



*City of Kootenai*  
**COUNCIL MEETING**  
**MINUTES**  
**DATE:** August 2, 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 – HERE, and Councilman Rafferty – HERE.

**Staff Present:** City Clerk, Ronda L Whittaker, City Planner, Ryan Luttmann, and City Legal Counsel Benjamin Allan.

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

**Announcements** – None were proposed

**Others Present:** City Resident, Sandra Anderson, City Resident Julie Washburn, City Resident Sandra Furlene, and City Resident Doris Nuss.

**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, 2<sup>nd</sup> by Councilman Schock; roll call vote:**

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

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

2. **Reports:**

**2.A. Mayor:** Mayor Lewis informed Council that she had help tend the Urban Area Transportation station during the Sandpoint Crazy Days event. She advised that the purpose of the station was to take public comment and input.

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

**2.B1 TAP Grant Pathway** – Ryan stated that the City had been granted the funds for the TAP Gran Pathway that had been approved and submitted. He advised that the Local Highway Technical Assistance Council had sent a Design State Local Agreement to the City for the proposed pathway from Seven Sisters to Main Street along SH200 for Mayor’s signature. **Councilwoman Mjelde moved to authorized Mayor Lewis to sign the State/Local Agreement for Project No. A022 (946) SH-200 to Railroad Ave Path, 2<sup>nd</sup> by Councilman Schock; roll call vote:**

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

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

**2.B2 Children Pedestrian Safety Program Grant** – Ryan advised that the City had been awarded the grant request of \$250,000 for the 2<sup>nd</sup> Avenue from the Kootenai Elementary School toward the Seven Sisters Development, He expressed his excitement that the city of Kootenai had ranked number 1 which meant that it scored the highest in the state for applications received. He stated that the City had received the LHTAC/Local agreement which need to be signed and submitted. He advised that once the signed agreement was submitted the City would receive the funds and it was a no match grant. Councilman Sundquist asked if the residents along 2<sup>nd</sup> Avenue would be informed that they will need to remove and/or relocate. Ryan stated that the residents will be well informed and will have plenty of time to remove and/or relocate items from the City’s rights-of-ways.

**Councilwoman Mjelde moved to authorize Mayor Lewis to sign and have the Agreement submitted, 2<sup>nd</sup> by Councilman Schock; roll call vote:**

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

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

**2.C. City Planner:** Written Report Summary – Attached – There were no further comments

**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 had found a new director, but it did not work out as he could not find living quarters in the area, and they are now looking for a new director.

**2.F. Clerk – Written Report** – Attached. There was no further discussion.

**3. Executive Session** – Mayor asked for a motion to move into executive session at 7:28 p.m. **Councilman Rafferty moved to enter into executive session in accordance with Code §74-206(f) to communicate with legal counsel for public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated by imminently likely to be litigated, 2<sup>nd</sup> by Councilman Sundquist; roll call vote:**

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

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

Council reconvened into the meeting at 7:42 p.m.

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

**4.1 Lignetics Update** – Ronda advise that the City had received a response to the letter of concern sent to them on July 14, 2022 advising that Legnetics is/has addressed the City’s concerns. She stated that the City had not received a final inspection report from Northside Fire Department to date. Council advised Ronda to request a final report and an update on the fire code related to the height of the sawdust pile. Councilman Sundquist expressed his concern that the screening was still not adequate.

**4.2 Bonner County Historical Society Free Title** – Council agreed that there was not enough information present to pursue an objection of the free title action.

