

# CITY OF KOOTENAI

## MEETING AGENDA – KOOTENAI CITY HALL

204 SPOKANE STREET

TUESDAY, December 6, 2016

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:

### 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 November 1, 2016 Regular Council Meeting minutes.
- B. Approval of Bills and Payroll

### 1. Reports:

- A. Mayor:
- B. City Engineer: Written Report Summary
  - 1<sup>st</sup> Addition to Seven Sisters Phase II
  - McGhee Court 1<sup>st</sup> Addition
  - Stormwater - ditching and master plan review
  - Stormwater Ordinance Revisions
- C. City Planner: Written Report Summary
  - Building permit activity
  - City's Stormwater and Subdivision Ordinance revision update
  - City's Stormwater Grading, Stormwater & Erosion Control Review Application update
  - Subdivisions
- D. Selkirks-Pend Oreille Transit (SPOT)
- E. Clerk: Independent Highway District and City's Joint Powers Agreement

### 2. Discussion/Action Items:

- 1<sup>st</sup> Addition to Seven Sisters Phase II
- McGhee Court 1<sup>st</sup> Addition
- Stormwater permit processes
- City Traffic Flow

### Open Discussion:

### Adjournment:

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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:** December 6, 2016  
**TIME:** 6:30 p.m.

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

**Roll Call:** Councilman Jim Macha – AYE, Councilwoman Closson – AYE, Councilman Sundquist – AYE, Councilman Schock, AYE.

**Amendments to the Agenda:** None were proposed

**Staff Present:** City Clerk, Ronda L. Whittaker, City Engineer, Jay Hassell and City Planner, Clare Marley

**Others Present:** City of Kootenai resident, Tim Closson, and City of Kootenai resident Cis Gores.

**Public Comment:** There was no 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 Closson made a motion to approve the consent agenda, 2<sup>nd</sup> by Councilman Schock; roll call vote:**

**Councilman Sundquist – AYE**  
**Councilwoman Closson – AYE**

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

**2. Reports:**

**A. Mayor:** Mayor Lewis stated that she and the City's clerk had attended the Association of Idaho's (AIC) district training. She advised that the training was well received and very informative. The City's Clerk stated that most of the presentation would become available on the AIC web site and all were welcome to view them.

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

- **1<sup>st</sup> Addition to Seven Sisters Phase II** – There were no questions or further discussion.
- **McGhee Court 1<sup>st</sup> Addition** – There were no questions or further discussion.
- **Stormwater – Ditching and master plan review** – There were no questions or further discussion.
- **Stormwater Ordinance Revisions** – There were no questions or discussions at this point.

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

- **Building permit activity** – There was no further discussion.
- **City's Stormwater and Subdivision Ordinance revision update** – There was no further discussion at this point.
- **City's Stormwater Grading, Stormwater & Erosion Control Review Application Update**– There were no further discussion or questions.
- **Subdivisions** – There was no further discussion.

**D. Selkirks-Pend Oreille Transit (SPOT):** No report was given.

**E. Clerk:**

- **Independent Highway District (IHD) and City's Joint Powers Agreement update** - Ronda stated that she had received a call from the City's Attorney, Stephen Snedden advising that IHD was in the process of further review of the Agreement. She advised that an agreement was in the process, but would not be ready for review for at least 3 weeks. Tim Closson asked Mayor Lewis if he could add a comment and explained that IHD was working with their Attorney and looking at verbiage and regulation differences of a Joint Powers Agreement vs. Memorandum of Understanding and what would be in the best interests of both parties.

### **3. Discussion/Action Items**

- A. 1<sup>st</sup> Addition to Seven Sisters Phase II – No further discussion**
- B. McGhee Court 1<sup>st</sup> Addition – No further discussion**
- C. Stormwater permit process** – Clare advised that she and Jay had been working on the format of the Stormwater, Erosion permit application to make it more friendly for an individual who may not be experienced in this type of matter to work with.
- D. City Traffic Flow** – Councilman Sundquist stated that he had drawn up a chart and would provide it to the City. He stated that first priority would be at the intersection of Boise and First Avenue which should include a east/west stop sign. He stated that the traffic flow at Spokane Street, Hope Street, and Boise Street should be free flowing east/west. Councilwoman Closson confirmed that the traffic flow should be free flowing north/south, with stops east/west such as Central Avenue, Second Avenue, etc. Councilman Sundquist stated that east/west stops at Central Avenue into Humbird should be the next priority. Councilman Sundquist stated that the stop sign at Spokane Street going north at the Central Avenue intersection needs to be removed and the stop sign east/west should stay – check with school. Mayor expressed her concern that she thought Council was just going to focus on a specific area. She stated that addressing the entire City would be very costly. Council agreed that the Boise Street and First Avenue intersection would be the priority for now and others for future study.

