



*City of Kootenai*  
**MEETING MINUTES**  
**DATE:** June 5, 2018  
**TIME:** 6:30 p.m.

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

**Roll Call: Councilman Sundquist – AYE, Councilman Macha – AYE, Councilman Schock – AYE and Councilwoman Bauer(was telephonically present) – AYE,**

**Amendments to the Agenda: None were introduced.**

**Staff Present: City Clerk, Ronda L. Whittaker, City Planner, Clare Marley and Angela Comstock representing JUB Engineering as Jay Hassell was unable to attend.**

**Others Present: Doris Nuss, City resident, Boy Scout Troop 171: Noah Kaufman, Calvin Hinds, Mr. Kawman, Sheldon Bennett, and Alley Laace, Susan Drumheller representing Friends of POB Trail and Gary Kunzman city of Ponderay Councilmember.**

**Public Comment: None were given.**

**Announcements: None were given.**

**Presentation** – Susan Drumheller of the Friends of the Pend d’Oreille Bay Trail (FOPBT) provided Council with a summary update of happenings for the Trail. She advised Council that the City of Ponderay had purchased the property for the Underpass project. She explained that the city of Kootenai could become a “trail head.” Councilman Sundquist stated that he was confused as he understood that the city of Kootenai “would” become a “trail head.” Susan explained that the Trail is a vision and that the city of Kootenai would be a “trail head” if the “vision” totally materializes. She explained that the FOPBT was considering an application for the “Build Grant” which had a deadline of July 18, 2018. She said that the grant application would be for funds to design and engineer the project. She stated that a design plan would give more support for a future grant application to fund the construction of the project. She advised that the project is about a \$6.6 million project and that the design/engineering portion of the project would run at about \$560,000. She indicated that there would also be costs related to securing the Right-of-Way from the Rail Road. She advised that FOPBT would be seeking letters of support for the grant once the city of Ponderay authorizes the process. Councilman Bauer asked if the Highway 200 widening project would through off the plan. Mayor Lewis advised that the widening project would be in Kootenai and would not affect the trail project. Susan stated that the project team would be working with the Idaho Department of TRansportion to make sure all would be considered. A Troup member asked the cost of the whole project. Susan confirmed \$6.6 million.

**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. There were no concerns.

**Councilman Sundquist made a motion to approve the consent agenda, 2<sup>nd</sup> by Councilman Macha; roll call vote:**

**Councilman Sundquist – AYE  
Councilwoman Bauer– AYE**

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

2. **Reports:**

A. **Mayor:** None were given.

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

- **Street Parking** – Council discussed having some streets within the City be subject to parking on one side specifically; the East side of Sprague, Seven Sisters Drive, Kootenai Meadows and Hope streets and the South side of Second Avenue. Council agreed that further fine tuning needed to be conducted before a decision could be made.
- **2018 Annual Chip Seal project** – no further discussion.
- **Kootenai Meadows paving project** – no further discussion.
- **State Highway 200 widening** – Angela stated that there was an issue brought up about a stormwater porthole on McGhee Road that was in despair. She thought that the City had been advised that it would be fixed once surveying for the widening had been completed for the project to determine if the damaged area was City or State property. Ronda confirmed that she has spoken to the local transportation department and it had been concluded that it could not be determined at this time if the damaged porthole was on City property or the States. That being said, Idaho Transportation Department advised that they would fix the porthole immediately. Councilman Sundquist asked if there would passthrough costs to the City. Ronda confirmed that there would not be.

Councilman Sundquist then thanked JUB for putting the speed limit sign at Helena and Second Avenue on the Southwest corner. He advised that the sign could be seen coming East, but that it could not be seen when coming down the hill. He advised that either the sign needed to be two sided, or that another one be put at that intersection.

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

- **Building Permit Activity update** – no further discussion.
- **Land use applications** – no further discussion.
- **Comprehensive Plan update – Open House** - no further discussion.

D. **Selkirks-Pend d'Oreille Transit (SPOT)** – Mayor stated that she had attended the May 17<sup>th</sup> meeting. She reported that SPOT should have two new buses by October to help with the Schweitzer route. She advised that there had been 24, 624 riders between January and April and also advised that the Casino route was no longer offered. She stated that SPOT also now had a Parent transit bus and would be attending the next meeting. She also advised that SPOT was working on putting up a stop shelter in Kootenai at end of school playground.

E. **Clerk:** Written Report Summary – Attached – there was no further discussion.

3. **Discussion/Action Items**

- **Building Repairs** – Ronda stated that she had put this item on the Action list as she was wanted to give Council the ability to make a decision if the City had received bids for repairs. Mayor advised that she was in the process of getting additional information and would advise appropriately. Councilman Sundquist asked Mayor to give him a call as he may be able to help with getting referrals to her.

