

Mayor David Sims called the council meeting of September 4, 2018 to order at 6:00 pm. Present for the meeting were: Council President Rick Alonzo, Council Members Adam Arthur, Valerie Thompson, and Ron Smith. Also present were: City Administrator Lisa Ailport, City Engineer Mike Klaus, City Attorney Andrakay Pluid, Police Chief Brian Zimmerman, Fire Chief Dave Winey, Economic Director Dennis Weed and Clerk/Treasurer Christine McNair. Members of the public present were: Marciavee Cossette, Rich Hodler, Theresa Hodler, Rita Nye, Earl Nye, Jacob High, Rene Murphy, Pat Murphy, Ed Moe, Bob Schnuerle, Etta Mae Schnuerle, Kevin Larson, Stephanie Lederhos, Mitch Vogl, Brion Poston, Denise Crichton, Frank Plantz, Linda Rupley, Linda Hiatt, Jamie Porter, Richard Hollenbeck, Elsie Hollenbeck, Eddie Invernon, Ed DePriest, Steve Haynes, John Driedger, Cyle Young, Ralph Lotspeich, Julie Williams, Steve Howlett, Carrick Remaley, Matt Morgan, Dick Staples, Ed Ernst, Chad Kimball, Carol Odmark, Mike Halford, Steve Nelson, Ron Sukenik, Clare Marley, Jerry Higgs, Bill Gutknecht, Mike Stevens, Melayne Stevens, Marty Martinez, Art Fontanes, Linda Fontanes, John Brantley and Sam Acuna.

Mayor Sims opened the public hearings for the FY2019 budget and for the water and sewer rate increases at 6:07pm.

Dick Staples said the golf committee was asked to create a budget for FY2019. Dick asked if the golf budget was cut. Mayor Sims said the golf course is part of the general fund and all capital for the general fund for FY 2019 was cut. Council allowed \$20,000 from FY 2018 budget to be used to repair the deck at the golf course. Mayor Sims said the capital expenses for the general fund are usually put off until mid-year, to make sure what the expenses are for that fiscal year. Dick Staples asked if the money from the proposed rate increases will go into the general fund. Mayor Sims said all the money from the golf course goes into the general fund. Dick Staples said over the last 18 years the golf course has made approximately \$111,000. Mayor Sims said over the last 10 years the golf course has been at a loss and the last five years it has been at a significant loss. Dick Staples said that is due to a lack of capital expenditures the years before, but there is still a profit over that period of time. Mayor Sims said Council's responsibility is to the City as a whole and Council is trying to look forward and make it viable. Mayor Sims said when he talked to the golf committee he was very clear that the revenue at the golf course needs to be increased. The police department has been using expired ballistic vests for the last five years. Mayor Sims said there is not any extra money in the general fund. Council has to decide between ballistic vests for the police department or capital expenditures for the golf course. Dick Staples said the capital expenditures that have been requested for the golf course will lengthen the amount of time that play can happen, which will increase the revenue. Mayor Sims said to allow for the capital expenditures at the golf course, cuts will have to be made to the police department, the street department and the fire department. Dick Staples said he feels the golf course is an asset. He does not feel that the Council is treating the golf course as an asset. Mayor Sims said everyone wants to make the golf course better, but the City does not have the funds to do that.

Patti Nelson said in order to get something out of the golf course, you have to put something into it. Mayor Sims said over the last eight to ten years more has been put in than has been taken out. Patti Nelson said the volunteers built the restroom at the golf course. Linda Rupley said the women's league remodeled the restrooms in the clubhouse.

Mayor Sims said the Council appreciates everything that the volunteers do. Linda Rupley asked if this budget is for one year or multiple years. Mayor Sims said it is for one year. Linda Rupley asked if the cutting from the golf course budget is going to continue for future years. Ron Smith said the budget does not look good for next year. Mayor Sims said there are a lot of needs in the general fund and not a lot of money.

