



City of Kootenai
COUNCIL MEETING MINUTES

DATE: June 1, 2021

TIME: 6:30 p.m.

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

City Clerk opened the telephonic/video line for phone and/or video attendance.

Roll Call: Councilman Sundquist – HERE, Councilwoman Mjelde – HERE, Councilman Schock – HERE, and Councilwoman Bauer – HERE via Phone Conference.

Staff Present: City Planner, Clare Marley of Ruen Yeager, City Attorney, Benjamin Allen of Silver Valley Law

Amendments to the Agenda –None were introduced.

Others Present: Vern Roof and Brad Mitton representing Northside Fire Department, Lieutenant Chamberlain with Sandpoint Law Enforcement.

Public Comment – Vern Roof provided a summary of what impact fees for new development to Northside Fire Department would do for the community.

Announcements – None were given.

1. Consent Agenda:

Mayor Lewis asked Council for a motion to approve the Consent Agenda.

Councilman Sundquist made a motion to approve the Consent Agenda, 2nd by Councilman Schock; roll call vote:

Councilman Sundquist – AYE

Councilwoman Bauer– AYE

Councilwoman Mjelde – AYE

Councilman Schock – AYE

2. Reports:

2.A. Mayor: Mayor Lewis stated that the BCATT meeting was lengthy lasting 4 hours as there were a lot of materials to cover. She advised that there was not legislative summary or update as legislature is still in session.

2.B. City Engineer: Written Report Summary – No further discussion

2.C. City Planner: Written Report Summary – Attached – Specific Topics were discussed:

2.C1 Contract Land Use Planner Rate Increase – Clare advised Council that rates had not increased for many years, and it was now time to consider doing so. Council expressed their satisfaction of the services that have been provided thus far and had no issues with increasing rates. **Councilwoman Mjelde made a motion to approve rate increases for Land Use Planning Services, 2nd by Councilman Schock; roll call vote:**

Councilman Sundquist – AYE

Councilwoman Bauer– AYE

Councilwoman Mjelde – AYE

Councilman Schock – AYE

2.C4 Bonner County – AM0004-21 – Council expressed their concerns that the proposed amendment did not specify what type of operation could be reintroduced to an existing non-conforming mining operation if it were abandoned. Councilman Sundquist stated that the amendment needs to be less ambiguous as what could be reintroduced; definitions are needed. There was also discussion that the County has eliminated public hearing with these decisions. Councilwoman Bauer stated that as it stands, they could put a batch plant in if they choose. Council agreed that the City needs to respond to the proposed amendment with their concerns.

2.C5 Bonner County – SS0001-21 – Council expressed their concern that there was still only one way in and out of that area which causes a problem if there were an emergency, and a train was delayed on the track. They also stated that the existing bridge was dilapidated which they felt would be a consideration if emergency vehicles needed to access the property. They also expressed their concern that a large portion of the property was submerged lands making it another great challenge for emergency vehicles to get to the properties. Council agreed that the City should respond to the proposed replat with their concerns.

2.C6 Wahlin Property Line Adjustment – File PLA07-21 – Council expressed their concern that the split would create a non-conforming lot as the existing building may cover over 40% of the Lot. They also expressed their concern that the applicant had submitted a recorded survey and the City had not yet approved the split. There was concern that the revisions on the existing building had not been given a certificate of occupation and were confused as to whether the existing building was still a Church or a residence. There was also concern that if the existing building were still a Church would there be adequate parking. Councilman Sundquist stated he had thought that in the past the applicant was advised that the lot could not be split. Council agreed that there were too many unanswered issues related to the proposed line adjustment. **Councilwoman Bauer made a motion to continue this File #PLA01-21 to a future date in order to obtain additional information, 2nd by Councilman Sundquist; roll call:**

Councilman Sundquist – AYE
Councilwoman Bauer – AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