4. **Adjournment:** Mayor Lewis adjourned that meeting at 7:19 p.m.

Submitted by:  
Ronda L. Whittaker  
City Clerk

**City of Kootenai**  
**Treasurer Report May 2018**

Mt. West Money Market	\$	74,005.75
Mt. West Checking	\$	72,270.44
Mt. West Park Fund	\$	-
LGIP - Current thru 5/25/18	\$	272,840.12
<b>Total Cash Assets</b>	<b>\$</b>	<b>419,116.31</b>
<b>Total Cash Assets</b>	<b>\$</b>	<b>838,232.62</b>

**INCOME/GENERAL FUND**

Name	Account	Amount	Sub-Totals
<b>01 - GF REV</b>			
<b>Franchise Fees</b>			
	Avista Corportation	0.00	
	Northland Cable Television	595.13	
	Waste Management, Inc	819.32	
<b>Total Franchise Fees</b>			1,414.45
<b>Interest</b>			
	Interest, MW Money Market	19.09	
	Interest, MW Checking	2.79	
	Interest, LGIP	0.00	
<b>Total Interest</b>			21.88
<b>Licenses &amp; Permits</b>	Business Licenses	50.00	50.00
<b>Law Enforcement Fines</b>		0.00	0.00
<b>Planning &amp; Zoning Fees &amp; Permit</b>			
	Building Permits	6,461.81	
	Subdivision Fees	0.00	
<b>Total Planning &amp; Zoning Fees &amp; Permit</b>			6,461.81
<b>Property Tax</b>			
	Arrears Property Tax	6.34	
	Penalty & Interest	0.09	
	Property Tax Current	93.40	
	Sales Tax - Inventory Phase Out	2,872.51	
<b>Total Property Tax</b>			2,972.34
<b>Rents</b>			
	City Hall Rental	200.00	
	Post Office Rent	250.00	
<b>Total Rents</b>			450.00
<b>State of Idaho Funds</b>			
	State Liquor Fund	0.00	
	State Revenue Sharing	0.00	
<b>Total State of Idaho Funds</b>			0.00
<b>Total 01 - GF REV</b>		<b>11,370.48</b>	<b>11,370.48</b>

**INCOME/STREETS**

<b>Name</b>	<b>Account</b>	<b>Amount</b>	<b>Sub-Totals</b>
<b>02 · SF REV</b>			
<b>Idaho Transportation Dept</b>			
	State Highway Users Fund	0.00	
	HB312	0.00	
<b>Total Idaho Transportation Dept</b>			0.00
<b>Road &amp; Bridge</b>			
	Road & Bridge Current	73.34	
	Road & Bridge P & I	0.07	
	Road & Bridge Arrears	4.45	
<b>Total Road &amp; Bridge</b>			77.86
<b>Road &amp; Streets</b>			
	Road & Street Dig Permits	0.00	
<b>Total Road &amp; Streets</b>			0.00
<b>Stormwater/Encroachment</b>			
	Grading, Erosion App	100.00	
<b>Total Stormwater/Encroachment</b>			100.00
	<b>Total 02 · SF REV</b>	177.86	177.86
	<b>Total Income</b>	<b>11,548.34</b>	<b>11,548.34</b>

**City of Kootenai**  
**Treasurer Report May 2018**  
**EXPENSES/General Fund**

Name	Account	Amount	Sub-Totals
<b>10 - GF EXP</b>			
<b>Accounting &amp; Audit</b>	<b>Auditor</b>	0.00	
<b>Bank Charges</b>		0.00	
<b>City Web Site</b>		22.50	
			22.50
<b>Building Maintenance</b>			
	<b>Janitorial Service</b>	60.00	
<b>Total Building Maintenance</b>			60.00
<b>Law Enforcement Contract</b>		0.00	
	<b>Legal Notices</b>	681.51	
<b>Total Legal</b>			681.51
<b>Office Expenses</b>			
	<b>Computer Maintenance/Repair</b>	96.35	
	<b>Internet Service</b>	92.39	
	<b>Office Supplies</b>	0.00	
	<b>Other/Easter</b>	0.00	
<b>Total Office Expenses</b>			188.74
<b>Park, Arbor Day &amp; Earth Day</b>		0.00	
	<b>Park Dedication Plaque</b>	39.00	
<b>Total Park, Arbor Day &amp; Earth Day</b>			39.00
<b>Planning &amp; Zoning</b>			
	<b>Planner</b>	855.00	
	<b>Subdivision Fees</b>	251.00	
	<b>Ordinance Revisions/Comp Plan</b>	1,263.74	
	<b>Engineer</b>	0.00	
	<b>Code Enforcement</b>	0.00	
	<b>Building Permits</b>	0.00	
<b>Total Planning &amp; Zoning</b>			2,369.74
<b>Training Workshops</b>			
	<b>Training Expenses</b>	-129.26	
	<b>Meals</b>	-63.14	
	<b>Milage</b>	184.10	
<b>Total Training Workshops</b>			-8.30

