

CITY OF KOOTENAI

MEETING AGENDA – KOOTENAI CITY HALL

204 SPOKANE STREET

TUESDAY, October 4, 2016

TIME: 6:30 P.M.



Pledge of Allegiance

Roll Call

Amendments to the Agenda

Public Comment: Each speaker will be allowed a maximum of 3 minutes unless repeat testimony is requested by Mayor/Council. Comments on matters set for future public hearing(s) is not permitted

Announcements:

Consent Agenda:

Notice to the Public: All matters listed within the Consent Agenda have been distributed to each council member for review, are considered to be routine, and will be enacted on by one motion of the Council with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.

- A. Approval of the minutes of September 6, 2016 Regular Council Meeting minutes.
- B. Approval of Bills and Payroll

1. Reports:

- A. Mayor:
- B. City Engineer: Written Report Summary
 - LED for Street Lights report
 - McGhee Road Repair
 - Urban Area Cabinet Meeting Update
 - Encroachment Permits
 - Stormwater/Ditch clean up with Independent Highway District Update
- C. City Planner: Written Report Summary
 - Building permit activity
 - Subdivision ordinance amendment status and proposal for workshop
- D. Selkirks-Pend Oreille Transit (SPOT)
- E. Clerk:
 - Idaho City Clerks, Treasurers, Financial Officers Association (ICCTFOA) Conference
 - Website update

2. Discussion/Action Items:

- A. City Stop Signs
- B. Dead end sign on Boise
- C. Second Avenue development
- D. Subdivision/Stormwater workshop
- E. Comprehensive Plan review workshop

Open Discussion:

Adjournment:

NOTE: Persons needing an interpreter or special accommodations are urged to contact the City Clerk/ADA Coordinator at (208) 265-2431

Se les recomienda a las personas que necesitan un interprete o arreglos especiales que llamen a la Administradora de ADA/Secretaria Municipal al 208-265-2431

There is an opportunity for the public to be heard during the "PUBLIC COMMENT" portion of the meeting. The council may impose a reasonable time restriction.

Please note: City Hall is OPEN Monday – Wednesday 9:00am to 3:00pm



City of Kootenai
MEETING MINUTES
DATE: October 4, 2016
TIME: 6:30 p.m.

Mayor Lewis had informed Council that she would not be able to attend the meeting. President Council, David Sundquist brought the meeting to order at **6:30 p.m.**

Roll Call: Councilman Jim Macha – AYE, Councilwoman Closson – AYE, Councilman Sundquist – AYE, Councilman Schock, AYE.

Amendments to the Agenda: None were proposed

Staff Present: City Clerk, Ronda L. Whittaker.

Others Present: City of Kootenai resident, Tim Closson, City of Kootenai resident Cis Gores.

Public Comment: There was no comment

Announcements: None were given.

1. **Consent Agenda:**

Council President Sundquist asked Council if they had received and read the items on the consent agenda and asked if there were any corrections needed within the Consent Agenda.

Councilwoman Closson made a motion to approve the consent agenda, 2nd by Councilman Schock; roll call vote:

Councilman Sundquist – AYE

Councilman Macha – AYE

Councilwoman Closson – AYE

Councilman Schock – AYE

2. **Reports:**

A. Mayor: No report given

B. City Engineer: Written Report Summary – Attached.

- **LED for Street Lights report** – Council asked for the City Clerk to stay in contact with Avista and see if there were options for lighting – commercial vs. residential; skirts/shades, etc.
- **McGhee Road Repair** – Council inquired if the task had been completed. Council President Sundquist asked advisement from Tim Closson as he is a Commissioner for the Independent Highway District. Tim stated that the task had been completed.
- **Urban Area Cabinet Meeting Update** – Tim Closson advised that there would be a meeting on October 17th. There was no further discussion.
- **Encroachment Permits:** There was no discussion.
- **Stormwater/Ditch clean-up with Independent Highway District Update** – Council President Sundquist asked if the City was working with the District to clean up stormwater ditches. Mr. Closson stated that Mayor Lewis was working with the district to clean up some of the ditches within the City. Council President Sundquist advised Council that if they observed clogged ditches they should inform the City so that they can be addressed. Councilman Schock asked if the drainage from the City to the Lake had been visited. There was a brief discussion. Tim Closson stated that he would visit the site and make sure that the drainage areas were clear.
- C. City Planner:** Written Report Summary - Attached.
 - **Building permit activity** – Ronda stated that there had been several building permits submitted to the City. She stated that she, Mayor Lewis, the City Planner, Clare Marley and the City Engineer, Jay Hassell were planning to meet later within the week to discuss stormwater issue procedures as the procedures in place were confusing.
 - **Subdivision Ordinance amendment status and proposal for workshop**– As stated in written report.

