

MINUTES
SPECIAL MEETING OF THE SANDPOINT CITY COUNCIL
October 30, 2017

OPENING Mayor Rognstad called the special meeting of the City Council to order at 10:00 a.m. on Friday, October 30, 2017, in the Council chambers at City Hall, 1123 Lake Street.

ROLL CALL Council members Ruehle, Aitken, Snedden, Camp and Eddy were present. Councilwoman Williamson was absent.

PLEDGE OF ALLEGIANCE Mayor Rognstad led the Council and the public in the pledge of allegiance to the flag.

RESOLUTION NO. 17-75 – SANDPOINT FIRE FIGHTERS LOCAL 2319, INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, AFL-CIO, COLLECTIVE BARGAINING AGREEMENT 2017-2020

City Administrator Jennifer Stapleton noted that the City's negotiation team has been in negotiations with the fire fighters' union since June, with a total of approximately five meetings. The City's negotiation team is comprised of Council members Aitken and Eddy and herself. They have also been coordinating with the Sagle Fire District Board and representatives from their negotiation team. The primary goals during negotiations were to have continuity across contract terms between the two different entities. The goal of Selkirk Fire and Rescue is to become their own independent unit. The top three priorities of the union were wages, medical benefits, including a retirement program, and other benefits, such as sick leave and vacation. They addressed wages utilizing the same methodology as other City employees when benchmarking employers within Region 1. She noted that there are more challenges with fire personnel, as there are not as many entities to benchmark against. Even though all positions within the Fire Department are listed, as reflected on Appendix B, this doesn't necessarily mean that all of those positions are filled. One of the most significant requests from the union is related to medical insurance. Their goal is to move off the current City medical insurance plan to a single medical plan for all firefighters. Another request from the fire fighters' union was to offer them a retirement program called Medical Employee Reimbursement Program (MERP), which is currently offered to Sagle Fire District employees. The union's third priority was leave benefits, with a proposal to look at a paid time off (PTO) policy that will become effective for all other City employees November 1st. Negotiations were completed today, with both negotiation teams initialing the revisions.

Jennifer Stapleton replied to **Councilwoman Ruehle** that reports on overtime will be included when staff launches the City's transparent financial software this week. There is no change in the contract regarding residency requirements. City Treasurer Shannon Syth noted that the original agreement that was reviewed and discussed with the negotiation teams is the agreement utilized for the Sagle Fire District, with no opportunity to compare with the current Sandpoint Fire Union Collective Bargaining Agreement.

Councilman Snedden asked if there would be a consequence on staffing levels, because the contract provides that the City would budget the funds necessary to maintain the

MINUTES
SPECIAL MEETING OF THE SANDPOINT CITY COUNCIL
October 30, 2017

minimum staffing program. He also referred to Article 13, Consolidation or Merger, which states, "All employee rank and wages will be equal to both parties in the event of a consolidation, annexation or transfer unless agreed to by both parties to this Agreement." He asked whether this would create a significant burden if Selkirk Fire was set up with a more robust Joint Powers Agreement. Jennifer Stapleton replied that the intent is to have a total compensation package aligned between both entities. Captain Michael Gow stated that the apparatus language did not change, but the union wanted to make sure to have one qualified officer and one qualified engineer for minimum staffing. He confirmed that minimum staffing levels have not changed. He said that the current apparatus are a command vehicle, rescue vehicle, two fire engines, a ladder truck and brush truck.