**City of Kootenai**  
**Treasurer Report May 2018**  
**EXPENSES/General Fund**

Name	Account	Amount	Sub-Totals
<b>Utilities</b>			
	Electric & Gas	103.12	
	Garbage	14.88	
	Sewer	65.91	
	Telephone	182.94	
	Water	10.55	
<b>Total Utilities</b>			377.40
<b>Wages &amp; Benefits</b>			
	Clerk/Treasurer	4,176.00	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	395.96	
	Retirement Fund - PERSI	585.92	
6560 · Payroll Expenses	Health Insurance	0.00	
	Intuit Payroll Expense	11.50	
<b>Total Wages &amp; Benefits</b>			6,169.38
	<b>Total 10 · GF EXP</b>	<b>9,899.97</b>	<b>9,899.97</b>

**City of Kootenai**  
**Treasurer Report May 2018**  
**EXPENSES/Street**

Name	Account	Amount	Sub-Totals
<b>20 - SF EXP</b>			
Ditches	Maintenance	0.00	
Total Ditches			0.00
<b>Stormwater</b>			
	Culvert Inspections	0.00	
	Engineer	0	
Total Stormwater			0.00
<b>Streets</b>			
	Materials	0	
	Engineer	0	
	Capital Improvement Project/KM	0	
Total Streets			0.00
<b>Utilities, Streets</b>			
	Signal Lights	907.81	
	Street Lights	0.00	
Total Utilities, Streets			907.81
	<b>Total 20 - SF EXP</b>	<b>907.81</b>	<b>907.81</b>
	<b>Total Expense</b>	<b>10,807.78</b>	<b>10,807.78</b>
<b>Net Income</b>			<b>740.56</b>



J-U-B ENGINEERS, INC.

J-U-B COMPANIES



THE  
LANGDON  
GROUP



GATEWAY  
MAPPING  
INC.

**DATE:** May 31, 2018  
**TO:** Mayor Lewis and Council Members  
**FROM:** A. Jay Hassell, P.E., Contract City Engineer  
**SUBJECT:** June 2018 Council Report from Engineering

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### **Street Parking**

At the May council meeting, council discussed the work completed to date by council. It was decided to discuss potential engineering work during the June Council meeting.

### **Speed Limits**

It was decided to forgo installing "Entering City of Kootenai Speed Limit 15 MPH Unless Otherwise Posted" signs. Alternatively, more typical 15 MPH speed limit sign will be added via an IHD work order. The location of one new sign will be for eastbound traffic on Second at Helena (we will reuse an existing pole and IHD has a small speed limit sign in their shop for this location).

Two speed limit sign relocations were requested by council. The sign on Sprague was to be moved closer to Railroad, but after inspection, this sign is larger, for a school zone with additional signs on the post. Alternatively, IHD will install a new post and sign near railroad on Sprague.

The sign into seven sisters will also be relocated closer to the highway by IHD.

Ultimately, one new sign post and sign will be purchased and one sign in IHD possession will be installed, and one sign relocated for the same council requested outcome.

### **SH 200 Crossing RRFB's**

Waiting for a fully executed MOU and Permit to be returned from ITD. The ITD permit coordinator is checking into the status.

### **Future Capital Improvement Projects and 2019 Budget**

The CIP proposed was adopted by council. Budget workshops have begun and I will review and provide a report and/or attend the July 18<sup>th</sup> budget workshop to discuss potential capital improvement project budgeting.

### **FY 2018 Engineering Projects and Planning Efforts Update**

The following projects will be included in the upcoming fiscal year based on council and Mayor Direction. Some will be contingent on council approval.





