

MINUTES
REGULAR MEETING OF THE SANDPOINT CITY COUNCIL
December 7, 2016

OPENING Mayor Rognstad called the regular meeting of the City Council to order at 5:30 p.m. on Wednesday, December 7, 2016, in the Council chambers at City Hall, 1123 Lake Street.

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

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

ANNOUNCEMENTS

Councilwoman Ruehle reminded everyone that today is Pearl Harbor Day and acknowledged everyone who perished from the tragedy that occurred 75 years ago.

City Administrator Jennifer Stapleton provided an update on the Business Improvement District (BID) survey. The survey was completed in early November, but the survey needed review by the University of Idaho Institutional Review Board and received their approval today. The surveys will be mailed next week to business and property owners located within the BID boundaries, with a deadline to return the surveys at the end of this year. Each survey will have a unique code assigned to it, so each business will only complete one survey. The surveys can be returned by mail in a provided postage-paid envelope or can be returned by e-mail. Instructions will be provided on how to fill out the survey on-line. Staff will be sending out a press release tomorrow, and information will be included in the Greater Sandpoint Chamber of Commerce newsletter. She hopes to bring the results to City Council at one of their regular Council meetings in January 2017.

Ms. Stapleton announced that fiber optic cable in the City was lit up the beginning of last week. This will provide the public the opportunity to review the City's online maps much faster and provide more clarity from the camera located at the Solar Roadways project at Jeff Jones Town Square. Next week, free public Wi-Fi will be launched at the Jeff Jones Town Square and Farmin Park. Other areas downtown could benefit from this free public service in the future.

Mayor Rognstad commended Creations at Sandpoint and the Greater Sandpoint Chamber of Commerce for hosting the tree lighting ceremony at Jeff Jones Town Square the day after Thanksgiving. He thanked Emerson Kanning, who is a student, for her previous service on the Pedestrian and Bicycle Advisory Committee and willingness to continue to serve on the Committee and thanked Thomas Stephan for his willingness to serve on the Tree Committee. **Councilwoman Williamson** thanked them for their willingness to serve.

CONSENT CALENDAR

Councilman Snedden moved that items A-1 through E on the Consent Calendar be

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approved. **Councilwoman Ruehle 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	Absent

The motion passed by a unanimous vote of Council present.

A MINUTES

A-1 City Council regular minutes of November 16, 2016

A-2 Planning and Zoning Commission minutes of November 1, 2016

A-3 Parks and Recreation Commission minutes of September 21, 2016

A-4 Pedestrian and Bicycle Advisory Committee minutes of September 21, 2016

A-5 Sustainability Committee minutes of October 20, 2016

A-6 Tree Committee minutes of October 17, 2016

B Bills in the total amount of \$747,628.37 for regular payables

C CONFIRM APPOINTMENTS TO CITY COMMISSIONS

C-1 Emerson Kanning, Pedestrian and Bicycle Advisory Committee, December 7, 2016 – November 30, 2017

C-2 Thomas Stephan, Tree Committee, December 7, 2016 – November 30, 2019

D RESOLUTIONS

D-1 **Resolution No. 16-97** – Lake Pend Oreille Cruises Moorage Lease 2017

D-2 **Resolution No. 16-98** – Declaration of Surplus Playground Equipment

E Bonner County Public Works Fee Waiver Request – waive fees for a total amount of \$1,058.88

OLD BUSINESS

F. 2016 SEWER REVENUE BOND – PROPOSED ORDINANCE AND SUMMARY

Mayor Rognstad postponed this item, pending arrival of Bond Counsel, with a consensus of City Council.

NEW BUSINESS

G. RESOLUTION NO. 16-99 – FESTIVAL AT SANDPOINT MEMORIAL FIELD LEASE 2017

Parks and Recreation Director Kim Woodruff stated that the Festival at Sandpoint organization met with residents near Memorial Field last Friday to review the changes to their event next year. The Festival at Sandpoint will provide off-site parking with public transportation in order to minimize the impact on the neighborhood, as they will increase the maximum participants from 3,500 to 4,000 for their event.

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Toni Lund, Festival at Sandpoint Assistant Production Manager, thanked the City for their partnership. They will be celebrating their 35th season at Memorial Field next summer.

