

MINUTES
REGULAR MEETING OF THE SANDPOINT CITY COUNCIL
March 21, 2018

OPENING Mayor Rognstad called the regular meeting of the City Council to order at 5:30 p.m. on Wednesday, March 21, 2018, in the Council chambers at City Hall, 1123 Lake Street.

ROLL CALL Council members Ruehle, Aitken, Aispuro, Darling, 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 announced that the April 4, 2018, regularly scheduled City Council meeting will be cancelled. The next regularly scheduled City Council meeting will be held on April 18, 2018.

City Administrator Jennifer Stapleton announced that the City was notified by the LOR Foundation last Friday with their grant offer to the City in the amount of \$500,000 to purchase 5.6 acres of the University of Idaho property to be used for a community recreation center. Staff approached the LOR Foundation last fall for a grant. The Mayor, the Chair of the Sandpoint Urban Renewal Board, and Ms. Stapleton presented the City's request to the LOR Foundation two weeks ago, which included the City's desire to purchase the entire University of Idaho property. The City received the grant document yesterday and will be reviewing the specifics with the LOR Foundation and the University of Idaho. The University of Idaho's initial indication to the City is that they want to sell the entire parcel and not sell only a portion. City administration will be working on the special conditions of the grant and anticipates coming back to City Council with a proposed grant award and staff recommendation at the April 18 Council meeting.

PUBLIC FORUM

Students from Ms. Hitchcock's Washington Elementary second grade class provided a presentation on their concerns with school crosswalk safety. They read a letter out loud that was addressed to City Council. Police Chief Coon said he met with the students last week to discuss their concerns. The students provided several solutions, which included painting a rainbow crosswalk, installing signage and flashing lights, educating students and parents on the importance of using crosswalks, repainting faded red zones, removing "loading zone" signage, and ticketing violators. Several photos were reviewed, reflecting that cars were parked on the crosswalk and that there was snow blocking access to parking spaces, ramps and crosswalks.

Police Chief Corey Coon said that the City will repaint the red zones and look at installing signage, and the Community Resource Officers will educate the parents on parking and crosswalk issues. The City has implemented safety devices, such as installing the radar trailer, in order to reduce speeding. City Administrator Jennifer Stapleton reported that the

MINUTES
REGULAR MEETING OF THE SANDPOINT CITY COUNCIL
March 21, 2018

City will be repainting the curbs in April. Chief Coon added that staff can look at making parking improvements in order to improve safety for the students. **Councilman Aitken** said he was also involved in meeting with the students and thanked them for their efforts. **Councilwoman Ruehle** encouraged City staff to install a rainbow crosswalk. **Councilwoman Williamson** concurred. Jennifer Stapleton suggested involving the Sandpoint Arts Commission on this project. **Councilman Aispuro** suggested education for parents. **Mayor Rognstad** thanked the students for taking the initiative to voice their concerns and provide solutions that can be addressed administratively. He also thanked Chief Coon for his leadership.

CONSENT CALENDAR

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

A roll call vote resulted as follows:

Councilwoman Ruehle	Yes
Councilman Aitken	Yes
Councilman Aispuro	Yes
Councilman Darling	Yes
Councilwoman Williamson	Yes
Councilman Eddy	Yes

The motion passed by a unanimous vote of Council present.

A. MINUTES

A-1 City Council regular minutes of March 7, 2018

A-2 Arts Commission, February 20, 2018

A-3 Sustainability Committee, December 21, 2017

A-4 Urban Renewal Board, February 6, 2018

B. Bills in the total amount of \$784,904.43; \$307,247.20 for regular payables and \$477,657.23 for payroll.

C. CDBG Certification – affirm authorization of Council President Williamson's signature in Mayor's absence

OLD BUSINESS

D. RESOLUTION NO. 18-16 – OAK STREET BICYCLE TRACK AND SIDEWALK BID AWARD AND CONTRACT

City Administrator Jennifer Stapleton said that City staff recommends awarding the bid to the lowest bidder, Interstate Concrete and Asphalt Co., in the amount of \$474,000. Other bids submitted were from Earthworks Northwest in the amount of \$528,799 and National Native American Construction in the amount of \$556,164.60. The project was originally projected to cost \$400,000. This project will be funded by a \$300,000 grant from the Idaho Transportation Department and \$100,000 from the Sandpoint Urban Renewal Agency. The Idaho Transportation Department has indicated they have additional funding available

