



City of Kootenai
COUNCIL MEETING MINUTES
DATE: April 7, 2020
TIME: 6:30 p.m.

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

Roll Call: Councilman Sundquist – AYE, Councilwoman Mjelde - AYE, Councilman Schock - phone presence – AYE, and Councilwoman Bauer – AYE.

Staff Present: City Clerk, Ronda L. Whittaker, City Attorney, Stephen Snedden - phone presence.

Executive Session – Mayor asked for a motion to go into executive session. Councilwoman Bauer made a motion to enter into an executive session, 2nd by Councilman Sundquist; roll call vote:

Councilman Sundquist – AYE
Councilwoman Bauer– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

Mayor closed the regular meeting at 6:31 p.m.

Mayor opened the regular meeting at 7:10 p.m. The City Clerk called into the phone conference to open the meeting up to the public and staff who attended by phone.

Staff Present: City Clerk, Ronda L. Whittaker, City Engineer, Ryan Luttmann - phone presence, City Planner Clare Marley - phone presence

Others Present: Deanna James – City resident at 124 Rebecca’s Way - phone presence

Amendments to the Agenda – None were proposed.

Public Comment – No public comment.

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. Councilwoman Bauer advised that the last name of the public attendee for the special meeting was incorrect and gave Ronda the correct spelling for Brandon as Verrett. She also stated that she had asked a question that was not within the minutes. Ronda stated she could listen to the recording again to confirm. Councilwoman Bauer also advised that there were some questions that she had made that were not within the regular minutes and asked that they be entered. Ronda stated that she was not required to do verbatim minutes. Councilman Sundquist advised that he objected to individual council members dictating what should be in the minutes. He asked that staff continue to draft the minutes/reports as they have. If the Council has an issue with the minutes/reports than they will act as a whole. Councilwoman Bauer

stated that she thought her questions were pertinent. **She then made a motion to approve the consent agenda to include her changes, she asked for a second. There was not a second. Councilman Sundquist then made a motion to approve the consent agenda, 2nd by Councilwoman Mjelde; roll call vote:**

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

**Councilwoman Mjelde – AYE
Councilman Schock – AYE**

2. Reports:

2.A. Mayor: Mayor reported that she was keeping up with Governor Little’s phone conference updates related to COVID-19. She advised that the City is continuing with recommendations of the Governor, Panhandle Health, Emergency Management, CDC, and the Association of Idaho Cities. She advised that the Governor had not mandated the State to close roads or arrest anyone who was not self-isolating. She stated that 3 cases had been confirmed in Bonner County.

2.B. City Engineer: Written Report Summary – Attached – Ryan summarized his report. Specific topics were discussed:

2.B2 Main Street Maintenance and Repairs – Memorandum of Understanding (MOU) with Bonner County – Ryan advised that he had been working with Bonner County and the City’s Attorney to create a MOU for shared improvements to N. Main Street. Council agreed that the MOU would bring down the costs of the needed improvements. **Councilwoman Bauer made a motion to approve the MOU and allow Mayor to sign the Agreement, 2nd by Councilman Sundquist; roll call vote:**

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

**Councilwoman Mjelde – AYE
Councilman Schock – AYE**

2.C. City Planner: Written Report Summary – Attached – Clare summarized her report. Specific topics were discussed:

2.C2 Area of City Impact (ACI) Request for Comment, VA0004-20 – Council agreed that the City did indeed need to comment on the proposed variance. There was much concern that there was no land access to the site; only by water and agreed with Clare’s advisements. **Councilman Sundquist made a motion that the City’s Planner draft a comment letter for Mayor’s signature to the County listing their concerns and her advisements, 2nd by Councilwoman Bauer; roll call vote:**

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

**Councilwoman Mjelde – AYE
Councilman Schock – AYE**

2.C3 Agency Comment Routing, Proposed Amendment to County Zoning Code – AM0005-20. Council agreed with Clare’s advisements and expressed their concerns that the amendment would eliminate rear yard setbacks which would allow buildings to butt right up to existing City properties lining Bonner County leaving no needed easements. **Councilwoman Bauer made a motion to allow the City’s Planner to draft a comment letter for Mayor’s signature, 2nd by Councilwoman Mjelde; roll call vote:**

