

**MINUTES
SPECIAL CITY COUNCIL MEETING
Bonners Ferry City Hall
7232 Main Street
267-3105
December 23, 2022
11:00 am**

Mayor Dick Staples called the Council meeting of December 23, 2022, to order at 11:02 pm. Present for the meeting were: Council Members Brion Poston, Rick Alonzo and Ron Smith. Councilwoman, Valerie Thompson was present on Zoom. Also present were: City Attorney Andrakay Pluid, City Administrator Lisa Ailport, Clerk/Treasurer Christine McNair.

The Mayor requested the council to hold the executive session first, before addressing the other items on the agenda.

1. Councilman, Rick Alonzo made the motion to enter into 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 {action item}

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

Council entered executive session at 11:00 and existed at 12:02. Once out, the mayor noted no decision were made.

2. **City** – Consider authorizing the Mayor to sign the Memorandum of Understanding with Boundary County for funds to operate the City Pool for Fiscal Year 2023 (attachment) {action item}

City Administrator, Lisa Ailport asked if there were any questions relating to the MOU that was submitted to council in the council packet. The Mayor requested that a thank you card be sent to the Board for their generosity.

Councilman Rick Alonzo made a motion to authorize the mayor to sign the memorandum of understanding with boundary county for funds to operate the city pool for fiscal year 2023.

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

3. **City**- Discuss and consider engaging a consultant to perform audit preparation for Fiscal Year 2021 and Fiscal Year 2022 audits.

Mayor, Dick Staples discussed that he spoke with Leonard Schulte about assisting the city with our audit preparation needs. Leonard mentioned that after the new year, that he should have about three weeks to assist the city in preparations of the city records for audit purposes. The fee for his service would be \$140.00/hour.

Councilwoman, Val Thompson, made a motion to retain Leonard Schulte to assist the city in with our accounting at the rate of \$140.00 per hour for the upcoming audit.

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

4. **City –** Consider the proposal and authorize the Mayor to sign the engagement letters for Fiscal Year 2021 and Fiscal Year 2022 audits with Condie, Stoker & Brown (attachment) {action item}.

Clerk/Treasurer, Christine McNair commented that there was another auditor that was supposed to get back to the her regarding their interest in completing the audit. She couldn't recall their name, but remembered they were from Spokane and did the city of Moyie's audit.

Councilman Alonzo, asked how long it would take for them to get a proposal. Christine responded that they thought they would have the proposal to us by next week sometime.

Councilman Poston asked how long they had done Moyie's audits and what the similarities of their bookkeeping and the city's bookkeeping. Christine thought they had been the city of Moyie's auditors for the past 1-2 years and wasn't sure about their bookkeeping practices. Christine mentioned that this firm also did other cities, such as the City of St. Maries.

City Counsel, Andrakay Pluid reminded council that there was an impending deadline of January 13 wherein the city had to have a letter to the state tax commission regarding our compliance with the state over the 2021 audit. She continued that the 2022 audit wasn't as much of a concern as the 2021 was.

The Mayor asked if there would be enough a time between the January 3rd council meeting and when the due date of the letter was. Councilwoman Thompson felt that if there was already discussion with the existing auditor, that we would stay with them for the next two fiscal years. Councilman Poston and Alonzo agreed with this as well.

Rick Alonzo made a motion that the city sign the engagement letter for fiscal year 2021 and 2022 audits with Condie, Stoker and Brown.

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

The Mayor adjourned the meeting at 12:10 pm.