

# CITY OF KOOTENAI

MEETING AGENDA – KOOTENAI CITY HALL

204 SPOKANE STREET

TUESDAY, September 5, 2017

TIME: 6:30 P.M.



## Roll Call:

## Amendments to the Agenda

**Public Comment:** *Each speaker will be allowed a maximum of 3 minutes unless repeat testimony is requested by Mayor/Council. Comments on matters set for future public hearing(s) is not permitted*

## Announcements:

### 1. Consent Agenda:

*Notice to the Public: All matters listed within the Consent Agenda have been distributed to each council member for review, are considered to be routine, and will be enacted on by one motion of the Council with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.*

- A. **Approval of the minutes of August 1, 2017 Regular Council Meeting, the minutes of the August 23, 2017 Public Hearing to consider amending the 2016 appropriations for the City, the minutes for the August 23 Public Hearing to consider the increase of City's Mayor and Council Wages, the minutes for the August 23 Public Hearing to consider the 2017 appropriations for the City and the minutes for the Comprehensive Plan Review workshop.**

- B. **Approval of Bills and Payroll**

### 2. Reports:

- A. **Mayor:**

- B. **City Engineer: Written Report Summary**

- 2016 Chip Seal Project update
- 2017 Chip Seal Project update
- Street Pavement Markings update
- 2017 Stormwater Maintenance update
- Future Capital Improvement update
- SH200 Crossing Rectangular Rapid Flashing Beacons (RRFB'S) update

- C. **City Planner: Written Report Summary**

- Building Permit Activity update
- Fencing Standards review update

- D. **Selkirks-Pend Oreille Transit (SPOT)**

- E. **Clerk: Written Report Summary**

- Fiber Optic Internet – Ongoing discussion
- City Clean Up Notifications update
- Fence regulations inquiries update
- Election candidate update

### 3. Discussion/Action Items:

- A. **Approval and authorization to publish the City's 3<sup>rd</sup> Quarter Report**

- B. **Playground medium removal plan**

### 4. Adjournment:

---

**NOTE:** *Persons needing an interpreter or special accommodations are urged to contact the City Clerk/ADA Coordinator at (208) 265-2431*

*Se les recomienda a las personas que necesiten un interprete o arreglos especiales que llamen a la Administradora de ADA/Secretaria Municipal al 208-265-2431*

*There is an opportunity for the public to be heard during the "PUBLIC COMMENT" portion of the meeting. The council may impose a reasonable time restriction.*

**Please note: City Hall is OPEN Monday – Wednesday 9:00am to 3:00pm**



**City of Kootenai**  
**MEETING MINUTES**  
**DATE:** September 5, 2017  
**TIME:** 6:30 p.m.

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

**Roll Call:** Councilwoman Closson – AYE, Councilman Sundquist – AYE, Councilman Schock, AYE and Councilman Macha – AYE.

**Amendments to the Agenda:** There were no amendments suggested

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

**Others Present:** Tim Closson, city resident

**Public Comment:** There were no comments.

**Announcements:** There were no announcements

**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. The City's Clerk advised that the City move excessive funds into the LGIP account as it was yielding the highest interest rate.

**Councilwoman Closson made a motion to approve the consent agenda and to move \$50,000 into the LGIP account, 2<sup>nd</sup> by Councilman Macha; roll call vote:**

**Councilman Sundquist – AYE**

**Councilman Macha – AYE**

**Councilwoman Closson – AYE**

**Councilman Schock – AYE**

**2. Reports:**

**A. Mayor:** No report.

**B. City Engineer:** Written Report Summary – Attached. Councilman Schock asked about putting a sealant over the chip seal with gravel on that. Ronda stated that the City's Engineer has previously reported that there was just not enough traffic flow to warrant the cost of the additional step. He had advised that the gravel would not adhere and the effort would be wasted. He also advised that there would be lots of complaints as the tar used would adhere to their vehicles.

**C. City Planner:** Written Report Summary - Attached. There was no further discussion

**D. Selkirks-Pend Oreille Transit (SPOT) –** Councilwoman Closson reported that SPOT to date has transported 47,620 riders. She was pleased to announce that SPOT had transported passengers to and from the Festival at Sandpoint totaling 2,731 which translated to about 100 car spaces. She reminded everyone that the Ponderay Bay Trail Committee had purchased 6 acres of property located behind the Hoot Owl Restaurant and would be holding an event to celebrate the trail head connecting Ponderay to Kootenai at the Hoot Owl on September 23<sup>rd</sup>. She advised that SPOT would be conducting additional pick-ups throughout the community as parking was limited at the Hoot Owl site.

