

The workshop of July 7, 2015 convened at 6:00 p.m. Present for the workshop was Mayor David Anderson, Council President Rick Alonzo, Council Members Ron Smith and Connie Wells, Clerk Kris Larson, City Attorney Will Herrington, Police Chief Vic Watson, City Engineer Mike Klaus, Water/Sewer Department Supervisor Adrian Dice. Also present were Adam Arthur, Jessica Tingley, Ken and Carol Arthur, and Ed Katz.

Mayor Anderson asked Mike Klaus to speak regarding what he would do, management wise, for the City. Mike said cities our size need an engineer and most civil engineers can handle the work that needs to be done. He said some cities have a public works director that is not an engineer but Bonners Ferry has quite a bit of infrastructure that needs to be replaced in the utility funds as well as drainage issues to be looked at for the streets. An in-house engineer could save the City money. He said if we need an electrical engineer, the electric fund can afford an outside engineering firm. Mike thinks the model of city engineer/public works director would work well with a little administrative help. The idea of human resources could be an effective component of the city if we could work it into the current staffing that we have. He said this would be a good way to share the administrative load. Mayor Anderson said there is a lot of need for infrastructure upgrades in our community. He said we have tried the city manager approach in the past that encompasses the human resource portion and the financial part but it doesn't include the engineering needed. Mayor Anderson said we have operated at least a half position short at the top over the past year or so because Stephen was so busy. The questions of what we need to do; how we structure it; and who pays for it need answered. Mike Klaus said the City will continue to run with the current department heads and staffing that we have as they are very capable and committed. Mayor Anderson asked what Kris thought. She said Mike could fill the void well and if we see areas where more help is needed we could get it.

Fire Chief Pat Warkentin joined the meeting at 6:07 p.m.

Mike Klaus said we are in a place now with the current department heads to keep the City operating and it runs well. He was encouraged by the meeting this morning with the department heads. Mike thinks it may be good to go through the advertising process and he would recommend a public works/engineer person.

Vic Watson said he has seen many different types of city administrators in different places. He said from a law enforcement perspective the city administrator would be a filter between the Mayor and City council and his police department because he cannot always contact the governing board. That would be how he would interact with the city administrator. Vic said we are heavily involved in engineering duties due to the dam so he would lean more to that fit for the city administrator. Vic questions if we need a public works director and a human resource position. Vic has less interaction with the city administrator than other departments but thinks when he speaks to the city administrator he is understanding what the council and mayor are thinking. Mayor Anderson said measuring the police department is not as quantifiable as the utility departments. Vic will operate in any way the city chooses to proceed but recognizes the need for an engineer.

Pat Warkentin said he used the city administrator for more technical issues and gave the example of Station 2 remodel. He said day to day operations of the fire department are not well known. He said he has not had heavy dependence on the former city administrator but used him for a sounding board when needed.

Adrian Dice said the Mayor and Council have full time lives and jobs other than the City. He said the city administrator is the person that has boots on the ground to carry out the daily duties of the City. He thinks Mike is very qualified and may need a second person that works with the city administrator to help take care of separate issues such as human resources. Adrian said there was a retired person in our community that may be interested in helping out especially with report writing. Adrian thought Stephen spent a lot of time checking up on things that should have been done without him having to ask twice. He said some things could be easier in some regards but no matter what it will be a large transition for whoever comes on board.

Mike said city administrators in other cities are over all departments including the fire and law enforcement and clerk/treasurer. He said the city administrator duties look more like a public works director in Bonners Ferry than an administrator in a larger city.

Will Herrington said he has worked for cities for over 40 years and the first one he worked for had a city manager type system. Moscow had a city administrator that was also an engineer. He said the advantage of having an in house engineer is that outside engineers cannot take advantage so he feels it is a terrific advantage to have an engineer. Will said the disadvantage of not having an administrator is that the Mayor is subject to being taken advantage of by different department heads. Will said if a person has a good administrative background and character he could be a good city administrator. City administrators are a personality driven job and a good one will make it work. He said this would make the job easier for the Mayor. Will thinks the City of Bonners Ferry needs an engineer and a city administrator and if an engineer fills both that is a bonus. He suggested that we put this together so the temporary does supervise the department heads.

Mike said an administrator is good for the current Mayor as he runs a large tree farm. Mayor Anderson agreed and said the city has this type of structure in place. He said if there is a second in command we could give the duties of purchasing agent as well as human resources.