Councilman Sundquist – AYE
Councilwoman Bauer – AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

2.C2 Building Activity – Councilman Sundquist questioned Clare about the Sprague Street Building Permit Application. Ronda advised that she had just heard earlier in the day that the Sprague Street building permit application had been aborted. Clare asked if the City would be collecting the fees associated with the application. Clare stated that there had been fees from her office for the permit and stormwater review which would be outstanding. Ronda stated that there had not been a procedure in place to collect City fees associated to a building permit application once it has been aborted. She stated that the City's Building Inspector advised that they did not collect a retainer therefore their fees would be absorbed by the department. Mayor and Council advised that the outstanding fees associated to City review must be collected. Ronda stated she would contact the applicant and advise.

2.D. City of Sandpoint Law Enforcement: Written Report - Attached. Mayor expressed her delight that Sandpoint Law Enforcement had even picked up a wondering dog and delivered it to the Panhandle Animal Shelter. Councilwoman Bauer asked if the City had received her request as to how much revenue has been collected for citations. Ronda stated that she had not received anything to date. There was no further discussion.

2.E. Selkirks-Pend d'Oreille Transit (SPOT) – Written Report. Mayor reported that there had been a decrease in ridership due to COVID-19 and the Governor's self-isolation order. Installed shields to protect the drivers.

2.F. Clerk: Written Report Summary – Attached – Specific Topics were discussed:

2.F2 Councilwoman Bauer asked Ronda if she was keeping up with the Governor's phone conferences. Ronda stated that she was keeping up on the Governor's phone conference reports. And stated that there were no orders to date to close roads or site anyone lack of isolation. Councilman Schock asked if the playground area should it be taped off. Ronda stated she posted the Isolation Order, but it had blown away. She stated she did not see enough of a congestion at the park and people were pretty much staying home. She stated she just did not see a need to tape it off. Mayor stated there would be tape strung all over the neighborhood. Council advised they did not see an issue to date but would address it if there was. Councilman Schock asked that a sign be put up so that the City would not be liable. Councilwoman Bauer stated that it was the Health Department who gave the suggestion to close the playgrounds. Council agreed that a sign should be put up that the playground equipment is closed. Councilman Sundquist asked Ronda to take a picture of it so that we had proof that it had been done.

2F.3 City's Post Office – Ronda advised that the contract packets had been sent out to interested parties. She added that she was told that there may have been only one interest which was the current postmaster. She mentioned that she was told by the current postmaster that there were concerns that the application was more in debt and was not sure she could comply. Ronda stated she and Mayor Lewis spoke to her about it and was later told that she was able to submit her proposal successfully.

3. Discussion/Action Items –

3.1 Final 2019 Audit – Mayor asked if there were any questions or concerns related to the Final Audit. None were given. **Councilman Sundquist made a motion to approve the 2019**

audit, 2nd by Councilwoman Mjelde; roll call:

Councilman Sundquist – AYE
Councilwoman Bauer– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

3.2 2019 4th Quarter Financial Report and 2020 1st Quarter Financial Report – Councilwoman Mjelde made a motion to approval the 2019 4th Quarter and the 2020 1st Quarter Reports, 2nd by Councilman Sundquist; roll call:

Councilman Sundquist – AYE
Councilwoman Bauer– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

4.3 Secure Savings Options and Funds Transfer of Excessive Funds in City’s General Account – Mayor stated that she had this topic put on the Agenda as she was concerned about the City’s nest egg being in an unsecured government pool account (LGIP). She advised that she was worried about the consistent fall in interest and what may happen with the economy acting the way it is at the present. She advised that she had had Ronda do some additional research. Ronda stated that yes, the interest rate on the government pool was quickly decreasing and that the Idaho Central Credit Union was still offering a good solid interest rate on their CD program. She advised that any interest earned on the CDs could be transferred from the CDs without penalty. Councilwoman Mjelde stated that she thought the City would need some of those funds to support a proposed project. Ronda stated that the City had enough funds within its general account to take care of any proposed projects. She suggested that the funds within the City’s government pool account be split between two CDs giving the ability to close out a smaller one if needed and/or leave them to grow with interest. She advised that the funds within the City’s government pool should be split between two CD accounts. One for \$200,000 and the other for the balance giving the City an option to draw the smaller of the two if needed. She reminded Council that Idaho Central Credit Union offers a one time withdraw with no penalties. Councilwoman Bauer asked what type of CD we would need. Ronda advised a 60-month CD option as it offered the best interest rate. She advised if a better rate came up then they could move the funds if they would like. **Councilwoman Mjelde made a motion that the City transfer the LGIP funds into two 60-month CDs as discussed, 2nd by Councilman Sundquist; roll call vote:**

