



City of Kootenai
COUNCIL MEETING MINUTES

DATE: December 1, 2020

TIME: 6:30 p.m.

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

City Clerk opened the telephonic line for phone attendance. Brandon Varrett, Kootenai Resident signed in to attend.

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

Staff Present: City Planner, Clare Marley.

Others Present: There was no physical public attendance.

Amendments to the Agenda – None were proposed

Public Comment – Brandon Varrett expressed his concern that Panhandle Health had issued a mandated face mask and expressed his concern that the city of Sandpoint was enforcing the mandate and wanted Council to know that he was not in favor of that happening in the city of Kootenai as the City does use the Sandpoint City Police Department.

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.

Councilwoman Mjelde made a motion to approve the consent agenda, 2nd by Councilman Schock; roll call vote:

Councilman Sundquist – AYE

Councilwoman Mjelde – AYE

Councilwoman Bauer – AYE

Councilman Schock – AYE

2. Reports:

2.A. Mayor: Mayor stated she had no report.

2.B. City Engineer: Written Report Summary – Attached – Councilman Sundquist confirmed that there was a sewer lateral on Spokane Street that was in need of repair and that the temporary paving would be replaced with a permanent surface in the spring.

2.C. City Planner: Written Report Summary – Attached – Clare summarized her report. There was no further discussion.

2.D. City of Sandpoint Law Enforcement: - No report was received. Mayor stated that the City had not received a report, but she wanted to just stay in the informational stage as far as the mask issue. Councilwoman Bauer did not agree that the community needed to be educated. She advised that the city of Sandpoint was enforcing the mandate. Mayor stated that the city of Sandpoint could do what they wanted, but it will not be a mandate within the city of Kootenai.

2.E. Selkirks-Pend d'Oreille Transit (SPOT) – Mayor stated that the winter mountain route had begun and that there would now be a driver stationed at the parking area who will stay in the area in case there are any problems.

2.F. Clerk: Council stated they were happy with the demolition of the dilapidated building on Boise. Councilwoman Bauer asked if the City had received the report she had

requested. Ronda stated that she had not received anything. Councilwoman Bauer expressed her frustration that the City had not received the report and reminded Council that she has been asking for the report for several months now. Councilman Sundquist advised that maybe a letter from the City would be in order. Council agreed and asked the Clerk to draft a letter requesting a report of all citation fees that have been collected since the City has been in contract with the Sandpoint Law Enforcement. There was no further discussion.

3. Discussion/Action Items

3.1 Leroy Bouse – 204 and 206 Humbird – Request for Exception to driveway paving. Request for Temporary Certificate of Occupancy – Ronda stated that Mr. Bouse had elected to forgo his request.

3.2 Addressing Memorandum of Understanding (MOU) with Bonner County – Ronda stated that she was getting requests for the City's response to the draft MOU. She stated that the city of Clark Fork submitted a MOU to the County that mirrored the County's MOU and was approved. She advised that the city of Dover had submitted an MOU that advised that they would use the city of Sandpoint's GIS department for their addressing needs and requested fees to be waived as they would be doing all the work. The County rejected the proposed MOU and will not address any properties for the city of Dover until a MOU is approved. Council was concerned about emergency response if there were no addresses issued. Councilwoman Bauer was concerned that she had asked the County if they would want to re-address the City and was told that the County would not want to do that. She stated that it would be very costly if they chose to do so. Councilwoman Mjelde stated that she did not want the County to address the City; we are not the County and should be able to make decisions in regard to addressing. Councilman Schock stated he had downloaded the State's GEN911 system plan and stated that it was still being worked on, so he did not see how the County could ask any City to agree to a MOU when the State plan was not complete. Councilman Sundquist stated his concern about emergency response if there is confusion about addressing. Councilman Schock expressed his concern about independent costs vs County Costs. Clare confirmed the city of Dover's rejected MOU and the pause of all addressing until an MOU is submitted and approved by the County. She stated that the County did want to re-address a portion of the city of Dover. Councilman Sundquist stated that he was told by the County that our addressing would not be compatible, and we should get prepared for a City-wide re-addressing. Councilwoman Bauer confirmed that the County was being very ambiguous about re-addressing. Councilman Sundquist stated he felt that this was a revenue phishing expedition by the County. Councilman Schock stated again that we may be able to bypass the County and work directly with the State. Clare advised that the State may not allow that and that we may be required to work with the County. Mayor stated that the County does not ever give a direct answer when it came to addressing inquiries. Clare expressed her concern that it was very hard to work with the County or get copies of any MOUs that had been approved. She had asked for the MOU/Agreement that the city of Sandpoint had with the County and was having difficulties; she may have to submit a request for records. Council agreed that the City had more questions and to wait and see what other Cities were doing. Mayor stated that she did not see how the County was going to staff the program. Councilwoman Bauer agreed that the County kept stating that they would need to work with the City Clerk, so the burden would be on the City. Councilman Sundquist expressed his concern that any addressing done by the City could be struck from GIS or 911. Again, Council suggested we sit on it until more information is obtained.

