



City of Kootenai
**COUNCIL MEETING
AND COMPREHENSIVE PLAN REVIEW WORKSHOP
MINUTES**

DATE: February 1, 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 via telephone, Councilwoman Mjelde – HERE, Councilman Schock – PRESENT, and Councilman Rafferty – 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, Julie Washburn, Business Owner, Nancy Hastings, Lieutenant Steven Chamberlain of Sandpoint Law Enforcement, and Cory Coons, City of Sandpoint Chief of Police.

Public Comment – None were given.

1. Consent Agenda:

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

Councilman Rafferty moved to approve the Consent Agenda, 2nd by Councilwoman Mjelde; roll call vote:

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

2. Reports:

2.A. Mayor: Mayor stated that she had attended the Urban Area Transportation Plan meeting and stated that there will be meetings every month until March of 2023.

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

2.C. City Planner: Written Report Summary – Attached – Clare advised that the majority of her report had to do with the Comprehensive Plan which will be discussed during the scheduled workshop. There was 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 Lewis stated they were experiencing some bus breakdowns and that they were considering smaller busses as they were much easier to manage and that it is getting harder to find drivers and employees who can manage the larger busses.

~ **2.F. Clerk – Written Report** – Attached – No further discussion

3. Discussion/Action Items

3.1 1st Quarter Financial Report – Approval and Authorization to Publish – Ronda explained that the City was in good order for the quarter. **Councilman Rafferty moved to approve the City's 1st Quarter Financial Report and authorize for publication, 2nd by Councilman Schock; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

3.2 Sandpoint Law Enforcement Second Amendment to Joint Powers Agreement (JPA)– Mayor Lewis advised that there was a clause in the original JPA that provided additional services mostly related to traffic issues. **Councilman Rafferty made a motion to approve the Sandpoint Law Enforcement Second Amendment to JPA, 2nd by Councilman Schock; roll call vote:**

Councilman Sundquist – AYE
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

3.3 Lignetics Debris – Mayor advised that the City did not have enough information to really have too much of a discussion at this time. She advised that DEQ had contacted the Director of Environmental Services (EHS) for Lignetics. She advised that he could not get to this area until this next Sunday and that once the issues are reviewed, he would contact the City with his opinion and suggestions. She suggested that the City request the EHS to attend the March meeting. She advised that Council could then further discuss their concerns. Councilwoman Mjelde expressed her concern that the debris was causing health concerns for residents within the City. Councilman Sundquist advised that costs to Legnetics related to abating these issues should not be a concern to the City. Councilman Rafferty stated that the Highway Department has also been concerned about the amount of debris that is collecting along the highway due to uncovered loads. Nancy Hastings expressed her concern that this issue has been ongoing for over 25 years and that it was time the City did something about it.

Mayor Lewis adjourned the meeting at 6:58 p.m. Council began the Comprehensive Plan Workshop.

Comprehensive Plan Final Review – Clare stated that the Comprehensive Plan (Plan) now includes a summary of the Northside Fire Districts Impact Fees and the Capital Improvement Plan and Impact Fee Analysis as (Appendix C) of the Plan draft. She advised that the City's legal team had advised that the impact fee element, the impact fee ordinance, impact fee schedule and intergovernmental agreement between the City and the Fire District could be considered at the same meeting as the entire Plan update.

Comprehensive Plan Map – Council reviewed the proposed map to be included within the Plan. Clare advised that some of the colors were altered to be more aesthetically identified. She also stated that she would like Council to look at the legend and asked if they wanted just the abbreviated description of the zoning areas or did, they also want the lettered identification. Council agreed that both would be easier to identify. The also wished the labeling to be included on the map itself within each zoning area.

Council agreed that the Plan was satisfactory and were happy to see some of the City's history included within the Plan. The agreed that the Plan was ready for Public Hearing and suggested it be heard at the March 1st meeting, which would also include all the proposed documents needed for the Northside Fire District's Impact Fee project.

Mayor Lewis adjourned the workshop at 8:02 p.m.