**Open Discussion** – Councilman Schock advised that a pathway exiting the alley way at Second was put in by the resident and should be addressed. Jay advised he would look into it. Councilman Sundquist advised Ronda that there were several street lights out at Seven Sisters Subdivision. Jay advised that there may be some options in regard to the color of lighting when new LED Lamps were put in. Ronda stated that she had contacted Avista in regard to LED Lamp options regarding brightness.

**Mayor Lewis adjourned the Council Meeting at 6:50 p.m.**

Submitted by:  
Ronda L. Whittaker  
City Clerk

**CITY OF KOOTENAI  
SIGN-IN SHEET**

**DATE:** December 6, 2016

**TIME:** 6:30 pm

***Council Meeting***

<b>Name</b>	<b>Address</b>	<b>Representing</b>
Oss Gow	Boise	ME
Tim Closson		

# City of Kootenai

## Treasurer Report November 2016

Banner Bank Business Checking	\$	25,349.78
Mt West Money Market Acct	\$	199,057.51
Mt West Business Checking	\$	18,028.34
LGIP - Current thru 10/31/2016	\$	71,389.17
<b>Total Cash Assets</b>	<b>\$</b>	<b>313,824.80</b>

<b>GENERAL FUND REVENUE NOVEMBER 2016</b>
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Name	Account	Amount	Sub-Totals
<b>01 - GF REV</b>			
Interest			
	Interest, Mt. West MM	19.63	
	Interest Mt. West Checking	0.87	
	Interest, LGIP	34.47	
<b>Total Interest</b>			54.97
Licenses & Permits			
	Business License	175.00	
	Liquor License	1,025.00	
<b>Total Licenses &amp; Permits</b>			1,200.00
Planning & Zoning Fees & Permit			
	Building Permits	2,481.44	
	Subdivision Fees	500.00	
<b>Total Licenses &amp; Permits</b>			2,981.44
Property Tax			
	Penalty & Interest	30.48	
	Property Tax Current	-	
	Arrears Property Tax	107.08	
	Sales Tax - Inventory Phase Out	3,169.90	
<b>Total Property Tax</b>			3,307.46
Rents			
	City Hall Rental	250.00	
	Post Office Rent	250.00	
<b>Total Rents</b>			500.00
State of Idaho Funds			
	State Liquor Fund	-	
<b>Total State of Idaho Funds</b>			-
	<b>Total 01 - GF REV</b>	<b>8,043.87</b>	<b>8,043.87</b>

**City of Kootenai**  
**Treasurer Report November 2016**

**STREET FUND REVENUE NOVEMBER 2016**

Name	Account	Amount	Sub-Totals
<b>02 · SF REV</b>			
Idaho Transportation Dept			
	State Highway Users Fund	-	
Total Idaho Transportation Dept			-
Road & Bridge			
	Road & Bridge Current	-	
	Road & Bridge P & I	38.30	
	Road & Bridge Arrears	103.22	
<b>Total Road &amp; Bridge</b>			<b>141.52</b>
	<b>Total 02 · SF REV</b>	<b>141.52</b>	<b>141.52</b>
	<b>Total Income</b>	<b>8,185.39</b>	<b>8,185.39</b>

