeting.

Ken Baker said last fall the City was an endorser for a grant for an EMS vehicle. He said the endorser needs to be on the title of the vehicle and the attorneys have been working on a contract. He said the State of Idaho will hold a lien for five years and the City will be on the title and the Ambulance will lease the vehicle from the City and at the end of five years the Ambulance will buy the vehicle from the City.

Police Chief Robert Boone gave the police report. He said over the last reporting period Bonners Ferry Officers made one felony warrant arrest, six warrant arrests, one petit theft arrest, investigated two vehicle accidents, cited one driver for driving without privileges, recovered one run away juvenile from a specialty school here in town, and wrote five speeding tickets. Bob said he had the honor of judging the Pinewood Derby contest at Naples over the weekend. There was a DARE graduation for the fifth graders at the Mount Hall School and the final DARE graduation will be later this week at Naples School. Tom Mayo asked about the weapons training that Officer Buddy Winters will attend. Police Chief Robert Boone said Officer Winters will be attending a firearms instructor school to qualify him to teach our officers in both hand gun and shot gun. Since Bob took over as Chief he has been searching for this training. He said Idaho did not have one so he started looking at other states but Washington and Nevada did not

have it. He found the course in Fresno, California and the costs will be fuel for the vehicle, motel room, ammunition (1,000 rounds for the hand gun and 50 rounds for the shotgun), and the tuition is about \$350. Bob said since the topic was researched he found one in Boise but it requires additional training so the costs would be higher. Ron Smith asked if this will allow our officer to train or certify other officers. Bob said it will and the officers will be certified in long guns as well. Connie asked if Bob is certified why he does not do the training. Bob said he is not long term so he is trying to get others in the police department trained.

Fire Chief Pat Warkentin gave the fire report. There has been one CO (carbon monoxide) call this month. He said currently they are working on the old Seagraves that the department owns. It is a very attractive fire apparatus and the men are working on it on Monday evenings. It is a 1940's vintage. Pat said they did sell the 1959 engine and there is discussion about that quite often. The 1920's fire engine is at the Museum. Pat said the Police Chief supplied the fire department with a video on explosive devices and the fire department reviewed that video. The video showed that the people that own or occupy the buildings being searched are the ones that know where things should be located, so they are the ones that should be searching when there is a bomb threat. The video was very enlightening to the fire department. He said the fire department will perform future searches differently. Ron Smith asked if there are bomb sniffing dogs available for these searches. Bob Boone said we do not have a bomb sniffing dog. Ron expressed concern about someone needing to make sure there is nothing in the buildings. Pat Warkentin said the closest bomb squads are in Spokane and that will get expensive. He said if the emergency responders see something that is suspicious they will call the bomb squad.

Stephen Boorman gave the Administrator's Report. Sam Kelly Swift will not be coming back as head lifeguard this year. She has done an excellent job for us for a long time and he thanked her for her service. He said there is a claim for damage from the Museum as there is settling on the back wall of their building. The City put in a new sewer line near the Museum last year in the area where the settling is occurring, so there is some concern that there is a link between the work we did and the problem. We did a fair bit of brush work on the north levy from the sewer lagoons toward town. There will be two electric transmission outages, one on February 7<sup>th</sup> and the other on February 14<sup>th</sup>. One of the transmission switches on Katka will be replaced. The entire Bonners Ferry system will be fed from the Bonners Ferry Substation. He said the mill will not be running at that time. The City Mechanic will start February 2. We have received 39 applications for the water sewer laborer position.

