



City of Kootenai
MEETING MINUTES
DATE: August 7, 2018
TIME: 6:30 p.m.

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

Roll Call: Councilman Sundquist – AYE, Councilman Macha – AYE, Councilman Schock – AYE and Councilwoman Bauer– AYE,

Amendments to the Agenda: None were introduced.

Staff Present: City Clerk, Ronda L. Whittaker, and City Engineer, Ryan Luttmann.

Others Present: None

Public Comment: None were given.

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. There were no concerns.

Councilman Sundquist 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. Reports:

A. Mayor: Mayor advised that she would be attending the Idaho Department of Transportation Board meeting to be held later in the month. She stated that she wanted to make sure that the Department understands the needs of our City.

B. City Engineer: Written Report Summary – Attached.

- **Street Parking** – Ryan summarized his report. He stated that the City’s Code dates back to when the City’s streets were not paved.
- **Signage Consideration** – Ryan summarized his report. He advised that the existing stop signs within the City were not retro-reflective and advised that the City update their existing signs. He also expressed is concern that there were yield signs placed where stop bars are located, which may be confusing, at several intersections within the City. He advised that the yield signs be stop signs. There was discussion that the City had intended not to have stops at all intersections within the City. It was agreed that the City’s sign advisories needed to be updated as there was now much more traffic to regulate. Councilwoman Bauer expressed her concern that there was not a regulatory sign at Helena and Second Street. It was determined that more study needed to be conducted for that area. Councilman Schock reminded Council that a review of the City’s signage had been conducted earlier in the year. He wanted to make sure that the City was not putting signs where the review had advised differently. Ronda reminded Council that there was a review but that there was never a motion for action. **Councilman Sundquist made a motion to change the yield signs at Kootenai and Main and at the north/south intersection of Sprague and Second Ave. to stop signs using the retro-reflective technology, 2nd by Councilwoman Bauer; roll call vote:**

Councilman Sundquist – AYE
Councilwoman Bauer– AYE

Councilman Macha – AYE
Councilman Schock – AYE

- **FY2018 Engineering Projects** – no further discussion.
- **Occupancy Permits** – no further discussion.
- **Utility Permits** – no further discussion.
- **Subdivision Submittals** – no further discussion.

C. City Planner: Written Report Summary - Attached.

- **Building Permit Activity update** – no further discussion.
- **Land use applications** – no further discussion.
- **Zoning Map update** – Council agreed that Clare should continue to update the City Zoning Map and bring a final to the City for approval. Councilman Schock advised that the Map should include the rezoning of the property at 101 Boise Street.

D. Selkirks-Pend d’Oreille Transit (SPOT) – Mayor stated that SPOT was still looking for a new director.

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

3. Discussion/Action Items

- **Street Parking – Designated areas** – After a brief discussion, Ryan suggested that if the City did choose to add signage it needed to City clean up its code. Councilman Schock agreed and suggested to not define streets so that the code did not have to be revisited and amended in the future. Ryan also suggested restricting how long a vehicle can sit on a street. **Councilman Schock moved to add two new no-parking signs on the north side of the southern route at Kootenai Meadows based on engineers instruction, 2nd by Councilwoman Bauer; roll call vote:**

Councilman Sundquist – AYE
Councilwoman Bauer– AYE

Councilman Macha – AYE
Councilman Schock – AYE

- **Resolution adopting the City’s Records Custodians** – Ronda stated that Councilwoman Bauer had brought to her attention that it may be wise not to use the Bill number on the Resolution as a Bill number may be used again for a different issue and that the City should use the state code instead. Ronda had provided the advised code stating that she had visited the Code and it was adequate for the proposed Resolution. There was not further discussion. **Councilman Sunquist made a motion to adopt the proposed Resolution #79 approving the City Clerk/Treasurer and Current Mayor and City Attorney as alternates as custodians of the City’s Records, the motion was 2nd by Councilwoman Bauer; roll call vote:**

Councilman Sundquist – AYE
Councilwoman Bauer– AYE

Councilman Macha – AYE
Councilman Schock – AYE

- **Authorization for Mayor to sign Audit Engagement Letter for 2017/2018 Audit** – Councilwoman Bauer asked if the City had asked for other bids for the Audit. Ronda stated that the City had always used the current auditor and there was no reason to put out bids for a new one as the City was satisfied with the current auditor’s performance. Councilwoman Bauer advised that the City may want to just look to see if there was a better cost for auditing services in the future. Council agreed. There was no further discussion. **Councilman Sundquist made a motion to authorize Mayor to sign the Audit Engagement Letter for the 2017/2018 Audit, 2nd by Councilman Schock; roll call vote:**

