

Mayor David Sims called the regularly scheduled council meeting of October 3, 2017 to order at 7:00 p.m. Present for the meeting were Mayor Sims, Council President Rick Alonzo, Council Members Ron Smith, Ken Toline, and Adam Arthur, Clerk Kris Larson, City Administrator Mike Klaus, Attorney Andrakay Pluid, and Police Chief Vic Watson. Also present were Valerie Thompson, Jerry Higgs, Marty Martinez, Jessica Tingley, Richard Hollenbeck, Dave Gray, Marcia Cossette, Ann Flesher, Ron McIlnay, and Lois Johnson.

Richard Hollenbeck spoke regarding the Shriners Ceremonial that is an initiation for new Shriners. The Potentate is Russ Graves for our area. He and the Canadian Shriners want to have a ceremony on October 21, 2017 beginning with sign-in on Friday evening, October 20, 2017, and a breakfast the next morning at Kootenai River Inn. Mr. Hollenbeck gave a recap of the schedule for the ceremony. Eight to ten candidates will be coming for consideration. There will be a Shrine parade between 2:30 and 3:00 p.m. on October 21, 2017, and the candidates for Shrine Organization will be in the parade. Mr. Hollenbeck said if anyone knows of a young person who needs orthopedic care to please contact the Hospital.

Mayor Sims said he made an inquiry about the Veterans Wall after speaking to Lois Johnson. Ron McIlnay is a Veteran very involved in veteran's affairs. He said the Veteran's Wall was in Medical Lake and Ron was an escort for the Wall on the way to Troy, Montana. The truck driver taking the Wall to Troy was impressed with the respect and support shown in Bonners Ferry when it went through town. He said it is the emphasis that the town makes to honor the Veterans that makes the difference. Ron took the cremains of many soldiers that were never claimed by family members to the Veteran's Cemetery in Medical Lake today. The Yakima Indian Nation was at the Medical Lake Cemetery honoring the Veterans. One of the Tribe's Representatives gave his pin from the Washington State Day of Honoring Vietnam Veterans to Ron. This was quite an honor. He said if we want the Veteran's Wall to come to Bonners Ferry we will see Veterans from all the wars coming to view the Wall. It is for people that cannot travel to Washington DC to see the Wall in person. Ron will support anything the City needs to get the Wall to Bonners Ferry. Mayor Sims thanked Ron. He said there are about 30 requests filled each year for the Wall and 2018 may be too full already, but we could look at 2019. Ron said viewing the Wall is an honor for any person that has served or had family members who served.

Police Chief Vic Watson gave the police report. For the past two weeks there have been the following: two unattended deaths, one driving without privileges, one trespass case, one felony DUI, one misdemeanor warrant arrest, and one battery case. With cooler weather and school starting the case load is slowing down a bit. The application period has closed for police officer and he received three applications.

Mike Klaus said Riverside, Inc. has taken the rotor and stator to Parma to get cleaned. The 12 inch waterline was tied in to the Cassia Tank today. Disinfection and testing needs to be completed before the line can be operational. The survey crew was at the Moyie Dam with the LIDAR equipment today so design work will begin soon for the spillway repair.

Rick Alonzo moved to approve the consent agenda. Ron Smith seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Ken Toline “yes”, Adam Arthur “yes”. The consent agenda contained the following: roll call; approval of accounts payable and payroll; approval of September 19, 2017 council meeting minutes and approval of September 19, 2017 special council meeting minutes.

The National Realtors Grant was discussed. The local realtors will put in \$500, and we were successful in phase one of the grant submission for \$5,000. The Blue Cross Foundation will support funding the remainder. He said we should garner nearly \$26,000 in grant funding for the bike program plan. Mike said there is way-finding signage built into this also.

The group discussed the contract with Lisa Ailport. In the current contract Lisa will receive the same holidays regular employees receive plus the additional holidays granted by Council at seven hours per holiday. Ron Smith asked about hours of work. Mike said Lisa typically works about 35 hours per week but sometimes it goes over. Adam Arthur moved to authorize the Mayor to sign the employment contract with Lisa Ailport. Ken Toline seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Ken Toline “yes”, Adam Arthur “yes”.