Councilman Snedden moved that City Council approve the proposed resolution, Festival at Sandpoint Memorial Field Lease 2017. **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	Absent
Councilwoman Ruehle	Yes
Councilman Aitken	Yes

The motion passed by a unanimous vote of Council present.

H. FEES FOR NEW “200” DOCKS AT WINDBAG MARINA

The following proposed new fees were presented to City Council:

20’ Windbag 200 floating dock (City residents)	\$27.59 per dock foot
20’ Windbag 200 floating dock (non-City residents)	\$34.49 per dock foot
24’ Windbag 200 floating dock (City residents)	\$27.59 per dock foot
24’ Windbag 200 floating dock (non-City residents)	\$34.49 per dock foot

Councilwoman Williamson moved that City Council approve the proposed new fees for 200 docks at Windbag Marina and set a public hearing for January 4, 2017.

Councilwoman Ruehle seconded the motion.

A roll call vote of Council resulted as follows:

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

The motion passed by a unanimous roll call vote of Council present.

I. RESOLUTION NO. 16-100 – PROFESSIONAL SERVICES AGREEMENT WITH RON’S ELECTRIC, INC., FOR CITY HALL LED LIGHTING CONVERSION

Councilman Aitken raised concern that disposal of the fluorescent bulbs should be done properly. **Councilman Camp** asked if the fluorescent bulbs can be donated to Restore. Mr. Woodruff replied that Avista provides an incentive to save energy with a goal to eliminate use of fluorescent bulbs entirely.

Councilwoman Williamson moved that City Council approve the proposed resolution,

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Professional Services Agreement with Ron's Electric, Inc., for City Hall LED Lighting Conversion. **Councilwoman Ruehle seconded the motion.**

Councilwoman Williamson concurred with **Councilman Aitken**. If the City is moving forward with a sustainable approach, then the City should dispose of mercury bulbs in a sustainable manner. She suggested that this issue be addressed by the Sustainability Committee and that the bulbs be stored until the Committee addresses this issue. Kim Woodruff pointed out that there's a time frame to obtain the rebate from Avista by the end of this year. **Councilwoman Ruehle** stressed that the City should show a good positive example when disposing of toxic waste. **Councilman Aitken** suggested that the Sustainability Committee draft a policy for disposing of mercury bulbs.

There was a consensus of **City Council** that City staff order shipping boxes for old fluorescent bulbs, do a change order, negotiate any reduction in costs with the contractor for old bulb disposal and look within the budget for the cost to recycle the bulbs.

A roll call vote of Council resulted as follows:

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

The motion passed by a unanimous roll call vote of Council present.

J. RESOLUTION NO. 16-101 – AGREEMENT TO TRANSFER PLAYGROUND EQUIPMENT TO BONNER COUNTY

Parks and Recreation Director Kim Woodruff stated that the total cost for the playground equipment was \$310,000, which included installation and construction. The playground equipment is installed at the Playground Park located at the Bonner County Fairgrounds. The City entered into an agreement with Bonner County that if the City installs the playground equipment, Bonner County will maintain it. It is very costly to maintain a park.

Councilwoman Ruehle moved that City Council approve the proposed resolution, Agreement to Transfer Playground Equipment to Bonner County. **Councilman Aitken seconded the motion.**

A roll call vote of Council resulted as follows:

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

The motion passed by a unanimous roll call vote of Council present.

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K. RESOLUTION NO. 16-102 – AGREEMENT TO TRANSFER KITCHEN EQUIPMENT TO BONNER COUNTY

City Attorney Scot Campbell explained that, after City Council approves the agreement, a proposed notice will be published in the newspaper, will come back to City Council for public hearing, then Council will ratify the agreement. He replied to **Councilman Camp** that a condition for the transfer is that Bonner County will use the equipment at the fairgrounds for public use that's tied to the grant the City received to purchase the kitchen equipment.

Councilwoman Williamson moved that City Council approve the proposed resolution, Agreement to Transfer Kitchen Equipment to Bonner County. **Councilwoman Ruehle seconded the motion.**

A roll call vote of Council resulted as follows:

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

The motion passed by a unanimous roll call vote of Council present.

