

Mayor David Anderson called the regularly scheduled council meeting of June 16, 2015 to order at 7:00 p.m. Present for the meeting were Mayor Anderson, Council President Rick Alonzo, Council Members Ron Smith and Connie Wells, Clerk Kris Larson, City Administrator Stephen Boorman, City Attorney Will Herrington, Police Chief Vic Watson, Fire Chief Pat Warkentin, and Planning and Zoning Coordinator Lisa Ailport. Also present were Ruth Sutton, Adam Arthur, Jessica Tingley, Doug Ladely, Sr., Jerry Higgs, Bob Spalding, and Tony Rohrwasser. Councilman Tom Mayo was gone on personal business.

Lisa Ailport, Planning and Zoning Coordinator, gave a power point presentation on teaming with Idaho Smart Growth for comprehensive planning efforts. Bonners Ferry's Comp Plan was adopted in 2006 and amended in 2012. Lisa said goals and policies need to be reviewed to determine if they are still valid. Our plan lacks the community design component and other areas of the comp plan need to be updated. Required components of the comp plan are property rights, population, economic development, land use, natural resources, hazardous areas, public services, facilities, and utilities, transportation, recreation, housing community design, and implementation. The public airport facilities section is currently not included with the Bonners Ferry plan. The last update done in 2012 involved looking at the agriculture component. Currently not included in our comp plan is the public airport facilities component and it is required by Idaho Code. Lisa thinks the community design component needs depth and direction, the transportation component has potential impacts from the Highway 95 project, population needs to have new census data incorporated, and the Urban Renewal District is not recognized in the comp plan. Land use parameters need to be defined and new public services and facilities as well as utility improvements need to be added. Property rights, school facilities and natural resources need to be reviewed and updated. Recreation goals seem to be keeping up with current trends. Lisa is leveraging resources to obtain staff to gain assistance in rewriting or updating the comp plan. Idaho Smart Growth is a 501 (c) (3) educational and advocacy organization that helps communities with technical assistance and could assist in updating our comp plan. Idaho Smart Growth has a 50/50 split on costs for helping to update the comp plan. Lisa anticipates a 12 to 18 month period to accomplish the comp plan update. Ron Smith said the last time he had anything to do with a comp plan there were committees set up to work on different aspects and reviewed the plan from the beginning to the end. Lisa said Idaho Smart Growth helps by their professionals working with the public and city staff. Connie does not understand why the city has to have a section on the airport when it is not in the city limits. Stephen said sometimes structures, such as cell towers, in the city can be affected by the airport as they would need strobe lights due to height. Lisa said planning and zoning will take an active role in the rewrite of the comp plan. She said planning and zoning would hold a hearing and then they would bring a recommendation forward to council. The estimated cost would be \$5,000 in city funds and Idaho Smart Growth would provide \$5,000 in funding. Lisa is asking for support from council for obtaining the Idaho Smart Growth services in next year's budget.

Mayor Anderson asked about Idaho Smart Growth's expertise. He may be interested in looking at areas of impact. Lisa said they do planning efforts in many areas. Will said some cities are stymied by county ordinances regulating on their border that don't fit in with city property when it is annexed. He said we need to negotiate with the county in good faith but recognize that what

they decide to do is something we will be burdened with. Lisa said the best way she knows is to work with the county to adopt similar zoning regulations that are compatible with the long range area of impact. Ron Smith thinks the county has limited their property parcel sizes for property in the area of impact as an example. Will encouraged to use the area of impact as part of the comprehensive plan. Jerry Higgs spoke of transfer development rights and said it is important to make sure the city and county have the same language. Lisa said the city does not have transfer development rights at this time. Lisa spoke of the downtown district and south hill district differences. She said the Hudson Study speaks of these differences.

The golf committee did not come this evening.

Police Chief Vic Watson read calls for service that occurred in the past two weeks including four vehicle crashes, two warrant arrests, two batteries, one domestic, one harassment call, one child abandonment case, two minor in possession, one burglary, one theft, two grand thefts, one stolen trailer, one unattended death, one possession of controlled substance, three DUIs, and nine speeding tickets.

Fire Chief Pat Warkentin said both water tenders are in service and are ready for use. Fire calls are still slow so far this summer. There was a pole fire that the fire department took care of. There was an incident in the Kaniksu parking lot that was washed by the fire department.

City Administrator Stephen Boorman said there will be a special needs swim lesson session the week of the 4th of July.

Connie Wells moved to approve the consent agenda. Rick Alonzo seconded the motion. The motion passed, all in favor. The consent agenda contained the following: roll call; approval of accounts payable and payroll; and approval of June 2, 2015 council meeting minutes.

Mayor Anderson recommended appointing Adam Arthur to City Council to fill the term of Tom Mayo. Ron Smith moved to approve the Mayor's recommendation to appoint Adam Arthur to City Council effective July 1, 2015. Rick Alonzo seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”.

