

Mayor David Sims called the Council meeting of November 20, 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 Attorney Andrakay Pluid, City Engineer Mike Klaus, Fire Chief Dave Winey, Economic Development Coordinator Dennis Weed and Clerk/Treasurer Christine McNair. Members of the public present were: John Austin, Marty Martinez, Jerry Higgs, Dave Gray, Doug Ladely Sr., Jessica Tingley, Marciavee Cossette, Carolyn Testa, John Youngwirth and Eric Lederhos.

Dave Gray thanked Christine for the minutes. Dave is hoping the public will still be allowed to use the upstairs of the visitor's center.

Doug Ladely asked why the yield sign was placed on a through street and in the County. Mayor Sims said he will have staff go to the site and discuss the placement of the sign.

Jerry Higgs said the yield sign does not conform with the right of way laws. Andrakay said the school district has said they are going to remove the stop sign. Mayor Sims recommends Jerry speak with the school district regarding the stop sign.

Fire Chief Winey said since the last Council meeting there has been four calls. One accident assist on the Kootenai River Bridge, a rag fire at the laundromat, an explosion/structure fire on Madison Street and a structure fire on Atlanta Street. Mayor Sims thanked the fire fighters for saving the woman on Atlanta Street.

City Administrator Lisa Ailport said the logging is still in progress near the Moyie Dam. The revenue from the logging, to date, is approximately \$61,000. The Selkirk Loop gateway entry sign funds must be expended by June of 2019. Fred Nystrom from North Idaho Ironworks, is helping develop ideas for the sign. Lisa will bring those ideas to a future Council meeting. The Street crew removed about 1,500 bags during the fall clean-up week. Lisa and John Youngwirth will make recommendations for future clean-up week to prevent injuries to the Street department employees. Lisa spoke with the school district regarding the extension of Garden Lane. The school district provided a letter of support for the LHRIP grant and approved a right-of-way dedication for Garden Lane.

City Engineer Mike Klaus said pool construction started November 8, 2018. The Generator Step Up (GSU) relays have not been working well. New relays are being installed, there has been some difficulty due to the old wiring diagrams not being reliable. Mayor Sims asked if there will be accurate drawings when the project is complete. Mike said there will be. The Sewer bridge project should be closed out by the end of this month. The Well project will begin the first part of December.

Economic Development Coordinator Dennis Weed said he is still working with Albertson's. Dennis invited Council to the next Economic Development Committee meeting on December 3, 2018 at noon at the Kootenai River Inn.

Ron Smith said the Gold route is still being worked on. Dennis met with Tom Turpin. The Kootenai River Inn will donate money for the Gold route. Dennis will contact the rest of the motels in Bonners Ferry to see if they are willing to donate money for the Gold route. The

Gold route will start January 2019, it will operate from Bonners Ferry to the red barn at the base of Schweitzer. There will be up to four trips per Saturday for the Gold route.

Adam Arthur moved to approve the consent agenda. Valerie Thompson seconded the motion. The motion passed. Ron Smith – yes, Rick Alonzo – yes, Valerie Thompson – yes, Adam Arthur – yes.

Mayor Sims introduced John Austin with Panhandle Area Council (PAC). Mayor Sims said he has been speaking with John Austin for a while about forming a new Urban Renewal District (URD). Mayor Sims said the majority of the proposed area is residential. He is hoping to help with in-fill in the area. Mayor Sims asked John Austin about the ability to include in the plan a rebate back to the City to cover costs in that area.

John Austin said there are approximately 60 urban renewal agencies in Idaho. Bonners Ferry is among the top 3 of the small cities, due to its success with the creation of new job. John said there have been 150 jobs created due to the first URD. The URD is creating an additional ten million dollars in assessed value, which creates \$120,000 a year in taxes to the Urban Renewal Agency (URA). The URD helped attract Super 1, Auto Zone and Shopko, which has helped revitalize the South Hill. Within 18 months of forming the URD, the URA was able to reimburse \$700,000 to developer for required improvement to public infrastructure. The reimbursable improvements cannot be on the property owners land, it has to be public infrastructure. The new district will be independent from the first district.