D. Selkirks-Pend Oreille Transit (SPOT): Councilwoman Closson reported that SPOT had hired a consultant firm, Shift Community Solutions and Jason Miller from Sun Valley to do an analysis of the system and within a month's time they come up with some solutions for a more

efficient transit. She stated that the buses were now going to be color coded. There will be colored signs in the front windshield of each bus to indicate the route. She stated that there would also be more banners out to inform riders of routes. She stated that, in August, Bonner County had 5,916 riders and that the route from Sandpoint to Boundary had 246 riders and growing. She reported that the Quest Van pool was running to and from Coeur d'Alene and Bonners Ferry and was going well. She also advised that SPOT was looking into grants to support additional bus stop shelters.

E. Clerk: Ronda stated that she had gone to ICCTFOA and had obtained a lot of new knowledge. She stated that the liquor license law had been changed and that the catering definition for events and parties and that the City will need to edit there catering permit form. She advised that she had shared the expense of the conference with another district clerk. Website update p state; that she was in the process of entering the city business into the site and other information onto the site and site would be launched by the end of October. She stated that she would keep working on the codification efforts and once the ordinance was passed would work on uploading the information.

3. Discussion/Action Items

A. City Stop Signs – Councilwoman Closson stated that there were too many stop signs within the City. She advise that the through streets have stop signs and E/W and no signs N/S. Ronda stated that she could ask the City's Engineer to look at the traffic flow within the City and advise. Council discussed traffic flow around the school and the importance that it be safely implemented.

B. Dead end sign on Boise: Councilman Schock stated that the dead end sign on Boise needed to be removed as it was no longer needed. Council President Sundquist advised that the issue could be addressed as a whole traffic flow plan with the City's engineer. and that the property at the Subdivision

C. Second Avenue development: Ronda advised that she had been advised by Mayor Lewis that Mayor had been talking with Mr. McGhee about approving the unapproved portion of Second Avenue.

D. Subdivision/Stormwater workshop: Council President asked if both D and E could be addressed here. There was no objection. Ronda advised that the City Planner has been working on the Subdivision/Stormwater ordinances. She suggested that the City allow a combination workshop for the Subdivision/Stormwater ordinance and a look at the City's Comprehensive Plan. She reminded that the City's Planner Clare Marley had given a very through presentation when addressing the codification workbook and that she would do the same for the Subdivision/Stormwater ordinance review, so there could be time to address the City's Comprehensive review. There was a brief discussion and Council agreed that an October workshop could be implemented. **It was decided that October 19th at 6:00 p.m. would be agreeable with their schedules.**

E. Comprehensive Plan review workshop: - Ronda stated that the properties at the south of Highway 200 needed to be addressed. She reminded Council that the City's existing Comprehensive plan did not allow distribution and/or call centers within the indicated zone at those properties and that it could be as asset to the City to visit the plan and rethink the City's vision. Council President Sundquist asked if there was any law as to when a City should revisit its Comprehensive Plan. Ronda stated that she thought it was every 5 years but that there was no real law. Council President Sundquist suggested that the Comprehensive Plan be a separate workshop. He stated that the topic of a workshop could be discussed at the October workshop.

Open Discussion – There was no further discussion.

Council President Sundquist adjourned the Council Meeting at 7:10 p.m.

