



*City of Kootenai*  
**COUNCIL MEETING MINUTES**  
**DATE:** August 4, 2020  
**TIME:** 6:30 p.m.

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

**Roll Call: Councilman Sundquist – AYE, Councilwoman Mjelde - AYE, Councilman Schock – AYE, and Councilwoman Bauer – AYE.**

**Staff Present: City Engineer, Ryan Luttmann, and City Planner, Clare Marley.**

**Others Present: Doris Nuss, City resident.**

**Amendments to the Agenda – Councilwoman Bauer asked that the action item 3.3 be tabled for another meeting as the City has not yet received an amended agreement. Mayor asked for a motion. **Councilwoman Bauer made a motion to strike item 3.3 from the Agenda; 2<sup>nd</sup> by Councilman Sundquist; roll call:****

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

**Councilwoman Mjelde – AYE  
Councilman Schock – AYE**

**Public Comment – No public 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.

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

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

**Councilwoman Mjelde – AYE  
Councilman Schock – AYE**

**2. Reports:**

**2.A. Mayor:** Mayor reported that the BCATT meeting was attended online. She advised that Steve Klatt, Bonner County Road and Bridge Director expressed his concern about the amount of traffic accidents that were occurring and asked everyone to slow down.

**2.B. City Engineer:** Written Report Summary – Attached. Items specifically addressed:

**2.B3 Capital Improvement** – Ryan refreshed Council regarding the capital improvement project list that was created in 2017. He expressed his delight that the City has completed a good portion of the list. He advised that he had added the Sprague Sidewalk project and the McGhee Overlay projects. He also stated that he had added the proposed State Highway 200 to N. Main Street project and then asked to speak about options for the Second Avenue paving/McGhee Connection project. He went on to advise that he had reviewed the

current budget for this year's upcoming projects. He stated that the City had budgeted about \$174,963 for the 2020 year and has used about \$130,000 of those funds for current projects which leaves about \$69,751 to work with for the current year. He advised that he had added a couple of potential projects. The N. Main Street sidewalk proposal and a proposal for a N. Main Street overlay project which could be accomplished using the current funds available. He stated that overlays are more efficient to complete N. Main Street. He advised that a joint project with the Independent Highway District (IHD) for the Second Avenue/McGhee Connection project would be estimated at \$68,200 but that IHD may not have the time to do the project. He also advised that there is a power pole that would have to be removed. He stated that a rush to get this type of project done this year would be very challenging and suggested the City put the project into next year. He stated that the City had the funds to complete one of the proposed projects this year. Councilwoman Bauer stated that she would like to see if the City could complete the Second Avenue/McGhee Connection project. Councilman Schock expressed his concern about the 2017 estimated cost for the project. Ryan stated that the City could use its reserve funds to get more completed. He again expressed his concern that to do a rush on the Second Avenue/McGhee Connection project would not be advisable. Councilman Sundquist asked if the City had the funds to do more than one project within the current - an overlay (no chip seal) and the Second Street/McGhee Connection project in 2020. Ryan advised that the City could move this year's carryover into 2021 which would help get these projects completed. Ryan advised that the current available funds could support a N. Main Street overlay and a N. Main Street asphalt sidewalk. Councilman Sundquist stated that the overall priority was for the Second Street/McGhee Connection project, but that he did not want the expense of doing that this year to disrupt the upkeep of existing roads. He advised that he would rely on Ryan's expertise. Council discussed taking advantage of this year's funds. Mayor expressed her wishes to finish N. Main Street as it was well traveled and to introduce the asphalt sidewalk as the "goat trail" that is currently being used shows that the path is well traveled. Ryan stated that if Council would like to move forward with the N. Main overlay and the N. Main asphalt sidewalk he had already contracted Woods Crushing and Hauling who was contracted to do the completed N. Main project and that all the City would need would be a change order in order to proceed. Ryan stated the importance of working together with local services. He advised once again that pushing projects would put undue burden on them. Council agreed that the Second Avenue/McGhee Connection project may not be able to be pushed to completion this year and agreed that it would be a great project for the upcoming year. Council agreed that the N. Main overlay and N. Main asphalt sidewalk could be completed this year. **Councilman Sundquist made a motion to continue with the N. Main asphalt sidewalk and the N. Main overlay projects with available funds from this year's budget as advised by staff to be completed this year and to continue with planning for the Second Street/McGhee Connection project for next year, 2<sup>nd</sup> by Councilwoman Bauer; roll call vote:**

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

**Councilwoman Mjelde – AYE**  
**Councilman Schock – AYE**

Council then went on to discuss the needs for improvements for Rail Road Avenue. Ryan stated that he has been working with the State Highway Department and is hoping that this could be part of discussion if the City is granted funds for the proposed Hwy 200 pathway. He advised that Rail Road Avenue is failing and that the City has managed to keep up with basic maintenance, but that the State's responsibility was initially set up for them to complete major maintenance, he is working with the State.

