

June 18, 2020

THE CITY COUNCIL OF THE CITY OF LEWISTON, IDAHO, met in a Joint Special Meeting with the Nez Perce County Commissioners on Thursday, June 18, 2020, in a virtual setting. Mayor Collins called the meeting to order at 3:04 p.m.

COUNCIL MEMBERS PRESENT: Mayor Collins; Mayor Pro Tem Schroeder; Councilor Blakey; Councilor Bradbury; Councilor Kelly; Councilor Pernsteiner; Councilor Miller

NEZ PERCE COUNTY COMMISSIONERS PRESENT: Don Beck; Doug Havens; Doug Zenner.

OTHERS PRESENT: Alan Nygaard; Jana Gómez; Aaron Butler; Bill Reynolds; Travis Myklebust; Nikki Province; Budd Hurd; Dan Marsh; Chris Davies; Tim Barker; Kari Ravencroft; Brittanie Purington; Barney Metz; Shannon Grow; Stephanie Cuddihy; Theresa Cash; Suzanne Seigneur

I. PLEDGE OF ALLEGIANCE

Mayor Collins led the Pledge of Allegiance.

II. SPECIAL MEETING ITEMS

A. PUBLIC SAFETY BUDGET - SPILLMAN (Hurd)

Computer Systems Specialist Cash presented the Spillman maintenance costs by module for 2020-2021. She noted the City of Lewiston portion is \$39,919.21, the E-911 portion is \$20,899.05 and Nez Perce County portion is \$34,303.21.

B. EMS BUDGET - CONTRACT (Myklebust)

Fire Chief Myklebust covered the Emergency Management System (EMS) Contract budget for FY'21. He explained the formula used to calculate the EMS contract and stated that the proposed increase for operations is zero. He noted that currently the EMS agreement does not have an obligation or requirement for the Lewiston Fire Department (LFD) to provide vehicle extrication or technical rescue responses. The LFD would still like to continue to provide those services, but is proposing a cost of \$130 per rescue response for FY'21. He said this charge would be billed to the agency on either a monthly or quarterly basis. Chief Myklebust stated that the cost per call will be increased each year based on the budgeted increase cost for wages, benefits, rescue apparatus and rescue equipment. He stated the current agreement for the Nez Perce County jail requires the Lewiston Fire Department to transport inmates from the jail to St.

Joseph Regional Medical Center at no cost to Nez Perce County. Chief Myklebust is proposing Nez Perce County pay the cost per call for each inmate transported on a monthly or quarterly basis.

Chief Myklebust stated the estimated total for EMS, inmate transports and rescue responses is proposed at \$231,468. He suggested a meeting with the City Council and County Commissioners to settle on an agreement using the proposed formula from today's meeting. He would like to negotiate a new agreement and renewal every two years.

Chief Myklebust responded to a question from Mayor Collins stating that the zero percent increase is a true figure and that he does not predict an increase to be significant in the future due to accurate budget forecasting.

Chief Myklebust went on to explain that revenue is generated when transport services are able to bill private insurance companies, Medicare and Medicaid for the patients that are transported. He noted that he is looking into information regarding a company that would bill the patient's auto insurance for accidents that require extrication and fuel clean-up. He stated that the department would gather the data and provide it to the company who then bills the person's auto insurance and the payment would be placed in a specific account. The Chief stated rather than passing the cost to a City or County call, it places the responsibility on the person that had the accident and their auto insurance versus the taxpayers.

There was a consensus of the Council to approve Chief Myklebust moving forward with discussions of a new agreement with the Nez Perce County Commissioners.

C. JOINT DISPATCH BUDGET

City Manager Nygaard opened a general discussion regarding a joint dispatch budget stating there would need to be funds placed in the upcoming budget to be able to move forward with necessary resources for a unified dispatch center. The projected budget for both the City and Nez Perce County would be \$92,500 each.

Mayor Collins asked if the timeline for the project would allow the budget to be split throughout two different budget cycles. Nez Perce County Emergency Manager Reynolds said that the company that has approached him stated they would be able to break out the workflow into phases, which may allow for the City and County to pay as the phases are completed. He stated the E911 Board is looking for commitment from the City and County in order to move forward with planning on the project. Mr. Nygaard stated that he feels this project is a

responsibility of the City Council and County Commissioners to work out the governance relationship and how to move forward.