Ron Smith thinks we are underutilizing our department heads as sometimes we look at the water department as Adrian and the crew. He thinks we should run everything through the department head. An engineer/administrator would be good but if there is an issue with the water or sewer the public should be talking to Adrian and if it is an electrical issue they should talk to Kevin. Ron no longer has an objection to an engineer position. Ron thinks the structure Mike spoke of would work nicely. Rick Alonzo agrees and the department heads should be given free rein to run their departments as they should be run. He likes the police chief being on his own rather than under the city administrator. He said an engineering type person should be in this position due to the questions that come up daily and the projects that we look to all the time. He is not sure if we need a separate human resources position because Mike is very familiar with the workings of the City. Connie agrees also that the department heads could manage more but we

need an administrator in place as she does not think the department heads need to be answering public questions. Rick agreed. Connie thinks we should have an engineer but some of the administrator duties should be handled also, and if there are special reporting that needs to be done that we can look to outside specialists. She likes the city administrator reporting to council rather than having all department heads attend the meetings. Ron said he did not mean that the department heads would deal directly with the public but that they would work with the engineer/administrator if there were questions. Mayor Anderson said the basic question is if we dump more responsibility on the department heads, can we roll along without over working a city administrator. Rick said the former city administrator immersed himself more than he may have needed to. Adam Arthur was originally thinking of not going with an engineer but hearing the comments he has changed his mind. He also asked if restructuring would be done. The flow chart was briefly discussed. Adam did not know if we would have one person to go through or if the city administrator would remain the same. Mayor Anderson said, as Will said previously, having an engineer on staff keeps the outside engineering firms from taking advantage. He thinks there is merit to having an engineer be our administrator. He may not have time to do engineering but will know what the outside engineers are talking about. Mike said we could have a full time administrator and a part time engineer. He thinks the full time administrator should attend training meetings and bring the data back to the City. He said we may not need a full time engineer if there is a full time administrator. Rick said the way the City is structured right now with the administrator over the utilities and outside crews and the police, fire, attorney, clerk, and administrator reporting to Mayor takes some of the pressure off. Ron does not want the city administrator dictating policy or taking this away from the council or mayor. Council took a brief recess at 6:48 p.m.

Mayor David Anderson called the regularly scheduled council meeting to order at 7:00 p.m. Present for the meeting were Mayor Anderson, Council President Rick Alonzo, Council Members Ron Smith and Connie Wells, Clerk Kris Larson, City Attorney Will Herrington, Police Chief Vic Watson, Fire Chief Pat Warkentin, City Engineer Mike Woodward, Water/Sewer Superintendent Adrian Dice, Head Lifeguard Olivia Langs, Police Officer Chris Langan, Economic Development Coordinator David Sims, and Billing Clerk Jeanie Diel. Also present were Al Brown, Adam Arthur, Ken and Carol Arthur, Jessica Tingley, Ruth Sutton, Marcia Cossette, Jerry Higgs, Tony Rohrwasser, Becky Langs, Owen Beazer, and Josh Beazer.

Mayor Anderson swore in Adam Arthur as Councilman.

Jerry Higgs inquired about the progress of the Cassia/Northside water tank. Mayor Anderson said the grant has been approved and financing is the next step. Mike Klaus said the project design is 90 percent complete and they will get the plans to DEQ with an anticipated start date of this fall. Jerry also asked about the golf course temporary repairs. Mayor Anderson said the goal of the golf committee is to bolster the existing building and make it work. He said we are progressing forward.

Police Chief Vic Watson gave the police report. Calls for service in the last two weeks were two petit theft calls, one fraud case, two trespass, two burglary cases, one battery, two driving without privileges, one hit and run, two vehicle accidents, one DUI, one controlled substance

case, and 38 speeding tickets. This is due to the traffic emphasis this summer. He said the officers are doing an exceptional job and are stopping people, trying to get them to slow down.

Fire Chief Pat Warkentin said for the month of June the fire department had seven calls. So far this month there have been two calls. July 5, 2015 there was a fire call at Alpine Cleaners and it was an overheated washer that was taken out of service. He said today there was an EMS assist. Ladder 1 pump is being put back in service and will pump a lot of water since it has been repaired. One of the cross lay valves is leaking so that is putting pressure on the lines so a part has been ordered. Quite a few of the repairs are done at the fire department to keep the pressure off the city mechanic. They are putting as much water on wheels as they can just to be prepared for the fire season.

