

**MINUTES
CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
January 3, 2023
6:00 pm**

Mayor Dick Staples called the Council meeting of January 3, 2023, to order at 6:00 pm. Present for the meeting were: Council Members Brion Poston, Valerie Thompson and Rick Alonzo. Also present were: City Attorney Andrakay Pluid, City Engineer Mike Klaus and City Administrator Lisa Ailport. Members of the public present included: Marciavee Cossette, David Clark, Kathleen Walk, David Sims, Fay Almond and Angela and Kreg Boudro. Dave Gray participated via Zoom.

The mayor opened the meeting at 6:00 pm with the pledge of allegiance.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Marciavee Cossette commented about her appreciation for the work that the council does for the city.

Dave Gray commented on his appreciation for the council keeping the pool open for the 2023 season.

REPORTS

David Sims, gave an update regarding the border crossing and how a congressional delegation sent a letter to the Border Patrol Acting Director who indicated at this time they are not going to change the hours of operation [for the Port Hill crossing]. David indicated the delegate was not going to give up on this and neither was he.

David also discussed broadband grants being submitted by local business with a January 22 due date, he noted it was a pretty quick turn-around. He knows of one local provider putting in the grant and the fund is around 35 million in size. He was surprised by such the quick turn-around time but is hopeful that another round of funding will come out in the spring of this year and could be as high as 600-million funds made available.

David is also working with Parks and Rec on a block grants for tennis court replacement. He is meeting with them next week to go over that with them. He finished with the value-added producer grants, which he is looking for local small or medium agricultural growers to apply for. He is aware that in the past three local producers have benefited from this grant and with the opportunity ahead, he'd like to connect producers with the funding opportunity. Producers could be eligible to receive up to 250,000.00 for marketing and associated costs. USDA will be coming up in early February to meet with interested producers.

Rick Alonzo asked what the definition of a "small-farmer" was and David responded "they" use USDA's definition of a small or medium farm that is up to a million dollars in gross proceeds and who adds value to a crop (a crop which is processed into another form) or a crop which is sold locally but not processed.

No other reports were provided.

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of the December 20, 2022, and December 23, 2023, Council meeting minutes

Brion Poston moved to approve the consent agenda. The motion was seconded.

Result:	Approve
Moved by:	Brion Poston
Seconded by	Val Thompson
Voted Yes	Brion Poston, Val Thompson, Rick Alonzo,
Voted No	
Absent	Ron Smith

NEW BUSINESS

4. **Sewer**– Consider signing Amendment agreement with Strong Capital to relocate Lift Station #5 (attachment) {action item}

Mike presented to the council the contract with Strong Capital for lift station #5. According to Mike, there is one area of the contract that he is working on trying to get clarified on the number of days it would take to move the unit if Strong Capital required it. According to the contract we have 30-days to move if given noticed to do so, but we most likely would require at least 18 months.

Dick Staples commented that Mike's memo noted that the city should consider time and effort to pursue the option to purchase the property. Mike mentioned he was pursuing that option, but that it not likely that it would be effective.

Val Thompson asked Andrakay if it would be beneficial to have the attorney write a letter to Strong Capital about the time frame noted in the contract to move the structure. She indicated that its likely that they will have to go around Strong Capital straight to BNSF requesting the modification to the contract terms.

Andrakay made a comment that, while Strong Capital noted they have not required moving of other facilities and they don't anticipate in as part of this contract, she wanted the contract to reflect the additional time that Mike had suggested.

Rick made a motion to authorize the mayor to sign the agreement with Strong Capital to relocated lift station #5. The motion was seconded.

Result:	Approve
Moved by:	Rick Alonzo
Seconded by	Brion Poston
Voted Yes	Brion Poston, Val Thompson, Rick Alonzo
Voted No	
Absent	Ron Smith

5. **Streets**- Consider Resolution to adopt updated transportation plan, prepared by Century West Engineering. (attachment) {action item}.

Lisa Ailport noted that a memo was provided to the council and asked for any questions. The plan which was prepared by Century West Engineering. The plan was reviewed by staff and staff agrees with the plan. Additionally, the city has already relied on the plan for the application to the Local Highway Technical Assistance Council's (LHTAC), Local Rural Highway Improvement Plan (LRHIP) for up to \$100,000.00 to cover our material costs association with road maintenance for this fiscal year and next. Adoption by resolution as attached is required to append the existing plan with the modified plan.

Val asked about a resolution number that they can use when they make a motion. Lisa responded, after clarifying with the city attorney, that they can make a motion which can stipulate that council use the next consecutive resolution number as provided by the clerk's office.

Rick made a motion to adopt the resolution with the next consecutive number in the resolution process, the updated transportation plan prepared by Century West Engineering.

Result:	Approve
Moved by:	Rick Alonzo
Seconded by	Val Thompson
Voted Yes	Brion Poston, Val Thompson, Rick Alonzo
Voted No	
Absent	Ron Smith

6. **City-** Consider contract with SCREE, LLC (Landon Otis) for website management and website design upgrades. (attachment) {action item}.

Lisa presented to council the city has been working with a local vendor to assist with the city website updates and design. Over the course of the last 2 years, staff has been struggling with getting attention to the site when requested, which led to the city seeking proposal from other companies which could meet the needs that the city has. After the Clerk and Lisa met with Landon Otis, owner of SCREE, LLC, they felt comfortable that his skill set would match the city's needs at this time. Lisa noted some of the projects around updating the website that need immediate attention, in particular updating the website to accommodate the online pool registrations, updating P/Z notices and minutes and reformatting/redesigning the page to make it more user friendly.

After discussions with Mr. Otis, the monthly amount of time at the cost of \$55.00/hour was both reasonable and accountable to both the city and Mr. Otis to have that time allocated for city business.

Val asked if we would be interrupting an existing contract with Small Town Designs. Lisa commented that we would not be, because staff could not get a response from Small Town Designs after sending scopes and draft contracts for consideration.

Val made a motion to authorize the mayor to sign the contract with SCREE, LLC for the as-directed, as needed website management services at the cost of \$5280.00 per year. Motion was seconded.

Result:	Approve
Moved by:	Val Thompson
Seconded by	Rick Alonzo
Voted Yes	Brion Poston, Val Thompson, Rick Alonzo
Voted No	
Absent	Ron Smith

7. **Executive Session** - Executive Session pursuant to Idaho Code 74-206, subsection 1 (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement,

And 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. {action item}

Rick moved to enter executive session at 6:21 pm, citing Idaho Code 74-206 subsection 1 (f) and 1(b).

Result:	Approve
Moved by:	Rick Alonzo
Seconded by	Val Thompson
Voted Yes	Brion Poston, Val Thompson, Rick Alonzo
Voted No	
Absent	Ron Smith

Council exited executive session at 8:20 pm., and the mayor adjourned the meeting after noting that no decision were made while in executive session.

The meeting was adjourned at 8:20 pm.

I presided over this meeting and can confirm that the above minutes reflect the actual events as summarized and approved by the Council at the January 17, 2023, meeting.

Mayor

Attest: Clerk and/or Deputy Clerk