Mike showed a map of the water service area for the City of Bonners Ferry. He said the discussion has been to bring the water/sewer service area back to Bonners Ferry’s city limits. Mike said the North Water and Sewer District and South Hill Water and Sewer District were formed in the past, and the City of Bonners Ferry sold them wholesale water. He briefly discussed the past agreements with the water districts. Mike read a section regarding quality and quantity of water in the South Hill Water and Sewer District contract. Mike said in the south end of the service area sewer can be more of an issue than water. He described the sewer flow from the residents south of town to the sewer lagoons. Ron Smith asked the relevance of the old South Hill Water and Sewer District contract since both Districts have been consolidated into the City. Mayor Sims explained that the agreement did not have unlimited amounts of water for members of the South Hill District. He said if there had been a limit on water it would have affected the members of the South Hill District as the City residents would have had precedence. Adam asked if there was an agreement when we took over the Districts. Mike said there was. He said the old agreements would have put limitations on the North and South Districts and favored City residents. Mike said his memo addresses the facility extension policy for the water and sewer service area. He explained the changes to the policy. He said capitalization fees cannot be charged more than once and on page three of five of the facility extension policy reactivated service costs are addressed.

Mayor Sims asked Mike to explain how the comprehensive plan addresses the issue of limited water capacity. Mike said the Comp Plan lays out the intentions of the City. He said on page 15 of the Comp Plan, Goal 8 states that lands developed on the fringe for eventual annexation should meet the city development standards from the outset. There should not be a significant advantage to developing outside the City. He also said in the land use section, page 14, Goal 4, states that safe domestic water supply should be made available to all residents of the City of Bonners Ferry, with users responsible for paying for the extension of and other system

improvements necessary to serve their use. General rate payers should not bear the obligation to provide service to new users in areas not currently served by the City system. He said it is clear that the goals are focused more toward city residents. Mike said we do not have control over development outside city limits and gave the example of a development outside city limits that may take many water connections.

Mayor Sims asked the City Attorney about the durability of annexation agreements. Andrakay said the durability of annexation agreements is sketchy. If they are recorded they will show up on a title search giving people notice. She said on properties that have been willed to others sometimes the people getting property do not even realize the annexation agreements were in place. She said annexation agreements are more risky rather than just annexing property.

Mike read from the Comp Plan Policies section #3 that states development standards adjacent to the municipality's corporate limits should conform to City regulations to assure that the physical plans developed will properly integrate with the City. He also read #6 that states the City should judiciously evaluate the opportunity to provide sewer, water and other services within the corporate limits and the planned future extension of these services outside the existing corporate limits of the City of Bonners Ferry. Mayor Sims said we know our water capacity is limited, and there is development interest and things are changing at a quicker pace than in the past. Mike asked if there were two subdivisions that came to light and one was in the City limits, which one would be the preference to serve water to and provide sewer capacity to. Ron Smith reiterated that if the service area were reduced to the City limit boundaries then a person would not be entitled to services unless they were part of the City.

Mike went over the proposed changes to the facility extension policy. A clause has been revised to add Reactivated Services on page 3 item d. On page 4 Service Upgrades was rewritten to make more sense. He added the clause that the customer may also be required to pay additional capitalization fees if the upgraded service will provide additional EDU's to the customers upgraded connection. The number of EDU's associated with an upgrade will be determined by the City Engineer or Administrator. Rick Alonzo clarified that this would not affect those people that are currently on our system unless they wanted to expand. Mike said that is correct, but additional capacity for folks outside city limits would be limited.

Mayor Sims said the history of serving the Districts outside city limits was not a good way to go for the City. Ron Smith spoke about the open ended annexation agreements and has a problem with them. Andrakay said it is best to annex a property and then supply the water service. She said a customer would request to be annexed if they want city services. A history of the consolidation was briefly discussed. Adam said the City does not have enough EDUs available to serve development. Andrakay said a policy is fluid and can change. She explained to a citizen today that we are at the point where we may not be able to serve a development if it should come about.

Ron Smith moved to adopt the amended Policy IV.C Facility Extension Policy. Ken Toline seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Ken Toline “yes”, Adam Arthur “yes”.

Security deposits were discussed. Currently, a new customer must pay a \$200 security deposit or supply a letter of credit with no late payments in the past 12 months of service at another utility in order to waive the deposit. The amendment to the billing policy concerning security deposits for residential accounts is to waive the deposit if the customer signs up for auto pay. Adam Arthur moved to amend the billing policy concerning security deposits. Ron Smith seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Ken Toline “yes”, Adam Arthur “yes”.

Rick Alonzo moved to authorize the Mayor to sign the attorney employment contract with Andrakay Pluid. Ron Smith seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Ken Toline “yes”, Adam Arthur “yes”.

Ron Smith moved to authorize the Mayor to sign the audit engagement letter for fiscal year 2017 with Anderson Bros. CPA’s. Rick Alonzo seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Ken Toline “yes”, Adam Arthur “yes”.