Councilman Sundquist – AYE
Councilwoman Bauer– NAY

Councilwoman Mjelde – AYE
Councilman Schock – AYE

4.4 Set FY 2021 Budget Hearing and Workshops – Council agreed to set the Budget Hearing for August 19, 2020 beginning at 6:00 p.m. and to set workshops at future meetings. Sundquist made a motion Bauer second.

Councilman Sundquist – AYE
Councilwoman Bauer– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

4.5 Code Violation Options – Councilman Sundquist stated that he wanted to see this on the Agenda until the City can get some teeth into it. There were no further discussions.

5. Adjournment: Mayor Lewis adjourned the meeting at 8:23 p.m.

Submitted by:

Ronda L. Whittaker/City Clerk

City of Kootenai

Treasurer Report March 2020

Mt West Business Checking	\$	124,075.44	0.02% APY
Mt West Money Market Acct	\$	74,181.25	0.13% APY
LGIP - Current thru 2/29/20	\$	384,049.37	1.7996% Jan. 577.12
Total Cash Assets	\$	582,306.06	

INCOME

Name	Account	Amount	Sub-Totals
01 · GF REV			
Income			
Other Income			
Franchise Fees		0.00	0.00
Total Franchise Fees			0.00
Interest			
	Interest, Checking	2.70	
	Interest, LGIP	577.12	
	Interest, MM	7.86	
Total Interest			587.68
Licenses & Permits			
	Business License	50.00	
	Dog License	0.00	
Total Licenses & Permits			50.00
Planning & Zoning Fees & Permits			
Building Permits		0.00	
Total Planning & Zoning			0.00
Property Tax			
	Arrears Property Tax	1,230.03	
	Penalty & Interest	27.70	
	Recovered Homeowners Exemp	57.64	
Total Property Tax			1,315.37
Rents			
	City Hall Rental	200.00	
	Post Office Rent	280.00	
Total Rents			480.00
	Total 01 · GF REV	2,433.05	2,433.05
02 · SF REV			
Road & Bridge			
	Road & Bridge Arrears	1,094.71	
	Road & Bridge P & I	24.71	
	Circuit Breaker M&O	51.32	
Total Road & Bridge			1,170.74
	Total 02 · SF REV	\$1,170.74	1,170.74
	Total Income		\$3,603.79

**City of Kootenai
Treasurer Report March 2020**

EXPENSES

Name	Account	Amount	Sub-Totals
10 · GF EXP			
Accounting & Audit		0	
Total Accounting & Audit			0.00
Bank Fees			
	Bank Charges, Checks Supplies	0.00	
Total Bank Fees			0.00
City's Web Site			
		0.00	
Total Web Site			0.00
Building Maintenance			
	Janitorial Service	60.00	
	Maintenance & Repairs	0.00	
	Snow Removal	0.00	
Total Building Maintenance			60.00
Insurance			
	ICRIMP	1,049.00	
Total Insurance			1,049.00
Dues & Membership			
		0.00	
Total Dues & Maintenance			0.00
Legal			
	Legal Notices	120.88	
	Attorney		
Total Legal			120.88
Office Expenses			
	Computer Hardware	0.00	
	Computer Maintenance/Repair	149.92	
	Internet Services	137.29	
	Office Supplies	63.95	
	Events/Easter	119.91	
	Postage	4.00	
	Mayor	60.29	
	Manuals Publications/ Daily Bee	168.02	
Total Office Expenses			703.38
Planning & Zoning			
	Building Permits	402.00	
	Ordinance Revisions	0.00	
	Planner	468.50	
	Code Enforcement	0.00	
	Comp Plan	388.00	
	Subdivision Fees	0.00	
	Zoning Map	0.00	
Total Planning & Zoning			1,258.50

City of Kootenai
Treasurer Report March 2020
EXPENSES Cont.