Bob Schnuerle said he has volunteered and has never received a thank you from the City. Mayor Sims apologized to everyone that has volunteered at the golf course and has not been properly thanked.

Ron Smith said the budget needs to be looked at earlier in the year starting in March or April. Brion Poston said he asked Kris if the golf committee should submit a budget and she said, they did not have to. Mayor Sims said in the past the Clerk looked at the trends for revenues and expenses for the golf course and put a budget together. Ron Smith asked where the money for the deck is coming from. Mayor Sims said it is coming out of general fund capital.

Dick asked if there is a reason why the City cannot build up a reserve for the golf course. Mayor Sims said the golf course does not have its own reserve account, it is included in the general fund reserve. Mayor Sims said it has been considered to make the golf course an enterprise fund. Mayor Sims said there are more disadvantages to having it as an enterprise fund than there are advantages. Stephanie Lederhos asked if anyone has checked into grants. Mayor Sims said yes, but grants are not for operating expenses. Linda Rupley said if the water systems and mowers could be done through grants that will be good. Ron Smith explained there is usually a match required. Patti Nelson said with all the projects there should be grants available to cover the costs. Stephanie Lederhos asked when the last time a grant for the golf course was looked for. Mayor Sims said they are looked for all the time. Ron Smith said Panhandle Area Council looks for grants for the City all the time. Ralph said grants are extremely hard to find.

Linda Fontanes said the course can be a boom for the community, with promotion of the golf course, by the City. She does not see any promotion happening. She also asked about grants for the fire and police departments. Mayor Sims said it is Ralph's responsibility to market the golf course. Valerie Thompson said there are opportunities within the community to promote the golf course without a charge. Dick Staples said marketing is not an easy task. Mayor Sims said the City has a limited amount of skills for marketing and limited resources. Dick Staples said marketing is not an easy task. Mayor Sims agrees. Mayor Sims said Ralph's contract says he is responsible for marketing the golf course and that is something the City wants to change in the next contract, so the City can take a more active role in marketing the golf course.

Art Fontanes asked if Council feels the golf course is a liability or an asset. Mayor Sims said he would not work so hard on the golf course if he did not think it was an asset. Ron Smith said he feels the golf course is an asset. Rick Alonzo said the golf course is a great asset for the community. He said it takes some creative thinking to fund the golf course. Valerie Thompson said she is an advocate for the golf course. She said it is important to be a good steward of city funds to make sure all departments are sustainable for the

future. Adam Arthur thinks the golf course is an asset. He said the City tries to fund the golf course as best as possible.

Linda Fontanes asked if anyone has looked into grants for the police department. Linda Fontanes asked if there are any fundraisers done for the police and fire. Mayor Sims said a few years ago the fire department won a nationwide contest for \$52,000 that was used for new turn-outs.

Steve Howlett said when the golf course was started, there were rules that had to be met. He asked if those standards are still being met. Mayor Sims said the grant was not specific to a golf course, it was for all recreational opportunity.

Linda Hiatt asked if a donation was made to the golf course, would that donation go into the general fund or the golf course. Mayor Sims said the money can be ear marked for a specific purpose. Mayor Sims said money that is not spent this year is carried over into the next year. Brion Poston asked if the golf course does not spend all of their budget, is it carried over to next year. Mayor Sims said it is included in the general fund carryover, it is not golf course specific. Brion Poston said the cart paths can be repaired now and the deck can be postponed until spring. Mayor Sims said Council is willing to listen if that is the recommendation the golf committee makes.

Linda Rupley asked about a link to the golf course on the City's website. Mayor Sims said there is a page for the golf course on the City's website. Ralph Lotspeich said to talk to him about marketing the golf course. Ralph Lotspeich said there is a link on the City's website for the PBS program about the golf course. Ralph Lotspeich said it is extremely difficult and expensive to promote the golf course. Don Carter said he worked at the golf course for 12 years and visitors have said that this course is one of the best course around.

