

Mayor David Anderson called the regularly scheduled council meeting of February 5, 2008 to order at 7:00 p.m. Present for the meeting were Mayor Anderson, Council Members Dave Sims, Connie Wells, and Dave Gray, Clerk Kris Larson, City Administrator Stephen Boorman, Economic Development Coordinator Mike Sloan, and Water Department Foreman Jim Fritzsche. Also present were Carol Graham from the Selkirk Loop, Dosie Sisk, Sarah Thomas from the Bonners Ferry Herald, Pat Park and Kelly Hubener from Sewell and Associates, Michael Kirk, Boy Scout Troup Members Ian Kirk, Nicholas Gorino, and Scott Dugger, Ralph and Julie Lotspeisch. Councilman Langs was gone on personal business.

Dosie Sisk spoke to council regarding people plowing snow across the city street into her yard. She understands that the city has a right of way on her property but the problem she is having is with her neighbor putting his snow in her yard. Stephen said the street right of ways vary. He asked if Dosie has spoken to the police department and she had. Stephen said it may be a civil matter. Stephen is working on a snow removal policy that council will address in a couple weeks but our policy only deals with city actions. Mayor Dave Anderson told Ms. Sisk to do some research as the city will also do that. He suggested that Dosie come by the city and speak to Stephen about right of ways. Stephen asked if there were trespass laws that cover this type of issue. Tim Wilson said they would not. Tim said trespass would have to be clear markings but there may be a civil matter for a nuisance. Mayor Anderson will also speak to the police about this issue. Ms. Sisk lives at 6583 Monroe.

City Administrator Stephen Boorman gave the administrator report. He said a policy for snow removal will be presented to council at the next meeting. He said a change order for the power plant unit 4 is on the agenda this evening and it will be tight to get the unit up and running by the end of February. There is information on a pool liner in the packet and he is interested in comments. He said he looked at coating the pool but does not think that would work.

Dave Gray moved to approve the consent agenda. Dave Sims seconded the motion. Mayor Anderson asked who was in charge if John Youngwirth and Larry Owsley are out of town. Stephen thinks it would be Ken Baker. The motion passed, all in favor. The consent agenda contained the following: roll call; approval of January 8, 2008 council meeting minutes; approval of accounts payable and payroll; approval for John Youngwirth and Roy Marquis to attend Fire Officer Development Academy on March 1-2, 2008 in Coeur d'Alene; and Approval for John Delaney to attend wastewater licensure review in Coeur d'Alene on February 13-14, 2008 and testing on July 23, 2008.

Dave Sims moved the Sewell and Associates contract signing to old business so they can leave to drive back to Sandpoint. Connie Wells seconded the motion. The motion passed, all in favor.

Pat Park from Sewell and Associates spoke to council. He said they process the building permit applications and provide the inspection services for the City of Bonners Ferry. Pat said 45 permits have been issued over the past year, 76 projects completed, and 380 inspections have

been done. The proposed contract will increase the city's percentage to 20 percent rather than 15 percent. Kelly Hubener was introduced by Pat. Mayor Anderson asked if Sewell was responsible for setbacks. Pat said they were not, that this would be reviewed by the city. Pat said they do look at the setbacks as to how they meet code and they are familiar with the contractors. However, if there was a violation it would be reported to the city. Dave Sims moved to authorize Mayor Anderson to sign the contract with Sewell and Associates for building inspection services. Connie Wells seconded the motion. The motion passed – Dave Sims “yes”, Connie Wells “yes”, Dave Gray “yes”.

Pat and Kelly left the meeting at 7:21 p.m.

Dave Gray moved to table the annexation issue. Dave Sims seconded the motion. The motion passed, all in favor.

The resort tax issue was discussed. Tim Wilson said a rough draft of the ordinance can be brought to council. They would like this to be done.

Dosie Sisk left the meeting at 7:23 p.m.

Stephen said there is information in the council boxes for council's review and the issue will come forth at the next meeting for a decision for work on the discharge permit.