Councilman Sundquist – AYE

Councilman Macha – AYE

Councilwoman Bauer– NAY

Councilman Schock – AYE

- **Waiver of fees for Selkirks-Pend Oreille Transit Right of Way Encroachment for Culvert Installation Application** – Councilwoman Bauer stated that she was concerned with the request stating that the Idaho State Constitution Article 12 §4 did not allow a municipality to make donation or loan its credit to any company or association. She confirmed that if the fees were waived then the City would be using tax payer’s money to pay for engineering services for the project. Mayor stated that the shelter that would be installed would benefit the City’s residents as a large majority of riders came from the city of Kootenai. Council agreed to table the request and directed Ronda to seek advisement from the City’s Attorney.
- **Approval and authorization to publish the City’s 3rd Quarterly Financial Report – Councilman Sundquist made a motion to approve and authorize the City’s Clerk to publish the City’s 3rd Quarterly Financial Report, 2nd by Councilman Macha; roll call vote:**

Councilman Sundquist – AYE

Councilman Macha – AYE

Councilwoman Bauer– NAY

Councilman Schock – AYE

4. Adjournment: Councilman Macha asked Mayor to direct the City’s Clerk to have the undeveloped area for Third Street heading west mowed as the weeds were taller than one’s head. **Mayor Lewis adjourned that meeting at 7:45 p.m.**

Submitted by:
Ronda L. Whittaker
City Clerk

City of Kootenai
Treasurer Report July 2018

LGIP - Current thru 6/30/2018	\$	273,247.13
Mountain West Checking	\$	142,314.44
Mountain West MM	\$	74,018.12
Mountain West - Park Fund	\$	-
Total Cash Assets	\$	489,579.69

INCOME

Name	Account	Amount	Sub-Totals
01 - GF REV			
Contributions			
Total Contributions			-
Franchise Fees			
	Avista Corportation	3,948.56	
	Northland Cable Television	643.34	
	Waste Management, Inc	786.71	
Total Franchise Fees			5,378.61
Interest			
	Interest, Mountain West MM	6.08	
	Interest, LGIP	236.09	
	Interest Mountain Checking	2.76	
Total Interest			244.93
License & Permits	Business Licenses	-	
Total License & Permits			-
Planning & Zoning Fees & Permit			
	Building Permits	3,280.17	
	Subdivision Fees	80.00	
Total Planning & Zoning Fees & Permit			3,360.17
Property Tax			
	Penalty & Interest	76.72	
	Property Tax Current	14,889.32	
	Recovered Homeowners Exemptior	630.92	
	Arrears Property Tax	10.92	
	Circuit Breaker	321.24	
Total Property Tax			15,929.12
Rents			
	City Hall Rental	200.00	
	Post Office Rent	250.00	
Total Rents			450.00
State of Idaho Funds			
	State Liquor Fund		
	State Revenue Sharing	10,432.89	
Total State of Idaho Funds			10,432.89
Uncategorized Income	Weed Abatement	80.00	80.00
Total 01 - GF REV		35,875.72	35,875.72

INCOME Cont.

Name	Account	Amount	Sub-Totals
02 - SF REV			
Idaho Transportation Dept			
	State Highway Users Fund	6,635.28	
	HB312	2,158.54	
Total Idaho Transportation Dept			8,793.82
Road & Bridge			
	Road & Bridge Current	11,690.63	
	Circuit Breaker M&O	252.27	
	Road & Bridge P & I	60.24	
	Road & Bridge Arrears	7.78	
Total Road & Bridge			12,010.92
Total Streets			
	Total 02 - SF REV	20,804.74	20,804.74
	Total Income	56,680.46	56,680.46

