



City of Kootenai
MEETING MINUTES
DATE: March 7, 2017
TIME: 6:30 p.m.

Mayor Lewis brought the meeting to order at 6:30 p.m.

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

Amendments to the Agenda: The City's Clerk advised that after reviewing the current motion in regard to McGhee Court 1st Addition final plat with the City's Attorney it had been decided that the Agenda needed to be amended to provide a more thorough motion in regard to McGhee Court 1st Addition. She indicated that the Attorney's opinion did not come to her until Monday mid morning; therefore she did not see the need to add McGhee Court 1st Addition in time to enter the topic onto the original Agenda. After a brief discussion, **Councilwoman Closson made a motion to approve the Amended Agenda, 2nd by Councilman Schock; roll call vote:**

Councilman Sundquist – AYE
Councilwoman Closson – AYE

Councilman Macha – AYE
Councilman Schock – AYE

Staff Present: City Clerk, Ronda L. Whittaker, and City Planner Clare Marley.

Others Present: Cis Gors, city resident, Grace Bauer, city resident, and Tim Closson, city resident.

Public Comment: There were no comments.

Announcements: The City's Clerk stated that the Kootenai Elementary School is planning to have a running event. She advised that she was working with the City's Engineer to insure that a traffic/pedestrian control plan was provided to the City. Mayor Lewis reported that the City's Easter Egg Hunt would be held on Saturday the 15th at 11:00 a.m. She advised Council that she would be reaching out to Council for their help to stuff eggs.

1. Consent Agenda:

Mayor Lewis 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. **Councilman Sundquist made a motion to approve the consent agenda, 2nd by Councilwoman Closson; roll call vote:**

Councilman Sundquist – AYE
Councilwoman Closson – AYE

Councilman Macha – AYE
Councilman Schock – AYE

2. Reports:

A. Mayor: Mayor Lewis reported that she had attended the Coalition of Mayors meeting that was held in Sandpoint and that it was very well attended

B. City Engineer: Written Report Summary Attached:

- **2017 Chip Seal** – There were no questions or further discussion.
- **City Asset Management Software** – There were no questions or further discussion.
- **New stop sign** – There were no questions or further discussion.
- **2nd and Main Temporary asphalt patch** – Councilman Macha stated that he had been approached by several residents complaining about the road conditions. There was a discussion that this year's severe weather has disrupted all of the roads in the County and repair had to wait out the storm.
- **McGhee Court 1st Addition Final Plat** – There were no questions or further discussion.
- **Weight Limits on City Streets** – The City's Clerk advised that the City's Engineer and the Independent Highway District (ITD) had advised the City to replace the old weight limit signs. She advised that she had received a quote from (ITD) for 6 signs at \$32 each. Council advised that the

expense was within the Mayor's spending cap and directed her to have the new signs ordered.

C. City Planner: Written Report Summary - Attached.

- **Subdivision/Stormwater updates** – Clare Marley explained that she had been working with the City's engineer and provided Council and Mayor with a summary of issues that they had been addressing within the stormwater ordinance revision project as attached. Clare went over her summary with Council. She advised that there were some instances that should not require a stormwater plan, and that minimums should be set for projects that would not require a stormwater plan such as minor subdivisions. She advised that she was working with the City's Engineer to address these concerns. Council agreed that a workshop would be in order. It was decided that a workshop should be scheduled for Wednesday, March 22, 2017 at 6:00 p.m. Clare advised that she intended to send the draft out to local developers in order to get their opinions and input.

- **Land use applications** – There was no further discussion.

D. Selkirks-Pend Oreille Transit (SPOT): Councilwomen Closson advised that SPOT was in the process of purchasing and installing shelters and benches throughout its transit area. She also stated that SPOT would be providing bricks that could be engraved with sponsor identification within the shelters that could be purchased for \$250 to \$1,000 each. Councilman Schock inquired about the shelters that are within the City's right-of-ways. He wanted to insure that the City was not in violation of encroachments within its right-of-ways. It was suggested that the City's engineer be included in the placement of the shelters within the City.

