

**MINUTES  
CITY COUNCIL MEETING  
Bonners Ferry City Hall  
7232 Main Street  
267-3105  
October 6, 2020  
6:00 pm**

Mayor Dick Staples called the Council meeting of October 6, 2020 to order at 6:01 pm. Present for the meeting were: Council Members Adam Arthur, Valerie Thompson and Ron Smith. Also present were: City Clerk/Treasurer Christine McNair, City Administrator Lisa Ailport, Economic Development Dennis Weed, City Police Chief Brian Zimmerman and City Attorney Andrakay Pluid. Members of the public present were: Jerry Higgs, Marciavee Cossette, Denise Crichton, Carolyn Testa, John Birrell, Steve Tanner, Jim Ball, Mark Quinn, Elana Quinn, Jessica Tingley, Travis Lockwood, Linda Fioravanti, Steve Fioravanti, Ross Novinger, Doug Ladely Str., Craig Kelson, David Clark, Tom Allinger, Joshua Barany, Annette Fulton, Jocelyn Fulton, Craig Kelson, Jan Bayer and Cal Bateman.

**PLEDGE OF ALLEGIANCE**

**GUEST**

Michael Keith with Piper Sandler regarding the Hydroelectric bond term sheet

Michael gave a brief presentation on the offers received regarding the Hydroelectric Bond term sheet. Michael said the reason Banner Bank stood out was due to the ability to take draws during the first 18 months. The City will save approximately \$23,000 by making semi-annual principal payments and an additional \$86,000 savings in interest costs with the draw schedule. Mayor Staples asked how many times draws are allowed. Michael said draws may be taken at the City's discretion during the first 18 months.

**PUBLIC COMMENTS**

Mark Quinn spoke regarding the vision statement.

Steve Fivorvanti, Travis Lockwood, Linda Fivorvanti, David Clark, Steve Tanner spoke against the vision statement.

Carolyn Testa, Ross Novinger, Joshua Barany, Annette Fulton, Josyln Fulton, Jim Ball spoke regarding the proposed change to the billing policy.

Craig Kelson informed the Council which groups are being recognized this month. He also thanked the Council for their service. Jan Bayer spoke regarding the school's M & O Levy

**REPORTS**

City Administrator Lisa Ailport said the Street position has been advertised and the RFPs are in progress.

Economic Development Coordinator Dennis Weed said the Census is not being completed as it has been in the past and encouraged everyone to respond. A national marketing event will take place at the end of the month to encourage tourists next year.

**CONSENT AGENDA – {action item}**

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the September 15, 2020 Council meeting minutes

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

**OLD BUSINESS**

4. **City** – Consider approval of the volunteer manual (attachment) {action item}

Lisa gave a brief presentation of the volunteer manual. There are three definition for volunteers. Ron asked if the volunteers are fingerprinted. Andrakay said that is part of the background check. Ron ask who pays for that. Andrakay said the volunteer pays for the background check. Ron asked who will administer this. Lisa said she will be the main person, but it will be split between the City Administrator, City Attorney and City Clerk. Valerie recommended on the release of liability adding "approved user of the equipment". Ron Smith moved to accept the volunteer manual with the recommended changes. Valerie Thompson seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Ron Smith – yes

**NEW BUSINESS**

5. **Street** – Consider the pay rate for the Street Superintendent (attachment) {action item}

Lisa is recommending a 10% increase for the new Street Superintendent. Ron asked how this rate compares to the exiting rate. Lisa said it is approximately \$4.00 less. Adam asked if we have a rate for the Superintendent. Lisa said the City has never adopted a pay scale. Adam Arthur moved to increase the rate of pay by 10% for the new Street Superintendent's hourly rate

from \$21.75 to \$23.93. Valerie Thompson seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Ron Smith – yes

**#6 - #9** tabled until the next meeting due to a notification error

6. **Planning and Zoning** – Have the first reading of the Planned Unit Development Ordinance #597 by Title Only (attachment) {action item}
7. **Planning and Zoning** – Suspend the reading rules and adopt the Planned Unit Development Ordinance #597 {action item}
8. **Planning and Zoning** – Have the first reading of the Parking Ordinance #598 by Title Only (attachment) {action item}
9. **Planning and Zoning** – Suspend the reading rules and adopt the Parking Ordinance #598 {action item}

