

Mayor David Anderson called the regularly scheduled council meeting of February 17, 2015 to order at 7:00 p.m. Present for the meeting were Mayor Anderson, Council President Rick Alonzo, Council Members Connie Wells, Tom Mayo, and Ron Smith, Clerk Kris Larson, City Administrator Stephen Boorman, City Attorney Andrakay Pluid, Fire Chief Pat Warkentin, Police Chief Robert Boone, Economic Development Coordinator David Sims, Power Plant Operators Pat Stevens and Adam Isaac, Line Superintendent Kevin Cossairt, and Water/Sewer Department Superintendent Adrian Dice. Also present were Stacy and Tad Brown, Bruce Merrifield, Jerry Higgs, Marcia Cossette, Adam Isaac, Jessica Tingley, Dave Gray, Shawn Clum, Katie Clum, and Lois Clum.

Jerry Higgs spoke regarding the Railroad. Most of the BNSF trains are a mile long and if we are to have a bypass that works in the future, the second crossing of the river should be no closer than three miles from this Railroad crossing. This would assist in emergency response to get assets on scene. He spoke of the need for implementing an evacuation plan and asked if it includes housing plans. Jerry said the Homeland Security Chief for the State said in our growth plans we need another crossing for the river. He suggested talking to communities that have had the Bakken crude incidents. Ron Smith said emergency services are prepared for housing people should there be an evacuation. He said there is talk and some action being taken regarding the trains. Mayor Anderson said there were two train accidents in Canada on Saturday, one in Alberta and the other in Ontario. He said the train derailment in West Virginia would be similar to our area as the river was contaminated.

Shawn Clum asked if council received his letter. Mayor Anderson said they did.

Police Chief Robert Boone invited the group to attend the first annual 2015 Law Enforcement Appreciation Dinner to be held at the Boundary County Fairgrounds on April 10, 2015. He said Bonners Ferry Rotary Club is sponsoring the dinner and the Idaho Attorney General will be the keynote speaker. Chief Boone said during the last reporting period there have been two traffic accidents, and the police have made three arrests including one felony warrant arrest, two DWP investigations, one grand theft, three petit thefts, two malicious injuries to property, wrote six speeding citations, and one parking citation.

Fire Chief Pat Warkentin said there have been three fire calls since the last council meeting. One was a malfunctioning smoke detector at the Hospital. An infrared camera was used but no heat source was found. There was a carbon monoxide alarm at the Restorium but that was a false alarm. The Fire Department assisted EMS one time. There was a city power pole fire on Arizona and the City electric crew took care of that. The south of town was covered in smoke last evening, it was a slash pile burning at the top of LaBrosse Hill Road. Pat spoke of the Bakken crude incident. He said many of the trains carrying crude oil have a different sound than the other trains and they are traveling more slowly than the other trains, probably half speed. He said this may help us out if there should be an incident.

Stephen Boorman said when we installed water meters we installed radio read meters, and we are now installing radio read electric meters and have about a quarter of our system done. He said some customers are concerned about these meters but they are not the classic two-way read

Smart meters. The meters we are installing just transmit the kilowatt read to a handheld device. He said there is a small slide on the waterline near Ash Street from the City yard to Ash Street to our intake on the Kootenai River. Stephen said the Moyie River usually runs at 150 cubic feet per second (cfs) and a week ago it was running at 2,000 cfs. Over four feet of water was being spilled over the dam last week and that is not normal for this time of year. He expressed concern about what the summer months will bring. Stephen and Kevin Cossairt met with the City of Moyie concerning the power line on Division Street, and at this time it looks like the power poles will be moved to the other side of the road. There was a sewer backup downstairs in city hall, and we will have the janitor run water every week to help prevent this. We completed the training necessary to meet the rate mitigation discount program for ICRMP.