E. Clerk: Ronda stated that she was working with the developer at McGhee Court 1st Addition to get the plat finalized. She also advised that she had posted the sterling codifier link so that the public could have access to the City's codes. She

3. Discussion/Action Items

- **McGhee Court 1st Addition Final Plat** – The City's Clerk advised that the previous motion giving staff and Mayor authority to sign the final plat for the subdivision needed to be cleaned up. After a brief discussion, **Councilman Sundquist moved to approve the final plat of 1st Addition to McGhee Court, File #SUB-005-14, and accept the dedications to the city of Kootenai offered on the plat. He further moved to authorize the Mayor and City Clerk to sign the plat and surety agreement, upon a finding that all of the requirements have been satisfied, and based upon the following conditions; 1. That all fees owed to the City by the applicant are paid; 2. That a letter of credit and surety agreement, in forms acceptable to the City Attorney, have been executed and submitted to the City to approve the plat. The motion was 2nd by Councilwoman Closson; roll call vote:**

**Councilman Sundquist – AYE
Councilwoman Closson – AYE**

**Councilman Macha – AYE
Councilman Schock – AYE**

- **2017 Chip Seal Notice of Award** – Councilwoman Closson made a motion for the City to accept the Award of Bid to Interstate Asphalt & Asphalt, Co with a Base Bid of \$28,498.70 and Alternative Bid A for \$3,072.05 for a total amount of \$31,570.75 and authorize the City's Mayor to sign the Notice of Award, the motion was 2nd by Councilman Schock; roll call vote:

**Councilman Sundquist – AYE
Councilwoman Closson – AYE**

**Councilman Macha – AYE
Councilman Schock – AYE**

- **129,000 Pound Truck Route Opt-in allowing ITD to manage permits for the operation of routes designated by the City. Authorization for Mayor to sign the Special Permit Issuance Agreement** – After a brief discussion, Councilman Sundquist made a motion to authorize the City's Mayor to sign the 129,000 Pound Truck Route Opt-in Agreement, the motion was 2nd by Councilman Schock; roll call vote:

Councilman Sundquist – AYE
Councilwoman Closson – AYE

Councilman Macha – AYE
Councilman Schock – AYE

- **Resolution pertaining to the City’s approved routes for oversized/overweight travel routes** – After a brief discussion in regard to the confirmation that there were no oversized/overweight routes within the City and that Highway 200 was not a designated route for oversized/overweight routes, **Councilman Sundquist made a motion to pass Resolution #75 supporting permit for oversized/overweight 129,000 truck routes, 2nd by Councilman Schock; roll call vote:**

Councilman Sundquist – AYE
Councilwoman Closson – AYE

Councilman Macha – AYE
Councilman Schock – AYE

- **Boise and Second Street road section closure** – Councilwoman Closson presented a few pictures of the area and advised that the property owner at that undeveloped road section had been plowing to his alley-way shed for years. Councilman Sundquist suggested that the City not spend money blockading the area as it is undeveloped and that the disturbance is not really affecting the City at this time. Councilman Schock advised that someone was covering over the stormwater ditch to provide access. It was suggested that once the snow is gone the site should be visited by the City’s Engineer and that the culprit should be advised that that practice should

- **Arbor Day Grant Program - Authorization for Mayor to apply and set date and sign the Arbor Day proclamation** – Ronda advised the grant may provide the means for the City to landscape the park that would soon be dedicated by the McGhee Court 1st Addition subdivision. Mayor advised that the park had not been named and suggested that Council start thinking about naming it. After a brief discussion, Council agreed that it would be in the City’s best interest to apply for the grant and advised Mayor to assign a date at her discretion.

- **County Sheriff to give State of the County presentation at April Council Meeting** – Council agreed that it would be put on the April Agenda

Open Discussion – There was no further discussion.
Mayor Lewis adjourned the Council Meeting at 7:24 p.m.

Submitted by:
Ronda L. Whittaker
City Clerk



MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Zoning Administrator/Planner
Date: March 7, 2017

Re: **1st Addition to McGhee Court, File #SUB005-14**

On February 7, 2017, Kootenai City Council reviewed the status of final plat for 1st Addition to McGhee Court. The council made the following motion regarding the final plat:

Councilman Sundquist made a motion that pending completion and acceptance of a letter of surety, pending the signing of the city of Kootenai's engineer as to the physical improvements, and pending the plat being signed by the City's Mayor that we approve the final plat of the 1st Addition of McGhee Court; Councilwoman Closson 2nd the motion; roll call:

**Councilman Sundquist – AYE
Councilwoman Closson – AYE**

**Councilman Macha – AYE
Councilman Schock – AYE**

Since that meeting, the city engineer has provided his final letter of approval, dated February 28, 2017. The letter of credit is pending issuance by the banking institution. The accompanying surety agreement from the developer is also pending, as is the final review and approval of the documents by the city attorney.