Name	Account	Amount	Sub-Totals
Training Workshops	AIC District Workshop		
Meals	District 1 Mtg		
Training Expenses	Milage	54.66	
Total Training Workshops			54.66
Utilities			
	Electric & Gas	173.03	
	Sewer	0.00	
	Telephone	0.00	
	Water	16.90	
	Garbage	0.00	
Total Utilities			189.93
Wages & Benefits			
	Clerk/Treasurer	3,646.20	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	355.43	
	Retirement Fund - PERSI	554.78	
	Employee Health Insurance	702.42	
	Wages & Benefits - Other	-140.49	
Total Wages & Benefits			6,118.34
6560 · Payroll Expenses		310.70	
Total Payroll Expenses			310.70
Total Payroll Expense			6,429.04
Total 10 · GF EXP		9,865.39	9,865.39
20 · SF EXP			
Transportation	BCATT	0.00	
Total Transportation			0.00
Stormwater Engineer		0.00	0.00
Streets			
	Bike & Ped Paths	108.46	
	Street Maintenance/Chip Seal	0.00	
	Signs	0.00	
	Street Engineer	0.00	
Total Streets			108.46
Utilities, Streets			
	Signal Lights	48.02	
	Street Lights	859.84	
Total Utilities, Streets			907.86
Total 20 · SF EXP		1,016.32	1,016.32
Total Expense			10,881.71
Net Income			-7,277.92

MEMO

To: Mayor Lewis and Council Members

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

Date: March 31, 2020

Re: April 2020 Council Meeting Report

TAP Grant Opportunity

The Transportation Alternatives Program (TAP) Grant Application to construct the Highway 200 trail was reviewed by a four-member TAP Recommendation Committee. A total of 72 applications were received throughout the state. Scores ranged from 41.8 (lowest) to 75.8 (highest) out of a maximum possible score of 83. The City of Kootenai's application scored 74.8 and was the 4th highest score. The project has been recommended to the Idaho Transportation Department for award with design scheduled to occur in 2022 and construction in 2023.

Funding for FY21, FY22 and FY23 has not yet been provided by the United States Congress and ITD is processing these applications under the assumption that TAP funding 1) will be provided, and 2) in the same amount as last year. These projects are contingent on funding for award, and if the funding increases or decreases projects will be added or removed from this recommendation based on score in Infrastructure or non-infrastructure categories respectively.

Main Street Maintenance and Repairs

An MOU was drafted and shared with the City Attorney and Bonner County Road and Bridge for review and comment. No changes to the MOU were proposed and the MOU is being presented to the City Council for consideration at the April meeting. If approved and signed by the City, the MOU will then be submitted to the County for consideration by the Board of County Commissioners.

If the MOU is approved by the City and the County, then the City will need to solicit bids from public works licensed contractors to pave Main Street, in accordance with Idaho Code. The paving work is estimated to be less than \$200,000 and the City will need to solicit bids from no fewer than three (3) owner-designated licensed public works contractors to meet IC 67-2805-1-A. Three contractors within Bonner County that are licensed to perform Highway Construction and/or asphalt paving are:

1. Interstate Concrete and Asphalt
2. Wood's Crushing and Hauling
3. Earthworks Northwest

I have attached a preliminary set of plans that would accompany the bids documents that would be used to solicit the bids for paving on Main Street. After the MOU is approved by the City and County, I will finalize the bidding documents, solicit the bids and present the results to the Council for action at a future meeting.

Weight Limits

Weight limits were placed on February 18, 2020 and remain in effect at this time. The soil conditions continue to be monitored and will be removed when it appears the soils along the roadway have returned to normal moisture levels. The Cities of Dover and Ponderay removed their weight limit restrictions on March 30, 2020. Based on a review of the soil conditions and the weather forecast, it appears that another week of limits are warranted at this time.



Last year, weight limits were posted on March 18, 2019 and lifted on April 29, 2019.



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

MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner
Date: March 30, 2020
Re: **Planning summary for April 7, 2020 City Council meeting**

Building permit activity: ADVISORY ONLY. The City received one new building permit application for a manufactured home on Sprague Street. This is the first permit of 2020.