David Sims said he met with Marion Johnson from SPOT and Susan Kiebert today and the SPOT Bus Open House will be held on March 4<sup>th</sup> at the Senior Center. The projected start date for the bus service is April 6, 2015. The plan is to have two days per week with demand service, one day for transportation to Sandpoint, and the fourth day for Restorium field trips. They are forming an advisory board for the SPOT bus service and the plan is to have a representative from the County, City, Restorium, Kootenai Tribe, and a member at large. Susan and Marion will come to the second meeting in March to update council. David said the Augusta Street project grant through Community Choices has changed to Transportation Alternatives and is now under public transportation at the Idaho Transportation Department (ITD). The paperwork has not come to us for signature yet. David spoke of the ITD highway project and said the next meeting will be February 25 and all are invited to come. David said the bypass routes are being researched by University of Idaho students at the request of Don Davis from ITD. He said the Urban Renewal Agency received their tax funding as planned so they should be able to refund the City for Cow Creek Road as planned.

Connie Wells moved to add a late agenda item to discuss the first meeting date in March, 2015. Tom Mayo seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”, Tom Mayo “yes”.

Connie Wells moved to approve the consent agenda. Tom Mayo seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”, Tom Mayo “yes”. The consent agenda contained the following: roll call; approval of accounts payable and payroll; and approval of February 3, 2015 council meeting minutes.

Rick Alonzo moved to have the first reading by title only of the ordinance to increase salaries of Mayor and Council. Tom Mayo seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”, Tom Mayo “yes”. Attorney Andrakay Pluid read the title of the ordinance.

Ron Smith moved to waive the second and third readings of the ordinance to increase salaries of Mayor and Council. Tom Mayo seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”, Tom Mayo “yes”.

Connie Wells moved to adopt Ordinance 547 increasing salaries for Mayor and Council. Tom Mayo seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”, Tom Mayo “yes”. The ordinance reads as follows:

ORDINANCE NO. 547

AN ORDINANCE OF THE CITY OF BONNERS FERRY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AMENDING BONNERS FERRY CITY CODE SECTION 1-6-3, INCREASING MONTHLY SALARY AMOUNTS FOR THE MAYOR AND CITY COUNCIL MEMBERS; PROVIDING SEVERABILITY; PROVIDING THAT THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

NOW THEREFORE, Be it ordained by the Mayor and the Council of the City of Bonners Ferry, Idaho, as follows:

**Section 1: That section 1-6-3, of Bonners Ferry City Code is hereby amended as follows:**

A. Mayor: The mayor shall receive a salary each calendar month which shall be in the sum of ~~three hundred dollars (\$300.00)~~ six hundred dollars (\$600.00).

B. Council Members: Each council member shall receive a salary each calendar month in the sum of ~~one hundred fifty dollars (\$150.00)~~ three hundred dollars (\$300.00).

**Section 2: PROVISIONS SEVERABLE:** The provisions of this Ordinance are hereby declared to be severable and if any provision of this Ordinance or application of such provision to any person or circumstance is declared invalid for any reason, such declaration shall not affect the validity of remaining portions of this Ordinance.

**Section 3: EFFECTIVE DATE:** This ordinance shall be effective upon its passage and publication in the manner provided by law.

APPROVED by the Mayor and City Council of the City of Bonners Ferry this 17th day of February, 2015.

CITY OF BONNERS FERRY, IDAHO

BY: /s/ David Anderson, Mayor

Attest: /s/ Kris Larson, Clerk

Ron Smith excused himself from the discussion of the multi-dwelling unit water rates as he is in the process of purchasing a home in one of the areas served by the city that will be affected. Tom Mayo does not have a sense of where to go with the rate increase. Mayor Anderson does not have a proposal either. Tom said the City Administrator has come up with a plan. Rick Alonzo did not have a definite figure either. Mayor Anderson has not changed his mind but needs to know where to draw the line. He thinks the rates are correct but the immediacy of the increase is the problem. He would like to see an incremental increase over a five year period. Mayor Anderson said we can put it off for a couple weeks, and we can also go retroactive for the correction. Mayor said we have been subsidizing the multi-dwelling unit owners for a long time, and we need to change this. The multi-dwelling unit charge will be looked at again at the next meeting.

