



City of Kootenai
COUNCIL MEETING
MINUTES
DATE: June 7, 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 – NOT PRESENT, Councilwoman Mjelde – HERE, Councilman Schock – HERE, and Councilman Rafferty – HERE.

Staff Present: City Clerk, Ronda L Whittaker, and City Engineer, Ryan Luttmann. Benjamin Allen and Britney Jacobs, Silver Valley Law

Amendments to the Agenda –None were proposed.

Announcements – None were proposed

Others Present: Steven Chamberlain representing Sandpoint Law Enforcement.

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 Councilman Schock; roll call vote:

Councilman Sundquist – NOT PRESENT
Councilman Rafferty– AYE

Councilwoman Mjelde – AYE
Councilman Schock – AYE

2. Reports:

2.A. Mayor: No report was given.

2.B. City Engineer: Written Report Summary – Attached – Ryan summarized his report.

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

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

2.E. Selkirks-Pend d’Oreille Transit (SPOT) – Mayor Lewis stated SPOT is still considering a new Director.

2.F. Clerk – Written Report – Attached – Specific Topics were discussed:

- **City Park** – Ronda stated she was waiting for dimensions of the platform that is needed for the swing. Councilman Rafferty stated that he that he

and Councilman Schock may be able to help.

- **City Record Retention** – Councilwoman Mjelde advised that the City Clerk should just purchase a FireKing in order to make sure that the City’s records are safe. There was a brief discussion. Councilwoman Mjelde moved to allow the City Clerk to purchase a FireKing file cabinet; 2nd by Councilman Schock; roll call vote:

Councilman Sundquist – NOT PRESENT

Councilwoman Mjelde – AYE

Councilman Rafferty – AYE

Councilman Schock – AYE

The City’s Attorney Britney Jacobs advised Council that there was a state statute that allowed destruction of records as long as the City has a digital copy of them. Ronda asked if that included ordinances, resolutions, and minutes. Brittany advised that the City Clerk needs to reach out to the Idaho State Archives to seek approval, but confirmed that ordinances, resolutions, and minutes were allowed to be destroyed if there was a digital copy kept. Ronda advised that this may eliminate the need for an additional FireKing File cabinet.

3. Discussion/Action Items

3.1 Lignetics Update – Ronda advised that they had received a draft inspection report and that there would be a follow-up inspection on June 13th.

3.2 Park Committee – Councilwoman Mjelde advised Council that the area chosen to plant was not suitable for vegetation and needed to be improved. She advised that this could be something to discuss at the following budget workshop.

Mayor Lewis moved Council into executive session at 7:09 p.m.

Mayor Lewis adjourned the meeting at 8:05 p.m.

Submitted by:

Ronda L. Whittaker/City Clerk

City of Kootenai
Treasurer Report May 2022

Mt. West Money Market	\$	74,275.40	0.04% APY
Mt. West Checking	\$	291,051.02	0.01% APY
Idaho Central Credit Union	\$	399,368.46	1.85%
Park Fund	\$	-	
Total Cash Assets	\$	764,694.88	

INCOME/GENERAL FUND

Name	Account	Amount	Sub-Totals
01 · GF REV			
Franchise Fees			
	Avista Corporation	0.00	
	Northland Cable Television	386.16	
	Waste Management, Inc	545.19	
Total Franchise Fees			931.35
Interest			
	Interest, MW Money Market	2.44	
	Interest, MW Checking	2.56	
	Park Fund	0.00	
	ICCU CD1	323.15	
	ICCU CD2	299.08	
Total Interest			627.23
Licenses & Permits	Business Licenses	50.00	0.00
Law Enforcement Fines		0.00	50.00
Planning & Zoning Fees & Permit			
	Building Permits	562.81	
	Site Plan Review	230.00	
Total Planning & Zoning Fees & Permit			792.81
Property Tax			
	Arrears Property Tax	194.34	
	Penalty & Interest	3.35	
	Property Tax Current	0.00	
	Recovered Homeowners Exemption	0.00	
Total Property Tax			197.69
Rents			
	City Hall Rental	200.00	
	Post Office Rent	280.00	
Total Rents			480.00
State of Idaho Funds			
	State Liquor Fund	0.00	
	State Revenue Sharing	0.00	
Total State of Idaho Funds			0.00
	Total 01 · GF REV	3,079.08	3,079.08

INCOME/STREETS

Name	Account	Amount	Sub-Totals
02 · SF REV			
Idaho Transportation Dept			
	State Highway Users Fund	0.00	
	HB312	0.00	
Total Idaho Transportation Dept			0.00
Road & Bridge			
	Road & Bridge Current	0.00	
	Road & Bridge P & I	2.37	
	Road & Bridge Arrears	140.43	
Total Road & Bridge			142.80
Road & Streets			
Total Road & Streets			142.80
Stormwater/Encroachment			
	Utility Encroachment Pmts	400.00	
Total Stormwater/Encroachment			400.00
	Total 02 · SF REV	542.80	542.80
	Total Income	3,621.88	3,621.88

