

Mayor Kerby called the special council meeting of March 10, 2005 to order at 9:00 a.m. Present for the meeting were Mayor Darrell Kerby, Council President Mick Mellett, Council Members Russ Docherty and Leslie Falcon, Clerk Kris Larson, City Administrator Stephen Boorman, Economic Development Specialist Robin Ponsness, and Street Department Supervisor John Youngwirth. Also present for the meeting were Matt Neukom from Welch Comer, Bill LaRue from Hatch Mueller, Cory Trapp from G. D. Longwell Architects, Gary Aitken from the Kootenai Tribe, Dianna Ellis from the Kootenai Wildlife Refuge, and Vaughn Rupert from Fish and Wildlife Service in Portland, and Carl and Sherri Hendricks representing the Chamber of Commerce.

The purpose of the special meeting was to discuss the visitor's center and parking lot design. Mayor Kerby turned the meeting over to Matt Neukom. Cory Trapp spoke to the group about the floor plan proposed.

Patty Perry from the Kootenai Tribe, Amy Schroeder, Shawn Glass, and Randy Hurst from Idaho Transportation Department (ITD), and Police Chief Dave Kramer joined the meeting at 9:10 a.m.

The visitor's center plans are about 2500 square feet according to Cory Trapp. Carl Hendricks inquired if the square footage includes the restrooms. Cory said it does. Mr. Hendricks also inquired about storage space as the current visitor's center lacks storage space. Cory said there will be storage space included. Mayor Kerby offered storage space at City Hall for items that could be stored off site. Mr. Hendricks inquired about the size of the office space. Cory said it is about 11x11. Robin said the Selkirk Loop group has offered to pay rent if office space is granted. Gary Aitken inquired about the elevator and insurance. Mayor Kerby said coverage through ICRMP is not expensive and there will not be an increased cost to the City.

Cory said the upper level will be an observation room and a display room. Stephen Boorman inquired if the upper level will be open. Cory said it may be open with glass windows but not totally open because if a meeting is being held it should be more private.

The group agreed that scheme "D" was the preferred plan presented by Cory. Mick Mellett asked if cost of construction could include larger office space for the same costs.

Mr. Vaughn inquired if brochures will be located where people can get to them during after hours. Carl Hendricks said there are currently brochures outside the visitor's center now.

Dianna from the Refuge inquired about hours of operation and if there is concern about vandalism. Mayor Kerby said the hours of operation have not yet been determined but the City Police are on 24 hours per day. The group discussed video camera systems for security.

The group discussed the views of the river and the city. Gary Aitken encouraged keeping the project realistic and within the budget.

Amy Schroeder said she likes scheme “D” but the covered area will be near the highway and the highway noise will bounce off the building into the picnic area. Cory said the idea is to have plants and shrubs as a barrier for highway noise. The group discussed having an upper deck as a picnic area also.

The outside walls of the restrooms will be block and tile on the inside that is scratch resistant. The idea is to make the restrooms as durable as possible. Stephen Boorman inquired about double doors for heat retention. Cory said most restrooms do not have double doors. He is looking at radiant heat mounted on the walls.

Mayor Kerby asked if an upper deck for a picnic area is added if it will be a real costly item. Cory will work up a cost estimate and will try to keep the project within the budget.

Mick asked if it would be expensive to elevate the site where the building will be located. Cory said it could be costly.

Gary Aitken asked if some of the features discussed today could be added later and still look good. Cory said it depends on what is added.

The group again agreed that the building needs to be built within the budget and still look aesthetically pleasing.

Mayor Kerby said the goal is to attract the traveling public to the area and get them to spend their money before they leave. Gary Aitken suggested having a map of the downtown area with the business locations so the travelers will know where to go.

Sarah Huff joined the meeting at 9:55 a.m.

Cory said materials and finishes can be altered to save costs in the project. The group discussed possible donations that may be made.

Robin Ponsness said the way the plans are currently set up the city will still be short 300 parking spaces according to the Hudson Study.

Bill LaRue went over the proposed plans for the landscaping in the parking lot. There is about a \$30,000 budget for landscaping. He discussed the interpretive displays and plants that may be considered along with the displays. Site furnishings will be needed and input is being sought. Vaughn Rupert expressed his vision of the interpretive displays for the Wildlife Refuge. Mayor Kerby suggested that the Wildlife Refuge consider using the old Kootenai River Bridge for displaying their information. Mr. Rupert said the old bridge could be used for other displays such as fish or geology. Bill said if there are signs located outside then he needs to know. Mayor Kerby said the use of natural materials is good to let the public know about our community. He said the signage needs to let the public know what is out in our community. Gary said not to give

the public the whole story but suggested thoughts so they are curious and come see what is out there.

