

Minutes
CITY COUNCIL MEETING
June 6, 2023

Mayor Dick Staples called the Council meeting of June 6, 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, Rick Alonzo and Council Member Brion Poston.

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: Fay Almond, David Clark, Emily Bonsant, and Sharon Lincks

PUBLIC COMMENTS

David Clark wanted to know if the discussion of the local option tax was open for public comment. Mr. Clark wanted to be able to comment after the power point presentation as he was not sure if he would have any comments after he heard it. Mayor Staples said that he could speak at that time.

REPORTS

Police- no report

Fire- not present

City Administrator- Lisa wanted to let council know what staff had been up to behind the scenes preparing for the implementation and service for the Local Option Tax, which includes preparing documents, pulling contracts, talking with businesses, and writing the ordinance. Preparing for budget.

City Engineer- Mike said there is a Grant opportunity through ITD one hundred million across the state. 50% will go to large municipalities over 50,000 and the other 50% will go to those who are under 50,000. The max for a project is \$2,000,000.00. This grant will allow for project development like surveying, engineering, acquisition of land, preparatory of documents that need to be put together. This winter the city adopted a new addendum to our transportation plan and one of the top projects is Ash Street and have talked to the consultant and is one that we can do without a lot of land acquisition and time. In preparation for grant writing, we can do some topo work or make that suggestion that topo would help in this initial design and could get a more robust design package that would show some degree of preparedness. The application is due at the end of July and will be granting within 30 to 60 days after that. Lisa added the Investment the City has made at the Transportation plan level. And that if we are successful with this application will have turned a \$19,000.00 investment and already receiving \$100,000.00 and potentially turning into a \$2,000,000.00 additional. When we do the work, it is likely to see them happen. Lisa thanked the council for taking the leadership role in this.

Urban Renewal District-no report

SPOT- no report

Golf- Manager Ralph Lotspeich reported that the golf course opened 10 days later than last year. Green fee sales went up. Season passes are slow now, but punch cards are expected to increase. Ralph said they have hired a couple of new staff members. Ralph said he noticed when he tried to change the watering plan on the NSN and nothing would work, Ralph called Toro and they said the city didn't re-up the service plan. The computer needs updated which will cost about \$2800.00 and the plan is over \$2100.00 per year. They will not service units over 7 years old. Ralph emailed Lisa and Deby. This needs to happen as soon as possible, and he was able to get it working for now.

The girls team won State an individual Brayden Bayer won the individual. 8 of the 10 kids on the team were part of the junior golf program in one way or another. Ralph said this will be his last year at the golf course.

CONSENT AGENDA – {action item}

1. Call to Order/Roll Call
2. Approval of Bills and Payroll
3. Approve Alcohol Beverage License for Lisa Camara dba Bonners Ferry Craft Brews LLC [attachment]
4. Supplemental Contract with Scree, LLC for Website development - regarding Local Option Tax [Attachment]
5. Minutes from May 2, 2023, Council Meeting
6. Minutes from May 16, 2023, Council Meeting

Ron Smith made a motion to approve the consent agenda.

Rick Alonzo seconded the motion.

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

PUBLIC HEARING

7. Public Hearing to allow testimony on Eileen Road property as underutilized or not used for public purposes.

Mayor Staples opened the public hearing to allow testimony on the testimony on Eileen Road Property at 6:16 p.m. he had copies of the draft survey available to staff and public and stated that the acreage is 7/10 of an acre less than anticipated. Administrator Ailport let the council know in order to change the minimum bid there would have to be another public hearing since it was addressed at the last council meeting. Lisa informed the council know that it could be put on the agenda for another public hearing to change the minimum bid or if they choose to hold the auction with the minimum bid that was set by council that the city would have to take that amount or above. There is a draft notice of the publication that could be modified to reflect the true acreage.

Mayor Staples closed the public hearing at 6:20pm.

NEW BUSINESS

8. **CITY {action Item}** [attachment]- Set date for public auction of Eileen Road Property.