The golf manager's contract was the next item on the agenda. Dave Gray moved to approve the contract as stated. (Clerk's note: the contract was for a five year period raising the base contract rate to \$49,000 and adjusting it by five percent in 2009; set the clubhouse lease rate at \$3,750 and adjust it by a five percent increase for 2009; adjustments made to the contract after 2009 will be made with mutual agreement for the remaining three year period of the contract.) Dave Sims seconded the motion and asked for clarification of the contract increase of five percent. Connie Wells said she does not like the five percent increase but would go along with a two or three percent increase. Mayor Anderson said he agrees with the contract increase because of the costs of fertilizer and wages. Dave Sims commented that the contract has not been raised since 2000. The motion passed – Dave Sims “yes”, Dave Gray “yes”, Connie Wells “no”. Ralph said the golf course is a valuable asset to the community and his job is to see that the golf course grows in the community. He said there has been a dramatic increase in Canadians coming to Bonners Ferry to play golf as well as people from Sandpoint coming here.

Ralph and Julie Lotspeisch left the meeting at 7:29 p.m.

Dave Gray moved to name the library park the Veteran's Memorial Park. David Sims seconded the motion for discussion. Dave Sims said he thought it was great to name it the Veteran's Memorial park but after reading the memo concerning the police memorial and also the firemen's memorial it may be better to name it the Memorial Park. Stephen said Mike Ashby would not be offended if it was named Memorial Park rather than Veteran's Memorial Park. Mayor Anderson said his preference would be Veteran's Memorial Park and does not see a problem with having other memorials in the park. Connie likes the Memorial Park name and

said the park memorializes people in Boundary County. Stephen said primarily the funding for the park came from residents in Boundary County. Dave Gray thinks the name of the park without Boundary County is good because it lessens confusion as to whose park it is. Stephen said John Langs has strong feelings for naming the park. Dave Sims “yes”, Dave Gray “yes”, Connie Wells “yes”.

Mayor Anderson suggested two people look at the agenda format and make a recommendation. He said most council meetings start with the Pledge of Allegiance and he likes that. He also would like to see larger print on the agenda. He had seen on one agenda a work session before the formal meeting. Dave Gray moved to have a subcommittee of two people recommend to the full council an agenda format. Connie Wells seconded the motion. Dave Sims would like to see the opening paragraph changed and he liked the sample from the Post Falls agenda. Mayor Anderson would like a more welcoming paragraph at the beginning of the agenda. Dave Gray likes the flag salute at the beginning of the meeting. Dave Gray likes the time of 6:30 p.m. to 7:00 p.m. for the meeting time. Dave Sims would like to see the start time moved up and thinks a 6:30 p.m. time frame would be helpful. The motion passed, all in favor. Mayor Anderson asked Dave Gray to sit on the committee with him to hammer out the agenda format.

Marcia Cossette joined the meeting at 7:32 p.m.

Stephen spoke regarding the meter reader and said the timeline is tight so a decision needs to be made tonight. He said a part-time employee may be quicker than hiring a contractor. Stephen said there are about 400 meters to read per day. He doesn't have strong feelings either way but a contractor does not fall under the city's workers compensation and city liability for negligence claims. Stephen's recommendation would be contract but his feelings are not strong on this issue. Dave Gray moved to go with a contractor. Dave Sims inquired if we would have time if we go with a contractor. Stephen will check with Accu-Read to find out how long they will be available to work with us. Dave Sims said until we get the proposals back we will not know if we want to have an employee or a contractor. Stephen said historically the cost has been about a dollar per meter. Connie asked if an employee were to be hired how much the city would pay. Stephen thinks about \$15 to \$16 per hour. Connie asked how long it would take to read the meters. Stephen said it normally takes ten days to two weeks. Stephen would recommend if we hire an employee that we require they provide their vehicle for use rather than a city vehicle. Dave Gray likes and supports Stephen's recommendation for a contractor. Dave Sims asked if there would be legal ramifications to requiring an employee to use their own vehicle. Tim Wilson said the problem would be maintenance on the employee's vehicle and also that the city would be liable for him being an agent of the city. We would require them to indemnify the city but Tim said there is huge risk if there is an employee. Dave Sims seconded the motion. Stephen said he will work with the attorney on the contract. Dave Sims said he would like to see identification required on the meter reader as well as on their vehicle. Tim said there could be contract support required. Dave Sims said the contract could require a certain vehicle as to the year of the vehicle. The motion passed, all in favor.

