



**City of Kootenai
COUNCIL MEETING MINUTES**

DATE: December 3, 2019

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; phone attendance– AYE.

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

Others Present: Maggie Mjelde, City Resident, Sandra Furlini, City Resident, Deanna James City Resident and James Snyder with the Bonner County GIS Department.

Amendments to the Agenda – None were proposed.

Public Comment – None was received.

Announcements – None were given.

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

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

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

2. Board of Canvassers of Bonner County 2019 Elections – Mayor asked if Council had reviewed the Elections Canvassers. Councilman Sundquist made a motion to approve the 2019 Elections results, 2nd by Councilwoman Bauer; roll call vote:

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

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

3. Presentation – Bonner County Addressing/911/Fees Presentation by

Commissioner Connolly and James Snyder – James stated that Commissioner Connolly was not able to attend. He went on to advise that Bonner County had given out 1500 new addresses this past year. He advised that addressing needed to be more exact in order to implement the Next Gen 911 application. Councilwoman Bauer asked if she could get a summary of the requirements for the Next Gen 911 program. James stated he could get one to the City for further distribution. Mayor stated her concern that each City has different procedures which seemed confusing. James stated that the County did come up with procedures that did not fly as each City was different therefore, he was asking each city to come up with their own procedures. James advised that all new addressed will go through the Geographic Information System (GIS). He also stated that new addressing will be subject to a building plan/permit as the County does not want to be addressing vacant lands. Councilman Sundquist confirmed that that meant no subdivision lot pre-addressing. James stated that the process for subdivision addressing would begin with a road range at 5.82'. Councilman

Sundquist asked Mr. Snyder what his title was. James stated he was the County GIS Director. Councilman Sundquist asked how much his budget was. James stated that there had been ½ million dollars budgeted for the project. Councilwoman Bauer asked who would be responsible for road naming; would it be the County or the City. James stated that the City could name the roads, but the naming would go through a system used by the County that would sift out multiple road names to make sure there were no duplicates, and that name choices were easily recognized and easily pronounced. Clare asked how multi housing like a four-plex would be addressed and would they be charged separately for each suite or unit. James stated that it would all depend on exterior entrances. If all entrances had an exterior entrance, then addresses would be separate. Ronda asked at what point addressing should begin for a subdivision. James stated that it would be good to begin during the prelim/blue line stages. Councilwoman Bauer inquired if Bonner County was the first to begin the implementation of the Next Gen 911 program. James stated that all Counties were doing it differently across Idaho and that nothing has been completed. He mentioned that Ada County was in the process but as he stated not completed. Ronda asked what the County needed from the City; an ordinance, a joint powers agreement, a memorandum of understand, a resolution or a policy. It was discussed that a resolution would be in the best interest as it did not need a public hearing and could easily be amended if needed. Clare asked if the city of Kootenai needed addressing changes. James advised that there were minimal changes needed. Councilman Sundquist asked if a current address had to be changed would the fees be waived. James stated that he would be willing to discuss these types of issues. Councilman Sundquist thanked James for coming to the meeting. He stated that County presence was encouraging.

4. Reports:

4.A. Mayor: Mayor Lewis reported that she, Maggie and her clerk attended the AIC District Training and found it to be very informative. She also advised that she had received a contract proposal from the city of Sandpoint for shared law enforcement and that she was having a copy sent to the City's Attorney for review in hopes of having it on the January Agenda.

4.B. City Engineer: Written Report Summary – Attached. Council had no comments.

4.C. City Planner: Written Report Summary – Attached – Specific topics were discussed:

4.C1 Building permit activity/Planning activity updates – Clare advised that Bonner County had set a continued hearing regarding RV Parks/Campgrounds. It was agreed by Council that the City had already given comment which in part had been published in the Daily Bee and agreed that there was no more to add.

4.C2 Comprehensive Plan – update – Request for Workshop – Clare advised that City Staff had prepared a draft comprehensive plan map containing newer aerial imagery which encompasses the Area of City Impact (ACI). She stated that there had been a couple of workshops related to a comprehensive plan review and update and that it may be time to schedule another workshop. **Council agreed to have a workshop scheduled for January 15, 2020 to begin at 6:00 p.m.**

D. Selkirks-Pend d'Oreille Transit (SPOT) – Mayor reported SPOT obtained a second bus for the ski route and had implemented another route to Bonners Ferry. She stated that all is good with SPOT.

