

**MINUTES OF THE
CITY COUNCIL MEETING
Bonners Ferry City Hall
March 7, 2023
6:00 pm**

Mayor Dick Staples called the Council meeting of March 7, 2023, to order at 6:00 pm, noting that the posted agenda stated the meeting started at 5:00 pm in error and will be started at 6:00 pm.

Present for the meeting were: Council Members Brion Poston, Valerie Thompson, Ron Smith and Rick Alonzo.

Also present were City Administrator Lisa Ailport, Police Chief Brian Zimmerman and City Engineer, Mike Klaus. City Attorney Andrakay Pluid attended via Zoom.

Members of the public present included: Gerry Higgs, Angela and Kreg Boudro, David Sims, David Clark, Tim English, Dawson Brod, Eddy Invernon, Emily Bonsant, Laila Kral.

PLEDGE OF ALLEGIANCE

The Mayor began the meeting with the pledge of allegiance.

PUBLIC COMMENTS

The Mayor asked if there was any wishing to speak. No one mentioned they wished to speak so he moved on to guest speakers.

GUESTS

Laila Kral- Local Highway Technical Assistance Council to present Road Scholar Award to Eddy Invernon.

Laila introduced herself as the administrator of LHTAC and summarized the T2 center along with the road scholar program and the road master program noting the hours it takes to complete the program and having to pass the test with a minimum of 80%. She then gave Eddy Invernon his recognition for completing the road master program, including a certificate and a jacket.

Kreg and Angela Boudro – to speak upon the sewer rates.

Angie Boudro presented her discussion through a PowerPoint presentation. She discussed some of the challenges regarding how the sewer study ordinance is written versus how it is being administered. Specifically, that it was their opinion that based on the ordinance the apartments should be considered residential, but instead were treated as commercial. Next, she spoke about the timing of the sewer study. Angie commented that the October- February date could cause some accounts to be caught still irrigating and thus leading to higher estimations of water that isn't being treated. She asked that the council take up the matter with some amendments to the ordinance so that it was clear what was expected of customers and city staff when billing customers.

REPORTS

City Administrator Lisa Ailport, gave an update to council on the budget shortfall, providing a summary sheet of the current status of the revenue vs. expenditures in the general fund. She summarized that based on current information the expenses have exceeded the revenues by approximately \$66K. She went on to explain that she expects to make some of that back up when we receive the next series of payments from the state revenue sharing and second half of the city's property taxes, but council needs to be prepared for the trend to not come back into the black for the remainder of the fiscal year.

Next, she reported that the interviews for the Hydro Electric Superintendent were being scheduled for Friday of this week.

Lisa also reported that she met at the EDC luncheon with people and did a presentation on the Local Option Tax. She is seeking other engagements to spread the word. She mentioned she was trying to get in front of Rotary and the Republican committee.

Councilwoman Thompson make a comment about how the presentation and educational material has been well received by those who have heard it.

Lastly, she summarized that the Clerk/Treasurer position which is still open has not moved from accepting applications to interviews. Staff is waiting for direction from council and/or the Mayor to move forward on next steps.

Engineer Mike Klaus provided a written report that summarized the beginning of the Highway project. The Mayor asked when will they close Pine Island Road and for how long. Mike responded that it was closed as of today and will remain closed until sometime in October. Mike also noted that there was a delay in the project due to some communication lines that were not moved before the project began. Ron asked if the sidewalks will be completed while Pine Island is closed. Mike agreed with this.

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of minutes from the February 21, 2023, Special Council Meeting of February 14, 2023 and Special Council Meeting of February 16, 2023

Brion 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, Ron Smith
Voted No	
Absent	

NEW BUSINESS

4. **City-** Consider Authorizing Canon Copier purchase and monthly service fee from Canon (attachment) {action item}.

Lisa Ailport presented to council that current copier is showing signs of imminent failure, along with our service contract with Canon expiring due to the age of the machine. Lisa noted the option presented to council was to purchase the copier, but there was an option for an appropriation lease but that information was not present before the council packets were due. She offered to bring that information forward to council, should they wish to consider that over purchasing a new copier. However, after reviewing the lease option and the purchase option over the life of the machine, the purchase option is better. Given the considerations of the budget this year, staff was prepared to go back to canon and work with the attorney on the appropriation lease, if council desired this option over purchase.

Dick asked if the current copier was about 10 years old. Lisa responded that, that was correct.

Brion asked about the cost of the monthly maintenance agreement being around \$80.00 per month. Lisa responded that the maintenance was billed on the actuals copies that we make and the \$80.00 quote was an estimate based on prior months use.

Brion confirmed that the purchase would be split across the utilities and Lisa responded that the purchase would be split 30%, Electric, Water and Sewer at 50% and General fund at 20%. General fund expense would be \$1,153.00.

Ron made a motion to purchase the copier from Canon in the amount of \$5,765.00 and monthly service fee.

The motion was seconded.

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

- 5. City-** Consider application for simple subdivision to be submitted to Boundary County and authorize Mayor to sign the application and remit fee of \$100.00 to Boundary County (attachment) {action item}.

Lisa mentioned that under the Administrator’s report that the budget revenues will be trending downward from now until the end of the fiscal year. In order to make up with revenue difference that is lost due to the general fund transfer being eliminated means the city will have to shed their assets to pay their obligations for the current year budget. The proposal before them tonight is to authorize the split of ±13.5-acres of property from an existing ±280 acre parcel located off Eileen Road. The process to complete this split is called a simple subdivision and the fee associated with the costs is \$100.00. To fully complete the process a record of survey is required to be recorded. Lisa is working with the Mayor on completing this task.

Rick Alonzo made a motion to approve submission of the simple subdivision to Boundary County and authorize the Mayor to sign the application and remit the fee of \$100 to Boundary County.

The motion was seconded.

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

- 6. Executive Session-** pursuant to Idaho Code 74-206, (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.

Councilman Alonzo made a motion to enter in to executive session pursuant to Idaho Code 74-206(f), to communicate with legal council for the public agency to discuss the legal ramification of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

The motion was seconded.

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

Council came out of executive session at 7:36 and the Mayor noted that no decision were made. The meeting was then adjourned.