EXPENSES

Name	Account	Amount	Sub-Totals
10 · GF EXP			
City Web Site		22.50	22.50
Bank Fees	Charges, Checks, Supplies	-	
Building Maintenance	Janitorial Service	85.00	85.00
Total Building Maintenance			
Dues & Membership	Arbor Day	-	
Total Dues & Memberships			-
Legal			
	Attorney	-	
	Legal Notices	57.82	
Total Legal			57.82
Office Expenses			
	Computer Maintenance	-	
	Internet Service	94.39	
	Office Supplies	151.23	
	Postage	26.80	
Total Office Expenses			272.42
Park			
	Maintenance	550.00	
Total Park, Arbor Day & Earth Day Planning & Zoning			550.00
	Planner	753.00	
	Code Enforcement/weed control	300.00	
	Building Permits	3,030.59	
	Subdivision Fees	591.50	
	Engineer	254.99	
Total Planning & Zoning			4,930.08
Training Workshops			
	Training Expenses	555.10	
	Mileage	104.78	
	Meals	106.50	
Total Training Workshops			766.38
	Electric & Gas	77.03	
	Garbage	14.88	
	Water	88.91	
	Telephone	91.23	
Total Utilities			272.05
Wages & Benefits			
	Clerk/Treasurer	3,780.00	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	367.16	
	Retirement Fund - PERSI	541.10	
	Payroll Expense/intuit	10.00	
Total Wages & Benefits			5,698.26

	Total 10 · GF EXP	12,654.51	12,654.51
20 · SF EXP			
Ditches			
	Ditch Maintenance	-	
Total Ditches			-
Street Maintenance			
	Chip Seal	-	
	Materials	-	
	Street Engineer		
	Utility Encroachment Permit		
	Signs	-	
Future Projects	Kootenai Meadows		
Capital Improvements	2018-2019	251.40	
Total Streets			251.40
Utilities, Streets			
	Street Engineer		
	Signal Lights		
	Street Lights	871.78	
Total Utilities, Streets			871.78
Transportation			
	SPOT		
Total Transportation			
	Total 20 · SF EXP	1,123.18	1,123.18
	Total Expense	13,777.69	13,777.69
	Total Income		56,680.46
Net Income			42,902.77

MEMO

To: Mayor Lewis and Council Members

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

Date: August 2, 2018

Re: August 2018 Council Report

Street Parking

The Council is planning to review the City Streets regarding parking at the August 2018 Council Meeting. In advance of the meeting, I was asked to review the current City Ordinances regarding parking. Current Parking Regulations are included in Kootenai City Code 6-3-4 based on Ordinance 116 approved in April 1997. In summary, parking is currently restricted on the traveled road bed area for the following streets:

- McGhee Road
- Railroad Avenue
- Boise Street

The same restriction (on traveled road bed area) currently exists on the following streets while school is in session:

- First Street (Main Street to Hope Street)
- Second Street (Main Street to Hope Street)
- Hope Street
- Sprague Street

The Code further clarifies that the City shall place signage informing persons of the no parking policy on all such defined no parking areas. This section also covers obstruction to traffic or snow removal. It appears at any time of year, it is unlawful for any person to park any vehicle, trailer or towed vehicle upon any of the streets within the City where parking obstructs the free flow of traffic.

Signage/Striping Maintenance Work

The Independent Highway District crew has painted the stop bars and cross walks within the City right-of-way. They will be renting a paint sprayer to perform the remaining striping, including the pedestrian line on Brittany loop and pedestrian line work for the pedestrian path on Sprague north of the elementary school.

The Manual on Uniform Traffic Control Requirements included new retroreflectivity standards in December 2007 following many years of research regarding the needs of the drivers. Some research concluded that the nighttime crash rate is nearly three times that of daytime and improving sign visibility helps reduce the potential for an accident. In July, the Independent Highway District personnel reviewed the stop and yield signs within the City and recommend 15 of the signs should be replaced to meet the minimum established retroreflectivity levels.

4 of the 15 signs are yield signs that do not meet the retroreflectivity levels and the remaining signs are stop signs. 2 of the 4 yield signs are located at the intersection of Spokane and 2nd and the other two yield signs are at the intersections of Kootenai Meadows and Main Street. The Independent Highway District's cost for the stop signs are approximately \$38.50 each. It is my recommendation that the City prioritize replacing these regulatory signs within

the current sign budget. In addition, if the yield signs at these intersections require replacement then they should be changed to stop signs at that time for consistency of intersection control within the City limits. In addition, stop bars have been painted by the Independent Highway District crews at the yield locations. **I am requesting Council action for consideration to modify the yield signs to stop signs at these intersections based on Engineering Judgement provided by the City Engineer.**



