



City of Kootenai
MEETING MINUTES
DATE: March 5, 2019
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 proposed.

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

Others Present: None were present.

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. **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:

2.A. Mayor: Mayor advised that she was in the process of getting quotes for law enforcement. She stated she had talked to the Bonner County Sheriff's Department and was working on scheduling for the city of Ponderay and the city of Sandpoint. She recommended that the topic be put on the April agenda for discussion.

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

2.B1 LHTAC Grant – Authorization for Mayor to sign LHTAC Local Agreement for 2019 Local Strategic Initiatives Program Project. Councilman Sundquist told staff what a great achievement this was for the City and thanked Ryan and staff for their work on the grant. **Councilman Sundquist made a motion to authorize Mayor Lewis to sign the LHTAC Local Agreement for the 2019 LSI Grant for the McGhee Road Cement Treated Base Project, 2nd by Councilman Schock; roll call:**

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

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

2.B2 2019 Local Strategic Initiatives Project – Acceptance of Engineer's Amendment for Engineering Consulting Services Contract for the 2019 Local Strategic Initiatives Project. Councilman Schock made a motion to accept the Engineer's Amendment for Engineering Consulting Services Contract for the 2019 Local Strategic Initiatives Project, 2nd by Councilwoman Bauer; roll call:

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

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

2.B3 LHTAC Grant – Authorization for Mayor to sign LHTAC Local Agreement for 2019 Children Pedestrian Safety Program Project. Councilman Sundquist made a motion to authorize Mayor to sign the LHTAC Local Agreement for 2019 Children Pedestrian Safety Program Project Sprague Walkway Project, 2nd by Councilman Macha; roll call:

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

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

3.B4 2019 Children Pedestrian Safety Program Project – Acceptance of Engineer’s Amendment for Engineering Contract for the 2019 Children Pedestrian Safety Program Project. Councilman Schock brought attention to Council and Staff that the Agreement for the project did not allow 10% of the funds to be used for Engineering. Ryan stated that he did miss that non-allowance and would confirm with LHTAC. Council stated that there were funds within the street expenses and the general fund expenses for future projects that could be used for the engineering portion of the project if needed. Councilman Sundquist made a motion to accept the Engineer’s Amendment for Engineering Contract for the 2019 Children Pedestrian Safety Program Project Sprague Walkway Project without using the funds allotted by LHTAC for the project; 2nd by Councilman Schock; roll call:

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

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

2.B5 Land use application activity – There was no further discussion.

C. City Planner: Written Report Summary - Attached. No further discussion.

D. Selkirks-Pend d’Oreille Transit (SPOT) – Mayor advised that the Schweitzer Ski busses were up and running. She stated that SPOT had received a \$35,000 grant which will be used for internal operations, driver uniforms and pictured Identification tags.

E. Clerk: Written Report Summary – Attached – There was no further comment

3. Discussion/Action Items

3.1 2019 1st Quarterly Budget Report – Approval and Authorization for the City’s Clerk to Publish– Ronda reported that the City was on track with their revenues and expenses as they were less than 25% for the first quarter. Councilman Schock made a motion to approve and authorize the City’s Clerk to publish the quarterly report; 2nd by Councilman Macha; roll call:

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

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

3.2 Lease Agreement – Ronda stated that she had been working with the City’s Attorney to provide the City with a Lease Agreement that could be used for any properties owned by the City that could be leased out by the City. Councilman Schock moved to approve the Lease Agreement, 2nd by Councilman Macha; roll call:

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

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

3.3 Adoption of Resolution #80 Repealing Resolution #57 and #68 in their entirety and Re-Designating Depositories and Procedures for the city of Kootenai – Ronda stated that she had realized that previous resolutions of the City related to procedures for depositing and investing City funds were very confusing and specifically gave Mayor and Clerk/Treasurer the ability to

deposit and invest funds. She stated that she was not comfortable with the procedure as state code advised otherwise. She advised that she had researched state code and worked with the City's Attorney to come up with a resolution that was in compliance with state code, specifically directing that City Council and Mayor to be responsible to designate depositories and investment direct the City's Treasurer where to deposit and invest City funds. **Councilman Sundquist made a motion to adopt Resolution #80 Repealing Resolution #57 and #68 in their entirety and Re-Designating Depositories and Procedures for the city of Kootenai, 2nd by Councilman Macha; roll call:**

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

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

3.4 Authorization to set up accounts for specific street projects with ICCU and to move the Local Government Investment Pool funds and existing Money Market funds into ICCU CDs