David Sims gave council copies of the New Mobility West recommendations for Highway 95 improvements. He said there are a number of items that are ongoing that we should look at. He said the recommendation for cross walks is an important item and there is very good equipment that we can install. David said our crosswalks are not up to current standards. He thinks this is an important issue to work with Idaho Transportation Department (ITD) on now. The crosswalks are near Safeway, Augusta, and Fry Streets. The crosswalk at Augusta is the only one that has lights. Ron Smith asked about snow removal on the sidewalks. David said ITD puts the snow on the sidewalks and the city has to plow it off. He said the new project being looked at will include a snow storage area between the highway and the sidewalks. ITD is planning an

open house on February 5, 2015 from 3:00 p.m. to 7:00 p.m. at the Armory. ITD is requesting that the public attend and give comments.

David said Pat Behrens is resigning from the Urban Renewal Agency (URA) so his position is open. David said the URA approved payment to the City for the sidewalk near Beazer's and the Cow Creek corner rebuild pending receipt of tax funding.

Stephen said it will be a huge plus not to have to move the snow from the snow plows off the sidewalks. It usually takes about 13 hours to plow all the sidewalks. David Sims said the city's tractor for plowing the sidewalks is only 25 horse power and it should be at least 50 to 100 horse power.

Ron Smith asked about the proposed Highway 95 project. David said the project is planned to be from the top of the bypass to Alderson Lane, and it will be a three lane highway with snow storage and sidewalks on each side of the highway. Stephen said one of the issues is that the current highway has so many overlays that the highway has built up quite a bit higher than it should be. Ron asked if the highway will be open during construction. David said traffic control will be an issue but the work being done is in a residential area so night construction may not be done. Traffic control is being discussed but no plan is in place yet.

Connie Wells moved to approve the consent agenda. Tom Mayo seconded the motion. The motion passed – Ron Smith “yes”, Connie Wells “yes”, Tom Mayo “yes”. The consent agenda contained the following: roll call; approval of accounts payable and payroll; and approval of January 6, 2015 council meeting minutes.

Computer issues were discussed. Mike Listman asked council if they had questions. Tom Mayo asked if we had a virtual server. He said he was under the understanding that it would take care of backups. Mike said there needs to be a target for the backup. Mike said the way the backup is configured is that it is just being used for general file storage. In the proposal they are asking for the server storage space to be freed up and use a separate backup for backing up the files. There are multiple ways to configure the backup. Tom said we thought we had already taken care of these issues. He asked about core fiber termination point switches. Mike said these are switches we have at the city, the fire hall, and the city yard. He said when these switches were installed they were the cheapest we could get to get the job done. The city has considered a voice over internet protocol phone system and the ability to do advanced networking. The switches we have don't have the technology as they are over ten years old. Tom asked if this can be delayed. Mike said the most urgent is the backup. Connie Wells asked about the anti-virus protection. Mike said this was submitted to council in December and it lapsed in January. He said he needs approval to purchase the antivirus software. Tom said we definitely need the backup and the antivirus. Tom Mayo said we approved the backup previously. Mike said all items in the security portion of his memo are important. Connie asked about the email archive. Mike said this item may be the least important of those security issues. Currently we don't have a system that archives the email. Microsoft Exchange does not filter the spam. Go Daddy had a spam filter but we do not have a spam filter now. Stephen said Exchange gives more advantages for backing up emails. David said the emails used to be backed up through our PST system.

Stephen said some people had their hard drives crash and the emails were lost. Mayor Anderson asked what requirements the city has for keeping emails. Andrakay said she is not sure of what the requirements are at this time. Mayor Anderson thinks the \$2000 item will be necessary. Tom Mayo moved to go ahead with all the fixes under the heading of security in the memo from Boundary Computer. Ron Smith seconded the motion. Tom asked for a prioritized list for the rest of the items. The motion passed – Ron Smith “yes”, Connie Wells “yes”, Tom Mayo “yes”.

Ron Smith asked about the number of filled spaces at Sunrise Trailer Court and the water billings past and present. Deanna Merrifield said last month the water bill was \$680 and now it will be \$973.75.

Ron asked Stephen about the dike maintenance and if we received reimbursement from the Corps of Engineers. Stephen said we do not get reimbursed for dike maintenance but we do this to keep in the PL8499 program, and since we are in the program if there is disaster work to be done the Corp pays one hundred percent of the cost.

