



City of Kootenai
COUNCIL MEETING MINUTES

DATE: July 2, 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.

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

Others Present: Cis Gors, City Resident, Larry Ellis, City Resident, Sandra Furlini, City Resident, and Doris Nuss, City Resident.

Amendments to the Agenda – None were proposed.

Public Comment – Doris Nuss stated her concern about the overgrown grass and weeds growing within the undeveloped section of Second Avenue and Humbird Street. Cis Gors expressed her concern that the property at 101 Boise Street had not been cleaned up. She stated that the building had burned out in 2012 and the property owner has not cleaned it up. She stated that although it looked groomed from the front, the surrounding property owners had to look at the depleted and burned out back of the property. She asked the City to do something about it. Larry Ellis concurred with Cis.

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 Bauer 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: Nothing to report

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

2.B1 McGhee Rd Cement Treated Base Project update – No further discussion

2.B2 Sprague Walkway Project – Change orders to be considered – Ryan summarize his report. Councilwoman Bauer made a motion to accept the

change orders and allow Mayor Lewis to sign the orders, 2nd by Councilman Macha: roll call vote:

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

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

2.C. City Planner: Written Report Summary – there was no further discussion

D. Selkirks-Pend d’Oreille Transit (SPOT) – Mayor reported that SPOT had passed the FTD inspection which is conducted twice each year.

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

3. Executive Session – Mayor Lewis asked for a motion to go into executive session. **Councilman Sundquist made a motion to enter into Executive Session in accordance with Idaho Code §74-206(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated by imminently likely to be litigated, 2nd by Councilman Schock; roll call vote:**

Councilman Sundquist – AYE
Councilwoman Bauer– AYE

Councilman Macha – AYE
Councilman Schock – AYE

4. Discussion/Action Items –

Council entered into executive session at 6:51 p.m. Council convened into the regular meeting at 7:27 p.m.

4.1 Zoning code violations – Legal procedures for zoning code violations – Council agreed to have the City’s attorney prepare a complaint, file and serve the same moving for mediation in regard to Squeeky’s Code violations. **Councilwoman Bauer moved to have the City’s attorney prepare and file a complaint and move for immediate mediation, 2nd by Councilman Sundquist; roll call vote:**

Councilman Sundquist – AYE
Councilwoman Bauer– AYE

Councilman Macha – AYE
Councilman Schock – AYE

4.2 Pend d’Oreille Bay Trail – Authorization for Mayor to sign a support letter from the city of Kootenai to support the city of Ponderay with their proposed BUILD Planning Grant application – Council discussed the use of wording stating that the trail connected the city of Kootenai with the city of Ponderay. It was agreed that at this point and time the city of Kootenai was not really benefiting from the trail. They agreed that it may someday, but for now they did support the city of Ponderay connectivity to Lake Pend d’Oreille and the Trail. **Councilman Sundquist moved to allow Mayor Lewis to sign the support letter omitting wording that the connection benefited the city of Kootenai, 2nd by Councilman Macha; roll call vote:**

Councilman Sundquist – AYE
Councilwoman Bauer– NAY

Councilman Macha – AYE
Councilman Schock – AYE

5. Adjournment: Mayor Lewis adjourned the meeting at 7:43 p.m.

Submitted by:
Ronda L. Whittaker
City Clerk

City of Kootenai

Treasurer Report June 2019

Mt. West Money Market	\$	74,104.15	0.04% APY
Mt. West Checking	\$	124,670.49	0.16% APY
LGIP - Current thru 5/31/19	\$	278,494.38	2.5724% May 609.73
Total Cash Assets	\$	477,269.02	

INCOME/GENERAL FUND

Name	Account	Amount	Sub-Totals
01 · GF REV			
Franchise Fees			
	Avista Corpotation	0.00	
	Northland Cable Television	0.00	
	Waste Management, Inc	0.00	
Total Franchise Fees			0.00
Interest			
	Interest, MW Money Market	9.10	
	Interest, MW Checking	4.09	
	Interest, LGIP - 5/31/19	609.73	
Total Interest			622.92
Licenses & Permits			
	Business Licenses	25.00	25.00
Law Enforcement Fines			
		0.00	0.00
Planning & Zoning Fees & Permit			
	Building Permits	0.00	
	Site Plan Review	433.48	
Total Planning & Zoning Fees & Permit			433.48
Property Tax			
	Arrears Property Tax	594.40	
	Penalty & Interest	4.52	
	Property Tax Current	0.00	
	Recovered Homeowners Exemption	0.00	
Total Property Tax			598.92
Rents			
	City Hall Rental	200.00	
	Post Office Rent	280.00	
Total Rents			480.00
State of Idaho Funds			
	State Liquor Fund	6,382.00	
	State Revenue Sharing	0.00	
Total State of Idaho Funds			6,382.00
	Total 01 · GF REV	8,542.32	8,542.32