Kootenai City Code requires the following for acceptance of a final plat:
9-8-4: CITY COUNCIL REVIEW:

When the city planner and city engineer have completed their review of the final plat application, and provided a determination in writing to the city clerk that all required terms and conditions are satisfied, and the city clerk has determined that all required fees, payment in lieu of improvements and surety have been paid, the city clerk shall schedule the final plat for city council review on the next available city council agenda. The city council shall review the subdivision and plat and, upon finding that all of the requirements have been satisfied, shall authorize the mayor and the city clerk to sign the plat. (Ord. 193, 12-6-2011; amd. 2017 Code).

To clarify the intent of the February 7th motion to accept and approve the final plat, the following suggested motion is offered:

SUGGESTED MOTION:

I move to approve the final plat of 1st Addition to McGhee Court, File #SUB-005-14, and accept the dedications to the City of Kootenai offered on the plat. I further move to authorize the mayor and city clerk to sign the plat and surety agreement, upon a finding that all of the requirements have been satisfied, and based upon the following conditions: 1) That all fees owed to the city by the applicant are paid; 2) That a letter of credit and surety agreement, in forms acceptable to the city attorney, have been executed and submitted to the city.

CITY OF KOOTENAI

SIGN-IN SHEET

DATE: March 7, 2017

TIME: 6:30 pm

Council Meeting

Name	Address	Representing
Grace Bauer	81 Kuskanook Loop	
Dio Ans	206 Boise Str	me
Tim Closson		

City of Kootenai
Treasurer Report February 2017

BB Business Checking	\$	22,550.04
MW Money Market Acct	\$	199,116.41
MW Checking	\$	57,513.97
LGIP - Current thru 1/31/17	\$	71,504.50
Total Cash Assets	\$	293,170.95

INCOME

Name	Account	Amount	Sub-Totals
Contributions	Community Review	2,000.00	2,000.00
Franchise Fees	Northland Cable Television	0.00	
Total Franchise Fees			0.00
Interest	Interest, MW Savings	18.32	
	Interest, LGIP	39.88	
	Interest MW Checking	2.09	
Total Interest			60.29
Law Enforcement	Law Enforcement Fines	30.15	30.15
Licenses & Permits	Liquor License	0.00	
	Dog License	0.00	
Total Licenses & Permits			0.00
Planning & Zoning Fees & Permits	Subdivision Fees	0.00	
Total Planning & Zoning			0.00
Property Tax	Arrears Property Tax	44.35	
	Penalty & Interest	48.32	
	Property Tax Current	1,725.71	
	Sales Tax - Inventory Phase Out	2,661.22	
Total Property Tax			4,479.60
Rents	City Hall Rental	250.00	
	Post Office Rent	250.00	
	Total Rents		500.00
	Total 01 · GF REV	7,070.04	7,070.04
02 · SF REV	Road & Bridge Arrears	60.91	
Road & Bridge	Road & Bridge Current	1,249.07	
	Road & Bridge P & I	50.35	
Total Road & Bridge		1,360.33	1,360.33
	Total 02 · SF REV	\$1,360.33	1,360.33
	Total Income		\$8,430.37

