

# *City of Kootenai*

## SPECIAL MEETING AND BUDGET WORKSHOP MINUTES

DATE: July 21, 2021

TIME: 6:00 p.m.

**Mayor Lewis brought the meeting to order at 6:00 p.m.**  
**City Clerk opened online attendance.**

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

**Staff Present: City Planner, Clare Marley of Ruen Yeager, and Lieutenant Chamberlain with Sandpoint Law Enforcement**

**Amendments to the Agenda –None were introduced.**

**Others Present: Russell Joyner supporting potential appointment for Alternate Code Administrator**

**Public Comment – None were made.**

**Announcements – None were given.**

Russell was asked to introduce himself. Russell stated he was born in the state of Washington, Tri-Cities area, grew up in Hayden and went to Cd'A High School. He stated that he is a veteran and had a home security business at one time and that now he owns a security company which does everything from executive protection to security at construction sites, apartment complex facilities, business security, celebrity protection, etc. Councilwoman Mjelde asked the name of his current business. Russell stated it was Lake City Security. Councilman Sundquist asked staff if the City was paying for these proposed services. Ronda explained that the payment agreement would be based on a case-by-case agreement of some sort. Councilwoman Bauer asked if the City has a contract. Ronda stated that we did not. She stated that she felt that the services would be kind of like a process server; when we needed a measurement completed for a set back issue or pictures of a potential violation the City would call upon Russell to complete the task as an appointed position with the City and would then be able to testify in court that the information was true and correct. Councilman Sundquist asked what Russell's title would be. Ronda stated that the City Attorney had asked the City to appoint an alternate zoning administrator. She stated that the City's Planner was concerned at that title as it would give authority for whomever was appointed to sign off on plats and such. It was suggested that the title be renamed to alternate code administrator. Councilman Sundquist asked Russell if his background in security would enable him to coordinate with local law enforcement to ensure that any service would not escalate into anything that would harm citizens or himself. Russell stated that he had no problem with that and would absolutely coordinate with local law enforcement. Councilman Sundquist confirmed that Russell would have no problem with coordinating with the police to make sure that those kinds of things didn't happen. He stated that the City has a persona to live up to and we are not trying to be heavy handed or hard core, on the other hand, we do have ordinances that we want enforced and we need somebody to go and get measurements or at some point knock on doors and say seven out of ten cars on your lot are out of compliance and the City needs you to do something with them and smile and hand them a piece of paper that says this is what you need to do. Councilwoman Mjelde asked Lieutenant Chamberlain if the procedure would be that if Russell had to do something like what was explained, he could call law enforcement for back up or presence. Councilman Sundquist stated that law enforcement would be coincidentally in the area. Lieutenant Chamberlain agreed that yes, they should receive a call every time Russell projects being involved in such a task. Councilman Sundquist confirmed that this is the service that the City wants. Russell stated that he did not know the scope of services that the City wanted, but he assured Council that he had plenty of experience working with law enforcement and accomplishing tasks as stated. He would call into