Submitted by:
Ronda L. Whittaker/City Clerk

City of Kootenai

Treasurer Report January 2022

Mt. West Money Market	\$	74,265.53	0.04% APY
Mt. West Checking	\$	297,404.52	0.01% APY
Idaho Central Credit Union	\$	396,950.91	1.85%
Total Cash Assets	\$	768,620.96	

INCOME/GENERAL FUND

Name	Account	Amount	Sub-Totals
01 · GF REV			
Franchise Fees			
	Avista Corportation	4,012.59	
	Northland Cable Television	0.00	
	Waste Management, Inc	366.16	
Total Franchise Fees			4,378.75
Interest			
	Interest, MW Money Market	2.52	
	Interest, MW Checking	1.91	
	Interest, ICCU CDs	616.46	
Total Interest			620.89
Licenses & Permits			
	Business Licenses	75.00	
	Liquor Licenses	0.00	
Total Licenses & Permits			75.00
Planning & Zoning Fees & Permit			
	Building Permits	300.00	
	Subdivision Fees	0.00	
Total Planning & Zoning Fees & Permit			300.00
Property Tax			
	Arrears Property Tax	185.06	
	Penalty & Interest	35.73	
	Property Tax Current	32,425.04	
	Recovered Homeowners Exemption	630.92	
	Circuit Breaker	826.30	
Total Property Tax			34,103.05
Rents			
	City Hall Rental	200.00	
	Post Office Rent	280.00	
Total Rents			480.00
State of Idaho Funds			
	State Liquor Fund	9,411.00	
	State Revenue Sharing	22,258.35	
Total State of Idaho Funds			31,669.35
	Total 01 · GF REV	71,627.04	71,627.04

City of Kootenai

STREET FUND REVENUE			
Name	Account	Amount	Sub-Totals
02 · SF REV			
Idaho Transportation Dept			
State Highway Users Fund			
	HB312	2,833.64	
	Hwy Users Fund	9,372.98	
			12,206.62
Total State Hwy Users Fund			
Road & Bridge			
	Road & Bridge Current	23,266.75	
	Road & Bridge P & I	26.81	
	Road & Bridge Arrears	141.34	
	Circuit Breaker M&O	597.43	
			24,032.33
Total Road & Bridge			
Stormwater/Encroachment			
	Culvert Encroachment Deposit	0.00	
	Utility Encroachment	0.00	
	Stormwater Management	0.00	
			0.00
Total Stormwater/Encroachment			
Total Streets			
	Total 02 · SF REV	36,238.95	36,238.95
	Total Income	107,865.99	107,865.99

City of Kootenai
City of Kootenai
Treasurer Report January 2022

GENERAL FUND EXPENSES			
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Name	Account	Amount	Sub-Totals
10 · GF EXP			
Accounting & Audit			
Accountant	Mountain Ledger pre-audit	-	
Total Accounting & Audit			-
Bank Fees		0	0
Building Maintenance			
	Janitorial Service	51.20	
	Security	-	
	New Snow Shovel	38.88	
Total Building Maintenance			90.08
Legal			
	Attorney	-	
	Legal Notices	-	
Total Legal			-
Dues & Membership			
Miscellaneous Memberships	ICCTFOA Scholarship Donation	-	
Dues & Membership	ICCTFOA District Dues	-	
Total Dues & Memberships			-
Insurance			
	ICRMP	-	
Total Insurance			-
Office Expenses			
	Internet Service	76.18	
	Office Supplies	50.86	
	Postage	70.00	
	Computer Hardware	-	
	Computer Software	-	
	Computer Maintenance/Repair	142.28	
	Web Site	-	
	Mayor's Expense/Holiday Cards	-	
Total Office Expenses			339.32
Park			
	Maintenance	-	
Total Park, Arbor Day & Earth Day			-
Planning & Zoning			
	Building Permits	214.00	
	Comp Plan Review	1,224.20	
	Subdivision Fees	-	
	Planner	760.50	
Total Planning & Zoning			2,198.70