**2.C. City Planner:** Written Report Summary – Items specifically addressed:

**2.C2 Bonner County – Title 12 Text Amendments AM011-20** – Clare advised that Bonner County was proposing amendments to its Title 12 which creates a new administrative process for considering mining operations, which would include, a new certificate of zoning compliance, a process to allow administrative approval or denial by the planning director of certain mining operations with 10 days of receipt of a completed application and to allow for administrative approval without public hearing for batch plants, open pits and temporary mining, and amendments to the mining definition to remove threshold of 2 acres or volume of 1,000 cubic yards. Council expressed great concern that the City should make comment to include its ongoing concern that approval or denial does not allow for public hearing and would be decided by unelected staff. Councilman Schock expressed his concern that the County is not considering comments as they are not reading the full comments to the public. Councilwoman Bauer agreed that the County really does not care. Councilman Schock stated that the City should express its concern and expressed his concern that the full comment or correspondence is not being heard by the public; that only a summary of the content of the comments were read to the public. Clare stated that the comments are posted on the Bonner County's web site. Councilman Schock stated that he was still concerned that the public is not given the full concerns of surrounding communities. Councilwoman Bauer suggested that the City post their concerns on the City's web site. Councilman Sundquist suggested that the County's public hearings should be attended by more City Council. **Councilwoman Bauer made a motion to allow our planner to draft a response to the Bonner County Commissioners and the Planning Department opposing the amendments and authorize mayor to sign said comments, 2<sup>nd</sup> by Councilman Schock; roll call vote:**

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

**Councilwoman Mjelde – AYE**  
**Councilman Schock – AYE**

**2.D. City of Sandpoint Law Enforcement:** Mayor stated she did not have a copy of the summary of calls yet. She advised that the City did receive a copy of the amended contract and that it had been sent to the City's Attorney for review with instruction to add language as to the Mayor's authority within the City limits. Mayor asked Lieutenant Chamberland if he had any concerns. Councilman Sundquist asked about the timing of patrolling as there have been some vandalizing and had they taken account of the timing of these kinds of happenings. Lieutenant Chamberland advised that he has asked for additional patrolling during the early a.m. hours and in the afternoon around 1 or 2 p.m. Councilwoman Bauer stated that she is seeing a lot more vagrancy. Councilman Sundquist asked if they knew of vagrants. Lieutenant Chamberland advised that when vagrants are called in to the department, they try to keep track of their travels. Councilwoman Bauer expressed her concern about the safety of the City's residents.

**2.E. Selkirks-Pend d'Oreille Transit (SPOT)** – Mayor stated that ridership has improved. SPOT was still delivering to food banks and that all drivers had masks and lots of disinfectant and sanitizers within the buses.

**2.F. Clerk:** Written Report Summary – Attached – specific items discussed:

**2.F3 Fiber Optic Franchises** – Mayor advised council that Fat Beam had come to the City with a franchise agreement proposal. She advised that she had instructed the City's Attorney to review with instruction to add language as previously advised by Councilwoman

Bauer. Councilwoman Bauer asked how the 5% distribution of total revenue to the City is regulated. She also asked how big the conduit was and would it allow other companies to use it. She stated that she did not want to see an over build of conduit. And she wanted to make sure that such franchise agreement would be a non-exclusive agreement.