2.D. City of Sandpoint Law Enforcement: - Attached – Mayor Lewis asked if there was a specific time when legal issues are more prevalent within the City. She stated that she was trying to get a neighborhood watch going. Lieutenant Chamberlain stated that there was not really. Councilwoman Mjelde asked how the new pickup route at the school was coming along. Lieutenant Chamberlain stated all was running smoothly. She also asked about the monitoring of dump trucks routes. Lieutenant Chamberlain stated that he had not seen any issues thus far. She stated that she had seen an uncovered dump truck going through the City going at least 35 mph. Lieutenant Chamberlain asked about what time of the day. Councilwoman Mjelde stated that it was about 9:00 a.m. She asked Lieutenant Chamberlain if he knew if someone was living in the area where the sawdust pile is on the South side of Hwy 200. She was concerned that there was a person who visits that area often who drives little brown car; she stated he is there about three or four hours each day. She suggested a welfare check.

2.E. Selkirks-Pend d’Oreille Transit (SPOT) – Mayor stated the system was under Federal Law therefore masks were mandated.

2.F. Clerk – Written Report – Attached – Ronda asked Council if they would allow her to reach out for additional funds to help fund the ADA swing. Council agreed. She also advised that a new ADA sign will be placed in the City’s parking lot that will be taller and more visible in hopes that it will not be run over again. There was discussion about enlarging the parking lot. Councilman Schock and Councilman Sundquist both disagreed that the parking lot be enlarged before there was a plan approved for future use of the property. Council agreed. There was no further discussion.

3. Discussion/Action Items

3.1 Bonner County Addressing Memorandum of Understanding (MOU) – Attorney Allen stated that the recommended changes would be up to Council. He stated that he did not have any concerns with the proposed revisions. He stated that he thought that the main issue was that the County did not like the timeline to be extended out to the next meeting taking sometimes 30 days to get street names and addressing approved. Council discussed that this MOU was for new development, and it can take several months for the process for approval to take place, therefore there would be plenty of time for street naming and addressing to be discussed and approved. Again, Council confirmed that a developer would first reach out to the County for approved street names before the plat even came to the City. Mayor stated she would meet with Mr. Snyder and Commissioner Connelly confirming that the City is fine with what was originally proposed and confirm that the MOU is for new development and not for readdressing.

3.2 City of Ponderay – AM21-0022 – Council agreed that the amendment has only to do with the city of Ponderay and there was no need for comment from the City.

3.3 District Fire Department Impact Fees – Council agreed that it would be in the best interest of the City to begin the process of implementing new development impact fees.

3.4 Sub-Pump Drainage re-route – Ronda stated that she had meet with Independent Highway District and was advised that in coordination with the City’s Engineer they would propose a drainage system that would run along the cement base of the building to the base of the employee parking area and out onto an area within the vacant property. Council expressed their concern about above ground drainage as it will freeze in the winter and wanted the system to drain into the stormwater swale and not onto the vacant land and advised that it should be buried below the frost line to prevent freezing. They also agreed that the area near the building should be backfilled with a gravel/rock component to wick away drainage from the roof. **Councilwoman Mjelde made a motion that fix the sub-pump drainage to the best of their ability subject to the City’s Engineer’s recommendation, 2nd by Councilman Sundquist; roll call vote:**

Councilman Sundquist – AYE
Councilwoman Bauer– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

3.5 Tree Inventory – Garth explained to Council that he had proposed to meet with the City Clerk to go over areas within the City that may not have been inventoried yet. He advised that once he had completed the inventory, he would submit a summary of tree health to the City for consideration. Council discussed that failing trees within the Seven Sisters and agreed that the information that was provided for that area should be forwarded to the Homeowner’s Association as it is the property owners who are responsible to keep the trees

healthy. There was also discussion about the warrantee or regulation for street tree health once they were put in as there were some phases of the development that are fairly new.

Executive Session – Councilman Sundquist made a motion to enter into Executive Session in accordance with Idaho Code 74-206(f) at 7:22 p.m., 2nd by Councilman Schock; roll call vote:

Councilman Sundquist – AYE
Councilwoman Bauer– AYE

Councilwoman Mjelde – Not Present
Councilman Schock – AYE

Mayor Lewis adjourned the meeting at 8:52 p.m.