E. Clerk: Written Report Summary – Attached – No further discussion.

3. Discussion/Action Items –

3.1 City Addressing – Addressing Procedures City vs County – Council discussed that it would be good to have a copy of the city of Sandpoint’s newly adopted Resolution to begin a discussion with Bonner County. Council agreed that staff should meet with Mr. Snyder to work on drafting an addressing procedure resolution for Council review and adoption.

4. Adjournment: Mayor Lewis adjourned the meeting at 7:45 p.m.

Submitted by:
Ronda L. Whittaker
City Clerk

City of Kootenai

Treasurer Report November 2019

Mtn West Business Checking	\$	182,231.32	
Mtn West Money Market Acct	\$	74,154.19	256,385.51 Bank Total
LGIP - Current thru 9/30/2019	\$	281,978.36	Pool Total
Total Cash Assets	\$	538,363.87	

GENERAL FUND REVENUE

Name	Account	Amount	Sub-Totals
01 - GF REV			
Franchise Fees			
	Avista Corporation	-	
	Northland Cable Television	1335.03	
	Waste Management	882.54	
Total Franchise Fees			2,217.57
Interest			
	Mtn West Money Market	10.08	
	Mtn West Checking	6.55	
	Interest, LGIP/September	533.89	
Total Interest			550.52
Licenses & Permits			
	Liquor License	675.00	
Total Licenses & Permits			675.00
Planning & Zoning Fees & Permit			
	Building Permits	-	
	Subdivision Fees	2,831.54	
Total Licenses & Permits			2,831.54
Property Tax			
	Arrears Property Tax	67.56	
	Penalty & Interest	8.64	
	Sales Tax-Inventory Phase Out	4,995.29	
Total Property Tax			5,071.49
Rents			
	City Hall Rental	200.00	
	Post Office Rent	280.00	
Total Rents			480.00
State of Idaho Funds			
	State Liquor Fund	-	
	State Revenue Sharing	-	
Total State of Idaho Funds			-
	Total 01 - GF REV	11,826.12	11,826.12

STREET FUND REVENUE			
Name	Account	Amount	Sub-Totals
02 · SF REV			
Idaho Transportation Dept			
	State Highway Users Fund	-	
	HB312	-	
Total Idaho Transportation Dept			-
Road & Bridge			
	Road & Bridge Arrears	56.48	
	Road & Bridge Current	0.00	
	Road & Bridge P & I	7.2	
Total Road & Bridge			63.68
Stormwater/Encroachment			
	Culvert Encroachment Permit	-	
Total Stormwater/Encroachment			-
Streets			
	Utility Encroachment Permit	400.00	
Total Streets			400.00
	Total 02 · SF REV	463.68	463.68
	Total Income	12,289.80	12,289.80

City of Kootenai
Treasurer Report November 2019

GENERAL FUND EXPENSES			
Name	Account	Amount	Sub-Totals
10 · GF EXP			
Accounting & Audit		0	
Total Accounting & Audit			0
City Web Site		90.00	90.00
Building Maintenance			
	Janitorial Service	75.00	
Total Building Maintenance			75.00
Law Enforcement		-	
	Attorney	555.00	
Total Legal			555.00
Dues & Membership			
	Association of Idaho Cities	-	
	ICCTFOA District Membership	-	
Total Dues & Membership			-
Insurance			
	ICRMP	-	
Total Insurance			-
Office Expenses			
	Computer Maint/Repair	122.89	
	Events Expense	27.40	
	Internet Service	105.18	
	Office Supplies	131.78	
	Postage	55.00	
Total Office Expenses			442.25
Park			
	Maintenance	-	
	Arbor Day	-	
Total Park, Arbor Day & Earth Day			-
Planning & Zoning			
	Building Permit	6,382.62	
	Code Enforcement	19.50	
	Ordinance Revisions/Comp Pln	-	
	Planner	530.00	
	Subdivision Fees/Site Review	52.00	
	Engineer	-	
	Subdivision Fees	-	
Total Planning & Zoning			6,984.12
Training Workshops			
Mileage	Walk/Bike Conference	94.42	
Training Expenses		117.00	
Total Training Workshops			211.42

