



*City of Kootenai*  
**COUNCIL MEETING MINUTES**

**DATE:** October 5, 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 – PRESENT, Councilwoman Mjelde – HERE, Councilman Schock – HERE, and Councilwoman Bauer – HERE.**

**Staff Present: City Clerk, Ronda L Whittaker, and City Engineer, Ryan Luttmann of Century West**

**Amendments to the Agenda –None were proposed**

**Announcements – None were given.**

**Others Present: Joseph Rafferty, City resident, Sandra Furlini, City resident, Doris Nuss, City resident, Julie Washburn, City resident, .and Lieutenant Steven Chamberlain of Sandpoint Law Enforcement.**

**Public Comment – None were made.**

**1. Consent Agenda:**

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

**Councilman Schock moved to approve the Consent Agenda, 2<sup>nd</sup> by Councilwoman Bauer; roll call vote:**

**Councilman Sundquist – AYE**

**Councilwoman Mjelde – AYE**

**Councilwoman Bauer– AYE**

**Councilman Schock – AYE**

**2. Reports:**

**2.A. Mayor:** Mayor Lewis stated she had nothing to report.

**2.B. City Engineer:** Written Report Summary – Attached – Specific items were discussed:

**2.B4 Amendment #3 and Authorization for Engineering Consulting Services –**

Ryan stated that it was necessary to amend the current Agreement each year so that Century West can calculate costs for each year. Councilwoman Bauer asked if he had any significant increases to his rates this year. Ryan stated that he uses a Time & Materials based on a fixed labor multiplier to keep costs down but that there were no increases to the City.

**Councilwoman Mjelde moved to approve Amendment #3 and Authorization for Engineering Consulting Services, 2<sup>nd</sup> by Councilwoman Bauer; roll call vote:**

**Councilman Sundquist – AYE**

**Councilwoman Mjelde – AYE**

**Councilwoman Bauer– AYE**

**Councilman Schock – AYE**

**2.C. City Planner:** Written Report Summary – Attached – No further discussion

**2.D. City of Sandpoint Law Enforcement:** - Attached – There was no further discussion.

**2.E. Selkirks-Pend d'Oreille Transit (SPOT) –** Mayor all was running smoothly

**2.F. Clerk – Written Report –** Attached – Councilman Schock asked about her advisement for the future need to set up a home office system. Ronda advised that if anything were to happen to her right now there was no one in place to fill her position. She stated that her home is not set up for internet and advised that the City look into splitting up the position and appointing a Treasurer who could come in once a week that she could also train as a deputy clerk if ever needed. Council agreed that this would be very beneficial to the City.

### **3. Discussion/Action Items**

**3.1 Concern about objects being installed in swales or on street property lines –** Councilman Schock expressed his concern that a property owner had placed his sprinkler system within the City's rights-of-ways. He stated that if the sprinkler system were encroached it could saturate the area and deteriorate the City street. He also stated that the sprinkler heads have been run over several times already and eventually will get snapped; especially when it comes to snow plowing. He expressed his concern as to how the City would recover costs associated to a need to fix the street due to water erosion. Ryan stated that the challenge is when is a permit needed or does the City even permit such a project. Is this a project that would be labeled as maintenance or is this associated with an encroachment permit and then we have utility permits. And he questioned that if someone did submit a permit do we have a code that says that we do allow a permit and then should he permit it or not. He advised that this is something that he had seen in other cities where people had completed landscaping, and they included irrigation into that project is that permitted. He advised that there are several scenarios such as if they want to put in a mailbox is that something that needs to be permitted. He stated that it is nice to see a property owner maintaining a nice grass area that they are mowing and landscaping. He stated that those efforts could be considered maintenance. He stated that he just would like to educate people as to the risks to their irrigation system when it is put onto City property. He stated it comes down to easements vs rights-of-ways. He advised that the City does not have the authorization to permit projects within the easements. Councilman Schock stated that he understood the dilemma but thought that it would be in the City's best interest to send a letter stating that their irrigation system is encroaching onto City property and to be advised that the City will not be responsible for any damages and that the property owner would be liable for any damages to City property. Councilman Sundquist stated that he understood that the City rights-of-ways are publicly owned and expressed his concern that a property owner would feel that they could encroach on property that they did not own. He stated that he thought that the City should talk about this further in another setting such as a workshop to determine what an advisement letter should state. Councilman Sundquist stated that a letter should be sent to this property owner advising that we acknowledge that the project was completed and not permitted and that the City is looking into its Codes to better educate its residents as to what is and is not allowed on public property and will advise. Councilwoman Mjelde stated the letter should advise that the property owner will be responsible for any damages to City property.