**3. Discussion/Action Items –**

**3.1 City Hall Security System** – Mayor reminded Council that they had been given quotes for an ADT security service at last meeting and she would like Council to consider approving security for the whole building. **Councilwoman Bauer made a motion to accept offer for security, cameras and system installation at \$4,783.38 with a monthly fee of \$177.64 for coverage for the City Hall and the Post Office security system with ADT, 2<sup>nd</sup> by Councilwoman Mjelde; roll call vote:**

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

**Councilwoman Mjelde – AYE  
Councilman Schock – AYE**

**3.2 2<sup>nd</sup> Quarter Financial Report** – Councilwoman Mjelde made a motion to approve and publish the 2<sup>nd</sup> Quarter Financial Report, 2<sup>nd</sup> by Councilman Sundquist; roll call vote:

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

**Councilwoman Mjelde – AYE  
Councilman Schock – AYE**

**3.3 Sandpoint Law Enforcement Joint Powers Agreement** – Previously tabled.

Councilwoman Mjelde stated that there were a few street lights out within the City. Mayor advised she submit a pole number to the City Clerk so that it could be reported.

**4. Adjournment: Mayor Lewis adjourned the meeting at 7.48 p.m.**

Submitted by:

Ronda L. Whittaker/City Clerk

~~1/18~~

Sign in Sheet  
August 4, 2020  
City of Kootenai  
Council Meeting

Name  
Louis Tura

Address  
401 Stamboul

Thank you

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**City of Kootenai**  
**Treasurer Report July 2020**

Mt. West Money Market	\$	74,201.72	0.10% APY
Mt. West Checking	\$	131,957.86	0.01% APY
Idaho Central Credit Union	\$	386,190.57	1.85%
<b>Total Cash Assets</b>	<b>\$</b>	<b>592,350.15</b>	

**INCOME/GENERAL FUND**

Name	Account	Amount	Sub-Totals
<b>01 - GF REV</b>			
<b>Franchise Fees</b>			
	Avista Corporation	3,613.14	
	Northland Cable Television	0.00	
	Waste Management, Inc	874.54	
<b>Total Franchise Fees</b>			4,487.68
<b>Interest</b>			
	Interest, MW Money Market	6.08	
	Interest, MW Checking	1.18	
	Interest, ICCU CDs	1,063.25	
<b>Total Interest</b>			1,070.51
<b>Licenses &amp; Permits</b>	Business Licenses	100.00	100.00
<b>Planning &amp; Zoning Fees &amp; Permit</b>			
	Building Permits	0.00	
	Subdivision Fees	0.00	
<b>Total Planning &amp; Zoning Fees &amp; Permit</b>			0.00
<b>Property Tax</b>			
	Arrears Property Tax	0.00	
	Penalty & Interest	0.00	
	Property Tax Current	0.00	
	Recovered Homeowners Exemption	630.92	
	Circuit Breaker	468.11	
<b>Total Property Tax</b>			1,099.03
<b>Rents</b>			
	City Hall Rental	200.00	
	Post Office Rent	280.00	
<b>Total Rents</b>			480.00
<b>State of Idaho Funds</b>			
	State Liquor Fund	0.00	
	State Revenue Sharing	0.00	
<b>Total State of Idaho Funds</b>			0.00
	<b>Total 01 - GF REV</b>	<b>7,237.22</b>	<b>7,237.22</b>

**INCOME/STREETS**

Name	Account	Amount	Sub-Totals
<b>02 · SF REV</b>			
<b>Idaho Transportation Dept</b>			
	State Highway Users Fund	0.00	
	HB312	0.00	
<b>Total Idaho Transportation Dept</b>			<b>0.00</b>
<b>Road &amp; Bridge</b>			
	Road & Bridge Current	0.00	
	Road & Bridge P & I	0.00	
	Road & Bridge Arrears	0.00	
	Circuit Breaker M & O	416.78	
<b>Total Road &amp; Bridge</b>			<b>416.78</b>
<b>Road &amp; Streets</b>			
<b>Total Road &amp; Streets</b>			<b>416.78</b>
<b>Stormwater/Encroachment</b>			
	Utility Encroachment Permit	800.00	
<b>Total Stormwater/Encroachment</b>			<b>800.00</b>
	<b>Total 02 · SF REV</b>	<b>1,216.78</b>	<b>1,216.78</b>
	<b>Total Income</b>	<b>8,454.00</b>	<b>8,454.00</b>

