



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

**DATE:** December 7, 2021

**TIME:** 6:30 p.m.

**Mayor Lewis was not able to attend. President Council woman Bauer 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

**Amendments to the Agenda** –None were proposed. Councilman Sundquist advised Nancy that she was not on the Agenda and would only be allowed to give a brief public comment. Nancy advised that she was told to attend the meeting. Ronda stated that she was advised to contact the City and submit whatever information she wished to discuss prior to the meeting. Councilwoman Mjelde asked if it could be added to the Agenda. Mayor stated that the City's Planner was not in attendance as the City was not advised that Nancy would be attending and that the City was not prepared to hear the proposed topic.

**Announcements** – Councilman Sundquist wanted to make a public acknowledgment that Harold Stockman had been on the USS Arizona on December 1994 that was located in Kootenai Bay.

**Others Present:** City resident, Larry Ellis, City resident, Ken Gors, City resident Sandra Anderson, City resident, Julie Washburn, and Lieutenant Steven Chamberlain of Sandpoint Law Enforcement, new Council Elect Joseph Rafferty, and Business Owner Nancy Hastings representing All Seasons.

**Public Comment** – Nancy Hastings stated she was present to discuss the clean-up of fire damage from the fire of this summer and her request for an extension to complete the required tasks indicated by the City. Mayor advised that she had not indicated to the City that she would be present and that there would be no discussion by Council at this time as the topic was not on the agenda. Nancy advised that she had had issues with keeping employees on due to COVID but had felt that she had completed the tasks. She stated that the brush had been removed from the fence line and that she had had her employees do some weeding, sorting, and stacking, etc. I live a couple of blocks from the nursery. The place is need an clean and has done a great job cleaning it up and was glad to see the burnt out building next to the nursery had been cleaned up.

**1. Consent Agenda:**

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

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

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

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

2. **Reports:**

2.A. **Mayor:** No report was given

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

**2.B2 Children Pedestrian Safety Grant Application** – Ryan advised that there was an opportunity for the City to submit an application for the Children Pedestrian Safety Grant that could bring \$250,000 to the City with no financial match associated to it. He advised that these funds could help with the City's Bicycle and Pedestrian Master Plan that includes the widening of 2<sup>nd</sup> Avenue as an implementation priority for establishing an east/west route. He advised that there was a lot of competition for the funds and that the City had previously received this type of grant that was used to put sidewalks in around the Kootenai Elementary School. Therefore, he could not guarantee that the City would be granted the funds but that the City should submit an application so that we are at least on a list if we aren't awarded but then more funds become available. Council discussed different options for the widening and the need for it and agreed that a design could be discussed once the City was potentially awarded the funds. Councilwoman Bauer asked Ryan if the funds would allow the pathway to connect with the Seven Sisters Development path as there are many children from the Ponder Point area who use that route. Ryan advised that he did not know, but that could be considered when it came to designing the project. Councilman Sundquist inquired if the pathway would push property owners to give up any of their own property to allow the path. Ryan stated that all that had been proposed would not be on private property and again advised that these would be issues that would be discussed during the designing portion of the proposed project.

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

2.D. **City of Sandpoint Law Enforcement:** - Council discussed the potential of the Sandpoint Law Enforcement eventually enforcing City Code. Councilman Sundquist stated that the City is having issues with heavy uncovered hauling on Second Avenue to get to Ponder Point and Second Avenue is not designed for heavy loads. Both Councilman Sundquist and Councilman Schock inquired if Sandpoint Law Enforcement would consider at least enforcement of traffic issues within the City. Lieutenant Chamberlin stated that that would be something that should be considered at the next contract renewal discussion with the City of Sandpoint. Council agreed that this topic be on the next agenda.

2.E. **Selkirks-Pend d'Oreille Transit (SPOT)** – Mayor Lewis stated that all was well with SPOT.

2.F. **Clerk – Written Report** – Attached – topics specifically discussed:

- **Office Assistance** – Ronda explained that she was scouting for office assistance. She advised that the Idaho Department of Labor had a program that will pay for training for those who may want to learn a new position. She also advised that she was also looking into local municipalities and districts to see if there may be someone who is familiar with City procedures and need more hours. Councilwoman Mjelde mentioned that the present position was originally provided for a population of 350 so the City indeed needs to get some more office assistance.