City Clerk Maree Peck read comments received from Sandpoint resident **Carrie Logan**. Ms. Logan raised concern that, with the City providing a contribution of \$11,200 per year to each employee to be used toward a group insurance plan, it would pay fire personnel much more than other City employees. She felt this was unfair and would drain the City's general fund. Liability coverage would be an unnecessary inclusion in the Collective Bargaining Agreement. The MERP would be another drain on the general fund. Although there are nine City firefighters, the questionable blend of financial responsibility with other departments could possibly result in paying MERP for more than City firefighters. City employees do not receive any assistance with retiree medical costs. Article 21 reads as if not only the employed firefighter but also the retired firefighter will receive \$900 per person. She cautioned that the City would be getting very close to guaranteeing payment for retired firefighter medical insurance. This move has bankrupted other public entities. She raised concern with the addition of Battalion Chief positions. She compared with the City of Spokane, which has a population of approximately 205,000. Spokane has nine Battalion Chiefs who supervise a staff of approximately 234 firefighters. The City of Sandpoint, with a population of approximately 7,800, has three Battalion Chiefs. This means the City of Sandpoint has a ratio of 1 Battalion Chief to five staff, as opposed to Spokane's ratio of 1 to 26.

Jennifer Stapleton said that all the language within the proposed agreement has been reviewed and input has been provided from two Council members and the City Treasurer. She referred to Article 21, where the City agrees to make pre-tax contributions to the MERP. She confirmed that contributions will apply only to those who are currently employed with the City. There was consideration of the overall cost and whether it is aligned with other employees, such as what the City contributes for insurance premiums. When looking at compensation, including MERP, one of the principles was to look at the maximum extent when approaching the budget associated with this contract in order to be consistent with our standard practice for all City employees. We believe we held to this principle for compensation. **Councilwoman Ruehle** commented that she interpreted Article 21 to read that the City is providing assistance to retired employees. She asked where the fire fighters were within the benchmark prior to negotiations. Jennifer Stapleton replied that the City was low with benchmarking for Fire Department wages. The goal was to be in alignment with other entities for purposes of benchmarking and to have the ability to attract strong candidates as a median benchmark employer. Funding of the Battalion

MINUTES
SPECIAL MEETING OF THE SANDPOINT CITY COUNCIL
October 30, 2017

Chiefs is addressed in the budget. Shannon Syth added that there are two Battalion Chiefs budgeted. One of which the City funds, and the Sagle Fire District pays their Battalion Chiefs. The Westside Fire District makes up the difference in pay between a Captain and Battalion Chief for the second Battalion Chief position. Appendix B, Current Pay Scale, Pay Periods and Pay Days was reviewed. Ms. Stapleton clarified that the contributions through the MERP are for active employees only. It is not an ongoing contribution for retired employees.

Councilman Eddy left the meeting at 6:12 p.m.

Shannon Syth said that there are three people on duty at all times. Captain Gow explained that MERP is a medical expense reimbursement plan, where retirees would have access to this health savings account to help pay for medical costs. He confirmed he had no concern with changing the language in order to clarify what MERP is and that MERP contributions are for active employees only.

Councilman Camp moved that City Council approve the proposed resolution, Sandpoint Fire Fighters Local 2319, International Association of Fire Fighters, AFL-CIO, Collective Bargaining Agreement 2017-2022. **Councilman Aitken seconded the motion.**

Shannon Syth explained to **Councilwoman Ruehle** that the City has three different medical plans. It would vary between each firefighter whether the funds will be deposited into a VEBA account or a different plan. Jennifer Stapleton noted that the union agreed to a flat contribution amount with no increases. The risk for increases in insurance premiums is borne entirely by the firefighters. One of the considerations was to look at where risk was borne because, traditionally with the City, we have experienced increasing medical premiums, with the City's contributions for employees consistently increasing. There's a three-year cap in this contract, with assurance of continuity for budgeting purposes. She confirmed that the contract starts November 1, and the medical conversion will go into effect January 1, 2018. The contract expires September 30, 2020.

Jennifer Stapleton listed the revisions to the agreement that were made since the version that was provided to City Council last week: The effective date was changed from October 1 to November 1, the lieutenant position was added within salaries and ranks, the effective date for the medical conversion will be January 1, 2018, Article 35, Wild land Fire Services, was amended in order to strike "Shift shall consist of a minimum of twelve consecutive hours within a twenty four hour period calendar day" and add "Compensation will be paid based on the City Council approval of the current year wild land MOU." Article 35 has been revised because City Council does not approve the wildland contract annually. The Appendices were reordered to reflect reference within the contract. She recommended revising Article 21, relating to MERP, as discussed earlier, clarifying that it applies only to active employees.