Submitted by:
Ronda L. Whittaker/City Clerk

City of Kootenai
Treasurer Report May 2021

Mt. West Money Market	\$	74,243.68	0.05% APY
Mt. West Checking	\$	131,078.96	0.01% APY
Idaho Central Credit Union	\$	390,898.19	1.85%
Park Fund	\$	4,000.09	
Total Cash Assets	\$	600,220.92	

INCOME/GENERAL FUND

Name	Account	Amount	Sub-Totals
01 - GF REV			
Franchise Fees			
	Avista Corporation	0.00	
	Northland Cable Television	0.00	
	Waste Management, Inc	0.00	
Total Franchise Fees		0.00	0.00
Interest			
	Interest, MW Money Market	2.95	
	Interest, MW Checking	1.13	
	Park Fund	0.03	
	ICCU CD1	0.00	
	ICCU CD2	0.00	
Total Interest		4.11	4.11
Licenses & Permits	Business Licenses	0.00	0.00
Law Enforcement Fines		0.00	0.00
Planning & Zoning Fees & Permit			
	Building Permits	0.00	
	Subdivision Fees/Lot Line Adjustment	500.00	
Total Planning & Zoning Fees & Permit		500.00	500.00
Property Tax			
	Arrears Property Tax	287.25	
	Penalty & Interest	2.38	
	Property Tax Current	0.00	
	Recovered Homeowners Exemption	0.00	
Total Property Tax		289.63	289.63
Rents			
	City Hall Rental	200.00	
	Post Office Rent	280.00	
Total Rents		480.00	480.00
State of Idaho Funds			
	State Liquor Fund	0.00	
	State Revenue Sharing	0.00	
Total State of Idaho Funds		0.00	0.00
	Total 01 - GF REV	1,273.74	1,273.74

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	1.80	
	Road & Bridge Arrears	219.74	
Total Road & Bridge			221.54
Road & Streets			
Total Road & Streets			221.54
Stormwater/Encroachment			
	Culvert Encroachment Deposit	0.00	
Total Stormwater/Encroachment			0.00
	Total 02 · SF REV	221.54	221.54
	Total Income	1,495.28	1,495.28

City of Kootenai
Treasurer Report May 2021
EXPENSES/General Fund

Name	Account	Amount	Sub-Totals
10 · GF EXP			
Accounting & Audit		0.00	0.00
Bank Charges		0.00	0.00
Dues and Memberships	CostCo	0.00	0.00
Building Maintenance			
	Janitorial Service	60.00	
	Furniture & Fixtures	0.00	
	Custodal Supplies	0.00	
	Building Security	177.64	
Total Building Maintenance			237.64
Insurance	ICRMP	0.00	
	Legal Notices	0.00	
Total Legal			0.00
Office Expenses			
	Computer Maintenance/Repair	0.00	
	Internet Service	76.18	
	Office Supplies	0.00	
	Other/Easter/Mayor	0.00	
Total Office Expenses			76.18
Park, Arbor Day & Earth Day		0.00	
	Maintenance - Landscaping	859.07	
Total Park, Arbor Day & Earth Day			859.07
Planning & Zoning			
	Planner	356.00	
	Subdivision Fees	0.00	
	Ordinance Revisions/Comp Plan	258.00	
	Engineer	0.00	
	Code Enforcement	0.00	
	Building Permits	196.50	
	Zoning Map	0.00	
Total Planning & Zoning			810.50

City of Kootenai
Treasurer Report May 2021
EXPENSES/General Fund - cont.

Name	Account	Amount	Sub-Totals
Training Workshops			
	Training Expenses	0.00	
	Meals	0.00	
	Milage	38.11	
Total Training Workshops			38.11
Utilities			
	Electric & Gas	94.54	
	Garbage	0.00	
	Telephone	0.00	
	Water	17.30	
	Sewer	77.76	
Total Utilities			189.60
Wages & Benefits			
	Clerk/Treasurer	3,460.80	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	341.24	
	Retirement Fund - PERSI	517.71	
6560 · Payroll Expenses	Health Insurance	631.64	
	Wages & Benefits	-131.64	
	Payroll Expense/Intuit	10.00	
Total Wages & Benefits		5,829.75	5,829.75
Total 10 · GF EXP		8,040.85	8,040.85