MINUTES
REGULAR MEETING OF THE SANDPOINT CITY COUNCIL
March 21, 2018

for this project. There may also be possible cost savings that will be negotiated through change orders. At a prior City Council meeting, City staff indicated the inability to utilize the Rectangular Rapid Flashing Beacons (RRFB), as developed by the Federal Highway Administration (FHWA), but as of last week, the FHWA has approved the RRFBs. Cost savings can be achieved by relocating the RRFBs, instead of having to purchase new lights. There are funds available in the current budget to make up the difference between grant funding, additional savings and overall cost of the project. If the project is not completed this year, the City will lose the grant funding for this project.

Councilman Eddy moved that City Council approve the proposed resolution, Oak Street Bicycle Track and Sidewalk Bid Award and Contract. **Councilman Aitken seconded the motion.**

A roll call vote of Council resulted as follows:

Councilman Darling	Yes
Councilman Aitken	Yes
Councilman Eddy	Yes
Councilman Aispuro	Yes
Councilwoman Ruehle	Yes
Councilwoman Williamson	Yes

The motion passed unanimously by Council.

E. RESOLUTION NO. 18-17 – DOWNTOWN REVITALIZATION PROJECT PHASE I CONSTRUCTION RE-BID AND CONTRACT AWARD TO EARTHWORKS NORTHWEST, INC.

City Administrator Jennifer Stapleton noted that the bid was not awarded last year because bids submitted were more than the engineer's estimate and the City's budget for this project. The bids submitted this year are also over budget and the engineer's estimate, due to an increase in construction costs. City staff and the consulting engineer recommend awarding the bid to Earthworks Northwest, Inc., in the amount of \$2,643,638. There were two alternative additions within the bid, one of which is for the installation of tree grates. The City received feedback from the public and the Tree Committee, opposing the installation of the tree grates. The cost of this particular project is \$77,000. The other alternative is for a concrete intersection on Fourth Avenue, at a cost of \$76,000. City staff and the Mayor recommend not including these two alternatives in the bid award and contract. The other bid submitted was from T. LaRiviere Equipment and Excavation, Inc., in the amount of \$2,694,405.55.

Dennis Fuller from Century West Engineering noted that this bid request was similar to last year's, but the lights were removed from this year's bid request, with the hope of obtaining a CDBG grant for the lights. **Councilman Aitken** believes that tree receptacles should be included in the project, stressing the need to utilize them for holiday lighting. Jennifer Stapleton noted that Dennis Fuller has done current projections on Phase 1 through Phase 3, based on bid submissions, current market and costs. She anticipates, with the hiring of a new Public Works Director, there will be review of contracted services. City staff will

MINUTES
REGULAR MEETING OF THE SANDPOINT CITY COUNCIL
March 21, 2018

come forward to City Council with recommendations on potential changes when looking at reducing costs. The goal is to achieve the project as originally outlined.

Councilwoman Williamson moved that City Council approve the proposed resolution, Downtown Revitalization Project Phase I Construction Re-Bid and Contract Award to Earthworks Northwest, Inc. **Councilman Aispuro seconded the motion.**

A roll call vote of Council resulted as follows:

Councilman Eddy	Yes
Councilman Aitken	Yes
Councilman Aispuro	Yes
Councilwoman Ruehle	Yes
Councilman Darling	Yes
Councilwoman Williamson	Yes

The motion passed unanimously by Council.