Andrakay said Brian Woods sent a draft lease for the EMS vehicle grant late today. She said basically the city will be considered the title holder the title for BVA vehicle and BVA indemnifies and holds the city harmless for use of the vehicle. BVA will insure the vehicle and provide the maintenance for the vehicle. The lease will be \$10 per year for five years and at the end of the lease BVA will purchase the vehicle from the city. Ron Smith moved to authorize the Mayor to sign the lease for the BVA vehicle pending legal review. Connie Wells seconded the motion. The motion passed – Ron Smith “yes”, Connie Wells “yes”, Tom Mayo “yes”.

The personnel policy update for anti-discrimination was discussed. Ron Smith moved to add sexual orientation and gender identity to the personnel policy equal employment opportunity statement. Tom Mayo seconded the motion. The motion passed – Ron Smith “yes”, Connie Wells “yes”, Tom Mayo “yes”.

Connie Wells moved to authorize the Mayor to sign the Gem Grant paperwork for the Library project. Tom Mayo seconded the motion. Ron Smith commented that the grant is for \$35,000. The motion passed – Ron Smith “yes”, Connie Wells “yes”, Tom Mayo “yes”.

Tom Mayo moved to advertise for a head lifeguard. Connie Wells seconded the motion. The motion passed – Ron Smith “yes”, Connie Wells “yes”, Tom Mayo “yes”.

The South Hill booster station was discussed. Stephen said we would like to table this as there is one statistic that we don't have yet. He said the booster station was built a long time ago and we made changes to our system. There is an additional 40 psi of pressure at that location so the pump is not operating at its optimal range. Bonneville Power Administration (BPA) has a program to help with the costs of upgrading this. The amount of the BPA contribution is what we do not have this evening. He said there is significant energy savings to installing a pump that is designed for the correct inlet pressure. Variable frequency drives will also be part of the project and this would allow taking the tank off line and still maintain the normal system pressures. The water tank regulates the pressure and the booster station would allow the tank to go offline and still maintain pressure. Ron Smith moved to table this until the next meeting.

Connie seconded the motion. The motion passed – Ron Smith “yes”, Connie Wells “yes”, Tom Mayo “yes”.

Pat Park from Sewell and Associates spoke regarding the building permit fees. He said the recommendation is for the City to adopt the August, 2010 building data and said it is only for new construction. He said all building permit fees will remain at the 1997 schedule. The cost per square foot will be used, if approved, for new construction only. Pat gave examples to the council to review. He said again the change in the building data will be from the August, 2010 schedule and it will only be used for new construction. The new schedule has increased value figures as well as an increased cost per square foot. Pat said the cities of Oldtown, Dover, Ponderay, Hope and East Hope have adopted this fee schedule. Mayor Anderson said this will bring our building valuation data more current. He said we are lower than most nationwide. Mayor Anderson said this helps the new guy pay his fair share. Ron said the county only charges \$25 for a permit and the city charges \$1,800. Stephen said the city constructed homes are built under the Uniform Building Code and are built to standard where a home in the county is sold as buyer beware.

Tom Mayo moved to authorize the Mayor to sign Resolution 2015-01-01. Connie Wells seconded the motion. The motion passed – Ron Smith “yes”, Connie Wells “yes”, Tom Mayo “yes”. (Clerk’s note: Resolution 2015-01-01 is a Fee Increase Resolution).

Connie Wells moved at 8:10 p.m. to go into executive session per Idaho Code 67-2345 (1) (b) to discuss personnel. Tom Mayo seconded the motion. Ron smith “yes”, Connie Wells “yes”, Tom Mayo “yes”. Executive session ended at 8:35 p.m. No action was taken.

The meeting adjourned at 8:35 p.m.

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David K. Anderson, Mayor

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Kris Larson, City Clerk