City of Kootenai
Treasurer Report February 2017

EXPENSES

Name	Account	Amount	Sub-Totals
10 - GF EXP			
Accounting & Audit			
	Accountant	0.00	
	Auditor	0.00	
Total Accounting & Audit			0.00
Bank Fees	Banner Bank	4.00	4.00
Building Maintenance			
	Janitorial Service	85.00	
	Maintenance & Repairs/Furnace	95.07	
Total Building Maintenance			180.07
Dues & Membership		0.00	
Total Dues & Maintenance			0.00
Legal			
	Legal Notices	0.00	
	Attorney	180.00	
	Law Enforcement Contract	200.00	
Total Legal			380.00
Office Expenses			
	Computer Hardware	0.00	
	Computer Maintenance/Repair	0.00	
	Internet Services	64.39	
	Office Supplies	37.98	
	Postage	54.95	
Total Office Expenses			157.32
Planning & Zoning			
	Code Enforcement	0.00	
	Ordinance Revisions	0.00	
	Planner	0.00	
	Subdivision Fees	467.78	
Total Planning & Zoning			467.78
Training Workshops			
Meals		0.00	
Training Expenses	ICCTFOA September Conference	195.00	
Total Training Workshops			195.00
Utilities			
	Electric & Gas	182.26	
	Sewer	61.59	
	Telephone	88.08	
	Water	16.90	
	Garbage	25.11	
Total Utilities			373.94

Name	Account	Amount	Sub-Totals
10 · GF EXP - cont			
Wages & Benefits			
	Clerk/Treasurer	3,516.00	
	Council	400.00	
	Mayor	400.00	
	Payroll Taxes	330.17	
	Retirement Fund - PERSI	488.57	
	Clerk's Insurance	0.00	
	Total Wages & Benefits		5,134.74
6560 · Payroll Expenses	Intuit Quickbooks	0.60	0.6
	Total Payroll Expenses		0
	Total 10 · GF EXP	6,893.45	6,893.45
20 · SF EXP			
Streets			
	Capital Improvement Project	1,069.25	
	Signs	0.00	
	Street Engineer	51.18	
Total Streets			1,120.43
Transportation	BCATT Dues	50.00	50.00
Utilities, Streets	Signal Lights	66.24	
	Street Lights	0.00	
	Total Utilities, Streets		66.24
	Total 20 · SF EXP	1,236.67	1,236.67
	Total Expense		8,130.12
Net Income			300.25

RESOLUTION NO. 75.

**RESOLUTION SUPPORTING PERMITS FOR
129,000 POUND TRUCK ROUTES**

**TITLE: CITY OF KOOTENAI SUPPORTING PERMITS FOR 129,000 POUND
TRUCK ROUTES**

WHEREAS: The 2013 Idaho Legislature passed bills that authorize Idaho Local Highway Jurisdictions (LHJ) to issue permits for truck carriers to operate trucks up to 129,000 pounds gross vehicle on designated routes; and

WHEREAS: The City of Kootenai has received a request for a 129,000 Pound Truck Route; and

WHEREAS: The City of Kootenai has reviewed potential routes for engineering and safety standards; and

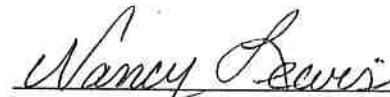
WHEREAS: The City of Kootenai has determined that routes within the City do not meet engineering and safety standards to support 129,000 Pound Truck Routes; and

WHEREAS: The City of Kootenai has issued a decision in the form of a resolution; and

NOW, THEREFORE, BE IT RESOLVED THAT: There are no routes within the City that are approved as a local 129,000 Pound Route.

WHEREUPON, No routes are approved, the City of Kootenai shall not issue permits for 129,000 Truck Routes within the City Limits of the City of Kootenai.

DATED this 7th day of March, 2017



Nancy Lewis, Mayor

ATTEST:



Ronda L. Whittaker, City Clerk

SPECIAL PERMIT ISSUANCE AGREEMENT

For the Issuance of Permits By ITD for Over Legal Size
or Weight Vehicles To Operate on Local Highway
Jurisdiction Highways

I. Introduction and Purpose

This agreement is entered into on the date hereafter set forth between the State of Idaho by and through its Department of Transportation, hereafter referred to as ITD and

City of Kootenai, a Local Highway Jurisdiction, by and through its Governing Board hereafter referred to as the LHJ.

ITD and the LHJ have determined that it is in their mutual benefit to establish a system for ITD to issue permits for the operation of over legal size and/or over legal weight vehicles to operate on routes designated by the LHJ. Such permits may authorize operation in a single LHJ jurisdiction, or in multiple LHJ jurisdictions

II. Covered Vehicles

This agreement shall authorize ITD to issue single or multi-jurisdictional permits which will be valid on both state and LHJ highways if the sizes and weights do not exceed the maximum limitations in ITD rules.

