



*City of Kootenai*  
**MEETING MINUTES**  
**DATE:** September 4, 2018  
**TIME:** 6:30 p.m.

**Mayor Lewis was unable to attend. President Council Sundquist 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:** Councilwoman Bauer asked to have the executive session struck from the agenda as Mayor and the City’s Attorney were not able to be in attendance.

**Staff Present:** City Clerk, Ronda L. Whittaker.

**Others Present:** Cis Gors, City resident.

**Public Comment:** Cis expressed her concern that there were residences within the City that had overgrown swales and asked if anything could be done about it. President Council Sundquist advised that the City sends out code violation notices once these types of issues have been brought to the City’s attention and the process has been working. He advised that the City’s Clerk would need addresses in order to do so.

**Announcements:** None were given.

**1. Consent Agenda:**

President Council Sundquist 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 Schock made a motion to approve the consent agenda, 2<sup>nd</sup> by Councilwoman Bauer; roll call vote:**

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

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

**2. Reports:**

**A. Mayor:** No report was given

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

- **Street Parking** – Ryan summarized his report. Signs are up. – There was no further discussion.
- **Signage/Striping Maintenance Work**– Ryan summarized his report. There was not further discussion
- **FY2018 Engineering Projects** – no further discussion.
- **Hwy 200 Safety Improvement Project** – no further discussion.
- **1<sup>st</sup> Addition to McGhee Ct 19-month warranty bond** – no further discussion.
- **Upcoming Grant Opportunities** – Ryan summarized his report. Councilwoman Bauer asked if the City’s Area of City Impact (ACI) would be considered when applying for grants. Ryan explained that the need was data driven (crash data) and ACIs were not considered. Ryan explained that the City’s Mobility Plan would be great support for the Local Strategic Initiatives Program and crash data could support the Local Highway Safety Improvement Program. Council agreed with Ryan’s evaluation of grant possibilities and asked him to keep them informed of the process. They also agreed to have Ryan pursue a support letter from the city of Ponderay as the crash data shows an

incident right on the City borders of the city of Kootenai and the city of Ponderay. Ryan suggested that the City work with Litehouse and local businesses located on McGhee Rd for letters of support to help the City apply for these grants. Ryan mentioned that the City needed five letters of support and advised that the School district would be another source and he did not see a problem working with any of these sources.

- **ENC 001-018 SPOT Culvert for bus site** – There was 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** – no further discussion.
- **Code and comprehensive plan update and request for workshop** – Council agreed to hold a workshop in October. Council President Sundquist asked for Ronda to work with the City's Planner to set up a workshop on any Wednesday in October to begin at 6:00. Council agreed.

**D. Selkirks-Pend d'Oreille Transit (SPOT)** – No report was given

- E. Clerk:** Written Report Summary – Attached – President Council Sundquist asked Ronda to get the address for Humbird and First and get a letter out for weed abatement. He asked if anyone else had seen any other weed abatement issues that needed to be addressed. There were none. There was no further discussion.

**3. Discussion/Action Items**

- **Waiver of fees for Selkirks-Pend Oreille Transit Right of Way Encroachment for Culvert Insulation Application** – Ronda stated that she has sought the City's Attorney's advisement as far as Councilwoman Bauer's concerns and offered a memorandum(attached) she had received on the subject. Councilwoman Bauer stated that the advisement was contradictory and that she still felt that the City was not able to waive a fee that utilized the City's Taxpayer dollars to support the waiver. Councilman Schock asked if the culvert would encroach on the utility culvert. Ryan said that it did not. President Council Sundquist confirmed that they were two separate projects. **Councilwoman Bauer made a motion that weno waive the application fee for the Selkirks-Pend Oreille Transit Right of Way Encroachment for Culvert Insulation, 2<sup>nd</sup> by Councilman Macha; roll call vote:**

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

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

Ryan stated that he would not be billing the City for his time on the project. Councilman Macha asked to change his vote as it had already been on the Agenda twice. President Council Sundquist said that the issue could not keep coming to Council until we liked the vote. **Council President Sundquist stated that since the vote was split and Mayor was not present, the issue was tabled to the next Council Meeting.**