4. Adjournment: Mayor Lewis adjourned the meeting at 7:26 p.m.

Submitted by:

Ronda L. Whittaker/City Clerk

City of Kootenai

Treasurer Report November 2020

Mt. West Money Market	\$	74,225.14	0.07% APY
Mt. West Checking	\$	25,322.60	0.01% APY
Idaho Central Credit Union	\$	388,272.11	1.85%
Total Cash Assets	\$	487,819.85	

INCOME/GENERAL FUND

Name	Account	Amount	Sub-Totals
01 · GF REV			
Franchise Fees			
	Avista Corporation	0.00	
	Northland Cable Television	646.93	
	Waste Management, Inc	916.39	
Total Franchise Fees			1,563.32
Interest			
	Interest, MW Money Market	4.11	
	Interest, MW Checking	0.29	
	Interest, ICCU CDs	0.00	
Total Interest			4.40
Licenses & Permits			
	Business Licenses	225.00	
	Liquor Licenses	150.00	
Total Licenses & Permits			375.00
Planning & Zoning Fees & Permit			
	Building Permits	2,398.69	
	Subdivision Fees	0.00	
Total Planning & Zoning Fees & Permit			2,398.69
Property Tax			
	Arrears Property Tax	6.29	
	Penalty & Interest	1.27	
	Property Tax Current	0.00	
	Recovered Homeowners Exemption	0.00	
	Circuit Breaker	0.00	
Total Property Tax			7.56
Rents			
	City Hall Rental	200.00	
	Post Office Rent	280.00	
Total Rents			480.00
State of Idaho Funds			
	State Liquor Fund	0.00	
	State Revenue Sharing	0.00	
Total State of Idaho Funds			0.00
	Total 01 · GF REV	4,828.97	4,828.97

STREET FUND REVENUE

Name	Account	Amount	Sub-Totals
02 - SF REV			
Idaho Transportation Dept			
State Highway Users Fund			
	HB312	-	
	Hwy Users Fund	-	
Total State Hwy Users Fund			6.40
Road & Bridge			
	Road & Bridge Current	0.00	
	Road & Bridge P & I	1.01	
	Road & Bridge Arrears	5.39	
Total Road & Bridge			6.40
Stormwater/Encroachment			
	Culvert Encroachment Deposit	-472.99	
	Utility Encroachment	400.00	
Total Stormwater/Encroachment			-72.99
Total Streets			
	Total 02 - SF REV	-66.59	-66.59
	Total Income	4,762.38	4,762.38

City of Kootenai
Treasurer Report November 2020

GENERAL FUND EXPENSES			
Name	Account	Amount	Sub-Totals
10 · GF EXP			
Accounting & Audit			
Accountant	Mountain Ledger pre-audit	-	
Total Accounting & Audit			-
Bank Fees		0	0
Building Maintenance			
	Janitorial Service	60.00	
	Security	177.64	
Total Building Maintenance			237.64
Legal			
	Attorney	-	
	Legal Notices	-	
Total Legal			-
Dues & Membership			
Miscellaneous Memberships	ICCTFOA Scholarship Donation	-	
Dues & Membership	ICCTFOA District Dues	-	
Total Dues & Memberships			-
Insurance			
	ICRMP	-	
Total Insurance			-
Office Expenses			
	Internet Service	75.18	
	Office Supplies	546.01	
	Postage	-	
	Computer Maintenance/Repair	110.72	
	Web Site	90.00	
	Mayor's Expense/Holiday Cards	26.69	
Total Office Expenses			848.60
Park			
	Maintenance	190.00	
Total Park, Arbor Day & Earth Day			190.00
Planning & Zoning			
	Building Permits	132.50	
	Comp Plan Review	-	
	Subdivision Fees	-	
	Planner	905.50	
Total Planning & Zoning			1,038.00
Training Workshops			
	Meals/ICCTFOA Conference	-	
	Training Expenses/ICCTFOA	-	
	Milage	-	
Total Training Workshops			-

GENERAL FUND EXPENSES - Cont.