Mayor Collins, Mayor Pro Tem Schroeder and Councilor Kelly all stated that they are in support of this project.

Councilor Pernsteiner asked if there are other outlying counties currently involved in the project discussion. Mr. Reynolds replied that there has been discussion regarding potential partners for the project, but nothing has been discussed as far as financials. City Manager Nygaard stated that once there is a commitment established from the City and County, then the process can develop and move forward. Councilor Pernsteiner asked if there was funding available through the State of Idaho. Mr. Reynolds replied that the State of Idaho would not fund consulting or analysis expenses, but could fund equipment specifically E-911 related through grant dollars.

Councilor Miller stated that she is hesitant to invest in another large capital project at this time. She asked if Sheriff Rodriguez has been involved in the discussions and where he stands on the topic. Mr. Reynolds confirmed his involvement in the discussions and stated he is in support of the project.

Councilor Blakey stated he is in support of the discussion with the County moving forward, but is not sure that money should be budgeted at this time.

Councilor Pernstiener stated he is in support of the discussion and would like to have more detailed information on exactly where the funds would be coming from.

Commissioner Zenner stated that he is in support of the project and committing to the budget amount needed for the consultant. Commissioner Havens stated that he would like to see if the project budget could be split between two different fiscal years. Mr. Reynolds stated that splitting the budget would depend on the work group that is selected and how soon the workflow could be put together. Commissioner Havens stated that he could support the full amount of the proposed budget as long as the City is agreeing to do so as well.

Mayor Collins stated that there was enough consensus to move forward with further discussion.

D. **EMERGENCY MANAGEMENT BUDGET** (Bill Reynolds)

Nez Perce County Emergency Manager Reynolds stated that the budget for FY'21 is relatively similar to FY'20. He displayed a spreadsheet for the

proposed FY'21 budget noting that COVID-19 funding and reimbursement through FEMA are also being tracked.

Commissioner Zenner asked for clarification on the \$958,000 COVID-19 grant funds received for Nez Perce County. Mr. Reynolds stated the funding is included in the General Fund and must be applied for in order to get the reimbursement. The funds must be used for COVID response, preparation and mitigation efforts.

Mr. Reynolds responded to a question from Councilor Pernsteiner stating there are a lot of rules to follow when it comes to reimbursement from FEMA and the CARES Act. He stated FEMA reimburses up to 75 percent of valid expenses.

City Manager Nygaard asked for an update on the implementation of the Hazard Mitigation Plan. Mr. Reynolds responded that the Emergency Operations Plan needs to be reviewed and updated with COVID response information. Additionally, first responders and wildland firefighters need to be involved in the plan development.

Mr. Marsh asked if the county has funds set aside for the Phase I Emergency Evacuation Plan. Mr. Reynolds stated that he has not yet located that document, but would like to discuss this further.

E. **E-911 BUDGET** (Bill Reynolds/Others)

Nez Perce County Emergency Manager Reynolds provided an overview of the E-911 FY'21 budget. He noted a large expense increase in the grants section, due in part to potential projects with Latah County. There is CARES Act funding that has been applied for and would pay for some of the radio equipment needs. He explained the fees that are paid for the E-911 system within the valley.

Councilor Kelly asked if the current partnership with Latah and Lewis Counties would help with the joint dispatch project. Mr. Reynolds stated that they expressed interest and both see the benefits of a regional system.

Administrative Services Director Marsh asked how many employees are included in the E-911 budget. Mr. Reynolds stated that there is a full-time employee, as well as a part-time intern. He elaborated on the training section for the emergency communications staff, stating they have to meet certain requirements for being an emergency communications professional. The training budget pays for around 90 percent of the training they receive in communications.

F. TRANSPORTATION BUDGET

1. *City Limit Lines in Road Right-of-Way*

City Manager Nygaard proposed that the City and County budget \$10,000 each to have a survey taken and draft legal descriptions of the property boundary lines that need to be addressed within the right-of-way.

2. *Gun Club Road*

City Manager Nygaard suggested \$20,000 be budgeted from both the City and the County for a preliminary design which would allow for a project description and scope to be prepared with a cost estimate. This would move the project forward to seek other funding available and have a level of agreement between the City and County on how to move forward.

