

**MINUTES
CITY COUNCIL MEETING
April 18, 2023**

Mayor Dick Staples called the Council meeting of April 18, 2023, to order at 6:00 pm. He began the meeting with the pledge of allegiance.

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

Also present were City Administrator Lisa Ailport, City Engineer Mike Klaus, Police Chief Brian Zimmerman, Clerk Treasurer Deby Garcia and City Attorney Andrakay Pluid.

Members of the public present included: Dave Gray, Dottie Gray, Emily Bonsant, and Loretta Hunsaker,

PUBLIC COMMENTS

Jerry Higgs thanked the council for checking on the flag. He shared his concerns about the pole continuing to lean with the pull of the large flag and suggested that a smaller flag might be the answer. Mayor Staples thanked Mike Klaus for looking at the flagpole and assured Mr. Higgs that they will keep an eye on it.

Jerry Higgs also brought up the Local Option tax. He thinks the city has done an outstanding job in explaining the need for the tax. He also expressed thanks to the city and community members who are helping to spread the word.

Faye Almond shared that she has been going out a lot because it is important. She has found that very few people know what this is about. She encouraged others to communicate with the public. Faye shared that the public has been very positive and how important it is that this vote passes.

GUESTS

The guests were Ben Apo with the Veterans of Foreign Wars Post #3622, Matt Morgan from the Bonners Ferry Eagles #3522, and Mike Spurgeon with the Disabled American Veterans Post #28. They came to deliver donated funds to the Memorial Park flag replacement fund.

On behalf of the gentlemen with Matt Morgan, they have put together a fund-raising package and would like to present a check to replace one of the big flags at flag park. They presented a check in the amount of \$1700.00 to the city for that. In November, the middle schoolers did a penny drive, and that money is being used to help pay for the new flag. The mayor thanked them for their donation.

REPORTS

Police-No Report

Fire-Not Present

City Administrator, Lisa Ailport- Lisa shared that a permit was issued for a parklet for one business downtown so that will be out some time soon downtown. The mayor asked if there was any more interest from other businesses and Lisa shared that there has been interest and questions from other businesses.

Secondly, Lisa shared that the Bonners Ferry Herald has graciously given us more time to provide a state of the city address. It was due last week but they just told us last week, so we were given an extension to put it together.

At this point, Lisa wants to include the comprehensive plan accomplishments and the Local Option Tax. It will be a large document that they compile from different organizations including the police department. Lisa said to let her know if anything else should be included in the city's report.

Lastly, Lisa discussed that in discussions with the City Engineer, Mike Klaus and City Attorney, Andrakay Pluid, it became clear that we need to call a special meeting to repeal Ordinance which is our sewer study ordinance. In May we need to re-access the sewer study for the previous five months. In order to do that, we need to repeal the ordinance.

City Engineer, Mike Klaus- Mike mentioned the AIC Annual Conference, June 21-23. He asked the council members to talk to him after the meeting if they were interested in going.

Mike also shared a task list that needs to be done in the coming year including billing and the sewer study.

Urban Renewal-Not Present

Spot- There will be a joint meeting with the county and the city of Moyie on the 24th. Ron is on the agenda to talk about Spot.

Golf-Not Present

EDC-Not Present

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approval of minutes from the April 4, 2023, meeting
4. Approve purchase of safe for clerks' office to replace existing safe.

Val Thompson made a motion to approve the consent agenda.

Rick Alonzo seconded the motion.

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

NEW BUSINESS

5. **PLANNING AND ZONING – {Action Item}** Consider Approval or Denial of **File #AM19-23** - The City of Bonners Ferry Comprehensive Plan and Future Land Use Map Amendment.

Clare Marley from Ruen-Yeager & Associates joined the meeting via Zoom. Lisa explained that Clare would summarize the file. This is a public hearing to consider the comprehensive plan and future land use map. It's a legislative decision which means that the public is welcome to participate at the appropriate time that you note. The most important part of the process is that you open the public hearing and that you close the public hearing so that we can have for the record what decision is made. The first part of the agenda does open the public hearing portion of that which gives Clare a chance to summarize and take public comment. The second part, which is listed as item number 6, is the decision on the file itself. An action noted in the file will

be whether you approve it. Item number 7 will be passing a resolution in order to enact the Comprehensive Plan and Future Land Use Map. The Resolution number is 2023-010.

The mayor opened the meeting to a public hearing and asked Clare Marley to proceed with her presentation.