**3.2 Tree Inventory Summary** – Ronda stated that the City had received a summary of trees listed as high, medium, and low priority. She reminded Council that funds were put into the budget to assist with abating unsafe trees. Councilwoman Mjelde stated she would like to notify property owners of their tree health as it is their responsibility to keep up with them. Council agreed. Councilman Sundquist suggested to include the summary of tree health summary, so property owners will know that this is a City-wide tree health project. Council suggested that the City could advise that it could work with those who need suggestions. Council suggested that the City's code be updated once a Code workshop is scheduled to advise of tree health procedures.

Mayor Lewis adjourned the meeting at 7:12 p.m.

Submitted by:

Ronda L. Whittaker/City Clerk

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

**DATE:** October 5, 2021

**TIME:** 6:30 pm

*Council Meeting*

<b>Name</b>	<b>Address</b>	<b>Representing</b>
Steven Chamberlain	1123 Lake St. Sandpoint	Sandpoint PD
David Munn	401 Humbird Terrace	
Samira Fawcett	400 W 2nd Ave	
Julie Washburn	514 Humbird	
Joseph Rafferty	207 W Second	

# City of Kootenai

## Treasurer Report September 2021

Mt. West Money Market	\$	74,255.62	0.04% APY
Mt. West Checking	\$	215,375.78	0.01% APY
Idaho Central Credit Union	\$	393,893.64	1.85%
<b>Total Cash Assets</b>	<b>\$</b>	<b>683,525.04</b>	

### INCOME/GENERAL FUND

Name	Account	Amount	Sub-Totals
<b>01 · GF REV</b>			
<b>Franchise Fees</b>			
	Avista Corportation	0.00	
	Northland Cable Television	0.00	
	Waste Management, Inc	0.00	
<b>Total Franchise Fees</b>			<b>0.00</b>
<b>Interest</b>			
	Interest, MW Money Market	2.58	
	Interest, MW Checking	2.13	
	Interest, ICCU CDs	593.92	
<b>Total Interest</b>			<b>598.63</b>
<b>Licenses &amp; Permits</b>			
	Business Licenses	100.00	100.00
<b>Planning &amp; Zoning Fees &amp; Permit</b>			
	Building Permits	32.09	
	Subdivision Fees	0.00	
<b>Total Planning &amp; Zoning Fees &amp; Permit</b>			<b>32.09</b>
<b>Property Tax</b>			
	Arrears Property Tax	114.40	
	Penalty & Interest	10.83	
	Property Tax Current	0.00	
	Recovered Homeowners Exemption	0.00	
	Circuit Breaker	0.00	
<b>Total Property Tax</b>			<b>125.23</b>
<b>Rents</b>			
	City Hall Rental	250.00	
	Post Office Rent	280.00	
<b>Total Rents</b>			<b>530.00</b>
<b>State of Idaho Funds</b>			
	State Liquor Fund	0.00	
	State Revenue Sharing	0.00	
<b>Total State of Idaho Funds</b>			<b>0.00</b>
	<b>Total 01 · GF REV</b>	<b>1,385.95</b>	<b>1,385.95</b>

**STREET FUND REVENUE**

Name	Account	Amount	Sub-Totals
<b>02 · SF REV</b>			
Road & Bridge			
	Road & Bridge Current	0.00	
	Road & Bridge P & I	8.31	
	Road & Bridge Arrears	87.54	
Total Road & Bridge			95.85
Stormwater/Encroachment			
	Culvert Encroachment Deposit	1100.00	
Total Stormwater/Encroachment			1100.00
Total Streets			
	<b>Total 02 · SF REV</b>	<b>1,195.85</b>	<b>1,195.85</b>
	<b>Total Income</b>	<b>2,581.80</b>	<b>2,581.80</b>