City of Kootenai
Treasurer Report May 2021
EXPENSES/Street

Name	Account	Amount	Sub-Totals
20 - SF EXP			
Ditches	Maintenance	110.00	
Total Ditches			110.00
Stormwater			
	Culvert Inspections	0.00	
	Engineer	0	
Total Stormwater			0.00
Streets			
	Materials	0	
	Engineer	0	
	Capital Improvement Project/KM		
	Signs	0	
Total Streets			0.00
Utilities, Streets			
	Signal Lights	37.91	
	Street Lights	890.00	
Total Utilities, Streets			927.91
	Total 20 - SF EXP	1,037.91	1,037.91
	Total Expense	9,078.76	9,078.76
 Net Income			 -7,583.48



MEMO

To: Mayor Lewis and Council Members

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

Date: May 27, 2021

Re: Council Meeting Report for May Engineering Activities

Engineering activities for the month of May were associated with future Highway 200 improvements, design of the 2nd Avenue extension and utility permitting.

Highway 200 Improvements

The Idaho Transportation Department design group has been working on the pathway project that the City of Kootenai applied for through the Transportation Alternatives Program. The design team for ITD modified the preferred alternative for the preliminary engineering design and presented the updated exhibit and cost estimate. These updates were shared with the City Council at the May 4, 2021 meeting.

2nd Avenue Extension

The design plans for the 2nd Avenue improvements to build and pave a roadway between Boise St and Humbird St are in process. AVISTA is planning to install a gas line within the right-of-way at the end of June and the Independent Highway District is scheduling the dirt work, culvert and rock placement after the 4th of July. Plans and specifications will be completed and bid pricing will be solicited from Public Works Contractors and presented to Council for consideration at a future meeting.

Permit Activities

ENU 003-021 – AVISTA Utilities applied for a permit to install a 2" gas main within the 2nd Avenue right-of-way between Boise St and Humbird St. The proposed work will be completed with the City's 2nd Avenue extension project and is intended to increase reliability of the system within the City. The permit also includes the relocation of an existing power pole that will need to be moved to accommodate the new City roadway.

ENU 004-021 – AVISTA Utilities applied for a permit to replace a tee and run a new service at 208 W. Central Avenue.

ENU 005-021 – AVISTA Utilities applied for a permit to install a new gas service at 209 Hope Street. Construction is scheduled to take place at the end of June so that work can be performed during the summer break and reduce conflict with school drop off and pick up activities.

TING Fiber – Ting has submitted plans for expansion of the fiber network within the City right-of-way. Plans are in the process of being reviewed.



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MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner
Date: May 25, 2021
Re: **Planning update for June 1, 2021 City Council meeting**

Building permit activity: ADVISORY ONLY. The City did not receive any new building permit applications during May.

Land use application activity: ADVISORY ONLY. A property line adjustment application was received during May. File #PLA01-21, Wahlin, is addressed in a separate memo.