FY2018 Engineering Projects

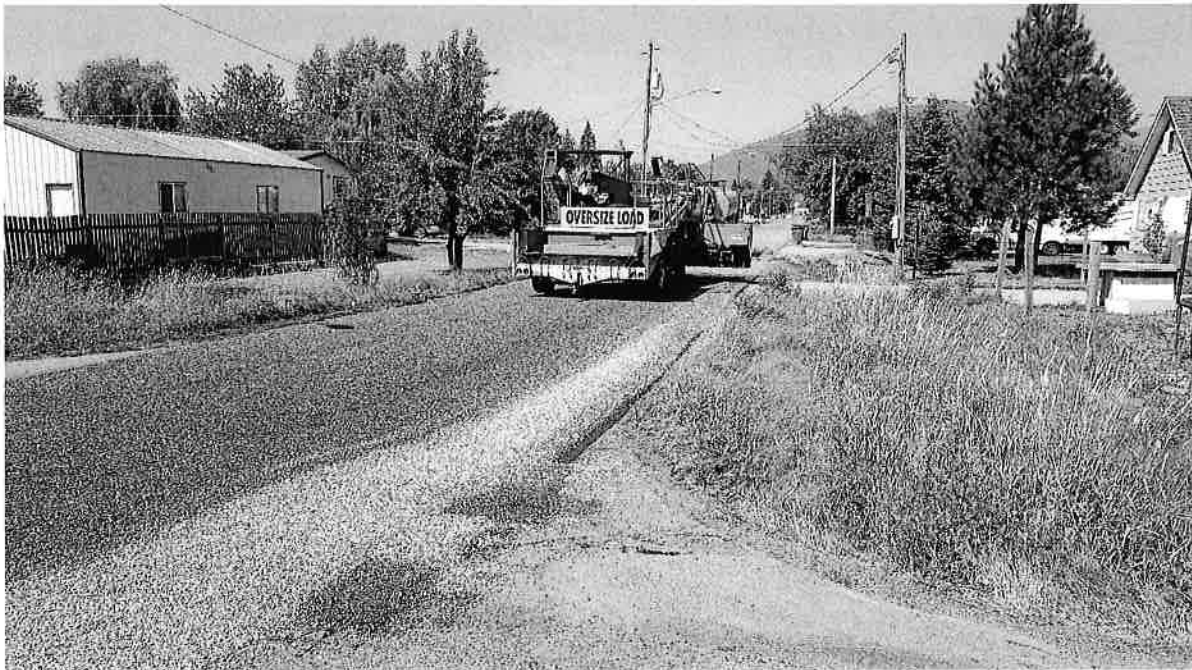
The following projects have been awarded for construction in 2018:

- 2018 Annual Chips Seal Project – The contractor has provided submittals for the oil and rock products to be used in accordance with the bidding requirements. Sweeping of the streets occurred on August 1, 2018 with the chip seal work performed on August 2, 2018. Final sweeping will occur on August 7, 2018. Public Outreach was provided with an update on the City's social media page and permit holders in the area were

notified of the work so that conflicts could be avoided.



CMS-2P Oil



Class A Urban Rock

- Kootenai Meadows Paving Project – Woods Crushing and Hauling has been notified that the Independent Highway District work has been completed. The City has requested a construction schedule from the Contractor who indicated that work will occur at the end of August. The contract requires the work to be completed prior to August 31, 2018.



Occupancy Permits

Work has continued in the Seven Sisters Subdivision and photographic imagery has been provided to illustrate the planting of additional trees and/or germination of the seeding within the right-of-way for the following locations that had been previously reviewed:

- 245 Seven Sisters
- 374 Seven Sisters
- 410 Seven Sisters
- 315 Seven Sisters
- 305 Seven Sisters
- 301 Chewelah Loop
- 179 Kuskanook
- 207 Kushanook

Additional CO requests for review within the right-of-way have been submitted and reviewed at:

- 390 Seven Sisters
- 215 Seven Sisters

Utility Permits

The following permits were submitted for review and signature by the City Engineer or requested follow up on prior work performed with the City right-of-way:

- ENU 003-018 – 102 Hope Street. This was an emergency utility encroachment permit to explore a wet area for a leaking water service was reviewed and approved with comments. The work was performed outside the roadway and none of the utility work impacted the existing asphalt.
- ENU 004-018 – 103 1st Avenue. The sewer lateral replacement utility encroachment permit was reviewed and approved with comments. The project will require a cut within the existing asphalt roadway and the applicant was requested to install the asphalt surfacing within 7 days of the roadway cut.
- Frontier culvert installation on the north side of 1st Avenue between Hope and Sprague. I contacted Frontier regarding the installation of the culvert. I was advised that Frontier crews are busy, but they are aware of the culvert that needs installed and will be working on it. On August 1, 2018 I observed fresh utility locate paint at this site and I have followed up with Frontier for an update on their schedule to complete the work.