10. **City** – Consider authorizing the Mayor to sign the contract with Brian Errett for the Information Technology Manager (attachment) {action item}

Lisa said this contract is due to an increase in pay. Valerie Thompson moved to authorize the Mayor to sign the contract with Brian Errett for the Information Technology Manager effective October 4, 2020. Ron Smith seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Ron Smith – yes

11. **Police** – Consider authorizing the Mayor to sign the contract with Judy Jeske for the Administrative Assistant (attachment) {action item}

Lisa said this contract is necessary to allow Judy to have the medical insurance. Valerie re-emphasized the importance of adhering to the current budget regarding overtime. Brian said it will be watched as close as possible. Adam Arthur moved to authorize the Mayor to sign the contract with Judy Jeske for the Administrative Assistant. Valerie Thompson seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Ron Smith – yes

12. **Fire** – Consider authorizing the Mayor to sign the contract with the Kootenai Tribe of Idaho for fire protection services (attachment) {action item}

Christine said this is the same contract as the last two or three years. Ron asked if the rate is the same. Christine said it is. Valerie Thompson moved to authorize the Mayor to sign the contract with the Kootenai Tribe of Idaho for fire protection services for fiscal year 2021. Ron Smith seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Ron Smith – yes

13. **Street** – Consider authorizing the Mayor to sign a Local Rural Highway Investment Program application for Garden Lane to Garden Court (attachment) {action item}

Lisa said this grant is to extend Garden Lane to Fry Street. Adam asked if the sidewalk will connect with the Alderson Lane sidewalk. Lisa said the sidewalk will just go to Alderson Lane. Adam said it makes sense to have the sidewalk on the other side of the street. Lisa said she will talk to the engineer. Brian said the street will be more aligned as well. Valerie Thompson moved to authorize the Mayor to sign a Local Rural Highway Investment Program application for Garden Lane to Garden Court in the amount of \$100,000. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Ron Smith – yes

14. **Street** – Consider the flower basket proposal for fiscal year 2021 {action item}

Christine said this is the same greenhouse that has grown the flower baskets for the last two years. Sugarplum was the middle man prior to this year and said they want to be removed from the equation. Adam Arthur moved to approve the flower basket proposal for fiscal year 2021 in the amount of \$4,34.28. Ron Smith seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Ron Smith – yes

15. **City** – Consider a Personnel Policy change regarding job descriptions (attachment) {action item}

Lisa said it is unclear if Council wants all job descriptions to come before Council or just the appointed positions and new positions. Valerie said she wants to know of the changes made to a job description. Ron and Adam agreed. Adam said they need to know the job description so they can decide on the pay rate. Valerie wants to see new positions and supervisory positions. Ron said to continue with the way it is until a change needs to happen. Valerie requested to table this item for further discussion

16. **Water/Sewer** – Consider authorization to advertise for a Water/Sewer Operator (attachment) {action item}

Lisa said the job description is currently being modified. Ron asked if the budget is there. Lisa said if this position is not advertised the facility will be under staffed. Adam is concerned that no one with certifications will apply for the pay range of \$18.00-\$20.00. Lisa said the current Operator 1 is in the low \$20.00 range. Valerie Thompson moved to approve advertisement for another full time Water/Sewer Operator starting at \$18.00-\$20.00 depending on experience. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Ron Smith – yes

17. **Water** – Consider authorizing the Mayor to sign the contract with Avista for Natural Gas service at Lift Station #2 (attachment) {action item}

Andrakay said this contract is to purchase natural gas services from Avista. Valerie asked if items #17 and #18 can be combined in one motion. Andrakay said as long as the motion is clear. Valerie Thompson moved to authorize the Mayor to sign the contract with Avista for natural gas service at Lift Station #2 and 6212 Dakota Street. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Ron Smith – yes

18. **Sewer** – Consider authorizing the Mayor to sign the contract with Avista for Natural Gas service at 6212 Dakota Street (attachment) {action item}

19. **City** – Discuss the 2020 Christmas party (attachment) {action item}

Lisa said staff is wondering if we should have a Christmas party this year due to the pandemic. Ron is concerned about having a large group get-together. Valerie agrees, but wants to make sure we acknowledge and recognize the employees. Adam also wants to hear alternatives. This item was tabled to a future meeting.

### **ADJOURNMENT**

The meeting adjourned at 7:56 pm