John Austin explained the three step process to create a new district. The first step is to direct the URA to develop a plan and bring that plan back to Council for public comment. The next two steps in the plan are an eligibility report that shows if the project is eligible in the district and the feasibility study which shows there will be enough funds generated by the new growth to pay for the improvements recommended in the plan. Mayor Sims said the original district had to be less than 10% of the taxable value of the City. Mayor Sims then asked if the combined total taxable value for both district has be less than 10%. John said it does. The first district is approximately 6%. Mayor Sims thinks it is a good idea to have an automatic rebate equal to the property tax levy rebated to the City each year. John Austin said that is fair, since the new infrastructure will need to be maintained. Private streets or private sidewalks not included. Ron asked if this new district will bring the total taxable value to 10%. Mayor Sims said he believes there will probably still be room. Rick asked how long a district is formed for. John said up to 20 years. Adam asked if it affects the taxes we received now. John said the taxes will be sent to URA instead of the City. Adam asked how long it will run. John said it will be set for 20 years, but it can be closed at any time, as long as the debt has been returned.

Valerie Thompson moved to approve the recommendation to the Urban Renewal Agency to form a new Urban Renewal District and to rebate the funds equal to the property tax value each year to the City. Adam Arthur seconded the motion. The motion passed. Ron Smith – yes, Rick Alonzo – yes, Valerie Thompson – yes, Adam Arthur – yes.

Mike Klaus said this is the first step for the design and improvements for the water infrastructure for Phase II of the Highway 95 project. Mayor Sims asked if the construction costs will be paid by Idaho Transportation Department (ITD) Mike said ITD will pay most of

the costs. The City will be required to pay approximately \$2,000 - \$3,000 and the rest will be reimbursable. Mike said there will also be \$5,000 - \$10,000 that will be paid from the water fund for construction costs, the rest paid by ITD.

Rick Alonzo moved to authorize the Mayor to sign an agreement with HMH for design services for Phase II of the Idaho Transportation Department's Highway 95 project in the amount of \$56,144. Ron Smith seconded the motion. The motion passed. Ron Smith – yes, Rich Alonzo – yes, Valerie Thompson – yes, Adam Arthur – yes.

Mike Klaus requested permission to begin design and construction for the Northside booster station. The project was included in 2019 budget, but there has been an increase in the costs. Another project that was in the budget for FY2019 will not happen, so the increase in costs should not have much of an impact to the Water budget. This project is part of the water system master plan. Mayor Sims said it should be more reliable than current system when it is complete.

Valerie Thompson moved to authorize staff to complete the design and re-construction of the Northside booster station for the amount of \$50,000 - \$55,000. Rick Alonzo seconded the motion. The motion passed. Ron Smith – yes, Rick Alonzo – yes, Valerie Thompson – yes, Adam Arthur – yes.

Mike Klaus said this is pay request #6 from PAC for \$36,900 for the Sewer Force Main Bridge Project. Ron asked when will this project will be complete. Mike said the construction part is complete and all the paperwork should be complete by the end of the year.

Ron Smith moved to authorize the Mayor to sign pay request #6 with Panhandle Area Council for the Sewer Force Main Bridge Project. Rick Alonzo seconded the motion. The motion passed. Ron Smith – yes, Rick Alonzo – yes, Valerie Thompson – yes, Adam Arthur – yes.

Lisa Ailport said the original completion date of November 15, 2018 for the timber sale contract needs to be extend to the end of 2018.

Valerie Thompson moved to approve the extension of Idaho Forest Group's timber sale contract until December 31, 2018. Adam Arthur seconded the motion. The motion passed. Ron Smith – yes, Rick Alonzo – yes, Valerie Thompson – yes, Adam Arthur – yes.

Lisa Ailport said the City entered into a contract with JUB for on call engineering and support services. Lisa requested JUB's help with grant applications, not realizing the tasks were specific to projects. Lisa said Task #2 LRHIP application was mailed yesterday, so she is requesting payment for work already done by JUB. Task #3 has not been started, it is for a rapid rectangular flashing beacon (RRFB) to be placed at Eisenhower Street. ITD has provided a letter of support, which will hopefully make the City successful in receiving the \$30,000 grant for the RRFB. Mayor Sims said the original contract with JUB was approved by Council for \$5,000 specifically for Golden Street. Ron asked about other RRFB crossings. Lisa said there is a priority list for RRFBs in key locations, other crossings will have to be painted crosswalks.