- **Proposal to brace City Hall floor joists** – Ronda stated that she had not been able to get more quotes for the project and asked Council to consider the previous quote the City had received as the floor was sagging even more and the weather would be getting colder soon. There was discussion about a having a start and completion date and a 1 or 2 year workmanship warranty from the contractor as the City was unfamiliar with the contractor and the bid seemed low. Councilwoman Bauer wanted an insurance that the project would not double in costs. Council President Sundquist asked for a consideration to ask for when the work was to start, give three weeks to complete the job and advise that any additional costs needed to be cleared through the City. Ronda suggested a change order. President Council Sundquist agreed. Workmanship warranty was discussed. **Councilwoman Bauer made a motion to accept the quote from Brent Keller Construction for \$1,400 to replace the floor braces as long as there is a 1to 2 year warranty and that the bid did not to exceed the**

quote unless there is prior Council approval, 2<sup>nd</sup> by Councilman Schock; roll call vote:

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

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

- **Approval of Temporary Certificate of Occupancy (TCO) for Lightning Lube change of use** – Ronda advised that the City’s Code states that City Council need to approve TCOs. She explained that the City’s Building Inspector advised that there is just some sheet rocking that needed to be completed for an office space inside the building. He did not want to red tag the business as the completion did not affect the structure of the building. She advised that the TCO was good until February. President Council Sundquist asked if they could extend the TCO. Ronda advised that they could. Councilman Schock asked to look up the City’s Code to see how the Code addressed TCOs for commercial businesses. It was confirmed that there was not a difference between residential or commercial regulations, but that it did say that the City’s Engineer needed to sign off on a TCO. Ronda advised that the Engineer would not have anything to do with the building only culverts, driveways, etc. Councilman Schock concurred. President Council Sundquist advised that the City’s Building Inspector’s position was to sign off on inside improvements. **Councilman Macha moved to accept the City’s Building Inspector’s recommendation to issue a TCO, 2<sup>nd</sup> by Councilman Schock; roll call vote:**

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

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

- **Code Books for Council** – Councilwoman Bauer stated that she had previously asked for a City Code Book. President Council Sundquist stated that he recalled that there was reasonable conference advising not to issue Council code books. Councilwoman Bauer stated that she felt that is was a necessity to do her job. Councilman Schock stated his concern that there is a cost to keep them updated and that the City was already paying for codification services. President Council Sundquist confirmed that Councilwoman Bauer would want one to study and make notes in. Ronda advised that then the Book would not be transferable and could not be given to future Council members, and it would then not be City property. Councilman Schock advised that Council had one available here at City Hall to refer to when needed. Councilwoman Bauer stated that she did not feel that it was an extensive cost. She stated that Mayor had a budget that could approve her request, but would not approve it, so she is asking Council. President Council Sundquist stated he tended to go with staff recommendations not to give Council code books. He mentioned that the City had received the City Attorney’s recommend that the City could, but that it was not advisable or necessary to do so. Councilwoman Bauer asked if the City’s Planner had a copy. Ronda stated she did as it was her profession and she guided the City’s Code. Councilwoman Bauer stated that she felt that it was also her job to guide the City as well. President Council Sundquist again referred to the City’s Attorney’s opinion to not do so. **Councilwoman Bauer made a motion to approve the purchase of a city code book for Councilwoman Bauer, 2<sup>nd</sup> by Councilman Macha; roll call:**

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

**Councilman Macha – NAY**  
**Councilman Schock – NAY**

**4. Adjournment:** Councilman Schock asked if Council would consider sending the Sheriff’s Department a Thank You Card. He advised that the Department had a car present at the first day of School at the Kootenai Elementary School to show presence. Council Agreed. Ronda stated she could pick up a Card and have Council sign it at their convenience. **President Council Sundquist adjourned that meeting at 7:51 p.m.**