**City of Kootenai**  
**Treasurer Report July 2020**  
**EXPENSES/General Fund**

Name	Account	Amount	Sub-Totals
<b>10 · GF EXP</b>			
Accounting & Audit		0.00	0.00
Bank Charges		0.00	0.00
Dues and Memberships	AIC/ICCTFOA	445.00	445.00
Building Maintenance			
	Janitorial Service	60.00	
	Furniture & Fixtures	0.00	
<b>Total Building Maintenance</b>			60.00
Insurance	ICRMP	0.00	0.00
Legal	Legal Notices	0.00	
	Attorney	0.00	
<b>Total Legal</b>			0.00
Office Expenses			
	Computer Maintenance/Repair	118.73	
	Internet Service	75.18	
	Office Supplies	0.00	
	Events/Mayor	0.00	
<b>Total Office Expenses</b>			193.91
Park, Arbor Day & Earth Day		372.06	
	Maintenance - Landscaping	50.00	
<b>Total Park, Arbor Day &amp; Earth Day</b>			422.06
Planning & Zoning			
	Planner	0.00	
	Subdivision Fees	0.00	
	Ordinance Revisions/Comp Plan	0.00	
	Engineer	0.00	
	Code Enforcement	0.00	
	Building Permits	0.00	
	Zoning Map	0.00	
<b>Total Planning &amp; Zoning</b>			0.00



**City of Kootenai**  
**Treasurer Report July 2020**  
**EXPENSES/General Fund - cont.**

Name	Account	Amount	Sub-Totals
<b>Training Workshops</b>			
	Training Expenses	0.00	
	Meals	0.00	
	Milage	20.00	
		<hr/>	
<b>Total Training Workshops</b>			20.00
<b>Utilities</b>			
	Electric & Gas	77.87	
	Garbage	0.00	
	Telephone	35.73	
	Water	0.00	
	Sewer	0.00	
		<hr/>	
<b>Total Utilities</b>			113.60
<b>Wages &amp; Benefits</b>			
	Clerk/Treasurer	3,757.44	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	363.94	
	Retirement Fund - PERSI	553.13	
<b>6560 - Payroll Expenses</b>	Health Insurance	702.42	
	Wages & Benefits	-140.49	
	Payroll Expense/Intuit	12.75	
		<hr/>	
<b>Total Wages &amp; Benefits</b>			6,249.19
	<b>Total 10 - GF EXP</b>	<hr/> <b>7,503.76</b>	<hr/> <b>7,503.76</b>

**City of Kootenai**  
**Treasurer Report July 2020**  
**EXPENSES/Street**

Name	Account	Amount	Sub-Totals
<b>20 · SF EXP</b>			
Ditches	Maintenance	0.00	
<b>Total Ditchs</b>			0.00
Stormwater			
	Culvert Inspections	0.00	
	Engineer	0	
<b>Total Stormwater</b>			0.00
Streets			
	Materials	0	
	Engineer	0	
	Capital Improvement Project/KM	0	
<b>Transportation</b>			0.00
	BCATT	0	
<b>Total Transportation</b>			0.00
Utilities, Streets			
	Signal Lights	36.82	
	Street Lights	0.00	
<b>Total Utilities, Streets</b>			36.82
	<b>Total 20 · SF EXP</b>	<b>36.82</b>	<b>36.82</b>
	<b>Total Expense</b>	<b>7,540.58</b>	<b>7,540.58</b>
<b>Net Income</b>			<b>913.42</b>



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

**MEMO**

To: Kootenai City Council, Mayor and Clerk  
From: Clare Marley, AICP, City Contract Planner  
Date: July 27, 2020  
Re: **Planning summary for August 4, 2020 City Council meeting**

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**Building permit activity: ADVISORY.** No new building permit applications were filed during July, leaving the total for the year at 3.

**Land use application activity: ADVISORY.** No new land use applications or pre-application meeting requests were received during July.

**Stormwater Easements: ADVISORY.** City Engineer Ryan Luttmann and I met on site with Seven Sisters homeowners' association representatives July 23<sup>rd</sup> to review stormwater easement fill issues and general stormwater system functions. Staff discussed site observations, plat requirements, and potential follow-up options. Staff will update the Council as they continue to address the situation.

**ACI Comment: ACTION ITEM.** Bonner County has invited cities and taxing districts to comment on a proposed amendment to zoning regulations, titled "Mining Ordinance," and numbered AM011-20. The public hearing before the Bonner County Planning and Zoning Commission is set for August 27<sup>th</sup>. Comments are requested by August 23<sup>rd</sup> (which is a Sunday). The notice and amendment are attached to this report. The proposed amendment creates a new administrative process for considering mining operations, which includes:

- A new "certificate of zoning compliance;"
- A process to allow administrative approval or denial by the planning director of certain mining operations within 10 day of receipt of the complete application;
- Allowance for administrative approval without public hearing for:
  - Batch plants in F; A/F; R zones (but not including ACIs);
  - Open pits in all zones;
  - Temporary mining (less than 5 years) in the F; A/F; R; and I zones (mining operations and accessory uses to remain outside ACIs).
- Amendment to the mining definition to remove threshold of 2 acres or volume of 1,000 cubic yards.