The change order for the Bonner and Comanche waterline replacement project was discussed. Stephen Boorman said a second water tap was requested to be installed near Huseby Boots. There was quite a bit of digging near the Northside Bed and Breakfast as there was a lot of plumbing that had been retired and we had to sort out what piping was live. He said the line was much deeper than we expected for the tie in underneath the railroad near the fairgrounds and we ended up splicing the line. For the lines that feed back to Hanover and Riverside Auto there were two lines and they had to be bored under the road rather than digging it up. Ron Smith asked if this was about \$9,000 more than expected. Stephen said this was more than the original bid project but it falls within the normal ten percent contingency. There was a bid item for the Huseby tap but the costs were not known. Rick Alonzo moved to reimburse Mike Kelly for the additional costs experienced on the waterline project. Ron Smith seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”, Tom Mayo “yes”.

Stephen said the Fire Department got the metal for Fire Station 2 from the old mill site and it does not work for roof metal. He said B.F. Builders made the following suggestions: (1) that we get new metal and screws for the roof as the other metal was not suitable for roofing, (2) wrap

the door frames, and (3) paint the soffit material. The trusses were also built to the wrong pitch and Bonners Ferry Truss Company corrected this at no charge. Pat Warkentin said we can live with the siding as it is and he has submitted a grant for doors and drywall for the addition. With the new door and door frame there is no leakage. He said at Station 1 there is air infiltrating near the doors. Bonners Ferry Glass came down and put seals on the doors at Station 1 and this has stopped the leakage so it will help on heating costs. Pat wants to make sure whatever we do on Station 2 that we do it right. He said we approved the addition to Station 2 about five years ago and it went stagnant, and now we have a grant to build the project. He said the entire facility will be much more usable. A radio transceiver will be installed at Station 2. He invited County Dispatch to put a transceiver in Station 2 also in case the need should arise with a catastrophe downtown. Improvements at Station 2 help move the infrastructure out of the valley away from the railroad. There is an engine and a brush truck at Station 2. Pat said we may take our support unit to Station 2 but it is risky to take engine 1 up there as it would be out of the downtown area and we need to be closer to the Northside. Ron Smith asked about the cost of the change order options. He asked if the costs on the memo were part of the bid. Stephen said we need good roofing and need to provide the trim and fasteners. This can be done for \$1,825. He said we need to finish the exposed wood surfaces and the door frames. He said the third \$2,400 option was to purchase new metal to match the roof and this is not needed according to Pat and Stephen. Pat said the current funding we received was \$30,000 for Station 2. He submitted a grant request to help fund the drywall and doors through a quote he requested from B.F. Builders. Pat said this is a private grant as he does not submit federal grants generally. Ron Smith moved to spend \$1,825 for options 2 and 5 for Station 2. Connie Wells seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”, Tom Mayo “yes”. (Clerk’s note: option 2 is for new 29 gauge roofing metal, screws, and ridge cap for \$1,500 and option 5 is for trim pieces and screws for \$325).