Submitted by:  
Ronda L. Whittaker  
City Clerk



**City of Kootenai**  
**Treasurer Report August 2018**

Mt West Park Fund	\$	-
Mt. West Business Checking	\$	151,595.51
Mt. West Money Market	\$	74,025.01
LGIP- 7/31/2016 = 421.87 interest	\$	273,669.00
<b>Total Cash Assets</b>	<b>\$</b>	<b>499,289.52</b>

**GENERAL FUND REVENUE**

Name	Account	Amount	Sub-Totals
<b>01 · GF REV</b>			
Elections		-	-
Franchise Fees		0	0
Interest			
	Interest, Mt. West Checking	4.82	
	Interest, Mt. West MM	6.89	
	Interest, Mt. West Park Fund	-	
<b>Total Interest</b>			<b>11.71</b>
Licenses & Permits			
	Business License	50.00	
	Dog License	10.00	
	Building Permits	4,967.70	
	Miscellaneous - Weed Abatement	80.00	
<b>Total Licenses &amp; Permits</b>			<b>5,107.70</b>
Property Tax			
	Penalty & Interest	279.80	
	Property Tax Current	-	
	Sales Tax - Inventory Phase Out	3,414.66	
	Arrears Property Tax	1,623.33	
<b>Total Property Tax</b>			<b>5,317.79</b>
Rents			
	City Hall Rental	250.00	
	Post Office Rent	250.00	
<b>Total Rents</b>			<b>500.00</b>
Scholarships	AIC/ICCTFOA	-	-
State of Idaho Funds			
	State Liquor Fund	6,476.00	
<b>Total State of Idaho Funds</b>			<b>6,476.00</b>
<b>Total 01 · GF REV</b>		<b>17,413.20</b>	<b>17,413.20</b>

**STREET FUND REVENUE**

Name	Account	Amount	Sub-Totals
<b>02 - SF REV</b>			
Road & Bridge			
	Road & Bridge Current		
	Road & Bridge P & I	203.38	
	Road & Bridge Arrears	1223.23	
Total Road & Bridge			1,426.61
Stormwater/Encroachment			
	Utility Encroachment Permit	400.00	
Total Stormwater/Encroachment			400.00
Total Streets			
	<b>Total 02 - SF REV</b>	<b>1,826.61</b>	<b>1,826.61</b>
	<b>Total Income</b>	<b>19,239.81</b>	<b>19,239.81</b>

**City of Kootenai  
Treasurer Report August 2018**

**GENERAL FUND EXPENSES**

Name	Account	Amount	Sub-Totals
<b>10 - GF EXP</b>			
Bank Fees			
	Balance adjustments	0	
	Bank Charges, Checks, Supplies	0	
Total Bank Fees			0
Building Maintenance			
	Janitorial Service	-	
	Maintenance & Repairs/Fixtures	20.00	
Total Building Maintenance			20.00
Dues & Memberships	ICCTFOA	45.00	
Total Dues & Memberships			45.00
Legal	Attorney	-	
Total Legal			
Office Expenses			
	Internet Service	-	
	Office Supplies	-	
	Postage	-	
	Computer Maintenance/Repair	-	
Total Office Expenses			-
Park			
	Maintenance	-	
Total Park, Arbor Day & Earth Day			-