Councilman Snedden moved to amend Article 21, that the MERP be changed to Medical Expense Reimbursement Plan and that City would agree to make pre-tax contributions to

MINUTES
SPECIAL MEETING OF THE SANDPOINT CITY COUNCIL
October 30, 2017

the plan on behalf of all "active" employees in the bargaining unit. **Councilwoman Ruehle seconded the motion.**

A roll call vote of Council resulted as follows:

Councilwoman Ruehle	Yes
Councilman Aitken	Yes
Councilman Snedden	Yes
Councilman Camp	Yes
Councilwoman Williamson	Absent
Councilman Eddy	Absent

The motion passed by a unanimous vote of Council present.

Councilwoman Ruehle moved to amend the resolution that the contract expires in 2020. **Councilman Snedden seconded the motion.**

A roll call vote of Council resulted as follows:

Councilwoman Ruehle	Yes
Councilman Aitken	Yes
Councilman Snedden	Yes
Councilman Camp	Yes
Councilwoman Williamson	Absent
Councilman Eddy	Absent

The motion passed by a unanimous vote of Council present.

A roll call vote of Council resulted as follows to the main motion:

Councilman Aitken	Yes
Councilman Camp	Yes
Councilman Snedden	Yes
Councilwoman Williamson	Absent
Councilman Eddy	Absent
Councilwoman Ruehle	Yes

The motion passed by a unanimous vote of Council present.

ADJOURNMENT The special meeting adjourned at 6:33 p.m.

Shelby Rognstad, Mayor

ATTEST:

Maree Peck, City Clerk

**MINUTES
REGULAR MEETING OF THE SANDPOINT CITY COUNCIL
November 1, 2017**

OPENING Mayor Rognstad called the regular meeting of the City Council to order at 5:30 p.m. on Wednesday, November 1, 2017, in the Council chambers at City Hall, 1123 Lake Street.

ROLL CALL Council members Ruehle, Aitken, Snedden, Camp, Williamson and Eddy were present.

PLEDGE OF ALLEGIANCE Mayor Rognstad led the Council and the public in the pledge of allegiance to the flag.

ANNOUNCEMENTS

Mayor Rognstad read a proclamation declaring the week of November 12 through November 18, 2017, as Sandpoint Family Reading Week. He presented the proclamation to Marcy Timblin, East Bonner County Library Director of Public Relations and Marketing.

CONSENT CALENDAR

Mayor Rognstad thanked Matt Diel for his willingness to serve on the Pedestrian and Advisory Committee.

Councilwoman Williamson moved that items A-1 through D be approved. **Councilman Eddy seconded the motion.**

A roll call vote resulted as follows:

Councilwoman Ruehle	Yes
Councilman Aitken	Yes
Councilman Snedden	Yes
Councilman Camp	Yes
Councilwoman Williamson	Yes
Councilman Eddy	Yes

The motion passed by a unanimous vote of Council.

A MINUTES

A-1 City Council regular minutes of October 18, 2017, and October 20, 2017

A-2 Planning and Zoning Commission minutes of September 19, 2017

A-3 Pedestrian and Bicycle Advisory minutes of June 21, 2017

A-4 Arts Commission minutes of September 18, 2017

A-5 Tree Committee minutes of September 18, 2017

B Bills in the total amount of \$105,671.40 for regular payables.

