



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

**DATE:** January 4, 2022

**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 – PRESENT via phone conference, and Councilwoman Bauer – HERE.**

**Staff Present: City Clerk, Ronda L Whittaker and City Planner, Clare Marley**

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

**Announcements – None were proposed.**

**Others Present: City resident Sandra Anderson, City resident, Julie Washburn, and Lieutenant Steven Chamberlain of Sandpoint Law Enforcement, new Council Elect Joseph Rafferty and his wife Crystal Rafferty, Vern Roof of Northside Fire Department, and Anne Wescott representing Northside Fire Department.**

**Public Comment – None were given.**

**1. Consent Agenda:**

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

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

**Councilman Sundquist – AYE**

**Councilwoman Mjelde – AYE**

**Councilwoman Bauer– AYE**

**Councilman Schock – AYE**

**2. Swearing in of newly elected City Officials:** Mayor Lewis commended Councilwoman Bauer for all her good works during her office. And stated that her and Council will continue on with some of her ideas and concerns. Councilwoman Bauer stated it had been a pleasure working with the City and that she has learned so much. She advised that the last two years she had learned so much about planning and zoning from the City's Planner Clare Marley especially all the area of city impacts issues that have come up in the last two years and that she appreciates each and every member of Council for fighting to keep this area the way it is and to grow organically rather than too quickly. Ronda swore in Joseph S Rafferty and David R Sundquist. Councilwoman Bauer handed her seat to Joseph S. Rafferty.

**3. Reports:**

**3.A. Mayor:** Mayor stated that usually goes to the County monthly meetings. She advised that this month's meeting had been canceled. She invited Council members to attend these meetings as the information obtained was always very interesting and useful. She stated that the meeting are held on the first Friday of each month; usually begin at 9:00 a.m. and are

held in the County Administrative Building. She stated that the meetings are attended by City Mayors, Engineers, and Planners from all over the County. Councilman Schock stated that the meetings are offered each month on YouTube. Ronda advised that she usually receives notice of these meeting on Mayor's behalf and that she would be glad to forward the information on to Council if they would like. Council agreed that they would like to receive the information.

**3.B. City Engineer:** Written Report Summary – Attached – There was no further discussion.

**3.C. City Planner:** Written Report Summary – Attached – Specific topics were discussed:

Comprehensive Plan Review – Clare asked Council if they wished to roll the Northside Fire District Impact Fee project into the plan now or separately. She advised that State law does require that the Capital Improvement Plan and the Fee Study be included within the Comprehensive Plan, but it could be addressed in a separate public hearing after the Comprehensive Plan is adopted. She asked if the Capital improvement plan and fee study had been completed by Northside Fire Department as that would be something that will need to be included within the Comprehensive Plan. Clare asked Council how soon they would be ready to present the proposed Comprehensive Plan to the public. She suggested another workshop for final review. Anne Wescott stated that this would be treated as a text amendment to the Comprehensive Plan and stated that it would be good to address all at one time. She advised that Northside Fire Department would like to be able to start collecting impact fees as soon as possible. Clare advised that there would not be time to publish for the public hearing in February and that there still needed to be a final review of the Comprehensive Plan before public hearing. Clare advised that she felt that all would be ready in March and that the City could do it all at once. Council agreed that they could have a short workshop at the February to finalize their review and then schedule a public hearing for March at the same time as the regular council meeting.

**3.D. City of Sandpoint Law Enforcement:** - Lieutenant Chamberlain stated that he and Corry Coons had taken a vacation therefore there was no report this month. Mayor stated that she wanted to discuss a 5-year plan instead of a yearly renewal and also a conversation about additional services.

**3.E. Selkirks-Pend d'Oreille Transit (SPOT)** – Mayor Lewis stated that all was well with SPOT. Ridership is picking up more in Boundary County, so they are reviewing routes. She also stated that a new stop was proposed near the new Health Center in Sandpoint.

**3.F. Clerk – Written Report** – Attached – No further discussion

#### **4. Discussion/Action Items**

**4.1 Nominee for Council President** – Councilman Sundquist thanked Grace Bauer for being the Council President. He then nominated Councilwoman Mjelde for Council President. There were no further nominations. **Councilman Sundquist moved to nominate Councilwoman Mjelde for Council President, 2<sup>nd</sup> by Councilman Rafferty; roll call vote:**

**Councilman Sundquist – AYE**  
**Councilman Rafferty – AYE**

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

Mayor directed Ronda to remove Grace Bauer from the City's Bank accounts and add Councilwoman Mjelde. Council concurred.