City of Kootenai
Treasurer Report May 2022
EXPENSES/General Fund

Name	Account	Amount	Sub-Totals
10 - GF EXP			
Accounting & Audit		0.00	0.00
Bank Charges		0.00	0.00
Dues and Memberships	CostCo	0.00	0.00
Building Maintenance			
	Janitorial Service	101.60	
	Furniture & Fixtures	0.00	
	Custodal Supplies	64.88	
	Building Security	177.64	
Total Building Maintenance			344.12
Insurance			
	ICRMP	0.00	
	Legal Notices	409.40	
Total Legal			409.40
Office Expenses			
	Computer Maintenance/Repair	99.05	
	Internet Service	113.18	
	Office Supplies	0.00	
	Other/Easter/Mayor	0.00	
Total Office Expenses			212.23
Park, Arbor Day & Earth Day			
	Maintenance - Landscaping	1,253.37	
Total Park, Arbor Day & Earth Day			1,253.37
Planning & Zoning			
	Planner	1,042.50	
	Subdivision Fees	0.00	
	Ordinance Revisions/Comp Plan	0.00	
	Engineer	0.00	
	Code Enforcement	20.50	
	Building Permits	531.02	
	Zoning Map	255.50	
Total Planning & Zoning			1,849.52

City of Kootenai
Treasurer Report May 2022
EXPENSES/General Fund - cont.

Name	Account	Amount	Sub-Totals
Training Workshops			
	Training Expenses	0.00	
	Meals	0.00	
	Milage	226.92	
Total Training Workshops			226.92
Utilities			
	Electric & Gas	142.30	
	Garbage	24.84	
	Telephone	57.84	
	Water	43.23	
	Sewer	0.00	
Total Utilities			268.21
Wages & Benefits			
	Clerk/Treasurer	3,857.19	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	409.81	
	Retirement Fund - PERSI	624.74	
6560 - Payroll Expenses	Health Insurance	0.00	
	Wages & Benefits	0.00	
	Payroll Expense/Intuit	510.00	
Total Wages & Benefits		6,401.74	6,401.74
Total 10 - GF EXP		10,965.51	10,965.51

City of Kootenai
Treasurer Report May 2022
EXPENSES/Street

Name	Account	Amount	Sub-Totals
20 · SF EXP			
Ditches	Maintenance	150.00	
Total Ditches			150.00
Stormwater			
	Culvert Inspections	0.00	
	Engineer	0	
Total Stormwater			0.00
Streets			
	Materials	0	
	Engineer	0	
	Capital Improvement Project/KM		
	Signs	0	
Total Streets			0.00
Utilities, Streets			
	Signal Lights	36.45	
	Street Lights	894.36	
Total Utilities, Streets			930.81
	Total 20 · SF EXP	1,080.81	1,080.81
	Total Expense	12,046.32	12,046.32
 Net Income			 -8,424.44

MEMO

To: Mayor Lewis and Council Members

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

Date: June 2, 2022

Re: Council Meeting Report for May Engineering Activities

Engineering activities for the month of May included coordination with utility providers, Helena Road maintenance design, Urban Area Transportation Plan participation and completing the Child/Pedestrian grant submittal.

Helena Road Maintenance

On May 3, 2022, Council approved moving forward with Phase 1 of the Helena Street Maintenance Project to add fabric and rock to the Helena Street right-of-way, north of E 2nd Avenue. Topographic elevation shots have been taken for the centerline of Helena Street and finished grades of the top of rock have been designed and reviewed in the field with the Independent Highway District staff that will be performing the work. The Independent Highway District is planning to start this work in September. This will give time for some of the current utility work within the City to be completed and provide a construction window for utility work associated with future home sites to be performed in advance of the project.

Children Pedestrian Safety Application

The Children Pedestrian Safety Grant Application was finalized and submitted electronically to LHTAC on May 4, 2022. Applications are due on June 8, 2022 and Kootenai was the first jurisdiction within the State to submit their application. Early submittal does not qualify for extra scoring points, but it does indicate that the project is important to the community. The grant amount is for \$250,000 and LHTAC will coordinate the scoring of the applications and the recommendation for awarding the \$10,000,000 throughout the state.

Railroad Avenue Bike Path

IHD adjusted narrowed the width between the barricades and re-installed a stop sign on the pathway where it enters the west end of Railroad Avenue.