The auction will be a live bid and that phone in's will be allowed. Rick asked who the auctioneer would be. Lisa replied that it would be a staff member. Date location and time are just suggestions.

Val Thompson made the motion to hold a live auction for the 12.69 acres of land parcel on Wednesday August 23, 2023, at 5:30 p.m. at 7232 Main Street, Bonners Ferry City Hall with a minimum bid of \$250,000.00 and I recommend publishing a public notice to the respective media outlets, notifying the public of such auction.

Brion Poston seconded the motion.

Result:	Approve
Moved by:	Val Thompson
Seconded by	Brion Poston

Voted Yes	Brion Poston, Val Thompson, Rick Alonzo, Ron Smith
Voted No	
Absent	

9. **PLANNING- {action Item} [attachment]** Consider Annexation file AN07-23, Sharon Links, as deliberations only. Lisa stated that the council has received the file as forwarded to you as an annexation. Recommendation is for approval. This is deliberation only and there is no public hearing and the council has to make a decision based on the information that is presented before you. There are conditions of the approval and there are draft motions on page 7.

Ron Smith made the motion to approve File #AN07-23, requesting a Future Land Use Map designation of Residential Low Density, Residential B zoning, and annexation into the City of Bonners Ferry the subject property, finding that it is in accord with the goals and policies of the adopted City of Bonners Ferry Comprehensive Plan, based upon the findings as listed in the staff report. I further move to direct staff to prepare the mapping and annexation documents for consideration by City Council.

Rick Alonzo seconded the motion.

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

10. **WATER AND SEWER {action Item} [attachment]-** Consider ordinance 608 for second reading, by Title only. Lisa informed the council that this is a continuation of the first reading that was held at the last city council meeting. In that meeting it was discussed that having the second or third readings by title only and that is an option council can take. Before you go to a second reading there are suggestions on the agenda that lists the suspension of rules. if the council chooses that third reading, they would skip the next section of the agenda. If Council chooses to suspend the rules then a motion would be made after a motion on this item is taken care of.

Rick Alonzo made an amended motion to Consider ordinance 608 for second reading, by Title only.

Val Thompson seconded the motion.

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

11. **WATER AND SEWER {action Item}** [attachment]- Consider suspension of rules and adopt ordinance 608, by Title only and authorize publication of the ordinance summary.

Lisa read the ordinance by title only: AN ORDINANCE OF THE CITY OF BONNERS FERRY, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO REPEALING AND REPLACING TITLE TEN, CHAPTERS ONE (1), TWO (2), AND FOUR (4) IN THEIR ENTIRETY, AMENDING CHAPTER THREE (3) TO INCLUDE A NEW SUBSECTION CALLED "ANNUAL SEWER STUDY," AND STRIKING THOSE SECTIONS THAT ARE REDUNDANT IN CHAPTER ONE (1); PROVIDING SEVERABILITY; PROVIDING THAT THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

Val Thompson made the motion that we suspend the reading of the rules and adopt ordinance 608, by Title only and authorize publication of the ordinance summary.

Brion Poston seconded the motion.

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

12. **CITY {Discussion only}** Staff presentation of Ordinance 609, Local Option Tax
 Lisa went through her power point on the Local Option tax with a summary of the details of what is included in the ordinance.
 David Clark spoke about how when the local option was proposed that he didn't know it would require adding another employee for enforcement and collecting. One proposal with the shortfalls of monies would be to

eliminate positions but we are adding a position. He likes small government, and this would grow it. It is more work for the vendors, and they are uncompensated for it. It can come at an additional cost for vendors to make sure they are squared away.

Mayor Staples responded that with local taxes you know where that money is going to and he doesn't mind paying that tax because of where it is going for the city's general fund for police and fire. The city really doesn't have a choice as the state said they will not manage it.

Val Thompson added that our staff are working hard to streamline the processes to save money.

Mayor Staples was surprised that amazon sales would be included in this tax with the sales within the city limits.

Council member Brion Poston commented that we aren't sure how this is all going to come together, and it will take a lot of leg work to get started and moving and eventually smoothed out. Somewhere down the road we may not need as many hours of staff to make this happen.