Area of City Impact (ACI) Request for Comment, VA0004-20: ACTION ITEM. Bonner County Planning Department provided the City of Kootenai with a request for comment on a lot size minimum variance for a parcel on the Boyer Slough, west of Shingle Mill Road in the Kootenai ACI. The deadline for comment is May 2nd. Kootenai City Code (KCC) Section 8-3D-6 requires any request for a variance within the ACI be referred to the Council for review and comment. County zoning and subdivision laws apply within the ACI. Applicant Stephen Schmid requests a 20% variance to allow a 4-acre existing parcel to be platted, where the county Rural zoning requires a minimum 5 acres. His application indicates this parcel is an isolated remnant from a larger parcel located west of the Boyer Slough. (See attached maps and application.) Access is via a private, existing easement. Services are a private well and individual septic/drainfield. Kootenai's comprehensive plan map designates this area as "Rural," which calls for "small, agricultural uses and residential uses" with minimum lot sizes of 5 acres. If this area were to be annexed into the City, the Rural Zone lot size minimum is also 5 acres. A minimum 75 of frontage on a public street is also required for new development under city standards. This site does not appear to have any public right-of-way frontage. The application indicates a private easement exists, but none is shown on the draft survey. Larger parcels exist to the south and east of this 4-acre parcel (40 acre and 25 acres). The proposed variance is not in keeping with the adopted comprehensive plan goals, objectives, and map for the ACI. Staff can prepare a letter of response for the Mayor's signature, based on the Council recommendation. Please advise of your decision.

Agency Comment Routing, Proposed Amendment to County Zoning Code, AM005-20: Bonner County provided the City of Kootenai with an announcement of proposed changes to its zoning ordinance regarding setback standards. The proposed change would reduce the minimum setback in the Ag/Forest and Forestry zones from 40 feet on sides and rear yards to 25 feet. The amendment also appears to eliminate the rear yard setback of 25 feet in exchange for a "property line" setback of 25 feet in the smaller density zones. The announcement and draft text are attached. The hearing is set for April 16th before the Planning and Zoning Commission.

Addressing and County coordination: ADVISORY ONLY. County GIS Director James Snyder advised that the Bonner County addressing ordinance has been put on hold due to the COVID-19 meeting restrictions. There are no cities that have provided acceptable Memorandums of Understanding (MOUs), he advised in a 3/25/20 email. One city's MOU has been reviewed and
3201 North Huetter Road, Suite 102, Coeur d'Alene, Idaho 83814, Phone: (208) 292-0820 Fax: (208) 292-0821

returned for revisions. City of Kootenai staff requested copies of any approved city MOUs or approved outlines so that Kootenai City Council can review draft language. As soon as the county returns to full staff, Mr. Snyder advised that he will re-engage with the cities to get the addressing agreements moving again.



To: Kootenai City Council and Mayor
From: Ronda L. Whittaker, City Clerk
Date: March 2020
RE: Clerk's Report

Website Activity – Continued update of the site. COVID – 19 resource links have been added.

City Records – Still Working on filing and scanning old records. Beginning stages of purging procedures.

Business License Renewals – The City has received 40 business license renewals and has one new Home Occupation janitorial Business totaling 41 businesses. I have given Sandpoint Police Department a copy of a list of businesses and contact information within the City

Working with city of Sandpoint Law Enforcement –Officer Hailey called in on March 13th just to check to see if all was well with City Hall. He stated that he did enjoy patrolling the City and hopes that it will help with easing traffic violations and vandalism within the City.

Working with Sandpoint Waste Management – Working with Mayor - Due to some restrictions related to the Self-Isolation Order and staff scheduling it has become difficult to manage the City's Spring Clean Up but I am diligently working on getting a dumpster located in the City's parking lot as usual. Clean-up may also be a little delayed this year.

City Post Office – Anita has informed me that her bid packet has been submitted and feels confident that her bid will be accepted. She stated that when the contract was signed a year ago, it was considered an emergency contract; now this contract will be permanent and will not be subject to yearly contract renewal.