City of Kootenai
Treasurer Report June 2019
INCOME/STREETS

Name	Account	Amount	Sub-Totals
02 - SF REV			
Idaho Transportation Dept			
	State Highway Users Fund	0.00	
	HB312	0.00	
Total Idaho Transportation Dept			0.00
Road & Bridge			
	Road & Bridge Current	0.00	
	Road & Bridge P & I	3.63	
	Road & Bridge Arrears	500.36	
Total Road & Bridge			503.99
Road & Streets			
Stormwater/Encroachment			
	Culvert Encroachment Deposit	550.00	
Total Stormwater/Encroachment			550.00
Sprague Walkway Project			
	Interest	71.19	
Total Sprague Walkway Project			71.19
McGhee Rd Cmt Treated Project			
	Interest	145.22	
Total McGhee Rd Cmt Treated Project			145.22
	Total 02 - SF REV	1,270.40	1,270.40
	Total Income	9,812.72	9,812.72

City of Kootenai
Treasurer Report June 2019
EXPENSES/General Fund

Name	Account	Amount	Sub-Totals
10 · GF EXP			
Accounting & Audit	Auditor	0.00	
Bank Charges		0.00	
City Web Site		0.00	
			0.00
Building Maintenance			
	Janitorial Service	60.00	
	Maintenance & Repairs	35.00	
Total Building Maintenance			95.00
Law Enforcement Contract		0.00	
	Legal Notices	0.00	
Total Legal			0.00
Office Expenses			
	Computer Maintenance/Repair	0.00	
	Internet Service	0.00	
	Office Supplies	32.08	
	Postage	0.00	
	Other/Events	37.61	
Total Office Expenses			69.69
Park, Arbor Day & Earth Day Maintenance		0.00	
		190.00	
Total Park, Arbor Day & Earth Day			190.00
Planning & Zoning			
	Planner	1,357.00	
	Subdivision Fees	559.00	
	Ordinance Revisions/Comp Plan	390.00	
	Engineer	0.00	
	Code Enforcement	422.00	
	Building Permits	1,503.50	
	Site Plans/Varance	882.50	
Total Planning & Zoning			5,114.00
Training Workshops			
	Training Expenses	0.00	
	Meals	0.00	
	Milage	30.00	
Total Training Workshops			30.00

City of Kootenai
Treasurer Report June 2019
EXPENSES/General Fund

Name	Account	Amount	Sub-Totals
Utilities			
	Electric & Gas	0.00	
	Garbage	0.00	
	Sewer	0.00	
	Telephone	94.65	
	Water	16.90	
Total Utilities			111.55
Wages & Benefits			
	Clerk/Treasurer	3,288.00	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	328.05	
	Retirement Fund - PERSI	485.40	
6560 · Payroll Expenses	Health Insurance	677.57	
	Wages and Benefits	-135.51	
	Intuit Payroll Expense	10.00	
Total Wages & Benefits			5,653.51
	Total 10 · GF EXP	11,263.75	11,263.75

City of Kootenai
Treasurer Report June 2019
EXPENSES/Street

Name	Account	Amount	Sub-Totals
20 · SF EXP			
Ditches	Maintenance	550.00	
Total Ditches			550.00
Stormwater			
	Culvert Inspections	0.00	
	Engineer	0	
Total Stormwater			0.00
Streets			
	Materials	0	
	Engineer	0	
	Capital Improvement Project/KM	0	
Sprague Walkway Project			
Sprague Walkway Project - Engineering		0	
Total Sprague Walkway Project			0.00
Total Streets			
Utilities, Streets			
	Signal Lights	120.94	
	Street Lights	871.69	
Total Utilities, Streets			992.63
	Total 20 · SF EXP	1,542.63	1,542.63
	Total Expense	12,806.38	12,806.38
Net Income			-2,993.66