Submitted by:
Ronda L. Whittaker
City Clerk

**CITY OF KOOTENAI
SIGN-IN SHEET**

DATE: October 4, 2016

TIME: 6:30 pm

Council Meeting

Name	Address	Representing
<i>Chris Harris</i>	<i>Balse</i>	<i>me</i>
<i>Tim Closson</i>		

City of Kootenai

Treasurer Report September 2016

Banner Bank Business Checking	\$	22,870.23
Mt. West Business Checking	\$	3,630.17
Mt. West Money Market	\$	199,018.90
LGIP - Current thru 8/30/2016	\$	71,321.21
Total Cash Assets	\$	296,840.51

GENERAL FUND REVENUE

Name	Account	Amount	Sub-Totals
01 - GF REV			
Franchise Fees	Northland Cable	0	
Interest		-	
	Interest, Mt. West	21.38	
	Interest, LGIP	30.98	
Total Interest			52.36
Licenses & Permits			
	Bulding Permits	(15.00)	
	Subdivision Fees	-	
Total Licenses & Permits			(15.00)
Property Tax			
	Penalty & Interest	37.97	
	Property Tax Current	193.26	
	Sales Tax - Inventory Phase Out	-	
	Arrears Property Tax	-	
Total Property Tax			231.23
Rents			
	City Hall Rental	200.00	
	Post Office Rent	250.00	
Total Rents			450.00
State of Idaho Funds			
	State Liquor Fund	-	
Total State of Idaho Funds			-
	Total 01 - GF REV	718.59	718.59

STREET FUND REVENUE

Name	Account	Amount	Sub-Totals
02 · SF REV			
Road & Bridge			
	Road & Bridge Current	175.04	
	Road & Bridge P & I	45.6	
	Road & Bridge Arrears	0	
Total Road & Bridge			220.64
Stormwater/Encroachment			
	Culvert Encroachment Deposit	1100.00	
Total Stormwater/Encroachment			1100.00
Total Streets			
	Total 02 · SF REV	1,320.64	1,320.64
	Total Income	2,039.23	2,039.23

City of Kootenai Treasurer Report September 2016

GENERAL FUND EXPENSES

Name	Account	Amount	Sub-Totals
10 · GF EXP			
Bank Fees			
	Balance adjustments	0	
	Bank Charges, Checks, Supplies	0	
Total Bank Fees			0
Building Maintenance			
	Janitorial Service	96.16	
	Data Security/Building Security	27.95	
Total Building Maintenance			124.11
Law Enforcement Contract			
	Law Enforcement Contract	-	
	Attorney	-	
Total Legal			-
Office Expenses			
	Internet Service	64.39	
	Office Supplies	87.50	
	Postage	11.30	
	Computer Maintenance/Repair	93.57	
Total Office Expenses			256.76
Park			
	Maintenance	415.00	
Total Park, Arbor Day & Earth Day			415.00

GENERAL FUND EXPENSES - Cont.

Name	Account	Amount	Sub-Totals
Planning & Zoning			
	Building Permits	130.00	
	Ordinance Revisions	755.00	
	Subdivision Fees	-	
	Planner	780.00	
	Engineer	-	
Total Planning & Zoning			1,665.00
Training Workshops			
	Meals/ICCTFOA Conference	29.79	
	Training Expenses/ICCTFOA	382.15	
Total Training Workshops			411.94
Utilities			
	Electric & Gas	73.66	
	Garbage	-	
	Water	10.95	
	Telephone	85.68	
	Sewer	-	
Total Utilities			170.29
Wages & Benefits			
	Clerk/Treasurer	3,888.00	
	Council	400	
	Mayor	400	
	Payroll Taxes	358.62	
	Retirement Fund - PERSI	548.79	
	Workers Compensation	-	
6560 · Payroll Expenses	Blue Cross	101.86	
Total Wages & Benefits			5,697.27
	Total 10 · GF EXP	8,740.37	8,740.37

City of Kootenai
Treasurer Report September 2016

STREET FUND EXPENSES			
Name	Account	Amount	Sub-Totals
20 - SF EXP			
Ditches			
	Ditch Maintenance	154.43	
Total Ditches			154.43
Stormwater			
	Culvert Permit Deposit Refund	(400.00)	
Total Stormwater			(400.00)
Utilities, Streets			
	Signal Lights	41.49	
	Street Lights	649.19	
Total Utilities, Streets			690.68
Transportation			
	SPOT		
Total Transportation			
	Total 20 - SF EXP	445.11	445.11
	Total Expense	9,185.48	9,185.48
	Total Income		2,039.23
Net Income			-7,146.25



J-U-B ENGINEERS, INC.