COVID – 19 – Due to the Governor's self-Isolation Order, Mayor has advised that no public entry will be allowed within the City Hall. This has allowed me to keep the City Hall open for service via phone and email. It was also necessary to post closure of the City's Playground. The City's Annual Easter Egg Hunt also had to be canceled, but Mayor has some ideas for a City Event later this summer. I have been attending the Governor's weekly conference meeting with Mayor to keep up on current information and advisements.



March 2020 full report

Corey Coon <CCoon@sandpointpd.com>
 To: Ronda Whittaker <cityclerk@cityofkootenai.org>

Fri, Apr 3, 2020 at 10:0



City of Sandpoint, Idaho

POLICE DEPARTMENT

1123 Lake Street, Sandpoint, Idaho 83864

(208) 265-1482 Fax: (208) 263-3587

Mayor Nancy Lewis
 City of Kootenai

March 2020 report

There were 28 total cases created for the City of Kootenai for the month of March, 2020. We will be submitting billing for only 24 calls for service. (see below)

Calls for service	Number
911 Hang-up	3
Animal Problem	1
Business or License Problem	1
Child Neglect	1
Citizen Assist	2
Civil Dispute	1
Civil Standby	1
Extra Patrol Requests/E-mail	2
Domestic Dispute	1
Fire Structure	1
Information	2
Runaway Juvenile	3
Suspicious Person/Circumstance	1
Traffic Hazard	2

Trespassing	2
Total Incidents:	24

Overview of calls for service –

- Business/License problem – RP reported all seasons garden and landscaping business still open and wanted them closed because of the Covid 19. RP was advised, the landscaping business was an except for the governor’s order.
- Runaway - 16 yof was reported as a runaway – runaway was located... she was reported as a runaway twice.
- Extra patrol request - Kootenai resident contacted SPD about transients sleeping in cars in the open paved lot just north of 137 McGhee Road. Vehicle was gone and extra request completed.
- Family Offense – Officers responded to a family offense. Officers were able to determine it was a verbal altercation and no one wanted to pursue charges.
- Suspicious person - report of a suspicious vehicle at E. 2nd Avenue at Kootenai Street. Vehicle stopped in the middle of the street and was revving t engine. Upon the officer's arrival, the driver had left the vehicle in the street unattended. Officers were unable to locate the registered owner and the vehicle was towed.
- Fire – 400 block of Helena street - Upon arrival it was found to only be the chimney of the wood stove overheating. Fire responded and confirmed the was no fire in the structure.
- Traffic Hazard – Tree reported down in the 200 block of W. 1st ave. The tree was removed.
- Traffic Hazard – Officers responded to 109 W. 1st Avenue in Kootenai for a tree that had fallen and was blocking the roadway. Officer stayed on scen until the street department was able to clear the road.
- Child abuse – It was reported a 10 yof was being abused by her father. During the investigation, it was determined the 10 yof was out of control and her father was holding her down. He did admit to spanking her. There were no bruises and the criminal case will be closed and forwarded to Health and welfare for parenting plans.
- Trespassing – 38 yom was placed under arrested for trespassing at a residence in Kootenai.
- Extra patrol - There was a report of an elderly female driving with disregard to children when school is out. At this point the female has not been contacted or identified.
- Animal Problem – a found dog was transported to the animal shelter.
- Civil dispute – RP reported his ex-wife came over without permission to retrieve some belongings and brought several people. One of the persons sl brought is getting out of control. Officers responded and helped control the situation. No charges
- Trespassing – RP trespassed her son from her residence. He came home high and she wanted him out. Officers were able to locate her son and he was trespassed.
- Runaway – 16 yof was reported as a runaway.

Traffic citations

Insurance- failed to provide	2
Failed to yield	1
Illegal Turning movements	1
Driving without headlights	1