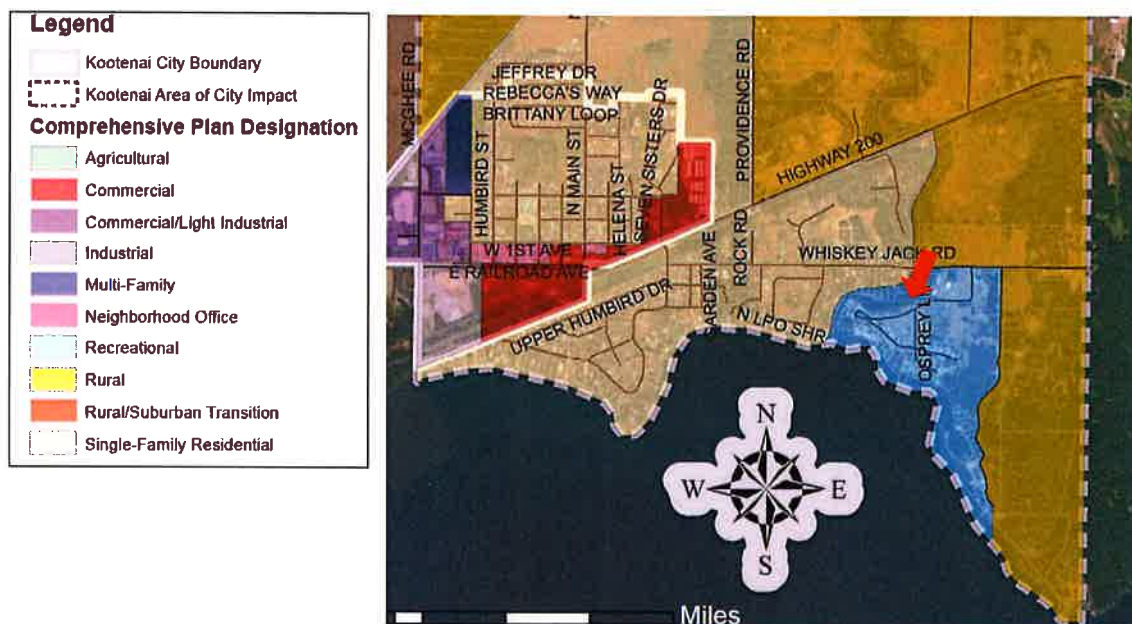
Census data and Comp Plan: ADVISORY ONLY: Staff is continuing to work on the comprehensive plan narratives and draft policy statements. Once the population information is available from the U.S. Census, staff should be ready to print a second draft for Council review and eventual workshop.

Area of City Impact Comment: ACTION ITEMS: (City Council review and comment is required by Section 8-3D-6 for Bonner County land use actions with Kootenai Area of City Impact.)

Whiskey Jack, SS0001-21

- **Applicant:** Tricore Investments, LLC
- **Summary of Proposal:** Applicants are requesting preliminary plat approval for a short plat replat of Lot 3 of the Whiskey Jack Subdivision to create 8 lots out of the 2.9 acre lot. Lots will range in size from 13,960 SF to 17,947 SF with 1.9 acres of land being submerged lands. The property has critical wildlife habitat as Boyer Slough hosts waterfowl, Bald Eagles, and ospreys. The proposed development will be served by Whiskey Jack Circle, a private, 24' wide road. The sites will be served by the Kootenai-Ponderay Sewer District, Oden Water Association, Inc., North Side Fire District, and Avista Utilities.
- **Compliance with Comp Plan:**
 - The property is located within the City of Kootenai's ACI area which currently has the city comprehensive plan map designation of Rural due to a mapping error that is being addressed with the city Plan update. The Council has directed staff to correct the pending Plan map to show this area as Recreational.
 - The Rural designations states, *Small agricultural uses and residential uses are permitted, with minimum lot sizes of 5 acres.*
 - The proposed lots are all less than 1 acre in size.
 - The Recreational designation envisions a variety of uses and housing types consistent with recreational uses. The minimum lot size in the current Recreational district is 10,650 square feet.

- **Concerns:**
 - The proposed lots are under the allowed lot size for the Rural designation of the City's comp plan. If these lots were to be incorporated into the City of Kootenai, they would be non-conforming for the comp plan map designation of the area, although the City intends to amend the map to Recreational at a later date.
 - Whiskey Jack Circle connects to Whiskey Jack Road, which has a single exit and entry onto Highway 2. Emergency vehicles could be delayed and quick exit from the area in case of an emergency is limited due to one, narrow way out.
 - The Whiskey Jack railroad crossing is often blocked for up to 25 minutes by long trains and train issues. An increase in density could cause further delays for emergency vehicles due to traffic congestion.
 - Boyer Slough (applicant incorrectly states this waterway as Morton Slough) is a habitat area for waterfowl, Bald Eagles, and osprey. The proposed lots all have submerged lands. Increased density in the Boyer Slough area could negatively impact the species that rely on it as habitat.
 - The signature page of the proposed plat was not included in the documents posted to the Bonner County Planning Department's website. The City is unable to see any notes/information included on that page or to confirm the City ACI certificate is on the plat.
 - No open space is proposed.
- The site is within the City of Kootenai's Area of City Impact (ACI). Kootenai City Code §8-3D-6 requires any request for development within the ACI be referred to the City Council for review and comment. The City has 40 days to provide comment to Bonner County. The county notice requests a response by **June 07, 2021**. Potential impacts to the City should be evaluated, and may include effects of noise, traffic congestion, impact to the pathways, and access to the site by emergency vehicles on Whiskey Jack Road. A map of the proposed ACI is copied below. Please advise if the Council wishes to provide comment on this project.



