

CITY OF KOOTENAI

AMENDED - MEETING AGENDA – KOOTENAI CITY HALL

204 SPOKANE STREET

TUESDAY, April 4, 2017

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:

1. 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 March 7, 2017 Regular Council Meeting minutes and March 22, 2017 Ordinance Workshop meeting.**

B. **Approval of Bills and Payroll**

2. Presentation – County Sheriff State of the County

3. Reports:

A. **Mayor:**

B. **City Engineer: Written Report Summary**

C. **City Planner: Written Report Summary**

- **Subdivision and Stormwater ordinance amendment update**

D. **Selkirks-Pend Oreille Transit (SPOT)**

E. **Clerk: Arbor Day Grant Program - update**

4. Discussion/Action Items:

A. **Set date and time for budget hearing**

B. **Subdivision and Stormwater Ordinance workshop/hearing dates and times**

C. **Draft 2015-2016 Audit - Review of auditors Schedule of Findings and Responses**

D. **7B Countrywide Situation Assessment Workshop Summary – Review of Summary**

E. **Spring Clean-up**

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: April 4, 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: There were no amendments suggested

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

Others Present: Cis Gors, city resident, Grace Bauer, city resident, Tim Closson, city resident, Sheriff Wheeler, Bonner County Sheriff, Chris Close, Monogram Homes, Teague Mullen, Reality Partners, and Levi Snyder, Mort Construction.

Public Comment: There were no comments.

Announcements: There were no announcements

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

Councilman Sundquist – AYE
Councilwoman Closson – AYE

Councilman Macha – AYE
Councilman Schock – AYE

2. Presentation – Sheriff Wheeler presented the State of the County. He advised that the Sheriff's department had addressed 218 calls to the City this last year. He expressed his concern that the department was suffering it was down nine men due to shooting recovery and other health issues. He advised that it is getting difficult to recruit due to risk issues. He advised that the department would be holding a memorial for lost and injured officers on May 15th. Sheriff Wheeler announced that the department is working on providing direction for neighborhoods to start up neighborhood watches. He provided a brochure giving additional information on how to get started. He advised that the Nixle app will text and email alerts. He also advised that the county's web site gives department activity and the site will also provide information related to sex offenders and their location within the community and allow the opportunity to be alerted when an offender may be in their area. He also advised that the department is equipped to provide safety precautions for businesses. Sheriff Wheeler stated that he did not support the metropolitan police model. He said that the central services would not provide each jurisdiction to direct funds and procedures appropriate to their individual needs. Council expressed their thanks and satisfaction with his presentation.

3. Reports:

A. Mayor: Mayor reminded Council of the 2nd Annual Easter Egg hunt to be held at the City's park on Saturday April 15 at 11:30. Mayor Lewis reported that she had attended the BCATT meeting and that Idaho Transportation Department had announced that Hwy 200 improvements will begin in 2018. She advised that she will attend design workshops and that there would be a public meeting when the time was right.

B. City Engineer: No Report was submitted.

C. City Planner: Written Report Summary - Attached.

- **Subdivision/Stormwater ordinance revision updates** – Clare handed out the attached summary of proposed revisions that came from the last workshop and summarized the proposed revisions. Clare advised that she had sought out opinions/recommendations for some of the proposed revisions from the City's Engineer.

- **D. Selkirks-Pend Oreille Transit (SPOT):** Councilwomen Closson reported that SPOT was going to have a three month trial beginning April 1 on Saturdays introducing a route to Bonners Ferry. She advised that there would be a pick up at 3rd and Oak in Sandpoint and another at Walmart in Ponderay

for arrival at the Kootenai River Inn and downtown shopping. She also advised that David Sims, Mayor for Bonners Ferry had been selected to sit on the Board of Directors at Large for SPOT.

E. Clerk: Announced that it was time to set budget workshops and budget hearing dates. Arbor Day Grant Program – Ronda reported that the City had received the Arbor Day Grant that the City had applied for and that she was in the process of having All Seasons Nursery advise as to what type of trees would best survive at the lot east of City Hall. She also advised that it would not be a good endeavor to plant trees at the dedicated park at McGhee Subdivision as there was no water to keep them up. She reported that she had ordered tree seedlings to give to the elementary school students and announced that there would be a coloring contest with prizes going to the 1st, 2nd and 3rd place winners of both class groups to be held at the Kootenai Elementary School at 2:00 p.m. on April 28th. Ronda also advised that the regular July Council meeting was scheduled for July 4th. After a brief discussion, Council requested that the July regular Council be rescheduled to July 11th.

4. Discussion/Action Items

- **Set date and time for budget hearing** – After a brief discussion, **Councilman Sundquist made a motion to schedule the budget hearing date for Wednesday, August 23rd to begin at 6:00 p.m., the motion was 2nd by Councilman Schock; roll call vote:**

Councilman Sundquist – AYE
Councilwoman Closson – AYE

Councilman Macha – AYE
Councilman Schock – AYE

- **Subdivision and Stormwater Ordinance workshop/hearing dates and times** – After a brief discussion, Council agreed to schedule an April workshop for the Tuesday April 11th to begin at 6:00 p.m. It was also decided that the Public Hearing to adopt the revised ordinances be held on May 2nd beginning at 6:30 p.m.