C CONFIRM APPOINTMENTS TO CITY COMMISSIONS, ADVISORY COMMITTEES, AND BOARDS

C-1 Matt Diel, Pedestrian and Bicycle Advisory Committee – November 1, 2017 – October 31, 2020

D Building Permit and Plan Check Fee Waiver for Bonner County Courthouse Remodel Project in the amount of \$4,337.77

**MINUTES
REGULAR MEETING OF THE SANDPOINT CITY COUNCIL
November 1, 2017**

NEW BUSINESS

E. PROPOSED AMENDMENT TO SANDPOINT CITY CODE TITLE 7, CHAPTER 5, SECTION 3 – BEACH RULES AND REGULATIONS

Parks and Recreation Director Kim Woodruff stated that this will be the fourth time Ride Idaho will hold their event at City Beach. They will camp on August 5, 2018, setting up no earlier than 1:00 p.m. and will leave on August 6, 2018, by 10:00 a.m. Ride Idaho Director Earl Grief stated they are a non-profit organization and have spent a week touring Idaho for the past 14 years. The average age of their participants is 55. In the past, their organization has worked with the Greater Sandpoint Chamber of Commerce to provide their participants with “Sandpoint bucks” to use at downtown restaurants. This program helps the downtown economy, because Ride Idaho participants will spend money at other downtown businesses. Their event will provide assistance to the Sandpoint Police Department by providing bicycle helmets and bicycle lights for local children. Their bicycle route begins in Post Falls, then they travel to Sandpoint, Trout Creek, Montana, Prichard, Idaho, Wallace, Idaho, Medimont, Idaho, then back to Post Falls. They have had approximately 275 participants for the past two years, up to 40 volunteers, some ham radio operators and bicycle mechanics.

Mayor Rognstad said he appreciated the responsible impact Ride Idaho has provided to our community. Mr. Grief commented that they put photos of the trip on their Facebook page, which provides marketing for the cities within their route.

Mel Dick, non-Sandpoint resident and downtown business owner, noted that downtown businesses support Ride Idaho. He noted that their event provides economic vitality to our town, and he hopes they continue their event in Sandpoint in the future.

Joel Aispuro, Sandpoint resident, noted that the event has provided a benefit to his downtown restaurant, and he supports the event.

Councilwoman Ruehle moved that Sandpoint City Council approve the proposed revisions to City Code 7-5-3, Beach Rules and Regulations. City staff will bring a proposed ordinance to City Council for review and adoption at a future City Council meeting.

Councilman Snedden seconded the motion.

A roll call vote of Council resulted as follows:

Councilman Eddy	Yes
Councilwoman Ruehle	Yes
Councilman Aitken	Yes
Councilman Camp	Yes
Councilman Snedden	Yes
Councilwoman Williamson	Yes

The motion passed by a unanimous vote of Council.

F. PUBLIC HEARING – INTENT TO APPLY FOR COMMUNITY DEVELOPMENT

MINUTES
REGULAR MEETING OF THE SANDPOINT CITY COUNCIL
November 1, 2017

BLOCK GRANT TO FUND DOWNTOWN REVITALIZATION LIGHTING PROJECT

Mayor Rognstad announced that the purpose of the public hearing is to take comment on the intent to apply for a Community Development Block Grant through the Idaho Department of Commerce in the amount of \$467,450 to fund a downtown revitalization lighting project. Notice of this public hearing was published in the Bonner County Daily Bee on October 25, 2017.

Grants and Projects Administrator Sean Scoggin stated that the purpose of the grant is to fund the acquisition and installation of pedestrian lighting downtown for the entirety of Cedar Street, one-half block east of Fifth Avenue and to Bridge Street on First Avenue. He pointed out that there should be a correction to the dollar amount of the grant from \$467,450 to \$500,000, in order to cover administration fees. There will be approximately 7% left to apply to the application, which will be approximately \$16,000 for each phase. He reviewed the map for Phase I, which is scheduled to start in the spring of 2018, and Phase II will start in the spring of 2019. After Phase I is completed, another public hearing will be held. The Community Development Block Grant (CDBG) will be federal dollars and will require Davis Bacon reporting. The application requires that a certified CDBG administrator within the State of Idaho administer the application process. He noted both he and City Administrator Jennifer Stapleton are certified. The type of LED lighting that will be installed will be similar to the lights installed on Church Street. Currently, there are areas along Cedar Street that are dark. Installation of this lighting will increase public safety. The application requires meeting certain thresholds. For instance, sections of infrastructure within this area have to be substandard. The Downtown Streets Plan, adopted by City Council, will be used as the document that sets the standard. The pedestrian lighting is 100% substandard for the CDBG grant application. The sidewalks will be widened from 12 feet to 16 feet, and 90% of the sidewalks in Phases I and II are substandard. The total cost estimate for Phase I and Phase II is \$467,450. The total cost for Phase I is \$218,775, and the total cost for Phase II is \$248,675.