**4.3 – Code Enforcement – Title 4 and 8 Enforcement – Councilman Sundquist moved to pursue criminal action on all City Code 8-10A-B violations, 2<sup>nd</sup> by Councilwoman Mjelde; roll call vote:**

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

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

**4.4 – Surplus Inventory** – Ronda stated there were several items that needed to be either sold or donated. Councilman Schock confirmed that to sell surplus items the City must publish an add in the paper. Council suggested that all unusable or unneeded items be donated or thrown away if unusable. **Councilman Sundquist moved to allow the City Clerk to donate or trash surplus inventory at her discretion, 2<sup>nd</sup> by Councilman Rafferty; roll call vote:**

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

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

**4.5 3<sup>rd</sup> Quarter Financial Report** – Ronda advised that the report was in good order. She stated that the street fund had more expenditures than revenues for the quarter due to the fiber optic build and that she had sent out statements to collect fees owed. **Councilman Sundquist moved to approve the City’s 3<sup>rd</sup> Quarter Financial Report and authorized publication of the report, 2<sup>nd</sup> by Councilman Rafferty; roll call vote:**

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

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

**Mayor Lewis adjourned the meeting at 8:19 p.m.**

Submitted by:

Ronda L. Whittaker/City Clerk

# CITY OF KOOTENAI

## SIGN-IN SHEET

**DATE:** August 2, 2022

**TIME:** 6:30 pm

### *Council Meeting*

Name	Address	Representing
Candra Anderson	516 Humbird St	
Julie Washburn	Humbird St	
Sandra Furlong	400 W. Second	self
Dorie Russ	401 Humbird	" "

# City of Kootenai

## Treasurer Report July 2022

Mt. West Money Market	\$	74,280.36	0.04% APY	
Mt. West Checking	\$	301,979.66	0.01% APY	
Park	\$	-	0.01% APY	
Idaho Central Credit Union	\$	550,575.77	1.85%	2025
<b>Total Cash Assets</b>	<b>\$</b>	<b>926,835.79</b>		

### INCOME/GENERAL FUND

Name	Account	Amount	Sub-Totals
01 - GF REV			
SLFRF			
Franchise Fees			
	Avista Corporation	3,480.00	
	Northland Cable Television	0.00	
	Waste Management, Inc	383.54	
<b>Total Franchise Fees</b>			<b>3,863.54</b>
Interest			
	Interest, MW Money Market	2.52	
	Interest, MW Checking	3.29	
	Park Fund	0.00	
	ICCU CD1	324.63	
	ICCU CD2	300.45	
<b>Total Interest</b>			<b>630.89</b>
Licenses & Permits			
	Business Licenses	50.00	
<b>Law Enforcement Fines</b>		0.00	50.00
Planning & Zoning Fees & Permit			
	Building Permits	850.00	
	Site Plan Review	0.00	
<b>Total Planning &amp; Zoning Fees &amp; Permit</b>			<b>850.00</b>
Property Tax			
	Arrears Property Tax	20,717.60	
	Penalty & Interest	35.17	
	Property Tax Current	0.00	
	Recovered Homeowners Exemption	826.30	
<b>Total Property Tax</b>			<b>21,579.07</b>
Rents			
	City Hall Rental	200.00	
	Post Office Rent	280.00	
<b>Total Rents</b>			<b>480.00</b>
State of Idaho Funds			
	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>27,453.50</b>	<b>27,453.50</b>

**INCOME/STREETS**

Name	Account	Amount	Sub-Totals
<b>02 · SF REV</b>			
<b>Idaho Transportation Dept</b>			
	State Highway Users Fund	8,814.05	
	HB312	2,747.35	
<b>Total Idaho Transportation Dept</b>			<b>11,561.40</b>
<b>Road &amp; Bridge</b>			
	Road & Bridge Current	0.00	
	Road & Bridge P & I	27.99	
	Road & Bridge Arrears	14,810.31	
<b>Total Road &amp; Bridge</b>			<b>14,838.30</b>
<b>Road &amp; Streets</b>			
<b>Total Road &amp; Streets</b>			<b>26,399.70</b>
<b>Stormwater/Encroachment</b>			
	Utility Encroachment Pmts	0.00	
<b>Total Stormwater/Encroachment</b>			<b>0.00</b>
	<b>Total 02 · SF REV</b>	<b>26,399.70</b>	<b>26,399.70</b>
	<b>Total Income</b>	<b>53,853.20</b>	<b>53,853.20</b>