Patty Perry suggested the design get closer so the entities will know what type of signage or displays they need to work on. She said the Tribe has the signs for the outside already made up. Bill asked that digital photos be taken and submitted.

Dianna from the Refuge suggested creating the project so that future additions can be made and added later.

Stephen said the flag project funding is in place and the group would like to have the flag in place for Memorial Day. Mayor Kerby encouraged having the flag project done right away unless it gets in the way of the future project of the visitors center. Cory said there may be design costs involved from the design team. Stephen said there has been no approval received from ITD yet for the flag project. Amy said the project can be included with the visitor's center project or else a permit application can be filed to do the flag project earlier. Mayor Kerby suggested having the flag project group get together with the visitor's center design project group. Mayor Kerby said the flag project is for a Veteran's Memorial and the flag is 28x48 feet on normal days and 30x60 for special occasions.

Mick wants to see continuity of signage from all the groups. Mayor Kerby said the granite being used on the flag project is local granite. Bill said some of the granite may be incorporated into the landscaping of the visitor's center project.

Vaughn Rupert inquired if there is a comprehensive sign plan. Matt Neukom suggested going forward with the project and have a group work on the comprehensive sign plan.

Mayor Kerby said natural materials found in the area that fit into the project such as rough wood, natural granite and other rocks, plant materials native to the area, and as much as we are able to incorporate these materials into the project and explain how they fit into our area would be interesting. Cory asked if he should make the building fit into the makeup of most of the downtown buildings such as brick or go more natural and use wood such as a lodge. Gary Aitken said the brick buildings were made to withstand the floods.

Mick inquired if the lighting structures will match the lighting in the downtown project and incorporated into the landscaping. Cory said the work done in the visitor's center project will integrate with the downtown project.

Cory said the design group will take the suggestions made today and incorporate them into new drawings for the group to view.

Sara Huff inquired about the Farmers Market location. She said they have the ability to apply for grant funding for a covered area. Possibly the covered area could encompass

the sidewalk area. She inquired about the underpass project. It may take two months for completion of the project and equipment will be located in the parking lot. Mayor Kerby said the city will help the contractor get the job done as quickly and efficiently as possible. Mayor Kerby cautioned that sight distance be considered when looking at a covered area for the Farmers Market.

The meeting recessed at 11:00 a.m. to look at the Kootenai Tribal signs. The meeting reconvened at 11:15 a.m.

Matt Neukom confirmed the parking lot layout. Mr. Hendricks inquired about angular parking rather than perpendicular. Cory and Matt said we get more parking spaces if perpendicular spaces are used. They also said if angular spaces are used it creates a one way design. Matt said festival lighting will also be installed. The option of the City crews doing all the lighting to save project costs will be explored. Irrigation of the light poles will also be explored.

Sara Huff said the Farmers Market group would be willing to donate plants and shrubs for the project. Sara commented that the Farmers Market has a sign they hang during the market season. Amy said the signs for the visitor's center will be about a mile north and south of the new project with arrows directing public to the visitor's center. Sara asked that their sign be considered.

Matt said ITD has been looking at a concept report. The next meeting in Bonners Ferry will be May 19, 2005 at 9:00 a.m.

Mr. Hendricks commented that asphalt surface on the parking lot will be a problem during the hotter months because it gets tracked into the building. Asphalt will be used for the parking lot surface because it is less expensive and it is hoped that the asphalt on people's shoes will be wiped off on the sidewalk before entering the building.

April 28 is the preliminary design date meeting with ITD. There are right of way issues being worked on and that is progressing.

The question of what to do with the existing visitor's center during construction needs to be answered. Robin commented that the project is scheduled for October, 2005 and completion is scheduled for spring. Mrs. Hendricks said the visitor's center closes on November 1st and opens in April. Mayor Kerby said a date certain for the removal of the current visitor's center building needs to be determined. Robin will work with Stephen on this issue.

There being no further business, the meeting adjourned at 11:40 a.m.

Darrell Kerby, Mayor

Attest: _____
Kris Larson, City Clerk