**City of Kootenai**

**Treasurer Report September 2021**

**GENERAL FUND EXPENSES**

Name	Account	Amount	Sub-Totals
<b>10 · GF EXP</b>			
Bank Fees	Deposit Slips	0	0
Building Maintenance			
	Janitorial Service	85.60	
	Maintenance and Repairs	18,227.84	
	Security	177.64	
Total Building Maintenance			18,491.08
Legal			
	Attorney	-	
	Legal Notices	73.91	
Total Legal			73.91
Dues & Membership			
Miscellaneous Memberships	ICCTFOA Scholarship Donation	14.12	
Dues & Membership	ICCTFOA District Dues	-	
Total Dues & Memberships			14.12
Insurance			
	ICRMP	1,024.00	
Total Insurance			1,024.00
Office Expenses			
	Internet Service	112.18	
	Office Supplies	45.48	
	Gift Cert	(140.00)	
	Postage	-	
	Computer Maintenance/Repair	101.92	
Total Office Expenses			119.58
Park			
	Maintenance	670.00	
Total Park, Arbor Day & Earth Day			670.00

**GENERAL FUND EXPENSES - Cont.**

<b>Name</b>	<b>Account</b>	<b>Amount</b>	<b>Sub-Totals</b>
Planning & Zoning			
	Building Permits	110.50	
	Comp Plan Review	166.00	
	Subdivision Fees	-	
	Planner	568.00	
	Site Plan follow up	-	
<b>Total Planning &amp; Zoning</b>			<b>844.50</b>
Training Workshops			
	Meals/ICCTFOA Conference	119.92	
	Training Expenses/ICCTFOA	674.64	
	Milage	90.28	
<b>Total Training Workshops</b>			<b>884.84</b>
Utilities			
	Electric & Gas	80.65	
	Garbage	-	
	Water	128.51	
	Telephone	57.84	
	Sewer	-	
<b>Total Utilities</b>			<b>267.00</b>
Wages & Benefits			
	Clerk/Treasurer	3831.60	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	369.61	
	Retirement Fund - PERSI	563.04	
	Health Insurance	631.64	
6560 · Payroll Expenses	Intuit Payroll	0	
<b>Total Wages &amp; Benefits</b>			<b>6,395.89</b>
	<b>Total 10 · GF EXP</b>	<b>28,924.92</b>	<b>28,784.92</b>

**City of Kootenai**  
**Treasurer Report September 2021**

<b>STREET FUND EXPENSES</b>			
Name	Account	Amount	Sub-Totals
<b>20 · SF EXP</b>			
Ditches			
	Ditch Maintenance	270.50	
Total Ditches			270.50
Stormwater			
	Culvert Inspections	500.01	
	Engineer	194.72	
Total Stormwater			694.73
Street Maintenance			
Asphalt Striping		0	
Capital Improvement Projects		0	
Total Street Maintenance			
Streets			
Street Engineer		1061.73	
Bike & Pedestrian Paths		132.36	
Utility Encroachment Permits		100.96	
Total Streets			1,295.05
Utilities, Streets			
	Signal Lights	42.54	
	Street Lights	890.27	
Total Utilities, Streets			932.81
Transportation			
	SPOT		
Total Transportation			
	<b>Total 20 · SF EXP</b>	<b>3,060.73</b>	<b>3,193.09</b>
	<b>Total Expense</b>	<b>31,985.65</b>	<b>31,978.01</b>
	<b>Total Income</b>		<b>2,581.80</b>
<b>Net Income</b>			<b>-29,396.21</b>





## MEMO

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**To: Mayor Lewis and Council Members**

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

**Date: September 30, 2021**

**Re: Council Meeting Report for August Engineering Activities**

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Engineering activities for the month of September included general street maintenance activities, coordination with ITD regarding design of the TAP grant pathway along Highway 200, and permit activities within the city limits.