**GENERAL FUND EXPENSES - Cont.**

<b>Name</b>	<b>Account</b>	<b>Amount</b>	<b>Sub-Totals</b>
Planning & Zoning			
	Code Enforcement	0.00	
	Planner	0.00	
	Site Plans	0.00	
	Subdivision Costs	0.00	
<b>Total Planning &amp; Zoning</b>			<b>0.00</b>
Training Workshops			
Mileage	District Mtg	54.54	
Training Workshops	ICCTFOA Conference	215.00	
<b>Total Training Workshops</b>			<b>269.54</b>
10 · GF EXP Cont.			
	Electric & Gas	75.33	
	Garbage	0	
	Water	-	
	Telephone	92.07	
	Sewer	0	
<b>Total Utilities</b>			<b>167.40</b>
Wages & Benefits			
	Clerk/Treasurer	3,588.00	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	350.97	
	Retirement Fund - PERSI	519.36	
	Workers Compensation	0	
<b>Total Wages &amp; Benefits</b>			<b>5,458.33</b>
6560 · Payroll Expenses			
	Intuit Payroll Services	475.50	
<b>Total Payroll Expenses</b>			<b>475.50</b>
6999 - Uncategorized Expenses			
	Weed Abatement	160.00	160.00
<b>Total Wages &amp; Benefits</b>			
	<b>Total 10 · GF EXP</b>	<b>6,595.77</b>	<b>6,595.77</b>

**City of Kootenai**  
**Treasurer Report August 20180**

<b>STREET FUND EXPENSES</b>			
Name	Account	Amount	Sub-Totals
<b>20 - SF EXP</b>			
Ditches	Maintenance	0	
Total Ditches			0
Stormwater			
	Culvert Permit Deposit Refund	-	
Total Stormwater			-
Street Maintenance			
	Street Engineer	-	
	Chip Seal - Interstate Concrete	-	
Total Streets			-
Utilities, Streets			
	Street Engineer		
	Signal Lights	0	
	Street Lights	0	
Total Utilities, Streets			0.00
Transportation			
	SPOT		
Total Transportation			
	<b>Total 20 - SF EXP</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Expense</b>	<b>6,595.77</b>	<b>6,595.77</b>
	<b>Total Income</b>		<b>19,239.81</b>
<b>Net Income</b>			<b>12,644.04</b>



## MEMO

---

**To: Mayor Lewis and Council Members**

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

**Date: August 23, 2018**

**Re: August 2018 Council Report**

---

### **Street Parking**

A request for services was issued to the Independent Highway District to purchase and install 2 no parking signs on the north side of Kootenai Meadows Drive (between Main Street and Keegan Court). The signs will be MUTCD R7-1 compliant and placed on the north side of the shoulder with one sign on end of the road, per the City Council's decision at the August Council Meeting.

The signs have been ordered and installation is anticipated to occur in the first week of September.



### **Signage/Striping Maintenance Work**

A request for services was issued to the Independent Highway District to purchase and install the 15 stop signs, including the change from yield to stop signs at the Spokane and Second intersection and the Kootenai Meadows and Main Street intersections. The signs have been ordered and installation is anticipated to occur in the first week of September.

The Independent Highway District crew rented a paint sprayer to perform the striping for the pedestrian line on Brittany loop and the pedestrian line work for the path on Sprague north of the elementary school.



#### **FY2018 Engineering Projects**

The following projects have been awarded for construction in 2018:

- 2018 Annual Chips Seal Project – The chip seal project started August 1 and final sweeping occurred on August 14. The contractor has removed the loose gravel signs from the roadway and the project will be monitored for chip retention during the 2018/2019 winter maintenance season.
- Kootenai Meadows Paving Project – Woods Crushing and Hauling began work on August 23, 2018 by cutting and removing asphalt from the intersection, raising the sewer manhole and installing 2" of 3/4" crushed rock to prepare the roadway for paving. The 2" thick lift of asphalt pavement will be placed and compacted on Saturday, August 25. The contract between the City and Woods Crushing and Hauling required the work to be substantially completed by the end of August.





### **HWY 200 Safety Improvement Project**

ITD has recently had the corridor surveyed and will start processing the data. The safety improvement project is tentatively scheduled to be constructed in 2022. I am planning to meet with the project engineer to discuss the improvements that will be proposed for the corridor and share some of the planning work that the City studied for pedestrian and bicycle mobility within this corridor (City of Kootenai Bicycle and Pedestrian Master Plan).

