

Mayor David Sims called the regularly scheduled council meeting of June 7, 2016 to order at 7:00 p.m. Present for the meeting were Mayor Sims, Council President Rick Alonzo, Council Members Ron Smith, Connie Wells, and Adam Arthur, Clerk Kris Larson, City Administrator Mike Klaus, City Attorney Andrakay Pluid, Police Chief Vic Watson, Fire Chief Pat Warkentin. Also present were Brigadier General Goodale, Colonel Rasmussen, Lt. Colonel Harper, Captain Anderson, CSM Wigen, SSG McGuire, Sgt. Hobbs, Steve Nelson, Jessica Tingley, Mike Listman, Marcia Cossette, Jerry Higgs, Sarah Jenkins, Dick Staples, Brion Poston, and Toni Hackwith.

Colonel Thomas Rasmussen of the Idaho National Guard introduced Brigadier General Goodale, Lt. Colonel Harper, Captain Anderson, CSM Wigen, SSG McGuire, and Sgt. Hobbs. SSG McGuire works at the Armory in Bonners Ferry. General Goodale spoke to the group. He said they are looking at pulling the National Guard out of Bonners Ferry. He said the National Guard has been here since 1950. Due to new regulations and requirements the smaller Armories in the State of Idaho will consolidate into large Armories. He said connection with communities will be lost but they have no control over the issue. Six to eight Armories will be closed in the next year. The large Armories will be called Readiness Centers. General Goodale said they have had a great relationship with the City. Mayor Sims asked how many Armories there are now and how many there will be after the consolidation. General Goodale said there are currently 33 Armories and they will be consolidated into nine Readiness Centers. He said the demographics in Bonners Ferry have changed, as there are not as many young people that want to join the National Guard. General Goodale said the building will be turned over to the County. Colonel Tom Rasmussen said the State owns half interest in the property and the County owns the other half interest. He said initially the County will lease the building from the National Guard. They would like to lease the property in case something changes. Colonel Rasmussen said there will be a press release tomorrow to answer questions.

The National Guard members and Sarah Jenkins left the meeting. Jean Diel joined the meeting at 7:09 p.m.

Toni Hackwith presented a power point presentation of the financial statements for fiscal year 2015. She said the City has the staff and accounting reporting systems to present information to put the statements together. The Auditors check to make sure the information is materially correct, and they also check for internal controls to make sure they are in place and are adequate. GASB 68 was implemented in fiscal year 2015 and it is for accounting and financial reporting for pensions. The general fund had a net change of \$81,321 decrease in fund balance where the prior year we had an increase of \$11,873. Revenues were more than the prior year and we spent approximately \$155,000 more in 2015 than we did in 2014. Fund balance is designated as unassigned, assigned, restricted, and non-spendable (prepaid expenses). Fiscal year 2015 unassigned fund balance was \$286,207. Assigned was \$35,929, restricted \$115,398, and non-spendable was \$5,885. Mike Klaus gave an overview of some of our expenses last year including rebuild of a dump truck engine, used golf mower, and chip spreader. Toni said unanticipated expenses are one of the reasons for keeping a good fund balance. She said we should have one to two months of expenditures in our unassigned fund balance or five to 15

percent of revenues. We show 53 days of expenditures in fiscal year 2015 in the general fund. In the electric, water, sewer, and garbage funds we have positive operating income. Toni said the cash flow from operating activities is positive as well. Proprietary funds net position is separated in unrestricted, restricted, and investment in capital assets.

Brion Poston joined the meeting.

Dick Staples spoke on behalf of the Golf Course. He said Friends of Mirror Lake was started a couple years ago. He said the tee markers were purchased and this has been a big plus for the course. The Friends has spent about \$17,000 over the past two years. Dick said there is about \$1,500 left in the Friends account. He said it will take about \$3,000 to finish the restroom at the Golf Course. They would like to keep the remaining balance in the Friends account.