Land Use Activity

The preliminary plat application was submitted for staff review regarding the Northwinds Subdivision. I worked closely with the City Planner to provide the applicant with comments regarding additional information or revisions, in accordance with City Code.



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

MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner
Date: August 1, 2018
Re: **Planning summary for August 7, 2018 City Council meeting**

Building permit activity

Two single-family dwelling building permit applications were submitted to the city during the month of July. The permits were for Seven Sisters subdivision and the McGhee Court 1st Addition. The total building permit applications to date is 10.

Land use activity

The city engineer and I have completed a review of the preliminary plat application for Northwinds subdivision and have advised the applicant of the need for additional information and revisions. Once these are received, the application will be routed to various public agencies for review and comment.

Zoning map update

Ruen-Yeager has drafted a replacement zoning map that rectifies city boundaries and corrects a couple of drafting errors brought to the City's attention in 2017. Please advise whether the Council would like RYA to proceed with preparing the replacement map for eventual Council consideration. The replacement map would provide updated parcel and aerial information, as well as the drafting corrections. Attached is the first draft of the replacement map. Staff will work with Council on final drafting details.

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



Training - Grant Writing Workshop – I attended the workshop held in Caldwell Idaho. It was a very intense and informative workshop. It is suggested that a non-profit be organized to enable the opportunity to apply for private funds like Friends of Kootenai, etc. The workshop enlightened me to think more on really identifying a problem and different methods to solve them without the methods really being so costly. Just a different way of thinking that I think will bring a difference to the City.

Website Activity – Continued update of the site.

Building Permits/TCOs – I have billed out for several extended TCO's and received payment for them. There are some TCOs that are nearing their deadlines and are being investigated. I am confident that most of them will be able to be released. Several building permit applications have been picked up. I expect I will be seeing them soon.

City Code Advisements – There have been several inquires about the City's Code regarding fence height regulations, apartments over garages. I have also contacted the State seeking information as to how to assess a in-home child care; whether a in-home child care needs to be investigated. How many children does it care for and if a State license is required. There is a concern within the City about storage of "junk" vehicles. The Code Violation Notification usually works, but I do see some areas of major concern and will be seeking advisement from the City's attorney.

City Clean up – Ongoing. The City has enforced its weed abatement Code. Several lots have been mowed and costs billed to property owners. We have received one payment for one of the properties thus far. If payment is not received, then the City's Code advised that the costs will be attached to the property tax assessment.

Park Landscaping keep up – No luck thus far. Just trying to keep up on things myself.

RESOLUTION #79

RESOLUTION DESIGNATING RECORDS CUSTODIAN AND ALTERNATE FOR THE CITY OF KOOTENAI

WHEREAS, Idaho Code 74-119 requires Idaho cities to designate records custodians and alternates to help members of the public who want to request public records; and

WHEREAS, Idaho Code 74-119 takes effect July 1, 2018.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Kootenai Idaho, as follows:

The City Clerk is designated as the primary records custodian for the City of Kootenai for all city departments except for law enforcement records.

The City's Mayor and City's Attorney are designated as the alternate records custodians for the City of Kootenai for all city departments except for law enforcement records.

The Clerk for the City of Kootenai's current law enforcement support at the time will be designated as the records custodian for all law enforcement records.

APPROVED by the City Council on this 7th day of August, 2018.

ATTEST

Ronda L. Whittaker
City Clerk

Nancy Lewis
Mayor

CITY OF KOOTENAI
2018 Quarterly Financial Report
April 1, 2018 to June 30, 2018

	BUDGET	YTD	% REV/EXP
General Fund Revenue	\$174,020	\$ 154,065	0.89%
Expenditures	\$174,020	\$ 126,702	0.73%
Street Fund Revenue	\$ 109,778	\$ 54,171	0.49%
Expenditures	\$ 109,778	\$ 29,450	0.27%

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

Ronda L. Whittaker, City Clerk/Treasurer
07/26/18