**E. Clerk:** Written Report Summary – Attached

- **Fiber Optic Internet – Ongoing discussion** – Ronda advised that she had contacted a local internet provider and was told that City residents already receive internet services. She stated that she was not sure what the advantages fiber optics provided. Councilman Schock stated that it was a faster internet. Councilman Sundquist stated that he recalled a similar discussion in the past and it was concluded that the service was market driven. Therefore a small city such as ours just does not create enough market for a provider to make money. He stated that at some point there may be an opportunity for the City to enter into some sort of public/private partnership offered by the government for fiber optics as that is where technology is headed. Council agreed that the issue will not be going away and that it just needed to keep as educated about service opportunities as possible.
- **City Clean Up Notifications update** – Ronda advised Council that she had sent out a couple of advisements in regard to garbage pick-up.
- **Fence regulations inquiries update** – Ronda advised that there had been several inquiries about fencing. She explained that she was working with the City's planner to create a generic

advisement letter.

- **Election candidate update** – Ronda reported that there had been two filings to date.

**4. Discussion/Action Items**

**A. Approval and authorization to publish the City's 3<sup>rd</sup> Quarter Report** – Ronda advised that the City was on schedule with their budget. There was no further discussion. **Councilman Sundquist made a motion to authorize the City Clerk to publish the City's 3<sup>rd</sup> Quarter Report, the motion was 2<sup>nd</sup> by Councilwoman Closson; roll call vote:**

**Councilman Sundquist – AYE**

**Councilwoman Closson – AYE**

**Councilman Macha – AYE**

**Councilman Schock – AYE**

**B. Playground medium removal plan** – Ronda advised that the new playground equipment would be delivered within the 2<sup>nd</sup> or 3<sup>rd</sup> week of September. She stated that Calls for Bids for the old playground equipment had been posted and that the bid winner would have to get the equipment off site by or before the 30<sup>th</sup> of the month as the project plan was to put in the footings for the equipment that weekend. She advised that the pea gravel also had to be removed before or by that date. She stated that she had not been able to get a different medium donated yet and that the pea gravel may have to be reused. After a brief discussion, Council suggested several local services that may be able to donate their services to remove the pea gravel and a few other contacts that may be able to donate chips that could be used for the park area and asked her to see what she could do. They also advised that once a bid was awarded if she could arrange the equipment to be removed by the 23<sup>rd</sup> so that there would be enough time for the area to be cleared before the 30<sup>th</sup>. They stated that if there were no bids received for the old equipment that they would plan to get together to dismantle the equipment during the weekend of the 23<sup>rd</sup>.

**Mayor Lewis adjourned the Council Meeting at 7:05 p.m.**

Submitted by:  
Ronda L. Whittaker  
City Clerk

**CITY OF KOOTENAI**  
**SIGN-IN SHEET**

**DATE:** September 5, 2017

**TIME:** 6:30 pm

*Council Meeting*

<b>Name</b>	<b>Address</b>	<b>Representing</b>
Tim Crosson		

# City of Kootenai

## Treasurer Report August 2017

Mt West Park Fund	\$	8,000.17	
Mt. West Business Checking	\$	111,945.08	) 50,000
Mt. West Money Market	\$	223,809.35	
LGIP- 7/31/2016	\$	71,810.74	
<b>Total Cash Assets</b>	<b>\$</b>	<b>415,565.34</b>	

GENERAL FUND REVENUE			
----------------------	--	--	--

Name	Account	Amount	Sub-Totals
<b>01 - GF REV</b>			
Elections		40.00	40.00
Franchise Fees		0	0
Interest			
	Interest, Mt. West Checking	3.93	
	Interest, Mt. West MM	22.81	
	Interest, Mt. West Park Fund	0.52	
<b>Total Interest</b>			<b>27.26</b>
Licenses & Permits			
	Business License	50.00	
	Building Permits	11,693.41	
	Subdivision Fees	2,161.50	
<b>Total Licenses &amp; Permits</b>			<b>13,904.91</b>
Property Tax			
	Penalty & Interest	76.31	
	Property Tax Current	171.28	
	Sales Tax - Inventory Phase Out	2,909.24	
	Arrears Property Tax	158.78	
<b>Total Property Tax</b>			<b>3,315.61</b>
Rents			
	City Hall Rental	250.00	
	Post Office Rent	250.00	
<b>Total Rents</b>			<b>500.00</b>
Scholarships	AIC/ICCTFOA	376.00	376.00
State of Idaho Funds			
	State Liquor Fund	6,360.00	
<b>Total State of Idaho Funds</b>			<b>6,360.00</b>
<b>Total 01 - GF REV</b>		<b>24,523.78</b>	<b>24,523.78</b>