Lisa stated that the difference between what we budgeted and what we receive will have to go into a holding account to keep the levy rate lower. That amount of money that is used will go to foregone.

Rick asked that since we already set our budget, we are still about 90,000. Short and will receive money in August that will potentially make up that shortfall. We will have to re-open our budget and reprogram it to allow for the revenue brought in by the tax in the current budget.

Section 3-8-8

Result:	Approve
Moved by:	Discussion only no motion
Seconded by	
Voted Yes	
Voted No	
Absent	

13. **CITY- {action Item}** [attachment]- Consider Ordinance 609, Local Option Tax ordinance, by Title only.

Andrakay Read the ordinance by title only: AN ORDINANCE OF THE CITY OF BONNERS FERRY, BOUNDARY COUNTY, IDAHO, ADDING A NEW CHAPTER 8, OF TITLE 3 NAMED LOCAL OPTION TAX, PROVIDING FOR DEFINITIONS: PROVIDING FOR THE IMPOSITION OF CERTAIN NON-PROPERTY TAXES, TO WIT: A ONE PERCENT (1%) TAX ON THE SALES PRICE OF ALL PROPERTY SUBJECT TO TAXATION UNDER IDAHO CODE 63-3601, et. seq., IDAHO SALES TAX ACT, EXEMPTING PURCHASES EXCEEDING \$1,000.00 IN ONE INDIVIDUAL TRANSACTION; PROVIDING THAT THIS NON-PROPERTY TAX SHALL BE IN EFFECT STARTING THE 1ST DAY OF JULY 2023 AND ENDING DECEMBER 31, 2033; ESTABLISHING THE PURPOSES FOR WHICH THE REVENUES DERIVED FROM SAID NON-PROPERTY TAXES SHALL BE USED; CREATING A PROPERTY TAX RELIEF FUND; AUTHORIZING THE CITY CLERK TO ADMINISTER, REGULATE, AND COLLECT SAID NON-PROPERTY TAXES;

PROVIDING FOR PERMITS AND ISSUANCE; PROVIDING METHOD FOR PAYMENT OF TAXES, AUDITS, DEFICIENCY DETERMINATIONS; REDETERMINATIONS OF DEFICIENCY, APPEALS, INTEREST ON DEFICIENCY, COLLECTIONS AND ENFORCEMENT; REFUNDS, LIMITATIONS AND INTEREST; PROVIDING FOR RESPONSIBILITY FOR PAYMENT OF TAXES; PROVIDING PERIOD OF LIMITATION ON ASSESSMENT AND COLLECTION; ESTABLISHING SUCCESSOR'S LIABILITY; PROVIDING FOR GENERAL ADMINISTRATION BY CITY; PROVIDING PENALTIES AND PENALTY CHARGES; PROVIDING EXEMPTIONS; PROVIDING CONFIDENTIALITY OF INFORMATION; PROVIDING FOR SEVERABILITY; PROVIDING THAT THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

Brion Poston made the motion to Consider Ordinance 609, Local Option Tax ordinance, by Title only.

Rick Alonzo seconded the motion.

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

14. **CITY- {action Item} [attachment]** Consider suspension of rules and adopt ordinance 609, by Title only and authorize publication of the ordinance summary.

Val Thompson made the motion to suspend the reading of the rules and adopt Ordinance 609 by title only and authorize the publication of the ordinance summary.

Brion Poston seconded the motion.

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

15. **CITY- {action Item} [attachment]** Consider job description for Deputy Clerk- Local Option Clerk and set hourly rate.

Lisa clarified that the title of the position has changed, and it is on the job description, but did not make it to the agenda. The correct title is Business and Tax Support Clerk. Anyone that applies or moves into the position knows the limitation on the time this position is set for only the 10 years that the Local Option Tax is approved for. This position also will be responsible for answering phones, assisting customers and with that there will be a split with the utilities and that split will be 70% General Fund, 15% Electric, 10% Water, and 5% Sewer. Council had questions about the duties and the need for a full-time position as well as if the position

could be filled within. Lisa explained the need for the position to be full time based on the data from other resort cities. The workload initially will be 100% getting the Local Option Tax in place with businesses but will level out to about 75% of their time with the rest of the time assisting the clerk's office with answering phones and assisting customers.