MEMO

To: Mayor Lewis and Council Members

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

Date: June 25, 2019

Re: July 2019 Council Report

1. **McGhee Road Cement Treated Base Project.**

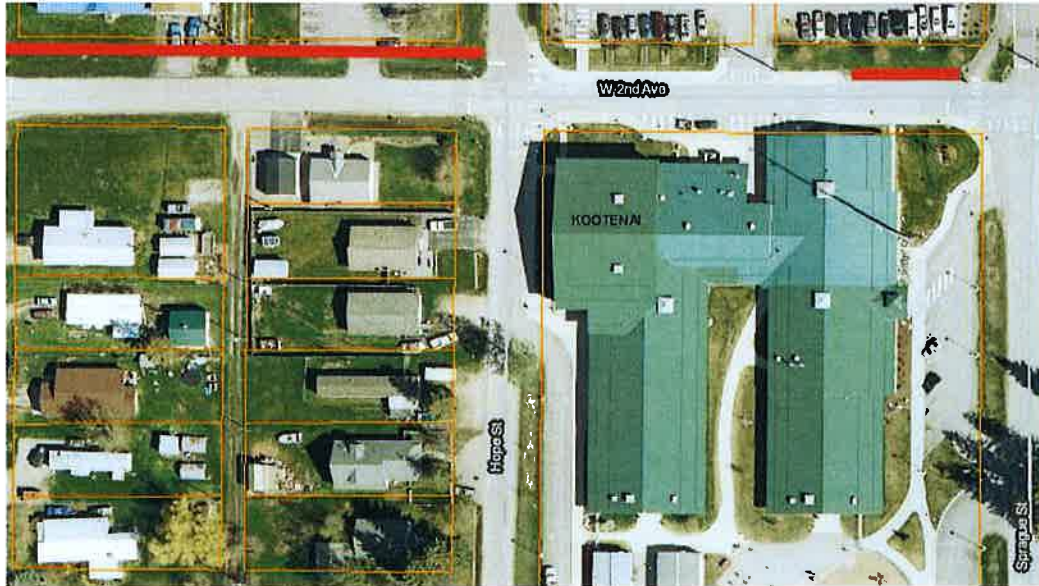
A Pre-construction meeting for the McGhee Road Cement Treated Base Project is scheduled for July 9, 2019 at 2pm and will be held at City Hall. The Contractor is planning to start grinding the road surface and performing the cement treated base work the third week of July. Asphalt placement and striping is tentatively scheduled for completion prior to the end of the month.

2. **Sprague Walkway Project.**

Construction of the project is underway, and the contractor poured the first section of concrete on June 25th. A mid-project update was submitted to LHTAC in accordance with the LHTAC/Local Agreement.



A request to expand the scope of this project was submitted to LHTAC. LHTAC approved using the funding to remove 5 large trees along Sprague and add additional concrete sidewalk sections along 2nd Avenue. The proposed additions were reviewed with the LPOSD Facilities Manager and he was in support of the additional work.



3. Urban Area Transportation Plan Grant Opportunity

Representatives from Kootenai, Sandpoint, Ponderay, Dover and the Independent Highway District are scheduled to meet again on July 9, 2019 to outline the needs and costs associated with a September grant application timeline.

4. Utility Permits –

- a. **ENU 005-019** – A utility permit was issued for the replacement of a water line within the City right-of-way at 104 Main Street. The work will be performed by the City of Sandpoint Water Department and it is not anticipated to impact the road surface
- b. **ENU 006-019** - A utility permit was issued for the replacement of a water line at 305 Main Street that is currently leaking. The utility work will be performed by the City of Sandpoint Water Department and the work will require a pavement cut and surface repair.
- c. **ENU 007-019** – A utility permit was issued for the replacement of a sewer lateral at 106 Central Avenue. The sewer lateral connects the sewer main in Main Street which will require a pavement cut and surface repair to the roadway.

5. Encroachment Permits –

- a. **ENC 104 Rebeccas Way** – An encroachment permit was issued for the installation of a driveway culvert. The culvert will service a driveway access for the property to serve the proposed building improvements. The lot is currently vacant.

6. Northwinds Subdivision –

- a. The revised subdivision application was reviewed for compliance with City Codes and a letter was prepared and provided to the applicant.



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

MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner
Date: June 26, 2019
Re: **Planning summary for July 2, 2019 City Council meeting**

Building permit activity: The City received four new building permits in June for single-family homes on Spokane Street, Rebecca's Way, Chewelah Loop, and Kuskanook Road. The total building permits received for the year to date is 15.