**4.2 All Seasons Code Violation – Request for extension** – Clare advised that the City had received a request for an extension to remedy the violations. She stated that it looked as if the area had been pretty well cleaned up and there was a proposal to remove dead trees and to put in a sight obscuring tree boarder. Clare stated that given the weather she would find that an extension would be permissible at least until Spring. Mayor Lewis stated that it didn't look like there was too much more to complete. Mayor expressed her concern about the pile up or stacking of used containers and if they should be screened. Clare advised that the area could be screened if they wanted to keep putting them out there. There was concern about weeds growing in and around them. Clare stated that she understood that the screening would be a nice tree screening. Councilwoman Mjelde agreed that the area was mostly cleaned up. Ronda stated she would like to see some kind of a plan to screen the area as she is the one who receives the complaint calls from neighboring businesses. Councilman Sundquist confirmed that the City had requested other businesses to put in sight obscuring fences and he did not want the City to start being selective as to whom they enforce their City Codes. He suggested that the City reach out to its Legal Counsel to determine if the sight obscuring fencing should be required here. Councilman Schock concurred. Councilwoman Mjelde stated she did not think Legal Counsel needed to be used as the Code is what it is. **Councilman Sundquist made a motion that Council extend All Seasons clean-up pending a detailed plan of action at the April Council Meeting, 2<sup>nd</sup> by Councilman Rafferty: roll call vote:**

**Councilman Sundquist – AYE**  
**Councilman Rafferty– AYE**

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

**4.3 2021 Audit** – Scott P. Hoover, CPA, stated that he was pleased to report that the financial statements were all in good order. He stated he did not identify any deficiencies in internal control that he considered to be material weaknesses. There were no further discussions. **Councilwoman Mjelde moved to approve the 2021 Audit, 2<sup>nd</sup> by Councilman Sundquist; roll call vote:**

**Councilman Sundquist – AYE**  
**Councilman Rafferty– AYE**

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

**4.4 2021 Road and Street Report** – Ronda stated that the report had been approved by Idaho State and was ready for publication. **Councilman Rafferty moved to approve and publish the City's 2021 Road and Street Report, 2<sup>nd</sup> by Councilwoman Mjelde; roll call vote:**

**Councilman Sundquist – AYE**  
**Councilman Rafferty– AYE**

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

**4.5 Northside Fire Department Impact Fee Document Review** – Ronda stated that this discussion should consider what the Northside Fire Department would need to pay per building permit for City administration fees. Vern Roof stated that the item was set up as a percentage because that is what other cities have done. Mayor expressed her concern that the City would need to provide an advisory committee and that she thought that Northside had an advisory committee. Anne Wescott advised that legislature changed their requirements after Northside Department had already selected and adopted an advisory committee. She

stated that when they started the impact procedures the advisory committee was made up of local stakeholders that worked within the district and that was how they choose their advisory committee. She advised that that committee had completed their work this past July and that was when the legislature amended the State statue to require the advisory committee for every city or county have its own committee made up of local residents being a mixture of developers, and everyday citizens. Therefore, the city of Kootenai will not have an active committee to date. Going forward when it is time to review this plan or the fees, the Northside Fire District will be working with the City to develop an advisory committee which will not come up for another year. Mayor confirmed that the City could work toward an advisory committee. Anne Wescott agreed and advised that the committee would need to have at least 5 people of which 2 should be developers and/or contractors. Councilman Sundquist confirmed that the City needed to have the committee by 2023. Anne confirmed that it would be a year after the plan is adopted. Councilwoman Mjelde expressed her concern as to what would happen if the small city of Kootenai did not have the nature of people to sit on the committee. Anne stated that she had spoken to the representatives who sponsor this bill to see what could change and she was told that the bill was actually set up for one city in southern Idaho which has made it much more difficult for the rest of us to meet the requirement. Therefore, we would just need to keep a paper trail that would show that we could not find said committee and then maybe the City could look outside of its boarders. Anne confirmed that the committee would meet once a year. Mayor asked about the fee. Vern confirmed that the fee would be \$785 for residential and .39 per sq foot for commercial and would be a onetime charge. Mayor advised that Council needed to consider what part of the impact fees should be paid for City administrative costs. After some discussion, Council agreed that the City would require a flat fee of \$15 per building permit to support City administrative costs.