City of Kootenai

GENERAL FUND EXPENSES - Cont.			
Name	Account	Amount	Sub-Totals
Training Workshops			
	Meals/ICCTFOA Conference	-	
	Training Expenses/ICCTFOA	-	
	Milage	37.79	
		37.79	37.79
Total Training Workshops			
Utilities			
	Electric & Gas	234.73	
	Garbage	12.42	
	Water	-	
	Telephone	35.84	
	Sewer	-	
		282.99	282.99
Total Utilities			
Wages & Benefits			
	Clerk/Treasurer	3551.67	
	Council	625.00	
	Mayor	500.00	
	Payroll Taxes	396.00	
	Retirement Fund - PERSI	603.19	
	Health Insurance	-	
	Health Insurance Employee	-	
6560 · Payroll Expenses	Intuit Payroll	500.75	
		6,176.61	6,176.61
Total Wages & Benefits			
	Total 10 · GF EXP	9,125.49	9,125.49

City of Kootenai

City of Kootenai Treasurer Report January 2022

STREET FUND EXPENSES			
Name	Account	Amount	Sub-Totals
20 · SF EXP			
Ditches			
	Ditch Maintenance	-	
Total Ditches			-
Stormwater			
	Culvert Inspections	-	
	Engineer	-	
Total Stormwater			-
Street Maintenance			
	IWorQ Annual Fee	-	
Asphalt Striping		0	
Street Fund Reserve		0	
Total Street Maintenance			-
Streets			
Street Engineer		0	
Utility Encroachment Permits		-	
Total Streets			-
Utilities, Streets			
	Signal Lights	54.83	
	Street Lights	0	
Total Utilities, Streets			54.83
Transportation			
	Bike & Pedestrian Paths	-	
Total Transportation			-
	Total 20 · SF EXP	54.83	54.83
	Total Expense	9,180.32	9,180.32
	Total Income		107,865.99
Net Income			98,685.67

MEMO

To: Mayor Lewis and Council Members

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

Date: January 27, 2022

Re: Council Meeting Report for January Engineering Activities

Engineering activities for the month of January included ongoing correspondence with Ziplly for proposed fiber optic upgrades and the initiation of the Urban Area Transportation Plan.

Children Pedestrian Safety Grant Application Update

The Children Pedestrian Safety Grant Applications have been scored and results will be made available at a future date. The Governor has recommended \$10 million of the state surplus funds be put toward the child pedestrian safety program. If the Governor's recommendation passes legislation, then the likelihood of funding would be very high. The City requested \$250,000 to construct shoulder widening along the south side of 2nd Avenue between the elementary school and the Seven Sisters Subdivision boundary.

Urban Area Transportation Plan

AECOM was awarded the contract to perform the Urban Area Transportation Plan. The consultant kicked off the project in January. The plan will provide transportation planning in the Sandpoint Urban Area which includes Kootenai, Dover, Sandpoint, Ponderay and a portion of the Sagle area in Bonner County. The consultant team will be meeting with representatives from each agency and their engineers throughout the project. The proposed project schedule includes:

- February/March 2022 – Goals and Visioning Workshop
- April 2022 – On-line survey
- June 2022- Transportation Modeling and Project Identification Workshop
- July 2022 – Project Prioritization Workshop
- October 2022 – Policy Workshop
- December 2022 – Draft Plan Workshop
- March 2023 – Final Plan

Permit Activities

ENU 007-021 (A, B and C) – The Ziplly construction team reached out with a virtual meeting. Ziplly indicated that they would provide the City with a local contact that would be available during construction that would also be able to walk the project to discuss the areas of concern for the City. The virtual meeting was held on December 29, 2021. The local contact information has not been provided, at this time.



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

MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner
Date: January 27, 2022
Re: **Planning update for February 1, 2022, City Council meeting**

Building permit activity: ADVISORY ONLY. The City of Kootenai received two building permit applications for walls signs on an existing building at 35 Litehouse Drive. These are the first two permits of 2022.