**J-U-B ENGINEERS, INC.**

J-U-B COMPANIES



**THE  
LANGDON  
GROUP**



**GATEWAY  
MAPPING  
INC.**

- 2018 Annual Chip Seal project – The Notice of Award issued to Interstate has been executed; We are currently awaiting bonds and insurance to be submitted by interstate before fully executing an Agreement. Council already authorized the mayor to sign the agreement when it is appropriate.
- Kootenai Meadows Project – The Award and Agreement has been authorized and executed. All required bonding and insurance from the contractor has been received. A Notice to Proceed date is pending receipt of a final schedule and IHD ditching work.
- SH 200 widening – No new items to report relating to work with ITD directly.
  - I understand, based on communication from the Clerk, Jamie Miller with ITD performed a site visit at the intersection of SH 200 and McGhee to document the existing catch basin conditions and indicated the catch basin will likely be replaced as part of the widening project. That being said, the widening project is not programmed for construction until 2022. I recommend discussion of a shorter-term action plan to address the current situation if council wants to see the catch basin addressed sooner.

**END OF REPORT** – please see the Action and Discussion Items on the next page followed by the attachments.

## **June 2018 Council Report from Engineering - Action and Discussion Items**

**NO ACTION ITEMS**



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

**MEMO**

To: Kootenai City Council, Mayor and Clerk  
From: Clare Marley, AICP, City Contract Planner  
Date: May 31, 2018  
Re: **Planning summary for June 5, 2018 City Council meeting**

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**Building permit activity**

Three single-family dwelling building permit applications were submitted to the city during the month of May. All three are within the Seven Sisters Subdivision.

**Land use activity**

The city received two land use applications during May: A stormwater/erosion control plan for the Kootenai Community Church parking lot and a request to modify the terms and conditions of a special use permit for Ron Dishaw for his multi-family dwelling project to allow a reduction in the number of dwelling units. The church parking lot stormwater plan has been approved. The Dishaw application will be considered at a public hearing at a later date and is subject to the same ex parte standards for quasi-judicial hearings as the original special use permit. Staff will provide a summary of the request prior to the hearing.

**Comprehensive plan update**

The city conducted an open house May 22<sup>nd</sup> to gather public comments on the future needs and desires of the community. Although 421 flyers were sent home with the Kootenai Elementary School children, posters were displayed, and the event was combined with the playground dedication, the turnout was very low. A few comments were posted to the open house map. The display and comment sheets remain at city hall so further public suggestions can be collected. The clerk has posted the open house poster and comment sheets to the city web site. Given the time and effort devoted to the open house project, it may be worth scheduling a second event, perhaps timed with another city activity, to gain additional input.



To: Kootenai City Council and Mayor  
From: Ronda L. Whittaker, City Clerk  
Date: May 2018  
RE: Clerk's Report

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**Training** – This was a busy month for training. I attended the following training opportunities:

- **Association of Idaho Cities District Training** as always it is very informative.
- **Budget Levy Training** a yearly training that addresses the L2 form procedures that certifies the City's yearly appropriations and sets the City's tax rate.
- **PERSI Training** – A yearly training that keeps up up on the latest information and updates on the PERSI web site.
- **Local Highway Technical Assistance Council (LHTAC)workshop and Bike/Ped Summit** – These two training opportunities were very impressive and full of education pertaining to complete streets; offering access to bike and pedestrian uses. Both the training and the Summit costs were reimbursed to the City at \$883.78, which covered Hotel, Flight, Mileage and meals. It is so important for a City to have connectivity and safe streets for bike and pedestrian usage. It was a great networking opportunity and I am in hopes that my talks with grant representatives stressing the need for financial assistance and grant opportunities for small cities will be considered. Also it was a great place to see what other small cities are doing to improve their streest and bike and pedestrian usage.

**Comprehensive Plan Open House** – The City did not get a great attendance at the Open House, but there have been a few residents come into the City Hall and express their wishes throughout the week.

**Website Activity** – Continued update of the site.

**City Census** - I have completed and submitted the Census Report for the City and am awaiting further instruction.

**Building Permits/TCOs** – The City is beginning to receive new building permits and building permit inquiries for roof additions to pourches and demolition projects. There have been questions regarding grading, stormwater & erosion mostly in regard to removal and replacement of yard soil. I have been working with the City's Planner and Engineer to address these inquiries. There are some Temporary Certificates of Occupancys that have their deadlines due. I have been working with Mort Construction on getting them grouped together so that the City does not have to inure costs to visit each one seperately.

**City Clean up** – Ongoing. I am in the process of addressing nusiance barking of dogs, junk storage and litter violations.

**Playground Project** – The Playground project has been completed and has been well received. I now have a contractor who may be interested in putting together the ADA swing.

**Park Landscaping keep up** – Still working on getting services. I have put out a request for services on the City's web site and FaceBook Pages.

**City Hall Building Repair** – Mayor Lewis was able to have a contractor conduct a survey of needed building repairs. I am looking to receive(if we have not already received) a quote.