OLD BUSINESS

F. ORDINANCE AND SUMMARY NO. 1339 – 2016 SEWER REVENUE BOND

Bond Counsel Laura McAloon reported in 2007, the City had a loan agreement with the Idaho Bond Bank Authority to finance the City's sewer project. The Bond Bank then sold bonds on the open market to investors that were backed by the repayment obligations that the City had to the Idaho Bond Bank Authority. The City will be refinancing the note with the Idaho Bond Bank Authority, then they will take those proceeds and pay off the 2007 A bonds. In order for this occur, the City obtained a proposal from Columbia Bank. The City has approximately \$4,230,000 left to repay on the bonds, with principal and interest. The Bank has offered to purchase from the City a bond at an interest rate of 1.69%, with the loan maturing on December 15, 2022.

Ms. McAloon pointed out that City Treasurer Shannon Syth worked closely with the banks to get a repayment schedule to shorten the term at a lower interest rate that will save the rate payers a significant amount of money and positions the City to have those bonds paid off in 2022. Interest payments are due in March of each year, and principal and interest will be due in September of each year. The bonds can be prepaid without penalty. The balance of the bond ordinance provides the covenants and assurances to the bank that the City will set the rates at an amount that is sufficient to continue to operate and maintain the system and pay the City's debt service payments to the bank. There are other standard covenants in the ordinance such as not giving free service to anyone. She referred to the

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ordinance that lists what was prepaid to the Idaho Bond Bank Authority with a maturity date of 2027 on the original loan and an interest rate of up to 4.25%, which demonstrates a significant savings for the City for this refinancing. One of the requirements from Columbia Bank is that this be tax-exempt financing, with the City being eligible. The closing is scheduled on December 14, 2016.

City Administrator Jennifer Stapleton recognized City Treasurer Shannon Syth and Laura McAloon and other financial advisors for saving the City and rate payers approximately \$1 million that will offset future costs when meeting requirements for a new permit and a potential new facility.

Steve Holt, non-Sandpoint resident, asked if the language and/or restrictions related to the original bond will change with the refinancing in relation to the disc golf course. Ms. Syth replied the City has a reserve fund required for the other bond, but it's not required for the new note. The debt left to pay does not include the land. There are still restrictions on the sewer fund but not on the bond.

Mayor Rognstad read the proposed ordinance by title only. **Councilman Snedden moved** that the proposed ordinance titled "An ordinance of the City of Sandpoint, Bonner County, Idaho, authorizing and providing for the issuance of the city's sewer revenue refunding bond, 2016, in the aggregate principal amount of \$4,230,000, to provide the funds necessary to prepay the city's outstanding sewer revenue promissory note, series 2007; providing for the prepayment of the note; fixing the form, covenants and terms of the bond to be issued; reserving the right to issue future revenue bonds on a parity with such bond upon compliance with certain conditions; and providing for other matters relating thereto" pass its first reading by title only and the summary is approved. **Councilwoman Williamson seconded the motion.**

A roll call vote of the Council resulted as follows:

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

The motion passed by a unanimous vote of Council present, the proposed ordinance passed its first reading by title only, and the summary is approved.

Councilman Snedden moved that the rules requiring three separate readings, once in the ordinance's entirety, be suspended and that the ordinance pass its second and third readings under suspension of the rules. **Councilwoman Williamson seconded** the motion.

A roll call vote of Council resulted as follows:

Councilman Aitken	Yes
Councilman Camp	Yes
Councilman Snedden	Yes

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Councilwoman Williamson	Yes
Councilman Eddy	Absent
Councilwoman Ruehle	Yes

The motion passed by a unanimous vote of Council present, the rules requiring three separate readings, once in the ordinance's entirety, were suspended, and the proposed ordinance passed its second and third readings under suspension of the rules. **The ordinance was considered read, passed and adopted.**

L. RESOLUTION NO. 16-103 – AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN UPDATE 2017-2022

City Clerk Maree Peck pointed out to City Council that a modification has been made on the proposed plan on Exhibit A, Sidewalks and Curb Accessibility, on page 14. The sentence originally stated, "The City installs curb ramps as part of federally aided street overlay project." The revised sentence states, "The City installs curb ramps as part of street alterations and sidewalk construction or resurfacing, as defined by the United States Department of Transportation." This provides a detailed explanation as to when curb ramps are triggered. City departments provided an update to the attached Action Log. When the revised draft plan was complete, she forwarded the proposed plan to several special needs organizations located locally, the State of Idaho, the Idaho Transportation Department and a few citizens who have been in contact with ADA issues. The draft Transition Plan has been on the City's website for approximately one month for public review and comment. The Plan is reviewed and adopted on an annual basis prior to the end of each calendar year as the Action Log is updated by staff.