Patti Nelson asked why the meeting is at City Hall instead of the golf course. Mayor Sims said because it is requirement of the open meetings act. Mayor Sims said individual council members can meet with Ralph to tour the golf course. Dick Staples said it is possible to meet at the golf course.

Steve Howlett asked if there are specifications on the deck. Mike Klaus said there are just estimates not specifications at this time. Mayor Sims said the golf committee can decide if the deck is what they want to spend the money on or if there are other improvements, they want to make.

Mayor Sims recessed the public hearings at 7:04pm.

Mayor Sims reconvened the public hearings at 7:09pm.

Jerry Higgs said it was nice to see so many people at the meeting tonight, but it is too bad that as many people do not attend all the meetings. If more people did attend the meetings, they would understand the challenges the City faces.

Closed the public hearings at 7:11 pm.

Jerry Higgs wants code enforcement agendaized for a future meeting. He asked why the City has ordinances if the ordinances are not going to be enforced.

Police Chief Brian Zimmerman said Judy Everhart asked him to represent her tonight. She was told extending Alderson Lane was for emergency purposes only. That has not been the case. Alderson Lane is very busy at noon and when school is out. Chief Zimmerman said the speed trailer is on Alderson Lane and he thinks people are more conscious of their speed when the speed trailer is operating. Chief Zimmerman also said the marked patrol units are working the area and are hoping to create new habits for drivers. Ron asked if that access to Alderson Lane is a permanent access. Chief Zimmerman said it is.

Ed DePriest said he lives on Tamarack Lane and he watches how the kids drive at lunch time. He would like to have an officer speak to the students about driving safety. He said the kids know there are few consequences for not following the traffic laws. Mayor Sims said there is a Traffic Safety Committee that will meet to discuss this issue.

Mayor Sims said the City received a letter of appreciation from Michael Valenti from the Delaware Forest Service for the help they received from Dave Winey, Gary Falcon and Roy Marquis, to reach the Copper Mountain Fire, when Highway 95 was blocked due to an accident.

Fire Chief Dave Winey said the City department participated in the county wide mutual aid, on August 24, 2018, for the Fleming Creek Fire. The City department provided six firefighters and one piece of equipment for the fire. Chief Winey said he made sure there were enough firefighters available to respond if something happened in the city limits. Chief Winey said Bonner County units also responded as did several air support units.

Mayor Sims recognized all the work Mike Klaus and Lisa Ailport have done to make the pool rehabilitation possible. Mayor Sims said Mike and Lisa successfully applied for and receiving grants for the pool. Mike also saved the City money by designing the new pool.

City Administrator Lisa Ailport spoke about the recommended advisory lane on Stephens Street. Lisa said a public workshop is recommended, prior to creating the advisory lane. Ron asked if there will be sidewalks on the walking route from Stephens Street to Madison Street. Lisa said that will be discussed with in the bike/ped plan. She does not have any specific treatments that will be done along that route. Lisa said that is an area that will be looked at in the coming years.

Economic Development Coordinator Dennis Weed said there is another letter of interest in the old Harvest Foods building. He will let Council know as soon as the decision has been made. The Visitor's Center staff has been very good this year.

Lisa Ailport said as City Planner she is hoping to address some of the concerns Jerry Higgs brought up tonight, in the next few months.

Valerie moved to approve the consent agenda. Adam seconded the motion. The motion passed with all in favor. Ron – yes, Rick – yes, Valerie – yes, Adam – yes.

Rick moved to have the second reading of Ordinance 578, Title 2, Chapter 4 creation of an Arts Commission by title only. Ron seconded the motion. The motion passed with all in favor. Lisa read Ordinance 578 Title 2, Chapter 4 by title only. An ordinance of the City of Bonners Ferry, a municipal corporation of the State of Idaho, creating provisions within Bonners Ferry City Code Title Two, Chapter Four, for the adoption of an arts commission: establishing a title; providing for a purpose; providing for definitions; providing for general requirements; providing for administrative responsibilities; source of funds; establishing the commissions composition and terms; providing for duties and responsibilities; providing severability; providing that this ordinance shall be in full force and effect from and after its passage, approval and publication according to law.