The contract with Selkirk Loop was the next agenda item. Stephen said when the visitor center was built it was anticipated that the Selkirk Loop would be in that building but the building was smaller than what was anticipated. He said they are currently located in city hall and pay \$175 per month. The BEDC pays the city \$300 per month. Carol Graham said their fiscal year begins July 1<sup>st</sup> and they are in the budget process at this time. She said positive things that have come up in the past few months are an interpretive sign for the visitor center and the idea of the origins of Bonners Ferry will be what the sign will contain. The ferry coming across the river from the north side of the river to Bonners Ferry with Clifty in the background. This sign will also tell the story of the river and its affect on the community. The sign was delivered and will be installed after the snow plowing slows down. She said we are on a National Scenic Byway and we receive a lot of press from this designation. The Idaho section is a photograph of the Kootenai Wildlife Refuge. National Geographic has published a coffee table book with all National Scenic Byway designations and we are in the book with a picture of the Wildlife Refuge. She said last year the Selkirk Loop was featured in the Sunset Magazine and they will be featured again. She showed a magazine where the Selkirk Loop is advertised targeting the traveler age 50 and older. Carol said they are a non-profit organization and if the rent were to go up to \$300 per month it would take an additional \$1,500 per year. She said this could be used for grant funding leverage and would like this to be considered when the rent decision is made. Carol said they like being in the city hall and enjoy being downtown. Dave Gray asked her opinion. Carol said she understands if the rent must go up but the dollars are hard earned. A federal grant was just received in the amount of \$130,000 and it must be matched from their funding. Dave Gray would support \$175 per month for rent. Mayor Anderson said it seems a natural fit for Selkirk Loop to be in the visitor center building and asked why they were not in that building. Carol said the original plan for the visitor center included office space and when the budget crunch hit the space was reduced. Stephen said the office space was eliminated and the visitor center was valuable space for meeting and greeting the public and that was not the function of Selkirk Loop. Carol said she was concerned about not being able to lock up the office of the Selkirk Loop at the visitor center. She said the Selkirk Loop has and performs more administrative functions rather than talking to the public. Mayor Anderson asked what square footage is used upstairs by the Selkirk Loop. Stephen said it is about 50 square feet. Dave Gray moved to keep the rent for Selkirk Loop at \$175 per month and extend their contract another year. Dave Sims seconded the motion. The motion passed – Dave Sims “yes”, Dave Gray “yes”, Connie Wells “yes”.

Mayor Anderson recognized the Boy Scouts. Ian Kirk said they are working on a merit badge. Mayor Anderson thanked them for coming down to the council meeting.

Carol Graham, Sarah Thomas, Ian Kirk, Nicholas Gorino, Michael Kirk, and Scott Dugger left the meeting at 8:14 p.m.

Mayor Anderson spoke regarding the milling machine. He said the price on fixing our own machinery makes this purchase valuable. Stephen said Keith Fairchild is an excellent mechanic and he has great skills that he has brought to the city. Mayor Anderson asked if we would train

others on the milling machine. Stephen said we will be very selective who will run the machine. He said John Delaney or Pete Wilson would also be able to work the machine if needed. Dave Sims moved to authorize the purchase of the milling machine up to a cost of \$8,000. Connie Wells seconded the motion. The motion passed – Dave Sims “yes”, Connie Wells “yes”, Dave Gray “yes”.

The purchase of a pickup for the water department was discussed. Stephen said there is a lot of stop and go traffic on the city vehicles and there are a lot more hours on the vehicles than miles. Dave Sims asked what we would do with the 1995 we currently have. Stephen said we would keep it in the fleet and use it for a backup. The valve actuator will be mounted on the new pickup with a belt or hydraulic pump to run the actuator. Dave Gray moved to purchase the new pickup as stated in the handout. Dave Sims seconded the motion. Mayor Anderson asked if Riverside does not meet the state bid if we would go somewhere else. Stephen said Riverside was willing to go with the state bid last summer but there were no pickups available at that time so he thinks they will honor the bid. Stephen explained bid assist to council for government purchased vehicles and equipment. Bid assist is a credit from the company that the vendor gets when it is for a governmental entity. The motion passed – Dave Sims “yes”, Connie Wells “yes”, Dave Gray “yes”.