Molly O'Reilly, Sandpoint resident, stated that the City's Transition Plan should provide the ability for everyone to not only use the goods and services in the City but the ability to allow everyone to get to them. She didn't feel the Action Log focuses on this issue. The Parks and Recreation Commission should look at the plan from a parks aspect, and the Pedestrian and Bicycle Advisory Committee should review the plan for sidewalks. She said she conducted research and found twelve categories the Federal government defines as a place of public accommodation that goes beyond City owned properties. She felt the City has shown improvement on these but should focus on all twelve categories. She felt the High Five grant that the City recently received to educate our youth on health could intersect with having sidewalks usable by everyone at a minimal cost. Sidewalks need to function for our children and should be accessible. The City needs to find ways to educate people to clean their sidewalks. She suggested that the \$250,000 grant recently received could be used to hire a contractor with experience in public relations and education outreach in order to implement a cost-effective plan to help our children travel on our sidewalks safely. This will benefit our children and those with disabilities.

Councilwoman Williamson moved that City Council approve the proposed resolution, Americans with Disabilities Act (ADA) Transition Plan Update 2017-2022, as amended.

Councilman Aitken seconded the motion.

A roll call vote of Council resulted as follows:

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

The motion passed by a unanimous roll call vote of Council present.

M. ORDINANCE AND SUMMARY NO. 1340 – ADA ADVISORY COMMITTEE

Councilman Camp asked if the Pedestrian and Bicycle Committee couldn't be incorporated with the ADA Advisory Committee. City Administrator Jennifer Stapleton replied that the City Clerk conducted research on how other jurisdictions established an ADA Advisory Committee. The function of this Committee would be on a broader spectrum than just sidewalks. The Committee will also consider accessibility to the City's facilities and programs.

Mayor Rognstad read the proposed ordinance by title only. **Councilwoman Williamson moved** that the proposed ordinance titled "An ordinance of the City of Sandpoint, a municipal corporation of the State of Idaho, establishing an Americans With Disabilities Act (ADA) Advisory Committee; providing a purpose; providing for committee organization; providing duties; providing for membership; providing for meetings; providing rules; providing for severability; repealing prior inconsistent provisions; and providing for publication and an effective date" pass its first reading by title only and the summary is approved. **Councilwoman Ruehle seconded the motion.**

A roll call vote of the Council resulted as follows:

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

The motion passed by a unanimous vote of Council present, the proposed ordinance passed its first reading by title only, and the summary is approved.

Councilwoman Williamson moved that the rules requiring three separate readings, once in the ordinance's entirety, be suspended and that the ordinance pass its second and third readings under suspension of the rules. **Councilwoman Ruehle seconded the motion.**

A roll call vote of Council resulted as follows:

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

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The motion passed by a unanimous vote of Council present, the rules requiring three separate readings, once in the ordinance's entirety, were suspended, and the proposed ordinance passed its second and third readings under suspension of the rules. **The ordinance was considered read, passed and adopted.**

N. EXECUTIVE SESSION PURSUANT TO IDAHO CODE § 74-206(1)(c) – TO CONDUCT DELIBERATIONS CONCERNING LABOR NEGOTIATIONS OR TO ACQUIRE AN INTEREST IN REAL PROPERTY WHICH IS NOT OWNED BY A PUBLIC AGENCY.

Councilman Snedden moved to convene in an executive session, pursuant to Idaho Code § 74-206(1)(c), to conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency. **Councilwoman Williamson 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	Absent

Mayor Rognstad called for a recess at 6:30 p.m.

By a unanimous roll call vote of Council, the Council convened in an executive session at 6:33 p.m. Matters discussed pertained to acquiring an interest in real property which is not owned by a public agency. No decisions were made, and **City Council came out of executive session at 6:50 p.m.**

ADJOURNMENT The meeting adjourned at 6:50 p.m.

Shelby Rognstad, Mayor

ATTEST:

Maree Peck, City Clerk