**4.6 Heavy Load Hauling within City Limits** – Councilman Rafferty explained that he was a heavy haul driver and had visited the entrance to Highway 200 from N Main Street and found it to be very unsafe as the sight of view for oncoming traffic was already naturally obscured by the direction of oncoming traffic, but that there was also an up-slope that made it hard for a heavy truck to excel onto the highway quickly. He also stated that he had visited the site with his superior and found that there were several large trees that were helping to obscure oncoming traffic, and it was determined that those trees were within the 60-foot State right-of-way, and it was agreed that they should be removed. Councilman Sundquist advised caution when removing trees and that the public needed to be notified before they were removed. Councilman Rafferty advised that the project would not happen until this coming spring, but he would make sure that the public is notified.

Mayor Lewis adjourned the meeting at 8:00 p.m.

Submitted by:

Ronda L. Whittaker/City Clerk





# City of Kootenai

## Treasurer Report December 2021

Mt. West Money Market	\$	74,263.11	0.04% APY
Mt. West Checking	\$	201,806.08	0.01% APY
Idaho Central Credit Union	\$	396,337.28	1.85%
<b>Total Cash Assets</b>	<b>\$</b>	<b>672,406.47</b>	

### INCOME/GENERAL FUND

Name	Account	Amount	Sub-Totals
<b>01 - GF REV</b>			
<b>Franchise Fees</b>			
	Avista Corporation	0.00	
	Northland Cable Television	0.00	
	Waste Management, Inc	0.00	
<b>Total Franchise Fees</b>			0.00
<b>Interest</b>			
	Interest, MW Money Market	2.52	
	Interest, MW Checking	1.84	
	Interest, ICCU CDs	616.57	
<b>Total Interest</b>			620.93
<b>Licenses &amp; Permits</b>			
	Business Licenses	300.00	
	Liquor Licenses	150.00	
<b>Total Licenses &amp; Permits</b>			450.00
<b>Planning &amp; Zoning Fees &amp; Permit</b>			
	Building Permits	1,647.42	
	Subdivision Fees	0.00	
<b>Total Planning &amp; Zoning Fees &amp; Permit</b>			1,647.42
<b>Property Tax</b>			
	Arrears Property Tax	104.83	
	Penalty & Interest	21.12	
	Property Tax Current	4,428.47	
	Recovered Homeowners Exemption	0.00	
	Circuit Breaker	0.00	
<b>Total Property Tax</b>			4,554.42
<b>Rents</b>			
	City Hall Rental	200.00	
	Post Office Rent	280.00	
<b>Total Rents</b>			480.00
<b>State of Idaho Funds</b>			
	State Liquor Fund	0.00	
	State Revenue Sharing	0.00	
<b>Total State of Idaho Funds</b>			0.00
<b>Total 01 - GF REV</b>		<b>7,752.77</b>	<b>7,752.77</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	3,201.69	
	Road & Bridge P & I	17.21	
	Road & Bridge Arrears	84.97	
<b>Total Road &amp; Bridge</b>			3,303.87
Stormwater/Encroachment			
	Culvert Encroachment Deposit	0.00	
	Utility Encroachment	1600.00	
<b>Total Stormwater/Encroachment</b>			1600.00
Total Streets			
<b>Total 02 · SF REV</b>		<b>4,903.87</b>	<b>4,903.87</b>
<b>Total Income</b>		<b>12,656.64</b>	<b>12,656.64</b>

**City of Kootenai**  
**Treasurer Report December 2021**

<b>GENERAL FUND EXPENSES</b>			
Name	Account	Amount	Sub-Totals
<b>10 · GF EXP</b>			
Accounting & Audit			
Accountant	Mountain Ledger pre-audit	-	
Total Accounting & Audit			-
Bank Fees		136.84	136.84
Building Maintenance			
	Janitorial Service	85.60	
	Security	179.52	
	Custodial/Building Supplies	54.66	
Total Building Maintenance			319.78
Legal			
	Attorney	560.00	
	Ordinance Codification Yr	500.00	
Total Legal			1,060.00
Dues & Membership			
Miscellaneous Memberships	ICCTFOA Scholarship Donation	-	
Dues & Membership	ICCTFOA District Dues	10.00	
Total Dues & Memberships			10.00
Insurance			
	ICRMP	-	
Total Insurance			-
Office Expenses			
	Internet Service	149.68	
	Office Supplies	-	
	Postage	-	
	Computer Hardware	-	
	Computer Software	-	
	Computer Maintenance/Repair	136.62	
	Web Site	-	
	Mayor's Expense/Holiday Cards	103.50	
Total Office Expenses			389.80
Park			
	Maintenance	-	
Total Park, Arbor Day & Earth Day			-
Planning & Zoning			
	Building Permits	48.00	
	Comp Plan Review	925.50	
	Subdivision Fees	-	
	Planner	364.50	
Total Planning & Zoning			1,338.00