**City of Kootenai**  
**Treasurer Report November 2016**

<b>GENERAL FUND EXPENSES</b>			
<b>Name</b>	<b>Account</b>	<b>Amount</b>	<b>Sub-Totals</b>
<b>10 - GF EXP</b>			
City Web Site		1704.09	
<b>Total Web Site</b>			1704.19
Bank Fees		4.00	
<b>Total Bank Fees</b>			4.00
Building Maintenance			
	Janitorial Service	60.00	
	Custodial Supplies	-	
<b>Total Building Maintenance</b>			60.00
Law Enforcement Contract		-	
	Attorney	-	
	Legal Notices	-	
<b>Total Legal</b>			-
Dues & Membership			
<b>Total Dues &amp; Membership</b>			-
Office Expenses			
	Computer Maint/Repair	103.86	
	Computer Software	100.00	
	Gift Expense	-	
	Internet Service	64.39	
	Office Supplies	44.33	
	Postage	-	
<b>Total Office Expenses</b>			312.58
Park			
	Maintenance	55.00	
<b>Total Park, Arbor Day &amp; Earth Day</b>			55.00
Planning & Zoning			
	Building Permit	-	
	Code Enforcement	-	
	Ordinance Revisions	-	
	Planner	-	
	Subdivision Fees	-	
	Engineer	-	
	Subdivision Fees Refund	-	
<b>Total Planning &amp; Zoning</b>			-
Training Workshops			
Mileage	AIC Training	35.17	
Training Expenses	PRIMA/AIC Training	140.00	
<b>Total Training Workshops</b>			175.17

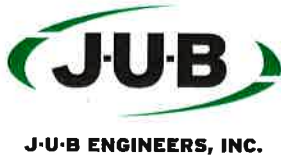
**City of Kootenai**  
**Treasurer Report November 2016**

<b>GENERAL FUND EXPENSES Cont.</b>			
<b>Name</b>	<b>Account</b>	<b>Amount</b>	<b>Sub-Totals</b>
Utilities			
	Electric & Gas	0	
	Garbage	50.22	
	Water	210.03	
	Telephone	84.47	
	Sewer	61.59	
<b>Total Utilities</b>			406.31
Wages & Benefits			
	Clerk/Treasurer	3,528.00	
	Council	400	
	Mayor	400	
	Payroll Taxes	331.1	
	Retirement Fund - PERSI	489.93	
	Workers Compensation	0	
6560 · Payroll Expenses	Blue Cross	111.79	
<b>Total Wages &amp; Benefits</b>			5,260.82
	<b>Total 10 · GF EXP</b>	<b>7,977.97</b>	<b>7,978.07</b>



**City of Kootenai**  
**Treasurer Report November 2016**

<b>STREET FUND EXPENSES</b>			
<b>Name</b>	<b>Account</b>	<b>Amount</b>	<b>Sub-Totals</b>
<b>20 · SF EXP</b>			
Ditches			
	Ditch Maintenance	-	
<b>Total Ditches</b>			-
Stormwater			
	Culvert Inspection	-	
	Engineer	-	
<b>Total Stormwater</b>			-
Street Maintenance			
	Asphalt Striping	-	
<b>Total Street Maintenance</b>			-
Streets			
	Street Engineer	-	
	Signs	-	
	Utility Encroachment Permit	-	
<b>Total Streets</b>			-
Utilities, Streets			
	Signal Lights	56.06	
	Street Lights	663.01	
Total Utilities, Streets			719.07
	<b>Total 20 · SF EXP</b>	<b>719.07</b>	<b>719.07</b>
	<b>Total Expense</b>	<b>8,697.04</b>	<b>8,697.14</b>
	<b>Total Income</b>		<b>8,185.39</b>
<b>Net Income</b>			<b>-511.75</b>



J-U-B COMPANIES



THE  
LANGDON  
GROUP



GATEWAY  
MAPPING  
INC.

## MEMORANDUM

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**DATE:** December 1, 2016  
**TO:** Mayor Lewis and Council Members  
**FROM:** A. Jay Hassell, P.E., Contract City Engineer  
**SUBJECT:** December 2016 Engineering Report

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**Stormwater Ordinance Revisions** – See attached memorandum – Stormwater Ordinance Revisions, Supplementary Information.

**First Addition to McGhee Court Subdivision** – Tim Blankenship, P.E. with J.A. Sewell and Associates, LLC (Sewell) requested a final walk-through for the First Addition to McGhee Court Subdivision which I accomplished with him on November 30, 2016. Along with Tim, we identified the following items requiring immediate correction:

- Speed limit sign height on the north side of Second Ave is not sufficient;
- Roadway signs atop the Second Ave/Boise Street stop sign are not secure; and
- Gravel approach to existing alleyway on Second Avenue shall be removed.

**Seven Sisters** – Final inspection walk through for Phases 2 and 3 was accomplished August 12, 2016, and a summary letter dated November 21, 2016 was provided to the Mayor and Council indicating outstanding items have been corrected as required.