III. Routes: LHJ Highways

The LHJ shall develop and supply ITD with map(s) of highways approved for the issuance of permits by ITD. A multi-jurisdictional permit shall only authorize a permittee to travel on routes designated by the LHJ. ITD may not issue any permits under this agreement authorizing travel on any LHJ highway not on the map provided by the LHJ without prior express written authorization from the LHJ.

The LHJ shall provide ITD with the following information for each designated route on the "designated route" map:

1. Weight restrictions of any structures not currently inventoried by ITD.
2. Extra length (trailer) combination limitations.
3. Route Capacity limitations.
4. Vertical clearance restrictions.
5. Pilot car and time of travel restrictions.

The LHJ shall be responsible for notifying ITD of all changes to the designated route map, including detours due to construction and weight restrictions due to spring breakup. Notification of changes shall be made at least three (3) days prior to the effective date of

the proposed map change, unless an emergency occurs which would not allow advance notice.

Designated Route Maps should be reviewed by the LHJ and presented to ITD no less-frequently than every three (3) years.

In the event of an emergency change in the network, the LHJ shall notify ITD by telephone, email, or FAX of the change.

Requests for permits to travel on routes not on an approved LHJ designated route map will be referred to the appropriate LHJ.

IV. Special Conditions

The LHJ shall provide ITD with any special conditions for travel on LHJ designated routes which are different than those in ITD rules. ITD shall note all special conditions for travel on LHJ designated routes on the permit. The special conditions shall be those specified by the LHJ and those requirements in ITD rules.

The LHJ shall be responsible for notifying ITD of any modifications or changes to its special conditions at least fourteen (14) days prior to the effective date of the proposed change.

In the event of an emergency change in the special conditions the LHJ shall make reasonable efforts to notify ITD by telephone, email or FAX of the changes and immediately follow up with written notification.

V. Period of Validity of Permit

A permit issued pursuant to this agreement may be a single trip permit or an annual permit as provided for by ITD Administrative rules. Permits will be valid for durations shown in ITD policy and Administrative Rules.

VI. Enforcement and Revocation of Permit

It is the express intent of the parties to this agreement that State, City and County law enforcement agencies shall have the same authority to enforce a multi-jurisdictional permit as those law enforcement agencies have to enforce other types of transportation permits. The LHJ and ITD shall encourage local law enforcement agencies to enforce multi-jurisdictional permits. ITD should also encourage state police enforcement in the same manner.

ITD shall have the same authority to revoke multi-jurisdictional permits as is provided for in ITD Administrative rules.

VII. Fees

ITD shall charge the permittee the costs of multi-jurisdictional permits as provided for in IDAPA Rule. ITD shall retain all fees charged for the permits and deposit them in the Highway Distribution Account per the provisions of Idaho Code.

VIII. Records

ITD shall produce a monthly summary report which shall identify all single and multi-jurisdictional LHJ permits issued by ITD. ITD shall maintain a copy of each LHJ permit issued for a minimum of three years. Said documents shall be made available for review by the LHJ on request.

IX. Withdrawal from Agreement

Either ITD or the LHJ may withdraw from this agreement by submitting to the other party a notice of withdrawal. Said notice of withdrawal shall be effective 30 days from the date of submission. Any LHJ permit issued by ITD shall be valid until its natural expiration, regardless of termination of this agreement.

X. Amendments

This agreement may be amended upon approval of ITD and the LHJ, acting through their authorized representatives. Any amendment shall be in writing and shall become a part of this agreement.

XI. Severability

If any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law or otherwise unenforceable, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the agreement did not contain the particular term or provision held to be invalid.

XII. Contacts

ITD and the LHJ shall maintain a list of emergency contacts and their telephone numbers. ITD and the LHJ shall provide each other with the name and telephone number of emergency contact person(s). If a change occurs with a contact person or telephone number, the affected jurisdiction must immediately update the other jurisdiction.

XIII. Effective Date

This agreement shall become effective upon the latest date of signing by ITD and the LHJ. ITD shall not be required/allowed to issue any permits for LHJ until LHJ has provided ITD with the LHJ's Designated Route Map(s).