Jerry Higgs said better scheduling is needed for the busy weekends such as the last weekend where there was the Car Show, Graduation, and Farmers Market. He suggested that council speak to Rod Benders to adjust the timing of the Car Show or move part or all of it to the Fairgrounds. Jerry said there are businesses that do not like the Car Show, as it takes away business from them.

Police Chief Vic Watson said over the past three weeks there were five misdemeanor warrant arrests, three driving without privileges, one DUI, one felony eluding, two vehicle accidents, one agency assist, one burglary, one felony probation violation, one felony drug possession, one CPOR violation, two petit thefts, and two unattended deaths.

Fire Chief Pat Warkentin said the department was only called out twice since the last meeting. One was a lock out and the other was an extrication equipment call. Willie Cowell was the officer that was called to the accident in the north part of Boundary County, as the Sheriff's deputy was in the south end of the County. The Fire Chief of South Boundary responded with rescue equipment but the Sheriff's Chief Deputy called for the City of Bonners Ferry's rescue equipment. Pat met South Boundary and the rescue unit on his way to town so he called the Sheriff's Office and asked if they still wanted the City rescue unit to respond. Dispatch told the City they were not needed since South Boundary was on the way. There is a driving training this coming weekend for the fire department. A hose competition is being planned for the 4<sup>th</sup> of July. Pat wants to have it after the parade at the end of Main Street near Mugsy's. There is also a barrel competition that will be had by the fire departments during the 4<sup>th</sup> of July celebration. Pat also spoke to council regarding a fire alarm system for the fire station. He said all the apparatus in the fire station are plugged in so everything is charged and ready to use when an emergency arises. A quote for station one is \$1500 annually for a fire alarm system. Pat would like to budget for this in next year's budget. Mayor Sims asked Pat to get an updated quote. Pat said he inquired and was told to add a ten to fifteen percent increase.

Ron Smith expressed concern about the call for extrication equipment and asked if there was a mutual aid agreement in place in the area where the accident occurred. Pat explained there is no mutual aid agreement in place for that area, but the Sheriff's Office made the request. Mayor Sims said if the Sheriff's Office calls for the City extrication equipment then they must respond according to Idaho Code. Pat cannot understand a public safety entity who refuses to help

people in dire straits that may die because there is a line in the sand that they do not want to cross. Pat believes people should do the right thing for the right reasons regardless of the consequences.

City Administrator Mike Klaus gave his report. The Augusta Street project is being worked on. He said it will make a dent in our finances for this year because the design was last year and the construction is this year. Idaho Transportation Department (ITD) has approved \$16,000 for construction oversight. Mike would like to have a small contract with HMM Engineering for engineer of record for the Augusta project anticipating it to cost about \$5,000. Mike said anytime you do field digging there are surprises. Mike thinks the project will start in two weeks. The north part of the project near Valley View is scheduled to begin first. The water department is installing water services and the electric department is moving poles. Connie asked if the Cassia Tank is done yet. Mike said the construction is complete and it could be another week or two before the tank is ready for use. He said there are some seeping issues but this is normal. He said the tank is functional.

The urban renewal agency has completed the master owner participation agreement with Shopko. The total of reimbursement is about \$256,000. David said the Urban Renewal Agency is going forward with refinancing the bonds for 15 years.

Connie Wells moved to approve the consent agenda. Adam Arthur seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”, Adam Arthur “yes”. The consent agenda contained the following: roll call; approval of accounts payable and payroll; approval of May 17, 2016 council meeting minutes and approval of May 26, 2016 special council meeting minutes.