Comprehensive Plan Final Draft: ADVISORY/DIRECTION TO STAFF: The first draft final of the 2022 City of Kootenai Comprehensive Plan and Map have been delivered by planning staff to the City in print and electronic forms. City Council has scheduled a workshop-style review of the document for the regular February meeting of the Council. Items for consideration during the workshop may include:

- The Northside Fire District impact fees. As presently drafted, the comprehensive plan contains a short summary of the fire district impact fees and the capital improvement plan (CIP) and impact fee analysis (Appendix C of the Plan draft). State code requires the city comprehensive plan contain an "element" regarding impact fees and the CIP and fee analysis. Consideration of the Plan containing the impact fee element, the impact fee ordinance, impact fee schedule, and intergovernmental agreement between the city and the fire district could be considered at the same meeting as the entire Comprehensive Plan update. The Council has tentatively considered March 1st for the public hearings on these. The legal advertisements and taxing district notices would have to be mailed or published no later than February 11th, to meet the minimum 15-day advertising deadlines. Council will need to confirm a public hearing date and starting time. The Council will also need to set the proposed administrative fee for handling impact fees so it can be included in the advertisement, along with the proposed impact fees of \$785 fee per unit for new residential buildings and 39 cents per square foot for non-residential new buildings. Council previously discussed administrative fees for handling the impact fees as either a flat fee or percentage of the total square footage or permit application fee.
- A Council discussion of map designations, labels and mapping boundaries. The final map draft is Section 4 of the draft Plan. The most recently suggested mapping designations are included on the draft map, but could use some further discussion.
- Review of the final draft policy statements that were added following previous Council workshops.
- General proofing, fact-checking, and confirmation of any remaining Plan document questions.
- Any additional details or analysis the Council wishes staff to add to the draft document.



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City of Sandpoint, Idaho
POLICE DEPARTMENT

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

Mayor

Report for December 2021

There were 28 total calls created for the City of Kootenai for the month of December 2021. Of the 28 calls created, 3 calls were created for other agencies responding to Kootenai to assist.

These 3 calls do not fit the billing requirements and an addition case was for a traffic stop and a K-9 deployment which will not be billed for.

We will be submitting billing for 24 calls for service.

Sandpoint's Calls for service

911 Hang-up	3
Accident	3
Citizen Assist	2
Previous Incident Follow Up	2
Information	2
Trespassing	2
Business/Residential Alarm	1
Domestic Dispute	1
Juvenile Problem	1
Malicious Injury to Property	1
Parking Violation	1
Suspicious Person/Circumstance	1
Traffic Stop (not billed)	1
Unlawful Entry	1
Problems w/ utilities	1
VIN Inspection	1

N

Welfare Check	1
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Patrol Highlights

- Alarm – Officers responded to a report of an alarm at 119 McGhee Road (Keller Supply) Upon arrival, we located an open door at the front. There were no signs of forced entry to the door, nor the door frame and there were no signs of fresh shoe prints in the snow.
- Trespassing – RP reported her son was trespassing at her residence. Upon officer’s arrival, she told officers she will be working with a 3rd party to resolve the conflict.
- Suspicious vehicle – Officer responded to All seasons for a report of a suspicious vehicle in the parking lot. The caller reported it appeared the brake lights were illuminated as if it was occupied. I located a tan 2002 Toyota Highlander parked unoccupied in front of the building. The vehicle had extensive front end damage and what appeared to be deer hair stuck to the front of it. Dispatch confirmed the vehicle was involved in an accident a few hours prior.
- Battery - Officers responded to a family offense where the RP stated her son had battered her and his 12-year-old daughter. Officers collected witness statement forms and completed a report for the BCPA officer for charges.
- Unlawful entry – RP reported that someone had tried to enter her residence N. Main Street. Officer was close and responded with in a minute. Upon arriving, Officer noticed a male walking towards them from south of the residence. This male was later identified as a local transient. In speaking to the RP, it was her son who was able to view the male attempting to open their front door. He described the male as wearing a gray sweater and it appeared that he had been working outside due to the appearance of his clothing. The male was also reported to be carrying water bottles or something similar.
- Citizen Assist – RP wanted contact and sounded highly intoxicated and had questions about Arnies obligation to serve her family. I explained the business had the right to refuse service to customers.
- Welfare check - Officers contact RP who was requesting a welfare check on her granddaughter, (11 YOA). RP informed me that Granddaughter was sick and she did not believe her mother's boyfriend was caring for her properly. She was also concerned he had taken away her granddaughters cell phone preventing access to help if it was needed. Officers investigated the complaint and believe it was unfounded.
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Traffic stops

Verbal warnings	1
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Written Warning

Excess of posted speed	1
Registration of vehicle	1
Fail to stop-emerge from alley	1
	3

W

Traffic citations issued

No insurance offense	2
Traffic cont dev-fail to obey	1
Failed to register vehicle	1
seatbelt	1
Light Color limited to LE	1
	6

Misdemeanor citations --

	0
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To: Kootenai City Council and Mayor
From: Ronda L. Whittaker, City Clerk
Date: January 2022
RE: Clerk's Report



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 37 business license applications.