– Ronda advised that the Local Government Investment Pool did invest funds according to state statute but was not insured. She also advised that the City's Deposit/Investment bank did not insure over \$250,000. She stated that the City's current bank would move excess funds back and forth between different banks to insure funds were insured, but she really did not like that practice. She advised that she had interviewed several banks and credit unions and found that Idaho Central Credit Union (ICCU) could insure up to \$500,000 for each account that were set up. She advised that the City should set up separate accounts for the most recent grant funds for each project which would total over what the City's current depository/investment bank would insure. She also advised that ICCU was paying over the LGIP interest rate and advised that the City set up a couple of CDs for the City's investment funds and then set up separate money market accounts for the street projects. Councilman Sundquist asked if there was a penalty for withdrawing from a CD. Ronda stated that there was a first time waiver of fees for early withdraws. Councilman Sundquist asked what the penalty was for future withdrawals. Ronda stated that she had not inquired. After further discussion, Council agreed that they needed to have more information about CD practices and did not feel comfortable to move investment funds at this point. It was suggested that the City invite a financial advisor to speak with Council. It was decided however that the City did need to create separate accounts for the street grant projects. **Councilman Sundquist made a motion to authorize the City Treasurer to set up two separate money market accounts with ICCU; one for the McGhee Road Project;\$240,000 and one for the Sprague Walkway; \$140,000, 2nd by Councilwoman Bauer; roll call:**

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

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

4. Adjournment: Mayor Lewis adjourned the meeting at 7:45 p.m.

Submitted by:
Ronda L. Whittaker
City Clerk

City of Kootenai
Treasurer Report February 2019

Mt West Business Checking	\$	126,785.48	0.04% APY
Mt West Money Market Acct	\$	74,064.53	0.16% APY
Mt West Park Fund	\$	-	
LGIP - Current thru 12/31/17	\$	276,761.28	2.4786% Dec. \$557.43
Total Cash Assets	\$	477,611.29	

INCOME

Name	Account	Amount	Sub-Totals
Contributions	Community Review	\$ -	0
Franchise Fees	Northland Cable Television	-36.00	
Total Franchise Fees			-36.00
Interest	Interest, MW Savings	9.09	
	Interest, LGIP	0.00	
	Interest MW Checking	4.15	
Total Interest			13.24
Law Enforcement	Law Enforcement Fines	0.00	
Licenses & Permits	Business License	150.00	
	Dog License	20.00	
Total Licenses & Permits			170.00
Planning & Zoning Fees & Permits		100.00	
Subdivision Fees		0.00	
Total Planning & Zoning			100.00
Property Tax	Arrears Property Tax	6.31	
	Penalty & Interest	11.70	
	Property Tax Current	949.00	
	Sales Tax - Inventory Phase Out	7,358.54	
Total Property Tax			8,325.55
Rents	City Hall Rental	0.00	
	Post Office Rent	250.00	
Total Rents			250.00
	Total 01 - GF REV	8,822.79	8,822.79
02 - SF REV			
Road & Bridge	Road & Bridge Arrears	4.57	
	Road & Bridge Current	800.66	
	Road & Bridge P & I	9.72	
Total Road & Bridge		814.95	814.95
	Total 02 - SF REV	\$814.95	814.95
	Total Income		\$9,637.74

City of Kootenai
Treasurer Report February 2019

EXPENSES

Name	Account	Amount	Sub-Totals
10 - GF EXP			
Accounting & Audit			
	Accountant	0.00	
	Auditor	0.00	
Total Accounting & Audit			0.00
City Web Site	Domain Name Renewal	0.00	0.00
Bank Fees	Mountain West Park	0.00	0.00
Building Maintenance			
	Janitorial Service	25.00	
	Snow Removal	125.00	
Total Building Maintenance			150.00
Dues & Membership	ICCTFOA District 1	10.00	
Total Dues & Maintenance			10.00
Legal		495.00	
Total Legal			495.00
Office Expenses			
	Computer Hardware	0.00	
	Computer Maintenance/Repair	84.49	
	Internet Services	163.78	
	Office Supplies	0.00	
	Mayor	50.00	
Total Office Expenses			298.27
Planning & Zoning			
	Code Enforcement	121.00	
	Zoning Map	246.50	
	Planner	360.00	
	Engineer	167.31	
	Subdivision Fees	608.46	
	Building Permits	154.00	
Total Planning & Zoning			1,657.27
Training Workshops			
Meals		0.00	
Mileage/Training Expenses		0.00	
Total Training Workshops			0.00
Utilities			
	Electric & Gas	197.19	
	Sewer	0.00	
	Telephone	94.67	
	Water	21.90	
	Garbage		
Total Utilities			313.76