Comprehensive Plan Map (draft, reflecting proposed designations)



Location of subject lot proposed to be divided into 8 lots.

File #AM0004-21, Bonner County has invited comment on a proposed land use code text amendment regarding non-conforming standards and effects on mining operations. The proposed change (attached) would allow mines to be expanded within the boundaries of the existing parcel. The second part of the amendment changes the length of time by which a mine is judged as abandoned from 3 years to 10 years. Since a mine is located within the Kootenai ACI, the City may wish to comment on the proposed changes. The 3-year benchmark for abandonment of mines was based on Idaho Code, when first adopted by the county. The 10-year abandonment rule is a newer Local Land Use Planning Act for all uses, and was created to prevent landowners from losing their rights to operate a grandfathered use while it is being sold or other pauses in use.



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MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner & Tessa Vogel, Assistant Planner
Date: May 27, 2021
Re: **File PLA01-21 Wahlin**

Joel and Leslie Wahlin have filed an application with the City of Kootenai for a lot line adjustment of platted lots within the original Kootenai Townsite. The Wahlins are requesting approval of the adjustment to change the direction of the dividing line between Lots 7 and 8 and Block 9 from an east/west to a north/south line. The lot sizes would remain the same. (See attached application and record of survey.) The properties are zoned Single-Family Residential R-1. The lots are existing, legally non-conforming lots of about 7,100 square feet each.

Kootenai City Code (KCC) Section 9-8-5 requires the City Council to review the request and make a final determination after receiving a recommendation from the city planner.

Background: The application was received May 6, 2021 and determined complete May 18, 2021. Staff requested draft copies of the proposed new lot configurations, as required by Kootenai City Code Section 9-8-4B. However, the title company recorded the deeds prematurely on May 13, 2021. The deeds were to be recorded after City Council approves the lot line adjustment. The applicants are seeking the lot line adjustment because the current lot line runs through the middle of the existing building at 221 West Central Avenue. The property was formerly owned by Kootenai Community Church. A record of survey is part of the file records.



Procedures: After staff has completed a review of the request and determined the application is complete, the city planner shall provide a written recommendation to the City Council. The Council shall consider the recommendation and approve, deny, or continue the matter. The decision shall be based upon the standards of review and shall include a reasoned statement and written decision. If approved, the applicants may either record deeds reflecting the reconfigured lots or file a replat. The applicants have recorded deeds.

Standards of Review: Section 12-8-5 B, KCC requires lot line adjustments comply with certain standards. These standards and the application compliance are:

Standards, Section 9-8-5 B	Evidence of record
<p>1. No additional lots are created No lots are reduced below minimum lot size If lots are already non-conforming, none may be made smaller than the original</p>	<p>There are 2 original lots and 2 proposed reconfigured lots. Both lots are non-conforming, grandfathered legal lots of about 7,100 square feet. The newly configured lots remain the same size.</p>
<p>2. The proposed lot line adjustment is in accord with the subdivision and zoning district standards</p>	<p>The Single-Family Residential R1 zone minimum is 10,650 square feet. These lots were created in 1910 and predate zoning and subdivision laws of the City of Kootenai.</p>
<p>3. No additional city services or utilities are requested to be extended to serve these lots.</p>	<p>There are no requests for street, sewer, or water extensions. Kootenai-Ponderay Sewer District provided the required letter affirming a sewer main line is in place for this property. The District will provide services to the lot after user fees and required laterals are provided.</p>
<p>4. No right-of-way is being requested for dedication.</p>	<p>The lots are served by existing Central Avenue and Sprague Street. No rights-of-way are to be dedicated.</p>

City Planner Recommendation: The proposed lot line adjustment complies with the standards of Section 9-8-5B and is recommended to the City Council for approval. The lot line adjustment resolves an issue with the current lot line bisecting an existing building.