- **Draft 2015-16 Audit – Review of auditors Schedule of Findings and Responses** – After a brief discussion, Council agreed with the recommendations set forth by the City’s auditor. Mayor Lewis advised that she did review the City’s payables. Ronda advised that she always brought the City’s payables to each meeting for review and discussion. It was determined that the City does not have the budget to hire additional employees to segregate duties but would try to be more diligent. **Councilwoman Closson made a motion to authorize the Mayor to sign the representation letter accept the auditors schedule of findings, the motion was 2nd by Councilman Macha; roll call vote:**

Councilman Sundquist – AYE
Councilwoman Closson – AYE

Councilman Macha – AYE
Councilman Schock – AYE

- **7B Countywide Situation Assessment Workshop Summary – Review of Summary**– After a brief discussion it was determined that the City not put time and expense toward the project until the assessment focused more on communications between Counties and Cities. To date the workshops mostly addressed County issues.

- **Spring Clean-up** – Ronda reminded Council that it was time to inform the City’s residents that the City will organize a dumpster to be donated by Sandpoint Waste Management and located at the City’s parking lot for Spring Clean Up.

Open Discussion – Councilman Sundquist invited Teague, Chris and Levi to speak as they had arrived shortly after public comment had closed. Teague stated that he and his colleagues were just attending the meeting to introduce themselves as they were working on selling and building at Seven Sisters Phase II & III once the City had adopted the plat. Councilman Sundquist voiced his concern that the 2016 chip seal project was not satisfactory and advised that the site be re-inspected. Councilman Macha asked for recommendations for pick-up of large items that could be donated. Hospice and Salvation Army were suggested.

Mayor Lewis adjourned the Council Meeting at 7:43 p.m.

Submitted by:
Ronda L. Whittaker
City Clerk

City of Kootenai

Treasurer Report March 2017

BB Business Checking	\$	24,539.08
MW Money Market Acct	\$	199,138.02
MW Checking	\$	47,728.40
LGIP - Current thru 2/29/17	\$	71,548.26
Total Cash Assets	\$	342,953.76

INCOME

Name	Account	Amount	Sub-Totals
01 · GF REV			
Franchise Fees			
	Northland Cable Television	0.00	
Total Franchise Fees			0.00
Interest			
	Interest, BB Savings		
	Interest, LGIP		
Total Interest			0.00
Licenses & Permits			
	Business License	50.00	
	Dog License	0.00	
Total Licenses & Permits			50.00
Planning & Zoning Fees & Permits			
Subdivision Fees	Shoong Minor Plat	200.00	
Total Planning & Zoning			200.00
Property Tax			
	Arrears Property Tax	45.68	
	Penalty & Interest	24.19	
	Property Tax Current	330.11	
	Sales Tax - Inventory Phase Out	0.00	
Total Property Tax			399.98
Rents			
	City Hall Rental	200.00	
	Post Office Rent	250.00	
Total Rents			450.00
	Total 01 · GF REV	1,099.98	1,099.98
02 · SF REV			
Road & Bridge			
	Road & Bridge Arrears	61.19	
	Road & Bridge Current	238.98	
	Road & Bridge P & I	30.89	
	Road & Bridge Other	1.35	
Total Road & Bridge			332.41
Stormwater/Enchroachment		550.00	550.00
	Total 02 · SF REV	\$882.41	882.41
	Total Income		\$1,982.39

City of Kootenai
Treasurer Report March 2017

EXPENSES

Name	Account	Amount	Sub-Totals
10 · GF EXP			
Accounting & Audit			
	Accountant	0.00	
	Auditor	2,547.75	
Total Accounting & Audit			2,547.75
Bank Fees			
	Balance Adjustments - Shoong	202.00	
	Bank Charges, Checks Supplies	4.00	
Total Bank Fees			206.00
Building Maintenance			
	Janitorial Service	85.00	
	Maintenance & Repairs	0.00	
Total Building Maintenance			85.00
Dues & Membership			
		0.00	
Total Dues & Maintenance			0.00
Legal			
	Legal Notices	46.33	
	Attorney - McGhee Court	105.00	
Total Legal			151.33
Office Expenses			
	Computer Hardware	0.00	
	Computer Maintenance/Repair	159.10	
	Internet Services	64.39	
	Office Supplies	281.00	
	Postage	0.00	
Total Office Expenses			504.49
Planning & Zoning			
	Building Permits	169.00	
	Ordinance Revisions	325.00	
	Planner	552.50	
	Subdivision Fees/McGhee Court	-4,092.28	
Total Planning & Zoning			-3,045.78
Training Workshops			
Meals	District 1 Mtg	13.00	
Training Expenses	Milage	0.00	
Total Training Workshops			13.00
Utilities			
	Electric & Gas	0.00	
	Sewer	61.59	
	Telephone	88.09	
	Water	33.07	
	Garbage	25.11	
Total Utilities			207.86

City of Kootenai
Treasurer Report March 2017
EXPENSES Cont.