**City of Kootenai**  
**Treasurer Report July 2022**  
**EXPENSES/General Fund**

Name	Account	Amount	Sub-Totals
<b>10 - GF EXP</b>			
Accounting & Audit		0.00	0.00
Bank Charges		0.00	0.00
Dues and Memberships	ICCTFOA District 1		0.00
Building Maintenance			
	Janitorial Service	75.00	
	Furniture & Fixtures	37.41	
	Custodal Supplies	0.00	
	Building Security	177.64	
<b>Total Building Maintenance</b>			<b>290.05</b>
Insurance	ICRMP	0.00	
Legal	Attorney	1,205.00	
	Law Enforcement Contract	0.00	
	Alternate Code Admin	0.00	
<b>Total Legal</b>			<b>1,205.00</b>
Office Expenses			
	Computer Maintenance/Repair	0.00	
	Internet Service	157.94	
	Office Supplies	0.00	
	Other/Easter/Mayor	0.00	
<b>Total Office Expenses</b>			<b>157.94</b>
Park, Arbor Day & Earth Day		0.00	
	Maintenance - Landscaping	1,096.20	
<b>Total Park, Arbor Day &amp; Earth Day</b>			<b>1,096.20</b>
Planning & Zoning			
	Planner	1,266.50	
	Site Plans	0.00	
	Ordinance Revisions/Comp Plan	0.00	
	Engineer	0.00	
	Code Enforcement	0.00	
	Building Permits	412.00	
	Zoning Map	0.00	
<b>Total Planning &amp; Zoning</b>			<b>1,678.50</b>

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

Name	Account	Amount	Sub-Totals
<b>Training Workshops</b>			
	Training Expenses	0.00	
	Meals	36.80	
	Milage	21.71	
<b>Total Training Workshops</b>			<b>58.51</b>
<b>Utilities</b>			
	Electric & Gas	84.04	
	Garbage	12.42	
	Telephone	35.84	
	Water	60.98	
	Sewer	0.00	
<b>Total Utilities</b>			<b>193.28</b>
<b>Wages &amp; Benefits</b>			
	Clerk/Treasurer	3,500.75	
	Council	500.00	
	Mayor	500.00	
	Payroll Taxes	382.55	
	Retirement Fund - PERSI	582.18	
<b>6560 · Payroll Expenses</b>	Health Insurance	0.00	
	Wages & Benefits	0.00	
	Payroll Expense/Intuit	520.00	
<b>Total Wages &amp; Benefits</b>			<b>5,985.48</b>
	<b>Total 10 · GF EXP</b>	<b>10,664.96</b>	<b>10,664.96</b>



**City of Kootenai**  
**Treasurer Report July 2022**  
**EXPENSES/Street**

Name	Account	Amount	Sub-Totals
<b>20 - SF EXP</b>			
Ditches	Maintenance	150.00	
<b>Total Ditches</b>			150.00
Stormwater			
	Culvert Inspections	0.00	
	Engineer	0	
<b>Total Stormwater</b>			0.00
Streets			
	Materials	0	
	Engineer	-	
	Capital Improvement Project/NM	-	
Transportation			
	BCATT	0	
	Bike & Ped/RFP Light Repair	1977.41	
<b>Total Transportation</b>			1977.41
Utilities, Streets			
	Signal Lights	32.01	
	Street Lights	894.36	
<b>Total Utilities, Streets</b>			926.37
	<b>Total 20 - SF EXP</b>	<b>3,053.78</b>	<b>3,053.78</b>
	<b>Total Expense</b>	<b>13,718.74</b>	<b>13,718.74</b>
 <b>Net Income</b>			 <b>40,134.46</b>



## MEMO

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**To: Mayor Lewis and Council Members**

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

**Date: July 28, 2022**

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

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I was on vacation for a portion of July. Engineering activities for the month of July were limited but included coordination with utility providers, City drainage review and coordination with IHD, and SH 200 pathway discussion with LHTAC.

### **Ditch Maintenance Update**

The Independent Highway District crew cleaned the ditches where standing water was observed. This area was along a portion of W 1<sup>st</sup> Avenue, Sprague Street and Railroad Avenue.