Mayor Anderson said the authorization for advertisement to bid for a Holder is the next item for discussion. Dave Sims said orchard and vineyard tractors with the same horsepower and weight class are available that would be cheaper than the Holder that is being requested. Stephen said he and John Youngwirth researched this today and the orchard and vineyard tractors are taller and a bit longer than the Holder. He said they would not clear the street signs and their maneuverability would not be as good. He also thinks the snow blower attachment for the Holder may be better. Stephen said the vineyard tractor would be top heavy unless the tires were to be widened out for right of way work. Dave Gray appreciates the research. Dave Sims asked if the research could be done by the next meeting on the vineyard tractors and questioned the height issue. Dave Sims said they may be taller with the cab on the tractor. Stephen said the formal bid process is a two month period. Dave Gray said to explore the options for safety and cost. Stephen said we run the street department with the same number of employees that we did 20 years ago and the way to get the increased work load done is with better equipment. Stephen said the Holder uses a three point hitch for all the attachments that is nice. Stephen said the Holder is a German machine and Lake Tahoe uses these machines and has good luck with getting parts and maintenance on the machines. Mayor Anderson said the Holder is a great machine and is very strong and the cost is justified. Stephen said if the big snow blower goes out the Holder would be a backup but it would be slower. Dave Gray moved to authorize advertisement bidding for the Holder. Connie Wells seconded the motion. Dave Sims also requested that other tractors such as orchard tractors be researched. Dave Gray amended his motion to include other tractors. Connie agreed to the amended motion. Stephen explained the bidding process and quotes. Dave Sims clarified that the cycle mower would be replaced. Dave

Sims asked if the Fair snow blower has been researched. Stephen said they have not. The motion passed, all in favor.

Change Order #4 for unit four maintenance was discussed. Stephen said the stand that the bearing sits on and the mating surface were not milled correctly and there was enough force that this in time did not sit square. The bottom surface will be re-milled to fit correctly and that will cost about \$3,500. He further explained the needed repairs to the wicket gates to re-machine the holes and make them square in unit 4. These deficiencies have been a problem since the beginning but it has produced well for the city over the past 25 years. The repairs will cost \$15,000. Dave Sims authorized the Mayor to sign the change order up to \$18,500. Connie Wells seconded the motion. Stephen said the machine met minimum specifications in the beginning but it has worn over time and now leaks so it won't meet the specs now. Stephen said the generator is working great and has been a very good generator over time. Dave Sims asked how old the oldest turbine is. Stephen said the oldest generator is unit 2 and it is from the 1920's and he thinks the turbine on unit 1 was put in the 1940's. In the next few years we will have to rebuild the runners on units one, two, and three. The runner on unit four is steel and the others are made of brass. The motion passed – Dave Sims “yes”, Connie Wells “yes”, Dave Gray “yes”.

The membrane liner for the swimming pool was discussed. Stephen said it is a pvc liner that lines the entire pool and covers the expansion joints from when the pool was built. The liner Stephen is looking at has a 250 percent expansion capability. Dave Sims asked how wide the expansion joints are. Jim Fritzsche said they are about an inch wide. Currently the city spends about \$1,500 per year on paint for the pool. Dave Sims asked how the joint is handled where the liner meets the sidewalk. Stephen explained the process. The expected life is 15 years according to Stephen. Dave Gray authorized that quotes be obtained for membranes for the pool. Dave Sims seconded the motion. The motion passed, all in favor.

The group discussed the flower baskets for the summer season. Mayor Anderson expressed concern about Boulder Creek Academy holding a nursery license and competing with a licensed nursery. Dave Sims asked about a fertilizer injector for the plants. The group discussed watering and fertilizing the baskets. Dave Sims moved to table the flower baskets until the next meeting to explore the issue of fertilizer injector, licensed nursery, and whether or not Boulder Creek Academy has done a project of this scale. Dave Gray seconded the motion. The motion passed, all in favor.