- **Playground Activity** – Ronda stated that HMH Engineering had contacted her and advised that the warm weather had allowed them to keep working on a Lewiston project, but that they would soon be giving the City a plan of action. She stated that it looks like the project will not be completed until this spring. She advised that she was concerned about the scrap left out from the roof project and the materials for the ADA swing that was left out. Both Councilman Sundquist and Councilman Schock advised that they would tackle that project after the holiday.

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

#### **3.1 Approval of Election Canvass – Councilwoman Mjelde moved to approve the Election Canvas, 2<sup>nd</sup> by Councilwoman Bauer; roll call vote:**

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

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

Mayor Lewis adjourned the meeting at 7:30 p.m.

Submitted by:

Ronda L. Whittaker/City Clerk



# City of Kootenai

## Treasurer Report November 2021

Mt. West Money Market	\$	74,260.59	0.04% APY
Mt. West Checking	\$	206,819.26	0.01% APY
Idaho Central Credit Union	\$	395,728.71	1.85%
<b>Total Cash Assets</b>	<b>\$</b>	<b>676,808.56</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	2.45	
	Interest, MW Checking	1.96	
	Interest, ICCU CDs	596.78	
<b>Total Interest</b>			<b>601.19</b>
<b>Licenses &amp; Permits</b>			
	Business Licenses	0.00	
	Liquor Licenses	575.00	
<b>Total Licenses &amp; Permits</b>			<b>575.00</b>
<b>Planning &amp; Zoning Fees &amp; Permit</b>			
	Building Permits	0.00	
	Subdivision Fees	0.00	
<b>Total Planning &amp; Zoning Fees &amp; Permit</b>			<b>0.00</b>
<b>Property Tax</b>			
	Arrears Property Tax	0.00	
	Penalty & Interest	0.00	
	Property Tax Current	0.00	
	Recovered Homeowners Exemption	0.00	
	Circuit Breaker	0.00	
<b>Total Property Tax</b>			<b>0.00</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>1,706.19</b>	<b>1,706.19</b>

<b>STREET FUND REVENUE</b>			
<b>Name</b>	<b>Account</b>	<b>Amount</b>	<b>Sub-Totals</b>
<b>02 - SF REV</b>			
<b>Idaho Transportation Dept</b>			
<b>State Highway Users Fund</b>			
	HB312	-	
	Hwy Users Fund	-	
<b>Total State Hwy Users Fund</b>			
Road & Bridge			-
	Road & Bridge Current	0.00	
	Road & Bridge P & I	0	
	Road & Bridge Arrears	0	
<b>Total Road &amp; Bridge</b>			
Stormwater/Encroachment			0.00
	Culvert Encroachment Deposit	0.00	
	Utility Encroachment	0.00	
<b>Total Stormwater/Encroachment</b>			
Total Streets			0.00
	<b>Total 02 - SF REV</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Income</b>	<b>1,706.19</b>	<b>1,706.19</b>

**City of Kootenai**  
**Treasurer Report November 2021**

<b>GENERAL FUND EXPENSES</b>			
<b>Name</b>	<b>Account</b>	<b>Amount</b>	<b>Sub-Totals</b>
<b>10 - GF EXP</b>			
Accounting & Audit			
Accountant	Mountain Ledger pre-audit	-	
Total Accounting & Audit			-
Bank Fees		0	0
Building Maintenance			
	Janitorial Service	25.60	
	Security	177.64	
Total Building Maintenance			203.24
Legal			
	Attorney	997.50	
	Legal Notices	56.62	
Total Legal			1,054.12
Dues & Membership			
Miscellaneous Memberships	ICCTFOA Scholarship Donation	-	
Dues & Membership	ICCTFOA District Dues	-	
Total Dues & Memberships			-
Insurance			
	ICRMP	-	
Total Insurance			-
Office Expenses			
	Internet Service	156.18	
	Office Supplies	192.50	
	Postage	-	
	Computer Maintenance/Repair	122.14	
	Web Site	90.00	
	Computer Hardware	59.99	
Total Office Expenses			620.81
Park			
	Maintenance	-	
Total Park, Arbor Day & Earth Day			-
Planning & Zoning			
	Building Permits	695.50	
	Comp Plan Review	3,464.50	
	Engineer	504.81	
	Planner	204.00	
Total Planning & Zoning			4,868.81
Training Workshops			
	Meals/ICCTFOA Conference	-	
	Training Expenses/ICCTFOA	-	
	Milage	-	
Total Training Workshops			-