### **Children Pedestrian Safety Grant**

The City applied for \$250,000 to widen 2<sup>nd</sup> Avenue from the Kootenai Elementary School toward the Seven Sisters Development to add a shoulder space for pedestrians. The City's application ranked number 1, which means it scored the highest in the state for applications received. A check for \$250,000 will be sent to the city, after the LHTAC/Local agreement is signed and returned.

### **TAP Grant Pathway**

The Local Highway Technical Assistance Council sent the City a Design State Local Agreement for the proposed pathway from Seven Sisters to Main Street along SH200. The federal project is referenced as Key No. 22946, SH-200 to Railroad Ave Path, City of Kootenai.

The agreement is required for federal-aid projects and outlines the roles for securing the design services. This document needs to be signed so that the funds can be obligated. For this project, ITD staff are performing the design services along with the design of the SH-200 safety project. It may be possible to move some of the money proposed for project development to construction if consultant engineering fees are not utilized for this project.

### **Utility Permits**

**ENU 006-021 (TING)** – TING's contractor is continuing with installation of underground infrastructure for fiber optics with a good portion of the underground boring work in-place. Repair of the exploratory holes, installation of the fiber optics and utility boxes will continue into August.

**ENU 007-021 A, B, C (Zipty)** – The Zipty work has been completed. The contractor replaced a couple sidewalk panels on First Avenue adjacent to the school property and repaired some damaged asphalt on Second Avenue between Helena Street and Seven Sisters Drive.

**ENU 002-022** – A utility permit for the installation of water and sewer hookups at 401 & 403 Helena Street was issued at the end of June. The Utility work has been performed in advance of the Independent Highway District's future project which includes placing rock on this section of the roadway.



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

**MEMO**

To: Kootenai City Council, Mayor and Clerk  
From: Clare Marley, AICP, City Contract Planner  
Date: July 28, 2022  
Re: **Planning update for August 2, 2022, City Council meeting**

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**Building permit activity: ADVISORY.** The City of Kootenai received one new building permit application in July for the completion of the upper story of the Kootenai Community Church on North Main Street. The total number of applications for the year is nine.

**Land Use Application Activity: ADVISORY:** L3M, LLC, owners of the former Coldwater Creek campus, have submitted an application for a minor subdivision of the 12-acre parcel into four lots. The application is an administrative plat and will be reviewed by affected agencies. In addition, a public notice to landowner within 300 feet will be provided. The city planner will provide a written report to City Council containing proposed findings, conditions, and recommendations. The Council will consider the application at a public meeting (not a hearing), after the report is issued. The "Kootenai Campus" preliminary plat shows a 7.17-acre lot proposed for the existing main building, a 1.18-acre lot for the Lighthouse building, a 2.23-acre lot for the office building, and a 1.39-acre vacant lot facing State Highway 200. Although a public hearing is not required for this type of proposal, since it does need to come before City Council for final action, this should be considered a quasi-judicial file type, meaning there should be no ex parte contact or site visits.

The Kootenai Commerce Center site plan permit remains under review. The site is located on the south side of State Highway 200, adjoining Lignetics. Additional information has been requested from the applicant regarding infrastructure, lighting, access, landscaping, stormwater, and other details.

**Comprehensive Plan Amendment, Bonner County ACI notice: ADVISORY:** Bonner County Planning Commission has initiated an amendment to its comprehensive plan goals, objectives, and policies. The notice and invitation to comment has been provided to all taxing districts and cities. The complete text of the proposed amendment, last updated in 2005, is available for review under the "current projects" tab of the planning web site. The proposed changes include: restructuring sentences and paragraphs; updating census figures and adding local trends; addressing school needs as they relate to public land use policy; tune-ups to the economic, hazardous area, natural resources, and other sections. Summary notes from the Commission and "points for further discussion" are included in the proposed update. The comment period ends August 24, 2022. A hearing has been scheduled for August 30<sup>th</sup>.

**Kootenai City Code Land Use Update:** City Council conducted a workshop July 27<sup>th</sup> to review zoning codes and possible updates regarding wireless communication facilities, RV occupancy and storage, accessory living units, and the Downtown zoning district allowed uses. Staff will use the comments and suggestions from the Council to develop a draft code update document for further discussion at a later date.