Adam moved to suspend the reading rule and adopt the Arts Commission Ordinance 578. Valerie seconded the motion. The motion passed with all in favor. Ron – yes, Rick – yes, Valerie – yes, Adam – yes.

Lisa said Rotary donated \$1,000 for the cardio equipment since she wrote her memo, so the amount requested will be \$1,000 less than the memo stated. Ed DePriest, a Physical Education teacher from the high school renegotiated with Spokane Equipment. Spokane Equipment lowered the price by \$2,350, bringing the total cost to \$23,239.00. Ed DePriest said the new equipment will be two treadmills, two ellipticals and five spin bikes. The equipment that will be replaced is approximately 20 years old. He said the kids enjoy the cardio equipment more than the free weights. He feels the quality of the equipment is important and you get what you pay for. Valerie moved to approve the request for the school district to use the High 5 grant dollars in the amount of \$23,239.00 to purchase the new cardio equipment for the high school physical education program. Rick seconded the motion. The motion passed. Ron – yes, Rick – yes, Valerie – yes, Adam – no.

Council discussed the verbal request William Orr made to the Clerk on August 30, 2018 to have his golf shed lease refunded since he was unable to use his cart due to a back injury. Mr. Orr did not attend the council meeting. Ron asked when the golf cart was removed. Christine McNair said the cart was removed on August 30th. Rick moved to deny Mr. Orr's request for a refund due to the fact that he received all but one month's use. Adam seconded the motion. Ron – yes, Rick – yes, Valerie – yes, Adam – yes.

Rick moved to have the first reading of the Fiscal Year 2019 Appropriation Ordinance 579 by title only. Valerie seconded the motion. The motion passed with all in favor. Christine read Ordinance 579 by title only. An ordinance entitled the annual appropriation ordinance for the fiscal year, beginning October 1, 2018, appropriating the sum of \$15,619,625 to defray the expenses and liabilities of the City of Bonners Ferry, for said fiscal year, authorizing a levy of sufficient tax upon the taxable property and specifying the objects and purposes for which such appropriations are made.

Adam moved to suspend the reading rules and adopt Fiscal Year 2019 Appropriation Ordinance 579. Valerie seconded the motion. The motion passed with all in favor. Ron – yes, Rick – yes, Valerie – yes, Adam – yes.

Ron moved to adopt the Fee Increase Resolution #2018-09-01. Adam seconded the motion. The motion passed with all in favor. Ron – yes, Rick – yes, Valerie – yes, Adam – yes.

Lisa said the job search for a planner was not successful. A contract planner was considered. Clare Marley with Ruen-Yeager is the one that is interested in being the contract planner. Mayor Sims said the budget funds were moved from an in house planner to a contract planner. Clare said that she has been a planner for 30 years and she is looking forward to working with the City of Bonners Ferry and feels comfortable with the future needs of the City. Ron asked if this will start at the beginning of October. Mayor Sims said it can start immediately. Lisa said if this is approved tonight, she wants Clare to start at the next planning and zoning meeting. Valerie moved to authorize the Mayor to sign the contract with Ruen-Yeager and Associates for planning services according to the fee schedule in the contract for \$65.00 an hour for a senior planner, \$50.00 an hour for an assistant planner and \$35.00 an hour for clerical. Adam seconded the motion. The motion passed with all in favor. Ron – yes, Rick – yes, Valerie – yes, Adam – yes.