Name	Account	Amount	Sub-Totals
Utilities	Electric & Gas	131.31	
	Garbage	-	
	Water	78.29	
	Telephone	35.84	
	Sewer	-	
Total Utilities			245.44
Wages & Benefits			
	Clerk/Treasurer	3436.08	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	339.34	
	Retirement Fund - PERSI	514.76	
	Health Insurance	631.64	
	Health Insurance Employee	(140.49)	
6560 · Payroll Expenses	Intuit Payroll	9.98	
Total Wages & Benefits			5,791.31
	Total 10 · GF EXP	8,350.99	8,350.99

City of Kootenai
Treasurer Report November 2020

STREET FUND EXPENSES			
Name	Account	Amount	Sub-Totals
20 · SF EXP			
Ditches			
	Ditch Maintenance	50.00	
Total Ditches			50.00
Stormwater			
	Culvert Inspections	-	
	Engineer	-	
Total Stormwater			-
Street Maintenance			
	IWorQ Annual Fee	400.00	
Asphalt Striping		169.87	
Capital Improvement Projects		0	
Total Street Maintenance			569.87
Streets			
Street Engineer		0	
Utility Encroachment Permits		-	
Total Streets			-
Utilities, Streets			
	Signal Lights	50.95	
	Street Lights	0	
Total Utilities, Streets			50.95
Transportation			
	BCATT	33.71	
Total Transportation			33.71
	Total 20 · SF EXP	704.53	704.53
	Total Expense	9,055.52	9,055.52
	Total Income		4,762.38
Net Income			-4,293.14

MEMO

To: Mayor Lewis and Council Members

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

Date: November 20, 2020

Re: November 2020 Council Meeting Report

Engineering activities were minimal during the month of October due to quarantine requirements and the majority of the projects were completed prior to the start of the month. A summary of the permit activities performed during the month of November are:

Permit Activities

ENC 204-206 Humbird – A final inspection of the culvert installation and permitted culvert modifications was performed. Applicant was contacted and asked to clean and shape the ditch at the culvert outlet and place and compact material to protect the edge of the roadway asphalt on the upstream side. The permit was finalized and permit close out forms were executed.

ENC 209-211 Brittany Loop – A final inspection of the culvert installation was performed. Applicant was notified that some clean-up of the roadside swale will be needed as construction of the duplex continues. The permit was finalized and permit close out forms were executed.

ENU 011-020 – A permit to repair a sewer lateral was received at 401 Spokane St. The sewer lateral repair was required by the Kootenai Ponderay Sewer District in response to an assessment performed with the pending sale of the property. Since asphalt plants are typically closed this time of year, a permit was issued with a requirement for immediate temporary paving with permanent surface repair work to be completed in the spring (weather dependent). KPSD also offers a memorandum of agreement process, which can allow construction to occur at a later time when conditions are more favorable for construction. The memorandum of agreement was referenced as an alternative option in the permit conditions.



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

MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner
Date: November 24, 2020
Re: **Planning summary for December 1, 2020 City Council meeting**

Building permit activity: ADVISORY ONLY. The City received one building permit in November for a commercial sign. The total number of applications for the year is 9.

Land use application activity: No new land use applications were received during November.

COVID CARES Act Funding: The State of Idaho gave pre-approval on November 18th to the City of Kootenai for its Idaho Coronavirus Financial Advisory Committee funds to address health and communication needs related to the COVID-19 response. The pre-approval covers all items approved by City Council at the November 3rd meeting. The final total after eliminating the whole-room air purifier and retaining the portable purifier is \$9,933.50. The City must complete the purchases and submit for reimbursement no later than December 11th. The largest portion of the grant will cover telecommunications and computer equipment. Orders for the equipment is underway. Due to the high demand for sanitizers and air purifiers, the specific items staff selected for Council review may not be available and substitutions of other brands may be necessary. The grant requires purchases be equal or less than the total pre-approved for the City and within the scope of the pre-approval. Staff is working to meet the grant deadline.



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

Website Activity – Continued update of the site.

Building Permit Inquiries – Ongoing filtering of inquiries related to stormwater and setback issues. Collection of non-refundable initial fees. Filtering of sign permit applications. New owner of 101 Boise in the process of demolishing the building. Not sure what will be proposed.

Business Licenses – Business license renewal reminders have been sent out.

Liquor Licenses – One Liquor License has been renewed.

Working with the City's Planner and Engineer – Our application for Cloud Technology has been approved. Working on getting everything ordered before December 11th.

Working with Independent Highway District (IHD) – It is the beginning of snow season. I have provided notices of violation for parking to IHD who will be working with Law Enforcement to keep vehicles off City Streets during snow season.

Playground Activity – Justin with HMH and I are working on getting fund donations for the ADA swing.

Audit Preparation – Scott Hoover completed his field work November 16 -17th.

City Code Codification – American Legal Publishing has taken over Sterling Codifiers. The new site will be posted on the City's Web site when all has been updated.

Road and Street Report – Report will be completed by the second week of December.