Draft Council Motions:

I MOVE TO **APPROVE** THE APPLICATION FILE #PLA01-21 FOR A LOT LINE ADJUSTMENT TO RECONFIGURE LOTS 7 AND 8, BLOCK 9, OF KOOTENAI TOWNSITE, FINDING THAT THE ADJUSTMENT IS IN COMPLIANCE WITH THE STANDARDS OF SECTION 9-8-5, KOOTENAI CITY CODE, AS EVIDENCED BY THE FILE RECORD.

I MOVE TO **CONTINUE** THIS FILE #PLA01-21 TO [DATE/TIME/PLACE] IN ORDER TO OBTAIN ADDITIONAL INFORMATION REGARDING:

I MOVE TO **DENY** THIS FILE #PLA01-21 FOR A LOT LINE ADJUSTMENT TO RECONFIGURE LOTS 7 AND 8, BLOCK 9, OF KOOTENAI TOWNSITE, FINDING THAT THE ADJUSTMENT IS NOT IN COMPLIANCE WITH THE STANDARDS OF SECTION 9-8-5, KOOTENAI CITY CODE, AS EVIDENCED BY THE FILE RECORD. THE ACTION THE APPLICANTS MAY TAKE TO OBTAIN APPROVAL IS TO:

May Overview of Calls for Service in Kootenai

Highlights for May 2021:

1 – DUI

1 – Drugs

1 – Warrant Arrest

1 – Trespass

2 – Suicide Treats

3 – Family Offenses

We handled over 40 total calls for service in Kootenai last month and conducted nearly 200 dedicated Kootenai patrols

We conducted speed enforcement at different times on Main St. and two citations were issued for speed.

Lt. Chamberlain



City of Sandpoint, Idaho
POLICE DEPARTMENT

1123 Lake Street, Sandpoint, Idaho 83864
(208) 265-1482 Fax: (208) 263-3587

Mayor

Report for April 2021

There were 38 total calls created for the City of Kootenai for the month of April, 2021. Of the 38 calls created, 6 calls were created for other agencies responding to Kootenai to assist.

These 6 calls do not fit the billing requirements.

We will be submitting billing for 32 calls for service.

Sandpoint's Calls for service

Welfare Check	4
Citizen Assist	3
VIN Inspection	3
Domestic Dispute	2
Previous Incident	2
Suspicious Person/Circumstance	2
Trespassing	2
911 Hang-up	1
Abandoned Vehicle	1
Non Injury Accident	1
Animal Problem	1
Misdemeanor Warrant Arrest	1
Battery	1
Civil Standby	1
Custodial Interference	1
Fraud	1

Harassment	1
Information	1
Juvenile Problem	1
Reckless Driving	1
Theft of Property	1

Patrol Highlights

- Citizen assist – Officer answer questions regarding officer’s response to his rental property.
- Welfare check - A welfare check was done on Rps daughter. Her mother had concerns of possible sexual abuse which had already been investigated. Her daughter has since moved to Minnesota to live with her grandmother, which was pre-planned due to issues she had been having with disobedience and getting into trouble.
- Welfare check- Officers were dispatched to Arnies gas station reference an intoxicated male wanting a ride. Upon arrival, officers located a highly intoxicated male who wanted a ride to the nearest training station so he could jump on board. Do to his level of intoxication, officers placed him on a detox hold. His bac was .239.
- Welfare Check – Officer responded to a 911 call to check the welfare of her son. Officer were able to locate her son who appeared to be taking care of himself and was not gravely disabled.
- Trespassing- Robert was reported as being very intoxicated and lying in the front yard of a Humbird Street residence. After Robert was cleared by medical, he was given a ride home by a friend. The homeowner didn't wish to pursue any charges.
- Battery – RP reported that upon returning home (Humbird St) for her lunch break, Michael walked up to her opened vehicle door and sprayed her in the face with bear spray. The RP reported she wished to pursue criminal charges of Battery against Michael
- Welfare check/runaway – RP reported her son Logan ran away from home. She last saw him at approximately 1800 hours and didn't know where he might have gone or who he might be staying with. She signed him as a runaway and he was entered into NCIC. He is on probation and has an ankle monitor. An email was sent to the school resource officers to attempt to locate him via probation. Logan was later located.
- Family offense - Officers responded to Humbird street for a reported domestic between a young male and female. Upon arriving we contacted two juveniles who had been in an altercation. They admitted to being engaged in a verbal altercation that also involved pushing. Neither were injured and neither wanted to pursue charges.
- Family offence – RP reported her husband was being verbally abusive and she feared it would possibly become physical. After speaking to her, she admitted her husband "attacked" on her in the bedroom earlier in the morning, however she refused to press charges over the incident. He agreed to leave the residence for the evening so they could stay separated.