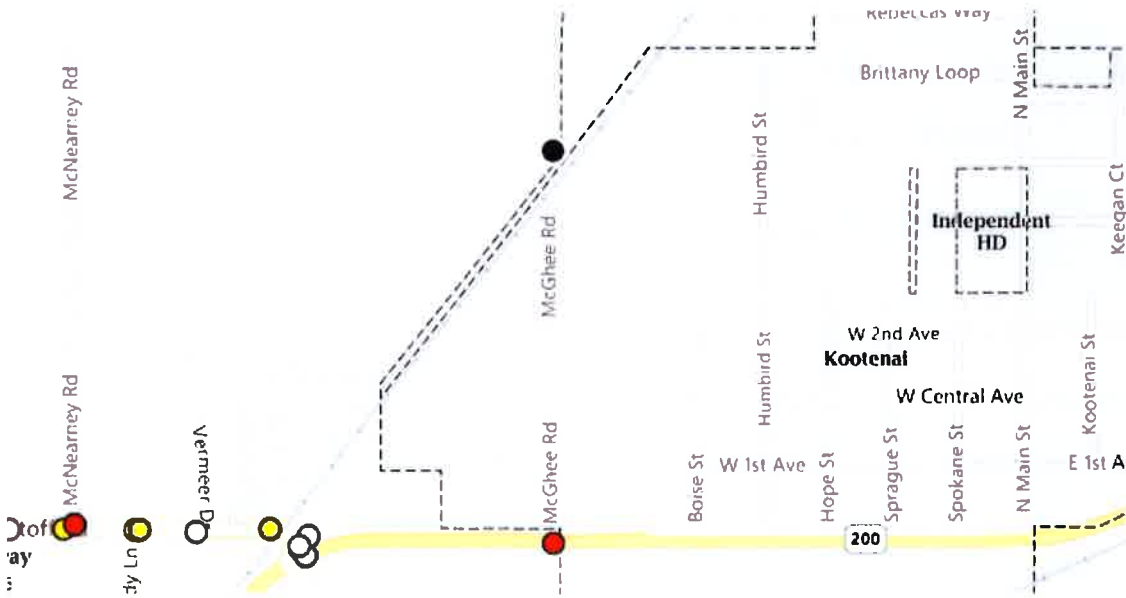
### **1<sup>st</sup> Addition to McGhee Court 18-Month Warranty Bond**

The letter of credit for the warranty work associated with the public infrastructure for the 1<sup>st</sup> Addition to McGhee Court Development is scheduled to expire on September 30, 2018. I reviewed the work performed and I did not observe any visual defects associated with construction. The City of Sandpoint Water Department and the Kootenai Ponderay Sewer District were also contacted regarding this project. Sandpoint water did not have any outstanding items to report and the sewer district will request the developer clean and video the sewer mains to confirm no warranty work will be required.

### **Upcoming Grant Opportunities**

Save the date – October 10, 2018. The Local Highway Technical Assistance Council will be presenting opportunities for their upcoming grant program at the Bonner County Administration Building. Some opportunities worth reviewing for application are:

1. Local Strategic Initiatives Program – This Surplus Eliminator Program was established by House Bill 312 (H312) during the 2015 Legislative session. The law states that at the end of the year, remaining funds will be split between the rainy-day fund and the Surplus Eliminator program for state transportation projects administered by the Idaho Transportation Department (ITD). During the 2017 Legislative session, Idaho Law makers voted to continue the Surplus Eliminator program through Senate Bill 1206 (S1206), however now the money is shared 60% to the state system and 40% to the local system for the next two years. For 2018, the total local share of the Surplus Eliminator fund is approximately \$24M (a portion of which goes toward the Joint Children Pedestrian Safety Program). LHTAC will administer the local share through a Local Strategic Initiatives Program. *Per the law, eligible projects must be related to maintenance, and address safety and mobility.*
  - a. A project worthy of considering would be surface maintenance improvements to McGhee Road. Maintenance improvements can be funded up to \$1,000,000 with no match required.
2. Local Highway Safety Improvement Program - The Highway Safety Improvement Program (HSIP) is a federally funded program aimed at eliminating Fatal and Serious Injury (Type A) crashes on the roadway system. LHJs receive approximately \$3.7M of the state HSIP funds through the Local Highway Safety Improvement Program (LHSIP), a program administered through LHTAC. Eligibility for the LHSIP is based on Local Highway Jurisdictions (LHJs) with a Fatal and Serious Injury (Type A) crash from 2012-2016. LHJs with at least one Serious Injury (Type A) or Fatal crash over the last five years are eligible to apply. Qualifying LHJs are identified by LHTAC and notified each fall to begin the application process. This federally funded program requires a local match, not to exceed 7.34%.
  - a. The City of Kootenai does not have any Fatal or Serious Injury's reported within the City boundary and is currently not listed as an eligible jurisdiction for application to the program. I have spoken with the LHTAC Safety Manager to discuss the Fatal and Serious injury's that have occurred just outside the City limits on both ends of McGhee Road. LHTAC would consider opening the application opportunity to Kootenai if a letter of support from Ponderay was provided since the accidents appear to be identified within the Ponderay City Limits.



