



**CITY OF PONDERAY  
REGULAR  
MEETING MINUTES  
September 21<sup>st</sup>, 2020**

**MAYOR STEVE GEIGER CALLED THE MEETING TO ORDER AT 6:00 P.M.**

**PRESENT:** Mayor Steve Geiger, Councilmember McNearney, Councilmember Osborne, Councilmember Mitton, Councilmember Thompson

**ALSO, PRESENT:** Clerk Warren, Attorney Marshall, Chief Cornelius, Planner Brubaker, Engineer Shaw

**ABSENT:** Deputy Clerk Peterson

**CONFLICTS OF INTEREST AND/OR DISCLOSURES:**

Mayor Geiger acknowledged conflict of interest and disclosures statement.

**PUBLIC COMMENT:** One public comment regarding setbacks, Mayor Geiger advised that it would be discussed later in the meeting. Councilmember Mitton asked that his comments regarding the non-compliance issue as discussed with Planner Brubaker in the September 8<sup>th</sup> meeting be added to the minutes. Mayor Geiger asked to confirm the August 17<sup>th</sup> minutes regarding the Community Development program with a limit of \$5,000.00. It should have read \$5,000.00 per project.

**CONSENT AGENDA:**

- A. Approve Bills \$103,426.87
- B. Acknowledge Attorney Report
- C. Approve minutes of August 17<sup>th</sup> and September 8<sup>th</sup> regular Council meeting minutes.

***Motion to Approve the Consent Agenda***

**Councilmember Mitton/Thompson. Roll Call Vote. All Voted in Favor. Motion Approved.**

**DEPARTMENT REPORTS/UPDATES -**

**MAYOR:** Mayor Geiger gave updates on Neighbor day, it was a great event and a huge thank you to KayLeigh for putting it all together, Councilmembers agreed. Popsicle Bridge – we have been looking into it with Brett at IHD. Should the bridge be inspected it would cost \$10,000.00. We need to contact Sandpoint to see if they have specs or plans, it would be a good idea to do our homework prior to construction in the spring. Cost estimates for steel were \$6,500 and labor was \$4,500, so all in all costs should be between \$12,000 to \$15,000. Mayor had a quick story about his wife's cell phone being lost and using an app called "Find my iPhone" – her phone was later found at Home Depot.

**CLERK:** Clerk Warren said she is still waiting on bed tax amounts to filter in.

**POLICE:** Chief Cornelius spoke about the traffic violations that were taking place here in the residential area. He has had the radar out every day. Council said they have noticed 100% improvement in the area. There was public comment about how they have noticed as well and they like seeing law enforcement in the area. Councilmember Mitton asked the Chief and Engineer Shaw about adding speed bumps to the streets. Engineer Shaw said he does not really get involved with that aspect and he also said he would not recommend it, due to the new pavement and snowplows. Chief also said he would rather not see holes in the new pavement for the water and ice to get into but can add extra patrols to the area. Councilmember Thompson asked about adding stop signs to some streets. Engineer Shaw said if it is the city's road, you may put stop signs where you see fit. He said he would look into it. Chief asked if there had ever been a traffic study in the residential area. It was thought the Highway District had in the past. Chief also said you cannot have a speed limit under 25 without a traffic study. Mayor Geiger mentioned another issue, our growth, and the Post Office to relocate when their lease is up. The traffic will be far less if they relocated. He also mentioned putting up 3 – 5 permanent radar signs. Engineer Shaw said those run about \$3,000 each. He then said there should be a LHTAC grant to procure traffic signs and will look further into that. Chief said he received a letter complimenting one of the new hires. Congrats Officer Simeral for a job well done!

## **STREET/PUBLIC WORKS:**

- A. Cedar Street Final** – Engineer Shaw said Randy went out and inspected the street, he thought they did a great job and recommends paying the final bill and close it out. He also said he did come to a conclusion on the discrepancy.