**GENERAL FUND EXPENSES - Cont.**

<b>Name</b>	<b>Account</b>	<b>Amount</b>	<b>Sub-Totals</b>
Training Workshops			
	Meals/ICCTFOA Conference	26.66	
	Training Expenses/ICCTFOA	-	
	Milage	27.61	
<b>Total Tranining Workshops</b>			<b>54.27</b>
Utilities			
	Electric & Gas	177.36	
	Garbage	12.42	
	Water	16.90	
	Telephone	35.84	
	Sewer	77.76	
<b>Total Utilities</b>			<b>320.28</b>
Wages & Benefits			
	Clerk/Treasurer	3742.62	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	401.05	
	Retirement Fund - PERSI	611.06	
	Health Insurance	-	
	Health Insurance Employee	-	
6560 · Payroll Expenses	Intuit Payroll	500.00	
<b>Total Wages &amp; Benefits</b>			<b>6,254.73</b>
	<b>Total 10 · GF EXP</b>	<b>9,883.70</b>	<b>9,883.70</b>

**City of Kootenai**  
**Treasurer Report December 2021**

<b>STREET FUND EXPENSES</b>			
Name	Account	Amount	Sub-Totals
<b>20 · SF EXP</b>			
Ditches			
	Ditch Maintenance	-	
Total Ditches			-
Stormwater			
	Stormwater Repair/Excavation Engineer	363.31	
		-	
Total Stormwater			363.31
Street Maintenance			
	IWorQ Annual Fee	-	
Asphalt Striping		0	
Capital Improvement Projects		0	
Total Street Maintenance			-
Streets			
	Street Engineer	0	
	Utility Encroachment Permits	-	
Total Streets			-
Utilities, Streets			
	Signal Lights	100.08	
	Street Lights	894.36	
Total Utilities, Streets			994.44
Transportation			
	Bike & Pedestrian Paths	-	
Total Transportation			-
	<b>Total 20 · SF EXP</b>	<b>1,357.75</b>	<b>1,357.75</b>
	<b>Total Expense</b>	<b>11,241.45</b>	<b>11,241.45</b>
	<b>Total Income</b>		<b>12,656.64</b>
<b>Net Income</b>			<b>1,415.19</b>

## MEMO

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**To: Mayor Lewis and Council Members**  
**From: Ryan Luttmann, P.E., Contract City Engineer**  
**Date: December 30, 2021**  
**Re: Council Meeting Report for December Engineering Activities**

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Engineering activities for the month of December included the completion and submittal of the Children Pedestrian Safety Grant Application and utility permit reviews and correspondence with Ziplly for proposed fiber optic upgrades.

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

The Children Pedestrian Safety Grant Applications were due to LHTAC by December 16, 2021 by 4:30pm MST. The City of Kootenai's Children Pedestrian Safety Grant Application for the widening of 2<sup>nd</sup> Avenue from Sprague Street to the Seven Sisters Subdivision was submitted electronically on December 14, 2021. The project application asked for \$250,000 for the construction of the proposed improvements. No local match is required for these grant dollars. The applications received throughout the state will be scored and results should be made available in a few months. The highest ranked applications will be recommended for funding. Letters of support that were included in the grant application for Kootenai were provided by:

- Bonner County Area Transportation Team (BCATT) – signed by Commissioner Jeff Connolly, Chair
- Lake Pend Oreille School District #84 – signed by Erin Billings, Safe Routes to School Coordinator
- Northside Fire District – signed by Brad Mitton, Fire Chief
- Independent Highway District – signed by Mel Bailey, Chairman
- Selkirks-Pend Oreille Transit Authority (SPOT) – signed by David Sims, Executive Director

### **Permit Activities**

**ENU 007-021 (A, B and C)** – Ziplly 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. Ziplly is working to resolve some of the remaining items and will be providing contact information for a local representative to contact during construction with a detailed schedule for the underground boring activities.