The hiring of the clerks position was moved to executive session by motion of Dave Gray. Dave Sims seconded the motion and it passed, all in favor.

Dave Sims moved to authorize the service order module for the utility billing at a cost of \$3,840. Connie Wells seconded the motion. The motion passed, all in favor.

The resolution to pay bills out of order and prior to council meetings was discussed. Connie Wells moved to approve Resolution 2008-02. Dave Sims seconded the motion. The motion passed – Dave Sims “yes”, Connie Wells “yes”, Dave Gray “yes”. Resolution 2008-02 reads as follows:

RESOLUTION NO. 2008-02

A RESOLUTION AUTHORIZING THE CITY CLERK/TREASURER TO PAY CERTAIN VENDORS PRIOR TO SUBMITTING THE BILLS TO COUNCIL

WHEREAS, certain vendors that provide services or goods to the City on a regular basis have a billing cycle that requires the bill to be paid prior to a council meeting and a late fee is charged to the city for later payment; and

WHEREAS, it is the desire of the city council to avoid payment of late fees.

NOW THEREFORE, BE IT RESOLVED by the mayor and city council of the City of Bonners Ferry that the following pre-authorization for payment of certain bills be adopted:

1. The City Clerk/Treasurer is authorized to pay the following vendors by the due date on the bill and prior to submitting the bill to the city council for approval:

Bonneville Power Administration  
Idaho State Tax Commission  
IRS – Payroll Taxes  
Zions Bank – VISA  
Verizon  
Verizon Wireless  
Pend Oreille Valley Network  
Bonners Ferry Garbage  
Mountain West Bank – safety deposit box rental  
Digital Mail Machines  
B. F. Builders, Inc.  
Panhandle Area Council  
S&L Underground, Inc.  
Welch, Comer & Associates, Inc.

2. The City Clerk/Treasurer shall include the above bills in the bills submitted to council for ratification at the first council meeting following the payment of the bill with the exception of the electronic payments deducted out of the bank account directly (Bonneville Power Administration, Idaho State Tax Commission, IRS, Mountain West Bank – safety deposit box rental).

PASSED by the City Council this 5th day of February, 2008.

/s/David Anderson, Mayor

Attest: /s/ Kris Larson, City Clerk/Treasurer

Mayor Anderson said the Fed Ex drop box used to be at the visitor center but is now located at the Panhandle Restaurant. Marty, the FedEx driver, asked the Mayor if this could be moved. He said some people are using Badger Printing on the south hill. Tim Wilson explained that there are needs for the drop box in downtown for court work that is done. Mayor Anderson questioned if we would be competing with private business if we moved it to the visitor center. Dave Gray wouldn't feel good about making a decision without the input from the visitor center committee. Dave Sims is concerned about who else will want to put their drop boxes there. Dave Gray moved to defer this issue to the visitor center committee. Connie Wells seconded the motion. The motion passed – all in favor. Dave Sims said he thinks the issue of whether or not it is proper for the city to have the drop box for a specific vendor should be explored before it goes to the visitor center committee. Tim Wilson said there is room for caution.

The office furniture purchase was discussed. Dave Gray moved to purchase the proposed office furniture for the clerk's office. Connie Wells seconded the motion. The motion passed – Dave Sims “yes”, Connie Wells “yes”, Dave Gray “yes”.

Dave Gray moved at 9:28 p.m. per Idaho Code 67-2345 to go into executive session to consider hiring of an employee, negotiations, and legal. Connie Wells seconded the motion. The motion

passed – Dave Gray “yes”, Connie Wells “yes”, Dave Gray “yes”. At 9:51 p.m. council went out of executive session. No action was taken.

Dave Gray moved to hire Christine McNair for the clerk’s office. Connie Wells seconded the motion. The motion passed, all in favor.

Dave Sims asked about annexation. Tim Wilson said a plan for category B is being worked on by Mike Klaus. Stephen said there is a planning meeting on February 11 at 6:00 p.m. at the visitor center with Will Herrington.

There being no further business Dave Gray moved to adjourn the meeting at 9:55 p.m. Dave Sims seconded the motion. The motion passed, all in favor.

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David Anderson, Mayor

Attest:

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Kris Larson, City Clerk