



City of Kootenai
**COUNCIL SPECIAL MEETING AND
BUDGET WORKSHOP MINUTES**

DATE: July 15, 2020

TIME: 6:00 p.m.

Mayor Lewis brought the meeting to order at 6:00 p.m.

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

Staff Present: City Clerk, Ronda L. Whittaker, City Engineer, Ryan Luttmann, PE and City Planner, Clare Marley, AICP.

Others Present: None were present

Amendments to the Agenda – Councilwoman Bauer asked to have the executive session moved to the end of the budget workshop so that staff would not have to leave the meeting and then return. Ronda stated that an amendment to the Agenda had to be in an extreme emergency. Mayor advised that the executive session should not take too long and stated that there was no need to amend the Agenda.

Public Comment – None was given.

Announcements – Ryan gave Council an update on the North Main Street project. Advising that the project was moving along nicely. He stated that Independent Highway District did a really great job preparing the project and was working well with the County. He stated that it would be great if the City could gift them somehow. Maggie proposed a letter. Ryan stated that pizza or something like that for the crew would be well received.

- 1. Franchise Agreement with Kaniksu, LLC** – Mayor advised that the second portion of passing the franchise agreement with Kaniksu, LLC had been overlooked and she would like that addressed. Ronda advised that Councilwoman Bauer had advised her a roll call was not conducted during the passing of the ordinance. She stated that she had listened to the meeting and indeed that step was missed. Mayor asked for Council to conduct the passing of the ordinance and asked for a motion. Councilwoman Bauer made a motion to pass the ordinance relating to the City of Kootenai granting a non-exclusive franchise to Kaniksu, LLC and direct the City Clerk to assign the appropriate ordinance number and publish the ordinance by summary only incorporating the Title as the body of the summary with the addition of a line within section 9.2.1 that strikes that portion of section 9.2.1 “in the event the City determines KN has not complied with any term or condition of this Franchise, the City shall notify KN of the exact nature of the alleged noncompliance” and to add “if the franchisee materially breaches this franchise agreement the franchiser may terminate the franchise agreement”. Mayor advised that the agreement could not be edited as it has already been approved in a public hearing. Councilwoman Bauer expressed her concern that the Franchise Agreement does not allow the City to remedy a violation. It only says we can tell them of the nature of the noncompliance and there are no penalties and no remedies. She stated that she was fine with the agreement; she really wants fiber but if there is no penalty, they can do whatever they want and there is no teeth to the Agreement. She stated that if the City can pull the rug out from under them if they are violating the Agreement, they are going to stick to it. Councilwoman Mjelde advised that everything will be monitor through the permit process. Councilwoman Bauer advised that KN was putting in fiber without telling us. Ryan stated

that there is conduit in the area but no services. Ronda confirmed that a plan was being worked on by KN but no ground had been broken. Councilwoman Bauer reminded Council that KN was advertising that he had fiber within the city of Kootenai. Council agreed and that is normal advertising. Councilman Sundquist advised Councilwoman Bauer that no editing of the ordinance was allowed as the public hearing had been conducted and the ordinance had been approved. He advised that this portion of the process was just to pass the approved ordinance and pass it to number for summary and publication. A revision of the Agreement would involve another public hearing. Councilwoman Bauer disagreed and stated that she did not feel comfortable passing the ordinance without having some teeth. Council advised that the Agreement had been reviewed by the City's Attorney. Councilwoman Bauer stated that she did not agree with the Attorney's analysis. She again expressed her concern that there were no provisions for a violation of the Agreement. Council agreed with her concern but again confirmed that it had already been approved. Any revisions would need another public hearing which would be costly. She withdrew her motion. Mayor asked for another motion. **Councilman Sundquist made a motion to pass the ordinance relating to the City of Kootenai granting a non-exclusive franchise to Kaniksu, LLC. And, direct the City Clerk to assign the appropriate ordinance number, and publish the ordinance by Summary only, incorporating the Title as the body of the Summary, 2nd by Councilwoman Mjelde; roll call vote:**

Councilman Sundquist – AYE
Councilwoman Bauer – NAY

Councilwoman Mjelde – AYE
Councilman Schock – AYE

2. **Sidewalk Option** – Ryan advised that he had been asked by Council to collect some costs related to asphalt vs concrete. Ryan stated that he had received a bid for asphalt which did come in much lower than concrete but advised again that concrete would last longer. He advised that the bid he received came in at \$22,130 for asphalt, which is lower than the \$40,035 bid for concrete. He advised that the price for asphalt is a good price. He gave some examples of longevity of concrete sidewalks in the area. He advised that there can be a lot of root damage within asphalt which can be unsafe. He advised that signs could be assigned to help notify pedestrians of a potential danger. He agreed that asphalt did match the paths within the Seven Sisters Development. Councilwoman Mjelde asked if repairs to an asphalt path could just be paved over. Ryan stated that it depends on the repair. He advised that weeds had grown through the gravel that was hauled into that area at one time. He reminded Council that the City had some funding this year to do the project and that the costs for the N. Main Street project were coming on under the original bid, and that there was no need for chip seal this year so there should be some extra funds available to do this project. He advised that the City may be able to work with the County again to improve the remaining portion of N. Main Street going south in the near future. He advised that his proposed sidewalk project would be part of the recommendations within the City's Mobility Plan which advised that a pathway should be considered along the easiest side of N. Main Street. Councilwoman Bauer asked if any residents, that were at the last meeting, had contacted the city regarding the proposed sidewalk. Mayor and Clerk advised that no one had called in. Council discussed the need to complete Second Avenue towards McGhee and asked Ryan if he could run some estimates for some at least some rock this year. Councilwoman Bauer asked if the proposed sidewalk be plowed in the winter. Ryan stated that that is always a challenge, that usually a private party will take that on. He advised that asphalt makes it very hard to get equipment on to plow. He stated that the School sidewalks were managed by property owners. Councilwoman Mjelde stated she had kept the sidewalk on her block plowed this last year. Council discussed the need to complete Second Avenue first before funding other projects. Ryan stated that that would not be a project that could be completed this year. Council discussed potential carryover funds from this year. Ronda stated that what was not expensed this year will