**STREET FUND REVENUE**

Name	Account	Amount	Sub-Totals
<b>02 · SF REV</b>			
Road & Bridge			
	Road & Bridge Current	123.96	
	Road & Bridge P & I	94.14	
	Road & Bridge Arrears	187.55	
Total Road & Bridge			405.65
Stormwater/Encroachment			
	Utility Encroachment Permit	400.00	
Total Stormwater/Encroachment			400.00
Total Streets			
	<b>Total 02 · SF REV</b>	<b>805.65</b>	<b>805.65</b>
	<b>Total Income</b>	<b>25,329.43</b>	<b>25,329.43</b>

**City of Kootenai  
Treasurer Report August 2017**

**GENERAL FUND EXPENSES**

Name	Account	Amount	Sub-Totals
<b>10 · GF EXP</b>			
Bank Fees			
	Balance adjustments	-0.1	
	Bank Charges, Checks, Supplies	0	
Total Bank Fees			-0.1
Building Maintenance			
	Janitorial Service	70.00	
	Maintenance & Repairs	30.00	
Total Building Maintenance			100.00
Legal			
	Attorney	-	
Total Legal			-
Office Expenses			
	Internet Service	64.39	
	Office Supplies	-	
	Postage	-	
	Computer Maintenance/Repair	111.09	
Total Office Expenses			175.48
Park			
	Maintenance	655.00	
Total Park, Arbor Day & Earth Day			655.00

**GENERAL FUND EXPENSES - Cont.**

<b>Name</b>	<b>Account</b>	<b>Amount</b>	<b>Sub-Totals</b>
Planning & Zoning			
	Code Enforcement	-86.00	
	Planner	-247.00	
	Site Plans	-435.50	
	Subdivision Costs	-793.00	
<b>Total Planning &amp; Zoning</b>			<b>-1561.50</b>
10 · GF EXP Cont.			
	Electric & Gas	34.83	
	Garbage	0	
	Water	33.80	
	Telephone	90.25	
	Sewer	61.59	
<b>Total Utilities</b>			<b>220.47</b>
Wages & Benefits			
	Clerk/Treasurer	3,816.00	
	Council	400	
	Mayor	400	
	Payroll Taxes	353.12	
	Retirement Fund - PERSI	522.53	
	Workers Compensation	0	
6560 · Payroll Expenses	Blue Cross	253.48	
	Intuit Payroll Services	424.00	
			<b>6,169.13</b>
<b>Total Wages &amp; Benefits</b>			
	<b>Total 10 · GF EXP</b>	<b>5,758.48</b>	<b>5,758.48</b>

**City of Kootenai**  
**Treasurer Report August 2017**

<b>STREET FUND EXPENSES</b>			
<b>Name</b>	<b>Account</b>	<b>Amount</b>	<b>Sub-Totals</b>
<b>20 · SF EXP</b>			
Ditches	Maintence	45	
Total Ditches			45
Stormwater			
	Culvert Permit Deposit Refund	-	
Total Stormwater			-
Street Maintenance			
	Street Engineer	-	
	Chip Seal - Interstate Concrete	-	
Total Streets			-
Utilities, Streets			
	Street Engineer		
	Signal Lights	41.22	
	Street Lights	0	
Total Utilities, Streets			41.22
Transportation			
	SPOT		
Total Transportation			
	<b>Total 20 · SF EXP</b>	<b>86.22</b>	<b>86.22</b>
	<b>Total Expense</b>	<b>5,844.70</b>	<b>5,844.70</b>
	<b>Total Income</b>		<b>25,329.43</b>
<b>Net Income</b>			<b>19,484.73</b>



## MEMORANDUM

---

**DATE:** August 31, 2017  
**TO:** Mayor Lewis and Council Members  
**FROM:** A. Jay Hassell, P.E., Contract City Engineer  
**SUBJECT:** September 2017 Council Report from Engineering

---

### 2016 Chip Seal Project Issues

The 2016 Chip Seal issues on Second Avenue were addressed by re-chip sealing the road during the completion of the 2017 Chip Seal project this month.

### 2017 Chip Seal Project Update

The following roads were chip sealed this month:

Roadway	Description of Work	Limits
1st Avenue	Chip Seal – Base Bid	Spokane Street to SH-200
Kootenai Street	Chip Seal – Base Bid	1st Avenue to 2nd Avenue
Helena Street	Chip Seal – Base Bid	1st Avenue to 2nd Avenue
Main Street	Chip Seal – Alt Bid A	2 <sup>nd</sup> Avenue to north 300-ft

The work looks good. Due to the Cities low volume traffic, there will continue to be a small amount of loose rock as we head into fall (part of a chip seal project relies on cars to set the chip into the oil).

The work is done for this year. I have set a reminder in July 2018 (a one year walk through) to review the results.