Mike Listman spoke to council about filming and recording council meetings so they can be broadcast over the television and internet. He said they are ready to start the first meeting in July. Mayor Sims said anytime there is more public participation it is good. Mayor Sims asked about the cameras and recording equipment. Mike Listman said there will be three cameras and said they may need to have microphones at the council table. He said he will try to make people as comfortable as possible. Mayor Sims asked if council is interested in giving Mike Listman permission to install equipment. He expressed concern about people being uncomfortable if they are being filmed. Ron Smith asked if the broadcast will be live. Mike Listman said it will be filmed and edited. Mayor Sims asked what group he is working with. Mike Listman said he is doing it for the Translator Board. Attorney Andrakay Pluid said she is concerned about the mics. Mike Listman said the mics would be removed from the room as well as the cameras. Rick asked who would edit the films. Mike Listman said he or his crew would do the editing. Ron Smith is concerned about editing and thinks if it is going to be filmed that no editing be done. Adam expressed concern about executive session. Connie Wells said she is against it all together and does not want to be on television. She said we follow the open meeting laws and does not want to be on television. Attorney Andrakay said we cannot stop someone from filming a council meeting. She said we cannot control the editing either. She said we can control the mounting of equipment and the microphone placement. Mike Klaus said we do not want to inhibit the public from speaking or inhibit the process so we want to make it comfortable for the

public. Mayor Sims agreed that we want to make it comfortable. Mike Listman said filming council meetings is very common. Mayor Sims asked if he has thought of using a single camera and mic. Mike Listman thinks more cameras would make the film more interesting. Mayor Sims said the decision for council is what type of equipment to allow. Rick Alonzo said he thinks starting with a single camera would be the way to go. Adam Arthur moved to not allow installation of anything but a single camera for filming the council meetings. Rick Alonzo seconded the motion. Ron Smith queried if that would be one hand held camera. Andrakay said a tripod could be brought in to set the camera on or the camera could be hand held. Adam said we cannot do anything less. Mike Listman said technically he could bring in several people to film independently. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “no”, Adam Arthur “yes”.

Mike Klaus recommended moving forward with the completion of the restroom at the Golf Course. He said it would be good to get it done so it can be used. Mayor Sims said he is impressed with the amount of funding that was raised for the restroom project. Steve Nelson said a finished project is what the Friends would like to give to the City. He said the remaining \$1,500 in the account may be needed. Dick Staples said he is asking the City to give \$1 for every \$8 the Friends have spent. Dick said the tournament will be held again this year so they can accumulate more funding for future projects. Dick said the estimate for the costs to finish the restroom is \$2,750 but they are asking for \$3,000 to be approved in case the estimate is short. Rick Alonzo moved to approve up to \$3,000 to finish the Golf Course restroom. Ron Smith seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”, Adam Arthur “yes”.

Connie Wells moved to approve the special event permit for Nevin Neal from the Bonners Ferry Baptist Church for the Gospel Tent Meeting from July 3 through July 7, 2016 at the Boundary County Middle School front lawn. Adam Arthur seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”, Adam Arthur “yes”.

Adam Arthur moved to approve the special event permit for Jordan Productions Inc. for Jordan World Circus’ entertainment/circus on June 12, 2016 at the Fairgrounds. Ron Smith seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”, Adam Arthur “yes”.

Rick Alonzo moved to approve a catering permit for Mugsy’s Tavern and Grill for the Bull Bash at the Fairgrounds on June 10, 2016. Adam Arthur seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”, Adam Arthur “yes”.

Mayor Sims said Dennis Weed was selected for the Boundary Economic Development Council (BEDC) Director. He said Dennis has lived here for about five years, is a former Boeing employee that worked in business development, is active in the community and the Library, works with the Robotics Team, and has an MBA and juris doctorate. Rick Alonzo moved to hire Dennis Weed as BEDC Director. Ron Smith seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”, Adam Arthur “yes”.

Rick Alonzo moved to approve the Mayor's recommendation to appoint Foster Mayo to the traffic safety committee. Connie Wells seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”, Adam Arthur “yes”.

