



**CITY OF PONDERAY
REGULAR
MEETING MINUTES
March 15th, 2021**

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

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

ALSO, PRESENT: Clerk Warren, Chief Cornelius, Attorney Marshall, Planning Director Brubaker, Planner Miller, Engineer Shaw

ABSENT: Deputy Clerk Peterson

CONFLICTS OF INTEREST AND/OR DISCLOSURES:

Mayor Geiger acknowledged the conflict of interest and disclosures statement.

AMEND AGENDA:

PUBLIC COMMENT:

CONSENT AGENDA:

- A. Approve Bills \$ 33,191.63
- B. Approve March 1st, 2021 Regular Council Meeting Minutes
- C. Acknowledge Attorney Report
- D. Acknowledge Police Report

Motion to Approve the Consent Agenda.

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

DEPARTMENT REPORTS/UPDATES –

MAYOR:

CLERK:

- **ACTION ITEM: Easter Event**, public presentation by Ivy, they are planning a Drive Thru Easter Eggstravaganza, scheduled for April 3rd between 10:00 and 11:00 am. They will be passing out Easter gift bags to children.

Motion to Approve a donation of \$100.00 from the City of Ponderay for the Drive Thru Easter Eggstravaganza Event.

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

- City Clean-Up Day is scheduled for Sunday May 16th. Planner Miller will be sending out forms for those looking for additional assistance, volunteers will be needed for those above and beyond projects.
- Clerk Warren asked to update goals and discuss at the next City Council meeting.

POLICE:

- Chief Cornelius stated officers have been in training and the cameras in the Police Department are up and running. Councilmember Mitton asked if the Police Department had any equipment needs. As of current they are good. Planner Miller wanted to thank all the Emergency Services who responded to an accident that occurred, her sister stated they were excellent to work with. Thank you!

STREET/PUBLIC WORKS:

- Engineer Shaw gave an update on the status of the Urban Area Transportation plan, is out for RFQ and due by April 1st. Field of Dreams – working to set up meetings with the Parks Committee and get signage up with future plan details. Legislative/LHTAC Funding – He had attended a virtual meeting and in using their formula Ponderay would likely only qualify for \$13,000, not large funding for smaller cities. If enough people contact their Association, we could possibly see a change. He also would like to improve drainage on Triangle Drive and has submitted a grant for Ped Ramps.
- **ACTION ITEM: School House Remodel** – Engineer Shaw has received a quote from SOK Architects. The proposal is for design and drawings for the renovation of the Ponderay School house. They are proposing a fee cap of \$4,500.00 and an in-kind donation to the City for the remainder. This does include Construction Administration.

Motion to Approve the proposal from SOK Designs.

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

- Mayor Geiger asked out damaged Ting boxes one being on Piehl Road. Engineer Shaw has been in contact with Ting, and once the weather is better, they will be making repairs. He also suggested taking photos of sites that need repairing.

PLANNING, PARKS & COMMUNITY DEVELOPMENT:

- **ACTION ITEM: Birch Street Mobile Homes** – Planner Miller spoke regarding the City’s acquisition of the Evans property located at 479 Birch in Ponderay. She noted that the site contains a 1979 mobile home and a 1985 mobile home. She indicated that while the mobiles are of no value to the City, they are of an age that complies with HUD standards and is capable of being relocated. She further noted that she had found a local couple who would like to take them to be remodeled for affordable housing. Planner Miller requested permission to allow the mobiles to be transferred directly from Evans to the couple at the time of closing on the City’s purchase. The mobile homes would be given at no cost, but the couple would be required to relocate them at their cost prior to May 16, 2021, which is the scheduled date of the 2021 City clean-up.

Motion to Approve Planner Miller to transfer the Birch Street mobile homes to the requested new owners at no cost.

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

- **ACTION ITEM: GIS Services Contract** – Planner Brubaker stated the city has been waiting to have the ability of a GIS Mapping Platform for the purpose of Planning, Community Development, Parks, Addressing, and Streets. Most of the projects they are working on would be greatly improved if GIS capabilities were available. By working with Innovate! Planner Brubaker would like to have them review documents that have been sent by the County, look at our current addressing ordinance, existing addresses and help clean them up. If Council decided to go with the GIS system as a whole - custom maps can be developed for various City functions. There was discussion regarding the issues with the current County GIS system. Planner Brubaker explained the process he and Planner Miller are having to go through to get an address. He then provided additional information about the GIS system and duration of time before it would be up and running. E-911 Address Review 2021 and Mapping and GIS Support in total would be \$15,000.00.

Motion to Approve Work Orders (WO001 – E-911 Address Review 2021 & WO002 – Mapping and GIS Support) totaling \$15,000.00 through Innovate! Inc.

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

- Mayor Geiger updated Council on the Local Option Sales Tax for January.

MISCELLANEOUS REPORTS:

- Kootenai-Ponderay Sewer District Agenda 03/08/21; City of Sandpoint Minutes 02/03/21 and 02/17/21; Bonner County Minutes 02/16/21 and 02/23/21.

ORDINANCES, RESOLUTIONS, PROCLAMATIONS, CONTRACTS:

OLD BUSINESS:

PUBLIC COMMENT:

**Councilmember Thompson/Osborne
Meeting adjourned 7:08 p.m.**

City Clerk/Treasurer Su Warren-Brown

Mayor Steve Geiger