### **General Street Maintenance Activities**

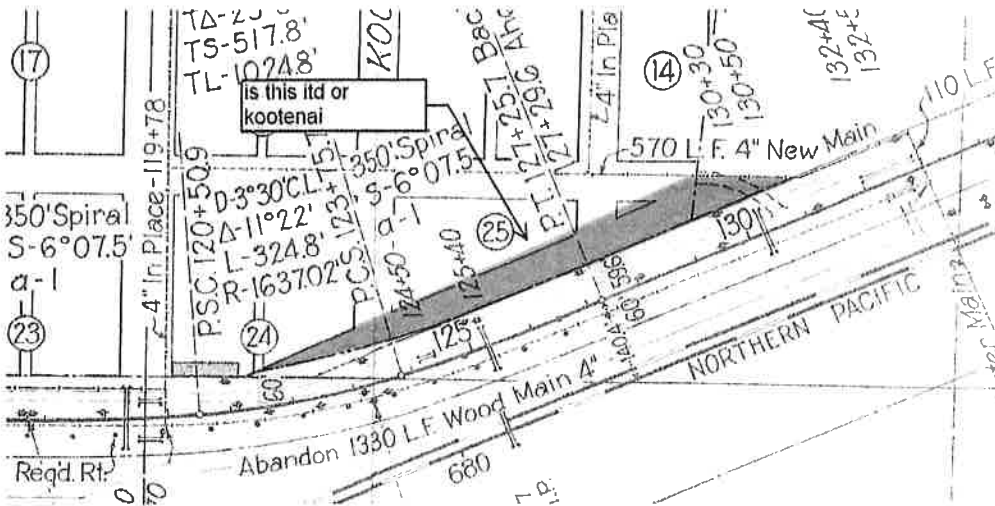
2021 street maintenance activities included striping work around the Kootenai Elementary School and stop bars in town that required additional paint. Do to supply challenges for paint this year, some striping lines did not receive a fresh coat in areas where striping was still visible.

The Independent Highway District had rented a crack sealer for other projects in the area and had some remaining rental time and additional sealant available. The IHD crews performed crack sealing on Boise Street and an edge crack on the new asphalt on 2<sup>nd</sup> Avenue between Helena and Seven Sisters.

I reviewed the City drainage following a couple storm events in September and did not observe areas within the right-of-way that were not performing. The main drainage through Seven Sisters has a lot of grass and I attempted to visually locate property pins to determine the extents of the drainage easement platted in that area. The pins could not be located due to the thick vegetation and may require surveying if future drainage maintenance work is needing to be performed.

### **Highway 200 Improvements/TAP Grant Trail**

ITD is continuing to work on the design of the Highway 200 Improvements and the TAP Grant Trail that will run along the Highway from Seven Sisters to Main Street. Coordination with the ITD engineers continues. It appears that additional public right-of-way is thought to be City's right-of-way and ITD will likely request an MOU to accommodate construction of the slopes in the future.



**Permit Activities**

**ENC 143 Seven Sisters** – An encroachment permit was issued for widening an existing driveway. A street tree will need to be removed and the applicant will replace the tree at a different location along the property frontage.

**Cedar Hills Church** – Prior encroachment permits have been issued for access revisions to the church property. The church is also planning to pave the existing gravel parking areas and submitted a stormwater plan for review that was found to be in general conformance with the performance requirements of KCC 7-2-8.

**ENC 616 W 2<sup>nd</sup> Ave** – A final inspection was performed and the encroachment permit was finalized.

**ENU 006-021** – TING has started work within the City. A new construction manager for TING will be overseeing the construction work performed by Three Amigos and I have been provided his contact information.