Vic Watson spoke of the need for a stop sign requested by a resident in the Comanche Street area. The stop sign would be on Comanche Court where it meets Comanche Street. The traffic safety committee asked that the stop sign proposal be brought before city council for their authorization. Vic said this would improve safety, and he is in favor of it. Mike Klaus drew a map of the proposed location on the white board for the group to review. Mike said he also recommends approval of installation of the stop sign on Comanche Court. Vic said there is poor visibility coming off Comanche Court. Vic asked if notification is necessary to the residents in the area. Ron Smith would like to give the residents notice of the sign installation. Vic can speak to the residents in that area. Attorney Andrakay Fluid said it is not necessary to get public comment about whether to install a stop sign because there is a public safety issue. Rick thinks it is prudent for Vic to let the residents know there will be a stop sign installed. Connie Wells moved to install a stop sign on Comanche Court where it meets Comanche Street. Adam Arthur seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”, Adam Arthur “yes”.

Mike Klaus spoke regarding the position of assistant city administrator. Mike said ten years ago when he was hired as city engineer there were more administrative positions than we have now. Mike is proposing a part time position of approximately 25-35 hours per week and would like to have a planning position be part of the duties. He also wants to have contract administration, regulatory agency reporting and tracking, grant administration, and coordination with organizations the City is involved with. Mike said this would free him up for more engineering projects that would save the City money. The cost of the proposed assistant city administrator position would be split between funds. He is proposing to put a job advertisement together for council's review with a fund split percentage for the next meeting. Ron Smith asked about Lisa's time now for planning and zoning. Mike said the contract for planning and zoning would go away if we hire. He said an in-house planner would shorten up the period of time for planning and zoning issues. Mayor Sims said it is not good for our citizens to have to call Sandpoint, and it would be good to have a person meeting face to face with the public for planning and zoning issues. Ron Smith moved for Mike to submit a proposed job description and how it will be paid for and to go ahead and advertise the position of assistant city administrator. Rick Alonzo seconded the motion. Connie asked about what the pay would be. Mike said it would be an hourly position for three to four days per week and would include PERSI but not health insurance benefits. Mike is thinking \$18 to \$25 per hour depending on experience. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”, Adam Arthur “yes”.

Mike Klaus spoke to council regarding the sewer bridge. He said the piping was installed in 1968 and it is time for replacement. The thought was to apply for a block grant to help with the costs of replacing the sewer bridge. He said there is a process of garnering points if we select a grant writer/administrator after we have gone out for proposals. Mike spoke to council about the

request for proposals for grant administration. Mayor Sims said Panhandle Area Council (PAC) would be interested. Ron Smith said the County had a contract with PAC for three years. Rick Alonzo moved to go out for request for proposals for grant writing and administration. Connie Wells seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”, Adam Arthur “yes”.

Surplus auction items were discussed. Adam Arthur moved to approve the surplus auction item list and to add pallets to that list. Connie Wells seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”, Adam Arthur “yes”.

Mike Klaus said Idaho Military Division has been asking permission to place communication equipment on the radio tower installed in the city yard by EL Automation. Connie asked if there is a dollar amount they will be paying. Mike said no amount will be charged. Connie Wells moved to authorize the Mayor to sign the radio tower agreement with Idaho Military Division. Rick Alonzo seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”, Adam Arthur “yes”.

Personnel policy clarifications for use of sick leave, correction of vacation accrual, and deletion of compensatory time were discussed. Mike Klaus is recommending these changes. Ron Smith said comp time is good for people wanting to take vacations. Rick said it used to only be accrued by police. Mayor Sims said that has changed. Andrakay said the issue Mike is concerned about is that it is hard to keep enough employees working to get projects completed. Vic Watson has no problem with the deletion of comp time. He spoke of the 207k provision in Fair Labor Standards. Rick thinks that is a way to get hosed and he likes the way the City pays its employees. Kris told Rick that we do have a 207k agreement for the police department where no overtime is earned until after 80 hours in a two week period. Ron Smith thinks the City has been very fair to the employees if the sick, vacation, etc. is counted toward hours worked in a pay period. Vic again spoke about 207k. Connie Wells moved to approve the personnel policy changes for sick leave, vacation accrual, and deletion of compensatory time. Rick Alonzo seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”, Adam Arthur “yes”.

There being no further business, the meeting adjourned at 9:11 p.m.

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David Sims, Mayor

Attest:

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Kris Larson, City Clerk