Clare summarized File **#AM19-23 - The City of Bonners Ferry Comprehensive Plan and Future Land Use Map Amendment plan.**

PUBLIC HEARING: PLANNING – [Attachment] **File #AM19-23 - The City of Bonners Ferry Comprehensive Plan and Future Land Use Map Amendment:** The City of Bonners Ferry will hear the repeal and replacement of its current comprehensive plan and future land use map with a new plan and map. The proposed plan contains the components required by Idaho Code 67-6508, including analysis of current conditions, services, land uses, trends, the city's desired goals and objectives, and a map indicating suitable projected land uses within the city. The Bonners Ferry Planning and Zoning Commission recommended to City Council approval of the plan and map at its March 1, 2023, public hearing.

Clare shared that this process is the same for every public hearing. It involves a staff presentation. The council may have questions after the presentation, and they are welcome to ask them. When in the legislative mode, testimony can be taken in any order. The council can also ask and clarify questions from the public. Once questions are completed, it's followed by deliberation and a decision. This is a large project that's taken a year and a half to go through. The council has already received several reports so Clare addressed that she would not go through them all.

We were able to take this public in many ways including open houses and public workshops. The planning commission formed an advisory committee who has been very instrumental in keeping the project moving forward and putting a lot of time behind the scenes. We also had a farmers market presentation and went to the fair. We also had a contractor, SCJ Alliance, who did a majority of the work. He conducted a variety of surveys. We completed our process with the Planning and Zoning planning commission meeting with an open house, and an actual public hearing. The last part of this is the consideration by the city council.

The main reason we are doing this is because the current comprehensive plan is 17 years old. The state asks that it's looked out every five years. The comp plan serves as a guide to form policies for community development and future land use laws.

The Idaho code has a couple minimums we must include. We have all 16 of the 17 components included in the plan. We don't have to include the last component because we don't have a large 115 kilovolt system going through our city.

We also must provide a map which is either called an objective land use map or a future land use map. We also must provide time for public comment. This was accomplished through surveys, electronic means and face to face.

We must notify taxing districts, and media outlets in every step along the way. Lastly, the law dictates that the plan must be passed by a resolution instead of by an ordinance.

Clare explained that we partnered with Blue Cross for a substantial amount of the funding as well as the city council funding. She also explained the five social determinants and how they worked into the plan and the ten different land designations. Clare covered the different land designations with the council. Hand-outs were provided to the council members.

Clare shared the results of the surveys including discussion of further housing and protection of historic buildings. The survey also showed a great interest in amenities along the Kootenai River. The Highway 95 corridor and the challenge in turning left on the highway was also discussed and had a great deal of interest.

Clare went over the public comments with the city council; including who would pay for the upgraded amenities and questions about livestock animals in certain zoning areas.

Clare reviewed that the Christmas Hills area was originally shown as residential low density and included the ability for duplexes. The testimony for that change was accepted by the planning commission and forwarded to you showing the change to single families.

Clare explained that two weeks prior, the council had adopted the Boundary Tractor acre zone change and comprehensive change however if this map is adopted, that area will no longer have the commercial designation so it's the recommendation that you include within this document now tonight, the change to commercial mixed use.

Clare opened the room to questions. Ron Smith asked if the concerns from the public had been addressed and Clare shared that the designations on the map that were concerning, had been changed.

There were no public comments. The public hearing was closed.

6. DECISION TO APPROVE FILE #AM19-23 The City of Bonners Ferry Comprehensive Plan and Future Land Use Map Amendment

Val Thompson moved to approve File #AM19-23 to repeal and replace the current comprehensive plan and future land use map with a new plan and map finding that it is in accord with the requirements of the Idaho local land use planning act as enumerated in the findings listed in the staff report and based upon testimony received at this hearing and incorporating the Planning and Zoning recommended amendments to the plan and map and the designation of 6659 Augusta as general commercial and mixed use on the future land use map.

Rick Alonzo seconded the motion.

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

7. PLANNING AND ZONING {Action Item} [attachment] – Consider adopting resolution 2023-010, a resolution of the city council of Bonners Ferry, providing for the adoption of a new comprehensive plan and future land use map in compliance with the provisions of Idaho Code §67-6508 and the procedures of Idaho Code §67-6509, providing for the repeal of all previous comprehensive plan and future land use maps and providing for an effective date.

Val Thompson moved to adopt resolution 2023-010, a resolution of the city council of Bonners Ferry, providing for the adoption of a new comprehensive plan and future land use map in compliance with the provisions of Idaho Code §67-6508 and the procedures of Idaho Code §67-6509, providing for the repeal of all previous comprehensive plan and future land use maps and providing for an effective date.