**Encroachment Permits**

**ENC 001-018** - The SPOT bus requested approval to install a culvert, sidewalk and concrete pad within the right-of-way on the north side of 1<sup>st</sup> Avenue between Hope and Sprague (approximately 100' from Sprague on the south side of Kootenai Elementary). No consultant fees were forwarded to the City for my site visit or time spent on processing the permit.



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

**MEMO**

To: Kootenai City Council, Mayor and Clerk  
From: Clare Marley, AICP, City Contract Planner  
Date: August 30, 2018  
Re: **Planning summary for September 4, 2018 City Council meeting**

---

**Building permit activity**

Two single-family dwelling building permit applications were submitted to the City during the month of August. Both permits were for Seven Sisters subdivision, bringing the total permit applications to date to 12. This compares with 23 permits by the end of August last year.

**Land use activity**

The Northwinds subdivision application remains in a pending status, awaiting requested additional information and revisions. There have been no new land use applications submitted during August.

**Zoning map update**

Ruen-Yeager is working on the draft replacement map and resolution for eventual adoption by the City Council. A first draft of the map has been provided to the city. Staff is reviewing zoning boundary lines and parcel property line mismatches in the current map, similar to the Swink property questions encountered earlier. RYA will bring those issues to Council at a future meeting.

**Code and comprehensive plan updates**

There are several remaining code update topics that staff would like to explore with the City Council, along with a discussion of the comprehensive plan update. The following code updates were discussed in January of 2018, and remain on the to-do list for the City:

- Procedures: Adding missing procedures for administrative reviews, variances, zone changes, and special use permits;
- Grand-fathered structure standards: Clarifying whether non-conforming structures can be rebuilt;
- Future land use table/matrix. Creating tables for easier administration of zoning codes.

It would be beneficial to schedule some time to complete the code and comprehensive plan discussion and determine priorities and strategies for 2019. Over the course of this year, there have been procedural and enforcement issues that have arisen that may also merit discussion to determine whether any code updates are warranted. Could you please advise when the Council may have time in its schedule for a workshop.

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

---



**Website Activity** – Continued update of the site.

**ICCTFOA Annual Conference** –I will be attending this years conference to be held in Coeur d'Alene.

**Building Permits/TCO/COs** –Still working with developers and builders to evaluate completion of building permit conditions.

**City Code Advisements –Notices of Violations** - Mayor has requested me to send out violation notices in regard to stroage outside of storage units and junk car clean up. Legal advisement is in process as the City's Code has been challenged.

**City Clean up** – Ongoing. Mayor has requested me to send out weed abatement advisements to several properties.

**Park Landscaping keep up** – Still working on getting services. I have put out a request for services on the City's web site and FaceBook Pages. Still no luck, Fall is upon us and I would just wait until next Spring and try again.

**City Hall Building Repair** – Mayor Lewis was able to have a building inspector inspect the building. We have received a study and will be looking for additional quotes for suggested repairs. I have not had any success finding a contractor who has the time to provide a quote for services.