F. RESOLUTION NO. 18-18 – RESOLUTION IN SUPPORT OF IDAHO GEM GRANT APPLICATION FOR OAK STREET UNDERGROUND POWER PROJECT

City Administrator Jennifer Stapleton said that the \$50,000 Idaho GEM grant is through the Idaho Department of Commerce. This particular project will be in conjunction with the Oak Street Bike Path project. City staff has met with Avista to look at putting other utilities underground. A new brewery will locate within the Granary District, with Avista installing three-phase power in that area. Avista notified City staff that there would be an opportunity to install underground utilities from Sixth Avenue to the Wells Fargo Bank on Oak Street, with the need for additional funding. The grant requires a \$10,000 match which will be met by Avista.

Councilwoman Williamson moved that City Council approve the proposed resolution, Resolution in Support of Idaho Gem Grant Application for Oak Street Underground Power Project. **Councilwoman Ruehle seconded the motion.**

A roll call vote of Council resulted as follows:

Councilman Aitken	Yes
Councilman Aispuro	Yes
Councilwoman Ruehle	Yes
Councilman Darling	Yes
Councilwoman Williamson	Yes
Councilman Eddy	Yes

The motion passed unanimously by Council.

G. RESOLUTION NO. 18-19 – RESOLUTION IN SUPPORT OF FM GLOBAL FIRE PREVENTION GRANT APPLICATION FOR SANDPOINT FIRE DEPARTMENT

City Administrator Jennifer Stapleton explained to **Councilman Aitken** that there is no issue with collaboration with other fire districts, as it provides an opportunity for a stronger application. The Sandpoint Fire Department will be primarily utilizing tablets for occupancy

MINUTES
REGULAR MEETING OF THE SANDPOINT CITY COUNCIL
March 21, 2018

inspections for businesses in Sandpoint. The equipment will belong to the Sandpoint Fire Department.

Councilman Eddy moved that City Council approve the proposed resolution, Resolution in Support of FM Global Fire Prevention Grant Application for Sandpoint Fire Department.
Councilman Aitken seconded the motion.

A roll call vote of Council resulted as follows:

Councilman Aispuro	Yes
Councilwoman Ruehle	Yes
Councilman Darling	Yes
Councilwoman Williamson	Yes
Councilman Eddy	Yes
Councilman Aitken	Yes

The motion passed unanimously by Council.

H. 2018-2019 EMPLOYEE BENEFIT PLAN RENEWALS

City Administrator Jennifer Stapleton noted that the goals for employee benefits are to provide more cafeteria options, contain costs, and ensure employee sustainability and competitiveness for employee retention and recruitment. The initial renewal for medical benefits was an increase of 9.9%, but the renewal was negotiated to result in an average increase of 7.47% across all three plans. Increases are based on utilization, with a 51.12% medical loss ratio and 215.54% prescription loss ratio. The current contract year reflects a loss ratio of 81.74% for medical and prescriptions.

There are three different cafeteria plans. Last year, an HSA option and Buy-up option were added. There will be no changes, with the exception of the HSA plan, which will see an increase of \$100 in individual deductibles. To offset this increase, the proposal is for the City to contribute an additional \$100 to the HSA employee account. Due to Federal requirements, the minimum deductible for the HSA plan is \$2,700. The HSA Plan premiums will increase 5.95%, the Traditional Plan premiums will increase 6.95%, and the Buy-Up Plan premiums will increase 9.6%.

Ms. Stapleton noted that the City is self-insured through Delta Dental, where the City pays dental claims. There will be a refund of \$16,347 from the fund balance to the premium adjustment, which reflects premium reductions for employees. There are no changes to the life insurance long term disability and COBRA renewals. The COBRA set-up charge will increase from \$22 to \$25. There will be no premium increase for the optional vision insurance program. Based on employee analysis this year, the monthly impact to the employees, based on the current plan they are on, ranges from a reduction of \$19.00 per month to a monthly increase of \$49.00. She announced that an employee benefit fair will be held the latter part of April. The renewals will be effective June 1, 2018, with open enrollment occurring during April. Currently, 50% of the City employees are on the Traditional Plan, 25% are on the HSA Plan and 25% are on the Buy-Up plan.