XIV. Signatures

Local Highway Jurisdiction
By and through the Board of Commissioners/Council

By: (Name and Title)

Wancy Lewis, Mayor

Date: 3-7-17

State of Idaho
By and through the Idaho Transportation Department

By: (Name and Title)

Date: _____



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

MEMO

To: Kootenai City Council
From: Clare Marley, AICP
Date: March 2, 2017
Re: **Planning summary for March 7, 2017 City Council meeting**

Building permit activity

The city had no building permit application activity during the month of February.

Subdivision amendment update

The second draft of the subdivision ordinance is pending final review with the city engineer of sections on construction plans, design, bonding, and final plat comments.

Stormwater amendment update

The first rough draft of the stormwater amendment has been provided to the city. Based on input from the city engineer, the draft calls for 3 major divisions of stormwater/erosion control standards, as follows:

- No plans required for:
 - Less than 50 cubic yards of fill or excavated material
 - Less than 1,000 square feet of new impervious surface (rooftops, pavement, etc.)
 - Less than 5,000 square feet of disturbed area
- A “minor” sedimentation/erosion control plan that may be prepared by a homeowner for:
 - Between 50 and 250 cubic yards of fill or excavated material
 - Between 1,000 and 2,000 square feet of new impervious surface
 - Between 5,000 and 10,000 square feet of disturbed area
 - Sites within 300 feet of surface water, regardless of the size of disturbance unless an administrative exception is granted
- A “major” stormwater plan for:
 - Greater than 250 cubic yards of fill or excavated material
 - Greater than 2,000 square feet of new impervious surface
 - Greater than 10,000 square feet of disturbed area
 - All subdivisions (may include minor subdivisions with no new road or utility installation)

The draft also includes

- Allowances for administrative exceptions for minor variations to standards and for minor remodels/additions not covered under the “no permit” list above
- Adds exceptions for traditional practices such as gardening, agricultural activity, logging, routine road/driveway repairs and maintenance
- Adds additional Best Management Practices (BMP) manuals
- Spells out the application requirements for the “minor” and “major” plans

Pending final reviews and edits by staff and response from the mayor and city council, the draft ordinance could be prepared for public hearing next month. Please advise me of the direction you wish to take.

Land use applications

There have been no new land use applications submitted to the city in the past month. Two pre-application meetings have been conducted for a minor subdivision and a pending special use permit.



J-U-B ENGINEERS, INC.

J-U-B COMPANIES



THE LANODON GROUP



GATEWAY MAPPING INC.

MEMORANDUM

DATE: March 1, 2017

TO: Mayor Lewis and Council Members

FROM: A. Jay Hassell, P.E., Contract City Engineer

SUBJECT: March 2017 Engineering Report

2017 Chip Seal Project – As a reminder, the following roads are included in this year’s project:

Roadway	Description of Work	Limits
1st Avenue	Chip Seal – Base Bid	Spokane Street to SH-200
Kootenai Street	Chip Seal – Base Bid	1st Avenue to 2nd Avenue
Helena Street	Chip Seal – Base Bid	1st Avenue to 2nd Avenue
Main Street	Chip Seal – Alt Bid A	2 nd Avenue to north 300-ft

One bid was received from Interstate Concrete & Asphalt, Co. with a Base Bid of \$28,498.70 and Alternative Bid A for \$3,072.05 for a total of \$31,570.75. The bid is responsive and included the required documents. I recommend the council award both the Base Bid and Alternative Bid A to Interstate. The Award Document for the Mayors signature is attached at the end of the report.

SUGESTED MOTION: Award the 2017 City of Kootenai Chip Seal project including the Base Bid and Alternative Bid A to Interstate Concrete & Asphalt, Co. for the amount of \$31,570.75.

City Asset Management Software – The Independent Highway District (IHD) currently maintains the City of Kootenai asset inventory in an on-line web based software called iWorQ. The City of Kootenai currently budgets \$400 per year to IHD to maintain the software subscription each year. I have and will continue discussing IHD’s process for keeping the database current and ability and desire to continue providing support for the City of Kootenai asset management and iWorQ software. My goal is to report back to the Mayor and Council on the status of the database and suggestions and recommendations on whether we continue as we have been or change how the city assets are managed.

City Stop Signs – Installation of new stop signs by the Independent Highway District is on hold until spring.

2nd and Main Temp Asphalt Patch – Review of the street condition and possible permanent repairs are on hold until spring thaw.