dispatch and let them know where he is and at what time and let them know when he left; this would help law enforcement if there were an incident within the area after his visit; law enforcement would have a time record. He stated that he has an application that would give a printout of the task which would include time and results of the task. He also stated that he assumed that he would be representing the city of Kootenai and not Lake City Security and would need signage to indicate that. Ronda advised Council that the appointment did not need to happen now and that it may be in the City's best interest to reach out to its Attorney and request a scope of work and a proposed contract to be considered by the City and Russell. Councilwoman Bauer agreed that we could table the appointment or appoint with a contingency that a contract would be in place. She stated that she liked the process of contacting dispatch before a task that way there isn't a problem as she has experienced unknown people from the County in her yard and she showed concern until they identified themselves as County Assessors. She was concerned as there were no badges or anything identifying them. She stated that she wanted to make sure that Russell had appropriate signage or showing identification that he was representing the City. Russell stated that as a contracted position, Lake City Security had all the liability insurances and certifications needed. Councilman Schock stated that each situation will be different and asked if the City is planning on doing a different contract every time, we need his services or a generic contract that would include a scope of work. Mayor agreed that it should be a generic contract. Councilman Sundquist agreed that the City's Attorney needed to draft a scope of work and a contract which would provide fees for services. He thought that the Mayor should be able to approve such a contract. Councilman Sundquist asked Clare if she was in approval of that. Clare mentioned that her concern was that if one were to go onto a property it would be warrantless so for Russell to go onto a property for a criminal or civil violation, he should have a warrant. Russell stated that just like the County, if a property owner did not want you on the property, they can ask you to leave; if you have a warrant you can complete the task. Councilwoman Mjelde stated that pictures could be taken from the road and there would be no need to go onto the property. Clare stated that that is where it may become an issue as sometimes on-site measurements are needed. Russell stated that his experience was that if there is correct signage and/or badging and an explanation of what is being completed most people are fine with his presence. Councilman Sundquist stated that he felt that it would be regulated by the nature of why he was doing it and he suspected that in a most current situation they would not allow his presence. There was discussion about how measurements can be taken without entering onto a property using units of size with a picture. Council agreed that a warrant would be in the City's best interest. Lieutenant Chamberlain stated that with a warrant the property owner would not need to be present but that the warrant would need to be left at their door. Council agreed that it would be in the City's best interest for the City to have a scope of work laid out in a contract. This way if there were any complaints the City would have a contract in place. Russell concurred with Council stating that this type of checks and balances protects everyone involved. Councilman Schock stated that the contract should clarify the need for a warrant when applicable. Council asked who would get a warrant. Council agreed that the City's Attorney would guide that need. **Councilwoman Bauer moved to table the appointment until the August Council meeting, 2<sup>nd</sup> by Councilman Schock; roll call vote:**

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

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

Mayor Lewis adjourned the special meeting at 6:25 p.m.

## Budget Workshop

**Members Present:** Mayor Lewis, Councilwoman Bauer, Councilman Schock, Councilman Sundquist and Councilwoman Mjelde.

**Staff Present:** City Clerk/Treasurer, Ronda L. Whittaker, City Planner, Clare Marley, and Lieutenant Chamberlain with Sandpoint Law Enforcement

**Others Present from the Sign-In Sheet:** None

### A. Budget Workshop

Ronda reminded Council that this was the second workshop and that she had adjusted the budget worksheet appropriate to the suggested revisions from the last workshop. She advised Council that the Street expense fund needed to be adjusted by \$5,050 to match the proposed revenues. She also advised that with the up-to-date expense report some of the General Fund line items needed to be adjusted. The mayor, council and staff went over and discussed Ronda's concerns and suggestions. Line items of special interest and discussion:

#### Street Fund Revenue/Expense

- **Expenses** – Council proposed the following expense adjustments:
- **Mobility Plan/Bike & Pedestrian Paths** – Decrease the projected expense from \$5,000 to \$2,500.
- **Surveys ROW's** – Decrease the projected expense from \$5,000 to \$2,450.

#### General Revenue/Expense

- **Expenses** – Council proposed the following expense adjustments:
- **Building Security** – Council suggested an increase from \$1,500 to \$2,500 to insure there are funds available if the security cameras need to be replaced.
- **Computer Maintenance and Repair** – Council suggested an increase from \$1,000 to \$1,500 as the City now has more technology in place that need to be maintained.
- **Vegetation Management** – Council discussed the need to provide funds for emergency vegetation management. Council agreed to add a budget line to the general fund in the amount of \$10,000.

**Law Enforcement** – Mayor advised that the Sandpoint Police Department is now working with the City to enforce no-parking on City streets during snow season. Council suggested that the City ask Kootenai-Ponderay Sewer District to add an advisement that cars parked on the street during snow season will now be towed.

- **Alternate Code Administrator** – Council discussed the need to add a budget line to general fund for an alternate code administrator in the amount of \$1,000.
- **Employee Wages** – Ronda advised Council that the current health insurance plan was increasing by 6% and the deductible would also increase from \$5,000 to \$7,500. She reminded Council that the City's employees are already paying over 20% of the costs for health insurance and this increase would be an additional burden to their employees. She advised that the State Exchange had now been adjusted to allow increased income and would be available and the plans are better and more obtainable. Council agreed to adjust employee wages by the amount within the health insurance budget line for employees to seek more affordable health insurance.

Meeting adjourned at 7:13 p.m.

Submitted by:

Ronda L. Whittaker

City Clerk/Treasurer