**MINUTES
REGULAR MEETING OF THE SANDPOINT CITY COUNCIL
March 21, 2018**

Councilwoman Williamson moved that City Council approve the 2018-2019 employee benefit plan renewal contracts for employee medical, dental, vision, life, short-term disability, Employee Assistance Program (EAP) and COBRA Administration. **Councilman Aitken seconded the motion.**

A roll call vote of Council resulted as follows:

Councilwoman Ruehle	Yes
Councilman Darling	Yes
Councilwoman Williamson	Yes
Councilman Eddy	Yes
Councilman Aitken	Yes
Councilman Aispuro	Yes

The motion passed unanimously by Council.

ADJOURNMENT The meeting adjourned at 6:21 p.m.

Shelby Rognstad, Mayor

ATTEST:

Maree Peck, City Clerk

MINUTES
SPECIAL MEETING OF THE SANDPOINT CITY COUNCIL
March 27, 2018

OPENING Mayor Rognstad called the special meeting of the City Council to order at 5:15 p.m. on Tuesday, March 27, 2018, in the Council chambers at City Hall, 1123 Lake Street.

ROLL CALL Council members Ruehle, Aispuro, Darling, Williamson and Eddy were present. Councilman Aitken attended by phone.

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

EXECUTIVE SESSION – IDAHO CODE §74-206(1)(a) – to consider hiring a public officer, employee, staff member or individual agent, where the respective qualities of individuals are to be evaluated in order to apply to filling a vacancy in an elective office or deliberations about staffing needs in general.

Councilwoman Ruehle moved that City Council convene in an executive session pursuant to Idaho Code § 74-206(1)(a) to consider hiring a public officer, employee, staff member or individual agent, where the respective qualities of individuals are to be evaluated in order to apply to filling a vacancy in an elective office or deliberations about staffing needs in general. **Councilman Williamson seconded the motion.**

A roll call vote of Council resulted as follows:

Councilwoman Ruehle	Yes
Councilman Aitken	Yes
Councilman Aispuro	Yes
Councilman Darling	Yes
Councilwoman Williamson	Yes
Councilman Eddy	Yes

The motion passed unanimously by Council.

By a unanimous roll call vote of Council, the Council convened in an executive session at 5:17 p.m.

Matters discussed pertained to consideration of hiring a public officer, qualifications and offer of employment. No action was taken, and no decisions were made.

City Council came out of executive session and convened back into the special meeting at 5:41 p.m.

APPOINTMENT OF AMANDA WILSON AS PUBLIC WORKS DIRECTOR – EFFECTIVE APRIL 2, 2018

City Administrator Jennifer Stapleton introduced Amanda Wilson as the recommended candidate to fill the vacant Public Works Director position. Twenty-one applications were received for this position. Interviewed applicants were from various cities throughout the country. Amanda Wilson was highly recommended after the interview process, based on her proven experience as a leader and effective communicator, along with her experience

MINUTES
SPECIAL MEETING OF THE SANDPOINT CITY COUNCIL
March 27, 2018

working with engineers and the fact that she has construction management experience. The most important aspect that made Amanda Wilson a unique candidate was her “boots on the ground” experience.

Councilwoman Ruehle moved that City Council consent to the appointment of Amanda Wilson as the new Public Works Director, effective April 2, 2018, and authorize the offer of employment as presented. **Councilman Eddy seconded the motion.**

Councilwoman Williamson stated she is looking forward to seeing new and exciting progress in the Public Works Department. **Councilwoman Ruehle** said she was looking forward to seeing someone willing to work “outside the box” and commented that Ms. Wilson’s resume was very impressive.

A roll call resulted as follows:

Councilman Aitken	Yes
Councilman Darling	Yes
Councilman Aispuro	Yes
Councilwoman Williamson	Yes
Councilman Eddy	Yes
Councilwoman Ruehle	Yes

The motion passed unanimously by Council.

ADJOURNMENT The special meeting adjourned at 5:45 p.m.

Shelby Rognstad, Mayor

ATTEST:

Maree Peck, City Clerk