# RUEN-YEAGER & ASSOCIATES, INC.

ENGINEERS ♦ PLANNERS ♦ SURVEYORS

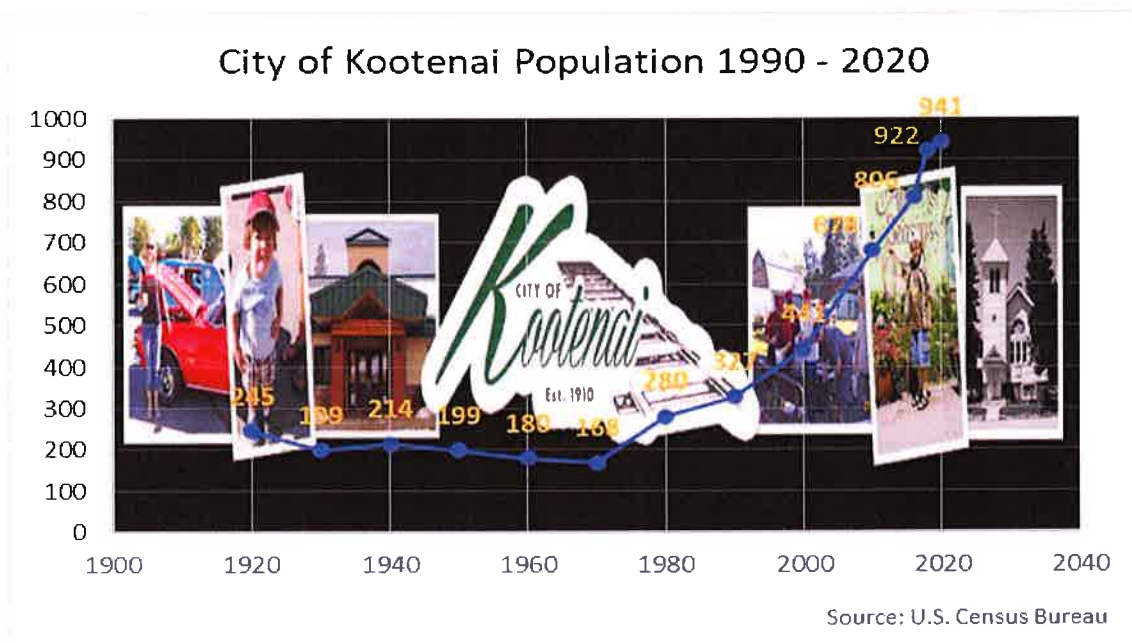
## MEMO

To: Kootenai City Council, Mayor and Clerk  
From: Clare Marley, AICP, City Contract Planner  
Date: September 30, 2021  
Re: **Planning update for October 5, 2021, City Council meeting**

**Building permit activity: ADVISORY ONLY.** The City received two building permit applications during September for a single-family dwelling on Sprague Street and a garage on West Central Avenue. The total permit applications received for the year is eight.

**Land use permit activity ADVISORY ONLY:** No new land use applications have been filed during September. Planning staff has fielded numerous calls on zoning and subdivision inquiries during September. Staff followed up on one zoning/weed control violation during September.

**Population Update/Comp Plan Workshop ADVISORY ONLY:** Some of the 2020 Census data has begun to trickle in, but detailed information continues to lag behind expected completion dates due to the pandemic. Early population totals from the Idaho Redistricting dataset show the City of Kootenai's population rose to 941 in 2020. The population increased about 39% over the ten-year span and is more than double the population of 20 years ago. Bonner County gained about 6,200 people to 47,110, a 15.2% increase over a decade. Below is the updated population graph for Kootenai. Staff has calendared a comprehensive plan workshop with City Council for 6 p.m. Wednesday, October 20<sup>th</sup>. Please advise if there are any changes to the schedule.





*City of Sandpoint, Idaho*  
**POLICE DEPARTMENT**

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

Mayor

Report for September 2021

There were 30 total calls created for the City of Kootenai for the month of September, 2021. Of the 30 calls created, 3 calls were created for other agencies responding to Kootenai.

These 3 calls do not fit the billing requirements.

**We will be submitting billing for 27 calls for service.**

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**Sandpoint's Calls for service**

27 calls

911 Hang-up	3
Civil Standby	2
Custodial Interference	2
DUI, Alcohol or Drugs	2
Information	2
Threatening	2
Trespassing	2
Welfare Check	2
Abandoned Vehicle	1
Non Injury Accident	1
Assist Other Agency	1
Business/Residential Alarm	1
Civil Dispute	1

Extra Patrol Requests	1
Fireworks Violation	1
Harassment	1
Sex Offense	1
Traffic Hazard	1

## Patrol Highlights

- Welfare check - Officers responded to a welfare check on Humbrid street. Upon arrival, Officers ended up investigating a domestic battery that had occurred. The suspect fled the scene prior to the officer's arrival. This case will be forwarded to the prosecutor's office for charges.
- Sex offense - The reporting party with the Idaho Department of Juvenile Corrections in St. Anthony, Idaho stated they had a male in custody at the Juvenile Corrections Facility in St. Anthony who had admitted to victimizing a female in the city of Kootenai. RP sent a list of all sexual encounters the suspect had explained during his interview with a list of said encounters. Report is being forwarded to investigations for follow up.
- Civil standby – SPD assisted the RP in a custody exchange of her daughter from a residence on Kuskanook Rd. Officer contacted the other parties involved who said they were in CDA and would be returning at around 1910 hours. Officer stood by for the exchange.
- Welfare check - Officers were called to check the welfare of a female at Arnie's gas station. The employee believed the female was intoxicated and should not be driving. Upon the officer's arrival, the female had left the business but was quickly located. A traffic stop was conducted and she was eventually arrested for DUI. She was charged with possession of marijuana, possession of paraphernalia and for 2<sup>nd</sup> offense DUI.
- Custodial interference – Officers responded to Kuskanook Rd for a report of a child custody issue. The mother was at that residence wanting her daughter from the Grandparents. After talking with all the parties and due to the instability and recent abandonment of her daughter, Officer felt allowing her to go with her mother presented a danger to her. Officer completed paper work sheltering the child in question and she was turned over to health and welfare.
- Threats – RP reported that he had a physical altercation between him and Jason in Kootenai. RP did not want to report the battery, but only wanted to report that Jason had told him he was going to come beat him up at his residence. Officer explained to RP, if Jason comes to his property that he should call 911. Officer also advised him that there would be extra patrols around his residence, which he was grateful for.
- Trespass - RP reported her son was at her house on W. 3rd Avenue in Kootenai and refusing to leave. He left prior to officer arrival and RP only wanted him trespassing next time he is contacted. He was located and trespassed.
- DUI – Officer responded to Spokane Street for a report of a possible intoxicated driver. The reporting party, stated her son, spoke to her over the phone and sounded intoxicated. RP stated he was probably at Arnie' Gas Station, but then updated the call stating he was