*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 June 2022

There were 62 total calls created for the City of Kootenai for the month of June 2022. Of the 62 calls created, 9 calls were created for other agencies responding to Kootenai to assist.

These 9 calls do not fit the billing requirements.

**We will be submitting billing for 53 calls for service.**

**Sandpoint's Calls for service – 53**

Previous Incident	6
911 Hang-up	5
Citizen Assist	5
Disorderly Conduct	4
Runaway Juvenile	3
Extra Patrol Requests	2
Domestic Dispute	2
Harassment	2
Information	2
Malicious Injury to Property	2
Suspicious Person	2
VIN Inspection	2
Non Injury Accident	1
Battery	1
Citizen Dispute	1
Civil Dispute	1

Custodial Interference	1
Dog Bite	1
Disorderly Conduct	1
Fire Structure	1
Fireworks Violation	1
Assist Motorist	1
Sex Offense	1
Vehicle Theft	1
Theft of Property	1
Threatening	1
Traffic Stop	1
Problems w/ utilities	1

**Not billed – 9**

Assist Other Agency	2
Traffic Violation	2
Fire Structure	1
Information	1
Business/Residential Alarm	1
Disorderly Conduct	2

**Patrol Highlights**

- Harassment – RP called and reported she was being harassing. Officers mediated complaint and encouraged the RP to block the suspects phone number and the suspect was trespassed.
- Sex offense – RP called to report he heard a rumor his cousin has had sex with an adult male. This information was not first hand and he does not know the males name. Follow up to be completed.
- Family offense – RP reported her husband smacked her in the face. She later requested police respond without lights and sirens as they were separated. RP clarified her and the suspect are not in fact married but in an intimate dating relationship for the past 8 years. Rp did not wish to pursue any charges and just wanted him to sleep in a different room. Suspect left for the night.
- Citizen dispute – RP reported his stepmother locked him out of their residence and would not let him in. Officers arrived and spoke with the step mother, letting her know she could not keep him out from the residence.
- Family offense – RP (38 YOF) punched her mother (59 YOF), in the face. Both parties do not live together and did not want to press charges for battery. Officers cleared without incident
- Runaway - A 12 YOA Kootenai female was signed as a runaway and later returned home

- Fireworks complaints –
- Fire structure – Officer responded to 32131 Highway 200 for the report of a structure fire. Officers arrived in the area where unable to locate any fire anywhere in the area.
- Disorderly – Rp reported her boyfriend was throwing all of her things out of the front door. Upon officer's arrival to find he had already left. Officers assisted in carrying some items back inside.
- Theft - Several tools were stolen out of the back of a vehicle located at 323 McGhee Road; Panhandle Pump & Irrigation in Kootenai. Under investigation
- Fight – Officers responded to Arnies gas station for a fight that started because of road rage. Two males were located and identified, however officers were unable to determine who started the fight.
- Battery – RP called claiming multiple people were at his residence and were refusing to leave and had threatened him with guns and hammers. Upon arrival, it was discovered RP had actually instigated and battered one of the individuals who lives at this residence. Ultimately he did not wish to press charges and the RP was again instructed on the proper way of going about a civil eviction process.

**Traffic warnings issued**

Fail to renew registration	1
Speed	2

**Traffic citations issued**

Speed	1

**Misdemeanor citations -**

DWP	1
Possession of controlled sub	2
Drug paraphernalia	2

**Felony Charges –0**

CITY OF KOOTENAI  
FY 2022 3rd Quarter Financial Report  
April 1, 2022 to June 30, 2022

	BUDGET	Qtr Total	% REV/EXP
General Fund Revenue	\$440,271	\$ 318,081	0.72%
Expenditures	\$440,271	\$ 42,600	0.10%
Street Fund Revenue	\$ 91,200	\$ 14,744	0.16%
Expenditures	\$ 91,200	\$ 18,361	0.20%

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

Ronda L. Whittaker, City Clerk/Treasurer  
08/02/22