### Street Pavement Markings

As of 8/30/17 the Independent Highway District was finishing the repainting of City Stop Bars. The work should be completed by the time the council meets.

### 2017 Stormwater Maintenance work

The Independent Highway District will be conducting storm water ditching maintenance and reshaping starting the week of September 11, 2017. As a reminder, we are planning on working on West side of Main Street from Rebecca to Kootenai Meadows and then eastbound on south side of Kootenai Meadows to Keegan.



**J-U-B ENGINEERS, INC.**

J-U-B COMPANIES



**THE  
LANGDON  
GROUP**



**GATEWAY  
MAPPING  
INC.**

### **Future Capital Improvement Projects**

I started collecting limited data on McGhee and Main Street for construction estimating purposes. I have measured and reviewed pavement and edge conditions.

Still to be completed in September are the pavement and soil core samples for testing at a lab.

The pre-work for preparing accurate budgets for repairing these projects and will be completed within the existing Street budget line items for Misc. Street projects and Future Street expenses.

### **SH 200 Crossing RRFB's**

It was brought to the cities attention that the existing SH 200 pedestrian crossing Rectangular Rapid Flashing Beacons (RRFB's) and Kootenai Bay Rd to Seven Sisters Drive are not working. Additionally, the crossing was not officially permitted. However, ITD understood that verbal communication had taken place at the time between the City and ITD for the RRFB installation.

To clean up the paperwork and keep the RRFB's in place, ITD is requiring the city repair the beacons, retroactively, file an application for a permit and also enter into a MOU with ITD for the RRFB's. The City has been working with a contractor to get a quote for repair and I am working with ITD on the permit application. I have received the draft Memorandum of Understanding (MOU) between the City and ITD from ITD. By the time council meets I will have reviewed the draft, provide edits and forwarding the MOU to the Clerk and legal for review.



**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, 2017  
Re: **Planning summary for September 5, 2017 City Council meeting**

---

**Building Permit Activity**

The City of Kootenai received two new building permit applications since the last monthly report, bringing the total number of building permit applications received to 22 for the year. The two new applications are for single-family homes to be constructed in the Seven Sisters subdivision.

**Fencing Standards:**

At the August 23<sup>rd</sup> code/comp plan public workshop, Council discussed with planning staff the current issues regarding fence setbacks, height, and other standards. Staff agreed to begin a review of current code and provide regular updates to Council on research and suggested amendments to current city code. I have drafted a comparison of city code to other jurisdictions, and offer the following:

- Kootenai City Code does not specifically address setback requirements for fencing;
- Kootenai City Code does not define a structure;
- Most city codes define structures and exclude fences under 6 or 8 feet as being exempt from structure definition;
- Fences are treated as structures when taller than 6 or 8 feet and must meet all yard setbacks;
- Depending on height of fence, most cities allow fences to be along property lines, and within the required front, side, and rear setback;
- Intersection visibility standards are required;
- Many cities do not allow mounding or berming of soil or other materials to increase the height of fencing;
- Most cities require heights to be measured from finished grade to highest point of fence; none seem to address questions of added finials, lighting, fence caps, etc.

I will continue to develop suggested language for Kootenai City Code and will provide updates to the Council at either regular meetings or scheduled workshops.



MEMO

To: Kootenai City Council and Mayor  
From: Ronda L. Whittaker, City Clerk/Treasurer  
Date: August 31, 2017  
RE: Inquireis addressed during the Month

---

**Fencing:** The City has received several inquiries about fencing regulations.

**RV Storage:** The City has received an inquiry about canopy coverings for RVs

**Small storage building demolition:** A resident called to make sure that it was okay to destroy a small storage unit on her property.

**Bonner County All Hazard Mitigation Team:** Bonner County asked the City to copie all codes related to the regulation of open fires, fireworks, stormwater and nuisance weeds.

**City Clean Up:** The City has sent out several advisories about weed and garbage clean up.

**City Contracts for Services:** Mayor Lewis has asked to review all Contracts for Services.

**Elections:** The City has received one Declaration of Candidacy thusfar.

**Audit:** The State Registry has requested a copy of the audits for the years 13-16.

CITY OF KOOTENAI  
2017 Quarterly Financial Report  
April 1, 2017 to June 30, 2017

	BUDGET	YTD	% REV/EXP
General Fund Revenue	\$171,715	\$ 129,107	0.75%
Expenditures	\$171,715	\$ 107,693	0.63%
Street Fund Revenue	\$ 76,093	\$ 51,752	0.68%
Expenditures	\$ 76,093	\$ 19,876	0.26%

Citizens are invited to inspect the detailed supporting records of the above financial statements.

Ronda L. Whittaker, City Clerk/Treasurer  
8/10/17