now at home. After officers completed the investigation he was placed under arrest for dui with a BrAC of 0.257 and 0.256.

- Civil Standby - Officers responded to Humbird for the call of a trespassing. On scene it was discovered the reporting party needed a civil standby. Officer remained on scene until the property was exchanged.
- Civil Dispute- Officers responded to a civil dispute by telephone that occurred on Hope St. Kootenai. Rp wanted some questions answered about a neighbor who was parking on the street with a truck and trailer. RP stated he was not doing it now but wanted it documented. Officer advised RP to call in if he was blocking her driveway. Officer cleared the call with no further contact.
- Threat – RP reported a male was over at her house on Humbird. She asked him to leave and he did but then called her on the phone and said he was going to burn down her house.

**Traffic stops**

Verbal warnings	2
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**Written Warning**

	0
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**Traffic citations issued**

Speed	1

**Misdemeanor citations –**

DUI	2
Possession of marijuana,	1
Possession of paraphernalia	1
Total	4

**Felony**

	0

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

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**Website Activity** – Continued update of the site. Working on downloading past information that was deleted. Calendar is active. Will keep updated 😊

**Building Permit Inquiries** – Still Screening questions about RV Storage. Collecting information from other small cities for next code workshop.

**Clean Up Issues** – Fall Clean Up – Dumpster has been set until the first weekend in October.

**Working with New Technology** – We may need to look at setting up an at home system.

**Working with Independent Highway District (IHD)**– Working with IHD to plan on when to start the drainage re-route project. New ADA sign in parking lot; hope it will stay there for a while.

**Playground Activity** – The materials for the swing have been delivered. Working with Justin with HMH Engineering to get a plan of action.

**Roofing Project** – New roof in on!

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

**State and Local Fiscal Recovery Funds** – The City has received the first distribution of \$155,182. I have been working with Ryan on a plan of action. The first report will be due by October 31<sup>st</sup>.

**Working with Ting and Zply Broadband Build** - Ting has been issued a permit to begin building. Zply has opted out on building within the City.

**Working with City Attorney** – The Alternate Code Administrator Contract has been executed and I have instructed Russell to work with the City's Attorney regarding badging and instruction. We have not yet heard from our contact for Northside Fire Department regarding the Impact Fee documents editing.

**Elections** – As this is an election year, the City has received a Declaration of Candidacy for Seat 3 and two for Seat 1. I have asked the State for additional Ethics, Public Records Law and Open Meeting Law manuals.

**ICCTFOA** – The Idaho City Clerks, Treasurers and Financial Officers Association will have their conference in Boise this year. I am registered to attend and will be out of the office the week of September 20<sup>th</sup>. The conference was very informative. There were lots of training opportunities and uplifting presentations. Most interesting to me were Alcohol Beverage Licensing and Catering Permit Processes; something to keep our eye on if there is a proposed event within our City, a breakdown of City Clerk/Treasurer tasks hand how to manage time, and HB73 Local Government Transparency – this will be something that will need to be addressed in the future. The City may need to amend its chart of accounts in order to have a uniform system. The State Controller insured small cities that they will work with the systems we are using. There were also discussions about the ARPA funds that many cities within the State have received and reporting processes. Always legislative updates and great networking opportunities with other State cities.