Lisa said she asked Jake Leuty, the City Mapper, to be here to discuss the future of the mapping programming. Lisa said the financial split for funding will be 30% electric, 30% water, 30% sewer and 10% general fund. Jake said our GPS device is not up to industry standards. New GPS will help increase the ability to find more things. Val asked if the software is needed. Jake said the software makes it easier to add items. Mayor Sims said the GPS equipment that we have now was purchased in 2006. Jake said some advantages to buying the software are: it will make it easier to add features for the public, it will also be possible to upgrade to the standard license. Mayor Sims said it is not necessary to purchase the GPS and the software program. They can be purchased independently of each other. Mayor Sims wants all of the easements mapped and this software will be necessary to do that. Adam asked if there are grants available now. Mike said he is not sure. Valerie is concerned about approving this without looking for grants. Valerie asked if the signage was paid by the grant. Lisa said it was self-funded.

Rick moved to authorize the purchase of GIS software and GPS equipment with a split of 32% electric, 32% water, 32% sewer and 4% general fund. Ron seconded the motion. The motion passed. Ron – yes, Rick – yes, Valerie – yes, Adam – no.

Mike Klaus, City Engineer, said this spring the City purchased property on Dakota Street for a well. This summer the City received a water right that is good up to 448 gallons per minute. Last Monday the City received a letter from DEQ authorizing the drilling of a municipal well. Mike said he is estimating \$45,000 - \$55,000 to drill the well. The expense for drilling the well is in the budget for FY2018. The well house is in the budget for FY2019. Mike is hoping to have the well online next year. Mayor Sims asked if Mike is just requesting approval to get quotes. Mike said he is. Rick asked what happens if the well exceeds the purposed amount. Mike said we can apply for additional flow. Mike said there is work that needs to be done on the filter bed. To work on the filter bed, it will be necessary to take the plant off line, so the well will be needed before the work can be done.

Valerie moved to authorize to request to solicit quotes for well drilling on Dakota Street. Adam seconded the motion. The motion passed with all in favor.

Mike Klaus said the pool needs a skimmer system that works. There is currently a gutter system that is not very functional. The quotes Mike has looked at were approximately \$65,000, which includes the equipment and installation. Valerie moved approve authorization to request to solicit quotes for a new pool skimmer system. Ron seconded the motion. The motion passed with all in favor.

Mike Klaus said the reason for the signatory authorization request is to have more than one person that is allowed to submit paperwork to IPEDS and DEQ. Adam asked if they were already authorized signers for EAP. Valerie moved to authorize John Delaney and Doug Ladely to have signatory status with IPEDS reporting system. Ron seconded the motion. The motion passed with all in favor.

Mike Klaus said Phase II, which is scheduled to start in 2021, requires more infrastructure to be moved than Phase I. Mike said if the City has infrastructure in the right-of-way, then the City has to pay to move it. If ITD is expanding the right-of-way, then ITD has to pay to have it moved. ITD may reimburse some of the expenses. To move the infrastructure there has to be an agreement with ITD which states who is responsible for the design and moving costs. Mike said the cost of the agreement will be split between water and sewer. Ron moved to authorize the Mayor to sign the contract with HMM for professional services for ITD utility agreement in the amount of \$7,164 to be split between water and sewer. Rick seconded the motion. Ron – yes, Rick – yes, Valerie – yes, Adam – yes.

Rick moved to approve the catering permit for the Kootenai River Inn for the NRA Annual Fundraiser September 15, 2018. Adam seconded the motion. The motion passed with all in favor.

Valerie moved to approve the catering permit for the Kootenai River Inn for the Ducks Unlimited Banquet November 2, 2018. Adam seconded the motion. The motion passed with all in favor.

Lisa said pay request #4 for the sewer bridge is for administrative fees. There was an error in the original request. The correct amount is \$1,250.00 Valerie moved to authorize the Mayor to sign the Idaho Community Development Block Grant request #4 with funds in the amount of \$1,250.00. Adam seconded the motion. The motion passed with all in favor. Ron – yes, Rick – yes, Valerie – yes, Adam – yes.

Lisa said pay request #5 is for administrative fees for the pool in the amount of \$180.00. Rick moved to authorize the Mayor to sign pay request #5 with Panhandle Area Council for the pool rehabilitation project in the amount of \$180.00. Ron seconded the motion. The motion passed with all in favor. Ron – yes, Rick – yes, Valerie – yes, Adam – yes.