J-U-B ENGINEERS, INC.

J-U-B COMPANIES



**THE
LANGDON
GROUP**



**GATEWAY
MAPPING
INC.**

Final Plat, 1st Addition to McGhee Court – I have reviewed the requirement for the final plat conditions of approval and have provided the required letter attached.

Discussion: Residents have been using the undeveloped right of way on 2nd Avenue from Boise St. to Humbird St. (snow plowed for accessing property). Due to the right of way not being improved (no actual road), some disturbance of the native soils occurred due to the wet conditions. It has been questioned as to whether the ROW should be physically blocked to prevent future disturbance or left open as is today. I haven't evaluated this segment in any detail, but it appears that no roadway structure improvements have been made (base and pavement). If this is the case, no long term damage is likely occurring. If improvements have been made, then protecting those investments is important and could be accomplished with barriers or barricades. I can evaluate the segment in more detail once the snow is gone. Please advise.

Weight Limits - I have been monitoring weather and roadway conditions and recommend in February weight limits be posted in the near future. I have spoken to Scott Hanson with IHD and he agrees and suggested at that time that we post the green weight limit markers. (Green flags means weight limits are imminent therefore all heavy equipment should be removed as soon as possible). This doesn't mean that the weight limits were currently active. As the weather has continued to warm during the day and conditions now warrant, on March 2, 2017 we decided to go to red markers (weight limits).

Discussion: In talking with Ronda, our current weight limit signs are apparently made of paper, old and needing replaced. I would suggest that new signs be discussed with Ronda and council. I can provide updated sign content if desired.

Notice of Award

DATE: March 7, 2017

TO: INTERSTATE CONCRETE & ASPHALT, CO.
(Bidder)

ADDRESS: PO BOX 1113, SANDPOINT, ID 83864

CONTRACT FOR: 2017 City of Kootenai Chip Seal Project

You are notified that your Bid dated February 15th, 2017, for the above Contract has been considered. You are the apparent Successful Bidder and have been awarded a contract for:

The Base Bid + Alternative Bid A; the Contract Price of your contract is Thirty one thousand five hundred seventy and 75/100 dollars. (\$31,570.75).

This Notice of Award obligates the Successful Bidder to immediately return the acknowledgement of receipt of Notice of Award and, within ten (10) business days, furnish the required Bonds, and complete and return a Public Works Contract Report.

ACCEPTANCE OF AWARD

CITY OF KOOTENAI
(OWNER)

INTERSTATE CONCRETE & ASPHALT, CO.
(CONTRACTOR)

BY: _____
(AUTHORIZED SIGNATURE)

BY: _____
(AUTHORIZED SIGNATURE)

(TITLE)

(TITLE)

(DATE)



J-U-B ENGINEERS, INC.

J-U-B COMPANIES



**THE
LANGDON
GROUP**



**GATEWAY
MAPPING
INC.**

February 28, 2017

Ronda Whittaker
Kootenai City Clerk
P.O. Box 566
Kootenai, ID 83840

Re: Final Plat, 1st Addition to McGhee Court

Dear Ronda,

Kootenai Subdivision Regulations, Chapter 8, Section 8-4, require the City Planner and City Engineer provide you with a letter confirming the terms and conditions of the preliminary plat have been met prior to scheduling the plat for city council review. This letter follows the City Planner letter dated January 30, 2017 indicating items to be completed by the City Engineer.

1. I completed a draft review of the final plat and field review of the as-builds on November 30, 2016. The four correction items in the record drawing field review has been corrected as requested.
2. Conditions of approval: The February 4, 2015 decision letter listed 17 items to be completed prior to final plat approval. One item (#8) required written confirmation of the completion of driveway installations from the City Engineer. The proposed driveways in the 11/12/2014 plans (and later revised driveway locations on the south side of 2nd Avenue due to utility conflicts and previously approved by myself) have been completed and documented in the as built drawings.

Based on the above, the terms and conditions relative to the City Engineer responsibility for the final plat of the 1st Addition to McGhee Court have been met.

Sincerely,
J-U-B ENGINEERS, Inc.

A. Jay Hassell, P.E.
Contract City Engineer

c: Marty Taylor, AICP, James A. Sewell & Associates, Applicants Representative, Clare Marley, AICP,
Contract City Planner