Ron Smith made a motion adopt the job description for the Deputy Clerk, Local Option Clerk, Business and Tax Support Clerk at the rate listed of \$18.00-\$22.00 per hour with benefits.

Rick Alonzo seconded the motion.

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

16. **ELECTRIC- {action Item}** [attachment] Consider approval of HDR contract for dam relicensing services.

Mike gave a summary of the contract for the relicensing of the dam. 1999 was the last time we had to go through it. The range is between 600,000.00 and 750,000.00 for the cost. Recommendation is to move forward with the contract with HDR. Mike noted that there were a couple of changes to the contract, and he had given the council the updated version.

Rick Alonzo made the motion to approve the HDR contract for dam re-licensing services in the amount of \$180,000.00.

Ron Smith seconded the motion.

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

17. **CITY- {action Item}** [attachment] Consider seeking consultant to prepare 5 to10 year strategic plan for the city.

Lisa recommends that we use a consultant to help us plan for a Strategic Plan. They feel with Lisa's knowledge the city could do this in-house. Lisa asked the council to remove this item from the agenda at this time. Lisa will approach the council later with a contract for maybe a leadership consultant. No action taken at this time.

18. **POLICE- {action Item}** [attachment] Request to advertise for the Administrative Assistant position within the Police Department.

Judy Jeske the current Police Secretary is retiring July 14, 2023, and Brian would like to advertise for it and no benefits will be offered with this position. Brian also mentioned that the police department may be losing an officer and would like to maintain a roster of possibilities. Lisa Ailport informed Police Chief Zimmerman that this must happen at a future meeting, or the Mayor and Police Chief can discuss it.

Brion Poston made a motion to request to advertise for the Administrative Assistant position within the Police Department and with an \$9000.00 annual budget with 20 hours per week with no benefit package.

Val Thompson seconded the motion.

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

19. **CITY- {action Item}** [attachment] Consider FY 2024 budget workshop dates.

Lisa asked how the council would like the workshops to go forward. We are a little late getting into it and need to get going. Lisa suggested every other week outside of council. Mayor Staples asked if every other Wednesday would work. Val said she will be gone but might be able to call in on the 28th. June 14th, 28th, July 12th at 5:00pm.

Val Thompson made the motion to meet June 14th, June 28th and July 12th at 5:00 pm at City Hall for Budget Workshops as conveyed by Council.

Brion Poston seconded the motion.

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

20. **SEWER- {action item}** [attachment] Consider extension of sewer main design contract with HMMH Engineering.

Mike Klaus stated that late last year we engaged HMMH to look at the feasibility of some crossings for water and sewer given that the highway 95 is tore up on the south side of town and would be a good time to serve some areas that at the time were potential annexation areas and now one is moving forward. The quotes

came in high so they eliminated the southernmost option, the northern one is right across from the forest service it would serve a new area. We worked with ITD to use an existing crossing and lowered it for us. The extension of the contract will be \$3500.00 to develop plan sheets that will be submitted to DEQ so we can install the sewer main. It has entitlement to it. It will bring the total contract to \$10,000.

Rick Alonzo made the motion to extend the current contract with HMH Engineering by \$3500.00 to complete the design of a new sewer main bringing the contract total to \$10,000.00.

Ron Smith seconded the motion.

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

21. **CITY- {action item}** Consider moving June 20th Council meeting due to Association of Idaho city's conference in Boise.

Lisa talked about how many staff will not be present as well as leadership and that we weren't sure if we even would have a quorum and Monday, is a federal holiday. Lisa will be out that week as well. No change will be made to change the June 20, 2023, meeting will be at the regular scheduled time and date.

No Action taken; meeting will remain on June 20, 2023.

ADJOURNMENT

Mayor Staples adjourned the meeting at 7:45pm