not be carried over until 2022. Councilman Sundquist stated that the funds could go toward the Second Street project in 2022. Councilwoman Mjelde asked if maybe the City could at least get a graveled bed in the undeveloped area of Second Avenue. Ryan stated he could try to get some figures together. Councilwoman Bauer asked if this would be a project that the City could complete this year. Ryan advised that assuming a 350 foot block line at \$100 a ton that would be an estimated cost of \$30,000 in paving rock. He advised that the Independent Highway District may not have a project like this in their schedule this year but that he would talk to them. Councilwoman Mjelde confirmed that the City had \$30000 to work with. Ronda stated that there was approximately \$86,000 in the future projects budget line available. **Councilman Sundquist asked to have this issue tabled, Council agreed.**

Mayor asked the City's Clerk to explain her research regarding health care benefit options. Ronda stated she had visited the State Group Insurance referenced by Councilman Schock. She stated that the plan was expensive but had great coverage. She advised that the State rates a full-time position at 30 to 40-hour work week. She also advised that she had spoken to a representative from the State and was told that the City may consider offering a stipend and allow employees to shop for their coverage through the exchange option. She stated that the exchange had a threshold but was less expensive and there was the capability to add on vision and dental.

3. **Executive Session – Mayor asked for a motion to move into executive session. Councilwoman Mjelde made a motion to enter into executive session at 6:40 p.m. pursuant to Idaho Code Section 74-206 (1)(a)(b) to discuss personnel matters regarding employee benefits.**

Council adjourned the executive session at 6:57 p.m.

4. **Adjournment: Mayor Lewis adjourned the special meeting at 7:00 p.m. and opened the Budget Workshop.**

A. Budget Workshop

The Mayor, Council and City Clerk/Treasurer went over and discussed the budget line by line. Line items of special interest and discussion:

Street Fund Revenue/Expense

- **Revenue** – Ronda advised that she had updated the worksheet to reflect the newest information she had received from the Association of Idaho Cities and County regarding state and County revenues. She also advised that she had made an error in the street lighting line. It stated a \$900 expense and it should be \$9,000 therefore the worksheet would need to be adjusted by \$8,100 which would adjust the future expense fund therefore the bottom line would stay the same.
- **Expenses:**
- **Engineer** – Ryan expressed his concern that Council had proposed a decrease to some of the engineering expense. He advised that stormwater issues differ from year to year all depending on the weather and advised that Council not cut that expense. He indicated that the City has not seen all the expenses yet this year and advised not to decrease engineering expense. He advised that it would be a good idea for him to meet with the City's Treasurer to go over the chart of accounts to make sure that his services are being allotted to the correct project lines. Ronda advised that there was room to move the expenses around as the street fund had a future project expense. Council agreed.

General Revenue/Expense

- **Revenue** – Ronda advised that she had updated the worksheet to reflect the most current information she had received from the Association of Idaho Cities and the County.
- **Expense:**
- **Planner:** Clare gave a summary of projects that could occur in the upcoming fiscal year. She stated that there is still work to be completed on updating the City’s comprehensive plan and mapping, there were some code amendments that need to be addressed. She also expressed her concern that the City had not been notified since the County first come to them previously with a proposal to revise the City’s Area of City Impact. She also advised that there would be some addressing issues that would need to be addressed. Ronda confirmed with Clare that the funds allotted for planning were adequate. Clare agreed that she was fine with what was proposed.
- **Employee Wages and Benefits** – Mayor advised that Council suggested no wage increase but did agree to add a stipend to wages and allow Ronda to seek out insurance through the insurance exchange. She stated that this should be enough to allow for dental and vision.
- **Building Repairs – Forgone** - Ronda advised that the City’s forgone amount was \$8,438, She stated that the State laws were changing and if the City did not take their forgone it would be lost to them. She advised that this year’s forgone that had not been used yet could be rolled over into this next year or that it could be used to support upcoming repairs. Council Agreed.
- **Building Security** – Ronda stated that she had received a quote for updated security for City Hall. She stated that the line item was not accurate. She advised that the current system is not working, and the City has not been billed for annual upkeep. She advised that there would be a monthly fee for the proposed security system therefore the line item needed to be increased. Mayor stated that the proposed bid may seem to be high, but that it is more important than ever to make sure the building is secure. Ronda stated that she has asked for a quote to include the post office area and the City Hall and one that included just the City Hall. She stated that the cameras for the new proposed system would be incased in a mostly indestructible shell. She stated that the current cameras were designed to be use for a residential home system and the they were easily damaged and easy to take. She advised that the proposed system would include motion detectors on the entrance door and the window within the Clerk’s office. Council agreed that a system should include the post office as it was part of the City’s building. They agreed to increase the budget line to include the monthly billing and to add the proposed system on the next agenda for consideration.
- **Law Enforcement** – Mayor expressed her approval of the new proposed contract stating that the fee was increased by a very small amount. Councilwoman Bauer expressed her confusion as the proposed Joint Powers Agreement that was sent to the City was the same as the current one. Mayor stated that the rate would not increase the current amount budgeted. Council asked Ronda to reach out to the Sandpoint City Administrator and ask for an updated contract to be considered at next meeting.

5. Mayor Lewis adjourned the Budget Workshop at 8:25 p.m.

Submitted by:
Ronda L. Whittaker
City Clerk