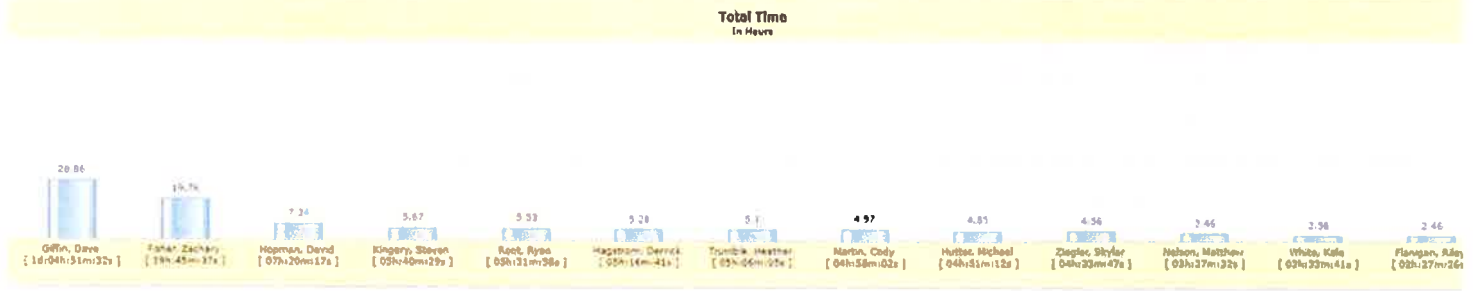
Misdemeanor citations

Trespassing – arrest	1

View of “logged security check hours” in Kootenai

- Note – “logged checks” - officers are logging out on security checks
- There are other patrols that are not logged into the system.

Work Load - By Action



Corey L Coon

Chief of Police

Office: 208-265-1478

Email: ccoone@sandpointpd.com

Cell: 208-2556688

Protect and Serve



image001.png
317K

CITY OF KOOTENAI
FY 2019 4th Quarter Financial Report
July 1, 2019 to September 30, 2019

	BUDGET	Qtr Total	% REV/EXP
General Fund Revenue	\$225,024	\$ 72,884	0.32%
Expenditures	\$225,024	\$ 37,739	0.17%
Street Fund Revenue	\$ 480,210	\$ 28,466	0.06%
Expenditures	\$ 480,210	\$ 387,768	0.81%

Citizens are invited to inspect the detailed supporting records of the above financial statements.

Ronda L. Whittaker, City Clerk/Treasurer
04/08/20

CITY OF KOOTENAI
FY 2020 1st Quarter Financial Report
October 1, 2019 to December 31, 2019

	BUDGET	Qtr Total	% REV/EXP
General Fund Revenue	\$314,569	\$ 187,458	0.60%
Expenditures	\$314,569	\$ 33,970	0.11%
Street Fund Revenue	\$ 138,596	\$ 73,890	0.53%
Expenditures	\$ 138,596	\$ 9,400	0.07%

Citizens are invited to inspect the detailed supporting records of the above financial statements.

Ronda L. Whittaker, City Clerk/Treasurer
04/08/20



February 17, 2020

The Honorable Mayor and City Council
City of Kootenai, Idaho

I have audited the financial statements of the governmental activities and each major fund of the City of Kootenai for the year ended September 30, 2019. Professional standards require that I provide you with information about my responsibilities under generally accepted auditing standards, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of my audit. I have communicated such information in my engagement letter to you dated July 18, 2019. Professional standards also require that I communicate to you the following information related to the audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City of Kootenai are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. I noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the City's financial statements was the estimate of depreciation of capital assets:

Management's estimate of the depreciation expense is based on the estimated useful lives of the City's depreciable capital assets. I evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were the disclosures for pension (PERSI) (Note 7) which was required in accordance with GASB 68.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

I encountered no significant difficulties in dealing with management in performing and completing my audit.

Corrected and Uncorrected Misstatements

Professional standards require me to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. While there were a few adjusting journal entries posted during the audit, I did not deem any of them to be significant misstatements identified during the audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. I am pleased to report that no such disagreements arose during the course of my audit.

Management Representations

I have requested certain representations from management that are included in the management representation letter dated January 15, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with me to determine that the consultant has all the relevant facts. To my knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

I generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditor. However, these discussions occurred in the normal course of our professional relationship and my responses were not a condition to my retention.

Other Matters

I applied certain limited procedures to the statement of revenues and expenses- budget to actual and the GASB 68 disclosures, which are required supplementary information (RSI) that supplements the basic financial statements. My procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge I obtained during the audit of the basic financial statements. I did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Restriction on Use

This information is intended solely for the use of the Mayor and City Council and management of the City of Kootenai and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Scott Hoover, CPA

Scott Hoover, CPA, PLLC