Lisa said one of the main concerns of the transportation plan was to move traffic without accessing the highway. The City approached the owners to request a 50' right-of-way in exchange for the City bringing utilities to portions of the property. Lisa said water and electric will come from Wilson Street and tie into the infrastructure on Solomon Street. Lisa said the work must be completed within 24 months from the date the contract is signed. Mayor Sims said the contract binds the City to moving the utilities, it does not bind the City

to establishing a street. Mayor Sims said there may be grant funds available to develop the street. Mayor Sims said his family sold the property in 1998 or 1999 and no longer have any interest in the property. The cost of the improvement is estimated to be \$124,000, which will be paid by the respective utility funds. Mayor Sims said this is a major area of connectivity. Val moved to authorize the Mayor to sign the right-of-way agreement with Hills and Felsted. Adam seconded the motion. The motion passed with all in favor. Ron – yes, Rick – yes, Valerie – yes, Adam – yes.

Lisa said Northwest Requirement Utilities (NRU) asked to represent the City on BPA's Open Access Transmission Tariff Settlement Proceedings. Mayor Sims said the NRU is a trade group that advocates on behalf of utilities. Rick moved to approve NRU to represent the City of Bonners Ferry Electric Utility on BPA's Open Access Transmission Tariff Settlement Proceedings. Ron seconded the motion. The motion passed with all in favor. Ron – yes, Rick – yes, Valerie – yes, Adam – yes.

Lisa said the High 5 steering committee is considering two projects. The first is a project by Boundary County Parks and Recreation for a synthetic ice rink. The total cost of the project is approximately \$62,000. The County Commissioners may contribute \$32,000. The County applied for money from Annovia and will know in December if they were successful. BNSF will also be asked to contribute. The rink will be available for use during November – March. Lisa showed a video about synthetic ice. The committee is willing to support the whole project. Valerie asked how long it lasts. Lisa said approximately 10-20 years. Valerie asked about upkeep and maintenance. Lisa said the County will be responsible for the upkeep.

The second project is a splash pad, which has been discussed for the pool yard. Lisa said splash pads are high contaminate areas. The recommendations have been to use a fresh water or pass through system. Lisa said the options for operating the system also needs to be considered. Adam asked if a different location should be considered. Mayor Sims said that is a good discussion to have. If it is by the pool it will keep children busy while they are waiting at swimming lessons. Mayor Sims said there may need to be an ADA porta pottie near the splash pad. Valerie asked if the property is level enough to install it at the pool. Mike said there may need to be some excavation. Mayor Sims said it can be designed to fit any space. Rick said a fresh water system is less expensive than a recertification system. Ron moved to have staff continue to pursue the synthetic ice rink and splash pad. Valerie seconded the motion. The motion passed with all in favor

Lisa said Elaine Clegg is interested in having a workshop with Council on October 2, 2018 for approximately one hour. Valerie asked about having the workshop after the regular council meeting. Council decided to have the workshop after the regular Council meeting on October 2, 2018.

Council discussed changing from the current travel credit card policy use to a per diem policy. Mayor Sims said when employees attend a training they are either reimbursed or are given a City credit card. Rick said it is a hassle to keep all the receipts from a training, especially if it is a week-long training. Mayor Sims said a more detailed policy can be ready for the next Council meeting, if Council wants staff to develop one. Rick moved to change

from a credit card/receipt to per diem. Ron seconded the motion. The motion passed with all in favor.

At 8:53 pm Rick moved to enter into executive session pursuant to Idaho Code 74-206, subsection 1(f). Adam seconded the motion. The motion passed with all in favor. Ron – yes, Rick – yes, Valerie – yes, Adam – yes.

Executive session ended at 9:23 pm. No action was taken.

The meeting adjourned at 9:23 pm.