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.

Grants for Outside Activity –The City received information from Blue Cross of Idaho that they are giving \$85,000 in funds to enable City's to create outside parks called the "Community Project Program." Mayor expressed an interest; I have registered to attend a virtual webinar on February 10th. Will keep you all updated.

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.

Office Assistance – I have had no luck finding anyone to date to assist with office duties. As all the official reports, tax forms, and licensing permits have been issued and/or submitted, I will have more time to devote to reaching out to find assistance.

Alternate Code Administrator – I have had no luck finding a service. I have reached out to other cities to see who they may use. Will keep you updated.

Northside Fire District Impact Fee Project – Working with Vern Roof, the City's legal counsel, and the City Planner to clean up all documents to ready for public hearing.

Lignetics – Working with DEQ for debris monitoring and air quality advise.

CITY OF KOOTENAI
FY 2022 1st Quarter Financial Report
October 1, 2021 to December 31, 2021

	BUDGET	Qtr Total	% REV/EXP
General Fund Revenue	\$440,271	\$ 193,851	0.44%
Expenditures	\$440,271	\$ 38,310	0.09%
Street Fund Revenue	\$ 91,200	\$ 17,735	0.19%
Expenditures	\$ 91,200	\$ 15,230	0.17%

Citizens are invited to inspect the detailed supporting records of the above financial statements.

Ronda L. Whittaker, City Clerk/Treasurer
02/03/22

SECOND AMENDMENT TO JOINT POWERS AGREEMENT A20-2100-2 FOR LAW ENFORCEMENT SERVICES BETWEEN THE CITY OF SANDPOINT AND THE CITY OF KOOTENAI

This Second Amendment to Joint Powers Agreement No. A20-2100-2 between the City of Sandpoint and The City of Kootenai is effective October 01, 2021 by and between the City of Sandpoint (hereinafter referred to as "SANDPOINT") and the City of Kootenai (hereinafter referred to as "KOOTENAI").

WHEREAS, "SANDPOINT" and "KOOTENAI" entered into a Joint Powers Agreement to provide efficient and effective law enforcement services within the jurisdiction of the City of Kootenai, and

WHEREAS, "SANDPOINT" and "KOOTENAI" would like to continue this Joint Powers Agreement for law enforcement services within the jurisdiction of the City of Kootenai.

NOW THEREFORE, the parties agree as follows:

1. Section 4, "Cost of Contract and Payments", shall be amended to add the following fees and not to exceed amount for services provided during the period October 01, 2021 thru September 30, 2022:

The City of Kootenai shall pay the City of Sandpoint \$43.64 per call plus a 15% administration fee. The parties define calls for service as citizen driven complaints. City of Kootenai shall pay City of Sandpoint an amount not to exceed of \$15,706.59 for the period October 01, 2021 thru September 30, 2022.

- a. City of Kootenai shall not pay the City of Sandpoint proactive patrols and resulting services (i.e.; traffic stops, etc.).
- b. City of Kootenai shall not pay the City of Sandpoint for attendance at City Council meetings.
- c. City of Kootenai shall not pay City of Sandpoint for provision of semi-monthly activity reports.
- d. City of Kootenai shall pay City of Sandpoint for services as described in Section 3a-e, in an amount not to exceed \$15,706.59 annually. There will be no additional costs for proactive patrols and resulting services (traffic stops, etc.), attendance at City Council Meetings, or for activity reports, and any associated revenue will go to the City of Sandpoint to offset costs, court-time, etc.

e. Payments

The City of Sandpoint shall bill the City of Kootenai monthly for services provided the previous month. These bills shall be transmitted no later than the 15th of the month and shall be accompanied by an itemized reporting of police services provided. City of Kootenai shall remit payment to the City of Sandpoint within thirty (30) days of receipt of the invoice.