Rick Alonzo seconded the motion.

City Administrator, Lisa Ailport took a moment to thank Blue Cross for their help in this process. They are interested in learning from our process. Blue Cross funded \$50,000.00 of this project and another \$20,000.00 came from the ARPA dollars so those funds helped us to complete this project within budget.

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

8. **CITY {Action Item}** [attachment] - Consider special meeting with Board of County Commissioners for regional discussions on April 24, 2023, at 6:00 pm at the Boundary County Fairgrounds, Memorial Hall.

City Administrator, Lisa Ailport shared that the venue of the meeting was just changed. The meeting will now be at the annex building. Council needs to approve this special meeting and she provided an agenda with the areas that need to be addressed with the county commissioners including the Boundary County area transportation team, the comprehensive plan, the area city impact discussion, the Riverside Road improvements and the Spot bus.

Rick Alonzo made a motion to have a special meeting with the Board of County Commissioners for regional discussions on April 24, 2023, at 6:00 pm at the annex building.

Ron Smith seconded the motion.

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

9. **CITY {Action Item}** [attachment] - Consider September 5, 2023, for budget hearing for FY 2023/2024, and authorize notice to the County Clerk pursuant to Idaho Code 63-802A.

Lisa stated that it's important to cite the Idaho Code sections especially as we see staff changing. This is a requirement of the city. Lisa provided a draft motion in the memo. There are some requirements to take into consideration. We must notice the meeting twice in the paper and there are certain dates that we must notice it by; within seven days of the meeting and within 14 days of the meeting.

After that, there is an appropriation ordinance that gets adopted and that requires publication.

Rick Alonzo made a motion to adopt September 5, 2023, as the date for the FY 2023/2024 budget hearing to direct staff to provide notification to the county clerk's office in accordance with Idaho Code §63-802A.

Ron Smith seconded the motion.

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

10. **ELECTRIC {Action Item}** [attachment] -Consider requesting a scope and fee proposal from HDR for dam relicensing services.

City Engineer, Mike Klaus shared that it's time to get started in selecting a consultant for the relicensing of the dam because it's a 5–6-year process and the relicensing needs to be finished before the year 2029. HDR is a great firm who does this type of work. They've done compliance work for us with the Federal Energy Regulatory Commission for the last 5 or 6 years. Most relicensing companies don't have staff as close to us as they do. They are familiar with DEQ and are familiar with state regulations.

Mike recommended HDR but also shared that the council could request proposals from other companies if they choose to.

Ron Smith moved to get a scope and fee proposal from HDR for dam relicensing services.

Rick Alonzo seconded the motion.

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

11. **SEWER {Action Item}** [attachment] -Consider approval of water and sewer main extension plans for Hazel Street.

Mike shared that the sewer ordinance states that council must approve main extension plans. He stated that it's important for the council to be involved as the sewer mains expand. For clarification, Mike stated that Hazel Street is just below the cemetery road. Mike shared that the main is short of going all the way to the end of the road.

DEQ now requires that the city provides them with a declining balance number on sewer and water. It's a count on new connections that the city has available for water and sewer for people. Mike made a recommendation to proceed with the water and sewer main extension plan for Hazel Street.

Val Thompson shared for transparency's sake that this is the road she lives on.

Lisa shared that in the sewer ordinance that was adopted last year, it states that we wanted to connect people at a near 90 so there are no private lines meandering through the city right of way. The extension of this main will put back on the landowner the need to extend those.

Rick Alonzo moved to approve the water and sewer main extension plans for Hazel Street with approval of the city engineer and DEQ.

Ron Smith seconded the motion.

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

12. **WATER {Action Item}** [attachment] -Consider approval of Contract with H2E to migrate programming at water treatment plant.

City Engineer, Mike Klaus shared that the next two items are married to each other. The first is the installation of new software and some hardware to upgrade the control system for the water plant. We have no current support for the hardware and software that we are currently using. This is a complicated process so the labor portion of this will be intense and costly. This first consideration is for labor only.

Val Thompson moved to approve the contract with H2E to migrate programming at the water treatment plant in the amount of \$19,950.00.

Rick Alonzo seconded the motion.

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

13. **WATER {Action Item}** [attachment] Consider approval of software upgrades for water treatment plant.

Mike shared that this is the software portion of the water treatment plant upgrade, and the cost is \$6,262.00. This is the cost for one year. This will be a yearly cost.

Val Thompson made a motion to approve the purchase of the AIMM services in the amount of \$6,262.00 for software upgrades for the water treatment plant.

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