**Stormwater/Ditch clean up with Independent Highway District Update** – Item postponed until 2017 due to weather.



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

## MEMORANDUM

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**DATE:** November 29, 2016  
**TO:** Mayor Lewis and Council Members  
**FROM:** A. Jay Hassell, P.E., Contract City Engineer  
**SUBJECT:** Stormwater Ordinance Revisions, Supplementary Information

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This memorandum's purpose is to present responses to questions posed by Ms. Clare Marley via a summary she prepared October 6, 2016, and our subsequent discussions with her and you. Specifically, Ms. Marley and the City requested our input regarding items 3, 4 and 5, included in the summary of comments/suggestions.

### Thresholds and Threats (Item 3)

Ms. Marley requested guidance on thresholds for triggering stormwater and erosion control plans. Evaluating triggering thresholds for erosion sediment control plans and stormwater management plans should be based on land use and on existing environmental threats such as streams, hillsides and wetlands. Based on our review of Bonner County Assessor property maps, the current City land use and zoning generally falls into 4 categories:

- Subdivided residential properties with developed and vacant lots varying between less than 0.1-acres to 1 acre (less than 1,000 to 43,500 square-feet);
- Vacant and developed commercial properties varying between 4 and 20 acres (175,000 to 870,000 square-feet);
- Vacant property zoned residential between 5 and 10 acres (215,000 to 435,000 square feet); and
- Vacant and developed church and school district properties between 5 and 10 acres (215,000 to 435,000 square feet).

In addition to land use, its location relative to existing threats is important to understand when evaluating thresholds for stormwater plans. Based on our review of the US Fish and Wildlife Service National Wetlands Inventory and United States Geologic Survey (USGS) topographic maps, the City contains both mapped wetlands and mapped streams, in addition to being situated less than half a mile from the shore of Lake Pend Oreille. It should be noted that the USFWS wetland inventory does not definitively document all wetlands since it is based on aerial imagery and typically a more thorough on-site evaluation is needed to verify the existence of wetlands. USGS topographic maps suggest hillsides (greater than 10% slopes) are not present within the City boundary.

According to the Environmental Protection Agency (EPA), proposed proximity thresholds to threats should be evaluated at the state and/or locally level based on existing threats and potential for degradation. Currently, Bonner County sets a threshold from surface water and/or hillsides to within 300 feet. Based on the County’s threshold, existing threats in the City and proximity of land development to the existing threats, a 300 foot threshold is reasonable to trigger a stormwater management plan for site disturbing activities.

Based on the above information we recommend Figure 1 be used for triggering thresholds:

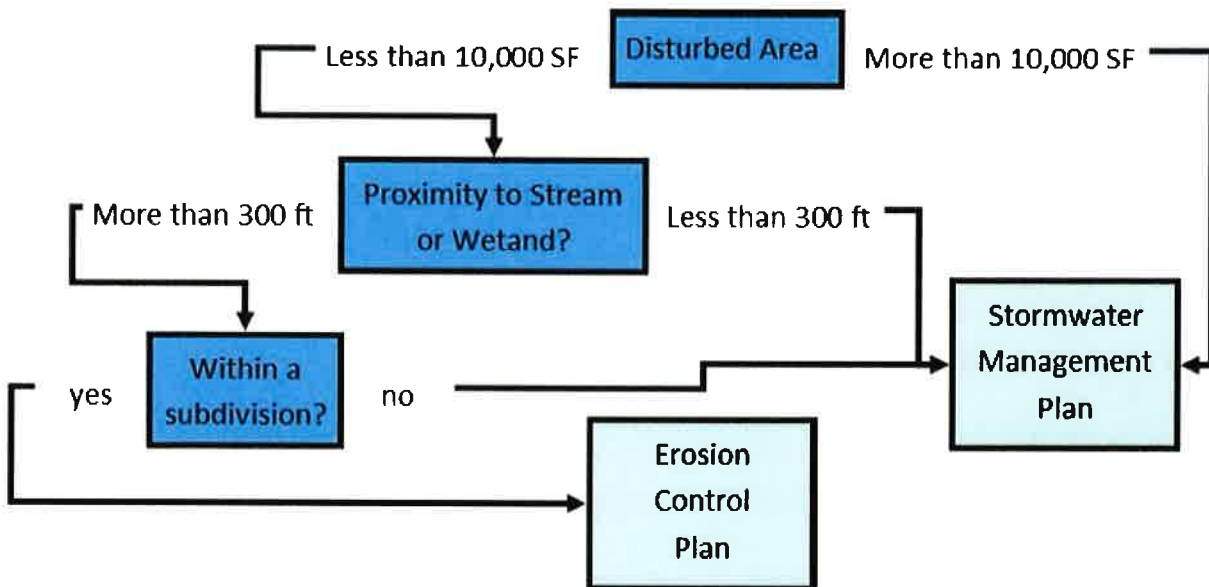


Figure 1. Proposed Triggering Flowchart

#### Drainage Ditches (Item 4)

Ms. Marely sought clarification on what relevance and function drainage ditches have relating to stormwater plans. Idaho Department of Environmental Quality’s (DEQ) Storm Water Best Management Practices (BMPs) Catalog (April 2005) defines the stormwater **Conveyance System** as:

*The drainage facilities, both natural and human-made, which collect, contain and provide for the flow of surface water and urban runoff from the highest points on the land down to a receiving water. The natural elements of the conveyance system include swales and small drainage courses, streams, rivers, lakes and wetlands. The human-made elements of the conveyance system include gutters, **ditches**, pipes, channels, and most retention/detention facilities.*

Under Section 2.25-Topography, the DEQ BMP Catalog indicates:

*Man-made **ditches**, diversions, and waterways will become part of the erosion problem if they are not properly constructed and stabilized. Care should also be taken to be sure that increased runoff from the site will not erode or flood the existing natural drainage system*

Further, the majority of BMPs in the DEQ BMP Catalogue specifically address ditches as an item that shall be protected from stormwater discharge.

As such, ditches are inclusive in the conveyance system and are a critical element in stormwater management. Further, the majority, if not all, of City ditches drain to Lake Pend Oreille.

## Kennedy Engineering Manual (Item 5)

Ms. Marley requested guidance on whether the *Stormwater Management Plan Criteria and Engineering Standards* report prepared by Kenney Engineers (1992) hereinto referred as Kennedy Manual, remains relevant as a reference for developing stormwater plans. We researched a variety of jurisdictional requirements and references, summarized as follows:

- City of Lewiston
- City of Boise
- Kootenai County
- Spokane Area
- Bonner County
- City of Ponderay

Of the above:

- The Cities of Lewiston and Boise, Kootenai County and Spokane Area, have developed their own stand-alone manuals outlining specific requirements for stormwater management design and plan preparations; these manuals include many similar equations and methods to those included in the Kennedy Manual.
- Bonner County references the Kennedy Manual for plan requirements;
- City of Ponderay outlines stormwater management plan requirements in Title 8, Chapter 4 of their Subdivisions and Improvements code and includes similar requirements as suggested in the Kennedy Manual.

Developing a stand-alone manual for stormwater management requirements for the City may not be cost-effective. We do recommend the City consider making reference to Bonner County requirements, rather than directly to the Kennedy Manual in the event Bonner County elects to develop a more area-specific design manual for stormwater management.



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

**MEMO**

To: Kootenai City Council  
From: Clare Marley, AICP  
Date: November 30, 2016  
Re: **Planning summary for December 6, 2016 City Council meeting**

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**Building permit activity**

The city had no building permit application activity during the month of November. To date, there have been 9 permits issued within the city during 2016.

**Subdivision/Stormwater updates**

Discussion of the draft subdivision ordinance and an outline of the proposed stormwater ordinance update will be covered in a city council workshop following the regular meeting on December 6th.

**Stormwater permit processes**

City staff is revising the stormwater/erosion control application process to give landowners better directions and an easier-to-follow application. The current application requests detailed information on stormwater/erosion control features that the landowner may not be required to provide or may be unable to answer. To simplify the process, the landowner will answer a series of “yes/no” questions to determine initially whether a stormwater/erosion control plan is even required. Once that determination is made based on current codes, the landowner will be advised whether stormwater plans, erosion control plans, or both are needed. The “yes/no” application is complete and ready for use. The second form is under development and should be completed soon.

**Subdivisions**

Two subdivisions with preliminary plat approval are nearing the final plat application stage. Once city staff, planner, and city engineer complete reviews of the various conditions of approval, final plat contents, improvements, warranties, and dedications, the plats will be scheduled for city council consideration.