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**DRAFT**

**CITY COUNCIL**

**MINUTES**

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**1. CALL TO ORDER**

The meeting was called to order at 5:30 p.m. Mayor Shelby Rognstad presiding in Council chambers at City Hall.

**2. ROLL CALL**

Present: Councilors Shannon Williamson Deb Ruehle, John Darling, Kate McAlister and Andy Groat

Absent: Councilor Joel Aispuro

**3. PLEDGE OF ALLEGIANCE**

**4. ANNOUNCEMENTS**

City Attorney Andrew P. Doman advised the Mayor and Council, and City Administrator Jennifer Stapleton also provided additional information, regarding the request that had been received from some citizens that Sandpoint residents should be offered preferential opportunities for seating in Council chambers during meetings and allowed to speak first during the public comment portions of the meeting. Following discussion, the Mayor, with general consensus from Council, directed City staff to work to develop proposed protocol for public comments during Council meetings for consideration by Council at a future meeting.

Mayor Rognstad read aloud a Proclamation, proclaiming July 26, 2020, as Americans with Disabilities Act Awareness Day in Sandpoint.

**5. PUBLIC FORUM**

Members of the public addressed the Mayor and City Council, speaking on a variety of topics over the course of approximately 20 minutes, at which time the Mayor paused the Public Forum, to be continued at the end of the meeting, after conclusion of the regular business on the Agenda.

**6. CONSENT CALENDAR**

Item Number:	6A MEETING MINUTES
Topic:	July 1, 2020, Regular Meeting

Item Number:	6B BILLS
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Item Number:	6C MURAL SIGN APPLICATION
Topic:	Wall Mural on building exterior at 102 S. Boyer Ave.
Description:	Approval recommendation from Sandpoint Arts Commission.

Motion to approve the Consent Calendar.

Result:	Passed
Moved by:	Williamson
Seconded by:	McAlister
Voted Yes:	Williamson, Ruehle, Darling, McAlister, Groat
Voted No:	
Abstained:	
Absent:	Aispuro

**7. OLD BUSINESS**

Item Number:	7A RESOLUTION 20-034
Topic:	Public Art Loan Agreement for Silver Box Project

Sandpoint Arts Commission Chairwoman Elle Susnis and Planning and Community Development Director Aaron Qualls provided a presentation on the works of art chosen and recommended by the Sandpoint Arts Commission for display during the coming year.

Motion to approve the Public Art Loan Agreement for Silver Box Project Resolution.

Result:	Passed
Moved by:	Groat
Seconded by:	McAlister
Voted Yes:	Williamson, Ruehle, Darling, McAlister, Groat
Voted No:	
Abstained:	
Absent:	Aispuro

Item Number:	7B PRESENTATION AND POSSIBLE ACTION
Topic:	COVID-19 Update

City Administrator Jennifer Stapleton provided an update. A significant increase in the number of confirmed COVID-19 cases in our community has been reported, as well as the number of daily tests being performed by Bonner General Health (BGH), which seeks to relocate their testing site. She reported that some City employees have been exposed to individuals who have tested positive for the virus. Of the employees who have been tested, to date, all of those tests have produced negative results. In accordance with Centers for Disease Control (CDC) and Panhandle Health District recommendations, updated policies and procedures have been implemented for City employees, requiring that all City employees must wear facemasks when interacting with the public and not behind a glass barrier (i.e. our reception desks). This includes any and all meetings indoors and other encounters with the public (inside or outside), where social distancing of at least 6' cannot be maintained. Facemasks are not required when employees are working at their desk or in their office (for office employees), but if they are meeting with another employee or visiting a different working area, masks must be worn. Facemasks are not required when operating vehicles or equipment, unless others are riding in the cab, in which case all must wear masks. The City follows CDC recommendations for critical infrastructure workers, identified as law enforcement, water and wastewater treatment, employees who work on the front line in a government setting, etc. Given the makeup of the City's workforce, with our limited number of employees and available backup staff, all City employees meet the definition of critical infrastructure workers. For the safety of City employees, beginning Monday, July 20, members of the public who are present during meetings with City employees are also asked to wear a mask, particularly in those instances when social distancing is not always entirely possible. Virtual remote meeting options are also available. Henceforth, with the exception of occasional daytime meetings where the public is invited, the Council chambers room will be closed to the public during the workday, opening to the public at 5:00 p.m. for evening meetings. It is anticipated, with the remodeling planned for portions of City Hall, that additional, larger staff meeting space will be created, but, in the meantime, as it stands currently, City staff regularly uses Council chambers in order to social-distance for internal meetings during the workday. With guidelines from the CDC and American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE), necessary improvements to the City Hall HVAC system are being planned, with the goal of less recirculated air and more clean air from outside, ensuring safety compliance for both employees and the public. Ms. Stapleton responded to a question from Councilman Darling regarding the requirement for City employees to wear facemasks, confirming that City leadership was united on this decision. The Councilman requested, if there are any concerns or a setback in this regard, that staff rely on Council for guidance.

Following public and local business requests for facemasks, on Friday, July 17, City staff will be distributing masks, free of charge, to the community during a drive-through event at Travers Park. The 3,000 cloth masks that will be distributed were purchased with Coronavirus Aid, Relief, and Economic Security (CARES) Act funding that was made available to the City.