City of Kootenai
Treasurer Report February 2019
EXPENSES - Continued

Name	Account	Amount	Sub-Totals
10 · GF EXP - cont			
Wages & Benefits			
	Clerk/Treasurer	3,144.00	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	317.05	
	Retirement Fund - PERSI	469.10	
	Health Insurance	677.57	
	Wages & Benefits - Other	-135.51	
6560 · Payroll Expenses	Intuit Quickbooks	10.00	
	Total Wages & Benefits		5,482.21
	Total 10 · GF EXP	8,406.51	8,406.51
20 · SF EXP			
Streets			
	Capital Improvement Project	0.00	
	Signs	0.00	
	Street Engineer	250.96	
Total Streets			250.96
Transportation	BCATT Dues	50.00	
	Total Transportation		50.00
Utilities, Streets	Signal Lights	0.00	
	Street Lights	886.20	
	Total Utilities, Streets		886.20
	Total 20 · SF EXP	1,187.16	1,187.16
	Total Expense		9,593.67
Net Income			44.07

MEMO

To: Mayor Lewis and Council Members

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

Date: February 26, 2019

Re: February 2019 Council Report

1. McGhee Road Cement Treated Base Project.

The City of Kootenai's strategic initiatives application was scored, and the City ranked #12 in the State. The City has received an award letter and a LHTAC/LOCAL Agreement for this project in amount of \$240,000. The project does not require a match and 10% can be used for engineering expenses associated with the preparation of bidding documents and construction administration.

A copy of the agreement is included for action by City Council and I have prepared a contract amendment for consideration by the City Council in the amount of 10% for the reimbursable engineering expenses.

2. Sprague Walkway Project.

The Children Pedestrian Safety grant applications have been scored and the City ranked #5 in the State. LHTAC has notified the City that they have ranked high enough to receive project funding in the amount of \$140,000. The project does not require a match and 10% can be used for engineering expenses associated with the preparation of bidding documents and construction administration.

A copy of the agreement for action by Council is anticipated to arrive prior to March 1, 2019. I have prepared a contract amendment for consideration by the City Council in the amount of 10% for the reimbursable engineering expenses.

3. Northwinds Proposed Development.

A revised concept was submitted to the City for review and comment. I worked closely with Clare Marley to review the proposed revisions and provide engineering feedback relating to requirements of City Code and the recommendations contained within the Urban Area Transportation Plan.

4. Weight Limits

The cold weather received in February will result in a frozen subgrade under the streets within the City of Kootenai. As temperatures begin to rise in March and the ground begins to thaw from the top down, the moisture content of the native soils will rise leaving the roads more vulnerable to damage from heavier loads. It is highly anticipated that weight limits will be implemented this spring and the City will coordinate with the Independent Highway District to post the roads at the appropriate time and based on engineering judgement.



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

MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner
Date: February 26, 2019
Re: **Planning summary for March 5, 2019 City Council meeting**

Building permit activity: One new building permit for a temporary office at Payless Gas was submitted in February. This structure has already been placed. The City has been working with the owner to gain compliance with building permit requirements.

Code update

Staff has updated the draft use tables and revised language from City Council and is continuing to work on a draft amendment for Council review.

Land use application activity: City Engineer Ryan Luttmann and I have completed a review and issued comments to the owner on a conceptual redesign of the Northwinds residential project (former McGhee property). The concept plan includes changes to housing options, street, park, and lot design. This review is regarded as "informal," pending the submission of new applications and a revised preliminary plat. If a revised application is submitted, staff will complete a formal review of the application and forward it to agencies for comments once the application is determined complete. This application is being considered under "quasi-judicial" or court-like proceedings. Site visits or discussions by decision makers outside the public hearing process are not permitted.

Replacement zoning map: Council requested planning staff review the apparent exclusion from the draft replacement zoning map of the parking lot for the "Glassroots Recycling" (Kraly) property at the intersection of Main Street and the highway. Staff has researched and found a discrepancy between the State Tax Commission, Bonner County GIS, and Independent Highway District boundaries. The staff is following up with the tax commission to resolve the boundary question.





To: Kootenai City Council and Mayor
From: Ronda L. Whittaker, City Clerk
Date: February 2019
RE: Clerk's Report

Website Activity – Continued update of the site. The site is now being used quite frequently.

Business License Renewals – Still working on compliance for about 9 more business.

Fund Investment Research – Review of current Resolution and State Code. Working with the City's Attorney in conforming the City's Financial Depository Resolution to comply with State Code. Interview with several depositories to find a depository that will provide secure fund investment and savings options. Drafting of proposed Financial Depository and Investment Ordinance to comply with State Code. Drafting of proposed Ordinance to amend the City's 2019 Appropriations Ordinance to provide for grant funds to be received for street and sidewalk projects.

Lease Agreement – Working with the City's Attorney in drafting a lease agreement for the contracted post office.

Annual Spring Clean-up and Annual Easter Egg Hunt – Gearing up for both events.

Snow Removal – The City has received several concerns about snow build up. The Independent Highway District has been "Johnny on the spot" in attending to build up issues.