Tony Rohrwasser spoke to council about the joint powers agreement and submitted the attachment that should have been included with the agreement. He said the temperature of the communications building is being monitored on a daily basis by Spokane. Pat Warkentin donated the fan system that is currently used in the communications building. Tony needs the agreement between the City and South Boundary as he never received one. He said the agreement was that the city was to provide the building with heat and air conditioning in it. He said a crane will need to be used to install the equipment necessary in the communications building. Tony said insulation is also needed. Mayor Anderson said we will get the final agreement, see whose responsibility is what, and get it done. Tony said the city's portion of the agreement was to provide a building with heat and air in it. Mayor Anderson said he will review the agreement. Tony said Andrakay was going to review the agreement the last he heard. Tony left the meeting.

Stephen said Cable Huston and EES Consulting assisted us with the negotiation of the rate contract with Idaho Forest Group. He explained the way the contract works currently but it will expire this September. Connie Wells moved to authorize the Mayor to sign the Cable Huston contract for work on the Idaho Forest Group rate renegotiation. Rick Alonzo seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”.

Connie Wells moved to accept the EES proposal and authorize the Mayor to sign a contract when available. Ron Smith seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”.

Rick Alonzo moved to approve the special event permit for the Bonners Ferry Baptist Church Gospel Tent Meeting and Vacation Bible School from July 26-29, 2015 at the corner of Oak and Colorado. Ron Smith seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”.

Rick Alonzo moved to authorize the Mayor to sign a letter of agreement with Bonneville Power Administration (BPA) for revenue metering at the Moyie Substation. Connie Wells seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”.

Connie Wells moved to authorize the Mayor to sign Amendment No. 2 to the City of Bonners Ferry’s energy conservation agreement. Rick Alonzo seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”.

Rick Alonzo moved to go out to bid for the electric line move on Division Street. Ron Smith seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”.

The water main and sewer main replacement on Augusta Street was discussed. Stephen said the water and sewer mains are about 1800 feet of fairly old line and it would make sense to replace these before the asphalt is put down for the Augusta Street project. He said the cost will be approximately \$350,000 to replace both lines. Ron Smith asked why we need to do this now. Mayor Anderson said while the street project is being done it makes sense to take care of the old lines. He said we will review the numbers but we would be foolish to overlook this.

Mayor Anderson said the resignation of Stephen will be accepted if he will take phone calls. Rick Alonzo moved to accept the resignation of Stephen Boorman with the caveat of phone calls and occasional visits. Ron Smith seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”.

Stephen Boorman spoke to council about the city administrator duties. He said we do over a million dollars of improvements yearly and this is capital project management. Another workload is the regulatory issues. He spoke of the EPA discharge permit for the sewer lagoons and the FERC regulations for the dam. Ron Smith asked if Kevin or someone on the crew would be able to do the FERC duties. Stephen said it needs to be someone that has technical writing skills. He spoke of the reports that are due and said he and Mike Woodward have done these in-house. Ron questioned if the FERC reporting would require an engineering degree. Stephen said it does not require an engineering degree but an engineer would have these skills. He said

most of the consultants do not deal with the annual reporting requirements. The group discussed the reports that are needed to be completed each year. Ron Smith asked about the city administrator job description. Stephen said there is not one. Ron did not understand this. Mayor Anderson said we have samples from other cities and we will make one. He also said we need to look at the structure to operate under in the future. Mayor Anderson said he and Rick have spoken to Mike Klaus about temporary services to help us but Mike already has a full time job. He said Stephen has found two retired managerial folks that may be available to help in the interim. He said Stephen has been doing two jobs for the past two years and we will fall behind in a hurry no matter what we do. He asked council to look at the job description samples as we will be writing one. Stephen encouraged council to speak to the department heads to find out what they rely on the city administrator for. He said someone new will have many issues to research. Mayor Anderson said we may have department heads coming before council as Stephen usually handles this. Ron would like to put an acting city administrator in place until the hiring process is complete. Stephen said he directs many people. The daily operations are handled by the department heads but sometimes there are disciplinary problems or advice that is needed as they are too close. Ron did not agree with this and said the department heads should have to handle these type issues. Mayor Anderson said it does not hurt the department heads to have someone to go to, if needed, as Stephen is the umbrella over the crews. Stephen gave examples of some of the personnel issues that may come out. Rick said he spoke with Mike Klaus today and he should be able to help us. Stephen said the city engineer is in our ordinances and they sign off on the plats as well as have other duties. He said it has value to give Mike that title. Rick said there is an advantage to having Mike because he is familiar with the duties. Rick said we should give him a title to go with his appointment. Stephen said we have Mike Woodward to help us out on some of the technical issues also.

Connie Wells moved at 8:20 p.m. to go into executive session per Idaho Code 67-2345 (1) (a) to consider hiring a public officer, employee, staff member or individual agent. Rick Alonzo seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”. Executive session ended at 8:57 p.m. No action was taken.

Rick Alonzo moved to hire Christian Frye as police lieutenant and waive the 15 mile limit for residency. Ron Smith seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”.

There being no further business, the meeting adjourned at 8:59 p.m.

David K. Anderson, Mayor

Attest:

Kris Larson, City Clerk