Please advise if you wish to comment on the proposed amendment, and I will draft a letter accordingly.

## MEMO

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**To: Mayor Lewis and Council Members**

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

**Date: July 24, 2020**

**Re: July 2020 Council Meeting Report**

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### **Main Street Maintenance and Repairs**

The Main Street paving project was substantially completed on July 24, 2020. Bonner County Road and Bridge staff and the Independent Highway District crew started grinding the existing pavement on July 7, 2020. The Independent Highway District hauled and placed approximately 710 tons of  $\frac{3}{4}$ " minus crushed rock, graded and compacted the roadway and prepared the roadway for the placement of asphalt by Woods Crushing and Hauling. A 3" hot mix asphalt mat was placed on Main Street in two separate lifts between 2<sup>nd</sup> Avenue and the northern City boundary.



**Bonner County equipment pulverizing and mixing the asphalt on Main St.**



Highway District and Bonner County crews working together to build a road within the City.



Wood's Crushing and Hauling placing the final lift of asphalt on Main Street.



**Substantial Completion – A new roadway surface on the North end of Main Street.**

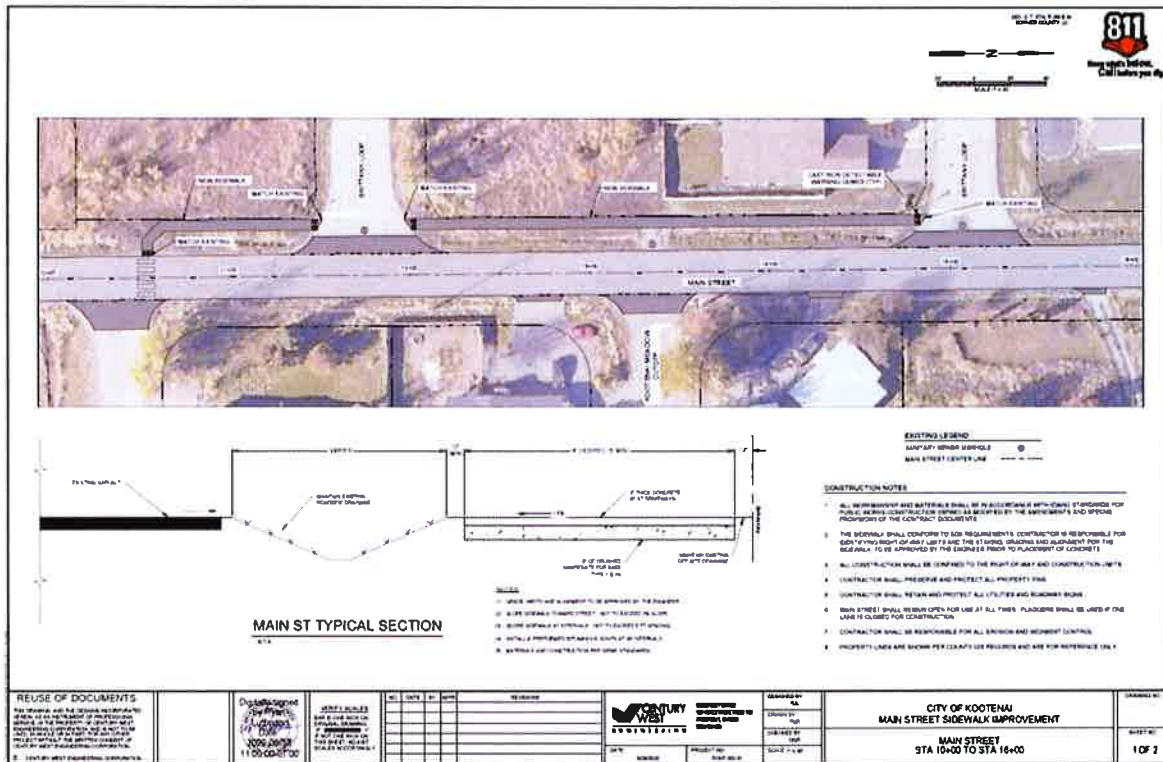
- **Addition of pavement on E 2nd Avenue between Seven Sisters and Helena St.:**

The Independent Highway District crews were able to replace a culvert under the roadway, place additional rock to widen and prepare the road surface for paving. Wood's Crushing and Hauling placed a 3" lift of hot mix asphalt. Approximately 150 lineal feet of gravel road was converted to a paved road surface. The Independent Highway District crew installed 2 stop signs on 2<sup>nd</sup> Avenue at the Helena intersection, as directed by City Council.