**GENERAL FUND EXPENSES - Cont.**

<b>Name</b>	<b>Account</b>	<b>Amount</b>	<b>Sub-Totals</b>
Utilities	Electric & Gas	121.27	
	Garbage	8.44	
	Water	40.53	
	Telephone	71.68	
	Sewer	77.76	
<b>Total Utilities</b>			<b>319.68</b>
Wages & Benefits			
	Clerk/Treasurer	3844.46	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	408.85	
	Retirement Fund - PERSI	623.22	
	Health Insurance	0.00	
	Health Insurance Employee	0.00	
6560 · Payroll Expenses	Intuit Payroll	510.00	
<b>Total Wages &amp; Benefits</b>			<b>6,386.53</b>
	<b>Total 10 · GF EXP</b>	<b>13,453.19</b>	<b>13,453.19</b>



**City of Kootenai**  
**Treasurer Report November 2021**

<b>STREET FUND EXPENSES</b>			
Name	Account	Amount	Sub-Totals
<b>20 · SF EXP</b>			
Ditches			
	Ditch Maintenance	-	
Total Ditches			-
Stormwater			
	Culvert Inspections	-	
	Engineer	-	
Total Stormwater			-
Street Maintenance			
	IWorQ Annual Fee	-	
Asphalt Striping		0	
Capital Improvement Projects		0	
Total Street Maintenance			-
Streets		100	
Street Engineer		228.98	
Utility Encroachment Permits		1,562.88	
Total Streets			1,891.86
Utilities, Streets			
	Signal Lights	45.74	
	Street Lights	894.66	
Total Utilities, Streets			940.40
Transportation			
	BCATT	-	
Total Transportation			-
	<b>Total 20 · SF EXP</b>	<b>2,832.26</b>	<b>2,832.26</b>
	<b>Total Expense</b>	<b>16,285.45</b>	<b>16,285.45</b>
	<b>Total Income</b>		<b>1,706.19</b>
<b>Net Income</b>			<b>-14,579.26</b>

## MEMO

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**To: Mayor Lewis and Council Members**

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

**Date: December 1, 2021**

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

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Engineering activities for the month of November included a review of transportation grant opportunities and utility permits associated with fiber optic work within the City by TING and Ziply.

### **Children Pedestrian Safety Grant Application**

In 2019, the City applied for a Children Pedestrian Safety Grant Application and was awarded funding for sidewalks on portions of Sprague Street, First Avenue and Second Avenue. Funding for this program is available again and grant applications are due by December 16. The City of Kootenai's Bicycle and Pedestrian Master Plan includes the widening of 2<sup>nd</sup> Avenue as an implementation priority for establishing an east/west route. I reviewed this project opportunity with the Mayor and I started working on a grant application for widening 2<sup>nd</sup> Avenue to extend the bicycle/pedestrian corridor on the east side of Kootenai Elementary School.





### **Permit Activities**

**ENU 006-021** – TING continues to install the fiber optic infrastructure on the west side of the city. I have performed on-site reviews with the construction manager for TING that is overseeing the work performed by Three Amigos. The contractor is preparing for winter shutdown and construction activities will likely continue next year.

**ENU 007-021** – Zply has submitted revised utility permits to expand fiber infrastructure within the City. The plans include installation within existing conduit, adding new overhead lines using existing poles and boring some new conduit for fiber installation. Initial comments have been provided to the applicant and revised drawings have been sent to the City 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: December 2, 2021  
Re: **Planning update for December 7, 2021, City Council meeting**

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**Building permit activity: ADVISORY ONLY.** The City received one new building permit application and one revision to a 2020 building permit, both for wall signs. The total permit applications received for the year thus far is 11.

**Comprehensive Plan Update: ADVISORY ONLY:** Staff has completed the updates to the goals, policies, and action plans, based upon the November 17<sup>th</sup> City Council workshop. The text of the plan is nearly complete, with a few sections on recreation, transportation, and 2020 Census population details needing further attention. RYA's goal is to complete the draft document by the end of December and print a final draft for Council review by January. Staff will also develop a brief survey for community engagement and provide those suggested survey questions for Council approval prior to distribution via an on-line free service like Survey Monkey, and other outreach, such as the city Facebook page, comment sheets, and other means. The draft map is ready for a final discussion with Council on map designations (labels) and mapping boundaries.