Mayor Rognstad added that there is a patient currently admitted to BGH who has been diagnosed with COVID-19. If this turns out to be a confirmed case, he believes that this is the first COVID-19 hospitalization at BGH.

Councilwoman Ruehle relayed her concerns about the upward trend in cases in our community, particularly with the school year approaching. Additionally, she pointed out that, for COVID-19 testing, someone with a secondary residence in Sandpoint, for instance, would provide their primary residence address, and the data regarding that individual is included with the data for the community where they live permanently, not with Bonner County data. She stated that the science is clear and listed some Idaho towns that have already mandated masks and also mentioned that some businesses, such as Walmart and Starbucks, require a mask in their establishments. Councilwoman Ruehle made a motion that City Council mandate masks in the town of Sandpoint, with discussion following between the

Mayor, Council, and staff. Ms. Stapleton reported on the mask mandates in other communities, and Police Chief Corey Coon addressed possible enforcement challenges in Sandpoint. The motion died for lack of a second.

Several members of the public spoke and addressed the Mayor and Council regarding the use of facemasks.

Councilman Darling requested, the City Attorney concurred, and there was general consensus from Council that, for future meetings, the agenda should include action items separate from non-action items, such as updates or presentations, with a clear indication of the specific potential action that could be taken by Council, as opposed to a generic notification on the agenda of “possible Council action.”

Item Number:	7C PROPOSED PROJECT & DEVELOPMENT OF BID DOCUMENTS
Topic:	Infiltration & Inflow (I & I) Reduction Project for Lateral Replacement

Infrastructure and Development Services Manager Amanda Wilson, along with Project Manager Bryan Card and Steve James, P.E., with J-U-B Engineers, provided a presentation on a proposed improvement project to replace approximately 100 failing private sewer laterals to assist in confirming effectiveness of a broader I & I reduction effort, as committed in the adopted Wastewater Facility Plan approved by the Idaho Department of Environmental Quality (IDEQ).

Motion to approve the proposed Basin Improvement Project, specifically authorizing staff to proceed with developing construction bid documents and negotiating Amendment No. 4 with J-U-B Engineers, Inc., for professional services to support this project.

Result:	Passed
Moved by:	Williamson
Seconded by:	Darling
Voted Yes:	Williamson, Ruehle, Darling, McAlister, Groat
Voted No:	
Abstained:	
Absent:	Aispuro

Item Number:	7D RESOLUTION 20-035
Topic:	Idaho Department of Parks & Recreation Grant Agreement for War Memorial Field Boat Launch Improvements
Contact(s):	Grants and Performance Management Administrator Linda Heiss
Description:	On January 2, 2020, Council approved an application for a Waterways Improvement Fund (WIF) grant to help fund this project, and, as a result, the City has been awarded \$360,000.

Motion to approve the Resolution for Idaho Department of Parks & Recreation Grant Agreement for War Memorial Field Boat Launch Improvements.

Result:	Passed
Moved by:	Williamson
Seconded by:	Groat
Voted Yes:	Williamson, Ruehle, Darling, McAlister, Groat
Voted No:	
Abstained:	
Absent:	Aispuro

**8. NEW BUSINESS**

Item Number:	8A PRELIMINARY BUDGET FY2021
Topic:	Adopt Maximum Preliminary Budget for Fiscal Year 2021, Declare Intent to Reserve the Right to Recover Forgone Increase in a Subsequent Year, and Schedule Public Hearing

City Administrator Jennifer Stapleton and City Treasurer/Finance Director Sarah Lynds provided a general presentation on the FY2021 Budget. Ms. Stapleton announced that budget workshops are scheduled for July 22 on staffing, performance measures and maintenance and operations (M&O) and July 29 on master planning efforts and capital improvement projects. Because these are special meetings focused solely on budget presentation and workshop, the agendas for these meetings will not provide for public comment. The Public Forum item will be back on the agenda

for Council's next regular meeting, scheduled for August 5, and public testimony regarding the budget will be taken during the public hearing scheduled for Council's regular meeting on August 19.

Motion to adopt the maximum preliminary budget for Fiscal Year 2021, declare the City's intent to reserve the right to recover this year's forgone increase in a subsequent year, and schedule the public hearing on these matters during Council's regular meeting on Wednesday, August 19, 2020, at 5:30 p.m.

Result:	Passed
Moved by:	McAlister
Seconded by:	Williamson
Voted Yes:	Williamson, Ruehle, Darling, McAlister, Groat
Voted No:	
Abstained:	
Absent:	Aispuro

#### 5. PUBLIC FORUM CONTINUED

As the second Public Forum portion of the meeting began, there were no members of the public remaining in chambers who wished to speak, and there were technical difficulties with the audio equipment in the room. Upon reset of the equipment, Council was able to hear one brief comment from a member of the public participating remotely, but audio/video from chambers ceased functioning, therefore the audio could not be heard from the remaining member of the public participating remotely who indicated she wished to speak.

#### 9. ADJOURN

Mayor Rognstad adjourned the meeting at 9:35 p.m.

I presided over this meeting and can confirm that these minutes, prepared by the City Clerk, were approved by City Council on \_\_\_\_\_, 2020.

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Shelby Rognstad, Mayor

Attest: \_\_\_\_\_  
Melissa Ward, City Clerk