MEMORANDUM

DATE: September 30, 2016
TO: Mayor Lewis and Council Members
FROM: A. Jay Hassell, P.E., Contract City Engineer
SUBJECT: 2008 Urban Area Transportation Plan Review Summary

This memorandum's purpose is to summarize our Urban Area Transportation Plan (2008 Plan) research and related Capital Improvement Projects (CIPs) pertaining to the City of Kootenai (Kootenai) contained in the 2008 Plan. This research stems from a meeting we attended with you and the Urban Area Cabinet on September 8, 2016. You authorized these research services in an email on September 19, 2016, under our existing Agreement for Engineering Services.

Background

Currently, Kootenai maintains and funds a CIP list which primarily includes projects that address pavement management and maintenance, such as chip sealing and other surface treatments; the CIP does not address potential projects such as roadway reconstruction, sidewalk or pathway improvements, or intersection enhancements. State grant funding, administered locally by the Local Highway Technical Assistance Council (LHTAC) under the Surface Transportation Program (STP), is geared toward assisting these larger projects. At the recent Urban Area Cabinet meeting, LHTAC recommended that local jurisdictions review their CIP list and determine which projects could be submitted for STP funding, which is available every other year (next in 2018). Because the Kootenai CIP list does not include these projects, LHTAC recommended reviewing the existing Urban Area Transportation Plan which includes the Cities of Dover, Sandpoint, Ponderay, Kootenai and the Independent Highway District, to identify and evaluate projects for funding.

Urban Area Transportation Plan

J-U-B reviewed the 2008 Plan, which summarizes recommended CIPs for each jurisdiction based on short, medium and long term timelines, for projects which fall into the Kootenai's jurisdiction. Table 1 summarizes these projects.

Table 1. 2008 Plan CIP Summary (City of Kootenai)

Proposed Timing	Project	Category	Justification	2007 Project Cost	Projected 2022 Project Cost	Approximate STP Funding Match Cost
Short Term (<5 yrs)	McGhee Road SH-200 to Railroad Tracks	Reconstruction	Existing capacity deficiency	\$550,000	\$1,100,000	\$80,740
Medium Term (6-10 yrs)	No projects listed					
Long Term (11-20 yrs)	SH-200-Kootenai Expand to Arterial 5 from McGhee Rd to Kootenai Bay Rd	Upgrade	2026 capacity deficiency	\$2,199,000	\$4,398,000	\$322,813
	SH-200 @ Kootenai Bay Road	Intersection		\$400,000	\$800,000	\$58,720

To the best of our knowledge, none of the above projects have been accomplished by Kootenai or other area jurisdictions. As summarized in the table, estimated 2007 project costs are no longer applicable and we projected an estimated construction year project costs based on STP funding cycles. Further, the final table column approximates the City's match portion of the STP grant, if awarded.

Summary

Our opinion is participating in an update to the existing 2008 Plan may provide value to Kootenai if the following items are realized:

- 1) Grant funding of the plan update was obtained with a low match to Kootenai.
- 2) The City is able to have a significant role in the plan update that takes into account the local intricacies relative to Kootenai.
- 3) Due to the much larger jurisdictions who are encompassed by the 2008 Plan; a plan update would be sponsored by a larger jurisdiction.

Further, with the possible exception of the SH-200 and Kootenai Bay Road project, the above projects are not currently feasible for Kootenai to match-fund through STP funding without additional budgeting and saving by the City.

Recommendation: It may be in the Cities interest in the next budget discussions (2017) to consider a budget item to prepare your own independent Transportation Master Plan. This planning effort would coalesce area growth information with the existing Pavement Management Plan (which only has projects through 2019); Add future projects such as new paved

roads, sidewalks, etc. that would be included in a Master CIP, and align possible CIP projects with available funding sources, such as city funds and grants.