Ron Smith moved to approve Task # 2 assistance with the LRHIP grant in the amount of \$2,500 and Task #3 assistance with the strategic initiatives in the amount of \$1,500 with JUB Engineers. Valerie Thompson seconded the motion. The motion passed. Ron Smith – yes, Rick Alonzo – yes, Valerie Thompson – yes, Adam Arthur – yes.

Lisa Ailport explained the proposal from Glahe and Associates for land surveying, topographic surveying and preparation of a legal description for right-of-way purposes from Wilson Street to Solomon Street. Rick Alonzo moved to approve the contract with Glahe and Associates for surveying from Wilson Street to Solomon Street with an amount not to exceed \$9,950. Adam Arthur seconded the motion. The motion passed. Ron Smith – no, Rick Alonzo – yes, Valerie Thompson – yes, Adam Arthur – yes.

The elevator at the Visitor's Center was discussed. Mayor Sims said the annual cost of the elevator is approximately \$2,000. The cost for the needed repair is \$3,600. It is Mayor Sims' opinion that the elevator is not safe to use at this time. Adam asked if we have to have an elevator, since the Fire Hall does not have one. Rick said that is probably due to when it was built. Ron asked if the upstairs can be used without the elevator. Andrakay said she will have to research it. Andrakay said the upstairs can be used as office space. Mayor Sims said the new use will have to be in agreement with the grant requirements from ITD, which are promotion of the County and economic development. Adam does not want to remove one of the few meeting areas. Valerie asked about replacing the elevator. Settling issues in the foundation cause the problems with the rails. Mayor Sims tabled this item until the next meeting.

Lisa Ailport spoke about needing on-call help for snow plowing. Mayor Sims said usually employees from the Water department are used. Those employees have higher wages, usually at an overtime rate. Rick Alonzo moved to hire an on-call person for snow plowing at the rate of \$15.00 per hour. Adam Arthur seconded the motion. The motion passed. Ron Smith – yes, Rick Alonzo – yes, Valerie Thompson – yes.

Lisa Ailport spoke about the request to replace a shared snow plow. Lisa said the general fund paid for the original plow, but all the departments used the plow. Since the plow wore out the enterprise funds purchased their own plows. The Street department no longer has a necessary plow. The enterprise funds paid for wages, but not for the equipment. Lisa said the costs can be split between the enterprise funds, since the general fund purchased the original plow. North Idaho Iron Works provided a quote for a Western 8.5' V-shaped plow for \$8,314.00. Lisa said this is a necessary capital purchase. Adam wants the costs for the new plow to come completely from the enterprise funds. Rick asked how Andrakay feels. Andrakay is hesitant to say yes, without researching the history. Valerie asked if Andrakay meant she is hesitant to say yes without any money coming out of the general fund. Andrakay said that is correct. Adam asked how many years the plow was used. No one knew the answer. Mayor Sims asked if Andrakay is comfortable with the allocation in the memo. She said she is comfortable with that allocation. Adam is concerned with the \$25,000 of capital purchases approved within the first two months of the fiscal year. Mike said there is general fund money from the auction.

Adam Arthur moved to approve the snow plow purchase with the split recommended in the

memo. (Electric department \$2,000, Water department \$2,000, Sewer department \$2,000 and general fund \$2,314) Rick Alonzo seconded the motion. The motion passed. Ron Smith – yes, Rick Alonzo – yes, Valerie Thompson – yes, Adam Arthur – yes.