**Code Updates: ADVISORY ONLY:** Staff will seek city attorney review of the outline and early draft of the wireless communication code amendment, based upon the workshop discussion with Council on November 17<sup>th</sup>. Once the legal comments have been received, staff will forward the information to City Council for review and a determination whether to initiate a code amendment and set a public hearing date.

# City of Kootenai November '21 Cases

**Total Cases in Kootenai in November 2021: 40**

**Total Cases Handled By SPD: 36**

## **Highlights:**

**3 – 911 Hangups**

**2 - Frauds**

**2 – Auto Thefts**

**2 – Sex Offenses**

**2 - Alarms**

**1 – Non-Injury Crash**

**1 – Threats**

**1 – Battery**

**1 – Traffic Hazard**

**1 - Trespass**

To: Kootenai City Council and Mayor  
From: Ronda L. Whittaker, City Clerk  
Date: November 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. Working on updateing business information. Will keep updated 😊

**Building Permit Inquiries** – Lots of inquiries about Accessory Living Units and set back requirements. Several issues with

**Parking on City Streets** –The snow will fall soon. I had a meeting with Independent Highway District and was advised that there are several violators who consistently park on City streets in several sections of the City. I will be sending notifications out to specific problem areas and posting advisories on social media and within the City Post Office.

**Office Assistance** – Looking into a program that Idaho Department of Labor offers. They offer to pay wages to applicants who wish to learn a position. This will allow me to have more time to train potential help.

**Yearly Audit**– Audit was initiated the first week of November. Audit has been completed. Draft audit is in process.

**Playground Activity** –Justin with HMH Engineering advised that the warm weather allow them to keep working on a project in Lewiston. He will get going on a plan soon.

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

**Road and Street Report** – Working on needed calculations. Will have a report soon.

**Working with Ting and Ziplly Broadband Build** – Keeping track of the Ziplly permit and progress

**Working with City Attorney** – The Alternate Code Administrator has been working with the City's Attorney. We are waiting for the affidavit to move forward with a couple of violations. We have had no response from Mr. Joyner. Attorney will be drafting a default of contract. Not sure where to go next.

**Northside Fire Department Impact Ordinance** – This issue is still ongoing. Should have a completed proposed Ordinance and supporting documents ready for public hearing in January.

**Working with Association of Idaho Cities (AIC) – Readers for Leaders** - The City has finally received enough workbooks to have a reading. Scheduling is in progress.

**Liquor Licenses** – Notices have been sent out for renewal.

**Business Licenses** – Notices have been sent out.



# Bonner County Clerk <sup>N</sup>

**Michael W. Rosedale**

Clerk of the District Court  
Ex-Officio Auditor & Recorder  
Clerk of the Board of County Commissioners  
Chief Elections Officer

November 15<sup>th</sup>, 2021

Nancy Lewis, Mayor  
City of Kootenai

Rhonda L. Whittaker, Clerk  
City of Kootenai

**RE: RECOUNT OF NOVEMBER 2<sup>nd</sup>, 2021  
CITY OF KOOTENAI COUNCIL SEAT #1**

Dear City of Kootenai Clerk;

This letter is to certify the final vote count for the recount done at 1:00PM on Monday, November 15<sup>th</sup>, 2021 in the Bonner County Administrative Building's 1<sup>st</sup> floor conference room pursuant to the Order for Recount of Ballots issued November 8<sup>th</sup>, 2021 by the Bonner County Clerk. The recount was for votes cast in Bonner County's Consolidated Election held November 2<sup>nd</sup>, 2021 for City Council Seat #1.

The results of the Bonner County recount were as follows:

**DAVID R SUNDQUIST: 69**  
**ROBERT RUTAN: 66**

Robert Rutan was notified of his right to appeal the recount within 24 hours.

Respectfully,

Handwritten signature of Michael W. Rosedale in black ink.

**Michael W. Rosedale**  
Bonner County Clerk  
CC: Bonner County Prosecuting Attorney via email  
David R Sundquist via email  
Robert Rutan via email