Mike Klaus said the big project in construction is the Moyie Substation. The site is level and there is temporary fencing around it. The shell of the building is complete and the existing concrete structures are being pulled out to pour new pads for some of the piers and electrical racks. Mike said John Youngwirth removed some of the dirt behind the top of the pedestrian tunnel wall and a portion of the tunnel wall. He said it was not entirely rock from top to bottom behind the wall so some of the soil against the wall was retaining water and pushing against the wall. The wall was removed down to the tie back level so it is in a safe condition. He said once chip sealing is complete they will finish the repairs.

David Sims spoke of the fiber project several years ago and said a potential service provider has been found. Their name is Ting and they are installing gigabit fiber similar to what Google is doing. Panhandle Area Council (PAC) was surprised that a firm has been found. The same financing plan has been resurrected and PAC would bond for the cost of the project and lease portions of the project to the cities on an annual basis. The cities would lease the network to the service providers and the service providers would pay the cities. He will meet with them later this week. He gave copies of the proposal to city council and the mayor. David said the EDC Board, Department of Labor Director Ken Edmunds, and Shawn Keough met to discuss the closure of Department of Labor Offices. Shawn Keough from JFAC wrote into the budget that no department of labor offices can be closed until after the end of June, 2016. Mr. Edmunds said the Bonners Ferry Office is not on the list of closures. Our office provides a lot of services to the community. David said the Fab Lab has obtained the shop bot and laser engraver. David handed out a visitor guide that he and his wife prepared for the Chamber of Commerce. He said it was printed with NITA funds so there was a small match. There will be urban renewal agency meeting next week but it will be for approving bills and discussing next year's budget.

Connie Wells moved to add a late agenda item for approving a catering permit for Danielle Reasoner of Mugsy's Tavern and Grill for a beer garden at Kootenai River Days on July 10-11, 2015. Rick Alonzo seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”.

Connie Wells moved to approve the consent agenda. Ron Smith seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”. The consent agenda

contained the following: roll call; approval of accounts payable and payroll; and approval of June 16, 2015 council meeting minutes.

Capitalization fees were discussed. Will Herrington said the number of equivalent users for the water and sewer plants were determined and using that the fees have come out lower so no further hearing is needed. Rick Alonzo moved to approve the capitalization fees. Ron Smith seconded the motion. He asked if this capitalization fee is calculated using the number of users. Will said it is. Mike Klaus said we are tight for capacity on both the water and sewer. Will said consultants did the calculations and they had the information from the court cases. Ron Smith is good. Rick amended his motion to include the amounts of \$2,929 for water and \$864 for sewer. Ron Smith seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”.

Golf course fuel storage was discussed. Mayor Anderson said he thinks we should shop around. Rick Alonzo moved to table the fuel storage item. Adam Arthur seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”.

Timber management at the golf course was discussed. Mayor Anderson asked for approval to send the letter to Inland Forest Management. Ron Smith asked if the logging proceeds go to the general fund. Mayor Anderson said they do. Rick commented that the revenue received and logging costs were a push. Mayor Anderson said there is some cedar and that will help as the price is up. Connie Wells moved to approve the letter to Mike Walcott for timber management at the golf course. Rick Alonzo seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”.

The ownership agreement with South Boundary Fire Protection District, Paradise Valley Fire District, North Bench Volunteer Fire District, Inc., Curley Creek Volunteer Fire Association, City of Moyie Springs, City of Bonners Ferry Fire Department, Boundary Community Hospital, and Boundary County Ambulance District, and the South Boundary communication lease were discussed. Ron Smith asked if the agreement was that the City will do the work for the communication lease building and equipment installation. Tony Rohrwasser said the agreement was approved on September 2, 2014. Tony said the original agreement was for the City to build the building and put heat and air in it. He said Stephen said the City was not going to put the climate control in. Mayor Anderson asked if the heating/cooling system exists. Tony went to Doug Ladely's and got a unit to be installed and it is onsite. Mike will look at Stephen's notes to see who is responsible for what. Mike said insulation and heat and air are needed. Ron Smith asked Mike to get together with South Boundary. Rick asked Pat if he had comments. Pat said this has been in the works for quite some time and Tony did the majority of work to get grant funding for a fire/ems channel and it has been a roller coaster all along as to ownership. He said it was to be administered by the Fire Chief's Association but the grant process dictated that one taxing entity be responsible. Since Tony did the work on the grant South Boundary became the responsible entity. He said the other entities were to sign on for the heating, etc. Tony said the grant funding was received two years ago and the process has been a long one. The grant was written by South Boundary but the final agreement was drawn up by a lawyer to give all entities say. South Boundary owns all the equipment and the agreement allows the other entities to have