Code update. Following the June 25th Council workshop, staff will prepare a draft ordinance to incorporate the items discussed regarding uses and setback tables, procedures, enforcement, manufactured home correction, "single use" zoning prohibitions, rights to develop grandfathered lots, owner signature requirements for zoning applications, duplexes and triplexes in Commercial-Light Industrial, miscellaneous table corrections and clarifications, and a structure definition with cross-references to fencing standards. A hearing for the August regular meeting date is tentatively planned. Pursuant to Council directives, comprehensive plan discussions will follow, tentatively in September.

Land use application activity: The city engineer and I have completed reviews of the latest revisions to the Northwinds preliminary plat and have provided letters summarizing the remaining issues. While the majority of the staff comments have been addressed, the applicant has advised us that he is considering a phased project, and expects to provide the city with final documents in the near future.

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



Website Activity – Continued update of the site.

Meeting with Accountant – Coleen Colwell reviewed the City's financial information for the quarter. She adjusted the petty cash/postage accounts to reflect a correction to petty cash. All else was in good order.

State of Idaho Walk/Bike Alliance – Ryan and I met with Cynthia Gibson of the Idaho Walk/Bike Alliance to review the Sprague Walkway project. We took some pictures; this project will help us to receive future child pedestrian safety project funds.

Idaho City Clerks, Treasurers and Financial Offers Association (ICCTFOA) – District 1 meet here at City Hall on June 26th. There were 17 attendees; clerks from as far as Tensed. Cyber attacks are a major focus this year and that is a reason that City's are paying more for ICRMP insurance. Municipality, County and State offices are vulnerable to cyber attacks as the information is so public. Beware; do not open anything you are not familiar with.

No Parking within City Rights of Ways (ROWs) – A notification was sent out to the landlord of the properties abutting the N/S alley way between First Street and Railroad Ave. The property owner contacted the City and was advised that the ROW must be clear through to Rail Road Avenue. Stop signs have been removed.

Zoning Code Violations – There are still several mini storage facilities that are insisting on storing items outside of the units. Notifications have been sent; there has been no compliance. It is time to proceed with legal advisement.

Building Permit inquiries – There have been many inquiries about set back and stormwater regulations. Due to shortage of rentals in the Greater Sandpoint Area, people are looking at options and ability to build multi-family units within the city of Kootenai.



KOOTENAI MAYOR

Nancy Lewis

CITY Clerk-Treasurer

Ronda L. Whittaker

COUNCIL MEMBERS

David Sundquist
James Macha
Grace Bauer
Daniel Schock

July 3, 2019

The Honorable Elaine Chao, Secretary
U.S. Department of Transportation
1200 New Jersey Avenue, SE
Washington DC 20590

Re: BUILD Planning Grant Application for Pend d'Oreille Bay Trail

Honorable Elaine Chao,

Please accept this letter of support from the city of Kootenai for a BUILD Planning Grant application for the design, engineering and construction of a pedestrian underpass to provide access from the city of Ponderay to Lake Pend d'Oreille and the shoreline trail. We have been a partner in planning the Pend d'Oreille Bay Trail connection for many years, and are pleased to support the critical engineering and construction work needed to link our communities to Lake Pend Oreille.

The Concept Plan and the Master Trail and Interpretive Plan for the Pend d'Oreille Bay Trail both envision a trailhead one day in the city of Kootenai. This trailhead will access a pathway leading to an underpass, which will give our two communities much needed access to the shoreline. Currently, neither Kootenai nor Ponderay have safe access to the lake or the trail that leads to Sandpoint. As our City's motto makes clear, Kootenai is where families grow. We are a great place to raise a family and are home to Kootenai Elementary School. Our town and the families who live here will greatly benefit from better trail connectivity and a safe crossing for children and families to get to the lake and the shoreline trail.

Safety is one of our highest priorities in Kootenai. This project will dovetail nicely with planned improvements to U.S. Highway 200 through Kootenai, which includes pedestrian crossings across this busy highway. With a safe underpass to the lakeshore, students from Kootenai Elementary and families in Kootenai's residential neighborhoods will have much safer access to neighboring communities and our area's most popular outdoor asset, Lake Pend d'Oreille.

Thank you for sponsoring this grant application and know that we back this proposal 100 percent.

Sincerely,

Nancy Lewis, Mayor
City of Kootenai