Water and Sewer department staffing needs were discussed. Lisa said there are a number of projects for the Water department to complete over the next five years, along with the regular maintenance and operation of the system. Rick asked if this is under the PERSI requirement. Mayor Sims said if they work more than 5 months then we have to pay PERSI. Christine said if it is seasonal work then it can be an 8 month employee. Mayor Sims wants to discuss the need before discussing the dollars. Mayor Sims said the fire rating is important and wants all of the hydrants tested to maintain that fire rating. Mayor Sims also said there are maintenance issues with the sewer lines. Mike said taking on more projects in house is taxing the current department and removes people from the regular maintenance. Valerie asked about a plan for replacing pipes. Mayor Sims said a definite plan is needed with a list of projects and tasks. Lisa wants to advertise for seasonal employees in January and have the employee(s) start in April. Valerie said she wants to see the plan first. Rick said the seasonal employees can be semi-skilled workers. Lisa will work on a plan and present it at a future Council meeting.

Hiring of lifeguards and the lifeguard's pay scale was discussed. Lisa would like Council to consider increasing the lifeguard base wage by \$1.00 per hour. Mayor Sims said the current starting wage for lifeguards is \$8.00 per hour, while the starting wage at Super 1 for a bagger is \$8.30 per hour and the level of responsibility is much different. He believes this is part of the reason it is difficult to find lifeguards. Valerie asked if the fees will be increased to off-set the increase in wages. Ron asked if an increase in wages was budgeted for this fiscal year. Mayor Sims said the wages were increased for this fiscal year. Mayor Sims wants to figure out how to make the pool free again. Ron asked if the amount for wages in the budget will fit with the amount proposed. Lisa said the proposed increase in wages will be approximately \$3,000 – \$3,500. Mayor Sims said the wages were increased with the idea to increase the lifeguard wages. Mayor Sims is hopeful with the new pool being constructed this year, the costs to get the pool ready to open each year will decrease. The budget for wages was increased by \$4,000. The amount spent on wages at the pool this year was \$8,000 under budget.

Rick Alonzo moved to increase the base rate for the lifeguard by \$1.00 per hour, an additional \$.50 per hour for returning lifeguards certification, with the pay scale as presented in Lisa's memo (lifeguard with WSI or LGI \$10.00, lifeguard with WSI and LGI \$10.50, head lifeguard with WSI \$11.20, head lifeguard with WSI and LGI \$11.80) Along with reimbursement of travel expenses and WSI class for the head lifeguard, upon completion and passing of the class. Reimbursement of lifeguard training upon completion of summer pool season. Valerie Thompson seconded the motion. The motion passed. Ron Smith – yes, Rick Alonzo – yes, Valerie Thompson – yes, Adam Arthur – yes.

Mayor Sims wants to table the security glass issue until Chief Zimmerman can be here. Rick said Brian's opinion is important, but the necessity of the project was discussed in February and March. Mayor Sims said at the time Vic was a proponent of the project and now he wants to get Brian Zimmerman's input. Ron said at the time it was discussed it was the consensus of Council to do it, and now that everything is ready to be installed some

are second guessing. Ron has heard the main objection is public perception. Ron does not understand why the public would be against keeping the employees safe. Mayor Sims said no one is second guessing, the request is to reconsider it and looking at it again. Mayor Sims said putting a layer of bullet proof glass between the employees and the public will not help the relationship with the public. Mayor Sims said the only place he has seen this type of security is at a sheriff's office. The idea at any governmental agency or retail store is that the public is welcome and the employees are not afraid of the public. Mayor Sims has met with some of the people that were a concern and did not feel any fear. Mayor Sims said the outside employees are also at risk when they are on private property doing disconnects. Mayor Sims also said Council does not have bullet proof glass on the Council table and the windows in the Council room are not bullet proof. Ron said the request for security glass was brought before Council and approved. Ron said he was in the office when one person was arrested. Mayor Sims said that is why he feels Brian Zimmerman's opinion is important. Valerie wants to hear from Kris Larson and the people that work in the office. The safety of the outside crews should be considered as well. Mayor Sims asked what the fear is. Valerie said the discussion was centered around gun violence. Rick said most police departments are not like what we have here. The public is addressing someone through a bullet proof glass or an intercom system. Rick said the difference between here and the sheriff's office is here there is no protection for the employees. Rick said most of the time there is not a problem, but all it takes is one agitated person that decides to take it out on the staff. Valerie asked if all the parts are here for the project. Christine said they are. Mayor Sims tabled the item until the next meeting.

There being no further business the meeting adjourned at 8:06pm.