School resource officer high lights

- Practiced safety hold at Kootenai elementary
- Bullying – students gathering around the post office and creating issues
- Delivered flyers to Kootenai for a kids fair.
- K-9 demonstration at Kootenai Elementary

Traffic stops

Verbal warnings	1
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Written Warning

Renew registration	3
Motorcycle endorsement	1
Total	4

Traffic citations issued

No insurance offense	1
Expired license	1
Failed to register vehicle	1
	3

Misdemeanor citations –

Possession of a controlled substance	1
Possession of drug paraphernalia	1
DUI	1
Open container	1
Mal injury to property	1
Battery	1
	6

To: Kootenai City Council and Mayor
From: Ronda L. Whittaker, City Clerk
Date: May 2021
RE: Clerk's Report



Website Activity – Continued update of the site. Working on downloading past information that was deleted.

Building Permit Inquiries – Screening questions about additions to existing homes; many are trying to add additional rooms; advising of setback regulations and additional hookup fees if needed. Collection of non-refundable initial fees. Ongoing inquiries regarding additions and/or inside improvements going on; some have been started without permits. I have been able to connect with them and permit applications have been picked up but not submitted.

Clean Up Issues – Still working on storage of RVs, Camp Trailers, and other larger storage in driveways and side yards. I am still working with the City's planner as to how the City can regulate this practice. When the driveway is used for storage of such items then the resident is having to park on the streets. Also, when these items are stored within the side yard it is encroaching on the setback requirements. There are a lot of properties who are creating a nuisance with their outside debris. I will be working with our City Attorney to see what the City can do to remedy this practice. The County will not allow the City to attach fees to property taxes. Notices have been sent out for debris cleanup where needed. Working with the Northside Fire Department and our building inspector, Pat Park to collaborate a notice to All Seasons regarding proper storage and clean up of unused supplies stored on the property and weed abatement in the area.

Working with Lignetics – Contacted the Department of Environmental Quality (DEQ). DEQ contact corporate with advisement that they needed to address air quality regarding sawdust issues. Lignetics has leveled the sawdust pile and repaired the screening. Eric Lawrence, the safety planner for Lignetics, advised that he will have a meeting with staff to discuss ongoing upkeep and control. DEQ stated that when there are high winds it is sometime hard to control the wind-blown sawdust and advised that Lignetics is required to be at 98% air quality.

Working with New Technology – Working and learning about new technology procedures and systems. Internet system is acting up. Have ordered a new router as the existing router is from 2009. The router is backordered, connections are sporadic at this point. Still ongoing – have not received an updated router.

Working with Independent Highway District (IHD) – Working with IHD to plan on when to start the drainage re-route project.

Playground Activity – Looking at grant opportunities to help fund the balance of what we need for the ADA swing. Prota Potty has been placed and is being regularly serviced.

Records Retention – Working on organizing and refiling the City's Building Permits for easy access.

Parking Lot – Working on getting a new ADA sign within the parking lot. Ryan suggested we put one in as ADA requires, we do so.

Spring is Here – A success 😊

Working with Ting – Ting had submitted to the City an Encroachment Permit Application for a City-wide project. This causes an issue with our fee schedule as they will be encroaching on several areas within the City which may require street cuts. I am working with the City's Street Engineer to figure out a cost-effective fee arrangement.