partial ownership. He said South Boundary will be the owner of record for grant reporting purposes. It has been in the works for a long time. A meeting will be had to get a joint powers agreement. The only entities not signing the agreement are the City of Bonners Ferry and Paradise Valley Fire District. Tony said there is a wording change requested by a board member at Paradise Valley Fire. Rick asked if this will be a separate frequency. Tony said it is an existing frequency owned by the Boundary County Fire Chief's Association and the second one put up there is owned by Boundary Community Hospital. It will be up to the joint powers board to determine the frequency used. Tony said the goal is to get all departments in the community involved. Pat said the goal is to make it so there are no holes in the system. Mayor Anderson said he read the agreement and asked what everyone's proportional shares are. Tony said the city put in the building but the other entities, proportional to their call volume, put in a percentage of funding. He said the purpose of the agreement is that every agency has a say. Tony said no more changes will be made at this point but a meeting will be set up for all agencies involved to review it as it stands. Tony asked for suggested changes if the City should have any. Mayor Anderson said we will have the attorney look at this. He will meet with Tony and Mike Klaus tomorrow at the city yard. Tony asked who would be the person from the City who could make changes in their meetings. Mayor Anderson said it would be our fire chief.

Rick Alonzo moved to authorize Mayor to sign Revision No. 2 to Exhibit E of City of Bonners Ferry Electric's Regional Dialogue Power Sales Agreement, Contract No. 09PB-13010. Connie Wells seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”.

Pat Warkentin and Tony Rohrwasser left the meeting.

Connie Wells moved to authorize Bonneville Power Administration to market renewal energy certificates for the City of Bonners Ferry long-term. Rick Alonzo seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”.

The letter to the editor regarding the swimming pool was discussed. Mayor Anderson said the City subsidizes the pool heavily even with the fees received. It costs nearly \$60,000 to operate annually and we received \$13,786.10 for fiscal year 2014. Ron Smith said a more positive letter was written and submitted to Bonners Ferry News. Adrian brought information on the swimming pool. He said a chunk of the spit rail about five inches wide broke out so it had to be patched. He said the concrete needs repaired and that makes the price go up. Connie said there are a lot of repairs needed but we don't have the funding. Mayor Anderson said the City pays themselves for water usage. He said the County Parks people come to the City and want to not be charged as they are doing good things but so are we. Adrian has been asking for the water usage from the fire department to be metered. Adam Arthur asked if we are losing money by charging more. We have garnered about \$14,000 so far this year. Rick Alonzo said we don't turn children away as people have offered to pay if someone cannot afford it. Mike Klaus said the pool is at the end of its useful life.

David Sims said the BEDC group had asked that Denver Street/Highway 95 access be left open. Rick Alonzo said it was discussed at the department head meeting and there are multiple

entrances near Denver Street. Some of the businesses are not in favor of closing off accesses. Adam said he is not sure that would help the traffic problem. He would like to keep the street open. Connie said some of the accesses will be addressed but she would like to keep the street access open. She thinks it makes more sense to close off business access rather than a street access. David said Idaho Transportation Department will not want a street access to be directly across from a business access. Alley access to the highway near Jackson Street was discussed. David said the garbage trucks have wanted to stop picking up garbage in the alleys. David did not know what John Youngwirth's thoughts were regarding closing the alleys. Mayor Anderson will get information from John Youngwirth about alleys and we will agendaize this at the next meeting. The Highway Project final design will be done in 2016 and construction will be in 2018.

Mayor Anderson said we need representatives for the Idaho Consumer Owned Utilities Association, Public Power Council, and Northwest Requirements Utilities. He asked council to think about who to appoint.

Connie Wells moved to approve the purchase of a new printer and copier for \$6,700. Adam Arthur seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”.

Rick Alonzo moved to approve the catering permit for Danielle Reasoner from Mugsy's for the beer garden at Kootenai River Days on July 10-11, 2015. Ron Smith seconded the motion. The motion passed – Ron Smith “yes”, Rick Alonzo “yes”, Connie Wells “yes”.

Ron Smith said with the letter to the editor and the damage brought forth tonight about the pool, he does not want any bad reflection on the people that work at the pool because they are doing a good job.

The meeting adjourned at 8:02 p.m.

---

David K. Anderson, Mayor

Attest:

---

Kris Larson, City Clerk