Jennifer Stapleton noted that a majority of the funding for the downtown street revitalization project will come from Sandpoint Urban Renewal Agency (SURA), with funds set aside for this purpose. It is projected to be short \$500,000 for the project based on cost estimates. City staff met with CDBG representatives from the Department of Commerce, identifying what the particular project would be. The challenge with federal dollars is that Davis Bacon reporting is triggered with the project. It will be necessary to find an element within the project that can be separated out in order to be reported, budgeted and managed separately with CDBG dollars, so we don't taint the overall project, which could escalate costs. When working with the Department of Commerce staff, it was determined that the lighting project was the easiest portion of the project. City staff had a discussion with the City Engineer and the Project Engineer, Century West Engineering, to identify that this component was the best to break out.

Councilwoman Ruehle said she hoped that there will be improvements with the shielding of the lights in order to have less light pollution downtown. **Councilman Camp** commented

**MINUTES
REGULAR MEETING OF THE SANDPOINT CITY COUNCIL
November 1, 2017**

that wider sidewalks will provide issues with parking. Public Works Director Ryan Luttmann noted that Phase I includes pedestrian bulbs on Cedar Street, which will open up sight distance for diagonal parking. Jennifer Stapleton replied to **Mayor Rognstad** that the light specifications were in the bid documents that were approved by City Council. This grant won't change the project design that was approved by City Council but is an allocation of dollars to support the project design. The plan is to re-bid the downtown revitalization project in January or February of next year. **Mayor Rognstad** asked if the color temperature of the LED lighting will be specified in the bid. Jennifer Stapleton said that there will be an opportunity to revisit the color prior to rebidding the project.

Mayor Rognstad advised that the hearing would be conducted in compliance with the following rules of procedure: Before persons testify at public hearings, they are to fill out the sign-up sheet available at the front of Council chambers and hand deliver to staff. If you desire, you may note your objection, approval or comment on the form provided. If you wish to comment during the public hearing, please come to the microphone and state your name and whether you reside within the City limits. Please limit your comments to no more than three minutes. Testimony shall directly address the subject at hand and shall not be personally derogatory at any individual, organization or business. Members of the Council may ask questions of persons who testify. If they do so, it will be only for the purpose of clarifying information. Once the public hearing portion of this meeting is closed, there will be no further opportunity for public input on the proposal. The Council will then discuss among themselves the testimony they have heard and what, if anything, they may propose as a result of this hearing. Those testifying should clearly indicate their name. You are not required to state your residence address but whether you reside within the City limits.

Mayor Rognstad opened the public hearing to accept testimony. No one testified. The Mayor closed the public hearing.

G. RESOLUTION NO. 17-76 – APPROVAL TO APPLY FOR A COMMUNITY DEVELOPMENT BLOCK GRANT FOR DOWNTOWN REVITALIZATION LIGHTING PROJECT

Councilman Snedden moved that City Council approve the proposed resolution, Approval to Apply for a Community Development Block Grant for Downtown Revitalization Lighting Project, as amended, to apply for a grant in the amount of \$500,000. **Councilman Eddy seconded the motion.**

A roll call vote of Council resulted as follows:

Councilwoman Ruehle	Yes
Councilman Aitken	Yes
Councilman Camp	Yes
Councilman Snedden	Yes
Councilwoman Williamson	Yes
Councilman Eddy	Yes

The motion passed unanimously by Council.