Name	Account	Amount	Sub-Totals
Wages & Benefits			
	Clerk/Treasurer	3,600.00	
	Council	400.00	
	Mayor	400.00	
	Payroll Taxes	557.78	
	Retirement Fund - PERSI	498.08	
	Clerk's Insurance	737.51	
	Total Wages & Benefits		<u>6,193.37</u>
6560 · Payroll Expenses	Intuit Quickbooks	0.00	
	Total Payroll Expenses		<u>0.00</u>
	Total 10 · GF EXP	6,863.02	6,863.02
20 · SF EXP			
Stormwater Engineer		263.14	263.14
Streets			
	Street Maintenance/Chip Seal	311.41	
	Signs	0.00	
	Street Engineer	262.41	
Total Streets			<u>573.82</u>
Utilities, Streets			
	Signal Lights	56.37	
	Street Lights	757.44	
	Total Utilities, Streets		<u>813.81</u>
	Total 20 · SF EXP	1,650.77	1,650.77
	Total Expense		<u>8,513.79</u>
Net Income			<u>-6,531.40</u>



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

MEMO

To: Kootenai City Council
From: Clare Marley, AICP
Date: March 30, 2017
Re: **Planning summary for April 4, 2017 City Council meeting**

Stormwater amendment update

Based on City Council input at the March 22nd public workshop, I have made the following updates to the draft stormwater ordinance:

1. In response to council concerns about **exempt activities** potentially causing harm to neighboring property and not being under city review, I revised the draft to:
 - a. Remove the “no plan required” items from the exceptions and place under “applications.”
 - b. Clarify that even though no plan is required, the activities are still subject to city stormwater performance standards. (Some cities require landowners to sign a “checklist” agreeing to abide by best management practices, even though no plan is required. This might be worth discussing.)
 - c. Add 3 new performance standards to state that natural drainages can’t be blocked or water diverted to neighboring properties; site must be managed to prevent discharge of pollutants; and entrances must be protected so soil isn’t tracked onto public roads.
↗ (Interesting to note that some cities expressly state they have no duty to solve disputes between neighbors over drainage issues.)
 - d. Add to the “no plan” list that a grade change of greater than 4 feet requires a plan.
 - e. Refer to the thresholds as “no plan;” “minor plan” and “major plan.”
2. Regarding the **culvert discussion**, I inserted new language to allow the council to adopt a standard drawing, rather than using the current lengthy standards on how to install a culvert. The drawing and standards will need to be updated with the city engineer.
3. For the **design storm**, I selected a 25-year storm event, pending city engineer review. This represents 2.4 inches of rainfall in 24 hours, based on the ITD charts for our area. The design storm yield is used by engineers to calculate the size of ditches, pipes, storm swales, and other such features and infiltration rates.
4. Regarding the **design guideline books**, I kept Kennedy Engineering for now, along with the reference to international code council’s latest edition, and EPA’s stormwater pollution prevention plan standards. I will confer with Jay on this one.
5. The **land disturbing activities** definition is unchanged at this time. I reviewed about a dozen other ordinance definitions, and they all have similar wording as the proposed code.
6. In response to discussion of 7-2-10.D on **minor modifications** to a stormwater plan, based on council input, I removed “minor” from the subsection, thus requiring city engineer review for any modification. Also, the word “may” has been revised to “shall.”

These changes are highlighted in yellow in the attached revisions dated April 4th. I will bring copies that are three-hole punched so the pages can be added to your notebook. The items highlighted in blue are awaiting input from the city engineer.

Subdivision amendment update

The City Council reviewed the latest update of the subdivision amendment on March 22nd. Based on the discussion, the following revisions have been made. These are also highlighted in yellow so you can clearly see the changes from the last draft.

1. The requirement for a survey has been inserted into the **boundary line adjustment** section, pursuant to the council discussion. For parcels that are not in a subdivision, providing copies of the recorded survey and deeds of exchange completes the process. For subdivision lot line adjustments, the applicant can choose either a replat or a survey. Replats must come before the city council for action. Surveys would not.
2. The provision for **testamentary exemptions** from subdivision law is removed, based upon discussion with council.
3. The subdivision exemption **for government agencies, taxing districts, and public utilities** is retained, with the exceptions for habitable structures and construction of improvements before the land is conveyed are removed. The requirement for construction plans if extending city services or roads is retained.
4. Further discussion is needed on the **fees in-lieu of parkland dedication** topic we touched on March 22nd. The required parkland dedication is contained at section 9-5-6B.9 of the April 4th draft. In-lieu fees would have to be based on the impacts of a development to the public park needs. The fees must be shown to directly benefit the development. No parkland formula exists for Kootenai at this time. Generally, requirements to provide fees to benefit the entire city at large, rather than just the development, are not permissible in Idaho.