3. *Area of City Impact*

City Manager Nygaard said he would like to request \$40,000 from each entity to work towards mutual development standards for implementation criteria for the Area of City Impact (AIC).

Commissioner Havens asked about the Nez Perce Terrace Developers Agreement regarding specific traffic areas and intersections the developers were responsible for. He feels that the agreement should be reviewed prior to a study and contribution made by the city and county. Mr. Nygaard agreed to review the agreement.

Mr. Nygaard replied to a question by Commissioner Zenner stating that new development is where the standards should be set, not if the land is already developed. He expressed the need for an amended agreement between the City and County for future developments that wish to annex into the City. Commissioner Havens agreed stating the topic should be discussed. He asked if there would be a written request submitted under Idaho Code to rewrite the current agreement. Mr. Nygaard confirmed and said he feels that an independent group would be best to help write the standards.

There was a consensus of the Council to move forward with an agreement between the City and the County regarding Area of City Impact development standards.

4. *Road and Bridge Revenue County Levy*

Administrative Services Director Marsh stated the impact of the Road and Bridge Levy on the City budget is approximately \$300,000 to \$350,000. Commissioner Beck stated as soon as the figures are available, they would be passed along to the City.

5. *Airport*

Mr. Nygaard stated the City has discussed budgeting \$200,000 to put towards the airport and asked if the County Commissioners had an amount set aside as well. Commissioner Havens stated that the County is in full support of the airport and stated until there is a firm budget amount from the Airport Authority Board in place, it is hard to set a specific budget amount.

Mr. Marsh reviewed some of the budget amounts for the airport noting \$150,000 from the City is designated for the operating portion and \$50,000 is for capital projects.

Commissioner Havens stated if air services are going to be revived at the airport both parties have to be ready to contribute to that significant cost. Mayor Collins explained that gate and occupancy guarantees and terminal fees are all things that motivate carriers to want to bring their services to the airport.

6. *Transit*

Transit Manager Seigneur reviewed grant funding that Transit has been awarded through the CARES Act and how the funds are being utilized. She stated Transit would be able to fund a route from North Lewiston to the new High School and Tech building. She noted that the first year of this route will initially cost around \$140,000 due to the need for additional fixed route busses. Ms. Seigneur explained how the route would function and that the route would begin in September 2021. She is asking the County to contribute a suggested \$20,000 for FY'21.

Mr. Nygaard stated that starting a new route takes time to develop and to build viability. A contribution from the County would assist in assuring a three-year route is viable for the community to continue into the future.

Commissioner Beck stated that as the budget process continues, the Commissioners will consider setting funding aside. Commissioner Havens stated that he is open to the idea of this route and stated the County will look into the funding. He asked where the funding would come from at the end of the three-year test period if the route continues. Ms. Seigneur replied that Transit will be trying to build support for the route along the way for future funding.

G. SANITATION BUDGET (Nygaard/Davies)

Public Works Director Davies provided an overview of the shared solid waste services for Nez Perce County. He explained how the services and funds are paid to solid waste from both entities. Mr. Davies stated that the bottom line is dictated by the amount of waste that goes through the transfer station.

Councilor Bradbury asked if the information that was requested at the May 18th meeting had been compiled regarding direct haul of solid waste to the Asotin County landfill rather than through the transfer station. He also questioned if the information regarding combining recyclables with garbage was available for review.

Councilor Miller stated that the Transfer Station study that was completed last year showed that the citizens valued the transfer station as an asset to the community. Councilor Bradbury responded by stating that the direct haul would not affect the community being able to use the transfer station. He stated direct haul is for the garbage trucks picking up solid waste from the community and hauling it directly to the landfill rather than to the transfer station first.

Commissioner Havens stated that the topic of a new courthouse and Lewiston Police Department moving is on a future agenda to be discussed. He stated that he would propose that the commissioners get involved in the courthouse location discussion.

III. ADJOURNMENT

There being no further business to come before the City of Lewiston or Nez Perce County Commissioners, Mayor Collins adjourned the June 18, 2020, Joint Special meeting at 4:48 p.m.

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided at this meeting, please contact City Clerk Kari Ravencroft at least forty-eight (48) hours in advance of the meeting at 208-746-3671, ext. 6203.