Stephen said there has been a lot of public input for the Highway 95 project. He said we have spoken to Ken Blockhan and John Youngwirth to get some ideas specific to our city operation. David Sims said in both alternatives the street light at Alderson Lane will be removed. Connie suggested commenting about the need for a pedestrian overpass. The group also discussed the right hand turn bays. Stephen showed the group on the map the turns onto the highway from the city streets. David said the turn bay at Super 1 has right hand turn bays. Stephen thinks all the turns have adequate room without buying additional right of way. Ron Smith asked about closing Cody Street. Stephen said they are proposing to use the Lincoln Street entrance on the east side of the highway rather than Cody Street by squaring up the intersection. He also said Denver Street access on the east side of the highway is proposed to be closed. Rick Alonzo asked what the thought is behind taking out the Alderson Lane traffic light. David said it is from the comments received but ITD will look at the issue further. Rick thinks the flashing lights at the release of school has helped traffic flow quite a bit. Stephen said if Alderson Lane could be a four way light it would be more effective but it would be expensive because we would have to buy out a business. Council prefers Alternative 2 with sidewalks on both sides of the highway. David said ITD reduced the amount of right of way near South Hill Lockers and Napa so they did not have to take out businesses. He said the snow storage space will not be near these locations. David said the funding for the project is coming from cigarette money, and it is mainly for safety projects. Connie Wells commented on how we need sidewalks on both sides of

the highway and space between the traffic lanes and the sidewalks. Stephen said lighting needs to be discussed for the highway project. He said the downtown lights hold up better than the candy cane type lights on the south hill.

Tom Mayo moved to approve the lifeguard and head lifeguard job descriptions. Connie Wells seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”, Tom Mayo “yes”.

Rick Alonzo said when we purchased the new pickups we ended up with dually pickups on the two cab and chassis we purchased. After discussion, Kevin and Jimmy Dorhofer thought we could use one of the dually pickups. Dave Smith Motors has found a pickup like we wanted for the mechanic in Wenatchee, and they will take the box off. Rick Alonzo moved to go forward with the purchase of the pickup in Wenatchee for \$485 more than the original bid price. Ron Smith seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”, Tom Mayo “yes”.

Hiring of a power plant operator was discussed. Ron Smith said he would like to get the thoughts of the power plant operators and Kevin. Mayor Anderson read over the options of hiring a part-time operator, hiring a full time operator, or hiring a full time operator that would fill in for other departments as needed. Stephen said Adam has done a great job stepping up the past couple months and thanked him. Rick asked Andrakay if he would have a conflict of interest since Pat is his son-in-law. She said Rick does not. Pat said he has been out for three months and is not up to date with the options being discussed. Mayor Anderson said to think about hiring a temporary operator or to hire a full time operator to fill in. Pat Stevens said that is a hard question as it is not an everyday thing when two people are needed. Kevin Cossairt said he is here to support Pat and wants him to come back to his full time duties. He does not want to jump the gun and would like more time to see if Pat’s physical abilities allow him to come back. Tom said we need to look at filling a need in case it arises. Kevin said they do a great job at the plant. Ron Smith said he thinks we need three professional people at the plant, and let them work the schedule out as they see fit. Pat Stevens said two people with the automation and SCADA system has saved money. He said it would be nice to have another operator with the knowledge of operating the system but there may not be enough for another person to do. Pat said possibly this extra person could be used to help others if there was a need. Adam said there have been times he has been asked to help other departments in town. Pat said they rely on the SCADA system when they are not at the plant. Mayor Anderson asked how many people we had in the past. Stephen said we had four people before the SCADA system. Pat said when injuries happen two people are not enough. Adam expressed concern about the change in scheduling if another person were to come into the mix. Pat said we could work that out. He said during vacation times another person would be helpful to cover. Steve Neumeyer has been helping out. Currently Steve is covering Thursdays and Fridays. Adam said he is covering the other five days. Mayor Anderson asked where Stephen is leaning. Stephen said he is leaning toward three people. Mayor Anderson asked Pat. Pat thinks three people would be good but it takes time and experience with the different actions that need to be taken. Adam said it takes a lot of experience so you know when something happens what to do. Pat said the equipment has