TAP Grant Pathway

The Idaho Transportation Department is continuing to design the safety improvements for the widening of SH 200 through Kootenai. The plans include the design of the City's pathway from the Seven Sisters Dr/SH 200 Intersection to Main Street within the ITD right-of-way. I have reviewed the preliminary plans with the IHD maintenance staff and provided comments to the design engineer. The project is moving into final design and ITD has scheduled a final design review for June 10, 2022 at 1:00pm. The preliminary design includes 42" high fencing along the north side of the pathway because of the proposed 2:1 slope along the pathway. In order to flatten the slope and remove the need for fencing, an agreement to adjust the roadside drainage and fill onto City property that is adjacent to the ITD right-of-way may be needed.

Urban Area Transportation Plan

The Urban Area Transportation Plan is continuing and representatives from the local jurisdictions met with the project consultant to review and discuss goals, objectives and project priorities on May 31, 2022. The public engagement process will include a booth at Crazy Days Sidewalk Sale in Sandpoint on July 30, 2022. Project information and survey links will be shared with the jurisdictions so that they can be posted on websites and distributed through social media for each of the participating jurisdictions.



Utility Permits

The month of June will be busy with installation of fiber optics throughout the City of Kootenai as TING and Ziplly expand their networks. By the end of summer, most of the City residents should have access to this upgraded infrastructure.

ENU 006-021 (TING) – TING's contractor is continuing with installation of underground infrastructure for fiber optics throughout the City. I performed a construction walkthrough on the west side of the City and construction is continuing into the central part of the City.

ENU 007-021 A, B, C (Ziplly) – I performed a pre-project walk through with Ridgeline Utilities that will be performing the construction work for Ziplly. Three permits were issued for Ziplly and Ridgeline Utilities is proposing to complete the work during the month of June. The proposed work will include lashing fiber to their existing overhead lines, pulling fiber through existing underground conduit and boring new conduit in some areas of town.



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

MEMO

To: Kootenai City Council, Mayor and Clerk
From: Clare Marley, AICP, City Contract Planner
Date: June 2, 2022
Re: **Planning update for June 7, 2022, City Council meeting**

Building permit activity: ADVISORY ONLY. The City of Kootenai received one new building permit for the conversion of a portion of the former Coldwater Creek complex to a veterans outpatient clinic. The applicant is the owner of the complex, L3M LLC. The plans call for a 9,300 square foot clinic, to be located within the southern portion of the existing building. The stated purpose is to serve as a clinic for veterans on an outpatient basis. The application has been approved by planning and forwarded to the city building official for plan review. No fire district impact fees were assessed for this use because there are no expected additional fire services needed for the building conversion from retail/warehouse/office to a clinic. The clinic is a permitted use in the Commercial/Light Industrial zone. The total number of building permit applications for the year is seven.

City of Kootenai May '22 Cases

Total Cases in Kootenai in May 2022: 30

Total Cases Handled By SPD: 30

May '21 Kootenai Cases Handled By SPD: 44

May '22 Highlights:

5 – 911 Hangup

4 – Civil Dispute

3 – Missing Person/Runaway

2 – Citizen Assist

2 – Child Custody

1 – Child Abuse

1 – Obscene Conduct

1 – Welfare Check

1 – Alarm

1 - Reckless



City of Sandpoint, Idaho
POLICE DEPARTMENT

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

Mayor,

Report for April 2022

There were 39 total calls created for the City of Kootenai for the month of April 2022. Of the 39 calls created, 6 calls were created for other agencies responding to Kootenai to assist.

These 6 calls do not fit the billing requirements.

We will be submitting billing for 33 calls for service.

Sandpoint's Calls for service

Information	3
Suspicious Person	3
Trespassing	3
Citizen Assist	2
Missing Person	2
Welfare Check	2
Assist Other Agency	1
Animal Problem	1
Battery	1
Burglary	1
Civil Protection Order	1
Disorderly Conduct	1
DUI, Alcohol or Drugs	1
Domestic Dispute	1
Previous Incident Follow Up	1
Disturbing the Peace	1
Sex Offense	1

Vehicle Theft	1
Theft of Property	1
Defrauding an Innkeeper	1
Threatening	1
Tobacco Violation	1
VIN Inspection	1

