

**MINUTES
CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
November 17, 2020
6:00 pm**

Mayor Dick Staples called the Council meeting of November 17, 2020 to order at 6:00 pm. Present for the meeting were: Council Members Rick Alonzo, Adam Arthur, Valerie Thompson and Ron Smith. Also present were: City Clerk/Treasurer Christine McNair, City Administrator Lisa Ailport, City Attorney Andrakay Pluid, City Engineer Mike Klaus and Economic Development Coordinator Dennis Weed. Members of the public present were: Marciavee Cossette, Jerry Higgs, David Clark, Denise Crichton, Fay Almond and Eric Lederhos.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Carolyn Testa said the Turkey Trot will be Thursday, November 26, 2020. This event helps the local food bank.

REPORTS

City Engineer Mike Klaus said the well house is still waiting on the permit for the waterline crossing with Burlington Northern Santa Fe Railroad (BNSF). BNSF added an additional step in the permitting process. This step was not advertised that it would be required and the cost is unknown. BNSF requires a third-party contractor to be a construction observer. Mike said there will not be an equipment in the right-of-way to complete this project. Mike is not sure if the project will be completed this year, due to this delay. The third-party company has three business days to provide an invoice to the City and work can start within 15 days of the company receiving the payment. The total length of the project will be approximately 2 hours, to have all of the pipe pulled through. Mike feels that the City was more than diplomatic when BNSF has a diesel spill next to our river intake and does not feel BNSF is being very diplomatic during this process. Mayor Staples asked if we will have additional fees from our contractor. Mike said that is a possibility, due to additional mobilization fees. Mike said he is looking at projects for next year in the Sewer Department. Mike is also working on a updating the cash reserve policy.

Economic Development Coordinator Dennis Weed said the Urban Renewal Agency will make a payment to the developer of the Grocery Outlet property, since the problem with the sewer line has been corrected.

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the October 27, 2020 Special Council meeting minutes, November 3, 2020 Council meeting minutes
4. Treasurer's Report

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

OLD BUSINESS

NEW BUSINESS

5. **City** – Review the draft brand designs – Daniel Seward will join via Zoom (attachment)

Lisa said three different options have been provided for discussion. Dan Seward said this is just the first step in the process and he is open to any ideas. Lisa said she likes the flag being a contrasting color. Valerie wants to see the elk coming from the other direction and making sure the elk is looking towards the City. Lisa likes the font style for number three. Ron said he likes number three. Daniel is not sure of the color scheme. Rick said he likes the circular design not the rectangular design and he wants the ferry, from the current logo, on the shore on the North side of the river, since that is the reason for our City's name. Lisa said we will get a rectangular design and a circular design. Daniel said he will add the ferry. Daniel cautioned adding too much detail, since it becomes blurry when it's small.

6. **City** – Consider authorizing the Mayor to sign the Public Right-of-Way Dedication Deed from the Boundary County School District (attachment) {action item}

Lisa said the first legal description contained an error and this is a corrected deed. Ron asked if that is the area between the gates and will there be a lane in each direction. Lisa said yes. Valerie Thompson moved to accept the 15-foot dedication and authorize the Mayor to sign the public right-of-way dedication deed for the purpose of extending Garden Lane to Fry Street. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

7. **City** – Consider the draft fee table

Lisa said these are the amendments asked of staff. Lisa is asking for any recommendation to the draft fee table. Valerie asked about the electric vehicle charging station. Lisa said since this is new to the City, we will track it and make recommendations as needed. Rick said we should use the recommendations from Charge Point. Lisa said the Fire Department fees are currently in the fee table and she wants to know if the fees should remain. Adam feels the fees should stay in the fee table and remain the same.

8. **City** – Consider authorizing the purchase of secondary network attached storage (attachment) {action item}

Lisa said the IT manager has been working on our storage needs for the network and this will provide redundancy for the network. Adam asked if a full IT plan has been completed. Lisa said the plan is still being worked on. Rick Alonzo moved to authorize the purchase of secondary network attached storage not to exceed \$5,000. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

9. **City** – Consider authorizing the Mayor to sign the contract with Tyler Technologies for new software (attachment) {action item}

Christine said four responses were received during the RFP process. Two companies presented demonstrations and the committee decided on Tyler Technologies. Brian Errett's input regarding how the companies will mesh with our system was a big influence. Several modules were removed, but can be purchased in the future, if necessary. This software will provide more online availability for customers and employees. Valerie asked if their customer service is what we need. Christine said yes. Mayor Staples asked about CARES funds and if we will still be able to pay for this over two fiscal years. Christine said that is possible. Rick said this is something we have to have. Ron Smith moved to authorize the Mayor to sign the contract with Tyler Technologies for new software in the amount of \$106,250 for initial start-up and an annual rate of \$36,851. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

10. **Police** – Consider advertising for a patrol officer {action item}

Rick Alonzo moved to allow the Police Department to advertise for a patrol officer for a potential vacancy. Ron Smith seconded the motion. Adam wants to take this to executive session to discuss personnel issues. Valerie asked if there needs to be a vote due to the motion. Rick said there can still be a vote. The motion passed. Adam Arthur – no, Valerie Thompson – no, Rick Alonzo – yes, Ron Smith – yes, Mayor Staples - yes

11. **Water/Sewer** – Consider adjusting the pay range for the Water/Sewer position (attachment) {action item}

Lisa said this position has been advertised for three weeks and two applications were received. Lisa wants to re-advertise this position as possibly an entry level position. Lisa spoke with the City of Sandpoint. Rick said we need to be competitive. Valerie said the cost of living in Sandpoint is higher. Lisa said Sandpoint only requires the employee work for one department, not both the Water and Sewer like we do. Adam asked if we need to consider having two separate department. Lisa said it may be a future consideration. Mike said the range allows for flexibility. Lisa said this is just a hiring range. Mayor Staples asked if Lisa wants to advertise this as an entry level position. Lisa said it can be opened to all levels. Valerie Thompson moved to adjust the pay range for the Water and Sewer position according to the table as shown. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

12. **City** – Consider authorizing the Mayor to sign the contract with Inland Forest Management for the forest management plan update (attachment) {action item}

Mike said IFM provided a forest management plan in the past. Since we have several areas of land that has been logged, it is a good idea to have an update. Rick Alonzo moved to authorize the Mayor to sign the contract with Inland Forest Management for the forest management plan update. Valerie Thompson seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

ADJOURNMENT

The meeting adjourned at 7:17 pm.