

**MINUTES  
CITY COUNCIL MEETING  
Bonners Ferry City Hall  
7232 Main Street  
267-3105  
December 1, 2020  
6:00 pm**

Mayor Dick Staples called the Council meeting of December 1, 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, Carolyn Testa and John Birrell.

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS**

Jerry Higgs said a full-size wolf was behind his shop yesterday morning.

Carolyn Testa said there was a record number of runners (259) at the Turkey Trot and a flatbed truck was full of donated food for the food bank.

**REPORTS**

City Administrator Lisa Ailport said the reimbursement request was sent to Idaho DEQ for the electric vehicle charging station.

City Engineer Mike Klaus said the well house is close to being completed. The fiber needs to be connected to the scada system, fencing is in progress and the hydraulic connection is almost done. Last Tuesday, BNSF approved pulling the pipe through the current pipe under the tracks. The Water Department started on the Northside booster station. The underdrain project for filter #1 is scheduled for February. The spillway project is advertising next week in the Bonners Ferry Herald and the Spokesman Review. Mike will be working on the FERC reports this month. Mayor Staples asked when the bid opening will be. Mike said January 13, 2021. Ron asked if the water from the new well house goes to the treatment plan. Mike said it does. Adam asked if the spillway project will all be bid as one project. Mike said it will be.

Economic Development Coordinator Dennis Weed said CBS news New York was in town last week. The main focus was how businesses are doing with the border being closed.

Urban Renewal District Dennis Weed said they are \$10,000 ahead of where they thought they would be.

**CONSENT AGENDA – {action item}**

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the November 17, 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, Rick Alonzo – yes, Ron Smith – yes

**OLD BUSINESS**

**NEW BUSINESS**

4. **City** – Consider the revised Drug and Alcohol Testing Policy (attachment) {action item}

Andrakay said there was some confusion regarding when an employee needs to have a drug test. The policy had not been revised since its inception, so some things were removed and some added to make the policy clearer. Adam Arthur moved to approve the revised Drug and Alcohol Testing Policy. Valerie Thompson seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

5. **City** – Consider the revised Personnel Policy regarding On-Call/Standby duty (attachment) {action item}

Lisa said this is to create an equal policy for all employees. The main change was weekend duty. Ron asked if all the departments are the same now. Lisa said yes. Valerie asked which department will see an increase in the budget. Lisa

said the Water and Sewer Department. Mayor Staples asked if the two hours is overtime or straight time. Lisa said it is overtime. Ron Smith moved to adopt the Personnel Policy as amended on On-Call and Standby duty. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith - yes

6. **City** – Consider the revised Reserve Levels Policy (attachment) {action item}

Mike said this policy has been in effect for several years. The intention is to set a methodology, since every year the amount will change. Mike reviewed the spreadsheet for the proposed methodology. Valerie thanked Mike for his efforts. Valerie asked if there should be a deadline for the completion of this information. Valerie asked if it can be approved if the changes haven't been made. Valerie Thompson moved to rescind the current Contingency Policy and adopt the Reserve Levels Policy with the addition of the calculations being completed prior to the budget workshop every year. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

7. **City** – Consider authorizing the Mayor to sign the Memorandum of Understanding with the Boundary County Sheriff regarding cleaning of the Moyie Dam trash racks (attachment) {action item}

Andrakay said the City has been using the Search and Rescue Divers to clean and inspect the trash racks. If a professional company was hired to do this the cost would be significantly more. Valerie asked if there is certain time period when this needs to be done. Andrakay said that is at the direction of the City Engineer. Rick Alonzo moved to authorize the Mayor to sign the Memorandum of Understanding with the Boundary County Sheriff regarding cleaning of the trash racks. Ron Smith seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

8. **City** – Consider authorizing the Mayor to sign the 2021 beverage licenses pending receipt of payment and proper documentation (attachment) {action item}

Christine said we have received most of the applications and payments for next year's licenses, she is asking for approval of all of the licenses on the list that way when we receive payment and proper documentation the licenses can be issues without waiting for a Council meeting. Valerie Thompson moved to authorize the Mayor to sign the 2021 beverage licenses pending receipt of payment and proper documentation. Rick Alonzo seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

9. **City** – Discuss the cleaning position for the Visitors Center and City Hall (attachment) {action item}

Christine said the previous contract ended and we are interested in finding another person to clean. This position is required to clean the Visitors Center restrooms twice a day, every day and City Hall is twice a week. Mayor Staples said the previous contract had different amounts paid based on the month and he wants it to be the same every month. Adam asked if the Fire Hall was included in the previous contract. Christine said it was on a as requested basis. Valerie asked if there will be an increase in the dollar amount of the contract. Christine said that is up to Council. The previous contract was \$24,000 per year. The Street Department is currently cleaning the Visitors Center restrooms and everyone at City Hall is pitching in where necessary. Rick Alonzo moved to advertise for the cleaning position for the Visitors Center and City Hall at the rate of \$2,000 per month with cleaning done prior to 8:30 am and between 5:00 – 6:00 pm. Adam Arthur seconded the motion. The motion passed. Adam Arthur – yes, Valerie Thompson – yes, Rick Alonzo – yes, Ron Smith – yes

10. **Executive Session** – Executive session pursuant to Idaho Code 74-206, subsection 1 (a) to consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general

This was the wrong subsection a special meeting with the correct subsection was scheduled.

**ADJOURNMENT**

The meeting adjourned at 6:59 pm.

**INFORMATION**

11. Draft agreement with the Federal Highway Administration to move Electric infrastructure on Riverside Road (attachment)