**ENU 007-021 (D)** – Ziplly has submitted revised utility permits to expand fiber infrastructure to the City to the south side of Kootenai Elementary property. The plans include installation within existing conduit and adding new overhead lines using existing poles. The infrastructure work is part of a larger project that Ziplly is currently installing within Sandpoint, Ponderay and along Highway 200. A permit was issued for the small portion of this project proposed within the alley between ITD right-of-way and the school property.



**RUEN-YEAGER & ASSOCIATES, INC.**  
ENGINEERS ♦ PLANNERS ♦ SURVEYORS

**MEMO**

To: Kootenai City Council, Mayor and Clerk  
From: Clare Marley, AICP, City Contract Planner  
Date: December 30, 2021  
Re: **Planning update for January 4, 2022, City Council meeting**

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**Building permit activity: ADVISORY ONLY.** The City of Kootenai ended 2021 with 11 building permit applications, compared with 10 applications in 2020 and 23 application in 2019. The 11 permits included: two signs; three homes; three home additions; a church remodel; and two demolition permits.

**Comprehensive Plan Update: ADVISORY ONLY:** Staff has completed a final first draft of the comprehensive plan update, adding information on: transportation; recreation, utilities, bus services, parks, and pathways. The detailed 2020 U.S. Census data is still not available. The goals, policies, and action plans, from the recent City Council workshops, have been incorporated into the plan draft. Staff will proof, format, and print a final draft copy for City Council review in January. Discussion points for Council consideration include:

- Whether the Northside Fire District impact fee study and request should be considered as part of the entire comprehensive plan update or heard separately. The impact fee appendix with the capital improvement plan and fee study for Northside Fire District could be folded into the current draft document. This addition would be dependent on the timing for the final impact fee documents, when the impact fee is expected to be in place, and when the full comprehensive plan update is scheduled to hearing. Further discussion is needed.
- A method to survey the public and introduce the draft plan, possibly including:
  - An on-line survey
  - Posting the draft document to city website
  - Facebook postings
  - A community meeting tied with a school or other community event.
- A final City Council discussion of map designations, labels and mapping boundaries.
- A final workshop or hearing schedule. Does the City Council prefer to have another workshop with the final draft document and map in hand and community outreach completed prior to a public hearing?

**Cell/Wireless Tower Code Update: ADVISORY ONLY:** Staff has submitted to the city attorney a draft of the wireless communication code amendment, based upon the workshop discussion with Council on November 17<sup>th</sup>. The draft code included: new definitions for “wireless communication facility” and antennas, based on recent technologies; tower application requirements to show a need for the facility and environmental impacts; restrictions on placement of towers in residential and mixed-use zones, near schools or day cares, within public rights-of-way, and on existing utility poles; costs of studies to be borne by applicant. 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.



To: Kootenai City Council and Mayor  
From: Ronda L. Whittaker, City Clerk  
Date: December 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 updating business information. Will keep updated 😊

**Business Licenses** – The City has received 32 business license applications. Four of the 32 are new businesses that are located within the Sandpoint Technology Center: Community Resource EnVision Center, Regeneration Calvary Chapel, IdaHope Families Inc., and Sandpoint Life Choices Pregnancy Center. These 4 new businesses are a result of the influx of population growth and challenged families migrating into our local communities.

**Parking on City Streets** – Independent Highway District has been notified that if there are vehicles parked on streets during plowing schedules, they are to call in license plate numbers to law enforcement. I have sent notification to advise of this action to problem areas within the City.

**Sub-pump drainage from City Hall** – I was able to get a great “handy man” to direct drainage from the City Hall. This was successful except for burying the drainage system as weather set in. What was able to be put in is working great; the sub-pump is coming on less. Mr. Houdobre also sealed up all of the cracks along the outside foundation to prevent water from seeping into the basement. Spring will provide the weather to complete the project.

**Records Retention** – Working on organizing and refiling the City's Building Permits for easy access. I am running out of space to put the City Minutes as we only have two FireKing filing cabinets that provide the protection needed in case of fire. The City is required to keep originals of all minutes, resolutions, ordinances, and other documents FOREVER. City clerks are working with the Association of Idaho Cities and Legislature to revisit this statute in hopes of allowing pdf retention which should be backed up and kept on a cloud service. The City has this back-up services we just need the statute to allow a scanned copy to be kept 😊

**Working with City Attorney** – Still working on getting some recommendations for alternate code enforcement.

**Working with Association of Idaho Cities (AIC) – Readers for Leaders** - Scheduling is in progress.

**Vacation** – I had a great vacation. Florida was a wonderful visit. Hard to come from 75-degree weather to 7-degree weather 😞