We appreciate the opportunity to summarize this information and will remain available to continue the planning discussion with the City.

MEMORANDUM

DATE: September 30, 2016
TO: Mayor Lewis and Council Members
FROM: A. Jay Hassell, P.E., Contract City Engineer
SUBJECT: September 2016 Engineering Report

LED lights – Avista is currently in the process of a change-out program that includes upgrading all 30,000 Avista-owned street lights to LED over the next five years. The program has been started in WA (4,000+ replaced so far) and is expected to begin in Idaho sometime this year. The change-outs will happen systematically and as high pressure sodium bulbs burn out. See attached Avista LED Streetlight Change Out Program. At this time, the most economical option for the City of Kootenai is to wait for Avista's program due to the high cost of the LED fixtures.

McGhee Road Repair –IHD (Scott Hanson) called on 9/27/16 regarding a small section of McGhee road that was failing (approximate rectangle area of 4 feet x 18 feet). Scott in prior years has fixed other areas on McGhee similar to this current situation and those repairs have held up well over the years. I have included below a small map of the location. The Mayor authorized the repair and this work and it has already been completed. I appreciate Scott keeping an eye out for these issues and the City's interests.



Urban Area Cabinet Meeting Update – See Attached Memo - 2008 Urban Area Transportation Plan Review Summary

Encroachment Permits – Culvert permits were received and approved for two parcels on Brittany Loop. J-U-B is also evaluating a storm water plan for one of those two lots on Brittany Loop. Since we have relatively new contract staff assisting the city, J-U-B, Ruen-Yeager and the City will be meeting this week to discuss city permitting, process and fees.

Storm water/Ditch clean up with Independent Highway District Update– At the Mayors request I met with IHD (Scott) to review potential ditching on the west side of Main Street from Kootenai Meadows Drive to Rebecca’s Way. Scott and I also reviewed potential ditching on the south side of Kootenai Meadows Drive from Main St to Keegan Court. IHD will provide the City an estimated cost for IHD’s time and materials to complete the work before proceeding.



LED Streetlight Change Out Program



High Pressure Sodium Streetlights



LED Streetlights

Avista is launching a five-year program to replace nearly 30,000 company-owned streetlights in its service area with energy efficient LED (light-emitting diode lights).

The program will begin systematically replacing 100- and 200-watt streetlights in Washington in 2015 and is expected to launch in Idaho in 2016. Current High Pressure Sodium (HPS) streetlights that burn out will be replaced with a LED streetlight. Avista-owned area lights and decorative streetlights are not included in the program at this time.

Updating to LED streetlights provides advantages to the public, customers and the environment as they use about 50 percent less energy than traditional High Pressure Sodium (HPS) lights, while lasting 2-3 times longer and providing better light quality for motorists and pedestrians.



In addition to Avista's streetlight change out program, the company is also participating in Relight Washington, an offering of Washington state's Transportation Improvement Board (TIB). Through Relight Washington, which is available to small cities with a population of less than 5,000, Avista will help administer grants totaling \$6 million that will help qualifying small cities using Avista-owned streetlights benefit from LED technology and will provide funding directly to small cities owning their own streetlights.

LED Streetlight Advantages

- **Energy efficient:** use about 50 percent less energy than current sodium lights.
- **Longer life:** LED streetlights last 2–3 times longer than today's sodium lights, improving reliability.
- **Better light quality:** white light provides more uniform light, improving nighttime visibility. LED streetlights do not produce ultraviolet light which attracts nocturnal insects.
- **Reduced maintenance cost:** durability and longer life require less maintenance.
- **Environmental impact:** contain no toxic materials like mercury, unlike traditional high-pressure sodium lamps or mercury-vapor lamps and are 100% recyclable. Longer life also helps reduce carbon emissions and costs through reduced service vehicle trips to maintain fixtures.

LED Streetlight Change Out Program Frequently Asked Questions

Why is Avista changing to LED streetlights?