**E. 2<sup>nd</sup> Avenue – pavement and signage in place.**

- Main Street Sidewalk Opportunity:



A bid to construct a concrete sidewalk along a portion of Main Street between Kootenai Meadows and the Brittany Loops was presented to City Council for consideration. Council tabled action on this item and requested a bid be received for construction of an asphalt sidewalk. Century West modified that drawings and solicited the alternate material bid. Since the estimated cost of the project would be under \$50,000, a bid was solicited from the City's 2020 lowest bid contractor, which was Wood's Crushing and Hauling. A summary of the bids received are:

- o Concrete Sidewalk – B.B. Bailey Construction Co. in the amount of \$40,825.00
- o Asphalt Sidewalk – Wood's Crushing and Hauling in the amount of \$22,130.00

**FY 2020/2021 Capital Improvements**

Prior to the August 4, 2020 Council Meeting, I will have the final numbers for the construction cost of the Main Street and E. 2<sup>nd</sup> Avenue paving projects. I plan to review the remaining 2020 budgeted funds with Council, as well as estimated project costs for:

- o the remaining pavement maintenance projects identified in the pavement management plan
- o the 2<sup>nd</sup> Avenue construction estimate to complete the improvements between Boise Street and Humbird Street
- o the estimated cost to overlay the remaining portion of Main Street toward Highway 200

**ENU 003-020 Sewer Lateral Repair**

A Street Excavation and Utility Encroachment Permit was issued for the repair of a sewer lateral at 205 Main Street. The work will require a street cut and repair and is outside of the City's recent paving project.

## 2020 Budget Review

(as of July 7, 2020)

Street Fund/General Fund EXP	2020 Budget	YTD as of 7/7	Anticipated	Remaining
Misc Street Projects/Chip Seal	\$ 40,000.00	\$ 10,539.76	\$ 20,539.76	\$ 19,460.24
Future Street Expense	\$ 48,746.06	\$ -	\$ -	\$ 48,746.06
Future Project Expense	\$ 86,217.89	\$ -	\$ 84,672.22	\$ 1,545.67
<b>Totals</b>	<b>\$ 174,963.95</b>	<b>\$ 10,539.76</b>	<b>\$105,211.98</b>	<b>\$ 69,751.97</b>

Project Opportunities	Length	Estimated Cost	Estimate/Bid	Plan
Concrete Sidewalk - Main Street	400 LF	\$ 40,825.00	Bid	Bike/Ped Master Plan
Asphalt Sidewalk - Main Street	400 LF	\$ 22,130.00	Bid	Bike/Ped Master Plan
Pavement Preservation (Chip Seal/Overlay)	1930 LF	\$ 55,000.00	Estimate	Pavement CIP (FY 2019)
2nd Avenue Paving - McGhee Connection	340 LF	\$ 68,200.00	Estimate	CIP Priority List
Main Street - Overlay remainder of Roadway	1160 LF	\$ 34,000.00	Estimate	N/A