its own ideas. The spare employee, if hired, would help out other departments when the need comes up. Ron Smith clarified that the new person would be hired as an operator and not be paid at a lesser rate. Stephen said when Adam was hired we put him through an apprenticeship period like a lineman and it is generally over a four year period. Pat has been here for 21 years and Adam has been here for eight years. Ron Smith moved to advertise for a power plant operator. Rick Alonzo seconded the motion. The group discussed the job description duties. Stephen said he envisions the new hire as a power plant operator for 25 percent of the time and other duties for the rest of the time. Ron Smith disagreed and thinks the person should be a power plant operator with other duties as assigned. Stephen asked Pat how many additional hours he could keep another person busy. Pat said he could keep another person fairly busy especially in the summer time but it is a bit slow in the winter time especially if the generators are all working. Adam said he has been requested to come in and help with welding at times. Connie asked if there is not work for three people at the power plant what the new person will do. Pat said an additional person may be able to help Steve Neumeyer or Kevin as a ground person. Pat said FERC likes to see a body at the plant with good SCADA. Kevin said there is a possibility for this person to take over the meter readings when Gus retires. Ron Smith withdrew his motion. This issue will be researched further and discussed at the next meeting.

The travel policy was discussed. Mayor Anderson spoke regarding the travel request approvals. He said this was decided a few years ago that if there is budget available then the departments can schedule it. Rick Alonzo said if a person is driving a car they should not be allowed to be paid any more than those riding in the car. He said we don't do this on a regular basis so they should be paid. He said he did not bring his travel requests to council unless he was going over budget. Rick said per diem at the county does not require receipts and the people are paid ahead of time. Rick spoke regarding the receipt for the meal when they went to Kellogg and the itemized receipt needed. He thinks this seems like extra detail. Ron Smith compared the county policy of per diem paid to county employees. Kris said most of our employees use the city credit cards when traveling and detailed receipts are necessary. Ron Smith has a problem of the passengers in a car not being paid if the driver is paid and they are going to the same meeting. He asked what the rationale for this would be. Andrakay said the driver is the only one working and that is the rationale under Fair Labor Standards Act (FLSA). She said council can choose to do this differently but departments are doing this differently. Tom asked if the vehicle travel time is over time. Andrakay said most likely since most training is eight hours. Stephen said FLSA requires it for the driver. Kris said we found out that different departments are doing it differently, some are getting comp time, some paid hourly, and others only paying the driver. Connie had a question for compensating people for doing homework. Andrakay said compensation is required if it is a requirement of the training class. She said we will call the trainer and we only have to pay what the trainer says is required homework time. Rick had never heard of this before and a lot of time he did homework and did not turn it in. Rick does not want to bother council with budgeted travel. He asked where the per diem rate came from. Andrakay said it is the federal rate. Tom asked about the mileage rate. Andrakay said it is the federal rate. Ron does not want to violate FLSA so the only question would be overtime pay for travel time. Tom Mayo said he will go along with the group. Connie had no comments but thinks the \$45 is a big amount and she did not know people were paid for travel. Rick moved to adopt the travel

policy that Andrakay came up with including the travel authorization okay if the budget is there, everyone to be compensated for travel time, to and from, not just the driver, he said overnight per diem rate of \$45 sounds reasonable, and the \$15 per diem for day training may have to be played by ear as sometimes it is enough and sometimes it is not. Mayor Anderson said the Mayor would be the department head for City Administrator, Clerk/Treasurer, and City Attorney but the other department heads would be over the other departments. Ron Smith seconded the motion. Mayor Anderson said we could have Andrakay put the changes in the policy and then make a motion next meeting. The group agreed to this.

Mayor Anderson said two council people will be gone on March 3<sup>rd</sup> but we would have a quorum on March 2<sup>nd</sup>. The group agreed to change the first meeting of March to March 2<sup>nd</sup>. Rick moved to change the first meeting in March to be March 2<sup>nd</sup> rather than March 3<sup>rd</sup>. Ron Smith seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”, Tom Mayo “yes”.

There being no further business the meeting adjourned at 8:42 p.m.

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David K. Anderson, Mayor

Attest:

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Kris Larson, City Clerk