City of Kootenai
Treasurer Report November 2019

GENERAL FUND EXPENSES Cont.			
Name	Account	Amount	Sub-Totals
10 · GF EXP Cont.	Electric & Gas	142.42	
	Garbage	22.32	
	Water	98.6	
	Sewer	74.07	
Total Utilities			337.41
Wages & Benefits	Clerk/Treasurer	3,144.00	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	317.01	
	Retirement Fund - PERSI	494.81	
	Workers Compensation	-	
	Health Insurance	702.42	
	Wages & Benefits - Other	(140.49)	
	Total Wages & Benefits		
	Total 10 · GF EXP	14,212.95	14,212.95

City of Kootenai
Treasurer Report November 2019

STREET FUND EXPENSES			
Name	Account	Amount	Sub-Totals
20 · SF EXP			
Stormwater			
	Culvert Inspection	-	
Total Stormwater			-
Streets			
	Asphalt Striping	1,110.39	
	Street Engineer	-	
	Utility Encroachment Permit	-	
Total Streets			1,110.39
Transportation			
	Hwy 200 Corridor Study	-	
	SPOT	-	
Total Transportation			-
Utilities, Streets			
	Signal Lights	52.03	
	Street Lights	866.34	
Total Utilities, Streets			918.37
	Total 20 · SF EXP	2,028.76	2,028.76
6560-Payroll Expenses	Intuit	0.00	0.00
	Total Expense	16,241.71	16,241.71
	Total Income		12,289.80
Net Income			-3,951.91



Bonner County Clerk

Michael W. Rosedale

Clerk of the District Court
Ex-Officio Auditor & Recorder
Clerk of the Board of County Commissioners
Chief Elections Officer

November 15, 2019

Ronda Whittaker
204 Spokane Street
Kootenai, Idaho 83840

Re: Canvass

Ronda,

The Board of Canvassers of Bonner County Elections convened this morning and accepted the abstract of the November 5, 2019 Election as true and complete. As of today, November 15, 2019 the stated election is official.

Please find enclosed the Certificate of the Canvass of the November 5, 2019 Election and the Abstract of the Election.

RECEIVED
NOV 18 2019
CITY OF KOOTENAI

Sincerely,

A handwritten signature in black ink, appearing to read "Charles Wurm".

Charles Wurm (Deputy Clerk)
Bonner County Elections
1500 Highway 2, Ste. 124
Sandpoint, ID 83864
208-255-3631
charles.wurm@bonnercountyid.gov

CANVASS RESULTS

As of 11/15/2019

BONNER COUNTY, IDAHO

Special Taxing Districts
Tuesday, November 05, 2019

CITY RESULTS

CITY OF KOOTENAI CANDIDATES FOR MAYOR Four Year Term - Vote for One

Precinct	Nancy Lewis	Cast Votes	Absentee Voting Ballots Cast	Election Day Voting Ballots Cast	Total Ballots Cast	Registered Voters Pre-Registration Deadline	Election Day Voter Registrations	Registered Voters End of Election Day	Turnout Percentage
KOOT - CITY KO	137	137	32	152	184	442	7	449	40.98%
Totals	137	137	32	152	184	442	7	449	40.98%

CITY OF KOOTENAI CANDIDATES FOR CITY COUNCIL SEAT #2 Four Year Term - Vote for One

Precinct	Bryan Black	Fabiola Ferris	Margaret Mjelde	Cast Votes	Absentee Voting Ballots Cast	Election Day Voting Ballots Cast	Total Ballots Cast	Registered Voters Pre-Registration Deadline	Election Day Voter Registrations	Registered Voters End of Election Day	Turnout Percentage
KOOT - CITY KO	41	25	69	135	32	152	184	442	7	449	40.98%
Totals	41	25	69	135	32	152	184	442	7	449	40.98%

CITY OF KOOTENAI CANDIDATES FOR CITY COUNCIL SEAT #4 Four Year Term - Vote for One

Precinct	Daniel R. Schock	Cast Votes	Absentee Voting Ballots Cast	Election Day Voting Ballots Cast	Total Ballots Cast	Registered Voters Pre-Registration Deadline	Election Day Voter Registrations	Registered Voters End of Election Day	Turnout Percentage
KOOT - CITY KO	128	128	32	152	184	442	7	449	40.98%
Totals	128	128	32	152	184	442	7	449	40.98%

RECEIVED
NOV 18 2019
CITY OF KOOTENAI

STATE OF IDAHO
COUNTY OF BONNER

} ss.

