

**MINUTES
CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
September 15, 2020
6:00 pm**

Mayor Dick Staples called the Council meeting of September 15, 2020 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 Clerk/Treasurer Christine McNair, City Administrator Lisa Ailport, City Engineer Mike Klaus, City Fire Chief Dave Winey, City Police Chief Brian Zimmerman and City Attorney Andrakay Pluid. Members of the public present were: Jerry Higgs, Marciavee Cossette, John Youngwirth, Denise Crichton, Carolyn Testa, John Birrell, Steve Tanner, Kevin Lederhos, Andrew Denham, Valerie Surprenant, Stephanie Franke, Jim Ball and Mark Gustafson.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Kevin Lederhos, Valerie Surprenant, Jeff Avery, Jim Ball spoke in opposition to the Avista Edge contract. Jerry Higgs spoke regarding the people in opposition to the vision statement. Marciavee Cossette thanked Andrakay and Dennis for their presentation at the Rotary meeting today. Stephanie Franke spoke in favor of the Vigilante Studios and in opposition to the Avista Edge contract. Steve Tanner spoke in opposition of the vision statement.

REPORTS

Police Chief Brian Zimmerman said the police department will be transitioning from 45 caliber hand guns to 9mm hand guns. Reasons for the change are: cheaper ammunition, lighter to carry and the ability to share ammunition with the County if the need arises.

City Administrator Lisa Ailport said the interviews were completed for Street Superintendent and Scooter Drake was chosen as the next Street Superintendent.

Economic Development Coordinator Dennis Weed said a national YouTube producer will be here next week to market our area.

Urban Renewal District Dennis Weed said they approved the FY2021 budget and discussed the sewer line issue at Grocery Outlet. They are also considering the request from the library regarding ADA compliance.

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the September 1, 2020 Council meeting minutes
4. Treasurer's Report

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

OLD BUSINESS

NEW BUSINESS

5. **City** – Consider a letter of support for the Forest Legacy Proposal for 2020 {action item}

Kenon McClintock said this project is a continuation of last year's project. This year has been a year of large loss of timber due to all the new people moving. The continued loss of forest lands hurts our mills. Which is why conservation easements are so important. 500 million board feet of timber is cut per year in the two northern counties. 69% of the timber comes from private lands, 17% from State lands and 14% from Federal lands. Rick Alonzo moved to provide a letter of support for the Forest Legacy Proposal for 2020. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

6. **Electric** – Have the first reading of the Moyie Hydro Bond Parameters Ordinance #596 by Title Only (attachment) {action item}

Adam Arthur moved to have the first reading of the Moyie Hydro Bond Parameters Ordinance #596 by title only. Valerie Thompson seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes. Andrakay read the ordinance.

7. **Electric** – Suspend the reading rules and adopt the Moyie Hydro Bond Parameters Ordinance #596 {action item}

Valerie Thompson moved to suspend the reading rules and adopt the Moyie Hydro Bond Parameters Ordinance #596. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

8. **Electric** – Consider authorizing the Mayor to sign the contract with Avista for a three-year internet pilot program (attachment) {action item}

Lisa gave a presentation on the pilot program with Avista Edge. Rick asked Andrakay if all of the concerns had been fixed and if she is alright with the contract. Andrakay said the concerns with the insurance have been worked out. Valerie Thompson asked if any of Kevin Lederhos' concerns were items that need to be looked at. Andrakay said some of his concerns were addressed and modified. Adam asked about section 5.01 and section 6 is that in relation to the tax lease. Andrakay said there might be a conflict between those two provisions and it would be good to have clarification to the language. Mark said it is regarding two different things, but clarification wording can be added. Ron said he will vote no since what previous Mayor Sims said would happen did not. Adam asked about section 5.02 Andrakay has no concerns with that section. Adam Arthur moved to authorize the Mayor to sign the contract with Avista for a three-year internet pilot program with clarification language that was discussed. Valerie Thompson seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – no

9. **City** – Consider authorizing the Mayor to sign a contract with Vigilante Studios to create a brand for the City (attachment) {action item}

Lisa said she wants to create unity among all departments as well as the wayfinding signs. Mayor Staples asked if there is a timeframe. Lisa said she is hoping to have this done by Christmas. Valerie Thompson moved to authorize the Mayor to sign the contract with Vigilante Studios to develop a brand for the City in an amount not to exceed without prior approval \$1,705.00.. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

10. **City** – Consider authorizing staff to prepare and advertise a Request For Proposals to purchase Enterprise Resource Planning software (attachment) {action item}

Lisa said the City is required to use the request for proposal process to purchase new software. Mayor Staples asked if this is for price only. Lisa said it will be price and qualifications. Rick Alonzo moved to authorize staff to prepare and advertise a Request for Proposals to purchase Enterprise Resource Planning Software. Ron Smith seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

11. **City** – Consider authorizing the Mayor to sign the contract with Second Chance Animal Adoption for fiscal year 2021 (attachment) {action item}

Christine said this is the same contract that we have had for several years, with the removal of the selling of dog tags, since that is something Second Chance does not do. Valerie Thompson moved to authorize the Mayor to sign the contract with Second Chance Animal Adoption for fiscal year 2021. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

12. **City** – Consider approval of the revised billing policy (attachment) {action item}

Christine said the policy was revised to make it easier to read and understand. One addition regarding payment arrangements is to require the customer pay 25% of the past due amount before a payment arrangement will be accepted. Rick wants to add "plus the past due bill" on section B (4) regarding NSF's. Rick asked Andrakay if she is okay with this policy. Andrakay said she is. Adam Arthur moved to approve the revised billing policy with Rick's changes. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

13. **Water** – Consider awarding the bid for the Dakota Street Water Main Project (attachment) {action item}

Mike said three bids were received on August 28, 2020. The City is still in negotiations with Burlington Northern Santa Fe (BNSF), Mike is hopeful that negotiations will be brought to a close soon and have the project start soon. Mayor Staples asked the difference in the estimated cost and the bids received. Mike said the increase is due to the cost and availability of materials. Valerie Thompson moved to award the Dakota Street Water Main Project to KG & T Inc in the amount of \$154,334.84 contingent upon completion of the BNSF agreement for the crossing. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

14. **Street** – Consider authorizing the advertisement for a Street department employee {action item}

Lisa said since the current superintendent is retiring, we need to fill this position. Rick Alonzo moved to authorize the advertisement for a Street Department employee. Ron Smith seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

15. **City** – Consider the creation of a volunteer manual {action item}

Lisa said there are three levels of volunteer: 1. smaller events 2. larger or continuous projects 3. volunteers that handle money. Rick feels it is a good idea so everyone knows what to expect. Ron asked if the volunteers will be covered by insurance. Andrakay said yes. Adam asked about the volunteer firefighters. Andrakay said that is a different item. Valerie Thompson said it is important to have volunteers. Mayor Staples said he wants a simple form. Lisa said the form will be based on the level of involvement.

Mayor Staples took a 5-minute break.

16. Executive Session pursuant to Idaho Code 74-206, Subsection 1 (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent, or public school student.

Rick moved to enter into Executive Session pursuant to Idaho Code 74-206, Subsection 1 (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent, or public school student. Valerie Thompson seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

Entered into Executive Session at 7:32 pm.

Executive Session ended with no action taken at 7:54 pm.

ADJOURNMENT

The meeting adjourned at 7:54 pm