***Motion to Approve final payment in conclusion of the Cedar Street project.***

**Councilmember Thompson/McNearney. Roll Call Vote. All Voted in Favor. Motion Approved.**

- B. Anvil Byway** – They are staking out fence today, so with in the next week it should be complete.
- C. Walmart Bus Stop** – Drove right by and forgot to check, did see folks out there working last week, will check later.
- D. Field of Dreams – Plans & Cost Estimate** – Engineer Shaw gave out a set of preliminary plans and a very preliminary cost estimate. He mentioned the numbers on the cost estimate are big but not meant to scare anyone. He has a 30% contingency. The turf is on the high side and has plans to get those numbers down. Currently, the estimate is at \$13,000,000; \$7,000,000 of that is turf which is coming is at \$14.00 per square foot. Councilmember Thompson asked how long the turf will last before it will need to be replaced. He replied that the turf typically has a 10-year warranty and it really depends on the use – he thought about 20 years. He hopes to get the cost down to \$7,000,000. He then gave a presentation and went over the design of the soccer fields. Councilmember McNearney asked about pathways for walking and cross-country skiing in the winter. There was then discussion about pathways and roads. Councilmember Mitton asked when utilities will take place. Engineer Shaw said the plan is not to install utility services until we need them. The waterline on McNearney will need to be improved. Councilmember Thompson asked what the plans were for Phase 1? Engineer Shaw said fields, roads, parking lot. There will be no buildings in Phase 1. Councilmember Thompson said there will be a need for a restroom facility. All roads are designed to city standard. Mayor Geiger asked out field dimensions in comparison to Real Life Ministries turf fields. Engineer Shaw said ours are slightly wider and longer. Mayor said Real Life Ministries turf fields are a great example of what to look for. Engineer Shaw said they have been in contact with three different companies hoping to get costs for topline and mid-grade systems. A system is fabric, end fill, and shock pad underneath it. Then, will have a much better number on the manufacturers cost for the turf. He spoke about drainage – will need to improve the ditches on McNearney, and will also put drainage on the north end and will treat the first half inch, then the peak runoff will be less then our existing so we won't be adding more to the system - we'll retain some. Engineer Shaw plans to bring new sets of plans and update for the first council meeting of the month. Mayor Geiger said it was great to see some numbers and hear about the projects progress. Engineer Shaw said there was a gas leak on Elm Street, so Avista had to tear out some asphalt - it will be replaced.

## **PLANNING, PARKS & COMMUNITY DEVELOPMENT:**

- A. Non-Conforming Compliance Issues** – Councilmember Mitton asked Planner Brubaker to update about the non-conforming compliance issues, one being on Oak Street. He said we need to have a set time frame. Mayor Geiger asked Planner Brubaker what is the current standard when we have a complaint and issue a green card, what happens? Planner Brubaker replied that they start with a courtesy call or a personal visit. If there is no response, we will then send out a green card, but it is serious and gives a time frame for which the individual needs to respond. For Oak Street they could have either applied for a building permit or remove the structure. They decided to remove the structure before winter, and this is where it stands currently. If there is an individual whom doesn't work with us or is non-responsive to the green card our attorney will step in and send a letter that informs them of penalties or fines and gives the them 10 days to respond, this letter is sent certified which will require a signature. Mayor Geiger suggested they follow a form such as: a personal visit or call; issue green card – comply within 2 weeks; next a certified letter from the city/attorney – 10 days to respond. We still need a resolution, an end game. Councilmember Mitton said this was the first time he is heard about the 10-day time frame. Planner Brubaker and Clerk Warren stated it is typical and pretty normal. There was public comment about following rules and regulations. Another said he made some improvements, and asked what the standards were in this town, why do I have to comply if others do not? Planner Brubaker stated if an individual does not get a permit and the city finds out, we would work with you, to get through the process. Clerk Warren suggested after Louis' letter is sent out and the individual contacts us, we should write a return letter to them stating we understand you'll have said project complete, this way a date will be in place. If not completed by said date action will be taken, the city can prosecute. Mayor Geiger said we should be able to complete these steps in 12 weeks and should take no longer than 30 days for a solution. He said we will modify our form in time frame format, Planner Brubaker will bring an example of the modified form to the next council meeting, for review.

**MISCELLANEOUS REPORTS:** Kootenai-Ponderay Sewer District Agenda for September 14<sup>th</sup>; Spot Minutes for August 20<sup>th</sup>; Sandpoint minutes for August 26<sup>th</sup> and September 2<sup>nd</sup>; Bonner County minutes for August 25<sup>th</sup> and September 1<sup>st</sup>.

**PUBLIC COMMENT:** None

**Councilmember Thompson/Osborne.**  
**Meeting adjourned 7:20 p.m.**

---

City Clerk/Treasurer Su Warren-Brown

---

Mayor Steve Geiger