**MINUTES
REGULAR MEETING OF THE SANDPOINT CITY COUNCIL
November 1, 2017**

H. RESOLUTION NO. 17-77 – RESOLUTION TO ESTABLISH A REDEVELOPMENT AREA

Grants and Projects Administrator Sean Scoggin noted that the City needs to establish an area where the grant funds will be used and won't have an impact on the economy within the area. An assessment of the area was conducted with certain criteria in order to apply for the grant, such as an assessment of vacancies. If a building or lot is partially utilized, then it is categorized as substandard, which would be divided by the total number of businesses within the development area. We are required to hit 25% in order for application approval. Ms. Stapleton added that this establishes an area which meets the minimum criteria of eligibility for a CDBG. It's a different type of assessment, unlike the BID assessment or other financial assessment.

Councilman Snedden raised concern with some of the language that defines the redevelopment area, such as urban renewal. Sean Scoggin confirmed that this does not create a taxing district. Jennifer Stapleton noted that some of the language is required federal language. Terminology is based on slum and blight language. She replied to **Councilman Camp** that the establishment of a redevelopment area will not inhibit the future of any other district. **Councilman Camp** pointed out that the redevelopment area is referred to as a district, not an area. Sean Scoggin added that funds will not be expended outside the area. He said it's a redevelopment area, not a district. The resolution was provided as a template for the grant.

Councilman Snedden moved that City Council approve the proposed resolution, Resolution to Establish a Redevelopment Area, as amended, to replace the word "district" on the first Whereas to "area". **Councilwoman Williamson seconded the motion.**

A roll call vote of Council resulted as follows:

Councilman Camp	Yes
Councilman Snedden	Yes
Councilwoman Williamson	Yes
Councilman Eddy	Yes
Councilwoman Ruehle	Yes
Councilman Aitken	Yes

The motion passed unanimously by Council.

I. PRESENTATION/DEMONSTRATION ON LAUNCH OF CITY'S FINANCIAL TRANSPARENCY INITIATIVE

City Administrator Jennifer Stapleton stated that this is the first step in the implementation of new software that was authorized for the 2017-2018 budget, with the intent to make our data more transparent to our residents and stakeholders. The plan is to publicly launch our financial data on the City's website tomorrow. The program will be located in the Financial section, with data on expenses and revenues from prior years. It will also show what is budgeted for fiscal year 2018, and data will be updated on a monthly basis. City staff is currently working on benchmark data, with a projected date to launch the 1st of December.

MINUTES
REGULAR MEETING OF THE SANDPOINT CITY COUNCIL
November 1, 2017

As part of strategic planning, City staff will be working with a group to conduct a citizen survey in order to garner input from the public regarding priorities and satisfaction with City services. This will be launched in January of next year. Because Deputy Treasurer Sarah Lynds has moved so quickly in integrating the financial information, new software will be demonstrated that OpenGov has added called "stories." The City of Sandpoint is one of the first cities in the country that will be provided this new software at no cost, to be used as a demonstration project.

Deputy Treasurer Sarah Lynds provided a demonstration of the software, which provides the ability to review fiscal year budgets and actuals for the current budget. There is an opportunity to purchase modules that will show more details on salaries. Transactions are identified by fund, department, object, type of transaction, dollar amount and transaction date. It can also provide vendor names and invoice numbers. The public will not have the capability to export the information, but they can print it. There are several different types of graphs available, providing percentages of the total budget. Jennifer Stapleton noted that, as performance measures are added, it will be combined with the stories element. Sarah Lynds said that there will be the capability to look at locations where incidents occur. It will provide expenses for each City park and a map of park locations. This software will also launch with time tracking. Jennifer Stapleton noted that City staff will revisit how financial information and tracking is set up in order to generate the data needed for reporting. There is a commitment to make it more user friendly.

ADJOURNMENT The meeting adjourned at 6:35 p.m.

Shelby Rognstad, Mayor

ATTEST:

Maree Peck, City Clerk