The decision to replace Avista-owned and maintained streetlights with energy efficient LED lights was made after a thorough evaluation and testing over several years. The cost for LED streetlights has decreased in recent years, making them a cost-effective option that provides advantages to the public, customers and the environment as they use about 50 percent less energy than traditional High Pressure Sodium (HPS) lights, while lasting 2-3 times longer and providing better light quality for motorists and pedestrians.

How much energy savings are expected as a result of the program?

When all of Avista's nearly 30,000 company-owned 100- and 200-watt streetlights are replaced with LED lights, the annual energy savings are estimated to be 3.1 megawatts each night. That's enough energy to power about 2,300 homes.

What are the benefits of the LED Change Out Program?

By reducing the amount of power needed to illuminate Avista-owned streetlights, the amount of electricity generated or purchased will be reduced. This helps manage company operating costs and load growth. Additional savings will also come through reduced costs associated with maintaining older streetlights.

What will Avista do with the High Pressure Sodium lights (HPS) when they are replaced?

The HPS lights will be disassembled and recycled through Investment Recovery, a partnership between Avista and The Arc of Spokane. Established in 1989, Investment Recovery employs people with developmental disabilities on Avista's Spokane property.

When will the streetlights in my neighborhood be changed?

Streetlights will be replaced systematically over five years and as existing HPS lights burn out. An annual schedule is available at www.avistautilities.com/streetlights.

If I have a streetlight account, can I decline the change to an LED?

As the transition is made to LED streetlights, Avista will no longer maintain an inventory of HPS lights. All Avista-owned streetlights will be changed to LED over the next five years.

Is there funding available that can help small cities owning their own streetlights move to energy saving LED streetlights?

Yes. Relight Washington, a program of Washington state's Transportation Improvement Board (TIB) provides funding directly to small cities owning their own streetlights. For information on Relight Washington, visit www.tib.wa.gov.

Will small cities with Avista-owned streetlights benefit from the energy savings of LED technology?

Through Relight Washington, Avista will help administer grants totaling \$6 million that will help qualifying small cities using Avista-owned streetlights benefit from LED technology. For questions about city-owned streetlights, contact your local Avista representative.

www.avistautilities.com/streetlights

08/15



AVISTA



RUEN-YEAGER & ASSOCIATES, INC.
ENGINEERS ♦ PLANNERS ♦ SURVEYORS

MEMO

To: City of Kootenai
From: Clare Marley, AICP
Date: September 28, 2016
Re: **October City Council planning update**

Subdivision Ordinance Update

The rough draft of the subdivision ordinance rewrite is ready for a city council public workshop review. For the workshop, I will have ready a draft ordinance and several discussion points raised by council and staff, including park dedication, lot line adjustment processes, and short plat reviews. I have provided the city clerk with my schedule for October, if that month is available for council.

Permit Activity

The city received one building permit application this past month for a garage/single-family home in Dujo Subdivision. Permit paperwork for two additional single-family dwelling applications have been provided and are expected to be submitted soon.

Highway 2/200 Corridor Study

The “Quad Cities, Idaho Highway 2/200 Corridor Study” encompassing the transportation systems of the cities of Dover, Sandpoint, Ponderay and Kootenai, was presented to the Bonner County Area Transportation Team (BCATT) Wednesday, Sept. 28, 2016. I covered the portion of the study relating to Kootenai, which included:

- The “Kootenai Triangle” potential commercial/light industrial development and the need for turn lanes and road connections;
- Bike/pedestrian improvements to connect the Ponder Point/Whiskey Jack area to Kootenai and the elementary school;
- Traffic “calming;”
- Gateway welcoming signage at the east and west ends of the city;
- Railroad Avenue safety and traffic flow improvements;
- The extension of Second Avenue to McGhee Road.

BCATT members adopted a resolution accepting the corridor study. The study is not a final design document, but is intended for future Urban Area Transportation Plan updates, future design and construction projects, and grant/funding endeavors. BCATT members talked briefly about next steps to take, including seeking funding for projects either on a city-by-city basis or as a group of the four cities.