**City of Kootenai**  
**Capital Improvement Projects List**  
(following Nov. 29, 2017 workshop)

Projects	Original Estimate	Completed	Year	Construction Cost	City Share	Remaining Work
2nd Avenue Sidewalk - 7 Sisters to School	\$ 481,800.00	No	TBD	\$ -	\$ -	\$ 481,800.00
2nd Avenue Paving - 7 Sisters Connection	\$ 127,000.00	Yes	2020	\$ 10,027.69	\$ 10,027.69	\$ -
2nd Avenue Paving - McGhee Connection	\$ 166,700.00	No	TBD	\$ -	\$ -	\$ 166,700.00
McGhee Resurfacing	\$ 174,300.00	Yes	2019	\$ 240,313.57	\$ 313.57	\$ -
Main St. Resurfacing	\$ 219,700.00	Yes	2020	\$ 84,716.62	\$ 84,716.62	\$ -
Kootenai Meadows Paving	\$ 42,000.00	Yes	2018	\$ 18,155.86	\$ 18,155.86	\$ -
Systemic Chip Seal	\$ 35,000.00	Yes	2018	\$ 32,991.00	\$ 32,991.00	\$ -
Helena Paving - 2nd St to City Limit	\$ 34,400.00	No	TBD	\$ -	\$ -	\$ 34,400.00
Kids Castle	\$ 43,400.00	No	TBD	\$ -	\$ -	\$ 43,400.00
<b>Totals</b>	<b>\$ 1,324,300.00</b>			<b>\$ 386,204.74</b>	<b>\$ 146,204.74</b>	<b>\$ 726,300.00</b>

Additional Projects - Not on 2018 CIP	Original Estimate	Completed	Year	Construction Cost	City Share	Remaining Work
Sprague, 1st and 2nd Avenue sidewalks	\$ -	Yes	2019	\$ 140,296.64	\$ 296.64	\$ -
SH200 Path - Seven Sisters to Main St	\$ 539,598.50	No	2022	\$ 539,598.50	\$ 39,606.53	\$ 539,598.50
<b>Overall Totals</b>	<b>\$ 1,941,698.50</b>			<b>\$ 1,066,099.88</b>	<b>\$ 186,107.91</b>	<b>\$ 1,343,698.50</b>



To: Kootenai City Council and Mayor  
From: Ronda L. Whittaker, City Clerk  
Date: July 2020  
RE: Clerk's Report

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

**City Records** – Still Working on filing and scanning old records. Beginning stages of purging procedures.

**Building Permit Inquiries** – Ongoing filtering of inquiries related to stormwater and setback issues.

**Business Licenses** – We have another new business – Kristy's Salon Studio located at 63 McGhee Rd.

**Code Violations** – It is weed abatement time. There are concerns about shrub and tree encroachment within the City's rights-of-ways. I have sent out two advisory letters for properties along McGhee Rd with weed abate references if they so choose to use them.

**City Hall Security** – I am beginning to see more vagrants visiting the park. There was a window broken at the post office, which will be repaired this coming week. I am told by local residents that there were children playing with pop guns in the City Hall parking at 1:30 a.m. I have advised law enforcement and have asked for them to patrol the area during those twilight hours and reminded them that the City does have a 10:00 p.m. curfew.

**Park ADA Swing Placement** – Justin Shaw with HMM Engineering is working on getting funds for the ADA swing. I have also reached out to Idaho Central Credit Union to ask for some assistance.

**City Hall Landscaping** – Lolli is doing a great job. She also removed the "Christmas" lights from the building. They were not working well and were falling off. Happy to have her services.

**Working with city of Sandpoint Law Enforcement** – Officer Chamberland visited the City Hall to discuss vandalism and vagrant issues. I have reached out to the city of Sandpoint's City Administrator, Jennifer Stapleton and requested a draft renewed agreement. She expressed that she would have her staff supply a draft for review. I have talked with Attorney Snedden and he mentioned that he would be happy to add some verbiage to the agreement that reflected the City's concern about jurisdiction and authority once Sandpoint has received the draft agreement.

**COVID – 19** – Stage 4 is still in effect. Attendance monitoring and distancing should be practiced.

**Fiber Optics** – Kaniksu, LLC is working with Fat Beam to put in the conduit for fiber optics within the Seven Sisters area. I expressed my concern that they may have services within the City but did not have a franchise agreement in place. They seemed not aware that McGhee Road was within the City's limits and may or may not have services provided in that area. I sent them a franchise agreement proposal for their review. They edited the agreement to allow their name and address information. I have talked with Attorney Snedden and expressed Councilwoman Bauer's concerns as to violations and remedies within franchise agreements. He has indicated that there should be no problem editing the proposed franchise agreement to reflect her concerns.

**Working with the City's Planner and Engineer** – I have been filtering encroachment permit applications to ensure that all appropriate insurances and bonds are received. I have been working with the City's Planner regarding land use and stormwater violations.

**Vacation** – I will be on vacation from July 28<sup>th</sup> through August 4<sup>th</sup>. Please feel free to contact me with any questions or concerns. Very excited to see my family and celebrate my grandson's 3<sup>rd</sup> birthday!!