The Boundary County Dispatch agreement was discussed for fiscal year 2018. It has a five percent increase included. Ken Toline moved to authorize the Mayor to sign the Boundary County Dispatch Agreement for fiscal year 2018. Ron Smith said he will not object this year, but he may raise some questions next year. Rick Alonzo seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Ken Toline “yes”, Adam Arthur “yes”.

Mike Klaus said the agreement with Computer Arts has not changed from the previous year’s contract, and they are doing a good job. Adam Arthur moved to authorize the Mayor to sign the Computer Arts contract. Ken Toline seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Ken Toline “yes”, Adam Arthur “yes”.

Joe Higgins’ resignation letter was discussed. Mike Klaus said he will miss Joe Higgins when he leaves to go to work for the City of Sandpoint. He was selected as “Employee of the Year” and deserved it and has done a great job for us.

Attorney Andrakay Pluid said the peddler’s license ordinance we had was very antiquated. It was for people going door to door for sales. She said the problem was there is a local gentleman that grows corn and he sells it downtown. Technically, he needed a permit to sell his corn. This broad ordinance was changed to now regulate door to door sales at residences rather than businesses. The new ordinance exempts service organizations, political, or religious activities. Rick Alonzo moved to have the first reading by title only of the ordinance repealing and replacing City Code Title 3, Chapter 4, pertaining to door to door solicitation and sales in the City of Bonners Ferry. Adam Arthur seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Ken Toline “yes”, Adam Arthur “yes”. Andrakay read the title of the ordinance.

Mike said the design of phase 2 of the Idaho Transportation Department (ITD) Highway 95 project is being planned. This is for the section of Highway 95 from Alderson Lane to LaBrosse Hill Road. He said one of the parts of the design is the maintenance of the project including mowing, watering, snow removal, and lighting every 100 feet on the west side of the highway

for pedestrian traffic. Mike said there is routine maintenance and also structural maintenance such as broken concrete on the sidewalks. Mike said the difference between the old and new ITD maintenance agreements is the structural maintenance, as that was ITD's responsibility in the past. Mayor Sims said we are considering asking the Urban Renewal Agency to help offset the costs of the maintenance of mowing and plowing the sidewalks. Adam said the new agreement also includes crosswalk maintenance. He asked if we have the equipment to do the painting and maintaining of the crosswalks. Mike said we do but it is not the best equipment. He said there will be a substantial cost to maintaining the extra sidewalks. Mayor Sims said we want to discuss the sidewalk maintenance a bit more with ITD but they are making structural maintenance a part of their contracts now. Adam asked if there will be lighting on the west side of the highway. Mike said the lighting on the new project will be overhead lighting on the west side of the highway every 100 feet. He said it will be LED lighting, so it is better.

Mayor Sims said he and Mike met with Boundary County Commissioners for the section of the sidewalks outside city limits. Commissioners wanted the City to get costs for maintenance and let them know, as they may be interested in contracting with the City for the maintenance. Rick asked about moving power poles. Mike said that is a discussion item that he will have with ITD. The lighting from Alderson Lane to Safeway is not changing at this time. He said the electrical boxes are above grade now, so he will speak to ITD about this. Mike said some maintenance issues will be addressed. The section of sidewalk from Alderson Lane to Safeway does not have the swale like the rest of the project will have. Valerie Thompson asked if it is possible to offset costs of maintenance with the County Commissioners. Mike said we will come up with costs and present it to the County.

Ken Toline moved to approve the catering permit for Mugsy's Tavern and Grill for the Victim's Advocate Fundraiser at the Fairgrounds on October 21, 2017. Rick Alonzo seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Ken Toline “yes”, Adam Arthur “yes”.

Rick Alonzo said we briefly discussed having a park for memorials for people such as Dean Satchwell and Leslie Falcon. Mayor Sims said we need to have a couple parking spaces near the park. Rick Alonzo moved to rename the Northside Park the Bonners Ferry Memorial Park and open it up to placing a bench or sign for people that have done something for the City or Community, and it should come to council for approval for the memorial being placed. Ken Toline asked about whether the issue could be put up for a vote of the people. Mayor Sims said he thinks it would be better to keep it at the discretion of the Council. Ron McIlroy said in light of what is happening in our country regarding memorials being taken down, we may want to have some restrictions in place to eliminate the religious or political nature. Ron Smith thinks it is a great idea but is concerned about individuals putting different items in the park. He thinks we might want to have a bench or something in place where memorials could be listed. Mayor Sims said it would be nice for staff to come up with a plan for the park. The issue was tabled until more planning is done for the park.

There being no further business the meeting adjourned at 8:26 p.m.

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David Sims, Mayor

Attest:

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Kris Larson, City Clerk