We, the commissioners of the county and state aforesaid, acting as a Board of Canvassers of Election, convened on November 15, 2019, do hereby state that the attached is a true and complete abstract of all votes cast within this county for the candidates and/or questions as they appeared at the election held on November 5, 2019, as shown by the records now on file in the County Clerk's office.



Jeff Connolly, Chairman

Dan McDonald, Commissioner

Steven Bradshaw, Commissioner

County Board of Canvassers

Attest:

Michael W. Rosedale, County Clerk

MEMO

To: Mayor Lewis and Council Members

From: Ryan Luttmann, P.E., Contract City Engineer

Date: November 26, 2019

Re: December 2019 Council Report

TAP Grant Opportunity

The draft Transportation Alternatives Program (TAP) Grant Application to construct the Highway 200 trail extension between Main Street and the RRFB at Seven Sisters was submitted to the Idaho Transportation Department, prior to the November 8, 2019 deadline. The draft application will be reviewed by five experienced staff members that will return suggestions on how to strengthen the application. The comments are scheduled to be returned on or before December 13, 2019 with the final grant applications due February 2, 2020.

ENU 016-019

A utility encroachment permit for a sewer lateral replacement was reviewed and approved for construction at 105 1st Avenue, with conditions. A pavement cut was proposed on Kootenai Avenue and the work for this time of year is weather dependent for cutting and paving the surface. If hot mix asphalt can't be placed with surface and air temperatures meeting the Idaho Standards for Public Works Construction, a temporary patch may need to be placed and replaced/repaved in the spring.



MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner
Date: November 26, 2019
Re: **Planning summary for December 3, 2019 City Council meeting**

Building permit activity: No new building permit applications were filed in the month of November. The total number of building permits received for the year to date remains at 23.

Land use application activity: No new land use applications were filed in November. The Northwinds subdivision application remains in a pending status while the landowner considers options and revisions. City staff members have been in contact with the landowner and his representative during the past month.

Comprehensive Plan Update: Planning staff is requesting the City Council consider scheduling a workshop after the first of the year to review the 2020 comprehensive plan update project. In the past year or so, Ruen-Yeager planning staff has prepared a draft comprehensive plan map update, containing newer aerial imagery and encompassing the Area of City Impact (ACI). Eventually, this map update would replace the current hand-drawn map through the comp plan update process. No new land use designations have been drafted, pending City Council discussion. But several areas that may be worthy of reconsideration have been noted. Staff has also updated several sections of the plan on population, transportation, history, and community design. Topics for the workshop discussion would be:

- Update to the comp plan map to include the latest aerial imagery;
- ACI boundaries;
- Current comp plan map designations and projected growth and development patterns;
- Text updates and corrections;
- Population updates;
- Directions for commercial, industrial, and light industrial development;
- City vision for residential growth as last undeveloped lands being considered for subdivision;
- A process to bring citizens and landowners to the table.

Please advise of potential dates for conducting a workshop. Most Monday and Wednesday evenings remain available for workshop scheduling on staff's end.