Other's not billed for

911 Hang-up	1
Assist Other Agency	2
Suspicious Person/Circumstance	1
Domestic Dispute 1	1
Trespassing 1	1

Patrol Highlights

- Suspicious person- Rp explained soccer practice is going on and a suspicious male is walking with his hands in his pockets and hood on.
- Trespassing - Officers responded to 130 Mcghee Road for the call of a trespass. police responded and trespassed three protesters who were on the property. They moved to the walking path near Highway 200
- Stolen vehicle – RP wished to report his vehicle stolen. RP was planning on selling the car. The car has been sitting at RPs uncle's house for the past year while he was in Arizona. After the investigation, it was determined this was a civil issue.
- Missing Person – RP called to report her 11-year-old son as missing, whereas he had gone to a baseball game with other parents and was supposed to be home over an hour prior. The missing child was located without incident.
- Battery - Officers responded to a report of a battery. Upon arrival, Officers learned a verbal argument had occurred. RP reported the argument escalated to a point where he was struck in the right hand, knocking a phone out of his hand and onto the ground. RP wished to sign a citation for a violation of I.C. 18-903 Battery, which officers facilitated.
- Welfare check – RP called to report a male came into the facility for assistance in getting a train ticket. He said his name was Jeff and printed out a ticket from one of the public use computers. He left a voicemail on the phone number mentioning someone was shooting at him and a life insurance policy. Officers were able to locate the male subject and determine there was not threat of harm.
- Missing person - I responded for a runaway juvenile. I contacted RP who said her son, did not return home to their residence in Kootenai, Bonner County, Idaho and she had not seen him since around 0630 hours that morning. Officer located him via phone and he stated he had been in a movie at the cinema with a friend.
- Sex offense - Officers were dispatched to a cold case reference a sex offense that dad occurred about 15 years ago. Case forwarded to detectives.

- Burglary – Officers responded to the report of an individual siphoning gas from U-Haul vehicles at 32211 Highway 200 (Squeeky's U-Haul). Upon arrival, I observed a male, later identified as “AB” laying underneath a U-Haul truck attempting to conceal himself, as a green hose lay next to him, the vehicle and the gas tank area. “AB” admitted to attempting to siphon gas from two separate U-Haul trucks at this location and was subsequently issued misdemeanor citation #SPD401956 for two counts of attempted petit theft, in violation of I.C. 18-2407(2).
- Dogs at large - I responded to Better Together Alliance for a report of two stray dogs found at Main Street and Brittany Loop, Kootenai, Bonner County, Idaho, and transported to the shelter facility. I met with RP, who stated he collected the dogs running on Main Street near Brittany Loop. The dogs had no collars or tags. One dog was a black lab type dog and the other was a brown and white hound type dog. Both dogs were placed in the afterhours holding and paperwork was completed.
- Disorderly – Officers were dispatched to a report of males yelling and running down Rebecca Way in Kootenai, ID. Upon arrival, I spoke one party who told me he and his cousin were involved in a physical altercation. Both parties stated they did not want to pursue charges and that the dispute was over family issues.
- DUI - Krystal was reported as a reckless driver in the area of Highway 200 & Shingle Mill Road. She was consensually contacted at Arnie's Conoco in Kootenai and showed several signs of impairment. She submitted to Standardized Field Sobriety Tests (SFST's), which she failed and was transported to the Sandpoint Police Department where she provided valid breath samples of .137/.140/.132/.133.
- Vin inspection - I responded to 130 McGhee Road, Litehouse, in Kootenai and completed a VIN inspection on a white 2006 Interstate cargo trailer.

Traffic stops

Written Warning –

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Traffic citations issued – 4

Speeding	1
MIP Tabaco	1
No insurance	1
Expired license	1

Misdemeanor citations - 4

Petit theft	2
DUI	1
Battery	1

Felony Charges –0

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



Website Activity – Continued update of the site. Calendar is active. Working on updating business information. Will keep updated 😊 Addressing fraudulent email submissions from the City's website.

City Park – Sprinkler system is ready to run when we need it. We need it. I have turned it on. Outside water fountain is out of commission. Mr. Schuck has agreed to take a look at it. Landscape yard maintenance has begun. Kathy does a great job. Mayor planted the flower boxes at the City Hall entrance.

ADA Swing – I have reached out to HMH to get some dimensions that will be needed for the platform. Still waiting for the information.

Sub-Pump Drainage – Independent Highway will be able to get the rest of the drainage completed here in the next week or so.

Spring Clean-up – Bonner County awarded the City a waiver of fees for a dumpster. This year has been challenging as people have put large metal debris into the dumpster. Waste Management did empty it but stated that if this keeps happening they will not be able to provide this service.

Nuisance Reports – The City has received several nuisance concerns. This issue should be discussed.

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 – We have an interest for the alternate code administrator. The City's Attorney has reviewed a couple of concerns and is happy with the applicant. Mr. Swan has begun working with the City's Attorney 😊

Office Assistance – The City will need to discuss how to add an additional station to support a deputy clerk. After further evaluation, I feel that the front station could be set up for a station. This would be good as it is the first entrance contact. We have two possible applicants to fill a position, but will only accept a full time position and benefits.

Budget – Preparing for the upcoming budget workshop.