RECEIVED
NOV 27 2019
CITY OF KETCHIKAN



NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Bonner County Commissioners will hold public hearing at **2:30 p.m.** on **Wednesday, December 18, 2019**, in the 1st Floor Conference Room of the Bonner County Administration Building, 1500 Highway 2, Sandpoint, Idaho, to consider the following request:

File AM0007-19 – Amendment to Text – Bonner County Revised Code - Title 12 – Bonner County is initiating a text amendment to Bonner County Revised Code – Title 12 to include the following proposed changes: **BCRC 12-332 RESIDENTIAL USE TABLE:** Amend note 11 deleting the limit of 120 days occupancy for any RV of private property and allowing two (2) permanent Accessory RV Parking Spaces. **BCRC 12-801: DEFINITIONS – A:** Adding Definition Accessory RV Parking Space. **BCRC 12-496 RECREATIONAL VEHICLES:** Adding Section 12-496 Recreational Vehicles creating standards for Accessory RV Parking Spaces. **BCRC 12-333 COMMERCIAL USE TABLE:** Adding RV Parks with a Conditional Use Permit to the Agricultural/Forest Zone, Rural Zone and Suburban Zone. Adding Campgrounds with a Conditional Use Permit to the Agricultural/Forest, Rural, Suburban, Commercial, Rural Service Center, Recreation and Alpine Village zones. **BCRC 12-497 RV PARKS/CAMPGROUNDS:** Adding standards for development of RV Parks and Campgrounds in the listed zones. The Planning & Zoning Commission heard this file on November 21, 2019, at which time they submitted their recommendations to the Board of County Commissioners for consideration.

Written statements must be submitted to the planning department record no later than seven (7) days prior to the public hearing. Written statements not exceeding one standard letter sized, single spaced page may be submitted at the public hearing. Comments can be sent to the Bonner County Planning Department at 1500 Highway 2, Suite 208, Sandpoint, Idaho 83864; faxed to (208) 265-1463 or e-mailed to planning@bonnercountyid.gov. Additional information is available at the planning department. Staff reports are available at the planning department or may be viewed at www.bonnercountyid.gov 7 days prior to the scheduled hearing.

During the hearing for this application, the public will be given an opportunity to provide testimony and/or evidence regarding how the proposal does or does not comply with the applicable approval criteria of the Bonner County Revised Code. At the close of the public hearing, the Board of County Commissioners will make a decision on the application that may include, but is not limited to, approval, denial, remand, or continuance of the public hearing.

Please be advised the referenced start time stated above reflects the beginning of the hearings. File start times and hearing durations will vary.

Any person needing special accommodations to participate in the public hearing should contact the Bonner County Planning Department at (208) 265-1458 at least 48 hours prior to the scheduled hearing.

I hereby certify that a true and correct copy of the foregoing "Notice of Public Hearing" was mailed (postage prepaid) on this 26th day of November 2019.

Jeannie L. Welter

Jeannie Welter, Administrative Manager

This notice was mailed to political subdivisions providing services and the media, on **Tuesday, November 26, 2019.**

To: Kootenai City Council and Mayor
From: Ronda L. Whittaker, City Clerk
Date: November 2019
RE: Clerk's Report



Website Activity – Continued update of the site.

Public Records Requests – We seem to be getting a few more records requests these days. I have sought insight from the City's Attorney.

City Records – Still Working on filing and scanning old records.

2019 Audit – Mr. Hoover conducted a three-day audit. He has advised that the City should be receiving a final report late in December. He seemed to be very thorough and I felt the audit went well; I was able to provide all of the information he requested.

Idaho Registry – Municipalities are required to upload its current budget and actuals each year. I have complied with the requirements.

Annual Road and Street Report – I am in the process of collecting the information needed to complete and submit the report as required by the State.

Unregulated signage – An advisement was sent to the Developer of Seven Sisters Development about unregulated signage within the City's rights-of-ways. The Developer advised that the City could remove them. Independent Highway District has removed all unregulated signage. The Developer also indicated that there would be a meeting in regard to developing a Board for the Homeowner's Association. I did ask to be contacted by the Board President once the Board has been developed so that the City has a contact. I have received a couple of calls related to the sign removal.

Code Violations – Working with the City's Attorney.

Liquor/Business License Renewals – Reminder letters were sent out this month. Liquor Licenses are due November 21st. I have one business who is lagging and will contact them. Business Licenses are due December 31st. There are a couple of business that are operating within the City that do not have a business license; I have sent out advisement letters. We also have a couple of businesses who have not renewed but are still doing business within the City. I have sent advisements that they must comply.

Street Parking – I have posted a winter street parking advisement on the City 's Web Site and FaceBook Page; also posted a notice at the Post Office and Billboard. Please spread the word that vehicles must not park on the streets during snow season.